

1. General

This procedure establishes requirements for the setup of mobile cranes, on all Geelong Port facilities, to ensure that wharf and/or pavement structures are not loaded in excess of their capacity. It states responsibilities for crane operators and all site users prior to conduction lifting operations on any Geelong Port site and/or structure.

1.1. Responsibilities

Role	Responsibility
Contractor	<ul style="list-style-type: none">Obtains a crane permit prior to entering a GeelongPort siteObtain an Authority to Commence Work prior to conducting any site worksHold a copy of authorised crane permit and Authority to Commence Work within the crane at all times while working on site
GeelongPort Contractor Works Supervisor	<ul style="list-style-type: none">Ensure that exact location of crane position is known prior to set up and that all identified precautions are followedCommunicate the works to relevant stakeholders.
GeelongPort Infrastructure Delivery	<ul style="list-style-type: none">Review submitted crane permit applications.Assess structural stability and infrastructure impacts.Approve or deny permits and issue special conditions if required.Conduct site inspections for complex lifts.

2. Procedure

2.1. General

GeelongPort personnel, Contractors and Crane Hire companies utilising mobile cranes for operations within GeelongPort must complete a Permit to Operate a Mobile Crane Application Form.

The completed application form must be submitted to GeelongPort Infrastructure Delivery at infrastructuredelivery@geelongport.com.au

2.2. Scope

All mobile crane operations, regardless of crane size, type, or lift complexity, are subject to this procedure and require a valid Crane Permit prior to commencement.

2.3. Information Required

The application form should contain the following information, but not limited to:

- Crane make/model and type (slewing/non-slewing)
- Lift radius and weight
- Detailed load data
- Lift study for complex lifts
- Location and operation dates
- Company and contact details

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The completed Application Form is forwarded to the GeelongPort Infrastructure Delivery Team who will review the proposed lifting operation and check the submitted outrigger and/or axle loads against the allowable structure design loads at the nominated location.

After review, the application is either approved or denied.

2.4. Timeframes

Permit applications must be submitted at least two (2) business days prior to the planned commencement of work to allow sufficient time for assessment, coordination, and approval by GeelongPort Infrastructure Delivery.

2.5. Approved

The Permit to Operate a Mobile Crane is given a distinct permit number, signed by an authorised GeelongPort Infrastructure Delivery Team member and endorsed with any special conditions. The Permit to Operate a Mobile Crane is then issued to the Applicant who must have a copy of the Permit with them when performing the lifting operation.

2.6. Denied

A Permit to Operate a Mobile Crane is not issued. The Applicant is contacted and informed of the reasons for the denial of the application.

3. References

Legislation, Standards & Codes

- ISO45001 OH&S Management System (or equivalent)
- OH&S Regulations 2017
- Victorian OH&S Act 2004
- Legal Compliance Register - OH&S
- Legal Compliance Register - Industry Specific

Procedures

- Contractor Management Procedure
- Work Permit System Procedure
- Communications Procedure

Forms

- Permit to Operate Mobile Crane