### HOW TO GUIDE

Contractor

PEMAC – Electronic Permit to Work



#### **PEMAC** - Introduction

Perth Airport has implemented PEMAC which is an Electronic Permit to Work System. All Perth Airports HRA Permits are covered by the PEMAC System.

Contractors will be given individual logins and must submit all HRA Permit Applications on line using the PEMAC system.

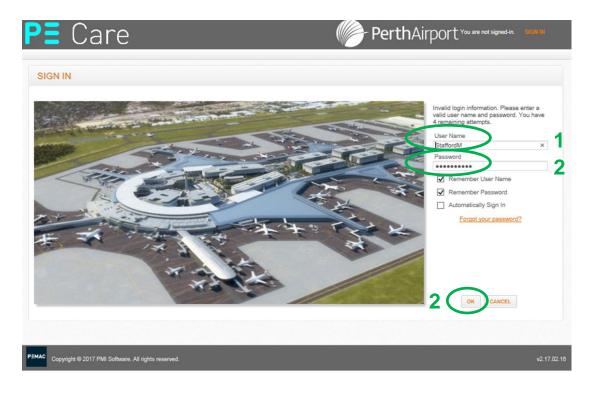
Should you require any additional information on the PEMAC System Contact Matt Stafford on Matthew.Stafford@perthairport.com.au



# HOW TO – Sign in



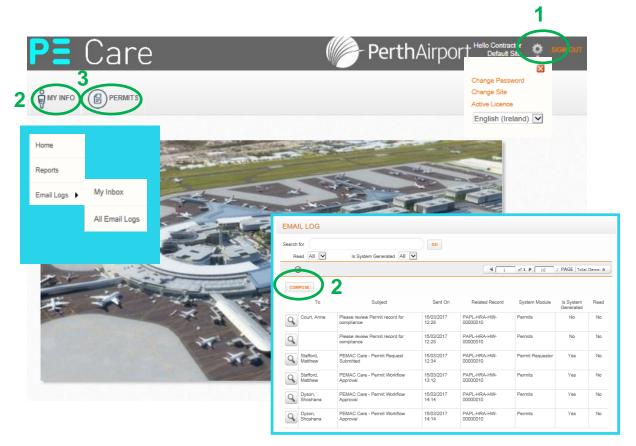
#### Signing in



- Insert Username (will be on the invite email you received with this training material)
- 2 Insert password and click "OK"



#### Home Page



1 SETTINGS tab, allows users to change their password and change between sites (a function that will be introduced at a later date)

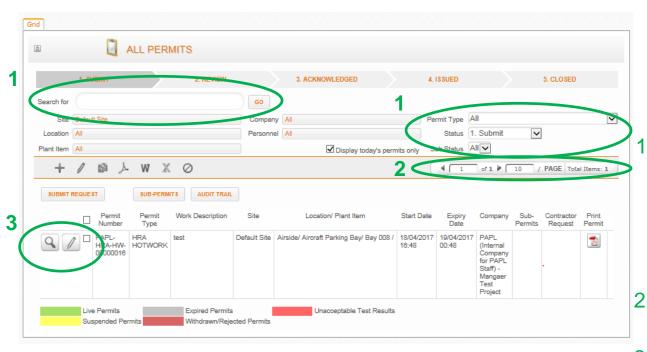
2 MY INFO tab, gives users access to the emails and allows some users to run reports (see pop-out)

Emails Logs is basically an inbox for all your emails on the PEMAC system. Any correspondents related to a Permit Application should be made using the PEMAC system (simply click compose). This allows for a clear audit trail, it also meaning anyone from PAPL can pick up a Permit Application and approve.

3 PERMITS tab, gives Contractors access to either their permits.

NOTE: Contractors only has access to their permits and no other compared PerthAirport

#### Permit Page



The Permit Page show all the Permits for your company and the status of the permits.

There are a number of features available to the contractor, such as submitting a Permit Request to copying an existing Permit

The Contractor can also export the view to an excel spreadsheet.

Depending on the number of Permits the Contractor can <u>search</u> by Permit Type, or Status. Or if known the permit number. A number of filter options are available.

NOTE: unselect "Display today's permits only" if searching for an old permit.

NOTE: there can be a large number of permits. Toggle between pages using the pages tabs

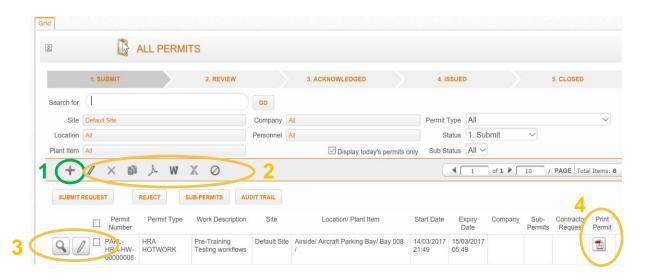
Permits can be View or Edited from this page.

NOTE: the active permits are colour coded.

# HOW TO – Raise a HRA Permit Request



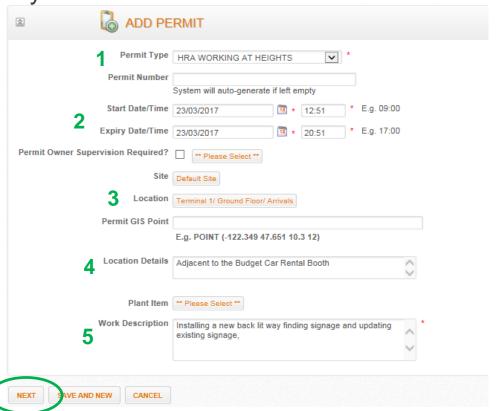
#### Raising a HRA Permit Request



- Select the + Icon to create a HRA/Permit Request
- Other Icons allow you to copy a HRA/Permit or Export the selected tabs to Excel
- Icon is used to view the HRA/Permit
  - lcon is used to edit the HRA/Permit
- To view or print HRA/Permit in PDF (useful when review permits)



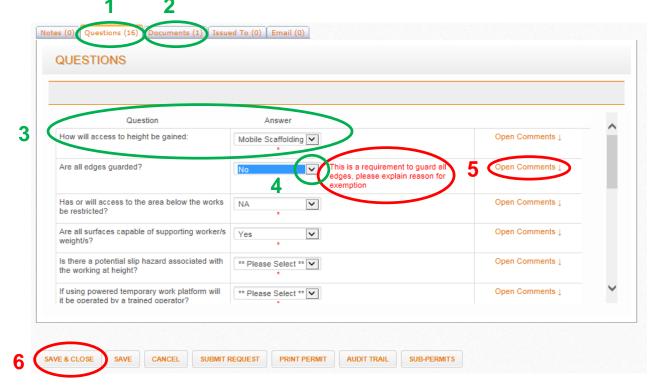
Completing a HRA Permit Request - Basic Permit Layout Part 1



- 1 Select the Permit/HRA Type (ignore the Permit Number this is auto generated.)
- 2 Select the Date Range (Note, this can change if back space if used)
- Select the Location. (type the location you want, NOTING, it is the "word" immediately followed by "!" followed by "space" and the next "word"
- Free Text the Exact Works Location (e.g. Check-in Desk 26)
- 5 Provide a Detailed Description of the works to be undertaken
- 6 Select the Next Button



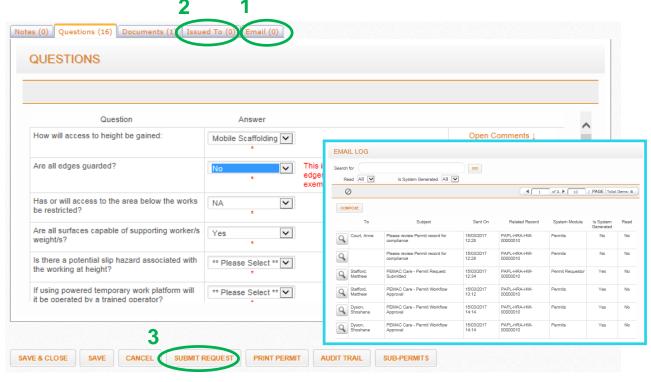
# Completing a HRA Permit Request - Basic Permit Layout Part 2



- Select the **QUESTIONS** tab to answer specific questions related to the HRA/Permit Request
- Select the **DOCUMENTS** tab to add Specific Supporting Documentation as required
- Questions and Answers are predefined and must be complete to be able to submit the permit.
- 4 Click the drop down menu and select the most appropriate answer.
- Note the text in red, if asked an additional question answer in the open comments section
- 6 HRA/Permit can be saved and closed at any time.



# Completing a HRA Permit Request - Basic Permit Layout Part 2



Select the **EMAIL** tab to send or view an email specific to this HRA/Permit Request. (see pop-out)

NOTE: All correspondences related to this HRA/Permit must be communicated through the PEMAC system.

- 2 Select the <u>ISSUED TO</u> tab to add the PAPL Representative for the works
- Once a PAPL Representative has been selected the Permit can be submitted to them by clicking the SUBMIT REQUEST button

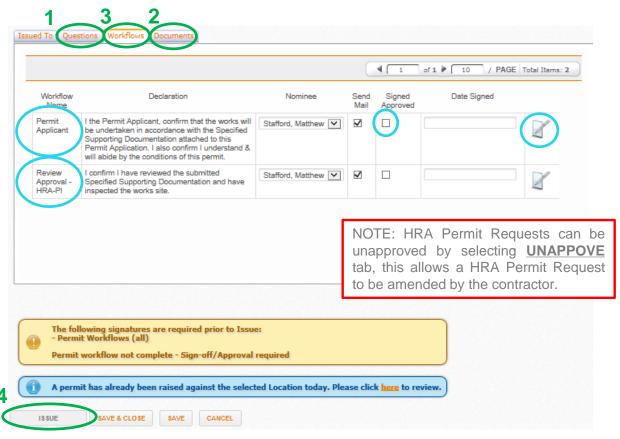


# HOW a HRA Permit Request is ISSUED



#### Issuing a HRA Permit Request

(By a PAPL Permit Issuer – **ON SITE**)

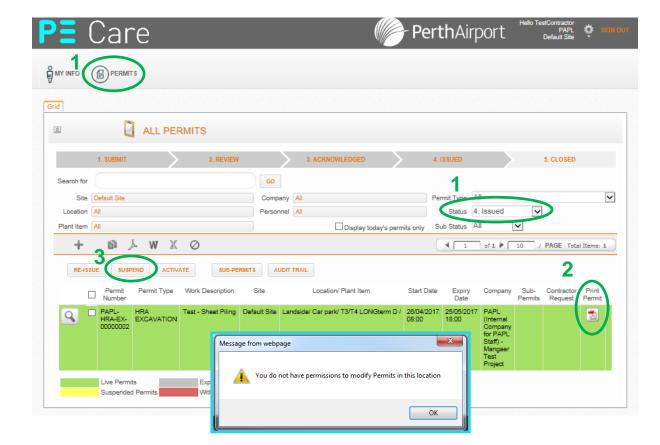


- Some *Permit Types* have questions that the Permit Issuer must be answer by the Permit Issuer.
- The Permit Issuer can review documents on site by select the <a href="DOCUMENTS">DOCUMENTS</a> tab to open and review the submitted supporting documentation if not done so already.
- Once the Permit Issuer is satisfied with the HRA Permit Request they must sign the workflow by select the **WORKFLOWS** tab.

At this point the Permit Applicant (Contractor) must also sign the HRA Permit Request. Once signed they click the <u>Signed Approved</u> tick box.

4 Once the HRA Permit Request has been reviewed and the Permit Issuer has no further comments, the Permit Issuer will select the **ISSUE** tab and issue the HRA Permit. If there are any issues with the Permit the will appear in an orange bubble (see pop-out).

#### **Issued HRA Permits**



- Once a Permit Application has been proceeds and issued on it is available under the PERMITS tab, set the status to "Issued" to view all issued permits.
- Select the PDF icon next to the desired permit to print a copy of the permit and retain on site.
- Suspend, Re-issue, Activate tabs are shown on the issue filter screen, however Contractors do not have the permission to use these functions on Permit Issuer.

