M&C-M Work Instruction

WI-NZ-A-4.5.1-01
Work Instruction for Task Risk Assessment Table (TRAT)

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Purpose

The NZ Task Risk Assessment Table (TRAT) has been created specifically for New Zealand retail construction and maintenance tasks and is not authorized to be used by other areas within bp.

The NZ TRAT is based upon the AU WPCG activity matrix and provides more detail around activities that are encountered when completing work at retail NZ sites (COCO, Dealer, Truck Stop, commercial).

Relevant OMS element(s)

OMS 4.5 Control of Work

Contents

List of Tables, Diagrams and Figures

To review changes, refer to the 'Version Summary' at the end of this document.

1. Scope

This work instruction has been created specifically for New Zealand retail construction and maintenance tasks and is not authorized to be used by other areas within bp.

The requirement specified in this procedure applies equally to bp employees, contractors and visitors engaged in New Zealand retail construction and maintenance tasks.

The NZ TRAT Table is to be 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, the type of Work Permit or Work Clearance form required and the minimum authorization level required prior to task execution.

To assist finding the requirements, tasks are categorized as:

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

2. Terms, Definitions and Abbreviations

Table 1: Terms, Definitions and Abbreviations

CoW	Control of Work
CSEP	Confined Space Entry Permit
EWP	Elevated Work Platform
IA	Issuing Authority
HWP	Hot Work Permit
JSA	Job Safety Analysis
LOTO	Lock Out Tag Out
NDT	Non-Destructive Testing
PA	Performing Authority
SWMS	Safe Work Method Statement
SR	Site Representative / Site Supervisor
TRA	BP Task Risk Assessment
WCC	Work Clearance Certificate

3. Work Instruction

In some cases, the location of the task or prevailing conditions may dictate that controls and permitting as stated in the Task Risk Assessment Table may need to be elevated.

Work Clearance Certificates (WCC's) & Permit to Works (PTW's) can only be completed by trained and competent personnel to control and authorise the work by a bp authorised issuing authority. If such a competent person is not available to meet these requirements, then the task shall escalate to an authorised bp Control of Works Officer.

bp Work Instructions can only be used by trained and competent personnel who are WCC trained and engaged through a bp accredited contractor.

Reference should be made to bp procedures and local regulations for all other minimum requirements. Please note that the WCC is only required from the point of hand over to the retail operations. On closed construction sites (raise & rebuilds, new to Industry & major modifications) the WCC is replaced by authorisation from the construction site manager or project manager.

4. Permit and work clearance form exempt tasks

Task	Contractor JSA / SWMS	BP TRA	BP Work Instruction	WCC	Hot Work Permit	CSE Permit	Gas Test	Ground Disturbance	Lift Plan	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: - 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 - Moving, assembly, or disassembly of furniture **Note: All tasks shall be risk assessed**	✓										**SR**

Note: In New Zealand, the process for non-routine work and Task Risk Assessment (TRA) is documented in PRO4.5-0001-1-01 Permit to Work.

PRO-4.5-0001-0-01 Control of Work Procedure confirms the approval requirements for these bp TRA's as defined in Table 1: bp Australia M&C-M Task Risk Assessment Approval Table. These procedures can be located on the bp New Zealand Control of Works page.

5. Energy Isolation

Task	Contractor JSA / SWMS	BP TRA	BP Work Instruction	WCC	Hot Work Permit	CSE Permit	Gas Test	Ground Disturbance	Lift Plan	LOTO Plan	Other
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	✓	✓		✓						✓	**SR+IA+** Follow company procedures for MOC & overriding safety critical controls, as applicable
***Live electrical work, other than fault finding**	✓	✓		✓							**SR+IA+** Refer to PRO-4.5-0001-0-01 Control of Works Procedure table 1 task risk assessment approval table
Breaking containment where it cannot be confirmed that the equipment has been depressurised	✓	✓		✓						✓	**SR+IA+** Refer to PRO-4.5-0001-0-01 Control of Works Procedure table 1 task risk assessment approval table
Isolation of energy (e.g. mechanical, process and electrical) carried out by an approved contractor. This includes blinding and de-blinding, electrical isolation, removal of rotating equipment	✓			✓						✓	**SR**
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	✓			✓						✓	**SR**
Other electrical work that is not hot work in a hazardous area, for example: - 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 ie.low voltage electrical system) **-** Fault finding	✓			✓							**SR**
***** Electrical work on isolated equipment within safe approach distance of other energised components less than, equal to and greater than 1000 V AC or 1500 V DC	✓			✓						✓	**SR**
Voltage measurements only, directly on or near live components within a safe approach distance	✓			✓							**SR**
Work within the safe approach distance of overhead powerlines NB: See New Zealand WorkSafe guidelines and local regulations for working in the vicinity of over head electrical lines	✓			✓							**SR+IA**

Note: * Please refer to AS/NZS 4836 Safe working on or near low voltage electrical installations and equipment requirements. Refer also to additional requirements for hot work as required.

6. Ground Disturbance

Task	Contractor JSA / SWMS	BP TRA	BP Work Instruction	WCC	Hot Work Permit	CSE Permit	Gas Test	Ground Disturbance	Lift Plan	LOTO Plan	Other
Drilling into or breaking concrete ≤ 100mm with hand held tools not in a hazardous area, e.g. Non powered tools – chisel, hammer, crowbar, hand drill or similar, air or battery drill including chisel attachment Refer to bp Work Instruction WI-A-4.5.1-03 Drilling into or breaking concrete to a depth of 100mm not in a hazardous area	✓		✓	✓							**SR**
Ground Disturbance by mechanical means (other than hand held tools above) in a hazardous area eg: jack hammers, quick saw, directional drilling, back hoe, concrete cutting, excavators	✓	✓		✓	✓		✓	**Certificate**			**SR+IA+** Refer to PRO-4.5-0001-0-01 Control of Works Procedure table 1 task risk assessment approval table
Ground disturbance by mechanical means (other than hand held tools above), not in hazardous area, and / or within 3m from critical services (utilities, electrical power, water services, fibre-UPSS infrastructure, waste water, etc.) e.g. jack hammers, quick saw, back hoe, concrete or bitumen cutting, drilling, directional drilling, geotechnical testing, excavators etc	✓	✓		✓				**Certificate**			**SR+IA+** Refer to PRO-4.5-0001-0-01 Control of Works Procedure table 1 task risk assessment approval table
Ground Disturbance with the use of hand tools only to a depth ≤ 600mm. Hand tools only includes simple low impact hand tools such as shovels and hand trowels. It does not include driving of star pickets into the ground or use of hand augurs or other tools and equipment known to pose significant risk to underground services	✓			✓				**Checklist**			**SR**
Ground Disturbance with the use of hand tools to a depth > 600mm. Hand tools only includes simple low impact hand tools such as shovels and hand trowels. It does not include driving of star pickets into the ground or use of hand augurs or other tools and equipment known to pose significant risk to penetrating underground services	✓			✓				**Certificate**			**SR+IA**
Ground Disturbance with the use of hand tools known to pose significant risk to penetrating underground services, e.g. driving of star pickets into the ground, use of hand augurs, etc. *Please note if directional drilling is required a bp TRA is to be completed	✓	*✓		✓				**Certificate**			**SR+IA** Refer to PRO-4.5-0001-0-01 Control of Works Procedure Table 1 task risk Assessment Approval Table
Drilling into or breaking concrete ≤ 100mm with hand held tools in a hazardous area, e.g. Non powered tools – chisel, hammer, crow bar, hand drill or air drill including chisel attachment	✓			✓	✓		✓	**Certificate**			**SR+IA**
Drilling into or breaking concrete ≤ 100mm with Battery drill including chisel attachment in a hazardous area 1 & 2	✓			✓	✓		✓	**Certificate**			**SR+IA**
Ground Disturbance by mechanical means, including (other than hand held tools above), not in a hazardous area and ≥3m from critical services (e.g. utilities, UPSS infrastructure etc.) *Please note if directional drilling is required a bp TRA is to be completed	✓	*✓		✓				**Certificate**			**SR+IA**

