Port of Melbourne

NON-STANDARD LOAD – APPLICATION

Subject	

This form is to be submitted to PoM by tenant/initiator and filled out as part of Non-Standard Load Lift Procedure. Please forward completed form to nstandload@portofmelbourne.com

Initiator Details (This is not the Crane Operator. See "Roles" in the Non-Standard Load Procedure)

Company:		Start Date:	
Company Representative:		Finish Date:	
Email:		Phone:	

Site Contact

Name:		Company	
Email:		Phone:	

Location Information

WHARF	BERTH	PREFERED CENTROID CHAINAGE (m)	POTENTIAL CHAINAGE LOCATION (m)			
			From		To	
Provide details of the Tenancy, User or Access Agreement in place for the proposed area:						

Proposed Load Information

Please provide as much detail about the load as possible.

Maximum Outrigger Load Weight (t)	
Maximum Load (t)	

Proposed Non-Standard Load Methodology

Please provide a detailed description of the proposed Non-Standard Load methodology below:

Safety Management System

The initiator is responsible for the safety, management and oversight of the operation. Please provide details of how the initiators safety system and processes will manage the risk and which documents are required

Documents Required (e.g. SWMS, emergency plan):	
Permits	
Licence & qualification verification	
Other:	

Please provide details of how the operation will be overseen by the tenant/initiator

Reoccurring

Is it intended that the identical load will occur on more than one occasion? Yes/No

If yes, please fill out the following table:

Est Frequency		Approx. no.	
More Details If Required			

Proposed Crane Information

Crane Type		Crane Make/Model	
Tare Weight (t)		Gross Loaded Weight (t) *	
No. of Axles		Tyre Pressure (Kpa)	
Jib Weight (t)		Bog Mat Size	
Max Radius of Lift (m)		Slewing radius (m)	
Wheel Centres (m side to side)		Wheel Centres (m front to rear)	
Distance from King Post (m to front pads)		Distance from King Post (m to rear pads)	

Note:

* Gross loaded weight is the total operating weight of the crane including all counterweights

Additional Information

Please indicate if you have any of the following information that may help with the Non-Standard Load assessment:

Information Type	Yes/No
Outrigger Load Calculation	
Certifications (Outrigger Bog Mats, Timber Packers, Beams etc.)	
Drawing/Sketch	
Crane Specifications	
Photo's	
Other (Please specify):	

On completion of the lift, the initiator is to complete the checklist in Appendix A of the "Non-Standard Load Application Form" and provide documented evidence it was conducted in accordance with the structural requirements and initiators safety management system.

The information in this form is required to begin a detailed structural engineering review. If the operation is not feasible using the equipment or methodology detailed in this form, the structural engineer may propose different methods, locations or equipment.

Objection/No Objection (PoM Use Only)

No Objection ☐	The Port of Melbourne (PoM) has No Objections to the Non-Standard Lift outlined in this application under the following conditions: • The lift initiator is responsible for the safety, management and oversight the lift and must utilise their own safety management system and processes • The specific requirements detailed by the structural engineer and/or the PoM are implemented to mitigate risks relating to damage of the wharf. See separate document. • The site is inspected before the lift to ensure there are no obstructions and is feasible as per instructions • On completion of the lift provide the PoM with evidence the lift was completed in accordance with PoM requirements and managed using the initiators safety management system. As this is a high risk activity outside the parameters of the Port Load Chart, it is the responsibility of the party requesting the Non-Standard Lift to safely manage the risk. The PoM shall not be liable for any loss or damages as a result of the Non-Standard Lift being managed inappropriately.
Objection ☐	The Port of Melbourne (PoM) has Objections to the Non-Standard load outlined in this application. The PoM has determined that this lift poses too great a risk to port infrastructure. Please note that the PoM will continue to help facilitate a solution for this Non-Standard lift.

Revision and Approval History

Version	Date	Updated By	Approved By	Reason
V1.0	1/9/2020	Daniel Odlum – Senior Asset Engineer	Fred Bicker - Head of Engineering and Asset Management	New Document

Appendix A – Post Lift Information

On completion of the lift, provide documented evidence the lift was conducted in accordance with the structural requirements and initiators safety management system. E.g.

- Photos of the setup equipment
- Signed SWMS or risk assessment
- Permit documentation
- Procedures used

Please also complete the checklist in Table 1.

Table 1 – Completion Checklist

Question	Comments/Details
Was the lift conducted as per the structural engineers and/or PoMs requirements?	
Was the lift conducted as per the applicable safety management system?	
Was any damage to PoM assets as a result of the lift? If yes, please provide details?	

Email details to nstandload@portofmelbourne.com