Safe working in the vicinity of

# Contents

## Disclaimer



# Specification for:
# Safe working in the vicinity of [PIPELINE OPERATOR'S NAME] high pressure gas pipelines and associated installations – requirements for third parties

## Introduction

This specification is for issue to third parties carrying out work in the vicinity of high pressure gas pipelines (above 7 bar gauge) and associated installations and is provided to ensure that individuals planning and undertaking work take appropriate measures to prevent damage.

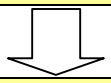
Any damage to a high-pressure gas pipeline or its coating can affect its integrity and can result in failure of the pipeline with potential serious hazardous consequences for individuals located in the vicinity of the pipeline if it were to fail. It is therefore essential that the procedures outlined in this document are complied with when working near to a high pressure, above 7 bar gauge, pipeline. If any work is considered by [PIPELINE OPERATOR'S NAME] to be in breach of the requirements stipulated in this document then the [PIPELINE OPERATOR'S NAME] responsible person will suspend the work until the non-compliances have been rectified.

The Pipelines Safety Regulations state that "No person shall cause such damage to a pipeline as may give rise to a danger to persons" (Regulation 15). Failing to comply with these requirements could therefore also result in prosecution by the Health and Safety Executive (HSE). The requirements in this document are in line with the requirements of the IGE (Institute of Gas Engineers) recommendations IGE/SR/18 Edition 2 – Safe Working Practices To Ensure The Integrity Of Gas Pipelines And Associated Installations and the HSE's guidance document HS(G)47 Avoiding Danger from Underground Services.

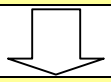
It is the responsibility of the third party to ensure that any work carried out also conforms with the requirements of the Construction and Design Management Regulations and all other relevant health and safety legislation.

**When carrying out work in the vicinity of a high pressure pipeline follow the following process**

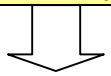
**CONTACT [PIPELINE OPERATOR'S NAME]**
Contact [PIPELINE OPERATOR'S NAME] to obtain formal consent - Section 2 of this document.
**Note:** at least 7 working days notice prior to commencement of the work is normally required



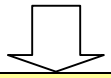
**CONSIDER SAFETY**
Consider the safety requirements - Section 3 of this document.



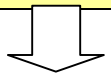
**INFORM [PIPELINE OPERATOR'S NAME] AND REQUEST PIPELINE LOCATION**
Inform [PIPELINE OPERATOR'S NAME] prior to carrying out work and arrange for [PIPELINE OPERATOR'S NAME] to locate the pipeline
– Section 4 of this document
**Note:** at least 7 working days notice is normally required



**OBSERVE RESTRICTIONS**
Observe [PIPELINE OPERATOR'S NAME] restrictions on the allowed proximity of mechanical excavators and other power tools and the measures to protect the pipeline from construction vehicles when carrying out the work – Sections 5, 6 and 7 of this document.
**Note:** [PIPELINE OPERATOR'S NAME] may wish to supervise the work, consult [PIPELINE OPERATOR'S NAME] to confirm whether or not this is the case.



**SPECIFIC ACTIVITIES**
If work involves any of the following activities:
No-Dig Techniques Hot Work Landfilling, Increase in Cover, Blasting, Pressure Testing, Piling, Surface Mineral Extraction, Seismic Surveys, Demolition, Deep Mining
Comply with the requirements in Section 8 of this document.



**CONSULT [PIPELINE OPERATOR'S NAME]**
Consult [PIPELINE OPERATOR'S NAME] prior to any backfilling over, alongside or Under the pipeline and obtain [PIPELINE OPERATOR'S NAME]'s agreement to proceed. Normally [PIPELINE OPERATOR'S NAME] require 48 hours notice prior to backfilling - Section 9 of this document.

