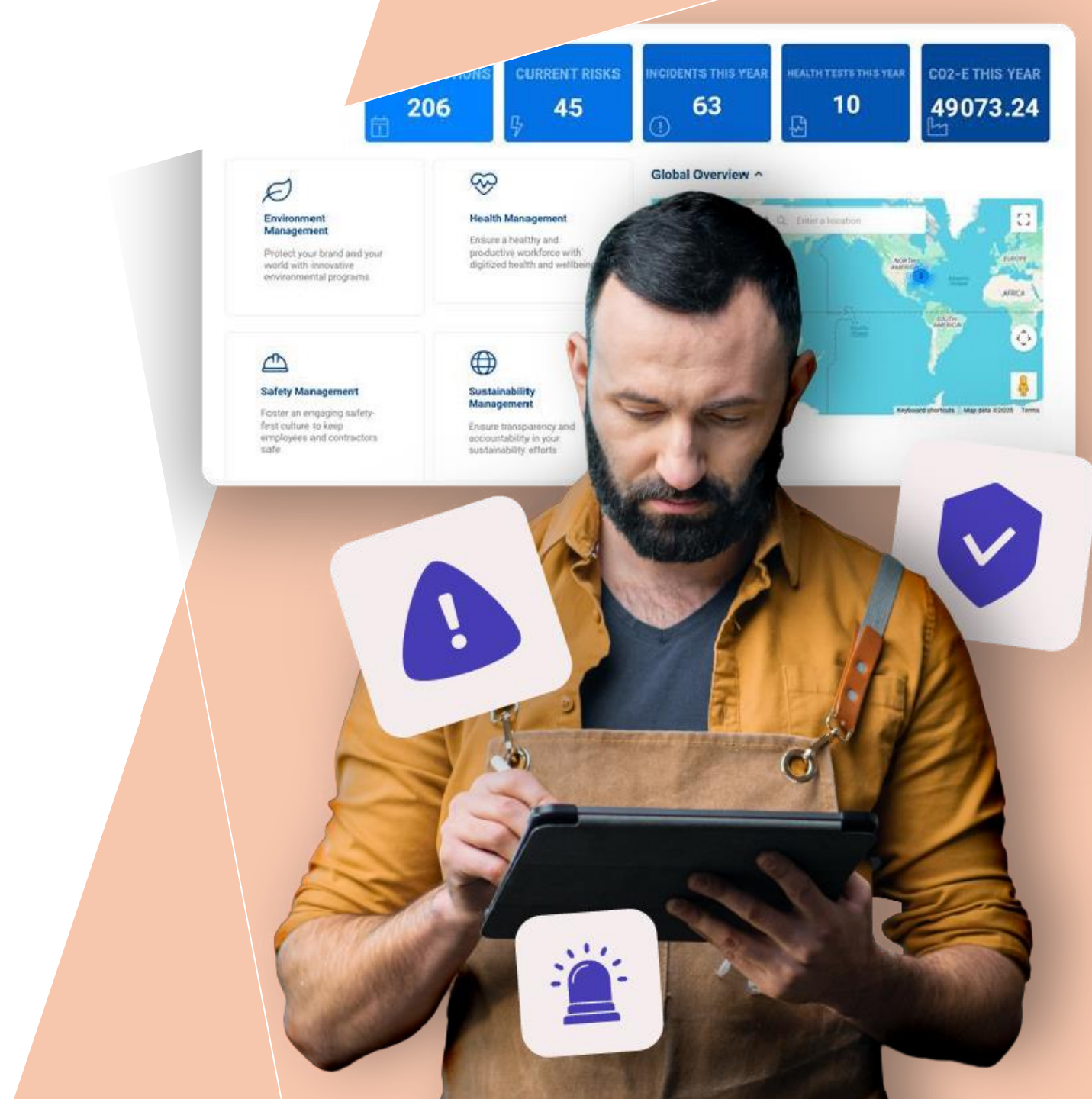


# Perth Airport Safety System External User Guide

Applying For and Managing High Risk Activity Permit.



# 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.

- Confined Space Entry
- Lifting Operations
- Excavations
- Demolition
- Penetrations
- Hot Works
- Working At Heights

Requirements around each of the permit types including timeframes for their applications 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.



# Permit Process

There are five stages to a PASS PERMIT



New	Review	Approval	Work Commenced	Closed
<b>Role:</b> Permit Applicant/ Owner <b>Action:</b> <ul style="list-style-type: none"> <li>Submit new permit application</li> <li>Provide details (what, when, where)</li> <li>Answer permit-specific questions</li> <li>Upload required documentation</li> </ul>	<b>Role:</b> Permit Reviewer <b>Actions:</b> <ul style="list-style-type: none"> <li>Review application</li> <li>provide feedback if needed.</li> </ul> <b>Role:</b> Permit Owner <b>Actions:</b> <ul style="list-style-type: none"> <li>Address comments for progression.</li> </ul>	<b>Role:</b> Permit Issuer <b>Actions:</b> <ul style="list-style-type: none"> <li>Validate Application and site set up.</li> <li>Issue Permit</li> </ul> <b>Role:</b> Permit Owner <b>Actions:</b> <ul style="list-style-type: none"> <li>Plants and workers are prepared and set up on site for Issue</li> </ul>	<b>Role:</b> Permit Owner <b>Actions:</b> <ul style="list-style-type: none"> <li>Tack permit progress</li> <li>Any Amendments to the Permit are done in this phase with consultation with the Permit Approver and PAPL Representative. (e.g. Re-Issue, Suspend, Cancel)</li> </ul>	<b>Role:</b> Permit Owner <b>Action:</b> <ul style="list-style-type: none"> <li>Close permit after approved duration.</li> </ul> No Further Amendments can be made past this point.

**Important Note:** Automated notification will be sent as the permit moves through stages  
 High Risk Activities requiring a PAPL Permit cannot start until permit is issued

# Accessing PASS

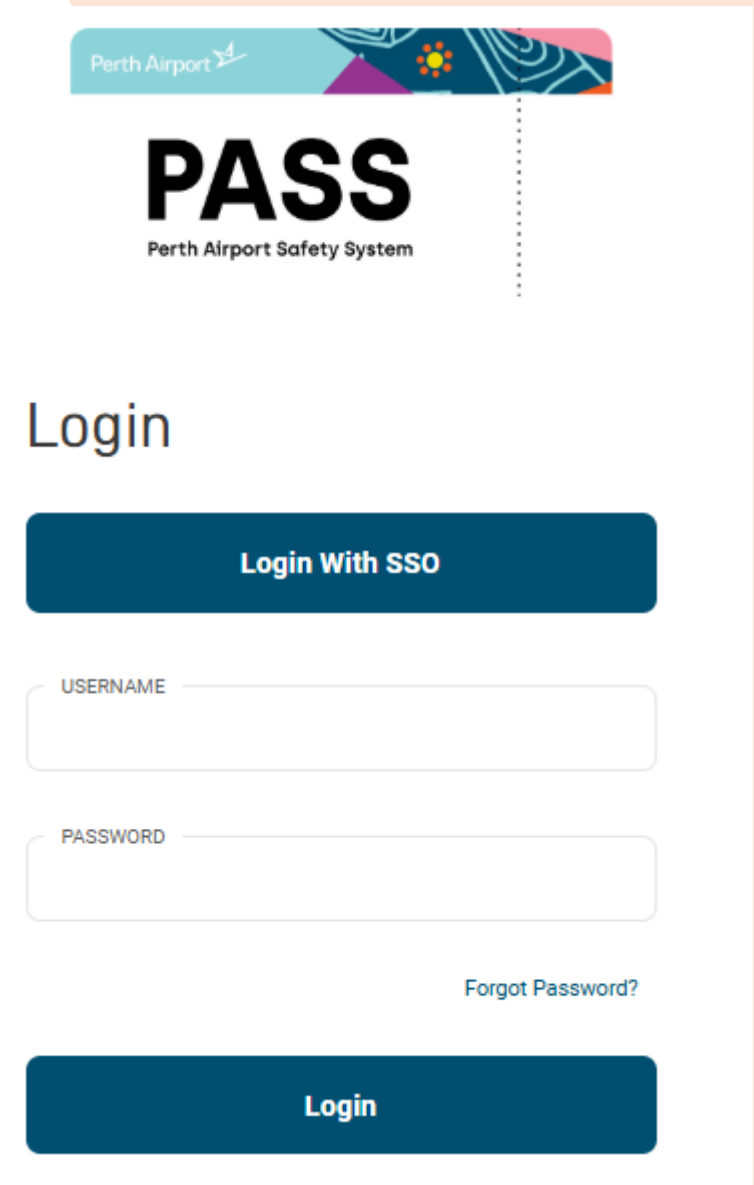
If you require access on PASS for Permit Request. Your PAPL Representative will request User Access through PASS, following a Safe Work Planning Meeting.

If account access has not been requested, or your works falls under the definition of 3<sup>rd</sup> Party, PASS Access can be made through [WHSSystems@perthairport.com.au](mailto:WHSSystems@perthairport.com.au) by providing the following;

- Full Name
- Company
- Email & Contract Number
- Reason for Access (PAPL Permit to Work & Contractor Safety Performance)

Once an account is created you will receive an email of your log in credentials.

PASS link can also be accessed via the Perth Airport website under **Corporate > Planning and Project** along with additional information.



Perth Airport

# PASS

Perth Airport Safety System

## Login

Login With SSO

USERNAME

PASSWORD

[Forgot Password?](#)

Login

# Navigating to Permit to Work Module

Permit to Work can be accessed through;

**Workspace > Permit Management > Permit to Work**

To Submit a New Permit, select **+ New** Button.

The screenshot shows the EVOTIX PASS web application interface. On the left is a dark sidebar with navigation links: Home, Workspaces, BI Reports, Dashboards, and Shortcuts. The 'Workspaces' link is selected, and a dropdown menu is open, showing 'Administration', 'General', 'People', and 'Permit Management'. The 'Permit Management' link is highlighted, and a sub-menu item 'Permit To Work' is visible. The main content area has a header 'Perth Airport Safety System - PASS - DEV'. Below this, there are several cards: 'Contractor Actions - How to guide', 'How to submit monthly hours', and 'My Permits'. The 'My Permits' card is highlighted. At the bottom, there is a table with columns: PERMIT NUMBER, TYPE OF PERMIT, APPLICATION DATE, LOCATION, REQUESTED BY, DESCRIPTION, REQUESTED DATE FROM, PERMIT REVIEWER, and STATUS. The table contains two rows of data. A callout bubble highlights the '+ New' button in the top right corner of the table area.

PERMIT NUMBER	TYPE OF PERMIT	APPLICATION DATE	LOCATION	REQUESTED BY	DESCRIPTION	REQUESTED DATE FROM	PERMIT REVIEWER	STATUS
PTW-0000008	Excavation	13/11/2025	T4 Aerobridges	Laurence, Angelo [ADM], WHS System Consultant	Submission Test	13/11/2025	Deves, Jose, Safety Business Partner - Systems (Acting)	Work Commenced
PTW-0000010	Lifting Operations	15/11/2025	Gate 4 Car Park	HaywardX, LukeX,	G4 Lifting	25/11/2025	Laurence, Angelo, WHS System Consultant	Work Commenced

**Important Note:**  
By default, Permit to Work Dashboard will showcase My Permit, showing active permit relevant to you.

# Permit Workflow – Submission





# PASS Permit to Work - Submission

Fill in the Main Submission Fields as necessary;

## Enter Permit Details

- **Type of Permit** – Select the appropriate permit type.
- **Permit Owner** – Choose the responsible person for the permit.
- **Requested Date From** – Start date for the permit.
- **Requested Time From** – Start time for the permit.
- **Requested Date To** – End date for the permit.
- **Requested Time To** – End time for the permit.

## Specify Location

- **Location** – Enter Location using the Location Hierarchy.
- **Specific Location** – Use the Free Text Field to provide accurate location
- **Satellite Map** - Use the Map Field to pin the exact location for Geo Spatial Gate Way.

## Provide Work Details

- **Description of Work to be Performed** – Clearly describe the task or activity.
- **Permit Type Questionnaire** – Complete the questionnaire relevant to the permit type.

The screenshot displays the 'Permit To Work' submission form. At the top, a breadcrumb trail shows 'Home > Workspaces > Permit Management'. Below this is a progress bar with five steps: 1. New, 2. Review, 3. Approval, 4. Work Commenced, and 5. Closed. The main form area is titled 'Permit To Work : <New Record>' and includes 'Save' and 'Close' buttons. The form is divided into two tabs: 'Submission' (active) and 'Document Submission'. The 'Submission' tab contains several input fields: 'PERMIT NUMBER' (Generated On Save), 'APPLICATION DATE' (11/11/2025), 'REQUESTED BY' (Deves, J.), 'REQUESTED DATE FROM' (DD/MM/YYYY, with a note 'Value is required. Requested Date From cannot be in the past.'), 'REQUESTED DATE TO' (DD/MM/YYYY, with a note 'Value is required. Requested Date To cannot be more than 30 days from Requested Date From. Requested Date To cannot be in the past.'), 'LOCATION' (with a dropdown arrow), 'TYPE OF PERMIT' (dropdown), 'PERMIT OWNER' (dropdown), 'REQUESTED TIME FROM' (HH:MM), 'REQUESTED TIME TO' (HH:MM), and 'SPECIFIC LOCATION' (text field). A map section is visible, showing a satellite view of an airport area with markers for 'Perth International Airport (PTI)', 'Perth Bus & Cafe', and 'Perth Bus Stop'. Below the map are two text fields: 'DESCRIPTION OF WORK TO BE PERFORMED' and 'PERMIT TYPE QUESTIONNAIRE SUBMISSION' (with a dropdown arrow). A note at the bottom states: 'Use Document Submission Tab to attached required supporting document for your Permit Application.'

# PASS Permit to Work – Submission Questionnaire

Each permit type includes a tailored questionnaire. Follow these tips to ensure accurate completion:

## 1. Question Formats:

You may encounter Yes/No questions, dropdown selections, or fields that prompt additional information.

## 2. Hidden Fields:

Some questions reveal prompt messages based on your responses. Be sure to provide all requested details.

## 3. Comments Section:

Every question includes a comment box—use it to clarify or expand on your answers if needed.

## Next Step:

Once the questionnaire is complete, proceed to the **Document Submission** tab to upload your supporting materials.

The screenshot shows the 'PERMIT TYPE QUESTIONNAIRE SUBMISSION' page for 'Permit to Work - LIFT Operation'. It contains a table of questions with radio button options and a comment box for each.

Question	Options	Comment Box
1 Will the Crane Operations exceed the Protected Airspace?	<input checked="" type="radio"/> N/A <input type="radio"/> Yes <input type="radio"/> No	
Protected Airspace Approval is required for all Crane Operations on the Perth Airport estate, please seek approval.		
2 Has a review of GIS been undertaken to ensure Crane Footings are not located on underground services?	<input type="radio"/> N/A <input checked="" type="radio"/> Yes <input type="radio"/> No	
3 Has a Safe Work Method Statement been prepared for the works?	<input type="radio"/> N/A <input checked="" type="radio"/> Yes <input type="radio"/> No	
Please attach a copy of the SWMS		
4 For a Basic Lift, has a Basic Lift Plan (or Lift Study) been submitted for the works?	<input type="radio"/> N/A <input checked="" type="radio"/> Yes <input type="radio"/> No	
Please attach a copy of the Lift Plan		
5 Is the Crane within current Certification?	<input type="radio"/> N/A <input type="radio"/> Yes <input checked="" type="radio"/> No	
6 Are all lifting attachments (e.g. slings, chains, shackles etc.) within current Testdates?	<input type="radio"/> N/A <input type="radio"/> Yes <input checked="" type="radio"/> No	



This version of the form highlights specific features with red circles and numbers:

- 1** Points to the radio button options: ☒ N/A ☐ Yes ☐ No.
- 2** Points to the hidden field prompt: Protected Airspace Approval is required for all Crane Operations on the Perth Airport estate, please seek approval.
- 3** Points to the comment box icon (speech bubble) at the end of the question row.



# PASS Permit to Work – Documentation Submission

To upload required documents:

- Click **+ Add New** to begin.
- Upload your file, by dropping a file or selecting from browser
- [Optional] Provide a clear **Title** and **Description** of the document.

**Important Note:** Requirements vary depending on the type of High-Risk Activity Permit. Always refer to the **HRA Guidance Document** and SWPM Records to ensure you include all necessary documentation.

The screenshot shows the 'Permit To Work' documentation submission page. At the top, a progress bar indicates five steps: 1. New, 2. Review, 3. Approval, 4. Work Commenced, and 5. Closed. The 'Document Submission' tab is active, highlighted with a blue circle. Below the tab, there are sections for 'Mandatory Supporting Document', 'SWPM', 'EVIDENCE RECORDS', and 'TRAINING RECORDS'. Each section has a table with columns for 'DATE UPLOADED', 'ATTACHMENT', 'FILE DESCRIPTION', and 'FILE UPLOADED BY'. The 'Add New' button in the 'Mandatory Supporting Document' section is highlighted with a blue circle. The 'Save' button is located at the top right of the page.

The screenshot shows the 'Permit To Work > Safe Work Planning Meeting Records' page. It features a 'File Storage' section with a large red-bordered box for uploading files. Below this box, there are fields for 'DATE UPLOADED' (11/11/2025), 'FILE UPLOADED BY' (generated on: none), and 'FILE DESCRIPTION'. The 'OK' and 'Discard' buttons are at the bottom right.

# PASS Permit to Work – Submission for Review and Approval

Once you are satisfied with your permit submission, follow these steps to assign the appropriate reviewer and notify stakeholders:

## Assign Reviewer

- In the PAPL Permit Reviewer field, select the relevant PAPL representative responsible for reviewing and issuing the permit.
- Use the search or scroll options to find and select the correct person.

*[Refer to the second screenshot showing the list of representatives.]*

## Add Additional Stakeholder [Optional]

- For additional People to be informed in the Permit Application use the Permit Stakeholder Table (e.g. PAPL Safety Resource/ PM, Permit Receiver).

## Save Changes

- Click **Yes** to Submit for Review and Approval
- Select the Save icon to confirm your submission.

By Ticking Submit for Review and Approval:

As a Permit Applicant I confirm that I have discussed the works with the PAPL Representative and I am satisfied with the quality of my submission.

PAPL REPRESENTATIVE RESPONSIBLE TO REVIEW PERMIT \*

Bekavac-Fudge, Maria, Senior Project Manager

PERMIT STAKEHOLDERS

LAST NAME	FIRST NAME	POSITION TITLE	
Wurfel	Bruno	Senior Safety Business Partner - Operations	
			<a href="#">Selection List</a> <a href="#">Remove</a>

SUBMIT FOR REVIEW AND APPROVAL \*

☒ No ☐ Yes

**PAPL Representative Responsible To Review Permit**

Click on the required item then click OK to complete your selection.

[Clear All](#)

	LAST NAME	FIRST NAME	POSITION TITLE
<input type="radio"/>	Sartori	Steve	Airfield Duty Manager
<input type="radio"/>	Savage	Chris	Project Director
<input type="radio"/>	Sava	Michael	Reporting Specialist
<input type="radio"/>	Schifferli	John	Elevator Direction
<input type="radio"/>	Schmidt	Francois	PNR - Service Lead
<input type="radio"/>	Schoder	Gerry	Clarke Energy
<input type="radio"/>	Schuetz	Holger	Enterprise Architect
<input type="radio"/>	Schutman	Martin	Senior Airport Architect
<input type="radio"/>	Scott	Frank	Volunteer Ambassador
<input type="radio"/>	Scott	Rob	CPP - Interface Management Lead
<input type="radio"/>	Full List		

☒ Full List ☐ Selected Items Only

[OK](#) [Cancel](#) [View](#) [Filter](#)

# Permit Workflow - Review



# PASS Permit to Work – Review Feedback

## During the Review Stage of your Permit Application:

- The PAPL Permit Reviewer may request additional information or clarification.

These requests will appear under the **Review Feedback** section in the **Review Tab**.

- You will also receive an email notification when a request is made.

## How to Address the Request:

- Click the link in the email or navigate to the **Review Tab** in your permit application.
- Locate the **Request Number**, under Review Feedback
- Provide the appropriate commentary and/or upload supporting attachments.

## Important Note:

Your permit **cannot proceed to the next phase (Approval and Sign-Off)** until **all feedback requests have been addressed**.

The screenshot shows the 'Permit To Work' application interface. At the top, there's a progress bar with four stages: New (checked), Review (active), Approval, and Closed. Below the progress bar, the permit ID 'PTW-000026' is displayed. There are tabs for 'Submission', 'Document Submission', 'Review' (selected), 'Actions', and 'Supporting Documents'. A search bar for 'PAPL REPRESENTATIVE - RESPONSIBLE TO REVIEW PERMIT' shows 'Wurfel, Bruno, Senior Safety Business Partner - Operations'. The 'Review Feedback' section is highlighted with a red box. It contains a table with feedback communication details.

SUBMITTED DATE	REQUEST DETAILS	ASSIGNED TO	RESPONSE	STATUS
20/11/2025	need more info	Hurst, Jarrod, Manager - WHS Projects	Additional documentation provided	Accepted

1 - 1 of 1 results [+ Add New](#)

The screenshot shows the 'Permit To Work (PTW-000023) > Feedback Communication' interface. It has tabs for 'Request', 'Response' (selected), and 'Review'. The 'RESPONSE' section shows 'Additional documentation provided'. Below this is the 'FILE ATTACHMENT' section with a table of uploaded files.

