

**PORT OF DURBAN BERTHING POLICY****PORT OF DURBAN BERTHING POLICY**

	<b>Effective Date:</b> May 2016
	<b>Originating Department:</b> Harbour Master
	<b>Master File Reference:</b>
	<b>Approved :</b> _____
	<b>Harbour Master</b> <b>Date</b>

## **NATIONAL PORTS AUTHORITY OF SOUTH AFRICA**

### **1. OBJECTIVE:**

The objective of the policy is to ensure orderly berthing of vessels such that the waiting time of vessels for a berth is minimised, use of port infrastructure, vessel loading and unloading productivity is optimised and safety is ensured.

### **2. STATUS:**

The policy is applicable to the Port of Durban, under the control of the National Ports Authority of South Africa, a division of Transnet SOC Ltd, and is a dynamic document that takes cognisance of the power conferred on the Harbour Master in terms of the National Ports Act and Port Rules, and more specifically Port Rule 51.

### **3. DEFINITIONS:**

**“Terminal Manager”:** A person designated by the terminal to take responsibility for an operation or duty.

Berths:

- 1) Transnet Port Terminals (TPT)
- 2) Terminal Operators
- 3) Common user Terminals – Tankers, Repairs, Lay-bye & Bunkers

4) Ship repair facilities;

And “**Berth**” shall have a corresponding meaning.

“**Harbour Master**”: Any person appointed by TNPA as Harbour Master or in his/her absence delegated to act as such.

“**Terminal**”: A place where vessels are berthed or moored for the purpose of loading or discharging cargo, and performing any other port related works.

“**TNPA**”: Transnet National Ports Authority of South Africa

“**Port Berthing Policy**”: The policy contained in this document, as amended by the NPA from time to time, at its sole and unfettered discretion.

#### **4. ORDER OF WORKING:**

The prevailing underlying/guiding principle that will be observed is First- come, first-served

1) Date & time of arrival at the port limits of the Port of Durban as recorded in VTS/Port Control will be the order of seniority.

2) The order of docking or sailing of vessels listed below will be determined by the Harbour Master or his/her appointee in his/her sole and unfettered discretion.

- a) Foreign/ Local Naval vessels
- b) Tidal vessels
- c) Passenger vessels
- d) Containers
- e) Car Carriers
- f) Other working vessels
- g) Bunkers, Repairs, Lay-Bye

3) Medical or other emergencies will be accorded priority over all other vessels

4) The Harbour Master will take cognisance of dynamic changes related to operational suitability and safety when addressing priority of berthing.

## **5. USE OF BERTHS FOR SAFETY AND EFFICIENCY OF HARBOUR WORKING**

Where only one Terminal Operator operates the berth, the Harbour Master may, in consultation with the Terminal Manager, allow a vessel to occupy a berth on a terminal for safety reasons or for efficient harbour working-

## **6. PRIORITY AT BERTHS OPERATED BY TERMINALS:**

Where only one Terminal Operator operates the berth, the Terminals Managers will determine order of berthing, or sailing of vessels on their respective berths. On berthing/sailing of the vessels the Terminal Manager must provide TNPA with the time for the service at 4 hours prior to the move.

The Terminal Manager, or his designated person, being responsible for productivity at the terminal, may change the order of berthing of vessels at his/her terminal. He/she is also the designated person for decisions with regard to berth occupation and his/her decision is final. This decision is to be communicated to all parties viz. TNPA Berth Planning Manager.

All berthing requests and subsequent changes thereto are to be in writing/IPMS, if there are any changes. Verbal requests or agreements that are not confirmed in writing will not be recognised.

On completion of cargo, dry docking, repairing or bunker operations all vessels must vacate the berth within 2 hours, except where the relevant Terminal Manager or Harbour Master has given written permission for alternative arrangements.

## **7. ASSOCIATED COSTS / VACATING BERTHS:**

- 1) Should a vessel make use of a berth to which another vessel has preference, such vessel shall vacate that berth, as required, at its own cost.
- 2) 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.
- 3) Any surcharge applicable to the movement of such a vessel will be for the account of terminal or vessel requesting that service.
- 4) If the Harbour Master, for safety reasons, deems a shift to be necessary, the cost thereof will be for that vessel's account.

## **5) 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.

## **AMENDMENTS TO THE PORT BERTHING POLICY**

All amendments to the Port Berthing Policy will be communicated to all relevant stakeholders, in writing by the Harbour Master.

## **6) PEROGATIVE:**

All parties recognise that it is the Harbour Master's prerogative to change an order of berthing in the interest of safety and/or orderly and efficient port working. This decision shall be in writing to the involved parties.

## **7) LAY-BY VESSELS**

All lay-bye vessels are to be approved by Deputy Harbour Master prior to submission of ID100 or shifting once in Port. Information required will be vessels particulars and reason for lay-bye and time required.

