CONFINED-SPACE PRE-ENTRY PLANNING CHECKLIST

01 / Space, classification and plan

Frequency: before the first entry of each job; again if the space, its use or the work changes
Applies to: any space that may be a confined space; hands off to the entry permit (SWP-002)
Revision: 2.0

The supervisor completes this with the competent person (US construction) or qualified person (Canada) before the entry permit is written. It is a planning record only and never authorizes entry; the signed entry permit does. Yes = confirmed from a record or at the space. Ventilation-only alternate entry is not covered.

Site / location	Planning date	Planner / supervisor	Space ID / exact location

Planned task / work in the space	Planned dates and shifts	Competent / qualified person

Hazard assessment ref and date	Confined space list ref	Entry permit form to be used

Is it a confined space?

US: Yes to 1, 3 and 4 = confined space. Canada federal: Yes to 2 and 3, plus 4 or 5 = confined space. If it is not a confined space, file this sheet and stop here.

Characteristic of the space	Yes	No	N/A
1. US: big enough for a worker to bodily enter and do work	☐	☐	☐
2. Canada: enclosed or partly enclosed	☐	☐	☐
3. Not designed or intended for people to occupy it continuously	☐	☐	☐

Characteristic of the space	Yes	No	N/A
4. Limited or restricted way in or out	☐	☐	☐
5. Canada: inside layout could slow first aid, evacuation or rescue	☐	☐	☐

Is it permit-required (US) / hazardous (Canada)?

Any Yes = permit-required / hazardous confined space: a signed entry permit for every entry. List each hazard in the table below with its planned control; the permit repeats them on the day.

Hazard that is present or could be present	Yes	No	N/A
6. Hazardous atmosphere could exist: low or high oxygen, flammable, toxic	☐	☐	☐
7. Material that could engulf: liquid, grain, sand, sludge, powder	☐	☐	☐

Hazard that is present or could be present	Yes	No	N/A
8. Walls converge or floor slopes down to a smaller section that could trap	☐	☐	☐
9. Other serious hazard: moving parts, stored energy, heat, falls, noise, traffic	☐	☐	☐

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01 / Space, classification and plan (continued)

Hazard / source	Planned control / isolation point	Responsible person	Evidence / verified by

Unresolved classification or scope questions / responsible reviewer

C = critical: No means do not prepare the entry permit until it is fixed.

	Check	Yes	No	N/A
	Records, scope and coordination			
C	10. Space is on the site confined space list; sign or marking at each entrance	☐	☐	☐
C	11. Hazard assessment for this space (or its class) signed, dated, not over 3 years old	☐	☐	☐
C	12. No change to the space, its use or surroundings since the assessment, or reassessed	☐	☐	☐
	13. Entry is needed: the task cannot be done from outside the space Do the task from outside; no entry.	☐	☐	☐
	14. Earlier permits for this space read for problems (alarms, rescues, unlisted hazards) Read them before the permit is written.	☐	☐	☐
	15. Host employer / controlling contractor hazard information given and received Exchange it before entry.	☐	☐	☐
	16. Other work nearby that could affect the space identified and coordinated Coordinate or reschedule.	☐	☐	☐

	Check	Yes	No	N/A
	Isolation, atmosphere and ventilation			
C	17. Every energy source and isolation point listed with its lockout method (SWP-001)	☐	☐	☐
C	18. Each line in: blank or blind, section removed, or double block and bleed planned	☐	☐	☐
C	19. Plan to empty the space or isolate every inlet; early warning for any inlet left open	☐	☐	☐
	20. Cleaning, purging or flushing method chosen; SDS for any residue on hand Choose the method; get the SDS.	☐	☐	☐
C	21. Tests listed: oxygen, flammable, and a sensor for each toxic gas in the assessment	☐	☐	☐
C	22. Limits match the permit: O2 19.5 to 23.0%, below 10% LFL, QP set points for every gas	☐	☐	☐
C	23. Monitor booked: calibrated per manufacturer, sensor for each gas, bump gas on hand	☐	☐	☐
	24. Fan, ducting and clean air intake away from exhaust planned for the work area Plan ventilation before the permit.	☐	☐	☐

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01 / Space, classification and plan (continued)

	Check	Yes	No	N/A
C	25. Fan failure plan: alarm on the fan, or a person at the fan who can warn entrants	☐	☐	☐
C	26. Canada federal: limits not met at all times: QP emergency report ready to sign	☐	☐	☐
	27. Other permits needed are listed (hot work, lockout, line break, owner permits) List them; each is issued separately.	☐	☐	☐
	People, rescue and equipment			
C	28. Entry supervisor, attendant, entrants and gas tester named for the job	☐	☐	☐
C	29. Training record for each role on file: name, trainer, date	☐	☐	☐
	30. One attendant per space, or a written procedure for one attendant on several spaces Add an attendant or write the procedure.	☐	☐	☐
	31. Respirator users fit tested and trained, where the assessment calls for respirators Fit test before the permit.	☐	☐	☐
C	32. Rescue service named (own team or outside) with its call number or radio channel	☐	☐	☐
C	33. Rescue service can reach and rescue in time for this space's hazards	☐	☐	☐
C	34. Rescue service told the hazards and given access to see this space	☐	☐	☐
C	35. Rescue service practised rescue from this or a similar space within 12 months	☐	☐	☐
	36. Rescue service has a member with current first aid and CPR Arrange a certified member.	☐	☐	☐
C	37. Opening big enough for a worker in PPE and rescue gear to pass	☐	☐	☐
C	38. Retrieval: harness, line anchored outside; winch or tripod if over 5 ft (1.52 m) deep	☐	☐	☐
	39. Communication planned (voice, radio, line signals) and check-in interval set Set them before the permit.	☐	☐	☐

Check	Yes	No	N/A
40. Evacuation signal and stop triggers set: any alarm, symptom, lost contact, fan stop Set them before the permit.	☐	☐	☐
41. Equipment booked: lights rated for the atmosphere, ladder or hoist, barriers, PPE Book it before the permit.	☐	☐	☐
42. First aid attendant need (from the assessment) met; nearest hospital and route known Arrange before the permit.	☐	☐	☐

Result	Yes	No
Permit-required (US) / hazardous (Canada) confined space Yes = signed entry permit for every entry. No = keep the written basis; Canada still needs entry, person-check and emergency procedures.	☐	☐
Ready to prepare the entry permit No = do not prepare the permit; close the open items in section 02. Yes = hand to the entry supervisor. This sheet never authorizes entry.	☐	☐

Planner signature

Competent / qualified person signature

Date

Handed to entry supervisor (name)

Entry permit #

Handover date / time

CONFINED-SPACE PRE-ENTRY PLANNING CHECKLIST

02 / Findings and disposition

Record every No and every open question, who will close it and by when. The entry permit is not prepared until every critical item is Yes or N/A.

Item / finding	Required action	Responsible person	Due date	Completion / verified by

Open items blocking the permit / person notified

Checks not completed / N/A reasons

Planner acknowledgement

Supervisor / authorized reviewer

Review date

Site-specific additions

Add space-specific prerequisites: owner or terminal permits, extra gases, isolation points, access limits. Mark each with the space ID.

Additional prerequisite

Details / result / value

Supporting plan / responsible reviewer

Additional notes / attachments