

Unit 4

Construction Safety Permit Application

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MODULE 1 MAP

Unit 1 Introducing
NIMS

Unit 2 Safety
Permit

Unit 3 Temporary
Safety Permit

 **Unit 4** Construction Safety
Permit Application

Unit 5 Test Safety
Permit Application

4.1 Introduction

In this unit, you will be guided through the process of applying for a Construction Safety Permit Application.

4.2 Permit selection

➤ To apply for a permit, select the **Apply for permit** button:



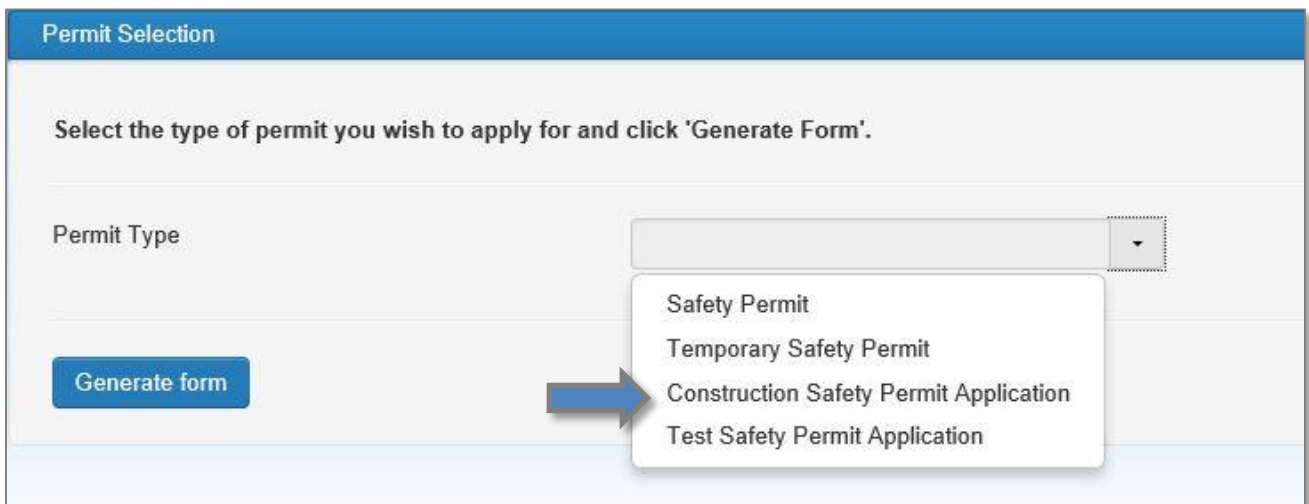
Choose an action below

 **Apply for permit**

Listed below are the permits you have applied for/access to.

Ref No.	Operator	Permit Number	Type	Status	Issue Date	Expiry Date
< 1 - 0 10 per page >						

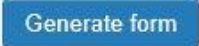
➤ Select the permit you want to apply for by clicking on the arrow
A drop-down menu will appear with the following options:



Permit Selection

Select the type of permit you wish to apply for and click 'Generate Form'.

Permit Type





- Safety Permit
- Temporary Safety Permit
- Construction Safety Permit Application
- Test Safety Permit Application

4.3 Construction Safety permit

➤ After you selected the permit type, click on the **Generate form** button

The following screen opens:

RSR NIMS
Tutorial About Contact Us ResolveAdmin
Home / Permits / Permit Application / Construction Train Safety Permit
SUMMARY
Reason for Application?
Objections to Rail Operations
Details of Applicant
Project Details
Safety Management System Report
Declaration
Construction Permit Application Page 1 of 6 REF0000190
1. Reason for Application
Provide the information requested below and tick the appropriate box where applicable.
1.1 Never operated before - constructing rail facilities to be operated in future.
1.2 Current holder of either a Class A, B or C permit guided by the RSR to apply for a temporary safety permit?
1.3 Current holder of either Class A, B, or C permit planning to run construction trains?
Reason For Application
Please select the most appropriate reason/s for submitting this application.
End of help
Submit

4.3.1 Reason For Application?

- Tick the appropriate box in the list of options. You can only select one
- If you already have a permit, you can enter your **permit number** and **expiry date**:

1. Reason for Application
Provide the information requested below and tick the appropriate box where applicable.
1.1 Never operated before - constructing rail facilities to be operated in future.
1.2 Current holder of either a Class A, B or C permit guided by the RSR to apply for a temporary safety permit?
1.3 Current holder of either Class A, B, or C permit planning to run construction trains?
1.9 Current permit number
1.10 Current permit expiry date
2014/06/20

- Select the **save** icon, should you wish to exit the system and later return to complete the application

Navigation buttons: back, forward, save, Submit

- Once you selected an option, click on the **next** arrow:

Navigation buttons: back, forward, save, Submit

4.3.2 Objections To Rail Operations

If you are not aware of any party objecting to your rail activities or a safety permit being issued to you, the radio button should be **no**.

2. Objections to Rail Operations
Select the correct option. If the answer is "yes" provide further details as requested
2.1 Are you aware of any other party objecting against your rail activities or a safety permit being issued to you? If yes provide further details.
Yes No

If **yes**, you will be required to give additional information.

The following information should be completed on the screen that will open:

- Name of party objecting
- Contact details of party objecting
- Reasons provided for objection

2. Objections to Rail Operations

Tick the appropriate box. If the answer is "yes" provide further details as requested

2.1 Are you aware of any other party objecting against your rail activities or a safety permit being issued to you? If yes provide further details. ☒ Yes ☐ No

2.2 Name of party objecting

2.3 Contact details of party objecting

2.4 Reasons provided for objection

➡ Once you have completed all the details, click on the **next** arrow:



4.3.3 Details Of Applicant

Some of your details will be auto populated based on the information picked up from the first screen of applicant details.

These include:

- Operator Name
- Address (Physical and Post)
- Details of the head of the organization
- Nominated Manager

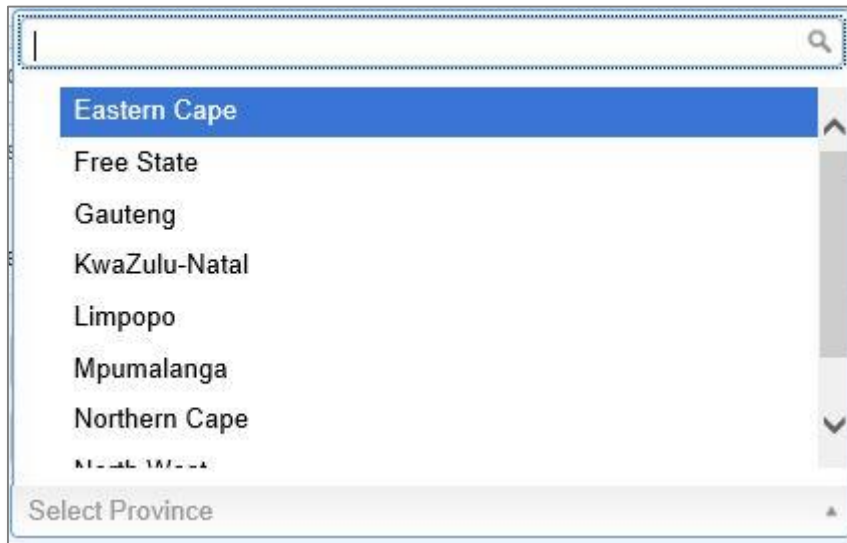
The following screen will appear. You need to complete all the details in these fields:

SUMMARY	3. Applicant Details	Help Comments
- Reason for Application? - Objections to Rail Operations - Details of Applicant - Project Details - Safety Management System Report - Declaration	Provide the information requested below and tick the appropriate box where applicable 3.1 Legal Name 3.2 Trade Name 3.3 Company Registration Number 3.4 Head Office Physical Address Street Address City Province Select Province Code 3.5 Head Office Postal Address Line 1 City Province Select Province Code 3.6 Company Telephone 3.7 Company Fax	Applicant Details The majority of questions are self-explanatory. Nominated Manager Every operator is obliged to appoint, in writing, a member of senior management as a Nominated Manager. The Nominated Manager, irrespective of other responsibilities, shall ensure that the requirements of the Act, and the SANS 3000 series of standards and other applicable standards are implemented and maintained and auditable. The Nominated Manager is responsible for ensuring that the safety management system is in place and that relevant persons at all levels of the organization are aware of their responsibilities regarding railway safety. Generating revenue from rail activities Some operators offer various rail services to other parties and generate revenue in the process, such as the transportation by rail of people and goods. Operators need to indicate if they do offer such services, and if so, what the total income derived from the transportation of goods and passengers was for the last completed financial year Category Of Operator Select one or more of the options as described below: Network operator means the person or persons who have the ultimate accountability for one or more of the following: a. the safety of a network or part thereof including the proper design, construction, maintenance and integrity of the network b. ensuring compliance of rolling stock with the applicable standards of the network c. for the authorizing and directing of the safe movement of rolling stock on the network

3.8 Head of Organisation	
3.8.0 Name	
3.8.1 Job title	
3.8.2 Land line phone number	
3.8.3 Cell phone number	
3.8.4 Fax number	
3.8.5 E-mail address	
3.9 Nominated Manager	
3.9.0 Name	
3.9.1 Job title	
3.9.2 Land line phone number	
3.9.3 Cell phone number	
3.9.4 Fax number	
3.9.5 E-mail address	
3.10 Business Sector / Industry	Select Business Sector

You have to be aware of the following when completing your information on this screen:

- Some fields will have drop-down menus from which you need to select an option, for example **province**:

A screenshot of a web application showing a dropdown menu for selecting a province. The menu is open, displaying a list of South African provinces: Eastern Cape, Free State, Gauteng, KwaZulu-Natal, Limpopo, Mpumalanga, and Northern Cape. 'Eastern Cape' is currently selected and highlighted in blue. Below the list, there is a text input field with the placeholder text 'Select Province'. The dropdown menu has a search icon in the top right corner and up/down arrow icons on the right side.

- The **Company Telephone** automatically includes the country code (+27):

A screenshot of a form field labeled '3.6 Company Telephone'. The input field contains the text '+27()' followed by two empty spaces, indicating that the country code is pre-filled. To the right of the input field are a red 'x' icon and a red warning triangle icon.

- If a box is grey, the information has already been populated from a previous screen. You will not be allowed to change the organisation's Name here:

A screenshot of a form field labeled '3.8.0 Name'. The input field is greyed out, indicating that the information has already been populated from a previous screen and cannot be changed.

Examples of boxes where information would already have been completed, include:

- Organisation name
- Organisation E-mail address
- Nominated Manager Name
- Nominated Manager E-mail address

Business Sector / Industry is also a drop-down menu:

3.10 Business Sector / Industry

3.11 Is rail the core business of the company?

4 Categories of rail operations

Tick the appropriate box/boxes

4.1 Network operator

Select Business Sector

Coal

Mining

Beer

Agriculture

Operators involved in the production and distribution of agricultural goods e.g. Co-ops, silos and large farming concerns.

Towards the bottom of the screen, you will be asked a **yes/no** question. If you answer **yes**, an additional question needs to be completed:

3.11 Is rail the core business of the company? (i.e. Do you derive revenue by offering rail services to customers?)

☒ Yes ☐ No

Reflect the total income derived from the transportation of goods and/or passengers for the last completed financial year

➡ You need to select the **categories of rail operations** from a list of three options. You can select more than one:

4 Categories of rail operations

Tick the appropriate box/boxes below

☐ 4.1 Network operator

☐ 4.2 Train operator

☐ 4.3 Station operator

➡ Once you have completed all the details, click on the **next** arrow:

← → Save Submit

If you did not complete all the details on the form, a red symbol will appear next to the specific field/s:

SUMMARY	
Reason for Application?	
Objections to Rail Operations	
Details of Applicant	
Project Details	
Safety Management System Report	
Declaration	

➡ You can go back to complete the missing information by clicking on the **previous** arrow:



4.3.4 Project Details

The following screen will open:

5 Project Details

5.1 Description of project and location.

5.1 Attach any technical diagrams here.

5.2 Provide a description of the rolling stock to be used.

5.3 Provide details of the means of traction to be employed.

5.4 Provide a schedule and description of the planned operation of construction and material trains, including heavy on-track equipment and inspection trolleys. Start and end dates for the running of trains must be provided.

