|  |  |  |  |
| --- | --- | --- | --- |
| **PTWE (PERMIT TO WORK ELECTRICAL)**  **Low Voltage (< 1000 Volts)**  Each “Part” of this PTWE must be completed in sequence  Signing a “Part” of this PTWE has the meaning (declaration, responsibility and obligation) stated on page 2 | | | |
| ***Permit #*** |  | ***Date*** *(ddmmmyyyy)* |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Part 1 – Authorisation**  (must not exceed the duration of the work shift i.e. max 12 hours) | *Scope of work / testing:* | | |
|  |
| ***Chief Engineer:*** |  |  |  |
|  | *Name* | *Signature* | *Time* |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Part 2 - Approval & Issue** | Isolations, safety devices & circuit earths proposed (attach drawings as necessary): | | | |
| Tag Out Approved:  *Yes / No / N/A* |  | | | |
| PTWE issued to AEP:  *Name* |
| Relevant Risk Assessment performed / reviewed: | | | Risk Assessment updated: Y  N | |
| Hazards, Risks and this PTW discussed in a Tool Box Talk (TBT) with all involved: | | | | |
| ***Chief Electrician:*** |  |  | |  |
|  | *Name* | *Signature* | | *Time* |

|  |  |  |  |
| --- | --- | --- | --- |
| **Part 3 – Agreement** | There are no conflicts and work may proceed | | |
| ***EOOW:*** |  |  |  |
|  | *Name* | *Signature* | *Time* |

|  |  |  |  |
| --- | --- | --- | --- |
| **Part 4 - Tag-Out** | Isolations, safety devices & circuit earths are in place. PTWE posted ECR & worksite: | | |
| ***AEP:*** |  |  |  |
|  | *Name* | *Signature* | *Time* |

|  |  |  |  |
| --- | --- | --- | --- |
| **Part 5 - Work Supervision** |  |  |  |
| *PTWE & TOs Checked* | Yes / No | *Tool Box Talk Completed* | Yes / No |
| ***Task Supervisor:*** |  |  |  |
|  | *Name* | *Signature* | *Time* |

|  |  |  |  |
| --- | --- | --- | --- |
| **Part 6 - Work Compete** | Guards, covers & other safety devices are reinstated.  Tools & persons removed from the worksite. | | |
| ***Task Supervisor:*** |  |  |  |
|  | *Name* | *Signature* | *Time* |

|  |  |  |  |
| --- | --- | --- | --- |
| **Part 7 - Reinstatement** | Removal of Tag Outs and reinstatement of any plant affected agreed. | | |
| ***EOOW:*** |  |  |  |
|  | *Name* | *Signature* | *Time* |

|  |  |  |  |
| --- | --- | --- | --- |
| **Part 8 – Isolations Removed** | Circuits & protections reinstated, tag-outs & earths removed, circuit power restored & testing completed. PTWE copies removed from worksite & ECR/EOOW advised. | | |
| ***AEP:*** |  |  |  |
|  | *Name* | *Signature* | *Time* |

|  |  |  |  |
| --- | --- | --- | --- |
| **Part 9 – Cancellation** | | | |
| ***Chief Electrician:*** |  |  |  |
|  | *Name* | *Signature* | *Time* |
| ***Chief Engineer:*** |  |  |  |
|  | *Name* | *Signature* | *Time* |

**PTWE (PERMIT TO WORK ELECTRICAL) – Low Voltage**

**Part 1 - Authorisation**

By signing this section the Chief Engineer *authorises* the PTWE *Scope of Work* (including testing).

**Part 2 - Approval & Issue**

By signing this section the Chief Electrician:

* *Approves* the Tag Outs described (isolations, safety devices & circuit earths) for the authorised works
* *Issues* the PTWE Tag Outs to a named AEP to implement

**Part 3 - Agreement**

By signing this section the EOOW *confirms* that

* There is *no conflict* between
  + the PTWE Tag Outs / Scope of Work and
  + other systems/operations and
* *Agrees* to tag outs and work commencing

**Part 4 - Tag Out**

By signing this section the AEP *declares* that:

* The circuit(s) / motor / plant stated in Part 1:
  + are *isolated* from all sources of electrical power and
  + the approved *Tag Outs* (isolations, safety devices & circuit earths) are in place
  + are *safe* to work on
  + will *remain isolated* until Part 7 - Reinstatement is agreed and signed by the EOOW
* Where fitted or required by the Chief Electrician in a PTWE, a Tag Out shall consist of a “lock out” using:
  + a key
  + a padlock
  + a cable tie
  + another device
* Tag Outs shall as a minimum be a 'DO NOT SWITCH ON' label attached to the circuit breaker / fuse clearly marked with:
  + date / time
  + name / rank of the person placing the tag
  + reason for the tag out
  + additional safety instructions / information
* The PTWE is *posted* both at the ECR & worksite
* The EOOW is *advised* accordingly

**Part 5 - Work Supervision**

By signing this section the Task Supervisor *declares* that:

* They have *checked*
  + the PTWE Scope of Work is *correct*
  + Tag Out indications are *in place*
  + The PTWE is *posted* at the worksite
* After each break they will check the PTW and Tag Outs *remain in place*
* A *Tool Box Talk* completed

**Part 6 - Work Compete**

By signing this section the Task Supervisor *declares* that:

* Guards, covers & other safety devices are *replaced*.
* Tools & persons are *removed* from the worksite.
* It is now *safe* to reinstate circuits and test

**Part 7 - Plant Reinstatement**

By signing this section the EOOW *confirms* there are *no conflicts* to the removal of Tag Outs and *agrees* to the reinstatement of any plant affected.

**Part 8 – Isolations Removed**

By signing this section the AEP declares that

* Tag-outs (isolations, safety devices & circuit earths) are *removed*
* Power is *restored* to circuits & testing is completed
* PTWE copies are *removed* from worksite & ECR and it is no longer safe to work on the circuit(s) / motor / plant.
* The EOOW is *advised* accordingly

**Part 9 – Cancellation**

By signing this section the Chief Electrician and then the Chief Engineer declare that the PTWE is *cancelled* and that the circuit(s) / motor / plant are *safely and satisfactorily* returned to their *normal operating condition*.