

# WORK PERMIT for External and Internal Roof Work

Name & Address of company undertaking the work:

.....  
..... Post code ..... Tel No.....

Address of premises work is being carried out:

..... Post code ..... Tel No.....

**IMPORTANT: Precautions on page 2 must be adhered to without fail**

Date: ..... Building ..... Location: .....

Work involved .....

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Time work commenced: ..... Time work completed: .....

Signed: ..... Name: .....

**Post Works**

All work equipment has been removed and the area is in a clean and hazard free state.

Signed:..... Name:.....

Prior to approving any external or internal roof work the Supervisor or his appointee shall inspect the work area and confirm that precautions as listed below have been taken into account.

**Check each item carefully**

**Pre Work**

- Hot works require additional works permit.
- Risk assessment/method statements and safe systems of work must be presented to the permit issuing officer.
- Receive brief & pass onto your staff, the emergency evacuation procedures including where and who to report to.
- Personal Protective Equipment.

The following PPE has been identified and must be worn:

PPE	Yes	No	PPE	Yes	No
Protective foot wear			Harness*		
High visibility clothing			Lanyard* (**fall arrest/fall restraint)		
Gloves					
Eye protection					
Head protection					

Note:

\*Only trained and competent persons are permitted to pre inspect and use this equipment.

\*\*Delete as necessary

**During work**

- All work must be undertaken within the guidelines of the risk assessment/method statement and safe system of work.
- PPE identified above must be worn at all times.

**Post Work**

- Immediately after work is completed all work equipment must be removed and the area left in a clean and hazard free state.

**Issuing officer's details**

Signed..... Name..... Date.....

**Completion officer's details**

Signed..... Name..... Date.....

**This form must be on site at all times and handed back to the issuing officer on completion of work.**