

### PERMIT TO WORK DOCUMENTS CHECKLIST

#	Safety Documents	Descriptions	Provided	Not Applicable	Remarks (To be filled in by HSE Representatives)
1	<b>Risk Assessment</b>	Mandatory	<input type="checkbox"/>	<input type="checkbox"/>	
2	<b>Safety Method Statement</b> with components below: a) Scope of Work b) Responsibilities of each designated person in the project c) Health and Safety Management System or Policy d) Sequence of work procedures with control measures incorporating safety practice e) Tools and equipment list with photos f) PPE list with photos g) Worker's name list with valid working visa for the project h) Details of vehicles and machinery used in the project i) Details of training and instructions including induction towards workers and subcontractors (Training certificates, proof of attendance, joining instructions, etc.) j) Accident/ Incident Investigation Report (if any)	Mandatory	<input type="checkbox"/>	<input type="checkbox"/>	
3	<b>Fall Prevention Plan</b> with components below: a) Policy of fall prevention b) Appoint competent person(s) accountable for all levels of the fall prevention plan c) Record of inspection and maintenance of fall protection equipment	Required for Work at height activity	<input type="checkbox"/>	<input type="checkbox"/>	
4	<b>Lifting Operations Plan</b> with components below: a) Lifting details with technical specifications b) Details of certified operator c) Record of inspection and maintenance of lifting equipment	Required for any lifting activity	<input type="checkbox"/>	<input type="checkbox"/>	
5	<b>Emergency Response Plan</b>				
	a) Emergency Response Procedure	Mandatory	<input type="checkbox"/>	<input type="checkbox"/>	
	b) Emergency responders list e.g.: First aider, Rescue at height responder, Confined Space responder	Mandatory	<input type="checkbox"/>	<input type="checkbox"/>	

	c) Rescue at height procedure	Required for working at height	<input type="checkbox"/>	<input type="checkbox"/>	
	d) Confined space rescue procedure	Required for confined space activity	<input type="checkbox"/>	<input type="checkbox"/>	
6	<b>Layout</b>				
	a) Site Layout	Mandatory	<input type="checkbox"/>	<input type="checkbox"/>	
	b) Emergency Layout	Mandatory	<input type="checkbox"/>	<input type="checkbox"/>	
	c) Lifting Plan Layout with radius distance	Required for lifting activity	<input type="checkbox"/>	<input type="checkbox"/>	
7	<b>Certifications – Specialised Skills</b>				
	a) First aid training	Mandatory	<input type="checkbox"/>	<input type="checkbox"/>	
	b) Work at height for workers	Depending on work activity	<input type="checkbox"/>	<input type="checkbox"/>	
	c) Scaffold training		<input type="checkbox"/>	<input type="checkbox"/>	
	d) Heavy Machinery Operator e.g.: Crane, Forklift, etc.		<input type="checkbox"/>	<input type="checkbox"/>	
	e) Electrical training		<input type="checkbox"/>	<input type="checkbox"/>	
	f) Confined Space		<input type="checkbox"/>	<input type="checkbox"/>	
	g) Rope access training		<input type="checkbox"/>	<input type="checkbox"/>	
	h) Rope access rescue training		<input type="checkbox"/>	<input type="checkbox"/>	
	i) Other high-risk activity requiring specialized skills		<input type="checkbox"/>	<input type="checkbox"/>	
8	<b>Certification – Equipment Inspections Certificates by Authorised Examiner</b>				
	a) Heavy Machineries e.g.: Hiab Crane, Forklift, MEWP, Excavator, etc.	Mandatory for activity using stated equipment	<input type="checkbox"/>	<input type="checkbox"/>	
	b) Lifting Equipment and Accessories		<input type="checkbox"/>	<input type="checkbox"/>	
	c) Working at height equipment and accessories such as fall protection system and work positioning system		<input type="checkbox"/>	<input type="checkbox"/>	
	d) Other certification that may be required	If applicable	<input type="checkbox"/>	<input type="checkbox"/>	

**Important:**

- 1) This checklist serves as a guideline for Permit to work (PTW) approval.
- 2) The requester will need to ensure all necessary documentation is being attached together with this checklist.
- 3) In the event, the requester does not possess the required documentation and certification, no work should be proceeded or PTW granted until the requester has provided the relevant documentation
- 4) Only digital copies of this checklist will be accepted, hardcopy will not be entertained