

Wet Work Permit

Issuing organisation

Permit no.

Section A: Proposal

To be completed by the person(s) or contractor responsible for carrying out the work

Contractor and/or Subcontractor name:

Effective Date:

Expiration Date:

Location of work (be specific with building/floor/room detailed):

Nature/Description of work to be undertaken:

Building Systems affected:

Proposer Approval

The above location has been inspected and the required precautions and safeguards have been complied with.

Name & Position:

Effective Date:

Expiration Date:

Wet Work Permit checklist – Prior to the start of work

Can this job be avoided? Is there a safer way? The person carrying out the work (the Proposer) must complete the following checklist confirming Yes, No or N/A where appropriate. A comments section is provided at the end.

- | | |
|--|---|
| 1. Do you have a copy and/or understand the written plan detailing what to do in the event of a leak or water damage?
Yes No N/A | 6. Are all drains in the work area connected, clean and functioning?
Yes No N/A |
| 2. Are the locations of valves known and are these accessible and identifiable (ideally carded/tagged)?
Yes No N/A | 7. Have floor/wall penetrations or cracks through which a leaking fluid may pass and damage areas below been protected?
Yes No N/A |
| 3. Are there pipe diagrams available for the location of the work?
Yes No N/A | 8. Has electrical and any other sensitive equipment been protected from potential water damage?
Yes No N/A |
| 4. Has the system(s) in question been drained down prior to the start of any wet work and are suitable controls in place to prevent accidental reactivation of the water system?
Yes No N/A | 9. Has a competent person been designated as the dedicated water-watch?
Yes No N/A |
| 5. Is there a spill response plan with a vessel/cart available at the work area to capture fluid leak? Ensure this vessel is suitable for the volume of water that could escape.
Yes No N/A
Please respond N/A to confirm if it is not needed for the work being performed. | 10. To ensure pipes and fittings do not leak following works, will a dedicated pressure test be performed on the system?
Yes No N/A |

Wet Work Permit checklist – Workday end or completion of work

- | | |
|---|--|
| 1. Have you checked that nothing is leaking before leaving the area at the end of each work day?
Yes No N/A | 2. Is the water system still shut off and drained if being left at the end of a work day?
Yes No N/A |
|---|--|

Checklist - additional comments:

Section B: Agreement

To be completed by the nominated person responsible for authorising the work (named the Authoriser in this form - example; Construction Manager/General Contractor/Site Manager or Estate Manager).

Proposer has been informed of precautions and emergency procedures in the event of leak/water damage? Yes No

I have verified that the above location(s) have been examined and the required precautions have been taken. Permission is authorised for the above work at the below times only.

Date/Time permit is issued:

Date/Time of expiry of permit:

Authoriser signature:

Water watch

The water watch is to ensure all areas have been inspected with no signs of leaking or water damage both during and post work.

Wet work watchers must be trained on the response procedures in place in the event of a leak or accidental water discharge, including a review of all applicable shut off valve locations.

Water watch must be maintained throughout work. Watch must then be maintained for a minimum of 30 minutes following completion of work or for the time period prescribed by the Authoriser.

Designated water watch name:

Water watch period (post work):

Record of periodic inspections

Confirmation is required during wet work that work completed is in compliance. A final inspection must be completed at the conclusion of the work alongside periodic inspections at intervals deemed appropriate to the nature of the work to be specified by the Authoriser. Inspections must confirm all areas have been inspected with no signs of leaking and work has been completed in accordance with this permit.

Periodic inspections must be carried out by a supervisor on behalf of the Authoriser.

Inspector:

Date:

Time:

Inspector:

Date:

Time:

Inspector:

Date:

Time:

Completion (Proposer)

Date & Time work ended:

Following final inspection of the work area I confirm no signs of leaking (name/signature):

Closure (Authoriser)

Following final inspection of the work area I confirm no signs of leaking (name/signature):

The completed form should be retained by the Authoriser for future reference. A minimum 3 year retention period is recommended.

This document is the property of Ecclesiastical Insurance Office Plc. Whether or not you have a contractual obligation to use a Wet Work Permit will depend upon the specific terms of your policy. Where use of a Wet Work Permit has been made a condition of your policy cover you should ensure that you do comply with all relevant policy terms and conditions. Where Ecclesiastical has not made the use of a Wet Work Permit a condition of your policy cover then you are free to choose whether or not to use it. This guidance should not be considered a substitute for seeking professional help in specific circumstances.

