

Request Reference: FOI/66/23

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Information requested:

I am writing to make a Freedom of Information (FOI) request to obtain information regarding the Management of Permits to work (PTW) on your sites. Could you kindly provide details on the following:

- a. Which types of work require a Permit To Work to be completed on your sites?
- b. Does your organisation utilise a software platform to issue, record, and provide evidence of completed works that require a permit?
- c. If a software platform is used, please specify the name or type of software utilised to complete and evidence work permits.
- d. Who within your organisation is responsible for the issuance, sign-off, and provision of evidence for Permits To Work?

Response:

- a. High Voltage Electrical work, Low Voltage Electrical work, Ground Excavation works and Hot works.
- b. No
- c. We do not use a software platform and therefore give notice under FOISA Section 17 that we do not hold the information requested.
- d. The Head of Estates & Facilities and the Estates Manager.