

Permit to Commence Work (PERCOW)

All contractors must complete this Permit and have it approved before commencing any work on Airport Development (ADG) sites. The purpose of this Permit is to ensure that all safety and contractual aspects of the works have been considered and actioned.

Part 1 – Application Details

Applicant Name <i>Person in Charge of Works</i>	<input type="text"/>	Phone	<input type="text"/>
Business Name	<input type="text"/>		
Contractor WHS Advisor	<input type="text"/>	Phone	<input type="text"/>
ADG Authorised Person	<input type="text"/>	Phone	<input type="text"/>

Are you or your business registered with ADG?
Note: registration is necessary before any work on ADG Leased Area is permitted. Yes No

Have you completed the **Working on Airport** induction? Yes No

Part 2 – Description of Works

Address of Works	<input type="text"/>		
Is access to the security restricted area required?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Start Date of Works	<input type="text"/>	End Date	<input type="text"/>
Hours of Work	<i>From</i> <input type="text"/>	<i>To</i> <input type="text"/>	
ABCO Reference Number	<input type="text"/>		

Describe the planned works:

Part 3 – ADG Special Conditions

Standard Special Conditions

1. Contractor must not interfere with the day to day operations of ADG.
2. Contractor must leave the site and surrounding areas in a clean and tidy condition at the end of each day to ADG approval.
3. Any damage to ADG property caused by the Contractor must be rectified at the Contractors expense to ADG's approval.
4. Environmental controls shall be implemented as per the Construction Environmental Management Plan (CEMP) approved by the ADG Environment Manager.
5. All relevant permits must be approved before works commence.

Additional Special Conditions

Other special conditions specific to the work being undertaken:

Part 4 – Acknowledgement of Applicant

I, recognise my obligations under the *Work Health and Safety (National Uniform Legislation) Act 2011*, associated legislation and codes of practice and am committed to provide and maintain a safe and healthy workplace when working on the ADG sites. This commitment extends to our own and ADG staff, clients, visitors, subcontractors and the general public.

We have conducted a risk assessment for all the high risk activities that will be undertaken on this project by ourselves and our subcontractors and have documented this in our WHS (Work Health and Safety) Management Plan/Safe Work Method Statements for this project.

All our staff and subcontractors have been involved in this process and instructed in what role they will play in the management of safety on the project.

To manage the safety on this project we:

- Have assigned WHS responsibilities to supervisors, staff and subcontractors working on this project. Yes
- Have adequate WHS consultation forums in place throughout the project enabling all staff and subcontractors to raise and manage WHS issues on the project. Yes
- Will provide a Contractor Monthly WHS Report outlining our WHS performance over the previous month and issue to the ADG Authorised Person and a copy to the Health & Safety Manager. Yes
- Will report all accidents, incidents, near misses, hazards, property damage, spills or aerodrome events as soon as they occur to the ADG Authorised Person and the Health & Safety Manager initially by phone and a follow up in writing on the appropriate event notification forms. Yes
- I acknowledge and confirm that the above actions will be implemented on this project and will provide documentation to the ADG Authorised Person and Health & Safety Manager as required to verify the same. Yes

Name of Applicant

Date and Time

Please email this form to permits@ntairports.com.au, or click

Part 5 – Authorisation to Work

- I authorise the works listed above to proceed during the specified dates and times, in accordance with the ADG special conditions noted in Part 3 above.

Name and Title of ADG Authorised Person

Date and Time