Ground Disturbance with equipment operating within the safe approach distance for unauthorised persons of overhead power NB: See New Zealand WorkSafe guidelines and local regulations for working in the vicinity of over hea electrical lines	✓	✓		✓				**Certificate**			**SR+IA**

7. Confined Space Entry

Task	Contractor JSA / SWMS	BP TRA	BP Work Instruction	WCC	Hot Work Permit	CSE Permit	Gas Test	Ground Disturbance	Lift Plan	LOTO Plan	Other
Entry into any confined space (as defined by AS 2865 confined space standard) except for storage tanks, LPG vessels or process vessels (above or below ground). Examples include storm water management systems, underground electrical vaults, oil-water separators with open tops or lids/covers, tank or vessel turrets/chambers, or grease traps. Also includes entry with associated cold work	✓	✓		✓		✓	✓			✓	**SR+IA+** Refer to PRO-4.5-0001-0-01 Control of Works Procedure table 1 task risk assessment approval table
Entry into fuel storage tanks, including: - Underground petroleum storage systems (UPSS), i.e. underground bulk liquid fuel tanks - LPG vessel or liquid fuel (above or below ground); - Above ground bulk storage tanks for Cold Work	✓	✓		✓		✓	✓			✓	**SR+IA+** Refer to PRO-4.5-0001-0-01 Control of Works Procedure table 1 task risk assessment approval table
Entry into fuel storage tanks, including: - Underground petroleum storage systems (UPSS) i.e. underground bulk liquid fuel tanks - LPG vessel or liquid fuel (above or below ground); - Above ground bulk storage tanks for Hot Work	✓	✓		✓	✓	✓	✓			✓	**SR+IA+** Refer to PRO-4.5-0001-0-01 Control of Works Procedure table 1 task risk assessment approval table
Entry into any turret (LPG, diesel, petrol) for Hot Work	✓	✓		✓	✓	✓	✓			✓	**SR+IA+** Refer to PRO-4.5-0001-0-01 Control of Works Procedure table 1 task risk assessment approval table
Entry into any turret (LPG, diesel, petrol) for Cold Work	✓			✓		✓	✓			✓	**SR+IA**
Entry into underground sewers, stormwater manholes and underground electrical vaults for Hot Work	✓	✓		✓	✓	✓	✓			✓	**SR+IA+** Refer to PRO-4.5-0001-0-01 Control of Works Procedure table 1 task risk assessment approval table
Entry into in any excavations or trenches that meet the definition of a confined space with associated hot work	✓	✓		✓	✓	✓	✓			✓	**SR+IA**
Entry into in any excavations or trenches that meet the definition of a confined space with associated cold work	✓	✓		✓		✓	✓				**SR+IA**
Inert entry	**Not permitted without specific company authorisation**										

8. Lifting Operations

Task	Contractor JSA / SWMS	BP TRA	BP Work Instruction	WCC	Hot Work Permit	CSE Permit	Gas Test	Ground Disturbance	Lift Plan	LOTO Plan	Other
Higher Risk Critical lifts including:											
Any Lifts (as listed below) involving mobile plant used in a classified hazardous area.	✓	✓		✓			✓		✓	✓	**SR+IA+** Refer to PRO-4.5-0001-0-01 Control of Works Procedure table 1 task risk assessment approval table
✓ The approach/removal slew path for the lift is obstructed ✓ The lift involves a mobile crane with crane utilisation ≥ 80% ✓ The lift involves lifting personnel (i.e. in a "man cage" / work box) ✓ The load has a centre of gravity above the lifting point, or a high centre of gravity with the potential to become unstable ✓ The lift has a limited boom clearance (<1m) ✓ The load is to be lifted directly over an occupied building or above ground equipment/plant containing flammable or combustible fuels, with a crane utilisation ≥70% ✓ The lift may be effected by proximity hazards (i.e. public road, overhead power cables, etc.) within the minimum exclusion zone area. (Refer local regulations and WorkSafe NZ for working in the vicinity of overhead electric lines) ✓ Tandem/multiple crane lifts in which at least one crane cannot take the full load ✓ The load contains bulk quantities of hazardous material ✓ The load is a non-rigid object (e.g. above ground tank shell, or underground tank) ✓ The lifts require slings to be used at an angle of < 60° from horizontal ✓ The lift involves jacking above ground tank walls/roofs or any load that is not self-supporting ✓ The load is a non-rigid object (e.g. underground tank that has lost structural integrity, or above ground depot tank shell) ✓ The lift involves concrete tilt panel erection	✓	✓		✓					✓		**SR+IA+** Refer to PRO-4.5-0001-0-01 Control of Works Procedure table 1 task risk assessment approval table Some more complex lifts may require an engineering lift study to determine how to lift the load. Refer also to additional requirements for hot work, work at heights and/or confined space entry, where applicable

Note – Items of mobile plant not originally designed as a crane and used for load lifting incidental to their principle function, should refer to WorkSafe Good Practice Guidelines-Excavation safety.
Refer to HSSE Guide – Construction projects 31.4 for use of excavator as a crane.
Refer to – PRO-4.5-0001-1-06 Lifting Operations, table 3 minimum requirements for assessment and authorisation of lifts. This procedure sets out a required approach to lifting operations in accordance with IOGP's Life Saving Rules, the requirements of GDP 4.5-0003 Lifting, D-P 3.2-0100 Lifting Operations, GDP 4.5-0001 Control of Work, and OMS Group Essentials 3.2.1 and 4.5.1.

Task	Contractor JSA / SWMS	BP TRA	BP Work Instruction	WCC	Hot Work Permit	CSE Permit	Gas Test	Ground Disturbance	Lift Plan	LOTO Plan	Other
Critical lifts including:											
Critical lifts including: ✓ The lift is blind ✓ The lift is conducted into/out of a confined space or excavation ✓ The load is an awkward shape or has a large sail area ✓ The load is unevenly distributed, whereby the suspension point is not directly above the load centre of gravity ✓ The load is fragile, its integrity uncertain, or is it difficult to sling ✓ The lift requires slings to be used at an angle of below 60° from horizontal ✓ The lift involves jacking tank walls/roofs or any load that is self-supporting ✓ The lifting points to be used are NOT certified ✓ It is a multi-crane lift where both cranes can individually take the full load ✓ The load is to be lifted directly over an occupied building or above ground equipment/plant containing flammable or combustible fuels, with a crane utilisation of <70% ✓ An excavator, forklift or telehandler will be used with temporary installed attachments to lift the slung load	✓	✓		✓					✓		**SR+IA+** Refer to PRO-4.5-0001-0-01 Control of Works Procedure table 1 task risk assessment approval table Some more complex lifts may require an engineering lift study to determine how to lift the load. Refer also to additional requirements for hot work, work at heights and/or confined space entry, where applicable
Simple lifts including:											
To which none of the above apply, for example: ✓ The load is pre slung or very easily slung with no external factors that complicate the operation with the use of a forklift, non-slewing crane, vehicle loading crane (e.g. HIAB) ✓ Personnel involved are competent and well-practiced in the lifting operation ✓ The load has certified anchor points ✓ Lifting package goods including drums and IBC's Includes lifting of monolith signs and small/simple lifts for general maintenance works, unless aspects of the lift meet the classification criteria above as a critical or higher risk critical lift	✓			✓					✓		**SR** Refer also to additional requirements for hot work, work at heights and/or confined space entry, where applicable

9. Working at Height

Task	Contractor JSA / SWMS	BP TRA	BP Work Instruction	WCC	Hot Work Permit	CSE Permit	Gas Test	Ground Disturbance	Lift Plan	LOTO Plan	Other
Basic scaffolding from ground level: erecting, dismantling or modifying	✓			✓							**SR**
Work in EWP 10m or more above ground level	✓	✓		✓							**SR+IA**
Erection, modification and dismantling of scaffolding >5m or any suspended scaffold Refer to WorkSafe New Zealand notification of hazardous work form for scaffolding >5m	✓	✓		✓							**SR+IA**
Use of Industrial Rope Access systems	✓	✓		✓							**SR+IA+** Refer to PRO-4.5-0001-0-01 Control of Works Procedure table 1 task risk assessment approval table
Use of portable staging (mobile scaffolding) up to 4 meters in height	✓			✓							**SR**
Scaffolding requiring engineered design**,** e.g. cantilevers, scaffolds suspended at height	✓	✓		✓							**SR+IA**
Work at height ≥ 2m by competent personnel (no fixed access platforms, no walkways, no approved scaffold installed, no EWP) in compliance with PRO4.5-0001-1-05 Working at Height e.g. - rope access work - Roof access for minor maintenance within 2m of an unprotected edge - Use of a fall restraint system to be used within 2m of an exposed edge-refer WorkSafe Best practice guidelines for working at height in New Zealand	✓	✓		✓							**SR+IA+** Refer to PRO-4.5-0001-0-01 Control of Works Procedure table 1 task risk assessment approval table
Work at height < 2m by competent personnel (no fixed access platforms, no walkways, no approved scaffold installed) in compliance with PRO4.5-0001-1-05 Working at Height - If the platform ladder does not have an inbuilt platform or safety rail, fall protection (i.e. fall restraint) is required when working from a ladder 2 m or more.	✓			✓							**SR**
Tree and vegetation management not in a hazardous area but near overhead power-lines, i.e. within the approach distance of overhead power-lines. See WorkSafe scaffolding in New Zealand Good Practice Guidelines for minimum approach distances near power lines or electrical conductors.	✓	✓		✓							**SR+IA+** Refer to PRO-4.5-0001-0-01 Control of Works Procedure table 1 task risk assessment approval table

Note-Please refer to WorkSafe scaffolding in New Zealand Good Practice Guidelines for further information.

10. Hot Works

Task	Contractor JSA / SWMS	BP TRA	BP Work Instruction	WCC	Hot Work Permit	CSE Permit	Gas Test	Ground Disturbance	Lift Plan	LOTO Plan	Other
INSIDE HAZARDOUS AREAS											
High pressure water blasting on live equipment containing fuel (including LPG)	✓	✓		✓	✓		✓				**SR+IA**
Abrasive blasting (e.g. garnet or grit blasting) on live or non-isolated equipment in fuel service	✓	✓		✓	✓		✓				**SR+IA**
All other abrasive blasting in hazardous areas	✓	✓		✓	✓		✓				**SR+IA**
Hot work in hazardous areas that involves the use of matches or lighters, or creation of open flames and uncontrolled sparks. This type of work includes use of blow torches, oxy acetylene, grinding, welding, soldering, naked flames, welding or any similar activity that creates an uncontrolled ignition source *If required by PRO4.5-0001-1-02 Energy Isolation for isolations for the work	✓	✓		✓	✓		✓			✓*	**SR+IA+** Refer to PRO-4.5-0001-0-01 Control of Works Procedure table 1 task risk assessment approval table
Environmental Remediation Systems - Restarts after non-routine shut downs & commissioning of new systems. Note: Each project's safety plan will indicate what constitutes a routine shut down cause. All other shut down causes are deemed non-routine and will require a Hot Work Permit prior to restarting	✓	✓			✓		✓				**SR+IA**
Environmental Remediation Systems - Restarts, operation and shut downs under routine operating conditions. Note: Each project's safety plan will indicate what constitutes a routine shut down cause. All other shut down causes are deemed non routine and will require a Hot work permit prior to restarting	✓	✓			✓		✓				**SR+IA**
Hot Work involving the creation of sparks and flames on hydrocarbon service equipment prepared as per PRO4.5-0001-1-02 Energy Isolation, or on structural steel in a classified hazardous area; e.g. Oxy cutting, welding, open flame. Uncontrolled sparks, grinding or heat gun to install/repair PVC / HDPE hydrocarbon service pipework *If required by PRO4.5-0001-1-02 Energy Isolation for isolations for the work	✓	✓		✓	✓		✓			✓*	**SR+IA+** Refer to PRO-4.5-0001-0-01 Control of Works Procedure table 1 task risk assessment approval table
Use of equipment certified for use in hazardous areas e.g. Intrinsically safe portable equipment (diagnostic equipment etc.)	✓			✓							**SR**
Entry of Mobile Plant (crane, EWP etc) into a hazardous area 2 Refer to bp Work Instruction WI-A-4.5.1-04 Entry of Mobile Plant into a hazardous area 2	✓		✓	✓			✓				**SR**

