10. Work Permits

10.1 General

In order to be able to perform certain work on ships in the port of Gladstone, ship masters, owners or their Shipping Agents must first apply for and obtain the necessary permits before that work can proceed.

Applications for approval by the Regional Harbour Master must be submitted via the QSHIPS programme. The required terms and conditions are completed by the Regional Harbour Master's office and the agent may then print off the completed permit for passing to the applicable ship's master.

Works requiring permits include:

- immobilising main engine/s;
- tank/crude oil washing;
- lifeboat drills;
- bunkering;
- ship to ship/shore transfer operations;
- overside work; and
- live flare (pyrotechnic) demonstration.

Ship masters must comply with all requirements specified in the permit.

Although a hot works permit is not required, masters should notify Gladstone VTS prior to commencing hot works.

(See appendix for copy of permits as viewed in QSHIPS)

Table 28 Permit requests

Permit Requests				
Who	**To**	**Permit**	**When**	**Comments**
All ships	Gladstone Ports Corporation (GPC)	Overside work	48 hours prior to arrival	Lodged to Gladstone Ports Corporation
All tanker s	Regional Harbour Master (RHM)/ Gladstone Ports	Tankers at non tanker berths	48 hours prior to arrival	Lodged to Regional Harbour Master and Gladstone Ports Corporation must be certified as gas free by an independent chemist on approved form

	Corporation (GPC)			
All ships	Australian Customs and Border Protection Service/Regional Harbour Master	Lifeboat drill	Prior to event	Lodged to Australian Customs and Border Protection Service, and to the Regional Harbour Master via QSHIPS.
All tankers	Regional Harbour Master (RHM)/ Gladstone Ports Corporation (GPC)	Tank wash	48 hours prior to arrival	Lodged to Regional Harbour Master via QSHIPS and faxed to Gladstone Ports Corporation
All ships	Regional Harbour Master (RHM)/ Gladstone Ports Corporation (GPC)	Immobilisation	Prior to event	Lodged to Regional Harbour Master via QSHIPS and faxed to Gladstone Ports Corporation
All tankers	Regional Harbour Master	Gas free declaration	48 hours prior to arrival	Declared by master on approved form lodged to Regional Harbour Master
All ships	Gladstone VTS	Diving Operations	24 hours prior to event and prior to operations commencing	Lodged to Gladstone VTS via email (VTSGladstone@msq.qld.gov.au) 24 hours prior to event. Additionally, contact VTS on VHF channel 13 thirty (30) minutes prior to commencement of and on completion of diving operations.

10.2 Work Permits

10.2.1 Immobilise Main Engines

A ships main engine/s may not be immobilised without first obtaining written permission from the Regional Harbour Master. Permission may not be given for more than 24 hours during the cyclone season (November to April), or more than 48 hours during the rest of the year (see Appendix 16.30 Permission to Immobilise Main Engines). Approval may not be given during periods of strong wind warning.

Ships wishing to immobilise main engines must lodge a Request to Immobilise Main Engines application with the Regional Harbour Master (via the ship's agency for entry into QShips) and notification to the Gladstone Ports Corporation at least 24 hours prior to the requested immobilisation. Ship masters must comply with the requirements of the permit. Ships must be able to mobilise main engines within four hours.

10.2.2 Boat Drills

Ships wishing to carry out any type of boat drills or put boats in the water for painting or maintenance purposes must first obtain clearance from the Australian Customs and Border Protection Service. This clearance is to be obtained by the vessel's agent. Vessel's masters are to ensure Gladstone VTS are advised via VHF radio (channel 13) prior to commencement of drills and on completion of drills.

10.2.3 Notification of Handling of Bulk Liquids

Under the *Transport Operations (Marine Pollution) Act 1995*, Maritime Safety Queensland is both the statutory and combat agency for response to all ship sourced oil spills. It is therefore a requirement under section 63 of the act for owners/Shipping Agents or masters of vessels to notify the Regional Harbour Master and Gladstone Ports Corporation of the intention to load, unload or transfer any form of bulk liquids to, from or between vessels between the hours of sunset and sunrise.

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

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

Masters of vessels conducting bulk liquid transfers, as specified above, are required to notify Gladstone VTS on VHF channel 13 of the time of commencement of such transfer/bunkering operation and again the time when the operation is completed.

10.2.4 Gas-Free Status and OBO's

A tanker or products carrier will be regarded as ‘non-gas free’ unless a gas free declaration has been received prior to arrival. The declaration must include the following:

- Whether the ship is carrying any IMDG Class 3 cargo, flammable liquid or gas cargo on board in bulk;
- Empty cargo tanks have been washed, vented and are free of hazardous residues;
- The atmosphere in each cargo tank or residue space has been tested with an explosimeter and a zero reading has been obtained;
- Slop tanks and pump rooms are free of hazardous residues;
- An explosive gas detector meter is held on board and calibrated correctly;
- A current copy of the ISGOTT manual is held on board; and
- Maintain a zero-gas reading for the atmosphere in each pump room, cargo tank or residue space.

The declaration should be forwarded to the Regional Harbour Master via Gladstone VTS. Once the above requirements have been satisfied the Regional Harbour Master shall determine the ship's gas-free status for movement purposes and forward written confirmation to the agent and the Gladstone Ports Corporation as appropriate (see appendix 16.27 Gas Free Status).

A combination carrier (OBO) that has carried a bulk liquid dangerous cargo on one or more of its last three voyages MUST not be loaded with bulk solid cargo in a pilotage area unless an approved chemist has tested the vessel and issued a safety certificate in an approved form (see appendix Example – Chemist’s Certificate of Compliance).

10.2.5 Overside Maintenance Work

For environmental reasons, there are strict guidelines on the performance of overside maintenance work on ships within the port limits. Ships wishing to undertake overside maintenance work must lodge a request with the berth operator for permission to undertake overside work.

10.2.6 Diving Operations

Vessels wishing to carry out diving operations are to notify the Gladstone VTS via email 24 hours prior to planned operations and, via VHF channel 13 thirty (30) minutes prior to the commencement of and on completion of operations. Vessels are required to display the appropriate international signals for diving operations whilst

divers are in the water. Masters are to ensure a lookout is maintained throughout the diving operations. A listening radio watch is also to be maintained on VHF channel 13 until operations are complete.

Prior to diving operations commencing, engines must be immobilised in accordance with paragraph 10.2.1.