



PERMIT TO WORK FRAMEWORK

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Review and Revision Record

List of Document Revisions

REVISION NUMBER:	DATE LAST REVIEWED:	DATE LAST REVISED:	REVISED BY:	REVISION DETAIL (ADDITIONS, DELETIONS, OR CHANGES):
1.3	May 31, 2022	May 31, 2022	Ron Mann	Revised section 5.4 to update verbiage to Bypass of Safety Critical Protective Devices (BSCPD) Revised section 5.4.2 to reflect critical scope permits including SCPD Revised section 5.5 to include new Energy Based Hazard ID Program
2.0	June 23, 2026	June 23, 2026	Michael Shostak	Various changes captured from WSM updates, incident actions, and audit findings: • Removed any reference to Job Coordinator • 5.3.2 Removed classes of risk; added maximum 4-hour time interval on medium risk • 5.5 Removed reference to Tailgate Safety Meeting Form; added gas testing frequency requirement. • 5.5.1 Clarified copies of issued permits • 5.5.2 Clarified PI / PR changes for PTW validity • 5.5.4 Added FLHA as a permit requirement • 5.5.5 Clarified single scope definition including work order management • 5.7 Added detail on PIC & PI not always being the same • 5.8.2 Clarified returning a permit is risk-based • 5.9.3 Added PR responsibility on reviewing scope and having a FLHA and JHA / OP, if applicable • 5.11.1 Replaced HSSE Assurance Technical Standard with HSE Verification Standard • 5.11.2 Performance Indicators (removed)

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1. Summary Statement

The Permit to Work (PTW) Framework provides a documented process for the management of a safe work environment through the permitting process, which will support the implementation of the PECL Health, Safety and Environment (HSE) Policy.

2. Objectives

The objectives of this Framework are to:

- Provide a high-level overview of the process for all permitting activities;
- Outline the Permit to Work Procedure;
- Define the requirements for work planning;
- Outline the types of permits;
- Define the requirements for drafting the PTW;
- Define permitting requirements under Simultaneous Operation situations;
- Outline the requirements for delegation of supervision responsibilities;
- Outline roles and responsibilities related to permitting;
- Outline competencies for permitting; and
- Outline the process measurement criteria.

3. Scope

This Framework applies to all Employees, Contractors, and Consultants. It applies to all business activities of the Company where work is to be performed, outlining the requirements to effectively manage and control all work scopes on the worksite through the act of permitting.

4. Definitions

Capitalized terms used herein have their meanings set forth in the Master Glossary.

5. Requirements

5.1 Overview

This Framework outlines the requirements for all scopes of work that require a Permit to Work (PTW) to be issued. This includes, but is not limited to, the type of permit required by scope of work, the supervision requirements defined by the risk of a work activity, ensuring all Worker(s) have reviewed the expectations of the permit, and the execution of work and control are understood and outlined per the permit. This ensures that Worker(s) are aware of potential hazards and have implemented the appropriate controls to reduce risk during any work activities.

5.2 Permit to Work Procedure

The Permit to Work Procedure outlines the life cycle and sequential steps if a permit may be required before carrying out any planned work activity. This includes reviewing the scope of work to determine if a permit is required, drafting the appropriate permit, approving the permit and ensuring the permit is readily available prior to work activity.

Stakeholders:

- Person in Charge / Permit Issuer
- Permit Receiver

5.3 Work Planning

Understanding when a permit is required and how it can support the planned activity is essential for proper site management. The below describes in detail considerations and requirements for planning, development and using a Permit to Work (PTW).

5.3.1 When a Permit is required

A PTW is required by any Worker(s) completing work under any of the scenarios discussed in 5.4. Types of Permits. If a PTW is required, it must be approved with the signature of the Permit Issuer (PI) and available at the work site prior to work begin conducted. If the scope of work changes from what was originally outlined in the initial PTW, a new PTW is required. If gaps are subsequently identified in an issued PTW, that permit will be closed and a new PTW addressing those gaps will be issued.

A PTW will be required for work on all PETRONAS locations including but not limited to:

- Gas Plants;
- Compressor Stations;
- Well Sites;
- Water Operations Sites;
- Drilling and Completions Sites;
- Facility and Construction Sites.

5.3.2 Permit Risk Classification

All PTWs issued by the Company will require risk ranking prior to approval of work. The Person in Charge (PIC) or PI must review the Inherent Risk of the work scope with no controls applied to determine the level of supervision required on site by a PETRONAS representative.

The PIC and or PI will decide on the risk classification of the PTW to be issued. The PECL Risk Matrix is used to assess the risk associated with the work to be performed in accordance with the Risk Matrix Technical Standard.

The following risk-based classifications apply:

1. High, Very High and Low Likelihood/High Impact risk work – The PI must always be on site to supervise work;
2. Medium risk work – The PI must be on site to supervise work at a pre-determined frequency, with a maximum time interval of four (4) hours between supervision checks; and
3. Low risk work – The PI does not need to be on site to supervise work.

The term "on site" means the PI must be readily available at the location of work. Due to multiple expectations of that person on site, they may not be able to supervise a permitted task directly. The Permit Receiver (PR) must act as the supervisor of that work area and coordinate associated work activities.

5.3.3 Electronic Permits

Electronic PTW's can be issued in place of a handwritten PTW for work activities as long as it is filled out in its entirety and the following criteria is met:

- A sequential permit numbering system is utilized on the electronic PTW being issued (i.e. 2019-01-04-01, 2019-01-04 02, 2019-01-04 03...etc.);
- PI must ensure an accurate sequential order is kept so a number is not duplicated on a specific site/job;
- All PTW's must be kept on site and made readily available for review as required.
- Once the work is complete the Permit needs to be returned to the PI.
 - For a risk ranking of "High, Very High, Low Likelihood High Impact" or "Medium," the PTW needs to be physically closed out with paper or digital copy.
 - For "Low" risk permits, the PI can confirm it is closed via a phone call.

5.4 Types of Permits

A PTW is used to control the following working scenarios:

1. External Permit – One or more Contractors performing a single scope of work; or
2. Critical Scope Permit – Employees, Contractors, or Consultants performing one of the following critical work scopes:
 - a. Confined space entry (refer to the Confined Space Entry Framework);
 - b. Ground disturbance (refer to the Ground Disturbance Technical Standard);
 - c. Hot work (refer to the Fire Prevention and Ignition Management Technical Standard);
 - d. Critical lifts (refer to the Lifting Technical Standard); and
 - e. Bypassing of safety critical protective devices (refer to the Bypassing of Safety Critical Protective Device (SCPD) Technical Standard).

For all permitting scenarios, the Worksite Management Framework requires that a Field Level Hazard Assessment (FLHA) accompany every permit, and that ZeTo Rules are followed at all times. A contractor's FLHA form or tail gate meeting form that includes a hazard assessment is acceptable as the FLHA. Additionally, where the scope of work meets the criteria defined in the Operating Procedures Technical Standard, an Operating Procedure (OP) review must be conducted; if an Operating Procedure does not exist, a Job Hazard Assessment (JHA) must be developed and documented. See section 5.5.4 for more details.

5.4.1 External Permits

An external PTW is required when one or more Contractors operate under the supervision of one Permit Issuer.

Each Contractor must identify a PR who will be responsible for ensuring Worker(s) under their supervision conduct work in accordance with the PTW (i.e. lead of a wireline crew).

The PR may be a Supervisor or senior member of a crew or an individual worker.

The PR shall sign the Permit to Work (PTW) to acknowledge and endorse its conditions prior to the commencement of work. The PR is responsible for reviewing the PTW in its entirety and ensuring that a Field Level Hazard Assessment (FLHA) is completed.

Where the PR leaves the worksite before the scope of the PTW is completed (e.g., shift change), a replacement PR shall be designated and the PTW shall be updated accordingly. The incoming PR shall review the PTW in full, revalidate the work conditions, and shall complete a new FLHA prior to assuming responsibility for the work.

A new FLHA is mandatory for each change in PR to confirm that all hazards and controls have been reassessed at the time of the handover.

The PR shall notify the Person in Charge (PIC) in advance of any planned change in PR coverage.

The PR will sign to acknowledge and endorse the PTW, who must be on site while the work is taking place. The PR is responsible for communicating to their Workers the expectations of the PTW.

The PIC and the PI may be the same person and will assess the risk associated with each Contractor. The PR associated with the Contractor that introduces the most risk to the work site will be assigned as the PR.

5.4.2 Critical Scope Permits

A critical scope PTW is used to manage work that requires robust control to address associated risks. These work scopes have been pre-defined by the Company and have associated Frameworks or Technical Standards as defined in 5.4. Types of Permits.

Critical scopes work must always have a PTW issued, regardless of whether the work is conducted by an Employee, Contractor, or Consultant. If a Contractor is already working under an existing External PTW, a separate PTW must be issued for the Critical Scope.

The PTW must always assess the level of risk to deem the supervision required; however, for the following Critical Scope work, a supervisor must always be on location and readily available, even if the PECL Risk Matrix assessment is found to be low or medium based on the current level of risk.

- a. Confined space entry (refer to the Confined Space Entry Framework);
- b. Ground disturbance (refer to the Ground Disturbance Technical Standard);
- c. Hot work (refer to the Fire Prevention and Ignition Management Technical Standard);
- d. Critical lifts (refer to the Lifting Technical Standard); and

For the Bypassing of Safety Critical Protective Device (SCPD) on sight supervision requirements will be based on the Bypassing of SCPD Technical Standard, Permit to Work Framework and the risk assessment.

- e. Bypass of safety critical equipment (refer to the Bypass of Safety Critical Protective Device (SCPD) Technical Standard).

5.5 Completing the Permit to Work

The PTW will be completed using the Permit to Work Form and include the following:

- **Section 1** – Identify the Person in Charge including contact number who has complete authority over the worksite;
- **Section 2** – Identify the supervision required on site for the work activity based on the risk classification as per the PECL Risk Matrix for the permit being issued as per the scope of work;
- **Section 3** – Contain a distinct permit number that is not a duplicate of any other PTW issued. Can be auto generated or manually input;
- **Section 4** – Identify the permit type for the scope of work (i.e. External, Hot Work, Critical Lift, Confined Space Initial Entry, Confined Space Entry Work, Ground Disturbance, and Bypassing of Safety Critical Protective Device (SCPD));
- **Section 5** – A complete and comprehensive description of the work (scope) to be performed including the equipment to be worked on and its location;
- **Section 6** – The site legal location (i.e. LSD, NTS) for the work being performed;
- **Section 7** – Isolation type required for the work to be done (i.e. single isolation, group isolation, blank, blind) where applicable;
- **Section 8** – Identifies hazards and the risk elimination, control or mitigation actions that must be implemented and verified before work activities begin. All hazards identified must have mitigation strategies implemented prior to the start of the work and be verified. It is the responsibility of both the Permit Issuer and Permit Receiver to ensure that mitigations implemented are verified and

signed off prior to the start of the work. The Site Hazard Map shall be used when assessing required controls for area classification, exposure hazards, and high energy sources as noted in the Worksite Management Framework;

When filling out this section of the permit, the Permit Issuer should utilize the Energy Based Hazards Wheel (icons as found on PTW), to help give the author of the PTW, a visual cue so they consider the energy-based hazards that might otherwise go unnoticed. The PI should also utilize the hazards and controls document that shows the possible Energy Based Hazards as well as examples of possible hazards and controls;

- **Section 9** – Identification of all required PPE needed for a job task based on work scope and any applicable Safety Data Sheets (SDS);
- **Section 10** – Identifies the gas testing that needs to be in place based on work scope. Hot work and confined space require continuous monitoring and must be documented. Personal continuous gas testing is carried out by way of a personal four head gas monitor (O₂, LEL, CO and H₂S) when performing a job task. The gas monitoring required where an area needs to be monitored due to a potential gas leak of an unknown quantity, volume or if there are concerns for exposure to chemicals that exceed the Occupational Exposure Limits (OEL) as per WorkSafeBC and the PECL Exposure Control Plans must be a percent by volume meter (i.e. RKI). All gas testing equipment needs to be calibrated and bump tested prior to use. A personal monitor must never be used for gas leak detection;
- **Section 11** – Used to record the results of gas testing that must be conducted prior to work commencing (i.e. Hot Work, Confined Space, Vehicle Entry, Use of Non-Intrinsically Safe Equipment, Welding, etc.). This testing is done to identify issues where there is potential for workers to be at risk of over exposure to chemicals (VOC, Benzene, NORM, LEL, H₂S, Oil Mist, Silica, etc.) that exceeds OEL as per WorkSafeBC and the PECL Exposure Control Plans. Frequency of re-testing to be determined between the PIC and the Contractor and results documented.

Where gas testing shows that the OEL for a particular chemical (VOC, Benzene, NORM, LEL, H₂S, Oil Mist, Silica...etc.), the applicable PECL Exposure Control Plan (ECP) must be utilized to control potential exposure to workers for that particular chemical;

- **Section 12** – Used to identify for the issued PTW the date the PTW was issued, the time the PTW was issued, the time the PTW is valid until, the date the PTW is valid to and the time the issued PTW is valid until. If an already issued PTW is to be extended, the date the PTW is extended until, the time the PTW is extended to, who is extending the PTW and their signature are required. The PTW extension must be conducted by the original PI, if the original PI cannot extend the PTW, a new PTW must be issued;
- **Section 13** – Review and sign off by the PI issuing the PTW for the work scope. The PI must be a PECL representative (Employee, Consultant);
- **Section 14** – Review and sign off by the PR for the work scope and conditions as identified by the PI. At no time can the PI and PR be the same person;
- **Section 15** – The PR must identify any and all applicable additional documents that are to be reviewed as part of the scope of work. These documents must be reviewed by all workers at the contractor tailgate meeting or when developing the FLHA for a single worker when performing work;
- **Section 16** – This section is provided for those involved in the work scope to provide additional comments or controls the PR may wish to document based on the work space for the location where the work is being conducted;

- **Section 17** – This section identifies who the new PI is that is a competent and trained PECL representative (Employee, Consultant) for the Delegation of Supervision. At no time can the PI be a contract worker;
- **Section 18** – This section identifies who the new PIC is that is a competent and trained PECL representative (Employee, Consultant) for the Delegation of Supervision;
- **Section 19** – This section is provided for the PI and the PR to discuss the handover of the work area back to PECL once the work has been completed and to ensure the site is tidy and what the status of the equipment is for a potential return to service; and
- **Section 20** – Identifies the final sign off by the PR and the PI or their delegate indicating that the work is completed and the PTW can be closed out.

Additional descriptions of definitions for each section of the PTW can be found on the back cover of the Permit to Work books.

5.5.1 Copies of Issued Permits

An issued PTW must be readily available on the site where the work is being performed.

Permits to Work (PTW) are primarily completed, approved, and issued digitally. However, traditional triplicate (carbon copy) PTW books remain available for use where required (e.g., system unavailability, remote locations, or contingency situations).

Where a PTW is issued electronically, the traditional triplicate distribution shall be maintained through controlled digital access rather than physical copies:

- “White Copy” (Issued to PR): The PR shall be provided with an approved digital copy of the PTW that is accessible at the worksite for the full duration of the work. This may be via a mobile device or a printed copy where required. The PR shall acknowledge receipt of the PTW prior to commencing work.
- “Yellow Copy” (Retained by PIC/PI): The PIC/PI shall retain the official master PTW within the digital system. This record shall include all approvals, signatures, and audit history, and shall serve as the controlled record of the permit.
- “Pink Copy” (Additional Distribution): Additional access to the PTW shall be provided electronically to relevant personnel (e.g., operations, supervision, safety, or SIMOPS coordination) as required. Distribution shall be controlled through the PTW system to ensure version control and prevent the use of outdated information.

Where traditional triplicate PTW books are used, distribution shall follow:

- White Copy – Issued to PR;
- Yellow Copy – Retained by PIC/PI;
- Pink Copy – Distributed as required.

Printed copies of digitally issued permits are considered uncontrolled unless verified against the current version in the PTW system.

5.5.2 Duration of Permit

A PTW signed by both the PI and PR is valid until the end of the working day or the end of a working shift.

A permit is no longer valid as written should any of the changes as identified below occur:

- If additional hazards outside of the scope are introduced after issuing the PTW;
- Shift change has occurred, *unless a handover has been completed and documented on the PTW form*;
- Replacement or crew change of a Company PI, *unless a handover has been completed and documented on the PTW form*;
- Scope of work is altered or revised from original issue;
- PR is replaced unless the PTW has been reviewed with the new PR, the new PR has signed onto the PTW form, completed the general site orientation and site-specific orientation, and a new FLHA has been completed;
- Additional tasks are added to a work order;
- Identified timeline has expired;
- An incident has occurred under that specific permit; or
- The work is completed and the PTW is closed.

If none of the above conditions occur but the work is expected to extend beyond the originally approved duration, the PI (or PIC, where applicable) may extend the PTW. The extension must:

- Clearly document the revised expected completion time, and
- Comply with the allowable hours of work defined in the Fatigue Management Technical Standard and applicable shift duration limits

Exception – Confined Space Initial Entry Permits:

- The Confined Space Initial Entry Permit is used to verify and document conditions within the space and is not a work authorization permit. It remains valid unless conditions change.
- The Initial Entry Permit becomes invalid and must be re-issued if atmospheric or physical conditions change, or if new hazards are identified. All work within the confined space must be performed under a separate valid PTW, which remains subject to standard invalidation requirements.

5.5.3 Permit to Work Removal

A PTW is revoked or removed, either by termination or by suspension.

- Termination – Revoke the PTW and stop the job. New PTW is required if job is to continue.
- Suspension – Remove the PTW and stop the job. If circumstances allow the job to continue with PI approval, return the PTW to the PR.

PERMIT TERMINATION	PERMIT SUSPENSION
Change in scope of work/work description	Emergency situation where work must stop/evacuation takes place
Incident affecting the permit	When any of the supporting documentation has expired or been cancelled
Stop work due to any violation of the PTW requirement	
Change in PTW conditions/hazard control measures	

5.5.4 Permit to Work Accompanying Documentation

All external PTWs approved by the PI and issued to a Contractor (PR) must be accompanied by the following documentation (or must be digitally available) as referenced in the Worksite Management Framework, as well as specific required documentation outlined by any other Technical Standards and/or Frameworks:

- Job Hazard Assessment Form (or equivalent contractor form): Required where no OP exists; a pre-planned, task-level hazard assessment for higher-risk or non-routine work;
- Field Level Hazard Assessment (or equivalent contractor form): To be completed immediately prior to job execution; and
- Tailgate Safety Meeting Form (or equivalent contractor form): To be conducted when multiple PRs are performing work at the same location with potential for interfacing.

All critical scope PTWs approved by the PI and issued to an Employee or Consultant (PR) must be accompanied by the following documentation (or must be digitally available) as referenced in the Worksite Management Framework:

- Job Hazard Assessment Form (or equivalent contractor form): Required where no OP exists; a pre-planned, task-level hazard assessment for higher-risk or non-routine work (nomenclature varies across Contractors);
- Field Level Hazard Assessment (or equivalent contractor form): To be completed immediately prior to job execution; and
- Tailgate Safety Meeting Form (or equivalent contractor form): To be conducted when multiple PRs are performing work at the same location with potential for interfacing.

Note: a JHA or OP is required if any of the following criteria is met as outlined in the Worksite Management Framework:

- Inherently High Risk
- Error tolerance is low
- Procedure is a regulatory requirement
- Potential to degrade (affect) system integrity or cause a process safety concern
- Critical work scope – complete additional documents/certificates as required by H&S Technical Standards

5.5.5 Permit Control

Safe execution of the Permit to Work (PTW) system requires clear definition and strict control of work scope. To maintain effective risk management and supervision, each permit shall be limited to a single, clearly defined job scope.

A *job scope* is defined as a set of work activities that:

- Involve similar tasks,
- Present consistent hazards, and
- Exhibit a comparable risk profile throughout execution.

A separate permit shall be issued for each individual job scope.

This requirement applies regardless of the number of contractors, work orders, or personnel involved. Multiple contractors may work under the same permit only where all work falls within the same defined job scope and hazard profile.

Permits shall not be used to group unrelated or dissimilar activities for administrative convenience. Where work activities introduce different hazards, controls, or risk levels, they shall be treated as separate job scopes and require separate permits.

Permitted Example (Single Job Scope):

- Mechanical and electrical trades conducting maintenance work on an isolated compressor.
 - In this case, the work shares a common scope and similar hazards (e.g., energy isolation, pinch points, ergonomic risks).
 - Multiple work orders and/or contractors may be covered under a single permit, as they remain within one defined job scope.

Non-Permitted Example (Multiple Job Scopes):

- Erecting scaffolding and installing blinds for confined space work.
 - These activities involve distinct and differing hazards (e.g., working at heights vs. confined space entry risks such as air quality and egress).
 - These tasks constitute separate job scopes and shall each have an individual permit issued, even if performed concurrently or by the same contractor(s).

Simultaneous and/or incompatible activities shall be strictly controlled to ensure:

- Proper sequencing of work,
- Adequate physical separation, and
- Implementation of additional control measures, including enhanced supervision, to prevent interaction risks.

Effective supervision of PTW activities may be compromised where a Person in Charge (PIC) or Permit Issuer (PI) oversees an excessive number of permits. The site supervisor shall assess and implement appropriate measures to maintain an effective span of control, which may include:

- Limiting the number of active permits, and/or
- Providing additional supervisory resources to ensure safe coordination of work.

The supervision assessment shall consider, at a minimum:

- Effectiveness of communication with work crews;
- Line of sight or ability to physically monitor work;
- Competency and experience of personnel;
- Nature and severity of hazards and risks; and
- Capacity to respond promptly and effectively in an emergency.

5.6 Delegation of Person in Charge (PIC)

The PI and the PIC can be the same worker (Employee or Consultant) on a location. In some circumstances based on the scope of work and work activity, the PIC and the PI may be different workers. Where a worker is identified as a PIC and must leave location, they may delegate the responsibility to another trained and competent worker.

The new PIC must:

- Update the issued PTW(s) with the new PIC name and contact information
- Communicate the transferring of the responsibility to all workers on site;
- The PIC is identified on the permit(s) that have been issued identifying the change; or
- New PTW(s) are issued identifying the new PIC if the existing PTW(s) cannot be updated.

At no time is a PIC or their delegate allowed to be assigned to a Contractor.

5.7 Delegation of Supervision (Permit Issuer)

In some instances, the PI may be supervising multiple activities simultaneously on one location. This may result in the PI not being able to oversee multiple scope of works at one time while on location (i.e. turnarounds, shutdowns, drilling, completions, large scale projects, etc.). In instances where this was to occur, the PI has the ability to assign the delegation of supervision to another competent and trained worker (Employee or Consultant). When the PI is assigning another worker as the supervisor, the new supervisor must ensure that:

- The PTW(s) are updated with the new PI name and contact information;
- They communicate the transferring of the responsibility to all workers on site;
- The new PI is identified on the permit(s) that have been issued identifying the change;
- New PTW(s) are issued identifying the new PI if the existing PTW(s) cannot be updated;
- An OP or JHA is used, where required;
- An effective FLHA has been carried out, that covers the entire work scope, and that the required risk elimination, control, or mitigation actions are fully implemented;
- All equipment to be used in designated hazardous areas is intrinsically safe, in accordance with the Fire Prevention and Ignition Management Technical Standard; and

- If the PI and PIC are not the same person, the PIC needs to be notified of any additional PI's or delegation.

At no time is the delegation of supervision allowed to be assigned to a Contractor.

5.8 Sign Off of and Return of a Permit to Work

5.8.1 Signing Off of a Permit to Work

Once a scope of work has been completed, the PR or delegate must indicate on the PTW where required the following information:

- The state of the equipment being worked on, is it ready for return to service; and
- That the area where the work was being conducted is tidy and being returned in a safe state.

5.8.2 Returning a Permit to Work

The returning of a PTW is dependent on the risk-based classification.

For a risk ranking of "High," "Very High," "Low Likelihood High Impact" or "Medium," The PTW needs to be physically closed out with a paper or digital copy. For "Low" risk PTW's, the PI can confirm it is closed via a phone call.

It is the responsibility of the PI or delegate to:

- Retain a copy of the returned PTW;
- Review the PTW for accuracy, content and completeness; and
- Work with the PR or their delegate to close any identified gaps from the submitted PTW.

