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# BULK CARGO TERMINAL BOOK (IRON ORE & COAL)

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LUKA KOPER – PORT OF KOPER  
Vojkovo nabrežje 38, 6000 Koper  
SI - SLOVENIJA

Version March 2024



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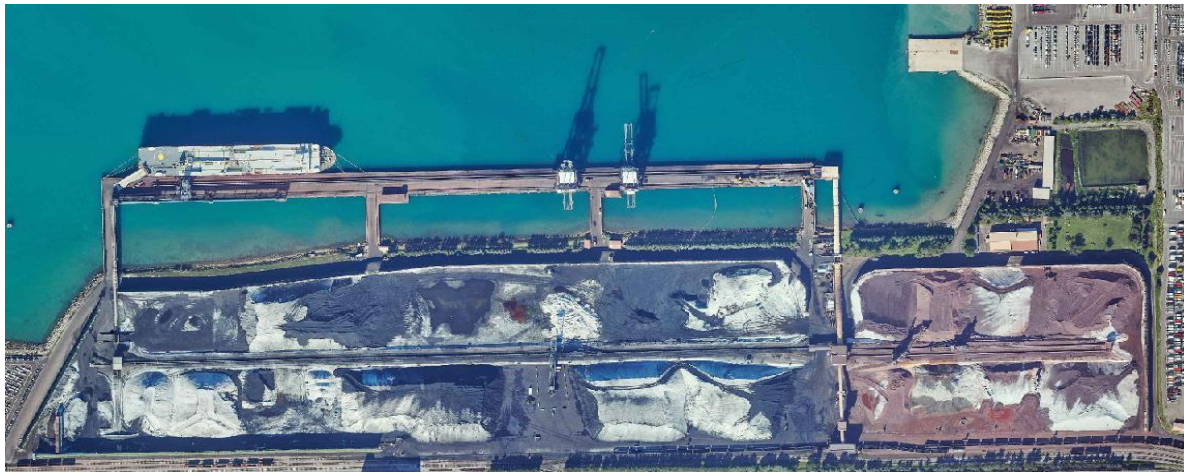
## 1. Details of terminal contact personnel

Contact with terminal's representative on GSM: +386 41 379 312

Terminal's working time:

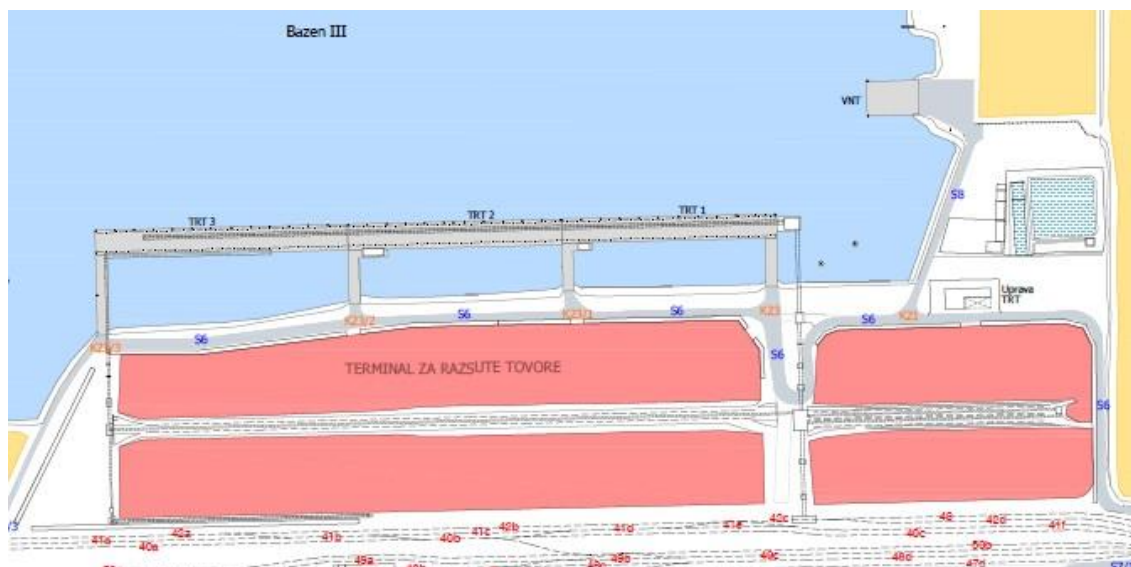
1st shift	from	06:00 – 14:00 Hrs
2nd shift	»	14:00 - 22:00 Hrs
3rd shift	»	22:00 - 06:00 Hrs

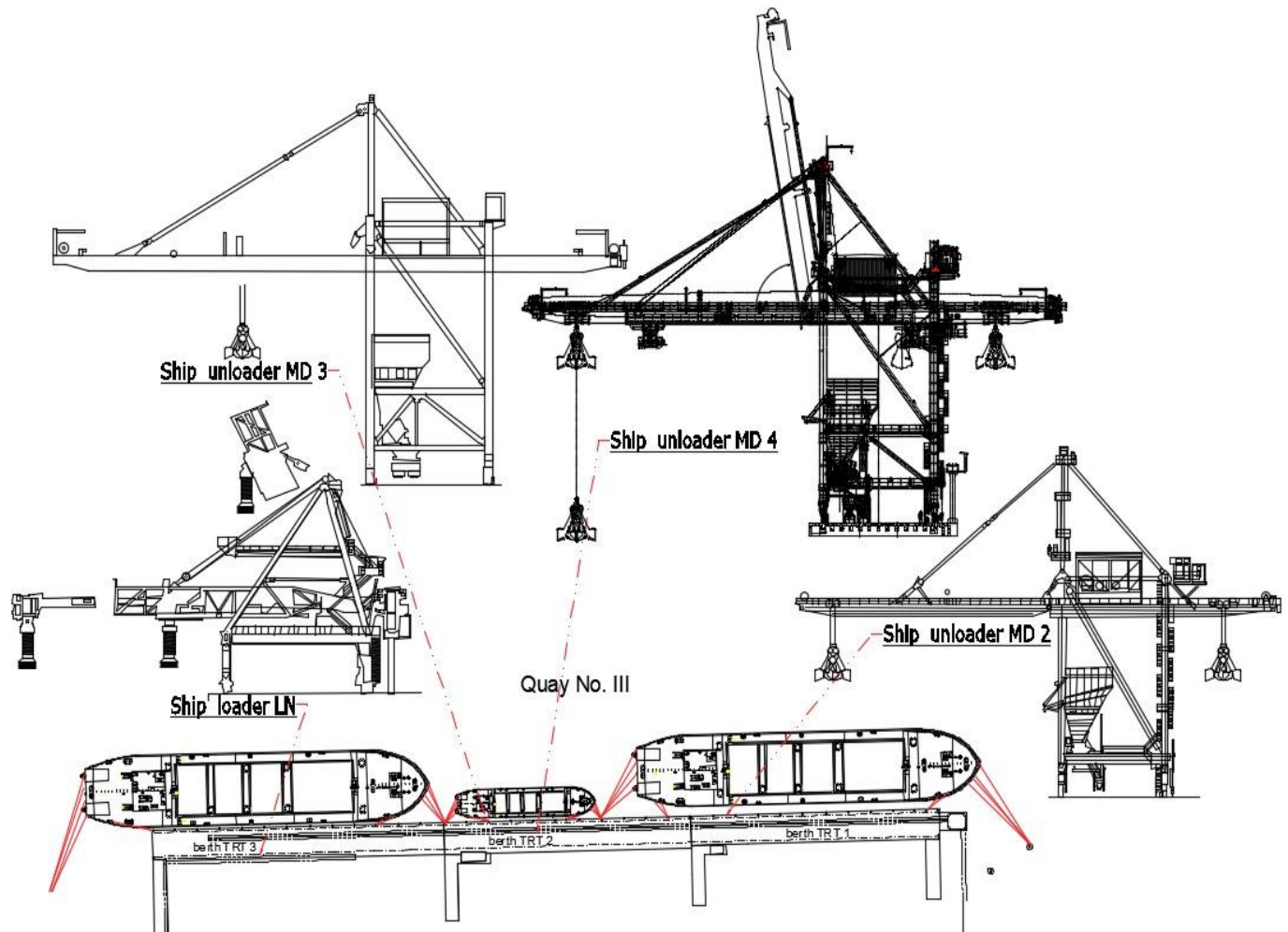
A bus line is available in the [Port of Koper](#), from the terminal central building to the main gate.



