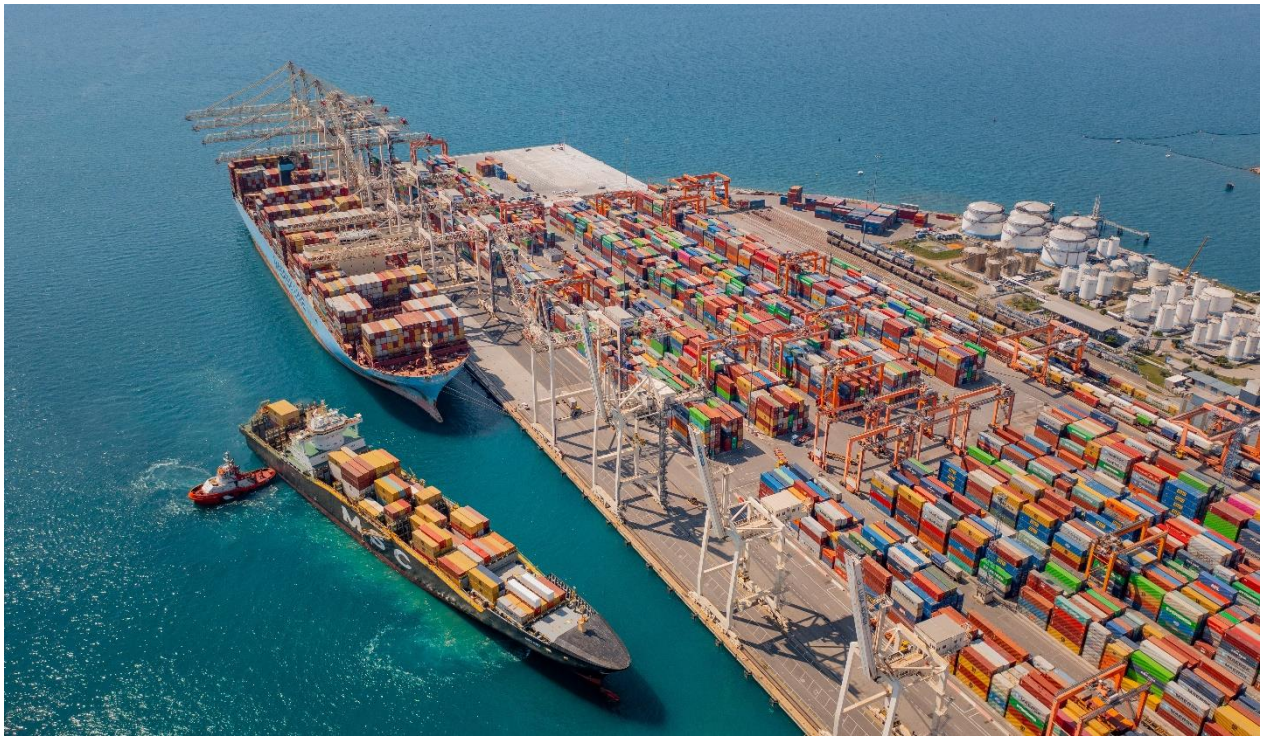
LUKA KOPER
Port of Koper

CONTAINER TERMINAL BOOK

LUKA KOPER – PORT OF KOPER
Vojkovo nabrežje 38, 6000 Koper

SI – SLOVENIJA

Version July 2022



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1. Details of terminal contact personnel

Contact with terminal's representative on phone:

Shift manager: +386 66 56 897

Vessel planning: +386 66 56 889

Operations Manager: +386 66 56 334

Terminal's working time:

1st shift	from	06:00 – 14:00 Hrs
2nd shift	»	14:00 - 22:00 Hrs
3rd shift	»	22:00 - 06:00 Hrs

2. Technical data of the terminal, berths and loading or unloading equipment

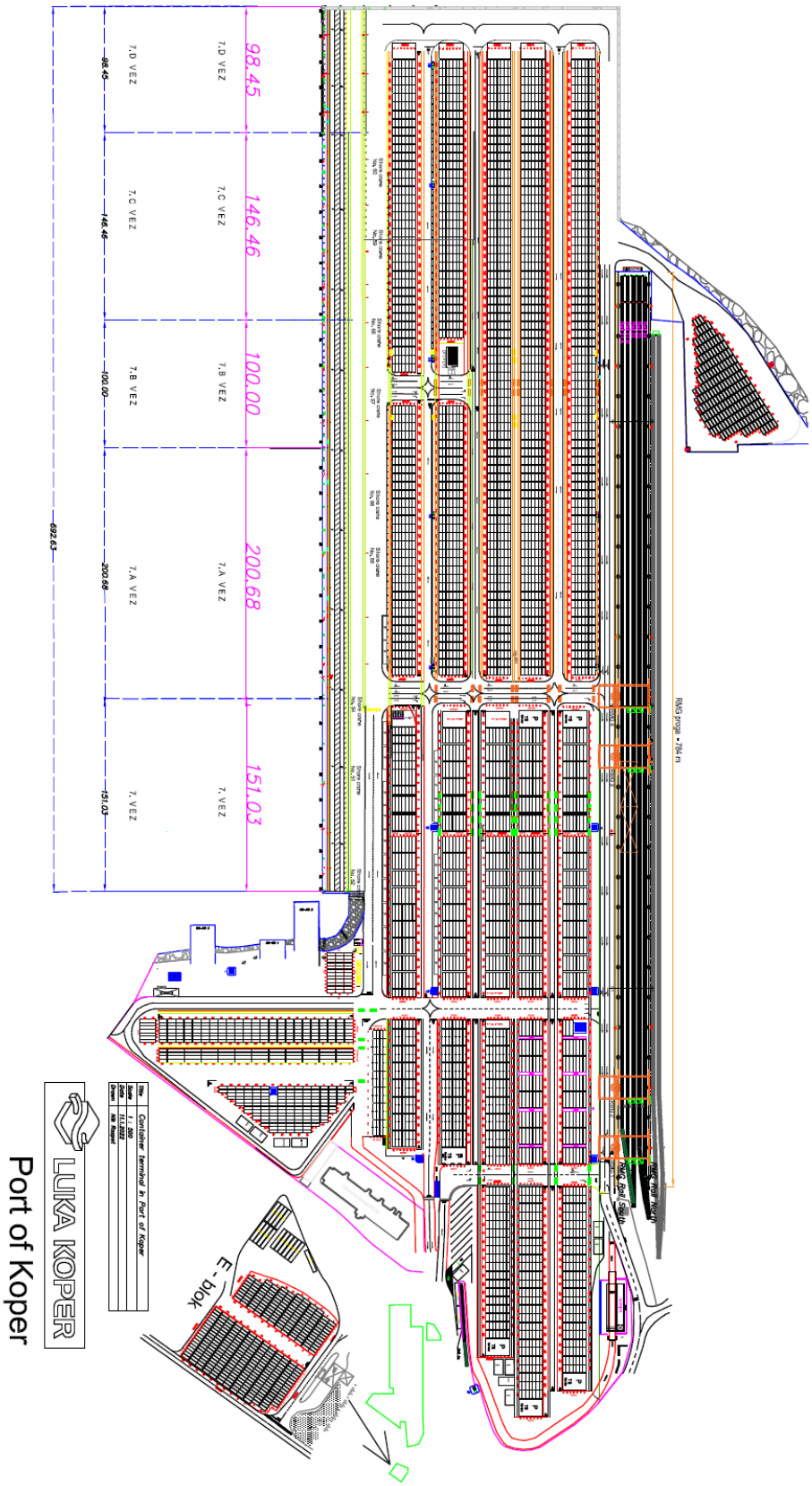
Terminal technical/operational data:

TECHNICAL / OPERATIONAL DETAILS:	**Date: July 2022**
1. Abbreviation code (terminal / port)	COTEC - container terminal / SI KOP-Port
2. Country / position (latitude + longitude)	Slovenia / 45 33 N + 13 41 E
3. Time zone (difference GMT +/-)	GMT + 1

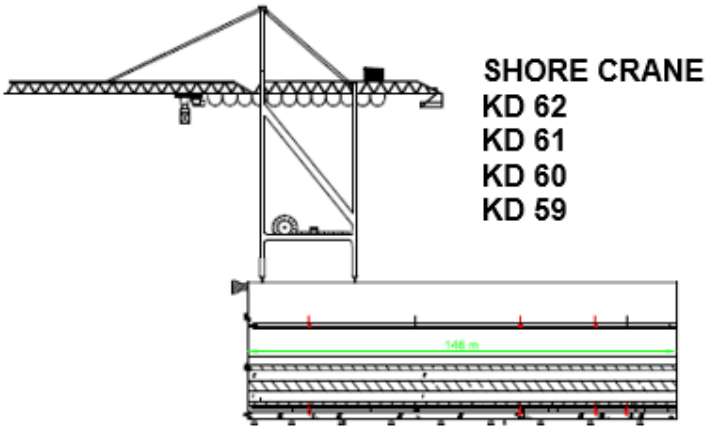
4. Maximum draft in the approaching channel	15,0 m
5. Maximum draft at the berth	14,5 m
6. Length of the berth	697 m
7. Maximum LOA at max. draft (14,5 m)	465 m
8. Tidal range	± 0,6 m
9. Vessel's side alongside	both sides
10. Storage capacity in TEUs	Full containers 19.469
	Empty containers 3.048
11. Storage area (marine terminal)	93.130 m2
12. Total terminal (marine) area	273.140 m2
13. Storage capacity (depot) in TEUs	15.047
14. Storage depot area	39.555 m2
15. Total depot area	93.340 m2
16. Railway Tracks	5x700m, 2x270m, 2x350m
17. Number of cranes at berth	3 x panamax
	4 post-panamax 4 super-post-panamax
18. Maximum wind speed for safe operation	20 m/s
19. 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) – 4 cranes *(sppx)*
20. Cranes back-reach (from landside rail)	12 m – 3 cranes *(px)* 15 m – 8 cranes *(ppx)**
21. SWL of cranes under spreader	Single lift – 40 ton / 3 cranes *(px)** - 51 ton / 8 cranes *(ppx)**
	Twin lift – 45 ton / 3 cranes *(px)** - 65 ton / 8 cranes *(ppx)**
22. Lowest point of spreader (below rail)	12 m – 2 cranes *(px)*
	14 m – 7 crane *(1x px + 4x ppx+4x sppx)*
23. SWL of cranes under hook	50 tons – 3 cranes *(px)**
	75 tons – 8 cranes *(ppx)**
24. Number of cranes fit for twin lift ops	11
25. Minimum number of 20' bays between 2 gantries	4
26. Maximum height of spreader from water level at medium water tide (safe lifting ops)	25 m – 2 cranes *(px)** 31 m – 1 crane *(px)**

	37 m – 4 cranes *(ppx)** 49 m – 4 cranes *(sppx)**
27. Handling equipment on rail	RMG – 4
	RTG - 27
	Reach stackers - 13
28. Terminal handling equipment	Reach stackers (for Empty) - 4
	Forklift - 9
	Terminal trucks with trailers - 74
29. Longitudinal clearance between the legs of the gantries	15,4 m – 2 cranes *(px)** 16,76 m–7 cranes *(1x px + 4x ppx+4x sppx)*
30. Limitation in haz cargo that can be stowed at the terminal	class 1 and 7 only in direct manipulation (no storage), all others allowed
31. Reefer plugs available at the terminal	597
32. Stevedore contact phone number for urgent ops matters	+386 5 6656 873 / 889 / 890
33. Contact phone number for ISPS Officer	+386 5 6656 930 / 950
34. IT – TOS system	Tideworks

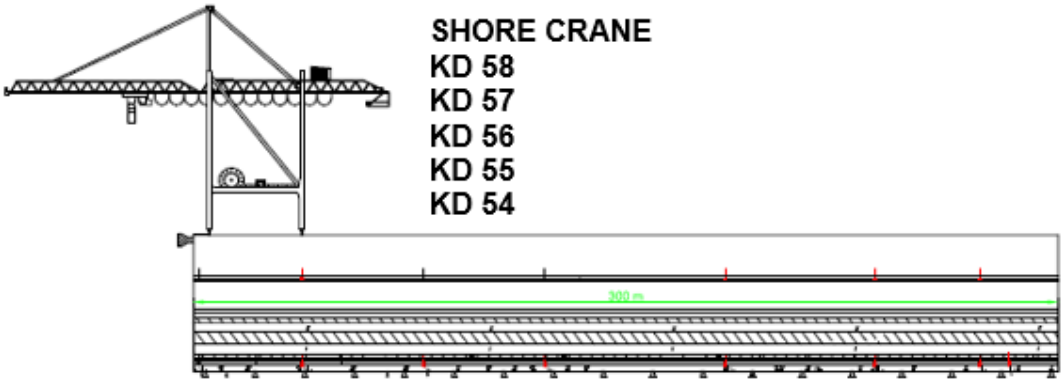
Container terminal layout and berths:



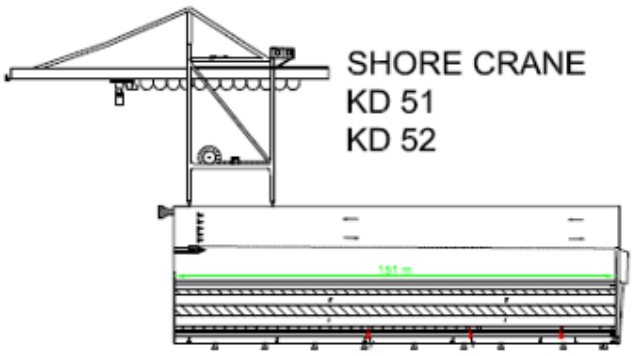
STS cranes and their location:



BERTH 7 C, D



BERTH 7 A, B



BERTH 7

Container terminal Ship to Shore Cranes specification:

	Post-panamax	Super-post-panamax
Span (Rail centre distance)	30.00 m.	30.00 m.
Outreach on waterside from waterside rail centre	51.00 m.	65.00 m.
Outreach on landside from landside rail centre	15.00 m.	15.00 m.
Total trolley travel	96.00m.	110.00m.
Height above seaside rail under telescopic spreader to lowest point of Spreader Twist-lock	36.00 m.	48.00 m.
Lowest point of spreader (below waterside rail)	14.00 m.	14.00 m.
Total spreader hoisting/lowering path	50.00 m.	62.00 m.
Clearance between portal legs	16.76 m.	16.76 m.
Overall length - buffer to buffer	32.00 m.	27.00 m.
Distance from edge of quay to centre of waterside rail	2.20m.	2.20m.
Width of fender on quay	2,00m	2,00m
SWL under Telescopic Spreader: - **Single lift (1x20' or 1x40')** - **Twin lift (2x20')**	 51 ton 65 ton	 51 ton 65 ton
SWL under Hook-beam	75 ton	75 ton

3. Depth of water at the berth

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

4. Water density at the berth

All berths in summer: 1.022 - 1.024 kg/dm3

All berths in winter: 1.025 - 1.027 kg/dm3

Average during year: 1.022 – 1.027 kg/dm3

5. The minimum and maximum size of ship which the terminal's facilities are designed to accept, including the minimum clearance between deck obstructions

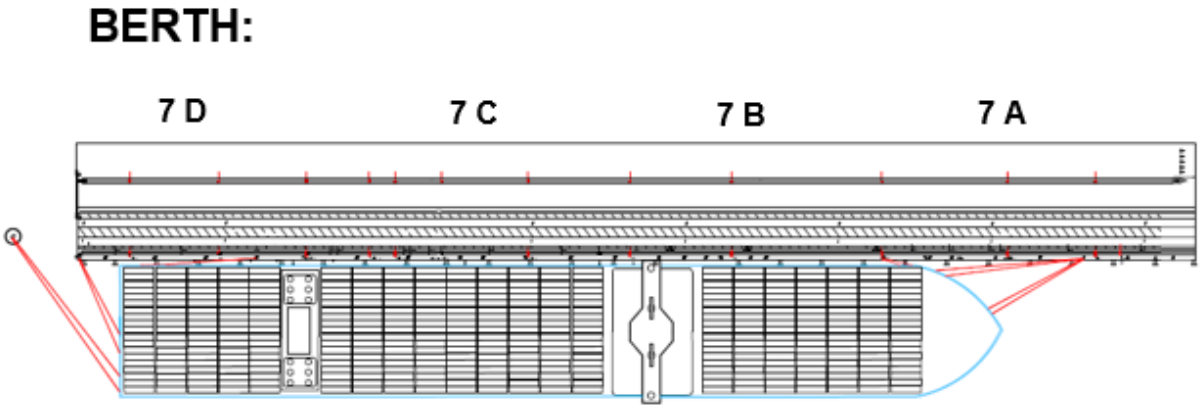
- The min size of the ship: no limits
- The max size of the ship – limited by draught see section No. 3
- Terminal air draught - see item nr. 2.

6. Mooring arrangements

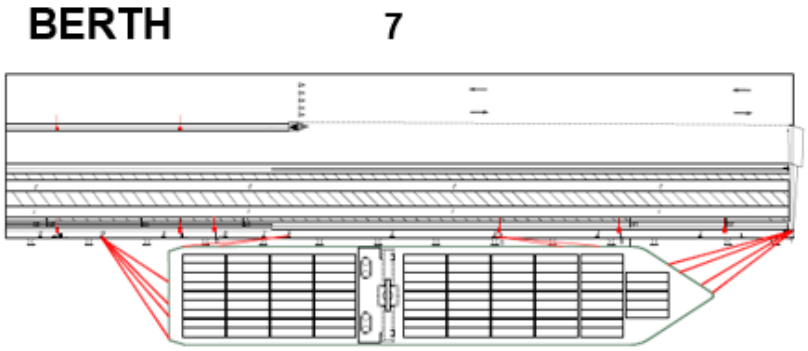
Is organised 24 hrs/day by the company Luka Koper INPO d.o.o. (subsidiary company of Luka Koper d. d.)

Mooring arrangements: 4 head lines; 4 stern lines; 2 head spring lines; 2 stern spring lines

- **Mother Vessel moored at berth No. 7A, B, C, D & feeder vessel berthed at berth No. 7**



- **Feeder vessel berthed at berth No. 7**



"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).

9. Access to and from ships and berths

Ship's accommodation ladder.

10. Terminal emergency procedures

In case of emergency or urgent stop of unloading/loading operation contact terminal's representative item nr. 1. phone: **+386 66 56 897 or +386 66 56 889**

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

11. Damage and indemnity arrangements

Damages caused to the ship by using loading / unloading 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.

12. Landing location of accommodation ladder

Ship's ladder to shore.

13. Information on waste reception facilities at the terminal

Regularly organised by Luka Koper INPO d.o.o.. by contract and state regulations.

14. Information to be provided by the Terminal to the Agent/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 starts and completion of loading/unloading: Information will be given from the Terminal.
- 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. 4. ¨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 or Port side.
- The discharge and loading sequence on the vessel, and if any other restrictions is provided by the terminal.
- 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¨.

15. Information needed to be given by the agent/Shipping Line to the terminal

16.1 Information exchange: general

Ship operations

First ship call:

In order to ensure an efficient planning of the operations of the Terminal Operator, the Customer shall provide all needed relevant technical details, including minimum information of "Bay, Row and Tier of each Ship well in advance of the first call of such Ship at the Container Terminal.

Working order for vessel's operations:

The Customer is obliged to order operations and services, involving labor or technical resources, from Luka Koper using the CED – Computer Exchange Data system till 10.30 a.m. for the next day and for operations on Sundays and public holidays till 10.30 a.m. on the last ordinary working day prior to their projected execution.

The Customer may countermand an operational order for work, labor or machinery by 06.00 p.m. at the latest on the day before the day for which the services were ordered, and till 12.00 (midday) of the last preceding ordinary working day (Sunday or the day before holiday) in relation to services ordered for Sundays or public holidays for 1, 2 and 3 shift.

For services ordered for Monday (1, 2 and 3 shift) the Customer may countermand the work order till 10.00 a.m. at the latest on Sunday.

Time of loading and unloading operations

Unloading and/or loading operations shall commence at the agreed start operation's time and can be carried out according to the shift periods of the Terminal Operator defined in the Luka Koper d.d. General tariff terms.

Berthing window:

The Terminal Operator shall:

If a Vessel Arrives on Schedule (meaning arrival at the Container Terminal as follows: Mother vessels within 4 hours/ Feeder vessels within 2 hours) from the commencement of the Agreed Berthing Window:

a) provide the available or agreed berth on Arrival.

b) work the Vessel to maintain the agreed Berthing Window Plan.

If a Vessel does not arrive on schedule:

a) berth and work on the Vessel at the next available opportunity. Work will commence on the Vessel at the normal start of shift after Arrival or according to special agreement.

b) provide handling operations using Good Industry Practice,

Before the berthing of the vessel the Customer is obliged to provide the Terminal Operator all the necessary documentation, working orders and information that are needed for the timely commencement of operations in the agreed berthing window. If all necessary documents, working orders (»ordered gangs«) and information are not timely provided, causing the vessel falling out of the agreed berthing window, the Terminal Operator may reject and / or postpone the berthing of the arriving vessels until all the requested and needed documents are provided by the Customer. In this case the Terminal Operator is not responsible or liable for any costs, loss or damages that may occur due to the non-timely provision of the requested documents and Customer has no any claim against the Terminal Operator in this respect.

Scheduling Information

For arriving vessels, the Customer shall provide the following information (if needed because of service change and/or requested by Terminal Operator):

14 days in advance / weekly:

a) Service/User/owner name

b) Container Ship name

c) Voyages code

d) Day of call

e) ETA (Expected time of arrival)

36-hours prior vessel arrival

Import and export stowage plan intended for the specific call on a bay, row and tier basis (Movins Instructions if available EDI Messages) containing:

a) Container type, standard, non-standard type, Reefer or Hazardous special Cargo remarks

b) Restows.

Variation deriving from activities carried out in Mediterranean Ports to be communicated as soon as practical, no later than 24 hours.

Additionally, the Customer should send:

a) ETA (Expected time of arrival) confirmation

b) Moves Update on the expected Amount of Containers for Discharging/Loading, Hazardous Containers, Reefer Containers, OOG, Un-Containerized Cargo, Shiftings and Restows

c) Containership Draft expected on arrival

For special stow (BBK, OOG) requirements thirty six (36) hours before the estimated time of arrival, ensuring that all lashing gear (including (un)locking poles, stacking cones and twist-locks) conform to international standards, is in good working order, fitted in a consistent manner and placed readily in order to be available adjacent to the area to be lashed/unlashed.

The Customer should send Loading information – loading list to:

Vessel planner: Dispecerjikt@luka-kp.si; and vesselplanning-koper@luka-kp.si;

Shift manager: vodjaizmenekt@luka-kp.si;

Documentation: Dispecerjikt@luka-kp.si; and vesselplanning-koper@luka-kp.si; vodjaizmenekt@luka-kp.si;

12 – hours prior vessel arrival:

Information shall be sent (via EDI or e-mail) to the competent office, at least 12 hrs. before Ship's arrival.

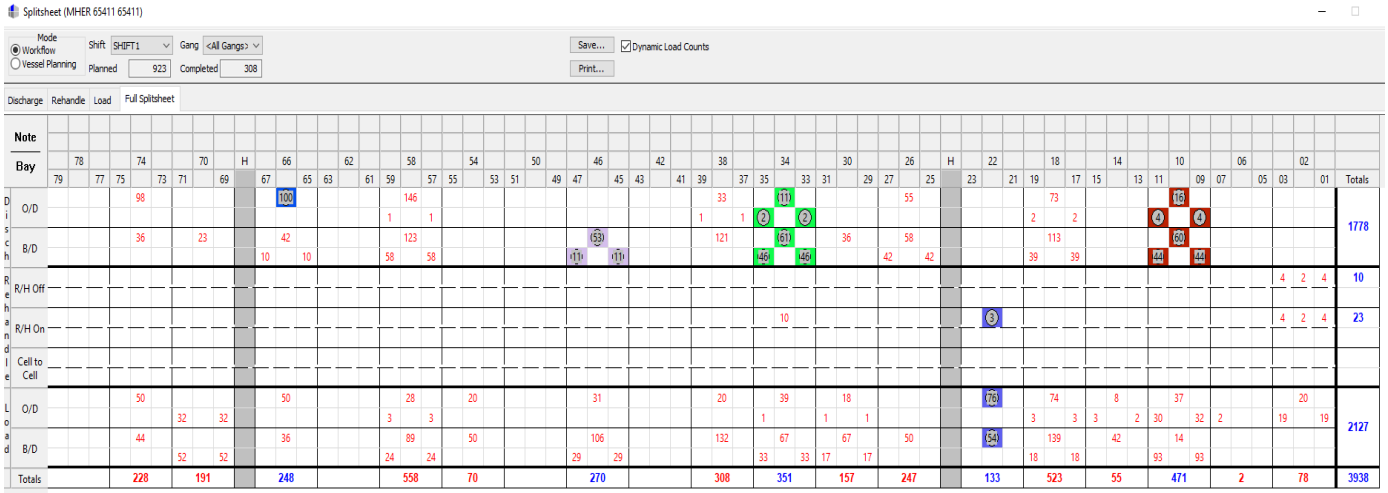
It should contain:

1. ID number and type of Container
2. Loading/discharging order
3. size, type and weight
4. final port of discharge
5. Port of Transshipment, if any
6. In case of Hazardous Container: IMO class, UN number
7. For import Containers/Cargo: exit mean of transport
8. In case of Reefer or insulated Containers: temperature, ventilation, humidity settings for Reefers Containers to be connected to the Reefer plug.

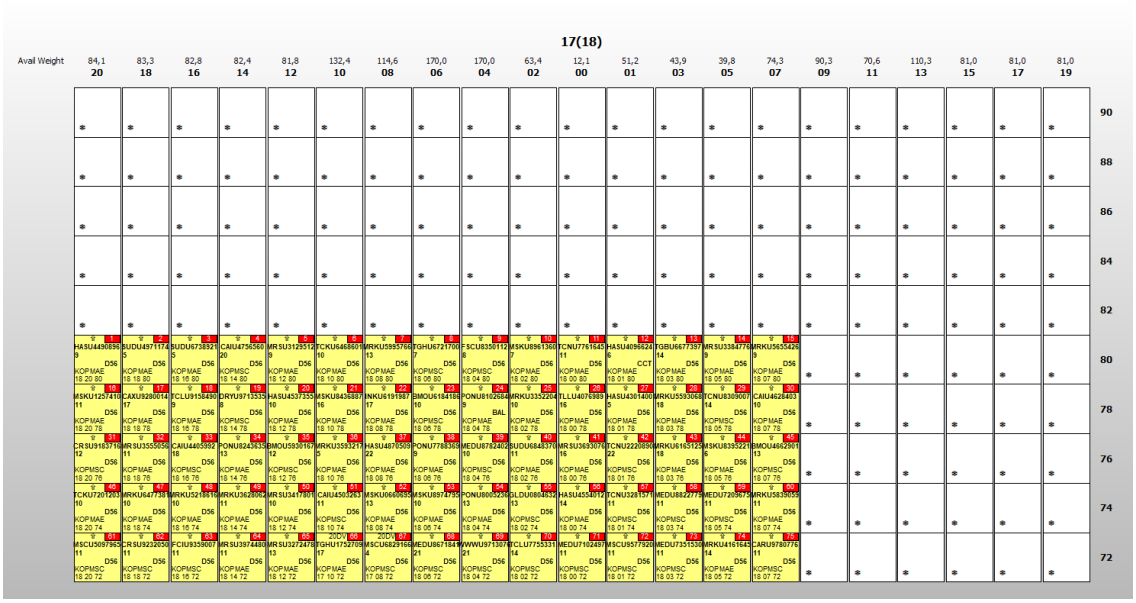
Customer shall ensure safe working environment in line with national legislation and best practice in the industry without undue delay on vessel where Terminal services shall be performed by the Terminal Operator.

All Containers declared for loading should be compliant with all legal and Customs aspects required by the local competent authority. The Terminal Operator is absolutely not responsible or liable for any damage/loss resulting from non-compliancy of the Customer Containers or loaded not cleared Containers.

Example of discharge and loading plan (vessel split sheet)



Example of discharge plan (one bay)



15.2 Ship safety statement

The master and terminal representative should complete the ship safety statement.

LUKA KOPER
Port of Koper

PC: *Container terminal*

SHIP SAFETY STATEMENT

Hereby I master of m/v"_____" confirm:

- ***The accesses to the ship and passages to the working places and cargo spaces are in all respects ready for safe work.***
- ***If any obstructions exist, I obligate myself to inform about that the Stevadore company in writing form, before the commencement of and during the cargo operations.***

Koper, on _____at_____hrs.

_____
Master signature:

Based on Master's confirmation and visual control, the ship is acceptable for loading/ unloading of cargo.

_____
Port of Koper:

Remarks:

_____

_____

16. 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.

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17. Record of corrections

Version	Rev.	Date	Change	Remark
October 2019	0	30-10-2019	Initial version	None
July 2022	1	05-07-2022	Updated version	None