chatham islands council

Navigation Safety – Hot Work Notification and Approval Form

Complete this form to obtain approval before undertaking hot work on a vessel at Waitangi Harbour or any other wharf in the Chatham Islands. Before commencing any repairs, alterations or other work involving gas, electric arc welding, flame cutting operations or grinding on any vessel using any dock or any slipway or lying alongside any wharf, or moored or anchored, approval must be obtained. Refer to Part 6.9 of the Chatham Islands Navigation Safety Bylaws 2013.

Required fields are marked with an asterisk (*).

Vessel and applicant details

1. Vessel name *

2. Vessel registration or identification number *

3. Master's full name *

4. Master's email address *

5. Master's phone number *

6. Vessel's location *

- ○ Waitangi Main Wharf
- ○ Waitangi Fishermans Wharf
- ○ Waitangi Maintenance Wharf
- ○ Waitangi Harbour
- ○ Owenga
- ○ Port Hutt
- ○ Kaingaroa
- ○ Pitt Island

Work details and risk assessment

7. Describe the work, including the equipment and materials involved *

8. Proposed start date *

9. Proposed completion date *

10. Will a risk assessment be completed? *

- ○ Yes
- ○ No
- ○ N/A

11. Do adjoining compartments have contents possibly at risk from the work? *

- ○ Yes
- ○ No
- ○ N/A

12. Is there any Class 1 hazardous cargo on board? *

- ○ Yes
- ○ No
- ○ N/A

Hot work safety precautions

13. Will the work area be cleared of dangerous and combustible material? *

- o Yes
- o No
- o N/A

14. Will a water hose be set up at the work site? *

- o Yes
- o No
- o N/A

15. Will appropriate fire extinguishers be placed at the work site? *

- o Yes
- o No
- o N/A

16. Will gas free certificates be obtained, where necessary? *

- o Yes
- o No
- o N/A

17. Will a continuous fire watch be in place during the work and for 30mins after it is completed? *

- o Yes
- o No
- o N/A

18. Tell us of any other precautions in place *

Application fee and Master's declaration

19. Application fee *

The applicable fee is specified under Part 6.9 of the Chatham Islands Navigation Safety Bylaws 2013. (Oil Tanker only)

- ○ I acknowledge that the application fee is payable to obtain Regional Harbour Master approval to undertake Hot Works (Oil Tanker only)
- ○ Fee not applicable

20. Master's declaration *

Confirm that the information provided is accurate, that appropriate safety precautions will be followed, and that work will not begin until approval has been granted.

- ○ I am satisfied the information provided is accurate.

Sign: _____ Date: _____

Submission of this notification does not itself grant approval to undertake hot work. Approval must be obtained by the Harbourmaster prior to works being undertaken.

Please return this form via email to harbourmaster@chathamislands.govt.nz, or the Chatham Islands Council office located at 13 Waitangi Tuku Road, Waitangi, Chatham Islands 8942