



## CONFINED SPACE ENTRY PROGRAM – APPENDIX A

# CONFINED SPACE ENTRY PERMIT

**SEE REVERSE FOR DESCRIPTIONS AND PROCEDURES**

1.  This is a “Permit-Required” confined space entry.       This is a CERTIFICATE for an “Alternate Procedure” confined space entry.       This is a CERTIFICATE for a “Non-Permit-Required” confined space entry.

2. **GENERAL INFORMATION** Confined Space #/Location: \_\_\_\_\_  
 Date Issued: \_\_\_\_\_ Time Issued: \_\_\_\_\_ Time Permit Expires: \_\_\_\_\_  
 Purpose of Entry: \_\_\_\_\_

3. **List hazard(s) associated with this entry:**

4. **PREPARATION**     Drained     Flushed     Inerted  
 Purged     Ventilated     Other \_\_\_\_\_  
**Openings:**     Barricaded     Guarded     Flagged  
**Specify Procedures:**

5. **ISOLATION**  
**Equipment:**     Locked out/Tagged     Other:  
**Lines:**     Disconnected     Blanked     Other:  
**Specify Procedures:**

6. **COMMUNICATIONS PROCEDURES at confined space:**  
 Voice     Radio     Intercom     Rope Signals

7. **Other Required Permissions** (e.g., Hot Work Permit):

8. **EMERGENCY RESCUE SYSTEM CHECK:**     FMS Dispatch     DPS Dispatch (x04321)     System Check was Completed  
 Other (specify): \_\_\_\_\_      Initials: \_\_\_\_\_

9. **IDENTIFY SPECIAL EQUIPMENT REQUIRED:**     Safety harness/ lifeline (if < 5')     Hoist     Other (specify):

10. **SPECIFY REQUIRED PROTECTIVE EQUIPMENT (PPE):**    Eye protection: \_\_\_\_\_  
 Head protection: \_\_\_\_\_ Ear protection: \_\_\_\_\_ Foot protection: \_\_\_\_\_  
 Gloves: \_\_\_\_\_ Respirator (type/cartridge used): \_\_\_\_\_  
 Protective clothing: \_\_\_\_\_ Other: \_\_\_\_\_

### 11. ROSTER

<b>Entry Supervisor:</b>	Entry Approved – Initial:	Entry Terminated – Initial:	Permit Transferred – Initial:
<b>Attendant:</b>	Initial:	<b>Dept./ Shop:</b>	
<b>Entrant:</b>	Initial:	<b>Entrant:</b>	Initial:
<b>Entrant:</b>	Initial:	<b>Entrant:</b>	Initial:

### 12. AIR MONITORING READINGS (use add'l paper if needed)

Hazard	Acceptable Conditions	Pre-Entry Check (at 4' intervals)			After Ventilating and/or Isolation			Periodic Checks (take average every 20 min. unless specified)					
Oxygen	19.5 - 22.0%												
LEL	< 10%												
H <sub>2</sub> S	< 5 ppm												
CO	< 12 ppm												
other:													
<b>TIME</b>		:	:	:	:	:	:	:	:	:	:	:	:
<b>Initial</b>													

Instrument make, model, serial #: \_\_\_\_\_ Last calibrated: \_\_\_\_\_ Tester's signature: \_\_\_\_\_

**Post this Permit at job site. Return Permit to Supervisor immediately after completion. Retain Permit in dept. files;  
 Send a copy to Safety at MC-1143 or fax 213-740-0820.**

**13. Notes and Additional Comments / Problems during entry:**

**Confined Spaces** have the following characteristics: a) large enough to enter and perform work; b) having limited or restricted means of entry and exit; and c) not designated for continuous worker occupancy.

**Permit-Required Confined Spaces** have one or more of the following characteristics: a) Contains a known or potentially hazardous atmosphere; c) Inward sloping walls or dangerously sloping floor; or b) Contains a material that can engulf entrants (e.g., soil); d) Contains any other serious safety or health hazard.

**Entering a Permit-Required Confined Space**

1. The Entry Supervisor physically inspects the space to determine potential hazards and if the entry is a “Permit-Required,” “Alternate Procedure,” or “Non-Permit” entry. Entry Supervisor then completes all items on this Confined Space Entry Permit.
2. At least one Attendant externally monitors the Permit Space being entered **for the duration of the entry operation**.
3. Maintain retrieval equipment and use all safety equipment as specified on the permit.
4. Attendant verifies acceptable entry conditions by identifying, and controlling or eliminating, any hazards; by testing the atmosphere with an **oxygen / gas detector** at 4’ intervals, and a **PID** if organic vapors are detected or expected, and other appropriate testing equipment for other known or expected contaminants; and by complying with all entry permit conditions.
5. Attendant directs the Entrant(s) to enter and exit the space, and conducts periodic checks of hazard controls.
6. Attendant orders immediate evacuation of the space if safety equipment fails or if the space becomes, or has the potential to become, immediately hazardous. If necessary, Attendant summons emergency responders, but NEVER ENTERS space.
7. When confined space operation is complete, Entry Supervisor accounts for all Entrants, & terminates entry by initialing in Section 11.

**Entering a Permit Confined Space using “Alternate Procedure”**

- A. **This Alternate Entry Procedure** may be used if the **only hazard** present in the confined space (as determined by Entry Supervisor) is: **1)** atmospheric in nature, and **2)** the atmospheric hazard **can be controlled** by mechanical ventilation alone, and if **3)** the Permit Space atmosphere will not become immediately dangerous to life and health (IDLH) if the mechanical ventilation fails.
- B. After evaluating the “Permit Required Confined Space,” and establishing appropriate atmospheric controls, the Entry Supervisor may classify the Permit Space as an Alternate Entry Space by checking the appropriate box in Section #1 of the Confined Space Entry Permit, and completing applicable parts of “Sections 2, 3, 4, 5, 8, 9, 10, 11, 12, and 13” of the Entry Permit.
- C. The Entrant (see note below) may enter the confined space without the assistance or use of an Attendant, following below procedure.
- D. When entering the Alternate Entry Confined Space, the Entrant will:
  1. Establish and ensure that the mechanical ventilation system is operational and providing clean, fresh air to the Entrants work location within the space during the entire entry;
  2. Test the atmosphere of the Permit Space prior to entry into the space;
  3. Use and continually operate a personal gas detector during the entire confined space operation;
  4. Immediately evacuate the space if ventilation fails, or if the portable air sampling equipment fails or enters alarm mode; and
  5. Immediately evacuate the space if you discover, or become aware of a previously unrecognized hazard. If this occurs, immediately notify the Entry Supervisor (or Entrant’s line supervisor, if Entrant is also Entry Supervisor). The Entry Supervisor re-evaluates the Permit Space and implements appropriate safety precautions prior to resuming the confined space operation.
- Note:** Entry Supervisor may act as Entrant during Alternate Entry Confined Space operations. No Attendant is necessary for Alternate Procedure entries, unless assistance is needed to accomplish safe entry and exit by the Entrants (i.e., a tripod to enter a tank, etc.).
- E. All steps taken to reclassify the Permit Space to an Alternate Entry Space must be written on the entry permit. All confined spaces shall be considered Permit-Required until the pre-entry procedures demonstrate otherwise.

**Entering a Non-Permit Confined Space**

- A. If no inherent hazard is associated with the space, or if all inherent hazards have been “ELIMINATED” (not just controlled, but eliminated), the space may be entered using the following guidelines.
- B. When entering the Non-Permit Confined Space, the Entrant(s) will:
  1. Survey the surrounding area for potential hazards and sources of drifting vapors and gases before entry;
  2. Always test a Non-Permit Confined Space with an oxygen/explosive gas detector before and during entry; document pre-entry tests;
  3. Follow USC safety rules and use generally acceptable safe work practices when entering and working in the space;
  4. Never use paints, thinners, chemicals, or weld or create any other atmospheric hazard while working in the space;
  5. Never introduce any other atmospheric, mechanical, engulfing, or electrical hazard into the space.
- Note:** introduction of a hazard (e.g., paint thinner) into a confined space requires that the full permit process be followed.
- C. No attendant or arrangement for rescue service is necessary when workers enter Non-Permit Spaces.
- D. All steps taken to reclassify a Permit-Required Space to a Non-Permit-Required Space must be written on the entry permit.