

**Stock code no: 1001027770**

**PR D 78502 FM01**

# **Substation Access Permit**

with two personnel registers

# Substation Access Permit

Location:	Permit no.
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**This permit is in force (planned times and dates):**

1. From:  :  Hours  /  /20 To:  :  Hours  /  /20

2. Extent and type of work: \_\_\_\_\_

3. For work to be carried out by (Company / work team: name): \_\_\_\_\_

4. The following switching operations are to be carried out to achieve isolation (detail switch no., location and action):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**DO NOT REMOVE  
FROM BOOKLET**

5. The following electrical equipment has been isolated, proved dead and earthed at:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Details and identifications of the electrical sale work area: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**NB: All other exposed electrical equipment shall be considered as live and appropriate clearances maintained.**

7. Relevant special instructions and warnings : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**8. I acknowledge that I have been shown and understand relevant special instructions and warnings and the details of the electrical safe work area. I will comply with the provisions of Part A on the reverse side of this form and accept the associated responsibilities. I will ensure that the work party complies with the provisions of Part B on the reverse side of this form.**

Accredited Substation Permit Holders:			Instructed by Authorised Person (Substations):	
Name	Signature	Mobile no.	Name	Signature
1.				
2.				
3.				
4.				
5.				
6.				

9. This permit is:	Name	Signature	Hours	Date
Checked (Items 1-7) by:			: / /20	
Issued by:			: / /20	
Received by permit holders:			: / /20	

Electrical Commissioning Certificate for permit cancellation is: Required  Not required  No. of Personnel Registers issued

**10. Permit Holder - By signing off this Permit:**

i. I certify that persons signed on the Personnel Register, tools, materials, and machinery are clear of the Electrical Equipment and all persons have been instructed to treat the equipment as live, and

ii. I accept responsibility for persons who have failed to sign off and have undertaken a joint site inspection with the person retrieving the permit to ensure that all persons, tools, materials and machinery are outside the minimum Safe Approach Distance for safe energisation of supply.

Returned by Permit Holder:			: / /20
Permit cancelled by Authorised Persons (Substations):			: / /20

**The cancelled permit (original) is to be forwarded to the nominated electrical representative in the area concerned.**

## GENERAL

1. This Permit is issued in accordance with Sydney Trains Electrical Network Safety Rules by an Authorised Person (Substations) who has taken the necessary steps to protect the persons engaged on the work for which this Permit is issued.
2. Supply to the electrical equipment will not be restored until the Permit has been returned or the written notification (refer to Part A (5)) has been received by the Authorised Person (Substations) who issued or is retrieving the Permit.
3. Work shall not commence until the Permit has been received and all staff engaged on the work have signed "on" the Personnel Register in this Permit booklet.

## PART A: RESPONSIBILITY OF THE PERMIT HOLDER:

1. The Permit Holder must instruct the persons signing onto the Personal Register of their responsibilities as described in Part B.
2. If the Permit Holder has to cease supervision of the electrically safe work area and is not relieved, all persons signed on the Personnel Register shall cease the work for which the Permit was issued until the Permit Holder resumes supervision, after which that work may recommence.
3. The Permit Holder shall ensure that:
  - i. The Permit is held on site while work covered by the Permit is in progress.
  - ii. The work described on the Permit fully describes the work to be carried out and that no work is carried out on or near the isolated equipment other than that specified on the Permit.
  - iii. Persons carrying out the work understand which electrical equipment is covered by the Permit and is safe to work on or near and that all other exposed equipment shall be treated as live.
  - iv. Persons carrying out the work are warned not to allow any part of their bodies, clothes, tools or materials they may be using or carrying, to come within the safe approach distances of any exposed equipment, other than the isolated equipment in the electrically safe work area, and
    - not to pass over or under work area or defined route access markers, safety fences, demarcation tape, temporary warning signs and / or special barriers, and
    - that exiting and re-entering into the Electrically Safety Work area shall only be conducted as per the instructed process.
  - v. The work process is adequately controlled so that persons do not work beyond the limits of the electrically safe work area.
  - vi. The Permit Holder and all other persons carrying out the work for which the Permit is required:
    - sign onto the Personnel Register prior to commencing work, and
    - sign off the Personnel Register when the work is finished or prior to leaving the worksite at the end of their shift, and
    - understand permission to carry out work for which the Permit was issued has been withdrawn once they have signed off.
  - vii. The Permit is returned no later than the time shown on the Permit. If it is probable that the work might extend beyond the expiry time shown on the Permit, the Permit Holder shall inform the Authorised Person (Substations) who issued or is retrieving the Permit or the Contract Representative when applicable as soon as it is known that the Permit may be returned late.
  - viii. Prior to returning the Permit all persons and material are clear of all electrical equipment for which the Permit was issued, all persons have signed off the Personnel Register and have been instructed to treat the equipment as live.
4. Relief of the Permit Holder:
  - Relief of the Permit Holder only occurs when the Permit Holder becomes incapacitated.
  - All persons signed on the Permit shall cease the work for which the Permit was issued until the new Permit Holder is appropriately instructed, receives a Permit and takes charge of the work party. This is to be arranged with an Authorised Person (Substations).
  - The new Permit Holder can sign off the Personnel Register on behalf of the incapacitated Permit Holder confirming all personnel are signed off the Personnel Register.
5. Procedure in Case the Permit booklet is Lost / Damaged:
  - If the Permit is lost or damaged, the Permit Holder shall immediately report the loss to the Authorised Person (Substations) who issued or is retrieving the Permit or the Contract Representative when applicable. The Permit Holder shall also advise other shift Permit Holders that no work can be carried out unless a replacement Permit has been issued.
  - If work is still in progress, the Permit Holder shall obtain a duplicate Permit with the same number. This shall be endorsed "Replacement for Lost / Damaged Permit" and all persons still engaged in the work shall sign on.
  - If work has been completed and a replacement Permit has not been received, the Permit Holder shall give written notification to the Authorised Person (Substations) who would have retrieved the Permit that all persons and material are clear of all electrical equipment for which the Permit was issued and all persons who signed on the original Personnel Register have been instructed to treat the equipment as live.

## PART B: PERSONS SIGNING ON AND OFF THE PERSONNEL REGISTER ACKNOWLEDGE THAT:

1. They have been instructed by the Permit Holder and understand the extent of the Electrically Safe Work Area and that all other electrical equipment shall be treated as live.
2. They have been instructed that, in order not to incur any danger, they shall confine themselves, their clothing, tools and materials within the Electrically Safe Work Area.
3. They shall not pass over or under work area or defined route access markers, safety fences, demarcation tape, temporary warning signs and / or special barriers.
4. Should they need to exit and re-enter the Electrically Safe Work Area they shall do so as per the instructed process.
5. When the work is finished or prior to leaving the worksite at the end of their shift they shall sign "off" the relevant Personnel Register.
6. Permission has been withdrawn to carry out work for which the Permit was issued once they have signed off, and treat all electrical equipment as live.

**For electrical assistance not covered above, please contact  
the Electrical Operating Centre on (02) 9379 4911.**

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2. Extent and type of work: \_\_\_\_\_

3. For work to be carried out by (Company / work team: name): \_\_\_\_\_

4. The following switching operations are to be carried out to achieve isolation (detail switch no., location and action):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TO BE REMOVED BY  
PERMIT ISSUER

5. The following electrical equipment has been isolated, proved dead and earthed at:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Details and identifications of the electrical sale work area: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**NB: All other exposed electrical equipment shall be considered as live and appropriate clearances maintained.**

7. Relevant special instructions and warnings : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**8. I acknowledge that I have been shown and understand relevant special instructions and warnings and the details of the electrical safe work area. I will comply with the provisions of Part A on the reverse side of this form and accept the associated responsibilities. I will ensure that the work party complies with the provisions of Part B on the reverse side of this form.**

Accredited Substation Permit Holders:			Instructed by Authorised Person (Substations):	
Name	Signature	Mobile no.	Name	Signature
1.				
2.				
3.				
4.				
5.				
6.				

9. This permit is:	Name	Signature	Hours	Date
Checked (Items 1-7) by:			: / /20	
Issued by:			: / /20	
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Electrical Commissioning Certificate for permit cancellation is: Required  Not required  No. of Personnel Registers issued

**10. Permit Holder - By signing off this Permit:**

i. I certify that persons signed on the Personnel Register, tools, materials, and machinery are clear of the Electrical Equipment and all persons have been instructed to treat the equipment as live, and

ii. I accept responsibility for persons who have failed to sign off and have undertaken a joint site inspection with the person retrieving the permit to ensure that all persons, tools, materials and machinery are outside the minimum Safe Approach Distance for safe energisation of supply.

Returned by Permit Holder:			: / /20
Permit cancelled by Authorised Persons (Substations):			: / /20

**The cancelled permit (original) is to be forwarded to the nominated electrical representative in the area concerned.**



# Substation Personnel Register No. 1

This page shall only be used for a single work shift.

This document is linked to and forms part of the relevant Permit. Guidance in the use of this form is contained in the procedures **PR D 78502** "Substation Access Permit". Work shall not commence until the Permit has been received and all staff for whom the Permit is required have signed "on" this Personnel Register.

From:  :  Hours  /  /20 To:  :  Hours  /  /20

Permit holder name	Sign on	Time on
		:

## Members of the working party acknowledgement (See Instructions Part B on the reverse side of the Permit)

Print name	Mobile no.	Sign on	Sign off	Time off
1.				:
2.				:
3.				:
4.				:
5.				:
6.				:
7.				:
8.				:
9.				:
10.				:
11.				:
12.				:
13.				:
14.				:
15.				:
16.				:
17.				:
18.				:
19.				:
20.				:
21.				:
22.				:
23.				:
24.				:
25.				:
26.				:
27.				:
28.				:
29.				:
30.				:

### I certify that ALL persons and material are clear of the electrical equipment to be re-energised, and either

- I also certify that all persons who have previously signed "ON", have signed "OFF" this Personnel Register, and that all have been instructed to treat the equipment as LIVE, **OR**
1. I also certify that amongst those persons (as indicated above) who have failed to sign "OFF", I have made reasonable attempts to contact and check that any person failing to sign off has left the work site and it is impracticable to get them back for signing off, AND
2. I accept responsibility for all those persons who have failed to sign "OFF", and I have undertaken a joint site inspection with the person retrieving the Permit to ensure that all persons, tools, plant and materials are outside the required minimum Safe Approach Distance from exposed electrical equipment for their safe energisation.

Permit holder name	Sign off	Time off
		:

## Substation Personnel Register No. 2

This page shall only be used for a single work shift.

This document is linked to and forms part of the relevant Permit. Guidance in the use of this form is contained in the procedures **PR D 78502** "Substation Access Permit". Work shall not commence until the Permit has been received and all staff for whom the Permit is required have signed "on" this Personnel Register.

From:  :  Hours  /  /20 To:  :  Hours  /  /20

Permit holder name	Sign on	Time on
		:

### Members of the working party acknowledgement (See Instructions Part B on the reverse side of the Permit)

Print name	Mobile no.	Sign on	Sign off	Time off
1.				:
2.				:
3.				:
4.				:
5.				:
6.				:
7.				:
8.				:
9.				:
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27.				:
28.				:
29.				:
30.				:

### I certify that ALL persons and material are clear of the electrical equipment to be re-energised, and either

- I also certify that all persons who have previously signed "ON", have signed "OFF" this Personnel Register, and that all have been instructed to treat the equipment as LIVE, **OR**
1. I also certify that amongst those persons (as indicated above) who have failed to sign "OFF", I have made reasonable attempts to contact and check that any person failing to sign off has left the work site and it is impracticable to get them back for signing off, AND
2. I accept responsibility for all those persons who have failed to sign "OFF", and I have undertaken a joint site inspection with the person retrieving the Permit to ensure that all persons, tools, plant and materials are outside the required minimum Safe Approach Distance from exposed electrical equipment for their safe energisation.

Permit holder name	Sign off	Time off
		: