

## StayLive Permit Recipient – Employer Attestation

This form is to be completed by the employer to confirm the employee named is certified Work Capable and able to undertake StayLive Permit Recipient responsibilities.

<b>Employee Name</b> (Exactly as SCT)	
<b>Organisation</b>	
<b>People Leader*</b>	
<b>Date</b>	

### Confirmation of Practice

**The employer attests that the employee:**

- Has completed the StayLive Permit Recipient eLearning module, actively performed the role of Permit Recipient, as defined in the StayLive Work Authority Work Control Procedure and demonstrates ongoing practice consistent with maintaining capability (benchmark: at least 3 Permits in the past 24 months), with no major non-compliances identified.

*Note: It is the employer's responsibility to validate records of Permits completed within the 24-month period.*

### Competency Attributes

The individual consistently demonstrates the following **Permit Recipient responsibilities** (tick to confirm):

#### 1. Preparing for the Task & Collaboration

- Contributes to pre-work planning including describing the work to be undertaken and providing input to support Permit drafting.
- Works with the Issuer to agree the work scope and correct WCP, including recognising when a Permit is required as opposed to a Work Authority.

#### 2. Risk Mitigation & Safety Measures

- Works with the Issuer to ensure IASMs are suitable for the work.
- Works with the Issuer to identify required RASMs and plant status controls, identifies isolation points and hardware, and ensures they are applied safely.
- Follows site-specific requirements when applying and managing safety measures.
- Records and manages RASMs throughout the work, including removal.

### **3. Pre-work Inspection**

- Checks the worksite to confirm plant condition, safety measures, permit boundary and work party locations.

### **4. Accepting the Permit**

- Confirms the work, equipment, and safety measures on the Permit match the intended work before accepting.
- Confirms IASMs are correctly applied and RASMs are agreed prior to acceptance.

### **5. Supervision**

- Establishes and maintains appropriate supervision, including use of Supervisor AP and/or Supervisor Work Party roles where required.
- Maintains oversight of the work, including when supervision is delegated.

### **6. Recipient Responsibilities & Permit Integrity**

- Maintains Permit integrity (equipment being worked on, permit boundaries, work party sign-off/on, safety measures, changes etc.).
- Is present at the worksite when required and remains contactable and readily available while the Permit is in force or transfers the Permit to a new Recipient if unable to fulfil responsibilities.
- Ensures all personnel signed onto the Permit are kept informed of work activities and that any changes to the work, isolations, or safety measures are communicated and understood.
- Participates in site coordination activities required for the work.

### **7. Limited Testing**

- Manages testing under an Access Permit in line with WCP requirements or can clearly explain how this is carried out in practice.

### **8. Close-out**

- Completes return-to-service checks and confirms plant state prior to Permit return.

### **9. Returning the Permit**

- Returns the Permit in line with agreed timing and conditions.

### **10. Test Permits**

- Identifies when a Test Permit is required.
- Manages IASMs removed for testing and ensures they are reinstated or status is agreed and recorded.
- Applies additional controls required for testing.
- Fulfils Test Permit Recipient responsibilities, including supervision where required.

*Note: Where Test Permit activities have not been performed in practice, competence may be demonstrated by clearly explaining how they are applied in accordance with WCP requirements.*

## Employer Declaration

I confirm either through my own observations or in consultation with a technical expert\*\*, that the employee named above:

- Has demonstrated the required skills, behaviours, and practice expected of a competent Permit Recipient.
- Meets the ongoing requirements for Certified status under the StayLive framework.

## People Leader\* Signed

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First name   Last Name	Signed	Date
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*\*This attestation is to be completed by the person responsible for guaranteeing the named employee's competency. E.g., employer, manager or sole trader self-attestation and is valid for 2 years from the signatory date above.*

## Additional Note for Employers

If, in completing this attestation, the employer determines that the named employee:

- Does **not yet meet** the criteria for Certified status, OR
- No longer demonstrates ongoing practice and competence as a Permit Recipient, then the following applies:

### Reversion to Provisional Status

1. Confirm the requirement to maintain a StayLive Permit Recipient certification. If confirmed, move to Step 2.
2. The individual will revert to StayLive Permit Recipient – Provisional status.
3. During the Provisional phase:
  - They must complete and log **at least 3 Permits** within a 24-month period.
  - They will work under **general supervision** and receive **coaching / performance support** from Issuers and supervisors.
  - Their progression back to **Certified** status will follow the **standard pathway** requirements.

**\*\* Technical Expert** - for the purposes of this attestation, a technical expert is a person who has **current, relevant technical knowledge and practical experience** in the work activities being undertaken and is **competent to make an informed judgement** on the demonstrated skills, behaviours and safe work practices expected of a **StayLive Permit Recipient**.

For any questions, concerns, or further clarification, please refer to the WCP Group page for guidance or contact the appropriate member company representative listed there.

<https://www.staylive.nz/Site/staylive/Working-Groups/current-working-groups/workcontrol-procedures.aspx>