

Permit & Authorisation to Proceed Procedure

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1. Introduction

1.1 Purpose

This procedure details the Mace requirements for completing, approving and authorising permits and authorisations to proceed for high risk activities.

1.2 Scope

This procedure is applicable where Mace have a responsibility for the management of high risk activities, including where contractors are conducting the activity on our behalf.

1.3 Roles and Responsibilities

Roles and responsibilities are detailed in Table 1 below.

Roles	Responsibilities
Mace Project Lead	<p>Implementing permit and authorisation to proceed processes in line with this procedure.</p> <p>Identifying where Mace and Contractor permits are being used at a project level.</p>
Mace Managers (All departments e.g. Construction, MEP, Facilities)	<p>Issuing permits or authorisations to proceed against a contractors SSoW (and where relevant permit).</p> <p>Approving permits or authorisations to proceed relevant to the high risk activity.</p> <p>Monitor arrangements in place to comply with the requirements of the relevant permit and Contractors HSW management system.</p> <p>Consider where adjacent works may need to be coordinated to manage the risks i.e. multiple permits to dig or hot works activities occurring near a confined space activities.</p>
Health, Safety and Wellbeing Managers	<p>Reviewing the implementation of this procedure e.g. via audits and inspections.</p>
Contractors	<p>Adequate arrangements within their HSW management system, including where necessary permits, for controlling high risk activities.</p> <p>Provide competent resources to implement and monitor their Permit to Work processes.</p>

Table 1 Roles and Responsibilities

2. Procedure

2.1 Identifying high risk activities

- Mace operate in challenging environments due to the nature of our activities. Many activities are described as High Risk based on the potential consequence should an event occur due to failure of controls.
- Common High Risk activities that may require a permit or authorisation to proceed from Mace and/or our Contractors are noted below:
 - Working in Risers
 - Hot Works
 - Demolition
 - Excavation/Breaking Ground
 - Energised systems i.e. electrical & high pressure
 - Temporary Works
 - Confined Space Entry
 - Lifting Operations - Note: Permits are not required by Mace. A valid lift plan which is accepted by Mace before any lifting occurred. This acts as the Authorisation to Proceed.

Note: Depending on the scope of work, other activities may exist which require an authorisation to proceed. These are determined at a project level on risk basis and may include working with lead or asbestos, working on or near water, isolation or disconnection of building Fire/Life safety systems, use of specialist equipment or techniques such as cradles and abseiling.

Projects are required to identify high risk activities considering their statutory responsibilities and risk. The Project HSW Risk Assessment included in the PDP, CPP or Safety Plan will assist project in identifying these.

2.2 Permits

Projects must identify if Mace, client and/or contractor permits will be used. (See Appendix A for Mace Permits). These should be documented in the PDP, CPP, Safety Plan or Account HSE Plan. Fig 1 defines where Mace Permits must be used, and where there is an option to use either Mace or Trade Contractors Permits. Fig 2 details the high level process for agreeing if Client Permits should be used.

Where Mace require a permit then this requirement (including competency and monitoring) is detailed in the specific process document e.g. Fire Standard, Working at Height Standard and Confined Space Procedure.

Permits must only be issued, and be accessible, at the point of work.

- Duration of the permit needs to be clearly defined. This is normally 1 shift. Where duration is longer than 1 shift, then operatives need to sign up the permit on a shift basis (excluding TW permits) and monitoring must be in place to confirm that the conditions have not changed.
- Where contractor permits are used, then Mace must:
 - confirm that the permit aligns with or exceeds the requirement in the corresponding Mace Permit (where it exists).

- not use a duplicate permit system i.e. a Contractor Permit and a Mace Permit. All high risk activities should only have one permit.

- complete the Authorisation to Proceed, before commencing works.

- no work other than that specified on the permit is authorised. If it is found that the planned work has to be changed, the existing permit and associated SSoW should be reviewed, and a new permit and/or authorisation to proceed issued.

2. Procedure

2.3 Authorisation to proceed

Authorisations to proceed are completed by Mace for the following:

- To approve high risk activities, where contractors are using their own permit processes (See Section 2.2).
- To approve high risk activities, where a permit system is not required i.e. Demolition works.
- Authorisations to proceed must be documented on the [Mace Authorisation to Proceed template](#).

For Mace Operate, the issue of permits is via an Issuing Authority (IA) (typically this may be the Client, Landlord or Mace's MEP provider). The permit to work process must be formally reviewed on at least an annual basis and must align to the Permit to Work process described in MAC-HSW-FM-0031 Contract Operations Manual. Where this is the case then a Mace Authorisation to proceed must be completed. Should the process be found not to align with Operate's Permit to Work process then additional controls must be deployed and agreed with the Regional Senior QHSEW Manager. In either case, the arrangements for the Permit to Work process must be documented in the sites Local Operating Procedures (MAC-HSW-FM-0013).

Operate will only undertake the IA role when providing the MEP service (e.g. MTS in Dubai) or in exceptional circumstances which must be agreed with the Regional Senior QHSEW Manager. Where Mace Operate are the IA then an Authorisation to Proceed is not required and the Mace Permits must be used.

Note: Appointment of Electrical Contractors for Mace needs to be in line with the Mace Electrical Rules and Procedures, where the Standing Instruction (SI) is used instead of the Authorisation to proceed.

Note: Where local requirements request authorisations to proceed from governing bodies i.e. state bodies, city councils, landlords etc, this process should not override the Mace Authorisation to Proceed Process and requirements for permits as defined in this procedure.

2.4 Closing and cancelling Permits & Authorisations to Proceed

- On completion of works, or when cancellation of the original permit may be required, the permit or authorisation to proceed must be returned to the issuer, with the status reflected on the permit log.
- Following a significant incident, an instruction may be made to contractors to cancel all active permits or permits relevant to the incident.

2. Procedure

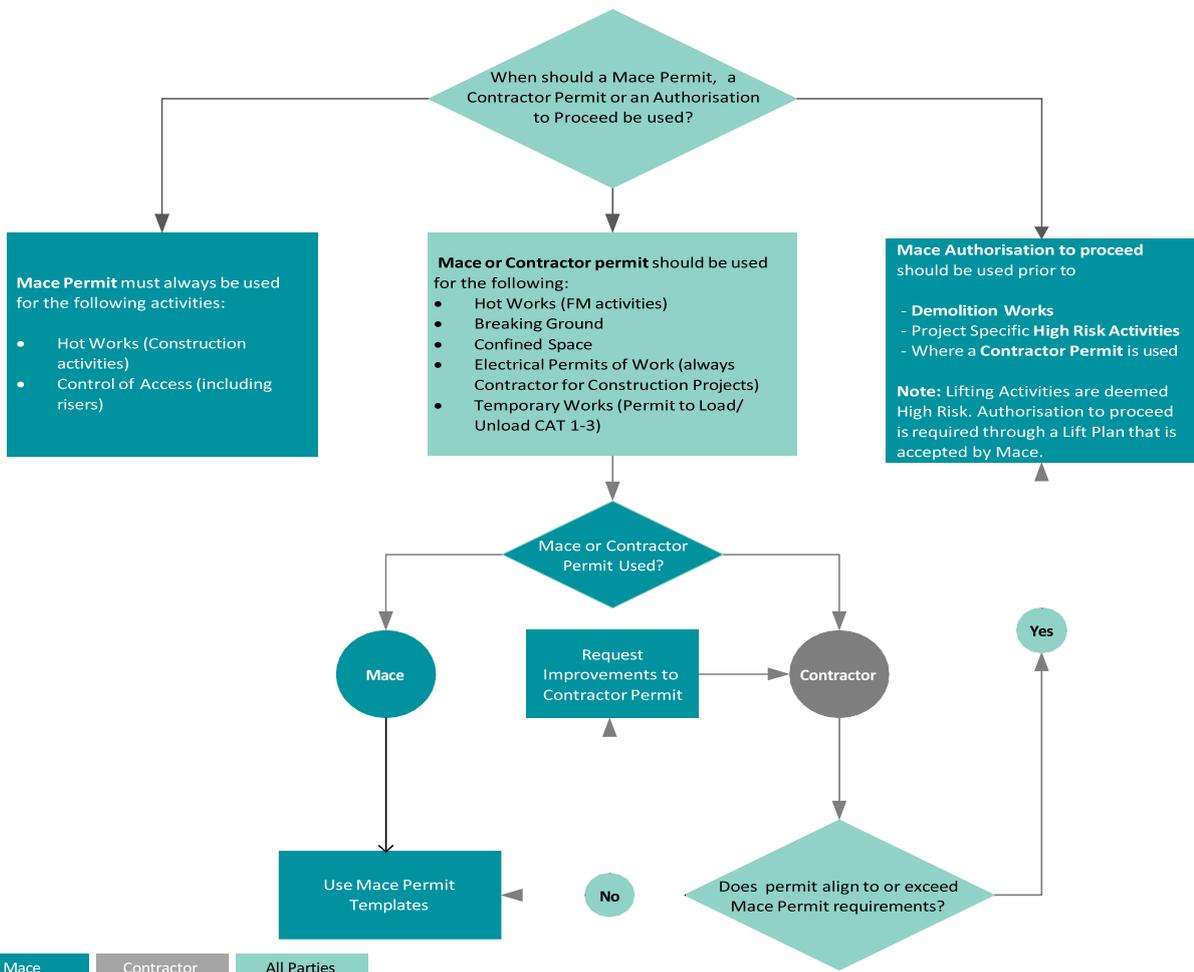


Figure 1: Mace and Contractor Permit Management

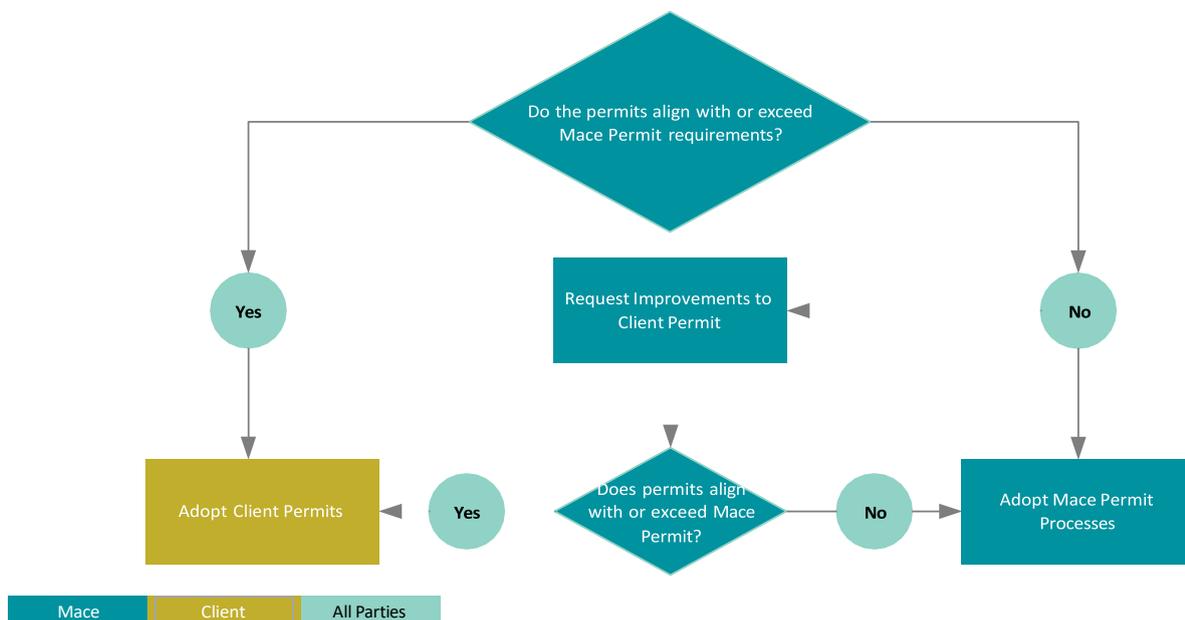


Figure 2: Adopting Client Permits

2. Procedure

2.5 Permit Register & Records

- Permit registers must be maintained by contractors and Mace, depending on who is responsible for issuing the permits.
- Mace must also maintain registers of authorisations to proceed.
- Records of permits must be retained at a project level and be accessible.
