



Permit to Work

Standard

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About This Standard

Purpose

This Standard defines and documents the key principles and business rules for developing and implementing an effective Permit To Work (PTW) system.

The implementation of these business rules will help ensure the risks of potentially hazardous work associated with Company activities will be managed to a level that is As Low As Reasonably Practicable (ALARP).

Scope

This standard applies to all persons and entities entering or working at Company workplaces or worksites.

Intended user

Intended users of this Standard are trained and competent personnel who are:

- Required to design, plan or manage permit to work systems.
- Undertake activities under the INPEX permit to work processes.

1. Business Rules

1.1. Facilities Design and Operation

Business Principle	All facility designs and operations shall include specific provisions to help ensure an effective PTW system.
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Business Rules	• Facility design philosophies and engineering standards shall include specific provisions for the supply and installation of appropriate infrastructure and supporting tools required to ensure an effective PTW system (e.g. permit office, permit boards, lock-boxes, electronic permitting systems, etc.). • An appropriate PTW system, based on the requirements of this Standard, shall be in place during the construction, commissioning and operations of all facilities to ensure that potentially hazardous work or activities are managed to ALARP.
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1.2. PTW Systems and Supporting Procedures

Business Principle	All hazardous activities and equipment that require control using permit to work shall have been identified and included in the PTW system.
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Business Rules	• Systematic analysis, including risk assessment, shall be conducted to identify what potentially hazardous tasks or activities must be controlled or managed using a PTW system. • As a minimum, the following types of work or activities shall be managed using a PTW system: ○ Hot work (flame and no flame, including heat and spark generation) outside designated workshops; ○ High voltage switching; ○ Scaffolding; ○ Isolation (e.g. electrical, mechanical, process); ○ Ground disturbance and penetration (excavation, trenching, etc.); ○ Confined space entry; ○ Radiography or activities involving radioactive source; ○ Diving operations; ○ Heavy lifting or complex lifting operations; ○ Lifting or transferring personnel by crane;
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- Working over water (over-the-side, etc.);
- Over-riding or by-passing safety or protection systems (e.g. fire systems, alarms, emergency shut-downs, etc.);
- Asbestos removal;
- Working at height tasks involving significant risk, including the use of fall restraint or fall arrest protective equipment; and
- Grid mesh removal.
- The PTW system shall satisfy all applicable legal requirements and be applicable to all types of work or activities likely to be conducted.
- Each activity undertaken shall require a PTW (for example, an activity could cover removal of several valves in the same system).
- The PTW system shall clearly describe the maximum number of extensions or revalidations allowed before a new PTW is required.
- Each facility or site shall have a process document (e.g. procedure, manual etc) that describes the types of activities that require a PTW.
- All isolations conducted as part of the PTW system shall be done in accordance with the Company Isolations Standard.

Business Principle

Local procedures that clearly describe the PTW system and associated process steps shall be in place.

Business Rules

- Local PTW procedures shall be developed and documented that describe the PTW process, including:
 - Roles, responsibilities, authorities and accountabilities for managing the PTW system;
 - Training and competency requirements including reassessment at prescribed intervals for personnel involved in the PTW process;
 - Tasks associated with the PTW process, from initial planning of tasks and required permits, issuing of permits, permit acceptance, through to work completion and permit close-out;
 - Types of risk assessments required for each work permit and associated certificates;
 - Interfaces with the applicable isolation and SIMOPS procedures;
 - Specific permit verifications required before the commencement of work;
 - The location at which the original and duplicate copies of permits and supporting documentation (certificates, risk assessments, etc.) shall be

- displayed (e.g. (control room, permit office, worksite, etc.);
- Management of emergency situations or unexpected change, including loss of power or software functioning when using electronic PTW systems;
- The situations and process when a permit must be suspended;
- Methods for recording and communicating the status of work subject to a permit, particularly where work carries on over more than one shift or work group;
- Process for the management of extended or long-term work which is subject to PTW;
- Procedure for restarting work after an incident on site has suspended work activities under a PTW; and
- Auditing and monitoring requirements to ensure the overall integrity of the PTW system.
- The PTW process document (e.g. procedure, manual etc.) shall clearly define "routine" and "non-routine" work as it applies to the site and where a permit is not required or applicable.
- Local PTW procedures shall be implemented by site management and compliance regularly monitored.
- Local PTW procedures shall be reviewed and updated according to the requirements of the Company Audit and Assurance Standard or other applicable governance process, or following any significant event involving a failure or defect in the PTW system procedure.

1.3. Hazard Identification and Risk Assessment

Business Principle

Hazards associated with potentially hazardous work shall be identified and assessed as part of the PTW system.

Business Rules

- An appropriate risk assessment shall be undertaken at the work or task planning stage to identify the hazards and assess the risks associated with the work.
- The risk assessment shall identify any hazards associated with the work activity or task, including any controls required.
- Every permit shall be supported by an appropriate risk assessment (e.g. JHA, ISSOW risk assessment) that includes the involvement of personnel with the appropriate technical competency to undertake the task.
- Wherever practicable, risk assessments shall include an inspection of the work site and discussion of the scope of work to be conducted.

- All risk assessments shall be conducted according to the applicable Company risk management procedure (e.g. HAZID, HAZOP, Job Hazard Analysis, ISSOW risk assessment etc.).

1.4. PTW Documentation

Business Principle

All PTW documentation shall contain the required information and be subject to formal document control.

Business Rules

- Permits and associated certificates shall be documented in either hard-copy or electronic-copy format.
- Permits shall contain the following information as a minimum:
 - Unique identifier or identification number;
 - Cross reference to other permits or associated (task-specific) certificates;
 - Description of work or task to be done (e.g. scope of work, boundaries, etc.);
 - Description of exact location, equipment tags, etc.;
 - Details of work team/ party;
 - Details of any specialised tools and equipment to be used, including PPE, motorised equipment, hand tools;
 - Date/ time of issue and period of validity (both date and time);
 - Provision for revalidation (including re-approval by the issuing authority);
 - Signature of permit holder;
 - Signature of issuing authority;
 - Signature of area authority (if relevant);
 - Signature for handover of responsibilities between shifts or work teams;
 - Declaration by permit holder that work is complete or incomplete and site has been left in a safe condition;
 - Provision for close-out of permit by issuing Authority.
- All documentation associated with the PTW system (e.g. procedures, permits, certificates, etc.) shall be document-controlled and retained in accordance with Company document management requirements.
- Closed permits and certificates shall be archived with all supporting documentation (e.g. supporting risk assessments).
- Closed permits and supporting certificates shall be archived according to Company records management requirements.

1.5. Authorisation, Training and Competency

Business Principle	Authority levels for persons involved in the PTW system shall be clearly defined and communicated.
Business Rules	- The PTW system shall clearly define who (by position in the management structure) is required to issue a permit. - Responsibilities, levels of authority and accountabilities shall be described in the PTW process document (e.g. procedure, manual etc.) for the following roles: - Site authority (person with overall control of the site); - Permit authoriser (person who authorises the permit); - Issuing authority (person who issues the permit); - Area authority (person in control of the work area or plant/ equipment); - Permit holder (person who controls or supervises the work and the permit); - Work team/ party (person/s who undertake the work); - Persons conducting specific safety-critical tasks (e.g. gas tester, fire watch, stand-by person, etc.). <i>Note that in some situations, some roles (e.g. Site authority and Permit authoriser) may be held by the same person.</i> - A process shall be in place to ensure that the roles, responsibilities, authority levels and accountabilities of persons involved in the PTW system are formally communicated, assigned, accepted and understood. - The person acting as the permit authoriser shall be different from the permit holder to ensure adequate independence and review. - The permit authoriser shall be accountable for the PTW system at the site but may delegate the responsibility for authorising and issuing individual permits to a suitably competent person/s.
Business Principle	All persons involved in the PTW system shall be authorised and competent.
Business Rules	- All persons involved in the PTW system shall be authorised and competent to undertake their roles and responsibilities. - A register of competent personnel and assessment revalidation currency shall be maintained at each facility. - Specific documented competencies shall be developed for each of the roles associated with the PTW system.

- Initial instruction on the local PTW system shall be provided to all personnel at induction and refreshers conducted at designated intervals (e.g. through toolbox sessions).
- All persons who are required to plan, coordinate, authorise, supervise or conduct work under the PTW system shall be provided with competency-based training in the following:
 - An overview of the site's PTW system;
 - The local (e.g. site) PTW procedure;
 - Specific responsibilities and authorities under the PTW system;
 - Specific documentation requirements (e.g. permits and certificates in use);
 - PTW conditions (e.g. validity, required signatures, specific precautions, handovers, etc.);
 - Management of change
 - Managing changing condition requirements (e.g. emergencies, changing conditions, permit suspension, etc.).
- Formal records of all PTW system training and competency assessments shall be maintained.

