

PROCEDURES FOR HOT WORK PERMITS, HOT WORK DISPENSATIONS & GAS FREE CERTIFICATES

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A) Background

The Northland Regional Council Navigation Safety Bylaw 2012, Clause 5.6, 'Hot Work Operations', states:

5.6 Hot work operations

5.6.1 Within any harbour or commercial 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 obtain a Hot Work Permit from the Harbourmaster, no less than two hours before commencing the work.

5.6.2 The master of the vessel must ensure that before any hot work operations are commenced, precautions are taken for the detection, prevention, and extinguishing of fire on board the vessel and elsewhere during the welding operations, and that the requirements of the Hot Work Permit are met. Provision must be made for the continuance of the precautions until the operations are completed.

5.6.3 The Harbourmaster may issue a Hot Work Permit dispensation from compliance with subclauses 5.6.1 and 5.6.2 to:

- (a) local operators of any ship repairing and engineering establishments where the hot work is carried out in a controlled location and where hot work procedures are strictly adhered to; and
- (b) any vessel where hot work is a necessary part of the work carried out by the vessel and where hot work procedures are strictly adhered to.

5.6.4 If in any case the Harbourmaster is not satisfied that adequate precautions have been taken, the Harbourmaster may forbid the operations to be commenced or continued until he or she is so satisfied or has caused such precautions to be taken as he or she thinks necessary.

B) Hot Work Permits

General Notes

If hot work operations are necessary on board a vessel, the master must ensure that all precautions are taken for the detection, prevention, and extinguishing of fire on board the vessel and in the vicinity of the vessel. All hot work operations must comply with the Code of Safe Working Practices for Merchant Seafarers (Maritime New Zealand – 2007). A copy of this document may be accessed on the Maritime New Zealand (MNZ) website. The responsibility for the planning and safe execution of the hot work operation lies entirely with the vessel.

An application for a hot work permit must be complete in all respects, failing which the application will be declined.

Before commencing hot work, a copy of the approved Hot Work Permit must be displayed close to the work site and in another conspicuous location on board the vessel.

Outside of hours, if the Harbourmaster's approval for a hot work permit is required, the Harbourmaster may give verbal approval for hot work to proceed – this will be conveyed to the facility owner.

The Northland Regional Council (NRC) Harbourmaster may choose to carry out announced or unannounced audits of hot work operations at his discretion. If the Harbourmaster is not satisfied that adequate precautions have been taken or if the hazard caused by the hot work operation is not acceptable, he may forbid the operation from commencing or continuing.

The Harbourmaster reserves the right to charge a fee for the approval of hot work permits and audits as per NRC's charging policy.

Procedure for application - Hot Work at Northport Limited, Golden Bay Cement & Cruise Ships

When hot work is required to be carried out on a vessel at Northport Limited wharves, at the Portland Cement wharf (Golden Bay Cement) or on a cruise ship anchored in the Bay of Islands, the ship's master (or a responsible ship's officer) must apply for a hot work permit to the facility owner using the form in Appendix 1, [Hot Work Application - Facility Acknowledgment](#). The application must be forwarded by the ship to the facility owner not less than two hours before commencement of work (unless the work is of an urgent nature when a lesser period may be acceptable). When possible, it is preferable that the application is forwarded the day before the hot work operation is to commence.

If the facility owner has no objection to the hot work being carried out, a responsible person at the facility will acknowledge the request by signing and return the form to the ship's master. At the same time the facility owner will forward a copy of the signed form to the Harbourmaster via email to hotwork@nrc.govt.nz. If for any reason the email system is inoperative, the facility owner will notify the Harbourmaster via the NRC hotline 0800 504 639. On receipt of a hot work permit notification, if

the Harbourmaster has any concerns about the work being carried out, he may contact the facility owner and ask for the operation to be ceased or not commenced until an audit can be carried out or alternatively, may impose certain conditions for the work to be carried out. If the Harbourmaster has no concerns, no further correspondence will be required or sent from any party and the hot work operation may commence.

If the facility owner has reservations about the hot work for any reason, they must discuss the application with the Harbourmaster (via the NRC hotline 0800 504 639) and advise the ship's master that the request has been referred to the Harbourmaster. The Harbourmaster may then either approve the hot work permit request or require more information from the ship's master. The Harbourmaster may require the ship's master to provide this additional information by completing the form in Appendix 2, [Hot Work Application - Harbourmaster Authorisation](#). Once satisfied, the Harbourmaster will issue the hot work permit to the applicant, provided the facility owner has no further objections.

Procedure for application - Hot Work at all other facilities/locations in the Northland region

When hot work is required to be carried out on a vessel at a location other than those specified in the section above, the ship's master (or a responsible ship's officer) must apply for a hot work permit directly to the Harbourmaster using the form in form in Appendix 2, [Hot Work Application - Harbourmaster Authorisation](#). The request must be forwarded by the ship to the Harbourmaster not less than two hours before commencement of work (unless the work is of an urgent nature when a lesser period may be acceptable). When possible, it is preferable that the application is forwarded the day before the hot work operation is to commence.

Once satisfied, the Harbourmaster will issue the hot work permit provided the facility owner has no objections.

C) Hot Work Dispensation

The Harbourmaster may issue Hot Work Dispensations to ship repair and marine engineering facilities, provided approved procedures for hot work operations are put in place and all hot work operations are carried out in strict compliance with these procedures.

Such Hot Work Dispensations may also be issued to contractors or other entities operating work vessels or barges, where hot work is a necessary part of the vessel's operation, provided approved procedures for hot work operations are put in place and all hot work is carried out in strict compliance with these procedures.

The owner/operator of such a facility or vessel may apply to the Harbourmaster for a Hot Work Dispensation using the form in Appendix 3, [Hot Work Dispensation Application](#). For such a dispensation to be granted, suitable procedures must be in place for safely carrying out hot work operations, with adequate measures to ensure that these procedures will be strictly followed and supervised every time hot work is carried out. The guidelines below must also be followed for vessel based operations.

Site audits will usually be required before a new Hot Work Dispensation is issued. The Harbourmaster may also carry out site audits of facilities holding Hot Work Dispensations at periodic intervals to verify that the procedures, personnel and equipment in place for hot work operations are adequate.

A Hot Work Dispensation will be issued for a maximum validity period of up to three years or a lesser period determined by the Harbourmaster. It is recommended that the dispensation holder apply for renewal at least one month before expiry to continue exercising the privileges of the dispensation.

The dispensation holder will ensure continuous compliance with the stated procedures and standards on the basis of which the dispensation was issued, every time hot work operations are carried out.

A Hot Work Dispensation may be withdrawn by the Harbourmaster at any time at his discretion. The dispensation holder will be notified of the withdrawal of the dispensation and the reasons for withdrawal.

Guidance notes for Vessel based Hot Work Dispensation Applications

1. A plan showing the layout of the vessel must be attached to the application. The plan should include the following details:
 - a. fuel tank positions and all vents
 - b. location of oils or other flammable material kept or stored onboard
 - c. details of fixed and portable fire-fighting equipment

- d. locations where hot work may be carried out and locations where hot work is not to be carried out on the vessel
2. The following are some of the items that the operator should consider when developing Hot Work Dispensation procedures and before hot work is carried out on each occasion:
- a. Is the proposed hot work safe given the cargo, substances or other equipment the vessel is carrying? *If no, do not proceed with hot work;*
 - b. Is the hot work to be carried out below decks or near tank vents? *Consider further safety measures to eliminate hazards before starting hot work;*
 - c. Are there any oils or dangerous goods being transferred near the proposed hot work activity? *If yes, delay hot work until dangerous goods transfer is complete;*
 - d. Is the hot work adjacent to an onboard oil tank? *If yes, than a gas free certificate should be obtained from a qualified analyst;*
 - e. Is the hot work acceptable to the berth operator/facility owner? *If no, do not proceed with hot work;*
 - f. Are there any other risks of fire or explosion if the hot work proceeds, for example, LPG gas cylinders carried on the vessel? *Consider further safety measures to eliminate hazards before starting hot work;*
 - g. Is a responsible person available to monitor the site at least one hour after hot work is completed? *Inspect the site before leaving to ensure that there is no fire risk.*
3. If the dispensation holder wishes to carry out hot work beyond the confines of own barge/vessel, for example on another vessel or structure, additional safety measures may be required to be incorporated in the procedures, preferably in the form of a check list to be used for each operation.

D) Gas Free Certificates and Qualified Analysts

A Gas Free Certificate may be required on vessels for various purposes. For example, when hot work operations are required to be carried out on or next to an oil tank or other hazardous enclosed space, a Qualified Analyst will be required to complete an assessment of the space and issue a Gas Free Certificate using the form in Appendix 4, [Gas Free Certificate](#).

Suitably qualified companies or individuals may register with the Harbourmaster as Qualified Analysts*. Such companies or individuals will be required to maintain suitable gas detection equipment that is calibrated at the appropriate intervals and maintained satisfactorily. The validity period of a Gas Free Certificate shall not be longer than 12 hours from the time of issue. A Hot Work Permit issued on the basis of such a Gas Free Certificate shall stand automatically revoked once the validity of the Gas Free Certificate expires or if subsequent observations show that the certified space may not be free of hazardous gases anymore.

If hot work is required to be continued, the Gas Free Certificate must be re-issued by a qualified analyst and a new application for a Hot Work Permit should be completed.

**The Harbourmaster assumes no liability whatsoever for identifying Qualified Analysts in the region.*

| HOT WORK APPLICATION – FACILITY ACKNOWLEDGEMENT | |
|--|--|
| Vessel:..... Port: Berth: | |
| Section A – Application (To be completed by the ship’s master or his representative) | |
| a) Description of hot work operation: | |
| | |
| b) Location on board:..... | |
| c) Work to be carried out complies with the Code of Safe Working Practices for Merchant Seafarers | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| d) Work to be carried out complies with the vessel’s Safety Management System Procedures | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| e) Permit requested from.....(time).....(date) to.....(time).....(date) | |
| f) Signature of Master (or responsible ship’s officer – state rank)..... | |
| Section B – Facility Owner Acknowledgment | |
| Person Responsible..... Signature..... | |
| (Acknowledged form to be returned by facility owner to applicant and emailed to the Harbourmaster at the same time. Email hotwork@nrc.govt.nz or if email system fails, call NRC Hotline 0800 504 639) | |
| Section C – For Harbourmaster use, if required | |
| Comments:..... | |
| Person Responsible:..... | |
| <p>Notes for Applicant:</p> <ul style="list-style-type: none"> -Applications for hot work permits must be submitted at least 2 hours before commencement of work. An application for a hot work permit must be complete in all respects, failing which the application will be declined. -Hot work operations must comply with the Code of Safe Working Practices for Merchant Seafarers (Maritime New Zealand – 2007, document may be accessed on the MNZ website). -The Harbourmaster may carry out announced or unannounced audits of hot work operations at his discretion. If the Harbourmaster is not satisfied that adequate precautions have been taken or if the hazard caused by the hot work operation is not acceptable, he may forbid the operation from commencing or continuing. -Before commencing hot work, a copy of the approved Hot Work Permit should be displayed close to the work site and in another conspicuous location on board the vessel. The Harbourmaster reserves the right to charge the applicant a fee for the approval of hot work permits and audits as per NRC’s charging policy. | |

Hot Work Dispensation Application



Pursuant to the Northland Regional Council Navigation Safety Bylaw 2012, Clause 5.6, vessel owners/operators operating frequently/permanently in Northland waters and ship repair and marine engineering facilities may apply for a Hot Work Dispensation. Such applications should include all relevant checklists, plans & procedures. The dispensation will in no way limit the holder's obligations to ensure that hot work operations are carried out safely in accordance with legislative requirements. A dispensation may be issued for a maximum period of three years. An initial site audit will be required prior issue of a Hot Work Dispensation. The Harbourmaster may also carry out interim site audits at his discretion.

Section A – Application

a) Barge/Vessel Details: Length:m Breadth:m Gross Tonnage:

b) MOSS Company Name:

c) Name & address of Owner/Operator:

.....

.....

Phone: Email:

d) Location/Regular berth in Northland:

e) Operating area of barge/vessel:

(Include limits of operation and expected locations where hot work is likely to be carried out in Northland)

f) Brief description of type of hot work & equipment used (Electric Welding, Oxy-Acetylene Gas Cutting, etc.):

.....

.....

g) Brief description of fixed fire-fighting system:

.....

.....

h) Portable fire-fighting system (brief summary of types & numbers, for example of portable fire extinguishers):

.....

.....

i) Name of Applicant: Signature:

Position in Company: Date:

Appendix 4 – Gas Free Certificate

Gas Free Certificate (Form of Certificate of Test for Atmosphere Sampling)



This certificate should be issued by a Qualified Analyst when hot work is intended to be carried out on or next to an oil tank/other hazardous enclosed space. This certificate should then be attached and forwarded with an application for a Hot Work Permit. If enclosed space entry is required, either for sampling or for monitoring during hot work, the vessel's Enclosed Space Entry Procedure should be strictly followed.

Vessel: Port: Berth:

This is to certify that at (time) on (date), atmosphere sampling was undertaken in the following tanks, holds and spaces to test for inflammable vapours, toxic vapours and oxygen content.

| Tank, Hold or Space | Method of Sampling Used | Results of Sampling/Remarks |
|---------------------|-------------------------|-----------------------------|
| | | |
| | | |
| | | |
| | | |

The atmosphere sampling indicates that the following Tanks, Holds or Spaces:

Were NOT Gas Free:

Were Gas Free:

Additional Comments/Endorsements:

Name of Analyst: Signature of Analyst:

Company & Address:

Phone number: Email:

This Gas Free Certificate is valid till (time) on (date)

(Validity to be not longer than 12 hours from the time of issue)

The Master of this vessel acknowledges that any Hot Work Permit that is issued on the basis of this Gas Free Certificate stands automatically revoked if any subsequent atmosphere test indicates the presence of a dangerous atmosphere.

Signature of Master (or representative) (Please include rank if not the Master)