BEMS – INVESTIGATION AND MINOR FAULT RECTIFICATION PERMIT **Part A – Request and Approval**	Date:

Note: This form can ***only*** be used for low risk investigative work or low risk minor fault rectification work. If high risk work is required or revealed during an investigation, work ***must*** cease immediately and a General Work Permit (BEMSFORM025) completed and submitted. Refer to *Permit to Work* procedure for further details.

Complete items 1 – 5 and email to Works Coordinator. Save file using the PO number & Sequential number. E.g. PO 12345678 Investigation Permit 1 Part A.

1. Permit Number

Purchase Order Number *(Preferred)* **PO** _ _ _ _ _ _ _ _ _ _ _ _ _ _

Or Work Order Number **WO** _ _ _ _ _ _ _ _ _ _ _ _ _ _

Sequence Number _ _ _ _ _ _ _ _ _ _ _ _ _ _

2. Details of Work

Site_ _

Building_ _

Floor_ _

Department_ _

Door Frame ID_ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Description of Work_ _

_ _

_ _

3. Investigation / Minor Fault Permit Period

Commencement Date _ _ _ _ _ _ _ _ _ _ _ Time 09:00

Completion Date _ _ _ _ _ _ _ _ _ _ _ Time 15:00

4. On Site Workers

Must be inducted, understand the Occupational Health & Safety (OHS) Contractors Handbook and Permit to Work System. *Note: Induction certificates are only valid for 24 months from date of issue.*

Name: Induction Date:

_ _

_ _

_ _

_ _

5. Contact Details

Company Name: _

Service Provider: _

Mobile No: _ _ _ _ _ _ _ _ _ _ _ _

6. Approval

Additional Notes:

I approve the investigative work / minor fault rectification work specified in this permit, on the basis that only low risk investigative work or low risk minor fault rectification work can be carried out, and all persons required to work under this permit have been advised and understand the requirements of this written authority.

Works Coordinator: _

Mobile No: _ _ _ _ _ _ _ _ _ _ _ _

Date: _ _ _ _ _ _ _ _ _ _ _ _

Signature: _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

PO Investigation Permit 1 Part A