

Permit to Work

**PTW No.**

(Issued by permit office)

This Permit, associated drawings, certificates and documents MUST be displayed at the worksite throughout the length of the permit

Previous PTW No.
(If Applicable)

Print Details of work
**Person in Charge of
Work Site (PICWS)**

Company

24/7 contact number

The person identified below has inducted the PICWS to site and has reviewed all PTW documentation before submitting to Permit Issuing Office

Area Authority

Contact number

Designation

Describe Work (Note: Only the below work is to be done)

**This permit is valid from
(one week max)
Work times**

**Date from
Start time**

**Date to
End time**

Site/Area/Location:

Tools / Equipment to be used:

The tasks below apply to the work (Rescue and recovery plan to be completed in case of works highlighted with a *):

- | | |
|--|--|
| <input type="checkbox"/> Confined space entry/work* | <input type="checkbox"/> Structural penetration |
| <input type="checkbox"/> Working at height* | <input type="checkbox"/> Traffic system impairment |
| <input type="checkbox"/> Ground penetration/Excavation* | <input type="checkbox"/> Working with hazardous substances (other than asbestos) |
| <input type="checkbox"/> Hot work* | <input type="checkbox"/> Asbestos removal |
| <input type="checkbox"/> Group or high voltage isolation* | <input type="checkbox"/> Firearms |
| <input type="checkbox"/> Work on high voltage or group isolated systems* | <input type="checkbox"/> Complex crane lifts* |
| <input type="checkbox"/> Fire system isolation | <input type="checkbox"/> Airfield/Runway incursion (intrusion) |
| <input type="checkbox"/> Demolition | <input type="checkbox"/> Other: Please explain |

Hazards: As identified on attached JSA or listed below

Is notification of "Particular Hazardous Work" required as defined by Worksafe

☐ Yes ☐ N/A

Apron tower notified (for all airfield works)

☐ Yes ☐ N/A

Date notified:

Type of work notified:

Worksafe Reference number

For any enquiries or assistance contact Auckland Airport Permit Officers at permit.office@aucklandairport.co.nz

List phone numbers to contact in case of an emergency		
Incident Control room	09 256 8777	Emergency meeting point: (in case of evacuation)
Airside Security (AvSec)	09 255 6000	
Permit Office	09 257 7046	
Apron Tower	09 256 8990	
Nearest fire extinguisher(s) located at: (List Number, Size & Type e.g. 2 x 9kg Dry Powder)		
Concurrent / Conflicting Activities (List persons/departments notified if any):		
Rescue and Recovery processes (In case of emergency; List equipment) attach additional sheet if required		
List the reference documents and certificates for this task (attach if necessary)		E.g. Traffic management plans, fire system isolation certificates, SOPs etc. These must be approved by relevant manager before submission.

Permit Signatories	Area Authority	PICWS
By signing this all signatories confirm that they and all those supervised, understand and agree to abide by the Permit conditions and all applicable attachments (Can be signed off before work date):		
Permit Issuer (Print name & sign)		

Close out of Permit
This permit has been closed out as per below:
<input type="checkbox"/> Work has been completed. All tools and equipment removed and site returned to normal operations.
<input type="checkbox"/> Work has not been completed and will now continue on new PTW No. _____ (Issued by PIO)
<input type="checkbox"/> Work has been suspended and site has been returned to normal operations.
PICWS: _____ Date: _____

PTW Audit	Number
The work for this permit has been inspected and the area and all adjacent areas to the site can be returned to normal operations AFTER the following is addressed (if required):	
Note: The permit must not be signed off until all issues have been addressed	
Permit inspector	Date: _____

Return original Permit and all Forms to the Permit Officer

Permit Close Out By Permit Issuer:	<i>For permit office use only</i>
Permit Officer Signature	Position
Time	Date