قطر للبترول
Qatar Petroleum

GUIDELINES FOR PERMIT TO WORK IMPLEMENTATION IN DUKHAN CONCESSION AREA

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1.0 OBJECTIVES

The purpose of this guidelines is to clearly define the roles and responsibilities for the implementation of the existing Permit to Work Procedure and address all aspects of Dukhan Concession Area (DCA) specific requirements in order to ensure that the controls necessary are available to provide safe performance for work against a specific range of potentially hazardous tasks. This document shall be used in conjunction with the existing Permit to Work System for Dukhan Fields IP-OPS-015. It also provides additional requirements that are applicable for DCA related activities.

2.0 SCOPE

The contents of this document are applicable to all IM(M) owned and managed land/sites/facilities in DCA and Dukhan Support Services Area (DSSA). Contractors working on IM(M) owned or managed sites/facilities are also responsible for alignment with this guideline.

This document does not replace the existing PTW procedure prepared and adopted in Dukhan Operations Area neither does it supersede any national and local regulatory requirements.

All guidelines contained shall be regarded as the minimum requirements for IM(M) owned or managed sites in Dukhan Concession Area.

The scope covers defined activities of IM(M) staff and Contractors at all sites and facilities in DCA.

The scope also covers activities undertaken by third parties and/or their respective contractors as defined in Appendix N “PTW Coverage Matrix”.

2.1 Permit to Work – a Life Saving Rule

PTW is one of QP’s Life Saving Rules. The rule extends to cover the following requirements:

Before conducting work that involves confined space entry, work on energy system, and excavations disturbance in locations where buried hazards may exist, or hot work in potentially hazardous environments, a permit must be obtained that:

- Defines scope of work
- Identifies hazards and assesses risk
- Establishes control measures to eliminate hazards or mitigate the risk
- Links the work to other associated work permits or simultaneous operations
- Is authorised by the responsible person(s)
- Communicates above information to all involved in the work
- Ensure adequate control over the return to normal operations

To stop the continuation of potentially unsafe work at the earliest possible stage is the requirement of Life Saving Rule and this guideline make it very clear that all personnel are obliged and have the authority to **STOP** the work that they consider unsafe.

Due to the potential impact of not complying with the PTW requirements, a set of actions have been laid out for various violations; this can be found in Appendix F: Actions Against PTW Violations.

Note: Violations by QP employees are dealt with by Life-Saving Rules Consequence management and the relevant internal QP processes apply.

3.0 TERMINOLOGY - DEFINITIONS AND ABBREVIATIONS

3.1 Definitions

Terms	Description
ALARP	As Low As Reasonably Practicable: demonstrate that the cost involved in reducing the risk further would be grossly disproportionate to the benefit gained.
Asset Owner	An entity that is responsible for the operation and maintenance of an asset owned / controlled by them.
Asset Operator	Oil & Gas industries i.e. QP joint venture companies
Brown Field Area	A clearly demarcated virgin area with existing underground or aboveground facilities / services.
Competent Person	A person, who has undergone training, practical experience and understanding of the Equipment and System / approved by QP for the particular activity being described.
Contractor	Companies working under a contract with QP or JV companies
Green Field Area	A clearly demarcated virgin and safe area not having any underground or aboveground facilities / services like hydrocarbon processing, handling or transportation facilities, cables, pipelines etc.
Hazard	Any uncorrected unsafe act or condition, which carries the potential to cause injury, illness or harm to assets, production, the environment, or reputation, and imposes a level of risk that is not as low as reasonably practicable.
High Risk	Unacceptable level of risk immediate action to be taken to mitigate the risk or to stop the activity.
Low Risk	If managed through appropriate controls will result in no more than a minimal disruption to the work / facility. Recommended/required actions to be implemented within one calendar month from the date of report issue.
Virgin Area	An area of land that has not yet been utilised with no known facilities / services.

3.2 Abbreviations

Abbreviation	Definition
AA	Area Authority
AFC	Approved for Construction
ALARP	As Low As Reasonably Practicable
DCA	Dukhan Concession Area
HSSE	Health, Safety, Security and Environment
HV	High Voltage (Exceeding 1000 V AC)
IEB/1	Head, Land Management
IE	Manager, Engineering & Business Services
IEE	Manager, Development Planning & Engineering

Abbreviation	Definition
IH(D)	Manager, DCA HSSE
IHS(D)	Head of Safety, DCA and Inspection Process Owner
IM(M)	Manager, Mesaieed & Dukhan Concession Area
IO(D)	Manager, Industrial City Operations (DCA)
JHA	Job Hazard Analysis
LOA	Limitation of Access
LSR	Life Saving Rules
OHS(D)	Head of Safety, Dukhan Operations
OM(D)	Operations Manager, Dukhan
PA	Permit Authority
PC	Permit Controller
PTW	Permit to Work
Shall	Mandatory Action
Should	Preferable Action
SIMOPS	Simultaneous Operations
SIS	Service Information Sheet
TBT	Toolbox Talk
TSF	Temporary Site Facilities

4.0 ROLES & RESPONSIBILITIES

The key roles and responsibilities within the PTW process are described in existing Permit to Work System Dukhan Fields IP-OPS-015, however this guideline brings clarity to below mentioned roles and their responsibilities for Dukhan Concession Areas.

4.1 Permit Authority

A Senior Representative from respective QP discipline (Operations, Maintenance, or Engineering) assigned by relevant Department Manager with responsibility for all activities related to their discipline or mandate, irrespective of their physical location in the off-plot area within DCA's jurisdiction or asset ownership. PA responsibilities include but not limited to:

- Identify all associated hazards and controls for the described work/activity.
- Ensure equipment preparation and safety precautions are put in place.
- Ensure limitations on the duration of the work permit are specified.
- Ensure the effectiveness of the PTW system is not impaired by shift handovers or crew changes.
- Ensure all active work permits are endorsed immediately on arrival at the facility and countersigned by Area Authority
- Authorize the work permit.
- Perform PTW compliance checklist as per Appendix E – PTW Compliance Checks Schedule.

4.2 Permit Controller

A QP Supervisor, Senior Technician or equivalent nominated by Permit Authority who shall control and coordinate closure of work permits. He shall have a complete overview of all planned and ongoing operational activities on site in order to avoid risk caused by simultaneous activities. PC responsibilities include but not limited to:

- Liaise with Area Authority in order to control risk caused by SIMOPS.
- Review the work permit and any supporting documentation and shall complete the appropriate sections.
- Ensure all necessary controls for the hazards identified by the Permit Authority are in place
- Ensure that PTW related documents are properly controlled.
- Ensure the original work permit is displayed on site.
- Ensure compliance with PTW Procedure.
- Perform PTW compliance checklist as per Appendix E - PTW Compliance Checks Schedule.

4.3 Area Authority

An asset operator / owner, responsibile for the operation of the asset/facility. AA is responsible to:

- Provide access approval for Permit Authority to perform task in their area.
- Manage SIMOPS within their area of responsibility.
- Countersign permits prior to giving approval for work (Clearance to Perform Work).

The Clearance to Perform Work must be sought when the nature of work does not fall within the discipline of the asset operator.

The detailed list of Area Authorities against assets can be found in Appendix M.

4.4 Permit Applicant

Performing party initiating the work. Permit applicant is a nominated individual with the technical knowledge of the potential hazards and controls required to perform the work safely. The Permit Applicant is responsible to ensure that:

- The work permit and supporting certificates are raised and presented for authorization.
- Worksite supervisor is competent and certified.
- Work parties receive required training and instructions to perform the work.
- Worksite supervisor fully understands the requirement of the task and his responsibilities.
- Nominated firewatchers and standby men have been trained and certified.
- The specific Job Hazard Analysis for the job has been carried out.

The following is the basis for selecting Permit Applicants:

a. QP-Projects (common area, TSF and Laydown areas): Sponsoring Department (PID, PND & PNP).
b. Non-QP Projects (Common area including crossings): The competent person from Asset holder (Operating Party) including Kahramaa, Vodafone, Ooredoo, MOI, WOQOD, Ashghal, etc.
c. Other TSF and Laydown areas: The competent person from the Operating Party (The leasee).
d. All other works governed by PTW: where the sponsoring department deems this as necessary for further optimizing the PTW process and the efforts to execute work safely.

The process of nominating and confirming non-QP Permit Applicants is as follows:

1. The Operating Party shall send an official request to QP Department Manager to nominate a maximum of 2 Personnel to act as Permit Applicants. This will be subject to scrutiny for each application to ensure consistency and adherence with IP-OPS-015.
2. The nominated individuals shall attend QP PTW training course.
3. IHS(D) section will conduct interviews for the nominated individuals to verify competence.
4. The list of successful candidates will be sent to OHS(D) section for the purpose of issuing the cards.

4.5 QP Utilities Authorities

A Senior Representative from respective QP discipline, responsible for checking the proposed work scope before signing their endorsement / approval in the Excavation Clearance Certificate. The following is the list of QP Utilities Authorities:

DISCIPLINE	Ref. Indicators of QP Authorities for Utilities		
	Primary	Secondary	Tertiary
Instrumentation	IOM/3(D)	IOM/31(D)	NA
Electrical Distribution	IOO/12(D)	IOO/11(D)	IOO/13(D)
Electrical Operations*	IOM/4 (D)	IOM/4/1(D)	IOM/4/2(D)
Telecommunications	ITN/414	ITN/417	NA
Civil Maintenance	IOM/11(D)	IOM/12(D)	IOM/1(D)
Mechanical Maintenance	IOM/21(D)	IOM/2(D)	NA
Water (Potable & Fire)	IOO/4(D)	IOO/3(D)	IOO/5(D)
Sewage (Raw & Treated)	IOO/3(D)	IOO/4(D)	IOO/5(D)

* This applies if the work scope is on streetlights and associated underground cables. For all other activities, the electrical distribution authority will sign against Electrical Operations section.

5.0 TYPE OF PERMITS

Permit to Work System tasks are divided into the following categories:

- Hot Work Permit (Red)
- Radiation Permit (Yellow)
- Cold Work Permit (Blue)

The suitable and sufficient Job Hazard analysis and Method Statement are the essential part of the Permit to Work. The Permit to Work System is a formal written system used to control hazards at worksite and protect people, environment and assets. The permit to work system communicates the requirements between site / facility management, supervision, operation and maintenance and those who carry out the work. Essential features of the system are:

- Task Description
- Identifying the hazards
- Deciding on the controls
- Co-ordinating the work
- Authorising the work to proceed for defined period
- Re-issuing shift by shift
- Confirming task completion for safe reinstatement of plant & equipment
- Cancelling documentation.

While the Permit to Work System, Company Standards, Method Statement and JHA provide safe controls, the role of the individuals within the system cannot be understated. Each must exercise their competence and discharge their responsibility in support of the system. Permit to Work System – Dukhan Fields IP-OPS-015 shall be referred to for more details on type of permits.

5.1 General Routine Implementation

Certain activities do not normally need to be covered by a Permit to Work. Competent people using approved routine implementation form (Appendix C) along with the Method Statement, JHA and approval letter based on technical submission, if applicable, may carry out these tasks. The task can be a set of activities as long as they are of the same nature and executed in sequence. Where situations change, then it is important that these Routine Implementations are reviewed and updated accordingly.

Routine Implementations are authorized by the Permit Authority and are reviewed annually. A Routine Implementation is valid for 1 shift only. The register of valid Routine Implementations shall be maintained by the Permit Authority and should be clearly displayed on site or in Permit Board during use.

This may include the following activities carried out in accordance with relevant procedures or method statements covering the following unless otherwise agreed:

- General photography work
- Landscaping
- Loading and unloading materials using manual aids
- Sampling
- Routine inspection activities
- Routine instrumentation maintenance activities
- Routine electrical maintenance activities
- Workshop activities

- General painting operations
- Planned maintenance on communications/public address systems
- Fabrication shop activities
- Routine chemical handling activities in chemical warehouse
- Filter change-outs
- Any other routine activities, that represent low risk and approved by Permit Authority

5.2 Work Not Requiring PTW or Routine Implementation

Certain activities do not need to be covered by a Permit or Routine Implementation. These activities may include the following:

- All emergency activities day and night
- Plant operations.
- Driving along the maintained tracks, which are parallel to overhead transmission lines and pipelines
- Contractor camps routine activities (maintenance, housekeeping etc.)
- Use of the following tools and equipment inside accommodation areas, clubs, workshops, control rooms and other non-hazardous modules protected by fire and gas detection equipment:
    - Battery operated cameras without flash
    - Processes involving naked flames or hazardous substances in approved laboratories
- Visual inspection of areas (except confined space and rope access).
- Operation of equipment for approved training purposes e.g. use of firefighting or lifesaving appliances during drills.
- The handling and use of non-hazardous materials.

5.3 Green Field Permit

Green Field Permit can be applied in any virgin area or area with classification of Non-Hazardous zone, where all underground utilities have been identified clearly marked and/or exposed by means of trial pits and protected. Those Contractors that have well established internal PTW system are eligible to apply and obtain Green Field Permit in their designated areas. However, areas can be considered as Brown Field within Green Field on a case-by-case basis.

Brown Field area can be classified as Green Field area if it meets Green Field criteria. Moreover, if excavation is completed in brownfield area under QP PTW, it could be re-classified as Green Field area for the remainder of construction activities above the excavated area, provided that no overhead lines are present in the same area.

Application requirements for a Green Field Permit:

- Formal letter shall be submitted to the Manager, Development Planning & Engineering (IEE) requesting a Green Field Permit.
- Technical submission approval letter by IEE department stating that the contractor's submission is approved.
- Limits of the layout drawings (plan, section and elevations with dimensions and levels) of green field with co-ordinates including Auto-Cad format.
- Contractor applying for Green Field shall demonstrate effective internal PTW system. This has to be reviewed and approved by Safety Division IHS(D).

- List of all activities planned under Greenfield permit. The activities shall not fall under the High-risk activities category as outlined in section 6.9. High-risk activities shall always be carried out under QP PTW.
- Proof of identification of all existing underground or aboveground utilities.

The green field will be granted after safety approval for contractor's PTW system and Development Planning and Engineering Department's (IEE) approval for all the submitted drawings.

Upon issuing the green field permit, QP inspectors and safety technicians will carry out regular inspections in the green field area(s) as part of the compliance checks. If it is found that the contractor is not complying with the approved practices and controls and is deviating from their internal procedures, IEE department will issue a formal letter revoking the green field permit. Subsequently the contractor shall use QP PTW system.

5.4 Temporary Handover

An area can be temporarily handed-over from DCA to QP Project team for their activities in Common Areas provided that:

- Area Classification is Non-Hazardous.
- It does not include any buried, live hydrocarbon service pipelines.
- No live overhead HV Transmission line.
- The boundaries of that area are at least 15 meters from oil or water source wellhead.
- The boundaries of that area are at least 15 meters from live hydrocarbon process equipment and plant.

Application letter requesting Temporary Handover shall be sent to IEE for approval. Temporary handover form (Appendix B) will be sent to requesting party for signature. Once over the handover is confirmed, the receiving party assumes full responsibilities for the safe implementation of PTW. The receiving party is responsible for appointing competent Permit Authority, Permit Controller and Permit Applicant to administer the PTW in the area. Copy of the Handover certificate shall be clearly displayed on site for the duration of the project.

Once the project is completed, the area shall be handed over back to Asset Owner in a safe condition by signing the declaration on the form.

6.0 EFFECTIVE CONTROL OF WORK

6.1 Job Hazard Analysis

JHA is a systematic approach conducted by the parties involved in the work activity. The purpose of this process is to identify hazard and necessary control measures to ensure risk reduction to ALARP as well as safe implementation of the task. The JHA must be prepared in advance and signed by all team members and reviewed by the safety department before any work commences. The general requirements for the JHA are covered in IP-OPS-066 procedure.

6.2 Toolbox Talk

Toolbox Talk (TBT) is a short safety briefing which must be given at the worksite to all personnel involved in the work controlled by the PTW/Certificate immediately prior to commencing the job. The TBT will normally be given by the Worksite Supervisor but might be given, where appropriate, by the Site Supervisor, the Permit Authority or Permit Controller. For high risk jobs, the TBT shall cover the points identified during the Job Hazard Analysis.

The TBT shall be documented with a record of the topics discussed and the names of the attendees, and the completed "toolbox talks record sheet & checklist" must be attached to PTW and displayed with the PTW at the worksite. The evidence of conducting the TBT shall be recorded and kept as part of the permit supporting documents. The TBT should cover, at a minimum, the following five key elements:

- Emergency procedures and specific actions to be undertaken in the event of fire, gas leak, incident and/or activation of general alarm;
- Work plan and procedures for the task to be undertaken;
- Individual responsibilities of the personnel involved;
- Identified hazards, risks and control measures;
- Life Saving Rules (LSR) applicable to the activity.

The TBT shall be repeated on shift change, prior to recommencing work if the permit is extended for additional days and prior to any critical task or activity. The TBT is in addition to other necessary pre-job safety and work planning meetings and briefings including those between the Permit Authority, Permit Controller or Worksite Supervisor in an office environment prior to issuing the permit.

6.3 Permit Display

The copy of Permits must be displayed at the work site. If there are no means of displaying the permit at the worksite, it should be kept at the worksite and accessible to all members of the work party.

6.4 PTW Supporting Documents

The following documents shall be attached with the submitted permit application to Permit Authority, as applicable, for the nature of work:

- Valid PTW training cards copies.
- JHA endorsed by QP Safety Officer and Permit Applicant
- Technical submission approval letter from IEE Department stating that the contractor's submission is approved.
- Approved for construction drawing / sketch / schematic drawing / layout plan
- Method Statement
- Electrical Work Certificate; Preparation/Reinstatement Certificate
- Sanction-for-Test Certificate
- Confined Space Entry Certificate
- Excavation Clearance Certificate
- HV Overhead Line Clearance Certificate
- Handover Certificate for all leased plots and utility corridors as per VI-LPM-PRC-004 Procedure for Land Management in Industrial Cities
- Environmental Baseline Assessment required from IH(D) department for temporary leased plots where applicable.
- Topographic survey of existing underground and above ground services
- Approved traffic management plan for job activities that involves diversion of normal road traffic during the execution of work, where applicable.
- Heat stress management plan, where applicable.
- Site-specific emergency response plan prepared by the contractor reviewed and approved by IH(D) department, as applicable.
- Proof of Land Lease Agreement must be attached for the related job.

- Acknowledgment of responsibility sheet.

6.5 PTW Prerequisites for Projects

Prior to the submission of PTW application, the Technical Submission documents shall be provided to IEE for review and approval as per VI-TEC-GDL-008 Guidelines for Technical Submissions to Industrial Cities. The following are the additional list of technical documents to be provided:

- Method statement for the described work.
- Job hazard analysis for the described work.
- AFC drawings and details/ sketches for the described work.
- Emergency response plan for the intended job when applicable.
- Proof of land/corridor allocation (attach approval letter issued by Business Services (IEB) department, for corridor/land allocation).

After reviewing the above documents, a formal Approval Letter from IEE shall be forwarded to the requestor. The following documents shall then be provided for PTW Application:

- Formal approval letter from Development Planning and Engineering department for the described work.
- Approved route/area by IEB/1, where applicable
- Separate PTW for each crossing of any existing assets, where applicable
- Environmental Baseline Assessment required from IHE(D) for leased plots.
- Topographic survey confirmation report approved by Assistant Manager, Infrastructure Development (IEE/2).
- Approved road diversion plan for job activities that involves diversion of normal road traffic during the execution of work, where applicable.
- SIS/LOA/ Permit from Kahramaa electricity transmission department, where applicable.
- Heat stress management plan, where applicable.
- Site-specific emergency response plan prepared by the contractor reviewed and approved by IH department, where applicable.
- Relevant applicable certificates (Excavation, Confined space, Lifting etc.).

6.6 PTW Planning and Endorsements

Except for emergency activities, application for permits shall be done at least 24 hours prior to commencement of the work to allow the Permit Authority to carry out the required level of discussion, planning and site checks to ensure that all the hazards and controls are identified. To ensure effective work control is achieved it is vital that copies of permits shall be displayed in PTW control office. All responsible persons shall sign permits in designated PTW control office and permit applicants shall bring with them their prepared new permits for review and approval.

The Permit Applicant can endorse the permits on a daily basis instead of the Permit Controller in the following manner:

- The Permit Applicant must tick the “Yes” box in section 1 of the permit under “Daily Permit Endorsements by Permit Applicant”.
- The Permit Authority accepts that the responsibility of endorsing the permit by the Permit Applicant by authorising the permit in Section 6.

The Permit Controller however is still responsible for the first shift endorsement in addition to conducting the initial gas test and worksite preparation, if applicable. The administration aspects of the permit remain the responsibility of the Permit Controller.

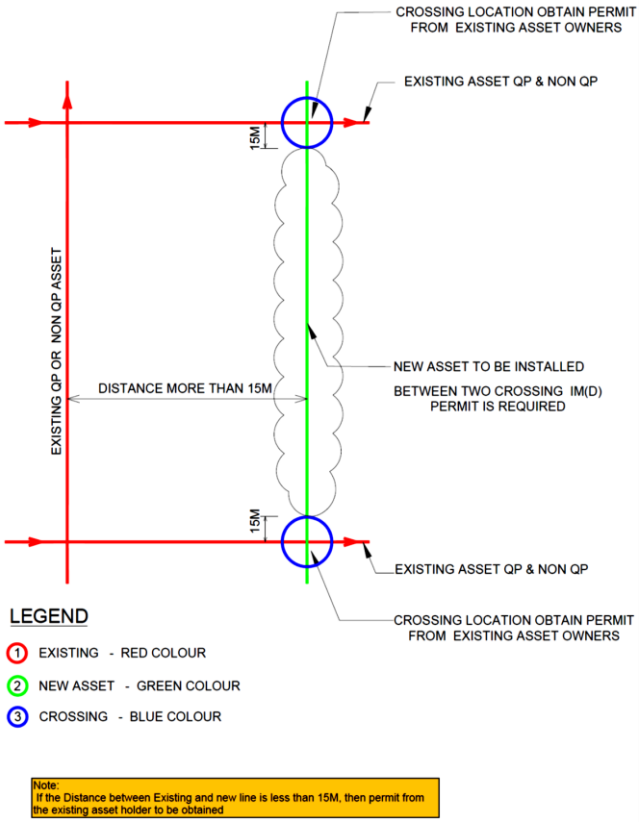
6.7 Crossings and Proximity of Work to Operational Facilities

A separate PTW shall be initiated for each crossing of each existing utility. Crossing any Operation OM(D) existing asset (0 - 15m) shall be under a separate PTW initiated by the Permit Applicant of the project being executed and the OM(D) relevant department will sign as Permit Authority and Permit Controller. Crossing any DCA existing asset (0 - 15m) shall be under a separate PTW initiated by the Permit Applicant of the project being executed. Relevant DCA department will sign as Permit Authority and Permit Controller. Contractor, in consultation with the Permit Authority/Permit Controller, shall obtain all necessary approvals/concurrence/sanction from the asset holder of the nearby utilities. One permit may be accepted for more than one DCA facility crossing when they are at same location with maximum distances of three meters (3m). The Contractor shall be responsible to identify the asset owners of the other crossing assets (Concurring Parties) near work, prior to raising permit application.

Asset	Concurring Party		
	Asset Owner Permit		Concurrence not required
	Required	Information only	
Hydrocarbon Lines	0 - 15 meters	15.1 - 30 meters	> 30 meters
Utility Piping	0 - 15 meters	15.1 - 30 meters	> 30 meters
Cable Trenches	0 - 15 meters	15.1 - 30 meters	> 30 meters
Fences / Buildings	0 - 15 meters	15.1 - 30 meters	> 30 meters

Note: *Any activity, such as movement of equipment or material storage is prohibited in the above listed ranges without the asset owner permission.*

The following illustration explain the crossings of assets and applicability of relevant permits.



