 Discovery Labs	STANDARD OPERATING PROCEDURE			
	SOP No.:	SOP-EHS-003-02	Effective Date:	
	Supersedes :	EHS-003-01	Next Review Date:	
	Department:	EHS	Page:	1 of 4
TITLE: CONFINED SPACE ENTRY PERMIT				

1.0 PURPOSE:

To describe the procedure confined entry 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 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 Confined space:


A confined space is an enclosed area with limited space and accessibility.

Hazards in a confined space often include harmful dust or gases, asphyxiation, submersion in liquids or free-flowing granular solids (for example, grain bins), electrocution, or entrapment.

4.2 Although the definition of a confined space varies between jurisdictions, it is generally recognized as a space that:

- has limited or restricted means of entry or exit
- Enclose in nature
- is large enough for a person to enter to perform tasks

	Prepared by	Reviewed by	Approved by
Sign & Date			
Name	E G M Tilak	M. Ramesh	Ch. Mahendar Reddy
Department	EHS	Engineering	Quality Assurance

 Discovery Labs	STANDARD OPERATING PROCEDURE			
	SOP No.:	SOP-EHS-003-02	Effective Date:	
	Supersedes :	EHS-003-01	Next Review Date:	
	Department:	EHS	Page:	2 of 4
TITLE: CONFINED SPACE ENTRY PERMIT				

- is not designed or configured for continuous occupancy and
- has the potential for a significant hazard to be present.

5.0 PROCEDURE :


5.1 Confined space :

A confined space also has limited or restricted means for entry or exit and is not designed for continuous occupancy. Confined spaces include, but are not limited to, tanks, vessels, silos, storage bins, hoppers, vaults, pits, manholes, tunnels, equipment housings, ductwork, pipelines, etc.

5.2 Vessel :


- 5.2.1 A space that has limited or restricted means for entry and exit (Ex: Tanks, vessels, storage bins, boilers underground dig pipelines etc.) are spaces that may have limited means of entry.
- 5.2.2 Work place personnel / work carrying personnel shall collect permit from EHS Department.
- 5.2.3 EHS department will allot the permit number and issue the permit.
- 5.2.4 The work permit numbering system as CSWP/ XXX/ YY/ ZZ Where CSWP is Confined space work Permit, XXX is number, YY is the month and ZZ is the Year.
- 5.2.5 For example: CSWP/001/01/14 here CSWP is Confined space work permit, 001 is the serial number, 01 is the Current month and 14 are the last two digits of the current year.
- 5.2.6 The permit issue details should be record in Register.
- 5.2.7 Work place in charge shall initiate the permit by complying the check points 1 to 10 points as in the Current version EHS003-FM010.
- 5.2.8 Work place department in charge should give the clearance for the permit.

	Prepared by	Reviewed by	Approved by
Sign & Date			
Name	E G M Tilak	M. Ramesh	Ch. Mahendar Reddy
Department	EHS	Engineering	Quality Assurance

 Discovery Labs	STANDARD OPERATING PROCEDURE			
	SOP No.:	SOP-EHS-003-02	Effective Date:	
	Supersedes :	EHS-003-01	Next Review Date:	
	Department:	EHS	Page:	3 of 4
TITLE: CONFINED SPACE ENTRY PERMIT				

- 5.2.9 Maintenance & Electrical department shall comply the check points from 11 to 16.
- 5.2.10 EHS department shall check all the above 16 check points as given in the Current version EHS003-FM010.
- 5.2.11 EHS department shall comply the check points from 17 to 20.
- 5.2.12 Work will start after getting the approval from Plant in charge or designee.
- 5.2.13 EHS department make intermittent check to ensure safety of job.
- 5.2.14 If any of the conditions mentioned in the checklist or found violated, EHS department is authorized to cancel the permit.
- 5.2.15 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.
- 5.2.16 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.
- 5.2.17 In case of extension of the permit, EHS department shall recheck all the safety conditions.
- 5.2.18 Work place personal/ work carrying personal should produce the permit whenever asked during the course of work.
- 5.2.19 After completing the job work place personal/ work carrying personal should hand over the permit copies to respective departments
- 5.2.20 The permit is in triplicate. The original copy with the person, who will be doing the Work, the other copy shall be with EHS department and the last copy shall be with the department where the work is being done.
- 5.2.21 The user department should distribute the work permit copies to concerned department.

	Prepared by	Reviewed by	Approved by
Sign & Date			
Name	E G M Tilak	M. Ramesh	Ch. Mahendar Reddy
Department	EHS	Engineering	Quality Assurance

 Discovery Labs	STANDARD OPERATING PROCEDURE			
	SOP No.:	SOP-EHS-003-02	Effective Date:	
	Supersedes :	EHS-003-01	Next Review Date:	
	Department:	EHS	Page:	4 of 4
TITLE: CONFINED SPACE ENTRY PERMIT				

5.2.22 It is the responsibility of all departments to maintain their permit copy in their departments

6.0 FORMATS / ANNEXURE(S):

6.1 Vessel entry permit form : EHS003-FM010

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. Added the definition and explanation of confined Spaces. 3. Permit Number Format Changed	CCF/GEN/17017

	Prepared by	Reviewed by	Approved by
Sign & Date			
Name	E G M Tilak	M. Ramesh	Ch. Mahendar Reddy
Department	EHS	Engineering	Quality Assurance

QA001-FM139-01