

26. Procedure for Work Permit (IQ/EHS/M/P26/v1.1)

1. Purpose:

To define the control measures required for hazardous jobs and ensure safe execution through a structured work permit system, thereby preventing health and safety incidents.

2 Scope:

This procedure applies to all hazardous work activities carried out at project sites, facilities, and corporate offices, including work performed by employees, contractors, and third-party personnel.

3 Responsibility:

- **Facility/Project Manager:** Initiates the work permit process.
- **Area Manager & Project Head:** Reviews and verifies EHS measures.
- **EHS & Sustainability Department:** Authorizes the permit and ensures compliance.
- **Supervisor/Contractor:** Conducts pre-work inspections and ensures adherence to safety protocols.

4 Definitions

Terms	Abbreviation
Hot Work	refers to any activity that involves the use of portable gas or electric equipment for welding, cutting, brazing, burning, abrasive grinding, torch soldering, or any other process capable of producing heat, sparks, or flames. These operations present potential ignition sources and require stringent safety controls to prevent fire hazards and ensure personnel safety.
Firewatch/ Attendant	Fire Watch / Attendant is a trained individual designated to monitor areas where hot work is being performed. Their primary responsibilities include identifying and mitigating fire hazards, observing the work area for signs of ignition, extinguishing small fires if safe to do so, and initiating emergency response procedures when necessary. The fire watch must remain on duty throughout the duration of the hot work and during the post-work monitoring period to ensure the area remains safe.
Confined Space	Confined Space refers to any enclosed or partially enclosed area that meets one or more of the following criteria: <ul style="list-style-type: none"> • It is large enough and configured in such a way that a person can fully enter and perform assigned work. • It has limited or restricted means of entry or exit, making access and egress difficult. • It is not intended for continuous human occupancy. • It contains, or has the potential to contain, a hazardous atmosphere (e.g., toxic gases, oxygen deficiency). • It has an internal configuration that could trap or asphyxiate an entrant (e.g., inwardly converging walls or sloped floors). • It contains any other recognized safety hazard such as electrical risks, moving machinery, or fall hazards.

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Anchoring point	Anchoring Point refers to rigid and secure structural element—such as a wall, beam, or girder—that is permanently fixed and designed to support fall protection systems. It serves as a connection point for personal protective equipment (PPE) like lifelines or fall arrestors, ensuring stability and safety for personnel working at elevated heights. Anchoring points must be capable of withstanding the forces generated during a fall and should be positioned to minimize fall distance and swing hazards.
Fall Arrestor	Fall Arrestor is a personal protective device designed to prevent a worker from experiencing a free fall when working at elevated locations. In the event of a fall, the device activates the descent and safely suspends the individual from a secure anchoring point. Fall arrest systems typically include a full-body harness, lanyard, and a shock-absorbing or retractable lifeline, and are essential for ensuring safety during work at height.
Fall Barrier	Fall Barrier refers to a physical safety structure designed to prevent personnel from falling from elevated surfaces. Common examples include guardrails, toe boards, and edge protection systems. These barriers are installed at the perimeter of work areas at height and serve as a passive fall prevention measure, ensuring that workers are protected from accidental slips or missteps near edges or openings.
General Work Permit	General Work Permit is issued for routine, non-hazardous (Non-electrical) activities that do not involve significant risks to health or safety. These tasks may include cleaning, painting, carpentry, minor repairs, or other maintenance work. Although considered low risk, such activities still require basic safety precautions and formal authorization to ensure that the work is carried out in a controlled and safe manner. The permit ensures that personnel are aware of the work scope, location, duration, and any site-specific safety requirements.
Hot Work Permit	Hot Work Permit is a formal authorization required for tasks that involve open flames, sparks, or heat-producing equipment, such as welding, cutting, brazing, grinding, and torch soldering. This permit ensures that fire hazards are identified and controlled before work begins. It includes mandatory precautions such as removing or shielding combustible materials, assigning a fire watch, ensuring the availability of fire extinguishers, and monitoring the area during and after work. The permit is valid only for the specified duration and location and must be reissued if conditions change.
Work at Height Permit	Work at Height Permit is a formal authorization required for any task performed at an elevation of more than 1.5 meters above ground level. This permit ensures that appropriate fall protection measures are in place, including the use of full-body harnesses, fall arrest systems, and secure anchoring points. It also mandates inspection of access equipment such as scaffolding or ladders, assessment of weather conditions, and implementation of site-specific safety controls. The permit must be issued prior to commencement of work and is valid only for the specified location and duration.
Excavation Work Permit	Excavation Work Permit is a formal authorization required before initiating any activity that involves digging, trenching, or earth-moving operations. This permit ensures that all necessary safety precautions are in place, including identification of underground utilities, implementation of protective systems (e.g., shoring, trench boxes), and provision of safe access and egress. It also mandates obtaining statutory approvals if applicable and requires inspection of the site by authorized personnel to verify that control measures are implemented prior to commencement of work.
Confined Space Entry Permit	Confined Space Entry Permit is a mandatory authorization required before entering any space that is not designed for continuous human occupancy and presents potential hazards such as limited access, poor ventilation, or the presence of toxic or flammable gases. This permit ensures that all safety measures are in place, including atmospheric

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	testing, mechanical ventilation, availability of first aid, rescue arrangements, and continuous monitoring. It also requires that only trained personnel enter space, typically in teams, with proper communication and emergency protocols established.
Heavy Lifting Permit	Heavy Lifting Permit is a formal authorization required for any activity involving the manual or mechanical lifting of loads exceeding 25 kilograms, or the use of lifting equipment such as cranes, hoists, or pulleys. This permit ensures that lifting operations are planned and executed safely, with appropriate risk assessments, load calculations, and equipment inspections. It also mandates the use of trained riggers, guide wires, barricading of the lifting area, and clear communication among the lifting team to prevent accidents and ensure operational control.
Electrical Work Permit	Electrical Work Permit is a formal authorization required for any task involving exposure to electrical hazards, including work on live or energized systems, testing, installation, or maintenance of electrical equipment. This permit ensures that all necessary safety measures are implemented, such as Lockout/Tagout (LOTO) procedures, use of insulated tools and PPE, verification of de-energization, and supervision by qualified personnel.

5 Method

5.1 Work requires work permits.

Following is the list of activities identified for obtaining work permits:

Type of Job	Permit Format Name	Function Initiating the Work Permit	Function Checking EHS Measures	Function Authorizing the Work Permit
Welding, grinding, gas cutting, flame cutting	Hot Work Permit	Facility/ Project Manager	Area Manager & Project Head	EHS & Sustainability Department
Entry into shafts, floor openings, tanks, manholes, sewers, silos, hoppers, pipelines	Confined Space Permit	Facility/ Project Manager	Area Manager & Project Head	EHS & Sustainability Department
Work performed at height (above 1.5 meters), including scaffolding, roof work, ladder use	Work at Height Permit	Facility/ Project Manager	Area Manager & Project Head	EHS & Sustainability Department
Routine maintenance, cleaning, painting, carpentry, and other general activities	General Work Permit	Facility/ Project Manager	Area Manager & Project Head	EHS & Sustainability Department
Digging, trenching, pit creation, underground utility work	Excavation Work Permit	Facility/ Project Manager	Area Manager & Project Head	EHS & Sustainability Department
Lifting operations involving cranes, hoists, forklifts, or other heavy equipment	Heavy Lifting Permit	Facility/ Project Manager	Area Manager & Project Head	EHS & Sustainability Department
Work involving electrical panels, wiring, live circuits, or electrical equipment	Electrical Work Permit	Facility/ Project Manager	Area Manager & Project Head	EHS & Sustainability Department

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The following steps shall be taken before (while) issuing a work permit as identified above.

5.2 Pre-Work Inspection and Precautions

- 5.2.1** The person / Supervisor performing the work personally shall carry out a pre-work inspection and ensure that all precautions are completed prior to issuing the Work Permit and starting the work. The Permit to work is valid as specified in the work permit.
- 5.2.2** Work commences only when the work permit is duly completed and endorsed by initiating / Measuring & approving authority. A copy of the permit is displayed at the workplace throughout the period of work (for project site activities)
- 5.2.3** At the end of the work, the permit is removed from the workplace and returned to the EHS department in offices and in projects. In applications need to update the closure status.
- 5.2.4** The work permit shall be cancelled & fresh permit shall be issued if there are any changes in the environment and surrounding working condition of the workplace.
- 5.2.5** The contents of method statement and risk assessment shall be made available to the supervisor and safety requirements are disseminated to the entire team engaged.

5.3 Hot work permit:

- 5.3.1** It shall be ensured that the work area is free from combustible materials, flammable liquids or gases. Combustible materials are moved (10 meter or more) away from the area where hot work will be performed or are protected by approved spark and fire resistive covering.
- 5.3.2** Wall or floor openings (such as cracks, open pipes, pipe holes and ducts) shall be protected to keep out sparks or hot materials.
- 5.3.3** It shall be ensured that appropriate fire protection devices are available and operational.
- 5.3.4** A "Fire watch" person who may be a contractor's supervisor / employee shall be assigned and be ready with a fully charged portable fire extinguisher of appropriate type and size.
- 5.3.5** The "Designated Fire Watch" shall perform only fire watch duties on a continuous basis during this assignment. {The "Designated Fire Watch" may be assigned to monitor Hot Work in several adjacent areas provided there is no barrier in between which may impair the effectiveness of fire watching activities}.
- 5.3.6** The "Designated Fire Watch" shall be maintained throughout the entire time Hot Work is being performed following each cessation (e.g. lunch or breaks) and at final completion of the Hot Work.
- 5.3.7** Any fires or an unusual incident that occur during Hot Work is promptly reported by the applicant to the permit issuer. The EHS Officer shall record the incident in IQ/EHS/M/P11/v1.1/F08, investigate and prepare mitigation plan as per the procedure IQ/EHS/M/P11/v1.1.

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5.4 General Work Permit

- 5.4.1** General Work Permits shall be issued for routine, non-specialized activities such as cleaning, painting, carpentry, minor maintenance, and other low-risk tasks. The supervisor must ensure that the nature of work is clearly defined and does not involve high risk elements like hot work, electrical hazards, or confined space entry.
- 5.4.2** Before commencing the work, the site shall be inspected to identify any potential hazards. Necessary preventive measures such as barricading, signage, PPE, and safety access routes must be implemented.
- 5.4.3** The work permit must be duly filled and approved by the designated authorities before the start of the activity. A copy of the permit shall be displayed at the work location (Project Site) throughout the duration of the task.
- 5.4.4** All personnel involved in the work must be briefed on the scope of work, safety precautions, and emergency procedures. A toolbox talk shall be conducted by the supervisor prior to starting the job.
- 5.4.5** If any change in scope, location, or working conditions occurs during the execution of the task, the existing permit shall be cancelled, and a new permit must be issued reflection the updated conditions.
- 5.4.6** Upon completion of the work, the site shall be cleaned and restored, and the permit shall be returned to the EHS Department for closure and documentation (Project Sites) & in application closure status need to update.

5.5 Height Work Permit

- 5.5.1** A Work at Height Permit shall be issued for any activity conducted at a height of general industry 1.2m (4 feet) & construction industry 1.8 meters (6 feet) or above, including work on ladders, scaffolds, rooftops, elevated platforms, or other raised surfaces.
- 5.5.2** Before starting the work, the area must be inspected for fall hazards, and appropriate fall protection measures such as guardrails, safety nets, or personal fall arrest systems (PFAS) must be implemented.
- 5.5.3** All personnel involved in working at height must be medically fit, trained, and certified in working at height and fall protection systems.
- 5.5.4** The use of scaffolding, ladders, or mobile elevated work platforms (MEWPs) must comply with applicable safety standards. These must be inspected and certified before use.
- 5.5.5** A toolbox talk must be conducted by the supervisor to brief the team on:
Nature of the work, identified hazards, Control measure, Emergency rescue plan
- 5.5.6** All tools and materials used at height must be secured to prevent falling. Use of tool lanyards is mandatory.
- 5.5.7** Work at heights shall not be carried out during adverse weather conditions such as high winds, rain, or poor visibility.
- 5.5.8** If there is any change in the work environment, equipment, or personnel, the existing permit shall be cancelled, and a new permit must be issued.
- 5.5.9** Upon completion of the task, the area must be inspected and cleared up, and the permit shall be returned to the EHS Department for closure.

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5.6 Confined Space

- 5.6.1** Entry is authorized through permit to work system as per the format IQ/EHS/M/P26/v1.1/F44 confined space work permit.
- 5.6.2** It shall be ensured that sufficient oxygen is available, and no toxic gases are present in the confined space, the readings shall be recorded in the permit IQ/EHS/M/P26/v1.1/F44.
- 5.6.3** Mechanical ventilation shall be provided to ensure supply of fresh air.
- 5.6.4** First aid facilities shall be made available near to the area of work.
- 5.6.5** A team of a minimum of two people shall be allowed to work in a confined space operation with necessary assistance and rescue arrangements.
- 5.6.6** When working at a manhole in the road or public area, barricade shall be provided.

5.7 Excavation works.

- 5.7.1** Statutory approvals (if required) from the concerned authorities shall be obtained by the supervisor / Engineer of the work area before execution of the work.
- 5.7.2** Supervisor shall ensure implementation of the control measures stipulated before the excavation work is started.
- 5.7.3** Project Manager / Construction Manager shall approve the excavation work permit after EHS officer Measured the and appended the work permit as per the format IQ/EHS/M/P26/v1.1/F44.

5.10 Heavy Lifting

- 5.10.1** When work is carried out, it involves lifting of more than 25 Kgs and especially the equipment's and other accessories to higher floors Heavy Lifting Permit to work shall be obtained as per the format IQ/EHS/M/P26/v1.1/F44.
- 5.10.2** Before starting the lifting work, the EHS officer shall conduct a toolbox talk and ensure that the area is barricaded. The lifting object shall be tied with guide wire, and the riggers shall ensure that proper communication is established between them.

5.11 Electrical Work Permit

- 5.11.1** Electrical Work permit shall be issued by the PM /FM in the format IQ/EHS/M/P26/v1.1/F44, when the system is being tested and in charge mode.
- 5.11.2** Supervisor / EHS Officer shall ensure implementation of the control measures stipulated before the work is started.

5.2 Documents/ Records:

Format No.	Document / record	Retention period	Responsibility	Record Type
IQ/EHS/M/P26/v1.1/F44	Hot Work Permit	1 year	EHS & Sustainability Department	Soft
IQ/EHS/M/P26/v1.1/F44	Working at Height Permit	1 year	EHS & Sustainability Department	Soft
IQ/EHS/M/P26/v1.1/F44	Confined Space Permit	1 year	EHS & Sustainability Department	Soft
IQ/EHS/M/P26/v1.1/F44	Heavy Lifting Permit	1 year	EHS & Sustainability Department	Soft
IQ/EHS/M/P26/v1.1/F44	Electrical Work Permit	1 year	EHS & Sustainability Department	Soft
IQ/EHS/M/P26/v1.1/F44	General Work Permit	1 year	EHS & Sustainability Department	Soft
IQ/EHS/M/P26/v1.1/F44	Excavation Work Permit	1 year	EHS & Sustainability Department	Soft

All the permits raised in Qubesafe Application by the team: -

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