

**PERMIT QUALIFICATION  
FOR AUTHORIZED PERSON IN CHARGE AND  
CONFINED SPACE ENTRY SUPERVISOR**

<b>APPLIES TO:</b>	“Authorized Person in Charge” of Safe Work Permits type permits and “Confined Space Entry Supervisor”.
<b>REGULATORY</b>	<b>WAC 296-24, 296-800, 296-809</b>
<b>REFERENCE:</b>	<b>WAC 296-62, WAC 296-67, WAC 155</b>
<b>FREQUENCY:</b>	Training required <b><u>prior to signing permits</u></b> at Anacortes Marathon Refinery and/or when policies or procedures change, or it is determined that more training is needed. Annual refresher training required if not on site continuously, coincides with annual SR 11 training.
<b>DURATION:</b>	Self-directed pace
<b>COURSE CONTENT:</b>	Quiz on SRs and MOPs.
<b>OBJECTIVES:</b>	Give Supervision a working knowledge of the permit system and their role in filling out permits, designating precautions, inspecting job site, and monitoring progress of the job. Give Authorized Person in charge an understanding of the potential hazards.
<b>METHODOLOGY:</b>	Self-directed quiz.
<b>OPTIONS:</b>	Additional training will include: <ol style="list-style-type: none"><li>1. Consultation with Area or Project Safety Representative.</li><li>2. Administer associated quiz to personnel.</li><li>3. Review all answers that were incorrect and ensure 100% comprehension is achieved.</li><li>4. Fill out the Training Documentation Sheet, obtain employees' signature and employees' company name. Return signoff sheet to the Training Department.</li><li>5. Area Safety Rep. to conduct follow-up audits to ensure retention of material.</li></ol>

**LESSON PLAN:****Review:**

- R-14-001 Hexavalent Chromium
- R-11-005 Work Permitting & JHA Program
- R-11-007 Wharf & Causeway Load Limits
- R-11-008 Crane Operations & Rigging
- R-11-010 Utility Connections
- R-11-012 Flare & Systems Containing H<sub>2</sub>S
- R-14-002 Hydrogen Sulfide
- R-11-013 Excavations, Trenching, & Shoring
- R-11-014 Red Tagging Chemical and Unsafe Equipment
- R-11-017 Confined Space Entry
- R-14-008 Respiratory Protection Program
- R-11-021 Inspection Procedure for Hoists, Slings, and Davits
- R-11-022 Observing Unsafe Acts or Conditions/Stop Work Obligation
- R-11-023 Personal Protective Equipment
- R-14-011 Products & Materials Containing Benzene
- R-53-457 Hot Tapping or In-Service Welding on Fixed Equipment
- R-11-026 Construction, Inspection & Use of Supported & Suspended Scaffolding
- R-11-027 Portable Ladder Requirements
- R-11-030 Hot Work Operations
- R-11-032 Control of Hazardous Energy (Lockout/Tagout)
- R-11-033 Fall Protection
- R-11-036 Cutting of Piping
- R-53-850/851 Operation of Electrical Distribution System & Plant Electrical Equipment for Operators/I&E Personnel
- R-50-015 Bolted Flanged Joints in Piping and Fixed Equipment
- R-30-008 Blinding and Isolation
- R-16-001 Section 7.0 thru 11.2

**PERMIT QUALIFICATION QUIZ**

**SCORE:** \_\_\_\_\_ **PASS Y/N**

Name \_\_\_\_\_ Employee # \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Instructor: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

- 1. What are Safe Work Permits used for in the refinery?
  - a. Permission for an individual to enter the unit
  - b. Only needed if entering a confined space or performing hot work
  - c. Identify, mitigate/eliminate, communicate, and document ALL potential hazards while authorizing work.
  - d. Just another piece of paper.

2. What are your responsibilities with a Safe Work Permit?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. What are your responsibilities for a JSA?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. What type of work does not require a Safe Work Permit?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. When draining or venting volatile vapors, what considerations need to be taken?

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6. Where can you find which areas are considered classified?

- a. Classified areas are marked by yellow lines
- b. Plot Plans in the Zone Permit Shelters
- c. Main Gate
- d. All of the refinery inside the fence is classified

7. Where would you find what personal protective equipment (PPE) is required for performing PH analysis while working in acid?

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8. What are the Entry Supervisor's responsibilities for a confined space and who can fill that role?

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9. Where would you find what personal protective equipment would be required for unloading a chemical truck? What PPE would be required for a PCE truck?

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10. What is the purpose of the Joint Jobsite Visit (JJSV) and who is required to participate?

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11. Where can you find a list of who is authorized to sign as the Authorized Person In Charge of the work?
  - a. Central Control Room
  - b. Just ask them
  - c. Main Gate
  - d. Sharepoint
  
12. List activities which require Safe Work Permits.
 

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13. When cold cutting a hydrocarbon line, combustibles (LEL) must be below:
  - a. 10%
  - b. 10 ppm
  - c. 25%
  - d. 60%
  
14. How should a hydrocarbon line be isolated for cold cutting?
  - a. Double block with bleeder open
  - b. Single block with bleeder open
  - c. Blinded and vented
  - d. Double block with vapor plug installed at least 12" in line.
  
