Occupational health and safety

Permits to Work and Authorisations

One day to set up and run a permit-to-work system that genuinely protects: which jobs require one, who requests, who issues, who carries out, how to analyse risks before signing and how to close out. The exercises start from your forms and from real maintenance, cleaning or subcontracting work on your site.

Duration : 1 day

Objectives

1. Identify the work that requires a permit or authorisation: hot work, height, confined space, excavation, work on energy sources
2. Explain the role of each actor: requester, issuer, performer, area manager
3. Carry out the preliminary risk analysis and define the measures before signing
4. Draw up, display, suspend and close out a permit according to your site's rules
5. Evaluate how your permit system works and correct its weaknesses

Programme

Day 1 — morning

• Why permits: typical accidents during unusual work, maintenance and outside interventions

• Typology: general permit, hot work permit, work at height, confined space, excavation, access or driving authorisations

• Actors and responsibilities, delegations, competence required to sign

• Link with energy lockout, the prevention plan and authorisations

Day 1 — afternoon (workshop)

• Job risk analysis: prior visit, simultaneous activities, measures, atmosphere testing if necessary

• Workshop: drafting permits for three real jobs on your site

• Validity period, shift handover, suspension in case of alarm, close-out and restoring the area

• Critical review of your current forms and ideas for improvement; knowledge test

Teaching methods

• Exercises on your permit forms and existing procedures

• Visit to a work or maintenance area of your site

• Cases of accidents that occurred during work under poorly controlled permits

• Role play between issuer and performer at the moment of signing

• Knowledge test on the roles and steps of the permit

Assessment and documents

Assessment of the permits drafted in the workshop and a knowledge test, plus a day+1 learner feedback survey. Numbered certificate, verifiable online, for each participant; training report and proposals for improving your forms given to the company.

Bilingual materials for every participant; each classroom course comes with its digital twin on OmniLearn.

Good to know

Module of the HSE Coordinator Cycle. Hot work is covered by the course “Hot Work and Flammable Liquids”, and access to confined spaces by the course “Confined Spaces”.

Practical information

Duration	1 day
Audience	HSE and maintenance managers, team leaders, permit issuers and signatories
Prerequisites	No prerequisites
Group size	Groups of 6 to 12 participants, in-company
Format	In-company, face to face on your site
Language	French, Darija or English; bilingual materials
Funding	OFPPT special training contracts (TFP), GIAC, Maroc PME: we prepare the applications with you, at no extra cost.
Programme customisation	Programme adapted to your procedures, your equipment and your audience

Frequently asked questions

We do not have a permit system yet: does the course help create one?

Yes. We provide a permit and procedure template that the workshop adapts to your real work. You leave with a basis to validate internally and then to test on a few jobs.

Which jobs must go through a permit?

Those that your risk assessment designates as dangerous or unusual: hot work, work at height, in confined spaces, excavations, work on energy sources, work by outside companies. The list is set site by site; the course gives the criteria to draw it up.

Can outside companies take part?

It is useful for contractors present permanently, such as subcontracted maintenance: they carry out a good part of the work under permit and must understand the same rules as your issuers.

What is the difference with the prevention plan?

The prevention plan organises an outside company’s whole intervention and allocates measures between companies. The permit authorises a specific job, at a given place and for a given duration. The same job may require both.