

Guidance Document

G3175

Permit to Work Guidance - Fleet

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1 Purpose

- This document guidance sets out the requirement for the Permits to Work.
- It sets out the consistent approach for issuing a permit-to-work across all departments within Fleet.
- While this process is used throughout Fleet depots, local management of the process will need to be carried out to ensure the permit-to-work system is implemented, controlled and monitored.

1.1 The purpose of this Guidance is to allow staff to work using [W0096](#) Permit to Work.

1.2 This Guidance applies to all staff and workers in our business.

2 Scope

2.1 What is the Permit to Work process?

2.1.1 The Permit to Work process is a formally documented system for:

Controlling access to locations where potentially hazardous work needs to be undertaken.

Ensuring that personnel (employees or contractors), are permitted to carry out maintenance works, are adequately trained and in possession of all necessary Certification or Licensing.

Planning is the key to safe systems of work. When work or access is required, the principle to be applied is that those persons planning to undertake the activity, will offer completed method statements and any associated risk assessments to the competent person/s for approval. These documents will detail how the work will be carried out, and the necessary controls that need to be in place, to provide a safety system of work.

2.1.2 Principles of the Permit to Work process

2.1.2 The Permit to Work system should not only provide permission to carry out work, but also form part of a process to ensure that work is undertaken and maintained safely for the duration of the work.

2.1.3 It should also take into account unexpected but predictable circumstances which could arise during the course of the operations concerned. This should be detailed in the Method Statement.

3 Guidance

Training and guidance will be supplied, This should be read with the main Permit to Work procedure (Pr-30234)

4 Responsibilities

Process Owner	Error! Reference source not found. BCV/SSL/JNP	Error! Reference source not found./Steve White/Andy Derbyshire
Process Leader	Error! Reference source not found.	Error! Reference source not found.
Authoriser	Error! Reference source not found. BCV/SSL	Error! Reference source not found./Steve White/Andy Derbyshire

5 References

5.1 LU documents

Document Reference	Title
Forms	
PTW	A3 Permit to Work Form
LT-PTW	Long Term Permit Sheet
F0547	Site Person in Charge Declaration TSW 035
G1158 F0092	Hot Works Permit (form) MR-F-10535 and MR-F-10561
G 3175	Confined Space Permit Form (Various) MR- F-31268
G 3175	Electrical Permit to Work (Signal) MR-F-30702
Training	
N/A	Local briefings
Procedure	
W-10245	Permit to work procedure MR-FL-Pr -30234
G 3175	Process for carrying out a local investigation MR-I-10125
1-114	Safe System of Work on or near electrical equipment Standard 1-114

5.2 Abbreviation

- a) from within the glossary
- b) from other, identified published sources.

Abbreviation	Definition	Source
DTL	Depot Team Leader, trained to deputise for the Maintenance Manager.	a
MM	Maintenance Manager, Manager within the Fleet Depot.	a
SPC	Site Person In Charge, person responsible for the scope of work.	a

5.3 Definitions

Accepter –takes responsibility for all persons/contractors associated with the permit. This person shall be formally notified to the Client (in written form), have a suitable knowledge of the task to be undertaken, and have appropriate training to ensure that the task can be completed safely.

Authorised Person/Issuer – usually a Maintenance Manager or Depot Team Leader who has been trained on behalf of the Co-ordinator (see below) to issue Permits-to-Work forms. This person will possess sufficient knowledge and ensure that a safe system of work is employed.

The Authorised Person/Issuer can be the Site Manager or if appropriate the Project Manager acting on behalf of the Business Unit, (this will only usually happen on large projects – where the Maintenance Manager shall be fully briefed of any permits required).

Business Unit Manager (e.g. Fleet Manager) – this is the Manager responsible for the location / area.

Competent Person – a person who has sound knowledge, experience and received / passed the relevant training. This enables the Competent Person to properly undertake the task/s required (e.g. Maintenance Manager, Cable Linesman, Possession/Protection Master, Co-ordinator, etc).

Confined Space – A place which is substantially, though not always entirely enclosed or a place where there is a reasonably foreseeable risk of serious injury from hazardous substance or conditions within the space or nearby. (*Definitions as per confined space regulations 1997*)

Confined Space Permit – These will be required if work is to take place in a confined space. These will always supplement a main Permit to Work form.

Co-ordinator (e.g. Depot Manager) –a person appointed by the Business Unit Manager to co-ordinate the department's scope and control / use of the permit-to-work system. They will have the responsibility of appointing Authorised Persons in their own Business Unit (e.g. Maintenance

Hot Works Permit – This allows 'Hot Works' to be carried out (i.e. flame cutting, grinding, burning, welding, spark producing operations). This will always supplement the main Permit to Work.

Landlord – The Fleet Manager of a line is the Landlord for relevant depots on the line.

Landlords Representative – The Co-ordinator , Authorised Person/Issuer.

Licence or Certificate – the document granted to a person who has attended the necessary training and achieved the required skill level to perform the identified task/s.

Long Term Permits – These are normal permits where the activity is to run for more than two shifts. Only permissible if any isolation /protection arrangements on the permit remain unchanged.

Long Term Permit cover sheet – This is a pro forma sheet that must be attached to a permit if that permit is to be a long-term permit.

Permit-to-work form – an A3 carbon copied document, issued in accordance with a recognised system allowing a person to carry out all operations in a safe manner.

Permit to Work Register – a document where outline details of all issued/voided permits to work are recorded (Permit No, Date, to whom and where). *This register is incorporated into the Permit to Work pads (outer cover).*

Physical Isolation – A mechanical function intended to prevent use of equipment, movement rolling stock, access of unauthorised people, etc. This can be afforded by padlock, scotch & clip, barrier or any other acceptable means.

Planned Work – Work where risk assessments and method statements are already in place and the start date has been confirmed and agreed.

Quality Environmental Safety & Health Contract Conditions (QUENSH) – Requirements set by LUL that are mandated and agreed by the Contractors.

Safe System of Work – a formal procedure, which results from a systematic examination of a task in order to identify the hazards. It defines safe methods to ensure that known hazards are eliminated or risks minimised.

Site Person In Charge (SPC) – the acceptor of the Permit to Work, who has responsibility for all personnel working under the Permit to Work and who signs the Permit to Work as the 'Acceptor'. *Detailed responsibilities/duties are outlined in 'QUENSH'.*

Site Permit to Work Record File / Manual– Document held at each location/depot which identifies known areas/activities within that location that will require a Permit to Work and supplementary permits.

Unplanned or Emergency Work – Work that is not 'Planned' and where contractors come to site following a report that equipment, systems etc have failed and needs urgent attention. (e.g. contractor responding to a call to Fault Report Centre).