



STANDARD OPERATING PROCEDURE

Title: Civil Work Permit

SOP No.:		Department:	EHS	
		Effective Date:		
Revision No.:		Revision Date:		
Supersede Revision No.:		Page No.:	1 of 3	

1.0 OBJECTIVE:

To lay down a procedure for Civil Work Permit.

2.0 SCOPE:

This SOP is applicable for Civil Work Permit for any maintenance in the plant premises.

3.0 RESPONSIBILITY:

Officer / Executive - EHS

4.0 ACCOUNTABILITY:

Head – EHS

5.0 ABBREVIATIONS:

SOP Standard Operating Procedure
No. Number
QA Quality Assurance
Ltd. Limited
EHS Environmental Health & Safety

6.0 PROCEDURE:

- 6.1** Whenever civil work is required in the area, the Concerned Area Manager shall initiate Civil Work Permit as shown in **Annexure-I**.
- 6.2** The Concerned Area Manager shall hand over the Civil Work Permit to Engineering Department giving details.
- 6.3** It is the responsibility of concerned department to make all the necessary isolation and keep the area ready for maintenance as per safety procedure.
- 6.4** Engineering Department shall hand over the Civil Work Permit to EHS Department to verify the area as per safety procedure.
- 6.5** Head-EHS shall inspect the area as per safety point of view. Head EHS shall sign the Civil Work Permit and hand over to Engineering Department.
- 6.6** The Engineering Manager shall depute persons to attend to the civil work giving them necessary safety instructions for the particular job.
- 6.7** The persons assigned for the job shall report to the Concerned Area Manager and starting the work.
- 6.8** After completion of work, the persons shall obtain clearance from the Concerned Area Manager and hand over the Work Permit to Engineering Manager for record.
- 6.9 GENERAL:**



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6.9.1 The procedure shall apply for all jobs even if a particular job is to be done by Contractor personnel.

6.9.2 For any new project work, it will be the responsibility of the work co-ordinator to issue Work Permits to personnel working. The important safety instructions shall be given in writing and Work Permit shall be revalidated on each day of work.

6.9.3 If a job in one area is expected to affect the adjacent area as well, specific written clearance shall be obtained from that department also.

6.10 CIVIL WORK PERMIT NUMBERING SYSTEM:

CWP/YY/NNNN

Where,

CWP = Civil Work Permit
/ = Separator
YY = Year
NNNN = Serial Number

7.0 ANNEXURES:

ANNEXURE No.	TITLE OF ANNEXURE	FORMAT No.
Annexure-I	Civil Work Permit	

8.0 DISTRIBUTION:

- Controlled Copy No. 01 Head EHS
- Controlled Copy No. 02 Head Engineering
- Master Copy Quality Assurance Department

9.0 REFERENCES:

Not Applicable

10.0 REVISION HISTORY:

CHANGE HISTORY LOG

Revision No.	Details of Changes	Reason for Change	Effective Date	Updated By
00	New SOP	Introduction of New SOP		



PHARMA DEVILS
ENVIRONMENT HEALTH SAFETY DEPARTMENT

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ANNEXURE – I



PHARMA DEVILS
ENVIRONMENT HEALTH SAFETY DEPARTMENT

CIVIL WORK PERMIT

Civil Work Permit No.: _____

Date : _____

Location : _____

Type of Civil Work Required: _____

Initiated By:

Sign & Date

(Concerned Area Manager)

Any Instructions (If any): _____

Verified By:

Sign & Date

(Head-EHS)

Valid From : _____ Hrs.

Valid upto : _____ Hrs.

No. of Persons at Work: _____

Type of Work: _____

Special Instructions, if any: _____

Checked By:

Sign & Date

(Engineering Manager)

Note:- Observed the area and found / restored it in normal condition as previously.

Observed By:

Sign & Date

Observed Time: _____