

Approval to Operate

Approval to Operate Procedure & Process

All Operators of high-risk plant and equipment, (e.g. excavator operator, loader operator, etc) – whether they are employed by Lendlease Engineering or a subcontracting company – must be initially assessed and authorised as suitable and competent before operating plant and equipment on any LLE project site.

This activity can be conducted by completing the first section of the Approval to Operate form, ahead of the worker's first day on the project. The name of the form is titled, 'Approval to Operate' and there are three [3] distinct sections that must be completed;

- Approval to Operate
 - o Section A Operator Details
 - Section B Practical Observation
 - o Section C Sign Off

To assist the worker in these initial steps, below is a simplistic diagram which details the process flow.

Section A

- Worker completes Section A [Operator Details]
- Reference details must be included and worker signs document

Section B

- Worker must respond to the 'Yes / No' questions in the 'Subcontractor Signoff' [refer to green columns]
- Worker must then upload the Approval to Operate form sections A & B completed into the Pegasus System, against the 'Approval to Operate' competency for the relevant role. This acts as an interim completion of this activity, until the ATO observation takes place on the worksite.

Section C

- •On the Worker's first day, he/she will be required to undertake an Approval to Operate assessment & observation. Sections A & B will already be completed, however the third and final section [C] must be signed off by the Site Supervisor.
- Following on from a successful assessment / observation, the completed form must be re-uploaded into the Pegasus System (*valid for five [5] years.)

