



## CS ENERGY PROCEDURE FOR MULTIPLE OFFICERS IN CHARGE OF WORK CS-PTW-SOP-03

Responsible Officer: CS Energy PTW Administrator  
Responsible Manager: CS Energy PTW Administrator  
Responsible Executive: Executive General Manager Operations

---

### DOCUMENT HISTORY

Key Changes	Prepared By	Checked By	Approved By	Date
Original Issue of Document.	PTW Committee	-	R Rodner	30/10/2007
Review of Procedure and formatting upgraded to new CS Energy format.	D Clarke	-	A Brown	13/11/2011
Review	D Clarke	-	-	02/04/2012
Complete review of process and update to align with PTW Manual updates.	S Watterston	C Shaw	A Brown	30/03/2016



## CONTENTS

<b>DOCUMENT HISTORY</b>	<b>1</b>
<b>1 PURPOSE</b>	<b>3</b>
<b>2 SCOPE</b>	<b>3</b>
<b>3 RESPONSIBILITIES AND ACCOUNTABILITIES</b>	<b>3</b>
3.1 Corporate PTW Administrator	3
3.2 Site PTW Administrator	3
3.3 Workgroup Supervisors/Planners	3
3.4 Officer in Charge	3
3.5 Permit to Work (PTW) Officer	3
<b>4 ACTIONS</b>	<b>3</b>
4.1 General	3
4.2 Nomination of Multiple OICs	4
4.3 Preparation of the WCA	4
4.4 Issue of the PTW	5
4.5 Defining the OIC during the Shift	5
<b>5 REFERENCES</b>	<b>5</b>
<b>6 RECORDS MANAGEMENT</b>	<b>5</b>
<b>7 NEXT REVIEW DUE</b>	<b>5</b>



## 1 PURPOSE

To document the responsibilities and duties of any Officer's in Charge of Work (OIC) that are responsible for one common Permit to Work (PTW). This is to allow a continuation of work over 24 hours by a number of OIC's and covered by one PTW.

## 2 SCOPE

This procedure shall apply to all CS Energy employees and contractors working under the PTW system at CS Energy sites.

## 3 RESPONSIBILITIES AND ACCOUNTABILITIES

### 3.1 Corporate PTW Administrator

Corporate PTW Administrator is responsible for ensuring that this procedure is reviewed every 2 years.

### 3.2 Site PTW Administrator

Site PTW Administrator is responsible for ensuring that this procedure is complied with.

### 3.3 Workgroup Supervisors/Planners

The Workgroup Supervisor/Planner is responsible for:

- Reading and fully understanding the intent of this procedure; and
- On the WCA under "Hazards", selecting the Multiply OIC Transfer Option and entering the Multiple OIC names in the short text field".

### 3.4 Officer in Charge

The Officer in Charge is responsible for:

- Reading and fully understanding the intent of this procedure;
- Completing the Multiple OIC Transfer form at the commencement and completion of each shift, when fulfilling the role of the OIC for the shift; and
- Ensuring clear communication between OICs and all work party members.

### 3.5 Permit to Work (PTW) Officer

The Permit to Work (PTW) Officer is responsible for:

- Reading and fully understanding the intent of this procedure.

## 4 ACTIONS

### 4.1 General

The normal procedure under the PTW system is to have one nominated OIC per PTW. The PTW is then issued to this OIC. The work is completed and this OIC then signs off the PTW. The one OIC is fully responsible for the PTW and associated duties.



During periods of maintenance that require continuous shift work (day and night) there are difficulties in maintaining the presence of the OIC “on the job”.

To overcome this difficulty and maintain a secure PTW system, CS Energy may operate under a multiple OIC procedure for such periods.

Under the multiple OIC procedure, a number of OIC’s will be nominated and given the associated responsibilities for that PTW (and hence the work to be performed). However, only one of these Officers will perform the role of the OIC at any time during their shift.

**4.2 Nomination of Multiple OICs**

Once a need for multiple OICs has been recognised, the Workgroup Supervisor / Planner / Principals Representative will nominate the OIC/s on the WCA for inclusion in the WCA hazards (refer to figure 1).

The Nominated OICs must sign on to the nomination form to acknowledge that they:

- Have read and fully understand the intent of this procedure;
- Are prepared to accept and act according to the responsibilities associated with multiple OICs; and
- Have been authorised as a nominated OIC for the applicable CS Energy site.

**4.3 Preparation of the WCA**

The PTWO shall:

- Prepare the WCA in the normal manner;
- Ensure the work centre displays the accepting OIC; and
- Ensure all nominated OICs are in the Hazards area of the WCA (refer to figure 1).

Sort field	Code group	Short text	Code	Description	Short Text	LT
	CSENERGY	CS Energy Check Sheets	1901	Multiple OIC Transfer F...		
					BRADLEY GOTHMANN	
					LUKE SMITH	
					KATHERINE ROSE	

**Figure 1 - WCA Hazards Section**



#### 4.4 Issue of the PTW

Only one of the nominated OICs is required to be present to accept the PTW.

#### 4.5 Defining the OIC during the Shift

At the commencement of the Shift, the outgoing OIC shall inform the incoming OIC as to the current state of the PTW (e.g. regarding any changes that may have occurred in the previous shift).

The outgoing OIC shall transfer the OIC responsibilities to the incoming OIC by signing off the Multiple OIC Transfer form and the Incoming OIC signing on while in the presence of the other OIC.

Where there is no face-to-face handover, a written log must be completed detailing all activities and changes associated with the PTW made during the previous shift. The log shall be signed by the outgoing OIC and counter signed by the incoming OIC who assumes full responsibility for the PTW.

### 5 REFERENCES

Reference No	Reference Title	Author
<a href="#">B/D/11/19582</a>	CS-PTW-01 - CS Energy PTW Manual	PTW Committee
<a href="#">B/D/11/19579</a>	CS-PTW-02 - Permit to Work (PTW) Definitions	PTW Committee
<a href="#">B/D/11/36158</a>	Form – S1901 - Multiple Officer in Charge (OIC) Transfer	PTW Committee

### 6 RECORDS MANAGEMENT

In order to maintain continual improvement, suitability, safety and effectiveness of the organisation, registered documents will be reviewed on a two yearly basis, or where it has been identified that there are changes in technology, legislation, standards, regulations or where experience identifies the need for alteration to the content. Registered documents should also be reviewed following an incident, change management process, modification or where directed as part of a risk assessment process.

CS Energy must ensure that records are retained according to accountability, legal, administrative, financial, commercial and operational requirements and expectations. In compliance with records retention and disposal, all documentation created in relation to CS Energy business must be retained in line with minimum retention periods as detailed in legal retention and disposal schedules.

### 7 NEXT REVIEW DUE

- September 2018.