

Permit to Commence Work (PERCOW)

PERMIT TO WORK No:

Airport Staff or Lessees/Concessionaires and their Contractors must complete sections 1 and 2 of this form and scan or email to the relevant NQA Authorising Officer for approval in section 4.

1. NQA STAFF OR LESSEES/CONCESSIONAIRES to complete this section.

Name: Company:

Ph: Mob: Email:

Description of Works:

Building: Location:

Location: Landside/Airside/Sterile Area/Other: Airside/ASIC/VIC Escort Required:

Signed by Initiator: Date:

Airport Works Officer/Representative: Mob:

2. CONTRACTOR to complete this section. QBCC No:

Name: Company:

Mob: Email:

Type of Equipment to be used:

Job Start Date: Finish Date: Airport Inducted Company Site Person Responsible:

Work Hours: (start time) (finish time) Mob: Afterhours:

2a. WORK ACTIVITIES.		Contractor <u>must</u> complete this section.		SWMS Attached? <i>(If 'yes', click box)</i>	Permit No.	Reviewer Checklist (Office Use Only)
2-1	Will structural or Fire/Smoke Zone penetration be required?					
2-2	Will work in ceiling, wall, floor spaces or other confined spaces be required?					
2-3	Are works within 3m of NQA HV apparatus?					
2-4	Are the works requiring connection or supply from HV networks?					
2-5	Is the work on or near energized electrical installations?					
2-6	Is there potential for any prescribed contaminants i.e. anything other than rain water from entering storm water system?					
2-7	Are works within 25m of chemical, refrigerant and JUHI fuel lines?					
2-8	Can a weather event impact on the works?					
2-9	Are works in the vicinity of Air Services fibre optic cables?					
2-10	Will there be work on, in or adjacent to a road or other traffic corridor used by any non-pedestrian traffic (including airside equipment)					
2-11	Will activity involve work on telecommunication tower?					
2-12	Will demolition works be undertaken?					
2-13	Will there be work on or near asbestos (including removal)?					
2-14	Are the works involving wall penetrations, core drilling or other dust producing activities?					
2-15	Will there be structural alterations requiring temporary support?					
2-16	Will there be works at heights >2m?					
2-17	Are works involving explosives?					
2-18	Are works on or near pressurised gas distribution main or piping?					
2-19	Any of the works on or near contaminated or flammable atmospheres?					
2-20	Is the work involving movement of powered mobile plant?					
2-21	Will any works be carried out on or near water (or other liquid) that involves risk of drowning (including diving work)?					

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2-22	Are any works performed in spaces where public/staff or operators are present?			
2-23	Will processes, equipment or activities involve hot work (may produce spark, flame or other ignition source)?			
2-24	Will ground penetration work (including excavation and trenching) be undertaken (>0.3m)?			
2-25	Will crane works be required?			

Isolations / Disconnections / Airport Assets. Contractor must complete this section.		Applicable? (If 'yes', click box)	Permit No.	Reviewer Checklist (Office Use Only)
2-26	Are sewer or drainage isolations / disconnection required?			
2-27	Will fire systems isolation be required?			
2-28	Will water shut down be required?			
2-29	Will electrical isolation be required?			
2-30	Will Airport access equipment be required?			
2-31	Are works requiring an Airport key to be issued?			

3a. Contractor Acknowledgement. Contractor must complete this section.		Y/N/NA	Reviewer Checklist (Office Use Only)
3-32	Has a listing of hazardous chemicals/ materials been provided to NQA?		
3-33	Ensures all relevant insurances are current and provided to NQA? (Valid for duration of project)		
3-34	Ensures all equipment/plant registered?		
3-35	Ensures all equipment in good working condition and has been regularly maintained as per manufacturer's specifications?		
3-36	Ensures all your company/staff/subcontractors have the necessary competencies, licences and qualifications to undertake the works proposed?		
3-37	Ensures that all workers have received an Airport Induction?		
3-38	Ensure that all worker have completed pre deployment/employment drug and alcohol testing?		
3-39	Has been advised of security, fire safety and evacuation orders relevant to the area of work and that on the sound of evacuation alarms they shall evacuate from the building?		
3-40	A site map has been obtained/provided indicating location of works?		

3b. I hereby certify I have read, understood and agree to abide by the NQA "Site Rules for Working on Airport" and "Airport Building Guidelines" referred to on the Airport website.

Signed by Contractor: Date:

4. NQA AIRPORT WORKS OFFICER REPRESENTATIVE AUTHORISING WORK to complete this section. Date:

Name: Will other stakeholders be affected? Yes/No; if Yes, who?

Signed by Airport Rep: Is there any conflicting work in the area? (enter Yes or No)

5. NQA ASSETS APPROVED AUTHORISING WORK to complete this section.

Name: Is the Permit Issuer willing to authorise this work to commence? (enter Yes or No)

Additional specific site rules which need to be followed for works to commence include:

Signed by Assets Issuer: Date:

6. CONTRACTOR to complete this section – Completion of Works (PERCOW Closed)

The Contractor certifies that the works associated with this PERCOW are complete.

Name: Company:

Comments:

Signed by Contractor: Date/Time:

COMPLETED PERCOW TO BE FORWARDED TO NQA AIRPORT WORKS OFFICER / REPRESENTATIVE.