



PORT WARATAH COAL SERVICES

SHIP TO SHORE SAFETY INTERFACE

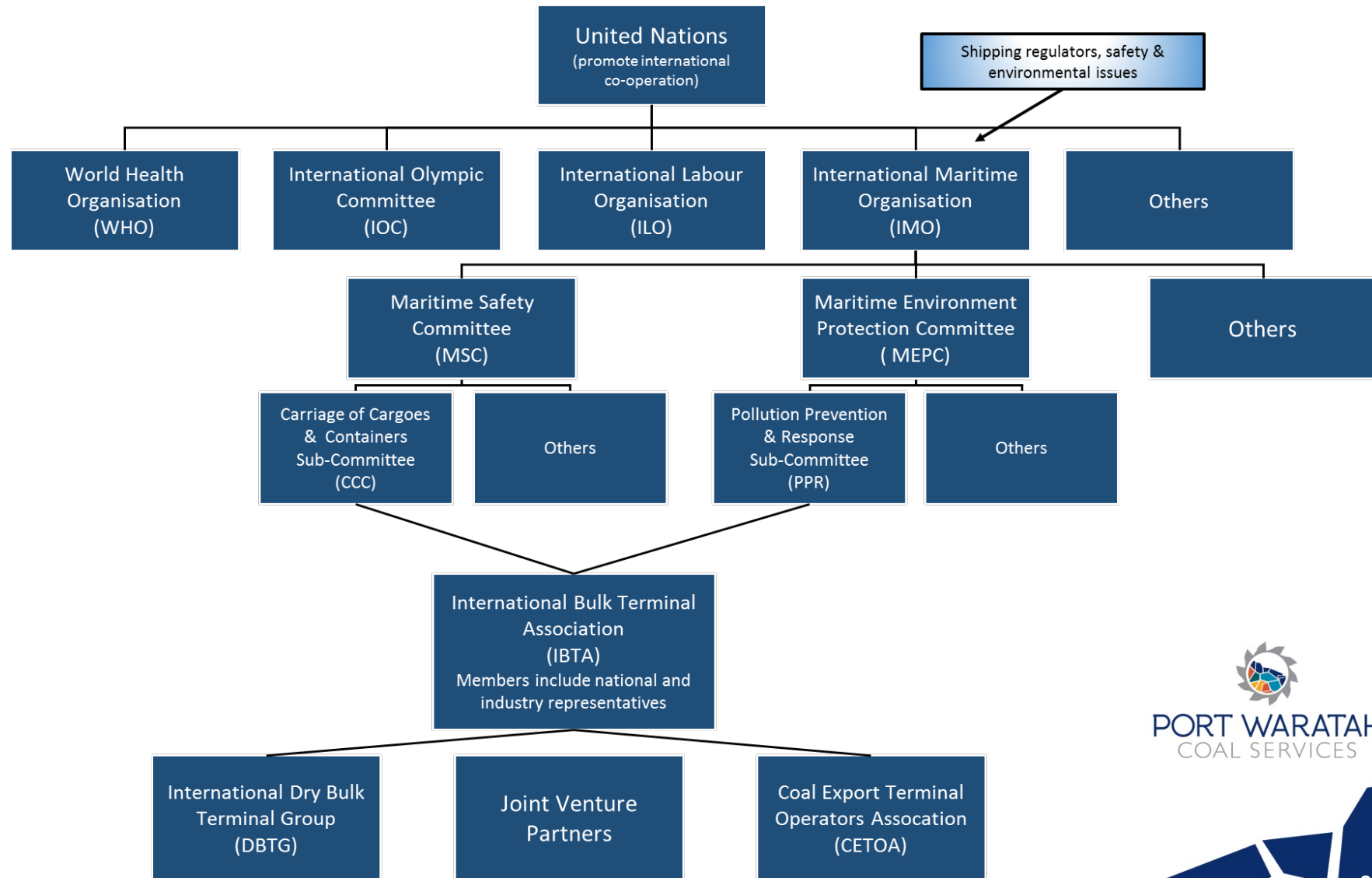


PORT WARATAH
COAL SERVICES

Pioneering Through Partnership



INTERNATIONAL MARITIME STRUCTURE & CO-OPERATION



STEPS TO ENSURE SAFE LOADING

- Vessel and document review prior to vessel arrival
- Vessel documentation for signup
- Activities once vessel is at berth and prior to loading
- Activities during loading
- Activities at completion
- Vessel performance review



