

# SAA / PERMIT – DETERMINATION / REQUEST

Name:			
Company Name / Department:			
Worksite location:			
Description of works:			
Date of work:		Time and duration of work:	

SELF ASSESSMENT CRITERIA		Y	N
1	Work within the hazard zone	<input type="checkbox"/>	<input type="checkbox"/>
2	Any work where any part of the worksite, any tools or material, plant or machinery, a suspended load, or any person (who is performing work), could come within the Hazard Zone or the System Site	<input type="checkbox"/>	<input type="checkbox"/>
3	Any work which will force pedestrians to be diverted into the Hazard Zone or the System Site	<input type="checkbox"/>	<input type="checkbox"/>
4	Upgrading or changing any operational equipment, system software, firmware or licensing	<input type="checkbox"/>	<input type="checkbox"/>
5	Piling, using a crane, excavation over 2m deep, or erecting and dismantling scaffolding, within 6m of the edge of the Hazard Zone or the System Site	<input type="checkbox"/>	<input type="checkbox"/>
6	Any excavation within 3m of the NLR where undermining could occur	<input type="checkbox"/>	<input type="checkbox"/>
7	Any work of any kind within 3m of a charge bar or pole supporting overhead wires, in areas where the LRVs operate	<input type="checkbox"/>	<input type="checkbox"/>
7	Any work where vehicles fitted with cranes, tipping bodies or skip loaders will come within the Hazard Zone or the System Site when this equipment is in use	<input type="checkbox"/>	<input type="checkbox"/>
8	Any work of any kind that may produce smoke, dust, gas in a confined area (Depot) requiring inhibition of the fire alarm system; or	<input type="checkbox"/>	<input type="checkbox"/>

If you tick any red box “” you **will require a work permit** (Please complete the permit application)

If you do not require a work permit you **must still request a site access authority (SAA)** number before commencing any activities

<b>Work Permit Note:</b>
Please supply the procedure, JSEA / SWMS or work instruction for this task.
Secondary permits must be supplied for following high risk work activities:
<ul style="list-style-type: none"> <li>• Confined space work;</li> <li>• Hot work;</li> <li>• Trenching and excavation;</li> <li>• High voltage; and</li> <li>• Work at heights.</li> </ul>
<b>IMPORTANT:</b> This document becomes the Permit Request Application and must be submitted along with all other required paperwork. SUBMIT to: <a href="mailto:permits@newcastletransport.info">permits@newcastletransport.info</a>

Applicant Name:		Applicant Signature:	
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