

Procedure for Pressure Systems work requiring a PTW

1. Plant to be identified; system hazards and nature of isolations necessary to be confirmed. Consult with AP(PS) over nature of the task.
2. AP(PS) to satisfy himself that the Skilled Persons are competent to carry out the task and are suitably appointed.
3. The Person-in-Charge (PiC) of the working party to be nominated by the AP(PS). Using the key stages of isolation, the extent and methodology of the isolations necessary to be agreed by the AP(PS) and the PiC.
4. The AP(PS) will then:
 - Produce or confirm a suitable Isolation Risk Assessment
 - Produce a Safety Programme & Statement of Isolation
 - Identify the plant and systems, conduct the necessary isolations and prove
 - Apply the necessary valve guards and safety locks and signage
 - Sign off the Statement of Isolation on the Safety Programme
 - Deposit all keys for the safety locks into the LOTO keybox, secure it with the safety padlock for the AP(PS) and keep the key safe.
5. The PiC will, meanwhile:
 - Produce or confirm a suitable Task Risk Assessment and Method Statement for the required activity
 - Ensure that all other requirements for safe working are in place; e.g., tools and equipment, safe access and egress, suitable lighting, barriers and signage, emergency equipment and the need for any other work permits (such as confined spaces, hot works, etc).
6. The AP(PS) will, upon receipt of the Task Risk Assessment and Method Statement from the PiC, produce a Pressure Systems Permit-to-Work (PTW)
7. The AP(PS) will then demonstrate to the PiC that the plant to be worked upon is suitably isolated from all hazardous systems, and is appropriately cooled, drained and vented.
8. The PiC will then:
 - Sign and accept the Statement of Isolation.
 - Apply the safety padlock for the PiC to the LOTO keybox and retain the key.
 - Once the system is deemed safe to work on, the AP(PS) will sign and open up the Pressure Systems PTW.

- Once happy that all conditions are in place, the PiC will sign and accept the PTW and all relevant parts of the Safety Programme.
 - The PiC will then obtain any other relevant work permits from the relevant AP's or managers and brief the other members of the work party before work begins.
9. The AP(PS) will complete the Pressure Systems Operating Record appropriately.

From hereon in, one of two scenarios are likely:

1. The PiC oversees the work to completion:

- The Pic confirms that the work is complete to the AP(PS).
- The PiC then signs off the work as complete on the Pressure Systems PTW and signs off the permits on Part 3 of the SP/SOI.
- The PiC removes the PiC safety padlock from the LOTO keybox and hands back to AP(PS).
- PiC to ensure any other work permits used are closed.
- AP(PS) signs off and closes the Pressure Systems PTW.
- AP(PS) to up-date the PSOR.

2. The PiC concludes that the work cannot be completed and must be abandoned:

- The PiC is to inform the AP(PS) and reach a conclusion.
- The PiC must then cancel the Pressure Systems PTW. Part b of the PTW to be completed and signed by the PiC.
- PiC to then sign off Part 3 of the SP/SOI.
- The PiC removes the PiC safety padlock from the LOTO keybox and hands back to AP(PS).
- AP(PS) signs off and cancels the Pressure Systems PTW.
- AP(PS) to up-date the PSOR.

The AP(PS) must ultimately decide whether the situation can be rectified, for example by implementing further isolations, then issuing further PTW, or whether the task needs to be abandoned completely.

Once the intrusive activity is completed / cancelled as described in the steps above, the final stages leading to reinstatement of the plant are:

- AP(PS) to remove their safety padlock from the LOTO keybox, and retrieve the keys for the safety locks for the appropriate plant.
- Safety locks, signage, valve guards and /or interlocks to be removed by the AP(PS).
- All necessary systems to be systematically introduced to the plant by the AP(PS), or by the PiC and working party under the AP's direction.
- System integrity to be checked and confirmed by the AP(PS), who will then cancel the SP/SOI accordingly.
- AP(PS) to up-date the PSOR.