

MHSWR 1999 regs 3 and 5 require the risks of the work — including working alone or when the site is otherwise closed — to be assessed and the arrangements to be effective; CDM 2015 reg 13 puts the control of the site on the principal contractor. Out-of-hours work loses the things a working site provides without anyone noticing: first aiders, rescue, someone to hear a shout, the fire alarm being answered. This authorisation puts them back deliberately.

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 LOCATION AND DESCRIPTION OF WORK

EXACT LOCATION	CONTRACTOR / TRADE		
DESCRIPTION OF THE WORK, AND ITS LIMITATIONS			
RAMS REFERENCE	PERSON IN CHARGE ON SITE	OPERATIVES	SUPERVISOR

3 THE ARRANGEMENT

☐ OUT OF HOURS — site closed, more than one person	☐ LONE WORKING — one person, site open or closed	
HOURS AUTHORISED (FROM / TO)	PERSONS ON SITE (NAMES)	CONTACT PERSON OFF SITE (NAME / NUMBER)

4 CONDITIONS — EVERY BOX TICKED

☐ Work is low risk and assessed for lone / out-of-hours conditions — no hot works, confined space, live electrical, plant operation alone, or work at height above 2 m without a second person		
☐ Check-in schedule agreed — at start, at intervals not exceeding the stated period, at finish — and the escalation if a check-in is missed		
☐ First aid: kit to hand, first-aiders on site or the nearest A&E and route known; phone signal proved in the work area		
☐ Fire: alarm live and answered, or the arrangement for an unanswered alarm agreed; escape route open; extinguishers at the work		
☐ Access and security: keys / codes, gates locked behind, security or client informed of the presence; site lit		
☐ Emergency services can find and enter the site — address, access point and a contact number left with the off-site contact		
CHECK-IN INTERVAL	IF A CHECK-IN IS MISSED	SECURITY / CLIENT INFORMED (NAME / TIME)

5 CHECK-IN LOG

TIME	PERSON	STATUS / LOCATION	CONFIRMED BY (OFF-SITE CONTACT)

OUT-OF-HOURS AND LONE WORKING AUTHORISATION**COPY 2 OF 2 — RETAIN AT PERMIT CONTROL POINT**

Authorisation · acceptance · handover · hand-back · cancellation

KD-PTW-OO-033 Rev A0

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 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 left the site, the site is secured, and this authorisation 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.

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	2026-08-28	first-issue	First issue.	— not yet approved —
A0	2026-08-29	review	Approved for issue by the author. Content unchanged from the 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.