






**DIMENSION BID**

WIRELINE INTERVENTION | PERFORATION SERVICES

# PERMIT TO WORK PROCEDURE DBSB-HSSE-21

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### AMENDMENT RECORDS

This sheet will record all amendment of this Procedure. All particulars of the amendment shall be stated clearly. The HSSE Department of Dimension Bid (M) Sdn. Bhd. (DBSB) shall be responsible for the maintenance and update of this record sheet.

CLASSIFICATION	DATE	REVISION PART	REASON/PURPOSE OF REVISION
Original Issue	25/09/2015	Establishment of procedure	Nil
	14/06/2016	Definition	Update info
	14/06/2016	Use of PTW process	Update info
	14/06/2016	Type of Permit To Work	Update info
Revision 01	14/06/2016	PTW Form	Additional

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## 1.0 ABBEREVIATIONS & DEFINITIONS

<b>PTW</b>	Permit to Work
<b>JHA</b>	<b>Job Hazard Analysis</b> A job hazard analysis (JHA), also called a job safety analysis (JSA), is a technique to identify the dangers of specific tasks in order to reduce the risk of injury to workers.
<b>JSA</b>	<b>Job Safety Analysis</b> This is a documented process showing the steps that need to be taken, the hazards that will come out of the work, hazards that the person/s will be exposed to while doing the work and the agreed controls.
<b>Harm</b>	Injury or Damage – could occur to people, products, assets or environment.
<b>PPE</b>	Personal Protective Equipment.

## 2.0 DOCUMENT OBJECTIVES

The objective of this document is to define a Permit to Work process that protects the following from adverse effects:

- People (Employees, Contractors and Tenants).
- Assets.
- Environment.
- Business continuity.

This document will provide guidelines to identify and manage risk for all work, both low-risk and high-risk, by staff, users and contractors, with aim of achieving the objective above by ensuring work activities are performed in a controlled and coordinated manner.

## 3.0 PROCESS OBJECTIVES

The objective of the Permit to Work process is to identify hazards and ensure robust are in place before any work is started, and that this is done in a controlled, structured and consistent manner.

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#### 4.0 PERMIT TO WORK OVERVIEW

For every job there will be a documented Job Safety Analysis ('JSA') or an SOP that will clearly show the risk, the controls and/or the expected method of doing the task.

This will be supported by additional Certificates depending on the task / risk. This procedure is a guideline, and judgement will be required for different scenarios.

#### 5.0 PURPOSE

The purpose of Permit to Work process is to:

- Control work to be done at Dimension Bid (M) Sdn Bhd base and operations yard.
- Provide visibility over all of the contractors' activities at Dimension Bid (M) Sdn Bhd base and operations yard.
- Clearly show the initiator(s) of work at Dimension Bid (M) Sdn Bhd.
- Manage conflicting work.
- Manage risk.

#### 6.0 DEFINITIONS – PERMIT TO WORK

A Permit to Work (PTW) is a documented agreement that:

- Gives permission for the contractors to work on site.
- Identifies the hazards and the control for the work being done.
- Allows for visibility of the contractors activity while at Dimension Bid (M) Sdn Bhd.
- Clearly shows who initiated work at Dimension Bid (M) Sdn Bhd.

A PTW is required for Non- Routine Work internally by employees and any contractor before they do any work at Dimension Bid (M) Sdn Bhd as a minimum requirement.

#### 7.0 PERMIT ISSUER

A Permit Issuer is the person responsible for authorizing work to proceed, as described on the Permit to Work form. The Permit Issuer is responsible for the coordination and control of the Permits to Work, any JSA's or attaching Certificates and checking for conflicting work.

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## 8.0 PERMIT RECEIVER

A Permit Receiver is the person that is receiving the Permit to carry out of the work. They are responsible for any person working under that Permit to Work.

## 9.0 USE OF PTW PROCESS OR SOP

### Introduction

The first decision is whether proposed work is required to use the Permit to Work system, or whether it can be done under the control of an SOP. This involves assessment of whether the work involves high risk activities, is low risk, routine or non-routine, as discussed in the following:

### Routine Work

Routine work is work that Dimension Bid (M) Sdn Bhd employees or any fixed-term maintenance contractors that have been trained to do and have been assessed as a competent person. This tasks are performed on daily basis and trigger as low risk activity such as maintenance of equipment & tools and any civil work by internal or third party.

### Non-Routine Work

Non-routine work are tasks that take place less than once per month or work that includes high risk activities. Examples are:

- Working at heights (any work with the potential to fall 2 metres or more).
- Hot work activity (Welding, cutting, grinding).
- Electrical work.
- Heavy Lifting by crane.
- Pressure testing.
- Explosive.
- Radioactive.

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### Permit procedure

Commencement of work must not begin until the appropriate level of authority has endorsed the permit to work. The following procedure must be followed when an employee or contractor wishes to perform work.

- The employee/contractor approaches the appropriate Responsible Person for permission to work in an area requiring a Permit to Work. The Responsible Person for approval shall be HSE personnel. In case no HSE personnel on site, supervisors in charge shall take the responsibility for permit approval.
- If a Permit to Work is required the employee/contractor completes the Permit to Work form and submits to the Responsible Person. Details provided on the Permit for Work includes work required, work environment and safety precautions (such as provision of fire equipment) that will be taken when preparing, performing and completing the task.
- When satisfied that the employee/contractor has provided sufficient information, safety precautions and is suitably trained to perform the task to specification the Responsible Person issues the Permit to Work.
- On arrival at the work area the employee/contractor notifies the appropriate person within the building/area that they have arrived to perform specified work.
- Prior to beginning work the employee/contractor ensures that there is no combustible material (such as paper, wood, gas bottles) near to their work that could lead to a fire with the introduction of the hot work (for hot work activity).
- Employee/contractor completes work as detailed in the Permit to Work and their job specifications. The employee/contractor is to clean up the workplace.
- When leaving the work area the employee/contractor is required to advise the appropriate person within building/area that work has been completed and that they are leaving the building/area.
- The employee/contractor returns the signs Permit to Work to the Responsible Person once task has been completed.
- The Responsible Person signs the Permit to Work and files it for future reference, once he or she is satisfied that the work has been completed to job specifications and safety requirements.

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## 10.0 TYPE OF PERMIT TO WORK

### Hot Work Permit

Hot work is often an under-rated activity. Not only has the task needed to be assessed, but also the environment that you will be working in. Hot Work is any work that involves a source or potential source of ignition. Examples of Hot work are :

- Welding - join together (metal pieces or parts) by heating the surfaces to the point of melting using a blowtorch, electric arc.
- Cutting - a piece cut off from something, especially what remains when something is being trimmed or prepared.
- Grinding-To reduce to fine particles, as by pounding or crushing; bray, triturate.

The term “hot work” includes, but is not limited to:

- Gas cutting and welding.
- Soldering.
- Rotary disc cutting and grinding.
- Paint Stripping (Hot Air and Flame Gun).
- Any other operation that uses naked flames or produces sparks.

### Cold Work Permit

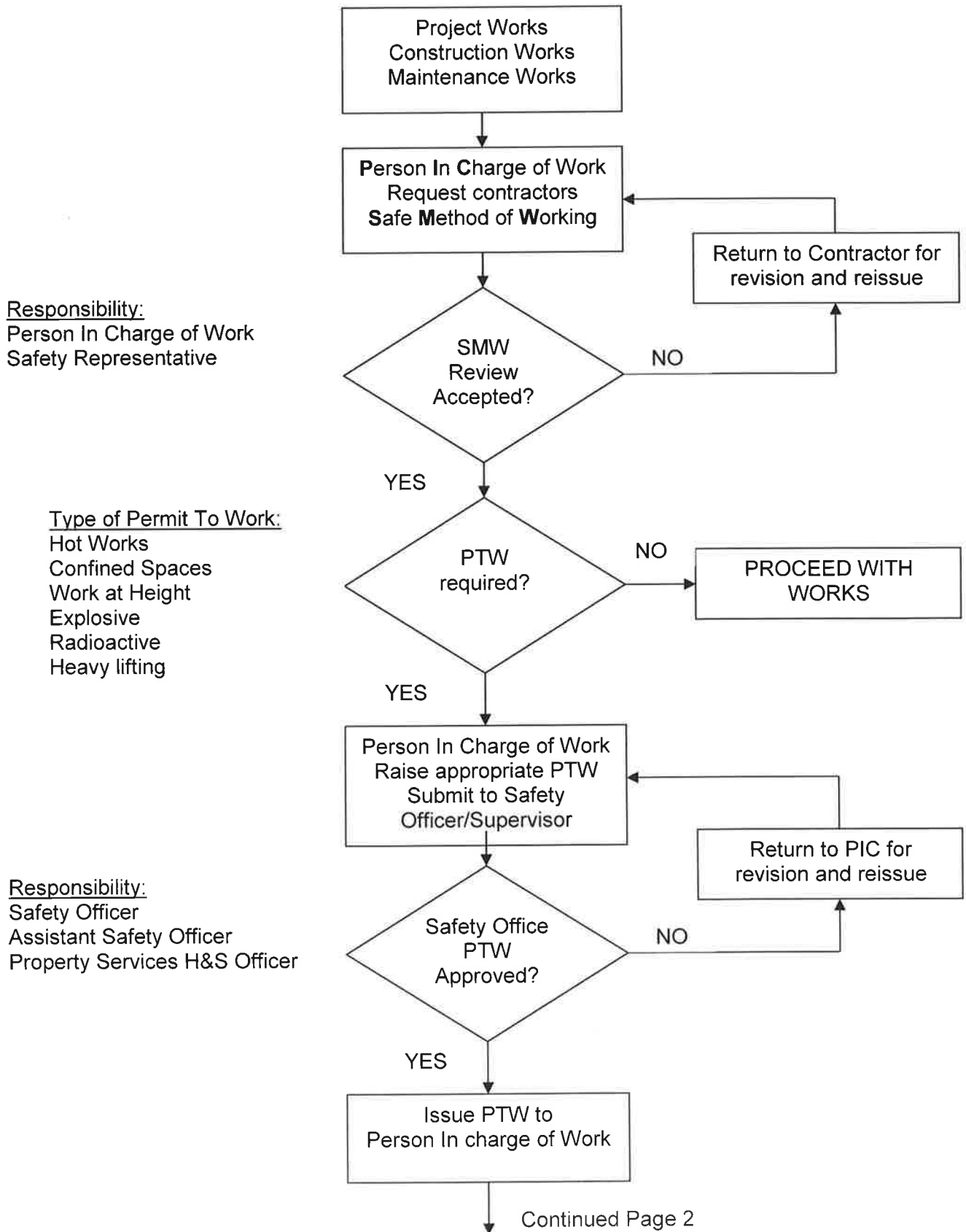
#### **Purpose**

Cold work permit is used in hazardous maintenance work that does not involve “hot work”. Cold work permits are issued when there is no reasonable source of ignition, and when all contact with harmful substances has been eliminated or appropriate precautions taken. Examples of cold work are:

