

TRANSFER OF CONTROL DOCUMENT

This document shall not be used as any form of safety document, such as a PTW; SFT; LOA or OI&E;

This document is not to be used where the site is under a COMER or Term Contract Agreement with Leep Utilities Group.

This document is not to be used in relation to the Transfer of Control under LV Works specific to Leep Utilities ACOPS 27 & 28.

1.0	The Transfer Of Control
1.1	Organisation/Company Name Site address
1.2	Equipment to be transferred *Site Electrical Drawing \ SLD No SLD Sketch Overleaf, ☐ SLD Appended ☐
1.3	I, as a representative of the Company (above) & the network as above. Grant permission for the Leep Utilities Senior Authorised Person (SAP) to operate any switchgear owned by the company, at this site and Agree to Indemnify Leep Utilities and their employees against all claims, costs and liabilities for loss, damage or injury to property or persons arising directly or indirectly from such operations. Except to the extent that such loss, damage or injury is caused by the direct negligence of Leep Utilities or its employees. I, also agree that no operations are to take place on this network without the personal supervision & agreement of the attending Leep Utilities SAP. I will also declare at this time to the Leep Utilities SAP that no other third parties will work on any part of this network, during this time. Print Name Position: Signed..... Time: Date:
2.0	Confirmation of Works To Proceed
2.2	I, being the SAP attending, confirm that all High Voltage and Low Voltage (as applicable) points of isolation will be secured, in accordance with the Leep Utilities Distribution Safety Rules. Print Name Leep Utilities SAP Signed..... Time Date.....
3.0	Cancellation of Transfer of Control
3.1	I, being the Leep Utilities Senior Authorised Person in control of the above network and works as detailed in section 1 above; Confirm that all tools, equipment and persons, under my control have been removed, all safety locks and signage has have been withdrawn and that circuits are, Ready, for Energisation*\ are Energised* (*delete as appropriate). Print Name..... Leep Utilities SAP Signed..... Time Date:
4.0	Acknowledgement Of Control
4.1	I hereby declare that I have resumed control of the above network, this document is herewith cancelled. Print Name Position Signed:..... Time..... Date

TOC Document - Appendix – 01
Site Electrical Drawing \ SLD & Area under Leep Utilities Control
(To be detailed here)