

Procedure for Pressure Systems work requiring a SI (Standing Instruction)

1. Person-in-Charge (PiC) to confirm the nature of the work required with the Authorised Person (AP(PS))
2. AP(PS) to acknowledge whether the task is a repetitive one or a one-off event.
 - An Isolation Risk Assessment will be required.
 - A Task Risk Assessment will be required.
 - For simple systems, both of these assessments may be on the same document.
3. An agreed procedure for isolation of the plant must be in place and accompanying the SI.
4. For an SI in place for repetitive tasks, the PiC will sign onto the current SI.
 - The PiC must inform the AP(PS) when the work is complete.
 - The AP(PS) will record the issue and cancellation of the SI task in the PSOR.
5. For an SI for one-off events, the AP(PS) will need to draw up a specific SI, with any particular requirements necessary highlighted.
 - The PiC will sign onto the SI before work begins and then sign off it upon completion, or to cancel it if the work cannot be completed for any reason.
 - The AP(PS) will record the issue and cancellation of the SI task in the PSOR.