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| **CAL-HS-PD-4502** |
| **Permit To Work** |
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| **Procedure** |
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| Issue Number: 01 |
| Issue Date: 28 Oct 2024 |

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| Revision History | | | | | |
| This document should be reviewed at least every 12 months to maintain its effectiveness.  Record the details of any changes made as a result of these reviews in the table below: | | | | | |
| Rev: | Date: | Reason for Review: | Nature of Changes: | Prepared by: | Checked by: |
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# PROCEDURE - FLOW

This procedure sets out how Permits to Work are managed on site.

YES

**YES**

**NO**

Identify the need for work which requires a Permit to Work (PTW)

Establish the scope of the PTW:

* Activities to be undertaken
* Timescale of the work
* Persons involved in the work

Site Permit Authoriser Completes the PTW Form

Where the company is the Principal Contractor Permits to Work are required for the following:

* Confined Space Entry
* Excavations
* Hot Work

Site Permit Authoriser is the persons responsible for the site or their delegate. They will:

* Review the Risk Assessment for the job
* Review the Method Statement / Safe System of Work for the job
* Complete the hazard identification and controls parts of the form.
* Complete start and finish times

Communicate the PTW, Risk Assessment and Method Statement to all persons involved in the job

Sign Off PTW Form to authorise the job

* Person responsible for completion of the work signs off as Permit User
* Person Responsible for the Site signs off as Permit Authoriser.

Is an extension required?

Undertake Task

Job Complete

Return PTW Form to Authoriser

Authoriser signs off and retains PTW Form

Work Stops

PTW Form returned to Authoriser

Authoriser Reviews task and controls

OK to proceed?

PTW Cancelled and requirement for work reviewed. If to continue process starts from the top.

NO

Permit Authoriser must verify that all aspects of the PTW has been adhered to and all work is complete

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