

# CONTRACTOR APPLICATION GUIDE TO REQUESTING A LOW VOLTAGE ISOLATION PERMIT

## SCOPE

APAM policy stipulates, wherever practical from a safety and operational perspective, that electrical works on low voltage apparatus be undertaken with the equipment isolated (No Live Works).

## DO I NEED TO APPLY...

Any work carried out on extra-low, low, and high voltage requires a permit to work on APAM equipment and networks by trained and qualified personnel. Work shall not commence on any low voltage electrical apparatus until a Low Voltage Electricity Supply Isolation Permit has been issued. The designated authorised person, who performed the isolations, issues this authority to the work group supervisor.

## ADDITIONAL PERMITS, CONDITIONS AND APPROVALS

Additional permits, conditions and approvals related to a Low Voltage Electricity Supply Isolation Permit are:

- Connection Agreement
- Melbourne Airport Permit to Commence Work
- Electrical Cabling Permit
- High Voltage Electricity Supply Isolation Permit
- Excavation Permit

## PREPARING FOR YOUR SUBMISSION

Prior to submitting your application, please ensure that you have an agreement in place to occupy the site, and a PERCOW authorising the works. Please talk with your Melbourne Airport Business Partner about these requirements to prepare for your application.

## WHAT TO INCLUDE IN YOUR SUBMISSION

Please include in your submission the following:

- PERCOW
- JSA/SWMS
- Electrical Cabling Permit
- Registered Electrical Contractor License
- 'A' Grade Electrician License
- Insurances
- On Air Notice application

## DECISION ON THE SUBMISSION

Melbourne Airport will, upon receiving your application, make a decision on the application based on the impact to the safety of the airport's staff and patrons, and to the continuation of airport operations.

## PRE-ENERGISATION CONTRACTOR CHECKLIST

Prior to requesting authority to re-energisation a circuit, ensure that you have completed the following:

- RCD's installed
- Typed Switchboard legend including supply origin
- Permanent Trefolyte label for switchboard with supply origin and for main switch
- Circuit Breaker checked for size and corresponds with Earth & Neutral Bars
- Cables are fixed/secure and de-rated due to installation grouping
- Manuals and drawings supplied
- AS/NZs certification for light fittings
- Labelling of GPO's, light switches/fittings and cables
- Load balance, phase rotation, and earth checks are complete
- Trench inspection completed by APAM with photographs supplied and surveyors plotting route
- Copies of CES supplied

Only once the above is completed may you request authority to energise a circuit.

## CONTACT US

For any queries please call or; email quoting your Application Reference Number:

- Landside (Outside of security restricted area) contact Electrical Supply Team - +61 3 9297 1027 or +61 3 9297 1828, [IsolationPermit@melair.com.au](mailto:IsolationPermit@melair.com.au)
- Airside (Within security restricted area) contact Airport Lighting Manager - +61 3 9297 1693, [airsidepermits@melair.com.au](mailto:airsidepermits@melair.com.au)
- Terminal 2, 3 & 4 contact Facilities Manager – Critical Assets Infrastructure, Procurement & Delivery- +61 3 9297 1972