



APPLICATION NUMBER:

Hull Cleaning

Application for a Harbour Master's Authorisation for Hull Cleaning issued in terms of Port Rule 5 (Port Rules issued in terms of section 80(2) of the National Ports Act No. 12 of 2005) ("the Act")

Trading name of Applicant:		
Port in which Hull Cleaning activity is to be provided.	Port	Tick applicable port
	Port of Richards Bay	
	Port of Durban	
	Port of East London	
	Port of Ngqura	
	Port of Port Elizabeth	
	Port of Mossel Bay	
	Port of Cape Town	
	Port of Saldanha Bay	

Important Information: Instructions

UNDERSTANDING THE APPLICATION FORM

1. Applicants are advised to read these Instructions.
2. Any queries regarding the completion of the **Application form** may be submitted to the Harbour Master (or representative).

ANNEXURES

3. Certain documentation or information is required in support of a response to some questions. Applicants are instructed in the **Application form** regarding the documentation or information required as annexures. If the required documentation or information is not submitted, the application may be adversely affected or may be refused.

Note: If answering “No” to any questions, i.e. if the documentation or information requested cannot be provided, an **explanation** for this should be given instead of the **Annexure**, to demonstrate that the Applicant is capable of performing a reliable, efficient and economical hull cleaning activity.

COMPLETION OF APPLICATION FORM

4. An application for a Harbour Master’s Authorisation: Hull Cleaning must be made in writing in the form specified hereinafter and must contain the information specified therein.
5. Complete all paragraphs of the **Application form** in the spaces provided. If the information necessary for completion of a paragraph is not available, the response should be “information not available”. Information may not be submitted by way of annexures, except where applicants are specifically directed to do so.
6. The **Application form** must be completed and submitted together with the required supporting documents.
7. The **declaration** must be signed and declared as true. If the declaration is not signed and declared to be true, the application will be refused.
8. The annexures must be clearly marked and numbered as indicated in the **Application form**.

LODGEMENT OF APPLICATION

9. In order to finalise the **application** per vessel, the following documents and information are required:
 - a. Completed and signed **Application form** per vessel;
 - b. Provide annexures and information as indicated in the **Application form**, as needed; and
 - c. Signed standard terms and conditions of the Harbour Master’s Authorisation.
10. **Applications** must be submitted on a per vessel basis, to the office of the Harbour Master (or representative).
11. **Applications** must be made at least five (5) working days prior to the undertaking of the Hull Cleaning activity between 08:30 and 16:00 business hours, to the office of the Harbour Master per vessel at the applicable port.
12. A formal acknowledgement of receipt will be issued by the Authority’s Harbour Master (or representative) upon receipt of the **application**. The receiving of the **application** does not imply an acknowledgment of the completeness of the **application** or the correctness of its content.

PAYMENT OF AUTHORISATION FEE

13. Upon written notification of the successful outcome of an **application**, Transnet National Ports Authority requires once-off payment per vessel, before issuing the Harbour Master’s Authorisation. The authorisation fee (as set out in the TNPA Tariff Book) is payable for each vessel you want to provide Hull Cleaning in.

IMPROPER LODGEMENT

14. Improperly lodged **applications** will be refused. An **application** is improperly lodged if:
 - a. The **application** was lodged in a manner not in line with the Instructions.

MATERIAL DEFECTS

15. **Applications** that are materially defective will be refused. An **application** is materially defective if:
 - a. The declaration was not signed and attested to by the applicant's authorized representative; or
 - b. The applicant provided false information or documents, failed to disclose material information or attempted to improperly influence officials of Transnet National Ports Authority.

