

PERMIT-TO-WORK (PTW)

Permit-to-work (PTW) refers to management systems used to ensure that work is done safely and efficiently. These are used in hazardous industries and involve procedures to request, review, authorise, document and most importantly, de-conflict tasks to be carried out by front line workers. Permit to work is an essential part of control of work (COW), the integrated management of business-critical maintenance processes. Control of work is made up of permit to work, hazard identification and risk assessment (RA), and isolation management.

Instructions or procedures are often adequate for most work activities, but some require extra care. A permit to work system is a formal system stating exactly what work is to be done, where, and when. A responsible person should assess the work and check safety at each stage. The people doing the job sign the permit to show that they understand the risks and precautions necessary.

A permit to work form typically contains these items

- The work to be done, the equipment to be used and personnel involved
- Precautions to be taken when performing the task
- Other workgroups to be informed of work being performed in their area
- Authorization for work to commence
- Duration that the permit is valid
- Method to extend the permit for an additional period
- Witness mechanism that all work has been complete and the worksite restored to a clean, safe condition
- Actions to be taken in an emergency

Work Adherence

Permit to work adherence is essential in process safety management. PTW is initiated at the planning phase of the job to cover all the safety necessities for a safe and successful completion of a high-risk task. Some jobs that require permit to work include: Hot job, Work at height, Confine space entry, electrical equipment maintenance, etc.

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Authorised Signatory

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