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| PART A – Document Purpose |

**As required under your agreement with Australia Pacific Airports (Melbourne) Pty Ltd (APAM), you as the Retailer are required to notify Melbourne Airport of your intention to engage a Contractor to perform any maintenance or minor works within your tenancy, and gain written approval prior to undertaking such works.**

**This document has been prepared to provide clarity around the process that you must follow when undertaking such works, noting that there is a different process again for more major works.**

**This document serves to provide a detailed description of the proposed works, and provide you with an understanding of APAM’s requirements to ensure that all approvals are in place, there is minimal disruption to airport operations by the works being carried out and that all legislative, regulatory and APAM policy requirements have been met prior to and whilst the works are being undertaken.**

**It is critical that you understand the works being undertaken as Contractors are your responsibility on site.**

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| PART B – Scope of Proposed Work | | | | |
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| Retailer |  | Location of Works | |  |
| Retailer’s On-Site Representative |  | | | |
| Contact No. |  | Email Address | |  |
| Contractor’s Company Name |  | | | |
| Contractor’s Site Foreman |  | Contact No. | |  |
| Description of Works/Scope |  | | | |
| Closure Required (Y/N) |  | | Estimated Duration of Works |  |
| Proposed Date/Time |  | | | |

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| PART C – Work Details for Permit/Authority/Other Determination | *No* |  | *Yes* | *If Yes, further approval may be required.* |
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| **Will the works create any dust/noise (plastering etc.)?** |  |  |  | Permit / Authority may be required |
| **Will the works require any chemical use (adhesives etc.)?** |  |  |  | Permit / Authority may be required |
| * **If so, does any mechanical equipment require isolation to stop the transfer of smell?** |  |  |  | Permit / Authority may be required |
| **Are any electrical or data cabling works being undertaken?** |  |  |  | Permit / Authority may be required |
| * **If so, does it require isolation of the electrical distribution board?** |  |  |  | Permit / Authority may be required |
| **Will the works require any hot works (grinding, welding etc.)?** |  |  |  | Permit / Authority may be required |
| * **If so, is a fire detection/suppression system impairment required?** |  |  |  | Permit / Authority may be required |
| **Will the works require any penetrations/chasing to base build structure (floor etc.)?** |  |  |  | Permit / Authority may be required |
| **Will the works require access to areas outside of the tenancy i.e. ceiling spaces, plantrooms etc.?** |  |  |  | Permit / Authority may be required |
| **Will the works require removal of ceiling tiles outside of the tenancy?** |  |  |  | Permit / Authority may be required |
| **Will the works obstruct any emergency access or egress areas?** |  |  |  | Permit / Authority may be required |
| **Will the use of elevated equipment/work platforms (scissor lift etc.) be required?** |  |  |  | Permit / Authority may be required |

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| PART D – Permit/Authority/Other Determination | | | | | |
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| *If you have ticked ‘yes’ to any of the above in Part C, further information may be required to be provided to APAM or additional approvals to be sought or granted, such as an exemption letter from the Airport Building Controller (ABC) or a Permit to Commence Works (PERCOW) from APAM. Your APAM representative will advise you of the process, the documentation that will be required and additional approval time involved.* | | | | | |
| *The works may require your Contractor to sight the asbestos, contaminated area or confined space register. Please speak to your APAM representative to confirm if this requirement is applicable.* | | | | | |

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| PART E – Pre-Work Considerations |

* **Approval to Work** – It is a requirement that before commencing works, that you have a documented scope of work, understand the works involved, and make APAM aware of the pending works. APAM reserve the sole discretion to approve works. Your APAM representative will inform you if approval has been granted to proceed with the works or advise if any additional approvals are required.
* **Responsibility On-Site** –Contractors are your responsibility while at Melbourne Airport. You warrant that the contractors have the skill and expertise expected of a qualified person experienced in the undertaking of the relevant works, to perform the works.
* **Representation On-Site** – You must ensure a representative from your company, nominated in Part B above, is on site monitoring the works being undertaken.
* **Safe Work Zone** –You must ensure that while Contractors are undertaking works, the area is appropriately sign posted and barricaded. Hazard tape is not an acceptable form of barricade.
* **Safe Method of Work** – A Safe Work Method Statement (SWMS) or Job Safety Analysis (JSA) is required for all works at Melbourne Airport and must reflect the scope of works being undertaken. All SWMS/JSAs must be cited and reviewed before works commence. These documents must be understood and signed by all members of the work party. You must ensure when on site, Contractors have their SWMS or JSA readily available, are following their documented process and working safely.
* **Material Safety Data Sheet** – A Material Safety Data Sheet (MSDS) is required if the proposed works require the use any chemical or toxic material. All MSDSs must be cited, reviewed and provided to APAM before works commence. You must also ensure when on site, Contractors are strictly adhering to the MSDS, wearing appropriate PPE, have adequate ventilation and again, working safely.
* **Working at Height** – You must ensure that if your Contractor is working at height, they are using an appropriate ladder (platform ladder is preferred) or Elevated Work Platform, which is appropriately barricaded as per above.
* **Insurances –** You warrant that the contractor holds the current relevant insurance cover, and that copies will be provided to APAM upon request.
* **Airport Induction** – All Contractors must complete an online induction before commencing any work at Melbourne Airport. All Contractors must complete the ‘Security, Safety & Service Induction’ using the following link;

<https://alo.litmos.com.au>.

Further inductions may be required depending on the type of work being undertaken. The Contractor Induction is only required to be completed once per worker on site.

* **Working in Secure Areas/Airside** – If the proposed works are in secure area/Airside, your Contractor will be required to obtain a Visitor Pass or hold a current ASIC. Visitor Passes can only be obtained with a current ASIC holder, who must supervise the contractor at all times. Visitor Passes may be obtained from Building 219, Francis Briggs Road, between 8.00am – 3.00pm. Outside of these hours, Visitor Passes may be obtained from Oversized Baggage, located in T2 Departures, Next to McDonalds.
* **Additional Requirements –** any Contractor undertaking work at Melbourne Airport must adhere to the APAC Minimum Public Safety Requirements and APAC Safety Essentials, both documents can be reviewed online using the following link;

<http://melbourneairport.com.au/for-business/onsite-at-melair/apac-minimum-public-safety-requirements.html>

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| PART F – Day of Work Checklist | *Yes* |  | *No* |
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| **A copy of this completed form is available on site, which has been submitted and approved by APAM.** |  |  |  |
| **Your Contractor has presented Certificates of the online induction for each worker on site.** |  |  |  |
| **Any additional Permits are available and displayed near works.** |  |  |  |
| **Your Contractor has presented a documented JSA or SWMS which has been signed by all persons on site** |  |  |  |

If any of the above cannot be confirmed, works cannot proceed on day of the works.

**Note**: a representative of APAM may request to sight the above listed documentation during random inspections. Any documentation not available may result in a cease works notice being issued.