



Permit to Work (PTW) Standard

MSW Process – Contractor Communication

**Thailand Profit Center
March, 2009**



Purpose – Scope & Objectives

Purpose

The purpose of this standard is to provide for the effective identification, mitigation, control and communication of Health, Environment and Safety (HES) hazards for work requiring a Permit to Work (PTW).

Objective

To ensure that proper consideration is given to the risks of a particular job, including potential impact to/from simultaneous activities. The permit and associated specialized permits (if any) are detailed documents that authorize certain people to carry out specific work at a specific site at a certain time, and details the precautions needed to complete the job safely.

Requirements

1. Personnel assigned responsibilities in the Permit to Work roles shall be trained and competent. The SBU/facility shall maintain documentation of authorized Permit Approvers and Area Controllers.
2. SBU criteria defining the application of PTW shall be documented and meet GU criteria at a minimum.
3. Hazard analysis shall be performed when planning the work and a Job Safety Analysis (JSA) shall be performed on site with the work crew prior to the initiation of work. Reference: Global Upstream – Hazard Analysis Procedure.
4. The PTW standard shall clearly indicate roles and responsibilities on how a permit is:
 - Prepared
 - Approved/Released
 - Monitored/Verified
 - Handled for changes in conditions
 - Completed and closed out

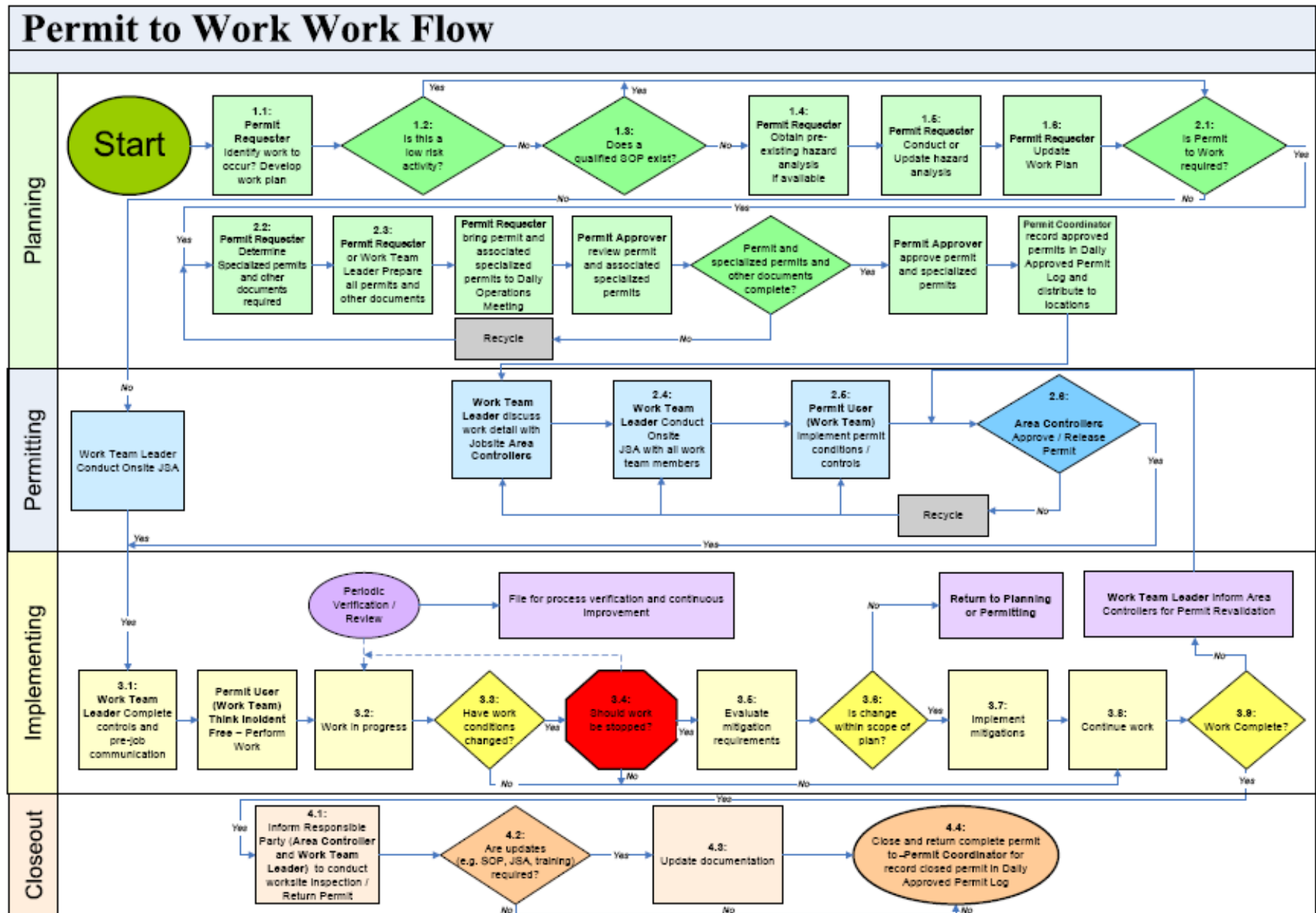


Requirements

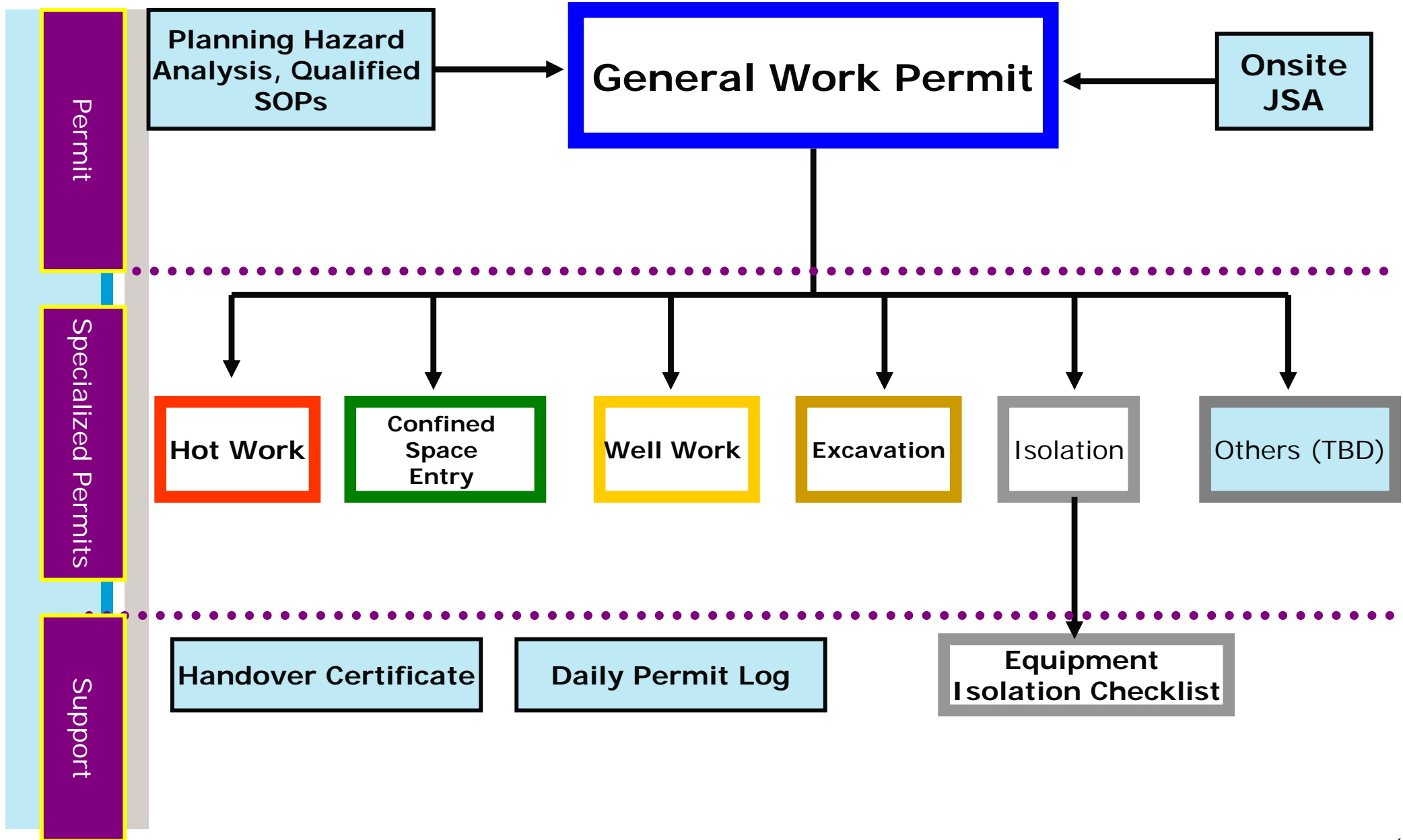
5. Individuals shall not self-issue a permit; that is, the same person cannot act as **Area Controller or Permit Approver, and Work Team Leader/Permit User at the same time.**
6. Permit duration shall be limited to one shift and reviewed as necessary.
7. Identification and preparation of specialized work permits (certificates) shall be included as necessary
8. Permit to work documentation shall be available at the work site, and retained after work is completed as required by local regulation, SBU policy, or for a minimum of one year, whichever is greater.



Chevron Thailand Permit to Work



Permit to Work Forms



What Can Leaders Do to Support Permit to Work?



- Become familiar and understand the requirement in the standard.
- Explain and mentor behavior to support PTW.
- Give clear direction about work expectations and limits.
- Ensure HA/JSA are appropriated and helpful for the work.
- Ensure the procedure are followed.
- Monitor the work site.
- Suggest the improvement in a positive way.