



Authority to Commence Work Permit Procedure

AMG-WHS-AMG-MPR-203

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Document Control

Version	Procedure Owner	Executive Sponsor	Approved Date	Review Date
2.0	Safety Compliance and Risk Manager	Chief Financial Officer	17/10/2023	17/10/2025

Purpose

The purpose of this procedure is to describe the process for the management and control of ‘prescribed’ work activities, being high risk or of interested to Aeria Management Group, via the request, pre-approval, permit submission and endorsement of an Authority to Work and Work Permit process. The purpose is not to have a pre-approval review and stakeholder sign off for all works.

Scope

The scope of this procedure applies to prescribed work activities on or that could potentially encroach on or near, or potentially impact Aeria Management Group (AMG) assets, tenants, and members of the public at Bankstown and Camden Airports.

Responsibilities

Specific responsibilities for this procedure have been outlined below.

Role	Responsibilities
<p>AMG Representative</p> <ul style="list-style-type: none"> • Facilities Manager • Senior Facilities Manager • Project Manager • Property Manager <p>Accountable for the delivery of the work task</p>	<ul style="list-style-type: none"> • Undertaking activities as required by this procedure, in consultation with relevant team members or other stakeholders. • Commencing review of permit applications by permit approvers. • Ensuring that prior to authorisation, the Permit is reviewed by stakeholders have acquired through training, qualification or experience the knowledge and skills to carry out the task. • Ensuring that the permit to work process is effectively implemented including permit application, authorisation, monitoring of the work and permit close out. • Providing information, instruction and/or education on the Approval to Commence Work process to relevant team members, contractors they engage, as well as other relevant stakeholders. • AMG representative may from time to time complete the authority to commence work form on behalf of the contractor undertaking the work. • Confirming permit conditions have been communicated to tenants and any identified stakeholders. • Undertaking monitoring of sample work site/location to verify that the permit conditions approved are being complied with and that the permit is relevant for the works they are accountable for • Cancelling the permit where the permit conditions are not being adhered to or if it is deemed that the permit conditions do not adequately address the hazards. • Closing out completed permits Reviewing the work site/location and confirm that the site has been made good, prior to permit close out.

<p>Permit Reviewer</p> <p>(Competent person) (Relevant to related discipline or impacted by the work task)</p> <ul style="list-style-type: none"> • Infrastructure Project Director • Senior Facilities Manager • Operations Manager Aviation • Embedded Network Manager • Safety • ESG • Senior Asset Manager 	<ul style="list-style-type: none"> • Reviewing contents of the permit relevant to their area of accountability/role/subject matter expertise and providing endorsement to the Permit Approver. • Review of risk management documentation, potential tenant or asset impact, hazardous locations, impacts to Airport operations and proximity to critical assets. • Review and validation of controls for high-risk construction work. • Communicating any changes to the Permit to relevant AMG Representative.
<p>Team Members and Contractors</p> <p>(Responsible for undertaking the task)</p>	<ul style="list-style-type: none"> • Submitting authority to commence work form prior to planned commencement of the work task. • Completing and submitting AMG's Permit to Work form, with attached required documentation. • Completing Site induction and holding current high-risk work licences. • Adhering to procedural requirements with regards to permit to work activities. • Reporting permit to work issues to the Permit Receiver or Permit Issuer. • Participating in briefings, training, presentations and/or education on AMG's Authority to commence work and permit to work processes.
<p>Tenant Engaged Contractors</p> <p>(Responsible for undertaking the task)</p>	<ul style="list-style-type: none"> • Completing AMG contractor induction (when working on or near AMG controlled assets). • Completing any site induction and holding current high-risk work licences. • Adhering to procedural requirements with regards to permit to work activities when these activities encroach, have potential impact to or works are needed to be undertaken on AMG Assets. • Reporting permit to work issues to the AMG representative. • Participating in briefings, training, presentations and/or education on AMG's Authority to commence work and permit to work processes.

Procedure

4.1 Overview

The Aeria Management Group (AMG) Authority to Commence Work (ATCW) Process requires the worker to submit a request for approval to commence and undertake a scope of work they have been engaged in. When certain conditions are met, and controls are verified as adequate, the approval is endorsed. An ATCW is required to be submitted for all work identified as commissioned and/or under the management and control of AMG.

The AMG Representative has the delegation to NOT utilise the ATCW Process for works:

- Not identified as maintenance or construction work, and
- Does not have the potential to impact AMG infrastructure, and
- Are identified as risk level 1 (off site work activities) or 2 (low risk on site work activities) contract classification as per AMG Contractor Management Standard, table 4.1.

Certain tasks have been identified as having an elevated risk to health and safety or reputational impact to AMG and require additional information and formal approval prior to commencing. This includes high-risk construction work activities or work on or that could potentially encroach on, or impact AMG assets, tenants, and members of the public at Bankstown and Camden Airports. The ATCW enables a review and pre-approval stage by key stakeholders to assure effective controls are in place to manage risk.

The ATCW includes submission request, review, approval as well as monitoring by AMG, to assure controls are in place for the following high-risk work activities:

- Confined Space Entry,
- Crane Management,
- Excavation Ground Disturbance,
- Fire Impairment,
- Hot Works,
- Isolation Permit,
- Roof Access,
- Work at Heights, or
- Filming, Photography, or Events.

Note: Some Emergency Works may not be required to undertake the ATCW, and the process for this is articulated within AMG's Contractor Management Standard, AMG-WHS-AMG-MPR-201.

Principal Contractors and tenant contractors are required to implement safe systems of work and risk management practices to manage risk to their employees or subcontractors. Where the works undertaken by a Principal Contractor or Tenant Engaged Contractor requires work on or could potentially encroach on or impact AMG assets, tenants, and members of the public at Bankstown and Camden Airports, the AMG ATCW Process must be followed.

4.2 Permit Application

An ACTW will be submitted by the person responsible for completing the work and from time to time maybe submitted by the AMG representative on behalf of the worker. The ACTW will allow identification of any works

that require further information, which is then captured in the relevant Permit to Work. The person completing the permit must complete all permits required to complete the task, e.g., confined space and electrical isolation permits.

The AMG Representative who is accountable for delivery of the activity, commences review of the authority to commence work application and where submitted, the permit to work. The AMG Representative is the permit approver and will seek review by designated permit reviewers to endorse the permit prior to approval.

The AMG Representative is responsible for validating the contents of the ATCW permit has been completed. The AMG Representative will identify if an associated Permit to Work is required and if the contents are complete with supporting documentation, commence review by AMG stakeholders.

The AMG Representative must also complete/obtain associated permit documentation and provide this information to the Permit Issuer for review with the permit. This documentation may include:

- Safe Work Method Statement (SWMS) or risk assessment,
- Licenses and/or competencies for personnel undertaking the work,
- Emergency response procedures/plans,
- Calibrations certificates for measuring/monitoring devices,
- Relevant regulatory authority approvals/notifications,
- Reports from other service providers, such as engineers/SME reports, service location reports

Post endorsement by the Permit Reviewers, the AMG Representative will action any comments including seek clarification or further information, validate any required tenants have been notified and provide the work team with the approved permit number. In the event a permit has not been appropriately completed, the AMG Representative.

Where the work involves multiple permits, each permit should be submitted to the AMG Representative at the same time to reduce unnecessary admin and delays.

4.3 Safe Method of Work

Where the activity involves high-risk construction work, site/task specific SWMS and risk assessment will be submitted to the AMG Representative for review prior as part of the approval process. Hazards will be documented for all activities associated with the work, including site access requirements, site set up and demobilisation and consider any potential impacts on surrounding facilities and people including members of the public. The controls to be put in place to control the risk must also be documented as well as who is responsible for monitoring the effectiveness of these controls.

Controls must be rated using the hierarchy of control methodology, with further information available within the AMG Risk Assessment Procedure, AMG-WHS-AMG-MPR-202.

4.4 Permit Submission

Authority to Commence Work Permit, and associated high risk work can be found on the Aeria webpage: <https://aeria.co/bankstown/property/#property-and-facilities-management>. Submission of ATCW permits and associated forms will utilise this process whilst automation is integrated within AMG's Beakon system.