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VESSEL AND DOCUMENT REVIEW PRIOR TO VESSEL ARRIVAL

- Vessel Acceptance Questionnaire
- Rightship vetting
- Cargo hold Access Procedures
- Approved coal loading plan



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COAL SERVICES

VESSEL AND DOCUMENT REVIEW PRIOR TO VESSEL ARRIVAL

VESSEL ACCEPTANCE QUESTIONNAIRE

PORT WARATAH COAL SERVICES		VESSEL ACCEPTANCE QUESTIONNAIRE	
CLICK FOR HELP ON HOW TO FILL OUT AND SUBMIT THIS FORM		REVISION 3 9/04/2016 NOTE: All yellow coloured cells must be answered.	
1. GENERAL			
1.1.	Vessel Name (Exclude MV)		
1.2.	IMO Number		
1.3.	Name of Person Completing		
1.4.	Relationship to Vessel		
1.5.	Date of Nominatio (DD/MM/YYYY)		
2. VESSEL SPECIFICATIONS			
2.1.	Deadweight Tonnage	208,745	
2.2.	Vessel Size	Capo	
2.3.	Type of Vessel		
2.4.	Date Built (DD/MM/YYYY)	2/01/2017	
2.5.	Length Over All (metres)	299.95	
2.6.	Breadth (metres)	50.00	
2.7.	Draught (metres)	18.32	
2.8.	TPC	142.10	
2.9.	Number of Hatches	9	
2.10.	Number of Hatch	9	
2.11.	Type of Hatch	Side/Rolling	
2.12.	Length of Smallest Hatch (metres)	14.40	
2.13.	Width of Smallest Hatch (metres)	20.40	
2.14.	Deck Gear	Na	
2.15.	Gangway Location/Direction	Aft/Farward	
2.16.	Gangway Length (metres)	21.60	
2.17.	Propeller Diameter (metres)	3.90	
2.18.	Length from Bow to Top of Gangway (metres)	278.20	
2.19.	Length from Bridge to Last Hatch (metres)	4.00	
2.20.	Length from Bow to Bridge (metres)	257.60	
2.21.	Length from Bow to Hatch 1 (metres)	22.50	
2.22.	Length from Bow to Mid-Ship draught mark (metres)	147.70	
2.23.	#1 Hatch Grain Capacity (m3)	23,237	
2.24.	#2 Hatch Grain Capacity (m3)	26,137	
2.25.	#3 Hatch Grain Capacity (m3)	26,160	
2.26.	#4 Hatch Grain Capacity (m3)	26,164	
2.27.	#5 Hatch Grain Capacity (m3)	26,125	
2.28.	#6 Hatch Grain Capacity (m3)	26,114	
2.29.	#7 Hatch Grain Capacity (m3)	26,146	
2.30.	#8 Hatch Grain Capacity (m3)	26,127	
2.31.	#9 Hatch Grain Capacity (m3)	22,725	
2.32.	Hatch Grain Capacity Total (m3)	226,935	
3. CARGO HOLD ACCESS			
3.1.	Does the vessel have a procedure for accessing a cargo hold during cargo operations?		

1. GENERAL
2. VESSEL SPECIFICATIONS
3. CARGO HOLD ACCESS
4. MOORING
5. LOADING AND DEBALLASTING PERFORMANCE
6. OTHER
7. ADDITIONAL INFORMATION OR COMMENTS (OPTIONAL)



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VESSEL AND DOCUMENT REVIEW PRIOR TO VESSEL ARRIVAL

CARGO HOLD ACCESS DOCUMENTATION REVIEW

- All vessels are required to provide Cargo Hold Access documentation 10 days prior to vessel Estimate Time of Loading (ETL) as per the CTIH Section 5.3. The documents provided must meet the below requirements:
 - Clearly articulate the risks with shiploader movements overhead and the risk of falling cargo;
 - Written agreement between the Terminal and the Vessel;
and
 - Crew training documentation.



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VESSEL DOCUMENTATION FOR SIGNUP

- Copy of the Coal Loading Plan (pre approved from Services Portal)
- Coal Terminal Information Handbook
 - Radio Communication Procedure during Loading
 - Personal Protective Equipment for Vessel Crew
 - Transport Arrangements Notice
 - PWCS Emergency Contacts Sheet
 - PWCS Hydraulic Interaction Between Vessels Sheet (CCT Only)
 - Air Draught Restriction
 - Marine Orders 32 - Nomination of Person in Charge
- Ship to Shore Safety Checklist
- Ship Loading Certificate/Mates Receipt
- Coal Loading Sequence and Deviation Advice
- Cargo Hold Access Requirements
- Tide Chart



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VESSEL DOCUMENTATION FOR SIGNUP

COAL TERMINAL INFORMATION HANDBOOK

The purpose of this Handbook is to communicate policies, procedures and information relevant to the ship-to-shore interface at PWCS Terminals.

This Handbook should be of use to:

- Vessels calling at the Terminals, to perform operations safely and efficiently;
- Vessel owners (or their agents) and coal exporters, to arrange and facilitate vessels calling at the Terminals;
- Parties who perform a function related to vessels calling at the Terminals, for general reference.

This Handbook shall be supplied to the Master of the Vessel upon berthing at a PWCS Terminal.

- Available in hardcopy and via our website.
- Working towards making the handbook more visual.



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VESSEL DOCUMENTATION FOR SIGNUP

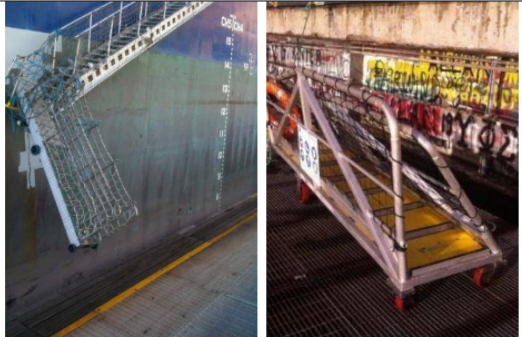
COAL TERMINAL INFORMATION HANDBOOK

D.6: PICTURES OF COMMON ISSUES

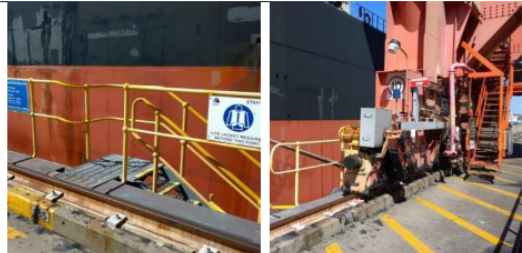
Wharf timbers damaged by gangway - adjust gangway regularly to allow for tide and loading.



Brow damaged or dropped in harbour.



Do not access close to shiploader legs - shiploader may move.



Item	Title
D.1	Newcastle Port Map
D.2	Carrington Terminal Air Draught Elevation
D.3	Carrington Terminal Wharf Plan
D.4	Kooragang Terminal Air Draught Elevation
D.5	Kooragang Terminal Wharf Plan
D.6	Pictures of Common Issues



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VESSEL DOCUMENTATION FOR SIGNUP

COAL TERMINAL INFORMATION HANDBOOK

APPENDIX E: INSTRUCTIONAL POSTERS

The following items are intended to highlight important terminal policies, procedures and information to vessel crew in a poster format. The PWCS Person in Charge will tear out these pages and discuss with the Master of the Vessel upon berthing. Consider cutting the posters from the Handbook and placing on notice boards or discussing with your crew in briefings.

The Receipt of PWCS Handbook shall be signed and retained by the PWCS Person in Charge.

Item	Title
E.1	Receipt of PWCS Handbook
E.2	Carrington wharf access
E.3	Kooragang wharf access
E.4	Transport arrangements at wharf facilities
E.5	Hydraulic interaction between vessels
E.6	Personal Protective Equipment (PPE) for vessel crew
E.7	Air draught limit - CCT
E.8	Air draught limit - KCT
E.9	Cargo hold access requirements during loading
E.10	Communications
E.11	Access on deck during loading
E.12	No Smoking Signage
E.13	Examples of Unacceptable Mooring Line Conditions
E.14	Emergency Contact Procedure for Vessels

VESSEL DOCUMENTATION FOR SIGNUP

SHIP TO SHORE CHECKLIST

 PORT WARATAH COAL SERVICES	SAFE VESSEL BULK LOADING
	SHIP / SHORE SAFETY CHECKLIST
Vessel: <u>1</u> Date: <u>22 10 17</u> <small>DD / MM / YY</small>	
Port: Newcastle Berth: CCT (Circle) D4 / D5 Berth: KCT (Circle) K4 / K5 / KC / K6 / K7 Available depth of water at all berths: 16.5m Maximum Air Draught (Circle): CCT-18.5 / KCT 20.5	
<p>The Master is responsible at all times for the safe loading of the vessel. Details of which should be confirmed to the terminal in the form of a loading plan. In addition, the Master should ensure that this checklist is completed in consultation with the Terminal Representative before loading is commenced.</p> <p>The safety of operations requires that all questions should be answered affirmatively circling the correct answer. If this is not possible, the reason should be given, and agreement reached upon precautions to be taken between vessel and terminal. If a question is considered to be not applicable circle 'N/A' explaining why if appropriate.</p> <p>Advice on points to be considered is given in the PWCS Coal Terminal Information Handbook</p>	

1. Is the depth of the water at the berth and the air draught adequate for the cargo loading operation? The air draught is the maximum distance from Chart Datum to the top of the hatch cover.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2. Are mooring arrangements adequate for all local effects of tide, current, weather, traffic and craft alongside?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3. In cases of an emergency: - Is the ship able to leave the berth at any time? - Have emergency response procedures been advised and agreed? - Is the ship's fire fighting equipment adequate and ready for use?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4. When on PWCS property all crew must comply with the PWCS Personal Protective Equipment procedure. They must wear a safety hat, safety glasses, safety footwear, life vest and high visibility vest or clothing.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5. Is the agreed ship / terminal communications system operative? Language: ENGLISH Radio issued? <u>YES KOTZ #6.</u> VBLO Contact Number?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6. Are the liaison contact persons during operations positively identified? Vessel Representative? <u>CO</u> Terminal Representative? <u>FOREMAN.</u> Location/s? <u>on Berth.</u>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7. Are personnel adequate in number and competency: - On the ship, to maintain deck watch/supervision - On the ship and in the terminal, to respond to an emergency?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
8. Have any bunkering operations been advised and agreed?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
9. Have any intended repairs to the wharf or vessel whilst alongside been advised and agreed?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10. Has a procedure for reporting and recording damage from cargo operations been agreed?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
11. Has the vessel been provided with copies of port and terminal regulations, including safety and pollution requirements and details of emergency services?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
12. Has the Coal Exporter provided the Master with the properties of the cargo (Shippers Declaration) in accordance with the requirements of Chapter VI of SOLAS?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
13. Have the cargo handling capacity and any limits of travel for each Shiploader been advised and agreed? Shiploader rate (maximum): <u>KCT 10,500tph</u> GBT 2,500tph Shiploader rate (average): <u>KCT 8000tph</u> CCT 4,000tph	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
14. Has a loading plan been calculated for ALL stages of loading and deballasting?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
15. Have the holds to be loaded been clearly identified in the load plan, showing the sequence of work, the Coal Type and tonnage of coal to be loaded each time the hold is worked?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
16. Has the need for trimming of cargo in the holds been discussed and the method and extent been agreed?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
17. Do both vessel and terminal understand and accept if the ballast program becomes out of step with the loading operation, it will be necessary to suspend loading until the deballast operator has caught up?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
18. Has the process to adjust the final ton of the loading been decided and agreed? i.e. Unable to load less than 200 tonnes (min. parcel)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
19. Has the terminal been advised of the time required for the vessel to prepare for sea on the completion of loading?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
20. Has the gangway and brow been secured in a way that allows safe access? Has any action required to maintain safe access due to loading tidal influences been advised and agreed upon?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

