# Coring Permit Procedure

Follow this procedure when submitting Coring/Cutting Permits for approval.

A Coring/Cutting Permit is required for walls any time that a penetration is extending over 6” or one third of the wall thickness, whichever is less.

A Coring/Cutting Permit is required for floors any time that a penetration is extending over 6" deep into the floor from the top, or over 3" deep from the bottom (into the ceiling), or one third of the floor thickness from either top or bottom, whichever is less.

At Waddell Pump Plant all ceiling penetrations require the use of a drill interrupter regardless of depth.

NOTE: A 14-day lead-time from the date of request until the estimated coring/cutting start date will allow ample time for all necessary approvals.

Step-by-step instructions:

* Requestor fills out the portion of the permit titled: **‘To be completed by Requestor’**. Please provide **‘Permit Complete By Date’** indicating when the Requestor would like authorization to core/cut. Requestor should provide drawing clearly defining the coring location. Use the checkbox on the form to indicate whether drawings will be affected by the core permit.
* **Requestor ensures coring/cutting locations are clearly delineated** on the drawings and that they are marked at the coring/cutting location.
* Describe the type of coring/cutting equipment to be used and define the purpose of the penetration, i.e. what type of utility or access the penetration is required for.
* Provide the size and depth of the penetration.
* Requestor delivers the permit packet to the Project Manager or Contracting Officer.
* CAP will assign an Engineering Permit Number. The format for the Permit Number is:

XX-XX-ABC, (Permit sequential number-year-location) Example: 01-08-PIC

* CAP will review the location in accordance with the Core Drill Interference Verification Procedure, complete the attached Check Sheet, attach drawings, and obtain the necessary approval signatures.
* Coring locations will be re-located as necessary by CAP. Any relocation will be coordinated with the Requestor to assure that the new locations will be adequate.
* After the appropriate approvals, CAP will note any utilities which need to be de-energized, sign, and date the coring permit as completed and return permit and any attached documents to the requestor and place a copy in the Engineering Services file.
* **A copy of the approved permit shall be in the possession of the workers while the coring operation is being completed.**
* After coring/cutting work has been executed, return permit packet to the Project Manager or Contracting Officer along with information describing any conditions found which are different than indicated on the drawings or permit. If no changed conditions are found, advise CAP by email that the work is complete so that the permit can be closed.

**NOTE:** Inform CAP ASAP of any changes to the time frames specified on the permit.

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| CAP Logo Color.png | **CENTRAL ARIZONA PROJECT (CAP)**  **ENGINEERING SERVICES – ENGINEERING RESOURCES DIVISION**  **CORING/CUTTING PERMIT AND AUTHORIZATION** |

|  |  |
| --- | --- |
| CAP CORING PERMIT NUMBER: |  |

Assigned by Engineering

TO BE USED BY ENTITIES OUTSIDE OF CAP

This **Permit** provides for approval of coring/cutting locations in **CAP** structures. When completed and approved, authorizes the requesting entity to core/cut only in the areas approved by this **Permit**. If any coring/cutting is required beyond the boundaries of the approved area, then a new **Permit** is required prior to any coring/cutting.

**To be completed by requestor:**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date of request |  | | | Permit Complete By Date | | |  | | Contract No. | |  |
| Entity requesting coring/cutting authorization | | | | |  | | | | | | |
| Name and phone # of responsible individual | | | |  | | | | | | | |
| Location of coring/cutting | | |  | | | | | | | | |
| Type of coring/cutting equipment to be used | | | |  | | | | | | | |
| Purpose of penetration | |  | | | | | | | | | |
| Size of penetration - | | Cross section dimension | | | |  | | | | Depth |  |
| Approx. work start date | |  | | | | Approx. work completion date | |  | | | Drawings affected? Yes  No |

Requestor must attach drawing(s) to this request showing location(s) and elevation(s) of proposed coring cutting. Obtain file drawings from CAP.

Deliver signed request and drawings to CAP's Project Manager or Contracting Officer.

**To be completed by CAP Engineering:**

**Log in request and assign Permit Number, review for interferences. Date of field inspection**        **Initials**

**APPROVALS**

**PERMIT STATUS**  Approved  Approved, Alternate Location Provided (See Attached)  Not Approved

|  |  |  |  |
| --- | --- | --- | --- |
| DEPARTMENT | SIGNATURE | DATE | COMMENTS |
| Engineer |  |  |  |
| Engineering Resources |  |  |  |
| Project Management |  |  |  |
| Maintenance Area Supv. |  |  |  |
| **Engineer to review comments and/or new attachments for further evaluation or release to Requestor. Return completed Permit and any attached documents to the Requestor.** Date Returned       Initials | | | |
| **INSTRUCTIONS TO REQUESTOR** | | | |
| **The following utilities shall be de-energized and locked out during coring/cutting:** | | | |
| Notes: During coring/cutting operations:  All embedded utilities within 2’ of Coring/Cutting location, or any utilities specifically noted will be de-energized.  Coring/cutting equipment will be connected to the nearest plant ground lug using a #8 conductor. Ground continuity shall be tested prior to coring.  A Drill Interrupter (such as PROTEK SRS Drill Interrupter) shall be used if noted on the attached Review Check Sheet.  If, during coring/cutting, additional utilities are identified, work activities will **cease** and CAP will be notified | | | |

Coring/Cutting Location Review Check Sheet (Fill out table below for each coring/cutting location at a site.)

