

Contractor Preparation Checklist

PART A – Activity types requiring a Permit to Work [APAL-SWP-002] – Refer PART G for Authority types
**If any of the below activities apply to your scope of work move straight to a Permit to Work.*

Dust creation - plastering, grinding	Crane use / boom use / working at height
Electrical works to any APAL infrastructure	Plumbing works to any APAL infrastructure
Hot works - grinding, welding, flame use, ANY smoke generation	Standing on baggage belts
Fire detector isolations (24 hour notice required)	Works impacting the public or public spaces
Surface penetrations - excavation, drilling, screwing, coring	Access to pits, ducts or terminal undercroft
Visitor Pass (VIC) or ASIC required? (Airside or Lounges)	Impact to Air Services Assets

PART B – Contractor’s Details (Contractor to complete)

Contractor’s Name	Contractor Licence No.	
Company		
Telephone	Email	
Airport Contact Person	Proposed Start Date	
Person Engaging Works		
Location of Works		
Scope of Works		
Estimated Duration of Works	Number of Workers	

PART C – Office Use Only (to be completed by the APAL person engaging the Contractor)

	Yes	No
Has everyone in the Contractor work group received the induction? <i>*If no, perform induction or contact relevant Manager/Delegate to undertake – (Ensure induction evidence is documented and the APAL induction register is updated prior to permitting)</i>		
Has the scope of the work been thoroughly reviewed by the person engaging the Contractor and all supportive documentation in alignment with works methodology?		
Where applicable, has the Contractor been provided with the asbestos, contaminated area or confined space register? <i>*If no, provide relevant register to Contractor and request update of risk assessment</i>		
Where applicable has the Contractor provided a risk assessment / Safe System of Work that aligns with the scope of work? <i>*If no, Works NOT permitted</i> <i>If yes, copy MUST be attached</i>		
Is the Contractor’s Electrical Equipment tested, tagged & in date? If not – Usage NOT permitted		
Is the Contractors liability insurance & business registration current (Check with Contractor) <i>*If not, works are NOT permitted, if Yes, copies to be attached or held within APAL Contractor file</i>		
Will Contractor be onsite more than 2 times every 90 days?		

PART D – Minor Works Authority (this document is to be retained) Permit No:

Minor Works Authority: Yes No

APAL Point of contact authority to commence

Name	Signature	Contractor Acceptance (sign)	Date

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GUIDANCE NOTE

- **APAL induction** – All Contractors must be inducted before commencing work. The type of induction required (online or in person) is outlined in the **Contractor Management Procedure APAL-CMP-001**.
- **Working in Secure Areas/Airside** – If you need to work in secure areas/Airside, you will be required to obtain a VIC pass or hold a current ASIC. VIC holders must be supervised at all times by an ASIC holder. VIC passes are obtained from APAL for a \$10 charge. If you require a VIC pass, you need to have confirmed with the person who has engaged you who the ASIC holder will be to escort you.
- **Signing in/Signing out** – You are required to sign-in at a designated location prior to commencing work and each subsequent day you are on site (where applicable) and sign-out upon completion of work or at the end of the day if works are not completed.
- **DAMP** - 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.
- **Insurances** – Copies of current relevant insurance cover must be provided before commencing work. (APAL work only)
- **Permits and Authorities** – Depending upon the type of work you will be performing, a Permit to Work and/or Authority may be required to be issued by APAL. **A minimum of 24hours notice is required to obtain a Permit or Authority.** Section B outlines the types of work that will require a Permit or Authority. Should a Permit or Authority be required for the work, the person engaging you will need to liaise with the relevant Authorised Issuing Officer as listed in Part G.

PART E – Authorised Issuing Officers for Permits/Authorities

The following people are designated Authorised Issuing Officers for the relevant Permits and Authorities. Please contact APAL on 6391 6222 to speak with the relevant Issuing Officer.

Permit Required

Permit to Work
 Concealed Services Authority
 Confined Space Authority
 Crane/Boom Authority
 Hot Work Authority
 Plumbing Work Authority
 Electrical Works Authority
 Air Services Authority

Authorised Issuing Officer

Planning & Development, Engineering or Building & Grounds Manager (or their delegate)
 Engineering or Building & Grounds Manager (or their delegate)
 Engineering or Building & Grounds Manager (or their delegate)
 Manager Operations and Compliance (or their delegate)
 Engineering or Building & Grounds Manager (or their delegate)
 Building & Grounds Manager (or their delegate)
 Engineering Manager (or their delegate)
 May only be issued by an authorised representative of Air Services Australia