

Project name:	
Contract number:	
Underground services avoidance Co-ordinator/AP letter of appointment	

To:	
<p>In accordance with company procedures, you are appointed as the Underground services avoidance co-ordinator/AP for the above contract until <i>(insert date, maximum 1 year from date of signing)</i></p> <p>This appointment is in addition to your other normal management responsibilities.</p> <p>Your key duties are listed below and responsibilities must be carried out in accordance with the relevant procedure(s).</p>	

Duties include:

- Ensure that approved designs and utility information is available and has been reviewed for suitability
- Complete the BPAUS 04 Contractors checklist
- Arrange pre construction survey work as necessary
- Ensure permits requested are in advance of work activity and in accordance with approved method statements and risk assessments
- Check the competence of the working team
- Ensure services are correctly marked including encroachment lines
- Authorise and ensure the full briefing of the Underground service avoidance permit to the working team
- Enter details of authorised permits into permit register
- Monitor conditions of permit during work activity, including identification of services in concrete or obstructions
- Close out permits on completion of activity
- **Insert any additional duties here**

I accept the appointment of Underground Services Avoidance co-ordinator/AP until the above date and agree to the contents of this letter.

Print:.....
 ...



EXAMPLE

Sign:.....
Date:.....

Print:.....
.....

Sign: Date:
(Project Director)