HARBOUR MASTER'S AUTHORISATION: HULL CLEANING – APPLICATION FORM

Paragraph 1 – Applicant details

- 1.1. Registered name of applicant:
- 1.2. Trading name of applicant:
- 1.3. Registration number:
- 1.4. Income tax reference number:
- 1.5. VAT registration number:
- 1.6. Compensation Fund (COID) Certificate Number:.....
- 1.7. Principal place of business: Number and street:
- Suburb:
- Town/City:
- Postal code:
- 1.8 Postal address: Number and street/ PO Box
- Suburb:
- Town/City:
- Postal code:
- 1.9 Telephone number: (.....)
- 1.10 Fax number: (.....)
- 1.11 Authorised representative's first name and surname:
- a. Identity number:
- b. Position held / relationship to applicant
- c. Cellular number:
- d. Email address:
- 1.12 Provide, as **Annexure 1A**, a brief profile of the applicant, including a brief history of the applicant organisation, information about the services it provides and an organogram.
- 1.13 Provide, as **Annexure 1B**, a copy of a valid company or close corporation registration certificate.
- 1.14 Provide, as **Annexure 1C**, a copy of a resolution authorising the person listed in paragraph 1.11 to be the authorised representative.

Paragraph 2 – Formal requirements

- 2.1** Does the applicant have a valid tax clearance certificate? Yes No
- 2.1.1 If **"Yes"**, provide, as **Annexure 2A**, a copy of a valid SARS tax clearance certificate.
- 2.2** Does the applicant have a valid "COID" certificate? Yes No
- 2.2.1 If **"Yes"**, provide, as **Annexure 2B**, a copy of valid certificate issued by the Compensation Commissioner, i.e. a "Letter of Good Standing" in terms of the Compensation for Occupational Injuries and Diseases Act 1993.

Paragraph 3 – Equipment and personal protective clothing

- 3.1 Does the applicant intend to use the following types of equipment?

Equipment	Yes/ No
Diver Controlled Cleaning Machine	
Remote Controlled Hull Cleaning Machine	
Electrical Equipment	

Lifting Equipment	
Pontoon or Barge loaded machine	

- 3.1.1 If **"Yes"**, to "Diver Controlled Hull Cleaning machine", provide, as **Annexure 3A**, written confirmation that all criteria specified in respect of diver controlled hull cleaning machine will be met, i.e.:
- Hull cleaning machine efficacy approved;
 - All appliances are marked with a safe working load;
 - A register of lifting appliances is available;
 - Deviations from statutory standards are noted and followed through by replacing or repairing the affected piece of equipment;
 - Test certificates are available;
 - Efficacy specifications have been approved by the Department of Environmental Affairs; and
 - Divers used duly licensed by the Authority.
- 3.1.2 If **"Yes"**, to "Remote Controlled Hull cleaning machine", provide, as **Annexure 3B**, written confirmation that all criteria specified in respect of motorised equipment are met, i.e.:
- Confirmed efficacy of the machine;
 - Approved testing certificate;
 - Means of recovery in case of remote failure;
 - Proof is available that the machine is licensed;
 - Proof is available of latest test certificate by DEA; and TNPA Environmental department; and
 - Divers used duly licensed by the Authority.
- 3.1.3 If **"Yes"** to "electrical equipment", provide, as **Annexure 3C**, written confirmation that a safety inspection register of all electrical equipment, including earth leakage tests, is available.
- 3.1.4 If **"Yes"** to "Lifting equipment", provide, as **Annexure 3D**, written confirmation that all criteria specified in respect of pallets are met – i.e.: the applicant has proof of:
- The sound requirements by Port engineer' and other containing and load supporting devices; and
 - The inspection process for lifting equipment and other devices.

The applicant's authorised representative will be contacted for the arrangement of a date on which the Authority will conduct an audit and/or inspection at his/her own site.

3.2 Does the applicant provide protective clothing and equipment for all employees?

Yes No

3.2.1 If **"Yes"**, provide, as **Annexure 3E**, written confirmation that requirements in respect of appropriate personal protective equipment for all employees are met.

The applicant's authorised representative will be contacted for the arrangement of a date on which the Authority will conduct an audit and/or inspection.

