

AUTHORISED PERSON AND COMPETENT PERSON APPOINTMENT RECORD

RECORD — ESTATES FILE

Who may issue, who may work — the appointment in writing, its scope and limits, and the acceptance

KD-HTM-AP-001 Rev A0

HTM 00 (Policies and principles of healthcare engineering, 2014) runs every engineering discipline on the same four roles: a Designated Person at board level, who makes the appointments on the Authorising Engineer's recommendation and receives that engineer's audit; an Authorising Engineer, independent of the organisation, who assesses and recommends; an Authorised Person, appointed in writing to control the system and issue its permits; and Competent Persons who work on it under the Authorised Person's control. HTM 06-02 applies the model to low-voltage electrical, HTM 02-01 Part B to medical gases, HTM 03-01 Part B to ventilation, HTM 04-01 Part B to water. A contractor's own permit authorities (KD-SYS-AA-019, KD-SYS-SM-020) do not reach the organisation's systems: nobody issues an estates permit who has not been appointed on a record like this one, and nobody accepts one who has not been named a Competent Person.

1 ORGANISATION AND PERSON

PROJECT / WORKS REF	PREMISES	DATE	PERSON APPOINTED	COMPLETED BY

2 THE APPOINTMENT

Authorised Person (AP)

Deputy / additional Authorised Person

Competent Person (CP)

Low-voltage electrical — HTM 06-02

Ventilation — HTM 03-01 Part B

High-voltage electrical

Water — HTM 04-01 Part B

Medical gas pipeline systems — HTM 02-01 Part B

Other discipline (state in section 3)

SYSTEMS AND PREMISES COVERED	VALID FROM	VALID TO	APPOINTMENT REF

3 WHAT THIS APPOINTMENT RESTS ON

AUTHORISING ENGINEER	ASSESSED ON	ASSESSMENT OUTCOME	TRAINING COURSE AND DATE

EVIDENCE HELD

LIMITATIONS AND CONDITIONS

4 DUTIES ACKNOWLEDGED — THE PERSON APPOINTED TICKS EACH LINE

As an Authorised Person:

- ☐ I issue, suspend and cancel permits only for the systems and premises in section 2, and never to myself
- ☐ I make or supervise every isolation, prove it, and hold the keys; I keep the register and the permit file for this discipline
- ☐ I check that every Competent Person I issue to holds a current appointment for the work before I sign
- ☐ I tell the Authorising Engineer of any incident, near miss, or change to the system that bears on safety
- ☐ I hand my authority to a named deputy in writing when I am absent, and to nobody else

As a Competent Person:

- ☐ I work on the organisation's systems only under a permit or certificate issued to me by the Authorised Person, and only within its scope
- ☐ I do not extend, transfer or alter a permit; I stop and ask the Authorised Person when the job differs from the permit
- ☐ I hand the permit back with the work in the state the permit says, and I do not restore a system myself

5 SIGNATURES

Designated Person — on the Authorising Engineer's recommendation:

PRINTED NAME	APPOINTED ROLE	COMPANY	SIGNATURE	DATE	TIME

Accepted by — the person appointed: I have read the safety rules for this discipline and the limits in section 3, and I accept the appointment:

PRINTED NAME	APPOINTED ROLE	COMPANY	SIGNATURE	DATE	TIME

AUTHORISING ENGINEER — RECOMMENDATION SEEN

SIGNATURE

DATE

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	2026-09-02	first-issue	First issue.	— not yet approved —
A0	2026-09-02	review	Approved for issue by the author. Content unchanged from the reviewed draft; 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.