

Notification of Crane Operations Form

Notification of Crane operators on Port of Newcastle (PON) controlled sites must be emailed to cranes@portofnewcastle.com.au. For further information regarding the use of this form, please refer to the procedure outlined on the Port of Newcastle website www.portofnewcastle.com.au

For assistance or urgent enquiries contact the PON Supervisor by calling 02 4908 8266.

1.	CRANE REQUEST / PON ACKNOWLEDGEMENT NUMBER AND LOAD CATEGORISATION		
	Crane / Verbal Request Number:		
	WILL THE PROPOSED LOAD EXCEED 90% OF ALLOWABLE WHARF LOAD LIMITS? (Circle Yes or No)	Yes Provide load plan with notification form for review.	No Follow WHS – 0710 Procedure

2.	WHARF USER DETAILS:		
	Crane Company / Transport Supplier:		
	I the undersigned authorised representative of the above listed crane company confirm the load details outlined in section 3 of this notification are correct.		
	Name:	Position:	
	Signature:	Mobile No:	

3.	LOAD DETAILS		
	PON Location:	Wharf meter mark / Chainage location (if applicable)	
	Date of Lift / Load	Time of gatehouse entry	
	Description of Load:		

4.	CRANE DETAILS (Attach additional details if appropriate)		
	Make & Model:	Crane Maximum Rated Capacity (MRC):	
	Maximum predicted outrigger load :		

Security Guard to complete on crane entry:

The form has been completed and I confirm the *crane maximum rated capacity (MRC)* weight is the same as is listed above (Guard to inform the PON Supervisor if crane is larger to that approved prior).

Signature: _____ Date: _____

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Crane operator must complete the section below and leave at security gatehouse on departure.

5.	POST LIFT / LOAD INSPECTION		
	Question	Yes	No
	Was any damage to PON property caused by this lift?	<input type="checkbox"/>	<input type="checkbox"/>

Security Guard to complete on crane exit:

I confirm the post lift inspection (section 5) has been completed.

Signature: _____ **Date:** _____

INCIDENTS MUST BE IMMEDIATELY REPORTED TO THE PORT WIDE EMERGENCY NUMBER
ON **02 4929 3890**.