

# PERMIT TO WORK SYSTEMS

## 16.1 Introduction

**16.1.1** Based on the findings of the risk assessment, appropriate control measures should be put into place to protect those who may be affected. This Chapter covers permits to work, which are suggested control measures for particular operations.

## 16.2 Permit-to-work systems

**16.2.1** There are many types of operation on board ship where the routine actions of one person may inadvertently endanger another or when a series of action steps need 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 employer to see that this is done.

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

**16.2.3** The particular circumstances of individual ships will determine when permit-to-work systems should be used. In using a permit to work, the following principles apply:

- (a) 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.

- (b) The permit should specify the period of its validity (which should not exceed 24 hours) and any time limits applicable to the work which it authorises.
- (c) Only the work specified on the permit should be undertaken.
- (d) Before signing the permit, the authorising officer should ensure that all measures specified as necessary have in fact been taken.
- (e) The authorising officer retains responsibility for the work until he has either cancelled the permit or formally transferred it to another authorised person who should be made fully conversant with the situation. Anyone who takes over, either as a matter of routine or in an emergency, from the authorising officer, should sign the permit to indicate transfer of full responsibility.
- (f) The person responsible for carrying out the specified work should countersign the permit to indicate his understanding of the safety precautions to be observed.
- (g) On completion of the work, that person should notify the responsible officer and get the permit cancelled.
- (h) The person carrying out the specified work should not be the same person as the authorising officer.

**16.2.4** Annex 16.1 gives examples of permits-to-work for various types of activity. The examples show the headings that may need to be covered. These should be adapted to the circumstances of the individual ship or the particular job to be carried out, in the light of the risk assessment.

## **16.3 Sanction-to-Test Systems**

**16.3.1** A sanction-to-test shall be issued in an identical manner to a permit-to-work. A sanction-to-test shall 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.

**16.3.2** A sanction-to-test is to be issued where testing operations require the removal of the circuit Main Earth. Note: Maintenance and repair cannot be carried out under a sanction-to-test.

**16.3.3** Annex 16.2 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 16.1**

This Annex contains suggested minimum headings for a Permit-to-Work under the following categories:

- 16.1.1 – Work in Unmanned Machinery Spaces
- 16.1.2 – Entry into Enclosed or Confined Space
- 16.1.3 – Machinery or Equipment
- 16.1.4 – Hot Work
- 16.1.5 – Working Aloft/Overside
- 16.1.6 – General Electrical (Under 1000 Volts)
- 16.1.7 – Electrical High Voltage (Over 1000 Volts)

Additional Permits-to-Work, following a similar format, may be required and developed for other categories of work.

**ANNEX 16.1.1**  
**PERMIT-TO-WORK –**  
**WORK IN UNMANNED MACHINERY SPACES**

*Note (i):* The Authorising Officer should indicate the sections applicable by ticks in the lefthand boxes next to headings, deleting any subheading not applicable.

*Note (ii):* The Authorising Officer should insert the appropriate details when the Sections for Other Work or Additional precautions are used.

*Note (iii):* The Authorised Person should tick each applicable righthand box as they make their check.

*Note (iv):* This Permit-to-Work contains 5 sections.

**SECTION A – Scope of Work**

**Location** (designation of space) .....

**Plant Apparatus /Identification**

(designation of machinery / equipment) .....

**Work to be done** (description) .....

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

**SECTION B – Check List / Isolation Data**

Has a risk assessment of the proposed work been carried out?

|  | Checked                          |
|--|----------------------------------|
| Permission from engineer officer in charge   | <input type="checkbox"/> ..... 1 |
| Reporting procedures established and checked | <input type="checkbox"/> ..... 2 |
| Warning notices in place                     | <input type="checkbox"/> ..... 3 |
| Bridge notified                              | <input type="checkbox"/> ..... 4 |
| Machinery space adequately lit               | <input type="checkbox"/> ..... 5 |

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## SECTION C – Authorising of permit

**Period of validity of permit** (should not exceed 24 hours) ..... hours

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

### Authorising person

(Name) ..... (Signature) .....

(Time) ..... (Date) .....

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## SECTION D – Receipt of Permit

I accept responsibility for carrying out the work on the apparatus detailed on this permit to 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.

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) .....

Note: After signing the receipt, this permit to work should be retained by the 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 E – Clearance of Permit

The work for which this permit to work was issued is now suspended\* / completed\* and all people under my charge have been withdrawn and warned that it is no longer safe to work on the apparatus detailed in this permit to work.

All work equipment, tools, test instruments etc have been removed

### Competent person

(Name) ..... (Signature) .....

(Time) ..... (Date) .....

\* Delete words not applicable and where appropriate state:

**The work is complete\* / incomplete\* as follows: (description)**

.....

.....

.....

.....

ANNEX 16.1.2

PERMIT-TO-WORK –

ENTRY INTO ENCLOSED OR CONFINED SPACE

Note (i): The Authorising Officer should indicate the sections applicable by ticks in the lefthand boxes next to headings, deleting any subheading not applicable.

Note (ii): The Authorising Officer should insert the appropriate details when the Sections for Other Work or Additional precautions are used.

Note (iii): The Authorised Person should tick each applicable righthand box as they make their check.

Note (iv): This Permit-to-Work contains 4 sections.

SECTION A – Scope of Work

Location (designation of space) .....

Plant Apparatus /Identification

(designation of machinery / equipment) .....

Work to be done (description) .....

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

SECTION B – Check List / Isolation Data

Has a risk assessment of the proposed work been carried out?

Checklist

|  | Checked                          |
|--|----------------------------------|
| 1 ..... Space thoroughly ventilated                              | <input type="checkbox"/> ..... 1 |
| 2 ..... Atmosphere tested and found safe                         | <input type="checkbox"/> ..... 2 |
| 3 ..... Space secured for entry                                  | <input type="checkbox"/> ..... 3 |
| 4 ..... Rescue and resuscitation equipment available at entrance | <input type="checkbox"/> ..... 4 |
| 5 ..... Testing equipment available for regular checks           | <input type="checkbox"/> ..... 5 |
| 6 ..... Responsible person in attendance at entrance             | <input type="checkbox"/> ..... 6 |





ANNEX 16.1.3

PERMIT-TO-WORK –

MACHINERY OR EQUIPMENT

Note (i): The Authorising Officer should indicate the sections applicable by ticks in the lefthand boxes next to headings, deleting any subheading not applicable.

Note (ii): The Authorising Officer should insert the appropriate details when the Sections for Other Work or Additional precautions are used.

Note (iii): The Authorised Person should tick each applicable righthand box as they make their check.

Note (iv): This Permit-to-Work contains 5 sections.

SECTION A – Scope of Work

Location (designation of space) .....

Plant Apparatus /Identification

(designation of machinery / equipment) .....

Work to be done (description) .....

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

SECTION B – Check List / Isolation Data

Has a risk assessment of the proposed work been carried out?

|   | Checked                          |
|---|----------------------------------|
| Removed from service/isolated from sources of power or heat | <input type="checkbox"/> ..... 1 |
| All relevant personnel informed                             | <input type="checkbox"/> ..... 2 |
| Warning notices displayed                                   | <input type="checkbox"/> ..... 3 |

SECTION C – Authorising of permit

Period of validity of permit (should not exceed 24 hours)..... hours

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

**Authorising person**

(Name) ..... (Signature) .....  
(Time) ..... (Date) .....

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**SECTION D – Receipt of Permit**

I accept responsibility for carrying out the work on the apparatus detailed on this permit to 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. I am satisfied that all precautions have been taken and that safety arrangements will be maintained for the duration of the work.

**Safety Key No** ..... **Received\*** / **Applied\***

**Competent person**

(Name) ..... (Signature) .....  
(Time) ..... (Date) .....

Note: After signing the receipt, this permit to work should be retained by the 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 E – Clearance of Permit**

The work for which this permit to work was issued is now suspended\* / completed\* and all people under my charge have been withdrawn and warned that it is no longer safe to work on the apparatus detailed in this permit to work.

All work equipment, tools, test instruments etc have been removed

**Safety Key No** ..... **Received\*** / **Applied\***

**Competent person**

(Name) ..... (Signature) .....  
(Time) ..... (Date) .....

\* Delete words not applicable and where appropriate state:

**The work is complete\* / incomplete\* as follows: (description)**

.....

.....

.....

.....

.....

.....

**ANNEX 16.1.5**  
**PERMIT-TO-WORK –**  
**WORKING ALOFT/OVERSIDE**

*Note (i):* The Authorising Officer should indicate the sections applicable by ticks in the lefthand boxes next to headings, deleting any subheading not applicable.

*Note (ii):* The Authorising Officer should insert the appropriate details when the Sections for Other Work or Additional precautions are used.

*Note (iii):* The Authorised Person should tick each applicable righthand box as they make their check.

*Note (iv):* This Permit-to-Work contains 5 sections.

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**SECTION A – Scope of Work**

**Location** (designation of space) .....

**Plant Apparatus /Identification**  
(designation of machinery / equipment) .....

**Work to be done** (description) .....

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

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**SECTION B – Check List / Isolation Data**

Has a risk assessment of the proposed work been carried out?

|   | Checked                          |
|---|----------------------------------|
| Duty Officer informed                           | <input type="checkbox"/> ..... 1 |
| Warning notices posted                          | <input type="checkbox"/> ..... 2 |
| On-deck supervisor identified                   | <input type="checkbox"/> ..... 3 |
| Equipment in good order                         | <input type="checkbox"/> ..... 4 |
| Work on funnel:                                 | <input type="checkbox"/> ..... 5 |
| - advise Duty Engineer                          | <input type="checkbox"/> .....   |
| - isolate whistle, if appropriate               | <input type="checkbox"/> .....   |
| Work near Radar Scanners/Radio Aerials          | <input type="checkbox"/> ..... 6 |
| - isolate radar and scanner/radio room notified | <input type="checkbox"/> .....   |
| - notices placed to stop use of radar/radio     | <input type="checkbox"/> .....   |

|   |                                |   |
|---|--------------------------------|---|
| Work overside:  | <input type="checkbox"/> ..... | 7 |
| - advise duty officer/engineer  | <input type="checkbox"/> ..... |   |
| - lifebuoy and line ready   | <input type="checkbox"/> ..... |   |
| Personal protective equipment required:                                 | <input type="checkbox"/> ..... | 8 |
| - safety helmet   | <input type="checkbox"/> ..... |   |
| - safety harness and line attached to a strong point                    | <input type="checkbox"/> ..... |   |
| - lifejacket  | <input type="checkbox"/> ..... |   |
| As necessary, all tools to be taken aloft secured by lanyard/ bag/ belt | <input type="checkbox"/> ..... | 9 |

## SECTION C – Authorising of permit

**Period of validity of permit** (should not exceed 24 hours) ..... hours

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

### Authorising person

(Name) ..... (Signature) .....  
 (Time) ..... (Date) .....

## SECTION D – Receipt of Permit

I accept responsibility for carrying out the work on the apparatus detailed on this permit to 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.

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) .....

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

The work for which this permit to work was issued is now suspended\* / completed\* and all people under my charge have been withdrawn and warned that it is no longer safe to work on the apparatus detailed in this permit to work.

## Competent person

(Time) ..... (Date) .....

The work is complete\* / incomplete\* as follows: (description)

[illegible]