HOW TO GUIDE

Contractor

PEMAC – Electronic Permit to Work

PerthAirport

PEMAC - Introduction

Perth Airport has implemented PEMAC which is an Electronic Permit to Work System. All Perth Airports HRA Permits are covered by the PEMAC System.

Contractors will be given individual logins and must submit all HRA Permit Applications on line using the PEMAC system.

Should you require any additional information on the PEMAC System Contact Matt Stafford on Matthew.Stafford@perthairport.com.au

Signing in

1 | Insert Username (will be on the invite email you received with this training material)

2 | Insert password and click "OK"

Home Page

Permit Page

* The Permit Page show all the Permits for your company and the status of the permits.

* There are a number of features available to the contractor, such as submitting a Permit Request to copying an existing Permit

The Contractor can also export the view to an excel spreadsheet.

1 Depending on the number of Permits the Contractor can *search* by Permit Type, or Status. Or if known the permit number. A number of filter options are available.
NOTE: unselect "Display today's permits only" if searching for an old permit.

2 NOTE: there can be a large number of permits. Toggle between pages using the pages tabs

3 Permits can be View or Edited from this page.
NOTE: the active permits are colour coded.

Raising a HRA Permit Request

1. Select the ➕ Icon to create a HRA/Permit Request

2. Other Icons allow you to copy a HRA/Permit or Export the selected tabs to Excel

3. 🔍 Icon is used to view the HRA/Permit

   ✏️ Icon is used to edit the HRA/Permit

4. To view or print HRA/Permit in PDF (useful when review permits)

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Completing a HRA Permit Request - Basic Permit Layout Part 1

ADD PERMIT

1 Permit Type: HRA WORKING AT HEIGHTS *

Permit Number:
System will auto-generate if left empty

Start Date/Time: 23/03/2017 * 12:51 * E.g. 09:00

2 Expiry Date/Time: 23/03/2017 * 20:51 * E.g. 17:00

Permit Owner Supervision Required? ☐ ** Please Select **

Site: Default Site

3 Location: Terminal 1/ Ground Floor/ Arrivals

Permit GIS Point:
E.g. POINT (-122.349 47.651 10.3 12)

4 Location Details: Adjacent to the Budget Car Rental Booth

Plant Item: ** Please Select **

Work Description: Installing a new back lit way finding signage and updating existing signage, *

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6 NEXT | SAVE AND NEW | CANCEL

1. Select the Permit/HRA Type (ignore the Permit Number this is auto generated.)

2. Select the Date Range (Note, this can change if back space if used)

3. Select the Location. (type the location you want, NOTING, it is the **"word"** immediately followed by **"/"** followed by **"space"** and the next **"word"**

4. Free Text the Exact Works Location (e.g. Check-in Desk 26)

5. Provide a Detailed Description of the works to be undertaken

6. Select the Next Button

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Completing a HRA Permit Request - Basic Permit Layout Part 2

1

2

Notes (0) | Questions (16) | Documents (1) | Issued To (0) | Email (0)

QUESTIONS

3

Question	Answer	
How will access to height be gained:	Mobile Scaffolding ▼ *	Open Comments ↓
Are all edges guarded?	No ▼	This is a requirement to guard all edges, please explain reason for exemption **5** Open Comments ↓
4		
Has or will access to the area below the works be restricted?	NA ▼ *	Open Comments ↓
Are all surfaces capable of supporting worker/s weight/s?	Yes ▼ *	Open Comments ↓
Is there a potential slip hazard associated with the working at height?	** Please Select ** ▼ *	Open Comments ↓
If using powered temporary work platform will it be operated by a trained operator?	** Please Select ** ▼ *	Open Comments ↓

6 SAVE & CLOSE SAVE CANCEL SUBMIT REQUEST PRINT PERMIT AUDIT TRAIL SUB-PERMITS

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1 Select the **QUESTIONS** tab to answer specific questions related to the HRA/Permit Request

2 Select the **DOCUMENTS** tab to add Specific Supporting Documentation as required

3 Questions and Answers are pre-defined and must be complete to be able to submit the permit.

4 Click the drop down menu and select the most appropriate answer.

5 Note the text in red, if asked an additional question answer in the open comments section

6 HRA/Permit can be saved and closed at any time.

Perth Airport

Completing a HRA Permit Request - Basic Permit Layout Part 2

1 Select the **EMAIL** tab to send or view an email specific to this HRA/Permit Request. (see pop-out)

NOTE: All correspondences related to this HRA/Permit must be communicated through the PEMAC system.

2 Select the **ISSUED TO** tab to add the PAPL Representative for the works

3 Once a PAPL Representative has been selected the Permit can be submitted to them by clicking the **SUBMIT REQUEST** button

Issuing a HRA Permit Request
(By a PAPL Permit Issuer – **ON SITE**)

1 Some *Permit Types* have questions that the Permit Issuer must be answer by the Permit Issuer .

2 The Permit Issuer can review documents on site by select the **DOCUMENTS** tab to open and review the submitted supporting documentation if not done so already.

3 Once the Permit Issuer is satisfied with the HRA Permit Request they must sign the workflow by select the **WORKFLOWS** tab.

At this point the Permit Applicant (Contractor) must also sign the HRA Permit Request. Once signed they click the *Signed Approved* tick box.

4 Once the HRA Permit Request has been reviewed and the Permit Issuer has no further comments, the Permit Issuer will select the **ISSUE** tab and issue the HRA Permit. If there are any issues with the Permit the will appear in an orange bubble (see pop-out).

NOTE: HRA Permit Requests can be unapproved by selecting **UNAPPOVE** tab, this allows a HRA Permit Request to be amended by the contractor.

Issued HRA Permits

1. Once a Permit Application has been proceeds and issued on it is available under the PERMITS tab, set the status to "Issued" to view all issued permits.

2. Select the PDF icon next to the desired permit to print a copy of the permit and retain on site.

3. *Suspend, Re-issue, Activate* tabs are shown on the issue filter screen, however Contractors do not have the permission to use these functions on Permit Issuer.