

# Permit to Commence Work (PERCOW)

PERMIT TO WORK No: -18

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:	<input type="text"/>	Company:	<input type="text"/>
Ph:	<input type="text"/>	Mob:	<input type="text"/>
Email:	<input type="text"/>		
Description of Works:	<input style="height: 40px;" type="text"/>		
Building:	<input type="text"/>	Location:	<input type="text"/>
Location: Landside/Airside/Sterile Area/Other:	<input type="text"/>	Airside/ASIC/VIC Escort Required:	<input type="text"/>
Signed by Initiator:	<input type="text"/>	Date:	<input type="text"/>
Airport Works Officer/Representative:	<input type="text"/>	Mob:	<input type="text"/>

## 2. CONTRACTOR to complete this section.

QBCC No:

Name:	<input type="text"/>	Company:	<input type="text"/>
Mob:	<input type="text"/>	Email:	<input type="text"/>
Type of Equipment to be used:	<input style="height: 40px;" type="text"/>		
Job Start Date:	<input type="text"/>	Finish Date:	<input type="text"/>
Airport Inducted Company Site Person Responsible:	<input type="text"/>		
Work Hours: (start time)	<input type="text"/>	(finish time)	<input type="text"/>
Mob:	<input type="text"/>	Afterhours:	<input type="text"/>

## 2a. WORK ACTIVITIES.

### Contractor must complete this section.

Where any work activity is applicable to this PERCOW a specific Safe Work Method Statement (SWMS) (Form A02) must be prepared and attached.

		SWMS Attached? (If 'yes', click box)	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?			
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? Buildings with asbestos include 9, 11, 17, 19, 21, 23, 25, 34, 35, 53, 55, 57, 69, 77, 79, 81, 83, 87, 107,			
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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Form A01

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 <u>must</u> 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 <u>must</u> 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 MAINTENANCE 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 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.**