

SECTION 1: CONTRACT/PERMIT DETAILS

Contract Name		Contract No.		Permit number	
Area of Site for which Permit is Valid:					
Permitted Task:					
Period Permit is Valid for:	From (date):		To (date):		

SECTION 2: SERVICE IDENTIFICATION

Underground Services				Overhead Services			
Service	Present? Y/N	Safe Horizontal Distance (m)	Services outside of Safe Horizontal Distance? Y/N	Service	Present? Y/N	Safe Horizontal Distance (m)	Services outside of Safe Horizontal Distance? Y/N
Electricity Cables		5*		Electricity – Pylons		15	
Gas Mains		5*		Electricity – Wood Poles		9	
BT Cables		5*		BT Cables		6	
Water Mains		5*		Other			
Sewers		5*		<i>For all overhead services the service owner must be contacted to establish a safe distance vertically from the overhead supply.</i>			
Drainage Ducts		5*					
Fibre Optic Cables		5*					
Other		5*					

**Unless special measures are agreed and implemented.*

If underground services are present, then refer to section 3	If overhead services are present, then refer to section 4
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SECTION 3: STEPS TO BE TAKEN IN RELATION TO UNDERGROUND SERVICES BEFORE WORK COMMENCES

1	Is a current colour composite service drawing overlaid on the piling area available for inspection on site? <i>(Less than 90 days old).</i>	Y / N		
2	Service Drawing reference number(s)			
3	Has the service drawing been reviewed in relation to piling and setting out activities?	Y / N		
Note	<i>A legible colour copy or extract of the composite service drawing(s) must be attached to this permit when issued.</i>	Y / N		
4	Who is responsible for the identification of services on this site? <i>(Print the name of the responsible person and their employer)</i>			
5	Has a GENNY & CAT been used to undertake a scan at all pile positions to identify any underground service?	Y / N		
6	Who has undertaken the GENNY & CAT scan for services on this site? <i>(Print the name of the competent person and their employer)</i>			
CAT Scanner Used -Type		Serial Number	Calibration checked	Y / N
GENNY Used -Type:		Serial Number	Calibration checked	Y / N
7	Have any identified services been positively identified / exposed by trial pits or vacuum excavation and marked clearly at Piling Platform Level?	Y / N		

8	Any other comments/actions

SECTION 4: STEPS TO BE TAKEN IN RELATION TO OVERHEAD SERVICES BEFORE WORK COMMENCES

1	Has a specific Task Briefing & Risk Assessment been drawn up and approved where piling is within the safe distances given in Section 2	Y / N
2	Have safe vertical distances been obtained from the overhead service owners?	Y / N
3	Have appropriate physical barriers been put in place to prevent unauthorised access within the safe distances?	Y / N
4	If work is required under the cables has the appropriate plant been selected?	Y / N
5	If plant & vehicles are required to work or pass under the cables have goal posts been erected to provide an access point?	Y / N
6	Any other comments/actions	

SECTION 5: PERMIT AUTHORISATION

PERMIT AUTHORISED by – (Principal Contractor's Representative)	Name (printed)	(signed)
DATE of issue	TIME of issue	
PERMIT RECEIVED by the Piling Supervisor-	Name (printed)	(signed)

NOTE **If the answer to any of questions in section 3 or 4 is NO then WORKS MUST NOT START - ADVICE MUST BE OBTAINED FROM YOUR LINE MANAGER BEFORE CONTINUING**

ANY SERVICE SHOULD BE TREATED AS LIVE - ALL SERVICE STRIKES MUST BE REPORTED.

All operatives that are required to work on site are to be briefed on the completed permit and are to sign below on completion of the briefing

	Name (Print)	Signature	Date	Briefed By Name (Print)*	Signature
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

INTEGRATED MANAGEMENT SYSTEM

PERMIT TO BREAK GROUND



GUIDANCE NOTES

The purpose of this permit is to ensure that all reasonable steps have been taken to ensure that buried or overhead services have been identified and control measures put in place in accordance with 'HSG 47 Avoiding Danger From Underground Services' and 'GS6 Avoiding Danger From Overhead Power Lines', prior to works being undertaken. Any control measures identified on this permit should be highlighted on the site-specific risk assessment and included in the Site Induction.

This permit must be in place, signed before any work to 'break ground' is undertaken. This includes all setting out, driving of earthing pins, augering or similar.

This permit is not intended to absolve any individual of their responsibilities in relation to the protection of services. This permit is to be used to ensure that all those with responsibility in relation to the protection of services have fulfilled their obligations and that all involved in the works are aware of the activities which have been undertaken in relation to the protection of services.

**ALL CONTRACTS SHOULD COMPLETE SECTIONS 1, 2, 3 & 5.
SECTION 4 SHOULD ONLY BE COMPLETED WHERE OVERHEAD SERVICES ARE PRESENT.**

1 CONTRACT/ PERMIT DETAILS

No of Permit – permits should be given a unique identifier. A simple consecutive numbering system (e.g. 1,2,3,4) is adequate
Area of site for which permit is valid – The permit should clearly detail what area of the site it is valid for. This should be noted by gridlines or pile numbers 'whole site' is not acceptable terminology. The size of the area covered by the permit should be reviewed on a site-by-site basis. For larger contracts it may be more practical to issue a number of permits for different working areas whilst for a smaller contract, or one with no known services one permit can be issued for the contract.
Period permit is valid for – the **MAXIMUM permissible time for a permit to remain valid is 7 days.**

2 SERVICE IDENTIFICATION

Any known services should be identified on the permit.
 If piling is to be undertaken within the safe horizontal distance given to either overhead or underground services then additional risk assessment should be undertaken to ensure appropriate controls are in place.
 Where piling is to be undertaken next to overhead cables then the supplier must be contacted to provide the safe vertical distance required as this will vary dependent on the service, the mounting and where applicable the voltage.
 Where gas mains have been identified our permit requires a minimum distance of 5m, however the Principal Contractor should have agreed safe working distances with either the regional public gas transporter e.g. Northern Gas networks or telephone National Grid on 0800 688 588 in advance of our works.
 Consideration should also be given to weather conditions when assessing the risk from overhead cables as wet weather may increase the risk of electric arcing.

3 STEPS TO BE TAKEN IN RELATION TO UNDERGROUND SERVICES

These questions should be reviewed with the Principal Contractor's representative. Some activities the Piling Contractor can, and should undertake (such as the provision of a specific risk assessment where required) whilst some activities should lie with others (e.g. CAT scanning).
 The name of the person responsible for the identification of services on the site should be printed on the permit. This will usually be an individual appointed by the principal contractor, or a member of the principal contractor's team.
 It is recommended that the Principal Contractor undertakes CAT Scanning at all pile positions to ensure that there are no unknown services in these locations. Piling Contractors do not routinely have personnel trained to undertake these activities.
NOTE: If pile positions are moved during the course of the works, it may be necessary to reissue the permit to ensure that the revised position has been scanned.
 Any identified services within 5m of a pile edge must be positively identified / exposed and clearly marked at piling platform level. A specific task briefing & risk assessment will then be required before works can proceed.

4 STEPS TO BE TAKEN IN RELATION TO OVERHEAD SERVICES

These questions should be reviewed with the Principal Contractors representative. Some activities can, and should undertake (such as the provision of a specific risk assessment where required) whilst some activities should lie with others (e.g. erection of goal posts).
 Any works being undertaken within the safe distances given in relation to overhead services must be covered by a separate risk assessment detailing all control measures to be put in place such as goal posts, reduced height machinery, etc.

5 PERMIT AUTHORISATION

The Permit should be received by the individual who will be supervising the works on behalf of the Piling Contractor.
 The Permit should be authorised by the Principal Contractors representative. By signing this permit the Principal Contractors representative is confirming that in line with the Construction (Design & Management) Regulations 2015 general principles of prevention have been applied and that competent individuals have undertaken the activities required to ensure that the piling/ drilling works may commence works.

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