



RCBC PLAZA
Property Management Office
WORK PERMIT



REQUESTOR DETAILS		<input type="checkbox"/> Tenant Activity	<input type="checkbox"/> PMO Activity
Tenant Company Name		Floor/Tower:	
Authorized Representative		Contact Number:	
Contractor Company Name			
Safety Engineer / Officer		Contact Number:	

WORK DETAILS			
Work to be done	<input type="checkbox"/> Fit-Out / Construction Work	<input type="checkbox"/> Maintenance/Upkeep	<input type="checkbox"/> Inspection/Survey
	<input type="checkbox"/> Repair / Troubleshooting	<input type="checkbox"/> Upgrade/ Improvement	<input type="checkbox"/> Others
System Involved	<input type="checkbox"/> Civil, Plumbing	<input type="checkbox"/> Electrical, Auxiliary	<input type="checkbox"/> Mechanical, Fire Pro <input type="checkbox"/> Others
Work Permit Classification	<input type="checkbox"/> Cold Work	<input type="checkbox"/> Hot Work	<input type="checkbox"/> Confined Space Entry <input type="checkbox"/> Work w/Hazardous Energy
Exact Work Location Floor / Tower:		Work Duration Date/s:	
Brief Description of Work to be done			

EQUIPMENT TO BE USED ON SITE <i>(use additional sheet if needed)</i>	
Hand tools	
Power tools	
Mobile Elevated Work Platform	

HAZARD IDENTIFICATION AND CONTROL	
A. Identify and attach supplementary forms required to perform/control the work	
<input type="checkbox"/> BFP Hot Work Permit	<input type="checkbox"/> Scaffold Plan <input type="checkbox"/> Energization Plan <input type="checkbox"/> Evacuation Checklist <input type="checkbox"/> JHA
<input type="checkbox"/> Hydro-test Procedure	<input type="checkbox"/> Isolation Plan <input type="checkbox"/> Blind List <input type="checkbox"/> Manpower List <input type="checkbox"/> Gas Test Record
B. Potential Exposure	
<input type="checkbox"/> High Noise Level	<input type="checkbox"/> Flammable Liquids/Gases <input type="checkbox"/> Hazardous/Toxic Material <input type="checkbox"/> Open Flame
<input type="checkbox"/> High Temperature	<input type="checkbox"/> Hydrogen Sulfide <input type="checkbox"/> Radioactive Materials <input type="checkbox"/> Others:
C. Personal Protective Equipment	
<input type="checkbox"/> Helmet	<input type="checkbox"/> Safety Goggles <input type="checkbox"/> Face Protection <input type="checkbox"/> Breathing Protection
<input type="checkbox"/> Fall Protection	<input type="checkbox"/> Chemical suit/cover-all <input type="checkbox"/> Specialized PPE <input type="checkbox"/> Others
D. Fire Watchmen / Standby Men (if applicable) Name/s:	
E. List any additional safety precautions:	

GAS TESTING / MONITORING						
	LEL (%)	H2S (ppm)	O2 (%)	Other gases (name / value)	Certificate Number	Signature
Initial						
Renewed						

PERMIT AUTHORIZATION		WP No. <i>(to be filled out by PMO)</i>	
Requestor's Authorized Rep.		PMO Approver:	
	Name and Signature / Date & Time	Name and Signature / Date & Time	
Remarks from reviewer/approver:			
Required External Permit/s:		<input type="checkbox"/> APMC <input type="checkbox"/> MACEA <input type="checkbox"/> BFP <input type="checkbox"/> Barangay Bel-Air <input type="checkbox"/> Makati City Hall	



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ATTACHMENTS	
Manpower List	
1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

IMPAIRMENT REQUEST (for works that may activate the fire alarm e.g. actual works on FDAS and fire suppression equipment, misting, fogging, paint preparation, sanding, drilling, spray painting, general fit-out, demolition works, heavy dust producing works, etc.)						
SYSTEM FOR IMPAIRMENT		DATE/S OF WORK		TIME OF WORK		PMO APPROVAL
FDAS	AFSS	From	To	From	To	Endorsed by: Name & Signature
<input type="checkbox"/>	<input type="checkbox"/>					
<input type="checkbox"/>	<input type="checkbox"/>					Approved by Name and Signature
<input type="checkbox"/>	<input type="checkbox"/>					

Impairment of FDAS and/or AFSS may not exceed eight (8) hours. Request for impairment will not be approved if the adjacent floors' FDAS/AFSS is under maintenance or prior impairment approval has been granted to adjacent floors.
Note: Heavy dust producing activity will require the installation of pre-filter at the work area's return grilles and/or AHU.

UTILITY/FACILITY ROOM ACCESS REQUEST			
<input type="checkbox"/> Electrical Room <input type="checkbox"/> AHU Room <input type="checkbox"/> Telephone Room		<input type="checkbox"/> For Tower II floors 6, 7, 8, 22, 23, 24, 25, & 30, building security personnel is required to accompany the workers for the duration of the works. This will be at the requestor's account. Proceed to Security Office prior to deployment to the floor/s.	
Floor / Tower			
Egress Clearance (to be accomplished by PMO, check if the following were observed):			
Engineering Department		Security Department	
<input type="checkbox"/> 1. The work done was covered in the scope of work as indicated in the approved work permit <input type="checkbox"/> 2. The process and methods are compliant with the standards of the Company. <input type="checkbox"/> 3. All related functions/systems are fully operational and with no abnormalities. Remarks:		<input type="checkbox"/> 1. The room was maintained and kept in order the same way it was prior to commencement of job <input type="checkbox"/> 2. Good housekeeping was observed. No trash and debris left inside the utility/facility room. Remarks:	
Checked by Duty Officer		Cleared by Roving Guard	
Name, Signature, Date /Time		Name, Signature, Date/Time	

Distribution: Copy 1 - PMO, Copy 2 - Security, Copy 3 - Engineering, Copy 4 - Contractor

REMINDERS:

- WORKERS MUST FIRST REPORT TO THE ENGINEERING OFFICE PRIOR TO EACH DAY'S START OF DEPLOYMENT.**
- STOP WORK IF JOB SITE DOES NOT MEET WORK PERMIT CONDITIONS AND ANY APPLICABLE BUILDING SAFETY AND HEALTH REQUIREMENTS AT ANY GIVEN TIME.**
- ALL ISSUED AND APPROVED WORK PERMITS WILL BE IMMEDIATELY CANCELLED DURING AN EMERGENCY**

Workers must follow the RCBC Plaza House Rules and Regulations at all times while inside the building premises. Building Restrictions include but are not limited to: smoking, drinking, stay-in or sleeping overnight, cooking, gambling, bathing, loitering, wearing of slippers, undershirts and shorts, improper sanitation, use of common area toilets, working without a valid permit, non-compliance with safety precautions. Violators shall be restricted from entering, ejected or banned from the building, and issued a violation ticket with a corresponding penalty charged to the responsible tenant/company.