

BP AUSTRALIA MS&L TRA TABLE (TRAT)

The Task Risk Assessment Table (TRAT) is used in the planning of work within scope of by PRO4.5-0001-1-01 Permit to Work to define the **minimum** required level of risk assessment, and other **minimum** requirements such as the type of Work Permit, Minimum Controls Checklist, or Work Clearance Form required.

To assist finding the requirements, task are categorized as:

- Permit Exempt (*may upgrade and require a Permit for these task if deemed required to manage the risk*)
- Energy Isolation
- Ground Disturbance
- Confined Space Entry
- Lifting Operations
- Working at Height
- Hot Work
- Other

IMPORTANT NOTES ON THE USE OF THE TRAT:

- In some cases the location of the task or prevailing conditions may dictate that controls and permitting as stated in the TRAT may need to be elevated.
- If a task does not appear in the Table, a BP Task Risk Assessment should be conducted and a Permit issued applicable to the task (refer PRO4.5-0001-1-01 Permit to Work) or the National H&S Manager – Asset Management consulted for determination and interpretation of requirements.
- WPCG Work Clearances can only be completed by trained and competent personnel in the WPCG process. If such a competent person is not available to meet these requirements then the task shall escalate to the applicable Cold Work Permit or Hot Work Permit to control and authorise the work by a BP authorized permit Issuing Authority.
- WPCG Minimum Control Checklists shall only be used by trained and competent personnel in the Checklist in accordance with WPCG requirements. If such a competent person is not available to meet these requirements then the task shall escalate to the applicable Cold Work Permit or Hot Work Permit to control and authorise the work by a BP authorised Issuing Authority.
- Reference should be made to particular BP Procedures and local regulations for all other minimum requirements.

Note, For WPCG work clearance purposes, work at any height within the site boundary that has the potential to enter the hazardous area will be deemed to be work within the hazardous area, i.e. for simplification of the WPCG process there is deemed to be no vertical limit to the hazardous area. The TRAT should be interpreted in the same simplified manner unless otherwise stated.

ABBREVIATIONS:			
EWP	Elevating Work Platform		SWMS Safe Work Method Statement
JSA	Job Safety Analysis (contractor or BP supplied)		TRA BP Task Risk Assessment
LOTO	Lock Out Tag Out		WPCG Work Place Clearance Group

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PERMIT & WORK CLEARANCE FORM EXEMPT TASKS

(all tasks shall be risk assessed)

TASK	Contractor JSA / SWMS	BP TRA	WPCG Work Clearance Form	WPCG Minor Hot Work Minimum Controls Checklist	WPCG Minor Work @ Height Minimum Controls Checklist	WPCG Minor Ground Disturbance Work Minimum Controls Checklist	Cold Work Permit	Hot Work Permit	Gas Test Certificate	Ground Disturbance Certificate	CSE Permit	LOTO Plan	OTHER
Typical maintenance tasks that occur in an office environment in which there is no associated Retail Site or Depot (i.e. a regional or head office) . For example: <ul style="list-style-type: none"> - Office janitorial/cleaning activities - Water Delivery - Vending Service - First Aid Replenishment - Office equipment services - Grounds, garden and lawn care external to the office - Pest Control - Commercial building work (wall/partition installation, floor repairs, carpet laying etc.) - Moving, assembly, or disassembly of furniture 	✓												
Work in the Excluded areas, as defined in PRO4.5-0001-01 Permit to Work: Excluded areas are those areas in which no foreseeable fire hazards exist from petroleum products or vapours. These areas are exempt from the requirements of hot and cold work permits though still subject to other requirements of this procedure to risk assess the task and obtain site authorisation to proceed. This may include the shop in a service station, new facilities during construction (greenfield sites), the facility office in a depot site or a work area within a BP Facility approved by the ANZ S&OR Engineering Authority.	✓												
Work on a ring fenced project at brownfield sites where there is no fuel within the ring fenced area, no hazardous areas impacting the area, and a Project Health Safety Security Environmental Review has been completed.	✓												



ENERGY ISOLATION

(refer to WPCG Member Company and local regulations for additional requirements relating to isolation of services)

TASK	Contractor JSA / SWMS	BP TRA	WPCG Work Clearance Form	WPCG Minor Hot Work Minimum Controls Checklist	WPCG Minor Work @ Height Minimum Controls Checklist	WPCG Minor Ground Disturbance Work Minimum Controls Checklist	Cold Work Permit	Hot Work Permit	Gas Test Certificate	Ground Disturbance Certificate	CSE Permit	LOTO Plan	OTHER
Meter proving and calibration in retail sites	✓		✓										
Bulk product meter proving and calibration at fuel Depots gantries	✓		✓				✓*	✓*	✓*				
Isolation of energy (e.g. mechanical, process, and electrical). This includes blinding and de-blinding, electrical isolation, removal of rotating equipment.	✓		✓									✓	
Any cold work involving breaking containment of a flammable or combustible liquid storage system in situ where it has been confirmed the system is no longer under pressure. This includes breaking flanges on tanks and piping.	✓		✓									✓	
Breaking Containment where it cannot be confirmed that the equipment has been depressurised	✓	✓	✓				✓					✓	
Opening storage or process plant/equipment where there is a risk of uncontrolled discharge of hazardous product or the work is not covered by a normal operating procedure	✓	✓	✓				✓					✓	
Work on LPG storage tanks (above or below ground) which involves venting or flaring of gas	✓	✓	✓				✓*	✓*				✓	
Lower risk work on LPG systems, such as maintenance, removal or replacement of LPG system parts which have isolation valves that eliminate the need for breaking containment, depressurising or venting of gas.	✓		✓									✓	
Isolation and removal of safety critical equipment if associated with equipment that will remain in service. Includes any work that requires the by-passing or over-riding of critical protective devices. Examples may include breaching the integrity of a tank bund wall, isolating a section of a fire water piping, removal of pressure/thermal relief valves, overriding alarms, isolating emergency shutdown components that render it inoperable, removing or covering tank vents, etc.	✓	✓	✓				✓					✓	Follow BP procedures for MOC & overriding safety critical controls, as applicable.
Work on high voltage (>1000V) electrical system covered by a High Voltage Electrical Permit under the supervision of a Specialist Contractor.	✓		✓				✓					✓	HV Forms (from specialist contractor)
Live Electrical Work, other than fault finding	✓	✓	✓				✓						Work to be conducted in accordance with BP requirements for live electrical work PRO4.5-0001-1-02
Other electrical work that is not hot work in a hazardous area, for example: <ul style="list-style-type: none"> - Work on or near energised electrical conductors less than 50 V AC or 120 V DC (Extra low voltage electrical system) - Work on isolated electrical equipment within safe approach distance of other energised components less than <1000 V AC or <1500 V DC (i.e. low voltage electrical system) - Fault finding 	✓		✓									✓	Work to be conducted in accordance with BP requirements for fault finding PRO4.5-0001-1-02

* A BP Work Permit is required. Cold or Hot Work Permit dependant on type of work and location in accordance with PRO4.5-0001-1-01 Permit to Work

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GROUND DISTURBANCE

(refer to WPCG Member Company and local regulations for additional requirements relating to Ground Disturbance)

TASK	Contractor JSA / SWMS	BP TRA	WPCG Work Clearance Form	WPCG Minor Hot Work Minimum Controls Checklist	WPCG Minor Work @ Height Minimum Controls Checklist	WPCG Minor Ground Disturbance Work Minimum Controls Checklist	Cold Work Permit	Hot Work Permit	Gas Test Certificate	Ground Disturbance Certificate	CSE Permit	LOTO Plan	OTHER
Excavations/Trenching (other than drilling or coring) to a depth <1.2m **	✓		✓			✓							
Excavations/Trenching (other than drilling or coring) to a depth ≥1.2m	✓		✓				✓*	✓*	✓*	✓			
All other ground disturbance ** conducted in full compliance with the requirements of the WPCG Minor Ground Disturbance Minimum Control Checklist. Examples include NDD, hand digging, drilling, coring, concrete cutting with non-petrol driven equipment with the controls specified in the Checklist in place.	✓		✓			✓							
All other ground disturbance that cannot or will not be conducted in compliance with the requirements of the WPCG Minor Ground Disturbance Minimum Control Checklist.	✓		✓				✓*	✓*	✓*	✓			

* A BP Work Permit is required. Cold or Hot Work Permit dependant on type of work and location in accordance with PRO4.5-0001-1-01 Permit to Work. A Ground Disturbance Certificate is always accompanied by a BP Work Permit.

****Refer also to additional requirements for hot work, where the above requires hot work in hazardous areas.**

Note: In order to safely perform the work and confirm isolations are completed, any services identified on the Ground Disturbance Certificate as requiring isolation prior to work commencing **may also require a separate LOTO plan** document, depending on the complexity of isolations required, in accordance with PRO4.5-0001-1-02 Energy Isolation.

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CONFINED SPACE ENTRY

(refer to WPCG Member Company and local regulations for additional requirements relating to Confined Space Entry)

TASK	Contractor JSA / SWMS	BP TRA	Work Clearance Form	WPCG Minor Hot Work Minimum Controls Checklist	WPCG Minor Work @ Height Minimum Controls Checklist	WPCG Minor Ground Disturbance Work Minimum Controls Checklist	Cold Work Permit	Hot Work Permit	Gas Test Certificate	Ground Disturbance Certificate	CSE Permit	LOTO Plan	OTHER
Entry into a confined space except for LPG vessels or storage tanks (above or below ground). Examples include storm water management systems, oil-water separators, tank or vessel turrets/chambers, or grease traps. Also includes entry with associated cold work.	✓	✓	✓				✓		✓		✓	✓	
Entry into LPG vessels (above or below ground). Also includes entry with associated cold work.	✓	✓	✓				✓		✓		✓	✓	
Entry into above ground bulk fuel tanks. Also includes entry with associated cold work.	✓	✓	✓				✓		✓		✓	✓	
Entry into below ground petrol or diesel tanks. Also includes entry with associated cold work.	✓	✓	✓				✓		✓		✓	✓	BP Regional Area Manager approval of the BP TRA
Entry into a confined space with associated hot work.	✓	✓	✓					✓	✓		✓	✓	BP Regional Area Manager approval of the BP TRA if the confined space is an underground diesel of petrol tank
Entry into a confined space with work at height	✓	✓	✓				✓*	✓*	✓		✓		LOTO Plan required if isolations required (e.g. entry into vessel types described in above example or to allow safe entry into an excavation)
Entry into an excavation which is deemed a confined space or to perform excavation in a confined space	✓	✓	✓				✓*	✓*	✓	✓	✓		LOTO Plan required if isolations required (e.g. to allow safe entry into an excavation)
Inert Entry													Not allowed

* A BP Work Permit is required. Cold or Hot Work Permit dependant on type of work and location in accordance with PRO4.5-0001-1-01 Permit to Work. A CSE Permit is always accompanied by a BP Work Permit. WPCG Minimum Controls Checklists cannot be used to authorise work in a Confined Space, a Work Permit is required for the work and an Entry Permit for the entry.

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LIFTING OPERATIONS

(refer to PRO4.5-0001-1-06 Lifting Operations for additional requirements)

