Permit to Work

Part A: Work Request
Location of work (building/room.)  
Contact name and phone number

Summary of work to be done

Part B: Safety Procedures: To be implemented prior to commencement of work.

1. The following processes are to be suspended during the course of the work

2. The following equipment is to be withdrawn from service during the course of the work

3. All users have been made aware of this supervision/withdrawal
   Yes  No

4. Safety warning notices have been posted where required
   Yes  No

5. The following steps have been taken to eliminate, control or contain hazards in the area

6. The following safety measures are recommended

Approval
I confirm that I have inspected the work area detailed above and declare that to the best of my knowledge and belief the work can be carried out safely and without serious risk of injury to health.

Signed  Date  Time

Part C: Control of Risks Arising from the Work

1. Isolation of services: (please tick as appropriate)
   - Water
   - Power
   - Fuel lines
   - Compressed gases
   - Others (specify)

2. Are there safety implications resulting from the isolation? Yes  No

3. Lock-off required? Yes  No  Location

4. Safety signs posted? Yes  No  * If yes, what safety precautions are required to control the risks?

5. Air monitoring required? Yes  No

6. Are there hazards associated with the work? Yes  No

Declaration
I understand the precautions to be taken under this permit.

Name (print):  Company/Department

Signed  Date  Time

Permit validity period
From: Date: ___ / ___ / ___  Time: ____ : ____  To: Date ___ / ___ / ___  Time: ___ : ___

If the work is not completed within this timescale a new permit-to-work must be completed.

Part D: Completion of Work

I confirm that the work has been completed in accordance with this permit. Services have been restored and the work area is ready for re-occupation.

Signed  Date  Time

Part E: Reinstatement of Work Area

I confirm that all equipment has been returned to service, safety signs have been removed and the users informed that work may resume in this area.

Signed  Date  Time