

# 14 PERMIT TO WORK SYSTEMS

## 14.1 Introduction

14.1.1 Based on the findings of the risk assessment, appropriate control measures should be put in place to protect those who may be affected. This chapter covers permits to work, which are formal records to confirm that control measures are in place when particular operations are being carried out.

14.1.2 In this chapter and its annexes, any reference to a 'competent person' means a person designated and authorised for the task covered by a permit to work under the safety management system, and 'authorised officer' means a person designated and authorised for the purposes of issuing and closing permits to work under the safety management system.

## 14.2 Permit to work systems

14.2.1 There are many types of operation on board ship when the routine actions of one person may inadvertently endanger another, or when a series of action steps needs to be taken to ensure the safety of those engaged in a specific operation. In all instances, it is necessary, before the work is done, to identify the hazards and then to ensure that they are eliminated or effectively controlled. Ultimate responsibility rests with the Company to see that this is done.

14.2.2 The permit to work system consists of an organised and predefined safety procedure. A permit to work does not in itself make the job safe, but contributes to measures for safe working.

14.2.3 The safety management system for individual ships will determine when permit to work systems should be used, and the form of the permit to work. In using a permit to work, the following principles apply:

- The permit should be relevant and as accurate as possible. It should state the location and details of the work to be done, the nature and results of any preliminary tests undertaken, the measures undertaken to make the job safe and the safeguards that need to be taken during the operation.
- The permit should specify the period of its validity (which should not exceed 24 hours) and any time limits applicable to the work that it authorises.
- Only the work specified on the permit should be undertaken.
- Before signing the permit, the authorised officer should ensure that all measures specified as necessary have in fact been taken, or procedures are in place.
- The authorised officer retains responsibility for the work until they have either closed the permit or formally transferred it to another authorised officer who should be made fully conversant with the situation. Anyone who takes over from the authorised officer, either as a matter of routine or in an emergency, should sign the permit to indicate transfer of full responsibility.
- The competent person responsible for carrying out the specified work should countersign the permit to indicate their understanding of the safety precautions to be observed.
- On completion of the work, the competent person should notify the authorised officer and get the permit closed.
- The competent person carrying out the specified work should not be the same person as the authorised officer.

14.2.4 Annex 14.1 gives examples of permits to work for various types of activity. The examples in this annex show different approaches: sections 14.1.1 and 14.1.2 show permits to work which record that safety measures have been put in place before the work commences (dangerous (enclosed) spaces and work at height); section 14.1.3 hands the site over to the competent person carrying out the work, and sets out the safety measures that need to be put in place. This second type should only be used when alternative safety procedures are in place to ensure that measures have been carried out before work begins. These examples may be adapted to the circumstances of the individual ship or the particular job to be carried out, in the light of the risk assessment.

### 14.3 Sanction to test systems

14.3.1 A sanction to test may be required when additional controls are needed for the testing of high-risk systems, such as high-voltage systems. Where required, a sanction to test should be issued in an identical manner to a permit to work. A sanction to test should not be issued

on any apparatus on which a permit to work is still in force, or on which another sanction to test is in force.

14.3.2 A sanction to test should be issued when testing operations require the removal of the circuit main earth. Note: maintenance and repair cannot be carried out under a sanction to test.

14.3.3 Annex 14.2 gives an example of a sanction to test for testing work carried out on electrical high-voltage systems **over** 1000 volts. The example shows the headings for each section and each section's requirements. These should be adapted to the circumstances of the individual ship or ship's electrical high-voltage system, or the particular job to be carried out, in light of the risk assessment.

## ANNEX 14.1 PERMITS TO WORK

Permits to work would normally be required for the following categories of work:

- entry into dangerous (enclosed) space;
- gas testing/equipment;
- hot work;
- working at height/over the side;
- general electrical (under 1000 volts);
- electrical high voltage (over 1000 volts);
- working on deck during adverse weather; and
- lifts, lift trucks and machinery.

This list is not exhaustive. Permits to work, following a similar format, may be required and developed for other categories of work.

## ANNEX 14.1 PERMITS TO WORK

### Annex 14.1.1

#### PERMIT TO WORK: ENTRY INTO DANGEROUS (ENCLOSED) SPACE

Note (i): The authorised officer should insert the appropriate details when the sections for other work or additional precautions are used.