**IMPORTANT: This flowchart should be used in conjunction with the entire document and not in isolation, AND if at any time during the works the pipeline is damaged even slightly then observe the precautions in Section 10 of this document.**

# IF IN DOUBT CONTACT [PIPELINE OPERATOR'S NAME]

## 1. Scope

This specification sets out the safety precautions and other conditions affecting the design, construction and maintenance of services, structures and other works in the vicinity of [PIPELINE OPERATOR'S NAME] pipelines and associated installations operating at pressures greater than 7 bar gauge, located in both negotiated easements (see Section 12) and public highways.

## 2. Formal Consent

High pressure pipelines are generally laid across country within an easement agreed with the landowner or within the highway.

As the required arrangements for working within an easement and working within the highway differ, this document has been structured to highlight the specific requirements for these two types of area where work may be carried out.

In Scotland a 'Deed of Servitude', known generally as a 'wayleave' is considered equivalent to 'easement' in this document.

Generally, normal agricultural activities are not considered to affect the integrity of the pipeline, however consult [PIPELINE OPERATOR'S NAME] prior to undertaking deep cultivation in excess of 0.5 metres.

In all other cases no work shall be undertaken in the vicinity of the pipeline without the formal written consent of [PIPELINE OPERATOR'S NAME].

Any documents, handed to contractors on site by [PIPELINE OPERATOR'S NAME], must be signed for by the site manager. [PIPELINE OPERATOR'S NAME] will record a list of these documents using the form in Appendix A, and the contractor should maintain a duplicate list.

### *2.1 Within An Easement*

The promoter of any works (see Section 12) within an easement must provide [PIPELINE OPERATOR'S NAME] with details of the proposed works including a method statement of how the work is intended to be carried out.

Work must not go ahead until formal written consent has been given by [PIPELINE OPERATOR'S NAME]. This will include details of [PIPELINE OPERATOR'S NAME]'s protection requirements, contact telephone numbers and the emergency telephone number.

On acceptance of [PIPELINE OPERATOR'S NAME]'s requirements the promoter of the works must give [PIPELINE OPERATOR'S NAME] 7 working days notice, or shorter only if agreed with [PIPELINE OPERATOR'S NAME], before commencing work on site.

### *2.2 Within the Highway*

Work must be notified to [PIPELINE OPERATOR'S NAME] in accordance with the requirements of The New Roads and Street Works Act (NRSWA) and HS(G)47.

The promoter of any works within the highway should provide [PIPELINE OPERATOR'S NAME] with details of the proposed works including a method statement of how the work is intended to be carried out. This should be submitted 7 working days before the planned work is to be carried out or shorter, only if agreed with [PIPELINE OPERATOR'S NAME]. If similar works are being carried out at a number of locations in close proximity a single method statement should be adequate.

Work should not go ahead until formal written consent has been given by [PIPELINE OPERATOR'S NAME]. This will include details of [PIPELINE OPERATOR'S NAME]'s protection requirements, contact telephone

numbers and the emergency telephone number.

# 3. HS&E Considerations

## *3.1 Safe Control of Operations*

All working practices must be agreed by [PIPELINE OPERATOR'S NAME] prior to work commencing. All personnel working on site must be made aware of the potential hazard of the pipeline and the actions they should follow in case of an emergency. The Site Document Control Form (Appendix A) should be used to record the list of relevant documents that have been provided by [PIPELINE OPERATOR'S NAME] to the contractor.

## *3.2 Deep Excavations*

Special consideration should be given to the hazards associated with deep excavations. The HSE document CIS08 'Safety in Excavations' provides further guidance and is available on the HSE web site www.hse.gov.uk

## *3.3 Positioning of Plant*

Mechanical excavators must not be sited or moved above the pipeline unless written authority has been given by the [PIPELINE OPERATOR'S NAME] responsible person.

Mechanical excavators must not dig on one side of the pipeline with the cab of the excavator positioned on the other side.

Mechanical excavators and other traffic must be positioned far enough away from the pipeline trench to prevent trench wall collapse.

## *3.4 General*

Activities associated with working in the vicinity of pipelines operating above 7 bar gauge may have impact on the safety of the general public, [PIPELINE OPERATOR'S NAME] staff and contractors, and may affect the local environment. Contractors must carry out suitable and adequate risk assessments prior to the commencement of work to ensure that all such issues are properly considered and risks mitigated.

# 4. Pipeline Locating

Where formal consent to work has been given, the third party must give 7 working days notice or shorter, only if agreed with [PIPELINE OPERATOR'S NAME], to ensure that the pipeline is suitably located and marked out by [PIPELINE OPERATOR'S NAME] prior to the work commencing.

Prior to work commencing on site the pipeline must be located and pegged or suitably marked out by [PIPELINE OPERATOR'S NAME] personnel. In exceptional circumstances with the prior agreement of [PIPELINE OPERATOR'S NAME] the locating and marking out of the pipeline could be carried by competent third parties on behalf of the contractor as long as [PIPELINE OPERATOR'S NAME] is assured of their competence and the procedures to be followed.

Safe digging practices, in accordance with HSE publication HS(G)47 should be followed as both direct and consequential damage to gas plant can be dangerous both to employees and to the general public.

Previously agreed working practices should be reviewed and revised based on current site conditions. Any changes must be agreed by the [PIPELINE OPERATOR'S NAME] responsible person.

The requirements for trial holes to locate the pipeline or determine levels at crossing points must be determined on site by the [PIPELINE OPERATOR'S NAME] responsible person.

The excavation of all trial holes must be supervised by the [PIPELINE OPERATOR'S NAME] responsible person.

# 5. Slabbing and other protective measures

No protective measures including the installation of concrete slab protection should be installed over or near to the [PIPELINE OPERATOR'S NAME] pipeline without the prior permission of [PIPELINE OPERATOR'S NAME]. [PIPELINE OPERATOR'S NAME] will need to agree the material, the dimensions and method of installation of the proposed protective measure. The method of installation must be confirmed through the submission of a formal written method statement from the contractor to [PIPELINE OPERATOR'S NAME].

Where permanent slab protection is to be applied over the pipeline [PIPELINE OPERATOR'S NAME] will normally carry out a survey (Pearson Survey) of the pipeline to check that there is no existing damage to the coating of the pipeline prior to the slab protection being put in place. [PIPELINE OPERATOR'S NAME] must therefore be contacted prior to the laying of any slab protection to arrange for them to carry out this survey.

The Safety precautions detailed in Sections 3 and 6 of this document should also be observed during the installation of the pipeline protection.

# 6. Excavation

## *6.1 In Proximity to a Pipeline in an Easement*

Third parties may excavate, unsupervised, with a powered mechanical excavator no closer than 3 metres to the [PIPELINE OPERATOR'S NAME] located pipeline and with hand held power tools no closer than 1.5 metres. Any fitting, attachment or connecting pipework on the pipeline must be exposed by hand. All other excavation shall be by hand.

Consideration may be given to a relaxation of these limits by agreement with the [PIPELINE OPERATOR'S NAME] responsible person on site and only whilst he remains on site. In this case a powered mechanical excavator shall not be allowed to excavate closer than 0.6 metres to the nearest part of the pipeline.

Where sufficient depth of cover exists, following evidence from hand dug trial holes, light tracked vehicles may be permitted to strip topsoil to a depth of 0.25 metres, using a toothless bucket.

No topsoil or other materials should be stored within the easement without the written permission of [PIPELINE OPERATOR'S NAME].

No topsoil or materials shall be stored over the pipeline.

No fires shall be allowed in the easement strip or close to above ground gas installations.

After the completion of the work the level of cover over the pipeline should be the same as that prior to work commencing unless agreed otherwise with the [PIPELINE OPERATOR'S NAME] responsible person.

No new service shall be laid parallel to the pipeline within the easement. In special circumstances, and only with formal written agreement from [PIPELINE OPERATOR'S NAME], this may be relaxed for short excursions where the service shall be laid no closer than 0.6 metres to the side of the pipeline.

Where work is being carried out parallel to the pipeline within or just alongside the easement a post and wire fence must be erected as a protective barrier between the works and the pipeline.

## *6.2 In Proximity to a Pipeline in the Highway*

Removal of the bituminous or concrete highway surface layer by mechanical means is permitted to depth of 0.3 metres, although the use of chain trenchers to do this shall not be permitted within 3 metres of the pipeline. The [PIPELINE OPERATOR'S NAME] responsible person may want to monitor this work.

Where the bituminous or concrete highway surface layer extends below 0.3 metres deep it should only be removed by handheld power assisted tools under the supervision of the [PIPELINE OPERATOR'S NAME]

responsible person. In exceptional circumstances, and following a risk assessment, these conditions may be relaxed by the [PIPELINE OPERATOR'S NAME] responsible person.

Third parties may excavate, unsupervised, with a powered mechanical excavator no closer than 3 metres to the located [PIPELINE OPERATOR'S NAME] pipeline and with hand held power tools no closer than 1.5 metres. Any fitting or attachment must be exposed by hand.

In special circumstances consideration may be given to a relaxation of these rules by agreement with the [PIPELINE OPERATOR'S NAME] responsible person on site and only whilst he remains on site.

The use of 'No dig' techniques is covered in Section 8.1.

Any new service running parallel to the pipeline should be laid no closer than 0.6 metres to the side of the pipeline (see Section 6.4).

## *6.3 Crossing Over a Pipeline*

Where a new service is to cross over the pipeline a clearance distance of 0.6 metres between the crown of the pipeline and underside of the service must be maintained. If this cannot be achieved the service must cross below the pipeline with a clearance distance of 0.6 metres.

In special circumstances this distance may be reduced at the discretion of the [PIPELINE OPERATOR'S NAME] responsible person on site.

## *6.4 Crossing Below a Pipeline*

Where a service is to cross below the pipeline a clearance distance of 0.6 metres between the crown of the service and underside of the pipeline must be maintained.

The exposed pipeline should be suitably supported. Where lengths of pipeline greater than 5 metres are to be exposed and unsupported the [PIPELINE OPERATOR'S NAME] responsible person shall be consulted and a stress analysis shall be required in order to establish support requirements. The stress analysis should be carried out by individuals with demonstrated expertise in this area, [PIPELINE OPERATOR'S NAME] can be consulted for advice on suitable specialists. [PIPELINE OPERATOR'S NAME] may request a copy of the stress analysis to confirm its adequacy. Such supports must be removed prior to backfilling.

The exposed pipeline must be protected by matting and suitable timber cladding.

## *6.5 Cathodic Protection*

Cathodic Protection is applied to all of [PIPELINE OPERATOR'S NAME]'s above 7 bar gauge buried steel pipelines and is a method of protecting pipelines with damaged coatings from corrosion by maintaining an electrical potential difference between the pipeline and anodes placed at strategic points along the pipeline.

Where a new service is to be laid and similarly protected, [PIPELINE OPERATOR'S NAME] will undertake interference tests to determine whether the new service is interfering with the cathodic protection of the [PIPELINE OPERATOR'S NAME] pipeline.

Should any cathodic protection posts or associated apparatus need moving to facilitate third party works reasonable notice, typically 7 working days, shall be given to [PIPELINE OPERATOR'S NAME]. [PIPELINE OPERATOR'S NAME] will undertake this work and any associated costs will be borne by the third party.

# 7. Construction Traffic

Where existing roads cannot be used construction traffic shall ONLY cross the pipeline at previously agreed locations. All crossing points will be fenced on both sides with a post and wire fence and with the fence returned along the easement for a distance of 6 metres. The pipeline shall be protected at the crossing points by temporary rafts of either sleeper or reinforced concrete construction, constructed at ground level. The

[PIPELINE OPERATOR'S NAME] responsible person will review ground conditions, vehicle types and crossing frequencies to determine the type and construction of the raft required.

# 8. Specific Activities

This section details the precautions that need to be taken when carrying out certain prescribed activities in the vicinity of the pipeline. Consult [PIPELINE OPERATOR'S NAME] if you are intending to undertake one of the listed prescribed activities and/or you require further advice on whether the work that you are intending to undertake has the potential to affect the pipeline.

## *8.1 No-Dig Techniques*

Where the contractor intends using no dig techniques then a formal method statement must be produced for all work that would encroach (either above or below ground) within the pipeline easement. This method statement must be formally agreed with [PIPELINE OPERATOR'S NAME] prior to the commencement of the work. [PIPELINE OPERATOR'S NAME] may wish to be present when the work is being carried out and must therefore be given adequate advance notice before the commencement of the work.

## *8.2 Increase in Cover*

A pipeline integrity assessment must be provided for situations involving a final cover depth exceeding 2.5 metres. This assessment should take due account of both soil 'dead' loading and ground settlement due to earthworks. Embankment design and construction over pipelines must give consideration to prevention of any instability.

Expert advice may need to be sought which can be arranged through [PIPELINE OPERATOR'S NAME].

## *8.3 Piling*

No piling will be allowed within 15 metres of a pipeline without an assessment of the vibration levels at the pipeline. The peak particle velocity at the pipeline should be limited to a maximum level of 75 mm/sec. Where the peak particle velocity is predicted to exceed 50 mm/sec, the ground vibration shall be monitored by the contractor and the results available to the [PIPELINE OPERATOR'S NAME] responsible person at their request. A typical monitoring device would be the Vibrock V801 seismograph and tri-axial geophone sensor.

Where ground conditions are of submerged granular deposits of silt and sand, an assessment of the effect of vibration on settlement and liquefaction at the pipeline shall be made.

Expert advice may need to be sought which can be arranged through [PIPELINE OPERATOR'S NAME].

## *8.4 Demolition*

No demolition is allowed within 150 metres of a pipeline without an assessment of the vibration levels at the pipeline. The peak particle velocity at the pipeline must be limited to a maximum level of 75 mm/sec. Where the peak particle velocity is predicted to exceed 50 mm/sec, the ground vibration shall be monitored by the contractor and the results available to the [PIPELINE OPERATOR'S NAME] responsible person at their request.

Where ground conditions are submerged granular deposits of silt or sand, an assessment of the effect of vibration on settlement and liquefaction at the pipeline shall be made.

Expert advice may need to be sought which can be arranged through [PIPELINE OPERATOR'S NAME].

## *8.5 Blasting*

No blasting is allowed within 250 metres of a pipeline without an assessment of the vibration levels at the pipeline. The peak particle velocity at the pipeline must be limited to a maximum level of 75 mm/sec. Where the peak particle velocity is predicted to exceed 50 mm/sec, the ground vibration must be monitored by the

contractor and the results available to the [PIPELINE OPERATOR'S NAME] responsible person at their request.

Where ground conditions are of submerged granular deposits of silt or sand, an assessment of the effect of vibration on settlement and liquefaction at the pipeline shall be made.

Expert advice may need to be sought which can be arranged through [PIPELINE OPERATOR'S NAME].

## 8.6 Surface Mineral Extraction

An assessment must be carried out on the effect of surface mineral extraction activity within 100 metres of a pipeline. Consideration should also be given to extraction around groundbeds and other pipeline associated plant and equipment.

Where the mineral extraction extends up to the pipeline easement, a stable slope angle and stand-off distance between the pipeline and slope crest must be determined by [PIPELINE OPERATOR'S NAME]. The easement strip should be clearly marked by a suitable permanent boundary such as a post and wire fence, and where appropriate, slope indicator markers shall be erected to facilitate the verification of the recommended slope angle as the slope is formed, by the contractor. The pipeline easement and slope needs to be inspected periodically to identify any signs of developing instability. This may include any change of slope profile including bulging, the development of tension cracks on the slope or easement, or any changes in drainage around the slope. The results of each inspection should be recorded.

Where surface mineral extraction activities are planned within 100 metres of the pipeline but do not extend up to the pipeline easement boundary, an assessment, by [PIPELINE OPERATOR'S NAME] must be made on whether the planned activity could promote instability in the vicinity of the pipeline. This may occur where the pipeline is routed across a natural slope or the excavation is deep. A significant cause of this problem is where the groundwater profile is affected by changes in drainage or the development of lagoons.

Where the extraction technique involves explosives the provisions of section 8.5 apply.

## 8.7 Deep Mining

Pipelines routed within 1 km of active deep mining may be affected by subsidence resulting from mineral extraction. The determination of protective or remedial measures will normally require expert assistance, which can be arranged through [PIPELINE OPERATOR'S NAME].

## 8.8 Landfilling

The creation of slopes outside of the pipeline easements may promote instability within the vicinity of the pipeline. An assessment shall therefore be carried out, by [PIPELINE OPERATOR'S NAME] on the effect of any landfilling activity within 100 metres of a pipeline. The assessment is particularly important if landfilling operations are taking place on a slope in which the pipeline is routed.

## 8.9 Pressure Testing

Hydraulic pressure testing will not be permitted within 8 metres of the pipeline unless suitable precautions have been taken against the effects of a burst. These precautions should include limiting of the design factor to 0.3 for the third party pipeline for a distance of 6 metres either side of the [PIPELINE OPERATOR'S NAME] pipeline, and the use of mill tested pipe or sleeving.

## 8.10 Seismic Surveys

[PIPELINE OPERATOR'S NAME] must be advised of any seismic surveying work in the vicinity of pipeline that will result in [PIPELINE OPERATOR'S NAME]'s pipeline being subjected to peak particle velocities in excess of 50 mm/sec. The ground vibration near to the pipeline shall also be monitored by the contractor whilst the survey

work is being carried out. Where the peak particle velocity is predicted to exceed 50 mm/sec, the ground vibration shall be monitored by the contractor and the results available to the [PIPELINE OPERATOR'S NAME] responsible person at their request.

### *8.11 Hot Work*

The [PIPELINE OPERATOR'S NAME] responsible person on site will supervise all welding, burning or other 'hot work' that takes place within the easement.

## 9. Backfilling

Third parties must provide [PIPELINE OPERATOR'S NAME] with 48 hours notice, or shorter notice only if agreed with [PIPELINE OPERATOR'S NAME], of the intent to backfill over, under or alongside the pipeline. This requirement should also apply to any backfilling operations alongside the pipeline within three metres of the pipeline. Any damage to the pipeline or coating shall be reported to the [PIPELINE OPERATOR'S NAME] responsible person in order that damage can be assessed and repairs can be carried out.

**Minor damage to pipe coating and test leads shall be repaired by [PIPELINE OPERATOR'S NAME] free of charge.**

No backfilling should be undertaken without [PIPELINE OPERATOR'S NAME]'s agreement to proceed. The [PIPELINE OPERATOR'S NAME] responsible person will stipulate the necessary consolidation requirements.

If the pipeline has been backfilled without the knowledge of the [PIPELINE OPERATOR'S NAME] responsible person then he will require the material to be re-excavated in order to enable the condition of the pipeline coating to be confirmed.

## 10. Action in the case of damage to the pipeline

If the [PIPELINE OPERATOR'S NAME] pipeline is damaged, even slightly, and even if no gas leak has occurred then the following precautions must be taken immediately:-

- Shut down all plant and machinery and extinguish any potential sources of ignition.
- Evacuate all personnel from the vicinity of the pipeline.
- Notify [PIPELINE OPERATOR'S NAME] using the emergency 24-hour telephone number [PIPELINE OPERATOR'S EMERGENCY TELEPHONE NUMBER]
- Notify the [PIPELINE OPERATOR'S NAME] responsible person or his office immediately using the contact telephone number provided.
- Ensure no one approaches the pipeline.
- Do not try to stop any leaking gas.

## 11. References

NRSWA New Roads & Street Works Act
HS(G)47 Avoiding Danger from Underground Services
IGE/SR/18 Safe Working Practices to Ensure the Integrity of Gas Pipelines and Associated Installations
CIS08 Safety in Excavations (HSE document)

## 12. Glossary of terms

**Contractor**
The person, firm or company with whom [PIPELINE OPERATOR'S NAME] enters into a contract to which this specification applies, including the contractor's personal representatives, successors and permitted assigns.

**Deed of Servitude**

In Scotland a 'Deed of Servitude' is considered equivalent to Servitude 'easement' in this document. Easement Easements are negotiated legal entitlements between [PIPELINE OPERATOR'S NAME] and landowner and allow [PIPELINE OPERATOR'S NAME] to lay, operate and maintain pipelines within the easement strip. Easement strips may vary in width typically between 6 and 25 metres depending on the diameter and pressure of the pipeline. Consult [PIPELINE OPERATOR'S NAME] for details of the extent of the easement strip where work is intended.

**Liquefaction**
Liquefaction is a phenomenon in which the strength and stiffness of the soil is reduced by earthquake shaking or other rapid loading. Liquefaction occurs in saturated soils, that is, soils in which the space between individual particles is completely filled with water. When liquefaction occurs, the strength of the soil decreases and the ability of the soil to support pipelines or other components is reduced.

**Pearson survey**
A Pearson survey is used for locating coating defects on buried pipeline survey services

**Promoter**
The person or persons, firm, company or authority for whom new works services, structures or other works in the vicinity of existing [PIPELINE OPERATOR'S NAME] pipelines and associated installations operating above 7 bar gauge are being undertaken.

**[PIPELINE OPERATOR'S NAME]**
The person or persons appointed by [PIPELINE OPERATOR'S NAME] with the competencies responsible required to act as the [PIPELINE OPERATOR'S NAME] representative for the purpose of the person managing the particular activity.

**Wayleave**
General term which is considered equivalent to 'easement' in this document.

**APPENDIX A**

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|---|
| **SITE DOCUMENT CONTROL FORM – SAMPLE** |
| **Emergency Telephone No.**<br>**[Pipeline Operators Emergency Telephone Number]** |
| # SITE DOCUMENT CONTROL FORM |
| **Activity Reference:** |
| **Activity Location:** |
| **Site Manager: (***name & telephone number***)** |
| **[PIPELINE OPERATOR'S NAME] Contact: (***name & telephone number***)** |

| |
|---|
| **The following documents were issued to**<br>*(individual's name)* **of** *(company name and address)*<br>**by** *([PIPELINE OPERATOR'S NAME] representative)* **on** *(date)*<br><br>**Documents:-**<br><br>*(List of documents)* |
| **Signed :** *(by the recipient)* |
| **Date of signature :** |

| |
|---|
| **SITE DOCUMENT CONTROL FORM** |
| **Emergency Telephone No.**<br>**[Pipeline Operators Emergency Telephone Number]** |
| **SITE DOCUMENT CONTROL FORM** |
| **Activity Reference:** |
| **Activity Location:** |
| **Site Manager:** |
| **[PIPELINE OPERATOR'S NAME] Contact:** |

| |
|---|
| **The following documents were issued to:**<br>**of**<br>**by**<br>**on**<br><br>**Documents:-** |
| **Signed :** |
| **Date of signature :** |

[PIPELINE OPERATOR'S NAME] contact details:
Emergency Telephone Number for pipeline damage or gas escapes [Pipeline Operators Emergency Telephone Number]