



| PREPARATION FOR CONFINED SPACE ENTRY   |  |  |  |  |  |
|--|--|--|--|--|--|
| Initiate Permit<br>(1)   | Isolate / Secure Equipment<br>(2)  | Acceptable Entry Conditions Verification and Approval<br>(3)   | Identify Rescue Means<br>(4)   | Other Required Permits<br>(5)  | Additional Entry Approvals<br>(6)  |
| <b>Entry Supervisor</b><br>Entry Supervisor (or Equipment Owner):<br>Initiate the Permit by completing the "Confined Space Identification" section | <b>Entry Supervisor (or Equipment Owner):</b><br>Isolate, secure and confirm that the Confined Space is safe for entry by completing the "Acceptable Entry Conditions" section<br><br>Conduct the initial Atmosphere Testing | <b>Entry Supervisor (or Equipment Owner) and Work Group Rep:</b><br>Sign the "Acceptable Entry Conditions Verification and Approval" section indicating that field verification has occurred and that the Confined Space is safe for entry and all precautions have been completed as listed on the Permit | <b>Entry Supervisor:</b><br>Identify the means of rescue in the "Rescue" section | <b>Entry Supervisor:</b><br>Identify, attach, and list other permits needed for work in "Other Required Permits" section | <b>Entry Supervisor</b><br>PRIOR to entry and commencing work, obtain additional approvals needed as per the Matrix for Final Safety Approval and document in "Additional Entry Approvals" section |
| <b>Equipment Owner</b>   |  |  |  |  |  |
| <b>Work Group Rep</b>  |  |  |  |  |  |

| ENTRY AUTHORIZATION<br>Authorize Entry<br>(7) |  | NOTIFICATION AND ENTRY<br>Notification / Posting<br>(8)  |  | PERMIT CLOSURE<br>Permit Closure<br>(10)  |  | PERMIT CLOSURE<br>Retention<br>(11) |  |
|---|--|--|--|---|--|-------------------------------------|--|
| <b>Entry Supervisor</b>                       | Entry Supervisor:<br>Authorize entry by completing and signing the "Entry Authorization" section | Entry Supervisor:<br>Notify the appropriate personnel that a Confined Space is in progress. This may be accomplished by placing the Permit stub in the Control room or by giving it to the appropriate management representative | Entry Supervisor:<br>Post the Attendant; ensure they have the appropriate communications information and equipment   | Entry Supervisor:<br>Close the permit by completing and signing the applicable portion of the "Work Complete (or Permit Cancelled)" section<br><br>If work is <b>not</b> complete, use barricades and/or signs to prevent unauthorized entry into Confined Spaces that have been left until area can be Returned to Service<br><br>Notify the management representative that the work has been completed or stopped | Entry Supervisor:<br>Return the closed Permit to the management representative<br><br>The closed Permit must be retained for 12 months |                                     |  |
| <b>Equipment Owner</b>                        |  |  |  |   |  |                                     |  |
| <b>Work Group Rep.</b>                        | Work Group Rep:<br>Authorize entry by completing and signing the "Entry Authorization" section   |  |  | Work Group Rep:<br>Close the permit by signing the applicable portion of the "Work Complete (or Permit Cancelled)" section  |  |                                     |  |
| <b>Workers (Entrants)</b>                     |  |  | Workers (Entrants):<br>Entrants shall secure the isolation of Confined Space as per the Lockout Procedure<br><br>Entrants must agree to all Permit conditions and sign the "Authorized Entrants" section<br><br>All entry and exit times for each Entrant shall be documented in the "Authorized Entrants" section | Workers (Entrants):<br>Entrants must exit the Confined Space and note exit time in the "Authorized Entrants" section  |  |                                     |  |