6.8 PTW Interface Area

Shared PTW Interface Areas are those areas specially designated on approved maps/drawings where both DCA), OM (D) have plant and/or equipment and where neither has overall responsibility. In general, these areas are commonly located where flow lines and pipelines are in close vicinity to each other. They also apply to the Joint Pipeline Corridors when working in the vicinity of OM(D), DCA pipelines. Joint Pipeline Corridors will be bounded by an area 15 meter either side of the pipelines.

Within a shared PTW Interface Areas, including the Joint Pipeline Corridor, the PTW system of the division undertaking the work will apply; (i.e. if DCA PTW is issued for DCA or DCA contractors activities; Operations PTW is issued for Operations or Operations contractors activities). In all cases the work activity and PTW must be discussed with the Permit Authority of the other party sharing the area before the work commences. Separate PTWs must be issued in these instances.

In case the work belongs to outside parties such as Kahrama, Ooredoo, etc. then permits OM(D) is required, depending on location of the activity. However, the work authorization certificate of Kahrama or Ooredoo will be required as a prerequisite prior issuing QP Permit to Work.

Within a shared PTW Interface Areas, including the Joint Pipeline Corridor, the PTW system of the party undertaking the work will apply; (i.e. if Kahrama is working in QP facility, QP PTW will be required). In all cases the work activity and PTW must be discussed with the Permit Authority of the other party sharing the restricted area before the work commences and the Clearance to Perform Work must be obtained prior to issue by the other company's Permit Authority. The list of restricted areas is found in Appendix D.

6.9 High Risk Activities

In general, high-risk jobs shall be avoided where practically possible. If there is a requirement to conduct high-risk activities, the DCA Safety Officer must be consulted and the appropriate level of higher management approval/countersignature obtained. Any non-routine or unusual jobs, particularly if they involve a significant number of interfaces or are required on an urgent basis should be subject to risk assessment. Relevant Department Line Manager or his delegate, shall countersign the JHA and Method Statement for high-risk activity.

A list of identified high-risk activities with the appropriate level of higher management approval/ countersignature is given below:

Activity	Approval Level
Confined Space Entry	Division Head or his delegate
Jobs requiring total shutdown of firefighting water mains or fire water pumps	Fire Chief or his delegate
Critical lifting activities as per QP-REG-Q-001	Division Head or his delegate
Mechanical excavation near power cables at distance less than 5 meters	Division Head or his delegate
Erecting scaffolds greater than 9 meters	Division Head or his delegate
Working on High Voltage power transmission live lines	Senior Electrical Engineer
Tie-in Works	Division Head or his delegate
Welding activities in hazardous areas	Division Head or his delegate

Note: *High-risk jobs must be conducted during daylight hours only.* ***No high-risk activities*** *or* ***new permits*** *can be performed/requested during* ***weekends/Holidays for ALL activities****. However,* ***Department Manager*** *can authorise the work to be conducted in writing based on essential business continuity requirement. In addition, adequate safety supervision shall be provided throughout the entire execution of the work*

6.10 Emergency Activities

These are activities that require attending to any essential services, including utilities where failure of these services will adversely affect the business or operations under VI directorate. In case of an emergency activity, work shall be started for any facility under DCA without waiting PTW issuance if the Asset Owner/Asset Operator consider the work as emergency and critical to be executed immediately. The work shall be performed safely under the contractor's responsibility and Permit Applicant's supervision until the proper PTW is in place. During such emergencies, the contractor shall obtain as a minimum an e-mail or a written approval from the following parties prior to start the work:

- IH(D) or his delegate
- Authorized representative(s) of concurring party(ies), where applicable
- Security Department in Dukhan, if it is related to road closure.

Note: *All emergency or urgent work shall be executed under direct and continuous supervision of Permit Controller and the worksite supervisor in the presence of the concurring party, if applicable. PTW application with all necessary attachments that have been endorsed and approved by all the involved parties shall be submitted within 24 hours to relevant DCA department regardless of whether the emergency or urgent work has been started or completed.*

6.11 PTW Issuing Office

In order to centralize the functioning of PTW administration, a PTW issuing office was established. The office acts as a point of issue and retaining copies (copy 1) of the live permits. All contractors requiring the permit for their activities should seek the authorization of the permit from the PTW issuing office.

The permit applicant is responsible to coordinate the efforts between the permit controller, the permit authority and the safety officer in accordance with the Draft-to-Live flowchart in Appendix H. The permit applicant is also responsible to ensure that any associated certificates are obtained and handed over to the permit authority prior to authorization; this can be done few days prior to conducting the job (e.g. excavation certificate) in order to ensure availability of those certificates at the time of review and authorisation. Reviewing and discussing the risks and controls associated with the work should be carried out between the Permit Authority and Worksite Supervisor.

The daily endorsement of the permit will be conducted by the Permit Controller at the permitted worksite and the closure of the permit shall be done in accordance with the Live-to-Close flowchart in Appendix I.

The permit issuing office operational timing is announced by the Management and are subject to change based on requirements.

6.12 Use of PTW Tracker

A PTW tracking database has been established to log and monitor the status of all permits within DCA. This would facilitate the administration of permits for the purpose of planning inspection activities and creating a master database for compliance checks and audits.

The permit authorities have the responsibility to update and oversee the permits under their authority on a daily basis; they can however delegate this task to the permit controllers.

6.13 PTW Licencing for Contractors

Knowledge, Skills & Competence Required by PTW System

The ability of a person to fulfil their responsibilities under the Permit to Work System is dependent on three main areas:

1. Knowledge, skill or competence i.e. Individual Job Skills of the person for their trade area. This is not specifically addressed in the PTW System but is covered either contractually or by the Staff Evaluation systems.
2. Permit to Work System knowledge. This is confirmed and tested through the mandatory PTW training course.
3. Knowledge of QP's Working Environment and Procedures. This is the area mainly addressed in the PTW licensing.

In addition to the formal training courses, it is essential that personnel demonstrate familiarity with the area in which they will be working. They need to demonstrate knowledge of the general and specific risks and the precautions necessary to make work safe. The licensing of contractors' personnel with defined roles in the PTW system should be carried out by the safety division [IHS(D)].

