

## Conveyor and Shed Entry Permit Form

### Section 1: Work Summary

**Purpose** This Conveyor and Shed Entry Permit Form must be completed and approved to obtain permission prior to entry into conveyor galleries or sheds at Southern Ports.

**Permit Requestor** The *Permit Requestor* is to complete this section.

<b>Permit Requestor Name</b>		<b>Contact Number</b>	
<b>Position in Company</b>		<b>Application Date</b>	
<b>Proposed Start Date</b>		<b>Proposed End Date</b>	
<b>Proposed Start Time</b>		<b>Proposed End Time</b>	
<b>Work Order or Scope</b>		<b>Permit Number</b>	

**Works**

<b>Location</b>		<b>Port</b>	<input type="checkbox"/> Albany <input type="checkbox"/> Bunbury <input type="checkbox"/> Esperance
<b>Area</b>		<b>Access</b>	<input type="checkbox"/> Shed <input type="checkbox"/> Conveyor Gallery
<b>Description of Works</b>			

**Safe System of Work** The *Permit Requestor* is to submit supporting documents as required.

<input type="checkbox"/> Job Hazard Analysis <input type="checkbox"/> Safe Work Method Statement <input type="checkbox"/> Rescue Plan <input type="checkbox"/> Other (specify)
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### Section 2: Work Preparations

**Preparations** The following preparations must be made prior to commencing the works, as applicable.

#	Preparations	Yes	N/A
1.	There are no intended operations scheduled in this section of the plant for the times stated above.	<input type="checkbox"/>	<input type="checkbox"/>
2.	Sheds have had the necessary allowable clearing time and are free from fumes.	<input type="checkbox"/>	<input type="checkbox"/>
3.	Personal Protective Equipment, radio communications, signs and barriers are in place, as required.	<input type="checkbox"/>	<input type="checkbox"/>
4.	Isolation and tag out will be initiated, as required.	<input type="checkbox"/>	<input type="checkbox"/>
5.	Permits associated with this task have been submitted and authorised.	<input type="checkbox"/>	<input type="checkbox"/>

### Section 3: Acknowledgement and Approval

*Permit Requestor*

I acknowledge the requirements of Southern Ports 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, that all required permits and licences are in order and understood, and that I will comply with any special conditions in the statement of approval.

*Permit Approver*

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. The Permit is approved subject to the conditions below.

*Conditions*

☒ A copy of this Permit must be kept with the party during the works to be shown to Southern Ports Personnel on demand.

☐

*Notifications*

Notification will be given to stakeholders and affected workers conducting simultaneous operations in the vicinity.

☐ Other major Port Contractors ☐ Health & Safety ☐ Environment ☐ Security ☐ Terminal Manager

	Name	Position	Signature	Date
Requestor				
Approver				

### Section 4: Statement of Completion

*Completion*

I acknowledge the requirements of Southern Ports were carried out according to the Permit.

	Name	Position	Signature	Date
Requestor				
Approver				

*Comments*

A copy of the Permit is controlled by the *Permit Approver*. The original Permit must be kept on site by the *Permit Requestor* and returned to the *Permit Approver* on completion.