



EastLink

Instructions for completing an online Work Authority Permit (WAP) application for the EastLink site.

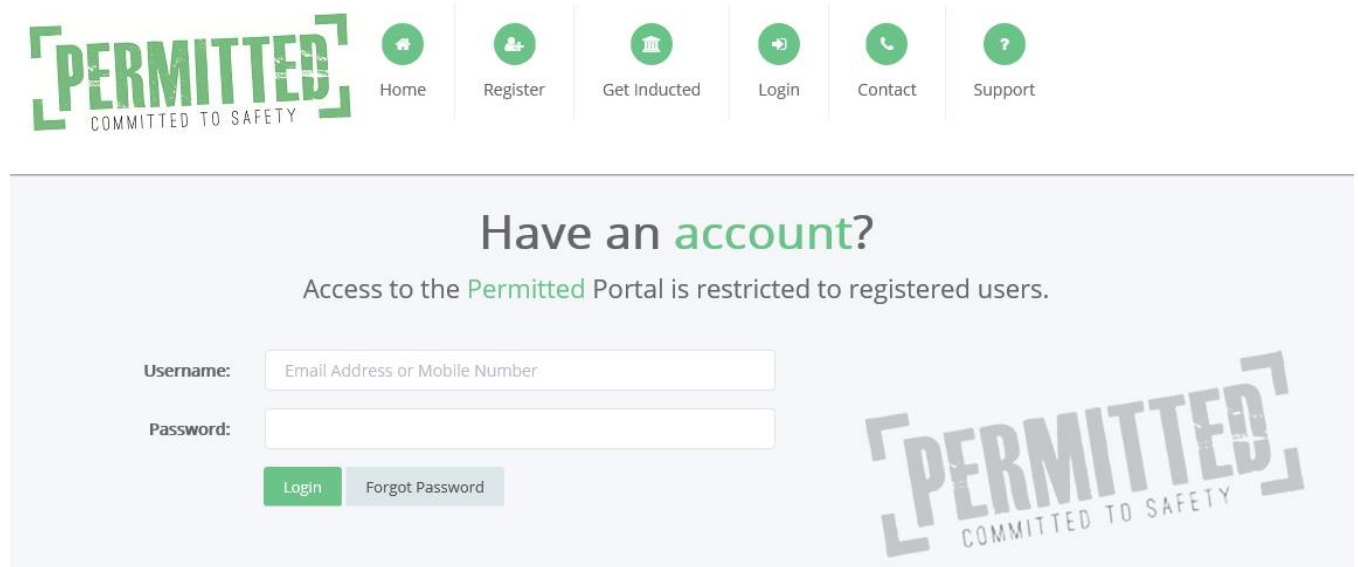
- Prior to applying for a WAP you must ensure your Company is registered and all employees working under the WAP are inducted and their qualifications have been uploaded.
- If you wish to check the status of your employees' induction please contact ybuntsma@connecteast.com.au



Step 1 - Login to Permitted Site to apply for an on line Work Authority Permit (WAP)

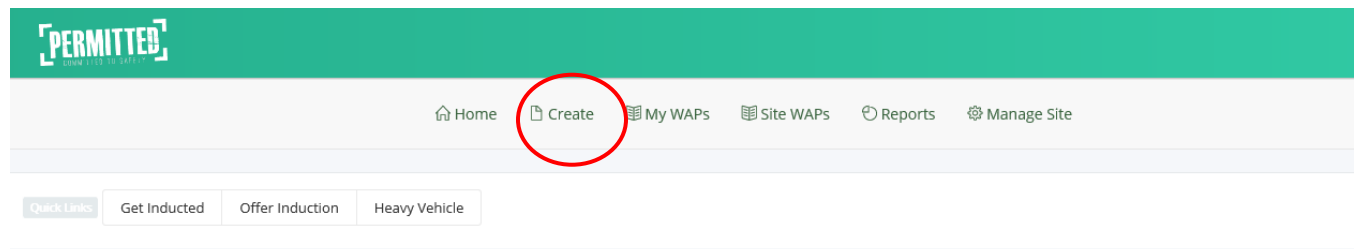
Log into the Permitted site at the following link: <https://www.permitted.com.au/portallogin.php>

