

BERTH/SITE OPERATIONS DECLARATION



This form is to be completed by all Facility Users that intend to use Invergordon Service Base or Saltburn Pier. This includes the movement of any equipment/cargo from or to the site by sea or road. Operations being conducted within leased/owned buildings are exempt unless the operation incurs a risk/impact to other Facility Users. Copies of this form should be lodged with the Facilities Office at **least 2 working days** prior to operations commencing.

Project / Vessel		Company Name	
Operations Start Date		Operations End Date	
Site Location		Additional Laydown/Storage	
Scope of Work			
Simultaneous Operations (including cargo movements / contractor activities)			
Contact Details	Full Name	Company	Contact No.
Responsible Person - Facility User in overall control of work/area			
Site Supervisor - Facility User on site controlling work/area			
Emergency Contact - 24 hour			

Notification of Controlled Operations (see Summary of Controlled Operations on page 2)			
Type of Operation	PTW in Place Y / N / NA	Date(s)	Time (to-from)

Conditions for site usage
• Risk assessment & method statement/plans of work have been completed for works described above • Lift Plan completed for lifting operations • Exclusion zone and signage around operation will be implemented (where required) • All persons involved in the work are suitably trained, competent and where necessary authorised • Insurance suitable and sufficient for the work scope is in place • All personnel working on the site have attended the PoCF site induction and have been issued with an access pass • Site Supervisor shall ensure that the work area is secure and area is controlled • High visibility clothing, hard hat and safety boots must be worn as a minimum when working on site along with any relevant personal protective equipment required for the work activity • Compliance with the PoCF Site Rules and PoCF HSE Guidelines document will be maintained at all times • Acceptance and compliance with the PoCF Conditions of Business, available on the PoCF website • All the above documentation is available to PoCF if requested

Declaration

I declare that all the above conditions for site usage shall be complied with and any changes or variations shall be informed to the POCF Facilities Office as soon as practical.

Name of person authorised to make operations declaration (PRINT NAME):

Position: _____ Company: _____

*Signature: _____ Date: _____

*All signatures must be original. Photocopies, electronic or typed signatures will not be accepted.

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Summary of Controlled Operations

Type of Operation	Controlled under PoCF PTW	Controlled under Facility User PTW	Prior Notification to PoCF
Diving	✓		
Bunkering & Internal Fuel Transfers	✓		
Electrical Isolations – applicable only to PoCF electrical installations	✓		
Hot Work - excluding operations within leased/owned fabrication buildings		✓	✓
Radiography		✓	✓
Pressure Testing		✓	✓
Confined Space Entry		✓	✓
Excavations		✓	✓
Lifting - involving lifting equipment 150 tonnes and over, and any lifts being undertaken in the radius of other Facility Users, buildings or vessels			✓
Abnormal loads			✓
Dangerous goods			✓
Blasting & Spray Painting - excluding operations within leased/owned buildings			✓
Unmanned Aerial Systems (Drone) Flights			✓*

*Separate form required