COMPANY RULE

CR-GR-HSE-402

Permit to work process

Executive summary

The permit to work process includes the minimum HSE requirements of this company rule. It is described in a procedure that specifies in particular:

Organisation

- The distribution of roles and assignment of personnel (internal or contractors) involved in this process is defined. A person cannot approve or issue a permit to work for himself.
- The accurate delimitation of zones and their interconnections is defined and each zone reports to a single permit to work issuing authority.
- Everyone with a role in the permit to work process is trained and authorised to conduct their role. The frequency of the refresher training is at least once every 5 years.
- The maximum validity period for a permit to work, the applicable types of permits (cold, hot, simple) and the required certificates (confined space, isolation, excavation, etc.) are defined.
- All lone worker situations must be identified, and a risk assessment must be performed to define specific technical and organizational measures, including an emergency plan.
- The exhaustive list of work that can be covered by a simplified permit to work or that can be done without a permit to work, is established after risk analysis and is reviewed annually.

Preparation

- A permit to work is based on a risk analysis.
- For “high risk work”, for which a non-exhaustive list is given in Appendix 5, a joint visit to the work site is conducted by the approving authority and the performing authority.

Approval and acceptance

- The permit to work is approved by the approving authority and accepted by the performing authority. Any change to the terms of the permit to work requires re-approval and re-acceptance.

Coordination

- The number of permits to work to be issued and the risks related to simultaneous operations or co-activities are taken into account when coordinating the planned work. A list of approved permits to work is then communicated to the issuing authority.

Execution

- At least once a day, the start of work execution is subject to a prior issue of the permit to work by the issuing authority and its countersignature by the performing authority. For “high risk works”, the permit to work is issued once the work site has been checked.
- After issuance of the permit to work, the performing authority holds a pre-job briefing to explain the risks and risk management measures identified in the permit to work to everyone involved.
- Before starting the work, the “safety green light” is carried out on the work site location. It is repeated after each break and each time work is restarted to ensure that safety conditions are met.
- The permit to work and associated certificates are available on the work site, and monitoring is set up by the performing authority.
- If work is suspended (general alarm, change in the work site environment, etc.), the conditions for resuming work are subject to a risk assessment. A new permit to work is prepared if necessary.
- The terms for managing permits when there is a handover are specified.

End of work – Permit to work closure

- When the end of work has been confirmed, the corresponding permit to work is closed.

Audits and performance improvement

- The permit to work process is regularly audited and is reviewed annually.

REVISION	DATE	PURPOSE	AUTHOR	CHECKED BY	APPROVED BY
01	20/02/2025	Revision	DG/STS/HSE/OSH/SPT L.Soia	DG/STS/HSE/OSH P.Hiegel	DG/STS/HSE N.Brunelle

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Foreword	This English version must be considered as the reference version.

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1. Purpose

This rule defines the minimum HSE requirements to be respected when preparing, approving, coordinating and executing work, and in particular the organization and monitoring of the permit to work process, as well as the competencies of the personnel involved.

This rule is established to be in accordance with CR-GR-HSE-001 *One-MAESTRO HSE Expectations* and Golden Rule 5.

2. Scope of application

This Rule applies to all TotalEnergies' companies[1] and other controlled structures[2] of the Company in accordance with their respective decision-making rules and is subject to local statutory and regulatory provisions.

Within companies and structures not controlled by the Company (i.e. TotalEnergies SE or one of its subsidiaries), the representatives of TotalEnergies SE or its subsidiary shall endeavour to promote this rule.

3. Permit to work process

The figure below gives a general overview of the permit to work process.

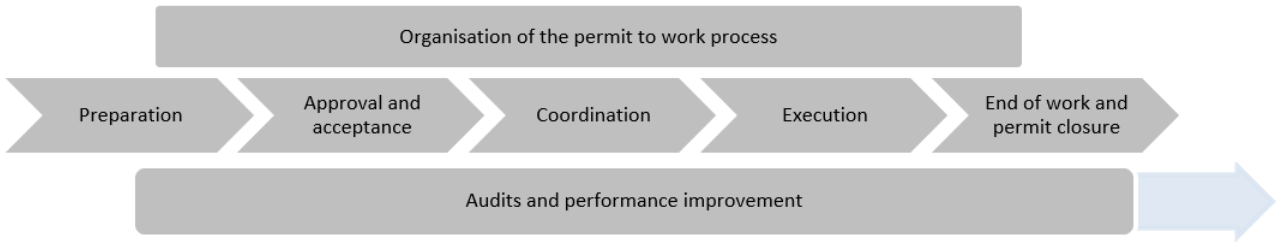
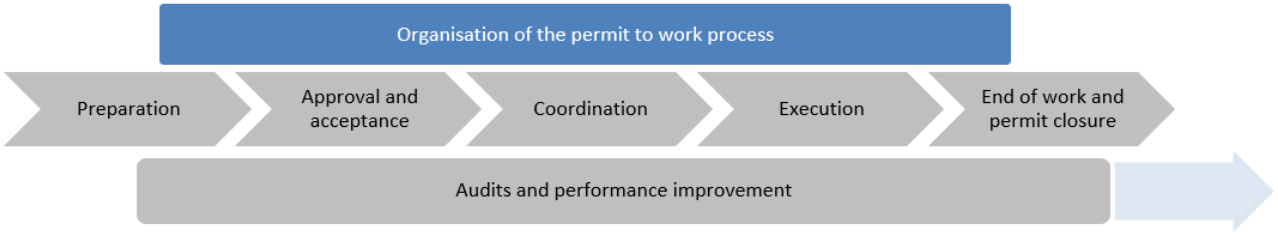


