



# SOUTH WALES PORTS



Associated British Ports

The UK's leading ports operator

PROVIDING A SAFE PLACE AT WORK FOR ALL THOSE THAT WORK AND VISIT THE PORTS IN SOUTH WALES

*ABP have a legal duty to put in place suitable arrangements for managing Health and Safety. The keys to effectively managing the Health and Safety of the Ships Captain, Crew and other Port Users are contained in this Document.*



# NOTICE TO MASTERS

## EMERGENCY CONTACT PROCEDURES

In the event of a major incident occurring on board a vessel the Master or a responsible member of the crew **must**:

- Immediately contact the Emergency Services (Dial 999) giving the following details:
- Caller's Name and Name of vessel, Berth / Location
- Number of crew, passengers and visitors on board, Casualties
- Type of incident, Main hazard (toxic vapour / fumes / fire / dangerous substances etc.)

### Then inform

Associated British Ports Cardiff LPS – 02920 835023 (24hrs) – 07958908322 (Mob).

### ABP's Security Contractor at the specific port.

Cardiff	Barry	Swansea	Port Talbot	Newport
07734 072190	07703 652139	07718 518663	07810 806284	07734 071874
029 20835008	01446 736110	01792 463443	07786 747761	01633 204465
029 20483238				01633 204428

# South Wales Ports

- Newport
- Cardiff
- Barry
- Port Talbot
- Swansea



## Berthing Instructions:



# Safety

ABP South Wales is committed in ensuring a high standard of Health and Safety at Work to all of its employees and to all those that enter its premises. ABP will expect all ships' crew to follow and cooperate with ABP's policies and Guidelines as set out to ensure that ABP complies with UK Regulations and law.

**NO SMOKING**



■ In line with current legislation, ABP operate a No Smoking Policy in Offices Workshops, Mess rooms, Vehicles, Cranes and Operational Areas.

■ The consumption of Alcohol on the premises is strictly prohibited.

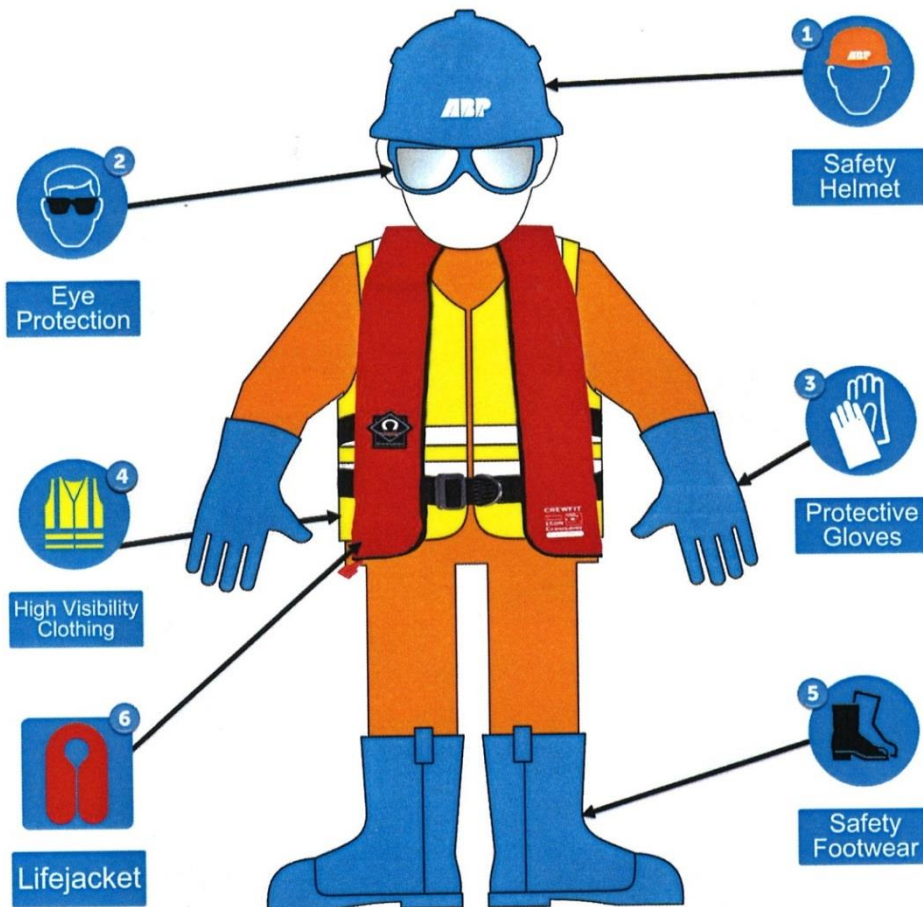
■ ABP operate a strict Drug and alcohol policy with random and for cause testing carried out.



## QUAYSIDE PPE REQUIREMENTS

PPE Below is Mandatory on ABP Ports

Ensure you Comply!



## PPE

- It is a requirement of all visiting crew members to adhere to the 6 Point P.P.E. Policy that operates in all ABP Ports when working within all operational areas. This includes quaysides and lock areas.
- This includes the requirement to pass through operational areas when going ashore. The 6 Points are - safety footwear, safety helmet, high visibility clothing, hand protection and eye protection this should also include a life jacket when working within 1 metre of the waters edge, or in the lockside area.
- Although the requirement for 6 points of PPE does not extend to main roads within the port estates, appropriate hi visibility / reflective clothing should be worn in line with UK highway code requirements when walking along roads within the port.
- The vessels own PPE requirements apply when persons are on board.

## Gangway

- A gangway and safety net must be correctly positioned and secured at all times and regularly adjusted as required for changes in the tide. Stevedores/visitors are NOT to enter the vessel except via the vessel's gangway.
- All vessels are required to provide appropriate and suitable gangways at all times during the stay in port.
- During the hours of darkness these should be adequately illuminated

## Working Cargo

- Prior to any work commencing, obstructions to the crane grab within the hold must be identified to the supervisor.
- When crew members enter the hold, the crane driver/supervisor must be informed and then kept aware of their work and movements.
- Crew members must not stand in operational areas during discharge & loading where they could be struck by the swinging arc of the crane.
- Crew members must keep clear of the discharge operation.
- Ships' ropes must be monitored at all times to account for changes in vessel draft and dock level.

**Under no circumstances should hatches/bulkheads be moved whilst stevedores are in the hold. Stevedoring Foreman MUST be informed of any move.**

## Quayside





- Crew members must remain with their vessels. The Crew must stay away from the crane and wear a hard hat and high visibility clothing when checking trim or lines on the Quay.
- Care should be taken when walking on Quayside as surface can be slippery when wet or dry.
- Keep clear of all doorways and do not enter any storage building without permission.
- Be aware of forklifts, loading shovels and lorries moving in the operational area.
- Riding of bicycles on our property is not permitted. Bicycles may be walked across the Quay.
- Contact should be made with the stevedoring Forman prior to vessel crew entering working areas to read drafts or similar operations.

