



Safety Rules and Procedures for

# Pressure Systems

Version FM.HS.G.005.02

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<b>Compass Safety Rules and Procedures for Pressure Systems</b>	
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Author	Peter Priday
Owner	Peter Priday

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# 1 Introduction

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## 1.1 General

This document sets out the Pressure Systems Safety Rules and Procedures (herein after abbreviated to “these Rules”) relating to:

- A. Working on or near, and the operation of Pressure Systems and Equipment.
- B. The responsibilities for the control of danger arising from Pressure Systems.
- C. The appointment of the Co-Coordinating Authorising Engineer, Authorising Engineers, Authorised Persons, Competent Persons, and Safety Persons.
- D. The qualifications and training necessary for the appointment of the Co-Coordinating Authorising Engineer, Authorising Engineers, Authorised Persons and Competent Persons.
- E. The Safety Documentation required for the application of these Rules.

These Rules have been produced to ensure compliance with UK statutory requirements and to prevent, so far as reasonably practicable, danger arising from working on, working near or operating Pressure Systems and Equipment.

### 1.1.1 Policy on Mechanical Safety

Our aims are to install, maintain and operate Pressure Systems and Equipment to the highest safety standards.

The consequence of undertaking mechanical maintenance and/or operations can adversely affect the client; therefore, appropriate consultation must take place well in advance of any Mechanical work.

There is a legal obligation on all persons involved with the operation of, and work on Pressure Systems and Equipment to carry out work in such a way as to prevent danger and injury to themselves and/or others.

These Rules have been put in place to assist in carrying out these obligations.

## 1.2 Application of these Rules

### 1.2.1 General

These Rules are mandatory for all persons (whether or not directly employed by Compass Group) working on, working near or operating Pressure Systems and Equipment for which Compass Group has control of the danger.

These Rules are designed to provide a safe framework within which work can be carried out with safety on permanently connected Pressure Systems Equipment.

Equipment which has been isolated via a valve(s) is considered to be permanently connected. These Rules do not apply to equipment that has been disconnected and discharged of any Mechanical potential and removed from an installation.

In case of apparent conflict between these Rules and a statutory requirement, the latter is to be followed and the Authorised Person is to notify Authorising Engineer.

If it is necessary to depart from any requirement of these Rules, the Authorised Person is to agree such departure in writing with the Authorising Engineer.

Where the control of the Mechanical danger is divided between Compass Group and others, Section 1.5 of these Rules is to be applied.

Further advice on the application of the Rules can be obtained from the Authorising Engineer.

## 1.3 Definitions of Personnel

### 1.3.1 Duty Holder

A person, on whom the Pressure Systems Safety Regulations 2000 imposes a duty in connection with Safety.

### 1.3.2 Co-Ordinating Authorising Engineer

A person appointed, in writing, by the Duty Holder to take responsibility for the overall management of these Rules.

### 1.3.3 Authorising Engineer (Mech)

A person appointed, in writing, by the Co-Ordinating Authorising Engineer to take responsibility for the effective management of these Rules.

### 1.3.4 Authorised Persons (Mech)

A person appointed in writing by the Authorising Engineer, in accordance with these Rules, to be responsible for the implementation of these Rules, in respect of the control and operation of defined Pressure Systems and Mechanical systems including the issue of all Safety Documents.

### 1.3.5 Duty Authorised Person (Mech)

An Authorised person who has signed the Pressure Systems Log Book to accept responsibility for the Pressure Systems or Installations, their name must be displayed in the Pressure Systems Control Centre.

### 1.3.6 Competent Person (Mech)

A suitably trained person who has sufficient technical knowledge and experience to avoid any danger that the system or systems may create, has sufficient knowledge of these Rules and is suitable to carry out specific work activities on the types of installations, equipment and locations indicated on their Safety Document or Certificate of Appointment.

### 1.3.7 Competent Person Insurance Inspector (CP (PSSR 2000))

The Insurance Inspector is appointed by the Insurance Company engaged the Contract Manager They must possess the necessary technical knowledge, skill and experience relevant to the post and be able to prevent danger or, where appropriate, injury.

### 1.3.8 Safety Person

A person not involved in the work and who has received Emergency First Aid training, who has adequate knowledge and experience so as to enable them to avoid danger, keep watch, prevent interruption, apply First Aid and summon help. The person is to be familiar with the system or installation being worked on and is to have been instructed on the action to be taken to in the event of an accident.

## 1.4 Demarcation of Responsibilities between Compass Group and Others

### 1.4.1 General

Where there is a Demarcation of Responsibilities between Compass Group and others, the Duty Authorised Person is, on all matters relevant to his duties, to liaise with the other party (or parties) as necessary to avoid danger.

Each Demarcation of Responsibilities is to be recorded in writing and precisely described on a diagram.

Each proposed Demarcation of Responsibility is to be approved by the Authorising Engineer before it is finally agreed with the other party (or parties) involved.

A copy of the diagram is to be prominently displayed at each area under joint control.

One copy of the agreement, including the diagram is to be held by the Authorising Engineer and another is to be placed in the Operational File.

Where another organisation transfers control of Mechanical danger to Compass Group for the duration of a contract, the Authorising Engineer is to request from the other organisation, details in writing of any known hazards that are, or may be present. A copy of these details is to be placed in the Pressure Systems Operational File.

*Note The other organisation has a duty to provide such details under Section 4 of the Health and Safety at Work Act 1974.*

### 1.4.2 Where Compass Group has control of the danger for part of another organisation's system or installation

The Authorising Engineer is to liaise with the other organisation's Duty Holder to agree the point of demarcation and the points of contact for both parties. Once approved a formal agreement is to be drawn up and signed by both parties.

### 1.4.3 Where Compass Group does not have control of the danger for a system or installation

Compass Group staff or Compass Group contractors staff who are to undertake work on parts of systems or installations for which Compass Group does not have control of the Mechanical danger are not required to comply with these Rules, but are to comply with the Statutory Regulations and/or any Safety Rules and Procedures issued by the organisation having control of the danger.

If no such Safety Rules and Procedures exist, the matter is to be passed to the Authorising Engineer for adjudication.

### 1.4.4 Where contractors are to undertake installation work on an existing system or installation for which Compass Group have control of the danger.

Before any installation work is undertaken by contractors on an existing system or installation for which Compass Group has control of the danger, The Authorised Person is to liaise with the person in the contractor's company responsible for that installation work to ensure that the work is undertaken in accordance with these Rules.

### 1.4.5 For New Work before the system or installation is accepted from the Contractor

During the construction period of the contract, the contractor(s) will have control of the Mechanical danger and is to comply with all Statutory Regulations. The contractor(s) is not required to comply with these Rules unless they are imposed as part of the contract.

Where it is known that Compass Group will eventually accept control of the danger the Authorising Engineer, in conjunction with the Duty Holder for the site involved shall appoint an Authorised Person to take responsibility for the new systems or installations when they are officially handed to Compass Group for day to day operation and maintenance.

The Authorised Person shall liaise with the contractors Duty Holder in order to become familiar with the systems or installations for which they will eventually take control of the Mechanical danger.

Where the contractors Duty Holder is responsible for part of a system or installation, the exact extent of the contractor's responsibility is to be agreed in writing.

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## 2.1 Co-Ordinating Authorising Engineer

### 2.1.1 Roles and Duties of the Co-Ordinating Authorising Engineer

The Co-Ordinating Authorising Engineer is responsible for the provision and overall management of these Rules and is to monitor and audit the application of these Rules.

The Co-Ordinating Authorising Engineer is to appoint (or re-appoint) sufficient Authorising Engineers to provide the necessary cover for all systems and installations for which Compass Group has responsibility.

The Co-Ordinating Authorising Engineer should be satisfied that each prospective Authorising Engineer meets the qualifications and requirements of these Rules issue a Letter of Appointment valid for a period not exceeding five years.

The Authorising Engineer is to define in writing the geographical area, for which each Authorising Engineer is to be responsible and maintain a register of all Authorising Engineers.

If necessary, the Co-Ordinating Authorising Engineer may suspend, at any time, the appointment of an Authorising Engineer by withdrawing their Letter of Appointment.

The Co-Ordinating Authorising Engineer is to report, to the Duty Holder, any deficiency in the number of suitably trained and experienced Authorising Engineers that significantly impairs Compass Group ability to provide a safe and effective service.

The Co-Ordinating Authorising Engineer shall audit the performance and record the operational experience of each Authorising Engineer at twelve monthly intervals.

The Co-Ordinating Authorising Engineer is responsible for notifying the Duty Holder and the Authorising Engineers of any known defect reports or Operational Restrictions issued by a Distribution Network Operator, Manufacturer or Supplier of electrical equipment.

The Co-Ordinating Authorising Engineer shall assign an Authorising Engineer to investigate all Dangerous Occurrences involving electrical equipment, systems and installations for which Compass Group is responsible.

Ensure that any amendments to these Rules are brought to the attention of, and understood by, all Authorising Engineers.

### 2.1.2 Qualifications and Appointment of the Co-Ordinating Authorising Engineer

To be eligible for appointment the Co-Ordinating Authorising Engineer shall be: -

- A. An Engineer with a minimum of five years relevant experience and a sound technical engineering background, be educated to HND level and have a minimum of eight years relevant experience as a practising Authorising Engineer, or be educated to degree level and have a minimum of five years relevant experience as a practising Authorising Engineer
- B. Have satisfactorily completed the both the MS1 or MS4 Authorising Engineer and AP10 or AP11, or equivalent, Pressure Systems Authorised Persons training courses within the last three years.
- C. Be able to demonstrate their suitability for the role by demonstrating a good understanding of HSE Legislation and these Safety Rules, prior to the appointment through a formal interview.

The Co-Ordinating Authorising Engineer is to be appointed in writing, by the Duty Holder.

A Co-Ordinating Authorising Engineer is to be appointed or re-appointed for a period not exceeding five years.

## 2.2 Authorising Engineer

### 2.2.1 Roles and Duties of the Authorising Engineer

Within the geographical area for which an Authorising Engineer has been appointed, the Authorising Engineer is responsible for advising on the implementation and administration of these Rules and is to monitor and audit the application of these Rules.

The Authorising Engineer is to appoint (or re-appoint) sufficient Authorised Persons to provide the necessary cover for all systems and installations for which Compass Group has responsibility.

The Authorising Engineer should be satisfied that each prospective Authorised Person meets the qualifications and requirements of these Rules and is to endorse each Authorised Person a Certificate of Appointment valid for a period not exceeding three years.

The Authorising Engineer is to define in writing, using drawings and diagrams if considered appropriate, the exact extent of the systems and installations for which each Authorised Persons is to be responsible and maintain a register of all Authorised Persons.

If necessary, the Authorising Engineer may suspend, at any time, the appointment of a Authorised Person by withdrawing their Certificate of Appointment.

The Authorising Engineer is to report any deficiency in the number of suitably trained and experienced Authorised Persons that significantly impairs Compass Group ability to provide a safe and effective service.

The Authorising Engineer shall audit the performance and record the operational experience of each Authorised Person at twelve monthly intervals.

At intervals not exceeding three years, the Authorising Engineer shall undertake comprehensive audits, in accordance with Section 7.4 of these Rules of all systems and installations and review each Authorised Persons operational experience.

Where applicable to equipment within the areas for which the Authorising Engineer is responsible, they shall notify Compass Group of any known defect reports or Operational Restrictions issued by a Manufacturer or Supplier of Pressure Systems Equipment.

The Authorising Engineer will ensure that a system is in place to circulate relevant information on Operating Restrictions and Dangerous Occurrences to all Authorised Persons.

Investigate all Dangerous Occurrences involving Pressure Systems and Equipment, for which the Authorising Engineer is responsible.

Agree in writing any local deviations from these Rules that may be necessary for their application to a particular item of equipment or location.

Ensure that any amendments to these Rules are brought to the attention of, and understood by, all Authorised Persons.

## 2.2.2 Qualifications and Appointment of the Authorising Engineer

To be eligible for appointment, a prospective Authorising Engineer shall be: -

- A. An Engineer with a minimum of five years relevant experience and a sound technical engineering background, be educated to HND level and have a minimum of eight years relevant experience as a practising Authorised Person (Mech) or be educated to degree level and have a minimum of five years relevant experience as a practising Authorised Person (Mech).
- B. Have satisfactorily completed the AP10 / AP11 or equivalent Authorised Persons initial training course within the last three years, if in an operational role.
- C. Have satisfactorily completed the MS1 / MS4 or equivalent approved Authorising Engineer training course or have the equivalent experience.
- D. Be familiar with the different types of equipment, installations and systems in use within the area for which the appointment is sought.
- E. Be able to demonstrate their competency and suitability for the role by demonstrating a good understanding of the tasks involved and knowledge of these Rules, prior to the appointment through a formal assessment.

An Authorising Engineer is to be appointed in writing. The model letters of appointment are in Appendix A1.1

An Authorising Engineer is to be appointed or re-appointed for defined systems and installations for a period not exceeding five years.

## 2.3 Authorised Persons

### 2.3.1 Roles and Duties of Authorised Persons

The Authorised Person is responsible for the practical implementation and operation of these Rules for the systems and installations for which Compass Group has control of the danger and for which the Authorised Person has been appointed.

More than one Authorised person can be appointed for a system or installation but, only one is to be on duty at any one time. Each transfer of responsibility between Authorised Persons is to be recorded in the log book. The name of the Duty Authorised Person is to be displayed in the Pressure Systems Control Centre.

The duties of the Authorised Person (Mech) should be by agreement of the Authorising Engineer and should include: -

- A. Ensure, so far as reasonably practicable, that all personnel within the area of their appointment observe and comply with the requirement of these Rules.
- B. The control of Pressure Systems and Equipment.
- C. Produce or check and Countersign Safety Programmes and Isolation Risk Assessments.
- D. Issue, cancel and withdraw as appropriate all safety documents for the systems, installations and equipment for which the Authorised Person has been appointed.

- E. Ensure that all Protective Equipment is recorded, periodically inspected, calibrated and maintained in accordance with the manufacturer's recommendations and is to be inspected to ensure it is in a satisfactory condition before use.
- F. Inform the Authorising Engineer: -
  - i. Any defects found in Mechanical equipment.
  - ii. Any dangerous occurrence
  - iii. Any dangerous practices observed in the course of his duties.
- G. Appoint Competent Persons for defined work and maintain a register of Competent Persons appointments including dates of appointment, restrictions, details of training and training dates and the date the appointment is due to expire. This register should be kept in the Pressure Systems Operational File with copies of all current Competent Persons certificates.
- H. Ensure that all records for the system for which the Authorised Person is appointed are completed and kept up to date.

### 2.3.2 Qualifications of Authorised Persons

Perspective Authorised Persons shall be assessed and endorsed by the Authorising Engineer. The appointment is to be for defined systems and installations and will be registered on a Certificate of Appointment signed by the Authorised Person and the Authorising Engineer

To be eligible for appointment as an Authorised Person the perspective Authorised Person shall: -

- A. Have sufficient experience of work on pressure systems.
- B. Have an adequate knowledge of these Rules, and those Regulations and Documents listed in Appendix A4 that are applicable to the systems and installations for which the appointment is sought.
- C. Be technically competent and qualified to safely operate, and make safe to work on, the equipment, systems or installations for which the appointment is sought.
- D. Be familiar with the equipment, systems or installations for which the appointment is sought.
- E. Have successfully completed the AP10, or equivalent, Persons Pressure Systems training course within the last three years.
- F. Be able to demonstrate competency and suitability for the role, prior to their appointment, through a formal interview carried out by the Authorising Engineer.

## 2.4 Appointment and Re-Appointment of Authorised Persons

### 2.4.1 General

Authorised Persons are to be appointed (or re-appointed) by the Contract Manager and endorsed (or re-endorsed) by the Authorising Engineer for defined systems and installations, for periods not exceeding three years. Appointment and re-appointment are to be by the issue, and acceptance, of a Certificate of Appointment signed personally by the Contract Manager, Authorising Engineer and the Authorised Person. Certificates of appointment or re-appointment and acceptance of appointment should be in the form illustrated in Appendix A1.2.

### 2.4.2 Review of Authorised Persons' Appointments

Each Authorised Persons' appointment is to be reviewed by the Authorising Engineer at intervals not exceeding three years and prior to re-appointment.

### 2.4.3 Refresher Training for Authorised Persons

All Authorised Persons are to attend an AP10, AP11 or equivalent Authorised Persons Pressure Systems training course at intervals not exceeding three years.

All Authorised Persons are to attend an emergency first aid training course in accordance with Section 7.3 of these Rules at intervals not exceeding three years.

### 2.4.4 Suspension and Cancellation of appointment of Authorised Persons

The appointment of any Authorised Person may be suspended or cancelled by the Authorising Engineer, who should take the following actions: -

- A. Arrange a meeting with the Authorised Person to discuss the suspension or cancellation and any actions necessary.
- B. Retrieve the original Certificate of Appointment.
- C. Inform in writing the Authorised Person giving the reasons for the suspension or cancellation and detailing any further training or experience considered necessary before re-appointment and the expected duration of the suspension or cancellation.
- D. In the case of cancellation, the Authorising Engineer is to destroy the original Certificate of Appointment and overwrite all other copies with the word 'Cancelled' followed by the date and his signature.
- E. On suspension or cancellation of an appointment the combination, or lock to the Key Control Box is to be changed.
- F. The Authorising Engineer should take the action necessary to ensure alternative cover is provided.

## 2.5 Competent Persons (Mech)

### 2.5.1 Roles and Duties of Competent Persons (Mech)

A Competent Person authorised by the issue of a Certificate of Appointment duties will be limited to those duties specified on the certificate. These certificated duties must not preclude the necessity for a Permit to Work where required.

There are three levels of Certificated Competent Person:-

Level 1 Competent Persons are only deemed competent to work on mechanical equipment that has been isolated and drained and depressurised by an Authorised Person (Mech) or a Level 3 Competent Person (Mech).

Level 2 Competent Persons are additionally deemed competent to work on mechanical equipment on which they have isolated and drained and depressurised for their own safety.

Level 3 Competent Persons are additionally deemed competent to isolate. Drain and depressurise equipment within the scope of their appointment for third parties.

A Competent Person authorised by the issue of a Permit to Work may only undertake or supervise the work specified until the task is complete and the Competent Person has signed the clearance and the Safety Document is cancelled by the Duty Authorised Person.

Unless it is unavoidable the Competent Person is not to leave the location of the work until the task is completed. If the Competent Person must temporarily leave the location of work, the task is to be suspended and adequate safety precautions taken to prevent danger. The work is not to be resumed until the Competent Person has returned to the location of work.

### **2.5.2 Qualifications for appointment of Competent Persons**

To be eligible for appointment, prospective Competent Persons shall: -

- A. Be suitably, Qualified, Skilled, Trained, and Experienced to undertake work on the types of system and equipment for which the appointment is sought.
- B. Be familiar with the types of installation and equipment that they will be required to work on.
- C. Possess the necessary technical knowledge, skill, training and experience relevant to the nature of the works to be undertaken to prevent danger or injury.
- D. Have adequate knowledge of the relevant parts of these Rules, any agreed local variations, and those Regulations listed in Appendix A4 which are applicable to the installations and equipment on which work is to be undertaken.

### **2.5.3 Appointment and Re-Appointment of Competent Persons**

Appointment of a Competent Person will be either by issue of a Certificate of Appointment in which case they are deemed competent to carry out specified work on designated installations or equipment without the issue of a Limitation of Access (Mech). Or by the issue of a Safety Document, in which case they are deemed competent to carry out the task to be performed under that Safety Document.

Prior to the issue of a Certificate of Appointment the prospective Competent Person is to attend a formal interval with the Authorised Person appointed for the system or installation for which the appointment is sought.

A copy of the certificate is to be placed in the Pressure Systems Operational File.

### **2.5.4 Contractors Competent Persons**

The contractor is responsible for ensuring that the Contractor's Competent Persons employed on Compass Group work or for work on systems or installations for which Compass Group have control of the danger are of a standard equivalent to that described for Competent Persons in these Rules and is to provide the Duty Authorised Person with written proof.

If the Duty Authorised Person is of the opinion that a Competent Person is not carrying out work in accordance with these Rules, or is working in an unsafe manner,

the Duty Authorised Person is to stop the work, have the equipment or installation made safe and the Competent Person removed from the work area.

## **2.6 Competent Person (Insurance Inspector)**

### **2.6.1 Roles and Duties of the Competent Person (Insurance Inspector)**

The Competent Person (Insurance Inspector) is responsible for producing a “Written Scheme of Examination” for the site Pressure Systems Equipment and for conducting the Insurance Inspections outlined in the Written Scheme.

### **2.6.2 Appointment of the Competent Person (Insurance Inspector)**

They will be appointed by the body responsible for drawing up the “Written Scheme of Examination” and engaged by the Contract Manager.

## **2.7 Safety Persons**

### **2.7.1 Role of Safety Persons**

The Safety Person is a person, not directly involved in the work being performed, who has adequate knowledge, experience and ability to avoid danger, keep watch, prevent unauthorised interruption of the work and be able to apply first aid and summon help.

Have adequate knowledge of and, within the last three years, have successfully completed an emergency first aid training course that includes CPR.

The Duty Authorised Person is to ensure that the Safety Person understands their role and fully understands how to disconnect the equipment being worked on from all sources of supply.

### **2.7.2 Requirement for a Safety Person**

The Safety Person is to be in attendance when the Duty Authorised Person considers it necessary and in the following circumstances: -

- A. Whilst fitting Plugs, Spades or Spectacle Plates.
- B. Whilst Draining a system when  $<45^{\circ}\text{C}$  could not be proved.
- C. Whilst a Pressure Systems enclosure is in place

### **3 General Precautions**

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## 3.1 General

### 3.1.1 General

These Rules do not apply where equipment has been Depressurised, Disconnected and Removed from the system or installation.

Equipment that is considered by any Authorised Person to be in a Dangerous Condition, or is subject to an Operational Restriction, is to be isolated elsewhere and action taken to prevent it from being re-connected to the supply of energy. A report of the incident and the action taken are to be reported as soon as is reasonably practicable to the Authorising Engineer.

Where the Authorised Person is undertaking a task requiring a Pressure Systems Permit to Work, this is to be issued by the Duty Authorised Person and received by the Authorised Person carrying out the task. In this case the Authorised Person becomes the Competent Person.

When a Permit to Work is to be issued the Duty Authorised Person is required to have made safe and identified equipment upon which the work is to be undertaken and all points of isolation. If the work involves, or may involve, obtaining access to items of equipment over which confusion could occur the Duty Authorised Person is to positively identify such items to the Competent Person using Point of Work Signs and apply Danger Signs to adjacent Live Pressure Systems Equipment.

## 3.2 Display of Temporary Safety Signs

### 3.2.1 Safety Signs

Safety Signs are to be prominently displayed and securely fixed at all points of isolation, draining and venting before the start of and for the duration of any work, and before the issue of any Pressure Systems Permit to Work.

### 3.2.2 Danger Signs

Danger Signs are to be prominently displayed on any equipment which remains pressurised and is adjacent to equipment to be worked on, or where confusion could exist, before the start of and for the duration of any work, and before the issue of any Pressure Systems Permit to Work.

### 3.2.3 Point of Work Signs

Point of Work Signs are to be prominently displayed at the Point(s) of Work where confusion could exist before the issue of any Permit to Work.

## 3.3 Admittance to Plantrooms and Designated Areas

### 3.3.1 General

Any entrance to a room or enclosure that contains Pressure Systems Equipment should have signage as per Appendix 3.1(1) affixed and is to be kept closed and securely locked when the equipment is unattended. If it is not reasonably practicable for the area to be segregated and locked, then the floor around the area should be marked and signage as per Appendix 3.1(2) placed to inform personnel that the area is a "Designated Pressure Systems Area" and warn of the hazards.

Where it is necessary to prevent danger or, where appropriate, injury, or prevent unauthorised operation, Equipment, Valves and Operating Mechanisms are to be locked when the Equipment is unattended.

No person other than an Authorised Person or Competent Person shall enter a room containing Pressure Systems Equipment unless they are accompanied by the Duty Authorised Person or are in receipt of a valid Pressure Systems Permit to Work, or Limitation of Access (Mech).

## 4 Working on Pressure Systems Equipment

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## 4.1 General

### 4.1.1 General

The preparation for works on Pressure Systems Equipment requiring a Permit to Work is to follow the procedure set out in Table PS1 of these Rules.

A Permit to Work is required for all works on Pressure Systems Equipment within the demise of the Authorised Person of where more than two points of isolation are required.

The preparation for work on Pressure Systems Equipment by a Level 2 or 3 Certificated Competent Person under their Certificate of Appointment are to follow the procedure set out in Table PS2 of these Rules.

The preparation for work on Pressure Systems Equipment requiring the issue of a Minor Isolation Certificate are to follow the procedure set out in Table PS3 of these Rules.

Access to areas under the control of the Duty Authorised Person is to be authorised by a Limitation of Access (Mech), Standing Instruction (Mech) or Specific Written Instruction (Mech).

Safety Locks are to be applied at all points of isolation, draining and venting to prevent unauthorised operation or re-connection.

Temporary Safety Signs shall be fixed and displayed in accordance with section 3.2 of these Rules.

Where required by section 2.7 of these Rules, an Accompanying Safety Person is to be appointed before the operation or work commences.

Prior to the issue of a Permit to Work the Duty Authorised Person is to show the prospective Competent Person the Isolation and Depressurisation Diagram on the Permit to Work, the safety arrangements at the points of isolation and at the Points of Work and is to ensure that the Prospective Competent Person understands all the relevant safety procedures and precautions. If thereafter they accept the Permit, they are considered the Competent Person and therefore responsible for the defined works until the Permit is cancelled.

Where an Authorised Person is undertaking a task requiring a Pressure Systems Permit to Work, this is to be issued by the Duty Authorised Person and receipted by the Authorised Person carrying out the task. In this case the Authorised Person becomes the Competent Person.

## 4.2 Operation of Pressure Systems Equipment

### 4.2.1 General

In an emergency Pressure Systems equipment in service may be valved off or turned off by any Authorised Person or Competent Person. This person is then without delay and with some urgency, to advise the Duty Authorised Person (Mech) of the action or actions undertaken.

In normal circumstances Pressure Systems equipment is to be operated only by: -

- A. The Duty Authorised Person.
- B. A Competent Person who has been issued with a Standing Instruction (Mech) giving authority for the operation.

- C. A Competent Person who has been issued with a Specific Written Instruction (Mech) giving authority for the operation.
- D. A Competent Person who has been issued with a Certificate of Appointment giving authority for the operation.
- E. A person acting on the instructions and personally supervised by the Duty Authorised Person.

#### 4.2.2 Standing and Specific Written Instruction (Mech)

An Authorised Person may issue a Standing Instruction (Mech) to a person for a defined operation or sequence of operations in respect of specific items of Pressure Systems Equipment. If the person thereafter accepts the Standing Instruction (Mech) that person is considered the Competent Person and therefore becomes responsible for carrying out the defined tasks as required until the Standing Instruction (Mech) is cancelled.

The Duty Authorised Person may give a Specific Written Instruction (Mech) to a named Competent Person or to another Authorised Person for defined operations in respect of specific items of Pressure Systems equipment. If the Competent Person or an Authorised Person thereafter accepts the Specific Written Instruction (Mech) that person becomes responsible for the defined operations.

#### 4.2.3 Boiler Systems

All Boiler Systems and associated plant shall have specific and comprehensive operating instructions, a copy of which should be readily available to the staff responsible for their operation and maintenance.

As a guide these operating instructions should include:

- A. Procedures for operating, monitoring and keeping records of the relevant operating pressures, temperatures, fuel consumption and the condition of warning indicators or other devices affecting the safe operation of the Boiler System, so that any deterioration from normal operating conditions may be observed and the appropriate action taken.
- B. The manufacturer's safety recommendations and instructions for installation, maintenance and inspection of the Boiler and associated systems.

The Authorising Engineer is responsible for ensuring that emergency procedures are in place, which cover:

- A. Any failure that results in the uncontrolled release of pressure and fluids.
- B. Over pressurisation or overheating.
- C. Any other occurrence likely to cause danger.

#### 4.2.4 Compressor Systems

Compressors used for Medical Gases are not covered by these Rules. They are under the control of the Duty Authorised Person (MGPS) and their Rules and Procedures.

All Compressed Air Systems, plants and accessories shall have specific and comprehensive operating instructions, a copy of which should be readily available to the staff responsible for their operation and maintenance.

As a guide these operating instructions should include:

- A. Procedures for operating, monitoring and keeping records of the relevant operating pressures, energy consumption and the condition of warning indicators or other devices affecting the safe operation of the Compressor System, so that any deterioration from normal operating conditions may be observed and the appropriate action taken.
- B. The manufacturer's safety recommendations and instructions for installation, maintenance and inspection of the Compressor and associated systems.

The Authorising Engineer is responsible for ensuring that emergency procedures are in place, which cover:

- A. Any failure that results in the uncontrolled release of pressure.
- B. Over pressurisation.
- C. Any other occurrence likely to cause danger.

#### **4.2.5 Chilled Water Systems**

The Refrigerant Gas System within the Chillers are not covered by these Rules. Works on these systems are controlled by the Responsible Person (F-Gas).

All Chiller Systems shall have specific and comprehensive operating instructions, a copy of which should be readily available to staff responsible for their operation and maintenance.

As a guide, operating instructions should include:

- A. Procedures for monitoring and keeping records of the relevant operating pressures, temperatures, power consumption and the condition of warning indicators or other devices affecting the safe operation of the Chilled Water System, so that any deterioration from normal operating conditions may be observed and the appropriate action taken.
- B. The manufacturer's safety recommendations and instructions for installation, operation, maintenance of the plant and systems.

The Authorising Engineer is responsible for ensuring that emergency procedures are in place, which cover:

- A. Any failure that results in the uncontrolled release of pressure or fluid.
- B. Any other occurrence likely to cause danger.

## **4.3 Risk Categorisation and Assessment**

### **4.3.1 General**

The level of control exercised over Pressure Systems will take the form of one of the following Safety Documents:

- A. Limitation of Access (Mech)
- B. Standing Instruction (Mech).
- C. Specific Written Instruction (Mech).

#### D. Pressure Systems Permit to Work.

All intrusive works on Pressure Systems will be authorised by a Permit to Work. The other Safety Documents are used to authorise access to areas under the control of the Duty Authorised Person or to authorise the operation of pressure systems equipment

#### 4.3.2 Risk Categorisation

These Safety Rules and Procedures introduce the concept of two levels of risk for Pressure Systems (within the scope of these Rules). The Authorising Engineer is to complete a Site Survey to assess each system and assign the System with a category of either High Risk or Low Risk. The risk category will help to determine the “Approved”, “Acceptable” and “Authorised” Isolation Methods. The Isolation Methods are outlined in Section 4.4  
The following Systems are to be categorised as High Risk:

- A. Steam Systems
- B. High Temperature Hot Water Systems (>120°C)
- C. Medium Temperature Hot Water Systems (100°C - 120°C)
- D. High Pressure Compressed Air or Gas Systems (>10 Bar)

All other Systems are to be assessed and categorised by the Authorising Engineer, however, examples of Low Risk Systems (under normal operating conditions) are:

- A. Low Temperature Hot Water Systems (<100°C)
- B. Chilled Water Systems
- C. Boosted Cold Water Systems

The Authorising Engineer may determine that other systems may pose a hazard that requires control by the implementation of these Safety Rules and Procedures (e.g. Hydraulic Systems, Point of Use Compressors, and High-Pressure Systems not containing relevant fluids). Details of these additional Systems are to be documented and filed in the Pressure Systems Operational File.

#### 4.3.3 Task Method Statements Risk Assessments

Prior to any work on a Pressure System a Task Specific Method Statement and a ‘suitable and sufficient’ Risk Assessment are to be produced by the individual or organisation assigned to complete the works. These documents are to include the sequence of works, the methods and equipment to be employed and the local hazard information supplied by the Authorised Person.

The Task Method Statement and Risk Assessment are to be submitted to the Authorised Person within a reasonable timeframe (to be agreed with the Authorised Person) **prior** to the issue of a Permit to Work. This is to enable the Authorised Person sufficient time to review the documents, determine the

Points of Isolation and produce their Isolation Risk Assessment and Safety Programme.

Should the Authorised Person consider that the Risk Assessment is inadequate they should contact the originator to discuss their concerns.

The Task Risk Assessment must be retained with the Isolation Risk Assessment, Safety Programme and Permit to Work.

#### **4.3.4 Isolation Risk Assessment**

Following the review of the Task Method Statement and Risk Assessment, the Authorised Person is to produce a risk assessment to highlight the Hazards and Risks associated with completing the Isolation and Depressurisation of the Point of Work. It should also outline the Controls required to enable the Isolation and Depressurisation to be completed safely.

A model form to record the findings of a Risk Assessment is given in Appendix A2.1

## **4.4 Methods of Isolation**

### **4.4.1 General**

On completion of the Isolation Risk Assessment a Safety Programme is to be produced by the Duty Authorised Person. It shall detail in chronological order all of the steps required to safely isolate the system, part of system or a component of the system from all sources of energy. It is to take into account the method of pressure systems isolation selected and the requirement to prove the integrity of all valves used as a point of isolation.

### **4.4.2 Electrical Isolation**

Where necessary the electrical supply to the pressure system or component part is to be isolated and locked off at a suitable position. The isolation procedures are to comply with the Electrical Safety Rules and Procedures.

### **4.4.3 Fuel Isolation**

Where necessary the fuel supply to the pressure system or component part is to be isolated and locked off at a suitable position.

### **4.4.4 Pressure Systems Isolation**

Before work is undertaken on a pressure system the point(s) of work is/are to be isolated from all sources of pressure.

The isolation method employed by the Authorised Person is to be either "Approved" or "Acceptable" for the type of system to be isolated. If either an "Approved" or "Acceptable" method of isolation (as per the table in end Section 4.4.6) is not achievable, then the Authorised Person is to consult the Authorising Engineer for authority to use an "Authorised" isolation method.

All valves used for the purpose of isolation are to be closed, locked closed with Safety Locks and have Safety Signs fitted.

All valves used for the purpose of venting, draining and proving depressurisation are to be opened and locked open with Safety Locks and have Safety Signs fitted.

Valves are not to be used as the sole means of long term isolation. Purpose made blanks, plugs or spectacle plates are suitable alternatives to valves for this application.

Blank flanges or plugs are to be made of materials consistent with the specification to which the pressure system has been constructed and are to incorporate vent and drain points. Flange bolts are to be torqued to the correct settings before the pressure system is re-pressurised.

Purpose made spades, blanks, blinds and spectacle plates are to:

- A. Be made of suitable materials
- B. Have sufficient strength
- C. Be of sufficient dimensions to withstand pressures in excess of the rating of the pressure safety device.

Care should be taken to ensure that flanges can be tightened sufficiently and jointing materials will not be damaged by insertion of spade blanks. Flange bolts are to be torqued to the correct settings before the pressure system is re-pressurised.

#### **4.4.5 Method Descriptions**

There are 7 isolation methods available to the Authorised Person these are:

- A. De-pressurisation of the whole pressure system.
- B. De-pressurisation of part of the pressure system by Double Block and Bleed.
- C. De-pressurisation of part of the pressure system by Double Valve Isolation.
- D. De-pressurisation and disconnection of part of a pressure system using Blank Flanges or Plugs.
- E. De-pressurisation of part of the pressure system by Single Valve Isolation and Blank Flanges or Plugs.
- F. De-pressurisation of part of the pressure system by Single Valve Isolation and Spade Blanks or Integral Blanks.
- G. De-pressurisation of part of the pressure system by Single Valve Isolation only.

A summary of each of these methods of isolation is given in the following paragraphs. These are not fully detailed descriptions and it is the responsibility of the Authorised Person to ensure that the isolation method selected includes, where appropriate, provision for:

- A. The safe release of pressure.
- B. The control of the relevant fluid.

- C. Cooling.
- D. Warming.
- E. Venting.
- F. Flushing.
- G. Draining

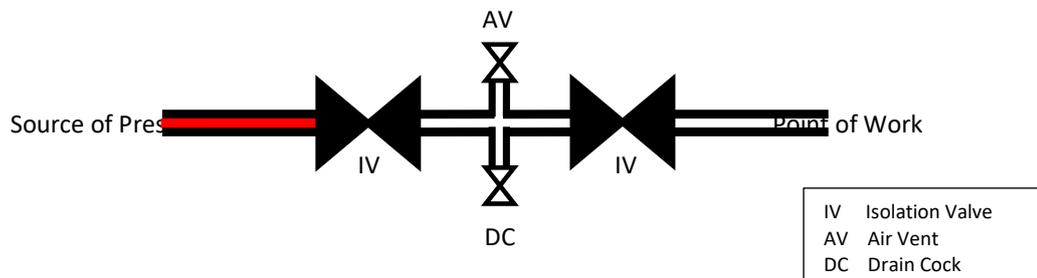
**Method A - De-pressurisation of the whole pressure system**

Shut down the pressure system, isolate and lock off all electricity, fuel and other power supplies. Release the stored energy from the pressure system by controlled venting and draining. Depressurisation of the pressure system at the point of work is to be proved.

Work on the pressure system or component part may then be undertaken.

When the work is completed the pressure system may be re-instated to its normal operating condition.

**METHOD B - De-pressurisation of part of the pressure system by Double Block and Bleed**



Close at least two valves between the point of work and each pressurised part of the pressure system. Independently prove the integrity of the valves closest to the point of work via the drain point adjacent to the point of work and the valves furthest from the point of work via the bleed between the two isolation valves.

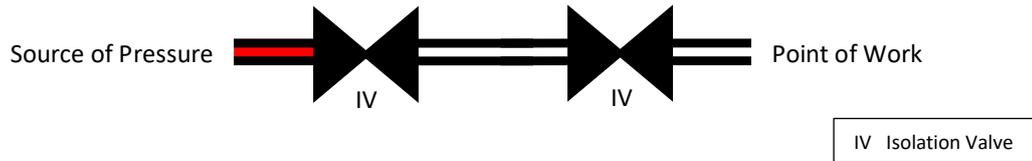
Release the stored energy between the point(s) of isolation and the point(s) of work by controlled venting and draining. The integrity of all valves and the de-pressurisation of the pressure system at the point of work are to be proved.

Work on the pressure system or component part may then be undertaken.

When the work is completed the pressure system may be re-instated to its normal operating condition.

If de-pressurisation cannot be achieved or maintained, Method B is to be suspended and Method A used to achieve isolation. If Method A is not acceptable, then the isolation procedure is to be stopped and the risk assessment reviewed.

### METHOD C - De-pressurisation of part of the pressure system by Double Valve Isolation



Close at least two valves between the point of work and each pressurised part of the pressure system. Independently prove the integrity of each isolation valve via the drain point adjacent to the point of work.

Release the stored energy between the point(s) of isolation and the point(s) of work by controlled venting and draining. The integrity of all valves and the de-pressurisation of the pressure system at the point of work are to be proved.

Work on the pressure system or component part may then be undertaken.

When the work is completed the pressure system may be re-instated to its normal operating condition.

If de-pressurisation cannot be achieved or maintained, Method C is to be suspended and Method A used to achieve isolation. If Method A is not acceptable, then the isolation procedure is to be stopped and the risk assessment reviewed.

### METHOD D - De-pressurisation and disconnection of part of a pressure system using Blank Flanges or Plugs



Method A, B, C or G may be used initially to de-pressurise the whole or part of the pressure system. De-pressurisation of the pressure system at the point(s) of work is to be proved. Physical disconnection may be undertaken at any de-pressurised part of the pressure system.

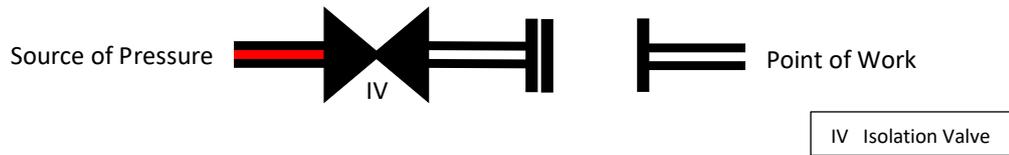
The de-pressurised parts of the pressure system not intended to be worked upon may be re-pressurised only when blank flanges or plugs have been installed at any points of disconnection. The parts of the pressure system not intended to be worked upon may be reinstated to their normal operating condition.

Work on the disconnected part(s) of the pressure system may be undertaken.

When the work is completed, de-pressurise the pressure system using Method A, B, C or G. Open the vent and drain points at the point(s) of disconnection to prove the de-pressurised state of the pressure system. The blank flanges or plugs may then be removed.

The disconnected part(s) of the pressure system may be reconnected and the pressure system may be re-instated to its normal operating condition.

**METHOD E - De-pressurisation of part of the pressure system by Single Valve Isolation and Blank Flanges or Plugs**



Close the valve(s) between the point(s) of work and each pressurised part of the pressure system. Independently prove the integrity of each isolation valve.

Release the stored energy between the point(s) of isolation and the point(s) of work by controlled venting and draining. De-pressurisation of the pressure system at the point(s) of work is to be proved.

Physical disconnection may then be undertaken at the point(s) of work.

Install blank flanges or plugs at the point(s) of work. Each blank flange or plug used for this method of isolation is to incorporate vent and drain points.

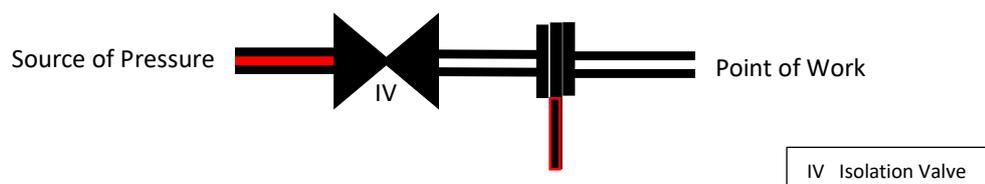
Work on the disconnected part of the pressure system may then be undertaken.

When the work is completed confirm that the vent and drain points in each blank flange or plug are open and that the integrity of each isolation valve has been maintained. The blank flanges or plugs may then be removed.

The disconnected part(s) of the pressure system may be reconnected and the pressure system may be re-instated to its normal operating condition.

If de-pressurisation cannot be achieved or maintained, Method E is to be suspended and Methods A, B or C used to achieve isolation. If Methods A, B or C are not acceptable, then the isolation procedure is to be stopped and the risk assessment reviewed.

**METHOD F - De-pressurisation of part of the pressure system by Single Valve Isolation and Spade Blanks or Integral Blanks**



Close the valve(s) between the point(s) of work and each pressurised part of the pressure system. Independently prove the integrity of each isolation valve.

Release the stored energy between the point(s) of isolation and the point(s) of work by controlled venting and draining. De-pressurisation of the pressure system at the point(s) of work is to be proved.

The installation of spade blank(s) may then be undertaken on flanged pipework at the point(s) of work by parting the flanges to allow the careful insertion of suitable spade blank(s) and retightening the flanges to seal the spade blank(s).

A spade blank may be used only where it can be installed safely.

Integral blanks or blinds may also be used. These are purpose designed fittings, incorporated in the installation or manufacture of component parts, to be used as a means of isolation and include spectacle flanges.

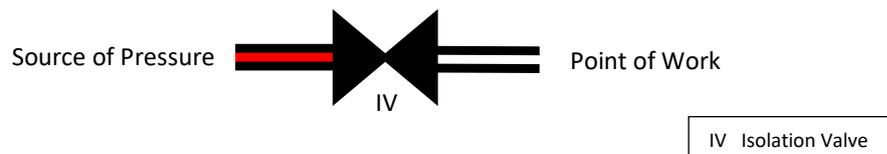
Work on the de-pressurised parts of the pressure system may then be undertaken.

When the work is completed, carefully part the flanges where the spade blanks are fitted to prove the integrity of the isolation valve(s).

Remove the spade blank(s) and retighten the flanges. The pressure system may be re-instated to its normal operating condition.

If de-pressurisation cannot be achieved or maintained, Method F is to be suspended and Methods A, B or C used to achieve isolation. If Methods A, B or C are not acceptable, then the isolation procedure is to be stopped and the risk assessment reviewed.

### **METHOD G - De-pressurisation of part of the pressure system by Single Valve Isolation only**



Close the valve(s) between the point(s) of work and each pressurised part of the pressure system. Independently prove the integrity of each isolation valve.

Release the stored energy between the point(s) of isolation and the point(s) of work by controlled venting and draining. De-pressurisation of the pressure system at the point of work is to be proved.

Work on the de-pressurised part of the pressure system may then be undertaken.

When the work is completed the pressure system may be re-instated to its normal operating condition.

If de-pressurisation cannot be achieved or maintained, Method G is to be suspended and Methods A, B, C, D, E or F used to achieve isolation. If these Methods are not acceptable, then the isolation procedure is to be stopped and the risk assessment reviewed.

#### 4.4.6 Isolation Matrix

The Duty Authorised Person is to identify an appropriate procedure for isolation, taking into account the Risk Categorisation. The following table should be used in determining the method of isolation:

Isolation Method	A	B	C	D	E	F	G
Steam	Approved	Acceptable	Acceptable	Acceptable	Acceptable	Authorised	Authorised
High Temperature Hot Water (HTHW) Systems >120°C	Approved	Approved	Acceptable	Acceptable	Acceptable	Authorised	Authorised
Medium Temperature Hot Water (MTHW) 100-120°C	Approved	Approved	Approved	Approved	Acceptable	Acceptable	Authorised
Low Temperature Hot Water LTHW <100°C	Approved	Approved	Approved	Approved	Acceptable	Acceptable	Acceptable
Chilled Water (CHW)	Approved	Approved	Approved	Approved	Acceptable	Acceptable	Acceptable
Boosted Domestic Water (BCWS / HWS)	Approved	Approved	Approved	Approved	Acceptable	Acceptable	Acceptable
Compressed Air or Gases (>10bar)	Approved	Approved	Approved	Approved	Acceptable	Acceptable	Authorised
Compressed Air or Gases (<10bar)	Approved	Approved	Approved	Approved	Acceptable	Acceptable	Acceptable
Hydraulic Systems	Approved	Acceptable	Acceptable	Acceptable	Acceptable	Acceptable	Authorised

Approved Method 
 Acceptable Method 
 Authorised Method   
*(May be acceptable with additional precautions and Authorisation by the AE)*

## 4.5 Procedures

**Table PS1. Procedures to be carried out by the Duty Authorised Person to enable work on Pressure Systems Equipment.**

<b>STEPS IN COLUMN 1 ARE TO BE UNDERTAKEN IN NUMERICAL ORDER</b> <b>The Duty Authorised Person is responsible for all tasks</b>	
COLUMN 1	COLUMN 2
<b><u>STEP 1</u></b>  <b>Check Task Risk Assessment and Method Statement</b>	<ul style="list-style-type: none"> <li>• Ensure a suitable and sufficient Task Risk Assessment has been produced.</li> <li>• Check that the Task Method Statement is adequate.</li> <li>• Ensure client is aware of the impact of the planned works.</li> <li>• Select Isolation Method using Isolation Matrix</li> </ul>
<b><u>STEP 2</u></b>  <b>Prepare an Isolation Risk Assessment</b>	<ul style="list-style-type: none"> <li>• Prepare an Isolations Risk Assessment addressing the hazards associated with isolating the system, or part of the system, using the method selected.</li> </ul>
<b><u>STEP 3</u></b>  <b>Prepare a Safety Programme</b>	<ul style="list-style-type: none"> <li>• Ensure that no other Safety Documents are open for the equipment involved</li> <li>• Prepare a Safety Programme, which includes the requirement to prove the integrity of any valve used for isolation, in duplicate and obtain a countersignature from another Authorised Person.</li> <li>• Sign on as Duty Authorised Person, Display as such in the Pressure Systems Control Centre before proceeding to Step 4.</li> </ul>
<b><u>STEP 4</u></b>  <b>Isolate and Fix Signs</b>	<ul style="list-style-type: none"> <li>• Isolate the Point of Work from all sources of energy.</li> <li>• Depressurise the Point of Work by Draining and/or Venting</li> <li>• Prevent unauthorised removal of Points of Isolation, Draining and Venting by fitting Safety Locks and Safety Signs.</li> <li>• Fit Danger Signs to pressure systems equipment adjacent to the Point of Work, or where confusion may exist.</li> <li>• Fit Point of Work Sign(s) to positively identify the Point(s) of Work.</li> </ul>
<b><u>STEP 5</u></b>  <b>Secure Safety Lock Keys</b>	<ul style="list-style-type: none"> <li>• Secure the Keys for the Safety Locks in the Safety Key Box</li> </ul>
<b><u>STEP 6</u></b>  <b>Issue The Permit to Work</b>	<ul style="list-style-type: none"> <li>• Brief prospective Competent Person on the works to be completed, the points and method of isolation, and confirm with certainty the point or points of work.</li> <li>• Show the prospective Competent Person the Mechanical Diagram on the Permit to Work, the safety arrangements at the points of isolation and at the places of work and ensure that the person understands all the relevant safety procedures and precautions.</li> <li>• Issue The Permit to Work and The Competent Persons Key for the Safety Key Box to the Competent Person.</li> </ul>
<b><u>STEP 7</u></b>  <b>Undertake the Work</b>	<ul style="list-style-type: none"> <li>• The Competent Person is to undertake or personally supervise the work and on completion, or when the work is stopped and made safe, is to return the original of the Permit to Work and The Competent Persons Key for the Safety Key Box to the Duty Authorised Person to complete the Clearance and Cancellation of the Permit to Work retained in the pad.</li> </ul>

**Table PS2. Procedure to be carried out by a Level 2 or 3 Certificated Competent Person to enable Working on Mechanical Equipment under their Certificate of Appointment**

<b>STEPS IN COLUMN 1 ARE TO BE UNDERTAKEN IN NUMERICAL ORDER</b> <b>The Competent Person is responsible for all tasks</b>	
COLUMN 1	COLUMN 2
<p><b><u>STEP 1</u></b></p> <p><b>Identify Point(s) of Isolation</b></p>	<ul style="list-style-type: none"> <li>• Locate and Identify Point(s) of Isolation.</li> <li>• Ensure Point(s) of Isolation are within the Competent Persons Demarcation Zone.</li> <li>• Ensure a Maximum of Two Points of Isolation are required to make the Point of Work Safe.</li> </ul> <p><i>If more than two points of Isolation are Required or if the Isolation Point(s) are outside of the Competent Persons Demarcation Zone the Isolation of the Point of Work must be completed by the Duty Authorised Person as per Table PS1</i></p>
<p><b><u>STEP 2</u></b></p> <p><b>Isolate and Fix Signs</b></p>	<ul style="list-style-type: none"> <li>• Isolate the Point of Work</li> <li>• Prevent unauthorised re-pressurisation by fixing their Personal Safety Lock(s) and Isolation Tag(s) at the Point(s) of Isolation.</li> </ul>
<p><b><u>STEP 3</u></b></p> <p><b>Prove Integrity of Isolations</b></p>	<ul style="list-style-type: none"> <li>• Allow Point of Work to Cool to &lt;45°C</li> <li>• Open Vent and Drain Points adjacent to Point of Work</li> <li>• Witness flow from Drain Point to Cease</li> </ul>
<p><b><u>STEP 4</u></b></p> <p><b>Undertake the Work</b></p>	<ul style="list-style-type: none"> <li>• The Certificated Competent Person is to undertake the work.</li> </ul>

**Table PS3. Procedure to be carried out by a Level 3 Certificated Competent Person to enable Working on Mechanical Equipment under a Minor Isolation Certificate.**

<b>STEPS IN COLUMN 1 ARE TO BE UNDERTAKEN IN NUMERICAL ORDER</b> <b>The Competent Person is responsible for all tasks</b>	
COLUMN 1	COLUMN 2
<b><u>STEP 1</u></b>  <b>Identify Point of Isolation</b>	<ul style="list-style-type: none"> <li>• Locate and Identify Point(s) of Isolation.</li> <li>• Ensure Point(s) of Isolation are within the Competent Persons Demarcation Zone.</li> <li>• Ensure a Maximum of Two Points of Isolation are required to make the Point of Work Safe.</li> </ul> <p><i>If more than two points of Isolation are Required or if the Isolation Point(s) are outside of the Competent Persons Demarcation Zone the Isolation of the Point of Work must be completed by the Duty Authorised Person as per Table PS1</i></p>
<b><u>STEP 2</u></b>  <b>Isolate and Fix Signs</b>	<ul style="list-style-type: none"> <li>• Isolate the Point of Work</li> <li>• Prevent unauthorised re-pressurisation by fixing Controlled Safety Lock(s) and Isolation Signs(s) at the Point(s) of Isolation.</li> </ul>
<b><u>STEP 3</u></b>  <b>Prove Integrity of Isolations</b>	<ul style="list-style-type: none"> <li>• Allow Point of Work to Cool to &lt;45°C</li> <li>• Open Vent and Drain Points adjacent to Point of Work</li> <li>• Witness flow from Drain Point to Cease</li> <li>• Affix Signs to Point(s) of Depressurisation</li> </ul>
<b><u>STEP 4</u></b>  <b>Issue Minor Isolation Certificate</b>	<ul style="list-style-type: none"> <li>• Identify Points of Isolation and Depressurisation to the Person Completing the Works</li> <li>• Allow the Person Completing the Works to add their own Safety Locks if requested.</li> <li>• Brief the Person on the woks to be undertaken</li> <li>• Issue the Person Completing the Works with the Minor Isolation Certificate</li> </ul>

## 5 Documentation

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## 5.1 Safety Programmes

### 5.1.1 General

Prior to the issue of a Pressure Systems Permit to Work a Safety Programme, detailing the intended sequence of safety operations to be performed to make the equipment safe for the execution of the work, is to be prepared. When the Safety Programme has been completed it should be countersigned by another Authorised Person who has a detailed working knowledge of the particular system involved.

A Safety Programme form shall have a format in accordance with Appendix A2.2. It shall have an original and a duplicate of each page, and each sheet of a Safety Programme shall bear the same unique and non-repeatable serial number.

Only one Safety Programme pad shall be in use at any one time for each system. When not in use the Safety Programme pads shall be stored in the lockable Document Cabinet.

### 5.1.2 Contents of Safety Programmes

The Safety Programme is to be completed in duplicate by the Authorised Person who is to be responsible for issuing the Permit to Work and is to indicate:-

- A. The name of the originating Authorised Person.
- B. The name and signature of the countersigning Authorised Person.
- C. Date of the countersignature.
- D. The System Type and Isolation Method
- E. Site Name
- F. The Equipment for which the proposed sequence of operations is intended to make safe to work on.
- G. The purpose of the proposed work.
- H. The sequence of operations to be undertaken up to and including the issue of The Permit to Work including:-
  - i. The location, including any name of identification code, at which each operation is to be performed.
  - ii. The identity of each item of equipment to be operated (this should be what is stated on the local label on the equipment or alternatively the generic type, manufactures name and type reference).
  - iii. The operation to be performed.
  - iv. The reason for the operation.

### 5.1.3 Implementing Safety Programmes

Before commencing the sequence of operations detailed on the countersigned Safety Programme, the Duty Authorised Person is to confirm that persons affected have been informed and that permission from the client has been obtained.

Before commencing the sequence of operations detailed on the countersigned Safety Programme, ensure the duplicate is retained in the Safety Programme Pad and located in the Document Cabinet.

The Duty Authorised Person is to refer to the original of the Safety Programme while carrying out the sequence of operations detailed on the Safety Programme, and is to note on it the date and time of each operation.

### 5.1.4 Completion of Safety Programmes

On completion the original of the Safety Programme should be placed in the Pressure Systems Operational File, to be filed with the associated Permit to Work.

The original Safety Programmes are to be retained, in the Operational File for three years after the dates on which they were implemented.

## 5.2 Pressure Systems Permit to Work

### 5.2.1 General

A Permit to Work shall be issued by The Duty Authorised Person to a Competent Person before any intrusive works (where the integrity of the system will need to be breached) on defined items of equipment is started.

A Permit to Work shall have the format of that shown in Appendix A2.3. It shall have an original and a duplicate page. Each page of the permit shall bear the same serial number. Pads of numbered forms shall be used in sequence.

Prior to issue, the Isolation and Depressurisation Diagram shall be completed on the Permit to Work and explained to the Competent Person.

Only one Permit to Work Pad shall be in use at any one time for each system. When not in use the Permit to Work Pads shall be stored in the lockable Document Cabinet.

A Permit to Work is not to be issued for an item of equipment for which an existing Permit to Work remains valid, nor for any equipment which is within an area for which a Limitation of Access or Standing Instruction exists unless a Risk Assessment indicated that it is safe to do so.

Where an Authorised Person is to undertake the work he will become the Competent Person upon Receipt of the Permit to Work from the Duty Authorised Person.

### 5.2.2 Issue and Acceptance of a Pressure Systems Permit to Work

A Permit to Work is to be issued at the place where the work is to be undertaken, and the points of isolation, draining and venting shown to the Competent Person.

The issue and cancellation of every Permit to Work is to be recorded in the Pressure Systems Log.

Before issuing a Permit to Work, the Duty Authorised Person is to:-

- A. Identify to the prospective Competent Person the Equipment upon which the works are to be undertaken, indicating (using Point of Work signs as required) the precise Point(s) of Work.
- B. Explain in detail to the prospective Competent Person the exact extent of the work to be undertaken.
- C. Draw the attention of the prospective Competent Person to any special instructions and safety measures noted on the Permit.
- D. Show the prospective Competent Person the Isolation and Depressurisation Diagram on the Permit to Work, and the safety arrangements at the points of isolation, draining and venting and the places of work.
- E. Demonstrate to the satisfaction of the prospective Competent Person that the Equipment is depressurised and safe to work on.

The Duty Authorised Person shall sign and print their name, along with the date and time, the Issue section of the Permit to Work.

The prospective Competent Person, having understood the work to be undertaken and being prepared to carry it out, taking into account any special instructions, shall sign and print their name, along with the date and time, the Receipt section of the Permit to Work.

The original copy of the Permit is issued to the Competent Person along with the Competent Person's Key to the Safety Key Box.

After accepting the Permit to Work the prospective Competent Person becomes the Competent Person and is responsible for personally supervising or undertaking the defined work. The Competent Person is not to leave the place where the work is being carried out, or to undertake any other works while the defined work is in progress. During any temporary absence of the Competent Person from the place where the work is being carried out, the work is to be suspended and adequate safety precautions taken until work is resumed on the return of the Competent Person.

### **5.2.3 Completion of the work and the Cancellation of the Pressure Systems Permit to Work**

Having completed the work, withdrawn all persons, instruments and tools from the location of work and having advised all persons associated with the work that it is no longer safe to work on the Equipment, the Competent Person is to return the original of the Permit to the Permit to Work Pad and complete and sign The Clearance section of the Permit to Work.

Where work is stopped the aforementioned procedures apply and in addition the Competent Person confirms that the Equipment has been made safe pending the issue of another Permit.

The Duty Authorised Person completes and signs the Cancellation section of the Permit to Work and places the original in the Operational File with the relevant Safety Programme and any other associated paperwork.

If the Competent Person has lost the original of the Permit to Work, the loss is to be recorded by the Duty Authorised Person on the duplicate copy, and in the Pressure Systems Log. The Competent Person is to countersign the loss of the original Permit. And a note to that effect placed in the Operational File in place of the original. The loss is to be reported to the Authorising Engineer.

Completely filled pads are to be retained in the lockable Document Cabinet for three years after the date of cancellation of the last Permit issued from the pad.

## **5.3 Limitation of Access (Mech)**

### **5.3.1 General**

The Duty Authorised Person may issue a Limitation of Access (Mech) for a specified task, other than one that requires a Permit to Work within an area or location that is normally under the control of the Authorised Person.

A Limitation is should only be issued for a period of time within the issuing Authorised Persons Duty Period. For longer durations or repetitive tasks a Standing Instruction should be considered.

A Limitation of Access (Mech) shall have the format shown in Appendix A2.4. It shall have an original and a duplicate. Each page of a Limitation of Access (Mech) shall bear the same serial number. Pads of numbered forms shall be used in sequence.

Only one Limitation of Access (Mech) Pad shall be in use at any one time for each geographical area for which the Authorised Person has responsibility. When not in use the Limitation of Access (Mech) Pads shall be stored in the lockable Document Cabinet.

Provided that a Risk Assessment indicates that it is safe, a Limitation of Access (Mech) may be issued for work to be undertaken in an area or location containing an item of equipment where a Pressure Systems Permit to Work is valid.

### **5.3.2 Issue and Acceptance of a Limitation of Access (Mech)**

A Limitation of Access (Mech) may be offered to a person of any discipline who is competent to personally execute the work activities or to supervise the execution of the work activities by others. On accepting the Limitation of Access (Mech), the person becomes the Competent Person and is personally responsible for undertaking or supervising the work activities, for which the access is required.

Limitation of Access (Mech) are to be issued at the place where the work activities are to be undertaken. The issue and cancellation of every Limitation of Access (Mech) is to be recorded in the Pressure Systems Log Book.

Before issuing a Limitation of Access (Mech), the Duty Authorised Person shall positively identify the scope and limits of the work activities which are to be carried out, and the physical extent of the work activities at the location.

Prior to offering a Limitation of Access (Mech) to the prospective Competent Person, the Duty Authorised Person is to:-

- A. Accompany the prospective Competent Person to the location where the work is to be undertaken.
- B. Confirm with the prospective Competent Person in detail the exact extent of the work activities to be undertaken, including its scope and limits.
- C. Show the prospective Competent Person the area in which the work activities are to be undertaken and identify the known Hazards.
- D. Draw the attention of the prospective Competent Person to any special instructions and safety measures.

The Duty Authorised Person shall sign and print their name, along with the date and time, the Issue section of the Limitation of Access (Mech).

Prior to acceptance of the Limitation of Access (Mech), the prospective Competent Person, having understood the work to be undertaken and being prepared to carry it out, taking into account any special instructions, shall sign and print their name along with the date and time, the Receipt section of the Limitation of Access (Mech).

The original copy of the Limitation of Access (Mech) is issued to the Competent Person.

After accepting the Limitation of Access (Mech) the prospective Competent Person becomes the Competent Person and is responsible for personally supervising or undertaking the defined work. The Competent Person is not to leave the place where the work is being carried out, or to undertake any other work while the defined work is in progress. During any temporary absence of the Competent Person from the place where the work is being carried out, the work is to be suspended and adequate safety precautions taken until work is resumed on the return of the Competent Person.

### **5.3.3 Completion of the work and Cancellation of the Limitation of Access (Mech)**

Having completed the work, withdrawn all persons, instruments and tools from the working place the Competent Person is to return the original of the Limitation of Access (Mech) to the Duty Authorised Person and complete and sign The Clearance section of the Limitation of Access (Mech).

When the work is completed, The Duty Authorised Person is to check that the location has been left in a clean and tidy condition and is secured against unauthorised access.

The Duty Authorised Person completes and signs the Cancellation section of the Limitation of Access (Mech) and places the original in the Operational File with any other associated paperwork.

If the Duty Authorised Person decides to stop the work, the Limitation of Access (Mech) is to be withdrawn and cancelled. The withdrawal is to be noted on the Limitation of Access (Mech) and the reasons for the withdrawal recorded in the Pressure Systems Log.

If the Competent Person has lost the original of the Limitation of Access (Mech), the loss is to be recorded by the Authorised Person on the duplicate copy, and in the Pressure Systems Log. The Competent Person is to countersign the loss of the original Limitation of Access (Mech) and a note to that effect placed in the Pressure Systems Operational File in place of the original. The loss is to be reported to the Authorising Engineer.

Completely filled pads are to be retained in the lockable Document Cabinet for three years after the date of cancellation of the last Limitation of Access (Mech) issued from the pad.

## **5.4 Standing Instruction (Mech) and Specific Written Instruction (Mech)**

### **5.4.1 Standing Instruction (Mech)**

An Authorised Person may originate a Standing Instruction (Mech) for:-

- A. Defined tasks other than one that requires a Pressure Systems Permit to Work within an area or location that is normally under the control of the Authorised Person (Mech).
- B. Defined operations in respect of specific items of Pressure Systems Equipment normally under the control of the Authorised Person (Mech).
- C. Defined operations in areas normally under the control of the Authorised Person (Mech).

A Standing Instruction (Mech) shall have the format shown in Appendix A2.5. It shall have an original and a duplicate. Each page of a Standing Instruction (Mech) shall bear the same serial number. Pads of numbered forms shall be used in sequence.

The original and the duplicate of the Standing Instruction (Mech) are to be signed by all the Authorised Persons appointed for the system or installation to which the Instruction applies.

A Standing Instruction (Mech) is to be offered only to a Competent Person who is in possession of a current Certificate of Appointment appropriate to the task to be completed or equipment to be operated.

A Standing Instruction (Mech) is not to be transferred from one Competent Person to another.

The Competent Person is to acknowledge receipt by completing and signing the original and the duplicate pages of the Standing Instruction; the signature renders the Instruction valid. The original of the Instruction is issued to the Competent Person

The issue of a Standing Instruction (Mech) is to be recorded in the Pressure Systems Log.

The duplicate of the signed Standing Instruction (Mech) is to be retained in the pad, which is to be kept in the locked Document Cabinet.

Any Authorised Person appointed for the system or installation, can at any time, cancel a Standing Instruction. The cancellation is to be notified to all other Authorised Persons (Mech).

On termination, the original of the Standing Instruction (Mech) is to be retrieved from the Competent Person by an Authorised Person, the original and duplicate of the Standing Instruction (Mech) held in the pad are to be overwritten with the word, "CANCELLED" or "EXPIRED", as appropriate, followed by the date of termination.

The original is to be filed in the Pressure Systems Operational File.

The duplicate is to be countersigned by each of the Authorised Persons and retained in the pad.

The cancellation or expiry of a Standing Instruction (Mech) is to be noted in the Pressure Systems Log

A Standing Instruction (Mech) is to be renewed at intervals of no longer than one year, whenever a new Authorised Person is appointed or after any change in the system or equipment.

Completely filled pads are to be retained in the lockable Document Cabinet for three years after the date of cancellation of the last Standing Instruction (Mech) issued from the pad.

#### **5.4.2 Specific Written Instruction (Mech)**

The Authorised Person may issue a Specific Written Instruction (Mech) for a defined operation or a sequence of operations in respect of specific items of Equipment.

A Specific Written Instruction (Mech) form shall have a format shown in Appendix A2.6. It shall have an original and a duplicate. Each page of a Specific Written Instruction (Mech) shall bear the same serial number. Pads of numbered forms shall be used in sequence.

A Specific Written Instruction (Mech) is to be offered only to a prospective Competent Person who is in possession of a current Certificate of Appointment appropriate to the Equipment to be operated, or to another Authorised Person appointed for the system or installation to which the Instruction applies.

A Specific Written Instruction (Mech) is not to be transferred from one Competent Person to another or from one Authorised Person to another.

The prospective Competent Person is to acknowledge receipt of the Specific Written Instruction (Mech) by signing the original and duplicate; the signature renders the Instruction valid for the defined operations. The original of the Instruction is issued to the prospective Competent Person who thereafter becomes the Competent Person

The operations are to be undertaken without any intentional delay following the issue of the Instruction, and should follow the agreed controls and circumstances outlined on the Instruction.

The duplicate of the signed Specific Written Instruction (Mech) is to be retained in the pad which is to be kept in the locked Document Cabinet.

The issue of a Specific Written Instruction (Mech) is to be recorded in the Pressure Systems Log.

On completion of the operations the Competent Person is to return the original Instruction to the Duty Authorised Person immediately without any intentional delay.

Both copies are to be overwritten as complete or withdrawn as applicable. The original is to be placed in the Pressure Systems Operational File and the duplicate is to be retained in the pad.

Details of the operations carried out are to be entered in the Pressure Systems Log.

Completely filled pads are to be retained in the lockable Document Cabinet for three years after the date of cancellation of the last Specific Written Instruction (Mech) issued from the pad.

## **5.5 Pressure Systems Log**

### **5.5.1 General**

A Pressure Systems Log is required for each geographical area for which the Authorised Persons have been appointed. The book is to be indelibly marked with the name of the Authorised Person or Site, System or Installation for which it refers and is to be kept in the locked Document Cabinet when not in use.

The Log Book shall have the format shown in Appendix A2.7.

### 5.5.2 Log Book Entries

Entries are to be made by the Duty Authorised Person in chronological order. Each entry is to be ruled off with a horizontal line across the page. Entries are to show:-

- A. The acceptance and relinquishing of responsibility between Duty Authorised Persons.
- B. The removal, return and transfer of the Authorised Persons Key from the Key Control Box.
- C. Each individual operation of Pressure Systems equipment.
- D. The issue and return of any key for Pressure Systems, i.e. Boiler House Keys.
- E. The issue, cancellation, loss or withdrawal of a Pressure Systems Permit to Work, Limitation of Access (Mech) or Standing or Specific Written Instruction (Mech).
- F. The receipt, termination and remedial action associated with an Operational Restriction.
- G. The three monthly inspection of Pressure Systems Equipment.
- H. The inspection of Pressure Systems Equipment by the Competent Person (Insurance Inspector).

Completely filled Logs are to be retained in the lockable Document Cabinet for three years after the date of the last entry.

## 5.6 Pressure Systems Operational File

### 5.6.1 General

A Pressure Systems Operational File is required for each geographical area for which Authorised Persons have been appointed. A ring binder file(s) is to be entitled "PRESSURE SYSTEMS OPERATIONAL FILE" and clearly and indelibly marked with the name of the Site, and the system or installation for which it refers and is to be kept in the locked Document Cabinet when not in use.

### 5.6.2 File Contents

The File is to contain in separate sections a copy of each of the following:-

- A. Copy of the Authorising Engineers Letter of Appointment and details of their appointment.
- B. Copies of the Certificates of Appointment for all Authorised Persons, with copies of their current Authorised Person and First Aid Training Certificates.

- C. A schedule of Competent Persons including details and dates of their training, any restrictions and the issue and review dates of Certificates of Appointment.
- D. Copies of the Certificates of Appointment for all Competent Persons including any appointed Contractors Competent Persons.
- E. A copy of any Demarcation Agreement.
- F. The originals of every approved Safety Programme, Permit to Work, Method Statement and Risk Assessment for each task undertaken, filed together as a job file.
- G. Any Operational Restrictions received, signed by all Authorised Persons for the system or installation.
- H. Cancelled Operational Restrictions.
- I. A copy of the current Pressure Systems Safety Regulations.
- J. A copy of these Rules.
- K. Copies of the Authorising Engineers Audit Reports
- L. Copies of the Authorised Persons Area and Equipment Inspections
- M. Registers of Operational and Safety Equipment.

Documents in the file are to be retained for a period of three years after their dates of cancellation or expiry.

## 6 Operating Procedures

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## 6.1 Operational Restrictions

### 6.1.1 General

An Operational Restriction is specific information modifying the normal operating procedures associated with a particular type of equipment.

The Authorising Engineer shall ensure that each Operational Restriction that is received is passed as soon as reasonably practicable to each Authorised Person for action.

Any Authorised Person receiving or discovering an Operational Restriction imposed by an equipment manufacturer shall inform the Authorising Engineer without delay.

On receipt of an Operational Restriction, the Authorised Person is to: -

- A. Notify the Authorising Engineer that the restriction has been received and advise whether the subject equipment forms part of the systems or installations for which the Authorised Person is responsible.
- B. Record the receipt in the Pressure Systems Log Book.
- C. Ensure that a copy of the restriction, signed by all Authorised Persons for the system or installation, is placed in Operational File.
- D. Where the equipment to which the Operational Restriction refers, forms part of the system or installation for which they are responsible, the Authorised Person is to place a copy of the restriction in the Operating and Maintenance Manual.
- E. Arrange in conjunction the Contract Manager any inspection and remedial work required.
- F. Where it is considered necessary fix warning signs on each item of equipment involved.
- G. Report the satisfactory completion of any remedial works to the Authorising Engineer and ensure that details of any remedial work undertaken are placed in The Operation and Maintenance Manual.

On termination of an Operational Restriction:

- A. The copy of the Operational Restriction held in the Operational File is to be overwritten with the word "CANCELLED" followed by the cancellation date and again countersigned by each Authorised Persons for the system or installation.

- B. The Copy of the Operational Restriction held in the Operation and Maintenance Manual is to be over written with the word “CANCELLED” followed by the date of the cancellation.
- C. The termination of the Operational Restriction is to be recorded in the Pressure Systems Log Book.

## 6.2 Keys and Key Cabinets

### 6.2.1 Safety Locks

Before a Pressure Systems Permit to Work is issued, and before the Competent Person commences work, Safety Locks are to be applied at all points of isolation and, where practicable, at all points of draining or venting.

The keys for Safety Locks currently in use by Authorised Persons in conjunction with Permits to Work are to be secured in one or more Safety Key Boxes. When in use each Safety Key Box is to contain the keys associated with only one Permit to Work.

Level 2 and 3 Certificated Competent Persons may be issued with their own Safety Locks and Keys for work on parts of the system(s) within the CP demise as outlined in the Demarcation Agreement and on the Competent Persons Certificate of Appointment. When used such locks are to bear a Tag with the name of the Competent Person, who is to retain control of the Safety Locks and Keys at all times.

When not in use, Safety Locks and their keys (except those issued to Competent Persons) are to be kept in the Key Cabinet.

### 6.2.2 Safety Key Boxes

A Safety Key Box is to have two locks, each of which is to have only one key, one being labelled “Safety Key Box – No\*\*. Authorised Persons Key” and the other labelled “Safety Key Box – No\*\*. Competent Persons Key”

After the Safety Locks have been applied, and before the Permit to Work is issued, the keys to all the Safety Locks are to be placed in a Safety Key Box and both locks of the Box are to be secured. When the Permit is issued the Authorised Person is to issue the Competent Person’s Key of the Safety Key Box to the Competent Person and is to retain the Authorised Person’s key.

When in use each Safety Key Box is to contain the keys associated with only one Pressure Systems Permit to Work.

More than one Safety Key Box may be provided on any site. In such cases, each Authorised Persons Key and Competent Person’s Key is to release only one Safety Key Box lock on that site, and each box is to bear a serial number ensuring positive identification within the site.

The Competent Person is to retain the Competent Persons Key until the Permit to Work has been cancelled.

When not in use, The Keys to the Safety Key Boxes are to be kept in the Key Cabinet.

### 6.2.3 Key Control Box

A Key Box with a Combination Lock is to be installed adjacent to the Key cabinet. The Duty Authorised Persons Keys are to be kept locked in this box when not in use.

No other keys are to be kept in the Key Control Box.

All Authorised Persons appointed for the system or installation are to know the combination of the lock. No other persons are to know the combination. The combination settings are to be changed whenever an Authorised Persons appointment has been suspended or cancelled.

### 6.2.4 Key Cabinets

Except for any key plates in use the key plates holding the working keys are to be kept in a closed and securely locked Working Key Cabinet installed, with the Document Cabinet, in a room to which Authorised Persons have free access at all times.

Except for any key plates in use the key plates holding the duplicate keys are to be kept in a closed and securely locked Duplicate Key Cabinet labelled "Mechanical Distribution – Duplicate Keys", permanently installed in a location to which Authorised Persons are to have access at all times (other than the room in which The Working Set is kept).

The Working Key Cabinet and the Duplicate Key Cabinet are to be fitted with identical locks for which there are only two keys. The keys are to be labelled and held as follows one key, labelled "Authorised Person", is to be held by the Duty Authorised Person or locked in the Key Control Box; The other key, labelled "Authorised Person - Duplicate", is to be kept in a glass-fronted box in the same room as the Duplicate Key Cabinet. This box is to be made so that the glass front has to be broken before access to the key is gained.

A notice is to be affixed near to the glass-fronted box containing the Authorised Person's duplicate key stating, "Only the persons listed have authority to break the glass and withdraw the key". This is to be followed by a current list of Authorised Persons appointed for the systems and installations to which the key relates.

### 6.2.5 Pressure Systems Area and Equipment Keys

There are to be two keys for each lock provided for:-

- A. Buildings Rooms or Areas under the control of the Authorised Person (Mech).
- B. Pressure Systems Equipment which is required to be locked.

Within the geographical area for which an Authorised Person is appointed, the keys for each Building Room, Area or Item of Equipment under the control of the Authorised Person are to be attached to two appropriately sized key plates, one key plate being clearly labelled "Working Keys" and the other "Duplicate Keys".

Key plates are to bear the identification of the Building, Room, Area or Item of Equipment to which the keys belong, or the purpose for which each key is intended.

In connection with these Rules and Procedures where keys are issued for regular or repeated use, to persons other than the Authorised Person, the specific use and purpose intended for the keys is to be detailed on a Standing Instruction (Mech) issued to that person.

Keys are only to be issued to a Certificated Competent Person whose Certificate of Appointment covers an activity requiring a Key from the Authorised Person or to a Competent Person in possession of valid Safety Documentation.

The issue and return of any key is to be recorded In the Pressure Systems Log Book.

#### **6.2.6 Lockable Document Cabinet**

When the documents specified in these Rules are not in use they are to be kept in a lockable Document Cabinet installed, with the Working Key Cabinet, in a room to which Authorised Persons have access at all times.

When any Document Cabinet associated with these Rules is not in use it is to be closed and securely locked and the key retained in the Working Key Cabinet or the Key Control Box under the control of the Duty Authorised Person.

Where the volume of documents is small and there is adequate space, it is permissible to keep them in the Working Key Cabinet.

### **6.3 The Use and Provision of Safety and Operational Equipment**

#### **6.3.1 General**

All Equipment under the control of the Authorised Persons is to be maintained and stored in accordance with the manufacturers or supplier's instructions, and it is to be inspected by the Duty Authorised Person on each occasion before use, and is to be used as instructed.

Schedules of all Equipment under the control of the Authorised Persons are to be held in the Operational File.

Details of Equipment specification, operation, maintenance and, where appropriate, calibration, under the control of the Authorised Persons are to be kept in the Operational File.

#### **6.3.2 Safety Equipment**

The Authorised Person is to arrange in conjunction the Contract Manager for the required Safety Equipment to be available as required in connection with these Rules.

An Authorised Person is to inspect each item of Safety Equipment under the control of the Authorised Persons, in accordance with the manufacturer's or supplier's instructions. Unless more frequent intervals are specified by the manufacturer or supplier. These inspections are to be carried out at 3 Monthly

Intervals to ensure that such Equipment is available for the use for which it is provided, and it is maintained in a condition suitable for that use.

These inspections are to be recorded in the Operational File, as well as in any other maintenance and inspection record system.

Where Safety Equipment is found to be defective or faulty it is to be taken out of use and suitable precautions implemented to prevent further use. The inspecting Authorised Person is to instigate, in conjunction with the Contract Manager, the appropriate remedial or replacement actions as necessary.

The Authorised Person is to examine the inspection records every twelve months to ensure that the maintenance and inspection of the Safety Equipment is being carried out as required.

Appropriate Safety Equipment is to be provided and is to be readily available at all times to those who need it in connection with these Rules. Safety Equipment is to be used whenever necessary to prevent danger or, where appropriate, injury, and as required by these Rules.

In normal circumstances, Safety Equipment required for work activities is provided by the Competent Person responsible for the task, or their organisation. Safety Equipment held by the Authorised Persons may be used if the Authorised Person agrees, and such use is recorded.

Safety Equipment is to be inspected by the Competent Person for visible defects on each occasion prior to use to ensure that it is suitable for the use for which it is provided, and that it has been maintained in a condition suitable for that use, when properly used.

Any suspect items are to be withdrawn and replaced. Such withdrawal and replacement is to be reported to the Duty Authorised Person.

### **6.3.3 Operational Equipment**

The Authorised Person is to arrange in conjunction the Contract Manager for the required Operational Equipment to be available as required in connection with these Rules.

Operational Equipment is to be, where appropriate, calibrated and/or inspected in accordance with the manufacturer's or supplier's instructions.

Operational Equipment is to be inspected by the user for visible defects on each occasion prior to use to ensure that it is suitable for the use for which it is provided, and that it has been maintained in a condition suitable for that use, when properly used. Any suspect item is to be reported to the Duty Authorised Person who is to consider its withdrawal and replacement.

## **6.4 Remote Sites**

### **6.4.1 General**

Where a site does not have a permanently assigned Authorised Persons, they will be assigned a regional Authorised Person who will hold an Operational File, Log Book, Safety Documentation and Equipment in their name.

## **7 Health and Safety**

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## 7.1 Dangerous Occurrences

### 7.1.1 General

A Dangerous Occurrence is to be reported to the Duty Authorised Person by Competent Persons as soon as reasonably practicable.

The Duty Authorised Person is, without delay or as soon as practicable, to report the Dangerous Occurrence to the Authorising Engineer.

The occurrence is to be reported to the Contract Management and the Compass HSE Team using the Site Incident Reporting Process and the “Air3” HSE Reporting System.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, requires certain dangerous occurrences, injuries and accidents to be reported to the Enforcing Authority (HSE).

The Authorising Engineer is to investigate each Dangerous Occurrence and issue a report to the Contract Management and Compass HSE Team. The report is to be sufficiently detailed to enable the sequence of events leading to the occurrence to be determined. Where reasonably practicable the report is to include photographs taken before any items of equipment involved in the occurrence are disturbed.

## 7.2 Display of Permanent Safety Signs and Posters

### 7.2.1 Display of Permanent Safety Signs

Safety Signs, required by this section, are to be securely and permanently fixed.

A Warning Sign in accordance with Appendix A3.1(1) Model Sign PS 1.1 and a notice identifying the installation are to be displayed in a prominent position outside every Building, Room or Area containing Pressure Systems Equipment. The Sign identifying the installation is to include an address or telephone number where the Duty Authorised Person can be contacted.

A Warning Sign in accordance with Appendix A3.1(2) Model Sign PS 1.2 and a notice identifying the installation are to be displayed in a prominent position at any Designated Area containing Pressure Systems Equipment. The Sign identifying the installation is to include an address or telephone number where the Duty Authorised Person can be contacted. The floor area around the Pressure Systems Equipment is to be clearly marked using Yellow Hatch Lines.

### 7.2.2 Display of Posters

Where Compass Group has control of the danger, the Authorising Engineer shall carry out an assessment to determine the requirement and location for the display of information in connection with these Rules.

Information is to be displayed permanently in suitable and prominent positions. The areas to be considered for the display of information in connection with these Rules are to include every Building, Room or Area containing Pressure Systems Equipment.

Other information and posters that may be displayed include:-

- A. Single Line Drawing(s) of the system(s)
- B. Extracts from these Rules.
- C. Other relevant Health and Safety Information.

## 7.3 Emergency First Aid Training

### 7.3.1 General

All persons employed on the installation, maintenance or operation of Pressure Systems Equipment are to be given training in emergency First-Aid.

Training in emergency First-Aid is to be provided by organisations whose training and qualifications for First-Aiders are approved by the Health and Safety Executive for the purposes of the Health and Safety (First-Aid) Regulations

Training courses must include Resuscitation and if deemed necessary any of the following items:-

- A. Treatment of scalds and burns;
- B. Control of bleeding;
- C. Treatment of the unconscious casualty;
- D. Contents of First-Aid boxes and kits;
- E. Communication.

## 7.4 Audit of Safe Systems of Work and Safety Procedures

### 7.4.1 Authorising Engineer

At intervals, not exceeding twelve months, the Authorising Engineer is to review the appointments of all Authorised Persons. These reviews should pay particular attention to the operating records, the issue and cancellation of permits and should formally advise on any training or retraining considered necessary, including when it should be received. These reviews should include a meeting with the Authorised Person, an inspection of the systems or installations to which their appointment refers, and where deemed necessary a practical assessment.

At intervals not exceeding three years the Authorising Engineer is to undertake comprehensive audits of the safe systems of work and safety procedures required by these Rules. Separate audits are to be carried out for each site for which the Authorising Engineer has appointed Authorised Persons.

As a minimum, the procedures listed below are to be checked as part of each three yearly audit:-

- A. As part of the desk audit, review the annual audits and ensure that:
- i. A sample of the Limitation of Access (Mech) and Permits to Work issued have been correctly completed and used in accordance with these Rules.
  - ii. A sample of the Safety Programmes and Isolation Risk Assessments have been correctly completed and used in accordance with these Rules.
  - iii. Each operation has been correctly recorded in the Pressure Systems Log Book.
  - iv. The Operational File contains all the information required by these Rules, and that it is being kept up to date.
  - v. Copies of all current certificates of appointment are kept in the Operational File.
  - vi. Authorised Person and Emergency First Aid training is up to date.
  - vii. Any Dangerous Occurrences have been reported.
  - viii. All Operating Restrictions have been correctly actioned.
  - ix. All Area Risk Assessments have been correctly compiled and properly recorded.
- B. Visit the site and check that:
- i. Safety Signs and Posters are displayed as required by these Rules.
  - ii. Sufficient Safety Key Boxes are available.
  - iii. The keys held on each Working and Duplicate key plate are correct and only operate the locks at the Sub-Station to which they refer, and that Key Plates are correctly held in the key Cabinets.
  - iv. The Duty Authorised Person Key is being held in the Key Control Box and that the combination is only known by the current Authorised Persons for the system or installation to which it applies.
  - v. All documents are held in the Lockable Document Cabinet.

- vi. Adequate Safety Equipment including Safety Locks and Safety Signs are held all items are fit for purpose and in good condition and that regular checks are being carried out and recorded.
- vii. Operational Equipment including valve handles, blanking plates and hand tools in are being maintained and are in good condition.

Ascertain whether work on Pressure Systems equipment is being carried out in accordance with these Rules. Where considered appropriate, initiate and witness operations carried out by the Authorised Persons from the writing and countersignature of the Safety Programme to the completion of the Pressure Systems Log Book.

A written report of the audit is to be compiled, listing satisfactory items seen, any deficiencies found and recommendations made. The report is to be issued to the Authorised Person for action as necessary. A copy of the report with a summary of the findings is to be issued to the Contract Management.

The Authorised Person is to acknowledge receipt of the audit report, make any comments considered necessary and compile an action plan in consultation with the Authorising Engineer. The Authorising Engineer should review progress on the action plan at the next audit.

#### **7.4.2 Authorised Person**

Authorised Persons are to monitor the performance of the Competent Persons in carrying out their duties under these Rules. Monitoring is to be carried out on a continuing basis and is to include:-

- A. Visiting worksites and communicating safety issues.
- B. Visiting Areas under their control to ensure that high standards of tidiness are maintained and the availability of appropriate safety equipment.

Authorised Persons are to act to rectify and report in writing to the Authorising Engineer on any deficiencies found. A copy of the report is to be placed in the Operational File.

Authorised Persons must inspect all Areas and Safety Equipment under his control at intervals not exceeding three months, the inspection should be recorded in the Pressure Systems Log.

## 8 Appendices

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## A1.1 Model Letter of Appointment for Authorising Engineer



**OFFER OF APPOINTMENT AS AUTHORISING ENGINEER (MECHANICAL)**

Dear \_\_\_\_\_ (*Name of prospective Authorising Engineer*)

Being satisfied that you are suitably qualified and meet the requirements of section 2.2 of the Compass Safety Rules and Procedures for Pressure Systems, I hereby offer you the appointment as Authorising Engineer for \_\_\_\_\_

\_\_\_\_\_

and to undertake the duties set out in section 2.2 of the Compass Safety Rules and Procedures for Pressure Systems until further notice. However this appointment will be reviewed and reconfirmed at three yearly intervals.

Please confirm your acceptance of this appointment by signing and returning to me a copy of this letter with the acceptance completed and signed by yourself.

Yours Sincerely,

\_\_\_\_\_

(*Coordinating Authorising Engineer*)

**ACCEPTANCE OF APPOINTMENT AS AUTHORISING ENGINEER**

Dear \_\_\_\_\_

I acknowledge receipt of your letter dated \_\_\_\_\_ offering me the appointment as an Authorising Engineer (Mech) for \_\_\_\_\_

\_\_\_\_\_

I confirm that to the best of my knowledge, I satisfy the requirements for appointment as an Authorising Engineer indicated in section 2.2 of the Compass Safety Rules and Procedures for Pressure Systems.

I accept the responsibilities of the Authorising Engineer and will, to the best of my ability, carry out the Authorising Engineer's duties as set out in the Compass Safety Rules and Procedures for Pressure Systems.

I note that I am required to attend and Authorising Engineer training course, a Senior Authorised Person (Boilers and Pressure Systems) training course, and First Aid training course at intervals not exceeding three years.

Yours Sincerely,

\_\_\_\_\_

(*Authorising Engineer*)

## A1.2 Model Authorised Person Certificate of Appointment



### Certificate of Appointment as an Authorised Person (Mech)

---

**This is to certify that:**

Name: ..... of .....

Employed as an: .....

Having attended the requisite training courses and satisfied the Authorising Engineer as to his competence and knowledge of the system(s) is appointed as a Senior Authorised Person (Mech) for the purpose of carrying out valving, isolating, draining and venting of Pressure Systems as set out below for the period of validity of this certificate.

Issue date: .....      Expiry date: .....  
 (Appointment period not to exceed 3 years)

---

**Duties of the HV Authorised Person:**

1. Carry out isolation risk assessments for pressure systems operations.
2. Prepare and approve safety programmes
3. Carry out operations on pressure systems equipment
4. Isolate and depressurise pressure systems equipment for work.
5. Issue Safety Documentation to allow Works on and Access to Systems and Areas under their control
6. Carry out or witness pressure tests on new or modified circuits.

---

**Scope and Restrictions:**

1. This certificate applies only to pressure systems within the boundary of: .....

---

**Appointment:**

Appointed by: .....(Name) .....(Signed)  
 Contract Manager

Endorsed by: .....(Name) .....(Signed)  
 Authorising Engineer

---

**Acceptance:**

I hereby certify that I fully understand the limits of my authority as specified above. I undertake to carry out all procedures on pressure systems equipment in accordance with the current edition of Compass Safety Rules and Procedures, the Pressure Systems Safety Regulations 2000 and all-existing site standing instructions.

Accepted by: .....(Name) .....(Signed)  
 Authorised Person

# 1.4 Model Competent Person Certificate of Appointment



**MECHANICAL SYSTEMS**  
**COMPETENT PERSON LEVEL 3 COMPETENCY CERTIFICATE**

**DECLARATION**

I hereby declare that I have read the Compass Operational Policies and Safety Rules and Procedures for Pressure Systems and Mechanical Systems, they have been explained to me and that I understand and will follow them.

I agree to act as a Level 3 Competent Person (Mech) to the extent defined on the Authorisation Certificate issued to me.

Name: .....\*      Signature: .....

Date: .....      (Valid for 3 Years from Date of Issue)

---

**CERTIFICATE OF AUTHORISATION**

I hereby certify that .....\* is appointed as a Level 3 Competent Person (Mech) as defined in the Compass Safety Rules and Procedures for Pressure Systems and Mechanical Systems, for the following Systems on the ..... contract:

<p>Low Temperature Hot Water (LTHW)</p> <p>Domestic Hot Water (HWS)</p>	<p>Chilled Water (CHW)</p> <p>Booted Cold Water Services (BCWS)</p>
-------------------------------------------------------------------------	---------------------------------------------------------------------

**AUTHORITY**

In accordance with Compass Safety Rules and Procedures for Pressure Systems and Mechanical Systems, the Competent Person (Mech) named above is authorised to:

1. Carry out "Simple" Isolations on the Mechanical Systems detailed above for their own Safety and for the Safety of a Third Party.
2. Carry out works on Isolated Equipment forming part of the Mechanical Systems detailed above.
3. Issue Minor Mechanical Isolation Certificates where these are required.

**Appointed By:**

Name: .....\*      Title: .....\*

Signature: .....      Date: .....

**Appointment Endorsed By:**

Name: .....\*      Title: .....\*

Signature: .....      Date: .....

\* Please Print

# A2.1 Model Isolation Risk Assessment

		<b>PRESSURE SYSTEMS ISOLATION RISK ASSESSMENT</b>				RISK ASSESSMENT No XXXXX			
Site:	Location:	Sheet	of	Date:					
Activity:		Isolation Method:							
Significant Hazards	Persons Exposed	Risk Rating Before Control Measures		Control Measures		Risk Rating After Control Measure			
		High	Low			High	Low		
Other Considerations									
Asbestos Insulation / Gaskets		Yes [ ]	No [ ]	Fuel Isolation	Yes [ ]	No [ ]	Blank Flanges / Plugs / Spades	Yes [ ]	No [ ]
COSH Assessment Required		Yes [ ]	No [ ]	Electrical Isolation	Yes [ ]	No [ ]	Tools / Equipment	Yes [ ]	No [ ]
Confined Spaces Permit Required		Yes [ ]	No [ ]	Manual Handling	Yes [ ]	No [ ]	Contents Capture	Yes [ ]	No [ ]
Reinstatement Programme Required		Yes [ ]	No [ ]	Access Equipment	Yes [ ]	No [ ]	Draining Route	Yes [ ]	No [ ]
Completed By	Name .....	Signed .....		Position .....					

## A2.2 Model Safety Programme

		<b>PRESSURE SYSTEMS ISOLATION SAFETY PROGRAMME</b>		No	
Site:			Location:		Sheet of
System Type:				Isolation Method:	
Equipment which the operations proposed in this Safety Programme will isolate and make safe:					
Prepared By:	Name		Signed		Date
Countersigned By	Name		Signed		Date
Sequence of Operations (Rule off each Entry)					
Entry Number	Location and Identity of Equipment	Event or Operation and Reason	Items Required	Time and Date	

## A2.3 Model Pressure Systems Permit to Work (Left Hand Side)

<b>Permit To Work On Pressure Systems</b>	Permit to Work No XXXXXX
<b>LOCATION:</b> .....	<b>SYSTEM TYPE:</b> .....
<b>1. ISSUE:</b> Issued to: ..... Employed By: ..... I hereby declare that it is safe to work on the following equipment which is isolated from the pressure system and is depressurised ..... ..... <b>All other Equipment should be deemed Unsafe</b>	
<b>Isolation.</b> The Equipment is isolated from the pressure system at the following points: ..... ..... .....	
<b>Depressurisation.</b> The Equipment is drained and / or vented at the following points: ..... ..... .....	
<b>Danger Signs</b> are posted at: ..... .....	
<b>Other Precautions:</b> ..... .....	
<b>Work to be carried out:</b> ..... .....	
Signed: ..... Name: ..... Date: ..... Time: ..... (Duty Authorised Person) (Capitals)	
<b>2. RECEIPT:</b> I hereby declare that I accept responsibility for carrying out work on the equipment as detailed on this Permit and that no attempt will be made by me, or any other person under my control, to carry out work on any other equipment. Signed: ..... Name: ..... Date: ..... Time: ..... (Competent Person) (Capitals)	
<b>Note:</b> Once issued and receipted, this document must remain under the control of the Competent Person until all work is finished when it must be cleared and returned to the Authorised Person.	
<b>3. CLEARANCE:</b> I declare that the work above has been *completed / *stopped and that all persons under my charge have been withdrawn and warned that it is no longer safe to work on the equipment specified on this Permit to Work and that all Equipment and Materials have been withdrawn. *Delete as appropriate Signed: ..... Name: ..... Date: ..... Time: ..... (Competent Person) (Capitals)	
<b>4. CANCELLATION:</b> I declare that I have checked the works and that the Equipment is to be *Returned to Service / Rejected for rework under a new Permit to Work. <b>This Permit to Work is hereby cancelled</b> *Delete as appropriate Signed: ..... Name: ..... Date: ..... Time: ..... (Duty Authorised Person) (Capitals)	

## A2.3 Model Pressure Systems Permit to Work (Right Hand Side)



**Isolation and Depressurisation Diagram**

Associated Safety Programme Reference No: ..... Dated: .....

**Additional Information:**

.....

.....

.....

**Point(s) of Work Positively Identified and Point of Work Sign(s) Posted \*Yes / No \*Delete as appropriate**

Signed: .....	Name: .....	Date: .....	Time: .....
(Duty Authorised Person)	(Capitals)		
Signed: .....	Name: .....	Date: .....	Time: .....
(Competent Person)	(Capitals)		

## A2.4 Model Limitation of Access (Mech)

Limitation of Access (Mech) No XXXXX



### LIMITATION OF ACCESS (MECH)

This document must not be used for works on equipment for which a Permit to Work (Mech) is Required

**1. ISSUE:** Issued to..... Employed by: .....

Who being a Competent Person, is hereby given permission to enter the location and carry out the actions described below.

Location: .....

Reason for Entry: .....

Precautions: .....

**NO OTHER ACTIONS SHALL BE CARRIED OUT**

Signed: ..... Name: ..... Date: ..... Time: .....  
Duty Authorised Person (Mech) Capitals

**2. RECEIPT:** I understand the scope of the work described and agree to take all necessary safety precautions to avoid danger.

Signed: ..... Name: ..... Date: ..... Time: .....  
Competent Person Capitals

**3. CLEARANCE:** I declare that all persons under my control have been withdrawn and informed individually that access is closed to the location specified and that all tools, equipment and materials have been removed.

Signed: ..... Name: ..... Date: ..... Time: .....  
Duty Authorised Person (Mech) Capitals

**4. CANCELLATION:** I declare that I have checked the location and I am satisfied that the works have been completed satisfactorily. **This Limitation of Access is hereby Cancelled**

Signed: ..... Name: ..... Date: ..... Time: .....  
Duty Authorised Person (Mech) Capitals

## A2.5 Model Standing Instruction (Mech)

Standing Instruction No: XXXXX



### STANDING INSTRUCTION (MECH)

(Complete precisely and legibly in BLOCK CAPITALS)

Name of Competent Person: \_\_\_\_\_ Employed by: \_\_\_\_\_

Issue date: \_\_\_\_\_ Expiry date: \_\_\_\_\_ (not more than 1 year from date of issue)

Location and identity of the equipment to which this Standing Instruction (Mech) refers: \_\_\_\_\_

System Type: \_\_\_\_\_ Operating at: \_\_\_\_\_ Bar & \_\_\_\_\_ oC

Tasks or operations to be undertaken on the equipment specified above (to be carried out in the order in which they are listed):-

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_
- 6) \_\_\_\_\_

Special instructions and Safety Measures: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Issue:** I hereby authorise the Competent Person named above to enter the stated location under my control and carry out the Specified Tasks or Operations outlined.

Name \_\_\_\_\_ Signed: \_\_\_\_\_

Contact Details: \_\_\_\_\_ Time: \_\_\_\_\_ Date \_\_\_\_\_

**Signature and name of all other Authorised Persons appointed for the system or installation of which the equipment forms part:-**

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

**Acceptance:** I (the Competent Person named above) acknowledge receipt of this Standing Instruction, have been shown and have had explained to me the equipment to which the Instruction refers, and confirm that I fully understand the tasks or operations listed above and the circumstances under which they are to be undertaken.

Name \_\_\_\_\_ Signed: \_\_\_\_\_

Contact Details: \_\_\_\_\_ Time: \_\_\_\_\_ Date \_\_\_\_\_

**Cancellation:** The document duration having expired or the circumstances having changed I hereby cancel this instruction

Name \_\_\_\_\_ Signed: \_\_\_\_\_

Contact Details: \_\_\_\_\_ Time: \_\_\_\_\_ Date \_\_\_\_\_

## A2.6 Model Specific Written Instruction (Mech)

Specific Written Instruction No: XXXXX



### SPECIFIC WRITTEN INSTRUCTION (MECH)

\_\_\_\_\_ For Particular Operations in respect of \_\_\_\_\_  
 Specific Items of Pressure Systems Equipment

(Complete precisely and legibly in BLOCK CAPITALS)

Issued to: \_\_\_\_\_ Employed by: \_\_\_\_\_

Location and identity of the equipment to which this Specific Written Instruction (Mech) refers: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Operations to be undertaken on the equipment specified above (to be carried out in the order in which they are listed)**

**Time and Date for each operation to be recorded by the Competent Person**

1)		Time/Date:	
2)		Time/Date:	
3)		Time/Date:	
4)		Time/Date:	
5)		Time/Date:	
6)		Time/Date:	
7)		Time/Date:	
8)		Time/Date:	
9)		Time/Date:	
10)		Time/Date:	

Circumstances under which the above operations are to be undertaken, and special instructions and safety measures: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Issued By:** Name \_\_\_\_\_ Signed: \_\_\_\_\_

Contact Details: \_\_\_\_\_ Time: \_\_\_\_\_ Date \_\_\_\_\_

I (the Competent Person named above) acknowledge receipt of this Specific Written Instruction (Mech) and have had explained to me the operations required to which the Instruction refers, and confirm that I fully understand the operations listed above and the circumstances under which they are to be undertaken.  
 I will record the time and date for each operation on this form in the space provided.  
 Upon completion of the operations, I will return the Specific Written Instruction (Mech) to the Duty Authorised Person.

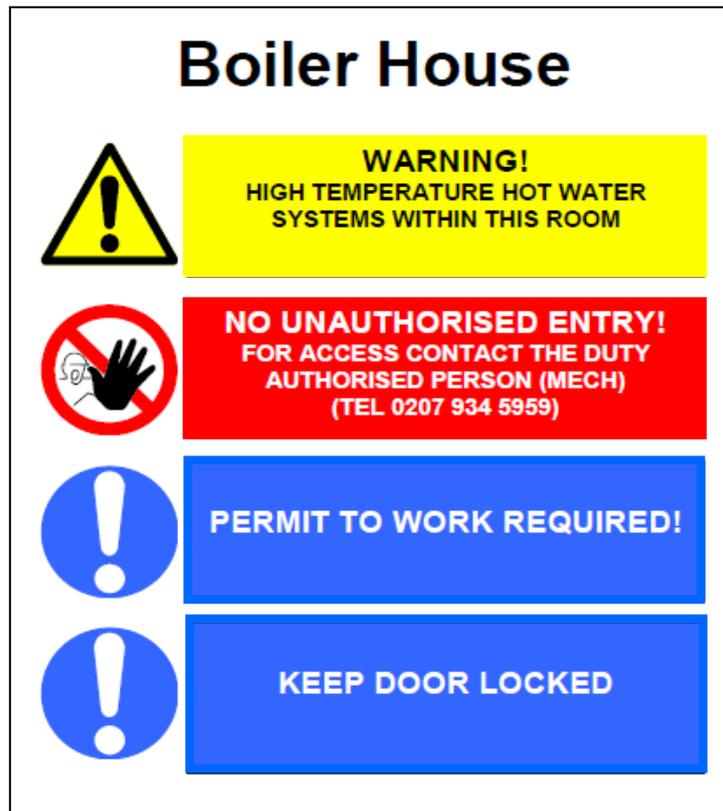
**Accepted By:** Name \_\_\_\_\_ Signed: \_\_\_\_\_

Contact Details: \_\_\_\_\_ Time: \_\_\_\_\_ Date \_\_\_\_\_

## A2.7 Model Pressure Systems Log

 Date / Time	Location and Identity of Equipment	Event or Operation and Reason	Initial
<p style="text-align: center;"><b>PRESSURE SYSTEMS LOG BOOK</b>                      Entries in Chronological Order (Rule off each Entry)</p>			
			

### A3.1 (1) Model Warning “Boiler House” Sign (PS 1.1)



### A3.1 (2) Model Warning “Designated Area” Sign (PS 1.2)



### A3.2 Model Safety “Do Not Open Valve” Sign (PS 2)



The sign features a red prohibition symbol (a circle with a diagonal slash) at the top. Below it is a red rectangular box containing the text "DO NOT OPEN VALVE" in white, bold, uppercase letters. Underneath the box are four lines of red dotted text for recording information: "NAME ..... DATE .....", "REASON .....", "SAFETY PROGRAMME No.....", and "CONTACT No.....".

### A3.3 Model Safety “Do Not Close Valve” Sign (PS 3)



The sign features a red prohibition symbol (a circle with a diagonal slash) at the top. Below it is a red rectangular box containing the text "DO NOT CLOSE VALVE" in white, bold, uppercase letters. Underneath the box are four lines of red dotted text for recording information: "NAME ..... DATE .....", "REASON .....", "SAFETY PROGRAMME No.....", and "CONTACT No.....".

### A3.4 Model Danger “Live Pressure System” Sign (PS 4)



### A3.5 Model Danger “Hot Surface” Sign (PS 5)



## Appendix 3.6 Model Point of Work Sign (PS 6)



## A3.7 Model CP Isolation Signs (PS 7 and 8)



**Personal Isolation Sign PS7**



**Controlled Isolation Sign PS8**

## A4.1 Associated Regulations and Documents

These Rules are based on and comply, where applicable, with the following Regulations and Documents:-

- A. The Health and Safety at Work Act 1974.
- B. Management of Health and Safety at Work Regulations 1999 (as Amended).
- C. Approved Code of Practice for Management of Health and Safety at Work Regulations 1999 (as Amended).
- D. Pressure Systems Safety Regulations 2000 (as Amended)..
- E. Electricity at Work Regulations 1989 (as Amended)..
- F. The Personal Protective Equipment Regulations 1992 (as Amended).
- G. Manual Handling Operations Regulations 1989 (as Amended).
- H. Provision and Use of Work Equipment Regulations 1998 (as Amended)..
- I. Construction (Design and Management) Regulations 1996 (as Amended).
- J. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (as Amended).
- K. Health and Safety (Safety Signs and Signals) Regulations 1996 (as Amended).
- L. Health and Safety (First Aid) Regulations 1981 Approved Code of Practice and Guidance (as Amended).
- M. Workplace (Health, Safety and Welfare) Regulations 1992 (as Amended).
- N. HSG 39 Compressed Air Safety
- O. HSG 253 Safe Isolation of Plant and Equipment

## A5.1 General Definitions

**Accident:**

An unplanned, unwanted event which results in an injury or loss.

**Area of Appointment:**

The geographical area or specific sites listed on the letter of Appointment.

**Audit:**

The structured process of collecting independent information on the efficiency, effectiveness and reliability of the safe system of work, and drawing up plans for corrective action. Independent does not necessarily mean external to the organisation.

**Authorised Persons Keys**

A set of keys held in the Key Control Box and held by the Duty Authorised Person. These keys are used to access the APs Key Cabinet and Lockable Document Cabinet.

**Boiler**

An item of Pressure Systems Equipment designed to heat the contents of a Pressure System using energy from a fuel source or electrical supply.

**Calorifier**

An item of Pressure Systems Equipment designed to heat the contents of a Secondary Water System using energy from a Primary System by means of a Heat Exchanger.

**Chiller**

An item of Pressure Systems Equipment designed to cool the contents of a Pressure System using the evaporative effects of a Refrigerant Gas during depressurisation

**Certificate of Competency:**

A certificate issued by the SAP to individuals who have been assessed as suitable to undertake the duties of a CP following a formal assessment.

**Competence:**

Competence is a function of training, knowledge, qualifications, skills and experience in the application domain. It may be transferable from one situation to another, but the extent depends upon the context in which apparently similar competence is required.

**Danger:**

The risk of injury or death.

**Dangerous Condition**

A condition that is likely to lead to a Dangerous Occurrence.

**Dangerous Occurrence:**

An incident, involving a source of Mechanical energy, which may be dangerous to any person, whether or not an accident has occurred.

**Depressurised**

A component or pipeline of a pressure system that has had its internal pressure reduced to atmospheric.

**Designated Areas**

Areas within buildings, or rooms that are accessible to personnel, but which contain pressure systems equipment under the control of the Duty Authorised Person.

**Drained**

A component or pipeline of a pressure system that has been depressurised and had its fluid contents emptied.

**Examination:**

A careful and critical scrutiny of a complete system or part of a system.

**Fuel**

A material, usually hydrocarbon, such as coal, gas, or oil burned to produce heat or power.

**Heat Exchanger**

An item of Pressure Systems Equipment designed to transfer heat from one medium to another.

**Heating Manifold**

An item of Pressure Systems Equipment designed to split the flow of a liquid in a circuit across a number of smaller circuits.

**Injury**

Death or personal injury from the release of pressure systems energy, scalds or burns from contact with hot surfaces or liquids, or from fire or explosion initiated by pressure systems energy.

**Isolate**

Disconnect and separate pressure systems and equipment from every source of pressure systems energy in such a way that this disconnection and separation is secure.

**Isolation (Complex)**

Where more than two points of Mechanical Isolation are required to make the Point of Work Safe.

**Isolation (Simple)**

Where two or less points of Mechanical Isolation are required to make the Point of Work Safe.

**Isolation and Depressurisation Diagram**

A diagram which forms part of the Permit to Work illustrating the safety measures taken.

**Key Cabinet**

A cabinet for the sole purpose of retaining all keys relative to the Site Pressure Systems to which the Authorised Person(s) have control.

**Key Control Box**

A single locked box used to store the Authorised Persons Keys when not in use.

**Lockable Document Cabinet**

A lockable cabinet suitable for the storing of the safety documents, temporary safety signs, etc. used in the application of these Rules. This cabinet shall not be used to store anything not associated with these Rules. The key for this cabinet will be retained in the Key Control Box when not in use.

**Log Book**

A book in which all matters relating to the condition of the pressure systems should be recorded. Including all valving operations, system draining and venting and the issuing of any safety documentation.

**Operational File**

A file in which documentation related to the operation of the pressure systems and the persons appointed to control such operations are held. It shall also contain all completed Safety Programmes, Permits to Work, Method Statements and Risk Assessments are held.

**Operational Restriction:**

A written instruction, issued by the Authorising Engineer, a manufacturer or a supplier of equipment or system, modifying or prohibiting the normal operating procedures associated with a particular type of equipment or system.

**Personal Supervision**

Supervision is given by a person having adequate technical knowledge and experience, who is present at all times.

**Plantroom**

A room or area which contains Mechanical or Pressure Systems Equipment.

**Point of Isolation**

The Valve, Spade or Blank used to securely disconnect the mechanical energy to a Circuit or Equipment.

**Point of Work**

The location on a pressure, where intrusive works are to be conducted.

**Pressure System**

An arrangement of Pipelines and other Pressure Systems Equipment where the contents are maintained at a pressure greater than atmospheric pressure (1 Bar)

**Pressure Systems Equipment:**

Anything used, intended to be used or installed for use in order to provide, transmit, distribute, control, store, pressurise measure or use Pressurised Energy.

**Protective Equipment**

Equipment used to protect persons from danger in the working environment. Protective equipment includes items such as protective clothing, screens, temporary safety signs etc.

**Pump**

An item of Pressure Systems Equipment designed to either circulate or pressurise the contents of a Pressure System.

**Relevant Fluid**

A gas or mixture of gases or a liquid that would turn to gas if a failure occurred held within a system at a pressure exceeding 0.5 bar. *n.b. steam will always be considered a relevant fluid.*

**Report of an Examination:**

A written report signed by an Insurance Inspector and issued to the user of an item of equipment, system following an examination.

**Riser (Mechanical)**

A vertical shaft within a building, with flooring at each assessable level which contains Ventilation Ductwork and Pipelines

**Risk Assessment**

The analysis of the risks to health and safety inherent in a system and their significance in a particular context.

## Safety Documents

### Limitation-of-Access

A Safety Document, signed and issued by an Authorised Person to allow access to areas under their control. It states clearly the area that can be accessed and the actions that can be undertaken under the Document. It is not to be used to authorise works on Pressure Systems.

### Minor Mechanical Isolation Certificate

A Safety Document, completed by The Duty Authorised Person or a Level 3 Competent Person when they have completed a Simple Isolation for a Third Party.

### Permit-to-Work

A Safety Document, for use on Pressure Systems and Equipment made dead. It is signed and issued by The Duty Authorised Person, to the Competent Person in charge of work to be carried out. It defines the scope of the work to be undertaken and makes known exactly what equipment is isolated from sources of energy.

### Specific Written Instruction

A Safety Document prepared by The Duty Authorised Person to allow the temporary operation of specific pressure systems equipment, normally under their control.

### Standing Instruction

An instruction issued by The Duty Authorised Person, to allow access, for a specific period, to areas under their control. It states clearly the area that can be accessed and the actions that can be undertaken under the Document. It is not to be used to authorise works on Pressure Systems.

## Safety Key Box

A box used to secure keys to applied Safety Locks. It is to have two locks, each of which is to have only one key: one being labelled "Safety Key Box No\*\* – Competent Person"; and the other "Safety Key Box No\*\* – Authorised Person". It is to be so arranged that both locks must be released before access can be gained to the contents of the box.

## Safety Locks

These are padlocks having only one key, which is different from all other keys in use on the Pressure System. Safety locks are to be indelibly coloured red, and each safety lock and its key are to have the same unique serial number for ease of identification. They are used for securing points of isolation, depressurisation or draining.

## Safety Programme

A document prepared by an Authorised Person, consisting of a written plan of proposed work that includes a diagram of the systems and equipment, the purpose of the proposed work, and the intended sequence of safety operations to be performed before the issue of a PTW.

## Signs

### Danger Signs

These are temporary, non-metallic signs bearing the words "Danger Live System" or "Danger Hot Surface". They are to be displayed where there is remaining hazard adjacent to a point of work, or where confusion may exist with regards the system or equipment made safe by the Duty Authorised Person (Model Signs PS 4 and PS 5).

### Isolation Sign (Controlled)

This is a temporary, non-metallic sign bearing the words "caution – persons working on equipment". Which is to be secured at a point of isolation by a Level 3 Competent Person (Model Signs PS 7).

### Isolation Sign (Personal)

This is a temporary, non-metallic sign bearing the words “caution – persons working on equipment” and displaying the photograph of the Competent Person. Which is to be secured at a point of isolation for their own safety by a Level 2 or 3 Competent Person. (Model Signs PS6).

**Plantroom Signs**

These are permanent signs, identifying the Plantroom by name or designation, and bearing appropriate warnings (Model Signs PS 1.1).

**Point of Work Sign**

A temporary sign bearing the words “Point of Work”, and a Green Cross. To be used to positively identify the Point of Work (Model Signs PS 8).

**Safety Signs**

These are temporary, non-metallic signs bearing the words “Do Not Open” or “Do Not Close” which are secured at a points of isolation, draining or venting by the Duty Authorised Person (Model Signs PS 2 and PS 3).

**Warning Signs**

These are permanent signs, indicating the presence of a known Pressure Systems hazard within an Area, Building, Room or Compound (Model Signs PS 1.2).

**Valve**

An item of Pressure Systems Equipment designed to control, depressurise, drain, isolate, or vent a Pressure System

**Venting**

A component or pipeline of a pressure system that has been depressurised and had its gas contents emptied or its fluid contents replaced by atmospheric air.

**Water Systems****Boosted Cold Water Services (BCWS)**

A pump pressurised water system, usually operating at pressures up to 6Bar. Used to distribute domestic cold water from the storage tanks points of use.

**Chilled Water (CHW)**

A pump circulated water system, usually operating at a Flow temperature of 7-8°C used to distribute Chilled Water from the Chillers to points of use and return.

**High Temperature Hot Water (HTHW)**

A pump circulated water system with a Flow temperature of over 100°C used to distribute heating water from the boilers to points of use and return.

**Hot Water Services (HWS)**

A pump circulated water system with a Flow temperature of around 60°C used to distribute domestic hot water from its supply Calorifier(s) to points of use and return

**Low Temperature Hot Water (LTHW)**

A pump circulated water system with a Flow temperature up to 80°C used to distribute heating water from the boilers to points of use and return.

**Medium Temperature Hot Water (MTHW)**

A pump circulated water system with a Flow temperature of 80 - 100°C used to distribute heating water from the boilers to points of use and return.

**Written Scheme of Examination**

The schedule by which the Insurance Inspector plans the Periodic Examination of a sites Pressure Systems Equipment.

**Work/Working:**

Any activity that includes the following: installing, dismantling, assembling, maintaining or repairing of equipment, systems having significant risk.

**1.4.53 Working Lock**

A padlock, having a single key that differs from other keys provided for the system or installation.

## 9 Amendments

Revision 1.1 November 2009 .	Trading name changed from Compass Group to Eurest Services
Revision 1.2 March 2012	<b>1.4</b> Addition of "Safety Lock" definition <b>1.4</b> Addition of "Working Lock" definition <b>2.1</b> Revision of AP suspension criteria, and Qualifications for Authorising Engineer <b>2.2</b> Revision of Qualifications for AP <b>2.3</b> Revision of Qualifications for SAP <b>4.1</b> Removal of "where practicable" from the use of safety locks paragraph. <b>4.4</b> Revision of Pressure System Isolation Method B <b>5.2</b> Positive Identification of the Point(s) of Work
Revision 1.3 October 2013	Trading name changed from Eurest Services to 14Forty
Revision 1.4 October 2014	Trading name changed from 14Forty to ESS <b>4.4</b> Separation of Double Valve and Double Block and Bleed Isolation Methods
Revision 2.0 August 2017	Trading name changed to Compass Group Font Changed from Times Roman to Calibri Addition of Sub-Section Numbering <b>1.3</b> Revision of document scope <b>1.3</b> Revision of personnel definitions and removal of Boiler Operator definition <b>1.4</b> Revision of the General Definitions <b>2.1</b> Addition of Co-Ordinating Authorising Engineer Roles and Responsibilities <b>2.6</b> Revision of Competent Persons Qualifications <b>2.7</b> Revision of Insurance Inspectors Roles and Duties <b>4.1</b> Removal of duplication from 3.1 Revision of documentation requirements <b>4.2</b> Removal of Skilled Person reference <b>4.3</b> Revision of High and Low Risk System Examples <b>4.3</b> Revision of Task and Isolation Risk Assessment descriptions <b>4.4</b> Addition of diagrams for the Isolation Method descriptions and revision of Isolation Matrix table. <b>5.3</b> Removal of "Responsible Person" Reference <b>5.6</b> Revision of Operational File Contents List
Revision 2.0 2017 (Cont)	<b>5.6</b> Replacement of the term "Protective Equipment" with August "Safety Equipment" <b>A1.3</b> Addition of Model Senior Authorised Person Certificate <b>A2</b> Revision of Model Safety Document Templates <b>A3.6</b> Addition of Model Point of Work Sign <b>A3.7</b> Addition of Model CP Isolation Signs
Revision 2.1 Nov 2020	Change of Font from Calibri to Arial <b>1.3 &amp; 2.1</b> Removal of Senior Authorised Person Designation <b>2.1</b> Revision of CAE Qualifications <b>2.2</b> Revision of AE Qualifications <b>2.5</b> Revision of CP Roles and Duties <b>3.2</b> Addition of Point of Work Sign

- 4.1** Revision of Table References
- 4.4** Revision of specification of spades, blanks, blinds and spectacle plates
- 4.5** Revision of Step 6 of Table PS1 and addition of Tables PS2 and PS3
- 5.1** Revision of Safety Programme Contents
- 6.4** Addition of Remote Sites
- 7.1** Change from Air2 to Air3
- A1.1** Revision of Model Letter of Appointment for Authorising Engineer
- A1.3** Addition of Model Competent Person Certificate of Appointment
- A2.1** Revision of Model Isolation Risk Assessment
- A2.2** Revision of Model Safety Programme
- A5.1** Moved General Definitions to Appendices

## **Notes**

## **Notes**

## RECEIPT

### Compass Group: Safety Rules and Procedures for Pressure Systems.

Compass Group reserves the right to amend any part of these Rules and Procedures from time to time. It may add new material or alter or remove existing material. The Authorising Engineer or Senior Authorised Person will notify you of any changes.

Please acknowledge receipt of these Rules by signing below, detaching the page and returning it to The Authorising Engineer.

A copy of this receipt will be placed in the site Pressure Systems Operational File.

We recommend that you keep a copy for your own records.

Name:

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Position:

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Site:

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Date:

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Signature:

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