

Approved Incumbent Licence (AIL) Application



For any enquiries or assistance contact Auckland Airport Permit Officers at permit.office@aucklandairport.co.nz

This AIL may be applied for to enable the holder to undertake low-risk tasks (such as inspecting a Rooftop area, undertaking testing or filter changes, using an MEWP for minor inspections or changes of consumables, etc) without a Permit (refer section 3.3 of SMS 06.02.04 PTW Manual). For a *renewal*, you still need to complete this form but documents do not need to be attached if they have not changed.

AIL No. <i>(Issued by permit office)</i>		New application? <input type="checkbox"/>	OR renewal? <input type="checkbox"/>	IF renewal, previous AIL No:
Name:				
Mobile Phone:				
Email:				
Employer:				
Role:				
Length of time in role:		Length of time working in Airport environment:		
Any demerit points issued under AWR in last two years? <i>(please use tick-boxes to tick one option)</i>	Yes?: <input type="checkbox"/>	No?: <input type="checkbox"/>		
<i>If yes, provide details:</i>				
Any PTW revoked, suspended or cancelled due to safety issues or non-compliance in last 2 yrs?	Y? <input type="checkbox"/>	N? <input type="checkbox"/>	N/A? <input type="checkbox"/>	<input type="checkbox"/>
<i>If yes, provide details:</i>				
Licence applying for:	Rooftop Access? <input type="checkbox"/>	Mobile Elevated Work Platform (MEWP)? <input type="checkbox"/>		
Area:	ITB? <input type="checkbox"/>	DTB? <input type="checkbox"/>	Forecourt/PUDO? <input type="checkbox"/>	Carparks? <input type="checkbox"/>
	Other? <input type="checkbox"/>			
<i>If other, specify which buildings:</i>				
Environment:	Indoors?: <input type="checkbox"/>	Outdoors?: <input type="checkbox"/>		
What Unit Standards do you hold?:	US 00497 or 30265 (HARM)? <input type="checkbox"/>	US 23966 (MEWPs)? <input type="checkbox"/>	US 23960 (Scissor Lifts)? <input type="checkbox"/>	
	US 17600 (Safe Work Practices)? <input type="checkbox"/>	US 23229 (Safety Harnesses)? <input type="checkbox"/>	US 25045 (Height Safety Equipment)? <input type="checkbox"/>	

<p>The following documents must be attached to this Application <i>(and for renewals only if there have been changes)</i>:</p> <ol style="list-style-type: none"> The SOP the access/work would follow; The Hazard form which the Applicant would use (if not incorporated into SOP); A sample of the method which the Applicant would use to undertake a risk assessment prior to any access/work (eg, Take 5 card, JSA book, Q start or other method); <p>The Applicant signature confirms that they understand that the terms on which the AIL will be granted are that:</p> <ol style="list-style-type: none"> The AIL must be with them and able to be produced for inspection by any AIAL Manager, Supervisor, PTW office staff member or H&S team member; A risk assessment must be undertaken prior to any task using the AIL and be recorded; The SOP attached to this Application must be followed; All relevant pre-start inspections and checks appropriate to the equipment type and task must be undertaken; If any visitor or worker without an AIL is escorted to a rooftop, the holder of the AIL must remain with the visitor or worker at all times and cannot leave them unattended on the rooftop. 	Signature:
	Date:

AIAL BU Manager's Endorsement of Applicant as suitable for issue of AIL (or renewal): Name:		
Designation:	Contact details:	
Signature:	Date of Endorsement:	

PTW Office Decision on application:	Granted?: <input type="checkbox"/>	Declined?: <input type="checkbox"/>
AIL valid from:	to:	