

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 the Port Authority via email and/or VTS via QSHIPS with a follow up call/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 is to then forward on to the master of the applicable vessel. Ship masters must comply with all the conditions and requirements specified.

Works requiring notification are listed in the table below:

Activity	Where (alongside or anchorage)	When	Notification to
Immobilisation	Anchor only	24 hours prior to event	Lodge to VTS via QSHIPS.
Hot work	Anchor only	24 hours prior to event	Lodge to VTS via QSHIPS.
Boat drill	Anchor only	Prior to event	Lodge to VTS via QSHIPS.
Main engine test	Alongside	Prior to event	Permission from terminal. Permission from VTS via VHF
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 hours prior to event.
Gas free status and OBO's	Alongside	48 hours prior to event	Lodge to VTS and RHM via email.
Diving operations on vessels	Anchor only	24 hours prior to event	Lodge to VTS via QSHIPS.
Pyrotechnic	Both	24 hours prior to event	Lodge to VTS and RHM via email. Port Authority.
Ship transfer operations (includes crew transfer)	Anchor only	Prior to event	Notify VTS via VHF.
Oil tank washing	Both		Not permitted unless exceptional circumstances.
Short Navigation	Anchor only	Prior to event	Lodge to VTS via QSHIPS.

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10.1 Work Permits Description

10.1.1 Immobilisation of Main Engines

Ships intending to be immobilised must apply for permission from the RHM 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 works and again on completion of works, confirming the engine has been tested and is in working order.
- During cyclone season (November to April), permission may not be given for more than 24 hours or subsequent days.
- Outside of cyclone season (April to November), permission may not be given for more than 48 hours.
- The expected duration of the immobilisation must be included on the permit application.
- Operations are to be conducted during daylight hours only. Immobilisation must be complete and tested at least 24 hours prior to pilotage.
- Immobilisations will not occur during Bureau of Meteorology strong wind warnings and above, or if severe weather is expected.
- Immobilisations are not permitted alongside at Port of Hay Point.

If for any reason the master/agent 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 Hot work

Ships intending to carry out hot work must apply for permission from the RHM 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.
- Hot works are not permitted when alongside at the **Port of Hay Point** unless in exceptional circumstances and with approval from the terminal and RHM.

10.1.3 Boat drills

Ships wishing to carry out lifeboat drills or put boats in the water for painting or maintenance purposes must obtain all necessary approvals and 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 again when complete.
- Any conditions imposed by the Australian Border Force must be adhered to.
- Drills are not permitted during BOM strong wind warnings and above, or if severe weather is expected.
- Boat drills are not permitted alongside at the **Port of Hay Point**.

10.1.4 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 (refer [section 3.6.3](#)).

10.1.5 Notification of handling of bulk liquids (Marine Pollutants)

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 the Port Authority 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 VTS on VHF channel 10 of the time of commencement of such transfer/bunkering operation and again the time when the operation is completed.

10.1.6 Gas free status and OBOs

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.

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.

10.1.7 Diving Operations on vessels

Ships intending to carry out diving operations on vessels must apply for permission from the RHM via QSHIPS during business hours. The following conditions apply:

- The ship is to advise VTS on VHF channel 10 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 and a radio listening radio watch is to be maintained on VHF channel 10 and 16 until operations are complete.
- Any conditions imposed by the Australian Border Force must be adhered to.
- Diving operations are not permitted when alongside at the **Port of Hay Point** unless in exceptional circumstances and with approval from the terminal and RHM.

10.1.8 Diving at a berth

Procedures for diving at a berth are to be agreed with the RHM's office prior to operations.

10.1.9 Ship transfer operations (including crew transfer)

Ships wishing to carry out ship to ship/shore or shore to ship transfer operations by boat, must advise VTS via VHF channel 10. 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 and above, or if severe weather is expected.

10.1.10 Oil tank washing

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

10.1.11 Short Navigation

Ships intending to carry out a short navigation must apply for permission from the RHM via QSHIPS during business hours. 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.
- A maximum of three ships may undertake a short navigation at any one time.
- The ship is to exit 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 and a pre-entry report submitted.