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?

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.

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

3.3 Reject the permit to work with comments.

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

Contractor receives issues permit and commences work.

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

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

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

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.

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

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