

工作許可證 Permit-To-Work



Reference No.:			
Work:	密閉空間	Issue Date:	
	Certificate for Entry into Confined Space	From (Author):	

第一部份：工程資料（由承建商或其授權代表填寫） Part 1: Works Information (to be completed by contractor or his authorized representatives)			
地盤名稱 / 合約編號 Project Title / Contract No.		公司名稱 Company Name	
工作位置 Location of Work			
工作內容 Description of Work			
許可證期限 Period of the Permit	日期 Date	時間 Time	
進入密閉空間的日期及時間 Date & time of entry to the confined space			
許可證的到期日及時間 Expiry date & time of the permit			
參與人員 Persons Involved	姓名 Name	密閉空間培訓證書編號 Confined Space Training Certificate No.	
獲指派工作的核准工人 Certified workers assigned to this work (總計 _____ 工人) (Total _____ workers)	1.		
	2.		
	3.		
	4.		
	5.		
獲指派工作的候命人員 Standby person(s) assigned to this work	1.		
	2.		
進行風險評估的合資格人士 Competent person for risk assessment	1.		
第二部分：風險評估（由合資格人士填寫） Part 2: Risk Assessment (to be completed by the Competent Person)			
A.	工作內容 Work Involved	相關的危險 Associated Hazards	
1			
2			
3			
4			
5			
其他可預見 / 已識別的危險 Other Foreseeable / Identified Hazards			
1			
2			
3			
B.	隔離清單 Isolation Checklist	簽名 Signature	日期及時間 Date & Time
1	停止密閉空間內的日常運作 Normal service in the confined space suspended		
2	隔離或封閉所有出入口位 All inlets and outlets isolated / blanked off		

工作許可證 Permit-To-Work



3	隔離所有動力（電氣 / 機動 / 油壓 / 其它） All power isolated (electrical / mechanical / hydraulic / others)		
4	隔離所有熱源 Heat source isolated		
5	隔離其它有危險的來源（請列明） Other source or danger isolated (please specify)		
C.	清潔及清洗 Cleaning & Purging	簽名 Signature	日期及時間 Date & Time
1	清潔及清洗（方法： Cleaning & Purging (method:		
2	視察及檢查 Inspection & check		
D.	大氣測試（不同水平及位置） Atmospheric Testing (Different levels and locations)	測試結果 Testing Result	
		位置 1 Location 1	位置 2 Location 2
		位置 3 Location 3	
1	氧氣（介乎 19.5% 至 23%） Oxygen (between 19.5% and 23%)		
2	可燃氣體（不可大於 10% LEL） Combustible gases (not>10% of LEL)		
3	一氧化碳（不可大於 25ppm） Carbon Monoxide (not >25ppm)		
4	硫化氫（不可大於 10ppm） Hydrogen Sulfide (not >10ppm)		
5	其他（請說明名稱及標準） Other (please specify the name and criteria: _____)		
E.	防火措施 Fire Precautionary Measures	簽名 Signature	日期及時間 Date & Time
1			
2			
3			
F.	安全防護設備 Safety Protection Equipment	有需要 (✓) Require (✓)	簽名 Signature
1	通風要求 Ventilation Requirements		
2	呼吸器具 Respirators		
3	衣物 Clothing		
4	頭、手、腳部防護 Head, Hand & Foot Protection		
5	防護屏障 Protective Shields		
6	救生繩及吊帶 Life Lines & Harness		
7	照明 Lighting		
8	眼睛 Eye Protection		
9	聽覺保護 Ear Protection		
10	其它(請列明： Other (please specify:		
G.	其他安全預防措施 Other Safety Precautionary Measures		
1.	核准工人與候命人員之聯絡（設備和方法） Communications between certified workers and standby person (equipment and methods)		

