



Work Authorization

Training Objectives

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- Personnel understand when a general permit to work, special permits and/or work plans are required
- Personnel understand how a permit to work is authorized and communicated
- Personnel must know their role and responsibilities within the Work Authorization





Introduction

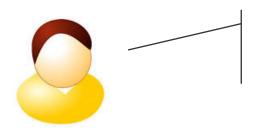
- Work Authorization refers to the authority to allow for work to happen. Not all work will require permit and the requirement is to be decided by the Task Consequence Catalogue as a guide.
- Permit to Work (PTW) is considered when work may adversely affect the safety of the workforce, the environment or the integrity of Chevron's assets.
- Permit to Work consists of three activities:
 - General Permit to Work
 - Specialized Permits
 - Work Plans

Objectives of Permit to Work

- Authorize certain people to carry out specific work, at a specific location, during a specified time frame
- Facilitate communication of how the work process is controlled and who is in control
- Identify job scope and set the parameters by which to manage work
- Detail when work should be stopped



Roles and Responsibilities

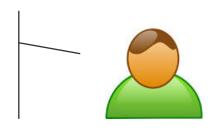


Permit Holder/Requester

- Understands the planned work, and the relevant maintenance and emergency procedures
- Facilitate, review, and documents onsite Hazard Analysis
- Create and/or aid in the drafting of work permits and work plans
- Confirms isolation for equipment as described on Equipment Isolation Checklist
- Witness verification of zero energy prior to commencing work
- Conducts pre-job briefing and communicate work scope, potential hazards, mitigations, permit/work plan conditions to the work crew
- Communicates permit to applicable work team members and other involved personnel to check for Simultaneous Operations.
- Ensures gas tests are conducted as required by work permit.
- Jointly verifies with Permit Issuer / Approver that the conditions required to safely execute the job are in place.

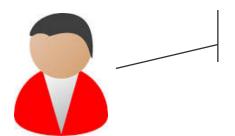
Permit Issuer

- Assures equipment is properly prepared and isolated prior to releasing work to the Permit Holder
- Review associated hazard analysis documents (JSA, PPHA, Start Work Checks)
- Participate in Pre-Job Safety Briefing for Critical Consequence work.
- Visit job site with Permit Holder prior to issuing permits
- Participates in permit renewal, and revalidation
- Closes out permit





Roles and Responsibilities

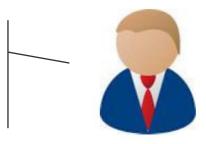


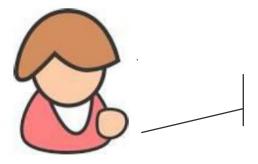
Area Controller

- For F&L, Operations Manager or M&C Project Manager
- Ensure work is being conducted in accordance with permits and hazard analysis documents

Subject Matter Expert

 Specific HES and technical expertise (authorized electrical person, civil engineer, etc)





High level Chevron Manager

 Approve critical consequence work activities (hot tapping; entry into inert atmospheres; isolation where positive physical isolation is required but cannot be reasonably achieved (Area Manager, Engineering Manager, and others)



Permit to Work Requirements for conducting a PPHA

A documented Planning Phase Hazard Analysis (PPHA) is required for:
☐ SIMOPs activities
☐ Bypassing critical protections
☐ Confined space activities with special hazardous conditions
☐ Work on energized equipment over 50 volts
☐ Excavation activities requiring protective systems (e.g. shoring, bracing, sloping)
☐ Open flame hot work in a Hazardous (Classified) Area or inside a tank or vessel
□ Hot tapping
☐ Activities requiring Positive Physical Isolation (PPI)
☐ Critical Lift Operations
□ Any activities involving explosives
☐ Any activities requiring approval from a Chevron high level manager



Permit to Work

- Document the work task to be performed in the General Work Permit Form
 - Complete all fields, as applicable
 - Self-permitting is never allowed
 - Permit shall have initial duration of 12 hours and permits extending beyond 12 hours will require a revalidation
- Prior to the issue of any type of permit a qualified person will carry out a site hazard assessment to identify any potential hazards associated with the work to be done.
- The hazard assessment will also identify any potential for flammable or toxic gases or vapours to be present.
- Permit Requestor and Permit Issuer / Approver shall jointly verify that the required conditions are in place prior to authorizing work.
 - Requires physical inspection of the Job Site.
 - All required conditions must be verified and in place before issuing the Permit to Work / Form.
 - Permit Issuer and the Permit Requestor initials the Permit or Form confirming that they have thoroughly checked & verified all the requirements are in place and functioning.





PTW currently used within F&L

Single PTW System

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Electronic PTW System







: Non-Open Flame Permit : CRKG-010628 : Draft

Permit Details	
Site:	Cracking ABU
Planned Start Date:	13 Feb 2021
Planned End Date:	13 Feb 2021
Maximum Lifetime	30 Days
Work Location:	SRU Unit #1
Offline Approval and Execution	No
Equipment:	FRONT END SECTION (0125-FRNT) SULFUR TRANSFER PUMP (P-2101)
Tools/Equipment to be used:	Hand tools, Picker
Work Order:	590352-019
Lead Craft:	Pipefitter/Boilermaker
Isolation Requirement:	Yes
External Hazard Analysis / Consequence plan	No
Revalidate by Permit Approver Required?	

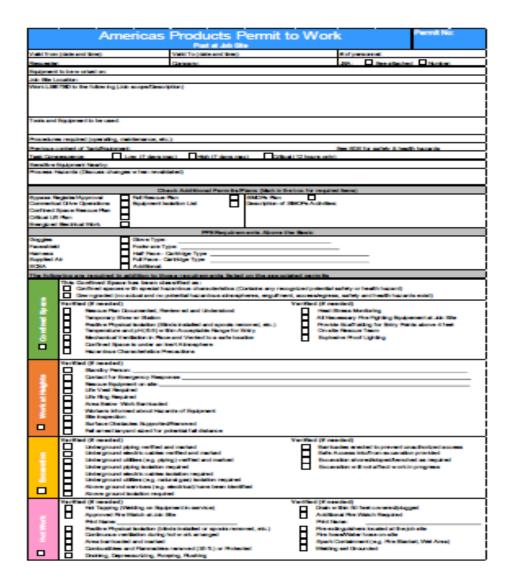
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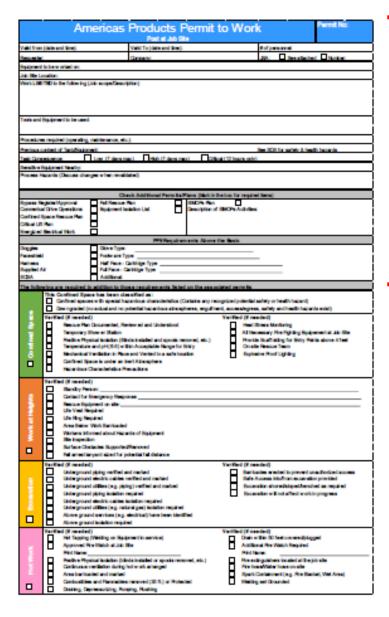
Permit to Work – Single PTW System Generate a General Permit to Work

- Document the work task to be performed in the General Work Permit Form
 - Complete all fields, as applicable
 - Self-permitting is never allowed
 - Initial permit issuance duration not to exceed
 12 hours
- General Permit to Work, Confined Space Entry Permit, Excavation Permit, Working at Heights Permit, and Hot Work Permits has been combined into one streamlined permit.

Additional forms such as fall rescue plans, equipment isolation lists, and critical lift plans will still be required for the associated work activity







Americas	Products Permit to Worl	Permit No:
	Post at Job Site	
Valid from (date and time):	Valid To (date and time):	# of personnel:
Requester:	Company:	JSA: See attached Number:
Equipment to be worked on:		
Job Site Location:		
Work LIMITED to the following (Job scope/Descrip	ition)	
Tools and Equipment to be used:		
Tools and Equipment to be used.		
Procedures required (operating, maintenance, etc.):	
Previous content of Tank/Equipment:		See SDS for safety & health hazards
Task Consequence: Low (7 days ma	x) High (7 days max) Critical (12 hours only)	
Sensitive Equipment Nearby:		
Process Hazards (Discuss changes when revalidation	ated)	
Che	eck Additional Forms/Plans (Mark in the box for required	items)
Bypass Register/Approval Fall Rescue P		,
Commerical Dive Operations Equipment Iso	lation List Description of SIMOPs Activities:	:
Confined Space Rescue Plan		
Critical Lift Plan		
Energized Electrical Work		
	PPE Requirements Above the Basic	
Goggles Glove Type:		
Faceshield Footware Typ		_
Harness Half Face - C	artridge Type	
Supplied Air Full Face - Ca	rtridge Type	
SCBA Additional:		

- The streamlined Permit to Work will require the same general information as before
- If there are changes such as number of personnel, job scope, etc. they can be noted on the respective permit section, initialed and dated

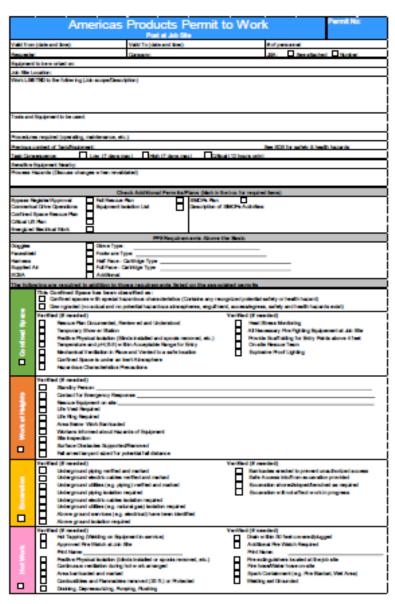


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Americas	Products P	ermit to Work		Permit No:
	Post at Job Site			
Valid from (date and time):	Valid To (date and time):	1	# of personnel:	
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Equipment to be worked on:				
Job Site Location:				
Work LIMITED to the following (Job scope/Descri	otion)			
Tools and Equipment to be used:				
Tools and Equipment to be used.				
Procedures required (operating, maintenance, etc.):			
Previous content of Tank/Equipment:		s	ee SDS for safety & health	n hazards
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Sensitive Equipment Nearby:				
Process Hazards (Discuss changes when revalid	ated)			
Ch	eck Additional Forms/Pl	ans (Mark in the box for required i	items)	
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Critical Lift Plan				
Energized Electrical Work				
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SCBA Additional:				

Forms shall be printed when needed

 Retail and ISC Facility Permit Nos. will be the Facility Number/SAP Plant number, date & time (ex. 21044473019800)





- Check the boxes associated with the specialized activity that applies to the work and check the applicable requirements for each
- Verifications of these requirements should be done by the individuals performance the work in conjunction with any associated Essentials Checklist



	An	nericas	Products F		V	/ork		Permit No:
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Confined Space Rescue Plan			
Critical Lift Plan			
Energized Electrical Work			

- Some standalone forms/plans are still required for applicable work activities
- Those forms shall be included in the overall permit package for the activity
- Form/plan requirements can be in found in the applicable Safe Work Practice



	Gas Tes	ting Require	ments (All o	gas testing to	be performe	d by a Qualified Ga	s Tester, Reco	rd gas feet re	multir on gan	(esting log)	
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□ NA	Confined Space	Birtry Log		
Maximum Simultaneous Entrants:				
Name	Time in	Time Out	Time in	Time Out

	Gas Testing Requirements (All gas testing to be performed by a Qualified Gas Tester, Record gas test results on gas testing log)										
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Gas Testing Requirements determined by Qualified Gas Tester										_	
Date:											
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						Initial Discussion					

• Fill out the gas testing requirements applicable to the specialized activities in the sections on page 1.



	Gas Tes	ting Require	ments (All	se testing to	be performer	by a Qualified Gas	Tester, Reco	rd gas lest re	sults on gas feeting log)	
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□ NA	Confined Space	• Bitry Log		·
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	Permit Approval and Acceptance											
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	Name:	Signature:	Date:	Time:								
-	Permit Holder: (I understand and agree to Pe Name:	rmit conditions and have communicated all conditions wit Signature:	h Permit Users) Date:	Time:								

 Once hazards relevant to the work have been addressed, agreement has been reached, and any required safeguard verifications have been completed, the Permit Issuer and Permit Holder shall sign to indicate that the requirements are understood and that the work crew will comply with them.



	Gas Tes	ting Require	ments (All	ass testing to	be performe	d by a Qualified Gar	s Tester, Reco	rd cas lest re	nults on our	(esting log)	
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	pprover: (Th	e w orksite ha			operating co	nditions)					$\neg \neg$
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□ NA	Confined Space	Britry Log								
Marinus Situataneous Estranta:										
Name	Time in	Time Out	Tire is	Tine Out						

	Revalidation Authorization and Gas Testing Summary										
Gas Test Time	LEL % (0%)	02%	H2S ppm	CO ppm	Other	Process/SIMOPS	Permit Holder (Print)	Permit Issuer (Print)	Date		
						Discussed Changes					
						Discussed Changes					
						Discussed Changes					
						Discussed Changes					
						Discussed Changes					
						Discussed Changes					
						Discussed Changes					

- Additional gas testing results from initial, as well as gas testing necessary as a result of permit revalidation, shall be documented here
- Revalidation approval is also documented within this section



	Gas Testing Requirements (All gas testing to be performed by a Qualified Gas Tester, Record gas test results on gas testing log)										
									ous: record g	as test result	s every:
Notin	equired	100	fiel	Ho	urly	Every	Hours	_	1 hr	Other	
	ng Requiremen	ts determine	d by Qualified	Gas Tester					[_	_
Name: Date:											
Gas Test											
Time	LEL % (0%)	02%	HQS ppm	CO ppm	Other	Process/SMOPS	Permit Hold	er (Ptint)	Permit bis	uer (Print)	Date
						Initial					
l .						Discussion					
	Permit Approval and Acceptance Permit Approval: (I agree the scope of work can be carried out provided all conditions apacified on this permit and associated HA and permits/plans are net)										
Name:	pprover: (I a	gree the scop		n be carried o lignature:	sut provided s	il conditions specif	lied on this pen Date		ated HA and Tim		are met)
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				Revalidatio	n Auhtoriza	tion and Gas Tes	ting Summar	y			
Gas Test Time	LEL % (0%)	02%	H2S ppm	CO ppm	Other	Process/SMOPS	Permit Hold		Permit be	uer (Print)	Date
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	Permit Cancelation										
	pprover: (Th	e worksite ha			operating cor	nditions)					
Name:			8	igneture:			Date		Tim	n:	
Permit is	suer: (Work)	s completed :	and a closeou	f discussion	with the crev	v has been conduc	ted and docum	ented)			
Name:				ignature:			Darte		Tim	n:	

| NAME | The In | The Out | The In | The I

 Record confined space entrants in the confined space entry log if confined space entry is one of the selected specialized activities

□ N/A	Confined Space Entry Log			
Maximum Simultaneous Entrants:				
Name:	Time In:	Time Out:	Time In:	Time Out:



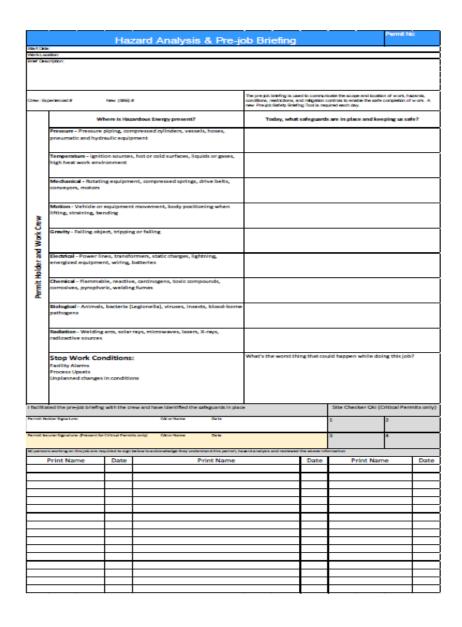
Gas Testing F Name: Date:	uired	_ =	Sel						nulfs on gas feeling log) ous: record gas test result	n money			
Gas Testing F Name: Date: Gas Test	Pequiremen									a every.			
Name: Date: Gas Test		ts determined			rly	Every	Hours		1 hr Other				
Date: Gas Test	R % //%)		by Qualified	Gas Tester						_			
	EL SE (DSC)						_						
Time		0.044					Permit Hold	or (Date)	Permit bouer (Print)				
	CE 10 (0 10)	02%	H2S ppm	CO ppm	Other	Process/SMOPS	Permit Hoto	er (Pant)	Permit South (Print)	Dete			
1 1						Initial							
	Discussion												
Permit Approval and Acceptance													
Permit Appr Name:	rover: (lag	yee the scop							lated HA and permits/plans Time:	are met)			
Permit Issu	er: (l'under	stand and ac	ree to Permit	conditions ar	d have com	nunicated all conditi	ons with Permi	(Users)					
Name:				ignature:			Date		Time:				
				Revalidatio	n Auhtoriza	tion and Gas Tes	ting Summar	у					
Gas Test Time	EL % (0%)	02%	H2S ppm	CO ppm	Other	Process/SMOPS	Permit Hold	er (Phint)	Permit baser (Print)	Date			
						Discussed Changes							
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						Discussed Changes							
						it Cancelation							
Permit Appr Name:	rover: (The	worksite ha		ed to normal ignature:	operating cor	ndflors)	Date		Time:				
Permit Issu Name:	Permit Issuer: (Work is completed and a closeout discussion with the crew has been conducted and documented)												

Confined Space	Brtry Log		
Time in	Time Out	Tire is	Time Out
		Confined Space Bitry Log Tire in Tire Out	

 By signing the permit closure portion of the permit, the Permit Issuer and Permit Holder are acknowledging that work has been completed and a closeout discussion with the work team has been conducted

Permit Closure					
ite has been returned to normal operating condition	ns)				
Signature:	Date:	Time:			
eted and a closeout discussion with the crew has Signature:	been conducted and documented) Date:	Time:			
	ite has been returned to normal operating condition Signature: eted and a closeout discussion with the crew has	ite has been returned to normal operating conditions) Signature: Date: eted and a closeout discussion with the crew has been conducted and documented)	ite has been returned to normal operating conditions) Signature: Date: Time: eted and a closeout discussion with the crew has been conducted and documented)		



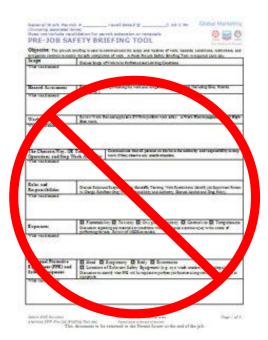


- The Hazard Analysis will cover:
 - Scope of work
 - The conditions of the General Work Permit & associated documents
 - Potential hazards & risks associated to the work & the defined control measures
 - Advice that anybody can stop the work if it is felt unsafe to continue
 - Evacuation & emergency response plan requirements
 - Emergency action requirements, including assembly expectations
 - Location of emergency response & first aid equipment
 - PPE requirements
 - Conditions when Stop Work shall be used



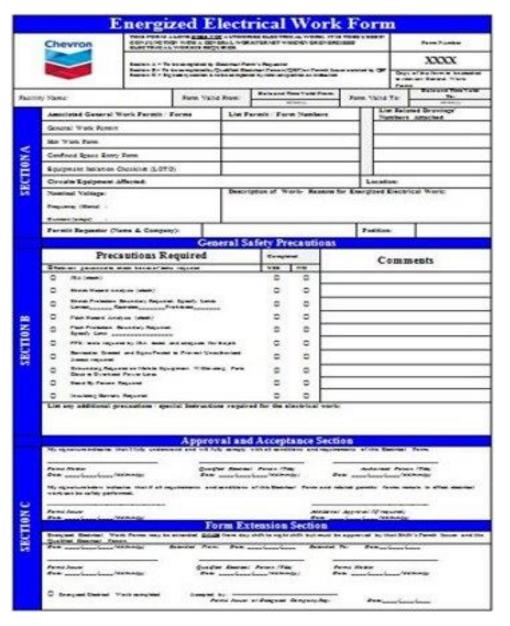
		Haz	ard Analysis & Pre-jo	ob Briefina			Permit No	ox.
Start Care								
WENTLO	reflor:							
BOSE CHA	oription:							
Crew: Bo	perienced 8	New (1005) #		The pre-job briefing is use conditions, restrictions, ar new Pre-job Safety Briefin	d to commun of mitigation on ng Tool is nec	icate the scope and boats controls to enable the safe pined each day.	on of work, has completion of	eards, work A
	w	There is Haza	rdous Energy present?	Today, what	safeguard	s are in place and kee	ping us saf	le?
1			pressed cylinders, vessels, hoses,					
	pneumatic and hyd							
	Temperature - Ignit high heat work env		hot or cold surfaces, liquids or gases,					
	Mechanical - Rotati conveyors, motors		nt, compressed springs, drive belts,					
×	Motion - Vehicle or lifting, straining, be	requipment ending	movement, body positioning when					
Permit Holder and Work Crew	Gravity - Failing object, tripping or failing							
3	Floridad - Poster 1	nes transfer	men, static charges, lightning,					
oldera	energized equipme	ent, wiring, b	atteries					
1 =	Chemical - Flamma	ble, reactive,	cardnogens, toxic compounds,					
Per I	Chemical - Flammable, reactive, cardinogens, toxic compounds, corrosives, pyrophoric, welding furnes							
1	Biological - Animals	s, bacteria (Le	egionella), viruses, insects, blood-borne					
1	pathogens							
1	1							
1	Radiation - Welding	g aros, solar n	ays, microwaves, lasers, X-rays,					
1	radioactive sources							
1	1							
1	Stop Work Co	nditions:		What's the worst thi	ng that co	uld happen while do	ing this job	2
1	Facility Alarms							
1	Process Upsets							
1	Unplanned change	s in condition						
1	1							
1	1							
		g with the cre	w and have identified the safeguards in place ON or Name Cale			Site Checker CAI (C	Critical Perr	mits only)
	ide Spature					1	2	
			sonig) CiV or Name Cale			3	4	
			time to a chrowledge they understand this permit, he	a rearrangers and reviewed		-		
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- The Permit Holder must conduct a pre-job safety briefing with all workers at the job site whenever a PTW is issued, extended or renewed
- All those attending the Pre-job brief are required to sign the form
- The Hazard Analysis/Pre-job Briefing within the Single PTW System will replace the need/use of the Pre-Job Safety Briefing Tool and Job Safety Analysis (JSA)



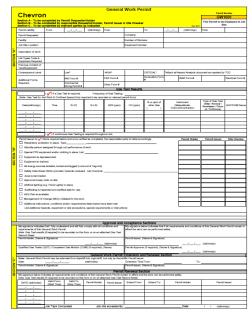


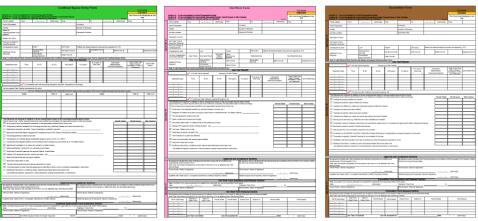
- For the specialized activities that are not included in the Single PTW System, a General Permit to Work will no longer be required
- Only the associated permit/form with appropriate approvals will be needed to begin work.
 - Examples include:
 - Diving
 - Energized Electrical Work





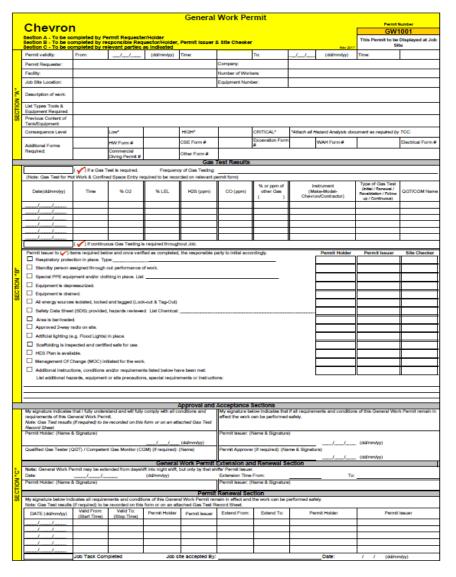
- The General Work Permit is divided into 3 sections "A", "B" and "C":
 - "A" (request for work) to be completed by the Permit Requester/Holder and submitted to the Permit Issuer"
 - "B" to be completed by Permit Issuer
 - "C" will require designated parties to sign as applicable.
- Only the Permit Issuer can make changes to the information on the forms and changes MUST be made on all copies and COMMUNICATED to Permit Requester/Holder.
 - One exception is, addition gas test results may be recorded on copy posted at the job site
- Local variations to the format are allowed if the permit meets the design requirements of the Permit to Work Standard.
- Relevant forms (Hot Work Form / Confined Space Entry Form / Excavation Form / Work at Heights Form) will accompany the GWP as according to the work description.





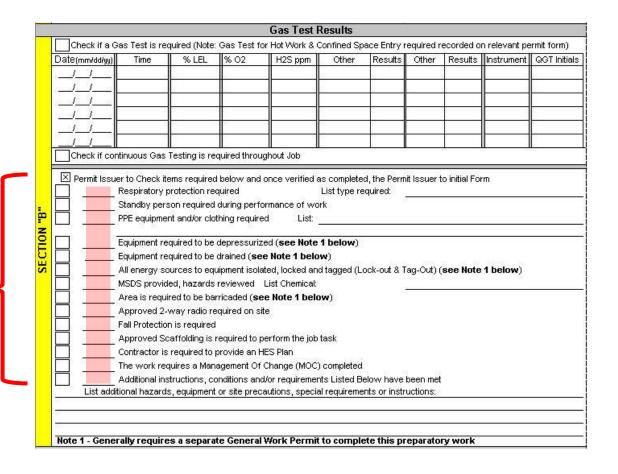


- The Permit to Work will provide space to list:
 - Description of the work to be done, with job limitations
 - Location of the work site or area
 - Permit Requester's name & company
 - Date and time period for which the work permit is valid
 - Gas test results, if required
 - Consequence Rating of job
 - Permit Requester/Holder's signature and date signed
 - Permit Issuer's signature and date signed
 - General permit to work extension details
 - General permit to work renewal section





Both Permit Issuer and Permit Holder are required to initial next to each item checked in Section B on GWP and all other relevant forms





- Permit Approval, Extension, Renewal and close out are in Section C
- Wet signatories are required as according to dedicated roles.

	*	Approval and Acceptance	Sections			
	My signature indicates that I fully underst Permit Requester/Holder:	tand and will fully comply with all con	ditions and requirements of this	General Work Permit. / (mm/dd/yy)		
Permit Approval	performed safety. Note, das rest results (in required) to be recorded on this form of all attached das rest record sheet.					
Section	Permit Issuer: Permit Approver (if required)			/ authorizodztarttir / (mm/dd/yy)		
<u> </u>	I have been a second and the second	tension Section (Total maximu	m permit time is limited to	16 hrs per day)		
	Note: A General Work Permit may be ext			78 8009019195 80091	Permit Extension	
ڐۣ	Date:/// Permit Issuer:		Extension Time From: guester/Holder:	To:	Section	
2		Permit Renewal Se	A CONTRACTOR OF THE CONTRACTOR	10	\dashv	
Ē	My signature below indicates all requirer safely. Note: Gas Test results (if require			25		
<u> </u>	DATE Valid From: Valid To: (mm/dd/yy) (Start Time) (Stop Time	Permit Permit Issuer	Extend Permit Holder to:	Permit Issuer	Permit Renewal	
				8		
	<u> </u>			16	Section	
		1	1 1	2		
	<u> </u>	1	+ +	0.00		
	<u> </u>	Permit Closeout Sec	tion	3		
Permit Closeout	☐ Job Task Completed Work Perm	it Accepted Back By:	3.40(3.44)	Date: / /		
Section 1	☐ Job Task Not Completed	Job task carried forward for work	under Permit No.:			
Collon	Page 1 - Field Copy Page 2 - Office	е Сору		Revised:11/01/2008		



- Revalidation requires the Permit Issuer to verify and document that all conditions and requirements on the permit and forms remain in effect.
- Revalidation is documented on the Pre-Job Safety Briefing Tool.

General Work Permit Does not include revelide	and Forms rev	alidated (D	C AM C PM	
PRE-JOB SAF	TY BRIE	FING	TOOL	(Femily Islam John)	Z.
ASSOCIATED GENER Objective: The project be minigation controls to credite	ofing is used to con	remunicate the	scope and k		urds, conditions, restrictions, as
Scope - Discuss Scope of the Performed and Limit Conditions.	of Work to Ca	Work scop Onsite task Identificati If job mstric	iscussed e as identifi location (e on of equip tions, if ar	ed on the GWP and g. TTLR, tank far ment to be worked	dassociated forms rm, tank #, cacopy, etc.) fon (tank #, dispenser #, etc d work (e.g. no work after
- Additional clarification	n to scope beyon	nd work des	cription as	described on GV	VP and associated forms:
SWP Standards: Based on the Scope of work discuss which SWP standard all permits/forms that will be	apply and identify	Check Genera Work a	t Heights	Hot Work Excavation	☐ Energized Electrical
discussed Hazards, risks and for each job step i Control measures risk and potential	dentified was dis- identified for each loss identified wa	nussed h hazard, s discussed			:
Discuss Exposures (check exposures discussed)	Discussion rega	acting any m	aterials or	gen Deficiency 🔲 conditions which n view of MSDS as n	Corrosives Temperatur nay cause a serious injury in seded.
Personnel Protective Equipment (PPE) and Safety Equipment	Check PPE discussed for Head Respiratory Body Hand Feet Discussion to indentify what PPE well be required to perform job function along with any needed tools or				
Discuss elements of Work Plan not already addressed by review of ILA/ISA/IHA(s).	Identify additi	onal work p	lan eleme	nts discussed	· · · · · · · · · · · · · · · · · · ·
Site Emergency Response / Action Plans	What to What to What to What is Kho discuss as	do in case of do in case of do in case of the site eva-	of a medical of a spill or of a fire cuation plan usombly poi	other environment	to call, where to go)
Roles and Responsibilities	Identify job Sur Authority, Disc	pervisor/Per uss Alcohol	son in Char and Drug I	ge Reinforce Stop Policy.	Work Responsibility and
Additional Personnel:	☐ Standby Saf	ety Watch	Fire Wa	nch 🗆 Rescue Po	esconel

January 2010 Restator

Page 1 of 2

This document to be returned to the Permit Issuer at the end of the day



Permit to Work – Electronic PTW (ePTW) System

- Electronic Permit to Work is a digital permitting system that replaces paper-based permitting to enable control of work
- Electronic Permit to Work:
 - Minimizes risk
 - Maximizes safety
 - Increases operational efficiency
 - Increases effectiveness



We are utilizing eVision's **Permit Vision** tool to enable electronic permit-to-work within Chevron.





Permit to Work – Electronic PTW (ePTW) System Permit Activities and Workflow Icons

Each permit activity type has its own associated symbol and color. The symbol and color never change during the life of the permit.

- Maximum single-issue period of the permit is 12 hours, but it may be suspended/re-issued as required within that shift
- All permits have a maximum 30-day life (except Bypassing Critical Protections, which has a maximum 3-day life)

