## Procedure: Permit To Work - Closure of Permit (step 3) Fire Isolation: Contractor to call Security prior to commencing works to have Permit to work in place isolation activated. / works proceeding Permit to be signed on by Security in presence of contractor at the worksite. Works ceased for safety or other Works Not completed within Works completed within approved approved timescale reasons timescale Establish Completion of Works Contractor to contact MU Responsible Officer JSA and WMS will need to be revisited and potentially resubmitted MU Responsible Officer to confirm if works are completed or analyse cease works causation Works incomplete or Works can progress Works cannot progress Works Completed not of adequate under existing permit under existing permit standard within time frame MU Responsible Officer to ensure a new permit is issued( as per PTW pt 2) Fire Isolation: Contractor to complete 'Permit Closure' section of Permit Before contractor leaves worksite they must call Security to have to Work form & issue to MU Responsible Officer isolation removed. Permit certificate to be signed off by Security in presence of contractor at the worksite. MU Responsible Officer to sign off on 'Permit Closure' section on permit. Fire Isolation - RO to ensure Security have completed Closure of Permit sign off log on certificate to remove isolation. MU Competent Officer to do final sign off on 'Permit Closure' section on permit MU Competent Officer to notify ALL relevant parties of completion of works MU Responsible Officer to submit completed permit to FM Helpdesk. Processing of all permits is FM Helpdesk to process completed permit on PTWcompleted once daily by FM SIMOPS register, scan & file electronically Helpdesk