

## UKOPA/07/0055

Permit to Work Process Questionnaire	Company Name	National Grid NTS		
Questions relate to work being carried out at a usually unmanned pipeline installation (e.g. block valve pigging station)	Answer	Answer	Answer	Answer
What is your Company's hierarchy of work permission documents e.g. routine job note, form of authority, permit to work ?	Routine Job	Form of Authority	Permit to Work	Non-Routine Operations Procedure
Example type of work controlled by this document	Routine inspection / Valve Maintenance	Grass Cutting /General civil	Welding / Excavation over pipeline	Pigging Operation
Please bring examples to UKOPA Meeting				
Who can issue this document ?	Site Controller & Authoring Engineer	Site Controller & Authoring Engineer	Authoring Engineer	Authoring Engineer
Do they have to attend site / work area to issue the document ?	No	No	Yes	Yes
Is all work controlled and recorded by the central control room monitoring / operating the pipeline ?	Yes by Network Controller	Yes by Network Controller	Yes by Network Controller	Yes by Network Controller
Do you have central register of the competent people who can accept the documents and carry out the work ?	Yes	Yes	Yes	Yes

**UKOPA/07/0055**

<b>Who is allowed to accept these documents ?</b>	<b>Internal employee who is approved as a Competent Person</b>	<b>Internal employee or contractor who is approved as a Competent Person</b>	<b>Internal employee or contractor who is approved as a Competent Person</b>	<b>Internal employee who is approved as a Competent Person</b>
<b>How frequent is compliance with permission document checked ?</b>	<b>10% check</b>	<b>10% check</b>	<b>10% check</b>	<b>10% check</b>
<b>Who carries out this check ?</b>	<b>Authorising Engineer</b>	<b>Authorising Engineer</b>	<b>Authorising Engineer</b>	<b>Authorising Engineer</b>
<b>Is there any independent audit of the process and at what frequency</b>	<b>Annual</b>	<b>Annual</b>	<b>Annual</b>	<b>Annual</b>
<b>Do you have standard forms for people to carry out the inspections / audits</b>	<b>Yes/ No</b>			
<b>If Yes please bring copies to the UKOPA meeting</b>				
<b>Does your company issue any documents to 3rd party excavating in the easement outside the site fence ?</b>	<b>Yes / No</b>			
<b>If Yes please bring copies to the UKOPA meeting</b>				

<b>Answer</b>
<b>Permit to Test</b>
<b>Pressure Test</b>

<b>Authoring Engineer</b>
<b>Yes and must remain on site during test</b>
<b>Yes by Network Controller</b>
<b>Yes</b>

<b>Internal employee who is approved as a Competent Person</b>
<b>Constant</b>
<b>Authorising Engineer</b>
<b>Annual</b>