

**PERMIT-TO-WORK –
GENERAL ELECTRICAL (UNDER 1000 VOLTS)**

Note (i): The Authorising Officer should indicate the sections applicable by ticks in the lefthand boxes next to headings, deleting any subheading not applicable.

Note (ii): The Authorising Officer should insert the appropriate details when the Sections for Other Work or Additional precautions are used.

Note (iii): The Authorised Person should tick each applicable righthand box as they make their check.

Note (iv): This Permit-to-Work contains 6 sections.

SECTION A – Scope of Work

Location (designation of space)

Plant Apparatus /Identification

(designation of machinery / equipment)

Work to be done (description)

Permit issued to (name of person carrying out work or in charge of the work party)

Section B – Check List / Isolation Data

Has a risk assessment of the proposed work been carried out?

The above apparatus is dead and has been isolated from the system at the following points (Description)

Safety Locks (Detail location fitted and identify lock set)



Additional Precautions to avoid danger have been taken by

(Description)
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.....

Caution/Danger notices have been applied at all points of isolation, and Safety Signs appropriately positioned.

TREAT ALL OTHER APPARATUS AND AREAS AS DANGEROUS

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SECTION C – Authorising of permit

Period of validity of permit (should not exceed 24 hours)..... hours

I am satisfied that all precautions have been taken and that safety arrangements will be maintained for the duration of the work.

Authorising person

(Name) (Signature)

(Time) (Date)

SECTION D – Receipt of Permit

I accept responsibility for carrying out the work on the apparatus detailed on this permit to work and no attempt will be made by me or people under my charge to work on any other apparatus or in any other area.

I am satisfied that all precautions have been taken and that safety arrangements will be maintained for the duration of the work.

Safety Key No Received* /Applied*

Competent person

(Name) (Signature)

(Time) (Date)

Note: After signing the receipt, this permit to work should be retained by the person in charge at the place where the work is being carried out until work is complete and the clearance section signed



SECTION E – Clearance of Permit

The work for which this permit to work was issued is now suspended* / completed* and all people under my charge have been withdrawn and warned that it is no longer safe to work on the apparatus detailed in this permit to work.

All work equipment, tools, test instruments etc have been removed.

Competent person

(Name) (Signature)

(Time) (Date)

Safety Key No Received* /Applied*

SECTION F – Cancellation of Permit

This Permit to work is cancelled.

Authorising Person

(Name) (Signature)

(Time) (Date)

Safety Key No Received* /Applied*

* Delete words not applicable and where appropriate state:

The work is complete* / incomplete* as follows: (description)

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