



**PETRONAS**

# PERMIT TO WORK FRAMEWORK

Final

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## DOCUMENT AUTHORIZATION

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**Review and Revision Record**

List of Document Revisions

REVISION NUMBER:	DATE LAST REVIEWED:	DATE LAST REVISED:	REVISED BY:	REVISION DETAIL (ADDITIONS, DELETIONS, OR CHANGES):
1.3	May 31, 2022	May 31, 2022	Ron Mann	Revised section 5.4 to update verbiage to Bypass of Safety Critical Protective Devices (BSCPD)  Revised section 5.4.2 to reflect critical scope permits including SCPD  Revised section 5.5 to include new Energy Based Hazard ID Program

**Change Management Process**

If there is a deviation or other comments regarding this document, contact the Document Owner

**TABLE OF CONTENTS**

<b>Section</b>	<b>Page</b>
1. Summary Statement.....	4
2. Objectives.....	4
3. Scope.....	4
4. Definitions.....	4
5. Requirements.....	5
5.1 Overview.....	5
5.2 Permit to Work Procedure.....	5
5.3 Work Planning.....	5
5.4 Types of Permits.....	6
5.5 Completing the Permit to Work.....	8
5.6 Delegation of Person in Charge (PIC).....	12
5.7 Delegation of Supervision (Permit Issuer).....	13
5.8 Sign Off of and Return of a Permit to Work.....	13
5.9 Roles and Responsibilities.....	14
5.10 Competency.....	16
5.11 Process Measurement Criteria.....	17

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## 1. Summary Statement

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The Permit to Work (PTW) Framework provides a documented process for the management of a safe work environment through the permitting process, which will support the implementation of the Health, Safety, Security, and Environment Policy.

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## 2. Objectives

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The objectives of this Framework are to:

- Provide a high-level overview of the process for all permitting activities;
- Outline the Permit to Work Procedure;
- Define the requirements for work planning;
- Outline the types of permits;
- Define the requirements for drafting the PTW;
- Define permitting requirements under Simultaneous Operation situations;
- Outline the requirements for delegation of supervision responsibilities;
- Outline roles and responsibilities related to permitting;
- Outline competencies for permitting; and
- Outline the process measurement criteria.

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## 3. Scope

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This Framework applies to all Employees, Contractors, and Consultants. It applies to all business activities of the Company where work is to be performed, outlining the requirements to effectively manage and control all work scopes on the worksite through the act of permitting.

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## 4. Definitions

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Capitalized terms used herein have their meanings set forth in the Master Glossary.

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## 5. Requirements

### 5.1 Overview

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This Framework outlines the requirements for all work scopes that require a Permit to Work (PTW) to be issued. This includes, but is not limited to, the type of permit required by work scope, the supervision requirements defined by the risk of a work activity, ensuring all Worker(s) have reviewed the expectations of the permit, and the execution of work and control are understood and outlined per the permit. This ensures that Worker(s) are aware of potential hazards and have implemented the appropriate controls to reduce risk during any work activities.

### 5.2 Permit to Work Procedure

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The Permit to Work Procedure outlines the life cycle and sequential steps if a permit may be required before carrying out any planned work activity. This includes reviewing the scope of work to determine if a permit is required, drafting the appropriate permit, approving the permit and ensuring the permit is readily available prior to work activity.

#### Stakeholders:

- Person in Charge / Permit Issuer
- Permit Receiver
- Job Coordinator

### 5.3 Work Planning

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Understanding when a permit is required and how it can support the planned activity is essential for proper site management. The below describes in detail considerations and requirements for planning, development and using a Permit to Work (PTW).

#### 5.3.1 When a Permit is required

A PTW is required by any Worker(s) completing work under any of the scenarios discussed in 5.4. Types of Permits. If a PTW is required, it must be approved with the signature of the Permit Issuer and available at the work site prior to work begin conducted. If the job scope changes from what was originally outlined in the initial PTW, a new PTW is required. If gaps are subsequently identified in an issued PTW, that permit will be closed and a new PTW addressing those gaps will be issued.

A PTW will be required for work on all PETRONAS locations including but not limited to:

- Gas Plants;
- Compressor Stations;
- Well Sites;
- Drilling and Completions Sites;
- Facility and Construction Sites...etc.

### 5.3.2 Permit Risk Classification

All PTWs issued by the Company will require risk ranking prior to approval of work. The Person in charge or Permit Issuer must review the inherent risk of the work scope with no controls applied to determine the level of supervision required on site by a PETRONAS representative.

The Person in charge and or Permit Issuer will decide on the risk classification of the PTW to be issued. The Risk Matrix Summary is used to assess the risk associated with the work to be performed in accordance with the Risk Matrix Technical Standard.

The following risk-based classifications apply:

1. Class 1 – High, Very High and Low Likelihood/High Impact risk work – The Permit Issuer must always be on site to supervise work;
2. Class 2 – Medium risk work – The Permit Issuer must be on site to supervise work at a pre-determined frequency; and
3. Class 3 – Low risk work – The Permit Issuer does not need to be on site to supervise work.

The term “on site” means the Permit Issuer must be readily available at the location of work. Due to multiple expectations of that person on site, they may not be able to supervise a permitted task directly. The Permit Receiver must act as the supervisor of that work area and coordinate associated work activities.

### 5.3.3 Electronic Permits

Electronic PTW's can be issued in place of a handwritten PTW for work activities as long as it is filled out in its entirety and the following criteria is met:

- A sequential permit numbering system is utilized on the electronic PTW being issued (i.e. 2019-01-04-01, 2019-01-04 02, 2019-01-04 03...etc.);
- Permit issuer must ensure an accurate sequential order is kept so a number is not duplicated on a specific site/job;
- All issued PTW's must be handed back to the site supervisor at the completion of the job or end of day depending on the duration of the PTW; and
- All PTW's must be kept on site and made readily available for review as required.

## 5.4 Types of Permits

A PTW is used to control the following working scenarios:

1. External Permit – One or more Contractors performing a single work scope; or
2. Critical Scope Permit – Employees, Contractors, or Consultants performing one of the following critical work scopes:
  - a. Confined space entry (refer to the Confined Space Entry Framework);
  - b. Ground disturbance (refer to the Ground Disturbance Technical Standard);
  - c. Hot work (refer to the Fire Prevention and Ignition Management Technical Standard);

- d. Critical lifts (refer to the Lifting Technical Standard); and
- e. Bypassing of safety critical protective devices (refer to the Bypassing of Safety Critical Protective Device (SCPD) Technical Standard).

For all permitting scenarios, the Work Site Management Framework details additional activities required to manage worksites through Safe Operating Procedure (SOP) reviews, documentation of a Job Hazard Assessment Form and ZeTo rules as required.

#### *5.4.1 External Permits*

An external PTW is required when one or more Contractors operate under the supervision of one Permit Issuer.

Each Contractor must identify a Permit Receiver or Job Coordinator who will be responsible for ensuring Worker(s) under their supervision conduct work in accordance with the PTW (i.e. lead of a wireline crew).

The Permit Receiver may be the Job Coordinator or a Worker.

The Permit Receiver will sign to acknowledge and endorse the PTW. If the Job Coordinator leaves the worksite before the scope of the PTW is completed (i.e. shift change), a new Job Coordinator for that Contractor will be identified, and the PTW must be updated. The Job Coordinator must notify the Permit Issuer when a change like this is scheduled to occur.

The Job Coordinator will sign to acknowledge and endorse the PTW, who must be on site while the work is taking place. The Job Coordinator is responsible for communicating to their Workers the expectations of the PTW.

The Person in charge and the Permit Issuer may be the same person and will assess the risk associated with each Contractor. The Job Coordinator associated with the Contractor that introduces the most risk to the work site will be assigned as the Permit Receiver.

Additional or identified work that falls under a Critical Scope, as defined in this Framework, will require individual PTWs.

#### *5.4.2 Critical Scope Permits*

A critical scope PTW is used to manage work that requires robust control to address associated risks. These work scopes have been pre-defined by the Company and have associated Framework or Technical Standard as defined in 5.4. Types of Permits.

