

Permit to work

A permit to work for **one job**: what the work is and where, how long the permit lasts, the hazards and precautions, the isolations (by reference), who issues it and who accepts it, shift handover, suspension, hand-back and cancellation. It is **not a hot work, confined space or electrical permit**: where the job involves one of those, that permit, with its own requirements, is issued as well (section 3). It is not a record of a bypassed safety device (use the safety device bypass record) and it does not approve a change to the plant (use management of change). A permit does not make a job safe: the precautions have to be taken. Keep a copy at the job. General template, not legal advice; your own permit procedure comes first.

1 Permit and job

Permit number	Date and time issued	Work order, task risk assessment or method statement reference
Job location and plant identification (area, unit, tag or equipment number)		
Description of work to be done, and its limits (what is not covered)		
Requested by (originator)	Company or crew doing the work	Number of people

2 Validity

Valid from and to (date, time)	Longer than one shift? ☐ No ☐ Yes, handover in section 12
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3 Other permits this job needs

Other permits this job needs (tick each that applies). Each has its own permit, issued before this one ☐ Hot work ☐ Confined space entry ☐ Electrical work or high voltage isolation ☐ Work at height ☐ Excavation ☐ Breaking containment ☐ Other
Numbers of the other permits and isolation certificates this permit refers to

4 Hazards and precautions

Hazards, including residual ones, and those the work creates	Precautions needed and who took them (name or initials, time)	Action in an emergency

Protective equipment (PPE) and other equipment required

5 Isolations (reference only)

Isolations needed (tick) ☐ Mechanical ☐ Electrical ☐ Process ☐ Other	Isolation certificate or lock record numbers
Isolation points (what, where, how secured)	
Isolations verified ☐ Yes ☐ N/A	Verified by (name) and time

This permit refers to the isolation record; it does not replace it.

6 Fire precautions (complete if the job could start a fire)

Check	Yes	N/A	Entry (name, type, time)
Fire risk assessment complete	☐	☐	
Combustibles cleared or protected (US welding and cutting rule: 35 ft / 10.7 m where practicable; your procedure sets the distance)	☐	☐	
Fire watch designated (name)	☐	☐	
Extinguisher type and position	☐	☐	
Post-work fire watch (US welding and cutting rule: at least 30 min; your procedure sets the time). Time finished	☐	☐	

This is not a hot work permit. Where one is needed (section 3), it is issued as well and takes precedence.

7 Tests and monitoring record (only where the job needs tests)

Limits for this job, set by the issuer's assessment or the specialist permit						
Time	O ₂ %	LEL %	H ₂ S ppm	CO ppm	Other	Tester (name or initials)
Continuous monitoring during the work ☐ Yes ☐ N/A		What is monitored, by whom, alarm limits				

Test for oxygen first, then flammable gases and vapours, then toxic gases and vapours. The limits and the instruments come from your own procedure or the specialist permit, not from this form.

8 Emergency and rescue arrangements

Rescue plan in place ☐ Yes ☐ N/A	Who to call and how (number, radio channel)
Rescue or emergency equipment at the job, and how the workers keep in contact	

9 Issue and acceptance

Issuer: I have examined the work site; the isolations and precautions in sections 4 to 8 are in place, except those that can only be taken during the work, and the receiver has been told of them. **Receiver:** I understand the work, its limits, the hazards and the precautions, and everyone in section 10 has been told. For work of particularly high hazard a second person (permit authoriser) signs before issue; nobody issues a permit to themselves.

Role	Name	Signature	Date and time
Issuer			
Permit authoriser (high-hazard work only)			
Receiver (performer)			
Fire watch (if one is named)			
Attendant or standby person (if one is named)			

10 People working under this permit

Name	Company	Signature (has read and understood the permit)	On site (time)	Off site (time)

11 Issuer's site checks (at the start, during the work, at the end)

Date and time	Checked by (issuer)	Conditions of the permit being followed? (yes or no, and what was found)

12 Shift handover or extension

Date and time	Outgoing receiver (name, signature)	Incoming receiver (name, signature)	Incoming issuer: plant still safe, hazards explained (signature)	New expiry

13 Suspension

Suspension and cancellation criteria: any change in atmospheric readings, loss of communication, equipment failure, or alarm activation. Reissue required. A suspended permit stays live until it is cancelled, so isolations may still be in place.

Suspended at (date, time)	Reason	Plant left in this state, isolations still in place
Restarted at (date, time), after the issuer revalidated this permit or issued a new one (number)		

14 Hand-back and cancellation

Hand-back and cancellation check	Yes	N/A	Entry (name, time)
Work complete (receiver confirms); all people and tools out of the area	☐	☐	
Plant or equipment safe; isolations removed or cross-referred to another permit (issuer confirms)	☐	☐	
Operations or area authority has acknowledged the return of the plant to their control	☐	☐	
Tested and recommissioned (cancellation)	☐	☐	
All copies of the permit collected; cancelled permit filed with its isolation and test records	☐	☐	

Role	Name	Signature	Date and time
Receiver: work complete			
Issuer: work complete, plant ready for testing			
Closeout (cancellation)			