Standard Operating Procedure (SOP)
Work Authorization

SOP No. | MG-0010 | Revision: | 1.0 |
Department: | Maintenance | Date: | 12/22/11 |
Dept. Head Approval: | | |
Director Approval: | | |

**Purpose:**
The purpose of this document is to ensure work activities are:
1. Communicated and coordinated with all affected building supervisors;
2. Communicated and coordinated with all affected units within Facilities Management (FM);
3. Performed in accordance with EH&S policies.

**Responsibility:**
Compliance with this procedure is the responsibility of the employee responsible for the Work Activity. All approval signature parties should be available to sign the Work Authorization Permits daily. In the event that such parties are unavailable, they must designate a back-up signature party to sign such permits in their absence.

**Definitions:**
**Work Activity** is an activity that involves repair, alteration, renovation, preventive maintenance, planned maintenance, utility interruption, or equipment replacement that impacts an infrastructure system in whole or in part, involves more than one room in a building, or affects more than one person.

The following activities will require authorization by using this SOP:
1. Repairs, modifications, equipment replacement, preventive maintenance, or planned maintenance to infrastructure systems (HVAC, Plumbing, Electrical, Gas, or Life Safety) or their components when the work is expected to compromise the ability of the building occupants to perform their primary mission;
2. Building or infrastructure reconfiguration, alteration, or renovation;
3. Any utility shutdown;
4. Major, single piece infrastructure equipment shutdown;
5. Any utility line entry or break;
6. Excessive noise, vibration, or dust;
7. Odor producing work;
8. Excavation;
9. Work in a classroom or laboratory.

**Permit ‘Requester’:** is the person performing the work listed on the permit. Phone number listed on the permit must be a phone number or radio unit number where ‘Requester’ can be reached.

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Permit ‘Building Supervisor(s)’: is the individual(s) listed under the Building Supervisors Program at http://police.wvu.edu/building_supervisors_program for the building where the work is to take place.

Permit ‘Manager of Affected Area’: is the zone manager or designee of the area in which the work is to take place.

Notifications: The Permit Requester shall be responsible to make notifications to coordinate and communicate the work with the affected parties. This may include but not be limited to, building supervisors, managers of affected areas, or others listed in ‘Additional Conditions, Restrictions, and Concerns’. This does not replace the requirement for a Zone Manager to communicate with the affected building supervisor(s) to verify the schedule and scope are still viable.

Procedure:
A Work Authorization Permit shall be completed and submitted three (3) days prior to scheduled start of the work. This is to allow sufficient time to determine potential impacts of work activities and coordinate them with the appropriate parties. Permits may not be submitted one (1) day prior to the start of work.

Emergency work: A permit for work that is considered necessary, due to an urgent or emergency situation, will be processed the same day the permit is submitted to expedite the work. Expediting permits, in this manner, will be done at the discretion of the permit signatories and shall not diminish the requester’s responsibility to schedule and coordinate work activities.

Approved permits shall be returned to the requester after approval. Requester is responsible for picking up the approved permits.

Upon completion of the work and the collection of all signatures, a copy of the permit is to be made by the affected manager for their files. The original is forwarded to the requester to be filed, along with a copy of the work order and any required LOTO paperwork, in the requester’s department files.

Completion of the Work Authorization Permit Form
The ‘Work Authorization Permit’ has three sections. The first is the ‘Preparation for Work,’ outlines and confirms that the steps leading up to the work have been completed. The second, ‘Authorization to Work,’ documents the discussion, review, and approval of the work by the manager in the affected area. The third, ‘Notification of Work Completion,’ documents the completion of the work activity.

The sections of the permit will be completed in the following manner:

**PREPARATION FOR WORK:** (responsibility of Requester)
1. **Building:** Name of building.
2. **Room:** Room number.
3. **System:** Name of overall system, e.g. HVAC, electrical, plumbing, life safety, etc.
4. **TMA Equipment#:** The TMA tag number associated with any equipment involved in the work.
5. **TMA Work Order#:** Work order number for requested work.
6. **Requester:** Printed name of requester of work authorization.
7. **Phone/Radio#:** How the requester may be reached at any time.
8. **Job Description:** Description of the work requested including as much information as possible to allow prompt review of request (use additional sheets if necessary).
9. **Date Work Begins:** Proposed start date.
10. **Date Work Ends:** Proposed end date.
11. **Possible Alarms or Negative Impacts:** List of potential problems associated with work.
12. **Lockout/Tagout Required:** Is LOTO required (Y/N), was the SOP MG-0007 Appendix A completed (Y/N), sign off that everything is in place for required LOTO.
13. **Emergency Work:** If the work is considered an emergency, the requester’s manager or AD must sign off.
14. **Coordination with Building Supervisor(s):** Requester obtains signature of building supervisor to indicate that scheduling and coordination have been arranged.
15. **Ready to Begin Work:** The requester’s supervisor signs off when all of the preparatory steps have been completed.

**AUTHORIZATION TO WORK:** (responsibility of affected manager)
16. **Additional Conditions, Restrictions, Concerns:** The manager of the affected area indicates other conditions of the work that must be taken into account before the work can begin.
17. **Discussed Items from #16 with Requester:** Following the discussion of the items in #16, all parties in the discussion will initial and date the form here.
18. **Building Conditions Set and Communication is Complete:** The manager of the affected area signs off that all preparatory actions are complete, all communications have taken place, and the work is authorized to proceed.

**NOTIFICATION OF WORK COMPLETION:**
19. **Restrictions/Precautions/Remarks:** Any post-work comments or conditions are documented here.
20. **Work is Complete:** The requester signs off that the work is completed and conditions are returned to normal.
21. **Verified Complete:** The affected manager verifies that the work is completed.

**Coordination with Trades Not Working Under the Permit**
When work activity involves a shut down or outage of systems or equipment for more than a few minutes, an opportunity to complete other work arises. In such situations, the affected manager will share copies of the approved permit with appropriate shops, not currently working under the approved permit, so other planned work may be completed at the same time. The affected manager will note any such activities in box #15 of the permit.
Records
Original, completed Work Authorization Permits shall be kept on file in the requester’s department for two years.

Violation
If any employee chooses to disregard or violate any of the instructions provided in this procedure such parties must submit in writing the reason for violating this protocol and have such reasoning approved by all signature parties. Future violations of this SOP may subject the employee to progressive discipline.

APPENDIX
Appendix A – Work Authorization Permit
APPENDIX A

WEST VIRGINIA UNIVERSITY
FACILITIES MANAGEMENT
WORK AUTHORIZATION PERMIT

PREPARATION FOR WORK

1. BUILDING
2. ROOM
3. SYSTEM
4. TMA EQUIPMENT #
5. TMA WORK ORDER #
6. REQUESTER (PRINT)
7. PHONE/RADIO #
8. JOB DESCRIPTION:

9. DATE WORK BEGINS:
10. DATE WORK ENDS:

11. POSSIBLE ALARMS OR NEGATIVE IMPACTS:

12. LOCKOUT/TAGOUT REQUIRED?: ☐ YES ☐ NO
☐ YES ☐ NO
SOP MG-0007 APPENDIX A COMPLETED?: ☐ YES ☐ NO
SYSTEM/COMPONENT IS LINE UP FOR WORK, A LOCKOUT/TAGOUT IS HUNG, VERIFIED AND SIGNED (IF REQUIRED)
TECHNICIAN/LEAD DATE

13. EMERGENCY WORK? ☐ YES ☐ NO
(IF YES, REQUESTER’S MANAGER OR AD SIGNATURE REQUIRED)
MANAGER/AD DATE

14. COORDINATION WITH BUILDING SUPERVISOR(S):
BUILDING SUPERVISOR DATE

15. READY TO BEGIN WORK
(REQUESTER’S SUPERVISOR SIGNATURE REQUIRED)
REQUESTER’S SUPERVISOR DATE

AUTHORIZATION TO WORK

16. ADDITIONAL CONDITIONS, RESTRICTIONS, CONCERNS:

17. DISCUSSED ITEMS FROM #16 WITH REQUESTER:

DATE DATE DATE

18. BUILDING CONDITIONS (E.G., DRAINED, DE-PRESSURIZED, DE-ENERGIZED) SET AND COMMUNICATION IS COMPLETE.
REQUESTER IS AUTHORIZED TO START WORK.
MANAGER OF AFFECTED AREA DATE

NOTIFICATION OF WORK COMPLETION

19. RESTRICTIONS/PRECAUTIONS/REMARKS:

20. WORK IS COMPLETE
REQUESTER __________________________ DATE ________

21. VERIFIED COMPLETE
MANAGER __________________________ DATE ________

☐ CHECK IF CONTINUED ON ANOTHER SHEET

Sheet____

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