

Permit to work

Title: _____

Severity: _____ Site: _____

Date / Time: _____ Completed by: _____

Permit Information

1 Permit number

2 Date and time permit issued

3 Permit valid from

4 Permit valid until

5 Type of work

Hot Work

Confined Space Entry

Working at Height

Electrical Work

Excavation

Lifting Operations

Breaking Containment

General High-Risk Work

Other

Work Details

6 Location of work

Address or coordinates

7 Description of work to be carried out

8 Reason for work

9 Plant or equipment involved

10 Tools and equipment to be used

Personnel

11 Permit requested by

12 Permit issued by

13 Name of responsible person on site

14 Names of workers authorised to carry out work

15 Are all workers competent and trained for this task?

Yes

No

N/A

16 Relevant training or certifications confirmed

Yes

No

N/A

Hazard Identification

17 Hazards identified

Select all that apply

Fire or Explosion

Falls from Height

Falling Objects

Confined Space

Electrical

Moving Machinery

Hazardous Substances

Asbestos

Noise

Manual Handling

Traffic or Vehicles

Underground Services

Overhead Services

Environmental

Other

18 Additional hazard details

Control Measures

19 Isolation required

Yes

No

N/A

20 Isolation details and lock-off reference

21 PPE required

Select all that apply

Hard Hat

Safety Boots

Hi-Vis Clothing

Safety Glasses

Face Shield

Gloves

Hearing Protection

Respiratory Protection

Harness and Lanyard

Other

22 Other PPE details

23 Barriers or signage in place

Yes

No

N/A

24 Fire extinguisher or suppression available

Yes

No

N/A

25 Gas detection required

Yes

No

N/A

26 Atmospheric monitoring completed

Yes

No

N/A

27 Ventilation required

Yes

No

N/A

28 Emergency rescue equipment in place

Yes

No

N/A

29 Spill kit available

Yes

No

N/A

30 First aider available on site

Yes

No

N/A

31 Additional control measures

Pre-Work Checks

32 Site inspection completed

Yes

No

N/A

33 Risk assessment reviewed with workers

Yes

No

N/A

34 Method statement reviewed with workers

Yes

No

N/A

35 Emergency procedures communicated

Yes

No

N/A

36 Communication method agreed

37 Nearest emergency exit or assembly point

Supporting Documents

38 Attach risk assessment, method statement or other documents

Attach file here

39 Photos of work area before starting

Attach file here

Authorisation

40 I confirm the work area is safe and all precautions are in place

Yes

No

N/A

41 Permit issuer signature

Signature

42 Date and time authorised

43 Permit holder signature

Signature

Shift Handover

44 Is handover required?

Yes

No

N/A

45 Handover to

46 Handover notes

47 Handover signature

Signature

48 Handover date and time

Permit Extension

49 Extension required

Yes

No

N/A

50 New expiry date and time

51 Reason for extension

52 Extension authorised by

53 Extension authoriser signature

Signature

Permit Closure

54 Work completed as described

Yes

No

N/A

55 Area left safe and clean

Yes

No

N/A

56 All isolations removed or handed over

Yes

No

N/A

57 All workers accounted for

Yes

No

N/A

58 Permit holder closure signature

Signature

59 Date and time of closure

60 Permit issuer acceptance signature

Signature

61 Final comments or observations
