

Auckland Regional Council - Maritime Operations

**WELDING/HOT WORK**

NOTIFICATION AND PRECAUTIONS

Clause 4.6 of the Auckland Regional Council Navigation Safety Bylaw 2008

Hot Work Notification Procedure

**Purpose**

To ensure the Harbourmaster is aware of hot work operations within the Auckland region and ensure an adequate level of safety, planning and execution of hot work on board ships is maintained.

**Requirements**

Hot work notification is a requirement of the Auckland Regional Council Navigation Safety Bylaw 2008.

**4.6 Hot work operations**

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 at no less than 2 hours before commencing the work.
2. The master of the vessel must ensure that, before any welding or flame cutting operations are commenced, they have received written 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.
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. This 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. 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-repair establishment.
5. If in any case the Harbourmaster is not satisfied that 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**

**Form:** Notification of hot work operations is made on form "Welding/Hot Work, Notification and Precautions".

**General Notifications:** Where no dangerous goods are carried as cargo the completed form is faxed to (09) 309 1380. These notifications may be processed outside of office hours.

You will receive notification of receipt stating whether the notification is accepted or rejected, and possibly additional precautions to be taken or that an inspection will be required before work can commence. An audit inspection may be made by Harbourmaster staff before, during or after the work.

**Notifications involving Dangerous Goods as cargo:** Where a vessel carries dangerous goods as cargo notifications MUST be faxed to the Harbourmasters Office (09) 362 0399 during normal office hours (08:00 to 16:00). Please note the requirements of bylaw clause 4.6.3. No hot work will be permitted without a written statement from a 'suitably qualified person' stating the hot work will have no adverse affects on the dangerous goods. (A suitably qualified person may include a Dangerous Goods Inspector or Department of Labour Inspector of Explosives and Dangerous Goods/Hazardous Substances).

You will receive notification of receipt stating whether the notification is accepted or rejected, any additional precautions to be taken, or that an inspection will be required before work can commence. An audit inspection will be made by Harbourmaster staff before, during or after the work.

**Please note: notifications involving dangerous goods will not be processed outside normal office hours.**

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.

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**WELDING/HOT WORK**

NOTIFICATION AND PRECAUTIONS

Clause 4.6 of the Auckland Regional Council Navigation Safety Bylaws 2008

**Completion of Notification Form**

The hot work 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) **Dangerous Goods Declaration.** This must be signed by the Master or Masters representative. Where dangerous goods are carried as cargo the permit can only be accepted when the notification is accompanied by a written report, issued by a suitably qualified person, stating the hot work will have no adverse affects on the dangerous goods.  
Please note: notifications involving dangerous goods onboard as cargo must be directed to the Harbourmaster's Office Fax (09) 362 0399. These will **NOT** be processed outside normal office hours (08:00 to 16:00, Monday to Friday).
- 3) **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.
- 4) **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.
- 5) **Precautions to be in place.** A full description of precautions that will have in place should be noted.
- 6) **Safety Monitoring.** A full description of the monitoring to take place both during and post intended work.
- 7) **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.

If no dangerous goods are carried as cargo the completed form should be faxed to Harbour Control (09) 309 1380 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.

If dangerous goods are carried as cargo the completed form should be faxed to (09) 362 0399 during normal office hours (08:00 to 16:00, Monday to Friday) and at least 2 hours prior to intended commencement of work. Hot work must not commence until the notification has been accepted and signed receipt gained.

Please note: notifications involving dangerous goods will **NOT** be processed outside normal office hours (08:00 to 16:00, Monday to Friday).

The Harbourmaster may forbid hot work, require audits, and/or make further requirements to be completed. Urgent contact with the ARC duty officer can be made via (09) 362 0397 (24hr).

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NOTIFICATION AND PRECAUTIONS (version 1.4)

Clause 4.6 of the Auckland Regional Council Navigation Safety Bylaw 2008

**1. NOTICE FROM: - Name**..... **Signed**.....

**Company**..... **Contact Phone**.....

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

Does the vessel have **ANY** dangerous goods on board as cargo?

**YES** –Complete Hot Work notification and, together with a written statement from a suitably qualified person that the hot work will have no adverse affects on the dangerous goods, fax to the Harbourmaster's Office (09) 362 0399.

**NO** –Complete Hot Work notification and fax to Harbour Control (09) 309 1380

**I acknowledge that the vessel has no Dangerous Goods of Classes**

**1,2,3,4,5,6,7,8, 9 or any subclasses onboard as cargo, and that no bunker operations will be undertaken during the hot work operation.**

**Masters Name**..... **Signature**.....

**2.STATEMENT OF WORK TO BE DONE: -**

**Vessel**.....

**Location**.....

Date(s) of work..... Time(s) work will commence.....

Full description of work.....

.....  
.....  
.....  
.....  
.....  
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**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?.....  
.....  
.....

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.....  
What other factors on the job present any risks?.....  
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.....

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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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.....  
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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, or Auckland Regional Council 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 of this form and fax to:  
Where no dangerous goods are carried as cargo: Harbour Control (09) 309 1380.  
Where dangerous goods are carried as cargo: Harbourmasters Office (09) 362 0399 (Mon-Fri 08:00 to 16:00)  
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 Harbourmaster                  File                  Onehunga Wharf