

**MID WEST PORT AUTHORITY  
REQUEST FOR APPROVAL TO  
CONDUCT HOT WORK ON VESSELS  
AT PORT OF GERALDTON BERTHS**



SECTION 1: VESSEL DETAILS					
Vessel Name:			IMO Number:		
Berth:					
Vessel Operators (DOC Holder):					
Vessel E-Mail:					
SECTION 2: HOT WORK DETAILS					
Contact Person (Rank and Name):					
Vessels Contact No. (Mobile):					
Start Date / Time:			End Date / Time:		
Location of the hot work:					
Provide a brief description of hot work, equipment being used and list any dangerous substances in the vicinity:					
Is the hot work related to cargo operations (removal of sea fastenings etc.)?				Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the hot work for vessel non-cargo related (engine room, deck repairs etc.)?				Yes <input type="checkbox"/>	No <input type="checkbox"/>
SECTION 3: DETAILS OF SAFETY PRECAUTIONS					
Safety Feature	Yes	No	Safety Feature	Yes	No
Will area be barricaded and / or signed posted?	<input type="checkbox"/>	<input type="checkbox"/>	Is ventilation in place?	<input type="checkbox"/>	<input type="checkbox"/>
Will flammable or combustible materials be removed from within 15m of the hot work location?	<input type="checkbox"/>	<input type="checkbox"/>	Is the spotter trained or experienced in using firefighting equipment?	<input type="checkbox"/>	<input type="checkbox"/>
Will firefighting equipment be set up at hot work location?	<input type="checkbox"/>	<input type="checkbox"/>	Have affected work groups been advised of hot work to be undertaken?	<input type="checkbox"/>	<input type="checkbox"/>
Has correct PPE for the task been provided to personnel?	<input type="checkbox"/>	<input type="checkbox"/>	Is a Gas Free Certificate available? (If applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Will temperature monitoring for adjacent spaces be carried out during the hot works?	<input type="checkbox"/>	<input type="checkbox"/>	Are arrangements in place to ensure that debris from hot work do not fall on to other cargo or cargo spaces?	<input type="checkbox"/>	<input type="checkbox"/>
Additional safety precautions:					

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**A SIGNED COPY OF THE VESSELS HOT WORK PERMIT (AS PER SHIPS SMS) MUST BE ATTACHED WITH THIS REQUEST FORM**

I confirm that hazard controls are in place and hot works will be carried out as per the companies SMS and MWPA requirements.

- MWPA requirements:
- No hot work must be started without approval.
  - Wharf Supervisor must be informed via phone (+61 437 413 734) prior starting the hot work activity.
  - Wharf Supervisor must be informed via phone (+61 437 413 734) on completion of the hot work activity.
  - Upon final completion of the hot work, the vessel/agent must send an email to the Port Authority indicating all hot work has been completed and equipment and area is safe and secured. [shipping@midwestports.com.au](mailto:shipping@midwestports.com.au) and [wharfsupervisors@midwestports.com.au](mailto:wharfsupervisors@midwestports.com.au)
  - Hot work onboard the vessel must be carried out as per the vessel's Safety Management System including Risk Assessments (RA) and vessels Hot Work Procedures/Permits.
  - Controls identified in the vessel's RA and hot work permit must be reviewed and reassessed at regular intervals, including when the work is stopped or suspended for a period of more than 2 hours. Documented evidence may be requested of the same.
  - On Total Fire Ban (TFB) days, the agents must obtain exemption from DFES prior to commencement of hot work.

<b>Ship Masters Name:</b>			
<b>Ship Masters Signature:</b>		<b>Date / Time:</b>	

Application form must be sent to [shipping@midwestports.com.au](mailto:shipping@midwestports.com.au) and [wharfsupervisors@midwestports.com.au](mailto:wharfsupervisors@midwestports.com.au) and [permits@midwestports.com.au](mailto:permits@midwestports.com.au)

<b>Mid West Port Authority Duty Wharf Supervisor – 0437 413 734</b>
<b>Mid West Port Authority Duty Scheduler – 08 99640505</b>
<b>Emergency Services (Fire / Ambulance) - 000</b>

**FOR MWPA USE ONLY**

<b>PERMIT APPROVAL – Hot works related to cargo works (Removal of sea fastening etc.)</b>	
<b>Wharf Supervisor</b> has reviewed and approved the vessel hot work request which is to be carried out as per the vessel's risk assessment and hot work procedures	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Harbour Master</b> has reviewed and approved the vessel hot work request which is to be carried out as per the vessel's risk assessment and hot work procedures	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>PERMIT APPROVAL – Hot works for non-operational reasons or vessel repairs (non-cargo work related)</b>	
<b>Harbour Master</b> have reviewed and approved the vessels hot work request which is to be carried out as per the vessel's risk assessment and hot work procedures	Yes <input type="checkbox"/> No <input type="checkbox"/>

- DOCUMENT OWNER**  
The Harbour Master is responsible for this form.