

PERMIT TO WORK FOR INDIVIDUAL WORKING AGENCY

[TO BE FILLED IN TRIPLICATE BY PARTY – ORIGINAL YELLOW & OTHERS WHITE]; VALID FOR ONE SHIFT AND MAY BE RENEWED TWICE ONLY)

Sl. No:

Date:

Location Site Area #

SECTION:

Original permit Validity (Date and Time) From:

To:

1st Renewal Validity (Date and Time) From:

To:

2nd Renewal Validity (Date and Time) From:

To:

SHUT DOWN TAKEN: YES ☐ NO ☐ NA ☐ (IF YES), SHUT DOWN planned From:..... To:.....

Details of job to be undertaken

1.	Area/ Tank/ Vessel/ Equipment/ Pipeline Exact Location:							Equipment #:	
2.	Work to be done:		Working Agency:				No. of Manpower:		
Engineer/Supervisor:									
Work Order / Service Order #									
3.	Safety Precautions								
a	Breathing Apparatus / Gas sets (as applicable)								
b	Protective Equipments to be worn (Ring items which apply): Helmet , Eye Wear, Face Shield, Self-Contained Breathing Apparatus, Supplied air mask, Ear Muffs, Fire Retardant Cloths, Hand Gloves, Shoes, Gumboots, High Visibility Jacket, Full body harness, Electrical flash suits Any others:								
c	Other Precautions / Special Instruction:								
4	State of Isolation (Electrical, Solid, Gas, Vapor, Fuel, Solid, Air, Nitrogen)	No. of lines	Depressurized & Drained	Positive Isolation	Tagged Off	Valve Only	Initials as applicable	Not Isolated	
5	All Motive Power has been isolated and any logic control interrupted (LOCK/ TAG)		YES NO	Lock # Tag #					
6	Electrical fuses have been withdrawn & all circuits are dead		Sign (Electrician) Date..... Time.....						
7	Electrical circuits are live for trouble shooting only (control power):		Sign..... (Electrician/ Inst.) Date..... Time.....						
8	CONFINED SPACE ENTRY (Cancelled if not required) CS Number : Location : Warning Sign : Yes / No		Oxygen Level O ₂ % : System Isolated : (YES / NO / NA) Rescue System : (YES / NO / NA) CS Attendant : (YES / NO / NA) Name: Register for Entry & Exit: (YES / NO / NA) Any Other Gasppm and is therefore safe to enter fromHrs. toHrs. on date..... Signature (Approved Signatory).....						
9	HOT WORK / OTHER HAZARDOUS WORK (Working at height, Pneumatic / Hydraulic System, Material Lifting, Excavation.): Inspected the site as per requirement overleaf, Job Specific HIRA/SOP exists (Doc#) and JSA enclosed (Yes / No)								

10. I understand the hazard involved and have taken all necessary precaution/controls as mentioned above.

	Permit Original			Permit Renewal First		Permit Renewal Second	
	Requested by	Issued by	Taken by	Issued by	Taken by	Issued by	Taken by
Name / G / EPN							
Designation / Dept.							
Signature							
Date & Time							

11. Return of Permit: - After completion of job, removal of all materials / men from site has done by Working Agency. Now Equipment & Area is safe for operation. The above Equipment / Facility can be restored.

	Permit Return by			Return Permit Received by Central Agency / Maintenance Group			Return Permit Received by Departmental Issuing Agency		
	Original	1 st Renewal	2 nd Renewal	Original	1 st Renewal	2 nd Renewal	Original	1 st Renewal	2 nd Renewal
Name / G / EPN									
Designation / Dept.									
Signature									
Date & Time									

NOTE: This PTW shall deemed to be cancelled if there is any change in work condition, climate (rain, storm) & team working.

Checklist to ensure Safety (Multiple categories may apply to any given job):- Check items completed prior to start.

1. Permit to be signed by people not less than Site Engineer (from Adani Business Location/Contractor's).
2. Permit requester may be party who raised work order to frontline working agency, issuer may be party owning site and receiver may be the working agency or agency who had awarded work order for the specific job.
3. This work permit cannot be raised unless SWP /SOP/ JSA is available and site induction / tool box talk is given based on the same.

1. Hot Work (Welding, Grinding, Cutting, Brazing, Hot Rapping) ☐ Flammables /Combustibles (charged gas line, cylinder ,paper, rags, wood, etc.) is removed or protected if removal is not possible ☐ Fire Watch Established ☐ Welding & Cutting equipment integrity checked & positioned properly. ☐ Cables / Hoses routed over the ground and do not pose a tripping hazard ☐ Area hazards reviewed (JSA Done) ☐ Electrical connections through ELCB of 30 mA sensitivity ☐ Electrical equipments are free from damage and earthed properly ☐ Performer is competent and equipped with appropriate PPEs i.e. including face shield with adequate shade number /welding goggles / Fire Retardant Apron ☐ No tampering / manipulation attempted in safety device of the equipments ☐ Only industrial type electrical appliances are in use ☐ Cables / fuses are of adequate size & capacity fit with the requirement ☐ Hoses are free from damage and connected with Jubilee clamp. ☐ No cable joint within 1 m from the holder of grinding machine and completely insulated within M/C body ☐ Gas cylinders used: Oxygen / Industrial LPG / Dissolved Acetylene ☐ Gas cutting torch of reputed make, ISI marked, installed with NRV / 3 way torch and / or Flash back arrestors are in use. ☐ Regulator pressure gauges in working condition, visible and not damaged. ☐ Welding cable and earthing cable are crimped with proper size lugs and other joints are not allowed Fire Protection ☐ Combustible gas or liquid containers removed ☐ Area wet down ☐ Spark / Spatters shields / Ceramic Cloth installed / used. ☐ Other (explain) _____ Equipment Provided Fire extinguishers Type: ☐ CO2 ☐ Dry Chemical Powder ☐ Other _____ Size _____ Quantity _____	2. Crane Lifts & Critical Rigging. ☐ Safety devices (limit switch, boom angle etc.) of the appliances are inspected before use ☐ Operator qualified and medically fit including eye sight examined by approved medical practitioner ☐ Lifting appliances are certified by competent authority and labeled properly. ☐ Hoist chain or hoist rope free of kinks or twists and wrapped around the load. ☐ Lifting Hook has a Safety Hook Latch that will prevent the rope from slipping out. ☐ Lifting gears operator been instructed not to leave the load suspended ☐ Electrical power line clearance (as per electricity rule) checked ☐ Signal man identified ☐ Outriggers supported, Crane leveled ☐ Load chart available in the crane cabin ☐ Barrier Installed, reflective barrier at night ☐ Riggers are competent ☐ Slings are inspected for free from cut marks, pressing, denting, bird caging, twist, kinks or core protrusion prior to use ☐ Slings mechanically spliced (Hand spliced slings should be avoided) ☐ D / Bow shackles are free from any crack, dent, distortion or weld mark, wear / tear and certified by competent authority ☐ Special lift as per erection / lift plan (Lift Plan mandatory for all lift >5 tons) ☐ Job Hazards is explained to all concern thru tool box talk meeting (JSA Done) ☐ Proper Guide rope is provided while shifting / lifting ☐ Maintenance record of crane available
4. Excavations Exceeding 1 m (3 ft.) ☐ Contractor has a competent person to inspect & control condition of excavation ☐ Underground utilities identified ☐ Power equipment grounded ☐ Electrical or mechanical overhead clearances checked ☐ Protective/Indicative Barricading (beyond 1 m from edge) done, area warning placed ☐ Means of egress (ladder or steps) placed ☐ Side walls shored or laid back ☐ Area adequately lighted ☐ Material or soil removed from excavation edge ☐ Excavator is fit for the job ☐ Banks man provided to guide the operator ☐ Method of dewatering is established and ensured the stoppage of water return ☐ Excavated pit edges free from heavy over-burden, stack of materials ☐ People are prevented from working inside pits if heavy vehicle movement in the vicinity due to which soil collapse may take place.	3. Electrical Work (LIVE ELECTRICAL WORK CAN BE PERFORMED BY LICENCED ELECTRICIAN ONLY) ☐ Power supply locked and tagged ☐ Circuit checked for zero voltage ☐ Portable cords and electric tools inspected ☐ Safety back-up man appointed ☐ Physical isolation is ensured if yes, State the method _____ ☐ In case of lock applied, ensure the safe custody ☐ If physical isolation is not possible state the alternative method of precaution/isolation. ☐ Potential energy discharged through discharge rod. ☐ 3 way power tester is available for testing live system ☐ Electrical shut down to follow LOTO ☐ Recheck to be sure about correct panel for work Equipment Provided ☐ Approved gloves, Suitable electrical shoes ☐ Insulating mat ☐ Fuse puller ☐ Disconnect pole or safety rope ☐ Non-conductive hard hat ☐ Earth Leakage Circuit Breaker (ELCB) ☐ Cool Coat/Electrical Flash Suit
