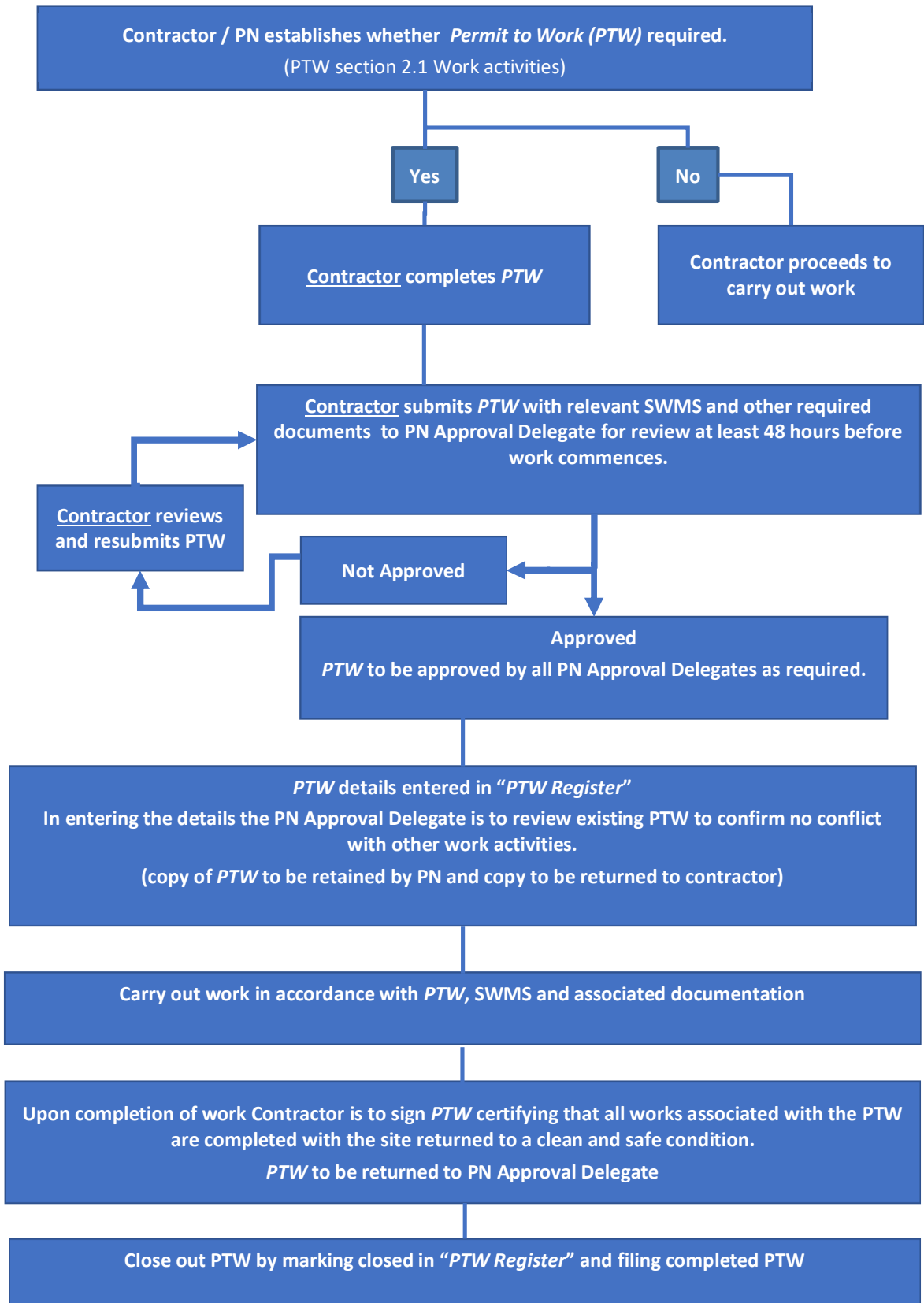


## Flow Chart

The following flowchart illustrates Ports North Permit to Work Procedures



## How to complete the Permit to Work (PTW)

	Information to be included
Permit Number	Permit number will be added by PN Representative once permit is approved.
<b>1. Contractor / Ports North to complete this section.</b>	
Description of Works	Brief description of works to be conducted
Building / Facility	Name of building/facility where works to be conducted
Location	Location of works within building/facility
Ports North Representative Name	Printed name of Ports North Representative
Mobile Number	Mobile Number of Ports North Representative
Date	Date completed
Contractor Name	Contractor's name
Mobile No.	Contractor's mobile number
QBCC No.	Contractor's QBCC No.
Supervisor Name	Name of Contractor Supervisor on site
Email	Contractor's email address
Type of equipment to be used	Indicate type equipment to be used e.g. power tools, machinery, plant etc.
Permit Start Date	Indicated Date when works will commence
Permit Finish Date	Indicated Date when works will be completed
<b>2.1 Work Activities - Contractor MUST complete this section</b>	
Work activities 1 - 23	Contractor to place a (✓) to applicable work activity
SWMS attached Y/N	For each work activity with (✓) a SWMS must be prepared and attached - Y/N
Minimum Ports North Permit Approval Level	Ports North management approval level for type of work activity to be performed
PN Comments	Section to allow PN Representative to make comments, either noting where there are issues identified or defining controls which must be implemented.
<b>2.2 Isolation / Disconnections / PN Assets - Contractor MUST complete this section</b>	
Indicate the service effected	Contractor must indicate Yes or No to the applicable service that involves Isolation/Disconnection and PN asset requirements
Details	Brief description of how the service will be affected. Note the specific requirements for - Where Ports North Access Card is required then details of areas to be provided.
<b>3 Contractor Acknowledgement</b>	
Contractor to complete series of questions 1 -10	Contractor will indicate "YES / NO / N/A" to each question
Contractor Representative Name	Printed Name of the Contractor Representative
Signature	Signature of Contractor Representative
Date	Date signed
<b>4 Ports North Permit Approval</b>	
Ports North Permit Approval Level Required	Approval level indicated by circling 1, 2, 3 (referenced in Section 2.1). Progressive approval escalation to indicated level on permit
Approval level Name	Printed name of person authorised for the level approval
Signature	Signature of authorised person
Date	Date signed

	Information to be included
<b>5 Completion of Works – Permit Closed</b>	
<b>Comments</b>	Comments to certify works associated with the permit have been completed with the site returned to a clean and safe condition
<b>Contractor Representative Name</b>	Printed Name of Contractor Representative
<b>Contractor</b>	Name of contractor
<b>Signature</b>	Signature of Contractor Representative
<b>Date</b>	Date works completed
<b>Time</b>	Time works completed
<b>PN Representative</b> ( <i>Contractor unavailable to sign</i> )	Signature of PN Representative – <i>Only to be used where the contractor is unable to close out PTW</i>
<b>Date</b>	Date works completed and PN confirmed that work is complete
<b>Time</b>	Time works completed and PN confirmed that work is complete
<b>Completed <i>Permit to Work</i> to be forwarded to Ports North Officer/ Representative initiating the work</b>	