

Permit to Work Procedure

31 MAY 2023

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Preamble

Purpose

The permit to work procedure provides a system for managing certain high-risk activities at all Airport Development Group (ADG) sites. The purpose of this procedure is to:

- Provide a level of control to ensure risks associated with certain work activities are eliminated or minimised to prevent incidents occurring at ADG sites.
- Provides a consistent and systematic approach to the control of specific high-risk activities at ADG sites.
- Provides information and outlines responsibilities to persons issuing, receiving, or approving permits on ADG sites.
- Ensure hazards associated with conflicting work activities are well managed.

Scope

This procedure outlines the minimum requirements that must be employed when issuing, receiving, and conducting work that involves a permit on ADG sites.

Terms & abbreviations

ABC	Airport Building Controller
Authorised person	is a person that has the authority to issue & approve a permit for work on ADG (Table 2.1 refers).
PERCOW	is a Permit to Commence Work on ADG property & is required on any new building work undertaken that requires ABC approval.
TBRA	is a task-based risk assessments may include Job Safety Analysis (JSA) or Safe Work Method Statement (SWMS) consists of a document that sets out the work activities in a logical sequence, identifies hazards & describes control measures.
SESO	is a safety, environment, or safety observation, undertaken by ADG staff or contractors.

Legal & Other Requirements

- *NT Work Health and Safety (National Uniform Legislation) Act & Regs 2011*
- AS/NZS 3000 – Wiring Rules
- AS/NZS 4836 – Safe working near low-voltage electrical installations & equipment
- NT Codes of Practice – Confined Spaces / Construction Work
- Civil Aviation Safety Authority (CASA) Manual of Standards Part 139

Responsibilities

Document Owner (in charge of relevance & compliance of this document)	ADG Health & Safety Manager
Who needs to be consulted before changes are made to the document	Executive General Managers
Who needs to be informed of changes to this document	All property, project & operational related personnel

Record of Issue

Issue Date	Nature of Amendment
7 Feb 2023	General update & re-issue by SDC to key stakeholders
31 May 2023	

1. Roles & responsibilities

This section outlines the roles and responsibilities for all persons requesting permits and people supervising or approving work requiring permits.

Executive General Managers / Departmental Heads

Need to understand this permit procedure and ensure that staff under their control implement these procedures as required.

Project Managers

Must check that permit processes are in place and followed by Principal Contractors. This will include verifying that appropriate TBRA's are suitable for task.

Managers / Supervisors / Senior Technical Officers

Must ensure all staff or contractors under their control understand their roles relating to the compliance with permit to work activities and carry out their duties in regard to the same.

Permit Approvers

Must be competent to approve the permit type they are approving (Table 2.1 refers). Ensure task-based risk assessments (TBRA) have been completed and identified controls implemented and the conditions of the permit are understood and complied with. Must check the works after completion of the permit activity and then close out the permit as required.

Permit Users

Must prepare TBRA prior to permit being issued and comply with conditions of permit when issued and have tools, equipment, trained personnel required to complete the task.

ADG Health & Safety Manager

Continually develop and improve these procedures and ensure the procedure is adhered to and systems are audited annually, or another period as may be required.

Training

All personnel involved in issuing or receiving permits or conducting work that requires a permit must be instructed in the application of this procedure.

ADG Authorised person

Is an ADG person that has the authority to approve specific permits (Table 2.1 refers). This person is also responsible for ensuring that persons requesting a permit:

- have a valid reason,
- have conducted a risk assessment including the relevant provisions of this procedure and
- have the appropriate security passes.

The ADG Authorised person is also responsible for conducting a visual inspection of the area after the persons have completed their work activities to ensure it is clean and tidy and that the works has been done to the appropriate standard.

In the case of electrical permits the ADG Authorised person can only be an electrically qualified person usually held by ADG Head of Electrical or ADG Electrical Engineer – Projects.

2. Permits

This section outlines the different types of permits that can be requested and those that can approve the permits. Each permit type is provided a brief description on its purpose and when the permit is required to be requested / used.