Figure 1 - Main steps in the permit to work process

[1] "TotalEnergies' companies" are: TotalEnergies SE and all its subsidiaries; a subsidiary being a company in which TotalEnergies SE holds, directly or indirectly, the majority of voting rights.
[2] "Controlled structure" means any structure other than a company, formed in association with third parties and controlled by a TotalEnergies' company (i.e. joint ventures, EIG, partnerships, etc.).

3.1 Organization of the permit to work process



Requirement 3.1.1: Permit to work procedure

The permit to work process is described in a documented procedure to include the requirements of this rule as a minimum.

(Expectations 04.01; 04.02)

The permit to work procedure and associated forms are written at least in the locally spoken language.

On sites where several languages are spoken, the entity or affiliate ensures that the permit to work procedure and associated forms are understood and have been assimilated by all personnel involved (as mentioned in Appendix 1).

In compliance with the requirements of this rule, the procedure may provide, for management, methods for permit to works specific to certain contexts, for example:

- turnarounds for maintenance, enclosed work sites or semi-enclosed work sites, construction projects, dismantling or remediation projects (e.g. validity of permit to works with extended time period, different approving authorities/issuing authorities);
- work in service stations, airports, client facilities and small general trade sites (e.g. conditions for beginning work, “pre-job briefing” after issuance of the permit to work; “safety green light” before starting work).
- work on sites without industrial operations (e.g. offices, living quarters).

In the case an entity’s or affiliate’s permit to work procedure co-exists with that of a contractor, a bridging document is drawn up to define the areas of application for each system and to manage the interfaces between both parties throughout the duration of the work. Such cases may include:

- a drilling rig operated by a contractor on a platform operated by an entity or affiliate;
- a construction project assigned to a contractor on an entity or affiliate site;
- intervention on an entity or affiliate installation located on a site controlled by a third party.

Requirement 3.1.2: Roles and assignments

The distribution of roles and assignments for personnel involved in the permit to work process, as well as the possibilities for delegation, is clearly defined and communicated to the personnel concerned in the entity or affiliate, as well as to contractors so that they can inform their personnel.

(Expectations 01.04; 04.07)

The typical functions involved in the permit to work process are described in Appendix 1 and can be adapted according to the organization of the entity or affiliate.

Requirement 3.1.3: Separation of roles

A person cannot approve or issue a permit to work that he/she is to perform.

(Expectation 01.04)

Requirement 3.1.4: Delimitation of a zone under the control of the issuing authority

The accurate delimitation of zones and their interconnections is defined and communicated to the personnel concerned in the entity or affiliate, as well as to contractors so that they can inform their personnel.

Each zone reports to a single permit to work issuing authority for a given period.

(Expectation 01.04)

Requirement 3.1.5: Training and authorization

Everyone with a role in the permit to work process is trained and authorized to conduct their role. The authorization is documented.

A list of trained and authorized personnel is kept up to date.

The frequency of refresher training, at least every 5 years, is determined by the permit to work procedure.

(Expectations 01.04; 06.02)

Training is delivered based on the entity's or affiliate's permit to work procedure. In particular, it details:

- each person's role and assignments;
- the different types of permits to work and certificates, as well as their respective validity periods;
- the preparation, approval, coordination, execution and field monitoring phases;
- the objectives and methods for risk analysis and the associated risk control measures;
- the rules to be observed before starting work.

The authorization to conduct a role in the permit to work process can be documented in a variety of different formats (HSE passport, dedicated register, etc.).

Requirement 3.1.6: Permit to work validity period

The maximum validity period for a permit to work is defined by the permit to work procedure.

When the validity period of a permit to work has expired, the work concerned cannot begin or be continued without a new permit to work.

(Expectation 04.07)

Requirement 3.1.7: Permit to work and certificate types

The permit to work procedure defines the different types of applicable permits to work and the work that requires certificates.

If required, the permit to work is accompanied by all the necessary certificates.

(Expectation 04.02)

The different types of permits to work are defined according to the nature and recurrence of work and to the risk level.

The permit to work procedure distinguishes at least the following two types:

- cold work permit;
- hot work permit.

The hot work permit clearly distinguishes the risks related to hot work with a naked flame from the risks related to hot work without a naked flame.

The execution of hot work with a naked flame in an area with a potentially explosive atmosphere remains an exception. An alternative solution is always sought and given preference when technically feasible.

