



AUTHORITY TO WORK PERMIT PROCEDURE

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1.0 DEFINITIONS

AES	Airport Emergency Services
ATWP	Authority to Work Permit
Confined Space	<p>An enclosed or partially enclosed space that is not intended or designed primarily for human occupancy, within which there is a risk of one or more of the following:</p> <ul style="list-style-type: none"> a) An oxygen concentration outside the safe oxygen range. b) A concentration of airborne contaminants that may cause impairment, loss of consciousness or asphyxiation. c) A concentration of flammable airborne contaminant that may cause injury from fire and explosion. d) Engulfment that may cause suffocation or drowning. <p>Confined spaces may be temporary (e.g. during repairs or excavations).</p>
Cranes	For the purpose of the permit to work system refers to mobile cranes and fixed tower cranes. It excludes gantry and Hiab type cranes.
Excavation	Excavation includes all work, which breaks the ground surface and protrudes below it. It also includes penetrations through floors, walls, ceilings and demolition. Excavation may be by hand or by mechanical means.
Hot Work	Any work that involves a source or potential source of ignition. It covers gas cutting and welding; rotary disc cutting and grinding; soldering, paint stripping (Hot air and flame gun), and any other operation that uses naked flames or produces sparks. It also includes the use of non-intrinsically safe or flame proof equipment in potentially flammable atmospheres.
Impairment Permit/Certificate	This is required for the impairment/isolation of emergency systems (alarms, sprinklers, and detectors), and electrical systems with 2 or more isolation points.
Job Safety Analysis (JSA)	Hazard/Risk management tool that breaks down the work activity and identifies hazards/risks and their controls to be applied.
Notifiable Work	Work needing to be notified to WorkSafe NZ
QAC	Queenstown Airport Corporation
Safety Observer	Responsible for monitoring hazardous work, stopping work when a dangerous situation arises, and initiating rescue procedures if

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	required. Safety observers are required for confined space entry at a minimum, but can also be required for crange, excavation, and work at height.
Work at Heights	Any work where there is the risk of fall of two or more metres as measured from the workers feet.
Permit Issuer	Issues the ATWP authorising work to proceed in line with defined conditions
Permit Receiver	Person who applies for the ATWP and is generally the person in charge of the place of work.
Permit User	Those carrying out the permitted work.

2.0 SCOPE

This Procedure shall apply to all workers (contractors, employees, operators, tenants) at Queenstown Airport Corporation (QAC).

3.0 PURPOSE

The QAC ATWP is one of QAC’s most critical controls. Its purpose is to:

1. Provide adequate assessment and control of typically non routine, higher risk work activity that is performed at QAC.
2. Manage potentially conflicting work.
3. Protect the health and safety of QAC, employees, contractors, operators, tenants and visitors.
4. Protect the environment from adverse effects.
5. Protect QAC assets, operations and reputation.

4.0 WHEN IS AN ATWP REQUIRED?

The following work requires a written ATWP accompanied by the relevant Certificate/s:

Permit activity	Description	Exclusions
Authority to Work Permit	This is required for any of the work described in this table below (certificates relating to them will be attached to this permit). In addition to the below any (WorkSafe) Notifiable Work.	This permit is not to be used for managing access requirements or work outside of QAC’s control (e.g.

