



Vehicle Entry Authorization

Document Number: LMP0022A	Procedure – Administrative	Applies To: Oil Sands
Revision Date: 02/10/2015 Revision: 1 Review Cycle: 3 Years	Document Owner (Title): Manager, Health & Safety Maintenance	

Summary of Changes

Rev No.	Section Changed	Revisions Made
1	All	Assigned revision number 1 as no previous revision number assigned. Put in new format.
	All	Changed LMS0064A to SES0004A and MOS0154A to RMS0019A Deleted POP0232A – document was archived.
	A/C	Changed PGR0005A to RGS0015A. PGR0005A was archived.
	A/C	Removed reference document PGP0037A
	A/C	Removed reference to POW0032A

Scope

A Vehicle Entry Authorization is required for any motorized vehicle entering designated areas without a Safe Work Permit, where it may create an ignition hazard:

- To perform maintenance or project work
- To drop off or pick up supplies or personnel
- For fuelling or vacuum truck duties

Purpose

To control vehicle access in areas where there is a potential ignition hazard from flammable substances, gases and/or a potential release of, from damage to process equipment.

Compliance

Failure to comply with this procedure, without an approved deviation, may result in a hazardous situation which could result in:

- *Personnel injury or death*
- *Harm to the environment*
- *Equipment or property damage*

Failure to comply with this procedure, without an approved deviation, may result in disciplinary action.

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Approved By: Director, Environment, Health & Safety

Roles and Responsibilities

The following individuals and groups have the following roles and responsibilities:

- | | |
|--------------------------|---|
| Document Owner | <ul style="list-style-type: none">• Ensures this document is reviewed according to the required revision cycle.• Ensures the document is updated to accommodate changes to Suncor, provincial, and federal regulation.• Ensures the document is updated to mitigate risks found as the result of an incident. |
| Document Approver | <ul style="list-style-type: none">• Ensures this procedure is necessary and that it aligns with management and company direction. |

References

- OSG-1034 Vehicle Entry Authorization form
- [RGS0015A Vehicle/Equipment Idling](#)
- [PGR0006A Upgrading General Rules](#)
- [POP0017A Loading Sulphur Trucks at Plant 8 Loading Rack](#)
- [POP0581A Unloading Tankers at STF Unloading Facility at 20D-6](#)
- [RMS0019A Mine Entry](#)
- [SES0004A Vehicle Access](#)
- [SES0006A Vehicle Access Control: Contractor Vehicles](#)

Procedure**1. Operations Manager/Director**

- | Step | Action |
|-------------|--|
| 1.1 | Establish restricted zones for vehicle entry in the area according to the criteria defined in the Appendices. |
| 1.2 | Ensure that an up-to-date list of restricted zones is maintained at the Permit Centre, or other designated location. |

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2. Requester/Receiver of Authorization

Step	Action
2.1	Personnel and vehicle operators requesting a Vehicle Entry Authorization must comply with SES0004A Vehicle Access.
2.2	Personnel and vehicle operators requesting a Vehicle Entry Authorization From the Upgrading Area must comply with RGS0015A Standard Vehicle/Equipment Idling and PGR0006A Upgrading General Rules.
2.3	Go to the Permit Centre, or other designated location and provide necessary information to complete the Vehicle Entry Authorization, form OSG-1034.
2.4	Upon receipt of the Vehicle Entry Authorization: <ul style="list-style-type: none">• Follow the limitations and precautions, as defined on the authorization.• Display the original yellow copy of the authorization on the dashboard of the vehicle.• Surrender the authorization at the Permit Centre upon completion of job and/or expiration of duration of the authorization.

3. Issuer of Authorization

Step	Action
3.1	Fill out the Vehicle Entry Authorization, form OSG-1034.
3.2	Ensure that relevant gas tests have been completed, as shown on form OSG-1034.
3.3	Indicate limitations, precautions, and gas test results on the Vehicle Entry Authorization.
3.4	Inform the requester/receiver to: <ul style="list-style-type: none">• Follow the limitations and precautions applicable to access within the area• Display the original yellow copy of the authorization on the dashboard of the vehicle, and surrender it upon completion of job and/or expiration of duration of the authorization.• Retain the authorization if scheduled to return within the time limit• Retain, and if applicable post, the white copy of the authorization and give the yellow copy to the Requester/Receiver. <p>Note: A Vehicle Entry Authorization is not a Safe Work Permit.</p>
3.5	<u>The issuing of a work authorization does not replace the need for a Safe Work Permit. Some specific work tasks require additional work authorization ('Vehicle Entry Authorization') prior to the issuance of a Safe Work Permit.</u>

End of Procedure

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Appendix 1 – Designated Areas or Tasks Not Requiring Authorizations

Extraction

Plant operations vehicles do not require authorizations for access to Plant 3, 85, 86 and booster station and the pond barges. However, gas tests must be performed and documented in the log book prior to entry.

- Designated lay down areas
- East side of Line 6
- Plant 4/16, IST, WHRU, IPS1, IPS2
- Alley between BRFT and Plant 87 MCC
- West side of Plant 87
- FTPH Booster Station

Note: Area Operations will perform daily gas tests in these areas at the start of each shift or on as required basis during each shift.

Upgrading

- Sulphur Loading Vehicles - refer to POP0017A.
- Bitumen Unloading Vehicles – refer to POP0581A
- Diesel Loading Vehicles – refer to POW0032A

Note: The above mentioned vehicles must use only established designated routes and are subject to travel restrictions during established curfew periods.

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Appendix 2 – Designated Areas or Tasks Requiring Authorizations

Extraction:

- All areas not designated as lay down areas.

Upgrading:

- All Areas:
- Vehicle operators requesting a Vehicle Entry Authorization for heavy mobile equipment that may be required to cross over Upgrading plant fire water run off trenching. Access for any equipment will be limited by:
 - Maximum single tire loads less than 16 000 lbs.
 - Maximum single tire loads in a pair of tires less than 12 000 lbs.
- Tire Loads are based on the use of DB heavy duty grating; size 4x3/8 with a span of 4 feet and one square foot tire contact.
- Upgrading fire water run off trenching damage will be mitigated by:
 - Steel plates 8 feet x 4 feet standard size by 3/4 inch thickness extending equally over the sides of the 4 foot wide trench.
 - Positioning of wheels or outriggers will not be within 3 feet of any trench
 - Any further enquiries are to be addressed by the Upgrading Maintenance Engineering e.g. different grating sizes or dimensions.

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The following individuals have approved and signed this document.

UserName: Perry Canning (pacanning)

Title: Dir H&S Oil Sands

Date: Friday, 27 March 2015, 06:47 AM Mountain Time

Meaning: Approver 1 Signed

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