A certificate even though sometimes called a “complementary” or “supplementary” permit, is not a permit to work and does not authorize work to begin.

Appendix 2 lists some examples of certificates.

Requirement 3.1.8: Simplified permit to work

A “simplified” permit to work is used only for recurrent and low-risk work that does not generate any co-activity or simultaneous operations.

The permit to work procedure includes an exhaustive list of work covered by a simplified permit to work. The list is established after a specific risk analysis and approved by the appropriate line manager at least once a year.

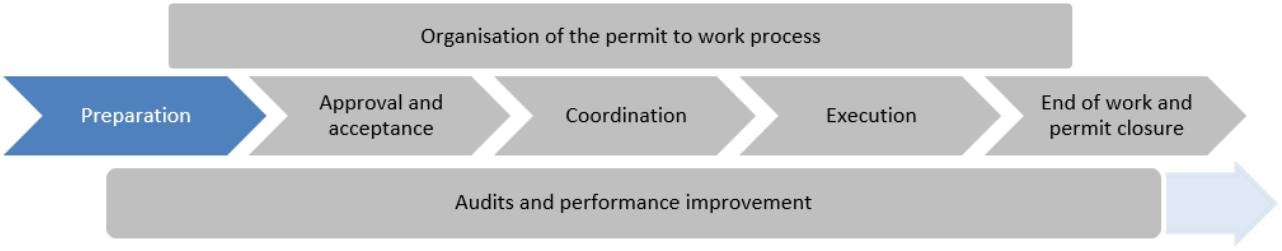
(Expectation 04.02)

The simplified permit to work complies with all the requirements in this rule, with the following condition:

- Requirement 3.4.1 “*Permit to work coordination*” is not applicable, but the absence of co-activity and risk of interference is checked on the work site by the issuer of the simplified permit to work.

Appendix 3 gives an indicative and non-exhaustive list of examples of work that may be authorized by a simplified permit to work as required.

3.2 Permit to work preparation



Preparing the permit to work, and more specifically the risk analysis, is discussed by the approving authority, the requestor and the performing authority.

This phase serves to define, based on operating procedures, each person's expertise and return of experience (REX) from Company's entities and affiliates, the supporting documentation and appropriate risk control measures.

Requirement 3.2.1: Risk analysis for the permit to work

A permit to work is based on a risk analysis.

(Expectations 03.01; 03.04; 03.05)

The analysis includes risks related to the:

- type of intervention and the work execution procedure if applicable;
- means and tools used;
- installations and products present, or potentially present;
- configuration of the work execution site and surrounding environment;
- interferences generated by identified simultaneous operations or co-activities.

It includes the:

- identification of hazards and the risk assessment;
- definition of the risk control measures and emergency intervention measures;
- definition of organizations responsible for applying these measures.

The permit to work procedure defines the criteria that characterize "high risk work" according to the risk analysis.

As a minimum, the works defined in Appendix 5 are considered as "high risk work".

Requirement 3.2.2: Joint visit for "high risk work"

For "high risk work" the approving authority and the performing authority visit the work site as part of the permit to work preparation process.

(Expectations 03.01; 03.04; 03.05)

The visit is used to complete the risk analysis.

Requirement 3.2.3 : Permit to work content

Before approval, a permit to work includes at least the following information:

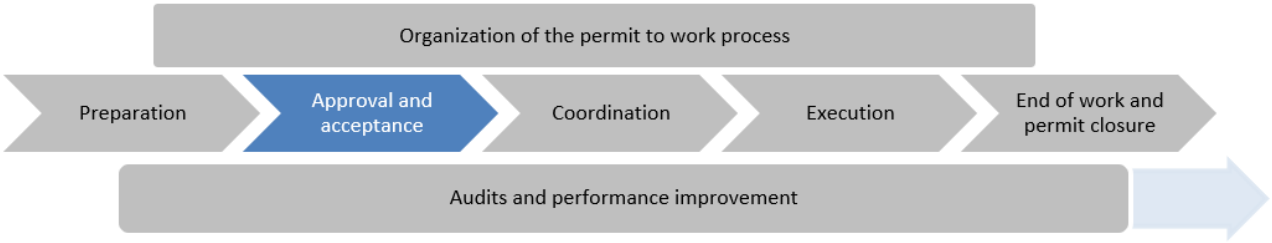
- identification of the performing authority;
- description of the work to be performed;
- work site;
- identification of the equipment concerned, if applicable;
- work execution dates;
- validity period of the permit;
- tools and means used;
- risks identified in the risk analysis and the risk control measures to be applied;
- references for supporting documentation if applicable.

(Expectations 03.03; 01.08; 04.02)

Bringing equipment and installations to a safe state, in particular the isolation of powered systems, is clearly identified in the permit to work or in the isolation certificate associated with the permit to work.

The permit to work is prepared and submitted for approval well in advance of the planned work start date (except in an emergency).

3.3 Approval and acceptance of the permit to work



Requirement 3.3.1: Permit to work approval and acceptance

The permit to work is approved by the approving authority and accepted by the performing authority.

