







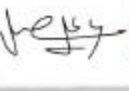



قطر للبترول  
Qatar Petroleum

PROCEDURE GOVERNING THE REQUIREMENTS FOR  
CONSOLIDATED PERMIT TO WORK (CPW) IN COMMON  
AREAS OF MIC AND RLC

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## 1.0 OBJECTIVES

The objective of this document is to establish, implement and maintain documented procedure and regulations for Consolidated Permit to Work (CPW) implementation within Industrial Cities common onshore areas in Ras Laffan Industrial City (RLC) and Mesaieed Industrial City (MIC) to ensure a safe work system to protect assets, environment and people in these areas.

## 2.0 SCOPE

This document shall outline all the necessary requirements to be adhered in all work activities in common onshore areas in Ras Laffan Industrial City (RLC) and Mesaieed Industrial City (MIC), performed by QP departments, Industrial Cities departments, Asset Operators and contractors.

This document is not applicable in Dukhan Concession Area.

## 3.0 DEFINITIONS AND ABBREVIATIONS

### 3.1 Definitions

Definition	Description
Abnormal Load	As defined by Qatar Traffic Law, any vehicle exceeding: <ul style="list-style-type: none"><li>• Height - 4.2 m (inclusive of vehicle height)</li><li>• Speed - 60% slower moving than the posted minimum speed</li><li>• Width - 2.6 m (inclusive of vehicle width)</li><li>• Weight over 50 Ton in addition to GVM (Gross Vehicle Weight) by vehicle manufacturer</li></ul> Any load that is longer than 1 m over the back of the loaded vehicle.
Applicant	Any company that formally requests a permit to work in Industrial Cities common areas for executing any work activity.
Approve	To accept as satisfactory, to permit or officially agree. The final approval for the CPW application shall be given by respective Industrial Cities Permit office authority.
Asset Holder	An entity that is responsible for the operation and maintenance of an asset owned / controlled by them within QP common areas.
Asset Operators	Oil & Gas Industries i.e. QP Joint Venture companies.
Authorized Gas Tester	A competent person who is assigned by operating authority and authorised by third party certifying agency accredited by QP authority to perform gas testing within QP common areas.
Class of Work	Class of work consists of cold work, hot work, spark potential work and radiation works. Work activities listed below, but not limited to the following can be included in conjunction with any one of the above classes of work: <ul style="list-style-type: none"><li>• Excavation</li><li>• Confined space entry</li><li>• Electrical works</li><li>• Telecommunication works</li><li>• Critical lifting</li></ul>



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Definition	Description
Cold Work	<ul style="list-style-type: none"> <li>• Working at height</li> <li>• Tie-in activity</li> <li>• Transport of Abnormal load</li> </ul> <p>Any work activity which does not supply sufficient heat or spark energy to provide a potential ignition source for a flammable mixture. This include manual excavations upto a depth of 1.00 meter (one meter) as per prevailing QP HSE regulations for contractor, bolting and unbolting of pipeline and vessel flanges not containing flammable materials or removal of electrical and instrument equipment which has been de-energized or de-activated.</p>
Common Areas	<p>Areas controlled or operated by Industrial Cities (in Ras Laffan Industrial City and Mesaieed Industrial City) located outside the permanent Asset Operators assets' fence or wall of land/area leased on a long-term basis to other companies as defined in appendix 3 and 3a in section 8.0.</p>
Concurring Party	<p>Asset holder of installed facilities which can potentially be affected by any work performed by another party on or near their own asset. Refer to appendix–2 in section 8.0.</p>
Confined Space	<p>A space that is:</p> <ul style="list-style-type: none"> <li>• Large enough and so configured that a personnel can bodily enter, perform work.</li> <li>• Have limited or restricted means for entry or exit.</li> <li>• Is not designed for continuous occupancy.</li> <li>• May contain one of the following: <ul style="list-style-type: none"> <li>▪ Contains or has the potential to contain a hazardous atmosphere like Oxygen deficiency, flammable or toxic atmosphere;</li> <li>▪ Contains a material that has the potential of engulfing an individual;</li> <li>▪ Has an internal configuration such that an entrant could be trapped or asphyxiated</li> <li>▪ Contains any other recognized serious safety and health hazard.</li> </ul> </li> </ul> <p>Confined spaces include, but are not limited to, storage tanks, bins, boilers, ventilation and exhaust ducts, pits, manholes, trenches, vats and reactor vessels.</p> <p>Besides the above, any excavations which are 1.00 meter or deeper shall be considered as a confined space.</p>
Contractors	<p>Companies working under a contract with QP or Joint Venture companies but without a long-term land lease agreement.</p>
Crossing Work	<p>Work activities that require crossing of existing facilities, either above or below ground using excavations, bridges way, micro-tunnelling or horizontal directional drilling or using the existing culvert.</p>
Crticial Lifting	<p>Lifting operations are classified as critical when any of the following conditions applies:</p>

Definition	Description
	<ul style="list-style-type: none"> <li>• Any load dimension exceeds 15 meters or the load is of a complex shape where the center of gravity is difficult to ascertain.</li> <li>• Lifts that exceed 50 tonnes in weight.</li> <li>• Lifts which exceed 30 meters in height.</li> <li>• Lifts which require full boom extension.</li> <li>• Lifts requiring the use of more than one crane simultaneously (Tandem Lift).</li> <li>• Lifts where the equipment/load consists of thin/fragile members which are susceptible to deformation during lifting.</li> <li>• Lifts where there are any live plant assets or assets that contain hazardous inventory that could cause catastrophic damage if penetrated that are encapsulated within the crane Footprint.</li> <li>• Personnel lifts, lifts over pipelines, near overhead electrical power lines, where lifting operation can endanger the safety of the facility or crane.</li> <li>• Lifts where safety of personnel and equipment are at risk, which is a concern raised by any responsible authority.</li> </ul>
Daily Sanctioning	Approval, validation and re-validation of CPW conditions on work site on a daily/shift basis by the performing and/or operating authority as well as concurring authority confirming that work can be continuously performed in a safe manner on a particular day/shift.
e-CPW	Electronic Consolidated Permit to Work System, used by Industrial Cities in RLC and MIC, designed for online application, review and approval of permit to work.
Electrical Work	Any activity related to electrical systems either high or low voltages including new installation (new projects), repairing and maintenance works.
Emergency / Urgent work	Emergency Work is defined as any unplanned work activities that pose imminent danger to people, assets and environment which is absolutely necessary to perform on an urgent basis (within 24 hours) and can be executed safely as determined by the Operating Authority of the asset.
Excavations	Earth moving above grade, or excavation to form pits, trenches, etc., by using manual or machine methods.
Excess Materials	Any material (excavated, demolished, waste etc.), produced from work activities which need to be removed and transported to assigned area as stipulated in the Permit for managing the Excess Materials within Industrial Cities and its environmental regulations.
General Safety	Safety measures to control hazards in work environment to ensure safe performance of the human, tools/or equipment, properties and environment. It includes safe method of work, safe work area, safe use of work equipment and the use of PPE etc.
Guideline	A document which is similar to a procedure but less prescriptive in nature. It contains general instructions/guidance to carry out a series of actions.
Hazardous Area	An atmosphere that may expose entrants to the risk of death, impairment





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Definition	Description
Hot Work	<p>of ability to exit, injury or acute illness from one or more of the following causes:</p> <ul style="list-style-type: none"> <li>• Flammable gas, vapour or mist present</li> <li>• Atmospheric oxygen concentrations below 19.5% or in excess of 23.5%</li> <li>• Atmospheric concentration of any substance which could result in employee exposure in excess of its permissible exposure limits (PEL)</li> <li>• Any other atmospheric condition that is Immediately Dangerous to Life or Health (IDLH).</li> </ul> <p>The detailed hazardous area classification shall be determined periodically by the Asset Operators and contractors in accordance to QP Corporate Philosophy for Fire and Safety (QP-PHL-S-001) part 6.6.</p> <p>Work activity which involves, or may result in, an open flame, generate heat, the production of sparks, or any other potential sources of ignition that could initiate a fire or an explosion.</p> <p>Hot work includes but not limited to welding, gas cutting, burning, soldering, hot tapping / stoppling, drilling, grinding, abrasive blasting, chipping, operation of impact wrenches, operation of electronic or electrical equipment that is not intrinsically safe in hazardous area, opening explosion proof electrical enclosures in hazardous area and any other work that may generate sufficient heat that would pose a possible ignition source.</p>
HSE Representative	<p>A technically competent / certified person appointed by his/her company with the mandate to deal with HSE requirements and performance in and around Industrial Cities active work site.</p>
Industrial radiography	<p>Method of non-destructive testing where many types of manufactured components can be examined to verify the internal structure and integrity of the specimen.</p>
Job Safety Analysis / Job Hazard Analysis (JSA/JHA)	<p>A qualitative method of assessing risks associated with a particular job in order to decide upon the measures that should be taken to reduce the risks.</p> <p>JHA involves breaking the job or activity down into a number of logical steps, and identification of the hazards and appropriate control measures for each step, to prevent harm to personnel, damage to Asset, adverse impact on the environment or on reputation of the company.</p>
Major Accident	<p>An uncontrolled occurrence in the operation of a facility / installation and / or project resulting in, or having the potential to result in fire, explosion or the release of a hydrocarbons, chemicals or any substance, with the potential for multiple fatalities or serious personal injury to multiple persons, and/or significant damage to the facility/installation or equipment thereon, including any loss in the stability of the installation and/or any major environmental consequence.</p>
Major Accident Hazard	<p>A situation with the potential to result in a major accident as defined above.</p>



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Definition	Description
Operating Authority	<p>Party who is responsible for the management of the project or operating the existing facilities within the common area. Operating Authority is responsible for all HSE related matters over all the personnel on site, irrespective of their departmental reporting relationship.</p> <p>QP directorates (Operations directorate, Technical directorate) / departments of Industrial Cities directorate which are responsible to manage a project or operate a facility such as Industrial Cities Operations department, Ports, Transmission and Distribution directorate, Technical directorate, Operations directorate and Asset Operators shall be considered as operating authority during the execution of their respective project or operation of their facilities within Industrial Cities common areas.</p> <p>In addition, company / Asset Operators which leases land in Industrial Cities under TLLA or SLLA, shall be the operating authority for any activities on their leased land.</p>
Over Height	If the height of any vehicle, including its load or any protrusion, exceeds 4.2 m above the road surface
Over Weight	Weight over 50 Ton in addition to GVM (Gross Vehicle Weight) by vehicle Manufacturer.
Over Width	If the width of any vehicle, including its load or any protrusion, exceed 2.6 m.
Performing Authority	<p>A company or department engaged by the operating authority to perform works or services.</p> <p>Performing authority can be from a similar company as the operating authority (eg. maintenance department) or from a direct contractor (not a sub-contractor) of the Operating Authority.</p>
Permit Controller	<p>QP RLC or MIC Authorized Representative who controls the work permit system, approve the work permits and coordinates the review, issuance and closure of work permits.</p> <p>He shall have a complete overview of all ongoing operational activities and the proposed activities in the facilities in order to avoid risks caused by simultaneous activities.</p>
Permit Extension	Extension of a permit to work validity provided that the previously approved work activities and site safety conditions are maintained and remain unchanged. Additional requirements can be added during the approval process by the permit authorities. No additional work / task shall be added in the permit extension or else it will be treated as a new permit application. However, additional supporting documents can be added during permit renewal or extension.
Permit Reviewer	Industrial city representative / authority who reviews the submitted CPW application with its attached documents to ensure compliance with CPW and safety regulations according to the attached approved documents.
Permit to Work	A legal document which authorises the performing authority to proceed with a specific task to be performed in a defined area or on a particular item of equipment for a specified time period within Industrial Cities. It



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Definition	Description
	also prescribes the minimum conditions under which the work shall be performed safely.
Permit to work carries the signatures of the persons responsible for controlling the conditions of the work being performed.	
Port Authority	The authority that manages, operates and regulates port onshore and offshore areas within Port limits of Mesaieed and Ras Laffan.
Industrial Permit Office	Permit Offices in Industrial Cities (RLC and MIC) that administers, issues, controls and monitors the Industrial Cities Consolidated Permit to Work system / or process and its compliance at site.
Radiation Work	Work activities that involve the use of ionizing radioactive materials and/or radiation equipment / producing machines. Radiography work shall be performed in accordance to requirements of State of Qatar decree law No. 31 of 2002 on radiation protection and QP radiation safety standard, QP-STD-S-056. A separate work permit shall be applied for radiography works within Industrial Cities.
RO2	RO2 is a response to a road opening permit, issued by concerned authorities such as Kahramaa, MOI, Ashghal, Ooredoo, QP, MME etc.
Security Escort	Industrial Security staff and vehicle(s) required to escort the Oversized vehicle, as deemed appropriate, by the Industrial Security. The load, the number of vehicles to be escorted and available security resources will affect how the vehicle escort is conducted and if a short break is required.
Shall	A mandatory action.
Shift	Work hours per pattern, as defined by operating authority.
Site Violation Record (SVR)	Record of non-compliance findings to permit to work procedure recorded against the site work conditions as stipulated in the issued / or approved permit.
Spark Potential Work	Work activities outside hazardous area that may generate spark. This includes, but is not limited to the use of non-intrinsically safe equipment, internal combustion engines, mechanical excavation work and concrete chipping in hazardous area.
Sponsoring Company / Department	An Operating company / or its department that sponsors and ensures that the Performing Authority schedules, plans and coordinates the work as well as ensuring that all personnel under its jurisdiction are adequately trained and competent to perform their duties as required by the work permit system. The sponsoring company usually appoints a representative / focal point to monitor the Performing Authority.
Telecommunications work	Work that involves access to telecommunications facilities for modification, construction, maintenance and repair works.
Work at height	Work in any place at high without safe protection where, if there were no precautions in place, a person's fall could liable to cause personal injury. Work at height means work in any place where, if precautions were not taken, a person could fall a distance liable to cause personal injury. You



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Definition	Description
Worksite Supervisor	<p>are working at height if you:</p> <ul style="list-style-type: none"> <li>• work above ground/floor level</li> <li>• could fall from an edge, through an opening or fragile surface or</li> <li>• could fall from ground level into an opening in a floor or a hole in the ground</li> </ul> <p>Work at height does not include a slip or a trip on the level, as a fall from height has to involve a fall from one level to a lower level, nor does it include walking up and down a permanent staircase in a building.</p> <p>A technically competent / certified person for specific work discipline (e.g. civil, mechanical or electrical) appointed by the operating / performing authority. Worksite Supervisor is responsible for all technical and safety aspects related to the work.</p>

**3.2 Abbreviations**

Abbreviation	Definition
AFC	Approved for Construction (Signed off drawings used in project construction)
CPW	Consolidated Permit to Work for Industrial Cities (RLC & MIC) common areas
EAA	Early Access Agreement
e-CPW	Electronic Consolidated Permit to Work system
HSSE	Health, Safety, Security and Environment
IE	Manager, Engineering & Business Services
IEE	Manager, Development PIng & Engineering
IEE/4	Head, Compliance
IEE/41	Engineer (Work Permits, MIC)
IEE/42	Engineer (Work Permits, RLC)
IH(L)	Manager, Health, Safety, Security and Environment (RLC)
IH(M)	Manager, Health, Safety, Security and Environment (MIC)
IHS(L)	Head, Safety (RLC)
IHS(M)	Head, Safety (MIC)
IM(L)	Manager, Ras Laffan Industrial City
IM(M)	Manager, Mesaieed Industrial City
JSA	Job Safety Analysis
MIC	Mesaieed Industrial City
MME	Ministry of Municipality & Environment, State of Qatar
MOI	Ministry of Interior, State of Qatar
PPE	Personal Protection Equipment



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<b>Abbreviation</b>	<b>Definition</b>
PTW	Permit to Work
QP	Qatar Petroleum
RLC	Ras Laffan Industrial City
SIS	Service Information Sheet issued and approved by Kahramaa
SLLA	Support services Land Lease Agreement
TLLA	Temporary Land Lease Agreement
VI	Executive Vice President, Industrial Cities



## **4.0 OVERVIEW**

In view of the need to establish an uniform permit to work system to control all work activities within the Industrial Cities common areas in MIC and RLC, a Consolidated Permit to Work (CPW) has been developed which combines various work activities into a single work permit authorizing the Operating Authority to perform permit specified work activities through their assigned performing parties, in a safe, coordinated and consistent manner.

### **4.1 Electronic Consolidated Permit to Work (e-CPW)**

As part of Industrial Cities' commitment to streamline and simplify the CPW approval process, a risk based Electronic Consolidated Permit to Work system (e-CPW) is available and accessible via the internet.

The system conditions and process has been modified from the paper based work permit to electronic process of CPW. A process flow diagram of the CPW process is illustrated in appendix 10 of section 8.0.

Only in the case of exceptional conditions and with the approval from Industrial Cities permit controller that the Performing Authority can use paper-based permit application.

The instructions of filling up the CPW paper form are listed in appendix 4 in section 8.0.

#### **4.1.1 General Guidelines**

The Operating Authority shall be responsible for the complete supervision and control of work activities by its Performing Authority and ensures safe execution of job in accordance with the applicable QP, Industrial Cities Standards and Regulations and stipulated work permit conditions.

The Performing Authority shall strictly adhere to all the requirements stated in this document as well as other associated procedures / guidelines, related documentation issued by Industrial Cities Directorate and Qatar Petroleum, applicable policies and procedures of Operating Authorities and requirements of statutory Government authorities.

It is the responsibility of all parties involved in the application, control, preparation and/or execution of work to ensure effective compliance to the requirements of this document and other applicable procedures and regulations appropriate to their activities.

Close coordination between Performing Authority and the Operating Authority is required to monitor the site safety conditions to ensure effective compliance to safe work practices and stipulated permit conditions.

The Operating Authority shall approach the respective Development Planning and Engineering department of Industrial Cities Directorate in RLC or MIC to introduce the work to be done and their Performing party (contractor company) for understanding their requirements.

In certain MIC / RLC Port areas, special care shall be taken, especially during the loading / unloading time, such as to use diesel engine vehicles that are fitted with spark arrestors and Chalwyn valve, monitoring the gas test and other requirements that may be requested by the Port operating authorities.

Particular work location(s) within the Industrial Cities could have potential Major Accident Hazard (MAH) impact (such as toxic H<sub>2</sub>S, ammonia, flammable-fire) from the neighboring risk generator facilities / installations. Performing Authority and Operating Authority shall ensure appropriate mitigation measures including provision of suitable and sufficient PPEs as specific to the work location external hazards.

JSA of the activities shall also consider the potential external impacts to the work site.



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Any lapses at work are proven to be costlier in Oil & Gas Industries, thus extreme care shall be taken to avoid any potential harm to people, environment and assets through the selection of appropriate tools and/or equipment for performing work activities and ensuring effective supervision, all the time.

During Pandemic situations, after verification of the work site daily sanctioning by the Operating Authority / Concurring party(ies) can be done by an e-mail confirmation with a copy to Permit Controller, as an alternative to signing off the permit.

### 4.1.2 Prerequisites for using CPW

Prior to the submission of CPW application to respective Industrial Cities permit office in RLC or MIC, the following requirements must be satisfied:

1. Operating authority shall appoint a performing authority who shall be responsible for execution of the project/ work.
2. The proposed work site shall have been visited by both operating and performing authority or their appointed representatives to allow them to identify and/or to verify the actual site conditions and associated potential hazards that may exist at the work site and its vicinity.
3. Existing facilities / utilities in the vicinity of works that may be affected during the execution of the entire project related work activities have been identified by Performing Authority and Operating Authority (refer to Proximity of Work Matrix appendix 2 in section 8.0), appropriate approved plans for the protection of identified facilities / utilities have been developed and necessary concurrence have been obtained from each of the identified Concurring parties.
4. All work activities have been planned by the Operating Authority and Performing Authority.
5. All relevant documents such as Method Statement, JSA, detailed AFC drawings or sketches and land occupancy etc. shall be submitted to the Development Planning and Engineering department of Industrial Cities Directorate in RLC or MIC for obtaining the Technical approval letter before processing the permit applications.
6. Development Planning and Engineering department shall coordinate with other concerned QP Industrial Cities departments in RLC or MIC for necessary review and approval, where applicable.
7. Test certificates for equipment, tools, machines and competency certificates for operators etc. are obtained and valid along the work duration.
8. All the involved persons / users of the CPW shall be trained, competent and authorised prior to starting processing the permits applications and work.

### 4.1.3 Supporting documents for CPW application

The supporting documents that shall be submitted with the CPW application are listed below:

1. The following documents shall be attached for processing the CPW application:
  - a. Formal approval letter from the Development Planning and Engineering department of Industrial Cities, for any construction works or major modification works (Industrial Cities permit office shall be consulted for further clarification on this requirement).  
No approval letter will be required for simple/minor maintenance work of existing facilities, where applicable.



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- b. Approval letter from Development Planning and Engineering department of Industrial Cities for utilization of existing ducts/culverts for temporary usage, HDD/Micro tunneling works, open road cutting, where applicable.
- c. Details of Land Lease (use appendix 7 in section 8.0), where applicable.
- d. Survey Report approved by Head, Engineering Services division, Development Planning and Engineering department, where applicable.
- e. Method Statement (job specific work methodology in detail and specific) and risk assessment / JSA duly approved and signed by Performing Authority and Operating Authority.
- f. Approved road traffic diversion plan for job activities that involve diversion of normal road traffic during the execution of work, where applicable.
- g. Approved building permit, where applicable.
- h. Approved road cutting from each concerned departments (for all excavation works), where applicable.
- i. Approved for construction drawing / shop drawing / sketch / schematic drawing / layout plan.
- j. MME Environmental Permit
- k. MME or Industrial Cities Environmental Department clearance (as applicable ) for dewatering, chemical storage, works on shoreline
- l. Waste(s) disposal details due to the activity, excavated materials, and any other material, Waste management plan detailing the type of materials, its collection, transportation, disposal, and responsibility, shall be according to the MME and Industrial City regulations.
- m. SIS Permit / Limitation of Access (LOA) Permit approved by Kahramaa electricity transmission department, where applicable.
- n. Site specific emergency response plan with emergency contact numbers, where applicable.
- o. Heat stress management plan, where applicable.
- p. Valid equipment's and users certificates for (gas test, heavy lifting, scaffolding etc.).
- q. All documents attached to the permit shall be approved or (stamped) by the performing and operating authority.

Note: If vehicles are to be used in the access roads of LNG berths 1, 2, 3, 4, 5, 6 or other designated areas in MIC/RLC Port areas, the vehicles shall be diesel engine driven fitted with spark arrestors and Chalwyn valves.

2. For radiographic work, the following additional documents shall be submitted:

- a. Radiation safety procedure
- b. Radiation emergency plan
- c. Copy of valid license issued by MME for radiation protection officer and other radiation workers
- d. Copy of source certificate issued by manufacturer
- e. Copy of source decay chart
- f. Copy of cumulative dose records of radiation workers as stipulated by MME
- g. Copy of valid calibration Certificates for radiation survey meters
- h. Copy of MME approval for vehicles to be used for the transportation of radioactive material and/or radiation equipment, where applicable
- i. Approved sketch of radiographic work and affected area
- j. Copy of Location License from MME for any temporary storage of radiation equipment and/or material within Industrial Cities, where applicable.



- k. Copy of MME License for Possession of Radioactive Sources (Location and Establishment).
  - l. Copy of MME License for Using Radioactive Sources.
3. For critical lifting activities, the following additional documents shall be submitted:
- a. Critical lifting plan including relevant calculations supporting the safety limits of the operation. Crane configuration such as boom length, lift height and radius, available capacity for the intended lift and actual load to be handled at the configuration shall be clearly stated in the critical lifting plan.
  - b. Documents should be QP endorsed as stated in QP Lifting Equipment Regulations QP-REG-Q-001. All critical lifting operations shall be conducted as per the requirements of QP Lifting Regulations QP-REG-Q-001.
  - c. Approved detailed risk assessment specific to the work site and the lift.
  - d. Copy of valid certificates from QP approved third party certifying authority for crane and associated lifting gears.
  - e. Copy of valid certificates from QP approved third party certifying authority for rigging supervisor, riggers and crane operator.
  - f. Copy of valid Qatar driving license for the crane operator.
4. For Transport of abnormal loads, the following additional documents shall be submitted:
- a. Industrial City Security and Road Safety Officer approved route plan within the Industrial City including a map with clear indications of:
    - Local road layout and adjacent infrastructure.
    - Starting point of escort and end destination for escort.
    - Proposed route to be followed, including any alternative routes (contingency planning).
    - Primary route to be taken, clearly marked.
    - Clearly identified hazardous areas.
    - Identified stopping areas.
  - b. In RLC, the transportation of the abnormal loads shall be escorted by MOI Industrial Security. However in MIC, the transportation of abnormal loads shall be escorted by MOI Industrial Security and MIC Safety.
5. For Work on Fire systems, in the following conditions:
- whenever any fire & life safety systems are being impaired or
  - Partial or total shut down of fire detection & suppression systems is required or
  - Work affecting fire water pumps, fire mains, hydrants, hose reels, landing valves, sprinklers etc. or
  - Impairment of Gaseous suppression systems - FM 200, CO2, Novec, Inergen etc. is required.

The Fire protection system Isolation / Impairment Notification shall be obtained from Fire division of respective VI HSSE department and submitted with the CPW application.



## **4.2 CPW Coverage Areas and Activities**

### **4.2.1 Coverage Geographical Areas**

The Industrial Cities CPW shall be applicable to all work activities in the following areas:

1. Common Areas within Industrial Cities geographical city limits of RLC and MIC which is controlled by Industrial Cities Directorate and subjected to QP regulations, either inside or outside existing Industrial Cities security fence
2. Land / lay down areas and/or facilities leased from QP in Industrial Cities by other companies under Temporary Land Lease Agreement (TLLA), Facility Lease Agreement, Support services Land Lease Agreement (SLLA) or Early Access Agreement (EAA).  
Note: CPW shall be applicable during construction or major modification of the facilities in the leased area. Once the plant is operational, CPW will not be applicable and it can be replaced by the Operating Authority's PTW system.
3. Common areas on land up to berth cope beam in MIC port.
4. Common areas on land and offshore marine areas in RLC port for QP / RLC maintenance activities.
5. For any areas operated by two authorities, the coverage of the applicable permit system shall be demarcated and agreed in writing with QP / Industrial Cities management.

#### Notes:

Port Authority shall endorse the CPW as a concurring authority, where applicable, for all project works within Port common areas.

All the maintenance activities which have direct impact on RLC port operations, RLC port authority shall concur the CPW, (where applicable).

Asset Operators shall be the Operating Authority for their respective work performed in Industrial Cities common areas.

### **4.2.2 Plants / Facilities Excluded from CPW Requirements**

All the Operating Plants and facilities with permanent fence or walls are excluded from Industrial City CPW requirements. The demarcation between the common area and the plants is the permanent fence or wall line where outer face come in the common area where the QP e-CPW system is applicable.

Refer to appendices 3 and 3a in section 8.0 of this document for a list of plants and facilities excluded from CPW requirements.

