

CRITICAL CONTROL VERIFICATION				
CRITICAL RISK – PERMIT TO WORK				
Respondent		Secondary Respondent		
Unit	Location	Time	Date	
Task		Specific Location Details		
Did you do this verification with anyone?		What workgroup are you interacting with?		
WCA Number	Current OIC (Name)	Isolations		
ISOLATION QUALITY				
Verify a sample of the isolation points – are the isolation points:			YES	NO
<ul style="list-style-type: none"> In the correct position (e.g. locked open or closed) and unable to be moved from its position; Fitted with a red isolation lock that cannot be unlocked; and Isolation tag fitted with correct functional location and operation description (refer to WCD). Ensure the KKS (equipment) number on tag matches isolation list Equipment KKS number and Equipment KKS label on the actual equipment (e.g. valve). 				
Are isolation Valves in good order, not passing and a suitable isolation method used to the risk of the substance isolated (e.g. single block, double block, double block and bleed)?				
PERMIT TO WORK PROCESS				
Does the WCA contain an accurate scope of work?				
Does the WCA refer to the relevant ‘hazards’ for the work being undertaken?				
Is an OIC / PICW ominated and contactable (contact them)?				
Are all WCDs referenced on the WCA attached to the PTW and evidence of a second check completed (e.g. physical check by OIC or nominated person)?				
Is the PTW Board accessible at the location of the work?				
Have the work party signed onto the PTW and Locked on?				
Is a green PTWO key/s located in the bucket of the PTW board?				
Is a yellow OIC lock attached to the PTW board without the key in the lock?				
Does the JSEA / SWI accurately describe the task, hazards and controls?				
Is the risk assessment for the task attached to the PTW board and are the work party aware of the hazards and controls related to the work?				
Does the number of Work Party members on the Sign-On Sheet match the number working on the task?				
Where multiple OIC’s have been utilised, has this been captured accurately on the appropriate paperwork?				
Indicate below which High Risk Activities are attached to the PTW:				
Confined Space	Hot Work	Work at Heights		
Unprotected Edges	Digging / Excavation / Building Penetrations	Live Electrical Work		
EXCLUSION ZONES				
Is the Work party aware of the boundary of isolation for their scope of work (eg: where the job starts and finishes)?			YES	NO
Are exclusion zones adequate and appropriately barricaded and signed using Danger tape and Do Not Enter Signage with OIC name nominated?				
COMMENTS (Ensure details of immediate corrective actions and/or notifications raised are noted here)				
ALL CRITICAL CONTROLS VERIFIED AND FUNCTIONAL?				
YES – Safe to proceed		NO – Stop work and escalate immediately		