

# PORT INFORMATION GUIDE

PORT OF KOPER



2021 edition



**SMA**

SLOVENIAN MARITIME ADMINISTRATION



**SUPPORTED BY**



**IN ASSOCIATION WITH**



## GENERAL INTRODUCTION

This guide has been written for masters of seagoing ships, shipping lines, publishers of nautical information and any other party that needs nautical information.

## LEGAL DISCLAIMER

Uprava Republike Slovenije za Pomorstvo Koper – URSP or Slovenian Maritime Administration, also referred to as the SMA, makes every effort to make and maintain the contents of this document as up-to-date, accessible, error-free and complete as possible; however, the correctness and completeness of these contents cannot be guaranteed.

The Harbour Master's Office accepts no liability for the occurrences and/or consequences of errors, faults or incompleteness, or any other omission in connection with the information provided by this document. In case of any discrepancies or inconsistencies between this document and the applicable legislation, including port regulations, the latter will prevail. Any substantive change to port regulations, practices or procedures would be reflected in amendments to this manual as soon as practicable.

## CONTACT

According to the Maritime Code (*Slo. Pomorski Zakonik, Uradni list RS, št. 62/16 – uradno prečiščeno besedilo, 41/17, 21/18 – ZNOrg in 31/18 – ZPVZRZECEP*), the Slovenian Maritime Administration is responsible for specific tasks specific tasks related to the development of port infrastructure, which is owned by the Republic of Slovenia as well as for control of the safety of navigation, the implementation of order in ports and other parts of the territorial seas and internal waters.

## CONTACT DETAILS

Uprava Republike Slovenije za Pomorstvo (Slovenian Maritime Administration)

Kopališko nabrežje 9

6000 KOPER

Phone: +386 (05) 6632 100

E-mail: [ursp.box@gov.si](mailto:ursp.box@gov.si)

Website: <http://www.up.gov.si/en/>

## PERSON TO CONTACT FOR PORT INFORMATION

Capt. Vladimir Vladović,

Harbour Master

E-mail: [vladimir.vladovic@gov.si](mailto:vladimir.vladovic@gov.si)

## THIS DOCUMENT CAN BE FOUND AT

Website: <https://www.gov.si/zbirke/storitve/port-information-guide/>

Website: <https://luka-kp.si/eng/port-terminal-information-books>

## RECORD OF CORRECTIONS

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# **FOREWORD HARBOUR MASTER**





## 1. FOREWORD – HARBOUR MASTER

Welcome to the Port of Koper.

This Port Information Guide was created to bring together all the necessary information in one place and is aligned with the standards of the International Harbour Masters' Association. It contains a set of localized practices and procedures designed to promote safe and efficient navigation within the waters of the port and support efforts to protect the marine environment.

The practices and procedures contained in the guide apply to all ships in the port, including pleasure craft and recreational ships, as well as other users of the port, and may be amended from time to time by the issuing body.

Further information pertaining to their application may be obtained by contacting the Slovenian Maritime Administration.

The basic task of the Slovenian Maritime Administration is to ensure the safety of human lives at sea, the safety of maritime transport and inland waterway transport, rescue at sea, the management and/or supervision of the port infrastructure and the remaining parts of the territorial sea and internal marine water.

Our principal responsibility is to ensure the safe passage of every ship in the Port of Koper and we continuously strive to improve our services.

We, at the Harbour Master's Office as a part of Slovenian Maritime Administration in Koper, and in cooperation with other involved parties such as the Luka Koper d. d. Port and Logistic system, Maritime Police station (*Slo. Postaja Pomorske Policije*), Customs (*Slo. Finančna Uprava Republike Slovenije*), Port Health Authorities, Kopp Pilots, Adria-Tow and others, make every effort to ensure that the master and the crew of every ship calling at the Port of Koper enjoys their stay at the port. Furthermore, we aim to offer safe and secure port operations, as well as speedy cargo and passengers handling services.

The Slovenian Maritime Administration carries out administrative and expert tasks in the fields of maritime and port infrastructure, the supervision of the implementation of order in ports, other parts of the territorial sea and internal marine waters, as well as navigation safety, maritime transport and maintenance of navigation and navigation facilities and inspects the implementation of regulations in the field of maritime transport and port infrastructure and inspects the implementation of regulations governing inland navigation.

The staff of the Harbour Master's Office aim to provide speedy and efficient navigational services at all times. We see ourselves as mediators between ship crews, ship owners, handling operators, stevedoring companies, agents and all other parties involved in shipping.

A top priority is the navigational safety of ships which is guaranteed through the modern and efficient control of vessel traffic.

We aim to:

- Avoid collisions and groundings
- Prevent damage to vessels and waterways

- Protect the environment
- Minimize waiting times for vessels

The overall duty of the Harbour Master's Office is a combination of all of the above; ensuring safe, efficient and environmentally friendly navigation, as well as preventing risks and environmental risks arising from shipping.

We wish you a trouble-free and enjoyable visit to Koper, and we look forward to receiving your feedback, suggestions and comments to our Port Information Guide.



*From left to right:*

*Capt. Tomo Borovničar, Director of Maritime inspection division, Mr. Jadran Klinec, Director of SMA, Mr. Dimitrij Zadel President of Management Board of Luka Koper, Capt. Vladimir Vladović, Harbour Master*

# CONTACT INFORMATION AND REGULATION



## 2. CONTACT INFORMATION AND REGULATION

### 2.1. GENERAL

This chapter provides information about the nautical services offered in the Port of Koper and is aligned with the standards of the International Harbour Masters' Association. It contains a set of localized practices and procedures designed to promote safe and efficient navigation within the waters of the port and support efforts to protect the marine environment. The practices and procedures contained in the manual apply to all vessels in the port, and may be amended from time to time by the port authority upon thirty days' notice.

Further information pertaining to their application may be obtained by contacting the Slovenian Maritime Administration at +386 5 6632 100 or by e-mail at [ursp.box@gov.si](mailto:ursp.box@gov.si)

### 2.2. HARBOUR MASTER'S OFFICE

The Harbour Master's Office is one of the operating divisions of the Slovenian Maritime Administration and consists of:

- Port Traffic Section, and
- Traffic Control and Rescue Section

### 2.3. PORT TRAFFIC SECTION

Port Traffic Section is responsible for:

- The control of the safety of navigation, implementation of order in ports and other parts of the territorial seas and internal waters,
- Organizing radio service, vigil service monitoring and control of navigation,
- Imposing compulsory pilotage and determining the required number of compulsory tugboats to perform towing, firefighting and rescue,
- Granting permits for free traffic with the coast and the licensing of departure of the ship, and
- The primary point of contact for the port authority (Slovenian Maritime Administration – URSP).

No ship shall moor or anchor without the approval of the port authority and only then in such places and in such a manner as directed.

In the case of a fire, accident, dangerous situation or disturbance affecting the safe and efficient navigation in the port or environmental protection of the waters of the port, the Traffic Control and Rescue Section is available and equipped to take action.

The Harbour Master's Office is open 24 hours a day, 7 days a week, 365 days per year. The office can be contacted at:

VHF: Channel 08 / 16  
Telephone: +386 (05) 6632 106  
E-mail: [kp.promet@gov.si](mailto:kp.promet@gov.si)

#### **2.4. TRAFFIC CONTROL AND RESCUE SECTION**

The Traffic Control and Rescue Section, also referred to as Koper MRCC, is a unit of the Harbour Master's Office, combining integrated resources and duty officers.

A ship coming from abroad and bound for any port in the Republic of Slovenia must report, in advance, information about the ship and her arrival to provide required documents as required to Slovenian Maritime Administration.

In accordance with European Union regulations, such information is collected by Agents and has to be reported only in electronic format using the National Single Window (NEO<sup>1</sup>), managed by the Slovenian Maritime Administration. For further reporting requirements, see Section 4. [Notification](#)

#### **2.5. MONITORING OF DANGEROUS GOODS**

The monitoring of dangerous goods being transported by ships is carried out using NEO, managed by the Slovenian Maritime Administration, and the Adriatic Mandatory Ship Reporting System (ADRIREP). For further reporting requirements, see Section 4 [Notification](#).

#### **2.6. RULES & REGULATIONS**

The rules and regulations applicable in the territorial and internal waters of the Republic of Slovenia and ports contribute to the safe, efficient and environmentally responsible handling of shipping traffic. The international rules of the IMO, such as the SOLAS convention as amended, as well as national regulations such as the Maritime Code and various rules and decrees apply in the Port of Koper.

#### **2.7. EXEMPTIONS & PERMITS**

The Harbour Master's office may grant exemptions from specific regulations and give permission to carry out special activities, e.g. immobilization, repairs, underwater surveys, fire and boat drills, etc.

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<sup>1</sup> NEO - The National Single Maritime Window is a service portal for the monitoring and control of maritime traffic and the exchange of maritime data linking SafeSeaNet with the European Maritime Safety Agency, e-customs and other electronic systems through which all data on ship arrival/departure is reported only once and forwarded to the various competent authorities and Member States of the European Union. See Section [5.2 National Single Window](#)



**2.8. RECENT IMPORTANT AMENDMENTS TO LAW**

None

# ARRIVAL & DEPARTURE



### 3. ARRIVAL AND DEPARTURE

#### 3.1. GENERAL

24 hours prior to a ship's arrival to the Port of Koper, every ship has to notify the Slovenian Maritime Administration using NEO. In practice, this is done by the ship's Agent. For further details, see Section 4 [Notification](#).

#### 3.2. DANGEROUS GOODS AND WASTE

Additional declarations are required for ships carrying dangerous goods and/or ship-generated waste.

For further details, see Section 4 [Notification](#).

# NOTIFICATION



## 4. NOTIFICATION

### 4.1. GENERAL

The Slovenian Maritime Administration controls the navigation safety and inspects the implementation of maritime safety regulations.

A ship bound for the Port of Koper must report the following information:

1. Ship data (name, call sign, IMO identification number or MMSI number);
2. Estimated time of arrival into the Port of Koper and the estimated time of departure
3. Last port of call and actual time of departure from it;
4. Next port of call (after Port of Koper) and estimated time of arrival to it;
5. Total number of persons on board

This information shall be provided:

- i. at least 24 hours prior to arrival;
- ii. at the latest on departure from the last port if the trip takes less than 24 hours;
- iii. if the port of destination is not known or it is changed during the voyage, immediately after becoming aware of the port of destination.

For a ship bound for the Port of Koper, carrying dangerous goods or goods that may pollute the environment see Section 4.10 [Dangerous Goods](#).

Masters of ships arriving, staying in or leaving the Port of Koper are obligated to notify the competent authority in advance and submit required information using NEO.

### 4.2. REQUIRED INFORMATION

For list of required documentation, please refer to Section 5.3 [Information \(Documents\) required and processed using NEO](#)

### 4.3. SUBMISSION OF MARITIME DECLARATION OF HEALTH

Required Maritime Declaration of Health (MDH) information data shall be reported using the NEO (provided by Agent) as an electronic message which ensures compliance with the instructions for sending data used by NEO (National Single Window).

When arriving from a foreign port, a master of a ship is legally required to report any suspected infectious disease or death on board amongst crew members, passengers or animals to the Port



**PART IV NOTIFICATION**

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Medical Officer (representative of the National Institute of Public Health – NIJZ). This shall be completed on MDH attachment using NEO.

The information given by the master of a ship must enable the Port Medical Officer to fully assess the risk of the spread of disease from the ship.

**4.4. FREE PRATIQUE FOR HEALTH CLEARANCE IN THE PORT OF KOPER**

If information provided in the Maritime Declaration of Health suggests that there is a risk of the spread of disease from the ship to shore then ensure the following:

Upon arrival at the Port of Koper please ensure that the original Maritime Declaration of Health and the documents to be attached are readily available. The Boarding Party will be the first to inspect the original health documents. When no disease or death or any other circumstances have occurred on board which are likely to represent a danger to public health, the boarding authorities will grant a Free Pratique for Health Clearance after inspecting the documents.

In all other cases, the Port Health Authority must be contacted. A medical officer from the Koper Port Health Centre may also visit the ship and grant clearance after performing a complete inspection of the medical logs and other necessary documents.

Any change in the health situation on board (also after the dispatch of the Maritime Declaration of Health) must be promptly reported to the port authorities at the port of destination.

To enable the prompt completion of the procedures, please ensure that the necessary assessment documents are available.

If medical assistance in the event of an accident is required, call the security centre of the Port of Koper (telephone number: +386 5 66 56 950).

The officer of the Koper Port Health Centre will treat all medical information provided as strictly confidential.

**4.5. PASSENGER SHIPS**

A list of passengers shall be prepared and sent in advance as per Section 4.6\_Immigration.

All passenger ships, regardless of their flag, operating in EU waters must have an attestation of the passenger counting and registration system used on board, according to EU directive 98/41/EC.

**4.6. IMMIGRATION**

The notification for the Police requirements is implemented in accordance with the provisions of the Schengen Borders Code. The Police acquire data from FAL5, FAL 6 and "Stowaway" forms via NEO. The information regarding the number of visas and residence permits, the itinerary and the programme of the cruise should be delivered directly to NEO and also directly to the Police. The same applies for the notification of passengers without valid documents required for border crossing.

**PART IV NOTIFICATION**

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In the Port of Koper, borders are controlled by the Border Police. Accordingly, such data as the crew list, passenger list, ports-of-call list and lists of weapons must be submitted prior to the ship's arrival.

For the purposes of border control, the master of a ship coming from a foreign port shall send at least 24 hours prior to arrival in the Port of Koper, the crew list and passenger list using the NEO\_template:

A list of the crew members on board stating:

- Seq. number
- Surname
- First name
- Rank or rating
- Gender
- Nationality (using ISO 2 code)
- Date of birth
- Place of birth
- Type of identity document
- Number of identity document
- Transit (Y/N)
- Visa/Residence permit number
- Port of embarkation and disembarkation of passengers and other persons on board

A list of passengers on board stating:

- Seq. number
- Type of passenger
- Surname
- First name
- Gender
- Nationality (using ISO 2 code)
- Date of birth
- Place of birth
- Type of identity document
- Number of identity document
- Port of Embarkation
- Port of Disembarkation
- Transit (Y/N)
- Visa/Residence permit number

**PART IV NOTIFICATION**

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**4.7. CUSTOMS**

The notification of an arriving ship also includes reporting to the Financial Administration of Republic of Slovenia (Customs) which includes an entry summary declaration, cargo manifest and the arrival notification.

At all berths, customs will board the ship on arrival.

The following documents must be ready in case demanded:

- Cargo declaration (cargo manifest, bill of lading)
- Crew's effects declaration
- Ship's stores declaration

All listed documents shall be prepared and send in advance using the NEO\_template.

**4.8. ETA**

In order to avoid any delay and extra charges, masters should advise the ETA data to the Agent 12 hours and finally 1 hour prior to arrival to the pilot station, stating the following details:

- Name of ship
- Call sign
- IMO number
- Destination
- ETA Koper pilot station
- Extra orders

One hour before arrival at Koper pilot station, masters are advised to contact the pilot on VHF Channel 08.

**4.9. ETD / SHIFTING**

Outbound ships should contact:

- Harbour master's office to check whether the Sailing clearance has been issued;
- Kopp Pilots one hour prior to leaving the berth either by VHF or by telephone.

Kopp Pilots

Telephone +386 (05) 850 2440 (Duty Officer)

VHF Channel 08, call "Piloti Koper" or "Koper Pilots"

For further details, please refer to Section 11 [Nautical Service](#)

**4.10. DANGEROUS GOODS**

Ships bound for the Port of Koper and carrying dangerous goods or goods that may pollute the environment must have a Declaration of dangerous goods provided by the client, which contains

**PART IV NOTIFICATION**

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the information concerning transport of dangerous goods as per Article 9 of Decree on maritime traffic control (Official Gazette of the Republic of Slovenia, No. 94/10, 26/12 and 84/15).

**Notification**

Notwithstanding its tonnage, a ship carrying dangerous goods or goods that may pollute the environment which is bound for a port or anchorage in the Republic of Slovenia, at the latest upon departure from the port of embarkation, must notify the administration about the information listed in Section 3 of Annex I of above mentioned Decree on maritime traffic control (Official Gazette of the Republic of Slovenia, No. 94/10, 26/12 and 84/15).

The required information data shall be reported using the template (provided by the Agent) as an electronic message, which ensures compliance with the instructions for sending data used by NEO (National Single Window).

Data to be communicated (before arrival)

A. HZA consignment sheet:

- a. Sequence number
- b. Transport document
- c. Loading Port
- d. Discharging Port
- e. Direction
- f. Additional information

B. HZA cargo items - cargo information:

- a) Sequence number
- b) Seq. number from the consignments sheet
- c) Goods type
- d) Dangerous cargo type
- e) Goods group
- f) Cargo name
- g) Gross weight
- h) Unit
- i) Number of packages
- j) Location on ship
- k) Transport eq. number (e.g. container)
- l) Additional information
- m) 24h DPG Contact details (name/surname/telephone)

The master of a ship shall immediately notify the authorities of any change in the data already communicated.

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Identical information shall be provided for the departure on HSD consignment and cargo information sheets.

**4.11. SECURITY INFORMATION**

According to EU Regulation (EC) No 725/2004 on enhancing ship and port facility security the following data must be provided to NEO:

- Security level on board
- Info about the ISSC (International Ship Security Certificate)
- Contact details of the Company Security Officer (CSO)
- List and data of the last 10 ports of call
- List and data of the last 10 ship to ship activities

**4.12. OILY AND SOLID WASTE DISPOSAL**

The required information shall be reported using the template (provided by the Agent) as an electronic message which ensures compliance with the instructions for sending data used by NEO (National Single Window).

Data to be communicated:

**A. General information:**

- a. Confirmation that the provided data is accurate and correct and that there is sufficient dedicated on-board capacity to store all waste generated between the notification and the next port at which the waste will be delivered, and information about the port where the ship-generated waste was last delivered (LOCODE)
- b. Date when the ship-generated waste was delivered
- c. Waste delivery status in the Port of Koper
- d. Capacity to store the generated waste

**B: Specific data**

Type and amount of waste and residues to be delivered and/or remaining on board, and percentage of the maximum storage capacity.

- a. Type of waste
- b. Description
- c. Waste to be delivered (m<sup>3</sup>)
- d. Maximum dedicated storage capacity (m<sup>3</sup>)
- e. Amount of waste retained on board (m<sup>3</sup>)
- f. Port at which the remaining waste will be delivered;
- g. Estimated amount of waste to be generated between the notification and next port of call (m<sup>3</sup>)



#### 4.13. BASIC DISPOSAL REQUIREMENTS

##### DELIVERING THE WASTE

Delivering the waste is obligatory and is performed daily during the regular working hours between 7.00–15.00. This service is provided by the company Luka Koper INPO d. o. o. Please refer to <https://luka-kp.si/eng/information-for-ships>.

Plastic garbage bags are provided on board each day. Charges for waste collection and removal depend on the vessel's tonnage and/or passengers and are payable in EUR. Larger collections and other service arrangements can be made. The reception scheme for ship-generated waste and cargo residues at the Port of Koper is kept with the collector of waste from ships as well as at the office of the employee health and environmental protection service.

In accordance with the MARPOL Convention, Luka Koper has published the form (Appendix 1 – IMO Circular MEPC.1/Circ.469/Rev.1) for reporting the alleged inadequacy of port reception facilities for ship-generated waste.

##### SLUDGE WATERS

The removal of sludge waters from ships is carried out by the company Luka Koper INPO, d. o. o. in accordance with the price list and the conditions for removal and destruction of sludge waters and oily waters, also those with sludge.

Information in relation to the above services is available to all users of the Port of Koper, and can be found at the Luka Koper website at <https://www.luka-kp.si/eng/information-for-ships>.

##### In case of pollution

Any kind of pollution has to be reported to the security centre of the Port of Koper (telephone number + 386 5 665 69 50) and to the Slovenian Maritime Administration. The costs of removal, cleaning, work, fines, etc. have to be paid before the departure of the ship.

# REQUIRED INFORMATION



## 5. REQUIRED INFORMATION

### 5.1. GENERAL

The Slovenian Maritime Administration and consequently the Harbour Master's Office have a strict policy that the rules and regulations in force are complied with.

### 5.2. NEO – NATIONAL SINGLE WINDOW

Since May 2017, the Slovenian Maritime Administration has been using an information system to monitor and control maritime transport in accordance with the Decree on reporting formalities for ships (Official Gazette of the Republic of Slovenia, No. 69/12 and 78/19) and Directive 2010/65/EU of the European Parliament.

NEO (National Single Window for Maritime Transport) is an information solution for collecting, distributing and exchanging information, which, in accordance with the law, is required by the rapporteur or data mediator. Data is exchanged via NEO in a unified and structured form in accordance with business rules and rights of use derived from relevant international, national and local legislation.

The NEO objective is to simplify and harmonize administrative procedures related to maritime transport by standardizing electronic data transmission and rationalizing reporting obligations. NEO consists of a web-based user interface and a system-to-system based interface. The single-window interface requirements are harmonized at the EU level.

Data providers are formalities rapporteurs. They are responsible for transmitting the correct data to the national single window. This means that they must complete/modify the data already transmitted as soon as they find that the data sent is incorrect, incomplete or otherwise inadequate. The master of the ship is responsible for the reporting of the required data in accordance with the legislation. The ship owner and/or operator of the ship may also provide data or, on behalf of the owner/operator of the ship, the authorized agent provides and transmits the data.

Through NEO, the provided data is used and processed by the Slovenian Maritime Administration, Customs (*Finančna Uprava Republike Slovenije*), Border Police/Immigration (*Postaja Pomorske Policije*), the Port Medical Officer/Health Inspectorate (*Zdravstveni Inšpektorat*) including Phytosanitary and Veterinary Inspection, Port of Koper as port and logistic system (including planning and coordinating operatives, security officer, etc.

Only after checking and validating that all the required information is provided and correct, will the Slovenian Maritime Administration (duty officer) issue a Free Pratique for the arriving ship and a Sailing Permit (Clearance) for the ship departing the Port of Koper.

### 5.3. INFORMATION (DOCUMENTS) REQUIRED AND PROCESSED USING NEO

The Agent of arriving or departing vessels must submit notifications through NEO electronically in accordance with national and EU regulations. In order to properly upload the necessary documentation, a vessel's Agent will require copies of the following documents in advance:

Document Type	
Arms and Ammunition List	IOPP Certificate
Ballast Water Reporting Form	ISPP Certificate
Certificate of Fitness (as applicable)	ISPS Declaration
CLC (including bunkers)	ISSC
Crew Effects Declaration	Maritime Declaration of Health
Crew List <sup>1</sup>	Passenger List (if applicable)
Document of Compliance	Registry Certificate
General Declaration	Safe Manning Certificate
International Load Line Certificate	Safety Management Certificate
International Tonnage Certificate	Stores List
Certificate of Class	Waste Declaration

If applicable, additional documents may be required by the Agent, such as:

Document Type
Attestation or Approval of Flag State of Passenger Counting and Registration System (including counting system description)
Bill(s) of Lading
Cargo Manifest
Cargo Manifest (freighted)
Certificate of Insurance of Shipowners for Maritime Claims
Certificate of Insurance or Other Financial Security in Respect of Civil Liability for Bunker Oil Pollution Damage (if bunkers exceed 1,000 tonnes)
Certificate of Insurance or Other Financial Security in Respect of Civil Liability for Oil Pollution Damage (if oil cargo exceeds 2,000 tonnes)
Certificate of Insurance or Other Financial Security in Respect of Liability for Death and Personal Injury to Passengers (if applicable)
Dangerous Cargo Declaration (all details and quantity, separate lists for transit and discharge cargo)
Document of Authorisation to Carry Grain in Bulk (if applicable)
Dangerous Cargo Declaration (all details and quantity, separate lists for transit and discharge cargo)
Document of Authorisation to Carry Grain in Bulk (if applicable)
Document of Compliance for the Carriage of Dangerous Goods
International Certificate of Fitness for the Carriage of INF Cargo (if applicable)
Master's Declaration <sup>1</sup>
Nil List
Pre-Arrival Notification <sup>1</sup>
Search and Rescue Cooperation Plan (passenger vessels)
Stowaways (Nil) List

<sup>1</sup> Forms available from the Agent on request.

# REPORTING





## 6. REPORTING

### 6.1. ADRIAREP

ADRIAREP is mandatory ship reporting system in the Adriatic sea. Ships of the following categories are required to participate in the system:

- All oil tanker ships of 150 gross tonnage and above,
- All ships of 300 gross tonnage and above, carrying on board, as cargo, dangerous or polluting goods, in bulk or in packages.

The operational area of the mandatory ship reporting system covers the whole Adriatic Sea, north from the latitude 40° 25'.00 N. The area is divided into 5 (five) sectors, each of them assigned to a competent authority. For further information refer to IMO S/N Circ. 225 of 06/01/2003 and latest ALRS Vol. 6 (NP286)

### 6.2. PORT OF KOPER

Masters of ships staying in the Port of Koper are obliged to report certain actions/events or request for permission to carry them out. This section lists the reporting requirements of the Slovenian Maritime Authorities.

- Collisions
- Fire
- Sinking or grounding of a ship
- Casualties and accidents on board
- Any pollution
- Damage to the vessel or port facilities
- Ships losing cargo, fuels or others
- Restricted manoeuvrability
- Anchoring in the port
- Intention to disable the main engine (immobilization)
- Repairs
- Losing anchors or chains
- Underwater inspections
- Engine trails
- Hot works
- Lowering boats and rafts
- Other circumstances endangering or capable of creating a danger for persons or objects

Report to "Koper Harbour Master's office"

VHF: Channel 08 / 16

Telephone: +386 (05) 6632 106

E-mail: [kp.promet@gov.si](mailto:kp.promet@gov.si)

# PORT DESCRIPTION



## 7. PORT DESCRIPTION

### 7.1. GENERAL

With its position in the heart of Europe, the Koper freight port is the southern gateway for international trade maritime routes. It lies on the shortest transport route connecting shopping centres in Central and Eastern Europe to the countries of the Mediterranean. These facts are contributing to the development of the Port of Koper into an increasingly important logistical distribution centre. The basic port activity includes the handling, storage, traction of ships, their mooring and departure. Port services in the Port of Koper are carried out by the company Luka Koper, d. d., a public limited company whose activity impacts the development of the Obalno-Kraška region, giving it a positive and dynamic economic pulse. The harbour activity is carried out in eleven specialized terminals equipped for the transshipment and storage of all goods groups: Cruise Terminal, Container Terminal, Car and RO-RO terminal, General Cargo Terminal, Reefer Terminal, Timber Terminal, Dry-bulk Terminal, Silo-Terminal, Alumina Terminal, Iron Ore and Coal Terminal, Liquid Cargoes Terminal, and Livestock Terminal.

In addition, the basic port activity is complemented by additional services on goods, which are carried out within individual terminals. Luka Koper also offers logistical, marketing, trade, financial, information and investment support, giving it a positive and dynamic economic pulse.

Further information regarding Luka Koper, including all its activities, can be obtained on <https://www.luka-kp.si/eng/presentation> and <https://www.luka-kp.si/eng/information-for-ships>.

### 7.2. PORT PERFORMANCE

Performance statistics for Luka Koper can be found on the following website:

<https://luka-kp.si/eng/annual-reports>

### 7.3. PORT LOCATION

Position: Lat. 45°33' N, Long. 013°44' E

Country Code: SI

UN Location Code: SIKOP

Location Description: NW-most part of Istria peninsula.

#### 7.4. PORT AREA

Port limits:

Bound by a line connecting the following positions:

1. Lat. 45° 35' N, Long. 013° 43' E
2. Lat. 45° 35' N, Long. 013° 40' E
3. Lat. 45° 32' N, Long. 013° 40' E.

Upon arrival at the anchorage area of the cargo Port of Koper bound by the parallel 45°35' N and the meridian 013°40' E, the master shall ensure that the ship is sailing at a maximum speed of 6 knots and then safely reduce it until the berthing of the ship.



*Aerial view of the Port of Koper (source: Luka Koper)*

The Port of Koper harbour is the area of sea defined by the coordinates in Decree on the administration of the freight port of Koper, port operations, and on granting concession for the administration, management, development and regular maintenance of its infrastructure (Official Gazette of the Republic of Slovenia, No. 71/08, 32/11, 53/13, 25/14, 3/18, 41/18 and 62/19; it encompasses the following:

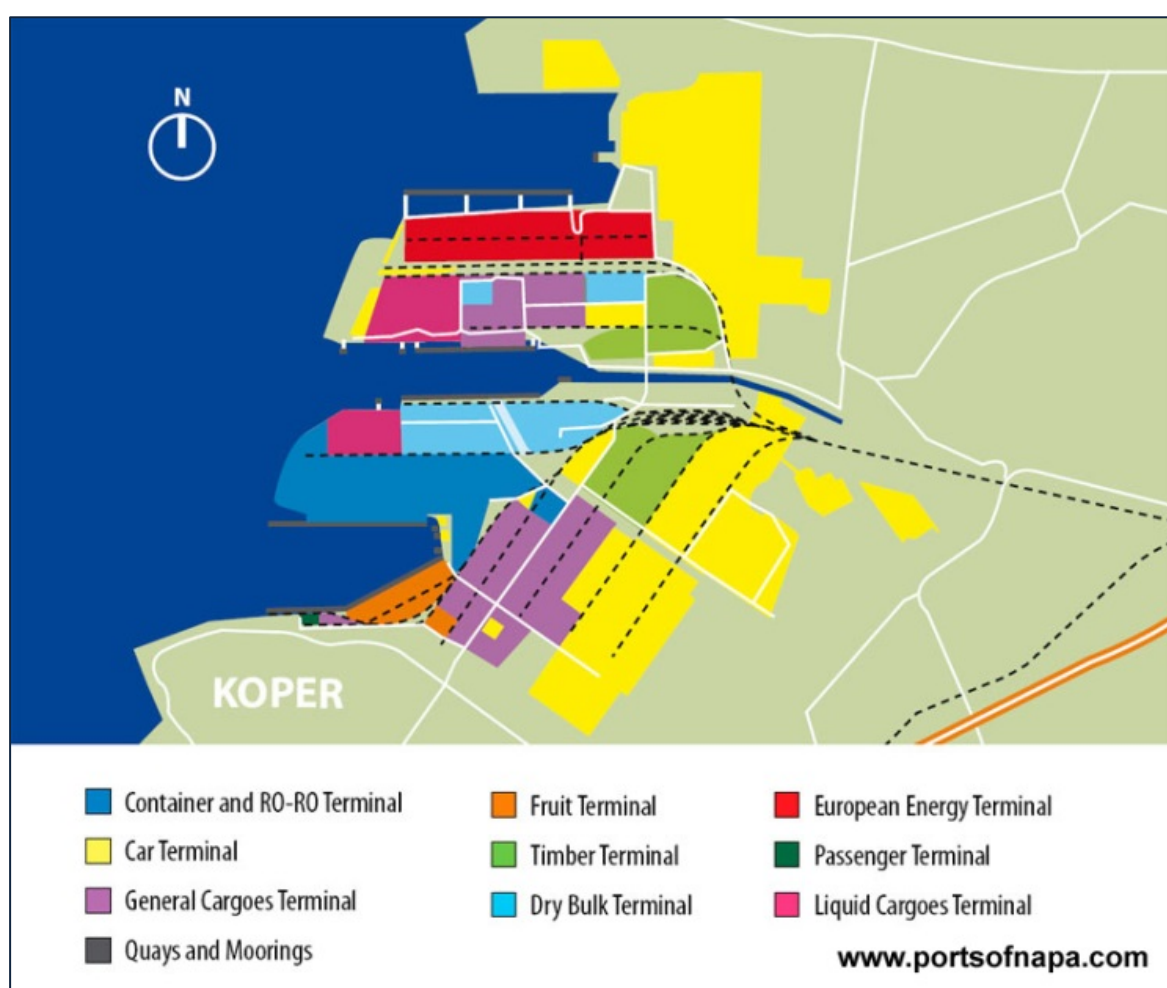
- The Rižana river in the total length of its riverbed through the port zone,
- The channel leading to the Škocjanski Zatok wetlands,
- Port basins, and
- Navigational channels.

## PART VII PORT DESCRIPTION

Entry to the port is only permitted to cargo ships, passenger ships and naval ships upon the previous notification of the Slovenian Maritime Administration (URSP). Other ships can only enter the port with a permit issued by Luka Koper's Operations Department upon the prior consent of the Slovenian Maritime Administration.

The provisions of the above paragraph shall not apply to a ship operated by state authorities or the armed forces of the Republic of Slovenia, nor shall they apply to tugs and various other craft providing port services (tugs, pilot launches, dredgers as well as other ships used for inspection, waste removal, facility maintenance, navigation and safety).

Ships shall be moored at designated berths, except when otherwise determined due to operational requirements or safety.



Graphic representation of the Port of Koper (source: portsofnapa.com)

### 7.5. LOAD LINE

Summer Zone

**7.6. DENSITY**

The average sea water density is during the year: 1.022 – 1.027 kg/dm<sup>3</sup> (it can vary with respect to the weather).

**7.7. MAXIMUM SIZE OF SHIPS****BASIN I**

Maximum length: N/A.

Maximum beam: N/A.

Maximum draught: up to 14.5 metres (see Section 8.4 [Restrictions](#))

Maximum air draught: N/A.

Supplementary information: <https://luka-kp.si/slo/port-terminal-information-books>

**BASIN II**

Maximum length: N/A.

Maximum beam: N/A.

Maximum draught: various, (see Section 8.4 [Restrictions](#))

Maximum air draught: N/A.

Supplementary information: <https://luka-kp.si/slo/port-terminal-information-books>

**BASIN III**

Maximum length: N/A.

Maximum beam: N/A.

Maximum draught: 17.20 metres. (see Section 8.4 [Restrictions](#))

Maximum air draught: N/A.

Supplementary information: see <https://luka-kp.si/slo/port-terminal-information-books>

**7.8. TIME ZONE**

Standard Time: UTC/GMT: +1 hr

Daylight Saving: +1 hr (from the end of March until the end of October)

Summer time: UTC/GMT + 2

**7.9. PUBLIC HOLIDAYS**

Holidays in Slovenia are:

- January 1 and 2, New Year
- February 8, Prešeren day, Slovenian cultural holiday
- Easter Sunday and Monday, Easter
- April 27, Day of Uprising Against the Occupation
- May 1 and 2, Labour Day
- Whit Sunday Pentecost

**PART VII PORT DESCRIPTION**

- June 25, Statehood Day
- August 15, Assumption
- October 31, Reformation Day
- November 1, All Saints' Day
- December 25, Christmas Day
- December 26, Independence and Unity Day

**7.10. WORKING HOURS**

Within port area – 24/7

**7.11. TRAFFIC**

- International shipping lines and European feeder services.
- About 2,000 ships call into the port every year.
- The port is connected to the hinterland by railway and road (highways). The nearest airports are Ljubljana (120 km), Trieste (50 km) and Venice (200 km).

**7.12. CHARTS & PUBLICATIONS**

- Paper charts: SI: INT 3469 Koprski zaliv 01, Tržaški zaliv 03  
BA: 1426, 1461, 8214
- ENCs: SI500001,
- Sailing Directions: NP47, E-NP 47
- List of Lights: NP 78, ADLL AREA 4
- Tide Tables: NP 208-18 (Vol.8)
- Radio Aids to Navigation: NP281(1) Radio Stations, NP282(1) Radio Aids,  
NP286(3) ALRS Pilots, NP283(1) ALRS Maritime Safety  
Info, NP284 ALRS Met. Obs. Stations, NP285 ALRS  
GMDSS

**7.13. ANCHORAGE AREAS**

There are several anchoring areas and designated anchoring positions as shown below:

**Anchorage area Alpha (A)**

- Suitable for vessels with a length not exceeding 100 m and with a draft of less than 8m.
- Prohibited for tankers and vessels with dangerous cargo

Position A1	45-34,50 N	013-43,00 E
Position A2	45-34,20 N	013-43,00 E

**Anchorage area Bravo (B)**

- Suitable for vessels with a length up to 250 m and draft less than 15 m

Position B1	45-34,70 N	013-42,40 E
Position B2	45-34,80 N	013-41,75 E



## PART VII PORT DESCRIPTION

Position B3	45-34,30 N	013-41,75 E
Position B4	45-34,20 N	013-42,40 E

## Anchorage area Charlie (C)

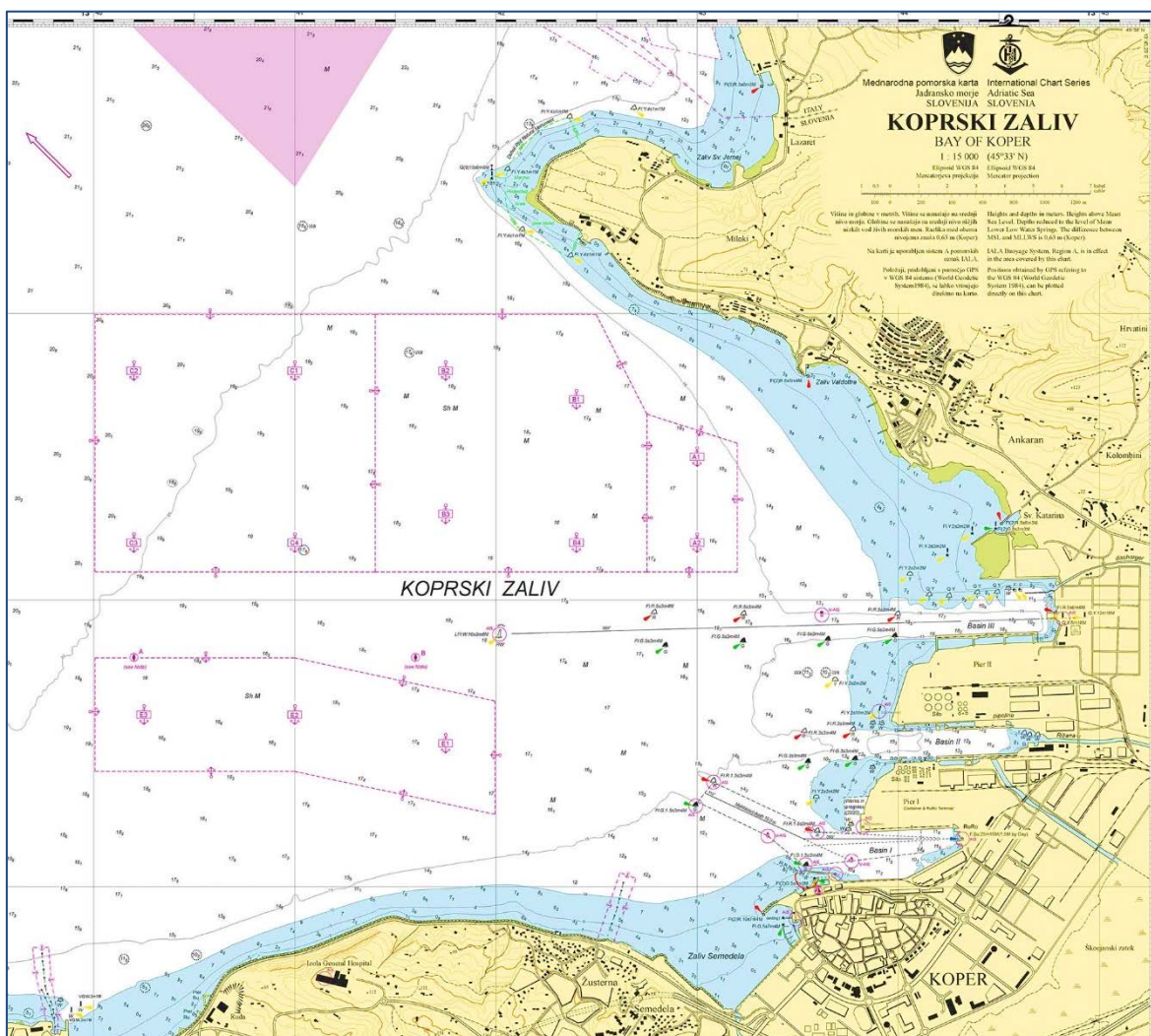
- Suitable for vessels with a length over 250 m and draft less than 17.5m
- Allowed for tankers (more than 1.0 NM from shoreline)

Position C1	45-34,80 N	013-41,00 E
Position C2	45-34,80 N	013-40,20 E
Position C3	45-34,20 N	013-40,20 E
Position C4	45-34,20 N	013-41,00 E

## Emergency area Echo (E)

- No length restrictions
- E1 - Draft < 15.0 m / E2 and E3 - Drafts < 17.0 m
- Not allowed for tankers

Position E1	45-33,50 N	013-41,75 E
Position E2	45-33,60 N	013-41,00 E
Position E3	45-33,60 N	013-40,25 E



Koper anchorage area (source: chart INT 3469 Koprski zaliv 01 )

#### 7.14. WEATHER AND TIDAL INFORMATION

The "Burja" (Bora), a typical wind of the Slovenian littoral, blows in the Koper Bay more moderately than in the northern port of Trieste. Powerful winds from SW-ly and W-ly directions are more dangerous, causing intense waves, which are dangerous for smaller ships within the bay. A common inconvenient weather phenomenon is fog, which can make it difficult to navigate safely in winter. Weather disturbances (with visibility less than 400 m, wind and sea conditions above 4 Bf) may also limit the arrival and departure of larger ships to the Port of Koper, especially oil tankers carrying hazardous substances.

The mean amplitudes of waves are at about 0.8 m during the high tide and about 0,2 m during low tide. Due to strong and long-lasting S-ly winds (cyclonic "Jugo" wind), in winter (December and January), the sea level can rise up to 1.2 m and the flooding of the quays and embankments in the city Port of Koper. Similarly, a long-lasting Bora (anticyclonic Bora) can lower sea level up to 0.6 m. Sea currents in the bay are weak, on average from 0.3 knots (Port of Koper) to 0.5 knots (Koper freight port, Izola port). With hurricane winds (Bora), the flow rate can increase to 0.7 –1.0 knots.

Further information concerning weather in the Slovenian coastal region can be found at:

<http://meteo.arso.gov.si/met/en/weather/bulletin/coast/>

#### 7.15. DEVELOPMENTS

Major infrastructure projects:

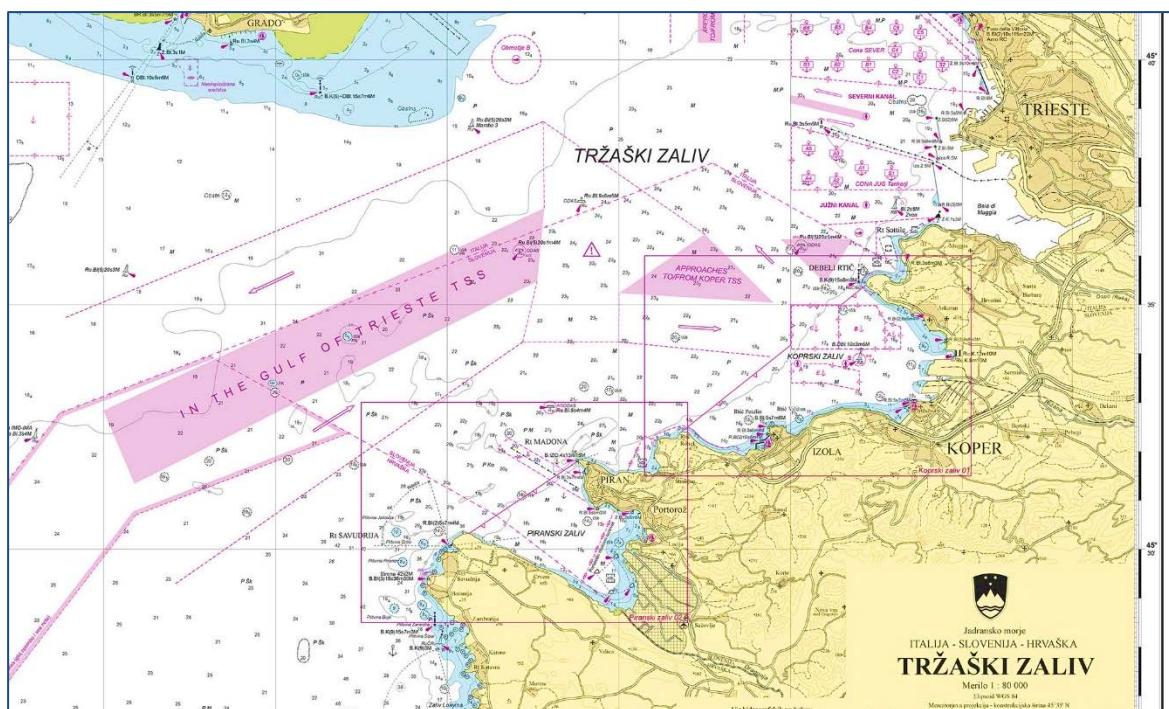
- Extension of the Container terminal quay (+ 100 m) and stacking areas (to be completed in 2022)
- Truck gate No. 3 (to be completed in 2021)
- New garage for Car & RO-RO terminal with a capacity of 6,000 units (to be completed in 2021)

# PORT NAVIGATION



## 8. PORT NAVIGATION

### 8.1. APPROACH



*Gulf of Trieste TSS (source: chart Tržaški zaliv 03)*

A traffic separation scheme has been established off the port. The navigational route to enter the Port of Koper is marked by a Fairway Buoy, an illuminated floating buoy (long white flash 10 sec), positioned at 45°33.87' N and 013°42.01' E.

### 8.2. SPEED

Upon arrival at the anchorage area of the cargo Port of Koper bound by the parallel 45° 35' N and meridian 013° 40' E ("Port Limit"), the master shall ensure that the ship is sailing at a maximum speed of 6 knots and then safely reduce it until access channels and berthing of the ship.

### 8.3. UKC

A safe under-keel clearance is required. At the berth, the ship shall always be afloat, however not less than 0.5 metres above the ground.

### 8.4. RESTRICTIONS

#### ENTRANCE/EXIT

Ships can enter the Port of Koper day and night.

### 8.5. SPEED

See Section 8.2 [Speed](#).

### 8.6. SHIPS LENGTH

Generally, no restrictions, except as mentioned for a particular terminal/berth.

#### **BASIN I – NORTH SIDE (CONTAINER BERTHS)**

The maintained depth of the navigation channel is 15 m at chart datum.

Ships with a draft of over 12 m can manoeuvre only in case the wind does not exceed 9.3 m/s measured in 10 min intervals. Visibility cannot be less than 2 x ship's lpp.

Max draft allowed: 14.5 m.

#### **BASIN II**

##### **TANKERS (IN GENERAL)**

Entrance allowed 24 hours a day. In case of poor visibility (visibility is less than 3 x LPP) or in case of wind over 4 Bf, tankers are not allowed to enter.

##### **RO-RO**

The manoeuvring of ro-ro vessels is suspended when tankers are berthed on one side and wind speed is 11 m/s (10 minutes average), or when tankers are berthed on both sides wind speed is 8 m/s (10 minutes average).

##### **BERTHS**

- **Petrol** - max draft allowed: 13.0 m; max length: 200 m; tankers must be berthed with the starboard side alongside.
- **Silos** - max allowed draft is 12.50 m; max DWT 55.000, max beam 32.2 m, tankers must be berthed with the starboard side alongside.
- **TCH** - max draft allowed: 12.0 m; tankers must be berthed with the portside alongside.
- **TC1** - max draft allowed: 11.90 m; max DWT: 55.000; max beam 32.2 M, Tankers must be berthed with the port side alongside.

#### **BASIN III**

**BULK CARRIERS - Berths TR1 / TR2 / TR3** - max draft allowed up to 17.2 m (exceptionally, only with the approval of HMO).

# PORT SAFETY





## 9. PORT SAFETY

### 9.1. GENERAL

In case of incidents or accidents on board please call the “Koper Harbour Master's Office” on VHF Channel 08/16 or contact them by telephone at +386 (5) 6632 106.

Details to be reported:

- Name of ship
- Position
- Nature of incident

While alongside, in addition to the “Koper Harbour Master's Office”, call the security centre of the Port of Koper (telephone: +386 5 66 56 950).

### 9.2. COLLISION/GROUNDING

In situations that may endanger the safety of shipping, e.g. if ships lose anchors or chains, run aground, anchor in port, collision, etc., contact “Koper Harbour Master's Office” on VHF Channel 08/16 or contact them by telephone at +386 (5) 6632 106.

Details to be reported:

- Name of ship
- Position
- Nature of incident

### 9.3. SPILLS

All spills must be reported to the “Koper Harbour Master's Office” on VHF Channel 08/16 or contact them by telephone at +386 (5) 6632 106.

Details to be reported:

- Name of ship
- Position
- Activity or incident

In addition to the above, any kind of pollution within the port area must be reported to the security centre of the Port of Koper (telephone number +386 5 665 69 50).

# PORT SECURITY





## 10. PORT SECURITY

### 10.1. GENERAL

The internal order, the movement and loitering of individuals, as well as vehicle and vessel traffic in all areas under the administration of Luka Koper d. d. are regulated by the Rules on Internal Order at Luka Koper. Security at the Port of Koper is provided by Luka Koper specialist services and state authorities of the Republic of Slovenia.

A security system is established for the Port of Koper (port zone) and other areas under the administration of Luka Koper. This system includes:

- Access control,
- Video surveillance,
- Intrusion prevention systems, and
- Fire protection systems.

Security systems are installed and used in compliance with the statutory provisions valid in the Republic of Slovenia.

### 10.2. DESIGNATED AUTHORITY (ISPS)

By way of Decree No. 0610-17/2010/2, issued by the Slovenian Maritime Administration on 28 June 2010, Mr Boris Kankaraš was appointed Port Facility Security Officer responsible for the implementation of security measures at the Port of Koper.

Contact information:

Telephone: +386 (0)5 66 56 786 (8.00 – 16.00)

+386 (0)5 66 56 950 (24 hours)

Fax: +386 (0)5 63 95 011

E-mail: [boris.kankaras@luka-kp.si](mailto:boris.kankaras@luka-kp.si) and [VNC@luka-kp.si](mailto:VNC@luka-kp.si)

### 10.3. PORT FACILITIES

It is possible to hire a security guard upon the request of the master of the ship. In this case, please call the security centre of Luka Koper (telephone number: +386 5 66 56 950).

For further information please visit:

<https://www.luka-kp.si/eng/port-security>

# NAUTICAL SERVICE



## 11. NAUTICAL SERVICE

### 11.1. GENERAL

This chapter provides information on nautical regulatory measures to prevent accidents and/or threats to the environment within the Port of Koper.

### 11.2. HARBOUR MASTER'S OFFICE

A system including AIS, radar surveillance and cameras is in place to monitor and control shipping movements in the Bay of Koper approaches and Port of Koper basins. The reporting points are determined by the HMO and communicated to the ships. Communication is conducted in the Slovenian, Italian and English language.

### 11.3. PILOTAGE

Pilotage is obligatory for the ships of over 500 GRT.

For the purpose of pilotage, two pilot stations have been designated in the area of the Koper cargo port, where the pilot will board the ship at:

- Pilot Station A: at position 45° 33.80' N, 013°40.20' E (abeam Viližan Bay),
- Pilot Station B: at position 45° 33.80' N, 013°41.60' E' (0,4 NM west of the Safe Water mark).

Piloting of ships on arrival shall begin at the pilot stations designated for the following types of ships, namely:

- Pilot Station A:
  - Tankers (oil tankers, chemical tankers, liquefied petroleum gas tankers and liquefied natural gas tankers),
  - Ships carrying dangerous goods in accordance with the International Maritime Dangerous Goods Code (IMDG Code), Class 1 and 7 (explosives and radioactive materials),
  - Ships of more than 40,000 gross tonnage,
  - Ships of a length (LOA) exceeding 250 metres,
- Pilot Station B:
  - For all other ships, including passenger ships and cruise ships,
- Pilotage is not obligatory for anchoring a ship at the anchorage of the Koper cargo port.

In the event of strong wind or rough seas, ships referred to in point 1 of the previous paragraph may, on the proposal of the pilot HMO, allow the pilot to board at Pilot Station B.

Upon passing the port limit, the maximum permitted speed of the ship between the pilot stations and the entrance to an individual access channel of the port, in the entire anchorage area and at the time of embarkation or disembarkation of the pilot is 6 knots.

The pilot disembarks the vessel at Pilot Station B, or at first external pair of buoys of each access channel.

The pilotage service in Port of Koper is performed by licensed pilots, registered by the Slovenian Maritime Administration.

For further information on pilotage, please visit the website of KOPP d. o. o. at <https://kopp.si/sl/>

The pilotage plan and the ship's mooring plan are prepared by Luka Koper (Operations Department). The arrival of a ship to the Port of Koper should be reported electronically as described in the Section 4 [Notification](#) before the arrival to the port. The anticipated arrival time should be confirmed 24 hours beforehand. Vessels may contact the Harbour Master's Office or Koper Pilots for additional information regarding the call.

#### **11.4. PILOT ORDERING**

Pilots are available on the VHF Channel 08 (24 hours a day). Final confirmation must be sent via an agent or via telex/mail 24 hours before arrival.

It is the master's duty to communicate the ship's readiness to depart immediately before the departure to the "KOPP Pilots" VHF Channel 08 or to the telephone number +386 5 850 2440.

#### **11.5. TUGS**

Tugs are based in the Port of Koper. They normally join inbound vessels at the Fairway Buoy. The towing service is performed according to the Tariff of Towage of Vessels. There are five tug boats available (1,472 kW, 1,560 kW, 3,040 kW, 4,760 kW and 5,280 kW). The minimum number of tugs required for berthing and un-berthing is based on local regulations, prevailing weather conditions and the vessel's manoeuvring ability. Firefighting tugs are also available.

For further information on towage services, please visit the website of Adria Tow d. o. o. at <http://www.adria-tow.si/>.

*List of Tugs*

<b>Tugs</b>	<b>Length</b>	<b>Breadth</b>	<b>GRT</b>	<b>Speed</b>	<b>BHP</b>	<b>Propulsion</b>	<b>tons bollard pull</b>
<b>MERCUR</b>	32.5	11.0	475	14.3	6800	2x Woith Schneider	74.3
<b>ZEUS</b>	34.5	11.6	498	13.7	7077	2x Woith Schneider	74.0
<b>NEPTUN</b>	32.5	11.0	469	13.7	6474	2x Woith Schneider	71.5
<b>MAX</b>	30.0	9.9	360	13.5	4200	2x Azimuth	50.0
<b>SIRIUS</b>	28.5	8.4	213	12.0	2120	2x Woith Schneider	25.0
<b>WOTAN</b>	29.4	8.8	245	12.0	2000	2x Woith Schneider	25.0

### 11.6. MOORING

Luka Koper INPO, d. o. o. is a subsidiary company of Luka Koper d. d. and has been operating since 1996. Its maritime unit provides:

- Mooring and unmooring of ships and other maritime services (setting up the protection belt around ships, water supply, boat transport for ship draft),
- Ensures the prevention of marine pollution and eliminates the consequences of its pollution,
- Performs a commercial public service of regular inspection and cleaning of marine surfaces in the port's sea area.

