



**BROOME PORT AUTHORITY  
BUNKER PERMIT**

File ref:  
Version: V2.0 / 64178  
Issue date: October 2013  
**Permit No:**

This form is for the purpose of obtaining permission to conduct bunkering, including through bowzers, of any fuel within port limits excluding Oil Tanker discharge. Guidelines for bunker permit are at the end of this permit

**SECTION 1: Applicant Detail's**

Name of Permit Applicant (person undertaking work onsite)	Name: Contact No:
Company	
Company representative/contact filling out permit (if different to permit applicant)	Name: Contact No: Email:

**SECTION 2: Description of Location and Activity**

Vessel Name or Site Location	
Description of fuel type	
Quantity being transferred	
Method of bunkering (e.g. cabinet, bowser, hand pump, etc)	
Induction Number and expiry (if using bowser)	

**SECTION 3: Bunkering Permit Dates**

Permit From: \_\_\_\_\_(Date) \_\_\_\_\_ (Time) To \_\_\_\_\_ (Date) \_\_\_\_\_ (Time)

Permit Approved From: \_\_\_\_\_(Date) \_\_\_\_\_ (Time) To \_\_\_\_\_ (Date) \_\_\_\_\_ (Time)

**SECTION 4: Permit Conditions**

Permit Applicant to tick yes, no or NA to the following	YES	NO	N/A
1. JHA/Procedure has been prepared and is available for the works, if not provide reasoning:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Will the area where bunkering is occurring be assessed for potential hazards, and cleared of any combustible materials that may catch fire during the bunkering operations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Will the area be barricaded and warning signs displayed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Is the person(s) conducting the bunkering inducted on the bowser? (if being used)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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5. Is the person conducting bunkering suitably trained and competent?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. The required PPE has been identified and will be worn by all persons involved in the activity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Is a spill kit on standby at all times?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Is the equipment you are using fit for purpose?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**SECTION 5: Applicant Statement of Acknowledgement**

I acknowledge the requirements of the Broome Port Authority to identify and control risks and work in a safe manner at all times. I confirm the company I represent/undertaking the work has satisfactory documented safe systems of work in place and that all permits and licences required are current. Once the permit is authorised ensure that step 8 is completed prior to commencement of activity.

Signature:	Position:	
Name:	Date:	/ /

**SECTION 6: BrPA Permit Authoriser Review**

- Check permit is filled out correctly       Clarify details with applicant where required.
- Check scheduling for other permits and activities
- For BrPA contractors, ensure the relevant BrPA contact has been advised of the work (i.e. maintenance)

**SECTION 7: BrPA Permit Authoriser Statement of Acknowledgement (BrPA Use Only)**

I am satisfied that the applicant/contractor information provided to me is sufficient to show that the contractor has a system in place to fulfil their legal obligations to conduct works in a safe manner. This Permit to Work is approved subject to any conditions listed below.

Signature:	Position:	
Name:	Date:	/ /

Special Conditions for approval – if any: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION 8: Notification to the Vessel Master Prior to Activity Commencement**

Prior to activation of the permit, the Permit Applicant must notify the Vessel Master who will sign below:

Vessel Master Name: \_\_\_\_\_ Signature: \_\_\_\_\_

- Vessel Master to notify BrPA on commencement of bunkering and on completion of bunkering on Channel 14 or via email if outside office hours to [operations@broomeport.wa.gov.au](mailto:operations@broomeport.wa.gov.au)



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## SECTION 9: Completion Sign Off

Permit Applicant: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ Signature: \_\_\_\_\_

BrPA Authorised Person: \_\_\_\_\_ Date: \_\_\_\_\_ Time : \_\_\_\_\_ Signature: \_\_\_\_\_

**BrPA may withdraw this permit at any time if unsafe work practices are seen.**



## **Guidelines for Bunker Permits**

### **Permit applicant:**

The person/company undertaking the bunkering is required to apply for the bunkering permit as per the BrPA Permit to Work System as a Permit Applicant, for example:

- Vessels undertaking their own bunkering operations, including through bowsers, any type of fuel within port limits must apply for the permit;
- For vessels where a third party are contracted to undertake the bunkering operations, including through bowsers, any type of fuel within the port limits, the contracting company or company representative is required to apply for the permit.

### **Duties of Permit applicants:**

- Complete the BrPA bunkering permit and submit to BrPA Operations department. Applicants to endeavour to submit at least 24 working hours prior to the bunkering operation;
- Persons undertaking bunkering using the bowsers must be inducted by the service provider;
- Once bunkering is complete the form must be completed and returned (either hard copy or email) to Operations.
- Any spill is to be reported immediately to Broome Port Authority.

Note: Permits are only valid once approved and signed by an authorised officer of the Broome Port Authority.

### **Safety Controls during bunkering:**

In the JHA/procedures safety controls must be identified and should include, but are not limited to:

- Barricades around the bunkering area to restrict entry to authorized persons only,
- No smoking signs in place,
- No use of mobile phones or radios,
- Fuelling in progress sign.

### **Bunkering Notification:**

The Vessel master, whether or not they are the permit applicant, **must** inform BrPA of commencement and completion time of bunkering on VHF Channel 14 (working) during normal working hours or outside of working hours email General Operations: [operations@broomeport.wa.gov.au](mailto:operations@broomeport.wa.gov.au).

The authority for this requirement is contained in the Port Authorities Regulations, 2001, Schedule 1, Division 2, Sub-division 1, Regulation 10.