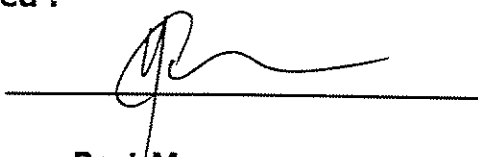




### TNPA PORT OF SALDANHA BERTHING GUIDELINES

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## 1. OBJECTIVES

The objective of the berthing guidelines is:

- To ensure safe and secure port operations
- To ensure the protection of the environment
- To ensure efficient and orderly berthing of vessels such that the waiting time of vessels for a berth is minimized whilst optimising the use of port infrastructure to improve all port and vessel related operations.
- To ensure that all port stakeholders have a common understanding of the manner of operations in the port.

**This document is to be read in conjunction with the National Ports Act No. 12 of 2005, the Transnet National Ports Authority Port Rules, Port Security Regulations, the International Maritime Dangerous Goods Code and all other relevant local & national legislations promoting the effectiveness of the Guidelines.**

## 2. DEFINITIONS

Definitions related the Berthing Guidelines document as listed below;

**Act** – means the Ports Act no.12 of 2005

**Arrival** – For port purposes & key performance measurement - time a vessel crosses the port limits or VTS limits

**Berth** – any area in the port designated by the port where a vessel can safely dock

**CHM** – Chief Harbour Master

**COO** – Chief Operations Officer

**Departure** – time when a vessel crosses the breakwater leaving the port

**Harbour Master** – a TNPA employee employed by the Ports Authority mandated by the Ports Act of 2005 to ensure safety of navigation, in the interest of safety, security, good order, and protection of the environment and effective and efficient working of the port.

**IPMS** - Integrated Port Management System

**ISPS** – International Ships and Port Facilities Security Code

**Key Commodities** – Cargo that contributes significantly to the port’s revenue

**Liner vessels** – Vessels with regular calls at almost regular times.

**Mooring** – method of securing a vessel to a berth – limiting movement

**Port Manager** – a TNPA employee responsible for the overall management of the port.

**Precinct** – a collective of terminals

**PSO** – Port Security Officer

**Red Liners** – vessel which require special permission and or times for entry due to size or type of cargo

**Resource allocation** – deployment of pilots, tugs, berthing staff or any other TNPA resource for an activity related to port operations

**SAMSA** – South African Maritime Safety Authority

**Senior Operations Manager** – a senior TNPA employee responsible for operations in a port

**Shift** – the movement of a vessel from one berth to another within the same port

**Terminal Berth Planner** – An employee of a terminal operator responsible for planning safe and efficient use and allocation of berths for vessels within a port

**Terminal Operator** – a licensed terminal operator operating a cargo working terminal within the port.

**Tidal Vessel** – Vessels which have a draft greater than the depth of the berth and require additional water which can be obtained by high tides

**TNPA** – Transnet National Ports Authority

**TNPA Berth Planner** – An employee of TNPA responsible for planning safe and efficient use and allocation of berths for vessels within a port

