Access Control

Working Together for Safety Recommendation 026E/2025

Prepared by the Working Together for Safety Working Group: **Mar 2020** **Reviewed and continued without changes in March 2025**	Version: **Rev 01**	Working Together for Safety Project Manager: Hugo Halvorsen Hugo Halvorsen (signatur on file)
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Table of contents

1. Introduction

Access Control is a common practice in the industry and fulfils the requirement in the Workplace Regulations[1] that " Workplaces, work equipment and processes shall be screened off when work is performed that may entail strain, hazards or health risks for other employees due to, for example, light, radiation, spatter, noise or air pollution”

SfS Recommendation 026N / 2020 "Access Control" was first published in 2008. In 2020 it was revised by a working group in SfS with members from Equinor, AkerBP, ConocoPhillips, Lundin, Vår Energi as well as the EL and IT union.

2. Purpose

The purpose of this recommended practice is to establish a common understanding and practice for access control. Access Control is put in place in order to prevent traffic in an area where personnel may be subjected to hazardous situations.

3. Target group

Personnel who plan, establish, remove barriers and anyone who works in areas where there is access control.
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4. Scope

The procedure includes responsibility for establishing access control, as well as use and marking of different types of access control barriers. The description indicates minimum requirements and shall cover all relevant activities within the Norwegian Ocean Industry Authority's area of authority.

5. Overview of Changes

The changes in revision 1 were as follows:

• Web tapes with printed text were equated with signs
• Access control for radiography was extended to cover all work with radioactive sources
• Definitions were corrected to be in line with Offshore Norge’s guideline 088[2].

In 2025, the recommendation was reviewed and continued without any other changes than format changes and updated names and references.

[1] The workplace regulation § 2-1
[2] Offshore Norge Guideline 088

6. Definitions

Access Control: Physical access control measures of a temporary or permanent nature, signposted in accordance with this procedure, which prevent personnel from unintentionally entering a restricted area.

Restricted Area: A potentially hazardous area which is physically surrounded by access control measures.

Owner of Restricted Area: The person responsible for the safety related to the ongoing work in the restricted area.

Authorised Personnel: Personnel authorised by "Owner of restricted area"

Area / Operations Supervisor: The management function with operational responsibility over the area or the actual part of the plant or facility that the work will affect, and who therefore will be involved in and approve the Work. If the area and operational responsibility is divided between two different positions, both must take part in the execution of this role.

Area Technician: The skilled worker who has the operational responsibility for a specific system and/or area. If the role is divided between two positions, both must participate in the execution of this role.

Executing skilled worker: The skilled worker who carries out the physical and specific work that is covered by the Work Permit.

7. Roles and Responsibilities

The owner of an installation or facility shall designate a person which shall have the overall responsibility for establishing a procedure in accordance with this best practice.

The Executing Skilled Worker is responsible for ensuring that access control is established, in cooperation with the Area Technician and that access control measures have been signposted and marked in accordance with this procedure. The Area Technician shall approve the installed access control measures.

The Executing Skilled worker is also responsible for maintenance of access control measures and for removing them once the area is cleared for normal traffic. The Area Technician has the overall responsibility for removing access control measures when the job has completed via WP system.

In the case of several work operations in the same area, the area supervisor, together with executing skilled workers, shall consider how the barriers for the different operations should be placed in an appropriate manner. The purpose is to ensure the safety of the personnel involved in the various work operations. An example is work at height that takes place near another work operation.

8. Recommended Practise

8.1 Marking

A barrier shall be clearly marked with signs or printed text with the following information:

- Relevant hazards
- Type of access that applies **("No access" of "Only authorised personnel")**
- Owner of restricted area
- Channel or telephone number on which the owner can be reached

The sign may also contain information relating to:

- References to relevant work permit (if applicable)
- The time for when the access control measure was established

If the access control measure is a physical obstacle in an escape route, the alternative escape route must be described and be clearly marked. An alternative escape route shall be indicated on the basis of a risk assessment.

Example of sign:

HAZARD	**:**	**LEAK TESTING**
ACCESS	**:**	**ONLY AUTHORISED PERSONNEL**
OWNER	**:**	**AREA TECHNICIAN, CHANNEL/TEL.**
WORK PERMIT	**:**	**WP 1234 / 08**
ACCESS CONTROL MEASURE ESTABLISHED	**:**	**DATE / TIME**

8.2 Types of Access Control Measures

No distinction is made between permanent and temporary access control measures. However, it would be natural to establish a permanent access control measure as an integral part of the design, and thus have a permanent character.

8.2.1 Special Types of Access Control Measures

Work on electrical installations
The responsible electrician shall cordon off with red string and a black "zigzag lightning" on a yellow background plate in accordance with The Workplace Regulation[3].

Work with radioactive sources
The radiographer/responsible technician shall cordon off with cordoning bands and black radiation sign on yellow background, in accordance with The Workplace Regulation[3].

[3] The workplace regulation § 5-7

8.2.2 Access control equipment

The restricted area shall be marked with red/white plastic chains, web band or similar on a reel or a self-closing gate marked in red/white. The access control equipment shall always be of a type suited to the conditions and which makes it possible to hang high-visibility signs on the cordon. Tape can be used to highlight the cordoning off equipment but shall never be used as the only equipment for access control.

Open manholes etc. which represent a risk of falling to a lower level shall be physically secured so that no hazard can arise, or personal injury occurs. Access control equipment shall be of the guardrail type, for example lockable gates and/or scaffolding material, all with red/white cordoning bands or tape wired around the guardrail to make the cordon visible.

NB: The presence of security personnel cannot replace access control measures which are designed to prevent falling.

8.3 Use of Access Control

Cordoning off an area takes place to reduce the consequences of an undesirable incident resulting from the activities in the area. It is important to specify that the first priority is to establish measures which reduce the likelihood of undesirable incidents, before establishing measures which reduce the consequences.

Before starting work in a restricted area, one must make sure that there are no unauthorized personnel within the area. **Access control measures must not be violated without agreement with the owner of the measure. The agreement must be made immediately before the pass.** Exceptions can be made only in an emergency.