SITE survey. APP

SITE SURVEY REPORT

Permit to Work

Prepared for	3 Mill Yard, Sheffield (fictional)
Date	30 Sep 2026
Site	3 Mill Yard, Sheffield
Prepared by	N. Ward

FORM

Permit to Work

1. The job

Project	3 Mill Yard, Sheffield: hot work permit (completed example)
Permit number	PTW-3MY-0412
Site	3 Mill Yard, level 2 office fit-out
Site address	3 Mill Yard, Kelham Street, Sheffield
Type of permit	Hot work
What is the work?	Brazing copper refrigerant pipework to four new air conditioning indoor units in the ceiling void.
Exactly where?	Level 2, zone A ceiling void, above meeting rooms 1 and 2
Company doing the work	Pennine Mechanical Ltd
Number of people	2
Date the permit is valid	30 Sep 2026
From	08:00
To	15:00

> Issue a new permit if the work, the place, the people or the day changes. A permit covers the steps it names. Work on those steps should not start until the permit has been issued. Source: HSE guidance HSG250, Guidance on permit-to-work systems: a guide for the petroleum, chemical and allied industries, which sets out how permits are issued, accepted, handed back and closed.

Risk assessment and method statement reference	RAMS-PM-022
Has the person issuing the permit read them?	Yes

2. Precautions

Does anything need isolating?	No
Is the area barriered off and signed?	Yes
Protective equipment needed	Hard hat, Eye protection, Gloves, Flame-resistant clothing, Hi-vis
Other permits linked to this job	None

Could the job be done without heat, or away from the building?	No
Combustible materials near the work	Covered with fire-resistant sheets
Have the other side of walls, the floor below and any voids been checked?	Yes
Do any fire detectors or sprinklers need isolating for the work?	Yes
Which, and who has been told?	Smoke detectors in the zone A ceiling void and meeting rooms 1 and 2, isolated at the panel by the building manager, L. Ford. Fire watch in place.
Is a suitable extinguisher at the work area?	Yes
Who is keeping the fire watch?	J. Hale, Pennine Mechanical
Fire watch after the work stops (minutes)	60

3. Issue and acceptance

Permit issued by	N. Ward
Position	Site manager, Ridgeway Interiors Ltd (principal contractor)
Time issued	07:50
Signature of the person issuing	

> I have read this permit and the risk assessment and method statement. I understand the precautions, I will brief everyone doing the work, and I will stop and report if conditions change.

Person in charge of the work	S. Coyle, Pennine Mechanical
Signature of the person in charge of the work	

4. Hand-back and close

The work is	Complete
Time the work stopped	13:40

Has the area been left safe, clean and clear of tools and materials?	Yes
Isolations	None were used
Time of the final fire check	14:45
Have detectors and sprinklers been put back in service?	Yes
Handed back by	S. Coyle
Signature of the person in charge of the work	
Permit closed by	N. Ward
Date closed	30 Sep 2026
Time closed	14:55
Signature of the person closing the permit	

HSE guidance on permits is that there should be a formal procedure for handing plant and equipment back, in a safe condition, when the work is completed or the permit is cancelled.