

GD21 Entry/access (limitation of access) permit

Company name				Project title			
Location				Contract no.			
Part 1 – Permit reference and work team							
Reference no.							
Address							
Contractor							
Team completing work	Name			Signature			
Competent person supervising the work							
Other members of the team							
Location							
Location entrance(s) must be signed with the notice of access control.							
Part 2 – Attachments							
Risk assessment and method statement	Yes		No		Approved risk assessment and method statement no.		
Checklists	Yes		(Permit will not be approved if checklists are not attached)				
Part 3 – Authorisation							
Any special precautions required?							
The persons designated above (and only those persons) are hereby granted permission to enter and work in the controlled location in accordance with the approved risk assessment and method statement.							
Permit to commence	Date				Time		
Permit to expire	Date				Time		
This permit cannot cover more than one shift and can only be issued for the maximum of a 12-hour period.							
Name		Position		Signature		Date	
Part 4 – Acceptance of permit							
I hereby confirm that all persons working within the scope of this permit will be adequately briefed on its content and will abide by the conditions of the permit.							
Name		Position		Signature		Date	
Part 5 – Completion of work							
The work for which this permit was issued is complete and all persons, materials and equipment under my supervision have been withdrawn.							
Name		Position		Signature		Date	
Part 6 – Works complete							
I certify that I personally examined the work area detailed above and that the work specified has been satisfactorily completed.							
Comments							
Name		Position		Signature		Date	
The permit is now cancelled – a new permit will be required if work is to continue.							

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This checklist must be completed by the trade contractor's competent, nominated person and reviewed by the appointed person before a permit can be issued. A copy of the checklist must also be attached to the permit.

Note: only questions 3, 4, 6, 7, 8, 11, 14 and 16 can be answered N/A.

Entry/access permit				
	Yes	No	N/A	Comments
1. Is there adequate access and egress?				
2. Has a risk assessment and method statement been approved?				
3. Is monitoring equipment required (and if so has it been calibrated)?				
4. Have all harmful substances been removed from the space?				
5. Are all those entering the area trained and competent?				
6. Is a rescue plan in place and approved?				
7. Are rescue equipment and personnel readily available for the duration of the work?				
8. Has the rescue team been trained in its use?				
9. Has a system of communication been established and are emergency contact numbers available?				
10. Have all services to the area been isolated or disconnected?				
11. Is the correct personal protective equipment (PPE) readily available and fit for use?				
12. Are all the necessary signs and barriers available?				
13. Is intrinsically safe task lighting available?				
14. Is there a risk of spark or fire? (If 'Yes' a hot-work permit is required.)				
15. Has a gas-free certificate been issued?				
16. If working in riser shafts, lift shafts, roof areas, etc:				
a) is adequate fall prevention in place?				
b) have precautions been taken to avoid falling materials and tools?				
c) has the area been checked for potential fragile surfaces?				
Comments				