

Permit Application – Mobile Crane and Heavy Load Process Flow

- A permit approval is required for permission to bring a mobile crane or land a heavy load onto a FPH wharf.
- Wharf load limits must be complied with. Wharf limits are available on www.flindersports.com.au and stated on page 2 of the permit application.
- The permit application form is available on the internet and can be issued by VTS.
- FPH representatives who receives a request for a mobile crane or heavy load on a wharf must provide the third party with a permit application form prior to the crane or load accessing the wharf.
- The applicant (third party e.g. Agent/Contractor/Port User) must complete all sections of the permit application form.
- Permit application forms are then emailed to Group Admin Group.Admin@fphgroup.com.au
- Group Admin will send permit application forms to VTS fpvtsmoc@flindersports.com.au and to authorised persons in Group Assets Engineering (Lee Kolokas, Paul Constance and John Ghaly) for review and approval.
- Group Assets Engineering will acknowledge the permit application with the applicant within 3 working days of the application being submitted. Additional information may be requested.
- Permit application forms will only be processed between Monday-Friday 8am-5pm.
- Any after-hours permit applications will not be processed unless previously arranged with Group Assets Engineering.
- A permit application may require external assessment or advice. Group Assets Engineering will advise the applicant if external assessment or advice is required. This may extend the permit approval timeframe.
- Only authorised persons in Group Assets Engineering can approve a permit application for a mobile crane and heavy load.
- Emergency and/or urgent requests will be managed by exception and on the advice of Group Assets Engineering.
- The Group Assets Engineering authorised person will approve the permit application form by signing and dating the form and sending the approved permit to the applicant via the email address the applicant provided on the form, and cc:/ VTS so they also have a copy.
- VTS will save the approved form on PortMIS as per all forms, where applicable.

- If the permit application is NOT APPROVED Group Assets Engineering authorised person will contact the applicant and explain the reasons for the non-approval. It is the responsibility of the applicant to comply with the requirements of the permit and advice provided by Group Assets Engineering to gain a permit application approval.
- Approval of a permit application is not intended as a legal process and does not replace the requirement for applicants to have the required insurance and any other relevant legal assurances.
- All enquiries about permit applications and mobile cranes and heavy loads on wharves will be directed to the Group Assets authorised persons.
- The Permit Application Form will be quality controlled and the Master saved on the quality document system. Any changes to the form will be managed in accordance with the Group Document Control procedure. Only current versions will be accessible on the intranet and internet.
- Group Assets Engineering will own the process for this permit application process and will be responsible for consulting and communicating with relevant internal stakeholders about any process reviews and/or changes.