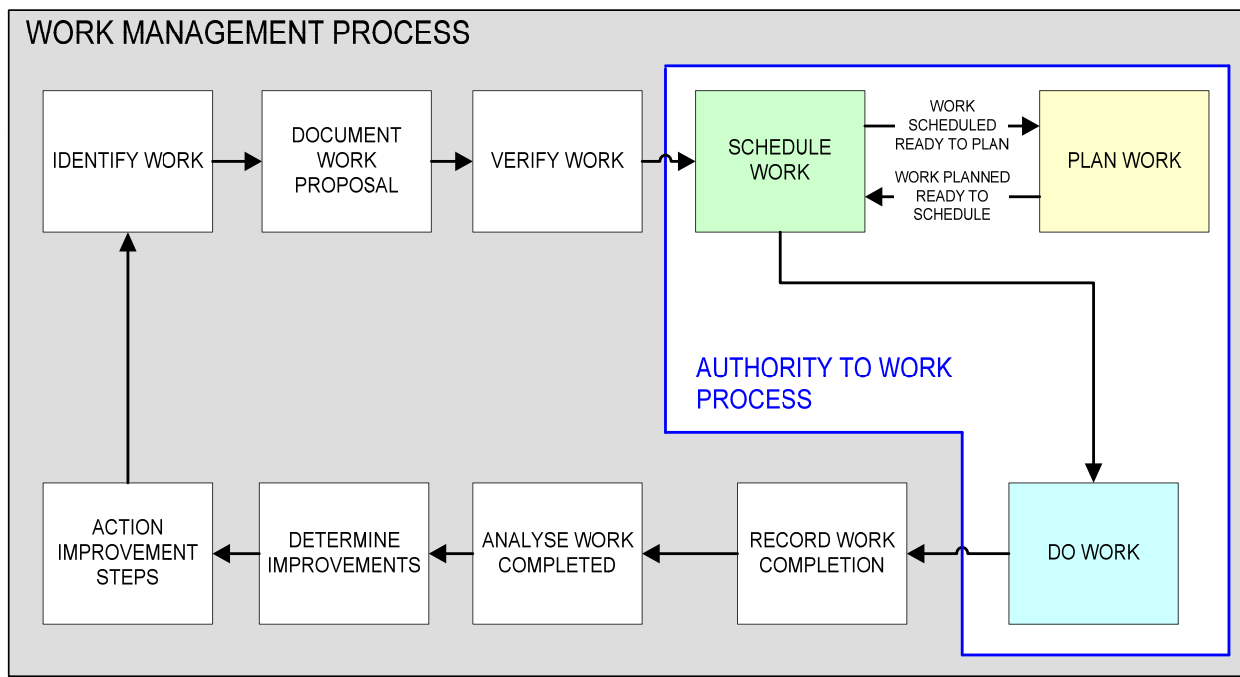


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Functional Flowchart



Objective

To outline the principles and process for approving and authorising work on SCL plant and equipment, thereby delivering an integrated approach such that hazards are managed and work is completed in a controlled work environment.

Scope

An Authority To Work (ATW) is required at SCL Production Sites if the work to be performed involves one or more of the following:

- The requirement for **HEHI Control Guides** (including Plant Isolation);
- The need to control / supervise **Work Party Members**; or
- **Other activities** deemed high risk by the person in control of the work.

Definitions

Approval: A confirmation, in writing, from an appropriate authority as defined by SCL that the correct processes have been followed.

Note: In the context of HS&E Hazard Management and the WMS component of the ATW Form, this approval by an appropriate authority identifies that an adequate risk analysis process has been followed and that control measures documented will result in an acceptable level of risk.

Approver: An authorised person who is defined within the Approval Table of the HS&E [Hazard Management Corporate Standard – HB# 692247](#).

ATW: Authority to Work.

ATW Coordinator: An authorised person who undertakes specific ATW planning and/or work coordination roles.

ATW Form: The document used to track the ATW Process, inclusive of WMS, references to Control Guides and other guiding documents and specific approval, planning, scheduling and authorisation milestones.

ATW Process: The approval and authorisation of work by following a structured planning and scheduling process that identifies hazards and controls for the management and performance of work.

ATW Wizard: A computer based data entry and development tool, contained within the CMMS, which operationalises and documents the ATW Process.

Authorisation: Is an acknowledgement given to commence or move forward after applicable processes and procedures have been implemented.

Authorised person: A person who has undertaken specific training and assessment and has been authorised as per the ATW Authorisation and Training Matrix, refer to Attachment 1.

CMMS: Means Computerised Maintenance Management System. This system is operationalised via SCL's Movex Citrix Application.

Competent person: A person who has acquired, through training, qualifications, experience or a combination of these, the knowledge and skills enabling the person to perform the specified task.

Control Guide: A document to assist an ATW Coordinator in the selection of consistent control measures associated with a work activity that involves a high energy, high impact hazard.

High Energy High Impact (HEHI): Specific hazards / activities selected by SCL, where the consequences of uncontrolled energies can be catastrophic. These specific hazards and work scenarios require a Control Guide to be completed as part of the ATW Process.

Isolation Checker: An authorised person who physically checks and verifies plant and equipment isolations.

Isolation Officer: An authorised person who:

- verifies and approves Plant Isolation Control Guides, and
- implements the steps detailed within Plant Isolation Control Guides.

Planning: The detailed scoping and preparation of work before it occurs, in order to provide the person executing the work a well defined plan to follow.

Safety Observer: A competent person for the task and specifically assigned the duty of observing and warning against unsafe changes to tasks being performed or conditions.

Note: Designated safety observer roles are required under specific conditions for the following activities:

- confined space activities,
- live electrical work activities,
- hot work activities,
- or as identified as a control measure within the ATW Process.

Scheduling: The assignment of work into time frames and windows of opportunity in order to best satisfy competing requirements and constraints.

Verification: The checking and validation of technical information to ensure that it is correct.

Verifier: An authorised person who checks and validates technical information relating to HEHI activities.

WMS: Means Work Method Statement.

Note: Refer also to the HS&E Hazard Management Corporate Standard.

Works Responsible Person (WRP): An authorised person who is delegated the responsibility of supervising and/or performing a specific work task.

Note: For example:

- the performance of a task which requires specialist skills or knowledge,
- the performance of a task by a contractor who has a specific method of work and control measures detailed to manage the hazards involved.

Responsibilities

The Corporate ATW Committee (as per Section System Maintenance) is responsible for managing ATW communications, changes, audits and system reviews as detailed within the [Authority to Work Corporate Procedure – HB# 619259](#).

General responsibilities for authorised persons within the ATW Process are defined in the ATW Responsibility Chart in *Attachment 3*.

Specific responsibilities of authorised persons that apply throughout the ATW Process are detailed within the [Authority to Work Corporate Procedure – HB# 619259](#).

Hazards

Refer to [HS&E Hazard Management Corporate Standard – HB# 692247](#)

Controls

ATW Process

The ATW Process represents the *Plan Work, Schedule Work, and Do Work* stages of SCL's [Work Management Process – HB# 541558](#). The ATW Process consists of specific stages that are documented via an ATW Form. This ATW Form serves as the interface between the work management process, CMMS, and SCL's various health and safety, environmental, production and plant accountabilities. It is also the document that formally gives authorisation for work activities to be undertaken.

To define more clearly the specific stages of the ATW Process, refer to:

- the ATW Flow Chart in Attachment 2,
- specific detail contained within the [Authority to Work Corporate Procedure – HB# 619259](#).

The ATW Process must be followed in accordance with *Section ATW Principles* of this Corporate Standard and the *Authority to Work Corporate Procedure*

Where other SCL Corporate Standards and Procedures prescribe ways for managing hazards that may be part of an ATW Process these requirements must also be followed.

In specific circumstances where it is identified that the ATW Process cannot be implemented or ought not to be implemented in the interests of people, plant and the environment, a contingency process is to be authorised as per the [Authority to Work Corporate Procedure – HB# 619259](#).

ATW Principles

ATW Process

The ATW Process inclusive of Work Method Statement and Control Guide development is to be undertaken for any work activity associated with plant and equipment controlled through the CMMS.

Any new ATW is to be initiated via the CMMS or as specified within *Section Modes of Operation*.

The Work Method Statement development as part of the ATW Form is to be documented in accordance with the requirements of the [HS&E Hazard Management Corporate Standard – HB# 692247](#).

