

Restricted Area Access Permit Application Overview

As a contractor working within the Melbourne Airport precinct a Restricted Area Access Permit Application must be approved prior to you or your nominated staff undertaking work within restricted areas. These include:

- Roof
- Ceiling Tile Removal
- TSB Buildings
- Penetration
- Ceiling Space
- Plant Rooms
- Tunnels
- Confined Spaces

Application



After completing online registration the contractor logs in and enters personal details, selects the company they work for, selects the APAM Manager who the contractor is working for, type and location of the permit works, length of the permit (dates & time), the staff who will be undertaking the work, and uploads supporting documentation.

After reviewing the details the application can then be submitted. An email will confirm submission.

APAM Manager Approval



A link will be sent via email to the selected APAM Manager, who will go online to review and either approve or reject the application.

If **approved**, the application will be sent to the Access Coordinator for review and approval.

If **rejected**, an email will be sent back to the Applicant advising the reasons for rejection, at which point the Applicant can correct any information and resubmit the application.

Access Coordinator Approval



A link will be sent via email to the Access Coordinator, who will go online to review and either approve or reject the application.

If approved the application will be sent to Security Services for granting of access rights to the staff working on the permit (if required). After granting of access rights the Applicant will be notified via email that their application has been approved.

If access rights are not required the Applicant will be notified immediately via email that their application has been approved.

The approval email will have the **Permit** and the **Terms and Conditions** of the permit attached.

The Applicant should then log in to the Restricted Area Access Permits system, open the approved permit, and view the **Asbestos Register**. The Asbestos Register can only be viewed when accessed through an approved permit application.