

Permit-to-Work System Audit Checklist

Test whether the permit system controls hazardous work in the field, across shifts, and during simultaneous operations.

Facility / Area	Date	Reference
-----------------	------	-----------

System design

☐	Permit triggers and categories match site hazards	Y / N / N/A	
☐	Roles and authorisation levels are defined	Y / N / N/A	
☐	Forms use clear task-specific information	Y / N / N/A	
☐	Supporting certificates integrate with permits and isolations	Y / N / N/A	
☐	Workers and contractors receive competence-based training	Y / N / N/A	

Planning and issue

☐	Task scope, equipment boundary, method, and tools are specific	Y / N / N/A	
☐	Risk assessment addresses process and task hazards	Y / N / N/A	
☐	Issuer and acceptor inspect the worksite for high-risk work	Y / N / N/A	
☐	Isolation is identified, applied, and proved in the field	Y / N / N/A	
☐	Gas testing uses correct locations, limits, timing, and equipment	Y / N / N/A	

Coordination and execution

☐	Permit office can see all active work by area and status	Y / N / N/A	
☐	Simultaneous operations and shared isolations are reviewed	Y / N / N/A	
☐	Work party understands hazards, controls, and stop conditions	Y / N / N/A	
☐	Changes in weather, process, alarms, or nearby work trigger suspension	Y / N / N/A	
☐	Supervisors verify controls during the job	Y / N / N/A	

Handover and closeout

☐	Shift handover includes a site inspection and plant-status review	Y / N / N/A	
☐	Extensions require revalidation rather than a time change only	Y / N / N/A	
☐	Tools, people, waste, temporary items, and safeguards are accounted for	Y / N / N/A	
☐	Operations confirms restoration before isolations are removed	Y / N / N/A	
☐	Completed permits support audit, learning, and trend review	Y / N / N/A	

Use note: Adapt this resource to the site's hazards, legal duties, engineering standards, and management system. A checklist does not replace competent technical review.