## 2. Technical data on the berths and loading or unloading equipment

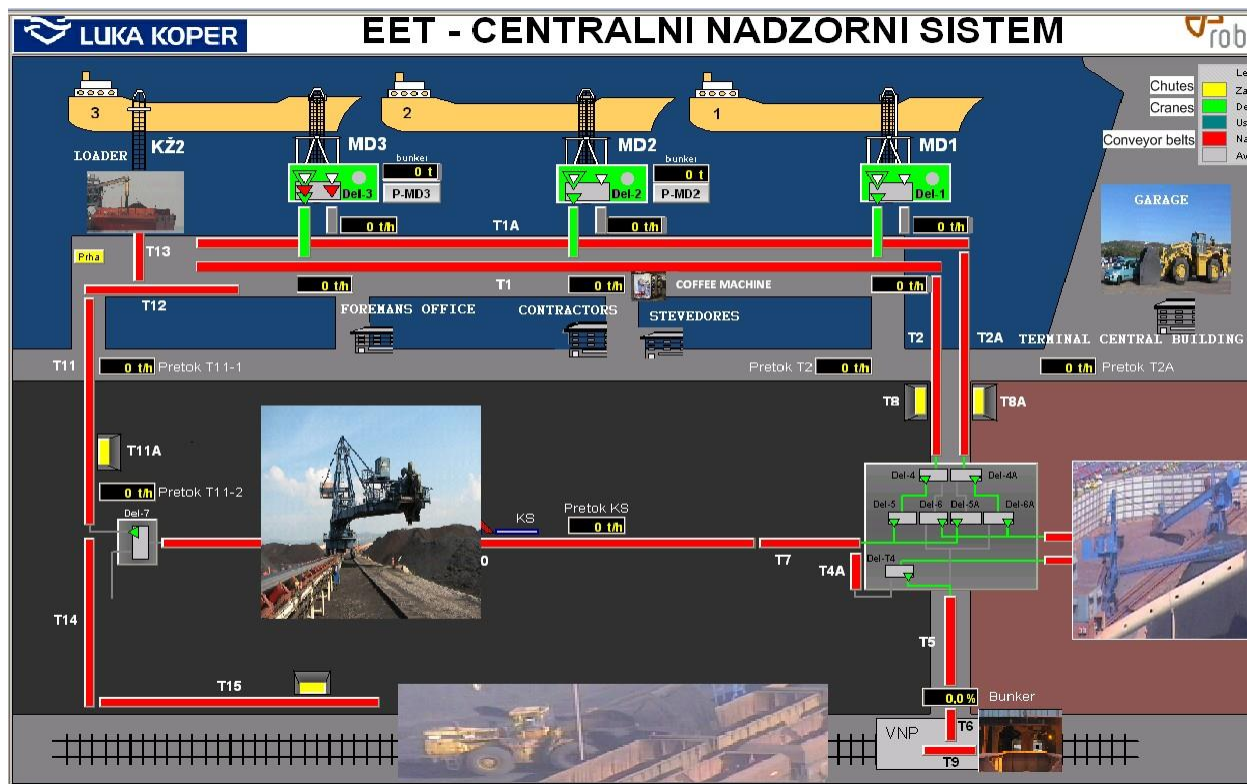
Terminal overview:



**Cranes and ship loader/unloader location:**

**Cranes and ship loader/unloader data: (limitation air draft see item No. 5.)**

Equipment	Capacity for iron ore	Capacity for coal
<b>Gantry crane</b>	1300 ton/hr	1000 ton/hr
<b>Ship loader</b>	1000 ton/hr	
<b>Conveyor belt system</b>	2000 ton/hr	1600 ton/hr
<b>Stacker/reclaimer</b>	1000 ton/hr	
<b>Stacker (iron ore)</b>		2000 ton/hr
<b>Reclaimer (iron ore)</b>		1000 ton/hr
<b>Storage capacity</b>	446000 MT	410000 MT

### Conveyor belt system diagram



### 3. Depth of water at the berth

Minimum depth of water alongside the berth refer to [Port Book](#) - Berthing and anchorage facilities item No. 9.

### 4. Water density at the berth

All berths in summer: 1.022 - 1.024 kg/dm<sup>3</sup>

All berths in winter: 1.025 - 1.027 kg/dm<sup>3</sup>

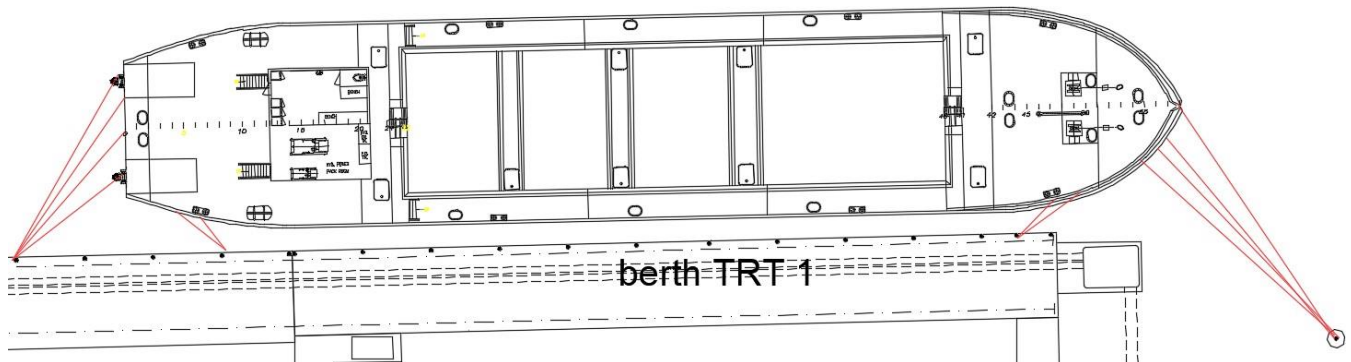
Average during year: 1.022 – 1.027 kg/dm<sup>3</sup>

