Issue No.: 01 Rev. No.: 0

Date of issue: 12.09.2022

Doc. No: HSE/Standard/13 TITLE: Permit–to-Work Standard



PERMIT TO WORK STANDARD

1. Purpose

To define a standardized system for obtaining permission to execute a potential hazardous work or an activity safely by direct employees or contractors with adequate protection against any injury or harm and by using essentially a safe work method with a clear understanding between direct employees or the contractors and the department that has initiated such work. It is serves as a means of communication between different departments, plant supervisors, operators, contractors, agencies and other stake holders.

2. Scope

Permit to Work is applicable for all high-risk activities (see list of High-Risk activities – **Appendix-A**) performed by direct employees or by contractors whether supervised directly or indirectly by Company in all manufacturing units, plants, offices, R&D Centres, Warehouses, Laboratories.

- **3. Permit issuer**: A direct employee of Company who has received Company's formal training and has been trained satisfactorily and authorized to initiate or issue a permit to work.
- **4. Permit accepter:** A direct employee of Company or a Contractor who is authorized to perform the task as described in the Permit and who has been in the team of the risk assessment of the permit to perform the work.
- **5. Person in charge:** The person in charge of a shift (production manager, Operations manager), Maintenance or process engineer for any activities performed both in or out of hours.

6. Systems:

- a. All high-risk activities irrespective of whether supervised by Company or not (including, but not limited to those listed the High-Risk Activities standard) must be controlled through a systematic Permit to Work process which will encompass the following:
 - Risk assessment in the prescribed format of the work that needs to be done.
 - Documentations of all Risks captured and the precautions taken
 - A formal authorization issued to the persons carrying out the work.
- b. Steps and documentation of the Permit to Work process will depend on the frequency of the activities:

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- Exceptional activities includes project work and tasks carried out once per year or less often. For example, Construction work, Installation of equipment, Annual Inspection.
- Exceptional activities carried out in multiple locations during a shift. For example, replacement of Light Bulbs using a mobile device, inspection of electrical cabinets.
- **Frequent activities**. Frequent activities are carried out more than once per year to once per shift. Examples: Inspection of equipment, cleanout, preventive maintenance
- Normal production and maintenance activities. High risk activities that
 are part of the normal production process; maintenance high-risk activities
 carried out in the maintenance workshop. Examples: lifting products using
 a crane or forklift, welding or grinding pieces as part of the normal
 production process, hot work carried out in the maintenance area

7. Permit to Work Procedure refer Appendix- B

8. Types of Permits to Work shall include:

- 1) General Permit
- 2) Confined Space Entry Permit
- 3) Hot Permit
- 4) Electrical Permit
- 5) Working at Height Permit
- 6) Excavation Permit
- 7) Radiography Permit

The General Permit to work is the first permit to work to be implemented for all types of work mentioned above. This general Permit to Work may lead to a specific Permit to Work when needed (Confined space, Hot Work, Electrical or Work at height).

9. Validity:

- a) A Permit to Work is valid for 2 shifts consecutively or 16 hours consecutively max. after which a new Permit to Work must be issued.
- b) A Permit to Work can not cover multiple days. If a work spills over many days, a new PTW is to be obtained after 2 consecutive shifts or 16 hours consecutive daily mandated irrespective whether the work is of similar

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nature. Therefore, fresh Risk Assessment is mandated and new documents must be prepared and validated

10. Auditing:

- a) All exceptional activities and Exceptional activities carried out in multiple locations during a shift must be audited at least once per shift.
- b) Frequent high-risk activities must be audited at least once per month.
- c) Normal production and maintenance activities and all high-risk production tasks must be audited at least once per week.
- **11. Closing of Permit-To-Work (PTW):** After the Work is completed the Permit-To Work (PTW) is surrendered and the PTW is closed and the System Status is updated as CLSD Closed
- **12. Archive:** The Permit to Work Issuer retains the original of the completed Permit to Work with the Risk Assessment and he/she shall achieve these documents for 5 years or more if legally required, in a secure and accessible manner.

13. Responsibility: (Working department)

- 1) The Line Manager is responsible for the following:
 - He/ She will ensure the Compliance of Permit to Work Standard.
 - He/she will ensure proper staffing, training and develop competence for the identification of high-risk activities and Permit to Work implementation and management
 - He/ She will ensure that no high-risk activity is undertaken without a clearly designated permit applicant
 - He/ She will ensure that Permits to Work are audited at the required frequent intervals.
- 2) The HSE person is responsible for the following:
 - He / She will be responsible for ensuring Permit Issuers, Permit Acceptors applicants, and other persons involved are competent enough for the job and are responsible enough to adhere strictly with all safety precautions as agreed, without any deviation or dilution.
 - He/ She will ensure sufficient training on Permit To Work has been imparted to Permit Issuers, Permit Acceptors and other people involved in the job and they are all well aware of the safety precaution.

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- He/ She will ensure high-risks activities are thoroughly and properly riskassessed, and that the defined safety precautions are acceptable.
- He/ She will check in a routine manner that all safety precautions considered for high-risk activities are being complied fully by the stake holders (Permit Issuers, Permit Acceptors and other persons involved in the job) and are also complying to this Standard.
- He/ She finds that the safety precautions are being compromised, not respected or the situation is unsafe, or finds deviations of the Standard, he/she will raise an alarm immediately for immediate compliance.
- He/ She can exercise his/ her authority to suspend, stop activities if safe procedure is not followed and the agreed conditions to do the work safely is violated.

•

3) The Permit Issuer is responsible for the following:

- He/ She will ensure that all hazards associated with the work have been identified, assessed and all risks are mitigated within acceptable limits and that all stake holders have understood the risks involved and have given an agreement to perform the job safely without any deviation. If required specify on the PTW any additional precautions that need to be taken during the job.
- He/ She will highlight any risk that has not been identified before the job commences and shall ensure full compliance prior to execution of the job.
- He / She will communicate all departments, persons who may be affected by the job.
- He/ She will ensure there is no conflicts between the proposed job and other jobs in the same area, and if necessary, initiate cross-reference that is necessary to controls in all such PTWs.
- He/ She will ensure that the PTW contains scope of the job and the documented controls mentioned are adequate to ensure that the job can be completed safely.
- He/ She will ensure that all necessary supporting PTWs / Certificates / Checklist / Risk Assessment / drawings are attached or referred to in the PTW to do the job safely.
- He/ She will ensure the Permit Acceptor is well aware about the job location and have understood fully the scope of work and the hazards associated

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with the job and the safety measures taken into account to perform and complete the job safely without any untoward incident.

- He/ She will ensure that all operational preparations, including process clearance and isolations, de-energizing and de-pressurizing have been completed satisfactorily before executing the job.
- He/ She will ensure LTT Lock Tag Try is done successfully as per the Standard.
- Confirm that the job site is safe for the job to proceed.
- He / She is fully aware about the status of the job at all times till it is completed successfully.
- He/ She is also aware about the suspended Permit to Work if any.
- He/ She will ensure shift handover of Permit to Work.
- He/ She can exercise the authority to suspend, cancel the Permit to Work if safety conditions are not met.

4) The Permit Acceptor is responsible for the following:

- He/ She will ensure to start and complete the job under PTW by complying fully with all the requirements as mentioned in PTW.
- He / She is aware of all the potential hazards and risks involved in the job and also knows the control measures and will engage well-trained, experienced, competent and authorized persons for completing the job safely with high standard of quality and complete deliverables.
- He/ She will ensure full respect of the safety precautions during the execution of the activity,
- He/ She will ensure PPE compliance and ensure correct use and care.
- He/ she will ensure the work location is clean, tidy and safe before closing out the permit.

14. Accountability:

• The HOD is accountable for the implementation of and the ongoing compliance with this standard.

Appendix- A: List of High-Risk Activities Appendix- B: Permit to Work Procedure

Appendix- C: Examples of General and Specific Permit to Work templates.

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Appendix-A List of High-Risk Activities

The following activities are deemed to be high-risk activities and always require a Permit to Work:

- Confined Space This is an enclosed or partially enclosed space not intended or designed as a primary workplace, at atmospheric pressure whilst people are inside it, which may have a hazardous atmosphere and may have restricted means of access or egress.
- Hot Work (outside dedicated maintenance/production areas) this includes any welding, cutting, burning or grinding work which could result in a fire if appropriate control measures are not implemented.
- 3. Electrical Work undertaken where risks of electrocution, fire or damage could result unless appropriate safety measures are agreed and followed.
- 4. Work at Height this includes work over or below ground level, where people could be injured as a consequence of a fall. Examples: Roof work, working in pits, high level cleaning or maintenance.

