|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **SHIP:** |  | |  | **DATE:** |  | |
| **VOYAGE NO.:** | |  |  | **PERMIT NO.:** | |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **WORK LOCATION:** | | |  | | | | | |
| **WORKING:** | | **ALOFT /** | | **OVERSIDE (refer to Note 1 at the end of this form)** | | | | |
| **THIS PERMIT IS VALID FROM** *(Date):* | | | | |  |  | *(Time):* |  |
| **TO** *(Date):* |  | | | | |  | *(Time):* |  |

| **GENERAL** | | | | | | **YES** | **NO** |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | Description of work: | | | | | |
|  | | A Risk Assessment (RA) been carried out? (Attach relevant form) | | | |  |  |
|  | | Are all risk mitigating measures implemented, incl. consideration of conflicting or simultaneous operations, if any? | | | |  |  |
|  | | Especially, when intending to work overside, are ship’s movement and weather conditions taken into account and relevant risks mitigated? (If not possible, do not allow the work to begin) | | | |  |  |
|  | | If intending to using of a short brow gangway attached to the bottom platform of an accommodation ladder are all the relevant high risks addressed in the RA? (If not possible, do not allow this arrangement) | | | |  |  |
|  | | Have all above been discussed during a work plan meeting with all involved personnel? | | | |  |  |
| **CROSS REFERENCING WITH OTHER PERMITS:** | | | **HOT WORK** | **ELECTRICAL WORK** | **ENCLOSED SPACE ENTRY** | | |
| **OTHER WORK PERMIT (PLEASE SPECIFY):** | | | | |
| **RELEVANT FORMS TO BE COMPLETED AS APPROPRIATE** | | | | | | | |
|  | Description of the necessary arrangements to be made in relation to other Work Permits that must be issued: | | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PERSONS CARRYING OUT THE WORK:** | **NAME/RANK** |  | **SIGNATURE** |  | **DATE** |
| **1)** |  |  |  |  |  |
| **2)** |  |  |  |  |  |
| **3)** |  |  |  |  |  |
| **4)** |  |  |  |  |  |

| **SECTION 1 – PPE** | | **YES** | **N/A** |
| --- | --- | --- | --- |
|  | Safety Helmet |  |  |
|  | Safety Shoes |  |  |
|  | Coveralls |  |  |
|  | Gloves |  |  |
|  | Safety Harness (attached to a lifeline) |  |  |
|  | Safety Glasses |  |  |

| **SECTION 2 - Good Condition & Readiness of the Following Equipment** | | **YES** | **N/A** |
| --- | --- | --- | --- |
|  | Lifelines |  |  |
|  | Safety Net |  |  |
|  | Stages |  |  |
|  | Cradles |  |  |
|  | Gantlines |  |  |
|  | Bosun’s Chair |  |  |
|  | Lizards |  |  |
|  | Portable Ladders (\*) |  |  |
|  | Securing Points |  |  |
|  | Other, Specify: |  |  |

(\*) USE only portable ladders marked with a unique ID number and suitability verified by the Safety Officer.

| **SECTION 3 – Actions / Precautions to be taken Prior to Work** | | **YES** | **N/A** |
| --- | --- | --- | --- |
|  | Has the Electric Power been cut off, if necessary & the appropriate sign been posted? |  |  |
|  | Has the Whistle been disarmed, if necessary? |  |  |
|  | Have the Aerials been placed down, if necessary? |  |  |
|  | Are Life Jackets ready for use if working **Overside**? |  |  |
|  | Are Life Buoys ready for use if working **Overside**? |  |  |
|  | Responsible person informed? |  |  |
| Special requirements (if any): | | | |

| **SECTION 4 –Appropriates Signs to be posted** | | **YES** | **N/A** |
| --- | --- | --- | --- |
|  | “Working Overside” |  |  |
|  | “Working Aloft” |  |  |
|  | “Personnel on the Mast” |  |  |
|  | “Work on the Radio Aerials” |  |  |
|  | “Work on the Whistle” |  |  |

| **WORKING ALOFT** | | **YES** | **NO** |
| --- | --- | --- | --- |
|  | Is there sufficient illumination at the surrounding area? |  |  |
|  | Has the OOW been informed for additional attendance on this work? |  |  |
|  | Have all equipment, which will affect the safety of the worker aloft, been switched off and a sign “DO NOT OPERATE” is attached near to the control? |  |  |
|  | Is the worker fully capable to do the job? |  |  |
|  | Has an experienced person been placed nearby to attend and assist if it is urgently needed? |  |  |
|  | Does the worker wear suitable clothing and PPE? |  |  |
|  | Has a rope ladder safely placed in position? |  |  |
|  | Are all necessary working tools ready in a separate bucket? |  |  |
|  | Have a safety net been placed underneath the worker (if it is considered as necessary)? |  |  |

| **WORKING OVERSIDE** | | **YES** | **NO** |
| --- | --- | --- | --- |
|  | Is the ship dead in the water? If the ship is underway, is the operation only intended to rig a combination ladder, under the supervision of a Senior Officer and under favorable weather and swell conditions? |  |  |
|  | Does the worker wear lifejacket with whistle/light? |  |  |
|  | Is lifebuoy ready for immediate use? |  |  |
|  | Is rescue boat ready for use? |  |  |

**Safety Declaration prior to commencement of work: Following persons by signing below confirm the above circumstances and that it is considered safe to proceed with this work**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **NAME/RANK** |  | **SIGNATURE** |  | **DATE** |
| **CHIEF OFFICER** |  |  |  |  |  |
| **PERSONNEL CARRYING OUT THE WORK** |  |  |  |  |  |
| **PERSON IN CHARGE OF WORKING TEAM** |  |  |  |  |  |
| **MASTER** |  |  |  |  |  |

| **SECTION 5 – Completion of work** | | **DATE** | **TIME** |
| --- | --- | --- | --- |
|  | The work has been completed (all persons under my supervision, materials and equipment have been withdrawn) |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **NAME** |  | **SIGNATURE** |  | **DATE** |
| **AUTHORIZED PERSON IN CHARGE:** |  |  |  |  |  |

|  |  |
| --- | --- |
|  | ***Notes*** |

1. *Permit has a maximum validity of 8 hours. For operation in excess of 8 hours a new permit must be issued.*
2. *For working aloft, work permit is necessary at a height in excess of:*
   1. *2 meters in accommodation areas, bridge, bosun store, paint locker, ECR and E/R workshop*
   2. *1,5 meters on all decks (other than bosun store), in Cargo holds, and in machinery spaces such as E/R (other than ECR), Steering gear room, etc.*
   3. *1 meter in all enclosed spaces (other than Cargo holds) and at monkey island.*