



CRUISE TERMINAL BOOK

LUKA KOPER – PORT OF KOPER

Vojkovo nabrežje 38, 6501 Koper
SI – SLOVENIJA

Version October 2019



TABLE OF CONTENTS:

1. Details of terminal contact personnel	3
2. Technical data on the berths and loading or unloading equipment	4
3. Depth of water at the berth	6
4. Water density at the berth.....	6
5. The minimum and maximum size of ship which the terminal's facilities are designed to accept, including the minimum clearance between deck obstructions	6
6. Mooring arrangements	6
7. Loading or unloading rates and equipment clearances	7
8. Loading or unloading procedures and communications	7
9. Cargo weight determinations by weight meter and draught survey	7
10. Conditions for acceptance of combinations carriers	7
11. Access to and from ships and berths or jetties	7
12. Terminal emergency procedures	7
13. Damage and indemnity arrangements.....	8
14. Landing location of accommodation ladder	8
15. Information on waste reception facilities at the terminal	8
16. Information to be provided by the Terminal to the Master	8
17. Legal disclaimer:.....	9
18. Record of corrections	10
19. Information needed to be given by ship to the terminal	10
19.1. Ship/Shore safety checklist	11

1. DETAILS OF TERMINAL CONTACT PERSONNEL

Contact with terminal's representative on GSM: **+386 31 649 114**

Terminal management: +386 5 6656 159

Terminal operations: +386 41 568 240

Terminal's working time:

All the time when cruise ship is alongside

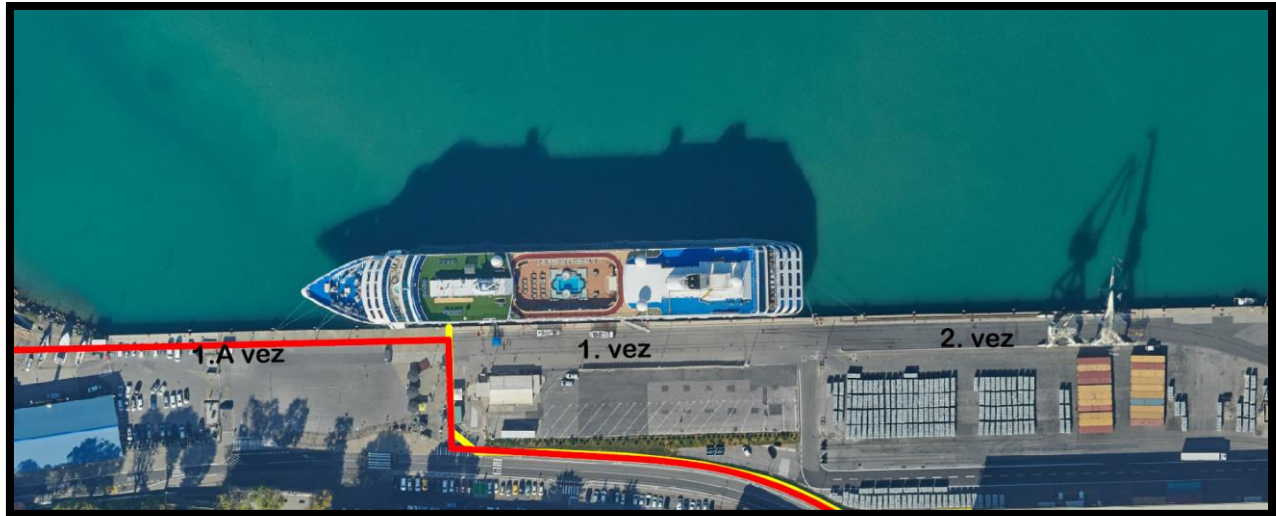
Management and administration: Monday to Friday 08:00 - 16:00 Hrs

A bus line is available in port of Koper



2. TECHNICAL DATA ON THE BERTHS AND LOADING OR UNLOADING EQUIPMENT

Terminal overview:



TERMINAL PARKING AREAS:

Dedicated 30 bus spots; 20 vans spots; 15 taxi spots

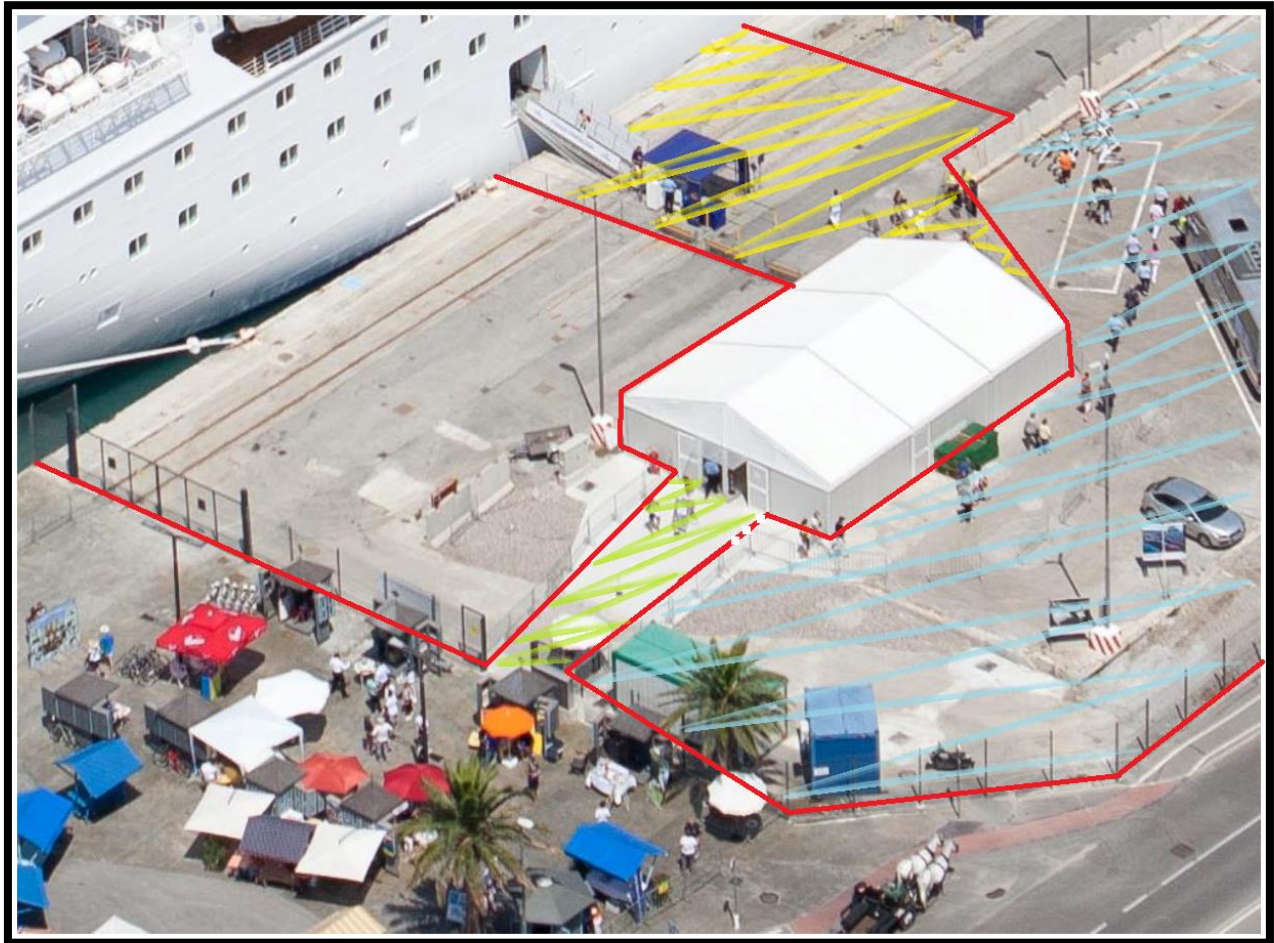
MAIN PORT ENTRANCE: 500 m

CITY – main town square: 300 m, walking distance, public elevator for town center connectivity

Terminal facilities:

- Tent structure terminal
- handling ships with up to 4.000 passengers in transit
- Immigration custom facilities - 6 lanes
- ISPS code compliant
- Cruise terminal physical access control
- 100% screening procedures (X-ray machines, Archway metal detectors, handheld metal detectors, trained personnel)
- CCTV 24/7 surveillance
- Total area of terminal is 10.000 sqm

- Provisions loading/handling
- Waste removal services
- fresh water availability (pipeline – 4 connections with pumping rate 4x20 cbm/hour, 30 day tests with certificates)
- Information desk – for “independent” passenger service
- Barrier free access for Passengers with disabilities or reduced mobility, assistance provided by terminal operator



3. DEPTH OF WATER AT THE BERTH

Minimum depth of water alongside the berth refer to [Port Book](#) - Berthing and anchorage facilities item nr. 9.

4. WATER DENSITY AT THE BERTH

All berths in summer: 1.022 - 1.024 kg/dm³

All berths in winter: 1.025 - 1.027 kg/dm³

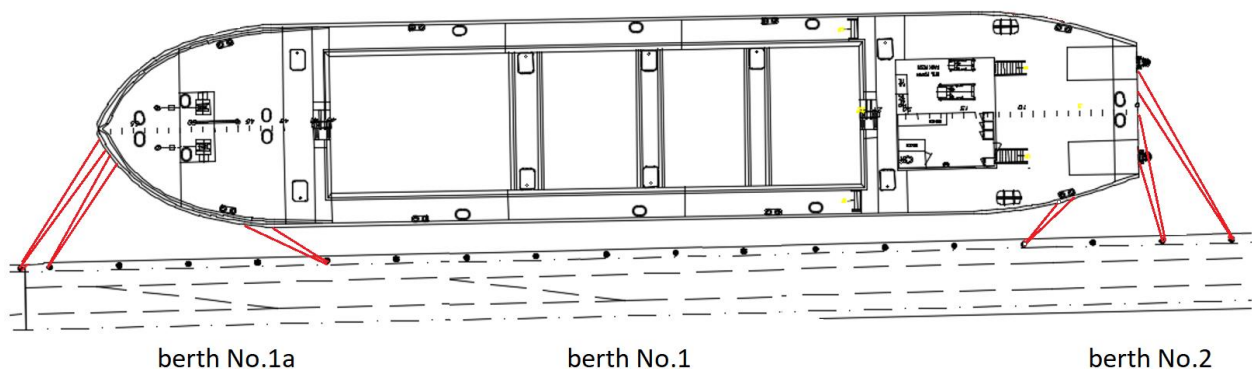
Average during year: 1.022 – 1.027 kg/dm³

5. THE MINIMUM AND MAXIMUM SIZE OF SHIP WHICH THE TERMINAL'S FACILITIES ARE DESIGNED TO ACCEPT, INCLUDING THE MINIMUM CLEARANCE BETWEEN DECK OBSTRUCTIONS

- The min size of the ship: no limits
- The max size of the ship – limited by draught see section No. 3
- Terminal air draught - see item nr. 2.

6. MOORING ARRANGEMENTS

- [Is organised 24 hrs/day](#) by the company Luka Koper INPO d.o.o. (subsidiary company of Luka Koper d. d.)
- Mooring arrangements: 4 head lines; 4 stern lines; 2 head spring lines; 2 stern spring lines
- berth No. 1a, No. 1 and No. 2



"ACTUAL MOORING ARRANGEMENT MAY VARY"!

7. LOADING OR UNLOADING RATES AND EQUIPMENT CLEARANCES

As per current pricelist of Port of Koper or per contract/offer.

8. LOADING OR UNLOADING PROCEDURES AND COMMUNICATIONS

Loading or unloading procedures are designed by terminal regulations in compliance with 9001 (as amended), BS OHSAS 18001 (as amended) and 14001 (as amended). Standard for hold cleanliness on discharging is “shovel clean”.

9. CARGO WEIGHT DETERMINATIONS BY WEIGHT METER AND DRAUGHT SURVEY

Terminal's weight meters - provided accuracy within +/- 1 %.

Terminal contractors' [surveyors](#) – on request.

10. CONDITIONS FOR ACCEPTANCE OF COMBINATIONS CARRIERS

[Gas free declaration](#) or Gas free certificate.

11. ACCESS TO AND FROM SHIPS AND BERTHS OR JETTIES

Ship's accommodation ladder. Terminal accommodation ladder – on request if available.

12. TERMINAL EMERGENCY PROCEDURES

In case of emergency or urgent stop of unloading/loading operation contact terminal's representative item nr. 1.
GSM: **+386 31 649 114**

If you need medical assistance in case of an accident or other incident, call the [security center of the Port of Koper](#), telephone number: **+386 05 66 56 950**.

A Mariner clinic is available in Koper, which provides medical assistance. Medical care and hospitalization are provided at the General Hospital Izola (7 km).

In case of a safety incident, fire or other accident call the security center of the port of Koper, telephone: **Port of Koper security centre: T: +386 5 6656 950**

Police/Ambulance/Fire: 112

Emergency Response Centre:

MRCC Koper VHF Channels 7, 8, 12 and 16.

T: +386 (5) 663 2106/8, F: +386 (5) 663 2110, koper.mrcc@gov.si

13. DAMAGE AND INDEMNITY ARRANGEMENTS

Damages caused to the ship by using loading / unloading or hold cleaning terminal's equipment, must be reported immediately and in written form with detailed description of the damage yield to the terminal's representative.

Survey of the damage and the statement of its origin with necessary evidence (photos, drafts with measurements, etc.) must be carried out in presence of both (ship / terminal) representatives. The damages alike shall be repaired (before ship leaves the port) on terminal's account by terminal's subcontractor (<https://luka-kp.si/eng/port-community-contacts>) as soon as possible and when cargo condition will permit safe work. (Att. Suitability of the ship for terminal's loading/ discharging system) »grab discharging«.

All damages caused to the ship by terminal's loading /unloading equipment and which could impair the structural capability or watertight integrity of the hull, or the ship's essential engineering systems, will be registered and handled by authorised organisations of the state and port authorities.

14. LANDING LOCATION OF ACCOMMODATION LADDER

Ship's ladder to shore, or terminal's ladder on the ship (on request).

15. INFORMATION ON WASTE RECEPTION FACILITIES AT THE TERMINAL

[Regularly organised by Luka Koper INPO d.o.o.](#) by contract and state regulations.

16. INFORMATION TO BE PROVIDED BY THE TERMINAL TO THE MASTER

- The name of the berth at which loading or unloading will take place: Information will be given from the Terminal.
- Estimated times for berthing: 1.5 hrs.
- Estimated time for completion of loading/unloading: Information will be given from the Terminal.
- The number of loading or unloading heads to be used: 1 and 2 heads Information will be given from the Terminal.
- Characteristics of loading or unloading equipment, refer to item nr. 2. "Technical data on the berths and loading/ unloading equipment".

- Features on the berth or jetty the master may need to be aware of, including the position of fixed and mobile obstructions, fenders, bollards and mooring arrangements refer to item nr. 2. "Technical data on the berths and loading/ unloading equipment" and Port Book item nr. 9. "Berthing and anchorage facilities".
- Minimum depth of water alongside the berth and in approach and departure channels refer to Port Book item nr. 9. "Berthing and anchorage facilities" and item nr. 13. "The maximum size of ship the port can accept".
- Water density at the berth refer to item nr. 15. "Water density at the port".
- Maximum distance between the water line and the top of the cargo hatch covers or coamings, whichever is relevant to the loading or unloading operation, and the maximum air draught refer to item nr. 2. "Technical data on the berths and loading/ unloading equipment" and Port Book item nr. 9. "Berthing and anchorage facilities".
- Arrangements for gangways and access refer to item nr. 14. "Landing location of accommodation ladder".
- Which side of the ship is to be alongside the berth: refer to item nr. 6. "Mooring arrangements", Port side.
- Maximum allowable speed of approach to the jetty and availability of tugs, their type and bollard pull. Refer to Port Book item nr. 8. "Towage and tug assistance". Maximum allowable speed of approach and departure in channels is 3 knots. Maximum allowable speed of approach to the jetty is 0,2 knot.
- The loading sequence for different parcels of cargo, and any other restrictions if it is not possible to take the cargo in any order or any hold to suit the ship. N/A
- If the terminal's loading or unloading equipment is fixed or has any limits to its movement. Refer to item nr. 2. "Technical data on the berths and loading/ unloading equipment".
- Warning of unusual mooring arrangements: refer to the Pilot and/or refer to item nr. 12. "Terminal emergency procedures".
- Mooring lines required: refer to item nr. 6. "Mooring arrangements"
- Any restrictions on ballasting or de-ballasting refer to <https://luka-kp.si/eng/information-for-ships>, Pilot, Port Book, Terminal book
- Maximum sailing draught permitted by the competent authority refer to Port Book item nr. 13. The maximum size of ship the port can accept and item nr. 9. "Berthing and anchorage facilities".

Received on:

For ship Signature:

17. LEGAL DISCLAIMER:

This Terminal info book content is intended for general information purposes only, and we have taken due care in its preparation. Any risk arising from the use of the information shall rest with the recipient and nothing herein shall be construed as constituting any kind of warranty. Luka Koper reserves the right to make adjustments without prior notification and to make changes or updates to this Terminal info book at any time without notice.

While Luka Koper attempts to collect and supply accurate and up-to-date information in this Terminal info book, Luka Koper does not warrant its accuracy or completeness, or that results from use of this Terminal info book will be effective, accurate or reliable, and Luka Koper is not responsible or liable for any errors, inaccuracies or omissions. Luka Koper shall not be liable for any damages arising out of or related to your use of this Terminal info book, its content, or otherwise, including any direct, indirect, incidental, special, punitive or consequential damages of any kind.

18. RECORD OF CORRECTIONS

Version	Rev.	Date	Change	Remark
October 2019	0	30-10-2019	Initial version	None

19. INFORMATION NEEDED TO BE GIVEN BY SHIP TO THE TERMINAL

All information are requested prior ship's arrival.

- ETA confirmation
- Last and next port of calling
- ETD confirmation

- Passenger list in transit
- Embarking passengers list
- Disembarking passengers list
- Crew list
- Embarking crew list
- Disembarking crew list
- Ship visitors
- List of workers

- Orders for additional services (loading or unloading, additional security, shuttle service...)

19.1. SHIP/SHORE SAFETY CHECKLIST

Already included in Declaration of security, signed by PFSO.