## Fenders

- Fenders employed by ships for passage through locks and berthing must be of a safe, floating construction. The use of tyres and other sinkable items can foul lock infrastructure, items like this **SHOULD NOT BE USED**. Also the use of nails, screws and staples can prove dangerous, becoming harmful projectiles when fenders deteriorate and break up.
- It is of note that any non floating fenders that are lost overboard will be charged to the vessel for both retrieval and any damage to lock sluices, pumps or gate seals that may be caused.

## Weighted Heaving Lines

- **To prevent personal injury to those receiving heaving lines, the 'monkey's fist' should be made with rope only and must not contain added weighting material.**
- It is dangerous and unacceptable to use weighted items such as shackles, nuts, bolts or twist locks.
- Safer alternatives are high visibility soft pouches containing pea shingle or rubber quoits.
- Definition of a 'dangerously weighted heaving line' The Code of Safe Working Practices for Merchant Seafarers advises mariners that the weighted end of a heaving line should not weigh any more than 500 grams and should not contain added weighting material such as such as shackles, bolts or nuts, twist locks or other materials.
- **Vessels using dangerously weighted heaving lines in the UK may be subject to prosecution. In addition to this, ABP will charge £1000 every time a ship has been found using a dangerously weighted heaving line (All charges will be given to a suitable / relevant seafaring charity.)**



## Line Handling / Taking of Boatmen

- Rope men services are compulsory for all vessels in the locks , the fees are included in the minimum locking fee (as per tariff)
- Line handling in port may only be undertaken by licensed Boatmen or by ships' crew. In the case of ships crew there is a pre requisite of a ship derived risk assessment and method statement that has been approved by the ABP Marine operations department. Full details of mooring and berthing arrangements can be found on the ABP South Wales website.

## Moving Berth

- When a vessel is required to shift berth and the vessel can remain attached to the quay with one or more rope, they are not required to use licensed boatmen. Each crewmember involved in line handling operations ashore must wear PPE according the guidelines.
- The ship's agent will inform the Master of any Pilot requirements on an individual basis.
- The vessel Master can always request a Pilot via the agent.



## Hot work

- In the event of a ship's master or ship's agent requiring hot work to be undertaken on a vessel under his control, permission must be obtained from Associated British Ports' Marine department at the location in which it is intended to carry out the hot work. In the event of the local ABP Marine Department being unavailable then permission must be obtained from Cardiff LPS.
- In no circumstances must hot work proceed until permission has been given in writing by Associated British Ports and received by the Ship's Master.
- It is the responsibility of the Ship's Master to issue a Permit Work for Hot Work and NOT Associated British Ports.
- Hot work must not take place whilst bunkering is in progress.



# General Information

## Byelaws, Regulations, Acts

Byelaws and relevant regulations are published on [www.southwalesports.co.uk](http://www.southwalesports.co.uk) or available on request from ABP's Cardiff Office. It is essential that the Port's Byelaws and all other applicable regulations should be observed in their entirety.

## Dock Master

References to the Harbour Master in this documentation should be taken to read 'Harbour Master or his appointed representatives'; namely: LPS, Marine Operations Manager, Marine Operation Supervisors, Lock Controllers and GPMO's.

## Special Notices

In addition to the foregoing, the attention of Masters is directed to any special notices handed to them on arrival by the Port Authority

## Dredging Crafts

Attention is drawn to the fact that Dredging Craft may at any time be at work within the docks and/or Entrance Channels, and proper caution must be exercised by those in charge of vessels, when moving in the vicinity of dredging craft and their moorings.

## No smoking notices

In cases where inflammable or explosive cargoes are being discharged and/or loaded special NO SMOKING notices must be exhibited on ship's gangway or hatch-coamings, etc., and it is incumbent upon Masters of Vessels to ensure that the instructions are strictly observed and that every possible precaution is taken to prevent fires and also that sufficient equipment and personnel are at all times readily available to deal with any outbreak of fire.

## Burning or Welding

Burning or welding Plants may not be employed on or in the vicinity of any ship whilst within the Port without the consent of the Harbour Master, subject always to the appointment of an Officer responsible for the supervision of such operations and ensuring that adequate precautions are taken to prevent sparks from reaching inflammable or explosive cargo and/or bunkers.

## Designated Walkways

Designated walkways on the quay are painted with signs indicating the direction of the berths. The entrances to the ports are controlled by Security and ships crew should carry identification with them at all times. Bus and Taxi points are located nearby.

## Objects Dropped Into The Dock

The special attention of Masters of Vessels is drawn to the danger of allowing any objects or material to be dropped overboard which are likely to interfere with the safe navigation of vessels, the working of ABP dredging plant or cause damage to Lock Gates. It is a requirement that such accidental loss shall be reported to the Harbour Master. Vessels from which such objects are dropped in any of the Docks or approach channels will be held liable in the event of any damage subsequently arising out of the presence of such objects or material.



## Persons in the Dock

The Harbour Master must be informed if a member of the ship's crew or official visitor to the ship should fall into the dock.

## Fresh Water Connection

- Fresh water is available; please advise the agent during your inbound passage. Cost available from your agent.

# Disposal of Ships Waste

The arrangements for disposal of ship's waste in South Wales are detailed in the regional Port Waste Management Plan, a copy of which is available for inspection on [www.southwalesports.co.uk](http://www.southwalesports.co.uk) or at your agents or local MCA Office (Cardiff).

In summary the plan requires masters to make the following arrangements on common user berths. Terminal operators have their own in-house waste disposal plans.

Waste Oil (Marpol Annex 1)	Contact your Agent
Noxious Liquid substances (Marpol Annex II)	Contact your Agent
Sewage (Marpol Annex IV):	Contact your Agent

## Disposal of ships Garbage (Marpol Annex V):

1. International Catering Waste (ICW) **Contact your Agent**  
ICW is defined as catering waste from means of transport operating internationally. The regulations differentiate between waste from food which originated within the European union and that which originated from outside. Only vessels which have made a declaration that all their ships stores have been completely emptied, cleaned, disinfected and restocked following their last international voyage will be able to deposit their galley waste into general garbage bins along with other domestic refuse from the crew quarters
2. Substantial quantities (domestic/operational) **Contact your Agent**
3. Small quantities 1-10 bag (Domestic) **See below**

Ship's garbage (**MARPOL Annexe V only Not ICW**) may be deposited in the dedicated closed containers located at designated sites within the port (see appropriate Port plan).

Dedicated containers for ship's garbage are emptied on a regular basis. In the unlikely event that the container nearest to your berth is full you must report the fact to your agent or directly to Cardiff LPS and use the next nearest container to your berth. IT IS AN OFFENCE to deposit Garbage around a full container and offending vessels may be fined and/or delayed until the waste is recovered.





It is the Ships/Agents responsibility to dispose of (in the correct manner) any waste generated as a result of receiving stores (Pallets, Boxes, Packaging etc). This type of waste cannot be disposed of in the skip provided for ship generated Marpol Annex V waste.

Paint tins and oiled rags/cotton waste must be disposed of as 'Hazardous Waste' via your agent. If a vessel deposits this type of waste in the clearly marked Marpol Annex V non hazardous ship generated waste receptor facilities, the vessel will be held responsible for disposing of the waste in the appropriate manner.

## Waste Notification

The Merchant Shipping (Port Waste Reception Facilities) Regulations 2003 (as amended) regulations require vessels to notify their next port of call of the types and amount of waste they will be discharging during their time alongside. This information must be given at least 24 hours in advance of arrival or as soon as they leave their last port.

Ships' Agents acting on behalf of ship owners, Masters or managers in arranging provision of waste-disposal facilities or services shall, at all times, pay due regard to the Merchant Shipping and Fishing Vessels (Port Waste Reception Facilities) Regulations 2003 (as amended), Marine Guidance Note 563, MARPOL regulations, the Environmental Protection Act 1990 and the general provisions and requirements set out in this Port Waste Management Plan. They are required to:

- Undertake the advance notification requirements if their vessels cannot do it themselves, including making sure the vessel receives a copy of the returned prior notification form for its own records.
- Make the arrangements between the ship and waste management contractors for the removal and disposal of all waste streams where fixed facilities are not in place at the port.
- Keep full records of requests made by Ships' Masters for the provision of reception facilities for, Annex II and Annex IV wastes, as well as the amounts of these wastes being disposed of through approved waste contractors.
- To keep records of the Waste Transfer Notes / Consignment notes (for hazardous wastes) generated by waste landed from their vessels for a minimum of 2 or 3 years respectively under the requirements of the Environmental Protection Act 1990.

## Ship Non-Compliance

Where possible the terminal operator or harbour authority faced with a ship that has not complied with the need to notify and/or offload waste should inform the nearest MCA Office. Such ships may then be targeted for inspection by the MCA and destination harbours/terminals will be warned of their non-compliance. Masters and owners of ships that fail to comply with the requirements may be guilty of an offence and liable on summary conviction to a fine as provided for in regulations 18 (2), (3) and (4) of the 2003 Regulations as amended.



## Complaint Procedure

Should the Master of a vessel believe that the port waste reception facilities are inadequate they should notify the Harbour Master accordingly using the contact details on the prior notification form.

If it is felt that a complaint or issue is not dealt with in a satisfactory manner, then the matter can be referred to the MCA, (using Annex D of MGN 563), at the following address: -

PWR Inadequacies  
Environmental Quality Branch  
Maritime and Coastguard Agency  
Spring Place  
105 Commercial Road  
Southampton SO15 1EG

## Environmental

### Waste

- The port operates a comprehensive waste management plan for all shipboard waste. Ship's garbage must only be deposited in the skips/bins provided. Ship's waste must not be deposited in the port/dock estate or left on the quays. Please consult your agent or the Harbour Master for further details.
- The outlets of all overboard discharges must be closed when the vessel is lying alongside the quay. Vessels will be held responsible for any consequential damage arising from failure to comply with this instruction.
- No Master or other person in charge of any vessel shall permit any deck to be washed until the same shall have been carefully swept and the sweeping have been removed from the vessel.
- In accordance with EU Regulations that came into force in January 2011 all vessels should be burning Low Sulphur Fuel when within the port limits. This regulation will not be in force if the fuel changeover procedure for the given vessel takes longer than the expected port visit. Vessels that are obliged to comply with the regulation should do so from entering to leaving the port limits.
- Under no circumstances should a vessel discharge Oil or Untreated Sewage into the Dock.

### Hazardous Waste

- It is the responsibility of the ships agent to arrange for the reception and appropriate disposal of hazardous waste streams with an approved contractor.

### Spills

- All vessels must comply with the 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. Vessels that do spill oil may be prosecuted.



## Spillage of Oil

All vessels in dock must comply with the requirements of current Acts and Orders relating to the spillage of oil in navigable waters. Steps will be taken to enforce these requirements and offending vessels will be held responsible for any damage or costs that may arise from infringement. Masters are, therefore, advised to see that full precautions are taken to prevent discharge or escape of oil into waters of ABP Docks and are hereby requested to take immediate steps to remove from the dock surface, quay walls, etc., any oil which may have escaped.

## Reporting Spillage of Oil

Attention is drawn to section 11 of the Merchant Shipping (Prevention of Oil Pollution) Regulations 1996 which imposes a duty on the Master to report any oil spillage to the Harbour Master.

## Overboard Discharges

The outlets of all latrines and overboard discharges must be effectively closed on the shore side when the vessel is lying alongside the quay. Vessels will be held responsible for any consequential damage arising from failure to comply with this instruction.

## Galley Refuse

Galley and other refuse must not be placed on quays. If existing garbage reception facilities are full application should be made to the Ship's Agent for a suitable receptacle.

## Animals, Meat and Meat Products

Regulations, governed by Port Health, apply regarding the landing of animals, meat and meat products, including ships stores, galley wastage and animals resident on board ships. Animals must not be taken ashore without Port Health approval.

## Bunkering Procedure

- Agents to pre inform Cardiff LPS of any planned bunkering operations during the vessels stay in port.
- Any bunkering operations are to be agreed with the terminal operators in advance, to include procedures regarding access and non disruption to cargo work.
- All tankers to have spill kits or similar with a contingency plan to contain any spills. Spills and any oil noted in the Dock water must be reported immediately to LPS.
- During 'tide time' (4 hours before High Water to 4 hours after High Water) vessels are to inform the lock controller at the appropriate pier head, by VHF, that they are about to commence bunkering operations confirming that a bunker checklist, as detailed in the Vessels ISM procedures, has been completed



satisfactorily.

- During The Low water Period, the information in 3 above should be transmitted to Cardiff LPS directly by telephone.
- Upon completion of bunkering operations, Lock controllers at the appropriate pier head or Cardiff LPS (during low water periods) should be informed that bunkering operations have been completed and of the total amount of bunkers transferred.

### Permission must be sought from the Harbour Master before:

- Discharging ballast or any hold washings over the side.
- Shot/grit blasting and tank cleaning may only be carried out after prior consultation with the Harbour Master and will be subject to any conditions that may be determined.
- Steps will be taken to enforce these requirements and ABP will hold any offending vessels responsible for any damage or costs that may arise.
- Undertaking all Hot Works.
- Commencing Bunkering Operations.

### Immobilisation

Masters may not immobilise their vessel's engines without the written permission of the Harbour Master. Immobilisation request forms may be obtained from Cardiff LPS or from the Pierhead.

### Diving Operations

Before diving operations are undertaken formal 'Permission to Dive' must be obtained from the Harbour Master. Subject to receipt of a 'Permission to Dive' it is the responsibility of the Master or contractor responsible for the dive operation to issue a 'Permit to Dive'.

Undertaking external repairs or scraping to any vessel in the port/dock waters, must be done in compliance with the following terms:

- That measures are taken to prevent any matter falling into the port/dock waters as the Harbour Master may direct.
- That before commencing and during the operation of scraping, tarpaulins or canvas must be in place to prevent any refuse falling in the port/dock waters.





# Contacts

Organisation	Emergency No.	Contact No.	Contact Fax No.
Cardiff LPS		(0845) 6018870	(02920) 835006
Pilot Station Swansea		(01792) 651391	
UK Border Agency (24hr)		(01446) 712920	
UK Border Agency		(02920) 924727	
UK Border Cardiff Airport		(01446) 710342	
HM Immigration Cardiff Airport		(01446) 711111	
Port Health		(02920) 871162	
Police East Wales	999	(02920) 222111	
Police West Wales	999	(01792) 456999	
HM Coastguard (Swansea)	999	(01792) 366534	
Fire Services	999		
Ambulance Services	999		
Cardiff Airport (Travel)		(01446) 711111	
Railway enquiries		(08457) 484950	
Cardiff Port Security		(02920) 835008	
Newport Port Security	07770801747	(01633) 204465	
Barry Port Security		(01446) 736110	
Swansea Port Security		(01792) 463443	
Port Talbot Port Security		(07810) 806284	
Svitzer Towage		(08456) 081349	
SMS Bristol Channel Towage		(01633) 920920	
VTS Bristol		(01179) 802638	
MCA (Safety Surveyors)		(02920) 448822	
Mission to Seamen, Newport		(01633) 265683	(01633) 265384
Mission to Seamen, Port Talbot		(01639) 883854	
Welsh Water		(0800) 0520130	

## ABP Pierheads

Newport, Cardiff and Swansea, Barry	Lock Controller on Duty:	4 hours before local HW until 3 hours and 48 minutes after local HW throughout the year.		
		VHF	Direct Tel	Fax
Lock Controller Newport		71	(01633) 204451	(01633) 253697
Lock Controller Cardiff		68	(02920) 835025	(02920) 835006
Lock Controller Barry		11	(01446) 701641	(01446) 735466
Lock Controller Swansea		14	(01792) 332282	(01792) 332223
Lock Controller Port Talbot		12	(01639) 500019	(01639) 885172 (24hr)

## NOTICE TO MASTERS OF VESSELS LOADING OR DISCHARGING PETROLEUM SPIRIT

Attention is drawn to the necessity for strict observance of the Dangerous Substances in Harbour Areas Regulations 1987. Special attention must be paid to:-

### Signals

Petroleum vessels shall on entering port and during the time the vessel remains therein, display by day between sunrise and sunset a red flag, as described in schedule 4 of the regulations and by night between sunset and sunrise an all round red light in a conspicuous place and visible all round the horizon for a distance of at least two miles.

### Smoking and Naked Lights

The Master shall take adequate steps to prevent any person from smoking at or near the place where petroleum spirit is being discharged or loaded and NO SMOKING notices exhibited at the gangway. When a vessel has finished the loading of any compartment with coal, it is expressly forbidden to take any naked light into such compartment or any adjoining compartment - excepting an empty or partly completed hold with none of the hatch coverings put on.



### Fire Fighting Appliances

Fire fighting equipment must be made ready for the use on arrival and fire hoses uncoiled and connected to the deck line and at least one fire pump ready for immediate use.



### Scuppers

Before loading or discharging commences all scuppers on main deck must be plugged and made oil-tight.

### Repair and Maintenance

Should anything occur during discharging or loading to necessitate repairs to plant or interfere with the handling of petroleum spirit, discharging or loading should be suspended and not resumed until adequate safety measures have been taken.

### Tank lids, Ullage Holes and Ullage Pipes

During discharging and loading and whilst ballasting after discharge, the gas vent system must be open and all other apertures closed except for purposes and then the openings must be uncovered only for the short time necessary to carry out the operations.

### Vessel Alongside

No ships to be alongside during loading, discharging, gas freeing or ballasting, without the permission of the Harbour master.

## Responsible Person in Attendance

Throughout loading, discharging, ballasting and tank cleaning operations, a responsible Ship's Officer must be on watch, adequate crew must be available at all times to deal with any emergency, and whilst discharging or loading a responsible member of the ship's crew must be stationed by the main control valves nearest the shore.

## Stores

Stores must not be taken aboard or unloaded whilst loading and discharging are proceeding without permission of the Harbour Master.

## Anchors

The use of anchors is prohibited at the entrance to the oil jetty in Cardiff due to the presence of an underwater bubble barrier.



# BERTHING

## Berthing Order

On receipt of an order to process Coaling appliance and/or General Cargo berth, all Hatch Covers, Beams, Ventilators, Stays, Wireless Gear and other moveable obstruction must be removed prior to the vessel being allowed to berth. In the event of these instructions not being carried out, the Berthing Order is liable to be cancelled and the ship will be held responsible for any damage caused to or by such obstruction.

## Ability To Move

In the event of the Master neglecting, or not being able, to move his vessel at any time when required, owing to insufficiency of men on board, or for any other reason whatsoever, then ABP shall, if they deem it necessary to maintain the viable operation of the port, move the vessel at the ship owner's sole risk and expense in all matters and incidents whatsoever relating to or arising from such operation

## Hatchways and Ventilators

The hatchways and ventilators of every vessel laden or being laden with coal must be left open during the whole time of such vessel's stay in the Dock, and must not be closed until after such vessel has passed beyond the limits of the Harbour Master's authority.

## Conditions

Associated British ports hereby gives notice that Vessels are berthed for Loading and Discharging on the following conditions.

- ABP will not be responsible for any loss or damage arising from stoppage of work or delay consequent upon partial or general strikes, lock outs or combinations of or any person, whether or not in ABP's employment or service, or from any operation of nature, the Queen's enemies, fire, riot, accident, wilful or other damage or otherwise. Further ABP are empowered to demand and take, for the use of moorings and buoys from the Owners or Master of each vessel or craft using the same, such rates or sums that ABP may reasonably appoint, but ABP do not make any charge therefore, and ABP hereby give notice that they will not hold themselves responsible for any damage sustained by any vessel or craft whilst using the said moorings and buoys however

occasioned or for anything which may in consequence of any voluntary assistance rendered by ABP or their Officers or Servants to any vessel or craft or goods.

- ABP will not be responsible whilst the vessel is berthing or lying at the cranes for any damage caused by contact of the crane or crane chains, or by the falling of cargo, or by any other cause whatsoever to any ventilator, stays, wind screens, boats or any other moveable structures nor to any superstructures, hatchways or wireless installations. All moveable structures should therefore be removed and such superstructures as cannot be removed kept clear of the cranes, and all hatchways when not in use should be fenced to a height of one metre or be securely covered.
- If the tunnel or other plating of those parts of your ship that come into contact with cargo (or other appliances used in loading or discharging cargo) measures less than 13 millimetres in thickness, if of steel, or less than 16 millimetres in thickness if of iron, or if any other part of your ship that comes into contact with cargo (or the appliances used in loading or discharging cargo) is not of the necessary strength, character, quality, disposition or arrangement to withstand the contact customary in the loading or discharging services as carried out at ABP's Ports. Such loading or discharging of cargo will only be undertaken by ABP upon the understanding that no liability whatever attaches or shall attach to ABP for any damage that may be done by their servants or workmen in the process.



- The vessel shall proceed to berth and when ordered by the Harbour Master or authorised servant of ABP and shall be moved at all times as ordered or required by the Harbour Master or other authorised servant of ABP.
- In the event of the Master neglecting to or not being able to move his vessel at any time when required owing to insufficiency of men on board or for any other reason whatsoever, ABP shall if they so desire move the vessel at the Ship owners risk and expense, and the Ship owner shall indemnify ABP against any and all claims of whatsoever kind for damage, loss or injury to any person whatsoever or to any vessel or any property whatsoever arising out of or connected with such moving or insecure mooring or subsequent shifting of the vessel. Whether such damage, or loss or injury be occasioned by any actual or supposed act neglect or default of any officer or servant or servants of ABP or by any fault, imperfection or insufficiency of the tug or tugs, machinery or appliances, boats or ropes of ABP or by any other cause of whatsoever kind.
- During loading and discharging operations there shall at all times be on board the vessel a competent person appointed and employed by the Shipowner to superintend the operations of loading or discharging and to warn and prevent persons on board the vessel, boarding or leaving the vessel from passing under the radius of the cranes, or near to such radius.
- ABP will not be responsible for any loss, damage or injury of whatsoever kind to the Master or Crew or any other person whomsoever, or to the vessel, or to any other property of the Shipowner, or to any cargo on board the vessel caused by reason of the varying depth of water whilst the vessel is berthing, or lying at the cranes, and the Shipowner shall indemnify ABP against the same.



- The Shipowner shall in accordance with the Safety in docks ACOP 2014 provide a safe means of access between ship and shore.
- If the Master neglects or delays acting upon these berthing orders the vessel will be liable to loss of turn and ABP will not be responsible for any loss or damage whatsoever occasioned thereby.
- The Ships Officer will be expected to sign a Safe Stowage Certificate on completion of all Export Vessels.



## **SAFETY NOTICE FOR SHIP'S CREW**

Detailed legal requirements in respect of your responsibilities for the safety of stevedores and crew whilst working alongside each other are defined by applicable regulations. This notice identifies briefly some of the safety issues that must be considered.

### **Access**

Ensure a safe means of access to ship and to ship's holds.

### **Lighting**

Lighting must be 'suitable and adequate'.

### **Confined Spaces**

Entries to be carried out in accordance with the vessel's Safety Management System. Further Guidance: Code of safe working practices for merchant seafarers (COSWP)

### **Communication**

Efficient line of communications to be established and maintained at all times between ship's duty officer and port cargo supervisor. All operations must be planned and organised safely.

### **Defective Plant**

Defective plant on board vessel must be reported to the Port's cargo supervisor. Ship's cargo gear must be in good order. Valid test certificates must be presented for inspection before commencement of operations.

## Cargo Working Areas

Non-essential personnel should keep clear of cargo working areas and make contact with the cargo operations foreman prior to entering cargo operational areas for essential tasks.

## Appropriate PPE

Please ensure that when working in operational areas onboard ship and ashore, you and your crew wear safety footwear, safety helmets, high visibility clothing, hand protection (gloves), and eye protection (safety glasses, goggles or visors) during your stay in port.

## Operation of Moving Equipment

No hatches, derricks, cranes or other moving equipment to be operated without due consultation between duty officer and Port's cargo supervisor.

## Open Holds

No holds/decks should be left open for dock operations longer than is required.

## Securing Devices

Security/locking devices on hatch and between deck covers must be properly engaged by ship's crew to guard against accidental closure. Fencing must be erected where there is a possibility of a person falling more than 2 metres.

## Working Hatch Area

No crewmember or other person should enter a working hatch area without prior consultation with the port cargo supervisor to ensure it is safely organised. This is particularly important in the case of grab discharge operations.

## Overhead Risks

On board vessel beware of danger from moving plant/equipment - in particular overhead risks – e.g. slewing cranes (shipboard and/or shoreside).

## Quayside

Crew gaining access to/from the vessel should beware of quayside operations, Follow designated walkways where provided.



