

CONTRACTOR APPLICATION GUIDE TO REQUESTING WORKS SAFETY OFFICER SUPPORT

SCOPE

Electrical Safety procedures outline the principles of conducting work on or near High Voltage equipment controlled by APAM. The procedures minimum standards are specified in:

APAM High Voltage Standards and Occupational Health and Safety Manual

The “Code of Practice on Electrical Safety for work on or near High Voltage Electrical Apparatus (The Blue Book)”

The “Code of Practice on Electrical Safety for the Distribution Businesses in the Victorian Electrical Industry (The Green Book)”

Personnel performing work associated with APAM High Voltage Electrical apparatus shall be appropriately trained and authorised by the Electrical Supply Team Leader. Every authorisation shall be reviewed annually by the Team Leader or designate, to ensure the adequacy of the holders competency and the relevance of the authorisation to the holder’s current duties.

DO I NEED TO APPLY...

Any work carried out on High Voltage requires a permit to work on APAM equipment and networks by trained and qualified personnel. APAM requires all works meet its standards and AS3000 to ensure all works comply, fit for purpose and is safe.

ADDITIONAL PERMITS, CONDITIONS AND APPROVALS

Additional permits, conditions and approvals related to an High Voltage Isolation or Impairment Request are:

- Connection Agreement
- Melbourne Airport Permit to Commence Work
- Low Voltage Isolation Permit
- Excavation Permit
- Access Permit
- Vicinity Permit
- Sanction for Testing Permit
- Statement of Condition of Apparatus/Plant (SCAP) Permit
- Clearance to Place High Voltage Electrical Installation into Service

PREPARING FOR YOUR SUBMISSION

Prior to submitting your High Voltage Isolation or Impairment Request, 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
- Registered Electrical Contractor License
- ‘A’ Grade Electrician License
- Insurances
- First Aid Certificate
- HV Authorised Certification
- 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:

- Typed Switchboard legend including supply origin
- Circuit Breaker checked for size and corresponds with Earth and Neutral Bars
- Labelling of Cables and Earthing
- Permanent Trefolyte labels for Switches, KEB’s and Keys and labelled correctly
- Key interlocks installed confirmed operation
- Cables and terminations are fixed/secure
- Spare switches properly capped & bonded
- Manuals & Drawings (‘As Built’ & Earth arrangement schematic) supplied
- Load balance, phase rotation and earth checks
- Proper fencing, crushed rock and retaining barriers installed
- Trench inspection completed by APAM with photographs supplied and Surveyors plotting route
- Battery supply charging and working properly.
- All corresponding HV permits completed and signed off
- 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 the Electrical Supply Team on +61 3 9297 1027 or; quoting your Application Reference Number, email hv@melair.com.au.