



STANDARD OPERATING PROCEDURE

Title: Work Permit

SOP No.:		Department:	EHS	
		Effective Date:		
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1.0 OBJECTIVE:

To lay down a Procedure for Work Permit.

2.0 SCOPE:

This SOP is applicable for the following:

- Civil Work Permit for any maintenance in the premises.
- Work Permit at Height more than 1.6 meter in a safe manner with in the premises.
- Hot Work Permit whenever welding, cutting, brazing, burning, drilling, soldering or any other open flame work is carried out.
- Excavation Work Permit whenever any excavation / digging to be carried out within the premises for any intention, including fixing of spikes in the ground except gardening
- Confined entry permit shall be required for confined space entry.
- Rigging Permit shall be required for lifting & shifting heavy load.

3.0 RESPONSIBILITY:

Operating Person- EHS
Head- Concerned Department
Operating Person- Engineering

4.0 ACCOUNTABILITY:

Head- EHS

5.0 ABBREVIATIONS:

EHS : Environment Health & Safety
No. : Number
PPE : Personnel Protective Equipment
QA : Quality Assurance
SOP : Standard Operating Procedure

6.0 PROCEDURE:

- 6.1** Concerned Department Head need any Modification / Maintenance / Civil Work and Installation in their area shall inform to Engineering Department for Job.
- 6.2** QA shall issue “**Work Permit**” form with Work Permit No. to engineering department and shall be recorded in **Annexure-II**.
- 6.3** Engineering Department shall fill a Work Permit as shown in **Annexure-I** along with Civil/Hot/Height/ Excavation/Rigging & Confined Space Entry work permit.
- 6.4** If work is to be carried out inside the Plant i.e. Manufacturing Area, Core Area, Packaging and other Production & Quality Control Area prior permission shall be taken from QA.



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6.5 Engineering Department shall fill the job description as per job and tentative time, number of persons involved in job required for completion.

6.6 Concerned Department Head shall ensure No Production activity shall be carried out during Maintenance Job.

6.7 Work Permit shall also include a permit for job from out side Contractor.

6.8 In case any deviation observed during maintenance, QA/ EHS can cancel the Work Permit.

6.9 Engineering Department shall prepared the Work Permit in three copies:

A. First Copy (White) : Available at the site of Job for information to the Respective Department Head.

B. Second Copy (Yellow) : To be kept in Engineering for Record.

C. Third Copy (Pink) : To EHS Department for Information

6.10 After completion of Job Engineering Department shall inform to concern Department Head.

6.11 Work Permit Numbering System:

WP/YY/NNNN

Where;

WP = Work Permit

/ = Separator

YY = Year

/ = Separator

NNNN = Serial Number which starting from 0001,.....

Example: First Work Permit No. of the Year 2022 shall be numbered as **WP/22/0001**.

6.12 Civil Work Permit:

6.12.1 Whenever Civil Work is required in the area, the Concerned Area Manager shall initiate Civil Work Permit as shown in **Annexure-IX. "Civil Work Permit"**.

6.12.2 If work is to be carried out inside the Premises i.e. Warehouse, Stability Study Section and Quality Control Laboratory prior permission shall be taken from QA, along with work permit which shall be filled by concern Department.

6.12.3 The Concerned Area Manager shall hand over the Civil Work Permit to Engineering Department giving details of work.

6.12.4 It is the responsibility of concerned department to make all the necessary isolation and keep the area ready for maintenance as per safety procedure.



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6.12.5 Engineering Department shall hand over the Civil Work Permit to EHS Department to verify the area as per safety procedure.

6.12.6 Officer/Executive -EHS shall inspect the area as per safety point of view. Officer-EHS shall sign the Civil Work Permit and hand over to Engineering Department.

6.12.7 The Engineering Manager shall depute persons to attend to the civil work giving them necessary safety instructions for the particular job.

6.12.8 The persons assigned for the job shall report to the Concerned Area Manager and starting the work.

6.12.9 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.

6.12.10 General:

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

6.12.10.2 For any new project work, it shall be the responsibility of the work co-coordinator 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.

6.12.10.3 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.

6.13 Work Permit at Height:

6.13.1 Officer/Executive-EHS shall check the area for safe work at height using scaffolding or safety belt.

6.13.2 The Engineering Manager with Head-EHS shall ensure that adequate arrangement has been made to carry out the job safely by providing suitable platform / metallic ladder etc.

6.13.3 Engineering Officer / Executive shall initiate the Work Permit at Height as shown in **Annexure-IX “Work Permit at Height”**.

6.13.4 If the site is 1.6 meter or more in height, Engineering Manager shall sign the permit to endorse that adequate safety arrangements are made to carry out the job.

6.13.5 The Officer/Executive -EHS shall inspect the site, once he has ascertained that the site of operation is totally safe, he shall finally authorize the Work Permit at Height.

6.13.6 It is the responsibility of the Engineering Department to check the area on the day of work and issue permit every day before starting the work.

6.13.7 The original copy of the work at height permit shall be available at the job site and the second copy shall be retained by the department / area where work is to be carried out.



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6.13.8 Limitations:

6.13.8.1 No wooden cat ladders shall be allowed in the plant.

6.13.8.2 No work shall be carried out unless the permit has been obtained in the specified form and that the same has been duly filled signed by all concerned.

6.13.8.3 In case of fire alarm, all permits issued for work at height shall get suspended till clearance to restart the work has been given by the authorizer.

6.13.9 General:

6.13.9.1 After completion of the job, Engineering Officer / Executive shall indicate the date and time of completion of the job and keep for record.

6.14 Hot Work Permit:

6.14.1 A separate Hot Work Permit shall be required for each job by the concerned department. The Hot Work Permit shall have a definite starting and ending time. Separate Hot Work Permit shall be required beginning at each day.

6.14.2 The Hot Work Permit shall be originated after job details have been discussed between Concerned and Engineering Department. In no case advance date permit shall be authorized.

6.14.3 Hot Work Permit as shown in **Annexure-IX** shall be prepared in triplicate.

A. First Copy (white) : Available at the site of Job for information to the Respective Department Head.

B. Second Copy (yellow) : To be kept in Engineering for Record.

C. Third Copy (pink) : To EHS Department for Information

6.14.4 Hot Permit shall be initiated by the concerned department indicating Description, Location, Equipment Details, Date and Time.

6.14.5 The Engineering officer/Executive shall make necessary preparations at the job site as per checklist in the Hot Work Permit.

6.14.6 Engineering & Concerned area In-charge shall sign after completion of all the preparations required for hot work permit.

6.14.7 After completion of preparation related to safety, Hot Work Permit shall be forwarded to EHS Department.

6.14.8 The Engineering Manager shall check to ensure that all necessary precautions have been taken and will arrange a regular vigil till the job is completed.



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6.14.9 EHS Officer/Executive shall conduct the explosive meter test (if required) and verify that the surroundings are safe for welding / hot work.

6.14.10 A trained EHS Officer / Executive shall be assigned to the job site. EHS Officer / Executive should know what action to take in case of a fire and how to get additional help. He should be conversant with the use of Fire Extinguishers. He will ensure that no unsafe act or unsafe condition is being created by the working of the maintenance men.

6.15 Authorization of the Permit:

6.15.1 After completion of all preparations and signatures by concerned personnel, the permit shall be authorized for start of work by the authorized person.

6.15.2 Authorized persons for approving start of work are Engineering Manager for jobs around their own work areas. However, for the jobs to be carried out inside operating Flame proof production areas, the permit shall have to be specifically authorized by the Department Head.

6.15.3 One fire watch man may observe two jobs at the same time if authorized.

6.15.4 In case of a fire alarm, the entire fire permit issued will get suspended till clearance to restart the work has been given by the authorizer.

6.15.5 While carrying out hazardous jobs, information must be given to the adjacent departments about the work in progress.

6.15.6 At completion or suspension of work at the end of the day (within the validity period), the Engineering Officer / Executive will indicate time and date on the permit and return it to the issue department.

