MSMPER400 Coordinate permit process

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Modification History

Release 1. Supersedes and is equivalent to MSAPMPER400A Coordinate permit process

Application

This unit of competency covers the skills and knowledge required for the issuing and auditing of any and all permits across multiple plant areas or an entire site. It covers both the issuing of permits directly and also the coordination of permits issued by others. It focuses on potential conflicts between work being undertaken as well as checking that the permit system is being used correctly.

This unit of competency requires the application of detailed operational and process knowledge which is applied to coordinating permits, overseeing plant preparations and testing for permit work.

This competency is typically performed by a senior process technician. This may be a routine job, a role in part of a job or a temporary role in a shut down or similar.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

MSMPER300   Issue work permits

Competency Field

Work control systems

Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element
1 Assess planned work for conflicts	1.1 Identify all work planned for a time period
	1.2 Determine the scope and health safety and environment (HSE) impacts of each planned job

		1.3	Confirm hazard analysis and controls for each planned job
		1.4	Compare hazard profiles for each planned job
		1.5	Identify conflicts between planned jobs
		1.6	Negotiate a solution between conflicts
		1.7	Communicate results of negotiations to relevant stakeholders
2	Issue required permits	2.1	List those jobs which will be allowed to proceed in the time period
		2.2	Confirm hazard controls required for these jobs
		2.3	Identify jobs which have impacts across plant areas
		2.4	Ensure controls and communications are adequate
		2.5	Issue/cause to be issued required permits
		2.6	Report as required by procedures
3	Audit live permits	3.1	Audit plant preparations.
		3.2	Audit permit issuing process
		3.3	Check appropriate controls have been specified
		3.4	Audit handover/sign-on process
		3.5	Audit work in progress for conformance to permit conditions
		3.6	Audit work completion and hand back/close out process
		3.7	Audit deisolation and return to work preparations
		3.8	Take immediate and appropriate action on any problems found
		3.9	Report on audit as required by procedures

4	Audit past permits	4.1	Obtain relevant paper work
		4.2	Check for conformance to procedures
		4.3	Check for appropriateness of specified hazard controls
		4.4	Identify any non-conformance
		4.5	Identify systemic non-conformances
		4.6	Take any immediate action which is appropriate
		4.7	Report on audit as required by procedures
5	Analyse audit findings	5.1	Identify improvements to the permit system
		5.2	Identify improvements to the implementation of the permit system
		5.3	Suggest improvements to the permit system as appropriate
		5.4	Suggest improvements to hazard analysis processes
		5.5	Suggest improvements to the plant preparation/return to operations processes
		5.6	Suggest improvements to hazard controls
		5.7	Suggest training required as appropriate

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Regulatory framework	The latest version of all legislation, regulations, industry codes of practice and Australian/international standards, or the version specified by the local regulatory authority, must be used, and include one or more of the following:

- legislative requirements, including work health and safety (WHS)
- industry codes of practice and guidelines
- environmental regulations and guidelines
- Australian and other standards
- licence and certification requirements
- Dangerous Goods regulations
- Hazardous substances regulations
- Hazardous Substances Information System
- AS 2865 2009 Confined spaces
- AS 1674 Set-2007, Safety in welding and allied processes (covers all hot work)
- AS 4024.1-2014 Series - Safety of machinery
- AS/NZ 1715:2009 Selection use and maintenance of respiratory protective equipment
- National Standard for Plant [NOHSC:1010 (1994)]
- National exposure standards for atmospheric contaminants in the occupational environment [NOHSC:1003 (1995)]

All operations to which this unit applies are subject to stringent HSE requirements, which may be imposed through state/territory or federal legislation, and these must not be compromised at any time. Where there is an apparent conflict between performance criteria and HSE requirements, the HSE requirements take precedence.

Procedures	All operations must be performed in accordance with relevant procedures.

Procedures are written, verbal, visual, computer-based or in some other form, and include one or more of the following:

- permit control system
- emergency procedures
- work instructions
- standard operating procedures (SOPs)
- safe work method statements (SWMS)
- temporary instructions
- any similar instructions provided for the smooth running of the plant

Work permits	Work permits include one or more of the following:

- cold work
- excavation
- vehicle entry
- minor repairs
- working at heights
- hot work
- confined space
- electrical
- increased hazard
- other relevant permits

The work permit system	The work permit system includes:

- types of permits
- legislative/regulatory/standards framework
- roles and responsibilities of parties under the permit system
- specifications for undertaking the work covered by a permit
- alternative ways of conducting a job

Under a work permit system a 'competent person' is a person who has, through a combination of training, education or experience, acquired knowledge and skills enabling that person to correctly perform a specified task.

Work specifications	Work specifications include:

- any requirements for testing of atmospheric conditions and ventilation
- safety structures and control measures
- communication
- incident response
- equipment which can and cannot be used
- re-authorisation/reissue requirements
- revalidation requirements

Safety structures and control measures	Safety structures and control measures include one or more of the following:

- isolation
- barriers
- lockout/tag out signs and procedures

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- automatic plant shutdown buttons
- cords/lanyards
- alarms
- barriers
- guards
- earth leakage devices
- warning lights

Live permits   Live permits are permits that apply to work currently being done

Past permits   Past permits are permits that have been handed back/closed out

Audit permits   Auditing of permits requires one or more of the following:

- selecting an individual permit and following it through
- spot checking key aspects of permits
- intensively checking one aspect of the process with all permits on issue

Unit Mapping Information

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027