

## 10. Work permits

### 10.1 Request for permit

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 Regional 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. Refer to the [Far North Queensland Ports Corporation Limited](#) port notices for further information.

- Hot works – on or within facilities or ships
- Bunkering
- Immobilising a ship
- Ship to ship/shore transfer operations
- Lifeboat drills
- Night Fuel Transfer

**Table 8 - Permit requests**

Who	To	Permit	When	Comments
All ships	FNQPCL	Overside work	48 hours prior to arrival	Lodged to FNQPCL.
All ships	RHM	Lifeboat drill	Prior to event	RHM via fax or email or QSHIPS
All ships	FNQPCL	Hot work	48 hours prior to arrival	Lodged to FNQPCL and berth operator.
All ships	RHM/ FNQPCL	Immobilisation	24 Hr	Lodged to RHM via QSHIPS or fax and to FNQPCL.
All ships	RHM	Immobilisation at anchor	Prior to event	Lodged to RHM via QSHIPS or fax.

All Ships	RHM/FNQPCL	Night Fuel Transfer	24 hr prior to event	Lodged to RHM via QSHIPS or fax and to FNQPCL.
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The legend refers to the comments section above:

RHM Regional Harbour Master

FNQPCL Far North Queensland Ports Corporation Limited

## 10.2 Work permits description

### 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.

Ships wishing to immobilise main engines must lodge an application via QSHIPS with the harbour master and to Far North Queensland Ports Corporation Limited at least 24 hours prior to the requested immobilisation.

### 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 Port Authority, [Ports North](#), via the online web portal.

Once approval has been granted by the relevant port authority, the ship's agent is to lodge an advice via [QSHIPS](#) to the Regional Harbour Master (Cairns).

Masters are to contact Karumba Harbour VHF12 prior to commencement and again on completion of any such hot works.

### 10.2.3 Lifeboat drills

Ships wishing to carry out lifeboat drills, or put boats in the water for painting or maintenance purposes must arrange for their ship's agent to lodge an advice via QSHIPS or email to the Regional Harbour Master (Cairns)

Masters are requested to contact Karumba Harbour on VHF channel 16 prior to commencement and again on completion of such drills when the boats have been returned on board and secured.

### 10.2.4 Engine trials

Ship's wishing to carry out engine trials must lodge an application with Far North Queensland Ports Corporation Limited prior to the event.

## 10.2.5 Notification of handling of bulk liquids/Night fuel transfer

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. Such notification is required to be lodged with Cairns VTS via QSHIPS and the [port authority](#) via the online web portal.

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

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

Any transfer of fuel from a container, vessel, vehicle or facility to another container, vessel, vehicle or facility overwaters (including over wharves or jetties or other marine structures) in the port area where quantities of fuel greater than 200 litres are being transferred requires a Marine Fuel Transfer Activity permit from the port authority. Transfers solely on land are not regulated under this port rule.

Masters of vessels conducting bulk liquid transfers, as specified above, are required to notify Karumba Harbour on VHF channel 16 at the time of commencement of such transfer/bunkering operation and again the time when the operation is completed.

## 10.2.6 Overside maintenance work

For environmental reasons, the ports authority has strict guidelines on the performance of overside maintenance work on ships within the port limits. Ships wishing to undertake overside maintenance work must seek prior approval from Far North Queensland Ports Corporation Limited. Scraping of the hull is not permitted within port waters.

## 10.2.7 Gas free status

A tanker or products carrier will be regarded as non-gas free unless a gas free declaration has been received at least 48 hours 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 and 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.

The Regional Harbour Master (Cairns), on receipt of the gas-free declaration, will amend QSHIPS to reflect confirmation of gas-free status. This information is recorded and restrictions on movements of the ship with regard to being non-gas free are lifted. Failure to comply may result in the ship being considered non-gas free until an approved industrial chemist has tested the spaces, declared the ship to be gas free and issued a gas free certificate.

The declaration should be forwarded to the Regional Harbour Master and 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.