



Corporate OHS

Permit to Work (PTW)

Tetra Pak Group Procedure



**Warning
Hazardous
area**



**Permit to
work must
be obtained**

1. PURPOSE

The purpose of this procedure is to document the actions that must be taken to ensure the health and safety of Tetra Pak employees and contractors conducting high risk activities. The procedure details mandatory requirements for the implementation of a permit to work system to manage high risk activities.

The examples given are intended to show how the procedure should be interpreted, however they are not the only ways in which it can be implemented. Alternative systems and procedures can be used providing that they comply with both the spirit and the overall requirements of this procedure.

To ensure full compliance with local legislation, detailed guidance should be sought from the relevant local health and safety authority e.g. the HSE (UK) or OSHA (USA).

Further advice can be sought from your local OHS officer, Cluster OHS manager or Corporate OHS team.

2. SCOPE

This procedure is applicable to all Tetra Pak sites including all contracting companies working at a Tetra Pak site.

Notes

1. A separate detailed procedure describing the use of Permits to Work when **working at customers sites** can be found in section 15 of the *OHS at Customers sites manual*.
2. Although generally the risks in an office are low, **offices** do on occasions conduct higher risk activities such as working on the roof, or lifting heavy items (e.g air conditioning units) and hence they are included in the scope of this procedure. **If Tetra Pak is the landlord** of its office and hence manages the maintenance of the building then it is our responsibility to ensure that Permits to work are conducted for the relevant higher risk activities such work in accordance with this procedure.

3. RESPONSIBILITY

Each Factory Manager, Business unit head, Market Company head, or Managing Director is fully responsible for compliance with this procedure in their area or market.

4. DEFINITIONS

Definitions of key terms can be found in **Annex A**, at the end of this procedure.

5. INTRODUCTION

Some activities pose a higher level of hazard e.g. Work at height or heavy lifting. To ensure high hazard activities are conducted safely, an independent review and approval of the planned work must take place. This process is known as a “Permit to Work” (PTW).

The flowchart below shows the main steps in the permit to work process:



Annex B shows the process to be followed when raising a Permit to work in more detail.

6. PROCEDURE

REQUIREMENTS

Overview

To ensure that high risk activities are managed safely all Tetra Pak companies **must ensure that**;

- ▶ A documented permit to work system is in place that complies with the requirements of this procedure and that it is used for all higher risk activities. This procedure must specify:
 - The work to be carried out
 - Time the permit is valid for
 - The location of the work
 - Who is involved in the work
 - The main hazards associated with the work and the environment
 - The planned control measures to reduce this risk to an acceptable level.
 - A risk assessment of the task to determine if the planned control measures are sufficient.
 - Any additional controls or local requirements.
 - An authorisation signature to permit the task to continue
 - A requirement to cancel or close the permit once the work is completed
 - A signature by the worker to confirm the work is completed and that a safe condition now exists

When a Permit to work (PTW) is required

All Tetra Pak companies must ensure;

- ▶ That a permit to work is raised for the following higher risk activities;
 - Working in a confined space (reference Confined Space Entry Corporate OHS procedure for details)

- Working at height (reference Working at Height Corporate OHS procedure for details and conditions when a PTW is required)
- Heavy lifting (reference Heavy Lifting Corporate OHS procedure for details and conditions when a PTW is required)
- Hot work (reference FM Global guidance & OHS at Customers sites manual section 21) for details and conditions when a PTW is required)
- Excavation (reference definition in annex A)
- Any other activity assessed as a HIGH-RISK activity. (for details see Corporate Risk Assessment Procedure)

Permit to work time limits

It is important that the Permit to Work clearly states the time frame that it remains valid. Tetra Pak's building insurers have strict requirements for hot work permits that must be complied with.

Therefore, all Tetra Pak companies must ensure that;

- ▶ The maximum validity time for a hot work permit is 24 hours or one shift, whichever is shortest. After this time, a new permit to work must be raised.
- ▶ The maximum validity time for all other permits to work is seven days. During this time, the permit must be checked and then re-signed at the beginning of each shift by the permit issuer and activity supervisor.

Permit to Work Checklists

To ensure all required control measures are taken, it is good practice to include a Permit to Work checklist within the local procedures. The checklist must be completed and attached to each permit to work form.

All Tetra Pak companies must ensure that;

- ▶ PTW checklists are created to support permits to work for the following hazards;
 - Confined space entry
 - Heavy lifting
 - Hot work

- ▶ Example checklists are shown in **Annex C**

Risk assessments

Each higher risk activity will be slightly different from the other (i.e. different working environment, personnel involved etc.). It is therefore important that a risk assessment of each activity takes place to identify and assess all risks involved

Therefore, all companies will ensure that;

- ▶ A risk assessment is conducted for each activity requiring a permit to work.
- ▶ The risk assessment and permit to work are reviewed whenever the scope of work or the method of completing the work changes.

Contractors working for Tetra Pak

Many higher risk activities conducted at Tetra Pak sites are outsourced to contracting companies.

Therefore, all companies will ensure that;

- ▶ Contracting companies working at a Tetra Pak site follow the requirements of the Tetra Pak permit to work system. This requirement applies even if the contractor or subcontractor has their own company Permit to Work System.

Training

All employees and contractors who work under a Permit to Work must have a basic awareness of the permit to work system. Those who manage or conduct high risk activities must have a more detailed knowledge.

Therefore, all companies will ensure that;

- ▶ All employees and contractors have a basic knowledge of the permit to work process. i.e. why it is used, when it is used.
- ▶ All employees who manage or conduct high risk activities requiring the use of a permit to work are trained to follow the site permit to work process.

Permit to work roles

There are four main roles to the permit to work system as follows;

1. **Tetra Pak manager** – the person who is responsible for completing the high-risk activity in a safe way. Often this role is fulfilled by a project manager.
2. **Activity supervisor** – the person who will supervise the high-risk activity i.e. a welding supervisor. This role may be fulfilled by a contractor or a Tetra Pak manager.
3. **Permit issuer** – An employee who is independent of the work activity whose role is to review the planned work method and risk assessment to determine whether it is safe to approve its commencement. This role could be fulfilled by any Tetra Pak manager with relevant experience and training
4. **Permit user** – an employee or contractor who participates in the high-risk activity i.e. a welder or fitter.

The sections below give more details of these roles.

Tetra Pak manager

The Tetra Pak manager is the person responsible for the project or activity requiring the high-risk activity and **shall ensure that;**

- ▶ All high hazard activities as defined in this document are controlled using a permit to work process.
- ▶ All employees and contractors involved in the project or activity have been trained on the correct use of the permit to work process to follow.
- ▶ The use and effective operation of the permit to work process is checked during regular OHS inspections
- ▶ Any non-compliance to the permit to work process is treated as a serious OHS incident which will be investigated and appropriate actions taken to prevent re-occurrence.

Activity supervisor

The Activity supervisor is responsible for the safe conduct of the work activity and as such they **shall ensure that;**

- ▶ A safe work method for the activity is developed that is in accordance with Tetra Pak requirements.
- ▶ The main hazards from the activity are assessed and appropriate control measures put in place.
- ▶ A risk assessment of the activity is conducted and the risk level of the activity is determined.
- ▶ Where the risk level is deemed to be not acceptable, additional control measures are put in place to reduce the risk to an acceptable level.
- ▶ The relevant PTW checklist for the high-risk procedure is completed
- ▶ The PTW form is completed and submitted to the Permit issuer.
- ▶ Ensure that the Permit Issuer understands the scope and location of the work to be undertaken.
- ▶ The work area is inspected with the Permit Issuer prior to the permit being approved.
- ▶ The Permit Issuer is consulted on appropriate hazard controls to put in place
- ▶ All Permit Users are properly inducted with the site safety rules
- ▶ The work permit requirements are communicated to all Permit Users, in a manner that they understand.
- ▶ All permit conditions are followed
- ▶ All “live” PTW are re-assessed at each shift changeover and where necessary the PTW risk assessment is amended before submitting to the Permit Issuers for re-approval.
- ▶ The area is made clean and safe at the end of the activity and the PTW signed off as “closed”

Note: The activity supervisor can also conduct the role of permit user e.g. he may be the person doing the work (welder).

Permit Issuer

The Permit issuer is responsible to review and authorise high risk activities to commence. Good practice is to have several managers trained to act as “permit issuers”

based on their knowledge and competence i.e. they must have the competence to be able to determine whether the proposed work method is safe.

The permit issuers **shall ensure that;**

- ▶ They only issue permits for which they have been authorised by their company.
- ▶ The PTW form submitted by the Activity supervisor is assessed.
- ▶ Any missing elements of the PTW form are fully completed by the Activity supervisor
- ▶ They inspect the work area with the Activity supervisor prior to approving the PTW.
- ▶ Risk assessment score and control measures to be implemented are agreed on.
- ▶ Any additional control measures are specified and put in place on the PTW form.
- ▶ The work permit conditions are discussed with all relevant stakeholders
- ▶ The activity is authorised to commence or prohibited.
- ▶ The work area is checked during the conduct of the activity to ensure that the permit conditions are being followed.
- ▶ Adequate isolations are applied and maintained. (see LOTO Procedure)
- ▶ For any non-compliance issues (related or unrelated to the Permit to Work) immediate actions are agreed and arranged
- ▶ The work area is checked at the end of the job and PTW is signed as “closed” if the area is clean and safe.
- ▶ The work area is checked to re-assess and authorise PTW at each shift changeover and/or if the Activity supervisor changes.
- ▶ PTW is re-assessed and authorised in the event of a change of scope or hazard.
- ▶ Permit to Work forms and documentation are available in a clean tidy state at all times.

The Permit Issuer may require the Activity supervisor to appoint a Safety Observer to monitor the safe conduct of the activity

The Permit Issuer may at any time cancel, or decline to issue permits that they believe may compromise the safety of plant, process, people or environment.

- ▶ It is recommended to have more than one trained permit issuer for times of high permit requests. E.g. large projects
- ▶ Where there is more than one person carrying out the permit issuer role then the permit issuer(s) shall co-ordinate to ensure each permit issuer has sufficient current information to enable them to be able to authorise or decline permits.
- ▶ There will be a handover between permit issuers at shift changes and when responsibility for re-validation of existing permits changes.

Note: The permit issuer must be independent of the activity to be conducted. E.g. he cannot also be the activity supervisor or permit user.

Permit user(s)

A Permit user is the person or persons conducting the work activity. E.g. a welder or mechanical fitter. The permit users **shall ensure that;**

- ▶ They follow the safe control measures identified on the permit.
- ▶ They stop the activity in the event of a change of scope or hazard and highlighting this to the Activity supervisor.
- ▶ Any OHS incident or near miss is reported to the Activity supervisor.
- ▶ The area is cleaned on completion of the activity.

Note: The permit user may also conduct the role of activity supervisor e.g. he may be the person who raises the permit to work.

Permit documentation

It is often a legal requirement that the assessment and conduct of high risk activities is documented and kept for future reference. It is also important that managers and those

conducting OHS inspections are able to review the controls in place for a high-risk activity at the scene of the work.

Therefore, all companies shall ensure that;

- ▶ The permit to work is recorded using a permit to work form. An example of a suitable permit to work form is given in Annex D
- ▶ A copy of the permit to work shall be kept in the work activity area to allow for inspection.
- ▶ The master copy of the permit to work shall remain in a file, book or held electronically by the Permit issuer.

Permit Status

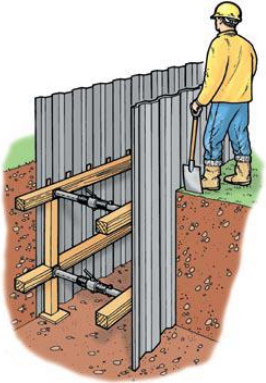
It is important that all parties involved in the high-risk activity know whether the work is complete or still in progress.

Therefore, all companies shall ensure that;

- ▶ A clear procedure is in place to show whether a permit to work is open (“live”) or closed (completed). See **annex A** for definitions

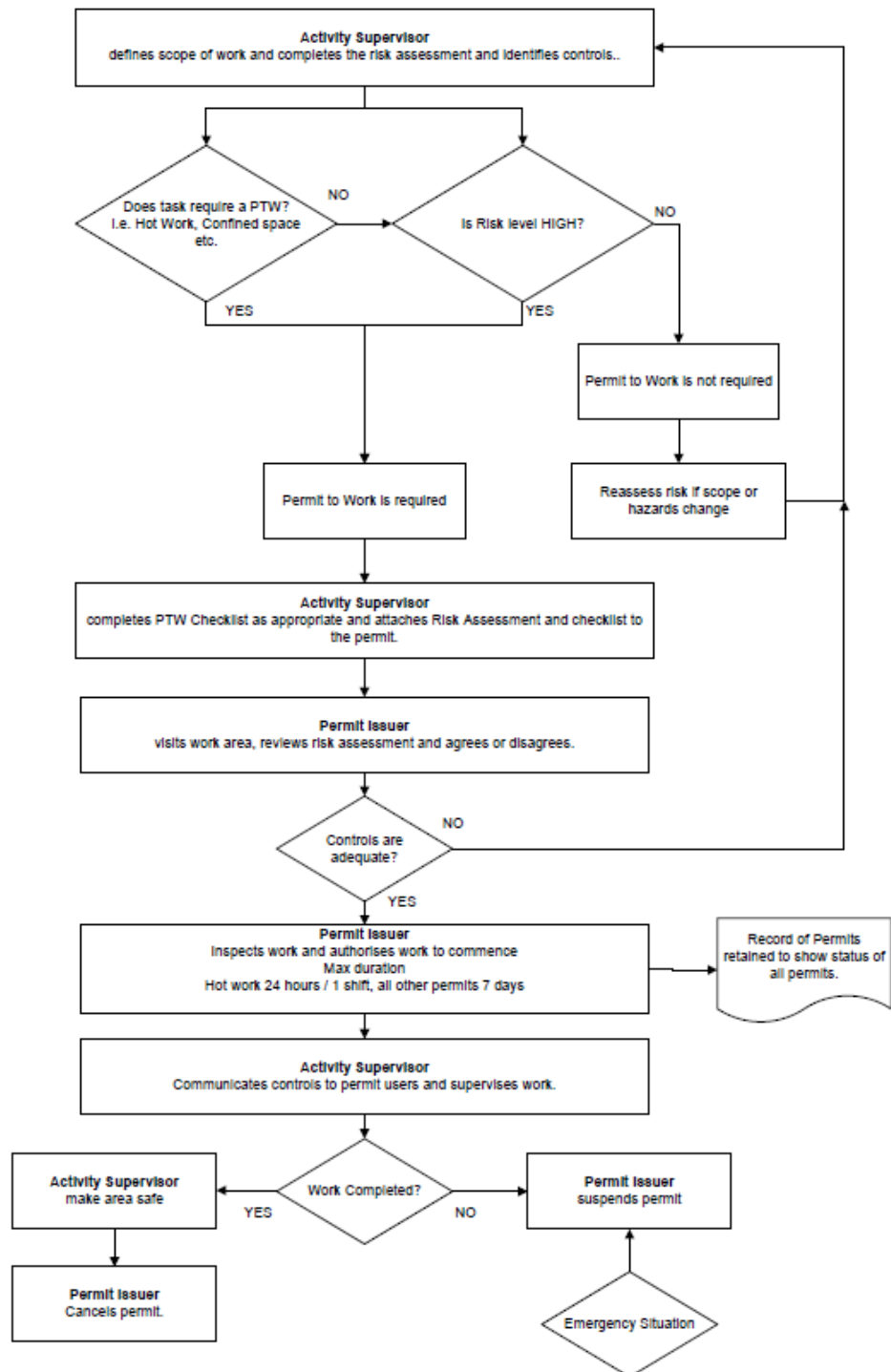
7. ANNEX A – Definitions

CONFINED SPACE	<p>Any place, including any chamber, tank, vat, silo, pit, trench, pipe, sewer, flue, well or other similar space in which, by virtue of its enclosed nature, there is risk of one of the following;</p> <ul style="list-style-type: none">(a) A serious injury to any person at work arising from a fire or explosion;(b) A loss of consciousness of any person at work arising from an increase in body temperature;
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	<p>(c) A loss of consciousness or asphyxiation of any person at work arising from gas, fume, vapour or the lack of oxygen. e.g. Argon gas from welding inside a tank or Nitrogen residue due to customer process.</p> <p>(d) The drowning of any person arising from an increase in the level of liquid.</p> <p>(e) The asphyxiation of any person at work arising from a free flowing solid.</p>
CLOSED PERMIT TO WORK	A permit where the scope of work has been completed; all required checks made and all signatories have signed it off as closed. In the case of a major change in the scope of the work, the permit must be closed and a new permit issued.
EXCAVATION	<p>Any cut, cavity, trench or depression in the earth's surface resulting from the removal of rock or soil. E.g. a trench dug to lay a new gas pipe</p> 
HAZARDOUS WORK ACTIVITY	An activity which has the potential to cause a loss of life or serious injury in the event of an incident .e.g. entering a confined space or welding
HEAVY LIFTING	Any lift requiring the use of mechanical assistance e.g. cranes, fork lift trucks, block and tackle etc
HOT WORK	Hot work refers to e.g. welding, cutting, soldering, roofing, and processing with high speed tools and other work which entails heating or the formation of sparks in the presence of combustible materials
OPEN PERMIT TO WORK	A permit that has been authorised or revalidated and work is taking place.


PERMIT TO WORK	A documented system to risk assess and authorise high risk activities
SAFETY OBSERVER	A person nominated to watch or monitor the safe conduct of an activity covered by a PTW e.g. ensuring that no unauthorised person enters a danger zone under a heavy lift.
WORKING AT HEIGHT	Any activity at a working height >2meters (height requirements may be lower in some countries)

8. ANNEX B – PERMIT TO WORK PROCESS



9. ANNEX C – PTW CHECKLISTS

Confined spaces PTW checklist

 CONFINED SPACES PERMIT TO WORK CHECKLIST					
Workplace:			Date: / /		
Work to be done:			Company:		
Authorised Person:	Signature:	Initial time:	End time:		
Kind of Work:	<input type="checkbox"/> Cold <input type="checkbox"/> Hot <input type="checkbox"/> Cleaning <input type="checkbox"/> Maintenance <input type="checkbox"/> Inspection Others:				
More significant risks to the work:	<input type="checkbox"/> Suffocation <input type="checkbox"/> Fire/Explosion <input type="checkbox"/> Burn <input type="checkbox"/> Fall <input type="checkbox"/> LOTO Others:				
The work require others kind of permit to work?:	<input type="checkbox"/> Hot <input type="checkbox"/> Excavation <input type="checkbox"/> Electricity <input type="checkbox"/> Height <input type="checkbox"/> Lifting Others:				
Preventive actions			Yes	No	NA
Has any production that may affect the safety of the confined space entry been stopped?					
Is the work area barriered off?					
Have employees in the local area been informed of the proposed confined space activity?					
Has authorisation to enter the confined space been received from the customer?					
Has a risk assessment of the planned activity been conducted?					
Is a rescue kit (compliant with the Tetra Pak standard) in place at the entrance to the confined space?					
Have all employees involved in the activity received suitable training on the risks involved and the Tetra Pak confined spaces procedure?					
Have all possible electrical, hydraulic, mechanical or pneumatic moving parts been isolated (LOTO)?					
Have all possible material (product) entry points been closed and isolated (LOTO)?					
Have all steam inlets been closed and isolated ? (LOTO)					
Has the confined space been emptied and cleaned?					
Has the confined space been vented or flushed to remove any hazardous residues e.g gases, vapours or toxic chemicals					
Has the risk of the formation of, or presence of gas vapours during the work activity been considered? e.g. Argon					
In case of risk of flammable or explosive atmosphere, have suitable precautions been taken?					
Has forced ventilation and/or the opening of hatches been implemented to ensure a safe atmosphere in the confined space?					
Monitoring equipment is calibrated and in date					
Has the atmosphere has been checked and verified as within safe limits at the point where the work will take place?					
Is the use of breathing apparatus required? have users been trained in its use?					
Is additional lighting required in the confined space? Is it intrinsically safe where required (ATEX compliant)					
Are those entering the confined space medically fit to do so?					
Has a safe method been provided to gain access to the entrance of the confined space?					
Has a safe method to gain access to the bottom of the confined space been provided?					
Is a dedicated and trained attendant in place with rescue equipment at the entrance to the confined space?					
Has a suitable rescue plan been agreed with the all personnel involved in the activity and with the customer?					
Have the rescue team been informed about the nature of the confined space work?					
Has a method of communication with the person entering the confined space been provided?					
GAS DETECTOR MEASUREMENTS					
NORMAL = L.L.E./L.E.L: <5%, target=0% OXYGEN: 19.5-22.5% H2S: As per MSDS CO: As per MSDS					
INITIAL MEASUREMENT	TIME	MEASUREMENT AFTER VENTILATION			Time
L.F.L: OXYG: H2S:		L.F.L: OXYG:	H2S:		
L.F.L: OXYG: CO:		L.F.L: OXYG:	CO:		
TEMP: OTHERS:		TEMP: OTHERS:			
PPE REQUIRED TO BE WORN					
ADDITIONAL RECOMMENDATIONS					
PROCEDURE IN CASE OF EMERGENCY AND RESCUE					
RESPONSIBILITIES					
Responsible person for the work:	Name:	Signature:			
Attendant	Employees that will conduct the activity in the confined space				
Name:	Name:	Name:	Name:	Name:	Name:
Signature:	Signature:	Signature:	Signature:	Signature:	Signature:
Name:	Name:	Name:	Name:	Name:	Name:
Signature:	Signature:	Signature:	Signature:	Signature:	Signature:
Comments:					
IMPORTANT NOTES: 1. The confined space entry must not be started if any field is not filled or contains the mark "no" . 2. In the event of a lack of continuous monitoring of the atmosphere inside the confined space, an alarm sounding or any other risk to the safety of the worker in the confined space then confined space entry must be immediately stopped and the confined space vacated. 3. Each entrance to the confined space must be treated as a new event and a new permission sought. 4. This confined space entry checklist must be displayed in the area until the work has completed. On completion of the confined space entry a copy of this checklist must be filed for record purposes.					


Heavy lifting PTW checklist

HEAVY LIFTING PERMIT TO WORK CHECKLIST


General		Yes	No	N.A.
	The Lift is ready to proceed in compliance with the lift plan?			
	A competent lift controller has been nominated?			
	A risk assessment of the lift has been completed?			
	The methods of rigging, suspension, attaching/detaching and load stability have all been determined?			
	The lift plan for complex lifts (multiple lifting accessories) has been checked by two competent lift controllers?			
	All lifts are within the crane and rigging rated capacity?			
	Lift route is identified, including initial and final load positions?			
	Possible obstructions have been highlighted to the crane driver?			
	The lift route has been barriered off or controls put in place to ensure unauthorised people do not enter the lift zone?			
	The weather forecast has been considered?			
	The maximum wind speed is (state)			
	Lift will be aborted and reassessed if the scope/conditions change			
	The banksman and slinger (as appropriate) are competent?			
	Signalling methods and communications have been agreed?			
	Tag lines will be used control the load?			
	Loads will not be left suspended when the crane is unattended.			
Lifting equipment				
	Crane safety systems including limit alarms and safe load indicators have been checked and are functioning correctly?			
	The crane has an in date certification that it is safe to use from a legitimate approving organisation ?			
	A crane lifting table showing safe working load weights is present?			
	The risks of the lifting equipment overturning has been considered?			
	The crane is on a stable firm surface?			

		Yes	No	N.A.
	The top of the crane can rotate freely without any obstruction?			
	The crane boom can run free of obstructions?			
	The crane operator is competent (certificates checked?)			
	The crane operator is in good health ?			
	The crane operator is aware of the emergency procedure?			
Lifting accessories				
	All lifting accessories i.e. slings, shackles, hooks etc have been inspected and are within certification date.			
The loads				
1	Are any containers being lifted structurally sound?			
2	Has the risk of the load shifting been considered? (due to shape or moving contents)			
3	Is the load within the Safe Working Load (SWL) of all lifting equipment and accessories?			

Hot work PTW checklist


 <h3 style="text-align: center;">HOT WORK PERMIT TO WORK CHECKLIST</h3>					
Workplace :		Date: / /			
Work to be done:		Company:			
Authorized Person:	Signature:	Initial time:	End time:		
Kind of Work:	<input type="checkbox"/> Grinding <input type="checkbox"/> Electric welding <input type="checkbox"/> Argon welding <input type="checkbox"/> Gas welding <input type="checkbox"/> Gas torch <input type="checkbox"/> Blowtorch				
	<input type="checkbox"/> Other (plastic welding, using equipments with lights that are capable of starting a fire, etc. works will generate heat):				
The work require others kind of permit to work?:	<input type="checkbox"/> Excavation <input type="checkbox"/> Electricity <input type="checkbox"/> Height <input type="checkbox"/> Lifting <input type="checkbox"/> Others: _____				
Preventive actions			Yes	No	NA
A safer alternative to hot work has been considered?					
A risk assessment has been completed and attached to the PTW?					
Combustible materials have been removed from the area of hot work.					
Fire resistant sheeting has been used to protect the area.					
The potential for the presence of flammable vapor or flammable gas has been checked and LEL is <5%					
The risk of a dust explosion has been considered?					
Hot work equipment (e.g. welding kit) has been inspected and is in a good condition. (E.g. no damaged electrical cables)					
Personnel in the area have been made aware that hot work is being carried out.					
A check has been made that a sprinkler system impairment is not in force at the time of the hot work					
A second man or fire watch is in place for the hot work					
The second man is trained and competent in the use of fire fighting equipment and understands his role?					
Fire extinguisher is in place near hot work?					
Fire blanket is in place near hot work?					
Hot work workers are equipped with appropriate personal protective equipment (PPE) e.g. welding masks, protective gloves etc.					
The second man will be near enough to the hot work to be at risk and hence is also equipped with appropriate personal protective equipment (PPE) e.g. welding masks, protective gloves.					
The second man is aware of how to raise the alarm should a fire become out of control.					
The second man will not carry out any other tasks while the hot work is taking place					
The second man will remain on watch in the hot work area during the time when hot work is conducted (including work breaks).					
The second man will continue to provide a fire watch for one hour after the hot work has finished					
The worker(s) conducting the hot work are competent to do so?					
Welders certificates have been checked?					
The risk of sparks from grinding has been considered					
The area will be thoroughly checked for embers at the end of any hot work on a roof					
Screening is in place or people kept clear from welding areas so as to avoid the risk of arc eye					
Ventilation to remove hazardous welding fumes is in place					
A first aid kit is available in the event of burns?					
Cylinders are stored upright and secured to prevent them falling.					
Fire extinguisher is in place near hot work?					
Fire blanket is in place near hot work?					
RESPONSIBILITIES					
Responsible person for the work:	Name:	Signature:			
Comments:					
Once complete, this checklist should be attached to the Hot work permit to work (PTW)					

Excavation Checklist

		EXCAVATION PERMIT TO WORK CHECKLIST				
Workplace:		Date: / /				
Work to be done:		Company:				
Authorized Person:	Signature:	Initial time:	End time:			
Description of work to be carried out:						
The work requires the kind of permit to work: <input type="checkbox"/> Hot Work <input type="checkbox"/> Electricity <input type="checkbox"/> Height <input type="checkbox"/> Lifting <input type="checkbox"/> Other: <input type="checkbox"/>						
Preventive actions				Yes	No	NA
A safer alternative to excavation has been considered (ie directional drilling)						
Benching or batter back has been considered before vertical wall excavation?						
All underground services have been identified and marked						
Excavations greater than 4.5m have been designed by a professional engineer?						
Shoring is in use for excavations greater than 1.2m in depth.						
Drag boxes or similar have been considered before timbering.						
Vehicles are kept 1m from excavation sides						
Nearby building will not be affected by the excavation (ie collapse of building or excavation)						
Safe access and egress has been provided?						
Ingress of water has been considered and measures taken to prevent it?						
Storage of excavated spoil is far enough from the excavation to not affect the excavation?						
Suitable lighting is provided for safe working?						
Equipment in the excavation has been chained to prevent ignition of possible flammable gas ingress?						
Excavation is clearly marked and can be safely left after hours (warning and preventing access)						
Contaminated soil has been removed to prevent injury or illness						
Protective clothing and PPE is provided for the expected hazards.						
Services Declaration						
Signature of Person declaring that all services are identified and marked:						
RESPONSIBILITIES						
Responsible person for the work:	Name:		Signature:			
Comments:						
Once complete, this checklist should be attached to the excavation permit to work (PTW)						

10. ANNEX D – PERMIT TO WORK FORM

Example [Permit to Work Form](#)



PERMIT TO WORK TEMPLATE

This permit is valid from		date:	time:	
To		date:	time:	
Location:				
Activity to be completed:				
Companies covered by this Permit:				
Emergency telephone numbers	Fire		First Aid	
Reference number and/or date of the activity risk assessment for this task (mandatory)	Number/date	Attach a copy of the risk assessment to this permit.		
Relevant PTW checklist completed? Tick relevant box and attach a copy to this permit	Confined spaces	Hot work	Working at height	Heavy lifting
				Others (e.g. excavations)
Additional control measures;				
AUTHORISATION:	NAME	SIGNATURE	DATE / TIME	
Activity supervisor: I have read the details on this PTW and I understand the precautions to be taken.				
Permit issuer: I have read the details of this PTW and authorise the work to commence				
CANCELLATION:				
Activity supervisor The area/equipment has been left in a safe condition.				
Permit issuer: The work activities under the scope of this Permit have ceased.				

Internal
1(2)

Tetra Pak Permit to Work Template.

CONTINUATION (if required)		
<p>A PTW is for a maximum of 7days. The boxes below can be used to reassess the PTW on a daily basis.</p> <p>Note: a Hot work permit is only valid for one day or one shift , whichever is the shortest.</p>		
<p>I have revisited the work area/activity. I certify that the control measures are still adequate or further control measures have been implemented and communicated (as stated below).</p>		
<p>Date: Time:</p> <p>Permit issuer.....</p> <p>Activity supervisor.....</p> <p>Notes;</p>	<p>Date: Time:</p> <p>Permit issuer.....</p> <p>Activity supervisor.....</p> <p>Notes;</p>	<p>Date: Time:</p> <p>Permit issuer.....</p> <p>Activity supervisor.....</p> <p>Notes;</p>
<p>Date: Time:</p> <p>Permit issuer.....</p> <p>Activity supervisor.....</p> <p>Notes;</p>	<p>Date: Time:</p> <p>Permit issuer.....</p> <p>Activity supervisor.....</p> <p>Notes;</p>	<p>Date: Time:</p> <p>Permit issuer.....</p> <p>Activity supervisor.....</p> <p>Notes;</p>

11. Information about this document

Issued by (Lead)	Andrew Jones (Corporate Director OHS)
Approved by (Decide)	Andrew Jones
Stakeholders (Participate)	Corporate OHS team, FREM, OHS Forum
Process	Corporate OHS
ID: [4.4.6.7]	Issue Date: 2018-05 -25 Version: [1]

Change Control

Version	Date	Change Description
1.0	19.04.18	Approved with amendments by Andrew Jones