

12 Hot Works							
12a	Refer to front page for PTW validity dates and times				Name		Signature
12b	WTL	I am sufficiently competent to carry out/lead/oversee the works	Y	<input type="checkbox"/>			
12c		All actions and conditions necessary for safe work will be performed	Y	<input type="checkbox"/>			
12d		The JSA lists the names of all persons involved and is job specific	Y	<input type="checkbox"/>			
12e		The area will be checked 30-60 mins afterwards to ensure no fires	Y	<input type="checkbox"/>			
12e		All works will be in accordance with JSA	Y	<input type="checkbox"/>			
12f	RO	Certs of training/licenses reviewed, inductions confirmed	Y	<input type="checkbox"/>			
12g		SIMOPS register checked for conflicting works	Y	<input type="checkbox"/>			
12h		Secondary impact assessed and stakeholders notified if applicable	Y	<input type="checkbox"/>			
12i		Method statement/JSA reviewed, approval to proceed	Y	<input type="checkbox"/>			
12j	CO	Method statement/JSA reviewed, approval to proceed	Y	<input type="checkbox"/>			

13 Mechanical Works and Isolations							
13a	Refer to front page for PTW validity dates and times				Name		Signature
13b	WTL	I am sufficiently competent to carry out/lead/oversee the works	Y	<input type="checkbox"/>			
13c		All tradespersons have the required licenses and training	Y	<input type="checkbox"/>			
13d		All actions and conditions necessary for safe work will be performed	Y	<input type="checkbox"/>			
13e		The JSA lists the names of all persons involved and is job specific	Y	<input type="checkbox"/>			
13f		All works will be in accordance with JSA	Y	<input type="checkbox"/>			
13g	RO	Certs of training/licenses reviewed, inductions confirmed	Y	<input type="checkbox"/>			
13h		SIMOPS register checked for conflicting works	Y	<input type="checkbox"/>			
13i		Secondary impact assessed and stakeholders notified if applicable	Y	<input type="checkbox"/>			
13j		Method statement/JSA reviewed, approval to proceed	Y	<input type="checkbox"/>			
13k	CO	Method statement/JSA reviewed, approval to proceed	Y	<input type="checkbox"/>			

14 Working at Heights and Roof Access							
14a	Refer to front page for PTW validity dates and times				Name		Signature
14b	WTL	I am sufficiently competent to carry out/lead/oversee the works	Y	<input type="checkbox"/>			
14c		All tradespersons have the required licenses to work at heights	Y	<input type="checkbox"/>			
14d		All actions and conditions necessary for safe work will be performed	Y	<input type="checkbox"/>			
14e		The JSA lists the names of all persons involved and is job specific	Y	<input type="checkbox"/>			
14f		All works will be in accordance with JSA	Y	<input type="checkbox"/>			
14g	RO	Roof anchor points confirmed compliant (consult A&M)	Y	<input type="checkbox"/>	N/A	<input type="checkbox"/>	
14h		Certs of training/licenses reviewed, inductions confirmed	Y	<input type="checkbox"/>			
14i		Method statement/JSA reviewed, approval to proceed	Y	<input type="checkbox"/>			
14j	CO	Method statement/JSA reviewed, approval to proceed	Y	<input type="checkbox"/>			

Permit not required when using portable ladders less than 1.8m height

16 Permit Closure					
16a	Details	Name	Signature	Date	Time
16b	WTL: Work complete				
16c	RO: Work complete				
16d	CO: Work complete				
16e	FM Helpdesk: PTW register updated				

Permit to Work (High Risk Works) - 48 Hours' Notice Required	
Permit Number (FM Helpdesk Issue)	

Key:
RO = Responsible Officer | SIMOPS = Simultaneous Operations | WTL = Work Team Leader | CO = Competent Officer
Instructions:
This PTW is not active until the relevant activity is signed by the RO, CO, WTL, and registered by FM Helpdesk.
PTW's must be accompanied with JSA's, and in turn must be accompanied with a method statement explaining and detailing:

- What is being done and for who
- Names and contact details of all persons undertaking the activities
- Emergency procedures specific to MU (e.g. call Security on 9360 6262 first rather than 000)

1 To Be Completed by RO										
1a	Work Request/Job Docket number or Project number or PO number									
1b	Asbestos	<input type="checkbox"/>	Crane Lift	<input type="checkbox"/>	Silica Substance	<input type="checkbox"/>	Critical Bypass	<input type="checkbox"/>	Electrical LV	<input type="checkbox"/>
1c	Electrical HV	<input type="checkbox"/>	Excavations	<input type="checkbox"/>	Hydraulics	<input type="checkbox"/>	Hot Works	<input type="checkbox"/>	Mechanical	<input type="checkbox"/>
1d	Work at Heights	<input type="checkbox"/>								
1e	RO Name						Date valid from			
1f	RO Phone Number						Time valid from			
1g	Company name						Date valid to			
1h	Bldg-Lvl-Room						Time valid to			
1i	Description of works									
1j										
1k										
1l										
1m										
1n	SIMOPS register checked for activities		Y	<input type="checkbox"/>	Comments					
1o	Permit numbers involved in SIMOPS		N/A	<input type="checkbox"/>	List here					
1p	Affected parties notified of SIMOPS activities		Y	<input type="checkbox"/>	N/A	<input type="checkbox"/>				
1q	Explained to WTL "hold the job"		Y	<input type="checkbox"/>	N/A	<input type="checkbox"/>				

"Hold the job" means MU will stop the job if any aspect of this permit not complied with

2 Permit Extensions						
2a	Extension 1		Extension 2		Extension 3	
2b	Date valid to		Date valid to		Date valid to	
2c	Time valid to		Time valid to		Time valid to	
2d	RO signature		RO signature		RO signature	
2e	CO signature		CO signature		CO signature	
2f	FM signature		FM signature		FM signature	

Extensions to be signed by RO, CO and Helpdesk, SIMOPS rechecked, revised dates updated into the PTW log by Helpdesk

3 Emergency Permits Fewer than 48 Hours' Notice					
3a	All permits require 48 hours' notice. Emergency permits require Manager approval.				
3b	Details	Name	Signature	Date	Time
3c	Manager				
3d	Reason				

4 Daily Permit Sign-on and off by Responsible Officer and WTL										
4a	Field sign-on by RO			Field sign-on by WTL			End of day sign-off by WTL and RO			
4b	Date	Time	RO Sign	Date	Time	WTL Sign	Date	Time	WTL Sign	RO Sign
4c										
4d										
4e										
4f										
4g										
4h										
4h										
4h										

Additional sign-on and sign-off sheets available at Helpdesk.

5 Asbestos Removal									
5a	Refer to front page for PTW validity dates and times						Name		Signature
5b	WTL	I am sufficiently competent to carry out/lead/oversee the works				Y	<input type="checkbox"/>		
5c		All tradespersons have the required licenses to deal with asbestos				Y	<input type="checkbox"/>		
5d		All actions and conditions necessary for safe work will be performed				Y	<input type="checkbox"/>		
5e		The JSA lists the names of all persons involved and is job specific				Y	<input type="checkbox"/>		
5f		All works will be in accordance with JSA				Y	<input type="checkbox"/>		
5g	RO	Certs of training/licenses reviewed, inductions confirmed				Y	<input type="checkbox"/>		
5h		Method statement/JSA reviewed, approval to proceed				Y	<input type="checkbox"/>		
5i	CO	Method statement/JSA reviewed, approval to proceed				Y	<input type="checkbox"/>		

6 Crane Lift									
6a	Refer to front page for PTW validity dates and times						Name		Signature
6b	WTL	I am sufficiently competent to carry out/lead/oversee the works				Y	<input type="checkbox"/>		
6c		All tradespersons have the required licenses to applicable to their job				Y	<input type="checkbox"/>		
6d		All actions and conditions necessary for safe work will be performed				Y	<input type="checkbox"/>		
6e		The JSA lists the names of all persons involved and is job specific				Y	<input type="checkbox"/>		
6f		All works will be in accordance with JSA				Y	<input type="checkbox"/>		
6g		Certs of training/licenses reviewed, inductions confirmed				Y	<input type="checkbox"/>		
6h		Method statement/JSA reviewed, approval to proceed				Y	<input type="checkbox"/>		
6i	CO	Method statement/JSA reviewed, approval to proceed				Y	<input type="checkbox"/>		

7 Crystalline Silica Substance (CSS) Processing									
7a	Refer to front page for PTW validity dates and times						Name		Signature
7b	WTL	I am sufficiently competent to carry out/lead/oversee the works				Y	<input type="checkbox"/>		
7c		Workers have completed crystalline silica training				Y	<input type="checkbox"/>		
7d		CSS processing will be controlled (mandatory controls implemented)				Y	<input type="checkbox"/>		
7e		Documented RA to determine if high risk CSS processing				N	<input type="checkbox"/>	Y	<input type="checkbox"/>
7f		Silica Risk Control Plan/ SWMS prepared for high-risk CSS processing				Y	<input type="checkbox"/>		
7g	RO	Evidence of crystalline silica training reviewed, inductions confirmed				Y	<input type="checkbox"/>		
7h		Silica Risk Control Plan/SWMS reviewed, approval to proceed				Y	<input type="checkbox"/>		
7i	CO	Secondary impact assessed and stakeholders notified if applicable				Y	<input type="checkbox"/>		

8 Critical Protection Bypass (Fire Detection/Smoke Alarms)									
8a	Building			Fire zone(s) to be isolated					
8b							RO init		CO init
8c							RO init		CO init
8d							RO init		CO init
8e							Name		Signature
8f	WTL	I am sufficiently competent to carry out/lead/oversee the works				Y	<input type="checkbox"/>		
8g		I am responsible for contacting security 9360 6262 to isolate/deisolate				Y	<input type="checkbox"/>		
8h	RO	SIMOPS register checked for conflicting works				Y	<input type="checkbox"/>		
8i		Method statement/JSA reviewed, approval to proceed				Y	<input type="checkbox"/>		
8j	CO	Method statement/JSA reviewed approval to proceed				Y	<input type="checkbox"/>		
8k	Refer to front page for PTW validity dates and times								
8l	Zone isolated by Security					Zone de-isolated by Security			
8m	Date	Time	Name	Sign		Date	Time	Name	Sign
8n									
8o									
8p									
8q									
8r									
8s									
8t									

Isolated zones MUST be reinstated/deisolated at the end of each working day.

Amendments must be initiated by RO and CO, the SIMOPS register checked, and the permit log updated by Helpdesk.

Additional log sheets available at Helpdesk.

9 Electrical - Low Voltage Works and Isolations									
9a	Refer to front page for PTW validity dates and times						Name		Signature
9b	WTL	I am sufficiently competent to carry out/lead/oversee the works				Y	<input type="checkbox"/>		
9c		All tradespersons have the required electrical licenses				Y	<input type="checkbox"/>		
9d		All actions and conditions necessary for safe work will be performed				Y	<input type="checkbox"/>		
9e		The JSA lists the names of all persons involved and is job specific				Y	<input type="checkbox"/>		
9f		All works will be in accordance with JSA				Y	<input type="checkbox"/>		
9g	RO	Certs of training/licenses reviewed, inductions confirmed				Y	<input type="checkbox"/>		
9h		SIMOPS register checked for conflicting works				Y	<input type="checkbox"/>		
9i		Secondary impact assessed and stakeholders notified if applicable				Y	<input type="checkbox"/>		
9j		Method statement/JSA reviewed, approval to proceed				Y	<input type="checkbox"/>		
9k	CO	Method statement/JSA reviewed, approval to proceed				Y	<input type="checkbox"/>		

10 Electrical - High Voltage Works and Isolations									
10a	Refer to front page for PTW validity dates and times						Name		Signature
10b	WTL	I am sufficiently competent to carry out/lead/oversee the works				Y	<input type="checkbox"/>		
10c		All tradespersons have the required licenses to work with HV				Y	<input type="checkbox"/>		
10d		All actions and conditions necessary for safe work will be performed				Y	<input type="checkbox"/>		
10e		The SWMS/ JSA lists all persons involved & is job specific				Y	<input type="checkbox"/>		
10f		All works will be in accordance with JSA and switching program				Y	<input type="checkbox"/>		
10g	RO	Certs of training/licenses reviewed, inductions confirmed				Y	<input type="checkbox"/>		
10h		SWMS/ JSA reviewed				Y	<input type="checkbox"/>		
10i		Switching Program and HV Access Permit approved				Y	<input type="checkbox"/>		
10j	CO	SWMS/JSA, Switching Program and Access Permit reviewed				Y	<input type="checkbox"/>		
10k		Approval to proceed				Y	<input type="checkbox"/>		

11 Excavations and Wall Penetrations									
11a	Refer to front page for PTW validity dates and times						Name		Signature
11b	WTL	I am sufficiently competent to carry out/lead/oversee the works				Y	<input type="checkbox"/>		
11c		All actions and conditions necessary for safe work will be performed				Y	<input type="checkbox"/>		
11d		The JSA lists the names of all persons involved and is job specific				Y	<input type="checkbox"/>		
11e		All works will be in accordance with JSA				Y	<input type="checkbox"/>		
11f		I am responsible for ensuring any services are not damaged				Y	<input type="checkbox"/>		
11g	RO	MU drawings or scanned buried services information provided to WTL				Y	<input type="checkbox"/>		
11h		Grounds manager notified				Y	<input type="checkbox"/>	N/A	<input type="checkbox"/>
11i		Certs of training/licenses reviewed, inductions confirmed				Y	<input type="checkbox"/>		
11j		Method statement/JSA reviewed, approval to proceed				Y	<input type="checkbox"/>		
11k	CO	Method statement/JSA reviewed, approval to proceed				Y	<input type="checkbox"/>		

12 Hydraulic Works and Isolations									
12a	Refer to front page for PTW validity dates and times						Name		Signature
12b	WTL	I am sufficiently competent to carry out/lead/oversee the works				Y	<input type="checkbox"/>		
12c		All tradespersons have the required hydraulic licenses and training				Y	<input type="checkbox"/>		
12d		All actions and conditions necessary for safe work will be performed				Y	<input type="checkbox"/>		
12e		The JSA lists the names of all persons involved and is job specific				Y	<input type="checkbox"/>		
12f		All works will be in accordance with JSA				Y	<input type="checkbox"/>		
12g	RO	Certs of training/licenses reviewed, inductions confirmed				Y	<input type="checkbox"/>		
12h		SIMOPS register checked for conflicting works				Y	<input type="checkbox"/>		
12i		Secondary impact assessed and stakeholders notified if applicable				Y	<input type="checkbox"/>		
12j		Method statement/JSA reviewed, approval to proceed				Y	<input type="checkbox"/>		
12k	CO	Method statement/JSA reviewed, approval to proceed				Y	<input type="checkbox"/>		