PERMIT TO WORK SYSTEM
(A Familiarization on Safe Working on Board of a Ship)

Subiyanto
Universitas Maritim AMNI Semarang
e-mail: subiyantobambang625@gmail.com

Endah Fauziningrum
Universitas Maritim AMNI Semarang
e-mail: endah.amni@gmail.com

ABSTRACT

A job has the potential of causing serious injuries or death. It is necessary to formalize agreed upon work procedures. This prevents the instructions from being missed, forgotten or misinterpreted. It also works as a checklist to ensure that all the hazards, protective measures, work procedures and the general requirements are reviewed with and understood by the assigned worker(s). A work permit serves as a record of the authorization and the completion of the specific work. The authorization must be provided by the competent person after all the necessary conditions have been met. The purpose of this study is to familiarize permit to work system on board of a ship for a safe working environment. The data collecting method use is library research. All parties, the company, the officers and the assigned worker(s) have to commit and comply to all procedures and the requirements of the permit to work system. It has been provided by the regulator. It should be used as needed and required.

Keywords: System, Work permit, Safe working, Board, Ship

Introduction

An accident does not mean that someone has to be injured. Damage to property or near miss is also called an accident. An accident is an unplanned or unexpected event arising from a number of causes. It has the potential to cause injury and must be controlled (https://www.hseblog.com/).

The Health, Safety and Environment (HSE) regulation is to set down a system for the safe control of work which provides for maximum safety of both personal and plant. The work permit system is devised to allow work to be carried out safely within the restricted and municipal areas. It is essential to have safety management. It requires the establishment of an effective system of investigating and reporting all events that could cause or have caused physical harm to the people, damage to the property, reduction in production and harm to the environment.

A work permit is a written form used to authorize the jobs that endanger workers to the serious hazards. It recognizes the work to be done, the hazards involved, and the necessary preparation and the precautions for the job. Examples of the jobs needing work permits are those requiring employees to enter and work in confined spaces, to repair, maintain, or inspect the electrical installations or to use the large or the complex equipment (https://www.hseblog.com/). The purpose of it is to establish, analyse fact and circumstances, and also determine causes and remedial actions. It is not intended to fix or to find fault with the people, but to help control and minimize accidental losses.

Permit to work serves some functions, such as: prescribe the nature and extend of work, prescribe the condition (isolation, gas test, etc.). It have to be observed, records the place in which process personal for a specified time and allowed to work, given written permission for work to be done, bring all party
The importance of permit work system is to ensure that a written permission and authorization is given to carry out the defined work. Whether it is potentially hazardous and that all possible measures have been taken to maintain the safety of the person and equipment in all areas of operation.

**Discussion**

Based on Code of Safe Working Practices for Merchant Seamen Consolidated Edition, 2010, there are many types of operation on board ship where the routine actions of one person may inadvertently endanger another or when a series of action steps need to be taken to ensure the safety of those engaged in a specific operation. In all instances it is necessary, before the work is done, to identify the hazards and then to ensure that they are eliminated or effectively controlled. Ultimate responsibility rests with the employer to see that this is done.

The permit to work system consists of an organized and predefined safety procedure. A permit-to-work does not in itself make the job safe, but contributes to measures for safe working.

The particular circumstances of individual ships will determine when permit-to-work systems should be used. In using a permit to work, the following principles apply:

(a) The permit should be relevant and as accurate as possible. It should state the location and details of the work to be done, the nature and results of any preliminary tests undertaken, the measures undertaken to make the job safe and the safeguards that need to be taken during the operation.

(b) The permit should specify the period of its validity (which should not exceed 24 hours) and any time limits applicable to the work which it authorizes.

(c) Only the work specified on the permit should be undertaken.

(d) Before signing the permit, the authorizing officer should ensure that all measures specified as necessary have in fact been taken.

(e) The authorizing officer retains responsibility for the work until he has either cancelled the permit or formally transferred it to another authorized person who should be made fully conversant with the situation. Anyone who takes over, either as a matter of routine or in an emergency, from the authorizing officer, should sign the permit to indicate transfer of full responsibility.

(f) The person responsible for carrying out the specified work should countersign the permit to indicate his understanding of the safety precautions to be observed.

(g) On completion of the work, that person should notify the responsible officer and get the permit cancelled.

(h) The person carrying out the specified work should not be the same person as the authorizing officer.

This Annex contains suggested minimum headings for a Permit-to-Work under the following categories:

a. **Work In Unmanned Machinery Spaces**

*Note (i)* : The Authorising Officer should indicate the sections applicable by ticks in the lefthand boxes next to headings, deleting any subheading not applicable.

*Note (ii)* : The Authorising Officer should insert the appropriate details when the Sections for Other Work or Additional precautions are used.

*Note (iii)* : The Authorized Person should tick each applicable righthand box as they make their check.

*Note (iv)* : This Permit-to-Work contains 5 sections.
b. Entry Into Enclosed Or Confined Space

Note (i): The Authorizing Officer should indicate the sections applicable by ticks in the lefthand boxes next to headings, deleting any subheading not applicable.

Note (ii): The Authorizing Officer should insert the appropriate details when the Sections for Other Work or Additional precautions are used.

Note (iii): The Authorised Person should tick each applicable righthand box as they make their check.

Note (iv): This Permit-to-Work contains 4 sections.

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c. Machinery Or Equipment

Note (i): The Authorizing Officer should indicate the sections applicable by ticks in the lefthand
Note (ii): The Authorizing Officer should insert the appropriate details when the Sections for Other Work or Additional precautions are used.

Note (iii): The Authorized Person should tick each applicable righthand box as they make their check.

Note (iv): This Permit-to-Work contains 5 sections.

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<table>
<thead>
<tr>
<th>SECTION A - Scope of Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location (designation of space)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Plant/Apparatus Identification</th>
</tr>
</thead>
<tbody>
<tr>
<td>(identification of machinery / equipment)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Work to be done (description)</th>
</tr>
</thead>
</table>

| Permit issued to (name of person carrying out work or in charge of the work party) | |

<table>
<thead>
<tr>
<th>SECTION B - Check List / Isolation Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Has a risk assessment of the proposed work been carried out?</td>
</tr>
</tbody>
</table>

- Removed from service/installed on service of power or heat: 0 | 1
- All relevant personnel informed: 0 | 1
- Warning notices displayed: 0 | 1

<table>
<thead>
<tr>
<th>SECTION C - Authorising permit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period of validity of permit (should not exceed 24 hours):</td>
</tr>
</tbody>
</table>

I am satisfied that all precautions have been taken and that safety arrangements will be maintained for the duration of the work.

<table>
<thead>
<tr>
<th>Authorising person</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Name)</td>
</tr>
<tr>
<td>(Time)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SECTION D - Receipt of Permit</th>
</tr>
</thead>
<tbody>
<tr>
<td>I accept responsibility for carrying out the work on the apparatus detailed on this permit to work and no attempt will be made by me or people under my charge to work on any other apparatus or in any other area. I am satisfied that all precautions have been taken and that safety arrangements will be maintained for the duration of the work.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Safety Key No</th>
<th>Receivers / Aplified</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Competent person</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Name)</td>
</tr>
<tr>
<td>(Time)</td>
</tr>
</tbody>
</table>

Notes: After signing the receipt, this permit to work should be retained by the person in charge of the place where the work is being carried out until work is complete and the clearance section signed.

<table>
<thead>
<tr>
<th>SECTION E - Clearance of Permit</th>
</tr>
</thead>
<tbody>
<tr>
<td>The work for which this permit to work was issued is now completed / completed* and all people under my charge have been withdrawn and warned that it is no longer safe to work on the apparatus detailed in this permit to work.</td>
</tr>
</tbody>
</table>

- All work equipment, tools, test instruments etc have been removed
- Safety Key No: Receivers / Aplified

<table>
<thead>
<tr>
<th>Competent person</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Name)</td>
</tr>
<tr>
<td>(Time)</td>
</tr>
</tbody>
</table>

* Delete words not applicable and where appropriate state: The work is complete / incomplete as follows: (description)

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d. **Hot Work**

Note (i): The Authorizing Officer should indicate the sections applicable by ticks in the lefthand boxes next to headings, deleting any subheading not applicable.

Note (ii): The Authorizing Officer should insert the appropriate details when the Sections for Other Work or Additional precautions are used.

Note (iii): The Authorized Person should tick each applicable righthand box as they make their check.

Note (iv): This Permit-to-Work contains 5 sections
e. Working Aloft/Overside

Note (i) : The Authorizing Officer should indicate the sections applicable by ticks in the lefthand boxes next to headings, deleting any subheading not applicable.

Note (ii) : The Authorizing Officer should insert the appropriate details when the Sections for Other Work or Additional precautions are used.

Note (iii) : The Authorized Person should tick each applicable righthand box as they make their check.

Note (iv) : This Permit-to-Work contains 5 sections.
f. **General Electrical (Under 1000 Volts)**

*Note (i)*: The Authorising Officer should indicate the sections applicable by ticks in the lefthand boxes next to headings, deleting any subheading not applicable.

*Note (ii)*: The Authorising Officer should insert the appropriate details when the Sections for Other Work or Additional precautions are used.

*Note (iii)*: The Authorised Person should tick each applicable righthand box as they make their check.

*Note (iv)*: This Permit-to-Work contains 6 sections.

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(Maritime Coastguard Agency, 2017)
g. Electrical High Voltage (Over 1000 Volts)

*Note (i)*: The Authorizing Officer should indicate the sections applicable by ticks in the lefthand boxes next to headings, deleting any subheading not applicable.

*Note (ii)*: The Authorizing Officer should insert the appropriate details when the Sections for Other Work or Additional precautions are used.

*Note (iii)*: The Authorized Person should tick each applicable righthand box as they make their check.

*Note (iv)*: This Permit-to-Work contains 6 sections.

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(Maritime Coastguard Agency, 2017)

The officers and the assigned worker(s) have to committed and complied to all procedures. It is to ensure the health, safety and welfare of its employees and the public in general. Details of any remaining hazards and precaution need to be taken. Therefore, it should be clearly understood that adherence to the system does not in itself guarantee freedom from risk. The supervisor and person involved in the task shall ensure that safe practices prevail throughout the work period.

**Conclusion**

Every employee has a responsibility for his/her own safety and for the safety of others. It is also a duty to the employer by working safely and following the specified codes of practice, using the protective equipment provided, complying with all safety procedure, reporting defects and accidents also assisting in subsequent investigations. Follow the site rules and regulation for safe system of work, read any work permit condition and obey them. Complying to all statutory requirements relating to health, safety and welfare means providing and maintaining a safe and healthy working environment, ensure all employees received adequate training in the safety aspects of their work and also make all necessary safety devices and protective equipment together with information relating to the health safety available.
References


