



Fleet Memo #9: Special Permit procedures simplified

This memo is to advise all personnel that we have completely rewritten our procedures for issuing special permits like Hot Work (SOP-GEN-007J), Energy Isolation (SOP-GEN-007I) and Working at Heights (SOP-GEN-007U). Notices of Change #'s 7-9 will address each permit in detail. It is the responsibility of the Masters to make sure the entire crew is aware of these changes.

All permits have been reduced to a single page. Energy Isolation must be authorized/ signed by the Chief Engineer. Hot Work and Working at Heights must be signed/ authorized by the Master or Mate. The signed original permit must be kept in a file on the bridge and a copy of the signed permit must be posted at the work site before work begins. Permits must be kept on file for 3 years and be readily available for auditor review.

Where to find them

The new permit forms are located on the Ship Web Pages on the "SMM-Forms Only" page. An electronic copy of the forms will be attached to the Notices of Change. It is recommended that each vessel create a new binder specifically for permits with a section for each permit and several blank copies in the binder so they are easily accessible by crew who need to fill them out.

What about NS5?

You will still need to create a work order to document the work being done, but there is no longer a need to paste the permit into the work order. In the work order, simply state "permit filed on bridge". You do need to enter the work order number on the permit in order to link the two together. It will be the Master or Mate's responsibility to review the permits and ensure each permit is signed and includes a work order number.

It is hoped these changes will result in a clear and simple permitting process that our crews can easily follow in order to comply with our Safety Management Manual requirements.

In the absence of the HSE Manager, any questions regarding the new procedures can be sent to shannonsmith@tdi-bi.com.