Any change to the terms of the permit requires re-approval from the approving authority and re-acceptance from the performing authority.

(Expectations 03.02; 04.07)

Different people can be designated as approving authorities, even in the same zone, depending on the level of risk.

When the permit to work is undergoing approval, the approving authority ensures:

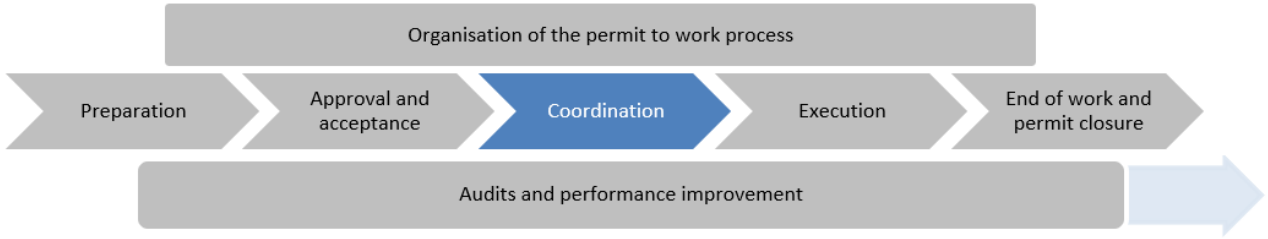
- the production and consistency of the required supporting documentation;
- the risk analysis is relevant, and the risk control measures are appropriate;
- the risks related to known interfaces are known;
- if necessary, the risk analysis and certificates have been verified by the referent.

In preparation for acceptance by the performing authority, the approving authority ensures that the former has been informed of:

- the tasks to be carried out, the risk analysis and the associated risk control measures as well as the precise location of the work site;
- the constraints generated by interferences from simultaneous operations or co-activities:
    - of the work environment on the risks of the work itself;
    - of the work on surrounding activities.

The methods for implementing the “approval and acceptance” phase are defined in the permit to work procedure (e.g. group meetings, discussions between the approving authority and the performing authority).

3.4 Coordination



Requirement 3.4.1: Permit to work coordination

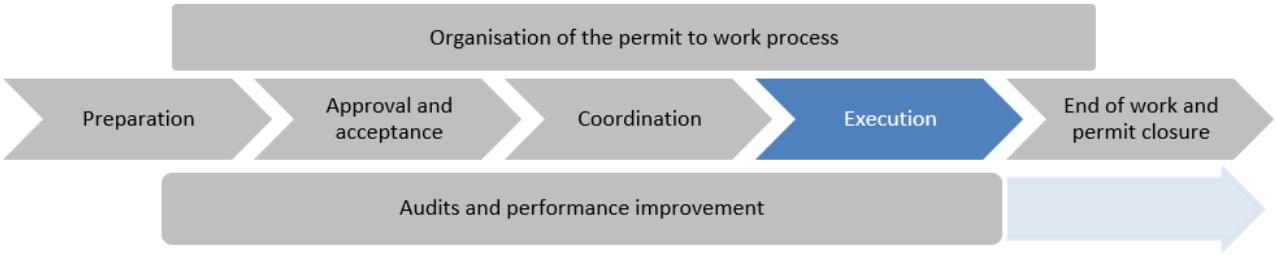
The number of permits to work to be issued for a zone as well as the risks related to simultaneous operations or co-activities are taken into account when coordinating the planned work.

A list of approved permits to work is then established and is communicated to the issuing authority.

(Expectations 04.07; 04.08)

The conditions for implementing the “coordination” phase are defined in the permit to work procedure (e.g. coordination meeting).

3.5 Execution



Requirement 3.5.1 : Issuing permits to work

At least once a day, any start of work execution is subject to a prior issue of the permit to work by the issuing authority and its countersignature by the performing authority.

For “high risk work”, the permit is issued once the execution conditions and risk control measures have been checked on the work site by the issuing authority or the checker.

(Expectations 01.04; 04.02)

Issue of the permit to work implies that the issuing authority and the performing authority have ensured the specific identification of the equipment and the work site.

The verification concerning “high risk work” ensures that:

- the safe state of the equipment and the work site location are in line with the permit to work;
- any other activity at or near the work site is in line with the permit to work risk analysis and does not entail any additional risks.

The countersignature of the permit to work by the performing authority implies that:

- it has ensured that prior to the start of any work, the planned risk control measures are in place and the supporting documentation is valid;
- there are no potential difficulties to implement the permit that may lead to its cancellation (e.g. operating procedures or tools initially planned that prove unsuitable, changes in the risks considered in the permit to work).

Requirement 3.5.2 : Pre-job briefing and "safety green light"

A pre-job briefing is carried out after issuance of the permit to work. The performing authority explains to all workers the operating procedure, the work environment, the risks identified in the permit to work and the associated risk control measures.

For "high risk work", this briefing must be conducted at the job location or at the safest environment nearby. It is documented and signed by the performing authority and by each worker. It is repeated after any change within the team.

The "safety green light" is carried out just before starting the work at the work location. It is repeated after any break, before restarting the work, to ensure conditions have not changed at the work location.

(Expectations 01.08; 04.02)

The pre-job briefing is based on the content of the permit to work and any associated document. This briefing is preferably conducted at the job location or at the safest environment nearby, which is mandatory for "high risk work".

The "safety green light" is a brief informal exchange based on four questions (Appendix 6) fostering reflection and review on the possible risks of fatal accidents, and allowing, if necessary, the use of the *Stop Card* (GM-GR-HSE-122). It complements the pre-job briefing and it ensures that all workers are collectively ready to start safely. The « safety green light » is a way to verify whether what is observed at the job location aligns with the information shared during the pre-job briefing. The work should be postponed if doubts arise or if conditions are not met (e.g. Impossibility of implementing a control measure). "Red light" cases are reported, documented and analyzed for continual improvement.

Requirement 3.5.3: Availability of the permit to work on the work site

During the execution of the work, the permit to work and associated certificates are permanently accessible to all crew members on the work site.

(Expectation 01.03)

Requirement 3.5.4: work site monitoring

During the execution of the work, monitoring of the work site is set up by the performing authority.

In addition, work site monitoring is also performed by the issuing authority each time it is required by the permit to work.

(Expectations 01.04; 03.02)

Work site monitoring can be continuous or discontinuous depending on what is defined in the permit to work.

The purpose of the work site monitoring is to ensure that:

- the measures defined in the permit to work are applied;

- the Golden Rules and procedures are applied;
- that work is suspended, if necessary, as stipulated in Requirement 3.5.5 (suspension of the permit to work);
- an alert is raised in case of an incident.

"Life Saving Checks" (GM-GR-HSE-121) are to be carried out on the worksite in case of high-risk work. These compliance checklists describe the essential conditions and actions which, when taken together, can save one or more lives when carrying out high-risk work. "Life Saving Checks" are one of the three rituals of the Company's "Our Lives First" program.

"Life Saving Checks" are carried out by personnel from the Company's entity or affiliate, or from contractors: first level supervisors, middle managers, executives or any other person identified/designated by each party. "Life Saving Checks" are not performed by the personnel carrying out the work. It is essential that many "Life Saving Checks" are carried out and that the entire hierarchical line, in addition to the HSE teams, is involved.

Requirement 3.5.5: Suspension of the permit to work

The work and its associated permit are suspended in the following cases:

- general alarm;
- specific instruction to stop works, including by a *Stop Card* (GM-GR-HSE-122);
- failure to comply with one of the requirements imposed in the permit to work;
- modification of the work execution procedure;
- change in the work site environment;
- expiry of the allocated timeslot to perform the work stipulated in the permit to work.
- appearance of a risk that has not been covered in the permit to work.

(Expectations 03.02; 03.04)

Requirement 3.5.6: Resuming activities

Following a suspension of work, the conditions for resuming work are subject to a risk assessment:

- if the risk control measures defined in the permit to work remain appropriate, resuming the work is authorised by the issuing authority;
- If the risk control measures defined in the permit to work are no longer appropriate, the permit is signed-off and cancelled, and a new permit to work is prepared.

(Expectations 03.01; 03.02; 03.04)

Requirement 3.5.7 : Handover

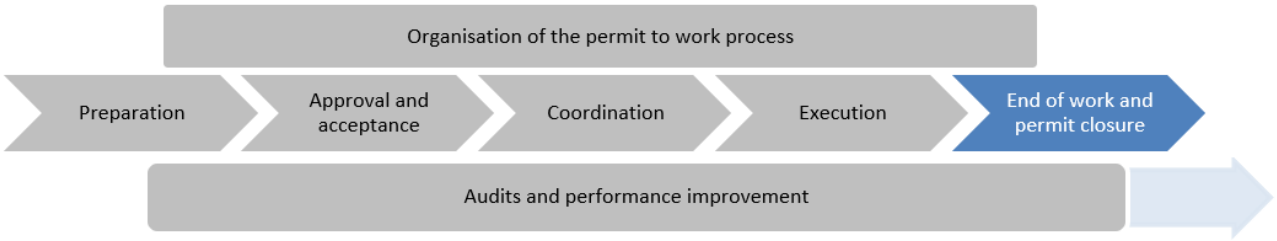
When a handover concerning entity or affiliate personnel takes place, the permit to work information and management methods are specified in the permit to work procedure.

These include the transfer of the list of permits and their content (at least the description of the work to be performed) and the signature of this list by the incoming issuing authority.

(Expectations 01.08; 04.07)

This requirement aims to inform the incoming shift of the work that has been authorized but not started and the work in progress, as well as the safety instructions defined in the permit to work.

3.6 End of work and permit closure



Requirement 3.6.1 : End of work – Closure of the permit to work

When the end of work has been confirmed, the corresponding permit to work is closed as per the terms defined in the permit to work procedure.

