|  |
| --- |
| Form Lodgement  |
| * Lodge form via email josiah.gaborit@ampcapital.com
* Form must be lodged Monday to Friday, a minimum of 48 hours prior to delivery of EWP
* Incomplete Forms will NOT be approved
 |

|  |  |
| --- | --- |
| Company Name |  |
| Contractors Coordinator name |  | Phone |  |
| Contractors on site contact name |  | Phone |  |
| Period on site | From: Until: |

|  |  |  |  |
| --- | --- | --- | --- |
| Pacific Fair Point of Contact |  | Phone |  |

|  |  |
| --- | --- |
| Delivery Date and time | Date: Time: |
| Contractor Representative receiving EWP on site |  | Phone |  |

|  |  |
| --- | --- |
| Area where the EWP will be stored |  |
| Area of work |  |

**EWP DETAILS (Can be completed after pre-approval and immediately after reviving EWP)**

|  |  |  |  |
| --- | --- | --- | --- |
| Hiring Company Name |  | Phone |  |
| Type of EWP  |  | Colour |  |
| Serial Number |  |

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| --- |
| Additional comments/requirements |
| 1. Centre operating Rules & Regulations apply at ALL Times and must be adhered to2. All personnel shall have completed the online induction prior to commencing any work3. Noise restrictions apply to ALL EWP between 6.00am - 9.00pm ONLY**4. If moving EWP via Car Park entry & exit points, you must use intercom and inform operator to “LOCK BARRIER ARM UP”** |

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| AMP Capital requirements for contractors  | **Contractors must:*** Submit the form prior to the delivery of EWP. Submit in duplicate if submitting had copy
* Be on site to revive the EWP when delivered
* Inform security of the arrival of the EWP as soon as the EWP is on site
* Display a copy of the approved form on the EWP
* **Store the EWP in the designated areas only**
* Fill a new form and submit to security if any details change (e.g. Period on site. Storage area)
 |

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| --- | --- |
| Non-Compliance  | * EWPs won’t be allowed on site if form is not submitted and approved
* EWPs won’t be allowed on site if contractor representative is not present when EWP is being delivered on site
* EWPs with no form on display will be asked to be removed by hiring company
* EWPs not complying with the details in the form will be asked to be removed by hiring company
* Contractors not complying might have their site induction cancelled
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**Contractor Signature ­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Pre-approved Yes □ No □ Approved Yes □ No □ S/O Approving \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| Form Lodgement  |
| * Lodge form via email josiah.gaborit@ampcapital.com
* Attach the EWP licence copy of the designated operator on site
* Incomplete Forms will NOT be approved
 |

|  |  |
| --- | --- |
| Company Name |  |
| Contractors Coordinator Name |  | Phone |  |
| Contractors on site contact Name |  | Phone |  |
| Pacific Fair Point of Contact |  |  |  |

 XSMALL SCISSOR LIFT □ SMALL SCISSOR LIFT □ LARGE SCRSSOR LIFT □ FORK LIFT □

 **BOOKING PERIOD:**

|  |  |  |  |
| --- | --- | --- | --- |
| Date |  | Times |  |
| Date |  | Times |  |
| Date |  | Times |  |
| Date |  | Times |  |
| Date |  | Times |  |
| Date |  | Times |  |
| Date |  | Times |  |

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| --- |
| Additional comments/requirements |
| 1. Centre operating Rules & Regulations apply at ALL Times and must be adhered to2. All personnel shall have completed the online induction prior to commencing any work4. Noise restrictions apply to ALL EWP between 6.00am - 9.00pm ONLY5. Scissor lift return locations: Between 6.00am and 9.00pm Dock 3 cage. Between 9.00pm to 6.00 am Dock 116. Centr or emergency works might take priority over certain bookings  |

|  |  |
| --- | --- |
| AMP Capital requirements for contractors  | **Contractors must:*** Submit the filled form by email prior to commencing works for approval
* Attend the Security Control Room to sign out the EWP key prior to using the EWP
* Inform security of any issues with the EWP (e.g. malfunctions, flat battery)
* Leave the EWP in the same condition it was received
* Store the EWP connected to the power in the designated areas only
* Contact the Security control room if there is any cancelation or change of booking (07 5581 5121)
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| --- | --- |
| Non-Compliance  | * Contractors found non-compliant might not be able to book site EWPs in the future
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**Contractor’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**