

10. Work permits

10.1 General

In order to be able to perform certain work on ships in the port 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 or by 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
- main engine trials
- hot work
- boat drills
- bunkering
- ship to ship/shore transfer operations
- overside work
- live flare (pyrotechnic) demonstration.

Ship masters must comply with all requirements specified in the permit

Permit requests				
Who	To	Permit	When	Comments
All Ships	GPC	Overside work	48 hours prior to Arrival	Lodged to Gladstone Ports Corporation
All Ships	ACS/RHM	Lifeboat Drill	Prior to Event	Lodged to Australian Customs and Border Protection Service
All Ships	GPC	Hot Work	48 hours prior to Arrival	Lodged to Gladstone Ports Corporation
All Ships	RHM/GPC	Immobilisation	Prior to Event	Lodged to Regional Harbour Master via QSHIPS
All ships	RHM/Gladstone VTS/Terminal	Main engine trials alongside	24 hours prior (see 10.2.2 for further details)	Lodged to Regional Harbour Master via QSHIPS
All Tankers	RHM	Gas Free Declaration	48 hours prior to Arrival	Declared by master on approved form lodged to RHM
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.
--	--	--	--	--

Table 14 – Permit requests

RHM – Regional Harbour Master

GPC – Gladstone Ports Corporation

ACS – Australian Customs Service

10.2 Work permits

10.2.1 Immobilisation main engines

Ships may not be immobilised without first obtaining written permission from the 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. [Example – permission to immobilise main engines](#)

Approval may not be given during periods of strong wind warning.

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

10.2.2 Main engine trials alongside terminals

In the normal course a vessel has to obtain Harbour Master and Terminal approval prior to conduct of main engine trials while alongside a berth. Approval will be provided as long as the trial:

- Is of short duration;
- Does not exceed dead slow ahead and dead slow astern;
- Additional lines are run to ensure that vessel does not move along or off the berth; and
- Gangways and other connections to the Terminal are removed.

Provided a pilot has boarded, and tugs are in attendance, for a main engine trial prior to sailing, the above requirements can be relaxed to:

- Is of short duration
- Does not exceed dead slow ahead and dead slow astern, and
- Remove gangway and other connections to the Terminal.

10.2.3 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.

10.2.4 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 and once approved request the activity via QSHIPS.

10.2.5 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 for owners/agents or masters of vessels to notify Maritime Safety Queensland 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.

10.2.6 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 the Port Control Centre. Once the above requirements have been satisfied the harbour master shall determine the ship's gas-free status and forward written confirmation to the agent and the port authority as appropriate ([see – Example - gas free status declaration](#)).

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.

10.2.7 Overside maintenance work

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

10.2.8 Diving operations

Vessels wishing to carry out diving operations are to notify 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.