



# Integrated Management System

Contractor Management Guidance Document

Work Control Permit (WCP)

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## 1. INTRODUCTION

Contractor Guidance Documents (CGD) are designed ensure that Contractors, Subcontractors and Service Providers working at the Company's Petrol Filling Stations are aware of the hazards associated to working at these locations and the Company's basic requirements for specific types of work that have been identified as involving significant risk (**Major Work**).

The Company requires Contractors, Subcontractors and Service Providers to ensure that the Safe Methods of Working and Risk Assessment and Method Statements (RAMS) produced for an assigned scope of work include relevant aspects from the guidance provided to ensure that:

- Work site and task specific risks are identified risks
- Suitable and sufficient risk reduction measures (i.e., controls) are identified and detailed in the work control documents; and
- Assigned work activities are:
  - Effectively described; and
  - Performed safely

**Note 1.1:** For the purpose of this Contractor Guidance Document, Contractors, Subcontractors and Service Providers will be referred to collectively as **Contractors**.

Contractor Guidance Documents are considered a useful guide to Contractors regarding Company expectations for the safe performance of work, as they take account of the potential hazards present at a Petrol Filling Station and set minimum standards for the performance of work tasks that the Company is not sufficiently knowledgeable of, or experienced in, to allow the development of suitable and sufficient Risk Assessment and Method Statements (RAMS).

The responsibility for ensuring work tasks are performed safely remains with the Contractor who must ensure that working practices are critically assessed, with due consideration given to the information provided in the Contractor Guidance Documents.

**Note 1.2:** Contractor Guidance Documents **DO NOT** override or relieve Contractors of their statutory obligations under applicable legislation.

## 2. PURPOSE

This Contractor Guidance Document details MFG's minimum expectations regarding the use of the **Work Control Permit (WCP)** at Company Petrol Filling Stations, to ensure that Contractors are aware of the expectation place on them both by the Client (i.e., MFG) and applicable legal obligations and are able to safely perform assigned work tasks.

**Note 2.1:** If clarification or further understanding of the content of this Contractor Guidance Document is required, Contractors must contact the HSE Manager (MFG) via [HSE\\_Team@Motorfuelgroup.com](mailto:HSE_Team@Motorfuelgroup.com).

## 3. GENERAL GUIDANCE

### 3.1 INTENT

The document is designed to provide guidance to Contractors who are awarded contracts to perform work at a Company Service Station. This guidance document specifically details expectations regarding the preparation, review, authorisation and closure of a **Work Control Permit (WCP)**.

### 3.2 WORK CONTROL

Work tasks assigned to Contractors will be assessed to identify potential hazards and the associated risk. Work identified as involving significant risk will be categorised as **Major Works**, requiring a **Work Control Permit (WCP)** to be prepared, authorised and issued. Work identified as **Major Work** includes:

- Confined Space Entry:

- Storage tanks
- Drains
- Interceptors; and
- Excavation (greater than 5 feet deep, etc.)

**Note 3.2.1:** Excavation of a lower depth will be classified as a confined space if work being performed requires the job crew to bend or knell within the excavation.

- Hot Work in a designated Hazard Zone (i.e., DSEAR), for example:
  - Welding and grinding
  - Open flame burning; and
  - Shot blasting
- Excavation and Trenching; in a designated Hazard Zone (i.e., DSEAR):
  - Mechanical hand breaker (i.e., pneumatic breaker)
  - Use of 360 Excavator
  - Ground compaction equipment (e.g., Mechanical compaction (Wacker) plate)
- Significant Work at Height:
  - Canopy repair or replacement
  - Building roof repair or replacement; and
  - Use of motorised equipment in a designated Hazard Zone (i.e., DSEAR)
- Asbestos Removal and Remediation:
  - Building demolition; and
  - Major building remediation
- Mechanical Lifting:
  - Use of crane or cranes working in tandem
  - Involving lifts over infrastructure and access and egress routes; and
  - Use of motorised equipment in a designated Hazard Zone (i.e., DSEAR)
- Working in Close Proximity to Overhead Powerlines

### 3.3 WORK CONTROL PERMIT (INTENT)

The Work Control Permit is designed to minimise the possibility of harm to people, the environment, assets, and Company reputation, during the performance of works undertaken by Contractors, and will typically identify as a minimum the:

- Scope of the work to be carried out
- Equipment to be used
- Hazards associated to the scope of work and the work environment; and
- Risk reduction measures required to ensure that the work can be carried out safely.
- Additional information, which may include:
  - Supporting documentation requirements
  - Person Protective Equipment (PPE)
  - Controls for types of significant work (e.g., hot work and confined space entry)
  - Atmospheric monitoring reading (gas testing)
  - Hazardous energy isolations
- Relevant declarations, approvals, and authorisations; and
- Period of validity

The Work Control Permit is a document developed to ensure that effective identification and communication between different parties of work to be performed, the equipment to be used, the hazards associated to the work, the associated risk reduction measures (i.e., controls).

Work Control Permits are:

- Completed by trained personnel (MFG employee or designated third-party)
- Required for work identified as involving significant risk (Major Work); and
- Valid for a maximum of 16 working days, subject to appropriate revalidation activities being carried out prior to each issue

Work Control Permits provide an effective means of communications between the Job Crew, site staff, other Contractors, the designated MFG Representatives and other interested parties.

### 3.4 USE OF CONTRACTORS' PERMIT TO WORK

Contractors may use their own Permit to Work providing it achieves the same objectives as the Company's Work Control Permit and approval has been obtained from the Risk & Compliance Manager or HSE Manager to use the alternative Work Control Permit.

## 4. WORK CONTROL PERMIT PROCESS

### 4.1 ARRIVAL AT SITE

On arrival at site the Contractor (Job Supervisor) will report to the designated MFG Representative and discuss the proposed work. Designated MFG Representatives will include for example:

- Project Manager
- Construction Manager
- Infrastructure Manager
- Area Retail Manager
- HSE Manager or Advisor; and
- Assigned Specialist Service Provider

The Job Supervisor will ensure:

- The requirements of the work are fully explained, including:
  - RAMS and other supporting documentation, for example:
    - Equipment Certificates; and
    - Training Record
  - Other supporting documentation, for example:
    - Equipment Certificates; and
    - Training Record
  - Task specific hazards; and
  - Risk reduction measures (i.e., controls) to be implemented
- Mutual understanding of the work to be performed, RAMS and other supporting documentation

The designated MFG Representative will ensure:

- Contractor is aware of Company's Safety Rules and Regulations for Contractors; and
- For CDM Projects, that a Construction Phase Health & Safety Plan has been:
  - Developed by the Principal Contractor
  - Reviewed and:
  - Is available and retained at the site

## 4.2 SITE INSPECTION (HAZARD ASSESSMENT)

### 4.2.1 GENERAL

Following review of the information provided by the Job Supervisor the designated MFG Representative and Job Supervisor will carry out a site inspection, the purpose of which is to:

- Discuss work activities to be performed
- Identify the:
  - Task specific hazards
  - Identify the work site specific hazards; and
  - Risk reduction measures (i.e., controls) required to reduce risks to an acceptable level
- Discuss the:
  - RAMS or Safe Method of Working (i.e., Method Statement)
  - Task specific hazards and risk reduction measures (i.e., controls)
  - Work site specific hazards risk reduction measures (i.e., controls)
  - Work site preparation requirements; and
  - Access controls (as necessary)

### 4.2.2 ATMOSPHERIC MONITORING

For work identified as involving significant risk (**Major Work**) involving potential exposure to hazardous atmospheres, atmospheric monitoring (gas testing) will be required as a risk reduction measure (i.e., control). Such work will include, but is not limited to:

- Hot Work, within or in close proximity to a designated DSEAR Hazardous Area; and
- Confined Space Entry (e.g., tank or separator entry, excavation greater than 5 feet deep, etc.)

