

10. Work permits

10.1 General

In order to be able to perform certain work on ships at Port Alma masters, owners or their agents must first apply for and obtain the necessary permits before that work can proceed.

Applications for approval by the harbour master must be submitted via the QSHIPS programme and by fax or email to the relevant authorities; 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 master of the applicable vessel.

Works requiring permits include:

- immobilising main engine/s
- hot work
- tank/crude oil washing
- bunkering
- life boat drills
- overside work
- live flare (pyrotechnic) demonstration
- ship masters must comply with all requirements specified in the permit. (See appendix for copy of permits as viewed in QSHIPS).

Permit requests				
Who	To	Permit	When	Comments
All ships	Gladstone Ports Corporation	Overside work	48 hours prior to arrival	Lodged to Gladstone Ports Corporation
All ships	Australian Customs and Border Protection Service/Regional Harbour Master	Lifeboat drill	Prior to event	Lodged to Australian Customs Service
All ships	Gladstone Ports Corporation	Hot work	48 hours prior to arrival	Lodged to Gladstone Ports Corporation
All ships	Regional harbour master/Gladstone VTS	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	4 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.

Table 12 – Permit requests

10.2 Work permits

10.2.1 Immobilisation main engines

Ships 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 – [Example – Permission to Immobilise Main Engines](#)).

Ships wishing to immobilise main engines must lodge an application via QSHIPS with the Regional Harbour Master (Gladstone) at least 24 hours prior to the requested immobilisation. Masters will comply with the requirements of the permit

10.2.2 Hot work permit

Ships wishing to carry out repairs and any form of metal work, which includes performing hot work must lodge an application in writing with the Gladstone Ports Corporation. When granted, masters must comply fully with the requirements of the permit.

10.2.3 Boat drills

Ships wishing to carry out lifeboat drills, or put boats in the water for painting or maintenance purposes must first obtain clearance from the Australian Customs and Border Protection Service and the Regional Harbour Master. This clearance is to be obtained by the vessel's agent who will request the activity from relevant authorities outlined above, and via QSHIPS.

10.2.4 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/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 at both the time of commencement and completion of such transfer/bunkering operations.

10.2.5 Gas-free status and OBOs

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.
- 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 the VTS centre. 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 port authority as appropriate (see [Example – Gas-Free Status Declaration](#)).

10.2.6 Overseide 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 Gladstone Ports Corporation for permission to undertake overside work.

10.2.7 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 that engines are immobilised and tagged out, and 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.