

Work Permits at Todd Energy – Frequently Asked Questions (FAQ's)

Todd Energy use the 'Common Permit to Work' system (CPTW) to manage the co-ordination and authorisation of work on Todd Energy operated oil & gas facilities.

1. What is the CPTW system?

CPTW is a permit system that was developed by the Oil & Gas exploration and production industry in Taranaki (2000), with the purpose of providing a common approach for workers in the local oil & gas exploration and production industries to follow.

This CPTW system has now expanded for use by other industries, especially those using same or related contractors and has expanded outside of Taranaki. Now in use across New Zealand and Australia.

The CPTW is based on a signed contract between the work permit user 'Person in Charge of the Work Site' (PICWS) and the work 'Permit Issuer' (PI).

2. What is the Stay Live permit system?

The Stay Live permit system is a permit system that was developed for use across the major Electrical Generators in New Zealand (2018), with the purpose of providing a common approach for workers in Electrical Generation industry. The Stay Live permit system adopts the Safety Manual – Electricity Industry rules, as its essential safety requirements for the control of hazards and relies heavily on a competency-based knowledge system.

3. How does Todd Energy apply the CPTW system?

Todd Energy largely follows the standard CPTW manual with some deviations made to suit Todd specific requirements. However, former Nova Energy generation facilities that are managed by Todd Energy are currently using the common electrical generation Stay Live permit system.

4. Where are the Permit Offices?

There are two main Permit offices referred to as Permit Control Facilities (PCF)

1. McKee and Mangahewa PCF is located within the main control building known as the MMOF on 1334 Otaraoa Road.
2. Kapuni PCF is located inside the Main Kapuni Admin building located at 298 Palmer Road Kapuni by Gate 5
 - Paritutu Tank Farm PCF is located within the control building at 83 Paritutu Road.
 - Temporary PCFs may be set up for specific activities from time to time at various locations such as wellsite Kapuni KAP J or Mangahewa MHW G.

Access to all these PCFs will require completion of the Todd Energy Inductions for each site.

Permit to Work Frequently Asked Questions

5. What work requires a CPTW permit?

Most activities carried out at Todd Energy will require a Written or Verbal Permit to work.

For the avoidance of doubt, all work within **administration areas** or on **non-hydrocarbon sites** will comply with the requirements specified within the Permit to Work manual, unless specifically exempted in the table below.

Exempt activity	Examples (but not limited to)	Reason
Use of hand tools (incl. battery-operated drills or screwdrivers)	Using a screwdriver or hammer to open a packing crate or to hang a white board. Basic plumbing work i.e. fitting a new toilet or replacing a tap.	Very low risk tasks.
Movement and assembly of office furniture.	Assembling a stand-up desk in the main office.	
Use of a step ladder <1.8m within an office building.	Using a step ladder to change bulbs or fluorescent tubes.	
Interior decorating	Painting and wall papering within administration buildings	
Vehicle movements on made-up roadways.	Courier and truck deliveries. Loading/unloading utility vehicles etc.	Risk is managed through gate access procedures, signage and Traffic Management systems
Routine work conducted within designated workshop areas	Valve inspections or repair in maintenance workshop	Routine work (low risk) carried out by competent personnel in accordance with documented installation operating procedures.
Forklift operations onsite	Unloading trucks Loading containers for shipment	
Biosecurity inspection of imported container (MPI Approved Transitional Facility)	A sealed container arrives from overseas, which needs to be opened and inspected for biosecurity risks	
Delivery and pick-up of goods within DG storage areas.	Forklift picking up a pallet of paint tins from DG shed or waste disposal truck picking up a drum of waste oil	

6. Who can apply for and hold a permit?

To apply for a CPTW permit via the electronic PermitMe system, all applicants must hold a current Unit standard 17588 at time of application.

To hold a permit, you must first have satisfactorily completed the Common Permit to Work training and hold Unit Standard 17588.

Permit to Work Frequently Asked Questions

7. When must I submit my permit for review?

All permits are to be submitted in PermitMe for review at least **fourteen** working days in advance of the 'Required for Date', with IAP (production impacting) permits submitted **twenty-eight** working days in advance. This provides time for a review of the criteria for the permit including Job Hazard Analysis (JHA), Risk Scoring, Certificates, Checklists, and Gas Testing requirements to be completed, and to obtain ROS signature if required.

Your permit may be returned electronically to you to update if you have not met these advance notice requirements.

8. What if I require an isolation for my work?

All isolation requests are to be submitted in PermitMe isolation register for review at least fourteen working days in advance of the 'Required for Date'. This provides time for an isolation to be correctly prepared and scheduled by Todd approved competent people. Isolations are written, checked, authorised, fitted and removed by Todd approved competent persons only.

9. What should I expect at permit issue?

A conversation regarding the scope of work; hazards / controls; conflicting works. Followed by a review of associated documentation and then sign-off / authorisation should all parties agree, the work can be completed safely as planned / proposed.

10. Who are the Area Technicians (ATs) at Todd Energy?

The rostered duty Shift Operators are the primary Area Technicians (AT's).

Permit Issuers (PI's) and AT's must not endorse any permits which they intend to hold as PICWS themselves.

The PIs and Control Room Operators (CRO's) will provide backup AT coverage as required.

11. Can I be granted a verbal permit?

Verbal permits will only be issued for tasks that meet the following criteria:

- a) Work being carried out under an approved Standard Operating Procedure (SOP) or Operation procedure.
- b) Have a score of 4 or below.
- c) Can be completed within the timeframe of a single permit issue.
- d) Must have no additional certificates.
- e) Where the work/location does not require a Checklist.

Examples of suitable tasks for verbal permit include:

- Visual inspections except working at height.
- Use of non-IS electrical equipment in non-process related areas.
- Workshop areas where regular routine activities are covered by procedures.

Permit to Work Frequently Asked Questions

12. What happens if there is a change to my work scope or hazards?

Work must stop and the permit is to be re-evaluated by the PICWS and PI. If the change is minor; the existing permit can be amended and verified by following the valid change approval process.

13. What do I do if there is an emergency?

Shut down your equipment and make your work area safe before following appropriate Emergency Procedures.

All permits are suspended and must be re-issued after the emergency.

14. There has been an incident – what now?

Stop work

If an emergency: call 7777 or contact CRO via radio immediately

Make your worksite safe.

Help any injured persons first and foremost.

Report the incident to your nearest Control Room Operator and discuss next steps.

15. What should I expect when returning permits?

A conversation on job progress with PI; and a review of the effectiveness of the hazard/control.

PICWS must fill out a written comment on the permit job status line, below issuing signature for work period.

16. Why does Todd Energy operate two different permit systems?

During 2025 in Q2 Todd Energy and Nova Energy moved operations of the Generation assets under the Todd Energy company. The former, Nova Energy used Stay Live permitting which was recognised as a specialist system and appropriate for use in the Electrical industry.

A decision was made to continue with the Stay Live permits for a select group of generation assets.

17. How do I choose which permit system I should use?

Most activities carried out at Todd Energy on Oil and Gas assets will use CPTW except for High voltage switching.

During transition all generation assets operated previously by Nova Energy will utilise the Stay Live permits.

For clarity discuss with Permit Issuers about which system is appropriate for your work

18. Who do I contact if I have a concern or feedback about the permit system?

Direct your concerns in writing to the Permit System Manager in the first instance to ToddEnergyPTW@toddenergy.co.nz