

Hot Work Registration

User manual

1. Login using an updated web browser, i.e., Internet Explorer 10 or later, Google Chrome, Firefox, or Safari. The application is not designed for older web browsers.
2. Go to Norsesea homepage: www.norseagroup.com
3. Choose the appropriate supply base in the menu (NorSea Polarbase).
4. Go to Electronic Registration and click on Hot work – application form
5. The following message will appear on the screen



6. Click OK and the map will come up. Control that the risk zones are visible by activating the button for risk zones. Risk zones are active if the button has a white background color and pink areas are visible on the map.

Risk zones indicate areas where extra precautions are required when performing hot work.



7. Right click in the map where hot work is planned. The circle around is the safety zone and can be adjusted by dragging the arrow on the side. The circle can be moved by clicking and holding the left mouse button. Click on the «green V-icon» when finished.



NB! When registering for hot work inside a risk zone, click and mark outside the zone. Drag the circle into the risk zone and adapt to the correct area for performing the hot work.

8. Choose the proper activity in the next picture and choose «next».



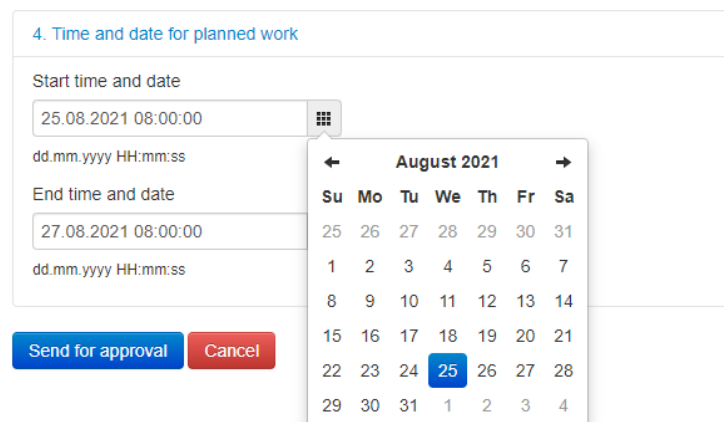
Google

Choose work type: Hot Work

Cancel Next >>

9. By sending the request you also declare that the activity will be conducted according to all applicable rules and regulations governing this kind of activity.
If the request is approved, information will be sent to you by email.
A copy of the hot work permit must be available at the place where the hot work is carried out.
10. Input all relevant information about the requested activity, including point of contact.
11. Declare by ticking off the box, that you have understood and will comply to any mandatory measures required prior to commencement of the activity and/or after the activity has been completed. If the performing party sees the need for any additional measures, this must be clearly written.

12. Enter Start time and date.
If the activity will be conducted over a period of days, make sure that the End time and date reflects this.



4. Time and date for planned work

Start time and date
25.08.2021 08:00:00
dd.mm.yyyy HH:mm:ss

End time and date
27.08.2021 08:00:00
dd.mm.yyyy HH:mm:ss

Send for approval Cancel

Calendar: August 2021

Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

13. Click on «**Send for approval**» when finished.
14. You will receive an email notification from NorSea Polarbase Logistics & Operations office when the request has been confirmed or rejected.

If there are any issues or questions, please contact our Logistics & Operation office:

NorSea Polarbase AS

e-mail: order@polarbase.no

Phone: +47 975 75 198