Guidance : Work Pack Checklist

SECTION 1 : INTRODUCTION

This document, the Work Pack Checklist, is to be used as a **guide** in ensuring that all the relevant documents are part of the Permit Package (Work Pack) prior to the execution of a task/activity.
Performing Authorities are reminded, that the Work Pack is to be built based on the Control Measures identified in the **Task Based Risk Assessment**.

- ☐ Scope of Works _____
- ☐ Work Permit
- ☐ Supplementary Certificates
  - ☐ Diving ☐ Limit of Electrical Access ☐ Radiography ☐ Workover ☐ Swabbing
- ☐ Task Based Risk Assessment
  - ☐ Level 1 (JSA) ☐ Level 2 TBRA
- ☐ Toolbox Talk Form
- ☐ Procedures (These can be either a Method Statement, Work Instruction, Standard Operating Procedure, Standard Maintenance Procedures)
- ☐ Competency Certificates
  - ☐ PTW Certification ☐ _____ ☐ _____
  - ☐ First Aid Certification ☐ _____ ☐ _____
- ☐ Equipment Certificates
  - ☐ First Aid Kit Checklist ☐ _____ ☐ _____
  - ☐ _____ ☐ _____ ☐ _____

SECTION 2 : KEY DOCUMENTS FOR TASK/ACTIVITIES INVOLVING LIFE SAVING RULES

☐	**Hot Work**	☐	Hot Work Certificate	☐	Fire Watch Certification	☐	Gas Monitor Calibration Certification	☐	Fire Extinguisher Certification			
☐	**Confined Space**	☐	Confined Space Entry Certificate	☐	Rescue Plan	☐	Confined Space Entry Attendant Certification	☐	Gas Monitor Calibration Certification	☐	Breathing Air Certification	
☐	**Excavation/ Ground Disturbance**	☐	Excavation Certificate	☐	Drawings	☐	Rescue Plan					
☐	**Driving**	☐	Vehicle/ Mobile Equipment Entry Certificate	☐	Driver's License	☐	Insurance Certificate	☐	Inspection Records	☐	Journey Management Plan	
☐	**Bypassing Safety Controls**	☐	Safety Systems Bypass/ Override Certificate	☐	Bypass/ Override Procedure							
☐	**Energy Isolation**	☐	Electrical Isolation Certificate	☐	Electrical Isolation Procedure							
		☐	Mechanical Isolation Certificate	☐	Mechanical Isolation Procedure							
		☐	Process Isolation Certificate	☐	Process Isolation Procedure							
☐	**Line of Fire**	☐	Exclusion Zone Plan	☐	Traffic Management Plan	☐	Manual Handling Procedure					
☐	**Safe Mechanical Lifting**	☐	Lift Plan	☐	Lifting Equipment Certification	☐	Lifting Accessories Certification	☐	Operator Certification	☐	Banksman Certification	
☐	**Working at Height**	☐	Drawings	☐	Rescue Plan	☐	Scaffolder Certification	☐	Advanced Scaffolder Certification	☐	Operator Certification	☐ Inspection Checklists (Ladder, Equipment)

SECTION 3 : OTHER DOCUMENTS

- ☐ Safety Data Sheet ☐ _____
- ☐ Emergency Response Plan ☐ _____
- ☐ Rescue Plan ☐ _____
- ☐ Medical Certificates ☐ _____
- ☐ HSE Induction ☐ _____
- ☐ Drawings ☐ _____
- ☐ SIMOPS Plan ☐ _____

SECTION 4 : REVIEW

To be completed by the Performing Authority (PA) based on the details in the Task Based Risk Assessment (TBRA) and reviewed by the Approving Authority (AA).

Completed By: _____ (Performing Authority)

Reviewed By: _____ (Approving Authority)