

## PERMIT TO WORK FOR LABORATORIES AND WORKSHOPS

This permit is required for all maintenance, servicing and non-routine cleaning work in the University laboratories and workshops. The permit must be issued by the person responsible for the area or a designated individual who has adequate knowledge of the area where the work is to be performed and will be retained on file for a minimum of two years.

Permit issued to:			
Date issued:		Unique Permit Number:	
WREN Number:			
Building Number:		Room number:	
Period of validity			
From Time & Date		To Time & Date	
<b>A further permit will be required if the work is not completed within this time</b>			

Permit issued for (purpose/nature of work)				
Hazards present in the area				
	Details	Precautions		
Biological				
Chemical				
Radiation				
Compressed gases or cryogenics				
Workshop equipment				
Other				
Services which might be affected by the works				
<input type="checkbox"/> Electrical	<input type="checkbox"/> Water	<input type="checkbox"/> Gas	<input type="checkbox"/> Local Exhaust Ventilation	<input type="checkbox"/> Other
Further details				

Declaration – Before work can begin			
I, the <b>person</b> responsible <b>for the area/designated individual</b> issue this permit and have ensured that the necessary precautions have been implemented			
Signed	Print name	Date	Time
I, the <b>person conducting/responsible for the works (contractor/engineer/ FMD/cleaning etc)</b> have read and understood this form and received additional information (where necessary) and agree to the conditions and requirements specified			
Signed	Print name	Date	Time
On completion of work			
The <b>person conducting/responsible for the works (contractor/engineer/ FMD/cleaning etc)</b> confirm the work specified has/has not been completed; I understand a further permit will be required for subsequent access.			
Signed	Print name	Date	Time
The <b>person responsible for the area/designated individual</b> hereby cancel this permit as all necessary procedures have been completed			
Signed	Print name	Date	Time