### **4.2.3 Activities excluded from CPW requirements**

The following work activities in the common areas are currently excluded from the CPW requirements in RLC and MIC:

1. Normal routine operational activities, for example visual inspection from outside the corridors, reading instruments, or valve operation (opening / closing) on fixed permanent platforms/approved fixed scaffolding structure as long as they are not inside excavated areas, in confined spaces.
2. All routine maintenance and/or routine inspections and surveillance of existing facilities, which **DO NOT** involve hazardous process and do not use the tools/equipment with higher potential to cause harms to the personnel or damages the existing facilities.  
Industrial Cities permit office shall be contacted for further clarification in this category.



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3. Normal/routine (operational) work activities inside designated workshops, warehouse, lay-down and fabrication areas within TLLA / SLLA boundary. Examples of such work are machining, drilling, welding, loading and unloading provided that necessary risk assessment of such work activities have been done and necessary control measures are in place. Nevertheless, any high risk activities, such as radiography, hydro-testing, work/testing on high voltage apparatus etc. shall be covered under the CPW.
4. Routine office and administrative works such as conducting meetings, preparation / submission / collection of documents and housekeeping activities such as cleaning and pest control.
5. Activities in MIC offshore areas starting from the top edge of quay walls up to MIC Port Limit. Refer to the IMM-PTR-REG-004 & IMM-PTR-PRC-029 for offshore activities in MIC.
6. All types of cargo operations in RLC and MIC Port areas under control of Port Logistics & Administration divisions.  
Note: Any type of load handling, which may involve ground preparation support welding, assembling or maintenance activities shall be done by using CPW.
7. All diving activities. However, to perform any diving activity in RLC and MIC Ports, refer to the corresponding procedure for diving operations.

The above activities except routine office and administrative work, shall only be allowed under the following provisions:

1. All applicable safe work practices have been complied with by the person performing the work.
2. Risk assessment of such work activities has been done and necessary control measures are in place.
3. Work activity is within the capability of the person performing the work.
4. Work procedures / instructions including safety measures to be taken for associated hazards have been defined in writing, approved and signed by the appropriate work site supervisor.

Note: CPW shall be required, in case an equipment (heavy or light) is needed to perform the above mentioned activities (section 4.2.3).

The respective Industrial Cities permit office shall be consulted for further clarifications and/or discrepancies towards CPW coverage areas and activities.



## 5.0 PROCEDURAL STEPS

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<p><b>5.1 Nomination of Performing Authority</b></p> <p>Prior to the submission of an work permit application, the Operating Authority shall appoint a Performing Authority who shall be responsible for execution of the work through the e-CPW system.</p> <p>Operating Authority and Performing Authority shall identify the concurring party(ies) who will be impacted by the proposed work and obtain their Agreement before submitting the application in the system to avoid delays when processing the permit application.</p>	<p>Operating Authority</p> <p>Operating Authority, Performing Authority</p>
<p><b>5.2 Application for CPW</b></p> <p><b>5.2.1 Submission of CPW application</b></p> <p>The Performing Authority shall submit the CPW application once the Operating Authority and the Performing Authority have agreed on the requirements for the work activities within Industrial Cities common areas.</p> <p>Operating Authority, in coordination with Performing Authority shall prepare and obtain the required documents in advance for applying the CPW.</p> <p>Due care shall be taken to ensure that all potential hazards associated with the work activities and any adjacent facilities / utilities and / or assets that may be affected throughout the duration of work execution are identified.</p> <p>Depending upon the nature and type of work activities, more than one permit may be required.</p> <p>For instance, Radiation work, critical lifting activities, dewatering and crossing work of existing under or above ground utilities, each activity shall be done on separate permits with clearly defined work duration and location.</p>	<p>Performing Authority, Operating Authority</p>
<p><b>5.2.2 Supporting Documents</b></p> <p>While filling the CPW application, the class and type of work shall be properly selected on the work permit application and work description shall be clear and specific.</p> <p>All required special precautions and/or controls shall be listed either on the CPW or in supporting approved documents attached to the permit application.</p> <p>The permit initiator shall select the required activities precisely with its risk assessment to demonstrate the activity will be executed in safe manner.</p> <p>Duly approved Method Statement, JSA and other required documents including sketches and AFC drawings, attached to the CPW application, by the operating authority shall be forwarded to relevant authority in Industrial Cities for final approval (Refer to</p>	<p>Performing Authority</p> <p>Performing Authority</p> <p>Performing Authority, Operating Authority</p>



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<p>Process flow in section 8.0).</p> <p>Upon compliance to all the above requirements, the relevant documents mentioned in section 4.1.3 and item 1 shall be attached with the CPW application.</p> <p>Additional documents mentioned in section 4.1.3 and item 2 shall be submitted for radiographic work.</p> <p>Additional documents mentioned in section 4.1.3 and item 3 shall be submitted for critical lifting activities.</p> <p>Additional documents mentioned in section 4.1.3 and item 4 shall be submitted for Transport of abnormal loads.</p> <p>Additional documents mentioned in section 4.1.3 and item 5 shall be submitted for the works which require complete or partial isolation of any fire &amp; life safety systems (e.g. fire water system, sprinklers, fire alarm etc.), the same shall detailed in the Method Statement.</p> <p>Permit applications without any of the above supporting documents, shall not be accepted by Industrial Cities Permit Office.</p>	<p>Performing Authority</p> <p>Performing Authority</p> <p>Performing Authority</p> <p>Performing Authority</p> <p>Performing Authority</p>
<p><b>5.2.3 Review by Concurring Parties and Operating Authority</b></p> <p>Operating Authority, in conjunction with the Performing Authority, shall be responsible to identify the concurring parties in accordance to the Proximity of Work Matrix (refer to appendix 2 in section 8.0).</p> <p>Operating authority can also consult Industrial Cities for identifying additional concurring parties.</p> <p>Prior to submitting the CPW application to the concurring party for approval / endorsment, close coordination, site visit or a meeting between the Performing Authority and the Concurring party(ies) may be required to understand the work by the Concurring party(ies), to avoid delays in reviewing the permit application.</p> <p>Performing Authority shall be able to demonstrate its activities and clarify all the requirements to the Concurring party(ies) to determine any possible impact of the work activities to their facilities / business activities before providing the necessary approval. Approval can be with or without specific precautions/conditions</p> <p>Performing Authority shall obtain the necessary concurrence from all identified Concurring parties prior to submitting the CPW application to Industrial Cities.</p> <p>Whenever a particular Concurring Party(ies) do not provide their concurrence in a <b>reasonable</b> time (2 working days), the Performing authority should bring it to the attention of their Operating Authority and request their help in obtaining the same.</p> <p>If Operating Authority also fails to get the same inspite of their follow up, then the Operating Authority shall refer this issue to the Permit office / controller and request their intervention.</p> <p>Permit Controller will then call for a meeting with all the stakeholders</p>	<p>Operating Authority, Performing Authority</p> <p>Concurring Party(ies)</p> <p>Performing Authority Concurring Party(ies)</p> <p>Performing Authority, Operating Authority, Concurring Party(ies)</p>



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<p>i.e. Operating Authority, Performing Authority, Concurring Party(ies) and resolve the issue.</p> <p>If the situation is unresolved in a <b>reasonable</b> time (3 working days), then permit controller shall refer to the respective City Manager for his advice and decision.</p> <p>Operating Authority shall review and ensure the permit application received from the Performing Authority is in compliance with permit procedure and safety requirements.</p>	<p>Industrial Cities permit office/ Permit Controller</p> <p>Operating Authority</p>
<p><b>5.3 Review of CPW Application</b></p> <p>Upon review and endorsement of the CPW application by the Operating Authority, the application shall be routed to the respective Industrial Cities Permit Office through the system.</p> <p>Upon receipt of the CPW application and relevant attachments, the Industrial Cities permit office shall review and verify the submittals to ensure compliance with the permit procedure and forward to the assigned QP reviewers for review and endorsement, including respective Safety divisions of Industrial Cities HSSE department.</p> <p>Any submitted permit application, not in compliance with the CPW procedure will be returned to the applicant with reasons.</p> <p>The department reviewers are responsible to ensure that the work to be done and the given information and documents attached are in compliance with the rules and regulations stipulated in adopted Industrial Cities procedures.</p> <p>In reviewing the permit application, all concerned departments and/or the concurring parties reserve the right to question any technical or safety requirements and conditions proposed in the permit application. All such concerns shall be resolved by the involved parties in a timely and effective manner without impacting the processing time of the permit and overall progress of the project.</p> <p>During the review of the permit application, the Permit controller shall notify the Operating Authority if any other concurrences, additional information, other documents or certification are required.</p>	<p>Industrial Cities Permit Office</p> <p>Permit Review Engineers</p> <p>Operating Authority, Concurring Party(ies), Industrial Cities Permit Office</p> <p>Industrial Cities Permit Office</p>
<p><b>5.3.1 Types of work</b></p> <p>The types of work covered by procedure are as follows:</p> <ol style="list-style-type: none"> <li>a. Category 1 - scheduled work</li> <li>b. Category 2 - emergency or urgent work.</li> </ol>	
<p><b>5.3.2 Category 1 - Scheduled Work</b></p> <p>For category 1 work, completed CPW application shall be submitted to Permit Office for review and approval, at least <b>three (3) working days</b>, prior to the intended start date of the work activities.</p> <p>For renewal of CPW, the application shall be submitted at least <b>three (3) working days</b>, prior to the expiry of valid permit.</p>	<p>Performing Authority</p>



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<p>Any deviation from the requirements as stated in this document or from specific information required in the CPW application, may delay the processing time of the permit to more than required.</p> <p>5.3.3 Category 2: Emergency or Urgent Work</p> <p>For category 2 Emergency work (refer appendix 9 in section 8.0), approval shall be based on the following criteria:</p> <ul style="list-style-type: none"> <li>• <b>Life Safety:</b> where there is imminent danger or the possibility of danger that could affect persons and/or facilities and an immediate action is required to be taken to eliminate the dangers</li> <li>• <b>HSE:</b> Work is required to be done with the aim to prevent danger to life or potential damage to assets or environment.</li> <li>• <b>Operational or Essential Services:</b> Work is required to start with in 24 hours to fix and/or repair any essential services including utilities where failure of these services will adversely affect the business or operations of Industrial Cities / Asset Operators.</li> </ul> <p>In an emergency situations, work shall be started without waiting for CPW issuance if the operating authority views that the work is extremely necessary and can be executed safely.</p> <p>In an emergency situations, work can be started without a valid CPW only upon obtaining a verbal and/or written emergency work "Approval to proceed" from the authorized representatives of respective Industrial Cities Permit Office and Safety Division of Industrial Cities HSSE Department, provided the Operating Authority views that the work is extremely urgent and needs to be started within 24 hours and can be safely executed under its own HSE Controls.</p> <p>The work shall be performed via the Operating Authority's Permit To Work procedure (PTW) under their own and full responsibility.</p> <p>The Operating Authority shall ensure the following, prior to obtaining "Approval to Proceed" from respective Industrial cities Permit Office and Safety Division of Industrial Cities HSSE Department:</p> <ul style="list-style-type: none"> <li>• All the hazards of the emergency work activities are identified, associated risks assessed, and adequate control measures planned.</li> <li>• The work site visited, along with its Performing Authority and all Concurring Parties identified, as applicable.</li> <li>• Written (email or SMS) emergency work approval obtained from all the identified Concurring Parties.</li> <li>• Approval from Industrial Security department (MOI) in RLC or MIC, if the emergency work involves road closure or security fence related issues as applicable.</li> <li>• Complete the "Declaration for Emergency or Urgent Work" duly</li> </ul>	<p>Operating Authority</p> <p>Operating Authority</p> <p>Operating Authority</p> <p>Operating Authority</p>



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<p>signed by authorized representative of Operating Authority. Refer appendix 9a in section 8.0 for a template of Declaration for Emergency or Urgent Work.</p> <p>Note: In case of a verbal approval, an email shall be sent at the earliest, approving the action.</p> <p>Duly signed off “Emergency work declaration” shall be sent to Industrial Cities Permit Office (Permit Controller or his delegate) and Safety representative for their confirmation.</p> <p>Once the verbal (by phone call) or e-mail / SMS approval from Industrial Cities Permit Office (Permit Controller or his delegate) and Safety representative have been obtained, the Operating Authority shall authorise the Performing Authority to commence the execution of the emergency or urgent work under their Permit to Work (PTW). The work shall be performed under the Operating Authority’s Permit to Work procedure (PTW) until the CPW is approved.</p> <p>All emergency or urgent work shall be executed under direct and continuous supervision of an authorized HSE representative and discipline engineer of the Operating Authority, Performing Authority worksite supervisor and in the presence of the Concurring Party(ies), where applicable.</p> <p>Operating Authority shall ensure strict adherence to all necessary safety requirements during the execution of such emergency or urgent work activities.</p> <p>CPW application with all necessary attachments that have been endorsed and approved by all the involved parties shall be submitted within 24 hours to the respective Industrial Cities Permit Office regardless of whether the emergency or urgent work has started or completed.</p> <p>For any emergency or urgent work as a result of an incident and/or accident, an incident report shall be made, as soon as possible.</p> <p>QP, as an Operating Authority, to consult and agree with permit office when the emergency or urgent operational/maintenance activities are performed.</p>	<p>Operating Authority</p> <p>Operating Authority</p> <p>Operating Authority</p> <p>Performing Authority</p>
<p><b>5.4 Approval of CPW Application</b></p> <p>Industrial Cities permit authority shall route the CPW application for final approval to the concerned authorities within RLC / MIC as per the Industrial Cities regulations.</p> <p>Upon approval, the CPW application will be forwarded to the Performing Authority for acceptance. Upon acceptance by the performing authority, the respective Industrial Cities permit office in MIC / RLC shall print the permit and it shall be endorsed by the authorised representative of the Performing Authority and Operating Authority.</p>	<p>Permit Office</p> <p>Industrial Cities Permit Office, Performing Authority, Operating Authority</p>





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<p>The permit acceptance signatory shall present the permit to respective Industrial Cities Permit Office in MIC / RLC for final endorsement / approval.</p>	
<p><b>5.5 Handling of Approved CPW</b></p>	
<p><b>5.5.1 Posting of CPW</b></p>	
<p>The original, signed hard copy of the CPW with all attached documents and drawings shall be posted and saved in a visible box at the work site throughout the duration of work and shall remain posted on the worksite until all work has been completed or suspended.</p>	Performing Authority
<p>If same work activities performed by many workers groups at different locations in length (pipe line or trench etc.) are covered in a single work permit, the original CPW shall be posted at the main work site and a photocopy of the CPW along with all attachments shall be posted at all other active work locations, covered in the work permit. This is also applicable for specified typical activities performed in different locations within a reasonable limited area not exceeding one hundred meters (100 m) otherwise another permit shall be required to cover these separate works.</p>	Performing Authority
<p>If work cannot be continued on a 24 hours basis, the original work permit shall be removed from the site at the end of the working hours and shall be kept in a secure and accessible place in the office of Performing Authority in MIC / RLC, where the work is being performed. Under no circumstances, shall the approved original work permit be taken outside Industrial Cities boundary.</p>	Worksite Supervisor
<p>Work permit is an important document. Special care should be taken by performing authority to avoid any damage or loss to the permit and it shall be maintained in good readable condition. It shall not be left on site when there is no work activity or no personnel available on the worksite.</p>	Performing Authority
<p>Permit stands, marked as "PERMIT BOX", shall be utilised to display the approved work permit at visible and reachable locations.</p>	
<p><b>5.6 Sanctioning and Re-validation</b></p>	
<p><b>5.6.1 General requirements</b></p>	
<p>CPW shall be sanctioned daily before starting of each shift (if the work is performed in shifts) by the worksite supervisor for the same work discipline (e.g. civil, mechanical or electrical), operating authority and concurring party (ies), where applicable.</p>	Worksite Supervisor, Performing Authority, Concurring Party
<p>The sanctioning of the CPW mean the work can be started according to the approved CPW conditions and its attachments.</p>	
<p>Authorised representative of Performing Authority and Operating Authority shall inspect the worksite daily and observe the conditions of existing facilities/equipment which can be potentially affected</p>	Performing Authority, Operating Authority



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<p>during the execution of work. If there is any suspicion of damages or abnormal conditions, or any excess material or wastes not related to their works, the Performing Authority shall report it to the operating authority and Industrial Cities Permit Office for necessary action or record.</p>	
<p>Any excess material or waste in the area is responsibility of Performing Authority to dispose if not identified before start of works.</p>	
<p>Daily sanctioning and re-validation of work permit by the authorized representative of the Operating Authority, Performing Authority and concurring party (ies) shall be done only at the work site to verify and ensure all site conditions are safe for work execution.</p> <p>Under no circumstances shall the work permit applications be taken away from the worksite for sanctioning and re-validation or for any other purposes while the work is in progress.</p>	<p>Performing Authority, Operating Authority, Concurring Party</p>
<p>If the work permit is not sanctioned daily by the Operating Authority for many days without justification, it will indicate an intention of the Operating Authority to stop the work. As a consequence, the work cannot continue on the following day or shift.</p>	
<p>Daily sanctioning of the work permit by the concurring party shall be mandatory only when the concurring party's facilities or services fall under the category-I of the Proximity of Work Matrix (Refer to appendix 2 in section 8.0).</p>	<p>Concurring Party</p>
<p>For this category, the Performing Authority shall inform the concurring party on the commencement of the work and it shall be the responsibility of the concurring party to visit the site and provide the daily/shift sanctioning when called / or contacted.</p>	<p>Performing Authority, Concurring Party</p>
<p>Performing Authority shall NOT be responsible to obtain such daily/shift sanctioning and re-validation from the identified concurring party after informing the concurring party on the commencement of the work. Failure to do daily/shift sanctioning and re-validation by the Concurring Party in time shall not delay the Performing Authority from continuing the work.</p>	<p>Performing Authority, Concurring Party</p>
<p>If the concurring party's facilities / services fall under the Category-II of the Proximity of Work Matrix, the authorized representative of the concurring party may do the sanctioning and re-validation of the work permit at anytime throughout the permit validity period.</p>	<p>Concurring Party</p>
<p>No work should commence in certain areas inside the Port without daily sanction from Port Authority, where applicable.</p>	<p>Performing Authority, Port Authority</p>
<p>However, the Concurring Party may opt to provide the daily/shift sanctioning and re-validation of the permit on a daily basis at its own discretion. This indication can be done by checking the option box for daily/shift sanctioning in the concurrence section of the work permit.</p>	<p>Concurring Party</p>



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<p>When the option for daily/shift sanction has been checked, the concurring party shall ensure that the daily/shift basis sanctioning and re-validation of the work permit by its authorized representative during the entire duration of work activity.</p> <p>Performing Authority shall notify any non-compliance of the daily/shift sanctioning by the concurring party to the operating authority and Industrial Cities permit office. Operating Authority shall communicate this non-compliance to the appropriate representatives of the Concurring Party and update the respective Industrial Cities permit office of the result.</p> <p>In the event of completely filled daily sanctioning and re-validation sheet, the Performing Authority shall attach a blank daily sanctioning / revalidation supplement to the permit with the same permit number and shall continue with daily sanctioning by all the concerned parties.</p> <p>For working on holidays, the Operating Authority / Concurring Party(ies) shall nominate their delegate for daily sanctioning exclusively on holidays and will take the operating authority role to ensure safe work performance.</p> <p>QP, as an Operating Authority, will be excluded from daily sanctioning for their contractors, when the operational maintenance activities are performed during the official holidays.</p>	<p>Concurring Party</p> <p>Performing Authority</p> <p>Worksite supervisor</p>
<p><b>5.6.2 Sanctioning/Re-validation before commencement of work</b></p> <p>a. Cold Work and Spark Potential Work</p> <p>Work can commence once the Worksite Supervisor has sanctioned the work permit. Operating Authority's authorized person can sanction the permit at any time during the day/shift while the concurring party can sanction the permit as they recommended in the permit application.</p> <p>b. Hot Work</p> <p>Work shall not commence until both the worksite supervisor and Operating Authority's authorized person has sanctioned the permit at the beginning of the day/shift at the work site.</p> <p>No waiting period is required for obtaining the concurring party daily/shift sanctioning except unless a waiting period has been agreed between the Operating Authority and the Concurring Party initially and mentioned in the CPW.</p>	<p>Performing Authority / Work site Supervisor</p>
<p><b>5.6.3 Sanctioning / Re-validation at the end of each working day/shift</b></p> <p>Worksite supervisor shall sign off the daily / shift sanctioning of the work permit by completing Part 3 of the Daily/Shift Sanctioning Form and shall keep the work permit at a secure and accessible place in his/her office within RLC / MIC.</p>	<p>Work site Supervisor</p>

Procedural Steps	Responsibility
<p>The work shall not continue after signing off Part 3 of the Daily/Shift Sanctioning Form of the permit.</p> <p><b>5.6.4 Transfer of responsibilities</b></p> <p>If the worksite supervisor is required to leave the site location during working hours, he/she shall hand over his/her duty stipulated under the work permit (by signing Part 3 of the daily/shift sanctioning form) to other competent authorized worksite supervisor who in turn, shall sign part 1 (next line) of daily/shift Sanctioning Form.</p> <p>If the transfer occurs during the same working day/shift, the operating authority and/or the concurring party are not required to sign the additional line in their daily/shift sanctioning Column.</p> <p>Leave Delegation: Whenever Performing /Operating authority representatives are proceeding on annual leave, they shall list all the permits under their responsibility and obtain confirmation from the authorized delegate and inform the Permit office/Controller about the delegation of responsibility and the duration of leave period.</p> <p><b>5.6.5 Alterations to Permit</b></p> <p>Any alterations or corrections to an approved CPW shall be considered as a violation to permit system and shall void the work permit and a new CPW shall be required to continue work.</p> <p>If any alterations or corrections to the existing approved work permit are unavoidably required, a new work permit (replacement) must be applied which include the necessary alterations, revisions or corrections with referring to the previous permit number.</p> <p>Upon approval of the new revised work permit, the previous work permit shall be closed and returned to the respective Industrial Cities permit office.</p> <p>Commenting or attaching any necessary document to the approved / or valid permit also shall be done by replacing the existing approved permit with the new revised permit.</p> <p>Use of correction fluid, cross or scratch out on the approved work permit or added additional comments shall void the work permit and is <b><u>strictly prohibited</u></b>.</p> <p><b>5.7 Permit Validity and Extension</b></p> <p>Validity of CPW application is given based upon the discretion of the respective Industrial Cities Permit Controller considering the nature of work and its hazards. However, maximum validity period of each CPW shall not exceed ninety (90) days in any case, in MIC and RLC.</p> <p>For high hazard activities, the maximum validity has to be agreed with the respective Industrial Cities Permit Controller. Some examples of high hazard activities are listed below:</p> <ul style="list-style-type: none"> <li>• Confined Space Entry</li> <li>• Critical Lifting</li> </ul>	<p>Work site Supervisor</p> <p>Performing Authority, Operating Authority,</p>



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<ul style="list-style-type: none"> <li>• Work on High Pressure equipment / Pressurized Equipment</li> <li>• Work on live electricity (more than 600 volts)</li> <li>• Work activities in close proximity of live hydrocarbon pipelines</li> <li>• Working at Height</li> <li>• Working near overhead power lines</li> <li>• Hydrostatic testing</li> <li>• Pneumatic testing</li> <li>• Abnormal Load Transportation</li> <li>• Micro tunneling / Deep Excavation of more than 1 m depth</li> <li>• Horizontal Direction Drilling</li> <li>• Road Crossings / Road works.</li> </ul> <p>Performing / operating Authorities shall identify the estimated time period required to complete the work. If the work cannot be completed by the expiry date of the work permit, an extension work permit must be requested. Any work activity under an expired permit is strictly prohibited and shall be considered as work without CPW.</p> <p>Extension of work permit validity shall be submitted well in advance before the original work permit expires. The extension of work permit shall be approved by the respective Industrial Cities Permit Office provided that the job description and other permit conditions remain the same as the original work permit.</p> <p>The relevant expired certificates attached to the previous work permit shall be renewed and attached to the extension work permit application.</p> <p>The permit initiator (performing authority) shall extend the permit in the electronic system, the extension process is available within 15 days after expiry date.</p> <p>Extension work permit will only be handed over to the Performing Authority when the previous work permit has been completely closed by the Performing Authority and returned to Industrial Cities Permit Office.</p>	<p>Performing Authority, Operating Authority</p> <p>Performing Authority, Operating Authority</p> <p>Performing Authority, Operating Authority</p>
<p><b>5.7.1 Work Completion</b></p> <p>On completion of work, the performing authority shall complete the requirements specified in the “Work Completions” Section (section 7) of the CPW and submit the original work permit along with all attachments to the Operating Authority and Concurring party, where applicable.</p> <p>Operating Authority and concurring party shall then carry out a site inspection and shall complete the permit closure process in the system for e-CPW or (Work Inspection, Acceptance and Reinstatement” Section (section 8) of the paper version of CPW).</p> <p>Upon the completion of the site inspection, the Performing Authority</p>	<p>Performing Authority</p> <p>Operating Authority, Concurring Party</p> <p>Performing Authority</p>



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<p>shall close the Original work permit and submit it to Industrial Cities permit office for final close-out and archiving.</p> <p>Performing authority, Operating Authority and Concurring Party may make a copy of the closed work permit for their documentation purposes.</p> <p>All the issued permits shall be closed upon work completion and submitted to the respective Industrial Cities permit office for issuing the site clearance certificate.</p> <p>Note: In MIC, Site clearance certificate shall be issued only after receiving concurrence/inspection comments from Assistant Manager, Municipal Services (MIC). This is to ensure compliance with Municipal Regulations.</p> <p>Project site shall be restored as per RLC Environmental Regulations or MIC Environmental Guidelines and Protection Standards.</p> <p>Failure from the Performing Party to clear the area of the surplus materials /waste debris shall deter the issuance of Environmental Discharge Certificate.</p> <p>In case, the surplus materials contains excavated soils, the Performing Authority shall coordinate with the respective Environment Division of Industrial Cities HSSE department in handling / disposal of such material.</p>	<p>Performing Authority, Operating Authority</p>
<p><b>5.7.2 Closure of CPW</b></p> <p>On completion of the works or project activities, the Performing Authority shall process closure of the permits through the system and submit the permits forms to the respective Industrial Cities Permit Office for final closure/ Archiving.</p> <p>Prior to issuing the site clearance certificate, Asset Operators / Building Permit Focal points and Industrial Cities Permit Inspector shall conduct a final site inspection with focal points of Industrial Cities departments including Environment division of HSSE department.</p> <p>All the issued permits shall be closed upon project completion and submitted to the respective Industrial Cities Permit Office for issuing the site clearance certificate. Failure of the Performing Party to close all the issued permits shall deter the issuance / approval of Project Completion Certificate.</p>	<p>Performing Authority</p> <p>Industrial Cities Permit Office</p>
<p><b>5.8 CPW Training</b></p> <p>The Operating Authority and Performing Authority shall nominate their personnel involved in the CPW application and review process. Nomination through e-mail shall be treated as an official correspondence.</p> <p>Operating authority and Performing Authority shall send request to the respective Industrial Cities permit office for mandatory CPW</p>	<p>Operating Authority, Performing Authority</p> <p>Operating Authority, Performing Authority</p>



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<p>Training for their nominated “Authorized CPW Signatories”.</p> <p>These nominated persons must be senior staff, engineers or possess a competency certificate proof, fluent in English language and computer literate. Acceptance of such training request is at the sole discretion of the respective Industrial Cities permit office.</p> <p>Upon receipt of the CPW training request, respective Industrial Cities permit office will confirm the acceptance and schedule them for the next available CPW training session. The concerned parties shall ensure that their nominated persons attend the training as per the schedule.</p> <p>CPW Training module consists of two components</p> <ol style="list-style-type: none"> <li>a. CPW Procedure Training</li> <li>b. Electronic CPW System (e-CPW) Training.</li> </ol> <p>A test shall be conducted after the completion of CPW procedure training to ensure proper and full understanding of CPW system and requirements. Only those nominees who have successfully passed the test on CPW procedure training shall be eligible for e-CPW System Training.</p>	<p>Industrial Cities Permit Office</p> <p>Industrial Cities Safety Officer Permit Office</p>
<p><b>5.9 Authorization to apply for CPW</b></p> <p>Industrial Cities Consolidated Permit to Work (CPW) applications can be requested only by the person who is formally authorised by the following guidelines:</p> <ol style="list-style-type: none"> <li>a. Attending the CPW training and passing the test with 80% score in the assessment test conducted after the CPW training.</li> <li>b. Industrial Cities permit office will process the CPW / e-CPW authorization and maintain the data in the permit office database.</li> <li>c. Only authorized persons shall use the e-CPW system. Sharing user Id and password with others is strictly prohibited and may render QP to cancel the authorisation of such persons permanently.</li> <li>d. The authorized representative of the Performing Authority who signs and accepts the printed permit shall be the same person as the site supervisor throughout the entire work duration handling the actual works onsite. In case of large/ multiple work areas involved he/she may delegate to other competent authorized work site supervisor who in turn, shall sign part 1 of Daily/shift sanctioning form. However, the overall responsibility remains with authorized representative who has Accepted the permit.</li> </ol> <p><b>Note:</b> Industrial Cities shall not bear any responsibility for any claims levied on account of any work delays arising from the delay of work permit approval or due to lack of training or unsuccessful</p>	<p>Industrial Cities Permit Office</p> <p>Performing Authority</p>

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<p>achievement in the CPW test by the nominated person.</p> <p><b>5.9.1 Renewal of Authorization</b>            CPW authorization for a person shall be valid for two (2) years. For renewal of authorization upon completion of 2 years, the person shall undergo the refresher training scheduled by respective Industrial Cities Permit office.</p> <p>In order to avoid any delay or interruption to project, the concerned parties shall submit the renewal and refresher course request at least one (1) month prior to the CPW authorization expiry date.</p> <p>Industrial Cities permit office shall check and update the authorization list on an annual basis, in order to ensure the validity and availability of the authorised persons.</p> <p><b>5.9.2 Cancellation of Authorization</b>            Authorization of nominated person shall be cancelled automatically if the authorization is not renewed upon its expiry i.e. after two years after the last training date.</p> <p>All concerned parties shall immediately cancel the authorization of a nominated person if he/she leaves the company or is transferred to another project. Written notification of this shall be submitted to the respective Industrial Cities permit office.</p> <p>Industrial Cities permit office shall not be liable for any misuse of such authorization if the concerned parties fail to cancel the authorization of such nominated persons.</p> <p>Industrial Cities permit office shall reserves the right to revoke the authorization of any nominated person without prior notice if serious violations to the CPW regulations are registered or filed against such nominated person.</p>	<p>Industrial Cities Permit Office</p>



## 6.0 REGULATIONS

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<p><b>6.1 Worksite Safety</b></p> <p>Operating Authority shall supervise and manage the safety of a worksite while the Performing Authority is executing the work.</p> <p>Performing Authority shall provide and maintain a safe working environment that poses no risk to health and safety of the workers and assets at the worksite.</p> <p>Operating Authority shall ensure the qualified and competent person are involved in site work activities to ensure safe practice are implemented.</p> <p>All the workplace hazards shall be identified prior to the submission of the CPW application and any risk associated with these hazards must be assessed and managed through effective control measures.</p> <p>Operating Authority and Performing Authority shall ensure that the involved work group understands the work activities and its limitations and shall comply with all the work requirements before commencement of work. The concurring authority shall have the right to inspect the work area to ensure safe performance for protecting their assets.</p> <p>Operating Authority shall obtain the relevant Environmental approval (New Projects, Renovation, Expansion and Dewatering) from MME, as applicable, after review and endorsement from the respective Environment division of Industrial Cities HSSE department.</p> <p><b>6.1.1 Site Supervision</b></p> <p>All work activities shall be supervised by a competent worksite supervisor who is fully familiar with work requirements and job specific site conditions.</p> <p>In case of emergency, they shall take immediate actions as per the site specific Emergency Response Plan and inform the respective Industrial Cities Control Room (135) and all the concerned parties involved in the CPW approval.</p> <p>Performing Authority shall also assign a dedicated and competent safety officer / supervisor for each work areas to monitor the compliance to the site safety requirements.</p> <p>The site safety officer / supervisor shall not be assigned with the role of a worksite supervisor in any circumstances unless the work is safety related and is required to be done under his / her direct supervision such as:</p> <ol style="list-style-type: none"> <li>1. Scaffolding erection, testing, dismantling and/or inspection.</li> <li>2. Preparatory work for confined space entry such as opening of manhole, gas testing and provision/installation of forced ventilation.</li> <li>3. Taking necessary actions to correct any unsafe acts/conditions</li> </ol>	<p>Operating Authority, Performing Authority</p> <p>Operating Authority, Performing Authority</p> <p>Operating Authority</p> <p>Worksite Supervisor</p> <p>Performing authority</p>



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<p>observed during his duty hours.</p> <p>The worksite supervisor shall be available on site for entire duration of the work.</p> <p>If the worksite supervisor is required to leave the worksite during his duty hours, he/she shall notify the concerned representatives of the operating authority and shall handover his/her job under the work permit to another authorized competent worksite supervisor with the same work discipline, by completing the site daily/shift sanctions section (Refer to section 11) in accordance with section 5.6.4 of this procedure..</p> <p>If any incident occurs during the execution of work activities, worksite supervisor shall stop the work immediately and notify the operating authority, respective Industrial Cities Permit Office and Safety divisions of respective HSSE department (IH(L) / IH(M)) and any other related parties. The QP Corporate Procedure for HSE Incident Reporting Investigation and Learning (QP-HSE-PRC-022), shall be strictly adhered to.</p>	<p>Worksite Supervisor</p> <p>Worksite Supervisor</p>
<p><b>6.1.2 General Safety</b></p> <p>The performing worksite supervisor in conjunction with the site safety officer / supervisor shall ensure safe work conditions on the site before allowing workers to start any work activities.</p> <p>Prior to the start of the work activities on site, the site safety supervisor shall conduct a tool box talk highlighting the job requirements and limitations, associated risks and required control measures for safe execution of the work. All tool box talks shall be signed by the involved work groups and records of the tool box talks shall be maintained by the Performing Authority.</p> <p>For all work activities, the operating authority authorized representative shall inspect the worksite, in coordination with the performing authority, prior to the approval of the work activities to ensure that worksite is safe and all recommended control measures for identified hazards are in place.</p> <p>Special attention shall be given to ensure clear access and egress for the movement of equipment within the vicinity of the work area to avoid any damage to existing facilities and/or utilities. Vehicle barrier units shall be installed where necessary, to protect existing facilities and/or utilities.</p> <p>Any concerns on existing facilities which are noticed during the site inspection shall be reported to the relevant asset holder and Industrial Cities permit office for record and further actions are taken.</p> <p>The concurring party shall be informed before starting the work asking for a site visit to ensure the agreed safety measures are taken.</p> <p>Operating authority shall indicate to the performing authority of any existing utilities surrounding the work area which are under its</p>	<p>Worksite Supervisor</p> <p>Site Safety Supervisor</p> <p>Operating Authority</p> <p>Operating Authority</p> <p>Operating Authority,</p>



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<p>responsibility. Performing authority shall be responsible for any damage and associated repairs to these utilities.</p> <p>In the event of any unforeseen damages to the existing utilities during the execution of work, the job shall be stopped immediately and respective Industrial Cities permit office and asset holder of the affected facilities shall be immediately notified.</p> <p>All work activities must also be immediately stopped if there are any changes in the site conditions which may lead to the development of hazardous situation.</p> <p>All site personnel shall immediately leave the work area until it has been determined that the hazards have been completely eliminated and/or effectively controlled.</p> <p>If possible, all electrical equipment shall be switched off, radiographic equipment shall be returned to its designated place and crane loads shall be put down.</p> <p>All site workers shall abide to specific work requirements detailed in the work permit as per the method statement and JSA as well as safety best practices.</p> <p>Performing authority shall ensure that all workers are trained to act safely during the work execution and to properly use tools, equipment, and personal protective equipment relevant to the work activities.</p> <p>Performing authority shall also ensure that their work group members are trained in hazard awareness, familiar with applicable emergency procedures and familiar with the on-call/ toll free emergency telephone numbers (135).</p>	<p>Performing Authority</p> <p>Operating Authority, Concurring Party, Performing Authority</p> <p>Site Personnel</p> <p>Site Personnel</p> <p>Performing Authority</p> <p>Performing Authority</p>
<p><b>6.1.3 Energy Isolation, Lockout and Tag out</b></p> <p>For all job activities involving working with any energized equipment/ machinery, the prevailing energy isolation / lockout &amp; tag out procedure approved by Operating Authority shall be applicable and implemented in such a way that each employees and/or involved parties including concurring parties, where applicable, are aware of the procedure requirements.</p> <p>The Operating Authority shall ensure the effective compliance to prevailing energy isolation / lockout &amp; tag out procedure by the performing authority for all the work activities requiring energy isolations.</p> <p>A copy of a valid and duly signed energy isolation/re-energizing certificates, where applicable, shall be available at the work site along with the CPW.</p>	<p>Operating Authority</p> <p>Operating Authority</p>
<p><b>6.1.4 Gas Testing Requirements</b></p> <p>Some areas or items at the worksites shall be inspected for any trapped hydrocarbon or other hazardous and/or toxic substances. These areas would include, but not limited to:</p>	<p>Operating Authority</p>



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<ul style="list-style-type: none"> <li>• Confined spaces</li> <li>• Chamber</li> <li>• Tunnel</li> <li>• Pipe</li> <li>• Pit</li> <li>• Floor drain</li> <li>• Sewer</li> <li>• Valve</li> <li>• Pump</li> <li>• Sump or similar construction, equipment, machinery, etc.</li> </ul> <p>Operating authority shall identify the requirements for initial / periodical gas testing and/or continuous gas monitoring for work areas where presence of hydrocarbon or toxic gases and/or oxygen deficient conditions are expected to occur during the entire work duration.</p> <p>Operating authority shall provide the list of the AGT authorised for its project / activity to respective Safety divisions of Industrial Cities HSSE departments, along with the copy of AGT training certificate before perform gas testing.</p> <p>Initial/ periodical gas testing and/or continuous gas monitoring shall only be performed by the competent certified gas tester authorised by operating authority / performing authority.</p> <p>Upon identification of the requirement for initial and/or ongoing gas testing, it shall be conducted by the authorized gas tester prior to start the work activity and during the specified time intervals, as necessary, to ensure the work area free from any flammable/toxic gases and/or oxygen deficiency.</p> <p>After every gas testing, "Gas Test Supplement" form shall be completed and signed by the authorized gas tester.</p> <p>If the work activity cannot be commenced within one hour after the completion of the initial gas test or the work activity is halted for more than one hour, further initial gas test shall be performed prior to the start or resumption of the work.</p> <p>Authorized gas tester must be trained, competent and possess valid AGT certificate from a third party accredited by QP. Operating authority / performing authority shall ensure that the copy of AGT certificate is attached to CPW application.</p> <p>Authorized gas tester shall ensure that all gas testing instruments are in good working condition, calibrated and certified as per the manufacturer's operational recommendations.</p> <p><b>6.1.5 Requirements for Transport of Abnormal loads</b></p> <p>For the transport of abnormal loads as defined in section 5.0 of Corporate Guidelines for safe escort for transport of abnormal loads (QP-RTS-G-001), CPW shall be obtained and in addition, Abnormal Cargo Escort Permit shall be obtained.</p>	<p>Operating Authority</p> <p>Authorized Gas Tester</p> <p>Operating Authority / Performing Authority</p> <p>Authorized Gas Tester</p>



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<p>Following documents shall be submitted to obtain the approval letter before submitting the CPW application for transportation of abnormal loads within Industrial Cities secured areas.</p> <ol style="list-style-type: none"> <li>a. Method Statement shall include the details of cargo length, width, height, and the total weight of the abnormal load.</li> <li>b. Specifications of the vehicle used for transportation and the axle load calculations including ground bearing pressure, load per wheel, load per axle etc.</li> <li>c. Signed / approved route survey report for the safe route that must be followed during the transportation of abnormal loads within QP secured areas. The escort route shall be finalized based upon the axle load calculations and the design capacity of the roads.</li> <li>d. The survey should identify any possible obstructions along the safe transport route and the need for removal and/or modification of any existing road furniture to facilitate the safe movement of abnormal load. A separate Method Statement for removal of identified road furniture and its reinstatement along with risk assessment shall be submitted.</li> <li>e. For MIC secured areas, Undertaking letter from traffic light Contractor for relocation/passing through existing traffic gantry/signals.</li> <li>f. Detailed risk assessment identifying all the hazards associated with the transportation of abnormal loads with appropriate control measures for each identified hazards.</li> <li>g. Detailed Emergency Response Plan covering all the potential emergency scenarios including the transport vehicle breakdown etc. shall be submitted.</li> <li>h. All the lashing gears used for securing the abnormal load must be tested and possess valid TPCA testing certificates.</li> </ol> <p>Note: If the abnormal load escort is to be conducted outside the Industrial Cities secured areas, the Asset Operator or Contractor should consult relevant Traffic Authority in MOI.</p> <p>Following requirements shall be applicable for the transportation of Abnormal Loads and Escorts within RLC and MIC Secured areas:</p> <ol style="list-style-type: none"> <li>a. Submit the CPW application along with all the required applicable documents to respective Industrial Cities Permit Office for the transportation of abnormal load approval.</li> <li>b. Upon approval of CPW application, liaise with RLC / MIC Security to book an available date and time for the planned escort.</li> <li>c. Obtain Escort authorization and schedule from RLC / MIC Security.</li> <li>d. Coordinate with respective Safety division of Industrial</li> </ol>	



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<p>Cities HSSE department for the inspection of abnormal load consignment at least 30 minutes before the scheduled escort time.</p> <p>e. Coordinate with RLC / MIC Security as per prevailing RLC / MIC Security Escort Requirements to escort the abnormal load along with company's safety representative.</p> <p>Note: In MIC, the abnormal load transport is escorted by MIC Safety and MOI Industrial Security.</p> <p><b>6.1.6 Criteria for Heavy Lift/Over Dimensions</b></p> <p><b>Criteria for Heavy Lift Cargo</b></p> <p>Lifting operations are classified as 'Heavy Lift' if the gross weight of the lift exceeds 50 metric tons.</p> <p>Note:</p> <ol style="list-style-type: none"> <li>Loading and Unloading of Heavy lift shall be permissible only during daylight operations.</li> <li>Preparations to handle heavy lift such as cutting of sea fastening lashing (approved by port) can be undertaken at any time.</li> <li>Transportation of heavy lift loads from the RLC port laydown area to outside the port gate shall take place only during off-peak hours after arranging Security escort in RLC.</li> </ol> <p><b>Criteria for Over Dimensions / Critical Lifts Cargo</b></p> <p>Lifting operations are classified as 'Over dimension cargo' if any one of the following conditions applies:</p> <ol style="list-style-type: none"> <li>The load dimensions are over-sized, of complex shape, or where Port authorities raise a concern.</li> <li>All cargo with breadth 2.6 m and more (Inclusive of vehicle width).</li> <li>All cargo with height 4.2 m and above (Inclusive of vehicle height).</li> <li>All cargo requiring use of more than one crane simultaneously.</li> <li>All equipment made of thin / fragile members susceptible to deformation during lifting.</li> <li>All cargo requiring 60% slower moving transportation speed than the posted min speed. Cargo that is longer than 1 meter over the back of the loaded vehicle.</li> <li>Lifts where safety of personnel and equipment are at risk, which is a concern raised by any responsible authorities.</li> <li>Any cargo which in the opinion of the port requires Non-routine job scope.</li> </ol>	



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<p><b>6.1.7 Confined Space</b>            Working in confined spaces shall be performed in accordance to the requirements of Operating Authority’s approved Confined Space Entry Procedure or QP’s confined space entry regulations (QP HSE Requirements for Contractors (QP-REG-S-001)), whichever stringent.            Any excavations which are 1.00 meter or deeper shall be considered as a confined space.</p> <p><b>6.1.8 Dewatering Works</b>            A clearance / approval for Dewatering shall be obtained from MME or through the respective Environment Division of QP Industrial Cities HSSE Department.            Dewatering Request shall be submitted together with the following:            a. Dewatering Method Statement            b. Groundwater Analysis Report approved by HSSE department, (as required).            c. Proposed Duration and approximate volume.            d. Drawing showing location of dewatering site, storage/disposal site with coordinates.</p> <p><b>6.1.9 Underground Utilities</b>            Prior to the start of any work activity, particularly excavation activities, all existing underground utilities shall be physically identified and marked.            Related area as-built drawings showing the existing facilities shall be available for performing the scanning activity to identify the facilities before starting the excavation works.            For identification of existing underground utilities, the use of electronic ground scanner and trial pits using manual excavation is mandatory.            Only manual excavation work is allowed within 3 meters proximity from the existing utilities/facilities and/or foundation structures where no mechanical excavation is permitted.            Any mechanical or hydraulic rock breakers SHALL NOT be allowed to be used within 3 metres of any underground utilities such as pipelines, electrical or instrument or telecommunications cables, regardless whether the underground utilities have been physically identified.  <b>Note:</b> If jack hammers are necessary to be used within 3 metres of any buried pipelines or between any pipelines running in the same easement, the detailed risk assessment shall be performed and all-round pipe protection shall be provided prior to the start of the use of jack hammers as per the approval of affected Asset holder.            All identified underground utilities shall be protected adequately as per the approved methodology. Consultation with the Operating Authority and Concurring Party(ies) with regard to underground utilities shall be</p>	<p>Performing Authority</p> <p>Performing Authority</p> <p>Performing Authority</p>



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<p>done prior to the start of work and during the execution of the work.</p> <p>For any unexpected or unidentified utilities found during the excavation work, the job shall be stopped immediately and the exposed utilities shall be physically protected in a safe way until further course of action has been agreed between the Operating Authority and asset holder of the unidentified utilities.</p> <p>Respective Safety division of the Industrial Cities HSSE department and respective Industrial Cities Permit Office shall be informed of the agreed course of action and a new permit shall be made by Performing Authority to accommodate the new arrangement to execute the work nearby the newly identified utilities. Asset holder of the identified utilities shall concur this permit application.</p>	<p>Operating Authority</p>
<p><b>6.1.10 Sand Blasting &amp; Painting Works</b></p> <p>Avoid sand blasting/painting works in open areas as far as possible. If insitu works are compulsory, ensure only material required for the immediate works are stored at site. Performing Authority shall be responsible to avoid any soil contamination, fugitive emissions in the work area with proper containment on all sides and on the ground. Spent grit, paint containers should be removed on regular bass (as far as possible on daily basis) from the site.</p>	<p>Performing Authority</p>
<p><b>6.1.11 Dust Control</b></p> <p>Performing Authority shall ensure dust control at site during the works complying with Industrial Cities Dust Control Strategy and shall be overseen by Operating Authority at regular intervals.</p>	<p>Performing Authority/ Operating Authority</p>
<p><b>6.1.12 Crossing Work</b></p> <p>Due care and special attention shall be given when performing any crossing work of existing utilities or facilities. All crossing work shall be treated as a potential high risk activity. Minor nicks and gauges on pipelines and other buried structures may lead to significant long-term damage.</p> <p>All Crossing works shall be performed in accordance to Industrial Cities Guidelines for Corridor and Corridor Crossings.</p> <p>A separate CPW shall be used for any work activities that involve crossing of any existing utilities/facilities (above or underground) and 15/5 metres on both sides from the center of the existing utilities/facilities.</p> <p>Performing Authority, in consultation with the operating authority, shall obtain all necessary approvals from the asset holder of the nearby utilities or facilities.</p> <p>One permit may be accepted for more than one facility crossing when they are at same location with maximum distance of (3) three meters.</p> <p>In the event of any unforeseen damage to the existing utilities during the work execution, the job shall be stopped completely and the asset</p>	<p>Performing Authority</p> <p>Performing Authority</p>



Procedural Steps	Responsibility
<p>holder of the affected utilities, Operating Authority, safety division and Industrial Cities permit office shall be immediately notified.</p>	
<p><b>6.1.13 Excavation works</b></p> <p>Extreme care shall be taken during the excavation to form pits, trenches, etc.by using manual or machine methods.</p> <p>Related area as-built drawing showing the existing facilities shall be available for performing the scanning activity to identify the facilities before starting the excavation works.</p> <p>Trial pits excavation is mandatory for exposing the existing facilities with proper protection before commencing the crossing works.</p>	
<p><b>6.1.14 Pre-job Safety Meeting</b></p> <p>Prior to the commencement of any work activity, safety representative of the operating authority or Industrial Cities may call for a pre-job safety meeting with the performing authority to provide clarification on safety related issues.</p>	Operating Authority
<p>Any clarifications, minutes of meetings or other documents related to the pre-job safety meeting shall be recorded and attached to the work permit, as necessary.</p>	Operating Authority
<p><b>6.1.15 Working Hours</b></p> <p>The performing authority shall ensure that all work activities covered under the approved work permit are performed within the stipulated working hours mentioned in the approval section of the work permit. Any work activities outside the stipulated permit working hours are strictly prohibited.</p>	Performing Authority
<p>The day working time shall be from sunrise to sunset and the night working time shall be from sunset to sunrise.</p>	
<p>If any extension to the mentioned permit working hours is required, the Performing Authority shall submit a new work permit application for the extended working hours. Upon approval of this new work permit, the previous work permit shall be closed and returned to the respective Industrial Cities Permit Office.</p>	Performing Authority
<p>Operating authority shall be responsible for the performing authority's working hours out of its own working hours. Therefore, a close coordination between the two parties must be maintained to ensure availability of responsible representatives of operating authority for the duration of work.</p>	Operating Authority
<p>For night work activities, the Performing Authority shall be responsible to ensure safe work conditions as per the requirements for night work. These requirements shall be clearly mentioned in the method statement and JSA.</p>	Performing Authority
<p>For special cases, it may be required to work on official government holidays (Fridays). The performing party through their operating authority shall notify the respective Industrial Cities permit office and</p>	



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<p>may require security permission. The performing authority shall ensure that the all equipments used at work site arrangement and construction materials are in safe condition before leaving the work site.</p> <p><b>6.2 Right to Stop Work</b></p> <p>Authorized persons from the Performing Authority, Operating Authority, Concurring Parties and Industrial Cities have the right to stop the work under following conditions:</p> <ol style="list-style-type: none"> <li>a. If any potential hazards that pose imminent danger to life, asset or environment exist or noticed.</li> <li>b. There is a deviation to the scope and requirements mentioned in the approved method statement attached with the permit.</li> <li>c. There is a non compliance to any of the stipulated work permit conditions/control measures as per JSA.</li> <li>d. The work is unsafe due to lack of competent supervision (site supervisor not available on site).</li> <li>e. The daily/shift sanctioning by the performing / operating authority is incomplete.</li> <li>f. The original work permit along with necessary attachments is not posted at the principle work site or a photocopy of the permit is not available on separate work areas.</li> <li>g. The job is performed without any approved work permit.</li> <li>h. The original work permit not maintained in good condition or is found to be damaged or lost.</li> <li>i. The work is performed in unsafely condition or using unsafe equipment.</li> <li>j. In case of any incident which affects the safety of personnel at work site.</li> </ol> <p><b>Note:</b> For all the above violations, a work stoppage box shall be completed and signed by the stopper.</p> <p>Any authorized person who is stopping the work shall complete the work stoppage box in the CPW form and advising the immediate action required to eliminate the issues. A guide on how to complete the work stoppage box is provided in appendix 6.</p> <p>The work stopper shall also inform Operating Authority and respective Industrial Cities permit office immediately about the situation.</p> <p><b>6.3 Compliance to CPW</b></p> <p>The QP permit to work system involves all related parties (operating, performing and concurring) in performing the works on site with in common areas to ensure that QP permit to work system requirements in compliance with safety and their needs, therefore all parties are requested to adhere to the rules stipulated in the QP/CPW system or</p>	<p>Industrial Cities Permit Office</p>



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<p>procedure.</p> <p>Inspectors of respective Industrial Cities Permit office will be assigned to perform daily inspection for permits used on site to ensure compliance of the work performed under valid permit conditions.</p> <p><b>6.4 Violation Record</b></p> <p>Work Permit inspector will register a violation record (see appendix 1) for any non-compliance to the QP RLC/MIC permit to work procedure on approved/ or valid permit used on site.</p> <p>The violation record contains the history, circumstances, the involved persons and the solutions.</p> <p><b>6.5 Penalties</b></p> <p>Industrial Cities Permit Office authority has the right to impose administrative penalties for any violations to the terms of the CPW procedure.</p> <p>These penalties shall be imposed on the Operating Authority and/or the Performing Authority according to the site violation record.</p> <p>Any further recommendations or notifications will be sent to the concerned party for adherence.</p> <p><b>6.6 Usage of paper based CPW</b></p> <p>The usage of the CPW paper version by the Performing Authority is permitted by the respective Industrial Cities Permit Office exclusively in certain cases when it is not possible to use the electronic system.(see appendix 4).</p> <p>Performing Authority or Operating Authority shall consult the respective Industrial Cities permit office prior to using paper based permit application.</p> <p><b>6.7 Records</b></p> <p>Industrial Cities permit office shall retain/ archive all closed CPW for future reference as per the QP retention policy.</p>	<p>Work Permit inspector</p> <p>Industrial Cities Permit Office</p> <p>Industrial Cities Permit Office</p>



## **7.0 REFERENCES**

1. QP Corporate Philosophy for Fire and Safety (QP-PHL-S-001)
2. QP Radiation Safety Standard (QP-STD-S-056)
3. QP Corporate Procedure for HSE Incident Reporting Investigation and Learning (QP-HSE-PRC-022)
4. Permit for Fill Materials within Industrial Cities
5. QP Standard for Job Hazard Analysis (QP-REG-Q-001)
6. QP Lifting Equipment Regulations (QP-REG-Q-001).
7. QP Road Crossings Procedure.
8. QP Tie in Procedure.
9. QP HSE Regulations for Contractors (QP-REG-S-001) (applicable to QP direct contractors).
10. QP HSE Guide for Safe Escort for Transport of Abnormal Loads (QP-RTS-G-001)
11. QP Guideline for Traffic Management at Road Works (QP-RTS-G-002)
12. QP Guideline for Scaffolding (QP-SAF-GDL-043)
13. IML-ENV-REG-007 RLC Environmental Regulations
14. IML-ENG-GDL-001 Guidelines for Corridors and Corridor Crossings in RLC



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## 8.0 APPENDICES

### Appendix 1: Permit Violation Record Form (VI-ECP-FRM-005-001)



#### Permit Violation Record

Development Planning & Engineering Department,  
Industrial Cities Permit Office

e-CPW No. :	No. :
Performing Authority :	Date :
Operating Authority :	Time :
Work Location :	Location :
Project Name :	
Work Activity :	

Violation Type :

**Site Condition:**

- 1.....
- 2.....
- 3.....

**Personnel Involved:**

- 1.....
- 2.....
- 3.....

**Immediate Action:** Advised to stop the activities at site.

**Work Permit Inspector**

Name :  
Date :  
Signature :

**Performing Authority Representative**

Company :  
Full Name :  
Job Title :  
Mobile/Fax :  
Signature :

**Final Solution \*:**

- 1.....
- 2.....
- 3.....

**Implementation Date / Time:** Immediate effect.

**Agreed by:**

**Engineer (Work Permits)**

Name :  
Date :  
Signature :

**Operating Authority / Sponsoring Department**

Company :  
Full Name :  
Job Title :  
Mobile/Fax :  
Signature :

**Final Site Inspection:**

Site has been re-inspected and conditions were found acceptable.

	Company	Name	Signature	Date
<b>Performing Authority</b>				
<b>Operating Authority</b>				
<b>Inspector (Permit)</b>	Industrial Cities Engineering Division			
<b>Permit Authority</b>	Industrial Cities Engineering Division			

\* The final solution shall be implemented completely before the "Implementation Date / Time" mentioned above. Failed to this implementation will result of the severer administrative action.  
- Copy of this Inspection Record distributed to Performing and Operating Parties.  
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**Appendix 2: Proximity of Work Matrix**

Services	Concurring Party Requirement	
	Category I Daily Sanctioning / Re-validation Required	Category II Daily Sanctioning / Re-validation not required
Hydrocarbon Lines	0 - 15 meters	15.1 - 50 meters
Utility Piping	0 - 15 meters	15.1 - 50 meters
Cable Trenches	0 - 5 meters	5.1 - 15 meters
Fences	0 - 5 meters	5.1 - 15 meters
Buildings	0 - 5 meters	5.1 - 15 meters

**Note:**

1. Any activity, such as movement of equipment or material storage is prohibited in the above listed ranges without permission of Industrial Cities and concurring party and those activities shall only be done in more than the furthest distance (as mentioned above) from the existing facility.
2. REQUIRED means the performing authority should obtain the daily sanctioning from the concurring party before starting the work and NOT REQUIRED means the performing authority can obtain the daily sanctioning from the concurring party, any time.

### **Appendix 3: List of Currently excluded Plants / Facilities in RLC**

The following is the list of plants and facilities in RLC, currently excluded from the CPW requirement.

1. Qatar Gas South fenced plants and facilities
2. QatarGas North fenced plants and facilities
3. Oryx GTL fenced plants and facilities
4. Dolphin Energy fenced plants and facilities
5. Industrial Cities operations fenced plants and facilities. In all pipeline corridors (outside fenced areas), PTW shall be used as a supplementary document to CPW as and when required.
6. Common Seawater facilities. In all pipeline corridors (outside fenced areas), PTW shall be used as a supplementary document to CPW as and when required.
7. Al Aqaria Camp in West side support Service area
8. Laffan Global Village
9. Camp A & B
10. Main Production Unit inside Camp A & B
11. QP Transmission and Distribution fenced plants and facilities
12. Ooredoo fenced plants and facilities
13. Vodafone fenced plants and facilities
14. Kahramaa fenced plants and facilities
15. Ras Laffan Power Company fenced plants and facilities
16. Qatar Power fenced plants and facilities
17. Pearl GTL fenced plants and facilities
18. Ras Girtas power company fenced plants and facilities
19. Laffan Refinery fenced plants and facilities
20. Woqod tank farms, fenced plants & facilities
21. Ras Laffan Emergency & Safety College
22. Nakilat shipyard and fenced areas & facilities (under long-term lease agreement)
23. Gasal fenced plot (under long-term lease agreement)
24. MOI fenced plot & facilities
25. Ministry of Defence facilities & buildings.
26. Ras Laffan Olefins Company fenced plants and facilities
27. Qatar Solar Technologies (QSTec) fenced plants and facilities
28. Barzan Gas company fenced plants and facilities
29. After commencement of operations in Fenced Plots (long-term lease agreement) in West side support services area and East side support services area.



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### Appendix 3a: List of Currently Excluded Areas in MIC

The following is a list of plants and facilities in MIC, currently excluded from the CPW requirement.

1. QP Operational Areas inside their plots (examples are Refinery, NGL, DWTP, HWTC)
2. QP Joint Ventures Operational Areas inside their leased plots (examples are QAFCO, QAPCO, Qatar Steel, Qatalum, QChem)
3. Operational Areas of Asset Operators (leased plots), whether fenced or not (examples are Woqod, Ooredoo, Kahramaa, Alaqaria labor camps and commercial plots)
4. Fenced Boundaries of Asset Operators
5. MIC Port (offshore)
6. OT(M) Exempted Area shown in below Sketch.







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**Appendix 4: Instructions for completing CPW Application Form (paper based)**

Section	Completing Party	Associated Responsibilities
1	Performing Authority	<p><b>Class of Work</b></p> <ul style="list-style-type: none"> <li>• Tick the appropriate boxes detailing <b>ALL</b> classes of work to be conducted under the permit in conjunction with the hazardous area classification of Industrial Cities.</li> <li>• An additional separate permit shall be raised if work involving radiation is to be performed.</li> <li>• This section shall be matched with Section 10: Permit Requirements Checklist.</li> </ul>
2	Performing Authority	<p><b>Job Details</b></p> <p>Project title/ reference indicators are required to identify the project.</p> <ul style="list-style-type: none"> <li>• Mention the location of work by using the identification of the specific area of work or if it is in an open area, then mention the closest available identification (such as street, building, etc.)</li> <li>• Provide precise description of the specific work on the “Work to be Done“</li> <li>• Itemize all equipment and their type.</li> <li>• Tick appropriate boxes to indicate attached documentation (i.e., method statement, sketches and other information). Perform risk assessment to determine the conditions of work and site conditions that present a risk and that may require special precautions, PPE, additional permits etc.</li> <li>• Tick the appropriate boxes detailing basic safety equipment that shall be used in performance of the work.</li> </ul>
3	Performing Authority	<p><b>Permission Request</b></p> <p>Detail the names and contact numbers of the Performing Authority organisation (sponsoring company / department and Worksite Supervisor).</p>
4	Safety Representative of Operating Authority and Industrial Cities	<p><b>Requirements for Worksite Safety</b></p> <ul style="list-style-type: none"> <li>• Review CPW contents and relevant attachments to ensure the Performing Authority has provided adequate planning and safety measures prior to providing endorsement.</li> <li>• Provide contact numbers and note comments or special instructions.</li> <li>• Industrial Cities will also review the CPW contents and if satisfactory, will sign the bottom of this section.</li> </ul>
5	Concurring Party(ies)	<p><b>Permit Concurrence</b></p> <ul style="list-style-type: none"> <li>• Review CPW contents and relevant attachments and provide endorsing signature(s) if satisfied.</li> </ul>



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Section	Completing Party	Associated Responsibilities
		<ul style="list-style-type: none"> <li>• Tick the appropriate box if choosing to participate in Daily Sanctioning/Revalidation activities.</li> <li>• Provide contact numbers and note comments.</li> </ul>
6	Operating Authority	<p><b>Permission to Proceed</b></p> <ul style="list-style-type: none"> <li>• The relevant engineering disciplines shall review the permit and attached documentation to ensure Performing Authority has adequately planned work in accordance with permit requirements.</li> <li>• Inspect site to ensure it is prepared/cleared for commencement of work.</li> <li>• Indicate permit validity, start, and end dates.</li> <li>• Provide endorsement and contact numbers.</li> </ul>
7	Industrial Cities Permit Authority	<p><b>Permit approval</b></p> <ul style="list-style-type: none"> <li>• The final approval for the submitted application will be after checking all the permit procedure requirements.</li> </ul>
8	Performing Authority	<p><b>Work Completion</b></p> <ul style="list-style-type: none"> <li>• Tick appropriate boxes and sign off that the work has been completed in accordance with the Permit requirements, and/or lapsed with Permit expiry.</li> </ul>
9	Operating Authority  Concurring Party(ies)	<p><b>Work Inspection, Acceptance and Reinstatement</b></p> <ul style="list-style-type: none"> <li>• Operating authority's nominated Inspector reviews the site and confirms/endorse that work has been completed in a satisfactory manner and that the site conditions have been achieved.</li> <li>• Concurring party's nominated inspector reviews site and adjacent area to confirm/endorse that satisfactory conditions have been achieved (only if Concurring Party has participated in daily/shift sanctioning/revalidation activities).</li> </ul>
10	Operating Authority and Concurring Party(ies)	<p><b>Permit Requirements Checklist</b></p> <ul style="list-style-type: none"> <li>• The general permit considerations category address safety requirements common to all classes of work and its completion is mandatory.</li> <li>• The applicable classes of work shall be reviewed carefully and completed in conjunction with either the hot or cold work categories.</li> <li>• In addition to reviewing individual tick-boxes, any special requirements shall be noted.</li> <li>• Specify the need of gas testing for the work to be done and getting the gas test supplementary form.</li> <li>• This section should not be viewed as a comprehensive listing of safety precautions and the responsibility is on the Performing Authority to ensure that all necessary measures have been taken.</li> </ul>



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Section	Completing Party	Associated Responsibilities
11	Operating Authority and Concurring Party(ies)  Performing Authority	<p><b>Site Daily Sanctions</b></p> <ul style="list-style-type: none"> <li>Performing authority, operating authority, and concurring party (ies), as applicable, endorse that work can commence. Refer to section 5.6.</li> <li>At any time during work, any of the specified parties may exercise their right to stop work when unsafe acts or conditions are encountered. Work may not commence, in these cases, until safe conditions have been restored and endorsed.</li> </ul>
12	Operating Authority, Performing Authority	<p><b>Initial Gas Test (If required)</b></p> <ul style="list-style-type: none"> <li>Carry out Initial Gas Test, if required, no more than one (1) hour prior to commencement of work. Site conditions and type of work being conducted will determine whether further or ongoing gas tests are required, and at what intervals (Tick the appropriate box and provide all necessary details).</li> </ul>
Gas Test Supplement	Operating Authority Performing Authority (Nominated Gas Tester)	<p><b>Gas Test Authorization</b></p> <ul style="list-style-type: none"> <li>Ongoing gas testing may be required, at frequency specified in Section12, and shall be conducted and endorsed on site.</li> </ul>



## **Appendix 5: Checklist Requirements for CPW Submission**

1. The following documents should be attached with the submitted permit application:
  - a. Method statement for the described work duly approved by operating authority.
  - b. Job safety analyses for the described work duly approved by safety representative of operating authority.
  - c. AFC drawings and details/ sketches for the described work.
  - d. Approval letter for the described work from QP RLC/MIC.
  - e. Emergency response plan prepared by performing authority for the intended job. This shall be reviewed and approved by the respective Industrial Cities HSSE department and attached as applicable.
  - f. Relevant applicable certificates.
2. Project title is to be written with the specific job description and project name.
3. Applications must be clearly written in proper English language and easy to read.
4. All application blanks are to be filled completely (especially in paper version).
5. Concurrence from each of the concurring parties shall be obtained before submitting permit application.
6. A copy of Land Lease Agreement approval must be attached for the related job.
7. Scratches/corrections on the applications are prohibited. Care should be taken before writing the documents (for paper version).
8. Applications for extension should be identical to the original permit application.
9. The permit extension application shall be submitted before the original permit expires.
10. Permit application is a very important document. Special care should be taken to avoid any damage or loss.
11. Only authorized personnel shall initiate the work permit application.

Industrial Cities Permit Office has the right to refuse or reject the permit applications which are not in compliance with the above requirements.



## **Appendix 6: Work Stoppage Guidelines**

1. The authorized person who stops the work (will be called as “work stopper”) shall explain the reason for the stoppage directly to Performing Authority’s worksite supervisor in-charge and complete Part 1 of the CPW work stoppage box. The work stopper shall also inform Industrial Cities Permit Office and Operating Authority for this stoppage.
2. The Performing Authority’s Worksite Supervisor shall stop the work and resolve the problem together with the work stopper.
3. If the problem is solved between them, then the Performing Authority’s worksite supervisor shall sign on the Part 2 of the work stoppage box and implement the agreed solution. Performing Authority can continue the work after Part 3 work stoppage box is completed by personnel from the same company as Part 1 signatory.
4. If the problem can not be solved at this level, an effort shall be made with a higher level staff from the Performing Authority, Operating Authority and the party who stop the work in order to solve the problem as soon as possible.
5. The party who stop the work shall initiate an immediate meeting with the higher level staff from Performing Authority and Operating Authority (and other involved party, if any) within 24 hours in order to solve the problem.
6. After the problem is solved / agreed in the meeting, performing authority worksite supervisor shall complete part 2 of the work stoppage box and implement the agreed solution. Then the authorized person from the work stopper company (can be different person than part 1 signatory of the work stoppage box) shall complete part 3 of the CPW work stoppage box.
7. Performing Authority can now continue the work in compliance with the agreement made and noted in the meeting.
8. The whole process of this stoppage shall be recorded by the party who stop the work and to be attached with the permit.

**Note:** This information is printed on the reverse side of the CPW pink copy (for hard copy).



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**Appendix 7: Template for providing land lease information**

**Information pertaining to land leased in Industrial Cities**

This is to advise that the following Performing Authority

\_\_\_\_\_ has been authorized by us to perform work activities in the below mentioned leased area and it requires a Consolidated Permit to Work from Industrial Cities. The activities will be performed from \_\_\_\_\_ to \_\_\_\_\_ in RLC / MIC.

