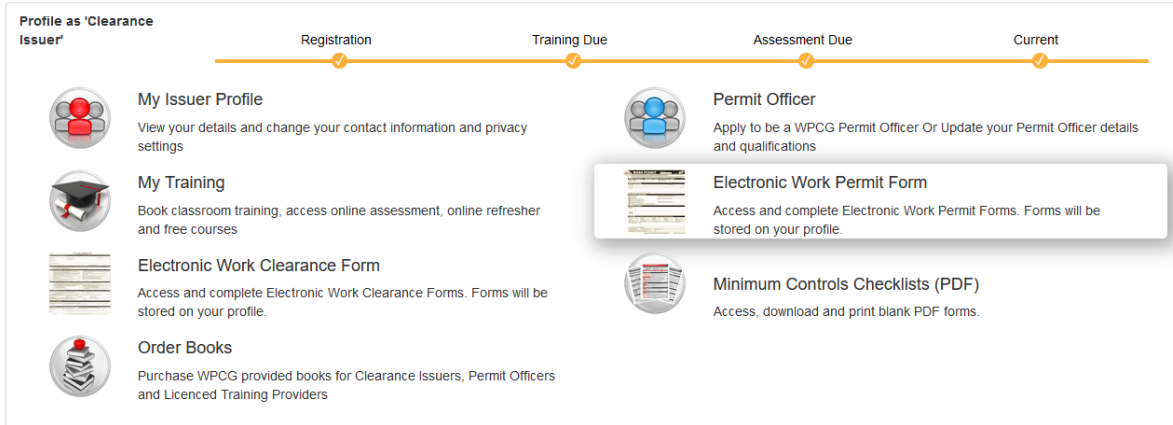


WPCG Electronic Work Permit - Permit Receiver

- As the Permit Receiver you log into your WPCG profile to accept and receiver the permit.




Profile as 'Clearance Issuer'

Registration Training Due Assessment Due Current

- My Issuer Profile**
View your details and change your contact information and privacy settings
- My Training**
Book classroom training, access online assessment, online refresher and free courses
- Electronic Work Clearance Form**
Access and complete Electronic Work Clearance Forms. Forms will be stored on your profile.
- Order Books**
Purchase WPCG provided books for Clearance Issuers, Permit Officers and Licenced Training Providers
- Permit Officer**
Apply to be a WPCG Permit Officer Or Update your Permit Officer details and qualifications
- Electronic Work Permit Form**
Access and complete Electronic Work Permit Forms. Forms will be stored on your profile.
- Minimum Controls Checklists (PDF)**
Access, download and print blank PDF forms.

- Selects the permit marked **Awaiting Receiver Acceptance**

 **Electronic Work Permits** BACK

	Location Name	Site ID	Oil Company	WP #	Status	Valid From	Valid To	PDF	Last Modified
1	Coles Express Carlton (NSW)	A081	Viva Energy	KG0003_DRAFT_2	Awaiting Receiver Acceptance	14-04-2020	20-04-2020	--	17-04-2020

- Sign the **Signature** box to accept the conditions of the permit and that you will comply with the listed requirements for your role as permit receiver

Acceptance - Permit Receiver

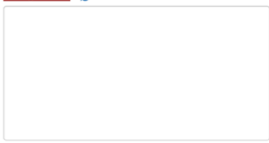
By signing this work permit:

- I confirm that I understand and accept conditions and controls stipulated in the work permit and all other documents referenced within this work permit, to ensure the activity can be executed safely.
- I will confirm that work will comply with local work health and safety regulations
- I will conduct and document a daily pre-start tool box talk with all workers and sub contractors to ensure that all personnel performing this activity understand the content of this permit including the hazards, associated controls, the limits of the work permitted and their responsibilities.
- I will ensure the works being undertaken are stopped if:
 - new hazards arise or site or work conditions change, or
 - the permitted work scope changes, or
 - controls change or their effectiveness is not adequate.
- I will ensure all plant & equipment is maintained, certified safe for use and used as per manufacturer's specifications and relevant Legislation, Regulations, Codes of Practice or Standards.
- I will ensure that the worksite is left in a safe and tidy condition on completion, suspension or abandonment of the work.
- I will ensure that skilled, qualified, trained and competent personnel perform the work, adhering to the conditions of the permit.

Name: Simon Said

Company: Apex

Phone/Radio Channel: 123 456

Signature: 

Date:

Time:

- The Permit Receiver will then click **Save & Proceed**

 Collapse All  Close  **Save & Proceed**  Certificates ▾

- Click **Proceed** to continue

Confirm Action

This action will mark Status as **ISSUED**

Do you want to proceed?

- The Permit status will change to **Issued** and a Permit Number will be assigned

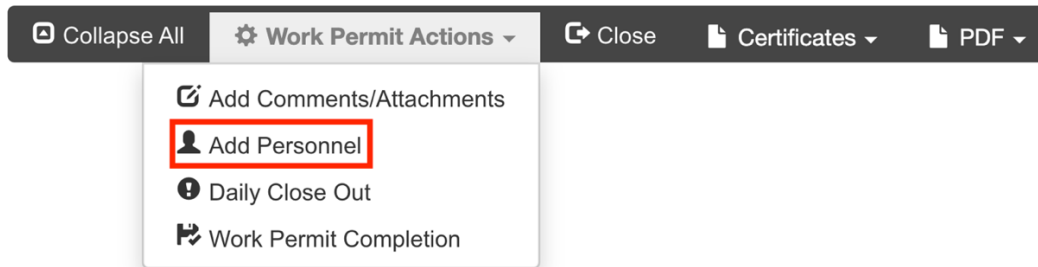
WORK PERMIT

Permit # KG0003_200416_1 Status: Issued



WPCG Electronic Work Permit - Permit Receiver

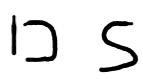
- After you have discussed the permit conditions with other worker(s) and confirmed they are trained and competent to undertake the task you **can add the workers names to the permit** by clicking **Work Permit Actions** then **Add Personnel**. Each worker **MUST** sign onto the permit once.



Input the workers name in the **Print Name** field and have them sign on to the permit. Further workers can be added **+** using the button. Use the button **Save** to save the information.

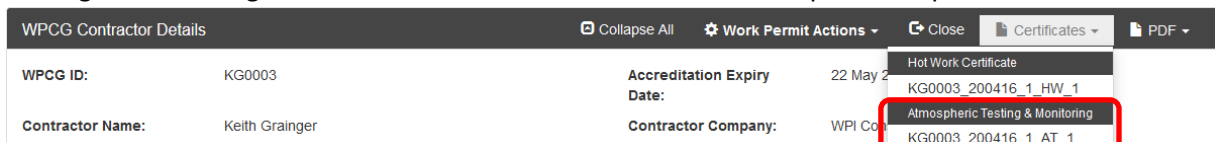
All Personnel Performing The Activities Covered By This Permit

The Permit Receiver or Permit Officer has instructed me on the safety requirements applying to the site, the work area and the activity.
I have read and understood this permit and associated certificates and attachments.
I agree to abide by the required conditions.
I confirm that I am trained and competent to perform the tasks that I will be performing.

#	Print Name	Signature	Date
1.	Dave Smith		17-04-2020 08:59

TIP - The Permit Officer and Permit Receiver do not sign this section. You have signed the acceptance permit receiver section and the Permit Officer may not work under the permit.

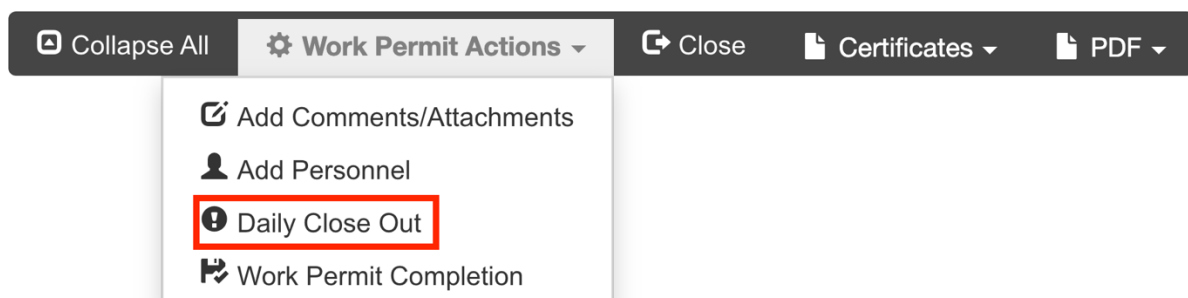
- If Gas Testing is required under the Work Permit, the Authorised Gas Tester will access the Atmospheric Testing & Monitoring form from the list of certificates. Note: See separate help document.



- Click **Close** on the permit which will take you back to list of permits



- Where the permit is valid, and work will continue the next day open the permit and click on **Work Permit Actions / Daily Close Out**. Note: If the permit is no longer valid or the scope of work has been completed go to step 19



- Ensure the work area has been left safe and tidy then sign the **Daily Close Out** box

Daily Close Out And Endorsement of Permit

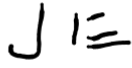
The maximum period of validity for all permits is 7 days. Permit endorsement is permitted each shift following verification by the Permit Endorser that the permitted work scope, conditions, requirements and controls have not changed. The Permit Endorser confirms, by signing here that:

- The precautions required to work safely have been complied with prior to starting work each day or work period
- The scope of the permitted activity has not changed
- No new hazards have been identified
- All stated controls remain adequate
- The requirements of the permit have been communicated to all workers

A Work Clearance is required prior to work starting each day. At the completion of work each day the Permit Receiver sign to confirm that the area has been left in a safe condition (although it may remain a non-operational area, i.e. it has not been handed back) and that all staff have left the site.

Details of Permit Endorser


#	WPCG ID #	Name	Company	Phone
1.	JE0068	John English	JuSen Consulting	1234


#	Date	Time	WCF Issued	Permit Endorser Name	Signature	Daily close out (signature of Permit Receiver)	Time of close out
1.	16 Apr 2020	16:58	<input checked="" type="radio"/> Yes <input type="radio"/> No				09:49

- Click **Save** and the permit will change status to **Endorsement Required**






 Collapse All
 Close
 **Save**
 Certificates
 PDF




- At the start of the next shift, the Permit Endorser (who was nominated by the Permit Officer) selects the Work Permit from their list


Electronic Work Permits
BACK






	Location Name	Site ID	Oil Company	WP #	Status	Valid From	Valid To	PDF	Last Modified
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1	Coles Express Carlton (...)	A081	Viva Energy	KG0003_200416_1	Endorsement Required	14-04-2020	20-04-2020		17-04-2020




- If there are new personnel that haven't been inducted into the Work Permit, click **Add Personnel**.

 Collapse All
 **Work Permit Actions**
 Close
 Certificates
 PDF

 Add Comments/Attachments
 **Add Personnel**
 Endorse Permit

- The Permit Endorser can now endorse the permit by clicking **Work Permit Actions / Endorse Permit**

 Collapse All
 **Work Permit Actions**
 Close
 Certificates
 PDF

 Add Comments/Attachments
 Add Personnel
 **Endorse Permit**

WPCG Electronic Work Permit - Permit Receiver

The Permit Endorser confirms a WCF has been issued for the work and signs in the Signature box

Daily Close Out And Endorsement of Permit

The maximum period of validity for all permits is 7 days. Permit endorsement is permitted each shift following verification by the Permit Endorser that the permitted work scope, conditions, requirements and controls have not changed. The Permit Endorser confirms, by signing here that:

