

**LEAFLET 18****PERMIT TO WORK****CONTENTS**

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**LEAFLET FOR LINE MANAGERS****STATUTORY REQUIREMENT**

1 This leaflet is intended to enable line managers within the MOD to comply with the relevant legislative requirements of the Health & Safety at Work Act etc 1974 and The Management of Health & Safety at work Regulations 1999.

**INTRODUCTION**

2 Where MOD Safety Rules and Procedures (SRPs) permit to work systems apply, these are to be complied with (a list of SRPs is at Annex A). Those ships/units/establishments that already apply a permit to work system, (PTW) whether the task is Estate or MoD work related, may continue to use their PTW system provided that the requirements of this leaflet are met. All new PTW systems or the revision/review of existing PTWs are to comply with the requirements of this leaflet.

**DEFINITIONS**

3 In relation to the content of this leaflet and its Annexes, the following definitions apply.

**Safe System of Work / Method Statement**

4 Means a formal documented procedure intended, when followed, to enable an activity or process to be completed safely.

**Permit to Work (PTW)**

5 A Permit to Work is a formal written authority (issued by a suitably authorised person) to closely control an activity or process, which, following a risk assessment and the formulation of a safe system of work or a method statement, a high level of risk still exists. It is an extension to a safe system of work and not a replacement for it; neither is a PTW a guarantee of absolute safety.

**Person in Charge (Supervisor)**

6 Means a competent person, who has accepted a PTW from the appropriate authorised person, is named on the PTW and has direct responsibility for the specified task.

**Line Manager**

7 Means all staff, both Service and Civilian, who have authority and responsibility for directing and supervising people working for them, be they permanent, temporary or contractually employed.

**Competent Person**

8 Means a person that is qualified by training, knowledge and experience to carry out an activity or process with a clear understanding of the hazards, which could arise, and the precautions that will be required.

**Authorised Person**

9 Means a person who has been authorised in writing by his commanding officer or head of establishment to carry out specific duties and/or tasks, which includes the authorising of PTW procedures.

**DUTIES****NOTE**

Under no circumstances is the same person to carry out the duties of the authorised person. (Annex F part 5) and be the person in charge (Annex F part 6) of the task/activity.

**Line Managers**

10 The line manager is responsible for ensuring that all activities under his control are carried out safely. He is to:

10.1 Ensure that a suitable and sufficient risk assessment has been carried out and is registered for the particular task/activity.

10.2 Ensure that all permits to work raised for his areas of responsibility are registered in accordance with local policy.

10.3 Ensure that the PTW is completed correctly and passed to the relevant authorised person.

10.4 Ensure that any preparatory work/action required by the authorised person is carried out.

10.5 Ensure a competent person is appointed to be the person in charge (supervisor) of the task.

10.6 In co-ordination with the authorised person monitor the progress of the task to ensure that the conditions of the permit to work are being observed.

10.7 Retain the authorised person's copy of the completed PTW together with any unique relevant documentation following task completion.

### **Authorised Person**

11 In the context of this leaflet, the person who is authorised to sign parts 5 & 8 on a permit to work is to:

11.1 Review all aspects of the task and the permit to work.

11.2 Specify date, time and duration of permit.

11.3 Satisfy him/herself that all the required precautions are in place and that all preparatory work/actions have been carried out.

11.4 Detail to the person in charge the requirements of the PTW and any safe systems/method statements associated with the task.

11.5 Issue the PTW to the person in charge.

11.6 In co-ordination with the line manager monitor the progress of the task to ensure that the conditions of the permit to work are being observed.

11.7 To close/cancel the PTW in the following circumstances:

11.7.1 When the task/activity is complete.

11.7.2 If the conditions of the PTW are not being observed.

11.7.3 If an unexpected hazard or danger arises

11.7.4 If any other unforeseen circumstances arise that may jeopardise the conditions of the permit to work.

11.8 Ensure that the properly signed copy of the completed PTW is filed in accordance with local procedures together with any unique relevant documentation following task completion.

