



Please print and post at your vessel/ facility for all employees to view

Fleet Memo #19: New Permits with Instructions and JSAs

The last several audits, both internal and external, have showed that our Permit to Work system has not been very well understood or implemented across the fleet. As Management we realize we have not given clear written guidance and that it is not always possible to provide in-person instruction for these procedures.

To improve compliance and understanding, we have created an SOP detailing TDI's Permit to Work system. The new SOP-GEN-012A describing the permit system was sent to the fleet via email on October 26 and can be found on the Crewing Module under the Memo/ Inc tab. In addition, the permits have been revised so that each one now includes the required Job Safety Analysis along with permit specific instructions and examples.

One topic that has been in question is how long can permits be extended? All permits, including Energy Isolation, are only valid for 12 hrs. However, an exception can be made to an Energy Isolation permit if it is a situation where you are waiting on an ordered part or a contractor to finish the repair and it could be days or months before the repair can be completed. In those rare cases, you may write in the "Permit extended until" field, "Waiting on parts or technician". All other permits must be renewed every 12 hrs.

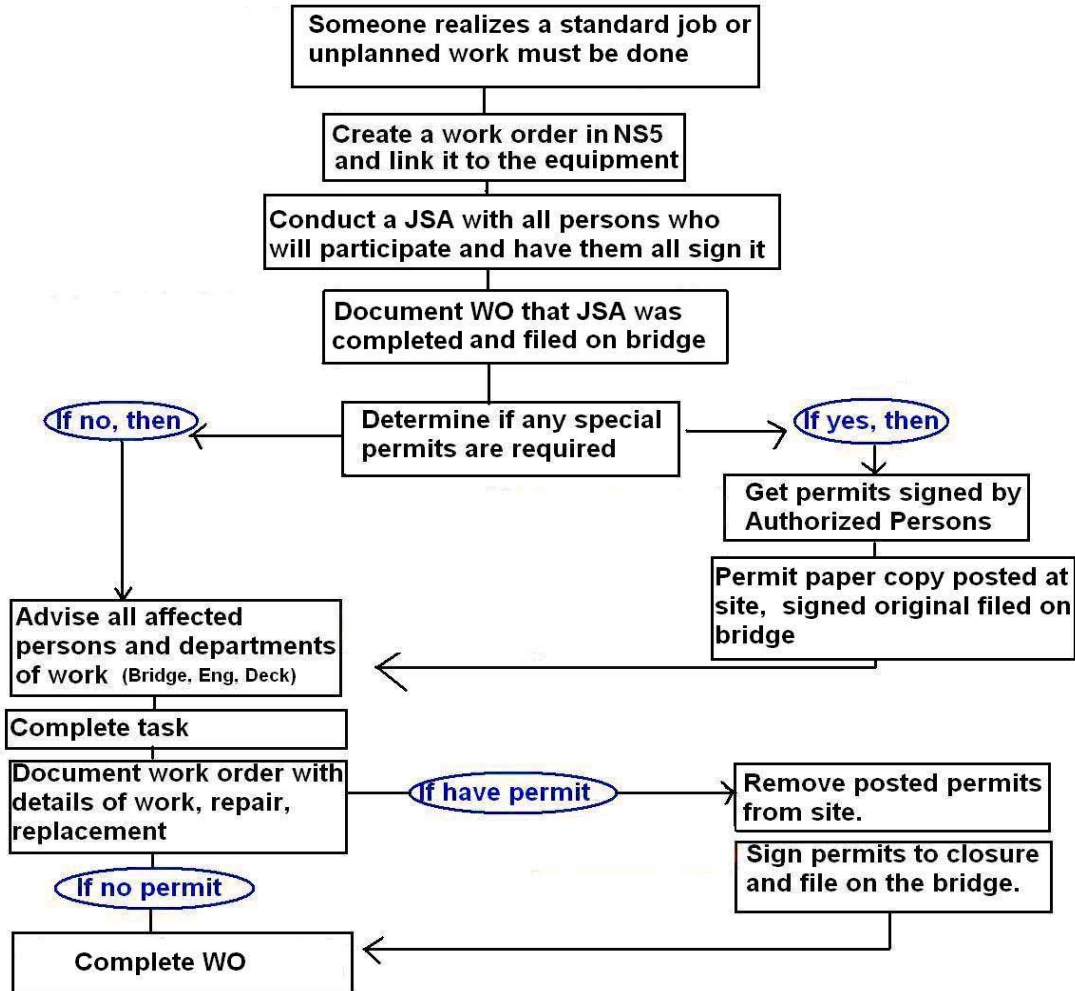
Upon receiving this memo, download the new permits to the bridge and email computers and delete the old electronic versions. Review the new permits and SOP with your crew in a meeting. Document the meeting in NS5 in the Quality and Compliance module as a new meeting and send a pdf report of it to shannonsmith@tdi-bi.com.

Print and post the memo, permits and SOP in the galley or other accessible area for the crew to review. The SOP and permits will be published and updated in the next version of the SMM.

Directions for Completing Confined Space Permit

The TDI-Brooks Permit to Work System is described in detail in SOP-GEN-012B of the Safety Management Manual, also called the SMM.
The procedures for conducting a Confined Space task are detailed in SOP-GEN-007G.

Procedures for documenting work: planned, unplanned, with or without permit



Directions for Completing Confined Space Permit

Work Description

The name of the permit user is the name of the person who will be doing the actual work.

The Chief Engineer is the only person who may authorize a Confined Space entry.

Briefly describe work to be done: Example: "Patch rust holes in Tank #4"

Location on vessel: physical location of work, tank number or chain locker, etc.

Affected equipment and ops: Will the work in this area prevent other departments from completing their work?

Example- you cannot conduct run anchor winch if someone is working in the chain locker.

SIMOPS evaluation required: If a situation like the one above occurred where permitted work could impede or delay other work in that area, cooperate with the other parties to agree on a schedule.

Required Notification: Always notify Bridge and Engineering; notify other departments as needed.

JSA and NS5 Work Order-

A Job Safety Analysis or Risk Assessment must be conducted prior to any permitted work. The team that will be doing the work needs to create the JSA together and sign it- EVEN IF PART OF THE TEAM CONSISTS OF CONTRACTORS. The JSA has been included as a part of this permit and may reveal the need for additional permits. such as hot work. If so, create additional permits and write the permit work order numbers in the provided sections.

In NS5, create a work order to document this task, permit and JSA. The title should be "CS-" followed by equipment/ location and a short work description. Example, "CS-TANK #4- PATCH RUST HOLES". Include a statement in the work order that the JSA and permit were conducted and are filed on the bridge. Include the permit number in the title section below.

Hazards-

Check all physical and chemical hazards that may apply to this task. List any potential risks for environmental spill, such as fuel, oil or hydraulic fluid going into the water. If none, check N/A.

Controls-

Check all PPE required for the task. Verify that all permits and Marine Chemist declaration that space is safe for work are posted. When work is complete, have all parties sign the permit to closure, staple the chemist tag to the permit and file permit on bridge. Clear the area of tools and clutter, remove permit copies.

Final Checks before Starting- Verify these final steps are completed and checked before starting work.

After Task Completion- When work is complete, make sure all these steps are completed and checked before filing final signed permit on bridge.

Authorizations-

Only the Chief Engineer can authorize confined space work. The Chief Engineer cannot issue a permit to himself. If the C/E is completing the work himself, then a bridge officer must sign off on the permit as well.

Confined Space Permit

(All parts of this permit must be completed. Any other associated documents must be linked to this permit.
Emergencies or unexpected circumstance may suspend or cancel this permit.)

<input type="checkbox"/> R/V Brooks McCall	<input type="checkbox"/> R/V GeoExplorer	<input type="checkbox"/> R/V Gyre	<input type="checkbox"/> OSVRylan T	<input type="checkbox"/> R/V Inez McCall
Date: _____	Time Issued: _____	Valid Until: _____	NS5 WO # _____	
Permit # EI- 1/0/00		0		

Work Description	Name of person doing work: _____
	Name of Chief Engineer: _____
	Briefly describe work to be done: _____
	Work location on vessel: _____
	Affected equipment/ops: _____
	Necessary tools: _____
	SIMOPS evaluation required: <input type="checkbox"/> Yes <input type="checkbox"/> No

Job Safety Analysis (JSA)	Special Permits	Other Special Permits Required? <input type="checkbox"/> No <input type="checkbox"/> Yes Enter NS5 numbers of special permits below.			
	PPE	HW-	CS-	WH-	
	Risk Assessment	Check and list all the PPE required for this task.			
	Risk Assessment	<input type="checkbox"/> Hard Hat <input type="checkbox"/> Steel Toes <input type="checkbox"/> Safety Glasses <input type="checkbox"/> Gloves <input type="checkbox"/> Long pants/sleeves <input type="checkbox"/> Ear Protection <input type="checkbox"/> Personal Atmospheric Monitor <input type="checkbox"/> Face Shield <input type="checkbox"/> Guard Rail <input type="checkbox"/> Other- List			
	Risk Assessment	Directions for Risk Assessment: Break down the task into steps. List the hazards associated with each step, then list the actions you will take to mitigate those hazards. (Fields will expand as you type.)			
	Risk Assessment	Steps	Procedures	Potential Hazards	Mitigations
	Risk Assessment				
	Risk Assessment				
	Risk Assessment				
	Risk Assessment				

Hazards	Atmospheric	Has tank been opened and ventilated?		If yes, how long?		
	<input type="checkbox"/> Explosive		<input type="checkbox"/> Oxygen Deficient		<input type="checkbox"/> Oxygen Excess	
	<input type="checkbox"/> Toxic					
	Gas Testing Results	%LEL:	%O2:	CO ppm:	H2S ppm:	
Name of Standby Personnel:						
Hazards	Chemical	List potential chemical hazards:				<input type="checkbox"/> N/A
	Check all that may apply:					
	<input type="checkbox"/> Flammable		<input type="checkbox"/> Toxic		<input type="checkbox"/> Corrosive	
	<input type="checkbox"/> Reactive		<input type="checkbox"/> Skin Irritant		<input type="checkbox"/> Inhalation	
	Physical	Check all that may apply:				
	<input type="checkbox"/> Noise		<input type="checkbox"/> Heat Stress		<input type="checkbox"/> Cold	
<input type="checkbox"/> Potential Fire/ Explosion		<input type="checkbox"/> Other - List:				
Environmental	Describe any potential risks for an environmental spill as well as materials that could be released.					
<input type="checkbox"/> N/A						

Controls	Final Checks Before Starting	Permit copy and Marine Chemist's entry tag posted near entrance of confined space?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		Attendant standing by outside confined space to monitor workers inside during task?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		Is a copy of the permit posted at the work site?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		Bridge, Engineering and any other affected areas notified?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		Are involved personnel aware of the scope of work and their responsibilities?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	After Task Completion	Permit signed by all parties, Marine Chemist's entry tag stapled to it and filed on bridge?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		Permit copy removed from site?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		Work area cleared of tools and equipment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		Bridge, Engineering and any other affected areas notified?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		NS5 work order and permit completed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Authorization	Open		Print name	Signature	Date
		Permit user			1/0/00
		Chief Engineer			1/0/00
	Close		Print name	Signature	Date
		Permit user			1/0/00
		Chief Engineer			1/0/00
	Extend	Permit extended until:			
			Print name	Signature	Date
		Permit user			
Chief Engineer					

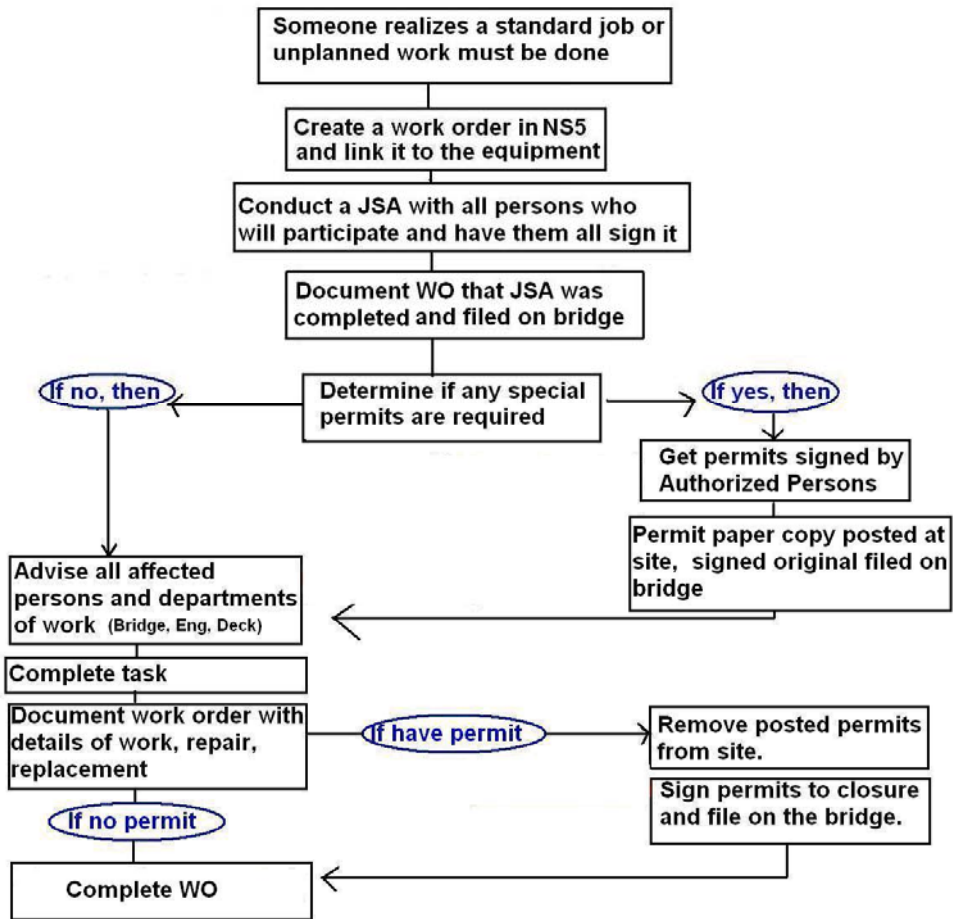
Workers' Signatures	Printed names of additional workers	Signatures of additional workers

