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| **SECTION 1: CONTRACT/PERMIT DETAILS** | | | | | | | | | | | | | | | |
| **Contract Name** | |  | | | | | **Contract No.** | |  | | | **No of Permit** | |  | |
| **Area of Site for which permit is valid** | | | | |  | | | | | | | | | | |
| **Period permit is valid for** | | | | | | | **From (date)** | |  | | | **To (date)** | |  | |
| **SECTION 2: SERVICE IDENTIFICATION** | | | | | | | | | | | | | | | |
| **Underground Services** | | | | | | | | **Overhead Services** | | | | | | | |
| **Service** | | | **Present? Y/N** | **Clearance Available** | |  | | **Service** | | | **Present? Y/N** | | **Clearance Available** | |  |
| **Electricity Cables** | | |  |  | |  | | **Electricity - Pylons** | | |  | |  | |  |
| **Gas Mains** | | |  |  | |  | | **Electricity - Wood Poles** | | |  | |  | |  |
| **BT Cables** | | |  |  | |  | | **BT Cables** | | |  | |  | |  |
| **Water Mains** | | |  |  | |  | | **Other** | | |  | |  | |  |
| **Sewers** | | |  |  | |  | |  | | |  | |  | |  |
| **Drainage Ducts** | | |  |  | |  | |  | | |  | |  | |  |
| **Fibre Optic Cables** | | |  |  | |  | | ***For all overhead services the service owner must be contacted to establish a safe distance vertically from the overhead supply.*** | | | | | | | |
| **Other** | | |  |  | |  | |
| **If underground services are present then refer to section 3** | | | | | | | | **If overhead services are present then refer to section 4** | | | | | | | |
| **SECTION 3: STEPS TO BE TAKEN IN RELATION TO UNDERGROUND SERVICES BEFORE WORK COMMENCES** | | | | | | | | | | | | | | | |
| 1 | Is a colour service drawing available for inspection on site? | | | | | | | | | | | | | | Y / N |
| 2 | Has the service drawing been reviewed in relation to piling and setting out activities? | | | | | | | | | | | | | | Y / N |
| 3 | Who is responsible for the identification of services on this site?  (Print the name of the responsible person and their employer) | | | | | | | | |  | | | | | |
| 4 | Has a CAT scan been undertaken at all pile positions to identify any cable positions? | | | | | | | | | | | | | | Y / N |
| 5 | Who has undertaken the scan for services on this site?  (Print the name of the responsible person and their employer) | | | | | | | | |  | | | | | |
| 6 | Have any identified services been exposed by hand digging and marked clearly at Piling Platform Level? | | | | | | | | | | | | | | Y / N |
| 7 | Has a specific method statement and risk assessment been drawn up and approved? | | | | | | | | | | | | | | Y / N |
|  | Any other comments/actions | | | | | | | | | | | | | |  |
|  |  | | | | | | | | | | | | | |  |
| **SECTION 4: STEPS TO BE TAKEN IN RELATION TO OVERHEAD SERVICES BEFORE WORK COMMENCES** | | | | | | | | | | | | | | | |
| 1 | Has a specific method statement and risk assessment been drawn up and approved where piling is within the safe distances given in Section 2 | | | | | | | | | | | | | | Y / N |
| 2 | Have safe vertical distances been obtained from the overhead service owners? | | | | | | | | | | | | | | Y / N |
| 3 | Have appropriate physical barriers been put in place to prevent unauthorised access within the safe distances? | | | | | | | | | | | | | | Y / N |
| 4 | If work is required under the cables has the appropriate plant been selected? | | | | | | | | | | | | | | Y / N |
| 5 | If work is required under the cables have goal posts been erected to provide an access point? | | | | | | | | | | | | | | Y / N |
|  | Any other comments/actions | | | | | | | | | | | | | |  |
|  |  | | | | | | | | | | | | | |  |
| If the answer to any of questions in section 3 or 4 is no then the system of work should be reviewed prior to commencing. | | | | | | | | | | | | | | | |

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| **SECTION 5: PERMIT AUTHORISATION** | | |
| **PERMIT RECEIVED FOR  PILING CONTRACTOR** by - | Name  (printed) | (signed) |
| **PERMIT AUTHORISED**  by – (Principal Contractor’s Representative) | Name  (printed) | (signed) |
| **DATE** of issue **TIME** of issue | | |
| **Distribution: original to plant operator, copy to principal contractor, copy in book to contract file** | | |
| **ANY CABLE SHOULD BE TREATED AS LIVE, SEE THE HSEQ PLAN FOR EMERGENCY PROCEDURES. ALL SERVICE STRIKES MUST BE REPORTED.** | | |

GUIDANCE NOTES FOR COMPLETION OF PERMIT.

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| --- | --- |
|  | **GENERAL NOTES** |
|  | The purpose of this permit is to ensure that all reasonable steps have been taken to ensure that buried or overhead services have been identified and control measures put in place prior to works being undertaken. Any control measures identified on this permit should be highlighted on the contract risk assessment and included in the Piling Contractor Site Induction.  This permit must be in place, signed before any work to ‘break ground’ is undertaken. This includes all setting out, driving of earthing pins, augering or similar.  This permit is not intended to absolve any individual of their responsibilities in relation to the protection of services. This permit is to be used to ensure that all those with responsibility in relation to the protection of services have fulfilled their obligations and that all involved in the works are aware of the activities which have been undertaken in relation to the protection of services.  **ALL CONTRACTS SHOULD COMPLETE SECTIONS 1, 2, 3 & 5.**  **SECTION 4 SHOULD ONLY BE COMPLETED WHERE OVERHEAD SERVICES ARE PRESENT.** |
| **1** | **CONTRACT/ PERMIT DETAILS** |
|  | *No of Permit* – permits should be given a unique identifier. A simple consecutive numbering system (e.g. 1,2,3,4) is adequate |
|  | *Area of site for which permit is valid* – The permit should clearly detail what area of the site it is valid for. This should be noted by gridlines or pile numbers ‘whole site’ is not acceptable terminology. The size of the area covered by the permit should be reviewed on a site by site basis. For larger contracts it may be more practical to issue a number of permits for different working areas whilst for a smaller contract, or one with no known services one permit can be issued for the contract. |
|  | *Period permit is valid for* – the MAXIMUM permissible time for a permit to remain valid is 7 days. |
| **2** | **SERVICE IDENTIFICATION** |
|  | Any known services should be identified on the permit.  If piling is to be undertaken adjacent to either overhead or underground services then additional risk assessment should be undertaken to ensure appropriate controls are in place. (Note: the minimum distance for drilling near medium pressure gas lines is 3m and it is the responsibility of the client to notify the authorities that drilling is taking place near to the service).  Where piling is to be undertaken next to overhead cables then the supplier must be contacted (the responsibility for which lies with the client) to provide the safe vertical distance required as this will vary dependant on the service, the mounting and where applicable the voltage.  Consideration should also be given to weather conditions when assessing the risk from overhead cables as wet weather may increase the risk of electric arcing. |
| **3** | **STEPS TO BE TAKEN IN RELATION TO UNDERGROUND SERVICES** |
|  | These questions should be reviewed with the Principal Contractor’s representative. Some activities the Piling Contactor can, and should undertake (such as the provision of a specific risk assessment where required) whilst some activities should lie with others (e.g. CAT scanning). |
|  | The name of the person responsible for the identification of services on the site should be printed on the permit. This will usually be an individual appointed by the principal contractor, or a member of the principal contractor’s team. |
|  | It is recommended that the Principal Contractor undertakes CAT Scanning at all pile positions to ensure that there are no unknown services in these locations. Piling Contractors do not routinely have personnel trained to undertake these activities. **NOTE: If pile positions are moved during the course of the works it may be necessary to reissue the permit to ensure that the revised position has been scanned.** |
|  | Any identified services must be exposed by hand-digging and clearly marked at piling platform level. |
| **4** | **STEPS TO BE TAKEN IN RELATION TO OVERHEAD SERVICES** |
|  | These questions should be reviewed with the Principal Contractors representative. Some activities the Piling Contractor can, and should undertake (such as the provision of a specific risk assessment where required) whilst some activities should lie with others (e.g. erection of goal posts). |
|  | Any works being undertaken within the safe distances given in relation to overhead services must be covered by a separate risk assessment detailing all control measures to be put in place such as goal posts, reduced height machinery etc. |
| **5** | **PERMIT AUTHORISATION** |
|  | The Permit should be received by the individual who will be supervising the works on behalf of the Piling Contractor.  The Permit should be authorised by the Principal Contractors representative. By signing this permit the Principal Contractors representative is confirming that in line with the Construction (Design & Management) Regulations 2007 general principles of prevention have been applied and that competent individuals have undertaken the activities required to ensure that the Piling Contractor may commence works. |