

Contractor Preparation Checklist

PART A – Document Purpose

This document has been prepared to provide clarity around the process that must be followed when Contractors are engaged to perform work at Launceston Airport regardless of who engages them. (APAL, AsA, tenants, etc) This form must be completed in its entirety before a Contractor is authorised to undertake work. This form is not the only prerequisite to commence work. Please refer to Contractor Management Procedure APAL-CMP-001 for more information. If in doubt, stop and seek clarification!

The Contractor is required to complete Part B and D, understand the requirements outlined in Part C and sign under Part F. The APAL/AsA/Tenant representative is required to review Part B and D, complete Part E and sign under Part F.

Completed copies of this checklist are to be emailed to [All LST Project works@lst.com.au](mailto:All_LST_Project_works@lst.com.au)

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

Contractor’s Name			
Company			
Telephone		Email	
Airport Contact Person		Proposed Start Date	
Location of Works			
Scope of Works			
Estimated Duration of Works		Number of Workers	

PART C – Pre-work consideration *(Contractor to review)*

- **Scope of Work** – It is a requirement that before coming to site that you have a documented scope of work that has been reviewed by the person engaging you. If in doubt you must clarify the scope before commencing work.
- **Risk assessment** – A risk assessment is required for all works at Launceston Airport and must be reflective of the scope of work. As required under the WHS Act, Safe Work Method Statements are required for legislated high risk tasks. All risk assessments must be reviewed by the person engaging you before commencing work. Risk assessments must be understood and signed by all members of the work party. Risk assessments are live documents and should be reviewed regularly.
- **APAL induction** – All Contractors must be inducted before commencing work. The type of induction required 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.
- **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 D outlines the types of work that will require a Permit or Authority. Further detail can be found in the **Safe Work Permits Procedure APAL-SWP-001**. 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.
- **Insurances** – Copies of current relevant insurance cover must be provided before commencing work. (APAL work only)

PART D – Work Details for Permit/Authority/Other Determination *(Contractor to complete)*

	No	Yes	If Yes
Will you be creating any dust (plastering, grinding etc)?	<input type="checkbox"/>	<input type="checkbox"/>	Permit may be required
Are you undertaking any electrical works?	<input type="checkbox"/>	<input type="checkbox"/>	Electrical Works Authority required
Are you undertaking any hot works (grinding, welding etc)?	<input type="checkbox"/>	<input type="checkbox"/>	Hot Work Authority required
Are you making any penetrations (walls, floor or ceiling)?	<input type="checkbox"/>	<input type="checkbox"/>	Concealed Services Authority required

Contractor Preparation Checklist

PART D (Continued) (Contractor to complete)	No	Yes	If Yes
Are you making any excavations?	<input type="checkbox"/>	<input type="checkbox"/>	Concealed Services Authority required
Are you doing any legislated high risk work?	<input type="checkbox"/>	<input type="checkbox"/>	Safe Work Method Statement required
Do you require access to pits, ducts or terminal undercroft?	<input type="checkbox"/>	<input type="checkbox"/>	Confined Space Authority assessment
If yes, is a Confined Space Authority required?	<input type="checkbox"/>	<input type="checkbox"/>	Confined Space Authority required
Are you using a crane/boom or elevated equipment?	<input type="checkbox"/>	<input type="checkbox"/>	Crane/Boom Authority required
Are you working in the secure area (eg gate lounges)?	<input type="checkbox"/>	<input type="checkbox"/>	VIC or ASIC required
Do you need to go airside?	<input type="checkbox"/>	<input type="checkbox"/>	VIC or ASIC required
Are you undertaking any plumbing works?	<input type="checkbox"/>	<input type="checkbox"/>	Permit to Work required
Do you need to stand on the baggage belts?	<input type="checkbox"/>	<input type="checkbox"/>	Permit to Work required

PART E – Office Use Only (to be completed by the person engaging the Contractor)	Yes	No	N/A
Is an ABC or AEO Permit or Exemption required? (APAL will need to be consulted) <i>*If yes, attach a copy.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Has the scope of work been reviewed by the person engaging the Contractor?	<input type="checkbox"/>	<input type="checkbox"/>	
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>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the Contractor provided a risk assessment that aligns with the scope of work? <i>* If yes, attach copy of risk assessment. (Note: SWMS required for High Risk work) If no, instruct the Contractor to complete a risk assessment otherwise work cannot proceed</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Has the risk assessment been reviewed and does it align with the scope of works? <i>*If no, review the risk assessment and ensure it aligns with the scope of work.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Has the Contractor received the required induction?	<input type="checkbox"/>	<input type="checkbox"/>	

PART F - Signoff	
Contractor Representative	APAL/AsA/Tenant Representative
Name:	Name
Signed:	Signed:
Date:	Date:

PART G – 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	Authorised Issuing Officer
Permit to Work	Engineering or Building & Grounds Manager (or their delegate)
Concealed Services Authority	Engineering or Building & Grounds Manager (or their delegate)
Confined Space Authority	Engineering or Building & Grounds Manager (or their delegate)
Crane/Boom Authority	Manager Operations and Compliance (or their delegate)
Electrical Works Authority	Engineering Manager (or their delegate)
Hot Work Authority	Engineering or Building & Grounds Manager (or their delegate)