



VUL-FRM-13-05-High Voltage Switching Sheet

Switching Sheet Number: (Date DDMMYY)					
Coordinator Name:					
Signature:					
Authorising Name:					
Signature:					
Purpose for switching:					
<i>Signature indicators acceptance of (a) Duties of switching Operator (b) Procedure as authorized by a High Voltage Switching Operator</i>					
Switching Operator:			Switching Assistant:		
Name:		Name:			
Signature:		Signature:			
Date/Time:		Date/Time:			
Machine ID:		Feed from Transportable Substation No:			
Step NO	Apparatus Location	Isolation Switching Operation/Step	Switching Operator Initials	Switching Assistant Initials	Time
1					
2					
3					
4					
5					
6					
7					
8					



9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					

High Voltage System is safe and replace any tags with Out of Service tags where required.

Cancellation of Switching Sheet:

Ensure High Voltage System has been made safe, cancel Access Permit and replace High Voltage Tag with an Out of Service Tag.

Reason:

Cancelled by (name):		Signature:	
Time:		Date:	



HIGH VOLTAGE ACCESS PERMIT		
This permit allows access to:		
Precautions taken (Isolation points and location of operator earths)		
Diagram of conditions		
Nearest Live Points: The nearest live points are located		
Special Safe Work Instructions		
☐ Taping Off	☐ Work Area Sign	☐ Barrier in Place
Special Safe Work Instructions:		



Issue Access/Test Permit			
I certify that the above precautions have been taken, and work can safely be carried out on part A of this permit.			
Issued by Switching Operator:			
Name		Signature	
Date		Time	
Accepted by Recipient:			
I acknowledge having received this permit and understand my duties in connection with work covered by this permit			
Name		Signature	
Date		Time	

Work Party Signatures								
Sign On					Sign Off			
I acknowledge that I only have access to the mains and apparatus listed on page 1 of the access permit while earthed and will have no difficulty in keeping clear of mains and apparatus not covered by this permit and will not alter isolation points, operators' earths or other precautions in place.					I acknowledge that I no longer have access to the mains and apparatus listed on page 1 and will regard the mains and apparatus as being live.			
	Name	Signature	Time	Date		Signature	Time	Date
1					1			
2					2			
3					3			
4					4			
5					5			
6					6			
7					7			
8					8			
9					9			
10					10			
11					11			
12					12			
13					13			
14					14			
15					15			
16					16			
17					17			
18					18			
19					19			
20					20			



Work Earth Schedule (If applicable)				
Location of Work Earths	ON		Off	
	Time	Date	Time	Date

Transfer Of Access Permit (If Applicable)					
This Access Permit with all conditions is hereby transferred					
Outgoing Recipient		Incoming Recipient			
Name	Signature	Name	Signature	Time	Date

Cancel Access / Test Permit			
I hereby certify that all members of the work party are clear and have signed off, all working earths placed have been removed and the area has been made safe. The work area will now be regarded as being ALIVE			
Surrendered by Recipient:			
Name		Signature	
Date		Time	
Cancelled by Switching Operator:			
I hereby certify that all members of the work party are clear and have signed off and the area has been made safe.			
Name		Signature	
Date		Time	