

Permit To Work Systems

- Written permit-to-work systems are normally reserved for occasions when the potential risk is high, for example; hot works, excavations, confined spaces, electricity, under ground and over ground services.
- When the permits to work are used in the work place their use should be covered during the induction training of all employees and contractors.
- Permit to work systems normally use pre-printed forms, listing specific checks/ or actions required. For example; locations of underground services or emergency procedures.

- Prior to works starting a permit-to-work must be signed by an experienced, trained and authorised person. For example a site manger.
- No-one should be in a position to authorise a permit themselves to do works.
- A permit will include details of the work to be done and what is involved, including all precautions required and emergency procedures.
- A crucial point of principal is that no permit should be issued unless the persons issuing and receiving have personally satisfied themselves that the permit is properly made out, and have visited the scene of the work and verified that the specified precautions are in place.

RP ROGER BULLIVANT		Contract Address	
UNDERGROUND SERVICES PERMIT TO DIG		Contract No.	
Project Start Date	Valid From	Valid Until	
<small>Note: Prior to completion of this form, the Competent Person Appointed to locate the services must be satisfied that all necessary actions have been taken to comply with HSE Guidance Document HSG 47 - Avoiding Damage From Underground Services</small> ROGER BULLIVANT PERSONNEL ARE NOT TO BEGIN WORK UNLESS ALL SECTIONS OF THIS PERMIT ARE PROPERLY COMPLETED.			
1	Type of Foundation / Pile / Excavation	(MUST BE COMPLETED)	
2	Drawing Ref.		
3	Description / Grid Ref. for work zone inspected		
4	Service Plans for the area defined above have been inspected	Yes	<input type="checkbox"/>
5	The area defined above have been scanned by service locating devices	Yes	<input type="checkbox"/>
Domestic Service Connections			
<small>Service connections may be introduced on plans or no plans may be available. If there is visual evidence of services but owners & plans cannot be traced despite all reasonable efforts to do so excavations could proceed but using hand dug trial holes and proceeding with great care.</small>			
6	Services located (if VES answer section 7)	Yes	<input type="checkbox"/>
7	Service location confirmed by trial holes as necessary	Yes	<input type="checkbox"/>
8	Answer A or B (Please tick as appropriate)		
a) No services / utilities have been detected within the defined work zone <input type="checkbox"/>			
b) The following services / utilities have been located within the defined work zone <input type="checkbox"/>			
Type		Location	
9	Proximity to nearest Roger Bullivant Ltd. works	Yes	metres <input type="checkbox"/>
10	Is the service / utility exposed?	Yes	<input type="checkbox"/>
<small>N.B. Under no circumstances may the Company undertake any work below ground level at a distance of less than 0.5m of a known service / utility</small>			
11	Method(s) used to demarcate services	Yes	<input type="checkbox"/>
12	Overhead services within the working vicinity as detailed in Q56 (If yes complete Avoidance of Overhead Services - Permit to Work GEN-SFD 105)	Yes	<input type="checkbox"/>
<small>Note: This form must be signed by an Authorised Representative appointed by the Company who have carried out the checks to ensure that the above excavations or piling works will not affect any utilities and / or services which exist on this site for the period of the Sub-Contract works. When completed, the form must be returned to Roger Bullivant Limited (1 copy to the Area Office, 1 copy to the Site Representative) BEFORE any piling or excavation works are allowed to commence</small>			
Authorised Competent Person / Principal Contractor / Main Contractor / Client* (*delete as necessary)			
Signed	Print	Company	Position
I clearly understand the limits to the location of the work zone released by this Permit to Dig, which I shall return with site piling records to the issuing office for filing.			
I also confirm receipt of the Site Specific Method Statements and Risk Assessments which I have read and understood.			
R.B.L. Foreman:	Sign & Print	Date	
R.B.L. Secondman/ Operative:	Sign & Print	Date	
R.B.L. Thirdman/ Operative:	Sign & Print	Date	
Sub-Contractor:	Sign & Print	Date	



Q: When should a permit be used?

Q: Who should sign the permit?