|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Section 1: Details of control systems work** | | | | | | | |
| **Name of Applicant**  **(The Worker):** |  | | | **Phone No.:** | |  | |
| **Name of Engaging Officer:** |  | | | **Phone No.:** | |  | |
| **Does the work require Approved Worker – Control Systems status?** | Yes  No | | | Refer to *PRO-02354 Approved Worker – Control Systems* Procedure for guidance on approvals requirements for control systems work | | | |
| **Applicant’s control systems worker status:** | Un-Approved Worker (default)  Supervised Worker  Approved Worker  Approved Supervisor | | | Refer to *PRO-02354 Approved Worker – Control Systems* Procedure for definitions. Note that *‘Approved External Worker’* role is only available to internal Seqwater control systems employees. | | | |
| **Name of Approved Worker Control Systems Supervisor:** |  | | | **Phone No.:** | |  | |
| **Site name:** |  | | | **Work Order**  **PID No.** | |  | |
| **Location on site:** |  | | |  | |  | |
| **Date of work\*:** |  | **Start time:** |  | | **Finish time:** | |  |
| \*The maximum period a permit can be requested for is seven (7) calendar days from the start date for the work activity. Where the work activity will take longer than seven days, additional permits will be required each time a control system will be worked on. | | | | | | | |
| **Categorisation of Control Systems Assets Affected** | Prompts, tick as appropriate:  Scada Hardware  Scada Software  OIP  PLC / RTU / RIO  Communication Hardware | | | Free text for description: | | | |
| **Description of work to be undertaken:** |  | | | | | | |
| **Is this work a change?** | Yes, go to section 2  No, skip section 2, go to section 3 | | | If the work includes altering either hardware, software, configuration or coding it should be considered a change. | | | |

|  |  |
| --- | --- |
| **Section 2: Minimum compliance checklist (to be completed by the worker)** | |
| Acknowledge *X-TMP-STD-005 Engineering Statement – ES1 - Design (TEM-00216)* complete with signature | **Y**  **N** |
| Acknowledge *X-TMP-STD-006 Engineering Statement – ES2 - Construction (TEM-00217)* complete with signature | **Y**  **N** |
| Do you have all submitted engineering standards deviations (*X-TMP-STD-022 Asset Standards Deviation Request (TEM-00224)*) complete with signature? | **Y**  **N** |
| Have you got Technical Risk Analysis records or report (*X-TMP-STD-008 Technical Hazard Study Record Sheet (TEM-00213)*)? This must demonstrate risk actions are closed or presented with a clear doable action plan for closure. | **Y**  **N** |
| Have document numbers been requested and / or existing documents checked out for updating as per *X-PRO-STD-019 Process Control Systems Information Maintenance (PRO-02329)*? | **Y**  **N** |
| Have you updated I/O schedules consistent with *I-TMP-STD-003 I/O List (TEM-00210)*? | **Y**  **N** |
| Acknowledge updated Piping & Instrumentation Diagrams (P&IDs) consistent with requirements as outlined in *B-SPE-STD-007 Process Flow Diagram and Piping and Instrumentation Diagram Requirements (SPE-00351)*? | **Y**  **N** |
| Acknowledge updated Functional Description Part A consistent with requirements as outlined in *B-SPE-STD-005 Functional Description Documentation (SPE-00349)*? | **Y**  **N** |
| Have you updated Functional Description Part B consistent with requirements as outlined in *B-SPE-STD-005 Functional Description Documentation (SPE-00349)*? | **Y**  **N** |
| Have you updated Cause & Effect Matrix (*I-TMP-STD-013 Cause and Effect Matrix Template (TEM-00327)*)? | **Y**  **N** |
| Have you updated Alarms Database (*I-TMP-STD-008 Master Alarms Template (TEM-00254)*)? | **Y**  **N** |
| Do you have a Commissioning Plan meeting the requirements contained in *B-SPE-STD-003 Commissioning Requirements (SPE-00346)*? This document must include a methodology for commissioning including risk analysis. | **Y**  **N** |
| Do you have a Factory Acceptance Test Report? This FAT report must include sufficient scope as outlined in *I-SPE-STD-011 Control Systems Testing (SPE-00360)*. Test Sheets (also called ITRs) are a critical deliverable and must be complete with defects and signature. | **Y**  **N** |
| Do you have a Cut-over Plan as per requirements noted in *I-SPE-STD-011 Control Systems Testing (SPE-00360)*? Key requirements that must be included in the plan are:  Recovery plan and rollback plan  Back-up / restore processes / procedures | **Y**  **N** |
| Other relevant documentation that you should have or acknowledge that these exist include:  Termination schematics and / or loop drawings  Network drawings  General Arrangements and / or rack layouts  Architecture drawing and IP Register | **Y**  **N** |
| Additional details & explanations: If there are “N” ticked in the above, ensure an explanation is provided in this section. |  |

|  |  |
| --- | --- |
| **Section 3: Impact to integrity of operations checklist (to be completed by the worker)** | |
| Has site access (PASS) been requested and approved (*PRO-01820 Permit Access Safety System (PASS)*)? | **Y**  **N** |
| Risks identified on JSEA/SWMS and controls identified to manage work activity risks (*TEM-00013 JSEA\_SWMS Template*) | **Y**  **N** |
| Acknowledge that no new scope other than noted in Section 1 is to be performed? | **Y**  **N** |
| Worker has sufficient knowledge in the systems they are conducting work on and know to seek advice before executing work if they are unsure. | **Y**  **N** |
| All code has been developed off-site and pre-tested before being implemented on site | **Y**  **N** |
| Any third-party systems which may be affected by this work identified and informed. | **Y**  **N** |
| SCADA backup as per site backup process will be taken prior to commencing work. | **Y**  **N** |
| PLC backup and set points backed up prior to commencing work. | **Y**  **N** |
| Worker and Supervisor understand the backup/restore process for site | **Y**  **N** |
| Recovery process / options confirmed prior to commencing work. | **Y**  **N** |
| Only Seqwater approved devices are to be connected directly to the Control Systems Network. | **Y**  **N** |
| Time identified to stop new work and complete roll back has been determined | **Y**  **N** |
| Work party understands all code must be merged at site (aka incremental changes). No full downloads are to be performed. | **Y**  **N** |
| Control Systems Regional “On-Call” team member to be notified by phone or in person that work is commencing and provide approval to proceed.  On call common phone number: 07 3270 4111 (follow the prompts) | **Y**  **N** |
| Additional details & explanations: If there are “N” ticked in the above, ensure an explanation is provided in this section. |  |

|  |
| --- |
| **Section 4. Worker Pre-Implementation Acknowledgement** |

I understand that the responsibility for the work and its outcomes rest with me. Any outstanding actions and associated risks that I have nominated to carry over to implementation will be completed prior to submitting the work as a complete. I have provided true and accurate information to the best of my knowledge. Workers involved in this work have been advised of, and understand, the requirements and risks of this work.

*Note 1 – This form needs wet signature or a verifiable digital signature*

|  |  |  |  |
| --- | --- | --- | --- |
| **Worker:** |  | **Signature:** |  |
| **Date:** |  | **Time**: |  |

Please submit this form to the appropriate regional email address as follows: controlsystemscentral@seqwater.com.au, controlsystemsnorth@seqwater.com.au or [controlsystemssouth@seqwater.com.au](mailto:controlsystemssouth@seqwater.com.au). See procedure for assessment timeframes.

|  |
| --- |
| **Section 4. Pre-Implementation Approval** |

This form requires both the Team Leader – Process & Analysis and the respective Control Systems Maintenance Principal to sign as approval if both Sections 2 &3 are required. If only Section 3 is required, then the Team Leader – Process & Analysis does not need to approve. If the form is deemed incomplete by either or both signatories, return the form unsigned to the applicant for amending. Only once this form is signed, Pre-Implementation approval can be considered granted.

*Note 1 – This form needs wet signature, verifiable digital signature or traceable emailed approval*

|  |  |  |  |
| --- | --- | --- | --- |
| **Process & Analysis Team Leader:** |  | **Signature:** |  |
| **Control Systems Maintenance Principal:** |  | **Signature:** |  |
| **Date:** |  | **Time**: |  |

|  |  |  |
| --- | --- | --- |
| **Section 5: Completion of work checklist** | | |
| Name of control systems team member notified at works commencement: | |  |
| Date & time of notification: |  |  |
| Site area tidy. | | **Y**  **N** |
| Was the scope of work fully completed? Detail any works not completed in Section 7. | | **Y**  **N** |
| Additional risks identified during work was appended to JSEA/SWMS with controls and applied | | **Y**  **N** |
| Logged off all systems and they are available to Seqwater staff to support | | **Y**  **N** |
| All changes have been noted and back up available for Seqwater’s use | | **Y**  **N** |
| Note defects that are outstanding and subject to resolution. Add details to Section 7. | | **Y**  **N** |
| Attest that all documentation shall be updated to final and checked back in. | | **Y**  **N** |
| Name of control systems team member notified at works completion: | |  |
| Date & time of notification: | |  |

|  |
| --- |
| **Section 6. Completion of work** |

I confirm that work has been completed in accordance with this permit, all work is complete, control systems have been returned to service and are operating as expected, all tools and equipment have been removed and the work area is safe. The control systems team member has been notified that the work is complete.

*Note 1 – This form needs wet signature* *or a verifiable digital signature*

|  |  |  |  |
| --- | --- | --- | --- |
| **Worker:** |  | **Signature:** |  |
| **Date:** |  | **Time:** |  |

|  |
| --- |
| **Section 7. Work completion notes** |
| Add any notes relevant to the work completed. |
| Once permit is finalised, the completed form is to be scanned and emailed to the relevant control systems team for filing and audit purposes. Control systems team email addresses are [controlsystemscentral@seqwater.com.au](mailto:controlsystemscentral@seqwater.com.au), [controlsystemsnorth@seqwater.com.au](mailto:controlsystemsnorth@seqwater.com.au) or [controlsystemssouth@seqwater.com.au](mailto:controlsystemssouth@seqwater.com.au). |