

Notice of Work & Shutdown Request - OHM & MTP

This form is required for all construction-related activities and shutdowns at the Marine Terminal Property (Port of Toronto), and Outer Harbour Marina. It collects key details to ensure safety, coordination, and minimal disruption to operations.

Submission requirements:

- A valid and approved Facility Alteration Permit (FAP) is **mandatory** to submit this request.
- Submit the completed form to MRiehl@torontoportauthority.com for Marine Terminal Property(MTP) and MDwyer@torontoportauthority.com for Outer Harbour Marina(OHM) at least **48 hours** before any work starts and **5 business days** for shutdown request.

Notice of Work Details

Notice of Work Number:	
Project Name:	
FAP Number:	
FAP Expiry Date:	
Emergency Work:	

Work Description

Location/Address:		
Start Date:		Start Time:
Expected Completion Date:		End Time:

Scope of Work and Method:

☐ Attach detailed plans, drawings, or visual aids describing the area and work process. (mandatory)

Access Requirements

Work Crew:	Number of Workers on-site: Number of Vehicles on-site: Number of heavy equipment's on site:
Visitors temporary Access Card:	☐ Yes ☐ No Number of passes required:
Escort Required	☐ Yes ☐ No

Work Activity and Tools

The scope of work covered in this NOW aligns with the approved FAP: ☐ Yes ☐ No, please specify:

*If any work activities or equipment listed below differ from those outlined in your original FAP application, check the relevant items and provide details. **Note:** Deviations from the approved FAP scope may extend the approval process beyond the standard 48-hour turnaround.*

Work Activities (Check All That Apply)		Equipment Involved (Check All That Apply)	
☐ Work At Heights ☐ Work in Public Space ☐ Roof Work ☐ Traffic Control ☐ Confined Space Entry ☐ Cleaning / Waste Removal ☐ Hot Work ☐ Energy Control (Lockout/Tagout)	☐ Surface Penetration (Interior) ☐ Surface Penetration (Exterior) ☐ Ground disturbance ☐ Scaffolding ☐ Hoisting and Rigging ☐ Inspection / Testing ☐ Work near/on water ☐ Other (Specify):	☐ Elevating Work Platforms (e.g., Scissor Lift, Boom Lift) ☐ Ladder ☐ Cranes* • Crane Height: _____ • Coordinates: _____ ☐ Hand Tools ☐ Power Tools	☐ Signage / Branding ☐ Chemicals (Specify) ☐ Electronics measuring (e.g., thermal, infra-red, laser) ☐ Furniture protection ☐ Personal Protective Equipment (PPE)** ☐ Other (Specify):
Deviation Explanation:			

Depending on the nature of the job, contractors may need to complete specific Toronto Port Authority prerequisites before any work can begin.

**** PPE requirements depend on the activity being performed, but the minimum requirements for all activities are hard hats, safety boots, and reflective vest.**

Impacts

Location of Affected Area:

☐ Outer Harbour Marina ☐ Marine Terminal Property ☐ Other

Details:

Impacts on Operations:

Will the work disrupt normal MTP and OHM operations? ☐ No ☐ Yes, please specify:

- ☐ Passenger flow (e.g., queues or terminal areas)
- ☐ Tenant operations (e.g., retail or food services)
- ☐ Shipping and truck movements
- ☐ Boat haul-out operations
- ☐ Other:

Description:	
Mitigation Measures:	

Shutdown Requests / Special Permits

Identify the systems that may be disrupted during the work. Check all that apply. For each selected type, include start/end times and brief reasons. E.g. Electrical shutdown required to replace circuit breakers from 10 PM to 2 AM.

- | | |
|--|----------------|
| ☐ Fire Protection or Life Safety System | Details: _____ |
| ☐ Fire Alarm By-Pass | Details: _____ |
| ☐ Elevator/Escalator | Details: _____ |
| ☐ HVAC | Details: _____ |
| ☐ Electrical (Lockout/Tagout) | Details: _____ |
| ☐ Utilities | Details: _____ |
| ☐ Security Systems | Details: _____ |
| ☐ Hot Work Permit | Details: _____ |
| ☐ Fire Hydrant Use | Details: _____ |
| ☐ Material Movement | Details: _____ |

Duration of Shutdown Request:

Start Date and Time:

Start Time:

End Date and Time:

End Time:

All utility related shutdown requests need to be submitted to TPA ITS department by completing this form and sending a request to Arjun Suresh at Asuresh@torontoportauthority.com

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If operational impacts do not fall within the above categories, provide details here:

Contractor Information			
Role	Name	Email	Cell
Company Name			
Requestor / Project Manager			
On-site Supervisor			
Alternate On-site Contact			
24 hr Emergency Contact (if applicable)			

On-Site Procedures for Contractors doing work at OHM & MTP

1. For any work at the Marine Terminal Property or Toronto Port Authority owned docks, wharfs or water lots, contractors must contact the Harbour master, Mike Riehl **416-319-9095** before starting any work on site.
2. For any work at the Outer Harbour Marina, contractors must contact the Senior Marina Manager, Mike Dwyer at 416-778-6245
3. Contractors must carry a copy (paper or electronic) of the approved **Notice of Work** while on site and present it upon request.
4. Contractors must adhere to the instructions detailed in the **Notice of Work**. Any discrepancies must be reported immediately to the respective manger as mentioned above.

Incident Reporting at OHM & MTP

- For Marine Terminal Property emergencies, call 911 for all emergencies, inform security at the main gate at 647 205-9023 and call Mike Riehl, Harbour Master at 416-319-9095. Security is on duty 24/7, including holidays.
- For OHM emergencies, call 911 for all emergencies and inform the OHM office and Mike Dwyer, OHM Manager at 416-904-5166

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Signatures:

Disclaimer and Signature (by Applicant)

The information contained in this application is true to the best of my knowledge.

Submitted by:	Signature:	Date:

Approval by Toronto Port Authority

Approved by: <i>designated Business Unit Representative</i>	Signature:	Date:
Comments/Additional Notes:		

- END -