TASK	Contractor JSA / SWMS	BP TRA	WPCG Work Clearance Form	WPCG Minor Hot Work Minimum Controls Checklist	WPCG Minor Work @ Height Minimum Controls Checklist	WPCG Minor Ground Disturbance Work Minimum Controls Checklist	Cold Work Permit	Hot Work Permit	Gas Test Certificate	Ground Disturbance Certificate	CSE Permit	LOTO Plan	OTHER
Category 3 Lifts													
<p>Critical Lifts, not in a hazardous area. These are:</p> <ul style="list-style-type: none"> • Approach/removal route is obstructed • The suspended weight of any lifting accessory or a combination of accessories is $\geq 80\%$ of its working load limit or Safe Working Load (e.g. lifting a 4T load using a 5T shackle) • The load is 80% of the Net Capacity of the lifting appliance • Involves lifting personnel (i.e. in a "man cage" / work box) • The suspension point is not directly above the load centre of gravity (i.e. load is eccentric / unevenly distributed) or a high centre of gravity where the load has the potential to become unstable • Limited boom clearance (<1m) • The existence of proximity hazards (i.e. public road, overhead power cables, etc.) within the minimum exclusion zone area. Refer local regulations and Safe Work Australia guides for working in the vicinity of overhead electric lines. • The lift is over, or in close proximity to live process equipment / plant. • The lift requires transportation with suspended load • The load is to be lifted, upended or rotated by two or more powered lifting devices • The load contains hazardous material • Involves jacking tank walls/roofs or any load that is not self-supporting • The load is a non-rigid object (e.g. above ground tank shell, or underground tank) • The lift carries potential for severe business impact based on the outcome of the lift due to the potential consequences of a failed lift (e.g. process safety event) or the value of the load • The lift involves an appliance or load over water • The lift requires a heavy lift crane to be built on site • The load will be lifted, cross hauled or restrained using two or more non powered lifting appliance without 100% redundancy • The load is classified as a heavy lift ($\geq 4,500$ kg) • All other lifting activities which carry a high residual risk or incorporates a task which would be considered high risk but is not listed in Category 1 or 2. 	✓	✓	✓										Detailed Lift Study/Plan
Critical Lifts (as listed above) involving mobile plant used inside a classified hazardous area.	✓	✓	✓	✓									Detailed Lift Study/Plan

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LIFTING OPERATIONS

(refer to PRO4.5-0001-1-06 Lifting Operations for additional requirements)

TASK	Contractor JSA / SWMS	BP TRA	WPCG Work Clearance Form	WPCG Minor Hot Work Minimum Controls Checklist	WPCG Minor Work @ Height Minimum Controls Checklist	WPCG Minor Ground Disturbance Work Minimum Controls Checklist	Cold Work Permit	Hot Work Permit	Gas Test Certificate	Ground Disturbance Certificate	CSE Permit	LOTO Plan	OTHER
Category 2 Lifts													
<p>Complex lifts not in a hazardous area. Lifts that require a higher level of experience, qualification, and/or certification in order to plan and/or execute than a Category 1 Lift, but do not require high risk lifting activities such as those listed under the Category 3.</p> <p>For example:</p> <ul style="list-style-type: none"> The load will be lifted, cross hauled or restrained using two or more non-powered lifting appliance with 100% redundancy. The lift is conducted within a confined space * or trench or excavation. The load has an offset centre of gravity without special slings to compensate, or is an awkward shape or has a large sail area. Into a confined space *, trench or excavation The load is fragile. The lifts require slings to be used at an angle of < 60° from horizontal. There is restricted headroom for the lifting appliance. The lift requires use of fixed temporary installed powered lifting appliances. The weight of the load is <4,500 kg. This includes loads <450 kg if all other requirements of a Category 1 can't be met. 	✓		✓										Basic Lift Study/Plan
<p>Complex Lifts (as listed above) involving mobile plant used inside a classified hazardous area.</p>	✓		✓	✓									Basic Lift Study/Plan
Category 1 Lifts													
<p>Simple lifting operations involving mobile plant in a Hazardous Area, to which none of the above apply to this lift. For example:</p> <ul style="list-style-type: none"> The load is pre slung or very easily slung, with no external factors that complicate the operation With use of forklift, non-slewing crane (e.g. Franna), vehicle loading crane (e.g. HIAB) The load is either pre-slung or involves only basic slinging The load has certified anchor points The weight of the load is <450 kg 	✓		✓	✓									
<p>Simple lifting operations not in a hazardous area, to which none of the above apply to this lift. For example:</p> <ul style="list-style-type: none"> The load is pre slung or very easily slung, with no external factors that complicate the operation With use of forklift, non-slewing crane (e.g. Franna), vehicle loading crane (e.g. HIAB) The load is either pre-slung or involves only basic slinging Personnel involved are competent and well-practiced in the lifting operation The load has certified anchor points The weight of the load is <450 kg 	✓		✓										



WORKING AT HEIGHT

(refer to WPCG Member Company and local regulations for additional requirements relating to Working at Height)

TASK	Contractor JSA / SWMS	BP TRA	WPCG Work Clearance Form	WPCG Minor Hot Work Minimum Controls Checklist	WPCG Minor Work @ Height Minimum Controls Checklist	WPCG Minor Ground Disturbance Work Minimum Controls Checklist	Cold Work Permit	hot Work Permit	Gas Test Certificate	Ground Disturbance Certificate	CSE Permit	LOTO Plan	OTHER
Work in an EWP ≥11m above ground level.	✓	✓	✓				✓*	✓*					
Erection, modification and dismantling of scaffolding >4m or any suspended scaffold.	✓	✓	✓				✓*	✓*					
Work within 2m of an exposed edge with the potential to fall 2m or more	✓	✓	✓				✓*	✓*					
Working from a workbox (man basket) attached to a lifting device such as a crane or forklift.	✓	✓	✓				✓*	✓*	✓*				Refer also to additional requirements for lifting operations, where applicable
All other work at height conducted in full compliance with the requirements of the WPCG Minor Work at Height Minimum Control Checklist. Examples include: <ul style="list-style-type: none"> • Use of EWPs (cherry pickers, boom lifts, scissor lifts) ≤11m, • Basic scaffolding from ground level: erecting, dismantling or modifying up to 4m in height • Erecting, dismantling or modifying of portable staging (mobile scaffolding) up to 4m in height • Working from within a scaffold or portable staging (mobile scaffold) • Roof access for minor maintenance with suitable access and not within 2m of an unprotected edge • Use of portable ladders 	✓		✓		✓								Refer also to additional requirements for hot work, where applicable
All other work at height that cannot or will not be conducted in compliance with the requirements of the WPCG Minor Working at Height Minimum Control Checklist. Examples include: <ul style="list-style-type: none"> • Tree and vegetation management within the NO-GO Zone of overhead power lines • Industrial rope access work 	✓	✓	✓				✓*	✓*	✓*				

* A BP Work Permit is required. Cold or Hot Work Permit dependant on type of work and location in accordance with PRO4.5-0001-1-01 Permit to Work. WPCG Minimum Control Checklist for Minor Work at Height cannot be used for these tasks.

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HOT WORK

(refer to WPCG Member Company and local regulations for additional requirements relating to Hot Work)

