



APPLICATION TO CARRY OUT DIVING AT PORT OF TOWNSVILLE LIMITED

Applicants are to complete the applicable sections below and forward the form to Marine Services (Fax 4771 4493 or email to duty@townsville-port.com.au). If diving or swimming is to be conducted from a vessel as separate application Work From Small Craft will need to be completed.

Divers undertaking commercial diving in any area outside the immediate wharf areas, are required to submit a request to MSQ's Regional Harbour Master, so a Notice to Mariners can be issued. The applicant will need to apply at least 48 hours prior to any activity taking place and, if it is scheduled to take place on a Monday or Tuesday, they would need to apply the week prior.

Section 1. Applicant Details.

Company:		Type of work	Diving Individual Task..... <input type="checkbox"/>
			Diving Annual Application..... <input type="checkbox"/>
Address:			Water Activities <input type="checkbox"/> Water activities must comply with section 2, part 3 and 4 below.
Task/Work:			
Area:		Lat:	Long:
As indicted on attached Maps (Please circle relevant map)	A	B	C
Duration	Start Time and Date:		End Time and Date:
POTL Contact:		Contact Number:	

Section 2. Requirements for Diving Operations.

1. Dive Supervisor: Contact No: Fax:

Attach formal letter of appointment on company letterhead. Letter should clearly state that the Dive Supervisor has been appointed as a Diving Supervisor under section 167 of the Work Health and Safety Regulation 2011 and hold a current AS2299 Oxygen Administration Certificate.


Attachments required by POTL for Dive Supervisor / company undertaking the task (checklist)

- a. Letter on company letterhead stating supervisor has been appointed for the task.
- b. Copy of current Oxygen Administration Certificate for the Supervisor
- c. Proof of POTL induction
- d. Copy of Public Liability and WorkCover Insurance Certificates

2. Diving Records. These records must be available at the dive location and records **a** to **d** must be provided with this application to POTL.

- a. Medical Certificates for nominated divers (Clearly stating for diving work and must be less than 12 months old)
- b. Proof of Competency for nominated divers (Construction Diving Work)
- c. Written risk assessment for the work being undertaken
- d. Project Plan / SWMS
- e. Current Senior First Aid Certificates (for each diver)
- f. Proof of POTL induction
- g. Dive Safety Log (record of what happens and when)
- h. Log Books (Record books showing all relevant dives for each diver)

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- 3. Telephone & Marine VHF Radio Communications.**
- Dive Supervisor **MUST** monitor VHF Channels 12 (working) and 16 (Calling)
 - Dive Supervisor **MUST** inform Marine Services Tower each day when diving work commences and again when diving is complete for the day.
 - Dive flag Alpha **MUST** be erected when divers are in the water and positioned where it is clearly visible by all water traffic.
- 
- 4. Shipping Movements.**
- Dive Supervisor is to maintain constant vigilance concerning the movements of all craft including cargo vessels, tugs, workboats and punts.
 - When divers leave the water for ship movements and are stationed in punts or workboats, that vessel must comply with the requirements for water activities as shown in section 4 below.
 - Contact Marine Services Tower to ascertain vessel movements before work commences each day and then at 4 hour intervals or more frequently if appropriate. . Duty Supervisor – phone Marine Services Tower 4781 1683
- 5. Additional precautions.**
When diving at a berth with a vessel alongside, Dive Supervisor **must** request lockouts on main engine, bow and stern thrusters and/or request the ship to fly the dive flag.
- Contact Ships Agent to request any additional precautions
 - Dive Supervisor is required to board the vessel and apply locks and signs as appropriate
- 6. Diving Restrictions.**
- Dive operations must cease and Divers leave the water 30 minutes prior to ship arrival and departures times if the divers are within the prohibited red areas shown on the attached matrix. Work is permitted to continue in the yellow zones excepting those areas noted (i.e. sea end berths 7,8,9 and west end berth 1) for the applicable arrival or departure
 - Dive Supervisor must allow extra time to stow dive equipment and secure pontoons or punts prior to vessel departures
 - Vessels are not permitted to “turn props” or “test gear” without the permission of Marine Services Tower

Section 3. Declaration by Dive Supervisor.

I *..... (Applicant name) employed by (company name) declare that the information provided on this permit is correct. I acknowledge and will comply with the requirements contained in this permit.

Signature: **Date and Time:**

Dive Supervisors must hold the signed copy of this permit prior to diving commencing and for the duration of the diving work.

Section 4. Annual Permit Application

The applicant may apply for an annual permit for a long term project or contract or to be on the pre-approved list to carry out the following urgent activities that port users may require

- Hull breach repairs or management.
- Clearing of fouled propellers
- Drop diving to retrieve equipment or cargo.

If you are applying for an annual permit for the above activities you must in addition the other documentation provide a SWMS for each of the tasks above.

You should ensure POTL have received the documents required in parts 1 and 2 for each person who may be sent to site at any time in the next 12 months to conduct the above tasks.

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Section 5. Check and Approval POTL Project Supervisor

POTL Project Supervisor Assessment.

All documentation has been received, is current and correct.

A SWMS has been adequately completed and reflects the task/s described.

APPROVAL:- **Approved** **Declined**

Reason for declining permit.....

Project SupervisorDate.....

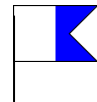
Section 6. Permit Issue. PoTL - Marine Services use only.

Notifications	Yes/No/NR	Who and When:
Affected Port Users/berth operators:		
Pilots/MSQ		
Tugs/Line boats		
PoTL Safety		

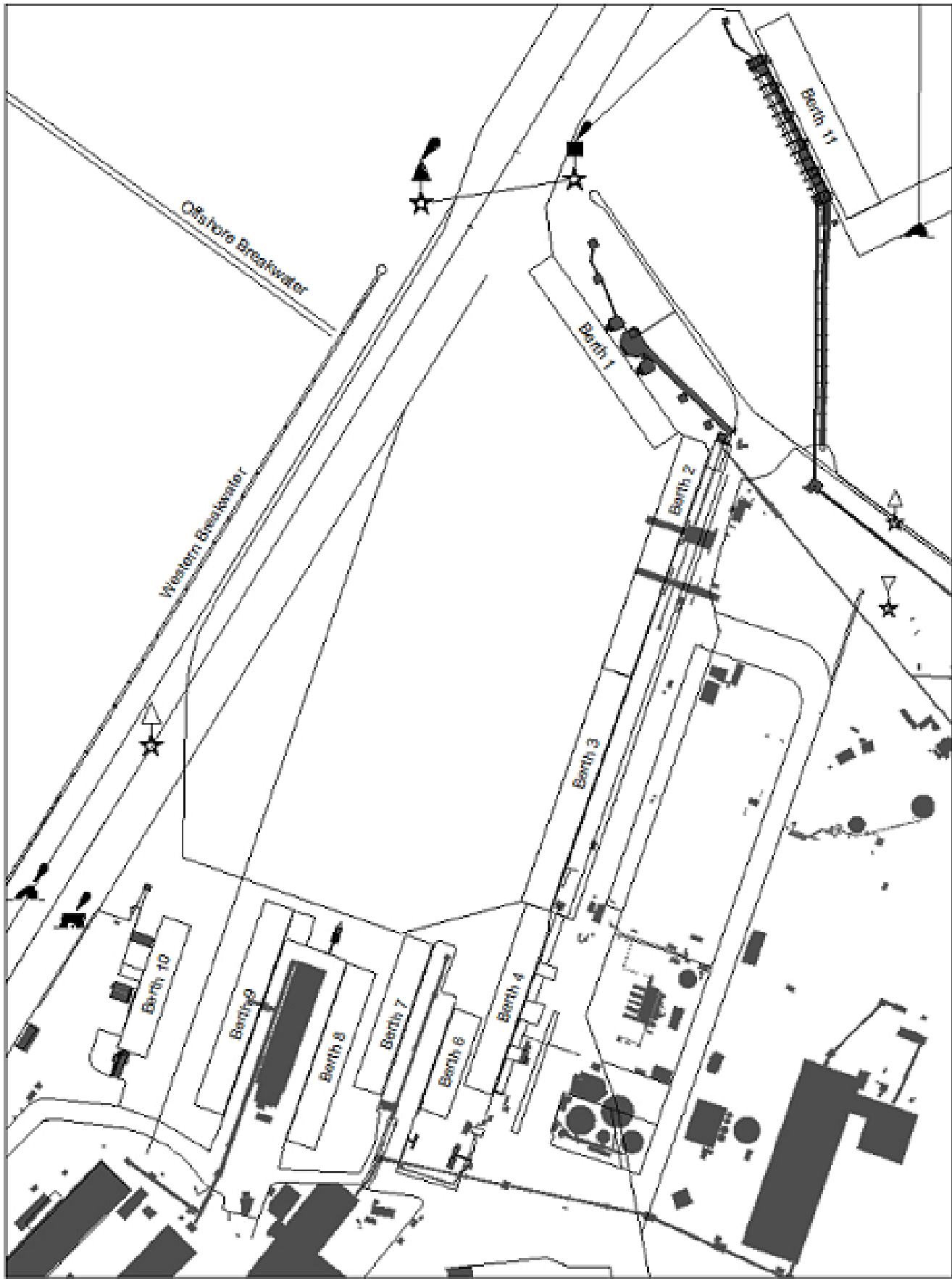
Signature: (PSO) Date and Time:

