

Electrical isolation permit

Blank permit for work on electrical equipment that has been made dead. Never use it to authorise live work.

Work on electrical equipment dead wherever you can. Live work is only allowed when it is unreasonable for the equipment to be dead, reasonable to work on it live, and suitable precautions are taken. This permit must never be used for live work.

Issue a permit for high-voltage work once the equipment has been made safe. Permits are not common practice for low-voltage work, but consider one where it would help safety.

Only a designated competent person, authorised in writing by the employer, issues this permit. Before issuing it, they write down the steps to disconnect, isolate, prove dead, lock off, earth and post notices.

Equipment and work

Permit number _____	Site address _____
Issued to (leader of the working party, present throughout) _____	Company _____
Equipment made dead and its exact location _____	Work to be done _____
Other permits in force _____	Other hazards nearby _____

Making the equipment safe

Record each step as it is done. Isolation means the equipment is disconnected and separated from every source of electrical energy, and the disconnection is secure. Take precautions so it cannot become live again during the work.

Step	Details	Done by	Time
Equipment identified (do not rely on labels alone)			
Disconnected from every source of supply, and stored charge discharged			
Points of isolation			
Locked off with safety locks (keys held by)			
Caution notices at the points of isolation			
Proved dead at the point of work, with the tester checked before and after use			
Earths applied (where)			
Danger notices and barriers at nearby live parts			
Further precautions during the work			

Include or attach a diagram showing the work zone, the points of isolation and the earths.

Diagram of the work zone (or attach one)

Issue and receipt

Issue the permit at the place of work. The issuer explains the work and agrees the details with the person receiving it before both sign. If the issuer will also do the work, someone else checks the precautions independently.

The person receiving the permit keeps it while the work is in progress, and makes sure only the work on it is done, in the area it defines.

	Name	Signature	Date and time
Issued by			
Received by			

Clearance and cancellation

When the work is complete, the person it was issued to confirms that added earths and tools are removed and everyone is withdrawn and told not to approach the equipment, and says whether it is fit for service. The issuer cancels the permit before the equipment is re-energised. To change the work, cancel this permit and issue a new one.

Equipment fit for service? ☐ Yes ☐ No

	Name	Signature	Date and time
Work complete: person it was issued to			
Cancelled by issuer, before re-energising			

Based on: The Electricity at Work Regulations 1989, regulations 12, 13 and 14; HSE guidance HSG85, Electricity at work: safe working practices (third edition), paragraphs 47 to 60 and 69 to 84.

- Electricity at Work Regulations 1989, regulation 12: <https://www.legislation.gov.uk/uksi/1989/635/regulation/12>
- Electricity at Work Regulations 1989, regulation 13: <https://www.legislation.gov.uk/uksi/1989/635/regulation/13>
- Electricity at Work Regulations 1989, regulation 14: <https://www.legislation.gov.uk/uksi/1989/635/regulation/14>
- HSE, Electricity at work: safe working practices (HSG85): <https://www.hse.gov.uk/pubns/books/hsg85.htm>

Blank template from The Site Book, October 2026. Fill it in for the actual job and site.