

GENERAL WORK PERMIT

File ref:	SHP ____/
Version:	V1.2 / 76543
Issue date:	July 2017
Permit No:	LSP / MAR

This permit is required for any non-routine or potentially hazardous maintenance work. Without limiting KPA's discretion, examples include, high pressure water jetting, removal of handrails/gratings/fixed ladders, pressure testing (all situations), any work involving spraying of pesticides or insecticides, some works at the slipway (see HSE Slipway Guidelines) and launch and retrieval of vessels from the slipway.

SECTION 1: Area Authority

Landside
(Authorised by Maintenance Department)

Wharf, Marine & Slipway
(Authorised by Harbourmaster or their delegate)

SECTION 2: Applicant Detail's

Name of Permit Applicant (person undertaking work onsite)	Name: Contact No:
Company	
Company representative/ contact filling out permit (if different to permit applicant)	Name: Contact No: Email:

SECTION 3: Description of Location and Activity

Vessel Name or Site Location	
Description of Works	
Equipment being used	

SECTION 4: Permit Dates

Permit Requested For (to be filled out by permit applicant)

Start Date:		End Date:	
Start Time:		End Time:	

Permit Dates Authorised (to be filled out by Permit Authoriser)

Start Date:		End Date:	
Start Time:		End Time:	

SECTION 5: Permit Conditions

Permit Applicant to tick yes or no to the following:	YES	NO
1. Will a pre-start discussion take place?	<input type="checkbox"/>	<input type="checkbox"/>
2. JHA/Procedure has been prepared and is available for the works?	<input type="checkbox"/>	<input type="checkbox"/>
3. Will work be occurring in areas where there are asbestos containing materials (ACM)? If yes, this to be included in the JHA and the KPA asbestos register must be signed.	<input type="checkbox"/>	<input type="checkbox"/>

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Permit Applicant to tick yes or no to the following:	YES	NO
4. SDS for any chemicals being used has are referred to in the JHA and are available for the works?	<input type="checkbox"/>	<input type="checkbox"/>
5. Will a spotter/sentry be nominated?	<input type="checkbox"/>	<input type="checkbox"/>
6. Will the area be barricaded/cordoned off and warning signs displayed?	<input type="checkbox"/>	<input type="checkbox"/>
7. Is the person/s conducting the work suitably trained and competent?	<input type="checkbox"/>	<input type="checkbox"/>
8. The required PPE has been identified and will be worn by all persons involved in the activity?	<input type="checkbox"/>	<input type="checkbox"/>
9. Is the equipment you are using fit for purpose?	<input type="checkbox"/>	<input type="checkbox"/>
10. For KPA Contractors and licence holders, has the relevant department (eg Maintenance, Engineering, Ops or HSE) been advised of the works?	<input type="checkbox"/>	<input type="checkbox"/>

SECTION 6: Applicant Statement of Acknowledgement

By signing this document, the Applicant:

- Agrees that they are responsible for the works being undertaken and that they will work in a safe manner at all times and ensure that their contractors work in a safe manner;
- Confirms that the company they represent and contractors they use at the Port of Broome will:
 - (i) have safe systems of work in place;
 - (ii) use equipment that is certified (when required) and fit for purpose;
 - (iii) be competent in the type of work being undertaken; and
 - (iv) hold all required permits and licences.

Signature:		Position:	
Name:		Date:	/ /

SECTION 7: KPA Permit Authoriser Review

- Check permit is filled out correctly
- Clarify details with applicant where required.
- Check scheduling for other permits and activities
- For KPA contractors, ensure the relevant KPA contact has been advised of the work (i.e. Maintenance department, Engineering or Operations)

SECTION 8: KPA Permit Authoriser Statement of Acknowledgement (KPA Use Only)

I have reviewed the permit, checked for any conflicting works and can confirm that this Permit to Work is authorised subject to any conditions listed below.

Signature:		Position:	
Name:		Date:	/ /

Special Conditions for approval – if any	
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SECTION 9: Completion Sign Off. (Provide form to Gatehouse or KPA contact on departure)

Permit Applicant		Signature:		Date & Time	
KPA Rep		Signature		Date & Time	