4.5 Permit Review and Approval

A Permit Reviewer is a competent person required to review a permit relevant to their area of accountability/role/subject matter expertise or discipline. The reviewer is to provide endorsement to the AMG Representative (Permit Approver). Work will not be approved to commence until endorsed by the permit reviewers.

Permit reviewers are AMG employees (or their delegate) from each of the following streams:

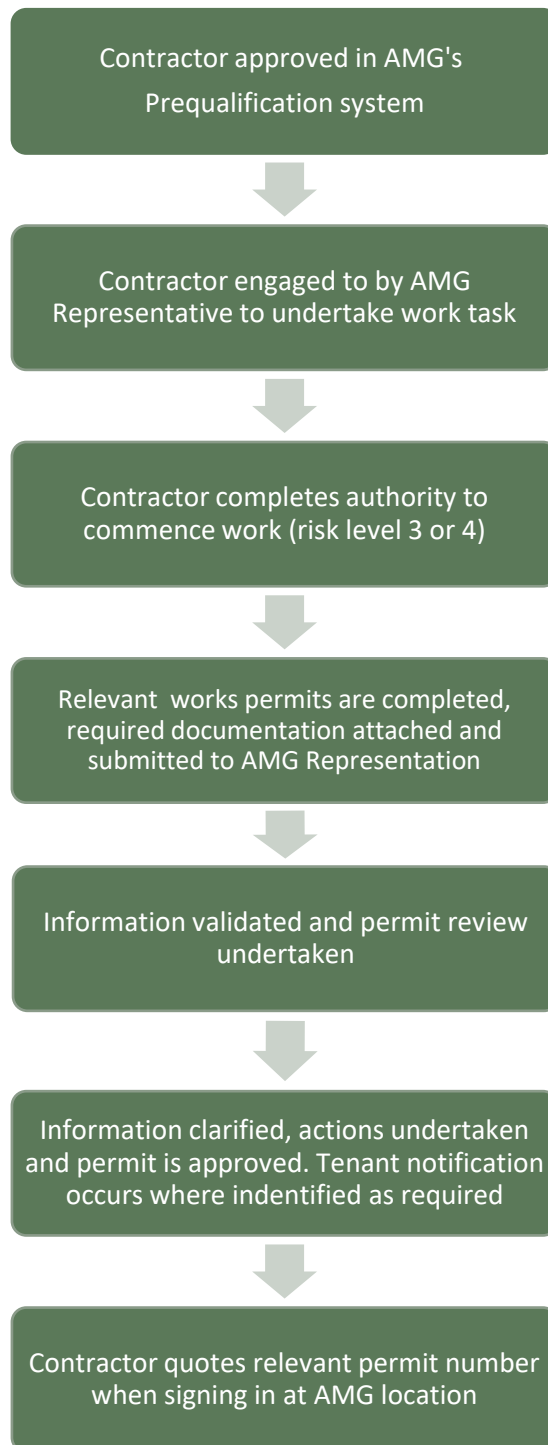
- Infrastructure Project Director,
- Senior Facilities Manager,
- Embedded Network Manager,
- Aviation,
- Safety,
- ESG, and
- Property.

The permit will be allocated a unique identifier, that links to the approval process followed. This unique identifier will be validated during the contractor sign on when attending site. Those signing in to complete high-risk work must have a valid permit. Where a valid permit number is not used during the contractor sign in, access will not be allowed, and work unable to commence.

The time and duration of the approved permit will be identified to the work team. Where inadequate time, changes to scope or other event makes the time duration unsuitable, the work team must escalate to the AMG Representative.

The permit will be closed when the contractor signs out of the location, or the designated time expires.

Authority to Commence Work Process



Monitoring Work Activities

AMG Representatives will undertake contractor monitoring in accordance with AMG Contractor Management Standard 7.5. This monitoring will include review, compliance, and use of ATCW process, and validation of controls in place. A further enquiry will confirm the approved permit are suitable for the works.