The following minimum requirements apply if a potential hazardous atmosphere is identified as a risk, an **Authorised Person** (i.e., trained and competent) will:

- Be aware of the proper use of gas detection equipment
- Use gas detection equipment that is fit for purpose and correctly calibrated
- Identify the potential atmospheric vapour hazards and related risks associated with the:
  - Work site; and
  - Those created by the work to be performed
- Perform all required gas tests in a safe and proper manner
- Record gas test results accurately and legible on the Work Control Permit or other approved form
- Confirm that the atmosphere at the work site is safe to perform the identified work

**Note 4.2.2:** The following are considered safe levels to allow work to proceed:

- Oxygen: 19.5 to 23.0%
- Flammable Vapor:  $\leq 5\%$  LEL
- Hydrogen Sulphide: <10 ppm
- Carbon Monoxide <30 ppm
- Benzene: <1 ppm

Following commencement of the works atmospheric monitoring will be performed at least two hourly (or at frequency if specified by the Authorised Person) and the results recorded on the Atmospheric Monitoring Log or designate report form.

### 4.3 PERMIT PREPARATION

The designated MFG Representative is responsible for preparing the Work Control Permit following a review of relevant work control documentation and site inspection. The Work Control Permit will be task specific, recording the following information, as applicable to the scope of work:

- Service Station (FS Number and Location Name)
- Date of issue
- Name of Contractor
- Scope of work
- Tools and equipment to be used during performance of the proposed works
- The type of WCP being issued, for example:
  - Hot Work
  - Confined Space Entry
  - Breaking Ground
  - Working at Height
  - Asbestos Remediation; and
  - Major Shop Refit, specifically aspects of the work identified as involving significant risk

**Note 4.3.1:** For Confined Space Entry involving tank cleaning, lining, or other types of hot work, the WCP will identify that both Confined Space Entry and Hot Work are covered by the Work Control Permit.

- MFG Representative
- Work control documentation receipt and review verification
- Significant hazards and associated risk reduction measures (i.e., controls)
- Energy isolations required

**Note 4.3.2:** Record that the required energy isolations have been implemented and verified as effective (e.g., tested).

- Personal Protective Equipment (PPE) required, including respiratory protection
- Additional task specific:
  - Risk reduction measures (i.e., controls)
  - Equipment certification; and
  - Training records
- UKPIA SPA Card verification
- Initial atmospheric testing and monitoring required for hazardous vapours

**Note 4.3.3:** The Authorised Person will ensure that the required atmospheric testing is carried out safely and that the results are legibly recorded on the Work Control Permit or designated report form prior to commencing the works.

The Job Supervisor is responsible for ensuring the:

- Information provided for the preparation of the Work Control Permit is:
  - Relevant to the scope of work
  - Current and within date
  - Meets the requirements of any applicable legislation, for example:
    - Equipment certification (i.e., PUWER, LOLER, etc.)
    - Training records (i.e., equipment operator, confined space entry, etc.)
    - Risk assessments (i.e., Management of Health & Safety at Work Regulations)
- The Job Crew are trained and competent to perform their assigned duties

- Equipment (including hand tools) is:
  - Properly certified
  - Inspected and maintained fit for intended purpose, throughout the work; and
  - The right (i.e., correct specification) equipment for the task

#### 4.4 PERMIT REVIEW & ISSUE

Following preparation the Work Control Permit will be reviewed by the designated MFG Representative and Job Supervisor to confirm:

- Full and accurate completion of all aspects, and
- Mutual understanding of the:
  - Scope of work
  - Risk Assessment and Method Statement (RAMS)
  - Risk reduction measures (i.e., controls) required to adequately reduce identified risk
  - Responsibilities assigned to the Job Supervisor and Job Crew; and
  - Work Control Permit

Following the review of the permit the designated MFG Representative will advise the Job Supervisor of the information contained in the Work Control Permit Declaration and confirm mutual understanding prior to the:

- Designated MFG Representative completing and dating the MFG Representative's section of the permit (i.e., Authorisation & Handover Declaration); and
- Job Supervisor will complete the Contractor's section of the permit (i.e., Authorisation & Handover Declaration)

**Note 4.4.1:** Work is not permitted to start until the Work Control Permit and daily Clearance Certificate have been completed and authorised.

#### 4.5 COMMENCING WORK

Prior to commencing the work, the Job Supervisor will:

- Hold a pre-job safety meeting with the job crew and other affected personnel to:
  - Discuss the scope of work and content of the:
    - Risk Assessment and Method Statement (RAMS)
    - Work Control Permit
    - Clearance Certificate; and
    - Any other relevant work control documents
  - Confirm mutual understanding of the:
    - Duties assigned to Job Crew
    - Risk Assessment and Method Statement (RAMS)
    - Work Control Permit
    - Clearance Certificate; and
    - Any other relevant work control documents
    - Risk reduction measures (i.e., controls); and
    - Requirements for site preparation
- Confirm:
  - Identified risk reduction measures (i.e., controls) have been implemented
  - Effectiveness of the identified controls once implemented; and

- Any atmospheric monitoring has been:
  - Fully completed
  - Accurately recorded (e.g., Work Control Permit or designated report form); and
  - Verified within acceptable limits to allow the work to proceed

Following confirmation and verification that the required control measures have been implemented the Job Supervisor will progress the work in accordance with the agreed work control documents, for example:

- Risk Assessment and Method Statement (RAMS)
- Work Control Permit
- Clearance Certificate; and
- Any other relevant work control documents

The Job Supervisor will monitor the work activities and work site, and ensure:

- Copies of the:
  - Risk Assessment and Method Statement
  - Work Control Permit; and
  - Clearance Certificate; are retained at the work site for reference purposes
- Work activities are performed in accordance with the controls defined in the:
  - Risk Assessment and Method Statement
  - Work Control Permit
  - Clearance Certificate; and
  - Other relevant work control documents
- Safe and effective:
  - Application of risk reduction measures (i.e., controls)
  - Maintenance of identified risk reduction measures (i.e., controls) throughout the work
  - Use of equipment, including hands tools and machinery; and
  - Work supervision
- The timely reporting and correction of:
  - Unsafe acts
  - Unsafe conditions; and
  - Incidents; that occur at the work site during performance of the work

#### 4.6 PERMIT VALIDATION PERIOD

Work Control Permits are valid for a maximum period of fifteen (15) days following the initial issue of the permit. Initial authorisation (Day 1) will be approved by the MFG Representative, thereafter, permit revalidations will be approved by the Job Supervisor.

Work Control Permits can only be revalidated by the Job Supervisor if conditions regarding work control and the work site remaining the same as at the time of the initial authorisation of the permit, specifically:

- **Content of the Work Control Documents**, remains the same:
  - Risk Assessment and Method Statement
  - Work Control Permit; and
  - Other relevant work control documents
- **Conditions at the Work Site**, remain the same as the time of initial authorisation, for example:
  - No new hazards identified

- No adverse weather conditions that create new hazards or concern; and
- Same equipment, tools and machinery is being used

## 4.7 WORK CONTROL PERMIT CLOSURE

### 4.7.1 GENERAL REQUIREMENTS

Work Control Permits will be closed and not be used again under the following circumstances:

- On completion of the assigned work requiring the issue of the permit
- At the end of the maximum period of revalidation (i.e. sixteen 16 days including first day of issue)
- If conditions at the time of issue of the permit change, for example:
  - Change of, or deviation from, work scope
  - Risk Assessment & Method Statement (RAMS) no longer suitable for the work
  - Conditions as detailed in the Work Control Permit cannot be maintained; and
  - New hazards and associated risk are identified

