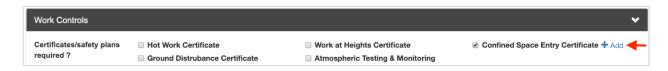# WPCG Electronic Confined Space Entry Certificate

1. Click ➕ Add next to Confined Space Entry Certificate. This will open the Confined Space Entry Certificate.

Work Controls			⌄
Certificates/safety plans required ?	☐ Hot Work Certificate ☐ Ground Distrubance Certificate	☐ Work at Heights Certificate ☐ Atmospheric Testing & Monitoring	☑ Confined Space Entry Certificate ➕ Add ←

2. Complete the **Confined Space Entry Details** section

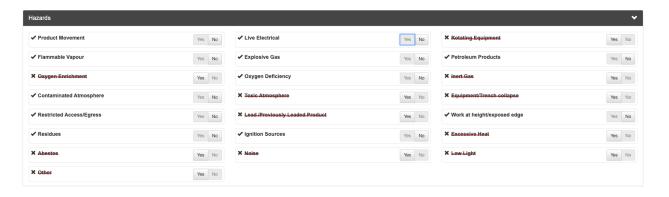| Confined Space Entry Details		⊞ Collapse All ⤶ Close ⯈ Save Draft ⯈ Validate Form
Confined Space locations/equipment ID:	Forecourt Tank No.3 ULP	
Specific confined space activities:	Enter turret to replace faulty PLLD	
Tools and equipment permitted:	Hand tools, Tripod and Harness, Gas Detector	

Work Location is the area on the site that the works are being undertaken, not the site details
Specific confined space activities are the activities that are only related to the Confined Space piece of work. If there was hand cleaning as part of the scope, this would not be included here.
Tools and equipment permitted include only tools or equipment that are related to the Confined Space part of the scope.
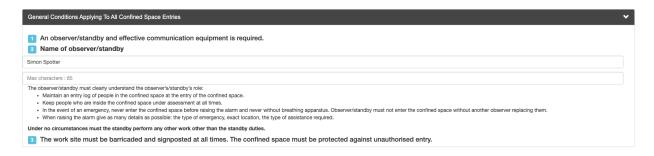
3. Complete the **Confined Space Condition** section

Confined Space Condition		⌄
Previous contents:	Hydrocarbons/Vapours	
Access/egress:	Tripod and Harness	
Number of open entrances:	Other entrances:	Diameter and depth:
1	Nil	1m x 1.5m

4. Work through the **Hazards** section. All items must be considered and marked either Yes/No.

Hazards					⌄
✔ Product Movement	Yes No	✔ Live Electrical	Yes No	✖ Rotating Equipment	Yes No
✔ Flammable Vapour	Yes No	✔ Explosive Gas	Yes No	✔ Petroleum Products	Yes No
✖ Oxygen Enrichment	Yes No	✔ Oxygen Deficiency	Yes No	✖ Inert Gas	Yes No
✔ Contaminated Atmosphere	Yes No	✖ Toxic Atmosphere	Yes No	✖ Equipment/Trench collapse	Yes No
✔ Restricted Access/Egress	Yes No	✖ Lead /Previously Leaded Product	Yes No	✔ Work at height/exposed edge	Yes No
✔ Residues	Yes No	✔ Ignition Sources	Yes No	✖ Excessive Heat	Yes No
✖ Asbestos	Yes No	✖ Noise	Yes No	✖ Low Light	Yes No
✖ Other	Yes No				

5. Fill in the Name of observers/standby

General Conditions Applying To All Confined Space Entries	⌄
1 An observer/standby and effective communication equipment is required.	
2 Name of observer/standby	
Simon Spotter	
Max characters : 85	

The observer/standby must clearly understand the observer's/standby's role:
- Maintain an entry log of people in the confined space at the entry of the confined space.
- Keep people who are inside the confined space under assessment at all times.
- In the event of an emergency, never enter the confined space before raising the alarm and never without breathing apparatus. Observer/standby must not enter the confined space without another observer replacing them.
- When raising the alarm give as many details as possible: the type of emergency, exact location, the type of assistance required.

Under no circumstances must the standby perform any other work other than the standby duties.

3 The work site must be barricaded and signposted at all times. The confined space must be protected against unauthorised entry.

6. Review and update the **Safe Entry Controls** section. All items must be considered and marked either Yes/No. The additional precautions section is used to document additional controls and/or to expand on the **Safe Entry Controls**.

7. Complete the **Equipment, Emergency Arrangements** section. Mark Yes to confirm a rescue plan is in place and provide the **Reference** and **Attachments.**
   Complete the summary of the rescue plan. This should not refer back to a document, it provides a summary of the key components of the plan.

   Tip When developing emergency arrangements there are different types of emergency and rescue scenarios that might arise depending on the work being performed. You need to consider these when determining the detail required for the rescue plan. If unsure refer to your relevant state or territory regulations for further information.

8. Once the certificate has been completed, click on **Validate Form.** This will identify any errors in the form.
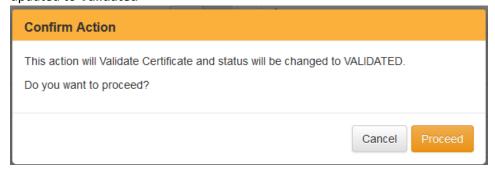

   If there are errors, it will show a dialogue box with the items that need to be updated. Fix the errors then select Validate Form again

If there are no errors, the following dialogue box will appear. Click **Proceed.** The Certificates status will be updated to **Validated**

Confirm Action

This action will Validate Certificate and status will be changed to VALIDATED.

Do you want to proceed?

Cancel   Proceed

9.   Click **Close** and the database will take you back to the Permit

Collapse All   Edit   Close