This will be documented within AMG Contractor Inspection Checklist, AMG-WHS-AMG-CKL-001. The AMG Representative may stop works and consider alternate controls or stop works and cancel a permit where the permit conditions are not being adhered to or if the permit conditions do not adequately control the task hazards.

Where the works are being undertaken by a tenant engaged contractor not engaged by AMG, works will be stopped, made safe and escalated to the person engaging. AMG Contractor Inspection Checklist AMG-WHS-AMG-CKL-001 can be provided to the tenant.

High Risk Activity Permits

Individual High-Risk tasks require the submission of the related High-Risk Permit. Each requires adequate documentation to demonstrate how effective controls will be put in place, monitored, and reduce the risk to those required to undertake the work.

7.1 Confined Space Entry Permit

A confined space means an enclosed or partially enclosed space that:

- Is not designed or intended primarily to be occupied by a person; and
- Is, or is designed or intended to be, at normal atmospheric pressure while any person is in the space; and
- Is or is likely to be a risk to health and safety from:
 - An atmosphere that does not have a safe oxygen level, or
 - Contaminants, including airborne gases, vapours, and dusts, that may cause injury from fire or explosion, or
 - Harmful concentrations of any airborne contaminants, or engulfment.

Work that requires or has potential to require entry into a designated confined space will require submission of a Confined Space Entry Permit and associated documentation. Confined Spaces are identified within AMG's Confined Space Register, have Confined Space Warning Signage in place, and are secured to prevent unauthorised access.

The submission of the permit must contain:

- Copy of risk assessment undertaken,
- Safe Work Method Statement (SWMS),
- Confirmation of qualifications of team members including the nominated stand-by person(s),
- Site specific rescue plan and emergency response procedures have been established,
- Any services isolations have been identified,
- Process to validate atmospheric testing will be undertaken, and
- Other required site controls required including barricades, signage, or intrinsically safe equipment.

The Confined Space Entry Permit will be displayed in a prominent location to facilitate signing and clearance. Each person will sign the Confined Space Entry Permit on entry to and exit from the confined space. The permit will remain in place until the confined space work is completed.

7.2 Application for Approval of Crane Operation

No cranes (mobile, tower, EWP) may operate without prior approval from the AMG Aviation Representative.

The maximum height, to which any object, be it plant, equipment, structure, or stockpile of materials, may extend at any point within and in the vicinity of the Airport is strictly limited, based on the Obstacle Limitation Surface (OLS) clearance.

For any crane (mobile, tower, EWP) to be used, operated or erected, an application is required as part of the ATCW process and requires completion of Application for Approval of Crane Operation found on the Aeria Website: <https://aeria.co/bankstown/operations/#applications-and-forms>

Any lifting required to be undertaken on site will require a Safe Work Method Statement and Risk Assessment be provided along with a suitable lift plan where required for AMG to review and approve prior to lifting

operations.

7.3 Excavations and Penetrations Permit

When excavation or penetration of the ground is required, the permit submission must where applicable, provide:

- A suitable risk assessment or Safe Work Method Statement (SWMS) for the task,
- Methods to prevent unauthorised access,
- Operators of plant or equipment hold the appropriate competencies,
- The hazardous materials register has been reviewed,
- Service location activities have been appropriately undertaken,
- Plant spotters are in place for each piece of plant,
- Excavations greater than 1.5m deep, have been notified to the relevant regulatory authority,
- Method to validate shoring is effective.

7.4 Fire Impairment Permit

For isolation or impairment required for Fire Systems greater than 8 hours, AMG's Insurer requires completion of their form. This will be facilitated by the AMG Facility Manager. For the isolation of AMG's Fire Systems, AMG will require a services Isolation Permit to be submitted. Further detail on this is provided 7.6 below.

7.5 Hot Works Permit

Hot works include works that have potential to generate heat, open flames, sparks, or other ignition sources which may cause smoke or fire, or which may trigger detection systems. These include tasks such as:

- Grinding,
- Welding,
- Thermal or oxygen cutting,
- Using a torch to applying roofing materials, or
- Heating and other heat/spark producing operations.

For clarity the scope of hot works relates to high-risk construction works and does not include activities such as cooking in areas specifically constructed, protected, and arranged to accommodate safe routine processes such as kitchens and barbeques.

The submission of the permit must contain:

- Copy of risk assessment undertaken,
- Safe Work Method Statement (SWMS),
- Requirement for a Fire watch/observer to be in place (including 30 mins after) with access to mobile firefighter or fire extinguisher for minor works, who ensures the work area is cleared from flammable/combustible materials and wet down where required,
- Facility Manager has confirmed isolation of fire services completed where required, including notification of local fire brigade and AMG's insurer,
- Barricades and signage to prevent access,
- Controls such as spark/flash screens are considered,

7.6 Service Isolation Permit

When a service needs to be isolated to support safe work, the submission of a service isolation permit is required. This may trigger a Notice of Disruption once reviewed where tenants or members of the public may

be affected.

Service isolations must be undertaken by suitably qualified personnel. For clarity the isolation of High Voltage Electrical Infrastructure will be facilitated by AMG's facility Manager. This will occur as described in the occur as described within the AMG High Voltage Installation Safety Management Plan for Bankstown Airport.

The submission of the permit must contain:

- Copy of risk assessment undertaken,
- Safe Work Method Statement (SWMS),
- Names and qualifications of isolation personnel,
- Identification of:
 - Service that requires isolation,
 - Isolation point,
 - Affected infrastructure/Buildings/Locations,
 - Time required for isolation.

7.7 Roof Access Permit

Roof access provides a significant risk to team members needing to undertake work requiring the submission of a roof access permit. This permit must be supported by:

- Copy of risk assessment undertaken,
- Safe Work Method Statement (SWMS),
- Suitable communication protocols are identified,
- The roof safety audit report has been reviewed, and
- Suitable fall prevention equipment is identified where the risk of fall is identified.

7.8 Work at Heights Permit

Any work undertaken at height, where there is a risk of a fall from one level to another, requires the submission of a Work at Heights Permit. This permit is also required where:

- Work at height requires fall arrest systems,
- Working is undertaken using ladders,
- Access is required beyond existing edge protection,
- Working above or near, a penetration or excavation greater than 1.5m,
- Erecting and dismantling scaffolding,

For clarity any access to or work undertaken on AMG managed roofs will require submission of a Roof Access Permit.

For work at heights, the work at height permit will be completed. This requires the Permit Issuer to ensure that the following, where applicable, is confirmed:

- Copy of risk assessment undertaken,
- Safe Work Method Statement (SWMS),
- Name and competencies/licenses of those undertaking the work at heights,
- Process for validating fall prevention equipment is inspected and current,
- A rescue plan where fall arrest equipment is in use; and
- Identification of any other required controls such as void protection, barricading and elevating work platforms.

7.9 Filming, Photography and Events

The scope applies to filming, photography, or events work activities on or that could potentially encroach on or near, or potentially impact AMG assets, tenants, and members of the public at Bankstown and Camden Airports. The permit must detail:

- Dates and times,
- Specific location lists,
- Full shot or scene descriptions,
- List of specific equipment,
- Pop Up / Temporary Structures,
- Parking / storage request,
- Catering / unit location,
- Traffic / road closure impacts,
- If airside filming is required.

Before the commencement of filming, photography or events work, a risk assessment (RA) must be developed for the work. To develop the risk assessment: The author must consult with workers undertaking the task to develop the document.

- Describe the full range of steps required to perform the task effectively.
- State the hazards associated with each task step.
- Risk assess the hazards before controls are applied.
- Describe the agreed methods to eliminate the risk of injury, damage to plant or premises, or where this is not reasonably practicable, to control those risks using the hierarchy of control measures.
- Rank the risk once the controls are applied.
- Allocate responsibility for the implementation of the controls.

Addition information that may be required to be submitted with the permit includes:

- Insurances
- Council notifications
- Traffic Control Plans
- Road permits NSW Police approval
- Stakeholder communication letters
- An indemnity and release agreement

Aeria Management Group

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