2.1 Permit Approvers

Permit type	Area involved	Permit Approver*
DIA Stockpiling	DIA precinct	<ul style="list-style-type: none"> Environment & Sustainability Manager / Projects HSE Manager
Confined Space Entry	All areas	<ul style="list-style-type: none"> Health & Safety Manager / Projects HSE Manager Managers & Supervisors that have been trained Contractors that have been trained
Crack Sealing	All areas	<ul style="list-style-type: none"> Head of Facilities Health & Safety Manager / Projects HSE Manager Ground Staff Contractors that have been trained
Crane (OLS - Obstacle Limitation Surfaces)	Airport precinct airside & landside	<ul style="list-style-type: none"> Airside Operations Manager Aerodrome Safety & Standards Manager Terminal & Operations Officers (TAOO's)
Excavation	All areas	<ul style="list-style-type: none"> Health & Safety Manager / Projects HSE Manager Approved Managers Contractors that have been trained
Fire Services Impairment	Terminal	<ul style="list-style-type: none"> Head of Electrical Senior Technical Officer Electrical Project Manager
Hot Work	All areas	<ul style="list-style-type: none"> Health & Safety Manager / Projects HSE Manager Managers & Supervisors that have been trained. Contractors that have been trained
HV Electrical Access / Isolation	All areas	<ul style="list-style-type: none"> Head of Electrical Electrical Project Manager
HV Switching	All areas	
LV Electrical Access / Isolation	All areas	
Permission to Commence Work (PERCOW)	All areas	<ul style="list-style-type: none"> Managers & Supervisors that have responsibility for projects / works that require ABC approval.

Table 2.1 – Permit Approvers

* Other personnel may be delegated to approve permits, if authorised by the ADG Health & Safety Manager.

2.2 Permit Types

The types of permits that are required when working on ADG property are summarised below:

Stockpiling Contaminated Materials Permit - DIA

On DIA land there is some areas of historical contamination dating back to World War II and for this reason no fill can be removed from DIA land. Therefore, anyone who will be displacing land fill materials on DIA must apply, in advance, to organise for stockpiling of the same. There are different stockpiles for different materials and these will be allocated based on type and size by the ADG Environment & Sustainability Manager / Projects HSE Manager.

[Application for stockpiling of materials \(snapforms.com.au\)](https://snapforms.com.au)

Confined Space Entry

A confined space entry permit is required whenever there is an enclosed or partially enclosed space that:

- Is not designed or intended primarily to be occupied by a person: and
- Is or is designed or intended to be, at normal atmospheric pressure while any person is in the space; and
- Is or is likely to be a risk to health and safety from:
 - An atmosphere that does not have a safe level of oxygen, or
 - Contaminants, including airborne gases, vapours or dusts that may cause injury from fire or explosion, or
 - Harmful concentrations of any airborne contaminants; or
 - Engulfment

Confined spaces on the airport precinct are typically present in sewerage treatment plants, tanks, and some lighting pits.

Permits will only be issued to appropriately trained personnel.

[Confined space entry permit](#)

Crack Sealing Permit

Before performing any crack sealing works, using ADG Crafcoc crack sealing machines any contractors, tenants or staff must complete a permit. The purpose of this permit is to ensure all safety aspects of the work has been considered. It should be noted only persons who have been instructed in the safe use of the machine & deemed to be competent by an ADG Authorised person can use these machines.

[Crack Sealing Permit](#)

Crane Permit

Crane operations or other obstructions in the vicinity of an airport (approximately 15 kms) have the potential to create air safety hazards and to seriously limit the airport's operations. For this reason, they are required to be assessed and approved in accordance with the respective regulations and legislation.

The airspace around Darwin International Airport is protected under the Commonwealth Airports Act 1996, the Airports (Protection of Airspace) Regulations 1996. Darwin International Airport is jointly used with the Department of Defence and the Defence Aviation Areas Regulations 2018 also apply to RAAF Base Darwin.

