

**PORT WORKS APPLICATION
COMMERCIAL AND RECREATIONAL DIVING**

THIS IS AN APPLICATION TO OBTAIN PERMISSION FROM THE PORT OF PORTLAND TO CONDUCT WORKS/DIVES AND DOES NOT REMOVE THE REQUIREMENT FOR PORT USERS TO COMPLETE THEIR OWN SAFE SYSTEMS OF WORK, INCLUDING PERMITS WHERE REQUIRED.

Approval must be obtained for all diving and in-water operations within port waters. Applications are required for any commercial work carried out below the surface of the water either by a professional dive company, POPL divers or the contractor's own divers
Applications must be applied for during business hours.

Company / Vessel Name	
Name of Operator(s)/Association	
Nominated Responsible Person/Dive Leader	
Emergency contact number	

Location of Works/Dive	
Description of Works/Dive	

Precautions	Typical hazards and conditions may include dangerous and/or aggressive marine life, extreme weather conditions, high winds, strong currents, turbulent seas and low visibility, recreational boating activities and commercial shipping activities	
Requirements	Prior to commencing actual diving operations, contact the Port Office/Duty Harbour Master to ensure no vessel movements are taking place	
	The diving company or recreational diver must provide the Port of Portland with a documented safe system of work or documented dive plan, prior to the application being granted	
	The diving company must be a party to the Port of Portland Pty Limited 'Port Users Operating Licence' or the 'Contractor Operating Agreement (if applicable)	
Safe System of Work	Is a safe system of work in place (i.e. JSEA, Risk Assessment etc)?	Yes <input type="checkbox"/> No <input type="checkbox"/> → JSEA to be completed
	Has a rescue plan been developed?	Yes <input type="checkbox"/> No <input type="checkbox"/> → Plan to be developed
Controls	Will the diving work require wharf / jetty closure	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
	Have vessels in adjacent berths been notified	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
	Are the divers certified to commercial diving standard	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
	Has a diving checklist been completed	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
	Are diving flags prepared for display	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
	Is a buddy system in place for the duration of the activity	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
	Equipment checks been completed	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
	Has the wharfs cathodic protection been turned off?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>

THIS APPLICATION IS ISSUED SUBJECT TO THE FOLLOWING CONDITIONS

- Applications are issued on the day of work activities and are valid for the duration of the task.
- The Application shall be in the possession of the operator before work is commenced and must be retained in their possession throughout the operation and be produced on demand to any authorised Officer of the Port of Portland.
- A valid Application covers only the work stated thereon and a further Application must be obtained before any additional work is commenced.
- For work aboard ships this Application is issued subject to current / state regulations.

ACKNOWLEDGEMENT

I acknowledge that it is my responsibility to ensure that all persons engaged in this work, whether employed directly or on sub contract are suitably qualified and execute their duties in a safe manner in accordance with the requirements of this application.

Required From	DATE: _____ / _____ / _____	TIME : _____	24 Hr clock
Required to	DATE: _____ / _____ / _____	TIME : _____	24 Hr clock
Name			
Signature		Contact number	
POPL Issuing Officer		Contact number	
Signature		Date of Issue	

This application must be completed and signed prior to any work activities and retained until the completion of the works.

SITE EMERGENCY PHONE NUMBER: 5525 0900