

PERMIT TO WORK MANUAL

Landing Page

The permit to work application can be accessed from <https://permit.appterminal.com>

For existing users(job owners, vendors, managers), click on get started and login with the credentials

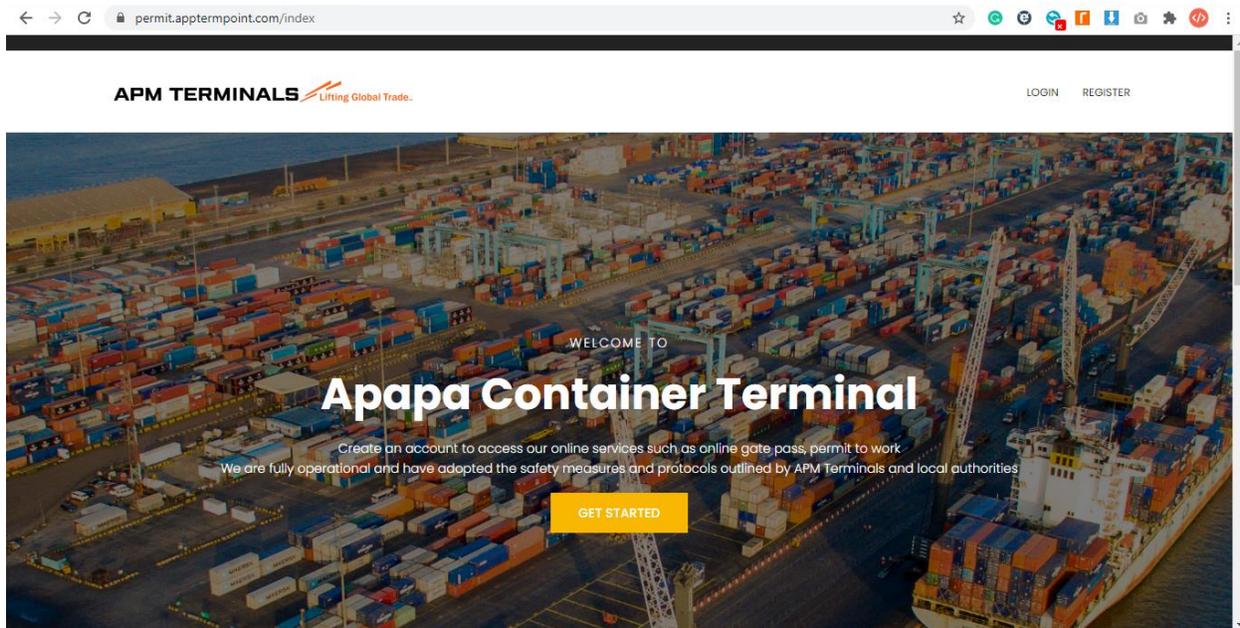


Figure 1.0: Landing Page

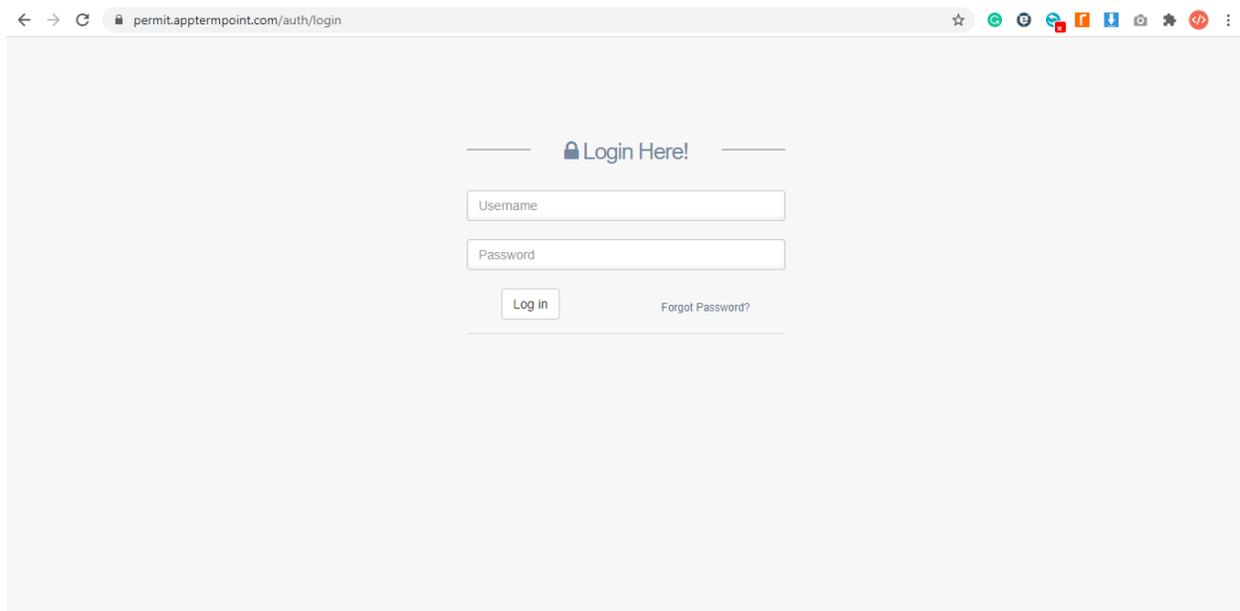


Figure 1.1: Login page

For new users (job owners only), click on the REGISTER link as indicated below and fill the registration form.

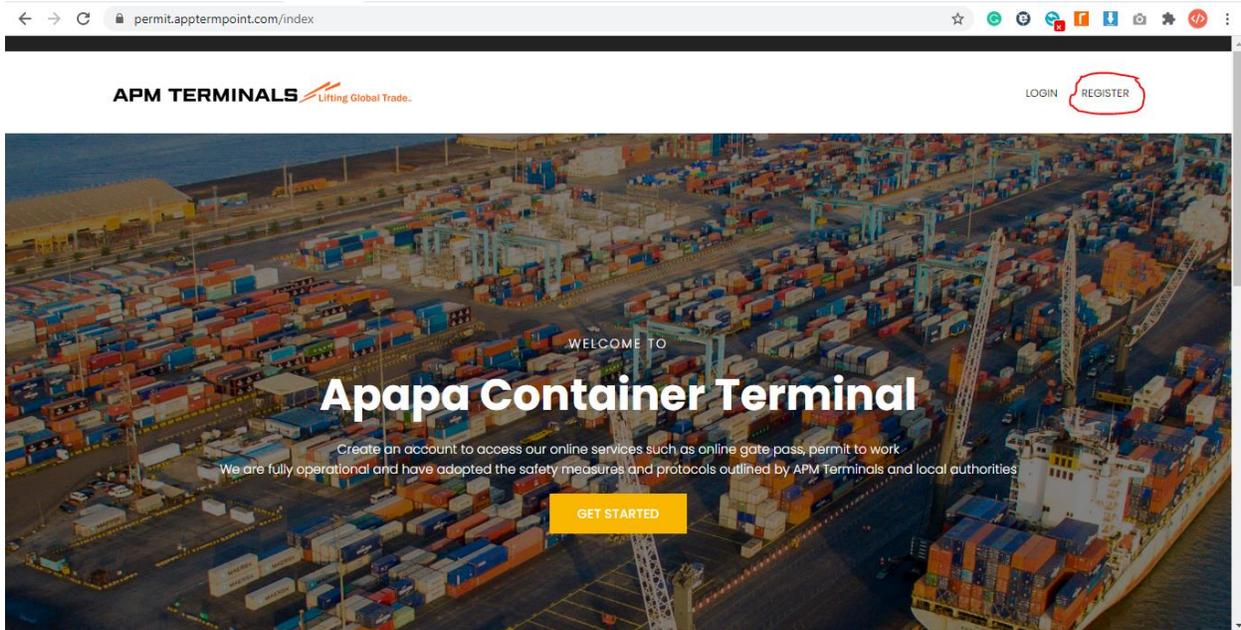
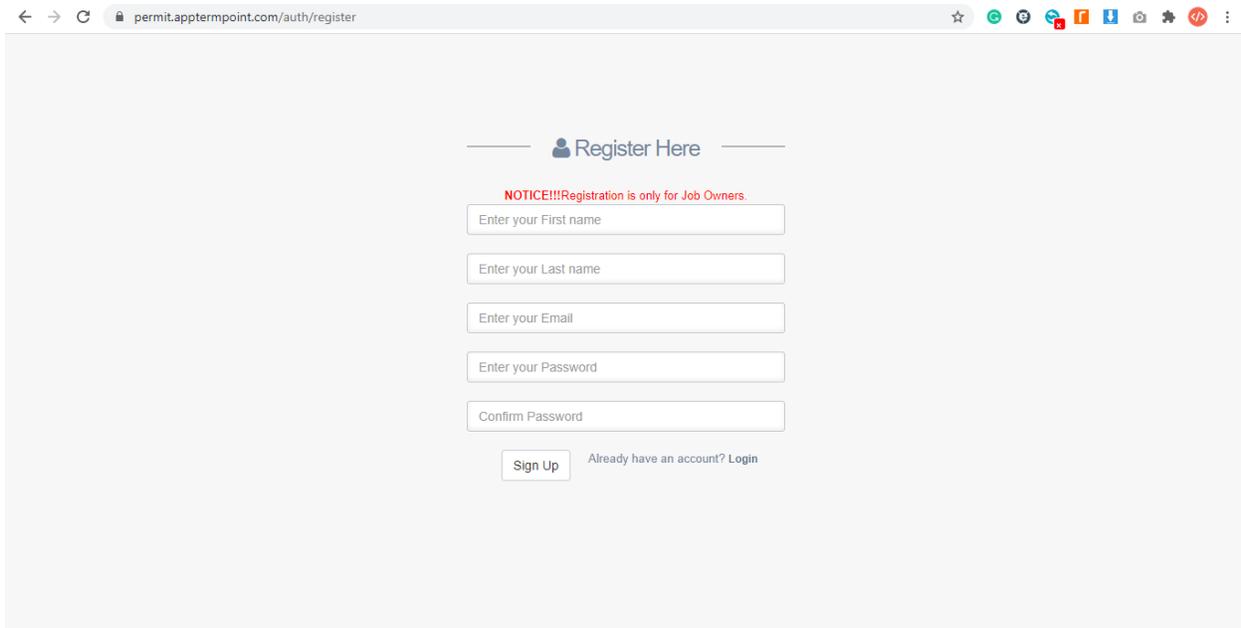


Figure 1.2: Registration



Verify Your Email Address



This message was sent from outside of your organization. Please do not click links or open attachments unless you recognize the source of this email and know the content is safe.

Dear User,

Your account has been created. Here are your login details.

Email : [redacted]@apmterminals.com

Password: [redacted]

Please click on the below activation link to verify your email address or copy and paste it in your browser address bar.

<https://permit.apptermpoint.com/auth/verifyuseraccount/bc62db2df5e3ab759cfc81e2f9a2eac3>

APM Terminals Apapa

Note: This notification has been sent automatically. Replying to this email therefore is not possible.

Figure 1.3: Registration form and activation

Reset password

There is also an option to reset password when it is forgotten. This option resets the user password and a copy of the credentials is sent to the user registered email address.

Note: This option is only available for job owners and managers **ONLY**

The screenshot shows a web browser window with the address bar containing 'permit.apptermpoint.com/auth/reset'. The main content area displays a form titled 'Reset Password!' with a lock icon. Below the title is an input field with the placeholder text 'Enter your Email'. Underneath the input field is a 'Submit' button. At the bottom of the form, there is a link labeled 'Homepage'.

Figure 1.4: Reset password

Dashboard

On the dashboard, there is a view of pending, active, clarified and expired permit to work requests.

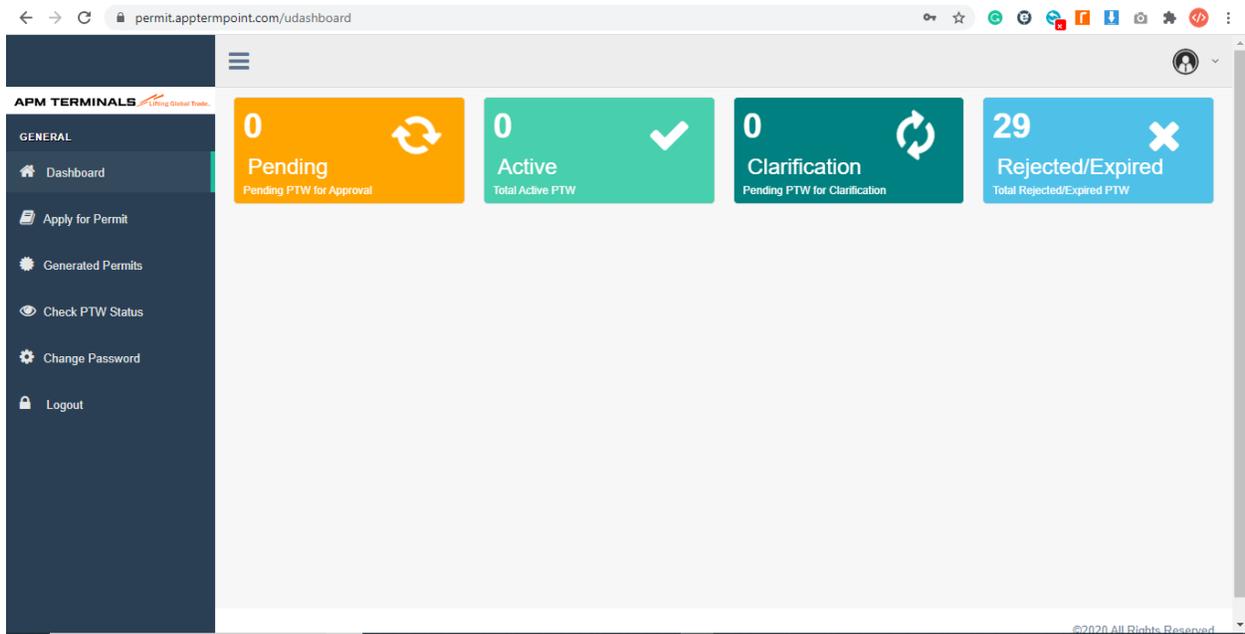


Figure 1.5: Dashboard

Apply for Permit

To apply for a permit to work, click on the apply for permit and click on New Permit