**UKC** – Under Keel Clearance

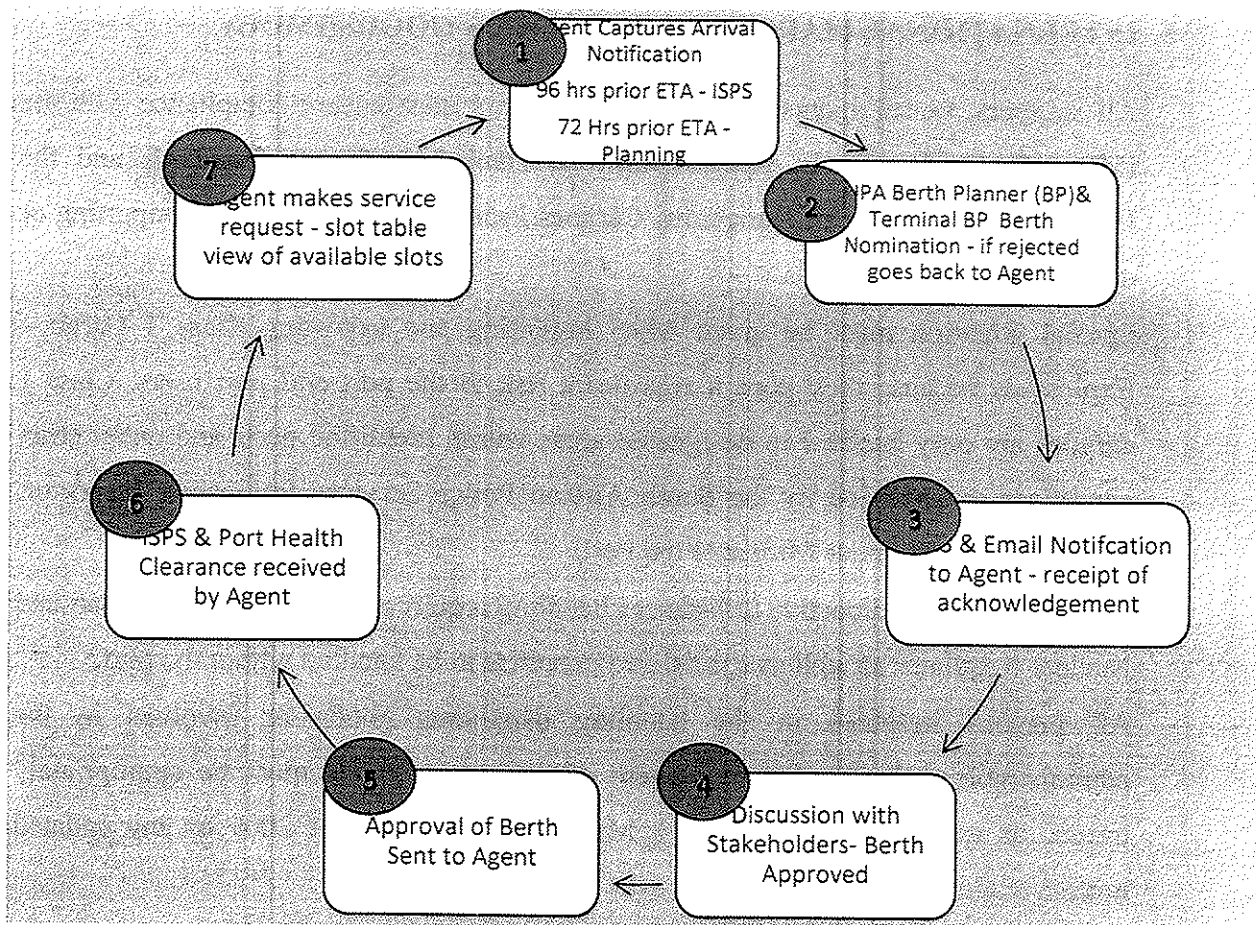
**Vessel Agents** – A registered representative of the vessel owners

**Warp** – move a vessel for a maximum of 20m along the quay

**Weather Bound** – when the weather conditions are not conducive for vessel movements

**Wind Bound** – when the wind conditions are not conducive to either dock or sail a vessel

### 3. PROCESS FLOW ON IPMS



**TNPA IPMS Process Flow**

*All terminal notifications as required by the all other relevant terminals operators should also be complied with in terms of those terminal operators' procedures.*

### 4. ISPS CLEARANCE

All security regulated vessels must be ISPS cleared as per Maritime Security Regulations of 2004 prior to making a request for marine services on IPMS. The port

security office will also be required to clear coastal vessels to ensure no vessel enters port without ISPS clearance. This serves as a check for coastal vessels, where they cannot escape clearance due to omission by first port of call.

Off Port Limits Vessels - All vessels arriving off port limits for any services or interaction with any crafts will require ISPS clearance. All vessels must be ISPS cleared prior to making a request for marine services on IPMS.

## **5. INTERNATIONAL MARITIME DANGEROUS GOODS(IMDG)**

- All shippers, vessel agents and terminal operators must ensure compliance with the IMDG Code, the South African Maritime Dangerous Goods Standards and the Handling & Transport of Dangerous Cargoes Procedures Manual when importing or exporting dangerous goods.
- Special attention must be given when importing and exporting Class 1 Cargo – Explosives because they pose a significant risk to the port and port users. Class 1 cargoes are only handled in designated areas within identified ports and under strict conditions as specified by the South African Police Services Explosives Inspector, SAMSA & the Harbour Master of the Port.
- Class 7 Cargo - Radioactive Substances handling requires the approval of the National Nuclear Regulator as well as specialized expertise to be handled within the port.
- All persons involved in the handling dangerous goods or involved in the administration, planning or movement of dangerous goods must be appropriately trained as specified in the SAMSA Marine Notice no 28 of 2009 or any updated notices & amendments thereto.

