

PORT OF IPSWICH GUIDANCE TO MASTERS



ABP | KEEPING
BRITAIN TRADING

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Introduction:

This Port Safety Notice has been developed and communicated to provide general information and guidance. More detailed provisions are contained in the Ipswich Port Bye Laws 1996 and can be found on <https://www.abports.co.uk/media/ggud0y3d/port-of-ipswich-byelaws-with-addendum.pdf>

Scope:

To provide information with regards to your vessel's call at the Port of Ipswich.

General:

ABP Ipswich is the Statutory Harbour Authority for the Port of Ipswich. The port information service is continually manned by marine staff who can be contacted at the:

Orwell Navigation Service (ONS)

Telephone: 44 (0) 1473 211066
Email: onsipswich@abports.co.uk
VHF: Channel 68
Call Sign: Ipswich Port Radio

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 Orwell Navigation Service (ONS) Emergency Line on **01473 217751** or **01473 211066** or VHF 68.

If ONS is not available, then call ABP Port Security, No. 1 Gate, Cliff Quay on **01473 295465** or West Bank on: **01473 696939**.

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 68 until further notice.

NOTE: All vessels in the Port of Ipswich whether carrying dangerous substances or not, may be required to move at short notice.

Engine Immobilisation:

All vessels in the Port of Ipswich 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 ONS 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 Orwell 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 authorised waste contractor who will receive and deposit of the waste according to the appropriate Regulations.

Link: [Guidance on handling and disposing of international catering waste](#)

Access to Cargo Spaces:

The Ships Officer must instruct the ABP Supervisor of 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 displayed. 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 Ipswich. All illegally weighted heaving lines will be cut off and reports sent to the Local Authorities. Vessel Masters 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 are available to handle ropes at all berths and the lock. Masters are reminded that they must provide a safe means of access for crew members when arriving, sailing or shifting, the services of the boatmen are strongly recommended. If a vessel is required to shift berth within the Port, it is possible to use ship's crew but only if there are a minimum of two persons on the quay and they are wearing appropriate PPE including lifejackets. 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.

Self-mooring:

Vessels wishing to self-moor, will have to make application to the Harbour Master. Such application must be supported with a detailed risk assessment. Self-mooring will not be automatically granted and will only be available to a very limited number of vessels. Please see attached: [**Local Notice to Mariners: Self-mooring**](#)

Shifting Berth at the Port of Ipswich:

- a) When a vessel is required to shift berth and the vessel can always remain attached to the quay with one or more rope, there is no requirement to take a pilot or tug(s). The vessel Master can if required request a Pilot and Tug(s) via Orwell Navigation Service or their Agent.
- b) If a vessel is required to shift berth and all ropes will be let go, and/or the wind speed is 20knts or greater, the vessel Master must consult with the duty ONS operator and discuss the possibility of taking a Pilot and Tug(s).
- c) If a vessel is required to shift berth and all ropes will be let go, and the wind speed is 25knts or greater, it will be compulsory to take a Pilot and Tug(s) depending on vessel length / manoeuvrability / weather conditions.

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 or Permit to Dive form has been completed at ONS. 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 forms are available

from ONS. 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 Orwell. 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 Ipswich and whilst transiting the river Orwell.

Bunkering:

Prior to any Bunkering operations taking place, the [ABP Bunker Checklist](#) must be completed. A paper copy can be obtained from ONS. The ONS 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 the ONS 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 he 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 Orwell Estuary is a designated Site of Special Scientific Interest (SSSI).
- The Orwell Estuary is internationally important for birds and their habitats.
- The Stour and Orwell Estuaries 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, Ipswich can be contacted 24 hours per day through:

Orwell Navigation Service (ONS)	
Telephone:	44 (0) 1473 211066
Email:	onsipswich@abports.co.uk
VHF:	Channel 68
Call Sign:	Ipswich Port Radio
The Port Facility Name:	ABP, Ipswich
The UN/Locode:	GBIPS-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.

Port Safety Notice – Captains Copy

To Master of MV Click or tap here to enter text.

Date: Click or tap to enter a date.

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

- a) A gangway 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 required an ABP gangway can be supplied on request, if so custody and responsibility for the ABP gangway 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-toe 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) Crew members going ashore from the vessel must wear high visibility clothing at all times whilst ashore including on designated walkways or when using a bicycle on the port estate up to the security gatehouse. If not, ABP have the right to implement a fine of £100.00.
- g) Ships ropes must be monitored at all times due to the tidal range, restricted channel, and the safe steerage of passing vessels.
- h) On completion of timber discharge, cargo ropes/strops will be lifted on board, **but entirely at ships risk**, if not in normal stowage areas.
- i) Waste disposal – galley waste – contact ship supervisor.
- j) Ships arriving from non-UK ports must dispose of their **galley waste** in the **“International Catering Waste Skip”** only. This will be delivered to the ships side on request.
 - **It is strictly forbidden to place any hazardous waste (including paint tins, pyrotechnics or any other dangerous waste) in the skips provided or on the quay.**

Port Safety Notice – Port Copy

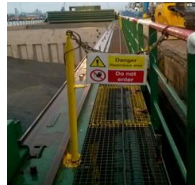
Send completed form to onsipswich@abports.co.uk

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I the Master of:

Agree to conform to the above statement.

Signed:

Ships Stamp: