



GENERAL CARGO TERMINAL BOOK

LUKA KOPER – PORT OF KOPER

Vojkovo nabrežje 38, 6501 Koper

SI – SLOVENIJA

Version October 2019

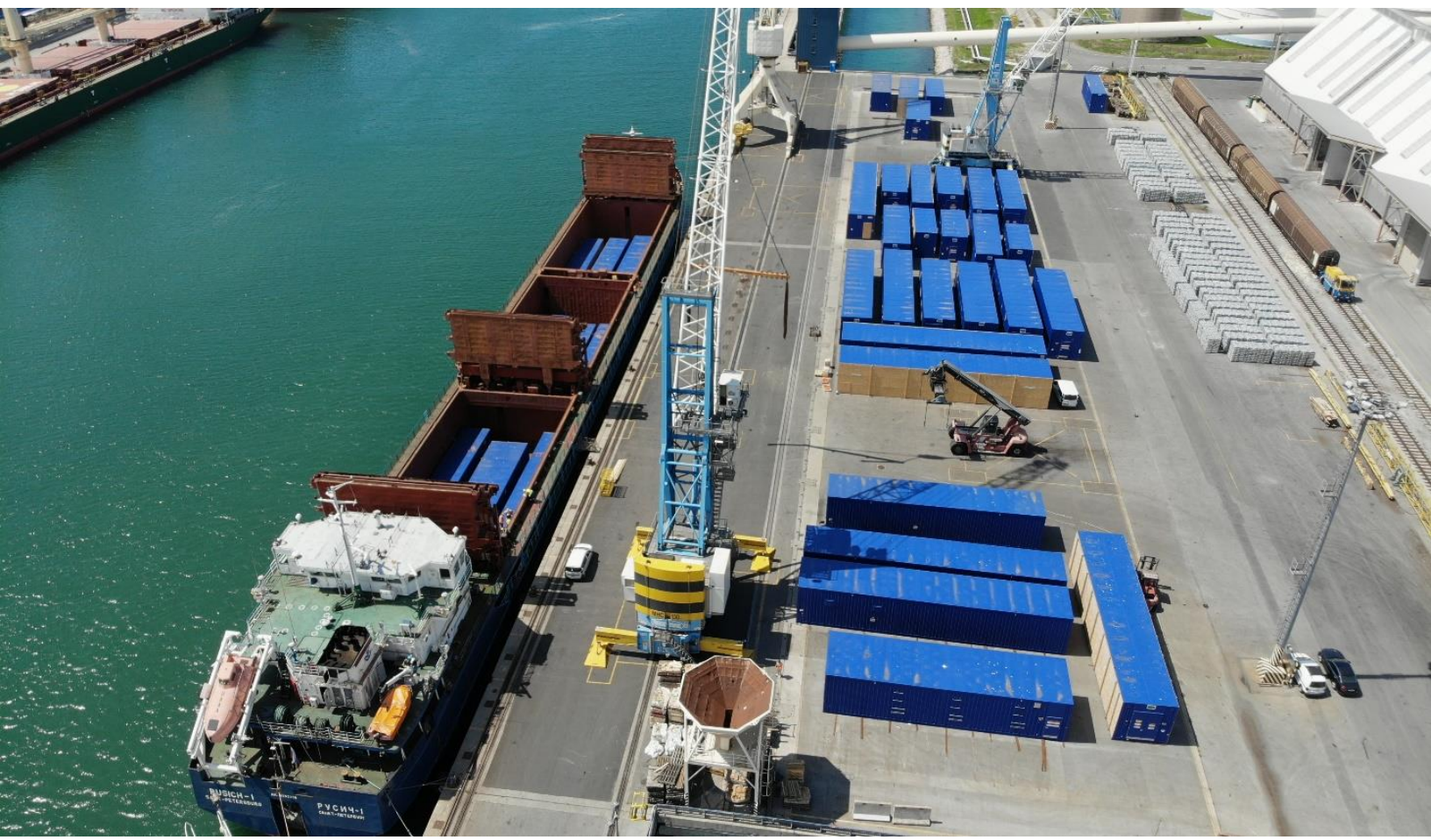


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1. DETAILS OF TERMINAL CONTACT PERSONNEL

Contact with terminal's representative on GSM: **+386 40 188 540**

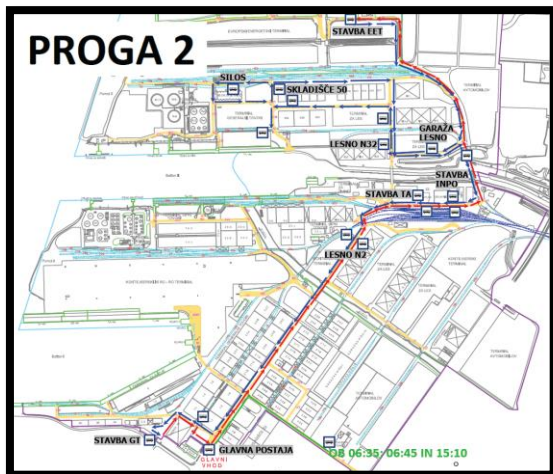
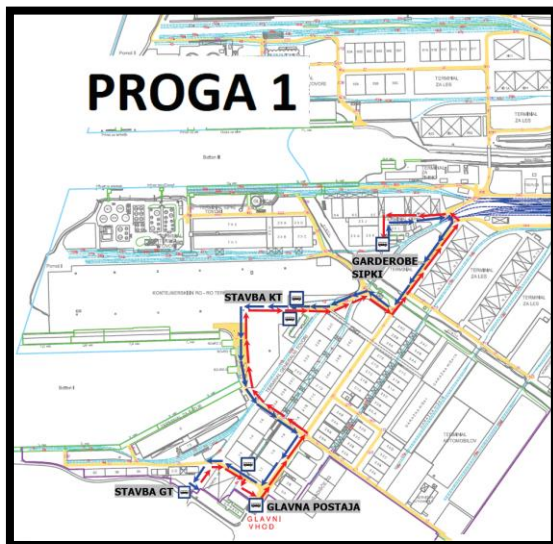
Terminal's working time:

1st shift from 06:15 - 13:30 Hrs

2nd shift from 14:00 - 21:15 Hrs

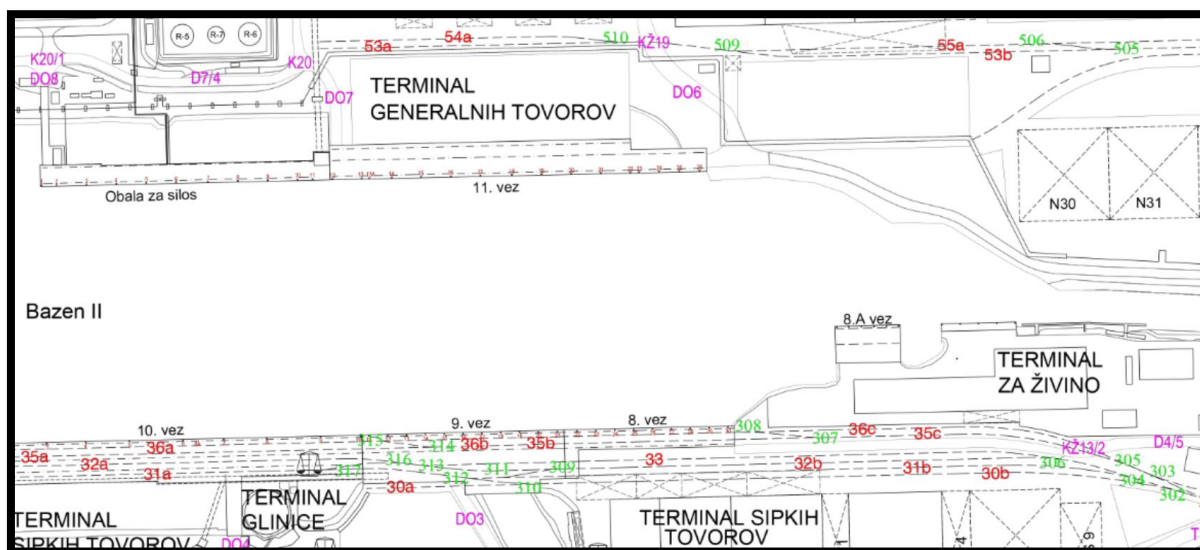
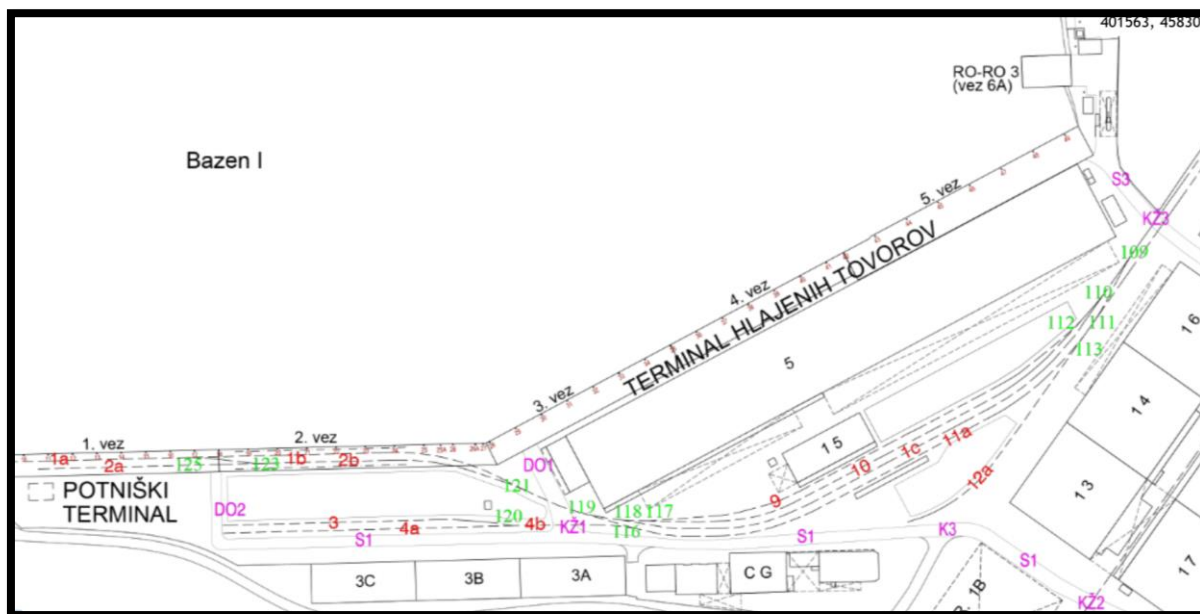
3rd shift from 21:45 - 05:00 Hrs

A bus line is available in port of Koper.



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

Terminal overview:



Cranes and ship loader/unloader data:Shore cranes:

OD 1, OD 3 and OD 5 20/15/10 t – 21/25/29 m, air draught berth level app 10 m,

Mobile harbor cranes:

Liebherr 124,125 40/24/13,7 t – 16/23/32m,

Fantuzzi 63 t 63/41/26,5 t – 18/28/26,5m,

Fantuzzi 110 t 110/75/39 t – 18/26/44m,

Sennebogen 80 t 50/2,3t – 5/38m.

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

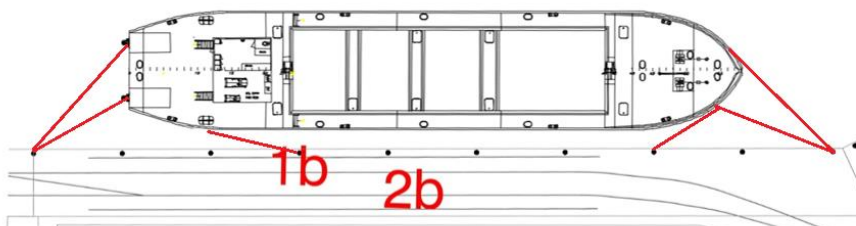
Average during year: 1.022 – 1.027 kg/dm³

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

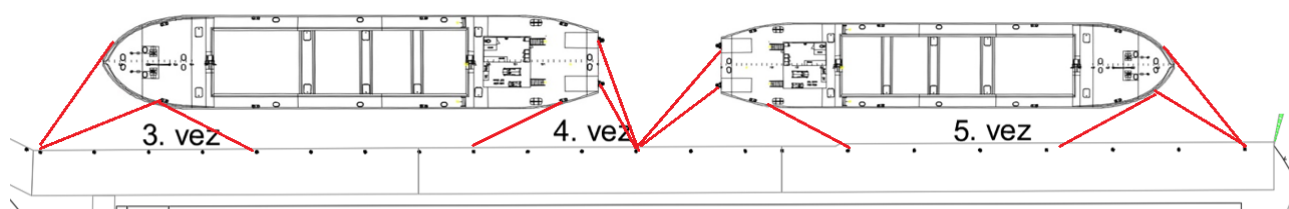
- The min size of the ship: no limits
- The max size of the ship – limited by draught see section No. 3 and cranes technical data item nr. 2.
- Terminal air draught - see item nr. 2.

6. MOORING ARRANGEMENTS

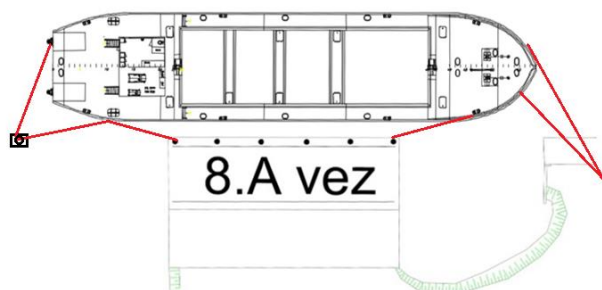
- Is organised 24 hrs/day by the company Luka Koper INPO d.o.o. (subsidiary company of Luka Koper d. d.)
- Mooring arrangements: 2 head lines; 2 stern lines; 1 head spring lines; 1 stern spring lines
- berth No. 2



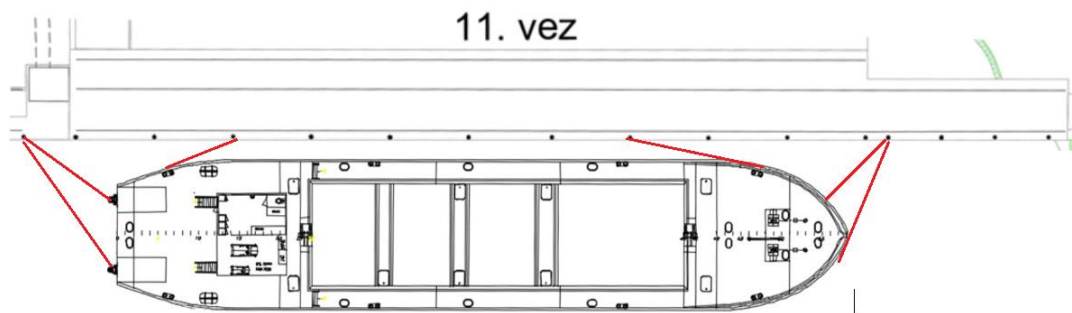
- berth No. 3, 4 and 5



- berth No. 8a



- berth No. 11



"ACTUAL MOORING ARRANGEMENT MAY VARY"!

7. LOADING OR UNLOADING RATES AND EQUIPMENT CLEARANCES

As 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 40 188 540**

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", Star board 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 |
|------------|------|------------|--------------------------|--------|
| March 2019 | 0 | 18-03-2019 | Initial version | None |
| June 2019 | 1 | 6.2019 | Terminal data; shortcuts | None |
| | | | | |
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19. INFORMATION NEEDED TO BE GIVEN BY SHIP TO THE TERMINAL

Ref.: BLU-Code Code of practice for the safe loading and unloading of bulk carriers - Res. A.862(20):

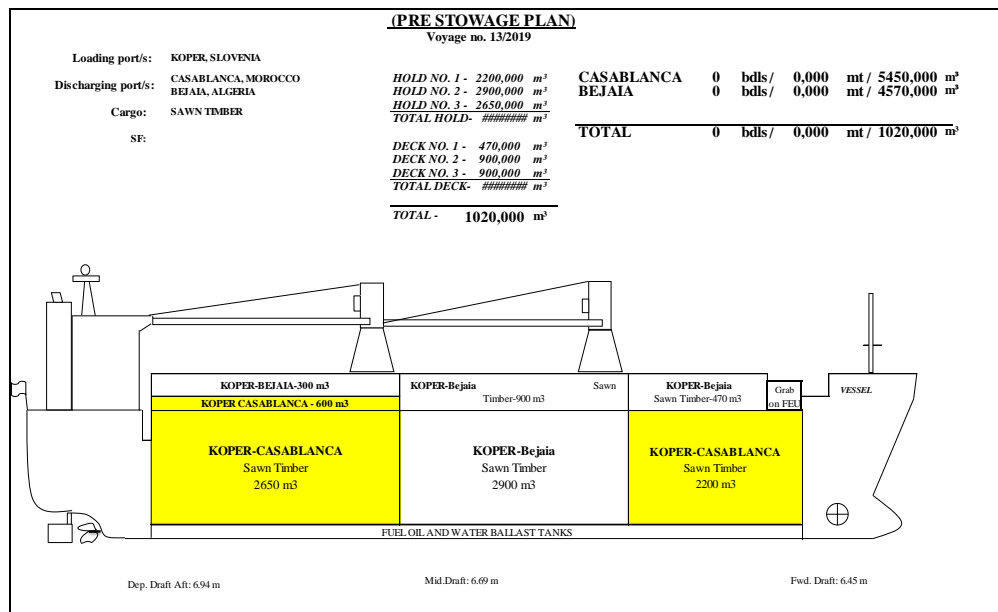
| No. | Item M/V |
|-----|--|
| a) | <i>Name, call sign, IMO number, flag, port of registry;</i> |
| b) | <i>Loading or unloading plan, stating the quantity of cargo, stowage by hatches, loading or unloading order and the quantity to be loaded in each pour or unloaded in each stage of the discharge;</i> |
| c) | <i>Arrival and proposed departure draughts;</i> |
| d) | <i>Time required for ballasting or de-ballasting;</i> |

| | |
|----|--|
| e) | <i>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 unloaded;</i> |
| f) | <i>Distance from the waterline to the first hatch to be loaded or unloaded and the distance from the ship's side to the hatch opening;</i> |
| g) | <i>Location of the ship's accommodation ladder;</i> |
| h) | <i>Air draught;</i> |
| i) | <i>Details and capacities of ship's cargo-handling gear, if any;</i> |
| j) | <i>Number and type of mooring lines</i> |
| k) | <i>Specific requests, such as for trimming or continuous measurement of the water content of the cargo;</i> |
| l) | <i>Details of any necessary repairs which may delay berthing, the commencement of loading or unloading, or may delay the ship sailing on completion of loading or unloading;</i> |
| m) | <i>Any other information related to the ship requested by the terminal.</i> |
| n) | <i>Certificate of class: copy</i> |

Date:

For Ship Signature:

19.2. EXAMPLE LOADING/UNLOADING PLAN



19.3. INFORMATION EXCHANGE: GENERAL

3. It is important that the ship be provided with information about a terminal so the loading or unloading can be planned. Similarly, the terminal will need information about the ship to enable preparations to be made to load or unload the ship. It is important that the information be exchanged in sufficient time to allow preparations to be made.

3.1. Before loading commences there should be an agreement between the master and the terminal representative as to the rate of loading and order in general, this agreement should be based on one or more of the following options:

- .1** the limitations or restrictions on loading procedures, if such are specified in the ship's loading manual or trim and stability booklet, or both;
- .2** if the restrictions mentioned in .1 do not exist, and the ship has a loading instrument which has been approved, the loading plan should be prepared on the instrument and there should be a protocol in place so that the loading remains, at all times, within the approved stress limits of the ship; and/or
- .3** if neither .1 or .2 can be satisfied, then the conservative procedure should be followed.

3.1.2 Details should be provided of any necessary repairs which may delay berthing, the commencement of loading or unloading, or may delay the ship sailing on completion or loading or unloading.

3.1.3 The master should ensure he receives from the shipper of the intended cargo details of the nature of the cargo required by chapter IV of SOLAS 1974, as amended. Where additional details, such as trimming or continuous measurement of the water in the cargo, etc., are required, the master should inform the terminal accordingly.