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Appendix- B Permit to Work Procedure

Exceptional activities

Key Deliverables	Prepared	Signed by
Risk assessment (of the activity and of	at the place of work, before work	
the environment in which it is carried out)	commences	
General Permit to Work form	at the place of work, before work	Permit Issuer,
Use Specific Permit Forms:	commences, at handover, and at	Person In-charge
a) Hot Work	termination	Watch Person
b) Height Work		Permit Acceptor,
c) Confined Space,		and all
d) Electrical work,		participants
e) Excavation,		
f) Radiography		

Exceptional activities carried out in multiple locations during a shift.

Key deliverables	Prepared	Signed by
Risk assessment (of the activity and of	at the place of work, before work	
the environment in which it is carried out	commences	
General Permit to Work form	at the place of work, before work	
Use Specific Permit Forms:	commences, at handover, and at	Permit Issuer,
a) Hot Work	termination	Person In-charge
b) Height Work		Watch Person
c) Confined Space,		Permit Acceptor,
d) Electrical work,		and all participants
e) Excavation,		
f) Radiography		
Risk assessment (specific risks of each	at each location, before each	
location)	repetition of the activity	

Frequent activities

Key deliverables	Prepared	Signed by
Risk assessment (of the activity and of		
the environment in which it is carried out		
General Permit to Work form		
a) Hot Work		Permit Issuer,
b) Height Work	Once, at the place of work, and	Person In-charge
c) Confined Space,	reviewed at least once per year	Watch Person
d) Electrical work,		Permit Acceptor,
e) Excavation,		and all participants
f) Radiography		

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Work Instruction (including safety precautions to address identified risks, before, during, and after the activity Proof of training	each time a new person participates	Permit Issuer
Validation of training (check skills to perform the task safely were effectively acquired)	at least once per year	Permit Issuer
OK to Start (including all safety checks)	every time, before the activity is carried out, at the place of work	Permit Issuer & Permit Acceptor

Normal production and maintenance activities

Key deliverables	Prepared	Signed by
Risk assessment (of the activity and of the environment in which it is carried out General Permit to Work form		
a) Hot Work b) Height Work c) Confined Space, d) Electrical work, e) Excavation, f) Radiography Work Instruction (including safety precautions to address identified risks, before, during, and after the activity	Once, at the place of work, and reviewed at least once per year	Permit Issuer
Proof of training	each time a new person participates	Permit Issuer
Validation of training (check skills to perform the task safely were effectively acquired)	at least once per year	Permit Issuer
OK to Start (including all safety checks)	every time, before the activity is carried out, at the place of work	Permit Issuer & Permit Acceptor

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Appendix- C: Examples of General and Specific Permit to Work templates.

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STEP 3 STEP 4	
STEP 5 STEP 6	
STEP 7 STEP 8	
RISK ASSESSMI	ENT
(MACHINE, EQUIPMENT, SOMEBODY? (INCLUDING WHO PROTEG	ONTROLS (COLLECTIVE CHON, PSP, INSTRUCTION, INNING, VISUALISATION, OTHERS)
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		Pe	rmit to \			CDACE				Perm	it No:	
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Summary of work to be u Cross Reference Number	of any other ex	isting PTW (if any) v	which may aff	ect this PTW	(YES/ NO)			Reference	No of PTW			
One PTW per JOB (Not for This permit will be count	r multiple jobs). ed VALID under	For clarification of following condition	any doubt ple is:	ease consult	your manag	ger.				_		
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	permit will be coun hen all sections are													
B. W	hen "NO SCORING	" from checkl	list (below) I	has been sol	lved without o	compromise								
C. Wi	hen authorized by t	the relevant p	ersons invol	tved in this F	₹TW.									
	,						CHECK							
1	(To be filled u Has a risk assessme											YES	NO	N/A
1	they follow this?	ait on the silo	ipiiooi beei	rearried out	: Allu a sale :	system or wi	ork been pro	poseu anu a	all litteresteu	parties trail	ieu iii ensuring			
2 /	Are emergency a	rrangements	s agreed &	formally in	place in the	event of a	need to re:	scue or safe	ely remove o	of an injure	d person?			
_	Are the persons inv													
_	Presence of a fire e						- 62							
-	No flammable or							d down nr	ntected or s	enarated b	v with a wall			
	or fireproof prote				. (,,		, р.			,			
-	2nd person prese	nt acting as	a continuo	us watch fo	or a period d	letermined	by risk ass	essment in	cluding at m	iinimum 30) minutes			
	after the work ha							rom all con	nbustible ma	iterial; in a	ny other			
	situation (area no					ce of comb	ustibles).							
	All persons in the													
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n ca	se of FAIL Value or	in case of G	AS DETECTO	R ALARM, S	TOP THE OPE	RATION and	LEAVE CO	NFINED SPA	ACE IMMEDIA	TELY.				
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1	ensuring they follow	v this?									
2	Are emergency ar	rangements agreed 8	k formally i	n place in the event of	a need to rescue or	safely remove	e of an inju	red person?			
3	Are the persons inv	olved in the iob, qualifi	ed & traine	d to undertake electrical	work?						
4		partment been advised									
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5	Has the electrical	supply been switched	d off? LTT ir	mplemented?							
6	CO2 Fire extinguis	her available and per	sonnel trai	ined in use of extinguis	shers?						
7	Is a voltage detect	ion instrument requi	red?								
8	Is appropriate ear	thing or grounding in	place as n	eeded?							
9	Does the high Volt	tage working require	a second e	lectrician as watch ma	n?						
10	_			and area cordoned off							
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	Pe	rmit to Work (PT\	V)			Permi	t No:	
		НОТ	WORK					
Work location where PT	W is required:							
Summary of work to be								
	of any other existing PTW (if any			Reference	No of PTW			
	or multiple jobs). For clarification of ted VALID under following conditi		ur manager.					
	filled up and completed in all resp							
	from checklist (below) has been							
C. When authorized by t	he relevant persons involved in thi	s PTW.						
		PRE CI	IECK-LIST					
(To be filled up b	y the Permit ISSUER at the spot w	here work will be executed, i	volving the Permit Acceptor &	other stake	holders)	YES	NO	N/A
1 Confirm that there a	re no reasonably practicable alter	natives to work at height?						
Risk assessment o	n the shopfloor and method sta	stement/safe system of wo	rk documented and take int	o account fa	alling risk as			
	hazards e.g. falling objects, ove				8			
	olved in the job, medically fit, qual							
4 Are Workers suitabl	y qualified to erect/use access equ	ipment or fall arrest equipme	nt involved? e.g. Lift Platforms					
	· · · · · · · · · · · · · · · · · · ·							
	oned off? Are appropriate signs		es to be erected?					
6 Are crawls board v	vith handrails and roiling ladde	r to be used?	vo anneonriata in profesona	o to motho	de udeiele			
	.g. edge protection / guard rail equences of a fall?	ings / toe boards, used wn	ere appropriate in preferenc	e to metno	us which			
		with aguinment readily to	hand and workers trained?	o a foruso	of note			
	an in place, where appropriate			e.g. for use	ornets			
9	used after check for access an	-						
	to be used only for its intende							
	orn and attached to a secure p platforms, access cradles at loc			quirea tor u	se of Mobile			
- v		ations without edge prote	tion.					
_	or harness required?							
	ave certificate of inspection by sary e.g. after high winds?	competent person prior to	use as well as arrangement	s for re-insp	ection every			
	of tower scaffold within manufa	icturers specification?						
14 Has harness been								
	ition acceptable? (absence of V							
	or outlets on roof, has a work p		rranged to avoid these areas	5?				
	from fumes, etc. through duct							
18 If any skylights, fra	gile roof or roof light, glass par	iels present, are the people	performing the work aware	of the risk	?			
19 Is required Person	al Protective Equipment provid	ded to workmen ?						
20 Is competent supe	rvision provided?							
Are any other precaution	ns required to be included?							
,,								
Any other safety equipm	ent required?							
	ΛI	ITHORISATION	ON ACCEPTA	NCF				
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	Per	rmit to Work (PTW)				Permi	t No:	
		Excav	ation					
Work location where PT								
Summary of work to be		* * * * * * * * * * * * * * * * * * *	- /	Ta	·· (DTM	1		
	or of any other existing PTW (if any or multiple jobs). For clarification			Keterence	No of PTW			
	ted VALID under following conditi		тападет.					
	filled up and completed in all res							
B. When "NO SCORING	" from checklist (below) has been	solved without compromise.						
C. When authorized by	the relevant persons involved in th							
		PRE CHE						
	y the Permit ISSUER at the spot w		lving the Permit Acceptor 8	t other stake	holders)	YES	NO	N/A
	e deep excavations i.e. greater that							
	gs, barriers, guardrails, toe boards,		r this job?					
	ained people engaged to undertak E and equipment available for this					1		
	uipement safe, tested and fit to us							
6 Are all service isola	tion valves/ switches clearly identif	fied?						
	Work in place and will it be implen							
	dig location(s) been surveyed for p							
	d services and overhead services id		roved safe?				-	
	nead lines in the vicinity of the exce ent being carried out and control m						-	
	1.8m or more (work at height per					1		1
	ets the criteria of a confined space)			1		1
14 Underground and o	verhead services have been identi-	fied, marked and control measu				1	ļ	l
	uires working on the road (traffic n	nanagement plan required)						
16 Will there be lone v								
	in place for lone working?							-
	equipment to remove rocks?	Commission of the control of the con				1	-	
19 Operational and ex	clusion zones have been designate	ed for neavy macninery?						-
20 Will the stability of	f nearby buildings or structures	may be affected by excavation	n work?					
Are any other precautio	ns required to be included?					1		1
Are ally built precount	ns required to be included:							
Any other safety equipn	nent required?							
	A.I.	ITHODICATIO	A CCEDTA	NOF				
	AC	JTHORISATIO	NACCEPIA	NCE				
	carry out the work as defined above	e and the permit information has	L	- head	account room	sibility for	aau no	-
* Any "No scoring" in t	he precaution checks must have	MOSPHERIC MONITORING IS No been solved prior to Permit to	EEDED, THE WATCHPERS Work acceptance.	SON PERFO	RMS THIS TAS	SK.		
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Work location where PT\										
Summary of work to be u	indertaken: r of any other existing PTW (if any) which may affect this PT	W (VES/ NO))		Reference	No of DT\M	1		
	or multiple jobs). For clarification of					ricicience	140 011 144			
	ed VALID under following conditi			- 0 -						
A. When all sections are	filled up and completed in all resp	ect thruthfully.								
	from checklist (below) has been s		se.							
C. When authorized by tl	he relevant persons involved in thi	is PTW.								
			CHECK							
	y the Permit ISSUER at the spot w			g the Perm	it Acceptor & o	ther stake	nolders)	YES	NO	N/A
	to carry out the radiography work									
	quipped with pocket dosimeter/ T rovided with calibrated survey me		eter (TLD) b	atch and be	eeper?					
3 Are radiographers p 4 Approved Method S		ter ?								
	rision present at all times to super	vise the operation?								
	pplied and its use enforced?									
	& employee briefing provided?									
8 Lighting above 100 L										
9 Safe access / egress										
10 Can adjacent operat										
	ed in good condition and certified? on signage provided?	•						1	1	
	on signage provided? ts available for night work?							1		
	people cleared from the area?									
	reporting loss of radioactive mater	rial to HSE Department?								
Are any other precaution	ns required to be included?	_								
Any other safety equipm	ent required?									
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	AU	JTHORISA1	HON	ACC	EPIAN	ICE				
I confirm that I have veri	fied the above informations and e	nsured that the necessary	precaution	s have bee	n taken. In cas	se of addition	nal high risk act	tivities, i hav	e complete	ed the
additional permit to work	(Hot Work, Electrical or Work at h	neight Permit to work). I co	onfirm confi	ned space	work cannot b	e avoided s	o a safe system	of work has	s been agre	ed and
	e to carry out the work as defined								or the work	to be
	OTE: WHERE CONTINUOUS AT he precaution checks must have					SON PERF	ORMS THIS TA	ISK.		
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Permit Acceptor	Name:	artially completed ,	Date	Hour	Min	Signature		itions. (a	eiete as app	ropriate)
	e completed/partially comp	leted* after work an						te)		
Watch Person	Name:		Date	Hour	Min	Signature		,		
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		DICK V	•							
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STEP	(MACHINE, EQUIPMENT,	? (INCLUDING WHO			ON, PPE, INST			IMPLEMEN	NTFD ?	
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