1.6. Control Verification and Work Authorisation

Business Principle	All controls shall be identified, verified and authorised before allowing the commencement of work.
Business Rules	• The PTW system shall include a provision that all control measures are in place and verified before endorsement of the permit. • Certificates shall be used to define and communicate specific precautions or controls that must be in place for specific tasks (e.g. critical lift certificate, confined space entry certificate, etc.). • Certificates shall be used to record and communicate that the required specific pre-work safety checks or precautions have been completed by a competent person (e.g. isolations, gas testing, checking for buried services prior to excavation, etc.). • Where certificates have linked or corresponding permits, the certificates shall not be used in isolation. • Certificates shall only be signed after an authorised and competent person verifies that all the required safety controls are in place and the certificate cross referenced to the controlling permit. • Work shall not commence until all personnel involved in conducting the work have acknowledged their understanding

of the permit requirements, including associated certificates and controls.

- Where a number of permits are in operation, the issuing authority may designate a competent person/s to ensure that the interfaces, including simultaneous operations, are effectively managed.
- For work to extend beyond the finish time stated on the permit, the permit shall be revalidated (including re-approval by the issuing authority) or a new permit issued.
- The PTW system shall clearly describe the process for the extension and revalidation of permits.

1.7. Communications and Display of Permits

Business Principle	Information contained on the PTW shall be communicated to all relevant personnel and readily available at the work site.
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| Business Rules | <ul style="list-style-type: none"> • The requirements contained on the permit and associated certificates, including all required precautions or controls, shall be effectively communicated to all personnel who are conducting, or likely to be affected by, the work. • The original permit and associated documentation (e.g. certificates) shall be displayed or otherwise made available at the work site for reference by the persons conducting the work and for monitoring or audit purposes. • Any permits displayed at the worksite shall be suitably protected from all likely weather or other environmental conditions. • Where work continues over more than one shift or crew change, a formal handover process shall be in place to ensure effective communication of all relevant work details and controls between incoming and outgoing shifts. • The PTW system hand-over process shall also include communication of the responsibilities of issuing authority, permit holder and all other persons involved in the PTW process. |
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1.8. Management of Change and Permit Suspension

Business Principle	Any changes that could impact safety shall be identified and appropriate action taken, including suspension of the permit.
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| Business Rules | <ul style="list-style-type: none"> • The PTW system shall clearly describe the triggers and actions to be taken when any of the following occur: <ul style="list-style-type: none"> ○ Change in scope of work; ○ Shift or crew change; ○ Permit suspension; |
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- Changes to hazards or risks identified in initial risk assessments;
- Requirement for long term isolations (e.g. due to work delays, unexpected break-down, non-availability of spare parts, etc.); and
- Emergency situations.
- Whenever circumstances change that could affect the safety of personnel, the PTW system shall require that all work associated with the permit be stopped, the permit suspended, and the work made safe.
- The PTW system shall have a process in place to have the issuing authority review suspended permits before work can re-commence.

1.9. Permit Closure and Hand-back

Business Principle	All work shall be completed and checked, and the work site left safe, before permit closure and formal hand-back.
Business Rules	• The PTW system shall clearly describe the process for completing and closing-out the permit and associated certificates, including formal inspection and hand-back by the permit holder. • The permit holder shall ensure the work site is left in a clean and safe condition, and any follow-on work required is communicated to the issuing authority or their representative. • The issuing authority or their representative shall conduct a verification that all work has been completed and the work site and associated equipment is safe (including all safety or protection systems fully operational) before closing-out the permit and allowing normal operations to resume. • The PTW system shall include a hand-back process with formal acceptance of the work site, plant or equipment by the person/s who control or operate it as part of permit closure.

1.10. Compliance Monitoring

Business Principle	The PTW system and associated controls shall be monitored to measure compliance with the PTW Standard.
Business Rules	• Site management or the applicable governance committee shall implement formal programs to monitor compliance with the requirements of this Standard. Examples include: field checks of permits during routine maintenance or shutdown, checking specific permit controls during hazardous work, behaviour observations, competency checks, isolation and permit audits, etc.

2. Monitor, Assure and Improve

Compliance with this Standard shall be monitored in accordance with the Company Assurance Standard. Changes made to this Standard shall be subject to Company management of change processes. Relevant Technical Authority(s) and Subject Matter Expert(s) must be consulted and involved in revisions to this Standard.

The Owner of this document can be found [here](#).

Refer to the Management of Change Standard and Technical Authority Register.

3. Abbreviations and Definitions

Abbreviation / Term	Definition
ALARP	As Low As Reasonably Practicable Risks are considered to be as low as reasonably practicable if the sacrifice (cost, time, resources) required to implement further risk reduction is grossly disproportionate to the benefits received.
Area Authority	Competent person responsible for ensuring that the work site, location or equipment being worked-on is available (released for work) and is in a safe condition (e.g. responsible for ensuring equipment has been effectively decontaminated and isolated).
(The) Company	Any operation or business under the control of INPEX Executive Management in Australia, whether located in Australia or another location (as a branch office)
Competent person	A person who has, through a combination of training, education and experience, acquired knowledge and skills enabling that person to perform correctly a specified task.
JHA	Job Hazard Analysis
HAZID	Hazard Identification (specific tool that is part of the HSE risk management process) Hazard Identification Study: Set of Methods to identify potential hazards and mitigation measures
HAZOP	Hazard and Operability Study (specific tool that is part of the HSE risk management process) Hazard and Operability Study: Systematic inspection of the P&IDs with the aim of identifying possible deviations from normal operation conditions, consequences of each deviation on the safety and operability of installations and the health and safety of the personnel, causes of the deviations, when necessary.
Hot Work	Hot Work includes any work that creates an ignition source performed in an area which potentially contains hydrocarbons or flammable material. Ignition sources are open flames or sources of heat that could ignite materials in the work area such as welding, grinding, smoking, torching, (un) loading of hazardous materials, internal combustion engines, chemical reactions batteries etc
ISSOW	Integrated Safe System of Work (the PTW system being used by the Operations Division)
Issuing Authority (or Permit Issuer)	Person responsible for ensuring that the permit is properly completed, registered, and the work is

	approved. The Issuing Authority is typically an experienced Operations Technician who will have extensive knowledge of the INPEX PTW/ ISSoW system and local facility/plant systems
Permit Holder	The Permit Holder is an appointed competent person, either performing the work or in overall supervision of the work party; The Permit Holder ensures personal compliance with the permit and associated certificates conditions and requirements, whilst also ensuring the work party have read and acknowledged same.
Permit to Work (PTW)	A written authority designed to protect personnel working in hazardous areas or performing potentially hazardous activities, either individually or where their interactions potentially pose a hazard, while maintaining the integrity of equipment and the environment and reducing the risk to ALARP.
PPE	Personal Protective Equipment
PTW system	The (management) system or process for managing all aspects of the PTW to ensure it is effective, including: identification and classification of hazardous tasks, assignment of responsibilities and accountabilities for work permit authorisation, training of personnel, PTW procedures to describe the process steps, specific controls or precautions for hazardous tasks, communication of permit requirements, permit hand-over, permit suspension in emergencies or when change occurs, and monitoring and auditing of the PTW system.
Significant risk	Risks that are assessed as having a severity of "Significant" or higher (i.e. "Major" or "Catastrophic") using the Company Risk Matrix (PER-00164923).
SIMOPS	Simultaneous Operations; SIMOPS, is defined as: performing two or more activities in a Company-controlled location where any, or all, of the activities could have an impact on the health and safety of personnel, the environment, assets, the schedule or performance of operations at that location.
Work Team/ Party	Any employee/s, contractor/s or subcontractor/s conducting or undertaking the work under an active Permit to Work; is usually more than one person

4. Reference and Compliance Documents

The documents listed below are relevant to the execution of this Procedure:

Reference documents (R) are documents referred to in the course of completing this Procedure

Compliance documents (C) include all standards, regulatory governance, contracts, business rules or policies applicable to this Procedure.

Document Name	R	C	Document Number
Policies			
Health, Safety, Security, Environment and Quality Policy		C	0000-AH-POL-70000
Standards			
Assurance Standard		C	0000-A0-STD-60031
Isolations Standard	R		0000-AH-STD-60026
SIMOPS Standard	R		0000-AH-STD-60030
Management of Change Standard	R		0000-AH-STD-60027
Other Documents (e.g. Specifications)			
Technical Authority Register	R		0000-A2-LIS-60001

5. Record of Amendment

Revision	Section	Amendment
2	2	Revised to align with the Company standard BMS terms and requirements.
	3	Revised definition of hot work to align with IOGP and consistency across associated documents.
	General	Updated to align with new Company standard template.

Document Endorsement and Approvals

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Name	Title	Date and Time	Action
David Robotham	General Manager HSE	19/02/26 15:47	Endorser
Valarie Ee	Vice President HSEQ	06/03/26 16:34	Approver