Purpose:	To control high-risk work through formal authorisation, verification of precautions and coordinated closure of each permit.
Scope:	This procedure applies to Company and contractor work requiring a permit at projects, workplaces and facilities under Company control.
Duties & Responsibilities	(1) Project Manager (PM): Establishes the project permit system and provides resources. (2) Safety and Health Officer (SHO): Reviews permit requirements and monitors effectiveness. (3) Site Safety Supervisor (SSS): Coordinates permits and verifies site conditions. (4) Safety Coordinator (SC): Maintains the permit register and assists inspections. (5) Permit Issuer: Authorises work after confirming required precautions. (6) Performing Authority: Accepts the permit and controls the work crew. (7) Workers: Follow permit conditions and stop work when conditions change.
ISO Reference:	MS ISO 45001:2018 Clause 8

Revision History			
Revision No.	Revision Date	Originator	Description of Changes
0	01 Sept 2026	ISO Manager	Initial issue for implementation of MS ISO 45001:2018 Clause 8

Abbreviation & Definition	
JSA	Job Safety Analysis
OHSMS	Occupational Health and Safety Management System
PIC	Person in Charge
PM	Project Manager
PPE	Personal Protective Equipment
PTW	Permit to Work
SC	Safety Coordinator
SHO	Safety and Health Officer
SSS	Site Safety Supervisor

Step	Activity	PIC	Reference
1	**Permit System** **1.1 Application** A PTW shall be used for work identified by legal, client, project or Company requirements as requiring formal authorisation.	PM / SHO	Project safety plan; Appointment records

Step	Activity	PIC	Reference
	1.2 Permit Types Applicable permits may include hot work, confined space, excavation, work at height, lifting, electrical isolation, energisation and other high-risk work. **1.3 Authorisation** The PM shall appoint competent Permit Issuers and define their authority and permit limits.		
2	**Permit Request** **2.1 Submission** The Performing Authority shall request the permit before work starts and provide the work scope, location, duration, personnel and equipment details. **2.2 Supporting Documents** The request shall include the approved method statement, JSA, isolation plan, drawings, competency evidence and certificates where applicable. **2.3 Coordination** Simultaneous work and interfaces with other contractors, systems and operational areas shall be identified.	PM / SHO / PS / SSS	JSA; Method statement; PTW form
3	**Site Verification** **3.1 Inspection** The Permit Issuer and Performing Authority shall inspect the work area and confirm that specified controls are in place. **3.2 Precautions** Required isolation, testing, barricades, ventilation, access, rescue arrangements, fire protection and PPE shall be verified as applicable. **3.3 Acceptance** The Performing Authority shall accept the permit conditions and brief the work crew before work begins.	PM / SHO / PS / SSS	PTW checklist; Isolation record
4	**Permit Issue and Display** **4.1 Issue** The Permit Issuer shall sign and issue the PTW only when the work can proceed safely.	PM / SHO / PS / SSS	Approved PTW; PTW register

Step	Activity	PIC	Reference
	4.2 Validity The permit shall state its validity period, work boundaries, precautions and suspension conditions. **4.3 Display** The current permit shall be displayed or readily available at the work location. Unauthorised alteration is prohibited.		
5	**Work Monitoring** **5.1 Control** The Performing Authority shall remain responsible for compliance with the permit and control of the work crew. **5.2 Inspection** The SSS or SC shall monitor the work and record deviations requiring correction. **5.3 Change** Work shall stop and the permit shall be suspended when conditions, scope, personnel, isolation or simultaneous activities change materially. **5.4 Shift Handover** A permit continuing across a shift shall be formally handed over or reissued according to project rules.	PM / SHO / PS / SSS	Site inspection record; Shift handover record
6	**Suspension, Extension and Closure** **6.1 Suspension** Suspended work shall be left in a safe condition and the permit status shall be recorded. **6.2 Extension** A permit may be extended only after the work area and controls are reverified by authorised persons. **6.3 Completion** The Performing Authority shall confirm that work is complete, persons and tools are clear and the area is safe. **6.4 Closure** The Permit Issuer shall inspect the area, cancel the permit and authorise restoration or return to service where applicable.	PM / SHO / PS / SSS	Closed PTW; Restoration record

Step	Activity	PIC	Reference
7	**<u>Records and Review</u>** **7.1 Records** Issued, suspended, extended, cancelled and closed permits shall be entered in the PTW register and retained. **7.2 Review** The SHO shall review permit findings, suspensions, violations and incidents to improve the system. **7.3 Audit** Periodic checks shall verify permit quality, authorisation, workplace compliance and closure.	SHO / SSS / SC	PTW register; OHSMS-09S; OHSMS-10W

Verified By: Name: Eng Choon Leong Appointment: Executive Director Date: 01 Sept 2026	Approved By: Name: Amos Haw Chee Seng Appointment: Managing Director Date: 01 Sept 2026

End