



Gulf of Mexico Permit to Work (PTW)

**KnowledgePlanet
Awareness & Quiz**

April 2009

GOM Permit to Work

Purpose, Scope, & Objectives

- ensure the proper authorization of designated work.
- make clear to people carrying out the work the exact identity, nature and extent of the job, the hazards involved, and any limitations on the extent of the work and the time during which the job may be carried out.
- specify the precautions to be taken, including safe isolation from potential risks such as hazardous substances and electricity.
- provide a procedure for times when work has to be suspended, i.e.: stopped for a period before it is complete
- provide for the cross-referencing of safe work practices and associated permits for work activities that may interact or affect one another.

GOM Permit to Work

A Permit to Work will be required when:

- Work or maintenance performed in a process area that involves breaking into a line, equipment, or vessel that contains actual or potential hazards.
- Any of the following safe work practices are initiated: Hot Work, Confined Space Entry, Lock-Out/Tag-Out, Fall Protection, Electrical, and/or Simultaneous Operations.
 - For Blasting & Painting, Production Wireline & Construction activities, a Hazard Identification Checklist ([link](#)) must be completed & attached to the Permit to Work Form.
- Work involves communicating across more than one area, group, or technical type to accomplish the task.
- Boats arriving within 500 meters of the facility (Floating Offshore Installations).
- Boats transferring diesel fuel or other hazardous materials to the facility
- For ALL liftboat moves.
 - Liftboat Guidelines and Procedures are the standard operating procedure for liftboat operations in all fields. The Liftboat Job Safety Analysis Worksheet ([link](#)) shall be reviewed prior to all moves.

Note: Routine vs. Non-Routine work IS NOT to be used as a criteria for determining when a Permit to Work is required

GOM Permit to Work Roles



Person Performing the Work

- The person actually doing the work covered by the permit
- CANNOT be the approver

GOM Permit to Work Roles



Operations Rep

- The Operations Representative is the person located on site in charge of the facility for operations. This can be a company or contract operations employee.
- Responsible for:
 - Checking the conditions of the job site
 - Discussing the scope of the job
 - Discussing the safety precautions to be taken
 - If there is an Asset Development Rep on location discuss the scope of the job and safety precautions to be taken with him or her and obtain their signature on the Permit to Work Form.
 - Sign the Permit to Work Form to verify the above

GOM Permit to Work Roles



Asset Development Rep

(i.e. Facility Rep, Paint Inspector, I&E Rep, etc)

- The Asset Development Rep is the company or contract employee in charge of the crew(s) performing the work.
- Responsible for:
 - Checking the conditions of the job site
 - Discussing the scope of the job
 - Discussing the safety precautions to be taken
 - If there is an Operations Rep on location discuss the scope of the job and safety precautions to be taken with him or her and obtain their signature on the Permit to Work Form.
 - Sign the Permit to Work Form to verify the above

GOM Permit to Work Roles

**OS, OIM, DSM,
WSM or their
Delegated
Person-in-
Charge**

- Ultimate authorization
- Responsible for:
 - Discussing the scope of the job
 - Discussing the safety precautions to be taken
 - Signing to verify the above

GOM Permit to Work Permit



■ Filing & Retention

- Completed copies of Permit to Work to be retained for 3 years. Permit to Work forms not associated with another SWP need only be retained for 6 months, unless an injury has occurred then the 3 year requirement would take affect. The 3 year requirement is to ensure that all associated documents are retained for their required timeframes. (add link to corp guideline)
- Filed in the Field Office - **The completed and signed Permit to Work document along with all associated safe work practice documents for each job may be retained in hard copy or readily available electronic storage.**

GOM Permit to Work 2009 Summary of Changes



- Continual Improvement
 - ▶ Annual Review
 - ▶ Super Session Feedback
 - ▶ End User Feedback
- Filed in the Field Office - The completed and signed Permit to Work document along with all associated safe work practice documents for each job may be retained in hard cop or readily available electronic storage.

GOM Permit to Work



Continual Improvement

- Annual Review
- Super Session Feedback
- End User Field Feedback

Measurement & Verification

- Verification Worksheets
- LMS CBT Module & Quiz

Question 1

What is a Permit to Work?

The Permit to Work Process, as well as being a "formal written process", is also a means of communication between "Responsible Persons" such as; supervisors, team leaders, operators, contractors, and others involved in planning and execution of work tasks. It is vitally important that each individual knows what his/her own responsibilities and duties are, and carries them out properly.

True

False

Question 2

What activities listed below would require a Permit to Work?

- When a lift boat remains at the same structure continuing the same work but moves to the other side of the platform to reach a lift on the platform deck.
- When the Hot Work, Confined Space, Lock-out/Tag-out, Fall Protection, Electrical Hot Work and/or Simultaneous Operations Safe Work Practices are required.
- Boats arriving within 500 meters of the facility (Floating Offshore Installations) and/or boats transferring diesel fuel, synthetic based mud or other hazardous materials to the facility.
- All of the above

Question 3

The Operations Representative and/or the Contract Representative can initiate a Permit to Work.

True

False

Incorrect Message: This will normally be the Company or Contract Rep in charge of the person(s) doing the work. This person may be supervising several jobs or could in certain circumstances be the person performing the task. This person will initiate the Permit to Work Process by reviewing the requirements for Permit to Work.

Question 4

Who can authorize a Permit to Work?

- ❑ *OS, OIM, DSM, WSM, and/or the Delegated Person-in-Charge*
- ❑ OS, OIM, Drill Rep and / or the Delegated Person-in-Command
- ❑ OS, OIM, Drill Rep and / or the Delegated OE Process

Question 5

What type of activities would require the use of the Hazard Identification Checklist?

- Construction Activities
- Production Wireline Activities
- Blasting & Painting Activities
- All of the above**

Question 6

Permits to Work will be issued for an 18 hour period, typically a single shift. If necessary, the OS, OIM, DSM, WSM, and/or the Delegated Person-in-Charge can issue a Permit to Work for a longer period of time but not to exceed 24 hours. This should only be done after careful consideration of other ongoing activities, the personnel involved, etc.

True

False

Comments: In general, Permits to Work will be issued for a 12 hour period, typically a single shift. If necessary, the OS, OIM, DSM, WSM and/or the Delegated Person-in-Charge can issue a Permit to Work for a longer period of time but not to exceed 18 hours."

Question 7

What causes "suspension" of the Permit to Work?

- If there is a General Alarm/Emergency
- Operational reasons as necessary (i.e. use of Stop Work Authority, etc)
- An "essential" signatory departs the field unless a delegated/designated person is assigned
- All of the above**

Question 8

Who is required to sign the Permit to Work and review the associated paperwork if both Operations and Asset Development representatives are present at the work site?

- Operations Representative
- Asset Development Representative
- Person performing the work
- All of the above**

Question 9

Completed copies of Permit to Work are to be retained for_____. Permit to Work forms not associated with another SWP need only be retained for 6 months, unless an injury has occurred, then that full requirement would take affect. This requirement is to ensure that all associated documents are retained for the proper timeframes.

- 3 years**
- 12 months
- 30 days

Incorrect Message: 3 years. The 3 year requirement is to ensure that all associated documents are retained for their required timeframes. Permits to Work not associated with another SWP need only be retained for 12 6 months.

Question 10

Permits to Work must be applied for at least twelve (12) hours after work begins.

True

False

Incorrect Message: Permits to Work must be applied for prior to work beginning. Since Permits to Work typically cover a large or complex number of jobs, it is, as a general rule, preferable to apply for the permit at least twelve (12) hours in advance.