

Work Permit Policy @ IITBNF

April 2016_Revision 2

Work permit needs to be taken for any work which is to be carried out by an outsider at IITBNF labs.

The work can commence only after the approval is received from IITBNF safety team through work permit form. Below is the link for the work permit form:

<http://www.cen.iitb.ac.in/safety/>

The following are the steps of approval:

1. The request is sent to buddy for approval.
2. Buddy needs to confirm his/her presence when external vendor is working at IITBNF (Approve/ Disapprove).
3. After Buddy approval, request is sent for site approval.
4. Site approval is done by LM / Asst LM / Facility-in charge/EMT -in charge. While giving the site approval, there will be two check points which mention the following:
 - Site has been inspected thoroughly.
 - Safety precautions have been taken to the best of our knowledge.
5. After this, the request is considered as approved. An approval mail is sent to requester, buddy, LM, Asst LM, Facility-in charge, EMT –in charge, safety faculty-in charges.

If a request gets disapproved at any level, it is not sent to next level for approval.

A notification mail is sent to relevant and authorized members at each and every level.

Requester needs to 'close' the request after the completion of the work by submitting his 'comments'.

Requester can 'cancel' a request if the work gets cancelled for some reason

- At any point of time during the approval process before the request is finally approved.
- If the approvals have already been taken at all stages, requester can then 'close' the request giving reasons for the actual cancellation of the work.