



Information material
WORK PERMITS



HSEQ

Health, Safety, Environment & Quality

WORK PERMITS



Work safely or do not work at all

Work may only be started after Noordgastransport has granted permission. Read your work permit carefully and check that the risk-control measures described in it are indeed in place. Then take the risk-control measures required for the job you are going to undertake.

**STAY ALERT ON THE JOB.
IF IN DOUBT: ASK. DO NOT
START THE JOB OR, IF YOU
HAVE ALREADY STARTED, STOP!**

Since the first successful well on the Dutch continental shelf in 1970, Noordgastransport B.V. has grown into one of the largest transporters of natural gas extracted offshore. The company has ample expertise and experience and is continuously working towards the development of new techniques and improved methods. In doing so, safety always takes priority. Noordgastransport, therefore, wants all its employees, contractors and suppliers to pay the utmost attention to what we mean with 'putting safety first' and expects them to make a conscious contribution toward it.



WORK PERMITS



Work Permits

For preparing and issuing its work permits, Noordgastransport uses an electronic system that can only be accessed by the operators.

WHY ARE WORK PERMITS USED?

- Record agreed arrangements.
- Recognize hazards and risks.
- Document risk-control measures.
- Promote good communication between parties.

WHAT IS THE PURPOSE OF THE WORK PERMITS?

- Ensure that work is done safely.
- Prevent incidents.

Which parties are involved in a work permit?

- Applicant: work planner or contractor.
- Issuer/Validator: Noordgastransport operator.
- Holder: the person who carries out the work.

The work permit is prepared by the operator in cooperation with the applicant.



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WHEN IS A WORK PERMIT REQUIRED?

The work-permit system applies to all work carried out on the installation. Before starting work, you must report to the operator. The operator will assess the situation using the 'Risk Assessment' (RBH) and issue the work permit.

The RBH also indicates whether, in addition to issuing the work permit, a Task Risk Assessment (TRA) must also be carried out.

HOW LONG DOES A WORK PERMIT REMAIN VALID?

A work permit is valid for a maximum of one day.

If there is a change of Holder during this day, the permit must be re-issued. In the event of an emergency, all the permits are suspended.

WORK PERMITS

Parts of the work permit

BLOCK 1

- Application for activities.

BLOCK 2

- Measures by issuing department.

BLOCK 3

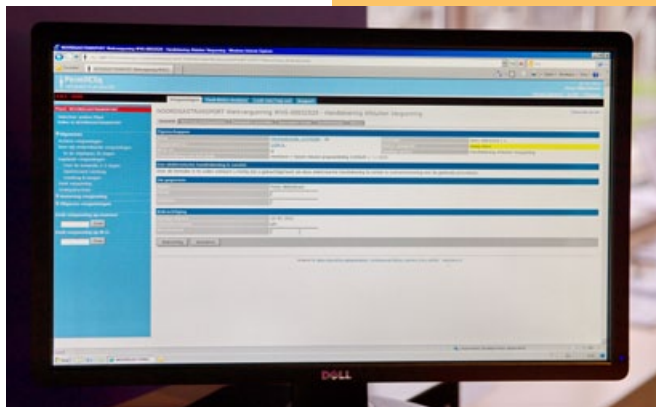
- Measures by Holder.

BLOCK 4

- Confirmation.

Applicant: tasks and responsibilities

- Provide an accurate and clear description of the activities.
- Indicate the appropriate precautions to be taken to ensure that the work can be done safely.



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Issuer: tasks and responsibilities

- Determine the risk category using the RBH and undertake a Task Risk Assessment (in consultation with the Applicant) if appropriate.
- Decide on the measures that the Issuer's department must take in order to create a safe workplace (inspect workplace).
- Assess the proposed precautions to be taken by the Holder.
- Provide product information by means of workplace instruction cards (WIC) (if required).
- Discuss the work permit.
- Determine any additional requirements.
- Determine whether gas measurements are necessary.
- Store active permits at a central place.

Holder: tasks and responsibilities

- Carry the permit on his/her person at all times.
- Read through the work permit and agree to the required precautions.
- Discuss the permit with the person(s) doing the work.
- Take the appropriate precautions and ensure that they are adhered to.
- Carry out the work or supervise it at the workplace.
- Supervise the proper execution of the work and is physically present at the workplace.
- Stops the work in case of changing circumstances and contacts the Issuer and the person in charge.
- Sign off the work.

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It is crucially important for the Holder to understand how the work must be done safely. You should, therefore, be prepared to challenge the Issuer and the Validator of the permit. After all, everyone's safety is at stake.

Validator: tasks and responsibilities

- Check that all the prescribed precautions have been taken.
- Validate the permit.
- Supervise observance of the terms and conditions attached to the permit.

As soon as the work has been completed:

- Revoke the precautions taken;
- Establishes return to 'situation normal'.

If you have any questions or require further information, you can always ask the person in charge.



Noordgastransport BV
Einsteinlaan 10
P.O Box 474
2700 AL Zoetermeer
The Netherlands
Tel. + 31 (0)79 - 368 68 68
Fax + 31 (0)79 - 368 68 60

Noordgastransport BV
Middenweg 2
9981 VG Uithuizen
The Netherlands
Tel. + 31 (0)595 - 44 70 00
Fax + 31 (0)595 - 43 31 53