Job Manager/ Requestor | Asset Owner (AO) | Authorised Issuing Officer (AIO) | Person in Charge (PIC) | Instructed Person (IP)

Permit to Work - **Flow Chart – PTW-FC-3** (single permit to work)

Preparation

Planning

Section 1 PTW-F-1 -Part A

PTW-FC-2 identifies a single PTW required

Job manager/Requestor completes section 1.1, 1.2 & 1.3 of PTW-F-1-Part A
Note: The inclusion of vital information shall not be limited by the space available on the standard PTW template. Any additional information shall be included in the documents attached to the PTW, and recorded in the "risk control attachment tracking sheet".

Is this work/access still required?

yes → AO cancels Work/Access

no → AO discusses their reasoning with the job manger Job manager/requestor

Approval

AO reviews the scope of work.

AO agrees with the scope of work?

no → AO discusses their reasoning with the job manger Job manager/requestor

yes → AO approves the scope, and signs off section 1.1 of PTW-F-1-Part A "Scope of work approval"

AO agrees with the nominations to lead the work?

no → AO discusses their reasoning with the job manger Job manager/requestor

yes → AO approves the people in the nominated roles, and signs off section 1.2 of PTW-F-1-Part A "Persons nominated to lead the work"

AO agrees with the identified hazards and controls?

no → AO discusses their reasoning with the job manger Job manager/requestor

yes → AO approves the hazards and controls, and signs off section 1.3 of PTW-F-1-Part A "Asset owner agreement that risk controls are adequate "

Section 2 PTW-F-1 -Part A

AO agrees adequate planning and preparation has occurred?

no → AO discusses their reasoning with the job manger Job manager/requestor

yes → AO approves for the PTW to be implemented and signs off section 2 of PTW-F-1-Part A "Asset owner approval to implement the PTW"

Acknowledgement of Planning and Approval

Section 3 PTW-F-1 -Part A

AIO meets the PIC to discuss and clarify the detail of the scope, hazards and controls, the level of planning and preparation and confirm the authorisation of the AO

Does the AIO understand the PTW and agree adequate planning and preparation has occurred?

no → AIO meets the PIC to discuss and clarify the detail of the scope, hazards and controls, the level of planning and preparation and confirm the authorisation of the AO

yes → AIO signs section 3 of PTW-F-1-Part A "AIO acceptance that the PTW is ready to implement"

Does the PIC understand the PTW and agree adequate planning and preparation has occurred?

no → AIO meets the PIC to discuss and clarify the detail of the scope, hazards and controls, the level of planning and preparation and confirm the authorisation of the AO

yes → PIC signs section 3 of PTW-F-1-Part A "PIC acceptance that the PTW is ready to implement"

Implementation

Group Isolations

Are operations and/or group isolations required?

no → AIO confirms the PIC's authorisation and understanding of the PTW. AIO presents their authorisation to the PIC

yes → AIO reviews the SOPO and checks that it has been signed as "Checked" and "Prepared" by authorised AIO's

AIO actions the SOPO

AIO places the key for the yellow isolation locks and the remaining locks from the set in the group isolation board and secures the board with a green lock

AIO checks the SOPO is actioned and signs the SOPO as "Actioned and complete"

PIC secures the group isolation board with their red lock

PIC witnesses the actioned SOPO, checks and verifies all isolations and delineation with the AIO.
The PIC signs the SOPO as "PIC checked".

Site Handover

Section 4 PTW-F-1 -Part B

AIO confirms the PIC's authorisation and understanding of the PTW. AIO presents their authorisation to the PIC

Is the AIO satisfied with the PIC's ability to lead the work party?

no → AIO actions the SOPO

yes → AIO issues the PTW and signs section 4 of PTW-F-1-Part B "Site Hand Over"

Is the PIC satisfied with the AIO's preparation the worksite?

no → AIO actions the SOPO

yes → PIC accepts the PTW and signs section 4 of PTW-F-1-Part B "Site Hand Over"

PIC secures the PTW and SOPO (if used) in the PTW sleeve with their red lock.
Note: Where a group isolation board is used the board and PTW sleeve are secured together by the PIC's red lock.

Work/access proceeds under the PTW

Section 5 PTW-F-1 -Part B

PIC Manages all activities on the site and controls all access to the site to the requirements of the PTW.

PIC checks and verifies all isolations, PTW documentation, delineation and authorisations with the IP's

IP's follow all instructions given by the PIC. IP's lock on/off the group isolation board (if used) and sign on and off section 5 PTW-F-1-Part B "Work party – tracking and acknowledgement" when entering and leaving the site.

Is this work/access still required?

yes → If the PIC leaves the work site, see PTW-FC-5

If a change of PIC is required, see PTW-FC-6

If a change of condition is required, see PTW-FC-7

If a group isolation addition/deletion is required to a PTW, see PTW-FC-8

If a suspension/ reactivation is required, see PTW-FC-9

Site Handback

Section 6 PTW-F-1 -Part B

PIC de-mobilises the site, removes all work earths and additional safety measures, ensures all IP's sign of the PTW, lock off the group isolation board (if used) and that they are clear of the work site.

PIC identifies any plant or equipment not fit for return to service. This is achieved using an orange defect/ restriction lock and an unusual/hazardous condition tag.

PIC completes and signs section 6 PTW-F-1-Part B "PIC Sign off – hand back"

AIO inspects the worksite and reviews the completed PTW documentation for accuracy and completeness with the PIC. Once satisfied with condition of the worksite the AIO cancels the PTW. The AIO signs section 6 " AIO Sign Off - hand back".

PIC removes their red lock from the group isolation board, if used.

Are any orange defect locks fitted to the plant?

no → Are operations and/or restorations required?

yes → AO reviews the significance of any defects and initiates any future work/ actions required.

Restoration

Are operations and/or restorations required?

no → AO reviews completed PTW and initiates any future work/ actions required and signs section 7 PTW-F-1-Part B "Asset Owner acknowledgement that the PTW is cancelled".

yes → AIO reviews the SOPO and checks that it has been signed as "Checked" and "Prepared" by authorised AIO's

AIO removes the green lock from the group isolation board to access the keys for the yellow isolation locks.

AIO actions SOPO

AIO checks the SOPO is actioned and signs the SOPO as "Actioned and complete"

AIO to return plant to service.

Finalisation

Review

Section 7 PTW-F-1 -Part B

AO reviews completed PTW and initiates any future work/ actions required and signs section 7 PTW-F-1-Part B "Asset Owner acknowledgement that the PTW is cancelled".

PTW filed as per HSEP0933