Procedure: Permit To Work - Permit Application (step 2)

PTW: Designated Responsibility for Tradesperson

Permit To work Requirement established

No → Refer to Procedure to work permit (part 1)

Initial request to be made a a minimum of 48 hours prior to intent to commence work. Exception apply for priority 1 works.

yes → Contactor to initialize permit process

MU Responsible Officer & Authorizing officer cannot be the same

MU Responsible Officer to approve

MU Responsible Officer is the MU employee who engaged/overseeing the contractor

MU Competent Officer is a person who has acquired, through training, qualification or experience, the knowledge & skills to assess the hazards & authority to correct hazards

MU Competent Officer to endorse

Documentation Requirements

Contactor to complete Work Team Lead sections on Permit to Work form & submit to MU Responsible Officer

Form issued by MU Responsible Officer or at FM Helpdesk upon request

MU Responsible Officer to request JSA & WMS for related task & inspect documentation is completed correctly.

incomplete → Permit Declined: and returned to Contractor

Permit Authorisation

MU Responsible Officer to endorse permit & seek approval from MU Competent Officer

Not approved

MU Competent Officer to review JSA, cross check for any conflicting jobs on PTW-SIMOPS register & sign permit.

Not approved

MU Competent Officer to reference PTW-SIMOPS electronic register located on PDCSO common drive to ensure there is no conflicting permits/ event scheduled.

Link - G:\Common\Permit To Work Register

FM Helpdesk enter permit onto electronic PTW-SIMOPS register & issue permit with a valid Permit & Certificate number.

FM Helpdesk to file original accordingly under building number by date order.

Registering of all permits is completed once daily by FM Helpdesk

Permit Issue

MU Responsible Officer to Review PTW-SIMOPS register or permit folder to advise contractor that permit has been approved & processed.

Responsible Officer to inform MU Competent Officer of out of hours requirements

Original permit(s) to be issued to Contractor directly by MU Responsible Officer and returned to FM Helpdesk daily.
*Copies not permitted

Contractor to hold permit to work at location of works at all times

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