

Third party works request



THIRD PARTY PROJECT TITLE:	
PROJECT FINANCIER:	
REFERENCE NUMBER:	
CONTRACTOR NAME:	
LANDOWNER CONTACT:	
LOCATION:	
NORTHERN/EASTING:	
START AND END DATES OF ACTIVITY:	

Summary of Works

In this section you should summarise the works, whether it's excavation, lifting, pressure tests, new buildings, increased traffic, new road, rail or service crossings etc.

Use maps, drawings and photographs at your disposal to ensure those signing an Authorisation to Work form will be informed on the project details and steps.

Ensure all supporting works have also been included such as storage of materials, work routes and escape plans.

Ensure the third party is aware of adjacent sites and actions in the event of any alarms (note: some events on neighbouring sites will affect work parties outside fences).

Ensure you have agreement from the third party that nothing has been missed and it accurately depicts the work.

Provide a list of all reference material provided to support this application, pass them to the pipelines team if they request copies. Ensure all reference material is stored within the wayleave Third Party Project folder under the relevant project name.

Third Party Enquiry Checklist

The contractor has provided a workpack containing list of activities	YES	NO
The contractor has provided Northern/Easting location information for all work areas	YES	NO
The contractor had provided drawings to show the location of activities and their boundaries and has included distances from major reference points/landmarks	YES	NO

Third party works request



The contractor has provided a list of Vehicles, machinery, storage and all temporary installations have been identified and located	YES	NO
Activity Checklist A		
Excavations within 50m of pipeline, without any physical barrier such as fence lines or buildings	YES	NO
Excavations within pipeline wayleave	YES	NO
Lifting operations above wayleave (either above or below ground CATS pipeline)	YES	NO
Hot work within wayleave (either above or below ground CATS pipeline)	YES	NO
Increased traffic over wayleave	YES	NO
Pressure Testing within wayleave	YES	NO
Exclusion zone within wayleave	YES	NO
Activity Checklist B		
Pressure Test and / or Exclusion zone in close proximity to CATS pipelines	YES	NO
Increase/decrease in land drainage within 50m of CATS pipeline	YES	NO
Changes in the level of cover over a buried pipeline	YES	NO
Interference with Pipeline equipment such as MP, CP posts, BVS	YES	NO
New buildings or storage within 50m of CATS pipeline	YES	NO
Temporary building nearby, storage or materials	YES	NO
Hot work within CATS 50m area of interest	YES	NO
Installation of HV cabling near wayleave (cathodic protection interference)	YES	NO
Approvals Section		
Third Party Enquiry Checklist; Approval from Wayleave Specialist		
Signed _____		
Name _____		
Job Title _____		
Date _____		