6.15.7 The fire watch man shall be maintained for at least 60 minutes after the job has been completed & shall ensure that all working tools & welding sets have been removed from the site.

6.15.8 The Officer/Executive-EHS shall observe the area and ensure its restoration after completion of job in normal condition as previously.

6.16 Preparation For Hot Work:

6.16.1 Whenever practicable the equipment shall be moved to a designated safe area. If the equipment cannot be readily moved, all fire hazards in the vicinity shall be removed from the area.

6.16.2 Barriers in the form of fire resistant Tarpaulins / Blankets shall be used to confine, Heat, Spark and Slag.

6.16.3 Wall openings, holes and discharge shoot shall be covered to prevent discharge of hot material from one area to another.



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- 6.16.4** When welding slag shall be discharged from one floor level to another such as on metal grating floor, the fire watch man shall monitor the place where slag will collect.
- 6.16.5** All flammable and combustible materials must be removed to a considerable distance so as to prevent any chance of fire.
- 6.16.6** For hot work in confined space, vessel entry permit procedure must be additionally followed.

6.17 Excavation Work Permit:

- 6.17.1** A separate Excavation Work Permit shall be required for each job. The permit shall have a definite starting and ending time. Separate Permit shall be required beginning at each day.
- 6.17.2** The Excavation Work Permit shall be originated after job details have been discussed between Concerned and Engineering Department. In no case advance date permit shall be authorized.
- 6.17.3** Excavation permit as shown in **Annexure-IX** shall be prepared in triplicate.
 - A. First Copy (white)** : Available at the site of Job for information to the Respective Department Head.
 - B. Second Copy (yellow)** : To be kept in Engineering for Record.
 - C. Third Copy (pink)** : To EHS Department for Information
- 6.17.4** The concerned department shall generate the Excavation Work Permit and forward to EHS Department.
- 6.17.5** The EHS Officer / Executive shall check the site for preparation of Safety and forward the Excavation Work Permit to Engineering Department.
- 6.17.6** Engineering Officer / Executive shall sign the Excavation Permit after ensuring that no drainage, sewer lines, hydrant lines going underneath, electrical in charge / supervisor regarding the electrical lines passing underneath or in proximity of the area, the.
- 6.17.7** Then EHS Officer / Executive shall get the permit cleared from the Head-EHS for any hazardous situation in and around the site. The Head-EHS will take necessary precautions and advise specific precautions to be taken by the persons involved in doing the excavation job including use of PPE (personal protective equipments) if necessary.
- 6.17.8** When it is ascertained that the area is safe for excavation, the authorized person shall authorize the permit for start of the job.
- 6.17.9** After the excavation job has been completed, the EHS Officer / Executive shall do the refilling of the excavated site, clear it from the debris and get the permit endorsed from the Head-EHS and hand it over to Engineering Manager for record.



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6.17.10 Guidelines for excavation jobs shall be followed while undertaking any excavation job.

6.18 Guidelines For Excavation Jobs:

6.18.1 Whenever an excavation is under progress, the excavated part shall be cornered / barricaded properly so that nobody falls / stables.

6.18.2 If the pit is more than 5 feet in depth, shoring arrangement shall be given to prevent the each from caving in.

6.18.3 While carrying out digging the persons doing the job should be warned to discontinue the job and report if any odour / gas suddenly emanates from within the ground.

6.18.4 Buddy system should be followed for excavation job (i.e. there should always be more than one person doing excavation jobs).

6.18.5 The workmen should be provided with safety goggles if concrete surface is to be excavated. There should not be any flammable material in the vicinity when concrete surface is being broken.

6.18.6 Explosive meter test should be carried out to confirm the presence / absence of flammable vapours (if required).

6.18.7 When it is known that electrical cables are going underneath, supervisor will **ensure that the electrical connections are duly disconnected.**

6.18.8 The Supervisor shall personally supervise the job when excavation is being carried out with cables / pipelines underneath so that no damage takes place.

