

General Procedure

Steps	Remarks	Authority
Work Origin	Selection of relevant work permits Identification of Critical Activity (SOP & HIRA to be prepared)	Requester & Issuer
Permit Request by Requester	By CUMI employee carrying out the work	Requester
Validation of permit check points/JSA	Jointly by Requester & Issuer	Requester & Issuer
Verification by Area In charge (If applicable)	In other non-demarcated/non-designated areas	Area In-charge/ Section In-charge
Permit Issuance by Issuer	By Issuer after verification of adequate control measures	Issuer
Permit Renewal/Extension	Reverification of check points by Requester and Issuer (Incise of shift change)	Requester & Issuer
Permit Closure	Verification of work activity and return to normalcy by Requester and Area Incharge	Requester & Area In-charge

Hot Work

Steps	Remarks	Authority
Permit Request by Requester		Requester
Identification of Dangerous Work area		Requester
Validation of permit check points/JSA	Jointly by Requester & Issuer	Requester & Issuer
Verification by Area In charge (If applicable)	In other non-demarcated areas	Area In-charge/ Section In-charge
For Dangerous Areas – Authorisation by Plant Head & Safety	Only for Dangerous Areas	Plant Head / Safety Officer
Permit Issuance by Issuer	By Issuer after verification of adequate control measures.	Issuer
Permit Renewal/Extension	Re-verification of check points by Requester and Issuer (Incase of shift change)	Requester & Issuer
Permit Closure	Verification of work activity and return to normalcy by Requester and Area Incharge	Requester & Area In-charge

Excavation Work

Steps	Remarks	Authority
Permit Request by Requester		Requester
Validation of permit check points/JSA	Jointly by Requester & Issuer (Maintenance/Utility)	Requester & Issuer
Clearance from IT/Utility for U/G cables, pipelines		IT In-Charge
Verification of Rescue plan		
Permit Issuance by Issuer (Maintenance/ Utility)	By Issuer after verification of adequate control measures.	Maintenance/Utility Incharge (Issuer)
Permit Renewal/Extension	Re-verification of check points by Requester and Issuer (Incise of shift change)	Requester & Issuer
Permit Closure	Verification of work activity and return to normalcy by Requester and Area Incharge	Requester & Area In-charge

Confined Space

Steps	Remarks	Authority
Permit Request by Requester		Requester
Validation of permit check points/JSA	Jointly by Requester & Issuer	Requester & Issuer
Preparation of Confined Space (Purging/Flushing)	With Nitrogen or other inert gases	Requester
Atmospheric Gas Testing	Oxygen 19.5% to 22.5% 0% Flammable/Toxic gases	
Verification of Rescue plan		
Permit Issuance by Issuer	By Issuer after verification of adequate control measures.	Issuer
Permit Renewal/Extension	Re-verification of check points by Requester and Issuer (Incise of shift change)	Requester & Issuer
Permit Closure	Verification of work activity and return to normalcy by Requester and Area Incharge	Requester & Area In-charge

Energy Isolation Permit

Steps	Remarks	Authority
Permit Request by Requester		Requester
Identification of Energy Isolation points	For LT/MT/HT line work, Major overhauling etc. Under the presence of Certified Electrical License Holder as per local regulation	Requester/ Area Incharge
Provision of Lock Out and Verification of Zero Energy State		
Validation of permit check points/JSA	Jointly by Requester & Issuer	Requester & Issuer
Permit Renewal/Extension	Re-verification of check points by Requester and Issuer (Inc case of shift change)	Requester & Issuer
Re-Energisation Request	Jointly by Requester & Issuer	Requester & Issuer
Permit Closure	Verification of work activity and return to normalcy by Requester and Area Incharge	Requester & Area In-charge

Height Work

Steps	Remarks	Authority
Permit Request by Requester		Requester
Verification by Area In charge (If applicable)	In other non-demarcated areas	Area In-charge/ Section In-charge
Lifeline provision for horizontal movement	Fall Prevention/Protection for roof work as per Risk Assessment	Requester & Issuer
Verification of Rescue Plan		
Validation of permit check points/JSA	Jointly by Requester & Issuer	Requester & Issuer
Permit Renewal/Extension	Re-verification of check points by Requester and Issuer (Incase of shift change)	Requester & Issuer
Permit Closure	Verification of work activity and return to normalcy by Requester and Area Incharge	Requester & Area In-charge