Control measures identified within an ATW Form and relevant attachments such as Control Guides must be implemented and communicated to relevant authorised persons involved in the work.

Each work activity controlled through the CMMS is to be assigned an individual number to assist in identifying the activity throughout the ATW Process and to assist easy identification of documentation to all authorised persons involved.

Approval

As part of the ATW Process, approval is to:

- show the identity of the approver and be recorded within the ATW Form,
- signify that the approving person acknowledges the process and the outcomes of the work method statement,
- enable work to proceed to resourcing and scheduling stages.

Approval must be provided for each ATW work activity. This approval for a standard ATW can only remain effective if the ATW is unaltered during preparation and for a maximum period of 12 months.

Authorisation

As part of the ATW Process, authorisation is required when a work activity is:

- initially scheduled for planning (recorded within the CMMS),
- ready to commence (recorded within the ATW Form).

Authorisation for when the work activity is ready to commence can only be given by an ATW Coordinator and can only take place once they have ensured:

- a documented and thorough pre-work review has been undertaken,
- necessary isolation controls and verification has been undertaken (where the ATW work activity involves a plant isolation),
- necessary pre-work controls and consultation has been undertaken.

ATW Coordinator

It is the function of work teams, team leaders and scheduling processes to ensure that suitably qualified and experienced personnel are selected to be ATW Coordinators for the scope of the work activity involved.

An ATW Coordinator may only undertake planning or work coordination roles if they are an authorised person having successfully completed the relevant training courses that relate to the scope of the work activity.

An ATW Coordinator's planning and work coordination roles may include:

- facilitating the planning and approval of an ATW work activity,
- completing or reviewing an ATW Form and associated documentation, including Control Guides,
- using the ATW Form and Control Guides to undertake the HS&E Hazard Management process,
- undertaking pre-work reviews and authorising work to commence,
- organising and coordinating workers and responsible persons in the performance of an ATW work activity,
- coordinating ATW work flow, scope changes, contingencies, completion of work and the recording of a completed ATW work activity.

If an ATW Coordinator is an authorised person having successfully completed the relevant training courses that relate to the scope of the work activity and the specific plant area, they may:

- prepare the ATW Form and documentation,
- perform the function of the Isolation Checker,
- authorise the work activity as ready to commence,
- coordinate the work.

Note: It is important to recognise that in the majority of cases the ATW Coordinator will have the skills / authorisation to perform all of the above roles

Control Guides

Control Guides are to be used as a means of consistently identifying control measures for HEHI hazards as part of the ATW Process. This identification of control measures includes mandatory and additional controls identified as being required for the particular HEHI hazard.

Verification of each Control Guide is to be undertaken as part of ATW planning. The verifier of a Control Guide cannot be the person who prepared the Control Guide and must be an authorised person having successfully completed the relevant training courses that relate to the scope of the work activity.

As part of the ATW Process, verification is to:

- be recorded within each Control Guide,
- show the identity of the verifier,
- signify that the verifying person acknowledges having checked and validated the technical information contained within the Control Guide.

Verification must be provided for each Control Guide. This verification for Control Guides can only remain effective if the Control Guide is unaltered during preparation and for a maximum period of 12 months.

Where a Control Guide prompts additional information to be included within the ATW Form or where additional control measures are deemed necessary by an ATW Coordinator, these must be documented within the ATW Form.

System Maintenance

Managing and reviewing the ATW Process and its related systems, inclusive of a three-yearly review of this Corporate Standard, will be the principle function of the Corporate ATW Committee.

As part of this function the Corporate ATW Committee will maintain a structure and charter that is defined within the *Authority to Work Corporate Procedure*.

In addition to the Corporate ATW Committee, specific ATW related positions will be filled by SCL employees. These positions will provide advice, assistance, and coordinate the Corporate ATW Committee process and ongoing system maintenance, auditing and review.

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+ + A continuous improvement framework will be maintained by the Corporate ATW Committee. Team/site audits will be completed six monthly with a full system audit completed every two years. Specific audit details are detailed within the [Authority to Work Corporate Procedure – HB# 619259](#).

+ *Incident and Non-Compliance Management*

+ Health, safety and environmental incidents or events that occur as part of the ATW Process will be recorded through the Health, Safety and Environmental incident reporting process, refer also to the [Hazard and Incident Reporting Corporate Standard – HB# 796990](#). Details of these incidents will also be tabled and discussed as part of the Corporate ATW Committee forum.

Non-compliances and audit / review outcomes that are ATW Process related will be reported to and managed within the Corporate ATW Committee.

Modes of Operation

The default mode of operation to initiate the ATW Process and develop or review an existing ATW Form will be via the ATW Wizard. That is, the ATW Wizard must be used where possible.

In the event of a system outage or in the absence of a CMMS system, the ATW Form and associated documentation is to be developed or amended as per the contingency requirements detailed within the [Authority to Work Corporate Procedure – HB# 619259](#). This process will involve accessing controlled documentation via SCL's BMS system and/or hardcopy documents maintained on site.

Training and Competency

All ATW related training courses will be developed, delivered and maintained as per the [Corporate Standard for Training and Assessment – HB# 693807](#).

Requisite training for the ATW Process is to be undertaken as per the ATW Authorisation and Training Matrix, refer to *Attachment 1*.

Review

This Corporate Standard is to be reviewed every three years.

Links and References

[Work Management Process – HB# 541558](#)

[HS&E Hazard Management Corporate Standard – HB# 692247](#)

[Hazard and Incident Reporting Corporate Standard – HB# 796990](#)

[Authority to Work Corporate Procedure – HB# 619259](#)

[Corporate Standard for Training and Assessment – HB# 693807](#)

Attachments

[ATW Authorisation and Training Matrix](#)

[ATW Flow Chart](#)

[ATW Responsibility Chart](#)

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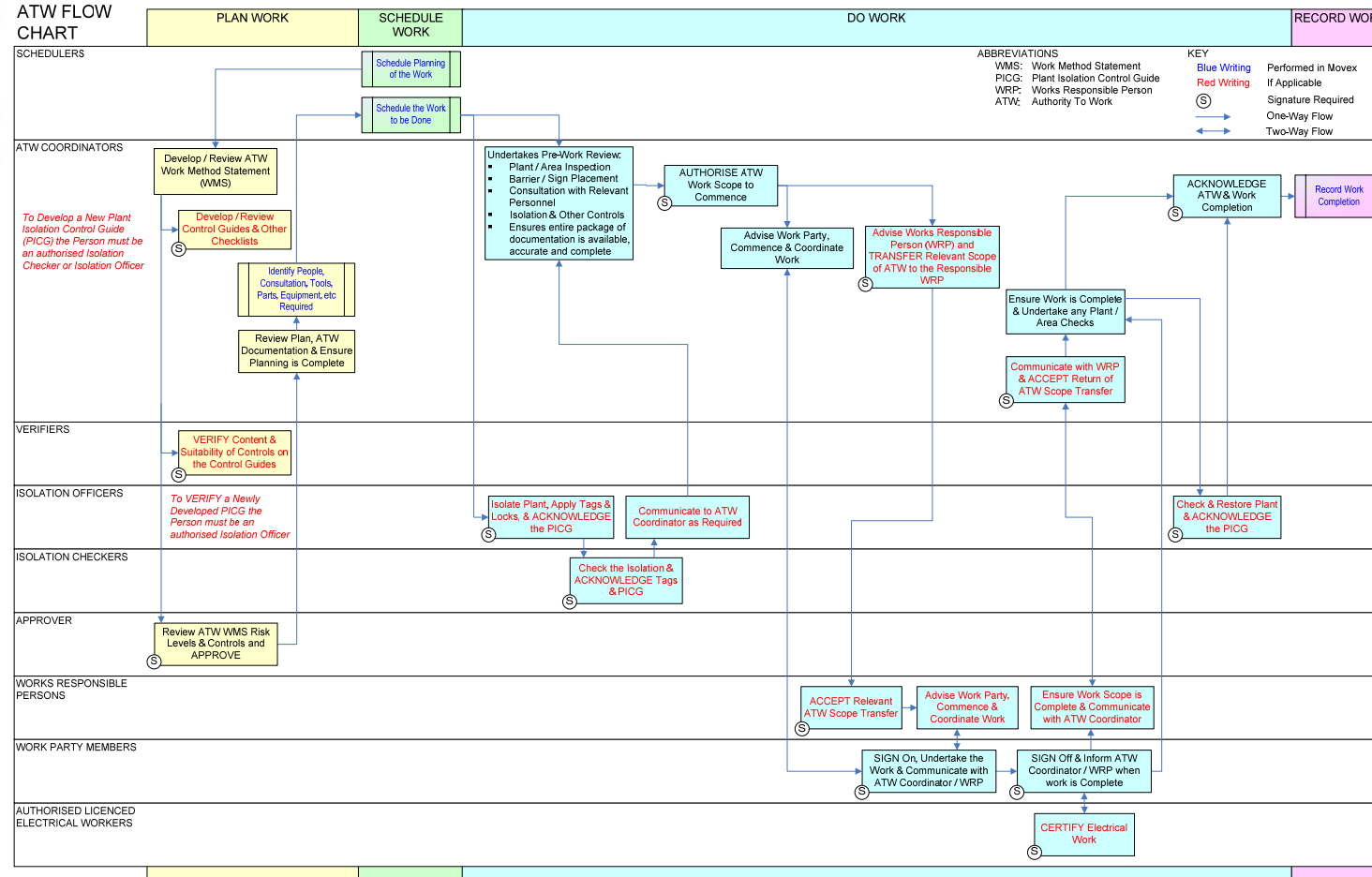
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ATW Authorisation and Training Matrix