5.9 Roles and Responsibilities

5.9.1 Person in charge (PIC)

The PIC must:

- Review and clarify the roles and responsibilities of all Workers on site;
- Ensure a JHA or OP is available as per the criteria in 5.5.4;
- Ensure controls per JHA/OP (if applicable) and FLHA are implemented prior to the PTW being issued;
- Ensure the development and approval of a PTW prior to starting any work activity;
- Ensure completion and the close out of a PTW;
- Ensure supervision is in place before work performed under a PTW; and
- Ensuring all Incidents, Near Misses, Unsafe Acts, and Unsafe Conditions are reported in accordance with the Incident Management Framework and the Investigation Framework.

The PIC and the PI may be the same person. If this is to occur, then the Worker must comply with the roles and responsibilities of both the PIC and PI.

5.9.2 Permit Issuer (PI)

The PI is assigned by Management and those in a supervisory capacity.

The PI must:

- Develop, approve, and close out a PTW;
- Ensure that proper work planning, identification of hazards, risk assessment have been conducted;
- Supervise work performed under a PTW based on the risk level classification;
- Ensure that all Workers have received a site orientation and have been clearly communicated of the site hazards and work scope;
- Lead a Tailgate Safety Meeting (if applicable) with Workers outlining the expectations of the JHA and PTW; and
- Ensuring all Incidents, Near Misses, Unsafe Acts, and Unsafe Conditions are reported in accordance with the Incident Management Framework and the Investigation Framework.

The PIC and the PI may be the same person. If this is to occur, then the Worker must comply with the roles and responsibilities of both the PIC and PI.

5.9.3 Permit Receiver (PR)

The PR must:

- Sign off and accept the terms of the issued PTW;
- Follow the PTW requirements detailed in this Framework;
- Participate in the development of a PTW to ensure scope of work is properly identified and all controls are communicated;
- Confirm that expectations identified on the PTW have been communicated to Workers involved in that particular work scope;
- Ensure that work permitting occurs prior to starting any work activity;
- Notify the PI of job delays, changing conditions, unforeseen hazards, or other relevant information; and
- For tailgate meetings, the PR needs to review the scope and have a FLHA to accompany the work. Some scopes may also require the JHA or OP to accompany the FLHA.

The PR may be a Worker.

5.9.4 Worker

The Worker must:

- Participate in the Tailgate Safety Meeting;
- Participate in the FLHA development;
- Follow the requirements of the JHA/OP (if applicable), FLHA, and PTW;
- Report changing conditions to the PR (if there are multiple Workers) or PIC/PI (if there is one Worker); and
- Stop all work if the requirements of this Framework are not being followed.

5.10 Competency

All personnel will receive training appropriate to the roles they are required to fill. Competency will be assessed in accordance with the Operations Competency Framework.

5.10.1 Person in charge/Permit Issuer

The PIC and the PI must be competent on the following:

- The requirements of this Framework, and the Worksite Management Framework;
- The requirements set by the Risk Matrix Technical Standard;
- Determining the proper risk ranking of a work scope;
- Understanding their responsibilities as the PIC and the PI;
- Ensuring the level of supervision assigned through the PECL Risk Matrix aligns with this framework;
- Understanding when to terminate a PTW;
- Understanding when to issue an additional or new PTW;
- Understanding when a PTW can be extended;
- Understanding who can be identified as the PR; and
- Understanding the process of delegating supervision.

5.10.2 Permit Receiver

The PR must be made aware on the following:

- The requirements of this Framework, and the Worksite Management Framework;
- The requirements to review the Permit to Work Form;
- Understanding the level of supervision required;
- Understanding the requirements set by the Risk Matrix Technical Standard;
- Understanding their responsibilities as the PR;

- Understanding when a PTW has expired or needs to be reissued.

5.10.3 Worker

The Worker must be made aware on the following:

- The requirements of this Framework, and the Worksite Management Framework;
- The requirements for a PTW as per applicable regulations for the jurisdiction;
- The requirements on how to complete the FLHA;
- The requirements for the specific work activity to be performed;
- Understanding when a PTW has expired or needs to be reissued; and
- Understanding how to report any hazards or conditions up to the PI or PR.

5.11 Process Measurement Criteria

5.11.1 Assurance Activities

The Permit to Work Verification Form is used as a self-assessment tool for managing conformance to this Framework in accordance with the HSE Verification Standard.

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