

10. Work notifications

To perform certain work on ships in the port, Masters, owners, or their agents must first notify VTS before that work can proceed. Applications for consideration must be sent to NQBP via email and/or VTS via Qships with a follow up email. The application will then be received and completed by the RHM's office. The conditions and requirements of work will be sent back to the agent who may then forward on to the master of the applicable vessel. Ship Masters must comply with all the conditions and requirements specified.

Works requiring notification include:

- Immobilisation of main engine/s,
- Hot work,
- Boat drills,
- Notification of handling bulk liquids (marine pollutants/bunkering),
- Gas free status and OBOs,
- Overside maintenance,
- Diving or underwater works,
- Confined space entry (tanks or other unventilated spaces),
- Live flare (pyrotechnic) demonstration,
- Ship transfer operations (including crew transfer),
- Oil tank washing.

The below table indicates who notification needs to be sent to for each activity type:

Activity	Where	When	Notification to
Immobilisation	At anchor	24 hours prior to event	Lodge to VTS via QSHIPS. Must include scope of works and confirmation vessel can remobilise within 4 hours in an emergency.
Immobilisation	Alongside		Not permitted unless exceptional circumstances
Hot work	At anchor	24 hours prior to event	Lodge to VTS via QSHIPS
Hot work	Alongside		Not permitted unless exceptional circumstances
Boat drill	At anchor	Prior to event	Lodge to Australian Border Force Lodge to VTS via QSHIPS
Boat drill	Alongside		Not permitted
Notification of handling of bulk liquids	Both	Prior to event	Tugs/workboats (Half Tide) to notify VTS via VHF Other ships to notify VTS 6 hour prior to event
Gas free status and OBO's	Alongside	48 hours prior to event	Lodge to VTS and RHM via email

Overside maintenance	At anchor	24 hours prior to event	Lodge to VTS via QSHIPS
Overside maintenance	Alongside	24 hours prior to event	Lodge to terminal Lodge to VTS via QSHIPS
Diving operations	At anchor	48 hours prior to event	Lodge application and NtM request form to VTS via email
Diving operations	Alongside		Not permitted unless exceptional circumstances
Confined space entry	Both	24 hours prior to event	Lodge to VTS via QSHIPS. Must include scope of works and information on spaces to be entered.
Pyrotechnic	Both	24 hours prior to event	Lodge to VTS and RHM via email
Ship transfer operations (includes crew transfer)	At anchor	24 hours prior to event	Lodge to VTS via Qships
Oil tank washing	Both		Not permitted unless exceptional circumstances
Short Navigation	At anchor	Prior to event	Lodge to VTS via QSHIPS

Table 24 - Work notifications

The application will be received and completed by the RHM's office. The conditions and requirements of work will be sent back to the agent who may then forward on to the master of the applicable vessel. Ship Masters must comply with all the conditions and requirements specified.

10.1 Work Permits Description

10.1.1 Immobilisation of Main Engines (at anchor)

Ships wishing to carry out engine immobilisations must lodge an application via Qships with a follow up call/email to VTS. The following conditions apply:

- A full scope of works is to be uploaded to Qships before immobilisation occurs.
- Ship's crew are to advise VTS on VHF Channel 10 prior to the commencement of works. VTS to be informed again on completion of works, confirming the engine has been tested and is in working order.
- The ship is to fly signal flags "R" over "Y".
- Ships may not be immobilised when a Strong Wind Warning (SWW) or above is in force. If during an immobilisation a SWW is issued, the engine is to be remobilised immediately.
- Engines must be able to be remobilised within 4 hours, at all times.

- Operations are to be conducted during daylight hours only.
- Immobilisation must be complete at least 24 hours before berthing.

Masters must comply fully with the requirement of their safety management system conditions. It is assumed a risk assessment has been conducted as part of the company safety management system.

If for any reason the agent/Master is unable to lodge an application via Qships then the [Permission to immobilise main engines](#) form should be submitted to VTS via email.

10.1.2 Immobilisation of Main Engines (alongside)

Immobilisations are not permitted alongside unless in exceptional circumstances. Terminal and RHM permission must be obtained for this work to occur.

10.1.3 Hot work

Ships wishing to carry out repairs and any form of metal work, which includes performing hot work, must lodge an application via Qships with a follow up call/email to VTS. The following conditions apply:

- Ship's crew are to advise VTS on VHF channel 10 when hot work will commence and again when all work has been completed.
- Operations are to be conducted during daylight hours only, unless in exceptional circumstances. If night works are approved, works are to be shielded to seaward and from the air so it does not interfere with/be misinterpreted as any navigational aids and lights.
- For those requests involving hot works in the area of a fuel line or ships fuel tanks, the RHM must be consulted for approval.
- All fire and safety precautions are to be undertaken with firefighting equipment to be in readiness.
- Hot work is not permitted when alongside the berth unless in exceptional circumstances and with approval from the terminal and RHM.

