

## PERMIT TO WORK

# Implementation permit and release for work

for work carried out by external contractors/contractors without special risks

## 1. Order partner

Client (customer, plant operator, person responsible for the plant, etc.)		
Name	Company	Phone number
Contractor (person responsible for work, etc.)		
Name	Company	Phone number
Location (building, room, outdoor area, facility)		
Work to be carried out (describe activities in keywords)		

## 2. Implementation authorization

The customer shall grant the contractor permission to carry out the work to be performed at the named place of use. The safety rules have been implemented and are to be checked with the following checklist by the contractor in coordination with the client:

- Ja  Nein  Are all order partners known?
- Ja  Nein  Are the "Risk assessment" completed by the contractor, as well as the "Rules and Regulations" and the "Conduct in case of emergency" available on site?
- Ja  Nein  Can work with special hazards (e.g. hot work, work under voltage etc.) be excluded?
- Ja  Nein  Has the contractor been instructed by the client about additional necessary safety measures?
- Ja  Nein  Is the work order clear to all involved (What, How, Where, When)?
- Ja  Nein  Has the "Risk assessment for work by contractors" been checked on site with the vital rules and are the identified hazards as well as the documents "Regulations and rules of conduct" and "Conduct in an emergency" known to all parties involved?
- Ja  Nein  Are all those involved instructed about the measures derived from the risk assessment and are they capable of implementing them consistently?
- Ja  Nein  Are all those involved demonstrably competent (instructed, trained and physically & mentally) to carry out the work safely?
- Ja  Nein  Are the work equipment used suitable, compliant, safe and maintained?
- Ja  Nein  Is the necessary personal protective equipment worn correctly?
- Ja  Nein  Can the order be carried out safely with the present specifications and measures?

Only if everything is answered with 'Yes' may the implementation permit be granted.

Client grants permission for execution:				
Date	Time	Name	Company	Signature
Contractor assumes responsibility for implementation:				
Date	Time	Name	Company	Signature

Original remains with the contractor with copy to client

### 3. Release for work

The contractor instructs the necessary measures on the basis of the risk assessment and issues the release for work.

Date	Time	Name	Company	Signature
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Instructed members of the work team (own and external companies):

Date	Time	Name	Company	Signature
Date	Time	Name	Company	Signature
Date	Time	Name	Company	Signature
Date	Time	Name	Company	Signature
Date	Time	Name	Company	Signature
Date	Time	Name	Company	Signature

If necessary, create a separate list for the documentation of instructed employees.

### 4. Termination of employment

- Remove tools, equipment and auxiliary materials.
- Restore order and cleanliness and remove materials and waste.
- The execution of work is checked by the contractor before recommissioning.  
The installations, machines or equipment are in a safe operating condition.
- Notification of completion by the contractor to the client.
- The client has checked on site that the work was carried out in accordance with the order.

Contractor returns the responsibility for use:				
Date	Time	Name	Company	Signature
The client assumes responsibility for use:				
Date	Time	Name	Company	Signature

Original goes to client with copy to contractor

For further work, a new permit to carry out and release for work (Permit to Work) must be applied for!