

Section 1 – General Details

Switching Sheet Ref No: _____ **Access Permit No:** _____

Nominated Issue: Time: _____ Day: _____ Date: _____

Anticipated Surrender: Time: _____ Day: _____ Date: _____

Work Area Location: _____

Issued To: _____

Access to the following High Voltage Lines and Apparatus: _____

Work Details: _____

Description of Isolation Points with Do Not Operate Boards attached: _____

Location of Operator Earths with Do Not Operate Boards attached: _____

Other Precautions Taken:
 Barrier / Warning Tape Barrier Mesh / Hoarding
 Work Area Warning Sign Insulated Covers / Mats
 Other (specify): _____

Nearby Live HV / LV at the Work Area: _____

Section 2 – Issue of Access Permit

Issue Approval (*Switching Coordinator*):

I approve the issue of this Access Permit to enable safe access / work on isolated HV apparatus.

Name: _____ Signature: _____ Time: _____ Date: _____

Issue Implementation (*Switching Operator*):

I issue this Access Permit to enable safe access / work on isolated HV apparatus.

Name: _____ Signature: _____ Time: _____ Date: _____

Section 3 – Receipt of Access Permit

Recipient:

I acknowledge that I only have access to the lines and apparatus listed above while earthed, will have no difficulty in keeping clear of lines and apparatus not covered by this Access Permit and will not alter Isolation Points, Operator Earths or Other Precautions put in place.

Name: _____ Signature: _____ Time: _____ Date: _____

Section 4 – Work Group Signatures

SIGN ON				SIGN OFF		
I acknowledge that I only have access to the lines and apparatus listed on Page 1 while earthed, will have no difficulty in keeping clear of lines and apparatus not covered by this Access Permit and will not alter Isolation Points, Operator Earths or Other Precautions put in place.				I acknowledge that I no longer have access to the lines and apparatus listed on Page 1 and will regard the lines and apparatus as being live.		
Name	Signature	Time	Date	Signature	Time	Date

Section 5 – Transfer of Access Permit

Outgoing Recipient:
I acknowledge that I have communicated with the Incoming Recipient and that I am no longer coordinating access / work relating to this Access Permit.

Name: _____ Signature: _____ Time: _____ Date: _____

Incoming Recipient:
I acknowledge that I only have access to the lines and apparatus listed on Page 1 while earthed, will have no difficulty in keeping clear of lines and apparatus not covered by this Access Permit and will not alter Isolation Points, Operator Earths or Other Precautions put in place.

Name: _____ Signature: _____ Time: _____ Date: _____

Section 6 – Working Earth Schedule

Location of Each Set of Working Earths Placed:	On		Off	
	Time	Date	Time	Date

Section 7 – Abnormalities

Details: _____

Section 8 – Surrender of Access Permit

Recipient:
I acknowledge that all Working Earths placed have been removed except as specified in Section 7 Abnormalities, that the Work Group have fully signed off, that I no longer have access to the lines and apparatus listed on Page 1, and that I will regard the lines and apparatus as being live.

Name: _____ Signature: _____ Time: _____ Date: _____