

PERMIT-REQUIRED CONFINED SPACE ENTRY PERMIT

Vanguard Training Group | Complete before entry

VTG-CS-PRMT-001

1. SPACE IDENTIFICATION AND PURPOSE

Space name / ID

Location / facility

Permit no.

Purpose of entry

Date

Work order

Authorized start

Authorized end (not past task time)

Shift / crew

Space type:

☐ Tank

☐ Vessel

☐ Pit

☐ Vault

☐ Sewer

☐ Silo

☐ Duct

☐ Manhole

☐ Other

2. WORK TO BE PERFORMED (check all that apply; attach supporting permits)

Work type:

☐ Inspection

☐ Cleaning

☐ Maintenance

☐ Repair

☐ Hot work

☐ Electrical work

☐ Other

HOT WORK

(weld / cut / grind / open flame)

☐ None

☐ Yes - permit no.

☐ Attached

ELECTRICAL

(energized work / LOTO / temp power)

☐ None

☐ Yes - permit no.

☐ Attached

3. ENTRY TEAM (print names authorized for this permit duration)

AUTHORIZED ENTRANT(S)

ATTENDANT(S)

ENTRY SUPERVISOR

1.

1.

1.

2.

2.

2.

3.

3.

3.

4. HAZARDS AND MITIGATIONS

Check if present. Check Mit. if controlled. Write the specific control in the line provided.

Hazard Category

Present

Mit.

Specific Mitigation / Control Measure

Atmospheric

O2 high/low. LEL, toxic aas, dust

Engulfment

liquid, solid/grain, sludge

Configuration

walls, slope, baffles, exit, fall

Energy / Mechanical

electrical, moving parts, pressure

Other

heat/cold, noise, visibility, chemical, hot work

Additional notes / specific chemicals

5. ISOLATION AND HAZARD CONTROL MEASURES

Energy isolation (LOTO):

☐ Electrical

☐ Mechanical

☐ Hydraulic

☐ Pneumatic

☐ Chemical

☐ Thermal

☐ N/A

Process / piping:

☐ Blank / blind

☐ Double block & bleed

☐ Disconnect / misalign

☐ Lockable valve

☐ N/A

Atmosphere control:

☐ Purge / flush / vent

☐ Continuous forced air

☐ Local exhaust

☐ Inerting

☐ Natural only

Isolation verified by

Time

Isolation points / notes

6. EQUIPMENT AND PPE REQUIRED FOR THIS ENTRY

☐ Full-body harness

☐ Retrieval / lifeline

☐ Tripod / davit

☐ Mechanical retrieval

☐ Hard hat

☐ Eye protection

☐ Gloves

☐ Protective clothing

☐ Hearing protection

☐ Safety footwear

☐ Rated lighting

☐ GFCI / elec. safety

☐ Air-purifying respirator

☐ Supplied-air / SCBA

☐ Escape respirator

☐ Entrant gas monitor

☐ Attendant monitor

☐ Ventilation fan

☐ Radio / phone

☐ Permit posted at entry

☐ Barricades / signs

☐ Fire extinguisher

☐ First aid kit

☐ Other:

7. COMMUNICATION PROCEDURES (entrants – attendant – rescue)

Primary method

Channel / number

Check-in interval

Backup

How attendant summons rescue

Emergency phone / radio

8. RESCUE AND EMERGENCY SERVICES (arrange BEFORE entry)

Rescue method:

☐ Non-entry retrieval (preferred)

☐ On-site entry rescue team

☐ Off-site emergency service

Rescue service / team

Phone / radio

Notified (time)

ETA

Nearest hospital / EMS

Retrieval equipment staged & inspected:

☐ Yes

☐ No

☐ N/A

9. ATMOSPHERIC TESTING AND MONITORING LOG (initial + periodic for full duration)

Instrument / model

Serial / ID

Bump / cal OK

Primary tester

Monitoring: ☐ Continuous (log below) Periodic every _____ min

Test before entry: Top → Middle → Bottom. Re-test after ventilation change, break, or alarm. Record periodic

#	Time	O2 %	LEL %	H2S	CO	Other	Init.	Result
1								☐ OK ☐ Fail
2								☐ OK ☐ Fail
3								☐ OK ☐ Fail
4								☐ OK ☐ Fail
5								☐ OK ☐ Fail
6								☐ OK ☐ Fail
7								☐ OK ☐ Fail
8								☐ OK ☐ Fail
9								☐ OK ☐ Fail
10								☐ OK ☐ Fail
11								☐ OK ☐ Fail
12								☐ OK ☐ Fail
13								☐ OK ☐ Fail
14								☐ OK ☐ Fail

Write plain numbers (example: O2 20.9). Attach extra sheet if more readings needed. Record initial pre-entry, periodic, re-entry, after ventilation change, and any alarm/event.

10. PERSONNEL TIME LOGS (attendant maintains both tables throughout the entry)

ENTRANT ENTRY / EXIT LOG

ATTENDANT DUTY LOG (start / stop)

#	Entrant name	Time IN	Time OUT	Init.	#	Attendant name	Start	Stop	Init.
1					1				
2					2				
3					3				
4					4				

Log every time an entrant goes in or comes out.

Log each attendant tour of duty (relief / shift change).

11. PRE-ENTRY BRIEFING (entry supervisor verifies with team before first entry)

☐ Hazards of the space and the work tasks reviewed with entrants and attendant(s)
☐ Acceptable entry conditions and atmospheric results explained; retest and alarm actions agreed
☐ Isolation / LOTO / blanks verified complete; this permit posted at the entry
☐ PPE, retrieval, communication, monitoring equipment inspected and staged
☐ Rescue plan, summon method, and emergency contacts confirmed; attendant duties clear
☐ Entrants instructed to exit immediately if ordered, alarm activates, or prohibited condition is detected

12. AUTHORIZATION TO ENTER (only after sections 1-11 are complete)

I verify controls, isolation, testing, equipment, personnel, communication, and rescue arrangements are complete and acceptable entry conditions exist. Entry is authorized only for the space, work, and duration listed on this permit.

Entry supervisor (print)

Signature

Date / time

Attendant (print)
Not required

Signature

Date / time

13. PERMIT COMPLETION / CANCELLATION

Reason closed: ☐ Work completed ☐ Duration expired ☐ Conditions changed ☐ Evacuation / emergency ☐ Other

All entrants exited and accounted for: ☐ Yes ☐ No - explain: _____

Space secured / notes _____

Closed by supervisor (print)

Signature

Date / time

NEW PERMIT REQUIRED IF: Duration ends | New hazard | Work scope changes | Different space | Team change beyond listed | Hazard evacuation
File completed permit for 1 year. Hot work and electrical permits (if used) attach and close with this permit.