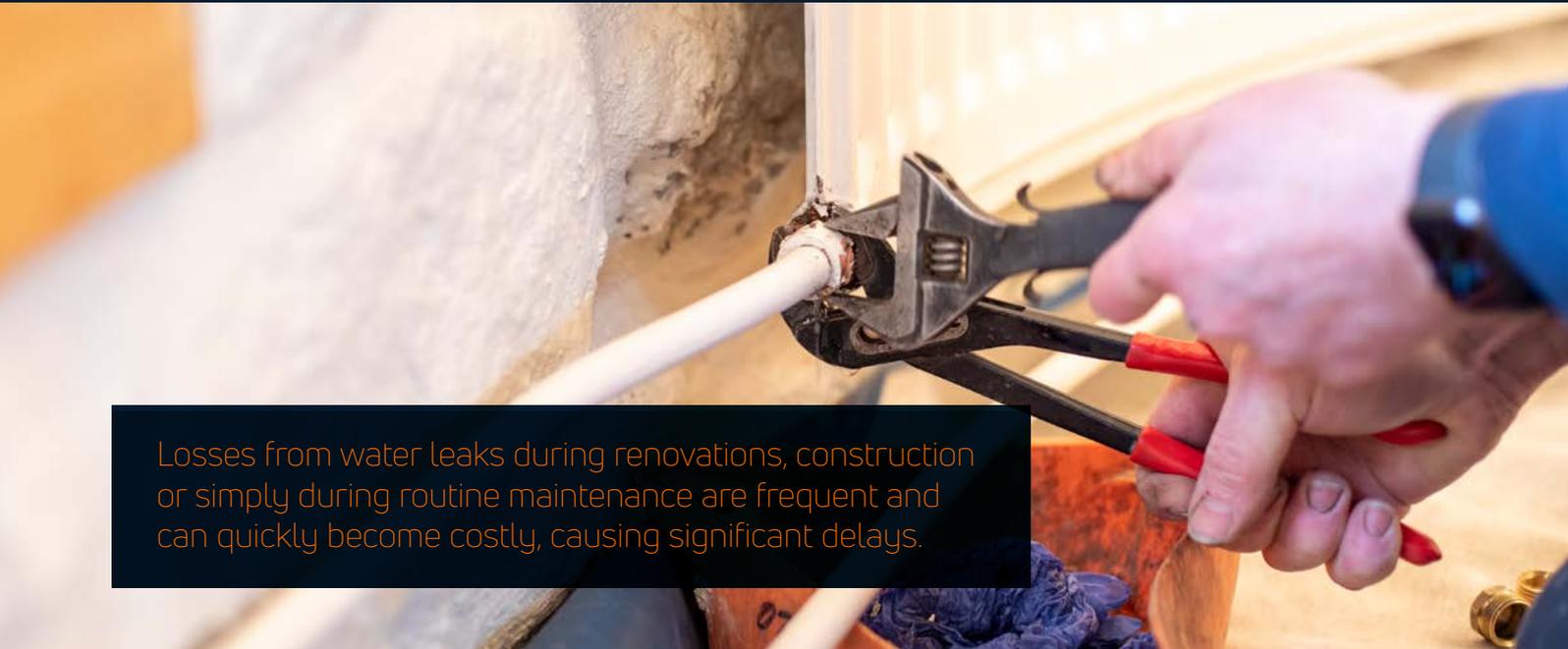


# Wet Work Permit – Introductory guidance

Please use this guidance when completing the Wet Work Permit.

For queries about your policy cover or claims, please contact your Insurance Broker .



Losses from water leaks during renovations, construction or simply during routine maintenance are frequent and can quickly become costly, causing significant delays.

## Wet Work Permit programme

Ecclesiastical and market claims data show that both the frequency and severity of escape of water incidents is on the rise, however, water leaks caused by work on plumbing, piping, drainage or mechanical building systems can be mitigated with a plan that includes wet work inspection, monitoring and a permit system. The Ecclesiastical wet work permit system works in a similar way to a hot work permit, and should be used to help mitigate against losses during construction projects but also during routine maintenance work on water systems.

A wet work permit can apply to any construction, renovation or routine maintenance-related wet work activity, including any work where escaped liquid can cause damage. This can include general plumbing work but also the installation or maintenance of wet systems such as the following:

- Sprinklers
- Sump pumps
- Wet heating systems
- General water system/plumbing
- New installations
- Drainage systems
- Exterior works\*

This procedure should be implemented for wet work performed by both employees and outside contractors.

Work must be completed by competent persons, for example, ensuring plumbing works are completed by a qualified plumber. Work must also be completed using proprietary parts and products where relevant.

\* This list is not exhaustive

The permit should be issued by the authorising individual once the listed precautions within the permit are implemented. Before issuing the permit, management should require consideration of the pre-wet work evaluation and work site inspections to mitigate risks associated with the work.

Wet work permits can help provide a simple way to assign accountability for water damage loss prevention and are designed to authorise specific work activities, verify pre-work checks, apply mitigation measures and require inspections of the work area both during and post completion of the wet work.

## Permit instructions

1. The Proposer of the works (the person(s) or contractor/sub-contractor carrying out the work) must complete the proposal section of the permit, filling in the relevant information including checklist/precautions and any additional comments.
2. Submit the form to the Authoriser for approval to complete the Agreement section of the permit.
3. The Agreement section must be completed by the nominated person responsible for authorising the work (known as the Authoriser within the permit system). This could be one of the following; Construction Manager/General Contractor/Site Manager or Estate Manager.
4. The Authoriser must confirm that the permit precautions have been complied with and prescribe both the water watch period and the water watch person. The Authoriser must also nominate and set up the frequency of work area inspections by the Supervisor.
5. Upon completion of work, final inspections must be completed by both the Proposer and the Authoriser. This completes and closes the permit.
6. The completed form should then be returned to the Authoriser and retained for future reference.

## Roles of permit personnel

### Proposer:

The Proposer is the person(s) or contractor/sub-contractor carrying out the work. They must complete the proposal section of the wet work permit and complete the checklist of precautions.

### Authoriser:

The Authoriser is the nominated person responsible for authorising, monitoring and signing off the work. This is likely to be a person responsible for management of the site, perhaps a construction manager, general contractor, site manager, estate manager or alternative equivalent.

### Supervisor:

The Supervisor is responsible for inspecting the work site at intervals during the work, verifying the work is being completed in accordance with the permit and with no signs of leaking. This person is nominated and inspects on behalf of the Authoriser and must not be the person carrying out the work.

## Water watch

The water watch person is to ensure all areas have been inspected with no signs of leaking or water damage both during and post work.

Water watchers must be trained on the response procedures in place in the event of a leak or accidental water discharge.

Water watchers must remain on watch throughout the work and must remain on watch for a minimum of 30 minutes following completion of work or for the time period prescribed by the Authoriser.

## Pre wet work

The person authorising the permit (known as the Authoriser), MUST be the individual responsible for authorising the work and leads the wet work team. This team must conduct a pre-work evaluation which should include some of the following considerations prior to issuing any wet work permit and starting works.

The team should consider delaying or even cancelling the proposed wet work depending on the answers to the following questions:

1. Is the work absolutely necessary or can it be avoided? Consider if there is a safer/better way to complete the work?
2. Are adverse weather conditions being monitored where relevant to the work?
3. Are all wet systems protected from potential freezing?
4. Are water systems monitored or alarmed with flow meters? If not, can roaming patrols be implemented to check water systems outside hours? Ensure this is documented.
5. Are leak detection systems installed?
6. If high value or important equipment is installed or located within a building before wet systems are tested and monitored, is it adequately protected by using specific monitored water detection devices, using protective tarpaulin sheets, relocating items or other protections?
7. Are fire protection system valves secured in the appropriate position to prevent unauthorised operation?



## Wet work controls

The person conducting wet work should ask themselves and answer the following questions within the permit to verify that appropriate working conditions and controls are in place for completing the proposed work.

1. Do you have a copy and/or understand the written plan detailing what to do in the event of a leak or water damage?
2. Are the locations of valves known and are these accessible?
3. Are there pipe diagrams available for the location of the work?
4. Are valves easily identifiable (ideally carded/tagged to identify)?
5. Has the system(s) in question been drained down prior to the start of any wet work and are suitable controls in place to prevent accidental reactivation of the water system?
6. Are all drains in the work area connected, clean and functioning?
7. Have floor/wall penetrations or cracks through which a leaking fluid may pass and damage areas below, been protected?
8. Has electrical, I.T and any other sensitive equipment been protected from potential water damage?
9. Has a competent person been designated as the dedicated water-watch?
10. Is there a spill response plan with a vessel/cart available at the work area to capture any fluid leak? Ensure this vessel is suitable for the volume of water that could escape.

Consider what relevant items might be included within a mobile spill response kit to help mitigate a leak from the works. This may include:

- High-volume wet vacuum with discharge hose
- Heavy duty absorbent brooms and/or rubber squeegees
- Filled sand bags, plastic tarps / sheets
- Pipe clamps, general tool box

## Permit Issuance

The wet work permit should only be issued if appropriate precautions are in place for the type and level of work proposed.

Once these applicable precautions are in place, the permit can be issued by the Authoriser, signing over to the wet work person authorised to carry out the work.

Water watch persons must be assigned and be trained on the response procedures in the event of a leak or accidental discharge.

The Supervisor should inspect the work site at the instructed intervals during the work and both the Proposer of the work and Authoriser of the work must also sign and date the permit at completion, verifying the work has been completed in accordance with the permit with no signs of leaking.

The permit should then be returned to the Authoriser for final permit closure and retained for future reference. A minimum 3 year retention period is recommended.

Follow up inspections may also be prudent in critical areas or around critical systems for several days after the work has been completed.

This guidance is provided for information purposes and is general and educational in nature. It should not be used as a substitute for taking professional advice on specific issues and should not be taken as providing legal advice on any of the topics addressed.

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