

Walk in Duct Access Log

Location of Entry:					
Purpose of Entry or Description of work					
Supervisor/Security Officer				Phone:	
Date of entry :		Time of Entry:		Anticipated time of exit:	
Detail of Persons Entering Duct system:					
Name: (print)		Sign before entry		Operatives Contact Phone No	
Sign out					
1					
2					
3					
4					
5					

Procedure for Entry

This log should be completed and 1 x copy posted with the designated authorised person, another copy will be fixed to the entry point door (and removed upon exit, the presence of the log on the door will give n indication that someone is in the duct system)

Supervisor/Security Officer has the responsibility to monitor safety during entry in to the ducts.

Should the Supervisor/Security Officer not hear from persons by the anticipated time of exit they **Must** phone the operatives phone No (above) if there is no response then they must inform the relevant supervisor who will:

- Raise the alarm
- Dispatch a member of staff to the duct to investigate at the entry point. (If the log is still posted then the team could still be within the duct system?)
- Arrange for a team to enter the duct system and investigate
- Call out emergency services

The Supervisor/Security Officer must be informed when the entry to the duct is complete and access log filed.

Completion of work	The work is complete and the space is clear of all persons, materials and equipment.		
	Signature	Print name:	Date: