



STANDARD OPERATING PROCEDURE

Title: Work Permit at Height

SOP No.:		Department:	EHS	
		Effective Date:		
Revision No.:		Revision Date:		
Supersede Revision No.:		Page No.:	1 of 5	

1.0 OBJECTIVE:

To lay down a procedure for Work Permit at Height.

2.0 SCOPE:

This SOP is applicable for requirement of Work Permit at Height more than 6 feet in a safe manner within the plant & factory premises of

3.0 RESPONSIBILITY:

Officer / Executive - EHS

4.0 ACCOUNTABILITY:

Head – EHS

5.0 ABBREVIATIONS:

SOP Standard Operating Procedure
No. Number
QA Quality Assurance
Ltd. Limited
EHS Environmental Health & Safety

6.0 PROCEDURE:

- 6.1** Head-EHS shall check the area for safe work at height using scaffolding or safety belt.
- 6.2** The Engineering Manager with Head-EHS shall ensure that adequate arrangement has been made to carry out the job safely by providing suitable platform / metallic ladder etc.
- 6.3** Engineering Officer / Executive shall initiate the Work Permit at Height as shown in **Annexure-I**.
- 6.4** If the site is 6 ft. or more in height, Engineering Manager shall sign the permit to endorse that adequate safety arrangements are made to carry out the job.
- 6.5** The Head-EHS shall inspect the site, once he has ascertained that the site of operation is totally safe, he shall finally authorize the Work Permit at Height.
- 6.6** It is the responsibility of the Engineering Department to check the area on the day of work and issue permit every day before starting the work.
- 6.7** The original copy of the work at height permit will be available at the job site and the second copy will be retained by the department / area where work is to be carried out.
- 6.8 LIMITATIONS:**
 - 6.8.1** No wooden cat ladders shall be allowed in the plant.



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6.8.2 No work shall be carried out unless the permit has been obtained in the specified form and that the same has been duly filled signed by all concerned.

6.8.3 In case of fire alarm, all permits issued for work at height will get suspended till clearance to restart the work has been given by the authorizer.

6.9 GENERAL:

6.9.1 After completion of the job, Engineering Officer / Executive shall indicate the date and time of completion of the job and keep for record.

6.10 WORK PERMIT AT HEIGHT NUMBERING SYSTEM:

WPH/YY/NNNN

Where,

WPH = Work Permit at Height
/ = Separator
YY = Year
NNNN = Serial Number

7.0 ANNEXURES:

ANNEXURE No.	TITLE OF ANNEXURE	FORMAT No.
Annexure-I	Work Permit at Height	

8.0 DISTRIBUTION:

- Controlled Copy No. 01 EHS Department
- Controlled Copy No. 02 Engineering Department
- Master Copy Quality Assurance Department

9.0 REFERENCES:

- OSHA regulation (29 CFR 1926.500-503)



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10.0 REVISION HISTORY:

CHANGE HISTORY LOG

Revision No.	Details of Changes	Reason for Change	Effective Date	Updated By
00	New SOP	Introduction of New SOP		



PHARMA DEVILS
ENVIRONMENT HEALTH SAFETY DEPARTMENT

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ANNEXURE – I



PHARMA DEVILS
ENVIRONMENT HEALTH SAFETY DEPARTMENT

WORK PERMIT AT HEIGHT

Height Work Permit No. _____

First copy : At Job Site

Second copy : Area where job is carried out.

Issued to :

Nature of work : **Location** :

Date of Permit : **Time** : From To

Name of Persons allowed

- | | |
|----|----|
| 1. | 4. |
| 2. | 5. |
| 3. | 6. |

S.No.	Checklist	Yes/No	Required/Not Required
1.	Scaffolding		
2.	Safety Belt with arrangement for fixing		
3.	Safety Helmet		
4.	Other Safety Measure taken / required for the job		

Safety Instruction (If any): _____

I declare that the above mentioned Safety measures have been taken and permit for work at height may be issued.

Checked By:
Sign & Date
Head Engineering



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This permit is valid for today (Date: _____) only and upto _____Hrs.

Authorised By:

Sign & Date

Head-EHS

Note:- Observed the area and found/ restored it in normal condition as previously.

Observed By:

Sign & Date

Observed Time: _____