



EastLink

**Instructions for completing an online
Work Authority Permit (WAP) application
for the EastLink site.**

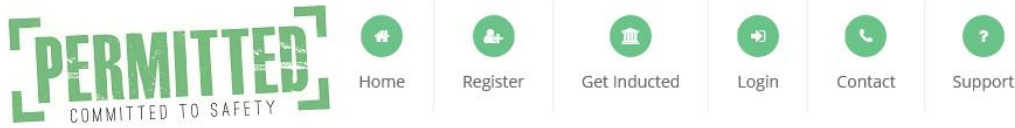
- Prior to applying for a WAP you must ensure your Company is registered and all employees working under the WAP are inducted and their qualifications have been uploaded.
- If you wish to check the status of your employees' induction please contact ybuntsma@connecteast.com.au



Step 1 - Login to Permitted Site to apply for an online Work Authority Permit (WAP)

Log into the Permitted site at the following link: <https://www.permitted.com.au/portallogin.php>

Enter your user name (email address) and password and select Login



Have an account?

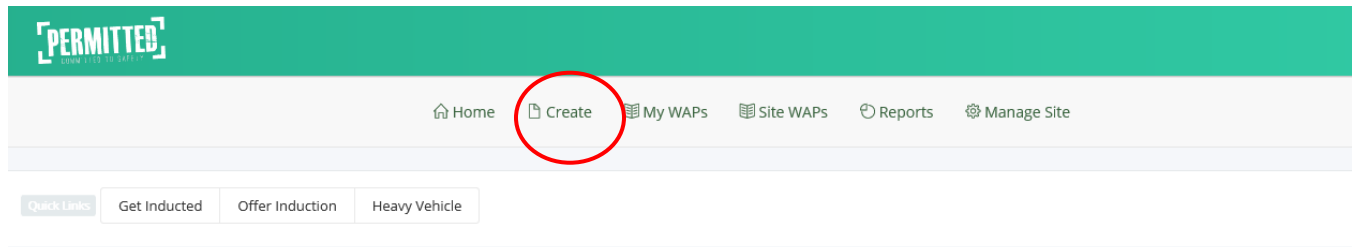
Access to the Permitted Portal is restricted to registered users.

Username:

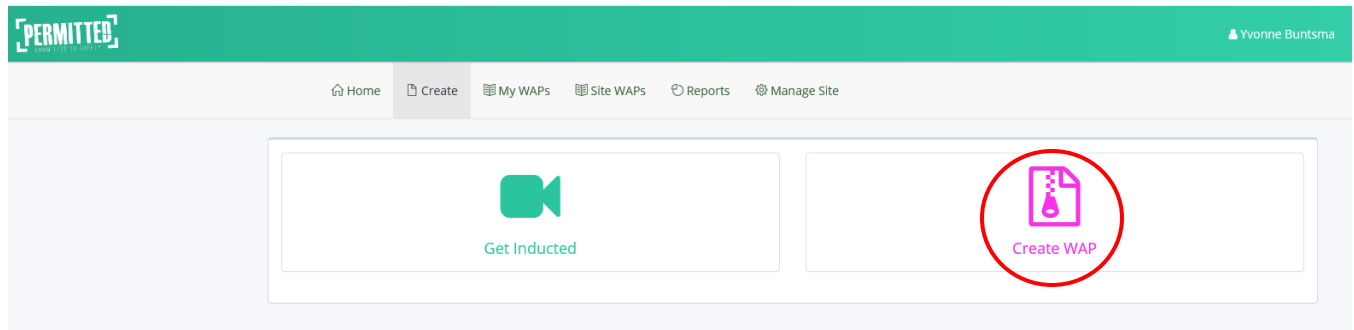
Password:



Step 2 - Select Create



Select Create WAP



Select Eastlink

 Show unready sites.'"/>

PERMITTED

Yvonne Buntsma Eastlink Support

Home Create My WAPs Site WAPs Reports Manage

Select Site

Cancel

Filters: Show unready sites.

Eastlink
Expires: 2025-12-31

The create WAP screen will open (as below). You will be required to complete all information pertaining to the works.

Create WAP

Select Zone: All Zones

Who is the work being undertaken for?: Eastlink

WAP Type: Default

Scope of Works

Site Contact: Yvonne Buntsma - BROADSPECTRUM (AUSTRALIA) PTY LTD (Default)

Choose Date(s):

Site Arrival Time: 08:00:00

Site Finish Time: 17:00:00

Associated WAPs: 00095019 - Support for LED Ligh...
00094475 - Maintenance Works fo...
00090535 - Maintenance Works fo...
00089563 - Repair TCR Desk

Cancel Next

Site Zone: All Zones

Who is the work being undertaken for? EastLink

WAP Type: Default

Scope of works: The scope of works should be a summary clearly describing the works being undertaken. Please include if these works are being conducted on the center median or roadside.

Site contact: This will be pre populated with the EastLink representative you deal with.

Choose Date(s): Select the dates on which works will be conducted. A minimum of 5 business days' notice is

required for approving a WAP.

A WAP can be applied for a maximum of 90 days. To do this select the start and finish dates ie. 16/08/2021 and 07/11/2021. 48 hours' notice is required prior to attending site. Notification must be in writing including the WAP number to tcrwap@connecteast.com.au to avoid conflict of works.

Time Selection: Select the start and finish times. Works will not be permitted outside selected hours.

No maintenance works involving closing or impeding a trafficable lane are to be conducted between the hours of:

Monday to Friday – 05:00 to 09:00 and 15:00 to 20:00

Weekends and Public Holidays – 10:00 to 19:00

Select **Next** to move to the next screen.

Selecting workers: The following screen will appear: All personnel that are working on site must be selected. Only employees who have completed the online induction and uploaded their qualifications will be able to be selected. All eligible employees will appear with green in each box (Refer screen shot below). Once the approval has been provided for the permit, it can only be changed by EastLink including adding personnel to the job.

The screenshot displays a web interface for selecting workers. At the top, there is a section titled "Selected For This WAP:" with a message: "There are no other users coming to site on this WAP." Below this is a search bar with the placeholder text "Search for people." and a magnifying glass icon. Underneath the search bar is a "Search Results:" section with the message "Search for users using the search bar." The main part of the interface is a list titled "Recent Attendees:" containing six entries. Each entry includes a profile picture, the person's name, their company name, and a row of six icons: a lock, a speech bubble, a house, a person, a document, and a gear. The second entry, "Ambrose Cornelio" from "BROADSPECTRUM (AUSTRALIA) PTY LTD", is highlighted in blue and has a red speech bubble icon, while all other icons in this row are green. A red arrow points from the text below to the search bar.

To search for all employees registered under your ABN enter your company name in the search field. Select each attendee by clicking on the name. Only employees with all green icons can be selected.

Select **Next** to move to the next screen.

Location(s): Select the location(s) where your works will be conducted. More than one location can be selected, but it is important to ensure the correct selections are made. If for whatever reason you are unsure, please contact your representative for further information.

Locations are broken down into Buildings & Facilities, Confined Space, Cross Passage, Road, Tech Shelter, Tolling Gantry, Tunnel, Shared User Path & Wetlands. Enter your location type into the search bar. Eg. Road. A list of applicable locations will appear. Click on the location to add.

The screenshot shows a web interface titled "New WAP - Select Locations" with a "Cancel" button in the top right. Below the title is a box labeled "Selected For This WAP:" containing the text "There are no locations selected for this WAP.". A search bar contains the text "road". Below the search bar, the "Search Results" section lists several road locations, each with a green plus icon and a green speech bubble icon:

- Huggins Road
All Zones - Confined Space
- Bangholme Road to Thompsons Road
All Zones - Roads
- Boronia Road to Burwood Highway
All Zones - Roads
- Burwood Highway to High St Road
All Zones - Roads
- Canterbury Road to Boronia Road
All Zones - Roads
- Cheltenham Road to Dandenong Southern Bypass
All Zones - Roads

The screenshot shows the same "New WAP - Select Locations" interface. The search bar is empty and contains the placeholder text "Search for locations.". The "Search Results" section is currently empty.

Select **Next** to move to the next screen.

Additional Details: You must also select whether this is an emergency/visitor WAP, and if works are to be conducted Inbound, Outbound, On ramp, Off Ramp or None. More than one selection can be made. Enter the Chainage marker nearest to your worksite if known, otherwise enter NA. Also enter the Maximo Work Order Number if known otherwise leave blank.

New WAP - Attributes

Cancel

Which of the following apply to the locations you are working on?

- Inbound
- Outbound
- On Ramp
- Off Ramp
- LH Shoulder
- Centre Median
- None

Please provide a chainage marker near your work or NA if not applicable.

Please enter your Maximo Work Order Number.

Emergency / Visitor WAP? Yes No

Back

Next

Select **Next** to move to the next screen.

Work Authority Permit – Validation Questions:

This section requires the applicant to answer some specific questions relating to the work that is being performed. Some questions will require further information as you progress through your application (Refer Appendix A). Failure to answer the questions in line with the scope of work will result in the permit being rejected and may delay the commencement of works. Please complete all questions answering Yes/No as required.

NB: For some activities specific licenses or qualification are required such as, Electrical License, Confined Space Entry, and License to Perform High Risk Work. You will not be able to select Yes to certain questions unless your employees have uploaded their qualifications.

New WAP - Risk Identification

Working in and around Live Traffic.

Will you be working in and around live traffic and supplying one or more TGS documents? Yes No

Electrical Work

Will you be performing any LV electrical Isolation? Yes No

Will you be entering or passing through a HV Compound? Yes No

Will you be performing any work that requires HV electrical Isolation? Yes No

Will you be performing the HV electrical Isolation? Yes No

Working at Heights

Will you be working in an area where there is potential to fall 2 or more meters and there is no compliant fixed edge? Yes No

Will you be working with an EWP less than 11m? Yes No

Will you be working with an EWP greater than 11m? Yes No

Working in and around Mobile Plant

Will you be bringing any mobile plant to site? Yes No

Will you moving Plant/Equipment in the vicinity of overhead powerlines? Yes No

Working with Temporary Works

Will you be erecting aluminium or modular scaffolding? Yes No

Will you be erecting aluminium or modular scaffolding over 4m in height? Yes No

Will you be working with any temporary structural support systems? Yes No

Mechanical Lifting

Will you be conducting any heavy lifting? (greater than 10 Tonne) Yes No

Will you be conducting a 'high risk' lift? (greater than 75% of the SWL, where dual crane lifts are performed, or where it has been defined as such by the project) Yes No

Working with Live Services

Will your work involve excavation or any ground penetration? Yes No

Hot Works

Will you be performing any work involving grinding, welding, thermal or oxygen cutting or heating, and other related heat-producing or spark-producing operations? Yes No

Confined Space

Will you be working in an enclosed or partially enclosed space that is not intended or designed primarily for human occupancy, within which there is a risk of one or more of the following: (a) An oxygen concentration outside the safe oxygen range. (b) A concentration of airborne contaminant that may cause impairment, loss of consciousness or asphyxiation. (c) A concentration of flammable airborne contaminant that may cause injury from fire or explosion. (d) Engulfment in a stored free-flowing solid or a rising level of liquid that may cause suffocation or drowning. Yes No

Dangerous Goods/Hazardous Chemicals

Does your work require the use of chemicals? Yes No

Air Conditioning Systems

Does your work involve preventative or corrective maintenance of air conditioning systems? Yes No

Secure IT Server Room Access

Does your work involve a requirement to enter the secure IT Server Room(s) located at ELOC Administration or Maintenance building? Yes No

Covid-19

Are you required to have a COVID Safe Plan (Small business with fewer than 5 employees exempt)? Yes No

Select **Next** to move to the next screen.

SWMS/JSA: Prior to works being authorised on EastLink, a written risk assessment/ SMWS/JA or JSA must be submitted, which is specific to the site and works being performed. The submitted document shall identify all foreseeable hazards and clearly identify controls required to ensure the safety of people performing the works.

SWMS/JSA must be in a pdf, jpg or bmp format and no larger than 2mb. Select chose file to upload.

New WAP - SWMS

Safe Work Method Statement

SWMS No file chosen

Select file from your computer to upload and select next.

NB: The risk assessment/ SMWS/JA or JSA must meet the requirements of the checklist below, failure to do so will result in the rejection of the permit application delaying site works.

Question Order	Question	Type
1	SWMSJA shows name, registered office address and contact number of the CompanyContractor?	Yes / No / NA
2	Provides for a name and signature of the person responsible for ensuring compliance with SWMSJA?	Yes / No / NA
3	Provides for a date and site namelocation for the actual job?	Yes / No / NA
4	Shows evidence of consultation and communication in development and implementation?	Yes / No / NA
5	Provides a description of the job and identifies any high risk construction tasks if applicable ?	Yes / No / NA
6	Provides a list of work tasks in logical order that workers can easily understand?	Yes / No / NA
7	Lists the potential hazards and considers risks levels associated with each work task?	Yes / No / NA
8	Evidence of provision for the capture and control of site specific hazards if created prior to day of job?	Yes / No / NA
9	Identified controls are appropriate and reasonable with regards to hierarchy of control?	Yes / No / NA
10	Evidence of consideration compliance with relevant legislation, codes, standards and procedures?	Yes / No / NA
11	Identifies all plant and equipment that will most likely be used on the job?	Yes / No / NA
12	Identifies appropriate controls for PPE, Permits, Emergencies, Isolations, Plant, Substances, Traffic Mgmt etc ?	Yes / No / NA
13	Identifies appropriate licences, qualifications and training required to safely undertake the job?	Yes / No / NA
14	Provides for sign off by personnel on the job to confirm that they have been trained in and understand the SWMS?	Yes / No / NA
15	SWMS contains a date of creationapproval and also a due for review date?	Yes / No / NA

Upload Traffic Guidance Scheme:

If you answered YES to Question 1 – Will you be working in and around live traffic and supplying one or more TGS documents? You will be required to upload a copy of your Traffic Guidance Scheme(s) and complete the additional questions below.

New WAP - Pre-Approval Permit

Traffic Management Permit

Please upload your TGS. No file chosen

Please describe the locations for where the TGS applies.

Please nominate your Traffic Management provider

Select **Next** to move to the next screen.

Agreement & Confirmation: Upon completion of the permit, all applications are required to review the General Conditions and Accept or Reject. If you accept the general conditions, select **NEXT** and your permit will be submitted and reviewed within the agreed timeframe with your site contact.

If you reject the general conditions you will not be able to continue the permit process and you will need to speak with your site contact to resolve any issues or concerns you may have.

New WAP - Agreement & Confirmation

By completing and submitting this WAP I agree that the information is true, accurate and correct to the best of my knowledge and agree to be bound by the conditions set out in the documentation held in support of this WAP, any feedback received from site personnel and any and all site rules and instructions provided. I have received the appropriate training and I am authorised to prepare this documentation on behalf of the person or persons who will carry out this work. I accept the responsibility as the person directly in charge of the work to be completed.

Select **Next** to move to the next screen.

Confirmation Email: You will receive a confirmation email that your Work Authority Permit has been submitted via the email address you supplied (example below).

WAP: 00099147

Yvonne Buntsma from BROADSPECTRUM (AUSTRALIA) PTY LTD has created a new WAP (00099147) for your approval with the following details:

Company: BROADSPECTRUM (AUSTRALIA) PTY LTD

Leading Hand: Yvonne Buntsma

Contact Number: 0407398533

Site: Eastlink

Zone: All Zones

Scope:

Maintenance works during Tunnel Closure. WAP to be used for attendance purposes only

Start Date: 2021-08-16

End Date: 2021-08-17

Follow this link to view the WAP: <https://www.permitted.com.au/portallogin.php>

Best Regards,
The Permitted Team

Approval of WAP: Once the WAP has been approved you will receive an email from Permitted advising you of the change in status of the WAP (example below).



ABN: 19 152 080 585



www.permitted.com.au | support@permitted.com.au



1300 857 946

WAP: 00074559

WAP: 00074559 has had a status change to 'Approved'

The following comments were provided by the reviewer:
Contact Control Room at commencement completion of works.
SWMS to be uploaded following works

Further details are available on login to the portal.

BEST REGARDS: PERMITTED

This is a computer generated message. You have received it because you are subscribed to Permitted Pty Ltd in order to access the work sites of our customers.

Please do not reply to this mail, this email address is not monitored.

Commencement of Works: The Traffic Control Room **must** be notified on **9955-1900** when you commence works on site and you will be required to provide a list of all employees who will be attending site.

At conclusion of the works each day, you **must** notify the Traffic Control Room on **9955-1900** that works have been completed.

If you have any issues following this instruction or require assistance, please contact your site representative for further information.

Appendix A

This appendix gives information regarding providing additional information and completing Sub Permits that may be required when raising a WAP.

1. Confined Space:

This Permit is to be completed when work is to be conducted in an enclosed or partially enclosed space that is not intended or designed primarily for human occupancy.

It is a mandatory requirement that all works requiring access to confined spaces have an approved confined space permit. Personnel must be trained in confined space entry (Competency assessment should be undertaken every 2 years) and their qualification uploaded to Permitted.

You will be required to download and complete a Confined Space Entry Permit which is to be uploaded after work completion.

Question Order	Question	Type
1	Are you equipped with proper PPE to enter this particular confined space?	Yes/No - With Comments
2	What is the model and make of the unit you will be using?	Open Text Entry
3	Is your atmospheric Testing Unit within calibration date and fully charged?	Yes/No - With Comments
4	Is the entry to into the confined space safe?	Yes/No - With Comments
5	This permit requires that you download and complete a Confined Space prestart form before commencing work onsite. Once the works are complete, this form needs to be uploaded in order to complete and close this WAP. Please click the link to download the form.	File Download

2. Electrical Isolations:

You will be required to identify the location of the works, points of isolation, what equipment will be isolated, who will be performing the isolations/switching, testing for dead and performing the re-activation of the plant/equipment.

Question Order	Question	Type
1	The Test for Dead will be performed by?	Attendee Drop Down
2	Who will perform the Isolation?	Attendee Drop Down
3	What are the Isolation points?	Open Text Entry
4	What is the location of your works?	Open Text Entry
5	What Equipment will be isolated?	Open Text Entry
6	Do you have lockable tags to be used at Isolation points?	Yes/No - With Comments
7	The equipment will be Reenergised by?	Attendee Drop Down

3. HV Access Permit:

You will be required to upload a HV Access Permit after the works have been completed. This is a confirmation that you understand this requirement.

Question Order	Question	Type
1	This permit requires that you upload an HV Access Permit after the works have been completed. Please confirm that you understand this requirement.	After Works Upload

4. Permit to work in the Vicinity of Overhead Power line

If you are moving plant in the vicinity of overhead power lines you will need to answer Yes / No to the following questions.

Question Order	Question	Type
1	Will you be moving plant?	Yes/No - With Comments
2	Will you be moving plant within 3m of the overhead powerline?	Yes/No - With Comments
3	Will you be erecting scaffolding?	Yes/No - With Comments
4	Will you be erecting scaffold within 4m of the overhead powerline?	Yes/No - With Comments
5	Will the power require isolation?	Yes/No - With Comments
6	Who will be the observer?	Attendee Drop Down
7	Do you have a Traffic Control Plan for this activity?	Yes/No - With Comments
8	Please upload the Traffic Control Plan	Upload

5. EWP over and under 11mts

If you are to bring a EWP under or over 11mts to site, you will need to identify who will be completing the pre start checks and you need to include a rescue plan in your SWMS/JSA.

Question Order	Question	Type
1	Who will be completing the prestart check of the EWP > 11m?	Attendee Drop Down
2	Have you included a rescue plan in your SWMS?	Yes/No - With Comments

Question Order	Question	Type
1	Who will be completing the prestart check of the EWP < 11m?	Attendee Drop Down
2	Have you included a rescue plan in your SWMS?	Yes/No - With Comments

6. Heavy Lifting

If you are performing a mechanical lift, you will need to identify if you are bringing a crane to site, if you are lifting >85% of the Safe Working Load, you will need to complete a risk assessment and who will be inspecting the rigging equipment.

