

Permit to Work

Put a controlled job in writing: what is being done, what has to be true before it starts, who is covered and when it was handed back.

A general permit to work: what the job is, who authorised it, who is covered, and when it was handed back.

THE CONTROLS ARE WRITTEN BY YOU, FOR THIS JOB

Who may authorise and carry out this work, what training and certification they need, what must be recorded and how long it must be kept differ by country and by workplace. This sheet names no scheme, sets no criteria and satisfies no regulation on its own — check what applies where you are.

Permit number	Site	Date	Valid from	Valid to
Exact location of the work		Company or team		
The work, described precisely				

HAZARDS IDENTIFIED FOR THIS JOB written for this job, not ticked from a list

CONTROLS REQUIRED BEFORE WORK STARTS written by the person authorising, for this job

ALSO CONFIRMED

- | | |
|---|---|
| ☐ Others affected have been told | ☐ Emergency arrangements explained |
| ☐ Isolation confirmed and proved | ☐ Equipment inspected before use |
| ☐ Access and egress agreed | ☐ Area signed and barriered |

PEOPLE COVERED BY THIS PERMIT

Name	Company	Role	Signed on accepting the permit	Time in	Time out

ISSUE

Issued by (print)	Position	Signature	Time

HANDBACK AND CANCELLATION

Work complete or suspended	Area left safe and clear	Equipment removed

Handed back by	Accepted by	Date	Time

Anything the next shift should know
