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| **PTWE (PERMIT TO WORK ELECTRICAL)**  **High Voltage (equal to or above 1000 Volts)**  Each “Part” of this PTWE must be completed in sequence  Signing a “Part” of this PTWE has the meaning (declaration, responsibility and obligation) stated on page 2 | | | |
| ***Permit #*** |  | ***Date*** *(ddmmmyyyy)* |  |

|  |  |  |  |
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| **Part 1 – Authorisation**  (must not exceed the duration of the work shift i.e. max 12 hours) | *Scope of work / testing:* | | |
|  |
| ***Chief Engineer:*** |  |  |  |
|  | *Name* | *Signature* | *Time* |

|  |
| --- |
| The Procedure for High Voltage Work has been read and understood. Chief Electrician has been appointed and is qualified to do the work. Instructions to the working party, Chief Engineer and Engine Control Room about the extent of work, its boundaries of the point of work and safety measures in force. At least two Electrical Engineers present when work is being carried out. This form is to be signed by all parties before any work take place |

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| **Part 2 - Approval & Issue** | Isolations, safety devices & circuit earths proposed (attach drawings as necessary): | | | |
| Tag Out Approved:  *Yes / No / N/A* | |  |  |  | | --- | --- | --- | | **SAFETY PROCEDURE** | | | |  | 2.1 | Inform the ECR and establish the necessary marking “WORK IN PROGRESS” or “DO NOT OPERATE” signs in the ECR and MSB. | | **SECURING PROCEDURE** | | | |  | 2.2 | The Equipment or System is stopped and secured (dead). | |  | 2.3 | Reconnection devices blocked and marked while work is in progress, relevant control switches in local control. | |  | 2.4 | Applicable Circuit Breaker in secure position and Equipment or System disconnected on ALL supply sides. | |  | 2.5 | Confirm disconnection has been effected on all poles by voltage indicators. | |  | 2.6 | Close the switchboard grounding and short-circuiting device. | |  | 2.7 | Switchboard grounding device locked and the key to be kept by the Chief Electrician |   . | | | |
| PTWE issued to AEP:  *Name* |
| 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: | | | | |
| ***Chief Electrician:*** |  |  | |  |
|  | *Name* | *Signature* | | *Time* |

|  |  |  |  |
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| **Part 3 – Agreement** | There are no conflicts and work may proceed | | |
| ***EOOW:*** |  |  |  |
|  | *Name* | *Signature* | *Time* |

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| **GROUNDING RELATED TO THE WORK** | | |
|  | 3.1 | Establish the necessary barriers and shielding. |
|  | 3.2 | Test the voltage indicator itself immediately before verification. |
|  | 3.3 | Voltage test all poles and neutral of the local equipment where work will take place. |
|  | 3.4 | Test the voltage indicator itself immediately after verification. |
|  | 3.5 | Connect the local grounding and short-circuit device at the point of work and assure it always visible and connected. |

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| **Part 4 - Tag-Out** | Isolations, safety devices & circuit earths are in place. PTWE posted ECR & worksite: | | |
| ***AEP 1:*** |  |  |  |
| ***AEP 2:*** |  |  |  |
|  | *Name* | *Signature* | *Time* |

|  |  |  |  |
| --- | --- | --- | --- |
| **Part 5 - Work Supervision** |  |  |  |
| *PTWE & TOs Checked* | Yes / No | *Tool Box Talk Completed* | Yes / No |
| ***Task Supervisor (AEP):*** |  |  |  |
|  | *Name* | *Signature* | *Time* |

|  |  |  |
| --- | --- | --- |
|  | 5.1 | The Chief Electrician has indicated to each person under his safety command that the safety measures will cease. |
|  | 5.2 | Chief Electrician in charge of the Safety Procedures has ensured reconnection can take place without danger. |
|  | 5.3 | Carry out reconnections in a responsible manner by reversing the above procedures. |

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| **Part 6 - Work Compete** | Guards, covers & other safety devices are reinstated.  Tools & persons removed from the worksite. | | |
| ***Task Supervisor (AEP):*** |  |  |  |
|  | *Name* | *Signature* | *Time* |

|  |  |  |  |
| --- | --- | --- | --- |
| **Part 7 - Reinstatement** | Removal of Tag Outs and reinstatement of any plant affected agreed. | | |
| ***EOOW:*** |  |  |  |
|  | *Name* | *Signature* | *Time* |

|  |  |  |  |
| --- | --- | --- | --- |
| **Part 8 – Isolations Removed** | Circuits & protections reinstated, tag-outs & earths removed, circuit power restored & testing completed. PTWE copies removed from worksite & ECR/EOOW advised. | | |
| ***AEP 1:*** |  |  |  |
| ***AEP 2:*** |  |  |  |
|  | *Name* | *Signature* | *Time* |

|  |  |  |  |
| --- | --- | --- | --- |
| **Part 9 – Cancellation** | | | |
| ***Chief Electrician:*** |  |  |  |
|  | *Name* | *Signature* | *Time* |
| ***Chief Engineer:*** |  |  |  |
|  | *Name* | *Signature* | *Time* |

**PTWE (PERMIT TO WORK ELECTRICAL) – HIGH VOLTAGE**

**Part 1 - Authorisation**

By signing this section the Chief Engineer *authorises* the PTWE *Scope of Work* (including testing).

**Part 2 - Approval & Issue**

By signing this section the Chief Electrician:

* Issues the working party with all necessary instructions.
* **Carries out personally the necessary disconnection.**
* Establishes the necessary marking.
* Establishes the necessary precautions against reconnection.
* Ensures necessary voltage checking.
* Ensures necessary grounding and short circuiting.
* Establishes the necessary barriers.
* Establishes the necessary shielding.
* Supervises the work.
* Takes part in the work where he deems is necessary for the safety of all concerned.
* Ensures that safety measures are dispensed with in a responsible manner after work is completed, and
* **Carries out personally reconnections in a responsible manner.**

**Part 3 - Agreement**

By signing this section the EOOW *confirms* that

* There is *no conflict* between
  + the PTWE Tag Outs / Scope of Work and
  + other systems/operations and
* *Agrees* to tag outs and work commencing

**Part 4 - Tag Out**

By signing this section at least two AEPs *declare* that:

* The circuit(s) / motor / plant stated in Part 1:
  + are *isolated* from all sources of electrical power and
  + the approved *Tag Outs* (isolations, safety devices & circuit earths) are in place
  + are *safe* to work on
  + will *remain isolated* until Part 7 - Reinstatement is agreed and signed by the EOOW
* Where fitted or required by the Chief Electrician in a PTWE, a Tag Out shall consist of a “lock out” using:
  + a key
  + a padlock
  + a cable tie
  + another device
* Tag Outs shall as a minimum be a 'DO NOT SWITCH ON' label attached to the circuit breaker / fuse clearly marked with:
  + date / time
  + name / rank of the person placing the tag
  + reason for the tag out
  + additional safety instructions / information
* The PTWE is *posted* both at the ECR & worksite
* The EOOW is *advised* accordingly

**Part 5 - Work Supervision**

By signing this section the Task Supervisor (must be an AEP) *declares* that:

* They have *checked*
  + the PTWE Scope of Work is *correct*
  + Tag Out indications are *in place*
  + The PTWE is *posted* at the worksite
* After each break they will check the PTW and Tag Outs *remain in place*
* A *Tool Box Talk* completed

**Part 6 - Work Compete**

By signing this section the Task Supervisor (must be an AEP) *declares* that:

* Guards, covers & other safety devices are *replaced*.
* Tools & persons are *removed* from the worksite.
* It is now *safe* to reinstate circuits and test

**Part 7 - Plant Reinstatement**

By signing this section the EOOW *confirms* there are *no conflicts* to the removal of Tag Outs and *agrees* to the reinstatement of any plant affected.

**Part 8 – Isolations Removed**

By signing this section the AEP declares that

* Tag-outs (isolations, safety devices & circuit earths) are *removed*
* Power is *restored* to circuits & testing is completed
* PTWE copies are *removed* from worksite & ECR and it is no longer safe to work on the circuit(s) / motor / plant.
* The EOOW is *advised* accordingly

**Part 9 – Cancellation**

By signing this section the Chief Electrician and then the Chief Engineer declare that the PTWE is *cancelled* and that the circuit(s) / motor / plant are *safely and satisfactorily* returned to their *normal operating condition*.