



ESTATES OFFICE

(D) PERMIT TO DIG (PTD)		PTD Ref No:
This PTD is requested in connection with Permit to Work (PTW) Ref:		
A Permit to Dig is required for any excavation(s) to be undertaken within the boundaries of the Institute campus. For the purposes of this permit system an excavation is defined as any dig of more than 300mm below the existing surface level, whether carried out by hand or by mechanical means.		
Contractor's Name:	PTD Request Date:	
Contact Name:	Contact Phone No:	
	Email Address:	
Location where Excavations to be undertaken:		
Description of Excavation Works to be undertaken:		
Excavation works commencement time & date:		
Excavation works completion time & date:		
REQUIRED PRECAUTIONS DETAILS		Delete as appropriate
1. General Precautions		
1.1 Safe systems of work are in place and will be implemented.	Yes / No	
1.2 Does the dig involve deep excavations i.e. greater than 1.25m?	Yes / No	
1.3 Have the proposed dig location(s) been scanned for presence of existing services?	Yes / No	
1.4 Have underground services been established in the location of the excavation(s)?	Yes / No	
1.5 Are there any overhead lines in the vicinity of the excavations?	Yes / No	
1.6 Will secure hoardings, barriers, guardrails, toe boards be provided as required?	Yes / No	
2. Other Precautions to be taken: Specify additional precautions to be taken, and limitations on work, work equipment, work materials, etc.	Yes / No / NA	
I confirm that adequate safe systems of work will be maintained and that all of the required precautions noted in the above checklist will be undertaken.		
PERMIT APPROVAL		
Contractor Signature:	Print Contact Name:	Date:
Approver Signature:	Print Approver Name:	Date:
Permit Cancelled by:		Date: