

Permit to Work Process Review

UKOPA 10/10/07

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Permit To Work Processes

- ◆ National Grid National Transmission Approach
- ◆ Issues
- ◆ Comparison between Operators
- ◆ Discussion

National Transmission System

Historically operated three different procedures

- Pipelines and Block Valves
- Terminals (Shift) / Compressors
- LNG Sites (Shift)

All procedures operate to same principles however they vary in rolls and clarity of requirements

Trial currently underway to combine these procedures and simplify the process with key aims;

Focus on high risk activities

Avoid confusion across sites

Improve handover process

Improve overall compliance with procedures and process

Revised Process

Existing arrangements –

LNG Permit responsibility – LNG Site Manager

LNG Day to Day Site Permit Control – Shift Engineer

NTS - Overall Responsibility for process Responsible Engineer

- Accepts people to perform a role within the system
- Ensures its is inspected and maintains a database of people

•Terminal / Compressor – Process Controller

- Controls all work on Site / Network to ensure no interaction between tasks
- Network Controller looks at interaction of work across network
- Checks work can start / monitors the progression of work
- Monitors compliance during work activity

Revised Process

New arrangements –

NTS /LNG - Overall Responsibility for process Responsible Engineer

- Accepts people to perform a role within the system
- Ensures its is inspected and maintains a database of people

Site Controller / Network Controller

- Controls all work on Site / Network to ensure no interaction between tasks
- Network Controller looks at interaction of work across network
- Checks work can start / monitors the progression of work
- Monitors compliance during work activity

Revised Process

- ◆ Culture with LNG Storage / Compressors / Terminals to issue Permits and FOA for all activities even photocopier repairs
- ◆ Documentation should be dependant on level of risk, determines the type of permission and precautions that should be applied
- ◆ Low risk activities governed by Form of Authority and Routine Job Notes are approved by Site Controller
- ◆ High risk activities governed by Permits to Work and Test are approved by Authorising Engineer and will be subject to additional audit and inspection and precautions will be detailed and specific

Revised Procedure

Address over use of General Permit to Work

Type of permission to work depends on the risk and hazards associated with the activity

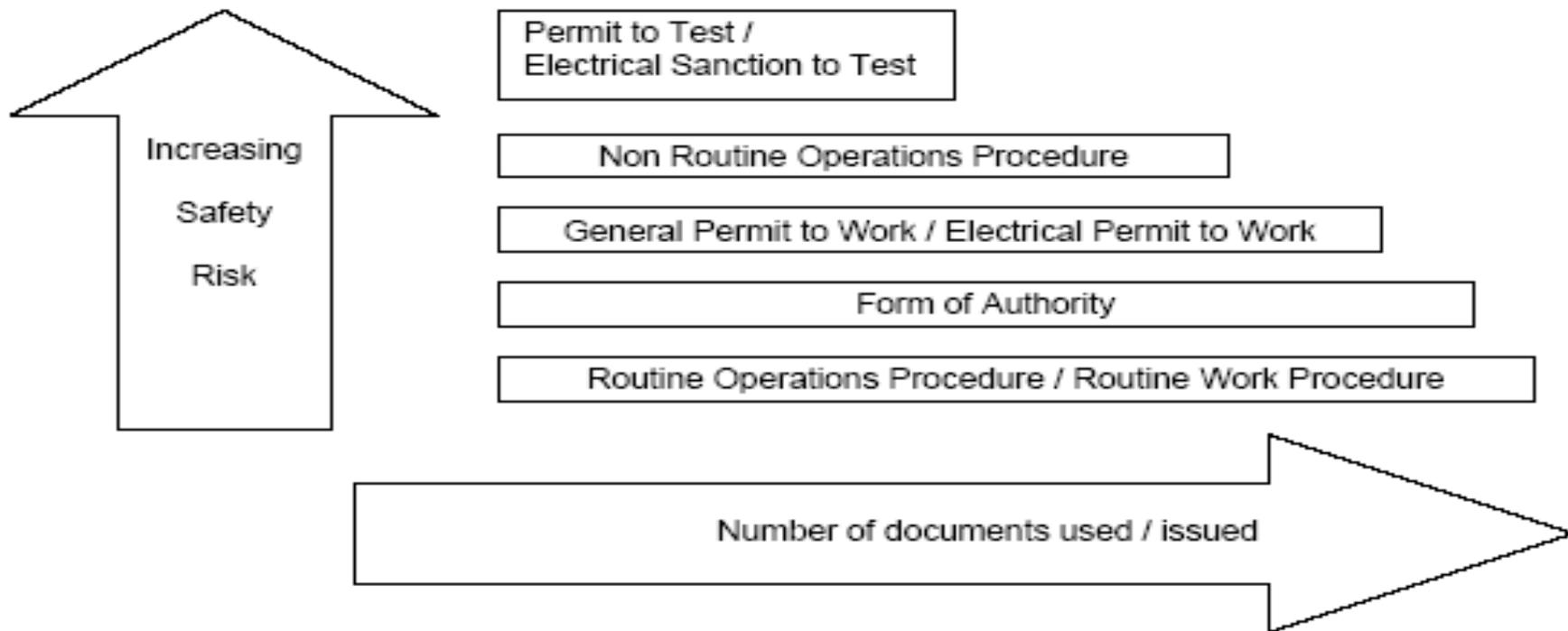


Fig. 1 Permission Document Hierarchy:

Revised Process

Key Roles

Overall control of a single work activity – Authorising Engineer

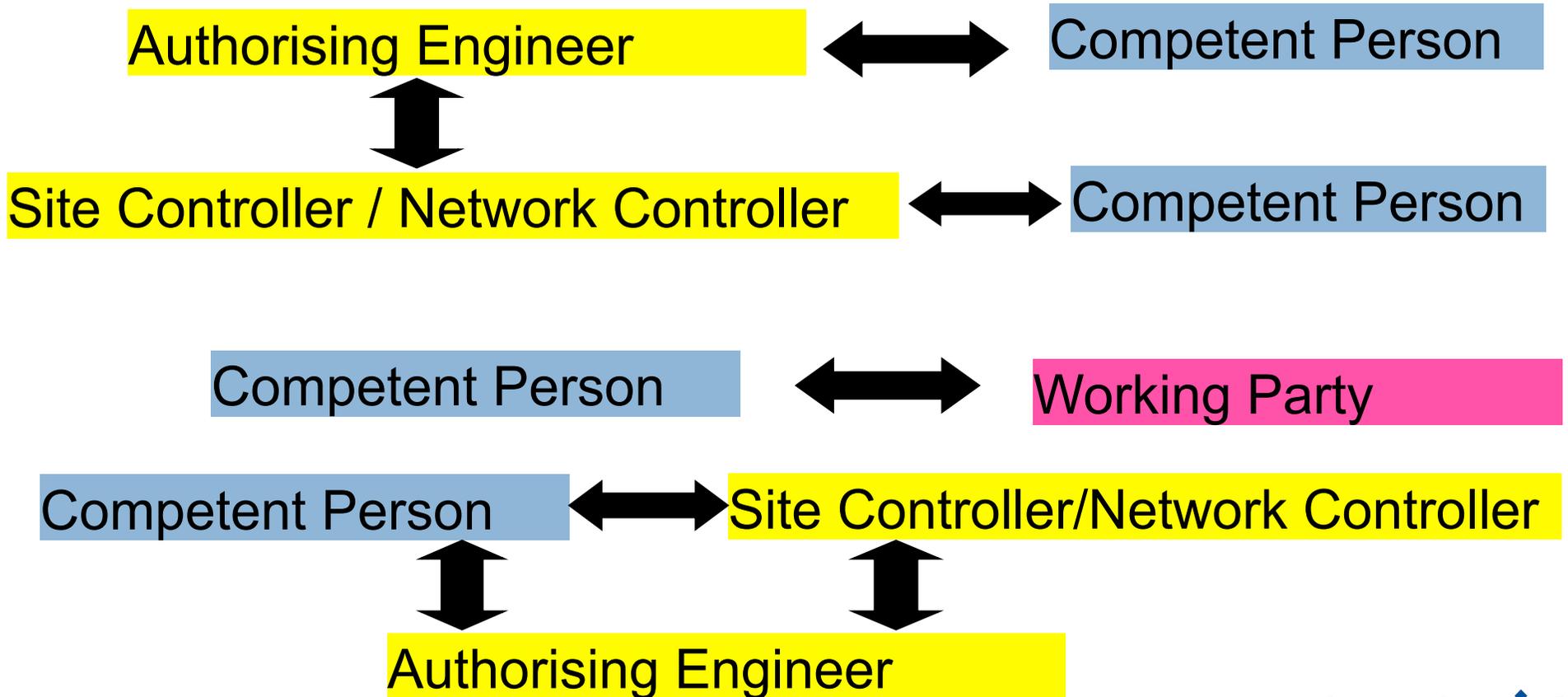
- Ensure work can be done safely by visiting workplace and reviewing the area
- Define the precautions and isolations that must be applied
- Accept and brief the competent person who will carry out the work

Person doing the task or leading work team – Competent Person

- Obtain permission and report back to Site/Network Controller (GNCC)
- Remain present at the work area whilst work take place
- Ensure requirements of the permit are applied
- Brief work team on precautions to be applied
- Ensure area safe at end of each day or completion of task

Revised Process

Improve “Handover arrangements” of documents and information



Revised Process

- Key Role Competent Person
- Change focus of training and assessment
 - Can they do the job
 - No permit / No work

To :-

- Can they assess hazards / changing work environment?
- Can they communicate / understand and brief others?
- Do they understand the importance of their role

Revised Process

- Improve handover arrangements changes in personnel
 - Shift Handover
 - Site Controllers
 - Authorising Engineers
 - Competent Persons
- Clarify the monitoring and audit requirements more specific not just 10%
- Independent quarterly inspection

Comparison with other Operators

Thanks to BPA, EON, Sabic UK, Shell UK Oil

- Similarities

- All have a central register of competent persons
- Hierarchy of documents against risk
- Central control of documents

Comparison with other Operators

Differences

- Monitoring Requirements
 - 10% checks - 20 per month – schedule audits random checks
- Audit
 - Annual – 3 monthly – Every unique procedure
- Issue of Document to 3rd Parties working excavating in easement
 - Yes – No - What type of document ?
 - If you issue the document do you become responsible for the excavation ?

Comparison with other Operators

Discussion ?

Are there any areas where we can further collaborate ?

- Standard Competent Person training
- Documentation
- Audit Practices / Forms