

Title	Monitor, control and audit work permit systems		
Level	4	Credits	5

Purpose	People credited with this unit standard are able to identify work permit procedures and requirements; monitor and control worksite preparation; monitor and control work permits; and audit work permits.
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Classification	Occupational Health and Safety > Occupational Health and Safety Practice
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Available grade	Achieved
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Prerequisites	Unit 17590, <i>Issue worksite specific work permits</i> , or demonstrate equivalent knowledge and skills.
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Guidance Information

Definitions

Legislative requirements include but are not limited to – Health and Safety at Work Act 2015 (HSWA) and relevant Regulations, and Approved Codes of Practice.

Organisational requirements refer to instructions to staff on policy and procedures which are documented in memo or manual format and are available in the workplace. These requirements may include but are not limited to – site specific requirements, company quality management requirements, Approved Codes of Practice and guidelines, and legislative requirements.

Work permit refers to an authorisation to carry out work activities other than routine work covered by operating procedures.

Outcomes and performance criteria

Outcome 1

Identify work permit procedures and requirements.

Performance criteria

1.1 Work permit types are identified to determine classification in accordance with organisational requirements.

Range types include but are not limited to – hot, cold, entry, safety, excavation, special purpose, lifts, asbestos removal.

1.2 Control procedures are identified to determine application in accordance with organisational requirements.

Range procedures include but are not limited to – permit application forms, emergency procedures, safety procedures, gas test requirements, hazardous areas, control and monitoring systems, isolation procedures.

1.3 Supporting documents are located and interpreted in accordance with organisational and legislative requirements.

Range documents include but are not limited to those pertaining to – hazard register, safety procedures, operations and maintenance procedures.

Outcome 2

Monitor and control worksite preparation.

Performance criteria

2.1 The scope of work for site preparation is established in accordance with organisational requirements.

2.2 Site preparation requirements are communicated to personnel preparing the site in accordance with organisational requirements.

Range preparation requirements include but are not limited to – isolations, blinds, purging, gas testing, scope of work, upstream and downstream effects.

2.3 Site preparation is monitored and compared to permit and site specific requirements.

2.4 Deviations from expected conditions are identified and permit and site specific requirements are amended to ensure safe working conditions.

Outcome 3

Monitor and control work permits.

Performance criteria

3.1 Types of issued work permit are identified to determine classification in accordance with organisational requirements.

Range types include but are not limited to – hot, cold, entry, safety, excavation, special purpose.

- 3.2 Requirements of the work permit are identified in accordance with organisational requirements.
- Range requirements include but are not limited to – safety clothing, respiratory protection, breathing apparatus, safety equipment, gas testing requirements, rescue equipment, communication equipment, stand by personnel.
- 3.3 The scope of work being undertaken is assessed against permit requirements.
- 3.4 Compliance with work permit requirements is monitored in accordance with organisational requirements.
- 3.5 Deviations from work permit requirements are managed in accordance with organisational requirements.
- 3.6 Conditions under which work permits may be cancelled are identified in accordance with organisational requirements.
- Range conditions include but are not limited to – site emergency, non-compliance with permit requirements, unsafe working practices, other work, changed conditions of work sites.

Outcome 4

Audit work permits.

Performance criteria

- 4.1 Permits for audit are identified to determine audit requirements in accordance with organisational requirements.
- 4.2 Audit requirements are established for each permit type in accordance with organisational requirements.
- 4.3 Permit requirements are in accordance with organisational requirements for the work to be undertaken.
- Range requirements include but are not limited to – isolations, safety provisions, gas testing, type of permit.
- 4.4 Permit compliance is in accordance with organisational requirements for site specific permit standards.
- Range compliance includes but is not limited to – safety clothing, scope of work, currency of permit, housekeeping, reinstatement of plant and/or equipment.
- 4.5 Audit results are reported and recorded in accordance with organisational requirements.

Planned review date	31 December 2022
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	25 November 2000	N/A
Revision	2	16 May 2005	N/A
Review	3	25 May 2007	N/A
Rollover and Revision	4	22 May 2014	N/A
Rollover and Revision	5	22 August 2019	N/A
Rollover and Revision	6	25 March 2021	N/A

Consent and Moderation Requirements (CMR) reference	0121
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact The Skills Organisation reviewcomments@skills.org.nz if you wish to suggest changes to the content of this unit standard.