

# SAR Work Permit Handbook

(Work Permit Requirements, Process, and Guidelines)

SRGC – Safety Railway Planning Dept.



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# 1. INTRODUCTION

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This handbook outlines how to request a Permit to Work (PTW) for project activities within SAR North-South (NSR) and East-West (EWR) railway networks.

## 2. APPLICABILITY

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A SAR Work Permit is required for any project-related activities — such as construction, maintenance, inspections, or utility work carried out within SAR property. This requirement applies to all companies and organizations accessing SAR corridors.

A valid SAR work permit is required for any activity taking place within SAR facilities (such as Station, Building, Depot etc.), operational railway infrastructure, or within five (5) meters of the SAR railway boundary fence. Please refer to [Section-13](#) SAR Right of Way (ROW) Diagram for detailed boundary information and work permit requirements.

## 3. ABBREVIATIONS & DEFINITIONS

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Abbreviation	Expanded / Full-Form
PTS / PO	Personal Track Safety / Protection Officer
OCC	Operation Control Centre
PICOP/ PICOW	Person in Charge of Possession / Person in Charge of Work
SAR	Saudi Arabia Railways
TTF02	Train Timing Form
NSR	North South Railway Network
EWR	East West Railway Network

Term	Definition
Outside Party / Third Party	An individual or organization, other than SAR, including their contractors, that initiates funds, designs, constructs, owns, and maintains works for their own operational needs. Example: ARAMCO installs a pipeline under SAR track.
Internal Party	A company hired by SAR to work on its behalf under a contractual agreement to deliver the agreed project (e.g. SAR contractors).
Permit To Work (PTW)	A written permission given to an individual /contractor/Outside and Internal party to carry out certain specific work within a specified timeframe on certain location.
Operational Railway	The term operational railway includes the area called on the lineside and the area called on or near the line. (means inside railway boundary fence)
Personal Track Safety (PTS)	A certificate that proves a person is trained by SAR and allowed to enter areas inside the railway boundary fence.
PO / PICOP / PICOW	A protection officer is responsible for ensuring a suitable safe system of work is in place to protect individuals who are required to work on or near the line.
Possession	A railway line is under possession when arrangements have been completed to block the line to normal passage of trains
Safe Work Area (SWA)	When work is to be carried out 2 meters or more from the running line and a barrier or fencing is erected to prevent people walking on any running line.

## 4. HOW TO APPLY FOR A SAR WORK PERMIT

### 4.1 Submission Process – Step by Step Guide

1. Prepare all required documents as specified in [Section 4.2](#).
2. Upload all documents to the SAR drive via this [Work Permit Submission](#) link in your project folder.
3. Email request to [permit@sar.com.sa](mailto:permit@sar.com.sa) with subject: PTW Request – (Work Type – Location – Start Date). Example - (PTW Request – HDD Project – Riyadh – 20/05/2025).
4. If SAR requests any additional document, please provide them within **7 days**.
5. SAR will review your submission and respond within 5 working days with either acceptance or rejection for further process.

**Note: Please submit work permit requests at least 3 months before project start date.**



Fig: Work Permit Submission Process Map

### 4.2 Required Documents for SAR Work Permit

The documents listed below are the minimum requirements for SAR review and approval. Please access all necessary forms and guidance materials through the [SAR Work Permit Resources](#) link. Once all forms are completed, compile them into a single folder and upload it using the [Work Permit Submission](#) link.

Sl. No.	Document Name	Definition
1	SAR Work Permit Form	Complete the official SAR work permit form with all required details, including work type, location, dates, and responsible personnel etc.
2	Work Activity Risk Assessment Form (WARA)	Use the SAR WARA Excel form to list all key tasks, related risks, and control measures. Fill out the form accordingly
3	Method Statement Form	Provide a detailed description of the work covering scope, location, and discipline (civil, electrical, mechanical, etc.) using the SAR method statement form.
4	Project Insurance Policy	Submit a valid insurance policy that meets SAR requirements and covers the full project duration. See <a href="#">Section-6</a> for details.
5	TTF02 Form	Required for work involving HDD, OHTL, railway crossings, or construction near or within SAR railway boundary fence.
6	KMZ File	Submit a KMZ file with the project site pinned and coordinates clearly labeled.

7	Staff List with ID	Provide a list of all personnel who will be on the project site, along with copies of their ID.
8	Technical Method Statement	Provide a step-by-step explanation of how the specific work will be carried out.
9	Engineering Drawings / Schematics	Provide detailed visual representations showing the design, layout, and specifications of a system or structure.
10	Engineering Requirements	Provide specific technical requirements based on your type of work. See <a href="#">Section-5</a> for guidance.
11	SAR Competency Evidence	Submit valid SAR training certificates (PTS, PO, PICOP/PICOW) for staff who have completed the required training course earlier. Refer to <a href="#">Section-7</a> for more details.

Please refer to [Appendix-1 Engineering Detailed Requirements](#) for engineering requirements based on type of work and [Appendix-2 Other Dept. Technical Requirements](#) for technical requirements from other dept.

Please review these requirements before submitting a work permit request to ensure all necessary documents are included. SAR may request additional documents depending on the project.

**Note: Permit requests should be submitted by project owner/client.**

#### 4.3 Work Permit Type

The requester must specify the proposed work permit type (1, 2, or 3) on the SAR Work Permit Form. The Permit department will review the request and decide on the permit type based on the work's nature, consulting other departments if needed.

Below is a summary of the permit types with examples for clear understanding:

Sl. No.	Document Name	Definition
Type-1	No interface with operational assets	<p>Work is inside SAR buildings, station or depots with no effect on rail assets or operations.</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• Building new storage area inside stations</li> <li>• Installing A/C or CCTV in depots</li> </ul>
Type-2	Interface without asset alteration	<p>Work is near or crosses SAR assets but doesn't alter them. Controlled access to railway infrastructure is required.</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• Drilling under tracks for utilities</li> <li>• Overhead transmission lines near tracks</li> </ul>
Type-3	Alteration of SAR assets or new infrastructure	<p>Work modifies or adds SAR operational infrastructure and affects rail operations.</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• Building new tracks or sidings</li> <li>• Modifying or constructing culverts under tracks</li> </ul>

## 5. ENGINEERING REQUIREMENTS

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Each type of work requires specific documentation, as outlined below. For detailed engineering requirements for each type of work, please access this [Appendix-1 Engineering Detailed Requirements](#) link.

Sl. No.	Work Type	Engineering Requirements
1	General Requirements for any Work Permit	See Appendix 1, Section 16.1.1
2	Bridge and Culvert Construction under the SAR Railways	See Appendix 1, Section 16.1.2
3	Bridge Construction over the SAR Railways	See Appendix 1, Section 16.1.3
4	HDD Method/Micro Tunneling Method Crossing under SAR Railways	See Appendix 1, Section 16.1.4
5	Any Crossing under SAR Railways (Open-Cut or HDD/Micro Tunneling) to be Implemented during Design Phase	See Appendix 1, Section 16.1.5
6	OHTL Crossing in SAR Railways	See Appendix 1, Section 16.1.6
7	Heavy Vehicle Crossing in SAR Railways	See Appendix 1, Section 16.1.7
8	Construction Works near SAR Railways	See Appendix 1, Section 16.1.8
9	Tenants Installation in SAR Facilities (like- Coffee shop in Station)	See Appendix 1, Section 16.1.9
10	Works Interfacing with SAR Assets/Facilities	See Appendix 1, Section 16.1.10
11	S&T Requirements	See Appendix 1, Section 16.1.11

## 6. INSURANCE REQUIREMENTS

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All external and internal contractors must submit a valid project insurance policy to SAR. This helps SAR to verify that:

- The insurance is active
- It covers the specific project, work risks, and location
- It meets SAR's required limits and conditions

### Common Types of Required Insurance (may vary by project):

- Comprehensive General Liability (CGL) – Required for most external contractors; must cover third-party liability up to **SAR 37.5 million**
- Construction All Risk / Erection All Risk (CAR/EAR)
- Workers' Compensation / Employer's Liability
- Professional Indemnity Insurance

If needed, the permit requester must consult with the SAR Insurance department to confirm the appropriate insurance coverage based on the project type, scope, value, and SAR interface.

**Note: Please refer to [Section-16.3 in Appendix-3 Insurance Coverage Guidelines](#) for detailed insurance requirements.**

## 7. SAR COMPETENCY REQUIREMENTS

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### 7.1 Personal Track Safety (PTS) Requirements

Working on or near the railway boundary fence is dangerous, so safety is SAR top priority. **Before entering or working inside the railway boundary fence, you must complete PTS training and hold a valid PTS card.** No access is allowed without a PTS card in any SAR railway network.

### 7.2 Why PO or PICOP/PICOW Required?

These roles are required to keep workers safe and prevent accidents when work is done **on or near the railway tracks**, especially when trains might still be running or where safe systems of works are active.

#### 1. Protection Officer (PO)

A PO is responsible for **protecting workers from train movements**, ensuring a safe system of work (SSOW) procedures are followed near the tracks and communicating with OCC daily before work starts.

##### When PO required?

- When work is done **under possession** (when a section of track is taken out of service temporarily for maintenance or construction), or
- During **line blockages** (when a track is blocked to allow safe work)
- On the **NSR network** (North-South Railway)

**Example:** If workers are replacing a track section or working on or near the line, a PO will ensure no train enters that section while people are working.

#### 2. PICOP / PICOW

These roles are specific to the **EWR network** (East-West Railway), and they are similar to a PO, but with roles clearly split:

- **PICOP:** Controls the **possession** (block of track taken out of service)
- **PICOW:** Manages the **work itself** on that blocked section

##### When PICOP/PICOW required?

- When any work is done **on or near the tracks** on the EWR network.

**Example:** If a team installs cables near the track on the EWR line, a PICOP ensures no trains run in that area, and the PICOW makes sure the work is done safely within that blocked section.

**These safety roles are critical to prevent accidents, train service disruptions, and ensure on-site safety**

### 7.3 Training & Documentation Requirements:

Contractors must provide a list of workers needing PTS or PO/PICOP/PICOW training. PTS candidates must understand basic English and pass the course, while PICOP/PICOW candidates must speak Arabic and pass the test. The Permit Department will support in the training arrangements.

#### Documents Required:

1. CR & VAT Certificate
2. National Address Certificate
3. Written acceptance of training cost by the requester
4. Candidate list with ID copies
5. Company supervisor's name, email, and contact number

## 8. PERMIT REVIEW AND APPROVAL PROCESS

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Once your work permit submission is accepted, the Permit Department will begin a cross-functional review. The review team will include Engineering, Insurance, HSE, Real Estate, Security, and Network Planning (if the work affects the live railway network).

The process starts with a technical review. Once approved, it moves to the Delivery Plan (work schedule) review stage. After the Delivery Plan is approved, work permit will be issued to the requester.

If additional documents are requested, you must provide them within **one week**. Delays without prior notice may result in your request being closed and require resubmission.

If you need more time, please inform the Permit Department in advance.

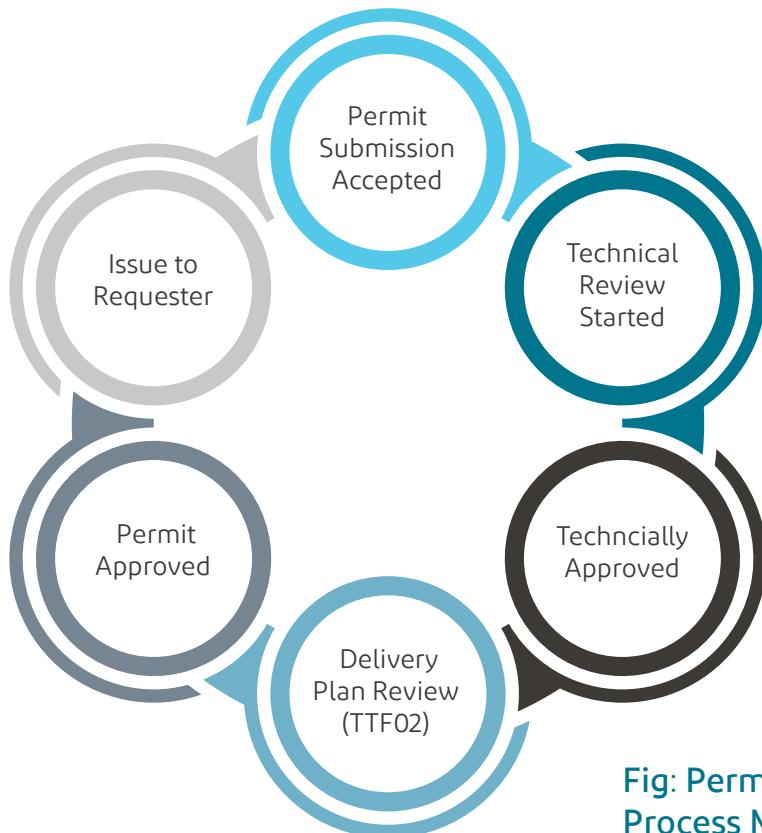


Fig: Permit Review & Approval Process Map

## 9. PERMIT ISSUANCE & WORK START CONDITIONS

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Once all departments have approved permits, SAR will issue the official work permit as a PDF by email. Work can only begin once all of the following conditions are met.

- You have received an approved SAR work permit and TTF02 form.
- Contractors **must contact OCC daily** before starting any work on or near the railway line. OCC contact details are provided in the SAR work permit form.
- All workers must wear mandatory PPE (Orange Hi-Visibility Vest and Safety Shoe) and follow SAR safety rules.

**Note: SAR reserves the right to suspend or cancel any issued work permit at any time without prior notice due to operational requirements or safety concerns.**

## 10. PERMIT VALIDITY & EXTENSION

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The Work Permit is only valid for the approved time, date, and location stated in the SAR Work Permit and TTF02 form.

To request an extension, submit it at least **one week** before expiry with a valid insurance policy and justification. Extensions are granted only after approval from relevant departments. If rejected, work must stop immediately, and the permit must be closed without delay.

## 11. PERMIT CLOSURE AND HANDOVER PROCESS

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When work is completed, the requester must follow these steps to close the SAR Permit to Work:

1. Notify SAR Permit department upon work completion.
2. Ensure the site is clean and restored.
3. Conduct a joint walkthrough with SAR, if required.
4. Submit all required documents: As-Built drawings, Site photos, Assurance letter.
5. Provide additional documents, if requested by SAR.
6. Submit all project records in PDF and native file formats.

### 11.1 Assurance Letter Requirements

A formal assurance letter must be submitted to SAR confirming:

- Outside Party Client guarantees the quality of completed work.
- They will cover any future costs due to substandard work on SAR property.
- This guarantee remains valid for at least five years, or longer if SAR requires, depending on the work type.

This **Assurance Letter is mandatory** for closing the SAR work permit.

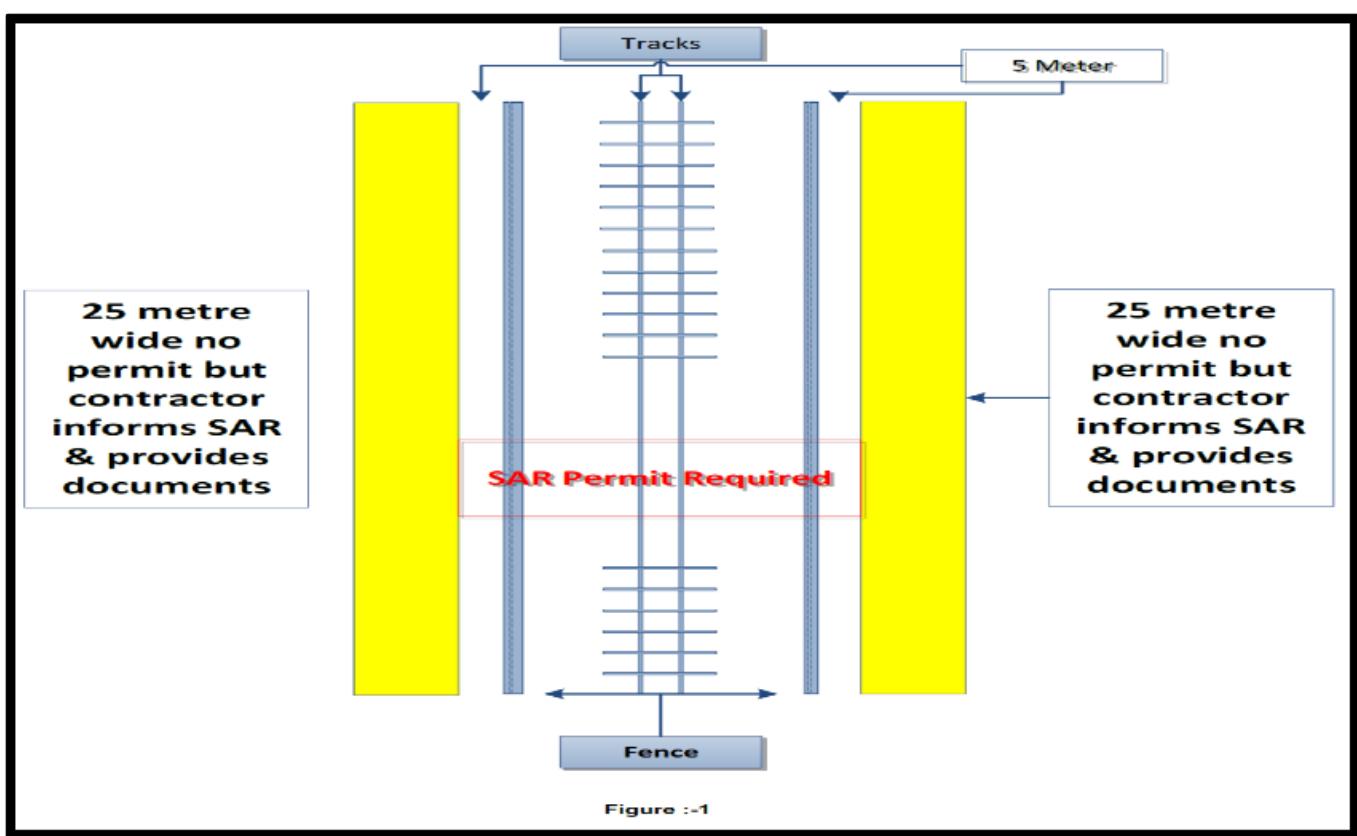
## 12. NON- COMPLIANCE OF SAR WORK PERMIT

Working without a valid SAR Work Permit or violating PTW conditions is a serious safety breach and will lead to:

- Immediate suspension of work
- Performance review for the permit requester and contractor
- Possible rejection of future permit requests
- Potential blacklisting or financial penalties

## 13. SAR RIGHT OF WAY (ROW)

The schematic (Figure-1) below provides a high-level indication of when work permit is required from SAR.



### When is SAR Permit to Work (PTW) Required?

SAR requires a Permit to Work based on the location and nature of your project activity:

#### 1. Within 5 meters of the railway boundary fence

- A SAR work permit is always required.
- You must submit a TTF02 form with your proposed safe system of work (e.g., creating a Safe Work Area or requesting track possession).
- For details, refer to page 2 of the TTF02 form.

## 2. Beyond 5 meters but crossing over or under the tracks

- A SAR work permit is **required**. (Such as HDD, OHTL work etc.)

## 3. Between 5 to 30 meters from the boundary fence (marked in yellow)

- If the work **does not affect SAR operations or assets**, a permit is **not required, but consultation with SAR is necessary**.

Outside Parties must notify SAR and provide work details, even if a permit is not required (within 5–30 meters). SAR may review or stop work if it risks SAR infrastructure. Unsure if a permit is required? Please contact permit department ([permit@sar.com.sa](mailto:permit@sar.com.sa)).

# 14. SAR NETWORK INFORMATION

## 1. North South Railway (NSR) Network

The passenger line runs from Riyadh through Majmaah, Qassim, Hail, AlJouf, and Qurayyat, ending near the Jordanian border. The freight line starts at Waad Al Shamal, Al-Jalamid mine, passes through AlJouf and Hail to AlBaithah, then heads east to Ras Al-Khair processing facility.

## 2. East West Railway (EWR) Network

The EWR network connects the eastern and central Saudi Arabia, facilitating both passenger and freight services. The passenger line connects Riyadh to Dammam via Al-Ahsa and Abqaiq.

The Cargo Line runs from King Abdul Aziz Port in Dammam to Riyadh, passing through Al-Ahsa, Abqaiq, Al-Kharj, Haradh, and Al-Tawdhihiyah.

**Note:** The map below provides a high-level overview of the SAR railway network for reference. For detailed network information, including SAR Track Kilometer (TK), ELR/Line numbers and more, please access the respective NSR/EWR network map and KMZ file through the [SAR Network Map](#) link.



## 15. CONTACT INFORMATION

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For any questions, clarifications, or support regarding SAR work permits, please contact:

**SAR Asset Protection & Work Permit Department**

 [Email: permit@sar.com.sa](mailto:permit@sar.com.sa)

## 16. APPENDIX

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Please refer to the appendix link below to access the detailed SAR technical requirements.

16.1 – [Appendix-1 Engineering Detailed Requirements](#)

16.2 – [Appendix-2 Other Dept. Technical Requirements](#)

16.3 – [Appendix-3 Insurance Coverage Guidelines](#)