

# THE AIP WORK CLEARANCE FOR CONTRACTORS SYSTEM

## INSTRUCTIONS FOR FILLING IN THE WORK CLEARANCE FORM



1. When given the job details by the Client, record the **Location** name and address, the **Job/Order Number** and a **Description** of the work to be done.
2. On arrival at the location, report to the **Site Operator** to let them know that you are on site and what you have come to work on. The **Site Operator** may direct the contractor to cease work at any time.
3. Find out exactly where on site the job is. Check the sketch showing the Typical Layout of Hazardous Areas on the relevant **Hazards Map** to see whether the job is inside or outside the hazardous areas but within the site boundary, or inside the sales building or office, or inside the designated hot work area. Put a “tick” in the correct box.
4. Check all the **Conditions** listed in **Section A**.  
If you answer ‘No’ to any condition, do not start work. **Contact the Company Representative**.
5. If work is **inside or outside the hazardous areas and within the site boundary**, answer all the questions under **Section B**.  
If you answer ‘Yes’ to any condition, do not start work. **Contact the Company Representative**.
6. Check all the **Precautions** listed in **Section C**. Each must be answered “Yes” or “N/A”, (which means ‘Not Applicable’). A **Precaution** is only N/A if that particular equipment is not being used. Fire extinguishers and protective clothing are required for all jobs.  
If you cannot answer “Yes” or “N/A” do not start work. **Contact the Company Representative**.
7. Report to the **Site Operator**, show them the completed **Work Clearance Form** and tell them what and where the job is, and the precautions you are going to take. Make a note of any additional precautions or conditions the **Site Operator** may require.  
Print your name as the **Contractor** and sign as agreement that you will observe the conditions and precautions as shown on the form. Fill in the **Start Time** for the job.  
Ask the **Site Operator** to print their name and sign to show they have witnessed your signature.
8. Commence work.  
If, during the course of the work, something happens on site that changes the **scope of the work or the conditions**, use the **Work Clearance Form** to check the new scope or conditions, or contact the **Company Representative**.  
If you need to leave the site at any time, make sure you have left your work area safe, and let the **Site Operator** know when you are leaving.  
Report to the **Site Operator** when you return, just in case conditions have changed on site while you were absent.
9. At the end of the day, or if the job is finished before the end of the day, fill in the **Finish Time**, and report to the **Site Operator**. Ask them to print their name and sign to show they agree with your **Time on Site**.
10. If the job takes longer than one day to complete, fill in a new **Work Clearance Form** each day. It is very important to check each point again carefully and to discuss the work with the **Site Operator**, to ensure your own safety and that of every one else who comes on site.

Note: White Copy to be sent with the contractor’s invoice, if requested by the oil company.  
Blue Copy to be left at site. Green Copy to be filed by the contractor.