The Wellsite Permit to Work (WPTW) System is a robust and comprehensive approach to the planning and authorisation of work activities on onshore wellsites. From time to time questions arise regarding the use of the System. Whilst most of the answers to frequently asked questions are contained in the WPTW Handbook we occasionally get questions that require a more detailed reply.

Those questions, and their responses, are detailed below.

**How do you complete Section B of the WPTW Form – specifying and verifying Work Precautions?**

Work Precautions are the risk controls that must be implanted prior to the commencement of work to ensure that risks are being managed to as low as reasonably practicable (ALARP) in accordance with our duty of care to personnel on site. There are several General Work Precautions that may apply to any work, regardless of the identified work categories, so the use of the General Work Precautions section is mandatory. But that doesn’t mean that every risk control in that section is relevant.

**Specifying Work Precautions:** The WPA must determine the required Work Precautions by circling ‘Y’ against the relevant control in Section B of the WPTW Form (s5.6). Where a Work Precaution is not required they will circle the ‘N’. Where an entire Work Category is not required they can provide a diagonal strike through that entire Category of Work section.

Note that the WPH may be asked to assist with the specification of Work Precautions, but it is the responsibility of the WPA – as the site safety manager – to specify the controls that will be required to establish a safe working environment for the work party.

**Verifying Work Precautions:** The WPH must ensure the required Work Precautions are implemented to allow them to be ‘verified’. The Verifier then checks that each control indicated with a ‘Y’ was fully implemented and verifies by initialling in the ‘Initial by Verifier’ column.
The role of Work Precautions Verifier can be delegated by the WPA to a suitably competent person, however the WPA is still jointly responsible to ensure that all required Work Precautions are in place before the permit is issued.

[Refer to the definition of ‘delegate’ in the WPTW Handbook Glossary].

The role of the Verifier is only to confirm the implementation of a required control, it is not to second guess the WPA or to agree if a control is required or not. If the Verifier believes that additional controls may be required they should discuss this with the WPA and have the WPA amend the WPTW Form.

What colour pen should be used to complete the WPTW documentation – can a pencil be used?

There are no recommendations regarding the colour of the pen to be used when completing WPTW documentation.

The only consideration should be that the information is legible and clearly communicates the conditions of the Permit and the required controls. Darker colours such as black and dark blue will obviously reproduce more clearly, particularly if there is a need to photocopy documentation.

We would suggest that pencil is probably not durable enough for wellsite work environments and should be avoided.

Is there any limit to extending the Permit Expiry Time by the WPA?

There is no provision in the WPTW System for the transfer of a Permit to another WPH. The Permit is issued to a specific WPH.

If the Permit has a specific Expiry Time that needs to be extended, it can only be extended to the end of the work shift of the WPH it was issued to. If the work must continue beyond the work shift of the original WPH another Permit must be issued to a new WPH. The maximum length of a work shift will be governed by company policy.

A consideration that might limit extending a Permit would be the potential for SIMOPS conflicts. If the Expiry Time was originally set because of the risk of the activity conflicting with other work, the implications of extending the Expiry Time would have to consider the delays to that other work, and be assessed by the WPA on a case-by-case basis to determine work priorities.

What is the maximum duration of a Permit? Is it 12 hours?

There is no provision in the WPTW System for the transfer of a Permit to another WPH. If the work must continue beyond the work shift of the original WPH another Permit must be issued.

This means that the maximum duration of any Permit is the end of the work shift of the nominated WPH. The maximum length of a work shift will be governed by company policy.

Can the duration of a Permit be stated as the job requires it (i.e. longer than 12 hours)?

There is no provision in the WPTW System for the transfer of a Permit to another WPH, nor to extend beyond the work shift of the recipient WPH. This means that for work to continue beyond the work shift of the nominated WPH another Permit must be issued, either to another WPH for the work to continue without interruption, or to the same WPH on their next shift. Full Permit briefing requirements apply in both cases.

The reasoning for this is that it ensures that both the WPA and the WPH fully understand the nature and location of the work being conducted daily, and that all aspects are properly reviewed. Environmental and other operational conditions can differ dramatically between shifts, and the WPTW System requires a full assessment of the work at the commencement of each shift.

What happens to the Permit if the job is not complete and the work will recommence in a few days?

A Permit can only be issued for the work shift of the nominated WPH and is required to be Closed out at the end of that shift. Incomplete work should be detailed on the Permit at the time of Closeout, including any isolations that may be required to maintain the safety of plant and the work environment.

A new Permit would then be issued when the work can recommence, allowing a complete reassessment of the work and the controls required to effectively control it.

Can Permit Holders open more than one Permit during a shift?

Permit Holders do not ‘open’ Permits – Permit Authorities ‘issue’ them.
The primary responsibility of the WPH is to supervise all work that is conducted under the Permit issued to them (s2.3). They are also responsible to maintain a safe working environment at all times for work party personnel working on their Permit.

Consecutive permits (i.e. one Permit is Closed out before the next one is issued) can be held by the WPH during the same shift, however careful consideration needs to be given to the holding of multiple permits at the same time. Generally, the scope of work and location will determine how much activity can reasonably be supervised safely and efficiently by one WPH.

As the person who is responsible for establishing a safe working environment for all work activities, the WPA must determine whether the WPH can properly fulfil these responsibilities for more than one Permit.

NOTE: General industry practice is that a WPH can only control one Permit at a time.

*WPTW differs from other permit systems in that a range of ‘work hazards’ are managed under a single Permit. It is therefore not necessary to issue a Hot Work Permit, plus a different Electrical Work Permit, plus a Confined Space Entry Permit for the one scope of work. This greatly simplifies the permit process and reduces the ‘number of permits’ that need to be held to get the work done.

What is the requirement for verification of Work Precautions by the WPV?

NOTE: The Work Precautions Verifier (WPV) is a support role, delegated by the WPA, to ensure that Work Precautions have been properly implemented and will be effective in controlling hazards and risks associated with the work. If the role is performed by the WPA there will be no WPV nominated.

First, the WPH must ensure the required Work Precautions are implemented to allow them to be ‘verified’.

The Verifier then checks that each control indicated with a ‘Y’ in Section B of the WPTW Form was fully implemented. Then then verify this by initialing in the ‘Initial by Verifier’ column.

The role of Work Precautions Verifier can be delegated by the WPA to a suitably competent person, however the WPA is still jointly responsible to ensure that all required Work Precautions are in place before the permit is issued.

[Refer to the definition of ‘delegate’ in the WPTW Handbook Glossary].

NOTE: The role of the Verifier is only to confirm the implementation of a required control, it is not to second guess the WPA or to agree if a control is required or not. If the Verifier believes that additional controls may be required they should discuss this with the WPA and have the WPA amend the WPTW Form.

Is there a requirement to create hard copy prints of all SOPs, JSAs, etc. for archiving?

Archiving of documentation will be in accordance with the specific Document Management requirements of your company and these may vary. Discuss with your Safety Manager or Document Controller.

For Permit Expiry, can we simply list the day e.g. ‘Wednesday’ and not specify a time?

The WPA will determine the most appropriate content for Expiry Date, understanding that the maximum Permit Duration is the work shift of the nominated WPH. Accordingly, it is relatively simple to include the relevant Shift End time as well as the Day/Date.
Remember that the WPA is responsible to establish a safe working environment for personnel, including fatigue management considerations. Simply leaving an Expiry Time open ended does not demonstrate the required Duty of Care.

**What do we put in the CSE Card Sighted column of the CSE Certificate?**

The WPA is responsible for establishing a safe working environment for all work activities conducted under a Permit. The WPH is responsible for maintaining a safe working environment as far as is reasonably practicable.

SafeWork Australia *Confined Space Code of Practice s5.10 – Information, Instruction and Training* requires that “Workers and their supervisors must have the skills and knowledge to understand the hazards associated with working in the confined space, the contents of any confined space entry permit, and the control measures implemented for their protection”.

Accordingly, s6.6 of the WPTW Handbook states: *“Any person required to act in the role as WPA, WPH, CSE Standby Person, or to work in a Confined Space, must be trained and assessed as competent. A current Confined Space Entry Certificate of Competency, i.e. 2 years, provides evidence of such competency which must be witnessed by the WPA and WPH”.*

This section of the CSE Certificate makes provision for verifying that each person conducting work in the confined space has the required competency certification.

**The WPTW Handbook s4.2 states that the vehicle registration numbers or Operating Company unit numbers must be recorded on the Permit Form where a permit for Hot Work is required for the use of those vehicles. Does this mean that any hot work undertaken on a vehicle or a part of a rig package which is registered for road travel is required to have its registration inputted on the permit in the Rig or Equipment Name/Number box?**

No, it doesn’t mean that.

The Rig or Equipment Name/Number box should be completed for each permit (where applicable) to assist with identifying the location of the work being conducted.

The WPTW System makes a clear, risk based, distinction between the concept of ‘Hot Work’ (i.e. any activity that may create a source of ignition) and ‘Hot Work requiring a Permit’.

The requirement for listing vehicle registration or unit numbers only relates to situations where a Permit is ‘required for the use of those vehicles’ – typically because they are being driven into the Hazardous Zone, which would therefore create a possible ignition source. (Note that the Hazardous Zone is an area where there is an assessed ongoing risk that combustible gases may always be present) The reasoning behind this is that a Permit that is issued for Hot Work in the Hazardous Zone is not a blank cheque to drive anything into the Zone at any time – it only applies to the listed vehicles.

Hot Work undertaken ‘on’ a vehicle or a part of a rig package which is registered for road travel is not the focus of that requirement. WPTW s4.2 states: *“A permit is required for any Hot Work activity where there is an assessed risk that the work, if performed in proximity to combustible materials or flammable or combustible liquids, gases or vapours, could cause them to ignite”.*

Each job would need to be assessed for the risk of any possible ignition and it is possible that the Hot Work could be conducted in a safe area, free of combustibles, and would therefore not require a Permit at the discretion of the WPA.

If the Hot Work requires a Permit, the expectation is that the nature and location of the work would be clearly described. Remember that the purpose of a Permit is to describe the work that is ‘permitted’ and to ensure that any risks associated with that work have been identified, assessed and controlled to as low as reasonably practicable.

The WPA will determine the information they require to accurately describe the work and the work location before they issue the Permit. The WPA must fully understand the hazards associated with the job and location, and be confident that a safe working environment has been established before the work starts. Limiting the vehicles specifically authorised to access the work location may be an important risk control for the safety of the work party.

**Can I issue a blanket permit under the WPTW System?**

The short answer to the question is ‘No’ – the WPTW System does not allow the issuing of ‘blanket permits’.

The term ‘blanket permit’ is rather vague and might be understood to mean a permit with no time limitation, a permit without a clearly defined scope of work that covers any work that might be required on the site, or both.

The issuing of blanket permits does not fulfil the legal duty of care to not expose personnel to risks to their health and safety, since there is no evidence that any effort was made to specifically identify, assess, and manage those risks, or to establish a safe working environment before the commencement of work.

The first statement in the WPTW Handbook (Section 1.1 Purpose) states: *The WPTW System is a work planning and control system for the review and authorisation of work on Australian and other onshore wellsites. … (it provides) … a means of
communicating and authorising a designated Scope of Work and the limitations of that authorisation in terms of the nature, location, extent and duration of the work. Therefore, each Permit must have a clearly defined Scope of Work.

In addition, a Permit must also have a clearly defined duration (i.e. Issue and Expiry Time) WPTW Section 5.2 states: A permit is valid only for the remainder of the shift of the WPH to whom it was issued or a nominated expiry time, whichever is earliest.

When retaining permits (3 months, or 12 months for Confined Space) is it a requirement to also retain associated documentation, i.e. SOPs, JSA, etc.?

The intention of retaining permits for 3 months is to preserve an accurate record of the work conducted under the permit.

WPTWA has no stated ‘requirement’ for information retained or whether information is retained in hard or electronic format. This will normally be determined by company Document Control and Record Management policies; however, we do recommend that sufficient information is retained that would constitute an accurate record. If SOPs and JSAs are maintained in an electronic format, the company may determine that a simple document cross-reference will be acceptable.

However, we note that the WHS Regulations [February 2014 – 77(2)] now state that, for confined space entry, a copy of the risk assessment must be kept until at least 28 days after the work to which it relates is completed and a copy of the confined space entry permit at least until the work to which it relates is completed.

Further, the Regulations [77(3)] also state that, if a notifiable incident occurs in connection with the work to which the assessment or permit relates, the (PCBU) must keep the copy of the assessment or permit (as applicable) for at least 2 years after the incident occurs, and that the copy must be available for inspection [77(4)]

When a WPH signs onto the Form can they perform the task or do they have to also be named as a member of the work party to perform the task?

The short answer to the question is ‘No’ – the WPTW System does require the WPH to be listed in the Work Party Acceptance section of the Permit.

WPTW Handbook Section 2.3.a) requires the WPH to “only (undertake) work for which they are competent and for which they have appropriate licenses and certificates where required”. The expectation is that they will be working under the Permit issued to them since they are responsible for supervising the work conducted under the Permit. During issue of the Permit, the WPH is required to sign a declaration that they ‘have read, understand, and will ensure compliance with all the requirements’ of the Permit.

The primary reason for listing ‘other’ personnel on the Permit Form is to inform the Permit Authority of all Work Party members that will be involved with the work, and to ensure that competent persons are performing the work activities. The Work Party Acceptance and Sign-on section of the Permit requires other personnel to also acknowledge that they understand, and will abide by, the Permit and all its requirements.

There is no value in duplicating the WPH Sign-on by requiring them to also be listed as a Work Party member.

If there is only the WPH doing the job and no other work party member, does the WPH still need to put their details in the work party area?

The short answer to the question is ‘No’ – the WPTW System does require the WPH to be listed in the Work Party Acceptance section of the Permit.

The Permit is an authorisation to perform the documented Scope of Work and is issued to the WPH.

Listing the Work Party formally authorises other personnel to also work under the permit that is issued to, and being supervised by, that WPH.

There is no additional value to the WPH being listed multiple times on the Permit.

Is it OK to abbreviate the date and/or day on a Permit, i.e. ‘Oct’ or ‘Tues’?

The preference is that the date of Permit Issue and the validity period of the Permit is clearly communicated.

The Permit is a document that the WPA uses to clearly communicate the nature, conditions (and any limitations) of the work authorisation. All information needs to be understood by all persons listed on the document.

Ultimately, it is the System User that must satisfy themselves that the information provided on the permit documentation clearly defines the work and provides clear guidance to all personnel working under the permit, in accordance with their duty of care under relevant legislation.
Must unused sections on the WPTW Form be crossed out with a line through them?

The preference is that unused sections are marked with a diagonal line to clearly indicate that those sections are not required. This is a simple and effective method that indicates that the risk controls in entire section are not applicable.

The Permit is a document that the WPA uses to clearly communicate the nature, conditions (and any limitations) of the work authorisation. Information needs to be understood by all persons listed on the document.

Ultimately, it is the WPTW System User that must satisfy themselves that the information provided on the permit documentation clearly defines the work and provides clear guidance to all personnel working under the permit, in accordance with their duty of care under relevant legislation.

If the WPA has appointed a Verifier (WPV), as documented on the permit, does the Verifier have to be included in the work party on the permit?

No. In performing the role of the Verifier they are not directly involved in the Scope of Work authorised by the Permit. The Work Party Acceptance Form should only list those personnel engaged in the Scope of Work authorised by the Permit.

A Verifier is nominated by the WPA for the sole purpose of verifying Work Precautions prior to the commencement of work. If the person nominated as the Verifier is also engaged in the Scope of Work authorised by the Permit (i.e. they are doing more than simply verifying work precautions) they should also be listed as a member of the Work Party.

If the Verifier is not engaged in the Scope of Work authorised by the Permit and is only verifying work precautions, they do not need to be listed as a member of the Work Party.

If the WPH is still on shift, working under an issued Permit, can a new OCR and Rig Manager Close out their Permit, or does it have to be the person that issued it?

The new OCR and WPA will Close out the Permit.

Both the OCR and the WPA have representative roles. The OCR is the representative of the Operating Company, and the WPA is the senior site safety manager for the primary contractor that has management control of the wellsite. When a Permit is issued it represents an authorisation from that primary contractor organisation to perform the work.

At the change of shift for the OCR and the WPA, other individuals assume those roles on behalf of their companies. The incoming OCR and WPA both have a responsibility to ensure the work is being carried out consistent with the requirements of the WPTW that was authorised by the outgoing WPA and approved by the outgoing OCR. This usually takes place in the handover with their counterpart who is about to go off shift and typically includes a walk around the site to observe the work and work precautions that are in place. Once they’re satisfied risks associated with the work are being adequately controlled, they can assume responsibility for that permitted activity work by noting time of their arrival on the permit. They then assume authority over the work in progress and can Close out the Permit at the conclusion of the WPH’s shift.
I have a permit that includes (Hot Work) provision for vehicles entering inside a 15 m restricted zone around my well, and I need a truck to come inside that 15 m to drop off a tank. The truck driver does not have WPTW training. Does the truck driver need to sign onto the permit? And can he sign onto my permit as a work party member to drive his truck into my permitted area?

There are a number of issues raised here:

- **The truck driver does not have WPTW training**
  
  WPTW Training and certification is only required for the key WPTW role holders (WPH, OCR and WPA), so a truck driver that is not required to hold their own permit is not required to hold WPTW certification. Due to the high hazard nature of the work environment on well sites, industry practice is that any personnel that are conducting work, including those delivering goods and materials, would be required to complete some form of Site Safety Induction that would include an overview of the WPTW System, Permit Briefing and authorisation requirements for work party members, etc.
  
  If a person is going to work regularly as a member of a Work Party, we recommend that they undertake Wellsite Permit Holder (WPH) Training.

- **Truck to be driven into the 15m Restricted Zone**
  
  The requirement to drive vehicles into a ‘restricted zone’ has already been identified as part of the Scope of Work and suitable Work Precautions and Ongoing Controls should have been implemented to ensure a safe working environment can be maintained.
  
  The reference to the “hot” work area is as it existed in previous versions of WPTW and in some operational Permit to Work systems, namely a nominal 15 metres from any plant or other potential source of flammable or explosive atmosphere. Typically, under previous systems, users would write a 12-hour permit to cover regular activities such as loader operations within a 15 radius of the wellhead, and generally there were limited work precautions taken.
  
  By contrast, users of WPTW now need to simply assess the work and the risk that any activity, if performed in proximity to combustible materials or flammable or combustible liquids, gases or vapours, could cause them to ignite”. This will depend entirely on the nature of the work, the possible presence of hydrocarbons or other combustibles, and needs to be assessed on a case-by-case basis for each Permit.
  
  The truck will obviously be a potential ignition source, but if there is nothing to ignite there is no risk of combustion.
  
  The requirement for sign on is important for the WPH and their responsibility to provide supervision for all work party, and to maintain a safe working environment. Formally briefing the truck driver will give you the opportunity to see their attitude to the hazards associated with the work and their preparedness to work safely.
  
  The requirement for Permit Briefing and sign on prior to entering the ‘restricted zone’ also means that you have full control over the timing and location of entry.

- **Does the truck driver need to sign on to the Permit?**
  
  Yes. The truck driver will need to be given a Permit Briefing by the WPH to inform them of the hazards and risks associated with the work, and the conditions of the Permit. They would then need to sign on to the Work Party Acceptance section of the Permit to indicate their intention to comply with the Permit.
  
  As an authorised member of the Work Party they can then access the ‘restricted zone’ and deliver the tank.

**For a ‘current’ Confined Space Entry Certificate of Competency, is ‘2 years’ an example or a requirement?**

Section 5.10 of the Confined Space Code of Practice requires: “Re-training or refresher training should be provided as appropriate for a particular workplace. The frequency of this training should depend on how often workers are required to carry out tasks associated with entry to or work in confined spaces”... and “Records of all training provided to workers in relation to confined space work must be kept for 2 years”.

General industry practice has therefore adopted 2 years as a standard for recertification, despite it not being a ‘requirement’ of the COP.

In both SA & Qld WHS legislation addressing confined space entry activities the Person Conducting a Business or Undertaking (PCBU) must ensure that a record of all confined space training provided to a worker is kept for 2 years.

This is largely where the “2 year” example has been derived from. It doesn’t explicitly require training to be undertaken at two-yearly intervals, rather it indicates the employer/PCBU has an obligation to ensure its personnel are adequately skilled in assessing and controlling risk associated with high risk work and that this confirmation should be done regularly, and preferably at least every two years.

It is the obligation of the PCBU to determine the standard of training and the frequency to adequately ensure the personnel are trained and competent.
Finally, if relying upon third party training that aligns with a national unit of competency, one must be cautious when accepting training certifications that are some years old if there is evidence that (i) the qualification has been amended since the certification was issued or (ii) the person holding the certification has not been actively and regularly engaged in the task for which the certification was issued throughout the period of holding the certification.

**Does the WPTWA accept RIIWHS202D – Enter and Work in a Confined Space, which has a component of gas monitoring, for the Gas Tester in a Hot Work or Confined Space Entry Permit?**

It is not for the WPTWA to ‘accept’ competency standards.

It is not for the WPTWA to ‘accept’ competency standards – this is the obligation of the employer that has the ‘duty of care’ for its employees and sub-contractors.

In developing WPTW, the Association is not ‘managing safety’ for member organisations, it is providing a standard mechanism across the Onshore Oil and Gas Drilling industry to support the authorisation of work on wellsites. By using the WPTW System a PCBU can demonstrate they are satisfying their statutory responsibilities for the planning and authorisation of work. Unless there is a direct regulatory requirement, the Member organisation must ensure that only competent persons are performing the work and determine the acceptable competency standards for personnel engaged at workplaces under their control.

As such, the Member organisation can assess the competency unit of interest and determine whether the training detailed therein is adequate to assist in lowering the risk associated with the specific tasks – this should come from their own specific assessment of risk.

**A member of the work party is required to leave the wellsite location and return to camp to obtain tools for the job, then return to the wellsite. He is expected to be gone for approx. 20-30 minutes. Does he need to sign off the WPTW when he leaves site, then sign back on when he returns?**

The short answer to the question is ‘No’.

We would suggest that if they are “required to leave the wellsite location and return to camp to obtain tools for the job, then return back to the wellsite”, that they are still engaged in activities that relate to the Scope of Work.

There is no formal requirement for Work Party members who are performing activities under the authorised scope of the Permit, to sign-off if they have to leave the wellsite in the performance of those activities.

The WPH is always responsible for the effective supervision of all members of the Work Party that are signed onto the Permit issued to them.

**Can a WPH be on another Permit as work party, i.e. a mechanic doing a service on a generator, then is required on the rig floor for rig service. As the generator would be locked out, can he leave the permit open and sign onto another permit?**

A Permit will not generally be left ‘open’, nor does the WPH have any discretion to leave a Permit ‘open’. The Permit is an authorisation that can only be issued, and can be Suspended or Closed out, at the discretion of the WPA.

The WPTWA is reluctant to provide blanket determinations for situations such as this, because the nature of the activities can vary so dramatically between sites and operations.

WPTW applies specific principles to the application of the PTW system:

- The WPA is tasked with establishing a safe working environment for all personnel on site and for authorising any activity, including the WPH and Work Party for that activity.
- As emphasised in the WPTW Training, the WPH is responsible to maintain a safe working environment for their Work Party at all times. The WPH is tasked with supervising all work that is conducted under the Permit issued to them.

If, on that basis, the WPH is able to convince the WPA that they can fulfil their responsibility to their own Work Party – or that all work under the permit issued to them has been fully suspended and their Work Party will not be exposed to any risk, the WPA may – at their own discretion – authorise that person to be included in the Work Party for another task.

**NOTE:** A Permit will not generally be left ‘Open’ if no work is being conducted under it. It is, after all, a permit to ‘work’. If the activity is to be suspended, the permit should also be suspended and the conditions and work precautions should be revalidated by the WPA before work recommences. Most safety management systems require a review of the JSA and risk controls as part of that revalidation process, because the work environment may have changed during the period of suspension and other hazards may have been introduced that might place the Work Party at risk.

The other option is the permit is cancelled and a new permit is issued for the work when it is intended to be undertaken.
Can you provide more information about requirements for displaying open permits to inform people on site about current permit work activities?

All work planning and authorisation is generally coordinated from a central location that serves as the Permit Office. This is typically the best location for the display of permits to inform others on site about current permit activities.

The WPTW Handbook section 5.4 discusses the Issuing of a WPTW and the intent is to identify who is responsible for controlling each of the three copies of the Permit, given that the pad containing the various copies of the WPTW is normally under the control of the WPA.

The White Copy remains under the control of the WPA, and the other copies are distributed as indicated. The WPA can control their copy at their discretion – which may mean displaying it to allow others on the wellsite to be aware of current permit activity. We would caution that the WPA Copy is effectively a ‘control copy’ and therefore needs to be protected. It should probably not be displayed in an open or exposed area if there is a risk of deterioration of the documents.

It is common on production sites to have a Site Plan in the Permit Office – often a magnetic board with coloured indicator buttons – to allow for the identification of permit activities and to support SIMOPS planning on site. Because Wellsite permits are issued on a daily basis, tracking of activities is generally simpler than in production environments where longer durations may be allowed, but the Site Plan concept provides a very useful visual method for identifying current activities – as long as it is properly maintained.

Because production permit systems often involve a higher volume of permits, there is often a separate Permit Administrator or Coordinator that has direct responsibility for the maintenance of permit documentation, permit boards and so on. Retaining all of this information in the Permit Office generally makes the management and administration of the information more efficient.

Is it correct that the Yellow Copy of the Permit goes to the Operating Company Representative?

Yes.

The WPTW Handbook in section 5.4, states:

15. **WPA Issues the Permit**

Each Wellsite Permit to Work consists of three copies:

- **a.** Copy 1 – WPA copy (white). This copy remains with the WPA.
- **b.** Copy 2 – OCR copy (yellow). This copy is reserved for the OCR (when designated). If an OCR is not designated for the wellsite, this copy should be provided to the Operating Company as agreed.
- **c.** Copy 3 – WPH copy (buff). This copy remains in the possession of the WPH on the Job Site and is returned to the WPA upon expiry for Closeout of the Permit.

Retention of the yellow copy is a decision for the Operating Company and the OCR, in accordance with their own policies and management systems.