

ELEVATING WORK PLATFORM APPLICATION

THIS APPLICATION IS ONLY USED TO AUTHORISE THE
ACCESS & USE OF AN EWP, IT DOES NOT APPROVE THE
TASK / JOB THAT THE APPLICANT IS UNDERTAKING

**MELBOURNE
AIRPORT**

ABN 62 076 999 114

Locked Bag 16,
Tullamarine,
Victoria 3043
Tel: (03) 9297 1600

AIRPORT AUTHORISED REPRESENTATIVE

Office use only

Access Granted by:.....

Date:/...../.....

☐ Relevant EWP License Checked ☐ Condition of EWP

☐ ADA Checked (if on airfield)

☐ Harness Supplied ☐ Log Book Complete

Scissor Lift No.:.....

Applicant Signature:.....

Rep Signature:.....

☐ EWP returned in good condition

☐ Returned to storage area ☐ On charge

Applicant Signature:.....

MA Rep Signature:.....

1. APPLICANT'S DETAILS

APPLICANTS FULL NAME:

APPLICANTS COMPANY:.....

EWP LICENCE TYPE:..... NUMBER:..... EXPIRY DATE:...../...../.....

ADA DETAILS:

If you are working on the airfield, please provide ADA details below:

DOES THE APPLICANT HOLD AN ADA? YES NO  If NO you cannot drive / operate an EWP on the airfield without an escort.

IF YES, ADA EXPIRY DATE:...../...../..... LEVEL OF ADA:.....

EMAIL ADDRESS:.....

PRIVATE TEL: () BUSINESS TEL: () MOBILE TEL: ()

2. EWP DETAILS

EWP TYPE REQUIRED: SCISSOR LIFT ☐ BOOM LIFT STAR 10 ☐ STAR 12

DATE REQUIRED:...../...../..... TIME REQUIRED:.....(24hr)

DURATION OF USE:.....

LOCATION OF USE:.....

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3. APAM AUTHORISATION (APAM USE ONLY)

Please forward this completed application form along with a copy of your EWP operator licence/ticket to APAM REPRESENTATIVE a minimum of 48 HOURS BEFORE EWP IS REQUIRED.

Name of APAM REPRESENTATIVE:.....TITLE:.....

SIGNATURE:.....DATE:.....

Once you have completed the form and your APAM Representative has signed and approved the use of EWP, email to:
Melairewp@programmed.com.au

On the day the EWP is required, ring Melbourne Airport Authorised Representative on **9697 0028** to arrange to meet you at the location. Allow at least 30 minutes lead time.

4. NOTES

PLEASE NOTE ANY SAFETY/MAINTENANCE ISSUES:

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5. RULES FOR EWP USE

1. The operator/s must operate the plant as per manufacturer's operating manual, including restrictions on the gradient, slope, wind conditions.
2. It is the operators' responsibility to ensure that they operate in accordance with the Occupational Health and Safety Act and Regulations.
3. The operator/s must never work alone, in order to use APAM owned EWPs all parties must undertake work in pairs as a minimum.
4. Operator/s must not operate or drive an EWP through a public area without a suitable escort to manage the public.
5. The operator/s must complete the daily pre-start check prior to using the plant for the first time (daily). For example, just because another operator completed the check earlier in the day this does not exempt the next operator from undertaking the check. Emergency lowering devices must also be checked.
6. The operator must ensure that their operation does not put any other staff member or member of the public at risk (e.g. if in doubt, STOP and seek help).
7. The operator must understand the machines capacity including the basket SWL (safe working load).
8. If harness is required, the operator must check that it has a current certification. The operator must remain hooked to the anchorage point at all times when inside the basket.
9. Operator/s must not open the door of the basket or leave the confines of the basket.
10. The operator/s must understand the floor loading requirements within the terminals – do not enter an area where the EWP is not permitted to go into.
11. Operator/s must not stand on the rails or lean outside of the EWP at any time.
12. Operator/s must not travel to/from a work area with the platform elevated.
13. Only one person is allowed inside the basket when the machine is being moved.
14. EWPs must not be taken into vertical transport (lifts) without first checking with the Melbourne Airport Authorised Representative
15. Operator/s must delineate the designated/required work area with the use of barricades. Operators must accommodate for EWP movement within that area as well as a designated 'drop zone'. Tools should be secured to avoid them falling out of the basket.
16. Operator/s should not attempt to access areas where they are required to crouch down in the basket. Operators must be able to perform their task whilst standing at all times.
17. Do not pass, or allow anybody to pass, under the boom or knuckle of an EWP.
18. Operator/s must not leave an EWP unaccompanied in a public area whilst it is being used for works. EWPs must always be stored in a safe area and disabled.
19. The operator must also notify the Melbourne Airport Authorised Representative upon completion of their work.
20. The operator/s must not operate an EWP that is found to be unsafe (e.g. a fault/something wrong was identified during the pre-start check). If the operator comes across a fault, this must be documented in the pre-start check and the fault must be reported immediately to the Melbourne Airport Authorised Representative. The operator must remain with the plant until a Melbourne Airport Authorised Representative arrives.
21. The operator/s must not attempt to fix/rectify any faults themselves.
22. The operator/s must not interfere or disengage any safeguard fitted to the plant.