



CONFINED SPACES SAFETY CHECKLIST

SAQA US 15034 | NQF LEVEL 2 | 2 CREDITS | PRINTABLE WORKPLACE RESOURCE

Swift Skills Academy | 6 Monaco Road, Killarney Gardens, Cape Town

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FREE PRINTABLE RESOURCE FOR EMPLOYERS, SUPERVISORS AND CONFINED-SPACE TEAMS

Use this checklist to support confined-space entry readiness: identify hazards, confirm isolation, test the atmosphere, verify protective equipment and prepare emergency arrangements before work starts. It is structured around the practical safety themes of SAQA Unit Standard 15034.

1

BEFORE ENTRY STARTS

- ☐ Confined space identity, work scope and responsible person are confirmed before entry.
- ☐ A site-specific risk assessment and permit-to-work / entry authorisation are in place where required.
- ☐ Hazardous energy, services, inflows and moving equipment are isolated and controlled before entry.
- ☐ Access and exit routes are clear, with appropriate barricading, signage and access control.
- ☐ Entrants are trained, authorised and physically fit for the planned confined-space task.
- ☐ A standby person / attendant and reliable communication method are established before entry.

2

ATMOSPHERE & VENTILATION

- ☐ Atmospheric testing is completed with suitable gas-detection equipment before entry in line with the site procedure.
- ☐ Oxygen, flammable-gas and toxic-gas readings are acceptable for the task and recorded where required.
- ☐ The gas detector has been checked for condition, battery status and current calibration / bump-test requirements.
- ☐ Testing is repeated or continuous monitoring is used where the risk assessment or permit requires it.
- ☐ Ventilation is provided where required and is effective for the hazards and work being performed.
- ☐ Entry stops immediately if an alarm activates, readings change unexpectedly or ventilation fails.

3

PPE, ENTRY & WORK CONTROLS

- ☐ Protective clothing and PPE are selected for the identified hazards and inspected before use.
- ☐ Harness, retrieval equipment or other rescue-related equipment is available where the entry plan requires it.
- ☐ Respiratory protective equipment is used only where specified and by people trained for that equipment.
- ☐ Tools, lighting and electrical equipment are suitable for the confined-space hazards and site controls.
- ☐ The attendant maintains entry control, communication and an accurate account of people in the space.
- ☐ Work remains within the permit, task scope and controls; unauthorised entry or changes are not allowed.

4

EMERGENCY & CLOSE OUT

- ☐ A rescue / emergency plan and the required resources are ready before anyone enters the confined space.
- ☐ Emergency contacts, alarms and communication arrangements are known to the entry team.
- ☐ Rescue equipment such as retrieval systems is positioned and ready where the plan requires it.
- ☐ No one enters for rescue unless trained, equipped and authorised for the rescue method being used.
- ☐ All entrants are accounted for, tools are removed and the space is left secure when the task is complete.
- ☐ Incidents, alarms, defects and outstanding corrective actions are recorded and formally handed over.

CONFINED-SPACE ENTRY SIGN-OFF

Site / Department: _____

Checked By: _____

Space / Permit ID: _____

Date / Time: _____



CONFINED SPACE ENTRY READINESS AUDIT

BONUS PAGE | INSPECTION + ACTION TRACKING | PRINT AND REUSE

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1 CONFINED SPACE ENTRY AUDIT

Space / Permit ID: _____ Date: _____

Audit item	Pass	Needs action	Action owner	Due
Risk assessment / entry permit reviewed	☐	☐		
Isolation / lockout / inflow controls confirmed	☐	☐		
Atmospheric test completed and recorded	☐	☐		
Gas detector condition / calibration status checked	☐	☐		
Ventilation adequate for the identified hazards	☐	☐		
PPE / retrieval / respiratory equipment checked	☐	☐		
Attendant / communication arrangements confirmed	☐	☐		
Access, exit, barricading and signage controlled	☐	☐		
Rescue plan / emergency resources ready	☐	☐		
Training / refresher / corrective actions reviewed	☐	☐		

2 CORRECTIVE ACTION REGISTER

Date	Area / Hazard	Immediate action	Corrective action / owner	Close-out

QUICK CRITICAL CHECK

- ☐ Atmosphere tested before entry
- ☐ Isolation / lockout controls confirmed
- ☐ Attendant and communication in place
- ☐ Rescue plan and equipment ready

ENTRY REVIEW

Highest-priority hazard: _____

Corrective action owner: _____

Next test / review / entry: _____



CONFINED SPACE ENTRY & SAFETY OBSERVATION LOG

BONUS PAGE | RECORD • ASSIGN • FOLLOW UP • CLOSE OUT

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Site / Department:

Supervisor:

Space / Permit:

1 ENTRY / ALARM / DEFECT / SAFETY OBSERVATION LOG

Date	Location	Observation / alarm / defect	Immediate action	Reported to	Follow-up

5 QUESTIONS BEFORE CLOSING AN ACTION

- ☐ Was the immediate risk controlled?
- ☐ Were all entrants accounted for and the space secured?
- ☐ Was the cause of the alarm / defect investigated?
- ☐ Was corrective action verified before further entry?
- ☐ Were permit, procedure or training changes communicated?

NEED CONFINED SPACES TRAINING?

Request a quotation for on-site confined-spaces training for your team, including available dates and group requirements.

REQUEST ON-SITE TRAINING



SCAN TO ENQUIRE

REFERENCE NOTE - SAQA UNIT STANDARD 15034

SAQA lists Unit Standard 15034, 'Work in confined spaces on construction sites', at NQF Level 2 with 2 credits. The current SAQA record shows last enrolment 30 June 2029 and last achievement 30 June 2032. Confirm current programme availability, provider scope and employer-specific requirements before booking.