

# Work Permit System (Safety)

Safety work permit is a written record that authorizes specific work, at a specific location, for a specific time period. Permits are used for controlling and coordinating the work to establish and maintain safe working conditions. The permit is an agreement between the issuer and the receiver that documents the Conditions, preparations, precautions and the limitations that need to be clearly understood before works begins.

## Safety Work Permit

### 1.0 Purpose of SOP for Work Permit System

- - To lay down the procedure for Safety Work Permit
- ### 2.0 Scope of SOP for Work Permit System

- - This SOP for safety work permit is applicable in situations where there is a non-routine work or dangerous operations are to be carried out within the premises of the Pharmaceutical/API Manufacturing plant .

### 3.0 Responsibility

- - All personnel shall be responsible to abide by the guideline as mentioned in the SOP.
- - Departmental HODs shall be responsible for ensuring and means are available for compliance of the procedure.
- - Head of Environment, Health and Safety shall be responsible for monitoring and overall compliances.

### 4.0 Definition

- - **Safety work permit:** Safety work permit is a written record that authorizes specific work, at a specific location, for a specific time period. Permits are used for controlling and coordinating the work to establish and maintain safe working conditions. The permit is an agreement between the issuer and the receiver that documents the Conditions, preparations, precautions and the limitations that need to be clearly understood before works begins.
- - **Routine Works:** Types of work which are carried out on daily or urgent basis.
- - **Non-Routine Works:** Types of work which are carried out on certain intervals or without any schedule.
- - **Hot Work:** Type of work having potential of producing spark or fire e.g. Welding, cutting, gas cutting, drilling, grinding, brazing, chipping, soldering and other spark generating activities.
- - **Cold Work:** Type of work without having the potential of producing spark or fire e.g. Loading/unloading of heavy machine or equipment, working at height or fragile roof, civil



works, cladding, flooring, building repairing, painting, machine shifting and excavation work (depending upon the condition of the area to be excavated) etc.

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- **Work at Height:** Type of work which is to be carried out at the height above 2.5 meter.
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- **Confined Space:** It is a limited space or area having single route of exit and entry e.g. Underground tank, vessels etc.
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- **Electrical Work:** All electrical works inside plant premises like cable laying, panel maintenance, electrical maintenance, installation of panels etc.

## 5.0 Procedure for Safety Work Permit System

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- Only officer and above shall be considered eligible to sign the safety work permits.
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- Only contractor's supervisor shall be authorized to sign the safety work permits.
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- Before carrying out any non-routine or dangerous activity like Hot Work, Confined Space Entry, Cold Work, Work at Height/fragile roof and Electrical Work, the concerned departments shall intimate the executing department (Engineering Department) for the same.
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- All permit shall be numbered in three (NNN) digit format e.g. 001, 002, 003 etc.
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- Executing department representative with the help of contractor s supervisor shall fill and sign the respective work permit form after verifying and complying all necessary safety conditions such as availability of required PPE, machines & tools conditions, electrical cables, earthing, good housekeeping etc. As per respective Annexure – I, II, III, IV & V.
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- After signing by executing department the same permit shall be signed by P&A head/security supervisor.
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- After P&A head/security supervisor, safety officer (EHS dept.) shall sign the permit after verifying the conditions of working area for safe work.
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- *Final authorization shall be given by EHS Head.*
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- Supervisor must be available at the work site till the completion of work.
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- All the permits shall be prepared in triplicate. FIRST COPY (White) is for work executer, SECOND COPY (Pink) is for Security Gate & THIRD COPY (Yellow) is for EHS/Engineering Department.
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- The executed copy of work permit shall always be available at working site.
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- Work permit is valid for time between 08:30 to 17:00 Hrs.
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- If work is to be carried out during the time other than 08:30 to 17:00 Hrs.
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- Extension of work permit shall be done in Annexure – VI by permit executor through same signing procedure.
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- If the work is to be carried out on Holiday/non-working day the permit to be taken on day before holiday/non-working day through same signing procedure provided all the conditions checked & verified for safe work.
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- Representative of executing department shall be responsible for supervising the safety conditions on that day.
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- After completion of work, closure of the permit shall be done in first copy (i.e. White copy) by permit executor through same signing procedure.
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- Copy of permit along with extension permit if taken shall be submitted to executing department.

**Note:** In case of emergency work to be performed on holiday/ non working day, work permit can be generated, but it shall be approved / verified by available designee/shift in charge/ at that time.

#### **6.0 Abbreviation (s)**

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- SOP : Standard Operating Procedure
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- PPE : Personnel Protective Equipment
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- EHS : Environment , Health and Safety
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- P&A : Personnel & Administration

#### **7.0 Reference (s)**

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- In-House

#### **8.0 Annexure (s)**

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- Annexure – I : Cold Work Permit
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- Annexure – II : Hot Work Permit
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- Annexure – III : Confined Space Entry Permit
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- Annexure – IV : Work at Height Permit
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- Annexure – V : Electrical Work Permit
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- Annexure – VI : Extension of Work Permit

### **Annexure – I : Cold Work Permit**

Date : \_\_\_\_\_ Department : \_\_\_\_\_ Permit No. : \_\_\_\_\_

Location/Equipment : \_\_\_\_\_

Description of Job : \_\_\_\_\_

Job Performer (s) : \_\_\_\_\_

Equipment/Tools Involved : \_\_\_\_\_

Intimated to concerned depart. Person (Name) : \_\_\_\_\_

**SAFETY CHECK POINTS BEFORE STARTING THE WORK**

<b>Sr. No.</b>	<b>Safety Precautions to be followed</b>	<b>Y/N</b>	<b>Remarks (if any)</b>
1	Work area Inspected properly for Safe work		
2	Equipment & Tools checked properly		
3	Lifting tools & tackles are in good condition for lifting of equipment		
4	Safe Working load of lifting equipment's checked		
5	Ladder/Scaffolding/areal platform checked for safe working		
6	'PPE like Goggle, Gloves, Mask, Helmet, Safety Belt with full body harness, Safety Shoes etc. available for safe work		
7	Equipment/Machines/Materials or Chemicals removed from the area		
8	Proper & Safe arrangement is made for safe working		
9	'Barricading Tapes, Tags and cautionary notices displayed at the working area		
10	De energized all the system if any (Electrical, Pneumatic, Hydraulic, Thermal, Chemical or other) before starting the work		
11	Certificates of Ropes & Hooks of Crane & Hydra for safe working load available		
12	Arrangement made for proper lighting		
13	Check whether underground Pipelines/High tension Cables & Sewerage lines etc. are available at site before starting the excavation work		

**Signature of Working Supervisor (Contractor) :**

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Instruction (if any) :

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**Name & Signature**

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Executing Dept.	P&A Department	EHS Department	EHS Head
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Also Read : Monitoring of Ambient Air Quality & Stack

**Note** : if the permit is to be extended refer Annexure-VI

**Closure of Permit :**

- - Job performed satisfactory by executing Department.
- - Housekeeping done
- - Established safe work conditions

**Name & Signature**

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Executing Dept.	P&A Department	EHS Department	EHS Head
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WHITE COPY: Work Executor, PINK COPY: Security Gate, YELLOW COPY: EHSS Dept.

**Annexure – II : Hot Work Permit**

Date : \_\_\_\_\_ Department : \_\_\_\_\_ Permit No. : \_\_\_\_\_

Location/Equipment : \_\_\_\_\_

Description of Job : \_\_\_\_\_

Job Performer (s) : \_\_\_\_\_

Equipment/Tools Involved : \_\_\_\_\_

Intimated to concerned depart. Person (Name) : \_\_\_\_\_

**SAFETY CHECK POINTS BEFORE STARTING THE WORK**

Sr. No.	Safety Precautions to be followed	Y/N	Remarks (if any)
1	Work area Inspected properly for Safe work		
2	Equipment & Tools checked properly		
3	Welding Set & Cables in good & Safe condition		
4	Moving parts of tools & Machines are having guard		
5	Electrical cables are without joints & provided with proper top & plugs		
6	Electrical Panels and Extension Boards are in proper & Safe Conditions		
7	'PPE like Goggle, Gloves, Mask, Helmet, Safety Belt with full body harness, Safety Shoes etc. available for safe work		
8	Flammable materials or chemicals removed from area		
9	Fire Extinguisher (CO2 or ABC type) kept at place		
10	Ensure proper earthing of machines before started the job		
11	Barricading Tapes, Tags and cautionary notices displayed at the working area		
12	Only Experienced & trained worker is assigned for Specific job (Welding/Cutting/Drilling/Grinding etc.)		
13	De energized all the system (Electrical, Pneumatic, Hydraulic, Thermal, Chemical or other) before starting the work, Arrangement made for proper lighting & ventilation		

**Signature of Working Supervisor (Contractor) :**

Instruction (if any) :

**Name & Signature**

Executing Dept.

P&A Department

EHS Department

EHS Head

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**Note :** if the permit is to be extended refer Annexure-VI

**Closure of Permit :**

- - Job performed satisfactory by executing Department.
- - Housekeeping done
- - Established safe work conditions

**Name & Signature**

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Executing Dept.

P&A Department

EHS Department

EHS Head

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WHITE COPY: Work Executor, PINK COPY: Security Gate, YELLOW COPY: EHSS Dept.

**Annexure – III : Confined Space Entry Permit**

Date : \_\_\_\_\_ Department : \_\_\_\_\_ Permit No. : \_\_\_\_\_

Location/Equipment : \_\_\_\_\_

Description of Job : \_\_\_\_\_

Job Performer (s) : \_\_\_\_\_

Equipment/Tools Involved : \_\_\_\_\_

Intimated to concerned depart. Person (Name) : \_\_\_\_\_

**SAFETY CHECK POINTS BEFORE STARTING THE WORK**

Sr. No.	Safety Precautions to be followed	Y/N	Remarks (if any)
1	Work area Inspected properly for Safe work		
2	Equipment & Tools checked properly		
3	'Barricading Tapes, Tags and cautionary notices displayed at the working area		

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- 4 'PPE like Goggle, Gloves, Mask, Helmet, Safety Belt with full body harness, Safety Shoes etc. available for safe work

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- 5 De energized all the system (Electrical, Pneumatic, Hydraulic, Thermal, Chemical or other) before starting the work.

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- 6 Internal Environment of the area (tank/vessel/duct) to be entered is safe to work

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- 7 Arrangement made for proper lighting & ventilation

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- 8 Proper means of Entry & exit available all the time

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- 9 Rope ladder provided

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- 10 Safe access provided

**Signature of Working Supervisor (Contractor) :**

Instruction (if any) :

**Name & Signature**

Executing Dept.	P&A Department	EHS Department	EHS Head
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**Note :** if the permit is to be extended refer Annexure-VI

**Closure of Permit :**

- - Job performed satisfactory by executing Department.
- - Housekeeping done
- - Established safe work conditions

**Name & Signature**

Executing Dept.	P&A Department	EHS Department	EHS Head
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WHITE COPY: Work Executor, PINK COPY: Security Gate, YELLOW COPY: EHSS Dept.

