



Business Continuity Plan (BCP) for Permit Vision

1. Document Purpose and Scope

The purpose of this document is to outline the procedure for use of the Permit to Work (PtW) paper backup system for assets using the Permit Vision System to ensure continued operations and business continuity in the event of a Permit Vision system outage.

2. Overview of the Permit Vision system

The Permit Vision software suite has been selected by Shell as the global electronic Permit to Work (ePtW) system, is designed around Shell's PtW and Isolation Management best practices and is a key enabler of Shell's PtW System.

Shell's PtW system is designed to support personnel in safely managing work hazards associated with the work activity and the work location (production/operational related hazards), by facilitating communication and understanding between stakeholders involved in work controlled by the PtW, such that:

- The hazards and controls are understood by the workers
- The work area is isolated from process hazards
- Work/activity conflicts are understood and are mitigated for
- Anyone affected by the work understands the hazard that they could be exposed to

3. Paper-based back up system

Permit Vision is a web-based application and includes the integration of the following elements:

- Permit to Work (PtW)
- Isolation Management
- Risk Assessment (Risk Assessments or Job Hazard Analysis)
- Permit to Work Effectiveness Reviews & Assessments

At times, the Permit Vision application may not be accessible to administer the PtW system functions including:

- not possible to issue permits
- not possible to create new permit requests
- not possible to obtain status of permits in the system
- not able to obtain status of isolations (ICCs) in the system
- not able to update Live permits and/or isolations



Under such circumstances the business is required to switch to a paper-based PtW system as part of this Business Continuity Plan (BCP) and all permits and ICCs will be hand-written on pre-printed forms available at permit issuing locations.

Note: All paper based permits and associated documentation shall be retained in accordance with Group Record Management (GRM) or local archiving requirements, whichever is longer.

The following pre-printed forms will be available at the site:

- Paper Permitting Form
- Risk Assessment (RA) Form (Low-Low Risk and Low Risk)
- Job Hazard Analysis (JHA) Form (Medium and High Risk)
- Gas Testing Form
- ICC Form
- Toolbox Talk (TBT) Form

4. Preparation for BCP

- BCP Forms must be immediately available for use at each permitting location. This may be in the form of a paper copy or by having the electronic (Excel) forms available on a local PC (*Note: when power outage occurs, electronic versions in excel will also not be available)
- When suspending a permit, the Permit Holder must retain the field copy of the suspended permit until they are re-issued with a new permit. This allows them to use the permit (bar code) to easily find the permit for re-issue and allows the permit to be re-used following the BCP protocol

5. Outage durations and actions required

Duration of Outage	Actions to be taken
Up to 30 minutes of Permit Vision system unavailability	<ul style="list-style-type: none"> • Previously issued permits can remain Live until the point they are suspended or until an emergency • No new permits are to be issued • Any PtW Effectiveness Reviews/Assessments to be managed through paper based tools as per PTW Effectiveness Monitoring and Assessment Tools • Call the Shell IT helpdesk to invoke IT support model for Permit Vision (link)
30 minutes → 24 hours of Permit Vision system unavailability	<ul style="list-style-type: none"> • Copy Live permits: <ul style="list-style-type: none"> ○ Permit Issuer to photocopy all permits that have been issued that day;

	<ul style="list-style-type: none"> ○ Keep photocopied permits at point of issue (CCR, Permit Control Facility, etc.). • End of Shift (or when job ends) complete the permit using the signature sheet on the PERMIT TO WORK BCP form. • If permit is required to be re-issued prior to system return to normal and the permit is within its lifetime validity, use the PtW Daily Re-Issue /Suspend Form (Page 2 of PERMIT TO WORK form) to allow re-issue/suspend up until the lifetime validity of the permit. The signature sheet will need to be signed in duplicate to maintain a duplicate with the photocopied permit. Ensure the permit ID is recorded on the top of the signature sheet. • Any new permits are to be created using the PERMIT TO WORK BCP permitting form(s). Paper copies of these forms can be found at permit issuing locations. • Any PtW Effectiveness Reviews/Assessments to be managed through paper based tools as per PTW Effectiveness Monitoring and Assessment Tools • Call the Shell IT helpdesk to invoke IT support model for Permit Vision. (link)
<p>+24 hours of Permit Vision system unavailability</p>	<ul style="list-style-type: none"> • All existing electronic printed permits for unfinished work that have not reached their lifetime validity may be re-issued /suspended using the PtW Daily Re-Issue /Suspend Form (Page 2 of Permit to Work form). • Any new permits are to be created using the PERMIT TO WORK BCP permitting form(s). Paper copies of these forms can be found at permit issuing locations. • All paperwork should be maintained in accordance with GRM requirements or as otherwise defined by local procedure or legislation. • Any PtW Effectiveness Reviews/Assessments to be managed through paper based tools as per PTW Effectiveness Monitoring and Assessment Tools
<p>Return of Permit Vision system</p>	<ul style="list-style-type: none"> • When the Permit Vision system becomes available, all paper permits issued remain valid until the end of shift, or until job completion (whichever comes first). • All paperwork should be maintained in accordance with GRM requirements or as otherwise defined by local procedure or legislation.



	<ul style="list-style-type: none"> • All new PtW documentation should be initiated through the electronic tool as before the outage occurred.
<p>Emergencies</p>	<ul style="list-style-type: none"> • All permits are must be suspended • In an emergency, the Site PtW Owner (Operational Manager) may decide that normal PtW processes can be circumvented • When the site "All Clear" is declared (normal status), the priority should be to get Permit Vision system back online • The procedure for permit issue following an emergency, and with a Permit Vision system outage, includes: <ol style="list-style-type: none"> a. Confirm copies for all suspended permits are held in the permit office. Photocopy suspended ePtW permits if required; b. Keep copies of all permits at the permit office; c. For existing suspended permits, transfer permit data from ePtW copy onto the PtW paper-based back up system and re-issue permits if required. • New permits are created using the Permit to Work BCP permitting form(s) and supporting PtW paper-based back up system documents • When Permit Vision system is again available, paper permits issued are closed out at the completion of work and re-issued the following shift using Permit Vision, if required • Continue to involve IT helpdesk via IT support model for Permit Vision



Appendix A - Shell 8 Step Paper Process Forms

[PERMIT TO WORK Form & PtW Daily Re-Issue /Suspend Form](#)

[JOB HAZARD ANALYSIS \(JHA\) Form](#)

[RISK ASSESSMENT \(RA\) Form](#)

[ISOLATION CONFIRMATION CERTIFICATE \(ICC\) Form](#)

[MEASUREMENT RECORD Form](#)

[TOOLBOX TALK \(LMRA\) Form](#)

Document Link:

<https://eu001-sp.shell.com/sites/AAFAA4732/Pages/BCP-paper-based.aspx>