

This document must be completed before contractors, either engaged by the Port or a third party, 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.

**Section 1: Application Details**

Applicant's Name		Position	
Contractor's Name		Date	
SPA Representative		Work Order	

**Section 2: Scope of Work Description**


**Section 3: Checklist of Permits or Procedures to be completed**

Please **cross** the appropriate boxes confirming the procedure or permits required to complete the Scope of Work.

Permits and other documents			N/A	Req.
1	Procedure - Isolation Lockout & Tagging	D16/695	<input type="checkbox"/>	<input type="checkbox"/>
2	Form - Removal & Reinstatement of Walkway Flooring & Hand Railing	D16/1038	<input type="checkbox"/>	<input type="checkbox"/>
3	Form - Confined Space Permit	D16/954	<input type="checkbox"/>	<input type="checkbox"/>
4	Form - Application for Permit to Excavate	D16/173	<input type="checkbox"/>	<input type="checkbox"/>
5	Form - Man Cage	D16/1023	<input type="checkbox"/>	<input type="checkbox"/>
6	Form - Job Hazard Analysis JHA	D16/390	<input type="checkbox"/>	<input type="checkbox"/>
7	Form - Hot Work Permit - Outside Designated Areas	D16/982	<input type="checkbox"/>	<input type="checkbox"/>
8	Form - High Voltage HV Electrical Access Permit	D16/1016	<input type="checkbox"/>	<input type="checkbox"/>
9	Form - Working at Heights Permit	D16/900	<input type="checkbox"/>	<input type="checkbox"/>
10	Form - Switching Program Permit	D16/291	<input type="checkbox"/>	<input type="checkbox"/>
11	Form - Rail Corridor Permit	D16/999	<input type="checkbox"/>	<input type="checkbox"/>
12	Form - Contractor - Conveyor or Shed Entry	D16/959	<input type="checkbox"/>	<input type="checkbox"/>
13	Form - Isolation - Isolation Confirmation Permit	D16/442	<input type="checkbox"/>	<input type="checkbox"/>
14	Form - Asbestos Work Permit	D16/792	<input type="checkbox"/>	<input type="checkbox"/>
15	Form - Classified Plant Access	D16/350	<input type="checkbox"/>	<input type="checkbox"/>
16	Form - Vessel Fumigation and Pesticide Application Permit	D16/4825	<input type="checkbox"/>	<input type="checkbox"/>

**Section 4: Applicants / Contractors Qualifications & Requirements**

	Please <b>cross</b> the appropriate boxes confirming applicants / contractors licences	N/A	Req.
1	Classified Plant licences – Forklift, EWP, FEL, Crane, etc. (Individual Operator)	<input type="checkbox"/>	<input type="checkbox"/>
2	Heavy Vehicle Licences (Individual Operator)	<input type="checkbox"/>	<input type="checkbox"/>
3	Classified Plant & Heavy Vehicle valid certificates.	<input type="checkbox"/>	<input type="checkbox"/>
4	Valid Insurances – Public Liability & Workers Compensation.	<input type="checkbox"/>	<input type="checkbox"/>
5	Safety Data Sheet (SDS) for all chemicals	<input type="checkbox"/>	<input type="checkbox"/>
6	PPE for Scope of Work (SPA Mandatory PPE is a minimum)	<input type="checkbox"/>	<input type="checkbox"/>
7	All portable Electrical appliances and leads are tagged and in date.	<input type="checkbox"/>	<input type="checkbox"/>
8	All Welders have a Voltage Reducing Device	<input type="checkbox"/>	<input type="checkbox"/>
9	All Welders and Gensets have Earth Leakage Protected Power Outlets	<input type="checkbox"/>	<input type="checkbox"/>
10	Job Hazard Analysis completed and attached	<input type="checkbox"/>	<input type="checkbox"/>

**Section 5: Specific Conditions / General Comments**


**Section 6: SPA Representative Statement of Acknowledgement & Signing Over**

**I have discussed the job to be done as detailed in the Scope of Works and I am satisfied that the contractor has satisfactory documented safe systems of work in place and that all permits required are (in order) and understood.**

<b>SPA Representative Signature</b>	<b>Applicant's Signature</b>	<b>Date &amp; Time</b>

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

**Section 7: SP Representative Statement of Acknowledgement & Signing Back**

**I have inspected the completed works and I am satisfied that all of the contractor's obligations relating to this Permit to Work have been satisfactorily discharged.**

<b>SP Representative Signature</b>	<b>Applicant's Signature</b>	<b>Date &amp; Time</b>