Permit to work

Permit no. _____ **Date** _____

Location or equipment _____ **Work to be done** _____

Valid from (time) _____ **Valid until (time)** _____

Person in charge of the work _____ **Issued by** _____

Type of work

Tick all that apply. Hot work and confined space entry have their own permits. Attach them to this one.

- ☐ Hot work
- ☐ Confined space entry
- ☐ Work on isolated or energized equipment
- ☐ Work at height
- ☐ Excavation or digging
- ☐ Lifting with a crane or hoist
- ☐ Breaking into a line or vessel
- ☐ Other (write in)

Hazards

What could hurt someone on this job, including other work nearby.

_____

_____

_____

Isolations

Each energy source or line, where it's isolated, the lock or tag, and who verified zero energy.

Energy source or line	Isolation point	Lock or tag no.	Verified by

Precautions in place

- ☐ Job safety analysis or pre-task plan done
- ☐ Area barricaded and signed
- ☐ Atmosphere tested, if required
- ☐ Fire watch or fire extinguisher, if required
- ☐ PPE below is worn
- ☐ Rescue and emergency plan in place
- ☐ Crew briefed on this permit
- ☐ Other crews nearby know about this job

PPE and equipment

_____

Issue and acceptance

The issuer signs that the area and the controls were checked at the job. The person in charge signs that they understand the permit and the crew has been briefed.

Role	Name	Signature	Date and time

A starting point. Adapt it to your equipment, your procedures and the rules that apply to you. Free template from portalbaseai.com

Shift handover

If the work runs past one shift, the permit is handed over in person, at the job.

Handed over by	Taken over by	Date and time	Conditions the same?

Closeout

The work is finished or stopped, the area is left safe, isolations come off only when it's safe, and the issuer closes the permit.

Work finished or stopped (time)	Area left safe (initials)	Isolations removed by	Permit closed by

Sign-on

Name (print)	Signature	Date