

Port of Melbourne



Non-Standard Load Procedure

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Classification: External

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Revision and Approval History

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

Scope

The purpose of this procedure is to ensure Port of Melbourne (PoM) customers manage the risk of damage to Port Infrastructure posed by non-standard loads that exceed the Port Load Chart parameters and eliminate or reduce risks to health and safety so far as is reasonably practical. A risk assessed process flow was developed that directs customers and initiators to take ownership and oversee the non-standard lifts in accordance with their internal risk management processes.

Roles

PoM	Reduce the risk of damage to Port of Melbourne infrastructure
Structural Engineer	Conduct structural assessment of load to ensure Port of Melbourne infrastructure is not damaged
Initiator	The organisation ultimately responsible for the operation e.g. Shipping Agent, Shipping Company, Tenant. They must safely manage and oversee the lift in accordance with their own safety management system (SMS) and risk management processes. The crane operator is not the initiator.
Crane Operator	Operate in accordance with the structural engineers requirements and the initiators safety management system (SMS) and processes

Related Documents

Port Load Chart - <https://www.portofmelbourne.com/facilities-development/use-of-port-facilities>

Non-Standard Load Application Form

Non-Standard Load Review Procedure

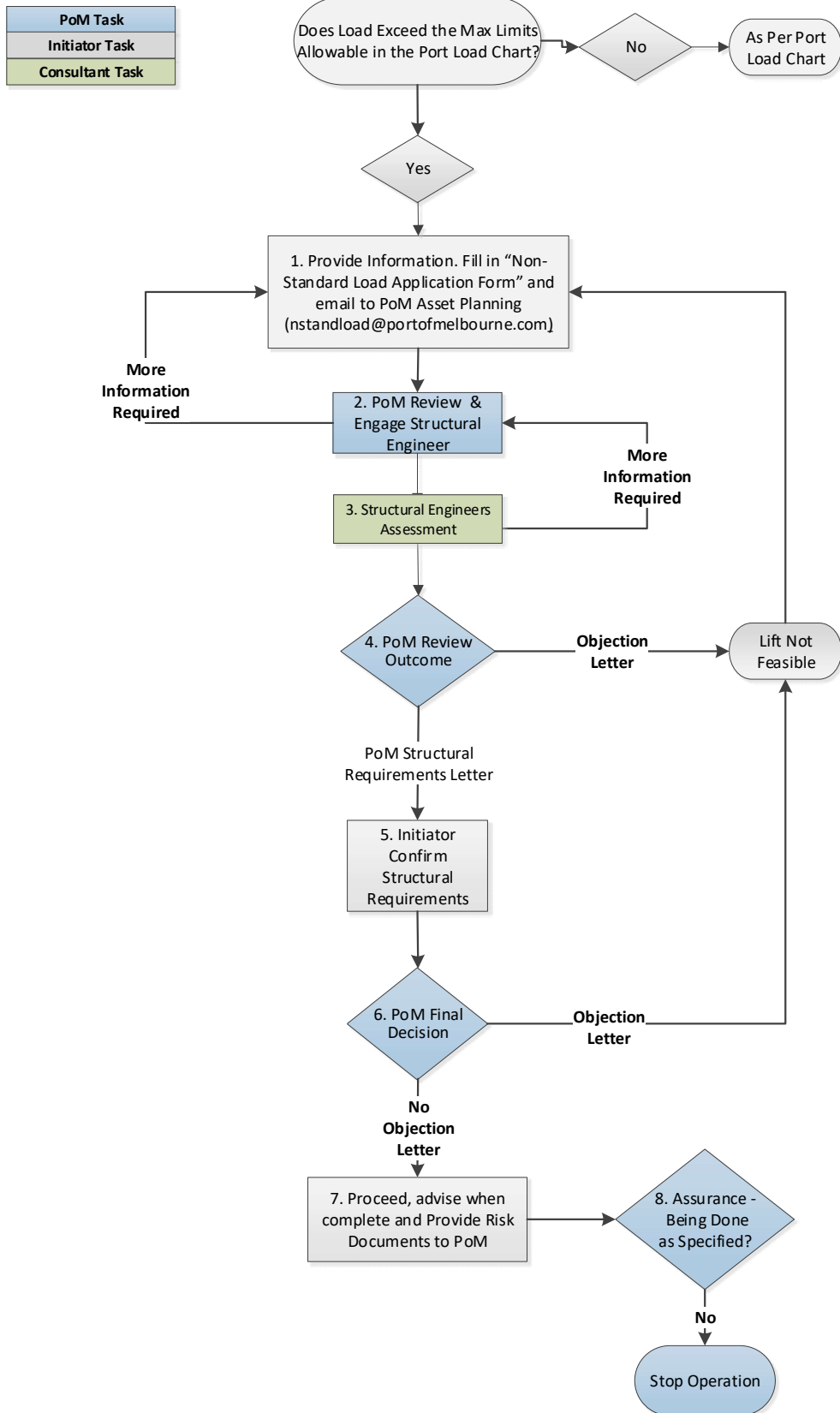


Table 1 - Non-Standard Load Procedure

No.	Step	Who	Comments
1	Request Initiation	Initiator	<p>The initiator must make a formal request by sending the completed “Non-Standard Load Application Form” via email to nstandload@portofmelbourne.com</p> <p>The initiator is responsible for safety, management and oversight and must utilise their own risk management system and processes. Therefore the initiator must provide the PoM with details of how their internal safety management system will be implemented and the documentation required for their risk management processes</p> <p>A contact (e.g. crane operator) may be nominated to obtain further details however the PoM initiator must make the initial notification and be copied into key correspondence.</p>
2	PoM Initial Review	PoM	This stage may involve further correspondence to obtain additional details as required.
3	Design Advice	Structural Engineer (Consultant)	PoM to engage suitable structural engineer to assess feasibility of the proposal. Structural engineer to provide specific requirements to reduce risk of infrastructure damage.
4	PoM Review Outcome	PoM	<p>Based on engineering advice, PoM Asset Planning provide either of the following:</p> <ol style="list-style-type: none"> 1. Objection to the lift, i.e. Based on the advice given, the load will pose an unacceptable risk to port infrastructure 2. PoM Structural requirements
