THE PORT AUTHORITY OF NY & NJ

ELECTRICAL WORK PERMIT

PA 2497A / 08-10

Hand print in ink or typewrite original and three copies. DISTRIBUTE IN ACCORDANCE WITH HIGH TENSION ADMINISTRATIVE AND SAFETY RULES. SEE REVERSE SIDE.

1	PERMIT NUMBER	
	FEEDER	
	REQUESTING AGENCY	

2	To: HIGH TENSION SYSTEM OPERATOR	From: REQUESTING AGENCY	Date:	Time: AM PM

It is requested that all necessary equipment be isolated and grounded in order to perform the following work.

Requesting Agency Signature

3	To: REQUESTING AGENCY	From: HIGH TENSION SYSTEM OPERATOR	Date:	Time: AM PM

In order to perform the work as requested in part 2 the equipment has been isolated and grounded as follows:

Equipment	Open	Racked Out	Locked Key No.	Potential Transformer Fuses	TAG NUMBER	GROUND LOCATION	BARRIER INSTALLED

Cable Identified and Certified (Location)

Cable Speared (Location)

Nearby Live Equipment (Location)

High Tension System Operator (Signature)	Requesting Agency The above work has been completed to my satisfaction.	(Signature)

4A	To: HIGH TENSION SYSTEM OPERATOR	From: REQUESTING AGENCY	Date:	Time: AM PM

The following people, whose initials appear below, have read and understood this permit and will be the only people working in the area covered by this permit.

INITIALS

ON	OFF	ON	OFF	ON	OFF	ON	OFF	ON	OFF	ON	OFF	ON	OFF	ON	OFF

4B	From: REQUESTING AGENCY	Date:	Time: AM PM

All people have been withdrawn from work site and signed off Part No. 4A
The work has been completed, tested, and inspected. The work area has been cleared. The Equipment may be re-energized except as noted below.

Requesting Agency (Signature)	High Tension System Operator (Concurring Signature)

HIGH TENSION ADMINISTRATIVE RULES

1. No work is to be performed in any high tension area unless under the specific approval and/or supervision of the High Tension System Operator. The only exceptions to this are runway and taxiway circuits that are being worked on by authorized facility electrical personnel.

2. When work involving high tension switching is requested Part 1 and Part 2 of the Electrical Work Permit (Form PA 2497A) is filled out and an Operating Order is prepared by the High Tension System Operator.

3. The Requesting Agency, prior to starting work shall assure itself that each source and load center is properly secured, the feeder properly grounded, identified and speared. In the instances where a contractor is involved, the procedures outlined under Contractors Safety Precautions shall also be followed. Other interested agencies, such as the Resident Engineer, Tenant Representatives, FAA, Utility Companies, etc. may witness above operations. Responsibility for notification to interested and affected parties is the responsibility of the High-Tension System Operator.

4. After switching has been completed and prior to any work being performed on any part of the high-tension system, Part 3 of the Electrical Work Permit shall be filled out and a copy prominently posted on the High Tension Notification Board. Detailed information regarding the Electrical Work Permit shall be included in the operating order file by work permit number.

5. After all work pertaining to the Electrical Work Permit is completed all copies of Part 4 of the permit shall be completed indicating that the site has been properly cleared.

6. After the completion of #5 above, preparation for re-energizing the feeder may begin. No switching will take place on any part of any feeder; however, until the High Tension Notification Board and the Electrical Work Permit log have been checked to assure that no uncompleted work permits (Parts 1 to 4) pertaining to work on this feeder or other feeders in the area of work are on file. Immediately prior to re-energizing the feeder a physical determination shall be made to assure that all areas associated with the feeder covered in uncompleted work permits are clear.

7. Retention of Records – The High Tension System Operator shall file the Notification Board copy of the Electrical Distribution Work Permit in the Operating Order file.

8. Numbered keys, tags, and grounds shall be used throughout as described in the operating procedures. Numbers of same shall be recorded on the Operating Order and all removed tags pertaining to any particular job shall be retained in the Operating Order file until feeder is back in service.

CONTRACTORS SAFETY PRECAUTIONS

1. Review by Port Authority Electrical maintenance, Port Authority Construction and Contractor of drawings showing primary circuits involved in proposed work to determine which primary sources and load centers must be locked out. Agreement is reached on which manholes will be occupied.

2. At primary source – lock out and ground by Port Authority Electrical Maintenance, Port Authority Construction and Contractor to witness – key to be kept by Port Authority Operations and another key for separate lock to be kept by Contractor – two keys needed to restore service.

3. At the load centers on particular feeder being worked on – lock out and ground at one load center, beyond work, high voltage transfer switches – by Port Authority Electrical Maintenance with Port Authority Construction and Contractor to witness – Contractor keeps keys.

4. Before service is restored – Port Authority electrical Maintenance will get keys from Contractor with a signed statement that his people are out of the manholes.

Neither this permit nor any act or omission of the Port Authority shall be construed to impair the obligation of any person under or in connection with any agreement with the Port Authority or in connection with the work done.

The Contractor shall not do or permit to be done any act or thing which will invalidate or conflict with any insurance policy covering any area which the Contractor enters upon, and the Contractor shall promptly observe, comply with and execute the provisions of any and all present and future rules, regulations, requirements, orders, and directions of the New York Board of Fire Underwriters, the New York Fire Insurance Exchange, or if the area is located in New Jersey, of the National Board of Fire Underwriters, the Fire Insurance Rating Organization of New Jersey, or of any other board or organization exercising or which may exercise similar functions which may pertain or apply to the operations of the Contractor hereunder.

The Contractor understands that certain areas owned or leased to the Port Authority are in turn leased or licensed to third parties. Without in any way limiting the conditions, provisions, and requirements in this permit, if the Contractor requires entrance upon an area leased or under license to a third party, the Contractor shall make independent arrangements for such entry with any such lessee or licensee.

The Contractor shall observe and obey (and compel its officers, members, employees, agents, sub-contractors, and other persons doing business with it to observe and obey) the present and future “Rules and Regulations” of the Port Authority.

This permit is subject to cancellation by the Port Authority immediately upon oral or written notice if, in the opinion of the Port Authority, such action is deemed justifiable for any reason whatsoever.