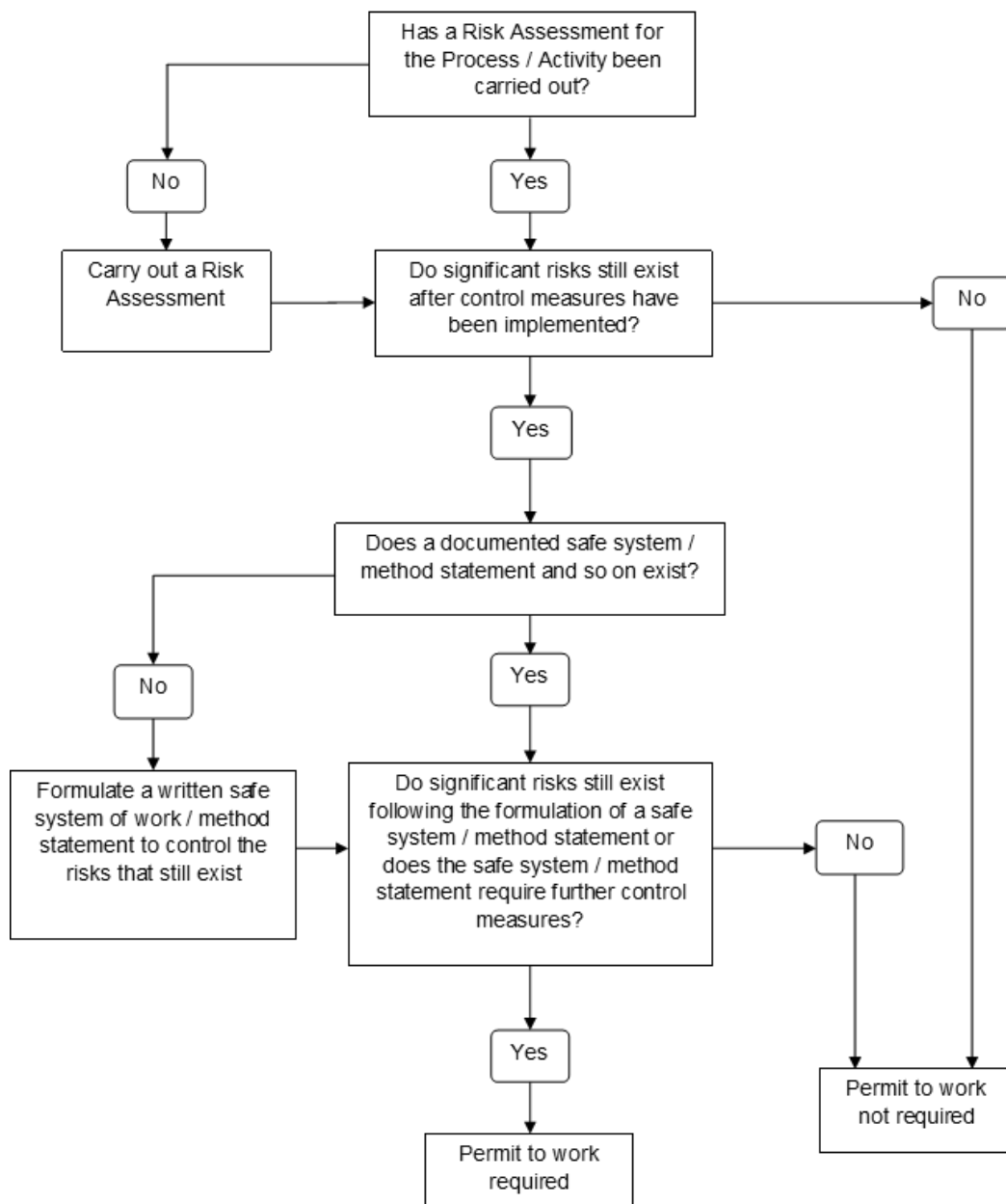


Flow Chart: Is a Permit to Work Required?

Amendment record

This Annex has been reviewed by Directorate of Defence Safety & Support (DDSS) together with relevant subject matter experts and key safety stakeholders. Any suggestions for amendments to this chapter **should** in the first instance be directed to the Defence organisation's [Safety Centre/Team Group Mailbox](#) and with their approval, sent to DDS at: People-DDS-GroupMailbox@mod.gov.uk.

Version No	Date of publication	Text Affected	Authority
1.3	29 Jun 26	Text alternative added to flowchart for better accessibility; annex separated from main chapter.	DDSS



Flow Chart Text Alternative

1. Start: Identify the task or activity.
2. Does the task or activity have the potential to adversely affect:
 - a. The health or safety of personnel;
 - b. The environment; or
 - c. Plant, equipment or systems?
 - i. **No:** A Permit to Work (PTW) is not required.
 - ii. **Yes:** Proceed to Step 3.
3. Has a suitable and sufficient risk assessment and Safe System of Work (SSW) been completed in accordance with [Chapter 8](#) (Safety Risk Assessment and Safe Systems of Work) of JSP 375, Volume 1?
 - a. **No:** A risk assessment and SSW **must** be completed before the task proceeds.
 - b. **Yes:** Proceed to Step 4.
4. Do the risk assessment and SSW fully control the risks to an acceptable level?
 - a. **Yes:** A PTW may not be required. The task / activity may proceed under the existing controls, provided they are implemented and maintained.
 - b. **No:** Proceed to Step 5.
5. Are additional formal control measures required to manage the task safely?
 - a. **Yes:** A PTW **must** be implemented to authorise, control and coordinate the task / activity.
 - b. **No:** Review and strengthen the risk assessment and SSW to make sure risks are adequately controlled before proceeding.

Note: This text alternative provides an equivalent decision-making process to the flow chart on Page A-1, and should be read in conjunction with the policy requirements set out in [Chapter 30](#) (Permit to Work) of JSP 375, Volume 1.