

**Terminal Information Handbook
Port of Gdansk Cargo Logistics SA**

General information

During the entire loading or discharging operations, proper communications shall be maintained between the vessel and Port of Gdansk Cargo Logistics SA.

Important telephone numbers and contact details:

Stevedoring company:

Port of Gdansk Cargo Logistics SA

6 Roberta de Plelo Str

80-548 Gdansk

Poland

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e-mail: pge@pge.pl

web site: pge@pge.pl

Chief Coordinator Office: 0048 58 737 7103

Port Facility Security Officer (PFSO): mobile + 48 691 98 19 74

Deputy Port Facility Security Officer: mobile +48 605 28 77 06

Oliwskie Quay, Wislane Quay

Manager: 0048 58 737 7953

Stevedore Supervisors:

Oliwskie Quay: 0048 58 737 7328, mobile: +48 691 98 19 72

Wislane Quay: 0048 58737 7148

ISPS Port facility "B" -Port facility security contact: 0048 58 737 7148

mobile: +48 691 98 19 72

Górnicy Basin

Manager: 0048 58 737 6373

Stevedore Supervisors:

0048 58 737 6547,

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ISPS Port facility "F" -Port facility security contact: 0048 58 737 7821

Mobile: +48 691 98 19 74

Harbour Master officer

(on duty): 0048 58 343 7371

VHF 14

Port Authority of Gdansk

Main dispatcher's office 24 h: 0048 58 737 93 05

VHF 14

Emergency numbers:

Fire station – 11, mobile 112, phone 0048 58 737 99 14

Rescue Station -11, mobile 112, phone 0048 58 737 99 14

Police 997, mobile 112

Pilotage:

PUM Gdańsk Pilot Ltd

6 Przemysłowa Str.

80-542 Gdańsk

Phone: (0048) 58 737 9769

Mobile: (+48) 509 49 93 58

E-mail: dyspozytor.pilot@portgdansk.pl

VHF 14

Tugs:

WUŻ Port and Maritime Services Ltd

4 Przemysłowa Str.

80-542 Gdańsk

Phone: (0048) 58 737 6230

VHF 14

Mooring Operations

Port of Gdansk Cargo Logistics SA

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I. Navigation information

The Port of Gdansk is located in the following position: 54°25'N - 18°39'E
Water density 1,000 – 1.005 (salty water) depending on the hydrometeorological conditions.
Port of Gdansk is ice-free all year long. Time zone CET (GMT +1 h)



1. Rules of vessel traffic

Regulations for the Port of Gdansk.

A.

1. Ships shall proceed at the safe speed not higher than:

a) on the road – 7 knots

2. in the Port Channel along Martwa Wisła River:

a) for ships of less than 50 m in length and draught not exceeding 3,0 m – 7 knots

b) for other ships – 6 knots

c) for the tow – 4 knots

B.

In the Port of Gdansk ships shall be obliged to use the assistance of tugs as follows :

1. Inner Port:

a) one tug:

- ships of length from 85 m to 120 m inclusive or with draught of more than 6 m

b) two tug boats:

- ships of length from 120 m to 160 m inclusive

c) three tug boats

- ships of length of 160 m to 200 m

d) four tug boats

- ships of length from 200 m to 225 m

C.

Ships of the following size may enter the Port of Gdansk:

1. Inner Port - ships of length up to 225 m (inclusive) and draught up to 10.20 m at average sea state.

2. Entering of ships with size greater than specified above may be performed in reasonably motivated cases upon the permission and according to the conditions determined by Harbour Master. The maximum length of an oversized craft operated in Inner Port can not exceed 280 m.

D.

Ships of 50 m in length and more shall be obliged to use pilotage service .

Ships entering Gdansk Inner Port shall embark the pilot 0,4 Nm SW NP Buoy.

II. Terminal regulations

ISPS, International Ship&Port Facility Security

Port of Gdansk is an ISPS approved port and therefore adheres to the requirements of the ISPS Code. In conformity to the provisions of the international law, the Port of Gdansk has the IMO number 12543 and the UN locator PLGDN

Pilotage

The use of pilotage service shall be obligatory in the area of road, anchorage, to ships's berth and vice versa.

Berthing

Ships will normally berth port side or starboard side. It has to be agreed with the Port of Gdansk Cargo Logistics SA

Mooring/Unmooring

The Master of a vessel shall through the ship's Agent order the mooring arrangement. All ships must be securely moored and maintained in the desired position at all times. The Master is responsible for ensuring that all the vessel's moorings are closely monitored and tended regularly to prevent excessive strain on the lines or undue movement of the vessel. The Master shall ensure that all moorings on self –tensioning winches are secured with winch brakes in locked position. All use of self –tensioning winches in automatic position is strictly forbidden.

Gangway facilities

The vessel is responsible for the procuring and securing of gangway facilities. The means of access between ship and the berth must be safe and legal. It shall consist of an appropriate gangway or accommodation ladder with a properly fixed safety net underneath.. It should be well illuminated during darkness. A lifebuoy with a heaving line attached shall be available on board the ship near the gangway or accommodation ladder. The accommodation ladder must be placed on the berth well clear of the cranes or other obstructions.

III. General information

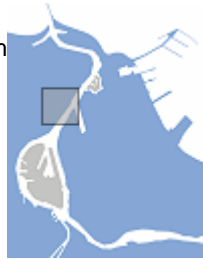
Bulk cargo terminals operated by the Port of Gdansk Cargo Logistics SA are located in the inner part of the Port of Gdansk along the Martwa Wisła River. There are 3 places for handling bulk cargo:

1. Wiślane Quay
2. Oliwskie Quay
3. Górniczy Basin

Port of Gdansk Cargo Logistics SA offers handling and storage services for coal, coke and petcoke, raw sugar, lime, feed and grains, aggregates, and other dry bulk cargo as clinker brick, expanded clay aggregate, dolomite and bentonite.

Wiślane Quay

Ship length	up to 210 m
Operating quay length (bulk cargo)	225 m
Max. draft	10.2 m



The quay is situated on the left bank of the Port Canal, 3,2 km far for the entrance to the Inner Port. This is a universal berth, suited for handling cargoes such as coal, coke, feed, grain and general cargo. The Wiślane Quay can accommodate ships of max. length of 225 m.

The quay is equipped with cranes ranging in lifting capacity from 6 to 25 t. The cranes are equipped with grabs with capacity up to 8 cbm. The maximum air draft is 20 m. This berth is equipped with conveying system for loading lime. Loading conveyor belt for lime has a capacity of 60 t per hour. Terminal provides warehouses of 19 727 sq. m, roofed bunker of 4000 t capacity, an open stores area of 91307 m² and grain elevator of 8500 tonnes capacity. Waterfront infrastructure allows for loading and discharging directly from rail wagons and trucks.

There are moveable hoppers.

Access to/from ships through the ship's gangway.

Cargo loaded/discharged is calculated according draft survey or rail/truck's scale.



Oliwskie Quay

Ship length up to 225 m

Operating quay length 600 m

Max. draught 9.7 m



Oliwskie Quay is situated on the left bank of the Port Canal, 0.85 km far from the entrance to the Inner Port. It is destined to handle general cargo, grain and raw sugar in bulk. It can accommodate ships with a maximum length of 225 m and the maximum draught up to 9,70 m. The cargo can be handled with lo-lo system by means of shore cranes ranging in lifting capacity from 6 to 16 t (the capacity of the grab is up to 6,5 cbm). The air-draught is 18 m.

There is moveable conveying system-conveyor belt, it has a capacity up to 120 t per 1 hour. The cargo is stored in warehouses of total area of 18 000 m² and 22 000 tonnes capacity and open stores of total area of 30 000 m² Access to/from ships through the ship's gangway. Cargo loaded/discharged is calculated according draft survey or truck's scale.



Górnicy Basin

Ship length	up to 225 m
Operating quays length:	
- Węglowe	780 m
- Rudowe	695 m
- Administracyjne	125 m
Max. draught:	
- Węglowe	9.1 m
- Rudowe	10.2 m
- Administracyjne	5 m



The Górnicy Basin is situated on the right side of the Port Canal, 3,5 km far from the entrance to the Inner Port. It consists of three quays: Węglowe, Rudowe, and Administracyjne. There is the turning area of 170 m in diameter just opposite the basin. The quays are equipped with cranes ranging from 8 t to 25 t of capacity. The capacity of grabs is up to 8 cbm. The air-draught is 22 m. Ships of 225 m in length and a draught of 10,20 m can be accommodated here. The Węglowe Quay is 780 m long and can accommodate ships of 9,10 m maximum draught. The quay is equipped with 5 open bunkers of 12 583m². The Rudowe Quay is 695 m long. It can accommodate ships of 10,20 m maximum draught. The quay has open stores of 50 000 m² and 2 open bunkers of 5000 m². The Administracyjne Quay is 125 m long and can be offered for ships of 5 m maximum draught. It has also open stores of 8300 m².

Cargoes handled here include coal, coke, aggregates, scrap, biomass, bentonite. Access to/from ships through the ship's gangway.

Cargo loaded/discharged is calculated according draft survey or rail/truck scale.



IV. Requirements in relation to the operational suitability of bulk carriers for loading and discharging of solid bulk cargoes.

1. Bulk carriers shall be provided with cargo holds and hatch openings of sufficient size and such a design to enable the bulk cargo to be loaded, stowed, trimmed and discharged satisfactorily.
2. They shall be provided with the cargo hold hatch identification numbers as used in the loading or discharging plan. The location, size and color of these numbers shall be clearly visible to and identifiable by the operators of the terminal loading or discharging equipment.
3. Their cargo holds hatches, hatch operating systems and safety devices shall be in good functional order and used only for their intended purpose.
4. List indicating lights, if fitted, shall be tested prior to loading or discharging and proved to be operational.
5. If required to have an approved loading instrument on board, this instrument shall be certified and operational to carry out stress calculations during loading or discharging.
6. Propulsion and auxiliary machinery shall be in good functional order.
7. Deck equipment related to mooring and berthing operations shall be operable and in good order and condition

V. Information to be provided by the Master to the terminal

The master provides the following information to the terminal:

1. The ship's estimated time of arrival at the port as early as possible. This advice shall be updated as appropriate.
2. At the time of arrival to the roads advice:
 - a) name, call sign, IMO number, flag, port of registry
 - b) loading or discharging plan, stating the quantity of cargo, stowage by hatches, loading or discharging order and the quantity to be loaded in each pour or unloaded in each stage of discharge
 - c) arrival and proposed departure draughts
 - d) time required for ballasting or de-ballasting
 - e) ship's length overall, beam and length of the cargo area from the forward coaming of the forward-most hatch to the after coaming of the aft-most hatch into which cargo is to be loaded or from which cargo is to be discharged
 - f) distance from the waterline to the first hatch to be loaded or discharged and the distance from the ship's side to the hatch opening
 - g) location of the ship's accommodation ladder
 - h) air draught (the distance from the waterline to the highest point of the ship)
 - i) details and capacities of ship's cargo-handling gear, if any
 - j) number and type of mooring lines
 - k) specific requests, such as for trimming or continuous measurement of the water content of cargo
 - l) details of any necessary repairs which may delay berthing, the commencement of loading or discharging, or may delay the ship sailing on completion of loading or discharging
 - m) any other information related to the ship requested by Port of Gdansk Cargo Logistics SA

VI. Procedures before cargo operations

The loading or discharging plan must be accepted and signed by both parties.

1. Before operations commence, a meeting shall be held between stevedore supervisor from Port of Gdansk Cargo Logistics SA and the Ship's Master or responsible officer. They shall jointly:

- a) complete security agreements related to the ISPS code.
- b) complete and sign the Ship/shore Check List for Dry Bulk Cargo
- c) evaluate and agree on the checking and sampling of ballast water as required.
- d) evaluate and agree on the loading/discharging programme including;
 - quantities to be loaded/discharged
 - hold loading or discharging sequence
- e) agree on procedures for emergency shutdown of operations
- f) evaluate and agree on the means of communications to be used during operations
- g) ensure that the cargo specification data sheets are processed on board

2. Before commencement of loading and discharging.

- a) loading or discharging shall not commence until all safety checks have been carried to the satisfaction of Port of Gdansk Cargo Logistics SA stevedore supervisor and inspection results agreed upon and signed.
- b) the atmosphere of vessel's holds and void spaces has to be checked for gas.

3. Rules to be observed during operations

- a) cargo and ballast operations will take place according to the agreed loading or discharging sequence. Any deviation from the agreed loading or discharging sequence must be communicated between Port of Gdansk Cargo Logistics SA and ship without delay.
- b) during cargo operations sufficient crew must remain on board under the continuous supervision of a responsible and experienced officer to deal with routine duties and handle possible emergency situations.
- c) a responsible crew member with a good command of a Polish or English language must remain on deck all times during loading or discharging
- d) all ships must be ready to leave quay at short notice

VII. Safety Regulations

1. The ISPS regime

The whole area of Port of Gdansk is subject to the ISPS-regime and all ships that make use of these quays are instructed to comply with the rules and regulations passed for vessel and crew in this connection.

2. Fire precautions

The vessel's fire fighting appliances, including main and emergency fire pumps, must be ready for immediate use. The Master of the vessel is responsible for keeping sufficient crew members on board at all time to fight fires effectively and move the vessel.

In case of fire on board, the responsible officer should signal with the ship's whistle a series of prolonged blasts. Port of Gdansk Cargo Logistics SA representative shall then call the fire brigade.

Hot work

Hot work is defined as a work of any kind involving open equipment which may create sparks or sufficient heat to ignite flammable liquids or gases. Hot work must not take place outside designated hot work area in the engine room without prior permission from Harbour Master.

Smoking

Smoking is forbidden on deck and elsewhere outside the designated smoking areas on board. The designated smoking areas shall be defined at Master's discretion. All smoking areas shall be marked with signs.

3. Pollution Prevention

- a) great care must be exercised when handling cargo, ballast and bunkers to avoid spill and discharge into the sea. All pumping from the bilges is prohibited.
- b) soot blowing or excessive funnel smoke is prohibited and immediate steps must be taken to eliminate sparking or black smoke from funnels.
- c) discharge of sewage into the water in port is prohibited
- d) throwing any kind of waste/refuse overboard is prohibited
- e) the cost of the recovery/cleaning operation will be charged to the ship.
- f) waste or other substances, whether liquid or solid, must not be discharged overboard. Waste must be retained in suitable containers on board. Arrangements for disposal of such waste can be made through the ship's agent before arrival.