

# PEMAC Contractor User Guide

Applying For and Being Issued Permits

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# High Risk Activities

PAPL have identified that there are 7 High Risk Activities (HRA's) that require a permit before undertaking works on the airport estate.

They are:

- Confined space entry
- Crane operations
- Excavations
- Demolition
- Penetrations
- Hot works
- Working at heights

Requirements around each of the permit types including timeframes for their application can be found within the relevant Contractor Guidance Note.

High risk activities requiring a PAPL permit will not be allowed to commence until the permit has been issued.



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## Contractor Work Health & Safety Information

To facilitate safe works on the Perth Airport Estate, PAPL provide the following documents of which contractors and workers must familiarise themselves:

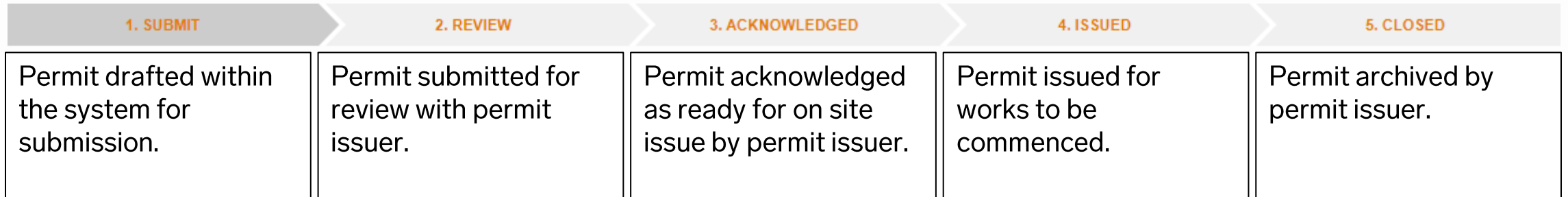
- **Contractor Safety Manual** - The **Contractor Safety Manual** sets out key safety information for working at Perth Airport. It also outlines our minimum safety requirements for undertaking works.
- **High-Risk Activities (HRA's)** - PAPL have identified seven **High Risk Activities (HRA's)** that require a permit before undertaking works:
  - Confined space entry
  - Crane operations
  - Excavations
  - Demolition
  - Penetrations
  - Hot works
  - Working at heights
- **Contractor Guidance Notes** - For each High-Risk Activity PAPL provide a contractor guidance note which details our minimum safety requirements and the process for undertaking HRA's at Perth Airport.

PEMAC login >



# Permit Process

There are five stages to a PEMAC permit.



As a contractor, the main stage you will be involved with is 1. Submit.

As part of this stage, you will be required to:

- Provide details on what/when/where the permit submission is for.
- Answer a selection of questions relating to the permit type selected.
- Upload documentation necessary for the permit to be assessed. Refer to the relevant Contractor Guidance Note and Safe Work Planning Meeting (SWPM) for a list of what documentation is required for the permit type selected.

All other stages are completed by your PAPL representatives.

As a permit you have raised moves through the various stages, you will receive automated notification emails from PEMAC informing you of its progress.

High risk activities requiring a PAPL permit will not be allowed to commence until the permit has been issued.

# Accessing PEMAC

If you require access to PEMAC, your PAPL Representative will submit a request to the WHS Team who administer the system.

Enquires can also be made directly with the WHS Team on [WHSTeam@perthairport.com.au](mailto:WHSTeam@perthairport.com.au)

Once an account is created, you will receive an email invite to the system with login details.

PEMAC can also be accessed via the Perth Airport website under Planning & Projects along with additional information.



The screenshot shows the Perth Airport website navigation and content. The top navigation bar includes 'Perth Airport', the time 'Perth WA 11:53AM', and links for 'Passengers', 'Corporate', and 'Property'. A search bar is also present. The main navigation menu includes 'About us', 'Community & environment', 'Planning & projects', 'Work with us', and 'Media'. The 'Planning & projects' section is expanded, showing a sidebar with links like 'Vision', 'Master Plan', 'Airspace protection', 'Interactive Spatial Hub', 'Building applications', 'High risk activities', 'Safety essentials', and 'Major development plans'. The main content area is titled 'Undertaking works at Perth Airport' and includes a breadcrumb trail 'You are here: Corporate > Planning & projects'. The page content describes the WHS system and lists contractor requirements, work health & safety information, and permit to work details. A red circle highlights the 'Visit PEMAC' link in the 'Permit to Work' section. On the right side, there are two images: one of an aircraft with a 'Guide to PEMAC' overlay, and another of a yellow utility vehicle with a 'PEMAC login' overlay.

# Signing In



Sign in with the username and password provided in your PEMAC invitation.

Your password can be changed after your initial sign-in through the options menu located in the top right.

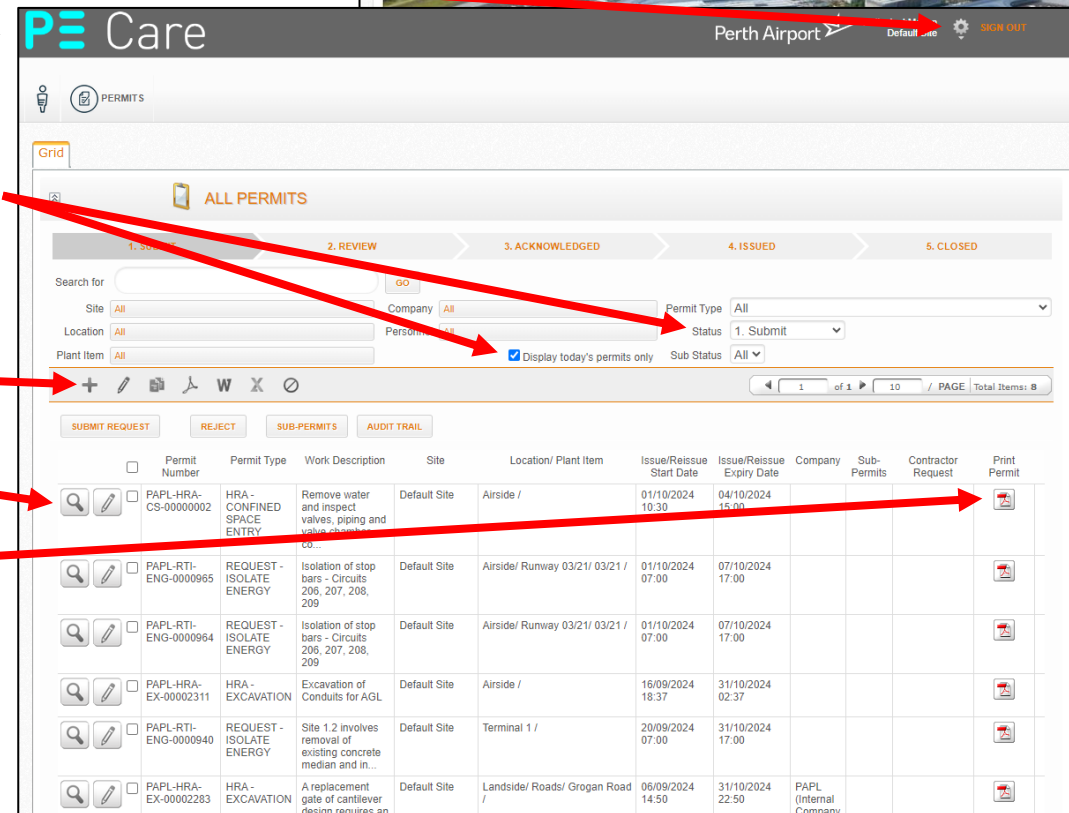
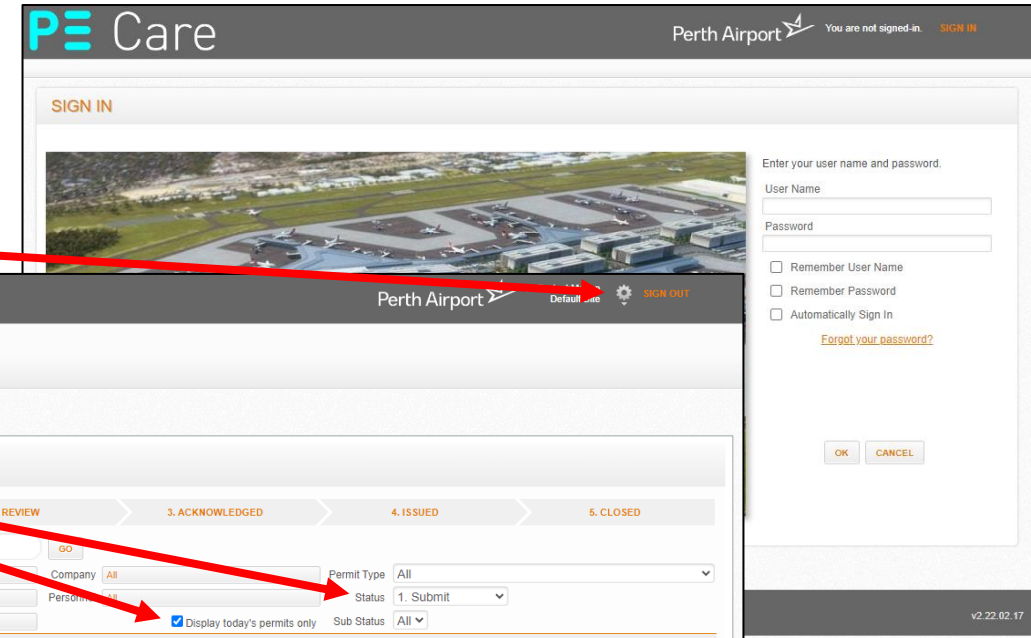
Note that by default when opening PEMAC, the “Display today’s permits only” box is ticked and the Status of displayed permits is set to “1. Submit” if you cannot find a specific permit.

