PENANGPORT A Member of MMC Group		PENANG PORT SDN.BHD
		PERMIT TO WORK
Doc No: OE-IMS-PTW-F	Date: 01.09.2024	Revision: 0

PERMIT TO WORK

Ref. No :

☐ **New application** ☐ **Renew application**

PART A : REQUISITION *(fill by Applicant)*

Name :

MyKad / Passport No :

Designation :

Company & Address :

Emergency contact:
PORT POLICE COMMAND CENTRE
04-3737188

Tel No. (H/P) :

(Office) :

Note : Application to be made three (3) days before start work. No urgent permit to work will be entertained unless approval obtained from Superintending Office (SO).

Date of Commencement :

Date of Completion :

☐ Monday - Friday
☐ Saturday & Sunday
☐ More than one week

Note : Permit to work more than one (1) month will be decided by HOD OSHE with justification and endorsement by SO in confirmation letter.

Work description:
Attach documents for details

Equipment used including heat producing:
Attach additional pages if required for details

Expected no. of workers:
Attach list of worker

Supervisor/in-charge name : **Contact No :**

Type of work :
☐ Cold Work – Maintenance work / Repairing work / Construction work / etc
☐ Hot Work – Application of Hot work activity must fill column **PART C**

Location*:*

☐ NBCT
☐ PBCT
☐ BWCT
☐ PW
☐ HQ
☐ SPCT
☐ PRTU
☐ PSAH
☐ BDS

Specific work area:

Attach plan/drawing where applicable

I hereby state the particulars given above are true. I am fully understand the condition and instruction.
Any infringement done by our part will result in unauthorized and reclamation of this permit**:**

Signature of Applicant: **Company Stamp:**

Date / Time:

PART B : COOL WORK - WORKSITE PREPARATION / PRECAUTIONS *(tick by Applicant)*

The work is approved provided the under mentioned conditions are complied with:
*(Please insert '**V**' in appropriate boxes)*

Mandatory:

* Must maintain good housekeeping in the work areas.
* Work to be supervised/monitored by a competent officer- SHO/SSS/ supervisor/ in-charge, etc
* Toolbox/safety briefing by supervisor/ in-charge and be recorded.
* Work in progress signage.

Others precautions:

- ☐ Cordon off / barrication
- ☐ Hazards / Warning signage
- ☐ Scaffold erected and safe to be used
- ☐ Contact area owner before work start
- ☐ Stand-by person
- ☐ Buddy system
- ☐ Traffic detour signage
- ☐ Portable electrical temporary install been inspect & tag
- ☐ Earth Leakage Circuit Breaker (ELCB)
- ☐ Secured tools / material against falling
- ☐ Proper access / egress to work area
- ☐ Flagman / Banksman
- ☐ Beacon light / Sufficient light
- ☐ Cover sewer / drain / sump
- ☐ Locate mobile equipment away from sewer / drain / sump
- ☐ Openings with potential to fall through are covered (fall & wall)

Special precautions:_____

PART C : HOTWORK - WORKSITE PREPARATION / PRECAUTIONS *(tick by Applicant)*

The work is approved provided the under mentioned conditions are complied with:
*(Please insert '**V**' in appropriate boxes)*

Types: ☐ Gas Cutting ☐ Welding ☐ Confine Space Area ☐ Open Space Area

Others precautions:

- ☐ Equipment in good condition
- ☐ Fire extinguisher (2 x 9kg dry powder placed)
- ☐ Dedicated fire watcher standby
- ☐ Gas-cylinders loaded onto trolley & secured
- ☐ Fire Hoses standby / turned on
- ☐ Fire blanket available
- ☐ Wet tarpaulin/ Fire proof to catch filling sparks
- ☐ Keep area wet
- ☐ Personal Protective Equipment with necessary gears
- ☐ Area around hot work must be kept free of all and any combustible material
- ☐ Continuous fire watcher is provided during and at least 30 minutes after hot work is completed

Special precautions:_____

*Note: **1)** Hot Works are only allowed to be performed daylight only (7am to 7 pm). For any hot work outside the permissible time (7pm to 7am) a special approval should be obtained by email to **hotworkpermit@penangport.com.my**.*

***2)** Hot Works are only allowed to be performed onboard vessels under the two conditions below:*

i) Where the Hot Work is necessary to continue cargo operations (For example: lashing / unlashing of cargoes, repair of twist-lock, repair faulty hatch cover).

ii) Where the Hot Work is essential for vessel movement (For example: failure of anchor chain's winch, navigation equipment)

PART D : PERSONNAL PROTECTIVE EQUIPMENT *(tick by Applicant)*

Personnel must equip themselves with necessary personal protective equipment:

Mandatory
* Safety Helmet
* Reflective Safety Vest
* Safety Shoes

Eye, Face & Body Protection
- ☐ Goggle / Safety glasses
- ☐ Welding masks / Face shield
- ☐ Disposable suit
- ☐ Chemical suit

Fall Protection
- ☐ Full body harness with lanyard
- ☐ Fall arrest equipment

Respirator Protection
- ☐ Half mask respirator
- ☐ Full face respirator
- ☐ Dust mask
- ☐ SCBA
- ☐ Air line set
- ☐ Hood

Hearing protection
- ☐ Ear plug
- ☐ Ear muff

Hand Protection
- ☐ Cotton gloves
- ☐ Chemical gloves
- ☐ Rubber gloves
- ☐ Leather gloves

Others
- ☐ Diving suit
- ☐ Life jacket
- ☐ Seat belt
- ☐ Leather apron
- ☐ Life buoy with life line
- ☐ .....

PART E : HAZARDS *(tick by Applicant)*

Work Environment
- ☐ Adequate access
- ☐ Air conditioning
- ☐ Confined spaces
- ☐ Falls, trips, slips etc
- ☐ Kinetic energy
- ☐ Explosion
- ☐ Pressure- pneumatic
- ☐ Temperature extremes
- ☐ Cold
- ☐ Mental stress
- ☐ Falling objects
- ☐ The body hitting objects
- ☐ Penetrating objects
- ☐ Hydraulic
- ☐ Heat (fire, flames)
- ☐ Lighting
- ☐ Dehydration
- ☐ Working at heights
- ☐ Hit by moving object
- ☐ Vibration
- ☐ Acoustic/noise

Energy
- ☐ Electrical
- ☐ Gravity

Manual Handling
- ☐ Muscular stress
- ☐ Lifting, carrying
- ☐ Other handling
- ☐ Without handling
- ☐ Repetitive movement
- ☐ Ergonomics

Mechanical
- ☐ Vehicles
- ☐ Mobile and fixed Plant
- ☐ Powered equipment
- ☐ Non-powered equipment

Biological
- ☐ Microbiological
- ☐ Animal tissue/fluids
- ☐ Human tissue
- ☐ Human blood and fluids
- ☐ Pathogenic
- ☐ Zoonotic

Property
- ☐ Structural collapse
- ☐ Structural damage
- ☐ Utility failure
- ☐ Utility disruption
- ☐ Water damage

Natural
- ☐ Lightning
- ☐ Rain
- ☐ Storm
- ☐ Flooding
- ☐ Sun
- ☐ Wind

Chemical
- ☐ Flammable
- ☐ Toxic
- ☐ Corrosive
- ☐ Oxidizer
- ☐ Compressed Gases

Animal/insects/other
- ☐ Bites/stings
- ☐ Research animals
- ☐ Working alone
- ☐ Remote location
- ☐ .....

PART F : ACTIVITIES / SUPPORTED DOCUMENTS *(tick by Applicant)*

Compulsory documents

- ☐ Application letter
- ☐ Letter of award / Purchase order
- ☐ HIRARC / HIRADC
- ☐ JHA/JSA
- ☐ List of workers

- ☐ Procedure / SOP
- ☐ Lockout-Tag out (LOTO)
- ☐ Job Method Statement
- ☐ Competency of Person
- ☐ Emergency / rescue plan
- ☐ Lifting checklist & plan
- ☐ Maintenance record
- ☐ Training record
- ☐ Toolbox record
- ☐ ……

- ☐ Authorized Gas Tester cert.
- ☐ Excavation cert.
- ☐ Scaffolding cert.
- ☐ Radiation cert.
- ☐ Charge man /wireman cert.
- ☐ Certificate of fitness (CF)
- ☐ Working at height cert.
- ☐ Checklist
- ☐ CIDB card

- ☐ JKJ 103 (more than 6 weeks)
- ☐ SW - License from PPC
- ☐ SW - License of transporter
- ☐ SW - License of prescribed premise
- ☐ Safety Data Sheet (SDS)
- ☐ Picture of related activities
- ☐ Medical checkup record
- ☐ Diving cert.
- ☐ Notification ship engage (491B)

PART G : SO / PROJECT LEAD APPROVAL *(fill by SO / Designated Person / P&F / Operation)*

**** APPROVED / NOT APPROVED** *(**please delete where appropriate)*

Note: This column approves for the contractor scope of work

Remarks:

_____

_____

Signature : **Date / Time :**

Name :

PART H : OSHE REVIEW & ACKNOWLEDGE *(fill by OSHE Officer)*

Based on the documentation / information given, the contractor **CAN / CANNOT proceed with work. Site inspection shall be conducted by OSHE personal BEFORE START WORK / DURING WORK PROGRESS.

*(**please delete where appropriate)*

Note: Any enquire in permit to work please contact 04-3737177

Special precautions / Remarks:

_____

_____

_____

Signature : **Date / Time :**

Name :

PART I : STOP WORK ORDER

Advise by OSHE

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Approved by (Terminal Owner):