DATE UPLOADED	ATTACHMENT	FILE DESCRIPTION	FILE UPLOADED BY
20/11/2025	Gearred_T4_Sub_Boards.docx	Gearred T4 Sub board doc	Jarrod Hurst

1 - 1 of 1 results [+ Add New](#) [Delete](#)

SUBMIT RESPONSE?   
 ☐ No ☒ Yes

DATE RESPONDED: 20/11/2025 TIME: 11:20

# Permit Workflow - Approval



# PASS Permit to Work – Approval Sign Off

Once the PAPL Permit Reviewer completes the review, the permit is ready for issue.

## 1. Onsite Approval Requirements

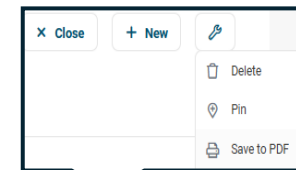
- The Site Permit Approval should align with the **Request Date and Time** listed on the permit.
- **Site establishment** must be complete (e.g., traffic/pedestrian management)
- **Permit Owner and relevant worker/s** should be present to discuss the approved works.

## 2. Inspection & Permit Issuing

- The **Permit Issuer** will inspect the site to confirm that:
  - Work setup and controls match the approved permit details.
- If satisfied, the permit will be issued, allowing **high-risk works to commence**.
- Additional **conditions** may be attached at the discretion of the Permit Issuer.

## 3. After Permit Issue

- Email notification will be received of the Signed Permit.
- Issued permits can also be **exported from PASS** , by selecting the Wrench Tool and Safe to pdf.
- The permit and supporting documents must be **available onsite for presentation at any time** after issue.





# Permit Issued and Work Progress



# PASS Permit to Work – Work in Progress & Amendments Request

The **Work Progress** tab provides tools for managing your permit during active work. This section includes:

**Permit Duration** – Displays the start and expiry dates of the permit. The system will send **automated reminders** when, the permit is approaching expiry.

**Permit Amendment Request** – Allows you to request changes when needed.

- **Request for Re-Issue** - Use this tab to initiate a **Re-Issue request** if the permit is nearing expiry and work is not yet complete.
- **Permit Suspension/Cancel** – If permit needs to be **suspended** due to an incident or breach, allowing for investigation, an Amendment Request to the Permit may be initiated.
  - Automated email is generated and as the **Permit Owner**, you must monitor this section and take action to **recommence the permit** once investigations are complete.

The screenshot displays the 'Permit to Work' interface for permit ID PTW-0000002. At the top, a progress bar shows stages: New, Review, Approval, Work Commenced, and Closed, with 'Work Commenced' currently active. Below this, tabs for Submission, Document Submission, Review, Approval, Work Progress, Actions, and Supporting Documents are visible, with 'Work Progress' selected. The 'DATE VALID FROM' is 13/11/2025 and 'TIME VALID FROM' is 08:37. The 'DATE EXPIRY' is 23/11/2025 and 'TIME EXPIRY' is 13:36. A section titled 'Amendment (Suspended/Re-Issue/Cancel)' contains a form with 'AMENDMENT REQUIRED?' set to 'Yes' and a 'REASON FOR PERMIT AMENDMENT' field. Below this is a table for 'AMENDMENT REQUEST' with columns for SUBMITTED DATE, REQUEST DETAILS, ASSIGNED TO, RESPONSE, and STATUS. The table shows 0 of 0 results. At the bottom, the 'Permit Closeout' section has 'CLOSE PERMIT?' set to 'Yes', 'CLOSED BY' as 'Lawrence, Angelo (JCMG, WHS Systems Consultant)', 'CLOSED DATE' as 13/11/2025, and 'CLOSED TIME' as 17:04.

# Permit Closed



# PASS Permit to Work – Close Permit

## Closing the Permit

- Under normal circumstances, as the Permit Owner you are responsible for **closing the permit** once:
  - All works are completed.
  - The site is clear and safe for regular operations.

**Important Note:** An email notification will be triggered when the permit is close to its expiry. As an action either close the permit once the work is done, and the site is safe for normal operation. Otherwise follow the previous slide to request amended on the permit for Re-Issue.



Any Question about your Permit please consult back to your PAPL Representative or the PAPL Permit Approver.

Any query regarding the Perth Airport Safety System (PASS) direct this to [WHSSystems@perthairport.com.au](mailto:WHSSystems@perthairport.com.au)