



MS&L Procedure



PRO-4.5-0001-1-01

Permit to Work

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1. Purpose

Whenever BP conducts construction, maintenance, demolition, remediation and other similar work that are typical of our industry, there is the potential for harm to people and the environment and for damage to equipment. Therefore, an effective permit to work process provides a system of work that allows tasks to be completed safely and without unplanned loss of containment with the potential to cause environmental damage or to damage a plant or equipment.

A Permit to Work system is a key element of the BP Group Defined Practice for Control of Work and the BP Golden Rules of Safety. It is a formal documented system used to control certain types of non-routine work which are defined as being hazardous. This procedure sets out a required approach to safely control this work and to comply with the requirements of GDP 4.5-0001 Control of Work and OMS Group Essential 4.5.1.

This procedure specifically details the requirements of the following documents:

- Group Defined Practice (GDP); [GDP 4.5-0001 2016 Control of Work](#)

2. Scope

This procedure applies to BP Oil NZ, and to Air BP ANZ.

This procedure **does NOT** apply to BP Australia MS&L. (Marketing, Supply and Logistics.)

The requirement specified in this procedure applies equally to BP employees, contractors and visitors engaged in BP Oil NZ and Air BP ANZ.

Specific sites, areas and activities may have more detailed OMS requirements and where these exist the requirements will be specified in local procedures, safe work instructions, manuals, handbooks or specific standards.

3. Terms, Definitions and Abbreviations

Table 1 : Terms, Definitions and Abbreviations

Accredited Contractors	Are those approved by the BP Accredited Contractor System.
ANZ	Australia and New Zealand
Certificates	Certificates are documents that define the core preparations required for work to proceed and do not, by themselves, authorise work to proceed. Certificates can be used to manage focused tasks efficiently which are not sufficiently managed by a typical permit or work clearance (e.g. precautions for ground disturbance).
Cold work	Work that does not introduce a source of ignition.

Competent Person	<p>An individual in a Control of Work role who can demonstrate that they have professional or technical training, knowledge, actual experience, qualifications and ability to enable them to:</p> <ul style="list-style-type: none"> a) Perform duties at the level of responsibility allocated to them; b) Understand any potential hazards related to work (or equipment) under consideration; c) Recognise any technical defects or omissions in a task (or equipment) and the adverse implications for health and safety caused by the hazard(s) and / or omission(s); and d) Be able to specify corrective action(s) to mitigate the hazards.
Confined Space	<p>The Safe Work Australia Code of Practice for Confined Spaces, February 2014 provides the most complete definition of a confined space as: "A confined space is determined by the hazards associated with a set of specific circumstances and not just because work is performed in a small space. A confined space means an enclosed or partially enclosed space that:</p> <ul style="list-style-type: none"> a) Is not designed or intended primarily to be occupied by a person; and, b) Is, or is designed or intended to be, at normal atmospheric pressure while any person is in the space; and, c) Is or is likely to be a risk to health and safety from: <ul style="list-style-type: none"> I. An atmosphere that does not have a safe oxygen level, or II. Contaminants, including airborne gases, vapours and dusts, that may cause injury from fire or explosion, or III. Harmful concentrations of any airborne contaminants, or engulfment. <p>Confined spaces are commonly found in vats, tanks, pits, pipes, ducts, flues, chimneys, silos, containers, pressure vessels, underground sewers, wet or dry wells, shafts, trenches, tunnels or other similar enclosed or partially enclosed structures, when these examples meet the definition of a confined space in the WHS Regulations." The definition within some jurisdictions in Australia and New Zealand may align with AS/NZS2865 in which the wording differs but the interpretation is consistent with the above. The AS/NZS2865 Safe working in a confined space conforms to the hierarchy of controls set out in the New Zealand Health and Safety in Employment Act 1992.</p>
CoW	Control of Work
CSE	Confined Space Entry
Energy systems	Systems which, by their nature, contain energy (e.g., hydraulic, mechanical, electrical, potential, pneumatic).
Excluded Area	Areas where Work Permits and Work Clearances are not required. This may include the shop in a service station, areas under the control of a Principal Contractor (in accordance with 5.5.2) the facility office in a depot, or a work area within a BP Facility approved by the ANZ S&OR Engineering Authority.
Ground disturbance	Work that involves a man-made cut, cavity, trench or depression in the earth's surface formed by earth removal. This includes cutting into hard surfaces such as concrete, driving piles into or by breaking the earth's surface, and/or ground removal.

Handover	The detailed review (and communication process) of a CoW responsibility or authority, work area or site condition and on-going work that is supported with a documented process.
Hazard	Anything that has the potential to result in undesired events such as injury, illness or damage.
Hazardous Area	<p>Area in which an explosive atmosphere is present or may be expected to be present in quantities such as to require special precautions for construction, installation and use of equipment. Hazardous Areas are classified in accordance with AS/NZS 60079.10.1.</p> <p>For Air BP, Hazardous Areas in this procedure are defined as the Red Zone. If no Green / Red Zones have been approved for the site then the Hazardous Area is defined as the entire Restricted Area.</p>
High Risk Construction Work	<p>The Model WHS Regulations (enacted in most Australian states), defines high risk construction work as construction work that:</p> <ul style="list-style-type: none"> a) Involves a risk of a person falling more than 2 metres; or b) Is carried out on a telecommunication tower; or c) Involves demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure; or d) Involves, or is likely to involve, the disturbance of asbestos; or e) Involves structural alterations or repairs that require temporary support to prevent collapse; or f) Is carried out in or near a confined space; or g) Is carried out in or near: <ul style="list-style-type: none"> i. A shaft or trench with an excavated depth greater than 1.5 metres; or ii. A tunnel; or h) Involves the use of explosives; or i) Is carried out on or near pressurised gas distribution mains or piping; or, j) Is carried out on or near chemical, fuel or refrigerant lines; or k) Is carried out on or near energised electrical installations or services; or, l) Is carried out in an area that may have a contaminated or flammable atmosphere; or m) Involves tilt-up or precast concrete; or n) Is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians; or o) Is carried out in an area at a workplace in which there is any movement of powered mobile plant; or p) Is carried out in an area in which there are artificial extremes of temperature; or q) Is carried out in or near water or other liquid that involves a risk of drowning; or r) Involves diving work.

Hot Work	Work that involves either the use or the creation of a flame, spark or energy discharge that could act as the ignition source for a fire or explosion. Typical examples of hot work include: a) Welding, grinding and oxy cutting; b) Use of battery operated equipment and power tools; c) Abrasive blasting (i.e. sandblasting); d) Power cutting / drilling; e) Crane operations; f) Use of excavators; g) Use of generators and welding machines; h) Use of mobile plant such as elevated work platforms
Isolation	The process of isolating any energy system as per requirements of PRO4.5-0001-1-02 Energy Isolation.
Issuing Authority	The person who is trained and assessed as competent and formally authorised to Issue Permits.
JSA	Job Safety Analysis. A risk assessment of the works to be undertaken. The BP JSA is the formal risk assessment of lower risk activities and includes assessment of the works, the job site, the process, the environment and any SIMOPS hazards.
Monitoring	The routine function of regular inspection that is performed by a responsible and competent person.
MS&L	Marketing, Supply and Logistics.
NZ	New Zealand
PCBU	Person Conducting a Business or Undertaking. As per the Safe Work Australia Model Work Health and Safety law enacted in most jurisdictions in Australia and New Zealand.
Performing Authority	The person who receives the permit from the Permit Officer / Issuing Authority. Also referred to as the Permit Receiver.
Permit	A formal and detailed agreed document that contains location, time, equipment to be worked on, scope of work and tools and equipment to be used, hazard identification, mitigation / precaution measure(s) used and the names of those authorising the work and performing the work.
Permit Endorser	The person nominated by the Permit Officer/Issuing Authority to endorse the permit at the commencement of each work shift, as a minimum.
Principal Contractor	Principal Contractors and their obligations are defined in Work Health and Safety Regulations in most jurisdictions including those who have enacted the Model WHS Regulations. Where defined, refer to those regulations. If BP engages a 3rd party as the Principal Contractor for a construction project and authorises the 3rd party to have management or control of the workplace then the 3rd party is to discharge the duties of a Principal Contractor. Construction projects can only have one Principal Contractor at any specific time.
Restricted Area	Is that area in which BP exercise control over movements and operations such as the area within the boundary fence of Depots or service stations, owned or leased by BP.
Risk	A measure of loss / harm to people, the environment, compliance status, group reputation, assets or business performance in terms of the product of the probability of an event occurring and the magnitude of its impact.
Risk Assessment	The process of hazard identification and the evaluation of the potential for identified hazards to be realised in any given endeavour.

Routine Work	Is work which: <ul style="list-style-type: none"> • does not vary in its execution and reoccurs within a prescribed and repeated cycle; and • conducted in areas in which the work is normally conducted; and • there is an operating procedure; and • conducted by personnel trained to perform the work in accordance with the procedure; and • is conducted by personnel resident at the site
Safe Work Method Statements (SWMS)	The SWMS identifies the tasks to be undertaken in the work, the associated hazards and identifies suitable control measures and the responsible person(s) for their implementation. The SWMS is the formal risk assessment of the works to be permitted. Some organisations or regions (e.g. New Zealand) may instead refer to this as a JSA.
Simultaneous Operations (SIMOPS)	Separate tasks or works that take place at the same time with the potential to impact each other.
Site Representative	The Site Manager or delegate for staffed facilities. For unstaffed facilities it maybe a Work Clearance Issuer or Permit Officer, as applicable to the type of work, who has been authorised by the facility operator for the work.
Task	An action or series of actions in support of a piece of work.
TRA	Task Risk Assessment. The formal risk assessment of higher risk activities and includes assessment of the works, the job site, the process, the environment and any SIMOPS hazards.
TRAT	Task Risk Assessment Table. Details minimum risk assessment requirements for certain tasks.
WHS	Work Health and Safety
Work	An endeavour made up of a number of different tasks.
Work Place Clearance Group (WPCG)	The Work Place Clearance Group (WPCG) is an unincorporated joint venture of which BP Australia is a partner.

4. Roles and Responsibilities

The roles and responsibilities associated with this procedure are listed in the following table.

Table 2 : Roles and Responsibilities

ANZ S&OR Engineering Authority	The ANZ S&OR Engineering Authority is responsible for: <ol style="list-style-type: none"> Approving additional excluded areas within a BP Facility via a formal documented management of change process. <p>Note: The ANZ S&OR Engineering Authority does not have accountability for Air BP operations.</p>
BP Australia Control of Work and Contractor Management Advisor	The BP Australia Control of Work and Contractor Management Advisor is responsible for: <ol style="list-style-type: none"> Acting as the Subject Matter Expert of GDP 4.5-0001 across the BP ANZ MS&L business; Providing technical advice to Issuing Authorities, on request of Air BP or BP NZ, in regard to the successful application of Task Risk Assessments (TRA);

	<ul style="list-style-type: none"> c) Intervening and escalating as appropriate when standards and / or procedural breaches are discovered. d) Authorisation of work permit Issuing Authorities for Australian MS&L facilities in accordance with this procedure.
<p>Air BP Operations Manager ANZ</p>	<p>The Air BP AsPac PU Operations Manager has the following responsibilities with respect to Air BP ANZ facilities and Air BP ANZ Issuing Authorities in this procedure:</p> <ul style="list-style-type: none"> a) Be accountable for the CoW process within Air BP ANZ. b) Ensure conformance with this procedure and compliance with regulations and documentation in CoW. c) Nominate Air BP ANZ CoW Authority for approval by the Global CoW Authority. d) Ensure competency of all Authorities related to CoW is assessed e) Ensure CoW training is provided in Air BP ANZ. f) Ensure CoW records of individuals are maintained. g) Ensure Air BP ANZ CoW Authorities assess and certify the competence of permit to work Issuing Authorities. h) Certify all Issuing Authorities. i) Ensure accredited third party/contractors are used. j) Ensure CoW Process within Air BP ANZ is reviewed annually. k) Ensure CoW Lessons Learned are passed to the CoW/Permit to Work Authorities and Site Managers.
<p>Air BP ANZ CoW Authority</p>	<p>The Air BP ANZ CoW Authority has the following responsibilities:</p> <ul style="list-style-type: none"> a) Receive delegated authorities from the Global Air BP CoW Authority. b) Ensure the necessary training for all staff in Air BP ANZ, including refresher training, is carried out. c) Ensure that national regulations are included in the training and applied (this can be delegated to the Air BP Country CoW Authority). d) Assure the competency of all Country CoW Authorities, where applicable. e) Certify all Issuing Authorities after ensuring that they have undergone the correct training and have the right levels of competency. f) Ensure that a list of all Issuing Authorities is maintained, including authority levels. g) Maintain an Air BP ANZ specific register for permit to work authorities with regular tracking and renewal. h) Ensure permit to work conformance and implementation is assessed annually.
<p>4.5. Air BP Country CoW Authority NZ</p>	<p>The Air BP Country CoW Authority NZ has the following responsibilities:</p> <ul style="list-style-type: none"> a) Carry out the duties delegated by the Air BP ANZ CoW Authority. b) Manage the necessary training for all staff in the country, including refresher training. c) Ensure that national regulations are included in the training and applied. d) Assure and certify all Issuing Authorities in country (where authorised), after ensuring that they have undergone training and have the right levels of competency.

	<ul style="list-style-type: none"> e) Carry out the duties delegated by the AirBP ANZ PU CoW Authority, including: <ul style="list-style-type: none"> I. Ensure that a list of all Issuing Authorities is maintained, including authority levels. II. Maintain a NZ specific register for permit to work authorities with regular tracking and renewal. III. Ensure permit to work conformance and implementation in NZ is assessed annually.
BP NZ Control of Work Assurance Officer	<p>The New Zealand Control of Work Assurance Officer is responsible for:</p> <ul style="list-style-type: none"> a) Authorisation of work permit Issuing Authorities for BP NZ MS&L facilities in accordance with this procedure. b) Intervene and escalate as appropriate when standards and / or procedural breaches are discovered in BP NZ MS&L facilities. c) Conducting review and routine analysis of permit to work verification program results in to achieve compliance and drive continuous improvement within BP NZ. d) Supporting nominated trainee Issuing Authorities in the training process through the following means: <ul style="list-style-type: none"> 1. Co-ordination of the Issuing Authority training program in NZ; and 2. Review of permits for quality and conformance to this procedure. e) Coaching, mentoring, guiding and verifying that Issuing Authorities are fully conversant and familiar with the requirements specified in this procedure. f) Providing technical expertise to Issuing Authorities in regard to the successful application of Task Risk Assessments (TRA);
Issuing Authority	<p>The Issuing Authority is responsible for:</p> <ul style="list-style-type: none"> a) Ensuring that they have the correct level of authority for authorising the work controlled by the permit (and their authority is current). b) Ensuring relevant risk assessments, JSAs and/or SWMS have been prepared and are adequate for the work permitted. c) Liaising with site operations to control Simultaneous Operations (SIMOPS), including impact of the work on the site operations or the impact of site operations on the work. d) Ensure that all Work Permits that are issued are prepared and executed in full compliance with this procedure; e) Detail the work to be undertaken and the tools or equipment to be used - in writing as well as verbally; f) Detail actions taken or to be taken to make safe and indicate hazards of the work; g) Specify monitoring requirements including frequency of inspections and permit control measures (such as gas testing, verifying integrity of isolations, etc.); h) Ensure that all workforce members read and understand the Work Permit and acknowledge by signing the Work Permit or Permit to Work Acknowledgement Form;

	<ul style="list-style-type: none"> i) Maintain regular communication with the employees performing the work, or delegate this to a permit re-endorser; j) Confirm that the work is monitored if the permit re-endorsing is delegated; and k) Ensure that the area and relevant equipment is made safe before handover to the Performing Authority or delegate this to a permit re-endorser. l) For confined space entry, determining that the emergency response and rescue plan proposed by the Performing Authority is adequate for the safe and timely extraction of personnel for credible scenarios identified. <p>The Issuing Authority shall complete all documentation relevant to the Work Permit Set. The exception to this is the following documents which may also be completed by the Performing Authority;</p> <ul style="list-style-type: none"> a) LOTO plan; and b) Confined Space Entry Record. <p>The Issuing Authority shall not be the same person as the Performing Authority.</p>
<p>Permit Re-endorser</p>	<p>The re-endorser of a Permit is responsible for the following on the day they re-endorse a permit:</p> <ul style="list-style-type: none"> a) To endorse a Work Permit you must be nominated by the Issuing Authority on the Work Permit to perform this function and be formally briefed by the Issuing Authority on the re-endorsing and monitoring requirements of the specific Work Permit. b) Liaising with site operations to control Simultaneous Operations (SIMOPS), including impact of the work on the site operations or the impact of site operations on the work. c) Confirming only the work described on the permit is to be performed; d) The site conditions have not changed; e) The controls detailed on the permit have not been compromised; f) Monitoring the work in accordance with the monitoring requirements detailed on the permit; g) Ensuring that all workforce members read and understand the Work Permit and acknowledge by signing the Work Permit or Permit to Work Acknowledgement Form; and h) Ensuring that the area and relevant equipment is made safe before handover to the Performing Authority. <p>The Permit Re-endorser shall not be the same person as the Performing Authority.</p>
<p>Performing Authority</p>	<p>The Performing Authority (PA) shall be competent in understanding the job being performed and its intrinsic hazards and how to best control these. The Performing Authority is responsible for the provision of a JSA / SWMS and is legally required to do so for all High Risk work in jurisdictions in Australia operating under the model WHS regulations. The Performing Authority shall be physically present on the site during the works. The Performing Authority shall NOT be the same person as the Issuing Authority for a Permit;</p> <p>The Performing Authority is responsible for the following:</p>

	<ul style="list-style-type: none"> a) Ensure that the tools and equipment to be used are fit for purpose and inspected and listed on the permit b) Be aware of hazards that could exist and have the necessary precautions put in place; c) Receive the Work Permit document from the Issuing Authority and indicate to the Issuing Authority if any of the requirements are ambiguous or unclear; d) Sign the Work Permit before work commences thereby accepting any conditions or controls stipulated in the Work Permit and documents referenced on the work permit; e) Conducting a Pre-start meeting with the work crew; f) Ensure that all workforce members read and understand the risk assessment and Work Permit and acknowledge this by signing the Work Permit or Permit to Work Acknowledgement Form; g) Ensure that skilled, qualified, trained and competent personnel perform the work, adhering to the conditions of the Work Permit; h) Ensure that the job is performed in a safe manner within the conditions prescribed for the work on the permit or work clearance and be responsible for the work and for the people who work on the job; and i) Make equipment and area safe prior to handover or return to service. j) In Australia, the Performing Authority must be a trained WPCG Work Clearance Issuer. If they are not a trained Work Clearance Issuer, then the Performing Authority (Permit Receiver) must ensure that no work is completed unless the Issuing Authority is on site during the work.
<p>Site Representative</p>	<p>The Site Representative shall be the Site Manager or delegate, or if the site is unmanned it may be the Issuing Authority.</p> <p>The Site Representative is responsible for the overall safety of the site.</p> <p>The Site Representative shall be aware of all other work or planned site operations that may interact with the work (i.e. SIMOPs). Therefore, no work shall be undertaken before the Site Representative countersigns the work clearance or work permit.</p> <p>The Site Representative may stop or defer work at any time.</p>
<p>Task Risk Assessment Facilitator</p>	<p>The facilitator of a BP Task Risk Assessment (TRA), required as per the TRA Table (TRAT), is responsible for ensuring that:</p> <ul style="list-style-type: none"> a) The worksite is inspected as a part of conducting the task risk assessment prior to work being performed. b) At least one member or representative of the team or teams performing the task participates in the task risk assessment. c) The TRA team defines and records risk control and mitigation actions as part of the task risk assessment process. d) The TRA considers the hierarchy of controls in the following order: <ul style="list-style-type: none"> 1. Elimination; 2. Substitution; 3. Engineering Controls;

	<ol style="list-style-type: none"> 4. Isolation; 5. Administrative Controls; and 6. Personal Protection Equipment (PPE). <p>e) RA findings are:</p> <ol style="list-style-type: none"> 1. Communicated in writing by recording on the approved BP TRA document; and 2. Signed off by the TRA team members, provided that the TRA team is also satisfied that the task is safe to do.
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5. Methodology

5.1. Training

Training is provided to ensure that the roles and responsibilities within the Permit to Work process are fully understood and a standard of competency is maintained.

In Australia, Work Place Clearance Group (WPCG) training is managed external to BP by the WPCG joint venture which provides governance, with assurance by the BP representative on the joint venture.

In New Zealand, when a BP NZ Work Clearance Checklist is utilised in accordance with this procedure, personnel completing the form shall be trained and competent in the use of any such form.

5.1.1. Nomination to Attend Permit to Work Training

All persons seeking certification as an authorised Issuing Authority shall submit to the Air BP ANZ CoW Authority or Air BP NZ CoW Authority or the BP NZ HSSE Manager a nomination from their line manager or BP sponsor. The decision to allow the applicant to attend the course is at the discretion of the ANZ CoW Authority or Air BP NZ CoW Authority or BP NZ HSSE Manager in consultation with the applicant's Line Manager or BP sponsor.

5.1.2. Issuing Authority Training – Theory, Practical and Buddy Program

All required online training modules should be completed by all trainees prior to attending the Issuing Authority face to face training course. All online training shall be completed prior to commencing buddy permits in the field.

The initial permit to work training for Issuing Authorities shall be conducted by an approved trainer and consists of classroom, practical field exercises, and training in risk assessment. A competence assessment shall be completed of both the classroom content and the practical field exercises.

On completion of the initial training, prior to accreditation as an Issuing Authority, the trainee shall undergo 'on the job' training. This consists of issuing permits under the guidance and coaching of an authorised Issuing Authority – referred as 'buddy' permits. The 'buddy' Issuing Authority is to countersign all documents as it is they who have the approved Issuing Authority.

Upon satisfaction of the business of the level of competence of the trainee in the field issuing permits under the buddy system, a review shall be completed of a minimum of two Work Permits by BP. Further work permits may be requested by the control of work team. Upon competence being demonstrated, the trainee shall be provided by Air BP Operations Manager ANZ or the BP NZ HSSE Manager with a certificate confirming their authorisation as an Issuing Authority, the scope of their authority (e.g. permit types, and area of the business) and their work permit ID number in Air BP ANZ. Note no such ID number is required for issuing authorities operating in BP NZ MS&L.

5.1.3. Refresher Training

The Issuing Authority shall complete refresher training and have their Work Permits assessed with verbal and written feedback provided every three years for re-authorisation. Individuals who have maintained the required levels of competency are provided with recertification of their authorisation as an Issuing Authority has been re-endorsed for a further three years.

5.1.4. Confined Space Entry Issuing Authority Training

To become an accredited Confined Space Entry Issuing Authority the person shall:

- a) Be an authorised work permit Issuing Authority;
- b) In Australia, have successfully completed Confined Space Entry training from a Registered Training Organisation which includes as a minimum the following modules;
 1. MSMWHS217 - Gas test atmospheres ; and
 2. MSMPER205 - Enter confined space or RIIWHS202D - Enter and work in confined spaces;

Note: *MSMWHS217* and *MSMPER205* above have superseded and are equivalent to *MSAPMOHS217A*, and *MSAPMPER205C*, which are also accepted due to their equivalency.

The above three modules may be completed in the one course with some service providers, Enter Confined Space without Breathing Apparatus.

In **New Zealand**, have successfully completed Confined Space Entry training which includes as a minimum the following modules;

3. Unit Standard 17599 – Plan a confined space entry (this allows for unsupervised work as well as supervise and manage a group or team)
4. Unit Standard 18426 – Demonstrate knowledge of hazards associated with confined space

5. Unit Standard 25510 – Gas Testing

In **Australia**, if the entry is to include the provision of breathing apparatus the Issuing authority shall also have successfully completed *MSMWHS216* - Operate breathing apparatus.

Note: *MSMWHS216* above has superseded and is equivalent to *MSAPMOHS216A*, which is also accepted due to the equivalency.

In **New Zealand**, if the entry is to include the provision of breathing apparatus the Issuing authority shall also have successfully completed *Unit Standard 25044 – Wear and operate compressed air breathing apparatus in the workplace*.

- c) Be certified as competent by the Air BP Operations Manager ANZ or the BP NZ HSSE Manager.

5.1.5. Expiry or Suspension of the Issuing Authority Accreditation

If a Permit to Work Issuing Authority does not issue a Work Permit set for an extended period or the currency of their competence to do so is of concern to the business or the Air BP Operations Manager ANZ or the BP NZ HSSE Manager, then their accreditation may be suspended. Confirmation of this shall be provided by the Air BP Operations Manager ANZ or the BP NZ HSSE Manager.

At the discretion of the Air BP Operations Manager ANZ or the BP NZ HSSE Manager, expired or suspended Issuing Authorities may be subject to attend an Issuing Authority training session.

In Air BP, this is the responsibility of the Air BP Operations Manager ANZ.

5.1.6. Permit Re-endorser

To be listed on a work permit as a re-endorser the person shall be a current authorised Issuing Authority in accordance with this procedure or a person that the Issuing Authority deems to be a competent and responsible person to re-endorse the permit. As a minimum, a permit re-endorser shall have the following competencies:

- a) Understand the responsibilities of the Issuing Authority, Performing Authority, Site Representative, and Re-endorser;
- b) Be competent in the identification of site hazards, process hazards, and SIMOPs that may impact on the task;
- c) Understand the requirements for documenting the re-endorsement on the work permit set; and
- d) For Confined Space Entry Permits, shall have completed the training prescribed in 5.1.4 b

Note: If the Re-endorser is issuing a Gas Test Certificate associated with the permit, refer requirements of 5.8.1

The Permit Re-endorser shall be formally briefed by the Issuing Authority on the re-endorsing and monitoring requirements of specific Work Permit.

5.1.7. Work Clearance Training and Accreditation

The Australian WPCG Work Clearance Training programme has been designed to ensure maintenance and minor works at WPCG member approved facilities are carried out in a safe and controlled manner. Approved BP facilities are: Retail service stations, Depots, BP commercial customer facilities, and Air BP facilities.

The accreditation process involves training and assessment conducted by the WPCG training provider or WPCG accredited 'train the trainers', and regular refresher training completed in accordance with WPCG requirements.

The BP NZ Work Clearance Checklist authorised for use under this procedure shall also require training and refresher training to be conducted on a three yearly basis as a minimum.

5.1.8. Gas Testing Training

To conduct gas testing associated with a Gas Test Certificate the person shall be an authorised Issuing Authority or shall have completed the following and be competent in its use.:

- a) In **Australia**, *MSMWHS217 - Gas test atmospheres MSAPMOHS217A - Gas test atmospheres*; (note this is typically included within Confined Space Entry training provided by Registered Training Organisations and as such is typically completed as part of completing such training provided that this course code is included within the certified training).

Note: MSMWHS217 above has superseded and is equivalent to MSAPMOHS217A, which is also accepted due to the equivalency.

- b) In **New Zealand**, *Unit Standard 25510 – Gas Testing*

5.2. Planning and Scheduling

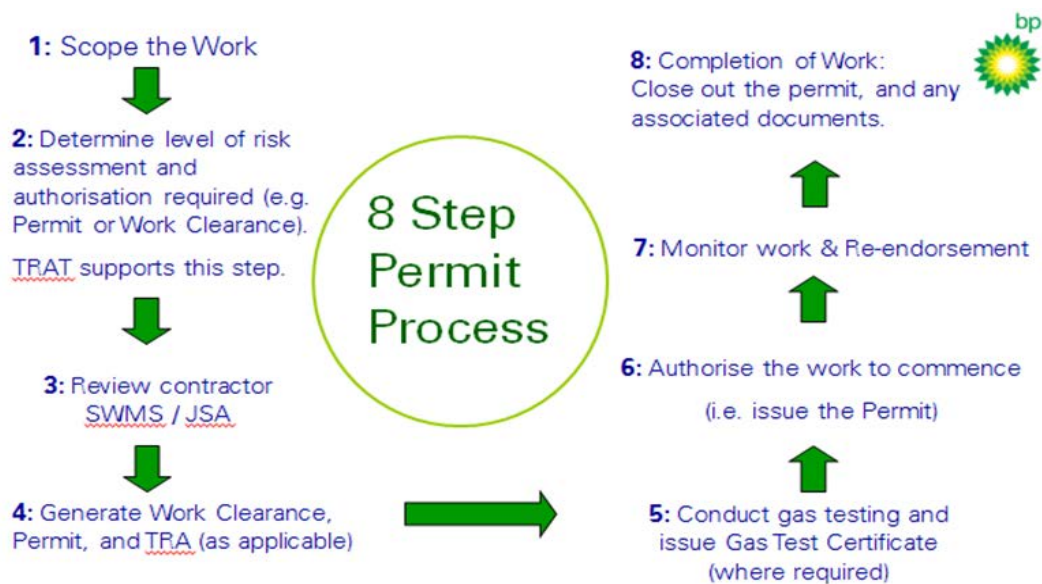


Figure 1: The 8 Step Permit Process

The person responsible for planning the work shall allow time for the following actions for the safe execution of the work:

- a) Define the scope of work;
- b) Identification of personnel and equipment required.
- c) Identification of dependent and linked work
- d) Identification of SIMOPS and their compatibility with the work
- e) Review associated procedures / Risk Assessments / JSA / SWMS;
- f) Define any Regulatory requirements;
- g) Inspection of the work site
- h) Conduct a risk assessment of the task
- i) Implementation of control measures including isolations
- j) Arrange resources for the work
- k) Coordinate and prioritise work to reduce conflict between tasks
- l) The return to normal operations including testing and commissioning activities (as applicable); and
- m) Appropriate stakeholders have been notified of the activity and/or the impact of the activity

Subject Matter Experts (SMEs) may be included in the planning stages, as required by the technical complexity of the task(s).

5.3. Performing Authority's Safe Work Method Statement (SWMS) or Job Safety Analysis (JSA)

All tasks shall be risk assessed. For all work, the Performing Authority should document what the intended outcome of the work is and the means by which it will be safely achieved. This is commonly known as the SWMS, or in some companies and regions it may be referred to as a JSA.

There are particular legislated requirements in most states and territories in ANZ which have enacted the Model WHS legislation. Under the Model WHS Regulations (where enacted), a safe work method statement (SWMS) shall be prepared for all high risk construction work and electrical work on energised electrical equipment. Under these regulations, the documents shall:

- a) List the types of high risk construction work being done
- b) State the health and safety hazards and risks arising from the work to be carried out
- c) Describe how the risks will be controlled
- d) Describe how the risk control measures will be implemented, monitored and reviewed
- e) Take into consideration factors that may affect the way in which the high risk work is carried out; and,
- f) Be readily accessible and easy to read.

For work being conducted under a permit the Performing Authority should provide a SWMS /JSA to the Issuing Authority before issuing a work permit and prior to conducting a BP TRA (if required for the task as per the BP TRAT).

The JSA/SWMS should cover task, process, and site hazards; and address SIMOPs and Human Factors. If there are gaps, such as specific site hazards are not considered, this shall be updated at the work site prior to work or a BP risk assessment is conducted, facilitated by the Issuing Authority for the permit. This may be a BP TRA conducted in accordance with 5.4.below.

5.4. BP Task Risk Assessment (TRA)

Before issue of a Work Permit, a risk assessment of the task shall be completed and shall include consideration of operations activities, monitoring requirements and emergency response. BP TRA Table (TRAT) provides minimum requirements for BP Risk Assessments. This risk assessment shall, as a minimum, include the Issuing Authority and Performing Authority.

A HITRA Competent Person or an Issuing Authority shall facilitate a BP TRA conducted for work within the scope of the Control of Work process. All BP TRA's shall use the risk matrix in Figure 2.

The consequence impact table from GG3.1 Hazard Identification and Task Risk Assessment shall be used to determine the worst credible consequence impact in order to rate the risk in the ANZ TRA Risk Matrix using the probability of the event occurring at this impact level with the controls in place.

The BP TRA shall be signed off by the Issuing Authority, the Performing Authority and any other risk assessment team members. It shall have the signature of the facilitator (if different to the Issuing Authority) and be signed as approved by the person authorised to do so in accordance with the level of risk (as per, Annex A - TRA Approval Table for the business).

All personnel shall sign the Permit to Work Acknowledgement form or other pre-start document which references the risk assessment to demonstrate this has been read and understood by all parties. If the task is conducted by one person, then the signing of the permit by the Performing Authority meets this requirement as the permit shall specify that all work shall be completed in accordance with the risk assessment.

The risk assessment shall be attached to the Work Permit and displayed at the work site during work.

		Probability				
		1	2	3	4	5
	Impact Level	Remote possibility - A similar event has not yet occurred in our industry	Similar event has occurred somewhere in our industry and within the BP group	Likely to occur once or twice in lifetime of the facility	Event likely to occur several times in the lifetime of the facility	Common occurrence (at least annually) at the facility
Consequence	D	H	VH	VH	VH	VH
	E	L	M	H	VH	VH
	F	L	M	H	H	VH
	G	L	L	M	H	H
	H	L	L	M	M	H

Definitions for Risk Level Score

- L = Low Risk
- M = Medium Risk
- H = High Risk
- VH = Very High Risk & Not Allowed

Figure 2: ANZ TRA Risk Matrix

5.5. Work Permits and Work Clearances

5.5.1. When Work Permits and Clearances are not required

Work Permits and Work Clearances are not required for routine tasks, or for work in any excluded areas. Note that the requirements for a risk assessment remains for all work. For routine operations this typically informs the generation of a work instruction for the task.

Work required to be completed for BP outside restricted areas on equipment which has been in service with hydrocarbon products shall be subject to an appropriate safe system of work. It is the responsibility of the person engaging the third party to conduct the work for BP to assure that this system is appropriate to manage the risk. Equipment sent to third parties, which has been in service with hydrocarbon products, should be issued with documentation of the equipment status.

5.5.2. Principal Contractors

If the Principal Contractor for Construction Work is not BP, then construction work may be completed by the Principal Contractor without being subject to BP Permit to Work Processes if fuel is not stored on site in equipment for site operation. This includes:

- a) BP Confined Space Entry Permits;
- b) BP Hot Work Permits;
- c) BP Cold Work Permits;
- d) WPCG Work Clearance Form
- e) BP NZ Work Clearance Checklist;
- f) BP TRA (including BP TRAT);
- g) BP Ground Disturbance Certificates and Checklists;
- h) BP Gas Test Certificates
- i) Forms associated with the issue of the above (e.g. BP LOTO Form, Permit to Work Acknowledgement)

These construction projects follow BP project management processes to provide assurance to BP that the work will be safely executed. Construction Projects controlled by a Principal Contractor may be subject to specific regulatory requirements including Work Health and Safety Management Plans; general construction induction training for all workers; and that a person who commissions a construction project and engages a principal contractor for the project gives the principal contractor any information the person has in relation to hazards and risks at or in the vicinity of the workplace where the construction work is to be carried out.

A principal contractor with management or control of a workplace shall:

- a) Manage risks associated with the construction work

- b) Secure the workplace so unauthorised persons cannot enter
- c) Comply with all safe work method statement requirements for high risk construction work.
- d) Comply with all other regulatory requirements.

Note: if the Principal Contractor is BP, this section 5.5.2 does not apply. However, the area may be an excluded area (see definitions) for some or all of the project, and subject to exclusion from Hot Work Permit, Cold Work Permit and Work Clearance requirements in accordance with to 5.5.1.

5.5.3. Work Clearance

The WPCG Work Clearance Form may be used in Australia by WPCG accredited contractors, and the BP NZ Work Clearance Checklist may be used in New Zealand by trained and competent persons in that process, to authorise the following tasks:

- a) Cold Work not involving Ground Disturbance or Work at Height;
- b) Hot Work outside the hazardous area;
- c) Minor Hot Work within the hazardous area that will be performed in compliance with the requirements of the WPCG Minimum Control Checklist for minor Hot Work.
- d) Minor Ground Disturbance that will be performed in compliance with the requirements of the WPCG Minimum Control Checklist for minor Ground Disturbance.
- e) Minor Work at Heights that will be performed in compliance with the requirements of the WPCG Minimum Control Checklist for minor Work at Height.

A Work Clearance shall not be used for:

- f) Entry to, or work in, a confined space. This shall be subject to a Confined Space Entry Permit.
- g) Asbestos removal, including by a licensed asbestos removalist. This shall be subject to a hot or cold work permit, as applicable to the work method and location.

5.5.4. WPCG Minimum Controls Checklists

Some work may be performed with authorisation by the WPCG Work Clearance Form if supported by the use of WPCG Minimum Controls Checklist/s. This work includes:

- a) Minor Work at Height
- b) Minor Ground Disturbance
- c) Minor Hot Work in hazardous areas.

If work involves more than one of the above then both checklists are required. For example, the use of an EWP at a height <11m within a hazardous area requires both the WPCG Minor Work at Height Minimum Control Checklist and the WPCG Minor Hot Work Minimum Control Checklist.

These three checklists provide requirements for performing such work. If the requirements cannot or will not be met for the task then a Work Permit is required for the work (BP Cold Work Permit, BP Hot Work Permit or WPCG Work Permit as applicable).

In Australia, if work cannot be completed in accordance with the WPCG Minimum Controls Checklists, a Work Permit is required.

A Work Permit is required for any work specified as requiring a Work Permit in the Task Risk Assessment Table (TRAT) for the relevant BP business (i.e. Air BP ANZ or BP NZ), or if specified in WPCG-PRO-01 Work Authorisation (in Australia).

5.5.5. Cold Work Permits

A Cold Work Permit is required for all non-routine work where:

The work does not introduce or create a source of ignition; **and either**

- The work is being performed without the use of a WPCG Work Clearance Form or BP NZ Work Clearance Checklist issued in accordance with 5.5.3; **or**
- The work is performed with the use of a WPCG Work Clearance Form and the work requires a WPCG Minimum Control Checklist (e.g. Minor Work at Height or Minor Ground Disturbance). However, the work cannot or will not be in compliance with WPCG Minimum Control Checklist.

A Cold Work Permit is not a permission to conduct hot work or to enter a confined space.

A Cold Work Permit is valid for the period noted on the Permit document.

5.5.6. Hot Work Permits

A Hot Work Permit is required for:

- a) All non-routine hot work inside hazardous areas that cannot or will not be performed in compliance with the requirements of the WPCG Minimum Control Checklist for Minor Hot Work;
- b) All non-routine hot work in the restricted area on equipment that has been in hydrocarbon service and appropriate precautions have not been undertaken to eliminate all contact with potentially flammable vapour (e.g. depressurisation, drained, isolated, purged);
- c) Hot Work outside the hazardous area performed without the use of a WPCG Work Clearance Form or BP NZ Work Clearance Checklist issued in accordance with 5.5.3;

All Hot Work Permits for Hot Work in hazardous areas shall be accompanied by a valid Gas Test Certificate as per section 5.8. Continuous gas testing is required for all hot work activity that creates an uncontrolled ignition source inside hazardous areas. This type of work includes burning, welding, grinding, air arcing, soldering, open flame, stress relieving, preheating or any similar type of activity.

5.5.7. Confined Space Entry Permits

A Confined Space Entry Permit is required for entry to any confined space. The requirements of PRO-4.5-0001-1-04 Confined Space Entry shall be complied with for all confined space entry.

The Confined Space Entry Permit is to cover the safety of the confined space environment only. If work is to be conducted within the confined space the Confined Space Entry Permit shall be accompanied by a Cold Work or Hot Work Permit.

All Confined Space Entry Permits shall be accompanied by a valid Gas Test Certificate and LOTO Plan.

Before a Confined Space Entry Permit is issued, the Issuing Authority shall ensure that a risk assessment has been conducted in accordance with the requirements of the BP TRAT, and a reliable Emergency Response Plan is in place and included in the permit set.

Atmospheric testing requirements for Confined Space Entry shall be in accordance with Table 3, and limits as per Table 4

A Confined Space Entry permit is valid for a maximum of one shift of the Performing Authority. After this period the permit must be revalidated by re-endorsement as specified on the permit. The person conducting the permit re-endorsement shall have completed the appropriate training as described in Section 5.1.5.b of this procedure.

Confined space entry into a bulk tank or vessel shall have an isolation drawing prepared showing all connections and isolation techniques applied.

5.5.8. Issue of Work Permits

The Issuing Authority shall make the site manager or delegate aware of work to be done so they have agreement and opportunity to contribute to permit content/controls.

The Issuing Authority shall be physically present on the site to issue the permit, (i.e. remote issuing of permits is not allowed). Self-issuing of Work Permits is also not allowed. The Issuing Authority shall not work under a permit they have issued. The only exception to this is if the Issuing Authority is acting in a role dedicated to safety such as a standby / observer for a confined space, a fire watch, or spotter. They cannot enter a confined space other than to conduct the gas testing performed as part of the permit issuance or endorsement process

All Work Permits shall be clear and legible and all sections shall be completed.

All Work Permits and associated documentation for the work shall:

- a) Specify the Performing Authority
- b) Define the scope of work, including the equipment to be worked on, location and duration.
- c) Identify the tools and equipment to be used
- d) Identify potential hazards (through associated hazard identification and risk assessment).
- e) Reference task risk assessments.
- f) Identify isolation of energy sources required to conduct the work.
- g) Define control measures to eliminate or mitigate risks.
- h) Link the work to other associated work permits or simultaneous operations.
- i) Record isolations that are common to more than one permit.
- j) Determine controls that prevent isolations that are common to more than one permit from being removed before all permits have been signed off.
- k) Specifies who will be performing the work.
- l) Records that the risks and control measures associated with the task(s) have been communicated to the employees performing the work.
- m) Be authorised by the Issuing Authority.
- n) Specify the frequency of monitoring required.
- o) Designate re-endorsement by a responsible person on the permit.
- p) Records the completion of the work.

The work permit only authorises work that is defined in the task description.

Where the Issuing Authority or Site Representative is not satisfied that conditions of the permit can be met, they shall not issue the permit.

The Performing Authority shall be responsible for supervision of the works during completion and should not leave site during the work. Any requirement from the risk assessment for additional monitoring by the Issuing Authority (or delegated re-endorser) or Site Representative then this shall be documented on the permit.

A worksite inspection shall be performed, which:

- a) Confirms the work site, work scope, and work method.
- b) Confirms hazards have been adequately identified.
- c) Confirms that the control(s) and mitigation(s) measures recorded in the permit documentation or the procedure that needs to be in place before start of work are in place.
- d) Confirms that conditions have not materially changed so as to necessitate different or additional control measures.

The Issuing Authority shall sign the permit to indicate that the Performing Authority is authorised to perform the work specified and it is safe for the Performing Authority, their work crew, and for the site for this to proceed. The Performing Authority shall read the Work Permit and sign the permit to indicate that the contents are understood, they are responsible for performing the tasks as documented and the job will be carried out in accordance with the permit.

If additional persons are not present when the permit is issued by the Issuing Authority it is the responsibility of the Performing Authority to ensure that prior to working under the permit that any

additional personnel understand the permit conditions, associated documents including risk assessments, and sign the Permit to Work Acknowledgement Form.

If the person performing the role of the Performing Authority is to change, either leave site or for other reason, handover shall be documented including authorisation from the Issuing Authority. This shall be attached to the permit.

If a single person is engaged to complete the work, the Permit to Work Acknowledgement Form is not required as the signing of the receipt of the permit serves this purpose.

If deemed sufficient by the Issuing Authority, one permit may cover any number of workers irrespective of trade employed on the job specified.

5.6. Site Meeting prior to Start of Work

Prior to commencement of the site works, a meeting shall be conducted on site between the Site Representative / Issuing Authority and the Performing Authority and other involved persons to discuss and agree upon Health, Safety and Environmental matters that are foreseeable for the duration of the works confirming that all matters are adequately covered in the risk assessment for the task or the work permit.

If the Performing Authority is responsible for additional personnel carrying out the work, the Performing Authority shall conduct a pre-start / toolbox meeting with all those involved in the work and outline the tasks covered by the permit, the hazards involved, the control measures and mitigations including emergency procedures. All personnel shall sign the Permit to Work Acknowledgement form or other pre-start document which references the Permit or Work Clearance to demonstrate this has been read and understood by all parties.

Where Work Clearances are used, these will be considered to be an adequate record for all parties to sign.

5.7. Energy Isolation

All isolations of all energy systems required to conduct the task safely are conducted and recorded in accordance with PRO-4.5-0001-1-02 Energy Isolation.

If the work is not complete the equipment shall remain locked out / tagged out until the equipment has been tested and is safe to return to service.

5.8. Gas Test Certificates

A Gas Test Certificate shall be completed for all:

- a) Hot Work Permits; and
- b) Confined Space Entry Permits.

A Gas Test Certificate or other monitoring for airborne contaminants may also be required for other works if deemed to be required by the associated risk assessment for the task. Table 3 below documents what the minimum parameters are that shall be tested when issuing a Gas Test Certificate.

Permit Type	Minimum Parameters Tested
Hot Work Permit	LEL and O ₂
Confined Space Permit	LEL, CO, H ₂ S and O ₂

Table 3 : Atmospheric Testing Requirements

5.8.1. Issue of Gas Test Certificates

A BP Issuing Authority authorised to issue Gas Test Certificates shall issue the initial Gas Test Certificate associated with a BP Work Permit.

The gas detector shall be:

- a) Within the calibration date;
- b) "Bump tested" or "challenged" prior to each use;

A Gas Test Certificate shall only be issued once equipment and the work area has been gas tested in accordance with Table 3 above and found to not have elevated LEL readings, have oxygen within the safe range and if applicable not contain toxic levels of contaminants as specified in Table 4.

Hot work is prohibited if Oxygen levels are enriched above 23.5%.

5.8.2. Validity of Gas Test Certificates

A Gas Test Certificate is valid for one shift or a maximum of 12 hours. The work area or equipment shall be re-tested at least once per shift and the certificate re-endorsed accordingly. If a more frequent re-testing schedule has been determined by risk assessment for the task, the Issuing Authority shall note this on the Permits and Gas Test Certificate.

If conditions change, work is stopped or the area vacated beyond normal shut down periods, or if emergencies arise which affect the permit conditions, Gas Test Certificate (and any associated Work Permits) become invalid until the work area or equipment is retested and the Gas Test Certificate is re-endorsed. If an emergency has occurred, emergency response and incident notification processes for the site shall also be followed prior to recommencing work.

Permits requiring a Gas Test Certificate are not valid and cannot be re-endorsed until a re-test has been performed and the Gas Test Certificate has been re-endorsed.

In the case of an expired Gas Test Certificate, the Performing Authority shall stop work and alert the Issuing Authority.

Atmosphere Gas Limits		Conditions of Entry		
Oxygen %	Flammable Gas % LEL	Toxic Contaminants (ppm)		
		H ₂ S	CO	
Above 23.5				<p>Confined space entry is prohibited.</p> <p>Immediate evacuation from a confined space is required.</p> <p>No Hot Work</p>
23.5 ↓ 19.5	0	Below 10	Below 30	<p>Safe for people to enter and carry out hot or cold work without respiratory protection (unless specified as a risk control measure for other identified hazards introduced by the work).</p> <p>Continuous monitoring of the Confined Space atmosphere is required.</p>
23.5 ↓ 19.5	0 ↓ 5	10 ↓ 100	30 ↓ 300	<p>Entry only with approved form of Respiratory Protective Equipment for the level of contamination</p> <p>Continuous monitoring of the Confined Space atmosphere is required.</p>
23.5 ↓ 19.5	5 ↓ 10	10 ↓ 100	30 ↓ 300	<p>No initial entry if LEL is 5% or above.</p> <p>Existing entry maintained with approved form of Respiratory Protective Equipment for the level of contamination</p> <p>Continuous monitoring of the Confined Space atmosphere is required.</p> <p>No Hot Work if LEL is 5% or above.</p>
Below 19.5	Above 10	Above 100	Above 300	<p>Confined space entry is prohibited.</p> <p>Immediate evacuation from a confined space is required.</p> <p>No Hot Work if LEL is 10% or above.</p>

Table 4: Confined Space and Hot Work Atmospheric Gas Limits

Note: if the confined space entry is to be conducted for work undertaken over longer than 8 hours shifts, all limits for toxic contaminants shall be halved in Table 4.

5.9. Ground Disturbance Certificates

In addition to the applicable Work Permit or Work Clearance, a Ground Disturbance Certificate is required for:

- a) All excavations and trenching (other than coring or boring) to a depth of 1.2m or more.
- b) All ground disturbances that cannot or will not be conducted in compliance with the requirements of the WPCG Minor Ground Disturbance Minimum Control Checklist.

A Ground Disturbance Certificate shall be issued by a person authorised by the Air BP Operations Manager ANZ or the BP NZ HSSE Manager to issue Ground Disturbance Certificates and shall be accompanied by a Work Permit for the work.

5.10. Displaying the Permit or Work Clearance

The Performing Authority shall ensure that the original copy of all Permits or Work Clearances, including the Permit to Work Acknowledgement sign on sheet and associated documents (e.g. risk assessments, Performing Authority JSA/ SWMS and Gas Test Certificate as applicable) are readily available during the course of the work. These shall be displayed at the work site for duration of work, or at the entrance to a confined space for the duration of entry.

A duplicate copy of the Permits or Work Clearances should be issued to the Site Representative and should be displayed appropriately during the work.

5.11. Monitoring

All ongoing work requiring a permit shall be regularly monitored and managed by a responsible person. Permits should note the frequency of monitoring as determined in the risk assessment. The frequency of monitoring should consider:

- a) Complexity of the task;
- b) Competency of the persons undertaking the task; and
- c) The level of residual risk as defined by the risk assessment for the task.

The Issuing Authority may delegate the monitoring of the work place to a competent person. The Permit Re-endorser shall be formally briefed by the Issuing Authority on the re-endorsing and monitoring requirements of specific Work Permit.

