

Note: This Checklist is not for emergencies. If there is a gas leak please notify protective services on 9351 3333 and follow direction. For more info please refer to: <https://www.sydney.edu.au/about-us/campuses/emergencies-and-personal-safety.html>

General Information		
Purpose of Shutdown (tick one)	<input type="checkbox"/> Project	<input type="checkbox"/> Planned Maintenance
Description of Works		
Project ID/Work Request No.:		
Building Code & Name:		
Natural Gas Meter Location and supply pressure		
Date of shutdown	Start date: Start time:	End date: End time:
Head Contractor's Supervisor	Name: Mobile:	Company: Email:
Sub Contractor's Supervisor	Name: Mobile:	Company: Email:

Notes on use:

- This form shall be used where a complete or partial shutdown/ termination is required of a natural gas supply.
- If any excavation is required as part of this isolation, a permit to dig form must be obtained via the University's contractor page <https://www.sydney.edu.au/about-us/working-with-the-university/contractors.html>
- This form shall not in any way negate the responsibilities of the head contractor or the licenced plumber undertaking the works.
- This form shall be completed and signed by the relevant UI/COS Project Manager. Where a "No" is recorded, corrective actions shall be determined, and information shall be requested from all responsible parties in the checklist. All items shall be ticked as "Y" or "NA" when moving forward or as completion.
- COS Facilities Manager shall be acting as COS Project Manager for any maintenance or correction work request.
- This completed document shall be filed in the project folder or attached to the relevant Work Request.
- Where there are multiple natural gas supplies, a list of affected buildings and equipment shall be attached.

Checklist	
A notification for interruption is submitted at least ten working days (subject to the extent of interruption) before the commencement of the interruption.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Obtain existing USYD and Authority Services diagrams and update existing service maps with information about the construction area and potential impacts on nearby services. Conduct services survey to identify live services within the vicinity of any excavation works.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA

Checklist	
Identify if any works are to be carried out on or near a 1050kPa natural gas main and contact supply authority (eg. Jemena) to arrange a Supply Authority spotter prior to starting any works as required.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Evaluate potential risks associated with service termination, including service disruption, safety hazards, and environmental impacts. Develop risk mitigation strategies and emergency response plans.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
<p>All COS Tech FMs and UI Engineers are notified, and all affected services and centralised plant/system is identified.</p> <p>It shall include but not limited to the following:</p> <ul style="list-style-type: none"> • Hydraulic Services (Hot Water supplies, Boilers, gas guard, other lab uses) • Mechanical services (eg. Boilers, heat exchangers, Gas interlock and Shutdown) • Fire Services (services affected by Gas guard/ Interlocks) • Electrical Services • BMCS • AUMS • ICT (network operation email alias ict-cns@sydney.edu.au) • Security and access control system 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
All stakeholder consultation is completed and all critical equipment which requires temporary supply is identified and agreed by all COS Facilities Managers, UI Stakeholders and other relevant stakeholders.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Construction Notifications are communicated to all relevant stakeholders.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Run Sheet is provided to all relevant parties with contacts (eg. project contractor, UI/COS project manager, COS Facilities Managers, faculty representatives, etc.) during natural gas shutdown. For building or multiple buildings shutdown this shall include a contingency plan	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
All relevant stakeholders as watchers are notified to be present prior to natural gas resumption to make sure natural gas to all field equipment has resumed, is operational and has no issues	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
All relevant services maintenance contractors are engaged as watchers by Work Requests to be present prior to natural gas resumption to attend and confirm operation, and re-light pilot lights as required and confirm no issues	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
ATTACHED DOCUMENTS	
The following documents must be submitted with this Procedure Checklist. WARNING: The checklist will not be processed without these documents being attached.	
Photos of natural gas meter and origination of the supply (single line diagram or photos of upstream meter)	
Number buildings affected and duration of outage is provided.	

Checklist				
Methodology for terminating/ isolating services as part of these works including any temporary provisions.				
Risk assessments, Safe work Method Statements (SWMS) and Safety Management Plans addressing any potential hazards.				
If required - Confirmation letter on date of shutdown from supply authorities (eg. Jemena/ AGL)				
Contingency plan for building or multiple buildings shutdown including proposed critical equipment, temporary supplies and essential services management and backup strategy				
Shutdown Run Sheet with contacts during natural gas shutdown				
CONTRACTOR ACKNOWLEDGEMENT AND AUTHORISATION				
The information contained in this document is intended as a guide only as is not intended to identify all hazards and site controls required for the shutdown. The Head Contractor and all Sub Contractors working on shutdown are responsible and liable to ensure all hazards are identified adequately eliminated or controlled to protect the safety of all persons and any assets affected by the works.				
The proposed shutdown has been assessed as safe if performed in accordance with all conditions and attachments indicated in this checklist. Persons working under this checklist have been instructed about site control measures to be implemented and supervision is in place to ensure the control measures identified in this checklist will be complied with.				
Company	Name	Title	Signature	Date
Sub Contractor		Site Supervisor/ Project Manager		
Principal Contractor		Site Supervisor/ Project Manager		
The Principal Contractor must submit this checklist to the University of Sydney Project Manager for completion of subsequent sections and authorisation.				
UNIVERSITY AUTHORISATION				
Project Manager check and review				
The assigned University Project Manager has assessed the contractor submission for completeness and confirms adequate Risk Analysis and Site Controls have been incorporated and all required information has been submitted and is attached to the Checklist for review by internal stakeholders.				
Company	Project Manager Name		Signature	Date
Internal stakeholder review				



Checklist				
<p>The information contained on this Checklist has been reviewed and assessed by the following persons with regards to the area of responsibility indicated. Project Manager shall review and define the responsible internal stakeholders as required below.</p> <p>Internal Stakeholder list</p>				
Area of Responsibility	Name	Title	Signature	Date
UI Hydraulic/Fire Services				
UI Electrical Services				
UI Mechanical Services				
ICT Communications				
COS Hydraulic Tech FM				
WHS – COS/ UI				
COS Senior Facility Manager				
COS Protective Services				
Project manager recommendation				
<p>The assigned University Project Manager has assessed the internal stakeholder review of the contractor's documents attached to this Checklist. Authorisation of the Checklist is recommended.</p>				
Company	Project Manager Name		Signature	Date
Director UI Authorisation (UI Managed Projects)				
<p>The natural gas shutdown/ termination for this project is authorised to commence. All works must be performed in accordance with the information supplied on this permit.</p>				
Name	Title		Signature	Date
	Director, Infrastructure Delivery, UI			
Director COS Authorisation (COS Managed Projects)				



Checklist			
The natural gas shutdown/ termination for this project is authorised to commence. All works must be performed in accordance with the information supplied on this permit.			
Name	Title	Signature	Date
	Director, Asset Management & Operations, COS		

- After construction, verify that all terminated services have been properly reconnected as per specifications.
- Review and archive all documentation related to service termination, risk assessment, and permit implementation for future reference.
- Conduct a post-project review to identify any issues or challenges faced during the service termination process and propose improvements for future projects.

<p>WARNING!</p> <p>Site work must be suspended immediately and site made safe if persons are injured or if assets are damaged and the incident immediately reported to the University Project Manager.</p>
<p><i>A copy of this Checklist must be kept by Head Contractor on site.</i></p>