TASK	Contractor JSA / SWMS	BP TRA	Work Clearance Form	WPCG Minor Hot Work Minimum Controls Checklist	WPCG Minor Work @ Height Minimum Controls Checklist	WPCG Minor Ground Disturbance Work Minimum Controls Checklist	Cold Work Permit	Hot Work Permit	Gas Test Certificate	Ground Disturbance Certificate	CSE Certificate	LOTO Plan	OTHER
Use of equipment certified for use in the hazardous area that the work is to be undertaken	✓		✓										
Hot work outside hazardous areas and without the potential to impact on hazardous areas.	✓		✓										
Use of air driven tools or equipment, with air compressor located outside the hazardous area.	✓		✓										
Hot work in a hazardous area conducted in full compliance with the WPCG Minimum Controls Checklist. Examples include: <ul style="list-style-type: none"> • Use of diesel powered equipment or tools • Use of mains or battery powered equipment or tools that are not certified for hazardous areas • Use of diesel powered or electrically driven mobile plant 	✓		✓	✓									Refer also to additional requirements for ground disturbance or work at height, where applicable
Opening certified flame proof enclosures of hazardous area rated equipment inside a hazardous area if the equipment will not be electrically isolated.	✓		✓					✓	✓				
Hot work that involves the use of matches or lighters, or creation of open flames and uncontrolled sparks in hazardous areas. This type of work includes use of blow torches, soldering, oxy acetylene, naked flames, welding or any similar activity that creates an uncontrolled ignition source.	✓	✓	✓					✓	✓				
Use of petrol powered/driven equipment including mobile plant, generators, chainsaws, etc. inside a hazardous area	✓		✓					✓	✓				
Abrasive Blasting on live or non-isolated equipment in fuel service.	✓	✓	✓					✓	✓				
All other abrasive blasting in hazardous areas	✓		✓					✓	✓				
High pressure water blasting on live equipment containing fuel (including LPG).	✓	✓	✓					✓	✓				
Inter-tank transfers of fuel and bulk product transfers to or from road vehicles that are not covered by procedures including transfer of contaminated or cross over (shandy) products.	✓	✓	✓					✓	✓				
Pressure/leak/hydro testing of hydrocarbon service equipment above the operating pressure	✓	✓	✓					✓	✓				
Use of vacuum trucks to remove materials containing combustible or flammable materials irrespective of hazardous area rating (including fuel, spills, shandy contamination and fuel/water mixes)	✓	✓	✓					✓	✓				
Hot tapping – includes hydrocarbon/chemical or toxic service and non-hazardous service	✓	✓	✓					✓	✓				BP Engineering Authority approval of the BP TRA
Any other hot work inside a hazardous area that cannot or will not be undertaken in compliance with WPCG Minor Hot Work Minimum Controls Checklist.	✓	✓	✓					✓	✓				

Refer also to additional requirements, for example ground disturbance, work at height, energy isolation, ground disturbance, lifting operations as applicable

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OTHER WORK

(refer to PRO4.5-0001-1-01 Permit to Work for additional requirements)

TASK	Contractor JSA / SWMS	BP TRA	Work Clearance Form	WPCG Minor Hot Work Minimum Controls Checklist	WPCG Minor Work @ Height Minimum Controls Checklist	WPCG Minor Ground Disturbance Work Minimum Controls Checklist	Cold Work Permit	Hot Work Permit	Gas Test Certificate	Ground Disturbance Certificate	CSE Certificate	LOTO Plan	OTHER
Removal of asbestos containing material gaskets, performed in accordance with relevant BP procedures	✓		✓										
The physical disturbance, removal or demolition, by certified Asbestos Contractors, of structures or materials that may contain Asbestos. This includes: <ul style="list-style-type: none"> • Any work involving bonded asbestos (e.g. asbestos cement sheeting), removal and disposal in compliance with approved contractor procedures. • Any work involving friable Asbestos removal and disposal by an approved contractor procedures. 	✓	✓	✓				✓						
General maintenance and construction cold work or hot work outside hazardous areas and not listed in another category. Examples include: <ul style="list-style-type: none"> • Regular servicing of fire extinguishers, testing of emergency shutdown switches and fire pumps conducted • Minor plumbing repairs without interruption of water supply to fire systems • Installing/replacing signage at ground level with hand tools only. • Visual inspections performed • Gardening using hand tools • Painting by hand brush • Simple demolition of small/simple structures such as sheds with hand tools 	✓		✓										
Complex demolition such as: <ul style="list-style-type: none"> • Demolition of large/complex structures such as canopies, houses, workshops and buildings. • The use of controlled collapse techniques, shearing and breaking. • Removal of load bearing walls or structures. 	✓	✓	✓				✓						
Use of ionizing radiation (e.g. radio graphing welds)	✓	✓	✓				✓*	✓*	✓*				
Leaded paint removal in accordance with PRO-3.4-0000-0-09 – Lead Paint Management Procedure	✓		✓										
Organic leaded material (sludge) removal	✓	✓	✓				✓*	✓*	✓*				
Diving activities	✓	✓	✓				✓						

* A BP Work Permit is required. Cold or Hot Work Permit dependant on type of work, equipment, and location in accordance with PRO4.5-0001-1-01 Permit to Work

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