



NOTICE TO MARINERS

No. 15 – 2009

'HOT WORKS REQUEST' FORM

Notice is hereby given that all Masters, contractors and agents must ensure that a 'Hot Works Request' form is submitted giving details of the work to be undertaken. Permission of the Harbour Master must therefore be sought prior to any 'hot works' on board vessels, quays or associated port buildings of Shoreham Port.

If the work is of a routine nature regularly carried out in workshops/yards where 'hot works' is not going to affect ships, cargo or stores permission may be given for a specific period rather than for each individual occasion.

A completed 'Hot Works Request' form (attached) should be directed to the Duty Coordinator at Shoreham Port Control by hand or fax 01273 595988. If permission is granted the form will be signed and returned.

In the event that permission is refused then the master/ contractor/ agents will be advised as soon as possible and the form returned 'Permission Refused' giving reasons for refusal.

A 'Fire Watch' post 'hot works' inspection confirmation is to be completed 30 minutes after the completion of 'hot works' and directed to Shoreham Port Control.

25 February 2010

Julian Seaman
Harbour Master

Owners, Agents, Charterers, Marinas, Yacht Clubs and Recreational Organisations should ensure that the contents of this Notice are made known to the Masters or persons in charge of their vessels or craft.



HOT WORK PERMIT

Request to carry out 'Hot Works' i.e. Burning, Welding or other work involving naked flames onboard vessels /Quays and/or associated Port Buildings of Shoreham Port

Name of Applicant/Agent..... Vessel/Location

Description of work.....

Who will carry out the Hot work.....

When will Hot Works commence? Date..... Time

When will Hot Works cease? Date Time

Fax number or Email address Authorisation to be returned to:

NOTE: NONE OF THE ABOVE WORKS ARE TO BE CARRIED OUT PRIOR TO PERMISSION BEING GRANTED

Conditions: Any authorised permit is only valid for the specified task and time constraints as entered within the application. Authorisation of a Hot Work Permit is subject to strict compliance to the Hot Work check list on page 2 of the permit which must be completed with all requests.

I am satisfied that all precautions have been taken and that safety arrangements will be maintained for the duration of work described in this permit.

Name of Master/Authorised person in charge: Print.....Signature.....

FIRE WATCH post Hot Works inspection confirmation to be completed 30 minutes after the completion of Hot Works

Time of Inspection.....Name: Print.....Signature.....

Permission Granted (Shoreham Port Authorised Person)	Permission Refused..... (Shoreham Port Authorised Person)
Date..... Time.....	Date..... Time.....

Reason for Refusal

Forward to: Shoreham Port Control, Albion St, Southwick, Brighton BN42 4ED
Email: portcontrol@shoreham-port.co.uk **Fax:** 01273 595988

HOT WORK PERMIT CHECKLIST

FIRE PROTECTION

✓ ✓ ✓
Yes No N/A

- | | | | | |
|---|---|--------------------------|--------------------------|--------------------------|
| 1 | If fire detection needs to be disabled then Port Control will be informed. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 | A person not directly involved in the work will maintain a continuous 'Fire Watch' both During the work, and after the work is completed for a period of not less than 30 minutes, in the work areas to which sparks and heat may spread. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 | Adequate fire fighting apparatus should be on hand in the area where hot work is taking place. Only competent personnel are to undertake hot work and provide the fire watch. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 | Personnel involved with hot work and providing the fire watch are to be familiar with the means of escape and method of raising the alarm/calling the fire brigade. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

PRECAUTIONS WITHIN 5 METRES (MINIMUM OF THE WORK)

- | | | | | |
|----|---|--------------------------|--------------------------|--------------------------|
| 5 | Combustible materials have been cleared from the area where hot work will take place. Where such materials cannot be cleared adequate protection has been used to shield them. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6 | Flammable liquids have been removed from the work area. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7 | Floors/decks have been swept clean. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8 | Combustible floors or decking have been covered with over-lapping sheets of a non-combustible material. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9 | Protection, (non-combustible or purpose made blankets, drapes or screens) have been provided for: Walls, partitions and ceilings of combustible construction or surface finish. All holes and openings through which sparks could pass. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10 | Combustible materials have been moved away from the far side of any walls or partitions where heat could be conducted, especially where these incorporate metal. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11 | Enclosed equipment and spaces (e.g. tanks, containers and dust collectors) Have been emptied and tested for, or is known to be free of flammable/explosive Concentrations of vapour, gas or dust. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

EQUIPMENT

- | | | | | |
|----|---|--------------------------|--------------------------|--------------------------|
| 12 | All equipment/apparatus used to carry out the hot work has been checked, examined and Found to be in a fit for purpose condition. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13 | Gas cylinders have been properly secured and sited a safe distance away from the area where the work is taking place. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Checklist completed by:

Name:

Signed:

Date:

Position:

