



Subject Area no. 23: Permit to work

Principle: The company has a formal control of work process to provide a work environment that will allow tasks to be completed safely with adequate control measures in place.

| Level | Expectations | Targets | Suggested objective evidence |
|-------|---|---|-------------------------------------|
| Basic | A process/procedure for permit to Work (PTW) and isolation should be in place including effective implementation covering the entire scope of operations. | PTW should cover the following but not be limited to: <ul style="list-style-type: none"> - confined space entry, - hot work - working at height/over the side - general electrical (under 1000 volts) - electrical high voltage (over 1000 volts) – where applicable - working on deck during adverse weather, and - lifts, lift trunks and machinery. - diving/underwater operations - Permits developed for other categories of work | Evidence of permits to work system. |



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| Basic (cont'd) | <p>The process shall ensure that no work, that requires a permit, is started until the work has been authorised.</p> <p>The company defines activities, which require shore management pre-agreement.</p> <p>Personnel conducting PTW and LOTO are trained</p> | <p>The PTW should be aligned with international and flag requirements, industry best practice, fit for purpose and considering the identified risks. It should include validity of permit, issuing authority, task details, personnel involved, permit cancellation, permit close out, etc.</p> <p>The company has a procedure that defines which activities require shore management pre-agreement and the process to be followed for requesting and granting pre-agreement.</p> <p>Training should be provided to personnel on PTW and isolation.</p> | <p>Evidence of use of system Evidence of verification of PTW system during superintendents' visits.</p> <p>Evidence of procedures Verification of pre-agreement.</p> <p>Evidence of competency framework for PTW</p> <p>Evidence of training</p> |



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| Intermediate | The company verifies the effectiveness of the PTW process aboard. | PTW is verified by vessel personnel knowledgeable of the process, as well as by attending superintendents/auditors, these audits are documented. The extent and frequency will be determined by number of permits in normal use and discrepancies of previous checks. The task of the assigned competent person is to ensure the process being followed. The PTW process includes the closure of the PTW. | Evidence of PTW checks Evidence of issues being raised because of onboard audits. |



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| Advanced | <p>The company has a process for verifying the PTW and isolation process as a part of the internal audit.</p> <p>PTW covers the activity in detail.</p> | <p>During ship inspections/internal audits the Permit to Work system should be reviewed to ensure that it is being properly managed, and that permits are actually being used, are correctly completed and are effective. Crew should be interviewed to ensure they understand the system and whether they have any suggestions for improvement.</p> <p>One PTW per activity is preferred on a sheet instead of a generic PTW on a single sheet covering all types of PTW activities.</p> | <p>Evidence of audits of PTW and LOTO</p> <p>Review observations noted on PTW by internal audits.</p> |



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| Excellence | Review of the PTW and isolation process is conducted during management reviews. | Shore based staff sample PTW forms and audit forms during inspections and audits and provide feedback to vessel personnel and follow up with shore management. Senior managers are actively involved in incident investigations where PTW noncompliance was a contributory factor. | Review of PTW by Upper and Operations Management. Follow up by management on incidents related to PTW nonconformances |