

Section 1: Work Summary

Purpose This Pipeline Vicinity Permit Form must be completed and approved to obtain permission prior to commencement of works within a 3 metre radius of any oil, fuel or bitumen pipeline at Southern Ports.

Permit Requestor The *Permit Requestor* is to complete this section. Include machinery to be used, parameters for depth, width and length of excavation, and any other relevant information.

Requestor Name		Contact Number	
Position in Company		Application Date	
Company		Department	
Start Date and Time		End Date and Time	
Work Order or Scope		Permit Number	

Works

Location	
Description of Works	

Safe System of Work The *Permit Requestor* is to submit safe system of work documents for the task, including any supporting documents such as rescue plans and traffic awareness plans, as required.

☐ Job Hazard Analysis ☐ Safe Work Method Statement ☐ Rescue Plan ☐ Other (specify)

Section 2: Plans

Plan of Works A Plan must be attached to this form showing where the works are to be carried out.

Comments		Plan attached	☐
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Section 3: Requestor Acknowledgement of Access Conditions

The following conditions will apply to this Permit.

I, _____ (name of company representative) on behalf of _____ (company) (hereinafter called the Covenantor), hereby agree to comply with and carry out the following conditions for the safeguard of persons and property, when carrying out works in the vicinity of the pipeline shown on the attached plan.

In consideration for Southern Ports Port of Esperance ABN 89 042 152 171 (the "Port") granting the Covenantor this Oil Pipeline Vicinity Permit ("Permit") or otherwise allowing the works specified in Section 3 of this Permit to go ahead, the Covenantor agrees to be bound by a contract with the Port that contains the details in this Permit.

The company's representative warrants that it has the Covenantor's authority to sign this Permit and enter into and bind the Covenantor to this contract and undertakes to advise the Covenantor of this contract. The Covenantor must:

1. familiarise itself with the pipeline location;
2. ensure that all excavation within two metres of the pipeline is by hand only;
3. ensure that any persons excavating in the vicinity of the pipeline shall first familiarise himself with the requirements of "Section D: Emergency Procedure" of the Oil Pipeline Operations and Maintenance Manual, a copy of which section is attached hereto (refer Section 5 below);
4. ensure that no excavation of whatsoever nature is carried out in the vicinity of the pipeline during tanker discharge operations or during any times that the pipeline is being used for the conveyance of fluid;
5. ensure that no excavation of whatsoever nature is carried out until the Covenantor has obtained the consent of the Port to do so. Any works that require excavation over multiple days must be approved by the Port on a daily basis prior to the commencement of those works for that day;
6. make good any damage to the land and property of the Port caused by the Covenantor or any workers carrying out any works under this permit;
7. ensure that the company and workers carrying out the works comply with the Port Standards and Procedures;
8. maintain the following insurances while the works are carried out:
 - a. contract works insurance:
 - i. with the Port as a named insured;
 - ii. covering physical loss of or damage to the works from any cause or event not otherwise excluded;
 - iii. for an amount not less than the works replacement value (including escalation and inflation costs); and
 - iv. extended to include the cost of making good resulting damage arising from faulty design;
 - b. public and products liability insurance:
 - i. with the Port as a named insured;

- ii. covering legal liability for loss of or damage to and loss of use of any property (other than property insured under clause 7(a) and personal injury, death or illness to any person (other than liability required under workers compensation law)) arising out of or in connection with the works;
- iii. for an amount not less than \$20 million for any one occurrence and unlimited as to the number of occurrences happening during any one period of insurance except for products liability limited in the aggregate to \$[20 million] during any one period of insurance; and
- iv. extended to include sudden and accidental pollution, and otherwise on terms acceptable to the Port. If requested by the Port, promptly provide the Port with the full details of the insurances including the provision of the certificates of currency;
- 9. reimburse the Port for the reasonable costs of any personnel or consultants of the Port who spend time checking, approving or supervising the work of the Covenantor;
- 10. carry out all repair work or make good works pursuant to Clause 6 in accordance with the original construction specifications and shall first be approved by the Port; and
- 11. if the Covenantor intends to carry out works that extend into land under the control of Brookfield Rail Pty Ltd, first obtain written approval from Brookfield Rail Pty Ltd before commencing such works.

Section 4: Statement of Acknowledgement and Approval

<i>Other Special Conditions</i>	☒ A copy of this Permit must be kept with the party during the works to be shown to Southern Ports workers on demand.			
	☒ Prior to any works commencing, a copy of this permit shall immediately be sent to all key stakeholders.			
	☐			
<i>Notifications</i>	Notification will be given to stakeholders and affected workers conducting simultaneous operations in the vicinity.			
	☐ Health & Safety ☐ Environment ☐ Security ☐ Engineer ☐ Maintenance ☐ Harbour Master			
<i>Permit Requestor</i>	I acknowledge the requirements of Southern Ports to identify and control risks and work in a safe manner at all times. I confirm the company has satisfactory documented safe systems of work in place, that all required permits and licences are in order and understood, and that I will comply with the permit conditions stated above.			
<i>Permit Approver</i>	I am satisfied that the information provided to me is sufficient to show that the worker / work group has a system in place to fulfil their legal obligations to conduct works in a safe manner. The Permit is approved subject to the conditions stated.			
	Name	Position	Signature	Date
Requestor				
Approver				

Section 5: Statement of Completion

Completion I acknowledge the requirements of Southern Ports were carried out according to the Permit, a final inspection has been completed and the area is safe.

	Name	Position	Signature	Date
Requestor				
Approver				

Comments

A copy of the Permit is controlled by the *Permit Approver*. The original Permit must be kept on site by the *Permit Requestor* and returned to the *Permit Approver* on completion.

Section 6: Emergency Procedure

D1 General

This pipeline has been designed and constructed in accordance with the requirements of the American National Standard Code for Pressure Piping ANSI B 31.4 1974 – Liquid Petroleum Transportation Piping. This high standard of construction combined with the regular hydrostatic testing of the line make the possibility of a pipeline failure under normal conditions extremely remote.

However, as the pipe approaches the end of its design life the possibility of small leaks increase. This type of leak will only be detected during pumping or testing operations.

There is, however, always the possibility that the pipe could be fractured during un-related excavation along the pipe route, as there are many services, drains and so on, running parallel to and crossing the line. A failure of this type could take place during tanker discharge or between tanker discharges. This type of fracture is the most dangerous. The emergency procedures for these different incidents are described below.

D2 Leak Due to Corrosion

This type of leak will occur only when the pipe reaches the end of its design life. It will normally be small and should be detected during the hydrostatic test. However, if it occur during pumping, the following action shall be taken immediately by the operating company.

1. Locate the leak.
2. Notify the Terminal Supervisor at the Port of Esperance on 0447 838 290.
3. Excavate the pipe if necessary and clear soil around it.
4. Install a temporary clamp, stopping pumping for a short period of necessary.
5. Complete the transfer of petroleum products in the normal fashion, with the exception that the line should be left empty by clearing the final product with a pig.

Note The Port Authority will provide assistance for items 3 and 4.

When the tanker has left the port the following action shall be taken promptly by the owner.

1. Flush the line with fresh water.
2. Cut out the section of the pipe containing the leak.
3. Weld in a new section of pipe.
4. Wrap the pipe with PLICOFLEX.
5. Hydrostatically test the pipeline.
6. Back fill the repaired line.
7. Clean up any pollution.

Note All materials, welding, coating and so on, shall be in accordance with original specification.

D3 Fracture During Tanker Discharge Due to External Action

Under these conditions the product in the pipeline, which could be gasoline, would be under pressure and, therefore, any fracture of the pipe will cause the product to spurt gasoline, this could cause a very dangerous situation. As the pipeline is located in a reserve any public authority should have notified the owner prior to commencing excavation and therefore will be aware of the pipe location and emergency procedure. Within the pipeline reserve, only hand digging is permitted.

In case of a fracture the following procedure will be observed by the company, public authority or person excavating.

1. Stop digging immediately.
2. Notify the owner and operator at the Port of Esperance on 0447 838 290.

On being notified of a fracture, the operator will take the following action:

1. Cease pumping immediately. With a fracture of this type a sudden drop in pumping pressure may have already made the personnel on the tanker aware of a problem and pumping may already have ceased.
2. Close valves V1, V2 and V3.
3. Locate the fracture and close off public access. The operator may request the Port of Esperance assistance to close off access.
4. Install a temporary clamp, if possible, complete the discharge.
5. If the fracture is too large abandon the discharge.
6. Flush the line with sea water.

When the tanker has left the Port the following action will be taken promptly by the owner:

1. Flush line with treated fresh water as soon as possible.
2. Arrange for permanent repair as described in section **D2**.
3. Notify the Mines Department of the incident and details of all repair work.
4. Clean up any pollution.

D4 Failure Between Tanker Discharges

Under these conditions the product will not be under pressure and will always be distillate. The spillage will, therefore, be far less in quantity and the risk of fire far less severe.

In case of a fracture, the following procedure will be observed by the company, public authority or person excavating.

1. Stop digging immediately.
2. Close off the area from public access.
3. Notify the Port of Esperance on 0447 838 290.

The Port of Esperance will take the following immediate actions:

1. Install a temporary clamp.
2. Arrange for the line to be flushed with fresh water.
3. Arrange for a permanent repair to be made in accordance with Section **D2**.
4. Notify the Mines Department of the incident and details of all repair work.
5. Clean up any pollution.