		work tenants are doing that does not interface with QAC infrastructure).
Hot work (Certificate)	Any work that could cause a spark, e.g. welding, blow torching, flame cutting, grinding, sparks from jackhammers or concrete cutting, drilling, use of engines, aircon brazing.	Hot work done in a designated Hot Work area within a workshop.
Work at height (Certificate)	Work at height exceeding 2m (measured from workers' feet). Work within 2 metres of an exposed edge with a risk of fall >2m. Work carried out from a "man cage". Erection of scaffold over 2m.	Work carried out from a certified scaffold.
Confined space entry (Certificate)	Examples include: Tanks; Silos; Bins; Pits and open tanks where heavier-than-air gases can accumulate	None
Cranage (Certificate)	Lifting anything by mobile or tower crane. It also includes a Hiab where it is being used to complete work activity or is unloading material airside.	Simple unloading of materials from a vehicle using a Hiab or similar landside.
Excavation (Certificate)	Excavation includes any work which breaks the ground surface and protrudes below it, outside within plant/site boundaries. It also includes penetrations through floors, walls, and ceilings.	Gardening activities, where digging is done with hand tools and any digging is less than 0.5m. General digging in farm pasture areas including turning soil. Masonry fixings into concrete walls/slabs; picture hooks etc.
Isolations (Certificate)	Where isolating more than one breaker/switch or carrying out High Voltage work.	Standard single point isolations.
Emergency Systems (Impairment Certificate)	Work on or isolation of emergency monitoring and protection systems (fire systems). This may be: a) as part of a QAC ATWP; or b) a standalone certification (as part of a contractor permit system in a ring fenced environment; or	

	c) as an impairment notice in its own right with no other work associated with it (or ATWP).	
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4.1 USE OF VERBAL PERMITS

The following work can be carried out under a verbally issued ATWP. This is entirely at the Permit Issuers discretion.

Permit activity	Description	Requirements
Work at height	Work from a scissor lift	Operator competency/certification and lift certification must be confirmed by Permit Issuer prior to issuing verbal permit.
	Work on a roof with appropriately designed and installed edge protection.	Work must be carried out on/from properly designed and constructed walkways/work platforms.
	Roof access that only requires walking on purpose designed walkways.	
Cranage	Hiab loading/unloading airside.	

5.0 OVERVIEW OF THE PERMIT TO WORK SYSTEM

Define the Scope of Work

- Clearly identify the exact nature and extent of the work activity to be permitted.

Hazard/Risk Management (JSA)

- The primary hazard management tool to be used is a Job Safety Analysis (JSA). This is to be carried out for all permitted work and should be submitted by the Permit Receiver at the time of applying for a permit. It should reflect the scope of work and situation/environment at that time.

Prepare the Worksite

- Ensure the worksite and equipment is safe to work in or on. This includes all isolations and control of potentially conflicting work.

Check the Worksite

- An independent check of the worksite to ensure it is safe. This is to be undertaken by the Permit Issuer or their designate.

Issue Permit

- The ATWP (and associated Certificate/s) are issued when it is authorised by the Permit Issuer and countersigned by the Permit Receiver. All the above activities must have been completed and confirmed prior to issuing the permit.

