16. Appendices

16.1 Pilot Transfer Arrangements – Marine Notice 04/2023

Australian Government
Australian Maritime Safety Authority

MARINE NOTICE

Marine Notice 2023/04
Supersedes 2022/03

Pilot transfer arrangements

Purpose

This Marine Notice reminds ship owners, operators, masters, crews, recognised organisations, marine pilots and pilotage providers about their obligation to provide and ensure continued safe pilot transfer arrangements on ships.

Background

Since November 2017 several pilots' lives were placed at risk, in multiple separate incidents where a man rope parted, or its securing point failed. Additionally, AMSA received several incident reports on safety issues related to pilot transfer arrangements.

Ship owners, operators, masters and crews are reminded that pilot transfer arrangements, including pilot ladders, must comply with Marine Order 21 (Safety and emergency arrangements) 2016 (MO21) which sets out Australia's obligations under the International Convention for the Safety of Life at Sea (SOLAS) Chapter V Regulation 23 (SOLAS V/23).

Pilot transfer arrangement standards

Whenever a pilot or other person embarks or disembarks from a ship by ladder, they entrust their safety to the pilot transfer arrangements provided by the ship and the pilot boat crew.

SOLAS V/23 sets out the minimum standards for pilot transfer arrangements on ships on or after 1 July 2012. The International Maritime Organisation (IMO) standards related to pilot transfer arrangements are found in:

- IMO Resolution A.1045(27) – Pilot transfer arrangements.
- IMO Resolution A.1108(29) – Amendments to the Recommendations on Pilot Transfer Arrangements (Resolution A.1045(27)).
- MSC.1/Circ. 1428 – Pilot Transfer Arrangements – Required boarding arrangements for pilots
- MSC.1/Circ.1495/Rev.1. – Unified Interpretation of SOLAS Regulation V/23.3.3 on Pilot Transfer Arrangements

SOLAS V/23.2.3 also states a pilot ladder shall be certified by the manufacturer as complying with SOLAS V/23 or "with an international standard acceptable to the Organization" and refers to ISO 799-1:2019 "Ships and marine technology – pilot ladders". Compliance with this particular provision of SOLAS V/23 can be met when a manufacturer has certified the pilot ladder complies with either of the IMO or ISO standards, noting they are not identical.

Where a pilot ladder has been certified under the ISO standard, AMSA expects that the ladder is strength tested according to the standard. Where this test has not been conducted within 30 months, the ladder should not be used until the test is conducted, or the ladder is replaced.

When purchasing a pilot ladder, care should be exercised that the product supplied actually meets the above requirements - relying on the manufacturer's documentation may not be sufficient in some cases. If in doubt, the ship's Recognised Organisation should be requested to confirm that the ladder meets the minimum standards.

Pilot transfer arrangements

IMO Circular MSC.1/Circ.1428 illustrates the pilot transfer arrangements required by SOLAS V/23.

When using a combination pilot ladder arrangement, the pilot ladder and accommodation ladder are required to be secured to the ship's side. A common means of securing both the pilot ladder and accommodation ladders is with magnetic pads (refer to photo 1 below as an example).

Photo 1: Example of securing both the pilot ladder and accommodation ladders with magnetic pads (Reproduced with permission from Fremantle Ports).

Clear and efficient communication with the pilot boat master is essential to ensure the safety of the pilot transfer arrangements before a person uses the ladder. The pilot boat master is best positioned to judge correct height of the bottom of the ladder and identify any potential issues with the ladder or ropes once in place.

One common issue found is that the pilot ladder does not extend the required 2.0 m past the accommodation platform when a combination arrangement is used. Photo 2 illustrates an example of a pilot ladder not extending the required height past the platform.

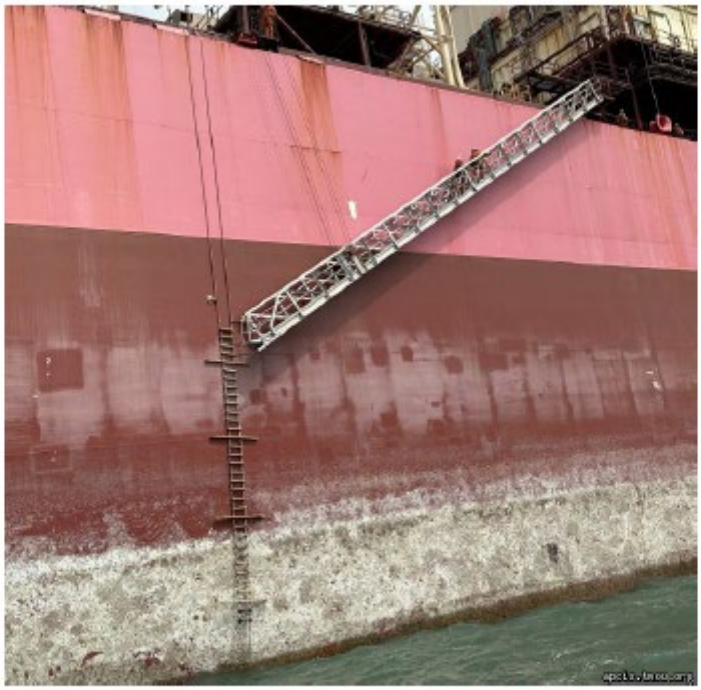


Photo 2: Example of non-compliant combination pilot ladder arrangements.

As shown in photos 2 and 3 persons cannot climb the pilot ladder to a level where they can move safely onto the accommodation ladder.

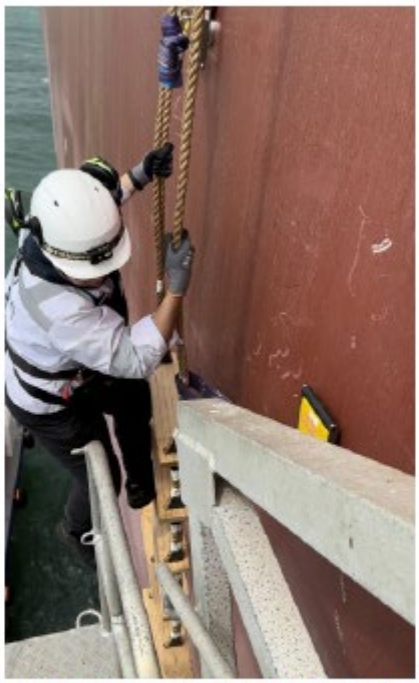


Photo 3: Person unable to safely access accommodation ladder platform from pilot ladder.

Securing of Pilot Transfer Arrangements

The pilot ladder is normally secured at its thimble end with shackles. However, due to the varying freeboard at specific loading conditions, the pilot ladder cannot always be secured at full length by the thimble ends. Under such circumstances it must be secured at an intermediate length. That can only be done in a safe way by ensuring that the weight of the ladder is transferred from ladder's side ropes to the approved strong point on deck directly.

The ladder's steps, spreaders or chocks should not be used to carry the weight of the ladder as they are not designed for this and do not have sufficient strength. For this reason, shackles, bars and tongues should not be used to secure the ladder to the deck. They will damage the ladder and put weight on the parts which are not designed to carry the weight.

Photo 4 shows an example of an unsafe use of shackles to secure pilot ladders.

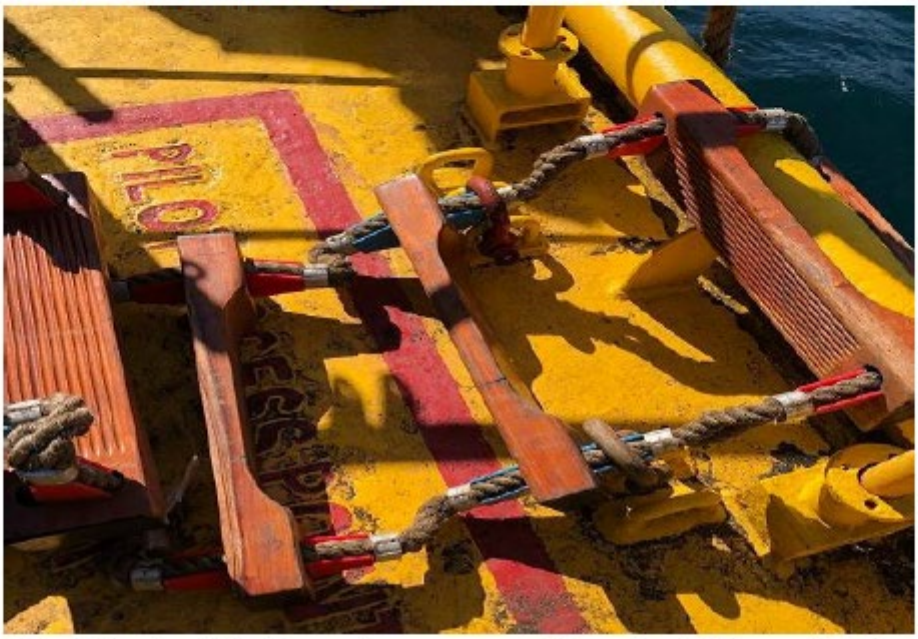


Photo 4: Unsafe pilot ladder securing arrangements (Reproduced with permission from Fremantle Ports).

Photo 5: Unsafe pilot ladder securing arrangements.

Photos 5 shows the pilot ladder being secured to the strong point by using a shackle passed through the pilot ladder side ropes. This puts increased load on the single part of the side rope and the chock securing arrangements.

It is common industry practice to use a rope stopper usually in the form of a rolling hitch knot between the pilot ladder sides ropes and the approved strong point on the main deck. This will transfer the weight of the ladder arrangement directly onto the designated strong point and will not damage the ladder.

It is suggested that two strong (at least 2 x 24 kN) manila ropes be used to secure the pilot ladder. Photo 6 illustrates a method of tying a rolling hitch knot.

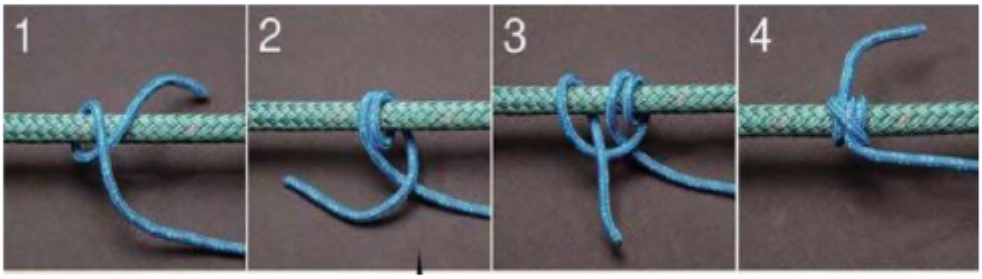


Photo 6: The rolling hitch knot. (Reproduced with permission from Fremantle Ports).

Photo 7 provides an example of rolling hitch knots being used to secure pilot ladders to approved main deck strong points.

Photo 7: Rolling hitch knots being used to secure pilot ladders to approved main deck strong points (Reproduced with permission from Fremantle Ports).

Inspection and Maintenance

Ongoing inspection and maintenance of pilot boarding arrangements are an essential part of ensuring their continued safe operation. Paragraph 10.1 of Part A of the International Safety Management Code (ISM) requires ship operators establish procedures to ensure a ship is maintained in conformity with the relevant rules and regulations, including pilot transfer arrangements. Such procedures should include regular inspections of the pilot transfer arrangements and storage to prevent damage of such equipment when not in use.

Photo 8: Pilot ladder where side ropes parted when in use (Reproduced with permission of the MAIB).

Common areas of defects can be the thimble ends of the pilot ladder. Corroded end point thimbles as illustrated in photo 9, can damage the side ropes leading to failure.

Photo 9: Example of corroded end point thimbles (Reproduced with permission from Fremantle Ports).

Another common area is the frayed or damaged side ropes as illustrated in photo 10. These should be detected during routine visual inspections.

Photo 10: Frayed side rope.

If side ropes are frayed, or in any way degraded the ladder should not be used.

The man ropes which are used as part of the arrangements should also be regularly inspected. There have been two recent incidents of man ropes parting during transfer operations. Though rope type is not specified in SOLAS the Australasian Marine Pilots Institute recommends grade 1 manila be used. These should be tagged and included in onboard inspection and maintenance procedures. Good practice dictates these should be removed from service at the same intervals of not more than 30 months or sooner if required.

Trap door arrangements and use of combinations ladder

There has been an increase in ships fitted with trapdoor arrangements. The additional requirement for their use is "the pilot ladder and man ropes shall be rigged through the trapdoor extending above the platform to the height of the handrail".

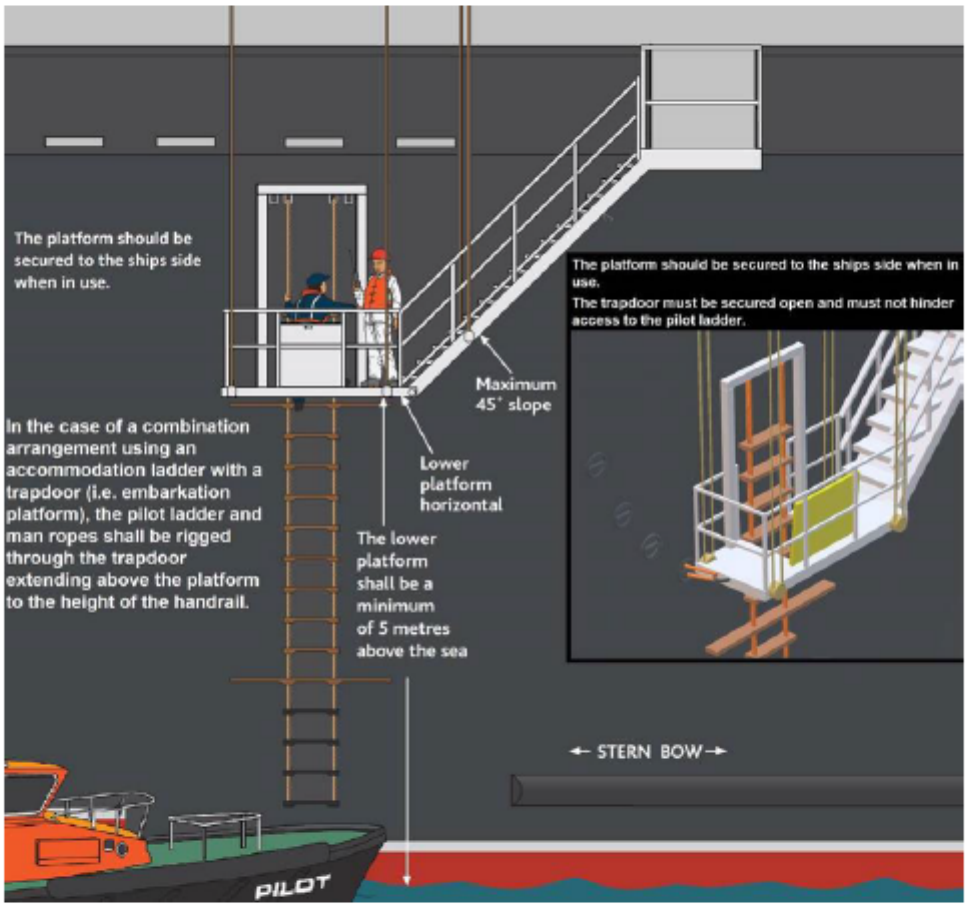


Figure 1: Pilot card depicting trap door arrangements.

If the pilot ladder and man ropes are not rigged through the trapdoor this creates an unsafe arrangement for persons as illustrated in photo 11

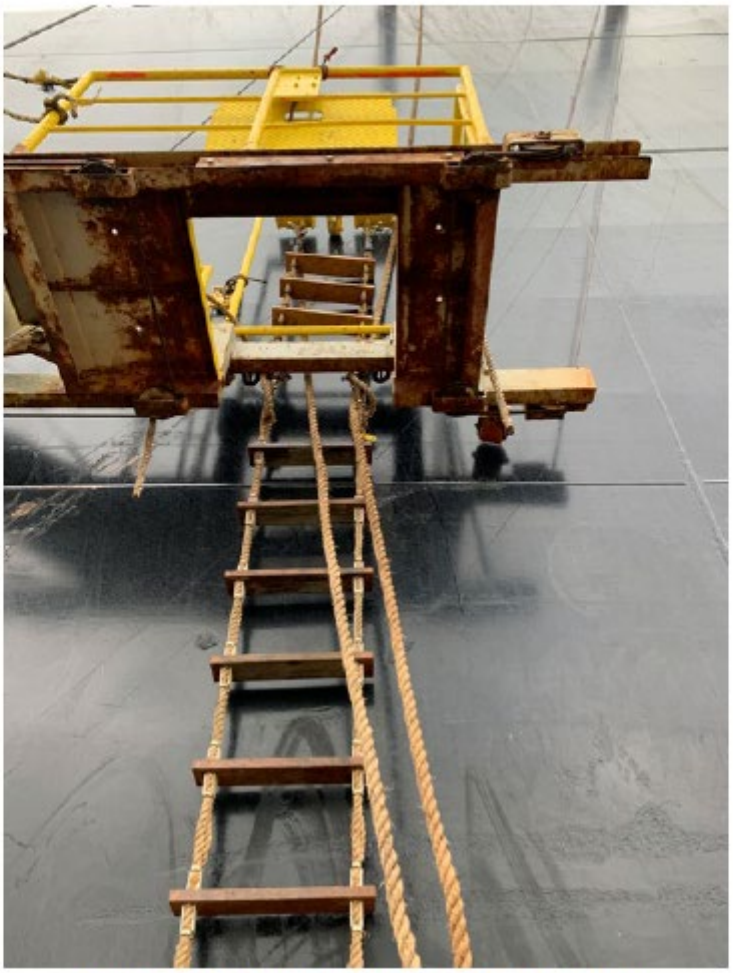


Photo 11: Unsafe trapdoor pilot transfer arrangement.

Responsibility for safe pilot transfer arrangements

Responsibility for safe practices for personnel transfers rests with each person involved in the activity including the ship owners, operators, master and crew, pilotage providers, pilots and pilot boat crew, as well as the person being transferred. All parties should observe both the spirit and intent of the regulations, to ensure safety is not compromised.

Where a person suspects that the pilot transfer arrangement provided is unsafe, they should refuse to use the arrangement until it is made safe by the master and crew and report the circumstances to AMSA[1] and their employer. Where such situations occur, AMSA will endeavour to follow-up to determine the cause and actions taken. Where a ship is not calling into an Australian port, AMSA will follow up with the flag State.

When not in use, the pilot ladder and man ropes should be stowed appropriately to avoid exposure to contaminants or other elements that will degrade the ladder and man ropes. The ladder and man ropes should be regularly inspected by the ship's crew to ensure they remain ready for use.

Additional information

The IMO/IMPA Pilot Ladder Poster provides further guidance on pilot transfer arrangements This and other useful guidance material are available on the AMSA website and in the AMSA Pilot mobile App.

Implementation of standards

When conducting port State control (PSC) inspections, AMSA inspectors will pay particular attention to the material state of all equipment and the implementation of Marine Order 21, Res.A.1045(27) as amended by Res.A.1108(29), ISO 799-1:2019, MSC.1/Circ.1428 and MSC.1/Circ.1495/Rev.1. The relevant IMO circulars and resolutions can be obtained from AMSA or www.imo.org.

During recent PSC inspections AMSA surveyors have noted pilot ladders which have been constructed with splices in the side ropes.

Photo 12: Example of non-compliant pilot ladder with splices in side ropes.

[1] These should be reported using a incident alert (AMSA 18), report (AMSA 19) or marine safety concern. See Incident reporting (amsa.gov.au)

Pilot ladders constructed like this are considered non-compliant by AMSA. Ship operators and masters are recommended to check their pilot ladders for splices in the side ropes. It should be noted by operators coming to Australian ports that the availability of compliant pilot ladders is limited in Australia. To prevent avoidable delays operators are recommended to have spare compliant pilot transfer arrangements onboard.

Compliance with the referenced standards does not of itself assure safety in each case. A pilot transfer arrangement that complies with the standards but is incorrectly rigged still presents a hazard to anyone using the arrangement. Crew members assigned to rig a pilot transfer arrangement should be sufficiently familiar with the task. The master or responsible officer supervising the rigging of the pilot transfer arrangements should assess whether supplementary measures, such as lifejackets, harnesses, lifelines be made available to enhance the safety of personnel rigging the pilot transfer arrangement. Where a pilot transfer arrangement is rigged incorrectly, this may contribute to evidence that the master or crew are not familiar with essential shipboard procedures relating to the safety of the ship. A number of documents have been produced as referenced in this Marine Notice to assist in the rigging of a pilot transfer arrangement correctly.

Australian Maritime Safety Authority

GPO Box 2181 CANBERRA ACT 2601

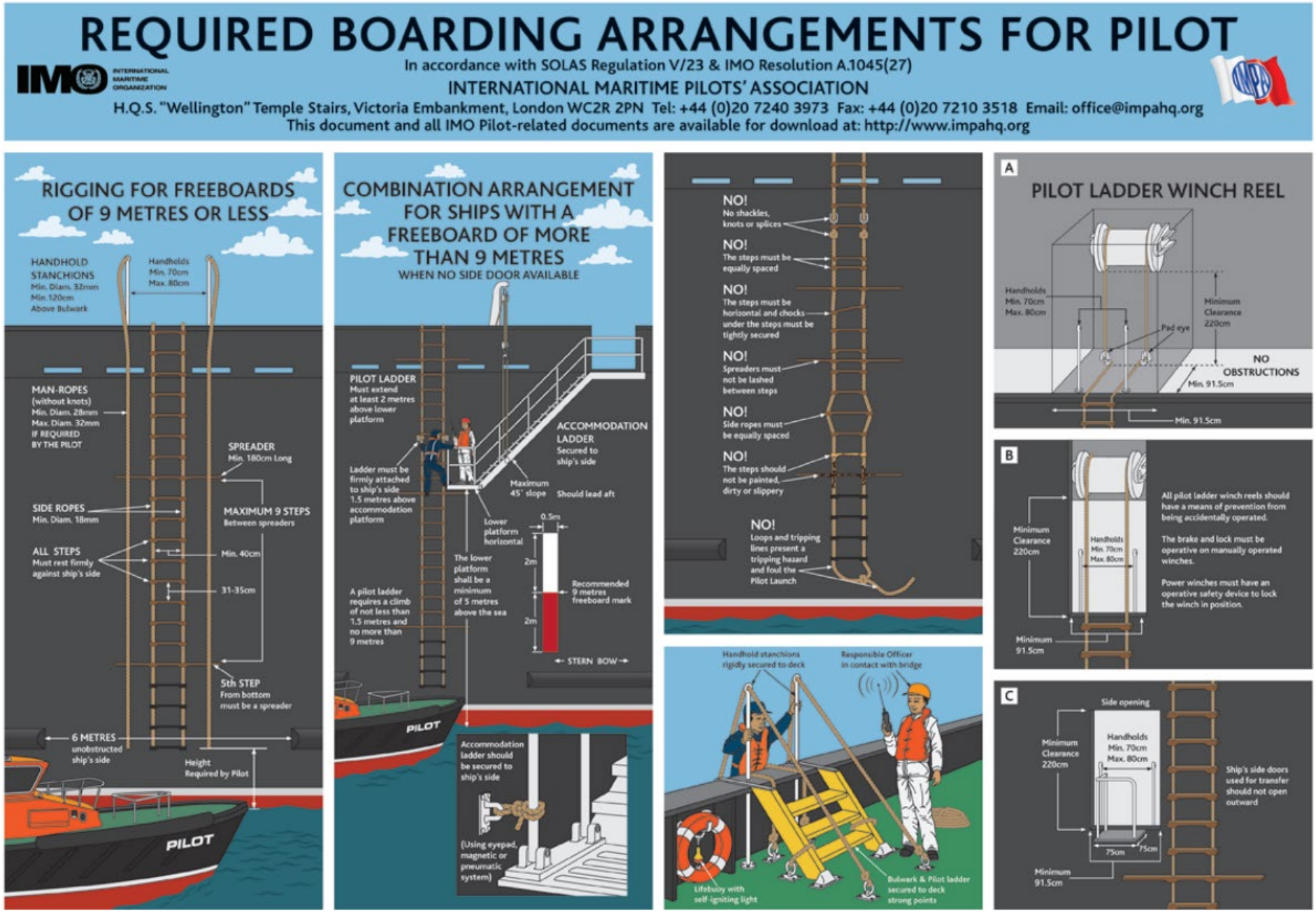


Figure 1 – pilot boarding ladder arrangements

16.2 VTS Vessel Booking Application Form

Link to fillable PDF

Queensland Government

VTS Vessel Booking Application

This report must be completed and lodged with the Ship Scheduler no later than 48 hours before the ship's expected arrival, **or** no later than 24 hours before the ship's expected departure or removal.
Telephone: (07) 4839 0226
Email: shipscheduler_gladstone@msq.qld.gov.au

Vessel details (please print)

Vessel name

IMO number

Agent's company name

Agent's name

After hours phone number

Has the ship's International Security Certificate (ISC) details been provided to the Australian Customs Service?

Security level 1 ☐ 2 ☐ 3 ☐

Booking application remarks

Is the cargo classified as being dangerous goods?

No ☐ Yes ☐ What type of cargo will be carried?

Is this cargo gas free?

No ☐ Yes ☐

LOA

Beam

Arrival displacement

DWT

GRT

Main engine power rating (kW)

Bow thruster power rating (kW)

Stern thruster power rating (kW)

Arrival details

Will a Pilot be required?

No ☐ Yes ☐

Master's full name

Vessel's last port

Vessel's intended berth or anchorage

Berthing draft forward

Berthing draft aft

Estimated time of arrival - Fairway

Date

Time

Requested Pilot Boarding

Date

Time

Requested Port Entry

Date

Time

Will a helicopter or a launch be required to transfer the pilot?

No ☐ Yes ☐ Helicopter ☐ Launch ☐

Will a tug/s be required?

No ☐ Yes ☐ How many?

Will line boats be required?

No ☐ Yes ☐ How many?

Departure/Removal details

Departure ☐ Removal ☐

Will a Pilot be required?

No ☐ Yes ☐

Master's full name

Vessel's destination/Next port of call

Departure draft forward

Departure draft aft

Departure displacement

Requested Pilot Boarding

Date

Time

Estimated time of departure

Date

Time

Will a helicopter or a launch be required to transfer the pilot?

No ☐ Yes ☐ Helicopter ☐ Launch ☐

Will a tug/s be required?

No ☐ Yes ☐ How many?

Will line boats be required?

No ☐ Yes ☐ How many?

Privacy statement: The Department of Transport and Main Roads is collecting the information on this form for the purposes of recording shipping movements, billing records for pilotage and to meet obligations under the International Ship and Port Facility (ISPF) Code. This information is required by the *Transport Operations (Marine Safety) Act 1994*, the International Convention for the Safety of Life at Sea (SOLAS) 1974 Regulation XI-2/13 and the *Maritime Transport and Offshore Facilities Security Act 2003 (Cwlth)*. Authorised departmental officers and officers of Queensland port authorities will have access to this information and will not disclose your personal information to any third party without your consent, unless required to do so by law.

LTSR Forms Area Form F4330 CFD V01 Mar 2023

16.3 VTIS A4 – Tug and Tow Advice Form

Link to fillable PDF

Queensland Government

VTS Tug and Tow Booking Request

Port name

Arrival

Ship's name | LOA | Voyage number

IMO Number | Exempt Master

Invoicing body | Contact details | Ship's defects

Pilot to board: Date / / Time | ETA berth: Date / / Time

Last port | Next port

Berth code | Direction

Draft Fwd | Draft Aft

Support Tug(s) Request number | Tug company

Dangerous Goods: Yes ☐ No ☐

Departure

ETD: Date / / Time | Berth code | Voyage number

Exempt Master | Contact details

Support Tug(s) Request number | Tug company

Draft Fwd | Draft Aft

Dangerous Goods: Yes ☐ No ☐

Barge details

Name

LOA | Beam | Type

Draft Fwd | Draft Aft

Length of tow: Sea | Shortened up

continued page 2...

VTS Tug and Tow Booking Request continued... page 2 of 2

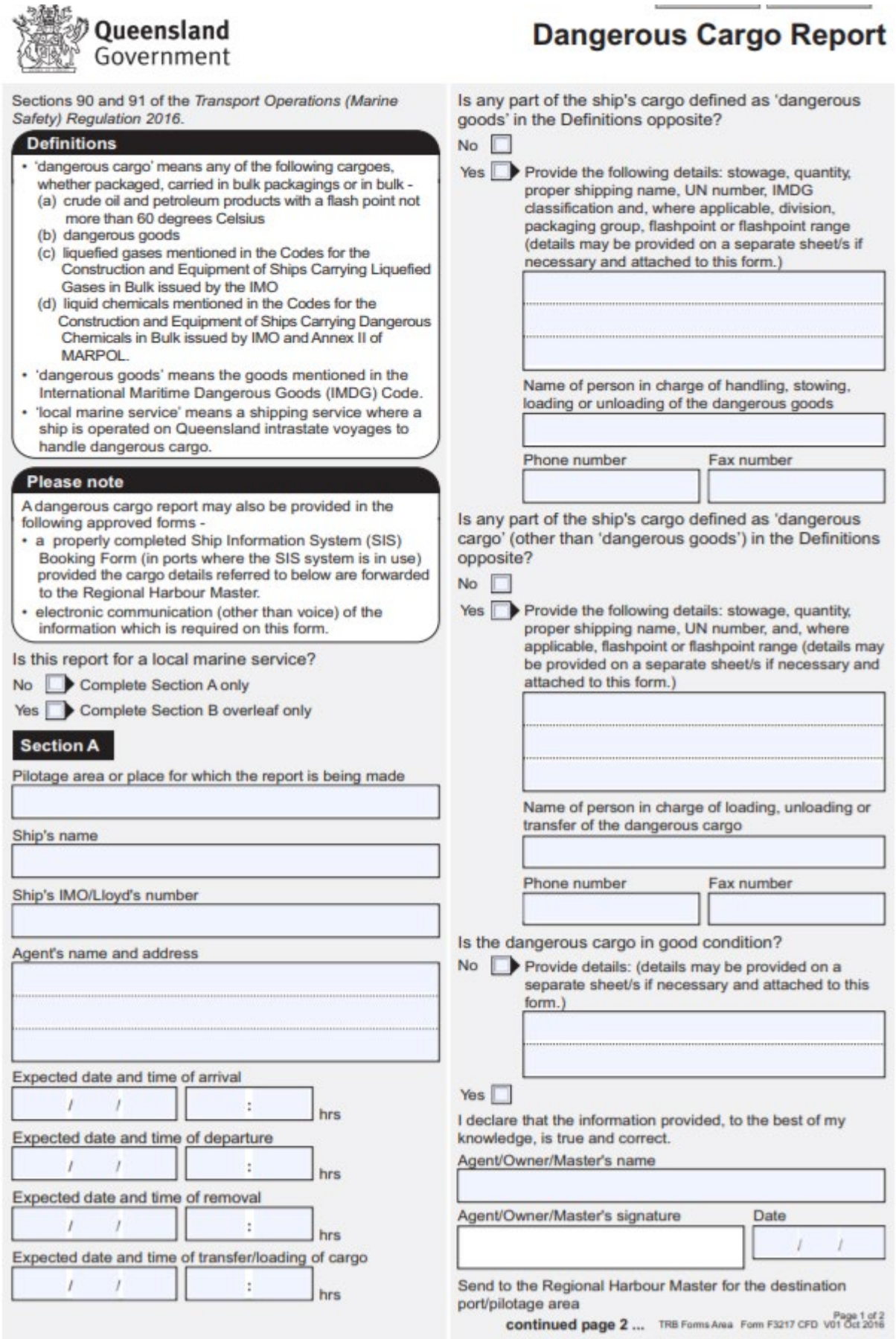
Remarks

Other information

16.4 Cyclone tracking Chartlet – Eastern Australia

16.5 Dangerous Cargo Report (form F3217)

Link to fillable PDF



Queensland Government

Dangerous Cargo Report

Sections 90 and 91 of the *Transport Operations (Marine Safety) Regulation 2016*.

Definitions

- 'dangerous cargo' means any of the following cargoes, whether packaged, carried in bulk packagings or in bulk -
  (a) crude oil and petroleum products with a flash point not more than 60 degrees Celsius
  (b) dangerous goods
  (c) liquefied gases mentioned in the Codes for the Construction and Equipment of Ships Carrying Liquefied Gases in Bulk issued by the IMO
  (d) liquid chemicals mentioned in the Codes for the Construction and Equipment of Ships Carrying Dangerous Chemicals in Bulk issued by IMO and Annex II of MARPOL.
- 'dangerous goods' means the goods mentioned in the International Maritime Dangerous Goods (IMDG) Code.
- 'local marine service' means a shipping service where a ship is operated on Queensland intrastate voyages to handle dangerous cargo.

Please note

A dangerous cargo report may also be provided in the following approved forms -

- a properly completed Ship Information System (SIS) Booking Form (in ports where the SIS system is in use) provided the cargo details referred to below are forwarded to the Regional Harbour Master.
- electronic communication (other than voice) of the information which is required on this form.

Is this report for a local marine service?

No ☐ Complete Section A only

Yes ☐ Complete Section B overleaf only

Section A

Pilotage area or place for which the report is being made

Ship's name

Ship's IMO/Lloyd's number

Agent's name and address

Expected date and time of arrival
/ / : hrs

Expected date and time of departure
/ / : hrs

Expected date and time of removal
/ / : hrs

Expected date and time of transfer/loading of cargo
/ / : hrs

Is any part of the ship's cargo defined as 'dangerous goods' in the Definitions opposite?

No ☐

Yes ☐ Provide the following details: stowage, quantity, proper shipping name, UN number, IMDG classification and, where applicable, division, packaging group, flashpoint or flashpoint range (details may be provided on a separate sheet/s if necessary and attached to this form.)

Name of person in charge of handling, stowing, loading or unloading of the dangerous goods

Phone number | Fax number

Is any part of the ship's cargo defined as 'dangerous cargo' (other than 'dangerous goods') in the Definitions opposite?

No ☐

Yes ☐ Provide the following details: stowage, quantity, proper shipping name, UN number, and, where applicable, flashpoint or flashpoint range (details may be provided on a separate sheet/s if necessary and attached to this form.)

Name of person in charge of loading, unloading or transfer of the dangerous cargo

Phone number | Fax number

Is the dangerous cargo in good condition?

No ☐ Provide details: (details may be provided on a separate sheet/s if necessary and attached to this form.)

Yes ☐

I declare that the information provided, to the best of my knowledge, is true and correct.

Agent/Owner/Master's name

Agent/Owner/Master's signature | Date

Send to the Regional Harbour Master for the destination port/pilotage area

continued page 2 ...

TRB Forms Area Form F3217 CFD V01 Oct 2016 Page 1 of 2

Section B

Location of local marine service

Ship's name

Ship's IMO/Lloyd's number

Operator's name and address

Contact person's name

Phone number

Fax number

Is this report for an initial voyage of a new local marine service?

No ☐

Yes ☐ Expected date and time of commencement of voyage

/ / : hrs

Is this report for subsequent voyage/s as part of a local marine service?

No ☐

Yes ☐ Expected date and time of voyage/s (details may be provided on a separate sheet/s if necessary and attached to this form.)

/ / : hrs

/ / : hrs

Details of dangerous cargo to be carried: quantity, proper shipping name, IMDG classification, UN number and where applicable flashpoint or flashpoint range (details may be provided on a separate sheet/s if necessary and attached to this form.)

Are there any passengers intended to be carried during the transport of the dangerous cargo?

No ☐

Yes ☐ How many?

I declare that the information provided, to the best of my knowledge, is true and correct.

Agent/Owner/Master's name

Agent/Owner/Master's signature

Date / /

Send to the local Regional Harbour Master

Privacy Statement: Maritime Safety Queensland (MSQ) is collecting the information on this form as record of any dangerous cargo being carried by a ship into the Port. The information is collected pursuant to the *Transport Operations (Marine Safety) Act 1994*. Authorised officers within MSQ and the Department of Transport and Main Roads may have access to this information. The information recorded will not be disclosed to a third party without your consent or unless required by law.

16.6 Dangerous Cargo Event Report (form F3220)

Link to fillable PDF

Queensland Government

Dangerous Cargo Event Report

Section 93 of the *Transport Operations (Marine Safety) Regulation 2016*.

Please note

A dangerous cargo event report may also be provided in the following approved forms -

- by radio or electronic communication giving the information which is required on this form.

Ship's name

Ship's IMO/Lloyd's number

Particulars of person making report

Owner of ship ☐ Master of ship ☐ Person in charge of place ☐

Name and address of person making report

Location of event

Name of berth (if any)

Date and time of event

/ / : hrs

Description of the dangerous cargo involved (if insufficient space, continue on separate sheet/s duly signed and attached to this form.)

Privacy Statement: The Department of Transport and Main Roads is collecting the information on this form as a record of any dangerous cargo event that has happened at the place or on the ship. This information is required under the *Transport Operations (Marine Safety) Regulation*. Authorised departmental officers will have access to this information and your personal information will not be disclosed to any third party without your consent, unless required to do so by law.

Description of the event (if insufficient space, continue on separate sheet/s duly signed and attached to this form.)

Description of damage (if insufficient space, continue on separate sheet/s duly signed and attached to this form.)

Nature of injuries and/or fatalities (if insufficient space, continue on separate sheet/s duly signed and attached to this form.)

I declare that the information provided, to the best of my knowledge, is true and correct.

Signature

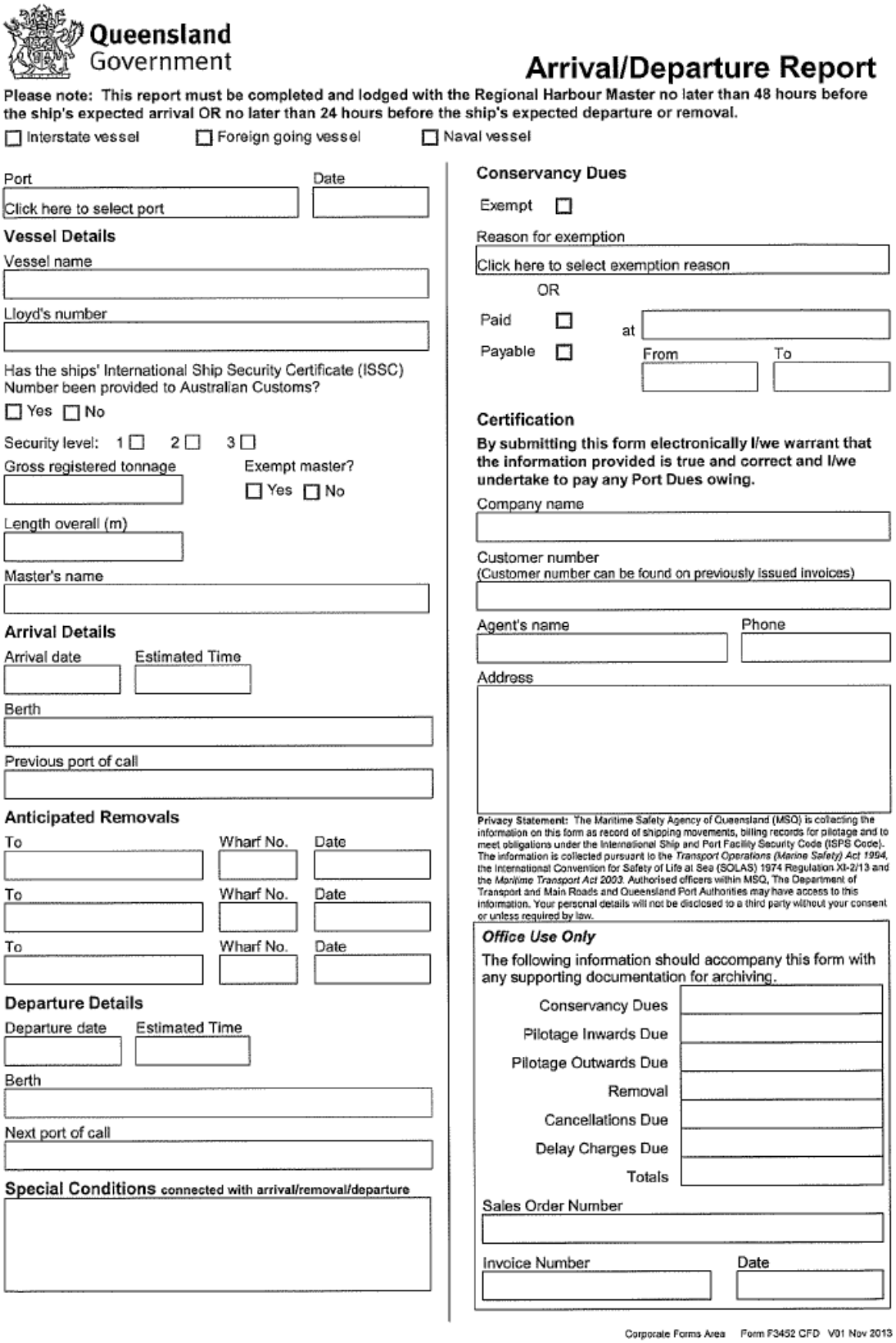
Date / /

Send to the Regional Harbour Master nearest the location of the event.

TRB Forms Area
Form F3220 CFD
V01 Oct 2016

16.7 Arrival/Departure Report (form F3452)

Link to fillable PDF



Queensland Government

Arrival/Departure Report

Please note: This report must be completed and lodged with the Regional Harbour Master no later than 48 hours before the ship's expected arrival OR no later than 24 hours before the ship's expected departure or removal.

☐ Interstate vessel ☐ Foreign going vessel ☐ Naval vessel

Port: Click here to select port

Date:

Vessel Details

Vessel name:

Lloyd's number:

Has the ships' International Ship Security Certificate (ISSC) Number been provided to Australian Customs?

☐ Yes ☐ No

Security level: 1 ☐ 2 ☐ 3 ☐

Gross registered tonnage:

Exempt master? ☐ Yes ☐ No

Length overall (m):

Master's name:

Arrival Details

Arrival date: Estimated Time:

Berth:

Previous port of call:

Anticipated Removals

To: Wharf No.: Date:

To: Wharf No.: Date:

To: Wharf No.: Date:

Departure Details

Departure date: Estimated Time:

Berth:

Next port of call:

Special Conditions connected with arrival/removal/departure

Conservancy Dues

Exempt ☐

Reason for exemption: Click here to select exemption reason

OR

Paid ☐ at:

Payable ☐ From: To:

Certification

By submitting this form electronically I/we warrant that the information provided is true and correct and I/we undertake to pay any Port Dues owing.

Company name:

Customer number
(Customer number can be found on previously issued invoices)

Agent's name: Phone:

Address:

Privacy Statement: The Maritime Safety Agency of Queensland (MSQ) is collecting the information on this form as record of shipping movements, billing records for pilotage and to meet obligations under the International Ship and Port Facility Security Code (ISPS Code). The information is collected pursuant to the *Transport Operations (Marine Safety) Act 1994*, the International Convention for Safety of Life at Sea (SOLAS) 1974 Regulation XI-2/13 and the *Maritime Transport Act 2003*. Authorised officers within MSQ, The Department of Transport and Main Roads and Queensland Port Authorities may have access to this information. Your personal details will not be disclosed to a third party without your consent or unless required by law.

Office Use Only

The following information should accompany this form with any supporting documentation for archiving.

Conservancy Dues	
Pilotage Inwards Due	
Pilotage Outwards Due	
Removal	
Cancellations Due	
Delay Charges Due	
Totals	

Sales Order Number:

Invoice Number: Date:

Corporate Forms Area Form F3452 CFD V01 Nov 2013

IMPORTANT NOTICE
Where the Services of a Pilot are Required

PROVISION OF A PILOT

1. Legislation requires that a person must not navigate a ship in a compulsory pilotage area unless the person uses the services of a pilot.

2. From 2 November 2013, changes to the *Transport Operations (Marine Safety) Act 1994* passed the responsibility for the provision and delivery of port pilotage services for ports north of Brisbane (except Abbot Point) to the port Government owned corporations. This is being achieved by giving port authorities the legal responsibility for the provision and delivery of pilotage services in designated Compulsory Pilotage Areas. The Responsible Pilotage Entities for all Compulsory Pilotage Areas are specified in Schedule 6 of the *Transport Operations (Marine Safety) Regulation 2004 (TOMS Regulation)*, as follows:

Column 1	Column 2
Compulsory pilotage area	**Responsible pilotage entity**
Southport pilotage area	Maritime Safety Queensland
Brisbane pilotage area	Maritime Safety Queensland
Bundaberg pilotage area	Gladstone Ports Corporation
Gladstone pilotage area	Gladstone Ports Corporation
Rockhampton pilotage area	Gladstone Ports Corporation
Hay Point pilotage area	North Queensland Bulk Ports Corporation
Mackay pilotage area	North Queensland Bulk Ports Corporation
Abbot Point pilotage area	Maritime Safety Queensland
Townsville pilotage area	Port of Townsville Limited
Lucinda pilotage area	Port of Townsville Limited
Mourilyan pilotage area	Far North Queensland Ports Corporation
Cairns pilotage area	Far North Queensland Ports Corporation
Cape Flattery pilotage area	Far North Queensland Ports Corporation
Skardon River pilotage area	Far North Queensland Ports Corporation
Thursday Island pilotage area	Far North Queensland Ports Corporation
Weipa pilotage area	Far North Queensland Ports Corporation
Karumba pilotage area	Far North Queensland Ports Corporation

**Note: The TOMS Regulation also rescinds the Bowen, Cooktown, Maryborough and Port Douglas as Compulsory Pilotage Areas however these areas remain as pilotage areas.*

3. Maritime Safety Queensland has entered into an agreement with Port of Townsville Limited to deliver pilotage services in the Abbot Point Compulsory Pilotage Area.

4. The Responsible Pilotage Entity may provide services on the basis that:

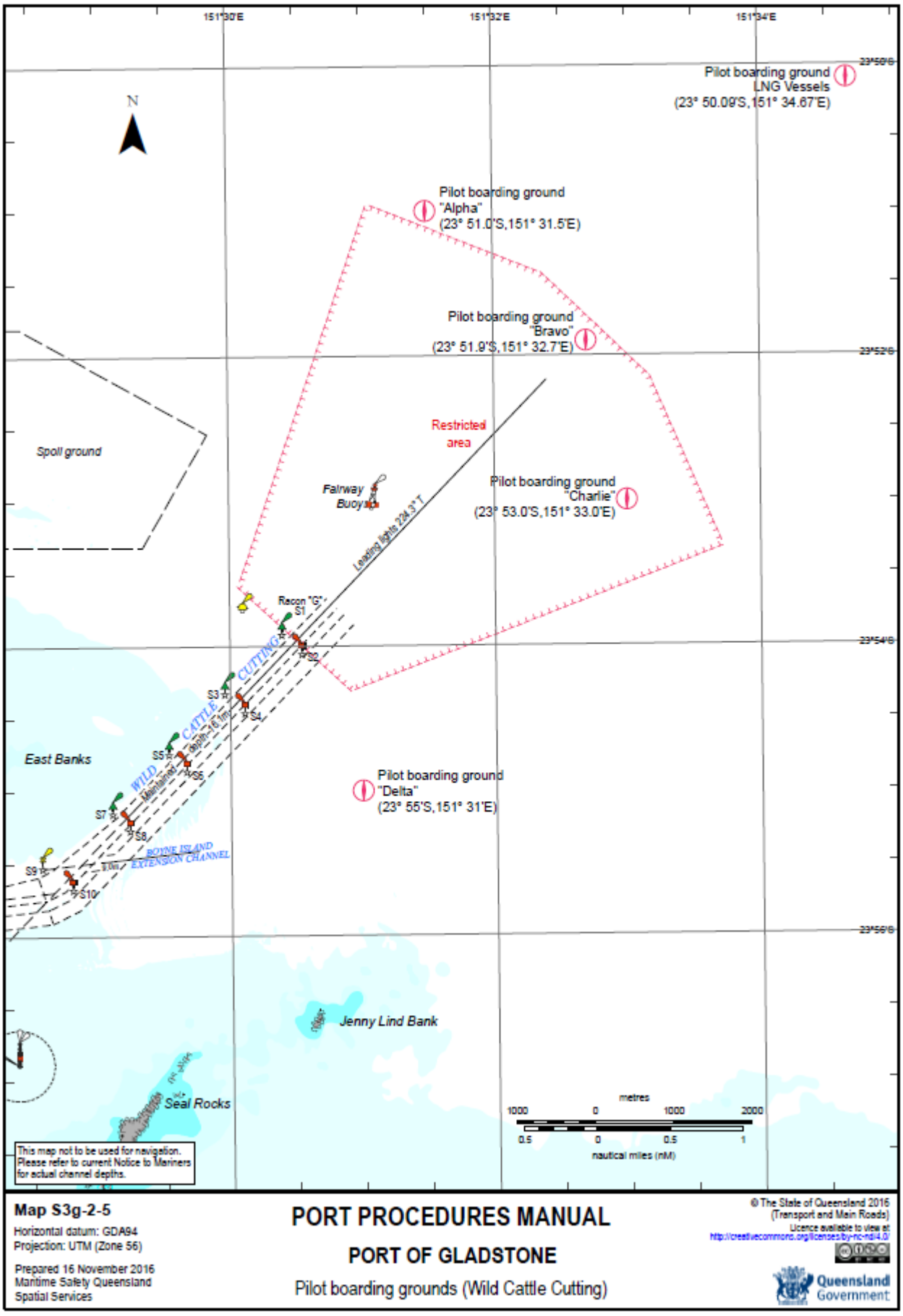
   - the person to whom the services are provided accepts the risk of loss or damage caused by an act or omission by the Responsible Pilotage Entity and waives any right to claim against the Responsible Pilotage Entity in contract, tort or otherwise howsoever, for any loss or damage (including consequential loss) to any person or property which arises directly or indirectly out of the provision of the pilotage services; and
   - The Responsible Pilotage Entity is not obliged to provide or arrange for the provision of the pilotage services if circumstances beyond their control mean the services cannot reasonably be provided at the time requested or at all and no compensation will be payable in this event.

     Circumstances beyond the control include, but are not limited to;-

     - industrial action by pilots, line boat operators or others;
     - inability to schedule a pilot at the time required;
     - any direction or regulation having the effect of prohibiting or preventing the carrying out of the pilotage; or
     - a failure by a sub-contractor to carry out any part of the pilotage services.

The contents of this notice may be pleaded in any action or proceedings arising out of the provision of pilotage services.

16.8 Pilot Boarding Grounds (Gladstone)



16.9 Helicopter Operations Information (Gladstone)

You must advise your agent at least 12 hours prior to pilot boarding that you have read and understood these regulations; failure to do so will result in delays to your ship.

The embarkation and disembarkation of personnel by helicopter imposes certain mandatory conditions on the part of the ship and you, its master. These will involve the deck party being at a state of readiness for emergency action of a different nature but to a greater degree of preparation than that required for pilot launch transfer operations. If the helicopter attempts to make an emergency landing on board this may involve flying debris, spilt fuel with the associated danger of fire and more than likely, seriously injured personnel.

To assist in helicopter transfers, it is mandatory for the vessel to ensure that the Gladstone Pilot Helicopter (Landing) Operations form (16.9) is completed and returned to the Gladstone VTS Centre when the vessel booking application is made.

Under no circumstances will helicopter landings or uplifts be permitted from any vessel when bunker barge MV *Larcom* is moored alongside such vessel. This applies regardless of whether or not fuelling operations are in progress.

Further and more detailed information may be obtained from AMSA Marine Notices, AMSA Marine Order 57 and the International Chamber of Shipping (ICS), ‘Guide to Helicopter/Ship Operations’.

16.10 Gladstone Pilot Helicopter Operations Declaration

Link to fillable PDF

Queensland Government

Pilot Helicopter (Landing) Operations (Primary Helicopter - EC135)

Region:

Hay Point ☐ Gladstone ☐

Name of ship | Agent

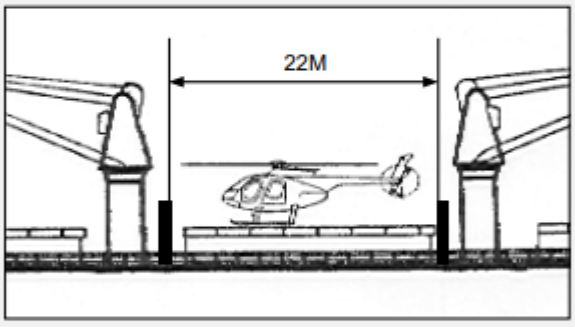
1. Do you understand that all helicopter communications will be on VHF Channel 10?
   Yes ☐ No ☐
2. Do you understand that any helicopter transfer during the hours of darkness will require your ship to switch on all deck and accommodation lighting?
   Yes ☐ No ☐

3a. Does your ship have a minimum clear area of 22m diameter for the helicopter landing, and a clear approach/ departure flight path of 22m or more across the ship? (see diagram 3(a) below)
   Yes ☐ No ☐

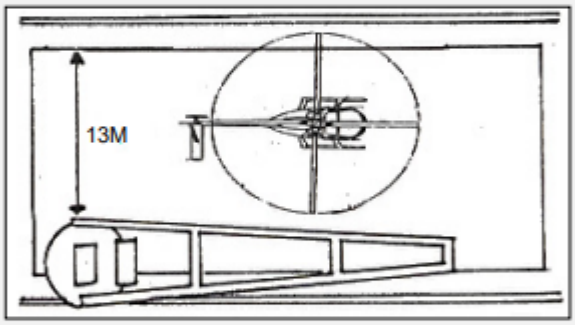
or

3b. If your ship has offset cranes - does it have 13m clear space between the crane and landing hatch side? (see diagram 3(b) below)
   Yes ☐ No ☐

3(a) Centreline cranes



3(b) Shipside cranes



4. Is the landing hatch clear for helicopter operations without raising any cranes or derricks?
   Yes ☐ No ☐
5. Will the landing hatch and adjacent hatches be closed and washed clean?
   Yes ☐ No ☐
6. Do you understand there is to be no loose equipment or ship's crew standing on or surrounding the landing hatch?
   Yes ☐ No ☐
7. Will a fire party with charged hoses, foam equipment, proximity suits and rescue equipment be on station clear and upwind of the landing hatch? (equipment as per SOLAS Ch 11.2 Reg 18)
   Yes ☐ No ☐
8. Will a rescue boat be ready for immediate lowering?
   Yes ☐ No ☐
9. Will there be a safe means of access from the landing hatch to the deck?
   Yes ☐ No ☐
10. Do you and your crew understand that crew members are not to approach the helicopter, unless in an emergency?
    Yes ☐ No ☐

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11. Can your ship's landing hatch accept a helicopter of 489kgs per square metre (dynamic load) and or maximum weight 2910kgs (static load)?
    Yes ☐ No ☐ ▶ The vessel is not helicopter suitable.
12. Do you have documents to confirm your ship's landing hatch can accept a helicopter of 489kgs per square metre (dynamic load) and or maximum weight 2910kgs (static load), as per Marine Order 57?
    Yes ☐ No ☐ ▶ The vessel is not helicopter suitable.
13. Is the landing hatch flat?
    Yes ☐ No ☐
14. Are the obstructions higher than 30cm on the landing hatch?
    Yes ☐ No ☐
15. Will your ship comply with the *International Chamber of Shipping Guide to Helicopter-Ship Operations*, as per Marine Order 57?
    Yes ☐ No ☐

Effective date 4 September 2017

Master's signature	Master's printed name	Date
		/ /

Ship's stamp

Privacy Statement: The Department of Transport and Main Roads is collecting the information on this form under the provisions of the *Transport Operations (Marine Safety) Act 1994*. The department may disclose this information to authorised departmental officers and officers of Queensland port authorities. Your personal information will not be disclosed to a third party without your consent unless required or authorised to do so by law.

16.11 Gladstone Port Navigation Depths

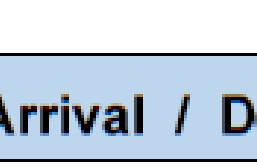
The following table indicates the designed navigation depths for the port of Gladstone.

Mariners are advised that the actual depth may vary from the design depth and should consult the Notice to Mariners website located on the MSQ website (http://www.msq.qld.gov.au/Notices-to-Mariners.aspx) or contact the office of the Regional Harbour Master (Gladstone).

Berth	Design depth (metres)
Wild Cattle Cutting	16.1
Boyne Island Extension Channel	9.0
Boyne Island Cutting	16.1
Golding Cutting	16.1
South Bypass Channel	7.3
Gatcombe Channel	16.3
Gatcombe Bypass Channel	12.5
Auckland Channel	15.8
Auckland Bypass Channel	6.8
Clinton Channel	16.0
Clinton Bypass Channel	13.0
Clinton Swing Basin	10.6
WICET Departure Channel	16.0
WICET Swing Basin	11.7
Targinie Channel	10.6
Targinie Swing Basin East	10.6
Targinie Swing Basin West	9.0
Jacobs Channel	13.0
GLNG Swing Basin	13.0
QCLNG Swing Basin	13.0
ALNG Swing Basin	13.0
Boyne Smelter Wharf	15.0
South Trees East Wharf	12.8
South Trees West Wharf	12.8
Barney Point Wharf (Eastern Approach)	13.5
Barney Point Wharf (Western Approach)	11.5
Barney Point Wharf	15.0
Auckland Point No 1 Wharf	11.3
Auckland Point No 2 Wharf	11.3
Auckland Point No 3 Wharf	11.3
Auckland Point No 4 Wharf	11.4
Clinton No 1 Wharf	18.8
Clinton No 2 Wharf	18.8
Clinton No 3 Wharf	18.8
Clinton No 4 Wharf	18.8
Fisherman's Landing No 1 Wharf	12.9
Fisherman's Landing No 2 Wharf	12.9
Fisherman's Landing No 4 Wharf	11.2
Fisherman's Landing No 5 Wharf	11.2
GLNG Export Wharf	13.0
QCLNG Export Wharf	14.0
APLNG Export Wharf	13.0
Passage Island Crossover Channel	3.3

CHECKLIST > Pre - Arrival / Departure

- ☐ Security Level :
- ☐ Main Engine
  - Functioning ok and tested astern? Any recent repairs conducted?
- ☐ Steering
  - Tested? Are 2 motors running? Has emergency steering been tested?
- ☐ Thrusters
  - Bow / Stern? Power? Functioning reliably?
- ☐ Whistle
- ☐ Gyro Gyro Error :
  - Functioning ok? Gyro error noted
- ☐ Anchors cleared and ready for use?
  - When is foc'sle to be manned?
- ☐ Doppler / GPS / EM Log
  - Circle available systems
- ☐ Radars
  - Both on and functioning correctly?
- ☐ Aldis Lamp
- ☐ Is the UKC adequate for passage?
- ☐ Constrained by draught signal
- ☐ Charts, ECDIS and publications
  - On board and up to date? (ENC AU5245X6)
- ☐ Special Features?
  - If yes provide details :



GLADSTONE TUGS	Bollard Pull	Position
SL Curtis Island	80 t	
SL Quoin Island	80 t	
SL Boyne Island	80 t	
SL Heron Island	80 t	
SL Wiggins Island	80 t	
SL Awoonga	70 t	
SL Koongo	70 t	
SL Kullaroo	70 t	
SL Tondoon	70 t	
SL Yallarm	70 t	
SL Tanginnie	67 t	

The Master and the Pilot certify that the Pilotage Plan has been agreed and discussed with the bridge team.
Date / Time : ……
Master : ……
Pilot : ……

GMPS – Gladstone Pilotage Plan
Version 15
August 2018

PORT OF GLADSTONE

SHIP :

Pilotage Plan - Arrival / Departure / Removal

Gladstone VTS listens continuously on VHF Ch 13 & 16.
Gladstone Tugs operate on VHF Ch 12 & 08.
Communications for pilot transfer operations are conducted using VHF Ch 10.
Should any emergency arise, call Gladstone VTS on VHF Ch 13 for assistance.
The bridge team must monitor vessels position as required by Maritime Safety Queensland and international regulations.
Inform the Pilot before HELMSMAN and OOW is changed.

Pilot		
Date		
Side Alongside	Port	Starboard
Berth *(+ Alignment)*		
Passage		
Channels		

Pilot Card	yes	no
Defects	yes	no
Standby @		
Transfer By	Helicopter	Boat

Drafts	FWD	AFT	Δ
In metres			

Tide	Time	Height	Range

UKC Calculations	
Area	
Time	
Chan. Depth	
+ Tide	
Avail Depth	
- Draft	
SUKC	

Minimum Under Keel Clearance		
Ship Size (Summer DWT)	Inner Harbour	Sea Channel
Less than 85,000 t	0.7 m	1.5 m
85,000 to 200,000	1.2 m	1.8 m
More than 200,000	1.2 m	2.0 m

Note: - *Loaded Panamax vessels travelling the Targinie Channel require a min 1.0m UKC*
- *Vessel over 100k Dwt using CQP Siding Basin require a min 2.0m UKC*

Traffic List and vessels at anchorage		Passing Prediction	
		Position	Time
pass / follow / lead			
pass / follow / lead			
pass / follow / lead			
pass / follow / lead			

Pilot remarks &/or diagram

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Port Procedures and Information for Shipping – Gladstone, November 2023.

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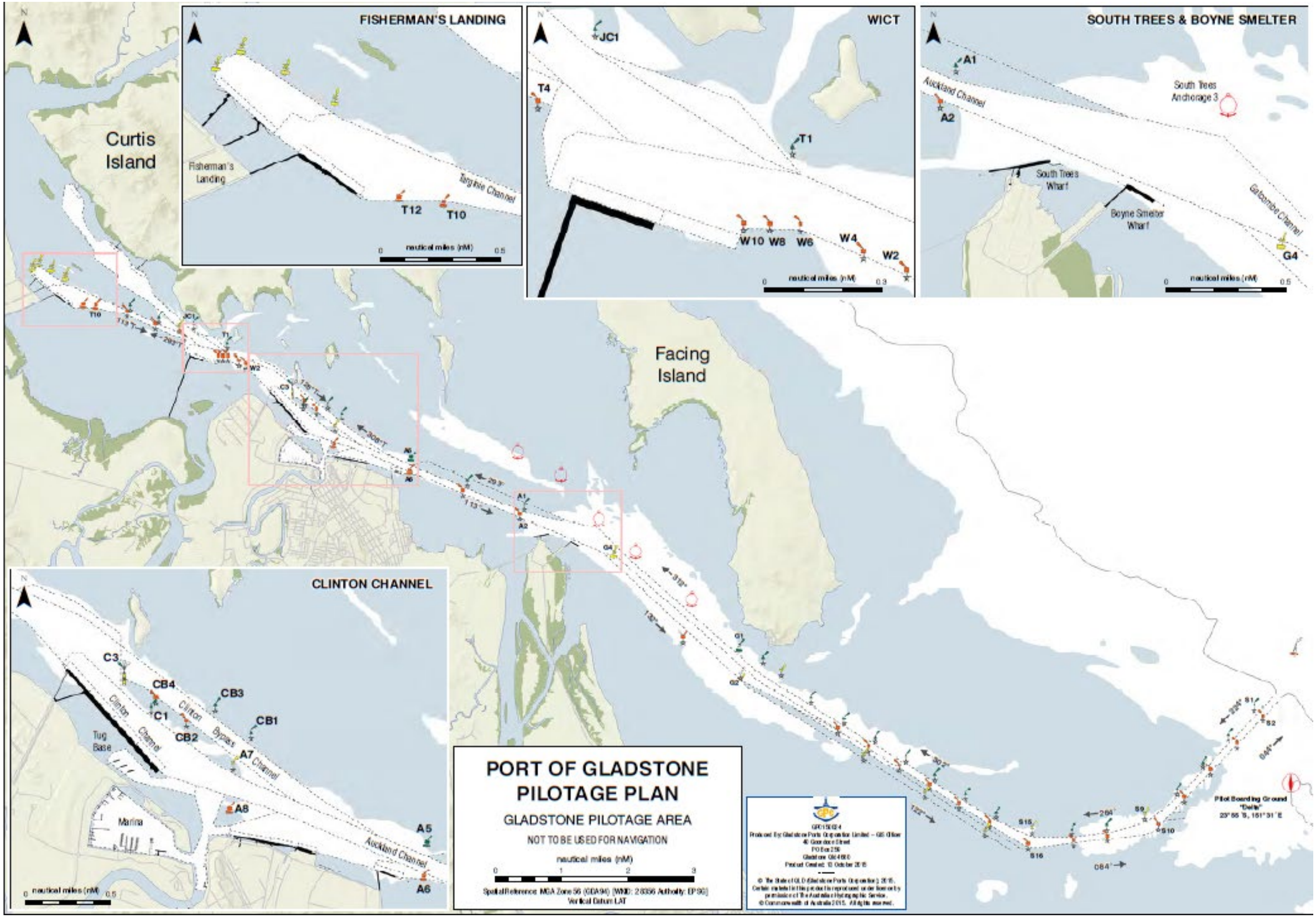

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Port Procedures and Information for Shipping – Gladstone, November 2023.

CHECKLIST > Pre - Arrival / Departure

- ☐ Security Level :
- ☐ Main Engine
  - Functioning ok and tested astern? Any recent repairs conducted?
- ☐ Steering
  - Tested? Are 2 motors running? Has emergency steering been tested?
- ☐ Thrusters
  - Bow / Stern? Power? Functioning reliably?
- ☐ Whistle
- ☐ Gyro Gyro Error :
  - Functioning ok? Gyro error noted
- ☐ Anchors cleared and ready for use?
  - When is foc'sle to be manned?
- ☐ Doppler / GPS / EM Log
  - Circle available systems
- ☐ Radars
  - Both on and functioning correctly?
- ☐ Aldis Lamp
- ☐ Is the UKC adequate for passage?
- ☐ Constrained by draught signal
- ☐ Charts, ECDIS and publications
  - On board and up to date?
- ☐ Special Features?
  - If yes provide details :

The Master and the Pilot certify that the Pilotage Plan has been agreed and discussed with the bridge team.
Date / Time : .....
Master : .....
Pilot : .....

GLADSTONE TUGS	Bollard Pull	Position	
SL Curtis Island	80 t		
SL Quoin Island	80 t		
SL Boyne Island	80 t		
SL Heron Island	80 t		
SL Wiggins Island	80 t		
SL Awoonga	70 t		
SL Koongo	70 t		
SL Kullaroo	70 t		
SL Tondoon	70 t		
SL Yallarm	70 t		
SL Targinnie	67 t		

GMPS - Gladstone LNG Pilotage Plan
Version 2.1
August 2018

PORT OF GLADSTONE

SHIP :

LNG Pilotage Plan - Arrival / Departure / Removal

Pilot # 1		
Pilot # 2		
Date		
Side Alongside	Port	Starboard
Berth *(+ Alignment)*		
Passage		
Channels		

Pilot Card	yes	no
Defects	yes	no
Standby @		
Transfer By		

Drafts	FWD	AFT	Δ
In meters			

Tide	Time	Height	Range

UKC Calculations	
Area	
Time	
Chan. Depth	
+ Tide	
Avail Depth	
- Draft	
SUKC	

ECDIS Reference Point	
Dist. Bridge to Vap Line	

Traffic List and vessels at anchorage		Passing Prediction	
		Position	Time
pass / follow / lead			
pass / follow / lead			
pass / follow / lead			
pass / follow / lead			

Gladstone VTS listens continuously on VHF Channels 13 & 16.
Communications for pilot transfer operations are conducted using VHF Ch10.
Should any emergency arise, call Gladstone VTS on VHF Ch13 for assistance.
Inform the Pilot before HELMSMAN and OOW is changed.
The pilotage passage will be monitored by Gladstone VTS.
The bridge team must monitor vessels position as required by Maritime Safety Queensland and international regulations.

LNG Terminal VHF Channels		
APLNG Marine	67	79
QCLNG Marine	63	-
GLNG Marine	68	71

Pilot remarks &/or diagram

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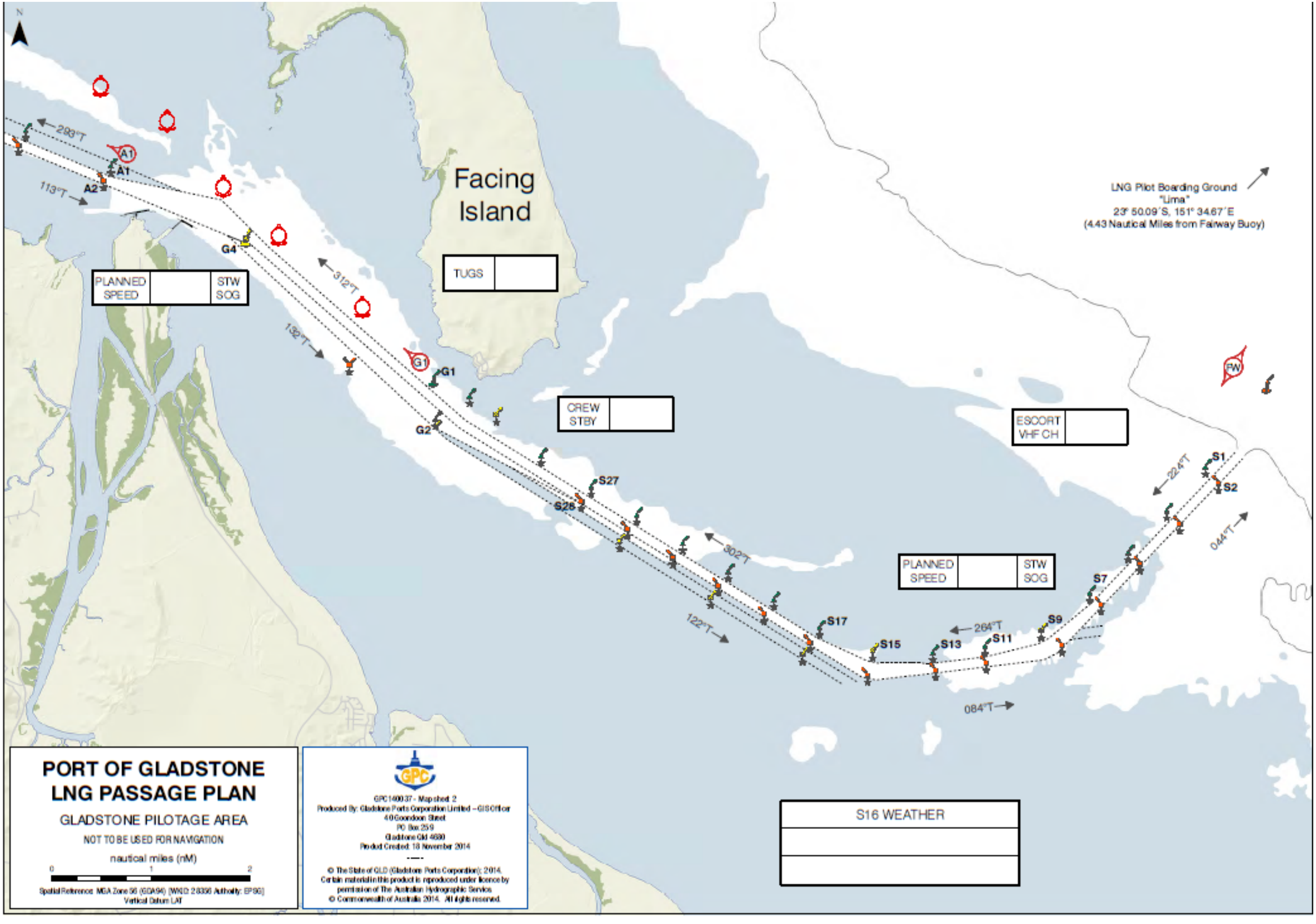

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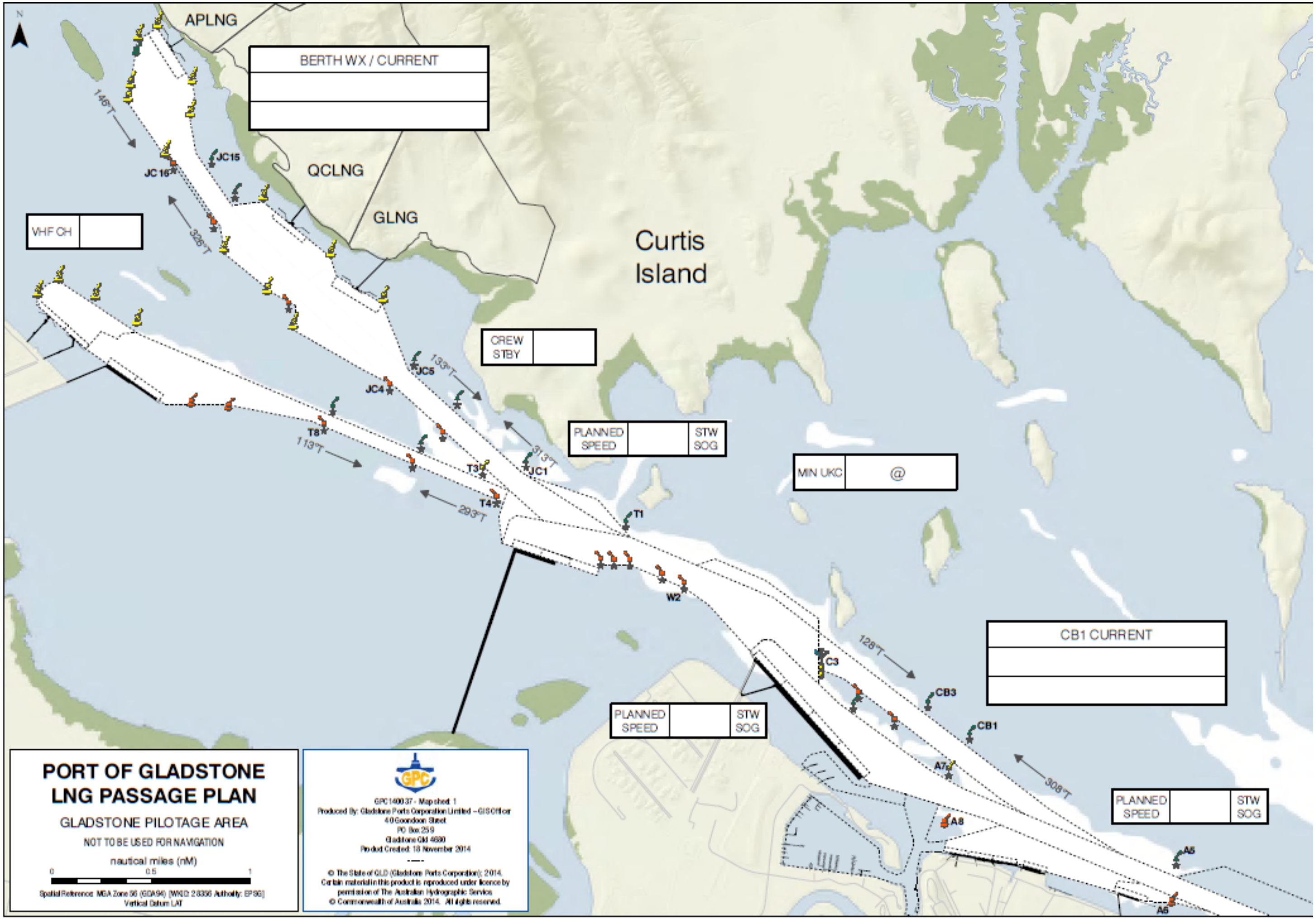

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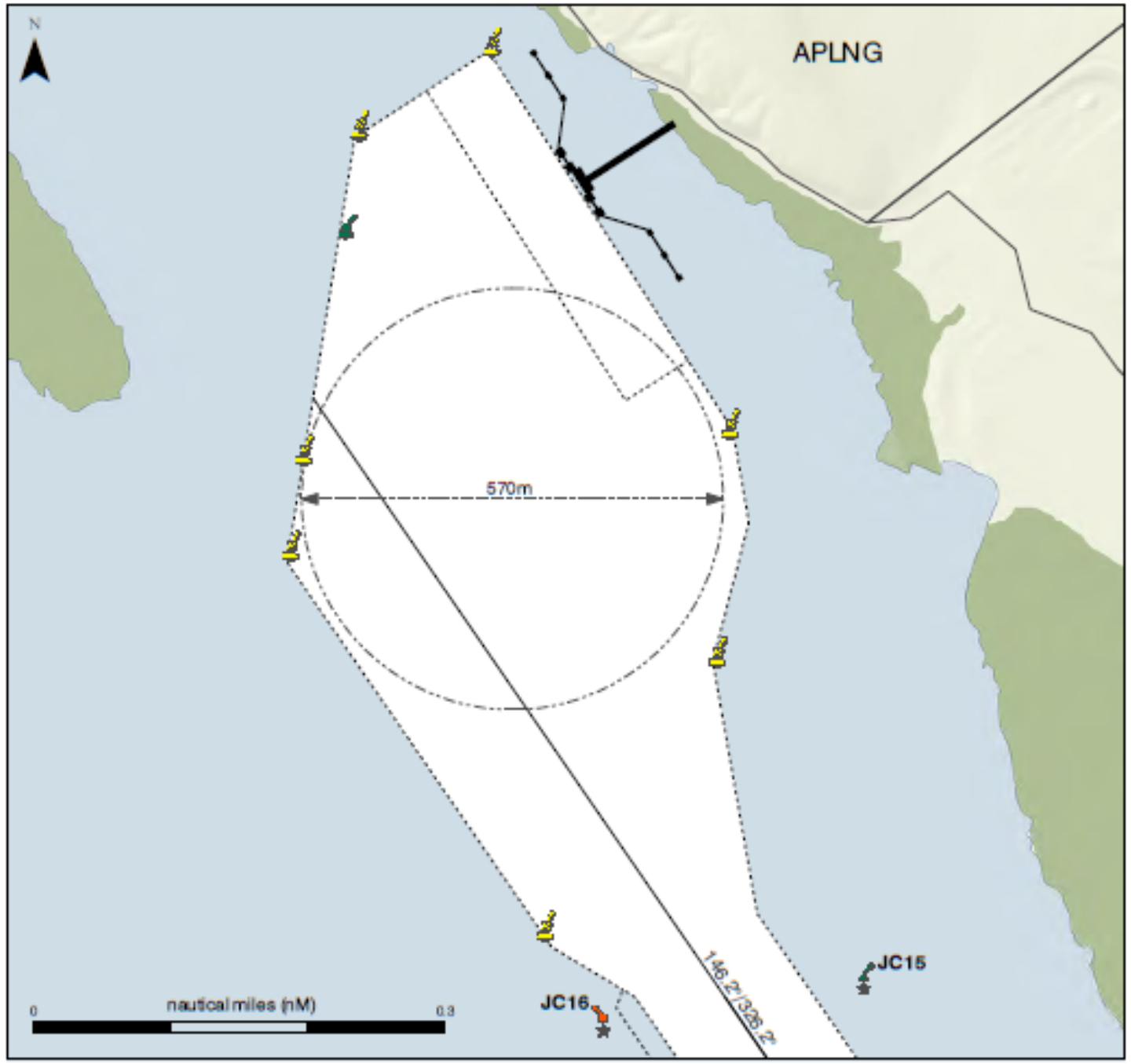

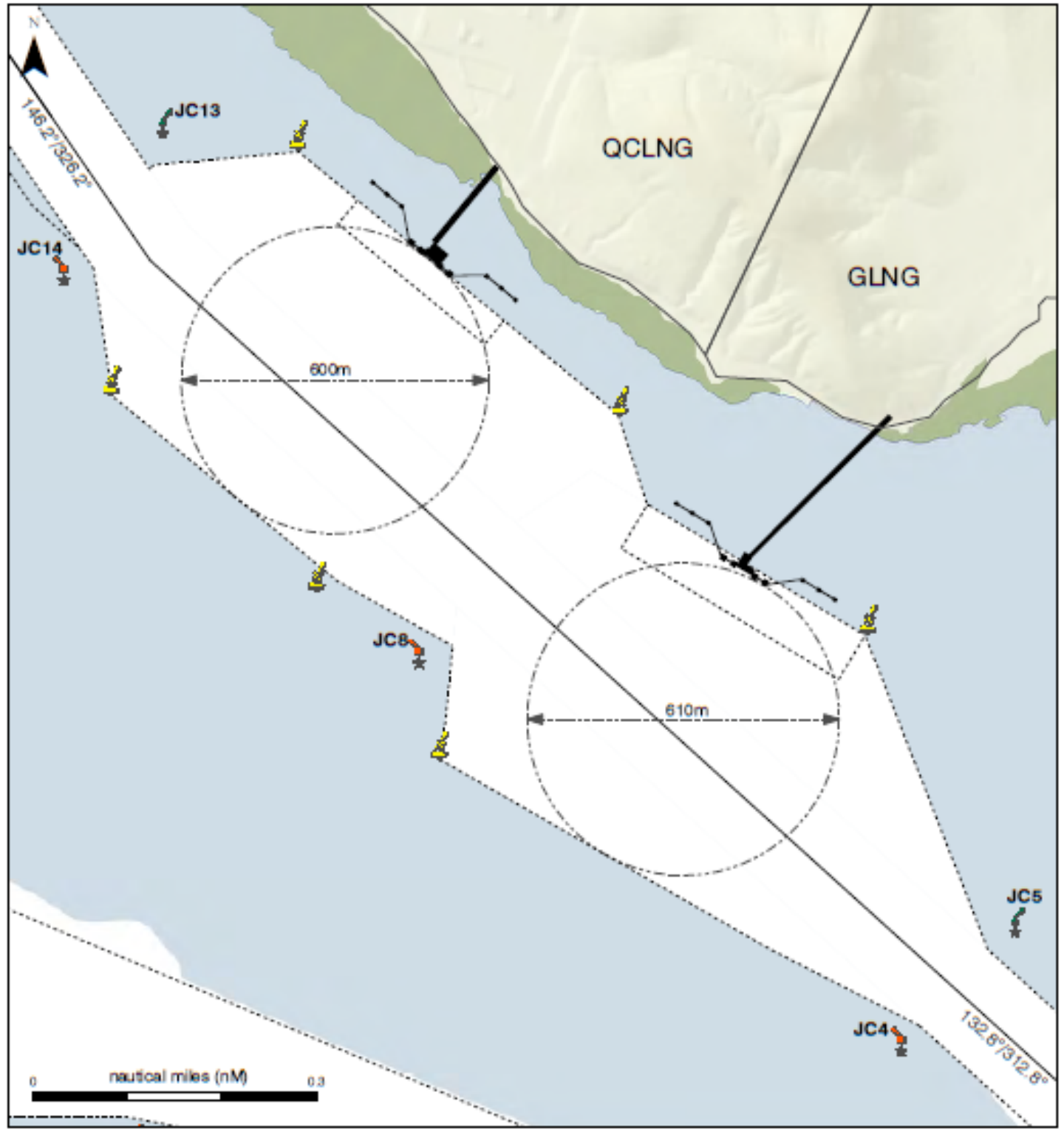

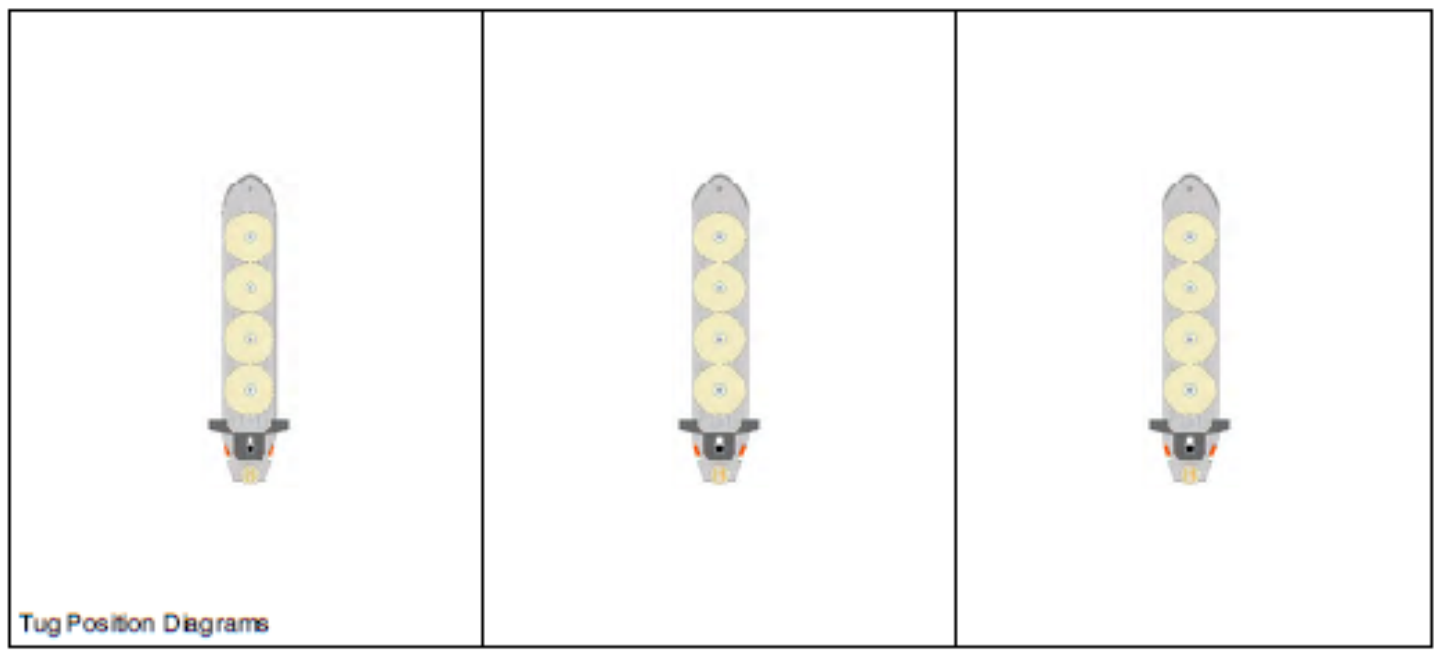

NOTES

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Port Procedures and Information for Shipping – Gladstone, November 2023.

CHECKLIST > Pre - Arrival / Departure

- ☐ Security Level :
- ☐ Main Engine
  - Functioning ok and tested astern? Any recent repairs conducted?
- ☐ Steering
  - Tested? Are 2 motors running? Has emergency steering been tested?
- ☐ Thrusters
  - Bow / Stern? Power? Functioning reliably?
- ☐ Whistle
- ☐ Gyro Gyro Error :
  - Functioning ok? Gyro error noted
- ☐ Anchors cleared and ready for use?
  - When is foc'sle to be manned?
- ☐ Doppler / GPS / EM Log
  - Circle available systems
- ☐ Radars
  - Both on and functioning correctly?
- ☐ Aldis Lamp
- ☐ Is the UKC adequate for passage?
- ☐ Charts, ECDIS and publications
  - On board and up to date?
- ☐ Special Features?
  - If yes provide details :

The Master and the Pilot certify that the Pilotage Plan has been agreed and discussed with the bridge team.
Date / Time : ……
Master : ……
Pilot : ……

GLADSTONE TUGS	Bollard Pull	Position
SL Curtis	80 t	
SL Quoin	80 t	
SL Boyne	80 t	
SL Heron	80 t	
SL Wiggins	80 t	
SL Awoonga	70 t	
SL Koongo	70 t	
SL Kullaroo	70 t	
SL Tondoon	70 t	
SL Yallarm	70 t	
SL Targinnie	67 t	

PORT OF GLADSTONE

Passenger Ship :

Pilotage Plan - Arrival / Departure / Removal

Gladstone Harbour Control listens continuously on VHF Ch 13 & 16.
Gladstone Tugs operate on VHF Ch 12 & 08.
Communications for pilot transfer operations are conducted using VHF Ch 10.
Should any emergency arise, call Gladstone Harbour Control on VHF Ch 13 for assistance.
The bridge team must monitor vessels position as required by Maritime Safety Queensland and international regulations.
Inform the Pilot before HELMSMAN and OOW is changed.

Pilot		
Date		
Side Alongside	Port	Starboard
Berth *(+ Alignment)*		
Passage		
Channels		

Pilot Card	yes	no
Defects	yes	no
Standby @		
Transfer By	Helicopter	Boat

Drafts	FWD	AFT	Δ
In metres			

Tide	Time	Height	Range

Minimum Under Keel Clearance		
Ship Size (Summer DWT)	Inner Harbour	Sea Channel
Less than 85,000 t	0.7 m	1.5 m
85,000 to 200,000	1.2 m	1.8 m
More than 200,000	1.2 m	2.0 m

UKC Calculations	
Area	
Time	
Chan. Depth	
+ Tide	
Avail Depth	
- Draft	
SUKC	

Traffic List and vessels at anchorage		Passing Prediction	
		Position	Time
pass / follow / lead			
pass / follow / lead			
pass / follow / lead			
pass / follow / lead			

Pilot remarks &/or diagram

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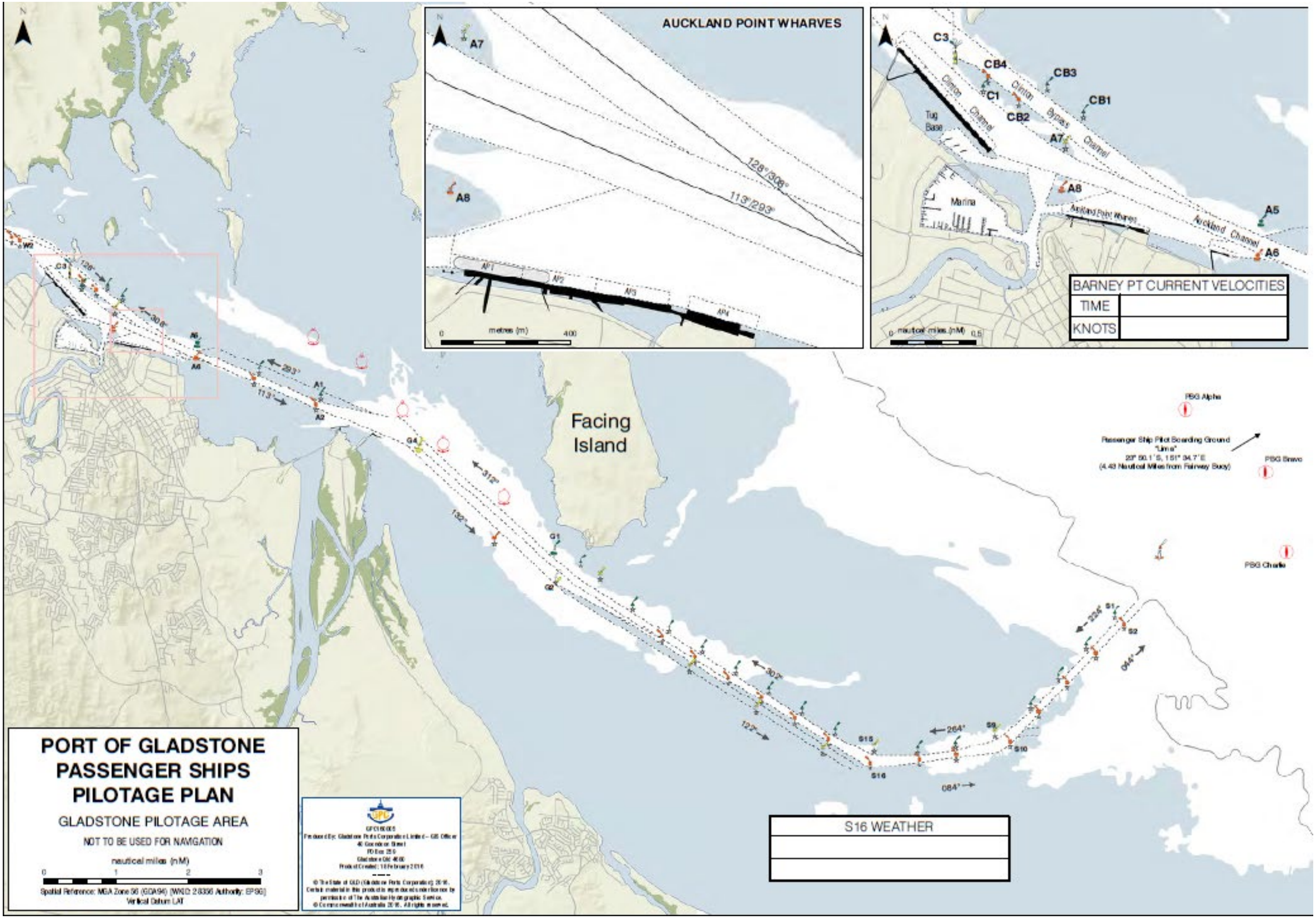
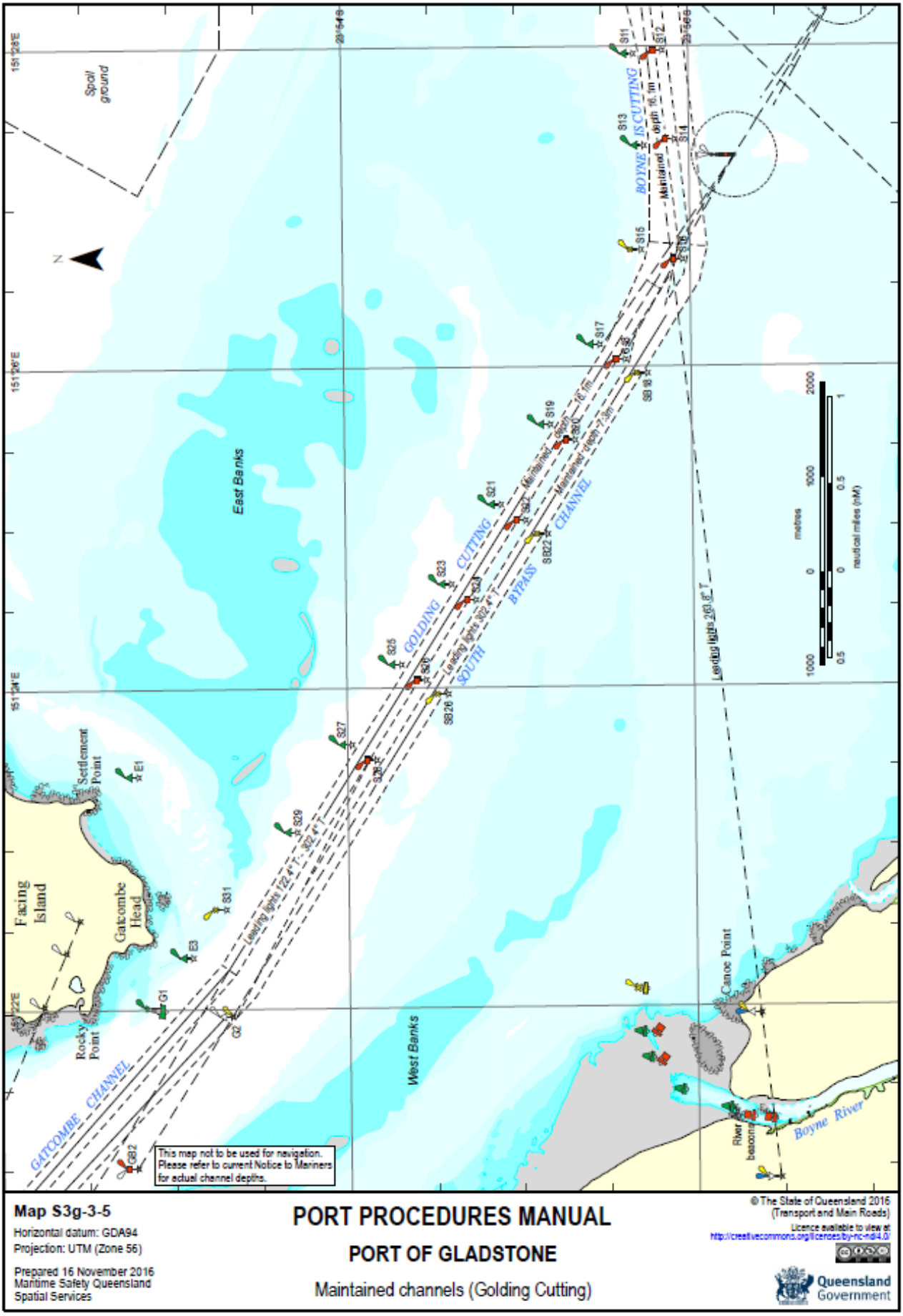
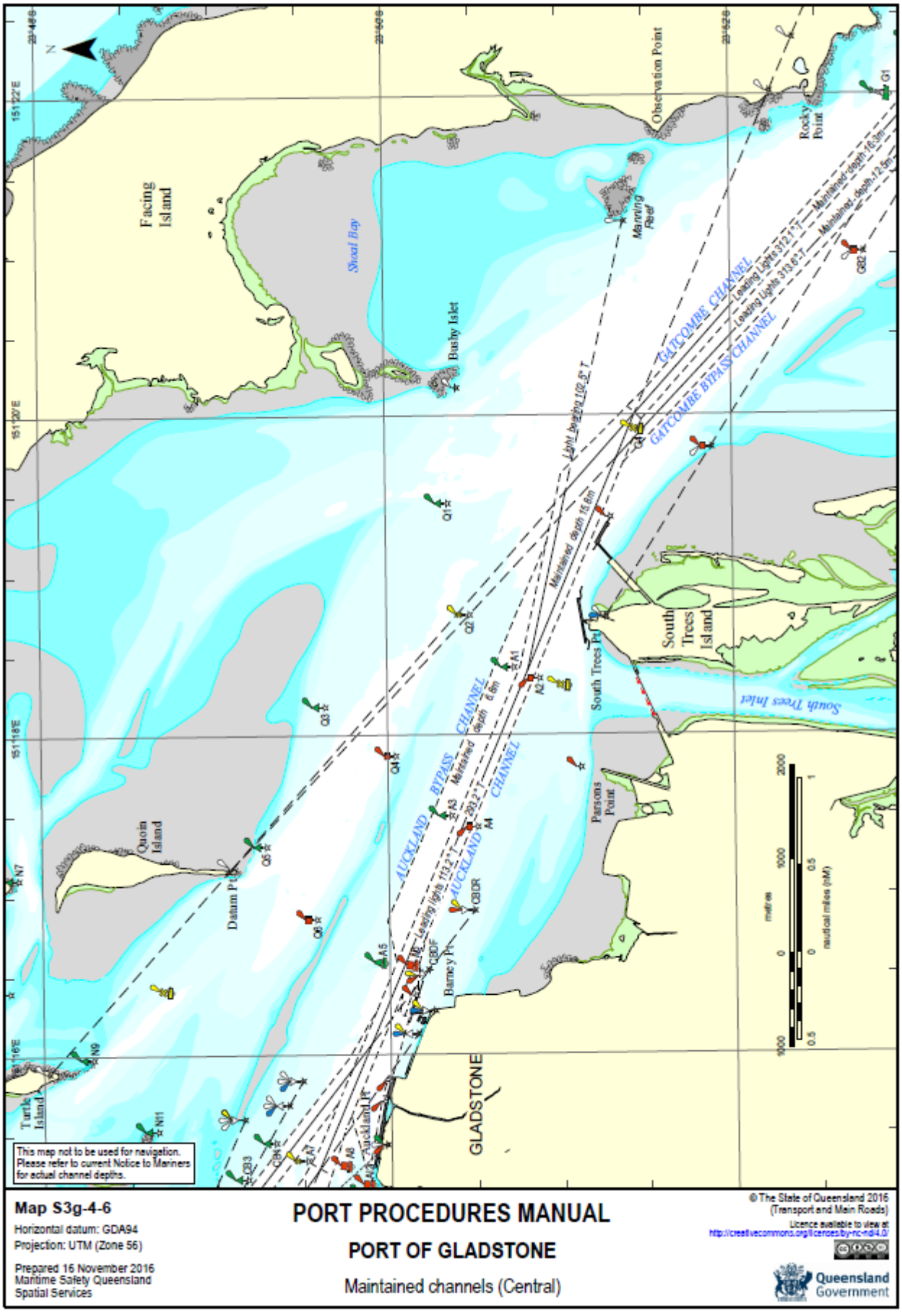


16.13 Pilotage – Gladstone Port and Pilotage Areas

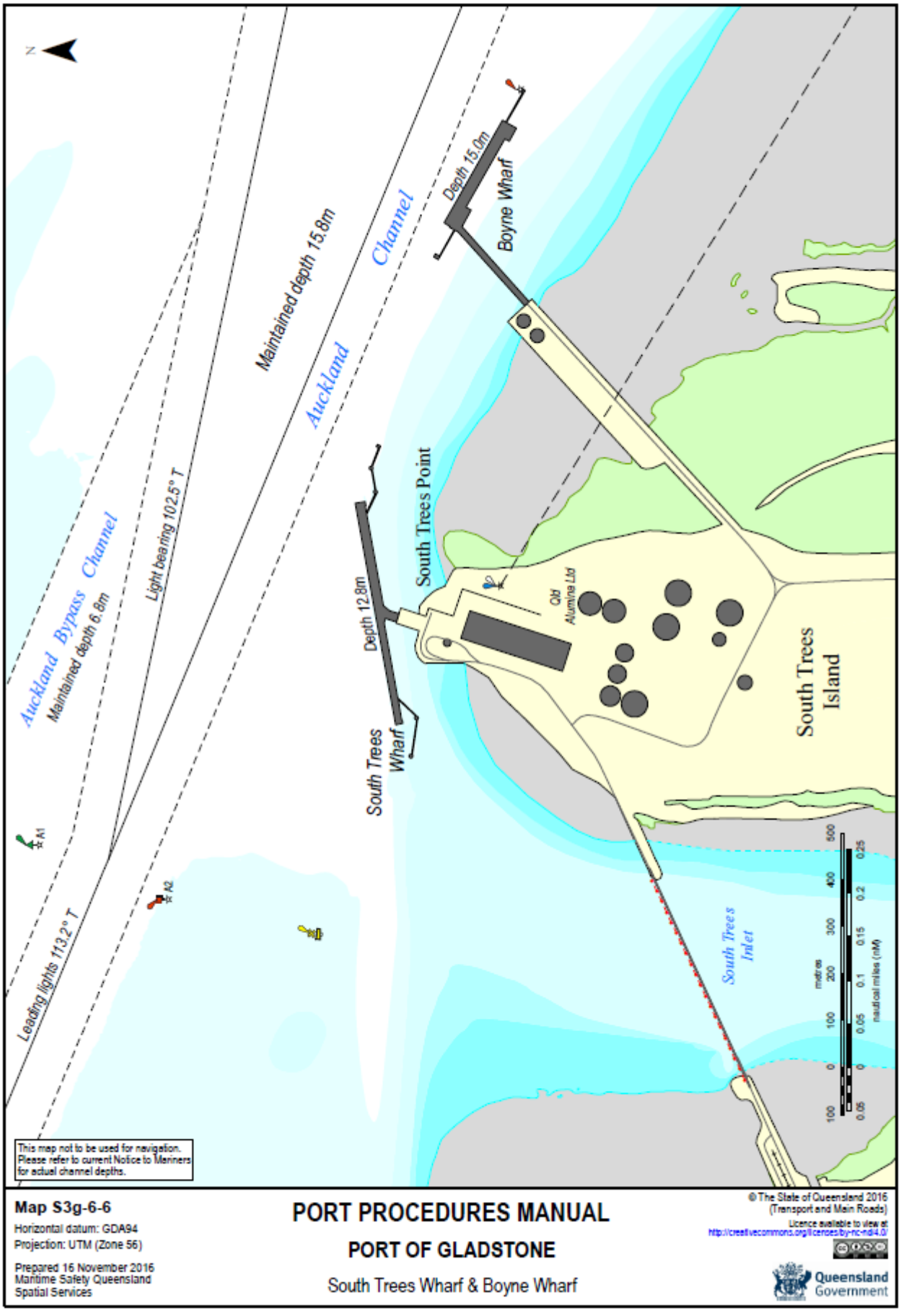
16.14 Pilotage – Golding Cutting



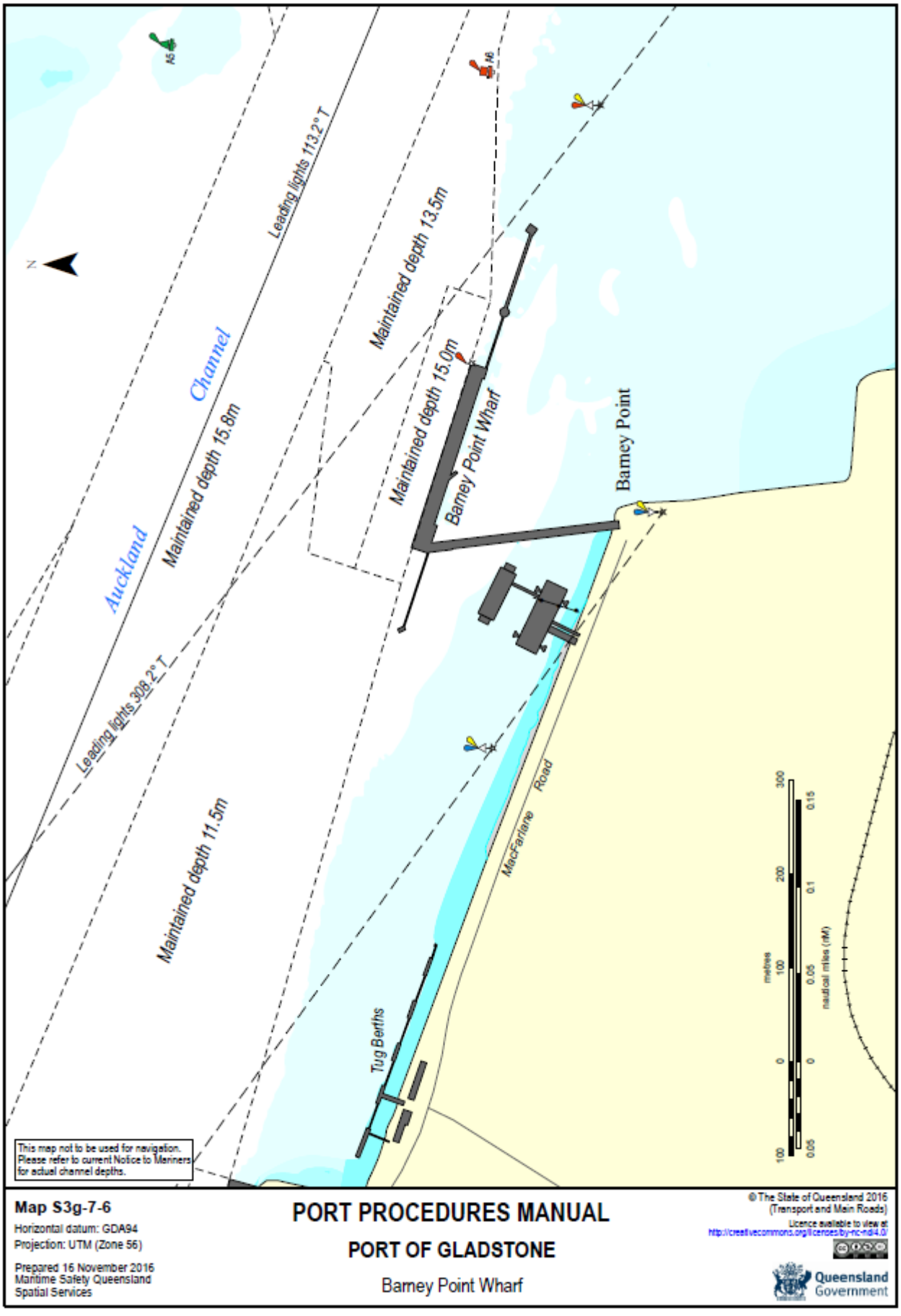
16.15 Pilotage – Gatcombe and Auckland Channels



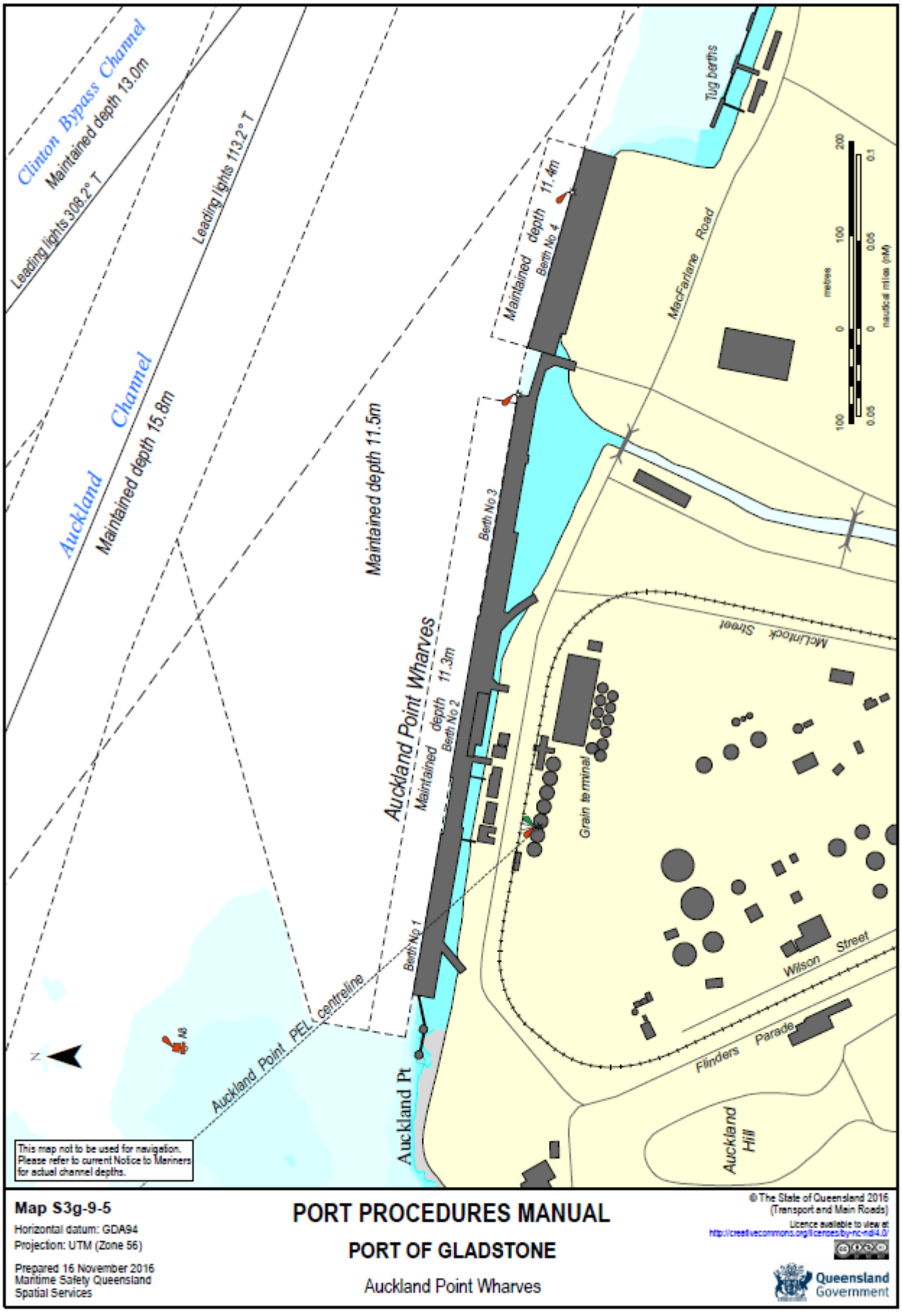
16.16 Pilotage –Boyne and South Trees Wharves



