

1 Purpose

The purpose of this Procedure is to detail the steps required when a Tug Towline is to be changed out or a bollard pull test undertaken. This Procedure applies to all towage vessels at the Port of Geraldton.

2 Scope

The requirements of this Procedure are mandatory for all Tug Towline changeouts, and Tug Towline bollard pull tests on Mid West Ports Authority (MWPA) controlled land or area under operational control.

This Procedure outlines the process for third parties to access the Port and conduct their operations, noting that while third parties conducting these activities are not engaged by MWPA, their activities may impact the Port and they must therefore demonstrate how they plan to manage these activities to minimise impact on Port users, environment, or operations.

3 Roles and Responsibilities

Role	Responsibility
Permit Owner	Person who is undertaking the tug towline activity and completes the initial Permit request. Permit Owners are responsible to ensure adherence to the Permit requirements during the work activity. Normally the Permit Owner will be the Vessel Master.
Permit Coordinator	MWPA person who coordinates the permit process once all applicable supporting information has been submitted. Coordinate the permit application process and ensure that the activities can be managed so as not to impact other Port users.
Wharf Superintendent Duty Wharf Supervisor	MWPA Staff Member with relevant qualification or experience to review the activities described in the Permit prior to approval including the following. <ul style="list-style-type: none"> Ensuring any conditions that impact on MWPA are in place prior to and during the activity commencing. Completing the Tug Towline Activity Checklist ensures these controls are in place.
Work Health and Safety Advisors	MWPA Staff Members or Contractors who are responsible to conduct health and safety inspection and audit services of tug towline changeout activities.

4 Document Requirements

4.1 WHAT IS A TUG TOWLINE ACTIVITY?

In the Port of Geraldton, third party companies such as tug providers, are required to changeout their towlines at specified intervals and/or conduct bollard pull tests on their towlines. These companies request the use of a suitable bollard to attach one end of the towline and apply a level of force sufficient to spool on the new towline and/or register the appropriate load for a bollard pull test.

4.2 DOCUMENTS USED TO MANAGE TUG TOWLINE CHANGEOUT

Mandatory documents that are required to manage this activity include the following.

Requirement	Document
Tug Towline Changeout	<p>The mandatory documents used to manage these activities include:</p> <ul style="list-style-type: none"> • Job Safety and Environmental Analysis (JSEA) • Permit to Work Procedure • Authority to Access • Application for Tug Towline Activity Permit • Tug Towline Activity Checklist

4.3 RISK ASSESSMENT

A JSEA must be completed prior to conducting tug towline operations and reviewed and updated on site prior to commencement of the activity.

Requirement	Topic
Minimum Written Requirements	<p>Note – Hazards associated with towline changeout / bollard pull test are under the control of the vessel / specialist contractor and are provided by the contractor to MWPA for information only. It is the responsibility of the Vessel Master to ensure they meet the regulatory requirements associated with this activity.</p> <p>The issuing of an MWPA Permit is on the basis of compliance with the requirements that affect MWPA activities including the following.</p> <ul style="list-style-type: none"> • Location – MWPA will specify the bollard to be used for the activity. As a minimum, the bollard that is nominated is marked as being a minimum of 50t safe working load. • Access and Signage – List what barricading / exclusion / signage is required to inform and restrict access to the hazardous area surrounding the specified bollard. • Communication – Shall be identified between the vessel and MWPA Wharf Supervisor. • Emergency Procedures – Emergency procedures must be identified in the JSEA or separate document and need to ensure they have adequately identified: <ul style="list-style-type: none"> • local / job site emergency response, ensuring personnel are aware of immediate response requirements; and • emergency contacts for notification and escalation.

4.4 TUG TOWLINE ACTIVITY CHECKLIST

- The Wharf Supervisor will complete a Tug Towline Activity Checklist (Checklist) prior to activity commencement.
- The Checklist identifies that the minimum requirements are in place and confirms that all parties understand the communication and emergency protocols.

5 Associated Documents

Document Title
Application for Tug Towline Activity Permit
Permit to Work Procedure
Tug Towline Activity Checklist

Location – Mid West Ports Intranet – [Document Centre](#)

6 Monitoring, Evaluation and Review

This document is required to be reviewed every two years from the last scheduled review date.

Minor updates made within this two year period, will not be taken as a *full review*.

The Document Custodian is responsible for conducting the review in accordance with **Controlled Documents Review and Approval Process Work Instruction**.

7 Administration

Document Custodian:	Marine Pilots
Document Approver:	Harbour Master / Marine Manager
Approval Date:	14 January 2023
Document Review Period:	2 yrs

Attachment A – Permit Process Diagram

