

1. Purpose

The permit to work procedure provides a system for managing certain high risk activities at NT Airports 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 NT Airports sites.
- Provides a consistent and systematic approach to the control of specific high risk activities at NT Airports sites.
- Provides information and outlines responsibilities to persons issuing, receiving or approving permits on NT Airports sites.

2. Scope

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

3. Legal & Other Requirements

- *NT Work Health and Safety (National Uniform Legislation) Act 2011*
- *NT Work Health and Safety (National Uniform Legislation) Regulations*
- AS 2550 – Cranes, hoists and winches – Safe Use series of standards
- AS/NZS 3000 – Wiring Rules
- AS/NZS 4836 – Safe working on or near low-voltage electrical installations and equipment
- NT Code of Practice – Confined Spaces
- NT Code of Practice – Construction Work
- Civil Aviation Safety Authority (CASA) Manual of Standards Part 139

4. Definitions

Authorised person – is a person that has the authority to issue and approve a permit for work on NT Airports works refer Table 7.1 – List of Permit Approvers.

PERCOW – is a Permit to Commence Work on NTA property. This permit is required on any new building work undertaken on NT Airports land.

Task based risk assessments (TBRA) – may include Job Safety Analysis (JSA) or Safe Work Method Statement (SWMS) and will consist of a document that sets out the work activities in a logical sequence and identifies hazards and describes control measures.

5. Roles and Responsibilities

5.1. Project Managers

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

5.2. Managers, Coordinators & Supervisors

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.

5.3. Permit Approvers

Ensure task based risk assessments (TBRA) have been completed and identified controls implemented and the conditions of the permit are understood and complied with.

5.4. 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.

5.5. WHS Advisors

Needs to ensure that permits are issued, safety conditions are adhered to and systems are audited as required.

6. 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.

7. Permits

7.1. Types & Approvers

Activities requiring a permit or approval to work include the following:

Permit type	Area involved	Permit Approver*	Form No.
Excavation	All areas	All Maintenance Coordinators/ WHS Advisor / Approved Project Managers	P001
LV Electrical Access / Isolation	All areas	Electrical Maintenance Coordinator (EMC) / Senior Technical Officer / Technical Officer	P002
Fire Services Impairment	Terminal & AMC	EMC / Senior Technical Officer	P003
Confined Space Entry	All areas	WHS Advisor / All Maintenance Coordinators	P004
Hot Work	All areas	WHS Advisor / All Maintenance Coordinators / Approved Project Managers	P005
HV Electrical Vicinity	All areas	Infrastructure Manager / EMC / Senior Technical Officer	P-HV01
HV Electrical Access	All areas	Infrastructure Manager / EMC / Senior Technical Officer	P-HV02
Crane (OLS - Obstacle Limitation Surfaces)	All areas	Airside Operations Manager / Aerodrome Safety & Standards Manager/ Airport Duty Managers	OPS001
DIA Terminal Roof	Terminal	Maintenance Coordinators / WHS Advisor	Refer WHS Advisor

Table 7.1 – Permit Approvers

* *Other personnel may be delegated* to approve permits but they must be instructed in this procedure and be authorised by the Head of Projects & Facilities Management or equivalent.

7.2. When is a Permit Required?

In relation to the types of permits mentioned above the following provides guidance only on when a permit is required for the different activities:

7.2.1. Excavation

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

The permit approver will access NTA services drawings as an indicator and may request 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.

7.2.2. LV Access

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

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

7.2.3. Fire Services Impairment

A Fire Services Impairment permit is required whenever there is:

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

The intent of this permit is to ensure the integrity of the NTA Fire Safety Systems is maintained at all times 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.

7.2.4. 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

Generally confined spaces are not commonly found on the airport precinct, however they are present in sewerage treatment plants and pits and some lighting pits. Permits will only be issued to appropriately trained personnel.

7.2.5. Hot Work

A hot work permit is required whenever any operation that creates heat, sparks or hot slag that has potential to ignite flammable or combustible materials is carried out in the airport precinct and particularly the terminal and may include:

- Welding
- Brazing
- Oxy cutting
- Grinding
- Soldering or like processes

Conditions of a hot work permit must be complied with at all times and must be verified by the Project Manager for the works as well as the permit approver. This permit may require the need for a Fire Services Impairment.

7.2.6. HV Electrical Vicinity

A High Voltage (HV) Electrical Vicinity Permit is required for any work to be performed or machinery to be operated either in a powerline corridor or in close proximity to HV Electrical Apparatus.

For planned work on NTA land, excavating within 3 metres but not within 1 metre of high voltage and / or low voltage cables a HV Electrical Vicinity permit must be obtained from the permit approver. In some cases a permit may be refused in the requested location due to condition of services.

7.2.7. HV Electrical Access

A HV Electrical Access Permit is required in all cases where work is to be performed on or in close proximity (within 1 metre) to HV Electrical Apparatus.

This permit will require isolation of the system and is done by NTA electrically qualified personnel in conjunction with the approved HV contractor who is responsible for devising and implementing HV switching for all shutdowns.

7.2.8. Crane – (OLS – Obstacle Limitation Surface)

Crane operations within the vicinity (20kms) of Darwin Aerodrome have the potential to create air safety hazards and may affect airport operations. To protect Darwin Airport's airspace, all crane activities are required by law to be assessed and approved under the Commonwealth Airports (Protection of Airspace) Regulations 1996 before they can be carried out.

As a crane operator it is an offence under Section 183 of the Airports Act 1996 to carry out, without approval, crane operations which intrude into airport's protected airspace, it is also an offence not to give information to the Airport of proposed crane activity. This form is to be completed and submitted 24hrs prior to crane operations being carried out in the vicinity of Darwin International Airport

7.2.9. DIA Terminal Roof

Whilst there is no requirement for a formal permit to be issued to access the DIA terminal roof however there are stringent procedures that must be adhered to; including guidelines that all users must be instructed in, an approved risk assessment and an access register that must be signed off by a DIA responsible person prior to access being gained or works being conducted on the DIA terminal roof.

These procedures can be accessed on the *DIA web site > Working on Airport > Stage 6 – Roof Access Permit.*

7.3. Notice for Permits

For normal planned works personnel should provide as much time as practicable to apply for a permit generally and at least two working days prior for electrical permits or fire services impairment permits 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.

7.4. Access to Permits

Permits are available on the DIA website by following the links as shown below or following visual prompts (Attachment A refers):

- www.darwinairport.com.au >
- Working on Airport >
- Building Approvals >
- Stage 6.

8. Permit Procedures

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. The Project Manager must be involved in all aspects of the permit approval and implementation process.

8.1. 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 details to clearly identify the work to be performed. The Permit must be signed by the Applicant. The permit must then be forwarded to the NTA Project Manager to facilitate the permit approval process.

8.2. Approving a Permit

Permits shall be issued by a designated Permit Approver. Generally no person shall be both the Permit Approver and the Applicant for any given work unless the work is being conducted for approved emergency or out of hours work.

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.

8.2.1. 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;
- 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.

8.2.2. 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.

8.2.3. Check work does not conflict with other works

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.

8.2.4. Approve the Permit,

The permit approver shall sign off the permit, keep a copy of the signed permit and issue the original, signed permit to the applicant.

8.3. Working under a Permit

Upon receiving the Permit, the Permit User must ensure that a hard 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 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.

8.4. 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

8.5. 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 shall become invalid.

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.

8.6. 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.

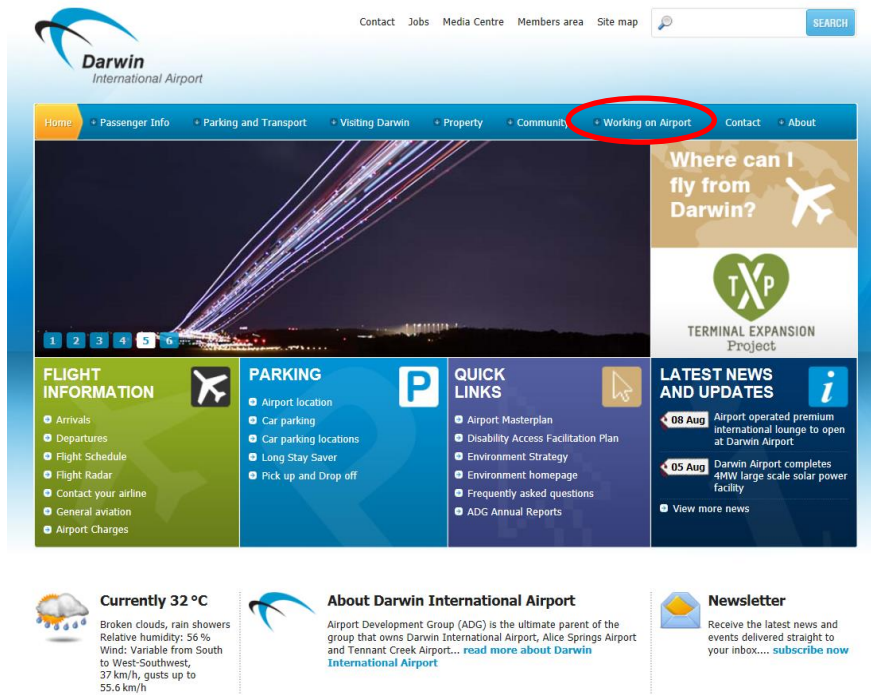
The Permit Approver will withdraw a Permit if there is a failure to adhere to conditions set down in the Permit.

