

General Work Permit

Form: SAF-02
Revision 03/ 22.04.2012
Approved: Marine / VG

Vessel Name:			Permit No.:	
Permit Type:				
Location of Work:				
Scope of Work:				
Period of validity / date & time	From: / / , hrs	To: / / , hrs		
NOTE: Valid for max 8 hours. If the conditions change, the job shall be stopped and the risks assessed again before a new permit is issued.				
Risk Assessment:			Yes	No
Is there a Risk assessment completed for this work?			<input type="checkbox"/>	<input type="checkbox"/>
Has the task been discussed with other departments?			<input type="checkbox"/>	<input type="checkbox"/>
Scope of Work:				
Has the job scope been discussed and any limitations agreed?			<input type="checkbox"/>	<input type="checkbox"/>
Are safety precautions discussed and agreed? Warning Notices posted?			<input type="checkbox"/>	<input type="checkbox"/>
Have any other permits issued e.g. enclosed space, hot work, etc?			<input type="checkbox"/>	<input type="checkbox"/>
Has the equipment been checked by the supervisor and the operator?			<input type="checkbox"/>	<input type="checkbox"/>
PPE:				
Is the correct PPE available and being worn by personnel involved?			<input type="checkbox"/>	<input type="checkbox"/>
Additional Comments:				
Crew involved in task / authorized to carry out task				
Name	Rank/ Rating	Signature	Date / Time	
Supervisor (s) in charge of task:				
Name	Rank/ Rating	Signature	Date / Time	
Close out of PTW:				
Task suspended or completed			<input type="checkbox"/>	<input type="checkbox"/>
Work area checked and in good order			<input type="checkbox"/>	<input type="checkbox"/>
Equipment cleaned and returned to correct storage location			<input type="checkbox"/>	<input type="checkbox"/>
Systems / areas returned to normal operation			<input type="checkbox"/>	<input type="checkbox"/>
Supervisor in charge of task:				
Name	Rank/ Rating	Signature	Date / Time	

Note: This form is to be filled in by hand and shall be completed by the persons involved in the planned work. Permits prepared for deck work to be consecutively numbered from D001/2012. Permits prepared for engine room work to be consecutively numbered from E001/2012. At the beginning of each year, the counter should be reset. Retention period: two (2) years.