It is an offence under Section 183 of the Airports Act 1996 to carry out, without approval, crane operations which intrude into an airport's protected airspace; it is also an offence under Section 186 of the Act not to give information to the airport operator that is relevant to a proposed activity.

Permit applications to carry out crane operations should be made in writing (application form or email) to the airport as soon as possible. A minimum of three (3) days is required for the assessment process, however, if the proposed activity is expected to result into an intrusion into the OLS or PANS-OPS surface proponents should allow a minimum of four (4) weeks.

[Crane operations | Darwin International Airport \(darwinairport.com.au\)](http://darwinairport.com.au)

Excavation

An excavation permit is required whenever there is a requirement to penetrate the ground on the ADG precinct. It is important to note that services that are buried on ADG land will not be found on the Dial Before You Dig service as ADG installs their own electricity, sewerage, water, gas, irrigation, communications and any other services.

The permit approver will access ADG services drawings as an indicator and in most cases will need to use ground penetrating radar (GPR) and / or hydro potholing to determine actual locations. Dependent on locations of services relative to the proposed excavation works, permits may require an electrical vicinity permit before an excavation permit is granted. In some cases, a permit may be denied in the requested location due to condition of services or other operational reasons.

[Excavation Permit](#)

Electrical Permits

All works conducted on ADG electrical systems can only be undertaken by electrically competent persons & in accordance with the [ADG Electrical Safety Management Plan](#).

HV Electrical Access / Isolation Permit

This permit can only be approved by and work under the supervision of an ADG electrically authorised person (Table 2.1 refers).

[HV Electrical Access / Isolation Permit](#)

HV Switching Permit

All staff and contractors must use this permit to gain authorisation prior to performing any HV Switching on ADG premises. This permit can only be approved by an ADG electrically authorised person.

[HV Switching Permit](#)

LV Electrical Access / Isolation Permit

An LV Access permit is required whenever there is a requirement for the isolation of and/or access to any ADG owned electrical systems.

The intent of this permit is to ensure that the works being conducted is approved to be done, is compliant with regulatory and ADG requirements and to ensure the quality of the work is of a standard that will not impact the safe operation of the equipment.

[LV Electrical Access / Isolation Permit](#)

Fire Services Impairment - DIA

A Fire Services Impairment permit is required whenever there is:

- a need to isolate any part of the ADG Fire Safety System
- a need to conduct work in or around the ADG Fire Safety System

The intent of this permit is to ensure the integrity of the ADG Fire Safety Systems is always maintained and that emergency, maintenance and operational personnel are kept informed of activities that may impact the system.

In the past activities such as gyprock repair works and sanding, painting preparation and even the removing of ceiling tiles has been sufficient to inadvertently set off the systems.

[Fire Protection Impairment Notification Form](#)

Hot Works Permit

Before commencing any hot works, including cutting, grinding and welding, all contractors, tenants and ADG staff must complete this Permit and have it approved. The purpose of this Permit is to ensure that all safety aspects of hot works have been considered and actioned including reducing the danger to people and damage to infrastructure and services.

[Hot Works Permit \(snapforms.com.au\)](#)

PERCOW

Is a Permit to Commence Work on ADG property. This permit is required on any new building work undertaken on ADG property. Works in the same area that are like for like maintenance work does not require a new PERCOW.

All contractors must complete this Permit (where ABC approval is required) 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.

[PERCOW](#)

2.3 Notice for Permits

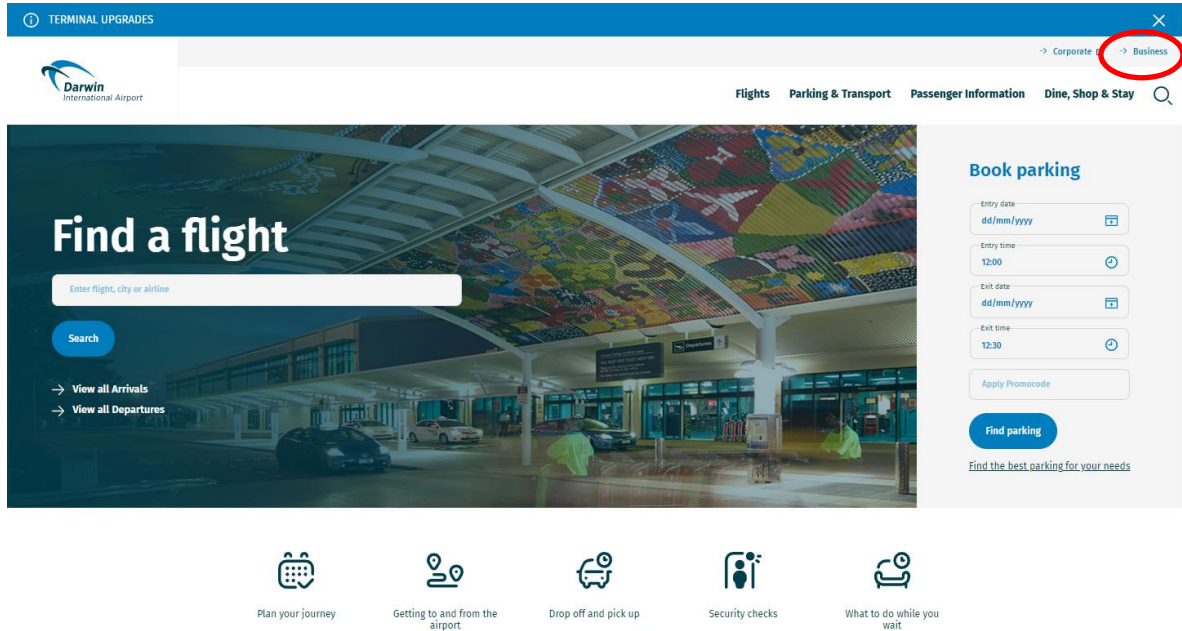
For normal planned works personnel should provide as much time as practicable to apply for a permit and, wherever possible, at least two working days to enable time to coordinate isolations and impacts to other stakeholders.

In emergencies permits will be issued in consultation with stakeholders at the time to ensure the intent of the permit system process is adhered to.

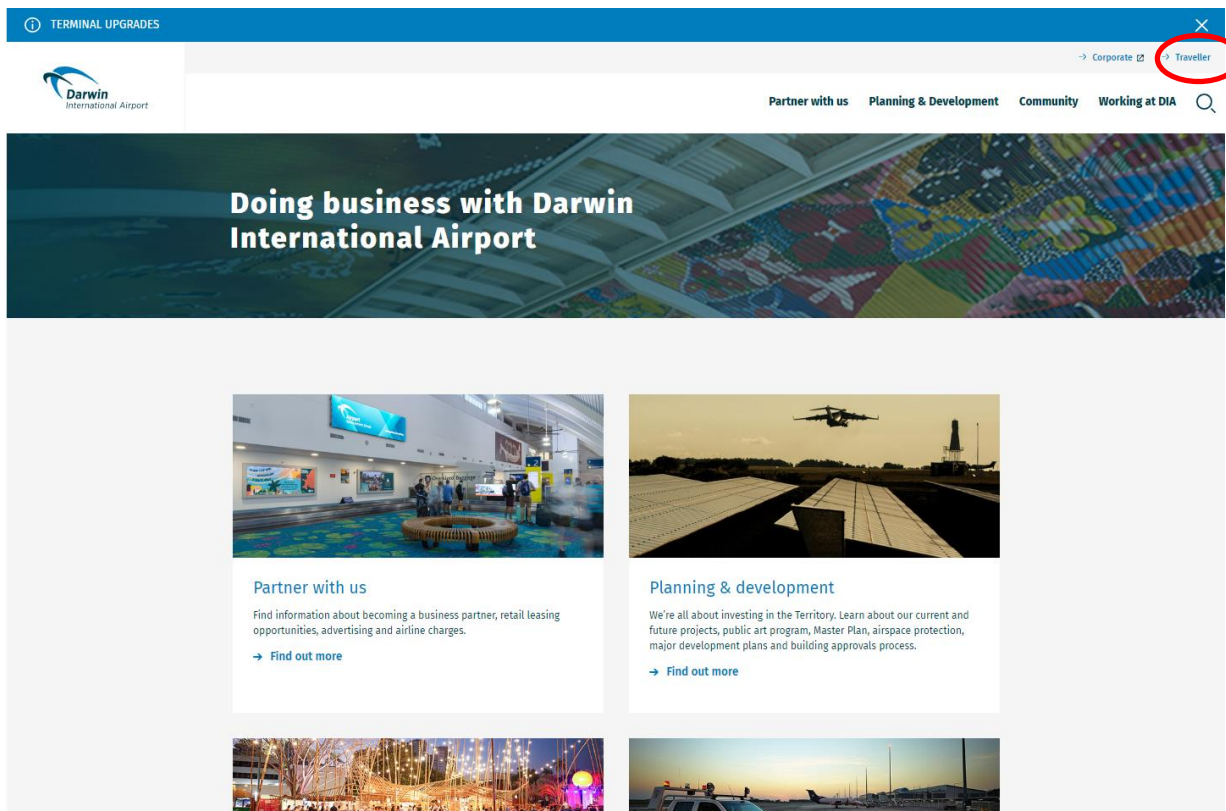
2.4 Access to Permits

Permits are available on the DIA website and can be accessed by following prompts:

- www.darwinairport.com.au
- Click on Business link (on top right hand of front page),



- Click on Working at DIA link,



- Click on Procedures, permits and resources link:

The screenshot shows the Darwin International Airport website. At the top, there is a blue header with 'TERMINAL UPGRADES' and navigation links for 'Partner with us', 'Planning & Development', 'Community', and 'Working at DIA'. Below the header is a large banner image of an airport tarmac with a white utility vehicle. The main content area is titled 'WORKING AT DIA' and includes a sub-header: 'All visitors and employees at Darwin Airport must complete formal requirements before visiting the Darwin Airport precinct, determined by their industry.' Below this, there is a grid of 11 informational cards, each with a title, a brief description, and a 'Find out more' link. The card for 'Procedures, permits and resources' is circled in red.

Topic	Description
Safety	Find information about how we keep employees, contractors and visitors safe at Darwin International Airport.
Airport access	Information about airport access for employees or companies working at Darwin International Airport.
Visitor Identification Card	Valid Visitor Identification Cards (VICs) are required for employees and companies working at Darwin International Airport. Find out how to apply.
Access control	Information about Access Control privileges through secure areas of Darwin International Airport.
Electronic Keys (EKA)	Find out how to apply for an Electronic Key (EKA) at Darwin International Airport.
Airside driving	Information about standards and procedures for the operation of vehicles airside.
Aerobridge training	Training certificates to ensure the safe operation of aerobridges at Darwin International Airport.
Staff vehicles and parking	Parking facility information for Darwin International Airport staff and companies working at the airport.
Procedures, permits and resources	Procedures, permits and resources for people working on Airport.

3. Permit procedure

All permits contain important information that must be recorded and actions that must be completed and this section outlines in broad terms what this process involves.

3.1 Applying for a Permit

The person or member of the group performing the work, preferably the work supervisor, shall apply for the Permit prior to the commencement of the work. All sections of the Permits shall be completed legibly and in sufficient detail to clearly identify the work to be performed. The Permit must be signed by the Applicant. The permit must then be forwarded to the ADG authorised person (eg; Project Manager) to start the permit approval process.

3.2 Approving a Permit

Permits shall be issued by a designated Permit Approver (Table 2.1 refers). No person shall be both the Permit Approver and the Applicant for any given work (strict exemptions may apply for emergency works only – where all conditions of permit must be verified).

