

The purpose of this Application for Tug Line Changeout Permit Form is to ensure that work undertaken for a tug towline changeout is conducted in accordance with the HSE **Permit Number** -PRO-032 Permit to Work Procedure.

To conduct a tug towline changeout, first remove a towline then install a new towline that will require a load to be placed on a bollard on a berth whilst spooling the new towline on the winch. Care must be taken to ensure that the area on the berth is adequately cordoned and barricaded, relevant personnel are notified, and the bollard or wharf structure is not overloaded. Preference to bollards with highest rating to be utilised. Bollard colour coding for SWL – **GREEN = 75t, ORANGE = 50t.**

SECTION 1. APPLICANT DETAILS

Master Name	Company Name
Email Address	24 Hr Contact No.
Proposed Start Date/Time	Tug Name

SECTION 2. LOCATION OF TOWLINE CHANGEOUT

Berth	Bollard #	Bollard SWL
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SECTION 3. REQUIREMENTS CHECKLIST

- The maximum load on the bollard will not exceed 30t or the SWL of bollard if less than 30t
- A Job Safety and Environment Analysis (JSEA) has been completed and signed by all vessel crew. **(please attach)**

SECTION 4. MWPA TERMS AND CONDITIONS

- To ensure timely approval, the application must be lodged at least 48 hours prior to commencement of the work.
- No work can commence until a signed approval from MWPA has been received and any additional conditions/requirements have been accepted.
- The Vessel Master must contact Geraldton Port either via radio communications on VHF channel 11 or 9964 0505 and the Duty Wharf Supervisor 0437413734 immediately prior to the commencement of work for final permission to proceed.
- Any safety or environmental incidents, or damage during works must be reported to MWPA immediately. After hours please call the Duty Wharf Supervisor. With regard to such incidents, you are responsible for making good the site and any other affected area to the satisfaction of the MWPA.
- All personnel accessing MWPA sites are required to have completed the MWPA induction. Within the secure zone, individuals are required to carry their own Maritime Security Identification Card (MSIC) at all times. A visitor's pass may be obtained, although all visitors must be escorted at all times by a holder of a current MSIC.
- Any failure to gain approval for work, or failure to comply with MWPA OHS-GUI-001 Contractor and Worker Requirements Handbook or HSE-PRO-032 Permit to Work Procedure, may result in a penalty or permission to enter MWPA sites being withdrawn until all MWPA requirements are met.
- This permit as well as MAR-SWP-17 Tug Towline Changeout Process Checklist is to be held on site at all times during the works.

By signing this document, the undersigned has read, understood, and accepted the terms and conditions of this application and declares that all information is true and accurate.

Applicant Name	Signature
Date	

PRELIMINARY APPROVAL ISSUED ONLY WHEN SIGNED BY AUTHORISED MWPA REPRESENTATIVE AND PROCESSED BY THE DUTY WHARF SUPERVISOR

SECTION 5. PRELIMINARY MWPA APPROVAL

Wharf Supervisor Name	Signature
Date	
<input type="checkbox"/> Approved <input type="checkbox"/> Rejected <input type="checkbox"/> Resubmit	
Comments or additional conditions	

SECTION 6. FINAL MWPA APPROVAL

SVITZER TUG MASTER TO CONFIRM WITH WHARF SUPERVISOR PH: 0437 413 734

Wharf Supervisor Name	Date	Time
<input type="checkbox"/> No conflicting work activity in vicinity <input type="checkbox"/> Barricades and signage installed <input type="checkbox"/> No scheduled shipping		
<input type="checkbox"/> Daily Works notice updated <input type="checkbox"/> Called Port VHF 11		

SECTION 7. TASK COMPLETED (COMPLETED BY THE TUG MASTER)

<input type="checkbox"/> Site left as found – no damage <input type="checkbox"/> Wharf Supervisor notified 0437 413 734 <input type="checkbox"/> Harbour Master notified on VHF 11		
Tug Master Signature	Date	
	Time	
<input type="checkbox"/> Confirmed by Signature	Date	
	Time	
Comments		

Should you have any queries, please contact MWPA Duty Wharf Supervisor on 0437 413 734
 Completed permits should be emailed to permits@midwestports.com.au