

# 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 ( <i>Attach Location Map and any Additional Details if Required to Clarify Scope</i> )			
Permit Conditions: ( <i>to include any safety including public safety or environmental impact requirements</i> )			
All works must be done in accordance with: <ul style="list-style-type: none"> <li>Launceston Airport Works Manual March 2022 (available @ <a href="#">Provide a Safe Workplace for all Users - Launceston Airport</a> ).</li> <li>APAC Minimum Safety requirements.</li> <li>Launceston Airport Environmental Management Plan 2022.</li> </ul>			
Requested/Planned Date and Duration of Works	Date:	Duration:	
<p><b>NOTE:</b> ALL works within an Aerodrome Testing Area are considered Safety Sensitive Aviation Activities (SSAA) &amp; 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, <b>must</b> undertake DAMP testing at Launceston Airports nominated, CASA approved service provider.</p> <p><input type="checkbox"/> Minor Works: No permit required.</p> <p><b>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)?</b></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 - <b>48 Hours' notice</b> <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 - <b>48 Hours' notice</b>	
<input type="checkbox"/> Penetrations through walls/floors/ceilings required?		<input type="checkbox"/> Concealed Services Authority - <b>48 Hours' notice</b>	
<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 - <b>48 Hours' Notice</b>
<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.
<input type="checkbox"/> Works impacting on the Environment:	<input type="checkbox"/> Risk Assessment and/or CEMP

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

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

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