## **MAYDON WHARF BERTHING POLICY**

### **PORT OF DURBAN BERTH PLANNING RULES**

#### **1. OBJECTIVES**

- 2. RIGHTS
  - 2.1 Leasehold Rights
  - 2.2 Landing and Shipping Rights
  - 2.3 Preferential Berthing Rights
- 3. BERTH ISSUES
  - 3.1 Berths
  - 3.2 Dedicated Berths
  - 3.3 Compatibility
- 4. STAKEHOLDERS
  - 4.1 Berth Planner (Harbour Master)
  - 4.2 Integrated Berth Planner (Operational Level/Hands-on)

## **1. OBJECTIVES**

- 1.1 The objectives of the Berthing Policy are as follows:
  - 1.1.1 Improve berth utilization;
  - 1.1.2 Improve turnaround times;
  - 1.1.3 To provide a more equitable, transparent and user-friendly rules;
  - 1.1.4 To provide efficient berth planning rules that addresses problems experienced by the Berth Planner under the current rules.
  - 1.1.5 To clearly define berth planner's rights over any other rights;
  - 1.1.6 To introduce the concept of integrated planning that will coordinate all the activities on the berth side and to assist the Berth Planner.
  - 1.1.7 To coordinate the berth planning with marketing, physical planning, security and SHE activities under the guidance of integrated planner;

- 1.1.8 To monitor cargo volume throughputs, productivity, dwell times, environmental conditions, operational and non-operational times, regulations and legislation.

## **2. RIGHTS**

### **2.1 Leasehold Rights**

- 2.1.1 This is a right that allows a tenant to lease a site within TNPA property and to handle and store specified import and export related cargo.

### **2.2 Landing and Shipping Rights**

- 2.2.1 This is the right that allows the leaseholder to import and export cargo over the berth using own stevedores.
- 2.2.2 Landing and Shipping rights will be granted in terms of new-signed commercial leases.

## **3. BERTH ISSUES**

### **3.1 Berths**

- 3.1.1 Berths will be designated by bollard numbers as opposed to berth numbers, possibly reducing them from the current 15 berths to approximately 9 future berths.
- 3.1.2 There will be no lay-by berths in Maydon Wharf. Exceptions can be made in the case where berths are vacant with shifting or removal of a vessel to be at owners' risk and expense.

### **3.2 DEDICATED BERTHS**

- 3.2.1 No Leaseholder will be granted dedicated berthing rights and TNPA will retain control over all berths.
- 3.2.2 Approximately 30 metres from the quay wall landward will not be leased to any Leaseholder.

### **3.3 COMPATIBILITY**



- 3.3.1 Compatible commodities will be handled within the same cluster with a view to, as far as possible relieve contamination and to regulate product handling within clusters. TNPA reserves the right to allocate vessels to a berth in such a way, as not to interfere with operations in the adjoining berth(s), implying that vessels handling incompatible cargo will not be handled simultaneously and adjacent to each other.
- 3.3.2 In the event of a cluster not being able to handle a product or lease conditions prohibiting the cluster from handling a product, TNPA will reserve a right to assign additional handling rights to an alternative cluster to relieve any congestion that may result.

#### **4. STAKEHOLDERS**

##### **4.1 Berth Planner (Harbour Master)**

- 4.1.1 A berth planner refers to an employee of TNPA that plans and allocates vessels to a berths; this function will reside with the Harbour Master's Office.
- 4.1.2 The berth planner will be working on a first planned first served principle that implies that unplanned vessels cannot be accommodated before at planned vessel.
  - 4.1.2.1 In the event that two vessels are planned and one amends its arrival time, the other will be served first, if it maintains its original arrival time, irrespective of which actually arrives first.
  - 4.1.2.2 In the event where two vessels are planned and both amend their arrival times, the vessels will be handled on first come first serve principle, to facilitate quicker turnaround times.
  - 4.1.2.3 The vessels that stay longer than their planned days on the berth will lose their status and may be required to move to another berth, if available or to the outer anchorage in order to avoid delays to the planned vessels. This will be done at the Berth Planner's discretion and at the owner's cost.
- 4.1.2. Unplanned vessels will be handled on first come first serve principle and would have to vacate the berth at least 3 hours before the arrival of the planned vessel so as to avoid delays.
- 4.1.3 The vessels that warp (shift position on the berth) without a written permission from the Berth Planner will be held liable for all resulting shifting and delay costs incurred by other affected parties. Vessels with fixed appliances on the quay must submit

their exact position on the quay to the Berth Planners together with their plans, failure to do so, will result in cancellation of the vessel plan.

- 4.1.4 The Vessels with dual planned cargo will be handled in that planned order with respect to time and berths and any changes will result in the application of Clause 4.1.2 together with its Sub Clauses.
- 4.1.5 All Agents are to submit a fully completed ID 100 document at least 7 days prior to arrival or at least 72 hours prior to arrival and to give updates to the Berth Planner every morning at 10h30 at the berth planning meeting, until their vessel sails from Durban. Non-compliance and incomplete information will result in the vessel losing its planned status and treated as an unplanned vessel. Vessels amending their plans will have to submit new ID 100 document for new plans. Vessels accepting new cargo will have to submit new ID 100 document for a new cargo as well as plan additional berthing time on the berth, depending on the availability of the berth, alternatively they will have to wait for the next available berth. All stipulations under this Clause will be enforced at the Berth Planner's discretion.
- 4.1.6 The berth planner will have absolute rights, which will supersede any other rights, economic or otherwise, in order to ensure safe handling and navigation of vessels including vessels carrying hazardous cargo.

## **4.2 INTEGRATED BERTH PLANNER**

- 4.2.1 The integrated berth planner (IBP) will be responsible for commodity monitoring, documentation processing, efficient berth utilization, turnaround times, etc. Further to this, the IBP will serve as a liaison between the parties listed below:
  - 4.2.1.1 Physical Planning (Planning and Development) who will be responsible for statistics reconciliation between various sources, performance indicators (berth utilization, turnaround time, etc.) and infrastructure planning and/or provision;
  - 4.2.1.2 Berth Planning (Harbour Master) who will be responsible for activities as captured in Section 4.1 above;
  - 4.2.1.3 Security who will be responsible for addressing theft, illegal substances/property and vagrancy issues;
  - 4.2.1.4 Safety, Health and Environmental (SHE) Monitor who will ensure adherence to Occupational Safety, Health, and Environmental legislation and/or any other applicable regulations.

## **ISLAND VIEW BERTHING PROCEDURE**

### **Tankers**

1. All Tanker vessels must be nominated through submission of Arrival Notification (AN) to TNPA Berth Planner.
2. AN's to reflect berth requirements, ETA's ETD's, arrival & sailing drafts, LOA & Grt.
3. AN to be submitted 72 hours before vessel arrives.
4. Vessel will be planned on a first come first serve basis.
5. Tanker vessel that arrive before giving 72 hours' notice (i.e. Arrival Notification not submitted within 72 hours) will not be given preferential berthing rights. The vessel will have to follow the queue as per the planning process of IPMS (first come first serve basis). Unless otherwise there is availability of resources the vessel will be serviced at the discretion of the TNPA Berth planner.
6. Q.88 to be submitted 72 hours before vessel arrival and be submitted online via IPMS
7. Tanker to submit a discharge/loading plan to plan and be communicated with TNPA Berth planner
8. All working vessels will have to vacate the berth 3 hours after the completion of cargo, failing which vessel will be shifted to another berth or sailed to the outer anchorage ( if no berth is available)  
Harbour Master reserves the right to shift/sail such vessels even if agent fails to put in shifting or sailing notice with Port Control. All costs for shifting or sailing to outer anchorage will be for agents account
9. Tanker vessels that leave Port to tank clean and want to re-enter port to work cargo must submit a new Arrival Notification and tender a notice of readiness certificate to TNPA berth planner. The date used for planning these vessels will be as per notice of readiness certificate.
10. Working Tanker vessels in Port that need to shift to another working berth will be given preference over vessels that arrive the same time at outer anchorage. TNPA Berth Planner reserves the right to decide as per efficient / orderly working of the Port.

11. Working Tanker Vessels will be planned as per optimum/efficient and orderly utilization of TNPA Berths. TNPA Berth Planner reserves the right to ensure this. The vessel is allowed to stay in the berth for a period of 4 hours prior to discharging or loading of cargo.
12. Harbour Master reserves rights to decide wherever& whenever ambiguity exists with regards to berthing of vessels.
13. Harbour Master's Office in consultation with the Island View Operations Office reserves right to shift a vessel that is unproductive after consultations with all role players (ie. Terminals and agents)  
All costs for shifting will be for agents account.
14. The allocation of berths in Island View will be based on the availability of appropriate loading and discharging facilities on those specific berths.
15. Island View 3 is currently a dry bulk terminal and should the vessel encroach into IV2 or IV4 the cost that may arise due the encroachment will be carried by the vessel at IV3.

## **PORT OF DURBAN MARINE OPERATIONAL LIMITS**

### **1.0 Entrance/Exit channel limits**

- 1.1 Max size-370m LOA x 50m beam
- 1.2 Under keel clearance- 60cm at all berths
- 1.3 Maximum swell 5m (dependent on type of vessel, draft and power of main engine)
- 1.4 Minimum distance from South break water for bailout is 1nm
- 1.5 Vessel to ensure they navigate at all times within channels and within leading lights and PEL light limits i.e. deep draft channel as indicated by the buoys.