Masters must comply fully with the requirement of their safety management system conditions. It is assumed a risk assessment has been conducted as part of the company safety management system.

10.1.4 Boat drills

Ships wishing to carry out lifeboat/rescue boat drills or put boats in the water for painting or maintenance purposes must first obtain clearance from the Australian Border Force (ABF). Once obtained the ship must lodge an application via Qships with a follow up call/email to VTS. The following conditions apply:

- Ship's crew are to advise VTS on VHF channel 10 prior to the commencement of the drill and at completion of the drill once the lifeboat is secured back on board.
- Any conditions imposed by the ABF are to be adhered to.
- The RHM reserves the right to deny application for lifeboat/rescue drills if they are of the view that such drills may not be performed safely or for any other reason.

- Operations are not to be conducted during a strong wind warning or above. At all times, where drills are permitted, the Master retains responsibility for safe conduct of the drills in view of all circumstances, including weather.
- Boat drills are not permitted alongside.

Masters must comply fully with the requirement of their safety management system permit conditions. It is assumed a risk assessment has been conducted as part of the company safety management system permit condition.

10.1.5 Main engine trials at berth

With the exception of pre-sea checks, main engine trials are not permitted at the berths of the Port of Hay Point.

When pre-sea checks are required the Master is to seek approval from the terminal and VTS for the engine to be tested, 30-60 minutes prior to departure. Refer [3.12.3](#) for further information.

10.1.6 Notification of handling of bulk liquids (marine pollutants/bunkering)

Under the [Transport Operations \(Marine Pollution\) Act 1995](#) Maritime Safety Queensland is both the statutory and combat agency for response to all ship sourced oil spills. It is therefore a requirement under section 63 of the act for owners/agents or masters of vessels to notify the RHM and NQBP of the intention to load, unload or transfer any form of bulk liquids to, from or between vessels between the hours of sunset and sunrise.

For the purposes of this notification it would be deemed that the liquids will be transferred by pipeline to, from or between vessels.

The operation of bunkering and the pumping of sullage/sludge from vessels, by road, barge or ship transfer, are to be included within this notification.

Masters of vessels conducting bulk liquid transfers, as specified above, are required to notify 'Hay Point VTS' on VHF channel 10 of the time of commencement of such transfer/bunkering operation and again the time when the operation is completed. Masters must comply fully with the requirement of their safety management system permit conditions. It is assumed a risk assessment has been conducted as part of the company safety management system permit condition.

10.1.7 Gas free status and OBOs

It is understood tankers will never attend any BMA or DBCT facilities. RHM approval must be obtained if berthing of a tanker at any Hay Point facility is necessary. If a tanker is required to be berthed, the below must be satisfied:

A tanker or products carrier will be regarded as 'non-gas free' unless a gas-free declaration has been issued and is current for the vessel.

The declaration must include the following:

- whether the ship is carrying any International Maritime Dangerous Goods class 2 or 3 cargo (flammable liquid or gas cargo on board in bulk),
- empty cargo tanks have been washed, vented and are free of hazardous residues,
- the atmosphere in each cargo tank or residue space has been tested with an explosive gas detector meter and a safe reading has been obtained,
- slop tanks and pump rooms are free of hazardous residues,

- calibrated explosive gas detector meters are carried on board,
- a current copy of the ISGOTT Manual is held on board,
- maintain a safe gas reading for the atmosphere in each pump room, cargo tank or residue space.

For a combination carrier (OBO) that has carried a bulk liquid dangerous cargo on one or more of its last three voyages must not be loaded with bulk solid cargo in a pilotage area unless an approved chemist has tested the vessel and issued a gas free certificate in an approved form. Masters must comply fully with the requirement of their safety management system permit conditions. It is assumed a risk assessment has been conducted as part of the company safety management system permit condition.

10.1.8 Overside maintenance

Ships wishing to carry out overside maintenance, must lodge an application via Qships with a follow up call/email to VTS. The following conditions apply:

- Ship's crew are to advise VTS on VHF channel 10 when overside work commences and again when work is complete.
- No chippings/scrapings/sanding on the vessel's hull or overside fittings are to occur where any residues may fall into the water.
- Painting over the side of the ship may take place as long as paint cans are secured such that they are unable to fall or spill into the sea. They may be placed in a basket and hung separate from the stage/chair. No paint residue is to enter the water. Overside spray painting is not permitted.
- Overside work is not permitted alongside the berths. .

Masters must comply fully with the requirement of their safety management system permit conditions. It is assumed a risk assessment has been conducted as part of the company safety management system permit condition.

10.1.9 Diving Operations on ships

Vessels wishing to carry out diving operations on ship hulls, are to notify VTS via email 48 hours prior to planned operations giving details of:

- Times, date and duration,
- Name of vessel or vessels,
- Location,
- Contact number,
- Any other details relevant to the dive operation which includes a scope of works which is to be uploaded to Qships before work commences.
- A system of locking out the propeller or any other unguarded ships side turning systems, signed off by the ship and dive supervisor needs to be in place as part of the works.

If diving operations are expected to be over a prolonged period a [NtM request form](#) should be submitted to VTS as part of the notification by the diving operator. Once diving operations are confirmed VTS will issue a [Notice to Mariners](#).

VTS is to be advised via VHF Ch10 or 16 at the commencement of, and on completion of operations. Vessels are required to display the appropriate international signals for diving

operations whilst divers are in the water. Masters are to ensure a lookout is maintained throughout the diving operations. A radio listening watch is also to be maintained on VHF Ch10 or 16 until operations are complete.

Diving operations are not permitted on ships when alongside at the **Port of Hay Point** unless in exceptional circumstances and with approval from the terminal and RHM.

Masters must comply fully with the requirement of their safety management system conditions. It is assumed a risk assessment has been conducted as part of the company safety management system.

10.1.10 Diving operations (other)

Dive operators to comply with [Mackay Region - Standard for Commercial Marine Activities](#).

If diving operations are expected to be over a prolonged period a [NtM request form](#) should be submitted to VTS via email 48 hours prior to planned operations as part of the notification by the diving operator. Once diving operations are confirmed VTS will issue a [Notice to Mariners](#).

10.1.11 Confined Space Entry (tanks or other unventilated spaces)

Ships wishing to carry out confined space entry into any cargo or ballast tanks and/or unventilated space, must lodge an application via Qships with a follow up call/email to VTS. This application is to include a scope of works and information on spaces to be entered.

Masters must comply fully with the requirement of their safety management system permit conditions. It is assumed a risk assessment has been conducted as part of the company safety management system permit condition.

10.1.12 Ship transfer operations (including crew transfer)

Ships wishing to carry out ship to ship/shore or shore to ship transfer operations by boat, must lodge an application via Qships, with a follow up call/email to VTS. The following conditions apply:

- Transfer vessel is to advise VTS on VHF channel 10 when transfer begins and again when transfer complete.
- The minimum PPE for crew transfers is a self-inflating life jacket with light, and a safety helmet with chin strap.
- Operations are to be conducted during daylight hours only.
- Operations are not to be conducted during a strong wind warning or above. At all times the Master retains responsibility for safe conduct of the drills in view of all circumstances, including weather.

Masters must comply fully with the requirement of their safety management system conditions. It is assumed a risk assessment has been conducted as part of the company safety management system.

10.1.13 Oil tank washing

Oil tank washing is not permitted in this port unless in exceptional circumstances and with approval from the RHM.

10.1.14 Short Navigation

A maximum of three ships may undertake a short navigation at any one time. Ships wishing to carry out a short navigation must lodge an application via Qships, with a follow up call/email to VTS. The following conditions apply:

- Ship's crew are to advise VTS on VHF channel 10 prior to heaving anchor and again when underway. On completion of the short navigation the vessel must advise VTS once re-anchored.
- The ship is to exit the pilotage area/port limits to carry out the short navigation.
- If the ship departs Hay Point VTS area, the ship must contact Reef VTS on VHF channel 11 to advise intentions.

Masters must comply fully with the requirement of their safety management system permit conditions. It is assumed a risk assessment has been conducted as part of the company safety management system permit condition.

10.1.15 Boom notifications

For berthing a ship, the terminal must have the loader parked out of the way at its designed securing site for berthing. Boom notifications do not need approval unless a deviation is required from the standard request.

Berthings/sailings at DBCT are permitted with the boom retracted at least 60 degrees above the horizontal with the gantry secured at the strong point adjacent the vessel's bow. Shipping officers are to ensure that there is sufficient clearance prior to sailing the vessel.

When there is no vessel alongside the berth and any such equipment is required to have the main boom or structure down for maintenance etc, and it protrudes out from the berth, the Terminal Operator is required to notify the Regional Harbour Master or his delegate of the times that the particular piece of equipment will be in this condition. The equipment must be adequately lit during night hours.