- Records must be available for a period of 12 months following defects period, or 12 years if related to an incident.

2.6 Communication

- During the contractor pre-start meeting, the site specific application of this procedure (permits and authorisation to proceed) must be explained and agreed with individual contractors.
- Contractors are responsible for communicating permit details to individuals involved in the task.
- Requirements of the permit or particular controls i.e. exclusion zone, may also need to be communicated to other stakeholders such as contractors working in the vicinity.

2.7 Training and competency

Mace Managers and Appointed Coordinators involved in the sign off of Permits and Authorisation to Proceed processes need to meet the training requirements outlined in the [Mace HSW Training Matrix](#).

2.8 Monitoring and review

Application of this process must be reviewed in line with Table 2 below.

Monitoring Activity	Overview	Responsibility	Frequency
Site Management Tours, OEI Tours, Leadership tours	Regular site tours and inspections checking the work environment and practices.	Mace, Contractors	Weekly/Monthly
Topic based inspections and audits i.e. Fire, Electrical, Demolition etc	Regular site tours and inspections checking the work environment and practices.	Mace and contractors	Dependent on risk

Table 2: Monitoring and review

Appendix A Mace HSW Permits

Permits

Below is a summary of Permits operated by Mace.

- Control of Access Permit (Including Risers)
- Confined Space Permit
- Excavations and Breaking Ground Permit
- Hot Works Permit
- Temporary Works Permit to Load/Unload

Mace
155 Moorgate
London EC2M 6XB
+44 (0)20 3522 3000

www.macegroup.com