******If the Engineer will perform the work himself, leave the permit user fields blank and have the Bridge Officer on watch sign here:**

Directions for Completing Energy Isolation Permit

The TDI-Brooks Permit to Work System is described in detail in SOP-GEN-012B of the Safety Management Manual, also called the SMM.
The procedures for conducting an Energy Isolation task are detailed in SOP-GEN-0071.

Procedures for documenting work: planned, unplanned, with or without permit



Directions for Completing Energy Isolation Permit to Work

Work Description

The name of the permit user is the name of the person who will be doing the actual work.
The Chief Engineer is the only person who may authorize Energy Isolation of any equipment.
Briefly describe work to be done: Example: "Main winch- replace master link"
Location on vessel: physical location of work, engine room, back deck, bridge, etc.
Affected equipment and ops: Will the work in this area prevent other departments from completing their work?
Example- you cannot conduct a load test or other ops using lifting gear while it is locked/ tagged out.
SIMOPS evaluation required: If a situation like the one above occurred where permitted work could impede or delay other work in that area, cooperate with the other parties to agree on a schedule.
Required Notification: Always notify Bridge and Engineering; notify other departments as needed.

JSA and NS5-

A Job Safety Analysis or Risk Assessment must be conducted prior to any permitted work. The team that will be doing the work needs to create the JSA together and sign it- EVEN IF PART OF THE TEAM CONSISTS OF CONTRACTORS. The JSA has been included as a part of this permit and may reveal the need for additional permits. such as working at heights. If so, create additional permits and write the permit work order numbers in the provided sections.

In NS5, create a work order to document this task, permit and JSA. The title should be "WH-" followed by equipment and a short work description. Example: "EI-MAIN WINCH-REPLACE MASTER LINK". Include a statement in the work order that the JSA and permit were conducted and are filed on the bridge. Include the permit number in the title section below.

Hazards-

Check all physical and chemical hazards that may apply to this task. List any potential risks for environmental spill, such as fuel, oil or hydraulic fluid going into the water. If none, check N/A.

Controls-

Check all PPE required for the task. Verify that all permits are posted, locks and tags are in place, and test the equipment to make sure it cannot be accidentally activated. When work is complete, clear the area of tools and clutter, remove locks, tags and permits, test equipment to ensure it runs properly.

Final Checks before Starting- Verify these final steps are completed and checked before starting work.

After Task Completion- When work is complete, make sure all these steps are completed and checked before filing final signed permit on bridge.

Authorizations-

Only the Chief Engineer can authorize energy isolations or extensions of EI permits. The Chief Engineer cannot issue a permit to himself. If the C/E is completing the work himself, then a bridge officer must sign off on the permit as well.

Hazards	Check all that may apply:
	<input type="checkbox"/> Noise <input type="checkbox"/> Heat Stress <input type="checkbox"/> Cold <input type="checkbox"/> Pressure/ Stored Energy <input type="checkbox"/> Potential Fire <input type="checkbox"/> Other -List
	Describe any potential risks for an environmental spill as well as materials that could be released. <input type="checkbox"/> N/A

Controls	Final Checks Before Starting	Equipment secured and tested to be sure it cannot be accidentally activated?	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Stored energy released?	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Is a copy of the permit posted at the work site?	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Bridge, Engineering and any other affected areas notified?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	After Task Completion	Permit signed by all parties and filed on bridge?	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Locks/ tags and permit copy removed from site?	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Machinery guards/ covers replaced?	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Bridge, Engineering and any other affected areas notified?	<input type="checkbox"/> Yes <input type="checkbox"/> No
		NS5 work order includes notes about the job and is completed?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Authorization	Open		Print name	Signature	Date	
		Permit user	0		1/0/00	
		Chief Engineer	0		1/0/00	
	Close		Print name	Signature	Date	
		Permit user	0		1/0/00	
		Chief Engineer	0		1/0/00	
	Extend	Permit extended until:				
			Print name	Signature	Date	
		Permit user				
		Permit issuer				

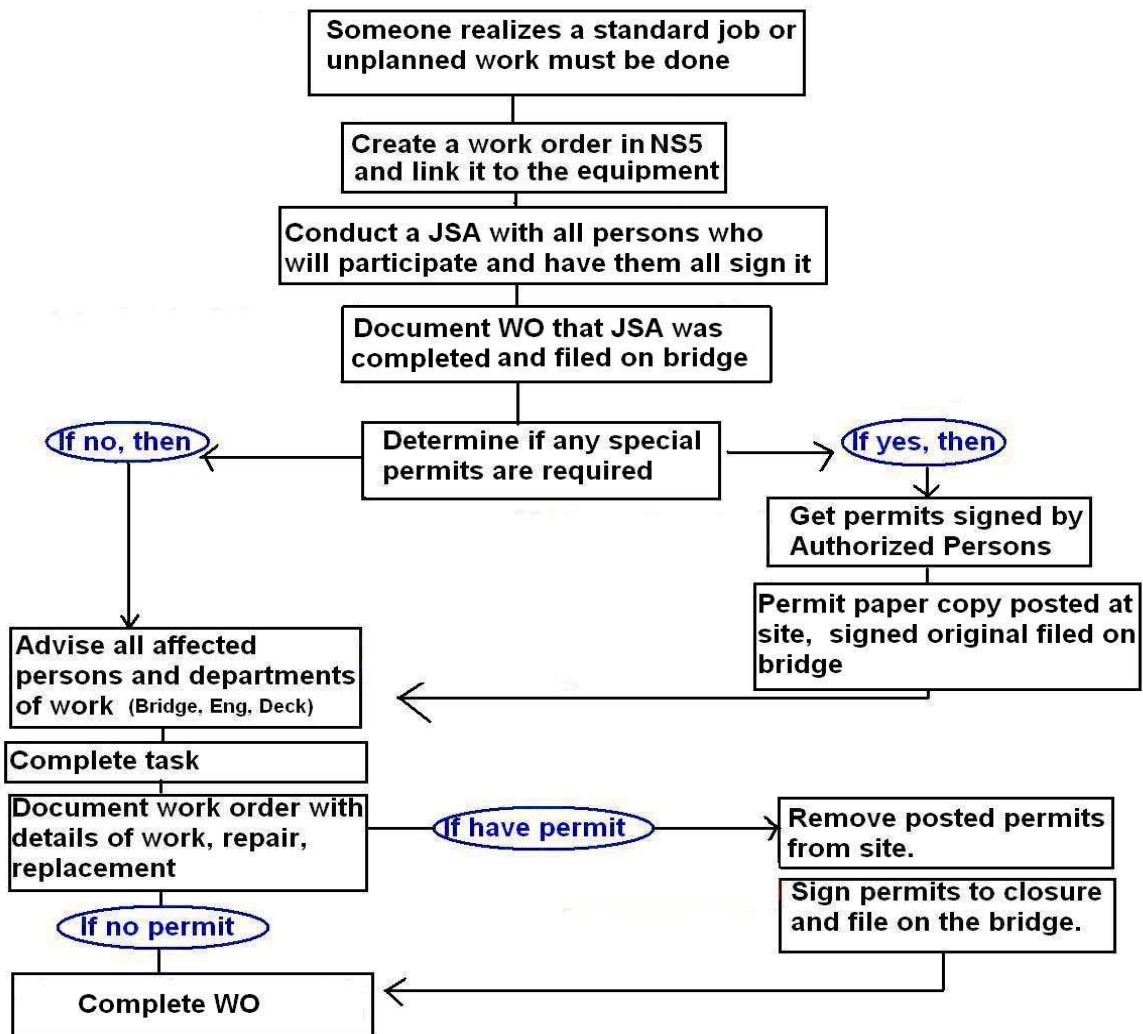
Workers' Signatures	Printed names of additional workers	Signatures of additional workers

******If the Engineer will perform the work himself, leave the permit user fields blank and have the Bridge Officer on watch sign here:**

Directions for Completing Hot Work Permit

The TDI-Brooks Permit to Work System is described in detail in SOP-GEN-012B of the Safety Management Manual, also called the SMM.
The procedures for conducting a Hot Work task are detailed in SOP-GEN-007J.

Procedures for documenting work: planned, unplanned, with or without permit



Directions for Completing Hot Work Permit

Work Description

The name of the permit user is the name of the person who will be doing the actual work.
The Chief Engineer is the only person who may authorize Hot Work.
Briefly describe work to be done: Example: "Weld new ladder rung on stern a-frame"
Location on vessel: physical location of work, engine room, back deck, 01 deck plate, etc.
Affected equipment and ops: Will the work in this area prevent other departments from completing their work?
Example- you cannot conduct hot work in an area where flammables are in use.
SIMOPS evaluation required: If a situation like the one above occurred where permitted work could impede or delay other work in that area, cooperate with the other parties to agree on a schedule.
Required Notification: Always notify Bridge and Engineering; notify other departments as needed.

JSA and NS5-

A Job Safety Analysis or Risk Assessment must be conducted prior to any permitted work. The team that will be doing the work needs to create the JSA together and sign it- EVEN IF PART OF THE TEAM CONSISTS OF CONTRACTORS. The JSA has been included as a part of this permit and may reveal the need for additional permits. such as working at heights. If so, create additional permits and write the permit work order numbers in the provided sections.

In NS5, create a work order to document this task, permit and JSA. The title should be "HW-" followed by equipment and a short work description. Example: "HW-A-FRAME-STERN-WELD NEW LADDER RUNG". Include a statement in the work order that the JSA and permit were conducted and are filed on the bridge. Include the permit number in the title section below.

Hazards-

Check all physical and chemical hazards that may apply to this task. List any potential risks for environmental spill, such as fuel, oil or hydraulic fluid going into the water. If none, check N/A.

Controls-

Check all PPE required for the task. Verify that all permits are posted and all flammables are removed from immediate area. If flammables cannot be removed or the situation meets the circumstances in CFR 1915.504(b), then a fire watchman must be standing by. **THE PERSON DOING THE WORK CANNOT BE THEIR OWN FIRE WATCHMAN.
When work is complete, remove posted permit, sign the permit to closure, clear the area of tools and clutter.

Final Checks before Starting- Verify these final steps are completed and checked before starting work.

After Task Completion- When work is complete, make sure all these steps are completed and checked before filing final signed permit on bridge.

Authorizations-

Only the Chief Engineer can authorize Hot Work permits. The Chief Engineer cannot issue a permit to himself. If the C/E is completing the work himself, then a bridge officer must sign off on the permit as well.

Hazards	Chemical	List potential chemical hazards: <input type="checkbox"/> N/A
	Check all that may apply:	
	<input type="checkbox"/> Flammable <input type="checkbox"/> Toxic <input type="checkbox"/> Corrosive <input type="checkbox"/> Reactive <input type="checkbox"/> Skin Irritant <input type="checkbox"/> Inhalation	
Physical	Check all that may apply:	
	<input type="checkbox"/> Noise <input type="checkbox"/> Heat Stress <input type="checkbox"/> Cold <input type="checkbox"/> Potential Fire <input type="checkbox"/> Other- List	
Environmental	Describe any potential risks for an environmental spill as well as materials that could be released.	
	<input type="checkbox"/> N/A	

