**PERMIT TO WORK (*TEMPLATE*)**

|  |  |  |
| --- | --- | --- |
| **Title** | **Reference Number** | **Directorate** |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Service Area | Job Location | Relevant plant |
|  |  |  |

|  |  |
| --- | --- |
| **Description of work to be undertaken:** |  |
| **Limitations** |  |
| **Description of hazards inc residual hazards** (as a result of work to be undertaken) |  |
| **Precautions to be undertaken i.e. barriers, warning signs, covers, etc** |  |
| **PPE required** |  |

**Sign Off**

|  |  |  |
| --- | --- | --- |
| Name | Date  | Signature |
|  |  |  |

**Authorisation of Permit**

|  |  |  |
| --- | --- | --- |
| Name | Date  | Signature |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Date of permit | Time of permit | Duration of permit |
|  |  |  |

**Confirmation of understanding the tasks, hazards and precautions of the work to be undertaken:**

|  |  |  |
| --- | --- | --- |
| Name | Date  | Signature |
|  |  |  |
|  |  |  |
|  |  |  |

**Extension/change of shift**

|  |  |  |
| --- | --- | --- |
| Name | Date  | Signature |
|  |  |  |

**Sign off from competent person** (confirm precautions still in place/ new workers aware)

|  |  |  |
| --- | --- | --- |
| Name | Date  | Signature |
|  |  |  |

**Sign off for works completed** (plant ready for testing/commissioning if required)

|  |  |  |
| --- | --- | --- |
| Name | Date  | Signature |
|  |  |  |

**Cancellation of permit (work/plant tested and is satisfactory)**

|  |  |  |
| --- | --- | --- |
| Name | Date  | Signature |
|  |  |  |