

APPENDIX D – ENTRY PERMIT

Section I	Type of Permit-Required Space:			Date:				
	Specific Location:			Start Time:				
	Purpose of Entry:			Scheduled Expiration:				
	Known/Potential Hazards:			Actual Expiration:				
Section II	Special Requirements		Yes	N/A	Special Requirements		Yes	N/A
	Lockout /Tagout				Fire Extinguisher			
	Line Break, Blanked, Double Block & Bleed				Lighting			
	Purge – Flush & Vent				Forced Air Ventilators			
	Hot Work Permit				Barriers			
	First Aid Kit				Personal Protective Equipment			
	Non-Entry Rescue Equipment				Other:			
	Emergency Communication Devices							
	List Required Equipment (be specific):							
	List Required PPE (be specific):							
Air Monitoring Instrument Name:				Serial #:				
Date of Calibration:								
Section IV	Authorized Entrant(s):				Emergency Procedure (Brief Explanation):			
	Safety Attendant(s):				What will be the means to summon rescue?			
					Has pre-entry meeting been held? <input type="checkbox"/> Yes <input type="checkbox"/> No			
					Emergency communication operable? <input type="checkbox"/> Yes <input type="checkbox"/> No			
				Emergency: 911		Non-emergency CFD: 403-7200 UFD: 384-2420		
Note: Use the Permit Space Entry Log Sheet to maintain an accurate account of Authorized Entrants within the space. See Section IV, note 5 on reverse side for additional details.								
Section V	Originator:							
	(Signature)		(Print Name)		(Phone)		(Date)	
	Entry Supervisor:							
	(Signature)		(Print Name)		(Phone)		(Date)	
Annual Review By:								
(Signature)		(Print Name)		(Phone)		(Date)		

GENERAL

1. Verify that affected personnel are trained and authorized to perform duties assigned.
2. An entry permit must be issued prior to entry for any scheduled work activity into any Permit-Required Confined Space. All people involved in the Confined Space Entry will participate in a safety review of the completed permit. Each individual is responsible for following the requirements of this permit.
3. The permit shall remain at the permit space entrance throughout entry operations.
4. All permits are to be returned to the Entry Supervisor at the end of the shift for which the permit was issued. Expired permits must be returned to the Unit Responsible Person and kept on file for one year.

SECTION I

The permit covers all work to be done by all departments on the job for which it was issued.

1. Type of Permit-Required Space: identify by name (e.g., vault, tank, etc.)
2. Specific Location: designate a specific area of campus (e.g. Area, bldg., floor, room, etc.)
3. Purpose of Entry: specific type of work to be performed (e.g. clean out, weld, burn, repair, etc.)
4. Known/Potential Hazards: examples include engulfment by water, hazardous atmosphere – oxygen deficient and hydrogen sulfide, excessive heat, electrical hazards. If there is potential for a radiation hazard contact the DRS Radiation Safety Section at 333-2755.
5. Permit duration: Permits shall not be open for more than one shift or 12 hours, whichever is shorter.

SECTION II

1. Additional information on PPE, first aid, and fire protection can be found by consulting the appropriate SDS. The attendant shall have immediately available the same PPE as the Entrant.
2. Electrical equipment shall be checked for proper voltage and operations before entry. All portable power equipment must use Ground Fault protection and the Ground Fault Interrupter shall be located outside the Confined Space.

SECTION III

1. Record instrument name, serial #, and last calibration date on the permit.
2. Record test results on the accompanying log sheet.
3. Monitor air prior to initial entry and continuously thereafter. Record initial monitoring results and at a minimum of every hour minimum thereafter. Continuous atmospheric monitoring is required during entry.
4. Retesting is required prior to entry after scheduled breaks and non-compliant permit conditions.

SECTION IV

1. An attendant must be appointed to watch the authorized entrant(s) entering the Confined Space. The attendant will have no responsibility except watching the entrant(s). The attendant must have communication equipment to quickly notify rescue personnel of an emergency (eg.. telephone, radio).
2. Entrant shall be attached by a lifeline (with a minimum breaking strength of 3600 lbs.) controlled by the attendant at all times. Entrant(s) must exit without question when instructed by the attendant to do so. Any vertical entry more than 5 feet deep must have a mechanical retrieval system.
3. A rescue plan and equipment must be agreed to prior to initial entry.

SECTION V

1. All permits must be approved by the Entry Supervisor prior to initial entry.
2. Complete signatures and names shall be used.



Air Monitoring Log

Space Location/Description: _____ Date: _____

Time	% Oxygen	% LEL	CO	H₂S	Other:	Other:
Limit	19.5-23.5%	10%	25 ppm	10 ppm		

Date:							
Type of Permit-Required Space:							
Specific Location:							
Job Description:							
Authorized Entrant Name:	Badge/UIN #	Time In	Time Out	Time In	Time Out	Time In	Time Out

Note: Entrants shall document each time they enter and exit the permit space on the Permit Space Entry Log. The Attendant(s) shall maintain the Permit Space Entry Log as a means to meet their responsibility to maintain an accurate account of entrants in the permit space.