

**Competent Person Written Report**  
**(Both passive and active detection  
are completed)**

CP Signature : \_\_\_\_\_

Name : \_\_\_\_\_

Approval No. : \_\_\_\_\_

Date : \_\_\_\_\_

(Nov 2018)

Directly Employed by : \_\_\_\_\_  
(Contractor Name)  
/(Self-employed)

Record No. : \_\_\_\_\_

To : \_\_\_\_\_ (Post) of \_\_\_\_\_ (Name of site contractor or other working party)

**Part A - Basic Information**

I \_\_\_\_\_ the Competent Person of underground electricity cable detection

Approval No.: \_\_\_\_\_ expiry date: \_\_\_\_\_

in accordance with Electricity Supply Lines (Protection) Regulation,

from \_\_\_\_\_ year \_\_\_\_\_ month \_\_\_\_\_ day \_\_\_\_\_ hour \_\_\_\_\_ minute

to \_\_\_\_\_ year \_\_\_\_\_ month \_\_\_\_\_ day \_\_\_\_\_ hour \_\_\_\_\_ minute

at \_\_\_\_\_

undertook underground cable detection (both active and passive detection) and marked the cable alignment and depth on site.

**Part B - Equipment used during underground cable detection**

Receiver	Brand name: _____	Serial No.: _____
	Model No.: _____	Calibration record (Date) _____
Transmitter	Brand name: _____	Serial No.: _____
	Model No.: _____	Calibration record (Date) _____
		Frequency: _____

**Part C - Matters requiring particular attention**

For example: major discrepancies between cable detection results and the electricity supplier's cable plans/ cable is found to be in shallow depth and has discussed the issue with the electricity supplier on \_\_\_\_\_ and the result is as follow:

The above mentioned underground cable detection was carried out with the assistance of \_\_\_\_\_ and he/ she was directly supervised by me in the course of the detection.

CP signature: \_\_\_\_\_ Date: \_\_\_\_\_

CP assistant signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: ( \_\_\_\_\_ )

**Part D - Attachments**

- |   |   |                    |
|---|---|--------------------|
| 1 | Work Procedure  | (Total_____sheets) |
| 2 | Measurement record  | (Total_____sheets) |
| 3 | Underground Cable Alignment Layout Plan<br>by Active Detection  | (Total_____sheets) |
| 4 | Photos showing toroidal active detection and site markings for cable<br>alignment and depth   | (Total_____nos.)   |
| 5 | Electricity supplier's advice, such as advice sought from the electricity<br>supplier upon detecting major deviations of cable alignment on site from<br>electricity supplier's cable plans(if any) | (Total_____sheets) |
| 6 | Electricity supplier's cable plans  | (Total_____nos.)   |
| 7 | Site briefing   | (Total_____sheets) |
| 8 | Others: _____   | (Total_____sheets) |

<u><b>CP Written Report</b></u> <u><b>Work Procedure</b></u>	
Record No. : _____	Page : _____
Working Place : _____	
Nature of Work : _____	

Nature of Work : \_\_\_\_\_

[illegible]

**CP Written Report**  
**Measurement Record**

Record No. : \_\_\_\_\_

Page: \_\_\_\_\_

Cable No. \_\_\_\_\_

Voltage: \_\_\_\_\_ no. 380/220V  
 \_\_\_\_\_ no. 11kV  
 \_\_\_\_\_ no. 22kV

\_\_\_\_\_ no. control signal cable  
 \_\_\_\_\_ no. 132kV  
 \_\_\_\_\_ no. 275kV  
 \_\_\_\_\_ no. 400kV

Cable Quantity: \_\_\_\_\_

[illegible]

^ depth measurement from passive detection is not accurate and the figure is for reference only

**CP Written Report**  
**Underground Cable Layout Plan**

Record No. : \_\_\_\_\_

Page: \_\_\_\_\_

Legend:

(For reference only)

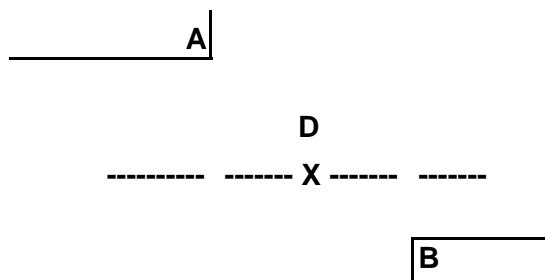
X : Measurement Point

D : Cable Depth (mm)

----: Cable Alignment

A : Reference Point A

B : Reference Point B



**Remarks :** The cable layout plan should include all the relevant details to clearly indicate the cable location such as site area, cable alignment, reference point, sequence number of detection points, cable depth, cable quantity, cable voltage level, trial hole location, kerb, building line, manhole, etc.

**Ratio 1 :**

**CP Written Report**

**Record No.:** \_\_\_\_\_

**Page:** \_\_\_\_\_

Electricity supplier's advice, such as advice sought from the electricity supplier upon detecting major deviations of cable alignment on site from electricity supplier's cable plans(if any)

The working party has requested cable plans from the electricity supplier on \_\_\_\_\_ and has received the cable plans from the electricity supplier on \_\_\_\_\_.

### CP Written Report

Record No.: \_\_\_\_\_

Page: \_\_\_\_\_

#### Site Briefing

I have briefed the content of the Competent Person Written Report to the following site personnel, such as the operators of excavator/machine and workers engaged in excavation work, including the meaning of site markings, potential danger as a result of cable damage and the required safety precautions, and other details of this report.

1      Signature : \_\_\_\_\_ Date : \_\_\_\_\_  
Name/ Post : (                      /                      )

2      Signature : \_\_\_\_\_ Date : \_\_\_\_\_  
Name/ Post : (                      /                      )

3      Signature : \_\_\_\_\_ Date : \_\_\_\_\_  
Name/ Post : (                      /                      )

4      Signature : \_\_\_\_\_ Date : \_\_\_\_\_  
Name/ Post : (                      /                      )