PORT OF CAPE TOWN

National Ports Authority of South Africa

WORK INSTRUCTION

BERTHING SERVICES – PLACING VESSEL AT ASSIGNED BERTH

(CTP-BS-BM-WI-6002)

Copy No:

AMENDMENTS SCHEDULE

Rev. No.	Date	Revision Description	Reviewed	Authorised
0	17/08/2001	FIRST ISSUE	Chief Berthing Master	Harbour Master

1.0 Responsibility:
1.1 The Berthing Master

2.0 Purpose & Scope:
2.1 To ensure that the correct procedure is followed when placing vessel at assigned Berth.

3.0 Procedure:

Responsibility:
Berthing Master

3.1 Write up assigned job on whiteboard.

3.2 Write up assigned job in notebook.

3.3 Inform personnel of job.

3.4 Proceed to Berth.

3.5 Contact Pilot and confirm length of vessel and if taking bunkers.

3.6 Check Berth is clear.

3.7 Check fenders in order.

3.8 Check sufficient length to accommodate vessel.

3.9 Calculate where stern/bow will be and where stern/head lines will be affixed.

3.10 Indicate to Pilot that Berth is clear.

3.11 As ship approaches Berth ahead or astern report distances to Pilot up to end position.

3.12 Affix back springs fwd and aft unless Pilot instructs otherwise.

3.13 Affix head and stern lines unless Pilot requests otherwise.

3.14 Record the following info in notebook:

    3.14.1 Times

    3.14.2 Draft (fwd and aft)

    3.14.3 Name of vessel

    3.14.4 Name of Pilot

    3.14.5 Bollards for head and stern lines

3.15 Report to Ops "Job completed".

4.0 References / Standards
4.1 ISO 9000:2000

5.0 Definitions
The words or phrases below, when applied within this procedure shall assume the following meanings:

5.1	CTP	Documents that is applicable to Cape Town Port
5.2	BS	Procedures that are applicable to Berthing Services (60..)
5.3	MED	Procedures that are applicable to Marine Engineering Department (70..)
5.4	ADM	Procedures that are applicable to Administration (80..)
5.5	SLP	System Level Procedures
5.6	SOP	Standard Operating Procedure
5.7	WI	Work Instructions
5.8	PC	Port Captain
5.9	SAMSA	South African Maritime Authority