

## S21 – Permit to Work Form H&SPTW01

Note: Only to be issued by an authorised person

Location of works .....

**1. Permit type** (please tick)

- |                      |                       |                      |                       |           |                       |                   |                       |
|----------------------|-----------------------|----------------------|-----------------------|-----------|-----------------------|-------------------|-----------------------|
| Asbestos             | <input type="radio"/> | Excavation           | <input type="radio"/> | Machinery | <input type="radio"/> | Working at height | <input type="radio"/> |
| Confined space entry | <input type="radio"/> | Electrical isolation | <input type="radio"/> | Hot work  | <input type="radio"/> | Other             | <input type="radio"/> |

Name of receiver ..... Company .....

Other persons covered by this permit

.....

.....

.....

.....

**2. Work to be undertaken**

.....

.....

.....

**3. The following documents must be available for work to start** (please tick to confirm)

- |                 |                       |                     |                       |
|-----------------|-----------------------|---------------------|-----------------------|
| Risk assessment | <input type="radio"/> | Safe system of work | <input type="radio"/> |
|-----------------|-----------------------|---------------------|-----------------------|

**4. List all identified hazards and precautions**

| Hazards | Precautions |
|---------|-------------|
| .....   | .....       |
| .....   | .....       |
| .....   | .....       |
| .....   | .....       |



## 5. Isolation and lock off

Note: Only a competent person may verify that all isolation and lock offs are in place. All HV work must be approved by an electrical specialist.

Isolation type and location .....

Authorised by .....

Signature .....

Date .....

Time .....

Warning notices to be displayed at the following locations .....

The permit will be displayed at the following locations .....

## 6. Emergency contacts

| Name  | Position | Contact number |
|-------|----------|----------------|
| ..... | .....    | .....          |
| ..... | .....    | .....          |
| ..... | .....    | .....          |

## 7. Permit validation

| This permit is valid from |       | This permit is valid to |       |
|---------------------------|-------|-------------------------|-------|
| Date                      | Time  | Date                    | Time  |
| .....                     | ..... | .....                   | ..... |

## 8. Issue and acceptance of permit

Issued: I authorise the above work to be carried out subject to all relevant conditions being adhered to. I also confirm that I have reviewed the risk assessment and safe system of work which have been communicated to the receiver of this permit.

Signature ..... Print .....

(authorised person only)

If the receiver of this permit leaves the work area then the job must stop immediately. It will not re-start until the authorised person has been notified and a new permit has been raised.



## 9. Extended time

Time overrun: If the time specified within permit validation has expired then the authorised person must either extend the validity of the permit or cancel it.

|                              |      |                            |      |
|------------------------------|------|----------------------------|------|
| This permit is extended from |      | This permit is extended to |      |
| Date                         | Time | Date                       | Time |
| .....                        |      | .....                      |      |

## 10. Closure of the permit (to be completed by the authorised person)

The work has been **completed** and the area/plant has been left in a safe condition and is ready for operation

|        |      |      |
|--------|------|------|
| Signed | Date | Time |
| .....  |      |      |

The permit has been **cancelled**. Work has been suspended and a new permit has been issued

|        |      |      |
|--------|------|------|
| Signed | Date | Time |
| .....  |      |      |

## Monitoring of permit/activity

|              |           |          |
|--------------|-----------|----------|
| Observations | Date/Time | Initials |
| .....        |           |          |
| .....        |           |          |
| .....        |           |          |
| .....        |           |          |

