Southern Ports

Level 3 Isolation Confirmation Plan and Sign-On Form

Section 1: Work Summary					
Purpose	• This permit is to be used for any works requiring a Level 3 Isolation (Lockbox). • Check with stakeholders, check permit to work register advise relevant workers, and check other safety precautions before commencing				
The Level 3 Isolator completes this section.					
Details of scope of work that requires isolation					
Work Order Number		Work Requestor Name		Contact Number	
Port		Company		Department	
Lock Box Number		Start Date and Time		End Date and Time	
Isolation and Isolator general details					
Isolator 1 Full Name		Isolator 1 Contact Number		Isolator Qualification	
Isolator 2 Full Name		Isolator 2 Contact Number		Isolator Qualification	
Description of Works and conditions					
External Notifications e.g. RiskCover					
Linked Lockbox details:					

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Section 2: Isolation Plan and Confirmation

The *Isolators* confirm the isolation will be conducted in accordance with a documented safe system of work.

#	Location	Equipment	Isolation: Mechanical / Electrical / Other	State of Equipment	Time	Level 3 Isolator 1 Signature	Level 3 Isolator 2 Signature Verify
1.			☐ M ☐ E ☐ O				
2.			☐ M ☐ E ☐ O				
3.			☐ M ☐ E ☐ O				
4.			☐ M ☐ E ☐ O				
5.			☐ M ☐ E ☐ O				
6.			☐ M ☐ E ☐ O				
7.			☐ M ☐ E ☐ O				
8.			☐ M ☐ E ☐ O				
9.			☐ M ☐ E ☐ O				
10.			☐ M ☐ E ☐ O				
	Lock Box Number:	Black Lock and Tag		Attached ☐			

Additional Information	

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Section 3: Isolation Handover, out of service or suspension

Required where the original isolator has completed their task or does not need to perform work on isolated equipment, but the isolation is still required by other lock holders, OR the isolation is to be used with no changes on continuing shift / under alternate supervisor. The isolator must sign over this permit to a responsible workgroup supervisor. Any continuing work group supervisor changes must also be recorded below.

Date	Full Name (First & Last)	Contact number	Sign On	Sign Off	State (Out of Service / Suspension / Continuing Work)	Handover notes / comments for incoming responsible workgroup supervisor.

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Section 4: Lock Holder Sign-on Sign Off

The "Responsible Task Supervisor" (TS), must ensure all workers understand hazards and requirements, apply and remove red locks to all required points and sign on and sign off, on this permit each time they arrive / leave the work area.

A new page should be used for each new shift / date additional lock holders that exceed available spaces			Shift			Date		
Lock Holder Name	Company	Phone Number	Sign On	Time	TS Initial	Sign Off	Time	TS Initial

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Section 4: Lock Holder Sign-on Sign Off

The "Responsible Task Supervisor" (TS), must ensure all workers understand hazards and requirements, apply and remove red locks to all required points and sign on and sign off, on this permit each time they arrive / leave the work area.

A new page should be used for each new shift / date additional lock holders that exceed available spaces			Shift			Date		
Lock Holder Name	Company	Phone Number	Sign On	Time	TS Initial	Sign Off	Time	TS Initial

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Section 5: Isolation Restoration

Restoration	Perform the following steps to restore the plant or equipment. Set out in order of isolation restoration sequence.

#	Location	Equipment	Isolation: Mechanical / Electrical / Other	State of Equipment	Time	Level 3 Isolator Signature
1.			☐ M ☐ E ☐ O			
2.			☐ M ☐ E ☐ O			
3.			☐ M ☐ E ☐ O			
4.			☐ M ☐ E ☐ O			
5.			☐ M ☐ E ☐ O			
6.			☐ M ☐ E ☐ O			
7.			☐ M ☐ E ☐ O			
8.			☐ M ☐ E ☐ O			
9.			☐ M ☐ E ☐ O			
10.			☐ M ☐ E ☐ O			
	Lock Box Number:	Black Lock and Tag		Removed ☐		

Section 6: Statement of Completion

Completion	I acknowledge the requirements of Southern Ports were carried out according to the permit, a final inspection completed, and the area is safe to re-instate to normal operations.

	Name	Signature	Date	Time	Comments
Task Supervisor					
Level 3 Isolator					

Additional Information	