Training Course ↓	Authorisation →	Session Time (Approximate Only)	Work Party Member	Confined Space Entry Person	Works Responsible Person	Scheduler	ATW Coordinator	Verifier	Isolation Checker	Isolation Officer	Authorised Licensed Electrical Worker	Approver
ATW Work Party Member <i>Pre-requisite Site Induction Training Required</i>		45 - 60 mins	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Confined Space Entry Person Training OR Confined Space Entry Person Induction <i>(for those Externally Certified)</i> <i>Pre-requisite Confined Space Competency Certification Required</i>		3.5 - 4 hrs OR 1.5 - 2 hrs		<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
ATW Principles		3.5 - 4 hrs				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ATW Wizard <i>(Modular Sessions, Tailored in line with Specific Authorisations)</i>		Various				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Confined Spaces <i>(ATW Coordination & Verification)</i>		1.5 hrs					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Hot Work <i>(ATW Coordination & Verification)</i>		1.5 hrs					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Falls & Falling Objects <i>(ATW Coordination & Verification)</i>		1.5 hrs					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Excavation & Digging <i>(ATW Coordination & Verification)</i>		1.5 hrs					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Complex Crane Use <i>(ATW Coordination & Verification)</i>		1.5 hrs					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Radiation <i>(ATW Coordination & Verification)</i>		1.5 hrs					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Plant Isolation <i>(Isolation Checker)</i> ▪ Isolation Training ▪ Plant Area Specific Issues ▪ Plant Isolation Control Guide Practical Checking Experience		4 hrs Site Specific Site Specific							<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Plant Isolation <i>(Isolation Officer)</i> ▪ Plant Isolation Control Guide Practical Isolating Experience		Site Specific								<input checked="" type="checkbox"/>		
Authorised Electrical Person & Safety Observer <i>Non-Electrical Workers required to be Electrical Safety Observers, & Licensed Electrical Contractors required to undertake Electrical Work or be Electrical Safety Observers, are required to undertake this training</i>		2.5 hrs	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Specific Requirements for Electrical Work <i>Licensed Electrical Contractors required to undertake Electrical Work are required to undertake this training</i>		1.5 hrs						<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Explanatory Notes: <ul style="list-style-type: none"> ATW Wizard Training, although shown as compulsory, will not be a compulsory requirement for those permanently employed at an operational site where the ATW Wizard is entirely unavailable Hazard Identification Training is required to be undertaken by all SCL employees and Hazard Management Training is required to be undertaken by ATW Coordinators, Verifiers, Isolation Checkers, Isolation Officers and Approvers Rescue from Live Switch Gear & Resuscitation Training is required to be undertaken by Isolation personnel and Electrical Workers HV/A Awareness Training is required to be undertaken by Isolation personnel and Electrical Workers who are involved with HV Isolations Atmospheric monitoring training is required to be undertaken by those Confined Space Entry Personnel required to test/monitor confined space atmospheres Actively specific training and external certification may also be required for personnel performing works such as: using personal fall protective equipment, operating cranes / specific plant items, fulfilling emergency rescue/retrieval stand-by roles, or as per site specific training & competency needs During initial roll-out of the ATW Process, personnel who are authorised Work Party Members and who undertake ATW Principles training, will not be required to undertake ATW Work Party Member training as a pre-requisite to ATW Principles 											KEY <input checked="" type="checkbox"/> Compulsory <input type="checkbox"/> Not compulsory, although it may be a specific requirement to be completed due to the scope of the work activity, or specific site area authorisations	

