

For: Area Authority  
Purpose: Review the application and do actions  
(Approve, Decline, Return)

## Landing Page



### Permit to Work Applications

#### Projects awaiting your approval

Project Name	Created On	PICWS	Application Status
Test_08_14_10_35	14/08/2023 10:56 AM	Test_08_14_10_35	Returned by AA

#### Archived projects

Project Name	Created On ↓	PICWS	Application Status
Test_08_14_11_08	14/08/2023 11:09 AM	Test_08_14_11_08	Returned to PICWS
Test_08_14_11_07	14/08/2023 11:08 AM	Test_08_14_11_07	Received by Permit Office
Test_08_14_10_59	14/08/2023 11:00 AM	Test_08_14_10_59	Returned to PICWS
Test_08_14_10_35	14/08/2023 10:36 AM	Test_08_14_10_35	Returned to PICWS
Test_08_14_10_34	14/08/2023 10:35 AM	Test_08_14_10_34	Returned to PICWS

## Application Detail Page



### Key People and Contact Details

<b>Company Name</b> company Name 123454 6	<b>24/7 Company Contact Ph.</b> 123	<b>Person in Charge of Worksite (PICWS)</b> Liam O'Connor	<b>PICWS Mobile Ph.</b> 123
<b>24/7 Company Contact Email</b> svc_PowerPlatform@aial.co.nz	<b>AA Email</b> Please ensure this email address is correct otherwise your application will not be processed svc_PowerPlatform@aial.co.nz	<b>PICWS Email</b> Please ensure this email address is correct otherwise your application will not be processed Liam.OConnor@aucklandairport.co.nz	<b>AA Mobile Ph.</b> 0272828282
<b>Area Authority (AA)</b> asdf	<b>AA Designation</b> asdf		

### Work Details

<b>Project Name</b> new test one here	<b>Site/Area/Location</b> Attach Map Location if ITB or DTB location	<b>Start Date</b> 17/08/2023	<b>Finish Date</b> 07/09/2023
<b>Tools/equipment</b> If Airside, name all tools. If Sterile Area, Tools Checklist must be used. asda	<b>Start Time</b> 12:20	<b>Finish Time</b> 1:00	
<b>Risks</b> Note SMS 06.01.07 Hazard identification & Risk Control Checklist must be completed and attached for all High Risk Work fds	<b>Brief description of works</b> Note: ONLY the work described is to be done fds		

### Work Tasks (Select all that apply)

SMS 06.02.05 Rescue & Recovery Plan (or equivalent) to be completed in case of works highlighted with an \*

<input type="checkbox"/> Terminal Works Endorsement	<input type="checkbox"/> Airfield Works Approval (Bluey)	<input type="checkbox"/> Work in Sterile Area	<input type="checkbox"/> Airfield/Runway Incursion (Intrusion)
<input type="checkbox"/> Confined Space entry/work^	<input type="checkbox"/> Fire-rate wall/floor/ceiling penetration	<input type="checkbox"/> Gas or fuel shutdown	<input type="checkbox"/> Working at height ^ (including rooftop access)
<input type="checkbox"/> Ground penetration/excavation^	<input type="checkbox"/> Watermain shutdown	<input type="checkbox"/> Hot work	<input type="checkbox"/> Fire System Impairment or Isolation
<input type="checkbox"/> Planned outage of major plant	<input type="checkbox"/> Firearms	<input type="checkbox"/> Crane Lifting Devices^ (refer Workscope Definition)	<input type="checkbox"/> Work or Isolation on high voltage network equipment^
<input type="checkbox"/> Work or Isolation on low voltage network or equipment	<input type="checkbox"/> Working with hazardous substances (other than asbestos)	<input type="checkbox"/> Demolition	<input type="checkbox"/> Asbestos removal
<input type="checkbox"/> Potential impact to bird hazard risk management	<input type="checkbox"/> Traffic System Impairment	<input type="checkbox"/> Other	

### Consents & Notifications Needed

(For any 'yes', give reference number & attach certificate/endorsement/consent, etc to this application)

<b>Notification of Particular Hazardous Work to Worksafe</b> <input checked="" type="radio"/> N/A <input type="radio"/> Yes	<b>Ref No.</b> [Text Field]	<b>CAA OLS Breach Approval?</b> <input checked="" type="radio"/> N/A <input type="radio"/> Yes	<b>Ref No. Date &amp; Time</b> [Text Field]
<b>Apron Tower Notified of any airfield work</b> If Yes, Please attach Email Confirmation <input checked="" type="radio"/> N/A <input type="radio"/> Yes	<b>Date &amp; Time</b> DD/MM/YYYY h:mm A	<b>NOTAM Approved</b> <input checked="" type="radio"/> N/A <input type="radio"/> Yes	<b>Ref No. Date &amp; Time</b> [Text Field]
<b>Terminal Works Endorsement</b> If Yes, Please attach Email Confirmation <input checked="" type="radio"/> N/A <input type="radio"/> Yes	<b>Date &amp; Time</b> DD/MM/YYYY h:mm A	<b>Building Consent/Resource Consent Number</b> <input checked="" type="radio"/> N/A <input type="radio"/> Yes	<b>Ref No.</b> [Text Field]
<b>Vector/Gas Close Approach Consent?</b> <input checked="" type="radio"/> N/A <input type="radio"/> Yes		<b>"Before U dig" Plans?</b> If Yes, Please attach plans to this application <input checked="" type="radio"/> N/A <input type="radio"/> Yes	

### Emergency Contact Details

<b>Permit Office Duty Phone</b> [Text Field]	<b>Key Final Fire Egress</b> [Text Field]
<b>Fire Evacuation Zone</b> [Text Field]	<b>Emergency Assembly Point</b> (In case of Evacuation) [Text Field]
	<b>Nearest fire extinguisher(s) located at: (list Number, Size &amp; Type e.g 2 x 9kg Dry Powder)</b> (List Number, Size & Type, eg. 2 x 9kg Dry Powder) [Text Field]

### Provide all relevant documentation

Note Text

There are no notes to display.

[Add note](#)

### To be completed by the Area Authority

Is this work related to a Capex?  
 No  Yes

If yes, please provide Capex Number \*  
[Text Field]

Area Authority Sign Off \*  
asdfghjkl;

Step1: Once an application has been submitted, an email will be send to the Area Authority who's been filled in as "AA Email" in the application.

Step 2: Area Authority will open the Area Authority Page (will get the link from email once application submitted, it's the same link across all works).

Step 3: Click on Sign in button, sign in with AIAL email account.

Step 4: Select the application, click view detail, will navigate to application detail page.

Step 5: Review the application, modify (and save) as required.

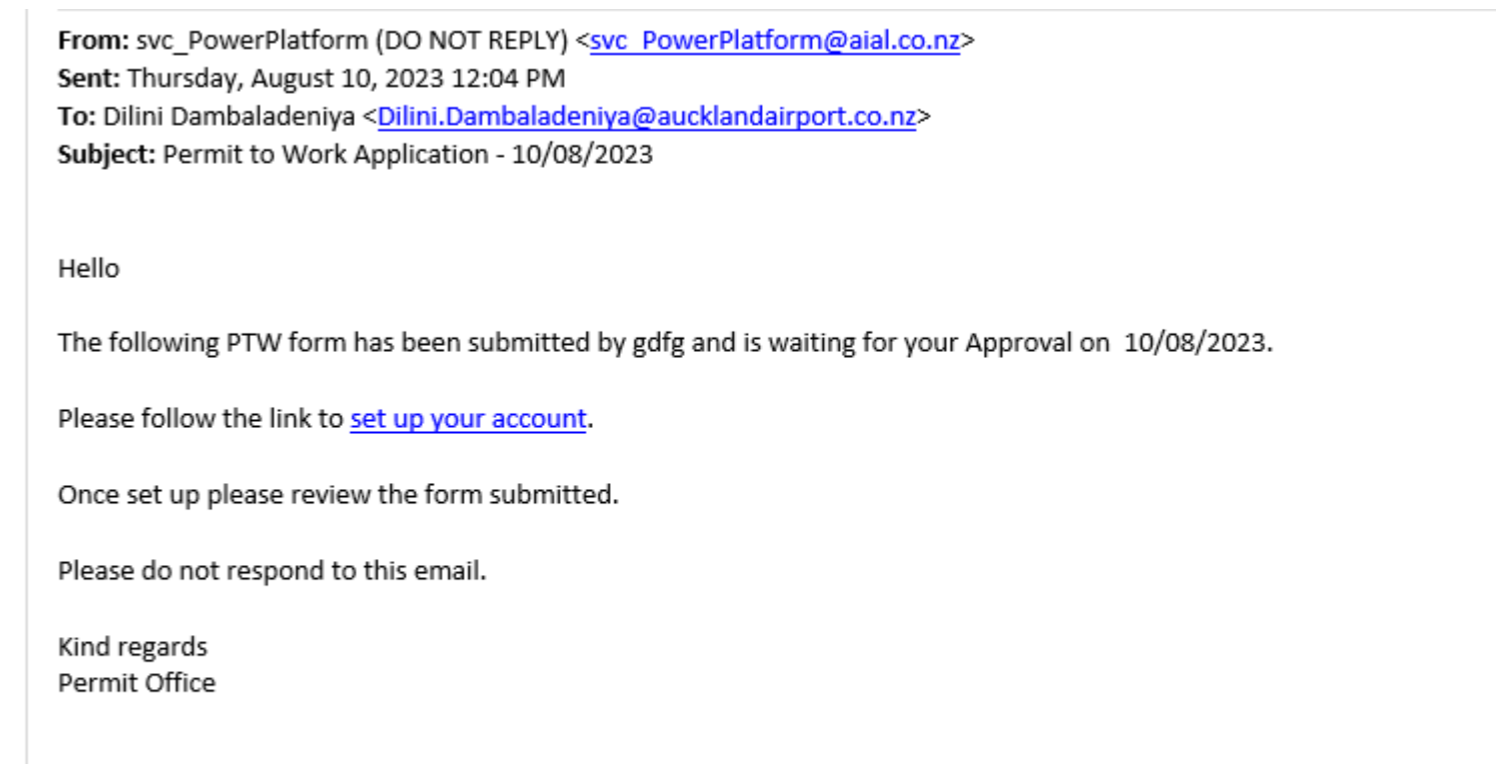
Step 6 -1: Approve: once approved, application status will change to "Received by Permit Office", the page will navigate back to landing page and the application will be sitting under "Archived Project". This application will be sent to the next step. Area Authority and PICWS will get a confirmation email.