6.18.9 When pipelines or electrical cables are known to pass underneath, the ground shall be made soft by spraying water before commencing the excavation.

6.18.10 The Supervisor shall inform to Engineering Manager regarding completion of work so that the electric cables can be energized. The electrical department shall test the site for any electrical leakage before clearing the site for normal use.

6.18.11 When pipelines are going underneath, the excavated portion shall be filled only after ensuring that there is no leakage of material.

6.19 Procedure For Confined Entry Permit:

6.19.1 Separate Confined Entry Permit shall be required for each Confined entry. Confined Entry Permit shall have a definite Starting and Ending Time.

6.19.2 A fresh Confined Entry Permit shall be required each day if a job has to be carried over to next day.

6.19.3 Confined Entry Permit as shown in **Annexure-IX** shall be prepared in duplicate:



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A. First Copy (white) : Available at the site of Job for information to the Respective Department Head.

B. Second Copy (yellow) : To be kept in Engineering for Record.

C. Third Copy (pink) : To EHS Department for Information

6.19.4 Officer / Executive of Concerned Area shall initiate the Confined Entry Permit and make necessary preparations and forward the filled permit to EHS Department.

6.19.5 The Job Site shall be inspected and checked for necessary preparations by the EHS Manager.

6.19.6 It is the responsibility of the Engineering Officer / Executive to satisfy himself with the preparations made. In case the job involves hot work inside a Confined, then separate Fire Permit shall be required duly authorized by Plant Head as per the procedure.

6.19.7 Only after all preparations have been made and permit signed by all concerned personnel, it shall be authorized for start of work by the authorized person.

6.19.8 At the expiry of the Confined Entry Permit or completion of job within the validity period, the Engineering Officer / Executive shall indicate the date and time of completion / suspension of work and return it to Operating Department.

6.19.9 In the event of an emergency alarm / leakage of any chemical, the concerned person shall immediately inform the person working inside the come out. The work shall remain suspended till specific clearance to restart the work is given. Re-entry shall be permitted only after approval by a person authorized for issuing permit.

6.19.10 Outside observer shall not go inside the confined space in case of emergency, but only trained staff should be allowed to do so for rescue, if required and that too only with the aid of SCBA and / or the correct PPE required by the situation.

6.19.11 Inspection of confined space should be carried out before handover of the equipment to the operative staff. He should check the quality of work, reconnect all disconnected lines in proper way, remove all tools, accessories and other removed parts etc. from the confined space / Confined.

6.19.12 It must be confirmed that no inadvertent changes are made in the confined space.

6.19.13 Preparation of Confined / confined space for entry shall be carried out as per the guidelines given along with. Guidelines for entry inside confined space should be followed.

6.20 Preparation For Confined Entry – Guideline:

6.20.1 Before entry, the Confined or confined space shall be made free from inflammable and toxic materials.

6.20.2 The confined Space / Confined shall be cleaned thoroughly according to the nature of product and residue, the best and most practical method known v.z. hot or cold water



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wash / flush, steam wash etc. It shall be drained / cleaned air purged and if steam had been used, to be allowed to cool with fresh air.

- 6.20.3** The Confined must be isolated as per tag system for equipment under maintenance. **(Physical disconnection of inlet and outlet pipelines or slip binding of flanged joints must be carried out.)**
- 6.20.4** For Confineds fitted with internal power driven equipments like agitators, additional precautions on electrical isolation must be taken. Physical disconnection must be carried out by removing electrical circuit breaker from the switchgear or by removing wire splices in junction box and by removing mechanical drive components such as V-belt, chain, drive, couplings etc.
- 6.20.5** The Confined shall be thoroughly checked to ensure that there is no prominent odour of any chemical / solvents in the Confined and the person working inside can breathe easily.
- 6.20.6** The following gas test shall be carried out by EHS Manager:
 - 6.20.6.1** Explosive meter test: It should indicate not more than 5% of LEL.
 - 6.20.6.2** Oxygen Content: It should essentially be in between 19.5% and 22.0%.
- 6.20.7** In case hot work, is to be done inside a Confined, the person entering the Confined should produce a spark inside, before actually entering the Confined for work.
- 6.20.8** The person entering the Confined shall make use of safety belt and lifelines, supplied air mask and other personal protective equipments as may be prescribed.
- 6.20.9** Regular high voltage lights are not allowed for work inside a Confined. Low voltage (24V) only may be used.
- 6.20.10** The Confined shall be provided with adequate ventilation. This may be achieved by an air blower or air purge.
- 6.20.11** A Confined attendant shall be assigned to the Confined opening. The person shall not let the Confined remain unattended under any circumstances when a person is working inside.
- 6.20.12** When the job is in progress, a warning sign “**CAUTION - CONFINED ENTRY**” shall be displayed prominently outside the Confined.

6.21 Procedure For Entry into Confined Space:

- 6.21.1** All persons must wear protective clothing with a lifeline attached. The lifeline shall be equipped with a double lock snap. Tension or lifeline should be maintained when a person is entering or leaving the confined space.
- 6.21.2** Emergency exit system should be discussed and provided before persons enter inside confined area / Confined. When person is coming out of tank whether he is climbing on his own or being hoisted tension must be maintained at all times on the lifeline.



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6.21.3 The Confined attendant should keep watch in such a manner so as to be able to see the person inside at all times. This person must attend the free end of the lifeline at all times.

6.21.4 Minimum number of manpower should be allowed inside a confined space for work at one time.

6.22 Procedure For Rigging Permit:

6.22.1 Officer/Executive-EHS shall check the lifting device for safe rigging practice.

6.22.2 The Engineering Manager with Head-EHS shall ensure that adequate arrangement has been made to carry out the job safely by barricading job site, availability of signal man, inspection of all lifting tools & tackles.

6.22.3 Engineering Officer / Executive shall initiate the Rigging Permit as shown in **Annexure-IX “RIGGING PERMIT”**.

6.22.4 Engineering Manager shall sign the permit to endorse that adequate safety arrangements are made to carry out the job.

6.22.5 The Officer/Executive -EHS shall inspect the site, once he has ascertained that the site of operation is totally safe, he shall finally authorize the Rigging Permit.

6.22.6 It is the responsibility of the Engineering Department to check the area on the day of work and issue permit every day before starting the work.

6.22.7 The original copy of the rigging permit shall be available at the job site and the second copy shall be retained by the department / area where work is to be carried out.

6.23 Limitations:

6.23.1 Movements should be prohibited under suspended load.

6.23.2 No work shall be carried out unless the permit has been obtained in the specified form and that the same has been duly filled signed by all concerned.

6.23.3 In case of fire alarm, all permits issued for rigging permit shall get suspended till clearance to restart the work has been given by the authorizer.

6.24 GENERAL:

6.24.1 After completion of the job, Engineering Officer / Executive shall indicate the date and time of completion of the job and keep for record.

7.0 ANNEXURES:

ANNEXURE No.	TITLE OF ANNEXURE	FORMAT No.
Annexure-I	Work Permit Permission	
Annexure-II	Work Permit Log	



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Annexure-IX	Work Permit	
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ENCLOSURES: SOP Training Record

8.0 DISTRIBUTION:

- Controlled Copy No. 01 Quality Assurance
- Controlled Copy No. 02 Environment, Health & Safety
- Controlled Copy No. 03 Engineering
- Controlled Copy No. 04 Production
- Controlled Copy No. 07 Quality Control
- Controlled Copy No. 08 Warehouse
- Master Copy Quality Assurance

9.0 REFERENCE:

Not Applicable

10.0 REVISION HISTORY:

CHANGE HISTORY LOG

Revision No.	Change Control No.	Details of Changes	Reason for Change	Effective Date	Updated By



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ANNEXURE – I
WORK PERMIT PERMISSION

Name of Department:

Date:

Name of Area / Equipment / Instrument / Utility	Work Description	Work Permit No.	No. of Persons	Tentative Time to Complete the Job

Initiated By
(Officer/Executive)
Sign & Date

Checked By
(Head Engineering)
Sign & Date

Authorized By
(Head QA)
Sign & Date



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ANNEXURE – II
WORK PERMIT LOG

Year:

S. No.	Work Permit No.	Issue Date	Name of Area / Equipment / Instrument / Utility	Work Description	Issued By QA Sign & Date



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ANNEXURE – IX WORK PERMIT

	Block:		Location:
	Equipment/ Machine Name (If Any)		Time From <input type="text"/> To <input type="text"/>
Issued Department:		Periodicity of Work : Routine/ Non - Routine	
Description of Job:	In non- routine work, Job Safety Plan (JSP) is required if Critical work to be done		
Name of Contractor/ Department:		Number of Person Engaged: <input type="text"/>	
Name of Person Involved in this Work:			

Mark “√” for “YES” X for “NO” and “NA” for Not Available.

Confined Space		Height Work		Hot Work		Rigging		Excavation		Civil Work	
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Measure taken by Issuer department

Surrounding Area Checked		Mechanical Isolation		Purged/ Blinded	
Electrical Isolation		Caution Board/ Tape		LOTO Ref. No.	
Safety Helmet		Face shield / Goggles		Safety Shoe	
Ear Plugs/ Muff		Hand Protection		Suits/ Apron	
Heavy Machinery checklist	Last checked Date		Safety Helmet		Any Other

Nature of Work by Initiator Department

Welding cutting		Work on Electrical System		Painting/ Isulation		Fragile Roof	
Work at Height		Work on Hot Surface		Excavation		Pipeline	
Grinding/Drilling		Hacksaw cutting		Isolation of fire system		Other	

Hazard in Consideration

Fire		Electric Shock		Fall from Height		Burn	
Electric arc		Noise		Oxygen deficient		Static electricity	
Pressurised		Radiation		Explosion		Other	
Name of Fire Watcher / Confined Space Attendant				Signature			

Work Permit Checklist

Checklist for Confined Space	Checklist for Work at Height
All Chemical, Gas & Utility lines disconnected/Blinded	1 Scaffolding/ Platform/ Proper approach/ Safety Ladder
Equipment drained, cleaned & purged	2 Open Vertical drops are identified & roperly guarded
Electrical Isolation Done with LOTO (If Any)	3 Hydraulic/ Mechanical Platform inspected
Confined Space free from odour andTemperature (>45C)	4 Fall Arrestor/ Safety Net/ Lifeline
24Volt Supply hard lamp provided	5 Rope Grab/ Crawling board
Preson engaged are trained with one attendant	6 Preson engaged are trained with one attendant
Ventilation and Signage in confined space area	7 Scaffolding inspection checklist to be attached with permit
Explosive meter/ Oxygen Test (If Any)	8 Height above 5 meter needs Engineering supervisor
Checklist for Hot Work	Checklist for Rigging
Equipment made free from Chemical/ Gas/ Utilities & purged	1 Person Engaged are Trained.
Spark Confinment done with proper Housekeeping	2 Inspection Certificate of chain Pulley/ Crane.
Fire watcher is assigned during & till 60 minutes after job.	3 Safe working load (SWL) displayed on machine.
Specified PPE's are used by job excutor	4 Material being lifted should be max. 80% of SWL.
Water hose/ Fire Extinguisher available nearby	5 Swing radius is protected for lifting equipment's.
Proper Ventilation and sewer opening closed	6 Lifting > 10 tons needs approval from Head Engineering
Electrical Isolation done	7 Min. 20 feet clearance maintained between the crane boom & overhead electric lines
Preson engaged are trained with one attendant	8 Helper should have guide rope for lifted material
Checklist for Excavation	Checklist for Civil Work
Updated Drawings checked for underground piping	1 Person Engaged are Trained.
Updated Drawings checked for underground Electrical facilities	2 Modification in any infrastructure should be approved by area owner.
Sufficent clearance from nearby infrastructure	3 Specify PPE's to be used for the job
Area barricaded	4 Heavy machinery (Ready mix concrete) to be used with approval of Engineering head.