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ATW Flow Chart



ABBREVIATIONS
 WMS: Work Method Statement
 PICG: Plant Isolation Control Guide
 WRP: Works Responsible Person
 ATW: Authority To Work

KEY
 Blue Writing Performed in Movex If Applicable
 Red Writing Signature Required
 (S) One-Way Flow
 ⇨ Two-Way Flow

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ATW Responsibility Chart

ATW RESPONSIBILITY CHART		Responsible	Accountable	Consult	Inform						
AUTHORITY TO WORK PROCESS		Team Leaders & Managers	Schedulers	ATW Coordinator	Verifiers	Isolation Officers	Isolation Checkers	Approver	Works Responsible Person	Work Party Members	Authorised Licenced Electrical Worker
SCHEDULE WORK											
Schedule Planning of the Work		●	■	◆	◆						
Schedule the Work to be Done		●	■	◆	◆	◆	◆				
PLAN WORK											
Develop / Review ATW Work Method Statement (WMS)			■	●		◆			◆	◆	◆
Develop / Review Control Guides & Other Checklists			■	●		●	●		◆	◆	◆
VERIFY Content & Suitability of Controls on the Control Guides			◆	■	●	■	●				
Review ATW WMS Risk Levels & Controls and APPROVE			◆	◆				■	●		
Review Plan, ATW Documentation & Ensure Planning is Complete			■	●							
Identify People, Consultation, Tools, Parts, Equipment, etc Required		●	■						◆	◆	◆
DO WORK											
Undertakes Pre-Work Review: • Plant / Area Inspection • Barrier / Sign Placement • Consultation with Relevant Personnel • Isolation & Other Controls • Ensures entire package of documentation is available, accurate and complete			■	●		◆				◆	◆
Isolate Plant, Apply Tags & Locks, & ACKNOWLEDGE the PICG						■	●				
Check the Isolation & ACKNOWLEDGE Tags & PICG						◆	■	●			
Communicate to ATW Coordinator as Required				◆	◆	■	●				
AUTHORISE ATW Work Scope to Commence			◆	■	●						
Advise WRP and TRANSFER Relevant Scope of ATW to the Responsible WRP			■	●					◆		
ACCEPT Relevant ATW Scope Transfer			◆						■	●	
Advise Work Party, Commence & Coordinate Work			■	●					◆	◆	◆
Ensure Work Scope is Complete & Communicate with ATW Coordinator			◆						■	●	
Advise Work Party, Commence & Coordinate Work			■	●					◆	◆	◆
SIGN On, Undertake the Work & Communicate with ATW Coordinator / WRP			◆						◆	■	●
SIGN Off & Inform ATW Coordinator / WRP when work is Complete			◆						◆	■	●
CERTIFY Electrical Work			◆						◆	◆	◆
Communicate with WRP & ACCEPT Return of ATW Scope Transfer			■	●					◆		◆
Ensure Work is Complete & Undertake any Plant / Area Checks			■	●		◆			◆	◆	◆
Check & Restore Plant & ACKNOWLEDGE the PICG			◆			■	●				
ACKNOWLEDGE ATW & Work Completion			■	●					◆		◆
RECORD WORK											
Record Work Completion		●	■								

KEY

- Blue Writing: Performed in Movex
- Red Writing: If Applicable
- Ⓢ: Signature Required
- : One-Way Flow
- ↔: Two-Way Flow

ABBREVIATIONS

- WMS: Work Method Statement
- PICG: Plant Isolation Control Guide
- WRP: Works Responsible Person
- ATW: Authority To Work