

- In liaison with others, the DMAT / Consultant will assess the submission and pass comment (if any),
 - An application for PTW is submitted
 - The DMAT / Consultant authorize the Contractor to issue of the PTW
- e) To provide a record of the application process stages a special form has been developed for use. It is split into five sections – one section for each stage of the application process.
- f) The following are notes to assist with completion of the form,
- g) On receipt of the application the Contracts Manager (Consultant) or Head of Division complete the first section of the form.
 - Write the name of the Operator Consultant or Contractor making the application.
 - Enter the method statement or Letter Reference,
 - The date on the method statement or letter,
 - The date received by the DMAT / Consultant. (This will be the date shown in the 'incoming mail' stamp).
 - Enter a brief description of the work
- h) The person or organization undertaking the work under the PTW shall have an opportunity to comment on the method statement and to ensure that this happens the application shall be copied to the Contractor and the second section of the form completed.
 - Enter the date the application was passed to the Contractor.
 - This may be by hand or by fax dependent on the documents involved.
 - Enter the name of the Contract Manager.
 - Specify the date that you require comments to be returned to you. A reply is required in all cases even if it is 'No comment'.
- i) Sign Section two, attach a copy of the form and pass the documents to the person, organization and at the same time the DMAT / Consultant are to assess the application and make comment.
- j) The Contracts Manager (Consultant) enters the date on which comments were received back from the Contractor and sign.
- k) Comments received from the persons, organization or Contractor will be combined with those of the DMAT / Consultant and forwarded to the Operator Consultant for action.
 - Enter the date on which the comments are forwarded to the Operator Consultant.
 - If there is comment either enter brief summary or attach copies of the comments received from the DMAT / Consultant and Contractor.
- l) When the request to issue a PTW is received from the Consultant, complete relevant section of the form after confirming that all is in line with the above steps
 - Enter the date request the request is received
 - Enter the name of the Contractor
- m) Enter the Consultant's letter reference. Sign the form then:
 - Fax the form plus request letter
 - Fax the form to the Consultant
- n) The Consultant will notify the Construction Contractor who will collect the PTW from the Contractor.

10.3 Isolation Permits to Work

10.3.1 Isolation PTW Procedures

An 'Isolation' PTW is required for situations where work on the following systems would expose persons to specific hazards, where isolation is not local or is of a complex nature (two or more sources of supply) or where isolation would have an impact on other users.