

<p style="text-align: center;">I-Energy Pvt. Ltd. (Refineries Division)</p> <p style="text-align: center;"><b>RESET CLEARANCE FOR HT EQUIPMENT</b></p> <p style="text-align: center;">(Strike out if not applicable)</p>	<p>Sl. No.:</p> <p>Permit Regn. No.:</p> <p>Previous Permit Regn. No.: (N/A)</p> <p>Registered by:</p> <p>Name:</p> <p>Date:</p>
PERMIT TYPE: <input checked="" type="checkbox"/> Normal <input type="checkbox"/> Shut Down <input type="checkbox"/> Blanket	

Work Clearance From Invalid date Hrs. of date Invalid date To Invalid date Hrs. of Date Invalid date (Valid for the shift unless renewed)

Issued to (Department / Section / contractor):

Work order No. | Exact Location of work (Area / Unit / Equipment No.): / /

Nearest Fire Alarm No. :

Description of work:

Name of Permittee:

Date:

Sr no.	Item	Done	Not Required	Sr no.	Item	Done	Not Required
A.	General Points						
1.	Equipment / Work Area inspected			8.	Equipment water flushed		
2.	Surrounding area checked, cleaned and covered			9.	Free access for approach of fire tenders has been maintained		
3.	Sewers, manholes, CBD etc and hot surfaces nearby covered			10.	Iron sulfide removed / kept wet		
4.	Considered hazard from other operations and concerned persons alerted			11.	Gas Test: HCs = % LEL   O2 = %   Toxic gas = ppm		
5.	Equipment blinded / disconnected / closed / isolated / wedge opened			12.	Running water hose / Fire extinguisher provided. Fire water system available		
6.	Equipment properly drained and depressurized			13.	Area cordoned off and Precautionary tags / Boards provided		
7.	Equipment properly steamed / purged						
B.	For Hot Work / Entry to Confined Space						
1.	Proper ventilation and Lighting provided			10.	Trained Attendant provided with rescue equipment/SCBA		
2.	Proper means of exit / escape provided			11.	Space adequately cooled for safe entry of person		
3.	Standby personnel provided from Process / Maint / Contractor / Fire / Safety Department			12.	Continuous inert gas flow arranged		
4.	Checked for oil and gas trapped behind the lining in equipment			13.	Check for Earthing / ELCB of all temporary electrical connections being used for welding		
5.	Shield provided against spark			14.	Gas cylinders are kept outside the confined space		
6.	Portable equipment / nozzles properly grounded			15.	Checked spark arrestor on mobile equipments		
7.	Attendant at man way provided for entry into confined space (2 Persons)			16.	Welding machine checked for safe location		
8.	Standby persons provided for entry to confined space			17.	Permit taken for working at height vide permit no.		
9.	Adequate communication provided to stand by person						
C.	Excavation Works						
1.	Site inspection and assessment						

## General Instructions

1. The work permit shall be filled up carefully and accurately in clear handwriting ensuring that complete information is provided in all the sections / subsections and none of column is left blank. Sketches should be provided wherever possible to avoid miscommunication.
2. Appropriate safe guards and required personnel protective equipment (PPEs) shall be determined by a careful analysis of the potential hazards and the operations to be performed prior to starting the work.
3. Requirement of standby personnel from Process / Maintenance / Contractor / Fire & Safety etc if any shall be mentioned in the additional requirement.
4. In case of fire alarm all work must immediately be stopped. In case of Emergency Sirens, all work must be stopped and all nonessential personnel must leave work site and processed to designated areas.
5. For renewal of work clearance, the issuer shall ensure that the conditions are satisfactory for the work to continue. If the conditions have changed, it may be necessary to issue a new permit or amend the existing permit.
6. This permit shall be valid for a period of 8 hours only, unless it is renewed/ extended. This clearance on the same permit can be renewed / extended up to a maximum of seven calendar days.
7. Original permit must be available at work site at all times.
8. On completion of the work, the permit shall be closed and returned to the issuer.
9. The permit shall be issued in duplicate. Original permit (Yellow) shall be issued by receiver/ executor and duplicate (White) shall be retained by issuer.
10. Enclose important Do's and Don'ts duly signed with each permit.
11. Safety Toolbox talk has to be ensured by receiver before start of work and record for the same shall be maintained.
12. Obtain separate permit for "Working at Height", if required.

(\*\*): When Work Permit has b is anticipated to be extended beyond Normal Working H ission with signature

## Do's and Don'ts

### Do's :

1. Ensure the availability of valid work permit before start of work.
2. Ensure that work permit conditions are fully complied at site.
3. Equipment should be properly isolated from all sources of energy before start of work.
4. Ensure that walkways and passages are free from all slip/ trip and fall hazard.
5. All draining of oil should be in closed OW & S system and the draining of oil on floor will make the work area and area around the work unsafe.
6. Ensure proper illumination of work place while working in dark.
7. Ensure use of non-sparking tools in Hydrogen/ Flare / LPG / etc. service lines / Equipment and areas such as in LPG storage, bottling and loading area, HGU, Gantries etc.
8. Executor should ensure the quality of hand tools and their health.
9. Always first wedge open the flanges.
10. Use of proper PPE must be ensured during cold work by executor. Use of safety helmet and shoe is mandatory for all works inside refinery.
11. While carrying out cold work inside confined space, proper ventilation and illumination should be ensured before start of job.
12. Electric cable should be free from joints with sound insulation. Portable electrical equipment should have no loose connections.
13. All portable/ mobile electrical equipment should be connected with ELCB.
14. Executor should ensure that the lifting machine (Crane), tools & tackles are properly tested and SWL and date of testing is displayed on equipment.
15. Barricading of the area below lifting machine (Crane), chain pulley blocks etc. should be ensured before starting the job.
16. Gas test should be carried out before issuing cold work permit, wherever required.
17. Remove all scarps and unused material from site on completion of work.
18. Executor should know the nearest Fire Alarm point, Fire Order, Fire Station phone number XXXXXXXXXX, First-Aid center phone no. XXXXXXXXXX, nearest safety shower, Escape route & location of designated assembly points and siren code before start of work.

### Don'ts :

1. Never stand or work under suspended loads.
2. Never enter work area without safety helmet and shoe.
3. Do not wear loose / synthetic cloths while on work.
4. Do not use short cuts on work.
5. Do not use lamp of more than 24 V while working in confined space.
6. Do not run a machine without putting back the guard on it's exposed moving part.

Recipient	Reciever	Issuer
Signature		
Name	Codefire Admin	Codefire Admin
Date	01-12-2021 19:38:26	01-12-2021 19:39:16