Port Services Officers - Requirements for diving and water activities

1. Activate trigger display "Diver Flag" when any underwater diving work is commenced.
2. Notify Dive Supervisor of:
 - arrivals or departures 30 minutes prior
 - shipping schedule changes that will cause diving operations to be suspended
 - ship requests to turn propellers or start thrusters
3. Monitoring to best extent possible that work vessels and divers are compliant with permit and clear of ship and tug propeller wash

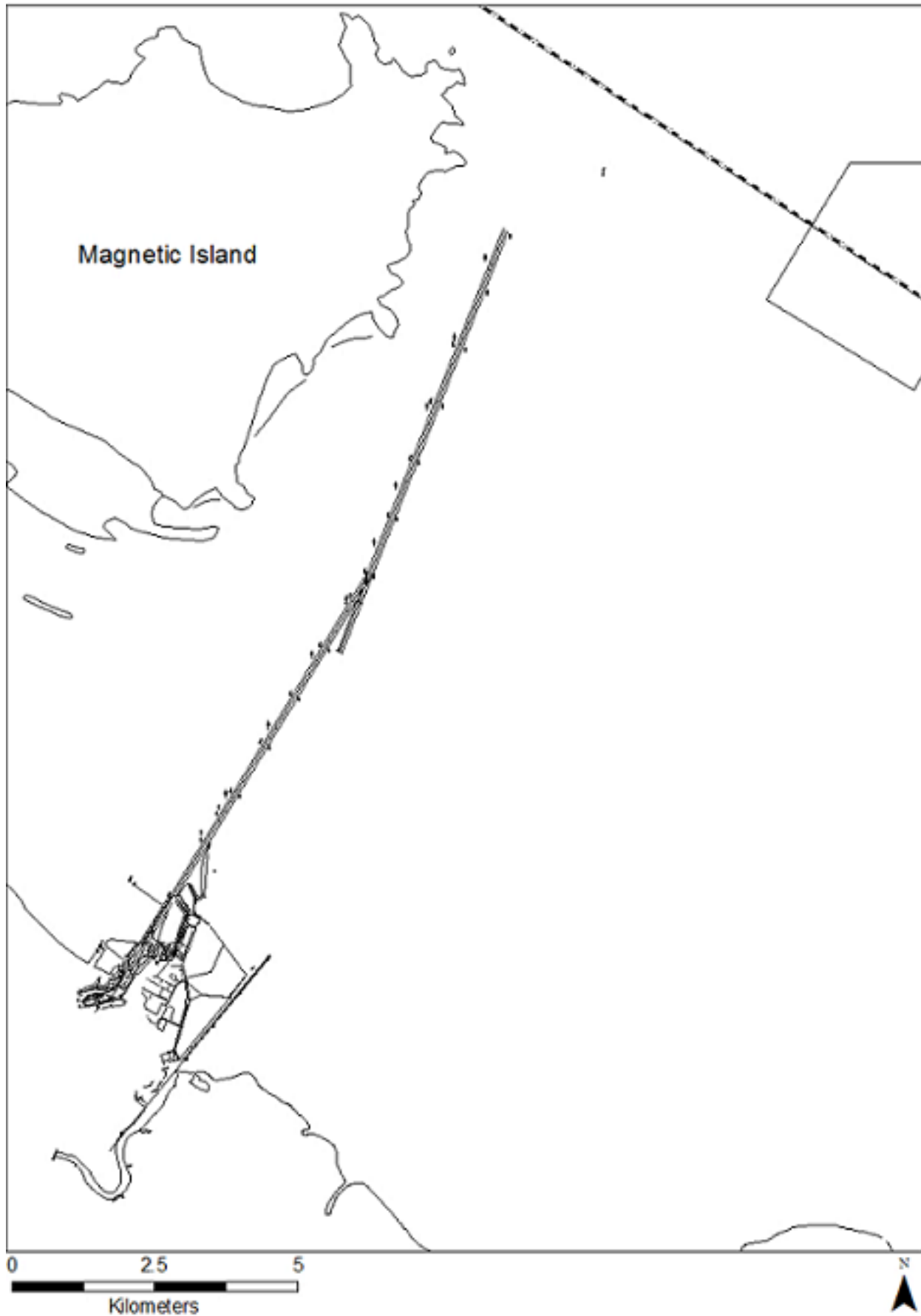


Map A



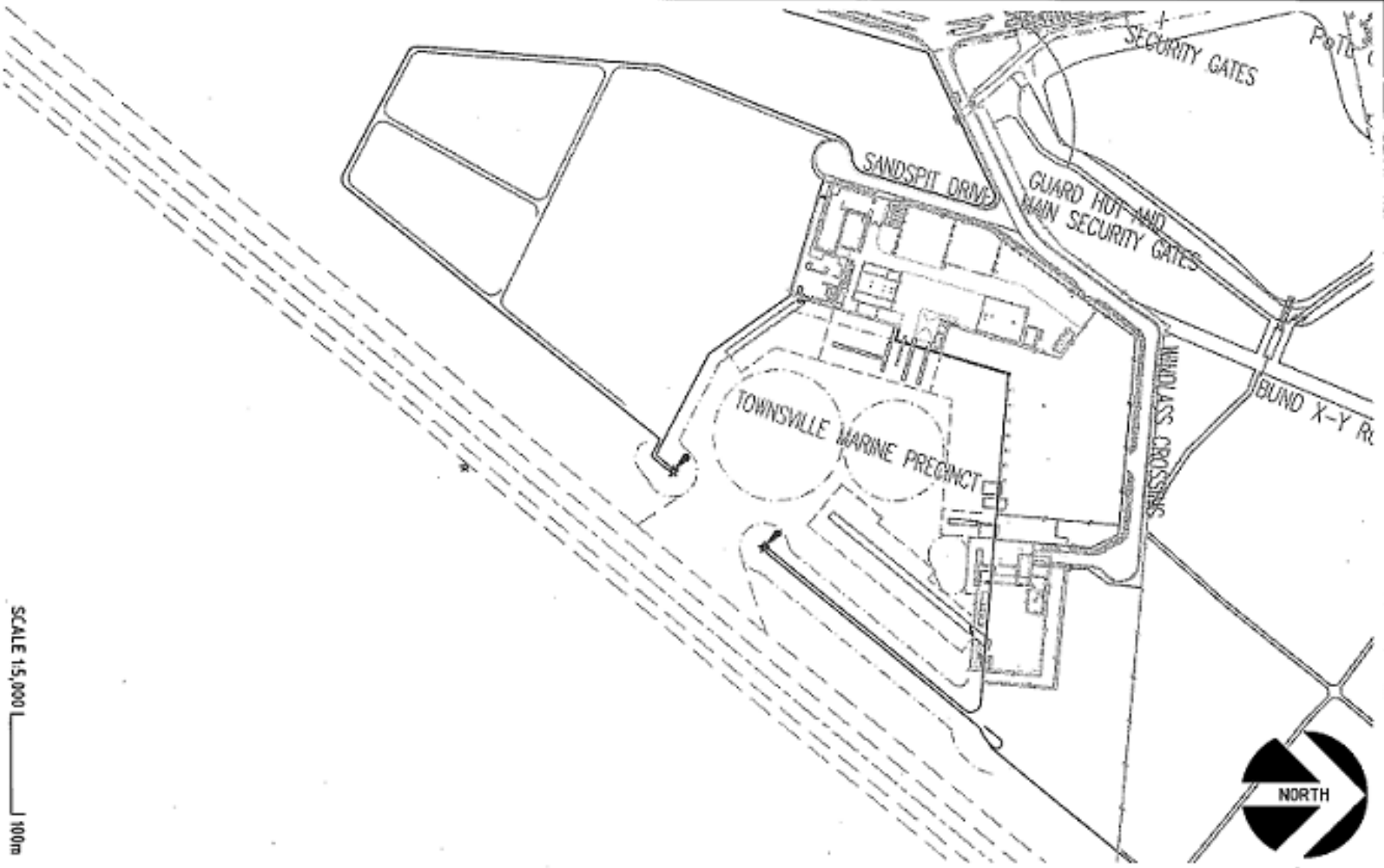
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Map B



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Map C



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Ship Movement	Berth 1	Berth 2	Berth 3	Berth 4	Berth 5	Berth 8	Berth 9	Berth 10	Berth 11	Swing Basin
Movement	Permitted			Permitted			Not Permitted			
Berth 1 Arrival										
Berth 1 Departure						Shore end	Shore end	Shore end		
Berth 2 Arrival										
Berth 2 Departure						Shore end	Shore end	Shore end		
Berth 3 Arrival						Shore end	Shore end			
Berth 3 Departure						Shore end	Shore end	Shore end		
Berth 4 Arrival	East only						Shore end			
Berth 4 Departure	East only						Shore end	Shore end		
Berth 8 Arrival							Shore end			
Berth 8 Departure	East only						Shore end			
Berth 9 Arrival	East only					Shore end				
Berth 9 Departure	East only					Shore end				
Berth 10 Arrival	East only					Shore end				
Berth 10 Departure	East only									
Berth 11 all										

Note 1. For any ships berthed head in on all finger wharves (berth 8, 9 and 10) upon departing, any water activities will not be permitted at Berth 3.

Note 2. In all instances the rule of thumb will be a 100m no go zone from the stern of any ship manouvering in the port.

Note 3. The shore end of berths 4, 8,9 and 10 highlighted in yellow are SAFE ZONES. Water activities may be conducted inshore from midpoint of these berths. The eastern end of Berth 1 takes into account all of berth 1 apart from the 2 most western dolphins which are subject to ship

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