

ELECTRICAL WORK PERMIT

Work Requested by: **Location:**
Scope of Work:

CONTRACTOR DETAILS

Company Name:	
Company Address:	
Permit Applicant Name:	
Electrical Contractor Licence Number:	
Electrical Practitioner's Licence Number:	
Emergency Contact Numbers:	
Induction Card No:	

SECTION 1 - ELECTRICAL WORK DETAILS

YES
NO

1. Is this low voltage work?			If "Yes", complete Section 1 & 3
2. Is this high voltage work?			If "Yes", go to Section 2 & 3
3. Will work require equipment isolation?			If "Yes", what equipment? Who will isolate?

SECTION 2 - HIGH VOLTAGE WORK

Is HV Switching to be performed?			If "Yes", by whom?
Will HV equipment be isolated?			If "Yes", by whom?
Will HV equipment be live?			
What High Voltage equipment is involved:			
Specialist equipment to be used:			
Is the safety observer suitably trained? (Completed High Voltage Operator Training)			If "No", do not proceed
Is this a new installation or alteration? If yes, a Certificate of Electrical Compliance (CEC) must be completed.			
Does the work involve; a.) Equipment working near HV power lines? b.) Equipment passing under HV power lines? c.) Personnel working on or near HV equipment?			
Has the minimum distance to be maintained from HV been explained to personnel involved? Note: Refer to Workplace Standards 'A GUIDE to working safely near OVERHEAD POWER LINES'	YES	NO	

SECTION 3

YES
NO

Is the installation to be carried out in a hazardous area? If yes, a Certificate of Electrical Compliance is required.		
Update of the hazardous area equipment dossier on completion of works, with submission of Certificate of Electrical Compliance (CEC)?		
Hazardous Area Qualification Training noted?		
Does the work area require barricading?		
Are warning signs and bunting in place at the work area?		
Are weather conditions suitable for this work to be completed?		
Has applicant completed a JSEA or Procedure for the task/s? (A JSEA or Procedure must be completed, attached to this permit prior to task commencing)		
NB: Details of any alterations or additions made to fixed wiring on Tasports' facilities must be supplied to TasPorts' Electrical Contract Licence Holder or his site designee for inclusion on relevant drawings. This permit is valid only for the 'Expected work timing' period stated above. No work is to be undertaken outside of that covered in Scope of work to be performed. All persons engaged in the work must be suitably trained and licensed.		

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SECTION 4 - AUTHORISATION

Permit Issuer – I have discussed the work to be performed with the recipient, the hazards identified and the agreed methods of work. I authorise the work specified to proceed, provided the precautions listed on this permit and attached documentation are observed.

Name:	Signature:	Date:
Permit Valid from (Date/Time):	To (Date/Time):	

Permit Recipient Directly Managing Work - I have assessed and discussed the work to be performed with the permit issuer and agree to comply with all agreed controls, site safety requirements and with all provisions of this permit, and to explain and enforce those provisions with all persons under my responsibility. Note: if recipient leaves the site and work is not complete, a new permit must be issued.

Recipient Name:	Signature:	Date:
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Others working under this permit:

Name	Training/Licence Number	Phone Number

SECTION 5 - PERMIT HANDOVER/PERMIT FINALISATION

<input type="checkbox"/> Work not complete, handover completed	Permit Handover: Signed Outgoing Permit Issuer:	Dated:
<input type="checkbox"/> Work complete, proceed to permit closure	Signed Incoming Permit Issuer:	Dated:

Completion of Works and Permit Closure – RECIPIENT

All work has been completed, people and equipment withdrawn from the plant/area, isolations removed and the plant/area is clean and safe for use.

Certificate of Electrical compliance has been submitted:

Yes ☐ No ☐ If not, reason.....

Acceptance and Permit Closure – PERMIT ISSUER

I am satisfied that all work associated with this Permit has been completed in accordance with the Permit Conditions.

I have received a Certificate of Electrical Compliance (CEC)

Yes ☐ No ☐

Name:	Signature:
Date:	Time:

Name:	Signature:
Date:	Time: