

## Bridge Memorandum #36: Change in Permits Procedure

Captains,

The Risk Reviews completed each month by certain vessels have shown a trend of copying and pasting the contents of the previous permit without making any edits.

**As of today, permits may ONLY be hand written, not typed.**

**The permit forms in Helm have been updated to the new format. Delete all older permits from your systems.**

Slowing down to pay attention to the details will ultimately save you time and benefit you in the long run.

Slow is smooth. Smooth is fast.



Dr. James Howell

HSE Director

# Permit for Confined Space

<b>Vessel Name</b>		<b>Helm number:</b>	
<b>Title of Task:</b>		<b>Date:</b>	
<b>Time Issued:</b>		<b>Time Expiry:</b>	
<b>Title of task should be name of the confined space followed by a brief description of work.</b> Use this naming protocol as the Helm title as well. Ex: " <b>Chain Locker- Flake anchor chain</b> " All permits except energy isolation are valid for a 12 hour period only. All permits and their tasks in Helm must remain open until the work is complete.			
<b>Work Description</b>			
<b>Briefly describe work to be done</b>			
<b>Entry Team</b>	<b>Positions</b>	<b>Printed names</b>	
	<b>Supervisor</b>		
	<b>Entrant</b>		
	<b>Line attendant</b>		
	<b>Stand By Rescuer</b>		
<b>PPE</b>	<div> <input type="checkbox"/> Harness and cable lifeline           <input type="checkbox"/> Hard Hat         </div> <div> <input type="checkbox"/> Oxygen monitor           <input type="checkbox"/> Safety Glasses         </div> <div> <input type="checkbox"/> SCBA if unsafe atmosphere           <input type="checkbox"/> Hearing Protection         </div> <div> <input type="checkbox"/> Deck gloves           <input type="checkbox"/> Steel toed shoes         </div> <div> <input type="checkbox"/> Other-         </div>		
<b>Tools Needed</b>			
<b>Communications</b>	Will workers be able to clearly see and hear each other? Yes / No If no, how will they communicate? <input type="checkbox"/> Hand Signals <input type="checkbox"/> Radio <input type="checkbox"/> Relay person/ runner  SIMOPS discussion required? Yes / No If yes, review with team leaders of affected operations		
<b>Other Permits</b>	If additional permits required for this work, list them here:  If this work is continued from a previous permit, have all the new workers reviewed the JSA from the original permit? Yes / No		

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Risk Assessment/ Job Safety Analysis (JSA)			
<b>Supervisor conducting the JSA</b>	<b>Printed Name</b>		<b>Signature</b>
<p>Meet with all persons who will be doing the work. Break down the task into steps. List the hazards associated with each step, then list the actions you will take to mitigate the hazards.</p>			
<p>Has space been forced air ventilated for at least 45 minutes? _____ Yes</p> <p><b>If NO—SCBA is REQUIRED for entrant!!</b></p> <p>Ventilation: Start time _____ Stop Time _____</p>			
General Hazards			
Type	Hazards	Mitigations	N/A
<b>Chemical</b>	_____ Flammable _____ Reactive _____ Toxic / Irritating fumes _____ Skin irritant _____ Corrosive		____ N / A
<b>Physical</b>	_____ Heat _____ Cold _____ Noise _____ Airborne dust/ debris		____ N / A
<b>Environmental</b>	Is there a risk of an environmental spill? <div style="text-align: right;">Yes / No</div>		____ N / A
Steps		Hazards	Mitigations

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<b>Rescue Plan (REQUIRED)</b>		
<b>Names and Initials of all participants</b>		
<b>Printed Name</b>	<b>Initials</b>	<b>Printed Name</b>

<b>Authorization to Start Work</b>		
<b>Roles</b>	<b>Printed Names</b>	<b>Signatures</b>
<b>Captain</b>		
<b>Chief Engineer</b>		
<b>Pre-Work Checks</b>		
<b>Before Starting Work</b>	<b>Which method was used to ensure air supply is safe to breathe?</b> _____ Oxygen detector was lowered to the bottom of the space without alarm and will be attached to entrant for continual monitoring during work   OR _____ Entrant will use SCBA for air supply _____ Permit posted at entrance _____ All members of entrance team in place	_____ All Steps Complete  

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Post-Work Checks		
After Work is Complete	<input type="checkbox"/> Permit copy removed from the work site	___ All Steps Complete
	<input type="checkbox"/> Work area cleared of tools and supplies	
	<input type="checkbox"/> Affected persons notified work is complete	
	<input type="checkbox"/> Helm task includes notes about the job and is finished	
Verification that Work is Complete		
Roles	Printed Names	Signatures
Captain		
Chief Engineer		

**File the completed, signed permit on the bridge in the TDI Binder System**

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# Permit for Energy Isolation

<b>Vessel Name</b>		<b>Helm number:</b>	
<b>Title of Task:</b>		<b>Date:</b>	
<b>Title of task should be name of equipment / location followed by a brief description of work.</b> Use this naming protocol as the Helm title as well. <b>Ex: " Crane – Controls- Replace" or "Main Coring Winch- Level wind- Repair"</b> All permits except energy isolation are valid for a 12 hour period only. All permits and their tasks in Helm must remain open until the work is complete.			
<b>Work Description</b>			
<b>Briefly describe work to be done</b>			
<b>Names of Key Personnel</b>	<b>Roles</b>	<b>Printed Names</b>	
	<b>Person doing the work</b>		
	<b>Chief Engineer</b>		
<b>PPE for all personnel</b>	_____ Steel toed shoes _____ Deck gloves _____ Safety Glasses _____ Work Vest _____ Other-	_____ Hard Hat _____ Face Shield _____ Particulate Mask _____ Hearing Protection	
<b>Communications</b>	Will workers be able to clearly see and hear each other? Yes / No If no, how will they communicate? _____ Hand Signals    _____ Radio    _____ Relay person/ runner  SIMOPS discussion required? Yes / No If yes, review with team leaders of affected operations		
<b>Other Permits</b>	If additional permits are required for this work, list them here:  If this work is continued from a previous permit, have all the new workers reviewed the JSA from the original permit? Yes / No		

<b>Risk Assessment/ Job Safety Analysis (JSA)</b>			
<b>Supervisor conducting the JSA</b>	<b>Printed Name</b>	<b>Signature</b>	
Meet with all persons who will be doing the work. Break down the task into steps. List the hazards associated with each step. Then list the actions you will take to mitigate the hazards.			
<b>General Hazards</b>			
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Type	Hazards	Mitigations	N/A
<b>Chemical</b>	<input type="checkbox"/> Flammable <input type="checkbox"/> Reactive <input type="checkbox"/> Toxic / Irritating fumes <input type="checkbox"/> Skin irritant <input type="checkbox"/> Corrosive		<input type="checkbox"/> N / A
<b>Physical</b>	<input type="checkbox"/> Heat <input type="checkbox"/> Cold <input type="checkbox"/> Noise <input type="checkbox"/> Airborne dust/ debris		<input type="checkbox"/> N / A
<b>Environmental</b>	Is there a risk of an environmental spill? Yes / No		<input type="checkbox"/> N / A

  

Steps	Hazards	Mitigations

  

Names and Initials of all participants			
Printed Name	Initials	Printed Name	Initials

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Authorization to Start Work		
Roles	Printed Names	Signatures
Permit User		
Chief Engineer		
<p>All permits require at least TWO signatures. *** If the Engineer will perform the work himself, the Bridge Officer on Watch must sign here:</p> <p>Bridge Officer Of the Watch _____</p>		
Pre-Work Checks		
Before Starting Work	Equipment tested to be sure it cannot be accidentally activated? _____	____ All Steps Complete
	Stored energy released? _____	
	Copy of this permit posted at work site? _____	
	All team members aware of their responsibilities? _____	

Post-Work Checks		
After Work is Complete	Permit copy removed from the work site? _____	____ All Steps Complete
	Work area cleared of tools and supplies? _____	
	Locks and tags removed from equipment? _____	
	Machinery guards/ covers back in place? _____	
Verification that Work is Complete		
Roles	Printed Names	Signatures
Permit User		
Chief Engineer		

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# Permit for Hot Work

<b>Vessel Name</b>		<b>Helm number:</b>	
<b>Title of Task:</b>		<b>Date:</b>	
<b>Time Issued:</b>		<b>Time Expiry:</b>	
<b>Title of task should be name of equipment / location followed by a brief description of work.</b> Use this naming protocol as the Helm title as well. <b>Ex: " Back Deck- Weld tabs for container" or "Fire Lines- Main Deck- cut and replace"</b> All permits except energy isolation are valid for a 12 hour period only. All permits and their tasks in Helm must remain open until the work is complete.			
<b>Work Description</b>			
<b>Briefly describe work to be done</b>			
<b>Names of Key Personnel</b>	<b>Roles</b>	<b>Printed Names</b>	
	<b>Person doing the work</b>		
	<b>Fire Watchman</b>		
<b>PPE for all personnel</b>	<div> <input type="checkbox"/> Steel toed shoes           <input type="checkbox"/> Hard Hat         </div> <div> <input type="checkbox"/> Welding Gloves           <input type="checkbox"/> Welding Helmet/ Face Shield         </div> <div> <input type="checkbox"/> Deck gloves           <input type="checkbox"/> Particulate Mask         </div> <div> <input type="checkbox"/> Safety Glasses           <input type="checkbox"/> Hearing Protection         </div> <div> <input type="checkbox"/> Work Vest         </div> <div> <input type="checkbox"/> Other-         </div>		
<b>Tools/ Supplies Needed</b>			
<b>Communications</b>	Will workers be able to clearly see and hear each other? Yes / No If no, how will they communicate? <input type="checkbox"/> Hand Signals <input type="checkbox"/> Radio <input type="checkbox"/> Relay person/ runner  SIMOPS discussion required? Yes / No If yes, review with team leaders of affected operations		
<b>Other Permits</b>	If additional permits required for this work, list them here:  If this work is continued from a previous permit, have all the new workers reviewed the JSA from the original permit? Yes / No		

## Risk Assessment/ Job Safety Analysis (JSA)

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<b>Name of supervisor conducting the JSA</b>			
Meet with all persons who will be doing the work. Break down the task into steps. List the hazards associated with each step. Then list the actions you will take to mitigate the hazards.			
General Hazards			
Type	Hazards	Mitigations	N/A
<b>Chemical</b>	<input type="checkbox"/> Flammable <input type="checkbox"/> Reactive <input type="checkbox"/> Toxic / Irritating fumes <input type="checkbox"/> Skin irritant <input type="checkbox"/> Corrosive		___ N / A
<b>Physical</b>	<input type="checkbox"/> Heat <input type="checkbox"/> Cold <input type="checkbox"/> Noise <input type="checkbox"/> Wind <input type="checkbox"/> Airborne dust/ debris		___ N / A
<b>Environmental</b>	Is there a risk of an environmental spill? <div style="text-align: right;">Yes / No</div>		___ N / A
Steps	Hazards	Mitigations	

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<b>Names and Initials of all participants</b>			
<b>Printed Name</b>	<b>Initials</b>	<b>Printed Name</b>	<b>Initials</b>

<b>Authorization to Start Work</b>		
<b>Roles</b>	<b>Printed Names</b>	<b>Signatures</b>
<b>Permit User</b>		
<b>Chief Engineer</b>		
<b>Pre-Work Checks</b>		
<b>Before Starting Work</b>	_____ Permit posted at work site _____ Flammables removed from immediate area _____ Fire Watchman standing by with fire extinguisher _____ Personnel aware of scope of work and their responsibilities	____ All Steps Complete Complete

<b>Post-Work Checks</b>		
<b>After Work is Complete</b>	_____ Permit copy removed from the work site _____ Work area cleared of tools and supplies _____ Fire Extinguisher returned to its place _____ Affected persons notified work is complete _____ Helm task includes notes about the job and is finished	____ All Steps Complete Complete
<b>Verification that Work is Complete</b>		
<b>Roles</b>	<b>Printed Names</b>	<b>Signatures</b>
<b>Permit User</b>		
<b>Chief Engineer</b>		

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# Permit for Working at Heights

<b>Vessel Name</b>		<b>Helm number:</b>	
<b>Title of Task:</b>		<b>Date:</b>	
<b>Time Issued:</b>		<b>Time Expiry:</b>	
<b>Title of task should be name of the location/ space followed by a brief description of work.</b> Use this naming protocol as the Helm title as well. <b>Ex: " A-Frame-Stern-paint sheave with new year's lifting color"</b> All permits except energy isolation are valid for a 12 hour period only. All permits and their tasks in Helm must remain open until the work is complete.			
<b>Work Description</b>			
<b>Briefly describe work to be done</b>			
<b>Names of Key Personnel</b>	<b>Roles</b>	<b>Printed Names</b>	
	<b>Person doing the work</b>		
<b>PPE</b>	<div> <input type="checkbox"/> Climbing Harness           <input type="checkbox"/> Hard Hat         </div> <div> <input type="checkbox"/> Fall arrest/ cable lifeline           <input type="checkbox"/> Safety Glasses         </div> <div> <input type="checkbox"/> Bucket to hold tools           <input type="checkbox"/> Deck gloves         </div> <div> <input type="checkbox"/> Lanyard to keep tools from falling           <input type="checkbox"/> Steel toed shoes         </div> <div> <input type="checkbox"/> Type V PFD if working over water         </div> <div> <input type="checkbox"/> Other-         </div>		
<b>Tools/ Supplies Needed</b>			
<b>Communications</b>	Will workers be able to clearly see and hear each other? Yes / No If no, how will they communicate? <input type="checkbox"/> Hand Signals <input type="checkbox"/> Radio <input type="checkbox"/> Relay person/ runner  SIMOPS discussion required? Yes / No If yes, review with team leaders of affected operations		
<b>Other Permits</b>	If additional permits required for this work, list them here:  If this work is continued from a previous permit, have all the new workers reviewed the JSA from the original permit? Yes / No		

## Risk Assessment/ Job Safety Analysis (JSA)

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<b>Supervisor conducting the JSA</b>	<b>Printed Name</b>	<b>Signature</b>	
Meet with all persons who will be doing the work. Break down the task into steps. List the hazards associated with each step. Then list the actions you will take to mitigate the hazards.			
Have all participants completed the working at heights training? _____ Yes			
<b>If NO—STOP WORK !!</b>			
<b>General Hazards</b>			
<b>Type</b>	<b>Hazards</b>	<b>Mitigations</b>	<b>N/A</b>
<b>Chemical</b>	<input type="checkbox"/> Flammable <input type="checkbox"/> Reactive <input type="checkbox"/> Toxic / Irritating fumes <input type="checkbox"/> Skin irritant <input type="checkbox"/> Corrosive		___ N / A
<b>Physical</b>	<input type="checkbox"/> Heat <input type="checkbox"/> Cold <input type="checkbox"/> Noise <input type="checkbox"/> Wind <input type="checkbox"/> Airborne dust/ debris		___ N / A
<b>Environmental</b>	Is there a risk of an environmental spill? <div style="text-align: right;">Yes / No</div>		___ N / A
<b>Steps</b>	<b>Hazards</b>	<b>Mitigations</b>	

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<b>Rescue Plan (REQUIRED)</b>		
<b>Names and Initials of all participants</b>		
<b>Printed Name</b>	<b>Initials</b>	<b>Printed Name</b>

<b>Authorization to Start Work</b>		
<b>Roles</b>	<b>Printed Names</b>	<b>Signatures</b>
<b>Permit User</b>		
<b>Bridge Officer of the Watch</b>		
<b>Pre-Work Checks</b>		
<b>Before Starting Work</b>	<input type="checkbox"/> Permit posted at work site <input type="checkbox"/> Plan for securing tools in place <input type="checkbox"/> Personnel cleared from under the work site (drop zone) <input type="checkbox"/> Personnel aware of scope of work and their responsibilities	<input type="checkbox"/> All Steps Complete

<b>Post-Work Checks</b>		
<b>After Work is Complete</b>	<input type="checkbox"/> Permit copy removed from the work site <input type="checkbox"/> Work area cleared of tools and supplies <input type="checkbox"/> Affected persons notified work is complete <input type="checkbox"/> Helm task includes notes about the job and is finished	<input type="checkbox"/> All Steps Complete
<b>Verification that Work is Complete</b>		
<b>Roles</b>	<b>Printed Names</b>	<b>Signatures</b>
<b>Permit User</b>		
<b>Bridge Officer of the Watch</b>		

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