The provisions for closing the permit to work by the issuing authority includes, as a minimum:

- the work site has been restored to a safe and clean condition.
- signature of the end of work (handwritten or electronic) by the performing authority and the permit to work issuing authority.
- withdrawal of the permit to work from the list of permits issued, as well as the associated supporting documentation.
- the triggering of the removal of the isolation devices (e.g. spades, blind flanges) and the corresponding tag out devices, provided that all the other permits requiring these isolation devices and tag out devices have also been closed.
- management of long-term isolation and inhibition devices or those that are retained beyond the permit to work validity period.

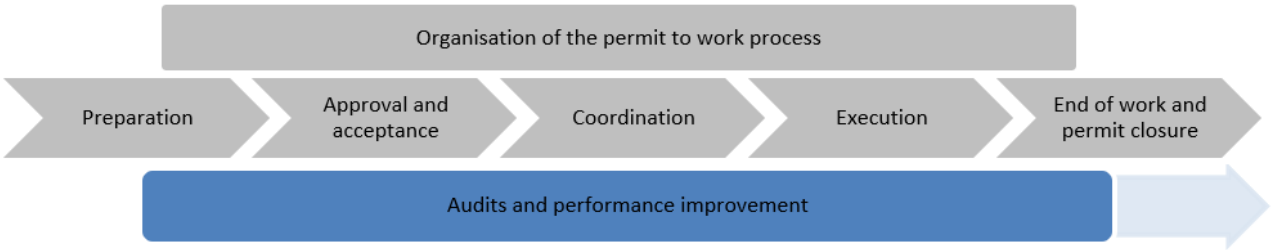
For all high-risk work, the permit to work is closed based on joint observation by the performing authority and the issuing authority, after the work site has been verified.

Closure of the permit to work does not authorize the start-up of equipment or installations

(Expectations 01.03; 01.08; 04.01)

At the end of this phase, the performing authority informs the requestor or the issuing authority of the work execution conditions to be considered, if necessary (difficulties encountered, proposed improvements).

3.7 Audits and performance improvement



Requirement 3.7.1 : Audits and performance improvement

An audit program within the entity or affiliate is set up to verify that:

- the permit to work procedure is applied;
- the permit to work instructions are respected.

Performance indicators for the permit to work process are defined and monitored.

These indicators are analysed at a process review at least once a year. The review gives rise to an action plan to improve the process.

(Expectations 09.01; 09.02; 09.03)

Performance indicators are defined and monitored during reviews (e.g. number of field audits in, number of anomalies/malfunctions observed during the audits, number of permits per day).

The reviews examine in particular whether the appropriate resources are allocated to the process.

3.8 Archiving

The provisions for archiving the permits to work are defined by the entity or affiliate in compliance with the Company's document conservation policy and applicable regulations.

4. Specific cases

4.1 Lone worker

Requirement 4.1.1 : Management of the Lone Worker situations

For all lone worker situations, a risk assessment must be performed, and specific technical and organizational measures must be defined, including an emergency plan allowing assistance on location in an adequate timeframe.

The technical and organizational measures and the emergency plan are tested on a regular basis.

Works listed in Appendix 7 shall be performed by minimum 2 people.

(Expectations 03.04; 03.05)

The intervention time, from alert to assistance on location, shall not exceed one hour.

This requirement applies to all categories of work.

This requirement does not apply to person working alone in an office environment.

Guide GM-GR-HSE-498 indicates how to analyze lone worker situations and determine the best organizational and / or technical measures appropriated to the situation.

4.2 Work without a permit to work

Requirement 4.2.1 : Work authorized without a permit to work

The rules for preparing and approving work that can be executed without a permit to work is defined in the permit to work procedure.

The exhaustive list of work that can be executed without a permit to work is drawn up according to the risk analysis. This list is reviewed and approved by the appropriate line manager at least once a year.

(Expectations 03.04; 03.05; 04.02)

Work executed without a permit to work can only be work performed as part of routine operating activities on installation and/or equipment and infrastructures.

Moreover, this type of work is performed:

- by trained personnel;
- according to procedures and instructions taking into account in the risk analysis;
- using suitable equipment, tools and, where necessary protective equipment used in compliance with manufacturer's recommendations.

Appendix 4 provides an indicative and non-exhaustive list of examples of work that may be exempt from requiring a permit to work if applicable.

5. Terms and definitions

The terms and definitions given in CR-GR-HSE-001 apply and are completed by the following terms and definitions for the present rule.

Area with a potentially explosive atmosphere

A space in which a flammable atmosphere may be expected to be present at such frequencies as to require special precautions.

Certificate

In the context of work, a document (in hardcopy or electronic format), independent from the permit to work, which after validation, certifies the safety of the installation or the equipment object of the works or work site (isolation, excavation, diving, etc.).

Cold work

Work that does not require the use of actual or potential ignition sources.

Enclosed work site

Work site that does not generate any interference with the activities performed on site by the entity or affiliate, and which does not involve any operational equipment or power source other than those necessary to the work site and has an independent access.

Hot work with a naked flame

Work requiring the use of naked flames, producing sparks or heat (cutting with a blowtorch, welding, grinding, etc.)

Hot work without a naked flame

Work without a naked flame involving other potential ignition sources (manual tools, junction box, camera, computer, mobile phone, etc.).

Issue / Issuing

Signature of the permit to work authorising work to start or be continued.

Lone worker

Any person working alone and who cannot be seen or heard at his workplace.

Permit to work

Documented authorization that grants permission to personnel of a Company's entity or affiliate and/or a contractor, to perform specific work, at a specific location, for a specific period, according to specific instructions, and under defined conditions.

The terms "work authorisation", "authorisation" or "daily validation" are also used in the field.

Safe state

Set of measures applied and provisions made as regards to power sources, dangerous products, the absence of vital or other elements and which ensure the safety of workers during the work.

Semi-enclosed work site

Work site that does not generate any interference with the activities performed on site by the entity or affiliate, and which does not involve any operational equipment or power source other than those necessary to the work site, and which is located inside the entity or affiliate site and has no independent access.

Supporting documentation

Auxiliary documents specifying the safety conditions defined on a permit to work: certificate, lifting plan, diagrams, work execution procedure, procedure, instructions, calculation memo, etc.

Zone

Geographical unit containing activities, facilities and/or equipment, and which is placed under the authority of a single issuer for a given period, for the issue of permit to work.

6. Reference documents

Reference	Title - Company Documents
CR-GR-HSE-001	One-MAESTRO HSE Expectations
CR-GR-HSE-419	HSE Requirements for excavation works
CR-GR-HSE-424	Works with high pressure water jets
CR-GR-HSE-425	HSE Requirements for working at height
CR-GR-HSE-428	HSE Requirements for the isolation of powered systems: process and mechanical systems
CR-GR-HSE-429	HSE Requirements for confined space entry
CR-GR-HSE-432	HSE Requirements for the isolation of powered systems: electrical systems
CR-GR-HSE-501	HSE Requirements for contractors
GM-GR-SEC-019	Pumping operations for liquid and paste products
GM-GR-HSE-121	Life saving checks : Field checks of activities presenting a risk of fatality
GM-GR-HSE-122	*Stop Card*
GM-GR-HSE-498	Management of the Lone Worker situations
REG-GR-SEC-024	Requirements for sealing leaks online

7. Bibliography

Reference	Title
HSE UK	HSG 250 Guidance on Permit to Work Systems

8. List of appendices and additional documents

Reference	Title
Appendix 1	Typical Functions Involved in the Permit to Work process
Appendix 2	Examples of certificates
Appendix 3	Examples of work that may be authorized by a “simplified” Permit to Work where applicable
Appendix 4	Examples of work that may not require a Permit to Work where applicable
Appendix 5	Minimum list of work considered as “high risk”
Appendix 6	Safety green light
Appendix 7	Lone worker situations: minimum list of works that shall be performed by two people

9. Distribution and effective date

The rule is effective immediately upon publication in REFLEX except the new requirement 4.1 on Lone worker, which should be applied within 6 months of publication.

10. Revisions

REV.	DATE	PURPOSE	WRITTEN BY	APPROVED BY	CHECKED BY
00	04/09/2019	Creation	PSR/HSE/FHOS/REE A. Halilou	PSR/HSE/FHOS A. Abzizi	PSR/HSE X. Bontemps
01	20/02/2025	Added Requirement 4.1 Modified Requirement 3.5.2 Modified Appendix 2,5,6 Added Appendix 7	STS/HSE/OSH/SPT L.Soia	STS/HSE/OSH P.Hiegel	STS/HSE N.Brunelle

Appendix 1 - Typical functions involved in the permit to work process

Title	Function	Equivalent tiles in the branches	Phase of the process
Approving authority	Designated function in the entity/affiliate, checks the permit in the preparation phase, approves the permit to work and in particular the planned risk control measures.	Offshore Installation Manager (OIM), Approver, Permit authoriser, Area Manager, Responsible for Safety & Environment on Site (RSES), Site Manager, Supervisor, Operating Authority	Preparation Approval Coordination
Performing authority	Designated function in the entity/affiliate or contractor, in charge of the execution of work. Accepts the permit to work in the approval phase, countersigns it when the permit is issued before execution of work and closes it after completion of work. He may carry out the work or supervise a group of people carrying out a work.	Acceptor, nominated person, Work leader, Person in charge of the work, Operations Supervisor/Job Site Supervisor, Operations Team Leader	Preparation Acceptance Coordination Execution End of Work - Closure
Worker / Crew member	Designated function in the entity/affiliate or contractor, performs the tasks mentioned in the permit to work and states that the permit to work conditions have been understood.	Permit user, Skilled worker, Executor	Execution End of Work - Closure
Requestor	Designated function in the entity/affiliate or contractor, creates and prepares the permit to work and the supporting documentation.	Permit originator, Initiator	Preparation
Issuing authority	Designated function in the entity/affiliate, issues the permit to work, authorises execution of the work and closes the permit to work.	Permit co-coordinator, Asset shift supervisor, Area Manager, Operating Authority, Local Authority, Shift Manager, Manager	Execution End of Work - Closure
Referent	Designated function in the entity/affiliate, checks, before permit approval, the risk analyses, permit and associated certificates.	Inspector, Lifting expert, Pipe expert, HSE representative, Competent Person in Radiation protection, Electrician, Driller	Preparation
Checker	Designated function in the entity/affiliate, checks the specific safety conditions before, during and after work.	Site checker, Authorised gas tester, Preventer, Operator	Execution

One person may be assigned several functions (provided that Requirement 3.1.3: Separation of Roles, is respected).

Appendix 2 - Examples of certificates

Certificate	Description
Confined space entry certificate	Used for work involving entry into confined spaces in compliance with CR-GR-HSE-429 and Golden Rule 8.
Powered system isolation certificate	Used to indicate that a specific item of equipment or circuit has been isolated, locked out, tagged out and fully de-energized in compliance with CR-GR-HSE-428 (mechanical, fluid), CR-GR-HSE-432 (electrical), and Golden Rule 7.
Excavation certificate	Used to make sure that any earth levelling or excavation works do not damage subsurface structures, in compliance with CR-GR-HSE-419 and Golden Rule 9.
Radiation certificate	Presents the control measures required to limit the risks of exposure to radioactive sources.
Diving certificate	Used to control diving activity and to prevent any other activity generating further risks from taking place close by.
Cleaning / degassing certificate	Used to indicate that a tank has been cleaned and degassed before work can be performed.

Appendix 3 - Examples of work that may be authorised by a “simplified” permit to work where applicable

- First level maintenance on a metering pump.
- Lubrication and greasing (excluding wellheads).
- Replacement of gauges.
- Works (checks, repairs) on lighting.
- Non-destructive testing.
- Painting work in buildings when it does not interfere with production activities (not including work in risk areas, at height or in a confined space).
- Plumbing activities not requiring welding.
- Cleaning units.
- Minor maintenance and repair activities such as:
    - non-intrusive work on shutdown equipment;
    - maintenance on office equipment.

Appendix 4 - Examples of work that may not require a permit to work where applicable

- Gas tests.
- Cold work in workshops.
- Product sampling.
- Visual inspections in areas that do not expose operators to any danger.
- Hose connection operations for tanker loading.
- Routine activities in laboratories.
- Use of safety equipment for training.
- Routine activities in offices, hotels, living quarters, base camps, etc.
- Maintenance of non-hazardous equipment in living quarters and offices (photocopiers, automatic distributors, etc.).

Appendix 5 - Minimum list of work considered as “high risk”

- Hot work with a naked flame.
- Excavation (see CR-GR-HSE-419).
- Lifting operations (see CR-GR-HSE-501 appendix 1 for exceptions).
- Works involving a high-pressure water jet (see CR-GR-HSE-424).
- Pumping operations for products by combined hydro-curing truck (see GM-GR-SEC-019).
- Work at height (see CR-GR-HSE-425).
- Sealing leaks on equipment in service (see REG-GR-SEC-024).
- Work on powered systems:
    - opening a line or vessel containing a hazardous product(s) (inflammable, toxic, carcinogenic, mutagenic) and/or a pressurized system;
    - work on energised installations and equipment (> 48V AC et > 120V DC);
    - work on de-energised installations and equipment (> 1 000V AC et > 1 500V DC).
- Use of X-ray or gamma-ray sources, work on stationary radioactive sources (level measurement, laboratory apparatus, medical devices).
- Work near High Voltage power lines.
- Work in storage tanks and confined spaces (see CR-GR-HSE-429).
- Work above or close to a water body.
- Diving.
- Hydraulic tests.
- Well interventions.
- Interventions on equipment/structures containing asbestos or in the presence of asbestos dust or refractory ceramic fibres.
- Work on a flare network.

Appendix 6 - Safety Green Light

Appendix 7 - Lone worker situations: minimum list of works that shall be performed by two people

The following list of works shall be performed by two people at minimum.

- **Excavation Works**
  - The presence of a monitoring assistant is required when personnel are present in the excavation (depth > 1.3 m) or when the excavation machine operator lacks visibility, or when the excavation is approaching an existing network.
- **High pressure jets**
  - If not fully automated: by a team of at least 2 persons – an operator and a machine operator who remains permanently close to the HP group – completed by a supervisor, whenever the visibility between the first two is limited.
- **Work at height**
  - All operators secured by a safety harness remain visible or audible.
- **Lifting**
  - Whatever the category (1,2,3), lifting operations by crane are carried out by at least two people.
- **Confined space**
  - Provisions are made to ensure a permanent surveillance for any operation involving confined space entry.
- **Hot work**
  - Any hot work in ATEX zone.
- **Temporary sealing systems**
  - Any operation (fitting, re-intervention, or removal) on piping containing hazardous or pressurized product.
- **All quarry works**

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