How to Complete an NQA PERCOW

A PERmission to COmmence Work is required to be completed, submitted and approved prior to work commencing on the NQA Cairns Airport site.

Open the online form hosted on the NQA SharePoint site. Click on this link to navigate to the site PERCOW form – External

An electronic form with multiple tabs will open. All tabs are required to be completed before submitting the form for approval. Any field on these tabs marked with a red asterisk is a mandatory field. The PERCOW won't be able to be submitted if any mandatory field remains empty.

Contractor tab:

1. Complete the **CONTRACTOR DETAILS** fields

    Name
    Company
    Email
    Phone
    QBCC No (optional)

2. Complete the **TENANT/REQUESTER DETAILS** fields

    Name
    Company
    Email
    Phone

3. Click on **Next** to go to the Works tab

Works tab:

1. Complete the **DESCRIPTION OF WORKS** fields

Building	NQA building number or building name
Detailed	Airside, Landside, GA etc
Job Start Date	
Finish Date	
Start Time	
End Time	
Is this work on an asset owned by the airport?	Select Yes or No from drop down box
Work Order Number	Becomes a mandatory field if works are on an NQA asset. NQA MEX Work Order required
Site person responsible Mobile	
Afterhours	Contact phone number
Description	Description of works to be completed
Type of equipment to be used	List of equipment and tools to be used

2. Click on **Next** to go to the Activities (1) tab

3. Click on **Prev** to return to the Contractor tab

Activities (1) tab:

1. Select Yes or No from the drop-down box for each question on the tab.

2. Where any work activity is applicable to this PERCOW a specific Safe Work Method Statement (SWMS) (FormA02) must be prepared and attached.

3. If yes is selected for any question, an instruction box will appear in the Actions column

4. Click on Next to go to the Activities (2) tab

5. Click on Prev to return to the Works tab

Activities (2) tab:

1. Select Yes or No from the drop-down box for each question on the tab.

2. Where any work activity is applicable to this PERCOW a specific Safe Work Method Statement (SWMS) (FormA02) must be prepared and attached.

3. If yes is selected for any question, an instruction box will appear in the Actions column

4. Click on Next to go to the Activities (3) tab

5. Click on Prev to return to the Activities (1) tab

Activities (3) tab:

1. Select Yes or No from the drop-down box for each question on the tab.

2. Where any work activity is applicable to this PERCOW a specific Safe Work Method Statement (SWMS) (FormA02) must be prepared and attached.

3. If yes is selected for any question, an instruction box will appear in the Actions column

4. Click on Next to go to the Isolations/Permits tab

5. Click on Prev to return to the Activities (2) tab

Isolation/Permits tab:

1. Select Yes or No from the drop-down box for each question on the tab. Questions pertain to the isolation of services and permits required for

2. If yes is selected for any question, an instruction box will appear in the Actions column

3. Click on Next to go to the Acknowledges tab

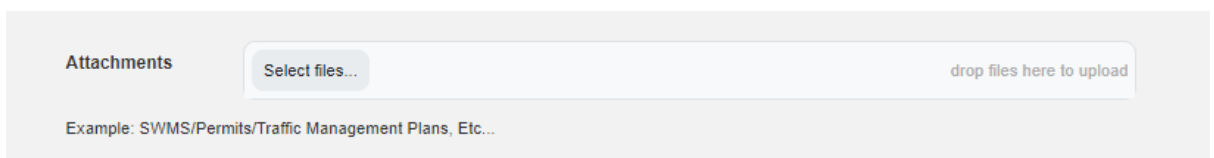4. Click on Prev to return to the Activities (3) tab

Acknowledges tab:

1. Select Yes, No or N/A from the drop-down box for each question on the tab. Questions pertain to the required insurances, inductions, licences, information required etc., for the described works
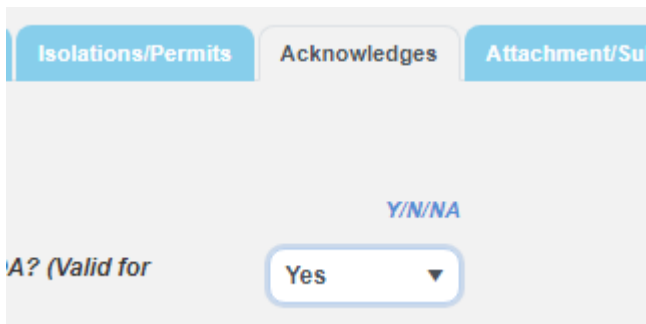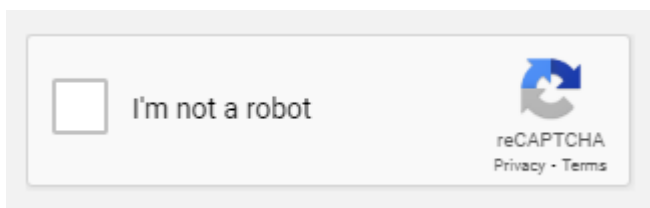

2. Click on Next to go to the Attachments/Submit tab

3. Click on Prev to return to the Isolations/Permits tab

Attachment/Submit tab:

1. Drag and drop all relevant files into the Attachments field

2. Click on the I'm not a robot selection button. This will generate a security panel that is required to be completed to confirm before proceeding

3. Click on Submit to submit the completed PERCOW for approval.

4. Click on Prev to return to the Acknowledges tab