

Health and Safety Procedure

HSP36 Permit to Work Procedure

**PERMIT TO WORK – GENERAL**

|  |  |
| --- | --- |
| Permit Ref number |  |
| Contracting company undertaking works |  |
| Task or work operation |  |
| Permit valid from | Time: | Date: |
| Permit valid to | Time: | Date: |
| **This permit to work is issued for the following work. No work other than that detailed must be carried out** |
| Is work to be carried out when plant, equipment or systems are in operation? Yes [ ]  No [ ]  |
| Location of work |  |
| Description of work |  |
| Existing hazards |  |
| Hazards introduced by work |  |
| Method of isolation/making safe |  |
| Protective equipment |  |
| **To be completed by client Authorising Person** (e.g. Project Manager/Person in charge of works) |
| Name of person issuing permit |  |
| Designation |  |
| Signature |  |
| Time |  |
| Date |  |
| **Receipt to be completed by contractor site supervisor undertaking works**I hereby declare that no work other than that stated above will be carried out, and all precautionary measures will be adhered to |
| Name of competent person undertaking work |  |
| Designation |  |
| Signature |  |
| Company |  |
| **Cancellation of Permit to be completed by client Authorising Person (**e.g. Project Manager/Person in charge of works)I hereby declare that the work stated above has [ ]  has not been [ ]  completed. Give details if not completed. |