

WPCG-PRO-01 Work Authorisation Procedure review 2021 ALL Changes

The WPCG have completed their annual review of the WPCG Work Authorisation Procedure which has resulted in several changes. The material changes have been identified in the table below.

Please review the procedure utilising the table. Note: there was also several wording and formatting changes made for clarity purposes, it is suggested you review the entire document as a reminder of the WPCG expectations under his procedure.

Section	What's Changed Procedure Change	Form Change
2. Scope	First bullet point updated to reflect other sites and requirement to contact the member company.	Work Clearance Form. Work Detail section Client Company changed to Oil Company
4.7 Authorised Gas Tester	Additional of point c	
4.10 Permit Endorser	Additional of points a – k	
5.2.1 WPCG Permit Officer Training	Permit Officer refresher extended from 2 yearly to 3 yearly and will now include a Mid-Term Review which will be mandatory.	
5.2.4 Expiry or Suspension of Authority or Accreditation	Changes due to the Permit Officer Refresher & Mid-Term Review	
5.8 WPCG Certificates	All Permit Officers including Ampol "To issue CSE Certificates, Confined Space Entry training must be current within the past 3 years." Note: no change to requirements for workers at this stage	
5.9 Atmospheric Testing	Table 2 reformatted for clarity.	
5.10 Energy Isolation	Re-written for clarity	
Activity Matrix – Energy Isolation	Row 5 inclusion of purging	
	Addition of row 7 for work on diesel or petrol storage tanks	
Activity Matrix – Lifting Operations, Higher Risk Critical Lifts	Update to bullet point 11 and 13	Lifting Certificate Hazards Lifting "of" personnel Added "Verbal" as a method of communication
Activity Matrix – Lifting Operations, Simple lifting operations	Addition of bullet point 4	Work Clearance Added "Use of cranes or other lifting devices for critical lifts" into tasks that require a Work Permit
Activity Matrix – Working At Height	Row 4, added to include the use of Industrial Rope Access systems	WAH Checklist Change to when this form cannot be used. Added 5th point, use of Industrial Rope Access systems or similar specialist height equipment
		WAH Checklist Updated extension/single ladder section for clarity
Activity Matrix – Hot Work	Update to row 13 to include product filtering Addition of row 14 for removing water from diesel or petrol tanks	HW Checklist Change when this form cannot be used. 2nd bullet point updated to include product filtering.
		Work Clearance Tasks that require a Work Permit Added product filtering into row 13

		HW Checklist Mains or generator supplied power tools – reword row 3 to Generators located outside Hazardous Areas.
Activity Matrix – Other work	Addition of rows 2 & 3 for meter proving and calibration at fuel depots	
Atmospheric Monitoring		Atmospheric Monitoring form Gas testing frequency removed “Once” from Once before start of work
Other form change		Work Clearance Form Task That Require a Minimum Control Checklist section Added wording “If No to All of the above proceed to next section” to clarify intent of this section

The changes to the procedure are **effective immediately**, the WPCG electronic forms have also been updated. You may continue to use your existing paper forms until they run out. Electronic WPCG Form Licence Holders will have until 30th of November 2021 to make the required changes.