|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Site Name:** |  | | | | **Permit Number:** |  | |
| **Part A: To be completed prior to services being located** | | | | | | |
| Description of Work and Location:  (Dimension/Depths/Chainage, etc) | | | | | | |
| **Preliminary Works: To be completed by supervisor in charge** | | | | | | |
| **Essential Procedures** | | **Yes** | **No** | **Comments** | | |
| Have contract drawings been issued by the client or obtained? | |  |  |  | | |
| Do the drawings show the location, type & status of buried services? | |  |  |  | | |
| Has the area been surveyed by a competent person using calibrated detection equipment to locate the exact positions of buried services? | |  |  |  | | |
| Are there an approved Risk Assessment and Method Statement to cover these works? | |  |  |  | | |
| Has the Risk Assessment and Method Statement been explained to the operatives carrying out these works? | |  |  |  | | |
| Is the person in charge and the operatives competent in safe excavation practices and avoidance of buried services? | |  |  |  | | |
| Are trial holes required?  (If yes give details below, If No please comment) | |  |  |  | | |
| Details of Trial Holes Required:  (Location/No/Size, etc) | | | | | | |
| Sketch detailing Plan and Section (see reverse or attached): Sketch No:  (Show details of all known services, route of excavation, position of trial holes along line of excavation and any other information relevant to the works being carried out) | | | | | | |

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| **Part A continued:**  **To be completed prior to services being located** | | | | | **Permit No:** |  |
| Trial hole excavation may proceed provided that **ALL** the following **Safety Precautions** and **Measures** are in place and observed:   1. **Hand Dig Only**. No mechanical breakers ( Except for handheld breakers to be used in the top 150mm of hard surfaces) 2. All known and suspected services clearly marked on the ground, the person in charge and the operatives are fully aware of what these markings mean. 3. Person in charge and the operatives are fully aware of the emergency procedure for accidental damage/strike of services. 4. All resources present for the demarcation of the excavations. | | | | | | |
| **Part A: Approval to Proceed:** | | | **Part A: Received & Accepted By:** | | | |
| I declare that all the above safety precautions will be put in place before work commences or that an explanation as to why some or all of the above precautions are not necessary: | | | |
| **Print:** |  | | **Print:** |  | | |
| **Sign:** |  | | **Sign:** |  | | |
| **Company:** |  | | **Company:** |  | | |
| **Date:** |  | **Date:** | |  | | |
| **Results of Trial Holes:**  (Trial hole No, what services present if any, depth to services, direction of services and potential problems services could cause) | | | | | | |
| **Once part A has been completed proceed to part B for full permit to be issued** | | | | | | |

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| **Part B:**  **To be completed when all services have been exposed and protected** | | | | | | | | | | | **Permit No:** |  |
| **Essential Procedures** | | | | | | **Yes** | | **No** | **Comments** | | | |
| All recorded services have been located and there are no ambiguities? | | | | | |  | |  |  | | | |
| All exposed services have been correctly identified in conjunction with local service provider? | | | | | |  | |  |  | | | |
| Local service isolation points identified/functional in conjunction with local service providers? | | | | | |  | |  |  | | | |
| Emergency kits available or contingency plans have been established in conjunction with local service provider? | | | | | |  | |  |  | | | |
| Have agreed protective measures been taken to known/chartered services in conjunction with service provider? | | | | | |  | |  |  | | | |
| Have exposed services been supported as required? | | | | | |  | |  |  | | | |
| Are all the required systems for demarcation in place or available prior to work commencing? | | | | | |  | |  |  | | | |
| Are all personnel (including ancillary personnel i.e., engineers, etc) fully briefed on the requirements of this permit? | | | | | |  | |  |  | | | |
| **If the answer to any of the items 1 – 5 is NO, a further Risk Assessment is to be undertaken Prior to the issuing of any approval to proceed** | | | | | | | | | | | | |
| Excavations may proceed provided that **ALL** the safety precautions and control measures are in place and observed including: | | | | | | | | | | | | |
| * No mechanical excavation within 500mm of any services. * No concrete or similar substance to be mechanically broken out **UNLESS** it is established that there are no known services within the concrete/substance. * Care must be taken whilst proceeding with the excavation with rechecking with the CAT at regular intervals as the works continue. | | | | | | | | | | | | |
| **Part B: Approval to Proceed:** | | | | | | | **Part B: Received & Accepted By:** | | | | | | |
|  | | | | | | | I declare that all the above safety precautions will be put in place before work commences or that an explanation as to why some or all of the above precautions are not necessary: | | | | | | |
| **From:** | **Date:** | |  | **Time:** |  | |
|  | | | | | | |
| **Until:** | **Date:** | |  | **Time:** |  | |
|  | | | | | | |
| **Print:** | |  | | | | | **Print:** | | |  | | | |
| **Sign:** | |  | | | | | **Sign:** | | |  | | | |
| **Company:** | |  | | | | | **Company:** | | |  | | | |
| **Date:** | |  | | | | | **Date:** | | |  | | | |
| This permit is issued FOR GUIDANCE ONLY and is the responsibility of the persons carrying out the works to ensure that the precise location of all services is established, to take all reasonable care and measures to ensure the safety and security of all personnel engaged in the works, other site personnel and the general public, and to avoid any damage to the services. | | | | | | | | | | | | | |

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| **Part C: Cancelation of Permit** | | | | | | **Permit No:** | |  | |
| **Part C: Cancelation of Permit:** | | | | **Part C: Received & Accepted By:** | | | | | |
|  | | | | I declare that the works are complete/suspended, and the area has be left in a safe condition, all equipment and materials have been removed, and the excavation has been backfilled or securely fenced off. | | | | | |
|  | | | | | | | | | |
| **Print:** |  | | | **Print:** |  | | | | |
| **Sign:** |  | | | **Sign:** |  | | | | |
| **Company:** |  | | | **Company:** |  | | | | |
| **Date:** |  | **Time:** |  | **Date:** |  | | **Time:** | |  |

**Note:**

**All excavations must be securely fenced off at all times with appropriate signage attached. Prior to entering, excavations must be inspected daily (at the beginning, when returning to an excavation that has been left unattended and throughout the day especially in bad weather) as well as being recorded weekly.**

**Any deterioration in the ground conditions or stability to the sides of the excavation, work must stop immediately (THIS PERMIT WILL AUTOMATICALLY BE CANCELLED) and the supervisors informed. Under no circumstances is anyone allowed to enter the excavation until the matter has been rectified and a new permit issued.**

**Any failure to follow the details outlined in this permit after it has been issued will result in the permit being cancelled immediately and all works associated with this permit stopping until the issues have been rectified.**

**Colours of ducts, pipes, cables and marker/warning tapes**

These guidelines, reproduced by kind permission of the National Joint Utilities Group, reflect utility practice. However, operators must not assume that any mains or services encountered will conform to the recommendations for positioning or colour coding detailed in this appendix.

**Pipe/Duct Identification**

The pipe or duct may have the owning utility's name stamped upon it.

**Colour of Duct/Pipe/Cable Buried in Ground**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. **Utility** | 1. **Duct** | 1. **Pipe** | **Cable** | 1. **Colour of Marker/** **Warning Tape Where Used** |
| Electricity EHV (Extra High Voltage) | Black | N/A | Black | Yellow with black and red legend or concrete tiles |
| Electricity HV (High Voltage) | Black or red tile | N/A | Red | Yellow with black legend |
| Electricity LV (Low Voltage) | Black or red | N/A | Black or red | Yellow with black legend |
| Gas | Yellow | Yellow or yellow with coloured stripes that denote peelable skin pipe of various wall thicknesses | N/A | Yellow with black legend |
| Water non potable & Grey water | N/A | Black with green stripes | N/A | N/A |
| Water -Firefighting | N/A | Black with red stripes or bands | N/A | N/A |
| Oil / fuel pipelines | N/A | Black | N/A | Various surface markers  Marker tape or tiles above red concrete |
| 1. **Utility** | 1. **Duct** | 1. **Pipe** | **Cable** | 1. **Colour of Marker/** **Warning Tape Where Used** |
| Sewerage | Black | No distinguishing colour / material (e.g., Ductile Iron may be red; PVC may be brown) | N/A | N/A |
| Telecoms | Grey  White  Green  Black  Purple | N/A | Black or light grey | Various |
| Water | Blue or grey | Blue polymer or blue uncoated Iron / GRP. Blue polymer with brown stripe (removable skin revealing white or black pipe) | N/A | Blue or Blue/black |
| Water pipes for special purposes  (e.g., contaminated ground) | N/A | Blue polymer with brown stripes {non­removable skin) | N/A | Blue or blue/black |
| **Highway Authority Services** | | | | |
| Street lighting England and Wales | Black or orange | N/A | black | Yellow with black legend |
| Street lighting Scotland | Purple | N/A | purple | Yellow with black legend or purple |
| Street lighting Northern Ireland | Orange | N/A | black or orange | Various |
| Traffic control | Orange | N/A | Orange | Yellow with black legend |
| Street furniture | Black | N/A | black | Yellow with black legend |
| Telecoms | Purple/orange | N/A | Black | Various |
| **Motorways and Trunk Roads - England and Wales** | | | | |
| Communications | Purple | N/A | Grey | Yellow with black legend |
| Communications power | Purple | N/A | Black | Yellow with black legend |
| Road lighting | Orange | N/A | Black | Yellow with black legend |
| **Scotland** | | | | |
| Communications | Black or grey | N/A | Black | Yellow with black legend |
| Road lighting | Purple | N/A | Purple | Yellow with black legend |