Authority to Work – Contractor Monitoring Checklist

*This checklist is intended to be used for the day to day monitoring of the work being carried out under the authority to work process.*

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| --- | --- | --- |
| **Date:** | **Time:** | **Contractor:** |
| **Reviewer:** | **Position:** | **Site:** |

*If any unsafe conditions are found, the work must be stopped and the Authorised Signatory issuing*

*the authority to work must be notified immediately.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | **Yes** | **No** | **N/A** |
| 1. Is an authority to work document in place and on the job? | |  |  |  |
| 1. Are relevant permits in place? | |  |  |  |
| 1. Are necessary risk assessments available and on the job? | |  |  |  |
| 1. Are the authority to work, associated documents legible? | |  |  |  |
| 1. Is the operational time limit of the authority to work and permits clear? | |  |  |  |
| 1. Are control measures in place as stated within the RAM’s? | |  |  |  |
| 1. Is the work carried out in line with the authority to work? | |  |  |  |
| 1. Are the right people carrying out the task? | |  |  |  |
| 1. Do people know what to do in the event of emergency? (ASK) | |  |  |  |
| 1. Is the personal protective equipment (PPE) in use and in good order | |  |  |  |
| 1. Are tools and equipment suitable and in good condition? | |  |  |  |
| 1. Are housekeeping standards satisfactory? | |  |  |  |
| Observations/discussions: | | | | |
| Actions required: | | | | |
| **Reviewer:** | **Signature:** | | | |