The contract holder is responsible to direct the contractors' personnel wishing to be licensed to IHS(D) so that an interview date and time are set and communicated to the contractor representative. The qualifications and experience of the personnel forwarded for interview should meet the minimum criteria set in section 4.1 of "Guidelines in Managing HSE in Contracts – HSEGL-QP-11-01".

Form of Interview

It is recommended that verbal questioning is used, since this allows the licenser to gauge more about the level of understanding and communication ability of the candidate than short written or multiple-choice question' papers would. It also enables steering the questions according to answers given. The range of questions to be addressed to the candidates depends upon the role of the person in the PTW system and the person's trade. The questioning should cover the range as covered in the following forms:

- Appendix J - PTW Interview Assessment and Licencing Form [HSE Officer]
- Appendix K - PTW Interview Assessment and Licencing Form [Worksite Supervisor].
- Appendix L - PTW Interview Assessment and Licencing Form [Permit Applicant].

Licensing Records

Following licensing, a record of personnel that have been licensed is kept. This allows to build a master list of those who have undergone the interview.

7.0 REFERENCES

1. IP-OPS-015 Permit to Work System Dukhan Fields
2. QP-STD-S-102 QP Standard for Job Hazard Analysis (JHA)
3. IP-OPS-066 Job Hazard Analysis

8.0 APPENDICES

8.1 Appendix – A: Clearance to Perform Work

Date	Click here to enter a date.	**Time:**	
Location		**Permit Applicant**	
Permit Authority		**Permit Controller**	
Work Start (Hrs)		**Work Finish (Hrs)**	
Permit to Work No.		**No. of Workers**	
Task Description:			
Permit Authority Declaration			
I hereby declare that all precautions are taken to ensure that the work is completed safely and I take full responsibility for the work to be performed in your area. I will assign Permit Controller to ensure safety of the area, task and work party is executed.			
Permit Authority Name	**Reference Indicator**	**Date**	**Signature**
Area Authority Clearance to Perform Work			
I agree that the work may proceed			
Area Authority Name	**Reference Indicator**	**Date**	**Signature**
THIS IS NOT A PERMIT TO WORK			

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8.2 Appendix – B: Temporary Handover of Area

Date	Click here to enter a date.	**Time:**	
Location		**QP Project Manager**	
Project Start (Date)		**Project Finish (Date)**	
Project No.		**Contractor**	
Project Description:			

QP Project Manager Declaration			
I hereby declare that I take full responsibility for the project to be performed in your area and full implementation of PTW system. I will assign Permit Authority and Permit Controller to ensure safety of the project.			
QP Project Manager	**Reference Indicator**	**Date**	**Signature**

Asset Owner Handover Declaration			
I hereby hand my area over to QP Projects under their full control and responsibility until completion of the above-mentioned project.			
Asset Owner Name	**Reference Indicator**	**Date**	**Signature**

Project Completion: Area Acceptance			
I have visited the area after completion of the project and I hereby confirm that the area has been handed back to me in safe condition			
Asset Owner Name	**Reference Indicator**	**Date**	**Signature**

THIS IS NOT A PERMIT TO WORK

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8.3 Appendix – C: Routine Implementation Form

Routine Implementation Form

Date Issued:		**Expiry Date :**			
Requested by *(Staff No)*:		**Department:**			
Task Description:					
Location:					
Hazards:					
Heavy/Awkward Object		Adverse Weather		Flammable Materials	
Chemicals / Fumes		High Pressure Jet		Vibration	
Dust / Mineral Fiber		Sharp Objects		Pressurized Hose Failure	
Dropped Objects		Projectiles		Slipping/Tripping Hazard	
Manual Handling		Working at Height		Noise	
Awkward Access		Asbestos		Heat Stress	
Hazards (Other):					
Controls:					
Erect signs and barriers		Keep worksite from slipping/tripping hazard		Secure loose objects	
Correct PPE to be worn		Check weather forecast before the work		Whip-checks to be fitted at each hose connection	
Correct Tools & Equipment to be used		Use correct manual handling techniques		Adhere to MSDS requirements	
Standby/Flagman to be in attendance		Check worksite for dropped objects		Energy source to be isolated	
Controls (Other):					
Authorization:					

Permit Applicant:	**Name / Staff Number**	**Signature**	**Date**
Permit Authority:	**Name / Staff Number**	**Signature**	**Date**
Permit Controller:	**Name / Staff Number**	**Signature**	**Date**

Note: *This Routine Implementation is valid for a maximum of 12 months after the date of issue*

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8.4 Appendix – D: Restricted and Non-Restricted Areas

Restricted areas are defined based on the potential risk due to existence of Hydrocarbon / Toxic Gases, chemicals, electrocution etc.

Restricted Area	Non-Restricted Area
30 meters radius of any oil, gas or non-potable water production facilities or wellhead irrespective of service	Shallow water supply wells for domestic purposes
30 meters on either side of any surface layed/exposed oil, gas and non-potable water flow-line or transfer line or trunk line or main oil line	Residential areas such as camps
10 meters on either side of the overhead electrical transmission line	Office building or compound
Exclusion zone of flares , vents, burn pits	Workshop, stores and fire water pumps, fire water tank areas and fire training ground
Kahrama or Ooredoo company facilities and 30 meters around	Any area outside 30 meters radius of any oil, gas or non-potable water wellhead, production equipment, surface/ exposed oil, gas and non-potable water pipeline / transfer line / trunk line / main oil line, flare tips, vents, burn pits
Any electric generating station or substation	Buried (not exposed) oil, gas and water pipelines/transfer line/trunk line/main oil line
Oil lab and chemical store (for non-routine work)	Any area outside 30 m of QP's pipelines corridor or oil/gas facilities
Sewage Treatment Plant (STP)	Desalination plant and water tank farms
Control room (due to its impact on operations, for non-routine work)	Other facilities, which are not covered by the definition of "Restricted Area."
Any confined space regardless of location (with the exception of excavations that qualify as confined spaces).	

8.5 Appendix – E: PTW Compliance Checks Schedule

Audit / Inspection Title	PTW Auditor	Q1			Q2			Q3			Q4			Responsible party
		Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec	
Monthly PTW Audit (Ref: IP-OPS-015)	PERMIT AUTHORITY	W	W	W	W	W	W	W	W	W	W	W	W	IOM(D), IEE and IOO(D)
		W	W	W	W	W	W	W	W	W	W	W	W	
		W	W	W	W	W	W	W	W	W	W	W	W	
		W	W	W	W	W	W	W	W	W	W	W	W	
		W			W			W			W			
	PERMIT CONTROLLER	W	W	W	W	W	W	W	W	W	W	W	W	IOM(D), IEE and IOO(D)
		W	W	W	W	W	W	W	W	W	W	W	W	
		W	W	W	W	W	W	W	W	W	W	W	W	
		W	W	W	W	W	W	W	W	W	W	W	W	
		W			W			W			W			
	SENIOR SUPERVISOR	W	W	W	W	W	W	W	W	W	W	W	W	IOM(D), IEE and IOO(D)
		W	W	W	W	W	W	W	W	W	W	W	W	
		W	W	W	W	W	W	W	W	W	W	W	W	
		W	W	W	W	W	W	W	W	W	W	W	W	
		W			W			W			W			
PTW – STOP Card Observation	IHS(D) Team	M	M	M	M	M	M	M	M	M	M	M	M	IHS(D) Team

W: Weekly. M: Monthly

Note: the target number of PTW compliance checks will be defined in the annual HSSE plan.

8.6 Appendix – F: Actions Against PTW Violations

The following actions are in line with the consequence management of LSR violations:

No.	Violation	Action
1	Daily sanction by any of the concurring parties were not obtained	Stop the work until sanction is obtained
2	Posting photocopy of the permit instead of the original permit (not applicable if the PTW partial e-process is in effect).	Email warning to the contractor, copy the sponsoring department/client
3	Work being performed on site is not listed on the approved work permit description	Temporary cancellation of permit authorization
4	Working without valid permit	**New contractor:** Stop the work and advise the contractor to apply for a PTW. Investigate the failure with the sponsoring department **Familiar contractor:** Temporary cancellation of permit authorization. A formal warning letter to the Contractor.
5	Working with expired permit	Permanent cancellation of permit authorization
6	Permit front page is posted on site without any attachments (e.g. Method Statement, JHA, etc.)	Warning email to the contractor copy the sponsoring department/client
7	Permit front page is torn, damaged, unreadable etc.	Email warning to the contractor, copy the sponsoring department/client
8	Repeating the same violation by the same contractor	Permanent cancellation of permit authorization. A formal request to the Contractor to replace the worksite supervisor
9	Lost permit, missing signature etc.	Depending on the situation

8.7 Appendix – G: Toolbox Talk (TBT) Card

Toolbox Talk Card

Date / Time		Company	
Talk Leader		Location	
Signature		Task	

RISK MANAGEMENT

- Discuss the Emergency procedures and specific actions to be taken: response, evacuation and assembly ☐
- Identify the First Aiders and location of first aid equipment ☐
- Discuss the Work plan and today's activities ☐
- Confirm Individual responsibilities of the personnel involved ☐
- Discuss the hazards, risks and control measures from the permit ☐
- Discuss Life Saving Rules applicable to the activity ☐
- Communicate any safe/unsafe observations made during yesterday's shift ☐
- Emphasise on the fact that everyone can STOP work if they feel it is not safe ☐

EMERGENCY NUMBER:

135 Ext. 3

ATTENDEES

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____

The Talk Leader shall confirm the understanding of the group by asking open questions on the above points