### 4.7.2 PERMIT CLOSURE: WORK COMPLETED

The Job Supervisor will carry out a site inspection and confirm:

- The scope of work has been achieved in accordance with planned specifications, for example:
  - Plans
  - Specifications; and
  - Piping and Instrumentation Drawings (P&IDs); and
- Equipment worked on has been left in a safe condition, for example:
  - Guards or covers or panels refitted
  - Energy isolation removed; and
  - Appropriate notices and warning labels have been replaced
- The work site has been left in a safe condition, for example:
  - Drain covers replaced
  - Barriers removed and signage updated or replaced; and
  - Waste removed (e.g., offsite or to receptacle)
- Equipment and tools have been removed from site and secured
- Machinery has been made safe and secured in preparation of removal from site
- Housekeeping standards meet the Company's expectations
- Clearance Certificate is closed

Having verified that the above requirements have been met the Job Supervisor will close the Work Control Permit in accordance with the following requirements:

- Identify the reason for closing the permit as **Work Completed**
- Enter the following details on the permit:
  - Date and Time
  - Reason for Closure (i.e., Work Completed); and
  - Supervisor Signature

### 4.7.3 PERMIT CLOSURE: CHANGE OF CONDITIONS

If the daily site inspection and review of the relevant work control documents identified that there has been a change in conditions the Work Control Permit is no longer valid. The Job Supervisor will ensure:

- Required energy isolations remain in place
- Other identified risk reduction measures (i.e., controls) remain in place
- Work site has been left in a safe condition (e.g., barriers remain in place, etc.)
- Waste has been removed (e.g., offsite or to suitable receptacle); and
- Housekeeping standards meet MFG expectations

Having verified that the above requirements have been met the Contractor (Job Supervisor) will close the Work Control Permit in accordance with the following requirements:

- Identify the reason for closing the permit as **Change of Conditions**
- Enter the following details on the permit:
  - Date and Time
  - Reason for Closure (i.e., Change of Conditions); and
  - Supervisor Signature

#### 4.7.4 PERMIT CLOSURE: END OF VALIDATION PERIOD (16 DAYS)

At the end of period of validity (i.e., total of 16 issues of the permit) the Work Control Permit will become no longer valid and must a new permit be issued. The Job Supervisor will ensure:

- Required energy isolations remain in place
- Other identified risk reduction measures (i.e., controls) remain in place
- Work site has been left in a safe condition (e.g., barriers remain in place, etc.)
- Waste has been removed (e.g., offsite or to suitable receptacle); and
- Housekeeping standards meet MFG expectations

Having verified that the above requirements have been met the Contractor (Job Supervisor) will close the Work Control Permit in accordance with the following requirements:

- Identify the reason for closing the permit as **WCP Expired**
- Enter the following details on the permit:
  - Date and Time
  - Reason for Closure (i.e., WCP: Expired); and
  - Supervisor Signature

#### 4.8 DEVIATION FROM ORIGINAL SCOPE OF WORK

Deviations from the original scope of work, as detailed on the RAMS, Work Control Permit, and Clearance Certificate are not permitted unless agreed with the designated MFG Representative, who may be required to consult with relevant personnel (e.g., Regional Manager, Department Head or Director, HSE Manager and Group Director Infrastructure & Technical Services) prior to authorising a change.

#### 4.9 WORK CONTROL PERMIT RETENTION

Completed Work Control Permit will be retained for a minimum period of twelve (12) months. If a significant incident (e.g., personal injury, environmental release, failure to meet legal obligation, etc.) occurred during performance of the assigned works the permit will be retained until approval for disposal is received from a relevant authority (e.g., Group Director Infrastructure & Technical Services, Legal Counsel, and Chief Operating Officer).

**Note 7.6.1:** Copies of Work Control Permits be retained either in hard copy format (i.e., paper) at the site or uploaded to MFG's Maintenance Software System by the Contractor.