

## 10. Work notifications

To perform certain work on ships in the port, masters, owners, or their agents must first notify VTS before that work can proceed. Applications for consideration must be sent to the Port Authority via email and/or VTS via QSHIPS with a follow up email. The application will then be received and completed by the RHM's office. The conditions and requirements of work will be sent back to the agent who may then forward on to the master of the applicable vessel. Ship masters must comply with all the conditions and requirements specified.

Works requiring notification include:

- Immobilisation of main engine/s,
- Hot work,
- Boat drills,
- Notification of handling bulk liquids (marine pollutants/bunkering),
- Gas free status and OBOs,
- Overside maintenance,
- Diving or underwater works,
- Live flare (pyrotechnic) demonstration,
- Ship transfer operations (including crew transfer),
- Oil tank washing.

The below table indicates who notification needs to be sent to for each activity type:

**Table 11 Work notifications**

Activity	Where (alongside or anchorage)	When	Notification to
Immobilisation	Both	24 hours prior to event	Lodge to VTS via QSHIPS. Port Authority if alongside
Hot work	Both	24 hours prior to event	Lodge to VTS via QSHIPS. Must include Hot Work Permit from Port Authority if alongside.
Boat drill	Both	Prior to event	Lodge to VTS via QSHIPS Port Authority if alongside
Main engine trial	Alongside	Prior to event	Permission from Port Authority Permission from VTS via VHF
Notification of handling of bulk liquids	Both	Prior to event	Tugs/workboats (Half Tide) to notify VTS via VHF

			Other ships to notify VTS 6 hours prior to event
Gas free status and OBO's	Alongside	48 hours prior to event	Lodge to VTS and RHM via email
Overside maintenance	Alongside	24 hours prior to event	Port Authority
Diving operations	Both	24 hours prior to event	Lodge to VTS via QSHIPS and email. Port Authority if alongside
Pyrotechnic	Both	24 hours prior to event	Lodge to VTS and RHM via email Port Authority
Ship transfer operations (includes crew transfer)	At anchor	Prior to event	Lodge to VTS via QSHIPS
Oil tank washing	Both		Not permitted unless exceptional circumstances
Short Navigation	At anchor	Prior to event	Lodge to VTS via QSHIPS

## 10.1 Work Permits Description

### 10.1.1 Immobilisation of Main Engines

Ships intending to be immobilised must apply for permission from the RHM via QSHIPS with a follow up call/email to VTS. The following conditions apply:

Ship's crew are to advise VTS on VHF Channel 10 prior to the commencement of works and again on completion of works, confirming the engine has been tested and is in working order.

During cyclone season (November to April), permission may not be given for more than 24 hours or subsequent days.

Outside of cyclone season (April to November), permission may not be given for more than 48 hours.

The expected duration of the immobilisation must be included on the permit application.

Operations are to be conducted during daylight hours only. Immobilisation must be complete and tested at least 24 hours prior to pilotage.

Immobilisations will not occur during Bureau of Meteorology strong wind warnings and above, or if severe weather is expected.

If alongside, the Port Authority must give permission and the master must comply with the berth operators' conditions.

If for any reason the master/agent is unable to lodge an application via QSHIPS then the [Permission to immobilise main engines](#) form should be submitted to VTS via email.

### 10.1.2 Hot work

Ships intending to carry out hot work must apply for permission from the RHM via QSHIPS with a follow up call/email to VTS. The following conditions apply:

Ship's crew are to advise VTS on VHF channel 10 when hot work will commence and again when all work has been completed.

If alongside, the Port Authority must give permission and the master must comply with the berth operators' conditions. The Port Authority Hot Work Permit must be uploaded to QSHIPS along with the activity request before work can commence. This permit can be requested from NQBP port operations at [portoperations@nqbp.com.au](mailto:portoperations@nqbp.com.au).

### 10.1.3 Boat drills

Ships wishing to carry out lifeboat drills or put boats in the water for painting or maintenance purposes must obtain all necessary approvals and lodge an application via QSHIPS with a follow up call/email to VTS. The following conditions apply:

Ship's crew are to advise VTS on VHF channel 10 prior to the commencement of the drill and again when complete.

Any conditions imposed by the Australian Border Force must be adhered to.

Drills are not permitted during BOM strong wind warnings and above, or if severe weather is expected.

Boat drills may be permitted alongside at the **Port of Mackay**. In addition to the above the following conditions apply:

The Port Authority must give permission and the master must comply with the berth operator's conditions.

Drills are to be conducted within the swing basin, however are not permitted when shipping movements are taking place.

### 10.1.4 Main engine trials at berth

Ships wishing to carry out main engine trials alongside in the **Port of Mackay** must request permission from the Port Authority and advise VTS via VHF channel 10 prior to commencement and on completion.

Masters are requested not to conduct prolonged engine trials. The rudder is to remain amidships during any main engine trials.

### 10.1.5 Notification of handling of bulk liquids (Marine Pollutants)

Under the [Transport Operations \(Marine Pollution\) Act 1995](#) Maritime Safety Queensland is both the statutory and combat agency for response to all ship sourced oil spills. It is therefore a requirement under section 63 of the act for owners/agents or masters of vessels to notify the RHM and the Port Authority of the intention to load, unload or transfer any form of bulk liquids to, from or between vessels between the hours of sunset and sunrise.

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

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

Masters of vessels conducting bulk liquid transfers, as specified above, are required to notify VTS on VHF channel 10 of the time of commencement of such transfer/bunkering operation and again the time when the operation is completed.

### **10.1.6 Gas free status and OBOs**

A tanker or products carrier will be regarded as 'non-gas free' unless a [gas-free declaration](#) has been issued and is current for the vessel.

The declaration must include the following:

- whether the ship is carrying any International Maritime Dangerous Goods class 2 or 3 cargo (flammable liquid or gas cargo on board in bulk),
- empty cargo tanks have been washed, vented and are free of hazardous residues,
- the atmosphere in each cargo tank or residue space has been tested with an explosive gas detector meter and a safe reading has been obtained,
- slop tanks and pump rooms are free of hazardous residues,
- calibrated explosive gas detector meters are carried on board,
- a current copy of the ISGOTT Manual is held on board,
- maintain a safe gas reading for the atmosphere in each pump room, cargo tank or residue space.

A combination carrier (OBO) that has carried a bulk liquid dangerous cargo on one or more of its last three voyages must not be loaded with bulk solid cargo in a pilotage area unless an approved chemist has tested the vessel and issued a gas free certificate in an approved form. Masters must comply fully with the requirement of their safety management system permit conditions. It is assumed a risk assessment has been conducted as part of the company safety management system permit condition.

### **10.1.7 Overside maintenance**

For environmental reasons, there are strict guidelines on the performance of overside maintenance work on ships within the port limits.

No chippings/scrapings/sanding on the vessel's hull or overside fittings are to occur where any residues may fall into the water.

Painting over the side of the ship may take place as long as paint cans are secured such that they are unable to fall or spill into the sea. paint residue is to enter the water.

### **10.1.8 Diving Operations on vessels**

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

The ship is to advise VTS on VHF channel 10 at the commencement of, and on completion of operations.

Vessels are required to display the appropriate international signals for diving operations whilst divers are in the water.

Masters are to ensure a lookout is maintained throughout the diving operations and a radio listening radio watch is to be maintained on VHF channel 10 and 16 until operations are complete.

Any conditions imposed by the Australian Border Force must be adhered to.

Diving operations work may be permitted alongside the berths at the **Port of Mackay**. The Port Authority must give permission and the master must comply with the berth operator's conditions.

### **10.1.9 Ship transfer operations (including crew transfer)**

Ships wishing to carry out ship to ship/shore or shore to ship transfer operations by boat, must advise VTS via VHF channel 10. The following conditions apply:

Transfer vessel is to advise VTS on VHF channel 10 when transfer begins and again when transfer complete.

The minimum PPE for crew transfers is a self-inflating life jacket with light, and a safety helmet with chin strap.

Operations are to be conducted during daylight hours only.

Operations are not to be conducted during a strong wind warning and above, or if severe weather is expected.

### **10.1.10 Oil tank washing**

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

### **10.1.11 Short Navigation**

Ships intending to carry out a short navigation must apply for permission from the RHM via QSHIPS during business hours. The following conditions apply:

Ship's crew are to advise VTS on VHF channel 10 prior to heaving anchor and again when underway. On completion of the short navigation the vessel must advise VTS once re-anchored.

A maximum of three ships may undertake a short navigation at any one time.

- The ship is to exit port limits to carry out the short navigation.
- If the ship departs Mackay/Hay Point VTS area, the ship must contact Reef VTS on VHF channel 11 to advise intentions and a pre-entry report submitted.