

PERMIT TO WORK

Hot works and roof access · Westhill Construction · Runbook RB-07

PERMIT NO.
PTW-4412

SITE	DATE	VALID	ISSUED BY	VERSION
188 Nevins Street	June 3, 2025	07:00–16:00	Riley Thompson	2.4

This permit is worked through in order on the morning of the job and handed back at the end of it. **A step is not complete until the box is ticked and initialled.** The permit lives in the site cabin; a photograph of it is not a permit.

01

Confirm the works against the drawing
Check the marked-up roof plan against what the crew intends to cut. Anything outside the hatched zone needs a new permit, **not an amendment.**
☐ Drawing checked, zone agreed _____

INITIALS
RT

02

Isolate and prove dead
Lock off the rooftop plant at the local isolator, apply the lock and tag, then prove dead at the terminals with a tested unit.
☐ Locked, tagged, proved dead _____

INITIALS
AC

03

Clear and sheet the area
Three metres clear of anything that burns. Fire blanket over the membrane joint, extinguisher within reach and not in the stairwell.
☐ Area cleared, blanket and extinguisher set _____

INITIALS

04

Brief the crew and the fire watch
Name the fire watch out loud and write the name below. The watch does not leave the roof while hot works run, and stays on for **sixty minutes** after the last cut.
☐ Crew briefed · fire watch named _____

INITIALS

05

Hand back and close the permit
Sixty-minute watch complete, area cold to the hand, locks removed and the isolator restored. Sign the hand-back below; an unsigned permit stays open on the register.
☐ Watch complete, area cold, isolation restored _____

INITIALS

06

Log it on the site register before you leave
Permit number, times and the fire watch name into the register in the cabin. The register is what the client's auditor reads; **a closed permit that is not logged still counts as open.**
☐ Register entry made and dated _____

INITIALS

STOP WORK IF ANY OF THESE IS TRUE

Wind above 25 mph at roof level · a lock or tag missing on return from break · the fire watch leaves the roof · anyone on site without an induction card.

CALL FIRST
Riley Thompson · +1 (718) 555-0177

THEN
Site manager, cabin, or +1 (718) 555-0181

EMERGENCY
911, then the site manager

ISSUED BY	ACCEPTED BY (CREW LEAD)	HANDED BACK	TIME CLOSED
_____	_____	_____	_____