



WPCG Work Clearance Form and Minimum Control Checklist Changes

October 2021

The WPCG have completed their annual review of the WPCG Work Authorisation Process which has resulted in several changes to both the Work Clearance Form and Minimum Controls Checklists.

The documents impacted are:

- Work Clearance Form
- Minor Work at Heights Checklist
- Minor Ground Disturbance Checklist
- Minor Hot Work Checklist

The existing supply of forms will be used until they run out, the Electronic Forms have been updated and the new Minimum Controls Checklists are available on the WPCG Website.

Electronic WPCG Form Licence Holders will have until 30th of November 2021 to make the required changes.

The Changes

Work Clearance Form

1 Work Detail

- Change of wording from Client Company to Oil Company. To make it clear this for the Oil Company site you are on.

WORK DETAIL <i>Must be completed for all work</i>			
Contractor Company Name:	Full Name of WPCG Accredited Contractor:	Contractor WPCG ID No:	WPCG Expiry Date:
Oil Company:	Client Order/Job No:	No. of Workers:	
Location Name:	Location Address:		

2 Tasks That Require a Permit

- Minor wording change. For those that heard about a possible change to "concrete cutting", and "electrofusion welding of HDPE pipework" activities, these are still under review.
- Updated for clarity and addition of "including product filtering" requires a work permit
- The addition of "Use of cranes or other lifting devices for critical lifts"

TASKS THAT REQUIRE A WORK PERMIT <i>Will any of the following form part of the work? (write Yes or No)</i>		
2a	Hot work in hazardous areas that involves the use of matches or lighters, or creation of open flames and uncontrolled sparks. This type of work includes use of blow torches, oxy acetylene, grinding, soldering, naked flames, welding or any similar activity that creates an uncontrolled ignition source	Use of petrol or LPG powered/driven equipment or mobile plant In hazardous areas . Includes but not limited to generators, chainsaws, gardening equipment, forklifts, elevating work platforms (EWP)
2b	Inter-tank transfers of fuel (including product filtering) or bulk petroleum product, transfers to/from road vehicles not covered by procedures including transfer of contaminated or cross over (shandy) products	High pressure water blasting on live equipment containing fuel or LPG, or on structural steel
	Erecting, modifying, or dismantling scaffolding greater than 4m above the ground	Use of Elevating Work Platform (EWP) 11m or more above the ground
	Excavations 1.2m deep or more (other than drilling or coring)	Major Working at Height within 2m of an exposed edge
	Abrasive blasting	Working from a work box (man basket) attached to a crane
	Confined space entry including any work within a confined space	Disturbance or removal of asbestos containing material
	Live electrical work (apart from fault finding)	2c Use of cranes or other lifting devices for critical lifts
If YES to any of the above, a Work Permit is required. Enter Permit number:		

3 Tasks That Require a WPCG Minimum Control Checklist

- Update to bottom section to make it clearer how to apply this statement.

TASKS THAT REQUIRE A WPCG MINIMUM CONTROL CHECKLIST <i>Will any of the following form part of the work? (write Yes or No)</i>		
	Minor Hot Work in a Hazardous Area. This includes any of the following with the controls in place specified in the Minor Hot Work Checklist: <ul style="list-style-type: none"> • Any electrical equipment to be used in a hazardous area that is not rated for use in a hazardous area (certified to IEC 60079-11); e.g. mains, generator, or battery powered items such as cordless drills, power tools, service locators, electric gardening equipment • Diesel or electrically driven portable equipment or mobile plant in hazardous areas, e.g. excavators, elevating work platforms (EWP), generators, etc 	
	Minor Ground Disturbance. This includes any of the following with the controls in place specified in the Minor Ground Disturbance Checklist: <ul style="list-style-type: none"> • Concrete drilling or coring • Soil boring, drilling or coring • Excavations to a depth less than 1.2m 	Minor Work at Height. This includes any of the following with the controls in place specified in the Minor Work at Height Checklist: <ul style="list-style-type: none"> • Use of an Elevating Work Platform (EWP) less than 11m above the ground • Any work from within a scaffold of any height • Erecting, modifying, or dismantling scaffolding 4m or less above ground • Use of ladders
If No to All of the above proceed to next section. If Yes to any of the above, a WPCG Minimum Control Checklist is required. Minimum Control Checklist Completed Yes <input type="checkbox"/> No <input type="checkbox"/> If No, a Work Permit is required. Enter Permit number:		

