



London Underground Limited



Person in Charge Evacuation Register

Station:	Contractor:	Date:
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Person-in-charge Name: Contact Number:	Sub-Contractor:	Access Number:
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Location and type of works: (to include exit station where different from booking on station)

By signing on, you are declaring that you have not consumed any alcohol or taken any controlled substances, which place you in contravention of London Underground's Drugs and Alcohol Policies.

	Name	Entry Permit Number	Signature	Station Arrival Time	Time Booked Out
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Person-in-Charge Declaration – Entry

I have witnessed the above persons signing this register and confirm that no one has any obvious signs of them being in contravention of London Underground's Drugs and Alcohol Policies. I will ensure a safe system of work is maintained at all times. I also confirm that the above person have:

- All necessary London Underground and other licences and certificates of training.
- Been briefed as to the limits and scope of their work and have received/will receive the necessary safety briefings.
- Been/will be briefed on local evacuation and safety procedures and are aware of emergency contact numbers.
- Been made aware of, and will comply with, the strict no smoking policy whilst on London Underground premises.

Where Protection staff are required for the works the person-in-charge and Protection Master are to brief each other, agree a safe system of work and ensure staff under their control are aware of the arrangements prior to work commencing.

Name: _____ Signature _____ Time: _____

Access Controls Undertaken By ISWC (Where Present)

ISWC Name: _____ Signature _____ Time: _____

Operational checks undertaken by Station Supervisor on the Person-in-charge, representing the above work party, according to the London Underground Reference Working Manual.

Station Supervisor Name: _____ Signature: _____ Time Booked On: _____

Infracall Verification Number (Where appropriate): _____

Person-in-Charge Declaration – Exit

I can confirm that all areas under my control have been left in a clean, safe and secure state. I also confirm that all personnel in my work party are accounted for and left site. The exception being the Fire Watchperson who will remain on site for the required minimum of 1 hour after cessation of the hot works.

Name: _____ Signature: _____ Time: _____