

Safety device bypass and impairment record

One record for ONE temporary bypass, override, inhibit or impairment of a safety-critical device or system: an interlock, trip, alarm, relief or detection device, fire protection system or machine guard interlock. It records the decision: what is out of service, why, how the risk is held while it is out, who asked, who agreed, for how long, how it was put back and what was learned. It is not a permit to work and not a management of change record, and it is not authority to override a manufacturer's instruction or a legal requirement: if one of those says the device must stay in service, stop and ask the person who owns it. Filling it in does not make a bypass lawful or safe. The form sets no maximum duration and no risk scale: write the ones your own procedure sets. Nothing here is legal advice.

Record	How it relates to this form
Permit to work	A permit controls the work done on or near the device (isolation, hot work, entry). This record covers the device being out of service. Often both are open at once: write the permit number in section 1 and keep them in step.
Management of change	A long, repeated or open-ended bypass is a change to the process safeguards and belongs in management of change. Section 8 is where you send it. Do not keep renewing this record instead.
This record	One bypass, one device, one time-limited decision, with a restoration check before it is closed.

1 The device and the record

Record reference	Site, area or unit	Related permit to work number (if any)	Date and time raised
Device tag or ID	Device description and where it is		Manufacturer, model or loop drawing (reference)
Kind of device ☐ Interlock or trip ☐ Alarm ☐ Relief or vent device ☐ Gas, fire or level detection ☐ Fire protection system ☐ Machine guard interlock ☐ Emergency shutdown ☐ Other			
What is being done to it ☐ Bypass ☐ Override ☐ Inhibit ☐ Impairment (out of service, fault or isolated)		How it is applied and how others can see it (jumper, forced value, key switch, tag, display flag)	

2 The hazard and the protection that stays

The hazard it protects against, and the worst credible outcome if it is needed and does not act
Other independent protection that stays in service while it is out (name each, and how you know it works)

3 Why it must be bypassed

Why it must be bypassed, and the alternatives considered ☐ Maintenance or testing ☐ Fault of the device ☐ Nuisance or spurious trips ☐ Start-up, shutdown or abnormal operation ☐ Other
Reason in detail (what happens if the device is left in service)
Alternatives considered and why not used (for example run with it in service, repair or recalibrate, isolate the section or stop, fit a temporary equivalent, wait for a planned shutdown)

4 Temporary risk assessment

What could go wrong while the device is out of service (scenarios, and what would show it) 		
Risk with the device out, before the measures (your own method and rating)	Risk with the measures in place (your own method and rating)	Residual risk accepted by the authoriser? ☐ Yes ☐ No

5 Compensating measures

Measures in place for the whole time (tick)

☐ Extra supervision
 ☐ Manual checks at set intervals
 ☐ Isolated section
 ☐ Reduced throughput
 ☐ Exclusion zone
☐ Standby person or response ready
☐ Other

Measure	Detail (what, how often, where, the limit)	Who	In place at (time)	Checked by

Stop conditions: restore the device or stop the process if

6 Request and authorisation

Requested by (name, role)		Date and time	Signature
Authorised by (name, role). A person with authority who is independent of the requester		Authority level your procedure requires	Date and time
Independent of the requester? (not the requester, and not in the requester's line for this decision) ☐ Yes ☐ No, so the authorisation is not valid		Conditions the authoriser sets	

7 Timing and limit

Start (date, time)	Planned end (date, time)	Maximum duration allowed by your own procedure (the form supplies none)	Planned end inside the maximum? ☐ Yes ☐ No
Earlier bypasses of this same device (number, and over what period)		Procedure or clause that sets the maximum (reference)	

8 Longer or repeated bypass: route to management of change

Sent to management of change? ☐ Not needed: inside the maximum, first time ☐ Yes, because over the maximum ☐ Yes, because repeated ☐ Yes, because no end date can be set		Management of change reference		
Extension no.	New planned end	Reason (why the device cannot be restored)	Re-authorised by (not the requester)	Date and time

An extension is a new decision: the authoriser reviews the risk and the measures again. If the maximum has passed, route it to management of change.

9 Shift handover and who is told

Operator told at shift handover? ☐ Yes ☐ No		Told (names, roles) and how (handover log, briefing, display tag)		
Handover (date, time)	Outgoing (name)	Incoming (name)	Device still out? Measures still in place?	Initials

Also tell maintenance, contractors and the emergency team where they depend on the device. Each handover while the bypass is in place repeats the briefing.

10 Restoration check

Device restored at (date, time)	Restored by (name)	Jumper, forced value, key or tag removed and display flag cleared? ☐ Yes ☐ No	
Function tested after restoration ☐ Yes ☐ No: the bypass stays open	Test method and result (what was operated or simulated, what the device did)	Tested by (name)	Date and time
Compensating measures stood down, and the operator told that the device is back? ☐ Yes ☐ No	Checked by an independent person where your procedure asks (name)	Next test or inspection of the device (date, per your own schedule)	

11 Actual end and event during the bypass

Actual end (date, time)	Actual duration (hours)	Inside the maximum? ☐ Yes ☐ No	Event during the bypass? (demand on the device, alarm, trip, near miss, incident) ☐ None ☐ Yes: describe below
Event during the bypass: what happened, what the measures did, the report reference			

12 Learning

Learning: should the device be less prone to nuisance trips or alarms, or be changed? ☐ Yes ☐ No ☐ Not known yet	Should the process or procedure change so that the bypass is not needed? ☐ Yes ☐ No ☐ Not known yet
What was learned, and what is to change	

Action	Owner	Due	Done on	Checked by

13 Sign-off

Role	Name	Signature	Date
Requester			
Authoriser (independent of the requester)			
Restoration tester			
Area owner or reviewer (closes the record)			

Where this record is kept, and for how long	Date closed	Reviewed with the device's history on
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