

## SAFETY WORK PERMIT

Date:		Time:		Permit No:	
Name Of Agency				No. of person	
BU / Department	Location of work				
Description of Work:					

Permit Validity Till				Permit Closed By Name & Sign:		Name :		Permit Closed at			
<input type="checkbox"/> Cold Work		<input type="checkbox"/> Height Work		<input type="checkbox"/> Hot Work		<input type="checkbox"/> Electrical and Mech. Maint.		<input type="checkbox"/> Lockout / Tagout		<input type="checkbox"/> Excavation Work	
Sign Safety Person				Sign :							
Check & ensure the checklist is filled in for loading & unloading vehicle e.g. Hydra, Crane and Forklift	Yes No NA	Does the work involve more than 1.5 m height	Yes No NA	Check and ensure that working area does not contain any combustible material	Yes No NA	Check and ensure that equipment properly drained and blinded	Yes No NA	Check and ensure that the mains are put off & LOTO is applied.	Yes No NA	Check & ensure protocol clearance prepared and signed	Yes No NA
Check & ensure all slings (Wire rope & Belts) lifting tools & tackles are in good conditions and calibration certificates available	Yes No NA	Is proper access available to reach the working spot safely	Yes No NA	Check and ensure Cylinders & torch are fitted with flashback arrester	Yes No NA	Check and ensure that plant operators of concerned area have been informed about work	Yes No NA	Check and ensure that main fuse / Control fuse removed Feeder No / Panel No.-	Yes No NA	Check & ensure that details and clearance of under ground /Over Head (OH) utilities is available	Yes No NA
Check & ensure all machinery are in good condition/guarded	Yes No NA	Check and ensure that all guard rails, toe board are in place at the working platform	Yes No NA	Lighter is available for igniting the torch	Yes No NA	Check and ensure electrical equipment are isolated and tagged out	Yes No NA	Check and ensure that main breaker racked out in test position Breaker No.-	Yes No NA	Check & ensure hard barrication for excavation more than 3 ft	Yes No NA
Check & ensure MSDS/PPE's available for the Chemical work which involve painting, epoxy, Pest Control etc. others	Yes No NA	Check and ensure that proper and safe anchorage points are available to hook safety harness	Yes No NA	Check and ensure fire extinguisher available at working area	Yes No NA	Check and ensure equipment is free from flammable / explosive vapours/ Toxic fumes/Gases	Yes No NA	Check and ensure that equipment's are properly grounded and earthing is in place	Yes No NA	Check & ensure condition of manual excavated equipment	Yes No NA
Check & ensure condition of portable electrical & Pneumatic / hand tools for carpentry / other works are in good condition	Yes No NA	Check and ensure that safety nets are in place where required and advised.	Yes No NA	Check and ensure cylinders kept in upright & chained in trolley	Yes No NA	Check for other agency working in the same area	Yes No NA	Check and ensure that cautionary and warning boards are displayed at area of work.	Yes No NA	Check & ensure proper and adequate shoring of excavated pit is carried out	Yes No NA
Check & Ensure proper barrication and good housekeeping is maintained at the work place.	Yes No NA	Check and ensure that area below the workplace is barricaded and work in the same segment is restricted	Yes No NA	Check and ensure that welding machine and cables are in good condition and properly insulated	Yes No NA	Check and ensure equipment is isolated from automatic and instrument valves.	Yes No NA	Check and ensure that equipment is dead using of Voltage detector.	Yes No NA	Check & ensure condition of mechanical excavated equipment	Yes No NA
Check & Ensure all civil activities are complied with proper working platform / PPE's	Yes No NA	Check and ensure that workmen provided with bag / box to carry loose materials and tools	Yes No NA	Check and ensure that Electrical Connection are provided with proper capacity RCCB/MCB switch's	Yes No NA	Check and ensure proper cautionary and warning boards displayed.	Yes No NA	Name of technician carrying out LOTO : Signature of technician carrying out LOTO :	Check & ensure that arrangement available to escape in case emergency for excavation more than 10 ft.		
Any other job pls. specify	Yes No NA	Check and ensure that proper portable ladder provided as per the job requirement	Yes No NA	Check and ensure earthing cable is in proper condition with insulated Crocodile pin	Yes No NA	Check and Ensure that illumination level and House keeping of the area is well maintained.	Yes No NA	Name of engineer certifying the LOTO :	Check & ensure proper ladder & ramp provided for safe access		
	Yes No NA	Check and ensure horizontal / vertical life line is installed as required and advised.	Yes No NA	Check and ensure that working persons imparted / trained in fire safety training	Yes No NA	Any other instructions; pls.Specify	Yes No NA	Signature of engineer certifying the LOTO :	Check & ensure excavated/other materials to be kept min. 5 ft. away from the excavated pit		

**PPEs Required:**

Safety Helmet	Hand Gloves Cotton/ Leather/PVC/Cut resistant	Full Body Safety Harness	Face/Nose Mask	Additional requirement Pls. specify
Safety Shoes/ Safety Gum boot	Safety Goggles Welding Goggles/Shield	Ear Plug/Ear Muff	Leather Apron/ PVC Suit	Special requirement Pls. specify

Remarks:

Signature : \_\_\_\_\_ Signature : \_\_\_\_\_ Signature : \_\_\_\_\_  
 Name : \_\_\_\_\_ Name : \_\_\_\_\_ Name : \_\_\_\_\_  
 Time : \_\_\_\_\_ Time : \_\_\_\_\_ Time : \_\_\_\_\_

Permit Issued by Works in-charge      Permit Received Contractor / Company Supervisor      Permit Verified by Safety person

Work permit distribution			Permit Extension		
Distribution	1 st copy (White)	Permit Receiver	Date and time to which extension is required		Name & Sign of Factory Manager
	2 nd copy (Yellow)	Initiator	Name & invigiator sign		
	3 rd copy (Green)	Safety Dept.	Name & Sign of Safety Person		

NB : Mandatory documents : Attendance register with name, age, EEST/ WC as per applicability details.