

Permit to Commence Work (PERCOW)

Preparation Guide to Form A01

Permit to Commence Works (PERCOW) is not simply permission to carry out works on airport. It is a vital part of a system which determines how that job can be carried out safely on airport. It is also a means of communication between the Contractor, Lessees, Concessionaires, Airport Management and its various departments. The PERCOW is a written document which authorises certain people to carry out specific works at a certain time and place and which set out the main provisions required to complete the job safely.

PERCOWS should be considered whenever it is intended to carry out any work which may adversely affect the safety of persons and the environment of an airport asset. They are normally considered to be more appropriate to non-routine activities which may require some form of Safe Works Method Statement prior to works commencing.

Here is how to complete the various sections of a PERCOW.

Section	Information to be included
1. NQA STAFF OR LESSEES/CONCESSIONAIRES to complete this section.	
Name:	Name of person requesting works.
Company:	Name or organisation/company of person requesting the works.
Ph / Mob:	Direct landline and mobile numbers.
Email:	Contact email.
Description of Works:	An accurate brief description of proposed works.
Building:	Name of building and/or including building number (all airport buildings have a numbering system to assist in identification) Building names and numbers can be found in the Drawings register.
Location:	May include a tenancy number, floor number or area name.
Location: Landside/Airside/Sterile Area/Other:	Indicate if the works will be undertaken Airside/Sterile Area or any other area e.g. Customs area.
Airside/ASIC Escort Required:	If the works require an ASIC card holder and escort.
Signed by Initiator: Date:	Signature and date at time of form completion.
Airport Works Officer/Representative: Mob:	All works must have an airport contact person and their mobile number.
2. CONTRACTOR to complete this section.	
QBCC No:	Applicable Queensland Building and Construction Commission Licence.
Name:	Name of contractor responsible for the works.
Company:	Name of company undertaking the works.
Mob:	Contact number of contractor responsible for the works.
Email:	Email for the contractor responsible for works (current bulletins, events or important updates).
Type of Equipment to be Used:	Indicate type of tools to be used e.g. hand tools, power tools, machinery etc.
Job Start Date:	Indicate the proposed date to start works.
Job Finish Date:	Indicate date when works will be finished.
Airport Inducted Site Person Responsible:	Site person responsible for persons who attend works site.
Work Hours: (start time) (finish time)	Indicate Start and Finish times.
Mob:	Best contact (in case of site emergency after hours).
After Hours:	Work site person to contact after hours (site emergency).
2a. WORK ACTIVITIES Contractor <u>must</u> complete this section.	
Work Activities 2-1 to 2-25:	Place a "x" applicable to each relevant work activity.
SWMS Attached:	For each Work Activity with a "x", the contractor to submit/attach a PERCOW specific SWMS. For details on minimum content of SWMS see PERCOW Specific – Safe Work Method Statement Preparation Guide to Form A02.
Permit No:	A specific Permit is required for certain work activities. If "x" ensure document is attached and Permit number recorded on PERCOW.

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Isolations / Disconnections / Airport Assets		Contractor <u>must</u> complete this section.
Work Activities 2-26 to 2-31:	Place a "x" applicable to each relevant work activity.	
Permit No:	A specific Permit is required for certain work activities. If "x" ensure document is attached and Permit number recorded on PERCOW.	
3a. Contractor Acknowledgement		Contractor <u>must</u> complete this section.
Items 2-32 to 2-40:	Indicate as "Y"= Yes, "N"= No, "NA"= Not Applicable.	
3b. Contractor to Certify		Sign and date.
4. NQA WORKS OFFICER/REPRESENTATIVE AUTHORISING WORK to complete this section.		
Date:	Insert by works officer/representative.	
Name:	Name of NQA works officer/representative.	
Will other stakeholders be affected:	Indicate if any tenants will be affected and advise effected stakeholders eg security, operations, other tenants	
Is there any conflicting work in the area:	Obtain information of other works are ongoing in the area and if they will conflict.	
Signed:	Signature of works officer/representative.	
5. NQA ASSETS APPROVED AUTHORISING WORK to complete this section.		
Name:	NQA Assets Dept. person approving the works.	
Is the Permit Issuer willing to authorise this work to commence?:	"Yes" or "No" will indicate if the permit can proceed or if more documentation is required.	
If "No", reason for refusal:	Provide reason for refusal in box provided.	
Signed by Assets Issuer:	Assets Dept person signature.	
Date:	Date authorised.	
6. CONTRACTOR to complete this section – Completion of Works (PERCOW Closed)		
Name:	Contractor or contractor representative.	
Company:	Contractor or contractor representative's organisation.	
Date/Time:	Date works completed / Time works completed.	
Signed by Contractor:	Contractor or contractor representative signature.	

THE "REVIEWER CHECKLIST" COLUMN IS FOR INTERNAL NQA USE ONLY.

COMPLETED PERCOW TO BE FORWARDED TO NQA WORKS OFFICER/REPRESENTATIVE FOR UPLOAD AND JOB STATUS UPDATED TO "YES" COMPLETE. ALL PERCOWS WHICH HAVE BEEN SUBMITTED TO NQA ARE TO BE REGISTERED ON THE PERCOW REGISTER.