

PRE-ARRIVAL

INFORMATION FOR

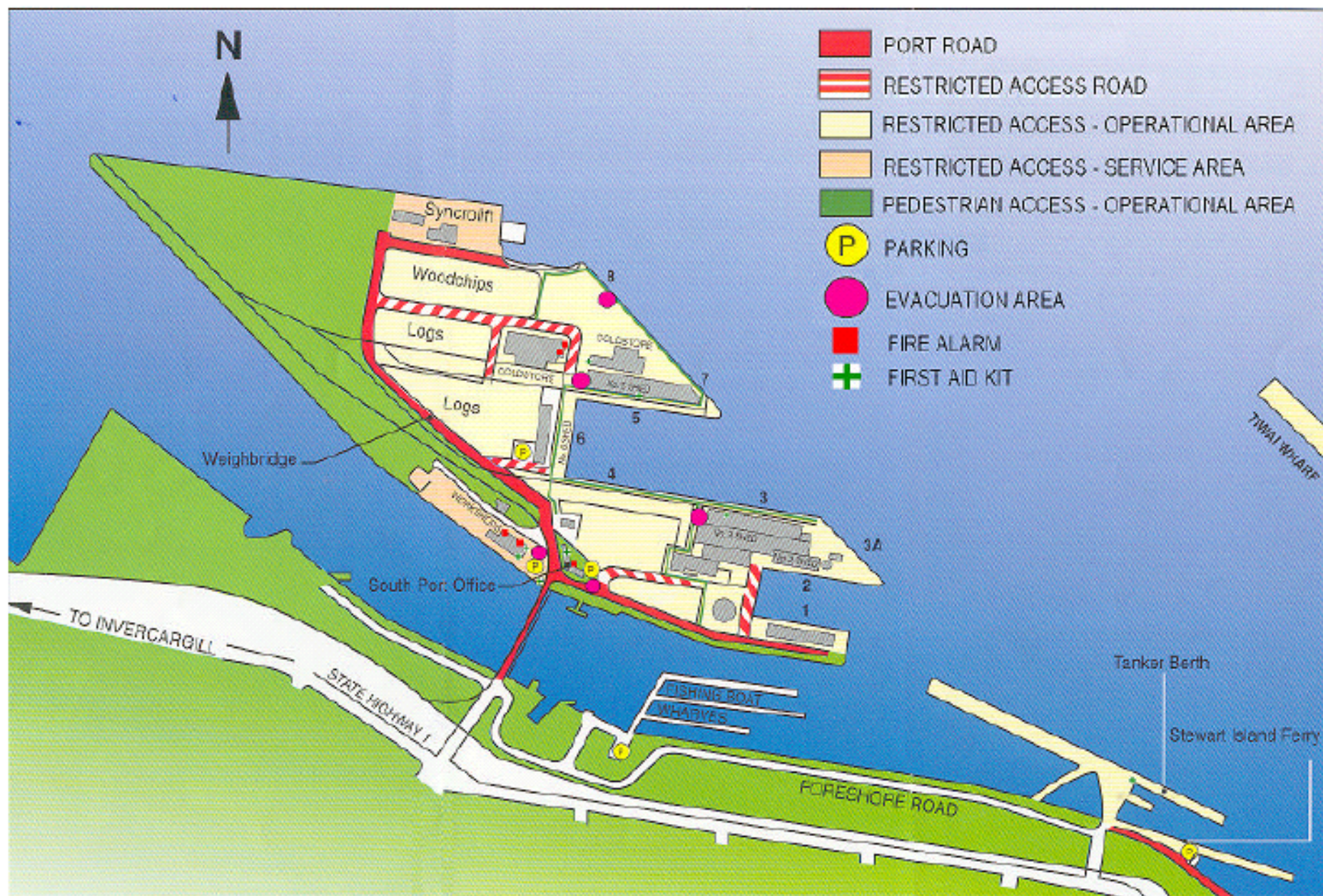
VESSELS

INTENDING TO ENTER

THE PORT OF BLUFF

Note to Masters

Please familiarize yourself and your bridge team with the contents of this compendium.



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Note: Towage is undertaken under UK Standard Conditions for Towing and Other Services (Revised 1986) See also South Port Extended Terms and Conditions.

[southport.co.nz/StandardTermsAndConditions. pdf](https://southport.co.nz/StandardTermsAndConditions.pdf)



SOUTH PORT NEW ZEALAND LIMITED MARINE SERVICES

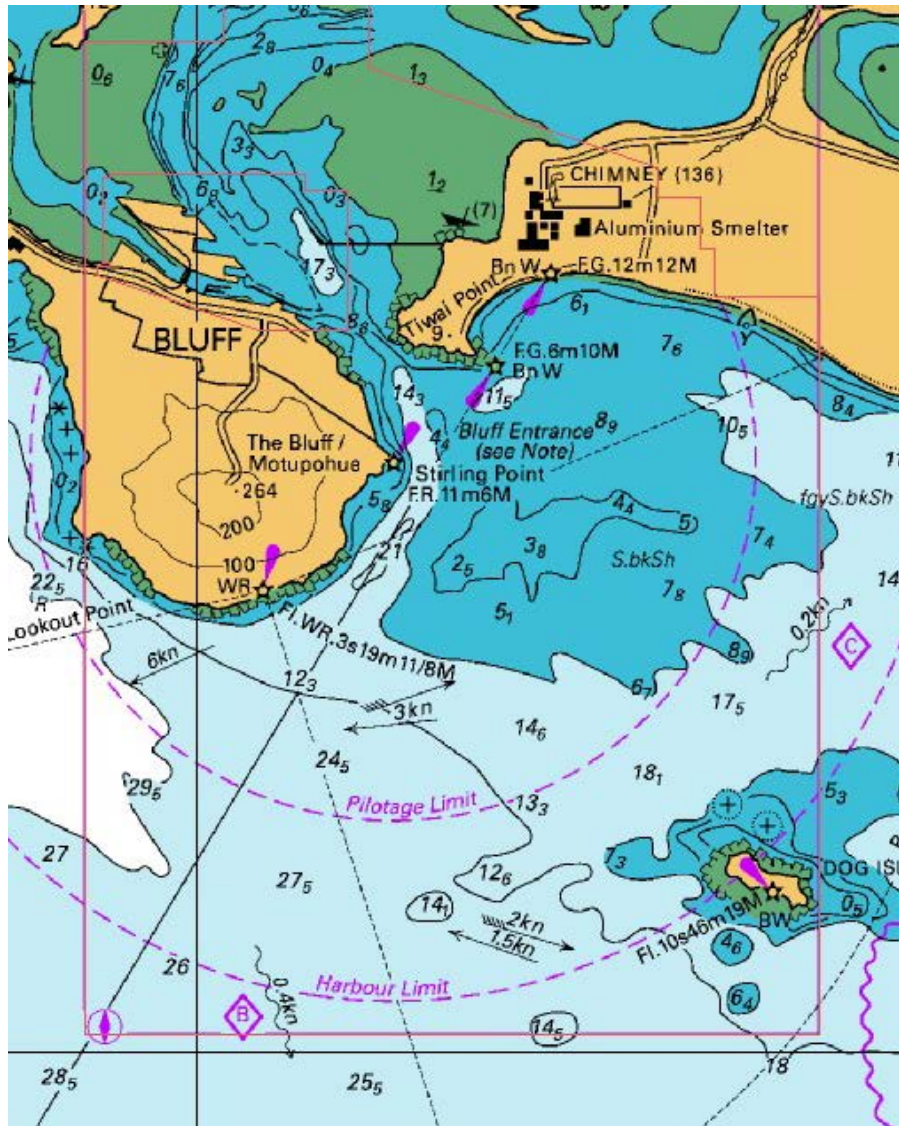
Subject: Pilotage Limit

Section: **1.5**

Page: **1 of 1**

Date: **26/02/14**

Purpose: To Define the Pilotage Area for the Port of Bluff.



In accordance with Part 90 of the Maritime Rules the Bluff compulsory pilotage is the area where the seaward limit is the arc of a circle, radius 2 miles, centred on Stirling Point ($46^{\circ} 36'.7S$, $168^{\circ} 21'.6E$).

Also in accordance with Part 90 pilotage is compulsory for all vessels of 100 gross tons or greater.

The Pilot Boarding ground for the Port of Bluff is at $46^{\circ} 39.86' S$; $168^{\circ} 20.00' E$.

Prepared by: R.Coote

Subject: Marine Services Procedure: Restrictive Parameters

Section: **3.1.1**

Page: **1 of 2**

Date: **27/10/18**

Purpose: To Determine Dimensions of Vessels which can Safely Enter Bluff Harbour.

South Port New Zealand Ltd Marine Services has determined that a vessel may safely enter Bluff Harbour if its dimensions are equal to or less than the following maximum allowable dimensions:

LOA - 225 meters

Note:

Vessels of Greater length or beam may be permitted entry by arrangement subject to the type of vessel and completion of successful simulation exercises.

BEAM - 34 meters

DRAFT- As per table Section 3.2.1 of this manual
In no instance shall entry or departure be at a draft in excess of **8.0 meters at low water** or in excess of **10.0 meters at high water**.

Mean Tidal Range at Springs is 2.1 meters

MHWS 2.7m

Max Draft 9.9m

MLWS 0.6m

Max Draft 7.6m

Mean Tidal Range at Neaps is 1.4 meters

MHWN 2.3m

Max Draft 9.6m

MLWN 0.9m

Max Draft 7.9m

Woodchip Vessels

No8 (Wood Chip Berth) Maximum freeboard for loader at ship side railing = **19.3m – tide height**

Note: South Port New Zealand Ltd uses Fairplay /Lloyds internet Ships Register to ascertain vessels meet criteria for accessing the port of Bluff

General Entry Restrictions

Due to rate and direction of tidal flow in channel pilot boarding times for inward and outward **movements** are usually within an **hour either side of slack water**. However this window may be extended for certain types of vessel under pilotage due to their size power and manoeuvring characteristics as assessed by practical experience or simulation.

South Port New Zealand retains the right to deny a vessel access to the port should that vessel:

- **not be certified to test of Port State Control**
- not wish to use the tug assistance determined as necessary by the Port Operations Manager after considering the characteristics of the vessel and prevailing conditions of Tide and Weather
- have berthing arrangements the Port Operations Manager considers inadequate for the prevailing weather conditions and the designated berth
- For any other reason is deemed by the Port Operations Manager to represent an

Prepared by: R.Coote



SOUTH PORT NEW ZEALAND LIMITED

MARINE SERVICES

Subject: Marine Services Procedure: Restrictive Parameters

Section: **3.1.1**

Page: **2 of 2**

Date: **27/10/18**

Purpose: To Determine Dimensions of Vessels which can Safely Enter Bluff Harbour.

North Channel

South Port NZ Ltd has determined vessels of up to LOA 70m with a draft of less than 5m can safely enter and exit the North Channel.

Prepared by: R.Coote

Subject: Marine Services Procedure: Restrictive Parameters

Section: **3.1.1a**

Page: **1 of 2**

Date: **28/07/15**

Purpose: To Determine Limitations under which 260m Container Vessels can Safely Enter Bluff Harbour.

Container Vessels up to 280m in length and Beam 40m

As a result of vessel assessment exercises carried out at the SmartShip Australia Maritime Simulation facility on the 7th and 8th September 2014 an assessment panel consisting of three Bluff Pilots (Captains Doran Waddingham, Steve Gilkison and Joshua Osborne), Captain Steve Pelecanos (Maritime Safety Management Systems) and Peter Listrup (Director SmartShip Australia) determined that container vessels up to 280m in length and 40m beam could safely enter the Port of Bluff under certain conditions.

Operating Limitations:

Using the information derived from the assessment exercises, the experience and knowledge of the pilots and the input from the assessor and the SmartShip Director, the following operating limitations for the safe entry of vessels of 280m LOA and 40m beam are set:

LOA	280m
Beam	40.0m
Draft	9.7m
UKC	1.2m
Wind	20kts
Visibility	Good
Arrival	HW slack at No.3 Reach
Departure	Last of flood. Not more than 1.0kt.
Tugs	Two (centre lead forward and aft)

Prepared by: R.Coote



SOUTH PORT NEW ZEALAND LIMITED

MARINE SERVICES

Subject: Marine Services Procedure: Restrictive Parameters

Section: **3.1.1a**

Page: **2 of 2**

Date: **13/07/16**

Purpose: To Determine Limitations under which 260m Container Vessels can Safely Enter Bluff Harbour.

Risk Management Strategies

The pilots in Bluff have to contend with a port, which, compared to most, is unforgiving. There is little margin for error and those margins that do exist are getting smaller.

The skill and knowledge of the pilots is therefore crucial in executing the safe transit of ships, especially in the current climate of pressure to increase the ship size.

The pilots already use a number of strategies for managing risk but in light of the contemplated increase in the size of ship, these have now been expanded to include possible beaching areas in the event of emergencies such as engine failures; regular simulator training with an emphasis on competency auditing and contingency response. Available tug power at the Port of Bluff will be periodically reviewed against best practice guidelines.

Prepared by: R.Coote



SOUTH PORT NEW ZEALAND LIMITED

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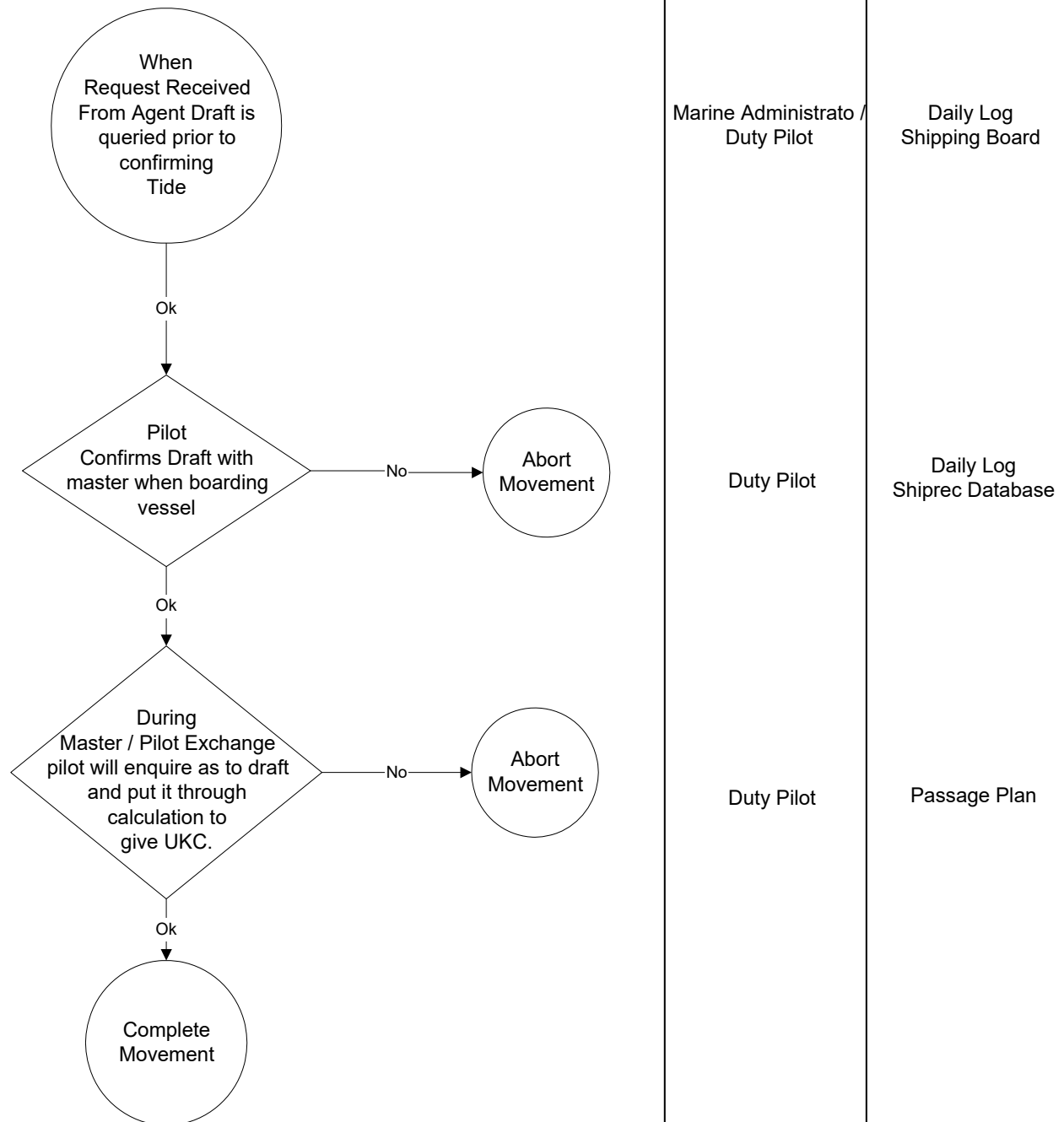
Subject: Marine Services Procedure: Ensuring Safe Draft

Section: 3.2.1
Page: 1 of 3
Date: 27/10/18

Purpose: Procedure for Ensuring Vessel Enters / Sails at Safe Draft

Responsibility

Records



Prepared by: R.Coote



SOUTH PORT NEW ZEALAND LIMITED

MARINE SERVICES

Subject: Marine Services Procedure: Ensuring Safe Draft

Section: **3.2.1**

Page: **2 of 3**

Date: **03/08/12**

Purpose: To Determine Safe Draft

South Port New Zealand Ltd Marine Services has determined that a safe draft is one whereat a given vessel will maintain an under keel clearance **(UKC) of at least 1.2m** in No.3 Reach and 10% of its draft in the Inner Harbour.

At Low water any vessel manoeuvring within the Inner Harbour will have a draft not exceeding 8m except as indicated in the following table.

The following table compares Tide Height to the Maximum Allowable Draft:

Ht of Tide	Maximum Draft No.3 Reach	Shift in Inner Harbour
0.00	7.00	8.00
0.10	7.10	8.00
0.20	7.20	8.00
0.30	7.30	8.00
0.35	7.40	8.00
0.40	7.40	8.00
0.50	7.50	8.00
0.60	7.60	8.00
0.70	7.70	8.00
0.80	7.80	8.00
0.90	7.90	8.00
1.00	8.00	8.00
1.10	8.10	8.10
1.20	8.20	8.20
1.30	8.30	8.30
1.40	8.40	8.40
2.00	9.30	9.30
2.15	9.40	9.40
2.20	9.50	9.50
2.30	9.60	9.60
2.40	9.70	9.70
2.50	9.80	9.80
2.60	9.80	9.80
2.70	9.90	9.90
2.80	9.90	9.90
2.90	10.00	10.00
3.00	10.00	10.00

Note: See Section 8.3 for procedure for ensuring depths maintained.

Prepared by: R.Coote



SOUTH PORT NEW ZEALAND LIMITED

MARINE SERVICES

Subject: Marine Services Procedure: Ensuring Safe Draft

Section: 3.2.1

Page: 3 of 3

Date: 10/01/07

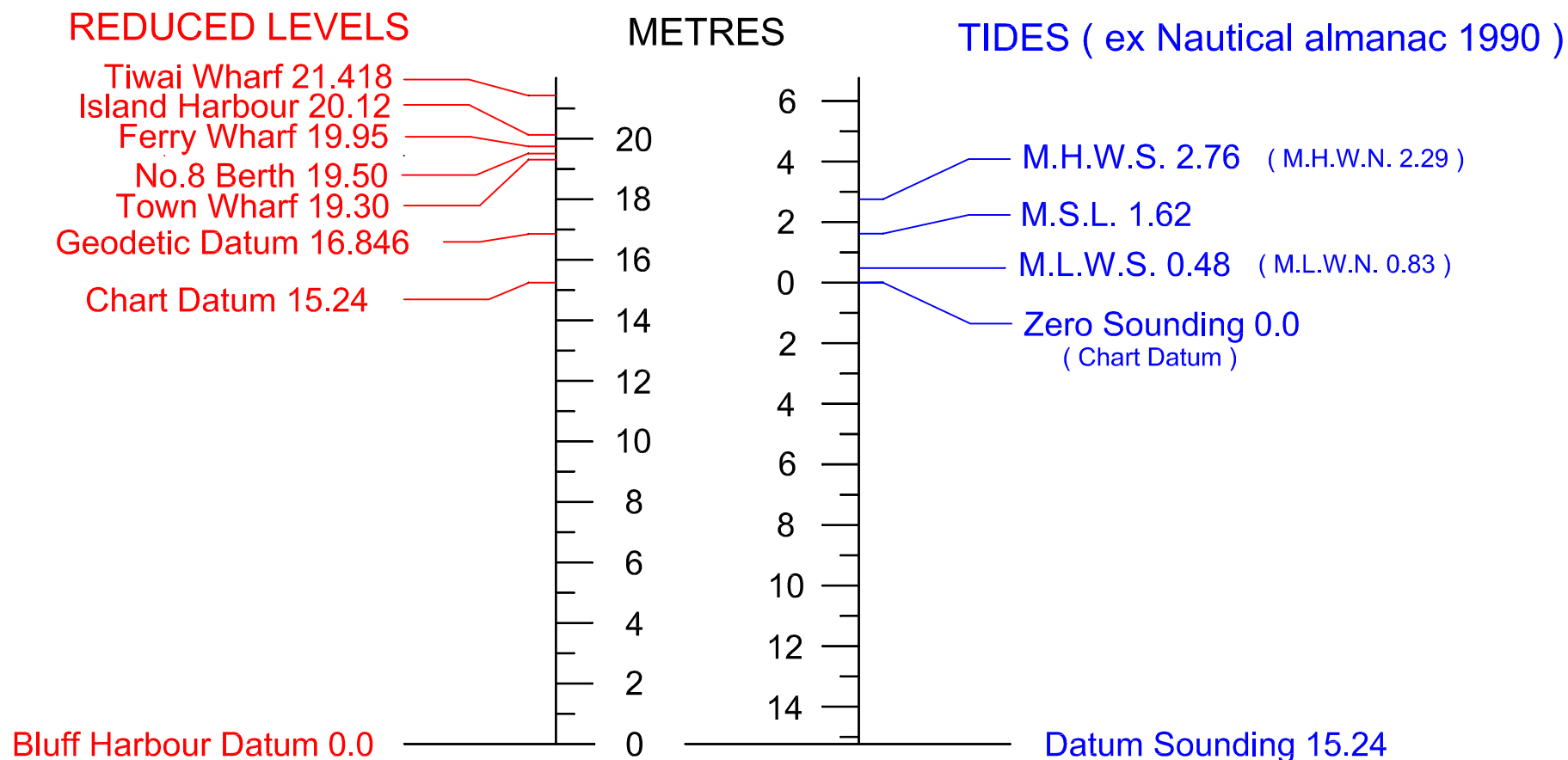
Purpose: Table of maintained Depths

South Port New Zealand Ltd Marine Services maintains the depths in its Harbour Reaches at its Berths consistent with the following Table:

REACH / BERTH	MAINTAINED / MINIMUM DEPTH
No1 Reach	12.0
No2 Reach	12.0
No3 Reach	8.5
Harbour	8.5
Davey Shoal	6.8
No1 Berth	7.0
No2 berth	7.0
No3A Berth	9.2
No3 Berth	10.0
No4 Berth	10.0
No5 Berth	10.0
No6 Berth	9.2
No7 Berth	9.2
No8 Berth	10.5
No11 Berth	9.7
No12 Berth	8.0
No14 Berth	4.0
No16 Berth	6.7
No17 Berth	6.3
Tiwai Berth	11.0

Prepared by: R.Coote

SOUTH PORT NZ LTD BLUFF HARBOUR REDUCED LEVELS, TIDES & SOUNDINGS



DRAUGHT AND SOUNDINGS

Channel 1.2 under keel

L.W. Spring 0.2m S=D+1.0m

H.W. Neap 2.2m S=D-1.0m

Swinging Basin 0.7 under keel

L.W. Spring 0.2m S=D+0.5m

H.W. Neap 2.2m S=D-1.5m

Berths 0.7 under keel

L.W. Spring 0.2m S=D+0.5m



SOUTH PORT NEW ZEALAND LIMITED

MARINE SERVICES

Subject: Marine Services Procedure: Weather Assessment

Section: 3.2.2

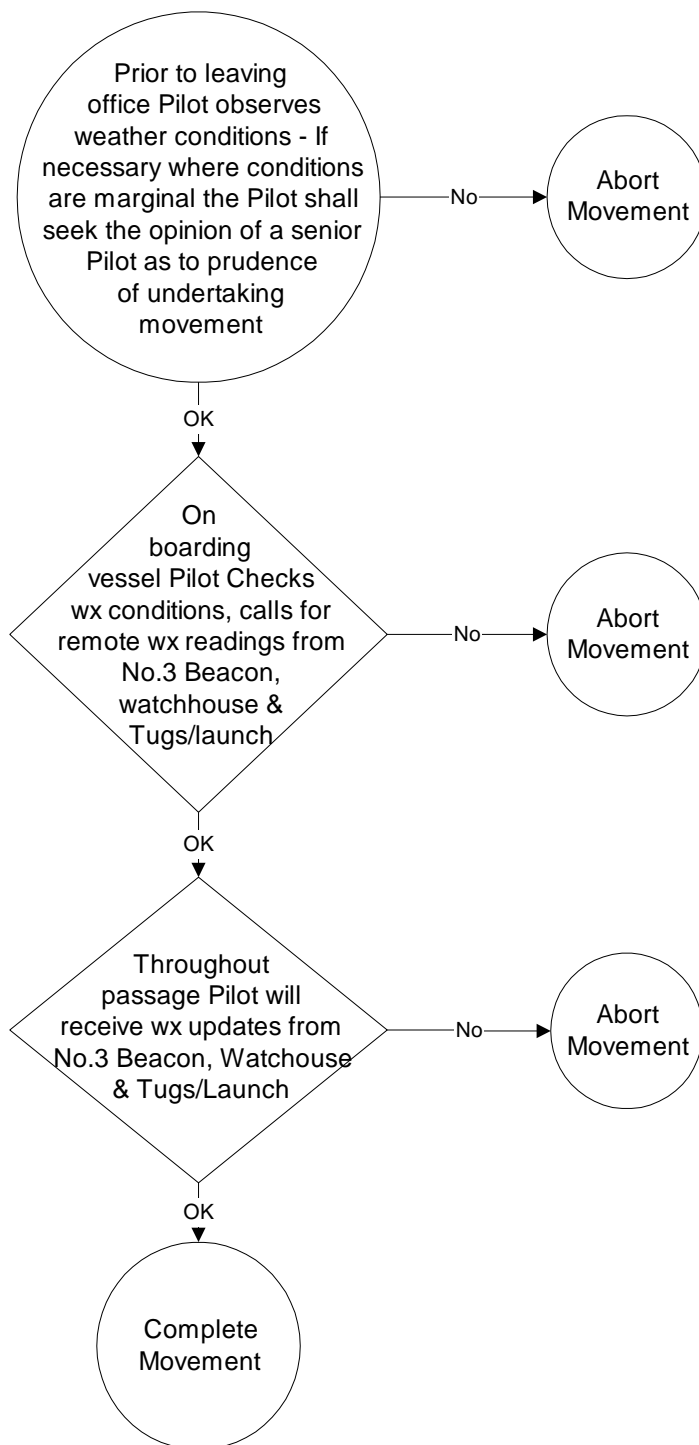
Page: 1 of 3

Date: 03/08/12

Purpose: Procedure for Ensuring Vessel Pilotage within Safe Weather Guidelines

Responsibility

Records



Duty Pilot

Daily Log
Shipping Board

Duty Pilot
Watchman
Launch/
Tugmasters

Daily Log
Shiprec Database

Duty Pilot
Watchman
Launch/
Tugmasters

Daily Log
Shiprec Database

Prepared by: R.Coote



SOUTH PORT NEW ZEALAND LIMITED

MARINE SERVICES

Subject: Marine Services Procedure: Weather Assessment

Section: **3.2.2**

Page: **2 of 3**

Date: **13/07/16**

Purpose: To Determine Guidelines for the Assessment of Limiting Weather Conditions for Safe Pilotage

South Port New Zealand Ltd Marine Services has determined that the following Guidelines shall be used when assessing the suitability of prevailing weather conditions for safe pilotage:

Restricted Visibility / Fog

When a vessel is sailing / arriving in conditions where there is a risk of reduced visibility, the procedure below shall be followed:

- Where risk of reduced visibility exists the pilot shall carry with him and use a **PPU**.
- Under no circumstances must a transit of No. 3 Reach be contemplated in restricted visibility.
- Any vessel entering or departing the port when restricted visibility may be encountered shall set its radars to range scales agreed to with the Pilot and, the appropriate parallel index lines as per passage plan shall be ready for use.
- If there is any doubt that the vessel will be able to complete the transit of No. 3 Reach free from the affect of fog, such a transit will not be commenced.
- A departing vessel shall in any case not leave the berth unless it has been determined definitely that No. 3 Reach can be transited in good visibility.
- Should a vessel be committed to entry when fog closes in, then that vessel shall be slowed to a minimum and stopped within No. 1 or No. 2 Reaches. Tug assistance shall be called immediately to help maintain the vessel in good water until such time as it is safe to transit No. 3 Reach.
- When fog/restricted visibility is determined to be possible by observation or dew-point indicator, a tug shall remain fast aft of outward bound vessel until vessel clear of No. 3 reach.
- Tugs when they have had their lines released shall, remain with the vessel out until such time as the vessel is clear of No. 1 reach and/or they have been dismissed by the Pilot.

Wind Restrictions

Pilotage at the Port of Bluff will not be attempted where wind speed is consistently in excess of **35 knots**, however the direction of the wind and the draft of the vessel awaiting entry or departure from the port will be taken into account.

***NB** It is understood that a heavily laden vessel with minimal freeboard will handle greater wind speeds than a light vessel with a high freeboard and that 35 knots of southerly wind will have significantly less effect in No3 Reach than a westerly or south-westerly breeze of the same strength.*

Due to their size and configuration and as a result of practical experience and simulation exercises South Port Marine Services has determined certain vessels will be limited in pilotage to wind speeds as per following table:

Type of Vessel	Restricting Wind Speed
Panamax	25-30 knots
Chip / Car Carrier	20 knots
Gearbulk 5th	30 knots
Panamax Container Vessel <260m	25 knots
Post Panamax Container Vessel	20 knots

Prepared by: R.Coote

Subject: Marine Services Procedure: Weather Assessment

Section: **3.2.2**

Page: **3 of 3**

Date: **28/11/18**

Purpose: To Determine Tools for the Assessment of Limiting Weather Conditions for Safe Pilotage

South Port New Zealand Ltd Marine Services has provided the following tools to aid the pilot to assess the suitability of prevailing weather conditions for safe pilotage:

Forecasts

The South Port pilot's office and watchhouse are fitted with dedicated VHF radios which can be set to channel 20 or 68 for reception of weather forecasts and navigation warnings. Severe weather warnings are received on promulgation by NIWA via e-mail.

South Port subscribes to NIWA's Eco connect forecasting system.

Additionally, the South Port pilots' computer is set up for quick reference of up-to-date Met Service online forecasts for the Puysegur and Foveaux areas as well as the latest synoptic analysis charts.

Port Based Aids

Tide & Wind / Dew Point Gauges (No.3 Beacon / Island Harbour)

A computer in the pilots office receives up-to-date wind, tide and dew point measurements from the wind gauge, tide & current meter and dew point meter situated on No.3 Beacon and wind and tide from the island harbour . Gauge information is remotely relayed to the watch-house for communication to any party requiring it by VHF radio or telephone.

Wind / Tide Height / Current Set & Rate Gauges (No.3 Beacon)

Wind direction and speed, tide height, current set and rate information is gathered at No.3 Beacon and remotely sent on to the pilots' computer, the watchhouse and the pilots' "smart-phone".

Pilot Launch and Tugs

Launch and tugmasters will keep a close eye on the weather conditions and report immediately to the pilot any change which is cause for concern. They are also available to relay conditional information on request.

In situation where risk of fog exists, the tugs and launch shall position themselves at strategic positions on the three reaches in order to inform pilot of depth of visibility throughout the intended transit.

Anchorage

Recommended Safe Anchorages for vessels delayed by weather or awaiting a berth may be found out from:

Saddle Point 46° 44.0' S; 167° 59.5' E and
Murray River 46° 47.0' S; 168° 01.5' E
(see sailing directions)

A Temporary Anchorage in fair weather is situated:

West of Pilot Boarding Ground 46° 39.0' S; 168° 17.2' E



SOUTH PORT NEW ZEALAND LIMITED

MARINE SERVICES

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Subject: Advance Notice of Arrival

Section: 3.3

Page: 1 of 1

Date: 03/04/17

Purpose: Procedure by which a Vessel is to give Advance Notice of its Arrival

South Port requires that agents inform vessels wishing to enter the port of Bluff that the following reporting regime shall be adhered to:

- 1 **New Zealand Notice of Arrival form** shall be forwarded to South Port Security and confirmed with South Port pilots at least 48 hours prior to a vessels arrival.
- 2 An exempt master for the Port of Bluff wishing to under-take his own pilotage shall inform the port of his intention and attest to the currency of his / her PEC.
- 3 Further notice is to be given 12 hours before arrival, which should state any deficiencies present in the vessel, her anchors, navigational equipment steering gear or machinery, which may affect safety of pilotage or the environment.
Note: Any deficiencies which may cause a risk to the safe navigation of the vessel and/or safety to life or the environment will be reported to the harbour master (HM) and the MNZ.
- 4 Vessel shall contact Bluff Harbour Radio as soon as it is within VHF range on channel 14 or channel 16 and communicate the vessels draft dimensions and position. In turn the Bluff Harbour Radio will inform the vessel of expected pilot boarding time.
- 5 A vessel shall again contact Bluff Harbour Radio on VHF 14 or 16 when at Pilot Boarding Ground, at which time a final pilot boarding time and instructions will be communicated to the vessel.

Note: Bluff Harbour Radio maintains a continuous watch on VHF channels 14 & 16 and is available to give information on prevailing weather conditions, visibility, tidal stream and other matters concerned with the safe navigation of vessels within Bluff Harbour.

Prepared by: R.Coote



SOUTH PORT NEW ZEALAND LIMITED

MARINE SERVICES

Subject: Pilotage Information – Port Navigable Confines

Section: 3.6

Page: 1 of 1

Date: 01/07/04

Purpose: Outlining the Extent of Safe Water for Pilotage at the Port of Bluff.

No.1 Reach

Bluff Harbour is entered between the Entrance Beacon and Entrance Shoal approximately 8 cables in a direction of east by north from the beacon. A vessel entering or leaving the port should endeavour to stay on No.1 Leads (Fixed green neon lights on white frameworks) bearing 031°(T), however there is at least 0.8 cables of good water either side of the leading line throughout the reach.

No.2 Reach

On rounding Stirling Point a vessel should come on to No.2 Leads (red neons on white frameworks) bearing 351°(T). On entry good water can be found to at least 0.6 cables either side of the leading line from Stirling Point until abeam of the Outer Davey where room to the north decreases markedly and a vessel should take care not to set north of the leads between the outer Davey and No.3 Beacon.

