

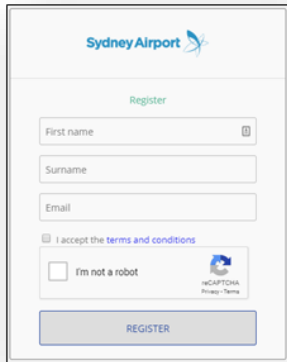
Airport Works Plan Online Applications

Retail – Minor Works - General
Maintenance and Cleaning works

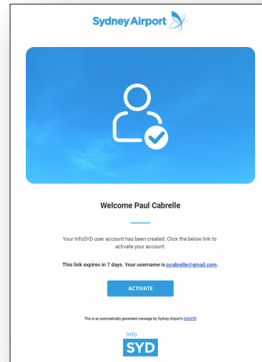


Register at InfoSYD

<https://www.sydneyairport.com.au/infosyd/auth/register>

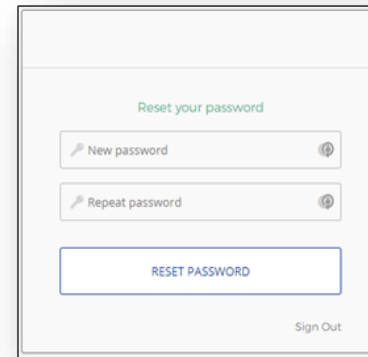


The screenshot shows the 'Register' form on the Sydney Airport website. It includes fields for 'First name', 'Surname', and 'Email'. There are checkboxes for 'I accept the terms and conditions' and 'I'm not a robot'. A 'REGISTER' button is at the bottom.



The screenshot shows a 'Welcome Paul Cabrelle' screen. It features a blue header with the Sydney Airport logo, a large blue graphic with a person icon and a checkmark, and an 'ACTIVATE' button. Text below the button indicates that the user's account has been created and provides a link to activate the account.

Click 'Activate' and you will be taken to the 'Reset your password' screen. This link is valid for 7 days and can only be used once

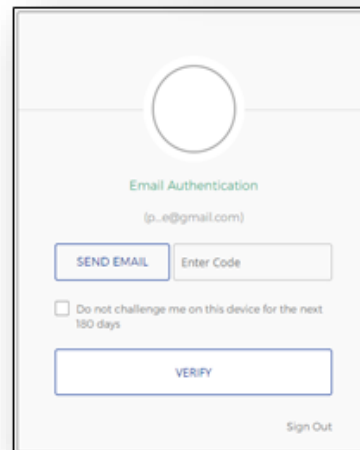


The screenshot shows the 'Reset your password' form. It has two password input fields labeled 'New password' and 'Repeat password'. A 'RESET PASSWORD' button is centered below the fields. A 'Sign Out' link is in the bottom right corner.

- Minimum length of 8 characters
- One capital letter (A-Z)
- One number (0-9)
- One symbol (@, #, %, *, \$ etc.)



The screenshot shows an 'Email Authentication' request. It features a blue header with the Sydney Airport logo, a large blue graphic with a person icon and a checkmark, and a 'Hi Paul Cabrelle' greeting. Below the greeting, it states that a request was made for a one-time code and provides the code '185041'. A 'SEND EMAIL' button is at the bottom.



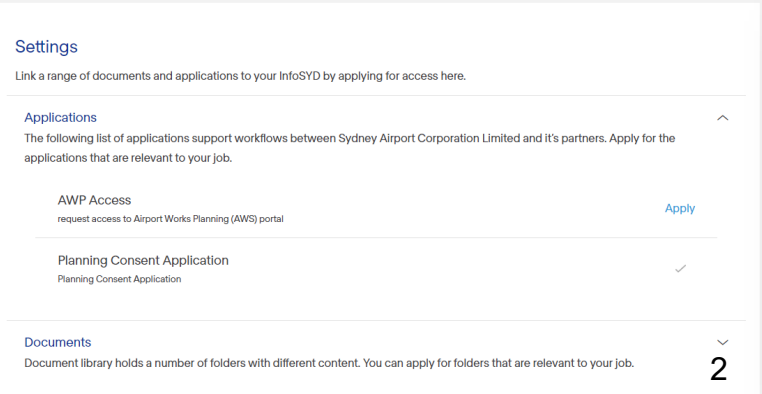
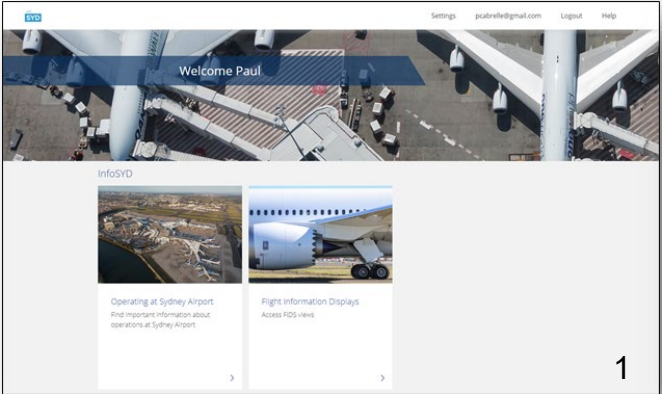
The screenshot shows the 'Email Authentication' verification screen. It features a large circular input field for the code, a 'SEND EMAIL' button, and an 'Enter Code' input field. Below these, there is a checkbox for 'Do not challenge me on this device for the next 180 days' and a 'VERIFY' button. A 'Sign Out' link is in the bottom right corner.

Retail AWP

General Maintenance and Cleaning works

<https://www.sydneyairport.com.au/InfoSYD>

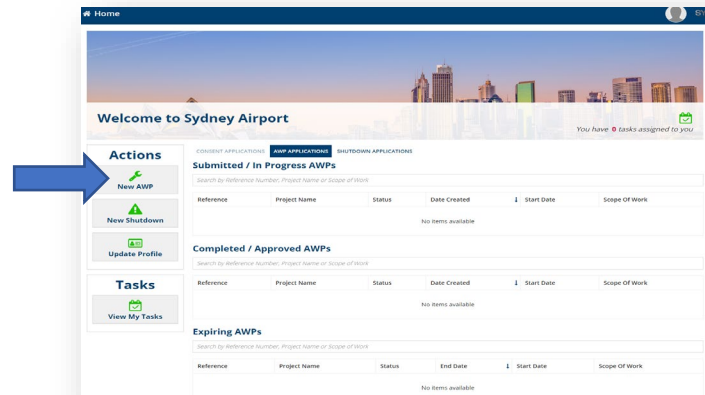
- Log onto InfoSYD
- Click on the Settings tab on the Welcome Page
- On the Settings page click on Applications
- Click on AWP Access
- Click on Apply
- On the AWP and Shutdowns page click on Apply for an AWP



AWP

New online applications

Click on 'New AWP'



Complete the Applicant Profile (this page will only need to be completed once)

The screenshot shows the 'Applicant Profile' form. It includes sections for 'Applicant Details' and 'Company Details'. The 'Applicant Details' section has fields for First Name, Last Name, Email, Phone, and Mobile. The 'Company Details' section has fields for Company, Address Line 1, Address Line 2, Suburb or City, State, and Postcode. There are 'CANCEL' and 'SUBMIT' buttons at the bottom.

Applicant Profile

Please complete applicant's profile before creating an application

Applicant Details

First Name *
ABC

Last Name *
XYZ

Phone *
041000000

Email *
abc@syd.com.au

Mobile *
041000000

Company Details

Company *
SYDNEY

Address Line 1 *
ABC

Suburb or City *
Sydney

Address Line 2 *
XYZ

State
NSW

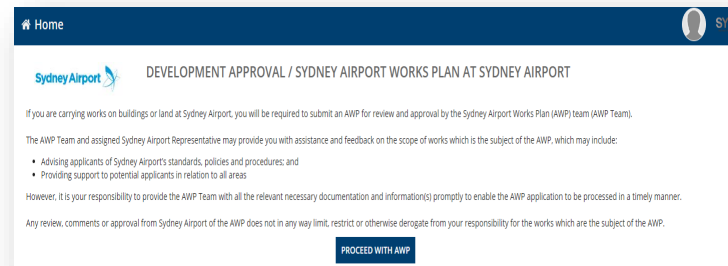
Postcode
2000

CANCEL SUBMIT

AWP

New online applications

Click on 'Proceed with AWP'



Click on 'Terminal / Landside'

Select Type

Terminal / Landside



Airfield

Select Sub Type



Planning Consent Related

Planning Approval is required for all new installations. If you are unsure, please contact Plan.Approvals@syd.com.au before proceeding. Incorrectly submitted applications will not be accepted



Minor Works

Minor Works AWP's cover - inspections, photography, site measure, cleaning, maintenance & like for like replacements. If you are unsure, please contact Plan.Approvals@syd.com.au before proceeding. Incorrectly submitted applications will not be accepted

Click on Minor Works

AWP

Company and Scope of works

General Details:

- Under 'Project Name' enter the exact Company name as shown on your ASIC
- Under Scope of Works enter the full scope of works e.g. General maintenance and cleaning within leased tenancy only
- Start date – tomorrow's date (do not enter today's date)
- Finish date – 1 year less 1 day (maximum)
- Works facilitator – enter Amal Singer
- Click 'next'

New AWP - Landside - Minor Works

Current Step1

> **General Details**

- Locations
- Impacts
- Permits
- Security
- Contact Details
- Attachments
- Save Progress**

General Details

Project Name *

Project name or description of works; 255 characters left

Start Date *

Finish Date *

Scope of Works *

Provide detailed scope; 1000 characters left

Works Facilitator *

Sydney Airport Staff member facilitating these works

AWP Locations

Location of works and activity:

- Click the green button to select the location and then sub locations of your tenancy/ies – you are able to select as many as required
- Days of work – click on 'All Days'
- Hours of work – click on '24 hours with disruptive works during curfew'
- Enter hours as follows: Day hours 0500 – 2300 Curfew hours 2300 - 0400
- Specify locations – enter site number/s
 - If you do not know your site number click on 'Other' and details in free format e.g.
 - T1 Mach 2
 - T2 Fat Yak
 - Enter all tenancies, including storage sites on the one application
- Click on 'Add'

Location

Sub Locations

- International - Terminal 1
 - T1 Terminal Area
 - T1 Ramp
 - T1 Baggage
 - T1 Aerobridges Internal
 - T1 HV Switchrooms or enclosures
- Domestic - Terminal 2
- Domestic - Terminal 3
- Airfield
- Landside roads/Greater precinct
- Commercial/External buildings

Days of Work (Select option to quick fill the days of work. Additional changes can be made by clicking on the icons below.)

- Weekdays Weekends All Days
- Mon Tue Wed Thu Fri Sat Sun

Hours of Work (Any works conducted in terminal shared areas, or any works that will generate noise/odour/dust/vibrations, must be done during curfew hours)

- 24 hour works with disruptive works during curfew
- Day Works Curfew Works

Home

New AWP - Landside - Cleaning and Maintenance (Annual)

General Details

- Locations
- Security
- Contact Details
- Attachments
-

Location of Works and Activity

- International - Terminal 1
- Domestic - Terminal 2
- Domestic - Terminal 3
- Airfield
- Landside roads/Greater precinct
- Commercial/External buildings

Days of Work (Select option to quick fill the days of work. Additional changes can be made by clicking on the icons below.)

- Weekdays Weekends All Days
- Mon Tue Wed Thu Fri Sat Sun

Hours of Work (Any works conducted in terminal shared areas, or any works that will generate noise/odour/dust/vibrations, must be done during curfew hours)

- 24 hour works with disruptive works during curfew
- Day Works Curfew Works

Curfew Start Time: 23:00 to Curfew End Time: 04:00

Specify Location(s)

Cover all locations where works are to take place, including storage, and access to site.

Door/Site Number Other

Enter Door/Site No

Tenancy Number

Results

Please select a single location to view the map

Major Category	Classification	Sub-Classification	Building number	Facility Name	Level	Address	Area	Door Number
No items available								

Please select a single location to view the map

Selected Location(s)

Facility	Level	Area	Door No
No locations selected			

Select at least 1 location

AWP Impacts

At least 1 impact must be selected

- For General Maintenance works within the tenancy, select “Retail” from the drop down list
- Under “Impact Description” detail “work is only within the nominated tenancy/ies with no operational impact to Sydney Airport”

If the planned works have the potential to impact SYD operations or facilities ie. Fire system isolations, security screening for bulky materials, or other tenants – this is required to be detailed so that the appropriate SYD Airport Stakeholders can review

Please contact your SYD Facilitator if you have any questions

New AWP - Landside - Minor Works

Current Step3

- ✓ General Details
- ✓ Locations
- > **Impacts**
- Permits
- Security
- Contact Details
- Attachments
- Staff only
- Save Progress

Impacts to the Operational Area

Impacts

Impact Description

1000 characters left

Please tell us how and to what extent the works could impact these areas/facilities/services. If this information is not provided, the application form will be sent back for more info.

Selected Impacts

<input type="checkbox"/>	Name	Description
No items available		

Select at least 1 impact

Hot Works Approval

To gain approval to conduct Hot Works, you must select Hot Works as a impact and provide the Mandatory information (in red below).

The SYD Hot Works Procedure must be followed for any Hot Works. This procedure is available via the Airport Works Manual on infoSYD. Additional details are also available at the end of this slide pack

New AWP - Landside - Minor Works

Current Step3

- General Details
- Locations
- Impacts**
- Permits
- Security
- Contact Details
- Attachments
- Save Progress

Impacts to the Operational Area

Impacts: Hot Works

Impact Description

1000 characters left

Mandatory Details:

- A) Why is hot works required?** (outline hot works activities)
- B) What type of equipment will be used?** (e.g. grinding, welding, burning, gas-cutting, flame heating or any other flame/spark producing equipment)
- C) What is the specific location?** (e.g. location within project site, building floor, section of road, tenancy area)
- D) What are the potential impacts for this activity?** (e.g. impact on stakeholders, operations, service isolations)

If this information is not provided the application form will be sent back for more information

ADD

Selected Impacts

<input type="checkbox"/>	Name	Description
No items available		

REMOVE

AWP Inductions and Permits

Induction training must be completed by all contractors prior to commencing work at SYD

Based on the locations of work previously selected the required Sydney Airport Inductions are listed. Further information and access to complete these inductions can be accessed via the link below

Complete the remaining fields as required – help text and external links are provided under the specific permit

Inductions

Based on the location/s of works selected the following inductions are required:

- SYD Contractor Induction
- DAMP SYD Online Induction (SYD Engaged Contractors Only)

*Induction training must be completed by all contractors prior to commencing work at the airport.
Further information on Safety is available [here](#).*

Sydney Airport permits and Shutdowns

Sydney Airport Permits :

- Hot works [?](#)
Further information on Hot Works Permit's can be found [here](#).
- Crane Permit [?](#)
Contact airspaceprotection@syd.com.au or visit [here](#) for further information.
- Roof access [?](#)
To obtain a roof access permit contact the First Response Team on 9667 9026.

High Voltage Permits :

Refer to the HV Handbook or for further information contact highvoltage.jobschedule@syd.com.au

- Vicinity Authority Permit (VA) [?](#)
- HV Test Permit
- High Voltage Access Permit

AWP Inductions and Permits

Continued from previous page.. Complete the remaining fields as required – help text and external links are provided

Shutdowns :

- Electrical - LV
- Communications/Data
- Electrical - HV
- Fire systems (wet or dry)
- HVAC
- Gas
- Hydraulic / Water

Shutdowns require additional approval. Further information and details on how to apply can be found [here](#)

Tools and Equipment

- Crane/Plant
*

1000 characters left
- Equipment and Tools
*

1000 characters left
- Materials
*

1000 characters left
- Chemicals
*

1000 characters left

Approval is required for all lifting devices on airfield, and most lifting devices in landside areas
If your works are located in the Security Restricted Area, please consult with your Project Facilitator regarding permit options.

AWP Route

Security:

- Under 'What is the route of travel to work area' enter the proposed route for contractors e.g. Loading dock to screening point to tenancy
- No requirement to complete 'Guards or vehicle escorts required'
 - If the contractor does not have a valid ASIC he will need to be escorted by a staff member who does or a security guard will need to be booked
- If deliveries are required click on the green button and enter Terminal Dock details

The screenshot shows a web form titled "New AWP - Landside - Cleaning and Maintenance (Annual)". The "Security" section is active, indicated by a green checkmark in the left-hand navigation menu. The form contains the following fields and sections:

- Intended Route of Travel for Staff/Vehicles/Deliveries:** A text area with a blue header and a note: "Please include lifts and screening points. This information can also be included in the location plan. More information available in the [Security Awareness Guide](#) and at [ID & Access Services](#). Request a booking form from bookaguard@snpsecurity.com.au".
- What is the route of travel to work area?:** A text area containing "Sterile area" and a character count of "988 characters left".
- Guards or vehicle escorts required:** A list of radio button options: "N/A", "Screening guards", "ASIC sponsor guards", "Vehicle escort for Airfield", and "Work Safety Officer (WSO)".
- Are deliveries required for these works?:** A green radio button is selected.
- Delivery Point Details *:** A text area containing "Deliveries via Loading Dock". Below it is a note: "Deliveries to T1 and T2 loading docks and Departures/Arrivals Roadway require bookings, speak to your Sydney Airport facilitator".
- Is access required to secure areas?:** A green radio button is selected. Below it is a note: "All entrants to the airfield must have either a current Red ASIC or Red VIC pass".

At the bottom of the form, there are three buttons: "DISCARD" (red), "BACK" (blue), and "NEXT" (blue).

AWP Contractor details

- Do not click on 'Has the contractor been engaged by Sydney Airport directly'
- Under 'Tenant' enter your details
- To complete Principal Contractor details: Enter Company Name, Click Search, select the relevant Company from the list, Click Done. The search field is linked via the ABN lookup service.
- Enter a Name and Contact Details for the Principal Contractor.
- Under Subcontractor click 'Add sub-contractors' and enter as many as required
 - All fields are mandatory
 - If a sub-contractor is not listed they will be denied access unless e

Contact

✔ Has the contractor been engaged by Sydney Airport directly?

Tenant/Retailer/Airline/Operator Details

Company *

Contact

Name

255 characters left

Phone

Email

Principal Contractor Details

Company *

EDIT

Contact (during day)

Name

255 characters left

Phone

Email

Contact (during night)

Name

255 characters left

Phone

Email

Sub-Contractors

To enter the **Sterile Areas** subcontractors must be listed on the AWP or must have a sponsor from the Principal Contractor present
The company name must match the company name on ASIC cards exactly.
 The entire AWP must be presented at screening points.

Company	Contact Name	ABN	Email	Phone
No items available				

+ Add Sub-contractors

Principal Contractor Details

Company *

✖ PROGRAMMED PTY LTD 18/255

Search Results

<input type="checkbox"/> Company Name	ABN	State	Post Code
<input type="checkbox"/> FACILITY MAINTENANCE PTY LTD	55123488120	NSW	2147
<input type="checkbox"/> PROGRAMMED MAINTENANCE	61054742264	WA	6100
<input type="checkbox"/> PROGRAMMED MAINTENANCE PTY LTD	65089087114	WA	6100
<input checked="" type="checkbox"/> PROGRAMMED PTY LTD	48094158442	NSW	2088
<input type="checkbox"/> Programmed	61054742264	WA	6100
<input type="checkbox"/> F M Programmed Facilities Maintenance	84686403593	NSW	2770
<input type="checkbox"/> P.F.M.	12963801254	NSW	2518
<input type="checkbox"/> P.F.M.	26252354086	NSW	2033
<input type="checkbox"/> PFM	95622171706	WA	6105
<input type="checkbox"/> PFM	79424358256	VIC	3058

< 1 - 10 of 20 >

✓ DONE

Attachments and Documents

Please attach any supporting documentation relevant to the AWP application. Your SYD Facilitator may request particular documents to be uploaded.

New AWP - Landside - Minor Works

Current Step8

- ✓ General Details
- ✓ Locations
- ✓ Impacts
- ✓ Permits
- ✓ Security
- ✓ Contact Details
- > **Attachments**
- 📄 Save Progress

Documents

Please attach any supporting documents

Document Details

Name	Type	Description
No items available		

+ Add Document

DISCARD

BACK SUBMIT

Once you click Submit - A reference number will be issued and you will be able to track the progress of your application via the dashboard

AWP

Updating and extending existing AWP

- Go to <https://www.sydneyairport.com.au/InfoSYD>
- Enter the AWP reference number in the Search field
- Click 'Amend' at the top of the page
- Update the AWP pages as required and continue to click through to the next page. Example of updates include:
 - Extension of dates
 - Adding or removing tenancies
 - Adding contractors and subcontractors details
- When you have completed all updates and are at the last page click 'Submit'

The screenshot displays the AWP-19-00066 dashboard. At the top, there are navigation buttons: 'ADD DOCUMENT', 'REQUEST FOR INFORMATION', and 'AMEND APPLICATION'. Below these are tabs for 'Summary', 'Notes', 'Documents', 'Request for information', 'News', and 'Related Actions'. A progress bar shows the current status: 'DRAFT / SENT BACK TO APPLICANT', 'FACILITATOR REVIEW', 'SUBMISSION REVIEW', 'STAKEHOLDER REVIEW', 'COORDINATOR APPROVAL', 'APPROVED', and 'CANCELLED / CLOSED'. The 'APPROVED' status is highlighted. Below the progress bar, there is a section for 'General Details' with fields for 'Project Name', 'Start Date', 'Finish Date', 'Scope of Works', and 'Works Facilitator'. The 'Review Details' section contains a table with columns for 'Assigned To', 'Assigned On', 'Completed On', 'Comments', 'Status', 'Impact', and 'Decision'.

Assigned To	Assigned On	Completed On	Comments	Status	Impact	Decision
Suhani Parmar	02/07/2019 04:12:29 pm	03/07/2019 10:40:20 am		Submission Review		✓
Suhani Parmar	02/07/2019 03:44:45 pm	02/07/2019 04:12:12 pm		Facilitator Review		✓

You will be able to track the progress of your updated application via the dashboard

Welcome to
Sydney's Airport

Hot Works

SYD

Hot Works Overview

Hot works are defined as any activity that has the ability to produce heat or sparks that has the potential to cause ignition. It includes, but is not limited to welding, grinding, and thermal or oxygen cutting or heating

Should you need to apply for a Hot Works Permit, firstly provide your contractor with

- Hot Works Procedure [link](#)
- Hot Works Permit which is located at InfoSYD [link](#)

Definitions and abbreviations:

- **Emergency works** are unplanned hot works due to an emergency repair that has considerable impact on Airport operations
- **Permit Issuer** is a competent contractor who is authorised to direct and supervise the work
- **Firewatcher** is a person who is designated to fire watch duties for the duration of the hot works
- **HWP Hot Works Permit**



Hot Works Permit (HWP) SYD

Conditions of this Hot Works Permit are outlined in the Sydney Airport Hot Works Procedure. The Permit issuer is responsible for reviewing the adequacy and accuracy of this permit and other supporting documents attached to this permit, and conducting site inspections before and after works.

Permit No. _____ AWP No. _____

Section A - Work details

Permit issuer name: _____ mobile number: _____

Company: _____

Permit validity from (date, 00/00/00) to (date, 00/00/00)

Location: T1 T2 T3 AirMail Other Specific location: _____

Description of task: _____

Hot works equipment: Fix extinguisher (Class ABC/E), Fire blanket Fire hose Other _____

Firefighting equipment: Fix extinguisher (Class ABC/E), Fire blanket Fire hose Other _____

Section B - Identification of risks and controls YES/NA

1. A risk assessment has been attached to this permit. The risk assessment is task based and site specific, and incorporates relevant Sydney Airport procedures and standards.
2. Completed Section A and B of this HWP and corresponding risk assessment has been emailed to hotworks@syd.com.au at least 48hrs before hot works activities. This is for records purposes.

Section C - Control measures confirmation to be completed by Permit issuer: YES/NA

1. A risk assessment has been conducted and reviewed for this activity.
2. The weather, humidity, wind direction and wind strength are satisfactory for hot works to be done.
3. Combustible and flammable materials/substances within 15m (above/below/side the works) have been identified and removed or made safe (spans, vapours, soot, fibres, contaminants and rubber, wiring).
4. Glass or both within 15m has been cleaned or sealed sufficiently.
5. Sewers, vents, pits, and drains within 15m are closed or covered.
6. Pumps, sample points, valve glands and the like, have been checked for leaks and plugged off.
7. Relevant hazards that may exist outside the 15m area has been considered.
8. Hot works is not within 15m of an aircraft.
9. Ventilation is adequate natural mechanical/forced.
10. Demarcation, barricading, or signage are installed as required.
11. There is a safe entry to and exit from the hot works area.
12. Arc and flash protection, and sparktag containment are in place as required.
13. Fire system installation is in place (if required).
14. If work involves confined spaces, additional controls and permits are in place.
15. Equipment has been inspected and maintained in a serviceable condition.
16. Workers are trained and competent in use of equipment.
17. Workers are wearing appropriate personal protective equipment.
18. An appropriately trained firewatcher is present as required in HWP procedure.
19. If a firewatcher is not required, workers are trained in the use of firefighting equipment.
20. Where an ongoing task means that work, completion, and other persons in the vicinity, of hot works have been advised of hazards and relevant controls.

Control measures confirmed by Permit issuer: _____

Control measures confirmed by Firewatcher: _____

Control measures confirmed by Worker employed by: _____

Permit Issuer: _____ Time: _____ Signature: _____

Firewatcher: _____ Time: _____ Signature: _____

Worker employed by: _____ Time: _____ Signature: _____

Applying for a Hot Works Permit

Preparing for the works

1 Hot works must be included in your approved AWP

- If you do not have a current AWP you will need to apply for one (refer pages 2-12)
- If you do have a current AWP, however, Hot Works is not included, update the AWP (refer page 13)

2 Identify risks and controls

Complete task based and site specific risk assessment that incorporates relevant SYD procedures by consulting with SYD (Form available on InfoSYD Safety pages)



Complete HWP Section A & B, and send to hotworks@syd.com.au with 48hrs notice

Fire system isolation required? (Form available on InfoSYD Safety pages)



Complete the Fire Systems Isolation form and send to fmc.isolation@syd.com.au, allow 48hrs for processing

Have appropriate fire safety equipment

Permit Issuer has completed the online SYD Hot Works Awareness training



Permit Issuers must complete the following training available at AIRDAT [here](#)

- SYD Hot Works Awareness training
- General Contractor Induction

Workers have completed General Contractor Induction and are trained and competent for the work being performed

Should a contractor not have an ASIC, they must be escorted by a staff member who does hold an ASIC or by a Certis Security guard



Submit to AU_bookaguard@certisgroup.com for the duration of the works

For Emergency Hot Works – refer slide 15 for definition

- Ensure you have an AWP which includes Hot works scope and a valid risk assessment
- Contact the Facilities Technical Manager on 0417 486 695 to advise of hot works and to apply for fire system isolation

Conducting Hot Works

Doing the works

- 3 Permit Issuer to check hot works area**
- Conduct site inspection
 - Verify risk controls by completing HWP Section C & D

Fire System isolation

- Present the approved form at:
 - T1 – ITMC office
Level 3 South corridor near Hinkler Room 9667 9026
 - T2/T3 – Maintenance office
T2 arrivals near Carousel 1 9352 7584
- Complete fire system isolation register
- Fire system isolation activated

- 4 Permit Issuer issues HWP**
- Complete HWP Section E & F
 - Display HWP along with AWP at site

- 5 Hot works in progress**
- Complete works as per HWP and monitor area
 - Firewatcher in place (if required, refer to procedure)
 - Take precautions during breaks

- 6 Permit Issuer closes HWP**
- Monitor site for minimum of 30 minutes
 - Permit Issuer completes final site inspection by completing HWP Section G

Fire system de-isolation

- Return to the relevant office as per above
- Complete the isolation register
- Fire system isolation deactivated