Each step of workflow status has its own icon shape

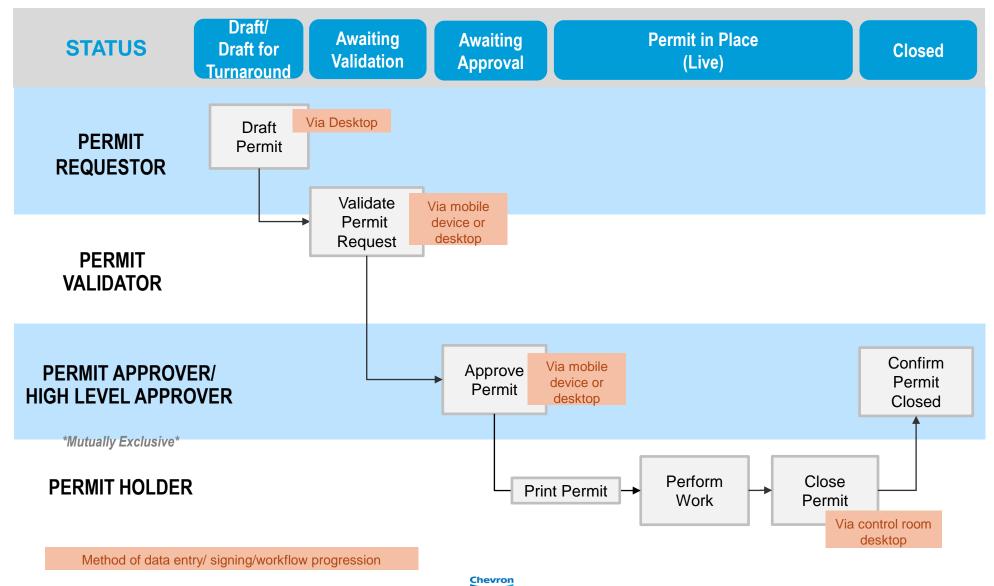
- Icon shape changes as the permit moves through the workflow
- This shape change is displayed on the site graphics, as well as electronic and printed copies of the permit

PERMIT TYPE	LIFETIME	ICON	PERMIT TYPE	LIFETIME	ICON
General Work	30 days	*	Radiography	30 days	
Open Flame	30 days	•	Commercial Diving	30 days	
Non-Open Flame	30 days	<u></u>	Energized Electrical	30 days	4
Confined Space Entry	30 days	1	Bypassing Critical Protections	3 days	%
Breaking Containment	30 days	*	Permit Not Required	7 days	8
Excavation	30 days				

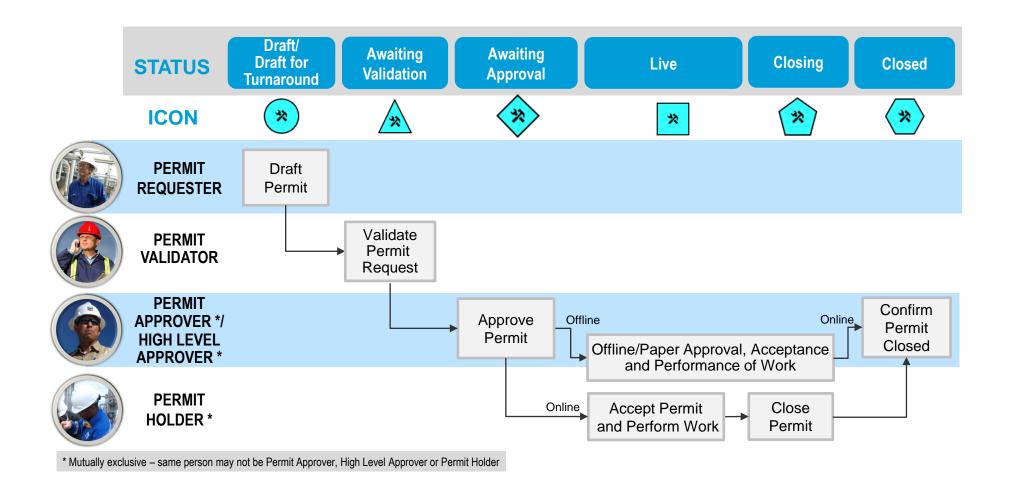
WORKFLOW STATUS	ICON	WORKFLOW STATUS	ICON
Draft / Draft for Turnaround	*	Suspended	S
Awaiting Validation	*	Suspended for Test	
Awaiting Approval	*	Closing	*
Live	*	Closed	*
Live for Test	*		



Permit to Work – Electronic PTW (ePTW) System Permit Work Flow



Permit to Work – Electronic PTW (ePTW) System Permit Work Flow





Preparation of the Job Site & Equipment – Gas Testing

- Gas testing must be conducted in accordance with Gas
 Detection Standard immediately prior to work for any tasks
 that require gas testing. Including, but not limited to:
 - Hot Work
 - Confined Space Entry
 - Isolation of Hazardous Energy in areas with potentially hazardous atmosphere
 - Excavation
- Must be performed and evaluated by a Qualified Gas Tester
- Work activities can ONLY begin once gas testing results are within acceptable limits and no more than 1 hour after area was tested and for Hot Work 2 hours for others.







Permit to Work

- Review and communicate Hazard Analysis, Permits and Work Plans
- Conduct Work
 - A copy of the PTW pack must be kept onsite including, but not limited to the following:
 - General Permit to Work
 - Specialized Permits
 - Work Plans
 - Work must be monitored to ensure work is performed safely and in accordance with work plans







Pre-Job Safety Briefing

- Permit Requestor/Holder must conduct a pre-job safety briefing with all workers at the job site, whenever a Permit to Work is to be issued, extended or renewed and before work resumes after permit revalidation.
- Pre-job Safety Briefing Tool/Form is to record the content of the meeting. If additional workers arrive on site after the safety briefing, a briefing needs to be conducted with them.
- The Pre-job Safety Briefing will cover:
 - Scope of work
 - The conditions of the Permit to Work & associated documents
 - Potential hazards & risks associated to the work & the defined control measures (JLA discussion)
 - Advice that anybody can stop the work if it is felt unsafe to continue
 - Evacuation & emergency response plan requirements
 - Emergency action requirements, including assembly expectations
 - Location of emergency response & first aid equipment
 - PPE requirements
 - Stop Work Authority



moral Work Permit	and Forms revalidated @ S AN D PM Global Marketing		Pre-Job Briefing Tool
DF-10R SAF	ETY BRIEFING TOOL		
SSOCIATED GENE plective. The purple has spaties commit in make page - Discuss Suppe : Performed and Limit modificat. What are the limiting lack, restrictive week	RAL WORK PERMIT NO. The property of the prope	The Tenets of Operation are based on two key principles: 1. Do it safely or not at all. 2. There is always time to do it right. The Tenets of Operation are Always: Operate within design and environmental limits.	As an emplenee or contracts for Charles and the Contract of the Contract of Co
P Senadards; sed on the Seepool week, near which SVP manifed pomies them that will be	agely and allowed D. Wordt at Mariette D. Francisco D. Franc	Operate in a safe and controlled condition Ensure safety devices are in	AMAZZE how to reduce the risk!
Coursel for all tasks. I lob creps identified discussed Example, roke and for each job step: Coursel measures.	SA. HEA(s) developed and List rate for which LA. SA. HEA(s) have been developed. developed. developed. developed. developed. developed. developed one shared. developed one shared. developed one shared. developed one shared. D. Tamanadoli D. Toured D. Oregan Developed. D. Oregan developed one shared one of the state of the shared one of the sh	piace and functioning. Follow safe work practices and procedures. Meet or exceed customer's requirements. Maintain integrity of dedicated systems. Comply with all applicable.	Safety Bridling Attenden (Day acknowledging that have been bridled on the hazards and understand they be in boards; scope of word; conditions, restrictions and control measures. 1. 5. 6.
runnel Protective pipment (PPE) and fery Equipment	Check PPE discussed for C Read C Respiratory C Stody C Hand Feet Decrease to selectly what PPE will be superad to portion just feature along with any senate tests or parameters.	rules and regulations. Address abnormal	:
scuss elements of ork Plan not already dressed by review of A TSA: TEA(s).	Identify additional workplan element discussed	conditions. Follow written procedures for high-risk or unusual situations.	-
te Emergency esponse / Action ens	Check the Emergency Action Flust that were disquared. What to do use as of a model company (who to out, where to go) What to do use as of a spill or other environmental release. What to do use as of a first What to do use of a first What to do use of a first What to do use of a first of the document of the document of the document of the other actions of the document of the other actions of the document of the other actions or a document of the other actions or advanced accomplication of a military or document of the other actions or advanced accomplication of the other actions or advanced accomplication of the other actions or advanced accomplication of the other a	Involve the right people in decisions that affect procedures and equipment.	th
eles and esponsibilities	Identify job Supervisor Person in Charge Reinstone Stop Work Responsibility and Auditority: Discuss Alcohol and Drug Policy:		Stor Tate Det
diriousl Personnel:	Distanced by Sanfery Warch Differ Warch Difference Personnel Design and the property to property to proper party the property of the personnel.	Page 2 of S	Armany2016 Septem

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Permit Extension & Renewal

- A General Work Permit shall have the initial duration of 12 hours and permits extending beyond 12 hours will require a revalidation.
- A General Work Permit can be renewed on a daily basis for up to a maximum of 6 consecutive working days.
- Before extending or renewing a permit the Permit Issuer must ensure that:
 - All conditions, restrictions and control measures remain in effect
 - Any gas tests carried out initially are repeated
 - Gas results are accurately recorded and are within the acceptable range
 - The number of workers in attendance is updated
 - The maximum allowable hours within a calendar day is not exceeded
 - The Permit Issuer / Holder signs the extension / renewal section
 - The Work Permit is updated



Permit Cancellation

- The Permit to Work must be cancelled and work suspended under any of the following conditions:
 - Change of entire work crew
 - Change of Permit Requester / Holder
 - Change in scope of work (work not originally planned)
 - Reached maximum working hours for a calendar day
 - Change in job site conditions, resulting in potential hazard
 - o Serious injury, incident or near loss at the job site
 - Withdrawal of work permit by Permit Issuer







Work Completion

- The Permit Issuer inspects the job site with the Permit Requester to verify:-
 - that the job has been completed as per the original scope, and
 - the site is left in a safe condition.
- The Permit Issuer can now close out the Work Permit and/or work form, by crossing the appropriate box and signing the close out.
- Do not sign this section if the same job continues insert the next PTW number.



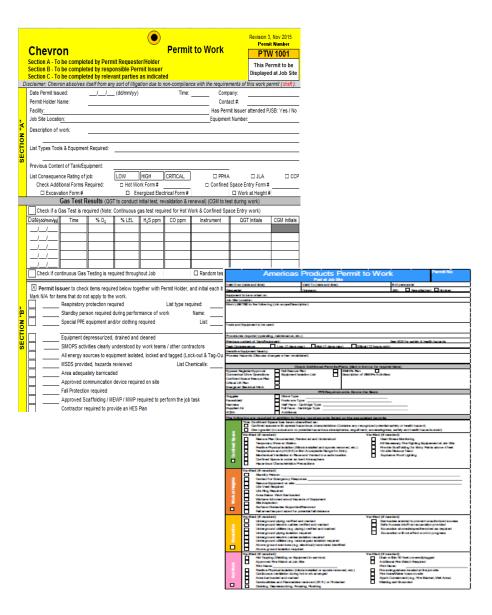




Record Retention

Permit to Work records will be retained in accordance with the following guidelines:

- Copies of all PTW, forms and associated documentation will be kept for <u>one year</u>.
- In cases where an incident occurred at the job site while the permit was in effect, the permit form and related documents must be kept with the incident investigation documentation.
- If permitted job involved potential health hazard, consider retaining permit documentation for an extended period of time.





Short Quiz



