

OP-FRM-0025 - Close Approach Permit Form

Operations | System Control



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Security Class: Public – Social Media

						Permit Number			
1. Type of Close Approach work (✓ relevant box)									
<input type="checkbox"/>	Application for approval to excavate/penetrate near underground cables or electricity structures			<input type="checkbox"/>	Application for approval to operate machinery closer than 4m to electric power lines		<input type="checkbox"/>	Application for working near conductors of overhead electric lines including the erection of scaffolding	
To ascertain the location of underground cables, contact 0800-B4UDIG (0800 248 344) or go online www.beforeudig.co.nz where you will receive plans and contact details for your job.									
2. Contractor details									
Note: The information provided by the Applicant shall be used by PowerNet to approve the work and set the conditions that shall be met to allow the work to proceed under a PowerNet Close Approach Permit.									
Contractor Applicant Name:			Phone:		Email:		Position:		
Work Site Contact Name:			Phone:		Email:		Position:		
PowerNet Contact receiving application:			Phone:		Email:		Position:		
Application Date / /				Approval required by date / /					
3. Location, work and equipment details									
Location of work:									
Equipment involved:									
4. Timing of work (Note: Permit only valid for a maximum of 30 working days)									
From: (Date and Time) / /				To: (Date and Time) / /					
Closest approach to cables will be: metres				Closest approach to structures will be: metres					
Sketch/drawings/photos of work site provided in Section 12						<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
5. PowerNet Minimum Standards									
Application for approval to approach statutory approach limits as defined in the New Zealand Electrical Code of Practice for Electrical Safe Distances, NZECP 34:2001 for the type of work being applied for in proximity to energised Low Voltage or High Voltage lines and equipment.									
Note: Refer to Figures 1, 3, 5 and 6 attached from the OP-GDL-0006-Close Approach Permit Guideline to assist in completing the application.									
An approved application is mandatory for any work that has the potential for plant or persons to come within 4m of live overhead electricity assets. This application DOES NOT allow working above energised electrical lines.									
6. MAD Distances									
If there is the potential for encroachment by persons or plant of the following MAD distances then an Isolation shall be required:									
Persons plant or	Fibre	LV	11kV	22 kV	33kV	66kV			
	0.5m	1.0m	1.5m	2.0m	2.5m	3.0m			

Approved by: Peter Sinclair
System Control Manager

Review Category: 2 Years - Moderate Risk

Version Date 11 September 2023

Review Date: 30 November 2025

Complete by applicant	Can these distances be foreseeably breached in the opinion of the Applicant?	
	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7. Timeframes		
The listed timeframes to submit and receive approval for a Close Approach Application for electricity assets are listed below and shall be complied with. Approval for access limited to a maximum of (7) working days only.		
No isolation required, application prior to (7) working days prior to planned start date <input type="checkbox"/>	Isolation required, application prior to (20) working days prior to planned start date <input type="checkbox"/>	
8. Risk Assessment		
Applicant hazards identified with the work near PowerNet assets	(tick if applicable)	Control
Encroachment possible within 4m of energised electrical plant	<input type="checkbox"/>	
Risk to supply of power	<input type="checkbox"/>	
Excavation/penetration near energised electrical plant	<input type="checkbox"/>	
Vegetation management work near energised electrical plant	<input type="checkbox"/>	
Operate mobile plant near energised electrical plant	<input type="checkbox"/>	
Farm work near energised electrical plant	<input type="checkbox"/>	
Scaffolding work near energised electrical plant	<input type="checkbox"/>	
Slewing machinery near energised electrical plant	<input type="checkbox"/>	
Crane work / lifting near energised electrical plant	<input type="checkbox"/>	
Use of uninsulated tools or equipment near energised electrical plant	<input type="checkbox"/>	
Use of mobile work platforms near energised electrical plant	<input type="checkbox"/>	
Working at heights near energised electrical plant	<input type="checkbox"/>	
Construction work near energised electrical plant	<input type="checkbox"/>	
Untrained staff (Not electrically safety aware) near energised electrical plant	<input type="checkbox"/>	
Hot work near energised electrical plant	<input type="checkbox"/>	
Spraying of fluids (flammable / non-flammable) near energised electrical plant	<input type="checkbox"/>	
Work on waterways or boat ramps near energised power lines or assets	<input type="checkbox"/>	
Work subject to weather:	Wind <input type="checkbox"/>	
	Rain <input type="checkbox"/>	
	Temperature <input type="checkbox"/>	
	Lightning <input type="checkbox"/>	
Other (Please specify):	<input type="checkbox"/>	
Tick here to indicate that you have read and accept all of the conditions on OP-GDL-0006 - Close Approach Permit Guideline <input type="checkbox"/>		
9. Safety Observer (SO)		
Is a Safety Observer required? Yes <input type="checkbox"/> No <input type="checkbox"/>		
A Competent SO (a person with the training, skills, knowledge and experience to be deemed competent by the Person In charge of the Business or Undertaking (PCBU) / Supervisor. (Applicant or their employer) employing them (the SO) needs to be employed for monitoring all close approach work including mobile plant, people, excavation/penetration and other situations documented in the SMEI (Safety Manual Electricity Industry).		

The Role of SO is critical to working safely around energised lines. ALL Close Approach applications shall require a competent and authorised SO available on the job site. The SO shall be operational at all times when Minimum Approach Distances (MAD) may be approached. The SO can perform other duties on the job site but **ONLY** when there is no potential for work to approach MAD distances.

When filling the role of SO the following shall apply:

- That the SO is identified as being a specific employee whose identity is communicated to all other employees on the job site
- Not perform any other role while acting as a safety observer
- Not be distracted by other employees or other things (mobile phones etc)
- Be in control of the work with the power to stop work immediately should an unsafe situation arise
- Have approved agreed effective communications (Visual, voice, signals, radio, other) with other employees
- Locate themselves in a position to safely and effectively monitor all work in proximity to the energised electrical plant
- If 1 SO is not able to do this effectively, then additional SO's are required
- Be documented as a control on applicable risk assessments

A Safety Observer (SO) is mandatory for any work that may approach the stipulated Minimum Approach Distances.

10. MAD Table

Possible Minimum Approach Distances (MAD) are documented in this table, for information for the applicant. Four types of Close Approach are available under this process. Minimum Approach Distances (MAD) to be observed for the specified line voltage.

(Complete by applicant)

Consent Type sought	Work Type, Work Methods / Work Zone	Fibre	LV	11 kV	22 kV	33kV	66kV
<input type="checkbox"/>	1, Operate Mobile Plant	0.5m	1.0m	1.5m	2.0m	2.5m	3.0m
<input type="checkbox"/>	2, Competent/Non-Competent person approaching energised plant	0.5m	1.0m	1.5m	2.0m	2.5m	3.0m
<input type="checkbox"/>	3, Excavation/penetration near ground mounted network assets	2.0m	2.0m	2.0m	2.0m	2.0m	2.0m
<input type="checkbox"/>	4, Excavation/penetration near network underground cables	0.75m	1.5m	1.5m	2.0m	2.5m	3.0m

REMINDER:

YOU MUST CALL SYSTEM CONTROL AT THE START AND FINISH OF EACH DAY THE PERMIT IS IN USE.

11. Approval -

(To be completed by PowerNet after review of the submitted application - Copied from application by System Controller)

Work approved by PowerNet <input type="checkbox"/>	Name:	Date: / /	Permit Number:
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Approval Transmission - Completed by System Controller as part of Close Approach permit form after approval and development of Permit conditions.

Date and Time approved:	Date and Time Permit sent to applicant:
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Date / / Time :	Date / / Time :
Method: <input type="checkbox"/> Email <input type="checkbox"/> Mail	
12. Site Sketch- Site Sketch / Google Earth image	
Working in Proximity to PowerNet Live Electrical Plant and Equipment by third parties: A site sketch / Google Earth image may be developed and submitted by the Applicant as required to assist in the approval of the application to show the operating area for the planned work, along with the B4UDIG confirmation.	