

This document must be lodged with and authorised by, Southern Ports (SP) Albany (SP-Alb) before contractors can conduct non-routine work on site. Non-routine work performed by contractors must be planned so that hazards are identified and control measures put in place to protect personnel, plant and equipment and the environment. Please refer to your Port contact to clarify the meaning of Non Routine.

Non-routine work may include, but is not limited to: excavation, hot work, diving operations, high risk construction including demolition, scaffolding, confined space work, abrasive blasting and any work under the berths.

Please contact the SP-Alb if you are unsure as to whether you need a permit.

Section 1: Application Details

Company Name	Contractor's Name	Position
Date	Company Phone#	Mobile
SP-Alb Representative	Work Order	

Section 2: Description of Scope of Work (include times and location)

Section 3: Checklist of Permits or Procedures to be completed

Please tick the appropriate boxes to show consideration of necessary procedures, refer to Contractors Handbook or your Southern Ports Contact if unsure

Procedures

1	Isolation & Tag Out Procedure?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2	Job Safety Analysis (or equivalent) Completed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3	Port Inductions Completed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4	All staff have MSIC's as required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5	Will Traffic Management be required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Activity

1	Confined Space – see SP-Alb Confined Space Permit	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2	Excavation – see SP-Alb Excavation Permit	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3	Hot Work – See SP-Alb Hot Work Permit	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4	Working at Heights - SP-Alb Working At Heights Permit	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5	Crane Lift – SP-Alb Lift Permit <ul style="list-style-type: none"> • Berth Related • Non – Berth Related 	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
6	Diving – See SP-Alb Dive Permit	<input type="checkbox"/> Yes	<input type="checkbox"/> No

7	Abrasive Blasting – See SP-Alb Blasting Permit	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8	Working from a Vessel – See SP-Alb Work Afloat Permit	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9	Scaffolding – See SP-Alb Scaffolding Permit	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10	Vessel Fumigation – See SP-Alb Vessel Fumigation Permit	<input type="checkbox"/> Yes	<input type="checkbox"/> No
11	High Risk Construction Work – Requires Safe Work Method Statement (SWMS)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
12	Demolition Work – Requires approval from WorkSafe (DMIRS) and Risk Assessment	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Section 4: Applicant's/Contractor's Regulatory Requirements

1	High Risk Work licences – Forklift, EWP, Rigging, Crane, etc (Individual Operator)	<input type="checkbox"/> NA	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2	Heavy Vehicle Licences (Individual Operator)	<input type="checkbox"/> NA	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3	Classified Plant & Heavy Vehicle valid certificates/registration	<input type="checkbox"/> NA	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4	Valid Insurances – Public Liability & Workers Compensation	<input type="checkbox"/> NA	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5	Safety Data Sheets (SDS) – HAZCHEM	<input type="checkbox"/> NA	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6	PPE appropriate for Scope of Work (SP-Alb Mandatory PPE is a minimum)	<input type="checkbox"/> NA	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7	Marine Qualifications (Coxswain, Restricted Coxswain, Master Class 5 etc)	<input type="checkbox"/> NA	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8	Other (e.g. working at heights)	<input type="checkbox"/> NA	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Section 5: Contractor Representative Statement of Acknowledgement

I acknowledge the requirements of SP-Alb to identify and control risks and work in a safe manner at all times. I confirm the company has satisfactory documented safe systems of work in place and that all permits and licences required are in order and understood.

Company Representative Signature

Position in Company

Date & Time

Section 6: SP Representative Statement of Acknowledgement (SP Use Only)

I am satisfied that the contractor information provided to me is sufficient to show that the contractor has a system in place to fulfil their legal obligations to conduct works in a safe manner. This Permit to Work is authorised subject to any conditions listed in Part 7 below.

SP-Alb Representative Signature

Position

Date & Time

Section 7: Specific Conditions / General Comments

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Note: The applicant must hold a copy of this form at all times while on site.

SP-Alb may withdraw this permit at any time if unsafe practices are observed.

Section 8: Notifications

<input type="checkbox"/> Engineer	<input type="checkbox"/> Maintenance	<input type="checkbox"/> Environment	<input type="checkbox"/> Safety	<input type="checkbox"/> Security	<input type="checkbox"/> Pilots
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