

COMPLIHUB

Permit to Work

Authorise non-routine work under controlled conditions — so that no hot, confined-space, height, or excavation job begins without the hazards assessed, the equipment prepared, the crew cleared, and every required signature obtained.

Configurable permit forms

Shift-aware approvals

Gas testing with auto-suspend

Four-signature closure

Contractor crew verification

ISO 45001 & PSM compliant

Independent module — no other CompliHub pack required. · Integrates into a full IMS when additional modules are licensed.

● Executive Summary

CompliHub Permit to Work digitalises the entire permit lifecycle — from the initial request through hazard assessment, multi-level authorisation, gas testing, toolbox talks, and four-signature closure — on a single platform that replaces carbon-copy permit books, WhatsApp approvals, and spreadsheet tracking.

The module is built for process plants, refineries, chemical facilities, power stations, and any site where non-routine work carries the risk of fire, explosion, toxic release, or structural collapse. It enforces the controls that prevent these outcomes — not as a checklist after the fact, but as gates that block the work from starting until satisfied.

Every permit produces a complete, timestamped, legally defensible record of who authorised what, under which conditions, with which gas readings, and who confirmed the area was made safe afterwards. This is the record a Factories Act inspector, an ISO 45001 auditor, or a post-incident investigator needs.

50%

Reduction in permit cycle time

100%

Gas tests recorded digitally

Zero

Permits issued without
required signatures

24/7

Shift-aware approval routing

● The Problem

Non-routine work — hot work, confined-space entry, work at height, line-breaking, excavation — accounts for a disproportionate share of fatal industrial incidents. The permit-to-work system exists to prevent these deaths by ensuring that every precondition is satisfied before work begins.

In practice, most sites still run this on carbon-copy paper permits or basic fillable PDFs. The problems are well known to anyone who has managed a permit office:

The paper permit is filled in after the work has started. The gas test is recorded on a separate sheet and stapled to the back. The shift change happens and the incoming shift supervisor does not know which permits are active. The contractor starts work on a permit that expired two hours ago because nobody told them. The fire watch walks away after 15 minutes instead of 30 because it is not tracked. The area authority signs the closure without visiting the site because the work was finished yesterday and the paperwork is just catching up.

Work Starts Before Authorisation

Paper permits are often completed retrospectively. The permit exists to prove the work was authorised, but the work started before the ink dried.

Gas Tests Are Disconnected

Gas readings are on a separate log, stapled to the permit after the fact. A failed reading does not automatically suspend the permit.

Shift Handover Blind Spots

The incoming shift has no real-time view of active permits, their conditions, or their expiry times. Permits roll over shifts without formal acknowledgement.

Expired Permits Go Unnoticed

Work continues past permit validity because there is no system to notify the crew, the supervisor, or the safety officer at expiry.

Closure is Incomplete

The four parties (requester, issuer, gas tester, area authority) rarely close together. Closure signatures are collected over days, often by circulation.

No Consolidated Permit Board

The control room has a whiteboard or Excel sheet. It is updated manually, lags reality, and offers no drill-down to the actual permit conditions.

The CompliHub Solution

CompliHub Permit to Work enforces the permit lifecycle as a gated workflow — each step must be completed before the next becomes available. The system does not allow shortcuts because the shortcuts are what kill people.

Versioned permit form builder. Each permit type (hot work, confined space, height, excavation, line-break, electrical isolation, general) has its own form, defined by the site administrator using a section-based builder. Sections contain Yes/No/NA checkpoints, enforceable numeric ranges (e.g., LEL must be below 10%), free text, and attachments. The form is versioned — changing it creates a new version; existing permits retain the version they were issued under.

Permit types clubbed onto one permit. A job that requires both hot work and confined-space entry does not need two permits. Both types are clubbed onto a single permit, and the validity defaults to the shorter of the two — so the more restrictive conditions always govern.

Shift-aware multi-level approval. The approval matrix is defined per permit type and per approver level. The system routes to the approver on the current shift. If the shift changes mid-approval, the incoming approver picks up the queue. No permit waits for someone who has gone home.

Gas test log with auto-suspend. Gas readings (LEL, O₂, H₂S, CO, any configured parameter) are logged against the permit. Each reading is compared to the site's limits. A reading that exceeds the limit automatically suspends the permit and notifies the area authority and the crew. The permit cannot be resumed until a passing reading is recorded.

Renewals as re-approval. Extending a permit is not a date edit — it is a fresh approval cycle with a new gas test. This ensures that conditions are re-verified, not assumed to persist.

Toolbox talk record. The pre-work briefing is recorded against the permit — who attended, what was covered, who delivered it. The crew list from the toolbox talk is the crew list on the permit.

Four-signature closure. Closure requires four signatures: the person who did the work, the person who issued the permit, the person who tested the gas, and the area authority who confirms the site is safe. The 30-minute fire watch (for hot work) is a timed gate — the fire-watch signature cannot be obtained until 30 minutes after work completion.

Contractor crew with gate-pass checking. Each crew member is named on the permit. If the Visitor Management module is active, their gate-pass status and medical clearance are verified automatically. No valid gate pass, no place on the crew list.

Permit board and print. A real-time permit board shows all active, suspended, and expired permits — filterable by area, type, contractor, and shift. Each permit is printable to a site-branded A4 format with QR code for field verification.

● Detailed Feature Breakdown

Permit to Work

Authorise non-routine work under controlled conditions, so that no hot, confined-space, height or line-break job begins without the equipment prepared, the hazards assessed, the crew cleared and every required signature obtained.

ISO 45001 §8.1.2, §8.1.4

- Versioned permit form builder (sections, Yes/No/NA checkpoints, enforceable numeric ranges)
- Permit types, clubbed onto one permit and folded to the shortest validity
- Permit type × approver level matrix, escalating by shift
- Shift master per site
- Named check sheets, snapshotted onto each permit
- Gas test log with limits that block issue and suspend on failure
- Renewals as re-approval, not a date edit
- Toolbox talk record
- Four-signature closure with the 30-minute fire watch
- Contractor crew with gate-pass checking
- Permit board, printable permit and print log

● Standards & Compliance Coverage

Permit-to-work systems are required or implied by virtually every process safety and occupational safety framework. The module maps directly to the following clauses and regulations:

The system does not merely record that a permit was issued — it enforces the conditions that the standard requires before work is authorised. The distinction matters to auditors.

Standard / Regulation	Clause	How This Module Addresses It
ISO 45001:2018	§8.1.2	Elimination and reduction of OH&S risks — the permit system is the primary operational control for non-routine hazardous work.
ISO 45001:2018	§8.1.4	Control of outsourced processes — contractor crews are controlled through the permit workflow, crew verification, and toolbox talks.
29 CFR 1910.119	PSM §(f)	Hot work permit — the system enforces fire prevention, gas testing, and the 30-minute fire watch as gated steps.
29 CFR 1910.146	PRCS	Permit-required confined spaces — entry permits with atmospheric testing, rescue arrangements, and attendant designation.
Factories Act 1948	§36A & §37	Precautions against dangerous fumes, explosive dust, and fire — the gas test log and fire-watch closure provide the statutory evidence.
OSHA PSM	14 elements	The permit system covers element 6 (hot work) directly and supports elements 4 (operating procedures), 7 (contractor safety), and 11 (incident investigation) by providing the authorisation record.

● Why CompliHub

Most permit-to-work software digitises the form. CompliHub enforces the process — gates that block work until every precondition is met, not fields that record what happened after the fact.

Gates, Not Fields

A gas reading that fails suspends the permit. A shift change routes to the new approver. An expired permit notifies the crew. The system enforces, it does not merely record.

Form Builder, Not Fixed Forms

Every site designs its own permit forms — sections, checkpoints, numeric ranges, attachments. No two plants are identical, and the system does not pretend they are.

Shift-Aware Routing

Approvals route to whoever is on shift right now. Permits do not wait overnight for a day-shift supervisor who will not see them until morning.

Clubbed Permit Types

One permit, multiple types, shortest validity. The contractor does not need to track three permits for one job.

One Audit Trail

The permit, its gas tests, its toolbox talk, its closure — all in the same PaperTrail log that records incidents, findings, and CAPA actions.

Works Standalone

No other CompliHub module required. Add Visitor Management for crew gate-pass checking, or Incident Management for permit-linked investigations, when ready.

When Combined with Other CompliHub Modules

- **+ Visitor Management:** Contractor crew members are verified against their gate-pass and medical clearance status. No valid pass = no place on the permit.
- **+ Incident Management:** An incident on a permitted job links directly to the permit record — the crew list, gas readings, and conditions are immediately available to the investigator.
- **+ CAPA:** A finding raised against a permit closure failure feeds directly into the corrective action workflow, with the permit as source evidence.
- **+ Occupational Health:** Crew members requiring specific medical fitness (e.g., confined-space respiratory fitness) are verified before they appear on the crew list.

See It in Action

Thirty minutes on your worst workflow. We show one complete process end to end, on your terms.

Book a Demo

We walk through your specific use case — your forms, your approval chains, your pain points — in a live session on the actual product.

No slides. No generic walkthrough. Your workflow, your data shape, your approval matrix.

Typical Implementation

Typical go-live in 3–4 weeks. Week 1: permit types, form design, approval matrices, shift master. Week 2: gas test parameters and limits, named check sheets, toolbox talk templates. Week 3: guard/supervisor training, parallel run with paper. Week 4: cutover, paper permits retired.

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