# PERMIT TO WORK PROCESS FLOWCHART

Does the task/activity require a permit to work?

See *Activities requiring a Permit to Work*

**1.2** Apply for or extend/amend existing a permit to work request via the online portal

**2.1** Permit Administrator assesses the information submitted with the permit to work request.

Is the information suitable?

**NO**

**YES**

**2.2** Reject the request and send back to Permit Requestor detailing the justification for the rejection in the comments.

**2.3** Process the request to create a permit to work and send to Permit Authoriser

**3.2** Permit authoriser assesses if sufficient information provided with the permit request.

**YES**

**NO**

**3.3** Approve the permit to work. Where relevant, provide further with comments

**3.3** Reject the permit to work with comments.

**5.1 VARIATION FOR ELECTRICAL ISOLATION PERMITS TO WORK ONLY**

Issue the permit to the Authorised Person. The Authorised Person will attend site with the contractor and confirm the power supply has been suitably locked-off prior to giving the permit to the contractor. This step is essential to ensure that works do not take place on live electrical circuits.

**4.1** Issue the approved permit to work and attach further documentation as appropriate.

**3.4** Review the comments submitted by the Permit Approver and resubmit with the documentation/information requested

Contractor receives issues permit and commences work.

**6.1** Cancel the permit to work if a safety violation occurs or the permit conditions cannot be upheld.

Contractor completes work and submits back to UoB contact all relevant paperwork including the permit to work

**8.0** Contractor / Permit Administrator closes permit to work on the portal.