

Notice of Change to Controlled Documents #8--- 25 Oct 2010

Change to Safety Management Manual

SOP-GEN-007J: Hot Work Sections 3-4

Topic: Procedures for completing/ issuing Hot Work Permits

Summary of Change: To simplify the permitting process

All Chapters	All Topics
<p>Old Version: Revision #6</p>	<p>3.0 Procedure</p> <p>Prior to the start of any “hot work” permission must be given by the engineer on duty. Hot work is not permitted in any areas storing combustible materials (i.e., fuels, oils, paints, solvent, and etc.) until they have been cleared. The following guidelines are to be followed in the event of “hot work”.</p> <ul style="list-style-type: none"> • Fill out a “hot work” permit. • Request permission from engineer on duty. • A “hot work” permit is only valid for the day and job issued. • Evaluate the area in which “hot work” is requested for any potential hazards; ensure that area is secured of combustible materials. • Ensure that the work area is well ventilated. • Use appropriate PPE. • Have a fire watchman on standby with a fire extinguisher. • If undertaking significantly risky “hot work” have the main fire system on stand by. <p>4.0 Permit</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 coping 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 HWXX-000001. HW represents type of permit, that is hot work, 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>New Changes: Revision #7</p>	<p>3.0 Procedure</p> <p>Prior to the start of any “hot work” the engineer on duty Master or Mate must give permission. Hot work is not permitted in any areas storing combustible materials (i.e., fuels, oils, paints, solvent, and etc.) until they have been cleared. The following guidelines are to be followed in the event of “hot work”.</p> <ul style="list-style-type: none"> • Fill out a “hot work” permit. • Request permission from the engineer on duty Master or Mate. • A “hot work” permit is only valid for the day and job issued. • Evaluate the area in which “hot work” is requested for any potential hazards; ensure that area is secured of combustible materials. • Ensure that the work area is well ventilated. • Use appropriate PPE. • Have a fire watchman on standby with a fire extinguisher. • If undertaking significantly risky “hot work” have the main fire system on stand-by. <p>4.0 Permit (old section completely deleted)</p> <p>Before hot work begins, a hot work permit must be filled out by the crewman doing the work and signed by the Master or Mate.</p> <p>It is required that a copy of the work permit be posted at the site where the work is being done. Therefore, after the Master or Mate signs the permit, make a copy to post at the work site and the file the original on the bridge.</p> <p>The 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.</p>
<p>Reason for the change</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

Hot Work 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.)

Ship:	Permit #: HWXX-000001
Date:	Time Issued:
	Time Valid:

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

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

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

Hazards	Chemical Hazards	N/A
	Flammable { } Toxic { } Corrosive { } Reactive { } Skin Irritant { } Inhalation { }	
	List potential chemical hazards:	
	Gas Testing	N/A
	Are results of gas testing linked to permit or recorded on permit?	Yes N/A
	Physical Hazards	N/A
	Noise { } Heat Stress { } Cold { } Electricity { } Asbestos { } Fire { }	
	Pressure/stored energy { } Confined Space { } Pinch Points { } Inert Atmosphere { } Dust/Particles { } Radiation { }	
	Asbestos { } Other { } List:	
	Environmental Hazards	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)*

Controls	Clothing:	N/A	Footwear:	N/A
	Head/Face:	N/A	Hearing:	N/A
	Hearing:	N/A	Eye Protection:	N/A
	Hands:	N/A	Other:	N/A
	Fire Procedures:			
	Watchman { } Fire Extinguisher { }	Ship's Fire Suppression System On { }		Area Checked for Flammable Materials { }
	Other :			

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

HA/Special Permit	Hazard Assessment (JSA)		
	Was a JSA conducted?		JSA ID#
	Special Permit Required?		N/A
	Confined space permit #	Lockout/tagout permit #	Working at Heights #

Section 5: Site Preparation (circle appropriate response)

Preparation	Effort	Permit User		Permit Approver/Issuer	
	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)

Open Permit	Open Permit	Print Name	Signature	Date
	Permit User			
	Permit Issuer			
	Work Supervisor			
Extend Permit	Extend Permit/Revalidate	Print Name	Signature	Date
	Reason for Extension:			
	Permit User			
	Permit Issuer			
	Restart Time	Extension Time		
Close Permit	Permit Close-out/inspection	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

Hot Work Permit

Ship _____
Date _____ Time _____
NS5 Work Order # _____

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.

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

Controls	PPE (circle the responses that apply to this work order)			
	Protective clothing worn:	N/A	long pants	long sleeves
	Head/ Face/ Eye protection:	hard hat	welding faceplate	safety glasses
	Hearing Protection:	N/A	foam earplugs	noise canceling headset
	Hand protection:	gloves		
	Other PPE:	N/A	work vest (PFD)	steel toed shoes
	What equipment/ tools will be needed?	needlegun grinder welding torch other		
	Who needs to be notified?	Engineer Captain Party Chief Deck Mgr		
	Fire Procedures (circle the response that applies to this work order)			
	Area checked for flammable materials?	Yes / N/A	Watchman present?	Yes / N/A
	Ships Fire Suppression System on?	Yes / N/A	Fire extinguisher at hand?	Yes / N/A
	Dock Facility notified (if in port and required)			Yes / N/A

Hazard Assessment / Permits / JSA's	Environmental Hazards	
	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 Energy Isolation or Working at Heights required? (circle Not Required or enter permit number—the work order documenting the permit)	
Not Required	Permit number _____	

