

# PORT OF KINGS LYNN GUIDANCE TO MASTERS



**ABP** | KEEPING  
BRITAIN TRADING

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## A.B.P. King’s Lynn – Port Safety Notice to Masters

### Introduction:

This Port Safety Notice has been developed and communicated to provide general information and guidance. More detailed provisions are contained in the King’s Lynn Port Bye Laws. Copies may be inspected at the Port Offices as required.

### Scope:

To provide information with regards to your vessel’s call at the Port of King’s Lynn

### General:

ABP King’s Lynn is the Statutory Harbour Authority for the Port of King’s Lynn. The port information service is manned during working hours Mon – Fri 08.00 – 16.30 by marine staff who can be contacted at the:

***ABP Divisional Harbour Master East Anglia***

Telephone +44 (0) 1502 516804 (option 1) or 07843 975319

VHF Channel 14, Available Only over HW

Callsign Kings Lynn Port Radio

Email: onsipswich@abports.co.uk

### Emergency Procedures:

Emergency contact guidance procedures for Masters and Crew on Board Vessels in Port  
Immediately contact the Emergency Services (Dial 999) giving the following details:

- Callers Name and Name of Vessel
- Berth / Location
- Number of crew, passengers, visitors on board
- Type of Incident
- Main hazards (toxic vapour / fumes / fire / dangerous substances / weather / wind / conditions / etc.)
- Casualties (if any)

In addition to the above information, call Port Security Emergency Line on **01553 691147** or **07385 481951** or VHF 14.

## **Incidents Involving Other Vessels or Shore Activities:**

If a major emergency occurs within the Port which may affect your vessel, you will be informed as soon as possible and advised what to do. Be prepared to move your vessel and keep a listening watch on Channel 14 until further notice.

NOTE: All vessels in the Port of King’s Lynn whether carrying dangerous substances or not, maybe required to move at short notice.

## **Engine Immobilisation:**

All vessels in the Port of King’s Lynn must ensure they are ready to move at short notice, engines may not be immobilised without prior notification and permission from the Harbour Master.

## **Pollution:**

In the event of oil or other pollutant spilling into the water contact A.B.P King’s Lynn immediately. Failure to do so may result in a prosecution under the Merchant Shipping Act 1995 Section 136(1). A major part of the River Great Ouse is designated as a site of Special Scientific Interest under the Wildlife and Countryside act 1981 and a Special Protection Area under the EU Bird Directive. It is therefore important that any spills are dealt with immediately.

## **Ships Waste:**

All ships, other than those exempted by the MCA, are to give prior notification of all waste via the CERS3 (via Vessel Agent). General domestic waste only is permitted in waste skips. It is strictly forbidden to dispose of any hazardous waste (including paint tins), oils, oily rags, electrical waste including washing machines, refrigerators, televisions, etc. International catering waste can be landed in special skips that the port will deliver to the vessel once a request has been made to the ONS. All other Marpol wastes are to be removed by using a licensed contractor arranged through the ships Agent. Any pyrotechnics, including smoke signals and line throwing apparatus should only be disposed of by a licensed contractor.

## **International Catering Waste:**

Waste is considered ICW if the vessel travels outside the UK, Channel Islands and Isle of Man, even if you stocked up for the entire journey in the UK, Channel Islands and Isle of Man.

Waste can only be classed as Domestic catering waste in the UK when:

- operating within the UK, Channel Islands and Isle of Man
- travelling from Northern Ireland to Great Britain

ICW is applicable to (but not limited to):

- cruise- and cargo ships
- private or commercial yachts and boats
- armed forces ships and submarines
- ferries

The port has limited facilities for ICW waste. A skip can be brought to the vessel on request. ICW must not be deposited in any other skips.

All domestic refuse and food waste from these ships must be brought ashore in leak-proof bags and deposited in the specially marked bins brought to the ship by an authorized waste contractor who will receive and deposit of the waste according to the appropriate Regulations.

## **Access to Cargo Spaces:**

The Ships Officer must instruct the ABP Supervisor the correct access route into cargo holds and all access routes must be thoroughly ventilated prior to access. All access routes within the ship will be atmosphere tested and signed as safe to enter or not, with the agreed ABP signage. Personal atmosphere testers must be worn at all times by staff using the access routes.

## **Weighted Heaving Lines:**

As defined within the Port Charges and Standard Terms and Conditions of Trade, weighted heaving lines will not be accepted at the Port of King’s Lynn. All illegally weighted heaving lines will be cut off and reports sent to the Local Authorities. Vessel Master may be liable to prosecution by the regulatory authority. In addition, a £1,000 charge will be levied on the vessel’s port stay.

## **Rope Handling:**

Licensed Boatmen must be used to handle ropes at all berths and the lock. Ships Master’s are reminded that they must provide a safe means of access for crew members when arriving, sailing or shifting if a vessel is required to shift berth within the Port. When shifting berth or adjusting mooring lines, the vessel Master must ensure that all mooring ropes are dipped on bollards used by other vessels. Mooring lines must be tendered at all times due to the interaction of passing traffic. The Port will not accept any responsibility for any damage caused by vessels surging along the quay due to slack mooring ropes.

## Shifting Berth at the Port of King’s Lynn:

1. All vessel shifts will require ABP Linesmen in attendance.
2. All proposed vessel shifts must be approved through the Duty Harbour Master.
3. Vessels shifting berth, when not letting go all lines, may do so **without** a Pilot or Tugs providing:
  - Engines must be available at all times.
  - ABP Linesman in attendance.
  - Shift within daylight hours.
  - Wind conditions up to 15kts.

All vessel shifts outside of the above parameters will require the prior approval of the Duty HM, to ascertain whether a pilot will be required. The Vessels Master can request a Pilot or Tugs if required via their agents. Vessels requiring a tug to shift will always require a pilot.

## Gangways:

A gangway and safety net must be correctly positioned and secured at all times. There must be a safe means of access not only for the ship’s crew but also for all other persons visiting the vessel. This includes safe access and egress for the Pilot on arrival and sailing at the berth. There must be a lifebuoy line and light close at hand by the gangway. All access to the vessel must comply with [The Merchant Shipping \(Means of Access\) Regulations 1988](#)

## Divers:

Divers are available from approved private firms. All diving operations must follow the Diving at Work Regulations 1997 or the Merchant Shipping (Diving Safety) Regulations 2002. No diving work may start until a Permission to Dive form has been completed and approved by A.B.P. King’s Lynn. Under no circumstance must any member of a ship’s crew enter the water to perform a diving task.

## Repairs Involving Burning / Welding:

The Harbour Master must approve any repairs involving burning or welding on a vessel or the adjacent quay, this applies to ship’s crew or shore workers. Due to the danger of dust explosion, vessels working dry cargo in bulk will not be allowed to do hot work until loading or discharging is completed or suspended. Hot work must not take place adjacent to hazardous cargo or whilst bunkering is in progress. Permission to Carry out Hot Work paperwork is available from ABP King’s Lynn. Any application will have to be supported by a Risk Assessment and Permit to Work issued by the ship.

## Tank, Hold Cleaning and Ballasting Operations:

Any tank and hold cleaning operation must have the prior approval of the Harbour Master. No tank cleaning will be permitted for tanks having contained or containing dangerous substances. All slops and washing must be pumped to a reception vessel, vehicle, or internal slop tank. It is not permitted to pump contaminated waste overboard into the River Great Ouse. It is not permitted to discharge any ballast water on to the quayside. Vessels must have in operation an approved and fully functioning Ballast Water Treatment Plant. If not, they will need to be able to demonstrate compliance under D1 requirements.

## Open Loop Scrubbers:

Vessels are not allowed to use Open Loop Scrubbers in the port of Kings Lynn and whilst transiting the river.

## Bunkering:

Prior to any Bunkering operations taking place the Bunkering Check List (Appendix A) must be completed. ABP must be advised at the commencement and completion of all bunkering or oil transfer operations, including details of Oil type and quantities. These operations must be supervised by sufficient competent persons to ensure no spillage or overflow takes place. Scuppers and overboard discharges must be closed off prior to any operation taking place. Any spill that happens on board the vessel or on the quay side must be immediately reported to ABP and steps taken to prevent the oil entering the water.

## Vessel Crew:

There must be sufficient crew on board at all times to deal with moorings and emergencies, including the provision of a safe means of access to shore and to comply with the International Ship & Port Facility Security Code. All crew to wear 5 Points of Personal Protective Equipment (PPE) to include: High Visibility Clothing, Hard Hat, Protective Footwear, Goggles or Glasses and Gloves when on the quay or terminal operational area.

## Working Cargo:

Prior to commencing operations the crew must inform the vessel supervisor of any obstructions within the hold. Prior to entry into Cargo holds crew members must make contact with the Operational Supervisor. If Cargo is under fumigation the air quality must be confirmed by a licensed contractor who will issue a Gas Free Certificate. Only on receipt of a Gas Free Certificate can operations commence and entry be permitted. Spent fumigation material **must not** be disposed of in any of the ports waste skips.

## Swimming:

Swimming is not permitted in any Port area or Wet Dock.

**Environmental:**

- River Great Ouse Estuary is a designated Site of Special Scientific Interest (SSSI).
- The Great Ouse Estuary is internationally important for birds and their habitats.
- The River Great Ouse Estuary Special Protection Area (SPA) is a European designation for internationally important bird sites.

**International Ship and Port Security (ISPS):**

For your guidance the Port Facility Security Officer (PFSO) for Associated British Ports, King’s Lynn can be contacted 24 hours per day through:

Port Security  
 Telephone: 44 (0) 1553 691147  
 Mobile: 44 (0) 7385 481951  
 VHF: Channel 14  
 Call Sign: King’s Lynn Port Radio  
 The Port Facility Name: ABP, King’s Lynn  
 The UN/Locode: GBKLN-0001

When leaving and entering the port, ship’s crew will be required to show photographic ID. Ship’s crew may be subject to searches of their belongings prior to regaining access to the port.



**CERTIFICATE OF  
 PORT FACILITY SECURITY PLAN APPROVAL**

Certificate Number: DfT/eCert/P20230412-1942 UNITED KINGDOM

Issued under the authority of

The Government of

THE UNITED KINGDOM OF GREAT BRITAIN AND NORTHERN IRELAND

Name of the Port Facility: ABP King’s Lynn UN/LOCODE: GBKLN-0001

Address: Associated British Ports, King’s Lynn Docks, St. Ann’s Fort, King’s Lynn, Norfolk, United Kingdom, PE30 1QS

**THIS IS TO CERTIFY:**

That this port facility has an approved Port Facility Security Plan (PFSP) in accordance with Part A of the International Ship and Port Facility Security (ISPS) Code.

This Certificate is valid for five (5) years from the date of issue but is subject to verification by Department for Transport (DfT) inspection.

Issued at: The Department for Transport  
 Maritime Operations Division  
 Great Minster House  
 33 Horseferry Road  
 London  
 SW1P 4DR

Date of Issue: 12/04/2023

Signed \_\_\_\_\_  
 (Signature of Duly Authorised Official)

Name: Diane Sinclair  
 HEAD OF MARITIME SECURITY COMPLIANCE



Riverside Quay- Guidance for Masters

## KING’S LYNN RIVERSIDE QUAY BERTH 4 & 5

### ATTENTION!

Внимание!  Увага!  Pažnja!  Προσοχή!   
Aufmerksamkeit!  Attenzione!  Aandacht! 

Dear Master (& all crew),

It should be noted that your vessel has been berthed in the **TIDAL** river section of the Port of King’s Lynn and it should be known that extreme care must be given to all moorings & gangways at **ALL** times during the vessels stay at this berth.

**ABP mooring requirement at this berth for all vessels is a minimum of:-**

- 3 Headropes
- 3 Sternropes
- Fore & Aft Springs

**Masters must make sure that:-**

- There is power to mooring winches and the main Engines & bow thrusters can be quickly available at all times.

The tidal range on top spring tides can be as much as 6.5m. Extreme caution **MUST** be taken at all times in respect of moorings, gangways & vessel’s condition especially when:-

- Immediately after low water period
- When the vessel refloats after taking the ground since the previous high water.

**Masers of Vessels loading on this quay in particular must ensure that the crew heave the headropes tight before the vessel takes the ground.**

**The crew must not let go any ropes until the outward pilot has boarded **AND** advised safe to do so by the ABP Marine Representative in attendance.**

*\*Two 48mm dia x 65m lengths of certified polypropylene mooring rope are available to supplement the vessels own ropes if required. Masters may apply for the use of these additional mooring lines & must use them if the vessel does not have suitable ropes on board. A charge of £81.50 will be made for their use in all cases. It should be noted that ABP lines is an additional precaution and no liability will be accepted in the event of failure thereof\**

Please be reminded that the provision of an adequate safe access is the Vessel’s responsibility & that failure to undertake this responsibility could lead to delay in emergency service, cargo handling & customs clearance.

**If your vessel is required to shift berth on Riverside Quay, main engines **MUST** be running before any ropes are let go.**

**For further information & enquires please contact ABP Marine  
dept via email to [eamarine.admin@abports.co.uk](mailto:eamarine.admin@abports.co.uk)**

Yours Faithfully  
ABP Marine Department

## **Port Safety Notice – Captains Copy**

To Master: M/V \_\_\_\_\_

Date: \_\_\_\_\_

Please be advised that during your stay at Ipswich Port you are expected to ensure that:

- a) A gangway (supplied by ABP on request) and safety net are correctly positioned and secured at all times. The net is to be fanned out under the gangway, as a safety measure should any person fall off the gangway and a life buoy with a light should also close at hand. If an ABP gangway is used, custody and responsibility is taken over by the vessel.
- b) If any part of your vessel / hold, concealed or otherwise, can be damaged by the cranes grab and/or port equipment, you must inform the foreman before discharging commences.
- c) All crew members to wear high visibility clothing, hard hats, steel capped footwear, eye and hand protection whilst working on deck or in the ship’s hold during cargo operations, quayside, terminal or operational area.
- d) No crew members are to access the nearside well deck, whilst ABP cranes working.



- e) When crew members enter the hold, the crane driver and supervising cargo-handler are informed and thereafter kept aware of their work and movements.
  - **Under no circumstances should hatches / cranes be moved without the ABP supervisor and crane drivers being informed first.**
- f) Ships ropes must be monitored at all times due to the tidal range, restricted channel, and the safe steerage of passing vessels.
- g) On completion of timber discharge, cargo ropes will be lifted on board, **but entirely at ships risk**, if not in normal stowage areas.
- h) Waste disposal – galley waste – contact ship supervisor.
- i) Ships arriving from non EU ports must dispose of their **galley waste** in the **“non EU skip”** only. This will be delivered to the ships side on request.
  - **It is strictly forbidden to place any hazardous waste (including paint tins) in the skips provided.**

**Shore Leave for crew:**

Hi Visibility garments must be worn by crew members departing the vessel for shore leave no matter how short the duration of shore leave.

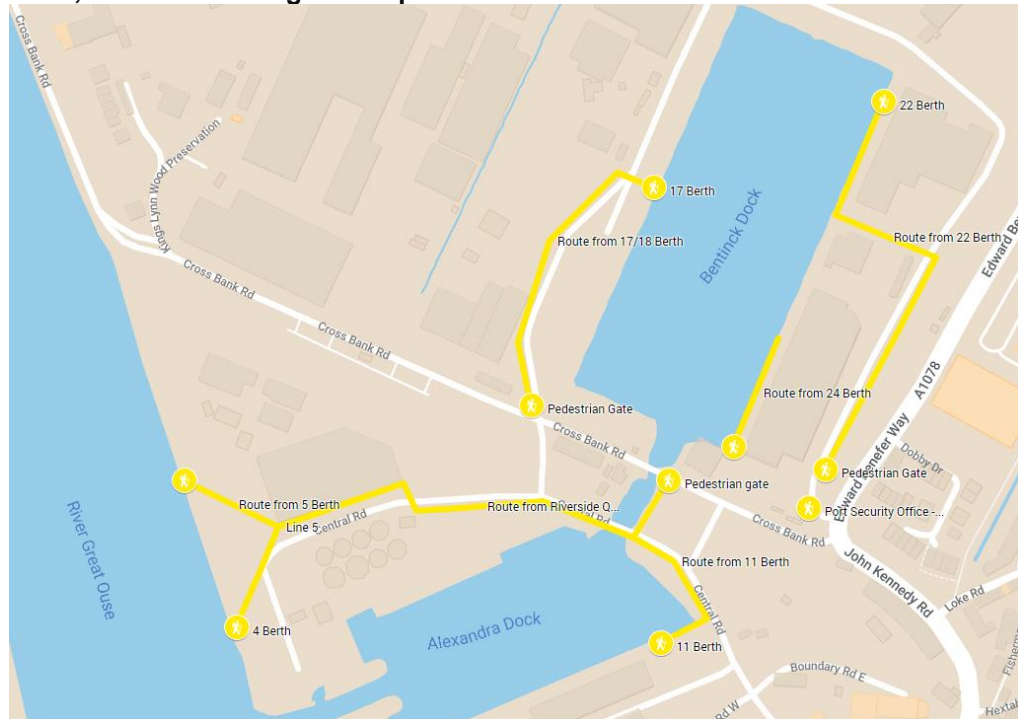
Crew member’s should follow the pedestrian routes on the map below and exit the port through the pedestrian gates.

Crew member’s should report to the security post to sign out of the Port – they can leave their Hi Viz at the security post.

When returning to the Port crew member’s should collect their Hi Visibility garments and sign back in.

If the security officer suspects the crew member’s have been drinking alcohol during shore leave they will telephone the vessel and request another member of the ship’s crew to escort the crew member’s safely back to the vessel.

**If not, ABP have the right to implement a fine of £100.00.**



<https://www.google.com/maps/d/edit?mid=1C3zPcHdT0CtvAmCNVWcEfwjdjP0VImGv7&ll=52.76095838895809%2C0.39457799109193115&z=17>

I the Master of: \_\_\_\_\_

Agree to conform to the above statement.

Signed: \_\_\_\_\_

## Shore Leave

When leaving your vessel to go ashore please ensure that:



- Your crew are wearing a high viz vest and hard hat
- Do not walk into the operational area during port working hours
- Attract the attention of Stevedores if unsure of safe route
- Keep to designated walkways

The vest / hat can be left at the Main gate / Security building and collected on return



### **TAXI NUMBERS :**

**Connect Cars** : +44 (0) 1553 776633  
**Kings Abbey** : +44 (0) 1553 767692



### **CHANGING MONEY / SENDING MONEY**

**BANKS** located in the town  
**POST OFFICE** inside *W.H. Smiths*, Norfolk Street  
**TUI TRAVEL SHOP** High Street  
**WESTERN UNION** inside *Costcutters*, Loke Road



### **TELEPHONE TOP UP'S**

**O2** High Street  
**EE** High Street  
**Vodafone** Norfolk Street  
**3 Store** Norfolk Street  
**Carphone Warehouse** Vancouver Shopping Centre  
**Costcutters** Loke Road



### **STELLA MARIS CABIN – MAIN PORT ENTRANCE SECURITY**

**Door code** – Press 2 & 4 together, release then press 3, turn handle.  
**WI-FI** : BTHub3HPFQ Password = 845a5da543