



<b>SAFETY REGULATION VV00</b>  <b>Work permit</b>	  Balen/Pelt
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**1 PURPOSE**

The work permit plays an important role in exchanging essential safety information when carrying out works. But only the people involved allow the work permit to come to its full force, because without correct data, filling it in makes no sense.

That is why this manual has been written to guide the completion and understanding of the work permit in the right direction.

**2 STAFF**

Every end user, provider,...

**3 SCOPE**


The work permit procedure applies to all work carried out by Nyrstar maintenance staff or third parties in **Nyrstar Balen and Pelt**.

The registration and issuing of the work permit is done at the production services in the control room or registration rooms. For the "general services" is this at the head of security, facility or porters, for warehouse or hall 1 at main warehouse or his replacement

**4 DEFINITIONS**

Because there are many terms in the new general work permit that need clarification, they are further explained below.

Name	Description
Coordinating executor	A coordinating Nyrstar employee or a person in charge of a third company carrying out the works.
HSE risk	Health, safety and <b>environmental</b> risk
PPE	<b>P</b> ersonal <b>P</b> rotection <b>E</b> quipment
Confined space	See the Safety regulation <a href="#">XP-452-VV-0-00008</a>
Lock out Tag out	Avoid that driven machines, installations or tools unintentionally switch back on and/or prevent operators from coming into contact with unwanted process flows.
Safety function	A function used to drive motor vehicles, cranes, overhead cranes, lifting equipment of any kind or machinery capable of putting into operation dangerous installations or apparatus which may endanger workers.
Provider	This is the person issuing the permit. Each department shall have a list of authorized providers. The provider must be a Nyrstar employee appointed by the Department's Superintendent.
Task risk analysis	The purpose of a task risk analysis is to identify, analyze and evaluate risks, in order to agree on control measures for the execution of a

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	(risky) task. This assignment is best done in a team.
Work preparation	The purpose of a work preparation is to establish a working method that is safe, fast and efficient without causing health damage.
Safety requirement	These regulations determine the guidelines and rules to which the provider, executor,... must adhere to a certain work.
SDS sheet	Safety Data Sheet or safety datasheet
General services	Building engineering, Building security, Porter's lodge, Main building, Kitchen, Medical service, Maintenance

## 5 EDUCATION

Each provider and Coordinating executor must have received a training course on the Safety Regulation with confirmation of a test.


## 6 DESCRIPTION OF THE INPUT BOXES

### 6.1 Part 1: Request work / risks / required measures to be taken by coordinating executor

### 6.2 1A: Description of activities

<b>(1A) Omschrijving werkzaamheden</b>		
Afdeling: .....	SAP/Melding/Ordernr.: .....	Locatie/equipment nr: .....
Omschrijving van de werkzaamheden: .....		
Soort werkzaamheden: <input type="checkbox"/> Lassen/slijpen/branden <input type="checkbox"/> Steutelen <input type="checkbox"/> Werken met vluchtige stof <input type="checkbox"/> Elektrische werken <input type="checkbox"/> HD-sputten <input type="checkbox"/> Controle ronde		

- Department: Here you enter the department name where the work will be carried out.
- SAP/Notification/Order No.: ...
- Location/equipment number: enter the location or the equipment number here.
- Description of the work: give a short description of the work here.
- Possibility to tick a number of standard activities.

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### 6.2.1 1B: HSE risks

(1B) VGM risico's	Doc.	V.V.	(1B) VGM risico's	Doc.	V.V.	(1B) VGM risico's	Doc.	V.V.
<input type="checkbox"/> Aanwezigheid hete massa of vloeibaar metaal		VV02	<input type="checkbox"/> Brandgevaarlijk werk (vul <b>Deel 2</b> in)		VV10	<input type="checkbox"/> Werken bij hoge temperaturen (heat stress)		VV19
<input type="checkbox"/> Hijzen	Doc.03	VV03	<input type="checkbox"/> Graven		VV11	<input type="checkbox"/> Risico op contact met zuren/basen		VV20
<input type="checkbox"/> Risico's van mobiele arbeidsmiddelen/verkeer		VV04	<input type="checkbox"/> Gebruik ioniserende straling		VV12	<input type="checkbox"/> Beheer afvalstoffen (ENV-4.4.6/01)		VV21
<input type="checkbox"/> Werken op hoogte (algemeen)	Doc.05	VV05	<input type="checkbox"/> Slopen	Doc.13	VV13	<input type="checkbox"/> Gebruik en opslag van gevaarlijke stoffen (CLP)		VV23
<input type="checkbox"/> Hoogwerker/schaarlift	Doc.06	VV06	<input type="checkbox"/> Spoelen/reinigen		VV14	<input type="checkbox"/> Eisen aan (elektrisch) handgereedschap		VV25
<input type="checkbox"/> Gebruik en plaatsen van stellingen		VV07	<input type="checkbox"/> Zone afbakenen		VV15	<input type="checkbox"/> Mogelijke aanwezigheid asbest		VV26
<input type="checkbox"/> Werken in besloten ruimte		VV08	<input type="checkbox"/> Gas/Stofexplosie (werken in EX - zone)		VV16	<input type="checkbox"/> Blootstelling aan zwaveldioxide So <sub>2</sub>		VV27
<input type="checkbox"/> zie Deel 3C			<input type="checkbox"/> Mogelijke contact met elektriciteit		VV17	<input type="checkbox"/> Diffuse Stofemissies		VV30
<input type="checkbox"/> Vergrendelen	Doc.09	VV09	<input type="checkbox"/> Blootstelling aan lood of cadmium		VV18			

Here the HSE risks that may occur during the work are indicated.

- Risk identification (danger)
- The underlying form, if any
- The accompanying safety regulation

The coordinating executor, work planner, provider,... must assess the risks within its own domain by carrying out an evaluation of the:

- Risks arising from the work itself (e.g. grinding, welding, burning...)
- Risks from the environment (installations, processes).
- Risks of other activities (simultaneous/proximity)
- Risks if the work allows risks to exist for later works (e.g. removed guards).

For the identified risks, the legal provisions, the HSE regulations of "Nyrstar Balen – Pelt" and the other procedures must be adhered to.

In case of ambiguities or doubts, advice should be sought from the client, department managers and/or Safety department.

The risks must be identified so that the appropriate control measures can be determined to eliminate the risks or reduce them to an acceptable level.

Coordinating executor and provider must always be aware of the safety regulations (VV xx).

If applicable, the relevant information sheet must be attached to the work permit(VV xx).

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### 6.2.2 1C: TI/TRA

<b>(1C) TI (Taakinstructie) / TRA (taakrisicoanalyse)</b>  <input type="checkbox"/> TI aanwezig en geraadpleegd <input type="checkbox"/> TRA aanwezig en geraadpleegd <input type="checkbox"/> Risico Analyse via werkvergunning  Naam CU: ..... Tel/gsm: .....
--

In this box you must indicate whether or not there is a Task Instruction for the work that needs to be carried out.

Based on the content of the task, the question should be asked whether it is a routine task

#### Routine tasks:

- Tasks that belong to the normal workmanship and powers of the executor(s)
- Tasks that have been performed more often (under identical conditions)
- Tasks in which the measures to be taken are simple, unambiguous and instructions are known

In case of routine tasks, check for increased risk by the following points:

- There is simultaneous risk-increasing work in the immediate vicinity
- There is (possibly) time pressure
- There are complexity-increasing aspects such as cooperation between different companies

If the answer to these control points is always "no", then this is routine work and the normal work permit is sufficient. Then you fill in the box for Risk analysis via work permit.

If there is no task instruction, it must be examined whether a task risk analysis (TRA) is necessary. (the need is determined by means of "flow determining need risk analysis: [XW-432-INF-0-00001](#)") If a TRA is necessary, it must be added.

The task risk analysis can later be used to draw up a task instruction.

In order to be able to request additional information, the telephone number of the coordinating executer is entered here.

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### 6.2.3 1D: PPE

<b>(1D) PBM's (referentie VV01)</b>		
<input type="checkbox"/> <b>Standaard PBM's</b>	<input type="checkbox"/> <b>PBM's bij gebruik slijpmachine (gelaatscherm, gehoorbescherming)</b>	
<input type="checkbox"/> <b>Dienstspectifieke of aanvullende PBM's, te weten:</b>		
<input type="checkbox"/> Ruimzicht/Zuurbril	<input type="checkbox"/> Handschoenen type: .....	<input type="checkbox"/> Adembescherming filtermasker type: .....
<input type="checkbox"/> Gelaatsscherm	<input type="checkbox"/> Kleding/overall type: .....	<input type="checkbox"/> Adembescherming verse lucht kap
<input type="checkbox"/> Gehoorbescherming	<input type="checkbox"/> Zie betredingsfiche	<input type="checkbox"/> Adembescherming ademlucht
<input type="checkbox"/> Valbescherming	<input type="checkbox"/> .....	<input type="checkbox"/> .....

This box tells more about the different PPE that must be used.

The subdivision consists of 3 parts:

- Standard PPE:
  - Close fitting Safety glasses
  - Safety helmet (according to EN397)
  - Safety footwear minimum type S3
  - Closed clothing with long sleeves and long pants with increased visibility through striking colors and reflective bands.
  - Gloves


These are assumed to be known by everyone and are therefore mandatory to indicate (see access film and / or safety training).

- PPE when using a grinding machine: This includes a face shield and hearing protection. If applicable, the check box must be checked.
- PPE resulting from:
  - TI (task instruction)
  - BRF (confined space sheet)
  - TRA (task risk analysis)
  - WVB Work Preparation
  - Departement-specific risks
  - Safety regulations
  - SDS sheets

### 6.3 Part 2: Risks related to fire-hazardous work

Deel 2 Risico's m.b.t. brandgevaarlijk werk: LET OP: ook slijpen, snijden, lassen, snijbranden en dergelijke is brandgevaarlijk werk <input type="checkbox"/> NVT
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If there are no risks regarding fire-hazardous work, NVT (stands for "Not Applicable") is checked

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### 6.3.1 2A: Conditions in zone LOW risk

<b>(2A) Voorwaarden in zone LAAG risico</b> <input type="checkbox"/> Controleer of de omgeving vrij is van brandbaar materiaal <input type="checkbox"/> Zorg dat er steeds een brandblusser bij de hand is
--

### 6.3.2 2B: Conditions in zone MEDIUM HIGH RISK

<b>(2B) Voorwaarden in zone MIDDENHOOG risico</b> <input type="checkbox"/> Blok 1 geheel ingevuld <input type="checkbox"/> Maak omgeving proper (verwijder zinkstof/erts/solfer) <input type="checkbox"/> Zorg voor afscherming van vonken (vb. gebruik lasdekens) <input type="checkbox"/> Maak kieren en openingen in vloeren en wanden dicht <input type="checkbox"/> Indien toegelaten, hou de omgeving nat
--

### 6.3.3 2C: Conditions in zone HIGH risk

<b>(2C) Voorwaarden in zone HOOG risico</b> <input type="checkbox"/> Advies brandweer beschikbaar en bijgevoegd Naam brandwacht: .....
Handtekening: .....

'Fire hazard work' means: work in which fire, high temperatures or sparking can occur such as welding (autogenous and electric), grinding, cutting (incl. plasma cutting), paint burning or roofing using heat sources.

Repairs to plastics such as HDPE and the vulcanization of rubber (transport tires) are also considered to be a fire hazard. During this work there are risks of fire or explosions. Measures are taken to control this risk.


The following steps must be followed:

1. The work planner indicates that there is a risk of fire.
2. The installation owner (provider of the work permit) assesses the zone where the work is carried out. Depending on the category, the appropriate measures must be taken.
3. The person responsible for the measures to be taken depends on the nature of the measure (executor or licensing authority). The executor is responsible for ensuring that the measures are maintained during the execution of the work.

Depending on the category "Low risk zone", "Medium risk zone" or "High risk zone", blocks 1, 2, and 3 must be filled in.

A detailed description can be found in the Safety Regulation

["XP-452-VV-0-00010 fire hazard work"](#)

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#### 6.4 Part 3: Control measures

##### 6.4.1 3A: Product information

**(3A) Productinformatie**  
Welk product bevat de apparatuur/leiding  
of heeft deze bevat?

**NVT**

.....

**Gespoeld met:** .....

The provider states here which product one can come into contact with.

##### 6.4.2 3B: Specific risks

**(3B) Specifieke risico's/  
extra voorzogs-, beheersmaatregelen:**

**NVT**

**Alertheid vanwege omgeving / Gelijkijdigheid**

.....

Here the specific risks are described (if applicable) that have to do with the environment and the simultaneity of the work and the specific additional measures (if applicable) that must be taken.

Examples of this are: laying water hose ready or span a safety ribbon, but also if cooperation with production is required.

##### 6.4.3 3C: Confined space

**(3C) Besloten ruimte ( referentie VV 08)**

**NVT**

**Pre-job bespreking uitgevoerd**

**Volledig ingevuld betredings fiche toegevoegd**


**Naam mangatwacht:** .....

**Communicatieapparatuur :**  
**GSM, WT, .....**

This box tells more about the confined space (if applicable). Before entering a confined space, a pre-job meeting must be carried out. The fully completed confined space sheet must therefore be attached.

Furthermore, the name of the manhole guard and the means of communication used are also required.



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#### 6.4.4 3D: Measurement result

The measurement result in a bounded/confined space, ex zone, or other can be noted in box 3G

<b>(3D) Meetresultaat</b> Vrijgave resultaat: Zuurstof.....% LEL.....% Andere metingen.....
---

#### 6.4.5 3E: Locking

<b>(3E) Vergrendeling</b>				
<input type="checkbox"/> NVT				
<input type="checkbox"/> Eenvoudige vergrendeling	prod. Slot	Indiv. Sloten		
Lock out punt:				
1 .....			<input type="checkbox"/>	<input type="checkbox"/>
2 .....			<input type="checkbox"/>	<input type="checkbox"/>
3 .....	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> Complexe vergrendeling				
Individuele sloten gehangen op lockbox nr:				
<input type="checkbox"/> Vergrendelformulier gezien en in orde bevonden				
<input type="checkbox"/> Getest dat de installatie niet gestart kan worden!				

This part deals with the locking. If not applicable, you only have to check 'NVT'. In the other cases, there is the choice between:

- Easy locking: if max. 3 lock-out points were used (locks, blind flanges, ...)
- Complex locking: locking with more than 3 lock-out points. If you indicate this, it still needs to be described where the individual lock is located.

After this, you must acknowledge that you have seen and approved the lock form.

You check the bottom box if you have tested the lock for its accuracy. If the installation cannot be started!


Test can be performed by someone who communicates this to the provider.

#### 6.4.6 3F: Deviating situations / exceptions

<b>(3F) Afwijkende situaties bij vergrendeling</b>	<input type="checkbox"/> NVT	<input type="checkbox"/> Toelichting.....	<input type="checkbox"/> Geen slot productie, alleen persoonlijk slot
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This box can only be filled in for deviating situations. When locked by a personal lock, this is mentioned here.

Part 4: Ratification / extension / termination

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#### 6.4.7 4A: Ratification (Executor's Agreement)

**(4A) uitvoerder is akkoord met de te treffen maatregelen, verstrekte informatie en houdt zich hieraan**

<input type="checkbox"/> <b>Werkvergunning</b> in orde bevonden	Naam .....
<input type="checkbox"/> is bekend met gebruik benodigde PBM's en benoemde extra PBM's en speciale afdelingsregels	Firma / Afdeling .....
<input type="checkbox"/> zorgt er voor dat <b>alle personen</b> op de hoogte zijn van de risico's, en dat hun namen op het aanmeldingsblad staan	Datum:.. ..... Tel/gsm .....
<input type="checkbox"/> Zorgt dat de LMRA wordt uitgevoerd	Handtekening .....
Aantal personen die op deze werkvergunning werken <input style="width: 50px; height: 20px;" type="text"/>	

The executor signs part 4A of the work permit as soon as he has reasonably checked whether the transfer measures have been carried out and to match with the information provided.

He is responsible for the transfer of the measures to be taken to his employees.

The executor indicates with how many people he carries out the work.

This signature is required for the ratification of the permit.

#### 6.4.8 4B: Permission of the provider

**(4B) Verstrekker geeft toestemming om onder eerder genoemde voorwaarden de werkzaamheden uit te voeren**

<input type="checkbox"/> <b>Werkvergunning</b> in orde bevonden	Naam .....	Handtekening .....
Datum ...../...../.....	Tel/gsm .....	

Prior to signature, the Provider is intended to verify:

- whether the work permit is complete with regard to the identification of risks associated with the installations/workplace;
- the installation and workplace in the field is in accordance with the intended conditions.

For the purpose of this last point, shortly prior to the start of the works, preferably in the presence of the contractor, a check is carried out on the spot by - or on behalf of (e.g. operator via Walkie Talkie) - the Provider. The Provider also ensures that the executor is assigned the exact workplace on site. Only in the event that (1) the operator is sufficiently known on site or (2) there is a "low-risk workplace" (no locking applies, no chance of possible contact with acid, gases or other hazardous substances, ...), the indication on site may be waived.

If the provider has signed and the situation has been found to be in order, the executor may start his work.

As long as the work lasts, the contractor retains the colored cover page and the department the white carbon copy sheet.

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#### 6.4.9 4C: End of work (delivery by executor)

**(4C) Einde werkzaamheden, oplevering door uitvoerder**

- Verklaart het werk naar behoren te hebben uitgevoerd
- De werkplek schoon te hebben achtergelaten.
- Installatie is terug startklaar
- Andere:.....

Handtekening: .....

After completion of the work, the coordinating executor takes care of cleaning up the workplace. He then reports to the provider to test (if necessary) whether the equipment is in safe and operational condition (control of rotational directions, leak tightness).

#### 6.4.10 4D: End of work (providing department)

**(4D) Einde werkzaamheden verstreckende afdeling**

- Afronding geaccepteerd door afdeling

**Na brandgevaarlijk werk in midden en hoog risicozone:**

- Locatie en omgeving gecontroleerd en veilig bevonden
- Bijkomende maatregelen: .....

.....

Naam ..... Handtekening .....

After the work, the provider (if necessary together with the coordinating executor) checks whether the location and the work have been properly delivered.

Both parties then sign off the work permit for termination of the work. If necessary, it can be agreed that the permit provider will do the check and sign-off later and provide feedback on the results.

#### 6.5 Comments

Opmerkingen: .....

.....

Blaauw is ingevuld door coördinerende uitvoerder (C U) / rood door verstrekker / zwart wordt ingevuld door C U en aangevuld door de verstrekker

If you have any comments, you can always leave them at the place provided for this purpose at the bottom of the permit.

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**7 CONTINUATION**

If the work lasts longer than 1 day's work, a continuation of the permit can be requested. The coordinating executor fills in the blue part and, together with the provider, goes over the various points of the condition for continuation. They both check that they have determined that the 4 conditions are fulfilled. They sign at the bottom of the table.

If no fire-hazardous works have to be carried out in a high-risk zone or there is no entry into a confined space or no clearance measurement due to explosion risk or other hazardous atmosphere, they strike out this or these item(s). If this is the case, the manhole guard or the fire watch or the person who does the clearance measurement signs the form after having made the necessary determinations.

This form ([XW-452-WVG-0-00001](#)) is attached to the original work permit of the contractor.

The employees who carry out the work report to the control room through the attendance registration stating the number of the work permit.

After the day's work, this form is handed over to the operator of the control room.

After the completion of the work, part 4C of the work permit is completed and all documents associated with the work permit (TRA, entry sheet, lock sheet...) are transferred to the operator of the control room.

Continuation therefore means that all checks necessary to release a work permit must be carried out. Drawing up a new work permit is usually advisable.

**8 NOTIFICATION OBLIGATION IN PRODUCTION DEPARTMENTS**

Anyone who is foreign to a department must register. In case you are going to carry out work on or in the installation and/or if you are going to enter a confined space, a work permit must be issued as described in this procedure. If you only visit the department for, for example, a safety tour, giving or receiving explanations, (only) reading meters, then you do not need a work permit. In that case, when registering with the operator on duty, one must inquire about special risks.

In both cases, the attendance registration of the department must be completed. Visitors check the box of visit, performers note the number of the work permit. At the start, the date, name, company, place and start time are noted. When you leave the service, you note the departure time and an initial.

Employees who are permanently connected to a department are not considered visitors. This concerns the operators and staff of the relevant production department.

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**9 SHIFT TRANSFER**

If a work takes longer than the current shift, then a transfer of the task to the next shift is needed. The next shift must be informed of the current work permits ,the status of the tasks and the status of the installation. This transfer should be discussed on the board where the work permits hang.

**10 INTERRUPTION OF WORK**

A work can be interrupted for the following reasons:

- In case of evacuation
- For operational reasons
- Change because of the scope of the work
- Because of simultaneity of multiple jobs in the same place

If a work is interrupted, the contractor will have to return their work permit, the department will notify the coordinating contractor who supervises the interruption and the status of the works and the consequences for other activities must be noted on the current work permit.

After an interruption, the work may only be resumed if the provider gives permission for this, or a new work permit has been made.

**11 ARCHIVING**

Work permits and their underlying documents must be stored in the issuing department for at least 30 days.