

Document No: .....  
Key Safe No: .....  
Cross Reference Docs.....

# High Voltage Operation, Isolation and Earthing Certificate

(NOTE: This is NOT a Permit-to-Work or Sanction-for-Test)

|     |                                                                                                                                                                                                                                                                                                                 |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.0 | <p><b>Safety Precautions have been established on the following, Leep Utilites Apparatus:</b></p> <p>Under the control of.....</p>                                                                                                                                                                              |
| 1.1 | <p><b>Apparatus Identification</b>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>                                                                                                                                                                                                                              |
| 1.2 | <p><b>Safety Precautions Established:</b></p> <p><b>(a) Points of Isolation:</b> .....</p> <p>.....</p> <p>.....</p> <p><b>(b) Earths Applied:</b> .....</p> <p>.....</p> <p>.....</p>                                                                                                                          |
| 1.3 | <p>Single Line Diagram.</p> <div style="border: 2px solid black; height: 150px; width: 100%;"></div>                                                                                                                                                                                                            |
| 1.4 | <p><b>Issue:</b> I (Print name) .....Being a Leep Utilities Senior Authorised Person<br/>Declare that from all points of supply under my control on the identified network apparatus has been<br/>switched out*, Isolated and Locked Off*, and Earthed*</p> <p>Signed.....Print Name.....Time.....Date.....</p> |
| 1.5 | <p><b>Receipt:</b> I (Print name) ..... Being the consumers Senior Authorised Person/<br/>-/consumers Authorised Person* acknowledge receipt of this certificate.</p> <p>Signed.....Print Name.....Time.....Date.....</p> <p><b>* Delete words not applicable</b></p>                                           |

## Leep Utilities Distribution Safety Rules

| 1.6                                | <p><b>Removal of Earths:</b> The above Earths may be removed and replaced for testing purposes by an Authorised person at the request of the recipient. This is recorded below.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;"></th> <th style="width: 20%; text-align: center;">Signed by recipient</th> <th style="width: 15%; text-align: center;">Time</th> <th style="width: 15%; text-align: center;">Date</th> </tr> </thead> <tbody> <tr><td>I Acknowledge above earths removed</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>I Acknowledge above earths removed</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>I Acknowledge above earths removed</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>I Acknowledge above earths removed</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>I Acknowledge above earths removed</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>I Acknowledge above earths removed</td><td>.....</td><td>.....</td><td>.....</td></tr> </tbody> </table> |       | Signed by recipient | Time | Date | I Acknowledge above earths removed | ..... | ..... | ..... | I Acknowledge above earths removed | ..... | ..... | ..... | I Acknowledge above earths removed | ..... | ..... | ..... | I Acknowledge above earths removed | ..... | ..... | ..... | I Acknowledge above earths removed | ..... | ..... | ..... | I Acknowledge above earths removed | ..... | ..... | ..... |
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|                                    | Signed by recipient                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Time  | Date                |      |      |                                    |       |       |       |                                    |       |       |       |                                    |       |       |       |                                    |       |       |       |                                    |       |       |       |                                    |       |       |       |
| I Acknowledge above earths removed | .....                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | ..... | .....               |      |      |                                    |       |       |       |                                    |       |       |       |                                    |       |       |       |                                    |       |       |       |                                    |       |       |       |                                    |       |       |       |
| I Acknowledge above earths removed | .....                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | ..... | .....               |      |      |                                    |       |       |       |                                    |       |       |       |                                    |       |       |       |                                    |       |       |       |                                    |       |       |       |                                    |       |       |       |
| I Acknowledge above earths removed | .....                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | ..... | .....               |      |      |                                    |       |       |       |                                    |       |       |       |                                    |       |       |       |                                    |       |       |       |                                    |       |       |       |                                    |       |       |       |
| I Acknowledge above earths removed | .....                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | ..... | .....               |      |      |                                    |       |       |       |                                    |       |       |       |                                    |       |       |       |                                    |       |       |       |                                    |       |       |       |                                    |       |       |       |
| I Acknowledge above earths removed | .....                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | ..... | .....               |      |      |                                    |       |       |       |                                    |       |       |       |                                    |       |       |       |                                    |       |       |       |                                    |       |       |       |                                    |       |       |       |
| I Acknowledge above earths removed | .....                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | ..... | .....               |      |      |                                    |       |       |       |                                    |       |       |       |                                    |       |       |       |                                    |       |       |       |                                    |       |       |       |                                    |       |       |       |
| 2.0                                | <p><b>Clearance</b></p> <p>I (Print Name).....</p> <p>Being the consumers Senior Authorised Person/Authorised Person*</p> <p>Declare that all the relevant Safety documents have been cancelled:</p> <p>All gear and tools have*/ have not* been removed</p> <p>All additional earths have been removed*/ accounted for*/Not been removed* (and reason for this):</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>The work is complete*/ Incomplete*</p> <p>And the points of Earthing and isolation declared on this certificate are no longer required by me.</p> <p>Signed..... Print Name..... Time..... Date.....</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                         |       |                     |      |      |                                    |       |       |       |                                    |       |       |       |                                    |       |       |       |                                    |       |       |       |                                    |       |       |       |                                    |       |       |       |
| 2.1                                | <p><b>Cancellation:</b></p> <p>I (Print Name).....</p> <p>Being a Leep Utilities Senior Authorised Person, Hereby declare this certificate is now cancelled.</p> <p>Signed..... Print Name..... Time..... Date.....</p> <p><br/></p> <p><b>* Delete words not applicable</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |       |                     |      |      |                                    |       |       |       |                                    |       |       |       |                                    |       |       |       |                                    |       |       |       |                                    |       |       |       |                                    |       |       |       |