

PERMIT TO WORK PROCEDURE

Safe Work Authorization and Control

Document Title	Permit to Work Procedure	Document No.	CASIL-HSE-PRO-001
Revision	00	Status	Controlled Copy
Prepared By	HSE / Management	Approved By	Managing Director

1. Purpose

To establish a controlled Permit-to-Work (PTW) process so that hazardous or safety-critical work is properly authorized, risk-assessed, communicated, monitored and closed out.

2. Scope

This procedure applies to CASIL project activities requiring formal work authorization, including work in hazardous areas and any activity for which the client or site rules require a permit.

3. Responsibilities

- HSE Manager: ensures the safety programme is in place, interfaces with the client, verifies competent personnel and fit-for-purpose equipment, and obtains permits for jobs requiring PTW.
- Site Supervisor / Permit Holder: confirms work scope, hazards, controls, equipment readiness, worksite conditions and workforce understanding before work starts.
- HSE Officer: verifies safe conditions, reviews work procedures from the safety perspective, advises corrective action and monitors PPE and compliance.
- All personnel: comply with permit conditions, use required PPE, stop/report unsafe work and do not deviate from the authorized scope.

4. Permit-to-Work Process

- **Define the job:** clearly state the task, exact work location, responsible persons, equipment involved and planned duration.
- **Identify hazards:** review the task and worksite, complete the applicable JHA/risk assessment, and identify simultaneous or interacting activities.
- **Verify controls:** confirm competent personnel, correct tools, PPE, barricading, housekeeping, emergency arrangements and any isolation or special control required.
- **Gas testing:** where hydrocarbon or fume exposure is possible, an Authorized Gas Tester shall test the area with a duly calibrated gas monitor before deployment. Gas monitoring shall continue as required throughout the work.
- **Hazardous area classification:** classify affected areas in accordance with the applicable client hazardous-area requirements. The source project plan defines Zones 0, 1 and 2 and restricts the referenced work activity to Zone 2 with gas testing.
- **Authorization:** the permit shall be issued/accepted only after required controls are confirmed and the responsible permit parties understand the conditions.
- **Toolbox briefing:** communicate the day's task, hazards, operational controls, safe work method and required PPE to the workforce before starting.

- **Execute and monitor:** work only within the approved scope and permit conditions. The HSE Officer/Supervisor shall monitor compliance and correct unsafe conditions.
- **Suspend work:** stop work if conditions change, gas readings become unsafe, controls fail, an emergency occurs, or the authorized scope can no longer be maintained.
- **Manage change:** introduction of new risk, change in scope, new equipment or a changed procedure requires review; changes affecting the plan shall be communicated to the client for approval.
- **Close-out:** on completion, make the area safe, remove temporary controls when authorized, account for personnel/equipment, confirm housekeeping and formally close/cancel the permit.

5. Mandatory Safety Rules

- Do not operate equipment without proper instruction and authorization.
- Do not enter a confined space without a permit and appropriate atmospheric testing.
- Before servicing powered equipment, disconnect/isolate the energy source and apply lockout/tagout as required.
- Open fires and smoking are prohibited in the referenced project work environment.
- Personnel shall know the emergency arrangements, alarm, muster point, first-aid and fire-fighting provisions.

6. Records

Retain the permit, JHA/risk assessment, gas-test records where applicable, toolbox/briefing evidence, inspection records and any change/close-out documentation in accordance with project document-control requirements.