The person assigned to monitor the work place shall have the competency to recognise when site conditions no longer comply with the Work Permit. They shall stop the work and request a reassessment if any of the following occur:

- a) Unsafe practices are observed;
- b) Unsafe conditions are observed; or

- c) Conditions have arisen that necessitate revision to the permit.

The Issuing Authority for the permit shall (directly or by delegation to the permit re-endorser):

- a) Maintain regular communication with the employees performing the work.
- b) Confirm that the work is monitored in accordance with the monitoring requirements.

5.12. Work Interruptions

The worksite should be inspected and confirmed as being in a safe condition when work is interrupted. Interruptions may include breaks (e.g., work, meal, smoke) and shift changes. If it is determined from the risk assessment that specific interruptions are to be subject to re-endorsement then this shall be specified on the permit. Otherwise, it is the responsibility of the Performing Authority to ensure this inspection is completed.

If conditions or control measures are observed to have changed, work shall not restart until the situation has been assessed; and conditions and control measures have returned to those required by the permit. If the conditions and control measures of the initial work permit cannot be met, the original risk assessment shall be revisited and, if appropriate, either a new Work Permit is issued or the Work Permit is updated by the Issuing Authority and re-issued with the revised conditions.

5.13. Re-endorsement of a Permit

For work extending over more than one work shift of the Performing Authority, the Work Permit shall be endorsed prior to commencement of the following work shift or a new permit written by an Issuing Authority. The re-endorsement of a permit is an acknowledgment that the safe work conditions originally set on the Work Permit have not changed and the work may recommence. Endorsement shall be made by the Issuing Authority or person nominated and recorded on the permit who shall meet the competency requirements for a re-endorser detailed in this procedure.

5.14. Work Permit Completion and Close Out

When the work is completed, the equipment and the site are in a safe condition, then the permit shall be closed out and the original permit signed by the Performing Authority as complete.

The Site Representative or Issuing Authority (or nominated re-endorser) should inspect the work site to ensure that the work has been completed and the equipment and site left in a safe condition before signing the permit closure.

If the work described on the permit is not completed at the expiry time listed, the Performing Authority is responsible for indicating the status of the work to the Issuing Authority (or delegated Re-endorser) and

Site Representative, leaving the site in a safe condition, and applying for a new permit or extension of the permit validity by the Issuing Authority.

If an extension of the expiration time and date of the permit is required, e.g. due to a delay to works, then the Issuing Authority may authorise a new expiration date and time. This shall be initialised by both the Issuing Authority and Performing Authority of the permit.

In Australia when a WPCG Work Permit is issued and work extends beyond a day, the Permit Receiver must sign the daily completion section of the Work Permit each day to confirm the site has been left in a safe and tidy condition and all workers have left the site.

5.14.1. Returning to Service

Equipment that has been removed from service for maintenance shall on completion of maintenance be tested in service to confirm the integrity of the system. If this is not possible at the time the maintenance is completed, then maintenance shall be deemed incomplete and the equipment shall remain locked out / tagged out until testing in service can be undertaken.

5.15. Amendment of Permits

Only the Issuing Authority who issued the Work Permit may amend the Work Permit. This must be done in writing on the permit, with initialisation and date / time of all changes by the Issuing Authority.

The Issuing Authority may amend the permit remotely as this is NOT issuance of the Work Permit.

Note: the Permit must be still initially issued and subsequently endorsed at the work site.

Prior to re-commencement of work, the Work Permit must be endorsed after any amendment to the Permit.

6. Verification

The key process steps outlined in this procedure should be included in a Self-Verification Programme.

Refer to [PRO-8.2-0001-0-01 MS&L Self Verification Procedure](#) for further details to developing self-verification protocols.

7. Associated Documents

7.1. Documents

BP Permit to Work templates are issued by the Air BP ANZ Operations Manager or the BP NZ HSSE Manager for their respective businesses.

The following associated documents:

- Have been referenced in this procedure.
- Should be considered in understanding and applying the instructions provided in this procedure.

Table 5: Required References

Document Name	Document No	Document Location
Control of Work GDP	GDP 4.5-0001 2016	OMS Library
Energy Isolation	PRO-4.5-0001-1-02	Controlled Document Register
Confined Space Entry	PRO-4.5-0001-1-04	Controlled Document Register
MS&L Self Verification Procedure	PRO-8.2-0001-0-01	Controlled Document Register

7.2. Records

7.2.1. Retention of Permits

The Issuing Authority shall retain copies of permits and all other associated documents within the Work Permit set for at least 3 years and make these available for audit as required, including when being re-certified as an Issuing Authority.

A copy of the Work Permit set is to be retained on site during the work period.

8. External References

This procedure was prepared with reference to relevant legislation/regulations including but not limited to, relevant Acts, Regulations, Australian Standards and industry codes and practices.

Details of current legislation/regulations can be provided by the HSSE Team on request.

9. Version Summary

The table below provides a summary of version history of this procedure.

Table 6: Document Version Summary

Version	Prepared by	Description of Change	Date	MoC
1	Adrian Connolly	Update to STP01-02 Permit to Work for migration to OMS Procedure, closure of actions and implement continuous improvement opportunities.	14 Nov 2014	
2	Adrian Connolly	Updates to document format and layout for readability. Minor spelling and grammar corrections. Minor changes to wording of clauses to improve clarity of requirements. Do not need to be the same IA completing Gas Test Certificate as the permit. Further clarification on Principal Contractors. Removal of references to NZOSL, Bitumen and Terminals as now out of scope. Merger of Depots, Commercial and Retail TRA Approval Table into single BP Australia table. Removal of TRAT from Appendix 1. This will be a separate document. Addition of BP 5x5 HITRA Risk Matrix required for BP TRA's. Clarified Cold Work Permit requirement.	24 May 2016	
3	Adrian Connolly	Update for the inclusion of WPCG Minimum Control Checklist requirements	12 Sep 2017	11374
4	Adrian Connolly	Changes to remove BP Australia from scope, retaining this for BP NZ MS&L and Air BP ANZ operations	20 Aug 2018	11449
5	Adrian Connolly	Minor correction to table in Annex A	13 Nov 2018	11449
6	Adrian Connolly	Update to correct HITRA 5x5 matrix and two Air BP job titles within the TRA Approval Table.	06 Aug 2019	11600

Annex A - TRA Approval Tables

BP New Zealand Retail

Residual risk level	Minimum level of approval	Comments
VH – Very High	Not allowed	
H – High	GM Retail	
M – Medium	Issuing Authority	
L – Low	Issuing Authority	
	Performing Authority	BP Employee or Contractor using BP NZ Work Clearance form

Air BP Australia & New Zealand

Residual risk level	Minimum level of approval	Comments
VH – Very High	Not allowed	
H – High	Air BP ANZ Operations Manager AirBP ANZ HSSE and Technical Manager	
M – Medium	Major Airports Manager (Aus.), GA Ops Manager (Aus.), Operations Manager (NZ), AirBP PtW TA (Aus.) AirBP PtW TA (NZ)	
	Issuing Authority	
L – Low	Site Manager	Authorised Site Manager or AR using Approved Work Clearance form
	Issuing Authority	
	Performing Authority	BP employee or Contractor using Approved Work Clearance form

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