PORT OF PORTLAND	Safety & Environment Management System **PORT WORKS APPLICATION** **HOT WORK**	23-25 Kunara Crescent, P.O. Box 292 Portland, Victoria 3305 Australia Phone: (03) 5525 0900 Fax: (03) 5521 7488 **Email: information@portofportland.com.au**

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.

This form is for the purpose of obtaining permission from the Port of Portland to conduct Hot Work. Hot Work means any construction, demolition, alteration, repair or maintenance work involving burning, cutting, welding, grinding, drilling or any other heat, flame or spark producing operation.

Company / Vessel Name	
Name of Operator(s)	
Nominated Responsible Person	
Name of Fire-watch (if applicable)	

Location of Works	
Description of Hot Work	

Safe System of Work	Is a safe system of work in place (i.e. JSEA, Risk Assessment etc)? No ☐ Yes ☐	
	Is it a day of Total Fire Ban? No ☐ Yes ☐ → Contact Shipping Agent / Country Fire Authority (CFA)	
Confined Space Entry (CSE)	Will the hot work be conducted in a confined space? No ☐ Yes ☐→ CSE permit must be completed for land based activities	
	Confined areas certified gas free by accredited person and hot work may only proceed in compliance with conditions laid down in the Confined Space Entry permit	Yes☐N/A☐
Atmospheric Monitoring	Area is to be continually atmospheric monitored to ensure it remains free of flammable or explosive vapours.	Yes☐N/A☐
Isolation	☐ Electrical ☐ Pressure Vessels ☐ Fire Detection System ☐ Mechanical ☐ Pipeline Isolation ☐ Other (specify) _____	
	Isolation Checked by:	
Combustible Materials	All flammable combustible materials removed from area prior to commencement?	Yes☐N/A☐
Sparks / Heat	No hot work within 25 metres of hazardous cargo	Yes☐N/A☐
	Flame proof blankets laid to prevent sparks & slag falling into inaccessible spaces containing hazardous or combustible material	Yes☐N/A☐
Fumes	Will fumes be produced by the hot work? ☐ Ventilation ☐ Other (specify) _____	Yes☐N/A☐
Emergency	A suitable extinguisher and charged fire hose is to be at hand during all hot work and for 30 minutes thereafter	Yes☐N/A☐
Controls	All gas cylinders used must be in a vertical position before work is commenced and during operation	Yes☐N/A☐
	A fire-watch person is to standby at hot work area during all hot work operations	Yes☐N/A☐
	Vapour control system is to operate during all hot work	Yes☐N/A☐
	Timber decking is to be wetted down and kept wet during all hot work	Yes☐N/A☐
	No hot work shall be carried out whilst low flash point products are being handled in this area	Yes☐N/A☐
	Area checked by a responsible person 30 minutes prior to personnel leaving the area	Yes☐N/A☐

THIS APPLICATION IS ISSUED SUBJECT TO THE FOLLOWING CONDITIONS

a. Applications are issued on the day of hot work activities and are valid for the duration of the task.
b. 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.
c. A valid Application covers only the work stated thereon and a further Application must be obtained before any additional work is commenced.
d. 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 hot work activities and retained until the completion of the works.

SITE EMERGENCY PHONE NUMBER: 5525 0900