

ELECTRICAL WORK PERMIT

This permit is required for any work on or near high or low voltage equipment. Note: for any work involving isolation please also refer to the KPA Electrical Access Protocol.

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

High Voltage

Low Voltage

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?

2. JHA/Procedure has been prepared and is available for the works which includes steps for equipment isolation and shut down?

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Permit Applicant to tick yes, no or NA to the following:	YES	NO
3. If conducting HV work, has the minimum distance to be maintained from the high voltage area been explained to those involved	<input type="checkbox"/>	<input type="checkbox"/>
4. Will a spotter/sentry be nominated?	<input type="checkbox"/>	<input type="checkbox"/>
5. Will the area be barricaded/cordoned off and warning signs displayed?	<input type="checkbox"/>	<input type="checkbox"/>
6. The required PPE has been identified and will be worn by all persons involved in the activity?	<input type="checkbox"/>	<input type="checkbox"/>
7. Is the equipment you are using fit for purpose?	<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	