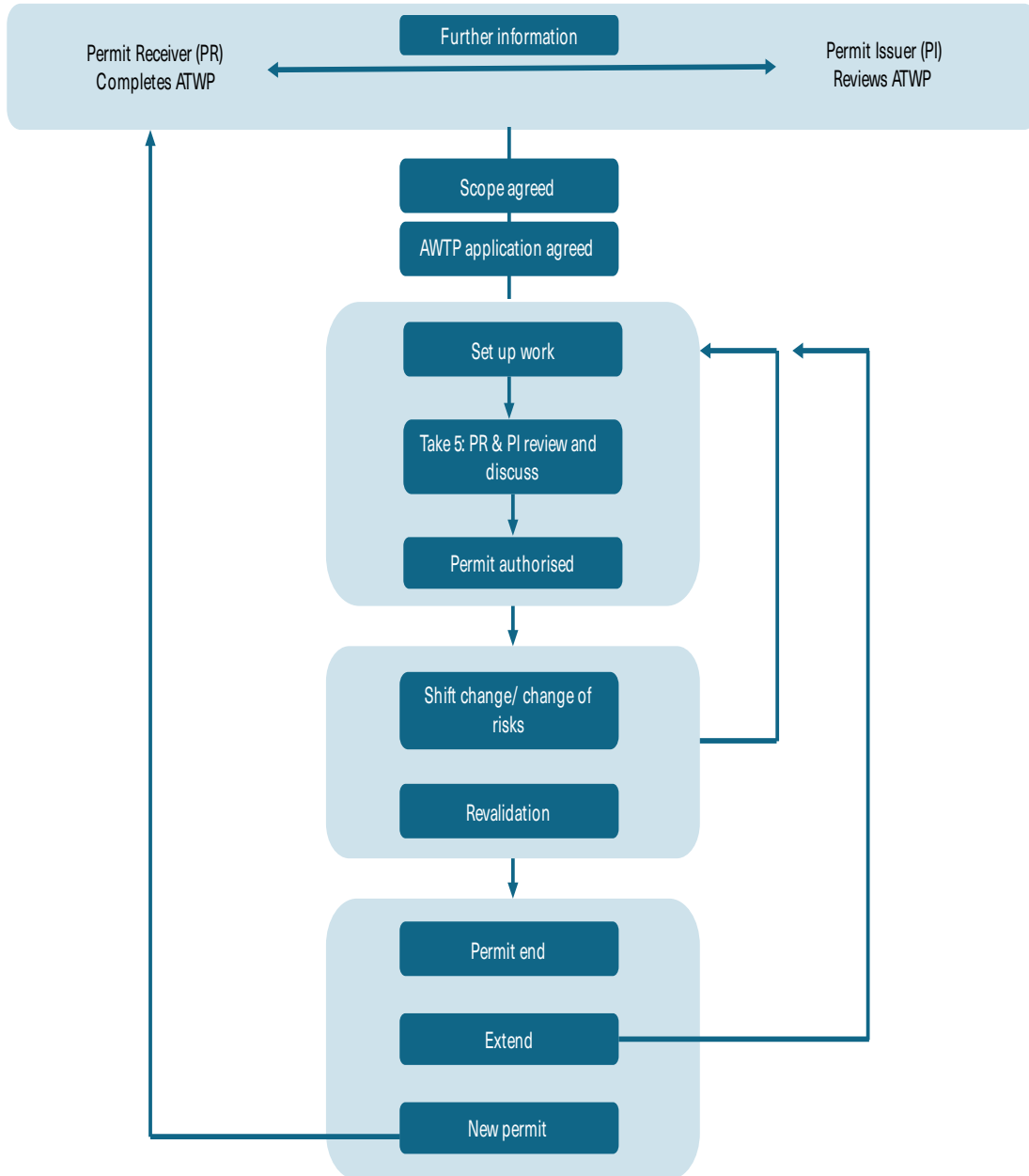
Monitor/Inspect the Permitted Work

- Periodic inspection of the work activity by the Permit Issuer or designate to ensure that permit conditions are being followed and that no new hazardous conditions have arisen. Inspection timeframes will be determined by the length of time and complexity of the permitted work activity

Revalidate or Close The Permit

- The permit is closed on successful completion of the scope of work. If the permit spans a shift, a handover between the existing/new Permit Issuer and/or existing/new Permit Receiver must be completed. This requires the existing/new Permit Issuer to revalidate the work permit.

AUTHORITY TO WORK PROCESS FLOW DIAGRAM



6.0 PERMIT SYSTEM RESPONSIBILITIES

6.1 CHIEF OPERATING OFFICER

Has overall accountability for the QAC ATWP. The Chief Operating Officer is responsible for:

- a) Ensuring the ATWP system is established and maintained.
- b) Ensuring the system is adequately resourced.

6.2 HEAD OF ASSETS AND AES

Is responsible for the implementation of the system within QAC. They are responsible for:

- a) Implementing and maintaining the ATWP system.
- b) Ensuring the system is adequately resourced.
- c) Ensuring the system is audited in line with documented system requirements.
- d) Ensuring that training systems and outcomes meet the defined requirements.
- e) Must authorise any changes to the permit to work system.

6.3 HEAD OF OPERATIONS, SAFETY AND COMPLIANCE

They are responsible for:

- a) Ensuring the system is applied where required in areas under their control.

6.4 PERMIT ISSUER

Authorises the ATWP and has responsibility to monitor and enforce its application. They are given responsibility for the following:

- a) Ensuring they understand the exact nature and location of the work to be undertaken.
- b) Being involved with the analysis of hazards/risks and determining controls to be implemented.
- c) Confirming that permit user/s has been fully inducted.
- d) Issuing permits only after the work area has been verified as being safe to work on.
- e) Ensuring WorkSafe NZ have been notified of any notifiable work.
- f) Participating in the auditing of work permits as defined in this procedure.
- g) Revalidating permits at each shift changeover.
- h) Ensuring the hand back process is completed and the permit is properly closed.

6.5 PERMIT RECEIVER

Applies for the ATWP and has responsibility to apply the conditions set out in the permit. They are responsible for:

- a) Informing WorkSafe NZ of Notifiable work.
- b) Carrying out hazard/risk analysis (JSA as a minimum) for the work activity.
- c) Consulting with permit issuer on appropriate controls
- d) Ensuring all permit users are properly inducted.
- e) Communicating permit requirements to all permit users.
- f) Following all permit conditions.
- g) Regularly inspecting the work area.
- h) Revalidating work permits at each shift handover.
- i) Ensuring the hand back process and permit closure is carried out correctly.

6.6 PERMIT USERS

Carry out the work activity in accordance with ATWP requirements.

6.7 SAFETY OBSERVER

Carries out their duties as required dependent on the nature of the work activity.

7.0 PERMIT ISSUING FACILITY AND PERMIT ISSUERS

The Permit Issuing Facility (PIF) is a permanent physical location from which QAC ATWP's will be issued by the Permit Issuer. They are also the location from which ATWP's will be revalidated by the Permit Issuer. Physical copies of the ATWP will be held at the PIF. The PIF will have the following items to enable it to operate effectively:

- a) Computer terminal.
- b) Printer.
- c) Document holder for active (open or suspended) permits.
- d) Storage for closed permits.

7.1 PERMIT ISSUING FACILITY LOCATIONS AND PERMIT ISSUERS

The following are the QAC dedicated PIF's:

PIF Location	Time of Operation	Permit Issuers
Operations Hub Front Desk	QAC normal operating hours for both landside and airside	Head of Assets & AES Facilities Manager Facilities Coordinator Project Managers
Information Desk	After hours for landside	Duty Manager
AES Control Centre	After hours for airside	AES Crew Chief

8.0 PERMIT LIFECYCLE AND RULES

8.1 PERMIT APPLICATION

The Permit Receiver is to notify the permit issuer prior to intended work start time. The Permit Issuer has the express right to refuse to issue an ATWP.

8.2 ATWP FORM AND JOB SAFETY ANALYSIS COMPLETION

The Permit Receiver shall complete the ATWP form and Job Safety Analysis for the proposed work activity online. This will include certificates that are required due to the nature of the work activity.

8.3 JOB SET UP

After receiving confirmation from the Permit Issuer that the work as described in the submitted form can be carried out at the proposed time, the Permit Receiver and other Permit Users can set up on site in preparation to start the job. Depending on location and sensitivity this may require discussion with the Permit Issuer at the time. The job cannot however be started until the ATWP has been physically issued (signed) by the Permit Issuer.

8.4 ATWP ISSUE

1. Permits will be issued from the designated PIF as described in section 7.1 above.
2. The Permit Receiver will come to the PIF and will go through the ATWP and associated certificates with the Permit Issuer.
3. Once agreed the Permit Issuer will ensure that all controls, as stipulated on the ATWP and associated certificates, are met, or the mechanisms for meeting them are in place, prior to authorising an ATWP.

4. The Permit Issuer will print two copies of the ATWP and associated certificates.
5. The Permit Issuer will sign (authorise) both copies of the ATWP and the Permit Receiver will countersign these.
6. The QAC Head of Assets and AES or Facilities Manager will authorise all permits relating to excavations.
7. A copy of the ATWP will be retained by the Permit Issuer at the PIF, and a copy will be given to the Permit Receiver. This copy is to be hung in a visible location at the worksite.
8. For the avoidance of doubt the ATWP cannot be issued in advance for a future date and/or time.

8.4 PERMIT LIFE

The ATWP will last for the time specified on the permit. This will be no longer than the number of times it is able to be revalidated. Once an ATWP has reached its maximum revalidations a new ATWP must be issued.

8.5 PERMIT SUSPENSION

The Authority to Work permit is regarded as being suspended in the following situations:

1. Any emergency alarm/situation.
2. Following a serious incident.
3. A significant change in circumstances potentially impacting on the work activity.
4. A break in work activity of one shift or more of the Permit Receiver.

8.6 PERMIT REVALIDATION

The Permit to Work must be revalidated at the following times:

1. At the shift change of either the Permit Issuer or Receiver.
2. At the start of a new day.
3. In every situation outlined above giving rise to suspension.

Revalidation requires the Permit Receiver to take their copy of the ATWP and associated certificates to the PIF to be signed (authorised) by the Permit Issuer as being revalidated. The Permit Issuer will also revalidate their copy of the ATWP.

8.7 PERMIT CLOSURE

The ATWP will be closed off by the Permit Issuer when they are satisfied the following has occurred:

- a) Housekeeping has been completed.
- b) All isolations have been removed and plant/equipment returned to service.
- c) All equipment has been removed where practicable.
- d) All notifications have been made to potentially affected parties.
- e) A thorough check of the work and the surrounding areas has been made to check for fire or other latent hazards.

9.0 TRAINING AND COMPETENCY

Persons operating in ATWP roles must be trained in the ATWP system. The training must ensure that personnel can competently carry out the required activities as defined in the system.

Training in the ATWP system alone will not provide the knowledge required to authorise and manage work activities. Permit signatories must be provided with training in related topics, such as hazard management, together with the necessary supervision and experience required of the process and the environment in which they work.

No one will act in the capacity of permit issuer, permit receiver, permit users, safety observer or gas tester, as defined in this system, without having been assessed as competent to do so.

To these ends QAC stipulates that the following training is prerequisite.

Managers & Supervisors	QAC ATWP overview training
Permit Issuers	QAC ATWP system/issuers training
Permit Receiver	QAC ATWP system/issuers training Confined Space Entry (US 17599) – if Confined Space Permit Work at Heights (NZQA) – if Work at Heights certificate
Permit Users	QAC induction Confined space (NZQA) – if Confined Space certificate Work at Heights (NZQA) – if Work at Heights certificate MEWP Competency Certification – if using a MEWP
Gas Tester	Confined space entry and gas testing (NZQA)

Training records will be held for each individual undertaking training.

Refresher training for Permit Issuers and Permit Receivers should take place every two years provided the candidate has been consistently participating in the ATWP system for that period. If this is not the case, then retraining may be required at an earlier point. This will be at the discretion of the Head of Assets and AES.

The Head of Assets and AES is responsible for ensuring that all individuals in their area of influence, undertaking defined roles in the ATWP system have been trained as described.

10.0 AUDITING AND REVIEW

The auditing of the ATWP system shall occur on two levels:

1. Weekly/Fortnightly monitoring by Permit Issuers or their designate. This will be recorded by signing the permit check section. Key areas to check include:

- a) Has it been properly documented?
- b) Is required safety equipment in place?
- c) Have permit requirements been communicated to all users?
- d) Does the actual work and permit scope match?
- e) Is the work being carried out as required by the permit?
- f) Are the right levels of supervision present on site?

2. Six monthly monitoring by the Head of Assets and AES and/or their designate. These audits examine compliance with the overall Authority to Work permit system. The audit shall randomly review permits for the period and include a field audit (for a live permit). Corrective actions from the last audit should be followed up. Key areas to check include:

- a) Hazard analysis (JSA) carried out adequately.
- b) Permits authorised correctly.
- c) Weekly/Fortnightly audits carried out.
- d) Persons signing permits have been trained.
- e) Is sufficient equipment (gas tester, fall arrest) available and in good order?

10.1 SYSTEM REVIEW

A bi-annual review of the whole permit to work system shall be undertaken by the Head of Assets and AES and/or their designate. This is to ensure that the system is operating effectively within QAC and to identify areas for improvement.

11.0 AUTHORITY TO WORK APPLICATION AIRSIDE

The QAC ATWP applies to all work activities airside that would require a permit as defined in section 4.0 of this procedure. A Method of Works Plan may also be required, and this will be determined on a case by case basis.

The exception to this is for those activities involving ground penetration/excavation (e.g. work on runway, digging holes for perimeter fencing). Landside these activities would require an ATWP and Excavation Certificate. For airside activities of this nature they will be managed under a Method of Works Plan only (this provides a higher level of control than the ATWP in these circumstances).

12.0 RING FENCED (PHYSICALLY ISOLATED) PROJECTS

12.1 RING FENCED (PHYSICALLY ISOLATED) PROJECTS

Where a capital works project is carried out outside of QAC buildings/facilities and is genuinely ringfenced (the site is completely physically isolated to both people and existing QAC utilities and operations), the Main Contractor is regarded as having control of the site and can apply their own ATWP system.

12.2 PHYSICALLY ISOLATED FROM PEOPLE WITHIN THE TERMINAL

Where a capital works project is carried out within QAC buildings/facilities then the following applies:

1. If the project work site cannot be physically isolated, then the QAC ATWP will apply.
2. If the work site can be physically isolated from people, then the Main Contractor can apply their own PTW system for Work at Height, Excavation (wall, floor, ceiling penetration), and hot work. The caveat to this is that the Main Contractors system must be of at least an equivalent standard to the QAC ATWP. Approval to use their system must be given to the Main Contractor by the Head of Assets and AES prior to the commencement of the work.
3. Regardless of the above, ATWP's relating to fire systems impairment, data systems change, and electrical systems isolation will always be carried out under the QAC ATWP.

13.0 ISOLATION

The QAC Isolation Standard provides further information relating to isolations.

14.0 APPENDIX 1: HOT WORK

14.1 GENERAL ATWP RULES

1. Before permit issue, all equipment should be checked and be in good repair.
2. A safety watch may be required for higher risk hot work and will maintain a continuous watch throughout the work. Welders used to the glare and concentrating on the job cannot be expected to see where sparks are going.
3. Appropriate guards/shields should be used when welding
4. Portable handheld fire extinguishers should be provided to workers carrying out 'Hot Work' operations. It is advised that a 2kg dry powder type extinguisher be used.
5. Ensure safe and stable working platform. Working from a ladder is not considered good practice.
6. Ensure adequate lighting is available in work area. (Note when using grinders under fluorescent lighting, additional precautions are required to prevent the strobe effect).
7. Check construction of the building in the immediate area of work, look for cavities, polystyrene sandwich panels, cable runs and pipework. Ensure pipework and vessels that have contained flammable liquids, gases or dusts have been made "gas-free" and/or "dust free".
8. Keep the area 10 meters around hot work clean, free of combustible materials and, where possible, damped down.
9. Cover those areas, which cannot be cleared with a fire-resistant blanket or similar.

14.2 WHEN WORK IS COMPLETED

When the work is completed:

1. Remove all equipment and debris from the area.
2. Maintain a close watch for at least half an hour after work has ceased. Sparks from hot work can create smouldering fires, which do not show themselves immediately.

14.3 WHEN HOT WORK SHOULD NOT BE CARRIED OUT

Hot work is prohibited:

- **In a building if the fire sprinkler system is impaired**
- **If the water supply to fire hoses is impaired, or there is no firefighting equipment available**
- **When the planned hot work is within 10m of exposed and unprotected Expanded Polystyrene (EPS) sandwich panels**

14.4 WELDING AND GAS CUTTING

- Welding and gas cutting is only permitted in Designated Hot Work Areas **or** under a properly-issued Hot Work Permit
- Welding and gas cutting is only carried out by a competent person
- **Welding screens must be used to block off the welding/gas cutting area from other workers**
- All equipment must be isolated and locked out prior to work beginning, including all electrical cabling

14.5 ELECTRIC WELDING

- Always treat all electrical welding equipment as live
- **Always work in dry clothing and in a dry area**
- Keep leads and cables contained, away from walkways, ladders and stairs
- Do not overload cables
- **Always earth equipment with an earthing clamp or bolted terminal**
- Use standard cable connectors
- Use an insulated hook or device to hold the electrode holder when not in use
- Conduct exhaust of internal combustion engines to the outside **away from ventilation intakes**

14.6 STORAGE OF GAS CYLINDERS

Gas cylinders used for welding or gas cutting must be:

- Fitted with flashback arrestors
- Secured in an upright position at all times, and moved on a secured (chained) gas cylinder trolley



15.0 APPENDIX 2: EXCAVATION

15.1 RESPONSIBILITIES

The QAC Head of Assets and AES and/or the Facilities Manager (acting as ATWP Excavation Certificate Issuers) is responsible for ensuring that:

1. necessary site drawings are assembled and marked identifying the services affected and all relevant drawings are attached to the permit.
2. the workplace conditions will enable excavation to take place, that roadways blocked have alternative emergency access and any necessary notifications for Fire and Emergency and Insurance have been made.
3. all sections of the Excavation Certificate have been correctly filled out and controls are appropriate.
4. audits of the work site during the period of work being done are completed.

15.2 GENERAL RULES

1. The QAC Head of Assets and AES and/or the Facilities Manager (acting as ATWP Excavation Certificate Issuers) will complete the Excavation Certificate in conjunction with the Permit Receiver. Key details to consider:
 - Method of shoring to ensure excavation remains safe, e.g. shoring of vertical sides or batter to prevent slippage.
 - Excavation method whether mechanical or by hand, including details of field identification method.
2. Notification to WorkSafe NZ if required. This includes, but is not limited to:
 - Work in any trench, shaft, pit or other excavation more than 1.5 meters deep and which has a depth greater than the horizontal width at the top.
 - Any excavation in which workers are required to work with a ground cover overhead.
 - Any excavation in which any face has a vertical height of more than 5 meters and an average slope steeper than a ratio of 1 horizontal to 2 vertical.
3. Excavation work is to be planned with notification for the Excavation Permit made at least five days in advance wherever possible.
4. The final check shall be done by the QAC Head of Assets and AES and/or the Facilities Manager (acting as ATWP Excavation Certificate Issuers) to satisfy themselves that all underground services and objects have been identified and suitable controls are in place.
5. A safety watch must continually check the excavation face during periods of mechanical digging.

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6. If unidentified services are located, work must cease until Facilities and Maintenance Manager approval is given for re-commencement.
7. For excavation within 500mm, in any direction, of known underground services, positively located (visual) must be carried out by hand.
8. Excavation within 2 m, in any direction, of known underground services, indicatively located (by drawings or locator) must be carried out by hand.
9. All excavations left unattended must be barricaded. Portable flashing warning lights must be erected during hours of darkness for areas that are not illuminated.

15.3 WAIVER

1. The QAC Head of Assets and AES and/or the Facilities Manager (acting as ATWP Excavation Certificate Issuers) may waive the need for an Excavation Permit for work involving drilling or cutting into precast floor slabs or footings to a depth not exceeding 100mm.
2. The QAC Head of Assets and AES and/or the Facilities Manager (acting as ATWP Excavation Certificate Issuers) may also waive the need for an Excavation Permit for work involving minor drilling into walls and ceilings.

16.0 APPENDIX 2: CONFINED SPACE ENTRY

Refer to QAC Confined Space Critical Risk Standard (CRM 004) for more detailed information.

17.0 APPENDIX 3: WORK AT HEIGHTS

Refer to QAC Work at Heights Critical Risk Standard (CRM 005) for more detailed information.