5	Initiator Verification	Initiator	<p>On receipt of a “PoM Structural Requirements” the initiator must confirm that specific requirements outlined will be met</p> <p>The initiator’s representative to conduct a site assessment to avoid delays or cancellation</p>
6	PoM Final Decision	PoM	<p>PoM Asset Planning provide either of the following:</p> <ol style="list-style-type: none"> 1. Objection 2. No Objection
7	Proceed	Initiator	The initiator may proceed with the operation on receipt of the “No Objection” from PoM. It is expected that the initiator actively oversees the setup and operation
8	Assurance	PoM	<p>PoM may choose to observe the Non-Standard Load to ensure the structural requirements have been met.</p> <p><i>If the specified requirements have not been met the PoM representative will cancel the Non-Standard Load on the spot</i></p>

Review Timeframe

At least 2 weeks' notice is required for Non-Standard Load approval. However, 4 weeks' notice may be needed for more complex loads that require a higher level of planning. Typically the complexity cannot be determined until after the assessment has started.

Requirements

Before

The initiator must have the following to proceed:

- A current and signed tenancy or common user agreement that allows the initiator to use the Wharf location where the Non-Standard load is to occur
- Forwarded a completed Non-Standard Load application form to PoM with details of how the risk will be managed within the initiators safety management system.
- Receipt of a "No Objection" from PoM Asset Planning
- Inspected the site to ensure the area nominated is suitable I.e. No obstructions like fences, equipment storage etc.

During Operation

For safety, management and oversight the initiator must utilise their own risk management system and processes and actively oversee the setup and operation. Note that any late equipment changes may cause delays until the new equipment can be reassessed. The reassessment is subject to availability of the structural engineer.

After

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 where applicable. E.g.

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

Assurance

Visual inspections of the setup and operation by PoM staff may need to be conducted in order to reduce the risk of damage to port infrastructure. If it is agreed the operation will be reoccurring, PoM will conduct assurance periodically to ensure the requirements continue to be met

Damage Inspection

Where PoM infrastructure has incurred damage as a result of the Non-Standard Load, the operator must immediately notify the PoM emergency contact on (03) 9689 0224

Emergencies

If you see an emergency in the port:

1. Phone Emergency Services (Police, Fire, Ambulance) – 000
2. Then, phone Melbourne VTS Port Operations Control (POCC) – 9644 9777

When reporting an incident to **000**, look for the nearest **Emergency Marker** and quote the **locality code** (e.g. POM 301, see below) to help establish your location.



See link for the whole of port 24/7 emergency support contact numbers below:

<https://www.portofmelbourne.com/port-operations/security-emergency-management/emergency-contacts>