

## Sample Process Duty Roster

<b>Process: Tank Steam/Wash Rack</b>	
<b>Entry Supervisor</b>	<b>Entrants</b>
<ol style="list-style-type: none"> <li>1. Upon receipt of a tank for cleaning, do a visible check for product. If product is visible in the tank, then the tank will be refused.</li> <li>2. Complete and attach certification and danger tag to tank.</li> <li>3. Provide confined space entry permit for the tank.</li> <li>4. Verify that entrants have proper training and knowledge of known hazards, including the mode of exposure (how it gets into the body), signs or symptoms, and results of exposure.</li> </ol>	<ol style="list-style-type: none"> <li>1. Purge tanks with cold water prior to steam cleaning.</li> <li>2. Obtain the confined space entry permit and authorized signature.</li> <li>3. Complete a safe entry checklist prior to entering the confined space.</li> <li>4. Fill out and attach the caution tag after tank is purged and cleaned.</li> <li>5. Know space hazards, including information on the mode of exposure (how it gets into the body), signs or symptoms, and results of exposure.</li> <li>6. Use the correct personal protective equipment (PPE) properly.</li> <li>7. Maintain communication with standby person to enable them to monitor entrant's actions and alert the entrant to evacuate if necessary.</li> <li>8. Exit from permit space as soon as possible: when ordered to by authorized persons; when entrant notices or recognizes the signs or symptoms of exposure; when a prohibited condition exists; and/or when the automatic alarm system sounds.</li> <li>9. Alert the standby person when a prohibited condition exists and/or when warning signs or symptoms of exposure exist.</li> </ol>

**Process: Tank Maintenance**

<b>Entry Supervisor</b>	<b>Entrants</b>
<ol style="list-style-type: none"><li>1. Upon receipt of a tank for maintenance, do a visible check for product. If product is visible in the tank, then the tank will be refused.</li><li>2. Complete and attach certification and danger tag to tank.</li><li>3. Provide confined space entry permit for the tank.</li><li>4. Verify that entrants have proper training and knowledge of known hazards, including the mode of exposure (how it gets into the body), signs or symptoms, and the results of exposure.</li></ol>	<ol style="list-style-type: none"><li>1. Prior to moving any tank into the maintenance bay, ensure tank has been cleaned and/or purged per attached caution tag, test atmosphere, and record results on hot tag. (Tank will not be moved into bay until the atmosphere has been tested and is determined to be within acceptable limits.)</li><li>2. In bay, if work will require confined space entry, obtain confined space entry permit from the Service Writer.</li><li>3. Obtain the confined space entry permit and the authorized signatures.</li><li>4. Complete the safe entry checklist prior to confined space entry.</li><li>5. Know space hazards, including information on the mode of exposure (how it gets into the body), signs or symptoms, and results of exposure.</li><li>6. Use the correct personal protective equipment (PPE) properly.</li><li>7. Maintain communication with standby person to enable them to monitor the entrant's actions and alert the entrant to evacuate if necessary.</li><li>8. Exit from permit space as soon as possible: when ordered to by authorized persons; when entrant notices or recognizes signs or symptoms of exposure; when a prohibited condition exists; and/or when the automatic alarm system sounds.</li><li>9. Alert the standby person when a prohibited condition exists and/or when warning signs or symptoms of exposure exist.</li></ol>