

LUSD Systems & Infrastructure (Power & Electrical)

SUBSTATION ACCESS TRAINING APPLICATION FORM

Please ensure you have read the guidance notes before completing this application

Sections 1, 2, 3, 4 & 5 to be completed by the delegates Employing Manager

1. Delegate Details

Name:	Job Title:
Sentinel No:	Staff Pass Employee No: (LUL or TfL staff only)

2. New Training Request (select one (Tick) of the three permit options (Work, Survey or Awareness))

*Work Training	*Survey Training:	*Awareness Training
Disclosure Scotland DB Certificate provided (Non-LU TfL Staff only) – YES/NO?	LU or TfL Sponsor Name and email address.	
*Guidance	<p><u>Awareness</u> – Doing Work (E.g. - Building, Electromechanical, Scaffolding, Installation or refurbishment) but will be supervised by a Site Person in Charge against a Method Statement. Has <u>NO</u> Supervision responsibilities! Cannot be a keyholder or TDSI licenced.</p> <p><u>Survey</u> - For nonobtrusive Surveying ONLY. May act as Site Person in charge and be responsible for other Awareness licence holders as part of the surveying group. Can be a keyholder.</p> <p><u>Work</u> - Conducting physical Work on the premises. May Supervise and be responsible for other Awareness licence holders as part of the Work group. Can be a keyholder.</p> <p><u>Disclosure Certificate</u> (Basic DBS Check) – Obtained online. * Training will not be approved if the delegate has not provided a Disclosure Scotland security check Certificate* via https://www.gov.uk/government/organisations/disclosure-and-barring-service</p> <p>TDSI FOB Card – For access into Secure locations – Applications via Power & Electrical only. Application form available upon request.</p>	

3. Re-Training Request (or Contractor renewal)

Existing Substation Entry Permit No.:	Expiry date:
High Voltage Senior Authorised licence held? (YES/NO):	Low Voltage Authorised licence held? (YES/NO):
Substation Key Number (if held):	TDSI Card No - Applications via Power & Electrical ONLY!

4. Details of Competency

Describe in full the delegates qualifications, skills and knowledge supporting this application, for Work and Survey Training include SPIC and supervision experience	
Will the delegate be Surveying (Nonobtrusive) only - YES / NO?	
Will the delegate be Working (EG Scaffolders, Building Works, Work on Substation Electromechanical Assets etc?	
Will the Delegate be expected to Supervise others as a Site Person in Charge (SPC) – YES/ NO?	
Will the delegate be required to Isolate? Electromechanical supplies? - (May require specialist Low or High Voltage Training before being permitted this competency)! EXPLAIN:	

5. Declaration (to be completed by**Employing Manager)**

I confirm that the delegate on this application form has the necessary skills and sufficient knowledge of the technical, health and safety and environmental aspects of the work. And where appropriate is competent to supervise others, act in the capacity of SPiC and meets the level of security requirements.	
Employing Manager Name:	Company Name:
Department/Section:	Grade/Position:
Full contact Phone No:	Email:
Signature:	Date:

Sections 6, 7, 8, 9, 10 & 11 to be completed by the LU TfL Project Manager / Sponsor**6. Details of the Project the Delegate will be working on**

Provide details of the project including estimated completion date	
Method Statement Number	

7. Details of Power Substations you Require Access to

Provide details of the sites you require access to including critical sites

8. TDSI Card Required (applies to Work or Survey Permit holders only)

YES		NO		TDSI FOB Card – For access in to Secure Locations – Applications via Power & Electrical only. Application form available upon request.
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9. Details of Nominated Co-ordinator (if applicable)

Co-ordinator Name:	
Full Phone No:	Email:
All communications will be with the Project Manager unless a co-ordinator has been nominated	

10. LU/TfL Sponsor or Manager Approval (minimum Business Manager or equivalent)

Project Manager Name:		Company: (LU / TfL)	
Department/Section:	Grade/Position:		
Full Phone No:	Email:		
Substation Keys required by the delegate (Large project MUST limit the number of keys issued).	YES:	NO:	
Signature:	Date:		

11. For Office Use Only.

Delegate security checked or waiver confirmed:	(YES / NO / NA)	
HV1 or LV1 Licence Holder:	(YES / NO)	
TDSI application requested:	(YES / NO / NA)	
Application complete & in order (if "no" provide details in comments box):	(YES / NO)	
Authorised by:	Signature:	Date: