



# Marine Permit Procedure

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## 1.0 Document Overview

### 1.1 Purpose

Marine activities carried out in the Harbour area are regulated by the Harbour Authority through the Harbour Master.

The Harbour Authority has in place Bye Laws which are to be adhered to by users of the port, that set out certain specific requirements for some activities such as hot work, immobilisation of vessels, and diving which for practical purposes are managed through this procedure.

The overriding intention of the Harbour Authority is to allow and permit safe activity in the Harbour area, and by so doing, avoid unwanted impacts on all users of the port, and the infrastructure of the port.

### 1.2 Scope

This procedure applies to all port users, including port employees and contractors.

### 1.3 Responsibility for compliance

The Harbour Master and their delegates.

### 1.4 Document Owner

The Harbour Master.

### 1.5 Abbreviations

Abbreviation	Explanation
TBPC	The Bristol Port Company
PTW	Permit to Work
RAMS	Risk Assessment and Method Statement
DAHM	Duty Assistant Harbour Master
MSO	Marine Support Officer

### 1.6 Definitions

Definition	Explanation
Vessel	Floating working platform or vessel of any kind

### 1.7 Associated documents and references<sup>1</sup>

Document no.	Document title
N/A	The Port of Bristol General Bye Laws
MS 33	Bunker Permission, Checklist & Declaration Form
MS 42a	Request to immobilise vessel
MS 43	Hot work request
MS 45	Form of indemnity in respect of hotwork

<sup>1</sup> All documentation is available on the TBPC website <https://www.bristolport.co.uk/marine-documentation>



## 2.0 Marine Permit Procedure

### 2.1 Hot Work on TBPC vessels and installations

Hot work permits issued for work aboard Bristol Port Company vessels are the responsibility of the Marine Department regardless of whether BPC employees or contract engineers are completing the work. The hot work will be supported by a risk assessment and method statement (RAMS) produced by the Marine Department or contract engineers as appropriate. The hot work will be regulated by the Bristol Port Company hot work permit alone and as such should be managed by a suitably qualified member of the Marine Department with a good working knowledge of the vessel and the required hot work.

The port dredgers have longstanding hot work permits in force to cover routine operational hot work such as clearing obstructions from the cutter. Risk assessments for these routine operations are kept on-board.

### 2.2 Hot Work on non TBPC vessels

**Refer to Bye Law 81 (Use of equipment likely to cause combustion (hot work)).**

In order to arrange permission to carry out hot work form **MS 43 “Hot work request”** must be completed and sent to the Duty Assistant Harbour Master (DAHM) at the Signal Station. Email [signal.station@bristolport.co.uk](mailto:signal.station@bristolport.co.uk)

**MS 45 “Form of indemnity in respect of hot work”** needs to be completed if the hot work is to be carried out by the vessel’s own crew or a contractor who does not appear on the latest version of the Approved Contractors List. The MS 45 is required to be signed by the vessel’s Master and a representative of the port. The MS 45 form is valid for a period running to June 30th of each year from the date of issue, the Marine Support Officer will record the issue date on the vessel details section of the operations database.

Hot work on board non TBPC vessels shall be managed under the vessel owner’s permit to work system, with a relevant and up to date Risk Assessment and Method Statement (RAMS). Copies of these documents must be available on board to be inspected by the Harbour Authority representative on demand.

If the DAHM is satisfied that all the correct forms have been completed and adequate measures have been taken, permission for the work to proceed will be given by sending an email to the relevant vessel and/or agent.

Hot work on a fuel / oil tank is prohibited including work on any associated pipework from such a tank unless the tank and associated pipework has a current gas free certificate.

### 2.3 Vessel immobilisations

**Refer to Bye Law 25 (Vessels to be kept in a movable condition).**

A request by a vessel to immobilise its main engine, or to carry out any work that would leave it incapable of moving or manoeuvring, should be made direct to the DAHM at the Signal Station by completing an **MS 42a form “Request to immobilise vessel”**. Email [signal.station@bristolport.co.uk](mailto:signal.station@bristolport.co.uk)



Permission must be obtained from the DAHM once they have received the MS 42a form, permission may be given by email or verbally. Prior to any immobilisation taking place and again on completion the vessel will establish contact with Avonmouth or Portbury dock radio on VHF Ch 14.

Masters and vessel's agents need to be aware that granting permission to immobilise does not prevent shifting costs, including the use of tugs, being to the vessel's account should the immobilised vessel need to be moved.

For vessels requesting immobilisation in the oil basin or Bristol Aviation Fuel Terminal (BAFT) this procedure should be read in conjunction with the appropriate section of the oil terminals procedures.

#### 2.4 Diving on TBPC Vessels

PTW for diving on port vessels and installations are managed under the port PTW system. The DAHM should be made aware and also provide permission to enter the water in order to ensure there are no traffic or other potential hazards that may impact on the safe dive operation. Dive supervisors are required to monitor VHF channel 14 throughout the diving operation and report when divers enter the water and again when the divers are clear of the water.

#### 2.5 Diving on non TBPC vessels

**Refer to Bye law 115 (Diving Operations).**

Permission must be obtained from the DAHM at Signal Station prior to any diving operations taking place using form **MS1 Marine Diving Request**.

The Dive must be authorised and managed through the vessel owner's PTW and immobilisation of machinery locked out and tagged out accordingly. Any diving activity in the port is subject to adherence to the Diving at Work Regulations 1997.

Dive supervisors are required to monitor VHF channel 14 throughout the diving operation and report when divers enter the water and again when the divers are clear of the water.

#### 2.6 Bunkering vessels in port

**Refer to Bye Law 113 (Bunkering of vessels).**

The Vessel Master is to inform the Harbour Master and to have in place certain controls when bunkering takes place. To this end there is form/checklist **MS33 "Bunker Permission, Checklist & Declaration Form"** that must be completed before bunker transfer occurs.

The request to take bunkers should be sent to the DAHM at the Signal Station prior to commencement, and once the bunkering operation has taken place the checklist MS33 must be returned to the marine department via the signal station. Email [signal.station@bristolport.co.uk](mailto:signal.station@bristolport.co.uk)

Bunker vessels berthing alongside other vessels must have effective fendering in place. An assessment of the weather and manoeuvre may require the attendance of additional mooring personnel either on the alongside vessel or in mooring boats.

The MSO may attend the alongside vessel to ensure that effective communications are maintained between vessels and that the berthing position is satisfactory.



Vessels requesting permission to bunker in the oil basin or Bristol Aviation Fuel Terminal (BAFT) should read this procedure in conjunction with the appropriate section of the oil terminals procedures.

Spillages of bunker fuel into the dock or onto the quayside regardless of quantity must immediately be reported on VHF channel 14 to the DAHM.

## 2.7 Marine Awareness

When a general permit to work is raised by a department other than the Marine Department, the issuer will consider whether Marine awareness of this activity is required. This awareness is added to the initial permit to show the permit issuer that a Marine Department representative (usually the DAHM) has been made aware of the work being carried out and its impact on the shipping programme has been considered. This is necessary if the work being carried out is close to the quay edge or outboard, affects the lock operation, or involves the shifting of critical equipment including the lowering of a crane boom over the dock.