

CONFINED SPACE ENTRY PERMIT

Tanks · chambers · ducts · manholes · voids · sewers · lift pits · roof voids

COPY 1 OF 2 — DISPLAY AT WORK SITE

KD-PTW-CS-004 Rev A0

The Confined Spaces Regulations 1997 reg 4(2) require a safe system of work, not a permit. HSE's Approved Code of Practice L101 states that a permit-to-work system is usually required where there is a reasonably foreseeable risk of serious injury, and that the permit is an extension of the safe system of work, not a replacement for it. An ACOP carries special evidential status. L101 also states a permit is not necessary where risks are easily controlled, the system of work is simple, and other activities cannot interfere.

1 PERMIT IDENTIFICATION

PERMIT NUMBER	PROJECT / SITE REF	SITE NAME AND ADDRESS	DATE OF ISSUE
VALID FROM (DATE & TIME)	VALID TO (DATE & TIME)	CROSS-REFERENCED PERMITS / CERTIFICATES	

2 THE SPACE, AND WHETHER ENTRY CAN BE AVOIDED

Reg 4(1): no person shall enter a confined space to carry out work for any purpose unless it is not reasonably practicable to achieve that purpose without such entry. Record why entry cannot be avoided before going further.

WHY ENTRY CANNOT REASONABLY BE AVOIDED

EXACT LOCATION AND IDENTITY OF THE SPACE	ACCESS AND EGRESS ARRANGEMENTS

DESCRIPTION OF THE WORK, AND ITS LIMITATIONS

3 SPECIFIED RISKS PRESENT (REG 1(2))

☐ Fire or explosion	☐ Drowning from rising liquid
☐ Loss of consciousness from raised body temperature	☐ Asphyxiation from free-flowing solid, or entrapment
☐ Loss of consciousness or asphyxiation from gas, fume, vapour or oxygen deficiency	☐ Other — state in the hazards box

HAZARDS IDENTIFIED — ATTACH THE RAMS, DO NOT SUMMARISE IT HERE

RAMS REFERENCE	ASBESTOS REGISTER CHECKED (NAME / DATE)	NUMBER OF ENTRANTS	CONTRACTOR / TRADE

4 ATMOSPHERIC TESTING — RECORD READINGS ON THE GAS TEST RECORD (KD-SYS-GT-012)

HSE treats gas testing as a separate certificate cross-referenced to the permit rather than a field on it. Complete KD-SYS-GT-012 and enter its reference here.

GAS TEST RECORD REFERENCE	TIME OF PRE-ENTRY TEST	RE-TEST INTERVAL AGREED	CONTINUOUS MONITORING IN USE (Y/N)

5 PRECAUTIONS

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continued

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- Space isolated from all inflows — mechanical, electrical, process — locked off and proved
- Space cleaned, purged and ventilated before entry
- Forced ventilation in place and running throughout the entry
- Top man / attendant posted at the entry point and remains for the whole entry
- Entry and exit log in operation; everyone entering and leaving recorded
- Communication between entrants and attendant tested and maintained
- Rescue arrangements in place, rescuers briefed, and rescue equipment at the entry point
- Harness and recovery line fitted where the space allows retrieval
- Breathing apparatus available, tested, and operatives trained and face-fit tested
- Suitable low-voltage or intrinsically safe lighting provided
- All equipment taken into the space suitable for the atmosphere (intrinsically safe where required)
- Site emergency services notified that a confined space entry is taking place
- Any item marked N/A has been justified in the box below

ADDITIONAL PRECAUTIONS, AND JUSTIFICATION FOR ANY ITEM MARKED N/A

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Authorisation · acceptance · handover · hand-back · cancellation

COPY 2 OF 2 — RETAIN AT PERMIT CONTROL POINT

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6 ISSUE — ISSUING AUTHORITY

I certify that the hazards of this work have been identified and assessed, that the work site has been examined, and that all precautions specified in this permit — including all isolations — have in fact been taken.

I certify that the atmosphere has been tested, that the rescue arrangements are in place and have been briefed, and that an attendant is posted at the entry point.

I confirm the validity period is specific to this work period and is not open-ended.

PRINTED NAME	APPOINTED ROLE	COMPANY	SIGNATURE	DATE	TIME

7 AUTHORISATION — SECOND PERSON CHECK BEFORE ISSUE

HSE requires the permit to be seen by a second person before it is issued. I have reviewed this permit and am satisfied it is complete, the scope is properly limited, and it does not conflict with any other permit live in this area.

PRINTED NAME	APPOINTED ROLE	COMPANY	SIGNATURE	DATE	TIME

8 ACCEPTANCE — PERFORMING AUTHORITY

I have read and understood this permit. I understand the hazards and the precautions, I have briefed everyone working under it, and those precautions will be observed for the duration of the work. I will not exceed the scope or the validity period stated.

PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME

9 EXTENSION / SHIFT HANDOVER

Complete only where the work continues into a further period. Confirm the plant remains safe and the incoming acceptor is aware of the hazards.

EXTENDED TO (DATE & TIME)	ISSUING AUTHORITY SIG	INCOMING ACCEPTOR SIG	RE-CHECKED (Y/N)
EXTENDED TO (DATE & TIME)	ISSUING AUTHORITY SIG	INCOMING ACCEPTOR SIG	RE-CHECKED (Y/N)

10 SUSPENSION

HSE requires suspended permits to be retained on the permit system, with the condition the plant has been left in and the consequences for other activities recorded.

DATE & TIME SUSPENDED	REASON, AND CONDITION PLANT LEFT IN	SIGNED

11 HAND-BACK — PERFORMING AUTHORITY

I certify that the work described in this permit is complete or has been stopped, that all persons and equipment under my control have been withdrawn, and that the area has been left in a safe and clean condition.

☐ Work COMPLETED	☐ Work PARTIALLY completed	☐ Work STOPPED and not completed		
PRINTED NAME	SIGNATURE	DATE	TIME	OUTSTANDING ITEMS

12 CANCELLATION — ISSUING AUTHORITY

I certify that all persons have been accounted for and are out of the space, that the entry and exit log balances, that the space has been secured against re-entry, and that this permit is cancelled.

PRINTED NAME	SIGNATURE	DATE	TIME	REGISTER (INITIALS)

On cancellation, flatten this PDF before archiving so the record cannot be silently edited. Retain for a minimum of 30 days on site (HSG250), then archive in line with your retention schedule.

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continued

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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.