

Work at Height Permission Form

Work Permission for Height Work (Working At Height above 3 Meters / Fragile Roof, even less than 3 Meters).
To be completed before commencing the work.

Work Permission Period from _____ to _____

1. Brief description of work _____

2. Exact Location of work _____

3. Name of contractor/ Departmental Employee _____

4. List of workers attached in Annexure-B

5. Purchase order no. & date _____

6. Physical height Test Permit issue on _____

7. Medical Examination done by Certifying Surgeon / any Registered Medical Practitioner on _____

Work permit format for working at height above 3 meters/ fragile roof, even less than 3 Meters.

	Before starting the contract work, the site must be inspected by (a) Site Supervisor/Engineering In-charge b) Head Safety Section for ensuring compliance of all safety instructions, regulations and other aspects which shall be recorded & signed by the all above members which shall be preserved in safety section.		
	Sign: 1) Site Supervisor/Eng. In charge		2) Head, Safety Section
	Work on the roof of the building shall be carried out with proper safety measures.		
		Y/N	Remarks
1)	Did Site Supervisor/Engineer ensure that the all worker use PPEs and take other safety precautions as mentioned in this work permit proforma till completion of work?		
2)	Are Safety items in good and functional condition like safety belt with double lanyards / sling, Safety Helmet, Safety Net, Safety shoes and lifeline should be inspected periodically by the Site Supervisor/Engineer. Demarcation of safety net area is to be done on roof / working place at height so that workers are aware about the netted area / safe area?		

3)	Did Contractor have obtained valid group insurance for the supervisor/worker?		
4)	Has Electrical shutdown been taken before the start of work & whether electrical work permit has been issued & LOTO procedures are followed?		
5)	Is Ladder in good, sound and functionally okay for the work? (Single ladder up to 30 feet)?		
6)	Is Safe walk ladder provided?		
7)	Are Site fencing, barricades, and signage in place?		
8)	Has Proper scaffolding been used with toe boards and guardrails?		
9)	Are Electrical panels/equipment properly grounded and tools/testing instruments properly insulated?		
10)	No live wires are exposed and directly accessible.		
11)	Work instructions & safety instructions are given to the workers by Site Supervisor/Engineer before commencement of the work.		

Permit raised by Concerned Division

Permit received by

Contractor/Supervisor

CC: Head, FSS.

Annexure-B

M/s _____ has deployed following workers against the PO/WO No.

_____ dated _____

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Physical Test for Height Pass

Date of physical Test:

Name:

Company:.....

Order/Contract No.....

The above applicant has appeared at the following practical test conducted by Head, IS and the results are given below.

Walking freely over a horizontal bar at 1 ft. height:	PASS/FAIL
Wearing a safety belt and tying the knot:	PASS/FAIL
Walking freely over a horizontal structure at 10 ft. height:	PASS/FAIL
General physique:	PASS/FAIL

The above applicant's performance in the above tests has been **satisfactory / unsatisfactory**.

He has been issued a height pass bearing Sl. No. RRCAT/FSS/2025/..... This is valid for one year from the date of issue.

(If found un-satisfactory mention reason):

Executed By

Site Engineer of concerned site

(Shri Prateek Bhatnagar)
Chairman, HPQIAC, RRCAT

(Dr Ranjan Kumar)
Member, HPQIAC

(Shri Sandeep Ahlawat)
Member, HPQIAC

(Dr Z B Mirza)
Member, HPQIAC

(Shri Rakesh Pareek)
Member Secretary, HPQIAC