8.7. Audits

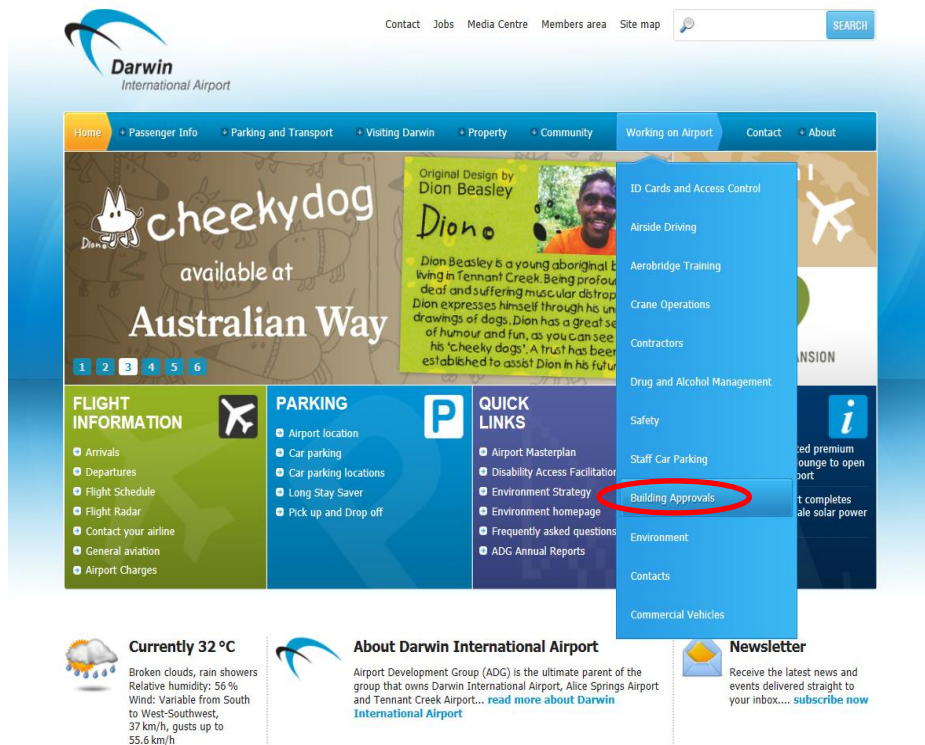
The permit to work procedure is an important function of the safety management system for NT Airports and as such compliance with this procedure is a key performance measure for the organisation.

The permit to work procedure will be audited and reviewed as required and no later than two yearly.

ATTACHMENT A – PERMIT FORM LOCATIONS



Home Page DIA Website – Press **"Working on Airport"**



Press **"Building Approvals"** & go to **"Stage 6 - Permits"**

ATTACHMENT A – PERMIT FORM LOCATIONS cont'd

Stage 5	Permission to Commence Work (PERCOW)	DIA
	Approved Contractor Registration	DIA
	DIA Site Rules	DIA
Stage 6	Permit to work procedures	DIA
	HV Access Permit	DIA
	HV Electrical Vicinity Permit	DIA
	Excavation Permit	DIA
	Hot Works Permit (welding, cutting, grinding)	DIA
	Fire Services Impairment Permit	DIA
	Roof Access Permit	DIA
	LV Electrical Access Permit	DIA
	Confined Space Access Permit	DIA
	Crane Permit	DIA
	Use of Chemicals (Weed Killers, Pest Control) Permit	DIA
	Working at Heights Permit	DIA

Scroll down to "Stage 6"