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Work permits

Field of application **RWE Generation NL**

Department **RWE GCC Health & Safety**

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Changes compared with the previous version								
<ul style="list-style-type: none"> - Periodical review - Codes of related documents adjusted conform KMS, false hyperlinks removed - Document number corrected 								
Purpose of instruction								
Ensure that work can be carried out safely, by structurally enacting agreements and management measures in a work permit, so that they are known and discussed to all those involved. It is also achieved that release for the work can only be granted by authorized persons.								
Related documents								
Type Document	Titel	Code						
Input	Plant Maintenance	P080						
Input	Work clearance Management (WCM)	P001						
Input	Instruction on performing a Task Risk Analysis (TRA))	I002-001						
Input	I003 Safeguarding based on LOTOTO	I003-000						

General

This instruction applies to all branches of RWE Generation NL for the performance of work and activities in or near the installations, in buildings or on the grounds.

In addition to the stated main objective, the following objectives are also pursued, namely that:

- No damage to people, the environment or the installation occurs;
- Activities and conditions under which they are performed are well defined;
- Risks of the installation, environment and the activities themselves have been identified and associated control measures have been defined;
- It is clear to everyone what the activity entails and the control measures have been discussed with everyone who works under the scope of the work permit.

Exceptions for which no work permit is required:

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

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

The responsibility for carrying out work in or in the vicinity of installations without a work permit depends on the circumstances and risks and lies with the Operations Team Leader on duty.

All activities 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 faults 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 performing the risk analysis;
3. Securing the installation and discussing / issuing the work permit;
4. Carrying out and ending work / delivering a safe and clean workplace;
5. Submit work permit and normalize.

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

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

The **Preparer** or process-technical preparer of the work permit, usually an employee of the Operations department

The **Issuer**, the person who issues the work permit to the Permit acceptor and thereby releases it for the performance. This is always an employee of the Operations department or works on behalf of the Operations department.

The **Permit acceptor**, the person in charge of supervision and execution of the activities. This can be an RWE employee or an employee of third parties.

For one and the same work permit, only the following roles can be combined in one-person, other combinations are not allowed. This in order to always be able to comply with the 4-eyes principle, which is a basic condition:

- **Permit Planner and -Acceptor**
- **Permit Preparer and -Issuer**

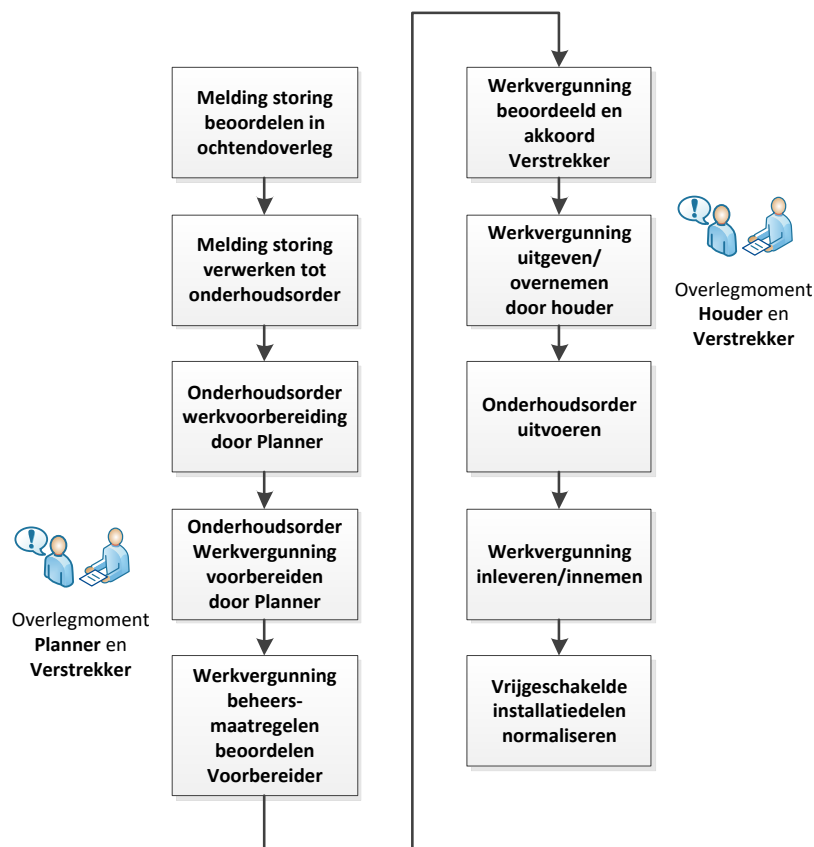


Figure 1: Short display of workorder and work permit process

Starting conditions

Applying for, preparing and issuing work permits must be done in a fixed and structured manner using the RWE maintenance management system SAP - WCM (Work Clearance Management).

Work permit at the workplace

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

The maintenance order contains in the short and / or long description a correct description of the activities and sub-activities that are part of this maintenance order.

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

The Permit acceptor must have made clear agreements with his executors about how he can be reached (recorded on the LMRA card).

Validity

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

The validity expires if an incident or calamity occurs at the location. When the calamity or incident has been resolved, the permit Acceptor must first contact the Permit Issuer again to have his permit validated again before work can be resumed.

WCM and working with multiple departments

If several activities (tasks) are carried out on one work order, each of which is performed independently of each other, it is advisable to separate the risks per part of the work order. In that case, the Planner and Preparer can decide in consultation to issue work permits per department for these work assignments. In these situations, therefore, several work permits are issued on one work order, each with a different Permit acceptor.

- If part of the work is already carried out before the installation has been completely cleared (pre-shutdown), a separate work permit must be requested for this (e.g. scaffolding).
- If part of the work is carried out after the installation has been normalized again, a new work permit must also be applied for.

