



## CS ENERGY PROCEDURE FOR USE OF NON-ENGLISH SPEAKING TECHNICAL EXPERTS CS-PTW-SOP-04

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

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### DOCUMENT HISTORY

Key Changes	Prepared By	Checked By	Approved By	Date
Original issue of document.	PTW Committee		D Brown	03/02/2008
Form developed and procedure corporatized.	PTW Committee		G Campbell	06/05/2008
Review of procedure and formatting upgraded to new CS Energy format.	D Clarke		A Brown	02/04/2012
Complete review of procedure – update to current requirements and in line with PTW Manual review.	CS Energy PTW Committee	CS Energy PTW Committee	A Brown	31/03/2016



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## 1 PURPOSE

Provide a method of managing Technical Experts (non-English speaking) operating under the PTW system. Particular focus of this procedure is to outline the steps to provide access to the plant and confined spaces, where the international experts do not have the appropriate training and or language skills.

## 2 SCOPE

This procedure shall apply to only those technical experts who have limited English language and/or have arrived from other countries to assist with technical issues. This does not apply to any person who speaks fluent English and who is expected to comply with all CS Energy procedures.

## 3 RESPONSIBILITIES AND ACCOUNTABILITIES

### 3.1 CS Energy PTW Administrator

CS Energy 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.
- Approval is provided for competent Site Contacts to undertake the role and utilise this procedure.

### 3.3 Site Contact

The Site Contact is responsible for ensuring that:

- Approval to utilise this procedure is obtained from the PTW Administrator via form S1967.
- They are present during all plant access and work by the Technical Expert.
- The Technical Expert remains within the boundaries of the permit to work at all times.
- They sign all relevant signature sheets for themselves and on behalf of the Technical Expert (as necessary) i.e. PTW, JSEA and Confined Space documentation.

### 3.4 Technical Expert

The Technical Expert is responsible for ensuring that:

- They follow the instruction of the Site Contact.
- Access is not gained to any plant, isolated work site or confined space without a nominated Site Contact being present.



#### 4 ACTIONS

- The Site Contact shall complete form S1967 and submit to the Site PTW Administrator for approval.
- The Site Contact making arrangements for a Technical Expert shall determine the person’s English language ability and knowledge of CS Energy requirements for access to plant, the type of work, access required and the plant area.
- The Site Contact shall accept responsibility for the Technical Expert at all times whilst they are on site.
- The Site Contact shall remain in a position to:
  - Provide a verbal warning;
  - Stop, modify or initiate any physical action by the Technical Expert;
  - Ensure CS Energy policies and procedures are followed by the Technical Expert; and
  - Ensure that all Technical Experts in a group situation are appropriately supervised and remain as a group at all times.
- The Site Contact shall ensure that the form is submitted with the surrendered Permit to Work for record keeping.

#### 5 REFERENCES

Reference No	Reference Title	Author
<a href="#">"K/D/16/3710"</a>	CS-PTW-01 – Permit to Work (PTW) Manual	CS Energy PTW Committee
<a href="#">"B/D/16/1775"</a>	CS-PTW-02 – Permit to Work (PTW) Definitions	CS Energy PTW Committee
<a href="#">"B/D/12/5953"</a>	S1967 – Non-English Speaking Technical Expert	CS Energy 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 2016.