



HEALTH AND SAFETY PROGRAM 207 – Permit Writer Certification Procedure

1.0 PURPOSE

Westlake Chemical, Plaquemine Complex, has developed this procedure to establish guidelines and protocols to certify Safe Work Permit Writers and Confined Space Entry Supervisors.

2.0 SCOPE

The Permit Writer Certification Procedure applies to Westlake Chemical and Contract Operations personnel who are required to issue Safe Work Permits and/or serve in the capacity of Confined Space Entry Supervisor at the Westlake Chemical Plaquemine facility. The procedure provides the expectations of Operations personnel attempting to certify as Safe Work Permit Writers and Confined Space Entry Supervisors. It also provides the expectations of Line Management and Health and Safety in the certification process.

3.0 DEFINITIONS

Knowledge Level - Be able to interpret and evaluate the information and advice from experts in the subject area; know and able to use correctly the terminology associated with the subject area. Be able to hold an informed discussion with experts in subject area; able to ask questions that test the validity of proposals from subject matter experts.

Skill Level – Be able to carry out consistently a majority of the activities associated with the subject area; able to translate guidelines associated with subject area into practical activities; able to solve common technical/operational problems associated with subject area; able to guide others in technical/operational aspects of subject area and activities.

4.0 RESPONSIBILITIES

4.1 Health and Safety (H&S)

- 4.1.1 Develop and maintain certification process for Safe Work Permit Writers and Confined Space Entry Supervisors.



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- 4.1.2 Develop training materials and assessment tools.
- 4.1.3 Train Line Management on this certification process
- 4.1.4 Assign CBT to applicants upon request.
- 4.1.5 Conduct assessments for Safe Work Permit Writers and Confined Space Entry Supervisors for applicants recommended by Line Management.
- 4.1.6 Review “Co-written” permits to verify readiness of applicants.
- 4.1.7 Confirm that “Verification Form” has all necessary signatures and is complete.
- 4.1.8 Certify applicants for Safe Work Permit Writer and Confined Space Entry Supervisor.
- 4.1.9 Develop and maintain database for Safe Work Permit Writers and Confined Space Entry Supervisors.

4.2 Line Management

- 4.2.1 Learn, understand, and follow this procedure.
- 4.2.2 Verify experience prerequisites (See Section 6.0) for applicants for Safe Work Permit Writer and Confined Space Entry Supervisor.
- 4.2.3 Initiate the certification process when applicants meet their prerequisites (See Section 6.0) for certification.
- 4.2.4 Issue certification packages to applicants for Safe Work Permit Writer and Confined Space Entry Supervisors.
- 4.2.5 Verify knowledge and skill requirements for certification of Safe Work Permit Writer and Confined Space Entry Supervisor applicants.
- 4.2.6 Review and approve required “Co-written” permits for applicants
- 4.2.7 Recommend applicants for certification as Safe Work Permit Writer or Confined Space Entry Supervisor
- 4.2.8 Verify certification from Health and Safety prior to applicants issuing Safe Work or Confined Space Permits.



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4.3 Applicants for Safe Work Permit Writer or Confined Space Entry Supervisor

- 4.3.1 Participate with Line Management in the initiation of the certification process (Meet with Line Manager to review the certification process and their responsibilities).
- 4.3.2 Request Computer Based Training from Health and Safety and complete CBT associated with certification.
- 4.3.3 Read and understand Health and Safety Procedures identified on “Certification Verification Form”.
- 4.3.4 Work with Certified Permit Writers and/or Confined Space Entry Supervisors to attain skills identified on “Certification Verification Form”
- 4.3.5 Co-write permits identified on “Certification Verification Form” associated with certification applicant is pursuing.
- 4.3.6 Attain verification signatures from Line Management as you acquire knowledge and skills identified on your “Certification Verification Form”
- 4.3.7 Schedule appointment with Health and Safety for verification review and certification.
- 4.3.8 Participate in final review and assessment with Health and Safety.
- 4.3.9 Inform Line Management of certification
- 4.3.10 Begin writing Safe Work Permits and/or act as Confined Space Entry Supervisor upon completion of certification.

4.4 Certified Permit Writers and Confined Space Entry Supervisors

- 4.4.1 Work with applicants in helping them acquire the knowledge and skills associated with the certification they are pursuing.
- 4.4.2 Co-write Safe Work and/or Confined Space Entry Permits with applicants upon request.
- 4.4.3 Provide feedback to applicants and Line Management concerning progress in their certification process.



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5.0 PROCEDURES

5.1 Safe Work Permit Writer Certification

- 5.1.1 Line Management verifies time (or external experience) requirements (See section 6.1) of applicant and documents this on applicant's Verification Form (Appendix A).
- 5.1.2 Line Management meets with applicant to:
 - 5.1.2.1 Initiate the certification process
 - 5.1.2.2 Review steps to certification
 - 5.1.2.3 Give applicant file with "Verification Form"
- 5.1.3 Applicant reviews following procedures and acquires knowledge level understanding of the procedures.
 - 5.1.3.1 HSP 200 "Safe Work Permit"
 - 5.1.3.2 HSP 307 "Safe Process Piping, Equipment & Vessel Opening Procedure"
 - 5.1.3.3 HSP 317 "Control of Hazardous Energy"
- 5.1.4 Applicant contacts H/S to have "Safe Work Permit Writer" CBT assigned to them and take the course in Training Exchange.
- 5.1.5 Once applicant fulfills all "Knowledge Level" tasks, the applicant gets the Shift Supervisor to initial and date the "Verification Form" – Knowledge Level section.
- 5.1.6 Applicant works with Certified Safe Work Permit Writers and Line Management to develop skills in following areas:
 - 5.1.6.1 Isolate Equipment
 - 5.1.6.2 Prepare equipment for maintenance/service
 - 5.1.6.3 Operate atmospheric monitoring equipment
 - 5.1.6.4 Conduct pre/post permit meetings
 - 5.1.6.5 Complete appropriate fields with required information
- 5.1.7 Once applicant feels that he has acquired the skills in section 5.1.6, the applicant must demonstrate these skills to the line manager and line manager will document verification on "Verification Form."



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- 5.1.8 Applicant will co-write 3 Safe Work Permits with a Certified Safe Work Permit Writer.
- 5.1.9 Applicant will co-write 3 Safe Work Permits involving process openings with a Certified Safe Work Permit Writer.
- 5.1.10 Applicant will co-write 3 Safe Work Permits involving hot work with a Certified Safe Work Permit Writer.
- 5.1.11 Get with Line Manager to review co-written permits and document approval of permits on “Verification Form”.

NOTE: If Line Manager feels that applicant requires more experience in writing certain type of Safe Work Permit, the Line Manager will assign the appropriate number to applicant.

NOTE: The expectation is that the Line Manager is confident that the applicant is proficient in writing and issuing Safe Work Permits for all safe work.

- 5.1.12 Once all requirements have been verified, Line Manager will recommend the applicant for certification by his initial on the Verification Form.
- 5.1.13 Line Manager and applicant will ensure applicant file has “Verification Form” and all “co-written” permits.
- 5.1.14 Applicant to contact Health and Safety to assign “Safe Work Permit Writer” exam through Training Exchange.

NOTE: A score of 80% is required to pass exam.

- 5.1.15 Upon successful completion of exam, Applicant will set appointment with Health and Safety for file review
- 5.1.16 Health and Safety will review applicant file for certification to ensure the following:

- 5.1.16.1 All verification signatures are complete on “Verification Form.”
- 5.1.16.2 “Co-written” permits meet expectations to certify applicant.

Note: If Health and Safety does not approve “co-written” permits,



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they will coach applicant on deficiencies and assign appropriate number of Safe Work Permits to assess proficiency.

5.1.17 Once Health and Safety has verified that applicant has met all qualifications for certification, they will register the applicant in Training Exchange as certified and communicate certification completion with Line Management.

5.1.18 Health and Safety will document certification in database and file applicant Certification File.

5.2 Confined Space Entry Supervisor

5.2.1 Line Management verifies time (or external experience) requirements of applicant and documents this on applicant's Verification Form.

5.2.2 Line Management verifies that applicant is currently certified as a "Safe Work Permit Writer" and documents on Verification Form.

5.2.3 Line Management meets with applicant to:

5.2.3.1 Initiate the certification process

5.2.3.2 Review steps to certification

5.2.3.3 Give applicant file with "Verification Form"

5.2.4 Applicant reviews HSP 202 "Confined Space Entry" and acquires knowledge level understanding of the procedures.

5.2.5 Applicant contacts H/S to have "Confined Space Entry Supervisor" CBT assigned to them and takes the course in Training Exchange.

5.2.6 Once applicant fulfills the "Knowledge Level" task, the applicant gets the Shift Supervisor to initial and date the "Verification Form" – Knowledge Level section.

5.2.7 Applicant works with Certified Confined Space Entry Supervisors and Line Management to develop skills in following areas:

5.2.7.1 Conduct all duties as an attendant

5.2.7.2 Conduct all duties as an entrant

5.2.7.3 Conduct all duties as CS Entry Supervisor

NOTE: The duties of attendant, entrants and CS Entry Supervisor



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are outlined in HSP 202 “Confined Space Entry.”

- 5.2.8 Once applicant feels that he has acquired the skills in section 5.2.7, the applicant must demonstrate these skills to the line manager and line manager will document verification on “Verification Form.”
- 5.2.9 Applicant will co-write 5 “Confined Space Entry Permits” with a Certified Confined Space Entry Supervisor.”
- 5.2.10 Applicant will partner with Line Manager to review co-written permits and document approval of permits on “Verification Form”.

NOTE: If Line Manager feels that applicant requires more experience in writing Confined Space Permits, the Line Manager will assign the appropriate number to applicant.

NOTE: The expectation is that the Line Manager is confident that the applicant is proficient in:

- **Preparing confined space and verifying confined space safe for entry**
 - **Conducting pre and post CSE meetings**
 - **Issuing Confined Space Entry Permits**
 - **Providing oversight of confined space entries.**
 - **Supporting attendants and entrants when called upon**
- 5.2.11 Once all requirements have been verified, Line Manager will recommend the applicant for certification by his initial on the Verification Form.
- 5.2.12 Line Manager and applicant will ensure applicant file has “Verification Form” and all “co-written” permits.
- 5.2.13 Applicant to contact Health and Safety to assign “Confined Space Entry Supervisor” exam through Training Exchange.

NOTE: A score of 80% is required to pass exam.

- 5.2.14 Upon successful completion of exam, applicant will set appointment with Health and Safety for file review.
- 5.2.15 Health and Safety will review applicant file for certification to ensure the following:
- 5.2.15.1 All verification signatures are complete on “Verification Form.”



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5.2.15.2 “Co-written” permits meet expectations to certify applicant.

NOTE: If Health and Safety does not approve “co-written” permits, they will coach applicant on deficiencies and assign appropriate number of Confined Space Entry Permits to assess proficiency.

5.2.16 Once Health and Safety has verified that applicant has met all qualifications for certification, they will document the applicants certification in Training Exchange and communication completion with Line Management.

5.2.17 Health and Safety will document certification in database and file applicant Certification File.

6.0 TRAINING

- 6.1 All new Operations employees with 6 months or external equivalent experience will begin certification process for Safe Work Permit Writer.
- 6.2 Operations personnel qualified in one job in their area and certified as “Safe Work Permit Writer” will begin the process of certification as “Confined Space entry Supervisor”
- 6.3 Retraining will be conducted whenever a periodic inspection reveals that employees are not fully aware of, or are not following established procedures, or if regulatory requirements change.

