

PTW CHECKLIST - NO. 45	Title: Work Inside any Confined Space	
Owner: Permit System Manager		
Approver: Permit System Manager	Max Validity Period: 5 years	
Permit No.:	Date:	

Latest Rev	Date	Details	Authorised By
5.0	July 2021	Full Revision, aligned with PTW manual rewrite	M Birdsall
6.0	July 2022	Minor updates and add guidance for Benzene	T Lindsay
6.1	Feb 2023	Minor update, clarify qualification requirements mandatory	T Lindsay
6.2	June 2024	Update to clarify availability of B.A for a CSE.	T Lindsay
7.0	Aug 2025	Major review. Removal of JHA & 00 checklist. Addition of Daily Emergency/Rescue Team Log and Daily Checks Log. Change to BA requirements.	T Lindsay
8.0	Sept 2026	Add link to STA-01.14	T Lindsay

This checklist shall be used in conjunction with OMV NZ procedure, [Use of Breathing Apparatus \(STA-01.14\)](#) for prechecks and use of Breathing Apparatus.

SECTION 1.

To be completed by Permit Applicant (PA) during permit preparation

Definition: A Confined Space is an Enclosed or Partially enclosed space that is not intended or designed primarily for occupancy, within which there is a risk of one or more of the following:

- A) An oxygen concentration outside the safe range.
- B) A concentration of airborne contaminant that may cause impairment, loss of consciousness or asphyxiation.
- C) A concentration of flammable airborne contaminant that may cause injury from fire or explosion.
- D) Engulfment in a stored free-flowing solid or a rising level of liquid that may cause suffocation or drowning.

Permit Applicant Qualification		Y	N	NA
1.1	Permit Applicant Holds NZQA18426 And NZQA17599 as per Table 1.			

Confined Space Entry Category Assessment		Y	N	NA
1.2	Is this a conforming entry? See PTW manual section 5 for details (Copy in PCF or M-Files)			

Non-Conforming CSE requiring Breathing Apparatus.		Y	N	NA
1.3	Has the facility Department Manager approved this activity?			
1.4	Has WorkSafe NZ been notified of this activity?			

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1.5 Job Hazard Analysis (JHA):

Use CSE specific JHA template (Copy on the OMV NZ Website. Follow this link: [CSE JHA Template](#)) to develop a JHA for CSE entry. Use the template prompts to consider hazards applicable to your CSE. Delete, add, or change hazards and top events to suit. Complete controls and recoveries for your individual circumstances.

Work within the CSE shall be covered by a separate permit with its own JHA covering the specific hazards of the work.

1.6 RESCUE PLAN:

All Confined Space Entry shall have a RESCUE PLAN. The plan, SHALL include the minimum equipment and requirements to safely extract persons from the confined space.

NOTE

- 1) If the CSE area allows entrant retrieval using a rescue winch or other retrieval equipment so that a rescue can be achieved without rescue personnel entering the confined space, then BA rescue teams are not required.
- 2) Likewise, if a risk assessment determines there is no credible scenario where the rescue team would need to use or could use BA then BA rescue teams are not required.

Use the OMV CSE Rescue Plan Template (Copy on the OMV NZ Website. Follow this link: [CSE Rescue Plan Template](#)) to develop a rescue plan and file it with the permit.

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Completed by Permit Applicant (PA) during permit preparation		Y	N	NA
1.7	Pre entry health checks requirements agreed with OMV Health Advisor (or designated person) including implementation plan documented in JHA	☐	☐	☐
1.8	JHA completed, signed by appropriate authorities and filed with permit	☐	☐	☐
1.9	Rescue plan completed and filed with permit	☐	☐	☐
1.10	Rescue equipment has been sourced and will be available at worksite.	☐	☐	☐
1.11	List of Minimum Required Rescue Equipment has been populated (Section 2.5)	☐	☐	☐
1.12	Permit Issuer has agreed scope of initial gas testing	☐	☐	☐
1.13	Gas testing equipment has been sourced and will be available at worksite.	☐	☐	☐
1.14	Means of communication decided. Safety Observer → CSE entrants: _____ Safety Observer → CRO: _____	☐	☐	☐
1.15	Ventilation type and volume calculated Type (Circle): Forced or Natural* CSE Volume: _____ Capacity of Air Mover: _____ Number of Air Changes / Hour** _____ * Use of natural ventilation may be suitable for Wellhead cellars, excavations etc. **Shall be at least 10 air changes per hour.	☐	☐	☐

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Table – 1

Note 1: Qualifications tabled below are mandatory. A RiskPoynt Risk Assessment Shall be completed for any deviation from these qualifications.

