

DOCUMENT NUMBER: QMS100208	TITLE: Permit To Work Procedure	
REVISION: 1	DOCUMENT CLASSIFICATION: 02 – Work Instruction	

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1 PURPOSE

This procedure is to ensure that high-risk work activities are properly planned, authorised, and controlled through a formal Permit to Work (PTW) system. This reduces the risk of injury, damage, or disruption to operations

2 SCOPE

This procedure applies to all employees, contractors, and visitors carrying out high-risk or non-routine work, including:

- Hot works (welding, cutting, grinding)
- Electrical work (live or high voltage)
- Work at height
- Confined space entry
- Maintenance on live systems or machinery
- Contractor activities outside normal operations

3 REFERENCE DOCUMENTS, FORMS

External Document References (If applicable)	
Document Number	Document/Form Name
N/A	Health and Safety at Work etc. Act 1974
N/A	Management of Health and Safety at Work Regulations 1999
N/A	Provision and Use of Work Equipment Regulations 1998 (PUWER)
N/A	Electricity at Work Regulations 1989
N/A	Work at Height Regulations 2005
N/A	Confined Spaces Regulations 1997
N/A	Regulatory Reform (Fire Safety) Order 2005
N/A	Control of Substances Hazardous to Health Regulations 2002 (COSHH)
HSG250	Guidance on Permit-to-Work Systems
HSG65	Managing for Health and Safety

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Internal Document References (If applicable)	
Document Number	Document/Form Name
QMS100200	Health & Safety Policy
QMS100202	Incident Reporting and Investigation Procedure
QMS100205	Health & Safety for Contractors
	Risk Assessment Procedure
	Safe Systems of Work (SSOW)
	Lock Out / Tag Out (LOTO) Procedure
	Hot Work Procedure
	Work at Height Procedure
	Confined Space Entry Procedure
	Electrical Safety Procedure
	Emergency Procedures
	PPE Policy
	Permit to Work Form

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4 DEFINITIONS

List definitions of terms or abbreviations	
Term	Definition
Permit to Work (PTW)	A formal, written system used to control certain types of high-risk work by specifying the work to be done, the hazards involved, and the precautions required.
Permit Issuer / Authorised Person	A competent person authorised to issue permits. I verify that all necessary precautions, risk assessments, and controls are in place before allowing work to begin.
Permit Holder	The individual responsible for carrying out the work under the permit. I ensure that all conditions and control measures specified in the permit are followed.
Competent Person	Someone who has the necessary training, knowledge, experience, and ability to carry out a task safely and understand the associated risks.
Risk Assessment	A systematic process of identifying hazards, evaluating risks, and implementing appropriate control measures.
Method Statement	A documented description of how a task will be carried out safely, including the sequence of work, hazards, and control measures.
High-Risk Work	Any activity that has a significant potential to cause serious injury, ill health, damage, or disruption if not properly controlled (e.g. hot work, confined space entry, work at height).
Hot Work	Any work involving open flames, heat, or sparks that could cause a fire (e.g. welding, cutting, grinding).
Confined Space	Any enclosed or partially enclosed space with limited access where there is a risk of serious injury from hazardous substances or dangerous conditions (e.g. lack of oxygen).
Isolation	The process of safely removing or disconnecting energy sources (electrical, mechanical, hydraulic, etc.) to prevent accidental start-up or release.
Lock Out / Tag Out (LOTO)	A safety procedure used to ensure that equipment is properly shut off and cannot be started again before maintenance or servicing is completed.
Contractor	Any external person or company engaged to carry out work on site who is not a direct employee.

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5 RESPONSIBILITIES

List all the participating roles and summarize their responsibilities related to the procedure	
Role	Responsibility
Permit Issuer	Confirm the work is necessary and properly planned Ensure risk assessments and control measures are in place Verify the work area is safe before issuing the permit Authorise and sign the permit
Permit Holder	Understand the scope and conditions of the permit Follow all control measures and safety requirements Ensure the work team complies with the permit Stop work if conditions change or become unsafe
Managers / Supervisors	Ensure only trained and competent persons are involved Monitor compliance with the PTW system
Employees	Cooperate with permit controls and do not interfere with ongoing permitted work

6 WHEN IS A PERMIT REQUIRED

The following tasks require a permit to work when, the task is high risk, the work is non-routine , there is potential to impact others, plant, or the environment or a standard risk assessment alone is insufficient to control risk

7 TYPES OF PERMIT

There are 5 types of permit that will be issued by KLG prior to works being undertaken, these are;

- Hot Work Permit
- Electrical Permit
- Work at Height Permit
- Confined Space Permit
- General Permit (for other high-risk activities)

8 PERMIT TO WORK PROCESS

8.1 Request

The permit holder must submit a request to the permit issuer prior to any work begins, the request must include details of the task, location, personnel involved, and duration to covered. Hot works permits will only be issued in 24hr blocks

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8.2 Risk Assessment and Planning

The permit holder is to ensure a suitable risk assessment and method statement (RAMS) is completed and identify required controls (e.g. isolation, PPE, barriers, ventilation)

8.3 Authorisation

The Permit Issuer will review the documentation and inspect the work area if required. The permit is issued only when all controls are confirmed

8.4 Briefing

The permit holder is to ensure all involved personnel understand:

- The scope of work
- Hazards and controls
- Emergency arrangements
- The permit is signed

8.5 Work Execution

Permit holder is to ensure work is carried out in accordance with the permit conditions. The permit must be displayed at the work location. Conditions are monitored throughout the task by managers and supervisors.

8.6 Suspension of Work

Works **MUST** stop if:

- Conditions change
- Controls are no longer effective
- The permit expires
- The permit must be revalidated before work resumes

8.7 Completion & Close-Out

On completion of works the Permit holder will confirm the work is complete and the area is left safe. All tools, materials, and isolations are removed or reinstated. The Permit Issuer will then sign off and close the permit.

9 PERMIT DURATION

Permits are valid only for the specified time period. Permits must be reissued if work continues beyond expiry. Permits are invalid if conditions change.

10 TRAINING AND COMPETANCE

All Permit Issuers are trained and authorised. Permit Holders must be competent in the task. Employees and contractors are made aware of the PTW system during induction.

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11 MONITORING & REVIEW

Works are monitored for compliance through inspections and audits. All incidents and near misses involving permit work are subject to investigation as per QMS100202. This procedure is subject to updates as required

The following records are generated from this process.		
TYPE OF RECORD	ABBREVIATION	WHERE RETAINED
Permit To Work	PTW	Company Server
For Control and Retention of Quality Records, see QMS100302		

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