

High Voltage Access Permit



Access Permit ID:

Section 1 – Details of work					
Site name		Switching sheet ID			
Location on site		Work order			
Details of work to be undertaken					
Date		Start time	AM / PM	Finish time	AM / PM
Access to the following equipment/high voltage apparatus:					
Description of isolation points with DNOBs attached:					
Location of operator earths with DNOBs attached:					
Other controls taken:					
<input type="checkbox"/> Taping off	<input type="checkbox"/> Taping off	<input type="checkbox"/> Taping off	<input type="checkbox"/> Taping off		
<input type="checkbox"/> Live & dead board identified	<input type="checkbox"/> Live & dead board identified	<input type="checkbox"/> Live & dead board identified	<input type="checkbox"/> Live & dead board identified		
<input type="checkbox"/> Other (please specify):					
Nearby exposed live HV/LV at the work area:					

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Access Permit ID:

Section 2 – Issue of access permit			
Switching coordinator name			
Switching operator name		Signature	
Date		Time	

Section 3 – Receipt of access permit			
I acknowledge that I only have access to the apparatus listed above and will have no difficulty in keeping clear of apparatus not covered by this permit and will not alter isolation points and other controls in place.			
Permit recipient name		Signature	
Date		Time	

Section 4 – Work group signatures						
SIGN ON I acknowledge that I only have access to the apparatus listed on page 1 and will have no difficulty in keeping clear of apparatus not covered by this permit and will not alter isolation points, and other controls in place.				SIGN OFF I acknowledge that I no longer have access to the apparatus listed on page 1 and will regard the apparatus as being live.		
Name (<i>please print</i>)	Signature	Time	Date	Signature	Time	Date
Is a supplementary work group signature page (section 19) in progress?			Yes <input type="checkbox"/> No <input type="checkbox"/>		Switching Sheet ID	

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Section 5 – Transfer of access permit

I acknowledge that I no longer have access to the apparatus listed above and have fully communicated to the incoming recipient the status of the work, the controls currently in place to manage the hazards and any potential hazards or risks that may arise through the conduct of this HV work.

Outgoing recipient	Name: <i>(please print)</i>	Signature:	Time:	Date:
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I acknowledge that I only have access to the apparatus listed above and will have no difficulty in keeping clear of apparatus not covered by this permit and will not alter isolation points, and other controls in place.

Incoming recipient	Name: <i>(please print)</i>	Signature:	Time:	Date:
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Section 6 – Working earth schedule

#	Location of each set of working earths	ON		OFF	
		Time	Date	Time	Date

Section 7 – Abnormalities

Section 8 – Surrender of access permit

I acknowledge that I no longer have access to the apparatus listed on page 1 and will regard the apparatus as being live.

Supplementary work group signature pages attached and signed off.

Permit recipient name		Signature	
Date		Time	

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Section 9 – Work group signatures supplementary page						
SIGN ON I acknowledge that I only have access to the apparatus listed on page 1 and will have no difficulty in keeping clear of apparatus not covered by this Permit and will not alter Isolation Points, and other controls in place.				SIGN OFF I acknowledge that I no longer have access to the apparatus listed on page 1 and will regard the apparatus as being live.		
<i>Name (please print)</i>	Signature	Time	Date	Signature	Time	Date