

**SAFETY MANAGEMENT PROCEDURE
FOR PERMITS**

TABLE OF CONTENTS

1. APPROVAL	3
2. PURPOSE.....	4
3. SCOPE	4
4. TERMS AND DEFINITIONS.....	4
5. ROLES AND RESPONSIBILITIES	5
6. PROCEDURES	6
6.1. Job Preparation	6
6.2. Task Specific Permits	6
6.3. Completing a Permit to Work	7
6.4. Working under a Permit to Work.....	7
6.5. Transferring a Permit.....	8
6.6. Training and Competency	8
7. RELATED PROCEDURES, FORMS AND DOCUMENTS	8
8. REVIEW CRITERIA	9
9. RECORD MANAGEMENT	9
10. REFERENCES	9

1. APPROVAL

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<p>This procedure is reviewed to ensure its continuing relevance with the business process that it describes. A record of contextual additions or omissions is given below.</p>					
Amendment Record					
Version	Date	Context	Se	Summary of Amendments	
1.0	Insert Date	To manage design risk works to require approval.		Original	
<p>The latest revision of this procedure is on Insert Your Company intranet site. It is the responsibility of the individual to ensure that any hardcopy is the current revision. A printed version of this procedure is uncontrolled, except when provided with a document title and revision number in the field below and marked as 'Controlled Copy'.</p>					
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2. PURPOSE

The purpose of this procedure is to define the minimum requirements to ensure that designated high-risk works are performed under safe, controlled, and documented conditions. These designated high-risk work activities require a permit to be completed prior to the commencement of works.

3. SCOPE

This procedure applies to the relevant activities of Insert Your Company under the control of Insert Your Company. This procedure applies equally to workers, including permanent, temporary and contracted persons, as well as

4. TERMS AND DEFINITIONS

Term	Definition
Authorised Activity	Is an activity that may be carried out in relation to the authority.
Competent	Is a person with attributes including skills, training and experience sufficient to perform a task or function that enables a person to undertake a work task safely or discharge that function in accordance with company expectations.
Permit	Is a document authorizing a person to undertake specific work in a designated area.
Permit Authorizer	Is a person who authorizes the permit to enable work to be completed and is competent in verifying that plant, machinery and equipment has been prepared for work and that hazards have been assessed and controlled by isolation, or the appropriate precautions have been described.
Permit Holder	Is a person that is competent and is authorized by the permit authorizer to oversee safe work practices in accordance with permit conditions and is the person primarily responsible for compliance to the permit.
Permit Issuer	Is a person who has been authorized to issue a permit.
Permit Transfer	Is the handover of a valid permit from the current permit holder to another permit holder.
Shift	Is a period of scheduled work time.
Worker	An employee, a contractor or sub-contractor, an employee of a contractor or sub-contractor, an employee of a labour hire company who has been assigned to work, an apprentice or trainee or a student gaining work experience.