

Contractors ID, Authorisation to Work Register

Important Notice to all Contractors

By signing our Authorisation to Work Register, you accept responsibility for complying with our Health and Safety regulations whilst on our site. Only the authorised work is to be carried out.

Your Contractor's Pass must be worn at all times. You must also retain your Authorisation to Work and any accompanying Permits-to-Work at all times.

On leaving our site your Authorisation to Work and Pass must be returned to the point of issue.

You must also sign the Authorisation to Work register to confirm that you have left the area in a safe and tidy condition.

Thank You for your Co-operation

Issue Date / Time	Contractor's Name	Contractor's Company	Tel. No.	No. of keys issued	Working alone / No. in team	Electrical - Specify	Welding, brazing, soldering or gas cutting	Use of hoists or work lifts that have any	Confined Spaces	Internal / external window cleaning	Mechanical Maintenance	Building Maintenance	Any other duties	Vehicle Reg.	Contractor's Signature on receipt of Authorisation	Pass No.	Date and Time Out	Contractor's Signature on Departure	Key(s) Returned (✓)	Additional PTW Returned (✓)	Date and Authorising initials on Departure												
Expires:	Site Contact / Work Area		Tel. No.	<input checked="" type="checkbox"/> Tick the type of work to be carried out. N.B. Shaded work types may require an additional Permit to Work										Vehicle Reg.	Please read notes below and opposite before signing		Date Out	I Declare Work Area Safe & Tidy			Date												
Issue Date / Time	Contractor's Name	Contractor's Company	Tel. No.											Vehicle Reg.	Please read notes below and opposite before signing		Date Out	I Declare Work Area Safe & Tidy			Date												
Expires:	Site Contact / Work Area		Tel. No.											Vehicle Reg.	Please read notes below and opposite before signing		Date Out	I Declare Work Area Safe & Tidy			Date												
CONTRACTOR'S PASS				Number of keys issued Working Alone / No. in team Electrical - Specify Welding, Brazing, Soldering or Gas Cutting Lifts & Hoists / Roof Work / High Level above 2m Confined spaces Internal / External Window Cleaning Mechanical Maintenance - Specify Building Maintenance - Specify Any Other Duties - Specify										<ul style="list-style-type: none"> HEALTH & SAFETY All work to be carried out within the Health and Safety at Work Act 1974 and other statutory provisions. FIRE & EMERGENCY On hearing the Fire Alarm leave the building by the nearest fire exit and proceed to the Assembly Point. ACCIDENT / INJURIES Report all accidents, injuries, near-misses & illnesses to your host COSHH This site is subject to COSHH regulations. PERSONAL PROTECTIVE EQUIPMENT ALWAYS wear the PPE provided. Inform safety contact or employer if PPE is damaged or unsuitable. SMOKING SMOKING IS NOT ALLOWED IN ANY AREA. 										Please return your Authorisation to Work and your Contractor's Pass to point of issue on leaving and sign out. Thank you.									
Specific Details of Work to be carried out and any Hazards involved in doing so. Specific Permits-to-Work may be required.																																	
<input type="checkbox"/> ADDITIONAL PERMIT MAY BE REQUIRED BEFORE WORK COMMENCES																																	
Authorised signatory for permission to start work	Time		Authority Number																														

- Notice to Contractors**
- Contractors shall comply with all relevant Health and Safety Law and Company Health and Safety Rules, and provide copies of current Public and Employer Liability Insurance and a Method Statement on request.
 - All persons within your control shall be competent to undertake their work safely.
 - A safe system of work shall be agreed with your contact before any work commences and may not be changed without his or her prior permission.
 - Contractors are responsible for making sure that all persons under their control know the fire procedures for the premises and the location of the appropriate type of portable fire appliance nearest to their work area.
 - The normal means of escape must not be obstructed without prior permission from your contact, who will make temporary alternative arrangements.
 - The following 'high risk' activities are subject to a permit to work: Hot work, demolition, excavation, asbestos, confined spaces, electrical work above 240V, overhead work, other specified work.
 - Faulty tools and equipment must not be brought onto site.
 - 110V CTE electrical tools are preferred. If 240V tools are used, they must be double insulated and RCD protected. All extension leads must be properly terminated with the appropriate plugs / sockets and be otherwise unjointed.
 - All portable and transportable electrical equipment, pressure systems and climbing safety certification period.
 - Suitable Personal Protective Equipment shall be worn when necessary and must be within certification period.
 - Contractors should view the organisation's Asbestos Register before commencing work. If, for whatever reason, this register is not available, Contractors should assume that asbestos is present.
 - This building is subject to COSHH regulations.

Your signature on receipt confirms that you have read and understood the health and safety notes on both the front and reverse of your Authorisation to Work, and that you agree to abide by all our policies and regulations.