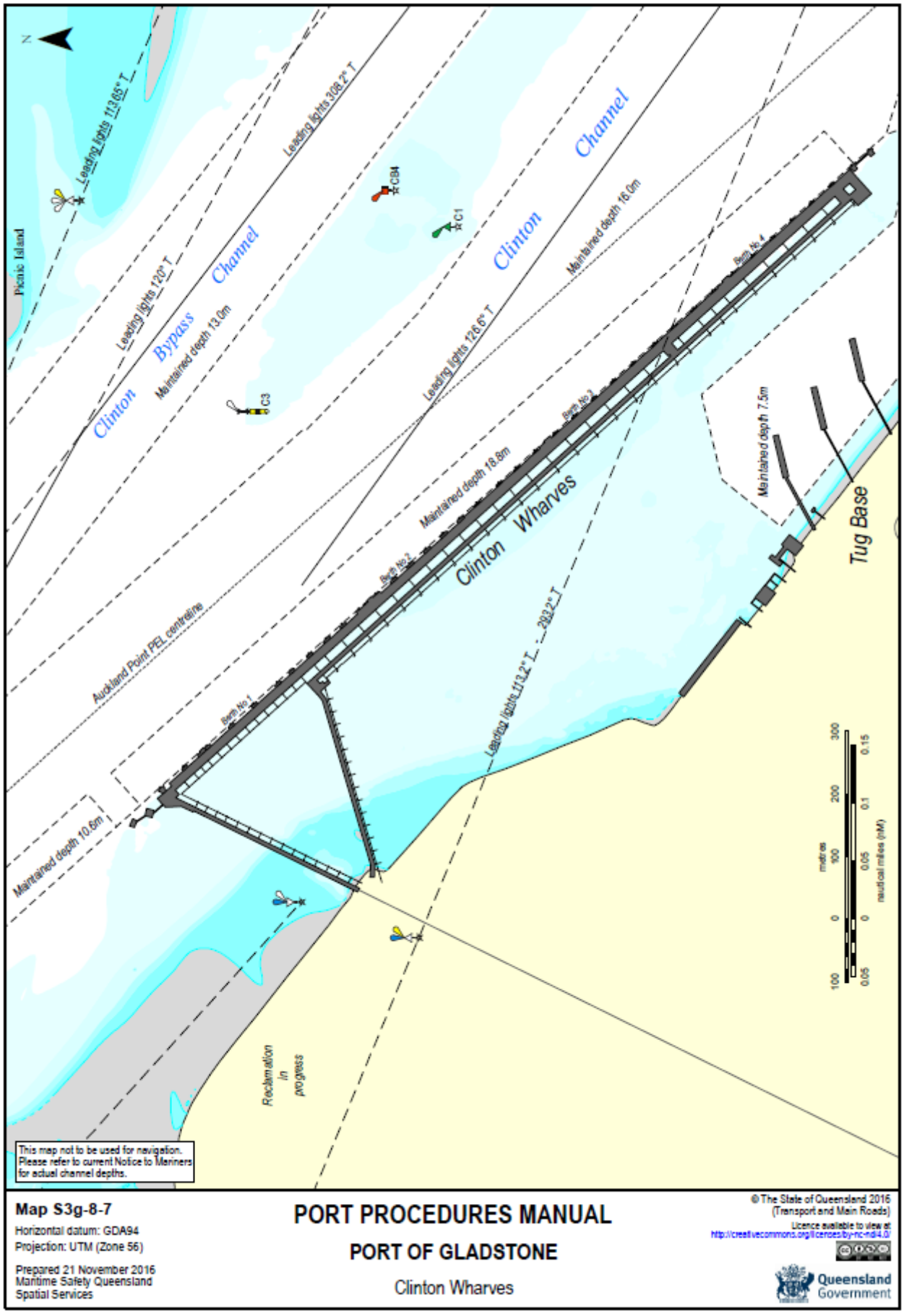
16.17 Pilotage – Barney Point Wharf



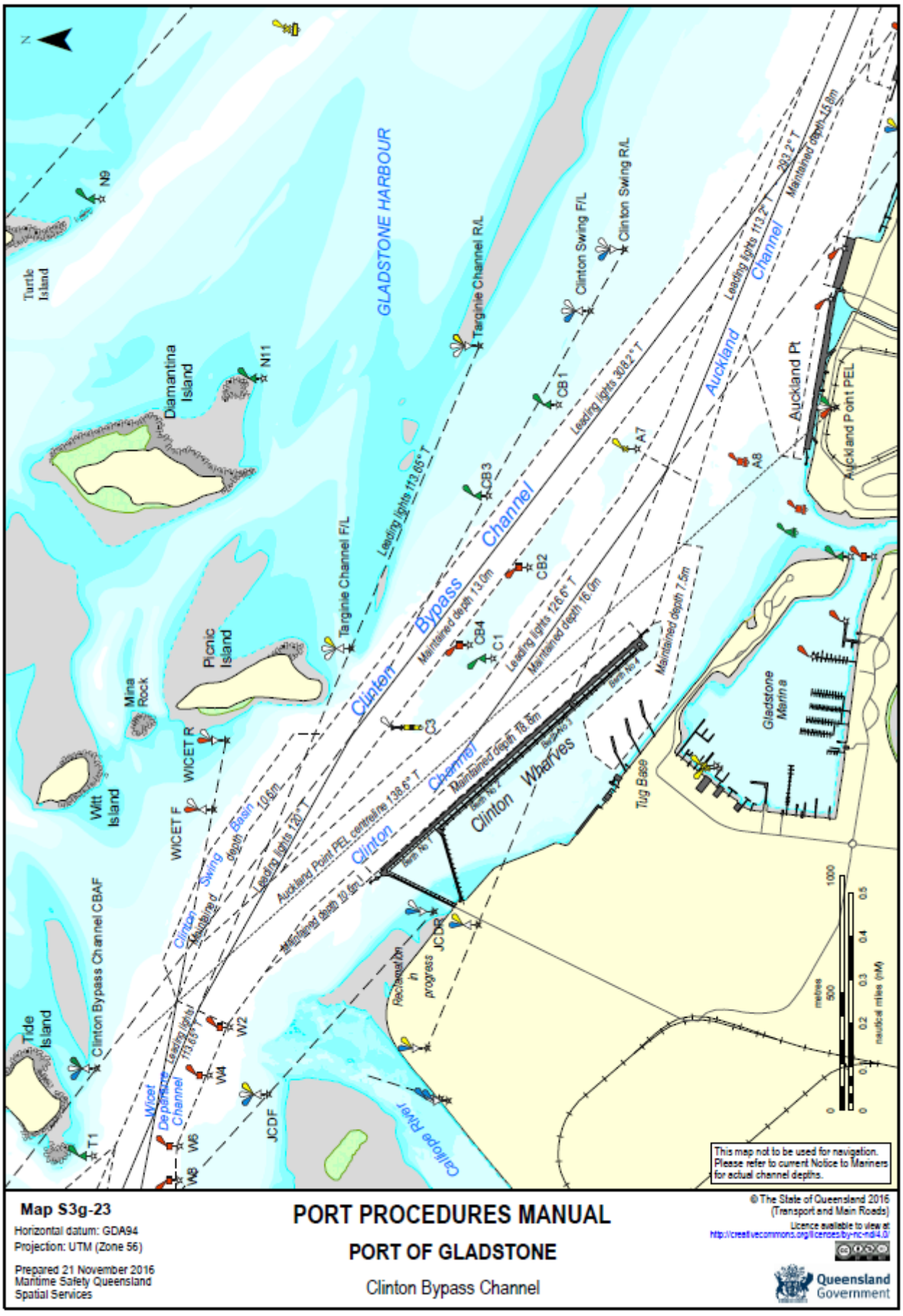
16.18 Pilotage – Auckland Point Wharves



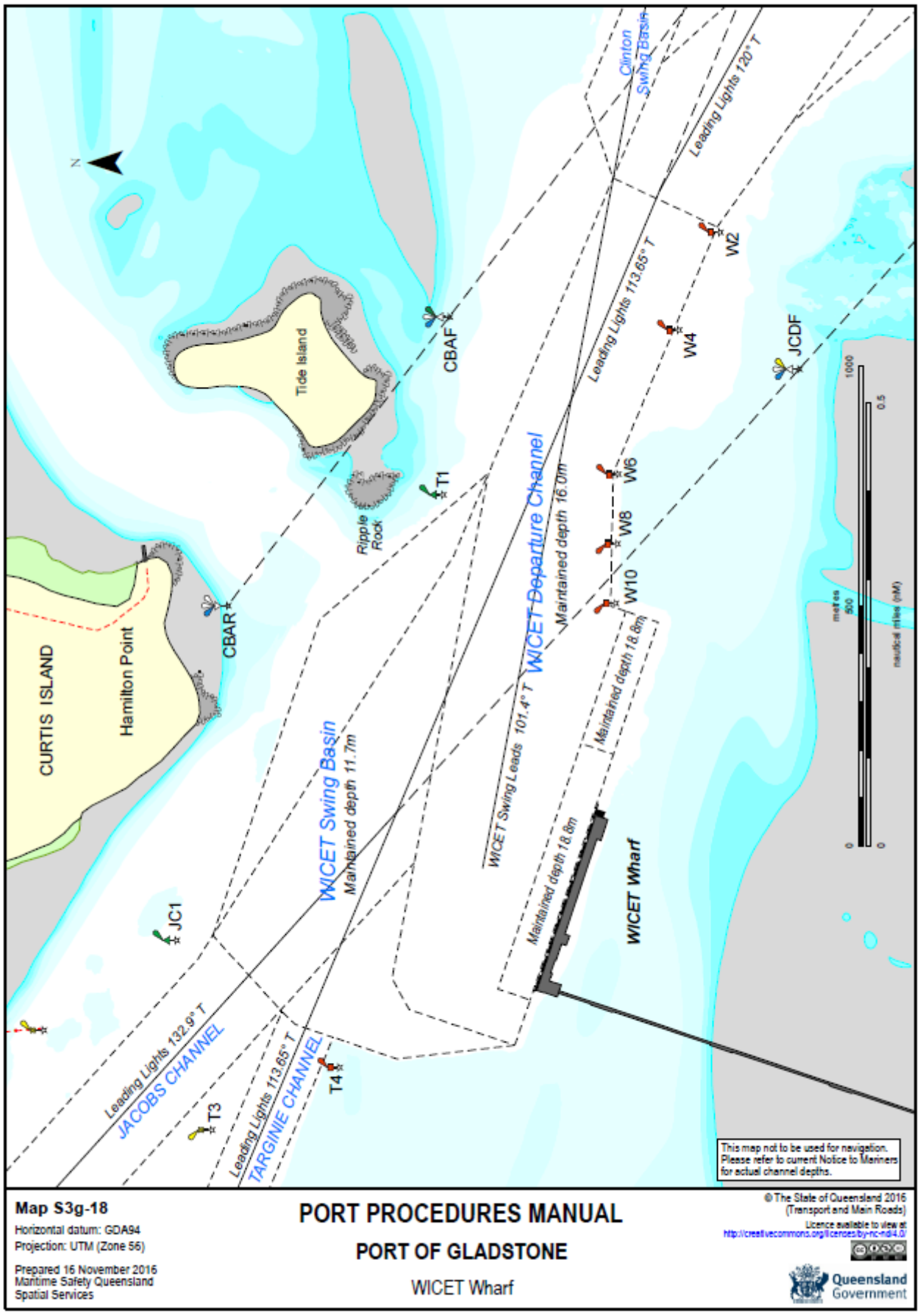
16.19 Pilotage – Clinton Coal Facility Wharves



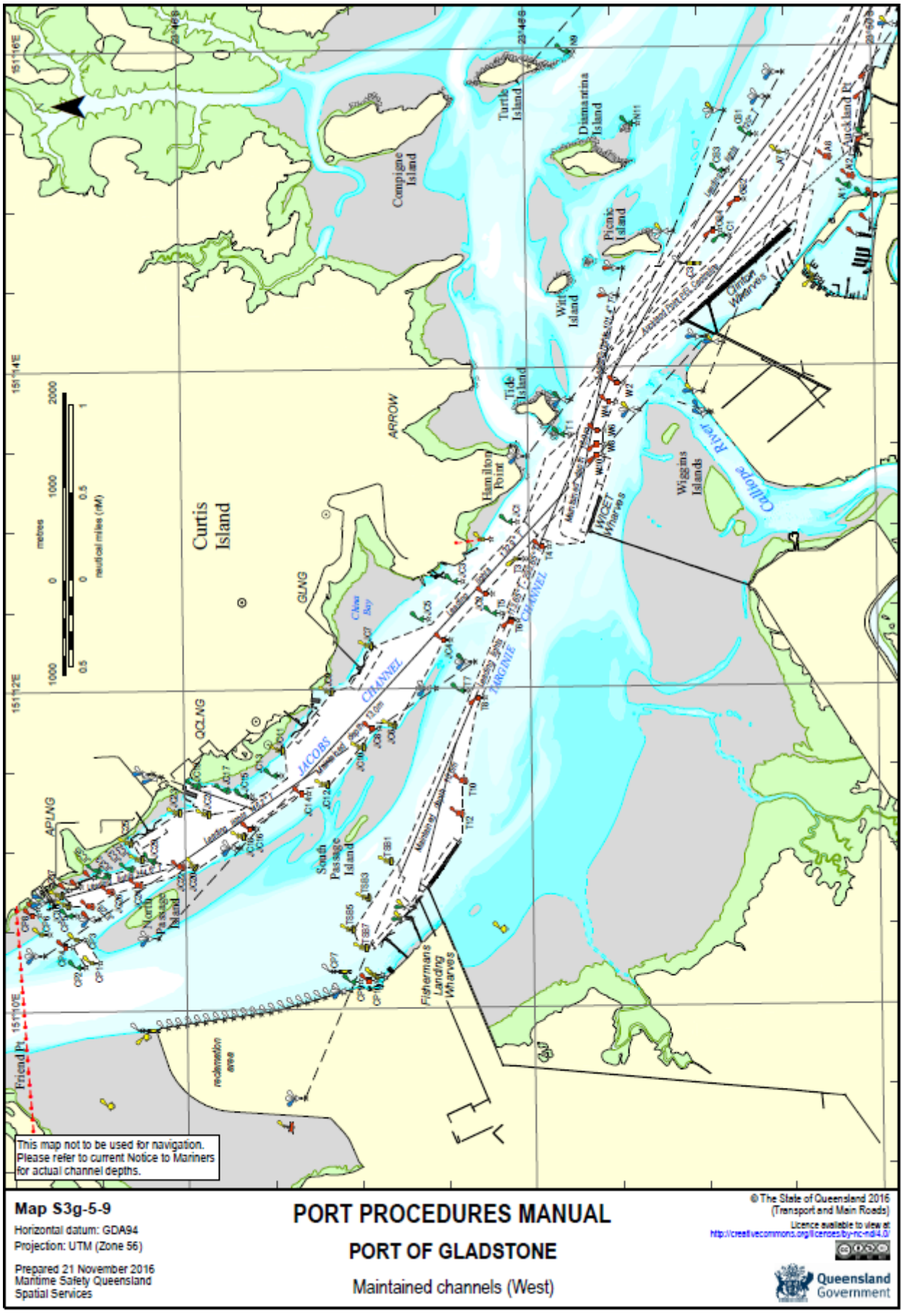
16.20 Pilotage – Clinton Bypass Channel



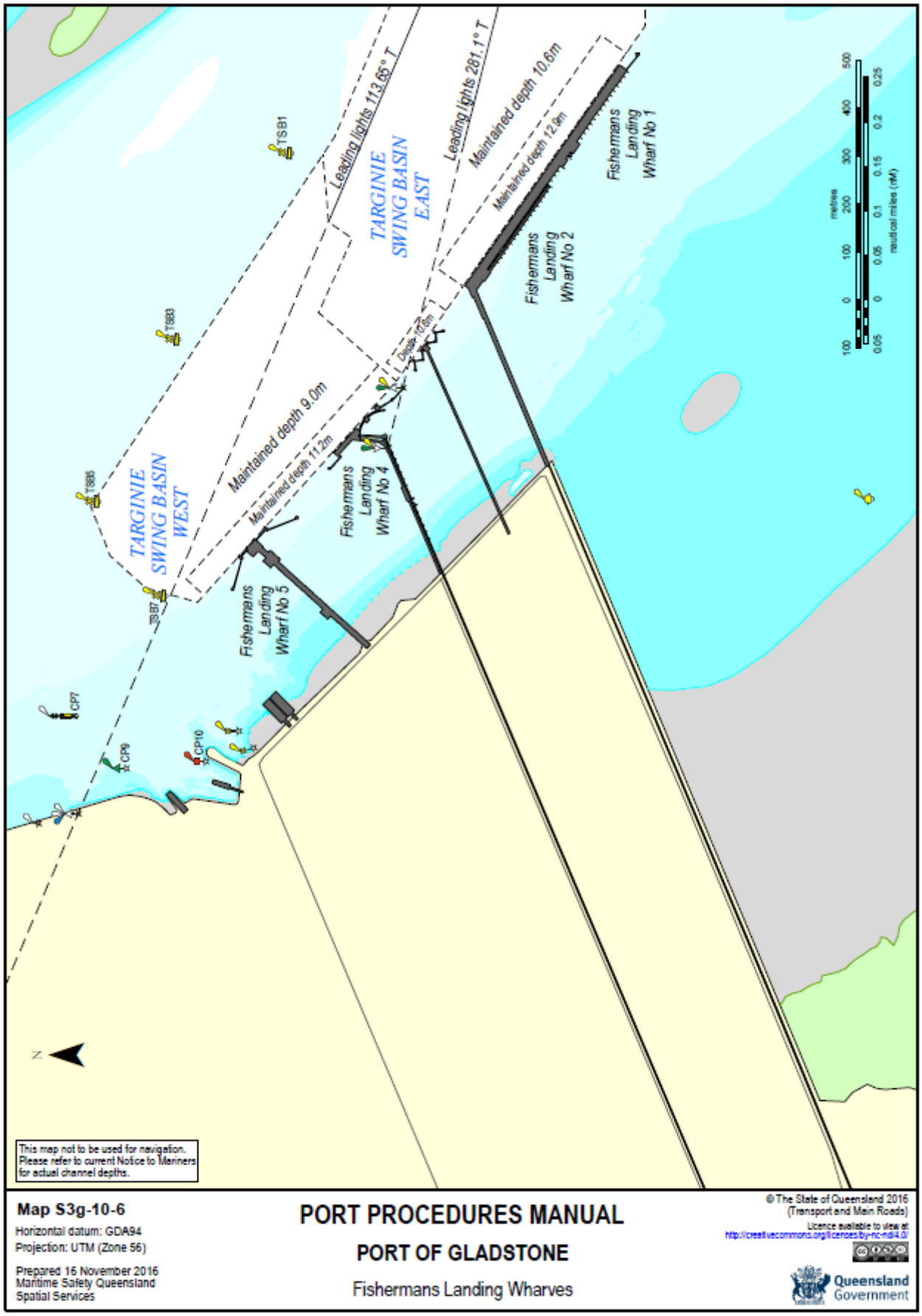
16.21 Pilotage – WICET Wharf



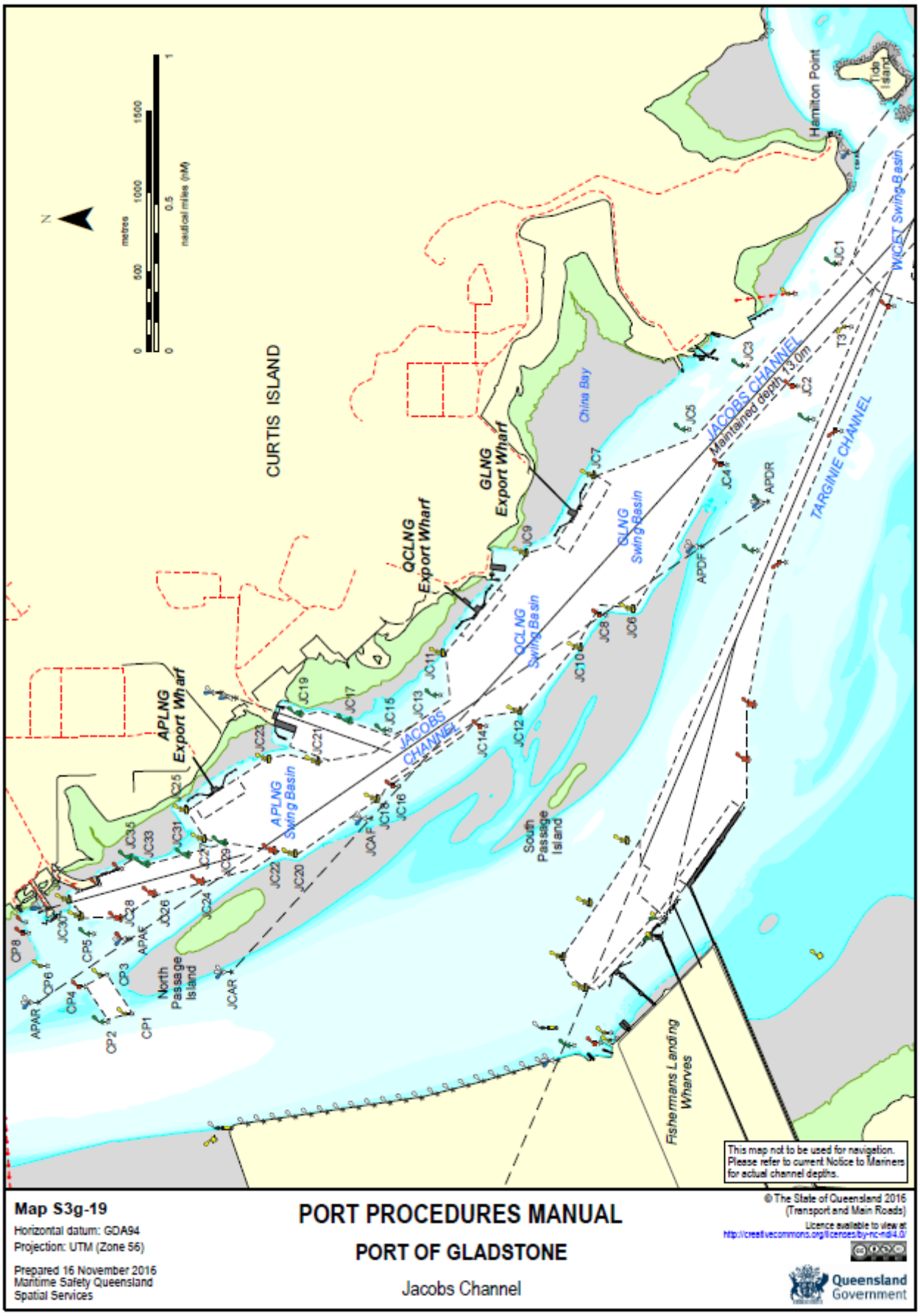
16.22 Pilotage – Targinie Channel



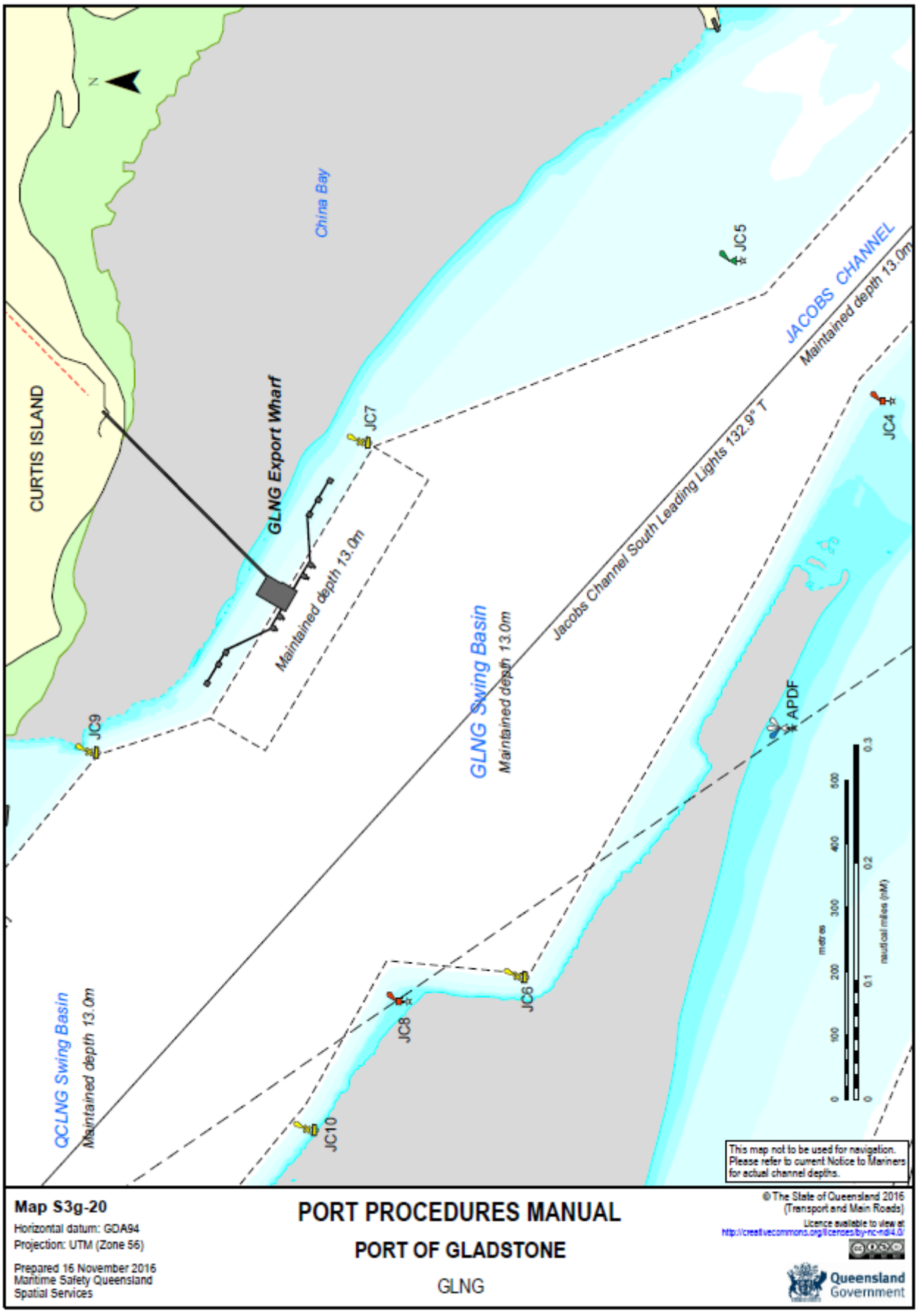
16.23 Pilotage – Fishermans Landing Wharves

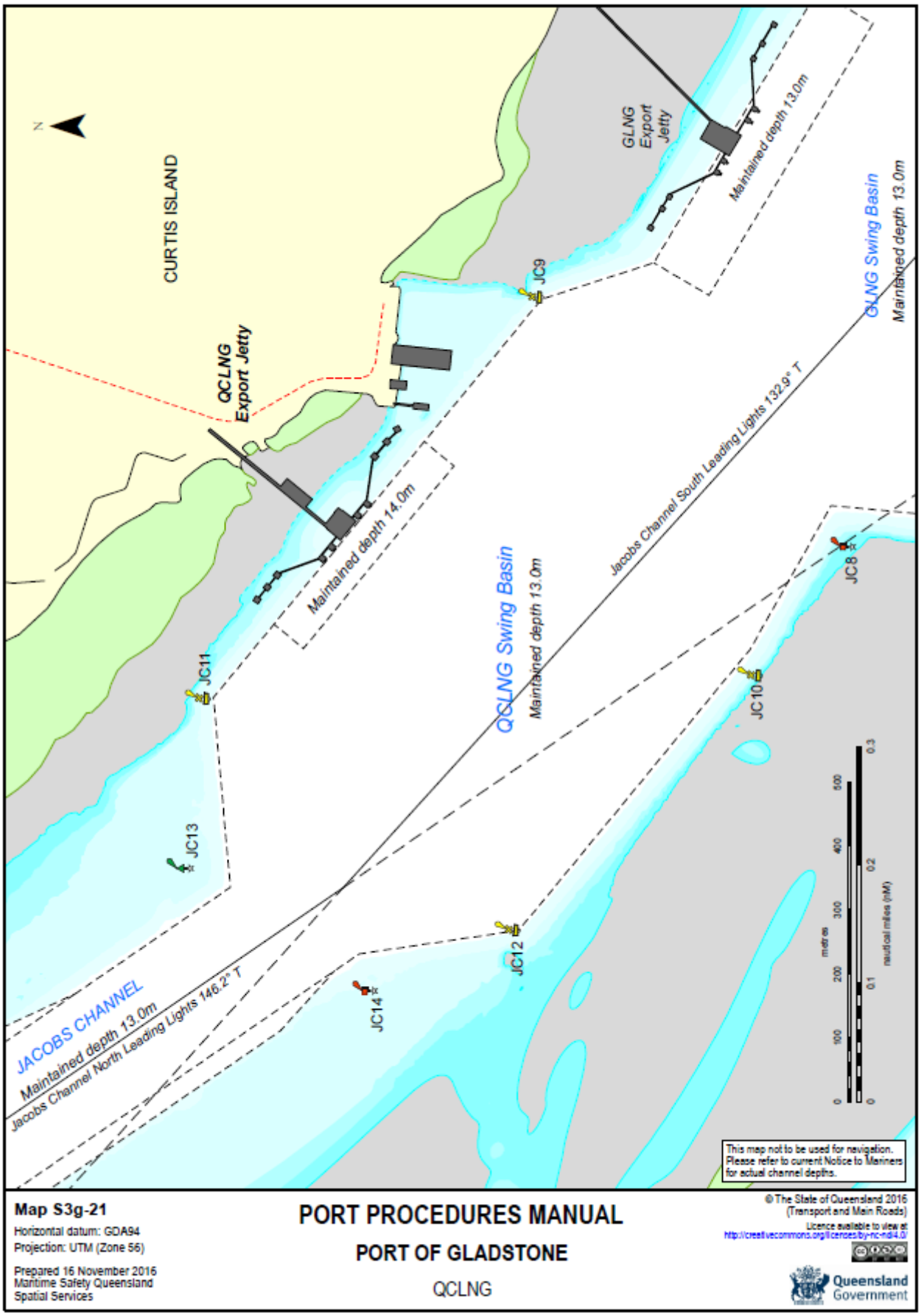


16.24 Pilotage – Jacobs Channel



16.25 Pilotage – LNG Wharves




N
CURTIS ISLAND
QCLNG Export Jetty
GLNG Export Jetty
Maintained depth 13.0m
GLNG Swing Basin
Maintained depth 13.0m
JC9
Jacobs Channel South Leading Lights 132.9° T
Maintained depth 14.0m
QCLNG Swing Basin
Maintained depth 13.0m
JC8
JC10
JC11
JC13
JC12
JC14
JACOBS CHANNEL
Maintained depth 13.0m
Jacobs Channel North Leading Lights 146.2° T
metres
nautical miles (NM)
This map not to be used for navigation. Please refer to current Notice to Mariners for actual channel depths.
Map S3g-21
Horizontal datum: GDA94
Projection: UTM (Zone 56)
Prepared 16 November 2016
Maritime Safety Queensland
Spatial Services
PORT PROCEDURES MANUAL
PORT OF GLADSTONE
QCLNG
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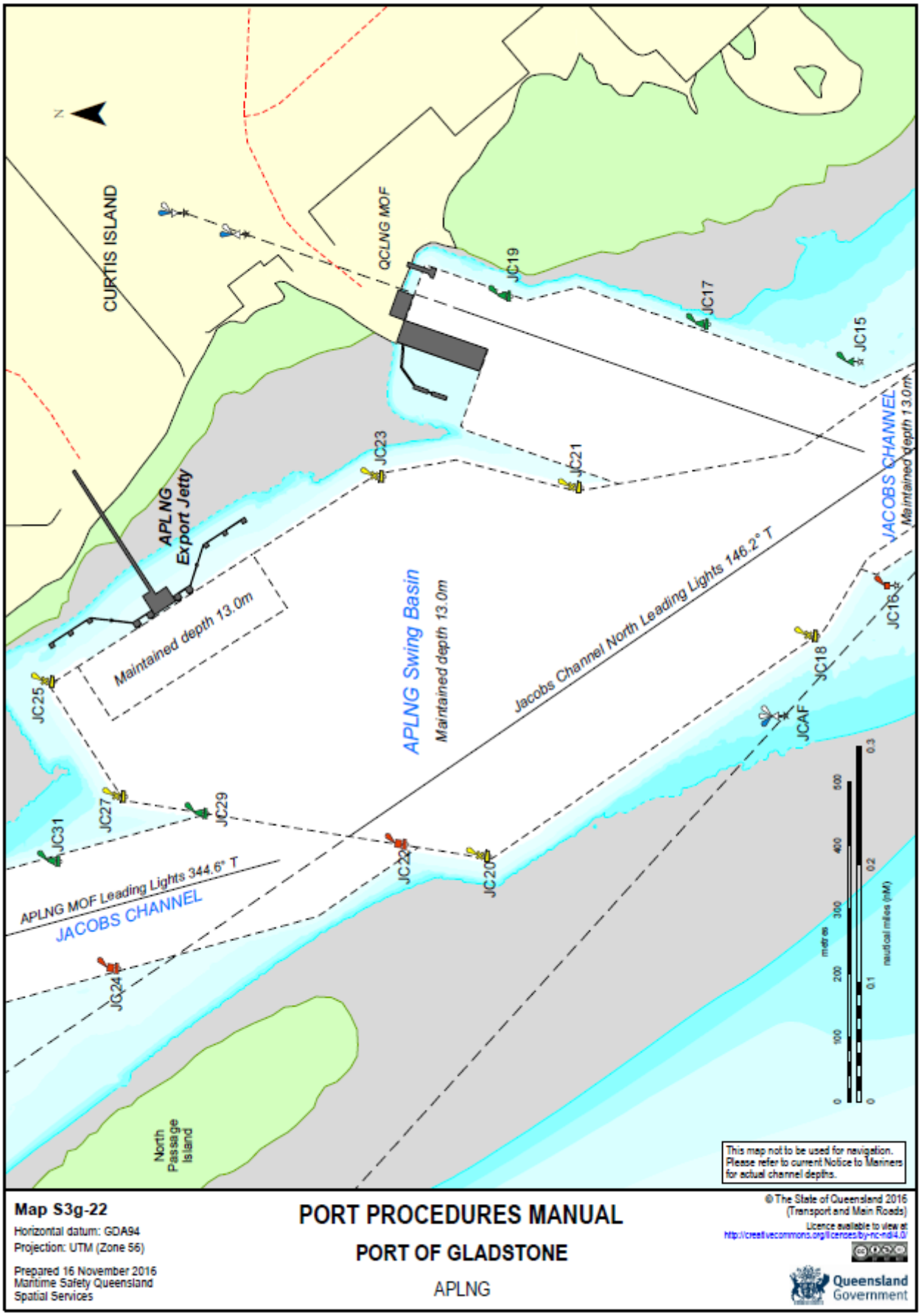
Queensland Government