## **6. RESOURCE ALLOCATION & ORDER OF WORKING**

TNPA implemented Marine Operator Performance Standards (MOPS) in an effort to improve performance in Marine Services Operations. In conjunction with Stakeholders the following measures were agreed to be MOPS key performance indicators for the port of Saldanha.

Slot Utilization, Slot Efficiency and Adherence to Requested time (in relation Marine Services, Terminal Operator, Shipping Lines and Weather delays).

	1	2	3	4	5	6	7	8
	06h00	09h00	12h00	15h00	18h00	21h00	00h00	03h00
	09h00	12h00	15h00	18h00	21h00	24h00	03h00	06h00
Stream 1								

- 6.1. In line with Marine Operator Performance Standards (MOPS) which aims to offer an equitable, efficient, reliable and predictable Marine Services to all Shipping Lines, the port declared the following number of available slots per day. These slots are based on available resources and port configuration.
- 6.2. As a general principle all vessels will be serviced based on bookings made on Integrated Port Management System (IPMS) and subject to the provisions of this policy, and compliance with the Ports Act and Port Rules.
- 6.3. A vessel, shall forfeit its booked slot, if it has not complied with all the normal and ordinary requirements for its berthing as prescribed by the Port rules and the standard operating procedures of the Terminal Operator.
- 6.4. The Ports Act makes provision for the Harbour Master to prioritize vessel types in the interest of safety, security, good order, protection of the environment and effective and efficient working of the port.

Under normal circumstances the first vessel to book and secure a slot on IPMS will be the first served for that slot, unless deemed otherwise by the Harbour Master in exceptional circumstances. In the interest of safety, security, good order, protection of the environment and orderly working of the port the Harbour Master will decide on how resources will be allocated taking into consideration the list below. In cases where a port was closed due to force majeure, the Harbour Master will decide on how resources will be allocated taking into consideration the same list below:

- 6.4.1. Vessels with emergencies
- 6.4.2. Shipping Back log Recovery
- 6.4.3. Tidal vessels
- 6.4.4. Liner type vessels – time sensitive

6.4.5. Key Commodities that contribute to the revenue of the port

6.4.6. Cargo Sensitive vessels – e.g. Passengers

6.4.7. Weather conditions

6.5. Harbour Masters also reserves the right to prioritize the vessels according to key commodities provided there are no competition issues. The order of priority will be as follows:

6.5.1. Passengers

6.5.2. Foreign Navy

6.5.3. Jobs of Special Nature (including Tug and Tow)

6.5.4. Draft Restricted Vessels (As per sailing window indicated by the DMAX)

6.5.5. Bulk Carriers – Ore, Coal, OBO etc

6.5.6. Tankers– Chemical, products, Gas carriers

6.5.7. General Cargo vessels

6.5.8. Other – non cargo working vessels

6.6. The following are key commodities in the port:

6.6.1. Iron Ore, Crude Oil

6.7. Movements must only be booked for the start of the slot. The IPMS will only provide agents with selected start times of slots as per port designated slot table. This is to ensure there is order in managing vessel movements throughout the day and also to avoid inconsistent service bookings.

6.8. Thirty Minutes will be allowed for Marine Services resources to be at the vessel and for the vessel to be ready. All Marine delay calculation will only commence after thirty minutes from the requested time. The TNPA Tariff book is to be consulted for additional charges and application thereof.

6.9. The Vessel Traffic Controller (VTC) /Senior Vessel Traffic Controller (SVTC) will be able to drag a vessel back to an earlier slot if a move can be accommodated earlier and there is spare time to not impact negatively or cause misalignment for future slots.



6.10. Start & End of Cargo times & Cargo volumes will be required at the completion of every vessel to complete vessel visit on IPMS.

## 7. ORDER OF PRIORITY BY BERTHS

Berths operated by Licensed Terminal Operators will have rights to prioritize cargo working vessel calls to these berths. Any substitution must be approved by the TNPA Berth Planner or Deputy Harbour Master. Cargo working vessels will take priority over other vessels – e.g. lay bye, bunkers, repairs etc.

In the interest of safety, security, good order, protection of the environment and orderly working of the port the Harbour Master may berth another vessel at the berth allocated to a Licensed Terminal Operator in consultation with the terminal operator. Conditions of lease agreements and terminal licence must be consulted to ensure that the terminal operator's rights are maintained.

7.1. Vessels will be berthed in order of their seniority subject to;

7.1.1 The vessel being ready to commence cargo handling operations

7.1.2 Sufficient cargo and / or cargo storage space being available to permit efficient cargo handling operations to take place. For cargo exports the required amount of cargo must be on the ground and the remainder of the cargo must be enroute such that the productivity of the berth is not affected as per the Lease agreement & terminal operating guidelines.

## 8. WEATHER OPERATIONAL LIMITS

Safe weather operating parameters for vessel types are approximate guidelines due to the variables in the maritime environment and subjected to the prevailing weather conditions and pilot's discretion

	Port Area	Maximum Limits
Wind Direction	Port Entrance	NW & SE

Wind Speed	Port Entrance		Approx. 30 Kts	
Swell Direction	Port Entrance			
Swell Height	Port Entrance		Approx. 4 metres	
Visibility	> 2 x Ship's Length Pilots discretion			
Vessel Type	Length	Breadth	Wind Speed	Swell Height
Bulk Carriers	Max LOA – 350m	-	Approx. 30kn	<b>3-4m</b>
Tankers - - Petroleum	Min LOA – 274m	Max. displacement = 300 000 tons	Approx. 30kn	3-4m
LPG Tankers	180	-	Approx. 20kn	1.5m

TERMINAL	BERTH	DEPTH OF WATER	MAX.PERM DRAFT	BOLLARDS	BERTH LENGTH	VESSEL LENGTH (max)
<b>IOT</b>						
	OBL	22.9	20.5 In Out 21.5	N/A		330
	OBS	22.9	20.5 In Out 21.5	N/A		330*
<b>MPT</b>						
	201	13.9	12.5	1 to 12	240	
	202	14.9	13.5	12 to 21	219	
	203	14.9	13.5	21 to 30	219	
	204	14.9	13.5	30 to 39	219	
<b>TANKER</b>						
	TB	22.9	20.5 In Out 21.5	N/A		330
<b>ANCHORAGE</b>						
Inner Saldanha			10.5			
Inner Langebaan			16			
LPG Terminal	MBM	12	10.4			
Moss Gas	Moss Gas	6.9	5.0			
GMQ	GMQ	6.5	5.5			
<b>FISHING</b>						
	GQN		6.5			360
	GQS		6.5			360
	GEN		6.5			107
	SH1		6.5			up to 80m depending on berth utilisation
	SH2		6.5			
	SH3		6.5			
	SH4		6.5			
	SLIP		5.0			70
	SCH		5.5			225

## 9. PORT AND BERTH DRAFT LIMITATIONS

The list of all the berth depths and the maximum permissible draft of the berths – channels and basins are only good for the time at which the soundings were taken. The Harbour Master's office must be contacted for verification of berth depths & maximum permissible drafts for vessels close to the maximum permissible.

Berth	Min. Distance between vessels	Remarks
Tankers, High risk & end of quay	30m	PIANC recommends 0.15 x LOA
Other vessels	20m	PIANC recommends 0.1 x LOA

These guidelines are subjected to prevailing weather conditions and Pilots discretion

### 9.2. Daylight Only Movements

- 9.2.1. Vessels with exceeding a particular length or breadth as per port limitations.
- 9.2.2. Fishing vessels presenting language and or forward visibility problems
- 9.2.3. Double banking/de-coupling
- 9.2.4. No-main-engine movements
- 9.2.5. Towing immobilized vessels entering the port
- 9.2.6. Buoy Mooring- docking/undocking – as per port requirements
- 9.2.7. Dry dock, Floating dock & synchro-lift movements
- 9.2.8 Any vessel over 370m and beam greater than 50m
- 9.2.9 Red liners, Tankers with a flash point of less than 61degrees.

### 9.3. Tidal Vessel Guidelines

There is increasing commercial pressure on the port to accommodate bigger and deeper ships. The operating draft limits for the port gives the limit of these vessels at chart datum and an allowance given for tide.

Vessels wishing to berth shift or sail at a draft above the maximum permissible draft of the berth are allowed to do so only under the following conditions;

- 9.3.1. Vessel movement to be carried out at rising tide
  - 9.3.2. The vessel owner or designated representative to sign a letter of indemnity
  - 9.3.3. Submission of a tidal calculation to the Harbour Master's office for approval
  - 9.3.4. The under keel clearance at all states of tide must be not less than the ports prescribed UKC.
- 9.4. Factors to include in the passage planning of such vessels to include but not be limited to:
- 9.4.1. Type of vessel/ maneuvering characteristics
  - 9.4.2. Size of vessel
  - 9.4.3. Wind conditions
  - 9.4.4. Current at the bar
  - 9.4.5. Visibility
  - 9.4.6. Speed
  - 9.4.7. Squat
  - 9.4.8. Increased draft due to list/rolling/heave
  - 9.4.9. Type of bottom – sand, clay, mud or rock
  - 9.4.10. Available tug assistance and bollard pull

