Logo	Permit To Work Assessment Checklist	Doc Ref #: XYZ/IMS/QHSE/F/00 Issue Date: DD-MM-YYYY Rev #: 00
	QHSE Forms	
	Organization Name	

Project Ref #		Checklist Sr. #	
Prepared By		Approved By	

Tick (✔) the correct option against every criterion.

S/#	Description	Yes	No	Remarks
1	Permit to Work (PTW) procedure available within the organization management system & Implemented on all levels?			
2	Is Permit to Work (PTW) system is applicable to the project and worksite?			
3	Designed and Prominent Permit to Work (PTW) board is available onsite?			
4	Printed permits with serial numbers are available for use?			
5	Trained and experienced person is available for preparing permit?			
6	Workplace inspection checklist is used during permit preparation?			
7	All safety precautions are taken during preparing the permit?			
8	Isolation procedure and recommendations are mentioned in permit?			
9	Person preparing the work permit is aware of its requirements?			
10	Work area is in safe condition and ready for use under permit to work?			
11	Toolbox talk is mandatory part of permit to work system?			
12	The prepared work permit is readily available onsite?			
13	The permit to work details have been mentioned in PTW register?			
14	Old permits have been cancelled and removed from the permit board?			

15	Observations	Recommendations

Prepared By	Approved By
Name:	**Name**:
Designation:	**Designation**:

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Signature:	**Signature:**