

NOTE

A MINIMUM OF FIVE (5) WORKING DAYS NOTICE IS REQUIRED PRIOR TO THE PLANNED COMMENCEMENT OF WORKS.
THE AUTHORISED PERSON IS RESPONSIBLE FOR OBTAINING A COPY OF ALL REQUIRED HEALTH, SAFETY, ENVIRONMENT & QUALITY DOCUMENTS PRIOR TO THE AUTHORISATION OF THIS PERMIT TO BE SATISFIED THAT THE WORKS WILL BE UNDERTAKEN SAFELY AND TO QUALITY.

Contractor to Complete

1. REQUEST FOR CLEARANCE TO WORK *(To be completed by Contractor)*

Name of Contractor Completing Work: _____ Date Submitted: _____
Physical Location of Works: _____
Title of Works: _____
Scope of works for this Permit: _____
Duration of work: Start date: _____ Finish date: _____ Days of work: _____
Start time: _____ Finish time: _____ Hours of work: _____

Revised dates: Revised finish date: _____ Authorised Person: _____
(If required) Revised finish time: _____ Signature _____ Date _____

**AUTHORISED
PERSON TO
COMPLETE**

THE FOLLOWING DOCUMENT(S) HAVE BEEN ATTACHED (Refer Procedure)

☐ Description of Works* ☐ Supporting Documents

*Description of Works means a document (for example: Scope of Works or Work Method Statement) which provides sufficient detail to allow the Authorised Person to determine the type of tasks to be undertaken and the potential impact of any work to the Aqwest asset. Upon submission additional information may be requested by the Authorised Person.

CONTRACTOR PERSON RESPONSIBLE FOR MANAGING WORKS FOR THE DURATION OF THIS PERMIT

Name: _____ Contact Number: _____ Fax: _____
E-mail: _____

AQWEST AUTHORISED PERSON FOR THE ABOVE WORKS

Name: _____ Contact Number: _____

FORWARD THIS PERMIT TO THE AUTHORISED PERSON

Authorised Person to Complete

2. AUTHORISATION *(To be completed by Authorised Person)*

Applicable Permits, Forms & Additional Requirements (please tick)

☐ Confined Space Entry Permit ☐ Hot Work Permit

THE CONTRACTOR IS HEREBY ADVISED OF THE FOLLOWING ADDITIONAL SITE SPECIFIC HAZARDS / CONDITIONS

ATTACH ADDITIONAL INFORMATION AS REQUIRED

BY UNDERTAKING WORKS WITH THIS PERMIT, BOTH THE CONTRACTOR AND AUTHORISED PERSON AGREE TO ENSURE SUITABLE CONTROLS ARE IMPLEMENTED FOR HAZARDS IDENTIFIED AS PART OF BOTH SECTION 1 AND 2 OF THIS PERMIT.

Normal AQWEST Contractor HSEQ Requirements also apply.

Asset Controller approval for work has been: ☐ Approved ☐ Denied ☐ Further Information Requested

Name: _____ Position: _____ Signature: _____ Date: _____

Authorised Person approval for work has been: ☐ Approved ☐ Denied ☐ Further Information Requested

Name: _____ Position: _____ Signature: _____ Date: _____

RETURN PERMIT TO CONTRACTOR

Contractor

3. WORK COMPLETION *(To be completed by Contractor)*

I confirm the items listed in Section 1 & 2 have been implemented and the above works are completed. ☐ YES

I confirm all completed documented information is provided with this permit on completion (e.g. safety documentation, quality documentation etc.). ☐ YES

Name _____ Signature: _____ Date: _____ Contact Number: _____

RETURN PERMIT TO AUTHORISED PERSON

Authorised Person

4. FINAL SIGN OFF & CLOSE OUT *(To be completed by Authorised Person)*

I confirm completion of the above work and all associated permits have been closed. This permit is now closed out.

Inspection of this asset has been completed prior to bringing the asset back into service. ☐ YES

Completed documented information received (e.g. safety documentation, quality documentation etc.). ☐ YES

Name _____ Signature: _____ Date: _____

RETURN PERMIT TO CONTRACTOR SUPERVISOR. RETAIN AND FILE COPY AS A RECORD.

**RETAIN A
COPY OF
THIS PERMIT**

Authorised Persons and Asset Controllers Table

Asset	Authorised Persons	Asset Controller
Treatment Assets	Minor Works Water Quality Supervisor Works Planner & Scheduler Major Works Coordinator Treatment Asset Delivery Coordinator Project Manager Major Capital Works Manager Asset Lifecycle General Manager Water Services	Minor Works Water Quality Supervisor Major Works Coordinator Treatment
Networks Assets	Minor Works Senior Network Controller Works Planner & Scheduler Major Works Coordinator Networks Asset Delivery Coordinator Project Manager Major Capital Works Manager Asset Lifecycle General Manager Water Services	Minor Works Senior Network Controller Major Works Coordinator Networks
Stores & Administration Facilities	Minor Works Purchasing & Supply Administrator Works Planner & Scheduler Major Works Asset Delivery Coordinator Coordinator Works Management Project Manager Major Capital Works Manager Asset Lifecycle General Manager Water Services	Minor Works Purchasing & Supply Administrator Major Works Coordinator Works Management

NOTE:

Minor Works: <\$50,000

Major Works: ≥\$50,000

Prompts for Authorised Persons

This list is intended as an aid to the Authorised Person (or others) to identify potential impacts of the works in assessing an application for a CTW Permit.

Hazards (to the Contractor, through interaction with the AQWEST asset/site)	Confined Space Entry Striking our underground service Asbestos Unsafe atmosphere (H2S, LEL, CO, oxygen too low or high, other) Exposure to, or spills of chemicals, fuels, chlorine or other Dangerous Goods Work at heights or openings Pressurised equipment Equipment needing isolation (fluid, gas, power, stored energy) Noise/vibration Ultraviolet lamps RF energy (e.g. transmission towers) Conditions on site temporarily in an unsafe condition (tagged, barricaded) Drowning/engulfment/flooding Metallic service with potentially induced voltage from adjacent power lines Site Induction requirements not met
Drinking Water Quality	Water Treatment plant operation Chlorinator operation Backflow into the reticulation
Other Permits/checklists required	Confined Space Entry Permit Hot Work Permit Working at Heights Permits
Potential operational impacts or asset damage	Disruption of supply to customers Damage caused by mobile plant Chemical or biological contamination Access to equipment blocked during the work Fire/explosion Delays to work require asset to be isolated longer than planned Bypasses needing to be arranged Contingency plans needed (by Contractor, or Aqwest) Notification or approval by others required Site security compromised Local constraints to water discharge/dewatering Contractor's provision for clean-up or site restoration Causing direct damage to a pipe or coating Causing excessive impact, shock or vibration Causing excessive loading Limiting future access Disturbing foundations or bedding Causing subsidence Altering the depth of cover Interference with cathodic protection