Contacts:

Telephone: +386 5 665 65 20, 386 5 665 62 83

Fax: +386 5 665 64 06

Mobile: +386 41 566 677

# NAUTICAL COMMUNICATION



## 12. NAUTICAL COMMUNICATION

### 12.1. VHF CHANNELS

Service	Call	VHF Channel
Harbour Master's Office	"Kapitanija Koper" or "Harbour Master's Office"	16/08
MRCC - Emergency response center	Koper MRCC	16/12/07 DSC (MMSI: 002780200)
Harbour Pilot	"Piloti Koper" or "Koper Pilots"	08
Tugs	"Adria Tow"	08
Mooring service	"Privezovalci Koper"	08
Koper port operational planning service	"Plan Koper"	08

# CARGO OPERATIONS





## 13. CARGO OPERATIONS

### 13.1. GENERAL

The main basins, terminals and berths are listed below in subsequent subsections. For detailed information please refer to: <https://www.luka-kp.si/eng/terminals> and <https://luka-kp.si/slo/port-terminal-information-books>

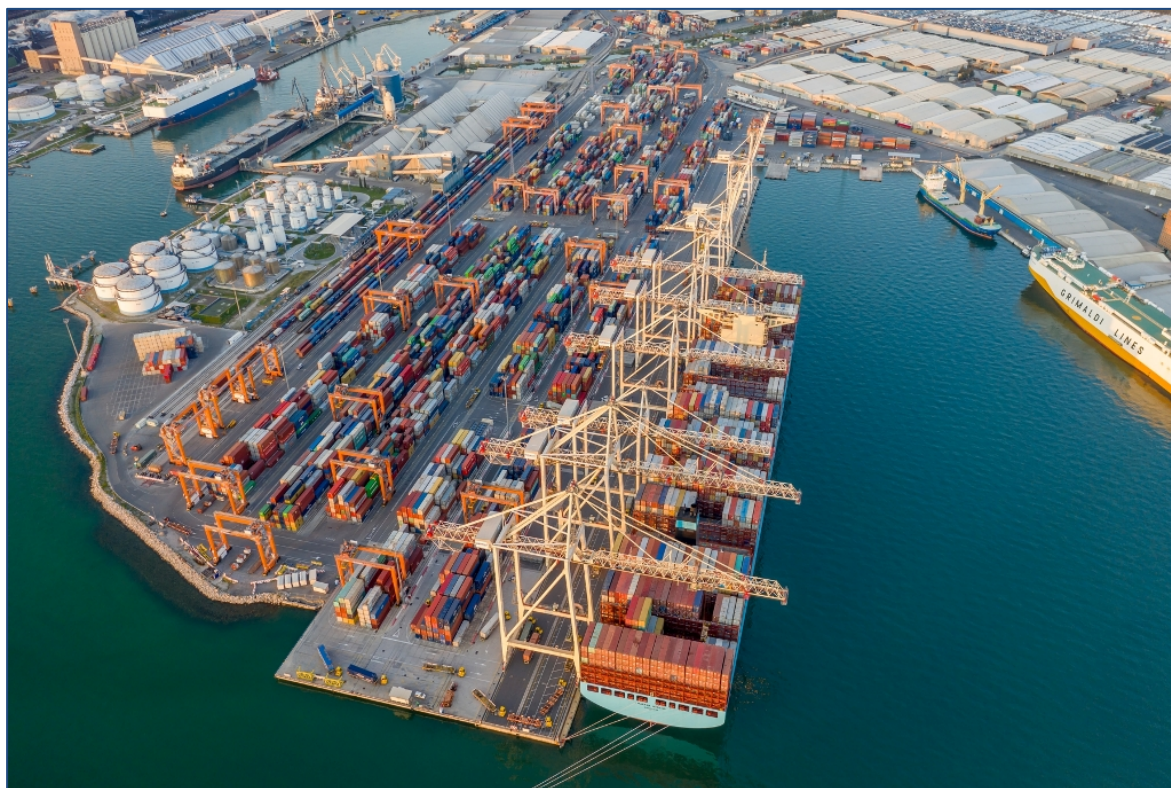
### 13.2. DEPTHS AT BERTHS

Berth No.	Length (m)	Depth (m)	Cargo type	Bollards (MBL) Tonnes
1a	120	6.0 to 10.20	Passengers	40 to 100
1	134	9.70 to 11.40	Passengers, breakbulk, Ro - Ro	30 to 40
2	164	9.80 to 11.40	Passengers, breakbulk, Ro - Ro	40 to 100
3	128	8.90 to 11.40	Reefer, Ro-Ro, breakbulk	40
4	120	9.60 to 10.70	Reefer, Ro-Ro, breakbulk	40
5	163	5.70 to 10.00	Reefer, Ro-Ro, breakbulk	60
6a	Ro-Ro	8.70	Ro-Ro	100
6	Ro-Ro	4.00	Ro-Ro	20 to 100
7	150	10.10 to 11.60	Containers, Ro-Ro	60 to 100
7a	200	11.10 to 15.10	Containers	100
7b	100	14.70 to 15.10	Containers	100
7c	146	14.70 to 15.10	Containers	150
TC1	84	12.40 to 13.60	Methanol, chemicals products	100
TCH	71	12.50 to 13.60	Chemicals, products,	100
8a	43	6.10 to 7.40	Livestock	60
8	113	4.00 to 8.50	Phosphates, fertiliser, alumina, soybean meal	60
9	135	8.90 to 10.00	Phosphates, fertiliser, alumina, soybean meal, Ro – Ro	60
10	273	10.00 to 13.50	Phosphates, fertiliser, alumina, soybean meal, Ro – Ro	150
11	262	6.00 to 13.70	Dry bulk, breakbulk, Ro-Ro	60 to 150
SIL	183	13.00 to 14.00	Cereals, oilseed, Jet fuel A-1, products, veg oil, Ro – Ro	100 to 150 (jet fuel)
PET	102	13.50 to 15.00	Chemicals, products,	100
TRT 1	201	17.30 to 18.60	Iron ore, coal, coke	150
TRT 2	200	17.80 to 18.90	Iron ore, coal, coke, Ro- Ro	150
TRT 3	236	17.20 to 18.70	Iron ore, coal, coke, Ro- Ro	150
VNT	Ro-Ro	10.60	Ro-Ro, breakbulk	60
RO4	Ro-Ro	Up to 10.00	Ro-Ro, breakbulk	100 (bollards) 150 (mooring hooks)

Source: Port Information Book – Luka Koper/Port of Koper

### 13.3. CONTAINER TERMINAL

Container Terminal is situated in Basin I on Pier No. 1.



*Container berth (source: Luka Koper)*

Max. allowed draft	14.5 m
Minimum depth of water alongside the berth	refer to Section 13.2 <a href="#">Depths at berths</a>
Quayside	598 m 4 berths
Total terminal (marine) area	273.140 m <sup>2</sup>
Number of cranes at berth	3 x 45 tonne panamax (px) 4 x 65 tonne post-panamax (ppx) 2 x 65 tonne super-post-panamax (sppx)
Cranes out-reach (from edge of fender on quay) / Meters & number of rows	30.8 m (13 rows) - 2 cranes (px) 32.8 m x (13 rows) - 1 crane (px) 46.8 m (18 rows) – 4 cranes (ppx) 60.8 m (24 rows) – 2 cranes (ppx)
Maximum height of spreader from water level at medium water tide	26 m – 2 cranes (px) 32 m – 1 crane (px) 38 m – 4 cranes (ppx) 50 m – 2 cranes (sppx)
Maximum wind speed for safe operation	20 m/s

In the case of an emergency or urgent stop of unloading/loading operation, contact the terminal's representative at: +386 66 56 897 or +386 66 56 889.

In the case of medical assistance being required due to an accident or other incident, call the security centre of the Port of Koper at: +386 05 66 56 950.

For further and detailed information see: <https://luka-kp.si/slo/port-terminal-information-books> and <https://luka-kp.si/eng/port-security>.

#### 13.4. CAR & RO-RO TERMINAL

The car & RO-RO terminal is one of the most modern and largest car terminals in the Mediterranean.



RO-RO berth (source: Luka Koper)

Max. allowed draft	Depends on different basins (berths)
Minimum depth of water alongside the berth	refer to refer to Section 13.2 <a href="#">Depths at berths</a>
Operative shore	800 m (1, 2, 3, 4, 6, 6a, 7), Silos, VNT, TRT3, RO4
RO-RO ramps	5
Additional services	<ul style="list-style-type: none"> <li>- dewaxing and waxing of vehicles,</li> <li>- PDI zero repair service,</li> <li>- additional equipment at customers' needs or requests,</li> <li>- mechanical, painting and body repair services,</li> <li>- more about additional services on <a href="http://www.avtoserviskp.si">www.avtoserviskp.si</a></li> </ul>

In the case of emergency or urgent stop of unloading/loading operation contact the terminal's representative at: +386 5 6656 950.

In the case of medical assistance being required due to an accident or other incident, call the security centre of the Port of Koper at: +386 (05) 66 56 950.

<https://luka-kp.si/eng/port-security>,

For further and detailed information see: <https://luka-kp.si/slo/port-terminal-information-books>

### 13.5. GENERAL CARGO TERMINAL

The handling and storage of various cargo: coffee, sugar, rice, paper, pulp, magnesite, aluminium, profiles, steel plates and coils, pipes, rails, household appliances, project cargo, etc., of various weight, nature, size, properties and shape.

- Operative shore 840 m
- 6 Berths (Nos 2, 3, 4, 5, 8A and 11)
- Sea depth 7–10 m (with prior arrangements up to 12.5 m; refer to refer to Section 13.2 [Depths at berths](#))
- Multipurpose closed warehouses 139,400 m<sup>2</sup>
- Roofed warehouses 3,600 m<sup>2</sup>
- Open storage areas 40,000 m<sup>2</sup>

For further and detailed information see:

<https://luka-kp.si/slo/port-terminal-information-books>

<https://www.luka-kp.si/eng/terminals/single/general-cargo-terminal-246>

### 13.6. REEFER TERMINAL

The terminal is equipped with modern computer-controlled storage spaces, where the temperature, humidity and air circulation can be regulated.



*Reefer Terminal (source: Luka Koper)*

Minimum depth of water alongside the berth	8.0 to 11 m, refer to <a href="#">Section 13.2</a> Depths at Berths
Operative shore	450 m, berths 4 and 5
Additional services	sorting, ripening and palletizing, weighing, selecting, packaging, labelling, etc.

For further and detailed information see:

<https://luka-kp.si/slo/port-terminal-information-books>

<https://www.luka-kp.si/eng/terminals/single/reefer-terminal-247>



### 13.7. LIVESTOCK TERMINAL

The Livestock Terminal contains modern stalls and equipment for livestock handling and other related facilities for the maintenance of veterinary and sanitary conditions and for the proper care and regulated rest of livestock.

The terminal is physically separated from the rest of the port, thus providing conditions for a pleasant and calm trans-shipment and the animals' well-being during the time of rest.



*Livestock Terminal (source: Luka Koper)*

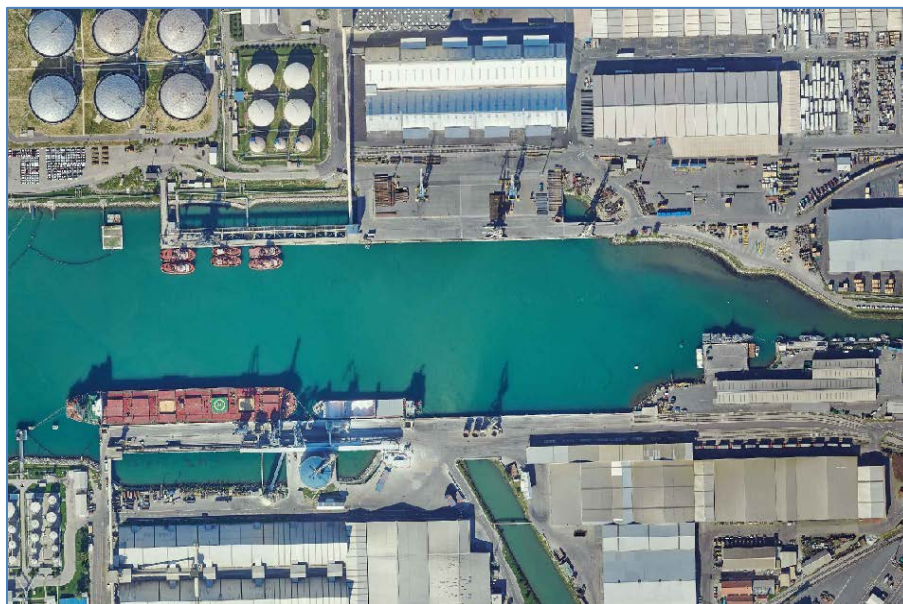
Minimum depth of water alongside the berth	4.0 to 8 m, refer to refer to Section 13.2 <a href="#">Depths at berths</a>
Operative shore	Berths 8 and 8A
Single storage capacity	1,300 heads of cattle
Additional services	The terminal also has a modern washing and disinfection plant for trucks, trailers and other equipment.

For further and detailed information see:

<https://luka-kp.si/slo/port-terminal-information-books>

<https://www.luka-kp.si/eng/terminals/single/livestock-terminal-254>

## 13.8. DRY-BULK TERMINAL



*Dry-bulk Terminal (source: Luka Koper)*

The terminal handles and stores minerals, industrial minerals and other bulk cargo mostly phosphates, fertiliser, alumina, soybean meal, dry bulk, breakbulk, cereals, oilseed, products and vegetable oil.

Max. allowed draft			Between 4 and 14.5 (depends of berth)
Minimum depth of water alongside the berth			refer to Section 13.2 <a href="#">Depths at berths</a>
Operative shore	<i>Berth</i>	<i>Length</i>	<i>Cargo</i>
	Berth 8	113 m	phosphates, fertiliser, alumina, soybean meal
	Berth 9	135 m	phosphates, fertiliser, alumina, soybean meal
	Berth 10	273 m	phosphates, fertiliser, alumina, soybean meal
	Berth 11	225 m	dry bulk, breakbulk
	Berth SILOS	183 m	cargo cereals, oilseed, products and vegetable oil
Additional services			

Telephone number of the terminal's representative: +386 30 363 851

Additional information available at:

<https://www.luka-kp.si/eng/terminals/single/dry-bulk-terminal-249>

<https://www.luka-kp.si/eng/terminals/single/alumina-terminal-251>

<https://www.luka-kp.si/eng/terminals/single/silo-terminal-250>

Detailed Terminal Information Book available for download at: <https://www.luka-kp.si/eng/port-terminal-information-books>

## 13.9. IRON ORE AND COAL TERMINAL



Iron and Coal Terminal (source: Luka Koper)

Max. allowed draft			17.20 m (no restriction up to arrival draught 16.70 m)
Minimum depth of water alongside the berth			refer to Section 13.2 <a href="#">Depths at berths</a>
Operative shore	<i>Berth</i>	<i>Length</i>	<i>Cargo</i>
	Berth TRT 1	201 m	Iron ore, coal, coke
	Berth TRT 2	200 m	Iron ore, coal, coke, RO-RO
	Berth TRT 3	236 m	Iron ore, coal, coke, RO-RO
Loading/unloading rates		Iron ore about 25.000 tonnes/day, coal about 15,000 tonnes/day	

Telephone number of the terminal's representative: +386 41 379 312

Additional information available at:

<https://www.luka-kp.si/eng/terminals/single/iron-ore-and-coal-terminal-252>

Detailed Terminal Information Book available for download at:

<https://www.luka-kp.si/eng/port-terminal-information-books>



## 13.10. LIQUID CARGOES TERMINALS



*Liquid Cargo Terminals (source: Luka Koper)*

The terminal is specialized for the handling and warehousing of chemicals, minerals and vegetable oils.

Max. allowed draft			TC1 - 11,9 m SIL - 12,5 m
Minimum depth of water, and bollards			refer to Section 13.2 <a href="#">Depths at berths</a>
Operative shore	<i>Berth</i>	<i>Length</i>	<i>Cargo</i>
	TC1	84 m	Methanol, chemicals products
	SIL	183 m	Cereals, oilseed, products, veg oil, Ro-Ro, chemical products, jet fuel A-1
Loading/unloading rates		Jet fuel (MLA) max. 2,000 m <sup>3</sup> /h Diesel fuel silos (flexible hoses) 2 x 8" ( max 2 x 800 m <sup>3</sup> /h ) TC1 (MLA) 8", 900m <sup>3</sup> /h	

Telephone number of the terminal's representative: +386 5 66 56 305, +386 5 66 56 485

Additional information available at:

Webpage: <https://www.luka-kp.si/eng/terminals/single/liquid-cargoes-terminal-253>

Detailed Terminal Information Book available for download at:

<https://www.luka-kp.si/eng/port-terminal-information-books>



## 13.11. PETROL INSTALLATION TERMINAL

Although located in Basin II, the Sermin Terminal Installation is separated from rest of Luka Koper d.o.o. and managed by Petrol, d.d., whose main activities are the trading of petroleum products, other merchandise, electricity, supply and sale of gas and heat and the sale of services.

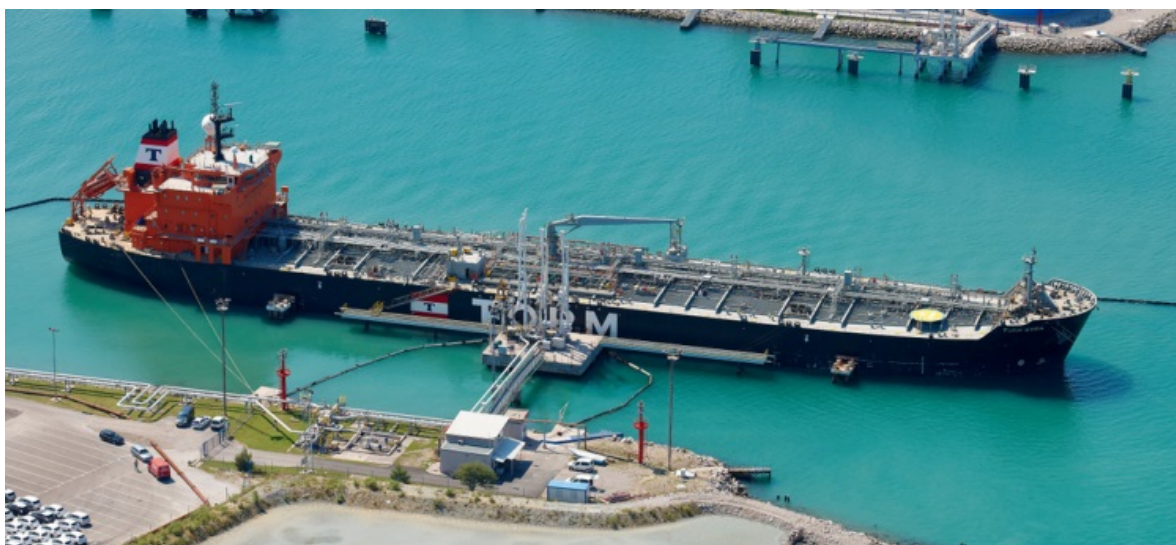
## JETTY DATA INFORMATION

<b>General Data</b>	Updated on 31 August 2020
Port Name	Port of Koper
Terminal Name/Berth Name	PETROL - INSTALACIJA
Communication	VHF - 09
Berth Type (SBM, CBM, "T" Jetty, Finger-pier, Alongside, Sea-Island)	"T" Jetty
Berth Position	45°33'N ; 13°44'E
Local Time	GMT+1, Sumer GMT+2
Berth Operator	CFM
Dock water density (salt/brackish/fresh)	1,025kg/dm3
Type of bottom (sand, mud, rock, etc.)	Mud
Average tide height basis MLWS/MHWS	1.1m
Average tide height basis MLWN/MHWN	1.1m

<b>Approaches/Berth Restrictions</b>	
Minimum water depth in approaches at chart datum	15 m
Minimum required Port/Terminal Under Keel Clearance (UKC) in approaches	1.0 m
Minimum water depth alongside berth at chart datum	15 m
Minimum required Port/Terminal Under Keel Clearance (UKC) alongside Berth	1.0 m
Maximum vessel's draft permitted alongside at Low Water	13 m
Maximum Vessel Length Overall (LOA)	200 m
Minimum Vessel Length Overall (LOA)	60 m
Minimum Parallel Body Length required forward and aft of manifold center	17.5 / 17.5 m
Inert gas system	Compulsory
Wind Limits: Stop cargo at	6 Bf / 24 kt / 12.3 m/s
Wind Limits: Disconnect at	7 Bf / 30 kt / 15.5 m/s
Wind Limits: Unberth at	8 Bf / 37 kt / 18.9 m/s
Freeboard restrictions at pier	NIL

## PART XIII CARGO OPERATIONS

Berth Information I Requirements	
Names of cargo suppliers/receivers	PETROL, OMV
Types of oils, oil products, gases, chemicals handled at the berth	Gasoil, Unleaded Gasoline
Number and size of shore arms / hoses	Arms 3x12"
Loading operation	Arm 1x12"
Handling pressure maximum	10 bar
Handling quantity for each grade maximum	1,500 m <sup>3</sup> /h
Distance for ship to terminal	3,000 m
Diameter of discharging line	16"
Discharging line with PIG SISTEM	YES
Manifold position normally used (port, starboard, stern)	Starboard
Connection of loading arms	Staff of terminal
Emergency shut down procedures	Horn and red light on jetty
Potable water	YES
Is berth fitted with a vapour recovery system	NO
Line Displacement	YES



*PETROL berth (source: Luka Koper)*

Contacts	
Jetty office	+386 (5) 6682 170 VHF Ch 09

Detailed PETROL Installations Information Book available for download at:

<https://www.gov.si/zbirke/storitve/port-information-guide/>

## 13.12. CRUISE TERMINAL

The cruise terminal at the Port of Koper is in a nascent stage; nevertheless, cruise vessels bound for the Adriatic and the Mediterranean call into Koper on a regular basis.

Situated in Basin I, the terminal is only few hundred metres from Koper city centre



*Cruise and Passenger Terminal (source: Luka Koper)*

Minimum depth of water alongside the berth	refer to refer to Section 13.2 <a href="#">Depths at berths</a>
Type of bottom	Mud
Terminal parking areas	Dedicated 30 bus spots; 20 vans spots; 15 taxi spots
Main port entrance	500 m
Total area of terminal	10,000 sq. m
City – main town square	300 m, walking distance, public elevator for town centre 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
	Provisions loading/handling

Terminal facilities (cont.)		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
Communications	Terminal Operations	+386 41 568 240
	Terminal management	+386 5 6656 159
Terminal working time:		All the time when cruise ship is alongside
		Management and administration: Monday to Friday 08:00–16:00

Detailed Terminal Information Book available for download at:

<https://www.luka-kp.si/eng/port-terminal-information-books>

# VESSEL OPERATIONS



## 14. VESSEL OPERATIONS

### 14.1. GENERAL

This section contains information about the rules and regulations on ship operations within the area of the Koper anchorage and Port of Koper.

- Using incinerators (Reg. 16.4 of MARPOL Annex VI) – not permitted
- Use of an open loop scrubber system is not permitted in Slovenian waters
- Conducting underwater hull or propeller cleaning – not permitted
- Fishing – not permitted
- Painting (overboard/ship's hull) – not permitted
- Draft marks/plimsoll marks – permitted with previous approval from the HMO

### 14.2. SULPHUR CONTENT IN A SHIP'S FUEL

As per EU/EC Directives (as amended), it is prohibited to use marine fuel with a sulphur content of more than 1 g/kg (0.1%) at the Port of Koper anchorage and/or in the Port of Koper.

Fuel change-over must be carried out upon arrival at the latest within one hour after arrival at the anchorage or mooring berth (whichever is sooner) or up to one hour before departure.

The master must ensure that the time of fuel change-over is properly recorded in a vessel's log book.

The above requirements shall not apply to ships that use one of the methods to reduce emissions (i.e. scrubbers, etc.) or which switch off all engines and when berthed in a port use electricity from the shore (not yet available).

Note: Use of an open loop scrubber system is not permitted in Slovenian waters!

A PSC Inspector may inspect a vessel's log book and delivery notes and, in doubt or in cases of reasonable doubt, may issue an order for the sampling and analysis of the sulphur content of the marine fuel for on-board combustion contained in tanks, where technically and economically feasible, and in sealed bunker samples on board ships by appointed service/laboratory.

### 14.3. LOWERING OF BOATS AND RAFTS

Before lowering boats and rafts, approval must be obtained; contact the Harbour Master's office on VHF Channel 08.

### 14.4. MAINTENANCE AND REPAIR

Request for repairs, including immobilisation, shall be forwarded in advance to the Agent. Such request, with the consent of Luka Koper (Port of Koper operations), is then forwarded electronically



to an HMO duty officer. After reviewing the request, the HMO duty officer shall issue a permission depending on the nature of the repairs to be carried out.

Note: Permission for hot work is obligatory!

The Harbour Master Office shall be contacted on VHF Channel 08 before starting and after completing the repairs/immobilisation.

#### **14.5. UNDERWATER INSPECTION AND REPAIR**

The request for underwater Inspection and repair shall be forwarded in advance to the Agent. Such request, with the consent of Luka Koper (Port of Koper operations), is then forwarded electronically to the HMO duty officer. After reviewing the request, the HMO duty officer shall issue a permission depending on the nature of the inspection and/or repair to be carried out. The Harbour Master Office shall be contacted on VHF Channel 08 before starting and after completing the underwater inspection and/or repair.

Any underwater hull or propeller cleaning is strictly prohibited.

#### **14.6. NOISE REDUCTION**

Concern for environment is a constituent part of Luka Koper management policy and organisational culture. In the last years Luka Koper put a lot of effort especially in activities aimed to the reduction of noise emissions from port operations. Based on experience and cooperation with ship-owners and their local representatives (shipping agents), Luka Koper have made a selection of good practices that limit the spread of noise from ships towards urban areas. Therefore, in order to maintain good relations with the nearby residents of the port, vessel's masters are requested by following the instructions below:

- keep the emergency room hatches closed to limit noise emissions from the engine room,
- if possible, keep in service during mooring those 'generators located on the side of the ship facing away from urban areas,
- SPECIFIC FOR RO RO SHIPS:
  - adjust operating parameters of ventilation systems,
  - reduce ventilation systems during evening and night,
  - reduce ventilation systems towards urban areas.

Luka Koper would like to encourage you to implement those activities, still considering the SAFETY of the crew and other people involved in the working process/ operations.

# PORT INSPECTIONS





## 15. PORT INSPECTIONS

### 15.1. GENERAL

This chapter outlines all relevant inspections that may be carried out in the Port of Koper.

### 15.2. PORT STATE CONTROL

The New Inspection Regime (NIR) system was implemented through the Directive on port State Control, 2009/16/EC. In Slovenia, the system is implemented through the Decree on the inspection of foreign ships (Official Gazette of the Republic of Slovenia, No. 105/10, 96/14 and 71/19).

The NIR contains several new elements, such as:

- The periodic inspection of all ships calling at Paris MoU ports. The inspections are targeted according to a Ship Risk Profile so that “risky” ships are inspected frequently, while “good” ships are inspected less frequently.
- Focus on Company Performance. The Company Performance – determined as deficiencies and detentions at Port State Control inspections in the Paris MoU region – will be included in the overall evaluation of a Ship Risk Profile.
- Elements of the Port State System

Information about the New Inspection Regime is available on the Paris MoU website ([www.parismou.org/](http://www.parismou.org/)). Answers to frequently asked questions (FAQ) as well as calculation models making it possible for a shipping company to find a specific Ship Risk Profile and Company Performance Rate.

### NOTICE OF SHIP ARRIVAL FOR MANDATORY EXPANDED INSPECTION

Notice shall be sent at least 72 hours or before ETA in the port or anchorage or before leaving the previous port or anchorage if the voyage is expected to take less than 72 hours.

Applies to:

- All ships with a high risk profile, and
- Any passenger ship, oil tanker, gas or chemical tankers or bulk carrier, older than 12 years of age.

The notice shall contain following required data:

#### a) Vessel's identification

Ship's Name:	Flag:
IMO Number:	Call Sign:
Date of keel laid:	Ship type:

#### b) Anticipated stay at the port:

**PART XV PORT INSPECTION**

Planned duration of the call:	
Port of destination and berth or anchorage	
ETA:	ETD:
Planned operations:	Loading/Unloading/Others*
Planned surveys:	Yes/No*
Planned substantial repairs (maintenance or shipyard):	Yes/No*
Date of last expanded inspection in the Paris MOU region:	dd-mmm-yyyy
Others (indicate):	

c) For tankers:

Configuration of hull:	Single hull/Single hull SBT/Double hull*
Condition of cargo tanks &	Full/Empty/Inerted*
Ballast tanks	Full/Empty/Inerted*

From:

From: Ship's Master/Agent/Operator*
Contact (Tel, Fax, E-mail):

\*Delete as appropriate

Notice shall be sent to NEO or directly to [psc.ursp@gov.si](mailto:psc.ursp@gov.si) or fax no.: +386 5 66 32 145.

The appropriate form can be found on Slovenian Maritime Administration website:

[http://www.up.gov.si/en/maritime\\_safety/port\\_state\\_control/](http://www.up.gov.si/en/maritime_safety/port_state_control/)

A ship may be subject to inspection by the Port State Control at any time. These inspections usually take place during the day. To ensure efficient operations, we advise that you have the required documentation and certificates (or certified copies of certificates) ready at all times.

### **15.3. INSPECTION FROM OTHER PARTIES**

During your stay in the port, officials representing the Harbour Master's Office (SMA) may visit the ship.

# PORT SERVICE



## 16. PORT SERVICE

### 16.1. GENERAL

There are various port services available

### 16.2. MEDICAL SERVICE

In the case of medical assistance required due to an accident or other incident, call the security centre 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).

T: +386 (5) 660 6000

### 16.3. FUEL AND LUBRICATION OIL

Fuel and lubrication oil are available by barge or by truck and are arranged by the Agent.

### 16.4. REPORTING SPILLS

All bunker operations entail the risk of pollution or oil spills. Spills have to be reported immediately.

See Section 9.3 [Spills](#)

### 16.5. FRESH WATER

Fresh water is available from any pier at a rate of 15 t. p. h.

Contact INPO d.o.o. T: +386 (5) 665 6702. F: +386 (5) 665 6406.

### 16.6. REPAIRS

Small repairs can be carried out at Koper, including the repair service of containers. Request for repairs, hot work, including immobilisation shall be forwarded in advance to the Agent. Such request with consent of Luka Koper (Port of Koper operations) is then forwarded electronically to the HMO duty officer. After reviewing the request, the HMO duty officer shall issue permission depending on the nature of the repairs to be carried out.

For hot work, bunkering and immobilization, permission from the HMO duty officer is obligatory!

The Harbour Master's Office shall be contacted on VHF Channel 08 before starting and after completing of the repairs/immobilisation.

**16.7. WASTE RECEPTION**

Garbage collection is compulsory. Service is available each day from 7.00–15.00. Plastic garbage bags are provided on board each day. Charges depend on a vessel's tonnage and/or passengers and payable in EUR. Larger collections and other service arrangements can be made.

Slops disposal: Oil waste is collected by truck.

Contact: INPO d.o.o. T: +386 (5) 665 6702. F: +386 (5) 665 6406.

**16.8. STORES AND CHANDLERY**

Vessels can be supplied by truck (during loading or discharging, except on tanker berths). A ship's stores can be ordered via the Agent.

For additional info see: <https://www.luka-kp.si/eng/port-community-contacts/ship-supply-987/>.

**16.9. OTHER SERVICES**

Sanitary services and fumigation are available upon request.

Contact: D.D.D. T: +386 (5) 630 0480. F: +386 (5) 639 3602; [ddd.koper@s-net.net](mailto:ddd.koper@s-net.net)

**16.10. SHORE-BASED ELECTRICITY**

Not available at the moment

**16.11. SURVEYORS****REGISTRO ITALIANO NAVALE (RINA)****RINA S.p.A.**

Main office

Via Corsica 12, 16128 Genova, Italy

T.: +39 010 5385464

F: +39 010 5351581

E-mail: [marine.division@rina.org](mailto:marine.division@rina.org)

**RINA S.p.A.****Office Trieste**

Viale Miramare, 34135 Trieste, Italy

T.: +39 040 4194911

F: +39 040 4194922

E-mail: [trieste.office@rina.org](mailto:trieste.office@rina.org)

**BUREAU VERITAS (BV)****Bureau Veritas**

Main office

17 bis, Place des Reflets, 92077 Paris La Defense Cedex, France

T.: +33 1 4291 5291

F.: +33 1 4291 5293

E-mail: [claudio.maillot@bureauveritas.com](mailto:claudio.maillot@bureauveritas.com)

**Bureau Veritas Croatia**

Ciottina 17a, 51000 Rijeka, Croatia

E-mail: [office.croatia@hr.bureauveritas.com](mailto:office.croatia@hr.bureauveritas.com)

**Bureau Veritas Koper**

Vojkovo nabrežje 30/a, 6000 Koper, Slovenia

T.: +386 5 6116 300

Mobile: +386 41 345 918

E-mail: [brane.vidovic@si.bureauveritas.com](mailto:brane.vidovic@si.bureauveritas.com)

**DET NORSKE VERITAS (DNV GL AS)****DNV GL AS**

Main office

Veritasveien 1, P.O. Box 300, 1322 Hovik, Norway

**DNV GL Adriatica**

Ružičeva 32, 51000 Rijeka, Croatia

T.: +385 51 227 057

E-mail: [rijeka.maritime@dnvgl.com](mailto:rijeka.maritime@dnvgl.com)

