



Penetration Permit Form

Section 1: Work Summary

Purpose This Penetration Permit must be completed and approved prior to commencement of penetration works which has potential to cause a hazard to people, or damage to infrastructure or services on Southern Ports land.

Permit Requestor The *Permit Requestor* is to complete this section. Include machinery to be used, parameters for depth, width and length of penetration and any other relevant information.

Permit Requestor Name		Contact Number	
Position in Company		Application Date	
Company		Department	
Proposed Start Date		Proposed End Date	
Work Order or Scope		Permit Number	

Works

Port	<input type="checkbox"/> Albany <input type="checkbox"/> Bunbury <input type="checkbox"/> Esperance		Location	
Penetration Length		Width		Depth
Equipment				
Description of Works				

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

Job Hazard Analysis Safe Work Method Statement Traffic Awareness Plan Other (specify)

Section 2: Work Preparations

If no is selected for any of these preparations, discuss further with Southern Ports Engineering and Electrical Supervisor.

#	Preparations	Yes	No
1.	When developing the Scope of Work and conducting a Risk Assessment for a Penetration Permit, it shall be assumed that the structure may contain concealed services.	<input type="checkbox"/>	<input type="checkbox"/>



Penetration Permit Form

2.	Prior to penetrating structural steel or concrete, a Southern Ports Engineer shall be consulted.	<input type="checkbox"/>	<input type="checkbox"/>
3.	Notify the Electrical Supervisor (or their Delegate) 48 hours before work commences to allow for a Site Survey to consider electrical services and isolations.	<input type="checkbox"/>	<input type="checkbox"/>
4.	Is an Electrician required to be present at the time of penetration?	<input type="checkbox"/>	<input type="checkbox"/>
5.	Have cancelled electrical and utility services been checked?	<input type="checkbox"/>	<input type="checkbox"/>
6.	Have all workers been made aware of the location of services (drawings)?	<input type="checkbox"/>	<input type="checkbox"/>
7.	Have workers been made aware of the need to immediately stop work and contact Health and Safety team if Asbestos is found or suspected?	<input type="checkbox"/>	<input type="checkbox"/>
8.	Have occupants of the structure/building been notified of disruptions to services?	<input type="checkbox"/>	<input type="checkbox"/>
9.	Has the asbestos register (D23/2756) been consulted to identify old underground services?		

*Site
Location*

The *Permit Requestor* is to attach or provide a sketch below showing the site location for the excavation works.



Penetration Permit Form

Section 3: Site Survey

Electrical Services

I have surveyed the area for concealed services and considered the need for isolations for the works.

<i>Licensed Electrician/ HVO Name</i>		Date	
<i>Licensed Electrician/ HVO Signature</i>		Time	

Engineering Integrity

I have surveyed the area and considered the impact on the integrity of the structure for the works.

<i>Engineer Name</i>		Date	
<i>Engineer Signature</i>		Time	

Section 4: 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 information provided to me is sufficient to show that there is a system in place to conduct works in a safe manner. The Permit is approved subject to the conditions below.

Conditions

<input checked="" type="checkbox"/> A copy of this Permit must be kept with the party during the works to be shown to Southern Ports workers on request.
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

	Name	Position	Signature	Date
Requestor				
Approver				



Penetration Permit Form

Section 5: Statement of Completion

Completion I acknowledge the requirements of Southern Ports were carried out according to the Permit, a final inspection has been completed and the area safe to re-instate to normal operations.

	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.