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Step 1 - Login to Permitted S	DITE TO APPLY FOR AN ONLINE WORK AUTHORITY PERMIT (WAP)	
Log into the Permitted site at t	the following link: <u>https://www.permitted.com.au/portallogin.php</u>	
Enter your user name (email a	address) and select Continue.	
	Login to Permitted	
	208.11 00 1 0111000	
Userna	ame:	
Enter	r email address or mobile number	
	Continue	
	Forgot your password? Don't have an account?	
Enter password and select Lo	gin	
	Login to Permitted	
	Username:	
	yvonnebuntsma@gmail.com	
	Password:	
	Log in	
	Forgot your password? Don't have an account?	

Step 2 - Select Create WAP
TERMITTED Home Create WAP WAPs ~ Reports Manage ~
Induction Waiting Get Inducted Offer Induction
Select Site
A range of sites may appear if you use Permitted with multiple Ventia sites, you need to select EastLink.
Select Site
Eastlink Expires: 2024-09-30
Select Eastlink
The create WAP screen will open (as below). You will be required to complete all information pertaining to the
works.
Select Site
Estilik Expre: 2024-09-30
Create WAP
Scope
Site Contact Vivonne Buntsma - VENTIA AUSTRALIA PTY LTD (Default) X V
Associated WAPs Select
WAP Template: Default
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 center median or roadside.
Site contact: This will be prepopulated with the EastLink representative you deal with.

Choose Date(s):	Select the	dat	tes	on	w	hicl	n w	orŀ	ks v	vil	۱b	e c	on	du	ctec	I. A minimum of 5 business days' notice is
required for appro	oving a WA	Ρ.														
WAP Dates																
	Select th	ne date	s and	times	for th	is WAF	P. The Si	ite Ag	greeme	ent fo	or this	WAP	ends	on 20	24-09-3	0.
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	23	24	25	26	27	28	29		28	29	30	31				
	30															
																4
	Select	the sta	nrt and	l end t	imes f	or the	dates t	that y	ou will	be o	on site	2.				
			Date									St	tart			End
																Back

A WAP can be applied for a maximum of 90 days. To do this select the start and finish dates ie. 16/06/2024 and 15/09/2024. 48 hours' notice is required prior to attending site. Notification must be in writing including the WAP number to tcrwap@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

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

Selecting workers: The following screen will appear: All personnel that are working on site must be selected. Only employees who have completed the online 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.

elected For This WAP:	
There have been no options selected	
Search: vsotią australia	
earch Results:	
AMINE TOHME VENTIA AUSTRALIA PIYU ITO	ê e e I (e
Alexandra Monson VENTIA ALISTRALIA PTV LTD	۵ ۹ ۹ ۹ ۹
Alin Finna Ventia Australia PTY LTD	6 🖲 🗎 🖲 🌒
Amanda LI VENTIA AUSTRALIA PTY LTD	6 🖲 角 🖲 🌒
Ambrose Cornelio VENTIA ALISTRALIA PTV LTD	ê • • • • • • •
Andrew Collier VENTIA AUSTRALIA PTY LTD	6 • 1
Andrew Rowlands	

To search for all employees registered under your ABN enter your company name in the search field. Select each attendee by clicking on the name. Only employees with all green icons can be selected.

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. Enter your location type into the search bar. Eg. Road. A list of applicable locations will appear. Click on the location to add.

AP Locations			
elected For This WAP:			
There have been no options selected			
	Search:	Search for options.	
week Procedure			
o options found for search term.			
cent Options:			
Rangholme Depot			۲
a concernation of a new new res			
angholme Road to Thompsons Road			۲
oronia Road to Burwood Highway			۲
urwood Highway to High St Road			۲
R EVERG - NUMUS			
ross Passage			۲
All Zones - Tunnel			

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.

	Nev	w WAP - Attributes	
Emergency / Visitor WAP?	◯ Yes	⊘ No	
Which of the following apply to the locations you are working on?	On Ramp LH Shoulder None	Outbound Off Ramp Centre Median	٢
Please provide a chainage marker near your work or NA if not applicable.			0
Please enter your Maximo Work Order Number.			0
			Back Next

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

Work Authority Permit – Risk Identification:

This section requires the applicant to answer some specific questions relating to the work that is being performed. Some questions 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. These questions are identified by the red question mark.

New WAP - Risk Identification

Working in and around Live Traffic.			
Will you be working in and around live traffic and supplying one or more TGS documents?	◯ Yes	○ No	
Electrical Work			
Will you be performing any LV electrical Isolation?	O Yes	⊘ No	0
Will you be entering or passing through a HV Compound?	Yes	⊘ No	0
Will you be performing any work that requires HV electrical Isolation?	O Yes	⊘ No	3
Will you be performing the HV electrical Isolation?	◯ Yes	⊘ No	0
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?	⊖ Yes	⊘ No	0
Will you be working with an EWP less than 11m?	◯ Yes	⊘ No	0
Will you be working with an EWP greater than 11m?	O Yes	⊘ No	0

Working in and around Mobile Plant			
Will you be bringing any mobile plant to site?	◯ Yes	No	
Will you moving Plant/Equipment in the vicinity of overhead powerlines?	Yes	No	
Working with Temporary Works			
Will you be erecting aluminium or modular scaffolding?	Yes	No	
Will you be erecting aluminium or modular scaffolding over 4m in height?	Yes	No No	0
Will you be working with any temporary structural support systems?	Yes	◯ No	
Mechanical Lifting			
Will you be conducting any heavy lifting? (greater than 10 Tonne)	Yes	No No	0
Will you be conducting a 'high risk' lift? (greater than 75% of the SWL, where dual crane lifts are performed, or where it has been defined as such by the project)	O Yes	No No	0
Working with Live Services			
Will your work involve excavation or any ground penetration?	Yes	No	
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?	Yes	◯ No	
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 asphysiation. (c) A concentration of flammable airborne contaminant that may cause injury from fire or explosion. (d) Engulfment in a stored flag for given a cuffer and end of limit that may cause unformation and the of flammable airborne. 	○ Yes	⊘ No	0

drowning.

Working in and around Mobile Plant Will you be bringing any mobile plant to site? Will you moving Plant/Equipment in the vicinity of overhead powerline? Will you be perceting aluminium or modular scaffolding? Will you be erecting aluminium or modular scaffolding? Will you be conducting any heavy lifting? (greater than 10 Tonne) Will you be conducting a high risk. Ift? (greater than 50% of the SWL, where yorked) Will you be conducting any heavy lifting? (greater than 50% of the SWL, where yorked) Will your work involve excavation or any ground penetration? Will you be performing any work involving grinding, welding, thermal or yogen cutting or heating, and other related heat producing or spark. produc			
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at ELOC Administration or Maintenance building? Back Next	Does you work involve a requirement to enter the secure IT Server Room(s) located	No	
	at ELOC Administration or Maintenance building:		Back Next

SWMS: Prior to works being authorised on EastLink, a written risk assessment/ SMWS 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 must be in a pdf, jpg or bmp format and no larger than 2mb. Select chose file to upload.

Multiple SWMS can be added to WAP.

		New WAP - Safe Work Method Statement
Safe Work Method Statement		
	SWMS	Ear Ear Click or drop up to 5 files here to upload.
		Back Next

Select file from your computer to upload and select next.

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

Question Number	Question	Response
1	Company contact details listed and letterhead present?	Yes/ No/ NA
2	Are the project or contract details, work activity and date listed?	Yes/ No/ NA
3	Provides a sequence of job steps for the work activity or task?	Yes/ No/ NA
4	For each job step are the hazards identified?	Yes/ No/ NA
5	Is the SWMS signed off by a Senior Manager or Responsible Person?	Yes/ No/ NA
6	Is there evidence that workers have been consulted during the development of the SWMS?	Yes/ No/ NA
7	Does the SWMS include a sign off section where workers can acknowledge they have understood and been inducted into the SWMS content?	Yes/ No/ NA
8	Are controls identified within the SWMS compliant with relevant WHS and Environmental Acts, Regulations, Codes of Practice and Standards?	Yes/ No/ NA
9	Has the SWMS been checked against and confirmed as consistent with the controls outlined in contract or project risk register?	Yes/ No/ NA
10	Has the SWMS been checked against the Ventia Critical Risk Protocols and have equal to or greater hazard controls?	Yes/ No/ NA
11	Are details of specific competencies and training required to undertake the activities including licenses, qualifications etc provided?	Yes/ No/ NA
12	Does the SWMS reference mobile plant and equipment to be used?	Yes/ No/ NA

13Does the SWMS reference mobile plant and equipment maintenance requirements and confirm maintenance records are up to date?Yes/ No/ NA14Does the SWMS confirm a mobile plant risk assessment has been completed?Yes/ No/ NA15If risk ratings are used, are the risk ratings or scores appropriate for the identified hazards?Yes/ No/ NA16Are control measures selected by applying the hierarchy of risk control, with a requirement for engineering controls or above as the primary control?Yes/ No/ NA17Does the SWMS identify the need for a permit for high-risk activities eg hot work, confined spaces, working at height, excavation, isolation, live work?Yes/ No/ NA18Is there a designated person responsible for implementing and supervising all identified?Yes/ No/ NA20Does the SWMS define a reassessment method for changes in the work activity or controls?Yes/ No/ NA21Does the SWMS include the methods in which the SWMS content will be communicated workers - e.g. SWMS induction, pre-start, toolbox talks, etcYes/ No/ NA22Is required PPE listed on SWMS compliant with project or contract specific requirements e.g. safety glasses, safety footwear, hard hat, high-visibility clothing etc?Yes/ No/ NA23Have all Hazardous Chemicals been identified, and controls listed? e.g. access to SDS, PPE, handling requirements etc.Yes/ No/ NA			
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	23	Have all Hazardous Chemicals been identified, and controls listed? e.g. access to SDS, PPE, handling requirements etc.	Yes/ No/ NA

Upload Traffic Guidance Scheme:

If you answered YES to Question 1 – Will you be working in and around live traffic and supplying one or more TGS documents? You will be required to upload a copy of your Traffic Guidance Scheme(s) and complete the additional questions below.

		PERMIT REVIEW		
Traffic Management Permit				
Please upload your TGS.	File Uploaded	ОК	Review	
Please describe the locations for where the TGS applies.	Comments	OK		
	Eastlink outbound EXIT Ram	p - Entry ramp to Monash outbound di	irection	1,
Please nominate your Traffic Management provider	Comments	OK		
	Gradient Group			
			Back	
Select Next to move to the next screen.				
Version: 5			Date of Issue: June 2024	

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.

Note-sequence & Confirmation Image: Sequence & Confirmation Image: Seque: Sequence & Confirmation			
New Wey - greeneet a Confirmation Image: Confirmation contraction Select Next to move to the next screen. Confirmation Email: You will receive a confirmation email that your Work Authority Permit has to at the email address you supplied (example below). Image: Confirmation Email: You will receive a confirmation email that your Work Authority Permit has to at the email address you supplied (example below). Image: Confirmation Email: You will receive a confirmation email that your Work Authority Permit has to at the email address you supplied (example below). Image: Confirmation Email: You will receive a confirmation email that your Work Authority Permit has to at the email address you supplied (example below). Image: Confirmation Email: You will receive a confirmation email that your Work Authority Permit has to at the email address you supplied (example below). Image: Confirmation Email: You will receive a confirmation email that your Work Authority Permit has to at the email address you supplied (example below). Image: Confirmation Email: You will receive a confirmation email that your Work Authority Permit has to at the email address you supplied (example below). Image: Confirmation Email: You will receive a confirmation email that your Work Authority Permit has the attention the permitted.com.au Image: You will receive a the supplication of the permitted.com.au Image: You will receive a the supplication of the permitted.com.au Image: You will receive a the supplication of the permitted.com.au Image: You will re		New WAP - Agreement & Confirmation	1
Improve the provide	New WAP - Agreement & Confirmation		
Select Next to move to the next screen. Confirmation Email: You will receive a confirmation email that your Work Authority Permit has via the email address you supplied (example below).	By completing and submitting this WAP I agree that the information is true, personnel and any and all size rules and instructions provided. I have receive directly in charge of the work to be completed.	accurate and correct to the best of my knowledge and agree to be bound by the conditions set out in the docum et the appropriate training and I am authorised to prepare this documentation on behalf of the person or perso	sentation held in support of this WAP, any feedback received from site ins who will carry out this work. I accept the responsibility as the person
Confirmation Email: You will receive a confirmation email that your Work Authority Permit has via the email address you supplied (example below).	Select Next to move to the	next screen.	
via the email address you supplied (example below). Image: the email address you supp	Confirmation Email: You	will receive a confirmation email that	t your Work Authority Permit
Image: State Stat	via the email address you s	supplied (example below).	
Image: Section 1 and Section 2 and Sectio			
 ☑ permitted.com.au support@permitted.com.au ☑ 1300 857 940 CWAP: OD135348 For Some Buntsma from VENTIA AUSTRALIA PTY LTD has created a new WAP (0135348) for your approval with the following details: Company: VENTIA AUSTRALIA PTY LTD. Leading Hand: Yvonne Buntsma Gontact Number: 0407398533 Some: All Zones Scope: Entry into confined Space at Huggins Road to perform six monthly maintenance checks Cart 2024-06-24 Entry into confined Space at Huggins Road to perform six monthly maintenance checks Cart 2024-06-24 Entry into confined Space at Huggins Road to perform six monthly maintenance checks Bast Regards, The Permitted Team			
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Best Regards, The Permitted Team	Follow thi	s link to view the WAP: WAP 00135348	
	Best Reg The Perm	ards, iitted 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.

Commencement of Works: The Traffic Control Room <u>must</u> be notified on <u>9955-1900</u> 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 <u>must</u> notify the Traffic Control Room on <u>9955-1900</u> that works have been completed.

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

<u>Appendix A</u>

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 which is to be uploaded after work completion.

Question Order	Question	Туре
1	Are you equiped with proper PPE to enter this particular confined space?	Yes/No - With Comments
2	What is the model and make of the unit you will be using?	Open Text Entry
3	Is your atmospheric Testing Unit within calibration date and fully charged?	Yes/No - With Comments
4	Is the entry tointo the confined space safe?	Yes/No - With Comments
5	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.	File Download

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.

Question Order	Question	Туре
1	The Test for Dead will be performed by?	Attendee Drop Down
2	Who will perform the Isolation?	Attendee Drop Down
3	What are the Isolation points?	Open Text Entry
4	What is the location of your works?	Open Text Entry
5	What Equipment will be isolated?	Open Text Entry
6	Do you have lockable tags to be used at Isolation points?	Yes/No - With Comments
7	The equipment will be Reenergised by?	Attendee Drop Down

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.

Question Order	Question	Туре
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.

Question Order	Question	Туре
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.

Question Order	Question	Туре
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

Question Order	Question	Туре
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.

Question Order	Question	Туре
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 certififed 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.

Question Order	Question	Туре
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'.

You will be required to download and complete a Excavation Permit which is to be uploaded after work completion.

Question Order	Question	Туре
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
8	This permit requires that you download and complete a Excavation Permit 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

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 on completion of works.

Question Order	Question	Туре
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.

Question Order	Question	Туре
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

Question Order	Question	Туре
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	Туре	Links
1	Why do you need access to the Server Rooms	Open Text Entry	$\mathcal{O}\otimes$
2	What is the time duration you will need to complete works?	Open Text Entry	$\mathcal{O}\otimes$
Add Question			