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Permit books of these forms should be ordered through that company.

**THIS PAGE CONTAINS INSTRUCTIONS FOR PRINTING PERMIT BOOKS AND IS NOT TO BE PRINTED**

Printing Instructions for Substation Access Permit Book – PR D 78502 FM 01 Version 1.2

**General**

- Size - A4
- All printing black
- No numbering
- Artwork provided – see attached pages in this file

**Book Printing Details**

- Book – 50 sets duplicate – stitched at left (4 wire)
- Original
  - Canary (or Reflex Yellow) CB (coated back)
  - Printed 2-sides different
  - Perforated
- Duplicate
  - White CF (coated front)
  - Printed 1-side (same as front of original)
  - Fast
- Covers
  - 250/300gsm Canary
  - Cover printed 1-side black
  - Wraparound back – no print

**Artwork**

The artwork in this file is as follows:

Cover Page – Book cover

Page 1 of 2 – Front side of form (original & duplicate)

Page 2 of 2 – Reverse side of form (original only).



# Substation Access Permit

**Stock Code No. 1886902**

**PR D 78502 FM01 Substation Access Permit**

LOCATION \_\_\_\_\_ PERMIT NO \_\_\_\_\_

(1) ISSUED TO PERMIT HOLDER (Print Name: ) \_\_\_\_\_ (Depot/Company) \_\_\_\_\_

(2) THIS PERMIT IS IN FORCE FROM Planned Time : \_\_\_\_\_ HRS Date : \_\_\_\_ / \_\_\_\_ / 20 \_\_\_\_ TO Planned Time : \_\_\_\_\_ HRS Date : \_\_\_\_ / \_\_\_\_ / 20 \_\_\_\_

(3) EXTENT AND TYPE OF WORK \_\_\_\_\_

(4) THE FOLLOWING SWITCHING OPERATIONS ARE TO BE CARRIED OUT TO ACHIEVE ISOLATION : (Detail Switch No., Location and Action)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(5) THE FOLLOWING ELECTRICAL EQUIPMENT HAS BEEN ISOLATED, PROVED DEAD AND EARTHED AT :

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(6) DETAILS AND IDENTIFICATION OF THE ELECTRICALLY SAFE WORK AREA AND RELEVANT SPECIAL INSTRUCTIONS AND WARNINGS :

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(7) ITEMS ABOVE, CHECKED BY: Print Name : \_\_\_\_\_ Sign : \_\_\_\_\_ Time : \_\_\_\_\_ Date : \_\_\_\_ / \_\_\_\_ / 20 \_\_\_\_

(8) THE DETAILS AND IDENTIFICATION OF THE ELECTRICALLY SAFE WORK AREA HAVE BEEN SHOWN TO THE PERMIT HOLDER BY ME AND I CONSIDER THAT THE INSTRUCTIONS GIVEN WERE UNDERSTOOD.

ISSUED BY AUTHORISED PERSON Print: \_\_\_\_\_ Sign : \_\_\_\_\_ Time : \_\_\_\_\_ Date : \_\_\_\_ / \_\_\_\_ / 20 \_\_\_\_

(9) PERMIT HOLDER : I ACKNOWLEDGE THAT I HAVE BEEN SHOWN AND UNDERSTAND THE DETAILS AND IDENTIFICATION OF THE ELECTRICALLY 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.

Print : \_\_\_\_\_ Sign : \_\_\_\_\_ Time : \_\_\_\_\_ HRS Date : \_\_\_\_ / \_\_\_\_ / 20 \_\_\_\_

USE OF PERSONNEL REGISTER (Form PR D 78502 FM 02 Substation / Low Voltage Personnel Register):

- (i) If a Personnel Register is used, the Permit Holder is to complete the relevant line below (the line number becomes the Personnel Register No.) and tick the box next to the line. The work party is to sign on to the Personnel Register. The associated Personnel Register is to be linked to this Permit and forms part of this Permit.
- (ii) If a Personnel Register is not used, the Permit Holder is to sign on above, only, and the work party, lines 1 - 8 below.
- (iii) The work party members signing "ON" and "OFF" below acknowledge and accept the provisions of Part B on the reverse side of this form.

	PRINT NAME	SIGN ON	TIME	DATE	SIGN OFF	TIME	DATE
1			:	/ /		:	/ /
2			:	/ /		:	/ /
3			:	/ /		:	/ /
4			:	/ /		:	/ /
5			:	/ /		:	/ /
6			:	/ /		:	/ /
7			:	/ /		:	/ /
8			:	/ /		:	/ /

(10) PERMIT HOLDER - BY SIGNING OFF THIS PERMIT :

- (i) I CERTIFY THAT PERSONS SIGNED ON THIS PERMIT (OR 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.

Print: \_\_\_\_\_ Sign : \_\_\_\_\_ Time : \_\_\_\_\_ HRS Date : \_\_\_\_ / \_\_\_\_ / 20 \_\_\_\_

(11) PERMIT CANCELLED BY AUTHORISED PERSON Sign : \_\_\_\_\_ Time : \_\_\_\_\_ HRS Date : \_\_\_\_ / \_\_\_\_ / 20 \_\_\_\_

(12) THE CANCELLED PERMIT (ORIGINAL) IS TO BE FORWARDED TO THE NOMINATED ELECTRICAL ENGINEER OR ELECTRICAL REPRESENTATIVE IN THE AREA CONCERNED.

**GENERAL:**

- (1) This Permit is issued in accordance with PR D 78500 Electrical Permits and PR D 78502 Substation Access Permit by an Authorised Person 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 referred to in Part A has been received by the Authorised Person who issued or is cancelling the Permit.
- (3) Work shall not commence until the Permit has been received and all staff engaged on the work have signed "on" the Permit or the Personnel Register provided.

**PART A : RESPONSIBILITY OF THE PERMIT HOLDER** (Reference SMS-06-SW-0267 Working in Accordance with an Electrical Permit)

- (1) If the Permit Holder has to leave the work site, all persons signed on the Permit or the Personnel Register shall cease the work for which the Permit was issued until the Permit Holder returns, after which that work may recommence.
- (2) The Permit Holder shall ensure that:
  - (i) The Permit is retained until it has been cancelled and returned to an Authorised Person.
  - (ii) The work described on the Permit describes the work to be carried out and that no work may be 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 body, clothes, tools, materials and machinery 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 Safe 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 persons carrying out the work for which the Permit is required :
    - are signed on the Permit or the Personnel Register prior to commencing work,
    - are signed off the Permit or the Personnel Register when the work is finished or prior to leaving the work location 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 the Permit or the Personnel Register.
  - (vii) The Permit is returned no later than the time shown on the Permit.  
If it is probable that the work will extend beyond the expiry time shown on the Permit, the Permit Holder shall inform the Authorised Person who issued or is cancelling the Permit as soon as it is known that the Permit may be returned late.
  - (viii) Prior to returning the Permit all persons, tools, materials and machinery are clear of all electrical equipment for which the Permit was issued, all persons have signed off the Permit or the Personnel Register and have been instructed to treat the equipment as live.
- (3) Procedure in Case of Permit Being Lost  
If the Permit is lost, the Permit Holder shall immediately report the loss to the Authorised Person who issued or is cancelling the Permit.

At the completion of the work, the Permit Holder shall give written notification to the Authorised Person who is cancelling the Permit that all persons, tools, materials and machinery are clear of the electrical equipment for which the Permit was issued and all persons who signed on the Permit or the Personnel Register have been instructed to treat the equipment as live.

**PART B: PERSONS SIGNING "ON" AND "OFF" THE PERMIT OR THE PERSONNEL REGISTER ACKNOWLEDGE THAT:**

- (1) They have been instructed 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, materials and machinery 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 Permit or the Personnel Register.
- (6) Once they have signed "off", permission to carry out work for which the Permit was issued has been withdrawn, and treat all electrical equipment as live.