



# Contractor permit to work

Permit no.:

**Only to be completed when the contractor is undertaking electrical work, hot work, lone working and/or working at height (excluding short-duration work from a step ladder).**

The property manager (or their representative) should complete the relevant sections with the contractor.

**This permit is valid for a maximum of 24 hours.**

## Section 1: Electrical work

Complete if the work involves **electrical work** (eg external/internal wiring):

The area being worked on has been isolated and, where practical, locked off to stop the electricity being reconnected, or a suitable sign has been placed in a prominent position to stop it being inadvertently reconnected.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Employees working in the building when the activity is taking place have been made aware that the area is isolated and they must not reconnect the electricity.	Yes <input type="checkbox"/> No <input type="checkbox"/>
If the answer is no to any of the above, give details:	

## Section 2: Electrical work

Complete if the work involves **hot work** (eg welding, burning, grinding, plumbing [brazing/soldering] or any work where heat is applied):

The area in the vicinity of the works and adjacent rooms (if working on a partition wall) has been inspected and is clear of any combustible or flammable materials or covered with fire-retardant material.	Yes <input type="checkbox"/> No <input type="checkbox"/>
If the work requires a 'fire watch', ie someone to monitor the area during the work, they have access to a suitable fire-fighting appliance.	Yes <input type="checkbox"/> No <input type="checkbox"/>
The fire alarm is operational in the area. NB if the fire alarm needs to be disabled, make sure it's reinstated after the work and confirm the contingency plan has been activated while it's off.	Yes <input type="checkbox"/> No <input type="checkbox"/>
If the answer is no to any of the above, give details:	

**Section 3: Lone working**

Complete if the work involves **lone working** (ie where someone is working in an area where they'll have no physical contact with others):

Detail the communication methods that have been put in place, eg mobile phone or radio.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Detail the agreed contact times that have been put in place, eg every hour, and tick against the time when contact is made.	Yes <input type="checkbox"/> No <input type="checkbox"/>
If the answer is no to any of the above, give details:	

**Section 3: Working at height**

Complete if the work involves **working at height** (eg external/internal roof works or re-lamping at high level). **NB** a permit isn't required for short-duration work from a step ladder.

If access to a roof is needed, the contractor has been informed of any known hazards such as roof lights, overhead power lines or fragile surfaces.	Yes <input type="checkbox"/> No <input type="checkbox"/>
If there's a danger of falling objects, systems such as netting to protect people below have been discussed.	Yes <input type="checkbox"/> No <input type="checkbox"/>
If the contractor is supplying and using their own access equipment, list the equipment they're using.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Weather conditions are safe for work to begin – for example there's no rain/snow or excessive winds that may impact on the work area's safety.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Contractor to describe how they will prevent a fall from height:	
If the answer is no to any of the above, give details:	

**Authorisation to start work**

Property manager (or their representative) name:	
Date:    /    /	Time:
Signature:	
Contractor name:	
Date:    /    /	Time:
Signature:	

**Permit cancellation**

The contractor should declare cancellation of this permit to work and the property manager (or their representative) should confirm it by signing below:

<ol style="list-style-type: none"><li>1. I confirm that the work referred to above is completed.</li><li>2. Further work will not take place unless a new permit to work is issued.</li><li>3. If the works involved hot work, I confirm that I have checked the area and adjacent areas after 1 hour, and done an inspection of the work areas involved.</li></ol>	
Property manager (or their representative) signature*:	
Date:    /    /	Time:
<ol style="list-style-type: none"><li>1. I confirm that I am satisfied that work is complete and the area has been left in a safe condition.</li><li>2. If the works involved hot work, I confirm that I have checked the work areas and adjacent areas after 1 hour, and done an inspection of the workplace on completion of work. Where the area is inaccessible to me, such as on the roof, the contractor has confirmed they have checked these areas.</li></ol>	
Contractor signature:	
Date:    /    /	Time: