



Permit to Work Form – Excavation & Penetration



PERMIT NUMBER:

EXCAVATION AND PENETRATION PERMIT

REQUESTED BY:		DATE:	
DEPARTMENT:		DURATION OF PERMIT:	
EXCAVATION DETAILS			
Location:			
Reason:			
Will work require plant shutdown?			
EXCAVATION TIMING:			
From:	Start Time:	Day:	Date
To:	Finish Time:	Day:	Date:
Excavation Method Planned:			
Specify Safety Precautions planned:			
<u>Need to confirm that site drawings have been checked to ascertain location of service cables and pipes</u>			
Emergency Contact Numbers:			
RELEVANT DRAWINGS AND SKETCHES			
General arrangements drawing No:			
Other relevant drawings and documents:			
Refer to sketch requirements overleaf:			
REQUEST AND APPROVAL SIGNATURES			
I acknowledge that it is my responsibility to ensure that all persons engaged in this work, whether employed directly or on sub contract execute their duties in a safe and workmanlike manner and in accordance with the requirements of this permit.			
Permit Holder:	Time:	Date:	Signature:
I have checked that the above information is correct and that all drawings relevant to this work accompany this permit. I will ensure that the work is carried out in accordance with the requirements detailed herein.			
Works Supervisor:	Time:	Date:	Signature:
Operations Manager:	Time:	Date:	Signature:
WORK COMPLETED			
I have completely backfilled the Excavation/Penetration and instructed all persons involved in the work that the job is complete and safe and no further work is permitted.			
Permit Holder:	Time:	Date:	Signature:
I accept that the work as defined has been completed satisfactorily.			
Works Supervisor:	Time:	Date:	Signature:
Operations Manager:	Time:	Date:	Signature:



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SKETCH OF

This sketch shall indicate penetration of spikes or drilling, limits of the excavation including depth, width, length and position from significant structures or markers, also indicate any service corridors, pipes, cables and location of ACT cables in the area.

THE FOLLOWING SERVICES ARE AFFECTED BY THIS WORK: (Y =YES, N = NOT APPLICABLE)

Y	N		Y	N		Y	N		
		Telecom Cables			POTABLE WATER			Gas	
		Electrical Cables				Process Water			Air
		Sewerage				Fuel Oil			

SKETCH

Emergency Contact Numbers: