

People & Social Responsibility

PSR/HSE/MS Division

Destinataires / To : Philippe Diebolt, Brigitte Paule, Jose Luis Purificato, Abdesslam Rhnimi, Caroline Royer, Didier Humbert	Expéditeur / From : Hans-Christian Gützkow
Copie / Copy : Alexandra Papillon, Peter Theunissen, Aude-Lise Chaput	Date : 10/10/2019
Objet / Subject: Deployment of company rule CR-GR-HSE-402	

Dear all,

The company rule CR-GR-HSE-402 *Permit to work process* was published on REFLEX on the 30/09/2019 and will be effective on the 30/03/2020. This company rule replaces the Chapter 5 of CR-MS-HSEQ-202.

A summary listing the main requirements is available on the first page of the company rule. To help you deploy this rule on the field, we offer in addition:

- A synthetic gap analysis (additions, modifications and deletions) between the old and the new rule, specific for M&S;
- A support file intended to list the requirements of this rule and enabling their compliance follow-up.

The company rule CR-GR-HSE-402 defines the minimum HSE requirements to be respected when preparing, approving, coordinating and executing work. It completes the Golden rule 5 Work Permits.

The company rule CR-GR-HSE-402 specifies the main steps of the permit to work process and the requirements according to the risks and the nature of the work (work authorized without a permit to work, authorized by a simplified permit to work or with a permit to work). It covers in particular the following aspects:

- The organization and the improvement of the performance of the process
- The steps involved in using a permit to work: preparation, approval and acceptance, coordination, execution and permit closure.

La CR-GR-HSE-402 allows for adaptations of existing permit to work processes, in particular through the implementation of simplified permit to work. The current processes will be "reviewed" to ensure that the requirements of this new rule are taken into account, especially with regard to:

- Training and refresher training for our employees and those of contractors,
- The Joint Visits for "High Risk Work" by the approving authority and the performing authority,
- The implementation of a "Safety Green Light" ritual before starting work by the performing authority.

This ritual is based on open-ended questions encouraging reflection and review on the possible risks of fatal accidents. The related materials and on-site implementation guidelines will be sent shortly.

☞ **I remind you that each affiliate must:**

- **Identify the gaps between its referential and the new requirements,**
- **Implement the associated action plans to correct the differences,**
- **Comply with the rule on the target date.**

Hans-Christian Gützkow