

Lex Checks Checklist

Work Authorisation



Requirement	What to check or look for
Site management specify when a Permit to Work (PTW, or work authorisation) is required.	Ensure a clear list of activities requiring a PTW (all high-risk work or tasks that could impact others).
Supervisors risk assess work and decide if a PTW or Job Safety Analysis (JSA) is needed.	Confirm supervisors, permit authorisers and holders are competent: understand hazards, explain controls, and cover HSSE.
If multiple suppliers use permits, systems or work must not conflict.	Check which permits system governs the site. Ensure everyone understands and complies. Pay special attention to simultaneous operations (SIMOPS).
Roles and responsibilities are defined.	Check the list of authorised people. Make sure Person in Charge, requestors, issuers, receivers, and permit holders are clearly assigned.
List of authorised people is maintained.	Confirm they are trained, understand their roles, and that permits are signed and dated correctly by authorised personnel.
Permits cannot be changed in the field.	Any change requires resubmittal and full approval.
Work performed aligns with the permit.	Scope, hazards, and risks are clear and understood. If work changes, check permits are updated and re-authorised. Intervene if needed.
Work plans are developed and communicated to the permit team in advance.	Look-ahead planning (daily, weekly, monthly). Confirm all teams know ongoing and upcoming work, especially potential SIMOPS.
Permit holder inspects the workplace before work starts.	Confirm site conditions match permit requirements, it is safe to begin, energy sources are identified and isolated, and the team has been briefed.
All permits have a specified duration.	Check start and end times. No long-term "open" permits. Issuers must track all live, open, and closed permits.
There is a process for handover of permits between shifts.	Confirm a formal, documented handover process is in place and followed during every shift change.
Permits should be formally closed out and the site left in a safe condition. Fire watches may be required if hot work has taken place.	Check permits are closed or suspended correctly. Ensure isolations and temporary defeats are removed, equipment returned to a safe state, and housekeeping satisfactory. Confirm completion is communicated to all affected personnel and that permit records show consistent application.