

Short-Notice Permit to Work Endorsement



PTW Applications are required to be lodged 3 working days prior to the work. With endorsement from a GM or relevant Head of Department, a PTW Application can be lodged with one working day's notice using this form. Note however that:

- This Endorsement is to be used sparingly and only when there is justifiable reason for either the delayed lodging or the work occurring quickly (refer section 2.2.2 PTW Manual).
- A completed PTW Application must accompany this Short Notice Endorsement form with all required approvals and certificates.
- Emergency Work does not require a PTW Application to undertake "make-safe" work (refer section 2.2.3 PTW Manual).

Area Authority (AA):							
AA e-mail:							
AA designation:		AA mobile ph:					
Work Details, Times, Description, etc:							
Project / job name:							
Describe Work: <i>Note: ONLY work described can be done.</i>							
Permit requested for:	Date from:	Date to:					
Work times:	Start time:	End time:					
Date Permit request lodged:		Days notice:					
Reason why a Short Notice Endorsement is required:							
Endorsement of PTW being granted at Short Notice:							
Designation:		Name and Signature:					
<input type="checkbox"/>	GM of Area						
<input type="checkbox"/>	Head of Business Unit						
<input type="checkbox"/>	Manager Engineering Services						
<input type="checkbox"/>	Head of Health and Safety						
Decision on this Short-Notice Endorsement: (for Permit Office use only)							
<input type="checkbox"/>	Approved	<input type="checkbox"/>	Amended and approved	<input type="checkbox"/>	Declined	<input type="checkbox"/>	Further information sought
<i>Permit Officer Name and Signature</i>		<i>Time of decision</i>		<i>Date of decision</i>			