

## MCH1881 Version C: Permit to Access RCC and do Work

This form shall be completed, and e-mailed along with Method Statement and Risk Assessment (when required) to the **RCC Technical Support Contact** detailed in the process at the end of this form. It must arrive by 10:00am, at least 5 working days in advance of the work. Please complete all the following details. Pay particular attention to Major and Minor Works Note

Company name	
Company phone No	
Name(s) of person(s) attending	
Mobile No of person(s) attending	
Time and date of work starting	
Time and date of work ending	
Confirm BC security clearance	
Site where work will be carried out	
System being worked on	
HA Project Sponsor for works	
What is impact on other technologies?	
Date of Application	

### Major or Minor Work

If the work has Significant Operational Impact, or a Significant Health & Safety (H&S) risk, then it is classed as Major Work, and therefore requires a Method Statement and Risk Assessment to be provided.

<u>For Major Works only</u>	YES/NO
Significant Operational Impact?	
H & S Risk ?	

If any work affects other **RCC Technologies, NTCC** and/or the **HA Broadband Network**, then it is the responsibility of the contractor and/or Project Sponsor to seek approval from the Project Sponsor for the affected technology.

Please send continuation sheets, Risk Assessments and Method Statements as attachments.

<p><b>Reason for work.</b> (To also include details of the differences the Traffic Officer operatives will see once work completed):</p>    
<p><b>Operational Impact.</b> (To include what operational alarms will be generated by the works, and disruption to RCC Operations, as well action to be taken to mitigate disruption):</p>    
<p><b>Description of the work to be carried out.</b> (Including impact on other technologies):</p>    

Please note that at all times Operations staff have complete veto on any works. Please consult the senior person on duty before commencing work and always inform the senior person on duty when work has been completed.

**Understood and approval given by (see process point 9):**

- RCC Technical Support contact with regard to Technical Assessment, and by
- Duty Operations Manager with regard to Operational Assessment, and by

<u>Permit Number</u>	
<u>Date</u>	

**Senior Building Co-ordinator to confirm that person has turned up and has been granted access**

<u>Senior Building Co-ordinator Name</u>	<u>Signature</u>	<u>Date</u>
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**Declaration by the Contractor on arrival at site**

I / We undertake to carry out the above work, and only the above work, as described in the Method Statement and Risk Assessment.

<u>Contractor's Name on arrival at Site</u>	<u>Signature</u>	<u>Date</u>
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**These are for reference only. There is no need to print out, or submit.**

1. The Contractor or Project Sponsor will complete the form at least 5 working days before the work is required to start to allow the appropriate permissions to be sought.
2. If either box is answered 'YES' indicating Major Works then the PtA must be accompanied by Method Statement and Risk Assessment.
3. The completed form(s) will be sent by email to the Technical Support contact for the appropriate RCC.
4. Where the work will have an impact on other RCC Technology or HA Broadband Network, the Contractor or Project Sponsor will also be responsible for advising the Project Sponsor of the other RCC Technology that is affected.
5. The Technical Support contact will ensure that he has enough information to make a Technical assessment on what impact the work will have, before giving Technical Approval.
6. Where there is an Operational Impact the Technical Support contact is responsible for discussing the PtA with the duty Operations Manager and seeking their understanding and Operational Approval. Where there is a Significant Operational impact this is considered MAJOR work and therefore the PtA shall be accompanied by a Method Statement and Risk Assessment. This can be confirmed as 'understood and approved' by operations manager by e-mail.
7. Where there is a significant Health and Safety risk this is considered MAJOR work and therefore the PtA shall be accompanied by a Method Statement and Risk Assessment. "Significant Health and safety risk" includes 'working at height', using electrical equipment outside, building work, and 'live' electrical work. (Live Electrical work includes both 48V DC battery supplies, and AC mains of 230V or above, and excludes anything defined as PELV or SELV by BS7671).
8. If there is insufficient information on the PtA form and/or Method Statement and Risk Assessment, or the work can NOT go ahead as proposed then the Technical Support contact shall return the form to its originator, with an explanation of the problem, and will liaise as necessary to get it completed satisfactorily.
9. If a Technical assessment, and where appropriate, Operational and Health & Safety approval assessment can be approved, the next sequential 'Permit to Access' number shall be entered by the Technical Support contact on the PtA form, then returned by e-mail to the originator giving them authorisation to proceed with the work.. There is no need for a signature to be provided by the Technical Support Contact.
10. The PtA form is also forwarded by e-mail to the RCC Security Desk.
11. The Technical Support shall have the responsibility for coordinating with the Contractor and RCC Traffic Operations and any other parties affected by the works.
12. On the day the Contractor is due to undertake the described work the Security Desk will confirm the Contractor's identification and reason for visit against the PtA form. If all in is order then Contractor signs the PtA and can continue with the scope of work..
13. Technical Support contact is responsible for escorting the person carrying out the work, and helping with their general well being, whilst in the RCC.
14. When the work is completed, the permit shall be cancelled by writing the word 'Completed' across it in large letters and returned to the Technical Support contact. This will ensure it is never used again by accident. Also the technical support contact will advise operations that the work is completed.

**Applicability**

15. Work which does not require access to HA RCC property, nor touch RCC technology equipment, does not require a permit. Such work is beyond HA jurisdiction but is subject to the Planned Engineering Works process..
16. The PtA process should be followed for any Work where access is required by a contractor. The exception to this is if a contractor is attending site to resolve a technology faults..

**Tech Support contact details are:**

WM Quinton	westmidlandstechmac@telent.com	024 7656 2968
SE Godstone	RCC_Tech_Support_SE@highways.gsi.gov.uk	01883 745362
NW Newton le Willows	RCC_Tech_Support_NW@marconi.com	01925 298081
NE Calder Park	RCC_Tech_Support_NE@highways.gsi.gov.uk	01924 243745
E South Mimms	RCC_Tech_Support_E@highways.gsi.gov.uk	01707 608 545
SW Avonmouth	RCC_Tech_Support_SW@highways.gsi.gov.uk	01173 165780
EM Nottingham	RCC_Tech_Support_EM@highways.gsi.gov.uk	0115 8552080