

Section 1: Work Summary

Purpose This Authority to Work Form is to be read in conjunction with the Authority to Work and Permits procedure. It must be completed and approved prior to commencement of works.

Authority to Work Requestor The *Authority to Work Requestor* is to complete this section.

<i>Requestor Name</i>		<i>Contact Number</i>	
<i>Position in Company</i>		<i>Application Date</i>	
<i>Company</i>		<i>Department</i>	
<i>Proposed Start Date</i>		<i>Proposed End Date</i>	
<i>Work Order or Scope</i>		<i>Permit Number</i>	
Works	<i>Location</i>	<i>Port</i>	☐ Albany ☐ Bunbury ☐ Esperance
	<i>Description of Works</i>		

Section 2: Permits and Conditions

Permits The following permits are associated with this Authority to Work. *Permit Authorisers* must hold task appropriate competency, copies of which must be sighted prior to authorising work to proceed.

☐ Abrasive Blasting	☐ Excavation	☐ Hot Work	☐ Scaffolding
☐ Berth Loading	☐ HV Electrical Access	☐ Penetration	☐ Walkway Flooring & Handrailing
☐ Confined Space Entry	☐ HV Electrical Sanction to Tests	☐ Pipeline Vicinity	☐ Work at Height
☐ Conveyor and Shed Entry	☐ HV Electrical Vicinity Authority	☐ Rail Corridor	☐ Workbox
☐ Diving and Waterside Activity	☐ HV Switching Program	☐ Other (specify):	

Authority to Work Form

Special
Conditions

The Authority to Work is approved subject to the following special conditions.

☒ A copy of this Authority must be kept with the party during the works to be shown to Southern Ports workers on demand.
☐ Handover Arrangements (specify)
☐ Escort Requirements (specify)
☐ Harbour Master has been notified of work on or near water and supplied the below feedback to work group

Alerts

Alerts are to be communicated to stakeholders and affected workers conducting simultaneous operations in the vicinity.

☐ Health & Safety ☐ Environment ☐ Security ☐ Engineer ☐ Maintenance ☐ Harbour Master ☐ Port Users
--

Section 3: Acknowledgements

Inspection &
Scope of Work

Authority to Work Approver has inspected the work area / reviewed work area map (if on water), risks and potential interfaces with the *Authority to Work Requestor* and discussed area specific hazards controls.

So far as is reasonably practicable I confirm that the area is safe for the work team to commence work.

The Scope of Work has been confirmed, the documented Safe System of Work has been acknowledged and permits required to complete the scope of works identified. Work team interaction has been considered and controls documented.

Authority to
Work 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 safe systems of work in place that been communicated to the work team. All permits and licences are in order and that I as the company representative will comply with conditions in the Statement of Approval.

	Name	Position	Signature	Date
Requestor				
Approver				

Section 4: Suspension, Transfer and Resumption of Works

Prior to each re-issue, work area, tasks, equipment must be reviewed, and hazard controls confirmed as effective and in place with no substantive changes introduced.

Where changes are identified a risk assessment must be completed and attached to request re-issue prior to re-commencement of work. The risk Assessment may be in the form of a Job Hazard Analysis for low to moderate risk changes or a CRAW for all other changes.

	Date	Time	Authority to Work Requestor name (PRINT)	Risk Assessment for any changes attached	Initials	Authority to Work Approver name (PRINT)	Initials	Reason for suspension / re-issue
Suspend								
Re-Issue								
Suspend								
Re-Issue								
Suspend								
Re-Issue								
Suspend								
Re-Issue								
Suspend								
Re-Issue								
Suspend								
Re-Issue								
Suspend								
Re-Issue								
Suspend								
Re-Issue								
Suspend								
Re-Issue								

Section 6: Completion

Final
Inspection
Check

#	Check	Yes	N/A
1.	Walk through inspection conducted.	☐	☐
2.	All barricading and restraints removed.	☐	☐
3.	Construction and temporary materials removed.	☐	☐
4.	All flooring reinstated and permanently secured, handrailing and guarding back in place and secure.	☐	☐
5.	Limits (if moved) reset, reinstalled and checked by electrician.	☐	☐
6.	Danger tags and locks have been removed.	☐	☐
7.	Has the work been completed as per the initial scope of works.	☐	☐
8.	Plant and area have been returned to an operational state.	☐	☐
9.	Plant and area commissioning has been completed.	☐	☐

Comments

Section 7: Closure

I confirm that the Scope of Work or Work Order is completed, and the work site has been left in a safe and clean condition. Relevant information has been handed over to normal operations teams and the Authority to Work is now closed

	Name	Position	Signature	Date
Requestor				
Approver				

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