Launceston Airport

Dashpivot Permit and Authority Guide for Contractors

Quick-start guide for contractors, external project managers and APAL staff

Purpose

This guide explains how to register for Dashpivot, access your project dashboard, create permit and authority applications, submit them for approval, track progress, and close out completed works.

Who should use this guide

This document is for contractors, external project managers, tenants, service providers and APAL staff who need to create, submit or manage permits and authorities for work at Launceston Airport.

Before you start

- Registered for Dashpivot access
- Received and completed your Dashpivot profile setup email
- Confirmed the project, work activity or company engaging you
- Identified the type of permit or authority required
- Prepared any supporting documentation needed for the application

Process at a glance

Register → Set up profile → Open dashboard → Create permit / authority → Submit → Track progress → Close out works

Document control

Detail	Information
Document owner	APAL
Contact	permits@lst.com.au
Version	1.0
Issue date	[Insert date]
Review date	19.11.2026
Download source	Launceston Airport website

Need help?

Please contact your APAL Project Manager or email permits@lst.com.au.

Getting Started with Dashpivot, Launceston Airport's (APAL) Electronic Permit and Authority System

Getting Started

Launceston Airport has implemented an electronic permit and works authority application and approval system.

The system is Dashpivot by Sitemate. It allows contractors, external project managers and APAL staff to create and track permits and authorities. Dashpivot is web-based, and an app is available for creating and tracking permits while on the go.

Registering for Access

To get started, email permits@lst.com.au to register as a system user.

To register, you will need to provide:

- your name and email address.
- the person or organisation engaging you at the airport.
- the type of work you will be completing, such as:
    - Project work including project name.
    - APAL maintenance.
    - external party or tenant works, such as Airservices, food and beverage providers, or baggage handling services.

Once you have been registered as a user, you will receive an email from Dashpivot asking you to complete your user profile setup.

You're now ready to start using the system.

Dashboard Overview

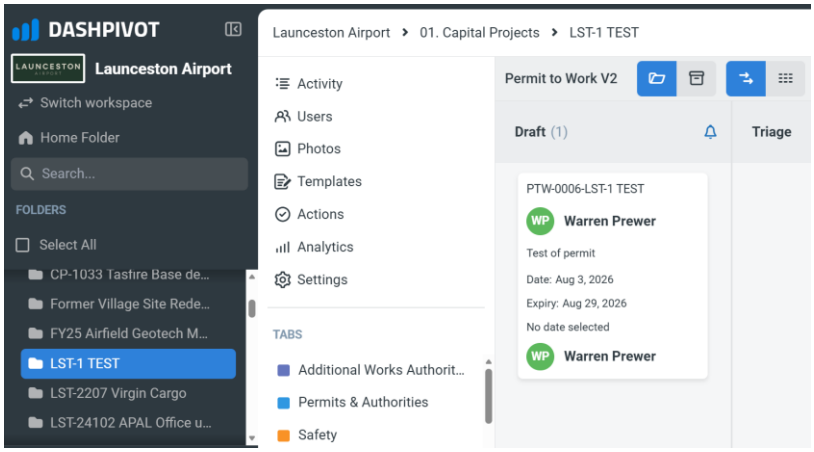
When you log into Dashpivot, you will see a customised dashboard showing the work you are involved with and the permits and authorities you can access.

The dashboard has three sections down the left side:

- Capital Projects
- APAL Maintenance Works
- External Party Works

What you see on the dashboard is customised to the type of work you're doing at the Airport.

Active tabs on the dashboard are highlighted in blue.



Training Support

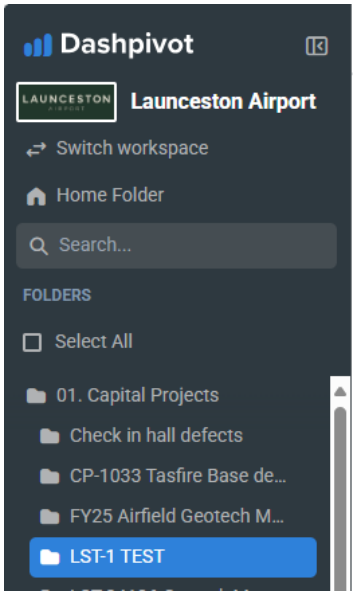
To assist users, Dashpivot provides short online training videos, which are available through links throughout the permit and authority documents.

Creating Permits and Authorities

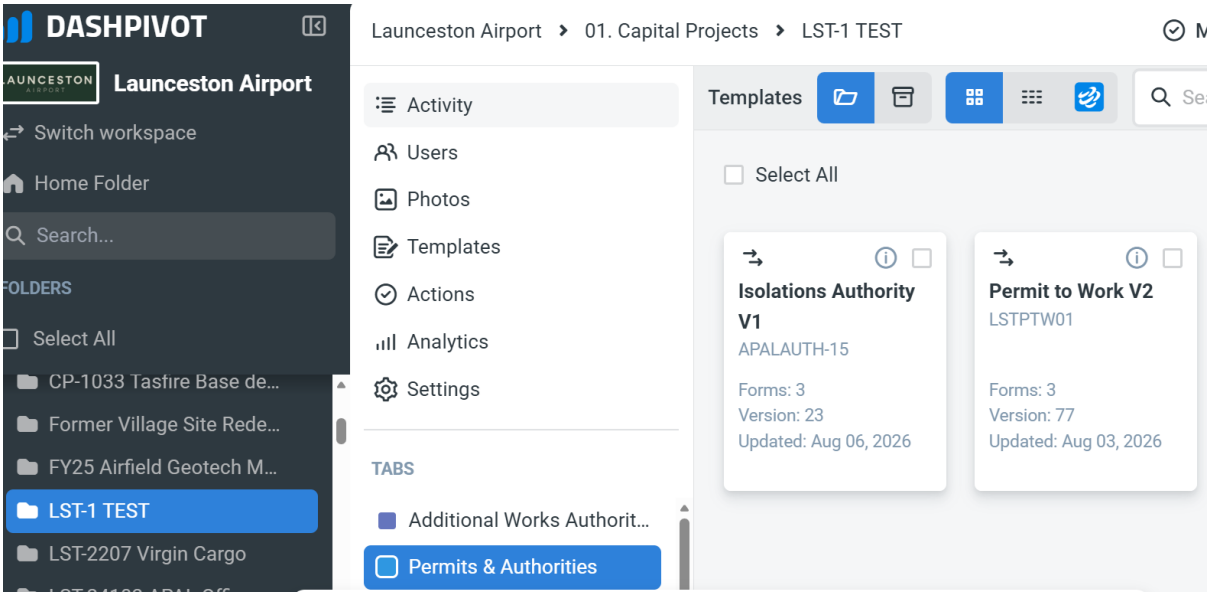
APAL manages approval workflows at the triage stage, so applicants do not need to determine where to submit applications.

Starting an Application

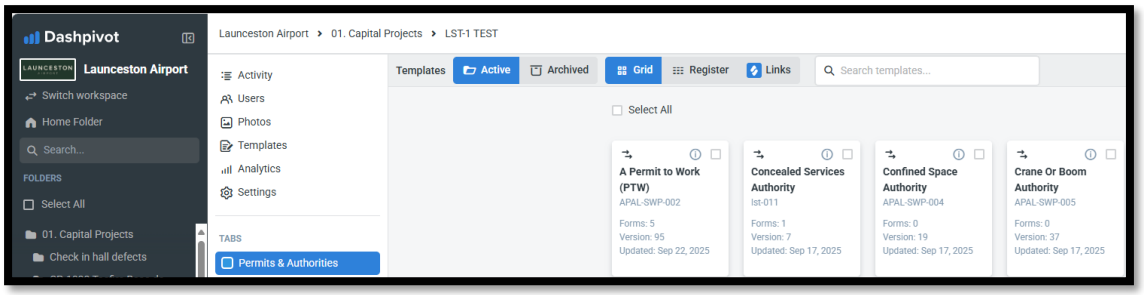
1. Open the Dashpivot dashboard.
2. Select the appropriate project, work activity, or engaging company from the left-hand column.



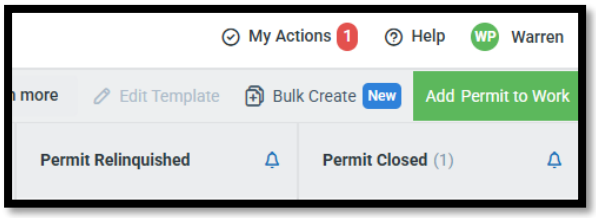
3. Select the **Permits and Authorities** tab. The available permit and authority template tiles will display. The current options are **Permit to Work** and **Isolation Authority**.



4. Select the required form type tile to open the relevant workflow.



5. Click the green **Add Permit** button in the top right-hand corner of the screen to start a new application.

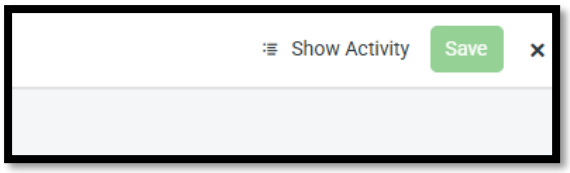


6. Complete Section 1 of the document up to the first green **Sign to Approve** box.

Note: Permit to Work and Isolation Authority documents include built-in authority sections, such as Working at Heights. Relevant sections are activated depending on the responses provided in the form.

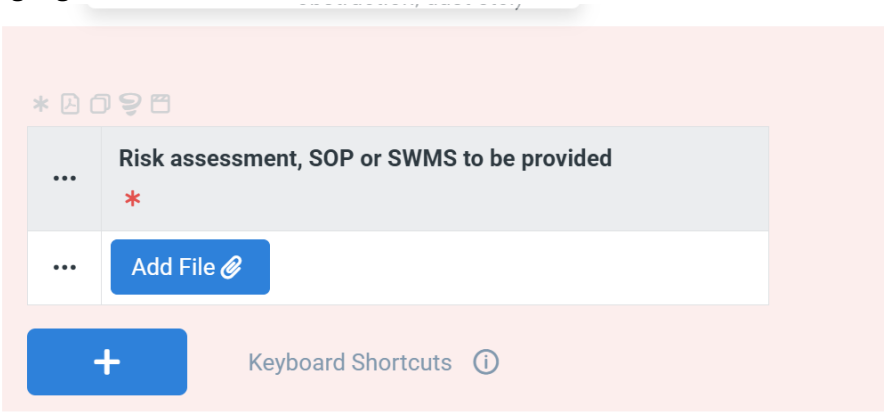
Saving a Draft

Before submission, you can save the form using the green button in the top right-hand corner. Saving closes the form and returns you to the workflow screen. To continue editing, select the relevant tile and add the required information.



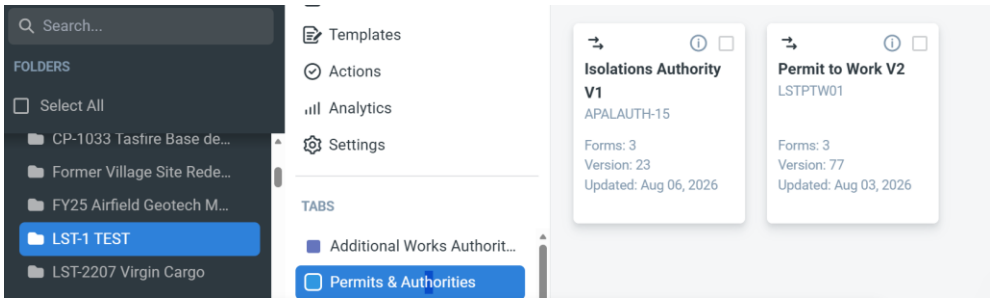
Submitting for Approval

1. Provide sufficient detail and supporting documentation so the permit application and any embedded authority sections can be assessed without delay.
2. When the application details are complete, click the green **Sign to Approve** button.
3. Complete any compulsory fields marked with a red asterisk. The form will not progress until these fields are completed, and incomplete fields will remain highlighted in red.



Associated Isolation Authorities

If the permit requires an associated Isolation Authority, return to the **Permits and Authorities** tab and select the appropriate authority template. This opens the workflow for that authority document.



Responding to Requests for Information

1. During the approval process, APAL may request additional information by email or through an automated Dashpivot action email.
2. If a document is rolled back to Draft, the creator will receive an email notification.
3. Open the rolled-back document and review the commentary at the end of Section 1 explaining why it was returned.

4. Make the required changes or add the requested documents, then click the Section 1 **Sign to Approve** button again.

Tracking Progress

1. The applicant or anyone involved with the project can track the approval process from the project home screen.
2. The project home screen Activity tab displays activity across permits and authorities for that project.
3. Select the **Permits and Authorities** tab and choose a permit or authority to view workflow progress and document details.

Approved and Active Permits

7. Once a permit is approved as Active, the creator will receive an automated approval notification.
8. The creator must log into Dashpivot, review the permit conditions, and sign acceptance of the permit and APAL conditions.
9. Contractor workers must also sign onto the permit and accept the permit conditions through the Dashpivot app or by manually signing the permit form.
10. Permit variations, including additional conditions or expiry date extensions, can be completed in the Active Permit section, Section 4.

Completion and Handback

At completion of works, the applicant is responsible for signing the **Signoff/Handback** section at the end of the form. This automatically notifies the relevant APAL Project Manager that the works are complete.

Support Contact

Please contact your APAL Project Manager or permits@lst.com.au if you have difficulties with the forms.