WCM roles: preparation & performance of installation works

All persons who play a role in the WCM and work permit system must be demonstrably instructed and authorized and must be in possession of a valid VCA-full certificate.

Planner

- Has been appointed for this role by the E&M manager;
- Takes his responsibility regarding securing a technically safe workplace on behalf of RWE.
- Assesses and checks that (partial) activities in the work order are fully described;
- Ensures that orders are given to companies correctly and on time;
- Checks based on the TRA decision model for possible increased risk activities after the work situation has also been assessed locally. If necessary, instruction I002 TRA is followed and a TRA form is drawn up.
- 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 appointed for this role by the Operations manager;
- Takes his responsibility regarding guaranteeing a process-technically safe workplace on behalf of RWE;
- Discusses the work permit with the Planner;
- Discusses and confirms the task risk analysis (TRA) with the Planner;
- Investigates whether these activities may conflict with other activities and takes measures accordingly;
- Draws up and prepares the release list;
- Coordinates with the OIV and / or WV when an E-circuit plan is necessary, to control the electrical risks;
- Attaches all necessary documents to the work permit, such as release list, marked P&ID, E-switching plan, etc. (documents must be uploaded in SAP WCM);
- Determines the necessary clearance measurements for the work in question.

Issuer (Operations)

- Has been appointed for this role by the Operations manager;
- Takes responsibility regarding ensuring a safe workplace on behalf of RWE;
- Checks the completeness of the work permit and contacts the Preparer if anything is unclear;
- Ensures the implementation of the pre-measures when these are indicated in the work permit;
- Checks the disconnections and normalizations and orders them to be carried out;
- Have the required release measurements carried out, assessed and recorded;
- At the time when work must be carried out, checks whether these work and other activities cannot negatively influence each other and takes measures if necessary;
- Discusses all activities with the Permit acceptor before the start of the activities and makes sure that the Permit acceptor has fully understood the contents of the work permit;
- Issues the work permit and all relevant documents (work package) to the Permit acceptor;
- In case of a priority 1 assignment, the Provider takes over the tasks and responsibilities of the Planner.

Acceptor

- Has been appointed for this role by the E&M manager. In the case of a contractor, this person has had an intake interview with the person responsible on behalf of the E&M department (Manager, Team Leader or MC, depending on agreements per location).
- Takes responsibility in his role as workplace supervisor. This is to keep the workplace and the immediate surroundings safe;
- Must master at least one of the languages Dutch, German or English. This is in order to be able to fully understand the content of the work permit during the issuing of the work permit, and to be able to communicate properly with members of the emergency response organization or external emergency services in the event of a calamity. The Permit acceptor must also master the language of the executive employees;
- Is responsible for the correct collection, extension, transfer and deregistration of the work permit;
- Takes over the permit from the Provider and confirms that he has understood the measures and risks;
- Ensures that the measures specified in advance in the work permit are carried out correctly and on time before the work commences;
- Is responsible for ensuring that the content of the work permit and TRA is known and understood by all executives;
- Ensures that the work permit, work order LMRA and other relevant documents (work package) are present at the workplace before the start;
- Ensures correct implementation of the LMRA in the workplace before the start of the work
- Actively ensure that all those involved in the workplace work safely and in accordance with the work-permit, TRA and LMRA agreements;
- Coordinates all work carried out on its work permit and coordinates its work with other Permit acceptor working in the immediate vicinity;
- If there is a continuous presence in the workplace in those parts of the work environment that have been classified as 'increased risk', the **Permit acceptor** may have only one work permit under his management;
- Cease work if the risks in the workplace changes or if an unsafe situation arises. He will return to the client or provider to discuss the necessary adjustments to the management measures again;
- Ensures a clean and safe workplace during the execution of his work. In addition, he also ensures that after completion of all work and for the surrender of the work permit the workplace is delivered clean and safe or left behind.

WCM – SiM – work permits

- a) **Excavation work permit** - Permit required for excavations. See instructions – performing excavations
- b) **Radiation permit** - Permit required for works for Non-Destructive Testing (NDT) for which sources of ionising radiation are used. See instructions – performing radiation works.
- c) **Access permit** - Permit required in order to secure access to and work in confined spaces and special areas. See instructions – performing works under an access work permit.
- d) **Hot work permit** - Permit required for works where the equipment or tools used can constitute a source of ignition in areas or spaces where combustible or flammable substances may be present. See instructions – performing works with possible flammable effects under a hot work permit.
- e) **Ex area work permit** - Permit required for working in an ATEX zone. See instructions – performing works under an Ex work permit.
- f) **Occupational safety work permit** - Permit required in order to indicate other or additional measures that promote occupational safety, e.g. if working under a thermal load, where there is a burns hazard or with hazardous substances, etc. See instructions – occupational safety permit.
- g) **High-risk permit** (TRA form) – Permit required if it is established that the works in question constitute a high risk based on the high-risk decision model. See instructions I002 TRA.

Terminology & abbreviations

Abbreviation/term	Meaning
WCM	Work Clearance Management
LMRA	Last Minute Risk Analysis
TRA	Task Risk Analysis
SiM	SicherheitsMaßnahmen – occupational safety control measures
ATEX	ATEX stands for the French term <i>ATmosphères EXplosibles</i> and is used as a synonym for two European directives relating to explosion hazards under atmospheric conditions.
NDT	Non-Destructive Testing. The term non-destructive testing is understood to refer to test methods which can be used to get an idea of the quality of an object to be tested without damaging the object in question. The taking of X-rays is one such method. In the case of destructive testing (DT for short), the object is destroyed in order to find out the breaking force under which failure of the object occurs, for example.