



# PERMIT TO DIG

**This permit in no way imparts any liability to FEA, nor absolves the Applicant of any liability**

<b>ESTABLISHMENTS:</b>	<b>PERMIT NO:</b>
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**SECTION A** (To be completed by the nominated responsible person (Authorized Person))

ISSUED TO:  (Person in charge of excavation)

**LOCATION and brief description of WORK:**

**SECTION B** (To be completed by the nominated responsible person (Authorized person))

**STATEMENT OF SERVICE LOCATIONS:**

To the best of my knowledge, based upon existing record drawings, the proposed areas of excavations as described above and shown on the attached drawings (**GIS Drawings**): (delete as applicable)

- (a). Is free from all FEA High Voltage (HV) and Medium Voltage (MV) underground cables
- (b). Includes HV and MV underground cables as indicated below
- (c). May include buried unused Electrical cables and unused service mains
- (d). May include buried chemicals or other hazardous substances.

Type of Service	Electrical Services (HV Cable)	Electrical Services (LV Cable)	Water Services	Telecom Services	Other (Fuel, Oil etc)	Drains, Sewerage, Culverts
Services identified on drawings (see below)						
Services believed to exist (info limited)						

(Indicate presence of service with 'v')

REFERENCE DRAWINGS NOS:

**METHOD OF DIG:** Permission is given for the above excavation works to proceed in accordance with the conditions listed overleaf and any special conditions identified below.

**SPECIAL CONDITIONS:**

**VALIDITY OF PERMIT:** This permit is valid for the above work only and subject to the conditions overleaf from the date of issue for a period not exceeding one calendar month or until: (insert date)

I have formally notified the PWD Road Sections/Town Council/City Council, that these excavation works are going to be carried out.

<b>SIGNED:</b>	<b>NAME:</b>
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<b>EMPLOYED BY/PHONE NO:</b>	<b>DATE:</b>
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**SECTION C: (To be completed by person in charge of excavation)**

I have examined and fully understand the contents of this permit and attachments and confirm that work will be carried out in a safe manner in accordance with the conditions overleaf and any special conditions listed above. I am fully aware of the nature and position of the U/G power cables covered by this permit and should have no difficulty in keeping clear of live power cables in the course of the work.

<b>SIGNED:</b>	<b>NAME:</b>
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<b>EMPLOYED BY/PHONE NO:</b>	<b>DATE:</b>
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**IN THE EVENT OF AN UNIDENTIFIED SERVICE OR OBJECT BEING DISCOVERED OR ANY OTHER EMERGENCY, STOP WORK AND CONTACT:**  
**CENTRAL-TEL: 679 3313333 EXT 3502 OR MOB: 9992411/9999293;**  
**WESTERN-TEL: 679 6664555 OR MOB 9992421**  
**NORTHERN-TEL: 679 8815444 OR MOB 9999290.**

**SECTION D: (To be completed by person in charge of excavation)**

**DECLARATION: The work described on this permit:**

**EITHER**

**(a)** Is complete and all back filling is complete. All persons, tools and equipment in my charge have been removed from site. All surplus arising have been disposed off in accordance with site procedures.

**OR (delete as applicable)**

**(b)** Has been suspended for the reason stated below. The excavation has been left in a safe condition.

**REASON FOR SUSPENDING WORK:**

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<b>SIGNED:</b>	<b>NAME:</b>
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<b>EMPLOYED BY/PHONE NO:</b>	<b>DATE:</b>
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**SECTION E: (To be completed by the nominated responsible person (Authorized person))**

**CANCELLATION:**

This permit is hereby cancelled.

No further excavation work may be carried out in this location without the issue of a new permit.

<b>SIGNED:</b>	<b>NAME:</b>
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<b>EMPLOYED BY/PHONE NO:</b>	<b>DATE:</b>
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## CONDITIONS FOR CARRYING OUT EXCAVATIONS

- All works must be carried out in a safe manner and in accordance with Health & Safety Executive publications.
- Information regarding the location of underground services or apparatus given on this permit or the drawings attached is the best available information and should be treated as a guide only. It is the responsibility of the persons carrying out the excavations to take the necessary precautions to avoid danger.  
All trial holes must be hand dug.
- It is very **Important to understand** that not all services are buried as deep beneath the earth as you would expect, in fact it is common to find cables and pipes at very shallow depths of just a few centimetres, and therefore you should never assume that you will be safe.
- The Fiji Electricity Authority shall be given one week's notice by said applicant of the date when it intends to begin work authorized by this permit, and prompt notice of its completion.
- The work authorized by this permit shall be performed under the supervision and to the satisfaction of any Engineering Technician or an Authorised and competent person from the Fiji Electricity Authority.
- For excavation requiring FEA supervision then the Technician involved will be payed according to the number of hours spend on the site and an open Work Order shall be delivered by the Contractor to FEA Kinoya Depot prior to commencement of work.
- The person in charge of the excavation must inform all persons involved in the excavation work of the contents of this permit and must remain on site at all times whilst work is in progress.
- No mechanical excavator must be used within 600 millimeters of a known underground service *or apparatus*.
- If, during excavation, any unrecorded cables, service mains, unidentified buried objects or apparatus are uncovered, or any underground electrical cable is damaged, work must be suspended immediately and the emergency contact informed.
- The Permit Issuer of the Fiji Electricity Authority reserves the right to at any time revoke or annul this permit should the applicant fail to comply with the terms and conditions upon which it is granted.
- If due to unforeseen circumstances it becomes necessary to extend the area of work outside of the contents of this permit, the permit must be cancelled and a new permit raised taking account of the new circumstances.
- All excavations must be maintained in a safe condition at all times, with all necessary PPE, shuttering and guarding, in order to prevent danger to other persons or vehicles on site.
- Any incidents or injuries associated with the works described on this permit must be reported immediately to the nominated responsible person (Authorized person).
- Upon completion of work the permit must be signed off at Section D and returned to the issuing authority for cancellation.
- All excavations must be satisfactorily backfilled and all arising disposed of in an approved manner, in accordance with site procedures, before departure from site.
- Particular attention is called to the necessity of thoroughly compacting the back fill, which will be to the Standard requirements of the Fiji Electricity Authority, PWD Roads Construction and City/Town Council.
- An accurate record drawing of the completed works must be submitted to the nominated responsible person (Authorized person) to update the site records.
- The Contractor will be responsible for any damage and related repairs should he inadvertently hit a power cable.

## GUIDANCE ON THE OPERATION OF FEA PERMIT TO DIG

### 1.0 Introduction

A few workers have been killed and some seriously injured every year as a result of them coming into contact with High Voltage and Low Voltage underground cables when digging or driving stakes into the ground. The risks associated with this type of activity are very well known and must be taken seriously.

### 2.0 Risk assessment

Prior to any works starting that involves digging or excavation a risk assessment must be carried and recorded by the person in charge of the project to establish the likelihood of underground services being present in that area e.g. electric cables, gas pipes, water pipes, data cables, drains etc. In the event that the risk assessment identifies the possibility that High Voltage and Low Voltage underground cables are present, then the FEA Permit to dig must be implemented.

The only exception to this is when routine grounds maintenance work is being carried out in established flower beds e.g. planting, turning over soil etc

Important – you must remember that not all services are buried as deep beneath the earth as you would expect, in fact it is common to find cables and pipes at very shallow depths of just a few centimetres, and therefore you should never assume that you will be safe.

Things to ask yourself when carrying out the risk assessment:

- Have I the necessary experience and training in digging and excavation work to enable me to carry out this work safely? (If in any doubt ask do not proceed and ask your manager).
- Are there any buildings, street lights, street signs, drains or manholes nearby? (all of these things are fed by underground services)
- Am I working close to footpaths or the highway? (underground services often follow footpaths and highways)

# DIG PERMIT PROCEDURE FOR THE FIJI ELECTRICITY AUTHORITY

## I. General

1. Most of the Fiji Electricity Authority utilities distribution system is underground. Any trenching, excavation, or digging operation in an area with buried power cables or other utilities poses a potential hazard to safety and property.
2. A Dig Permit must be applied for anytime the ground is penetrated, irrespective of the breadth or depth of the penetration. Whenever this document refers to the word .dig, the word references any form of ground penetration.
3. The person, contractor, agency or organization that will be performing the trenching, excavation, drilling or digging activity is responsible for requesting and obtaining permission to perform that activity from the Fiji Electricity Authority in Kinoya/Navutu Office.
4. The Fiji Electricity Authority Central/Western Technical Support Team Office is responsible for approving Dig Permit requests and for retaining records of permit issuance.

## II. Definitions

1. **Trenching Operation:** the removal of earth to a predetermined depth, width and length in order that a continuous conductor, such as piping, electrical conductors or other channels, be emplaced and covered by the removed earth.
2. **Excavation Operation:** The removal of earth to a predetermined depth, width, and length.
3. **Digging Operation:** The moving of earth for any reason.
4. **Drilling Operation:** Boring a vertical in the earth regardless of whether the drill must first pass through concrete or asphalt, or other man-made material.
5. **Horizontal Drilling:** Any drilling operation where the borehole is not perpendicular to the surface from where the drilling commenced.

## III. Procedure

1. The applicant for a Dig Permit must go to Fiji Electricity Authority Office, Kinoya/Navutu Depot and see the Engineer/Technician responsible for issuing Dig Permits. The technicians can always be contacted by telephone or Mobile, so an applicant should first call Central 3313333 Extn 3502 or 9992411/9999293, Western 6664555 or 9992421 and Northern 8815444 or 9999290 to make an appointment to meet with the technician. The applicant must present a sketch or drawing showing the location where the proposed work is to be performed. Additionally, information such as the dimensions of an excavation or the depth of a borehole must also be included.
2. The applicant must fill out Part C and D of the Dig Permit, indicating the applicants' organization, telephone number, address, name and title of contact person. Also, the type, location, and dates of work to be done must be included.
3. The applicant must sign and date the permit application; acknowledging responsibility for adhering all applicable trenching safety operations covered in the Environmental Health and Safety Act, the Fiji Electricity ACT, etc.
4. After the FEA Central/Western Distribution Office receives an application, a representative from the Technical Support Team will locate and mark the Fiji Electricity Authority controlled HV and MV underground cables. The representative will then notify the applicant that the locating of underground cables and marking has been completed.
5. A representative of the Distribution Central/Western Technical Support Team Office signs and dates the Dig Permit, thereby indicating that the applicant has been made aware of all HV and MV underground utilities known to exist in the vicinity of the proposed work.
6. In addition to coordinating with FEA Kinoya/Navutu Distribution Office, an applicant must call all other Organisations (TELECOM/Water Supply/Sewerage/City Council/PWD Roads) to coordinate locating utilities not under control of the Dig Permit office (Technical Support Team).
7. No work activity covered by the dig permit may take place until the applicant receives the completed application from the Dig Permit office (TST).
8. The permit must be available for inspection at the work site for the duration of the proposed work.
9. If the work extends beyond the permit expiration date or the utility locates are no longer visible, the applicant must request an extension or remarking from the Fiji Electricity Authority Distribution Technical Support Team.
10. If at any time the holder of the permit discovers lines that are not marked or represented where expected, Distribution Central/Western Technical Support Team Office must be notified immediately.

**Please provide sketch or drawing of subject area here.**