

Permit to Work (PTW)

Permit to Work ID Number		PTW _____ / _____	
Person in Charge of Conducting Works		Person that is Engaging Works (Point of Contact)	
Name	Contact Number	Name	Contact Number
Location/Work Site & Brief Description/Scope of Proposed Work (Attach Additional Details if Required to Clarify Scope)			
Requested/Planned Date and Duration of Works		Date:	Duration:
<p>NOTE: ALL works within an Aerodrome Testing Area are considered Safety Sensitive Aviation Activities (SSAA) & must follow Launceston Airports Drug and Alcohol Awareness Policy (DAMP). Individuals working under a VIC Pass (Visitor Pass) who are reasonably likely to perform SSAA works at least 2 or more times within a 90-day period, must undertake DAMP testing at Launceston Airports nominated, CASA approved service provider.</p> <p><input type="checkbox"/> Minor Works: No permit required.</p> <p>Is this permit considered Minor Works: definition in APAL-SWP-001 Safe Works permit procedure. (i.e., The work involves scheduled works for servicing and maintenance. Have you given APAL 24 hours' notice)?</p>			
Risk management Process: Step by Step – Identify hazards, Assess the risks, Control the risks, Review control measures			
Key questions and Hazards identified for the task		Key Controls and notifications	
<input type="checkbox"/> Work impacting upon aircraft operations?		<input type="checkbox"/> Head of Airport Operations and Assets Approval	
<input type="checkbox"/> Working in a security Restricted Areas?		<input type="checkbox"/> Works Safety Officer (Airside) Implement APAL approved security protocols. <input type="checkbox"/> DAMP <input type="checkbox"/> NOTAM	
<input type="checkbox"/> Is the work likely to impact upon Air Services Assets?		<input type="checkbox"/> Air Services Authority Engage with ASA representatives	
<input type="checkbox"/> Energy sources to be isolated?		<input type="checkbox"/> Plant Isolation relevant permit for Isolation	
<input type="checkbox"/> Crane use or any potential to infringe the OLS?		<input type="checkbox"/> Crane/Boom Authority - 48 Hours' notice <input type="checkbox"/> NOTAM	
<input type="checkbox"/> Work in Confined Space?		<input type="checkbox"/> Confined Space Authority	
<input type="checkbox"/> Hot Works required?		<input type="checkbox"/> Hot Work Authority	
<input type="checkbox"/> Excavation required?		<input type="checkbox"/> Concealed Services Authority - 48 Hours' notice	
<input type="checkbox"/> Penetrations through walls/floors/ceilings required?		<input type="checkbox"/> Concealed Services Authority - 48 Hours' notice	
<input type="checkbox"/> Electrical Work required?		<input type="checkbox"/> Electrical Works Authority	
<input type="checkbox"/> Plumbing Works required?		<input type="checkbox"/> Plumbing Work Authority	
<input type="checkbox"/> Work in ceiling/roof or restricted space?		<input type="checkbox"/> Risk Assessment /JSA	
<input type="checkbox"/> Work involves High-Risk Task? Work at height		<input type="checkbox"/> Working at heights - Prepare SWMS	
<input type="checkbox"/> Work involves Hazardous Substances or chemicals?		<input type="checkbox"/> Risk Assessment / provide SDS, chemical risk register. <input type="checkbox"/> Hazardous Substance Register and Asbestos register	
<input type="checkbox"/> Fire Detection Isolations		<input type="checkbox"/> Fire Isolation works permit - 48 Hours' Notice	
<input type="checkbox"/> Potential to impact other tenants or residents? (i.e. Vapours, mists, fumes, noise, obstruction, dust etc.)		<input type="checkbox"/> Risk Assessment and/or SOP - APAL approved.	
<input type="checkbox"/> Work impacting upon the public or upon public spaces?		<input type="checkbox"/> Risk Assessment and/or SOP - APAL approved.	
<input type="checkbox"/> Project works – included new construction and refurbishment works.		<input type="checkbox"/> ABC permit or exemption <input type="checkbox"/> Project Management Plan.	

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<input type="checkbox"/> <i>Works impacting on the Environment:</i>	<input type="checkbox"/> Risk Assessment and/or CEMP
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Approval and Agreement: Have the relevant Operations Managers being consulted: <input type="checkbox"/> I acknowledge that the work risks, controls, scheduling, conditions, and authorisations are acceptable. Note: (APAL Authorised Issuing Officers – Planning and Development Manager-Project Managers and Operational Team Managers or delegates)			
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Person that is Engaging Works (PEW)	Name	Signed	Date
Authorised Issuing Officer (AIO) <small>(Review of Tenant Initiated works.)</small>	Name	Signed	Date
Manager Aviation Operations & Compliance or Delegate <small>(for Airside Works /Crane Boom Authority)</small>	Name	Signed	Date
Person in Charge of Works (PIC)	Name	Signed	Date

Work party - tracking & acknowledgement (Use APAL-SWP-008 where additional sign on/off is required) Safety Observer SO /Work Safety Officers WSO (if required) - tracking & acknowledgement							
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Name (print)	Contact No.	Sign on			Sign off		
		Signature	Time	Date	Signature	Time	Date

Sign off - Hand back	Date:	Time:
<input type="checkbox"/> The work area has been left in a safe and operable condition and all other risk control permits have been closed.	Person in Charge of Works	Signature
<input type="checkbox"/> All work has been completed as requested, all permits returned and closed, and all relevant supportive documentation received.	Authorised Issuing Officer	Signature

Project works – may include the use of all permits and authorities to work.

Contractor Checklists, SWMS, CEMP, SMP, Permit Authorities.

Work impacting upon the public or upon public spaces

(i.e. roads, walkways, carparks, entries, exits, etc.)

Works impacting on the Environment:

(flora, and fauna, generating waste, noise) within/adjacent to open swale drains

APAL to approve in consult with Environment and Sustainability Officer – Melbourne