

# Substation/Low Voltage Personnel Register

THIS PAGE SHALL ONLY BE USED FOR A SINGLE WORK SHIFT

For use with:  Substation Access Permit No.: \_\_\_\_\_  
 (Tick relevant box)

Low Voltage Access Permit No.: \_\_\_\_\_

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", [PR D 78503](#) "Low Voltage Access Permit" and [D2013/80544](#) "Working in Accordance with an Electrical 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

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

| PRINT NAME | MOBILE PH. | 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         |            |         |          |          |

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 |
|--------------------|----------|----------|
|                    |          | :        |