SAMPLE ONLY

Permit-to-work draft - Sample Office Fit-Out - Block A

Project	Sample Office Fit-Out - Block A	**Document no.**	HD-SAMPLE-GB-03-EN
Client	Example Client - Sample	**Revision**	01 - Sample
Location	Bristol, England	**Status**	SAMPLE - NOT FOR SITE USE
Project country	GB - England	**Document language**	English

Purpose and use

Illustrative draft for the named sample job only. The arrangements and ratings are examples, not verified site facts. This document is not approved for site use.

Sample scope and exclusions

Example daytime fit-out of a vacant ground-floor office room within an occupied commercial building. Four operatives are assumed for the demonstration. Work covers receipt of lightweight fittings, movement into the room, non-structural installation and handover. Structural alterations, live electrical work, work at height and hot work are outside this sample scope.

People and interfaces

For this fictional job, the site lead coordinates the work area with the building representative and other trades. A named supervisor, actual competence, agreed delivery arrangements, emergency contacts and the client's restrictions remain to be confirmed. The example does not record an inspection or completed training.

Document-specific review

This is a blank authorisation example, not permission to work. The site authority must determine whether a permit is needed and define its scope, conditions, linked assessments and validity. Issuer, recipient, signatures and dates remain uncompleted.

Country scope

Task RAMS example. Confirm client and CDM dutyholder arrangements; it does not replace a construction phase plan.

Supporting official guidance

https://www.hse.gov.uk/construction/safetytopics/planning.htm

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Permit authorisation details

Permit category	Confirm: work at height / lifting / electrical / other
Exact work area	To be completed during competent-person review
Permit issuer	Name, role, signature, date and time
Performing authority	Name, role, signature, date and time
Linked documents	Reviewed task risk assessment and method statement, plus supporting records where applicable
Validity	Start date/time, finish date/time and shift handover requirements

Risk and control register

Activity	Hazard	Initial	Controls	Residual	Owner
Material delivery	Unplanned lifting of bulky fittings	High	Proposed: review item size, handling aids and delivery arrangements before selecting the handling method. Confirm these arrangements on site.	High	Supervisor - name to confirm
Movement through the building	Obstructed access and pedestrian interaction	Medium	Proposed: agree the route and work boundary with the building representative, then verify housekeeping and access before the task.	Medium	Supervisor - name to confirm
Work beside other trades	Conflicting activities and changing conditions	High	Proposed: coordinate with the other trades and review changes with the supervisor before the affected work proceeds.	High	Supervisor - name to confirm

Issue checklist

- Confirm the actual work area and exclusions.
- Confirm the named people and responsibilities.
- Verify the proposed controls and outstanding actions.
- Check linked documents, permissions and revision numbers.
- Record review and brief the affected team.

Competent-person review

SAMPLE ONLY. Before any real work, a competent reviewer must replace these assumptions with the actual scope, work methods, people, equipment and site conditions. Confirm all proposed controls and required permissions, resolve outstanding actions and brief the team. A sample or a signature does not establish that the work is safe or that a permit has been issued.

Prepared by: _____ Reviewed by: _____ Date: _____

SAMPLE ONLY - Sample Office Fit-Out - Block A | HD-SAMPLE-GB-03-EN