

## Checklist for Entry into Confined Spaces

**DO NOT ENTER A CONFINED SPACE UNTIL YOU HAVE CONSIDERED EVERY QUESTION AS WELL AS ANY OTHER ITEM OF CONCERN, AND HAVE DETERMINED THE SPACE TO BE SAFE. THE FINAL DECISION IS YOURS.**

YES NO

### 1. SAFETY MEETING

- Safety meeting is carried out prior to survey to discuss all aspects of safety measures?
- Will someone accompany you into the space?

### 2. PERMIT

(The permit is an authorization, usually in writing, that states that the space has been tested by a qualified person and that the space is safe for entry; what precautions, equipment, etc. are required; and what work is to be done.)

- Has a confined space entry permit been issued?
- Is the permit up to date?

### 3. VERIFICATION

- Are the instruments used in atmospheric testing properly calibrated?
- Was the person performing the tests a certified Marine Chemist, a Competent Person, or equivalent?
- Was the atmosphere in the confined space tested?

### 4. TESTING

- Was Oxygen at least 20.8 % but not more than 21%?
- Were toxic, flammable, or oxygen-diluting gases / vapours present?
  - Hydrogen sulphide
  - Carbon monoxide
  - Methane
  - Carbon dioxide
  - Other (list) \_\_\_\_\_
  - \_\_\_\_\_

YES NO

**5. MONITORING**

- Will the atmosphere in the space be monitored while work is going on?

**Remember – atmospheric changes occur due to the work procedure or the product stored and vessel movements and temperature changes. The atmosphere may change very quickly.**

**6. VENTILATION**

- Has the space been ventilated before entry?
- Will ventilation be continued during entry?
- Is the air intake for the ventilation system located in an area that is free of combustible dusts and vapours and toxic substances?
- If atmosphere was found unacceptable and then ventilated, was it re-tested before entry?

**7. ISOLATION**

- Has the space been isolated from other systems?
- Has electrical equipment been locked out?
- Have disconnects been used where possible?
- Has mechanical equipment been blocked, chocked, and disengaged where necessary?
- Have lines under pressure been blanked and bled?
- Have the necessary Notice boards been placed in the operations locations and at the confined space entry point?

**8. CLOTHING/EQUIPMENT**

- Is special clothing required (boots, chemical suits, glasses, etc.)?
- Is special equipment required (e.g. rescue equipment, communications equipment, heavy duty raft, life vests, etc.)?
- Are special tools required (e.g. spark proof, intrinsically safe)?

**9. TRAINING**

- Have you been trained in confined space entry and do you know what to look for?

YES NO

**10. STANDBY/RESCUE**

- Will there be a standby person on the outside in constant visual or auditory communication with the person on the inside?
- Will the standby person be able to see and/or hear the person inside at all times?

**Note:**

The surveyor should not enter a tank/compartment if breathing apparatus/gas masks is required.