Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

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COURSE BROCHURE

Permit to Work (PTW)

Custom Courses / Health, Safety and Environment (HSE)

Unit Standard AATICD-0314 · NQF Level 5 · 10 Credits · 5 Days

COURSE OVERVIEW

The purpose of this course is to equip learners with the knowledge and skills required to implement and manage a Permit to Work (PTW) system in the workplace. It focuses on ensuring that high-risk activities are conducted safely through proper authorization, communication, and control measures. Learners will understand the legal and organizational requirements for PTW and be able to apply them effectively.

Category	Custom Courses
Subfield	Health, Safety and Environment (HSE)
Unit Standard	AATICD-0314
Accreditation	SAQA Accredited · NQF Level 5 · 10 Credits
Duration	5 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS — verifiable online

LEARNING OUTCOMES

- Apply the principles of a Permit to Work system to control high-risk activities.
- Analyze the types of permits and their specific requirements for various tasks.
- Evaluate the hazards and risks associated with permit-required work and implement control measures.
- Design and implement a Permit to Work procedure tailored to organizational needs.
- Demonstrate the process of issuing, reviewing, and closing out permits, including handover and suspension.
- Ensure compliance with relevant legislation, standards, and organizational policies regarding PTW.

WHO SHOULD ATTEND

- This course is designed for safety officers, supervisors, managers, and any personnel responsible for authorizing, issuing, or working under permits in high-risk environments such as construction, mining, oil and gas, and manufacturing.

COURSE OUTLINE

Day 1: Introduction to Permit to Work Systems

- Definition and objectives of a PTW system
- Legal requirements: OHS Act, regulations, and standards
- Hazard identification and risk assessment principles
- Types of permits: hot work, cold work, confined space, etc.
- Roles: permit issuer, permit receiver, authorized person, etc.
- Permit lifecycle: request, authorization, execution, and closure
- Common causes of PTW failures
- Case studies of incidents due to PTW breakdowns

Day 2: PTW Procedures and Documentation

- Detailed PTW procedure flow
- Risk assessment and method statement integration
- Isolation techniques and lockout/tagout procedures
- Permit conditions and limitations
- Documentation: permit forms, checklists, and registers
- Communication and handover protocols
- Shift change and permit renewal processes
- Common documentation errors and how to avoid them

Day 3: Risk Assessment and Hazard Control in PTW

- Hazard identification techniques (e.g., JSA, HAZOP
- Risk assessment matrix and risk scoring
- Hierarchy of controls: elimination, substitution, engineering, administrative, PPE
- Control measures for hot work, confined space, and high-risk activities
- Gas testing and atmospheric monitoring
- Fire prevention and emergency preparedness
- Reviewing and approving risk assessments
- Practical exercises in risk assessment for permit scenarios

Day 4: Permit Authorisation and Control

- Permit authorization hierarchy and limits of authority
- Competence requirements for permit issuers and receivers
- Permit duration, extension, and cancellation procedures
- Controlling simultaneous permits and conflicting activities
- Permit suspension and emergency stop procedures
- Auditing and monitoring PTW compliance
- Incident reporting and investigation related to PTW
- Human factors: fatigue, communication, and supervision

Day 5: PTW Implementation and Continuous Improvement

- Implementation planning: policy, procedures, training, and resources
- Behavioural safety and PTW culture
- Contractor management and PTW
- Emergency response and PTW integration
- Case studies of successful PTW implementation

- Continuous improvement: reviews, audits, and lessons learned
- Group exercise: developing a PTW system for a simulated workplace
- Final assessment and course review

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **10 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 17,700.00	**R 17,700.00**
1	In-House	R 23,900.00	**R 23,900.00**
1	On-Campus (Pretoria)	R 26,700.00	**R 26,700.00**

UPCOMING SESSIONS

Start	End	Method	Venue
07 Dec 2026	11 Dec 2026	Online	—
07 Dec 2026	11 Dec 2026	On-Campus	Maseru, Lesotho
07 Dec 2026	11 Dec 2026	On-Campus	Kigali, Rwanda
07 Dec 2026	11 Dec 2026	On-Campus	Accra, Ghana
07 Dec 2026	11 Dec 2026	On-Campus	Cape Town, South Africa
07 Dec 2026	11 Dec 2026	On-Campus	Abu Dhabi, UAE
07 Dec 2026	11 Dec 2026	On-Campus	Victoria Falls, Zimbabwe
14 Dec 2026	18 Dec 2026	On-Campus	Mbabane, Eswatini

Contact us if no suitable date is listed — on-demand sessions can be arranged for groups.

HOW TO GET A QUOTATION OR APPLY

1. **Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard AATICD-0314) and click **Get A Quotation**. Select your training method and number of delegates — your quotation is generated immediately and emailed to you with the course brochure attached.
2. **Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to **apply@aaticd.co.za** — our team will reply with a formal quotation.
3. **Apply by phone or WhatsApp:** call **+27 12 004 8389** or WhatsApp **+27 65 077 6310** and we will prepare your quotation and reserve your seats.
4. **Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically — the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

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