



Permit to Work Form

Controlled work authorisation: scope, hazards, isolations, cross-permits, validity, acceptance, and close-out.

PERMIT NUMBER

SITE / FACILITY

DEPARTMENT / AREA

EXACT WORK LOCATION

PERMIT HOLDER (PIC)

COMPANY / CONTRACTOR

AUTHORISING ISSUER

ISSUE DATE

1. Work description & validity

DESCRIPTION OF WORK / METHOD SUMMARY

RELATED RAMS / JSA REFERENCE

RELATED DRAWINGS / ISOLATIONS DRAWING REF

PLANNED START (DATE / TIME)

PLANNED FINISH (DATE / TIME)

PERMIT VALID UNTIL (DATE / TIME)

Permit type



General



Hot work



Confined space



Electrical



Height



Excavation



Other

2. Hazards & controls

KEY HAZARDS

TASK STEP / HAZARD

RISK (L/M/H)

CONTROL MEASURES

IN PLACE?

Work area isolated / barricaded



Yes



No



N/A

LOTO / isolation applied and verified



Yes



No



N/A

Hot-work fire watch arranged (if applicable)



Yes



No



N/A

Confined-space controls in place (if applicable)



Yes



No



N/A

Gas test completed (if required) — attach readings



Yes



No



N/A

PPE requirements communicated and available



Yes



No



N/A

Emergency arrangements / escape routes briefed

☐ Yes ☐ No ☐ N/A

Other active permits reviewed for conflict (SIMOPS)

☐ Yes ☐ No ☐ N/A

OTHER PERMIT NUMBERS AFFECTING THIS WORK

ADDITIONAL CONTROL COMMENTS

3. Authorisation & acceptance

ISSUER NAME / POSITION

ISSUER SIGNATURE

ISSUE DATE / TIME

PERMIT HOLDER NAME

PERMIT HOLDER ACCEPTANCE SIGNATURE

ACCEPTANCE DATE / TIME

ACCEPTANCE COMMENTS / BRIEFED TEAM NAMES

4. Suspension / extension / cancellation

CHANGE TYPE

REASON / DETAILS

AUTHORISER

DATE / TIME

5. Close-out & handover

Work completed as per permit

☐ Yes ☐ No ☐ N/A

Area inspected and left in a safe condition

☐ Yes ☐ No ☐ N/A

Tools / personnel removed; isolations restored as authorised

☐ Yes ☐ No ☐ N/A

ACTUAL FINISH (DATE / TIME)

COMPLETION COMMENTS

PERMIT HOLDER CLOSE-OUT SIGNATURE / DATE

SUPERVISOR CLOSE-OUT SIGNATURE / DATE