3.2 Information given by the ship to the terminal (priloga III. Annex III.)

3.2.1 In order to plan the proper disposition and availability of the cargo as to meet the ship's loading plan, the loading terminal should be given the following information:

.1 The ship's estimated time of arrival (ETA) off the port as early as possible. The advice should be updated as appropriate.

.2 At the time of initial ETA advice, the ship should also provide details of the following:

.2.1 name, call sign, IMO Number of the ship, its flag State and port of registry;

.2.2 a loading plan stating the quantity of cargo required, stowage by hatches, loading order and the quantity to be loaded in each pour, provided the ship has sufficient information to be able to prepare such a plan;

.2.3 arrival and proposed departure draughts;

.2.4 time required for deballasting

.2.5 the ship's length overall, beam and length of the cargo area from the forward coaming of the forwardmost hatch to the after coaming of the aftmost hatch into which cargo is to be loaded or from which cargo is to be removed;

.2.6 distance from the waterline to the first hatch to be loaded or unloaded and the distance from the ship's side to the hatch opening;

.2.7 the location of the ship's accommodation ladder;

.2.8 air draught;

.2.9 details and capacities of the ship's cargo handling gear;

.2.10 number and type of mooring lines; and

.2.11 any other item related to the ship requested by the terminal

.3 Similar information in respect of ETA, unloading plan and details of the ship are required by unloading terminals.

3.2.2 Ship arriving at loading or unloading terminals in a part-loaded condition should also advise:

.1 berthing displacement and draughts;

.2 previous loading or unloading port;

.3 nature and stowage of cargo already on board and, when solid bulk cargoes are on board, the Bulk Cargo Shipping Name (BCSN), the IMSBC Code Class and UN Number, when applicable.

.4 distribution of cargo on board, indicating that to be unloaded and that to remain on board.

3.2.3 Combination carriers (OBO or O/O) should advise of the following additional information:

.1 nature of the preceding three cargoes;

.2 date and place at which the last oil cargo was discharged;

.3 advice as to content of slop tanks and whether the last gas free certificate which includes pipelines and pumps.

3.2.4 As soon as possible the ship should confirm that all holds into which cargo is to be loaded are clean, and free from previous cargo residues which in combination with the cargo to be loaded could create a hazard.

3.2.5 Information on the loading or unloading plan and on intended arrival and departure draughts should be progressively updated and passed to the terminal as circumstances change.

19.4. BULK CARRIER'S OPERATIONAL SUITABILITY REQUIREMENTS FOR LOADING AND UNLOADING SOLID BULK CARGOES

| | |
|---|---|
| | |
| 1 | <i>Ship shall be provided with cargo holds and hatch openings of sufficient size and such a design to enable the solid bulk cargo to be loaded, stowed, trimmed and unloaded satisfactorily;</i> |
| 2 | <i>Ships shall be provided with the cargo hold hatch identification numbers as used in the loading or unloading plan. The location, size and colour of these numbers shall be clearly visible to and identifiable by the operator of the terminal loading or unloading equipment;</i> |
| 3 | <i>Their cargo holds hatches, hatch opening systems and safety devices shall be in good functional order and used only for their intended purpose</i> |
| 4 | <i>List indication lights, if fitted, shall be tested prior to loading or unloading and proved to be operational</i> |
| 5 | <i>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 unloading.</i> |
| 6 | <i>Propulsion and auxiliary machinery shall be in good functional order</i> |
| 7 | <i>Deck equipment related to mooring and berthing operations shall be operable and in good order condition</i> |

19.5. SHIP/SHORE SAFETY CHECKLIST

Ship/Shore safety checklist

Date

Port Terminal/Quay

Available depth of water in berth Minimum air draught

Ship's name

Arrival draught (read/calculated) Air draught.

Calculated departure draught Air draught.

The master and terminal manager, or their representatives, should complete the checklist jointly. Advice on points to be considered is given in the accompanying guidelines. The safety of operations requires that all questions should be answered affirmatively, and the boxes ticked. If this is not possible, the reason should be given, and agreement reached upon precautions to be taken between ship and terminal. If a question is considered to be not applicable write "N/A", explaining why if appropriate.

Yes No
☒ ☐

| | SHIP | TERMINAL |
|--|------|----------|
| Is the depth of water at the berth, and the air draught, adequate for the cargo operations to be completed? | | |
| Are mooring arrangements adequate for all local effects of tide, current, weather, traffic and craft alongside? | | |
| In emergency, is the ship able to leave the berth at any time? | | |
| Is there a safe access between the ship and the wharf? <i>Tended by ship/terminal</i> (cross out as appropriate) | | |
| Is the agreed ship/terminal communications system operative? <i>Communication method</i> <i>Language</i> <i>Radio channels/phone numbers</i> | | |
| Are the liaison contact persons during operations positively identified? <i>Ship contact persons</i> <i>Shore contact person(s)</i> <i>Location</i> | | |
| Are adequate crew on board, and adequate staff in the terminal, for emergency? | | |
| Have any bunkering operations been advised and agreed? | | |
| Have any intended repairs to wharf or ship whilst alongside been advised and agreed? | | |
| Has a procedure for reporting and recording damage from cargo operations been agreed? | | |

| | | |
|--|--|--|
| Has the ship been provided with copies of port and terminal regulations, including safety and pollution requirements and details of emergency services? | | |
| Has the shipper provided the master with the properties of the cargo in accordance with the requirements of chapter IV of SOLAS? | | |
| Is the atmosphere safe in holds and enclosed spaces to which access may be required, have fumigated cargoes been identified, and has the need for monitoring of atmosphere been agreed by the ship and the terminal? | | |
| Have the cargo handling capacity and any limits of travel for each loader/unloader been passed to the ship/terminal? <i>Loader</i> <i>Loader</i> <i>Loader</i> | | |
| Has a cargo loading or unloading plan been calculated for all stages of loading/deballasting or unloading/ballasting? <i>Copy lodged with</i> | | |
| Have the holds to be worked been clearly identified in the loading or unloading plan, showing the sequence of work, and the grade and tonnage of cargo to be transferred each time the hold is worked? | | |
| Has the need for trimming of cargo in the holds been discussed, and have the method and extent been agreed? | | |
| Do both ship and terminal understand and accept that if the ballast programme becomes out of step with the cargo operation, it will be necessary to suspend cargo operation until the ballast operation has caught up? | | |
| Have the intended procedures for removing cargo residues lodged in the holds while unloading, been explained to the ship and accepted? | | |
| Have the procedures to adjust the final trim of the loading ship been decided and agreed? <i>Tonnage held by the terminal conveyor system.</i> | | |
| Has the terminal been advised of the time required for the ship to prepare for sea, on completion of cargo work? | | |
| The accesses to the Ship and passages to the working places and cargo spaces are in all respects ready and safe. All holds, and accesses must have adequate lightning and have an adequate ventilation. | | |
| The Ship is declared suitable for grab loading (grab loading clause) and/or ship unloader discharging. If there are any obstacles in the ship holds (tank cover, stairs, ribs, separation etc.), it must be noticed in time and given information to the Terminal (sketch or photo). | | |
| Accesses to all the passages in grab working area are prohibited and are marked with sign or stripe (shore side). | | |
| The atmosphere in holds and closed spaces to which access may be required is safe, fumigated cargoes have been identified must be free of noxious gasses (GAS FREE) and the need for monitoring at atmosphere has been agreed between the Ship and Stevedore Company. | | |
| If any obstructions exist, I oblige myself to inform about that the Stevedore Company in written form, before the commencement of and during the cargo operations. | | |
| In case of any damage the crew is obliged to inform foreman immediately, otherwise the complaint will not be accepted. | | |
| The cargo is clean - without any admixtures which could damage the Port's cargo handling equipment. | | |
| Based on ship representative confirmation and visual control, the Ship is acceptable for loading / unloading of cargo. | | |
| Ship crew must not be physically involved in cargo hold loading and unloading operation. | | |

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| | | |
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THE ABOVE HAS BEEN AGREED:

Time

Date

For ship

For terminal

Rank

Position/Title