

Work Permits at Port Taranaki – Frequently Asked Questions (FAQ's)

Port Taranaki follows Taranaki's Common Permit to Work system (CPTW) - with some minor adjustments which suit our unique business needs - to manage the co-ordination and authorisation of work at Port Taranaki.

The below FAQ's should answer most of your questions about Port Taranaki's permit approach, setting you up to successfully navigate our system, and getting you and your work mates safely home every day.

1. What is the CPTW system?

The CPTW is a permit system that was developed for use across a number of industries in Taranaki, with the purpose of providing a common approach for workers in the region to follow.

2. How does Port Taranaki apply the CPTW?

Port Taranaki largely follows the standard manual with some deviations made to suit our specific requirements. The main difference at Port Taranaki is that we follow a tiered approach to Area Technician requirements which allows our resources to be primarily focused on higher risk tasks.

3. What work requires a permit?

Most activities carried out on our property will require a Written or Verbal Permit to work. Exceptions are:

- Workshop areas where regular routine activities are covered by procedures
- Leased areas where lessees manage their own work activities
- Access Permits are provided to third parties who wish to carry out work on Port Taranaki property e.g. NIWA carrying out marine biosecurity surveys in the harbour on behalf of MPI; or a third party contract utilizing the Shed 6 area to complete work for another Port User
- All work activities (outside of leased area) must be reported to the Site Works Coordination Office
- All excavation work on Port land requires a permit and notification to the Site Works Coordination Office, whether inside a leased area or not

4. Where is the Permit Office?

The Site Works Coordination Office (previously known as the Permit Office or Permit Control Facility) is located in the front office area of Shed 1, Hutchen Place, near the East Gate.

Access from the Main Gate: follow the signs for Shed 1 (along Port Drive, right turn into Newton King St, right along Hutchen Place, then along to East Gate laydown area car park). Enter through the marked door.

5. Who can apply for and hold a permit?

To hold a permit, you must first have satisfactorily completed the Common Permit to Work training and hold Unit Standard 17588.

6. When must I submit my permit for review?

All permits are to be submitted to the Site Works Coordination Office for review at least two working days in advance, with Tier 1 permits (see over page) submitted five working days in advance.

This provides time for a review of the criteria for the permit including JHA, Risk Scoring, Certificates, Checklists and Gas Testing requirements to be completed, and to obtain ROS signature if required.

Your permit may be declined if you have not met these advance notice requirements.

7. What should I expect at permit issue?

A conversation regarding the scope of work; hazards / controls; conflicting works (marine and land).

Followed by a review of associated documentation and then sign-off/authorisation should all parties agree the work can be completed safely as planned/proposed.

8. Who are the Area Technicians (ATs) at Port Taranaki?

The NKTT Duty Supervisors or either of the Permit Staff - however they must not endorse any permits which they intend to hold or work under themselves. The H&S Team will provide backup AT coverage as required.

9. How does the tiered approach for ATs work?

- Tier 1: All permits with a risk score of 8 and above PLUS all confined space entries, excavations, hot work 1 outside of dedicated workshop areas, work at height outside of certified scaffolding, all lifting operations, and all work in Zone 3 areas requires a physical endorsement signature and work site visit from an AT BEFORE any work can commence.
- Tier 2: Permits with risk scores of 5, 6 or 7 will also require endorsement by an AT, preferably before work commences, however allowance can be provided for an initial verbal endorsement followed by a physical visit within 60 mins of work commencing.
- Tier 3: Permits with a risk score of 4 and below (that sit outside of the requirement for a verbal permit) can proceed with sign-off by Permit Issuer alone.

10. Can I be granted a verbal permit?

Verbal permits will only be issued for tasks that meet all of the following criteria:

- a. Have a score of 4 or below,
- b. Can be completed within the timeframe of a single permit issue,
- c. Tools are not required – exceptions being basic measuring tool, cameras (outside zone 3).
- d. Where the work/location does not require a Checklist.

Examples of suitable tasks for verbal permit include:

- Routine boundary visual fence checks
- Routine substation visual checks
- Scaffold visual checks
- Building WOF checks (except Shed 1 & 7 and Chimney – as they require a Checklist)
- Appliance Test & Tag (except in hazardous areas, Shed 1 & 7, NPPS Chimney and NKTT Wharf)

11. What happens if there is a change to my work scope or hazards?

Work must stop and the permit/JHA is to be re-evaluated by the PICWS and PI. If the change is minor; the existing permit/JHA can be amended and verified by following the valid change approval process.

12. What do I do if there is an emergency?

Shut down your equipment and make your work area safe before following appropriate Emergency Procedures. All permits are suspended and must be re-issued after the emergency.

13. There has been an incident – what now?

Stop work and make your worksite safe. Provide assistance to any injured persons first and foremost. Report the incident to your Port Taranaki contact person and discuss next steps.

If an emergency: call 111, then Port Taranaki emergency on 06 759 0200 ext 8.

14. What should I expect when returning permits?

A conversation on job progress; and a review of the effectiveness of the hazard/controls

15. How are after-hours permits handled?

After-hours permit collection and drop off point is located in the NKTT foyer.

16. Who do I contact if I have a concern or complaint about the permit system?

Direct your concerns in writing to the Permit System Manager in the first instance – Lisa Black
lblack@porttaranaki.co.nz