Note (ii): The competent person should tick each applicable box as they make their check.

Note (iii): This permit to work contains five sections.

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#### SECTION A – Scope of work

Location (name of space)

.....  
.....

Plant apparatus/identification (designation of machinery/equipment)

.....  
.....  
Work to be done (reason for entry)

.....  
.....  
Permit issued to (name of competent person carrying out work or in charge of the work party)

.....  
.....  
This permit is valid: from ..... hours Date  
.....  
to ..... hours

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## SECTION B – Checklists

Has a risk assessment been carried out for the proposed work? Y/N

Has a toolbox talk been carried out? Y/N

No conflict with any other permit to work in force? Y/N

### B1 – Pre-entry preparation

To be completed by the authorised officer

Checklist	Checked
1. Space thoroughly ventilated.	
2. Atmosphere tested and found safe.	
3. Space secured for entry (verified all isolations, lock outs and tag outs are in place for safe entry and work).	

4. Testing equipment available for regular checks while space is occupied and after breaks.	
5. Arrangements for ventilation for duration of permit to work.	
6. Adequate access and lighting.	
7. Rescue and resuscitation equipment available at entrance.	
8. Competent person in attendance at entrance.	
9. Relevant officer of the watch advised of planned entry.	
10. Communication arrangements agreed between attendant and those entering, including emergency signals.	
11. Emergency and evacuation procedures agreed and in place.	
12. All equipment to be used of appropriate type.	
13. Personal protective equipment to be used: safety helmet, safety harness as necessary.	

## B2 – Pre-entry checklist

To be completed by each person entering the space

	Names of persons entering the space			
I have received instructions and authorisation from the authorised officer to enter the dangerous space.				
Section 1 of this permit has been completed by the authorised person.				
I have agreed and understand the communication procedures.				
I have agreed upon a reporting interval of ..... minutes.				
Emergency and evacuation procedures have been agreed and are understood.				
I have witnessed the testing of the atmosphere within the space and am satisfied it is safe to enter.				

I am aware that the space must be vacated immediately in the event of ventilation failure or if the atmosphere test shows a change from agreed safe criteria.				
Signatures of persons entering the space				

### B3 – Breathing apparatus and other equipment

To be completed by the competent person

Checklist	Checked
1. Those entering the space familiar with any breathing apparatus to be used	
2. Breathing apparatus tested and found satisfactory	
3. Means of communication tested and found satisfactory	
4. Those entering wearing rescue harnesses and lifelines where practicable	

### B4 – Other work/additional precautions

To be completed by the authorised officer

Checklist	Checked

## SECTION C – Certificate of checks

I confirm that I am satisfied that all precautions have been taken and that safety arrangements will be maintained for the duration of the work.

### Competent person

Name ..... Signature .....

Time ..... Date .....

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I am satisfied that all precautions set out in B1 to B4 have been taken and that safety arrangements will be maintained for the duration of the work.

### Authorised officer

Name ..... Signature .....

Time ..... Date .....

Note: After signing the receipt, this permit to work should be retained by the competent person in charge at the place where the work is being carried out until the work is complete and the clearance section signed.

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## SECTION D – Personnel entry



Names	Time in	Time out

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#### SECTION E – Cancellation of certificate

The work has been completed\*/cancelled\* and all persons under my supervision, materials and equipment have been withdrawn.

#### Competent person

Name ..... Signature .....

Time ..... Date .....

\* Delete words not applicable and where appropriate state:

The work is complete\*/incomplete\* as follows: [description]

.....  
.....  
.....  
.....

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The worksite has been inspected; I accept that all persons, material and equipment have been withdrawn, and the site is secured against entry\*/safe for entry\*.

**Authorised officer**

Name ..... Signature .....

Time ..... Date .....

\*Delete words not applicable.

**Annex 14.1.2**

**PERMIT TO WORK: WORKING AT HEIGHT/OVER THE SIDE**

Note (i): The authorised officer should indicate the sections applicable by ticks in the left-hand boxes next to headings, deleting any subheading not applicable.

Note (ii): The authorised officer should insert the appropriate details when the sections for other work or additional precautions are used.

Note (iii): The competent person should tick each applicable right-hand box as they make their check.

Note (iv): This permit to work contains four sections.

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**SECTION A – Scope of work**

Location (name of space)

.....  
.....  
Plant apparatus/identification (designation of machinery/equipment)

.....  
.....  
Work to be done [description]

.....  
.....  
Permit issued to (name of competent person carrying out work or in charge of the work party)

.....  
.....  
This permit is valid: from ..... hours  
Date.....

to ..... hours

**NOTE: The validity of this permit to work should not exceed 24 hours.**

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## **SECTION B – Checklists**

**To be completed by the authorised officer (AO) and competent person (CP)**

### **B1 – Preliminary checklist**

<b>Checklist</b>	<b>Checked (AO)</b>	<b>Checked (CP)</b>
Has a risk assessment been carried out for the proposed		

work?		
Has a toolbox talk been carried out?		
No conflict with any other permit to work in force?		

## B2 – Preparation checklist

Checklist	Checked (AO)	Checked (CP)
1. Duty officer informed		
2. Warning notices posted		
3. On-deck supervisor identified		
4. Equipment in good order		
5. Work on funnel: <ul style="list-style-type: none"> <li>advise duty engineer;</li> <li>isolate whistle.</li> </ul>		
6. Work near radar scanners/radio aerials: <ul style="list-style-type: none"> <li>isolate radar and scanner/radio room notified;</li> <li>notices placed to stop the use of radar/radio.</li> </ul>		
7. Work over the side: <ul style="list-style-type: none"> <li>advise duty officer/engineer;</li> <li>lifebuoy and lifeline ready.</li> </ul>		
8. Personal protective equipment to be used: <ul style="list-style-type: none"> <li>safety helmet;</li> <li>safety harness and line attached to a strong point;</li> <li>lifejacket;</li> <li>other (please list).</li> </ul>		
9. All tools to be raised and lowered secured on a lanyard/belt or in a bag.		
10. Has a plan been agreed and necessary equipment been put in place to achieve an effective rescue?		

## SECTION C – Certificate of checks

I confirm that I am satisfied that all precautions have been taken and that safety arrangements will be maintained for the duration of the work and no attempt will be made by me or people under my charge to work on any other apparatus or in any other area.

### Competent person

Name ..... Signature .....

Time ..... Date .....

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I am satisfied that all precautions have been taken and that safety arrangements will be maintained for the duration of the work and no attempt will be made by me or people under my charge to work on any other apparatus or in any other area.

### Authorised officer

Name ..... Signature .....

Time ..... Date .....

Note: After signing the receipt, this permit to work should be retained by the competent person in charge at the place where the work is being carried out until work is complete and the clearance section signed.

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### SECTION D – Cancellation of certificate

The work has been completed\*/cancelled\* and all persons under my supervision, materials and equipment have been withdrawn and warned that it is no longer safe to work on the apparatus detailed in this permit to work.

### Competent person

Name ..... Signature .....

Time ..... Date .....

\* Delete words not applicable and where appropriate state:

The work is complete\*/incomplete\* as follows: [description] (\*Delete words not applicable)

.....  
.....  
.....  
.....

The worksite has been inspected; I accept that all persons, material and equipment have been withdrawn and all persons warned that it is no longer safe to work on the apparatus detailed in this permit to work.

**Authorised officer**

Name ..... Signature .....

Time ..... Date .....

**Annex 14.1.3**

**PERMIT TO WORK: GENERAL**

VESSEL:		PTW No: _____ / _____ a	
AREA OF VESSEL:			
<b>1. AUTHORISED OFFICER (AO):</b>		<b>TIME:</b>	
<b>1.1 WORK DESCRIPTION (Please use BLOCK CAPITALS at all times except for signatures)</b>			
Category of work (delete as required): <b>HOT WORK/DANGEROUS SPACE WORK/WORK AT HEIGHT/OVERSIDE WORK/GAS TESTING/EQUIPMENT</b>			
Equipment to be worked on:			
Proposed work description:		<b>COMPETENT PERSONS (CPs)</b>	
		4	
		5	
		6	
3		7	
Requested by (AO):		Signature:	
		Company:	

HAS RISK ASSESSMENT OF THIS TASK BEEN CONDUCTED? YES/NO – If no, **STOP THE JOB** until one is provided.  
HAS TOOLBOX TALK BEEN CONDUCTED? YES/NO HAS LOLER LIFTING PLAN BEEN CONDUCTED?

