 Discovery Labs	STANDARD OPERATING PROCEDURE			
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TITLE: HEIGHT WORK PERMIT				

1.0 PURPOSE:

To describe the procedure for Height work permit

2.0 SCOPE:

This Standard Operating Procedure is applicable for all the employees working at Discovery Laboratories pvt.ltd.

3.0 RESPONSIBILITY:

3.1 EHS Department

3.1.1 Is the responsible to issue the Height work permit copy after allotting the number and give clearance to the work with necessary precautions.

3.2 User Department

3.2.1 Is the responsible to collect the permit copy from EHS department and take necessary measure to comply the check points as per permit.

3.2.2 It is the responsibility of user department to distribute the permit copies to respective department

3.3 Engineering Department

3.3.1 Is the responsible to comply the check points as per the permit.

4.0 DEFINITIONS:

4.1 Height Work:


Work at height is work in any place, including a place at, above or below ground level, where a person could be injured if they fell from that place. Any work which is done above 2 meters of height is considered as height work.

5.0 PROCEDURE :

5.1 The work permit numbering system as HEWP/ XXX/ YY/ ZZ, Where HEWP is Height work Permit, XXX is number and YY is the month and ZZ is the year. The number starts from 001 every year and the YY is the month and ZZ is the last two digits of current year. For example: HWP/ 001/01/14.

5.2 Height work:

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5.2.1 Works at an elevation of more than 02 meters height, where there is no proper platform, is treated as height work.

5.3 **Fragile roof:**

5.3.1 Means a roof which can collapse due to weight / carrying weights of the persons while working for repairs over the buildings and roofs.

5.3.2 Work place persons / work carrying persons shall collect the permit from EHS department, EHS department will a lot the permit number and issue the permit.

5.3.3 The permit issue details should be record in the register.

5.3.4 Work place in charge shall initiate the permit by complying the check points from 1 to 7 points as in the Current version EHS005-FM012.

5.3.5 Engineering department shall comply the check points from 8 to 14.

5.3.6 EHS department shall check all the above 14 check points as given in the Current version EHS005-FM012.

5.3.7 Work will start after getting the approval from Plant in charge or designee.


5.3.8 EHS department make intermittent check to ensure safety of job. If any of the conditions mentioned in the checklist or found violated, EHS department is authorized to cancel the Permit.

5.3.9 Work permit is valid up only in general shift i.e. from 09.00 to 18.00 hrs and valid only for the mentioned date.

5.3.10 The permit can be extended for the same day beyond 18.00 Hrs, subject to the approval of the plant in charge / designee based on the requirement.

5.3.11 Work place persons / work carrying personnel should produce the permit whenever asked during the course of work.

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5.3.12 After completing the job work place personnel / work carrying personnel should hand over the permit copies to respective departments.

5.3.13 The permit is in triplicate. The original copy with the personnel who will be doing the work, the other copy shall be with EHS department and the final copy shall be with the department where the work is being done.

6.0 FORMATS / ANNEXURE(S):

6.1 Height work permit : EHS005-FM012.

7.0 CHANGE HISTORY:

Revision No.	Effective Date	Details of Revision	Ref. CCF No.
00	01-02-2013	New SOP	---
01		Revised as per current SOP & more clear and clarity.	---
02		1. SOP format changed in line with QA-SOP-001-05 2. Height Work Definition included. 3. Height work form format number changed	CCF/GEN/17017

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