Map S3g-22

Horizontal datum: GDA94
Projection: UTM (Zone 56)

Prepared 16 November 2016
Maritime Safety Queensland
Spatial Services

PORT PROCEDURES MANUAL

PORT OF GLADSTONE

APLNG

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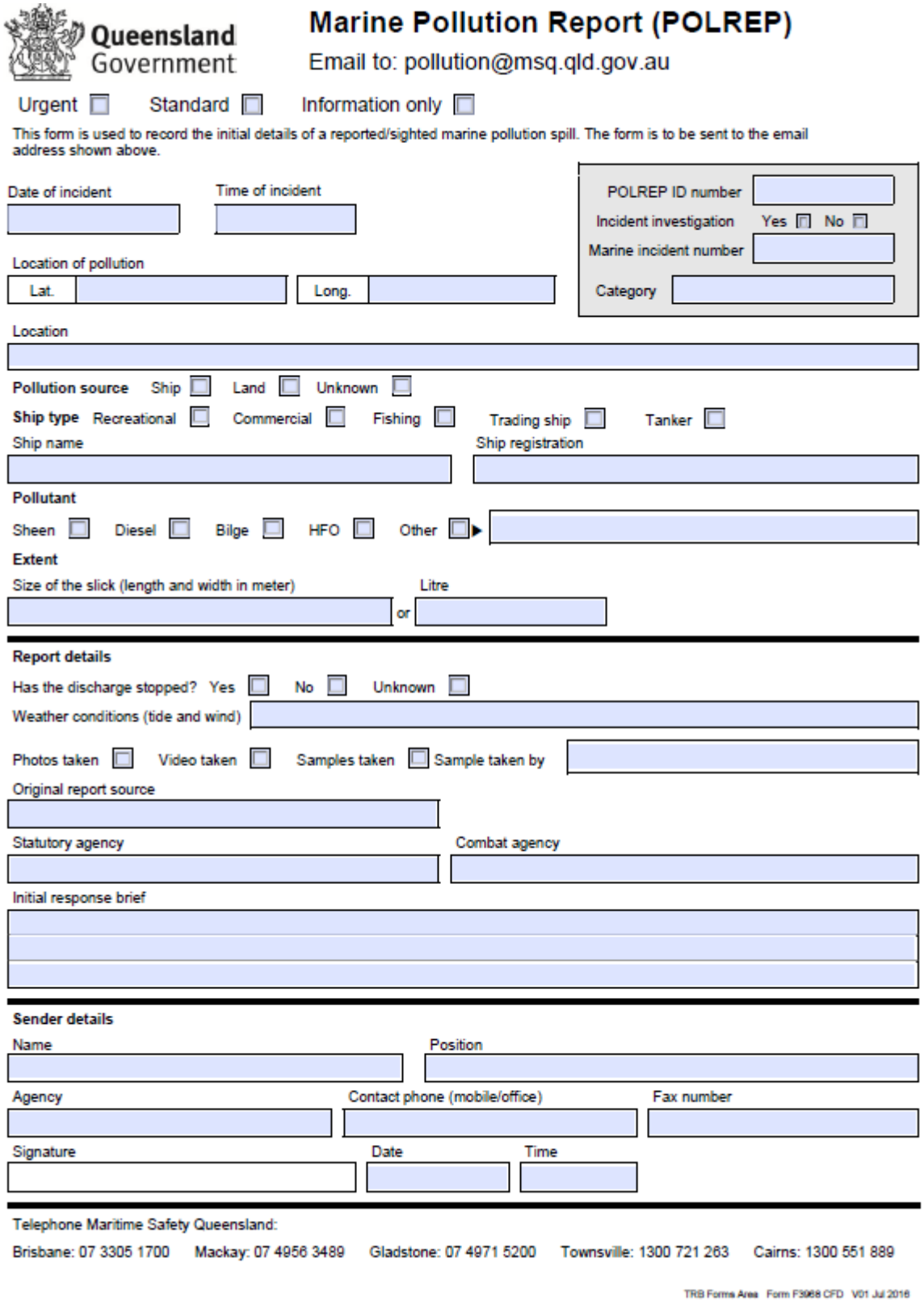
Queensland Government

16.26 Marine Pollution Report (form 3968)

Link to fillable PDF



Queensland Government

Marine Pollution Report (POLREP)

Email to: pollution@msq.qld.gov.au

Urgent ☐ Standard ☐ Information only ☐

This form is used to record the initial details of a reported/sighted marine pollution spill. The form is to be sent to the email address shown above.

Date of incident | Time of incident

POLREP ID number

Incident investigation Yes ☐ No ☐

Marine incident number

Category

Location of pollution

Lat. | Long.

Location

Pollution source Ship ☐ Land ☐ Unknown ☐

Ship type Recreational ☐ Commercial ☐ Fishing ☐ Trading ship ☐ Tanker ☐

Ship name | Ship registration

Pollutant

Sheen ☐ Diesel ☐ Bilge ☐ HFO ☐ Other ☐ ▶

Extent

Size of the slick (length and width in meter) | Litre | or

Report details

Has the discharge stopped? Yes ☐ No ☐ Unknown ☐

Weather conditions (tide and wind)

Photos taken ☐ Video taken ☐ Samples taken ☐ Sample taken by

Original report source

Statutory agency | Combat agency

Initial response brief

Sender details

Name | Position

Agency | Contact phone (mobile/office) | Fax number

Signature | Date | Time

Telephone Maritime Safety Queensland:

Brisbane: 07 3305 1700 Mackay: 07 4956 3489 Gladstone: 07 4971 5200 Townsville: 1300 721 263 Cairns: 1300 551 889

TRB Forms Area Form F3968 CFD V01 Jul 2016

16.27 Marine Incident Report (form 3071)

Link to fillable PDF

Queensland Government

Marine Incident Report

Transport Operations (Marine Safety) Act 1994

This is the approved form to report a marine incident in Queensland. A ship's master must report a marine incident to a shipping inspector within 48 hours of the incident taking place, except in cases where the ship is lost or presumed lost in which case the incident must be reported by the ship's owner. If the initial report is not in the approved form a further report must be submitted using this form at the earliest opportunity. You should fill in all fields that are applicable. This form, and all supporting documents, should be returned to a Maritime Safety Queensland office, the Queensland Police Service or a Queensland Boating and Fisheries Patrol Office. Penalties apply for failing to report a marine incident.

Incident description

Position of incident

Date / / Time am pm Body of water/Landmark

Location

☐ Inland waters (non-tidal) ☐ Smooth waters ☐ Partially smooth waters ☐ Offshore Latitude Longitude

Type of incident

☐ Capsizing
☐ Swamping
☐ Flooding
☐ Person overboard
☐ Loss of stability
☐ Fire
☐ Explosion
☐ Structural/equipment failure
☐ Loss of ship [1]

Collision:
☐ between ships
☐ with a fixed object
☐ with a floating object
☐ with an animal
☐ with an overhead obstruction
☐ with a submerged object
☐ with a wharf

Grounding:
☐ unintentional
☐ intentional

Onboard incident:
☐ fall within ship
☐ crushing or pinching
☐ other onboard incident

Other incident:
☐ person hit by propeller or ship
☐ water skiing incident
☐ parasailing incident
☐ diving incident
☐ close call/near miss
☐ other incident caused by the operation of the ship

[1] 'Loss of ship' should only be selected where the ship has disappeared and the location and circumstances of the loss are unknown. If the ship is an economic write-off this should be check marked as 'Ship lost' below and on the next page.

Incident Severity Rating

☐ Fatality Number of persons
☐ Serious injury [2] Number of persons
☐ Ship lost [3] ☐ Ship damaged
☐ Damage to property only [4] ☐ No damage

[2] Requiring admission to hospital [3] Economic write-off or not recovered [4] No damage to any ships

Environmental conditions

Weather
☐ Clear ☐ Hazy ☐ Cloudy ☐ Rain ☐ Flood

Visibility
☐ Good ☐ Fair ☐ Poor

Water conditions
☐ Calm ☐ Choppy ☐ Rough ☐ Very rough ☐ Strong current or tidal flow Swell height (metres)

Wind speed
☐ None ☐ Light (1-6kts) ☐ Moderate (7-15kts) ☐ Strong (16-33kts) ☐ Gale (>33kts) Wind coming from

Ships involved

Number of ships involved **Note:** if more than two ships were involved attach details on a separate page.

Own ship

Name of ship
Official registration number Registering authority
Length (metres) Beam (metres) Year built
Number of passengers on board Number of crew on board

Registration type
☐ Commercial passenger ☐ Commercial fishing
☐ Commercial non-passenger ☐ Commercial hire and drive
☐ Queensland Regulated ship

Other ship

Name of ship
Official registration number Registering authority
Length (metres) Beam (metres) Year built
Number of passengers on board Number of crew on board

Registration type
☐ Commercial passenger ☐ Commercial fishing
☐ Commercial non-passenger ☐ Commercial hire and drive
☐ Queensland Regulated ship

Additional information for commercial vessels: Commercial vessels must attach master's and engineer's logs and commercial passenger vessels must also attach a copy of the passenger manifest.

Office use only

File number: Caseman number: Received by (full name): Received on: / /

Continued over page...

Ships involved - continued

Own ship

Ship description

☐ Motorboat ☐ PWC ☐ Rowing boat
☐ Sailing boat ☐ House boat
☐ Other (describe)

Engine

☐ Outboard ☐ Inboard (petrol) ☐ none
☐ Inboard/outboard ☐ Inboard (diesel)
☐ Other (describe)

Number of engines | Total engine power HP KW

Hull material

☐ Steel ☐ Timber ☐ Ferro-cement
☐ Marine alloy ☐ Fibreglass/GRP
☐ Other (describe)

Damage to ship

☐ Ship lost ☐ Moderate damage (damaged but ship remains seaworthy)
☐ Major damage (ship unseaworthy) ☐ Minor damage ☐ No damage

Other ship

Ship description

☐ Motorboat ☐ PWC ☐ Rowing boat
☐ Sailing boat ☐ House boat
☐ Other (describe)

Engine

☐ Outboard ☐ Inboard (petrol) ☐ none
☐ Inboard/outboard ☐ Inboard (diesel)
☐ Other (describe)

Number of engines | Total engine power HP KW

Hull material

☐ Steel ☐ Timber ☐ Ferro-cement
☐ Marine alloy ☐ Fibreglass/GRP
☐ Other (describe)

Damage to ship

☐ Ship lost ☐ Moderate damage (damaged but ship remains seaworthy)
☐ Major damage (ship unseaworthy) ☐ Minor damage ☐ No damage

People involved

Own ship

Ship owner's details

Owner's name

Dedicated person ashore/operations manager (commercial only)

Telephone (business hours) | Telephone (after hours)

Address

Email address

Master's details

Master's name

Gender ☐ Male ☐ Female | Date of birth / /

Licence type and grade (for example, Master 5)

Licence number | Issuing authority

Issue date / / | Expiry date (if applicable) / /

Telephone (business hours) | Telephone (after hours)

Address

Email address

Other ship

Ship owner's details

Owner's name

Dedicated person ashore/operations manager (commercial only)

Telephone (business hours) | Telephone (after hours)

Address

Email address

Master's details

Master's name

Gender ☐ Male ☐ Female | Date of birth / /

Licence type and grade (for example, Master 5)

Licence number | Issuing authority

Issue date / / | Expiry date (if applicable) / /

Telephone (business hours) | Telephone (after hours)

Address

Email address

Continued over page...

Persons involved - continued

Own ship

Watchkeeper/person at the helm

Role

☐ Crewmember ☐ Passenger ☐ Master (details as above)

Name

Gender ☐ Male ☐ Female

Date of birth / /

Licence type and grade (for example, Master 5)

Licence number

Issuing authority

Issue date / /

Expiry date (if applicable) / /

Telephone (business hours)

Telephone (after hours)

Address

Email address

Other ship

Watchkeeper/person at the helm

Role

☐ Crewmember ☐ Passenger ☐ Master (details as above)

Name

Gender ☐ Male ☐ Female

Date of birth / /

Licence type and grade (for example, Master 5)

Licence number

Issuing authority

Issue date / /

Expiry date (if applicable) / /

Telephone (business hours)

Telephone (after hours)

Address

Email address

Witnesses

Note: attach name and complete contact details of any witnesses to the incident on a separate page.

Deceased or injured person

Note: if more than two people deceased or injured attach details on a separate page.

Name

Gender ☐ Male ☐ Female

Date of birth / /

Address

Telephone

Which ship was this person associated with?

Injury status

☐ Fatality ☐ Missing person ☐ Serious injury [5] ☐ Minor injury

[5] A serious injury is defined as one where the injured person was admitted to hospital.

Nature of injury

Name of hospital

Activity of injured or deceased person

☐ Person in charge (Master)
☐ Person at helm
☐ Crew
☐ Passenger on vessel
☐ Water-skier
☐ Surfboard/surf-ski rider
☐ Swimmer
☐ Para-flier
☐ Diver
☐ Other

Deceased or injured person

Name

Gender ☐ Male ☐ Female

Date of birth / /

Address

Telephone

Which ship was this person associated with?

Injury status

☐ Fatality ☐ Missing person ☐ Serious injury [5] ☐ Minor injury

Nature of injury

Name of hospital

Activity of injured or deceased person

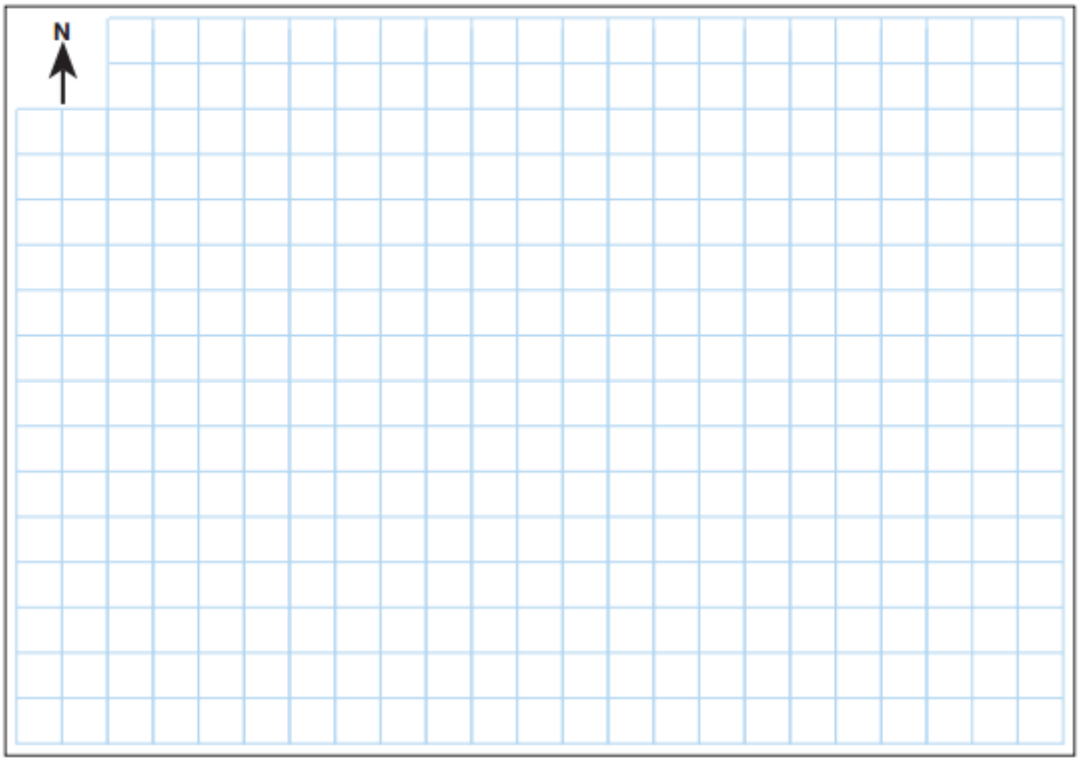
☐ Person in charge (Master)
☐ Person at helm
☐ Crew
☐ Passenger on vessel
☐ Water-skier
☐ Surfboard/surf-ski rider
☐ Swimmer
☐ Para-flier
☐ Diver
☐ Other

Privacy Statement: The Department of Transport and Main Roads collects information on this form to administer the register of ships under the *Transport Operations (Marine Safety) Act*. This information may be released by the department to people who have an interest that justifies access to the register, including people proposing to buy, sell, lease or insure the ship and, when relevant, litigants in matters about marine incidents, or the insolvency, or external administration, or fraudulent activity of the registered owner, or Family Court matters. Your personal information will not be disclosed to other third parties without your consent unless authorised or required by law.

Continued over page...

Report details

A **full description** (including a diagram or chart extract) of the incident and events leading up to the incident are to be detailed in the space provided below (if insufficient space, please use separate pages, each extra page that is used is to be signed).



Owner's/Master's report .....

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Assistance rendered/received at incident .....

.....

.....

Name, status and phone number of person who assisted in completion of form (if applicable) _____

Signature (Owner/Master) _____ **Date** ____/____ ____

Owner/Master name (please print) _____

16.28 Report of Suspect marine Safety Concern

Below report is available online at https://www.amsa.gov.au/forms/report-marine-safety-concern

SV-HH

Australian Government
Australian Maritime Safety Authority

REPORT OF SUSPECTED MARINE SAFETY CONCERN

Please use this form to notify AMSA (reports@amsa.gov.au) of suspected safety concerns on vessels.

PART A: VESSEL INFORMATION

Vessel name		
IMO number	Unique identifier	Flag
Master	Contact details	
Operator/Company name		
Responsible Person		Contact Number
Domestic commercial vessel (Please tick if applicable) Class: ☐ 1 ☐ 2 ☐ 3 ☐ 4 Operational area: ☐ B Ext ☐ B ☐ C ☐ D ☐ E		

PART B: INCIDENT DETAILS

Date	Time Local: UTC:	
Next port		
Location description	Lat	Long

PART C: CONTACT DETAILS

(Name and contact details will be treated by AMSA as being provided in confidence)

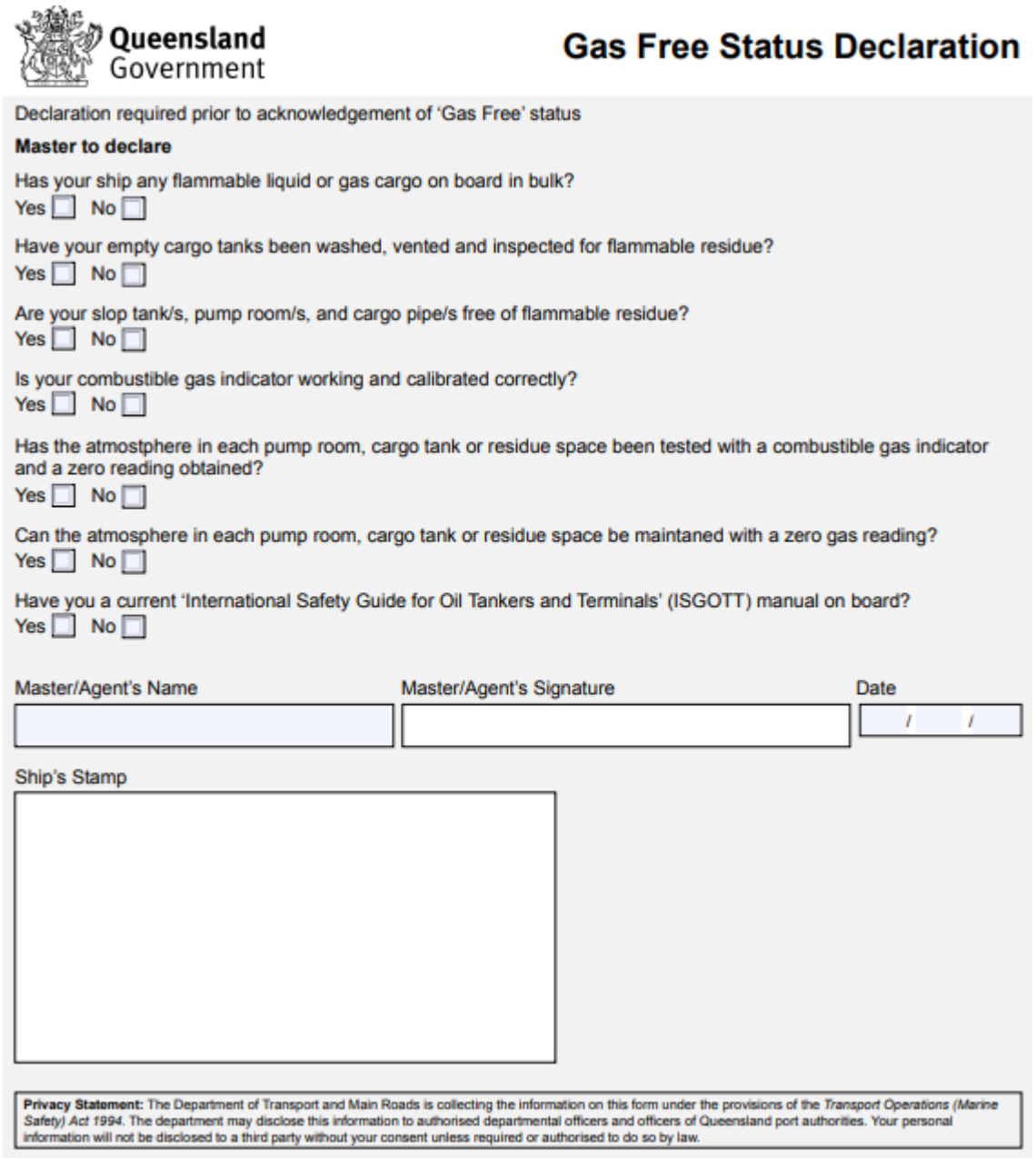
Name	Rank/Role
Contact details	Email address

PART D: BRIEF DESCRIPTION OF SAFETY CONCERNS/COMMENTS

AMSA 355 (12/17)

16.29 Gas Free Status

Link to fillable PDF



Queensland Government

Gas Free Status Declaration

Declaration required prior to acknowledgement of 'Gas Free' status

Master to declare

Has your ship any flammable liquid or gas cargo on board in bulk?
Yes ☐ No ☐

Have your empty cargo tanks been washed, vented and inspected for flammable residue?
Yes ☐ No ☐

Are your slop tank/s, pump room/s, and cargo pipe/s free of flammable residue?
Yes ☐ No ☐

Is your combustible gas indicator working and calibrated correctly?
Yes ☐ No ☐

Has the atmostphere in each pump room, cargo tank or residue space been tested with a combustible gas indicator and a zero reading obtained?
Yes ☐ No ☐

Can the atmosphere in each pump room, cargo tank or residue space be maintaned with a zero gas reading?
Yes ☐ No ☐

Have you a current 'International Safety Guide for Oil Tankers and Terminals' (ISGOTT) manual on board?
Yes ☐ No ☐

Master/Agent's Name | Master/Agent's Signature | Date

/ /

Ship's Stamp

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Master/agent

To be lodged to the VTS centre at least 48 hours prior to ship's ETA pilotage area.

16.30 Permission to Immobilise Main Engines

Link to fillable PDF

(THIS FORM IS ONLY TO BE USED IF THE REQUEST CANNOT BE SUBMITTED BY THE AGENT WITHIN QSHIPS)

Queensland Government

Permission to Immobilise Main Engines - Gladstone Region

This form is only to be used if the request cannot be submitted by the agent within QSHIPS.

To: RHM Gladstone
Fax: 07 4971 5212
Email: vtsgladstone@msq.qld.gov.au

Ship	Master	Berth

From		On	To		On
	hrs	/ /		hrs	/ /

Conditions on Issue

1. Prior to immobilising, advise 'Gladstone VTS' on VHF Channel 13.
2. Moorings to be tended throughout.
3. During daylight hours, fly signal letter flags 'R' over 'Y'.
4. On completion, advise 'Gladstone VTS'.
5. Master to ensure that the main engines are capable of operating at full power after immobilisation for arrival/ departure manoeuvres.
6. Estimated time to mobilise main engine in an emergency:
   ____ hours
7. If immobilisation is sought for consecutive days, approval is to be obtained to immobilise at the start of each day.

Date submitted	Signature: Master/Agent
/ /	

Approval by signature:

Regional Harbour Master (Gladstone)	Manager Vessel Traffic Management (Gladstone)

Distribution: Agent
Gladstone VTS

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TRB Forms Area Form F5198 CFD V01 Oct 2017

16.31 Example – Permission to Tank/Crude Oil Wash

Applications for approval by the Regional Harbour Master must be submitted via the QSHIPS programme.

PERMISSION TO CRUDE OIL WASH

Attention: The Master MV .....

Permission is granted to **CRUDE OIL WASH**

From ..... hrs on ...../..... /20.....

whilst berthed at .....

Subject to compliance with the following conditions

1. The Australian Standard

2. The Berth Operators Requirements

.....

Regional Harbour Master (Gladstone)

...../...../20.....

Distribution: Agent
Gladstone Port Control

16.32 Example – Chemist's Certificate of Compliance

Fax completed declaration form to:

Gladstone Port Authority

Port Operations Officer ..... Fax: +61 7 4972 3045..... Ph: +61 7 4976 1333

Tankers operating without inert gas:

- *Tankers operating without inert gas may only berth at a non tanker berth provided all cargo tanks, slop tanks, cargo lines and associated pipe work are certified gas free by an independent chemist. That is, that the vessel is in a completely gas free condition.*

Tankers operating with inert gas:

- *The vessel's inert gas system MUST be fully operational so as to maintain a positive pressure in inerted tanks at all times. If work is to be carried out on the ship's inert gas installation or boiler or other sections of plant or piping which affect inert gas supply, an independent supply of inert gas is to be put into place and fully operational prior to repair work commencing.*
- *Any tank, including slop tanks, containing high flash point cargo or residues, MUST have the ullage space maintained in an inert condition unless otherwise authorised by the Gladstone Ports Corporation.*
- *All empty tanks that last carried a low flash cargo MUST be washed and/or gas freed and not have a vapour test reading in excess of the equivalent to 1% hydrocarbon as referenced to Hexane.*
- *Any empty tank that last carried a low flash cargo and has not been gas freed MUST not have a hydrocarbon content exceeding 2% by volume.*
- *Special conditions apply to slop tank(s) that contain low flash point slops/products.*

  a) Wherever possible slops should be confined to a single designated slops tank.

  b) If the flash point is <60°C then the tank MUST be tested and certified that the content of low flash product within the slops does not exceed 5% of the tank's volume.

  c) The ullage space of the slop tank MUST be inserted.
- Positive inert gas pressure on tanks is to be maintained at all times and the oxygen content of the inert gas MUST not exceed 5%.
- If a vessel's inert gas system were not operational, then she would be classed as a "tanker operating without inert gas" and is to follow the requirements as per a vessel of this type.

DECLARATION

I _____ of

_____ an independent chemist hereby declare that I have examined the vessel_____ and it has met all of the conditions as stated above at _____hrs on / / .

Proposed Berth: _____ Proposed berthing details:

Arrival time/date at berth: _____ Departure time/date at berth:_____

Signed _____ (an independent chemist) Return Fax Number:_____

If the ship's tank contents status changes for any reason, a new "Chemist's Certificate of Compliance" MUST be issued and approved. Permission is granted for the vessel to berth in accordance with the details outlined in this declaration:

_____ _____/_____/_____

Authorised Officer Date

16.33 Instructions to Masters of Ships Berthed Within Zone 1

TO:	**THE MASTER**	**DATED: _____ /_____ /_____**
C.C:	AGENT	

Instructions to Masters of ships berthed within 800 metres of a nuclear powered warship berthed in the port of Gladstone.

A Nuclear Powered Warship, the _____ is berthed within 800 m of your vessel.

The vessel is due to depart on: _____

In case of a reactor accident in the vessel the Regional Harbour Master via GLADSTONE VTS on VHF channels 13 or 16 will advise. On receipt of such advice, you are requested to take the following action:

As far as possible, shut down ventilation or turn to recirculation and close hatches, scuttles, port holes, doors and openings, etc, to minimise the ingress of airborne radioactive material;

If non-essential personnel have access to transport they should self-evacuate to the assembly area, which is situated on _____. Emergency services personnel will direct your personnel to the assembly area.

