

Permit to work

Issued carefully and closed carelessly is how people get hurt. The hand-back is the point of this sheet.

Times are fields, not printed periods — how long this permit may run, and how long any fire watch continues, is for whoever is competent to set it on this job. Confined space entry needs specialist arrangements beyond this general permit.

PERMIT NUMBER	SITE	EXACT LOCATION
ISSUED TO	ISSUED BY	DATE

PERMIT TYPE

Tick one. Confined space entry requires specialist arrangements and competent supervision beyond this sheet.

	THIS ONE
Hot work	☐
Work at height	☐
Excavation and ground disturbance	☐
Work on or near live services	☐
Roof work, including fragile surfaces	☐
Lifting operations	☐
Confined space — specialist arrangements attached	☐
Other — described below	☐

THE WORK

Description of work	
Equipment and plant to be used	
Who is carrying it out, and their competence	
Supervisor responsible	
Related RAMS reference	

PRECAUTIONS BEFORE WORK STARTS

Ticked, or marked N/A with a reason, before the permit is issued.

	DONE	N/A
Area inspected and made safe	☐	☐
Services located, identified and marked	☐	☐
Isolations made — recorded below	☐	☐
Area segregated, barriered and signed	☐	☐
People below or adjacent warned or excluded	☐	☐
Combustible material removed or protected	☐	☐
Openings, ducts and cavities covered	☐	☐
Atmosphere tested where required, by a competent person	☐	☐
Ventilation provided where required	☐	☐
Access and egress established and kept clear	☐	☐
Firefighting equipment to hand	☐	☐
Emergency and rescue arrangements in place and briefed	☐	☐
Equipment inspected and in date	☐	☐
Adjacent work that must not happen at the same time identified	☐	☐
	☐	☐
	☐	☐
	☐	☐

	DONE	N/A
	☐	☐
	☐	☐
	☐	☐

ISOLATIONS

Each one restored before this permit is closed.

What — isolated by — time — restored by — time

What — isolated by — time — restored by — time

What — isolated by — time — restored by — time

FIRE WATCH, WHERE HOT WORK IS INVOLVED

Times, not durations.

During the work — name

Work finished at

Continued watch after work — name

Area inspected at

Area inspected again at

Anything found

VALIDITY

VALID FROM

VALID UNTIL

EXTENDED UNTIL

EXTENSION AUTHORISED BY

HAND-BACK AND CANCELLATION

A permit with no cancellation entry is an area nobody re-checked.

	CONFIRMED
Work complete, or stopped and made safe	☐
Equipment and materials removed	☐
Area left clean, clear and safe	☐
Barriers, covers and protection removed or left as required	☐
All isolations restored and checked	☐
Fire detection restored where it was disabled	☐
Excavations backfilled or securely covered	☐
Permit cancelled and returned to the issuer	☐

SIGNATURES

ISSUED BY

TIME

ACCEPTED BY (PERSON DOING THE WORK)

TIME

HANDED BACK BY

TIME

CANCELLED BY

TIME