5.5 Indicate if the running of construction trains will impact on the normal operations of any other rail operator, including the operator initiating the project. If so, provide details and explain how the resultant risks will be managed.

➡ Complete the following:

- Add a description of the project and location
- Upload supporting documentation for diagrams/details/schedule

➤ Once you have completed all the details and uploaded documents, you can click on the **next** arrow:



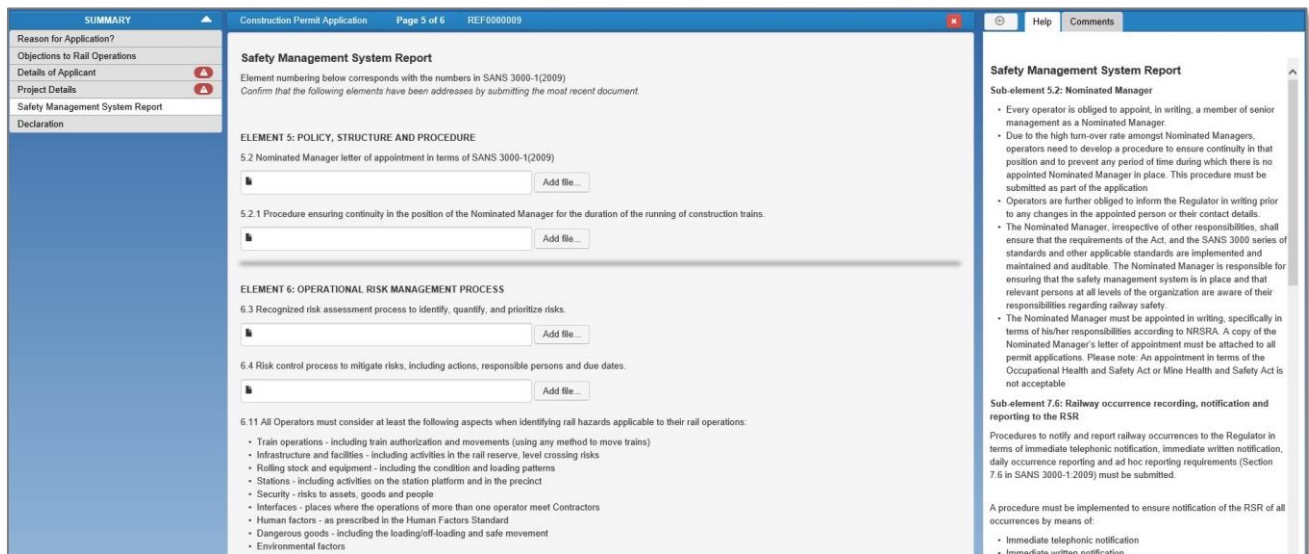
4.3.5 Safety Management System Report

You must now upload recent files for this section. All the fields marked with an asterisk (*) have to be completed.

note!

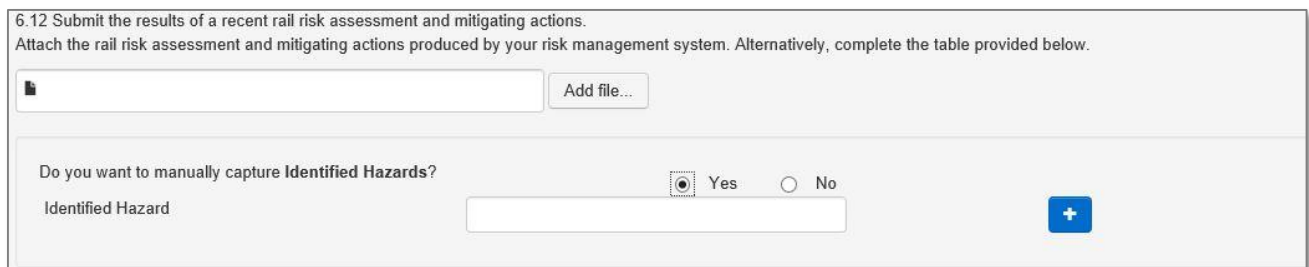
The element numbering corresponds with the numbers in SANS 3000-1(2009)

