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

Printing Instructions for Low Voltage Access Permit Book – PR D 78503 FM 01 V1.1

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
 - Blue 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 Blue
 - 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).



Low Voltage Access Permit

Stock Code No. 1886910

PR S 78503 FM01 Low Voltage Access Permit

LOCATION _____ PERMIT NO. _____

(1) THIS PERMIT IS IN FORCE FROM Planned Time : _____ HRS Date : ____ / ____ /20____ TO Planned Time : _____ HRS Date : ____ / ____ /20____

(2) EXTENT AND TYPE OF WORK : (including Plant) _____

FOR WORK TO BE CARRIED OUT CONTACT
 (3) BY : _____ (DEPOT/COMPANY) PHONE : _____

(4) OTHER ELECTRICAL PERMITS/OPERATING AGREEMENTS REQUIRED, HAVE BEEN RECEIVED : _____

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

(6) THE FOLLOWING LOW VOLTAGE EQUIPMENT HAS BEEN ISOLATED AND PROVED DEAD FOR THIS PERMIT :

(7) DETAILS AND IDENTIFICATION OF THE ELECTRICALLY SAFE WORK AREA AND RELEVANT SPECIAL INSTRUCTIONS AND WARNINGS : (Limit this to worksite or other boundary)

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

(8) **PERMIT TO BE ISSUED TO: PERMIT HOLDERS SIGNING THIS SECTION ACKNOWLEDGE THAT THEY HAVE BEEN SHOWN AND UNDERSTAND THE DETAILS AND IDENTIFICATION OF THE ELECTRICALLY SAFE WORK AREA FOR WHICH THE PERMIT WILL BE ISSUED.**

PERMIT HOLDERS :		INSTRUCTED BY : (Authorised Person)	
PRINT NAME	SIGNATURE	PRINT NAME	SIGNATURE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(9) ISSUED BY (Authorised Person)
 Print : _____ Sign : _____ Time : _____ HRS Date : ____ / ____ /20____

(10) **PERMIT HOLDER : 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.**

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 line 1 below, and the work party, lines 2-7 below.

	PRINT NAME	SIGN ON	TIME	DATE	SIGN OFF	TIME	DATE
1	_____	_____	_____	____/____/____	_____	_____	____/____/____
2	_____	_____	_____	____/____/____	_____	_____	____/____/____
3	_____	_____	_____	____/____/____	_____	_____	____/____/____
4	_____	_____	_____	____/____/____	_____	_____	____/____/____
5	_____	_____	_____	____/____/____	_____	_____	____/____/____
6	_____	_____	_____	____/____/____	_____	_____	____/____/____
7	_____	_____	_____	____/____/____	_____	_____	____/____/____

(11) 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 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.
 Sign : _____ Time : _____ HRS Date : ____ / ____ /20____

(12) PERMIT CANCELLED Sign : _____ AUTHORIZED PERSON Time : _____ HRS Date : ____ / ____ /20____

(13) SUPPLY RESTORED Sign : _____ AUTHORIZED PERSON Time : _____ HRS Date : ____ / ____ /20____

(14) 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 78503 Low Voltage Access Permits 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 low voltage 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 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 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 electrically safe work area and is not relieved, 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 returned to an Authorised Person.
 - (ii) The work described on the Permit fully 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 low voltage 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 or 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 markers, safety fences or other barriers.
 - (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 retrieving 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 low voltage 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. Relief of the Permit Holder:

If the Permit Holder is to be relieved, the relieving Permit Holder shall have been instructed by an Authorised Person as to the electrically safe work area and conditions of the Permit. The relieving Permit Holder shall sign the Permit in the space provided - item (10), and comply with the requirements above.

If the person who is to relieve the Permit Holder has not been instructed accordingly, all persons signed on the Permit or the Personnel Register 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 can be arranged with the Authorised Person who issued the Permit or with the Electrical System Operator.

4. 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 retrieving the Permit or to the Electrical System Operator.

At the completion of the work, the Permit Holder shall give written notification to the Authorised Person who is retrieving the Permit that all persons, tools, materials and machinery are clear of the low voltage 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:

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. When they leave the work location they shall sign "off" the Permit or the Personnel Register, understand that permission to carry out work for which the Permit was issued has been withdrawn, and treat all electrical equipment as live.