Person in Charge (PIC)

# Permit to Work - **Flow Chart - PTW-FC-5** (PIC leaves or returns to the work site)

## PIC Leaves the Work Site
## PTW-FC-5.1

PIC places an orange defect restriction lock and a hazard/unusual condition tag on group Isolation board (If used).

PIC Removes their red lock from the PTW sleeve and the group Isolation board (If used)

PIC instructs all IP's to sign off the PTW and remove their red lock from the group isolation board (if used)

PIC secures the PTW and SOPO (if used) in the PTW sleeve with an orange lock and a hazard/unusual condition tag. Note: Where a group isolation board is used the board and PTW sleeve are secured together by the orange lock.

PIC leaves the key for the orange defect restriction lock, PTW and group isolation board (If used) in secure place or with the AO. Note the location of the key to the orange lock shall only be accessed by the PIC

Work/access stops under the PTW

## PIC Returns to the Work Site
## PTW-FC-5.2

PIC places their red lock on the group Isolation board (If used)

PIC removes the orange defect restriction lock and a hazard/unusual condition tag from the PTW sleeve and the group Isolation board (If used)

PIC checks and verifies all isolations, PTW documentation and delineation.
Note this shall be confirmed with an AIO if there is any doubt.

PIC checks and verifies all isolations, PTW documentation, worksite conditions and delineation with the IP's.

PIC instructs all IP's to sign on the PTW and place their red lock on the group isolation board (if used)

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 See PTW-FC-3 (single) or PTW-FC-4 (subsidiary).