

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

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, no or NA to the following:

YES

NO

1. Will a pre-start discussion take place?

2. JHA/Procedure has been prepared and is available for the works and includes any isolation or shut down of equipment and a drawing/sketch of the excavation area?

3. The area where works are occurring has been checked for services and the locations of any services are known (i.e. telephone/data cables, electrical cables, sewerage lines, gas pipelines or fuel lines).

4. Are works within **10 Meters** of marked fuel lines? If yes, Engineering Department to approve works and Maintenance Supervisor to contact Broome Pipelines to arrange site meeting.

5. Will work be occurring in areas where there is asbestos containing materials (ACM)? If yes, this to be included in the JHA and the KPA asbestos register must be signed.

6. Will a spotter/sentry be nominated?	<input type="checkbox"/>	<input type="checkbox"/>
7. Will the area be barricaded/cordoned off and warning signs displayed?	<input type="checkbox"/>	<input type="checkbox"/>
Permit Applicant to tick yes, no or NA to the following:	YES	NO
8. Is the person/s conducting the work suitably trained and competent?	<input type="checkbox"/>	<input type="checkbox"/>
9. The required PPE has been identified and will be worn by all persons involved in the activity?	<input type="checkbox"/>	<input type="checkbox"/>
10. Is the equipment you are using fit for purpose?	<input type="checkbox"/>	<input type="checkbox"/>
11. 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

SECTION 9: Completion Sign Off. (Provide form to Gatehouse or KPA contact on departure)

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