

# ELEVATING WORK PLATFORM APPLICATION

THIS APPLICATION IS ONLY USED TO AUTHORISE THE ACCESS & USE OF AN EWP, IT DOES NOT APPROVE THE TASK / JOB THAT THE APPLICANT IS UNDERTAKING



Locked Bag 16,  
Tullamarine,  
Victoria 3043  
Tel: (03) 9297 1600  
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## APAM TECHNICIAN use only

Access Granted by:.....

Date: ...../...../.....

- Relevant EWP License Checked     Condition of EWP  
 ADA Checked (if on airfield)  
 Harness Supplied     Log Book Complete

Scissor Lift No.:.....

Applicant Signature:.....

Tech Signature:.....

- EWP returned in good condition  
 Returned to storage area     On charge

Applicant Signature:.....

Tech Signature:.....

## 1. APPLICANT'S DETAILS

APPLICANTS FULL NAME: .....

APPLICANTS COMPANY:.....

EWP LICENCE TYPE:..... NUMBER:..... EXPIRY DATE:...../...../.....

### ADA DETAILS:

If you are working on the airfield, please provide ADA details below:

DOES THE APPLICANT HOLD AN ADA?     YES     NO     If NO you cannot drive / operate an EWP on the airfield without an escort.

IF YES, ADA EXPIRY DATE:...../...../..... LEVEL OF ADA:.....

EMAIL ADDRESS:.....

PRIVATE TEL: (    ) ..... BUSINESS TEL: (    ) ..... MOBILE TEL: (    ) .....

## 2. EWP DETAILS

EWP TYPE REQUIRED:     SCISSOR LIFT     BOOM LIFT     STAR 10     STAR 12

DATE REQUIRED:...../...../..... TIME REQUIRED:.....(24hr)

DURATION OF USE:.....

LOCATION OF USE:.....

### 3. APAM AUTHORISATION (APAM USE ONLY)

**Please forward this completed application form along with a copy of your EWP operator licence/ticket to [EWP@melair.com.au](mailto:EWP@melair.com.au) a minimum of 48 HOURS BEFORE EWP IS REQUIRED.**

Name of APAM Representative:.....TITLE:.....

SIGNATURE:.....

Once you have had your signed application form returned, please phone the Melbourne Airport Technicians on **0400 384 729** to arrange access to the EWP. Please allow at least 30 minutes lead time.  
This will depend on technicians availability.

### 4. NOTES

PLEASE NOTE ANY SAFETY/MAINTENANCE ISSUES: .....

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## 5. RULES FOR EWP USE

1. The operator/s must operate the plant as per manufacturer's operating manual, including restrictions on the gradient, slope, wind conditions.
2. It is the operators' responsibility to ensure that they operate in accordance with the Occupational Health and Safety Act and Regulations.
3. The operator/s must never work alone, in order to use APAM owned EWPs all parties must undertake work in pairs as a minimum.
4. Operator/s must not operate or drive an EWP through a public area without a suitable escort to manage the public.
5. The operator/s must complete the daily pre-start check prior to using the plant for the first time (daily). For example, just because another operator completed the check earlier in the day this does not exempt the next operator from undertaking the check. Emergency lowering devices must also be checked.
6. The operator must ensure that their operation does not put any other staff member or member of the public at risk (e.g. if in doubt, STOP and seek help).
7. The operator must understand the machines capacity including the basket SWL (safe working load).
8. If harness is required, the operator must check that it has a current certification. The operator must remain hooked to the anchorage point at all times when inside the basket.
9. Operator/s must not open the door of the basket or leave the confines of the basket.
10. The operator/s must understand the floor loading requirements within the terminals – do not enter an area where the EWP is not permitted to go into.
11. Operator/s must not stand on the rails or lean outside of the EWP at any time.
12. Operator/s must not travel to/from a work area with the platform elevated.
13. Only one person is allowed inside the basket when the machine is being moved.
14. EWPs must not be taken into vertical transport (lifts) without first checking with the Terminal Duty Maintenance Technician.
15. Operator/s must delineate the designated/required work area with the use of barricades. Operators must accommodate for EWP movement within that area as well as a designated 'drop zone'. Tools should be secured to avoid them falling out of the basket.
16. Operator/s should not attempt to access areas where they are required to crouch down in the basket. Operators must be able to perform their task whilst standing at all times.
17. Do not pass, or allow anybody to pass, under the boom or knuckle of an EWP.
18. Operator/s must not leave an EWP unaccompanied in a public area whilst it is being used for works. EWPs must always be stored in a safe area and disabled.
19. The operator must also notify the Terminal Duty Maintenance Technicians upon completion of their work.
20. The operator/s must not operate an EWP that is found to be unsafe (e.g. a fault/something wrong was identified during the pre-start check). If the operator comes across a fault, this must be documented in the pre-start check and the fault must be reported immediately to the Terminal Duty Maintenance Technicians. The operator must remain with the plant until a Terminal Duty Maintenance Technician arrives.
21. The operator/s must not attempt to fix/rectify any faults themselves.
22. The operator/s must not interfere or disengage any safeguard fitted to the plant.