



# Permit Receiver

## QUESTION 01

What if the Covid 19 level changes and I've already booked a course?

We continue to update our T&C as Covid restrictions evolve, see [Terms and Conditions Cancellations/Rescheduling](#) for up to date guidance.

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## QUESTION 02

Permits can be complex; how much paperwork is covered in this course?

The course material will cover most permit types and processes you will encounter as a Permit Receiver and discusses issues that may occur when working with these.

A good understanding of English and literacy is required as the permit documents do need to be legible.

**Documentation may include but not be limited to:**

- Safety n Action Job Safety Analysis document
- Work permit
- Hot work and/or working at heights permit
- Isolation certificate
- Emergency Plan
- Permit Audit Document
- Permit Activity register

02

## QUESTION 03

We have our own company permit system, so how will this course material be applicable?

This material is a "hybrid" manual with common themes from numerous company specific PTW procedures. These documents are designed to reflect common support material and processes currently used in NZ industry and reflects best practice and procedures. The concepts contained within the training material should be applicable to your own permit policies and procedures. It is possible to do a course specifically for your company with emphasis on your documented procedures and policies. Please talk to our administration team to arrange a bespoke training session.

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## QUESTION 04

Why is the SnA Hazard and Risk Management course a recommended pre-requisite for attending this course?

In the Health and Safety at Work Act 2015, all PCBUs require a Safe Work System designed to control risk thereby avoiding harm to people, the environment and organization. A Permit to Work system is a type of Safe Work System. The Hazard and Risk Management course provides the knowledge and skills to complete the initial risk identification and control management aspects of the process. As we only refer to this topic as a stage of the JSA development within this course material, the prior understandings gained from the full Hazard and Risk Management course will make it easier to comprehend and apply the knowledge with respect to the other permitting processes information and assessment procedures covered throughout the course.

## QUESTION 05

Can we use our own company paperwork on the course?

It is possible to use company administrative paperwork on a company booked course. This would be more appropriate for a company booking and would have to cover any evidential requirements stated by the NZQA unit standard. This said, the Safety n' Action course paperwork covers all requirements, so any short falls could be bridged with generic training paperwork. Always inform SnA in advance if this is the intention.

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