

Authority to Work Permit

BH – TDM 0437 361 901

AH – SOO 0418 120 854

Issued to Company:		Date Issued:	Notice #:
Issued to Name:		Expiry Date:	Contact #:
Signature of Person issued to:			Inducted: Y/N
Description of Works:			
Job Location (Precinct, Building):			Purchase Order #:
Plans Sighted: Yes / No / NA	SWMS Checked Yes / No	HAB staff Initials:	SWMS Job Ready: Yes / No
Task Assessment		Actions Required	
RISK	Y/N	Circle/Highlight if appropriate or insert if required	Comments including details of any Notice Submitted
Working Airside		ASIC-VIC-ADA-AUA-Roof-Radio-Escort-WSO	
Service Switching & Isolations, including FIP zones		Appropriate PPE, licences, Tag out, HV permit Req. Tenants notified	
Working at Heights/RF & Roof access		Working at Heights notice, Understanding of HBA's EWP requirements	
Asbestos present		Check Reg.-Licenced- Appropriate disposal, stakeholders notified	
Working in Isolation		Is task high risk, is task A/Hrs in Terminal (Evac Plan), are phone calls required, is 4WD required	
Confined spaces		Confined spaces trained, ventilation required, Entry/Exit Reg. Appropriate number of people.	
Hot/Dust Work		Hot Works / Dust Notice - PPE	
Fire Protection System Impairment		Fire Protection System Impairment notice-not to be used for FIP zone isolations	
Chemicals		Spill Clean-up Kit-MSDS-PPE	
Lifting Equipment to be used		Notice-Isolation of Utilities-Barricade of area – PPE - stakeholder notified	
Obstacle limitation Surface infringement		Online application and Approval -Yes / No If no, works will not proceed	
Working near moving machinery		Isolation Notice-Barricades-Traffic Management Plan - stop/slow	
Excavation or Surface penetration Vertical & Horizontal		Permit-Dial before you dig-Underground surface plans consulted-shoring-services in walls located	
Approval to carry Tools of Trade into Sterile Area		List Tools:	
ABC approval required/Other:			
HBA Use only			
Name and Signature			Date/Time
Issued and Approved By:		HIAPL Signature:	
Closed by:		Service Report: Yes/No	

The purpose of this Authority to Work Permit, is for HBA staff to be prompted to ask questions and at the end of the process, understand and feel confident that the contractor knows the job on hand, location and any dangers that could cause harm to HBA infrastructure, staff, contractors or members of the public.