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Guidance on Practice for Confined Space Entry Safe Operating Procedure No.4

GP 82-64

**BP GROUP
ENGINEERING TECHNICAL PRACTICES**

Foreword

The Golden Rule on Confined Space Entry states:

Entry into any confined space cannot proceed unless:

- all other options have been ruled out
- permit is issued with authorisation by a responsible person(s)
- permit is communicated to all affected personnel and posted, as required
- all persons involved are competent to do the work
- all sources of energy affecting the space have been isolated
- testing of atmospheres is conducted, verified and repeated as often as defined by the risk assessment
- stand-by person is stationed
- unauthorised entry is prevented

This document is a version of the Lubricants HSSE Safe Operating Procedure No. 4 reformatted for consistency with the ETP template.

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Introduction

This Technical Practice establishes the minimum requirements for personnel entry into confined spaces that could cause injury to personnel. All employees and contractors shall comply with the Technical Practice. The intent is not to supersede any local, state or country regulations. In all cases, the more stringent requirements will be met.

Entry to such spaces shall be controlled, and only authorised following a risk assessment and the establishment of controls over the hazards. In particular, the quality of the atmosphere inside the space shall be subject to stringent monitoring.

On some occasions, when it becomes necessary to work in an inert atmosphere, specialist teams and very rigid procedures are required for personnel both in the vessel and in the vicinity of it where the atmosphere may still be unsafe.



1. Scope

This Technical Practice applies to all Lubricants SPU employees and contractors performing work that requires entry into areas defined as a confined space at sites where BP Lubricants has control of the work.

This Technical Practice shall apply to routine maintenance and inspection work, major maintenance turnarounds, new construction, and minor works.

Contractors performing work inside confined spaces may be required to follow their own written programme. In such instances, the BP Lubricants HSSE Coordinator will ensure that the contractor's programme is in compliance with BP Lubricants and legal requirements before the commencement of work.

In addition, the BP Lubricants location shall:

- Inform the contractor that the workplace contains confined spaces and that a written programme is required to enter such spaces.
- Appraise the contractor of the applicable standards (i.e., BP Lubricants, national, state and local regulations), the hazards of the space, and past experiences with the space that could create unsafe conditions.
- Develop procedures to coordinate entry operations involving multiple employers.
- Conduct a debriefing with each contractor to discuss any hazards confronted or created in permit spaces.

Note: If Contractors are working under BP Lubricants Confined Space Procedures then training shall be provided to all contractors and their subcontractors as detailed in Annex A.

2. Normative references

2.1. European Legislation

(Seveso) Directive on the Major-Accident Hazards of Certain Industrial Activities (82/501/EEC) as subsequently amended. Permit to Work procedures should be described under the requirements of safety case presentation to national competent authorities.

2.2. USA Legislation

OSHA 1910.146

2.3. National Legislation

Each site should list the appropriate national legislation covering Work Permit systems. Where appropriate, the self-audit referred to in Section 7, above, should include provision for ensuring compliance with such provisions.

3. Informative references

3.1. BP Corporate Publications

- a. Guidance Note 91/109 (September 1986), "Work Permit Systems, Principles and Practice".
- b. BP Corporate Safety Services Guidance Note GN 91/25 "Working in Inert Atmospheres".

