



Australian Government

MSMPER200 Work in accordance with an issued permit

Release: 1

MSMPER200 Work in accordance with an issued permit

Modification History

Release 1. Supersedes and is equivalent to MSAPMPER200C Work in accordance with an issued permit

Application

This unit of competency covers the skills and knowledge required to work in accordance with an issued permit. It aims to ensure that people working under a permit to work understand the system, know the limitations of the permit under which they are working and comply with all the requirements of the permit. The people to whom this unit applies may be called 'permit recipients' or 'permit holders' by some organisations. Some organisations call 'permits' 'clearances'.

This unit of competency applies to persons who are required to conduct work activities under the authority of an issued permit to work and within the context and requirements of that permit. This typically applies to all work done by maintenance staff and contractors and also to any other non-process work performed on the plant.

This unit of competency applies to an individual working alone or as part of a team/work group and working in liaison with other team members, as appropriate.

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

Pre-requisite Unit

Nil

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

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|---|-------------------------|-----|--|
| 1 | Apply for permit | 1.1 | Confirm the scope and location of the work to be done |
| | | 1.2 | Identify the need for a work permit for the work to be |

- carried out
- 1.3 Identify the type of work permit required
 - 1.4 Collate information required for the issue of the permit
 - 1.5 Apply for the permit following the organisation's requirements
- 2 **Identify the scope of the permit**
- 2.1 Check that work to be done complies with the permit type
 - 2.2 Check that the scope and location of work comply with the permit issued
 - 2.3 Identify hazards and check that the hazard controls specified on the permit are consistent with the hazard analysis
 - 2.4 Check that preparations specified on the permit have been completed
 - 2.5 Sign onto/receive the permit
- 3 **Prepare for permitted work**
- 3.1 Maintain safe working conditions and environment by using available isolation procedures and safety equipment
 - 3.2 Monitor plant conditions and hazards to ensure work under the permit remains safe
 - 3.3 Ensure that appropriate personal protective equipment (PPE) is selected and worn, and emergency equipment is available, as required by the permit and relevant procedures
 - 3.4 Inspect work area to ensure safety and compliance with permit requirements and procedures
- 4 **Work in accordance with an issued permit**
- 4.1 Use required hazard reduction/control measures
 - 4.2 Comply with requirements of the permit, including safety observer if required

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|---|--------------------------------|---|
| | 4.3 | Display issued permit on work site as required |
| | 4.4 | Ensure compliance with scope, location and timeframe specified in the permit. |
| | 4.5 | Seek variation to permit/new permit if job or work environment vary from that specified in the permit |
| | 4.6 | Suspend job and make worksite safe before leaving job |
| | 4.7 | Formally seek and receive authorised extensions to the permit when required |
| | 4.8 | Give end-of-day status report to permit issuer |
| 5 | Complete permit to work | 5.1 Obtain new permit or have existing permit revalidated before work is recommenced |
| | | 5.2 Check the work conducted against the issued permit to ensure that all the nominated work requirements have been satisfied |
| | | 5.3 Monitor general housekeeping to ensure that the site has been left in a clean and safe condition |
| | | 5.4 Ensure personal lock outs/tag outs/isolations are removed in accordance with procedures |
| | | 5.5 Communicate status of the work conducted and the results of the permit to relevant personnel |
| | | 5.6 Complete documentation as required and have permit signed off when job is completed |

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

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:

- work instructions
- standard operating procedures (SOPs)
- safe work method statements (SWMS)
- temporary instructions
- any similar instructions provided

Work permits

Work permits include one or more of the following:

- cold work/general permit to work
- excavation
- hot work
- vehicle entry
- minor repairs
- working at heights
- confined space entry
- other special permits where there is an appropriate sign-off as required

Information required for permit

Information required for the issue of the permit includes one or more of the following:

- work description
- tools to be used
- process/methods of work/SOPs

Where hazardous materials are being used relevant material safety data

sheets (MSDS) will also be required.

Hazards

Hazards include one or more of the following:

- slips and trips
- emergency equipment is unavailable
- smoke, darkness and heat
- heat, smoke, dust or other atmospheric hazards
- electricity
- gas
- gases and liquids under pressure
- structural hazards
- structural collapse
- industrial (machinery, equipment and product)
- equipment or product mass
- noise, rotational equipment or vibration
- limited head spaces or overhangs
- work where a fall by a person from one level to another is reasonably likely to cause injury
- working in restricted or confined spaces, or in environments subjected to heat, noise, dusts or vapours
- flammability and explosivity
- hazardous products and materials
- unauthorised personnel
- sharp edges, protrusions or obstructions, swarf and scrap
- spills or leaks
- extreme weather
- other hazards that might arise
- unsafe conditions developing through failure to conform with the provisions of a work permit
- hazards created by the nature or location of the work
- hazards created by the proximity of the work to other work or normal operations

Display issued permit

The permit holder must keep the issued permit with them on site. It must be displayed or ready to be shown as required by the site/job requirements, including one or more of the following:

- displayed in a mounting provided by the site
- accessible in a folder which is on the worksite
- carried in overall pockets in a manner which allows it to be readily shown on request

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSAPMPER200C Work in accordance with an issued permit

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027>

Assessment Requirements for MSMPER200 Work in accordance with an issued permit

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Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria, and demonstrate the ability to:

- identify type and scope of permit relevant to the job
- interpret and implement permit conditions
- identify changes to conditions which may lead to the permit being revoked before the job is completed
- monitor hazards and hazard controls.

Knowledge Evidence

Evidence must be provided that demonstrates knowledge of:

- different types of permits and the work they cover, including three (3) or more of:
 - cold work/general permit to work
 - excavation
 - hot work
 - vehicle entry
 - minor repairs
 - working at heights
 - confined space entry
 - other permit types as used on site
- the impact of the regulatory framework and organisation procedures under which the permit operates upon the particular job requiring the permit
- hazards associated with tasks covered by the permit and related hazard controls
- types of tests/inspections required for the issue of work permits including one (1) or more of:
 - atmospheric, oxygen/breathability
 - temperature
 - humidity
 - combustibles, oxygen, enriched or reduced
 - electricity
 - stored pressure/energy
 - flammability/explosivity

- toxicity
- electricity
- stored energy/pressure.

Assessment Conditions

- Competency must be achieved before performing this work unsupervised. Therefore this unit will typically be assessed off the job. Where assessment is undertaken on the job, appropriate supervision and safety precautions must be provided.
- The unit should be assessed holistically and the judgement of competence based on a holistic assessment of the evidence.
- The collection of performance evidence:
 - should provide evidence of the ability to perform over the range of situations which might be expected to be encountered, including typical disruptions to normal, smooth work conditions
 - will typically include the use of appropriate tools, equipment and safety gear requiring demonstration of preparation, operation, completion and responding to problems
 - may use industry-based simulation particularly where safety, lack of opportunity or significant cost is an issue.
- Off-the-job assessment must sufficiently reflect realistic operational workplace conditions that cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.
- Assessment in a simulated environment should use evidence collected from one or more of:
 - walk-throughs
 - demonstration of skills
 - industry-based case studies/scenarios
 - 'what ifs'.
- Knowledge evidence may be collected concurrently with performance evidence (provided a record is kept) or through an independent process, such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- The regulatory framework will be reflected in workplace policies and procedures and is not required to be independently assessed.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- As a minimum, assessors must satisfy the Standards for Registered Training Organisations 2015 assessor requirements.

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