

APPLICATION FOR WORK PERMIT

Operations Department (Terminal Management)

Department/ Agency	Ref:	Date	
Name & Address of the Agency executing work :			
Description of work :			
Location of Work			
Start Time & Date			
Completion Date & Time			
Area of Work/ Facilities affected			
Name & Contact no of Supervisor at site			
Recommendation/ Approval from DIAL (Department of Engineering/Commercial /SHE)			
Name & Signature	Remark		

WORK PERMIT

Operations Department (Terminal Management)

Date

Number:

Name & Address of Department/Agency	
Description of Work	
Location of Work	
Start Time & Date	
Completion Time & Date	
Contact at site (Mobile Number) of Agency executing works	
Name and Telephone No of Coordinator from DIAL/ Agency	

Signature

Head Terminal / Terminal Manager

Certificate of Operational Clearance

Work Completed on	Work Completed at
Comments	

Checked By:

Name & Signature of Terminal Manager Approved by

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To be completed by the origination party of the proposed work

Work Proposal No:

Applicants details:

Name:

Contact Number(Mobile):

Designation:

Concessionaire/ Concessionaire's Contractor Details:

Name of the company:

Name of the supervisor:

Contact no:

Name of the supervisor:

Contact no:

Responsible DIAL officer:

Contact no:

DETAILED DESCRIPTION OF PROPOSED WORKS:

Location of works:

Duration of works:

Expected number of people working:

Hot Work Permit required : **Yes/No**

Permit for Working At Heights required : **Yes/No**

Work description:

Method Statement (Explain methodology, height, machinery and tools etc. to be used for execution)

Methodology:

To be completed by the origination party of the proposed work

SAFETY PLAN

The risks identified in work/task execution and during operation are listed below along with the planned mitigation and elimination measures:

1. Electrical Shock

- Cable joint with proper cable connectors
- Competent person to operate machinery/tools
- Protection from water/wet areas (potential)
- Proper earth to electrical appliances
- Use of proper plug and socket
- Use of rubber gloves and shoes

2. Fire

- CO₂ fire extinguisher available for fit out works
- Extinguisher operability checked by shift supervisor
- Workmen trained to operate fire extinguisher
- Daily removal of combustible material from site
- Compressed gas cylinders kept upright & secured
- Area cordoned off suitably
- No combustible substance nearby and underneath
- Hot work permit obtained

3. Fall from height

- Proper scaffolding with secured platform & access
- Top rail, mid rail and toe guard provided
- Area cordoned off suitably to avoid trespassers
- Powered work platform (e.g. cherry picker) checked
- Workmen competent to use powered work platforms
- Use of safety helmet and harness ensured
- Report for surface damage or tripping hazard

4. Safety of equipment

- Use equipment when authorised and/or trained for.
- Wear required PPEs such as goggles or gloves.
- Carry out a visual check of equipment before you use.
- If you notice something wrong or unusual, report it to your manager and put the equipment out of use.

5. Use of crane

- Ground pilot/Guider: professional and experienced person will be responsible. Minimum 2 in number.
- Area below and around the crane will be cordoned off by the use of plastic cones and barricading.
- The vehicle will be regularly checked for fitness certificate.
- Medical test of the driver will be reviewed.
- Annual Third party inspection certificate shall be checked.
- Refer DIAL *Safe Use of High Lift Equipment in the PTB* for guidance.

6. Slip, trip and fall

- All liquids contained in suitable containers
- Drip tray provided under all containers
- Wipers and saw dust available
- No material left on floor haphazardly
- Keep an eye on top as well as on floor
- Don't walk on wet surface being cleaned
- Use handrail at staircase

7. Others

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To be completed by the origination party of the proposed work

Details of safety briefing provided to the workers before commencement of works:

1. All workers on-site will undergo a safety induction program by the Supervisor.
2. All accidents and incidents will be reported as per the DIAL Accident and Incident Report form.
3. Workers will be issued with a safety kit to be worn for the duration of the works. This will include a safety helmet, safety jacket and protective shoes. Persons using welding and cutting appliances will use proper eye protection.
4. During a change in shift there will be a safety briefing given from one site-in-charge to the other.
5. There will be a first aid kit available at all times within the retail unit premises.
6. All combustible and volatile materials to be locked away when not in use.
7. Safety training and awareness of all employees including a start of shift safety talk.
8. Safety procedures will be exercised when in proximity to traffic.
9. **Alcohol and drugs policy.** Alcohol and drugs will not be permitted or tolerated at the work sites.
10. The safety roles and responsibilities of supervisors: a clear description of the safety responsibilities of the works supervisors.
11. Monthly safety meetings: a commitment to convene monthly safety meetings to discuss planned works, safety issues and safety incidents. The focus to be on risk elimination and accident prevention. DIAL Safety shall be provided with the minutes of these safety meetings.
12. Smoking is prohibited at the worksite and within the Passenger Terminal Building.
13. Use of safety signage during fit out work is mandatory.

Declaration

I /we hereby undertake that I/we will not hold GMR Delhi International Airport, its employees for any injury/damage/loss arising out the above mentioned work.

I /we also assure that work will be carried out strictly as the proposal only.

Name/ Signature of the person on behalf of the contractor
Mobile/ Tele

Remarks by team Safety DIAL:

Signature & Name

GENERAL

Duty Manager TOPS is to refer to the work proposal before issuing the work permit.

DIAL has a zero tolerance alcohol and drugs policy.

All PTB works are to have the safety goal of “zero injuries, zero accidents”.

All incidents, incidents and near misses are to be reported immediately to the AOCC and Safety Department.

Works deemed to be unsafe or below standards will be suspended.

Remarks by GM/AGM/ TM Operations/ ODM

Approved/Not Approved