Step 6 - 2: Return : If anything is missing, Area Authority click on "Return" button. Once returned, application status will change to "Returned by AA", the page will navigate back to landing page and the application will be sitting under "Projects awaiting your approval". Area Authority and PICWS will get an confirmation email.

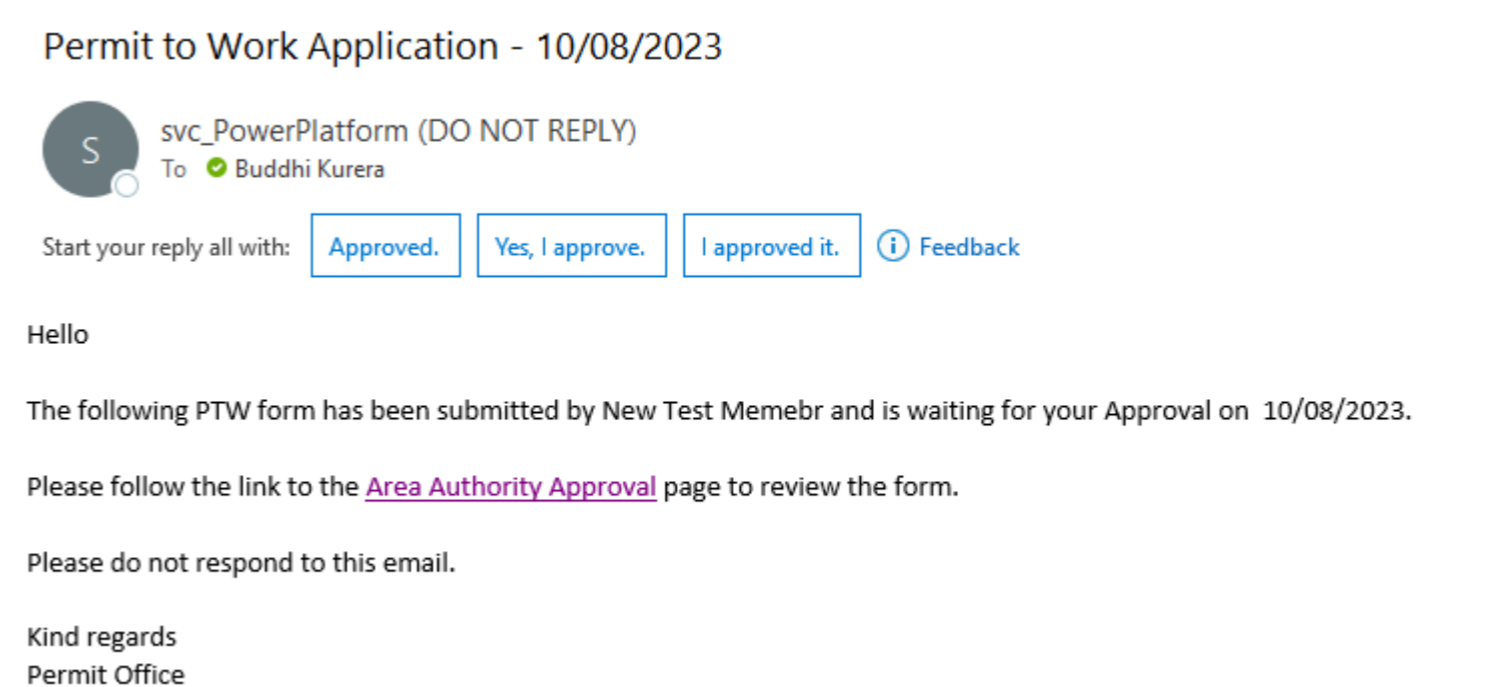
Step 6 - 3: Decline: If Area Authority click on "Decline" button. There is option to select "Do Not Reapply" or "Reapply Date". Once declined, application status will change to "Decline By AA", the page will navigate back to landing page and the application will be sitting under "Archived Projects". Area Authority and PICWS will get an confirmation email.