Controls	Final Checks Before Starting	Is a copy of the permit posted at the work site?	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Fire extinguisher at site and flammables removed from immediate area?	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Are involved personnel aware of the scope of work and their responsibilities?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	After Task Completion	Permit signed by all parties and filed on bridge?	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Permit copy removed from site?	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Work area cleared of tools and equipment and fire extinguisher returned to proper place?	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Bridge, Engineering and any other affected areas notified?	<input type="checkbox"/> Yes <input type="checkbox"/> No
		NS5 work order includes notes about the job and is completed?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Authorization	Open		Print name	Signature	Date	
		Permit user	0		1/0/00	
	Chief Engineer	0		1/0/00		
	Close		Print name	Signature	Date	
		Permit user	0		1/0/00	
		Chief Engineer	0		1/0/00	
	Extend	Permit extended until:				
			Print name	Signature	Date	
		Permit user				
		Permit issuer				

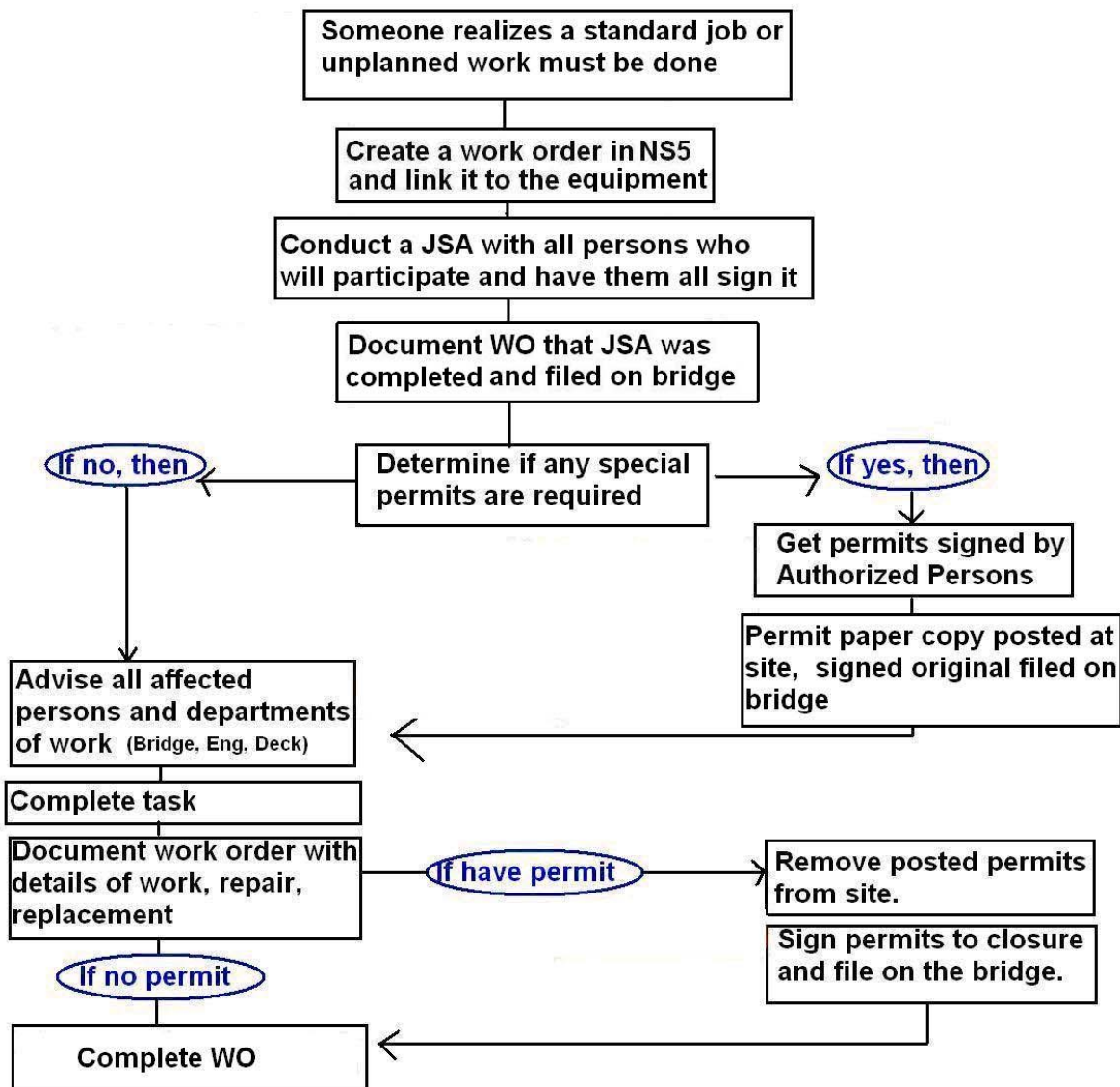
Workers' Signatures	Printed names of additional workers	Signatures of additional workers

******If the Engineer will perform the work himself, leave the permit user fields blank and have the Bridge Officer on watch sign here:**

Directions for Completing Working at Heights Permit

The TDI-Brooks Permit to Work System is described in detail in SOP-GEN-012B of the Safety Management Manual, also called the SMM.
The procedures for conducting a Working at Heights task are detailed in SOP-GEN-007U.

Procedures for documenting work: planned, unplanned, with or without permit



Directions for Completing Working at Heights Permit

Work Description

The name of the permit user is the name of the person who will be doing the actual work.
The Master or Mate is the only person who may authorize Working at Heights.
Briefly describe work to be done: Example: "Replace sheave on stern A-Frame"
Location on vessel: physical location of work- wheelhouse roof, back deck, etc.
Affected equipment and ops: Will the work in this area prevent other departments from completing their work?
Example- you cannot conduct a load test or other ops using A-Frame if someone is working on it.
SIMOPS evaluation required: If a situation like the one above occurred where permitted work could impede or delay other work in that area, cooperate with the other parties to agree on a schedule.
Required Notification: Always notify Bridge; notify other departments as needed.

JSA and NS5-

A Job Safety Analysis or Risk Assessment must be conducted prior to any permitted work. The team that will be doing the work needs to create the JSA together and sign it- EVEN IF PART OF THE TEAM CONSISTS OF CONTRACTORS. The JSA has been included as a part of this permit and may reveal the need for additional permits, such as working at heights. If so, create additional permits and write the permit work order numbers in the provided sections.

In NS5, create a work order to document this task, permit and JSA. The title should be "WH-" followed by equipment and a short work description. Example: "WH-A-FRAME-STERN-REPLACE SHEAVE". Include a statement in the work order that the JSA and permit were conducted and are filed on the bridge. Include the permit number in the title section below.

Hazards-

Check all physical and chemical hazards that may apply to this task. List any potential risks for environmental spill, such as fuel, oil or hydraulic fluid going into the water. If none, check N/A.

Controls-

Any task that requires working 5 feet or more above the deck requires a Working at Heights permit and the use of a climbing harness and lanyard. Inspect climbing harness and lanyard before climbing. Check all other PPE required for the task. Verify that all permits are posted. Plan how you will hold or store the tools you need when climbing. Bucket, pockets or toolbelt? Ensure no one will be working under you who may be hit by falling tools. If you fall or get hung up, how will you get back into a safe working position from hanging in the harness? How will you notify others if you need assistance? When work is complete, clear the area of tools and clutter, remove copy of permit, sign original permit to closure and file on bridge. Notify bridge work is complete.

Final Checks before Starting- Verify these final steps are completed and checked before starting work.

After Task Completion- When work is complete, make sure all these steps are completed and checked before filing final signed permit on bridge.

Authorizations-

Only the Master or Mate can authorize Working at Heights permits. The Master or Mate cannot issue a permit to himself. If a bridge officer is completing the work himself, then another bridge officer must sign off on the permit as well.

Hazards	Physical	Check all that may apply:			
		<input type="checkbox"/> N/A	<input type="checkbox"/> Noise	<input type="checkbox"/> Heat	<input type="checkbox"/> Cold
	<input type="checkbox"/> Other -List				
	Environmental	Describe any potential risks for an environmental spill as well as materials that could be released.			
<input type="checkbox"/> N/A					

Controls	Final Checks Before Starting	Harness and lanyard inspected before putting it on?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		Is a copy of the permit posted at the work site?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		Bridge, Engineering and any other affected areas notified?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	After Task Completion	Permit signed by all parties and filed on bridge?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		Permit copy removed from site?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		Work area cleared of tools and equipment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		Bridge, Engineering and any other affected areas notified?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		NS5 work order includes notes about the job and is completed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Authorization	Open		Print name	Signature	Date	
		Permit user	0		1/0/00	
		Master or Mate	0		1/0/00	
	Close		Print name	Signature	Date	
		Permit user	0		1/0/00	
		Master or Mate	0		1/0/00	
	Extend	Permit extended until:				
			Print name	Signature	Date	
		Permit user				
		Permit issuer				

Workers' Signatures	Printed names of additional workers	Signatures of additional workers

******If the Engineer will perform the work himself, leave the permit user fields blank and have the Bridge Officer on watch sign here:**
