



PERMIT NUMBER

Permit to work

HSE HSG250 GUIDANCE ON PERMIT-TO-WORK SYSTEMS

JOB LOCATION	DATE	VALID FROM	VALID UNTIL
PLANT OR EQUIPMENT TO BE WORKED ON		OTHER PERMITS AND ISOLATION CERTIFICATES	

Description of the work

What is to be done, and its limits: what is not covered by this permit.

HSG250, FIGURE 1

Hazards

Including residual hazards and those the work itself creates.

HSG250, FIGURE 1

☐ Electricity

☐ Stored energy or pressure

☐ Hazardous substances

☐ Confined space

☐ Work at height

☐ Moving machinery

☐ Buried services

☐ Hot surfaces

☐ Other

DETAILS

Isolations

Each isolation, signed by the person who made it. Common isolations are cross-referenced so none is removed before every permit is signed off.

HSG250, FIGURE 1 AND PARA 22

ISOLATION	POINT AND METHOD	LOCK OR TAG	ISOLATED BY	TIME

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PRECAUTIONS

Precautions, checks and issue

Precautions and emergency arrangements

The precautions in place before and during the work, and what happens in an emergency, with actual values and limits rather than general words.

HSG250, FIGURE 1 AND PARA 47

Atmosphere test, where needed

Before entry and at the intervals the permit sets.

TEST	RESULT	TIME	TESTED BY

Protective equipment

HSG250, FIGURE 1

- ☐ Safety helmet
- ☐ Eye protection
- ☐ Gloves
- ☐ Hearing protection
- ☐ Respiratory protection
- ☐ Harness
- ☐ Insulated tools
- ☐ Other

TYPE AND SPECIFICATION

Issue

The work site has been examined, and the isolations and precautions on this permit are in place, except those that can only be taken during the work.

HSG250, FIGURE 1 AND PARA 37

ISSUED BY	POSITION	SIGNATURE	DATE AND TIME

Authorised, for high-hazard work

A second person sees the permit before it is issued where the potential for harm is particularly high. Nobody issues a permit to themselves.

HSG250, PARA 26

AUTHORISED BY	POSITION	SIGNATURE	DATE AND TIME

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ACCEPTANCE AND HAND-BACK

Accepted, handed over, handed back

Signatures are dated and timed. A suspended permit stays live until it is cancelled.

Acceptance I understand the work, the hazards and the precautions, and have explained them to everyone working under this permit.
HSG250, FIGURE 1

ACCEPTED BY POSITION SIGNATURE DATE AND TIME

PEOPLE WORKING UNDER THIS PERMIT COMPANY SIGNATURE

Extension or shift handover The plant remains safe to work on, and the incoming people know the hazards and precautions. The incoming issuer signs to continue the permit.
HSG250, PARAS 19, 20 AND 23

DATE AND TIME OUTGOING INCOMING STATUS OF THE WORK AND PLANT NEW EXPIRY

Hand-back Work completed, the area left safe and everyone withdrawn. Then the issuer confirms the plant is ready for testing and recommissioning.
HSG250, FIGURE 1 AND PARA 24

WORK COMPLETE, BY POSITION SIGNATURE DATE AND TIME

ACCEPTED BACK, BY POSITION SIGNATURE DATE AND TIME

Cancellation Work tested and the plant satisfactorily recommissioned. Isolations removed, unless cross-referenced to another permit.
HSG250, FIGURE 1 AND PARA 37

CANCELLED BY POSITION SIGNATURE DATE AND TIME

KEEP COMPLETED PERMITS ON SITE FOR AT LEAST 30 DAYS, THEN ARCHIVE THEM (HSG250, PARA 58)

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