



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.

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

Works

Location		Port	☐ Albany ☐ Bunbury ☐ Esperance
Area		Access	☐ Shed ☐ Conveyor Gallery
Description of Works			

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

☐ Job Hazard Analysis ☐ Safe Work Method Statement ☐ Rescue Plan ☐ Other (specify)

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.	☐	☐
2.	Sheds have had the necessary allowable clearing time and are free from fumes.	☐	☐
3.	Personal Protective Equipment, radio communications, signs and barriers are in place, as required.	☐	☐
4.	Isolation and tag out will be initiated, as required.	☐	☐



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5.	Permits associated with this task have been submitted and authorised.	☐	☐
6.	JHA for inspections while conveyor running includes controls (eg: PPE required & Prohibited activities)	☐	☐

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 information provided to me is sufficient to show that the worker / work group 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 request.

☐

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				



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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.