VAC EX – EXTERNAL HIRE SITE SURVEY & BOOKING FORM

Hirer to complete before booking confirmation. Tick applicable boxes and provide all drawings, permits and clear site photographs.

HIRER & BOOKING DETAILS

Company: _____	**Contact / tel:** _____
Site address: _____	**Site supervisor / tel:** _____
Hire date & arrival: _____	**Agreed hours / quote ref:** _____

SCOPE OF WORK & PRE-WORKS

Purpose / task: _____
Excavations (number & location): _____
Size (L × W × D): _____ Hose distance: _____ Spoil type/volume: _____
Work type: ☐ Trial holes ☐ Joint bays ☐ Trench ☐ Substation ☐ Other: _____
Tar / tarmac present: ☐ Yes ☐ No | Cut, broken out and removed by hirer before arrival: ☐ Yes ☐ N/A

UNDERGROUND SERVICES & PERMIT CONTROLS

Known services	☐ HV ☐ LV ☐ Gas ☐ Water ☐ Telecoms ☐ Drainage ☐ Other/unknown
Higher-risk assets	☐ Live HV ☐ High-pressure gas ☐ Congested utilities ☐ Other: _____
Utility controls	☐ Current plans ☐ CAT/Genny survey ☐ Services marked ☐ Not complete
Permit / isolation	☐ Permit issued ☐ Pending ☐ N/A | Isolation: ☐ Yes ☐ No ☐ N/A
Substation access	☐ Yes ☐ No | Hirer providing suitably authorised person: ☐ Yes ☐ N/A
AP details / access	_____

OVERHEAD LINES & OPERATING HEIGHT — GS6

Overhead lines near site, route or VAC EX position: ☐ Yes ☐ No ☐ Unknown
Line owner / voltage (if known): _____ Closest point / clearance: _____
DNO/line owner consulted and clearance confirmed: ☐ Yes ☐ No ☐ N/A
Agreed controls: ☐ Avoidance ☐ Isolation ☐ Barriers / goalposts ☐ Exclusion ☐ Banksman
Access to top of machine for blockage / maintenance may be needed: ☐ Yes ☐ No | Controls: _____

The hirer must assess full machine/operating height, travel, access and any work at height. No approach within the line owner's safe clearance; controls must align with HSE GS6.

SITE CONDITIONS, ACCESS & ADDITIONAL PPE

Ground / surface: ☐ Clay ☐ Sand ☐ Rock ☐ Made ground ☐ Wet ☐ Unstable ☐ Other
Site hazards: ☐ Restricted access ☐ Contamination ☐ Water ☐ Buried obstruction
Traffic, access, parking and machine position: _____
Traffic management / banksman: ☐ Required ☐ Provided | Spoil/slurry arrangements: _____
Additional PPE beyond EAS standard five-point PPE: ☐ None ☐ Required — specify: _____
Additional PPE supplied / approved by: _____ Site induction: ☐ Yes ☐ No

PHOTOGRAPHIC SITE EVIDENCE

Provide clear, current site photographs before booking approval. Insert photographs in the boxes below at a size that allows hazards to be identified. Attach additional full-resolution originals separately where required.

PHOTO 1 – WORK AREA / EXCAVATION	PHOTO 2 – VEHICLE ACCESS / PARKING
INSERT PHOTOGRAPH	INSERT PHOTOGRAPH
PHOTO 3 – SERVICES / GROUND CONDITIONS	**PHOTO 4 – OVERHEAD LINES / OBSTRUCTIONS**
INSERT PHOTOGRAPH	INSERT PHOTOGRAPH

ADDITIONAL PHOTOGRAPH AND DOCUMENT CHECKLIST

Provide further images of: ☐ Site entrance / full travel route ☐ All excavation locations ☐ Utility markings / exposed apparatus ☐ Surface condition ☐ VAC EX hose route ☐ Spoil area ☐ Other hazards.

Supporting attachments: ☐ Site/excavation plan ☐ Utility records & survey ☐ RAMS / permits ☐ GS6 / DNO overhead-line controls (if applicable) ☐ Traffic management plan (if applicable).

Photographs are supporting evidence only. The hirer remains responsible for a suitable site survey, service identification, risk assessment, permits and safe systems of work.

HIRE PACKAGE, RATES & WORKING HOURS

Included hire package: 1 × VAC EX vehicle; 1 × EAS Driver/Operator; 1 × EAS General Operative
Day rate: £1,400 per day
Included daily hours: 07:30–17:30 (10 hours), INCLUDING travel to and from site
Additional hours: £140 per hour beyond 17:30 or the agreed daily hire window, subject to EAS approval

The daily hire period includes travel, site attendance, waiting time, mobilisation and demobilisation. Time on site available for excavation will depend on the travel and site conditions. Additional hours are chargeable only where EAS agrees to extend the hire; extension is subject to availability.

HIRER RESPONSIBILITIES & CONDITIONS

Labour and plant only: EAS supplies the VAC EX and two employees identified above. The hirer is responsible for setting the EAS team to work, directing and coordinating the activity and providing suitable site supervision throughout.

Site preparation and safety: The hirer provides accurate scope and site information, current service drawings/surveys, HSG47 safe digging arrangements, permits, RAMS, inductions, access, welfare, traffic management, exclusion zones, appropriate work areas and spoil/waste arrangements.

Substation works: EAS operators do not hold the authorisation needed to enter substations independently. The hirer must provide a suitably authorised person to arrange access, accompany and assist the team, and coordinate works under applicable site and electrical safety rules.

Tar / tarmac: All tar/tarmac and other hard surfacing must be cut, broken out and removed by the hirer before VAC EX operations begin. This preparatory work is not included in EAS hire.

Additional PPE: EAS supplies standard five-point PPE. The hirer must identify any additional PPE required and arrange provision and approval with EAS before mobilisation; work must not proceed without appropriate PPE.

Overhead power lines – GS6: The hirer must assess overhead-line hazards along the access route and work area, including the full vehicle operating height and any need to access its roof for blockage clearance. The hirer must consult the line owner where relevant and implement suitable HSE GS6 controls and confirmed clearances before work.

Delays and additional hours: Waiting or lost time caused by incomplete site preparations, delayed access, permits, supervision or other hirer arrangements is included within the chargeable daily hire period. Work beyond the agreed hours is charged at £140 per hour where agreed in advance by EAS; extra availability cannot be guaranteed.

STOP-WORK AUTHORITY: If any required control or hire condition is not met, or conditions become unsafe, the EAS Driver/Operator has the authority and obligation to STOP the activity. Work may restart only when risks are controlled and both parties agree it is safe.

HIRER DECLARATION & ACKNOWLEDGEMENT

I confirm that the information given is complete and accurate, that the site and preparatory works will be ready, and that I accept the hire package, rates, duties and conditions above. I will advise EAS of any change before work continues.

Hirer name / role: _____	**Signature / date:** _____

EAS REVIEW & BOOKING APPROVAL — EAS USE ONLY

Site: ☐ Suitable ☐ Conditional ☐ Unsuitable	**Booking:** ☐ Approved ☐ Hold ☐ Declined
Reviewer / date: _____	**Actions / reference:** _____

Booking is subject to written confirmation by EAS and all applicable DNO / IDNO and site safety requirements.