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| **Permit to Work Number:** |  |

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| Section 1: General Details |
| **Work Activity Title:**(As per Work Activity Risk Assessment) |       |
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| **Section 2: PTW Transfer & Re-Authorisation** |
| Transfer –I, the current On-Site Supervisor of the work group who have been engaged to perform the work (or PBPL Permit to Work Authorising Officer during shift changeovers) for this PTW, hereby transfer this PTW and acknowledge that I understand my responsibilities to communicate PTW and work specific information to the accepting On-Site Supervisor (or Authorising Officer during shift changeover). I also verify that I have detailed any specific conditions of transfer below where I have not been able to communicate with the accepting On-Site Supervisor of the work group who have been engaged to perform the work (or PBPL Authorising Officer during shift changeover). | Specific Instructions –These are any essential details that the transferring On-Site Supervisor of the work group who have been engaged to perform the work (or PBPL Permit to Work Authorising Officer during shift changeovers) would like to communicate to the accepting On-Site Supervisor of the work group who have been engaged to perform the work (or PBPL Permit to Work Authorising Officer during shift changeovers), particularly in the event where face-to-face transfer cannot be undertaken. | Accept –I, the accepting On-Site Supervisor of the work group who have been engaged to perform the work (or PBPL Permit to Work Authorising Officer during shift changeovers) for this PTW, hereby accept this transfer and re-authorisation and acknowledge that I understand my responsibilities, including the PTW and work specific information communicated by the transferring On-Site Supervisor of the work group who have been engaged to perform the work (or PBPL Permit to Work Authorising Officer during shift changeovers). I also acknowledge that I am competent to coordinate the relevant PTW scope and understand my role in communicating with the Work Party. |
| **Name** | **Signature** | **Date** | **Time** |  | **Name** | **Signature** | **Date** | **Time** |
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***Note:***

*1. This Transfer Form may also be used by PBPL Permit to Work Authorising Person’s (Masters and Chief Engineers TSHD Brisbane) or Isolation Officers during a shift changeover process, where specific information about a PTW needs to be documented. If this is the case, ensure that relevant detail is included within the Specific Instructions column to highlight the nature of the Transfer.*

*2. On the rare occasion that an On-Site Supervisor of the work group who have been engaged to perform the work is unavailable to continue coordinating a PTW and is unavailable to transfer the PTW to a new On-Site Supervisor* *of the work group who have been engaged to perform the work, a PBPL Permit to Work Authorised Person is able to make the necessary investigations as to the PTW’s progress and safety issues, communicate to the Work Party and new On-Site Supervisor of the work group who have been engaged to perform the work and transfer the PTW on their behalf (by completing the Transfer section & Specific Instructions sections above).*