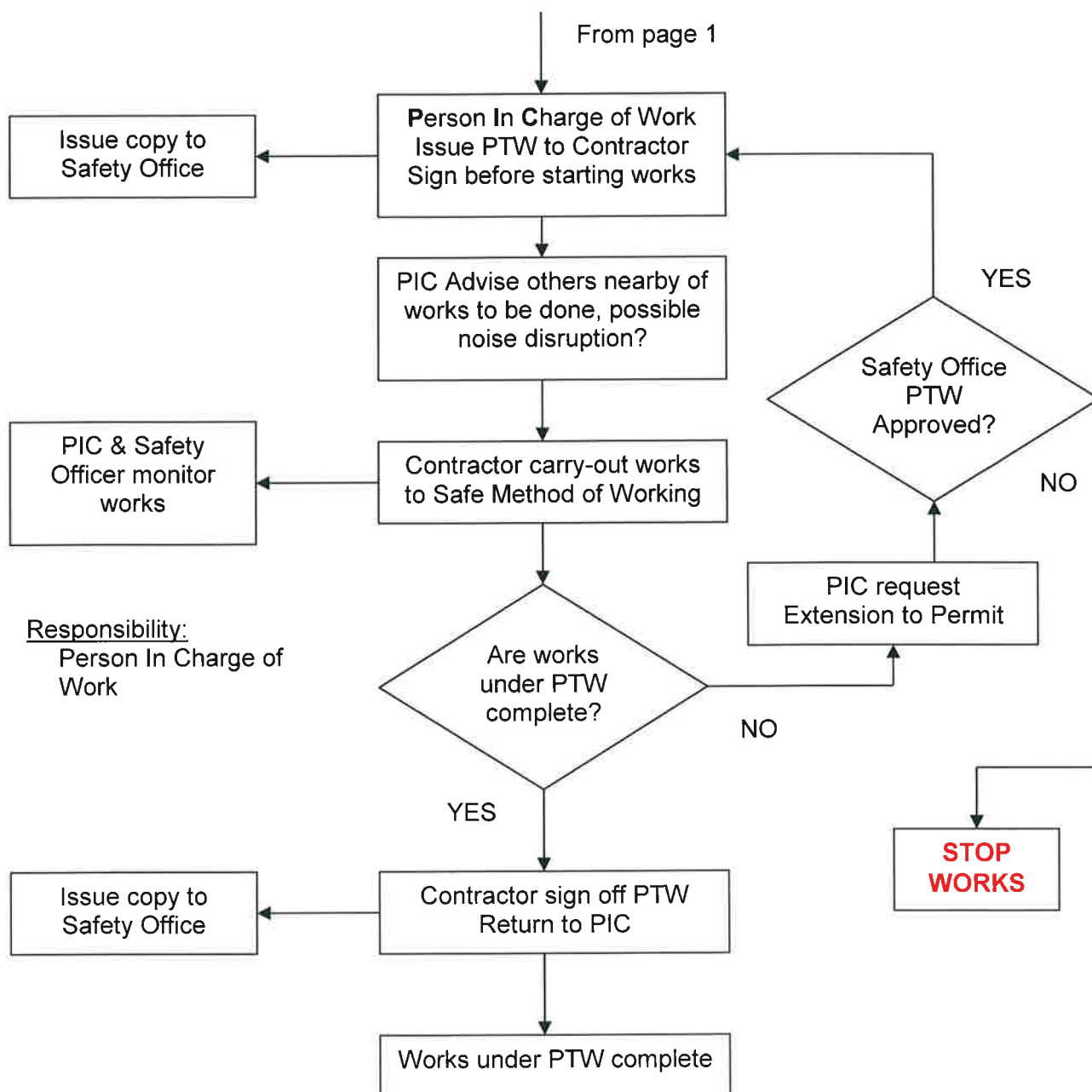
- Heavy lifting by crane.
- Pressure testing/high pressure.
- Electrical work.
- Radioactive activity.
- Explosive activity.
- Working at heights.
- Confined Space Entry.



**PERMIT TO WORK – OPERATION FLOW CHART**



### PERMIT TO WORK – OPERATION FLOW CHART



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# PERMIT TO WORK FORM



## BASE WORK PERMIT

PTW No.		No. :	
Scope of Work (Please give brief explanation)	Work Category	HOT WORK / COLD WORK	
		Others:	
		Welding	
		Cutting	
		Electrical	
		Radioactive	
		Heavy Lifting	
		Confine Space	
		Pressure Testing	
Person Involve	1)		
	2)		
	3)		
	4)		
	5)		
		Date	
		Time	
Work Site Safety Precautions			
Precautions	To be done (Yes/No/NA) -circle one-	Verified by HSE Dept / PIC	Remarks
1- Pre job meeting	Yes/No/NA		
2- Warning Signs / barricade	Yes/No/NA		
3- Escape route cleared	Yes/No/NA		
4- Areas free of flammable & combustible materials	Yes/No/NA		
5- Fire Extinguisher on worksite	Yes/No/NA		
PPE & Equipments			
Personal Protective Equipment	To be worn (Yes/No/NA) -circle one-	Verified by HSE Dept / PIC	Remarks

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1- Eye / Face protection	Yes/No/NA		
2- Respiratory Protection	Yes/No/NA		
3- Hand Protection	Yes/No/NA		
4- Foot Protection	Yes/No/NA		
5- Head Protection	Yes/No/NA		
6- Hearing Protection	Yes/No/NA		
7- Others	Yes/No/NA		
Required Equipments for job			Remarks

<b>Declaration</b> I hereby declare that the above work will be done with all precautions taken as per specified.  Name : _____ Date : _____	<b>Approval</b>   Name : _____ Date : _____
<b>Permit close</b> The location & Equipment has been left in safe condition.  Name : _____ Date : _____	<b>Verified by</b>   Name : _____ Date : _____

**Note:** Please attach the complete JSA/JHA together with the Work Permit for approval before performing the hot work / non-routine work / any risk work.

Please get permit approval from HSE personnel. If no HSE personnel on site, you may get the approval from supervisors in charge for the job.