

# Notice of Change to Controlled Documents #7--- 25 Oct 2010

## Change to Safety Management Manual

### SOP-GEN-007I: Energy Isolation Section 5

**Topic:** Procedures for completing/ issuing Energy Isolation Permits

**Summary of Change:** To simplify the permitting process

All Chapters	All Topics
<p><b>Old Version:</b> <b>Revision #6</b></p>	<p><b>5.0 <u>Permit</u></b></p> <p>The following is an example of the type of permit used to evaluate the confined space and request permission for entry. This can also be entered into NS-5 by copying and pasting the form and then printed out to be filed and taken to the work site. It is imperative that two copies of the permit are filled out. One is retained on the bridge and becomes part of the permanent record and the other is kept at the work site for review. After completion of the task and the permit has been closed out, the job site permit is returned to the bridge to be filed with the original.</p> <p>Permits must be serialized by number and tracked on the vessel/NS-5. The number is formatted as EIXX-000001. EI represents type of permit, that is energy isolation, XX is a code for each vessel (GX-Geoexplorer, RT-Rylan T, BM-BrooksMcCall, and GY-Gyre), and the number is counted up sequentially for each permit issued.</p>
<p><b>New Changes:</b> <b>Revision #7</b></p>	<p><b>5.0 Permit</b></p> <p><del>Entire previous section 5 deleted</del></p> <p style="text-align: center;"><b>Before work begins, an energy isolation permit must be filled out by the crewman doing the work and signed by the Engineer.</b></p> <p style="text-align: center;"><b>It is required that a copy of the work permit be posted at the site where the work is being done. Therefore, after the Engineer signs the permit, make a copy to post at the work site and the file the original on the bridge.</b></p> <p style="text-align: center;"><b>The person placing the locks and tags must sign the permit and note the date and time the locks/ tags were placed.</b></p>

	<p><b>When work is completed, The SAME PERSON who placed the locks and tags must remove them, then sign the permit noting the time and date they were removed.</b></p> <p><b>The Engineer, Master or Mate is responsible for entering the hot work permit into a work order in NS5 and writing the work order number on the signed permit.</b></p>
<p><b>Reason for the change</b></p>	<p>The previous permitting process was cumbersome and confusing. The result was that our crews were not clear on how to follow the process and found it too frustrating and time consuming to use. Failure to follow a clear permitting procedure resulted in several non-conformities. It is hoped that a simpler form and procedure will make it easier for our crews to comply with the SMM requirements.</p>

# Previous Permit- Revision #6

## Energy Isolation Permit

(All parts of this permit must be completed. Any other associated documents must be linked to this permit. Emergencies or unexpected circumstances may suspend or cancel this permit.)

<b>Ship:</b>	<b>Permit #: EIXX-000001</b>
<b>Date:</b>	<b>Time Issued:</b>
	<b>Time Valid:</b>

### Section 1: Work Description *(fill in with some detail)*

<b>Work Description</b>	<b>Permit requestor:</b>
	<b>Describe proposed work:</b>
	<b>Describe exact location of work:</b>
	<b>What equipment/operations will be impacted? SIMOPS evaluation?</b>
	<b>What equipment/tools will be necessary for work?</b>
	<b>Who will require notification?</b>

### Section 2: Hazards *(check or circle appropriate response and fill in requested information)*

<b>Hazards</b>	<b>Chemical Hazards</b>	N/A
	Flammable { } Toxic { } Corrosive { } Reactive { } Skin Irritant { } Inhalation { }	
	List potential chemical hazards:	
	<b>Gas Testing</b>	N/A
	Are results of gas testing linked to permit or recorded on permit?	Yes N/A
	<b>Physical Hazards</b>	N/A
	Noise { } Heat Stress { } Cold { } Electricity { } Asbestos { } Fire { }	
	Pressure/stored energy { } Confined Space { } Pinch Points { } Inert Atmosphere { } Dust/Particles { } Radiation { }	
	Asbestos { } Other { } List:	
	<b>Environmental Hazards</b>	N/A
Describe any potential risks for an environmental spill or release as well as potential release materials:		

### Section 3: Controls *(check or circle appropriate response and fill in requested information)*

<b>Controls</b>	<b>Clothing:</b>	N/A	<b>Footwear (rubber boots?):</b>	N/A
	<b>Head/Face:</b>	N/A	<b>Hearing:</b>	N/A
	<b>Hearing:</b>	N/A	<b>Eye Protection:</b>	N/A
	<b>Hands (rubber/thermal gloves?):</b>	N/A	<b>Other:</b>	N/A
	<b>Pre-Work Procedural:</b>		<b>Inspected by:</b>	
	Survey Conducted { }	Location of Locks/Tags Marked { }	Affected Employees, Bridge Engineering notified { }	Type of Securement Equipment: Lock { } Tag { } Block { }
	Securement Devices Issued { }	Lock/Tag/Disconnect Equipment { }	Stored Energy Released { }	Verify that Equipment Is Secured { } Fire Extinguisher on Site { }
	<b>Post-Work Procedural:</b>		<b>Inspected by:</b>	
	Work Area Cleared { }	Securement Equipment Removed: Lock { } Tag { } Block { }	Equipment Returned To Service { }	

**Section 4. Hazard Assessment/Special Permits** (fill in requested information)

<b>HA/Special Permit</b>	<b>Hazard Assessment (JSA)</b>		
	Was a JSA conducted?		JSA ID#
	<b>Special Permit Required?</b>		N/A
	Confined space permit #	Hot Work permit #	Working at Heights #

**Section 5: Site Preparation** (circle appropriate response)

<b>Preparation</b>	<b>Effort</b>	<b>Permit User</b>		<b>Permit Approver/Issuer</b>			
	Has equipment been appropriately identified and isolated for work?		Yes	N/A		Yes	N/A
	Has the hazard assessment been communicated at job site?		Yes	N/A		Yes	N/A
	Are notifications completed?		Yes	N/A		Yes	N/A
	Have the scope and boundaries of work been communicated to work party?		Yes	N/A		Yes	N/A
	Is the permit on site?		Yes	N/A		Yes	N/A

**Section 6: Authorization** (fill in requested information)

<b>Open Permit</b>	<b>Open Permit</b>	Print Name	Signature	Date
	Permit User			
	Permit Issuer			
	Work Supervisor			
<b>Extend Permit</b>	<b>Extend Permit/Revalidate</b>	Print Name	Signature	Date
	Reason for Extension:			
	Permit User			
	Permit Issuer			
	Restart Time		Extension Time	
<b>Close Permit</b>	<b>Permit Close-out/inspection</b>	Print Name	Signature	Date
	Permit User			
	Permit Issuer			
	Other			
	Close-out comments (instructions, precautions, limitations or other safety issues:			

**Section 7: Signatures of Workers**

(I acknowledge that I have been briefed about the job, associated potential hazards and mitigations, stop work authority and understand the nature of the work.)

Printed Name	Signatures

Printed Name	Signatures

# New Permit- Revision #7 Energy Isolation Permit

Ship _____
Date _____ Time _____
<b>NS5 Work Order #</b>

Fill out this form and have the authorized person sign it. Make a copy of it. Leave the original filed on the bridge and take the copy with you to post at the work site. The Master or Mate will be responsible for entering this permit into NS5 as a work order, then writing the work order number on the original form.

<b>Work Description</b>	Permit Requestor:	
	Describe work to be done:	
	Location of work:	
	What equipment/ operations will be impacted?	
	SIMOPS evaluation required?	Yes No

<b>Controls</b>	<b>PPE</b> (circle the response that applies to this work order or fill in the blank)	
	Protective clothing worn:	N/A long pants long sleeves rubber soled shoes
	Head/ Face/ Eye protection:	hard hat welding hood safety glasses
	Hearing Protection:	N/A foam earplugs noise canceling headset
	Hand protection:	N/A gloves non-conducting tools
	Other PPE:	N/A work vest (PFD) steel toed shoes
	What equipment/ tools will be needed?	
	Will this work affect the bridge, deck or science operations?	Yes No
Who needs to be notified?	Engineer Captain Party Chief Deck Mgr	

<b>Hazard Assessment / Permits / JSA's</b>	<b>Environmental Hazards</b>	
	Describe any potential risk for environmental spill and contaminants (hydraulic oil, fuel, etc)	
	Was a Job Safety Analysis required or conducted? (circle Not Required or enter JSA number-- the work order number documenting the JSA)	
	Not Required	JSA number _____
	Was an additional Special Permit such as Hot Work or Working at Heights required? (circle Not Required or enter permit number—the work order documenting the permit)	
Not Required	Permit number _____	

<b>Final Check</b>	Has affected equipment been identified and isolated with locks and tags?	Yes / N/A
	Is the permit posted on site?	Yes / N/A
	Appropriate personnel and workers in the area notified work is about to begin?	Yes / N/A
	Are involved personnel aware of their responsibilities?	Yes / N/A

Additional workers:

Authorized by \_\_\_\_\_  
(Chief Engineer's Signature)

Locks and tags placed by \_\_\_\_\_ Time \_\_\_\_\_ Date \_\_\_\_\_  
(Title) (Signature)

Locks and tags removed by \_\_\_\_\_ Time \_\_\_\_\_ Date \_\_\_\_\_  
MUST be the same person who placed the locks/ tags!! (Signature)