

StayLive Permit Recipient Self-Evaluation & Tracker

Prerequisite: StayLive Permit Recipient eLearning Module 2: Permit Recipient

Instruction: To be completed by the Work Ready Permit Recipient in advance of the first sign-on to a Permit and shared with the Issuer to help identify coaching needs.

Recipient Name	Organisation	Manager	eLearning Completion Date (Work Ready)

Self-Evaluation

On a scale of 1-3, how confident are you to carry out the performance objectives for each of the evaluation areas below?

Score yourself prior to your first Permit sign on: 1 = I'm not very confident, 2 = I'm mostly confident, 3 = I'm confident to do this

Area of Evaluation	Performance Objectives: <i>Consider whether you can explain these concepts and apply them in practice. If not yet confident, use this as a guide when working with an Issuer or supervisor.</i>	Self-Rating (tick)			
		1	2	3	
1. Preparing for the Task & Collaboration	<ul style="list-style-type: none"> Explain how to determine whether a Permit or a Work Authority is required, and the key differences between them. Explain the objectives of pre-work planning meetings as part of drafting the Permit. 	<ul style="list-style-type: none"> Describe the Recipient's involvement in pre-work planning and how this supports safe and effective work. 			
2. Risk Mitigation & Safety Measures	<ul style="list-style-type: none"> Work with the Issuer to confirm safety measures, referencing P&IDs / SLDs and identifying isolation points. Identify the safety measure hardware available for IASMs and RASMs. Explain the Recipient role regarding Issuer Applied Safety Measures (IASMs) prior to accepting the Access Permit. 	<ul style="list-style-type: none"> Explain RASMs and plant status control as defined in the Permit WCP and how they contribute to risk mitigation. Apply, manage and remove RASMs as work progresses, ensuring records are updated in practice. 			
3. Pre-work Inspection	<ul style="list-style-type: none"> Describe what must be checked on the worksite before commencing work and how these checks are carried out in practice. 				
4. Accepting the Permit	<ul style="list-style-type: none"> Explain the conditions required for issuing and accepting the Access Permit. 	<ul style="list-style-type: none"> Describe the Access Permit acceptance process and how it is carried out in practice. 			

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Self-Evaluation

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		1	2	3	
5. Supervision	<ul style="list-style-type: none"> Understand that a Provisional Recipient must be working under general supervision. Explain the supervision responsibilities and how these may be delegated for a specific Access Permit (Recipient, Supervisor AP, Supervisor Work Party). 	<ul style="list-style-type: none"> Explain how supervision responsibilities are applied when the Recipient appoints a Supervisor (AP), including what the Recipient remains accountable for. Explain the Work Party Supervisor role and how supervision is maintained in practice. 			
6. Responsibilities	<ul style="list-style-type: none"> Explain the situations where the Recipient must be present at the work site and the Supervisor of the Work Party. Explain the Recipient's role in the daily site meeting. Explain how the Recipient and those with supervision responsibilities ensure all personnel signed on to the Permit are kept informed of work activities and any changes to conditions. 	<ul style="list-style-type: none"> Explain how Permit integrity is maintained and how the key actions required to maintain it are managed in practice (e.g. equipment being worked on, permit area, work party sign-off/on, RASMs, changes). Describe the Recipient requirements for being contactable and what must be done if these cannot be met. 			
7. Limited Testing	<ul style="list-style-type: none"> Explain limited testing under an AP and the associated limitations as defined in the WCPs. 				
8. Close-out	<ul style="list-style-type: none"> Describe the return-to-service checks to be completed by the Recipient / Supervisors and how these are carried out in practice. 				
9. Returning the Permit	<ul style="list-style-type: none"> Explain the three common situations where a Recipient would return an Access Permit. 	<ul style="list-style-type: none"> Describe the steps required when returning a Permit and how this is completed in practice. 			
10. Test Permit (TP)	<ul style="list-style-type: none"> Explain the conditions that require a Test Permit, including four criteria defined in the WCP. Explain how IASMs removed for testing are managed before returning the TP for cancellation. 	<ul style="list-style-type: none"> Explain how work carried out under Test Permit is managed, including additional controls required for work parties. 			
11. TP-specific Responsibilities	<ul style="list-style-type: none"> Explain the TP Recipient responsibilities. Explain the supervisor responsibilities that a TP Recipient may delegate and why. 	<ul style="list-style-type: none"> Explain the Supervisor (TP Work Position) responsibilities how these are applied in practice. 			

StayLive Permit Recipient Self-Evaluation and Tracker



Permit Tracker

Each time you carry out the Permit Recipient role is an opportunity to reinforce the theory learned in the StayLive Permit Recipient eLearning module. Issuers and other staff are a valuable source of knowledge and understand that during a Provision period, you'll likely have questions and may need a bit more time to gain clarity on the specific Permit requirements.

Use the table to track your Permit Recipient experience. For each one, reflect on what you learned in the process, if you feel you have gaps in your learning, reference the StayLive WCP: Permit <https://www.staylive.nz/Site/staylive/Working-Groups/current-working-groups/work-control-procedures.aspx>

Brief overview of the job		Brief overview of the job		Brief overview of the job	
Date		Date		Date	
Permit Number		Permit Number		Permit Number	
RASMs?	Yes No	RASMs?	Yes No	RASMs?	Yes No
Issuer Name and Org.		Issuer Name and Org.		Issuer Name and Org.	
What did you learn?		What did you learn?		What did you learn?	

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Additional Permits					
Brief overview of the job		Brief overview of the job		Brief overview of the job	
Date		Date		Date	
Permit Number		Permit Number		Permit Number	
RASMs?	Yes No	RASMs?	Yes No	RASMs?	Yes No
Issuer Name and Org.		Issuer Name and Org.		Issuer Name and Org.	
What did you learn?		What did you learn?		What did you learn?	