FacilityOptix
FACILITIES MANAGEMENT

Permit to work

On an occupied estate the permit protects the people already in the building.

Check the asbestos register for this exact location before issuing. Times are fields, not printed periods — how long this permit runs, and how long any fire watch continues, is for whoever is competent to set it here. Confined space entry needs specialist arrangements beyond this sheet.

PERMIT NUMBER	BUILDING	EXACT LOCATION
ISSUED TO	ISSUED BY	DATE

PERMIT TYPE

Tick one. Confined space entry requires specialist arrangements and competent supervision beyond this permit.

	THIS ONE
Hot work	☐
Electrical isolation or live working	☐
Roof access and work at height	☐
Work that could disturb asbestos-containing materials	☐
Confined space — specialist arrangements attached	☐
Mechanical isolation or drain-down	☐
Work affecting fire detection, suppression or escape routes	☐
Excavation or ground disturbance	☐
Other — described below	☐

THE WORK

Description of work	
Equipment to be used	
Who is carrying it out, and their competence	
Supervisor responsible	
RAMS reference	
Related work order number	

BEFORE THE PERMIT IS ISSUED

	DONE	N/A
Asbestos register checked for this exact location	☐	☐
Relevant part of the register issued to the contractor	☐	☐
Area inspected and made safe	☐	☐
Services identified and marked	☐	☐
Isolations made — recorded below	☐	☐
Fire detection isolation considered — recorded below	☐	☐
Area segregated, barriered and signed	☐	☐
Occupants and tenants notified	☐	☐
Escape routes maintained, or alternatives provided	☐	☐
Combustible material removed or protected	☐	☐
Firefighting equipment to hand	☐	☐
Emergency arrangements briefed, including who calls for help	☐	☐
Out-of-hours security and access arranged	☐	☐
	☐	☐
	☐	☐
	☐	☐

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	DONE	N/A
	☐	☐
	☐	☐

ISOLATIONS

Each is a window in which the building is not what its risk assessments assume. Every one restored before this permit closes.

What — isolated by — time — restored by — time

What — isolated by — time — restored by — time

What — isolated by — time — restored by — time

Fire detection zone(s) isolated — by — time — restored — time

Panel confirmed normal by — time

WHO HAS BEEN TOLD

	TOLD	N/A
Building occupants affected	☐	☐
Reception and security	☐	☐
Alarm receiving centre, where detection is isolated	☐	☐
Other contractors working nearby	☐	☐
Facilities helpdesk	☐	☐
	☐	☐
	☐	☐

FIRE WATCH, WHERE HOT WORK IS INVOLVED

Times, not durations.

During the work — name

Work finished at

Continued watch after work — name

Area inspected at

Area inspected again at

Anything found

VALIDITY

VALID FROM	VALID UNTIL
EXTENDED UNTIL	EXTENSION AUTHORISED BY

HAND-BACK AND CANCELLATION

	CONFIRMED
Work complete, or stopped and made safe	☐
Area left clean, clear and safe	☐
All isolations restored and checked	☐
Fire detection restored and panel normal	☐
Escape routes fully reinstated	☐
Barriers and signage removed	☐
Occupants told work is finished	☐
Permit cancelled and returned	☐

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SIGNATURES

ISSUED BY	TIME
ACCEPTED BY	TIME
HANDED BACK BY	TIME
CANCELLED BY	TIME

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