



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
- Work at Heights Certificate
- Confined Space Entry Certificate **+ Add**
- Ground Disturbance Certificate
- Atmospheric Testing & Monitoring

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

Confined Space Entry Details

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: 1

Other entrances: Nil

Diameter and depth: 1m x 1.5m

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

Hazards

<input checked="" type="checkbox"/> Product Movement	Yes No	<input checked="" type="checkbox"/> Live Electrical	Yes No	<input checked="" type="checkbox"/> Rotating Equipment	Yes No
<input checked="" type="checkbox"/> Flammable Vapour	Yes No	<input checked="" type="checkbox"/> Explosive Gas	Yes No	<input checked="" type="checkbox"/> Petroleum Products	Yes No
<input checked="" type="checkbox"/> Oxygen Enrichment	Yes No	<input checked="" type="checkbox"/> Oxygen Deficiency	Yes No	<input checked="" type="checkbox"/> Inert Gas	Yes No
<input checked="" type="checkbox"/> Contaminated Atmosphere	Yes No	<input checked="" type="checkbox"/> Toxic Atmosphere	Yes No	<input checked="" type="checkbox"/> Equipment/Trench collapse	Yes No
<input checked="" type="checkbox"/> Restricted Access/Egress	Yes No	<input checked="" type="checkbox"/> Lead/Previously Loaded Product	Yes No	<input checked="" type="checkbox"/> Work at height/exposed edge	Yes No
<input checked="" type="checkbox"/> Residues	Yes No	<input checked="" type="checkbox"/> Ignition Sources	Yes No	<input checked="" type="checkbox"/> Excessive Heat	Yes No
<input checked="" type="checkbox"/> Asbestos	Yes No	<input checked="" type="checkbox"/> Noise	Yes No	<input checked="" type="checkbox"/> Low Light	Yes No
<input checked="" type="checkbox"/> 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.

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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**.

Safe Entry Controls

Maximum duration permitted in confined space:

<input checked="" type="checkbox"/> Persons entering are trained and medically fit and able <input type="button" value="Yes"/> <input type="button" value="No"/>	<input checked="" type="checkbox"/> Persons entering are trained in use of respiratory equipment <input type="button" value="Yes"/> <input type="button" value="No"/>	<input checked="" type="checkbox"/> Warning signage installed <input type="button" value="Yes"/> <input type="button" value="No"/>
<input checked="" type="checkbox"/> Work around the space restricted <input type="button" value="Yes"/> <input type="button" value="No"/>	<input checked="" type="checkbox"/> Safe access/egress to space provided <input type="button" value="Yes"/> <input type="button" value="No"/>	<input checked="" type="checkbox"/> Lighting <input type="button" value="Yes"/> <input type="button" value="No"/>
<input checked="" type="checkbox"/> Fill and dip points, rendered safe, covered <input type="button" value="Yes"/> <input type="button" value="No"/>	<input checked="" type="checkbox"/> Sewers, pits and drains rendered safe, covered <input type="button" value="Yes"/> <input type="button" value="No"/>	<input checked="" type="checkbox"/> Area cleared of combustibles <input type="button" value="Yes"/> <input type="button" value="No"/>
<input checked="" type="checkbox"/> Vents/bleeding/sampling points restricted <input type="button" value="Yes"/> <input type="button" value="No"/>	<input checked="" type="checkbox"/> Product movement stopped <input type="button" value="Yes"/> <input type="button" value="No"/>	<input checked="" type="checkbox"/> Drained and leaks controlled <input type="button" value="Yes"/> <input type="button" value="No"/>
<input checked="" type="checkbox"/> Earthing and bonding correctly applied <input type="button" value="Yes"/> <input type="button" value="No"/>	<input checked="" type="checkbox"/> Air contamination sources identified and controlled <input type="button" value="Yes"/> <input type="button" value="No"/>	<input checked="" type="checkbox"/> Atmospheric testing and monitoring form completed <input type="button" value="Yes"/> <input type="button" value="No"/>
<input checked="" type="checkbox"/> Depressurised <input type="button" value="Yes"/> <input type="button" value="No"/>	<input checked="" type="checkbox"/> Water flushed <input type="button" value="Yes"/> <input type="button" value="No"/>	<input checked="" type="checkbox"/> Steamed <input type="button" value="Yes"/> <input type="button" value="No"/>
<input checked="" type="checkbox"/> Ventilated (mechanical) <input type="button" value="Yes"/> <input type="button" value="No"/>	<input checked="" type="checkbox"/> Ventilated (natural) <input type="button" value="Yes"/> <input type="button" value="No"/>	<input checked="" type="checkbox"/> High temperature restrictions <input type="button" value="Yes"/> <input type="button" value="No"/>
<input checked="" type="checkbox"/> Isolated by lockout <input type="button" value="Yes"/> <input type="button" value="No"/>	<input checked="" type="checkbox"/> Isolated by blanking <input type="button" value="Yes"/> <input type="button" value="No"/>	<input checked="" type="checkbox"/> Isolated by disconnection <input type="button" value="Yes"/> <input type="button" value="No"/>
<input checked="" type="checkbox"/> Other equipment and instruments have been made safe <input type="button" value="Yes"/> <input type="button" value="No"/>	<input checked="" type="checkbox"/> Method of communication (intrinsicly safe) <input type="button" value="Yes"/> <input type="button" value="No"/>	<input checked="" type="checkbox"/> Fire extinguisher <input type="button" value="Yes"/> <input type="button" value="No"/>
<input checked="" type="checkbox"/> Emergency plan - understood and practised by all <input type="button" value="Yes"/> <input type="button" value="No"/>	<input checked="" type="checkbox"/> Harness and life line <input type="button" value="Yes"/> <input type="button" value="No"/>	<input checked="" type="checkbox"/> Tripod & harness <input type="button" value="Yes"/> <input type="button" value="No"/>
<input checked="" type="checkbox"/> Safety cover for unattended confined space <input type="button" value="Yes"/> <input type="button" value="No"/>		

Describe any additional precautions, PPE and controls to be implemented

Entrant to be attached to tripod at all times
 Isolation by lockout, refer to isolation record #123abc
 2 x 9kg fire extinguisher to be in work area
 Work to cease and area made safe if Tanker arrives onsite, Gas test work area 30mins after Tanker leaves site and resume work if safe to do so.
 Pits, drains, dip and fill points within 2m of work area rendered safe and covered
 Area around opening to be kept clear of loose tools and equipment

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.

Equipment, Emergency Arrangements

A rescue plan is in place to respond to an incident that may occur at confined space

Reference: Attachment/s [Confined Space Rescue Plan #RES567.pdf](#)

Identify all escape routes:

Identify all unassisted escape routes:

Identify how to raise the alarm:

Name of onsite first aider:

Equipment/Resources for the removal of injured persons:

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

Incomplete Form, Please complete the following:

- Section: Hazards
- Section: Safe Entry Controls



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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?

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

