



Permit to Work Internal Audit Checklist. No.1

Complete

Score	20 / 21 (95.24%)	Flagged items	0	Actions	0
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Document No. 20230824

Audit Title: Permit to Work Internal Audit

WEEKLY PERMIT TO WORK ASSESSMENT

Client / Site

MORPHAUDIT

Conducted on 24.08.2023 16:23 PST

Prepared by Bernie Hill

Location 1707 Lincoln Ave, Alameda CA,
94501

Personnel

Bernie Hill

Audit

20 / 21 (95.24%)

Permit to Work

20 / 21 (95.24%)

Does the work effort package contain the following documents:

answer the following questions

a) access permit

answer the following questions

b) associated high risk permit

Yes

[MORPHAUDIT High Risk Permit.pdf](#)

c) critical works release form

Yes

[MORPHAUDIT Critical Work Release Form.pdf](#)

d) COSHH data sheets

N/A

Not Applicable

e) RAMS

N/A

Not Applicable

f) Work Closure Form

Yes

[MORPHAUDIT PTW Closure Form.pdf](#)

g) any relevant drawings or manufacturers literature

N/A

We have sufficient documents.

a) has a permit been raised and approved in e-permit

Yes

Approved e-permit as of August 16th, 2023. See attached approval form

[MORPH AUDIT - E-Permit Approved 08162023.pdf](#)

b) have the correct high risk activities been considered, do they match those considered in the vendors risk assessment

Yes

c) does the permit reflect adequately the zone, location, service and activity associated with the works to be undertaken

Yes

d) has the permit been raised and closed within the system

Yes

As of 08/24/2023, permit reflects correct and accurate data as raised on the 16th.

a) has the permit been issued at the place of work and the vendor retained a copy for display if requested

No

The Vendor is awaiting a copy of the permit. We have already followed up via e-mail. We shall give a proper call today

b) has the permit issuer signed the issued section	Yes
c) has the recipient (CP) signed the acceptance section, is the CP same as that printed on the permit	Yes
d). Is there a duplicate copy retained in the NOC	Yes
e) has the permit been issued on the system once the paper permit has been issued (see section 2 (d))	Yes
f) when questioned does the vendor display a thorough understanding of the works to be undertaken, the residual risks present and the control measures required to prevent risk. Has this been communicated to additional members of the team.	Yes
<p>Vendor has prepared a team that will co-operate with us on start of the project. The following volunteers are :</p> <ul style="list-style-type: none"> - Vincent Kross - Douglas Baker - Amanda Baker 	
g) have all related documents been issued at the point of work	Yes
<p>Vendor has confirmed receipt as per e-mail yesterday (23rd)</p>	
h) has the attendance attachment sheet been completed and signed by all attending contractors associated with the work effort	Yes
a) has the recipient (CP) signed the clearance section, is the CP same as that printed on the permit	Yes
b) has the permit issuer signed the closure section at the point of work	Yes
c) has the permit been closed on the system once the paper permit has been issued (see section 2 (d))	Yes
a) access permit - are all sections completed satisfactorily	Yes
b) associated high risk permit - are all sections completed satisfactorily	Yes
c) critical works release form - are all sections completed satisfactorily	Yes
d) COSHH data sheets - are all sections completed satisfactorily	N/A

Not applicable

Media summary

[MORPHAUDIT High Risk Permit.pdf](#)

[MORPHAUDIT Critical Work Release Form.pdf](#)

[MORPHAUDIT PTW Closure Form.pdf](#)

[MORPH AUDIT - E-Permit Approved 08162023.pdf](#)