

Permit to Commence Work (PERCOW)



PERCOW number

1a – AIRPORT REPRESENTATIVE / INITIATOR to complete sections 1a & 1b

Initiator Name

Company / On behalf of

Phone Email

Works Title / Description of Work

Work Zone Landside Airside Sterile Other

Work Area Building Street Car Park Airfield

ASIC / Airside escort required? Yes No

Contract / approved PO / agreement in place? Yes No Not required

I understand I must confirm contractor inductions are completed and arrange airside escort with Operations if required:

Signed by Initiator Date

Location (insert image)

1b – COMMUNICATIONS & NOTIFICATIONS REQUIRED

Airside – Operations, Tenants Yes No Not applicable

Terminal – Operations, Tenants Yes No Not applicable

Landside – Mgmt Office, AOC, Tenants, Public (Corp Rels), Parking Yes No Not applicable

Initiator Comments

2a – CONTRACTOR REPRESENTATIVE to complete sections 2a, 2b, 2c

Company Name Contact Name

Phone Email

Start Date Finish Date Work Hours (e.g. 06:00-16:00)

Foreperson Name Foreperson Phone

2b – WORK ACTIVITIES

Any work activity applicable to this PERCOW requires a specific Safe Work Method Statement (SWMS)

Y / N <i>If yes, attach SWMS</i>	Requirements
-------------------------------------	--------------

Will the work include hot works (e.g. welding, cutting, grinding)?	Hot Works Permit
Will detector isolation/s be required (for smoke, heat / thermal, dust)?	Airport to notify Technical Services Mgr
Will the work include working in a confined space?	Confined Space Permit
Will excavations or trenching > 0.3m be undertaken?	Excavation Permit

Section continues on next page....

Permit to Commence Work (PERCOW)



PERCOW number

2b – WORK ACTIVITIES – CONTINUED	Y / N	Requirements
Are works on or near underground infrastructure (e.g. electrical, communications, gas, sewer, water)?		Provide DBYD and drawings. Notify asset owner if isolation / disconnection is required
Will there be work at heights > 2m, or within < 2m of an exposed edge?		Working At Heights Permit
Will crane works be required (i.e. mobile, Franna, etc)?		Crane Application / NOTAM review
Is the work on or near energised electrical installations?		Lock Out Tag Out
Will the work include the use of hazardous chemicals?		Make Safety Data Sheets available
Does the work involve movement of powered mobile plant?		Provide copies of appropriate licences
Will there be work on, in or adjacent to a road or other traffic corridor?		Traffic management plans (certified where required)
Is there potential to impact the environment due to waste, spills, stormwater contamination, sediment runoff, etc?		Environmental Management Plan
Will demolition works be undertaken?		WorkSafe Demolition Licence
Will there be work on / near asbestos (ref Airport Asbestos Register)?		WorkSafe Asbestos Licence
Do the works involve wall penetrations, core drilling or other dust-producing activities?		Drawings / detector isolations / review fire zones
Do the works involve explosives?		Airport security management approval
Are any works on / near / within contaminated or flammable atmospheres?		Ensure purging completed
Do works interface with the public?		Notice to tenants. Ensure sufficient controls – i.e. work areas delineated / public access restricted, contractor spotters
Will activity involve work on a telecommunications tower?		Access approval
Will there be mobile plant and equipment used airside?		Vehicle escorts
Are tools required to be used in the terminal sterile area?		Tools to be registered at screening point

Contractor Comments

2c – CONTRACTOR DECLARATION

I hereby certify that the following Airport requirements will be fulfilled prior to commencement of works:

- All personnel delivering works onsite have completed the required Airport induction modules
- The job foreperson will advise workers of emergency and evacuation protocols relevant to the works area
- On-site workers will obtain and properly display their ASIC or VIC pass as required
- Workers have the necessary competencies, licences and qualifications to undertake the works
- All personnel delivering works will sign onto either Section 6 of this document or a Contractor company sign-on sheet
- Workers will follow all Airport policies and procedures

Contractor Comments

Signed by Contractor

Date

Permit to Commence Work (PERCOW)



PERCOW number

3 – AIRPORT WORKS AREA MANAGER to complete this section

- Is there any conflicting work in the area? Yes No
- Will other stakeholders be impacted? Yes No
- Are you willing to authorise this work to commence? Yes No

Works Area Manager Comments

Name Signature Date

4a – AIRPORT HSEC ENVIRONMENTAL REPRESENTATIVE to complete this section

- Have you reviewed and accepted the attached SWMS? Yes No
 - Are you willing to authorise this work to commence? Yes No
- Additional site-specific rules required for the works to commence (*if any*)

Name Signature Date

4b – AIRPORT HSEC SAFETY REPRESENTATIVE to complete this section

- Have you reviewed and accepted the attached SWMS? Yes No
 - Are you willing to authorise this work to commence? Yes No
- Additional site-specific rules required for the works to commence (*if any*)

Name Signature Date

5 – AIRPORT FACILITIES / ASSETS REPRESENTATIVE to complete this section

- Have you reviewed and accepted the attached SWMS? Yes No
 - Are you willing to authorise this work to commence? Yes No
- Additional site-specific rules required for the works to commence (*if any*)

Name Signature Date

Permit to Commence Work (PERCOW)



PERCOW number

6 – COMMENCEMENT OF WORK – to be completed on the first day of works

The work described in this PERCOW is authorised by the following personnel to proceed:

Permit Holder (Contractor Foreperson):

Name Signature Date

Airport Responsible Person (Initiator or other authorised person):

Name Signature Date

Worker Sign-On

Use this Worker Sign-On sheet if Contractor company does not have one

Name	Company	Signature	Date

7 – PERMIT COMPLETION

The work has been completed. The work area has been made safe and can return to an operational state as at:

Date Time (e.g. 15:30)

Permit Holder (Contractor Foreperson):

Name Signature Date

Airport Responsible Person:

Name Signature Date

The Airport Responsible Person must ensure this completed document is saved to the Airport’s records management system. Contact the HSEC team with any questions or required assistance.