FREE SOUTH AFRICAN EMPLOYER RESOURCE

USE IT / PRINT IT / ADAPT IT

CONFINED SPACE ENTRY PERMIT

& AUTHORISATION PACK

A practical, fillable 12-page worksite control kit

Permit / atmospheric testing / isolation / rescue / close-out

IMPORTANT LEGAL SAFETY DISTINCTION

A company entry permit is a work-control tool. South African General Safety Regulation 5(1) requires a competent person to test and evaluate the atmosphere and certify in writing that it is safe for the actual work and duration. This blank pack is NOT that certificate and is NOT permission to enter.

EXPLORE CONFINED-SPACE TRAINING

www.swiftskillsacademy.com | Cape Town, South Africa

START HERE

Work in sequence • Fill digitally or print and complete by hand

1 Assess

Identify the space, scope, hazards, alternatives to entry and responsible people.

2 Verify atmosphere

Obtain competent assessment and written certification; reference it in this pack.

3 Control energy & access

Verify isolations, process interfaces, access, tools and task-specific controls.

4 Prepare people & rescue

Confirm entrants, communications, standby arrangements and practical emergency readiness.

5 Authorise & monitor

Use the permit decision page only when supporting evidence is complete and current.

6 Suspend or close

Stop for changes or alarms; account for everyone and record close-out.

WHAT THIS DOWNLOAD IS / IS NOT

A controlled, editable employer template. It cannot certify atmospheric safety, authorise entry by itself, replace site procedures, substitute for training or substitute for specialist rescue planning.

Print pages 3–11 for each job. Keep page 12 as your contact and source reference.

01 / JOB & SPACE IDENTIFICATION

Controlled document • Complete one set per defined job and space

Permit reference

Site / facility

Issue date

Space / asset ID

Exact opening / location

Planned start / time

Planned expiry / time

Employer / contractor

Job / work order ID

Authorising supervisor

Competent atmosphere assessor

SCOPE AND INITIAL ENTRY DECISION

Task description and equipment involved

- [ ] No-entry / remote alternative assessed
- [ ] Entry genuinely necessary
- [ ] Task-specific risk assessment available
- [ ] Adjacent work / process interfaces reviewed

DO NOT TREAT THIS FORM AS A STANDALONE PERMIT TO ENTER

Go to pages 4–10. The competent person's Regulation 5 written certification, site-specific isolation and emergency requirements, and all other applicable controls must be verified before any authorisation decision.

02 / PRE-ENTRY HAZARD REGISTER

Record YES / NO / N/A and supporting control or risk assessment reference

Oxygen deficiency or enrichment	☐ YES	☐ NO	☐ N/A
Flammable gas, vapour or dust	☐ YES	☐ NO	☐ N/A
Toxic gas, vapour, dust or fumes	☐ YES	☐ NO	☐ N/A
Inflow, drowning or engulfment	☐ YES	☐ NO	☐ N/A
Mechanical / electrical / stored energy	☐ YES	☐ NO	☐ N/A
Heat, noise or poor ventilation	☐ YES	☐ NO	☐ N/A
Slips, falls, entrapment / restricted egress	☐ YES	☐ NO	☐ N/A
Hot work, cleaning chemicals / task-generated hazards	☐ YES	☐ NO	☐ N/A
Neighbouring equipment / simultaneous operations	☐ YES	☐ NO	☐ N/A

Risk assessment / JSA reference(s)

Critical controls and remaining hazards requiring expert review

Hazard inventory is not exhaustive. Add site-specific hazards before sign-off.

SWIFT SKILLS ACADEMY / EMPLOYER TOOLKIT

03 / ATMOSPHERIC ASSESSMENT LOG

Competent testing and written certification are separate mandatory evidence

Assessor name / competency evidence

Instrument model / ID

Function / calibration check record

Certificate document reference

SAMPLING: location / depth / time, hazard-specific readings and evaluation

LOCATION	TIME	O2 %	LEL %	GAS 1	GAS 2 / NOTE

Site-specific acceptance criteria / sensors / monitoring frequency

Written certification: location / scope / validity / limitations

Do NOT adopt a universal O2 / LEL threshold from this blank template. Confirm the applicable legal and technical limits, the hazards and sensor suitability, and the actual conditions. A detector reading alone is not the written safety certificate.

04 / ISOLATION & CONTROL REGISTER

A valve simply closed or padlocked may be insufficient under Regulation 5

SOURCE / POINT	ISOLATION METHOD	VERIFIED BY / TIME	PROOF / REFERENCE

- [ ] Isolation checked against plant drawing / register
- [ ] Unintended energisation / inflow controls verified

Specific provisions / exceptions requiring specialist assessment

closure meets the rule.

05 / ENTRY TEAM & COMMUNICATIONS

Record who enters, who monitors and what is communicated

ENTRANT NAME	ROLE / TRAINING	TIME IN	TIME OUT

Standby / attendant name and position

Communication method and check frequency

If conditions or personnel change, stop and reassess under the site procedure.

- [ ] Communication test complete
- [ ] Entry / exit count system active
- [ ] Roles and emergency signals briefed
- [ ] Equipment / access fit for the job

06 / RESCUE READINESS & STOP-WORK

No spontaneous unprotected rescue entry; plans must match actual hazards

- [ ] Work-specific emergency plan reviewed and available at entry
- [ ] Rescue method, access limitations and hazards validated
- [ ] Rescue team and contact / mobilisation arrangements confirmed
- [ ] Communications, alarm, medical escalation and local response confirmed
- [ ] Retrieval, harness, breathing / resuscitation equipment assessed as required
- [ ] Inspection, practice and competency evidence verified for required equipment
- [ ] No-entry rescue preference and responder protection addressed

Rescue plan / inspection / drill reference

Emergency contact / response activation

Evacuation assembly / access point

STOP, EXIT AND REASSESS IF:

Gas alarm or uncertain readings • ventilation or communication failure • loss of isolation • unwell entrant • rescue resources unavailable • unexpected material or inflow • changes to hot work, scope or personnel • certificate limitations exceeded.

07 / DECISION & AUTHORISATION

A permit record is not itself the competent person's certification

- [ ] Task-specific risk assessment checked
- [ ] Competent atmosphere testing / evaluation completed
- [ ] Applicable written safety certificate reviewed and cross-referenced
- [ ] Isolation and energy verification complete
- [ ] Entry staff, training, PPE and access checks complete
- [ ] Standby / communications and rescue readiness confirmed
- [ ] Applicable Regulation 5 exceptions or extra controls assessed
- [ ] Permit scope, task, conditions and validity understood

- [ ] AUTHORISE only if all prerequisites are satisfied
- [ ] DO NOT AUTHORISE / ESCALATE

Authorising person / role

Date / time of decision

Written certification ID and risk assessment references

No entry is permitted merely because this page is signed. Current, valid legal compliance and site controls must exist and remain effective for the work and its duration.

08 / HANDOVER, SUSPENSION & CLOSE-OUT

Update records whenever people, tasks or conditions change

HANDOVER / REVALIDATION

Date / time

Person verifying

Conditions, changes, evidence and actions

- [ ] Current assessment and certification reviewed where required

SUSPENSION / CHANGE

Date / time

Person verifying

Conditions, changes, evidence and actions

- [ ] Work stopped; entrants accounted for; change assessed

PERMIT CLOSE-OUT

Date / time

Person verifying

Conditions, changes, evidence and actions

- [ ] All entrants exited; isolations handed back safely

Re-entry requires reassessment and any fresh competent certification applicable to the changed work or atmosphere. An old permit must not be used as automatic clearance.

09 / PRACTICAL EMPLOYER AUDIT

Use this page for an internal permit-to-work gap review

Each space uniquely identified and assessed	☐ PASS	☐ FIX
Permit is job-specific with defined validity	☐ PASS	☐ FIX
Competent written air certification traceable	☐ PASS	☐ FIX
Gas test instruments / limitations recorded	☐ PASS	☐ FIX
Isolation points physically verified	☐ PASS	☐ FIX
Communication and standby expectations defined	☐ PASS	☐ FIX
Rescue method is practical and resourced	☐ PASS	☐ FIX
Suspension and re-entry rules are clear	☐ PASS	☐ FIX
Every entrant exit accounted for	☐ PASS	☐ FIX
Expired records or changed jobs force reassessment	☐ PASS	☐ FIX

Priority corrective action	Owner and target date

TRAINING / SUPPORT NEXT STEP

HELP ME CHOOSE A COURSE

REQUEST ON-SITE TEAM TRAINING

SOURCES, GUIDANCE & NEXT STEPS

Stay practical, compliant and connected

AUTHORITATIVE SOURCES & REGULATORY REFERENCES

General Safety Regulations, 1986 — Regulation 5

Competent air evaluation, written certification and applicable conditional safeguards.

General Safety Regulations — Public-sector PDF

Regulation 5 text, including isolation, equipment and attendant provisions.

Occupational Health and Safety Act 85 of 1993

Underlying employer health-and-safety duties.

READ MORE

ENTRY PERMIT BLOG ARTICLE

CONFINED SPACE HAZARDS GUIDE

TRAINING REQUIREMENTS GUIDE

TURN DOCUMENTATION INTO A SAFER TEAM

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WHATSAPP: ASK ABOUT TRAINING

REQUEST EMPLOYER QUOTE

Planning resource only. Adapt to site risks, current law, competent advice and procedures.

This document is not an issued entry permit or competent-person safety certificate.