Task	Contractor JSA / SWMS	BP TRA	BP Work Instruction	WCC	Hot Work Permit	CSE Permit	Gas Test	Ground Disturbance	Lift Plan	LOTO Plan	Other
INSIDE HAZARDOUS AREAS											
Use of battery-operated hand tools in a hazardous area 2 Refer to bp Work Instruction WI-A-4.5.1-02 Use of battery-operated hand tools in a hazardous area 2	✓		✓	✓			✓				**SR**
Opening certified enclosures of hazardous area rated equipment inside a hazardous area if the equipment will not be electrically isolated	✓			✓	✓		✓			✓	**SR+IA**
Use of air driven tools or equipment in a hazardous area, with air compressor located outside the hazardous area	✓			✓			✓				**SR+IA**
Petrol or LPG driven/powered equipment including generators, chainsaws, etc. in hazardous areas	✓			✓	✓		✓				**SR+IA**

Task	Contractor JSA / SWMS	BP TRA	BP Work Instruction	WCC	Hot Work Permit	CSE Permit	Gas Test	Ground Disturbance	Lift Plan	LOTO Plan	Other
OUTSIDE HAZARDOUS AREAS											
Abrasive blasting (e.g. garnet or grit blasting) on structural steel, outside hazardous area.	✓	✓		✓							**SR+IA**
All other water blasting (e.g. pressure cleaning concrete forecourt with water, or hydro-blasting of isolated and drained equipment)	✓			✓							**SR** Refer also to additional requirements for hot work e.g for the use and location of equipment
Use of mobile plant outside hazardous areas including electric EWPs	✓			✓							**SR**
Use of battery-operated hand tools outside a hazardous area	✓			✓							**SR**
Use of generators or air compressors not located within a hazardous area. *See note 1 below	✓			✓							**SR**
Replacement of lighting not located within a hazardous area	✓			✓							**SR**

Task	Contractor JSA / SWMS	BP TRA	BP Work Instruction	WCC	Hot Work Permit	CSE Permit	Gas Test	Ground Disturbance	Lift Plan	LOTO Plan	Other
Hot Work involving the creation of sparks and flames (on non-hydrocarbon service equipment or on structural steel) not in a hazardous area and without the potential to impact on hazardous areas, prepared as per PRO4.5-0001-1-07 Hot Work for example: - Oxy cutting - Welding - Grinding activities - Heat gun to install new pipework that has not been in service	✓			✓							**SR**

Task	Contractor JSA / SWMS	BP TRA	BP Work Instruction	WCC	Hot Work Permit	CSE Permit	Gas Test	Ground Disturbance	Lift Plan	LOTO Plan	Other
OUTSIDE HAZARDOUS AREAS											
Abrasive blasting (e.g. garnet or grit blasting) on structural steel, outside hazardous area.	✓	✓		✓							**SR+IA**
All other water blasting (e.g. pressure cleaning concrete forecourt with water, or hydro-blasting of isolated and drained equipment)	✓			✓							**SR** Refer also to additional requirements for hot work e.g for the use and location of equipment
Use of mobile plant outside hazardous areas including electric EWPs	✓			✓							**SR**
Use of battery-operated hand tools outside a hazardous area	✓			✓							**SR**
Use of generators or air compressors not located within a hazardous area. *See note 1 below	✓			✓							**SR**
Replacement of lighting not located within a hazardous area	✓			✓							**SR**

Task	Contractor JSA / SWMS	BP TRA	BP Work Instruction	WCC	Hot Work Permit	CSE Permit	Gas Test	Ground Disturbance	Lift Plan	LOTO Plan	Other
Hot Work involving the creation of sparks and flames (on non-hydrocarbon service equipment or on structural steel) not in a hazardous area and without the potential to impact on hazardous areas, prepared as per PRO4.5-0001-1-07 Hot Work for example: - Oxy cutting - Welding - Grinding activities - Heat gun to install new pipework that has not been in service	✓			✓							**SR**

Task	Contractor JSA / SWMS	BP TRA	BP Work Instruction	WCC	Hot Work Permit	CSE Permit	Gas Test	Ground Disturbance	Lift Plan	LOTO Plan	Other
GENERAL HOT WORK-IRRESPECTIVE OF AREA CLASSIFICATION											
Use of vacuum trucks to suck materials containing combustible or flammable materials irrespective of hazardous area rating (e.g. fuel spills, shandy contamination and fuel / water mixes)	✓			✓	✓		✓				**SR+IA+** Refer to PRO-4.5-0001-0-01 Control of Works Procedure table 1 task risk assessment approval table
Hot tap – includes hydrocarbon/chemical or toxic service and non-hazardous service	✓	✓		✓	✓		✓				**SR+IA+** Refer to PRO-4.5-0001-0-01 Control of Works Procedure table 1 task risk assessment approval table
Inter-tank transfers of fuel (including product filtering) or bulk petroleum product transfers to/from road vehicles not covered by oil company procedures including transfer of contaminated or cross over (shandy) products	✓	✓		✓	✓		✓				**SR+IA+** Refer to PRO-4.5-0001-0-01 Control of Works Procedure table 1 task risk assessment approval table

* Note 1-Use of combustion engines inside a building is prohibited

11. Other Works

Task	Contractor JSA / SWMS	BP TRA	BP Work Instruction	WCC	Hot Work Permit	CSE Permit	Gas Test	Ground Disturbance	Lift Plan	LOTO Plan	Other
Insulation removal on live equipment to inspect for suspected leaks from hydrocarbon service equipment under the insulation (no asbestos) – hand tools only	✓	✓		✓							**SR+IA**
Removal of gaskets manufactured from asbestos containing material, performed in accordance with PRO-3.4-0000-0-02	✓	✓		✓							**SR+IA+** Refer to PRO-4.5-0001-0-01 Control of Works Procedure table 1 task risk assessment approval table
Complex demolition such as: 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	✓	✓		✓							**SR+IA+** Refer to PRO-4.5-0001-0-01 Control of Works Procedure table 1 task risk assessment approval table
The physical disturbance, removal or demolition, by certified Asbestos Contractors, of structures or materials that may contain Asbestos. This includes: - Any work involving bonded asbestos (e.g. asbestos cement sheeting), removal and disposal in compliance with approved contractor procedures, or by a certified asbestos contractor - Any work involving friable Asbestos removal and disposal by an approved and certified asbestos contractor	✓	✓		✓							**SR+IA+** Refer to PRO-4.5-0001-0-01 Control of Works Procedure table 1 task risk assessment approval table
Disturbance or removal of asbestos containing material (ACM), performed in accordance with PRO-3.4-0000-0-02	✓	✓		✓							**SR+IA+** Refer to PRO-4.5-0001-0-01 Control of Works Procedure table 1 task risk assessment approval table
Pressure/leak Testing– using Air > 50kPa, hazardous lines	✓	✓		✓	**Permit requirements determined by TRA**						**SR+IA+** Refer to PRO-4.5-0001-0-01 Control of Works Procedure table 1 task risk assessment approval table
Pressure/leak Testing of hydrocarbon service equipment using nitrogen	✓			✓							**SR**
Pressure/hydro testing (liquid) > 1500kPa	✓	✓		✓	**Permit requirements determined by TRA**						**SR+IA**

Task	Contractor JSA / SWMS	BP TRA	BP Work Instruction	WCC	Hot Work Permit	CSE Permit	Gas Test	Ground Disturbance	Lift Plan	LOTO Plan	Other
Pressure/leak Testing of air conditioner lines using inert gas in non-hazardous area	✓			✓							**SR**
Pressure/hydro testing (liquid) ≤ 1500kPa	✓			✓							**SR**
Organic leaded material (sludge) removal	✓	✓		✓	**Permit requirements determined by TRA**						**SR+IA**
Pressure/leak Testing– using Air ≤ 50kPa, hazardous lines	✓			✓							**SR**
General maintenance and construction cold work or hot work outside hazardous areas and not listed in another category. Examples include: 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	✓			✓							**SR**
Pressure / leak / hydro testing of hydrocarbon service equipment (EIT) in line with manufacturer requirements and applicable company standards/procedures	✓			✓							**SR** Refer also to additional requirements for hot work or work at height, where applicable
Insulation installation/repair/removal (non-asbestos) using hand tools only (no leak suspected from corrosion under insulation on hydrocarbon service equipment)	✓			✓							**SR**
Meter proving and calibration in retail sites	✓			✓							**SR**

Task	Contractor JSA / SWMS	BP TRA	BP Work Instruction	WCC	Hot Work Permit	CSE Permit	Gas Test	Ground Disturbance	Lift Plan	LOTO Plan	Other
Pressure/leak Testing of air conditioner lines using inert gas in non-hazardous area	✓			✓							**SR**
Pressure/hydro testing (liquid) ≤ 1500kPa	✓			✓							**SR**
Organic leaded material (sludge) removal	✓	✓		✓	**Permit requirements determined by TRA**						**SR+IA**
Pressure/leak Testing– using Air ≤ 50kPa, hazardous lines	✓			✓							**SR**
General maintenance and construction cold work or hot work outside hazardous areas and not listed in another category. Examples include: 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	✓			✓							**SR**
Pressure / leak / hydro testing of hydrocarbon service equipment (EIT) in line with manufacturer requirements and applicable company standards/procedures	✓			✓							**SR** Refer also to additional requirements for hot work or work at height, where applicable
Insulation installation/repair/removal (non-asbestos) using hand tools only (no leak suspected from corrosion under insulation on hydrocarbon service equipment)	✓			✓							**SR**
Meter proving and calibration in retail sites	✓			✓							**SR**

12. Version Summary

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

Table 2: Document Version Summary

Version	Prepared by	Description of Change	Date	MoC
1	Adam Beadle	Initial Document.	23/02/2015	
2	Ian Heath	Change to template and review of all TRAT tables.	12/05/2020	
3	Ian Heath	Replacement of work instruction AM-PR-007 for new individual work instructions. W-A-4.5.1-02-Use of battery-operated hand tools in a hazardous area 2. W-A-4.5.1-03-Drilling into or breaking concrete with hand-held tools to a depth of 100mm not in a hazardous area. W-A-4.5.1-04-Entry of mobile plant into a hazardous area 2. Review and amendments made to lifting operations removing complex lift criteria and merging into critical lifts criteria where required in alignment of GDP 4.5-0003 Lifting, D-P 3.2-0100 Lifting Operations procedure.	31/012021	
4	Ian Heath	Reference has been made in section 9, lifting operations to include the lifting GDP 4.5-0003 document requirements.	31/01/2023	
5	Ian Heath	Change work instruction template. Review and update the NZ TRAT table as required to reflect NZ COW authorising roles and responsibilities in alignment of PRO-4.5-0001-0-01 Control of Works Procedure.	28/02/2024	16

13. Disclaimer

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