Enter your user name (email address) and password and select Login



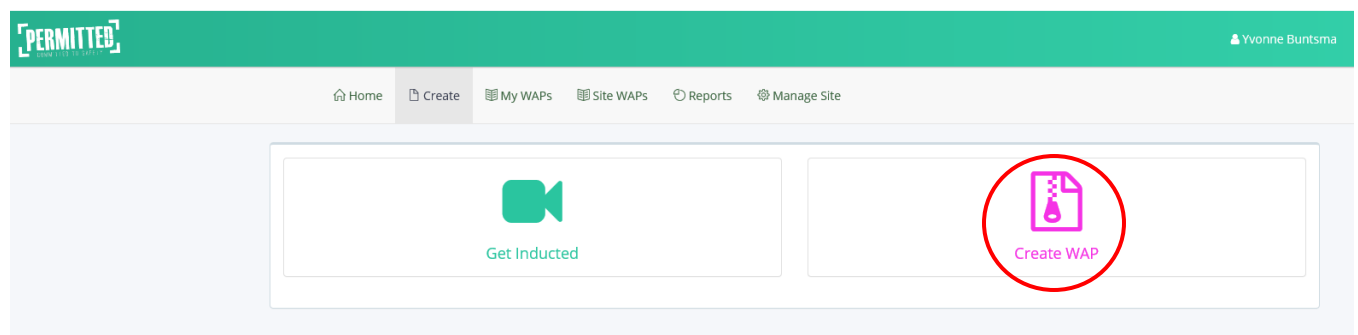
The image shows the login page of the Permitted Portal. At the top, there is a navigation bar with the Permitted logo and several icons: Home, Register, Get Inducted, Login, Contact, and Support. Below this, a large heading asks "Have an account?" followed by the text "Access to the Permitted Portal is restricted to registered users." There are two input fields: "Username:" with a placeholder "Email Address or Mobile Number" and "Password:". Below these fields are two buttons: "Login" and "Forgot Password". A large, faint Permitted logo is visible in the background on the right side.

Step 2 - Select Create



The image shows the dashboard of the Permitted Portal. At the top, there is a green header with the Permitted logo. Below the header, there is a navigation bar with several icons: Home, Create (circled in red), My WAPs, Site WAPs, Reports, and Manage Site. Below the navigation bar, there is a section titled "Quick Links" with three buttons: "Get Inducted", "Offer Induction", and "Heavy Vehicle".

Select Create WAP



The image shows the "Create WAP" page of the Permitted Portal. At the top, there is a green header with the Permitted logo and the user name "Yvonne Buntsma". Below the header, there is a navigation bar with several icons: Home, Create (circled in red), My WAPs, Site WAPs, Reports, and Manage Site. Below the navigation bar, there are two large buttons: "Get Inducted" and "Create WAP" (circled in red).

The new WAP screen will appear (as below). You will be required to complete all information pertaining to the works.

PERMITTED

Yvonne Buntsma EastLink Support Logout

Home Create My WAPs Site WAPs Reports Manage Site

WAP: NEW - WAP Details

Site: EastLink

Site Zone: Select zone

Site Contact:

Scope of Works:

Leading Hand:

Choose Date(s):

Site Arrival Time: 08:00

Site Finish Time: 17:00

Associated WAPs: Please select a site and site zone.

Submit

Site: EastLink

Site Zone: All Zones

Site contact: Select the EastLink representative you deal with.

Scope of works: The scope of works should be a summary clearly describing the works being undertaken. Please include if these works are being conducted on the centre median or roadside.

Leading Hand: This will automatically populate the name of the person raising the WAP.

Date Selection: Select the dates on which works will be conducted. A minimum of 5 business days' notice is required for approving a WAP.

An open WAP can be applied for a maximum of 90 days. To do this select the start and finish dates ie. 01/03/2019 and 30-05-2019. 48 hours notice is required prior to attending site. Notification must be in writing including the WAP number to tcrowap@connecteast.com.au to avoid conflict of works.

Time Selection: Select the start and finish times. Works will not be permitted outside selected hours.

No maintenance works involving closing or impeding a trafficable lane are to be conducted between the hours of:

Monday to Friday – 05:00 to 09:00 and 15:00 to 20:00

Weekends and Public Holidays – 10:00 to 19:00

No maintenance works which would close or impede a lane in the tunnels are to be conducted between the hours of:

Monday to Friday – 05:00 to 22:00

Weekends and Public Holidays – 07:00 to 20:00

Select **Submit** to move to the next screen.















Selecting workers: A drop down box will appear with all employees registered under your ABN and any connected companies. All personnel that are working on site must be selected. Only employees who have completed the on line induction and uploaded their qualifications will be able to be selected. All eligible employees will appear with green in each box (Refer screen shot below). Once the approval has been provided for the permit, it can only be changed by EastLink including adding personnel to the job.

<input type="checkbox"/>	BROADSPECTRUM AUSTRALIA PTY LTD	Andrew Ball	<div>L I Q U</div>
<input type="checkbox"/>	BROADSPECTRUM AUSTRALIA PTY LTD	Gavin Bartlett	<div>L I Q U</div>
<input type="checkbox"/>	BROADSPECTRUM AUSTRALIA PTY LTD	Aaron Bartlett	<div>L I Q U</div>

Select **Next** to move to the next screen.

Location(s): Select the location(s) where your works will be conducted. More than one location can be selected, but it is important to ensure the correct selections are made. If for whatever reason you are unsure, please contact your representative for further information.

Locations are broken down into Buildings & Facilities, Confined Space, Cross Passage, Road, Tech Shelter, Tolling Gantry, Tunnel, Shared User Path & Wetlands.

<input type="checkbox"/>	All Zones	Roads	Bangholme Road to Thompsons Road	 
<input type="checkbox"/>	All Zones	Roads	Boronia Road to Burwood Highway	 
<input type="checkbox"/>	All Zones	Roads	Burwood Highway to High St Road	 
<input type="checkbox"/>	All Zones	Roads	Canterbury Road to Boronia Road	 
<input type="checkbox"/>	All Zones	Roads	Cheltenham Road to Dandenong Southern Bypass	 
<input type="checkbox"/>	All Zones	Roads	Dandenong Southern Bypass to Greens Road	 
<input type="checkbox"/>	All Zones	Roads	Ferntree Gully Road to Wellington Road	 

Select **Next** to move to the next screen.

Additional Details: You must also select whether this is an emergency/visitor WAP, and if works are to be conducted Inbound, Outbound, On ramp, Off Ramp or None. More than one selection can be made. Enter the Chainage marker nearest to your worksite if known, otherwise enter NA. Also enter the Maximo Work Order Number if known otherwise leave blank.

WAP: NEW - Additional Details

Emergency / Visitor WAP?:

☐ - Yes
☐ - No

Which of the following apply to the locations you are working on?

☐ Inbound
☐ Outbound
☐ On Ramp
☐ Off Ramp
☐ LH Shoulder
☐ Centre Median
☐ None

Please provide a chainage marker near your work or NA if not applicable.

Please enter your Maximo Work Order Number.

0

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Select **Next** to move to the next screen.


Work Authority Permit – Validation Questions:

This section requires the applicant to answer some specific questions relating to the work that is being performed. Each question that is answered yes will require further information as you progress through your application (Refer Appendix A). Failure to answer the questions in line with the scope of work will result in the permit being rejected and may delay the commencement of works. Please complete all questions answering Yes/No as required.

NB: For some activities specific licenses or qualification are required such as, Electrical License, Confined Space Entry, and License to Perform High Risk Work. You will not be able to select Yes to certain questions unless your employees have uploaded their qualifications.

NB: Certain questions (ie How many mobile plants will you be bringing to site, How many SWMS do you intend to upload, and How many chemicals will you be bringing to site) require a number to be entered. If you are not bringing mobile plant or chemicals please enter 0. You must enter a minimum of 1 SWMS.

Enter how many
TGS that are
required.

1. Working in and around Live Traffic.		
If you will be working in and around live traffic, including the use of traffic management, how many TGS documents do you need to supply?		
<input type="text"/>		
2. Electrical Work		
Will you be performing any LV electrical Isolation?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Will you be entering or passing through a HV Compound?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Will you be performing any work that requires HV electrical Isolation?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Will you be performing the HV electrical Isolation?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
3. Working at Heights		
Will you be working in an area where there is potential to fall 2 or more meters and there is no compliant fixed edge?	<input type="radio"/> Yes <input type="radio"/> No	
Will you be working with an EWP <11m?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Will you be working with an EWP >11m?	<input type="radio"/> Yes <input type="radio"/> No	
4. Working in and around Mobile Plant		
How many mobile plant will you be bringing to site?	<input type="text"/>	

This field requires a figure to be entered. If you are not bringing any mobile plant to site you must enter 0. Mobile plant does not include small work vehicles. This question is for cranes, EWP etc.

5. Working with Temporary Works

Will you be erecting aluminium or modular scaffolding?

Requirements to not meet:

Will you be erecting temporary structural support systems?

6. Mechanical Lifting

Will you be conducting any heavy lifting? >10 Tonnes

Will you be conducting a "high risk" lift? >75% of the SWL, dual crane lifts are performed, and where it has been defined as such by the project.

7. Working with Live Services

Will your work involve excavation or any ground penetration?

8. SWMS

How many SWMSs do you need to upload?

9. Hot Works

Will you be performing any work involving grinding, welding, thermal or oxygen cutting or heating, and other related heat-producing or spark-producing operations?

10. Confined Space

Will you be working in an enclosed or partially enclosed space that is not intended or designed primarily for human occupancy, within which there is a risk of one or more of the following:

(a) An oxygen concentration outside the safe oxygen range.

(b) A concentration of airborne contaminant that may cause impairment, loss of consciousness or asphyxiation.

(c) A concentration of flammable airborne contaminant that may cause injury from fire or explosion.

(d) Engulfment in a stored free-flowing solid or a rising level of liquid that may cause suffocation or drowning.

11. Dangerous Goods/Hazardous Chemicals

If your work requires the use of chemicals, how many different types of chemicals will you be using?

12. Air Conditioning Systems

Does your work involve preventative or corrective maintenance of air conditioning systems?

13. Secure IT Server Room Access

Does your work involve a requirement to enter the secure IT Server Room(s) located at ELOC Administration or Maintenance building?

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A minimum of 1
SWMS must be
uploaded.

Select **Next** to move to the next screen.

If you answered YES to Question 1 – If you will be working in and around live traffic, including the use of traffic management, how many TGS documents do you need to supply? You will be required to upload a copy of your Traffic Guidance Scheme(s).

TRAFFIC MANAGEMENT PERMIT - PRE-APPROVAL REQUIREMENTS

This preparation permit captures any requirements for traffic works.

Please upload your TGS. *

Please describe the locations for where the TGS applies. *

Please nominate your Traffic Management provider *

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Select **Next** to move to the next screen.

SWMS/JSA: Prior to works being authorised on EastLink, a written risk assessment/ SMWS/JA or JSA must be submitted, which is specific to the site and works being performed. The submitted document shall identify all foreseeable hazards and clearly identify controls required to ensure the safety of people performing the works.

SWMS/JSA must be in a pdf, jpg or bmp format and no larger than 2mb. Select chose file to upload.

WAP: NEW - Pre-Approval Permit

SWMS - PRE-APPROVAL REQUIREMENTS

Please Upload SWMS for your work activity PDF, JPG or BMP file of no more than 2MB

Please upload your SWMS ^{*}

[Browse...](#)

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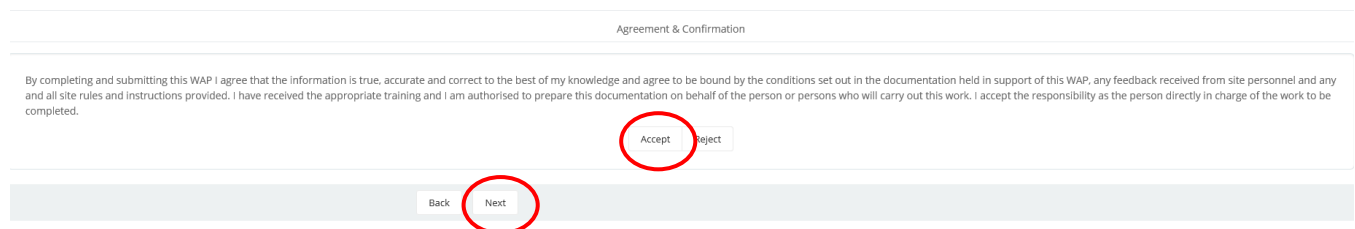
Select **Next** to move to the next screen.

NB: The risk assessment/ SMWS/JA or JSA must meet the requirements of the checklist below, failure to do so will result in the rejection of the permit application delaying site works.

Checklist Item	Yes	No	NA	Comments/Action Required
SWMS/JA shows name, registered office address and contact number of the Company/Contractor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Provides for a name and signature of the person responsible for ensuring compliance with SWMS/JA?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Provides for a date and site name/location for the actual job?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Shows evidence of consultation and communication in development and implementation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Provides a description of the job and identifies any high risk construction tasks (if applicable) ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Provides a list of work tasks in logical order that workers can easily understand?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lists the potential hazards and considers risks levels associated with each work task?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Evidence of provision for the capture and control of site specific hazards if created prior to day of job?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Identified controls are appropriate and reasonable with regards to hierarchy of control?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Evidence of consideration & compliance with relevant legislation, codes, standards and procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Identifies all plant and equipment that will most likely be used on the job?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Identifies appropriate controls for PPE, Permits, Emergencies, Isolations, Plant, Substances, Traffic Mgmt etc ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Identifies appropriate licences, qualifications and training required to safely undertake the job?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Provides for sign off by personnel on the job to confirm that they have been trained in and understand the SWMS?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SWMS contains a date of creation/approval and also a due for review date?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Agreement & Confirmation: Upon completion of the permit, all applications are required to review the General Conditions and Accept or Reject. If you accept the general conditions select **NEXT** and your permit will be submitted and reviewed within the agreed timeframe with your site contact.

If you reject the general conditions you will not be able to continue the permit process and you will need to speak with your site contact to resolve any issues or concerns you may have.

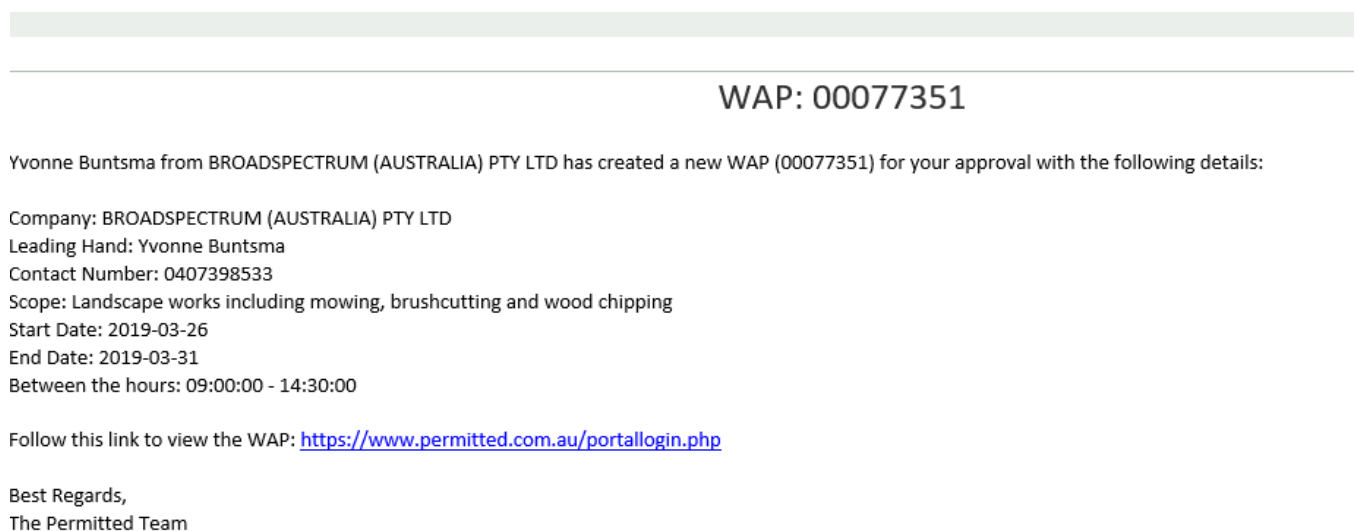


Agreement & Confirmation

By completing and submitting this WAP I agree that the information is true, accurate and correct to the best of my knowledge and agree to be bound by the conditions set out in the documentation held in support of this WAP, any feedback received from site personnel and any and all site rules and instructions provided. I have received the appropriate training and I am authorised to prepare this documentation on behalf of the person or persons who will carry out this work. I accept the responsibility as the person directly in charge of the work to be completed.

Select **Next** to move to the next screen.

Confirmation Email: You will receive a confirmation email that your Work Authority Permit has been submitted via the email address you supplied (example below).



WAP: 00077351

Yvonne Buntsma from BROADSPECTRUM (AUSTRALIA) PTY LTD has created a new WAP (00077351) for your approval with the following details:

Company: BROADSPECTRUM (AUSTRALIA) PTY LTD
Leading Hand: Yvonne Buntsma
Contact Number: 0407398533
Scope: Landscape works including mowing, brushcutting and wood chipping
Start Date: 2019-03-26
End Date: 2019-03-31
Between the hours: 09:00:00 - 14:30:00

Follow this link to view the WAP: <https://www.permitted.com.au/portallogin.php>

Best Regards,
The Permitted Team

Approval of WAP: Once the WAP has been approved you will receive an email from Permitted advising you of the change in status of the WAP (example below).



ABN: 19 152 080 585



www.permitted.com.au | support@permitted.com.au



1300 857 946

WAP: 00074559

WAP: 00074559 has had a status change to 'Approved'

The following comments were provided by the reviewer:
Contact Control Room at commencement completion of works.
SWMS to be uploaded following works

Further details are available on login to the portal.

BEST REGARDS: PERMITTED

This is a computer generated message. You have received it because you are subscribed to Permitted Pty Ltd in order to access the work sites of our customers.

Please do not reply to this mail, this email address is not monitored.

Commencement of Works: The Traffic Control Room **must** be notified on **9955-1900** when you commence works on site and you will be required to provide a list of all employees who will be attending site.

At conclusion of the works each day, you **must** notify the Traffic Control Room on **9955-1900** that works have been completed.

If you have any issues following this instruction or require assistance please contact your site representative for further information.

Appendix A

This appendix gives information regarding providing additional information and completing Sub Permits that may be required when raising a WAP.

1. Confined Space:

This Permit is to be completed when work is to be conducted in an enclosed or partially enclosed space that is not intended or designed primarily for human occupancy.

It is a mandatory requirement that all works requiring access to confined spaces have an approved confined space permit. Personnel must be trained in confined space entry (Competency assessment should be undertaken every 2 years) and their qualification uploaded to Permitted.

You will be required to download and complete a Confined Space Entry Permit to be uploaded after work completion.

WAP: 00010255 - Permit Form	
Confined Space Permit - Permit Details	
This Permit is to be completed when work is to be conducted in an enclosed or partially enclosed space that is not intended or designed primarily for human occupancy.	
Are you equipped with proper PPE to enter this particular confined space?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Comments:	
What is the model and make of the unit you will be using?	
Is your atmospheric Testing Unit within calibration date and fully charged?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Comments:	
Is the entry into the confined space safe?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Comments:	
This permit requires that you download and complete a Confined Space prestart form before commencing work onsite. Once the works are complete, this form needs to be uploaded in order to complete and close this WAP. Please click the link to download the form.	
Download	
Back	Next

2. Electrical Isolations:

You will be required to identify the location of the works, points of isolation, what equipment will be isolated, who will be performing the isolations/switching, testing for dead and performing the re-activation of the plant/equipment.

WAP: 00010255 - Permit Form	
Electrical Isolation Approval - Permit Details	
This Permit is to be completed for Electrical Isolations completed on site.	
The Test for Dead will be performed by?*	Please select person...
Who will perform the Isolation?*	Please select person...
What are the Isolation points?*	
What is the location of your works?*	
What Equipment will be isolated?*	
Do you have lockable tags to be used at Isolation points?*	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Comments:	
The equipment will be Reenergised by?*	Please select person...
<div>Back</div> <div>Next</div>	

3. HV Access Permit:

You will be required to upload a HV Access Permit after the works have been completed. This is a confirmation that you understand this requirement.

Active Questions			
Question Order	Question	Type	Links
1	This permit requires that you upload an HV Access Permit after the works have been completed. Please confirm that you understand this requirement.	After Works Upload	

4. Permit to work in the Vicinity of Overhead Power line

If you are moving plant in the vicinity of overhead power lines you will need to answer Yes / No to the following questions.

Active Questions			
Question Order	Question	Type	Links
1	Will you be moving plant?	Yes/No - With Comments	
2	Will you be moving plant within 3m of the overhead powerline?	Yes/No - With Comments	
3	Will you be erecting scaffolding?	Yes/No - With Comments	
4	Will you be erecting scaffold within 4m of the overhead powerline?	Yes/No - With Comments	
5	Will the power require isolation?	Yes/No - With Comments	
6	Who will be the observer?	Attendee Drop Down	
7	Do you have a Traffic Control Plan for this activity?	Yes/No - With Comments	
8	Please upload the Traffic Control Plan	Upload	

5. EWP over and under 11mts

If you are to bring a EWP under or over 11mts to site, you will need to identify who will be completing the pre start checks and you need to include a rescue plan in your SWMS/JSA.

Active Questions			
Question Order	Question	Type	Links
1	Who will be completing the prestart check of the EWP < 11m?	Attendee Drop Down	
2	Have you included a rescue plan in your SWMS?	Yes/No - With Comments	

6. Heavy Lifting

If you are performing a mechanical lift, you will need to identify if you are bringing a crane to site, if you are lifting >85% of the Safe Working Load, you will need to complete a risk assessment and who will be inspecting the rigging equipment.

Active Questions			
Question Order	Question	Type	Links
1	Will you be using a crane?	Yes/No - With Comments	
2	Will you be lifting >85 of the Safe Working Load?	Yes/No - With Comments	
3	Has a lift risk assessment been completed?	Yes/No - With Comments	
4	Who will inspect rigging equipment, e.g. Slings, chains, spreader bars etc been inspected, tagged and certified prior to use?	Attendee Drop Down	

7. High Risk Heavy Lifting

This is to be completed if any High Risk heavy lifting is occurring. This is defined where any lift where the crane is lifting >75% of the SWL, multiple crane lifts are performed, and where it has been defined as such by the project.

Active Questions			
Question Order	Question	Type	Links
1	Has a lift plan been develop and approved by a competent person?	Yes/No - With Comments	
2	Please upload your lift plan.	Upload	
3	Has a certified geotechnical engineer assessed the ground conditions and advised of appropriate ground protection to ensure suitable support of crane outriggers?	Yes/No - With Comments	
4	Who will check all safety devices are operational, inspect the lifting all lifting equipment and ensure that the load is safely rigged and secure?	Attendee Drop Down	
5	Who will check load indicators, and the accuracy verified using a calibrated, known test weight prior to the commencement of the lift?	Attendee Drop Down	

8. Excavation

For any excavation works that need to be conducted you will need to answer Yes/No to the following questions & upload copy of drawings. This will include information received from 'Dial Before You Dig'

Active Questions			
Question Order	Question	Type	Links
1	Have the services drawings been checked?	Yes/No - With Comments	
2	Please upload the drawings.	Upload	
3	Have you called Dial before you Dig, 1100?	Yes/No - With Comments	
4	What services have you located? eg. Water, Gas, Electricity or Optic Fibre	Open Text Entry	
5	An electronic cable locator must be used for locating water and electricity services.	Confirmation Check Box	
6	Hand digging is to be used for optic fibre services.	Confirmation Check Box	
7	No work is to proceed if gas is located.	Confirmation Check Box	

9. Hot Works

This permit is to be completed when work is within the proximity of flammable material and or when activities involving hot works are being completed. You will be required to download and complete a Hot Works Permit which needs to be uploaded to Permitted.

Active Questions			
Question Order	Question	Type	Links
1	Have you been deemed competent in hot works through an assessment process?	Yes/No - With Comments	
2	Do you have fire extinguishers and have they been regularly serviced?	Yes/No - With Comments	
3	Does the location where you will be working have flammable materials?	Yes/No - With Comments	
4	Is the atmospheric Testing Unit within calibration date and fully charged?	Yes/No - With Comments	
5	What is the model and make of the unit you will be using?	Open Text Entry	
6	Has it been regularly serviced?	Yes/No - With Comments	
7	This permit requires that you download and complete a Hot Works prestart form before commencing work onsite. Once the works are complete, this form needs to be uploaded in order to complete and close this WAP. Please click the link to download the form.	File Download	

10. Use of temporary structural support

If works involve the erection of any temporary structural support systems such as formwork, back propping, shoring, etc. you will need to identify if it has been designed by a certified structural engineer and who will certify the structure against AS3610.

Active Questions			
Question Order	Question	Type	Links
1	Has it been designed by a certified structural engineer competent in the type of system being designed?	Yes/No - With Comments	
2	Who will certify the structure against AS3610?	Attendee Drop Down	



11. Working at Heights


Any works that will be performed from heights will require additional information to be provided. Please answer Yes/No to the following questions

Active Questions			
Question Order	Question	Type	Links
1	Will you be using a ladder, with the exception of a platform ladder for work?	Yes/No - With Comments	
2	Will you be working on batters?	Yes/No - With Comments	
3	Have your harnesses been regularly inspected, maintained?	Yes/No - With Comments	
4	Have the anchor points where you will be working been maintained and certified?	Yes/No - With Comments	
5	Have you included a rescue plan in your SWMS?	Yes/No - With Comments	

12. Secure IT Access

Any works that will be performed in the Secure IT Rooms will require additional information to be provided. Please answer the following questions

Question Order	Question	Type	Links
1	Why do you need access to the Server Rooms	Open Text Entry	
2	What is the time duration you will need to complete works?	Open Text Entry	

 Add Question