## **10. MOORINGS**

Mooring requirements will depend on the type of vessel, LOA, breadth, freeboard prevailing weather conditions, berth, bollard configuration - distance between bollards, bollard SWL. The minimum mooring lines to secure a vessel over 200m is 4 headlines & 2 spring lines forward. 4 stern line & 2 spring lines aft. Additional mooring lines will be required to secure a vessel under special conditions – e.g. Surge, High Swell, Strong Winds, etc. Larger vessels over 300m will require additional mooring lines. The number of mooring lines could remain the same if the diameter of the lines are increased to withstand the holding forces.

Storm surge lines may be used only if safe to do so.

Special mooring arrangements need to be made with the Harbour Master for the Port of Saldanha for unconventional vessels. A mooring plan with wind calculations needs to be

submitted to the Harbour Master for formal approval. Ports will indicate minimum mooring requirements – especially for high risk berths and request for mooring plan for approval by Harbour Master for high risk vessels – prone to wind or swell, surge conditions and also passing vessel traffic.

It is the master’s responsibility to ensure that his vessel is secured & safe for cargo operations and the mooring lines are tended to during loading and discharge operations.

The Harbour Master in consultation with the Master of the vessel will determine if a vessel needs to be evacuated from the port due to adverse weather conditions – all related costs are for the vessel’s account. The following to be considered.

- ❖ Safety of Port
- ❖ Safety of the vessel & other vessels in port
- ❖ Availability & operating limits of resources
- ❖ Ensure cargo secured
- ❖ Prevailing weather conditions
- ❖ Letter of indemnity

## 11. PILOTS BOARDING ARRANGEMENTS

- All Pilot boarding arrangements must comply with IMO and local port legislations taking into account marine notices issued by SAMSA.
- Each port will indicate Pilot boarding arrangements and requirements for boarding by Pilot boat & where available helicopter.
- Should the port guidelines be in conflict with local & international legislative requirements the later shall take precedence over the port guidelines.

Limitations	
Wind Speed	Approx. 30 knots (Pilots discretion)
Swell Height	Approx. 3metres

## 12. ASSOCIATED COSTS FOR VACATING BERTH

- Should a vessel make use of a berth to which another vessel has preference, such vessel shall vacate that berth, when required, at its own cost.
- Should a non-working or unproductive vessel be required to vacate a berth due to circumstances beyond the control of TNPA, the costs associated therewith will be for the vessel's account.
- Any surcharge applicable to the movement of such a vessel will be for the account of terminal or vessel requesting that service.
- If the Harbour Master, for safety reasons, deems a shift to be necessary, the cost thereof will be for that vessel's account.

## 13. DISPUTE RESOLUTION

Should a dispute arise in the order of the berthing of a vessel, the involved parties will submit their reasons, in writing, to the Harbour Master. The Harbour Master will give his/her decision, in writing, based on these written reasons together with any information gathered during any consultation that he/she may deem necessary, as soon as practicable.

## 14. AVAILABLE RESOURCES

Port	Tugs	Work	
		Boats	Pilot boats
Saldanha	6	1	2
Total	6	1	2

Port of Saldanha Resources

### 14.1 Operational Resources

Port	Tugs	Work Boats	Pilot boats
Saldanha	2	1	1
Total	2	1	1

The tugs in the Port of Saldanha bollard pull range from 40 – 70 tons bollard pull

## 15. PRECINCTS

PRECINCT	BERTH	COMMODITIES
<b>SALDANHA</b>		
	Ore Berth Langebaan	Iron Ore
	Ore Berth Saldanha	Iron Ore
Multi-purpose Terminal	201	Multi-purpose
	202	Multi-purpose
	203	Multi-purpose
	204	Multi-purpose
SFF Terminal	Tanker berth	Bulk liquid
LPG Terminal	Multi-Buoy Mooring (MBM)	Liquefied gas
Off-shore supply berth (OSSB)	OSSB	Repairs/ Layup
Mossgass	Mossgas	Layup
Government Jetty	GON	Under DAFI
	GOS	Layup



	GEN		Layup
	SH1		Fishing
	SH2		Fishing
	SH3		Fishing
	SH4		Fishing
	SLIP		Repairs
	SCB		Repairs