## Fire or Other Emergency

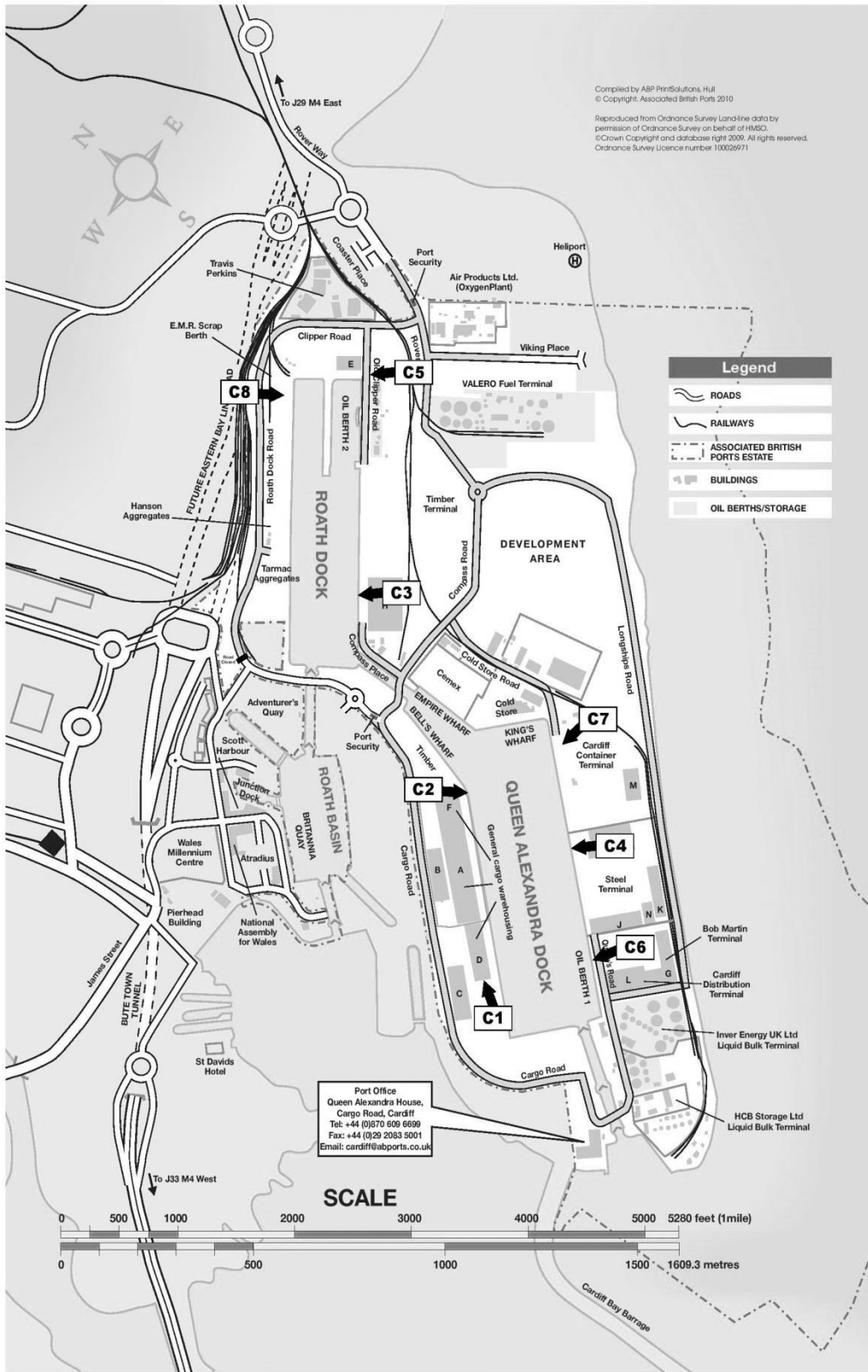
In the event of a fire or other emergency aboard vessel, notify ships cargo supervisor immediately and assist with the evacuation of all port personnel from deck and working hatches. Where machinery is working in hatches of your vessel, particularly on animal feedstuffs and coal, you must ensure that your fire fighting equipment is prepared and immediately available. Inform Cardiff LPS giving brief details of the emergency.

## Quayside Services

Provision of quayside services from road vehicles (such as bunkers, slops) should only be undertaken after consultation with the port's cargo supervisor to ensure it is safe to do so without endangering cargo operations.

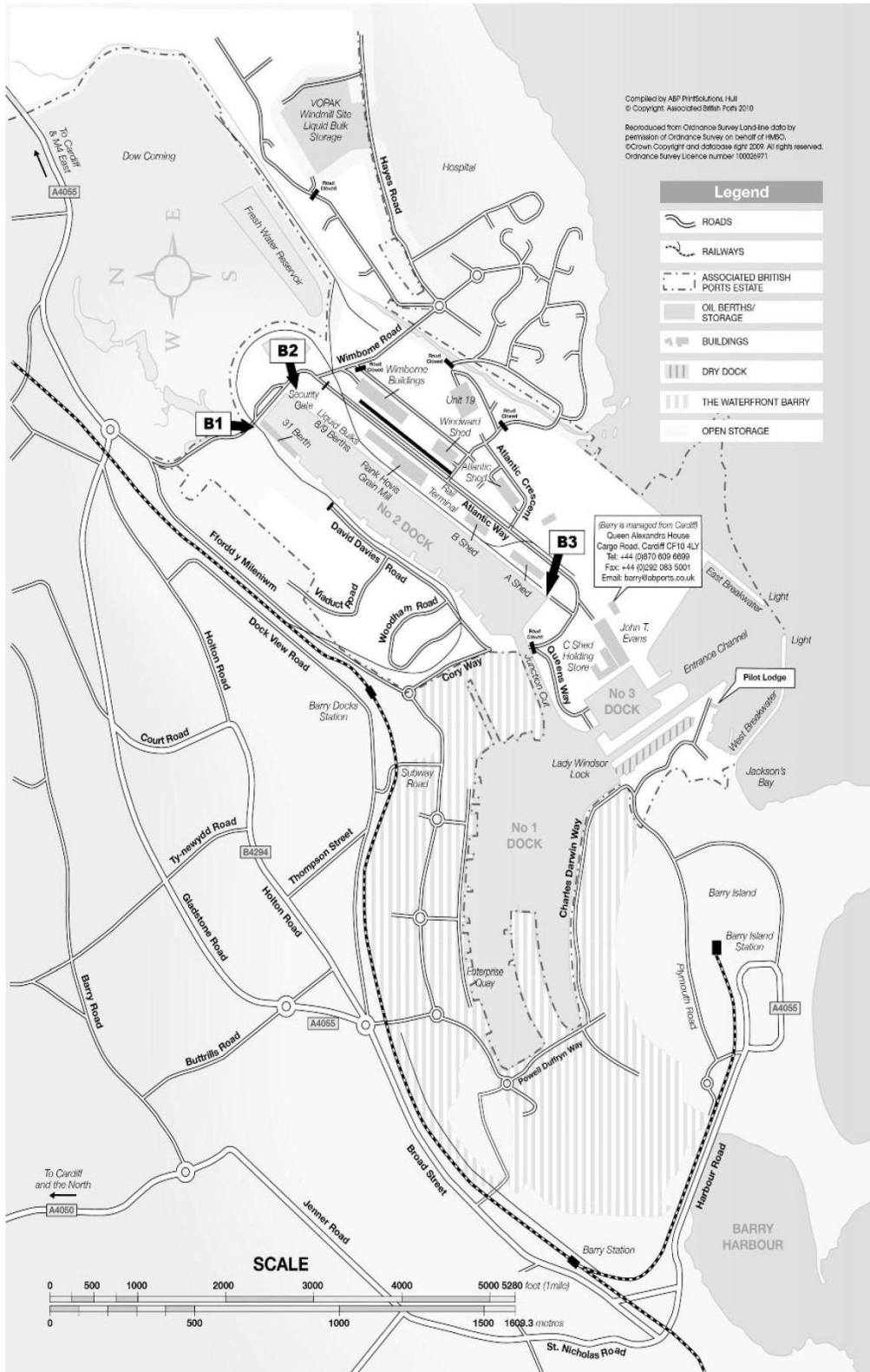
# NOTICE TO MASTERS

Cardiff



# NOTICE TO MASTERS

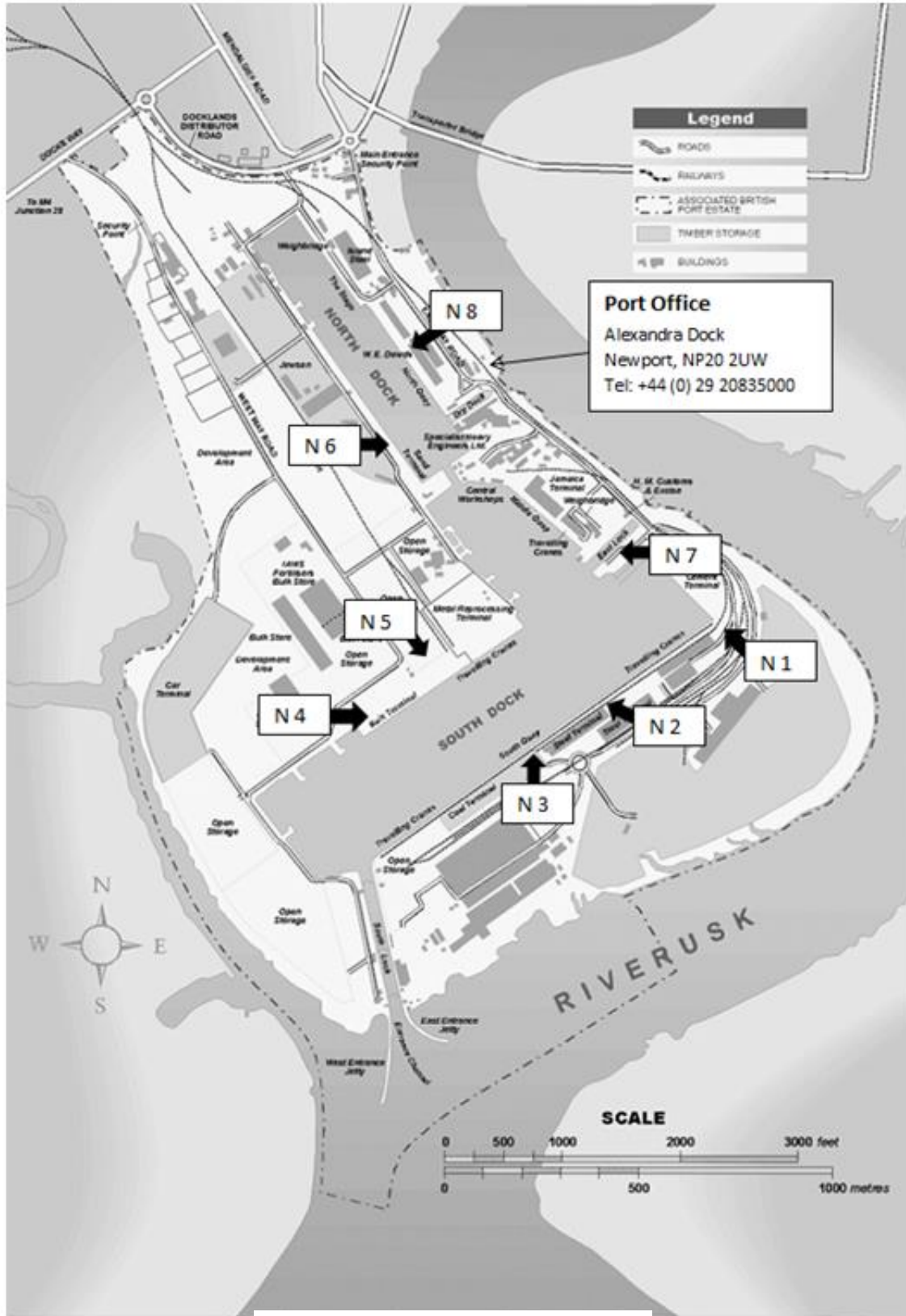
Barry





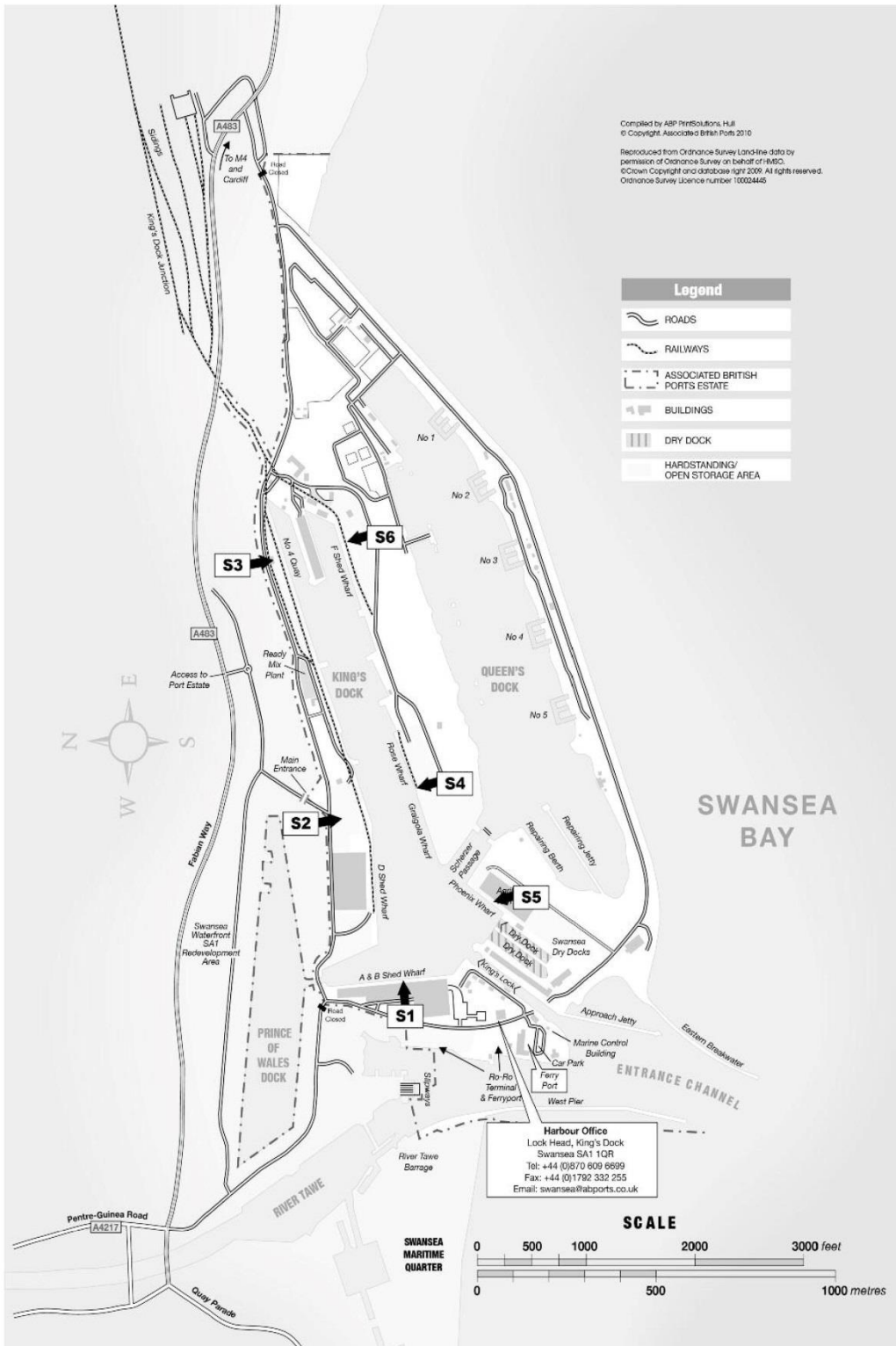
# NOTICE TO MASTERS

Newport



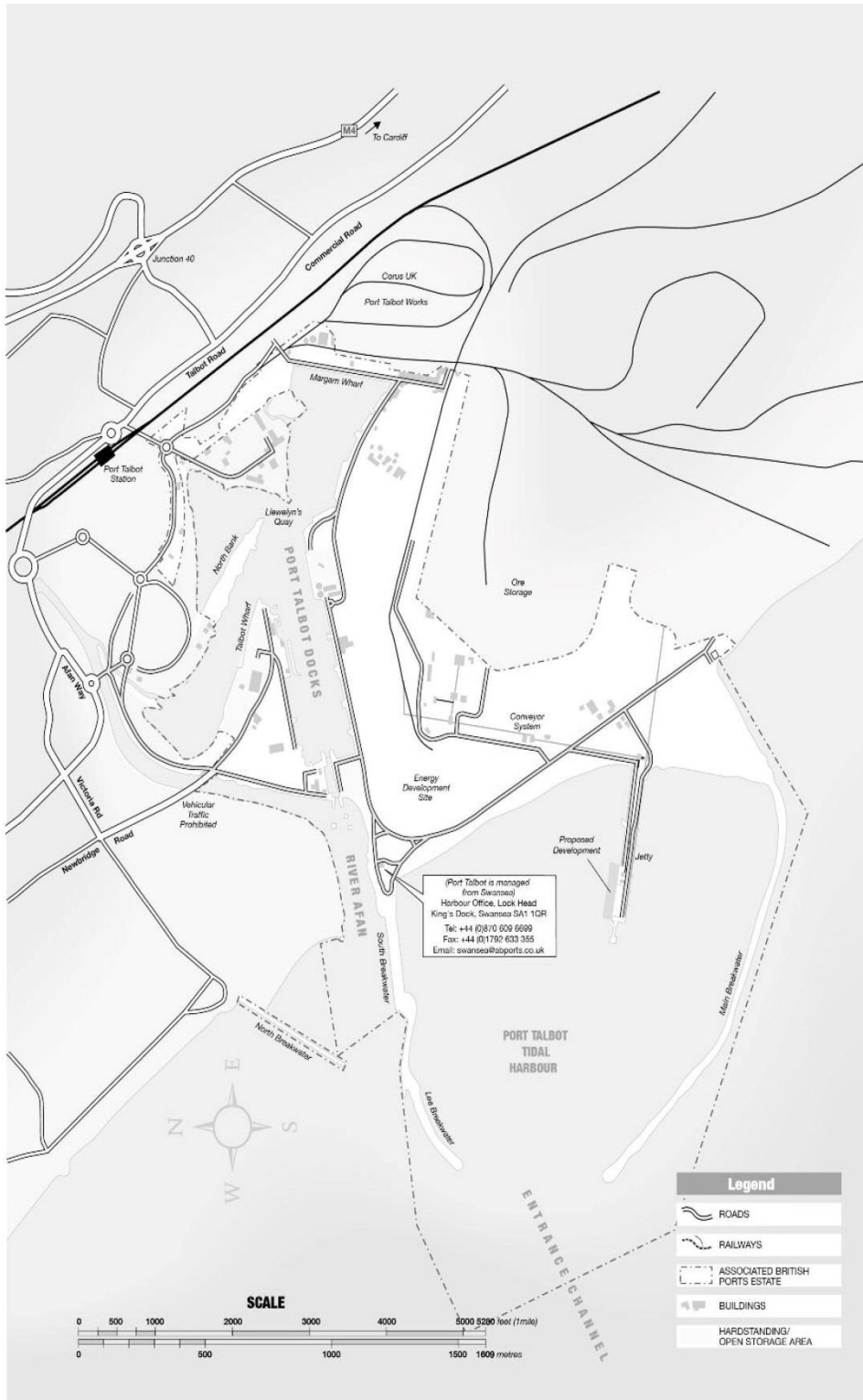
# NOTICE TO MASTERS

Swansea



# NOTICE TO MASTERS

## Port Talbot



- PORT OF NEWPORT
- PORT OF CARDIFF
- PORT OF BARRY
- PORT OF PORT TALBOT
- PORT OF SWANSEA

## NOTICE TO MASTERS OF VESSELS

I acknowledge receipt of the Port's Notice to Masters.

Name of Vessel	
Name of Person Acknowledging Receipt	
Rank/Position	
Signature	
Date	
Berthing Instructions	

**Please detach this sheet and return it to the lock controller. The remaining documentation must be retained for reference.**

LC / LPS please tick if visual check on operational bollards has been completed, and all in apparent good order.