

Appendix

**Example of an Enclosed Space Entry Permit**

This permit relates to entry into any enclosed space and should be completed by the master or responsible officer and by the person entering the space or authorized team leader.

|                                      |              |     |            |
|--------------------------------------|--------------|-----|------------|
| <b>General</b>                       |              |     |            |
| Location/name of enclosed space..... |              |     |            |
| Reason for entry.....                |              |     |            |
| This permit is valid                 | from: .....  | hrs | Date ..... |
|                                      | to: .....    | hrs | Date ..... |
|                                      | (See note 1) |     |            |

|   |                          |                          |
|---|--------------------------|--------------------------|
| <b>Section 1 – Pre-entry preparation</b>  |                          |                          |
| (To be checked by the master or nominated responsible person)   | Yes                      | No                       |
| ● Has the space been thoroughly ventilated?   | <input type="checkbox"/> | <input type="checkbox"/> |
| ● Has the space been segregated by blanking off or isolating all connecting pipelines or valves and electrical power/equipment?       | <input type="checkbox"/> | <input type="checkbox"/> |
| ● Has the space been cleaned where necessary?   | <input type="checkbox"/> | <input type="checkbox"/> |
| ● Has the space been tested and found safe for entry? (See note 2)  | <input type="checkbox"/> | <input type="checkbox"/> |
| ● Pre-entry atmosphere test readings:   |                          |                          |
| - oxygen ..... % vol (21%)  | By: .....                |                          |
| - hydrocarbon ..... % LFL (less than 1%)  | Time: .....              |                          |
| - toxic gases ..... ppm (specific gas and PEL)  |                          |                          |
|   | (See note 3)             |                          |
| ● Have arrangements been made for frequent atmosphere checks to be made while the space is occupied and after work breaks?            | <input type="checkbox"/> | <input type="checkbox"/> |
| ● Have arrangements been made for the space to be continuously ventilated throughout the period of occupation and during work breaks? | <input type="checkbox"/> | <input type="checkbox"/> |
| ● Are access and illumination adequate?   | <input type="checkbox"/> | <input type="checkbox"/> |

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|   | Yes                      | No                       |
|---|--------------------------|--------------------------|
| ● Is rescue and resuscitation equipment available for immediate use by the entrance to the space?                             | <input type="checkbox"/> | <input type="checkbox"/> |
| ● Has a responsible person been designated to be in constant attendance at the entrance to the space?                         | <input type="checkbox"/> | <input type="checkbox"/> |
| ● Has the officer of the watch (bridge, engine-room, cargo control room) been advised of the planned entry?                   | <input type="checkbox"/> | <input type="checkbox"/> |
| ● Has a system of communication between all parties been tested and emergency signals agreed?                                 | <input type="checkbox"/> | <input type="checkbox"/> |
| ● Are emergency and evacuation procedures established and understood by all personnel involved with the enclosed space entry? | <input type="checkbox"/> | <input type="checkbox"/> |
| ● Is all equipment used in good working condition and inspected prior to entry?   | <input type="checkbox"/> | <input type="checkbox"/> |
| ● Are personnel properly clothed and equipped?  | <input type="checkbox"/> | <input type="checkbox"/> |

| <b>Section 2 – Pre-entry checks</b>   |                          |                          |
|---|--------------------------|--------------------------|
| (To be checked by the person entering the space or authorized team leader)  | Yes                      | No                       |
| ● I have received instructions or permission from the master or nominated responsible person to enter the enclosed space  | <input type="checkbox"/> | <input type="checkbox"/> |
| ● Section 1 of this permit has been satisfactorily completed by the master or nominated responsible person  | <input type="checkbox"/> | <input type="checkbox"/> |
| ● I have agreed and understand the communication procedures   | <input type="checkbox"/> | <input type="checkbox"/> |
| ● I have agreed upon a reporting interval of.....minutes  | <input type="checkbox"/> | <input type="checkbox"/> |
| ● Emergency and evacuation procedures have been agreed and are understood   | <input type="checkbox"/> | <input type="checkbox"/> |
| ● <b>I am aware that the space must be vacated immediately in the event of ventilation failure or if atmosphere tests show a change from agreed safe criteria</b> | <input type="checkbox"/> | <input type="checkbox"/> |

| <b>Section 3 – Breathing apparatus and other equipment</b>   |                          |                          |
|--|--------------------------|--------------------------|
| (To be checked jointly by the master or nominated responsible person and the person who is to enter the space) |                          |                          |
|  | Yes                      | No                       |
| ● Those entering the space are familiar with the breathing apparatus to be used                                | <input type="checkbox"/> | <input type="checkbox"/> |
| ● The breathing apparatus has been tested as follows:  |                          |                          |
| – gauge and capacity of air supply   | .....                    |                          |
| – low pressure audible alarm   | .....                    |                          |
| – face mask – under positive pressure and not leaking  | .....                    |                          |
| ● The means of communication has been tested and emergency signals agreed                                      | <input type="checkbox"/> | <input type="checkbox"/> |
| ● All personnel entering the space have been provided with rescue harnesses and, where practicable, lifelines  | <input type="checkbox"/> | <input type="checkbox"/> |

Signed upon completion of sections 1,2 and 3 by:

Master or nominated responsible person..... Date..... Time.....

Responsible person supervising entry..... Date..... Time.....

Person entering the space or authorized team leader..... Date..... Time.....

| <b>Section 4 – Personnel entry</b>                            |         |          |
|---|---------|----------|
| (To be completed by the responsible person supervising entry) |         |          |
| Names   | Time in | Time out |
| .....   | .....   | .....    |
| .....   | .....   | .....    |
| .....   | .....   | .....    |
| .....   | .....   | .....    |

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**Section 5 – Completion of job**

(To be completed by the responsible person supervising entry)

- |   |           |           |
|---|-----------|-----------|
| ● Job completed                                   | Date..... | Time..... |
| ● Space secured against entry                     | Date..... | Time..... |
| ● The officer of the watch has been duly informed | Date..... | Time..... |

Signed upon completion of sections 4 and 5 by:

Responsible person supervising entry..... Date..... Time.....

THIS PERMIT IS RENDERED INVALID SHOULD VENTILATION OF THE SPACE STOP OR IF ANY OF THE CONDITIONS NOTED IN THE CHECKLIST CHANGE

**Notes:**

- 1 The permit should contain a clear indication as to its maximum period of validity.
- 2 In order to obtain a representative cross-section of the space's atmosphere, samples should be taken from several levels and through as many openings as possible. Ventilation should be stopped for about 10 minutes before the pre-entry atmosphere tests are taken.
- 3 Tests for specific toxic contaminants, such as benzene or hydrogen sulphide, should be undertaken depending on the nature of the previous contents of the space.