

Work Permit Help Document

For changes introduced in ShIPS Revision 7.1

(Released 11/12/2008)

Introduction

The current ShIPS Revision 7.1 has introduced an automated work permit system which has the benefit of streamlining the approval of the vast majority of work permits. When a work permit application is submitted the system will now automatically assess whether to approve or deny the work permit or place it into a Pending status to be manually assessed. In order to be able to determine automatically which permits can be system approved it has been necessary with some types of work to ask for more information about the work being undertaken. Hot work is one such work type where the user will notice more information is now required to complete the work request and the reason for that is to ensure there are no hazards involved in the work which would require manual assessment.

Where a work permit is automatically approved or denied the permit will be immediately emailed to the applicant and to the agency's company email address. This is to ensure that in any situation where a permit may need to be reprocessed and the original applicant may be absent from the company at that time, then the new emailed permit will at least reach someone at the company in order to be forwarded on to the vessel.

The new work permit module now will use 15 main work groups as below and some of these will support several sub work types based on the selections and answers to questions given on screen. Apart from a description of the work to be undertaken, some work groups require selections for the sub work type or location of work and answers to questions relevant to the particular work to define the actual work to be undertaken.

The new work permits now carry all information and answers to on screen questions printed out on the permit for possible later verification by SPC Port Officers as they audit the work on board the vessel. It is important that information provided on a work request is factual and accurate and where possible (or as necessary based on the nature of the request) to be confirmed from the vessel. This may be necessary in the case of some hot work requests.

With the exception of "Compass Adjustment" all the other work groups only permit work to be carried out at the berth. If a start time earlier than the expected berthing time or a finish time later than the departure time from the berth is entered then an error message will appear advising of the valid time range available based on the currently entered ETA or ETD. A predicted time of berthing is calculated by adding one hour to the ETA until the all secure time is entered and then that time is used as the berthing time.

In the case of Hot Work and Immobilisation where approval of this work is effected by the presence on board the vessel of explosives (other than 1.4S), radioactive materials (other than low specific activity materials) and Ammonium Nitrate (the presence of AN will not normally stop hot work being undertaken but where work is on deck additional conditions are applied if it is present), if a work permit is requested for either of these types of work, before such cargoes are lodged onto the vessel's dangerous goods inventory in ShIPS, then the permit could be approved but then later be denied due to the goods being lodged at a time after the initial approval or the permit conditions might be changed as a result of the new cargo lodgements. This will result in an initial approval being emailed to the applicant followed later (maybe days later) by a denial being emailed or a new approved permit with different conditions being emailed to the applicant. This could result in confusion but

unfortunately is a result of the auto approval process since the system can only be programmed to consider the information to hand at the time the work request is submitted and as that information changes so does the decision to approve or deny a permit request.

For Hot Work and Immobilisation permits, one solution to minimise the number of changes a work permit request may be exposed to, as a result of cargo lodgements, is to not submit these work requests too early. Where possible, wait for dangerous goods cargo lodgement deadlines before applying for this type of work. This may not always be possible, particularly for vessels arriving on weekends where it is still appropriate to apply for the work permit on the Friday to ensure that if the permit requires manual approval (in place of auto approval) this can be done quickly and well ahead of the vessel's ETA should the approval conditions require pre-arrival arrangements to be made.

Additionally when changes to ETA and ETD are made the system will update the start or finish times automatically to suit the new times and a new permit will be emailed out with the new start or finish time shown. A check should be made that the new times shown on the updated permit are still adequate for the work. If they are not then the permit times must be changed manually.

If the ETA or ETD is changed by a large enough margin to cause the updated start time to come after the originally requested finish time then the permit will need to be denied and this will require someone to login to SHIPS and edit the permit request to supply new times for the permit. A denial notice will also be emailed out to draw attention to the fact that manual intervention to edit the permit is required.

New Work Permit Module - Work Types

	Work Description
1.	Compass adjustment
2.	Confined space entry
3.	Discharging sewage / grey water
4.	Diving operation at vessel
5.	Fresh water supply
6.	Hot work
7.	Immobilisation of vessel
8.	Lifeboat lowering / Lowering of work platform
9.	Lowering of anchor
10.	Main engines / bow thrusters propulsion check
11.	Operating radar / radio / technician to test equipment on a tanker
12.	Painting / washing of hull or deck
13.	Tank washing / Tank venting
14.	Use of mobile lifting device incl mobile Crane or EWP on Wharf
15.	Water craft attending vessel (Other than bunkering)

1. Compass adjustment

This work group is used for notifying the need to carry out compass calibration on arrival or departure. Because of the additional time required you will need to contact the shipping section to request an extended pilot allocation. The timing for this work is obviously not restricted to the time at the berth and any start or finish time may be entered but obviously this needs to be realistic of the timing required.

2. Confined space entry

This work group is used where anyone needs to enter a tank or any confined space on board the vessel.

If only **ship's crew** are to enter the confined space then a ship's officer may carry out the checks on the atmosphere inside the confined space to ensure it is safe for entry and issue a "Safe for Man Entry" clearance certificate. This ship's officer must have been trained and such training must be current for the officer to give such clearances. Also properly functioning and calibrated equipment must be used. Details of the officer's name and rank, if they have been trained and authorised to conduct atmospheric checks and if the equipment to be used is functioning correctly and calibrated are required to be entered on screen. This information must be correct as the wrong information could place lives at risk.

If any **shore personnel** are to enter the confined space then a chemist must issue the entry clearance certificate. The applicant will be asked to confirm on screen that a chemist has been arranged to do so.

3. Discharging sewage / grey water

This work group is used to request the discharge of sewage or grey water to a shore sewer connection.

The following information will be required:

- quantity to be discharged
- the distance from the bow to the ship's connection point
- whether the ship's pumps are used or an auxiliary shore pump is to be used
- the size of the hose flanges (for connection to the shore point)
- if the discharge will include grey water from the galley
- if the vessel has a grease arrestor
- if the discharge can be controlled at 7 litres per sec or less

Please note: For the discharge of engine room bilge slops to a roadtanker or shore terminal pipeline this should still be applied for under bunkering as a slops transfer and not as work permit under this work group.

4. Diving operation at vessel

This work group is used where divers will be in the water carrying out work on the vessel.

The following information will be required:

- Will water craft be attending the vessel as part of the diving operation (sometimes in addition to a tender vessel additional barges may be required for the work or the work may be conducted from shore and no tender is involved in the work)
- Diving Type / Purpose (select from underwater survey or inspection, propeller polishing or underwater work on vessel)
- Diving Company Name
- Dive Superintendent's Name and Mobile phone No

5. Fresh water supply

This work group is used to request the supply of fresh water from shore. You need to select whether the vessel requires less than 25kl or greater than 25kl. If the vessel requires more than 25kl you need to supply a justification for the amount requested.

Also under this work group you can request if the vessel requires SPC to supply fresh water hoses. (Note the old separate work type of supply of fresh water hoses has been removed).

6. Hot Work

This work group is used to notify if the vessel needs to undertake any hot work whilst in port.

The following information will be required:

- Where is the work being conducted? Select from a drop down list of locations as follows: Approved Hot Work Workshop Area, On Deck, Under Deck, Engine Room, Inside the Accommodation Block.
- Does the work involve hot work on a tank, pipeline or item of plant (such as fire pump, cargo pump, crane, etc)?
- Will work involve entering a tank or confined space?
 - If the answer to either of the above 2 questions is “Yes” then the Contents or previous contents of the tank, pipeline or item of plant need to be selected from a list and answer whether the tank, pipeline or confined space have been cleaned and gas freed. For the item of plant the intention is to determine if it contained any flammable or combustible product such as for a cargo pump or a crane’s hydraulic system which could be a hazard in the vicinity of the hot work or if the item of plant being out of service in the case of a fire pump is a hazard.

Note: If the work involves entering a tank or confined space then a Confined Space permit (see section 2 above) MUST be applied for also.

- Will the Fire Fighting services be fully operational throughout the vessel during the hot work?
- Will the hot work involve any interruption to the Fire Fighting services?

The presence of dangerous goods of class 1 (other than 1.4S) and class 7 (other than LSA materials) and class 5.1 Ammonium Nitrate will be monitored automatically and if these goods are lodged after a hot work permit has already been approved it may result in the permit being DENIED or the conditions applied to the previously approved permit being amended. Where the status or conditions of a work permit change the updated permit will be emailed back to the applicant.

7. Immobilisation of vessel

This work group is used to notify if the vessel needs to carry out work which will prevent the vessel’s main engine being started at short notice in the event of the vessel needing to leave port in an emergency. This work might not always even be being carried out on the main engine directly but might instead be undertaken on ancillary plant required for its operation such as a boiler or cooling water system. Such work which still results in the effective immobilisation of the main engine still needs to be applied for on that basis.

The only information required for this work type is a description of the work.

8. Lifeboat lowering or Lowering of a Work Platform

This work group is used to notify if the vessel needs to lower a lifeboat or where a working platform is lowered over the side to the water line. This work is normally only permitted during daylight hours.

If this operation needs to be conducted at night (half hour prior to sunset until sunrise) then answer “Yes” to the question “Do you need to carry out this work in darkness?”. The applicant will then be asked to give the reason for the work being conducted at night.

9. Lowering of anchor

This work group is used to notify if the vessel needs to lower its anchor whilst in port.

Contact with Sydney Ports prior to the vessel’s arrival is advised because washing of the anchor and chain at sea is requested prior to the vessel’s entry into port waters. This approach is to limit the risk of the exposure of the waters of Sydney Harbour and Botany Bay to infestation by marine pest organisms which might be contained in any sediment or marine growth attached to the anchor or chain.

The following information will be required:

- Purpose of Anchor Lowering
- Will the Anchor be lowered into the water
- Has the Anchor and Chain been washed at sea to remove all mud and marine growth
- Is it intended to clean the chain Locker while the anchor and chain are lowered

10. Main Engine or Bow Thruster propulsion check

This work group is used to notify if the vessel needs to test the propulsion of its main engine or bow thruster whilst at the berth.

The following information will be required:

- Will the propeller be turned with minimum pitch or zero pitch or minimum revolutions to minimise thrust?

11. Operating radar or radio or technician to test equipment on a tanker

This work group is used to notify if a tanker needs to operate its radar or high power transmission radio equipment whilst in port.

Only the work description is required.

12. Painting and/or washing of hull or deck

This work group is used to notify if the vessel needs to paint the hull or deck or superstructure externally where, if spilt, paint could enter the port waters. This work is normally only permitted during daylight hours. There is also the option for selecting washing down in conjunction with painting where wash water can enter the port waters.

If this operation needs to be conducted at night (half hour prior to sunset until sunrise) then answer “Yes” to the question “Do you need to carry out this work in darkness?”. The applicant will then be asked to give the reason for the work being conducted at night.

Note 1: Chemically contaminated wash water or spilt paint entering the port waters or scraping of the hull or deck where old paint enters the port waters are considered pollution offences which carry minimum fines of \$1500 .

Note 2: It is not necessary to apply for a work permit for painting under deck or inside the superstructure where spilt paint or wash water or paint scrapings can not enter port waters.

13. Tank washing or Tank venting

This work group is used to notify if the vessel needs to wash out any tanks onboard. Normally used only for tankers.

The following information will be required:

- Please select tank washing type. Select from a drop down list of options as follows: COW washing, Marpol washing, Washing prior to inspection, Washing to lower Hydrocarbon level, Tank Venting and Line Flushing.
- Details of tanks being washed (specify tank Id or Ids if more than one tank).
- Products carried previously in the tanks (specify in same order as tank Ids given for previous question).
- Marpol category of product (specify in same order as tank Ids given previously).
- Type of wash. Select from options of Hot water, Cold water, Chemical.
- Slop disposal plan. Slops to be Pumped to Shore, Retained on board, or Inapplicable in the case of venting only or line flushing.

14. Use of a mobile lifting device including a mobile Crane or Elevating Working Platform (EWP) on the Wharf

This work group is used to notify if the vessel needs to use a mobile crane on the wharf to lift an item on board or off of the vessel or use a mobile Elevating Working Platform (“Cherry Picker”) on the wharf to assist with access to the side of the vessel, etc.

Please specify the nature of the equipment to be used and the work it is to do in the work description.

Note: Where a mobile crane is to be used on the wharf a separate “Special Permission” must be applied for and granted before the crane is brought to the wharf. Any conditions placed on the “Special Permission” must be complied with.

15. Water craft attending vessel (Other than bunkering)

This work group is used to notify if the vessel needs to have a barge or tug attending the vessel after it has berthed. Typically a barge may be attending to deliver stores or remove garbage.

The following information will be required:

- Purpose of Barge Visit. Select from options – Stores or other (for other a description is required)

Note 1: If the barge is part of a diving operation at the vessel which has been applied for under diving operations (see work type 4 above), then the details of the barge attending the vessel should be given under that work request and not as a separate work request.

Note 2: If the barge is attending to bunker the vessel, do not apply for a work permit. Instead a Bunkering permit should be applied for.