

<b>RWE</b>	Instruction work permits	Instruction: I001-000
		Doc no: 2018-42185

## Work permits


**Location** RWE Generation NL  
**Department** Health & Safety GES-NL  
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Changes compared to previous version				
<ul style="list-style-type: none"> <li>• Periodic review</li> <li>• Instruction transferred to latest template</li> </ul>				
Purpose instruction				
Ensure that work can be carried out safely by recording agreements and control measures in a work permit in a structured manner, so that these are known and can be discussed by all those involved. It also ensures that release for work can only be granted by authorised persons.				
Related documents				
Type of document	Title			Code
Input	Plant maintenance			P 080
Input	Workclearance Management (WCM)			P 001
Input	Instruction on performing Task Risk Analysis (TRA)			I002-001
Input	Instruction on securing LOTOTO			I003-000

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## Terminology and abbreviations

Term or abbreviation	Description
ATEX	ATEX stands for the French designation <i>ATmosphères EXplosibles</i> and is used as a synonym for two European directives on explosion hazards under atmospheric conditions.
E&M	Engineering & Maintenance
MC	Maintenance Coordinator
LMRA	Last-minute risk analysis
NDT	Non-destructive testing. Non-destructive testing refers to examination techniques that allow one to get an impression of the quality of an object to be examined without damaging it. This can be achieved, for example, by taking an X-ray picture of it. In destructive testing, the object is lost, for example by testing the force at which the object collapses.
SIM	Sicherheit Maßnahmen - safety management measures
TRA	Task Risk Analysis
WCM	Work Clearance Management
BHV	Company Emergency Response
OIV	Operational plant manager according to BEI
WV	Work supervisor under the BEI

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## Introduction



**Life Saving Rule:** "I work with a valid work permit"

These instructions apply to all sites of RWE Generation NL for execution of work and activities in or near the installations, in buildings or on the sites.

In addition to the aforementioned main goal, the following objectives are also pursued, namely that:

- No damage to people, the environment or the plant occurs;
- Work and conditions under which it is performed are well defined;
- Risks of the plant, environment and the work itself have been identified and associated control measures defined;
- It is clear to everyone what the activity entails and the management measures have been discussed with everyone working under the scope of the work permit.

### Exceptions that do not require a work permit:

- Routine operation and control activities by Operations staff;
- Work in the workshop or laboratory;
- Isolation activities by the Operations Department;
- Isolation activities by the E department on behalf of the Operations department;
- Cleaning, catering and other facility work in the office environment.

For frequently recurring, routine work in the installation, at least a short instruction or checklist describing the actions, risks and measures will be present, as a substitute for work permit and TRA. Think of unloading cargo, taking samples, etc. An LMRA will always have to be carried out.

The responsibility for allowing work to be carried out in, or near, installations without a work permit depends on the circumstances and risks and lies with the Team Leader Operations on duty.

All work in the installation, even without a work permit, must be reported to the watch so that the Operations Team Leader can be informed, which is important if there are abnormal situations or malfunctions in the installation that could endanger the safety of persons.

The **WCM** (Work Clearance Management) process has the following main steps:

1. Work permit application;
2. Preparing work permit and conducting risk analysis;
3. Securing the installation and discussing/issuing the work permit;
4. Perform and finish work/ deliver safe and clean workplace;
5. Turn in work permit and normalise.

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The **work permit system** has four roles, for which one must be designated and authorised:

The **Planner** or work-technical preparer of the work permit, usually an employee of the E&M department

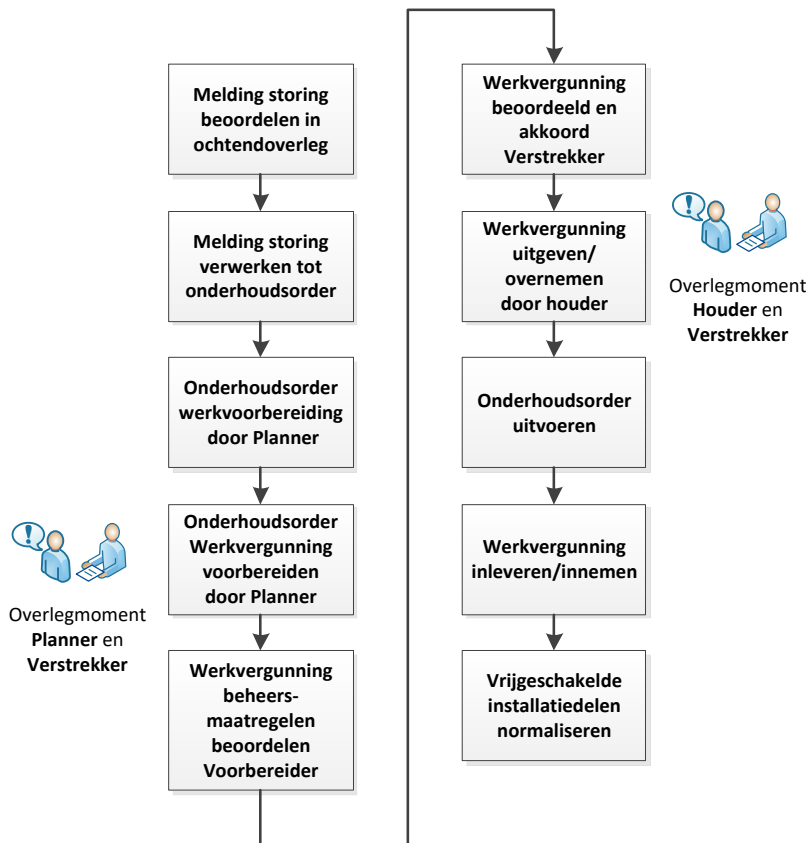
Work permit **preparer** or process-technical preparer, usually an employee of the Operations department

The **Issuer**, the person who issues the work permit to the Holder, thereby granting clearance for execution. This is always an employee of the Operations Department or works on behalf of the Operations Department.


The **Holder**, the person in charge of supervision and execution of the work. This may be an RWE employee or a third-party employee.

For the same work permit, only the following roles can be combined to one person, no other combinations are allowed. This is to always comply with the 4-eye principle, which is a basic requirement:

- **Planner and Holder**
- **Preparer and Issuer**



**Figure 1: brief view of work order and work permits process**

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### Starting conditions

Requesting, preparing and issuing work permits should be done in an established and structured manner using the RWE maintenance management system SAP - WCM (Work Clearance Management).

### Work permit in the workplace

The work permit, together with the maintenance order and LMRA, should always be present at the workplace at the start of the work so that the (supervisory) **Holder** can discuss the risks and the necessary control measures with all involved.

The maintenance order contains in the short and/or long description an accurate description of the work and partial activities that are part of this maintenance order.

The **Holder** remains in possession of the work permit during the work and must be able to show it at the workplace upon request within a limited time. In case of increased risk, it is considered that the **Holder is** present at the workplace itself, or in the vicinity, and may then have only one work permit in his name.

The **Holder** must have made clear arrangements with its employees/executors as to how it can be reached (to be recorded on the LMRA card).


## Validity

The work permit is valid if it is signed by the **Issuer** and **Holder** (digitally) in SAP WCM. The work permit is valid for a maximum of one working day or one shift. This is to ensure that there has always been a discussion during a change of holding about any changes in conditions or risks at his workplace.

The validity expires if an incident or calamity occurs at the establishment. Once the calamity or incident is resolved, the **Holder** must first contact the **Issuer** again to have his licence revalidated before work may resume.

## WCM and working with multiple subject groups

If several activities (tasks) are performed on one work order, each of which is carried out independently, the risks are described for each section in the work order. In that case, work permits are created for this work order per section. So in these situations, several work permits are issued on one work order, each with a different **Holder**.

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## WVG roles, tasks and responsibilities

**All persons with a role in the WCM and work permit system must be demonstrably instructed and authorised and hold a valid SCC-full (VCA-vol) certificate.**

### Planner

- Has been designated by the manager E&M for this role;
- Takes responsibility with regard to ensuring a work technically safe workplace on behalf of RWE;
- Reviews and checks that (partial) activities in the work order are fully described;
- Ensures that orders to firms are given correctly and on time;
- Checks using the TRA decision model for potentially increased risk activities after the work situation has also been assessed locally. If necessary, follows instruction 1002 TRA and draws up a TRA form;
- Determines and records for each activity, which occupational safety and environmental control measures are necessary in the work permit;
- Coordinates these risks and control measures with the Operations **Preparer**;

### Preparer (Operations)

- Has been designated for this role by the Operations manager;
- Takes responsibility with regard to ensuring a process-technical safe workplace on behalf of RWE;
- Discusses the work permit with all disciplines during the joint planning meeting;
- Discusses and confirms the task risk assessment (TRA) during this planning meeting;
- Investigates whether this work may conflict with other work and takes action accordingly;
- Sets up the enablement list and coordinates it for E-components with the person authorised to do so (with designation according to IO12);
- When an E-switching plan is required to control electrical risks, it is coordinated with the OIV and/or WV;
- Attaches all necessary documents to the work permit, such as release list, marked P&ID, E-switch plan, etc. (*documents mandatory to upload in SAP WCM*);
- Determines the necessary clearance measurements for the work in question.

### Issuer (Operations)

- Has been designated for this role by the Operations manager;
- Takes responsibility with regard to ensuring a safe workplace on behalf of RWE;
- Checks the completeness of the work permit and contacts the **Preparer** in case of ambiguities;
- Ensures implementation of advance measures when specified in the work permit;
- Checks the release list (4-eye principle) and normalisations and orders them to be carried out;
- Have the necessary clearance measurements taken, assessed and recorded;
- When work is to be carried out, checks that this work and other activities cannot negatively affect each other and takes measures here if necessary;
- Discusses all work with **Holder** before commencement of work and ensures that **Holder** has fully understood the contents of the work permit;
- Provides the work permit and all relevant documents (work package) to the **Holder**;  
In case of a prio 1 order, the **Issuer** takes over the duties and responsibilities of the **Planner** .

### Holder

- Has been designated by the manager E&M for this role. In case of a contractor, then this person has had an intake interview with the person in charge on behalf of the E&M department (Manager, Team Leader or MC, depending on arrangements per site).
- Takes responsibility in his role as a supervisor in the workplace. This is to keep the workplace and immediate surroundings safe;
- Must be proficient in at least one of the languages Dutch, German or English. This in order to be able to fully understand the contents of the work permit while issuing it, and to be able to communicate properly

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with members of the emergency response team. The Holder should also be proficient in the language of the performing employees;

- Is responsible for properly collecting, renewing, transferring and cancelling the work permit;
- Takes over the licence from the Issuer and confirms that he has understood the measures and risks;
- Ensures that the advance measures specified in the work permit are implemented correctly and on time before commencement of work;
- Is responsible for ensuring that the contents of the work permit and TRA are known and understood by all performers;
- Ensures that the work permit, work order, LMRA and other relevant documents (work package) are present at the workplace before commencement;
- Ensures correct implementation of the LMRA at the workplace before starting work;
- Actively ensures that all those involved in the workplace work safely and healthily in accordance with the work permit, TRA and LMRA agreements;
- Coordinates all work carried out through his work permit and coordinates his work with other Holders working in the immediate area;
- Is continuously present at the workplace for those parts of the work identified as 'Increased Risk'. The **Holder** may also have only one work permit under his control in this case;
- Stops work if the risks in the workplace change or if an unsafe situation arises. In doing so, he returns to the client or **Provider** to again discuss the necessary adjustments to the management measures;
- Ensures a clean and safe workplace during the performance of his work. He also ensures that after completion of all work and before handing in the work permit, the workplace is left clean and safe.

## WCM - SiM - work permits

- a) **Excavation work permit** - Permit required for excavation work. See instruction I001-007 carry out excavation work
- b) **Radiation permit** - Permit required for Non-Destructive Testing (NDT) activities using ionising radiation sources. See instruction I001-008 perform radiation work.
- c) **Entry permit - Permit required to enter and work in confined and special areas.**  
See instruction I001-001 Carrying out work using an entry work permit.
- d) **Hot work permit - Permit required for work where the equipment or tools used may constitute a source of ignition in areas or spaces where flammable or combustible substances may be present.**  
See instruction I001-002 Carry out fire hazardous work using a hot work permit.
- e) **Ex-area work permit - Permit required for working in an ATEX zone.** See also instruction I001-010 perform clearance measurements
- f) **Occupational safety work permit - Permit required to indicate other or additional measures that promote occupational safety, for e.g. working under heat stress, danger of burns, hazardous substances etc.**  
See instruction I001-003 occupational safety permit.
- g) **High-risk permit** (TRA form) - Permit required when it has been determined that relevant work constitutes an increased risk according to the increased risk decision model. See instruction I002-001 perform Task Risk Analysis (TRA).