

SECTION 1: To be completed by the Authorised Person

PERMIT NUMBER

TASK							
1	Authorised Person - Person who is responsible for making sure the work is done properly	Name		Estates / Estates Manager / Supervisor / Other			
2	Competent Person - Person who is responsible for carrying out the work						
3	Valid from	Hours/days		Valid to:		Hours/days	
	This permit is valid for	Hours/days					
4	Location of Plant / Equipment / Work						
5	Work to be carried out						
6	System / Schematic / Safety Work Plan Approved [Circle / Tick as appropriate and initial signature box]	Electrical	Mechanical	Steam / Boilers / Condensate	Pressure Systems	Flammable Gases	Signature
		Heating/hot water/liquids	Confined Spaces	Excavations	Hot Work	Fire Alarm Systems	
7	Plant / Equipment Isolated, Made safe and locked off [Circle / Tick as appropriate and initial signature box]	Electrical	Mechanical	Steam / Boilers / Condensate	Pressure Systems	Flammable Gases	Signature
		Heating/hot water/liquids	Confined Spaces	Excavations	Hot Work	Fire Alarm Systems	
8	Electrical circuits - Method of Working or Transfer of Responsibility [Circle / Tick as appropriate and initial signature box]	Dead Working	Live Working	H.V.Transfer	Comments		Signature
9	Shut Down Approved	Date		Time		Approved by :Signature	
10	Air Quality Tests [Circle / Tick as appropriate and initial signature box]	Describe Tests Method:		Oxygen Radiation	Toxic Gases	Flammable Gases	Signature
11	Safety Equipment Provided: [Circle / Tick as appropriate and initial signature box]	Head - Eye - Ears - Lungs	Hands	Body & Body harness	Feet	Electrical	Fire Fighting Equipment

SECTION 2: CONDITIONS TO BE OBSERVED. [Authorised person to circle / tick those to be observed]

1	Render safe sources of ignition	9	Breathing apparatus to be worn	17	Reconnect fire alarm system before leaving work area	25	Protective clothing	26	Protection - Electrical Shock:
2	No welding or burning within 15 metres	10	Lifelines / safety harness to be worn	18	Earth busbars	a	Head protection	a	Rubber mats
3	No smoking, no naked lights	11	Excavations to be properly timbered	19	Earth continuity bond required	b	Face protection	b	Rubber gloves
4	Stop hot work at least 1 hour before leaving work area	12	One / Two observers to be present	20	Disconnect / isolate generator including battery	c	Breathing protection	c	Anti-flash aprons
5	Use flameproof lights and tools	13	Gas systems need purging	21	Electrical circuits require locking off	d	Ear protection	d	Goggles / face visor
6	Use only low voltage / isolated lights / tools	14	Water systems require draining	22	Drives need isolating / rotation locking	e	Eye protection	e	Insulated tools
7	Use air circulation	15	Pressure systems to be vented prior to work	23	Erect caution notices	f	Hand protection	f	
8	Test air quality before entry	16	Disconnect fire alarm system before commencing work	24	Statutory requirements	g	Safety harness required	27	2nd man required

SECTION 3: AUTHORISATION [Authorised Person to Complete]

SECTION 4: RECEIPT: [Competent Person to Complete]

The plant / equipment / utility / work has been examined and I am satisfied that the work specified can be carried out subject to compliance with the conditions as detailed within this certificate		I have read this permit form and understand the work which is permitted and the 'conditions to be observed' I will initial the 'TASK 6-10' column in section 1 after isolation and before commencement of work. The works will be made secure / safe with all safety measures in place at any time I am away from the work area and at the end of each working day the permit is in force	
Signed	Date	Signed	Date

SECTION 5: CANCELLATION [Authorised Person to Complete]

SECTION 6: CLEARANCE: [Competent Person to Complete]

The work authorised under this permit has now changed. This permit is cancelled and has been replaced by permit number _____		I hereby declare that all men under my charge have been withdrawn and warned it is no longer safe to work on the plant / equipment / utility specified in this permit. All tools have been removed and all guards / covers have been replaced and loose materials removed	
Signed	Date	Signed	Date

NOTES FOR USE
PERMIT TO WORK CERTIFICATE

This permit to work certificate has been designed to be used for specific work activities as detailed in the following table 1. These are included on the permit to work certificate as activities to identify as being relevant to the work proposed. See task 6 & 7 on the permit to work certificate

It is very important that any person who works on plant / equipment / systems under the control of a permit to work form makes sure that suitable and effective control measures are installed.

Control measures are those which make sure personnel who are instructed to carry out work can do so being certain that measures have been taken to prevent accidental or automatic re-instatement of the plant / equipment / services being worked on and that conditions of work, i.e. air quality / temperature etc., do not present any hazard to the operative.

Section 2 of the permit to work certificate summarises the major items that may effect safe working. The relevant box (s) are to be highlighted as appropriate to the proposed work. Any item not included is to be identified additionally.

The permit form is designed for ease of use and be complemented by these notes.

Typical control measures you may have to include are as follows:-

	CONTROL MEASURES
Electricity (HV)	Switches locked off System earthed (racked in)
Electricity LV (up to 1000v)	Fuses withdrawn Switches locked off Busbars earthed / Earth continuity maintained (for safety and to prevent floating neutrals.) Generator isolated including starting battery removed from terminals
Pressure Systems (gases)	Valves closed and locked off, Blanks Inserted, Section Removed, System Cooled, System Drained, System purged, System de-pressurised / vented to atmospheric pressure, Drive Locked, Disconnected, Driving Source Isolated.
Steam Boilers / Blow down	Blanks Inserted
Steam / Condensate Systems	Section Removed
Heating / Hot Water Systems	System Cooled
Flammable Gases	System Drained
Water / Sewerage Systems	System Purged
Mechanical Power	Drive Locked, Disconnected,
Excavations	Shoring etc.
Confined Spaces	Allow Time to Cool, Ventilate, Wear Air Quality Monitors, Prevent Ingress / Aggress of dangerous fumes or substances
Bacteriological	Safety equipment provided and suitable and appropriate instructions given.
Other	Including entry into confined sapces
Air Quality	Tests to ensure the working environmental atmosphere is safe to enter
Safety Equipment	Provision of safety equipment to enhance other control measures
Hot work	Ensure fire fighting equipment is to hand Stop work at least 1 hour before leaving work area <i>[Hot work is any work that will produce conditions to support combustion, i.e heat, spark or flame etc]</i>
Fire Alarm System	Isolate before commencing work: Bag off/remove smoke detectors before work starts