



Harbour Master Update

002/2020

DATE: 2020-JUNE-26

SUBJECT: Hot Work Permission Process

Purpose:

The Halifax Port Authority (HPA) has reviewed the hot work permitting process. As a result, the process has changed effective immediately.

Details:

On March 31, 2020 HPA implemented a new hot work authorization process to limit in person interface with vessels visiting HPA terminals due to COVID-19. HPA will adopt the previously communicated hot work authorization process on a permanent basis. The procedural changes are highlighted below.

Actions:

New Process:

- Anyone wishing to conduct hot-work on HPA property will now request authorization during business hours Monday-Friday 8:00-4:30 via hpa_security@portofhalifax.ca.
- Requests requiring authorization outside of the above noted hours will need approval from the HPA Duty Officer. These will be processed as an emergency request. Emergencies may include repair of items/equipment/systems that present an immediate impact to vessel safety, stability, lifesaving equipment, other critical systems as determined by the Vessel Master. These requests can be made by contacting HPA Security by phone (902) 426-3629. Processing these requests outside of business hours may result in additional charges.
- Permissions may be approved for up to a 72-hour period.
- Permissions expiring over the weekend will require a new request submitted and authorized prior to 4:30 pm on Friday if work is required to span throughout the weekend.

Information Flow:

1. Vessel/Agent will email hpa_security@portofhalifax.ca to request permission to perform hot work.
2. Vessel/Agent will receive email from HPA Harbour Master or delegate requesting authorization form be filled out and returned.
3. Vessel/Agent will receive email authorising or denying hot work. If request is authorized the completed hot work authorization form will be attached in the confirmation email.

Please note, there are several regulations highlighted on the authorization form that are required to be adhered to. To monitor this, the HPA reserves the right to perform on vessel hot work inspections at any time without notice.

Capt. Adam Parsons
Harbour Master
Halifax Port Authority