



DTL-HSE-PRO-0024

Permit to Work Procedure

DTL Health & Safety Management System

Doc No: DTL-HSE-PRO-0024 **Version:** 1.0 — Jun 2026 **Review:** Jun 2027 **Owner:** Annelize Van Tonder
Linked Procedure: DTL-HSE-PER-0001

Describes how high-risk, non-routine work is authorised and controlled at DTL through Permits to Work, and how every permit is recorded in the **2iB Permit to Work Register** so that hazardous work is never performed without proper authorisation.

1 • Purpose & Scope

Describes how high-risk, non-routine work is authorised and controlled at DTL through Permits to Work, and how every permit is recorded in the **2iB Permit to Work Register** so that hazardous work is never performed without proper authorisation.

2 • When a Permit Is Required

A Permit to Work is required for high-risk, non-routine work, including:

- confined space entry, working at heights and hot works;
- excavation / ground disturbance, crane & lifting operations;
- electrical work and work on live / energised services.

- If the task needs a permit, **work does not start until the permit is issued** and the controls are in place.

3 • The Permit Process

1. the **requestor** raises the permit and attaches the relevant JSA and SWMS;
2. the authorised **issuer** reviews the controls and authorises the permit;
3. work proceeds **only within the permit's validity** (start to end date);
4. the permit is **closed** on completion, or if the work or conditions change.

4 • Where Permits Are Recorded — 2iB

Every issued permit is logged in **2iB > Home > HSEQ > Safety > HSEQ Registers > Permit to Work Register** (desktop or mobile). The register is the controlled record of who authorised what work, and when.

5 • Raising a Permit — Detail tab

Open the register, click **Add** and complete the **Detail** tab (**Type** and **Status** are mandatory):

Field	What to enter
Type *	The permit type (confined space, heights, hot works, excavation, lifting, electrical, live services) — 2iB generates the Permit ID from this.

Description	A short description of the job being undertaken.
Status *	Draft → Issued → Closed.
Related JSA / SWMS	Link the JSA and SWMS for the task.
Permit Requestor	The person requesting the permit.
Permit Issuer	The authorised person issuing it (not the requestor).
Start / End Date	The validity window the work must stay within.
Closed Date	When the work is completed and the permit closed.
Validity	Automated — valid or invalid, derived from the start / end dates.
Permit Book Id	The paper permit number, if permit books are used.

6 • Attachments

Attach the signed permit, the JSA / SWMS and any isolation certificates on the **Attachments** tab.

7 • Permit Rules

- a permit covers **one defined task** for a defined period;
- the issuer must be an **authorised person** and not the requestor;
- work must stay within the permit's **start–end validity**;
- isolations are applied and verified under DTL-HSE-PRO-0011 (LOTO) where energy is present;
- close the permit when the work is complete or the conditions change.

8 • Responsibilities

- **Requestor** — raise the permit, supply the JSA/SWMS and brief the crew.
- **Issuer** — verify controls, authorise, and monitor the work within validity.
- **Workers & contractors** — work only under a valid issued permit and stop if conditions change.
- **Management** — appoint authorised issuers and audit permit use.

9 • References

- DTL-HSE-PER-0001 Permit to Work · PER-0002 Confined Space · PER-0003 Heights · PER-0004 Hot Works
- PER-0005 Excavation · PER-0006 Crane & Lifting · PER-0007 Electrical · PER-0008 Live / Energised Services
- DTL-HSE-PRO-0011 Isolation / LOTO · DTL-HSE-PRO-0012 SWMS Development

Approved for issue



Tyson Knight — Director
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