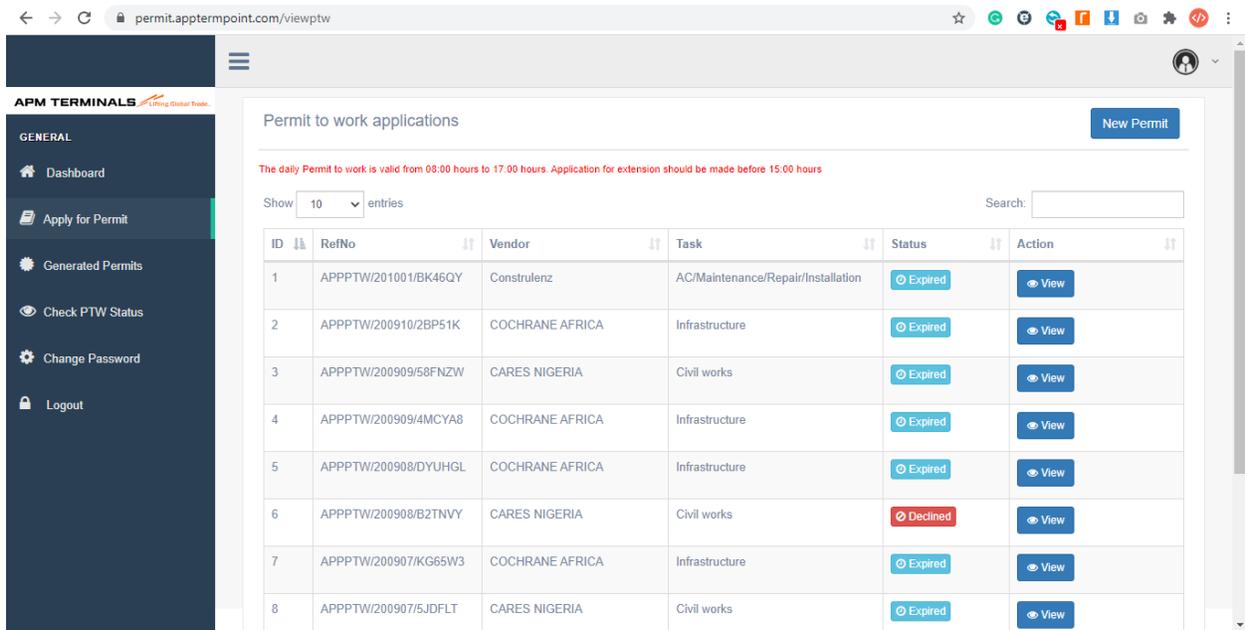


Figure 1.6: Permit to work

Figure 1.7: Apply for permit

Figure 1.8: Dropdown list

Figure 1.9: File upload field.

Once the request is submitted, the system sends an email with the details of the job to the Vendor and Job Owner to provide the required information.

If all the required information was provided by the job owner, click on the update button and submit the application again. Once this is done, the job owner can now approve the application and indicate that a joint review has been done.

On submission, this request goes to the manager of the responsible department to approve.

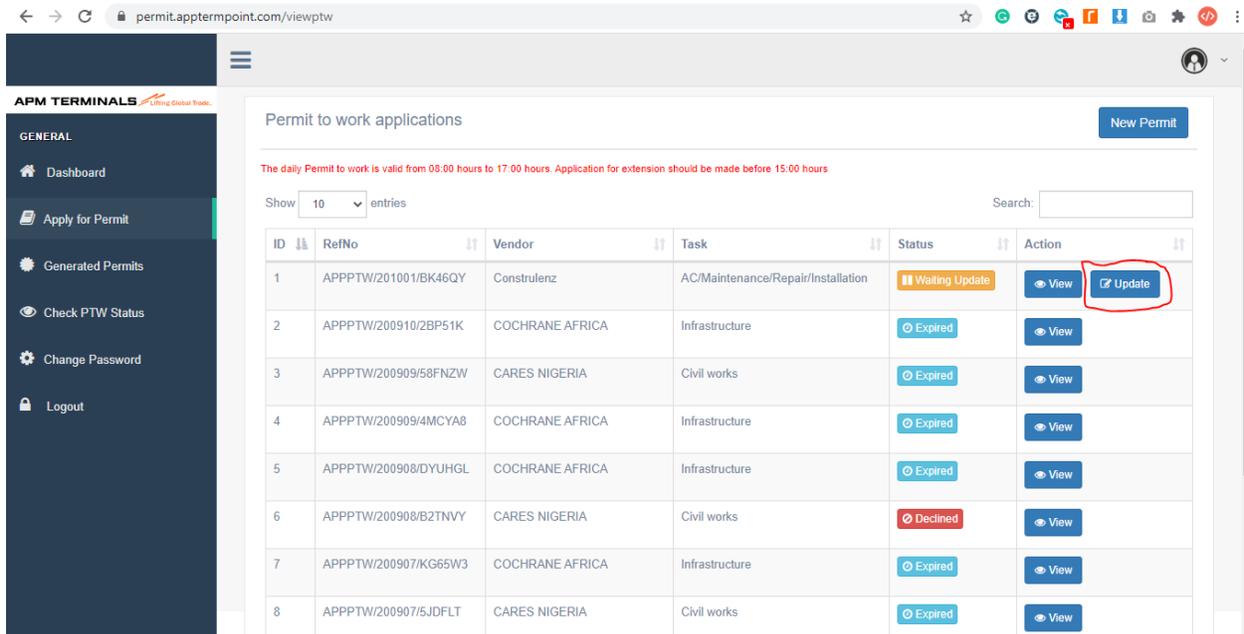


Figure 2.0: Permit to work application

Permit to work status

The status of any permit to work request can be checked by entering the reference number.

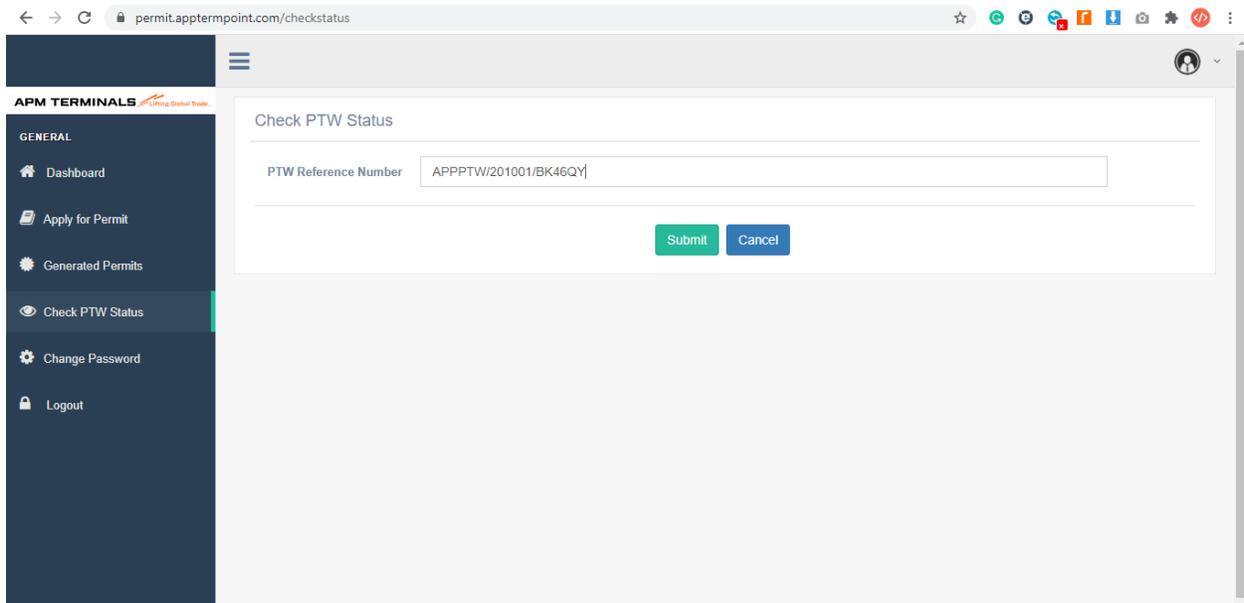


Figure 2.1: PTW Status

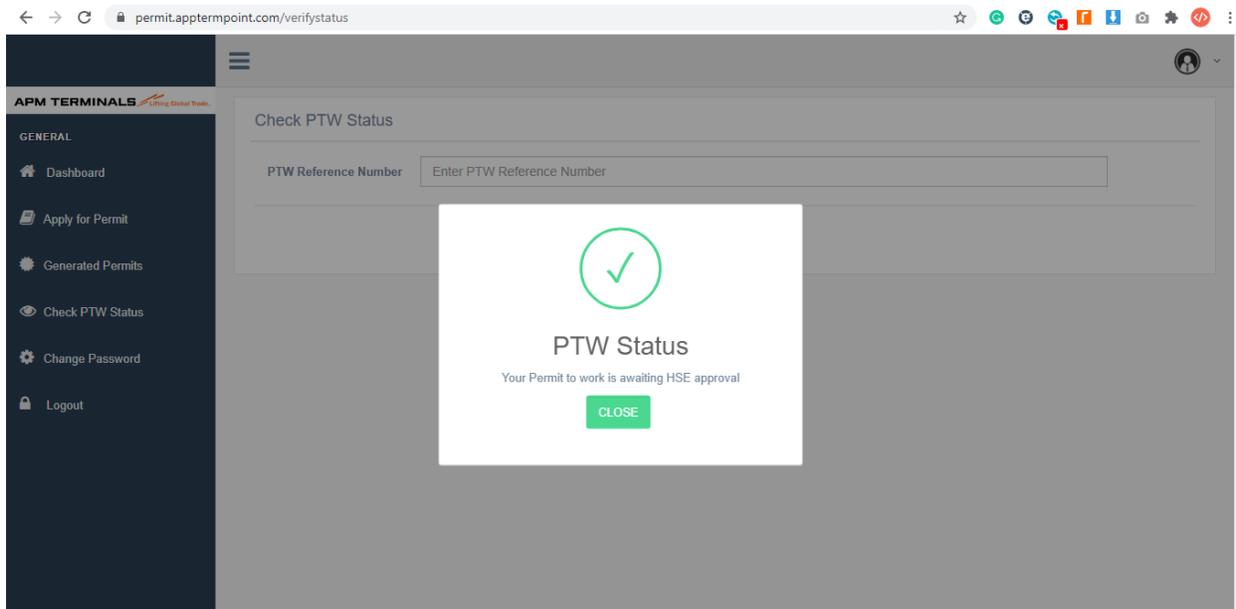


Figure 2.2: PTW Status check

Generating Permit to work

Once the permit to work has been approved at the first application, the button to **Generate PTW** appears on the apply for permit display.

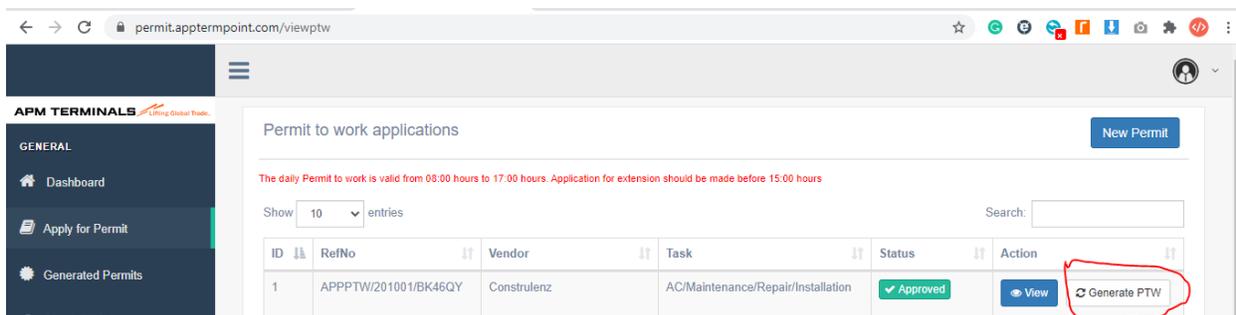


Figure 2.3: Generate PTW

When you click on the **Generate PTW** button, it will open the form to fill the details of the contractor personnel and indicate their induction status.

On this form, select the risk option and risk category. Also indicate the date for the job and attach any related document for the daily task.

permit.appterminal.com/auth/searchpermit/QTuRVInd0hpNGdqMFlieThUb3c3UT09

APM TERMINALS Engineering & Construction

GENERAL

- Dashboard
- Apply for Permit
- Generated Permits
- Check PTW Status
- Change Password
- Logout

Generate Permit to Work for the day Ensure you select the correct date of the job to be carried out and the Risk Category

Vendor Name:

Location:

Activity:

From:

To:

High Risk:

Risk Category:

Task:

Area:

Department:

Description of work:

List of Contractors Personnel (Leave this field empty if you have entered the names previously)

Personnel name	Induction Status	Action
<input type="text" value="Enter Personnel Name"/>	<input type="text" value="-select-"/>	<input type="button" value="+ insert"/>

Document Upload Section (Leave this field empty if you have already uploaded the documents during application)

Document Type	Add Attachment	Action
<input type="text" value="-select-"/>	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="+ insert"/>

Figure 2.4: Generate PTW form

List of Contractors Personnel (Leave this field empty if you have entered the names previously)

Personnel name	Induction Status	Action
<input type="text" value="Enter Personnel Name"/>	<input type="text" value="-select-"/>	<input type="button" value="+ insert"/>
<input type="text" value="Enter Contractor Name"/>	<input type="text" value="-select-"/>	<input type="button" value="Remove"/>
<input type="text" value="Enter Contractor Name"/>	<input type="text" value="-select-"/>	<input type="button" value="Remove"/>
<input type="text" value="Enter Contractor Name"/>	<input type="text" value="-select-"/>	<input type="button" value="Remove"/>
<input type="text" value="Enter Contractor Name"/>	<input type="text" value="-select-"/>	<input type="button" value="Remove"/>
<input type="text" value="Enter Contractor Name"/>	<input type="text" value="-select-"/>	<input type="button" value="Remove"/>
<input type="text" value="Enter Contractor Name"/>	<input type="text" value="-select-"/>	<input type="button" value="Remove"/>

Document Upload Section (Leave this field empty if you have already uploaded the documents during application)

Document Type	Add Attachment	Action
<input type="text" value="-select-"/>	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="+ insert"/>
<input type="text" value="-select-"/>	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Remove"/>
<input type="text" value="-select-"/>	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Remove"/>

Figure 2.5: Contractor personnel details/document upload

Printing the permit

After all approvals have been completed, the button to print the permit to work will be visible. Click on the check box and print permit

APPROVALS HISTORY			
Ademola Adejayan (Job Owner)	<input checked="" type="checkbox"/> Approved	Comment/Timestamp	/ 01-09-2020 10:38:04 AM 0 day(s)
Adebola Olufermi Ogunkoya (Project)	<input checked="" type="checkbox"/> Approved	Comment/Timestamp	/ 01-09-2020 08:56:35 AM 0 day(s)
Lucky Usoh (Technical)	<input type="checkbox"/> Clarification	Comment/Timestamp	kindly review the emergency response plan to capture emergency contact phone nos. / 01-09-2020 09:18:39 AM 0 day(s)
Lucky Usoh (Technical)	<input checked="" type="checkbox"/> Approved	Comment/Timestamp	/ 01-09-2020 12:27:42 PM 0 day(s)
Enobong Udofot (HSE)	<input checked="" type="checkbox"/> Approved	Comment/Timestamp	/ 01-09-2020 13:02:20 PM 0 day(s)

I understand my work will be stopped and possibly evicted from the terminal if I do not abide by the safety commitment.
 Kindly Print the Permit to work in Landscape mode and set Margins to None

[Print Permit](#)

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Figure 2.6: Permit approvals

← → ↻ 📄 permit.appterminal.com/permitprint

Page 1	APM TERMINALS <small>APM TERMINALS</small>	Permit to work	Issue Date: 16-10-2020	Issue Time: 02:53:01 PM	Valid from 16-10-2020 to 16-10-2020	PTW No. APPPTW/200825/UJUV11-0002	
Section 1: Non-regular contractors Only: Approved contractors start at section 2			Any violation of the Permit to work requirements will result with the contractor being removed from site immediately				
Contractors insurance details received? Y/N			Has the contractor method of work been approved by facility? Y/N		If the answers are "No" to these two questions the PTW must not be issued		
Section 2: General Permit to Work (PTW): This section must be completed by all contractors on each site visit							
Contractor Company name (address if applicable); or APMT staff name(s) and department: CARES NIGERIA				Person in Charge (PIC): Name			
				PIC contact No			
				Emergency contact Number		08039754385	
Section 3: Description of Activities: This section must be completed by all contractors on each site visit							
Description of work to be carried out: 1. Site layout work 2. Work setting-out 3. Installation of structural fabricated steel sections 4. Work with equipment's such as Fork lift, Paint Sprayer, Welding Cutting /Grinding machine and Step/A Ladder 5. House Keeping			Location of work to be carried out:		White House		
			Number of staff onsite		10		
Section 4: High Risk PTW requirement: Tick box if applicable. For all identified high risk activities, a "High Risk PTW" must be issued							
Earth working/Digging		Confined Spaces		Working at Height		Hazardous Substance	
Near Water		Hot Work		Stored Energy (electrical, pressure systems, LOTO)		Suspended Loads	
Section 5: All Contractors: Pre-work arrangements							
Contractors received a site safety induction and briefed on hazards/risks in the work area and local emergency procedures		Activity Risk Assessments/ISA received for each activity and hazard identified?		High visibility clothing (vest, coveralls etc)		Hearing protection; Ear defenders/plugs	
Activity preparation list checked in CMS?		Has the activity been assessed for impact on normal operations?		Foot protection; Safety Footwear		Respiratory protection; respirator/breathing apparatus	
Persons involved competent, trained and certified to do their jobs?		Agreed safe access/egress procedure?		Head protection; Safety headwear; hard hat		Body/Torso protection	
Is the supervisor of the area aware of the contractors presence?		Has work area been isolated or barriers placed for segregation?		Hand protection; Gloves (liquids & chemicals)		Fall protection; safety harness	
Has work area staff been briefed on the contractors presence?		Is Lock-out tag-out(LOTO) required?		Eye protection; safety glasses		Fire/Flame retardant clothing	
		LOTO Lock identification		Face protection; face mask		Personal Flotation Device	
Section 6: Permit To Work Issue: (if not closed out by the issuer, the closers name and signature must be entered).							
Permit Authoriser:		Completed by: Name: (BLOCK CAPITALS)		Authorized in CMS: or Signature		Permit issuer contact No.	
Permit issuer:		Completed by: Name: (BLOCK CAPITALS)		Signature:		Close Out By: Name	
Permit holder:		Completed by: Name: (BLOCK CAPITALS)		Signature:		Close Out By: Name	
Section 7: Monitoring / Work area inspections: (Mark boxes Yes, N = No, N/A = Not Applicable) Use this section if APMT Permit Issuer (PI) is changed during the activity.							
Inspection 1 (Start of job) Time		Completed by: Name:		Observation		Non-conformances reported in FATALS?	
Signature						Signature	
Is the correct PPE being used?		Is the work area clean and tidy enough to minimize hazards?		Are correct method of work/risk controls being followed?		Are the PTW requirements being followed?	
Any Changes? Review PTW							
Inspection 2 (Pi handover) Time		Completed by: Name:		Observation		Non-conformances reported in FATALS?	
Signature						Signature	
Is the correct PPE being used?		Is the work area clean and tidy enough to minimize hazards?		Are correct method of work/risk controls being followed?		Are the PTW requirements being followed?	
Any Changes? Review PTW							
Inspection 3 (Pi handover) Time		Completed by: Name:		Observation		Non-conformances reported in FATALS?	
Signature						Signature	
Is the correct PPE being used?		Is the work area clean and tidy enough to minimize hazards?		Are correct method of work/risk controls being followed?		Are the PTW requirements being followed?	
Any Changes? Review PTW							
Section 8: Completion, PTW Close out: (Sign Section 6 for Close Out. Mark boxes Y = Yes, N = No, N/A = Not Applicable)							
Has the activity stopped work for this permit?		Has all equipment and supplies been removed		Has the work area been satisfactorily cleaned and tidied?		Work Area inspection satisfactory?	
Close out comments (Record incidents, near miss reports and non-conformances) Enter details and FATALS number:						Lock-out Tag-out: Lock removed/returned?	

Figure 2.7: Permit to work

HIGH RISK PERMIT TO WORK ISSUE

Section 9: High Risk Permit to Work Issue must only be in conjunction with page 1 (General Permit To Work). Y = Yes it is arranged or done E= Executed. It has been checked and confirmed that it is in place and being followed.

SN #	Risk (Working at Height/Hot Work)	Y	E
1	Fall prevention used where appropriate rather than fall protection?	<input type="checkbox"/>	<input type="checkbox"/>
2	Emergency equipment readily available?	<input type="checkbox"/>	<input type="checkbox"/>
3	Wah to be carried out minimum in pairs(two people)?	<input type="checkbox"/>	<input type="checkbox"/>
4	Ladders only for access and light, short duration work?	<input type="checkbox"/>	<input type="checkbox"/>
5	Access equipment only to be used for its intended purpose within its rated capacity?	<input type="checkbox"/>	<input type="checkbox"/>
6	Harness to be worn to prevent a fall? Suitable anchor points located?	<input type="checkbox"/>	<input type="checkbox"/>
7	Scaffolding has certificate of inspection by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>
8	Maximum height of tower scaffold, within manufacturers spec?	<input type="checkbox"/>	<input type="checkbox"/>
9	Scaffolding re-inspection every 7 days or as necessary?	<input type="checkbox"/>	<input type="checkbox"/>
10	Area below cordoned off/protected?	<input type="checkbox"/>	<input type="checkbox"/>
11	Wind speed measured and suitable if appropriate?	<input type="checkbox"/>	<input type="checkbox"/>
12	Combustibles removed, covered or damped down?	<input type="checkbox"/>	<input type="checkbox"/>
13	Holes and openings in walls, floors, partitions and ceilings protected?	<input type="checkbox"/>	<input type="checkbox"/>
14	Risk to insulation or other materials within building panels considered?	<input type="checkbox"/>	<input type="checkbox"/>
15	Area free from flammable liquids and gasses?	<input type="checkbox"/>	<input type="checkbox"/>
16	Two suitable fire extinguishers available and staff trained to use? Fire procedure explained to all staff?	<input type="checkbox"/>	<input type="checkbox"/>
17	Person appointed on 'fire watch' duties?	<input type="checkbox"/>	<input type="checkbox"/>
18	Sprinklers are operating?	<input type="checkbox"/>	<input type="checkbox"/>
19	Neighboring areas assessed for risks of heat transfer?	<input type="checkbox"/>	<input type="checkbox"/>
20	Smoke detectors isolated/covered as required?	<input type="checkbox"/>	<input type="checkbox"/>
21	Atmosphere checked for flammable gasses?	<input type="checkbox"/>	<input type="checkbox"/>

APM TERMINALS Lifting Global Trade.
CONTRACTOR SAFETY COMMITMENT FORM(CARES NIGERIA)

- I will not be a pedestrian in the terminal
- I will only move in the bus / vehicle to and from my job site
- I will abide by all APM Terminal safety rules
- I will wear my complete PPE while performing my duties which include but not limited to hard hat, reflective vest, safety boot.
- I will ensure all safety controls associated with my risk assessment and PTW are in place before I start my work.
- I will ensure the safety of myself and my teammate, we will work safe and go home safe.

NAME	DESIGNATION	SIGN	DATE
Osain Sumonu			
Funmi Abo			
Olufunmi Babalola			
Rafiu Ibrahim			

Figure 2.8: High risk form and contractor safety commitment form.

Request for extension

Permit to work extension can be requested using the extend button.

Generated permit to work

The daily Permit to work is valid from 08:00 hours to 17:00 hours. Application for extension should be made before 15:00 hours

Show entries Search:

ID	RefNo	Vendor	Task	Status	Extension	Action
1	APPPTW/200825/UJVN1-0002	CARES NIGERIA	Welding	Approved	No	View Extend Close
2	APPPTW/200825/OP9AED-0002	SATO Engineering	Civil works	Expired	No	View
3	APPPTW/200825/UC7UF6-0002	Constrelenz	Civil works	Waiting Update	No	View Update
4	APPPTW/200825/OP9AED-0001	SATO Engineering	Civil works	Expired	No	View
5	APPPTW/200825/UC7UF6-0001	Constrelenz	Civil works	Waiting Update	No	View Update

Showing 1 to 5 of 5 entries Previous 1 Next

Extend Permit to Work

Vendor Name: Activity:

From: To:

Reason for extension:

[Submit](#) [Cancel](#)

Figure 2.9: Extend permit

Close Permit to work

Permit to work must be closed daily. The system will automatically freeze out any permit that is not closed and no new requests can be initiated.

To close permit to work, click Close and enter the reason for the closure.

Generated permit to work

The daily Permit to work is valid from 08:00 hours to 17:00 hours. Application for extension should be made before 15:00 hours

Show 10 entries Search:

ID	RefNo	Vendor	Task	Status	Extension	Action
1	APPPPTW/200825/UJVN1-0002	CARES NIGERIA	Welding	Approved	No	View Extend Close
2	APPPPTW/200825/QP9AED-0002	SATO Engineering	Civil works	Expired	No	View
3	APPPPTW/200825/JC7UF6-0002	Constulenz	Civil works	Waiting Update	No	View Update
4	APPPPTW/200825/QP9AED-0001	SATO Engineering	Civil works	Expired	No	View
5	APPPPTW/200825/JC7UF6-0001	Constulenz	Civil works	Waiting Update	No	View Update

Showing 1 to 5 of 5 entries Previous Next

Close Permit to Work

Vendor Name CARES NIGERIA Activity Car Port Installation

Reason for Closure

Submit Cancel

Figure 3.0: Close permit