### **Person in Charge (Supervisor)**

12 The person who will physically supervise the task/activity and signs part 6 of the PTW. He is responsible for directly controlling the task as detailed on the PTW. He is to:

12.1 Ensure that he is fully conversant with, and able to ensure compliance with the conditions set out in the PTW and all documentation associated with the task.

12.2 Ensure that all members of his team are capable and adequately trained to carry out the task.

12.3 Ensure that all members of his team are aware of, and have been briefed on all aspects of the task including emergency arrangements.

12.4 Ensure that all-necessary safety and emergency equipment is available, and is suitable and safe for use prior to the commencement of the task.

12.5 Ensure that adequate emergency arrangements are in place before commencing the task.

- 12.6 Ensure that any actions required before commencing the task are carried out.
- 12.7 Always be present at the site while the task is being carried out.
- 12.8 Stop work and withdraw all personnel, tools, plant and equipment if for any reason the conditions of the PTW or safe system/method statement cannot be met, ensuring that the site has been suitably isolated/made safe.
- 12.9 Ensure that "others" directly affected by his teams activities have been briefed and are subsequently kept informed of any changes of the task.
- 12.10 Report to the authorised person and line manager any accident, dangerous occurrence or incidents that arise in relation to the task.
- 12.11 Ensure that only that task detailed on the PTW is carried out.

## RECORDS

### NOTES

- (1) All PTWs and relevant documentation are subject to audit.
- (2) Annex E is a model showing the minimum requirement for a PTW, however Ships/Units/Establishments may wish to expand the document to encompass local or special circumstances.
- 13 Those Ships/Units/Establishments where a PTW system is in place are to register their PTW using the format at Annex D. Completed PTW and registers are to be retained as follows:
- 13.1 The register of permits to work is to be retained for a minimum of 3 years following the last entry on the register.
- 13.2 A minimum of two copies of a PTW are to be raised - one for the person in charge (the working copy) and one retained by the authorised person for the duration of the task. Upon completion of the task the working copy will be returned completed and will be signed off by the authorised person. The authorised person's copy will be filed together with any associated unique supporting documentation and retained by the line manager for a minimum of three years. All other copies are to be destroyed.

## RELATED LEAFLETS

- 14 Related Leaflets
- Leaflet - Health and Safety Risk Assessments

**LEAFLET 18 ANNEX A****PERMIT TO WORK****CONTENTS**

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	<b>GUIDANCE FOR LINE MANAGERS</b>
1	General
3	Risk assessment
4	Safe system of work
6	Method statement
7	Permit to work
9	Who would issue a permit-to work?
10	Who would receive a permit-to-work?
11	What should be on a permit-to-work?
12	Documentation

**GUIDANCE FOR LINE MANAGERS****GENERAL**

1 The MOD has a statutory duty, under s.2 of the Health & Safety at Work Act 1974, to ensure that a safe system of work exists. For certain high-risk activities, this may involve setting up a permit to work system. A permit-to-work system is a formal written system used to control certain types of work that are potentially high-risk activities. They are intended to:

- 1.1 Protect workers and others from serious injury in potentially hazardous situations.
- 1.2 Ensure that hazardous situations are not created.
- 1.3 Comply with the law.

2 A flowchart outlining the procedures, which lead to the creation of a permit to work, is at annex B. At annex C are guidance notes on the completion of a typical permit to work register (annex D) and a typical permit to work (annex E). Listed below are general guidance notes regarding permits to work.

**RISK ASSESSMENT**

3 See Leaflet - Health and Safety Risk Assessment.

**SAFE SYSTEM OF WORK**

4 As the level of risk increases, it will become necessary to provide written procedures. These procedures (if they already exist) vary across the MOD and take many forms such as:

- 4.1 Safe operating procedures.
- 4.2 Safety rules and procedures.
- 4.3 Technical instructions.
- 4.4 Maintenance schedules.
- 4.5 Manufactures handbooks.
- 4.6 Electrical mechanical & engineering regulations.

4.7 General/local safety instructions.

4.8 Ship operating procedures.

5 The above list is not exhaustive and a safe system of work may require to be developed for a particular activity or process.

### **METHOD STATEMENT**

6 If an activity or process has an appreciable risk but is not performed frequently and a safe system of work does not exist, then a unique method statement can be created which encapsulates a safe system of work for a specific task.

### **PERMIT TO WORK**

7 As a general guide a PTW may be required for work activities involving:

7.1 Confined space working.

7.2 Locations where accidental or unauthorised starting of plant may endanger others.

7.3 On conveyors, lifts, hoists, cranes etc.

7.4 Where toxic fumes are or are likely to be present.

7.5 Where corrosives might cause injury or illness.

7.6 Where lack of oxygen can occur.

7.7 Where burning and welding is required on paint.

7.8 Handling flammable liquids or explosive dusts.

7.9 For access to a fragile roof.

7.10 Working aloft/at height.

7.11 Certain electrical tasks.

7.12 Certain excavation tasks

8 This is not an exhaustive list and different types of permit to work are in use across the MOD. Additionally contractors also have their own PTW systems.

### **Who would issue a permit-to work?**

9 Firstly, it must be written - there needs to be a record. Generally the line manager of the personnel who will carry out the task will draft the PTW (seeking specialist advice if necessary) and pass it to the relevant "authorised person". The "authorised persons" position in the organisation is less important than their knowledge, but he/she must have the authority to take action (refuse to issue, withdraw, or close a PTW) if necessary. Before issuing the permit, the authorised person is to be satisfied that all necessary precautions have been taken. These will depend largely upon the type of permit and the potential risks, but may include:

9.1 Isolation; electrical, mechanical, substances

9.2 Protective clothing issued and worn

9.3 Protective equipment issued and used

- 9.4 Atmospheres vented and clear of dangerous fumes
- 9.5 Fire equipment to hand and tested
- 9.6 Ensure 'back-up' is available if necessary
- 9.7 Area cordoned off - protection of others
- 9.8 Weather check
- 9.9 Correct tools issued
- 9.10 Emergency services alerted

#### **Who would receive a permit-to-work?**

10 The person in charge, who must be competent, understand and agree to the conditions of the permit. Such persons could be employees and/or contractors - the same standards of competency and understanding apply.

#### **What should be on a permit-to-work?**

- 11 This will vary within the MOD from one type of permit to another but the essential elements are:
- 11.1 Permit number. A unique number which may be required to be cross-referenced to any other relevant permit or isolation certificate.
  - 11.2 Task location. The exact location of the task - vagueness can create confusion and be hazardous.
  - 11.3 Plant identification. Type, description, identification number etc.
  - 11.4 Work to be done. This should detail what has to be done and what must not be done (limitations). It must not be changed.
  - 11.5 Hazard identification. Include residual hazards and also those new ones introduced by the work.
  - 11.6 Control measures. Detail what control measures have been taken and by whom, and those to be taken by the person in charge.
  - 11.7 Protective Equipment. The protective equipment required for the task/activity.
  - 11.8 Authorisation. Signature and name confirming isolation has been made and precautions taken up to point of issue. Specify date, time and duration of permit.
  - 11.9 Acceptance. Signature and name of the person in charge confirming understanding of:
    - 11.9.1 Work to be done
    - 11.9.2 Limitations on whom may do the work
    - 11.9.3 Hazards involved
    - 11.9.4 Precautions to be taken
    - 11.9.5 Explanation by the authorised person

11.10 Hand Back. Certified by the authorised person that work has been completed/  
stopped/suspended

#### **DOCUMENTATION**

12 The number of copies of a Permit-to-Work will depend upon the organisation's system but the minimum must be two - one for the authorised person and one for the person in charge. Upon completion of the work the person in charge's copy will be returned duly completed and will be signed off by the authorised person.

**LEAFLET 18 ANNEX B****PERMIT TO WORK****CONTENTS**

Para

**MOD SAFETY RULES AND PROCEDURES**

- 1 General
- 2 SR&P 01 – Electricity
- 3 SR&P 02 – Boilers and pressure systems
- 4 SR&P 03 – Petroleum
- 5 SR&P 06 – Confined spaces
- 6 SR&P 07 – Working at Height

**MOD SAFETY RULES AND PROCEDURES****GENERAL**

1 The Safety Rules and Procedures (SR&P) listed below were prepared under the patronage of the Directorate of Defence Safety, Environment and Fire Policy (D SEF Pol) (formerly known as the Directorate of Defence Health and Safety (D Def H&S)). They are mandatory for adoption by commanding officers, Chief Executives and Heads of Establishments, into their site safety plans for works activities to comply with the Health and Safety at Work Act 1974 and to aid the safe conduct of works activities.

**SR&P 01 – ELECTRICITY**

2 These Safety Rules and Procedures address the MOD's responsibilities under existing legislation for working on near (including the testing and operation of) electrical equipment where MOD is responsible.

**SR&P 02 – BOILERS AND PRESSURE SYSTEMS**

3 These Safety Rules and Procedures address the MOD's responsibilities under existing legislation for working on operating and maintaining pressure systems on the defence estate.

**SR&P 03 – PETROLEUM**

4 These Safety Rules and Procedures address the MOD's responsibilities under existing legislation for working on, or work associated with, petroleum installations on the defence estate.

**SR&P 06 – CONFINED SPACES**

5 These Safety Rules and Procedures address the MOD's responsibilities under the confined Spaces Regulation 1997 with regard to the design, construction, operation and maintenance of facilities under the control of MOD.

**SR&P 07 – WORKING AT HEIGHT (MASTS, TOWERS AND FIXED ACCESSWAYS)**

6 These Safety Rules and Procedures are the control measures required for MOD to meet their responsibilities under the Health and Safety at Work Act 1974 and to ensure the safety of personnel Working at Height on masts, towers and fixed accessways, and anyone else who may be affected by such operations, on the defence estate.



**LEAFLET 18 ANNEX D****PERMIT TO WORK****CONTENTS**

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	PERMIT TO WORK.
1	General
2	Permit to work register
3	Permit to work
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5	Part 2
6	Part 3
7	Part 4
8	Part 5
9	Part 6
10	Part 7
11	Part 8
12	Part 9

**GUIDANCE NOTES ON THE COMPILATION OF A TYPICAL PERMIT TO WORK REGISTER AND A PERMIT TO WORK****GENERAL**

1 Outlined below are the guidelines for the compilation of a typical permit to work register and a permit to work.

**PERMIT TO WORK REGISTER**

2 Important areas of a typical permit to work register (Annex E) are:

2.1 Ship/Unit/Establishment. Self-explanatory.

2.2 Work area. This is the area responsible for carrying out the task or in the case of contractors the area responsible for overseeing the task.

2.3 Serial No of PTW. This has to be a unique letter/number sequence that cannot be confused with that of other areas of the ship/unit/establishment.

2.4 Date of PTW. The date that the PTW will come into effect.

2.5 Brief description of the task. e.g. confined space working, tank entry, Ionised radiation etc

2.6 Date PTW closed. The date that the PTW was closed down.

**NOTE**

Not the date that the task was completed.

2.7 Line manager's signature. Self-explanatory.

**PERMIT TO WORK**

3 Detailed below are explanatory notes on the completion of a typical permit to work (example at Annex F). The various parts at Annex F may be expanded as required.

**Part 1**

4 General information.

4.1 Ship/Unit/Establishment. Self-explanatory.

4.2 Work area raising the PTW. The area responsible for physically carrying out or supervising the work.

4.3 Location of the task, e.g. building number, bay, compartment etc.

4.4 Type of activity, e.g. Electrical, Working at height/aloft, tank entry.

4.5 Validity of permit to work. The period that the permit is valid for.

**Part 2**

5 A full description of the task to be carried out.

**Part 3**

6 List all the relevant documentation including document issue numbers and amendment states.

**Part 4**

7 Include all hazards both residual and those that have been introduced by the task. Identify what control measures (including PPE requirements) are required and are to be implemented to control the hazards.

**Part 5**

8 To be signed by the Authorised Person who is certifying that he is satisfied that the arrangements that have been put in place are satisfactory.

**Part 6**

9 To be signed by the person in charge of the task who is certifying that he is satisfied with all aspects of the task he is to supervise.

**Part 7**

10 To be signed by the person in charge supervisor certifying that the task has been:

10.1 Completed.

10.2 Stopped/suspended. To be completed when any change in the conditions of the PTW arise or are foreseen and when a shift or person in charge changes over.

**Part 8**

11 To be completed by the Authorised Person certifying that the task is:

11.1 Completed.

11.2 Stopped/suspended. He is to enter (when known) the serial number of the PTW that the task will proceed under.

**Part 9**

12 To be completed by the person in charge when the task has been stopped or suspended.



**LEAFLET 18 ANNEX F**

**PERMIT TO WORK**

Permit Serial No:.....

Date.....

**PART 1 - GENERAL**

<b>Ship/Unit/Establishment</b>	
<b>Work Area of personnel Responsible for the task</b>	
<b>Location of the task</b>	
<b>Activity</b>	
<b>Validity of PTW</b>  <b>(to be completed by the authorised person)</b>	From: ___:___ hrs on the _____ (date)  To: ___:___ hrs on the _____ (date)

**PART 2 -TASK TO BE CARRIED OUT**

Description of the activity or process to be carried out: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**PART 3 - CROSS-REFERENCED DOCUMENTATION**

The following Risk assessments, PTWs, Safe Systems of work, Method statements, SOPs, or Maintenance procedures are applicable to this task.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**PART 4 – HAZARD IDENTIFICATION AND CONTROL MEASURES**

The following residual hazards exist or have been introduced to this task and the listed control measures are to be implemented (include PPE requirements).

Hazard	Control measure
a. _____	a. _____

**PART 5 – AUTHORITY TO PROCEED BY AUTHORISED PERSON**

I have reviewed all aspects of the task/activity and am satisfied with the arrangements as detailed in the “Safe System / Method Statement” have been put in place and certify that the activity/process detailed at Part 2 is authorised to proceed.

Signed \_\_\_\_\_ Name \_\_\_\_\_

Rank/Grade \_\_\_\_\_ Appointment \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

**PART 6 – TASK ACCEPTANCE BY THE PERSON IN CHARGE**

I certify that I have read and fully understand the documentation associated with the task and listed at Part 3. I am satisfied that those personnel who will be employed on the task are properly equipped and understand the safety and emergency procedures to be followed and are competent to carry out the task.

Signed \_\_\_\_\_ Name \_\_\_\_\_

Rank/Grade \_\_\_\_\_ Appointment \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

**PART 7 - TASK COMPLETION/TASK STOPPED BY THE PERSON IN CHARGE**

I certified that the task/activity detailed at part 2 has been:- (\* delete as applicable)

\*a. Completed

\*b. stopped/suspended. The task was stopped/suspended at\_\_:\_:\_\_hrs on the \_\_\_\_\_(date). Details of the reasons for stoppage/suspension are detailed at part 9 complete with details of what arrangements have been put in place to isolate and prevent all unauthorised access to the activity/process.

Signed \_\_\_\_\_ Name \_\_\_\_\_

Rank/Grade \_\_\_\_\_ Appointment \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

**PART 8 – AUTHORISED PERSONS DECLARATION**

I certified that this permit to work is cancelled and that the task/activity detailed at part 2 has been:- (\* delete as applicable)

\*a. Completed at\_\_:\_:\_\_hrs on the \_\_\_\_\_(date).

\*b. Stopped/Suspended. I concur that the task was stopped/suspended for the reasons detailed at part 10 and agree with the arrangements that have been put in place to prevent unauthorised access. This permit to work is now cancelled and all further work will be authorised on Permit to Work serial No \_\_\_\_\_

Signed \_\_\_\_\_ Name \_\_\_\_\_

Rank/Grade \_\_\_\_\_ Appointment \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

**PART 9 – WORK STOPPED/SUSPENDED CERTIFICATE**

a. The task detailed at Part 2 has been stopped/suspended for the reasons listed :

b. The following arrangements have been put in place to prevent unauthorised access to the work area:

**Certified by the person in charge.**

Signed \_\_\_\_\_

Name \_\_\_\_\_

Rank/Grade \_\_\_\_\_ Appointment \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_