

PERMIT SHIFT HANDOVER RECORD

Outstanding permit-controlled work passed between shifts

RETAIN AT PERMIT CONTROL POINT

KD-SYS-SH-018 Rev A0

HSG250 requires a shift handover procedure ensuring the incoming shift is aware of any outstanding permit-controlled jobs, the status of those jobs, and the status of the plant.

DATE	OUTGOING SHIFT / PERSON	INCOMING SHIFT / PERSON	TIME OF HANDOVER

1 PERMITS OUTSTANDING AT HANDOVER

PERMIT NO.	TYPE	LOCATION	STATUS — ACTIVE / SUSP...	CONDITION PLANT LEFT IN	ACTION REQUIRED THIS SHIFT

2 ISOLATIONS STANDING AT HANDOVER

ISOLATION CERT N...	SYSTEM ISOLATED	POINTS AND LOCK NUMBERS	KEYS HELD BY	REQUIRED UNTIL

3 ANYTHING ELSE THE INCOMING SHIFT MUST KNOW

NOTES — NEAR MISSES, WEATHER, ACCESS CHANGES, OCCUPIER ISSUES, PLANT FAULTS

4 HANDOVER ACKNOWLEDGED

OUTGOING — PRINTED NAME	SIGNATURE	INCOMING — PRINTED NAME	SIGNATURE

The incoming signature confirms that the outstanding permits, the standing isolations and the plant condition have been explained and understood.

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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.