

Engineering Procedure
Electrical Distribution Unit

PR D 78703

Printing and Supply of Electrical Permit to Work Booklets

Version 1.3

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Procedure

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Document control

Version	Date	Author/ Prin. Eng.	Summary of change
1.0	25 March 2015	Chris Leung	First issue as a Sydney Trains document, rebranded from previous RailCorp SMS-06-GD-0667 V1.2
1.1	21 April 2015	Chris Leung	Updated to Hop and grey Waratah logos as per current corporate rebranding guidelines.
1.2	8 May 2018	Chris Leung	3 yearly review conducted, no technical change.
1.3	26 February 2019	Chris Leung	Update roles and position names to reflect the current organisation

Summary of changes from previous version

Summary of change	Section

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1 Background

This document specifies the printing and assembly requirements for Sydney Trains' Electrical Permit to Work (EPTW) booklets.

This document is to be used by authorised printing companies selected by Sydney Trains.

Authorised printing companies must acquire the latest version of artwork held by Associate Director Electrical Distribution Unit prior to printing.

As EPTW booklets are supplied directly from the authorised printing company, Sydney Trains personnel receiving the EPTW booklets should conduct the quality acceptance tests in accordance with Section 5 of this document.

2 Scope

This procedure document covers the printing, binding, and acceptance inspection of EPTW booklets. There are 2 options of booklets available for selection for up to 6 and 26 personnel registers respectively.

3 Control Measures

The Associate Director Electrical Distribution Unit is the custodian of all artwork associated with the EPTW booklets. Any alteration to the EPTW booklets must be approved by the Associate Director Electrical Distribution Unit.

4 Printing and Assembly Instructions

The EPTW booklets are to be printed and assembled in the following manner:

4.1 General

- All printing in colour
- Artwork from the Associate Director Electrical Distribution Unit
- Sydney Trains will provide the authorised printing company the latest published version of all ENSR forms constituting the EPTW booklets. A sample of the current EPTW booklet will be provided, upon request, to the authorised printing company.

4.2 Book Printing Details

All Books

- Plastic-sealed comb bound **book cover, cover page, original Permit, duplicate Permit, personnel registers**, and **book back** on left edge.
- Bind on the left margin (refer to provided sample).

Book Cover

- 297 x 210mm, A4 Portrait Orientated.
- Clear plastic.

Cover Page (Refer to Table 1 for artwork reference)

- Finished Size 148 x 210mm (A5 landscape printed, landscape orientation, placed above item (8) on the pink page).
- 300gsm White Offset board.
- Printed double sided.

Original Permit (Pink page - Refer to Table 1 for artwork reference)

- 297 x 210mm, A4 Portrait Orientated.
- 60 gsm Pink CB (coated back).
- Printed double sided.
- Guillotine top right corner on the front page at 10mm length, and 10mm height.

Duplicate Permit (White page - Refer to Table 1 for artwork reference)

- 297 x 210mm, A4 Portrait Orientated.
- 60 gsm White CF (coated front).
- Printed single sided.
- Ensure Pink & White pages are aligned with each other for duplication purposes.
- Top right hand corner of the front page to be filled with black colour at 10mm length and 10mm height.

Personnel Registers (Refer to Table 1 for artwork reference)

- 297 x 210mm, A4 Portrait Orientated.
- 80 gsm White
- Printed double sided

NOTE: The selection of EPTW booklets depends on the shifts to be worked – for up to 6 and 26 shifts respectively, as detailed in Table 1 below.

Book Back

- 297 x 210mm, A4 Portrait Orientated.
- 300 gsm black

Table 1 – EPTW booklet selection with ENSR references

Booklet	Cover Page	Original Permit	Duplicate Permit	Personnel Registers
6 - Personnel Registers (S/C: 002064459)	PR D 78501 FM 03	PR D 78501 FM 05	PR D 78501 FM 06	PR D 78501 FM 07
26 - Personnel Registers (S/C: 002064475)	PR D 78501 FM 04	PR D 78501 FM 05	PR D 78501 FM 06	PR D 78501 FM 08

5 Quality and Acceptance Test

A quality inspection on the new booklets is required. At least 1 booklet for each of the 4 booklets per order must be inspected as follows:

- All pages of the EPTW booklet are intact and secured by the specified binding on the left hand side.
- All art-work is arranged and assembled in accordance with Section 4 of this document.
- All art-work is clearly legible and the content identical to the latest version of the documents released on the ENSR document system.
- Test the self-inking feature on one EPTW booklet by marking on the top left-hand corner of the Permit Holder Copy (Original Permit).