

NOTE

A MINIMUM OF FIVE (5) WORKING DAYS NOTICE IS REQUIRED PRIOR TO THE PLANNED COMMENCEMENT OF WORKS. THE PROJECT MANAGER 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.

Project Manager to Complete

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

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 PERFORMING WORKS FOR THE DURATION OF THIS PERMIT

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

PROJECT MANAGER PERSON RESPONSIBLE FOR PROJECT MANAGING THE WORKS FOR THE DURATION OF THIS PERMIT

Name: _____ Contact Number: _____ 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 Working at Height Hot Work Permit Isolation Plan

THE PROJECT MANAGER AND CONTRACTOR ARE HEREBY ADVISED OF THE FOLLOWING ADDITIONAL SITE SPECIFIC HAZARDS / CONDITIONS

ATTACH ADDITIONAL INFORMATION AS REQUIRED

BY UNDERTAKING WORKS WITH THIS PERMIT, THE CONTRACTOR, PROJECT MANAGER 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.

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 PROJECT MANAGER

4. FINAL SIGN OFF & CLOSE OUT *(To be completed by Project Manager)*

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,, quality, environment documentation etc.). YES

Name _____ Signature: _____ Date: _____

**RETAIN A
COPY OF
THIS PERMIT**

RETAIN AND FILE COPY AS A RECORD.

Authorised Persons and Asset Controllers Table

| Asset | Authorised Persons |
|------------------------------------|---|
| Treatment Assets | <p>Works</p> <p>Coordinator Treatment</p> <p>Water Quality Supervisor</p> <p>Manager Asset Lifecycle</p> |
| Networks Assets | <p>Works</p> <p>Coordinator Networks</p> <p>Manager Asset Lifecycle</p> |
| Stores & Administration Facilities | <p>Works</p> <p>Coordinator Works Management</p> <p>Manager Asset Lifecycle</p> |

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.

| | |
|---|---|
| <p>Hazards (to the Contractor, through interaction with the AQWEST asset/site)</p> | <p>ISOLATION of Energy source. (Zero Test to be done) 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</p> |
| <p>Drinking Water Quality</p> | <p>Water Treatment plant operation Chlorinator operation Backflow into the reticulation</p> |
| <p>Other Permits/checklists required</p> | <p>Confined Space Entry Permit Hot Work Permit Working at Heights Permits</p> |
| <p>Potential operational impacts or asset damage</p> | <p>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</p> |
| <p>Routine Work</p> | <p>Tasks done regularly, typical, or everyday task.</p> |
| <p>Non-Routine Work</p> | <p>Tasks that employees do not regularly perform or are performing for the first time.</p> |