## 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 only by draught: -17.20 m
- Terminals air draught - air draught berth level app 13.70 m
- The lowest point of the grab/ level of the shore: -18.00 m
- The lowest point of the grab/average sea level: -22.00 m
- The min. clearance between deck obstruction: 0.50 m

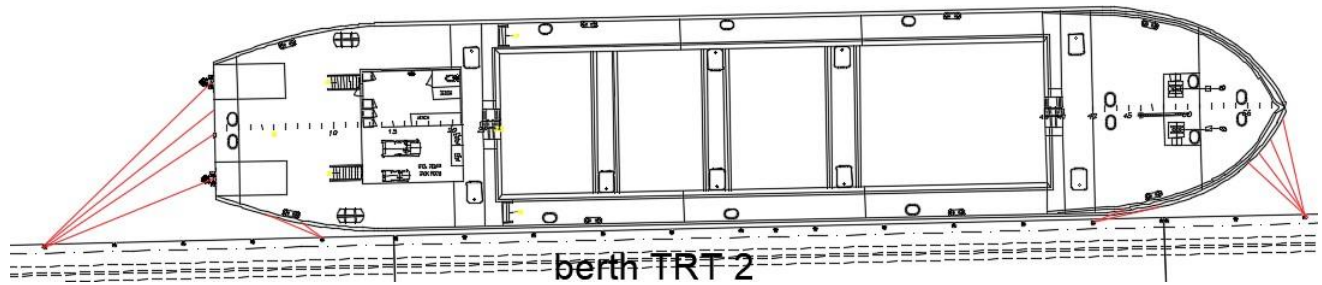
## 6. Mooring arrangements

- Organised 24 hrs/day by the Luka Koper INPO d.o.o. company (subsidiary company of Luka Koper d. d.)
- **Mooring arrangements: 4 head lines; 4 stern lines; 2 head spring lines; 2 stern spring lines**
- **In Port of Koper prevailing winds are from the N to NE (Bora) or S to SE (Jugo), NW (Maestral) or north to NNW (Tramontana). Tramontana winds are considered to be most dangerous due to sudden and gale winds. Wind of 40-60 knots is expected, lasting one hour and then to NE.**
  - In the event of deteriorating weather conditions and after a weather warning has been received, it is requested that the bow and stern thrusters and the main engine to be standby in advance for immediate action in the event of an emergency.
  - It is requested that in the event of expected bad weather, mooring lines on winches and windlasses should be held on the winch brakes. Self-tensioning winches should not be used in the automatic mode.
- **Berth TRT1: 200 m**

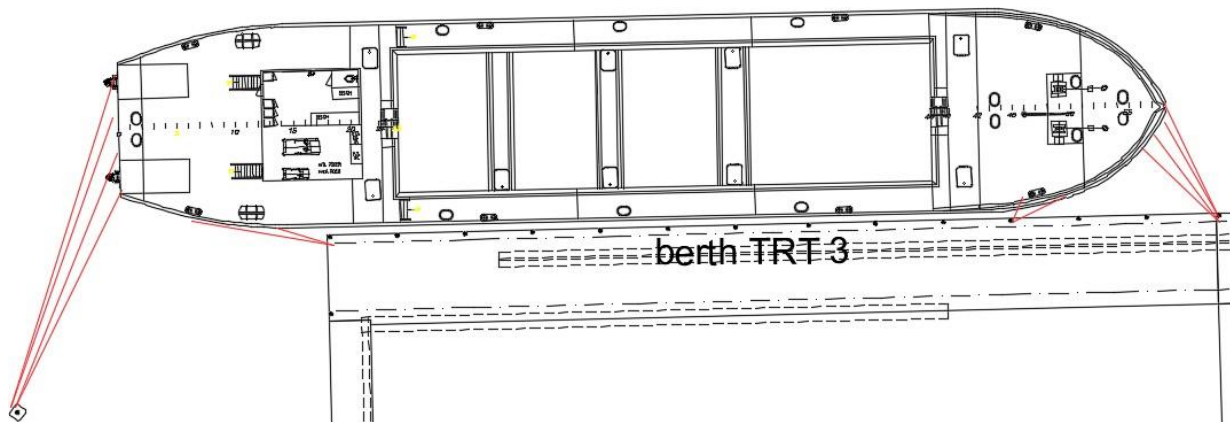




➤ **Berth TRT2: 200 m**



**Berth TRT3: 200 m**



**"ACTUAL MOORING ARRANGEMENT MAY VARY"**

## 7. Loading or unloading rates and equipment clearance

Coal: 15000 ton/day – loading & unloading, (+/- 5000 ton/day)

Iron ore: 25000 ton/day – unloading, (+/- 5000 ton/day)

## 8. Loading or unloading procedures and communications

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

## 9. Cargo weight determinations by weight meter and draught survey

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

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

## 10. Conditions for acceptance of combinations carriers

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

## 11. Access to and from ships and berths or jetties

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

## 12. Terminal emergency procedures

In case of emergency or urgent stop of unloading/loading operation contact terminal's representative item No. 1. GSM: **+386 41 379 312**

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 providing 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 brigade: 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](mailto:koper.mrcc@gov.si)**



## 13. Damage and indemnity arrangements

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

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

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

## 14. Landing location of accommodation ladder

Ship's ladder to shore, or terminal's ladder on the ship on request if available.

## 15. Information on waste reception facilities at the terminal

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

## 16. Information to be provided by the Terminal to the Master

1. The name of the berth at which loading or unloading will take place: Information will be given from the Terminal. Estimated time for berthing: 1.5 hrs. Estimated time for completion of loading/unloading: Information will be given from the Terminal.
2. The number of loading or unloading gangs to be used: 1 or 2 gangs Information will be given from the Terminal. Characteristics of loading or unloading equipment; refer to item No. 2. "Technical data on the berths and loading/ unloading equipment".
3. Features on the berth or jetty the master may need to be aware of, including the position of fixed and mobile obstructions, fenders, bollards and mooring arrangements refer; to item No. 2. "Technical data on the berths and loading/ unloading equipment" and Port Book item No. 9. "Berthing and anchorage facilities".
4. Minimum depth of water alongside the berth and in approach and departure channels; refer to Port Book item No. 9. "Berthing and anchorage facilities".
5. Water density at the berth refer to item No. 4. "Water density at the port".
6. 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 No. 2. "Technical data on the berths and loading/ unloading equipment" and Port Book item No. 9. "Berthing and anchorage facilities".
7. Arrangements for gangways and access; refer to item No. 14. "Landing location of accommodation ladder".
8. Which side of the ship is to be alongside the berth: refer to item No. 6. "Mooring arrangements".
9. Maximum allowable speed of approach to the jetty or berth and availability of tugs, their type and bollard pull. Refer to Port Book item No. 8. "Towage and tug assistance".  
Maximum allowable speed of approach and departure in channels is 6 knots.
10. The loading sequence for different parcels of cargo, and any other restrictions if it is not possible to take the cargo in any order or any hold to suit the ship. N/A
11. Any properties of the cargo to be loaded which may present a hazard when placed in contact with cargo residues on board. Information will be given from the Terminal.
12. Advance information on the proposed loading or unloading operation or change to existing plans for loading or unloading. Information will be given from the Terminal.
13. If the terminal's loading or unloading equipment is fixed or has any limits to its movement. Refer to item No. 2. "Technical data on the berths and loading/ unloading equipment".
14. Mooring lines required: refer to item No. 6. "Mooring arrangements".
15. Warning of unusual mooring arrangements: refer to the Pilot and/or refer to item No. 12. "Terminal emergency procedures".
16. Any restrictions on ballasting or de-ballasting; N/A
17. The maximum size of ship the port can accept refer to Port Book item No. 9. "Berthing and anchorage facilities".
18. Any other item related to the terminal requested by the master.
19. During berthing in the Port of Koper, no equipment or machinery on the vessel shall obstruct the operation of the shore crane or encroach upon its operational area. This requirement applies to all types of ship`s equipment, including cranes, cargo derricks, hoists, gangway, hatch covers and other similar equipment. Violation of this rule may result in actions prescribed in accordance with maritime regulations and the rules of the Port of Koper.

Received on:

For ship Signature:

## 17. Legal disclaimer:

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

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

## 18. Record of corrections

Version	Rev.	Date	Change	Remark
March 2019	0	18-03-2019	Initial version	None
June 2019	1	6.2019	Terminal data; shortcuts	None
March 2021	2	3.2021	19.5. Ship/Shore safety checklist for loading or unloading dry bulk cargo carriers	Additional checklist item, due to national regulation
March 2024	3	3.2024	Item 16. information to be provided by the Terminal to the master: Paragraph No. 9 and 19. Mooring arrangements: Paragraph No. 3 <b>IMPORTANT !</b>	None



## 19. Information needed to be given by ship prior to the ship's arrival to the terminal

Ref.: BLU-Code Code of practice for the safe loading and unloading of bulk carriers

- Res. A.862(20) section NO. 3: Bulk terminal info book page No.15 item No 19.3.

No.	Item M/V
a)	<i>Name, call sign, IMO number, flag, port of registry; ETA</i>
b)	<i>Loading or unloading plan, stating the quantity of cargo, stowage by hatches, loading or unloading order and the quantity to be loaded in each pour or unloaded in each stage of the discharge;</i>
c)	<i>Arrival and proposed departure draughts;</i>
d)	<i>Time required for ballasting or de-ballasting;</i>
e)	<i>Ship's length overall, beam, and length of the cargo area from the forward coaming of the forward-most hatch to the after coaming of the aft-most hatch into which cargo is to be loaded or from which cargo is to be unloaded;</i>
f)	<i>Distance from the waterline to the first hatch to be loaded or unloaded and the distance from the ship's side to the hatch opening;</i>
g)	<i>Location of the ship's accommodation ladder;</i>
h)	<i>Air draught;</i>
i)	<i>Details and capacities of ship's cargo-handling gear, if any;</i>
j)	<i>Number and type of mooring lines</i>
k)	<i>Specific requests, such as for trimming or continuous measurement of the water content of the cargo;</i>
l)	<i>Details of any necessary repairs which may delay berthing, the commencement of loading or unloading, or may delay the ship sailing on completion of loading or unloading;</i>
m)	<i>Any other information related to the ship requested by the terminal.</i>
n)	<i>Certificate of class: copy</i>

Date:

For Ship Signature:

## 19.1. Form for cargo information for solid bulk cargoes (Appendix 5)

BCSN	
Shipper	Transport document number
Consignee	Carrier
Name/means of transport Port/place of departure	Instructions or other matters
Port/place of destination	
General description of the cargo (type of material/particle size)	Gross mass (kg/tonnes)
Specifications of bulk cargo, if applicable: Stowage factor: Angle of repose, if applicable: Trimming procedures: Chemical properties if potential hazard:* *e.g., Class & UN No. or "MHB"	
Group of the cargo <input type="checkbox"/> Group A and B* <input type="checkbox"/> Group A* <input type="checkbox"/> Group B <input type="checkbox"/> Group C *For cargoes which may liquefy (Group A and Group A and B cargoes)	Transportable moisture limit  Moisture content at shipment
Relevant special properties of the cargo (e.g., highly soluble in water)	Additional certificate(s)* <input type="checkbox"/> Certificate of moisture content and transportable moisture limit <input type="checkbox"/> Weathering certificate <input type="checkbox"/> Exemption certificate <input type="checkbox"/> Other (specify) *If required
<b>DECLARATION</b> I hereby declare that the consignment is fully and accurately described and that the given test results and other specifications are correct to the best of my knowledge and belief and can be considered as representative for the cargo to be loaded.	Name/status, company/organization of signatory  Place and date  Signature on behalf of shipper

### Example Loading/Unloading Plan

[illegible]

NO DEVIATION FROM ABOVE PLAN WITHOUT PRIOR APPROVAL OF CHIEF MATE  
Pours to be numbered 1A, 1B, 2A, 2B, etc when using two loaders  
Abbreviations: Pl-Pump In Gl-Gravitate In F-Full PO-Pump Out GO-Gravitate Out MT-Empty  
All entries within the box must be completed as far as possible. The entries outside the box are optional.

\*Bending moments (BM) & shear forces (SF) are to be expressed as a percentage of maximum permitted in-port values for intermediate and maximum permitted at-sea values for the final stage. Every step in the loading/unloading plan must remain within the allowable limits for hull girder shear forces, bending moments and tonnage per hold, where applicable. Loading/unloading operations may have to be paused to allow for ballasting/deballasting in order to keep actual values within limits.



**Example Loading/Unloading Plan**

The loading or unloading plan should be prepared in a form such as shown below.

A different form may be used provided it contains the essential information enclosed in the heavy line box.

USONE DRAUGHT PLAN Version No. 1		Date 96-03-24		Vessel BARBICAN		Voyage No. 044	
Load/Unload Port BOCA GRANDE		Cargo(es) IRON ORE		Accumulated stowage factor of cargo(es) <sup>FINES</sup> 14.000/t <sup>LUMP</sup> 14.000/t		Ballast pumping rate 4000 t/hr	
To/From Port JAPAN F.O.		Last cargo IRON ORE & COAL		No. of loaders/unloaders 1		Dock water density 1.025	
				Load/Discharge rate 4500 t/hr		Max draught available (M) 17.88m	
						Min draught available (UM) 9.42m	
						Max air draught in berth N/A	
						Max sailing/over draught 17.88m	
Tonnage		Grade		Tonnage		Tonnage	
11		10		14756		17000	
FINE		LUMP		LUMP		LUMP	
17382		16382		16382		16900	
FINE		LUMP		LUMP		FINE	
15382		15766		13050		FINE	
Total: Grade: FINE = 44706 Tonnage		Grade: LUMP = 98294 Tonnage		Total: 143000 Tonnage			

Port No.	Hold No.	Tonnage	Cargo	Ballast operations	Time required (hours)	Comments	Calculated values				Calculated values			Observed Values		
							Draught		Maximum		Air draught	Draught mid	Trim	Draught		
							Fwd	Aft	BM*	SF*				Fwd	Aft	Mid
1	4	10000	GO 123 UWT's		2.22	FINES	9.99	10.77	73	49		10.28	0.78			
2	1	7000	GO Upper Fore Peak PO 2 Hold		1.56	FINES change over 2 Hold	10.14	10.48	66	53		10.31	0.34			
3	9	8000	GO 5 UWT's PO Aft peak		1.78	FINES	9.42	12.15	63	59		10.79	2.73			
4	4	6900	PO 1 DB's		1.53	FINES	10.12	12.50	80	43		11.31	2.38			
5	9	6756	PO 5 DB's		1.50	FINES	9.56	13.74	80	45		11.65	4.18			
6	1	6050	PO Lower FP GO 2 UWT's		1.36	FINES	9.61	13.57	75	49		11.59	3.96			
						Change grade to LUMP										
7	7	10000	GO 6 Hold to 50%		2.22	LUMP	8.74	16.38	-58	55		11.66	5.43			
8	5	10000	PO 6 Hold		2.22	LUMP	9.63	13.67	-67	49		11.63	4.00			
9	7	7382	Educt 6 Hold		1.64	LUMP change over 6 Hold	9.57	15.24	-64	47		12.41	5.67			
10	3	10000	PO 2 & 3 DB's		2.22	LUMP	10.04	14.65	-49	38		12.53	4.24			
11	8	10000	GO 4 UWT's		2.22	LUMP	9.58	16.46	-50	43		13.12	7.08			
12	5	6382	PO 4 DB's		1.62	LUMP	10.28	16.24	58	37		13.26	5.96			
13	8	6000	Educt as required		1.33	LUMP	9.90	17.88	53	38		13.89	7.98			
14	2	8000	Educt as required		1.78	LUMP	12.51	16.68	-65	46		14.60	6.17			
15	6	9000	Educt as required		2.00	LUMP	13.14	17.80	42	-21		15.47	6.66			
16	2	6000	Educt as required		1.33	LUMP	15.06	16.98	23	-14		16.02	1.92			
17	6	7382	Educt ballast lines		1.64	LUMP	15.39	17.88	48	-30		16.74	2.29			
18	3	5382	Shut down ballast		1.20	LUMP	16.75	17.84	44	-27		17.02	0.59			
						Trim check										
19	8	1000			0.22	LUMP	16.96	17.72	49	-30		17.33	0.79			
20	2	1766			0.39	LUMP	17.51	17.51	46	-27		17.51	0.00			
			DRAUGHT SURVEY			SEAGOING CONDITION	17.51	17.51	62	-36		17.51	0.00			
		TOTAL 143000														

NO DEVIATION FROM ABOVE PLAN WITHOUT PRIOR APPROVAL OF CHIEF MATE

Ports to be numbered 1A, 1B, 2A, 2B, etc when using two loaders

Abbreviations: PL - Pump In, CL - Services In, F - Full, PL - Pump Out, GO - Cranes Out, MT - Empty

All entries within the box must be completed as far as possible. The entries outside the box are optional.

Signed Terminal *H. H. H.*Signed Ship *A. Smith*

\*Bending moments (BM) & shear forces (SF) are to be expressed as a percentage of maximum permitted in port values for intermediate stages, and of maximum permitted stress values for the final stage. Every step in the loading/unloading plan must remain within the allowable limits for hull girder shear forces, bending moments and tonnage per hold, where applicable. Loading/unloading operations may have to be paused to allow for ballasting/deballasting in order to keep actual values within limits.

Worked examples

### 19.3. Information exchange: general

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

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

**.1** the limitations or restrictions on loading procedures, if such are specified in the ship's loading manual or trim and stability booklet, or both;

**.2** if the restrictions mentioned in .1 do not exist, and the ship has a loading instrument which has been approved, the loading plan should be prepared on the instrument and there should be a protocol in place so that the loading remains, at all times, within the approved stress limits of the ship; and/or

**.3** if neither .1 or .2 can be satisfied, then the conservative procedure should be followed.

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

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

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

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

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

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

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

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

**2.3** arrival and proposed departure draughts;

**2.4** time required for deballasting

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

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

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

**2.8** air draught;

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

**2.10** number and type of mooring lines; and

**2.1.1** any other item related to the ship requested by the terminal.

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

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

**.1** berthing displacement and draughts.

**.2** previous loading or unloading port.

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

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

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

**.1** nature of the preceding three cargoes.

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

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

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

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



#### 19.4. Bulk carrier's Operational suitability requirements for loading and unloading solid bulk cargoes

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

## 19.5. Ship/Shore safety checklist for loading or unloading dry bulk cargo carriers (Appendix 3)

### Ship/Shore safety checklist for loading or unloading dry bulk cargo carriers

Date .....	Terminal/Quay .....
Port .....	Minimum air draught .....
Available depth of water in berth .....	Air draught. ....
Ship's name .....	Air draught. ....
Arrival draught (read/calculated) .....	
Calculated departure draught .....	