Paragraph 4 – Health and Safety

4.1 Does the applicant currently comply with the health and safety obligations contemplated in the Harbour Master's Authorisation for Hull cleaning? Yes No

4.1.1 If **"No"**, an explanation is needed, as **Annexure 4A**.

4.2 Has the applicant appointed safety, health and environment representatives to Safety, Health and Environment Committees, as required by the Occupational Health and Safety Act No. 85 of 1993? Yes No

4.2.1 If **"Yes"**, provide, as **Annexure 4B**, the names and qualifications of representatives appointed to Safety, Health and Environmental Committees.

4.3 Are safety, health and environmental incidents recorded and investigated? **Yes** **No**

4.3.1 If **"Yes"**, provide, as **Annexure 4C**, copies of the applicant's incident record and investigation reports for the previous two years.

4.4 Are all the applicant's employees provided with occupational health and safety training? **Yes** **No**

4.4.1 If **"Yes"**, provide, as **Annexure 4D**, copies of occupational health and safety training records for all employees.

4.5 Does the applicant have emergency management processes? **Yes** **No**

4.5.1 If **"Yes"** the applicant will on request be required to provide the relevant details prior to the Authority's on-site audit. Emergency management processes will then be verified during the audit.

4.6 Does the applicant have a waste management plan that contains an inventory, disposal methods, handling of waste cargo and receptacles, frequency of removal and details of service provider? **Yes** **No**

4.6.1 If **"Yes"** the applicant will on request be required to provide the relevant details prior to the Authority's on-site audit, whereupon such waste management requirements will be verified.

The applicant's authorised representative will be contacted for the arrangement of a date on which the Authority will conduct an audit and/or inspection.

Paragraph 5 – Labour, personnel qualifications and competencies

5.1 Does the applicant currently comply with the labour and personnel obligations contemplated in the Harbour Master's Authorisation for Hull Cleaning? **Yes** **No**

5.1.1 If **"No"** an explanation is needed; as **Annexure 5A**.

5.2 Is the applicant, or are the applicant's employees, registered with the Department of Labour? **Yes** **No**

5.2.1 If **"Yes"**, provide, as **Annexure 5B**, proof of registration with Department of Labour.

5.3 Are all the applicant's supervisors and divers duly qualified? **Yes** **No**

The names, qualifications certificates, experience and training records for the supervisors and divers shall be available on request prior to the Authority's on-site audit and verified during the audit.

The applicant's authorised representative will be contacted for the arrangement of a date on which the Authority will conduct an audit and/or inspection.

Paragraph 6 – Security

6.1 Does the applicant currently comply with the security obligations contemplated in the Harbour Master's Authorisation for Hull Cleaning? **Yes** **No**

6.1.1 If **"No"**, an explanation is needed; as **Annexure 6A**.

6.2 The applicant undertakes to comply with the provisions of the International Maritime Organisation Convention of Safety and Security at Sea, the ISPS Code and the Maritime Security Regulations 2004, adopted under the Merchant Shipping Act No 57 of 1951, contemplated in the Harbour Master's Authorisation for Hull Cleaning? **Yes** **No**

Paragraph 7 – Environmental protection

- 7.1 Does the applicant currently comply with the environmental obligations contemplated in the Harbour Master's Authorisation for Hull Cleaning? Yes No
- 7.1.1 If "No", an explanation is needed; as **Annexure 7A**.
- 7.1.2 If "Yes", provide as **Annexure 7B**, a copy of the environmental management plan for identified potential environmental impacts.
- The applicant's authorised representative will be contacted for the arrangement of a date on which the Authority will conduct an audit and/or inspection.