7.0 RECORDKEEPING

- 7.1 Training Exchange will be used to document:
 - 7.1.1 Safe Work Permit Writer CBT completion
 - 7.1.2 Confined Space Entry Supervisor CBT completion
 - 7.1.3 Safe Work Permit Writer Exam
 - 7.1.4 Confined Space Entry Supervisor Exam
- 7.2 Certification documentation for Safe Work Permit Writer and Confined Space Entry Supervisor will be maintained by Health and Safety.
- 7.3 Applicant Certification Files will be maintained by Health and Safety



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8.0 REVIEWS

- 8.1** The Westlake Chemical Permit Writer Certification Procedure will be reviewed at least every three years. H&S will ensure this review is performed. The purpose is to assess compliance, to ensure that all employees who should be included are, and to evaluate program effectiveness.

Revision History

Rev	Changes	Approved	Date
1	Applicants may no longer be grandfathered unless granted a variance, typo corrections, Removal of requirement of certification card to match practice	H. Garner	2/2020

9.0 REFERENCES

- 9.1** HSP 200 “Safe Work Permit”
- 9.2** HSP 202 “Confined Space Entry”
- 9.3** HSP 307 “Safe Process Piping, Equipment & Vessel Opening Procedure”
- 9.4** HSP 317 “Control of Hazardous Energy”

10.0 APPENDICES

Appendix A – Certified Safe Work Permit Writer Verification Form

Appendix B – Confined Space entry Supervisor Verification Form

Appendix A - Certified Safe Work Permit Writer Verification Form

Certification		Safe Work Permit Writer	
Applicant Name			
Verification	Initial	Date	Requirements for Certification
Shift Supervisor			Six month Employment or equivalent industrial experience
Health & Safety			Complete CBT (Safe Work Permit Writer)
Shift Supervisor			Knowledge Level • HSP 200- Safe Work Permitting • HSP 203- Hot Work • HSP 307- Safe Process Opening • HSP 317- LOTO
Shift Supervisor			Skill Level • Isolate Equipment • Prepare equipment for maintenance/service • Operate atmospheric monitoring equipment • Conduct pre/post permit meetings • Complete appropriate fields with required information
Shift Supervisor			Co-write three (3) Safe Work Permits
Shift Supervisor			Co-write three (3) Safe Work Permits with Hot Work Permits
Shift Supervisor			Co-write three (3) Safe Work Permits with Process Opening
Shift Supervisor			Recommendation for Certification
Health & Safety			Written Exam (80% to pass)
Health & Safety			Permit Review
Applicant Signature			Date
HS Certification Signature			Date

Required Recommendation Package: 9 Safe Work (Co-written with Certified Safe Work Permit Writer)



Completed and signed "Certified Permit Writer Verification Form"

Appendix B - Confined Space Entry Supervisor Verification Form

Certification		Confined Space Entry Supervisor	
Applicant Name			
Verification	Initial	Date	Requirements for Certification
Health & Safety			Qualified as a Safe Work Permit Writer
Shift Supervisor			Qualified in one job in assigned work area
Health & Safety			Complete CBT (Confined Space Entry Supervisor)
Shift Supervisor			Knowledge Level HSP 202- Confined Space Entry
Shift Supervisor			Skill Level - Conduct all duties as an attendant - Conduct all duties as an entrant - Conduct all duties as CS Entry Supervisor
Shift Supervisor			Co-write five (5) Confined Space Entry Permits
Shift Supervisor			Recommendation for Certification
Health & Safety			Written Exam (80% to pass)
Health & Safety			Permit Review
Applicant Signature			Date
H/S Certification Signature			Date

Required Recommendation Package: 5 Confined Space Entry Permits (Co-written with Confined Space Entry Supervisor)

Completed and signed "Certified Permit Writer Verification Form"