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| **HAJI GUL GROUP OF COMPANIES** | | | | |
|  | **Title: Permit to work & Hot work permit** | | | |
| **Document #:** | **HGGC/HSEQ/HWP** | **Rev #** | **00** |
| **Effective Date** | **01-01-2025** |  |  |

**Permit to Work Procedure**

**Objective:**

Purpose of this document is to provide safe secure and healthy working conditions for all who work with US and for us.

**Definitions**

**Permit Issuer**

A person who has operational responsibility for the area where the work is to be undertaken.

**Permit Acceptor**

The Permit Acceptor shall be a trained person who is in control of and responsible for carrying out the work described in the Permit to Work.

**Authorized Person**

An Authorized Person shall be an employee empowered in writing by the Operating Unit Manager to issue specified Supporting Certificates.

**Supporting Certificates**

A Supporting Certificate is a document that facilitates and confirms the creation of particular safe conditions for the issue of the Permit to Work for specific tasks or activities. *The Supporting Certificate is not a Permit to Work.*

**Authorized Gas Analysis**

Measurement, before work can commence and possibly during the work, for the presence of inert, toxic, flammable or oxidizing gases to confirm the atmosphere is maintained within safe limits.

**1.0 Hot Work**

Hot work is defined as any activity likely to produce a source of ignition. It includes all forms of welding, Gas-cutting, soldering, blast cleaning and a use of spark producing tools such as non-flame proof electric equipment, both mains power and battery operated.

**2.0 Scope**

Independent of any gas- free certificate, it is necessary for a work permit to issued:

2.1 To carry hot work on the outside of a tank

2.2 To enter the confined space of a tank

2.3 To carry out hot or cold work on the inside of a tank

Permits should be issued for limited periods only, during which it is known that the conditions will remain safe. For prolonged work, frequent re-testing and re-inspection with re-validation are the permits are essential.

If a person is required to work within the confined space of a tank, there may be legal obligations which may include advising the appropriate department that such work is about to commence.

The following general requirement must be observed in carrying out cold or hot work on tanks which have contained flammable or combustible liquids or vapors (including products such as distillate, fuel oil and lubricating oil).

When hot work is required, special consideration should be given to the vehicle fuel tank, particularly in the case of spark ignition engines (petrol). Any action recommended will depend on the type and location of the hot work. If consider necessary, the Responsible department must assess the vehicle engine and where necessary ensure the removal of the petrol tank is a part of the work permit requirement.

**3.0 Cold Work outside Tank-Motor Vehicle**

Selective cold work (not involving heating, cutting or other operation which could cause a spark or a dangerous rise in temperature) may be performed on the outside of a tank vehicle without a Gas-free Certificate or Work permit, under the following conditions:

* 1. Automotive repair and serving work may be carried on all un-gas freed vehicles in a workshop open on a minimum of three sides. The tank shall be drained before it is taken into the workshop. There shall be no leakage in the tank, and all outlets and openings shall be closed or capped. However vehicle that have carried petrol as a last load are not permitted inside enclosed workshops.

3.2 Cold work on the tank and fittings (Including repairs and maintenance to compartment covers, high-level cut-offs, top operators, cables, rods, foot valves, cocks or pipelines) may be carried out with the tank either full or empty, in a designed area or open shelter at least 15 meters from any source of ignition. Manhole covers dip tubes, valves and cocks should all remain closed wherever practical.

3.3 Any electrical equipment used, including battery-powered items, shall be suitable for use in a hazardous location by being certified as intrinsically safe or flameproof by the appropriate authorities.

**4.0 Cold Work outside Tank**

Selective cold work (not involving heating, cutting or other operation which could cause a spark or dangerous rise in temperature) may be performed on a tanker without a Gas-free or Work Permit under the following Conditions:

4.1 Tank containing class 1 or 2 liquids (having a flash point up to and including 61®C e.g. petrol and Kerosene) must not be taken into a workshop and work must be carried out in the open at least 15 meters from any source of ignition.

* 1. Tank containing class 3 or 4 liquids (having a flash point greater than 61®c, e.g. distillate, diesel oil or fuel oil) may be taken into a workshop.
  2. When outside oil company premises, all outlets and openings shall be closed or capped.
  3. Within the terminal works in accordance with procedure.
  4. .1 **Work at Height**
  5. .1.2 Work at height means working in a place (expect a staircase in a permanent workplace) where a person could be injured by a falling from it, Even if it is at or below ground level. Work at height means work involved to perform at 1.8 meter (6 feet from surface of Earth) is called work at height on vehicle and on oil tanker.

1. **Procedure Applies:**

This procedure applies to:

* + 1. All haulers which are the part of Hauler Professionalization Project.
    2. All locations of haulers.
    3. All businesses of haulers.
    4. All vehicles operating under the name of haulers whether owned or sub contracted.
    5. HSE department is responsible to comply with this procedure.

1. **Responsibility**

6.2 HSE department are responsible to maintain the records and Safety of TL.

* 1. HSE department are responsible to ensure that all vehicles are being inspected according to this procedure.
  2. HSE department are responsible for the document control of this document.
  3. HSE department must do all that is reasonably practicable to prevent anyone falling a distance liable to cause personal injury by falling from it.
  4. HSE department is responsible to manage properly all work at height.
  5. HSE department confirm the place where work at height is done is safe.
  6. HSE department takes account of weather conditions in all work at height.
  7. HSE department confirm those involved in work at height are instructed and trained.
  8. HSE department confirm that all equipment for work at height is appropriately inspected.
  9. HSE department is responsible to protect their own safety and health, as well as the safety and health of anyone who may be affected by their acts or omissions at work.
  10. HSE department is responsible that all person involved in work to use require P.P.E,s for safe working.
  11. HSE department is responsible for the completion of Job.

1. **Procedure**
   1. Driver will inform to HSE department about the required work.
   2. HSE will ensure the nature of work and will record it in vehicle
   3. HSE department precede the Gas-Free process.
   4. HSE department ensure the nature of Work at height.
   5. HSE department will check following measures to precede the Gas-Freeing procedure.
      1. Tank must be free of sludge or sediment
      2. Confined space entry requirements observed
      3. Fulfill the requirement for work at height and observe all scenario
      4. Suitable protective clothing worn
      5. Adequate observation from the outside at all times
      6. Forced ventilation (Mechanical ventilation mandatory)
      7. Oxygen content sufficient for gas detector accuracy and for personal breathing
      8. Rescue equipment are available
   6. HSE department will issue Gas-freeing certificate after ensuring all safety measures are adopted, he will also observe that the TL is free from gas and no any symptoms are found.
   7. HSE department will ensure that the work permit is issued as per procedure and all specific work detail is mentioned on Permit to work document

**8.0 Review**

This document will be reviewed on following occasions:

* + 1. Annually
    2. Whenever there is a change in Vehicle Standards
    3. Whenever there is a change in National Highway Standards
    4. Whenever there is a change in Road Transport Laws
    5. Whenever there is an induction of new type of vehicles
    6. As and when required

1. **Related Documents**
   1. Repair Order VMS 02/25
   2. Gas-freeing Certificate HSE 03/25
   3. Permit to Work HSE 04/25
2. **Reference**

Nil

1. **Distribution**

HSE /Maintenance Department of HGGC.

HSEQ Manager