Paragraph 8 – Insurance and risk

- 8.1** Does the applicant have public liability insurance? Yes No
- 8.1.1 If "Yes", provide, as **Annexure 8A**, a copy of the relevant insurance policy, encircling the part dealing with public liability.
- 8.2** If the applicant is a new operator, does the applicant qualify for public liability insurance? Yes No
- 8.2.1 If "Yes", provide, as **Annexure 8B**, a letter from an insurance company confirming that the applicant qualifies for public liability insurance.
- 8.3** Has the applicant compiled a risk assessment report dealing with safety, health and the environment? Yes No
- 8.3.1 If "Yes", provide, as **Annexure 8C**, a copy of the risk assessment report, which must include:
- a) Identification of any foreseeable hazards;
 - b) An assessment of the risk of harm arising from the identified hazards;
 - c) Indication of where hazards can and will be eliminated; and
 - d) Where hazards cannot be eliminated, identification of how risks can be controlled by implementing measures to lessen the risk of harm to the lowest possible level.
- 8.4** Has the applicant compiled a plan for reducing risk? Yes No
- 8.4.1 If "Yes", provide, as **Annexure 8D**, a copy of the plan for reducing risk, which must include, where appropriate:
- a) A medical surveillance programme that is applicable to the risks identified in the risk assessment; and
 - b) Objectives, targets, action plans, responsibility assigned and completion dates.

Paragraph 9 – Broad-based black economic empowerment

- 9.1** Does the applicant qualify as an exempted micro-enterprise in terms of the Broad-Based Black Economic Empowerment Codes of Good Practice? Yes No
- 9.1.1 If "Yes", provide, as **Annexure 9A**, a valid confirmation that the applicant qualifies as an exempted micro-enterprise.
- 9.2** What is the applicant's current BBBEE Status? **Level [] Contributor**
- 9.2.1 Provide, as **Annexure 9B**, a copy of the valid certificate from an accredited verification agency reflecting the applicant's current BBBEE status.
- 9.2.2 If the applicant's BBBEE level status is from level 5 to 9, the Harbour Master may refuse to grant the Authorisation.

Paragraph 10 – Application declaration

I, the undersigned, do hereby declare that:

- a) I have read the instructions set out on the instructions page of this application form.
- b) The information submitted with and in this application is true, correct and complete.
- c) I accept that if any information in this application is not true or complete, or if false information is provided, or material information is not disclosed, this may lead to the

Application being refused, or to the withdrawal, suspension or cancellation of any authorisation granted on the strength of this application.

- d) In order to allow for the proper verification of information submitted, I hereby authorise any institution, organ of state, person or body, who possesses or acquires any information relevant to the application, to disclose or make the information available to the Transnet National Ports Authority.
- e) The applicant undertakes to co-operate with any investigators by timeously submitting responses to written requests for information or explanations, by attending meetings with investigators, by answering questions satisfactorily at such meetings and where necessary, by granting investigators access to premises and documents. The applicant accepts that a failure to co-operate may constitute an independent ground for refusing an application.
- f) The applicant accepts that any attempt to influence the decision of Transnet National Ports Authority on the allocation of an authorisation in any manner other than provided for in the Guidelines or in this application form, may result in the application being refused.

<p>Signed at</p> <p>This day of 20</p> <p>Signature of Authorised Representative:</p> <p>Representative's full name:</p> <p>The authorised representative declares that he/she knows and understands the contents and implications of the above declaration.</p> <p>Full name:</p> <p>Designation:</p> <p>Physical address:</p> <p>.....</p>
--

FOR OFFICIAL USE ONLY: DO NOT TEAR OFF

ACKNOWLEDGEMENT OF RECEIPT ONLY

Registered name of applicant:

Received by: (Name) (Signature)

Date of receipt:20.....

Time of receipt: :

Receiving venue:

Application number:

Transnet National Ports
 Authority Stamp:

Disclaimer: The receiving of this **application** does not imply an acknowledgment of the completeness of the application or the correctness of its content.

(Tear off) - - - - - *(Tear off)*

ACKNOWLEDGEMENT OF RECEIPT ONLY: FOR APPLICANT

Registered name of applicant:

Received by: (Name) (Signature)

Date of receipt:20.....

Time of receipt: :

Receiving venue:

Application number:

Transnet National Ports
 Authority Stamp:

Disclaimer: The receiving of this **application** does not imply an acknowledgment of the completeness of the application or the correctness of its content.

