



MICA CREEK PROCEDURE FOR
**PERMIT TO WORK – SYSTEM PROCEDURES AND
GUIDELINES**
MCPS-HS&E-0010

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

Approved : MCPS Manager

Contents

1. Purpose
2. Scope
3. Actions
 - 3.1 Location of Copies of Permit to Work System - Procedures & Guidelines
 - 3.2 Training in Permit to Work System – Procedures & Guidelines
 - 3.3 Sections of Permit to Work System – Procedures & Guidelines
4. Definitions
5. Reference Documentation
6. Attachments
7. Document History

1. Purpose

To ensure all personnel are aware of and follow the procedures and guidelines relating to the Permit to Work System.

2. Scope

This procedure applies to all isolation and notification work done on site at Mica Creek Power Station.

3. Actions

3.1 Location of Copies of Permit to Work System - Procedures & Guidelines

All personnel are to make themselves familiar with the Permit To Work System - Procedures and Guidelines. Copies will be held in the following locations: the Permits & Isolation Engineer's Desk, Technical Services Office, Operations Control Room Library, Manager's Office, Training Coordinator's Office, Mechanical Facilitators' Office.

3.2 Training in Permit to Work System – Procedures & Guidelines

The Permit To Work System - Procedures and Guidelines is to be incorporated into the Training of every new starter at Mica Creek Power Station. The Training Coordinator will be responsible for the implementation of this training.

3.3 Sections of Permit to Work System – Procedures & Guidelines

The Permit To Work System - Procedures and Guidelines includes the following sections:

- 1 Introduction
- 2 The Permit To Work
- 3 Applying for a Permit To Work
- 4 Plant availability
- 5 Preparing a Permit To Work
- 6 Isolating plant
- 7 Issuing a Permit To Work
- 8 Executing a Permit To Work
- 9 Transferring a Permit To Work
- 10 The suspension of Permit To Work form
- 11 The Sanction To Test form
- 12 Cancelling a Permit To Work
- 13 Removing an isolation
- 14 The blanket Permit To Work
- 15 The standard dedicated Permit To Work forms
- 16 Standard isolation procedures and checklists
- 17 Working in a confined space
- 18 Danger tags
- 19 Warning tags
- 20 Procedures for Permits To Work issued by Technical Services Officers
- 21 Permits to work involving excavation and/or erection
- 22 Index
- 23 Appendix A - glossary of terms
- 24 Appendix B - blank forms and tie-on tags for executing permits to work
- 25 Appendix C - examples of completed Permit To Work forms and isolation checklists

4. Definitions

None.

5. Reference Documentation

MCPS-HS&E-O004,

MCPS-HS&E-O006,
MCPS-HS&E-O008,
MCPS-HS&E-O009.

6. Attachments

None.

7. Document History

Issue Date	Nature of Changes
	Original Issue