

TWP NO:	FRESH/RENEW (TWP NO)	DATE OF ISSUE
1	NAME & ADDRESS OF THE SERVICE PROVIDER, AGENCY (C/O)	
2	DESCRIPTION OF WORK	
3	LOCATION OF WORK	
4	STARTING WORK WITH DATE & VALIDITY	
6	TIMING / PERIOD OF WORK	
7	CLOSURE AREA , FACILITIES AFFECTED	From: -----to -----Time: : (IST)
8	CONTACT NAME/NO OF PERSON AT SITE	
9	DIAL REPRESENTATIVE (NAME, DESIGNATION & CONTACT NO)	
10	OTHERS	
NAME & SIGNATURE OF APPLICANT (COMPANY/AGENCY) STAMP & CONTACT NO		NAME & SIGNATURE OF P & E DEPARTMENT (DIAL) STAMP & CONTACT NO
NAME & SIGNATURE OF OTHER DEPARTMENT (DIAL) STAMP & CONTACT NO		NAME & SIGNATURE OF ARFF DEPARTMENT (DIAL) STAMP & CONTACT NO
NAME & SIGNATURE OF TERMINAL MANAGEMENT (DIAL) STAMP & CONTACT NO		NAME & SIGNATURE OF SAFETY DEPARTMENT (DIAL) STAMP & CONTACT NO

WORK PROPOSAL & SAFETY PLAN

Concessionaire/ Concessionaire's Contractor Details:

Name of the Service Provider/Agency:		Contact no:
Name of the supervisor:		Contact no:
Responsible DIAL officer with Designation:		Contact no:

Detailed description of proposed works:

Location of works:		
Duration of works:		
Expected number of people working:		
Hot Work Permit required :	YES/NO	
Working at height	YES/NO	MAXIMUM HEIGHT-

Work description:

Method Statement (Explain methodology, height, machinery and tools etc. to be used for execu

Activities & Methodology:

SAFETY PLAN

The risks identified in work/task execution and during operation are listed below along with the planned mitigation and elimination measures:

1. Electrical Shock

- Cable joint with proper cable connectors
- Competent person to operate machinery/tools
- Protection from water/wet areas (potential)
- Proper earth to electrical appliances
- Use of proper plug and socket
- Use of rubber gloves and shoes

2. Fire

- CO₂ fire extinguisher available for fit out works
- Extinguisher operability checked by supervisor
- Workmen trained to operate fire extinguisher
- Daily removal of combustible material from site
- Compressed gas cylinders kept upright & secured
- Area cordoned off suitably
- No combustible substance nearby and underneath
- Hot work permit obtained

3. Fall from height

- Proper scaffolding with secured platform & access
- Top rail, mid rail and toe guard provided
- Area cordoned off suitably to avoid trespassers
- Powered work platform (e.g. cherry picker) checked
- Workmen competent to use powered work platform
- Use of safety helmet and harness ensured
- Report for surface damage or tripping hazard

4. Safety of equipment

- Use equipment when authorized and/or trained for.
- Wear required PPEs such as goggles or gloves.
- Carry out a visual check of equipment before you use.
- If you notice something wrong or unusual, report it to your manager and put the equipment out of use.

5. Use of crane

- Ground pilot/Guider: professional and experienced person will be responsible. Minimum 2 in number.
- Area below and around the crane will be cordoned off by the use of plastic cones and barricading.
- The vehicle will be regularly checked for fitness certificate.
- Medical test of the driver will be reviewed.
- Annual Third party inspection certificate shall be checked..

6. Slip, trip and fall

- All liquids contained in suitable containers
- Don't walk on wet surface being cleaned
- Drip tray provided under all containers
- Wipers and saw dust available
- No material left on floor haphazardly
- Keep an eye on top as well as on floor
- Use handrail at staircase

7. Others

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Details of safety briefing to the workers before commence of works

1. The Supervisor on the work site should inform Terminal Manager (DIAL) & Safety Manager every time before commencement and after completion of work.
2. All accidents and incidents will be reported as per the DIAL Accident and Incident report form.
3. All personnel shall move only in authorized/assigned area & restrict to their work place only.
4. All personnel to wear PPE KIT (personal protective kit- safety helmet, safety jacket and protective shoes, etc.) with all safety norms at the work site.
5. There will be a first aid kit available at all times within the worksite / premises
6. Cleaners shall be deployed in case of any material falling on these areas.
7. All combustible and volatile materials to be locked away when not in use.
8. Proper barricading and closure markers shall be provided on all closed areas.
9. Persons using welding and cutting appliances will use proper eye protection.
10. All workers on-site will undergo a safety training & awareness induction program.
11. Use of safety signage during fit out work is mandatory.
12. Company/agency are advised to submit work completion report & surrender the work permit after completion of the work with submission of work completion report, after completion of work, no equipment is left unattended at work site
13. Any hot work will be carried out only after getting separate hot permit from fire department
14. All PTB works are to have the safety goal of "zero injuries, zero accidents".
15. All incidents, incidents and near misses are to be reported immediately to the AOCC, Terminal management & Safety Department. Works deemed to be unsafe or below standards will be suspended.

Do's & Don't

- Alcohol and drugs will not be permitted or tolerated at the work sites.
- Smoking is prohibited at the worksite and within the Passenger Terminal Building.

Note-Company/Agency arrange AEP passes for concern staff before collecting the work permit.

Declaration

I /we hereby undertake that I/we will not hold Delhi International airport LTD. or its employees responsible for any injury/damage/loss arising out the above mentioned work. I /we also assure that work will be carried out strictly as per the work methodology explained in this document.

Safety Department (DIAL)		Name of the Service Provider/Agency:	
Contact no:		Contact no:	
Signature		Signature	

DIAL TERMINAL MANAGEMENT (OFFICE USE ONLY)

Work Completed on:	Work Completed at:
Terminal management Comments:	