



MARINE PERMIT AND AWARENESS PROCEDURES

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Explanation

The purpose of this procedure is to ensure that any work that has an increased risk due to its nature or location within the impounded waters of Portbury and Avonmouth docks has been risk assessed to ensure that the work is carried out as safely as possible. The permit-to-work (PTW) system using Q4 permit issuing software formalises this process. A permit may be issued once the permit issuer is satisfied that an appropriate assessment has identified all the hazards and the level of risk. It will state the required mitigation to be in place to reduce the risk to 'as low as reasonably practicable'. Permits-to-work are designed to check that all eventualities have been considered when planning and organising work activities and they are a required means of minimising risks involved. Port byelaws (Part VII section 81) prevent hot work taking place without the permission of an authorised person from the Bristol Port Company.

Vessels wishing to carry out work in the oil basin or Bristol Aviation Fuel Terminal (BAFT) should read these procedures in conjunction with the appropriate section of the oil terminals procedures.

1. Hot Work Permits

1.1 Hot work Permits Issued on board BPC craft.

Hot work permits issued for work aboard Bristol Port Company craft 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 produced by the Marine Department or contract engineers as appropriate. The hot work will be regulated by the Bristol Port Company Q4 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 craft and the required hot work. This would normally be the Marine Engineering and Oil Terminals Manager (MEOTM), Deputy Marine Engineering Manager (DMEM) or suitably qualified dredge crew, and the Q4 permit will be displayed at the work site.

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.

1.2 Hot work Permits Issued on board Non BPC craft.

Hot work permits issued to vessels alongside in Portbury or Avonmouth are issued to ensure the planned hot work does not conflict with port operations and is used as an awareness document to ensure the work is captured on the Q4 permit system. The permit issuer must ensure the vessel has produced a specific hot work permit for the intended work and a risk assessment in accordance with the vessel's Safety Management System (SMS). Copies of these documents must be available on board to be inspected by the Marine Support Officer during verification visits. If a contract

engineering company has been employed to carry out the hot work any associated permits, risk assessments and method statement will need to be available during a verification visit.

In order to arrange permission to carry out hot work and provide sufficient information for the permit issuer to enter the hot work onto the Q4 system, Form MS 43 “hot work request” must be completed and sent to the Signal Station. The request form must be completed in full and the documents referred to should be made available on board during verification visits by the Marine Support Officer.

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 ship’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. If the indemnity is required a visit from the Marine Support Officer should be arranged via the Signal Station. The MS 45 form is valid for 12 months from the date of issue the Marine Support Officer will record the issue date on the vessel details section of the operations database. The completed paper copy of the MS45 is to be returned to the Haven Masters office for filing.

If the permit issuer 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 or ship’s agent. The permit issuer will enter the details into the Q4 permit system. It is not necessary for the Q4 permit to be sent to the vessel or agent as the ship’s own permit will be posted at the work site.

Where the proposed hot work involves particularly complex or unusual work, and the permit issuer believes the work may be unsafe for any reason, a more detailed inspection of the proposed work site by a suitably qualified person will be directed by the Haven Master or his deputy.

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.

The Marine Support Officer will aim to visit 10% of vessels which request hot work to ensure the hot work permit generated on-board has been completed correctly and the appropriate precautions have been taken at the work site.

MS 43 (See annex)

MS 45 (See annex)

2. Permission to immobilise vessel

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 Signal Station by completing an MS 42a form 'request to immobilise vessel'.

Permission must be obtained from the signal station 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 ship'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.

MS 42a (See annex)

3. Diving permits / Q4 marine awareness

A SAF 334 'Permit to Work for Diving Operations' is an awareness permit generated within the Q4 system to authorise diving operations and to ensure that diving contractors have made the Signal Station aware of the nature and location of their activities. The diving permit is created from a parent permit to work produced by the engineers responsible for the work, including diving operations, being carried out.

If the divers are employed to dive on a ship, the ship will confirm they have produced a dive permit on-board. The Q4 permit can then be produced as a stand alone permit as it does not have a parent permit within the Q4 system.

Permits to dive (SAF 334) are signed by the dive supervisor, whilst Marine Department responsibility is to ensure that all supporting documentation (principally the Q4 or ship SMS-generated PTW) have been sighted and the following marine information is passed to the divers:

- H.W / L.W heights and times.
- Dock level.
- Impounding pump status.
- Shipping movements including tugs, workboats and dredgers.

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.

4. Q4 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.

Marine awareness shows that the work to be carried out has been considered with regard to shipping movements. The permit issuer is responsible for ensuring the work area is safe and relevant parties are aware of the permit.

5. Bunkering Procedures

Port byelaws (Part IX section 113) require the operators to inform the Harbour Master and to have in place certain controls when bunkering takes place. To this end there is form/checklist MS33 that must be completed before bunker transfer occurs.

The request to take bunkers should be sent to 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

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 should 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.

MS 33 (See annex)