Critical scopes must always have a PTW issued, regardless of whether the work is conducted by an Employee, Contractor, or Consultant. If a Contractor is already working under an existing External PTW, a separate PTW must be issued for the critical scope.

The PTW must always assess the level of risk to deem the supervision required however for the following Critical Scope work, a supervisor must always be on location and readily available, even if the Risk Matrix assessment is found to be low or medium based on the current level of risk.

- a. Confined space entry (refer to the Confined Space Entry Framework);
- b. Ground disturbance (refer to the Ground Disturbance Technical Standard);
- c. Hot work (refer to the Fire Prevention and Ignition Management Technical Standard);

- d. Critical lifts (refer to the Lifting Technical Standard); and

For the Bypassing of Safety Critical Protective Device (SCPD) on sight supervision requirements will be based on the Bypassing of SCPD Technical Standard, Permit to Work Framework and the risk assessment.

- e. Bypass of safety critical equipment (refer to the Bypass of Safety Critical Protective Device (SCPD) Technical Standard).

## 5.5 Completing the Permit to Work

The PTW will be completed using the Permit to Work Template and include the following;

- **Section 1** – Identify the Person in Charge including contact number;
- **Section 2** – Identify the supervision required on site for the work activity based on the risk classification as per the PECL Risk Matrix for the permit being issued as per the scope of work;
- **Section 3** – Contain a distinct permit number that is not a duplicate of any other PTW issued;
- **Section 4** – Identify the permit type for the job scope (i.e. External, Hot Work, Critical Lift, Confined Space Initial Entry, Confined Space Entry Work, Ground Disturbance, and Bypassing of Safety Critical Protective Device (SCPD));
- **Section 5** – A complete and comprehensive job description of the work to be performed;
- **Section 6** – The site legal location (i.e. LSD, NTS) for the work being performed;
- **Section 7** – Isolation type required for the work to be done (i.e. single isolation, group isolation, blank, blind) where applicable;
- **Section 8** – Identifies hazards and the risk elimination, control or mitigation actions that must be implemented and verified before work activities begin, as identified in the PTW, Job Hazard Assessment Form as per this Framework, Work Site Management Framework, and any other applicable Technical Standards and/or Frameworks. All hazards identified must have mitigation strategies implemented prior to the start of the work and be verified. It is the responsibility of both the Permit Issuer and Permit Receiver to ensure that mitigations implemented are verified and signed off prior to the start of the work.

When filling out this section of the permit, the Permit Issuer should utilize the Energy Based Hazards icons found in the PTW, to help give the author of the permit a visual cue so they consider the energy based hazards that might otherwise go unnoticed. The Permit Issuer should also utilize the hazards and controls document that shows the possible Energy Based Hazards as well as examples of possible hazards and controls.

- **Section 9** – Identification of all required PPE needed for a job task based on work scope and any applicable Safety Data Sheets (SDS).
- **Section 10** – Identifies the gas testing that needs to be in place based on work scope. The gas testing can be a personal four head gas monitor (O<sub>2</sub>, LEL, CO and H<sub>2</sub>S) for personal gas monitoring when performing a job task. The gas monitoring required where an area needs to be monitored due to a gas leak of an unknown quantity, volume or if there are concerns for exposure to chemicals that exceed the Occupational Exposure Limits (OEL) as per WorkSafeBC and the PECL Exposure Control Plans must be a percent by volume meter (i.e. RKI). A personal monitor must never be used for leak detection;

- **Section 11** – Used to record the results of gas testing that must be conducted prior to work commencing (i.e. Hot Work, Confined Space, Vehicle Entry, Use of Non-Intrinsically Safe Equipment, Welding...etc.). This testing is done to identify issues where there is potential for workers to be at risk of over exposure to chemicals (VOC, Benzene, NORM, LEL, H2S, Oil Mist, Silica...etc.) that exceeds OEL as per WorkSafeBC and the PECL Exposure Control Plans;
- **Section 12** – The duration of the PTW including the date the PTW was issued, time the PTW was issued and the time the date PTW is valid to and the valid until time. If a PTW is to be extended, the date the PTW is extended, the time the PTW is extended to, who is extending the PTW and their signature are required. The PTW extension must be conducted by the original PI, if the original PI cannot extend the PTW, a new PTW must be issued;
- **Section 13** – If the site where the work is to be conducted is to be handed over, include the workers name who the site is being handed over to as well as the business proponent (i.e. drilling, completions, facilities...etc.);
- **Section 14** – Review and sign off by the PI issuing the PTW for the work scope;
- **Section 15** – Review and sign off by the PR for the work scope and conditions as identified by the PI;

Sections 16 – 21 of the Tailgate Safety Meeting Form (Page 2 of PTW) is to be filled out by the PR and used as part of the development of their JHA/JSA and tailgate meeting where applicable prior to the work being conducted.

- **Section 16** – The PR must identify the location as to where the tailgate meeting was conducted, who conducted the meeting, the time the meeting was held and date of the meeting;
- **Section 17** – Identifies expectations of the PR and workers performing the job task. If there is a failure to meet anyone of the identified 14 expectations, the PR must STOP all work and contact the PI;
- **Section 18** – The PR must identify any and all applicable additional documents that are to be reviewed as part of the job scope. These documents must be reviewed by all workers at the contractor tailgate meeting or when developing the JHA for a single worker when performing work;
- **Section 19** – This section identifies the contractor job coordinator if required for the work scope, the company they work for and expectations that must be met prior to the work commencing;
- **Section 20** – This section is provided for the job coordinator and those involved in the work scope to provide additional comments based on the work space for the location where the work is being conducted;
- **Section 21** – This section is provided for the PI and the PR to discuss the handover of the work area back to PECL once the work has been completed and to ensure the site is tidy and what the status of the equipment is for a potential return to service;
- **Section 22** – This section identifies who the new PI is that is a competent and trained PECL representative (Employee, Consultant) for the Delegation of Supervision;
- **Sect 23** – This section identifies who the new PIC is that is a competent and trained PECL representative (Employee, Consultant) for the Delegation of the PIC role; and
- **Section 24** – Identifies the final sign off by the PR and the PI or their delegate indicating that the work is completed and the PTW can be closed out.

Additional descriptions of definitions for each section of the PTW can be found on the back cover of the Permit to Work books.

#### *5.5.1 Copies of Issued Permits*

An issued PTW must be readily available on the site where the work is to be performed.

A PTW can be issued and housed in one of the two following ways:

- Where a PTW is being issued for work in one location but the work is being conducted on another location, the white copy is issued to the PR and must remain with the PR for the duration of the work. (e.g. PTW issued on a compressor site for work to be conducted on a well site). The PTW must be reviewed and signed off by the PIC/PI and the PR prior to the issuing of the PTW.
- Where work is to be performed on the site that the PTW is being issued, the PTW can remain with the PIC/PI in the designated area and readily available while the work is being conducted. The PTW must be reviewed and signed off by the PIC/PI and the PR prior to the issuing of the PTW.

Note\* The PTW must be utilized for all tailgate meetings and Job Hazard Assessments to ensure that all identified work activities and controls align with the issued PTW.

The PTW comes in triplicate and is to be distributed as follows:

- White Copy – Issued to Permit Receiver (PR);
- Yellow Copy – Remains with the Person In Charge/Permit Issuer (PIC/PI); and
- Pink Copy – Extra copy that can be distributed as required

#### *5.5.2 Duration of Permit*

A PTW signed by both the Permit Issuer and Permit Receiver is valid until the end of the working day or the end of a working shift which can include schedules such as a 5 and 2, 4 and 3, 16 and 12 or a 20 and 10.

A permit is no longer valid as written should any of the changes as identified below occur:

- If additional hazards outside of the scope are introduced after issuing the PTW;
- Shift change has occurred;
- Replacement or crew change of a Company Permit Issuer;
- Job scope is altered or revised from original issue;
- Permit Receiver or Job Coordinator is replaced;
- Additional tasks are added to a work order;
- Identified timeline has expired;
- An incident has occurred on that location; or
- The work is completed and the PTW is closed.

If the above changes do not occur but the duration of a project is expected to extend past the time originally documented, the Person in charge or Permit Issuer may extend the PTW outlining the new

expected completion. The work scope extension must comply with the hours of work regulated by the province where work is being conducted and the duration of a shift as indicated.

For Confined Space Initial Entry permits, the duration of the Permit is only void if additional hazards are introduced after the posting of the initial entry permit. All other PTWs are void on any of the above points.

*5.5.3 Permit to Work Removal*

A permit is terminated removed, either by termination or by suspension.

- Termination – Revoke the permit and stop the job. New permit is required if job is to continue.
- Suspension – Remove the permit and stop the job. If circumstances allow the job to continue with PI approval, return the permit to the PR.

PERMIT TERMINATION	PERMIT SUSPENSION
Change in job scope/work description	Emergency situation where work must stop/evacuation takes place
Incident affecting the permit	When any of the supporting documentation has expired or been cancelled
Stop work due to any violation of the PTW requirement	
Change in permit conditions/hazard control measures	

*5.5.4 PTW Accompanying Documentation*

All external PTWs approved by the Permit Issuer and issued to a Contractor (Permit Receiver) must be accompanied by the following documentation referenced in the Work Site Management Framework, as well as specific required documentation outlined by any other Technical Standards and/or Frameworks:

- Job Hazard Assessment Form;
- Tailgate Safety Meeting Form; and
- Safe Operating Procedure (SOP) as identified through the Safe Operating Procedure Technical Standard.

All critical scope PTWs approved by the Permit Issuer and issued to an Employee or Consultant (Permit Receiver) must be accompanied by the following documentation referenced in the Work Site Management Framework:

- Job Hazard Assessment Form (only required if no SOP exists);
- Tailgate Safety Meeting Form; and
- Safe Operating Procedure (SOP) as identified through the Safe Operating Procedure Technical Standard.

### 5.5.5 Permit Control

Safe execution of the PTW implementation can be impaired if the right focus is not provided. Only one job task is allowed per permit to segregate work done by different disciplines and work groups.

Examples of PTW where multiple tasks are allowed:

- Install blinds on equipment and have a safety contractor perform monitoring of workers when performing the work.
- Perform function checks on instrumentation and repair as required.

Examples of multiple task on a single permit that is not allowed:

- Erect scaffold and install blinds for confined space work.
- Install blinds and perform zero entry tank cleaning.
- Install blinds and function check electrical and instrumentation equipment.

Simultaneous and/or incompatible work/activities shall be strictly managed with regard to correct sequential start/stop, safe separation, and additional control measures including close supervision to prevent conflicting/incompatible work that could lead to a potential incident.

Effective supervision of the PTW implementation can be diluted in the case of a large number of permits issued under the control of a single PIC/PI. Site supervisor should assess and determine the steps necessary to maintain the required level of supervision (span of control) e.g. limit the number of active permits or provide additional resource for effective supervision and coordination of the works.

The assessment criteria should include the following but is not limited to:

- Means of effective communication with work crew;
- Line of sight;
- Competency and experience of work crew;
- Hazards/risks of the job; and
- Ability to respond in the event of an emergency.

## 5.6 Delegation of Person in Charge (PIC)

The Permit Issuer and the Person in Charge (PIC) can be the same worker (Employee or Consultant) on a location. In some circumstances based on the job scope and work activity, the PIC and the PI may be different workers. Where a worker is identified as a PIC and must leave location, they may delegate the responsibility to another trained and competent worker.

The new PIC must:

- Update the issued PTW(s) with the new PIC name and contact information
- Communicate the transferring of the responsibility to all workers on site;
- The PIC is identified on the permit(s) that have been issued identifying the change; or
- New PTW(s) are issued identifying the new PIC if the existing PTW(s) cannot be updated.

At no time is a PIC or their delegate allowed to be assigned to a Contractor.

## 5.7 Delegation of Supervision (Permit Issuer)

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In some instances, the Permit Issuer may be supervising multiple activities simultaneously on one location. This may result in the PI not being able to oversee multiple job scopes at one time while on location (i.e. turnarounds, shutdowns, drilling, completions, large scale projects...etc.). In instances where this was to occur, the PI has the ability to assign the delegation of supervision to another competent and trained worker (Employee or Consultant). When the PI is assigning another worker as the supervisor, the new supervisor must ensure that:

- The PTW(s) are updated with the new PI name and contact information;
- They communicate the transferring of the responsibility to all workers on site;
- The new PI is identified on the permit(s) that have been issued identifying the change;
- New PTW(s) are issued identifying the new PI if the existing PTW(s) cannot be updated;
- An SOP is used, where required;
- An effective JHA has been carried out, that covers the entire work scope, and that the required risk elimination, control, or mitigation actions are fully implemented; and
- All equipment to be used in designated hazardous areas is intrinsically safe, in accordance with the Fire Prevention and Ignition Management Technical Standard.

At no time is the delegation of supervision allowed to be assigned to a Contractor.

## 5.8 Sign Off of and Return of a Permit to Work

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### 5.8.1 Signing Off of a Permit to Work

Once a job scope has been completed, the PR or delegate must indicate on the PTW the following information:

- The state of the equipment being worked on, is it ready for return to service; and
- That the area where the work was being conducted is tidy and being returned in a safe state.

### 5.8.2 Returning a Permit to Work

The PTW that was issued for the work scope must be returned to the PI or their delegate. Whenever the original PTW can be returned to the PI or delegate, this is the preferred method.

Where the PR or their delegate cannot return the original PTW, the following must be met:

- The PR or delegate must ensure that the Tailgate Meeting Form is completed in it's entirety including the Permit to Work Handover portion and the Permit to Work Closure and Sign Off; and
- The PR or delegate must make a copy of the completed PTW (front and back), by way off photocopy, scanning, or a picture and send a copy to the PI or delegate.

It is the responsibility of the PI or delegate to:

- Print off a copy of the returned PTW;
- Review the PTW for accuracy, content and completeness;
- Work with the PR or their delegate to close any identified gaps from the submitted PTW; and
- Attach to the copies to the carbon copies of the PTW that was issued and file for future reference.

## 5.9 Roles and Responsibilities

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### 5.9.1 Person in charge

The Person in charge must:

- Review and clarify the roles and responsibilities of all Workers on site;
- Ensure controls per JHA are implemented prior to the PTW being issued;
- Ensure the development and approval of a PTW prior to starting any work activity;
- Ensure completion and the close out of a PTW;
- Ensure supervision is in place before work performed under a PTW; and
- Ensuring all Incidents, Near Misses, Unsafe Acts, and Unsafe Conditions are reported in accordance with the HSE Incident Management Framework and HSE Investigation Framework.

The PIC and the PI may be the same person. If this is to occur then the Worker must comply with the roles and responsibilities of both the PIC and PI.

### 5.9.2 Permit Issuer

The Permit Issuer is assigned by Management and those in a supervisory capacity.

The Permit Issuer must:

- Develop, approve, and close out a PTW;
- Ensure that proper work planning, identification of hazards, risk assessment have been conducted;
- Supervise work performed under a PTW;
- Ensure that all Workers have received a site orientation and have been clearly communicated of the site hazards and work scope;
- Lead a tailgate safety meeting with Workers outlining the expectations of the JHA and PTW; and
- Ensuring all Incidents, Near Misses, Unsafe Acts, and Unsafe Conditions are reported in accordance with the HSE Incident Management Framework and HSE Investigation Framework.

The PIC and the PI may be the same person. If this is to occur then the Worker must comply with the roles and responsibilities of both the PIC and PI.

### *5.9.3 Permit Receiver*

The Permit Receiver must:

- Sign off and accept the terms of the issued PTW;
- Follow the PTW requirements detailed in this Framework;
- Participate in the development of a PTW to ensure job scope is properly identified and all controls are communicated;
- Confirm that expectations identified on the PTW have been communicated to Workers involved in that particular work scope;
- Ensure that work permitting occurs prior to starting any work activity;
- Notify the PI of job delays, changing conditions, unforeseen hazards, or other relevant information;

The Permit Receiver may be the Job Coordinator or a Worker.

### *5.9.4 Job Coordinator*

The Job Coordinator must:

- Act as the Permit Receiver;
- Understand the terms of the PTW through reviews with the PIC or PI;
- Endorse by signing of the PTW prior to work commencing;
- Communicate expectations of JHA and PTW with all Workers involved in the permitted activity;
- Communicate with other Job Coordinators on the requirements of the work activity;
- Coordinate the specific activities that will be performed by those under their supervision, according to the PTW;
- Notify the PI prior to leaving the worksite while work is being performed by those under their supervision;
  - When leaving site an alternate Job Coordinator must be identified and the requirements of the PTW communicated; and
- Clean the work location and return it to a safe condition once the work is completed.

### *5.9.5 Worker*

The Worker must:

- Participate in the tailgate safety meeting;

- Participate in the JHA development;
- Follow the requirements of the JHA, PTW, and applicable Procedures/Technical Standards/SOP;
- Report changing conditions to the Job Coordinator (if there are multiple Workers) or PIC/PI (if there is one Worker); and
- Stop all work if the requirements of this Framework are not being followed.

## 5.10 Competency

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All personnel will receive training appropriate to the roles they are required to fill. Competency will be assessed in accordance with the Operations Competency Technical Standard.

### 5.10.1 Person in charge/Permit Issuer

The Person in charge and the Permit Issuer must be competent on the following:

- The requirements of this Framework, and the Work Site Management Framework;
- The requirements set by the Risk Matrix Technical Standard;
- Determining the proper risk ranking of a work scope;
- Understanding their responsibilities as the Person in charge and the Permit Issuer;
- Ensuring the level of supervision assigned through the Risk Matrix aligns with this framework;
- Understanding when to terminate a PTW;
- Understanding when to issue an additional or new PTW;
- Understanding when a PTW can be extended;
- Understanding who can be identified as the Permit Receiver; and
- Understanding the process of delegating supervision.

### 5.10.2 Permit Receiver

The Permit Receiver must be competent on the following:

- The requirements of this Framework, and the Work Site Management Framework;
- The requirements to review the Permit to Work Template;
- Understanding the level of supervision required;
- Understanding the requirements set by the Risk Matrix Technical Standard;
- Understanding their responsibilities as the Permit Receiver;
- Understanding when a Permit to work has expired or needs to be reissued.

### 5.10.3 Job Coordinator – External (Contractor)

The Job Coordinator must be competent on the following:

- The requirements for a PTW as per applicable regulations for the jurisdiction;
- Understanding how to report any hazards or conditions up to the Permit Issuer;
- Understanding their responsibilities as the Job Coordinator; and
- Understanding when a PTW has expired or needs to be reissued.

*5.10.4 Job Coordinator – Internal (Employees and Consultants)*

The Job Coordinator must be competent on the following:

- The requirements of this Framework, and the Work Site Management Framework;
- Understanding how to report any hazards or conditions up to the Permit Issuer;
- Understanding their responsibilities as the Job Coordinator; and
- Understanding when a PTW has expired or needs to be reissued.

*5.10.5 Worker*

The Worker must be competent on the following:

- The requirements of this Framework, and the Work Site Management Framework;
- The requirements for a PTW as per applicable regulations for the jurisdiction;
- The requirements on how to complete the JHA Form;
- The requirements for the specific work activity to be performed;
- Understanding when a PTW has expired or needs to be reissued; and
- Understanding how to report any hazards or conditions up to the Permit Issuer or Job Coordinator.

**5.11 Process Measurement Criteria**

*5.11.1 Assurance Activities*

The Permit to Work Verification Form is used as a self-assessment tool for managing conformance to this Framework in accordance with the HSSE Assurance Technical Standard.

*5.11.2 Performance Indicators*

Performance will be managed in accordance with the HSSE Performance Management Framework.

Assessment Category	Required Performance Indicators
Planning and	<ul style="list-style-type: none"> <li>• Monthly total site number and percentage of <u>JHA Form</u> and <u>PTW Template</u></li> </ul>

execution	reviewed for quality. <ul style="list-style-type: none"><li>• Monthly total site number and percentage of quality improvement opportunities identified from <u>JHA Form</u> and <u>PTW Template</u> quality reviews.</li></ul>
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Final