

 Broome Port Services	<h1>ELECTRICAL WORK PERMIT</h1>	File ref: SHP___/
		Version: V1.4 / 76555
		Issue date: Feb 2020
		<b>Permit No:</b>

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 Lock out Tag out Procedure.

### SECTION 1: 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 2: Description of Location and Activity

Vessel Name or Site Location	
High Voltage <input type="checkbox"/>	Low Voltage <input type="checkbox"/>
Description of Works:	
Equipment being used:	

### SECTION 3: 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 4: 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 which includes steps for equipment isolation and shut down?	<input type="checkbox"/>	<input type="checkbox"/>
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"/>

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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 5: 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 6: 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 7: 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 8: Completion Sign Off. (Provide form to Gatehouse or KPA contact on departure)

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