



EXCAVATION PERMIT SC19 Appendix 6

		Permit No: (record in log book)	
This part to be completed by the permit requestor			
Project/Job No:		Location:	
Project/Job Title:			
Description of work & method of excavation:			
Reinstatement specification:			
Means of ensuring safety around excavation:			
Relevant drawing showing area of work:		RAMS ref & date:	
Commencement Date:		Anticipated Completion & Backfill Date:	

Authorisation and Acceptance

This part to be completed by the permit issuer and requestor, including page 2

Excavation area has been scanned using 'CAT' & Genny ¹	Time:	Date:
I confirm that I have verified the above information and ensured that the necessary precautions have been taken. The work can proceed as defined above and the permit information has been explained to all workers involved.		
Permit issued By: (Responsible Officer – Estates Services)	Time:	Date:
Permit Received By: (Contractor Foreman / Supervisor / Site Manager)	Time:	Date:

Handback and Cancellation

Permit Cleared By: (Contractor Foreman / Supervisor / Site Manager)	Time:	Date:
Permit Cancelled By: (Issuing Officer – Estates Services)	Time:	Date:
Any underground services not highlighted on record drawings? ²		
Any visual or olfactory signs of contamination? ²		
Recorded information distributed to Estates Condition Team RAL - ESTATESCONDITION@stfc.ac.uk ; DL- estate.services@stfc.ac.uk		
Have underground services been altered as part of this activity?	Yes / No	
All alterations (including additions or removals) must be reflected on the Master Underground Services drawing to ensure that it remains current.		
This permit should not be cancelled until information detailing the alterations has been passed to the CAD Records Manager. RAL - Helen Duffy (R68) - helen.duffy@stfc.ac.uk ; DL Jon Horswill (B31) jonathan.horswill@stfc.ac.uk		

SECTION: ELECTRICAL SERVICES – Check drawings / seek advice		
Power Cables HV	Yes/No	SPECIAL INSTRUCTIONS: Responsible officer: Tel: Date:
Power Cables LV	Yes/No	
Street Light Cables	Yes/No	
Fire Alarm Cables	Yes/No	
Site Alarm Cables	Yes/No	
Data Cables	Yes/No	
Other Cables	Yes/No	
Ancillary items e.g. earth mats	Yes/No	

SECTION: MECHANICAL SERVICES – Check drawings / seek advice		
Steam Mains	Yes/No	SPECIAL INSTRUCTIONS: Responsible officer: Tel: Date:
Condensate Mains	Yes/No	
Water Mains	Yes/No	
Gas Mains	Yes/No	
Compressed Air Mains	Yes/No	
Other Piped Services Not Known	Yes/No	

SECTION: CIVIL SERVICES – Check drawings / seek advice		
Surface Water Drains	Yes/No	SPECIAL INSTRUCTIONS: Responsible officer: Tel: Date:
Foul Drains	Yes/No	
Trade Waste Drains	Yes/No	
Active Drains (radiological)	Yes/No	
Other Drains	Yes/No	

OTHER KNOWN OR POTENTIAL HAZARDS / CONSIDERATIONS		
Adjacent buildings or structures that could be undermined	Yes/No	SPECIAL INSTRUCTIONS: Responsible officer: Tel: Date:
Potential for unauthorised access	Yes/No	
Potential for contamination e.g. asbestos or UXO	Yes/No	
Potential for ground stability issues	Yes/No	
Confined space management or lone working	Yes/No	
Environmental constraints such as orchids (see Estates plan), tree protection or silt run-off to drains.	Yes/No	

Closed permit to be retained by Estates

Notes:

1. A cable avoidance tool 'CAT' & Genny must be used to help locate inactive or redundant services and obstructions.
2. Excavation is to stop immediately if any unidentified service or obvious contamination is located. Seek advice from Estates Services.
3. The permit is to be returned to the Issuing Officer after completion of the work.