Question Order	Question	Type
1	Will you be using a crane?	Yes/No - With Comments
2	Will you be lifting >85 of the Safe Working Load?	Yes/No - With Comments
3	Has a lift risk assessment been completed?	Yes/No - With Comments
4	Who will inspect rigging equipment, e.g. Slings, chains, spreader bars etc been inspected, tagged and certified prior to use?	Attendee Drop Down

7. High Risk Heavy Lifting

This is to be completed if any High Risk heavy lifting is occurring. This is defined where any lift where the crane is lifting >75% of the SWL, multiple crane lifts are performed, and where it has been defined as such by the project.

Question Order	Question	Type
1	Has a lift plan been develop and approved by a competent person?	Yes/No - With Comments
2	Please upload your lift plan.	Upload
3	Has a certified geotechnical engineer assessed the ground conditions and advised of appropriate ground protection to ensure suitable support of crane outriggers?	Yes/No - With Comments
4	Who will check all safety devices are operational, inspect the lifting all lifting equipment and ensure that the load is safely rigged and secure?	Attendee Drop Down
5	Who will check load indicators, and the accuracy verified using a calibrated, known test weight prior to the commencement of the lift?	Attendee Drop Down

8. Excavation

For any excavation works that need to be conducted you will need to answer Yes/No to the following questions & upload copy of drawings. This will include information received from 'Dial Before You Dig'.

You will be required to download and complete a Excavation Permit which is to be uploaded after work completion.

Question Order	Question	Type
1	Have the services drawings been checked?	Yes/No - With Comments
2	Please upload the drawings.	Upload
3	Have you called Dial before you Dig, 1100?	Yes/No - With Comments
4	What services have you located? eg, Water, Gas, Electricity or Optic Fibre	Open Text Entry
5	An electronic cable locator must be used for locating water and electricity services.	Confirmation Check Box
6	Hand digging is to be used for optic fibre services.	Confirmation Check Box
7	No work is to proceed if gas is located.	Confirmation Check Box
8	This permit requires that you download and complete a Excavation Permit Form before commencing work onsite. Once the works are complete, this form needs to be uploaded in order to complete and close this WAP. Please click the link to download the form.	File Download

9. Hot Works

This permit is to be completed when work is within the proximity of flammable material and or when activities involving hot works are being completed. You will be required to download and complete a Hot Works Permit which needs to be uploaded on completion of works.

Question Order	Question	Type
1	Have you been deemed competent in hot works through an assessment process?	Yes/No - With Comments
2	Do you have fire extinguishers and have they been regularly serviced?	Yes/No - With Comments
3	Does the location where you will be working have flammable materials?	Yes/No - With Comments
4	Is the atmospheric Testing Unit within calibration date and fully charged?	Yes/No - With Comments
5	What is the model and make of the unit you will be using?	Open Text Entry
6	Has it been regularly serviced?	Yes/No - With Comments
7	This permit requires that you download and complete a Hot Works prestart form before commencing work onsite. Once the works are complete, this form needs to be uploaded in order to complete and close this WAP. Please click the link to download the form.	File Download

10. Use of temporary structural support

If works involve the erection of any temporary structural support systems such as formwork, back propping, shoring, etc. you will need to identify if it has been designed by a certified structural engineer and who will certify the structure against AS3610.

Question Order	Question	Type
1	Has it been designed by a certified structural engineer competent in the type of system being designed?	Yes/No - With Comments
2	Who will certify the structure against AS3610?	Attendee Drop Down



11. Working at Heights


Any works that will be performed from heights will require additional information to be provided. Please answer Yes/No to the following questions

Question Order	Question	Type
1	Will you be using a ladder, with the exception of a platform ladder for work?	Yes/No - With Comments
2	Will you be working on batters?	Yes/No - With Comments
3	Have your harnesses been regularly inspected, maintained?	Yes/No - With Comments
4	Have the anchor points where you will be working been maintained and certified?	Yes/No - With Comments
5	Have you included a rescue plan in your SWMS?	Yes/No - With Comments

12. Secure IT Access

Any works that will be performed in the Secure IT Rooms will require additional information to be provided. Please answer the following questions

Question Order	Question	Type	Links
1	Why do you need access to the Server Rooms	Open Text Entry	
2	What is the time duration you will need to complete works?	Open Text Entry	

 Add Question