

GENERAL PRECAUTIONARY REQUIREMENTS (to be followed ALL the time)

1.) Install appropriate "WARNING SIGNS".	9.) Do not bore holes thru any part of the building which will affect the stability of the structure unless approved by our Chief Engineer (see Dismantling/Demolition Works).
2.) Cordon the area or site work.	10.) Do not remove vital members of building frame unless approved by our Chief Engineer.(see Dismatting/Demolition Works)
3.) Responsible Eng'r. & Contractor's Supervisor to brief personnel working on job Safety-Work and Procedure.	
4.) Report to Duty Officer before start & at the end of work.	11.) Return removed guards of shafts, belts & pulleys, chains and sprockets and gears.
5.) Personnel undertaking the job to acknowledge that they have read, understood and will abide with all the requirements and precautions stated in this WP (affix name & signature below).	12.) Provide adequate lightning sufficient for work performed.
6.) Display both the Responsible Engineer's and Contractor's name on the site work.	13.) Do not block access to pull junction boxes.
7.) Provide a First Aid Kit (Indicate Tag Control No.) Tag Control No.:_____	14.) Do not use electrical/instrument conduits as means of support or as an extension for grounding.
8.) Make available a standby personnel who would respond to an emergency incident. Name of Person:_____	15.) Proper waste disposal of any material/s use should be followed. Procedure to conform to all environmental and company regulations (DONE DAILY)

Signatories confirm having read and understood and accept their responsibilities as defined by the Work Permit Procedure SAF 022.

1.) CHECKED BY: _____ 2.) REVIEWED & APPROVED BY: _____
Contractor's Section Head/Date signed *Duty Officer/Chief Engineer/Chief Security*

PERSONNEL UNDERTAKING THE JOB:That I have been briefed on Safety-Work & Procedures;That I have read & understand all the conditions applying to job.

Name	Signature	Name	Signature

RECORD OF SITE INSPECTIONS

LEVEL	ROOM	NAME OF PERSONNEL	NATURE OF WORKS	TIME-IN	TIME-OUT	REMARKS

RENEWAL / COMPLETION OF WORK / HAND OVER:

THIS JOB HAS BEEN COMPLETED NOT BEEN COMPLETED

BUT/AND IS SAFE AND IN OPERATIONAL CONDITION:

The work area and surrounding areas have been thoroughly inspected.

- Permit is renewed to WP#_____ Rejected Until... (Remarks)
- Work is completed and accepted cleaned and is now safe.

Duty Officer/Housekeeper

I have thoroughly inspected and is satisfied with the performance of the job. It is now safe, clean & in good operating condition.

Endorsed by:

Noted by:

Chief Engineer/Chief Security

Property Manager

Others/Remarks:

WORK PERMIT INSTRUCTIONS:

- A Work Permit is required for all work done in application mentioned in the front hereof and shall include.
 - Other works that can be disable critical services e.g. fire alarm systems, water service, power supply.
- This Work Permit is VALID ONLY FOR the period from _____ to _____.
- Working hours will be from _____ to _____.
- Copy of this WORK PERMIT must be displayed on site at all times during the duration of the work for ready reference and strict compliance.
- Work will be stopped anytime due to non-compliance to the requirements.
- Three (3) copies of the WORK PERMIT are to be prepared for routing to approving parties/managers.
 - Original Copy : This copy will be retained by the party/personnel who will do the job.
 - Duplicate Copy : This copy will be the copy of the Engineering Dept.
 - Third Copy : This copy to be forwarded to Security Department and kept for control.
- After completion of work, the original copy will be signed-off by the party who did the job, present this to the Duty Officer, who in turn will sign-off, that the work has been thoroughly inspected and satisfactorily completed and is now is safe and operable condition. A photocopy of the SAFETY WORK PERMIT COMPLIANCE is to be submitted and attached to any invoice due for processing before the Chief Engineer signs and approve the invoice payment.
- If any changes in the current work process/procedure shall arise (while in the performance of this job), this work permit will be reviewed and fully evaluated to conform to these changes. After which a new work permit shall be issued.

REMINDERS: Follow all company rules and regulations at all times while inside the company premises.
 When in doubt, ASK??? NEVER assume.
 STOP when the safety of an individual will be at risk.
 Original Work Permit should be presented and surrendered to Property Management Office before any completion or renewal of this permit