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| **PERMIT TO WORK (PTW)**  **MAST WORKING ALOFT ( MWA)** (see pages 2 and 3) | | | | | | | | | | |
| 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 :  Chief Officer  Chief 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 Mast Working aloft operations:** | | | | | | | | **Yes** | **No** | **N/A** |
| **1** | **Mast Working Aloft Procedures :** | | | | | | | | | |
|  | **Personal Protective Equipment required** | | | | | | | | | |
|  | - Safety helmets worn by crew standing -by on deck. | | | | | | |  |  |  |
|  | - Safety harness & Preventer wire (Safety lines) attached to both halyards used for lifting, verified by Sails Officer. | | | | | | |  |  |  |
|  | - Three dedicated crew hoisting halyards need to be available and in good working condition, before starting any climbing operations, using a self locking descending device on a second tensioned halyard. | | | | | | |  |  |  |
|  | - Before starting to climb, test the stopper, cleat, make sure halyard in good working condition.  - Before starting to climb, test winch, check bottom blocks and shackles. Check halyard over its entire length prior to use. | | | | | | |  |  |  |
|  | - During the climb, check status of blocks, shackles, bulldog grips, talurits, clutches and safety cables. | | | | | | |  |  |  |
|  | **Working Requirements :** | | | | | | | | | |
|  | - Chief Officer/ O.O.W informed | | | | | | |  |  |  |
|  | - In the event Mast Working Aloft is carried out in the vicinity of the funnel, E.C.R. must be notified as well. | | | | | | |  |  |  |
|  | - Turn Radars Off signs posted ( if working on Mast # 1 & Mast # 2) | | | | | | |  |  |  |
|  | - All equipment and tools checked. | | | | | | |  |  |  |
|  | - Area roped off and kept clear | | | | | | |  |  |  |
|  | - Test winch emergency button before starting mast working aloft. | | | | | | |  |  |  |
|  | - Check status of working blocks and Preventer wire (safety line) and back-up equipment in case of breakdown of blocks to be in place. | | | | | | |  |  |  |
|  | - Sails unfurled, system shut off and secured, signs posted. | | | | | | |  |  |  |
|  | - Hydraulic Accumulators isolated and signs posted on sails control panel located on the Bridge. | | | | | | |  |  |  |
|  | - All tools secured by lanyard. | | | | | | |  |  |  |
|  | - Signals agreed between M.W.A. involved crew. | | | | | | |  |  |  |
|  | - UHF walkie-talkies batteries fully charged, tested and ready for immediate use. | | | | | | |  |  |  |
|  | - Walkie-Talkie Communication Leader to be located at the Mast. | | | | | | |  |  |  |
|  | - Sails Officer or Chief Officer on scene equipped with fully functional UHF walkie-talkie and in charge to supervise safe operations. | | | | | | |  |  |  |
|  | - One Deck Officer sails control panel at all times during Mast Working Aloft operations, in contact by UHF walkie-talkie with Deck Officer on scene. | | | | | | |  |  |  |
|  | - Bosun equipped with fully functional UHF walkie-talkie, available on deck (scene) ready to climb the mast in case of emergency. (Two halyards to be used for back-up) | | | | | | |  |  |  |
|  | **Additional Safety Requirements :** | | | | | | | | | |
|  | - Master notified. | | | | | | |  |  |  |
|  | - One Operator located at the winch on deck in contact with Operator on scene. | | | | | | |  |  |  |
|  | - O.O.W in charge to monitor weather condition and advise Officer on scene accordingly.  - Wind speed less than 10 knots, if going aloft for inspection or bulb replacement. (wind speed refer to top of the mast) | | | | | | |  |  |  |
|  | - Date of last verification carried out on halyards, blocks and lifting point needs to be available and attached to M.W.A. as proof of evidence. | | | | | | |  |  |  |
|  | - Date of harness formal verification needs to be available and attached to M.W.A.as proof of evidence. | | | | | | |  |  |  |

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| **Additional precautions:** | | | | | |
| - Person ascending mast to have received training for the task and be suitably experienced | | | | | |
| - Check fitting of safety harness, ensuring it has been donned correctly and securely. | | | | | |
| - Within five (5) meters of masthead, power on winch needs to be stopped and handle used to manually hoist. | | | | | |
| - UHF Walkie-Talkie needs to be secured with lanyard. | | | | | |
| - Person ascending mast has received training for the task and he is suitably experienced. | | | | | |
| - Suspend any noisy work on deck in order to have proper working communication. | | | | | |
| - Each halyards should have different colour (colour coded). | | | | | |
|  | | | | | |
| 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 On Watch |
| Signed |  | Name | |  | Work Team Leader (Bosun) |
| Signed |  | Name | |  | Chief Officer |
| Signed |  | Name | |  | Master |
| Be reminded to remove any additional securing device from mast & deck 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 MAST WORKING ALOFT (M.W.A.)**

1. This permit applies to all crew when mast working aloft.
2. 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.
3. Only the work specified on the permit should be undertaken.
4. 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.
5. Personnel cannot work perform any mast working aloft, whilst the vessel is underway.
6. Authorisation and approval
   1. The Officer responsible for the Mast working aloft 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 (Bosun and Officer on scene) is to sign the M.W.A. affirming that he will comply with the requirements of the permit.
   3. The Chief officer is to sign the M.W.A. confirming:
      1. Company procedures for mast working aloft are complied with.
      2. The conditions of the permit are adequate and correct.
      3. The work described on the M.W.A. does not conflict with any other works in progress or anticipated.
      4. His approval for the work to proceed as detailed.
   4. The Master is to sign the M.W.A. authorising the work to proceed as detailed.
7. The original M.W.A. is to be signed off upon completion of work or the expiry of the permit as applicable.
8. Copy of M.W.A. (on completion) needs to be sent by e-mail to Fleet Manager and DPA as soon as possible.