Permits should be issued only for specified activities and should not span several work crews or tasks. Once issued, the scope of the Permit may not be changed. If the scope of work to be completed changes the existing Permit shall be either amended and approved or closed and a new Permit with the amended scope applied for. The Permit Approver can request for further documentation associated with a permit at any time.

3.3 Review Scope of Work, Tools & Methods

The Permit Approver shall review the scope of work with the Permit User to ensure a mutual understanding of what the work entails, the tools to be used and the work methods. The Permit Approver should always check the actual worksite with the Permit User prior to the permit being issued.

The Permit Approver will need to ensure that the Permit User demonstrates that they:

- understand the nature of the work and risks associated with it.
- ensure all hazard controls are in place before commencing high-risk work.
- has sufficient competence and equipment to carry out the work; and
- accepts responsibility for work health and safety matters.

The Permit Approver will review the supporting documentation which may include TBRA, licenses and any specific operating procedures relating to the permit to assess relevance and completeness.

3.4 Discuss Task Based Risk Assessment (TBRA)

The Permit Approver will review the Permit User's proposed TBRA, safety and risk management strategies and may request additional strategies such as isolations, PPE, emergency evacuation details and the like.

The Permit User must ensure that the requirements of the Permit are understood and followed by all personnel involved in the work including other staff and contractors.

3.5 Check work conflicts.

The Permit Approver or Project Manager shall check that the work does not conflict with other work being undertaken at the time and at the same location and consult the Supervisor of

adjacent work being conducted if need be and ensure normal operations are not impacted and if so, ensure appropriate consultation and action has taken place.

3.6 Approve the Permit

The permit approver shall sign off the permit, annotate any special conditions applicable to the permit and submit the permit back to the applicant.

3.7 Working under a Permit

Upon receiving the Permit, the Permit User must ensure that a copy of the Permit and other associated documents including TBRA are displayed at the job site. Where this is not practicable, the documents must be retained by the person or member of the group performing the work. Work shall only proceed while this documentation is available at the work site. The Person identified as the Person in Charge (of work team) will advise all members of the Permit conditions and ensure that they fully understand the scope and conditions and are ready to start work.

3.8 Closing out a Permit

A job is not complete until all surplus materials, personal danger tags and other work materials have been removed from the location and isolations have been reinstated.

Upon completion of the work, or on expiry of the Permit, the Permit User shall complete the 'Works Complete' part of the Permit and return it and associated documents to the Permit Approver or designate.

The Permit Approver must retain the completed Permit and copies of any TBRA's duly signed off. The Permit Approver or designate will arrange for a final inspection of the job site where possible, and when satisfied, close-off the Permit.

3.9 Validity of Permit

Permits are only valid for the period specified and only while conditions remain unchanged. If conditions change significantly, the start of work is significantly delayed, or if work ceases for an extended period, the Permit Approver may invalidate the permit.

When the Permit expires before the end of the work, the Permit Approver may extend it by altering the expiry time and initialling the change. If conditions have changed, or new precautions are required, a new Permit may be generated.

A Permit cannot be transferred to another Applicant (unless under approved conditions of the HV Vicinity and Access Permits).

All Permits are invalidated in the event of an emergency. All work must cease immediately and the work site must be left in a safe condition. All Permits must be rechecked and revalidated by the Permit Approver once the emergency is over and prior to work recommencing.

3.10 Withdrawal of Permit

A breach of the Permit conditions must be brought to the attention of the Permit User by a person witnessing a breach. On receiving report of a breach, the Permit User will immediately have work stopped until the situation is discussed with the Permit Approver. The Permit Approver will withdraw a Permit if there is a failure to adhere to conditions set down in the Permit.

3.11 Audits / SESO

The permit to work procedure is an important function of the safety management system for ADG and as such compliance with this procedure is a key performance measure for the organisation. The permit to work procedure will be audited and reviewed regularly by the ADG Health & Safety Manager.

A SESO should be conducted by the ADG authorised person whenever possible during the conduct of the work to ensure compliance with the permit.