6. Height Work (More Than 1.8 M High) Contractor procedure in place: Y / N ☐ Only medically fit personnel engaged in work and list is available. ☐ Ladder(s)/ Approach way inspected prior to use ☐ Safe access & egress ensured ☐ Ladder properly supported and leveled : ☐ Tied Top ☐ Tied Bottom ☐ Distance between the ladder support and the ladder base is at least ¼ the total length of the ladder ☐ Ladder been provided with skid resistant feet ☐ Scaffolds/platforms inspected for suitability and proper construction (secured flooring and guardrails) ☐ Work area roped off and warning signs in place ☐ Proper Housekeeping is done ☐ Floor opening covered / guarded. If not, Personnel briefed about floor opening & other hazardous / Warning displayed ☐ Tools and other equipment secured in safe manner to prevent accidental fall ☐ Area cleared below prior to start of work / Barricaded ☐ People at height are secured Equipment Provided ☐ Roof Top : Crawler Board / Securing arrangement checked ☐ Full body Harness with double lanyard and anchored to independent rigid object ☐ Lanyard with rope grab shock absorber/fall arrestor ☐ Safety net is provided but not less than 5 M from the work area / NA.	5. Scaffolding Erection & Dismantling: ☐ Presence of competent person assigned to ensure safe erection, maintenance, or modification of scaffolds. ☐ Scaffolds inspected for proper access, egress by competent persons. Green Tag visible. ☐ All pipes, clamps, H-frames, couplers, boards checked before assembly ☐ Standard guardrail (900-1050mm top rail, 500 mm mid-rail, and 90- 150 mm toe board) been used whenever possible ☐ Platforms, walkways on scaffolds are wide of minimum of 600 mm wherever possible ☐ Precautions taken to ensure scaffolds are not overloaded ☐ Overhead protection provided where there is exposure ☐ No opening / Gap in the platform / walkway. ☐ All component of the scaffold away from any exposed power lines (as per electricity rule)
9. Suspended man basket / Platform ☐ Use strictly controlled ☐ Certified by competent authority ☐ Lifelines and harnesses approved type with separate anchorage ☐ Communications established ☐ Basket properly labeled with load capacity ☐ Lifting appliance is certified by third party competent authority ☐ Guardrails are provided ☐ Workmen are competent and medically fit ☐ Proper means of access is provided to the work platform ☐ Lifting appliances operator never leave the site while man bucket is in use ☐ Kept at secured mode while not in use.	7. Hydro / Pneumatic Testing: Is work to be performed planned: YES/NO, (If No – STOP) ☐ Access/egress, Hot work, Other on-going work considered in plan ☐ Specific hazards in the work area identified (JSA done) ☐ Area cleared from non-test personnel and barricaded ☐ Discharge of safety relief valves directed away from personnel area ☐ Compressor is certified by the competent authority ☐ Safety release valves and NRVs of system are in working condition ☐ Pressure gauges are calibrated and identified for the job. ☐ Formal discussions with personnel performing work or affected by this work held ☐ Workmen instruction for not attempt the tightening / loosening of bolts and hammering while the line is under pressure
10. Hot Washing ☐ Work shall be performed with proper planning (JSA done for prior understanding and clarity). Metallic ornamental such as chain / wrist watch / ring are not allowed. ☐ Ensure that water used for washing is De-mineralized and conductivity is less than 8 mA ☐ Avoid hot washing in rainy / heavy wind weather forecast ☐ All tool and equipment (hot stick, jet wash gone, ladder etc.) are checked for integrity ☐ Proper access and approach is ensured ☐ Proper and approved PPE is available for use	8. Confined Space (CS) ☐ The written confined-space entry program is firmly implemented and being enforced. ☐ Whether permit issued after verification of LOTO system for all upstream and downstream equipment as applicable with respect to Process Flow Diagram (PFD) ☐ Whether CS numbered, warning displayed, PFD available with required isolation for job ☐ Is there a qualified stand-by man deputed? ☐ Does he/she maintain a list of personnel entries with sign and date/time of entry? ☐ Gas / Oxygen deficiency/ presence of toxic – flammable vapor test done and found ok. ☐ Are only 24V hand lamps used inside the confined space? ☐ Proper means of exit/ evacuation/ rescue arrangement provided ☐ Proper ventilation and lighting provided
11.Others: Note 1: Working area should have communication board on Job details indicating site In-charge, Safety In-charge, mobile number, space for displaying permit sheet. Note 2: List of persons engaged in the job may be maintained in separate register.	

Signature of Permit Receiver (Original)
With Name (Working Agency)

Signature of Permit Receiver (1st Renewal)
With Name (Working Agency)

Signature of Permit Receiver (2nd Renewal)
With Name (Working Agency)