

Permit to Work Template

Permit no.: []	Site: []
Exact location of work: []	Date: [DD/MM/YYYY]
Valid from (time): [HH:MM]	Valid until (time): [HH:MM]
Issued to (company): []	Person in charge of the work: []
RAMS ref.: []	Linked permits (hot work, confined space): []

Part A. Description of the work

What will be done, on which plant, equipment or area, and by how many people.

Part B. Hazards and precautions

List the hazards from the RAMS for this task and the precaution that must be in place before work starts.

Hazard	Precaution in place	Checked by

Part C. Isolations

Electrical, mechanical, pipework or other energy sources. Lock and tag each one, and prove it dead before work starts.

Isolation	Point of isolation	Lock / tag no.	Isolated by	Proved by

Part D. Checks before work starts

- ☐ RAMS read and the work team briefed
- ☐ Area barriered and signed
- ☐ Isolations in place and proved
- ☐ Atmosphere tested, where needed
- ☐ PPE and equipment as listed in the RAMS
- ☐ Emergency and rescue arrangements in place
- ☐ Other trades and the site manager told about the work

Part E. Issue and acceptance

The issuer confirms the precautions are in place. The person in charge confirms they understand the permit and will brief the team.

Issued by (authorised person)

Name

Signature

Date

Accepted by (person in charge)

Name

Signature

Date

Part F. Extension or shift handover

Date	Time	Extended to	Issuer	Person in charge

Part G. Hand-back and cancellation

- ☐ Work complete, or stopped and made safe
- ☐ Tools, materials and waste removed
- ☐ Area safe to return to service; isolations can be removed

Handed back by (person in charge)

Name

Signature

Date

Permit cancelled by (issuer)

Name

Signature

Date

Briefing record

Everyone carrying out this work must be briefed before it starts. By signing below each person confirms: "I confirm I have been briefed on this permit to work, understand the hazards and control measures, and will work in accordance with it."

No.	Name	Signature	Date
1			
2			
3			
4			
5			
6			
7			
8			

A permit to work supports the RAMS; it does not replace it. Only an authorised person should issue it, for one task, one location and a set time. This blank template is not legal advice: adapt it to your own permit procedure.