YES/NO

**2. PRECAUTIONS: Delete as required. Leave applicable item clear.**

<b>2.1 GENERAL</b>			
(a) Inform other personnel who may be affected	YES/NO	(d) Rope off area	YES/NO
(b) Provide additional access, lighting, ventilation	YES/NO	(e) Post warning signs	YES/NO
(c) Visit to work site required	YES/NO	(f) Provide radio communications	YES/NO
<b>2.2 PERSONAL PROTECTIVE EQUIPMENT REQUIRED</b>			
Safety helmet	YES/NO	Coveralls	YES/NO
Safety boots	YES/NO	Gloves	YES/NO
		Safety goggles	YES/NO
		Safety harness	YES/NO
		Other (list)	
<b>2.3 HOT WORK</b>		<b>2.4 ENTRY INTO DANGEROUS (ENCLOSED) SPACES</b>	
(a) Fire watch required	YES/NO	<b>CONTACT MASTER</b>	(a) Isolate from systems
(b) Safety watch during breaks	YES/NO		(b) Risk of oxygen deficiency
(c) Portable extinguisher to be at site	YES/NO		(c) Need to wear breathing apparatus/mask
(d) Shielding to prevent spread of sparks	YES/NO		(d) Provide additional ventilation
			(e) Provide additional lighting
<b>2.5 ISOLATION/ENERGY RELEASE PROTECTION</b>			(f) Rescue plan provided <b>*required*</b>
If isolation is required, lock down to be confirmed by chief engineer.			(g) Portable monitor in use by entry team <b>*required*</b>
Certificate to be provided and attached to permit to work.			(h) Appoint crew standby person
Certificate number: _____		If third-party action, crew standby person must be additional to contractor standby person.	
<b>2.6 WORKING AT HEIGHT/OVER THE SIDE</b>			
Have alternative means for task been explored?	YES/NO	Rescue plan provided <b>*required*</b>	YES/NO
Work crew at least two people <b>*required*</b>		Continuous comms est. with bridge	YES/NO
YES/NO			
Life ring with line readily available		Warning notices posted	YES/NO
YES/NO			
<b>2.7 CONTRACTOR CONTROL OF WORKSITE</b>			
I hereby sign that I agree to take complete control of [insert work site] _____ at the time of issuance of this permit to work and have satisfied myself that all required isolations are in place to secure this site. – <b>NO CREW IS NOW TO ENTER THIS SITE</b>			
AO TO SIGN TO TAKE CONTROL OF SITE		Signed (AO): _____	
<b>2.8 GAS TESTING/EQUIPMENT</b>			
Vessels: Serial no. _____	Calib. date: _____	Gas testing result: _____	
If outside contractor, certificate must be attached.			
<b>2.9 ENSURE NO CONFLICT WITH ANY OTHER PERMIT</b>		Completed by (AO signature): _____	
<b>3. AUTHORISATION BY AO (as named in Part 1)</b>			
Authority is hereby given for the work detailed in Part 1.1 to be carried out, provided the precautions in Part 2 are strictly observed.			
AUTHORISED BY (AO):		SIGNATURE:	
TIME:		DATE:	
<b>PERMIT IS VALID FOR A PERIOD OF 12 HOURS FROM THE TIME AUTHORIZED, UNLESS EXTENDED UNDER SECTION 5</b>			
<b>4. ACCEPTANCE</b>			
We accept the conditions of the permit as stated above and will inform all competent persons involved in the work of the precautions to be taken. We will display a copy of the permit at the work site at all times during the task.			
ACCEPTED BY CP:		SIGNATURE:	
ACCEPTED BY AO:		SIGNATURE:	
TIME:		DATE:	
<b>5. EXTENSION (Site should be inspected prior to extension being granted)</b>			
<b>Permit must not exceed 24 hrs</b>		Signature	Time
First extension granted at:	6hrs on:		
Second extension granted at:	6hrs on:		
<b>6. COMPLETION (Delete as required for 6.1)</b>			
<b>6.1 Work is complete</b>		All tools/apparatus have been removed and secured	
YES/NO		YES/NO	
Site is in a safe condition		Normal operations may be resumed	
YES/NO		YES/NO	
Name (AO):	Signature:	Date:	Time:
<b>6.2 The worksite has been inspected; I accept that all equipment is operational, the site is safe, and that I take back full control of this site.</b>			
CLOSED BY (AO):	Signature:	Date:	Time:

## ANNEX 14.2 SANCTION TO TEST: ELECTRICAL HIGH VOLTAGE (OVER 1000 VOLTS)

Note (i): The authorised officer should indicate the sections applicable by ticks in the left-hand boxes, deleting any subheading not applicable.

Note (ii): The authorised officer should insert the appropriate details when the sections for other work or additional precautions are used.

Note (iii): The competent person should tick each applicable right-hand box as they make their check.

Note (iv): This sanction to test contains six sections.

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### SECTION A – Scope of work

Location (name of space)

.....  
.....

Plant apparatus/identification (designation of machinery/equipment)

.....  
.....

Work to be done [description]

.....  
.....

Sanction to test issued to (name of competent person carrying out work or in charge of the work party)

.....  
.....



This sanction to test is valid: from ..... hours Date  
.....

to ..... hours

**NOTE: The validity of this sanction to test should not exceed 24 hours.**

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## **SECTION B – Checklists**

**To be completed by the authorised officer (AO) and competent person (CP)**

### **B1 – Preliminary checklist**

<b>Checklist</b>	<b>Checked (AO)</b>	<b>Checked (CP)</b>
Has a risk assessment been carried out for the proposed work?		
Has a toolbox talk been carried out?		
No conflict with any other permit to work already in force?		

### **B2 – Isolation data checklist**

<b>Checklist</b>	<b>Checked (AO)</b>	<b>Checked (CP)</b>
1. The above apparatus is dead and has been isolated from the system at the following points: [description]		
2. Circuit main earths have been applied to the equipment at the following points. These earths may be removed and replaced to your instructions. [description]		
3. Safety locks [detail location fitted and identify lock set]		

4. Additional precautions to avoid danger have been taken by: [description]		
5. Caution/danger notices have been applied at all points of isolation as listed above and safety signs positioned as follows:		
6. Presence of other hazards including list of other relevant permits to work/sanctions to test:		
7. Treat all other apparatus and areas as dangerous. Further precautions:		

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### SECTION C – Certificate of checks

I accept responsibility for carrying out the work on the apparatus detailed in this sanction to test and no attempt will be made by me or by persons under my charge to work on any other apparatus or in any other area. I confirm that the above equipment is dead and isolated from all live conductors and connected to earth.

I am satisfied that all precautions set out in Section B have been taken and that safety arrangements will be maintained for the duration of the work.

**Safety key no.** ..... **Received/applied\*** (\*Delete word not applicable)

### Competent person

Name ..... Signature .....

Time ..... Date .....

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I confirm that the above equipment is dead and isolated from all live conductors and connected to earth. I am satisfied that all precautions set out in Section B have been taken and that safety arrangements will be maintained for the duration of the work.

**Safety key no.** ..... **Received/applied\*** (\*Delete word not applicable)

### Authorised officer

Name ..... Signature .....

Time ..... Date .....

**Note:** After signing the confirmation, this sanction to test should be retained by the competent person in charge at the place where the work is being carried out until the work is complete and the clearance section signed.

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### SECTION D – Clearance of sanction to test

The work for which this sanction to test has been completed\*/cancelled\* and all persons under my supervision have been withdrawn and warned that it is no longer safe to work on the apparatus detailed in this sanction to test.

All work materials and equipment have been removed.

**Competent person**

Name ..... Signature .....

Time ..... Date .....

**Safety key no.** ..... **Received/applied\***

The worksite has been inspected; I accept that all persons, material and equipment have been withdrawn, and the site is secured against entry\*/safe for entry\*. (\* Delete words not applicable.)

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**SECTION E – Cancellation of sanction to test**

This sanction to test is cancelled.

**Authorised officer**

Name ..... Signature .....

Time ..... Date .....

**Safety key no.** ..... **Received/applied\***

\* Delete words not applicable and where appropriate state:

The work is complete\*/incomplete\* as follows: [description]

.....

.....

.....

.....