

## Roof Access Permit

Ref : \_\_\_\_\_

Date of Issue: \_\_\_\_\_

**Note: Please refer to B&E Safe Operating Procedure for Control of Roof Access (SOP 009). No access to a roof will be allowed until a permit has been completed and issued by an authorised B&E staff member or other authorised person. The work must only be carried out within the specified area and only authorised plant must be used.**

Building Name:

Company Requesting Permit:

Supervisor for Works:

On-site Emergency Contact Number:

Description of Works/Reason for Accessing Roof:

### Complete Checklist below (Tick ✓ as appropriate)

**Note-Strict adherence to the following B&E Rules for Roof Access is required at all times:**

- Access to the roof must be secured at all times (lock door behind you)
- No lone working permitted. Buddy system or sign in/out to be agreed with B&E prior to going on roof.
- No work permitted within 2m of unprotected edge unless detailed RAMS is in place and approved by B&E
- Stay on existing walkways (where provided)

1.0	General Precautions	Yes	No	N/A
1.1	Is there full parapet edge protection on the entire roof?			
1.2	Will you be using existing access walkways at all times while on the roof? If not, specific control measures must be in place and agreed.			
1.3	If present, will you be using the existing roof fall prevention system at all times while on the roof? (Note: This requires training and the use of specific PPE)			
1.4	State Category of roof following risk assessment above. Category A,B,C or D?			

**If "No" applies to any of the above conditions, a detailed RAMS/SPA must be agreed with B&E to address the risk of falling from the roof. Refer to RAMS/SPA in Section 3.0 below**

2.0	Site Specific Precautions	Yes	No	
2.1	Has a RAMS and/or a Safe Plan of Action for the proposed work on the roof been prepared and approved by B&E. RAMS/SPA must be communicated to staff.			
2.2	If you are not using B&E fall protection equipment, have you checked compatibility with the existing roof anchor system?			
2.3	Is all personal fall equipment inspected and in date?			



**UL Roof Access Permit**

Safety Form No. 007

Rev: 0.3

Date: Nov 2019

2.4	Number of employees going onto roof? Please note requirement for a buddy system or other lone working control measures. Include details in Section 3.0 below.			
2.5	Is there a danger of objects or materials falling from or being blown from the roof? If yes, include control measures in Section 3.0 below			
2.6	Is an exclusion zone required at ground level to protect others from the overhead works?			
2.7	Is protection required to the roof membrane to prevent it from being damaged?			
3.0	<b>Other Precautions to be taken: Specify below any additional precautions or emergency arrangements to be taken, and limitations on work, work equipment, work materials, etc.</b>			

**Permit Validity Period.**

Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

**Permit Acceptance**

I the undersigned have read the conditions of use and agree to abide by all requirements set out there forth.

Name / Title: \_\_\_\_\_

Signature: \_\_\_\_\_

It is the responsibility of the person in charge of works to ensure that all the required safety precautions are maintained at all times and that direct supervision is provided for the duration of this permit.

**Permit Approval(B&E Use Only)**

<b>Permit granted by: (Block Capitals)</b>		<b>Permit Cancelled by:</b>	
Signature:		Signature:	
Date:		Date:	
Time:		Time:	