

REQUIRED NOTICE:

This application must be lodged at least 24hrs prior to transfer taking place. Personnel transfers to ships within the waters of Esperance Port Limits are not permitted until this form has been accepted and completed.

This application should be emailed to pilots@southernports.com.au

Section 1: Vessel Details

Proposed activity:	<input type="checkbox"/> Personnel Transfer	<input type="checkbox"/> Stores/Equipment Transfer	
Ships Name:		IMO Number:	
ETA of ship:		Anchor Position:	
Agency:		Telephone Number:	
Agent name:		Mobile Number:	
Transfer Date:		Transfer Start Time:	
Pick Surveyors Up from the Vessel – Time:			
Pilot Ladder to be rigged in accordance with Local Marine Notice requirements and I.M.P.A recommendations, including responsible officer standing by.			
Type of Launch required Workcat for Cargo and Pilot vessel for passenger transfers			
Has vessel been advised of SP-Esp emergency response contact details?			<input type="checkbox"/> Yes <input type="checkbox"/> No
V/L Master to be standing by on bridge throughout transfer in communication with transfer launch.			
Has attached "Letter of Indemnity" been signed by personnel to be transferred and sent to Harbour Masters office?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Reason for Transfer?			

Section 2: Details of Person/s to be transferred

Person/s Name:	Person/s Date of Birth:	Has person/s been fully briefed in transfer procedure.	Has the person/s to be transferred agreed to the transfer and completed a signed Indemnity Form.
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No



Section 3: Discretion of the Launch Master and Ships Master

Note: At any time the Launch Master or Ships Master feel that the operation cannot be performed in a safe manner the operation must be called off and deferred until conditions are satisfactory.

Section 4: Declaration

Are all appropriate precautions and procedures in place to ensure the activity is conducted safely without harm to persons, any equipment or the environment? Yes No

Signature: _____

Master

Date

To be Completed by Harbour Masters or Representative

Section 6: Forecast Weather

Wind Forecast

Forecast Wind Direction and speed at time of Transfer:

--

Forecast Swell Direction and Height at time of Transfer:

--

Is Forecast weather suitable for Transfer:

Yes No

Signature: _____

Harbour Master/or Delegate

Date

RELEASE

THIS DEED made the _____ day of _____ 20 _____

WITNESS as follows:

In consideration of the permit issued to the Permittee, the Permittee agrees to release the Southern Ports Authority and its servants and agents from all and any claims which the Permittee might at any time hereafter have or had against the Southern Ports Authority and its servants and agents and in any respect of any injury, loss or damage arising out of any act or negligence of the Southern Ports Authority which may be suffered by the Permittee in the course of the activities authorised by this permit. The Permittee is aware of all dangers and an associated risk involved in transferring from tugs to ships at anchor via a pilot ladder and agrees to undertake this operation under the terms of this document.

SIGNED, SEALED AND DELIVERED

By the permittee. _____
(signature of the Permittee)

Full Name of Permittee: _____

Date: _____

In the Presence of: _____
(Signature of the witness)

Full Name of Witness: _____

Date: _____