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

	Yes <input checked="" type="checkbox"/>	No
	SHIP	TERMINAL
Is the depth of water at the berth, and the air draught, adequate for the cargo operations to be completed?		
Are mooring arrangements adequate for all local effects of tide, current, weather, traffic and craft alongside?		
In emergency, is the ship able to leave the berth at any time?		
Is there a safe access between the ship and the wharf? <i>Tended by ship/terminal</i> ..... (cross out as appropriate)		
Is the agreed ship/terminal communications system operative? <i>Communication method</i> ... ..... <i>Language</i> ..... <i>Radio channels/phone numbers</i> .....		
Are the liaison contact persons during operations positively identified? <i>Ship contact persons</i> ..... <i>Shore contact person(s)</i> ..... <i>Location</i> .....		
Are adequate crew on board, and adequate staff in the terminal, for emergency?		
Have any bunkering operations been advised and agreed?		
Have any intended repairs to wharf or ship whilst alongside been advised and agreed?		
Has a procedure for reporting and recording damage from cargo operations been agreed?		
Has the ship been provided with copies of port and terminal regulations, including safety and pollution requirements and details of emergency services?		
Has the shipper provided the master with the properties of the cargo in accordance with the requirements of chapter IV of SOLAS?		
Is the atmosphere safe in holds and enclosed spaces to which access may be required, have fumigated cargoes been identified, and has the need for monitoring of atmosphere been agreed by the ship and the terminal?		
Have the cargo handling capacity and any limits of travel for each loader/unloader been passed to the ship/terminal? <i>Loader</i> ..... <i>Loader</i> ..... <i>Loader</i> .....		

Has a cargo loading or unloading plan been calculated for all stages of loading/deballasting or unloading/ballasting? <i>Copy lodged with . . . . .</i>		
Have the holds to be worked been clearly identified in the loading or unloading plan, showing the sequence of work, and the grade and tonnage of cargo to be transferred each time the hold is worked?		
Has the need for trimming of cargo in the holds been discussed, and have the method and extent been agreed?		
Do both ship and terminal understand and accept that if the ballast programme becomes out of step with the cargo operation, it will be necessary to suspend cargo operation until the ballast operation has caught up?		
Have the intended procedures for removing cargo residues lodged in the holds while unloading, been explained to the ship and accepted?		
Have the procedures to adjust the final trim of the loading ship been decided and agreed? <i>Tonnage held by the terminal conveyor system. . . . .</i>		
Has the terminal been advised of the time required for the ship to prepare for sea, on completion of cargo work?		
The accesses to the Ship and passages to the working places and cargo spaces are in all respects ready and safe. All holds, and accesses must have adequate lightning and have an adequate ventilation.		
The Ship is declared suitable for grab loading (grab loading clause) and/or ship unloader discharging. If they are any obstacles in the ship holds (tank cover, stairs, ribs, separation etc.), it must be noticed in time and given information to the Terminal (sketch or photo).		
Accesses to all the passages in grab working area are prohibited and are marked with sign or stripe. (shore side).		
The atmosphere in holds and closed spaces to which access may be required is safe, fumigated cargoes have been identified must be free of noxious gasses (GAS FREE) and the need for monitoring. at atmosphere has been agreed between the Ship and Stevedore Company.		
If any obstructions exist, I oblige myself to inform about that the Stevedore Company in written form, before the commencement of and during the cargo operations.		
In case of any damage the crew is obliged to inform foreman immediately, otherwise the complaint will not be accepted.		
The cargo is clean - without any admixtures which could damage the Port's cargo handling equipment.		
Based on ship representative confirmation and visual control, the Ship is acceptable for loading / unloading of cargo.		
Ship crew must not be physically involved in cargo hold loading and unloading operation.		
The ship's stairs connected to the shore must be fixed and secured. They must have a railing on each side. Below them, between the ship and the shore, a safety net must be placed. At the entrance to the ship, a rescue ring with a rope must be placed.		
Accesses, passages and exits must be freely passable and free of material and slippery substances. The openings through which a person may fall must be secured with a safety railing. Level changes during transitions must be clearly marked.		
Ladders and the railing must not be damaged, all elements must be fixed and interconnected. Barriers and chains used for securing openings must be undamaged and their functionality must be ensured. The ladders must be provided with the back-safety barriers. The non-secured height, must be secured with Barriers.		
There is a fixed place on the ship for the purpose of signalling or safe signalling around the edge of the ship's hold is enabled. Safe access to the signalling point is arranged. the site is adequately protected in such a way as to prevent falls into the depths - both from the front and from the back. The site provides an adequate overview of the site.		
During berthing in the Port of Koper, no equipment or machinery on the vessel shall obstruct the operation of the shore crane or encroach upon its operational area. This requirement applies to all types of ship's equipment, including cranes, cargo derricks, hoists, gangway, hatch covers and other similar equipment. Violation of this rule may result in actions prescribed in accordance with maritime regulations and the rules of the Port of Koper.		

THE ABOVE HAS BEEN AGREED:

Time . . . . .  
 For ship . . . . .  
 Rank . . . . .

Date . . . . .  
 For terminal . . . . .  
 Position/Title . . . . .