15. Combustible material should not be closer than \_\_\_\_\_ feet of hot work, unless protected by a non-combustible material (welding blankets).
  - a. 50 feet
  - b. 35 feet
  - c. 10 feet
  - d. 25 feet
  
16. When preparing to issue a Safe Work Permit for attended hot work, sewers must be covered within what radius?
  - a. 50 feet
  - b. 35 feet
  - c. 10 feet
  - d. 25 feet

17. What should the Unit Operator monitor the work area for while hot work is being performed?

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18. Which is important when hot work is being performed?

- a. Equipment to be determined to be gas free or otherwise inert.
- b. Equipment to be Isolated.
- c. Whenever possible, a vapor plug should be 12” away from the heat affected zone.
- d. All the above

19. Lockout /Tagout (LOTO) applies to:

- a. All personnel whose jobs require them to work on equipment where electrical, mechanical, hydraulic, pneumatic, thermal, or other energy, including gravity may be present.
- b. Any work performed on equipment, no matter of the line size or isolation means.
- c. All personnel, except for an operator who really knows his/her unit.
- d. Work performed on systems which cannot be totally isolated from energy sources, such as the Flare or the Hot Dropout.

20. What color tags are operations danger tags?

- a. White
- b. Red and white
- c. Green
- d. Yellow

21. Why is it important to remove Danger Tags and /or Lockout devices when jobs are complete?

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22. What are the responsibilities of the Authorized Person In Charge on an Energy Isolation sheet?

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23. During turnarounds, what is the purpose of a Master Board?

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24. What is a permit-required confined space?  
(Give 3 examples that can be found in the refinery).

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- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

25. What potential hazards can be found in confined spaces?

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26. Who is responsible for notifying the rescue team for confined space entries?

- a. The Owning Department/Safety Department
- b. Marathon Coordinator
- c. Entry Supervisor
- d. The company performing the entry

27. What are the requirements for entry into a confined space?
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28. When must a confined space be monitored for O<sub>2</sub>, LEL, and toxic gases? How often should the attendant log the results?
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29. How long may a confined space entry permit be issued?
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30. Which of the following are hazards that can be found outside a Confined Space?
- a. Attendant cold
  - b. Overhead Work
  - c. Staging of Material
  - d. All the above
31. How many air changes are recommended where an oxygen deficiency atmosphere existed?
- a. One
  - b. Five
  - c. Ten
  - d. Twenty
32. How many air changes are recommended where toxic and/or flammable material is involved?
- a. One
  - b. Five
  - c. Ten
  - d. Twenty
33. Who signs as the Unit Operator in Confined Spaces in Zone E?
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34. Where are hazards created during entry operation noted and who do you notify.
- a. Just make a note and tell no one
  - b. Confined Space Entry Debriefing section on the back of the SWP and notify Operations.
  - c. In a file cabinet in the control house
  - d. Put into the shutdown book

35. Why is a respirator the wrong equipment for an oxygen deficient atmosphere?

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36. What color of respirator filter cartridge is used to protect against:  
Dusts, Fumes, Mists, & Asbestos Dusts & Mists \_\_\_\_\_

Organic Vapors, Chlorine, Formaldehyde, \_\_\_\_\_

Sulfur Dioxide, Hydrogen Chloride, Ammonia \_\_\_\_\_

Hydrogen Sulfide \_\_\_\_\_

37. For respiratory protection, facial hair shall not extend below the \_\_\_\_\_ of an individual?

38. What are the PPE requirements for removing equipment that has been in acid service after blinding (drained and de-pressured)?

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39. What respiratory protection is required for arc cutting or gouging inside a confined space (Match the protection to the metal).

Carbon Steel \_\_\_\_\_

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Stainless Steel and other alloys \_\_\_\_\_

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- 40. Where is information on decontamination of PPE found?
  - a. SR 29 along with the HMIS
  - b. MOP 36 along with the permit
  - c. SR 40 along with the SDS
  - d. All the above
  
- 41. What is the maximum concentration of benzene you can be protected from with a half mask filter type respirator?
  - a. 10 percent (%)
  - b. 5 parts per billion (ppb)
  - c. 1 part per million (ppm)
  - d. 10 parts per million (ppm)
  
- 42. When testing a work area for benzene what is the best method to use to test the breathing space?
  - a. Start testing before the equipment is open.
  - b. Have the equipment opened, then test to see if PPE is needed.
  - c. Require equipment to be opened in fresh air, and start testing outside the work area, working your way in, until testing shows full PPE is no longer required.
  - d. Start in the breathing area and find out that you are already exposed.
  
- 43. How far above the roof, platform or any other area must the top of the ladder extend?
  - a. Far enough to do the job
  - b. Six inches and be secured by lashing
  - c. Two feet
  - d. Three feet
  
- 44. What must be done if doing work from a ladder requiring two hands? What type of work is not allowed from a ladder?

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45. Guardrails and toe boards shall be installed on all open sides and ends of platforms more than \_\_\_\_\_ feet above the ground or floor.
- a. Ten feet
  - b. Six feet
  - c. Four feet
  - d. Ten feet, if platform is a permanent structure.
46. What must lanyards be made of if used in conjunction with heat or spark producing work?
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48. List 4 types of fall protection systems?
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49. A blind list must be generated for a piece of equipment when:
- a. Three or more blinds are to be installed.
  - b. Any blinds or plugs are installed.
  - c. A blind rover is used per LO/TO
  - d. The Authorized person in charge of the work requests one.
50. All chemical, gas, hot liquid, or light oil lines to the liquid end of a pump or gas end of compressors must be \_\_\_\_\_ before equipment is opened.
- a. Blinded
  - b. Blocked
  - c. LOTO'd
  - d. Identified
  - e. All the above

51. It is the \_\_\_\_\_ responsibility to verify visually the actual installation or removal of all blinds and record the information immediately on the blind list.
- Authorized Person's
  - Operator's
  - Foreman's
  - Craftsman's
52. When turning blinds to the open position and when removing slip blinds, what type of gaskets will be used?
- New gasket of the correct type
  - Durabla
  - Flex
  - The same gasket used for blinding if it is in good shape
53. How are motors and equipment that operate below 480 volts isolated for maintenance (electrically isolated)?
- Turn off the disconnect switch that is closest to the motor or equipment and lock and tag the switch.
  - Turn off the disconnect switch, hang a multiple lockout device, LOTO lock, and tag; and hang a LOTO tag on the Start / Stop switch.
  - Ask the I/E craftsman how to isolate the motor or equipment.
  - It is not necessary to isolate equipment below 480 volts.
54. The term "Single Stud Replacement" refers to?
- Removing one bolt, and replacing it with another, from an active piece of equipment
  - Removing every other bolt from a piece of equipment, that is **in** service.
  - Removing every other bolt from a piece of equipment, that is **out of** service.
  - Tightening up on bolts which have become loose, after a piece of equipment has warmed up.
55. Who must be contacted if a piece of equipment is to be "Half Bolted" while in service?
- Safety Rep. and Operation Foreman.
  - Operation Foreman and Maintenance Foreman.
  - Maintenance Engineer and Operations Foreman.
  - Operation Foreman, Maintenance Foreman, and Safety Rep.

56. If you see a MINOR safety hazard, your action should be to:
- a. Correct it immediately if within your control or authority.
  - b. Report these to supervisor in charge of such equipment or that area.
  - c. Report to department manager if no response taken by the supervisor.
  - d. All the above.

57. If you see Minor violations of Safety Rules, your action should be to:
- a. Discuss with violator to get corrected
  - b. Report to supervisor if it cannot be resolved.
  - c. Notify your Safety Rep.
  - d. Notify your Foreman.
  - e. A & B
  - f. C & D

58. When a utility (e.g. nitrogen, utility steam, etc.) is connected to a process, either permanently or temporary, what 4 conditions should be guarded against?

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

59. What utility systems should never be directly connected to any other system?

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

60. When/where are goggles required to be worn on face?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

61. Whom do you get permission from to use firewater for maintenance work?

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62. After an incident and the immediate needs of the employee have been met, who must Contract Supervision contact?

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63. What are the weight limits on the Wharf and Causeway?

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64. What is a Critical Lift?

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65. What type of permit is required to use a manbasket?

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66. What personnel is required to perform live flare work? What PPE is required?

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67. What is one of your first senses to go when exposed to H<sub>2</sub>S?

- a. Taste
- b. Eyesight
- c. Smell
- d. Touch

68. When welding on surfaces that have **lead** paint or other coatings on them, how large of an area is required to be cleaned to shiny metal?

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69. What five items must be checked off prior to beginning an excavation?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

70. Before a piece of equipment can be removed from the unit what must be done?  
 \_\_\_\_\_  
 \_\_\_\_\_

71. What should be done before any hoist or sling is to be used?  
 \_\_\_\_\_

72. What is the form that must be at the job site when welding on equipment in service?  
 \_\_\_\_\_

73. Who provides initial first aid support for any off shift & weekend injuries?  
 a. Security Personnel  
 b. A member of the Fire Brigade  
 c. Zone C Supervisor  
 d. A member of the Rescue Squad

74. Who must make initial entry into a confined space to identify potential hazards prior to authorizing entry for additional employees?  
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75. What must be done if grating, platforms, or handrails need to be removed?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

76. What is required prior to cutting process piping?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

77. What is the Risk Assessment Matrix (RAM) and when is it required?  
 \_\_\_\_\_  
 \_\_\_\_\_

78. Confined space entries are not permitted in atmospheres with temperatures above \_\_\_\_\_ degrees.
79. Where can you find the risk level, required signatures, and required documents for a specific task?
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