

## 1 Purpose

Equipment may be maintained by a number of workers operating on behalf of these companies and this can create uncertainty about requirements. The purpose of this Work Instruction is to clarify plant ownership and the requirements for obtaining authority and arranging isolation when maintenance or repair work is required.

Transfer Tower 103 (TT103) contains infrastructure that is owned, operated, and maintained by the following companies.

- Mid West Ports Authority (**MWPA**)
- Lease 13 Operator
- Lease 17 Operator

Attachment A provides a view of the exterior of this tower and Attachment B shows a simplified concept of equipment layout.

## 2 Scope

To provide an instruction as to what equipment is located in Transfer Tower 103, Owner of that equipment, Purpose of the equipment, what is required to be isolated and approved by whom.

## 3 Detail

A MWPA BHF Authority to Work Permit and Isolation Certificate are required prior to work being undertaken. Note that each company may have its own preferred system of permits and procedural requirements that must also be followed.

All electrical workers working within the Bulk Handling Facility (BHF) must notify MWPA Electrical Superintendent on 0427554013 prior to commencing works that are not within customer leases.

**Table 1: Plant Ownership / Responsibility**

Plant	Ownership / Responsibility	Details
TT103	MWPA	Operated and maintained by MWPA approved Worker.
CV103 (Level 2)	MWPA	Transfers material to TT103 from the train unloader circuit. Any work on CV103 requires power to be isolated by MWPA Operator at MCC100 or CV103 Local Isolator (see Figures 1 and 2).
CV103 Transfer Chute (Level 2)	MWPA	Operated and maintained by MWPA Worker down to the rubber skirts. Below rubber skirts is Lease 17 Operator's responsibility. If working on rubber skirts, isolation of both CV103 (MCC100) and Lease 17 conveyor is required.
Flop Gate CV103 Transfer Chute	MWPA / Lease 13 Operator	The flop gate is used to transfer material from CV103 to either Lease 13 (CV104) or to Lease 17 conveyor.

Plant	Ownership / Responsibility	Details
(Level 2)		<p>Normal day-to-day operation of the flop gate is by MWPA Worker.</p> <p>Clearing of built-up product following loading of Lease 13 product is the responsibility of Lease 13 Operator (note that product can become deposited on the edge of the gate interfering with its ability to fully close).</p> <p>Maintenance of the hydraulic power pack unit, lines, rams, pivot point bearings and electrical switches is the responsibility of MWPA Worker.</p> <p>Any work on the flop gate requires approval by MWPA Operator.</p>
CV110 (Level 2)	Lease 13 Operator	Transfers material from Lease 13 truck unloader located on Gillam Road to TT103 and then onto CV104 and into their storage shed. Any work on CV110 requires Lease 13 Operator authorisation and for them to isolate power.
CV104 (Level 1)	Lease 13 Operator	Any work requires Lease 13 Operator authorisation and isolation.
MGI Plow Conveyor (Level 1)	Lease 17 Operator	Transfers material from CV103 transfer chute to Lease 17 conveyor and into their storage shed.

**Figure 1: MCC100**

**Figure 2: Local Isolator**



## 4 Associated Documents

Document Title
HYPERLINK "https://files.midwestports.com.au/Document%20Control/A1039217.pdf" \o "View Document - Isolation and Tagging Procedure" \t "_blank" <b><u>Isolation and Tagging Procedure</u></b>
Isolation Permit

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

## 5 Monitoring, Evaluation and Review

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

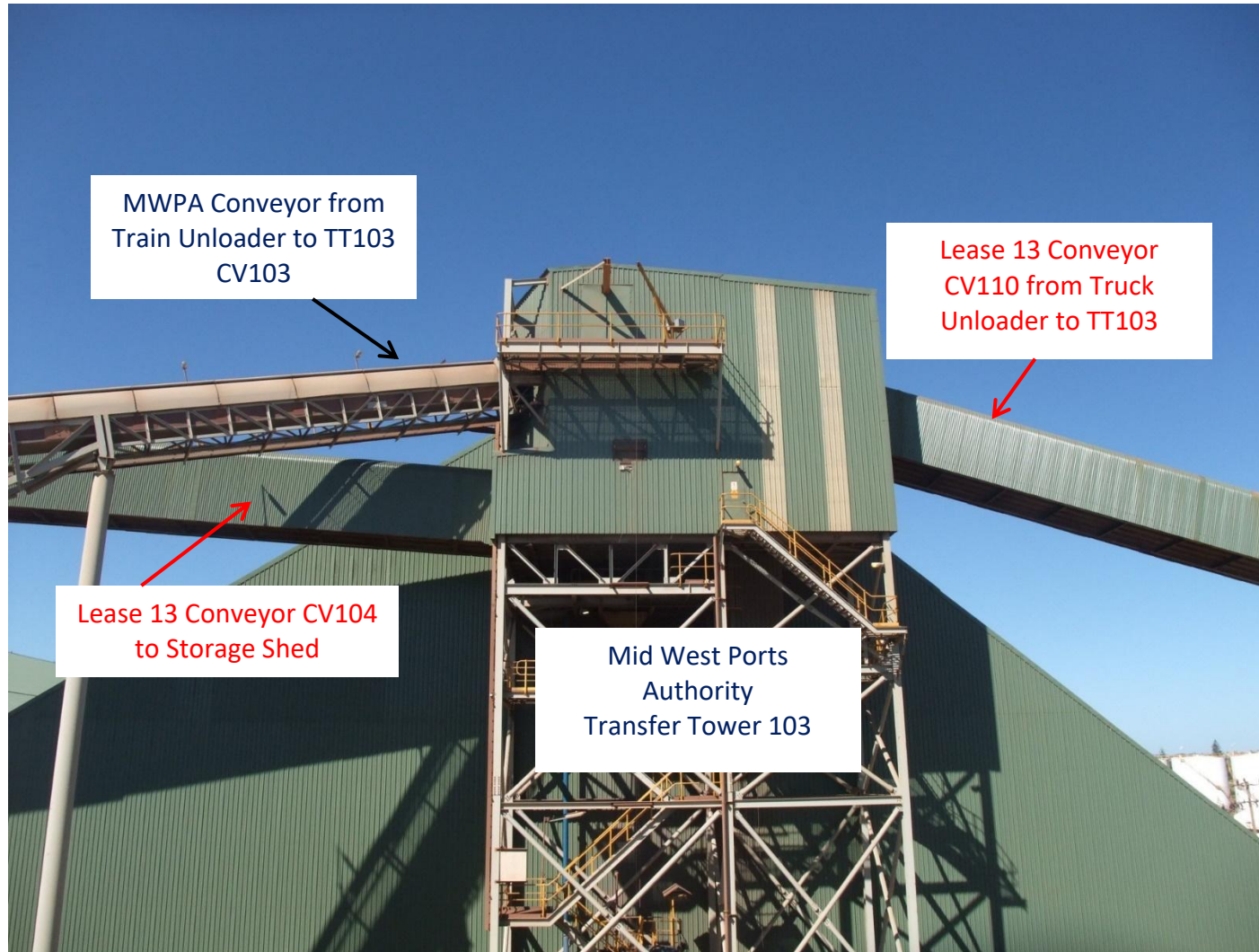
Minor updates made within this two year period, will not be taken as a *full review*.

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

## 6 Administration

Document Custodian:	Electrical Superintendent
Document Approver:	Maintenance Services Manager
Approval Date:	13 October 2025
Document Review Period:	2 yrs

Attachment A



Attachment B

Lease 13 property in RED  
 MWPA property in BLACK  
 Lease 17 property in BLUE

MWPA Conveyor **CV103** from train unloader  
**ISOLATE at MCC100 (see MWPA Operator)**

CV to Lease 17 Storage Shed

**FLOP GATE**

Flop gate is MWPA Worker's responsibility.

When flop gate CLOSED (rams extended) transfers product to Lease 17 storage shed conveyor.

When flop gate OPEN transfers product to Lease 13 conveyor.

From Lease 13 Truck Unloader - **CV110**

Lease 13 Trouser

MWPA responsibility is to the bottom of the skirt. **ISOLATE at Lease 17 shed if working on skirt.**

Lease 17 Plow

**LEVEL 2**

**LEVEL 1**

Lease 13 Conveyor **CV104** to Storage Shed