


<b>ISSUE: 2</b> <b>NOCPER001</b> <b>DATE 07/08/14</b> <b>Page 1 of 1</b>	<p style="text-align: center;"><b>NOC</b></p> <p style="text-align: center;"><b>ESTATES GENERAL &amp; MEDA ACCESS PERMIT</b></p> <p style="text-align: center;"><b>Valid One Month Maximum</b></p> <p style="text-align: center;"><b>* Restricted Areas Valid One Day only</b></p>	 <p><b>National Oceanography Centre</b> NATURAL ENVIRONMENT RESEARCH COUNCIL</p> <p>Permit No <span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px; vertical-align: middle;"></span></p>
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#### Permit Details;

This permit is used subject to the following conditions: Doors to plant areas must not be left or jammed open. Hard hats must be worn at all times in MEDAS and risers. Lone working is not permitted in risers and roof areas. All lights are to be switched off when leaving the MEDA and riser areas. Some MEDA areas are controlled by lighting cards which can be issued from Security Control.

\*B2 Sign off required by the Authorised Restricted Area Approver for access to the following areas: Radiation labs (Phil Warick) / Server Room (IT Server Room Manager) one week notice required, A9 building/Confined spaces see procedure NOCPERP001.

#### Section A – Works - To be completed by authorised NOC representative

Location of works (room no/area): \_\_\_\_\_ Nature of works: \_\_\_\_\_

H&S Precautions/PPE requirements for area: \_\_\_\_\_

Other Permits Issued? *Please tick all required*

RAMS submitted for works? Y/N

NOCPER002 Hot Works	NOCPER003 Fume Cupboard	NOCPER004 Fume Hood	NOCPER005 Security Access
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### Section B1 – Authorisation – To be completed by authorised NOC representative

Permit issued to (print): \_\_\_\_\_ Contact number: \_\_\_\_\_

Valid from: \_\_\_\_\_ Time: \_\_\_\_\_

Valid to: \_\_\_\_\_ Time: \_\_\_\_\_

*General access permits not to be issued for a period exceeding one calendar month.*

Keys authorised:

Permit issued by (print): \_\_\_\_\_ Contact number: \_\_\_\_\_

#### Section B2 – Authorisation Restricted Area Approver \* – To be completed by authorised NOC representative

Name (print and sign): \_\_\_\_\_ Date: \_\_\_\_\_

#### Section C – Acceptance – To be completed by Contractor

Permit accepted by (sign): \_\_\_\_\_ Name (print): \_\_\_\_\_

Company: \_\_\_\_\_ Working for (if a sub-contractor): \_\_\_\_\_

*I, the above signatory accept responsibility for the keys issued to me under this permit and hereby accept the above conditions of this permit.*

#### Section D – Completion – To be completed by Security Control

Keys to be returned daily to Security Control no later than 1800 hours, unless agreed with your authorised NOC representative.  
Keys are not to be taken offsite following completion of works

Confirmation Keys returned (print):  Time Last Returned:

#### Section E – Guarantee when this permit is no longer required, please retain your copy for your records.

**Building Emergency Information: The evacuation signal is a continuous audible tone. On hearing the signal please leave the building immediately. All contractors to muster at call point E – main entrance gate by A7 building. In an emergency please call Security Control: 02380 596 999 ; ext. 26999**

**Fire alarm fire sounders are tested at 08:45 hours on a Monday morning**