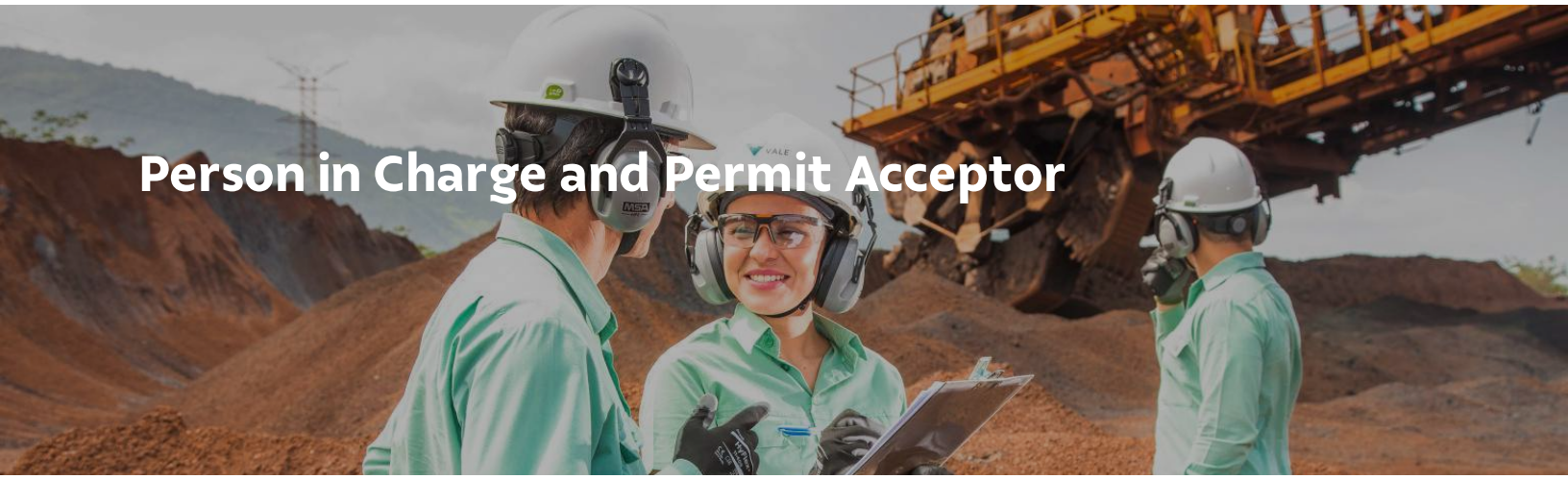


Person in Charge and Permit Acceptor

Hello, welcome to the Long Harbour Person in Charge/Permit Acceptor Training.

In this course, we will focus on the elements of the permit system in Long Harbour related to the roles of the Person in Charge (PIC) and Permit Acceptor (PA):

- Highlight the accountabilities of a person filling the role of a Person in Charge (PIC) or Permit Acceptor (PA)
- Review a permit and discuss the sections of the permit that apply to the PIC/PA
- Review permit and isolation workflows
- Review lock colour's and lock boxes and define the purpose they serve

You must obtain a minimum score of 80% on the quiz to pass this course.
Enjoy the course.
VES –
ValeLearning – 118: Long Harbour: Person in Charge/Permit Acceptor Orientation
Version 1
Revision Date: September 9, 2022

Welcome

You Will Learn

Hazard Recognition and Controls

Permit Roles

Workflows

Permit Review

Person in Charge/Permit Acceptor: Lock Boxes, Locks, and Tags

Quiz

Conclusion

Lesson 1 of 9

Welcome

00:27

Important Considerations

- Upon Completion of each section of this module, you will be given an opportunity to **submit questions** to obtain clarification of any content you are not sure of.

- At the end of the module, you will also be given the opportunity to **complete a brief survey** designed to support the continual improvement of your Vale learning experience.
- You **must complete** all elements in each lesson block (including audio)before advancing to the next section

CONTINUE

Vale's Key Behaviours

Obsession with safety and risk management

- Prioritizing safety and people's lives rather than results and assets when raising problems and making decisions.
- Identifying, raising and managing risks for all stakeholders in our activities.
- Being actively involved in the dialogue

Open dialogue and transparency

- Raising problems and learning from mistakes.

and transparency

- Asking questions and showing a genuine interest in the answers.
- Encouraging everyone to express

Empowerment with accountability

- Seeking to learn, continuously developing, and encouraging the development of other people.
- Making clear requests, agreeing on actions and assigning responsibility for compliance.

Ownership for the Whole

- Working in collaboration to generate better results.
- Anticipating the impact of actions on other parts of the company.
- Using resources in the best interests of the company.

Active listening and engagement with society

- Continuously seeking contributions from external stakeholders.
- Listening to stakeholders with curiosity and empathy.
- Demonstrating humility and avoiding assumptions about what is best for communities.

Got a Question?

Submit your question here using Valeforms, be sure to include your first name last name and contact information.

CLICK HERE!

CONTINUE

You Will Learn

During this course you will learn about:

The Long Harbour Permit System and the requirements for the Person in Charge and Permit Acceptor.

Upon completion of this module you will be able to:

00:21

- Highlight the accountabilities of a person filling the role of a Person in Charge (PIC) or Permit Acceptor (PA)
- Review a permit and discuss the sections of the permit that apply to the PIC/PA

- Review permit and isolation workflows
- Review lock colour's and lock boxes and define the purpose they serve

Got a Question?
Submit your question here using Valeforms, be sure to include your first name last name and contact information.

CLICK HERE!

CONTINUE

Hazard Recognition and Controls

Important: this module addresses the requirements for Permits on the Long Harbour site.

HomeSafe

00:30

HomeSafe

Is a **call to action** meant to focus us all on the primary goal of our safety efforts: Everyone going **HomeSafe** and Life Matters Most is our goal and our culture.

Is a **personal story** about **why** we work safely – so we can all go home at the end of every shift.

It links **why** we want to go HomeSafe with **how** we have to act in order to do so.

Reminds us that our family and friends need us and depend on us to come HomeSafe. **THEY** are our reason to get **HomeSafe**.

Managing Risk to go HomeSafe

Be Aware
Be aware of my surroundings and the risks around me.

Apply Good Work Practices
Apply good work practices and knowledge, skills, and experiences to safely complete tasks assigned to me.

Ask for Help
Apply others' experiences and ask for help when needed.

Stop & Correct
Be my brother and sister's keeper and 'stop & correct' when required.

Follow Policies & Procedures
Our internal policies and procedures guide us in doing our work in a manner

that reduces risk.

Follow Rules & Regulations

Rules and regulations have been established to help us achieve zero harm and can be legislated or internal.

Bowties

Do you know what a bowtie is?

It is a very efficient risk analysis tool that identifies the event, the barriers (controls) and the consequences.

For Permit to Work, bowties assist in understanding the safe permit requirements. This module will show a bowtie diagram about the Zero Energy Isolation process.

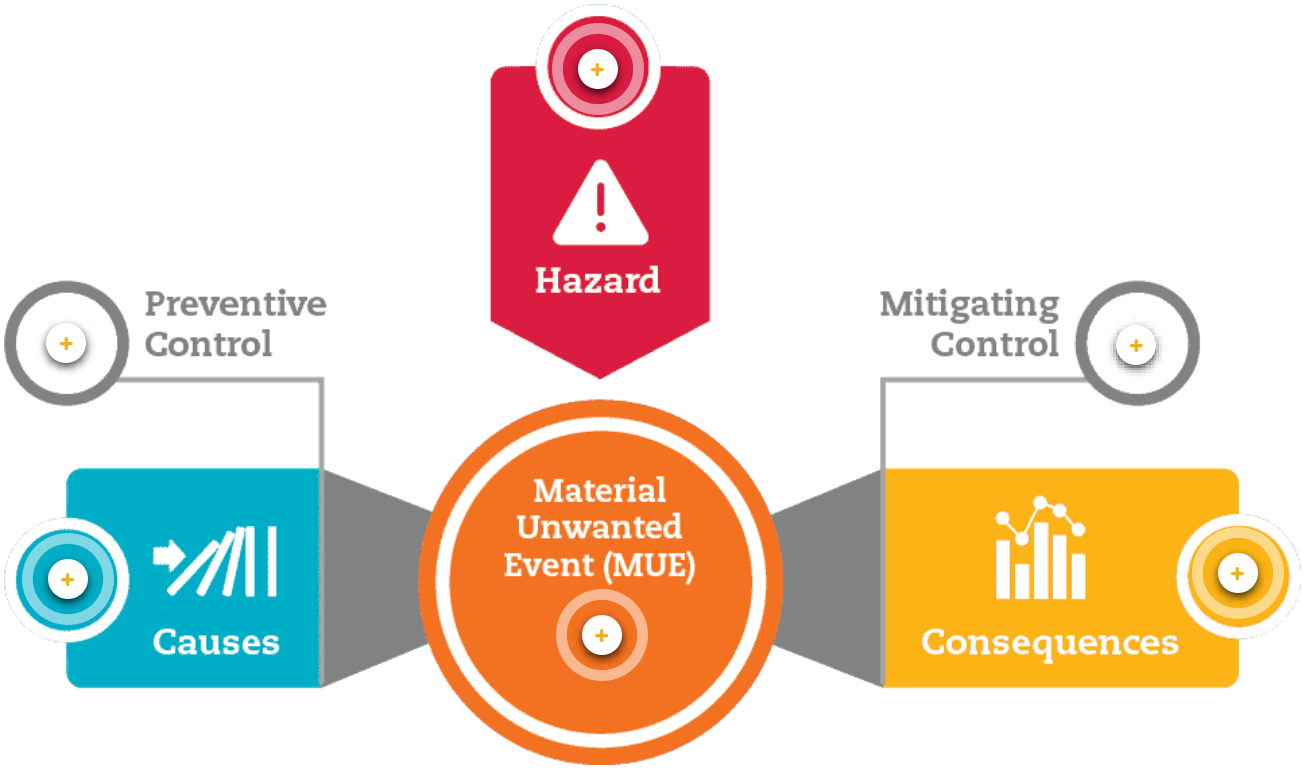
It is important that you are familiar with this tool!

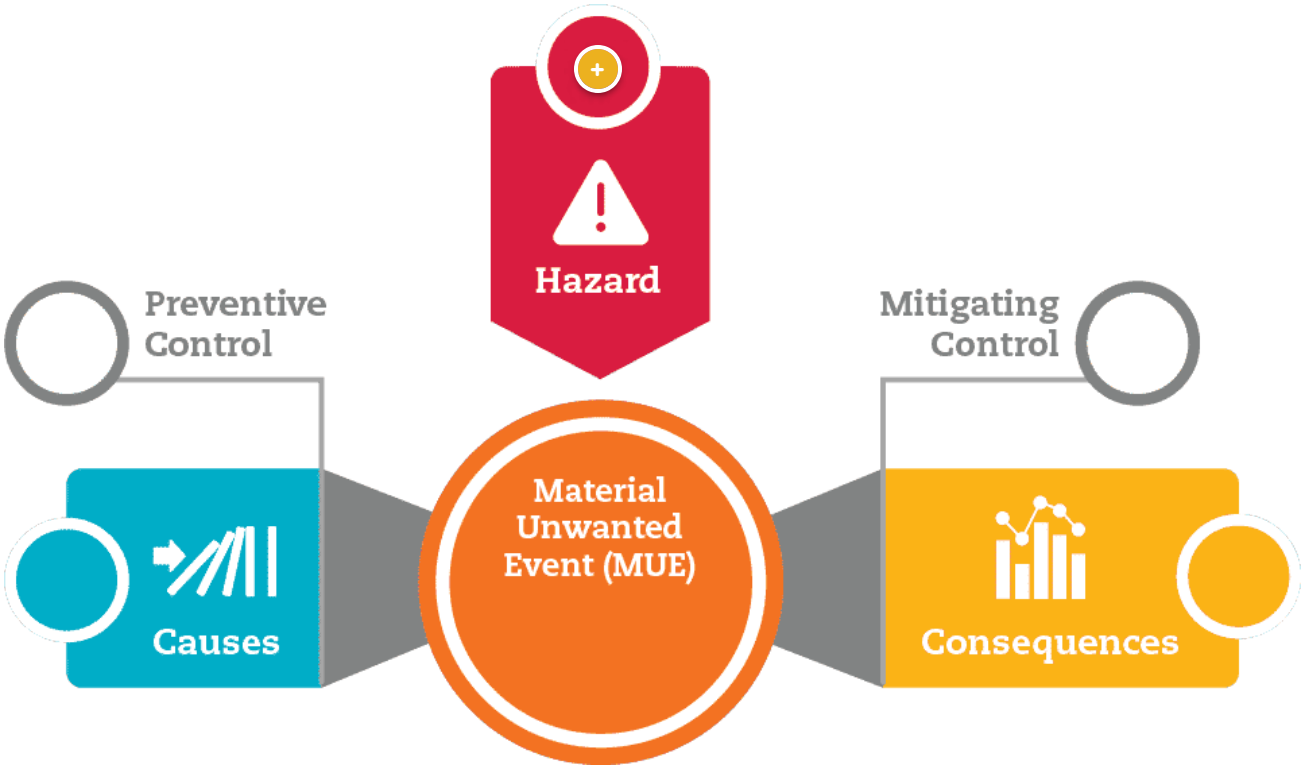
Watch the video below and understand bowties better!

Watch the video in full to continue.

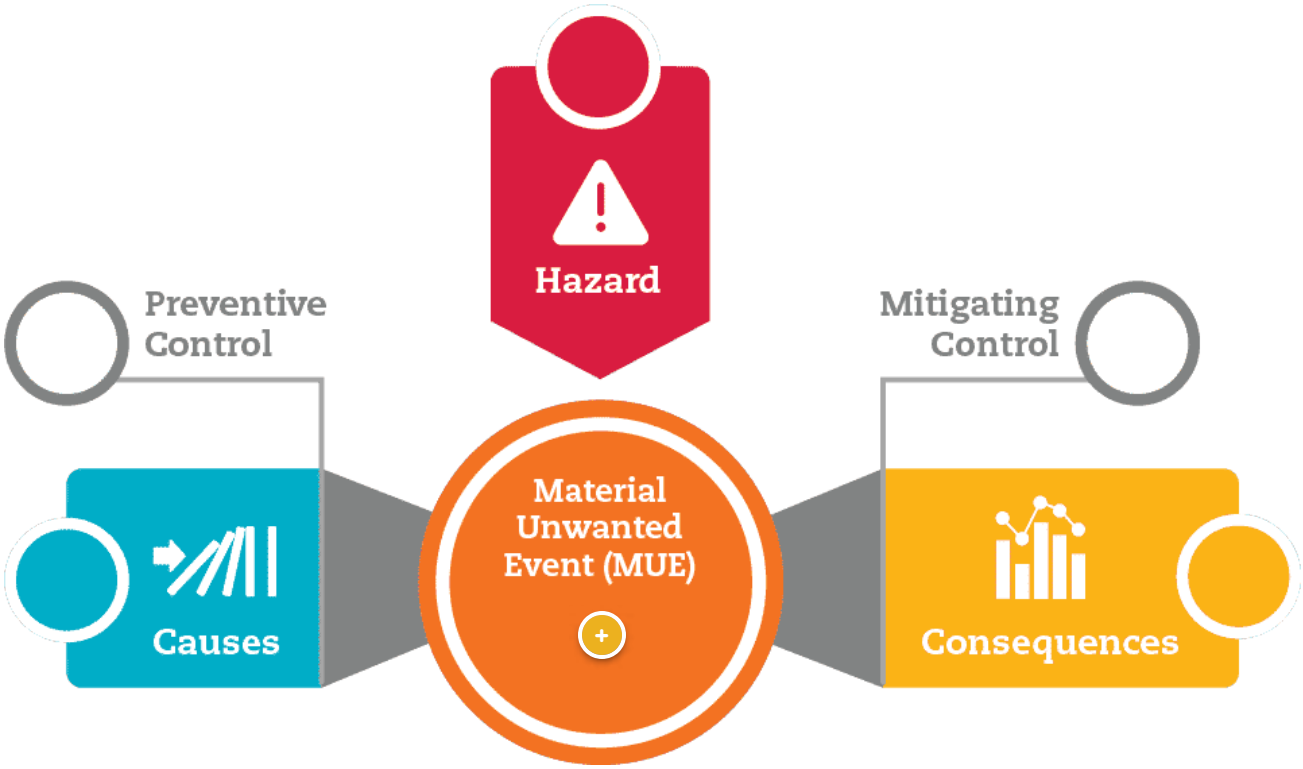
Energy

Click on the markers below and learn more:

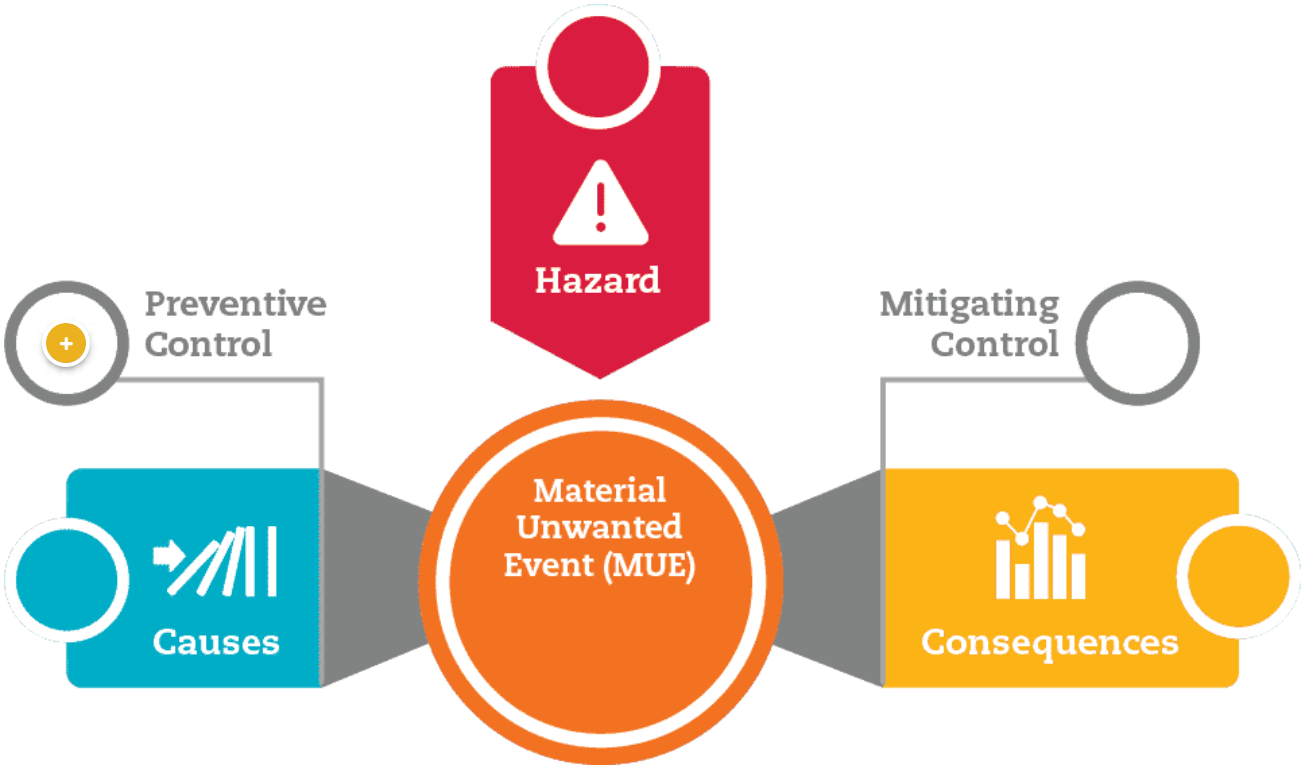

Hazard
Preventive Control
Mitigating Control
Causes
Material Unwanted Event (MUE)
Consequences


Hazard
Preventive Control
Mitigating Control
Causes
Material Unwanted Event (MUE)
Consequences

Energy



Exposure to Energy Related to Zero Energy



Preventive Control

Lack or Failure of lockout and tag out:

- Isolation devices identied;
- Lockout devices;
- Lockout tags;
- Lockout and tag out procedures;
- Lockout matrix;
- System to manage the isolation and lockout of electrical energy stages.

Lockout method / procedure failure:

- Lockout and tag out procedures;
- Lockout matrix;
- System to manage the isolation and lockout of electrical energy stages.

Lack of procedure or procedure did not provide for lockout:

- Lockout and tagout procedures;
- Lockout matrix.

Lack or Failure in the lockout efficiency test (zero energy):

- Procedure for testing the efficiency of the lockout (zero energy);
- System to manage the isolation and lockout of energy stages.

Failure in communication between working groups:

- Only one authorized professional designated to confirm the lockout;
- Exclusive lockout.

Failure of work planning:

- Only one authorized professional designated to confirm the lockout.

Lack or Failure to lockout potential gravitational energy source:

- Tagout and lockout of gravitational energy.

Failure to make a temporary change to the zero energy:

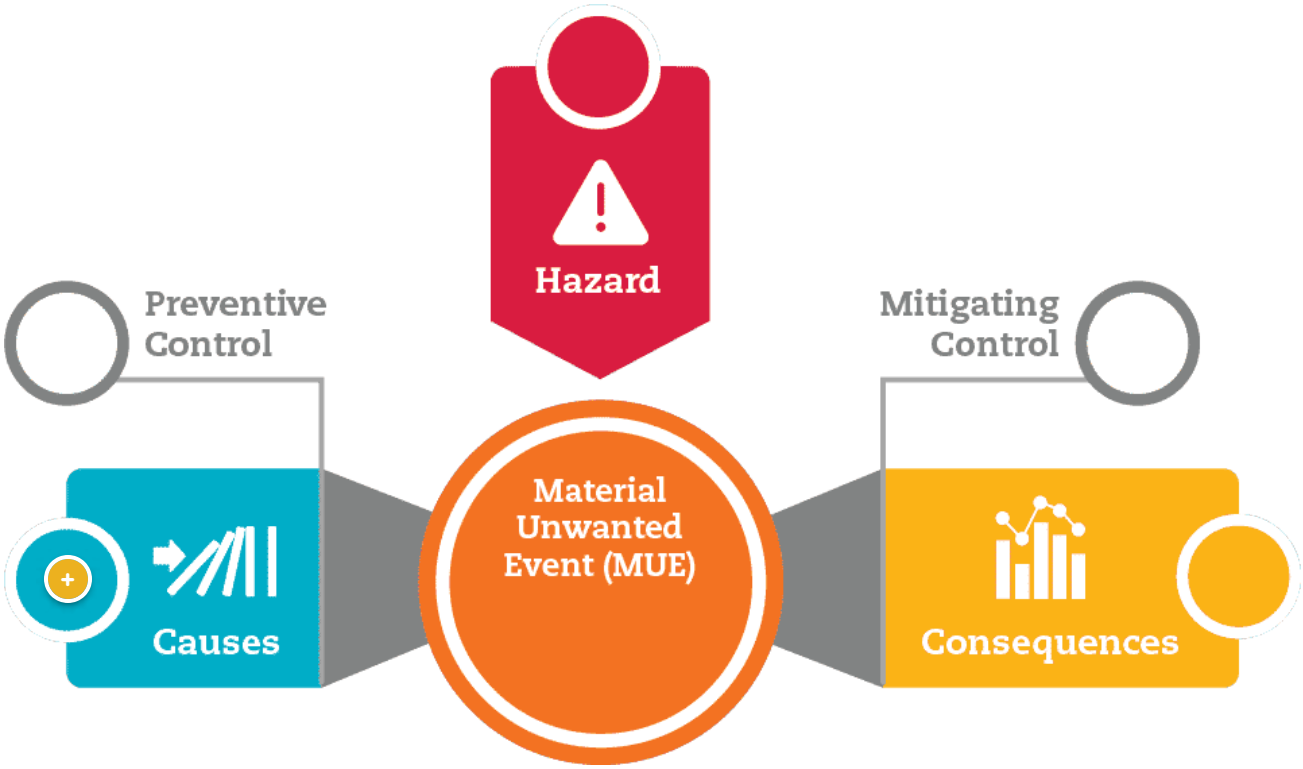
- Procedure for change of energy state.

Failure to reset protection devices / integrity of safety conditions:

- Procedures for the removal of locks and tags.

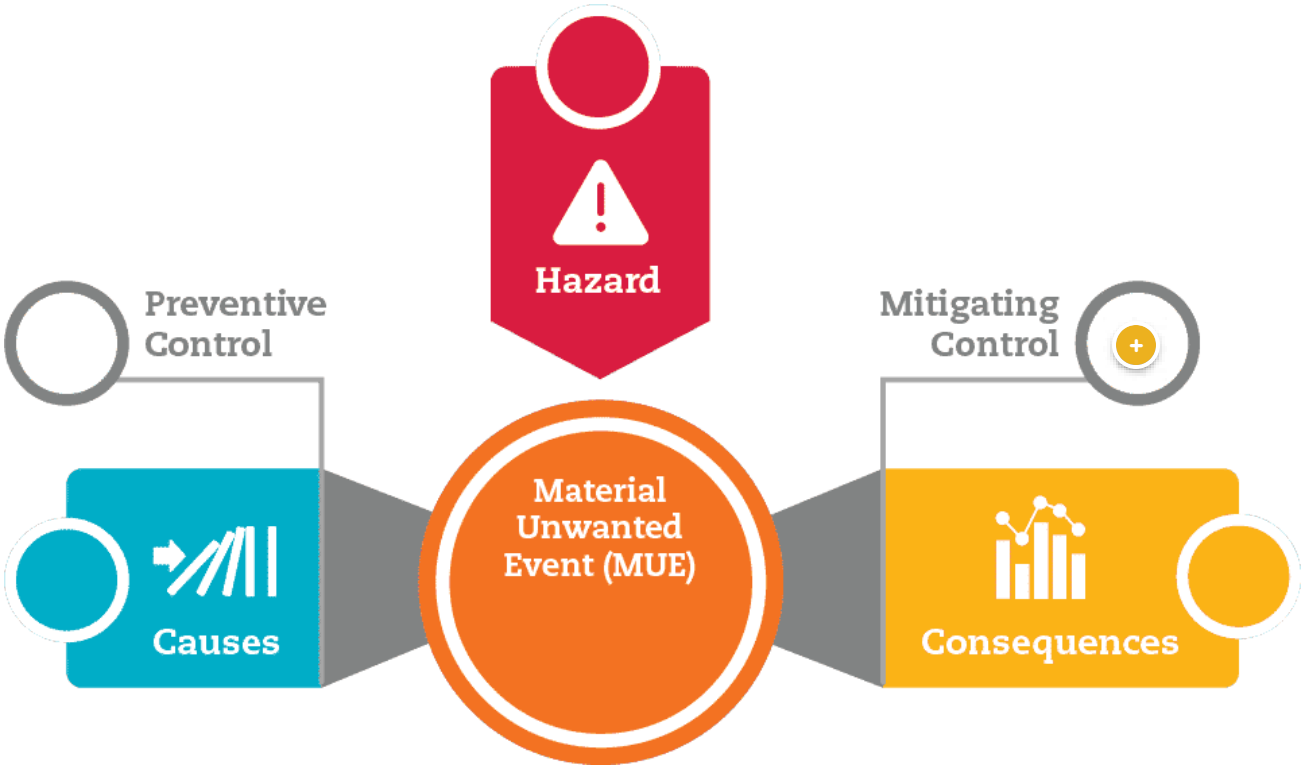
Lack of training:

- Training in prevention of Risks in Lockout, Tagout and Zero Energy.



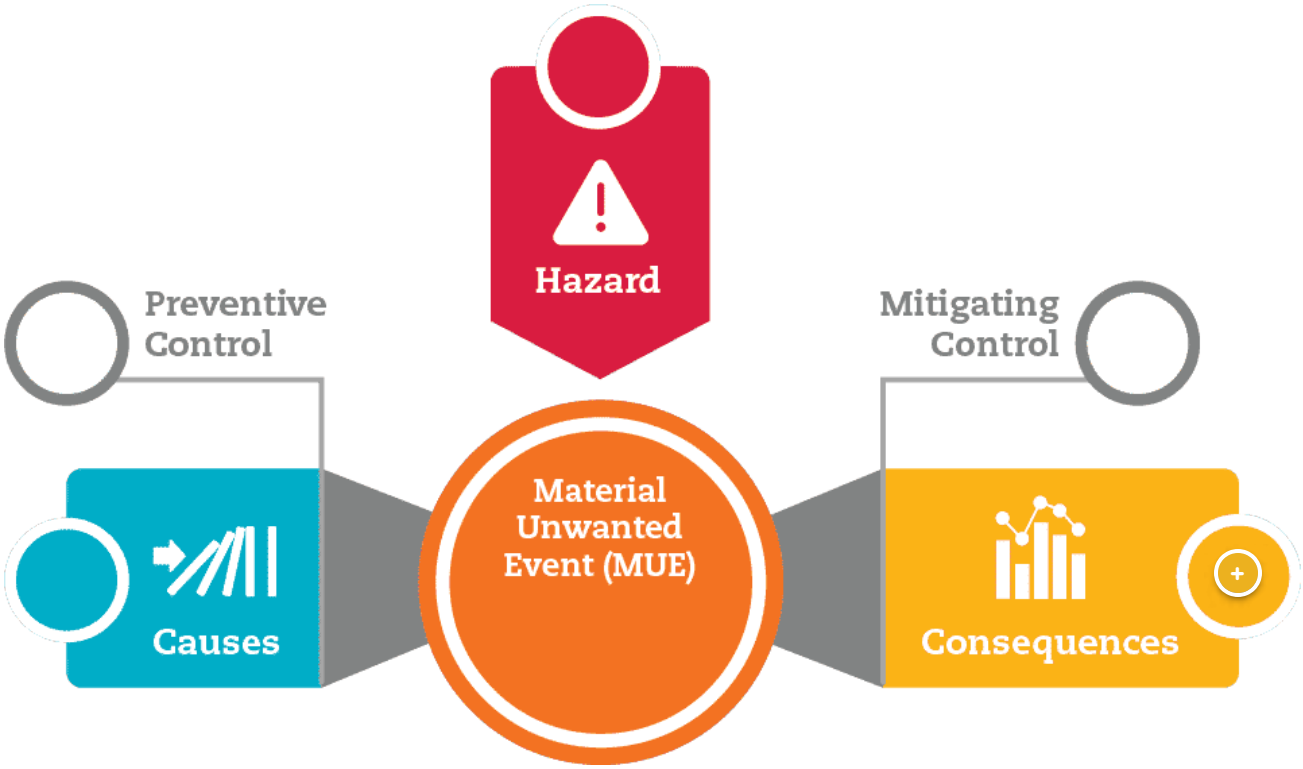
Causes

- Lack or Failure of lockout and tag out;
- Lockout method / procedure failure;
- Lack of procedure or procedure did not provide for lockout;
- Lack or Failure in the lockout efficiency test (zero energy);
- Failure in communication between working groups;
- Failure of work planning;
- Lack or Failure to lockout potential gravitational energy source;
- Failure to make a temporary change to the zero energy;
- Failure to reset protection devices / integrity of safety conditions;
- Lack of training.



Mitigating Control

- Personal protective equipment;
- Emergency response plan.



Consequences

- Injury;
- Fatality.

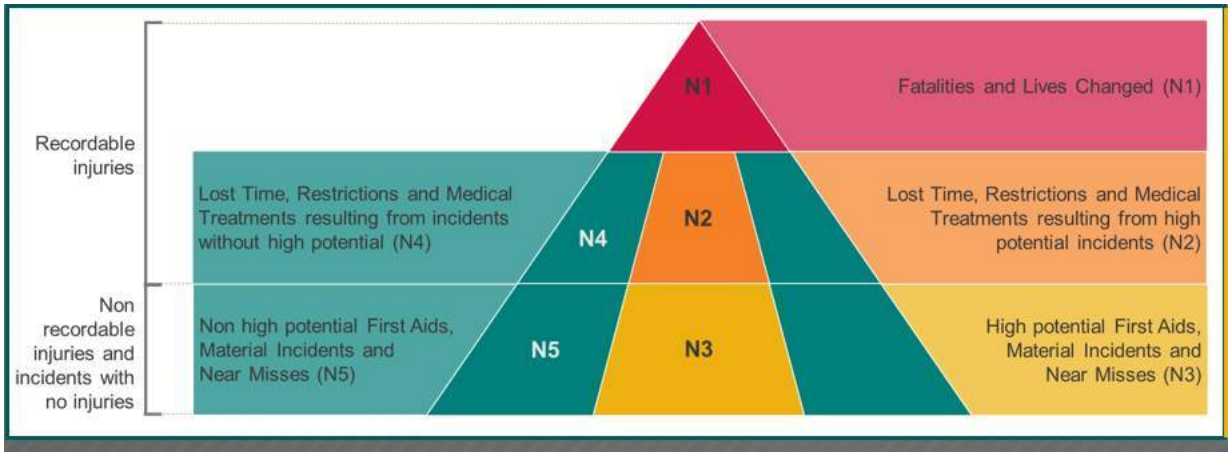
Complete the content above before moving on.

Incidents

Incident/Accident History

While the overall objective is to reduce or eliminate workplace hazards, it should be recognized that not all workplaces within Vale operations can be made free of all hazards.

Critical to safe operation is the ability to recognize and control hazards that may cause injuries, equipment damage, or even worse, fatalities.



Our injury and fatality index is updated monthly. It shows the numbers for Fatalities and Live Changed (N1), Recordable High-Potential Injuries (N2), Other High-Potential events (N3), Recordable Non-High Potential Injuries (N4), and Other Non-High Potential events (N5)

00:20

POL Building Locked on wrong PCB Board

Locking on work Permit Board

While performing a lockout/tagout audit, it was noticed that an employee had placed their personal protection lock on the incorrect permit control board (PCB).

Fatal risk – Employee not protected under the isolation; employee placed lock on incorrect box.

Controls

Permit users must confirm with the lock box noted on the permit, the tag on the gold lock or with the permit office or their Person in Charge (PIC) prior to placing their personal lock. Personal locks give the worker absolute control over the condition of the isolation they are working under – but only if they are locked onto the correct lock box.

Personal lock tags must include your name, permit number, contact number, personal lock number and scope of work. Personal lock tags can be provided from the permit office on request.

Putting What You Know Into Practice:
The activities below will give you an opportunity to practice using the information you have just learned.

00:07

This is a risk management method from HomeSafe program (select all that apply)

- [ ] Be Aware
- [ ] Ask for Help
- [ ] Apply good work practices
- [ ] Follow Policies and Procedures
- [ ] Follow rules and Regulations
- [ ] Stop and Correct

SUBMIT

Got a Question?

Submit your question here using Valeforms, be sure to include your first name last name and contact information.

CLICK HERE!

CONTINUE

Lesson 4 of 9

Permit Roles

00:34

Issuing a Work Permit

- In order for a permit to be issued a Person in Charge (PIC) or Permit Acceptor (PA) must be named. The PIC/PA signs the issued permit accepting responsibility for communicating hazards, precautions

and controls to safely perform tasks identified on the permit and are accountable for all persons in the work party.

- While the permit is active the PIC or PA on the permit must be available to monitor and advise workers at the work site.
- If both the PIC and Acceptor are at the work site the PIC is the primary person responsible for the work.

Role Definitions

PERSON IN CHARGE (PIC)	PERMIT ACCEPTOR (PA)
Is the person named on the Work Permit who is responsible and accountable to control the area, ensuring the work is executed safely and coordinated with other work activities. The PIC may assign a designate known as a Permit Acceptor.	

PERSON IN CHARGE (PIC)	PERMIT ACCEPTOR (PA)
	• is the designate of the PIC (not a mandatory role) • assumes the same accountability and responsibility of a PIC when signing onto a permit • acts as the PIC's proxy at the work location when the PIC is not present

Role Responsibilities

Person in Charge (PIC)

- Is the primary person named on the Work Permit who is responsible to control the area, ensuring the permitted work is executed in a safe manner without conflicting with other work activities. The PIC may fill or designate a Permit Acceptor.

Permit Acceptor

- Assumes full responsibility of the PIC if they leave site

Combined Responsibilities

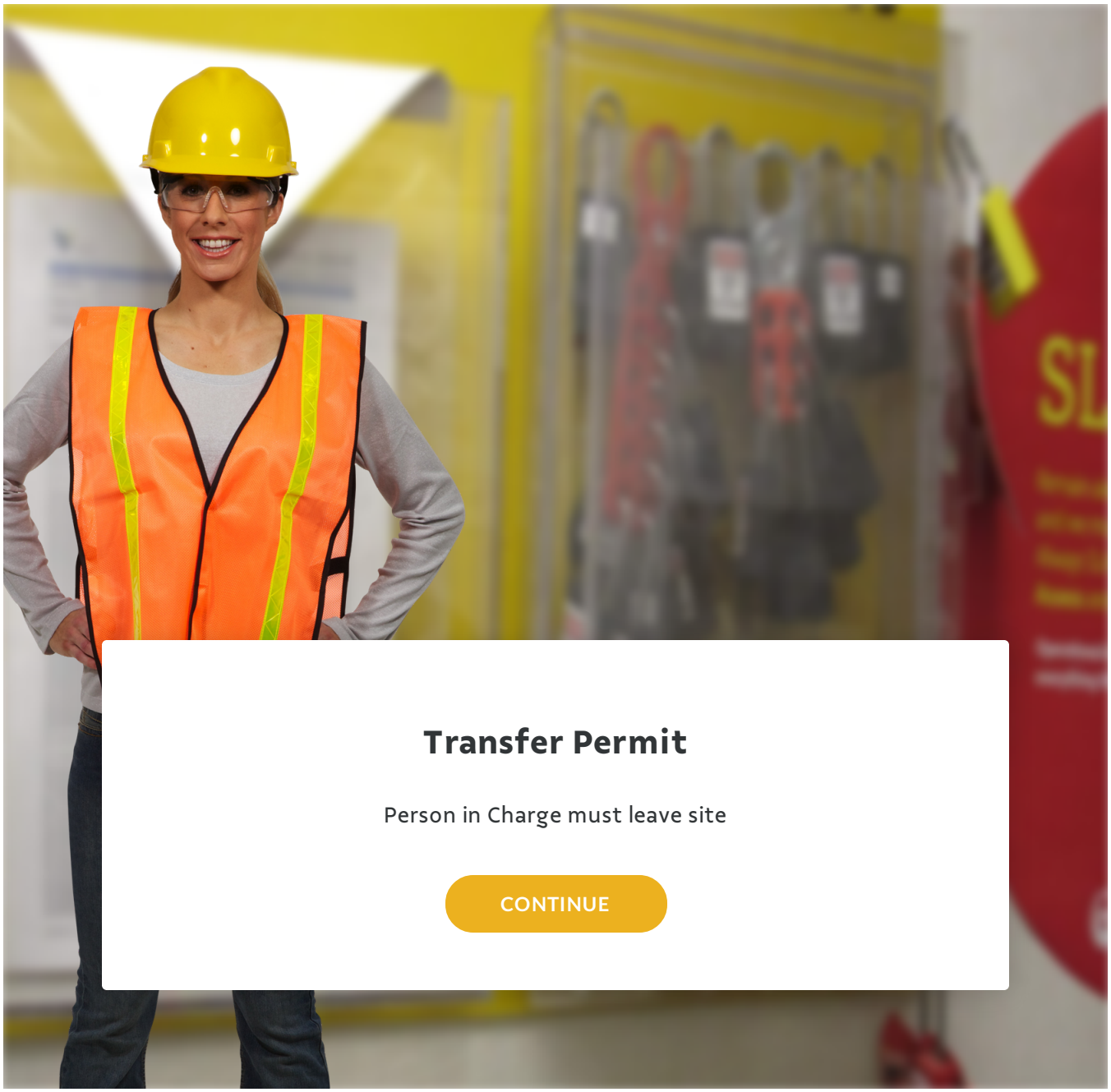
- Assumes control and accountability of the system they will be working on.
- Reviews the PTW and all associated documents with the Permit Issuer.
    - PIC or Permit Acceptor must review the isolation with the Permitter (in office review using PIDs).
    - Field review of the isolation to be performed by the PIC/PA and the group that established (or is knowledgeable) of the isolation.
    - Keep a copy of the PTW at the workplace.
    - Isolation PIDs must be copied and included with the permit copy kept in the workplace.

- Confirms that all personnel related to the PTW have been duly informed of the conditions of the Permit to Work and have reviewed the hazard assessment.
- Is responsible to ensure that all personnel identified in the work group working with equipment which requires isolation to prevent injury resulting from the unexpected movement of the equipment or the unexpected release of energy apply their personal padlock to the corresponding isolation point or lock box.
- Guarantees the implementation of the safety measures listed in the PTW.
- Cross checks the actual isolation point(s) against the Lock Box Form submitted with the PTW application.
- Confirms daily that the measures indicated in the PTW are still implemented.
- Returns the PTW to the permit office when work is suspended or completed.–signs off PTW.
- Supervisor/lead must sign off the PTW when the work is completed to ensure a secondary level of control has been established.

00:18

For permits that do not require isolation, the walkdown should have been completed and work location identified during the planning stage. If there are any questions on the day of execution or if the work is urgent and not planned:

- identification of the point of work or work location will have to be completed.



Scene 1 Slide 1

Continue → Next Slide

Scene 1 Slide 2

0 → Next Slide

1 → Next Slide

Scene 1 Slide 3

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Scene 1 Slide 4

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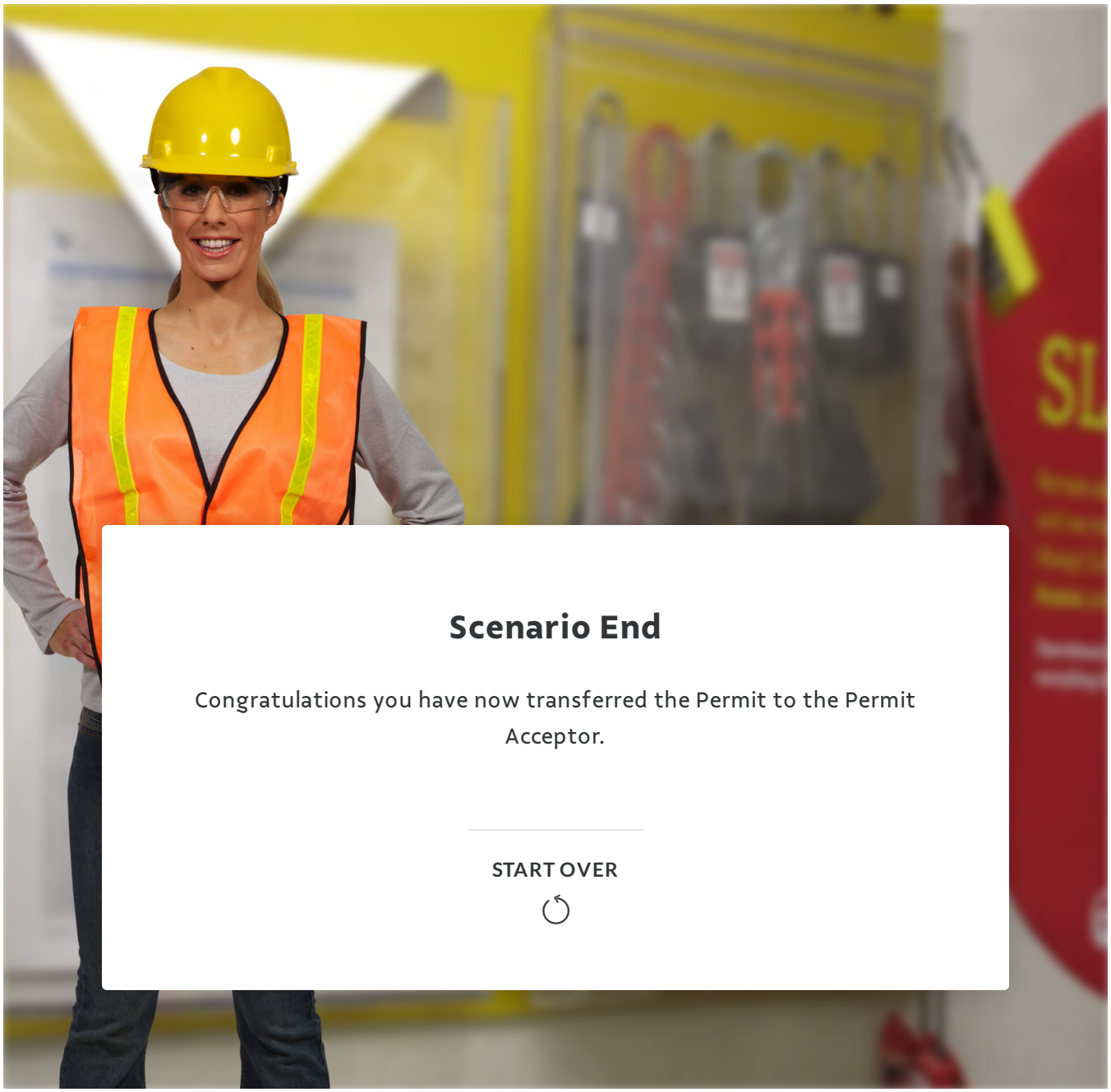
Scene 1 Slide 5

0 → Next Slide

1 → Next Slide



Scene 1 Slide 6

Continue → End of Scenario

Got a Question?

Submit your question here using Valeforms, be sure to include your first name last name and contact

information.

CLICK HERE!

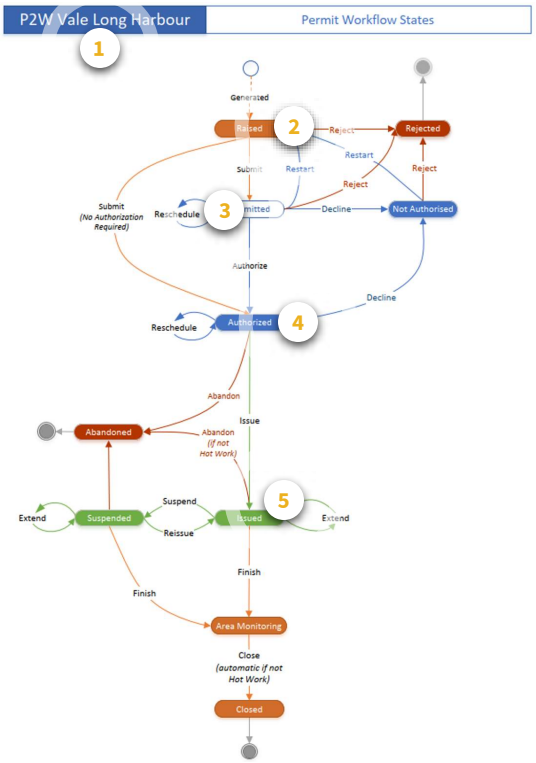
CONTINUE

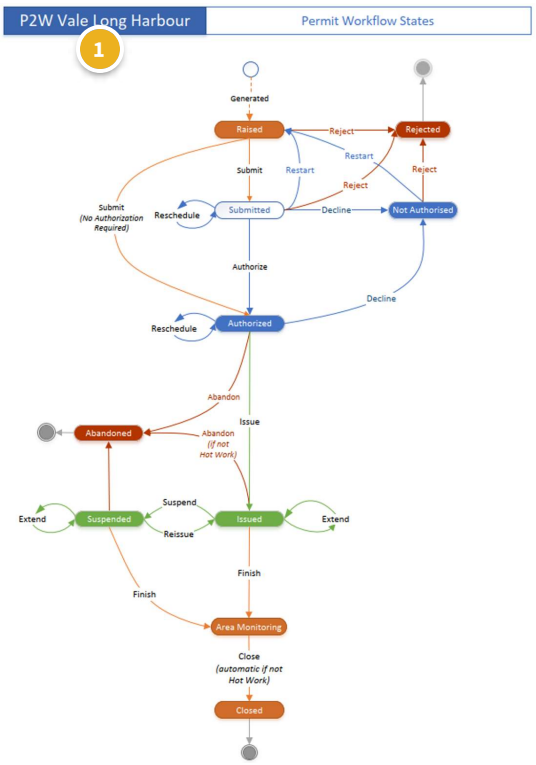
Workflows

Permit Workflow

00:11

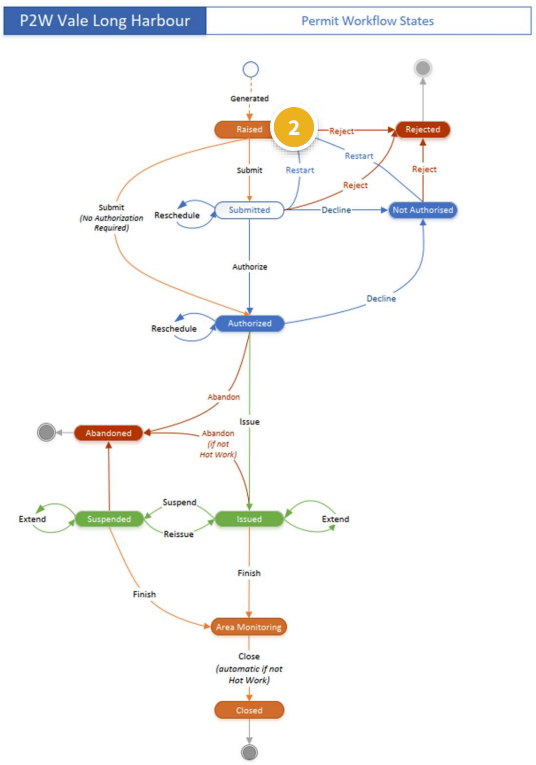
Risk assessments required for permit issue can be completed ahead of time but must be reviewed on the day of work execution to ensure that the information is still accurate and relevant.





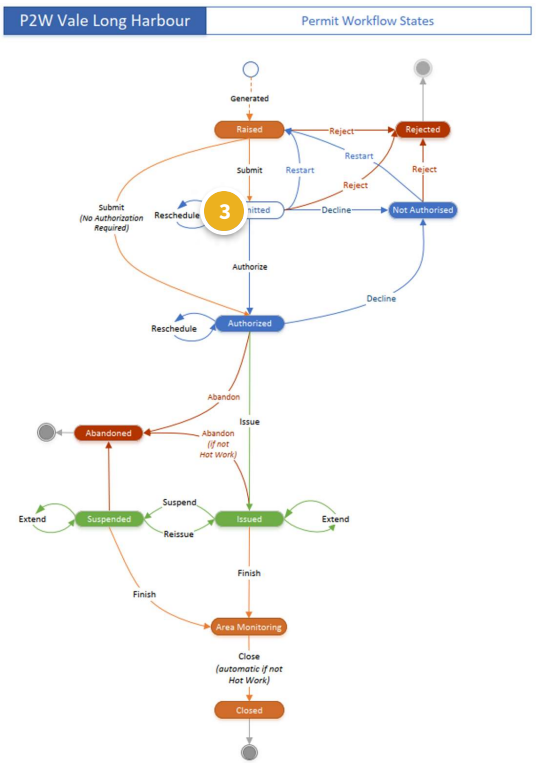
Steps

All permits go through several authorization steps prior to being issued to a work party.



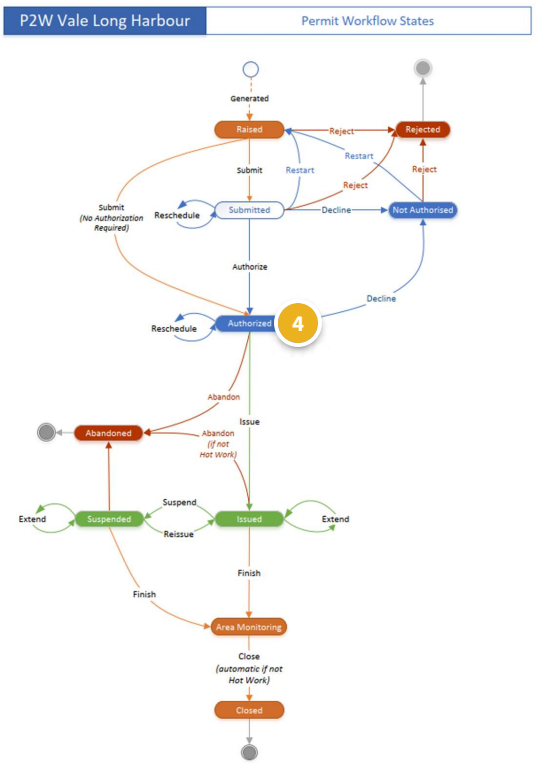
Permit Raised

Permits are raised by a requestor which can be anyone with login access to P2W



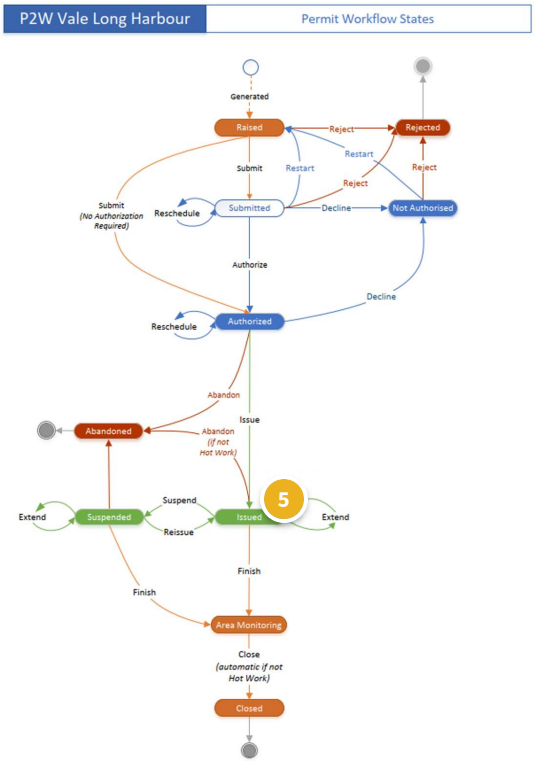
Submitted

Permits are submitted according the the area where the work will occur, and then move onto an area authorizer



Authorized

Area authorizers review permits for accuracy and to ensure the work can proceed on the dates they are scheduled for.



Permit Issued

Permit issuers review the permit again before issue to ensure all the required documentation is attached. Once that is completed, permits are issued to the PIC or PA"

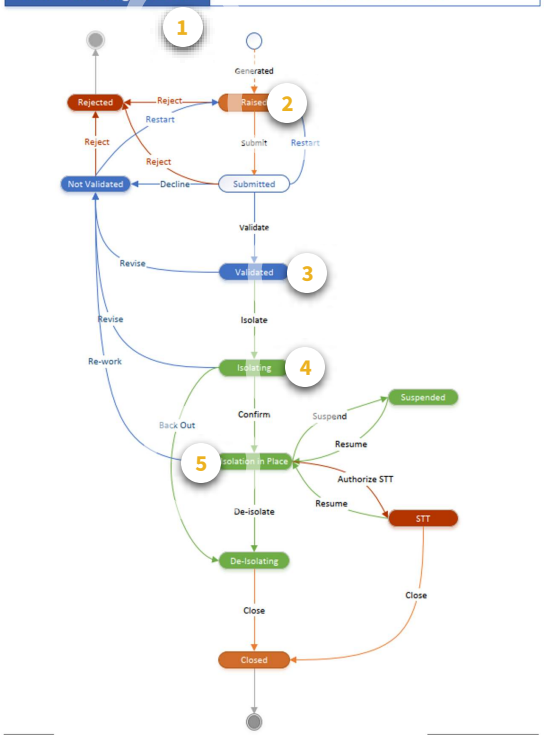
Isolation Workflow

00:09

Review of the isolation in the field is mandatory for all permits that are being issued for the first time or coming out of a suspension or sanction to test.

P2W Vale Long Harbour

Isolation Workflow States

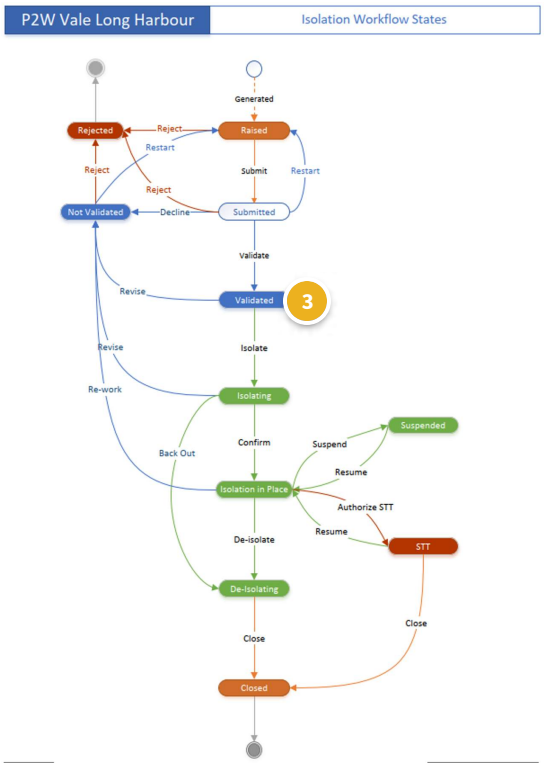


Validation Steps

All isolations go through several validation steps prior to being confirmed as “isolation in place”.

Raised Isolations

Isolations are raised by authorized isolators and designed to provide a safe boundary around a point of work



Validation Stage

Isolations are submitted by an isolator for review by a validator. Any issues with the boundary should be identified in this step.

Validators are trained to identify and correct errors in isolations prior to completing them in the field

Isolating

Once the isolation is validated it can be put into “isolating” meaning the isolation team can actively prepare the system for work.

Isolations Complete

Isolators then return to the permit office with the completed paperwork. The permit can now be issued against the isolation that is now in place.

Permit Review

Area authorizers are trained to authorize permits and validate isolations, they must also be knowledgeable of their area and process. At any point if you have questions about your work permit you can consult with the permit office or an area authorizer, usually a coach.

00:20

In this section, we will review a completed permit focused on the necessary fields and relevant information for a Person in Charge (PIC)/Permit Acceptor (PA)

Tasks Required

Isolation

- [ ] Mechanical Isolation
- [ ] Electrical Isolation
- [ ] High Voltage Isolation
- [ ] Radioactive Source Isolation

Hot Work

- [ ] Hot Work

Confined Space

- [ ] CSE Level 1
- [ ] CSE Level 2
- [ ] CSE Level 3
- [ ] CSE Level 4

Work on Energized Equipment

- [ ] Working ON Energized Radioactive Equipment
- [ ] Working NEAR Energized Radioactive Equipment
- [ ] Working With Exposed Electrically Energized Equipment

Breaking Containment on a Hazardous Substance

- [ ] Chlorine Line
- [ ] Hydrogen Line
- [ ] Hydrogen Sulphide Line
- [ ] Oxygen Line
- [ ] Hypo Line
- [ ] Barium Hydroxide
- [ ] Hydrochloric Acid Line
- [ ] Sodium Hydroxide
- [ ] Sulphuric Acid
- [ ] Steam

Work in Controlled Access Areas

- [ ] Classified Area
- [ ] Restricted Area
- [ ] Travel Over and Work on Ice
- [ ] Work on Piles
- [ ] Work Around Bodies of Water
- [ ] Roof Travel

Work on Safety Systems

- [ ] Fire Protection/Suppression System
- [ ] Safety Shower/Eyewash Station
- [ ] Control Reliable System
- [ ] Guard Removal

Hoisting of Loads

- [ ] Critical Lift
- [ ] Lifts Over Hazardous Piping or Vessels

Other

- [ ] Non Destructive Testing
- [ ] Removal of Grating / Floorplate / Guardrail
- [ ] Excavation/Ground Disturbance
- [ ] Work Requiring Fall Protection
- [ ] Temp Change/Bypass
- [ ] Special Event
- [ ] Connecting/Disconnecting Steam for Temporary Use
- [ ] Hydroblasting
- [ ] Material Transfer

Permitted Tasks

Permitted Tasks – Checklists

All of the tasks listed in this are considered permitted and most would have a checklist to accompany them.

00:39

Permit: 010-PTW-00212

Status: Issued

Section 1 - Permit Details							
Location:	010 General 010 General, Mobile Equipment, Mobile Crane, BOOM TRUCK					**Parent Permit #**	010-PP-00099
						Work Order #	20220010001
Scope of Work:	Demonstration Permit for PIC/PA Training						
Valid From:	2022-05-06 07:00	**Valid To:**	2022-05-06 19:00	**PCB/NIPB #**	221-20	**Project Lock #**	LHO-LB-0157
Task Checklists:	Mechanical Isolation (010-MI-00001) Electrical Isolation (010-EI-00001) Hot Work (010-HW-00011) Chlorine Line (010-BC-CL-00005) Hydrogen Sulphide Line (010-BC-HS-00004) Oxygen Line (010-BC-O-00003) Hydrochloric Acid Line (010-BC-HCL-00003) Sulphuric Acid (010-BC-SA-00003) Work Around Bodies of Water (010-WABW-00003)			**Isolations Required:**	221-ICC-00540		
WARNING:	This permit requires a multi point isolation. Each member of the work party must comply with Vale's LOTO procedures.						
WARNING:	Ensure the proper documentation has been approved and in the possession of the workparty.						
WARNING:	Working being performed on a Gas System						
WARNING:	Working being performed on an Acid System						

Section 2 - Work Area		
Area	010 010 General	
System	**Equipment Type**	**Equipment**
010 - Mobile Equipment	010 - Mobile Crane	010-144-MCN-004 - BOOM TRUCK
Equipment/System Conflicts	NO CONFLICTS AT THE TIME THIS PERMIT WAS AUTHORIZED	

Section 3 - Work Party Details (All Guests must be accompanied by a member of the work party at all times)		
Role	**Name**	**Company**
Person in Charge	Trevor Brooks	Vale Long Harbour Staff
Worker - Work Around Bodies of Water	Brandon Pike	Vale Long Harbour Staff
Worker - Hydrogen Sulphide System	Daryl Hapgood	Vale Long Harbour Staff
Worker - Oxygen System	James Mcgarry	Vale Long Harbour Staff
Worker - Sulphuric Acid System	Kenneth Burke	Vale Long Harbour Staff
Fire Watch	Michael Cooper	Vale Long Harbour Staff
Worker - Hot Work	Michael Cooper	Vale Long Harbour Staff
Worker - Chlorine Systems	Michael Organ	Vale Long Harbour Staff
Worker - Hydrochloric Acid System	Michael Organ	Vale Long Harbour Staff

Part 4 - Personal Protective Equipment							
Hi-Visibility Clothing	☑	Hard Hat	☑	Safety Glasses	☑	Safety Boots	☑
Hearing Protection	☑	Goggles	☐	Face Shield	☐	Half Face Respirator	☐
Full Face Respirator	☐	PAPR Unit	☐	Hand Protection (standard)	☑	Chemical Gloves	☐
Chemical Suit with Hood	☐	Double Hearing Protection	☐	Self-Contained Breathing Apparatus (SCBA)	☐	Safety/Fall Arrest Harness	☐
Other (Specify):							

NOT FOR PRODUCTION

Permit Details

Permit Review

Important items to note on this page are:

- The Scope of Work.
- this should be detailed enough to ensure the proper permitted tasks are chosen and the entire job scope is understood.
- The start and finish date of the permit.
- The equipment listed should match the equipment on your work order as well the equipment in the field.
- The PCB and project lock numbers should match the ones in the field.
- PPE requirements are noted on this page – if any additional PPE requirements were defined in the risk assessment for the completion of the job it should be defined here.
- Warnings provide additional information on the system you will be working on.

00:30

Section 5 - Hazards

Part 1 - Area

Emergency Assembly Area

In the case of an Emergency requiring evacuation from the building the work party is to use Emergency Assembly Area (EAA#):	21

Shelter in Place

Everyone must use a tag board.

If working **inside** at the time of the drill make sure you make your way to the tag board you used when tagging/signing into the building. Tag/sign yourself out and remain in the area (or proceed to the area's SAA). **Stay at the SAA and wait for further directions.**

In the case of an Emergency requiring Shelter in Place the work party is to use Shelter in Place Assembly Area (SAA#):	POL TAG Board

If **outside** at the time of a drill make sure you enter the closest building and go to the closest tag board and report to the SAA supervisor that is managing the assemble area. **Stay at the SAA and wait for further directions.**

If **driving** at the time of the drill make sure you turn off your vehicles air intake fan, drive away from building 231 and report to the main security gate parking lot. **Stay in your vehicle at the parking lot and wait for further directions.**

Medical Emergency

In case of medical emergency/personal injury:

- Assess the situation; determine the number of casualties and extent of injuries.
- Contact Emergency Response at 752-3111 or Radio Channel 1, stating names and location.
- Contact the Permit PIC/Acceptor, stating location, work area and that ER

Assistance has been requested.

- Administer first aid if necessary.
- Maintain communication with Emergency Response to relay information to emergency services.

Perform a proper assessment of the area and task to determine if work is considered non-routine or if routine work will be performed in abnormal conditions.

An approved hazard assessment must be provided to the permit issuer prior to beginning any permitted activity. For this task one of the following types has been provided: ☐ SLAM ☐ JHA/JSA ☐ FLRA

Area Specific

None

Part 2 - System

None

Part 3 - Process (Fluid/Line Codes)

The following Fluids / Gas are handled by the equipment listed on this permit. The table below lists the Hazard, Risk, Precaution and Isolation Precautions for each fluid/gas. Refer to each equipment code below to determine what fluids/gas are handles by a specific piece of equipment.

Ensure employees are provided with a copy of relevant Material Safety Data Sheets and are instructed to bring all questions or concerns to their immediate supervisor.

None

Part 4 - Equipment Types

None

Part 5 - Equipment

None

Section 6 - Permit Workflow and Instructions

Name	Role	Date/Time	Action	Additional Instructions
Trevor Brooks	High Risk Issuer - Utilities	2022-05-05 09:31	Issued	

Permit Hazard Review

Permit Review

Important items to note on this page are:

- Notes the Emergency Assembly Area and where to muster incase of an Shelter in Place Alarm.
- Risk assessment used for the job scope should be noted here. Whether it is a JHA, FLRA etc. it should match the one used on the permit.
- This page also references ERT contact info, and specific hazards associated with the fluids/equipment if they are part of the system that are being worked on.

00:58

Section 7 - Permit Acceptance/Sign-Off			
Part 1 - Acceptance / Issue of Work			
Work Party Member		**Permit Issuer**	
I confirm: 1. A joint review of all Hazards and Precautions has been conducted, 2. The appropriate controls have been put in place to ensure a safe work environment, 3. I accept responsibility to communicate all hazards, precautions and controls necessary for safe work to all members of the working party.		I confirm: 1. A joint review of all Hazards and Precautions has been conducted with the permit PIC/Acceptor. 2. All required documentation and/or sub permits are approved and included. 3. Zero Energy Isolation, if applicable, has been completed and signed off by Authorized Isolators. 4. I authorize that the work as described in this permit can proceed. 5. I confirm that I have communicated the terms and conditions of the work as specified in this Permit with the Person-in-Charge.	
Name	Trevor Brooks	**Name**	Trevor Brooks
Employee / Contractor #	1008656	**Employee #**	1008656
Signature		**Signature**	
Date		**Date**	

Part 2 - Finish Work (Scope of Work Complete)						
I confirm that the work specified in this Permit is complete, the area has been left in a safe/tidy condition and it can be returned to normal operational use.						
PIC/Acceptor	(Print Name)	(Sign Name)	**Date:**		**Time:**	

Part 3 - Closure						
I confirm that this Permit can be closed.						
Area Coach/Designate	(Print Name)	(Sign Name)	**Date:**		**Time:**	

Permit Sign Off

Permit Review

Note the bottom section where signoff is done. When you sign this section on the permit you are taking responsibility to ensure everything covered in this section is in place:

- A joint review of all Hazards and Precautions has been conducted
    - this means that the permit issuer has a responsibility to review any potential issues with the permit and any identified controls before the permit is issued.

- The appropriate controls have been put in place to ensure a secure work environment

    - this means that any controls that were identified during the creation of the risk assessment are in place. It also includes if there is a variance in place for the permit that has specific controls listed for safe execution

- I accept responsibility to communicate all hazards, precautions and controls necessary for safe work to all members of the working party
    - this means that everything established in part 1 and 2 has been communicated to your work crew. Take the time you need to ensure your people understand the job, hazards and controls they are about to interact with.

00:35

Permitted Task Checklist

- Most tasks in P2W have a task checklist that accompanies the permit.
- These sheets will have sections that require review/initial/signature by the PIC/PA as well as operations.
- These actions may require completion BEFORE the permit is issued. You must review with the permit issuer to ensure any actions that were required pre-issue are complete.
- You may also have to complete some sections during work execution depending on the task.
- If you have any questions about what is covered in the checklists, ask the permit issuer to review with you.

Hot Work

Permit Number:	221-PTW-09197
Checklist Number:	221-HW-01446

STOP!
Avoid hot work or seek an alternative/safer method, if possible

This Hot Work Permit is required for any temporary operation involving open flames or producing heat and/or sparks. This includes, but is not limited to: brazing, grinding, soldering, torch-applied roofing and welding

Instructions for Permit Issuer

A. Specify the precautions to take.
B. Fill out and keep original form with original PTW documents.
C. Provide copy of hot work form to the person doing the job.
D. Scan copy of hot work form when scope of work is signed complete on the permit, including confirmation that the fire watch and three-hour area monitoring have been completed.

Hot Work by: ☐ Operations ☐ Contractor

(DATE:) (PTW#:)

Specific location/bldg & floor:

I verify the above location has been examined, the Required Precautions have been taken, and permission is authorized for this work.

The documentation for this equipment has been reviewed a has been confirmed that a flammable liner is not present an the hot work can proceed.

(Print) of PIC/Acceptor:

iture:

Work Party Sign off: Work area and all adjacent areas to which sparks and heat might have spread were inspected during the watch period, and 60 minutes after the watch period and were found fire-safe.

Name (Print):

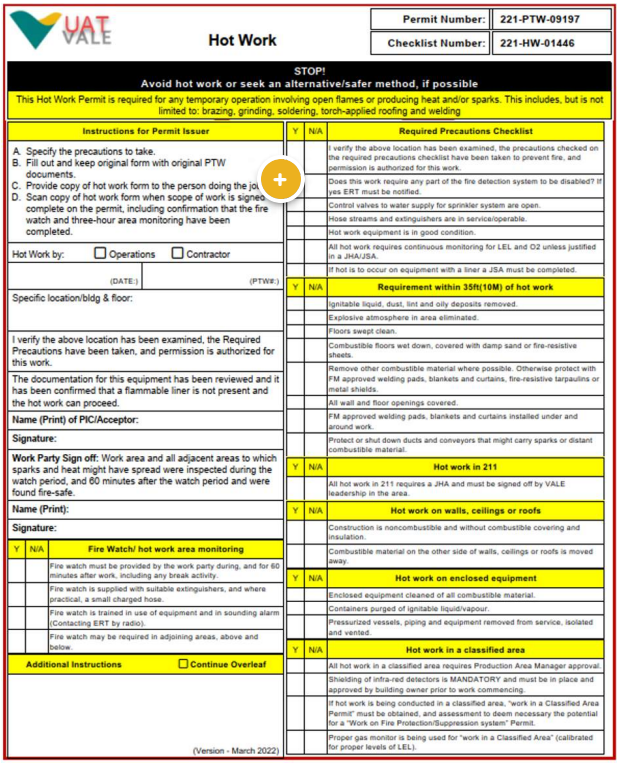
Signature:

Y	N/A	Fire Watch/ hot work area monitoring
		Fire watch must be provided by the work party during, and for 6 minutes after work, including any break activity.
		Fire watch is supplied with suitable extinguishers, and where practical, a small charged hose.
		Fire watch is trained in use of equipment and in sounding alarm (Contacting ERT by radio).
		Fire watch may be required in adjoining areas, above and below.

Additional Instructions ☐ **Continue Overleaf**

(Version - March 2022)

Y	N/A	Required Precautions Checklist
		I verify the above location has been examined, the precautions checked on the required precautions checklist have been taken to prevent fire, and permission is authorized for this work.
		Does this work require any part of the fire detection system to be disabled? If yes ERT must be notified.
		Control valves to water supply for sprinkler system are open.
		Hose streams and extinguishers are in service/operable.
		Hot work equipment is in good condition.
		All hot work requires continuous monitoring for LEL and O2 unless justified in a JHA/JSA.
		If hot is to occur on equipment with a liner a JSA must be completed.
Y	N/A	**Requirement within 35ft(10M) of hot work**
		Ignitable liquid, dust, lint and oily deposits removed.
		Explosive atmosphere in area eliminated.
		Floors swept clean.
		Combustible floors wet down, covered with damp sand or fire-resistive sheets.
		Remove other combustible material where possible. Otherwise protect with FM approved welding pads, blankets and curtains, fire-resistive tarpaulins or metal shields.
		All wall and floor openings covered.
		FM approved welding pads, blankets and curtains installed under and around work.
		Protect or shut down ducts and conveyors that might carry sparks or distant combustible material.
Y	N/A	**Hot work in 211**
		All hot work in 211 requires a JHA and must be signed off by VALE leadership in the area.
Y	N/A	**Hot work on walls, ceilings or roofs**
		Construction is noncombustible and without combustible covering and insulation.
		Combustible material on the other side of walls, ceilings or roofs is moved away.
Y	N/A	**Hot work on enclosed equipment**
		Enclosed equipment cleaned of all combustible material.
		Containers purged of ignitable liquid/vapour.
		Pressurized vessels, piping and equipment removed from service, isolated and vented.
Y	N/A	**Hot work in a classified area**
		All hot work in a classified area requires Production Area Manager approval.
		Shielding of infra-red detectors is MANDATORY and must be in place and approved by building owner prior to work commencing.
		If hot work is being conducted in a classified area, "work in a Classified Area Permit" must be obtained, and assessment to deem necessary the potential for a "Work on Fire Protection/Suppression system" Permit.
		Proper gas monitor is being used for "work in a Classified Area" (calibrated for proper levels of LEL).



UAT VALE

Hot Work

Permit Number:	221-PTW-09197
Checklist Number:	221-HW-01446

STOP!
Avoid hot work or seek an alternative/safer method, if possible

This Hot Work Permit is required for any temporary operation involving open flames or producing heat and/or sparks. This includes, but is not limited to: brazing, grinding, soldering, torch-applied roofing and welding

Instructions for Permit Issuer

A. Specify the precautions to take.
B. Fill out and keep original form with original PTW documents.
C. Provide copy of hot work form to the person doing the jo
D. Scan copy of hot work form when scope of work is signed complete on the permit, including confirmation that the fire watch and three-hour area monitoring have been completed.

Hot Work by: ☐ Operations ☐ Contractor

(DATE:) (PTW#:)

Specific location/bldg & floor:

I verify the above location has been examined, the Required Precautions have been taken, and permission is authorized for this work.

The documentation for this equipment has been reviewed and it has been confirmed that a flammable liner is not present and the hot work can proceed.

Name (Print) of PIC/Acceptor:

Signature:

Work Party Sign off: Work area and all adjacent areas to which sparks and heat might have spread were inspected during the watch period, and 60 minutes after the watch period and were found fire-safe.

Name (Print):

Signature:

Y	N/A	Fire Watch/ hot work area monitoring
		Fire watch must be provided by the work party during, and for 60 minutes after work, including any break activity.
		Fire watch is supplied with suitable extinguishers, and where practical, a small charged hose.
		Fire watch is trained in use of equipment and in sounding alarm (Contacting ERT by radio).
		Fire watch may be required in adjoining areas, above and below.

Additional Instructions ☐ **Continue Overleaf**

(Version - March 2022)

Y	N/A	Required Precautions Checklist
		I verify the above location has been examined, the precautions checked on the required precautions checklist have been taken to prevent fire, and permission is authorized for this work.
		Does this work require any part of the fire detection system to be disabled? If yes ERT must be notified.
		Control valves to water supply for sprinkler system are open.
		Hose streams and extinguishers are in service/operable.
		Hot work equipment is in good condition.
		All hot work requires continuous monitoring for LEL and O2 unless justified in a JHA/JSA.
		If hot is to occur on equipment with a liner a JSA must be completed.

Y	N/A	Requirement within 35ft(10M) of hot work
		Ignitable liquid, dust, lint and oily deposits removed.
		Explosive atmosphere in area eliminated.
		Floors swept clean.
		Combustible floors wet down, covered with damp sand or fire-resistive sheets.
		Remove other combustible material where possible. Otherwise protect with FM approved welding pads, blankets and curtains, fire-resistive tarpaulins or metal shields.
		All wall and floor openings covered.
		FM approved welding pads, blankets and curtains installed under and around work.
		Protect or shut down ducts and conveyors that might carry sparks or distant combustible material.

Y	N/A	Hot work in 211
		All hot work in 211 requires a JHA and must be signed off by VALE leadership in the area.

Y	N/A	Hot work on walls, ceilings or roofs
		Construction is noncombustible and without combustible covering and insulation.
		Combustible material on the other side of walls, ceilings or roofs is moved away.

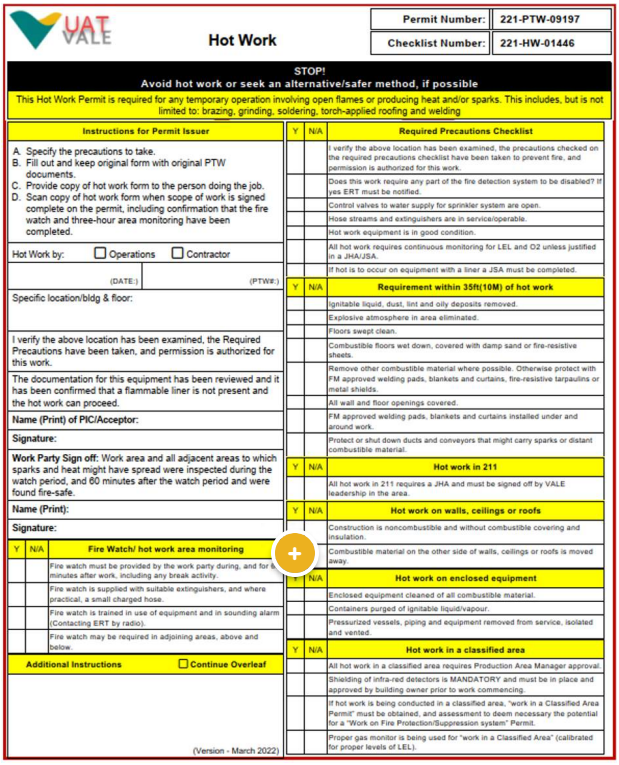
Y	N/A	Hot work on enclosed equipment
		Enclosed equipment cleaned of all combustible material.
		Containers purged of ignitable liquid/vapour.
		Pressurized vessels, piping and equipment removed from service, isolated and vented.

Y	N/A	Hot work in a classified area
		All hot work in a classified area requires Production Area Manager approval.
		Shielding of infra-red detectors is MANDATORY and must be in place and approved by building owner prior to work commencing.
		If hot work is being conducted in a classified area, "work in a Classified Area Permit" must be obtained, and assessment to deem necessary the potential for a "Work on Fire Protection/Suppression system" Permit.
		Proper gas monitor is being used for "work in a Classified Area" (calibrated for proper levels of LEL).

Required Precautions

Y	N/A	Required Precautions Checklist
		I verify the above location has been examined, the precautions checked on the required precautions checklist have been taken to prevent fire, and permission is authorized for this work.
		Does this work require any part of the fire detection system to be disabled? If yes ERT must be notified.
		Control valves to water supply for sprinkler system are open.
		Hose streams and extinguishers are in service/operable.
		Hot work equipment is in good condition.
		All hot work requires continuous monitoring for LEL and O2 unless justified in a JHA/JSA.
		If hot is to occur on equipment with a liner a JSA must be completed.

The Required Precautions Checklist contains information that must be considered to prepare for the execution of hot work. When you initial these boxes, you are agreeing that you have considered all these conditions BEFORE work begins.



Hot Work

Permit Number:	221-PTW-09197
Checklist Number:	221-HW-01446

STOP!
Avoid hot work or seek an alternative/safer method, if possible

This Hot Work Permit is required for any temporary operation involving open flames or producing heat and/or sparks. This includes, but is not limited to: brazing, grinding, soldering, torch-applied roofing and welding

Instructions for Permit Issuer

A. Specify the precautions to take.
B. Fill out and keep original form with original PTW documents.
C. Provide copy of hot work form to the person doing the job.
D. Scan copy of hot work form when scope of work is signed complete on the permit, including confirmation that the fire watch and three-hour area monitoring have been completed.

Hot Work by: ☐ Operations ☐ Contractor

(DATE:) (PTW#:)

Specific location/bldg & floor:

I verify the above location has been examined, the Required Precautions have been taken, and permission is authorized for this work.

The documentation for this equipment has been reviewed and it has been confirmed that a flammable liner is not present and the hot work can proceed.

Name (Print) of PIC/Acceptor:

Signature:

Work Party Sign off: Work area and all adjacent areas to which sparks and heat might have spread were inspected during the watch period, and 60 minutes after the watch period and were found fire-safe.

Name (Print):

Signature:

Y	N/A	Fire Watch/ hot work area monitoring
		Fire watch must be provided by the work party during, and for [illegible] minutes after work, including any break activity.
		Fire watch is supplied with suitable extinguishers, and where practical, a small charged hose.
		Fire watch is trained in use of equipment and in sounding alarm (Contacting ERT by radio).
		Fire watch may be required in adjoining areas, above and below.

Additional Instructions ☐ **Continue Overleaf**

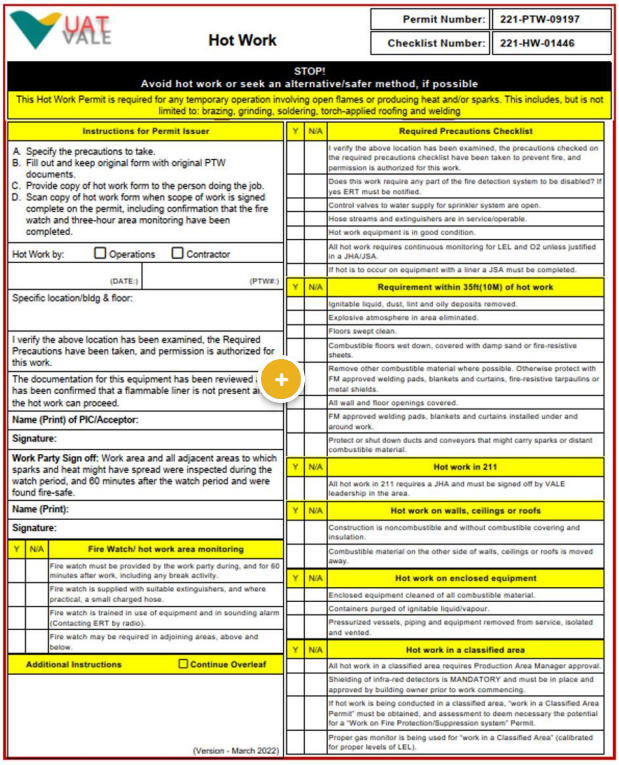
(Version - March 2022)

Y	N/A	Required Precautions Checklist
		I verify the above location has been examined, the precautions checked on the required precautions checklist have been taken to prevent fire, and permission is authorized for this work.
		Does this work require any part of the fire detection system to be disabled? If yes ERT must be notified.
		Control valves to water supply for sprinkler system are open.
		Hose streams and extinguishers are in service/operable.
		Hot work equipment is in good condition.
		All hot work requires continuous monitoring for LEL and O2 unless justified in a JHA/JSA.
		If hot is to occur on equipment with a liner a JSA must be completed.
Y	N/A	**Requirement within 35ft(10M) of hot work**
		Ignitable liquid, dust, lint and oily deposits removed.
		Explosive atmosphere in area eliminated.
		Floors swept clean.
		Combustible floors wet down, covered with damp sand or fire-resistive sheets.
		Remove other combustible material where possible. Otherwise protect with FM approved welding pads, blankets and curtains, fire-resistive tarpaulins or metal shields.
		All wall and floor openings covered.
		FM approved welding pads, blankets and curtains installed under and around work.
		Protect or shut down ducts and conveyors that might carry sparks or distant combustible material.
Y	N/A	**Hot work in 211**
		All hot work in 211 requires a JHA and must be signed off by VALE leadership in the area.
Y	N/A	**Hot work on walls, ceilings or roofs**
		Construction is noncombustible and without combustible covering and insulation.
		Combustible material on the other side of walls, ceilings or roofs is moved away.
Y	N/A	**Hot work on enclosed equipment**
		Enclosed equipment cleaned of all combustible material.
		Containers purged of ignitable liquid/vapour.
		Pressurized vessels, piping and equipment removed from service, isolated and vented.
Y	N/A	**Hot work in a classified area**
		All hot work in a classified area requires Production Area Manager approval.
		Shielding of infra-red detectors is MANDATORY and must be in place and approved by building owner prior to work commencing.
		If hot work is being conducted in a classified area, "work in a Classified Area Permit" must be obtained, and assessment to deem necessary the potential for a "Work on Fire Protection/Suppression system" Permit.
		Proper gas monitor is being used for "work in a Classified Area" (calibrated for proper levels of LEL).

Work Locations and Tasks

Y	N/A	Requirement within 35ft(10M) of hot work
		Ignitable liquid, dust, lint and oily deposits removed.
		Explosive atmosphere in area eliminated.
		Floors swept clean.
		Combustible floors wet down, covered with damp sand or fire-resistive sheets.
		Remove other combustible material where possible. Otherwise protect with FM approved welding pads, blankets and curtains, fire-resistive tarpaulins or metal shields.
		All wall and floor openings covered.
		FM approved welding pads, blankets and curtains installed under and around work.
		Protect or shut down ducts and conveyors that might carry sparks or distant combustible material.

This section contains directions for specific work locations or tasks. An important point here to be aware of is the section on “Hot Work in a Classified Area”, this work requires an additional permitted task as well as a risk assessment that has been reviewed and approved by a production area manager.



Hot Work

Permit Number:	221-PTW-09197
Checklist Number:	221-HW-01446

STOP!
Avoid hot work or seek an alternative/safer method, if possible

This Hot Work Permit is required for any temporary operation involving open flames or producing heat and/or sparks. This includes, but is not limited to: brazing, grinding, soldering, torch-applied roofing and welding

Instructions for Permit Issuer

A. Specify the precautions to take.
B. Fill out and keep original form with original PTW documents.
C. Provide copy of hot work form to the person doing the job.
D. Scan copy of hot work form when scope of work is signed complete on the permit, including confirmation that the fire watch and three-hour area monitoring have been completed.

Hot Work by: ☐ Operations ☐ Contractor

(DATE:) (PTW#:)

Specific location/bldg & floor:

I verify the above location has been examined, the Required Precautions have been taken, and permission is authorized for this work.

The documentation for this equipment has been reviewed a… has been confirmed that a flammable liner is not present a… the hot work can proceed.

Name (Print) of PIC/Acceptor:

Signature:

Work Party Sign off: Work area and all adjacent areas to which sparks and heat might have spread were inspected during the watch period, and 60 minutes after the watch period and were found fire-safe.

Name (Print):

Signature:

Y	N/A	Fire Watch/ hot work area monitoring
		Fire watch must be provided by the work party during, and for 60 minutes after work, including any break activity.
		Fire watch is supplied with suitable extinguishers, and where practical, a small charged hose.
		Fire watch is trained in use of equipment and in sounding alarm (Contacting ERT by radio).
		Fire watch may be required in adjoining areas, above and below.

Additional Instructions ☐ **Continue Overleaf**

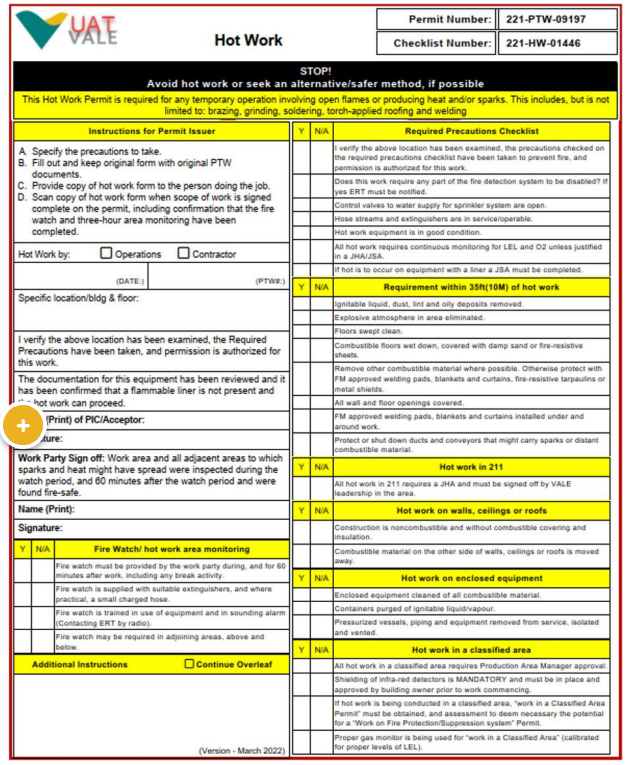
(Version - March 2022)

Y	N/A	Required Precautions Checklist
		I verify the above location has been examined, the precautions checked on the required precautions checklist have been taken to prevent fire, and permission is authorized for this work.
		Does this work require any part of the fire detection system to be disabled? If yes ERT must be notified.
		Control valves to water supply for sprinkler system are open.
		Hose streams and extinguishers are in service/operable.
		Hot work equipment is in good condition.
		All hot work requires continuous monitoring for LEL and O2 unless justified in a JHA/JSA.
		If hot is to occur on equipment with a liner a JSA must be completed.
Y	N/A	**Requirement within 35ft(10M) of hot work**
		Ignitable liquid, dust, lint and oily deposits removed.
		Explosive atmosphere in area eliminated.
		Floors swept clean.
		Combustible floors wet down, covered with damp sand or fire-resistive sheets.
		Remove other combustible material where possible. Otherwise protect with FM approved welding pads, blankets and curtains, fire-resistive tarpaulins or metal shields.
		All wall and floor openings covered.
		FM approved welding pads, blankets and curtains installed under and around work.
		Protect or shut down ducts and conveyors that might carry sparks or distant combustible material.
Y	N/A	**Hot work in 211**
		All hot work in 211 requires a JHA and must be signed off by VALE leadership in the area.
Y	N/A	**Hot work on walls, ceilings or roofs**
		Construction is noncombustible and without combustible covering and insulation.
		Combustible material on the other side of walls, ceilings or roofs is moved away.
Y	N/A	**Hot work on enclosed equipment**
		Enclosed equipment cleaned of all combustible material.
		Containers purged of ignitable liquid/vapour.
		Pressurized vessels, piping and equipment removed from service, isolated and vented.
Y	N/A	**Hot work in a classified area**
		All hot work in a classified area requires Production Area Manager approval.
		Shielding of infra-red detectors is MANDATORY and must be in place and approved by building owner prior to work commencing.
		If hot work is being conducted in a classified area, "work in a Classified Area Permit" must be obtained, and assessment to deem necessary the potential for a "Work on Fire Protection/Suppression system" Permit.
		Proper gas monitor is being used for "work in a Classified Area" (calibrated for proper levels of LEL).

Controls

Y	N/A	Requirement within 35ft(10M) of hot work
		Ignitable liquid, dust, lint and oily deposits removed.
		Explosive atmosphere in area eliminated.
		Floors swept clean.
		Combustible floors wet down, covered with damp sand or fire-resistive sheets.
		Remove other combustible material where possible. Otherwise protect with FM approved welding pads, blankets and curtains, fire-resistive tarpaulins or metal shields.
		All wall and floor openings covered.
		FM approved welding pads, blankets and curtains installed under and around work.
		Protect or shut down ducts and conveyors that might carry sparks or distant combustible material.

This section has information about control of the work area and the removal of combustible substances. Review this section closely and ensure all controls listed are in place.



Hot Work

Permit Number:	221-PTW-09197
Checklist Number:	221-HW-01446

STOP!
Avoid hot work or seek an alternative/safer method, if possible

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Instructions for Permit Issuer

A. Specify the precautions to take.
B. Fill out and keep original form with original PTW documents.
C. Provide copy of hot work form to the person doing the job.
D. Scan copy of hot work form when scope of work is signed complete on the permit, including confirmation that the fire watch and three-hour area monitoring have been completed.

Hot Work by: ☐ Operations ☐ Contractor

(DATE:) (PTW#:)

Specific location/bldg & floor:

I verify the above location has been examined, the Required Precautions have been taken, and permission is authorized for this work.

The documentation for this equipment has been reviewed and it has been confirmed that a flammable liner is not present and hot work can proceed.

(Print) of PIC/Acceptor:

ture:

Work Party Sign off: Work area and all adjacent areas to which sparks and heat might have spread were inspected during the watch period, and 60 minutes after the watch period and were found fire-safe.

Name (Print):

Signature:

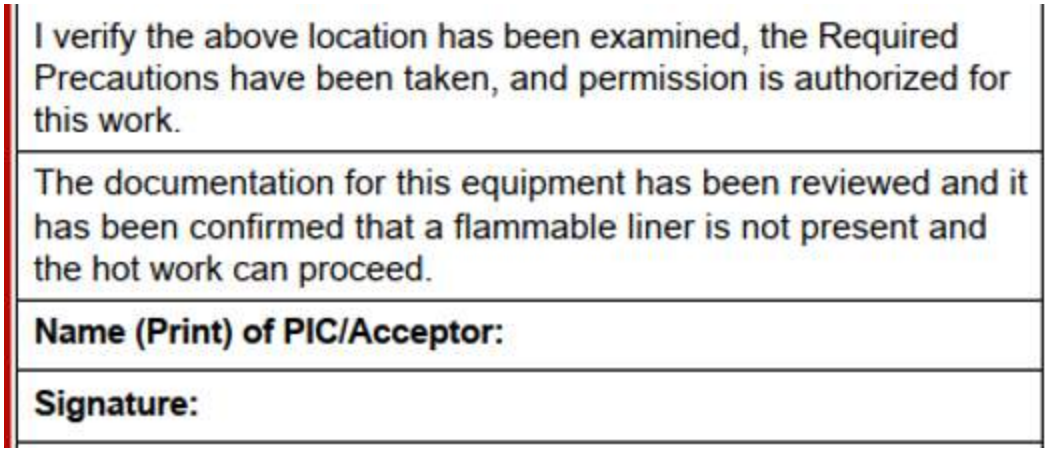
Y	N/A	Fire Watch/ hot work area monitoring
		Fire watch must be provided by the work party during, and for 60 minutes after work, including any break activity.
		Fire watch is supplied with suitable extinguishers, and where practical, a small charged hose.
		Fire watch is trained in use of equipment and in sounding alarm (Contacting ERT by radio).
		Fire watch may be required in adjoining areas, above and below.

Additional Instructions ☐ Continue Overleaf

(Version - March 2022)

Y	N/A	Required Precautions Checklist
		I verify the above location has been examined, the precautions checked on the required precautions checklist have been taken to prevent fire, and permission is authorized for this work.
		Does this work require any part of the fire detection system to be disabled? If yes ERT must be notified.
		Control valves to water supply for sprinkler system are open.
		Hose streams and extinguishers are in service/operable.
		Hot work equipment is in good condition.
		All hot work requires continuous monitoring for LEL and O2 unless justified in a JHA/JSA.
		If hot is to occur on equipment with a liner a JSA must be completed.
Y	N/A	**Requirement within 35ft(10M) of hot work**
		Ignitable liquid, dust, lint and oily deposits removed.
		Explosive atmosphere in area eliminated.
		Floors swept clean.
		Combustible floors wet down, covered with damp sand or fire-resistive sheets.
		Remove other combustible material where possible. Otherwise protect with FM approved welding pads, blankets and curtains, fire-resistive tarpaulins or metal shields.
		All wall and floor openings covered.
		FM approved welding pads, blankets and curtains installed under and around work.
		Protect or shut down ducts and conveyors that might carry sparks or distant combustible material.
Y	N/A	**Hot work in 211**
		All hot work in 211 requires a JHA and must be signed off by VALE leadership in the area.
Y	N/A	**Hot work on walls, ceilings or roofs**
		Construction is noncombustible and without combustible covering and insulation.
		Combustible material on the other side of walls, ceilings or roofs is moved away.
Y	N/A	**Hot work on enclosed equipment**
		Enclosed equipment cleaned of all combustible material.
		Containers purged of ignitable liquid/vapour.
		Pressurized vessels, piping and equipment removed from service, isolated and vented.
Y	N/A	**Hot work in a classified area**
		All hot work in a classified area requires Production Area Manager approval.
		Shielding of infra-red detectors is MANDATORY and must be in place and approved by building owner prior to work commencing.
		If hot work is being conducted in a classified area, "work in a Classified Area Permit" must be obtained, and assessment to deem necessary the potential for a "Work on Fire Protection/Suppression system" Permit.
		Proper gas monitor is being used for "work in a Classified Area" (calibrated for proper levels of LEL).

Review Precautions



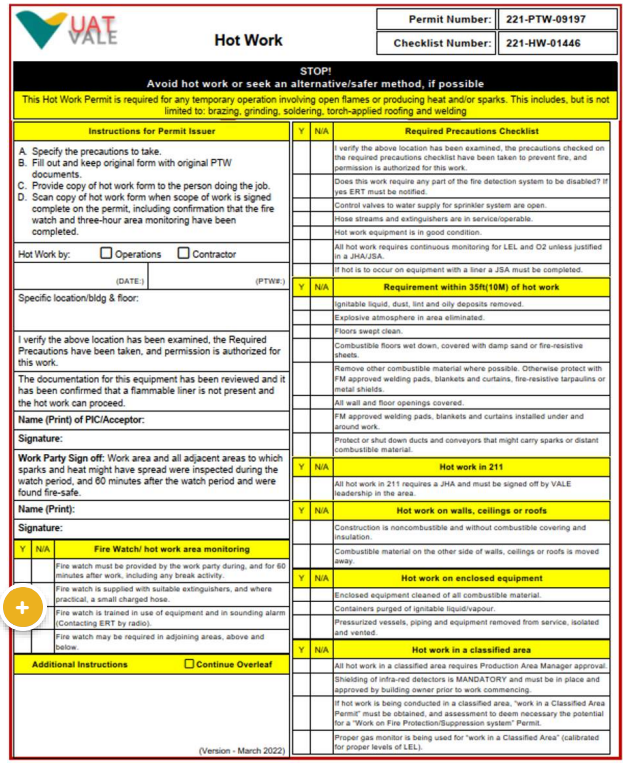
I verify the above location has been examined, the Required Precautions have been taken, and permission is authorized for this work.

The documentation for this equipment has been reviewed and it has been confirmed that a flammable liner is not present and the hot work can proceed.

Name (Print) of PIC/Acceptor:

Signature:

This section requires a signature, and dictates that the PIC has reviewed all the relevant documentation for the vessel and task to ensure it does not contain a flammable liner.



UAT VALE

Hot Work

Permit Number:	221-PTW-09197
Checklist Number:	221-HW-01446

STOP!
Avoid hot work or seek an alternative/safer method, if possible

This Hot Work Permit is required for any temporary operation involving open flames or producing heat and/or sparks. This includes, but is not limited to: brazing, grinding, soldering, torch-applied roofing and welding

Instructions for Permit Issuer

A. Specify the precautions to take.
B. Fill out and keep original form with original PTW documents.
C. Provide copy of hot work form to the person doing the job.
D. Scan copy of hot work form when scope of work is signed complete on the permit, including confirmation that the fire watch and three-hour area monitoring have been completed.

Hot Work by: ☐ Operations ☐ Contractor

(DATE:) (PTW#:)

Specific location/bldg & floor:

I verify the above location has been examined, the Required Precautions have been taken, and permission is authorized for this work.

The documentation for this equipment has been reviewed and it has been confirmed that a flammable liner is not present and the hot work can proceed.

Name (Print) of PIC/Acceptor:

Signature:

Work Party Sign off: Work area and all adjacent areas to which sparks and heat might have spread were inspected during the watch period, and 60 minutes after the watch period and were found fire-safe.

Name (Print):

Signature:

Y	N/A	Fire Watch/ hot work area monitoring
		Fire watch must be provided by the work party during, and for 60 minutes after work, including any break activity.
		Fire watch is supplied with suitable extinguishers, and where practical, a small charged hose.
		Fire watch is trained in use of equipment and in sounding alarm (Contacting ERT by radio).
		Fire watch may be required in adjoining areas, above and below.

Additional Instructions ☐ **Continue Overleaf**

(Version - March 2022)

Y	N/A	Required Precautions Checklist
		I verify the above location has been examined, the precautions checked on the required precautions checklist have been taken to prevent fire, and permission is authorized for this work.
		Does this work require any part of the fire detection system to be disabled? If yes ERT must be notified.
		Control valves to water supply for sprinkler system are open.
		Hose streams and extinguishers are in service/operable.
		Hot work equipment is in good condition.
		All hot work requires continuous monitoring for LEL and O2 unless justified in a JHA/JSA.
		If hot is to occur on equipment with a liner a JSA must be completed.
Y	N/A	**Requirement within 35ft(10M) of hot work**
		Ignitable liquid, dust, lint and oily deposits removed.
		Explosive atmosphere in area eliminated.
		Floors swept clean.
		Combustible floors wet down, covered with damp sand or fire-resistive sheets.
		Remove other combustible material where possible. Otherwise protect with FM approved welding pads, blankets and curtains, fire-resistive tarpaulins or metal shields.
		All wall and floor openings covered.
		FM approved welding pads, blankets and curtains installed under and around work.
		Protect or shut down ducts and conveyors that might carry sparks or distant combustible material.
Y	N/A	**Hot work in 211**
		All hot work in 211 requires a JHA and must be signed off by VALE leadership in the area.
Y	N/A	**Hot work on walls, ceilings or roofs**
		Construction is noncombustible and without combustible covering and insulation.
		Combustible material on the other side of walls, ceilings or roofs is moved away.
Y	N/A	**Hot work on enclosed equipment**
		Enclosed equipment cleaned of all combustible material.
		Containers purged of ignitable liquid/vapour.
		Pressurized vessels, piping and equipment removed from service, isolated and vented.
Y	N/A	**Hot work in a classified area**
		All hot work in a classified area requires Production Area Manager approval.
		Shielding of infra-red detectors is MANDATORY and must be in place and approved by building owner prior to work commencing.
		If hot work is being conducted in a classified area, "work in a Classified Area Permit" must be obtained, and assessment to deem necessary the potential for a "Work on Fire Protection/Suppression system" Permit.
		Proper gas monitor is being used for "work in a Classified Area" (calibrated for proper levels of LEL).

Fire Watch

Work Party Sign off: Work area and all adjacent areas to which sparks and heat might have spread were inspected during the watch period, and 60 minutes after the watch period and were found fire-safe.		
Name (Print):		
Signature:		
Y	N/A	**Fire Watch/ hot work area monitoring**
		Fire watch must be provided by the work party during, and for 60 minutes after work, including any break activity.
		Fire watch is supplied with suitable extinguishers, and where practical, a small charged hose.
		Fire watch is trained in use of equipment and in sounding alarm (Contacting ERT by radio).
		Fire watch may be required in adjoining areas, above and below.
Additional Instructions		☐ **Continue Overleaf**

This section requires signoff for fire watch after work is done. Signing here indicates that you have assigned a person to monitor the area for 60 minutes after work is complete – It is the responsibility of the PIC to ensure this document gets back to the permit office so area monitoring by operations can begin.

00:23

Permit Review

Walkdowns – it is **mandatory** to walk down all permits and isolations under the following circumstances:

- First issue of all permits and isolations.
    - this includes identification of points of work, or in some cases work location for more general work scopes.
    - All isolations that have been modified and reinstated.
- All permits that have been suspended and re-issued.