From this page:

- New permits can be raised
- Existing permits viewed or edited
- Permits can be printed as a PDF



To enable a permit to be edited, you must first filter by permit status.



# Submitting a Permit – Part 1



- Permit Type – Select according to the type of high-risk activity being conducted.
- Permit Number – Auto-generated on submission, no need to complete.
- Date/Time – Enter permit start and end date/time required for the works to be completed. Allow extra time in case of delayed works (e.g. adverse weather).
- Permit Owner Supervision – Do not edit or modify.
- Site – Do not edit or modify.
- Location – Use keywords to select from list of locations available in the system.
- Location Details – Provide description of exact location.
- Plant Item – Do not edit or modify.
- Work Description – Provide a description of the works to be undertaken.

Select “Next” once all fields are complete.

The screenshot shows the 'ADD PERMIT' form with the following fields and values:

- Permit Type: HRA - EXCAVATION
- Permit Number: (empty, with note: System will auto-generate if left empty)
- Start Date/Time: 10/02/2025 13:17 (E.g. 09:00)
- Expiry Date/Time: 11/02/2025 21:17 (E.g. 17:00)
- Permit Owner Supervision Required?:  \*\* Please Select \*\*
- Site: Default Site
- Location: Landside/ Car park/ T1 SHORTerm \*
- Location Details: Adjacent to pay station.
- Plant Item: \*\* Please Select \*\*
- Work Description: Excavation for new sign footing.

A yellow warning box on the right side of the form contains the message: "A permit has already been raised against the selected Location today. Click here to review." A red arrow points from this box to a text box at the bottom right.

Appears to provide awareness, whenever a permit has already been raised for the Location selected.

# Submitting a Permit – Part 2



Select the “Questions” tab.

Questions are unique to the permit type selected.

Where available or prompted, provide additional information in the comments field for each question.

All questions are required to be answered before the permit can be submitted. Answers cannot be edited after submission.

Select the “Documents” tab.

Several lines will be prepopulated with names for suggestions of documents to upload, relevant to the permit type selected.

Lines for additional documents can be added using 

Unneeded lines can be removed by selecting them with the tickbox and using 

Save the permit after selecting files to ensure they upload to the system.

There is an individual size limit on files of 10mb.

The screenshot displays two overlapping windows from a web application. The top window is the 'QUESTIONS' tab, and the bottom window is the 'DOCUMENTS' tab. Both windows have a navigation bar at the top with tabs for 'Services Affected (0)', 'Questions (17)', 'Documents (9)', 'Issued To (0)', and 'Email (0)'. The 'Questions (17)' and 'Documents (9)' tabs are circled in red. The 'QUESTIONS' window shows a table with columns for 'Question', 'Answer', and 'Open Comments'. The 'DOCUMENTS' window shows a table with columns for 'Name', 'Reference', and 'Document'. A red arrow points to a '+' icon in the top left of the 'DOCUMENTS' window, and another red arrow points to a 'x' icon in the top left of the 'DOCUMENTS' window. The 'DOCUMENTS' window also has a 'Total Items: 9' indicator in the top right corner. At the bottom of the 'DOCUMENTS' window, there are buttons for 'SAVE & CLOSE', 'SAVE', 'CANCEL', 'SUBMIT REQUEST', 'PRINT PERMIT', 'AUDIT TRAIL', and 'SUB-PERMITS'.

Question	Answer	Open Comments
Has a Service Protection Officer been selected?	** Please Select ** *	Open Comments ↓
Has a plan of the Excavation area which shows the location & dimensions of the Excavation in relation to nearby roads, buildings & infrastructure been attached?	** Please Select ** *	Open Comments ↓
Has a description of the Excavation addressing type, depth & method of excavation & reason for the excavation been attached? (Maybe be included in the SWMS)	** Please Select ** *	Open Comments ↓
Is the Excavation is in proximity to HREZ Services and/or is it to a depth of more than 1.5m	** Please Select ** *	Open Comments ↓

Name	Reference	Document
<input type="checkbox"/> Location of Services (A plan showing the location of all identif	N/A	Choose file   No file chosen
<input type="checkbox"/> PAPL GIS Drawing	N/A	Choose file   No file chosen
<input type="checkbox"/> Dial Before You Dig	N/A	Choose file   No file chosen
<input type="checkbox"/> Sub-Service Scan	N/A	Choose file   No file chosen
<input type="checkbox"/> Excavation Plan	Showing the exact excavation location	Choose file   No file chosen

# Submitting a Permit – Part 3



Select the “Issued To” tab.

To add a field for selecting your PAPL representative, press plus **+**

Multiple can be added in this.

Use the “Personnel” dropdown to search for the name of the PAPL representatives that you are in contact with to complete works.

The permit will not be submitted for review by the selected PAPL representatives until you select “Save” and then “Submit Request”.

The permit can be saved and closed at any time prior to submission by selecting “Save” or “Save & Close”.

Note that permit supporting documents and dates/times can continue to be updated after submission until the PAPL representative moves the permit to the “Acknowledged” stage.

Services Affected (0) Questions (17) Documents (9) Issued To (0) Email (0)

**ISSUED TO**

+ × Total Items: 0

On clicking Add, please select Personnel from the list or enter Personnel Name.

<input type="checkbox"/>	Company	Personnel	
<input type="checkbox"/>	** Please Select **	* ** Please Select **	<input type="text"/> Find Best Matched

Add Person details in the text box in case it is not in the system

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



# Permit Issue



Once the PAPL representative has completed their review and moved the permit to the “Acknowledged” stage, the permit is ready for issue on site. All permits are issued in person on site.

The contractor is responsible for arranging a meeting on site with the PAPL representative for the permit to be issued.

For these meetings:

- The meeting should align with the start time and date listed on the permit.
- Site establishment should be completed (e.g. traffic and pedestrian management implemented).
- Workcrews should be present to discuss the works being approved.

An inspection will be undertaken by the permit issuer to ensure that the work setup and controls on site align with what has been provided in the permit, and if satisfied, the permit will be issued for high risk works to commence.

Conditions may be attached to permit issue as determined by the permit issuer.

On issue, the permit applicant will receive an email notification from the system with a completed copy of the permit. Alternatively, issued permits are also available to download as a PDF from PEMAC.

The permit and any supported documentation is to be available for presentation on site at any time post issue.

Contact [WHSTeam@perthairport.com.au](mailto:WHSTeam@perthairport.com.au) for any PEMAC support required.