
 PENANGPORT A Member of  MMC Group		PENANG PORT SDN.BHD
		PERMIT TO WORK
Doc No: HSE-B-013A	Date: 18.10.2022	Revision: 2

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) week will be decided by HOD SSES & HOS 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:

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

The work is approved provided the under mentioned conditions are complied with:

(Please insert '✓' 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:

- | | |
|--|---|
| <input type="checkbox"/> Cordon off / barrication | <input type="checkbox"/> Portable electrical temporary install been inspect & tag |
| <input type="checkbox"/> Hazards / Warning signage | <input type="checkbox"/> Earth Leakage Circuit Breaker (ELCB) |
| <input type="checkbox"/> Scaffold erected and safe to be used | <input type="checkbox"/> Secured tools / material against falling |
| <input type="checkbox"/> Contact area owner before work start | <input type="checkbox"/> Proper access / egress to work area |
| <input type="checkbox"/> Stand-by person | <input type="checkbox"/> Flagman / Banksman |
| <input type="checkbox"/> Buddy system | <input type="checkbox"/> Beacon light / Sufficient light |
| <input type="checkbox"/> Traffic detour signage | <input type="checkbox"/> Cover sewer / drain / sump |
| <input type="checkbox"/> Locate mobile equipment away from sewer / drain / sump | |
| <input type="checkbox"/> 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 '✓' in appropriate boxes)

- | |
|--|
| Types: <input type="checkbox"/> Gas Cutting <input type="checkbox"/> Confine Space Area |
| <input type="checkbox"/> Welding <input type="checkbox"/> Open Space Area |

Others precautions:

- | | |
|---|--|
| <input type="checkbox"/> Equipment in good condition | <input type="checkbox"/> Fire Hoses standby / turned on |
| <input type="checkbox"/> Fire extinguisher (2 x 9kg dry powder placed) | <input type="checkbox"/> Fire blanket available |
| <input type="checkbox"/> Dedicated fire watcher standby | <input type="checkbox"/> Wet tarpaulin/ Fire proof to catch filling sparks |
| <input type="checkbox"/> Gas-cylinders loaded onto trolley & secured | <input type="checkbox"/> Keep area wet |
| <input type="checkbox"/> Personal Protective Equipment with necessary gears | |
| <input type="checkbox"/> Area around hot work must be kept free of all and any combustible material | |
| <input type="checkbox"/> 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 / unlashng 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
- ☐

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

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

- | | | |
|---|--|---|
| <input type="checkbox"/> Procedure / SOP | <input type="checkbox"/> Authorized Gas Tester cert. | <input type="checkbox"/> JKI 103 (more than 6 weeks) |
| <input type="checkbox"/> Lockout-Tag out (LOTO) | <input type="checkbox"/> Excavation cert. | <input type="checkbox"/> SW - License from PPC |
| <input type="checkbox"/> Job Method Statement | <input type="checkbox"/> Scaffolding cert. | <input type="checkbox"/> SW - License of transporter |
| <input type="checkbox"/> Competency of Person | <input type="checkbox"/> Radiation cert. | <input type="checkbox"/> SW - License of prescribed premise |
| <input type="checkbox"/> Emergency / rescue plan | <input type="checkbox"/> Charge man /wireman cert. | <input type="checkbox"/> Safety Data Sheet (SDS) |
| <input type="checkbox"/> Lifting checklist & plan | <input type="checkbox"/> Certificate of fitness (CF) | <input type="checkbox"/> Picture of related activities |
| <input type="checkbox"/> Maintenance record | <input type="checkbox"/> Working at height cert. | <input type="checkbox"/> Medical checkup record |
| <input type="checkbox"/> Training record | <input type="checkbox"/> Checklist | <input type="checkbox"/> Diving cert. |
| <input type="checkbox"/> Toolbox record | <input type="checkbox"/> CIDB card | <input type="checkbox"/> Notification ship engage (491B) |
| <input type="checkbox"/> | | |

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

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

Note: This column approve 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 enquiry in permit to work please contact 04-3737178

Special precautions / Remarks:

Signature :

Date / Time :

Name :

PART I : HAND BACK (fill by Applicant)

- ☐ Work & housekeeping completed
- ☐ Renewing permit to work application required

Signature of Applicant :