Note 2: In addition to the below, the requirements for First Aid/Medical assistance during confined space entry are as follows:

1. Conforming Confined Space Entry requires at least **ONE** NZ Cert in First Aid (NZQA 6400, 6401, 6402) or equivalent on site
2. Non-Conforming Confined Space Entry requires at least **ONE** NZ Cert in First Aid or equivalent on site **AND ONE** NZ Cert in first aid and O2 Therapy on site

Training/Qualifications Required								
Course Title	Permit Applicant	Manage Hazards associated with CSE AND Plan a CSE		Safety Observer	Gas Tester		BA Wearer	CSE Rescue
Unit Standard	17588 or PTW-01	18426	17599	17596	3058	25510	3272	14562
Permit Applicant (PA)	√	√	√		√			
Responsible Operations Supervisor (ROS)	√	√	√					
Permit Issuer (PI)	√	√	√		√			
Area Technician (AT)	√	√	√		√			
Initial Gas Tester		√ or √			√			
Safety Observer (SO)	√	√	√	√	√ or √			
BA Board Controller (required if working in BA or BA specified in rescue plan. May be the Safety Observer)		√ or √					√	
CSE Entrants		√ or √			√ or √		√ (Non-Conforming)	
CSE Rescue Team		√ or √			√ or √		√ Not required if no BA on Rescue Plan	√

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SECTION 2.

Completed by PICWS (Safety Observer) Prior to Permit Issue

		Y	N	NA
2.1	PICWS/SO Acknowledges they SHALL keep the Daily Log (Table 2) AND Vessel Entry Log (Table 3) up to date.	☐	☐	☐
2.2	Daily RESCUE / EMERGENCY RESPONSE Team log (Below) has been completed and all persons hold required competencies as per Table 1 above.	☐	☐	☐
2.3	Initial gas testing completed at multiple points (e.g. top, mid, bottom or at different locations around a tank) and recorded on CSE permit. NOTE: No entry allowed for whatever reason if: Oxygen > 21.5% Flammables > 5% LEL Toxic gases or substances > NZ Workplace Exposure Standards BA required for entry if: Oxygen < 20% Flammables 1% < LEL < 5% Toxic gases or substances < NZ Workplace Exposure Standards No Hot Work if: Flammables > 1% LEL Benzene detected >0.025ppm – Full face respirator with appropriate cartridges required (conforming entry) Benzene detected >1.250ppm – Full Breathing Apparatus (BA) required (non-conforming entry)	☐	☐	☐
2.4	Ventilation systems as per Section 1.15 in place.	☐	☐	☐
2.5	Equipment specified in the Rescue Plan that will be required at the CSE worksite is available and confirmed operational.	☐	☐	☐

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RESCUE / EMERGENCY RESPONSE TEAM (To be completed before each permit issue. See Table 1 for mandatory qualifications)

	Permit Issue 1	Permit Issue 2	Permit Issue 3	Permit Issue 4	Permit Issue 5
ROLE	NAME	NAME	NAME	NAME	NAME
Incident Controller (IC)					
On Scene Commander (OSC)					
Control Room Operator (CRO)					
Safety Observer (SO)					
Rescue 1 Conforming – On site contactable via radio Non-conforming – At CSE ready to act					
Rescue 2 Conforming – On site contactable via radio Non-conforming – At CSE ready to act					
Rescue 3 On site contactable via radio					
Rescue 4 On site contactable via radio					
BA Entry Board Controller (For working in BA or BA use for rescue at CSE ready to act)					
First Aider Conforming x1. Non-conforming x2 on site					
Advanced First Aider Non-Conforming – One required on site					

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RESCUE / EMERGENCY RESPONSE TEAM (To be completed before each permit issue. See Table 1 for mandatory qualifications)

	Permit Issue 6	Permit Issue 7	Permit Issue 8	Permit Issue 9	Permit Issue10
ROLE	NAME	NAME	NAME	NAME	NAME
Incident Controller (IC)					
On Scene Commander (OSC)					
Control Room Operator (CRO)					
Safety Observer (SO)					
Rescue 1 Conforming – On site contactable via radio Non-conforming – At CSE ready to act					
Rescue 2 Conforming – On site contactable via radio Non-conforming – At CSE ready to act					
Rescue 3 On site contactable via radio					
Rescue 4 On site contactable via radio					
BA Entry Board Controller (For working in BA or BA rescue at CSE ready to act)					
First Aider Conforming x1. Non-conforming x2 on site					
Advanced First Aider Non-Conforming – One required on site					

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Table 2. DAILY CHECKS LOG – To be completed by the Safety Observer Prior to First Entry and initialled when done.

	Permit Issue 1	Permit Issue 2	Permit Issue 3	Permit Issue 4	Permit Issue 5	Permit Issue 6	Permit Issue 7	Permit Issue 8	Permit Issue 9	Permit Issue 10
Pre-Entry Checks										
CSE Isolation Tags in place										
All specified rescue/entry equipment operational and available as per rescue plan										
Toolbox talk held*										
Ensure no activities at or adjacent to worksite in conflict with CSE										
Pre-entry Gas Testing completed										
Gas testers for continuous monitoring operational										
Rescue Team as per daily log available, understand rescue plan, their roles and are at agreed locations										
Successful communications check with all rescue team members										
Communications check & entry notification SO & CRO										
Entrant health checks performed as per item 1.7										
Entrants to wear lifeline & harness if required										
On completion of CSE entry										
CSE access ways are barricaded to prevent entry										
On FINAL completion of CSE entry										
Operations have conducted CSE inspection										
CSE access ways are barricaded to prevent entry										

*Initial toolbox to include Area Tech, Permit Issuer and all other nominated persons and entrants involved including the rescue team.
Subsequent toolbox to include Area Tech, entrants, any new nominated persons including rescue team members.

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Table 3. VESSEL ENTRY LOG – To be maintained at the CSE entry point by the Safety Observer