Confined Space Entry Procedure Checklist

Step #	Process	Complete
1.	Isolate the Space from all hazards	
	a. Remove unauthorized personnel form the site of entry	
	b. LOTO	
	c. Blocking inlets, etc.	
2.	Ventilate the space (if required)	
4.	Fill out the Entry Permit	
5.	Evaluate the space	
6.	Test the atmosphere	
	a. Enter atmosphere readings on the permit	
	b. Place the completed permit on or near the PRCS	
7.	Enter the space and proceed with work	
	a. Is Supervisor available?	
	b. Attendant at the entry site	
	c. Harness	
	d. Required PPE	
	e. Retest atmoshpere as needed / required	
8.	When the job is done:	
	a. Remove all personnel, tools and debris from the space.	
	b. Close the space	
	c. Cancel the permit	
	d. Review the job with the employer (hazards, problems, etc.)	
9.	File the completed and closed permit	