

PERMIT TO ENTER

COPY 1 OF 2 — DISPLAY AT WORK SITE

Contractor access to a live or occupied building — the wrapper around every other permit

KD-PTW-PE-009 Rev A0

This permit controls access, not the work itself. It confirms the contractor is authorised to be on the premises, that their documentation is in order, and that the occupier knows they are there. Any high-risk activity still needs its own permit, cross-referenced below.

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 WHO IS ENTERING, AND WHERE

CONTRACTOR COMPANY	PERSON IN CHARGE	NUMBER OF PERSONNEL	ESCORTED / UNESCORTED
AREAS AUTHORISED FOR ACCESS		AREAS SPECIFICALLY EXCLUDED	
PURPOSE OF THE VISIT, AND THE WORK TO BE CARRIED OUT			

3 DOCUMENTATION CHECKED BEFORE ACCESS IS GRANTED

- ☐ RAMS received, reviewed and accepted
- ☐ Employer's and public liability insurance current and checked
- ☐ Competence and training records checked — CSCS, trade cards, specialist tickets
- ☐ Site induction completed by every member of the party
- ☐ DBS or security clearance checked where the environment requires it
- ☐ Asbestos register made available to the contractor and acknowledged
- ☐ Site emergency, fire and evacuation arrangements briefed
- ☐ Signing in and out procedure explained and in use

4 OCCUPIED PREMISES CONTROLS

- ☐ Occupier, department or ward notified and access agreed
- ☐ Permitted working hours agreed and stated below
- ☐ Noise, dust, vibration and odour controls agreed with the occupier
- ☐ Public and occupant segregation in place — hoardings, screens, signage
- ☐ Where a healthcare setting, infection control requirements briefed and complied with
- ☐ Effect on fire detection, compartmentation and escape routes assessed; separate isolation permit raised if needed
- ☐ Effect on live services agreed with the estates team
- ☐ Area to be left clean and returned to the occupier at the end of each work period

PERMITTED HOURS FROM	PERMITTED HOURS TO	OCCUPIER CONTACT AND NUMBER	DEPARTMENT / WARD
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Authorisation · acceptance · handover · return of area · cancellation

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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 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 personnel have signed out, that the areas accessed have been returned to the occupier in a safe and clean condition, that all task permits issued under this access permit have been cancelled, 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.