

AUTHORISED PERSON — APPOINTMENT CERTIFICATE

RETAIN ON THE PERSONNEL FILE

Written appointment of a person authorised to issue permits

KD-SYS-AA-019 Rev A0

HSG250 requires clear identification of who may authorise particular jobs and any limits to their authority, and states it is essential that people authorised to issue permits have sufficient knowledge of the hazards to identify them and their control measures correctly. Published practice appoints in writing through a chain — director, then duty authorised person, then authorised person. This is that written appointment.

1 APPOINTEE

FULL NAME	JOB TITLE	COMPANY	APPOINTMENT REF

2 APPOINTMENT MADE

☐ Issuing authority — may issue permits	☐ Isolating authority — may make isolations
☐ Permit authoriser — may carry out the second person check	☐ Performing authority — may accept permits
☐ Area authority — holds the overview of the area	

The issuing authority and the permit authoriser for the same permit must not be the same person. Record any restriction below.

3 SCOPE AND LIMITS OF AUTHORITY

State exactly what this person may and may not authorise. An appointment without limits is not an appointment.

PERMIT TYPE	AUTHORISED? Y /...	LIMITS — VOLTAGE, DEPTH, DURATION, LOCATION, COMPLEXITY...	NOTES OR CONDITIONS

4 COMPETENCE RELIED ON

QUALIFICATIONS HELD	PERMIT SYSTEM TRAINING — PROVIDER AND DATE	RELEVANT EXPERIENCE
COMPETENCE ASSESSED BY (NAME AND ROLE)	DATE ASSESSED	COUNTERSIGNATURE PERIOD REQUIRED? (STATE)

5 VALIDITY

APPOINTMENT EFFECTIVE FROM	APPOINTMENT EXPIRES	NEXT COMPETENCE REVIEW

6 APPOINTMENT — APPOINTING AUTHORITY

I appoint the person named above to the roles ticked, within the limits stated. I am satisfied they have the training, experience and knowledge necessary to discharge those roles, and that competence has been assessed.

PRINTED NAME	APPOINTING ROLE	COMPANY	SIGNATURE	DATE	TIME

7 ACCEPTANCE — APPOINTEE

I accept this appointment. I understand the roles, the limits on my authority, and that I must not issue or authorise a permit outside them. I will notify the appointing authority if my circumstances or competence change.

PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME

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continued

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8 WITHDRAWAL OF APPOINTMENT

DATE WITHDRAWN	REASON	WITHDRAWN BY	SIGNATURE

R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

Rev	Date	Class	What changed	Authorised by
D0	2026-08-07	first-issue	First issue.	— not yet approved —
D1	2026-08-10	review	Reviewed - no change to the content. Legislation position reviewed against Product Legislation Register KD-REG-01 Rev R01.3 and the August 2026 horizon scan; cutoff moved to 10 August 2026.	— not yet approved —
A0	2026-08-27	review	Approved for issue by the author. Content unchanged from D1; the draft status strip is removed. No independent third-party review has been carried out.	Author — director, UK principal contractor, SMSTS. Not an independent review.

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft, not approved and not for sale; A = approved for issue by the person named, on the date shown.