

Permit to Work Confined Space Certificate

PTW # _____

All confined space entry permits must be reviewed and co-signed by another CCC team member with current training in AS 2865 Confined Spaces. All staff involved with confined spaces must be trained in AS 2865 Confined spaces and hold the relevant unit standards issued within the last two years.

Max Entry Duration: _____

Max number of people allowed in space: _____

Site Inspection Before Work Starts – Permit Issuer must be satisfied that appropriate precautions are in place or planned to mitigate risk									
Date of Site Inspection:									
Confined Space Location									
How was the Confined Space Cleaned?				Note: If cleaning not required/practical, mark here <input type="checkbox"/>					
<input type="checkbox"/> Flushed with water		<input type="checkbox"/> Purged with inert gas		<input type="checkbox"/> Drained of Liquid		Specify cleansing agent used:			
Ventilation	<input type="checkbox"/> Continuous	<input type="checkbox"/> Forced air	<input type="checkbox"/> Respirator / BA		Intrinsically safe equipment <input type="checkbox"/> Yes <input type="checkbox"/> No				
Atmospheric Monitoring: (every 15 - 30 min)		Entry Results	Exit Result	Ceiling (instant)	High level	Low level	TWA (for 8 hour shift)	STEL	
Oxygen (%)					23.5	19.5			
H ₂ S (ppm)							10	5	
CO (ppm)				200			20	100	
LEL/CH ₄ (%)				10					
Other: e.g. Ammonia									
Detector serial no.		Bump test performed			YES / NO				
Calibration expiry:		Safe to Enter			YES / NO				

The Safety Observer must ensure the following is in place before work commences:

While the entry is in progress, the Safety Observer will:

- Never enter the confined space or leave the entrant unattended
- Control the entry and exit points and ensure only qualified people enter the confined space
- Maintain the entry and exit register to track who is inside the confined space at any time.
- Maintain constant communication with all those working inside the confined space.
- Maintain continuous monitoring of the atmosphere inside the confined space
- Withdraw people from the confined space if the atmosphere deteriorates, conditions change or worksite become unsafe.

☐ The pre-entry atmospheric testing has returned a safe result

☐ Ventilation (natural or forced) is sufficient to maintain a safe atmosphere

☐ A rescue plan has been documented in the Rescue Plan section of this Permit to Work and is understood by all team members.

☐ Rescue equipment is on standby, located near the entrance of the confined space and the safety observer has been briefed on the job.

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PTW # _____

RESCUE PLAN

A rescue plan must be prepared for all Confined Space Entries. It is to be prepared by the Site Supervisor/ Person responsible for the confined space entry activity.

Emergency Response			
Confined Space Number and Location			
Location of Confined Space Entry Work			
Nominated Rescue Team			
Emergency communications		<input type="checkbox"/> Radio	<input type="checkbox"/> Telephone
		Number/Channel	

Requirements for Confined Space Rescue:

- Life/rescue line must be attached to each person entering a confined space
- Confined Space Entry Emergency Response Procedure must be followed – see next page
- If the rescue plan is going to include an external agency (e.g. the Fire Service) then it is essential that agency is included in the planning process.
- Attempts to retrieve injured person must be attempted from outside the space first
- Attempts to retrieve injured person by entering the space is a last resort only and may be attempted only where the atmosphere is tested as safe**
- Confined Space rescue scenarios must be practised regularly. All workers involved in CSE must understand the emergency response procedure

Outline of Retrieval/Rescue Plan – include controlling any hazards/risks		
<ul style="list-style-type: none"> Immediately notify emergency services – Dial 111. 	Expected reaction time of emergency services	
•		
•		
•		
•		
•		
•		

Rescue Equipment Requirements			
Equipment Types	Tick if Required and available on Site	Equipment Types	Tick if Required and available on Site
1. First Aid medical pack	<input type="checkbox"/>	7. Tripod and winch *	<input type="checkbox"/>
2. Harness	<input type="checkbox"/>	8. Self-rescue device *	<input type="checkbox"/>
3. Fire Fighting Equipment	<input type="checkbox"/>	9. Emergency Stretcher	<input type="checkbox"/>
4. Emergency Lighting	<input type="checkbox"/>	10.	<input type="checkbox"/>
5. Secondary Gas Detector *	<input type="checkbox"/>	11.	<input type="checkbox"/>
6. Oxygen resuscitation equipment *	<input type="checkbox"/>	12.	<input type="checkbox"/>

If you require any equipment marked with a * you must be specifically trained, competent and authorised to use it.

Developed by:		Date	Accepted by:		Date
Name			Name		
Signature			Signature		

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PTW # _____

Permit Certificate – Confined Space Sign Off							
Issue date:				Sign:			
Change in hazards (circle)				Yes		No	
If yes JSA will need to be changed and signed off							
Permit Suspension and Revalidation – used when work is suspended and can be revalidated for up to 6 (six) shifts only. Only the Permit Issuer can revalidate the Permit.							
Suspended by:		Date/Time:		Revalidated by:		Date/Time:	
Suspended by:		Date/Time:		Revalidated by:		Date/Time:	
Suspended by:		Date/Time:		Revalidated by:		Date/Time:	
Suspended by:		Date/Time:		Revalidated by:		Date/Time:	
Suspended by:		Date/Time:		Revalidated by:		Date/Time:	
Permit Issuer and Permit Receiver: By signing below, we verify that the work described above has been completed.							
Permit Issuer (name):				Permit Receiver (name):			
Signature				Signature			
Date				Date			

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SIGN IN AND OUT SHEET

The Standby Person must maintain a record of persons entering and exiting the Confined Space.

Entry Register:

Date:	Name:	Time In:	Time Out:	Time In:	Time Out:	Time In:	Time Out:

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PTW # _____

Additional atmospheric testing (every 15 - 30 min)

		Pre-Entry Testing Results	Routine Testing Results	Routine Testing Results	Routine Testing Results	Routine Testing Results	Routine Testing Results	Routine Testing Results	Routine Testing Results
Date									
Time									
Safe level	O ₂ 19.5-23.5%								
	H ₂ S <5 ppm (TWA)								
	CO <20 ppm (TWA)								
	LEL/CH ₄ (10% Instant)								
	Other								
	Other								
Safe to Enter (Y/N)									
Signed by safety observer									

		Pre-Entry Testing Results	Routine Testing Results	Routine Testing Results	Routine Testing Results	Routine Testing Results	Routine Testing Results	Routine Testing Results	Routine Testing Results
Date									
Time									
Safe level	O ₂ 19.5-23.5%								
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