- 1 The precautions required to work safely have been complied with prior to starting work each day or work period
- 2 The scope of the permitted activity has not changed
- 3 No new hazards have been identified
- 4 All stated controls remain adequate
- 5 The requirements of the permit have been communicated to all workers

A Work Clearance is required prior to work starting each day. At the completion of work each day the Permit Receiver sign to confirm that the area has been left in a safe condition (although it may remain a non-operational area, i.e. it has not been handed back) and that all staff have left the site.

Details of Permit Endorser

#	WPCG ID #	Name	Company	Phone
1.	JE0068	John English	JuSen Consulting	1234

#	Date	Time	WCF Issued	Permit Endorser Name	Signature	Daily close out (signature of Permit Receiver)	Time of close out
1.	16 Apr 2020	16:58	Yes			J E	09:49
2.	17 Apr 2020	10:18	<input checked="" type="radio"/> Yes <input type="radio"/> No	John English	J E		

16. Click **Save** and the Work Permit status will change to **Issued**

Collapse All
 Close
 Save
 Certificates
 PDF

17. If Gas Testing is required under the Work Permit, the Authorised Gas Tester will access the Atmospheric Testing & Monitoring form from the list of certificates, see separate help document.

Collapse All
 Work Permit Actions
 Close
 Certificates
 PDF

Hot Work Certificate

TP0050_200514_1_HW_1

Atmospheric Testing & Monitoring

TP0050_200514_1_AT_1

18. Click **Close** on the permit which will take you back to list of permits.

Collapse All
 Work Permit Actions
 Close
 Certificates
 PDF

Work can now commence under the Work Permit

19. **Work Permit Completion** - Where the permit is no longer valid or work the scope of work has been completed open the permit and click on **Work Permit Actions / Work Permit Completion**

Collapse All
 Work Permit Actions
 Close
 Certificates
 PDF

- Add Comments/Attachments
- Add Personnel
- Daily Close Out
- Work Permit Completion

WPCG Electronic Work Permit - Permit Receiver

20. The complete the 5 statements confirming the status of the work and site then sign the **Signature** box

Work Permit Completion And Close Out

Permit Receiver: The activity is complete. This permit is no longer necessary.

Permit scope completed	<input type="radio"/> No <input checked="" type="radio"/> Yes	Name:	John English (JE0068)
Work team lock-outs removed	<input type="radio"/> No <input type="radio"/> Yes <input checked="" type="radio"/> N/A	Signature:	
Site cleaned up and made safe	<input type="radio"/> No <input checked="" type="radio"/> Yes <input type="radio"/> N/A	Date:	17 Apr 2020
Work in confined space has been completed and all persons accounted for	<input type="radio"/> No <input type="radio"/> Yes <input checked="" type="radio"/> N/A	Time:	10:49
Remaining hazards communicated, where applicable	<input type="radio"/> No <input checked="" type="radio"/> Yes <input type="radio"/> N/A		
Comments:	Forecourt may be slippery whilst damp		

21. Advises the site of the status of the work and any residual hazards and have the Site Operator add their **Name** and sign in the **Signature** box

Site Representative: The activity is complete.

Name:	Site Operator	Signature:	
Date:	17 Apr 2020	Time:	10:49

22. Click **Save**

 Collapse All
 Close
 **Save**
 Certificates
 PDF

23. Click **Save** and a dialogue box appears confirming the Work Permit will be closed

Confirm Action

This action will **CLOSE** the Work Permit, no more work may be performed under this Work Permit.
If further work is required a **NEW** Work Permit will need to issued.
Do you want to proceed?

Cancel
Proceed

24. Click **Proceed** and the Work Permit status will change to **Closed**

WORK PERMIT
Permit # KG0003_200416_1 Status: Closed
