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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

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