Minor Work At Height Checklist

- 4 When this Minimum Controls Checklist cannot be used for Working at Height
 - Added, Use of industrial rope access systems or any similar specialist height equipment

THIS CHECKLIST DOES NOT AUTHORISE ANY WORK, AUTHORISATION IS VIA A WPCG WORK CLEARANCE FORM FOR THE JOB # BELOW

This form CANNOT be used for all types of Work at Height. Work which requires a Work Permit includes:



- Use of an EWP 11m or more above the ground
- Erection, modification and dismantling of scaffolding >4m
- Working from a workbox (man basket) attached to a crane, or forklift
- Major Working at Height within 2m of an exposed edge
- Use of industrial rope access systems or any similar specialist height equipment



- 5 Ladder Section - Will an extension or single ladder be used?
 - Updated for clarity and to align to model code of practice

Will an extension or single ladder be used?	No <input type="checkbox"/> Yes <input type="checkbox"/>	Tick <input checked="" type="checkbox"/> EVERY control below to confirm it has been completed or will be in place
	5	Extension or single ladders have non-slip feet, set up on firm foundation, level surface and secured at top or bottom, or if necessary at both ends. <input type="checkbox"/>
		Ladder or side rails extend at least 1m above the upper landing surface if exiting the top, and with adequate inclination (i.e. the distance between the ladder base and the supporting structure should be about 1 metre for every 4 metres of working ladder height). <input type="checkbox"/>

Minor Ground Disturbance Checklist

- 6 Boring, Drilling or Coring section
 - Updated to make it clearer on the requirements for boring, drilling or coring in soil or concrete

BORING, DRILLING OR CORING		
Will boring, drilling or coring of soil or concrete be conducted?	No <input type="checkbox"/> Yes <input type="checkbox"/>	Tick <input checked="" type="checkbox"/> EVERY control below to confirm it will be in place
	6	Concrete coring will only occur to the depth of the concrete. <input type="checkbox"/>
		Only wet coring of concrete will be conducted, the runoff contained, and electrical hazards prevented from contacting the water <input type="checkbox"/>
		Prior to mechanical drilling, NDD methods (air or water) will be used to clear the borehole of underground services. Hand auger should only be used by exception <input type="checkbox"/>

Minor Hot Work Checklist

- 7 When this Minimum Controls Checklist cannot be used for Hot Work
 a. Updated 2nd bullet point Updated for clarity and addition of "including product filtering"

This form CANNOT be used for all types of Hot Work in Hazardous Areas. Hot Work which requires a Work Permit includes:		
 ■ Hot work that involves the use of matches or lighters or creation of open flames and uncontrolled sparks in hazardous areas. This includes use of blow torches, oxy acetylene, grinding, soldering, naked flames, welding or any similar activity that creates an uncontrolled ignition source	7	■ Inter-tank transfers of fuel (including product filtering) and bulk petroleum product transfers to or from road vehicles that are not covered by procedures including transfer of contaminated or cross over (shandy) products
		■ Disturbance or removal of asbestos containing material
		■ Live electrical work (apart from fault finding)
		■ Petrol or LPG driven/powered tools or equipment
		■ Work inside a Confined Space, or Entry to a Confined Space

- 8 Mains or generator supplied power tools section
 - Updated to make it clearer generators are to be located outside the hazardous area

MAINS OR GENERATOR SUPPLIED POWER TOOLS		
Are mains or generator supplied power tools to be used?	No <input type="checkbox"/> Yes <input type="checkbox"/>	Tick <input checked="" type="checkbox"/> EVERY control below to confirm the control will be complied with
	8	Power tools are double insulated, have been tested and tagged, and are within date. <input type="checkbox"/>
		Generators located outside Hazardous Areas. <input type="checkbox"/>
		All portable 240 volt electric equipment is connected to mains power outlet via a commercial residual current device (RCD) that has been tested, in date and tagged. Where an extension cord is used it is connected to the RCD. <input type="checkbox"/>
		Where an extension cord is being used it is continuous from the RCD to the cord on the equipment and is connected to the equipment cord by a mechanical device to prevent accidental disconnection. <input type="checkbox"/>
		All electrical and extension cords are protected from damage and positioned on the ground to mitigate trips and falls or where run aerially have been installed and secured in a manner that does not restrict the passage of people and or vehicles across the site. <input type="checkbox"/>