

# Enclosed Space Entry – Work Permit

This work permit must be filled out and strictly followed before entering any enclosed space. Person in charge for the permit is the Master or a responsible person.

Note! This is a generic entry permit that may be used for all enclosed spaces on board all ships. National requirements may determine the safe atmosphere range.

General information	
Location of enclosed space	
_____	
_____	
Reason for entry	
_____	
_____	
Work permit is valid	
From: _____	Date: _____
To: _____	Date: _____

Step 1 – Preparation before entry (Filled out by The Master or a responsible person)		Confirmed	Sign.
Is the workspace segregated by closing all the connected valves and electrical power/equipment? PS! Remember to mark all valves and electrical switches with <b>DO NOT OPEN!</b>			
Is the workspace ventilated by fresh air fans?			
Is the workspace sufficiently cleaned?			
Is the workspace tested and found safe before entry? See below.			
Test reading		Time	Sign.
Oxygen	_____ % vol (21%)		
Hydrocarbon	_____ % LFL (less than 1%)		
Toxic gases	_____ ppm (less than 50% OEL (Occupational Exposure Limit)		

Step 1 cont.	Confirmed	Sign.
Will regular atmosphere checks be made while the workspace is occupied?		
Will the workspace be continuously ventilated throughout the period of occupation and during work breaks?		
Is the workspace sufficiently cleaned?		
Is the workspace tested and found safe before entry? See below.		
Will re-testing of the atmosphere be done after work brakes?		
Are access and illumination adequate?		
Is rescue and resuscitation equipment available for immediate use by the entrance?		
Has an attendant been designated to be in constant attendance at the entrance?		
Is an officer of the watch (bridge, engine room, cargo control room) been informed of the planned entry?		
Is communication between all parties been tested and emergency signals agreed?		
Are emergency and evacuation procedures established and understood by all personnel involved?		
Is all equipment used in good working condition and inspected prior to entry?		
Are personnel properly clothed and equipped?		

Step 2 – Checks before entry (For each person entering the workspace)	Confirmed	Sign.
I have received instructions or permission from the Master or nominated responsible person to enter the enclosed workspace.		
I understand the communication procedures.		
I have agreed upon a reporting interval of ..... minutes.		
Emergency and evacuation procedures are understood.		
I understand that the workspace must be evacuated immediately if ventilation failure or if tests show a dangerous atmosphere.		

Step 3 – Equipment and breathing apparatus (Checked by the Master or a responsible person and the person(s) that is entering the workspace.)	Confirmed	Sign.
The communication equipment has been tested and emergency signals are agreed.		
All personnel entering the space have been provided with rescue harnesses and lifelines (if needed).		
Personnel entering the workspace are familiar with the breathing apparatus used.		
The breathing apparatus has been tested as follows: <ul style="list-style-type: none"> <li>• Gauge and capacity of air supply</li> <li>• Low pressure audible alarm if fitted</li> <li>• Face mask – positive pressure and no leakage</li> </ul>		

Step 4 – Personnel entry (To be performed by the Master or a responsible person)		
Names	Time in	Time out

Step 5 – Completion of the job (To be performed by the Master or a responsible person)		
	Date	Time
Mission accomplished		
Space secured against entry		
OOW (Officer On Watch) informed		

Signed after completion of total steps by:

I have read, understood and performed the content of the work permit for enclosed space entry		
Date:	Time:	
	The Master or a responsible person	Person in charge of work and entering of the workspace
Name:		
Signature:		