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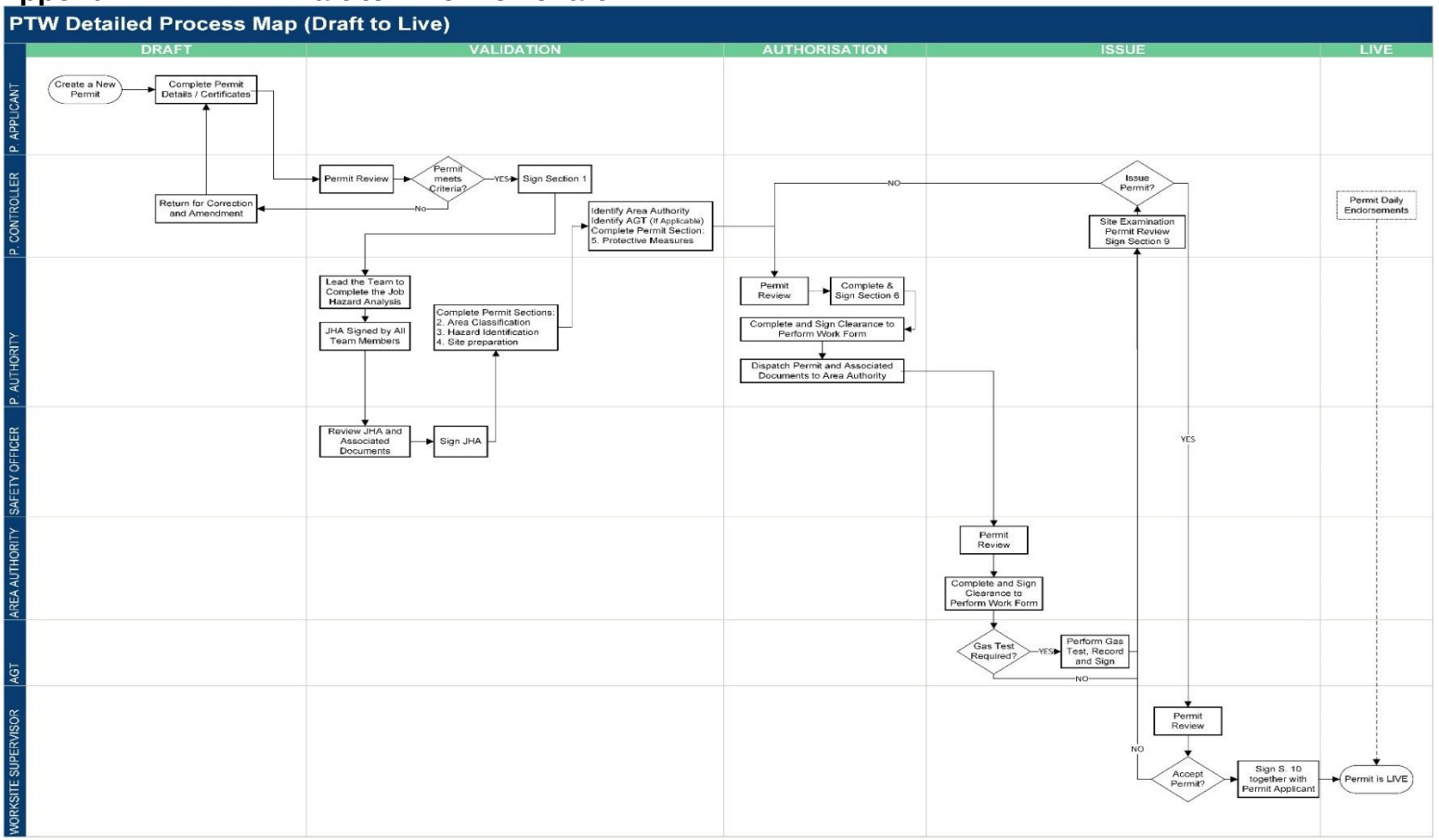
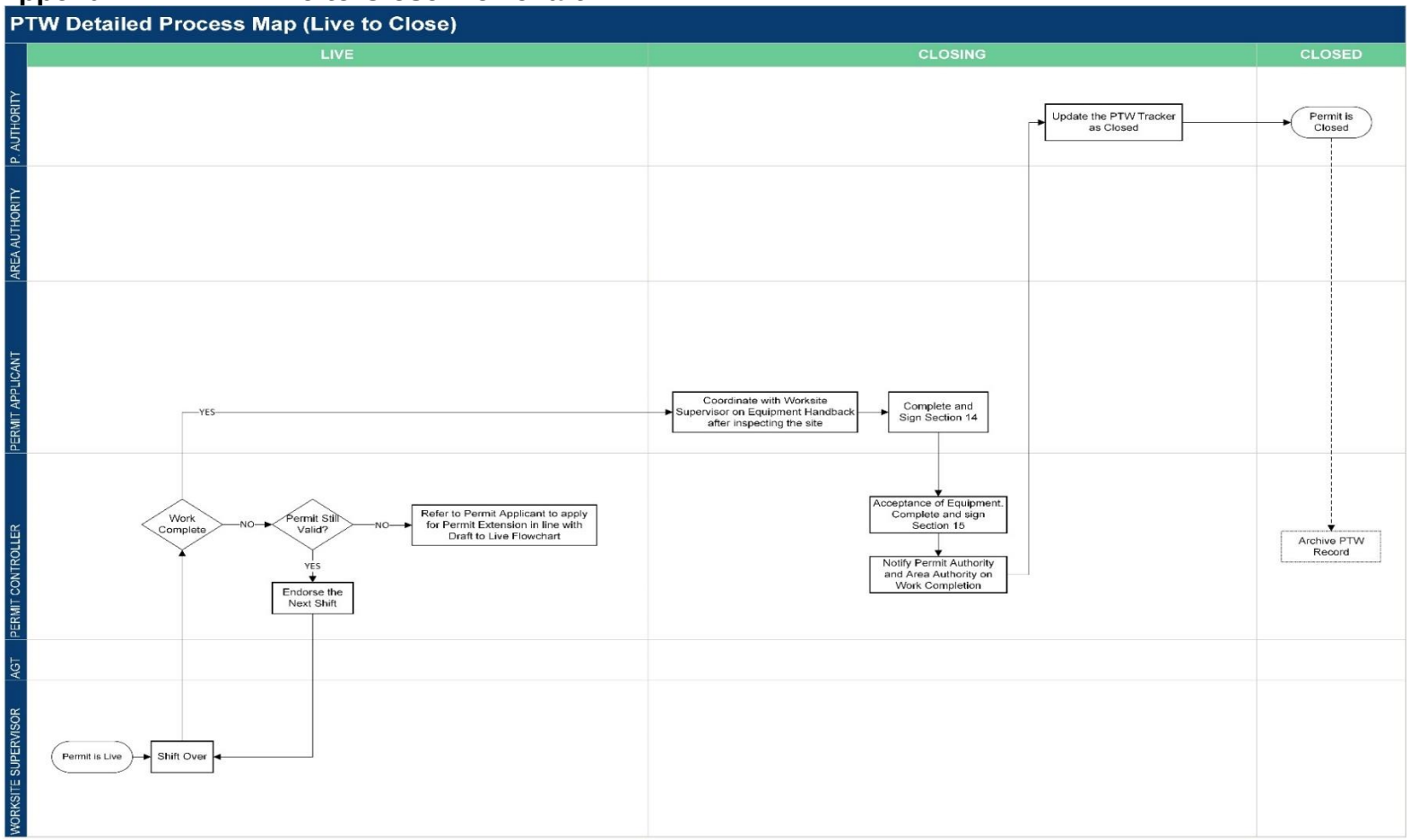
8.8 Appendix – H: PTW Draft-to-Live Flowchart



8.9 Appendix – I: PTW Live-to-Close Flowchart



9.0 REVISION HISTORY LOG

Revision Number: 02 **Document Revision Date: 27/10/2020**

Date	Reviewed By	Item Revised	Revision Description	Page No.
27/10/2020	IHS/4(D)	4.3 4.4, 4.5, 5.3	Changes to reflect new organizational structure and improvement in implementation processes. Changes to reflect new organizational structure. Added appendices L, M & N	All
Remarks:				

DOCUMENT CHANGE HISTORY

Doc. Code	Rev. No.	Approved Date	Revision Description	Approved By
IMD-SFT-GDL-009	00	05.08.2018	Update on inspection checklist Update of reference indicators	IM(D)
IMD-SFT-GDL-009	01	05.08.2019	Amendments to reflect recent changes in implementation practices.	IM(D)