

ELECTRICAL PERMIT TO WORK

COPY 1 OF 2 — DISPLAY AT WORK SITE

Work on electrical systems made dead, isolated, proved dead and — for HV — earthed

KD-PTW-EL-010 Rev A0

The Electricity at Work Regulations 1989 do not require a permit to work. HSE's guidance HSR25 (3rd edition, 2015, para 198) treats "permits-to-work" as safety documentation that may form part of the written isolation procedures, and considers their use essential to a safe system of work on high-voltage power distribution systems (typically above 1000 V) or where the system is very complex. Reg 13 requires "adequate precautions" to prevent equipment made dead from becoming live during work; reg 14 prohibits live working unless it is unreasonable for the equipment to be dead, it is reasonable to work live, and suitable precautions are taken; reg 16 requires competence. This permit is the industry means of demonstrating those precautions. The document set follows NHS HTM 06-02 and standard HV safety-rule practice.

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 SYSTEM AND WORK

EXACT LOCATION	SYSTEM / CIRCUIT IDENTIFICATION	VOLTAGE (LV / HV, STATE)
DESCRIPTION OF THE WORK, AND ITS LIMITATIONS		
OPERATIVES	CONTRACTOR / TRADE	COMPETENCE EVIDENCE — CARDS / QUALIFICATIONS

3 ISOLATION — THE POINTS OF ISOLATION FOR THIS PERMIT

Every point of isolation must be listed. Attach the Electrical Isolation Certificate (KD-PTW-EI-011) and enter its reference below.

ISOLATION CERTIFICATE REFERENCE	ISOLATION CARRIED OUT BY	DATE & TIME OF ISOLATION
POINT OF ISOLATION — BOARD / WAY / DEVICE		
METHOD — LOCK / FUSE REMOVAL / LINK O...		
LOCK OR TAG NUMBE...		
KEY HELD BY		
PROVED DEAD BY /...		

4 PROVING DEAD AND EARTHING

- ☐ Approved voltage indicator used, proved on a known live source before and after testing
- ☐ All conductors proved dead, including neutral and any parallel or backfeed source
- ☐ Standby generation, UPS, inverters, PV and stored energy identified and isolated
- ☐ Circuit main earths applied where required (HV) and their positions recorded
- ☐ Isolation locked off with a personal lock; keys held by the person named above
- ☐ Caution and danger notices posted at every point of isolation and at the work position
- ☐ Adjacent live equipment identified, screened or barriered, and pointed out to the recipient
- ☐ Any item marked N/A has been justified in the box below

TEST INSTRUMENT — TYPE AND SERIAL	PROVED DEAD BY (NAME)	TIME PROVED DEAD	EARTH POSITIONS

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

ELECTRICAL PERMIT TO WORK

Authorisation · acceptance · handover · hand-back · cancellation

COPY 2 OF 2 — RETAIN AT PERMIT CONTROL POINT

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5 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 equipment described is isolated from all sources of supply, has been proved dead, is earthed where required, and that the points of isolation are secured. It is safe to work on the equipment described and on no other.

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

PRINTED NAME	APPOINTED ROLE	COMPANY	SIGNATURE	DATE	TIME

6 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

7 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

8 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)

9 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

10 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

11 CANCELLATION — ISSUING AUTHORITY

I certify that all persons and tools have been withdrawn, that all earths applied under this permit have been removed, that the equipment is safe to re-energise, 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.