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# **PERMIT-REQUIRED CONFINED SPACES: THE ENTRY PERMIT**

**Leader's Guide, Fact Sheet  
& Quiz**

**Item Number: 5253**  
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***This easy-to-use Leader's Guide is provided to assist in conducting a successful presentation.***

## **PREPARING FOR THE MEETING**

Here are a few suggestions for using this program:

- a) Review the contents of the Fact Sheet that immediately follows this page to familiarize yourself with the program topic and the training points discussed in the program. The Fact Sheet also includes a list of Program Objectives that details the information that participants should learn from watching the program.
- b) If required by your organization, make an attendance record to be signed by each participant to document the training to be conducted.
- c) Prepare the area and equipment to be used for the training. Make sure the watching environment is comfortable and free from outside distractions. Also, ensure that participants can see and hear the TV screen or computer monitor without obstructions.
- d) Make copies of the Review Quiz included at the end of this Leader's Guide to be completed by participants at the conclusion of the presentation. Be aware that the page containing the answers to the quiz comes before the quiz itself, which is on the final page.

## **CONDUCTING THE PRESENTATION**

- a) Begin the meeting by welcoming the participants. Introduce yourself and give each person an opportunity to become acquainted if there are new people joining the training session.
- b) Introduce the program by its title and explain to participants what they are expected to learn as stated in the Program Objectives of the Fact Sheet.
- c) Play the program without interruption. Upon completion, lead discussions about your organization's specific policies regarding the subject matter. Make sure to note any unique hazards associated with the program's topic that participants may encounter while performing their job duties at your facility.
- d) Hand out copies of the review quiz to all of the participants and make sure each one completes it before concluding the training session.

## **5253 PERMIT-REQUIRED CONFINED SPACES: THE ENTRY PERMIT FACT SHEET**

**LENGTH: 2:39 MINUTES**

### **PROGRAM SYNOPSIS:**

The entry permit is a written or printed document provided by the employer to allow and control entry into a permit-required confined space. No permit-required confined space may be entered without a valid entry permit. The Entry Supervisor uses the Entry Permit as a checklist to make sure that all precautions required to make a safe entry have been followed prior to allowing the entry to begin. All members of the entry team must be familiar with the information contained on the Entry Permit.

### **PROGRAM OBJECTIVES:**

After watching the program, the participant should be able to explain the following:

- The information and procedures that are required on the entry permit;
- The guidelines for the entry team to follow.

### **INSTRUCTIONAL CONTENT:**

#### **PERMIT-REQUIRED CONFINED SPACES: THE ENTRY PERMIT**

- The entry permit is a written or printed document provided by the employer to allow and control entry into a permit-required confined space.
- No permit-required confined space may be entered without a valid entry permit.
- The entry permit must contain the following information: the identity of the permit space to be entered and the purpose of the entry, the date and the authorized duration of the entry permit, a listing of authorized entrants such that the attendant can determine quickly and accurately which authorized entrants are inside the permit space, and the name of anyone serving as an attendant and the name of the currently serving entry supervisor.
- Also required is the signature or initials of the entry supervisor who originally authorized the entry.
- The entry permit must also list the hazards of the permit space to be entered as well as the measures used to eliminate or control those hazards prior to entry. For example, the locking and tagging of equipment and procedures for isolating, purging or ventilating the space.
- The permit must specify the atmospheric conditions and any other condition that must exist in the space to allow safe entry and work to be performed and the results of initial and periodic tests that confirm the existence of those acceptable entry conditions. The test results must be accompanied by the names or initials of the testers and an indication of when the tests were performed.
- In addition, the entry permit must describe the communication procedures used by authorized entrants and attendants to maintain contact during the entry, as well as the identity of the rescue and emergency services that can be summoned in the event of emergency, and the means for summoning those services.
- And finally, a listing of all equipment to be used or have on hand during the entry and a listing of any additional work permits, such as for hot work, that have been issued as part of the authorized entry.
- Again, the Written Entry Permit is used to document the control of hazards and ensure worker safety during confined space entry operations.
- The Entry Supervisor uses the Entry Permit as a checklist to make sure that all precautions required to make a safe entry have been followed prior to allowing the entry to begin.
- All members of the entry team must be familiar with the information contained on the Entry Permit.

**PERMIT-REQUIRED CONFINED SPACES: THE ENTRY PERMIT**

**ANSWERS TO THE REVIEW QUIZ**

1. a

2. e

3. a

4. a

**PERMIT-REQUIRED CONFINED SPACES: THE ENTRY PERMIT  
REVIEW QUIZ**

Name \_\_\_\_\_ Date \_\_\_\_\_

*The following questions are provided to determine how well you understand the information presented in this program.*

1. No permit-required confined space may be entered without a valid entry permit.
  - a. True
  - b. False
  
2. Which of the following must be contained on an entry permit?
  - a. The identity of the space
  - b. The purpose of the entry
  - c. The date and authorized duration of the permit
  - d. A listing of hazards and the measures used to control them
  - e. All of the above
  
3. The results of initial and periodic atmospheric testing used to confirm the existence of acceptable entry conditions must be documented on the entry permit.
  - a. True
  - b. False
  
4. The Entry Permit is used as a checklist to make sure all precautions required to make a safe entry have been followed.
  - a. True
  - b. False