

10.2.1 Completing the Permit to Work Form

The Form should be completed by all Authorized Representatives. Any safety related work carried out by the Contractor or any specific safety requirements required to be carried out by the Person/Contractor seeking a permit to be clearly indicated and highlighting what safety precautions they are implementing, which should tie up with any special safety requirements specified by the Contractor.

When the work has been completed the Person/Contractors representative who obtained the Permit notifies the DMAT/Engineer that the area has been made safe and then, upon satisfactory confirmation/completion of the work permit is cancelled accordingly.

A PTW request form (see Appendix D), should be completed in time to allow sufficient working days' notice before the work is to be carried out. The process for creating a PTW, will involve the participation of:

- a) The 'Contract Manager/Administrator' or representative,
- b) The 'Competent Person' (the person on site who is to carry out the work),
- c) The 'Authorized Person' (O&M staff member, who will give permission for the work to take place).

The 'Contract Manager/Administrator', is responsible for agreeing a safe system of work before work begins. The 'Contract Manager/Administrator', will ensure that a Risk Assessment and a subsequent Method Statement detailing all hazards and control methods in relation to the task is created.

All relevant information shall be on or attached to the 'Request' form (site details, dates, Risk Assessments, H&S Plan and Method Statements, drawings, competencies and bank guarantee, etc.). An undertaking to reinstate the affected area/assets upon completion of the work will also be required, however, in case of failure to reinstate the affected area/assets to the satisfaction of the Owner and or the Operator the contractor shall agree to reimburse the related costs to the Owner and or Operator of the assets.

The notice period starts when the requested documentation is complete and presented to the DMAT / Consultant. The 'Contract Manager/Administrator', will ensure that a PTW request form is completed and passed The PTW request details will then be entered onto a data base. The generated PTW document, with unique reference number, plus the attached risk assessment, method statement and any drawings, will then be forwarded to the appropriate 'Authorized Person(s)'.

10.2.2 Guidance Notes for Processing Method Statements and/or PTWs

The procedure for PTWs shall be in accordance with the following;

- a) The established application procedure.
- b) The established procedure for DMAT / Consultant to follow in processing applications.
- c) No PTW can be issued until a method statement has been submitted and approved;
- d) The process is summarized as follows :
 - o Scope of work, method statement and a program are submitted to DMAT / Consultant for review.