PERMIT SUSPENSION	RETURNING A PERMIT FROM SUSPE...	PERMIT CLOSURE

Permits may require suspension for several reasons, which may include but are not limited to:

- End of shift for CSE, restricted area, classified area permits.
- Risk assessment is no longer valid due to a new hazard/risk.
- Change of scope of work.
- Change of PIC.
- Outdated documentation (such as a rescue plan or work instruction).
- Failure of isolation valve or isolation modification required.
- If a building evacuation occurs during work, the area needs to be re-evaluated before work re-starts.

Permit: 226-PTW-06292

Status: Suspended

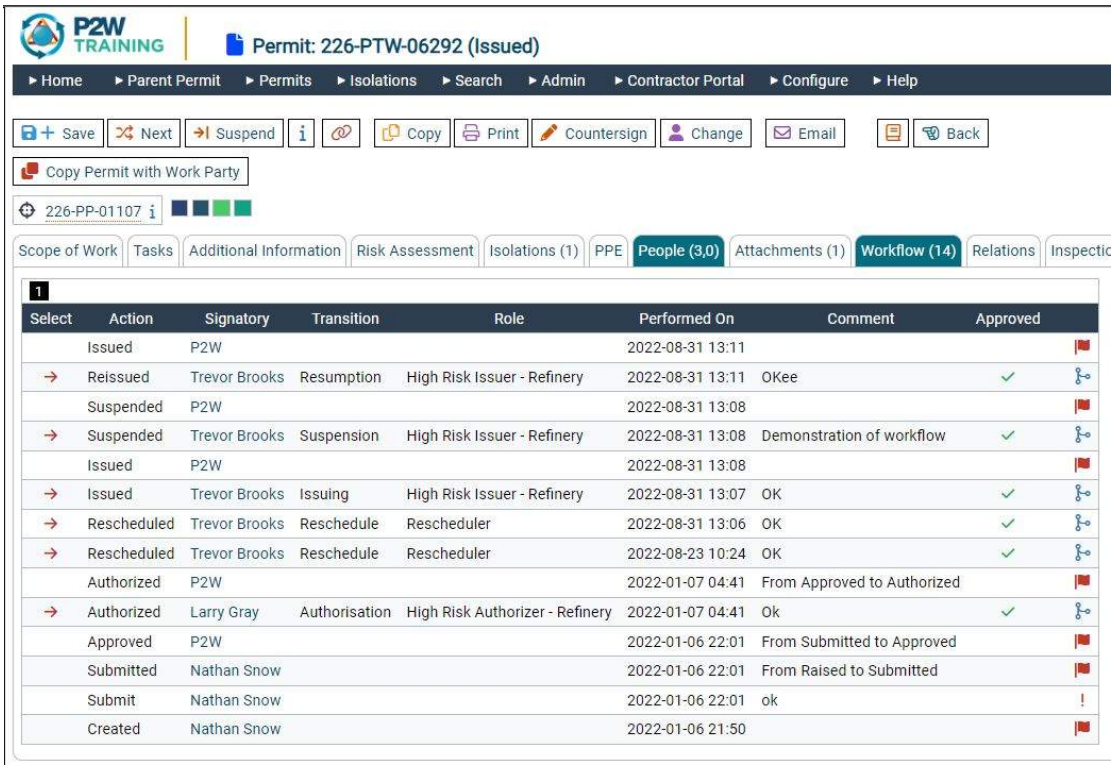
Permit Suspension : The Person in Charge of Work is responsible to ensure that all paperwork is completed and returned to the permit office.			
I confirm that this permit can be suspended and that the work area has been left in a safe and tidy condition.			
Notes relating to this suspension: Demonstration			
Name(Print)	Signature	Employee (Contractor)	Date - Time

NOT FOR CONSTRUCTION

PERMIT SUSPENSION | RETURNING A PERMIT FROM SUSPE... | PERMIT CLOSURE

Permits being re-issued from suspension require the following action:

- Isolations must be reviewed to ensure they were not modified during the time the permit was suspended. If the isolations were modified, they require a new walkdown. This can be confirmed through the permit office.
- Risk assessment must be reviewed and updated if necessary.
- The work area needs to be walked to determine if any new hazards are present and updates made accordingly.

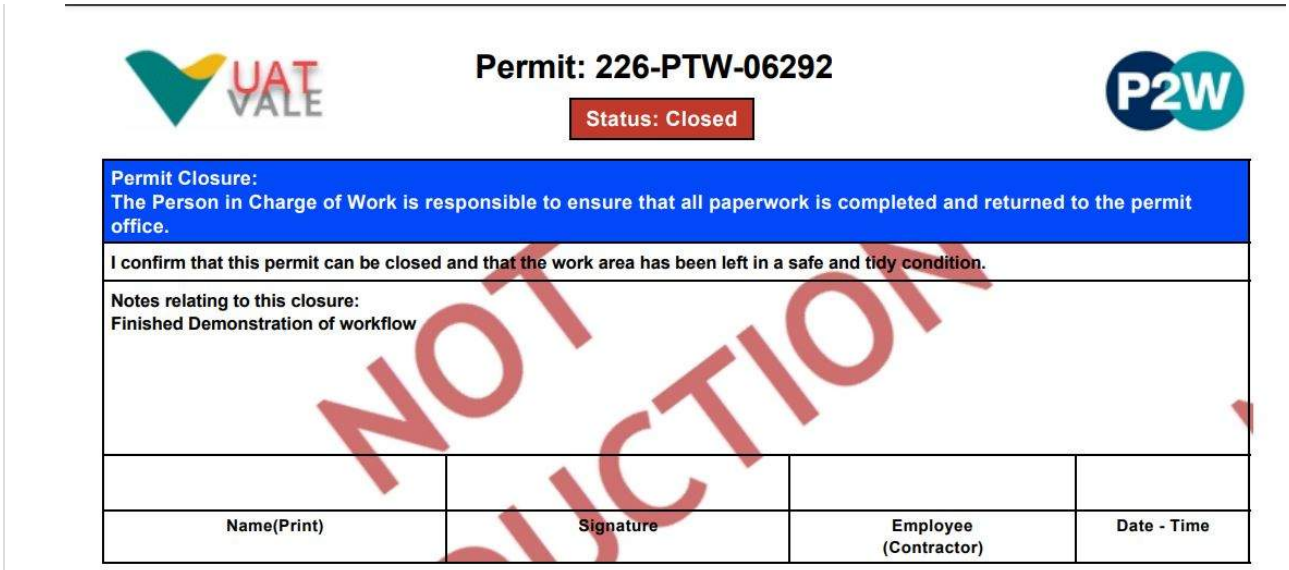


Select	Action	Signatory	Transition	Role	Performed On	Comment	Approved
	Issued	P2W			2022-08-31 13:11		
→	Reissued	Trevor Brooks	Resumption	High Risk Issuer - Refinery	2022-08-31 13:11	OKee	✓
	Suspended	P2W			2022-08-31 13:08		
→	Suspended	Trevor Brooks	Suspension	High Risk Issuer - Refinery	2022-08-31 13:08	Demonstration of workflow	✓
	Issued	P2W			2022-08-31 13:08		
→	Issued	Trevor Brooks	Issuing	High Risk Issuer - Refinery	2022-08-31 13:07	OK	✓
→	Rescheduled	Trevor Brooks	Reschedule	Rescheduler	2022-08-31 13:06	OK	✓
→	Rescheduled	Trevor Brooks	Reschedule	Rescheduler	2022-08-23 10:24	OK	✓
	Authorized	P2W			2022-01-07 04:41	From Approved to Authorized	
→	Authorized	Larry Gray	Authorisation	High Risk Authorizer - Refinery	2022-01-07 04:41	Ok	✓
	Approved	P2W			2022-01-06 22:01	From Submitted to Approved	
	Submitted	Nathan Snow			2022-01-06 22:01	From Raised to Submitted	
	Submit	Nathan Snow			2022-01-06 22:01	ok	
	Created	Nathan Snow			2022-01-06 21:50		

PERMIT SUSPENSION | RETURNING A PERMIT FROM SUSPE... | PERMIT CLOSURE

Every permit has to be closed after the work associated with the permit is complete. The PIC or PA is responsible to:

- Ensure the **entire scope** as listed on the permit is complete.
- Ensure all **mechanical connections that were broken have been fully re-instated** and it is safe to turn the system over to operations.
- The area is **clean and tidy, all tools and materials have been removed** from the area.
- The permit is **signed off at the permit office** indicating a change of ownership from the execution team to the operations team



Permit: 226-PTW-06292

Status: Closed

Permit Closure: The Person in Charge of Work is responsible to ensure that all paperwork is completed and returned to the permit office.			
I confirm that this permit can be closed and that the work area has been left in a safe and tidy condition.			
Notes relating to this closure: Finished Demonstration of workflow			
Name(Print)	Signature	Employee (Contractor)	Date - Time

NOT CONSTRUCTION

Got a Question?

Submit your question here using Valeforms, be sure to include your first name last name and contact information.

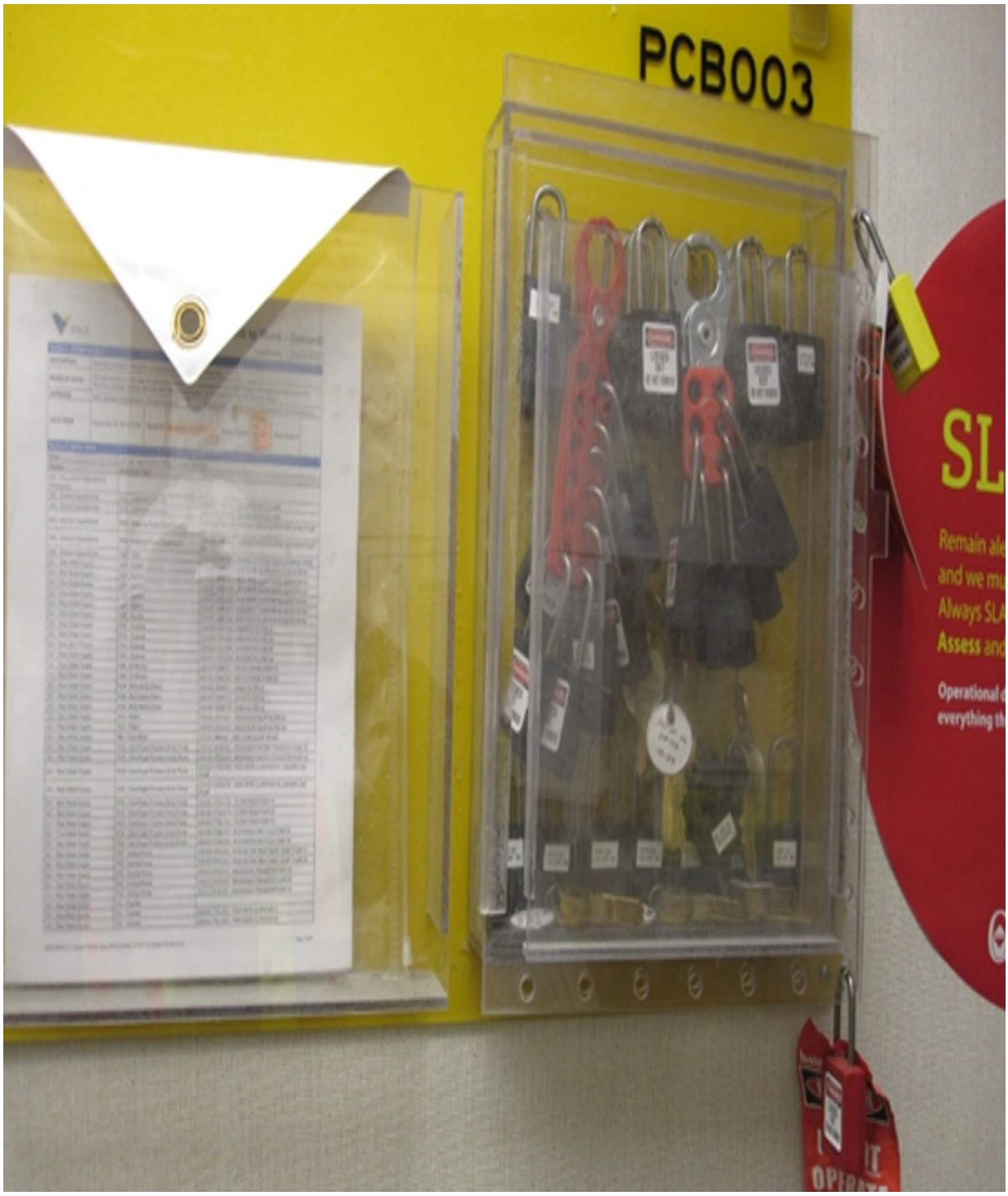
CLICK HERE!

CONTINUE

Person in Charge/Permit Acceptor: Lock Boxes, Locks, and Tags

In this section, you will be presented with an overview of:

- Long Harbour permit to work has specific requirements for the use of colored locks and specific tagging requirements related to those locks.
- Lock Boxes are also used to consolidate and secure all documentation and keys/locks associated to a particular scope/scopes of work.



Lock Boxes

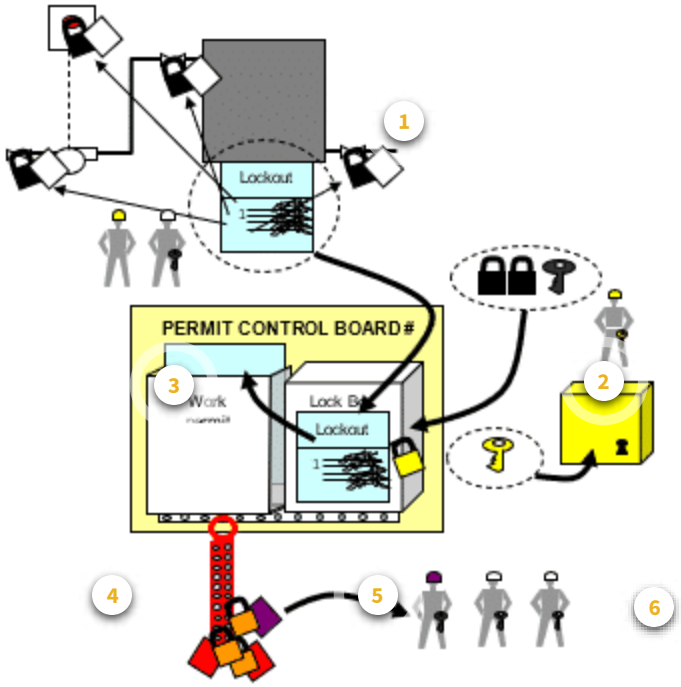
All permits that require isolations will have associated lock boxes. All lock boxes can be found at the permit office. Portable lock boxes are also available at the permit office.

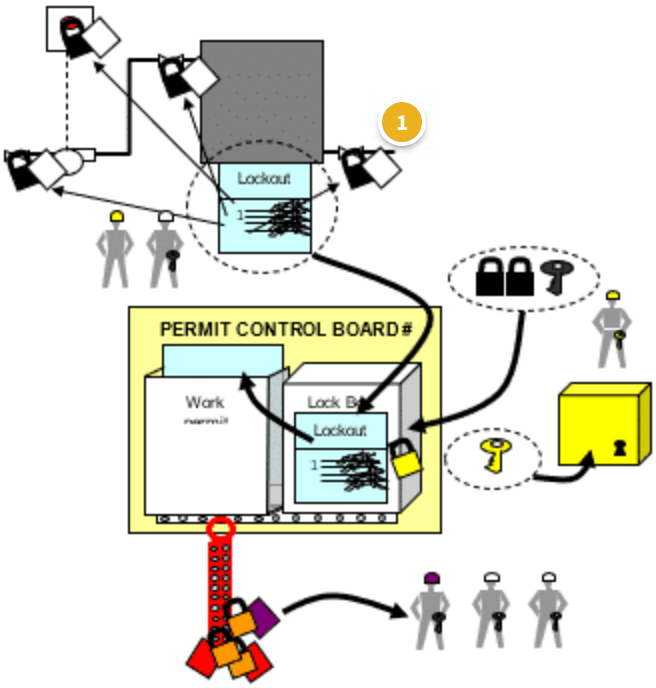
Lock boxes may also have placards on them stating that the isolations/permits are suspended or relinquished.

NEVER lock onto a PCB lock box with a placard indicating the permits or isolations are not active.

Never lock onto a lock box that does not have a GOLD Lock and Danger Tag.

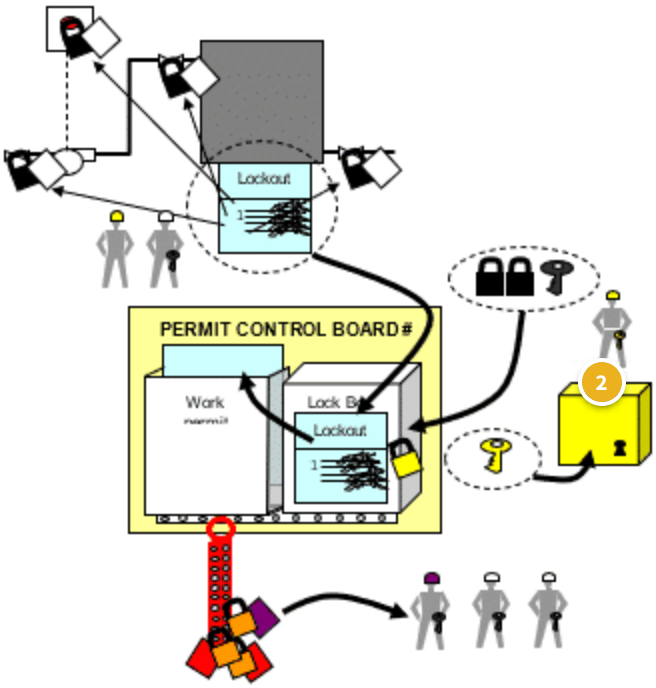
Always verify the Permit Control Board (PCB) has the proper information.





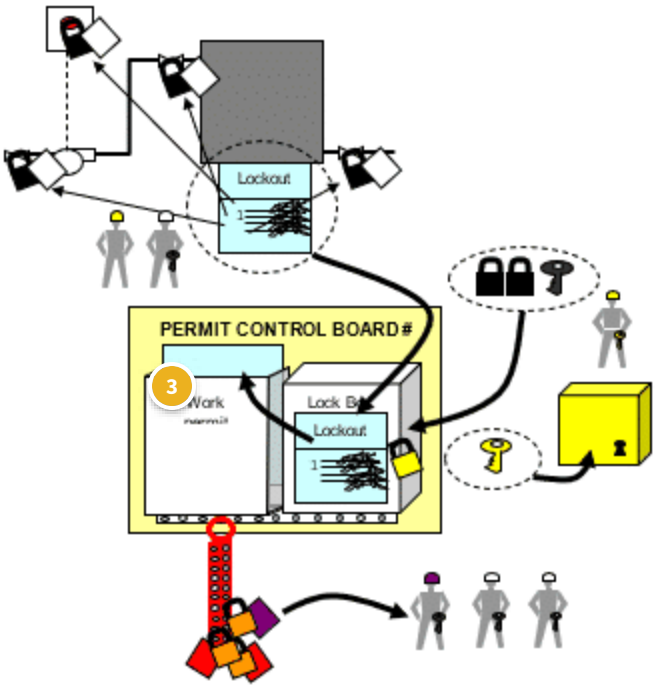
Isolation

The Isolator will fit the locking mechanisms with multiple isolation hasps with the blue Group Locks and isolation tag to all isolation points after the sources of energy have been isolated and proven.
A second isolator will witness the isolation by cross checking each isolation point on the lockout sheet on a separate trip through the area.
The key of each group lock set and all remaining padlocks must be placed in the Lock Box/Permit Control Board.
The completed lockout sheet must be placed on the board/box so it is visible.



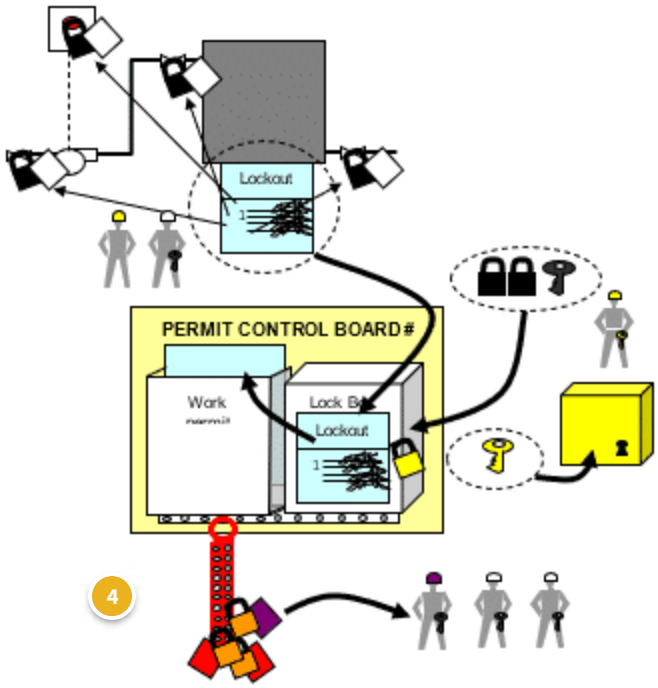
Complete Isolation with Gold Lock

The isolator who witnessed the isolation locks the Lock Box/Permit Control Board with a gold Project Lock. The witness places the key in the key safe for the gold Project Locks.



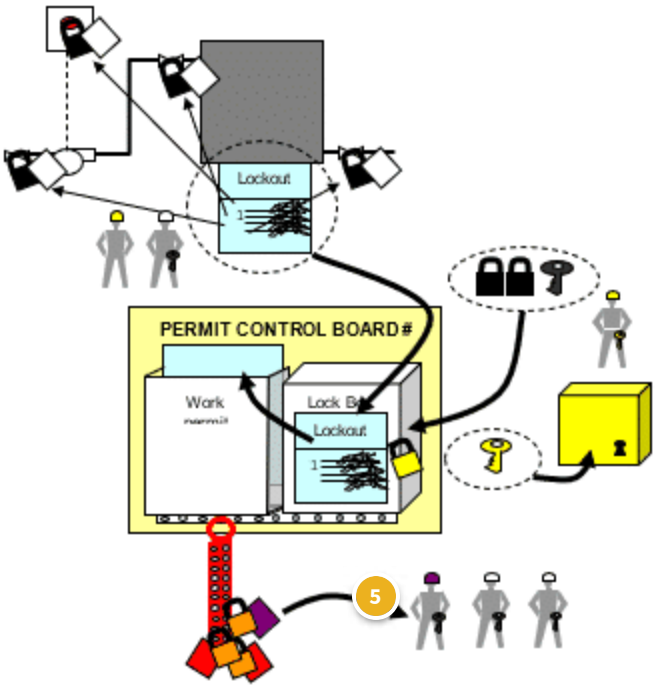
Permit Issue links to ICC

The Permit Issuer has linked the ICC used for this isolation boundary to the permit outlining the scope of work. Once all keys are collected and placed in the PCB the isolation is confirmed in place



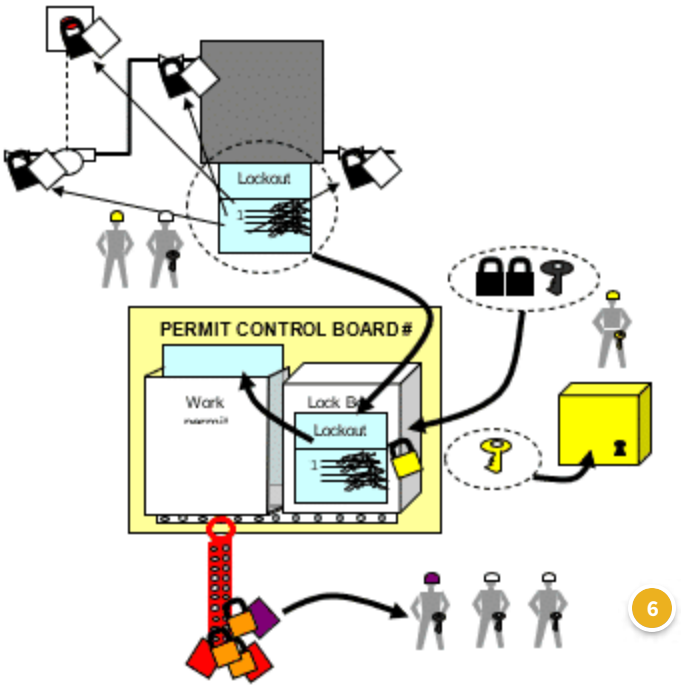
Issue Work Permit

After the completion of the isolation and the work permit is ready to be issued, the Permit Issuer issues the permit to the work party executing the tasks outlined on the permit.



PIC/Permit Acceptor Lock

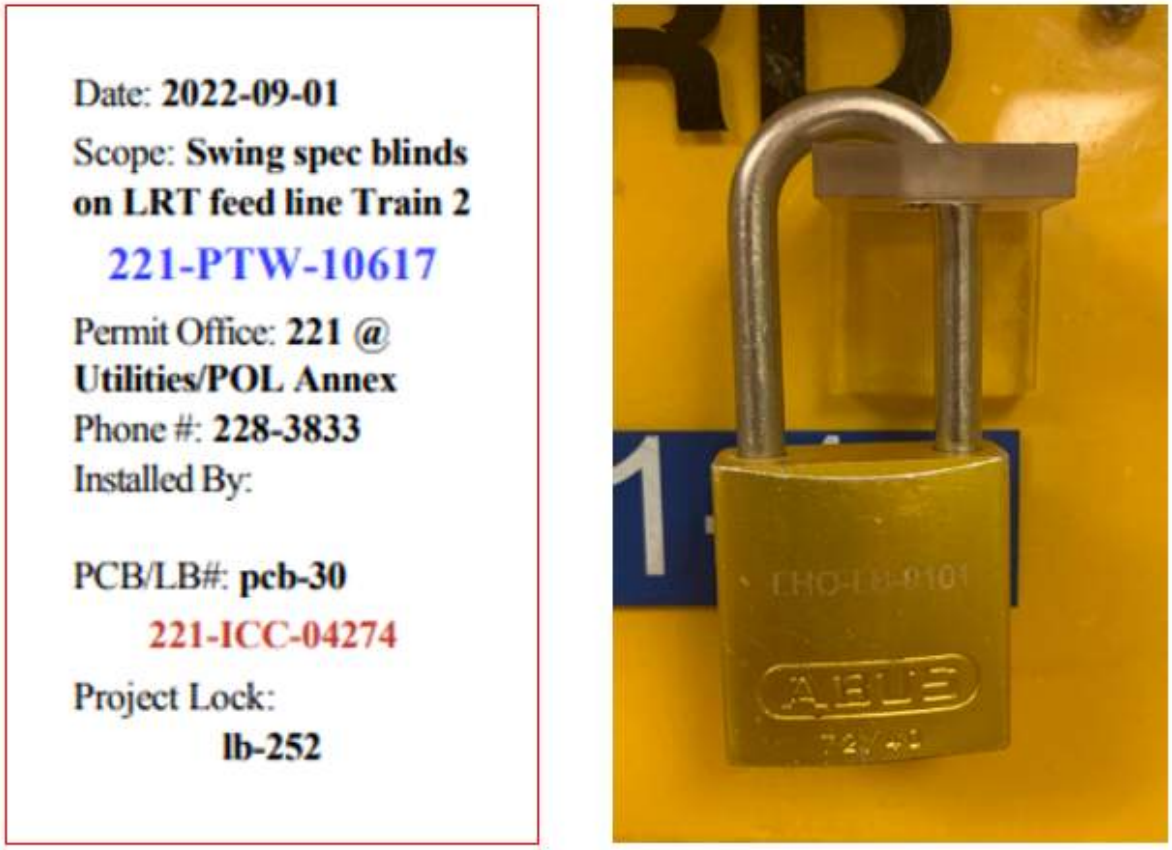
After accepting the work conditions the Person in Charge/Permit Acceptor locks the box (if they are actively working on the permit) by attaching their orange Personal Protection Lock on the hasp with the corresponding Permit Lock



Permit Users lock on

Each Permit User places their orange Personal Protection Lock and Personal Protection Tag on the hasp of the corresponding Person in Charge/Permit Acceptor and Permit Lock before starting the work.

00:21

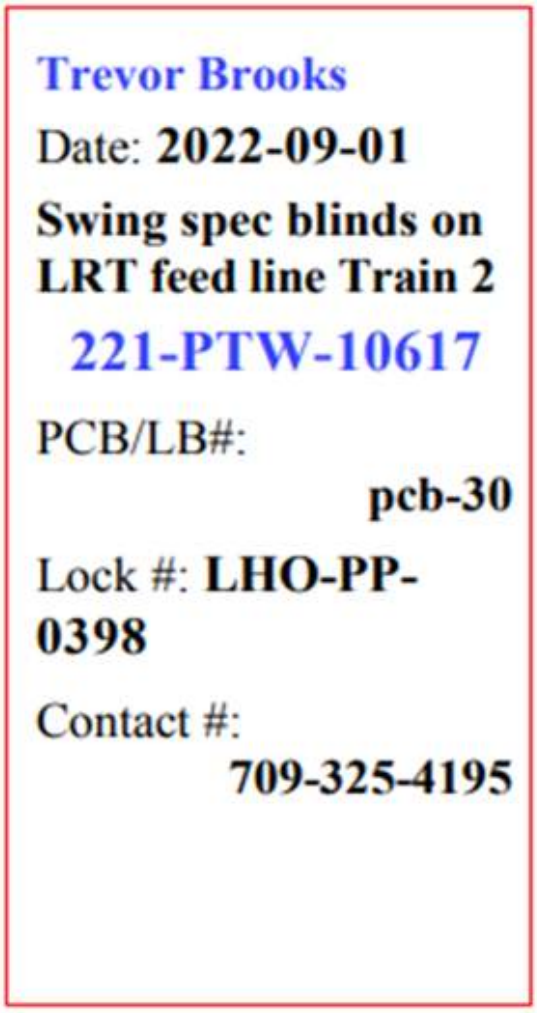


Project Lock and Tag

Project Locks and Tags

Project locks are placed on PCBs and indicate control of an isolation that could cover many permits. As PIC/PA it is your responsibility to ensure you are locking onto the right PCB for your permit and scope of work. Project locks will have a tag attached (as pictured) that should align with your permit number.

00:24



Personal Lock and Tag

Personal Locks and Tags

Personal Locks are orange in colour and every person who is actively performing a task on a permit must attach their personal lock to the appropriate PCB. As PIC/PA it is your responsibility to ensure your crew is locked onto the correct PCB and they have a tag attached with the correct information. These can be printed by the permit office by request to give to your crew, or filled out manually.

Got a Question?
Submit your question here using Vale forms, be sure to include your first name last name and contact information.

CLICK HERE!

CONTINUE

Quiz

You will now take an evaluative test regarding the content of this training.

The test contains 14 questions about the the Permit to Work system in Long Harbour.

You must obtain a score of 80% or greater to successfully complete this module.

Good luck.

Question

01/17

All permits require a Person in Charge to be named before they can be issued:

- ◯ True
- ◯ False

Question

02/17

A PIC may name a permit acceptor, but it is not mandatory:

- ◯ True
- ◯ False

Question

03/17

When taking out a permit, the PIC/PA is responsible to (more than 1 may apply):

- [ ] Communicate all hazards and controls to the work party
- [ ] Ensure the scope of work is fully understood by the work party
- [ ] Ensure there are not conflicts with other work scopes in the area
- [ ] Enter the permits into the system to be authorized

Question

04/17

When a PA is named on a permit, they assume the same level of responsibility for the work party as the PIC:

- ◯ True
- ◯ False

Question

05/17

A walkdown of permits and isolations is not required when:

- The permit has been suspended and is being re-issued
- The isolation has been modified and re-established
- There is no isolation necessary for the work
- The permit and isolation have been continually issued for the duration of the work.

Question

06/17

In order to issue any permit it must contain the following:

- A risk assessment
- PID's
- A work pack
- A work instruction

Question

07/17

A permit can be issued before the isolation boundary required to complete the work has been established:

- ◯ True
- ◯ False

Question

08/17

Upon permit closure a PIC/PA is responsible to:

- [ ] Ensure the entire scope as listed on the permit is complete
- [ ] Ensure all broken connections have been reinstated
- [ ] Clean the area and remove all tools and materials
- [ ] Sign permit closure form

Question

09/17

A PCB must have a gold lock and tag applied before a worker can apply a personal lock:

- ◯ True
- ◯ False

Question

10/17

Permit checklists should be filled out (more than 1 may apply):

- [ ] In full at the permit office without going to the field
- [ ] After a thorough walkdown of the work location and review of the risk assessment
- [ ] All at once
- [ ] In stages, as the steps are required.

Question

11/17

The steps required in issuing a permit are:

- Raise, Issue, Submit, Authorize
- Raise, Submit, Authorize, Issue
- Submit, Raise, Issue, Authorize
- Authorize, Raise, Submit, Issue

Question

12/17

It is necessary to have a copy of the permit at the work location:

- ◯ True
- ◯ False

Question

13/17

If both the PIC and PA are at the work location, the PA takes responsibility for the work group:

- ◯ True
- ◯ False

Question

14/17

The PIC/PA is responsible to review the risk assessment daily and make updates if necessary:

- ◯ True
- ◯ False

Question

15/17

A permit may need to be suspended for which of the following reasons:(select all that apply)

- [ ] End of shift for CSE, restricted area and classified area permits
- [ ] Change of scope of work
- [ ] Outdated documentation on the permit
- [ ] Its lunchtime

Question

16/17

When re-issuing a permit from suspension, the PIC/PA is required walk the work area to ensure no new hazards are present:

- ◯ True
- ◯ False

Question

17/17

When closing a permit the PIC/PA is responsible to ensure the area where the work was completed is left tidy and ready to hand back to operations:

- ◯ False
- ◯ True

Conclusion

Congratulations.
You have successfully completed the knowledge component of the Long Harbour Person in Charge/Permit Acceptor course. You have learned how to;

- [ ] Highlight the accountabilities of a person filling the role of a Person in Charge (PIC) or Permit Acceptor (PA)
- [ ] Review a permit and discuss the sections of the permit that apply to the PIC/PA
- [ ] Review permit and isolation workflows
- [ ] Review lock colour's and lock boxes and define the purpose they serve

Online Training Survey
Submit your evaluation here using Valeforms, all submissions are anonymous.
Thankyou.

CLICK HERE!

Thank you for completing the Vale Online Module Training.

Complete Your Module Validation

PLEASE CLICK HERE