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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PERMIT TO WORK (PTW)**  **WORKING ALOFT/OVERSIDE/ON LIFEBOATS** (see page 2) | | | | | | | | | | | | | | | |
| Ships Name : | | | | | | | | | Date : | | | | | | |
| **Permit Validity** (shall not exceed the duration of the work shift i.e. max 12 hours) | | | | | | | | | | | | | | | |
| From: | | | Hours | Date | | To: | | | | Hours | | Date | | | |
| **Officer Responsible For Work, Description Of Work, Location Of Work and Work Team Leader** | | | | | | | | | | | | | | | |
| Officer responsible for work:  Staff Captain  Staff Engineer  Other: | | | | | | | | | | | | | | | |
| Description of work : | | | | | | | | | | | | | | | |
| Location of work : | | | | | | | | | | | | | | | |
| Work Team Leader : | | | | | | | | | | | | | | | |
| **Checks And Preparations To Be Completed By The Officer Responsible PRIOR To The Start of Working Aloft/Over-side/On Lifeboat:** | | | | | | | | | | | | | **Yes** | **No** | **N/A** |
| **1** | **Working aloft, over-side, staging or in exposed positions** | | | | | | | | | | | | | | |
|  | **Personal Protective Equipment required** | | | | | | | | | | | | | | |
|  | - Safety helmet | | | | | | | | | | | |  |  |  |
|  | - Safety harness and lifeline secured to strong point | | | | | | | | | | | |  |  |  |
|  | - Self-inflatable life vest (where applicable) | | | | | | | | | | | |  |  |  |
|  | **Work over-side** | | | | | | | | | | | | | | |
|  | - OOW informed | | | | | | | | | | | |  |  |  |
|  | - Warning notices posted | | | | | | | | | | | |  |  |  |
|  | - Lifebuoy and line ready | | | | | | | | | | | |  |  |  |
|  | - Staging examined and properly secured | | | | | | | | | | | |  |  |  |
|  | - As necessary, all tools to be taken aloft secured by lanyard / bag / belt | | | | | | | | | | | |  |  |  |
|  | - Person in attendance on deck and lifebuoy with line readily available | | | | | | | | | | | |  |  |  |
|  | - Equipment in good order | | | | | | | | | | | |  |  |  |
|  | **Work on funnel** | | | | | | | | | | | | | | |
|  | - Advise duty engineer to limit smoke, soot and steam emission; OOW informed | | | | | | | | | | | |  |  |  |
|  | - Isolate whistle, if appropriate | | | | | | | | | | | |  |  |  |
|  | **Work near radar scanners/radio aerials** | | | | | | | | | | | | | | |
|  | - Isolate radar and scanner/radio room / OOW informed | | | | | | | | | | | |  |  |  |
|  | - Warning placed on the Bridge to stop use of radar/radio | | | | | | | | | | | |  |  |  |
| **2** | **Working on lifeboats in stowed position** | | | | | | | | | | | | | | |
|  | **Personal Protective Equipment required** | | | | | | | | | | | | | | |
|  | - Safety helmet | | | | | | | | | | | |  |  |  |
|  | - Safety harness and lifeline secured to strong point | | | | | | | | | | | |  |  |  |
|  | **Before entry into any lifeboat in stowed positions** | | | | | | | | | | | | | | |
|  | - Safety briefing given by Officer on securing/release gear to those working in the lifeboat | | | | | | | | | | | |  |  |  |
|  | - OOW informed | | | | | | | | | | | |  |  |  |
|  | - Harbour pins and lashings in place and rigged | | | | | | | | | | | |  |  |  |
|  | - Winch brake secured “on” | | | | | | | | | | | |  |  |  |
|  | - Additional securing arrangements in place (turnbuckles, shackles, chain block properly secured) | | | | | | | | | | | |  |  |  |
|  | - Inspection of the securing arrangement carried out by Deck Officer, Bosun or 2nd Bosun | | | | | | | | | | | |  |  |  |
|  | - The presence of exhaust fumes in the work area evaluated (for totally enclosed l/boats atmosphere tested) | | | | | | | | | | | |  |  |  |
| **Additional precautions (per Risk Assessment):** | | | | | | | | | | | | | | | |
| Work started – Date/Time: | | | | | | | | | | | | | | | |
| **Authorisation and Approval:** | | | | | | | | | | | | | | | |
| Relevant Risk Assessment performed/reviewed: | | | | | | | Risk Assessment updated: Y  N | | | | | | | | |
| Hazards, Risks and this PTW discussed in a Tool Box Talk (TBT) with all involved:  In the circumstances noted above it is considered safe to proceed with this work | | | | | | | | | | | | | | | |
| Signed | |  | | | Name/Rank : | | |  | | | Officer Responsible For Work | | | | |
| Signed | |  | | | Name: | | |  | | | Work Team Leader | | | | |
| Signed | |  | | | Name | | |  | | | Ship’s Safety Officer | | | | |
| Signed | |  | | | Name | | |  | | | Captain / Staff Captain | | | | |
| Be reminded to remove any additional securing device from lifeboat once the work is completed | | | | | | | | | | | | | | | |
| Work completed & all relevant advised – Date/Time: | | | | | | | | | | | | | | | |
| **Upon Completion of Work**  Work has been completed and all persons, equipment and materials under my supervision have been withdrawn. | | | | | | | | | | | | | | | |
| Signed | |  | | | Name | | |  | | | Responsible Officer | | | | |
| Signed | |  | | | Name | | |  | | | Work Team Leader | | | | |
| Original : To Safety Officer for filing Copy : To the work site. | | | | | | | | | | | | | | | |

**GUIDANCE NOTES FOR WORKING ALOFT PERMITS**

1. This permit applies to all crew when working aloft, over the side of the ship and on lifeboats.
2. Working “aloft” (at height) is defined as working **not standing on level ground or at deck level**.
3. The permit should indicate the period of its validity, which cannot exceed the duration of the work shift (max. 12 hours) and any time limits applicable to the work which it authorises.
4. Only the work specified on the permit should be undertaken.
5. The permit should be relevant and as accurate as possible. It should state the location and details of the work to be done, the nature and result of any preliminary tests undertaken, the measures undertaken to make the job safe and the safeguards that need to be taken during the operation.
6. Other than in emergency situations, personnel should not work overside whilst the vessel is underway. If such work has to be undertaken lifeboats or rescue boats should be ready for immediate use.
7. Authorisation and approval
   1. The Officer responsible for the working aloft/overside/on lifeboats is to sign that:
      1. He has completed the required checks and preparations prior to the start of the work.
      2. He authorises the work to proceed.
      3. The authorising Officer retains responsibility for the work until he has either cancelled the permit or formally transferred it to another authorised person who should be made fully conversant with the situation. Anyone who takes over, as a matter of routine or in an emergency, from the authorising officer, should sign the permit to indicate transfer of full responsibility.
   2. The work team leader is to sign the PTW affirming that he will comply with the requirements of the permit.
   3. The Safety Officer is to sign the PTW confirming:
      1. Company procedures for working aloft/overside/on lifeboats are complied with.
      2. The conditions of the permit are adequate and correct.
      3. The work described on the PTW does not conflict with any other works in progress or anticipated.
      4. His approval for the work to proceed as detailed.
   4. The Captain (or his deputy, the Staff Captain) is to sign the PTW authorising the work to proceed as detailed.
8. The original PTW is to be signed off upon completion of work or the expiry of the permit as applicable.
9. A copy of the PTW is to be available on site, the original posted on the Bridge
10. For working aloft sailing masts – refer to PTW SAF83