

4 stages of the PERMIT LIFECYCLE

1

REQUEST

- Who will be attending?
- What will be done?
- Where will it be done?
- When will it be done?
- Why is it required?
- How will it be done safely (RAMS)?

PERMITS REQUESTED
by Contractor or Client

CHECKS:

- RAMS correct?
- Team members qualified?
- Team members inducted?
- Contractor insured?

2

APPROVE

- Authorised Approvers review each permit.
- Identify any omissions.
- Resolve permit clashes.
- Approve or Reject.

PERMITS APPROVED
or Rejected by
Authorised Approvers

CHECKS:

- Are Isolations needed?
- Any additional PPE required?
- Any additional safety precautions required?

3

ISSUE

- Access / ATW issued at point of entry.
- High Risk Permits issued at point of work.
- Paper Permits and/ or Digital signatures on mobile devices for Electronic Permits.

PERMITS SIGNED
by Authorised Issuers
and by Contractor

PRE-TASK CHECKS:

- Is the team correct?
- Is the PPE correct?
- DRA's & Permit Safety Checklists completed jointly with Contractor.

4

CLOSE

- High Risk Permits closed at point of work.
- Inspection of workplace.
- Confirm any isolations have been re-energised.
- Access / ATW closed at point of exit.

PERMITS SIGNED
by Contractor and by
Authorised Closers

POST-TASK CHECKS:

- Post Work audits.
- Upload any job related audits, inspections, Accident/Incident/ Near Miss Reports.
- Full Audit Trail for the whole permit process.