工作許可證 Permit-To-Work



2.	疏散撤出程序 Evacuation Procedures			
3.	連續 / 定期監察 (設備和方法) Continuous Monitoring / Periodical Monitoring (equipment and methods)			
4.	備註 Remarks			
H. Declaration 聲明				
1	我已親自對密閉空間內所工作的性質和環境進行了風險評估。 I have personally carried out a risk assessment specific to the scope of work being undertaken and the working condition within the confined space.			
2	風險評估中，我已就需要採取的措施提出具體建議，以確保進入或在密閉空間內工作的所有人員之健康與安全。 In the risk assessment, I have made specific recommendations on the adopted measures to ensure the health & safety of all persons entering in or working within the confined space.			
3	我已將風險評估報告的副本附在此工作許可證上。 I have attached a copy of the risk assessment to this Permit-To-Work.			
4	我已向參與本工作的工人及候命人員講解需要採取的一切安全措施或預防措施，並將確保所有獲指派的工人按照風險評估所列的建議適當地使用個人防護裝備。 I have explained to workers and standby persons assigned to this work about all safety measures or precautions and will ensure all the assigned workers to properly use the recommended PPE specified in the risk assessment.			
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">合資格人士姓名 Name of Competent Person</td> <td style="width: 33%;">簽名 Signature</td> <td style="width: 33%;">日期及時間 Date & Time</td> </tr> </table>		合資格人士姓名 Name of Competent Person	簽名 Signature	日期及時間 Date & Time
合資格人士姓名 Name of Competent Person	簽名 Signature	日期及時間 Date & Time		
第三部分：授權證明書 (由總承建商或其授權代表填寫) Part 3: Authorization (to be completed by main contractor or his authorized representatives)				
本人證明已親自核對上述所有情況，並確認上述情況是準確的或已實施。我證明： I certify that I have personally checked all the above conditions and acknowledge that all the above particulars are accurate or have been implemented. I certify that:				
1	第 1 及 2 部分已適當完成。 Part 1 and 2 have been properly completed.			
2	進入密閉空間不須配帶呼吸器具 The confined space is safe for entry without breathing apparatus.			
2	進入密閉空間，必須配帶認可的呼吸器具 To enter the confined space, approved breathing apparatus must be worn.			
3	須連續監察 Continuous monitoring is required.			
3	須定期監察 Periodical monitoring is required.			
3	預計工作期間環境不會發生變化，不須監察。 No foreseeable changes in the environment during the work, monitoring is required.			
4	進入密閉空間需要採取以下安全預防措施： The necessary safety precautions for entering into the confined space are:			
5	證書的到期日及時間 Date & Time of Expiry of the Certificate			
6	所有工人均為核准工人。 All works are certified workers.			
7	其他備註及限制： Other remarks and limitations:			
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">姓名 Name</td> <td style="width: 33%;">簽名 Signature</td> <td style="width: 33%;">日期及時間 Date & Time</td> </tr> </table>		姓名 Name	簽名 Signature	日期及時間 Date & Time
姓名 Name	簽名 Signature	日期及時間 Date & Time		

工作許可證 Permit-To-Work



第四部份：簽收工作許可證（由分判或工程負責人填寫） Part 4: Acceptance of Permit-To-Work (to be completed by subcontractor / person-in-charge of the work)

本人已閱讀及明白此工作許可證內容，並承諾會根據許可證內的指示工作。
I have read and understood the description of this Permit-To-Work and shall undertake to work in accordance with all the conditions laid down in it.

姓名 Name	簽名 Signature	日期及時間 Date & Time
---------	--------------	-------------------

第五部分：延長許可證的有效期 Part 5: Extension of Time of Permit-To-Work

只適用於延長申請
Only For Extension

A 要求延長許可證有效時間（由分判或工程負責人填寫） Request for Extension of Time of the Permit (to be completed by subcontractor / person-in-charge of the work)

限時內未能完成工作，要求延長工作時間。
The work has not been completed as scheduled and permission to continue is requested.

姓名 Name	簽名 Signature	日期及時間 Date & Time
---------	--------------	-------------------

B 延長許可證期限（由承建商或其授權代表填寫） Extension of Permit (to be completed by contractor or his authorized representatives)

本人已重新查明和檢驗上述密閉空間，並証實此工作證可
I have re-assessed and re-examined the confined space detailed above, and confirm that this work permit can be
延期至 extended to expire _____ 並須遵照以下：
Subject to:
(日 DD / 月 MM / 年 YYYY)

1	進一步的安全預防措施 Further safety precautions
2	備註及限制 Remarks & limitations

姓名 Name	簽名 Signature	日期及時間 Date & Time
---------	--------------	-------------------

第六部分：工作完成（由工程負責人填寫） Part 6: Completion of Work (to be completed by person-in-charge of the work)

1 工作已經完成，所有獲指派人士、物料和設備已撤離現場。
The work has been completed and all assigned persons, materials and equipment had been withdrawn.

姓名 Name	簽名 Signature	日期及時間 Date & Time
---------	--------------	-------------------

第七部分：註銷（由承建商或其授權代表填寫） Part 7: Cancellation (to be completed by contractor or his authorized representatives)

1 現註銷此工作許可證；及
This Permit-To-Work is now cancelled; and
2 如要繼續工作，須申領新工作許可證。
A new Permit-To-Work will be required if work is to be continued.

姓名 Name	簽名 Signature	日期與時間 Date & Time
---------	--------------	-------------------

本次密閉工作完成後，本許可證至少要保存一年時間
This permit will be kept for at least 1 year after the work in the confined space is completed.