

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

HOW TO – Sign in

Signing in

PE Care PerthAirport You are not signed-in. [SIGN IN](#)

SIGN IN

Invalid login information. Please enter a valid user name and password. You have 4 remaining attempts.

User Name x **1**

Password **2**

Remember User Name

Remember Password

Automatically Sign In

[Forgot your password?](#)

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

2 Insert password and click "OK"

Home Page

1

2

3

Home

Reports

Email Logs ▾ My Inbox

All Email Logs

EMAIL LOG

Search for

Read Is System Generated

	To	Subject	Sent On	Related Record	System Module	Is System Generated	Read
<input type="button" value="M"/>	Court, Anne	Please review Permit record for compliance	15/03/2017 12:28	PAPL-HRA-HW-00000010	Permits	No	No
<input type="button" value="M"/>		Please review Permit record for compliance	15/03/2017 12:28	PAPL-HRA-HW-00000010	Permits	No	No
<input type="button" value="M"/>	Stafford, Matthew	PEMAC Care - Permit Request Submitted	15/03/2017 12:34	PAPL-HRA-HW-00000010	Permit Requestor	Yes	No
<input type="button" value="M"/>	Stafford, Matthew	PEMAC Care - Permit Workflow Approval	15/03/2017 13:12	PAPL-HRA-HW-00000010	Permits	Yes	No
<input type="button" value="M"/>	Dyson, Shoshana	PEMAC Care - Permit Workflow Approval	15/03/2017 14:14	PAPL-HRA-HW-00000010	Permits	Yes	No
<input type="button" value="M"/>	Dyson, Shoshana	PEMAC Care - Permit Workflow Approval	15/03/2017 14:14	PAPL-HRA-HW-00000010	Permits	Yes	No

1 **SETTINGS** tab, allows users to change their password and change between sites (a function that will be introduced at a later date)

2 **MY INFO** tab, gives users access to the emails and allows some users to run reports (see pop-out)

Emails Logs is basically an inbox for all your emails on the PEMAC system. Any correspondents related to a Permit Application should be made using the PEMAC system (simply click compose). This allows for a clear audit trail, it also meaning anyone from PAPL can pick up a Permit Application and approve.

3 **PERMITS** tab, gives Contractors access to either their permits.

NOTE: Contractors only has access to their own permits and no other companies

Permit Page

Grid

ALL PERMITS

1. SUBMIT 2. REVIEW 3. ACKNOWLEDGED 4. ISSUED 5. CLOSED

Search for GO

Site Default Site Company All Permit Type All

Location All Personnel All Status 1. Submit

Plant Item All Display today's permits only All

2. 1 of 1 10 / PAGE Total Items: 1

SUBMIT REQUEST SUB-PERMITS AUDIT TRAIL

Permit Number	Permit Type	Work Description	Site	Location/ Plant Item	Start Date	Expiry Date	Company	Sub-Permits	Contractor Request	Print Permit
<input type="checkbox"/> PAPL-HA-HW-0000016	HRA HOTWORK	test	Default Site	Airside/ Aircraft Parking Bay/ Bay 008 /	18/04/2017 16:48	19/04/2017 00:48	PAPL (Internal Company for PAPL Staff) - Manager Test Project			

Legend:
Live Permits (Green)
Expired Permits (Grey)
Unacceptable Test Results (Red)
Suspended Permits (Yellow)
Withdrawn/Rejected Permits (Dark Red)

* 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.

HOW TO – Raise a HRA Permit Request

Raising a HRA Permit Request

The screenshot shows the 'ALL PERMITS' interface. At the top, there are five status tabs: 1. SUBMIT, 2. REVIEW, 3. ACKNOWLEDGED, 4. ISSUED, and 5. CLOSED. Below the tabs is a search bar and several filter dropdowns for Site, Company, Permit Type, Location, Personnel, Status, and Plant Item. A toolbar contains icons for creating (+), editing (pencil), deleting (X), copying (document), printing (W), and refreshing (circular arrow). A table below the toolbar lists permit details, including Permit Number, Permit Type, Work Description, Site, Location/Plant Item, Start Date, Expiry Date, Company, Sub-Permits, Contract Requests, and a Print Permit icon. The interface is annotated with numbers 1 through 4 pointing to specific icons and elements.

