



MUMBAI PORT TRUST SAFETY MANAGEMENT CELL



PERMIT TO WORK SYSTEM - ELECTRICAL

- All work on major electrical installations shall be executed under permit-to-work system/ Work Permit.
- The permit-to-work certificate is issued from the person-in-charge of operation to the person-in-charge of the men selected to carry out any particular work ensure that the portion of the installation where the work is to be carried out is rendered dead and safe for working. All work shall be carried out under the personal supervision of a competent person. If more than one department is working on the same apparatus, a permit-to-work should be issued to the person-in-charge of each department.
- On completion of the work for which the permit-to-work is issued, the person-in-charge of the maintenance staff should return the permit duly discharged to the issuing authority.
- In all cases, the issue & return of permits shall be recorded in a special register provided for that purpose.
- Permit books should be treated as important records. All sheets in the permit books and the books themselves should be serially numbered.
- Permit books shall be kept only by the person-in-charge of operation who shall maintain a record of the receipts and issues made by him.
- Refer OISD-STD-105 and IS:5216 for further reference and guidance.

STEP - 1

<p>Define work to be carried out.</p> <p>Identify equipment/ section to isolate.</p> <p>Lock-Out-Tag-Out (LOTO) associated Switchgear.</p> <p>Danger Notice Boards put in work-place.</p> <p>Officer issues Permit to Site Supervisor.</p>	<p>Permit valid per shift-wise.</p> <p>Approval required for any Extension, if required.</p> <p>Concerned equipment/ section shall be earthed.</p> <p>Supervisor holds FC Supervisory License by PWD.</p> <p>Operations shall be recorded in Log-Book.</p>
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STEP-2

<p>Obtain acknowledgement from the Contrator/ Department (receiving the Permit)</p>	<p>Site Supervisor understands and accepts the responsibility, taking all necessary safety precautions.</p>
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STEP - 3

<p>Site supervisor submits signed Permit after completion of the work.</p>	<p>Site Supervisor confirms workmen have been withdrawn and all temporary earths have been removed.</p>
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STEP - 4

<p>Associated LOTO Switchgears are normalized.</p> <p>Remove all temporary Earths & Danger Notices.</p>	<p>Entries to be made in Log-Book.</p> <p>Cancelled Permit to be filed and kept in records.</p>
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