



PORTDENARAUMARINA

# Contractor Registration Information and Application Form

## Guide to Completing this Application

Thank you for taking the time to complete the contractor registration process for Port Denarau Marina.

We request that you use this checklist as a guide to ensure that all of the required information is provided upon submission of the application and to avoid any delays in processing your application.

- ✓ I have read the application and understood the terms and conditions.
- ✓ I have completed the application form.
- ✓ I have attached copies of insurances.

# Terms and Conditions of Registration

## **Introduction**

This Marina complies with the Occupational Health and Safety Act and the Protection of the Environment Operations to ensure the safety and well being of all employees, visitors, guests, contractors, and for the protection of the environment. In support of this commitment, contractors conducting business at this Marina have an obligation to comply with this Marina's Policies and Procedures. In this document we outline your responsibilities, obligations and rights. We collect and check the information you provide to ensure our customers receive the best possible workmanship from reliable tradesmen. This Marina reserves the right to control who is granted access and who is not.

Marina staff and our on-site tenants provide a wide range of services and quality products. As a result, we have a much sought-after location with many nearly new boats, which in return creates the ideal environment for dedicated and professional contractors to provide services that will complement our existing services and ensure full customer satisfaction. This privilege is offered to reputable contractors who have accepted our conditions, and who will respect our facility.

## **WHY REGISTER**

With the current strict Environmental legislation, OH&S, Insurance and Liability Issues, Port Denarau Marina is required to ensure that all contractors understand their Rights and accept their responsibilities in these matters. Only legitimate businesses with adequate insurance cover are allowed the privilege to provide their services to our customers, at our facility.

### **When:**

Once this document is read, understood, signed, and all required information is provided, your company will be informed officially as being accepted as a registered contractor. You are required to inform marina management by phone or email each time of your intention of entering and working within our facility. A sign in register must also be completed at the Marina Reception.

### **Who:**

It is important that each employee of your business understands the registration procedure, and acknowledges the conditions. We request that all contractors register with us prior to job commencement, even if your services are arranged through our on-site tenants, or directly through the boat.

**Cost:**

Registration is \$500 VEP; this has to be paid annually. This will include 1 security access card, additional cards will have to be purchased. This fee will also allow contractors to display brochures in the Marina reception office.

**Duration:**

Your registration with Port Denarau Marina will be valid for the year based on performance and evaluation of our customers.

**Disclaimer:**

Port Denarau Marina Management reserves the right, at its absolute discretion, to reject or withdraw the privilege of entry or provision of services from our facility from any person or company at any time.

## Contractor Registration Form

### Marina Information

**Marina's Business Name  
("Marina")**

Port Denarau Marina Ltd

**Contact person  
Address**

Inez Fong Toy – Operations Manager  
P.O.Box PD 023, Port Denarau  
Mobile : 707 5635

**Contact phone numbers**

Phone: (679) 6750 600  
Facsimile: (679) 6750 700

**Email**

[portdenarau@connect.com.fj](mailto:portdenarau@connect.com.fj)  
[inez@connect.com.fj](mailto:inez@connect.com.fj)

### Contractor's Information

<b>Contractor's Business Name</b>	
<b>Contact person</b>	
<b>Address</b>	
<b>Contact phone numbers</b>	
<b>Email</b>	
<b>Description of the services your Company normally provides</b>	

## Reference Check for all Outside Contractors

We request you supply us with contact details of two recent customers or companies that are able to give us further information on your services. This information will be treated confidentially and will be used for this internal reference check only.

### Reference 1:

Contact name: .....

Company name: .....

Details: .....

### Reference 2:

Contact name: .....

Company name: .....

Contact details: .....

### Licenses and Permits

List any Licenses and Permits required & attach copies

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## Required Insurance Information

The marina requires outside contractors to provide the following Certificates of Currency (copies must be provided with your registration):

- **Public Liability Insurance**
- **Workers Compensation Insurance**

These requirements apply in full to all work done on boats on the water, including detailing. Contractors will not be allowed to commence work on boats until the necessary certificates are provided. A separate **Risk Assessment** is required for all work that could potentially harm the Environment, threaten personal safety or cause damage to property.

### **Contractor's Insurance details**

#### **a. PUBLIC LIABILITY**

Entity Insured .....

Insurance Company .....

Marina Interests noted .....

Policy Number .....

Expiry Date .....

Value: .....

#### **b. WORKER'S COMPENSATION**

Entity Insured .....

Insurance Company .....

Marina Interests noted .....

Policy Number .....

Expiry Date .....

Value: .....

## Health & Safety

Contractors are required to ensure that they are physically fit and capable of undertaking the work for which they have been contracted.

### **Accidents and Incidents**

Any accident or incident that results in property damage or injury, or in environmental harm, or threatens environmental harm, must be reported immediately to the marina manager.

### **Compressed air cylinders**

Safety valves are to be utilised in the use of compressed air. Cylinders are to be stored and used in a secure and upright position. All air-lines are to be securely joined to prevent separation during operation.

### **Diving work**

Marina Management MUST approve all diving work. Divers are to ensure compliance with Occupational diving operations Part 1: Standard Operational Practice. All divers are to be appropriately certified and possess a medical certificate certifying fitness to undertake the diving work. To conduct underwater hull cleaning, including the use of high-pressure equipment on the vessel's hull. In addition we will require copies of Commercial Diving Tickets for each diver.

### **Electrical**

Electricity and water are a lethal combination. All electrical equipment must have been recently tested and tagged before being used at Port Denarau Marina. Any equipment supplied and/or installed by your organisation at Port Denarau Marina must be tested and tagged before 'handing over'. On arrival on site, or during your work at Port Denarau Marina management may inspect your electrical equipment. Extra care must be exercised during and immediately following periods of rainfall. Electrical leads must be switched off at the point of power supply and removed when not in use.

### **Fire hoses**

Fire hoses are not to be used for any purpose other than for the fighting of fires.

### **Hazardous substances**

A Material Safety Data Sheet (MSDS) for all hazardous substances must be available upon request by the marina manager or his representative. All users must be familiar with, and understand the first aid and control measures required.

### **Hot Work / Welding**

Welding operations must be screened to protect all personnel against flashes. All gas cylinders, including propane, must be restrained i.e. in a trolley. A Hot Work Permit must be completed prior to any indoors welding commencing.

**Personal protective equipment and clothing**

Appropriate personal protective equipment and clothing, including shoes, must be worn at all times.

**Working at heights**

Any working platform must conform to the relevant Standards.

Ladders must be of industrial standard and be tied off at the top and secured on even ground at the bottom. No one is permitted to work from the top step of a ladder including freestanding industrial ladders. It is advisable to always have one hand holding the ladder

Safety harnesses must be worn and properly secured at heights greater than 2.4 meters and must always be worn in cherry-pickers and other mobile working platforms.

## Environmental Considerations

**General**

Any work undertaken at Port Denarau Marina that could result in a pollution incident must be safeguarded against. This may require the pre-deployment of floating booms or drop sheets. Any contractor found in breach of environmental legislative requirements will be suspended from the marina immediately. Any penalties incurred by the marina as a result of a contractor's breach of Environmental Legislation will be recovered from the contractor. It is the contractor's responsibility to determine whether or not the activities that they are to undertake on the marina could result in a pollution incident. If any doubt exists, consult with the Marina Manager before commencing your work.

**Mechanical repairs and engine servicing**

Any mechanical repairs and / or engine servicing are to be conducted in such a manner as to prevent any oil or waste oil products from being spilled into the water.

**Painting and Antifouling work**

Any paint or spillages on the marina common property is to be reported to the marina manager. Spillages are not to be hosed down into the water. The use of a drop sheet is recommended. Only wet sanding is permitted, drop sheets must be used when grinding and spray painting.

**Washing of boats**

When contractors are washing and cleaning boats, care is to be taken to minimize the amount of runoff that goes into the water. The use of a trigger nozzle device on the hose to prevent excess water being wasted is recommended. Current water restrictions require strict adherence from the contractor.

### **Waste**

No waste must be allowed to enter the water. Waste includes, but is not limited to, paint, varnish, wood and fiberglass dust, oil or oil based products and oily bilge water. Contractors are required to remove all waste from the facility and dispose of in the appropriate manner. Oil must be disposed in oil drums provided by Pacific Energy, drained oil filters, scrap metal (including anodes), batteries, acids and all other harmful waste generated by the contractor is to be taken off-site by the contractor.

## **General**

### **Marina operating hours**

The Marinas operating hours are 8:00am to 5:00pm, Monday to Saturday. All contractors must be sure they completed registration and signed in prior to commencing work.

### **Damage**

Marina property damaged by a contractor will be repaired at the contractor's expense.

### **Discipline**

Port Denarau Marina Management reserves the right to refuse access to any contractor.

### **Dress and conduct**

Port Denarau Marina Management reserves the right to ask contractors to wear clothing that is in keeping with safety requirements and standards appropriate to the overall presentation of the marina. All contractors must be in uniform when on PDML property. PDML reserves the right to deny access to contractors who fail to abide.

### **Housekeeping**

Work areas must be kept clean and tidy with prompt removal of all garbage. Oily rags and any flammable material residue are to be disposed of correctly. The marina structure and walkways are to be kept clear at all times.

**It is the responsibility of the contractor to remove all rubbish unless otherwise agreed with Port Denarau Marina Management.**

### **Hoses**

Water hoses located on the marina belong to marina customers or to PDML. They are not for general or contractor use. If you require the use of a hose please bring your own. If in doubt, contact the marina office.

### **Alcohol**

Consumption of alcohol by contractors or staff is not permitted on PDML premises.

## Contractor's Declaration

I hereby apply for registration as an approved contractor at Port Denarau Marina Ltd.

I acknowledge receiving and understanding Port Denarau Marina's Terms & Conditions regarding Health, Safety and Environmental Requirements and should my application be successful, I agree to abide by them.

I declare the information that I have provided is accurate and true. I further agree to ensure that all of my employees, agents or sub-contractors are fully aware of these requirements and obligations and shall abide by them at all times.

**Company or Trading Name:** \_\_\_\_\_

**Name of Authorised Person:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Signed:** \_\_\_\_\_

**NOTE\* - Please return completed document to the Marina Manager - details listed on page 2.**

*The Contractor shall be liable for, and shall keep Port Denarau Marina indemnified against, any legal liability, loss, claim or proceedings for personal injury to or death of any person, or for injury or damage to property or for any penalties incurred as a result of any direct or indirect act of the Contractor or its employees, agents or subcontractors.*

The contractor must participate in a personal site induction on/prior to the first day that he/she intends to provide any work or services at our facility.

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**Marina Use Only:**

**Date of site induction:** \_\_\_\_\_

**Marina Approval of Registration valid until:** (insert date)

\_\_\_\_\_ 20

**Signed by the Marina:** \_\_\_\_\_ **Print name:** \_\_\_\_\_

## Emergency Contacts

Nigel Skeggs	707 5630
Inez Fong Toy	707 5635
Security Manager – Inoke	707 5646
Police	919
Ambulance	911
Fire	911
Fiji Maritime – FIMSA	6661229