

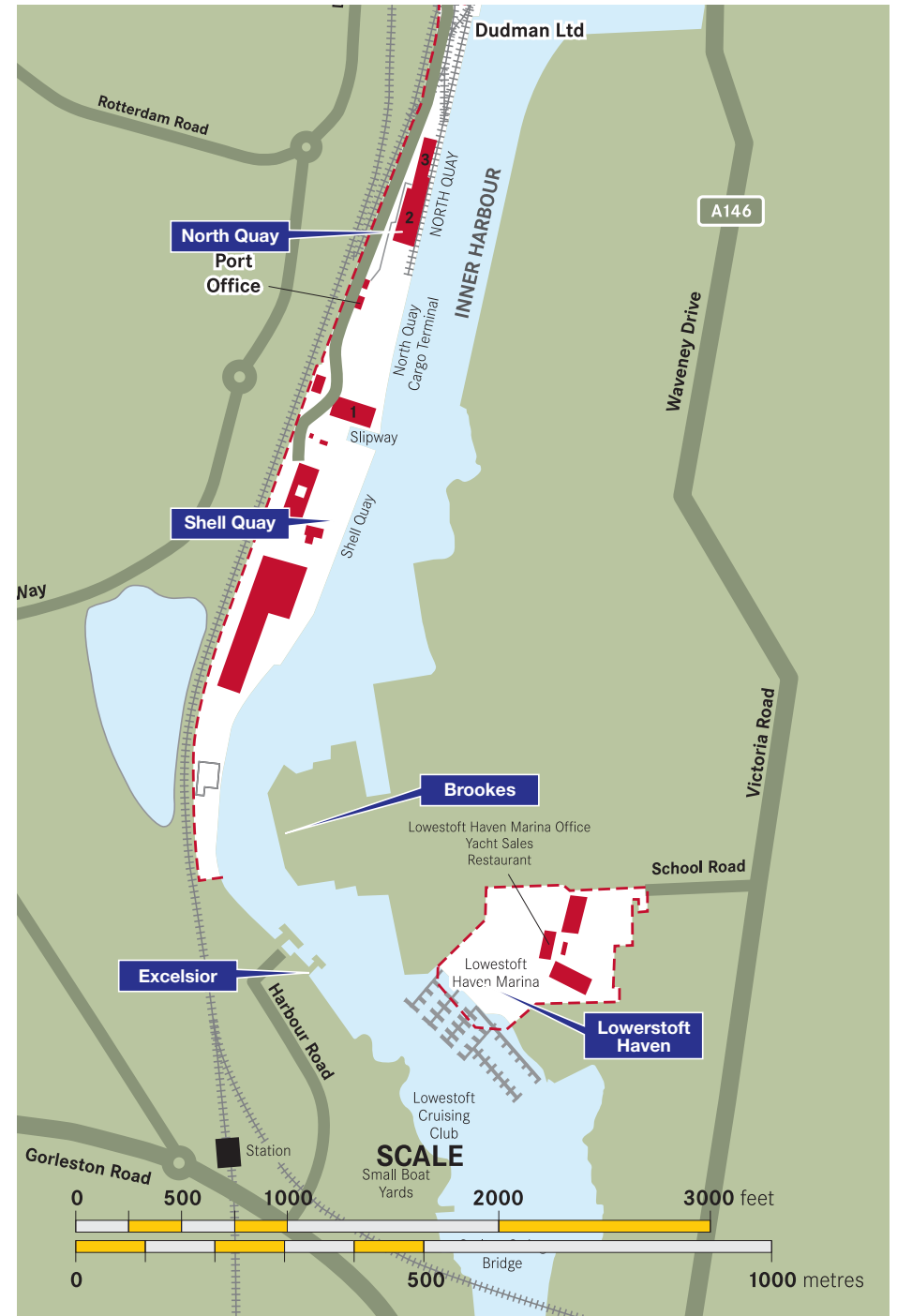


Associated British Ports



VESSEL OPERATIONS INFORMATION PACK

LOWESTOFT



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WELCOME

PORT SAFETY AND ENVIRONMENTAL NOTICE FOR MASTERS

The following notes are provided to give general information and guidance to vessel's Masters. ABP Lowestoft is the Statutory Harbour Authority for the Port of Lowestoft.

The Port Control information service is continually manned by marine staff who can be contacted as follows:

Lowestoft Port Control

Telephone 44 (0) 1502 572286 e-mail lowestoftportcontrol@abports.co.uk
Fax 44 (0) 1502 586375 VHF Channel 14 Call Sign Lowestoft Port Control

Emergency Contact Procedures – 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)

Then Inform

Lowestoft Port Control on 44 (0) 1502 572286 or 44 (0) 78169 63118 or VHF 14
If not available ABP Port Security 44 (0) 01502 581492 or 44 (0) 77875 60870

1. Incident Reporting

It is a requirement of the Merchant Shipping (Accident and Investigation) Regulations 2012 that UK flag ships and other vessels in UK waters report incidents and accidents within 24 hours. There is also a duty placed upon the Harbour Authority to investigate and report any such incidents. Therefore all incidents and accidents covered by these regulations, within ABP Lowestoft's Statutory Harbour Area, must be reported to the Duty Harbour Master via Port Control as soon as is practical and in any event within 24 hours of their occurrence.

2. Vessel Defects

As part of the Port's Marine Safety Management System **ALL** relevant vessel defects must be reported to the Duty Harbour Master via Port Control 1 hour before arrival, shifting or sailing at the Port of Lowestoft.

Relevant defects which must be reported include:-

1. Failure or unreliability of steering systems
2. Failure or unreliability of propulsion systems
3. Significant damage resulting in loss of hull watertight integrity
4. List of more than 5 degrees
5. Any reduction of vessel's stability or development of an angle of loll
6. Failure of one or more manoeuvring aids – bow thrusters, stern thrusters or anchors
7. Electrical systems failure or unreliability
8. Insufficient crewing – below safe manning certificate
9. Failure of major navigational aids or communications equipment
10. Uncontrolled leakage of pollutants
11. Mooring systems issues, such as loss of power to winches etc.

3. Incidents Involving Vessels on Adjacent Berths or Ashore

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 ship and keep a listening watch on VHF Channel 14 until further notice. **NOTE:** All vessels in the Port of Lowestoft whether carrying dangerous substances or not, maybe required to move at short notice.

4. Rope Handling

Boatmen are available to handle ropes at all berths. Masters are reminded that they must provide a safe means of access for crewmembers when arriving, sailing or shifting, the services of the boatmen are strongly recommended. When shifting along a berth using ships crew, all mooring ropes must be dipped on bollards used by other vessels. The use of weighted heaving lines is strictly prohibited and may result in a fine in addition to being reported to the MCA.

Mooring lines must be tended at all times due to the interaction of passing vessels. The Port will not accept any responsibility for any damage caused by vessels surging along the quay due to slack mooring ropes.

5. 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 ships crew but also for all other persons visiting the vessel for whatever reason.

This includes safe access /egress for the Pilot on arrival and sailing at the berth. There must be a lifebuoy, with a light and line close at hand by the gangway.

6. 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 the Permission to Dive form has been completed at Lowestoft Port Control. Under no circumstance must any member of a ship's crew enter the water to perform a diving or swimming task.

7. Consolidated European Reporting System (CERS)

It is a statutory duty for a Port to report Ship Arrival & Departure / Dangerous or Polluting Goods. This is to be done on Agents On Line; a web based reporting system has been set up for all ABP Ports. All vessels must give prior notification using this system normally through their Agents.

8. Sufficient Crew

There must be enough 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.

9. Working Cargo

Prior to any work commencing, if any part of a vessel or hold can be damaged by the crane grab, the foreman must be informed.

All crewmembers must wear high visibility clothing, hard hats and steel capped footwear whilst working on deck or in the ships hold during cargo operations.

When crewmembers enter the hold, the crane driver and supervising cargo-handler must be informed and then kept aware of their work and movements.

When working bulk aggregates the first 2 metres back from the quay edge and mooring bollards must be kept clear of cargo. Safe access to the bollards and ships gangway must be maintained or the vessel may be delayed in sailing while the cargo is removed.

10. Lifting operations

Prior to the use of any mobile crane use on any quay on the port estate, an 'Application to Operate a Mobile Crane' must be submitted. This should be emailed to lowestoftportcontrol@abports.co.uk **and** LowPilots@abports.co.uk . This application can be obtained from Port Control. If all the correct information is provided, the application will be authorised by an appropriate ABP member of staff, who will inform the applicant that the lifting operation can go ahead.

11. 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 form is available from Lowestoft Port Control.

12. Suspended Quays

Berths at the Trawl Dock and parts of the North Quay Lowestoft are of suspended quay construction. These are clearly marked and are subject to weight/loading restrictions. Unless authorised by the Duty Harbour Master (01502 572286) crane and lifting operations, or the movement of heavy goods vehicles such as road tankers, stores vehicles, skip lorries etc., are not permitted on these suspended quay areas.

13. Personal Protective Equipment (PPE)

Please ensure that when working within operational areas on board ship and ashore, you and your crew wear 5 point PPE (safety footwear, safety helmets, high visibility clothing, hand protection "gloves" and eye protection "safety glasses, goggles or visors") at all times during your stay in port.

Furthermore, when walking within the Port Estate to join / leave a vessel. ALL crew/personnel must wear the minimum PPE requirement of safety helmet and high visibility vest. This includes, Town Quay, Talismans Quay, Silo Quay, All North Quays and Shell Quay. For vessels that use the ports Linesman/Pilot, this can be facilitated by port staff upon request by the placing of a waterproof bag containing safety helmets and high visibility vests at the gangway of the visiting vessel. There will also be a yellow plastic waterproof box at the gated entrance to North Quay and Town Quay to deposit the PPE when leaving the port estate, or to collect the PPE when entering the port estate. Boxes will be labelled "SHIPS CREW PPE".

14. Fresh Water

Fresh water can be arranged for vessels by contacting Port Control by email, phone or by VHF Ch. 14. A minimum of 6 Hours notice is required for all orders/requirements. All provisions of potable water will be supplied by Essex and Suffolk Water. There will be a minimum service charge of 2 hours for each order. When water is delivered, Essex and Suffolk Water will remain in attendance throughout. Water equipment will not be left unattended/with vessels.

15. Port Waste Reception Facilities - Common User Berths

Prior Notification of Waste to Be Landed

Vessels not exempt from providing notification, must notify the port of all waste on board any time up to 24 hours in advance of arrival. This should be done by the master or agent using the ABP website: www.abpnotify.co.uk

Non-Compliance

Details on how to deal with any non-compliance with port waste requirements, (by the port or a vessel), can be obtained from the Harbour Master, or found at: www.abports.co.uk/Marine/Short_Sea_ports/Lowestoft/Information_for_Visiting_Vessels

Waste Reception Location List

Waste Reception Facilities for Domestic Garbage are supplied by the Port of Lowestoft on common user berths as per the list below. All other waste not included in MARPOL Annex V (Garbage) is the responsibility of the vessel's Owner/Agent, through a direct contractual arrangement with a licensed waste carrier.

No	LOCATION	TYPE
1	TRAWL DOCK WEST END	SHIP'S DOMESTIC GARBAGE SKIP
2	WAVENEY FISH MARKET ROAD	SHIP'S DOMESTIC GARBAGE SKIP
3	HAMILTON DOCK NORTH	SHIP'S DOMESTIC GARBAGE SKIP
4	TOWN QUAY NO. 2 BERTH	SHIP'S DOMESTIC GARBAGE SKIP
5	SILO QUAY WEST END	SHIP'S DOMESTIC GARBAGE SKIP
6	NORTH QUAY NO.3 BERTH	SHIP'S DOMESTIC GARBAGE SKIP
7	NORTH QUAY NO.5 BERTH	SHIP'S DOMESTIC GARBAGE SKIP

8	SHELL QUAY	SHIP'S DOMESTIC GARBAGE SKIP
1A	TRAWL DOCK WEST END	DRY MIX RECYCLING SKIP
2A	PORT OFFICE	DRY MIX RECYCLING SKIP
	NW CORNER WAVENEY DOCK	WASTE OIL TANK
	NW CORNER WAVENEY DOCK	DRUM FOR OILY WASTE

Other terminal and marina operators provide their own waste management services.

Waste reception facilities are provided to cover MARPOL 73/78 – DEFRA Animal By-Products Regs. 2003 & MS & FV (Port Waste Reception Facilities) Regs 2003

ANNEX I	OIL (TANK WASHINGS AND LIQUID ENGINE ROOM WASTE)
ANNEX II	NOXIOUS LIQUID SUBSTANCES
ANNEX III	HARMFUL SUBSTANCES IN PACKAGED FORMS
ANNEX IV	SEWAGE
ANNEX V	GARBAGE
ANNEX VI	AIR POLLUTION FROM SHIPS

Special Provisions

Category 1 Domestic Waste (International Catering Waste). A special waste skip will be delivered to the ship on request from agents. This includes domestic waste from a vessel which has declared its last port as being in a non – EU Country, (a supplementary charge will apply to this service in addition to the port's mandatory waste fee)

Inshore Fishing Fleet, Hamilton Dock

ANNEX 1 : Facility for waste oil provided – NW corner Waveney Dock

ANNEX V : Facility for garbage provided (Enclosed Skip – No.3 Above)

Non-Commercial Vessels, Trawl Dock

ANNEX V : Facility for garbage

All Dumping Of Waste Other Than By These Arrangements Is Strictly Prohibited

APPROVED WASTE CONTRACTOR'S LIST

No.	APPROVED CONTRACTOR	TEL NO.	CAT1 DOMESTIC	MARPOL ANNEX I	MARPOL ANNEX II	MARPOL ANNEX III	MARPOL ANNEX IV	MARPOL ANNEX V	MARPOL ANNEX VI
1	Biffa	01494 521221	Y	Y	Y	Y	Y	Y	
2	ASCO/ Enviroco	01224266600/ 01779 485200	Y	Y	Y	Y	Y	Y	Y
3	CR Hales	01502 519080						Y	
4	East Coast Waste	01493 653600						Y	
5	PW Waters	01502 574996						Y	
6	Waveney Norse	01502 527100						Y	
7	C&L Waste Oil	01493 442056		Y			Y		
8	Safety-Kleen	02084 909084		Y		Y	Y	Y	
9	W.A.S. Ltd	01502 531470		Y	Y	Y			
10	Doe-Metal Recycling Ltd	01502 534560						Y	

RECORDS OF WASTE LANDED TO BE RETAINED BY VESSEL'S AGENTS/OWNERS OR TERMINAL/MARINA OPERATOR, AND RETURNED TO PORT AUTHORITY WHEN REQUESTED.

16. Other Guidance

- Any spills (of oil or hazardous or noxious liquids or any other pollutant) spilling into the water contact Lowestoft Port Control immediately, as required by the Prevention of Oil Pollution Regulations 1996. Failure to do so may result in a prosecution under the Merchant Shipping Act 1995 Section 136(1).
- All vessels must comply with all current Acts and Orders relating to the spillage of oil in navigable waters.
- Masters of vessels that are loading or transferring fuels or lubricants are to take all necessary precautions to avoid spillage.

- Steps will be taken to enforce these requirements and ABP will hold any offending vessels and their Master's responsible for any damage and costs that may arise.
- Bunkers are available by road and occasionally by barge and can be ordered through your agent. The vessel and supplier must complete the ABP Lowestoft bunkering checklist (or equivalent) prior to commencing operations and the Port Control notified before starting and upon completion.
- Masters must not allow their vessel decks to be washed until they have been thoroughly swept and the sweepings collected in a bin.

Harbour Master's Permission is required before undertaking the following : -

- Discharge of Ballast or any hold washings over the side
- External repairs or scraping to any vessel in the harbour must be undertaken in such a manner to prevent any matter falling into the harbour waters.
- Shot/grit blasting, welding and burning may only be carried out after prior consultation with the Harbour Master and Hot Work will require the completion of the appropriate Hot Work Permission form.
- Any tank /hold cleaning operation must have the prior approval of the Harbour Master and the methods being employed, agreed. No tank cleaning will be permitted for tanks having contained dangerous substances. All slops/washings must be pumped to a reception vessel/vehicle or internal slop tank. It is not permitted to pump contaminated washings over side into the dock.

17. Bunkering and Towing notice to service providers

ABP are introducing new Service Provider Requirements in response to the EU's new Port Services Regulation (PSR) which will apply from 24 March 2019. As the PSR comes into effect before the UK's exit from EU, it will form part of UK law unless/until it is repealed by parliament. The requirements cover, for example: equipment safety, training, PPE, legal compliance and insurance. They do not cover the operational or technical aspects of bunkering/towing services.

Once implemented the requirements will be applied as follows:

1. Where a bunkering/towing provider intends to provide a regular service in an ABP port, they will be audited for compliance with the Service Provider Requirements before being permitted to operate. This audit should include analysis of the following evidence (by way of example, rather than an exhaustive list):
 - Professional standards and certification: copies of any corporate/individual certificates required to carry out the relevant services.
 - Safety awareness: confirmation that the provider has in place appropriate safe systems of work/health and safety policies/risk assessments (NB. ABP do not need to see or assess these documents).
 - Equipment safety: copies of any statutory inspections or compliance certificates/up-to-date inspection records.
 - Training: confirmation that the provider has in place an operational training programme for the year ahead (NB. ABP do not need to see or assess the training documents).
 - Damage and incident reporting: copies of incident reporting and investigation procedures/details of any prosecutions by the MCA/MAIB/HSE over the last five years.
 - Insurance: valid insurance certificates (e.g. employer's liability insurance (for employers only) and public liability insurance).
2. Where a bunkering/towing provider already provides a regular service in an ABP port (including any providers who fall into group (1) above and are granted permission to operate), they will be audited against compliance with the Service Provider Requirements on an annual basis. The audit should follow the form outlined above. Existing providers should be audited initially within three months of the introduction of these requirements.

3. Where a bunkering/towage provider provides a service on an irregular basis (e.g. one-off/ad hoc providers), they will be notified at the earliest opportunity (e.g. when they inform ABP that they will be present at the port on a particular date) that these Service Provider Requirements apply. ABP will require them to provide basic evidence to demonstrate their compliance before permitting them to carry out the service. Such basic evidence should include, as a minimum:

- Professional standards and certification: copies of any corporate/individual certificates required to carry out the relevant operation.
- Equipment safety: copies of any statutory inspections or compliance certificates/up-to-date inspection records for the equipment they will be using for a particular operation.
- Insurance: valid insurance certificates for the operation.

If a service provider's activities are considered to be in breach of the ABP Service Provider Requirements, the service provider should be alerted at the earliest possible opportunity and requested to remedy any breaches.

Subject to circumstances, these requirements will require varying degrees of engagement with Port Marine and Commercial teams, to ensure that requirements can be met, and to avoid any operational delays.

Please contact Harbour Master for further information.



THIS PAGE NEEDS TO BE SIGNED BY VESSEL AND RETURNED/STAMPED.

Confirmation of Receipt of Port Safety Notice to Ships Masters

To

Master MV

Date

I have received a copy of Port Safety & Environmental Notice to Ships Masters and agree to abide by the contents of the notice.

Masters Name Print

Signed

Ships Stamp

Please Return to:

**The Harbour Master
Associated British Ports
North Quay Cargo
Terminal Commercial Road
Lowestoft NR32 2TE**





The Port of Lowestoft
Port House, Lowestoft NR32 1BG

lowestoft@abports.co.uk

Contacts:

Gary Horton | Harbour Master Phone: **01502 572286**