



MICA CREEK PROCEDURE FOR
**PERMIT TO WORK ISOLATION INITIALLING AND
ISSUING**
MCPS-HS&E-O006

Responsible Officer: MCPS PERMITS & ISOLATIONS ENGINEER
MCPS SHIFT ENGINEERS
MCPS SWITCHING SUPERVISORS
MCPS TECHNICAL SERVICES OFFICERS

Approved : MCPS Manager

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1. Purpose

To ensure safe access to prevent starting of isolated plant by ensuring individual isolations listed on the Permit to Work (PTW) have been carried out.

2. Scope

This procedure applies to all notifications and isolations on plant at Mica Creek Power Station.

3. Actions

3.1 Initialling of Completed Isolation on Permit

Each item listed in Section 2 of a PTW is to be initialled in the second last column provided, by the person who has carried out that part of the isolation.

3.2 Issuing of Permit to Work

The person issuing the PTW will do so only after all the items listed have been initialled.

3.3 Completion of Permit and Removal of Isolation

After the PTW has been cancelled, each part of the isolation that is removed is to be initialled in the last column in Section 2 of the PTW, by the person who removed it.

3.4 Release Permit to Work and Sanction to Test

When a PTW is released for a "Sanction for Test", all isolation points removed must be recorded in the space provided on the Sanction for Test form.

3.5 Isolation Checklist

When the space provided in Section 2 of the PTW is insufficient for the number of isolation points required, it is necessary for an isolation checklist to be provided. Each isolation point on the checklist is to be initialled as outlined above. A copy of the checklist is to be attached to both the flimsy copy (original) of the PTW and the "hard copy" while the PTW is in force.

4. Definitions

None.

5. Reference Documentation

None.

6. Attachments

None.

7. Document History

Issue Date	Nature of Changes
	Original Issue