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		Issued: 14.12.17
	PERMIT TO DIG/AVOIDANCE OF OVERHEAD SERVICES PERMIT TO WORK	GEN-WID 1001

1.0 Purpose and Scope

- 1.1 This Work Instruction Document defines the process of ensuring an appropriate underground and overhead survey have been conducted and that a GEN-SFD 1042 - Underground Services Permit to Dig and GEN-SFD 1051 – Overhead Services Permit to Work are completed and signed and **does not** replace the need for formal training in the use of surveying equipment and detection and subsequent identification of underground services.
- 1.2 This WID applies to all contracts undertaken by Roger Bullivant Limited or its approved Sub-Contractors. **Under no circumstances shall work commence until the permits are in place in accordance with this WID.**
- 1.3 In the event of any client/PC requiring RBL to work to their own permit then advice and approval **must** be sought from the SHEQ department.
- 1.4 In the event of a service strike the information stored on the CAT used to carry out the secondary scan must to be downloaded and forwarded to the Operations Director and SHEQ Department.

2.0 References

- | | | |
|-----|---|---|
| 2.1 | HSE Guidance 47 | Avoiding danger from underground services |
| 2.2 | HSE Guidance 6 | Avoiding danger for overhead services |
| 2.3 | GEN-SFD 1042 | Underground Services Permit to Dig |
| 2.4 | GEN-SFD 1051 | Overhead Services Permit to Work |
| 2.5 | The Construction (Design and Management) Regulations 2015 | |

3.0 Terms and Definitions


- 3.1 **Service(s)** - All underground pipes, cables and equipment associated with electricity, gas, water (including piped sewage) and telecommunications. Also includes other pipelines which transport a range of petrochemical and other fluids. It does not include underground structures such as railway tunnels etc.
- 3.2 **Service connection(s)** - Pipes or cables between distribution mains and individual premises.

