

Auckland **Regional** Council - Maritime Operations

WELDING/HOTWORK

NOTIFICATION AND PRECAUTIONS

Clause 4.6 of the Auckland Regional Council Navigation Safety Bylaw 2008

Hot Work Notification Procedure

Purpose

To ensure an adequate level of safety and planning in the execution of hot work on board ships in the Auckland region.

To ensure the Harbourmaster is aware of hot work operations within the Auckland region

Requirements

Hot work notification is a requirement of the Auckland Regional Council Navigation Safety Bylaw 2008 section 4.6 Hot Work Operations:

4.6 Hot work operations

- 4.6.1 Within the Auckland or Manukau pilotage areas, the master of every vessel on board which or on the hull of which it is proposed to carry out welding or flame-cutting operations in or from any position, whether on board the vessel or not, must firstly complete a hot work notification form and forward it to the Harbourmaster's office or agent no less than 2 hours before commencing the work
- 4.6.2 The Master of the vessel must ensure that, before any welding or flame cutting operations are commenced, they have received acknowledgement of the hot work notice from the Harbourmaster or agent and shall ensure that all precautions are taken for the detection, prevention, and extinguishing of fire on board the vessel or elsewhere during the welding operations and that the requirements of the hot work notice are met. Provision must be made for the continuance of the precautions until the operations are completed.
- 4.6.3 Within the Auckland or Manukau pilotage areas, the master of every vessel which has on board dangerous goods as cargo, and on board which or on the hull of which it is proposed to carry out welding or flame-cutting operations in or from any position, whether on board the vessel or not, must firstly notify the Harbourmaster's office or agent at no less than 2 hours before commencing the work. The notification should be made on the harbourmaster's hot work notice form. The form must detail in writing by a suitably qualified person, that the work to be undertaken will have no adverse effect on the dangerous goods carried onboard as cargo.
- 4.6.4 Despite clauses 4.6.1 and 4.6.2, the Harbourmaster may exempt from compliance with those provisions the master of a vessel lying at any ship-repairing establishment.
- 4.6.5 If in any case the Harbourmaster is not satisfied that the adequate precautions have been taken, the Harbourmaster may forbid the operations to be commenced until he or she is so satisfied or has caused such precautions to be taken as he or she thinks necessary.

Hot Work Notification and Precautions

Notification of hot work operations is made on form "Welding/Hot Work, Notification and

Precautions". The completed form is faxed (**during normal office hours**) to 309 1380.

You will receive notification of receipt, and possibly additional precautions to be taken, or that an inspection will be required before work can commence. An audit inspection may be made during or after the work.

Urgent contact of the Harbourmaster's Duty Maritime Officer: - 09 362 0397 (24Hr)

Hot Work Notification Exemptions

Exemptions from the Notification process (4.6.4) may be issued to operators where the Hot Work is carried out at a ship-repairing establishment.

Enquiries with regard exemptions should be made to:

Harbourmaster
Auckland Regional Council,
Private bag 92 012
Auckland

Any enquiry should contain full details of:
Ship-Repair Facility, Location and facilities available.
Procedures, and practices in place for Hot Work.
Full contact details.

Hot Work Audits and additional requirements

The Harbourmaster may make such additional requirements as is considered necessary for the safe execution of the work. These requirements will be made to the applicant at the time of application, or at any time thereafter. No hot work may commence or continue until such requirements are in place.

The Harbourmaster will make audits of hot work to ensure compliance with the hot work notification and safe working practices.

Completion of Notification Form

The hotwork notification form allows an applicant to inform Auckland Regional Council of intended work. All sections of the form must be completed.

- 1) **Notice From.** This should contain the name of the applicant and the company they work for. The date and time of submitting the notification and contact phone and Fax. Numbers.
- 2) **Statement of Work to be done.** This should contain full details of the vessels name, location at the time the work will be carried out, date and time it is intended to carry out the work and a FULL description of the intended work.
- 3) **Risk Assessment.** All of the questions in this section must be answered. If the quest is not applicable to the intended work then this should be written as N/A and stated why it is not applicable.
- 4) **Precautions to be in place.** A full description of precautions that will have in place should be noted.
- 5) **Safety Monitoring.** A full description of the monitoring to take place both during and post intended work.
- 6) **Review and supervision.** This section MUST be completed by someone other than the applicant. This person must be sufficiently experienced in the nature of the intended work so as to make a qualified assessment of its suitability. This person must have viewed the intended work and be satisfied that the work can be completed safely under the provision completed above.

The completed form should be faxed to 09 309 1380 (during normal office hours) at least two hours prior to intended commencement of work. Hot work must not commence until the notification has been accepted and signed receipt gained.

All hotwork is subject to the approval of the Harbourmaster, and Audits and further requirements will need to be completed if requested. Urgent contact with the ARC duty officer can be made via 09 362 0397 (24hr divert).

An incomplete notification, or where dangerous goods are onboard the vessel, or where bunkering operations are to take place will lead to the notification being declined.

Auckland Regional Council - Maritime Operations

WELDING/HOTWORK

NOTIFICATION AND PRECAUTIONS (version 1.3)

Clause 4.6 of the Auckland Regional Council Navigation Safety Bylaw 2008

1. NOTICE FROM: - Name

Company **Contact Phone**

Notification Date **Notification Time** **Fax. for reply**

Does the vessel have **ANY** Dangerous Good Classes on board?

YES – Please contact the Harbourmasters Office with details of Dangerous Goods. Phone 09 362 0397.

NO – Please complete Hot Work permit application.

I acknowledge that the vessel has no Dangerous Goods of Classes 1,2,3,4,5,6,7,8, or 9 onboard as cargo, and that no bunker operations will be undertaken.

Applicant	Masters
Signature	Signature
.....	

2. STATEMENT OF WORK TO BE DONE: -

Vessel

Location

Date of Work Time Work Will Commence

Full Description of work

.....

.....

3. RISK ASSESSMENT: - Provide answers to all of the following questions

Where will the hot waste fall?

What is on the other side of the surface being welded or cut?

.....

What other combustible material (Oil, Wood, Paint, Plastic etc) is near the work?

.....

Will another person be observing during the work?

What other factors on the job present any risks?

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.....
4.PRECAUTIONS TO BE IN PLACE: - Based on the above risk assessment, what precautions will be put in place?.....
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5.SAFETY MONITORING: - What monitoring and watch keeping will be done during and after the hot work?.....
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6.REVIEW AND SUPERVISION: - The planned work, the risk assessment, the precautions to be taken and the monitoring proposals are to be reviewed by a person **other than the applicant** of this notification. This is to be either the master of the vessel, a foreman or supervisor of the applicant, or another suitable person. The reviewers to agree that the planned work is not likely to create fire or cause hazards to other harbour users.

Reviewer: - Name.....

Position: -Signature: -

This Notice is Accepted/Declined
In line with the Harbourmasters' Instructions.

RECEIPT OF NOTICE: - The Ports of Auckland Limited acknowledges receipt of this notification only and will forward to the Auckland Regional Council Harbourmaster. This in no way places responsibility on the ports of Auckland limited for loss or damage of any form, arising as a consequence of the work, under the regulations or otherwise. Notice received by the Harbourmaster's representative: -

Name; -Position; -

Signature: -Date: -

Note to Applicant: - Fully complete sections 1 to 6 of this form and fax (**during normal office hours**) to 09 309 1380. You will receive notification of receipt, and/or additional precautions to be taken, and/or that an inspection will be required before acceptance. An audit inspection may be made during or after the work.

After hours: - **Urgent contact** of ARC Duty Maritime Officer. **24 Hour** 09 362 0397

COPIES TO: - Applicant ARC MAROPS File Onehunga Wharf