



**PORT WORKS APPLICATION  
EXCAVATION**

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

An Application must be obtained for all excavating operations within the port. An excavation Application is required for any disturbance and or removal of earth by digging. This can be by utilising manual means (shovel, spade), or machinery (loader, skid steer vehicle, backhoe, or excavator). Applications must be applied for during business hours.

<b>Company / Vessel Name</b>	
<b>Name of Operator(s)</b>	
<b>Nominated Responsible Person</b>	
<b>Emergency contact number</b>	

<b>Location of Works</b>	
<b>Description of Works</b>	

<b>Precautions</b>	The Contractor is responsible for locating all services. Submit a plan of services at and/or in the vicinity of the proposed excavation.
<b>Requirements</b>	Workers Compensation Insurance Certificate must be sighted with a copy to be retained by the Port of Portland.
<b>Safe System of Work</b>	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
	Traffic Management Plan Yes <input type="checkbox"/> No <input type="checkbox"/> → Plan to be developed
	Has a rescue plan been developed? Yes <input type="checkbox"/> No <input type="checkbox"/> → Plan to be developed
<b>Controls</b>	Are personnel qualified to execute the work? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
	Evidence of personnel having the required licences and tickets Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
	Have port users which may be affected been notified? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
	Procedures to be taken to protect services Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
	Shoring in place Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
	Barricades / fencing in place Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
	Safety signs Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
	Has the area been restricted to essential personnel Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
	Isolation of services (electrical, mechanical) Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Dial before you dig service called (phone 1100) 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 his 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.

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

**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**