4.0 Procedure

4.1 Responsibilities

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<p>4.1.1 Competent Person (Client/ Principal Contractor) - Complete Parts A and B, signing the permit and detailing the services identified.</p> <p>4.1.2 RBL Contract Engineer - Ensure adequate Underground and Overhead Surveys are undertaken by the Competent Person and ALL services within the working zone have been clearly identified. Decide if RBL works can proceed as designed or if design changes or special precautions are required. Sign and Issue completed forms to site. Responsible for completing sections C and D of the underground services permit to dig.</p> <p>4.1.3 All RBL/Sub-Contractor employees - Read and understand contents of permits and sign.</p> <p>4.1.4 Note: Depending on the personnel structure of the Department the duties of the RBL Contract Engineer may be conducted by an RBL Operations Manager / RBL Site Supervisor under the authority of the Discipline Manager.</p> <p>4.2 <u>Assignment of the Competent Person</u></p> <p>4.2.1 The Roger Bullivant Limited Safety Policy is to ensure the Competent Person is a representative of the Client, Principal Contractor or Main Contractor.</p> <p>4.2.2 The principal exception to this is where the Client is a homeowner who has no suitable representative to take on this responsibility, i.e. a respectable builder or professional company. The standard domestic tender letter states the provision of the underground service drawings is the responsibility of the Homeowner and advises how to obtain them.</p> <p>4.2.3 Where RBL do take on the responsibility, a trained, competent RBL Contracts Engineer must be assigned to take on the role of Competent Person. The provision of underground distribution service drawings will always remain the responsibility of the PC/Client/Main Contractor. However where this may delay a contract and the contract is financially viable, or we are dealing with a repeat client, RBL may undertake obtaining the underground distribution service drawings.</p> <p>4.2.4 Site Inspection can be sub-contracted out to a Professional Company, however note their liability is only to detect services identified in the</p>
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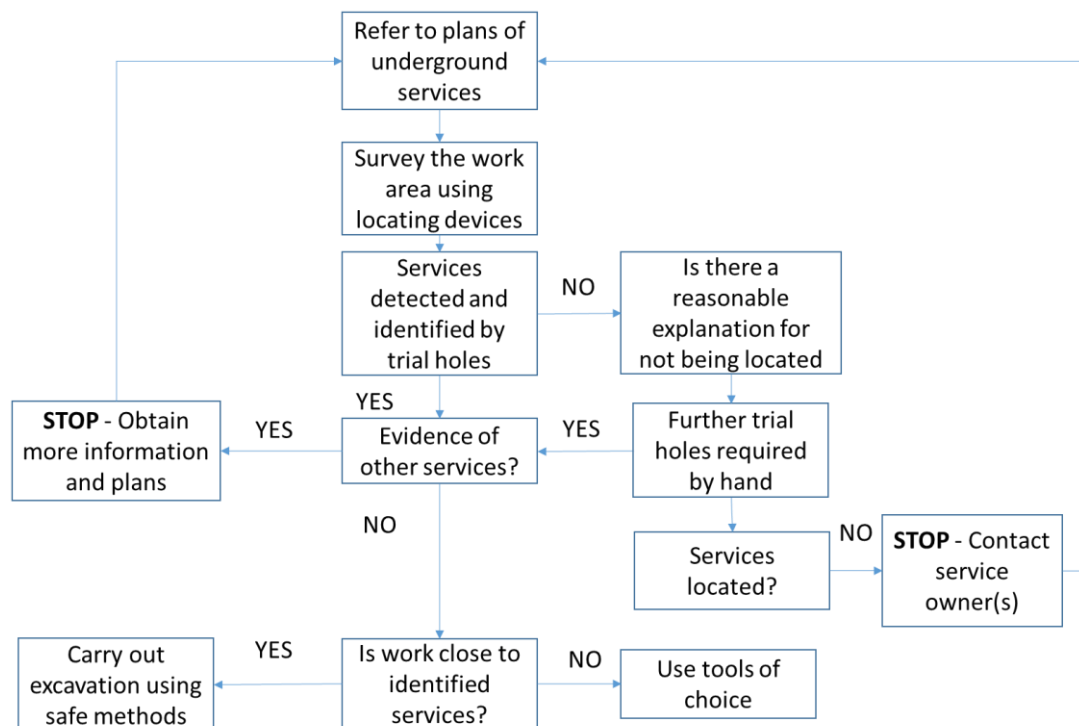
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information provided by visual evidence and locating devices. To this end it is mandatory that the service plans are provided in advance to the Company conducting the Site Inspection. The Company will be required to conduct the tasks assigned to the Competent Person as described in 4.3.3 of this document. A full report showing the nature and location of detected services is to be obtained from this Company.

4.2.5 The Competent Person is always responsible for completing the permits.

4.3 **Procedure for Planning works involving Underground Services (HSG 47)**




4.3.1 The Competent Person is to contact the Service Providers to obtain Service Plans

4.3.2 **Note:** If all reasonable attempts to obtain service plans have failed a Permit to Dig may still be completed, if the service providers(s) have confirmed in writing that no plans are available. These letter(s) shall be inserted into the

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contract file and copies attached to the Permit to Dig, see flow diagram in 4.3.

- 4.3.3 The site is to be visited by the Competent Person to establish the location of underground services. This is to be done by referring to the service plans and locating their exact location on site by using locating devices and digging trial holes as necessary. The Competent Person is to look for signs of any other services which may not be apparent on the services plans i.e. domestic / commercial services which lead to a property should be marked where necessary and recorded on the permit. In particular the Competent Person should consider the location of meter boxes etc as an indication of domestic / commercial service connections. Detected underground services shall be clearly identified on site either by bright yellow spray paint, wooden pegs or similar highly visible means.
- 4.3.4 Where services are detected, they shall be recorded on the appropriate permit, together with a description of the agreed solution for reference by the RBL Foreman. Where piling or vertical boring is to take place **within 15 metres of a gas pipe** the service provider must be consulted. Any controls specified by the service provider are to be recorded on the permit to dig.
- 4.3.5 The permit to dig is to be completed and signed by the Competent Person and returned to the RBL Contract Engineer.
- 4.3.6 The RBL Contract Engineer shall check that the Permit to Dig has been fully completed and decide if the RBL works can proceed as designed or if a redesign or special precautions are required.
- 4.3.7 Where the Competent Person is a representative of the Client, the RBL Contracts Engineer shall, upon receipt of the Permit to Dig signed by the Competent Person, carry out the following supplementary check (4.3.8).
- 4.3.8 Conduct a CAT scan of the work area and individual pile positions where there is risk of services within close proximity **in both Power & Radio Modes** for Low and High voltage electricity or **any other known service**.
- 4.3.9 The Contracts Engineer shall ensure that the perimeter of our works are set out by the client before conducting the scan.

NB It is extremely important that the supplementary CAT scan is not carried out before the signed Permit to Dig is received back from the Competent Person and the works adequately set out to define the

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area of work, in order to avoid any confusion over the contractual responsibility for identifying services.

- 4.3.10 Where discrepancies are found between the Permit to Dig and the site services detected by the perimeter scan, these are to be raised with the Competent Person who made the initial site inspection for resolution, and additional trial holes excavated if necessary. Once resolved, or if there are no discrepancies, the RBL representative who conducted the perimeter scan shall sign the permit to dig to indicate that this has been satisfactorily conducted and discrepancies resolved.
- 4.3.11 The Contract Engineer is to incorporate the completed Permit into the site file and issue to the Site Foreman ensuring that the Site Foreman fully understands the content of the Permit to Dig.
- 4.3.12 The RBL Foreman or Sub-Contractor shall ensure that the Permit applies to that area of the site where work is to commence and is fully completed and is not out of date. If it does not apply to the area where work is to commence, is not fully completed or is out of date the Foreman must inform the Contracts Engineer and seek further instruction before commencing work.
- 4.3.13 The Site Foreman and all Operatives are to sign the Permit as evidence they have read the Permit and understand where all the identified underground services are.
- 4.3.14 In the event that changes in the location of underground/overhead services since the Permit has been issued or during the contracted works, then a new Permit to Dig/Permit to Work **must** be completed and details notified to and revised Permits signed by all parties concerned, including a change of discipline (e.g., Piling or HF).
- 4.3.15 If more than one discipline is involved in the project (i.e. Driven Piling followed by House Foundations), the process must be followed to produce a new permit for each discipline.
- 4.3.16 The duration of a permit should be based on the projected length of time that RB will be on site for.
- 4.3.17 **Under no circumstances shall any mechanical excavation be undertaken closer than 0.5 metres (or distance specified by the service provider) of an unexposed identified underground hazard.**

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4.4 **Procedures for Overhead Services**

- 4.4.1 The Site shall be inspected by the Competent Person it is necessary to inspect the access to the site and the routes to be taken to and from any storage or laydown areas and not just the location of the RBL work.
- 4.4.2 Where no services are detected this can be indicated by ticking the box on the Permit to Dig and no further actions are required.
- 4.4.3 Detected overhead hazards shall have the minimum clearance permitted clearly stated. **This clearance must be ascertained from the power supplier.** No Company works or part of any plant or equipment e.g. Rig Mast or Crane Jib shall be permitted to work within the stipulated exclusion zone. Consideration must also be given to the handling of reinforcement and reinforcement cages as these can exceed the height of rig masts, particularly in mini piling situations.
- 4.4.4 Where services or hazards are detected, they shall be recorded on the Permit to Work together with a description of the agreed solution for reference of the RBL Foreman. The Permit to Work is to be completed and signed by the Authorised Competent Person and returned to the RBL Contract Engineer.
- 4.4.5 The RBL Contract Engineer is to incorporate the completed Permit into the site file and issue to the RBL Site Foreman.
- 4.4.6 The RBL Foreman or Sub-Contractor shall ensure that the Permit to Work applies to that area of the site where work is to commence and is fully completed. If it does not apply to the area where work is to commence or is not fully completed the Foreman must inform the Contracts Engineer and seek further instruction before commencing work.
- 4.4.7 The Site Foreman and all Operatives are to sign the Permit to Work as evidence they have read the Permit and understand where the identified overhead services are.

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