All personnel remaining on board should seek shelter below decks until otherwise instructed. Ideal shielding is likely to be provided by your accommodation and/or engine room;

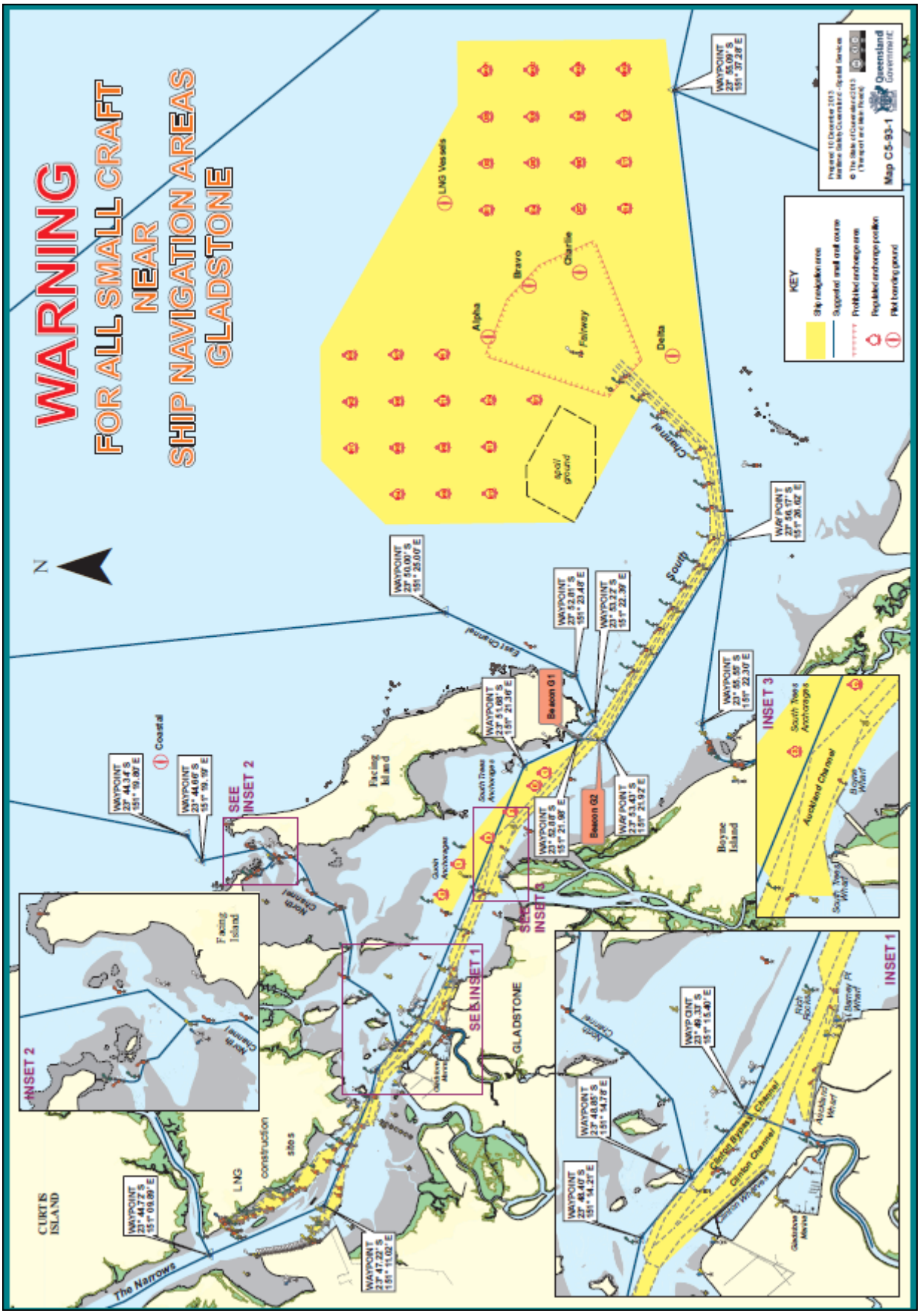
You should contact Gladstone VTS on VHF channel 13 or 16 if you have any queries.

M (VTM)

p.p. Regional Harbour Master (Gladstone)

DATED :		/		/	

16.34 Small Craft Ship Navigation Areas and Recommended Courses

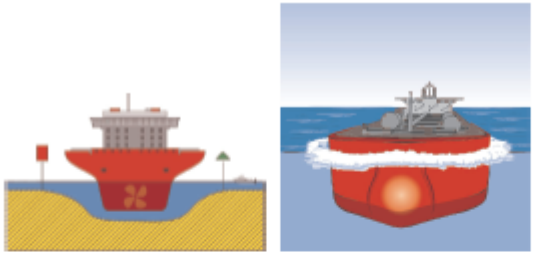


WARNING FOR ALL SMALL CRAFT NEAR SHIP NAVIGATION AREAS

There is a large amount of interaction between small craft and large ships in Queensland waters.

Gladstone Ports Corporation are continually expanding the Port of Gladstone with increased shipping activities as a result.

Where possible, keep clear of ship navigation areas (major shipping routes, pilot boarding grounds, anchorages, channels, swing basins and berths). Use a recommended small craft course, if provided, as a safer alternate route.



Large ships at maximum draft have minimal under keel clearance and can only manoeuvre within the designated shipping channel.

When in a swing basin or along side a berth, ships are accompanied by tugs and other vessels. Keep well clear.

Large ships with the bridge at the stern will have a large blind spot for several hundred metres in front of the bow. This blind spot extends much further forward if deck cargo or containers are carried.

Ships can approach quickly and silently. At night, judgement of distance over water is more difficult. Ships do not have brakes and can take up to 2 nautical miles or longer to come to a complete stop.

For Gladstone, the master of a vessel 10m in length or greater must report to Gladstone Harbour Control (VTS) on VHF channel 13 and maintain a listening watch on that frequency when entering, leaving or moving within the Gladstone Pilotage Area.

Report your intention to travel along any channel prior to commencing. If you must navigate in a shipping channel, you must keep to the outer edge of that channel and must maintain an all round visual watch including monitoring the VHF radio channel for local traffic movement information.

Sailing vessels are required to utilise the safe navigable waterway extending from the recommended small craft course for the South Channel and the waters to the south thereof; and after making the crossing of the shipping channel at aids to navigation G1 and G2 as indicated, to then proceed in a similar manner on the northern side of the recommended small craft course to travel to The Narrows or the North Channel, or until the crossing of the shipping channel towards the entrance of Auckland Inlet and the Gladstone Marina as indicated.

At nominated locations, unauthorised vessels are prohibited from mooring, anchoring or manoeuvring within a restricted operational area. Notice to Mariners bulletins (www.msq.qld.gov.au) will provide up to date information regarding navigation in shipping channels.

Always transit directly across a channel behind a large ship, and only when it is clear and safe to travel.

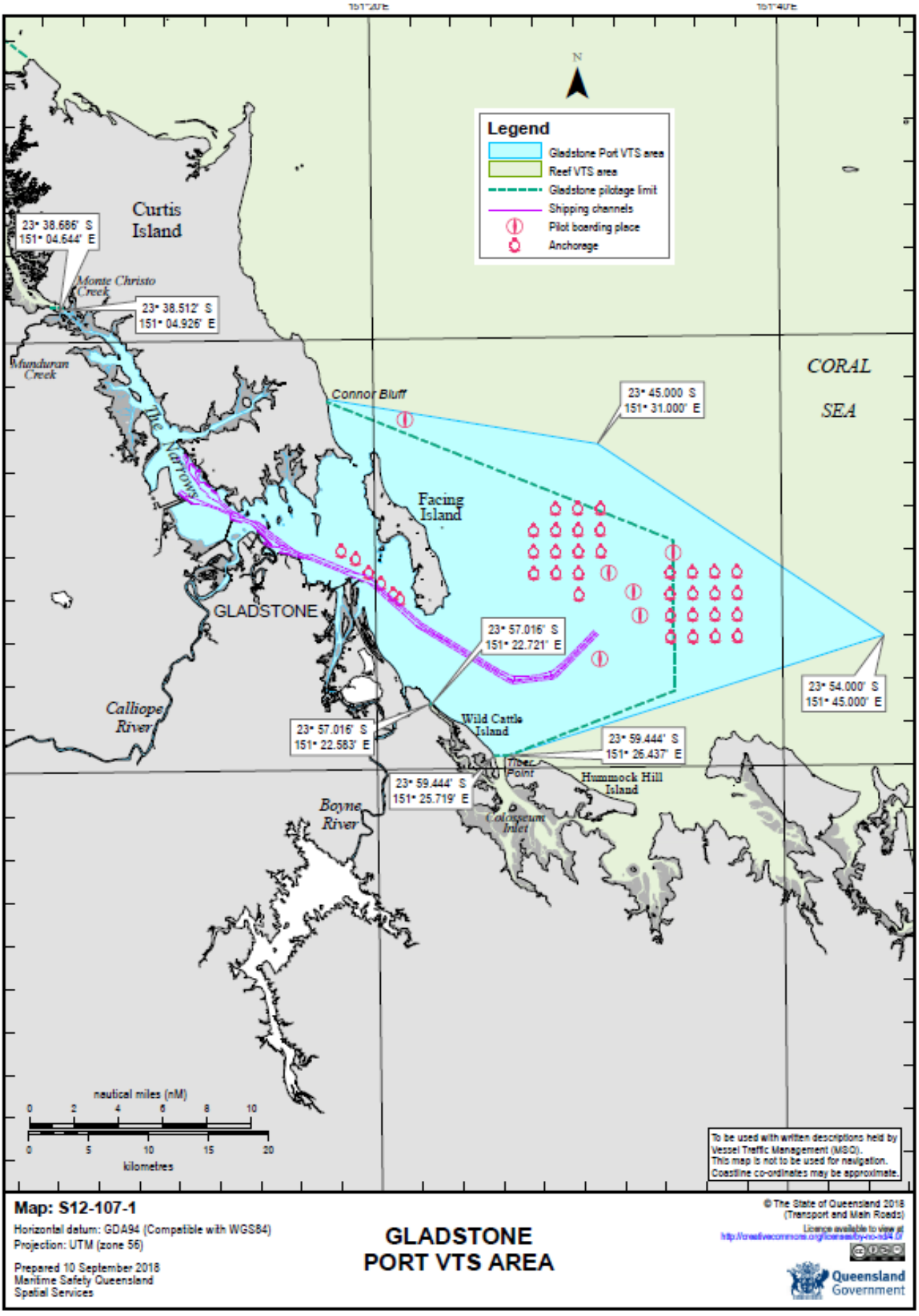
Between sunset and sunrise, as well as periods of restricted daytime visibility, always show correct navigation lights when at anchor or under way.

KEEP SAFE by conducting all boating activity well clear of ship navigation areas.

MAINTAIN a proper lookout at all times.

KNOW your responsibility.

16.35 Gladstone VTS Area



16.36 Port of Gladstone Vessel Questionnaire (Form 1)

Link to fillable PDF

Queensland Government

Port of Gladstone Vessel Questionnaire

A. Vessel Description

Vessel name	IMO number
Flag	Port of Registry
Call sign	Type of vessel
Type of hull	

B. Arrival/Departure Condition

	Arrival	Departure
Draft forward		
Draft mean		
Draft aft		
Displacement		

C. Classification

Classification society	Class notation
If ship has Condition Assessment Program, what is the latest overall rating?	Does the vessel have a statement of compliance issued under the provisions of the Condition Assessment Scheme? If yes, what is the expiry date?

D. Dimensions

Length Over All	Length Between Perpendiculars
Extreme breadth (Beam)	Moulded depth
Bow to Centre Manifold/Stern to Centre Manifold	Distance bridge front to centre of manifold

Parallel body distances:	Lightship	Normal ballast	Summer Dwt
Forward to midpoint manifold			
Aft to midpoint manifold			
Parallel body length			

Net tonnage	Gross tonnage

Hard copies of this document are considered uncontrolled. Please refer to the Maritime Safety Queensland website for the latest version. *Port Procedures and Information for Shipping - Gladstone*, December 2022.

Page 1 of 4 LTSR Forms Area F5366 CFD V01 Apr 2023

E. Loadline information

Loadline	Freeboard (metres)	Draft (metres)	Deadweight (metric tons)	Displacement (metric tons)
Summer				
Winter				
Tropical				
Lighthouse				
Normal Ballast Condition				

F. Ownership and Operation

Registered owner - Full style

Technical operator - Full style

Commercial operator - Full style

Disponent owner - Full style

G. Navigational Equipment

	Operational Yes	Operational No		Operational Yes	Operational No
Radar 1	☐	☐	Up to date charts and publications	☐	☐
Radar 2	☐	☐	Dual Axis Doppler log	☐	☐
Gyro compass	☐	☐	GPS 1	☐	☐
Compass Repeaters	☐	☐	GPS 2	☐	☐
Gyro compass error	☐	☐	Electromagnetic log	☐	☐
Standard compass	☐	☐	Rudder angle indicators (including Bridge Wings)	☐	☐
AIS	☐	☐	M/E Rev indicators (including Bridge Wings)	☐	☐
ECDIS	☐	☐			

H. Helicopters

Can the ship comply with the ICS Helicopter Guidelines?

Yes ☐ Is winching or landing area provided? Yes ☐ No ☐

No ☐

I. Mooring (Note: A copy of a Mooring Diagram for the specific terminal may be supplied in lieu of this section)

Mooring wires (on drums)	Number	Diameter (mm)	Material	Length (metres)	Breaking strength (metric tons)
Forecastle					
Main deck forward					
Main deck aft					
Poop deck					
Wire tails					
Forecastle					
Main deck forward					
Main deck aft					
Poop deck					
Mooring ropes (on drums)					
Forecastle					

	Number	Diameter (mm)	Material	Length (metres)	Breaking strength (metric tons)
Main deck forward					
Main deck aft					
Poop deck					

Other mooring lines

Forecastle					
Main deck forward					
Main deck aft					
Poop deck					

Mooring winches

	Number	Number of drums	Brake capacity (metric tons)
Forecastle		Single	
Main deck forward		Single, Double, Triple	
Main deck aft		Single, Double, Triple	
Poop deck		Single	

Mooring bitts

	Number	SWL (metric tons)		Number	SWL (metric tons)
Forecastle			Main deck aft		
Main deck forward			Poop deck		

Closed chocks and/or fairleads of enclosed type

	Number	SWL (metric tons)		Number	SWL (metric tons)
Forecastle			Main deck aft		
Main deck forward			Poop deck		

J. Emergency towing system

Type/SWL of Emergency towing system forward		Type/SWL of Emergency towing system forward	

K. Escort towage equipment

Type/SWL of escort towing equipment Port Quarter		Type/SWL of Emergency towing system aft	

L. Escort tug

	Metric tons		Metric tons
What is SWL and size of closed chock and/or fairleads of enclosed type on stern?		What is SWL of bollard on poop deck suitable for escort tug?	

M. Anchors

Number of shackles on port cable		Number of shackles on starboard cable	

N. Main engines

	Single	Twin		Single	Twin
Steam turbine	☐	☐	kW (HP) of main engine(s)		
Diesel	☐	☐	If diesel, number of consecutive starts		
Diesel electric	☐	☐	Is the vessel fitted with fixed or controllable propeller(s)?		

O. Steering gear

Number of rudders		Time from hard over to hard over	

P. Bow/Stern Thruster

	BHP	kW		BHP	kW
What is brake horse power of bow thruster (if fitted)?			What is brake horse power of stern thruster (if fitted)?		

Miscellaneous

Q. Engine Room

What type of fuel is used for main propulsion?

What type of fuel is used in the generating plant?

Capacity of bunker tanks IFO ____ m³

Capacity of bunker tanks MDO ____ m³

Capacity of bunker tanks MGO ____ m³

R. Insurance/Indemnity requirements

Protection and Indemnity (P&I) Club full style

P&I Club insurance - Certificate of Currency covering liability for pollution, other incidents such as collision and removal of wreckage and liability for property damage (for not less than $1 billion in respect to oil pollution liability and not less than $150 million for all other liability). — Copy of Certificate to be attached

Hull and Machinery insurance - Certificate of currency covering hull and machinery, collision liability, removal of wreckage and institute war and strikes insurance (for not less than the replacement value of hull and machinery, the removal of wreckage and collision liability). — Copy of Certificate to be attached

Other insurance - Certificate of Currency as reasonably required by Gladstone Ports Corporation or as otherwise required by law to be effected. — Copy of Certificate to be attached

Indemnity Agreement (Tugs Bollard Pull) - A separate indemnity in favour of Maritime Safety Queensland (MSQ) and Gladstone Ports Corporation (GPC) in the prescribed form.

S. Port State Control

Date and place of last Port State Control inspection

Date ___ / ___ / ___ Place

Any outstanding deficiencies as reported by any Port State Control. Please provide details.

T. Recent operational history

Has vessel been involved in a pollution, grounding, serious casualty or collision incident during the past 12 months? Please provide details.

Last three cargoes/charterers/voyages (Last/second last/third last)

Notes:

1. For initial calls at Gladstone all sections to be completed.
2. For subsequent calls sections B, G, S and T only need to be completed.
3. If any changes are made to this form subsequent to being submitted, then GPC and MSQ must be notified.

Declaration:

Signed (Master)

Print name

Date

Hard copies of this document are considered uncontrolled. Please refer to the Maritime Safety Queensland website for the latest version. *Port Procedures and Information for Shipping - Gladstone*, December 2022.

16.37 Vessel Pre-Arrival Condition Report (Form 2)

Link to fillable PDF

Queensland Government

Vessel Pre-Arrival Condition Report

Documentation required for entry at 48 hours notice

The following questionnaire must be answered and submitted to the Harbour Master 48 hours prior to arrival at the Fairway Buoy.

Is the vessel free from leakage?

Yes ☐ No ☐

Comments

Are there any defects to the vessel, machinery and equipment that may affect safe pilotage, berthing cargo or ballast operations?

Yes ☐ No ☐

Comments

Are all gas detection analysers calibrated and operating correctly?

Yes ☐ No ☐

Comments

Are all cargo system emergency stops, with associated alarms and interlocks, tested and operating correctly?

Yes ☐ No ☐

Comments

Are all independent tank high level alarms tested and operating correctly?

Yes ☐ No ☐

Comments

Are all high and low pressure alarms tested and operating correctly?

Yes ☐ No ☐

Comments

Is the vessel ready to hold LNG or does the vessel have to carry out additional operations before loading? What are these operations? e.g. cool down

Yes ☐ No ☐

Comments

Expected quantity to be loaded in cubic metres

Expected time alongside berth

If any changes to the above conditions on the vessel occur after this declaration is made, the Regional Harbour Master, Gladstone must be informed.

Declaration:

Signed (Master)

Print name

Date

Hard copies of this document are considered uncontrolled. Please refer to the Maritime Safety Queensland website for the latest version. *Port Procedures and Information for Shipping - Gladstone*, December 2022.

LTSR Forms Area F5375 CFD V01 Apr 2023

16.38 Terminal Pre-Arrival Confirmation Report (Form 3)

Link to fillable PDF

Queensland Government

Terminal Pre-Arrival Confirmation Report

Acceptance of a vessel's call to a Gladstone LNG Jetty

		Yes	No	Date
1.	Does the vessel have valid OCIMF vetting documentation, such as SIRE Report or similar (not more than one year old)?	☐	☐	/ /
2.	Does the vessel have Mooring Winches BHC and a valid test certificate (not more than one year old)?	☐	☐	/ /
3.	Does the vessel have a Mooring lines SWL test certificate?	☐	☐	/ /
4.	Does the vessel have a Mooring analysis for the Port of Gladstone environmental conditions from a software program such as Optimoor? (Sister ship with the same BHC will be accepted)	☐	☐	/ /
5.	Has the vessel been accepted at the terminal to load LNG?	☐	☐	/ /

Terminal Superintendent's signature

Print name

Date / /

Hard copies of this document are considered uncontrolled. Please refer to the Maritime Safety Queensland website for the latest version. *Port Procedures and Information for Shipping - Gladstone*, December 2022.

LTSR Forms Area Form F5376 CFD V01 Apr 2023

16.39 Deed of Indemnity – Port of Gladstone Escort Tugs

Link to fillable PDF

Print Form Reset Form

Our ref
Your ref
Enquiries John Fallon

Queensland Government

Department of
Transport and Main Roads

Name and address:

Date:

Dear Captain/Madam/Sir,

Deed of Indemnity - Port of Gladstone Escort Tugs

Vessel

All Liquefied Natural Gas (LNG) vessels loading cargo in the Port of Gladstone will be required to connect two escort tugs which will be tethered in tandem when entering and departing the harbour. The process of Tethered Escort Towage (TET) has been extensively simulated to prove the feasibility of the operation in the Port of Gladstone. Tugs specifically designed for the task will be utilised for escort towage.

Background

This letter relates to *Chapter 9 Tug Requirements for LNG*, and *Appendix 16.39 Deed of Indemnity – Port of Gladstone Escort Tugs* (attached) of the Port Procedures and *Information for Shipping – Gladstone (PPM Gladstone)* as updated from time to time. The PPM Gladstone requires the use of escort tugs for LNG vessels entering the port.

For TET, all LNG vessels are required to be equipped with bitts, bollards, chocks and fairleads with a minimum Safe Working Load (SWL) of 150 tonnes.

Further matters

LNG vessels will transit all channels and cuttings with two approved escort tugs at speeds up to about 10 knots with tugs made fast. Although the decision as to where to make the tugs fast will be made after consultation between the pilots and the LNG vessel master, it is expected that both escort tugs should be attached on the stern (tandem deployment) for inbound and outbound transits of the port.

Four escort tugs should be ready to make fast between A1 and A5 subject to the discretion of the harbour pilot in charge in conjunction with the vessel's master. All tugs will be progressively released on departure between A5 and A1 also subject to the discretion of the harbour pilot in charge in conjunction with the vessel's master.

Requirements

The tug securing equipment on your vessel may require tethered escort tugs to exceed the equipment's maximum SWL.

It is a condition of approval of escort towage for your vessel, as described above, that you provide an indemnity in relation to any damage caused by the escort tugs to your vessel.

Marine Operations (Gladstone)
Floor 7, 21 Yarroon Street
PO Box 123
GLADSTONE QLD 4680

Telephone +61 7 4971 5200
Website www.msq.qld.gov.au
Email Gladstone.RHM@msq.qld.gov.au

Please sign and return the following **enclosed** documents:

1. Duplicate of this letter
2. Deed of Indemnity.

Should you have any questions regarding this, please contact me at the Maritime Safety Queensland Gladstone office on 4971 5200.

Yours faithfully

John Fallon
Regional Harbour Master - Gladstone

Read, acknowledged and agreed by:

.....
Signature

On the ..... day of .....

.....
Name

.....
Master/Owner/Charterer

.....
Company

.....
Address

.....

.....
Contact details

Queensland Government

Deed of Indemnity
Port of Gladstone - Escort Tugs

Responsible person	..... Name ..... Master/Owner/Charterer - please choose ..... Company ..... Address ..... Email address and telephone contact details
Vessel	MV ..... Name IMO Number ..... Number being an LNG vessel fitted with bitts, bollards, chocks and associated equipment rated at less than a 150 tonne safe working load.

I, as ..... (select applicable) of the above vessel hereby:

1. indemnify the Pilot, the Gladstone Ports Corporation Limited and the State of Queensland (represented by the Department of Transport and Main Roads - Maritime Safety Queensland) for any damage (including consequential loss) caused by escort tugs to the vessel's bitts and associated equipment which arises directly as a result of any increase in the towage forces
2. acknowledge that this indemnity does not affect, and is in addition to any other indemnity provided by statute.

Executed as a Deed

For and on behalf of a company

Signed sealed and delivered

.....
Company name

On the..... day of .....

in accordance with section 127 of the
Corporations Act 2001 (Cth):

.....
Signature of director

.....
Signature of company secretary/director

.....
Full name of director

.....
Full name of company secretary/director

For an individual

Signed sealed and delivered

On the..... day of .....

in the presence of: .....

.....
Signature

.....
Signature of witness

.....
Full name of individual

.....
Full name of witness

Seen and acknowledged

John A Fallon
Regional Harbour Master - Gladstone

_____ /_____ /_____

16.40 Vessel Interaction Prevention CCF Berths

10 December 2021

Queensland Government

Department of
Transport and Main Roads

Dear Captain

VESSEL INTERACTION PREVENTION CCF Berths

You are currently berthed at the Clinton Coal Facility (CCF), this places your vessel close to the channel used by outbound deep draft vessels departing the WICET coal terminal, or from deep draft vessels departing CCF1 (if you are berthed at CCF2, CCF3 or CCF4).

Whilst every effort will be made to reduce the effects of interaction of passing vessels on your vessel, it is important that you:

1. Follow the direction of Wharf Supervisors at CCF with respect to mooring lines,
2. Ensure your vessel is hard against fenders when a deep draft vessel from WICET or CCF1 is passing, and
3. Maintain a continuous watch on VHF channel 13.

Yours faithfully,

John Fallon
Regional Harbour Master - Gladstone

Maritime Safety Queensland - Gladstone
Level 7, 21Yarroon Street
Gladstone Queensland 4680
PO Box 123 Gladstone Queensland 4680

Telephone +61 7 49715200
Facsimile +61 7 4971 5243
Website www.msq.qld.gov.au
Email Gladstone.RHM@msq.qld.gov.au

16.41 Barney Point Wharf Passing Vessel Interaction Prevention

24 June 2014

Queensland Government

Our ref
Your ref
Enquiries John Fallon

Department of
Transport and Main Roads

To Whom It May Concern

BARNEY POINT WHARF PASSING VESSEL INTERACTION PREVENTION

1. In April 2012 Gladstone Ports Corporation met with key stakeholders regarding Vessel Interaction at Barney Point and how best to mitigate the risk of vessels pulling away from the Berth, during passing by a deep draft vessel. The result of this meeting was a Memorandum, issued by GPC detailing additional requirements for vessels berthed alongside Barney Point when all of the following conditions are met:

   a. Vessel passing Barney Point Wharf is >14.0m draft
   b. Vessel at Barney Point Wharf is >13.5m deepest draft
   c. Length Overall of vessel at Barney Point Wharf is >225m
   d. Beam of vessel at Barney Point Wharf is ≥32m

2. The requirements to be implemented when all the above conditions are met are:

   a. A pilot is to be on board 30 minutes prior to the vessel passing,
   b. A tug is to be ready to engage 30 minutes prior to the vessel passing and remain ready until the vessel has passed and is clear,
   c. The vessel crew should tension lines and put them on the brake 30 minutes prior to the vessel passing and be clear of the deck 10 minutes prior, and
   d. The gangway is to be raised until the vessel has passed and is clear.

3. In view of the continued risk of vessel interaction at Barney Point and to maintain safety, I am writing to advise that the decisions from the April 2012 meeting remain extant and that charges incurred will be sent to the Shipping Agency of the ship alongside Barney Point.

4. In addition since the introduction of the requirements of the Memorandum in 2012, additional requirements have been implemented to further mitigate risks. These include the requirement for vessels to have the starboard side anchor lowered underfoot at all times while made fast and for vessels to maintain 1.0m Under Keel Clearance at all times while alongside. These requirements will also continue to be enforced.

5. For your information, vessels berthing at Barney Point and the Clinton Coal Terminal are presented with a direction from myself by the Pilot on-board when they arrive. This direction lists the requirements for vessels alongside both facilities. A copy of this form is also enclosed.

6. Please don't hesitate to contact me any further information.

Yours faithfully

John Fallon
Regional Harbour Master - Gladstone

Maritime Safety Queensland - Gladstone
Level 7, 21Yarroon Street
Gladstone Queensland 4680
PO Box 123 Gladstone Queensland 4680

Telephone +61 7 49715200
Facsimile +61 7 4971 5243
Website www.msq.qld.gov.au
Email Gladstone.RHM@msq.qld.gov.au

16.42 DUKC Draft Request Form

Link to fillable PDF

Queensland Government

DUKC® Draft Request

This form is to be completed by all vessels departing CCF or WICET with Draft >15m and all vessels arriving at FL1 with Draft >8.8m

The following vessel information is requested to ensure stability and vessel motion response characteristics are modelled correctly by the DUKC®. The vessel is responsible to supply accurate information to all fields as requested below.

Section 1: Vessel details

Name of ship

IMO

Expected arrival/departure:

Time

Date

Nominate the deepest draft at which the vessel wishes to arrive at/depart the berth:

Section 2: Vessel Stability Information at Arrival/Departure

Beam (m)

LBP (m)

LOA (m)

Arrival/Departure displacement: (t)

Arrival/Departure deadweight: (t)

Drafts:

Fwd (m)

Midships (m)

Aft (m)

GMf (m)
(Transverse metacentric height corrected for free surface)

GMs (m)
(Transverse metacentric height)

KG (m)
(Vertical centre of gravity)

KM (m)
(Transverse metacentre above baseline)

Please note: GMs must be greater than GMf
GMs + KG = KM

Master Chief Officer's signature

Date

Vessel stamp


140°E
145°E
150°E
155°E
160°E
10°S
15°S
20°S
25°S
PORT MORESBY
Thursday Island
Orford Ness
Mapoon
Cape Grenville
Weipa
Lockhart River
Aurukun
Cape Keerweer
Cape Melville
Pormpuraaw
Cape Flattery
Kowanyama
Cooktown
Cape Tribulation
Port Douglas
Willis Island
Gilbert River Mouth
Cairns
Karumba
Innisfail
Burketown
Cardwell
Lucinda
Townsville
Ayr
Hayman Island
Bowen
Proserpine
Mt Isa
Mackay
Sarina
Shoalwater Bay
BRISBANE AREA OF RESPONSIBILITY
St Lawrence
Yeppoon
Rockhampton
Longreach
Gladstone
Town of 1770
Sandy Cape
Bundaberg
Hervey Bay
Double Island Point
Charleville
Tewantin

16.43 Pilot Ladder Checklist

Pilot Ladder Checklist

Vessel Name: ..... **Date of Pilot Transfer:** _____

To the Master of the Vessel,
GMPS require you and your crew to fully cooperate with our pilot launch crew to ensure the safe transfer of Pilots to and from your vessel.

You are responsible to ensure that the pilot ladder has been stored and maintained in good condition and that it is regularly inspected and certified by the manufacturer of the ladder that it complies with the requirements of SOLAS CH V- Regulation 23 - Pilot Transfer Arrangements Resolution A.1045 (27).
GMPS supports all members of the pilot launch crew who decide not to transfer due to an unsafe ladder arrangement.

Please note that any failure from you to provide a fully compliant pilot transfer arrangement will result in your vessel being rejected for pilot boarding, and additional charges may be levied to your vessel.

The Master of the Vessel is to ensure this Pilot Ladder Checklist has been completed and sent to the Vessel's agent at least 72-hours prior to the planned pilot transfer taking place. The vessels agent will enter the completed form into Qships.

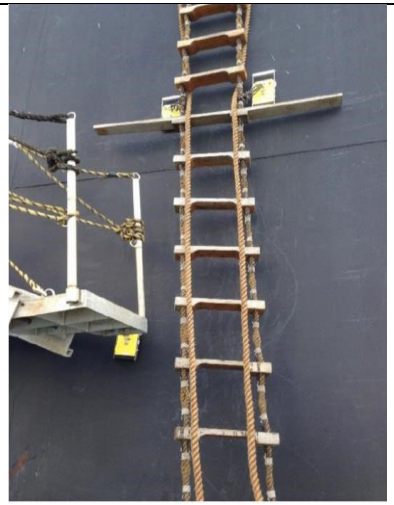
Item	Checks to be performed	Yes	No
1)	Have all pilot ladders been kept clean, properly maintained, stowed and inspected at least 72 hours prior to arrival at the port to ensure that they are safe to use?	☐	☐
2)	Are "Certificates of Conformity" and "Inspection Certificates" for Pilot ladders maintained on-board the vessel?	☐	☐
3)	Are manufacturer's plates clearly visible with matching certification for each ladder?	☐	☐
4)	Are all pilot ladders only used for the embarkation and disembarkation of personnel?	☐	☐
5)	Is there a copy of International Maritime Pilots Association "required boarding arrangements for pilots" poster displayed on board?	☐	☐
6)	Will the supervision of the rigging of the pilot ladder and of the pilot transfer arrangements be conducted by a responsible officer who has means of communication with the navigation bridge?	☐	☐
7)	Will the vessel provide a person to escort the pilot by a safe route to and from the navigation bridge?	☐	☐
8)	Will the pilot ladder and any operating mechanical equipment be tested prior to use?	☐	☐

9)	Are there at least two people (including one Officer) on the ship, near the pilot boarding area to assist pilot's embarkation / disembarkation?	☐	☐
10)	Are the ropes, heaving lines, splices and thimbles in good condition?	☐	☐
11)	Are the steps, spreaders and chocks in good condition and free of any coatings?	☐	☐
12)	Is the pilot ladder properly secured to the deck of ship?	☐	☐
13)	Is the deck area where the pilot disembarks clean and free of obstructions?	☐	☐
14)	Are the heaving line(s) in good condition and suitable for their intended use? Heaving line to be between 12-16mm diameter and fully inspected prior to use	☐	☐
15)	Are man ropes of at least 28mm and no more than 32mm in diameter and securely rigged?	☐	☐
16)	Are the man ropes less than 24 months old from the date of manufacture?	☐	☐
17)	Have the manropes been in service for less than 12 months?	☐	☐
18)	Is each pilot ladder less than 30 months old, or have they undergone the strength test as outlined in ISO 799-2019 with relevant certification?	☐	☐
19)	Is the pilot ladder tied to a strongpoint on the ship, resting on the parallel body of the ship and are the steps horizontal?	☐	☐
20)	Is there an additional back-up pilot ladder available on board the vessel? (this is not a current requirement but is considered best practice)	☐	☐
21)	Is the vessel capable and well-rehearsed in retrieving a man overboard?	☐	☐
22)	Is there a lifebuoy and self-igniting light available at the pilot boarding area?	☐	☐
23)	Is the boarding area adequately lit for pilot transfers at night?	☐	☐

Vessel Master's Name: ---------- **Date :** ----------

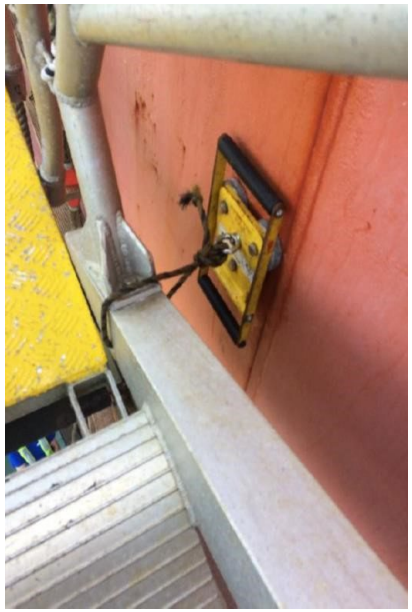
Vessel Master's Signature: ----------

Rigging Requirements for Combination Pilot Ladders

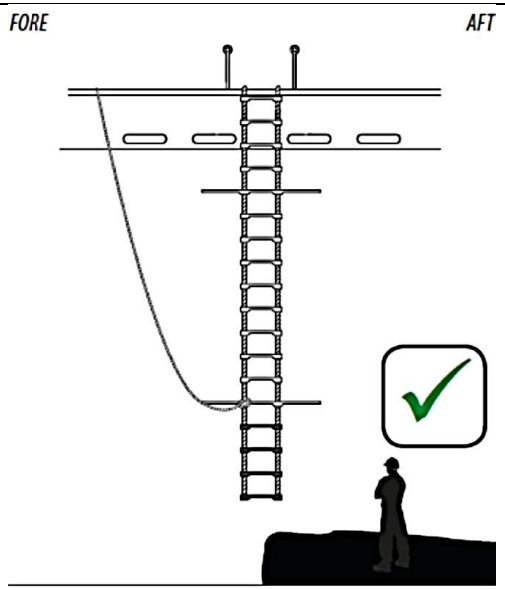


Magnets must be 1.5 meters above combination ladder platform

Manropes are to be tucked in line with the magnet/suction pad



1 magnet for accommodation ladder



The retrieval line is to be fastened above the last spreader step and is to lead forward without hindering or obstructing the pilot or pilot launch

REQUIRED BOARDING ARRANGEMENTS FOR PILOT

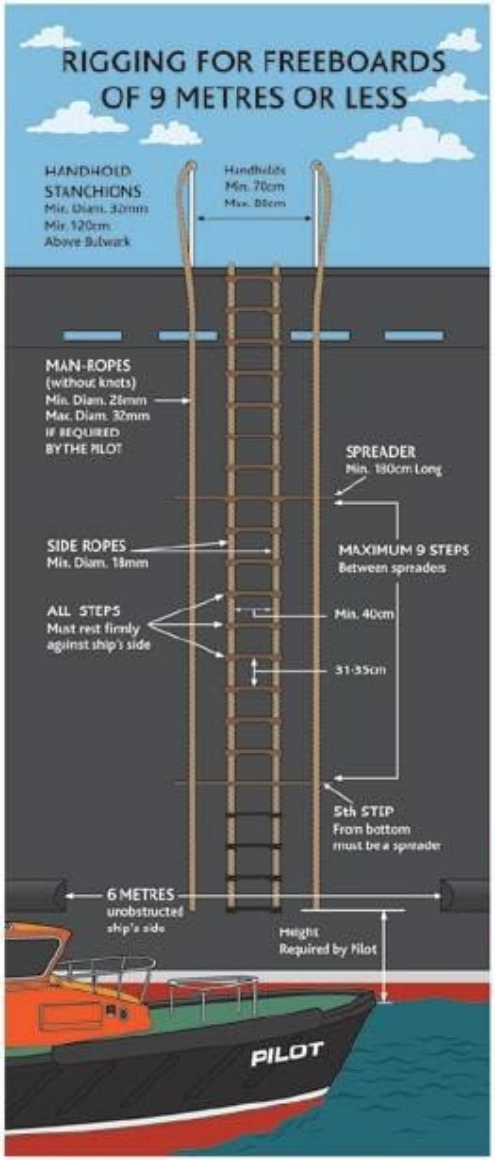
IMO INTERNATIONAL MARITIME ORGANIZATION

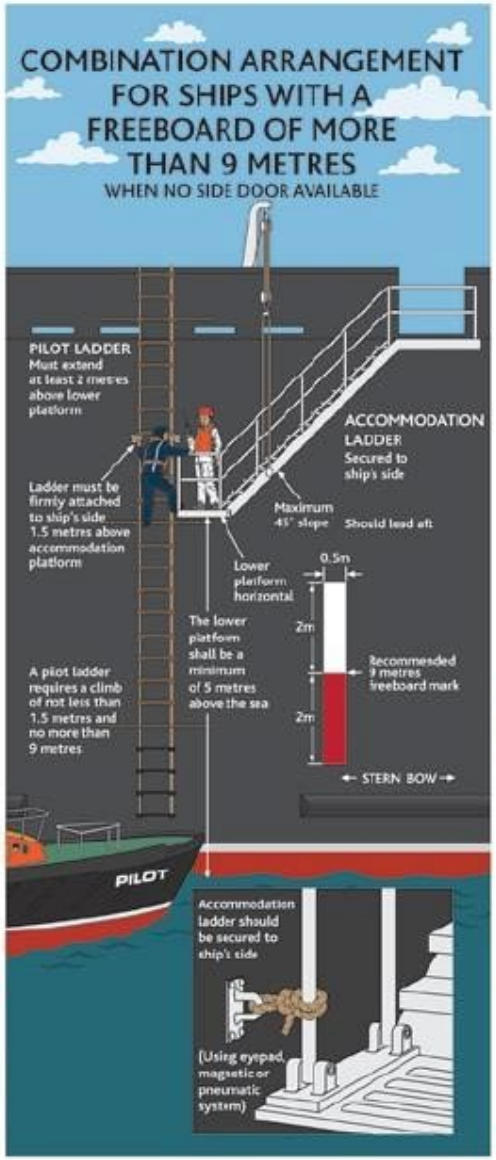
In accordance with SOLAS Regulation V/23 & IMO Resolution A.1045(27)

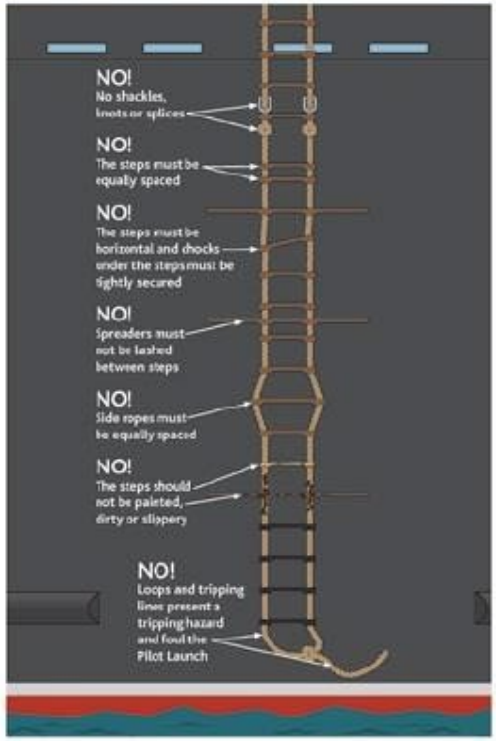
INTERNATIONAL MARITIME PILOTS' ASSOCIATION

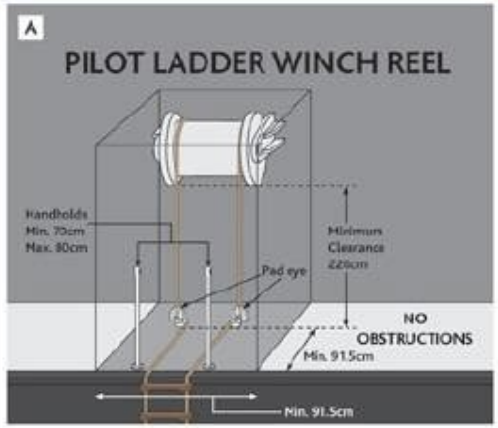
H.Q.S. "Wellington" Temple Stairs, Victoria Embankment, London WC2R 2PN Tel: +44 (0)20 7240 3973 Fax: +44 (0)20 7210 3518 Email: office@impahq.org

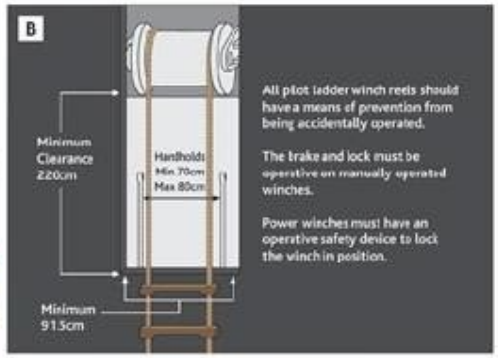
This document and all IMO Pilot-related documents are available for download at: http://www.impahq.org

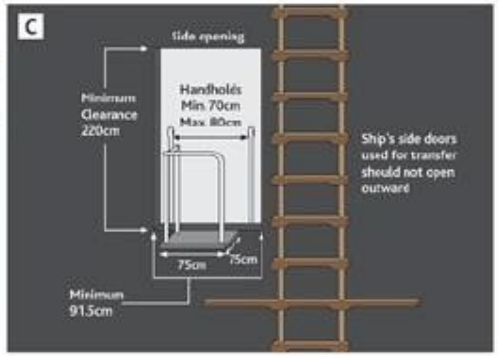












16.44 Safe Work Method Statement – Boarding by ladder

Transport and Main Roads

Safe Work Method Statement for personnel transfers from launch to ship in the Gladstone Region

MSQ Region	Gladstone	**Regional Harbour Master**	+61 7 4971 5205 +61 459 827 398
Relevant Legislation, Standards and Codes for the SWMS	*Work Health and Safety Act 2011*, *Work Health and Safety Regulation 2011*, Managing the risk of falls at workplaces Code of Practice (CoP) 2021, AMSA Marine Orders.		
Minimum number of employees	One (1)		
Description of activity	Travel on a launch to the anchorage then boarding a ship whilst at anchor and disembarking from a ship to launch and returning to port.		
Related Documents	Vessel Safety Management System and boarding procedures		

Overview

All persons involved in this task must have the SWMS communicated to them prior to the work commencing (see signoff)

- This Safe Work Method Statement (SWMS) identifies generic hazards identified and associated with this particular type of work (see list identified hazards and risks below).
- Other checklists, forms, training or procedures may be referenced in this document as controls for specific steps of the task being performed.
- This SWMS will need to be reviewed by the person supervising the activity to ensure it is specific to the work being performed, and any adjustments recorded on the daily prestart form for the day.
- The employee shall monitor the work to ensure this SWMS is being complied with and additional hazards are identified, controlled and recorded on the daily prestart for the day.
- If there are changes to the work being performed, that raises the risk level after controls are in place higher than what has been assessed, the employee must consider additional controls, or stop the activity covered by the SWMS.
- Where additional controls are implemented to address site specific risks, they must be documented in the site-specific SWMS section of the daily prestart and other workers involved in the task consulted in these changes.
- SWMS must be made available for inspection or review where the work is being undertaken, such as a hardcopy or be electronically accessible.

Licensing / Qualifications required for this activity:

Indicate all the appropriate licences / qualifications required to undertake the above-mentioned high-risk construction activity.

Role	Licence / Qualification	Required		Role	Licence / Qualification	Required
All including passengers		No		Master of Vessel	Coxswain	Yes
Crew Members	Elements of shipboard safety (or higher qualification such as Coxswain)	No		At least one crew member	Applied first aid	Yes

Training required for this activity:

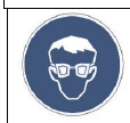
- Vessel SMS Induction for a master and crew member/s
- Vessel SMS Induction for a passenger

Equipment Required to undertake this activity safely:

Refer below

Additional Personal Protective Equipment required to undertake this activity:

*This section is to capture the **additional** PPE needed. It does not include the Mandatory PPE for outdoor work environment) (refer to Other Company work practices/procedures).*

									
Eye protection must be worn:	Full face mask respiratory protectionmust be worn:	Half mask must be worn:	Hard hat must be worn:	Hearing protection must be worn:	Hand protection must be worn:	AS 2210 compliant footwear must be worn:	Protective body clothing must be worn:	Face protection must be worn:	Life jacket must be worn:
Y ☐ N ☒	Y ☐ N ☒	Y ☐ N ☒	Y ☒ N ☐	Y ☐ N ☒	Y ☒ N ☐	Y ☒ N ☐	Y ☐ N ☒	Y ☐ N ☒	Y ☒ N ☐
Glasses can be worn where required, secured with a lanyard.	Not with-standing any COVID-19 PPE requirements.	Not with-standing any COVID-19 PPE requirements.	Approved high visibility helmet (not hard hat) to be worn with chin strap secured.		For climbing rope ladder. Not rubber rubber gloves.	Non-slip covered footwear should be worn.			Life jacket worn must be a self-inflating and within service date.

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IDENTIFIED HAZARDS AND RISKS FOR THIS HIGH-RISK WORK	
A Falling in water from vessel/ship B UV Radiation C Workers not competent working at heights D Restricted movement when wearing equipment E Slippery structure slip, trip or fall F Vessel ropes G Vessel colliding with ladder/structure when working H Drowning I Manual handling	J Unfavourable weather K Vessel propulsion failure L Access Ladder in poor condition M Marine life (Sharks, Crocodiles, Irukandji or other identified marine life) N Struck by falling objects O Crushing injury between vessel and ladder P Isolation from medical assistance Q Vessel Accident

Preparation before activity commences

This SWMS requires the following tasks to be undertaken before the SWMS can be used.

Task	Controls	Responsible Officer
Check for inclement weather, sea state and vessel to be boarded.	• Weather/tidal information is to be reviewed • Commencement of work to be assessed against forecasted weather conditions • Daylight only transfer	Vessel master
Conduct Daily Prestart	• Review controls within this SWMS • Ensure all controls have been implemented before leaving berth • Ensure all passengers/crew have been inducted onto the vessel	Vessel master
Fitness for duty: Master/crew/passengers	• Not under the effects of medicinal drugs, illegal drugs or alcohol • Master/crew/passenger not suffering from an injury or illness that may impact on this activity • Not be suffering from fatigue • Crew/passenger Identified by master as being capable of conducting work type	Vessel master

Commence Activity

Task	Identified Hazards	Initial Risk (without controls)	Implement Controls	Final Risk (with controls)	Monitor and Review / Responsible Officer	
					How control is monitored	Who is responsible
1. Boarding vessel for transfer	E, J, K, Q	Medium	• Persons boarding will act upon instructions from crew or master. • Ensure 3 points of contact when boarding. • All gear to be passed from the berth to the vessel crew for storage. Be aware of slips, trips and falls. • Persons boarding to be aware of ropes.	Low	• Inducted by trained crew and/or master of vessel. • Induction training paperwork is completed and signed and placed in SMS.	Vessel master or crew.
2. Generic induction to vessel	Fire, collision, grounding, muster stations, man overboard, flooding	Medium	• . Induction of personnel onto vessel.	Low	• Inducted by trained crew and/or master of vessel. • Induction training paperwork is completed and signed and placed in SMS.	Vessel master or crew.
3. Travel via vessel to ship to be boarded with crew/ passengers Crew/passengers competent for travel.	A-Q Sea sickness	High	• Vessel SMS MOB training to be provided. • Undertake vessel SMS induction crew and passenger/s. • Vessel crew advise access and egress of vessel. • Follow instructions from vessel crew. • Three points of contact while on board.	Low	• Vessel Master ensures briefings are recorded in vessel log	Vessel master or crew.
4. Approaching ship to be boarded (Assessment).	E,J,K,Q Sea sickness	High	• Vessel master to ensure all persons on vessel requiring transfer are ready for transfer. • Master of vessel to make contact with the ship's Captain and determine the best lee of the ship and advise which section of the ship the transfer will take place. • Master of the vessel to discuss the transfer of the persons with crew prior to engaging contact with the ship.	Low	• Vessel master	Vessel master

Task	Identified Hazards	Initial Risk (without controls)	Implement Controls	Final Risk (with controls)	Monitor and Review / Responsible Officer	
					How control is monitored	Who is responsible
5. Climbing the vessel via boarding ladder	A-Q	High	• Passengers and crew to await master's confirmation prior to leaving the wheelhouse. • Transfers are to be at the discretion of the vessel master in consultation with the ship's Captain, but generally should not be undertaken when at greater than Sea State 4 and a wind strength of 20 knots. • Three points of contact at all times. • Persons to ensure their lifejacket is worn correctly, is self-inflatable and within service • Approved safety helmet is to be worn with chin strap attached. • Ensure gloves are worn suitable for rope handling. • Ensure laces on boots/shoes are tied correctly (where necessary). • Vessel crew to be wearing an approved helmet with chin strap whilst transfer is taking place. • Persons to follow instructions from vessel master and crew. • Vessel to transfer persons on the side of ship that provides the best lee in consultation with the ship Master. • The boarding ladder is to be lowered and secured by the ship's crew; an inspection will be conducted of the ladder at this time by the person boarding and the vessel crew. Should the ladder be determined unsuitable for climbing, the Captain of the ship is to be advised. If another ladder suitable to be used cannot be produced, the vessel is to return to port and advise VTS of this decision and why the transfer did not take place. • Inspect path to climb on approach. • If in doubt stay on vessel, return to port and advise VTS of the decision. • No equipment to be carried by any person boarding while climbing the ladder. • Equipment will be passed up and down the ship in a bag by a heaving line.	High	• Employee to cancel transfer if they do not feel safe, are uncertain, or as instructed by vessel crew or the vessels master. • Weather and sea state to be monitored by master of vessel. • All persons to await instructions from vessel crew or master whilst on the vessel.	Vessel master/crew/person boarding.

Task	Identified Hazards	Initial Risk (without controls)	Implement Controls	Final Risk (with controls)	Monitor and Review / Responsible Officer	
					How control is monitored	Who is responsible
			• The master will manoeuvre the vessel to ensure the person boarding can grasp the boarding ladder. • Wait for the vessel to manoeuvre into position and settle before stepping onto the ladder. • Be aware of weather and sea state. • Once the person has hold of the boarding ladder and is positioned on the ladder, the master will move the vessel away from the ship away from the ladder fall zone. • The person should maintain three points of contact while climbing the ladder. • The vessel is to remain close by in the event the person climbing should fall from the ladder. • Should a person fall from the ladder, the man overboard procedure is to be conducted.			
6. On board ship after ladder climb	A-Q	High	• Ensure self-inflating lifejacket is worn and the approved helmet is worn. Remove helmet after boarding when safe to do so. • The top of the Pilot ladder may involve an accommodation ladder (staircase with a handrail) to assist and trip hazards (trap doors). • At top of ladder climb onto ship, following instructions by ship's crew. • Maintain 3 points of contact at all times • Person to advise master of transfer vessel by hand signal (thumbs up) or radio signal, whichever is appropriate once on board safely.	Medium	• Person transferred	Vessel master
7. Disembarking from vessel	A-Q	High	• Ensure self-inflating lifejacket is worn. • Approved safety helmet is to be worn. • The top ladder may involve an accommodation ladder (staircase with a handrail) to assist. • When descending the ladder, ensure any trip hazards are removed/person is aware of these hazards. • Person to position themselves on the boarding ladder ready to disembark. • Wait for vessel to settle alongside. • Descend the ladder in a slow and safe manner.	High	• Vessel crew to monitor descending person. • Vessel crew to be aware of falling objects.	Vessel master

Task	Identified Hazards	Initial Risk (without controls)	Implement Controls	Final Risk (with controls)	Monitor and Review / Responsible Officer	
					How control is monitored	Who is responsible
			• No person is to carry any equipment whilst descending the ladder. • Vessel crew to ensure they are wearing an approved helmet with a chin strap during the transfer. • Maintain 3 points of contact at all times. • Vessel crew will monitor descent. • Follow instructions of the vessels crew to time step off ladder.			
8. On board the vessel.	A-Q Sea sickness	High	• Once safely on board, person is to return to the vessel wheelhouse. • Vessel crew to take hold of any gear being delivered back down from the ship by the heaving rope. • Once all the persons and gear have been removed, the vessel is to manoeuvre safely away from the ship. • Master to advise ship's Captain that all persons are present, and the vessel is returning to port.	Medium	• Crew to ensure all persons and gear on board before departure.	Vessel master
9. Disembarking the vessel when back at port.	E, J, K, Q	High	• All persons to wait in the wheelhouse of the vessel until the vessel has berthed. • Await pilot crew or master's instructions to leave the vessel • When leaving the vessel be aware of slips, trips and falls. • Ensure three points of contact when disembarking the vessel. • Vessel crew to pass any gear from vessel to person once the person has safely disembarked.	Low	• All persons on board including crew and master.	Vessel master.

Approved by Regional Harbour Master Gladstone

This document was created in consultation with the following:

John Fallon RHM Gladstone

Jennifer Tumbers ED WWM Gladstone

Leon McKenzie MO3

Date of consultation:___/_____/ _____

SAFE WORK METHOD STATEMENT

This Safe Work Method Statement has been discussed with the undersigned and the control measures to be followed have been understood.

Date	Name of worker	Signature	Date	Name of worker	Signature

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Risk Matrix

Risk Dimensions		Likelihood				
		Rare	Unlikely	Possible	Likely	Almost Certain
Consequence	Severe	HIGH	HIGH	HIGH	EXTREME	EXTREME
	Major	MEDIUM	MEDIUM	HIGH	HIGH	EXTREME
	Moderate	LOW	MEDIUM	MEDIUM	HIGH	HIGH
	Minor	LOW	LOW	MEDIUM	MEDIUM	MEDIUM
	Insignificant	LOW	LOW	LOW	MEDIUM	MEDIUM

ACTIONS TO BE TAKEN	
Extreme Risks	• unacceptable • work must cease immediately, or not to be undertaken, until the risk is reduced • implement further control measures and/or obtain specialist advice.
High Risks	• immediate action required • risks to be reduced if possible • manager/supervisor authorisation required before work proceeds • ensure the work team is informed of the risk potential and control measures.
Medium Risks	• work can proceed, however, reduce the risks where practical and feasible • authorisation by the manager/supervisor is required • ensure the work team is informed of the risk potential and control measures.
Low Risks	• no additional risk control necessary • work can proceed • ongoing STOP-THINK-GO assessment by workers.

	Consequence		Likelihood	
1	Insignificant	• Injury/illness requiring first aid treatment at most • Treatable health issues	Rare	• May occur only in very exceptional circumstances. • Frequency - Once in every 5 - 10 years
2	Minor	• Reversible injury/illness to one or more persons requiring medical treatment, but does not result in time lost or restricted duties. • Unresolved minor health issues.	Unlikely	• Could occur at some time but unlikely. • Frequency - Once in 1 to 5 years.
3	Moderate	• Moderate irreversible injury/illness to one or more persons. • Reversible injury/illness to one or more persons resulting in time lost and/or restricted duties. • Acute short term health issues.	Possible	• Will probably occur in some circumstances. • Once per month - year.
4	Major	• Considerable irreversible injury/illness to one or more persons. • Serious reversible injury/illness to one or more persons. • Progressive chronic condition, serious health issues.	Likely	• Will probably occur in most circumstances. • Once per week - month.
5	Severe	• Fatality, or significant disabling injury/illness to one or more persons. • Significant prolonged health issues.	Almost certain	• Is expected to occur in most circumstances. • Once per day - week.

Hierachy of control			
1.Elimination	**First option - most effective**: can the hazard be removed altogether by elimination of process or substance?	4. Engineering	Change the design of equipment, the workplace or the process ..... do it differently.
2. Substitution	Involves replacing the hazard with one that presents a lower risk.	5. Administrative	Reduce or eliminate the exposure to a hazard by adherence to procedures, instructions, signage or training. Administrative controls are dependent on human behaviour for success.
3. Isolation	Separate yourself from the hazard or separate the hazard from you.	6. PPE	**Last option - least effective**: provides a barrier between a person and the hazard. This is dependent on PPE being chosen correctly as well as fitted and work at all times where required.

Risk Matrix