### Confirmation email screenshots:

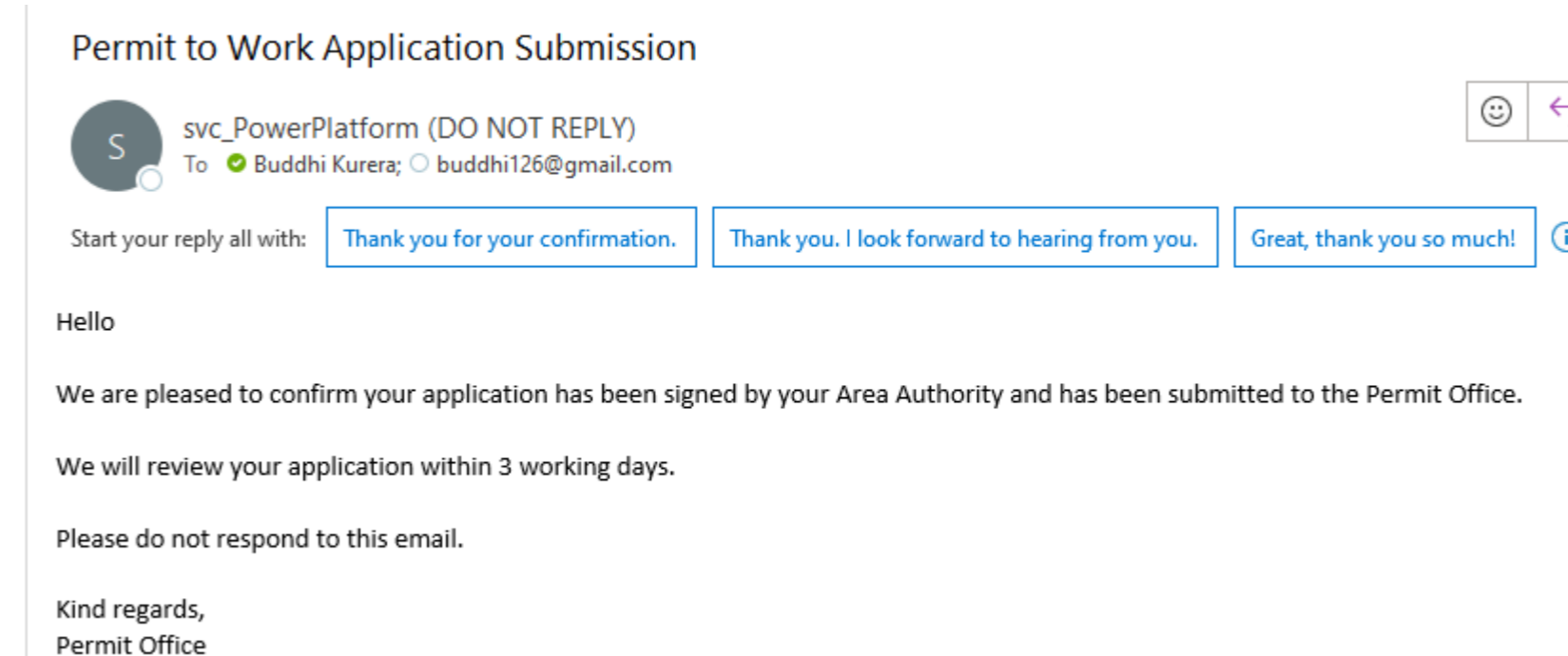
Step 1:  
If account not registered, email will include link to register account link



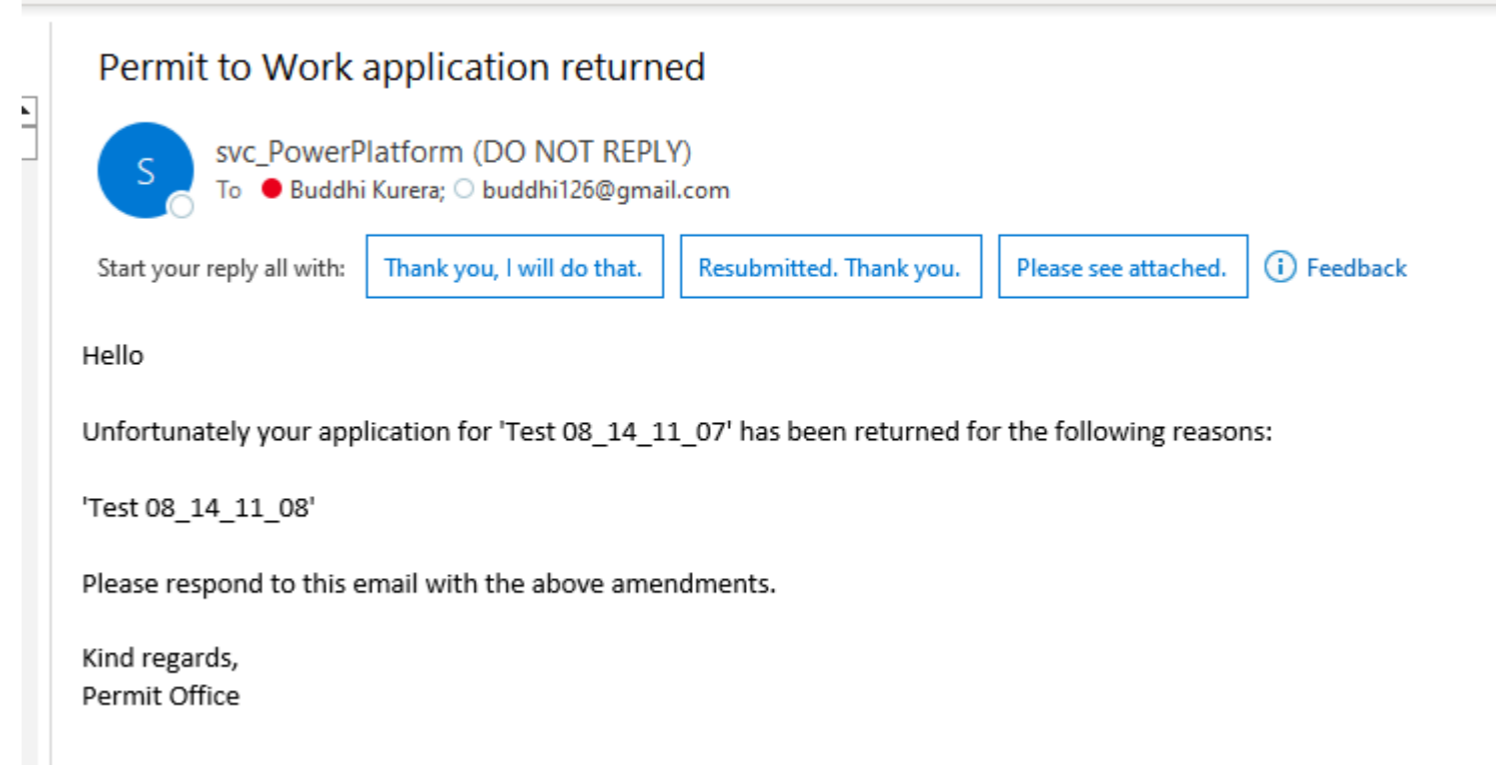
If account registered, email will include link to Area Authority Approval Page



Step 6-1:  
If application approved, Area Authority and PICWS will receive a confirmation email.



Step 6-2:  
If application returned, Area Authority and PICWS will receive a confirmation email.



Step 6-3:  
If application declined, Area Authority and PICWS will receive a confirmation email.

