

# 1. CHECKLIST

PHOTOCOPY FOR FURTHER USE

## Entry procedures/activities

- master/duty deck officer/engine control room advised as necessary
- risk assessment
- toolbox talk/job safety analysis
- secure space (valves isolated, etc.)
- ventilate space
- guard all openings
- attendant at entrance to the space
- test atmosphere in the space
- atmosphere in the space confirmed safe
- emergency rescue equipment on stand-by
- communications established and tested
- access confirmed safe
- lighting satisfactory (intrinsically safe equipment if necessary)
- staging/access/fall prevention equipment readied
- work equipment prepared for the job
- personnel available for rescue party
- entry permit issued
- all relevant parties notified of intended entry
- entry made to the space
- continuous ventilation
- regular monitoring of atmosphere
- staging/access/fall prevention equipment checked

## On completion of the work

- all personnel accounted for as having exited the space
- all equipment confirmed removed
- all openings closed and secured
- permit closed

## Equipment

- |  |  |
|--|--|
| <input type="checkbox"/> breathing apparatus | <input type="checkbox"/> rescue line           |
| <input type="checkbox"/> torch <sup>1</sup>  | <input type="checkbox"/> communications        |
| <input type="checkbox"/> stretcher           | <input type="checkbox"/> hoisting equipment    |
| <input type="checkbox"/> staging             | <input type="checkbox"/> lighting <sup>1</sup> |
| <input type="checkbox"/> ventilation         | <input type="checkbox"/> atmosphere monitoring |
| <input type="checkbox"/> EEBD                | <input type="checkbox"/> PPE                   |
| <input type="checkbox"/> safety signage      | <input type="checkbox"/> guards and barriers   |

<sup>1</sup> Only use intrinsically safe equipment where there is a risk of a flammable atmosphere.

# 2. ENCLOSED SPACE ACCESS LOG

PHOTOCOPY FOR FURTHER USE

Date:		Entry permit done Y/N
Enclosed space name:		Responsible Officer:
Enclosed space access point:		
Purpose of entry:		

	Name	Time in	Time out
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

### 3. SAFETY SIGNAGE

- Ensure you have adequate signage onboard to warn crew members and visitors of any hazard, and unauthorised access.
- When planning access to an enclosed space, establish how many access points will be opened, and the number of signs required to warn of all openings.
- Identify locations that should always be categorised as enclosed space, and affix appropriate signs at all access points

**Copy, print, and laminate the example signage on the following page.**



^ Display clear safety warnings to enclosed spaces