**Annexure – IV : Work at Height Permit**

Date : \_\_\_\_\_ Department : \_\_\_\_\_ Permit No. : \_\_\_\_\_

Location/Equipment : \_\_\_\_\_

Description of Job : \_\_\_\_\_

Job Performer (s) : \_\_\_\_\_

Equipment/Tools Involved : \_\_\_\_\_

Intimated to concerned depart. Person (Name) : \_\_\_\_\_

**SAFETY CHECK POINTS BEFORE STARTING THE WORK**

<b>Sr. No.</b>	<b>Safety Precautions to be followed</b>	<b>Y/N</b>	<b>Remarks (if any)</b>
1	Work area Inspected properly for Safe work		
2	Equipment & Tools checked properly		
3	Ladder/Scaffolding/areal platform checked for safe working		
4	'PPE like Goggle, Gloves, Mask, Helmet, Safety Belt with full body harness, Safety Shoes etc. available for safe work		
5	Equipment/Machines/Materials or Chemicals removed from the area		
6	Proper & Safe arrangement is made for working at height (Safe working Platform)		
7	Barricading Tapes, Tags and cautionary notices displayed at the working area		
8	De energized all the system if any (Electrical, Pneumatic, Hydraulic, Thermal, Chemical or other) before starting the work		
9	Only Experienced worker is assigned for Height Work		

**Signature of Working Supervisor (Contractor) :**

Instruction (if any) :

**Name & Signature**

Executing Dept.                      P&A Department                      EHS Department                      EHS Head

**Note :** if the permit is to be extended refer Annexure-VI

**Closure of Permit :**

- - Job performed satisfactory by executing Department.
- - Housekeeping done
- - Established safe work conditions

**Name & Signature**

Executing Dept.                      P&A Department                      EHS Department                      EHS Head

WHITE COPY: Work Executor, PINK COPY: Security Gate, YELLOW COPY: EHSS Dept.

**Annexure – V : Electrical Work Permit**

Date : \_\_\_\_\_ Department : \_\_\_\_\_ Permit No. : \_\_\_\_\_

Location/Equipment : \_\_\_\_\_

Description of Job : \_\_\_\_\_

Job Performer (s) : \_\_\_\_\_

Equipment/Tools Involved : \_\_\_\_\_

Intimated to concerned depart. Person (Name) : \_\_\_\_\_

**SAFETY CHECK POINTS BEFORE STARTING THE WORK**

Sr. No.	Safety Precautions to be followed	Y/N	Remarks (if any)
1	Work area Inspected properly for Safe work		
2	Equipment & Tools checked properly		
3	'PPE like Goggle, Gloves, Mask, Helmet, Safety Belt with full body harness, Safety Shoes etc. available for safe work		
4	Electrical Isolation ( if required) done & under maintained or precautionary Tag/board displayed		
5	De energized all the system if any (Electrical, Pneumatic, Hydraulic, Thermal, Chemical or other) before starting the work		
6	Power Circuit Isolated		
7	Control Circuit isolated		
8	Battery or terminal disconnected		
9	'Barricading Tapes and cautionary notices displayed at the working area		
10	Only technically experienced (Electrical) person is assigned for Electrical Work		

**Signature of Working Supervisor (Contractor) :**

Instruction (if any) :

**Name & Signature**

Executing Dept.	P&A Department	EHS Department	EHS Head
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**Note :** if the permit is to be extended refer Annexure-VI  
**Closure of Permit :**

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- Job performed satisfactory by executing Department.
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- Housekeeping done
- 
- Established safe work conditions

**Name & Signature**

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Executing Dept.	P&A Department	EHS Department	EHS Head
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WHITE COPY: Work Executor, PINK COPY: Security Gate, YELLOW COPY: EHSS Dept.

**Annexure – VI : Extension of Work Permit**

Date : \_\_\_\_\_ Department : \_\_\_\_\_ Permit No. : \_\_\_\_\_

Type of Permit :

**Hot Work Permit [ ]**                      **Cold Work Permit [ ]**                      **Work at Height Permit [ ]**  
**Electrical Work Permit [ ]**              **Confined Space Entry Permit [ ]**

Location/Equipment: \_\_\_\_\_

Description of Job : \_\_\_\_\_

Person (s) involved in work\* : \_\_\_\_\_

Equipment/Tools Involved : \_\_\_\_\_

**Permit to be extended up to (Time):** \_\_\_\_\_

**Safety Instructions:-**

**Name & Signature**

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Executing Dept.	P&A Department	EHS Department	EHS Head
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