➤ Add files to confirm that **Element 5** has been addressed:



If you select the **yes** radio button, you need to identify the Hazard.

➤ Click the blue **plus** icon to add another Hazard:



➤ Add files to confirm that **Element 5** has been addressed:

ELEMENT 5: POLICY, STRUCTURE AND PROCEDURE

5.2 Nominated Manager letter of appointment in terms of SANS 3000-1(2009)



Add file...

5.2.1 Procedure ensuring continuity in the position of the Nominated Manager for the duration of the running of construction trains.



Add file...

➤ Add files to confirm that **Element 6** has been addressed:

ELEMENT 6: OPERATIONAL RISK MANAGEMENT PROCESS

6.3 Recognized risk assessment process to identify, quantify, and prioritize risks.



Add file...

6.4 Risk control process to mitigate risks, including actions, responsible persons and due dates.



Add file...

6.11 All Operators must consider at least the following aspects when identifying rail hazards applicable to their rail operations:

- Train operations - including train authorization and movements (using any method to move trains)
- Infrastructure and facilities - including activities in the rail reserve, level crossing risks
- Rolling stock and equipment - including the condition and loading patterns
- Stations - including activities on the station platform and in the precinct
- Security - risks to assets, goods and people
- Interfaces - places where the operations of more than one operator meet Contractors
- Human factors - as prescribed in the Human Factors Standard
- Dangerous goods - including the loading/off-loading and safe movement
- Environmental factors

6.12 Submit the results of a recent rail risk assessment and mitigating actions.
Attach the rail risk assessment and mitigating actions produced by your risk management system. Alternatively, complete the table provided below.



Add file...

Do you want to manually capture **Identified Hazards**? ☐ Yes ☒ No

➤ Add files to confirm that **Element 7** has been addressed:

ELEMENT 7: OCCURRENCE MANAGEMENT

7.6 Written process ensuring the recording notification and reporting of occurrences to the RSR, should any occur during the permit validity period. [Occurrence categories Section 7.2 to 7.5; reporting timeframes Section 7.6 SANS 3000-1(2009)].



Add file...

➤ Add files to confirm that **Element 11** has been addressed:

ELEMENT 11: INFORMATION TO BE SUBMITTED TO THE RSR

11.1 Procedure ensuring prior notification of the RSR of significant changes to the safety management system, rail assets, technologies applied, rail operations and factors influencing the current permit class.



➤ Add files to confirm that **Element 15** has been addressed:

ELEMENT 15: INTEROPERABILITY, INTERFACE AND INTRAFACE MANAGEMENT

15.2 All operators must list all the identified interfaces/intrafaces applicable during the running of construction trains.



15.3 Submit signed interface/intraface agreements with all parties identified above.



15.3.1 Standard operating procedures stipulating the roles and responsibilities of the parties involved in each interface/intraface identified above.



15.4 Provide a description of the method of train authorization to be used on the construction site and where applicable at interfaces with other operators.

➤ You can upload any other permit related documents here:

Upload other permit related documents

If you have any other documents you need to upload please do so here

Other related documents



➤ Once you have uploaded all the files, click on the **next** arrow:



4.3.6 Declaration

Once you have completed the form, you must fill in the **declaration** page.

➤ Include your **name**, **designation**, and select a **date** from the drop-down menu:

➤ When you are finished, click the **Submit** button:

- After your permit application has been submitted, it will go to the permit department who will communicate further details with you

4.4 Conclusion

We have come to the end of the **Construction Safety Permit Application manual**. Make sure that you understand how this process works.