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| **AUTHORISED PERSON** | **PERSONAL LOG BOOK** | Authorising Engineers |

An AP needs to keep notes of their Permit Issue activities which vary depending site works. This form provides a simple check list of typical entries and should be updated 3-monthly.

AP Name:

Site:

Time on Site: Months / Years

Year: 20\_ \_

Period: Jan-Mar April-Jun Jul-Sept Oct-Dec

The following list summarises the site activities during the past 3 months with respect to the Pressure Systems:

Current programme is not in the “Permit Issue” phase

Competent Person assessments made by me

AE Audit undertaken on the site / complex

I have Audited the site / sub-contractor activities

AE Audit actions completed

Safety Programme(s) & RAMS developed ready for pressure testing works

Safety Programme(s) & RAMS amended to reflect site changes

Mechanical / Site Safety Plan drafted

Mechanical / Site Safety Plan amended

Mechanical / Site Safety Plan signed and issued

All pressure testing completed

New project only minimal site works

Pressure Systems Annual Insurance Inspection(s) undertaken

Busy period with numerous permits issued

No permits issued by me during this period

<10 permits issued by me during this period

10-20 permits issued by me during this period

>20 permits issued by me during this period

Signed:

Date:

Please file in the site Document Cabinet

Any queries please contact the Authorising Engineer: [david.smith@tsaservices.co.uk](mailto:david.smith@tsaservices.co.uk)

[www.tsaservices.co.uk](http://www.tsaservices.co.uk/Services/Authorising_Engineers.html)