Permit Number	Permit Type	Work Description	Site	Location/ Plant Item	Start Date	Expiry Date	Company	Sub-Permits	Contract Requests	Print Permit
PANL-HR-1-HW-00000008	HRA HOTWORK	Pre-Training Testing workflows	Default Site	Airside/ Aircraft Parking Bay/ Bay 008 /	14/03/2017 21:49	15/03/2017 05:49				

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)

Completing a HRA Permit Request - Basic Permit Layout Part 1

ADD PERMIT

1 Permit Type: HRA WORKING AT HEIGHTS *
Permit Number: [Empty] *
System will auto-generate if left empty

2 Start Date/Time: 23/03/2017 12:51 * E.g. 09:00
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: [Empty]
E.g. POINT (-122.349 47.651 10.3 12)

4 Location Details: Adjacent to the Budget Car Rental Booth

Plant Item: ** Please Select **

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

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

Completing a HRA Permit Request - Basic Permit Layout Part 2

1 2

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

QUESTIONS

Question	Answer	
How will access to height be gained:	Mobile Scaffolding	Open Comments ↓
Are all edges guarded?	No	Open Comments ↓
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 ↓

3

4

5

6

SAVE & CLOSE

SAVE

CANCEL

SUBMIT REQUEST

PRINT PERMIT

AUDIT TRAIL

SUB-PERMIT

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.

Completing a HRA Permit Request - Basic Permit Layout Part 2

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

QUESTIONS

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

EMAIL LOG

Search for: [] GO

Read: All [] Is System Generated: All []

1 of 1 / 10 / PAGE Total Items: 6

COMPOSE

To	Subject	Sent On	Related Record	System Module	Is System Generated	Read
Court, Anne	Please review Permit record for compliance	15/03/2017 12:28	PAPL-HRA-HW-00000010	Permits	No	No
	Please review Permit record for compliance	15/03/2017 12:28	PAPL-HRA-HW-00000010	Permits	No	No
Stafford, Matthew	PEMAC Care - Permit Request Submitted	15/03/2017 12:34	PAPL-HRA-HW-00000010	Permit Requestor	Yes	No
Stafford, Matthew	PEMAC Care - Permit Workflow Approval	15/03/2017 13:12	PAPL-HRA-HW-00000010	Permits	Yes	No
Dyson, Shoshana	PEMAC Care - Permit Workflow Approval	15/03/2017 14:14	PAPL-HRA-HW-00000010	Permits	Yes	No
Dyson, Shoshana	PEMAC Care - Permit Workflow Approval	15/03/2017 14:14	PAPL-HRA-HW-00000010	Permits	Yes	No

3

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

- 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

HOW a HRA Permit Request is ISSUED



Issuing a HRA Permit Request

(By a PAPL Permit Issuer – **ON SITE**)

1 3 2

Issued To Questions Workflows Documents

1 of 10 / PAGE Total Items: 2

Workflow Name	Declaration	Nominee	Send Mail	Signed Approved	Date Signed
Permit Applicant	I the Permit Applicant, confirm that the works will be undertaken in accordance with the Specified Supporting Documentation attached to this Permit Application. I also confirm I understand & will abide by the conditions of this permit.	Stafford, Matthew	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Review Approval - HRA-PI	I confirm I have reviewed the submitted Specified Supporting Documentation and have inspected the works site.	Stafford, Matthew	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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

The following signatures are required prior to Issue:
- Permit Workflows (all)
Permit workflow not complete - Sign-off/Approval required

A permit has already been raised against the selected Location today. Please click [here](#) to review.

4

ISSUE SAVE & CLOSE SAVE CANCEL

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).

Issued HRA Permits

The screenshot shows the Care system interface for Perth Airport. The top navigation bar includes the Care logo, Perth Airport logo, and user information: "Hello TestContractor PAPL Default Site" with a "SIGN OUT" button. The main navigation area has "MY INFO" and "PERMITS" tabs, with "PERMITS" circled in green and labeled "1".

The "ALL PERMITS" section features a progress bar with five stages: 1. SUBMIT, 2. REVIEW, 3. ACKNOWLEDGED, 4. ISSUED, and 5. CLOSED. Below this is a search bar and filter options for Site, Location, Plant Item, Company, Personnel, Permit Type, and Sub Status. The "Status" dropdown is set to "4. Issued" and is circled in green with a "1" above it.

Below the filters is a toolbar with icons for adding, deleting, printing, and other actions. The "SU\$PEND" button is circled in green with a "3" above it. The "Print Permit" icon in the table header is circled in green with a "2" above it.

The table below shows a single permit entry:

Permit Number	Permit Type	Work Description	Site	Location/ Plant Item	Start Date	Expiry Date	Company	Sub-Permits	Contractor Request	Print Permit
PAPL-HRA-EX-00000002	HRA EXCAVATION	Test - Sheet Piling	Default Site	Landside/ Car park/ T3/T4 LONGterm D /	28/04/2017 08:00	25/05/2017 18:00	PAPL (Internal Company for PAPL Staff) - Manager Test Project			

A message box at the bottom center displays the error: "Message from webpage: You do not have permissions to modify Permits in this location".

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.