THE ABOVE HAS BEEN AGREED

Master/Chief Officer: [Signature] Date: 22, 10, 17
DD MM YY

PWCS Person In Charge: [Signature] Date: 22, 10, 17
DD MM YY

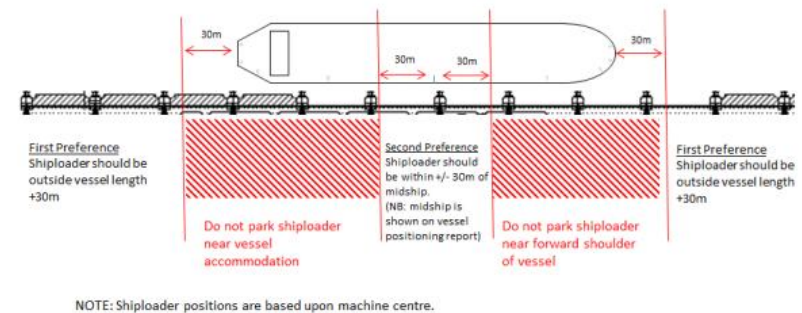
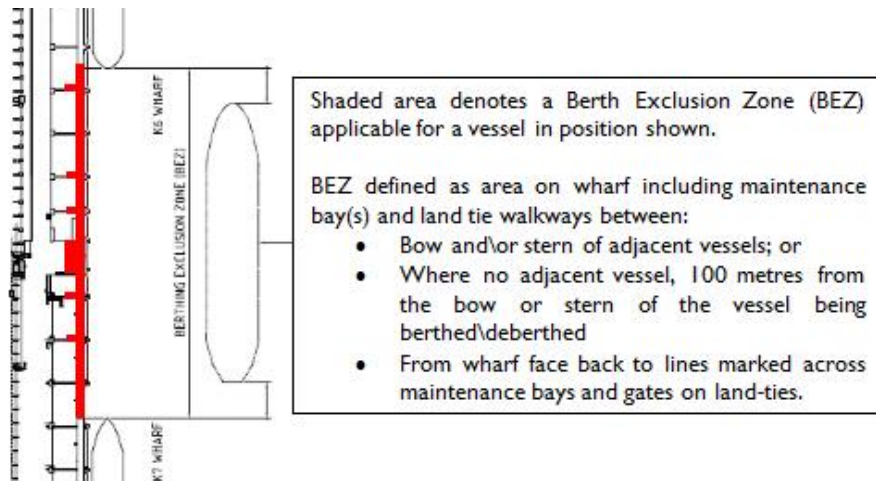


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BERTHING / DEBERTHING EXCLUSION ZONE

- Ensure all personnel not associated with the berthing / deberthing activity are clear of the berthing exclusion zone,
- Ensure shiploader is parked in a safe location.



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ACTIVITIES ONCE VESSEL IS AT BERTH AND PRIOR TO LOADING

- **Inspect Ship Loader Rails** – ensure they are clear of obstructions
- **Preposition Ship Loader Adjacent to First Hatch to be Loaded**
- **Check Vessel Access** – gangway and brow, netting and secondary support
- **Introduction to Vessel Representative & Vessel Safety Awareness**
- **Review Coal Loading Plan** – ensure it has not changed from approved plan
- **Review the Ship to Shore Safety Checklist**
- **Inform the Vessel of Cargo Hold Access Requirements**
- **Check Air Draught**
- **Initiate Commencement of Loading**
- **Issue Remaining Documents**
- Issue the vessel with the following documents:
 - Coal Terminal Information Handbook – make sure is signed for
 - Personal Protective Equipment for Vessel Crew
 - PWCS Emergency Contacts Sheet
 - Transport Arrangements Notice
 - PWCS Hydraulic Interaction Between Vessels Sheet (CCT Only)
 - Tide Chart
 - Air Draught Restriction
 - Marine Orders 32 - Nomination of Person in Charge
- **Issue Two Way Radio (KCT only)**
- **Complete Part I of Shiploading Certificate / Mates Receipt**
- **Complete Part I of Coal Loading Sequence / Deviation Advice**
- **Confirm Marine Surveyor**
- **Ensure Vessel is Aware of Expectations for Sailing Time and Mooring Line**



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VBLO ACTIVITIES DURING LOADING

- Monitor air draught
- Update coal loading sequence / deviation advice
- Record delays
- Facilitate bunkering/ provedoring
- Call nominated marine surveyor



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ACTIVITIES AT COMPLETION

- Notify Completion Time
- Complete Part 2 of Shiploading Certificate / Mates Receipt
- Complete Part 2 of Coal Loading Sequence / Deviation Advice
- Collect Radio (KCT Only)
- Ensure Berth Safety Zones are Enforced



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VESSEL PERFORMANCE REVIEW

- At the completion of vessel loading, the Service Assurance Officer will review each vessel's performance and either:
 - Accept vessel loading and safety performance,
 - Follow up with vessel via email regarding significant delays, or
 - Make a vessel Unsuitable for future visits to Port Waratah due to unsatisfactory loading or safety performance. Vessels remain unsuitable until they provide sufficient evidence that they have addressed the root cause of any performance issues.



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