



Field Picture of  
Equipment

**Unit Name - Equipment Name -  
Equipment Number**

Drawings of  
Equipment

EMERGENCY CONTACT INFORMATION:

PREVIOUS MATERIAL IN  
VESSEL:

GENERAL SIGNS/SYMPTOMS  
OF OVER-EXPOSURE:

Inhalation:

Absorption (Skin Contact):

Eyes:

METALLURGY OF  
VESSEL:

HOT WORK SIGNS/SYMPTOMS  
OF OVER-EXPOSURE:

Non-Entry Rescue/Fall Protection Plan\*:

PREPARED BY: \_\_\_\_\_ Date: \_\_\_\_\_

SAFETY PROFESSIONAL\*: \_\_\_\_\_ Date: \_\_\_\_\_

\*Safety Professional signature required when exempting retrieval system requirement

VALID UNTIL:

(Maximum 3 years from the  
date of preparation)





Attendant Guideline Duties:

- Be trained and capable of understanding and recognizing:
  - Potential confined space hazards, signs and symptoms, and consequences of exposure
  - The use and operation of instrumentation provided to conduct atmospheric monitoring and retrieval systems.
  - Products that were last contained in the confined space as defined on the permit and consult the SDS as necessary.
  - In all applicable Safety Policies.
- Ensure that a Safe Work Permit has been issued for the confined space assigned.
- Remain outside the confined space at all times during entry and work operations.
- Maintain an accurate count, by name, of all persons working in the space.
- Check the entrants meet the PPE requirements as required by the permit.
- Wear a bright and easily identifiable vest.
- Maintain communication with the entrants and other attendants as applicable.
- Coordinate attendant communications with other attendants in cases where multiple attendants are required.
- Be equipped with a radio to provide immediate communication to summon rescue and other emergency services when entrants need assistance.
- At no time shall an attendant attempt rescue by entering a confined space. An attendant may perform non-entry rescue utilizing an in-place retrieval system.
- Do not allow unauthorized persons to enter the confined space.
- Properly conduct continuous monitoring to ensure the sample is representative of the entrant's location.
- Attendants can serve as fire watches for hot work inside the confined space or hand/lower work materials to entrants at the permit writer's discretion; all other tasks are prohibited.
- Return Safe Work Permit and sign-in/sign-out sheets to the permit writer.
- Contact the permit writer for an atmospheric test near the midpoint of the servicing group shift or when the confined space has been vacated for more than two hours.
- Use respiratory equipment as required to prevent exposure to the confined space contaminants.

Evacuation is necessary if:

**Order entrant to evacuate the space *immediately* and notify Permit Writer and the Entry Supervisor when:**

- **A situation is observed which the permit does *not* allow.**
- **A behavioral consequence due to hazard exposure is detected.**
- **A situation is observed outside the space which could endanger the entrant.**
- **An uncontrolled hazard is detected within the space.**
- **Attendant must leave the monitoring location or is unable to perform required duties.**
- **The plant alarm system is activated.**
- **The time limitation on the permit or atmospheric testing has expired.**



**For any questions or issues contact the Entry Supervisor, SWP Writer, or the Safety Department.**