<b>Name of Lessee</b>	
<b>Plot details</b>	
<b>Agreement Number</b>	
<b>Type of land lease</b>	<input type="checkbox"/> Long-term land lease <input type="checkbox"/> Short-term land lease <input type="checkbox"/> Support Services land lease
<b>Land lease start date</b>	
<b>Land lease end date</b>	

-----  
**(Signature of authorized representative from Operating Authority)**

**Date:**

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## **Appendix 9: Emergency Work Conditions**

Emergency Work is defined as any unplanned work activities that pose imminent danger to People, Assets and Environment, which is absolutely necessary to perform on an urgent basis (within **24** hours) and can be executed safely, as determined by the Operating Authority of the Asset.

Any such unplanned work activities would be considered as “Emergency Work” based on the following criteria:

- **Safety:** where there is imminent danger or the possibility of danger that could affect People and/or facilities and an immediate action is required to be taken to eliminate the dangers.
- **Environment:** where prevailing conditions could lead to substantial environmental damage or poses serious environmental threat to the occupied area and/or facilities.
- **Operational or Essential services:** Any failure and/or disruption of operational or essential services, which could affect the continuity of operation, the quality, or the quantity of product belonging to an Asset Operator or QP as long, as safety is not compromised.

Respective Industrial Cities permit office shall be consulted to check / determine whether the required unplanned work activity can be considered as an emergency or urgent work.

The following work conditions shall be applicable for all the approved “Emergency or Urgent” works:

- a. The Operating Authority shall ensure that all the hazards of emergency work activities are identified, associated risks assessed, and adequate control measures planned for the safe execution of job.
- b. The Operating Authority in conjunction with Performing Authority shall identify all the Concurring parties and obtain the emergency work approval from the identified Concurring Parties (as applicable) prior to request “Approval to Proceed” from Industrial Cities Permit Office.
- c. The duly completed and signed “Emergency Work Declaration” (Appendix-9a) shall be submitted to respective Industrial Cities Permit Office along with the emergency work approval request.
- d. This emergency job shall be performed under the valid approved permit to work from the Operating Authority.
- e. The emergency work activities shall be performed under direct and continual supervision of an authorized HSE representative and discipline Engineer of Operating Authority, Performing Authority worksite supervisor and in the presence of the Concurring Party(ies), where applicable.
- f. The Operating Authority shall ensure that all the work team members are competent to perform the emergency work activities as well as the use of certified/ approved tools and equipment.
- g. The Tool Box talk must be conducted prior to starting the job.
- h. All other safety requirements shall also be adhered to for emergency work.
- i. Ensure strict adherence to all the necessary HSSE requirements during the execution of emergency work activities.
- j. No mechanical excavation is allowed within three (3) meters of any existing services/facilities.
- k. All concerned parties shall provide 24-hour availability of personnel authorised to endorse an emergency CPW ensuring timely approval, as applicable.

### **Incident Report**

In case of repairing work to the existing damaged facilities, it can proceed as emergency work followed by the CPW with an incident report attached to the CPW application.



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**Appendix 9a: Template for Declaration for Emergency or Urgent Work**

**DECLARATION FOR EMERGENCY OR URGENT WORK**

1. Emergency Work Description:

.....  
 .....

2. Emergency Work Location:

.....

3. Details of Facilities/ Assets/ Equipment in proximity of Emergency Work Location:

.....

4. Details of emergency work approval from identified Concurring Party(ies), as applicable:

- a) Name: ..... Approval Obtained: Yes  No
- b) Name: ..... Approval Obtained: Yes  No
- c) Name: ..... Approval Obtained: Yes  No
- d) Name: ..... Approval Obtained: Yes  No
- e) Name: ..... Approval Obtained: Yes  No

5. In view of the above emergency or urgent work, we hereby declare that:

- The emergency work requirements have been evaluated for its urgency and are required to be performed within 24 Hours.
- The work site / location / Equipment visited along with Performing Authority and all the hazards identified, associated risks assessed, and adequate control measures planned.
- All the Concurring Parties, identified in conjunction with Performing Authority and necessary "Approval to Proceed" with emergency work obtained, as applicable.
- The emergency work activities shall be performed under continual supervision of our authorized HSE representative and discipline engineer.
- The entire emergency work activities shall be performed under our valid approved Permit to work.

.....  
 Operating Authority

.....  
 Name

.....  
 Signature

.....  
 Date

VI-ECP-FRM-005-003

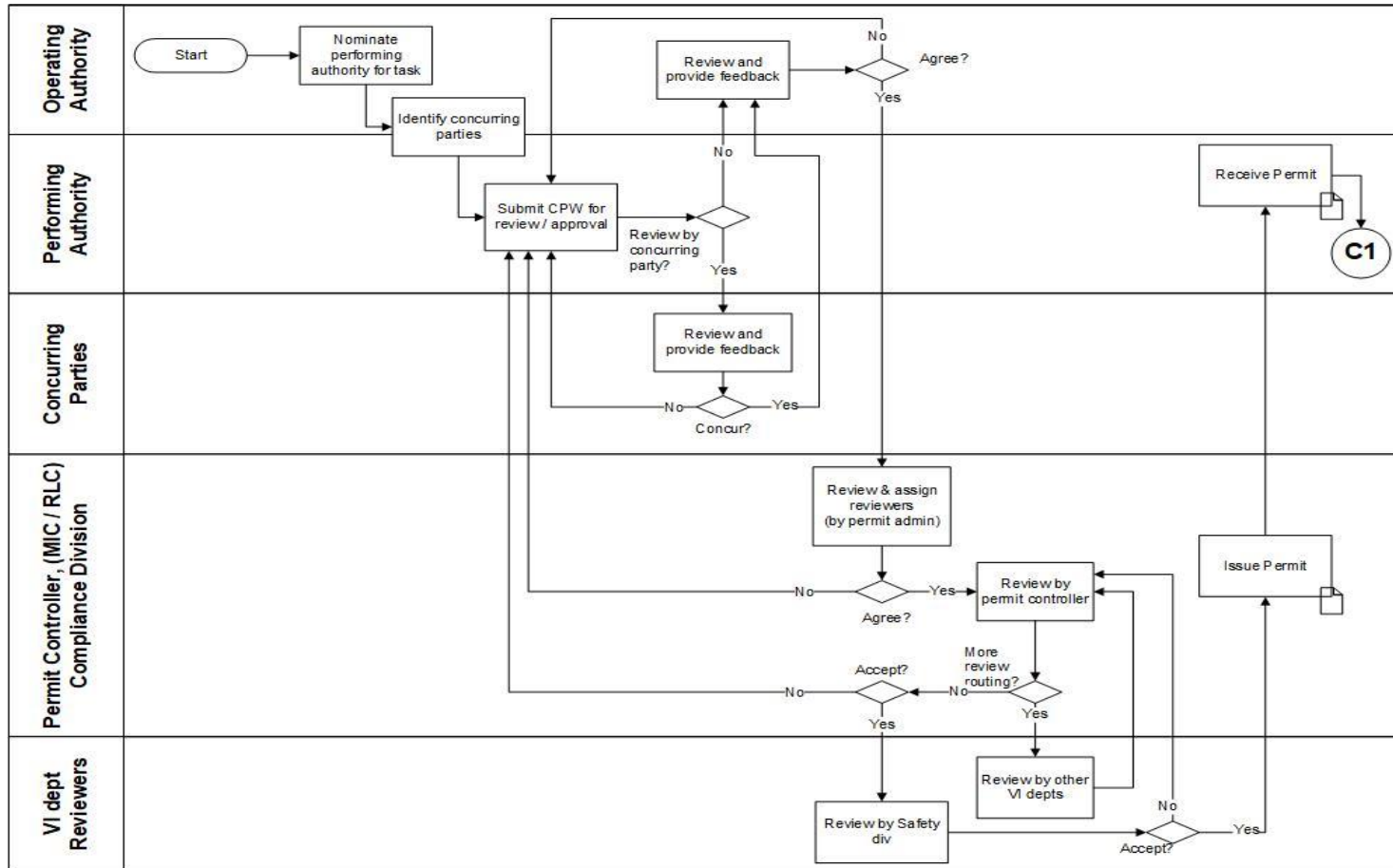


**PROCEDURE GOVERNING THE REQUIREMENTS FOR CONSOLIDATED PERMIT TO WORK IN COMMON AREAS OF MIC AND RLC**

**DOC. No. VI-ECP-PRC-005**

**Rev. 07**

**Appendix 10: e-CPW process for Industrial Cities (Mesaieed and Ras Laffan)**

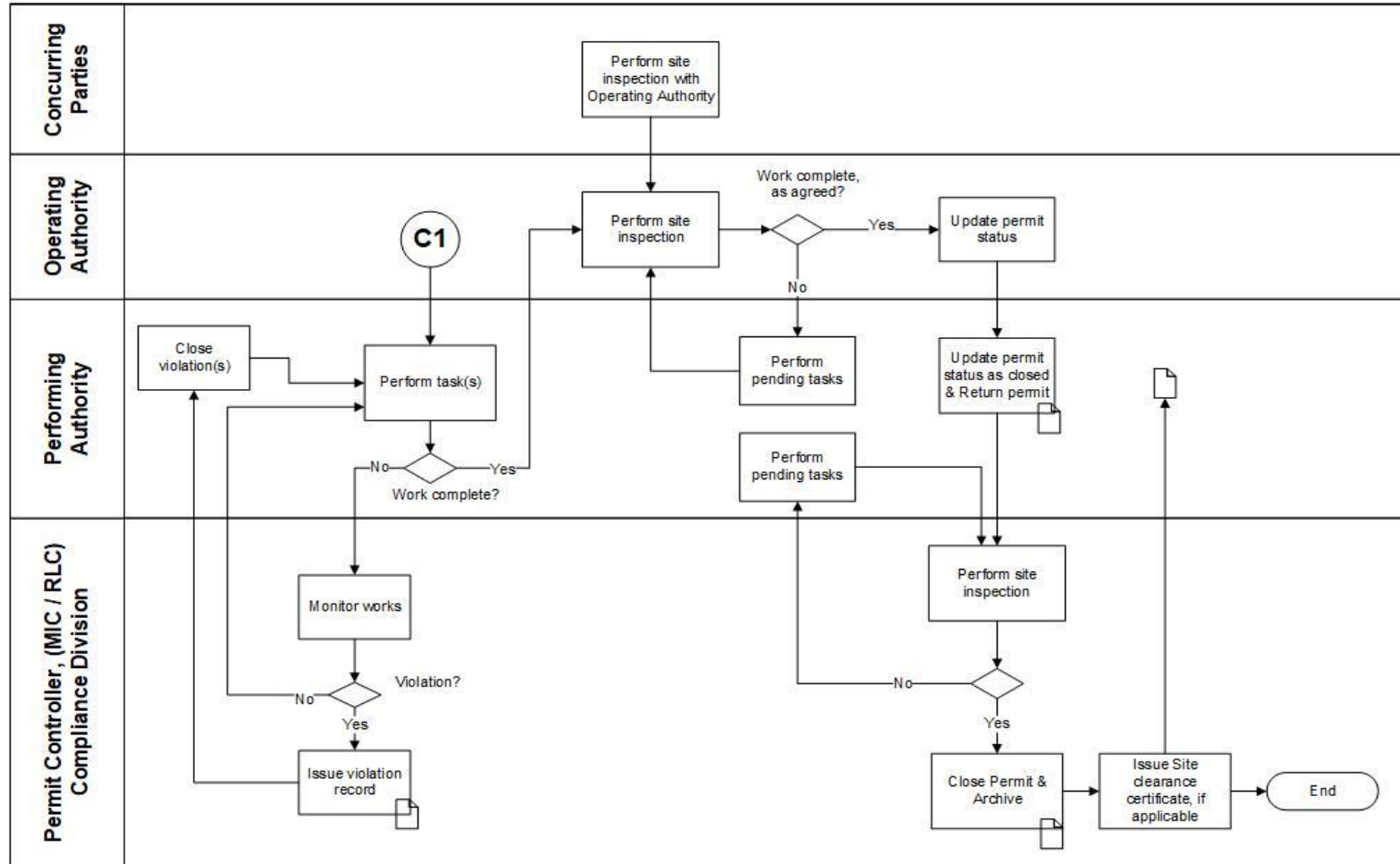




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**DOC. No. VI-ECP-PRC-005**

**Rev. 07**





**PROCEDURE GOVERNING THE REQUIREMENTS FOR CONSOLIDATED PERMIT TO WORK IN COMMON AREAS OF MIC AND RLC**

**DOC. No. VI-ECP-PRC-005**

**Rev. 07**

**REVISION HISTORY LOG**

Revision Number: 07

Document Revision Date: 05.07.2020

Item Revised:	Revision Description	Section
Appendix 9a	Periodic review of process. Update of Reference Indicators and Organization structure in procedure and Update of document number and document in new template. Added the template for for Declaration for Emergency or Urgent Work	4.1.2, 4.1.3, 5.2.1, 5.2.3, 5.3.3, 5.6.4, 5.7.2, 6.1.9, 6.1.11, appendix 1
Remarks : Nil.		

**Document Change History**

Doc. Code	Rev. No.	Effective Date	Revision Description	Approved By
DP-RID-003	01	31.07.04	First release of document.	RLC
QPR-RIE-010	02	04.07.06	Second release of document.	RLC
QPR-RIE-010	03	30.06.08	Third release of document.	DL
QPR-RIE-010		17.05.10	Incorporated e-PTW information and workflow.	
QRG-RLC-002	04	14.06.12	Converted procedure into regulations and renamed the document to QRG-RLC-002.	DL
QRG-DC-004	05	01.10.14	Incorporated MIC and updated the processes with new reference indicators and responsibilities.	DC
QRG-VI-004	06	04.04.18	Change in reference indicators and process changes	VI