Approval to Work (ATW)



Permit to Work (PTW)

J&E	Hal
	Internation

1. Location		Where is the work	taking place	9'?	
Site / Department					
Area / Room					
Equipment / Machine					
2. Scope		Full description of	the planned	l work a	ctivity
3. People Who W			T		
Team Member Name:	Team Mo	ember's Employer:			cted?
				Yes Yes	No No
				Yes	No
Note: First Entry = Accepte 4. Hazard Identif				ew	
4. Hazara raonar	Yes No	nowed by roth		/es	No
Stored Energy / Pressure		Confined Space E	ntrv		
Testing Refrigerant or Chemicals		Asbestos		_ □	_
Lifting Operation / LOLER		 Working at Height		_ 	
Hot Work (Ignition Sources)		Breaking into Pipe Services	ed		
Low or High Temperature		HV Electrical > 10	00 V		
RAMS Reference):				
l have reviewed/discussed th	ne full work scone	a secciated	Issuer	Α	cceptor
hazards and RAMS	·	·		-	
Safe Isolation of LV Electrica work starting	il < 1000 V will be	e in place prior to	Yes / No	(No = F	PTW)
No High Hazard activities ha checklist above -	ve been identifie	d from the	Yes / No	(No = F	PTW)
I have therefore decided to is I have decided that the activi		-			
Permit to Work (PTW) is re	quired		Yes / No	(Yes =	PTW)
have read and understood t				-	
PPE and tools are suitable fo competent to use it	or triis work area	and persons			
5. Approval to W	ork (ATW)	Declaration (st	rike Through i	if PTW Re	equired)
Issuer :	Sign :	Date:	Т	ime ·	
	•	Number of			
NOTE: ATW must be issued for	shortest reasonab		to maximun	n of 24 h	
ruii r i vv iiiusi be issueu ioi iiig					
Acceptor:	Sign :	Date :		Time :	

7 .	Hazard Control	Task Specific	Controls ar	nd Mitigation

7.1	l. I	so	lati	or
		30	u	0

	Area / Room	Lock No	Fitted By	Date 🕑 On	Date (Off
Machinery					
Piped Services					
Electrical					
Ammonia System					
Other (specify)					

Note: Complex isolations to be recorded on a separate isolation sheet. **Hazard Control Measures**

E.g. Electrical, Che	emical,	Pres	ssure,	Noise,	Temperature,	Р

	Yes	ĺ	Soure, Noise, Temperature, People Control Measure Description
Hazard Description Stored Energy / Pressure Testing	163	140	Control Measure Description
Refrigerant or Chemicals			
Lifting Operation / LOLER			
Hot Work (Ignition Sources)			
Low or High Temperature			
Confined Space Entry			
Asbestos			
Working at Height			
Breaking into Piped Services			
HV Electrical > 1000V			
LV Electrical < 1000V			
Other:			

Specific Personal Protective Equipment (PPE) specify Type

Eye Protection Required?: Yes / No	Foot Protection Required?: Yes / No	Head Protection Required?: Yes / No
Hand Protection Required?: Yes / No	Protective Clothing Required?: Yes / No	Hearing Protection Required?: Yes / No
Hi Vis Clothing Required?: Yes / No	Respiratory Protection Required?: Yes / No	Other

8. Permit to Work (PTW) Declaration

	Issuer	Acceptor
We have visited the area and agreed a safe working method for the task		
I have identified residual risks /controls and adjacent works to the Acceptor		
I have communicated local emergency arrangements to the Acceptor		
I have put in place task monitoring relative to the risk of the work (Section 9)		
I will communicate safe working arrangements to other work team members		
Personal in the Area / Room or near the Equipment have been informed and are aware of the work		
Issuer :Date :	Time :	
Valid Until Date : Time : Number of persons in team	:	
NOTE: PTW must be issued for shortest reasonable time to complete task up to maxir	num of 12 h	nours.
Acceptor : Date :	Time :	:

9. Task Monitoring

Record monitoring visits undertaken

Monit	toring Act	ivity (E.g. Fir	e Watch, Etc.,) Initials :	Date :	Time :	
Notes:							

10. Hand-back

Not applicable if PTW Cancelled - See Section 11

The area has been inspected to confirm that the work is:	Complete Complete Yes	Incomplete No
Has all equipment and waste been removed? If no, provide details in 11:		

Acceptor :	Sign :	Date :	Time :			
NOTE: Any remaining hazards, extended isolations, additional PTW references.						
Issuer :	Sign :	Date :	Time :			

11. Cancellation

All isolations removed (unless noted below)

Name		Date	1 11116
Notes:	Sign :		

Approval to Work (ATW)



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Α.	Task Monitoring	Comments	and	Observation

Site Rules and Safe System of Work, Policy Statements

All work carried out must be in accordance with the requirements of the Health and Safety at Work etc. Act 1974, associated legislation, Approved Codes of Practice and industry best practice.

This is a no smoking site. Smoking, including the use of ecigarettes and other similar devices is only allowed in the designated smoking shelters.

Food and drink must not be consumed other than in the canteen.

Completion of the ATW / PTW is an absolute requirement for all contractors. Work will not be allowed to commence until this has been completed and the authorisation to begin has been given by the approved ATW / PTW issuer on duty.

You must abide by the Site Rules at all times. These are displayed in the signing in book.

In case of fire you must leave your work area in a safe condition and immediately proceed to the nominated assembly point without stopping to collect your tools or belongings:

- You must not re-enter the building until authorised to do so:
- You must be aware of the alarm and evacuation rules in the event of a possible leak.

J & E Hall or the client reserves the right to monitor any work being undertaken on its premises.

Work found to be undertaken in an unsafe manner or not in accordance with the ATW / PTW will be stopped.

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B. People (Continued From Section 3)

Confirm Induction.	Competence.	Insurance

Team Member Name:	Team Member's Employer:		
		Yes	No

C. PTW Issuer Handover Control

New Issuer Must Communicate Change to Acceptor

Outgoing Issuer Initials/ Signature	New Issuer Name	Communicated with Acceptor? Y/N	Date	Time	New Issuer Signature

D. Team Member – Job Sign On and Sign Off

Name	Date 🕑 On	Signature	Date (Off	Signature	Date 🕑 On	Signature