### **2.0 Day light only**

- 2.1 Vessels with a LOA of 200m (excluding vessels for dry dock) in the Maydon Wharf channel
- 2.2 All vessels going to IV4 to IV9 over 200m will be subject to daylight only but may be done at Pilot's discretion.
- 2.3 Fishing vessels presenting language and or forward visibility problems

- 2.4 Double banking/de-coupling
- 2.5 No-main-engine shifts
- 2.6 Towing immobilized vessels across the bar
- 2.7 Daryl Buoy Mooring- docking/undocking
- 2.8 E.B&H & Dormac berths and cross berths
- 2.9 Any vessel over 370m and beam greater than 50m

### 3.0 **TIDAL VESSELS GUIDELINES**

There is increasing commercial pressure on the port to accommodate bigger and deeper ships.

Obviously the operating 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;

- I. Rising tide
- II. Signing of the indemnity
- III. Submission of a tidal calculation to the Harbour Master's office for approval
- IV. Under keel clearance of 60cm

Factors to include in the passage planning of such vessels include but are not limited to:

- I. Type of vessel/ maneuvering characteristics
- II. Size of vessel
- III. Wind conditions
- IV. Current at the bar
- V. Visibility
- VI. Speed
- VII. Squat
- VIII. Increased draft due to list/rolling/heave
- IX. Available tug assistance and bollard pull

### 4.0 **LIMITATIONS ON BERTHS**

Berth	Distance between vessels	Remarks
Island view berths	Min-30m	Hazardous cargo

All other berths	20m	
Berth	LOA	Remarks
Island view 1,2 &3	122m (minimum)	One caisson only 122m
Island view 8-9	90m (min)	
NP 100	180m (min)	When a vessel in access of 180m LOA is berthed at NP100, then NP101 to be clear up to bollard no.5
Graving dock		Movement subject to mooring winches being operational
NP 108	340m (maximum)	<ul style="list-style-type: none"> <li>If the LOA is between 321-340m then the following conditions will apply; 1) at least one side of the new pier basin has to be clear of ships, i.e. Either 105/107 or 200/202 will have to be clear.2) There might be a need for extra tugs and the ship will bear the costs as these longer vessels have a higher risk.</li> <li>Vessels that are between 300-320m LOA will be treated as normal</li> </ul>
Wood chip carriers		Maximum wind: 20knots, daylight only and 2 tugs.
Island View Channel		No vessel is permitted to move in the Island view channel at any time without main engines.

IV4-IV9	+200m	Vessels over 200m LOA are subject to daylight only but may be done at pilot's discretion at night.
Maydon Wharf channel	200	<p>Vessels with obstructions that obstruct the view of the pilot's line of sight will be subjected to daylight berthing (i.e. Gearbulk).</p> <p>Vessels with a beam of more than 34m while bunkering in the MW channel will have to stop bunkering and the bunker barge is to move away if other vessel with a beam greater than 34m is in transit.</p>
Container vessels		<p>Crane booms must be up and positioned in the center of the berth for docking and undocking.</p> <p>Docking and undocking of vessels when crane booms are down, is prohibited unless permission is granted by DHM's office.</p>

### **SAFE OPERATING LIMITS (MAXIMUM WIND LIMITS)**

Passenger vessels	45knots
Containers	45knots
Car carriers	30knots
Island view	30knots
Maydon wharf	30knots
Bulk carriers over 250m	25knots
Dry dock	15knots

Dead ships	15knots
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## **GENERAL**

### **PRELIMINARY**

In terms of the national Ports Act 12 of 2005, pilotage in the ports of the Republic is compulsory with the exceptions of ships that are exempt by statute or regulation.

All shipping movements will be carried out at the discretion of the designated pilot, based on his/her local knowledge, prevailing weather conditions, state of the tide, type of ship, etc. The pilot shall adhere to section 75 of the National Ports Act 12 of 2005.

### **SHIPS DAMAGE**

In the event of suspected damage, the Pilot / Vessels Master must inform Port control. On no account is a pilot to sign any documentation acknowledging liability or damage. (Section 76 of Ports Act)

### **OVERLOADED VESSELS**

Draft marks to be checked by Pilots on arrival and departure.

Service will be refused to overloaded ships and Port control/SAMSA will be informed of loading violation.

### **PILOT BOARDING ARRANGEMENTS**

Manropes to be rigged at all times when a pilot ladder is used for pilot boarding

Pilot ladders to be rigged in accordance with IMPA/SOLAS guidelines.

Helicopter boarding procedures to be in accordance with International Chamber of Shipping guidelines.

Vessels to keep a listening watch on Ch. 13 and Ch. 9

Vessels to reduce rolling to a minimum.



