1. Checklist

**Entry procedures/activities**
- master/duty deck officer/engine control room advised as necessary
- risk assessment
- toolbox talk/job safety analysis
- secure space (valves isolated, etc.)
- ventilate space
- guard all openings
- attendant at entrance to the space
- test atmosphere in the space
- atmosphere in the space confirmed safe
- emergency rescue equipment on stand-by
- communications established and tested
- access confirmed safe
- lighting satisfactory (intrinsically safe equipment if necessary)
- staging/access/fall prevention equipment readied
- work equipment prepared for the job
- personnel available for rescue party
- entry permit issued
- all relevant parties notified of intended entry
- entry made to the space
- continuous ventilation
- regular monitoring of atmosphere
- staging/access/fall prevention equipment checked

**On completion of the work**
- all personnel accounted for as having exited the space
- all equipment confirmed removed
- all openings closed and secured
- permit closed

**Equipment**
- breathing apparatus
- torch
- stretcher
- staging
- ventilation
- EEBD
- safety signage
- rescue line
- communications
- hoisting equipment
- lighting
- atmosphere monitoring
- PPE
- guards and barriers

1 Only use intrinsically safe equipment where there is a risk of a flammable atmosphere.
## 2. ENCLOSED SPACE ACCESS LOG

<table>
<thead>
<tr>
<th>Date:</th>
<th>Entry permit done</th>
<th>Y/N</th>
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<tbody>
<tr>
<td>Enclosed space name:</td>
<td>Responsible Officer:</td>
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<tr>
<td>Enclosed space access point:</td>
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<tr>
<td>Purpose of entry:</td>
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<table>
<thead>
<tr>
<th>Name</th>
<th>Time in</th>
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<tbody>
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</table>
3. SAFETY SIGNAGE

• Ensure you have adequate signage onboard to warn crew members and visitors of any hazard, and unauthorised access.
• When planning access to an enclosed space, establish how many access points will be opened, and the number of signs required to warn of all openings.
• Identify locations that should always be categorised as enclosed space, and affix appropriate signs at all access points

Copy, print, and laminate the example signage on the following page.

^ Display clear safety warnings to enclosed spaces