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| **MWPA Use Only** |  | Permit No. |  |
| Associated Permits |  |  | Work Order No. |  |

**Applicant (Permit Owner) to complete Sections 1-5.**

| Section 1. Permit Owner Details |
| --- |
| Full Name |  | Company |  |
| Email Address |  | 24hr Contact No. |  |
| MWPA Rail Terminal Coordinator |  | Rail Terminal Coordinator Contact No. |  |
| Start Date / Time |  | Completion Date / Time |  |

| Section 2. Reason for Work in Rail Corridor / Scope of Work |
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| Section 3. Location of Work in Rail Corridor |
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| Section 4. Requirement Checklist |
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| The following minimum requirements MUST be met / understood / attached by Permit Owner. |
|[ ]  **MWPA Rail Terminal Procedure** – Permit Owner confirms they have reviewed the Procedure. |
|[ ]  **MWPA Rail Terminal Coordinator** – Permit Owner confirms they have contacted Rail Terminal Coordinator regarding the work to be undertaken and as a minimum have discussed:• train movement / schedules;• emergency / evacuation requirements; and• contact arrangements. |
|[ ]  **Risk Assessment** –Permit Owner confirms a risk assessment meeting the requirements identified within the MWPA Rail Terminal Procedure must be ATTACHED with this application.The risk assessment must include Emergency Procedures, or they are to be attached as a separate document.Copies may be required for adjacent leaseholders / operations. |
|[ ]  **Rail Workers Qualifications** –Permit Owner confirms that all Rail Workers hold suitable qualifications – as a minimum a MWPA Track Access Permit as applicable to the requirements of their role (such as, access or track protection) and are ATTACHED with this application. |
| [ ]  Yes [ ]  No [ ]  NA | **Isolations** – Permit Owner confirms they have discussed the scope of work with the MWPA Rail Terminal Coordinator and understand the isolation requirements for the proposed work.***Note*** – Isolations shall be completed by MWPA Workers prior to the commencement of works. |
| [ ]  Yes [ ]  No [ ]  NA | **Safety Data Sheets (SDS)** – Permit Owner confirms that they have contacted MWPA Rail Terminal Coordinator and the proposed product is approved for use on MWPA premises. A copy of the SDS shall be ATTACHED with this application. |

| Section 5. Permit Owner – Acceptance of Conditions / Requirements |
| --- |
| By signing this document, I understand and accept the Terms and Conditions of this application and declare that all information given is true and accurate.I understand that prior to the commencement of work, this Application and supporting documentation will be subject to site review and final approval. |
| Permit Owner Name |
| Signature |  | Date |  |

**This form and attached documents should be emailed to** **permits@midwestports.com.au****.**

| Section 6. MWPA Use – Authorisation  |
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| Permit Coordinator confirms appropriate Authorisations have been completed. |
| **Permit Received** | **Position** | **Name** | **Signature** | **Date** |
| [ ]  Yes [ ]  No [ ]  NA | Rail Operations Supervisor |  |  |  |
| [ ]  Yes [ ]  No [ ]  NA | Permit Authoriser – Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|[ ]  **Authorised** |[ ]  **Rejected – Revise and Resubmit** |
| Authoriser Name | Signature |
| Role |
| Comments |
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| Section 7. MWPA Use – Issue  |
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|[ ]  The Application has been reviewed by the appropriate Permit Authorisers and found suitable for return to the Permit Owner. |

| Section 8. MWPA Use – Site Review, Approval and Revalidation\* |
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| I confirm that this Application and supporting documentation has been reviewed. The Permit is now OPEN and Permit Owner has been advised they have control of their activities and work may commence.  |
| **Approver Name** | **Approver Position** | **Signature** | **Date / Time** |
|  |  |  |  |

| Section 9. Permit Owner – Acceptance of Conditions / Requirements |
| --- |
| I confirm that this Permit is now OPEN and as the Permit Owner, I have control of the work activities covered by this Permit. Daily revalidation shall be recorded prior to the commencement of work. |
| Permit Owner Name |
| Permit Owner Position |
| Signature | Date / Time |

| Section 10. Permit Owner – Site Review and Revalidation |
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| Daily revalidation shall be recorded prior to the commencement of work.  |
| **Approver Name** | **Approver Position** | **Signature** | **Date / Time** |
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| Section 11. MWPA Use – Completion of Work |
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| Permit Owner advises work has been completed. I confirm the work area has been left in a clean, safe and acceptable condition and the Permit can be CLOSED. |
| Approver Name |
| Approver Position |
| Signature | Date / Time |

| Section 12. MWPA Use – Permit Closed |
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|[ ]  Permit has been CLOSED. |

| Section 13. MWPA Terms and Conditions |
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| 1. To ensure timely approval for PERMITS, the following MINIMUM approval times apply.
	* Application for Land Based Crane Lift, Application to Excavate / Penetrate and Application for Traffic Management shall be lodged at least seven days prior to work.
	* All other permits shall be lodged at least three days prior to works.
 |
| 1. A copy of this Application for Works in MWPA Rail Corridor Permit plus mandatory documentation is to be held on site at all times.
 |
| 1. Permit Applicant accepts that no work can commence on site until this Permit and associated documentation has been reviewed and approved on site.
 |
| 1. Permit Owner warrants that it understands the nature of the work permitted by the Permit and risks associated with it, has sufficient competence to carry out the work and accepts responsibility (including work health and safety responsibility) for the work.
 |
| 1. All Workers accessing MWPA sites, as a minimum are required to have completed the MWPA Induction. Within the Landside and Waterside Restricted Zones, individuals are required to carry their own Maritime Security Identification Card (MSIC) at all times. A visitor’s pass may be obtained, although all visitors must be escorted at all times by a holder of a current MSIC.
 |
| 1. Any incidents (safety / environmental / damage) must be reported to MWPA immediately. After hours, please call the 24hr Emergency Contact on 0437 413 734.
 |

\* Refer to Permit Revalidation Extension form if work period extends past seven days.

**Custodian – Operations Manager**

**Approver – Chief Operating Officer**