

**PORT WORKS PERMIT APPLICATION
HOT WORK**

THIS IS AN APPLICATION TO OBTAIN A PERMIT FROM THE PORT OF PORTLAND TO CONDUCT HOT WORK AND DOES NOT REMOVE THE REQUIREMENT FOR PORT USERS TO COMPLETE THEIR OWN SAFE SYSTEMS OF WORK, INCLUDING PERMITS, WHERE REQUIRED.

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	
Emergency contact number	

Location of works	
Description of works	
Work order number (POPL only)	
Name of Fire-watch person	

Safe System of Work	Is a safe system of work in place (i.e. JSEA / Risk Assessment)?	Yes <input type="checkbox"/> No <input type="checkbox"/> → JSEA to be completed
	Are emergency and evacuation procedures developed?	Yes <input type="checkbox"/> No <input type="checkbox"/> → If no, do not proceed
	Are personnel suitably qualified and trained?	Yes <input type="checkbox"/> No <input type="checkbox"/> → If no, do not proceed
	Is it a day of Total Fire Ban, or are fire restrictions in place?	Yes <input type="checkbox"/> No <input type="checkbox"/> → If yes, notify CFA
	Will the hot work be conducted in a confined space?	Yes <input type="checkbox"/> No <input type="checkbox"/> → If yes, permit required
Service isolations	Have services been isolated for the duration of the works? (i.e. electrical, mechanical)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
	<i>If yes, please specify:</i>	
Controls	Has WorkSafe Victoria Hierarchy of Control been considered in job planning including elimination, substitution, isolation, engineering controls, administrative controls	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Will appropriate personal protective equipment (PPE) be used?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
	Is atmospheric monitoring in place to control of flammable or explosive vapours?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
	Has all combustibles material removed a minimum of 5 metres from the work area?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
	Are suitable extinguisher, fire hose, fire blanket available during all hot work?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
	Will fumes and vapour produced by the hot work be controlled through ventilation?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
	Will all gas cylinders be in a vertical position before and during operation?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
	Are any flammable surfaces required to be wetted down and kept wet during hot work?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
	No hot work shall be carried out whilst low flash point products are being handled	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
	Has the area below been isolated to restrict entry (i.e. barricades, signage)?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
	No hot work shall be carried out within 25 metres of hazardous cargo	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
	Will a fire-watch person be stationed to render assistance or raise alarm if necessary?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
	Will a post work inspection for smouldering material prior to leaving be conducted?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>

THIS APPLICATION IS SUBMITTED SUBJECT TO THE FOLLOWING CONDITIONS

- The applicant understands the Permit shall be issued the day prior to the work activities and are valid for 8 hours or one shift only.
- The Permit shall be in the possession of the operator before work commences and must be retained in their possession throughout the operation and be produced on request to any authorised Officer of the Port of Portland.
- A valid Permit covers only the work stated thereon and a further Application must be obtained before any additional work is commenced.
- For work aboard ships this Permit is issued subject to current / state regulations.

APPLICANT ACKNOWLEDGEMENT

I acknowledge that it is my responsibility to ensure that all persons engaged in this work, whether employed directly or on subcontract 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	

**PORT WORKS PERMIT APPLICATION
HOT WORK**

THIS PERMIT IS ISSUED SUBJECT TO THE FOLLOWING CONDITIONS

- a. This permit is valid for eight hours or one shift only.
- b. This copy is to be retained by the person authorised to perform the hot work and must be produced on the request of any of our employees.

AUTHORISATION

Authorisation by Port of Portland approved representative signifies that planning and risk assessment is complete, and that work is authorised to commence in accordance with this permit and risk assessment. The worksite has been inspected at the cancellation/completion of the permit and declared safe for normal operations to resume.

JSEA sighted?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Emergency procedures sighted?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Permit No.		Date of Issue	
Permit valid from		Permit valid to	
POPL Issuing Officer			
Signature		Contact number	

This Application must be completed and signed prior to any work activities and retained until the completion of the works.

SITE EMERGENCY PHONE NUMBER: 5525 2450