No.3 Reach

On rounding Channel Rock Beacon the inward bound vessel enters No.3 Reach and should keep strictly to the No.3 Leading Lights (front lead is an iso-phase green light with a 2 second cycle on a white tower, whilst rear lead is white flashing 1.5 seconds on a white tower) bearing 313°(T). Alternately the outward bound vessel should keep strictly to the Davey Leading Lights (Inner Davey (front) a quick white light on a white framework and the Outer Davey (rear), an Iso-phase white light with a cycle of 2 seconds on a white tower) bearing 133°(T).

Channel Rock, Argyll and Tidal Beacons are just outside the south extremity of good water, however a shoal extends up to 15 meters inside the line of Nos.2 and 3 Beacons approximately abeam of Argyll Beacon.

Inner Harbour

Good water in the inner harbour is found inside an area bounded by lines between east end of Town Wharf and Ferry Buoy, Ferry Buoy and No.4 Beacon, No.4 Beacon and the east end of Tiwai wharf, the west end of Tiwai wharf and No.3 Front Lead, No.3 Front Lead and green buoy 1.8 cables in west by north direction, Green Buoy and a point bearing 310°(T) by 2.4 cables and then to west end of No.8 Berth.

The area bounded by lines from the west end of No.12 berth to a point bearing 025°(T) at 0.9 cables and from this point to the northern end of the maintained berth No.3a should be avoided by those without good local knowledge.

Prepared by: R.Coote



SOUTH PORT NEW ZEALAND LIMITED

MARINE SERVICES

Subject: Pilotage Information - Currents

Section: 3.5

Page: 1 of 2

Date: 01/07/04

Purpose: Accounting for the Current Factor during Pilotage at the Port of Bluff.

Currents

The 3 reaches that constitute the Bluff Pilotage are prone to currents that vary in strength and direction not only as a consequence of whether the tide is flooding and ebbing, but also as a result of the range of the tide, the predominant wind direction over a particular period and the atmospheric pressure. It is important to note that simply because a tide will reach a certain height and have a certain range, does not automatically translate to specific rate and direction of current flow at any given point.

The following gives an account of what currents can generally be expected, but it must be accepted that until a pilotage is underway the exact conditions to be encountered cannot be taken for granted and the mariner must be ever vigilant and ready to make allowance for the unexpected at any time. Currents in No.3 Reach can approach 7 knots at mid-tide.

Approaching No.1 Reach from Seaward

Flood Tide - With a flooding tide currents of up to 4 knots in easterly direction can be experienced south of an east-west line drawn through the Entrance Beacon. This easterly flow may continue for up to an hour after slack water.

Ebb Tide - With the tide ebbing a strong westerly current can be experienced south of the east-west line through the Entrance Beacon.

No.1 Reach

Currents run roughly true along the length of this reach whether the tide be flooding or ebbing, however localised fluctuations may be experienced.

In the vicinity of Stirling Point there may be experienced a set to the west with a flooding tide and visa versa a set to the east with an ebbing tide.

No.2 Reach

Flood Tide - With the flooding tide the direction of the current is roughly north x west in the direction of the reach except in the area between the Inner Davey Beacon and Channel Rock Beacon a set from the North Channel may cause a drift in a more westerly direction toward Channel Rock Beacon.

Ebb Tide - With ebbing tide a southerly set will usually be experienced from Channel Rock Beacon to Stirling Point.

No. 3 Reach

Flood Tide - With the flooding tide the direction of the current will cause a northerly set across the reach between Tidal Beacon and Argyll Beacon. This set may vary greatly in force and at times will be restricted to a narrow strip of water between Tidal Beacon and No.3 Beacon. Between Argyll Beacon and Channel Rock Beacon the flow will fall in line with the reach and then tend west across the reach nearer to Channel Rock Beacon.

Ebb Tide - With ebbing tide a southerly set will usually be experienced across the reach in the area between Tidal Beacon and Argyll Beacon except at the first of the ebb, when an easterly set may be experienced near No.3 Beacon. The current straightens up slightly in the vicinity of Argyll Beacon and develops a further pronounced southerly component in the vicinity of Channel Rock Beacon.



SOUTH PORT NEW ZEALAND LIMITED

MARINE SERVICES

Subject: Pilotage Information - Currents

Section: 3.5

Page: 2 of 2

Date: 01/11/18

Purpose: Accounting for the Current Factor during Pilotage at the Port of Bluff.

In the Harbour Proper

Flood Tide - With a flooding tide the current flows strongly in a NNWly direction from No.3 Beacon to Tiwai Wharf. A strong westerly set is also experienced in the vicinity of the front No.3 Lead. On the south side of the harbour the tide tends to eddy.

Ebb Tide - With the tide ebbing a strong a SSWly set is experience from Tiwai Wharf to No.3 Beacon. A strong easterly set is also experienced in line with the front No.3 Lead.

At all stages of the tide the set down the faces of No.8 & 7 Berths and No.3A is in an ESEly direction at either side of 1 knot.

North Channel

Flood Tide – With a flooding tide the current flows in an west by north direction and this stream may continue to be evident 2 -3 hours after high water.

Ebb Tide –With the ebb tide the current flows generally toward the east.

Prepared by: R.Coote



SOUTH PORT NEW ZEALAND LIMITED

MARINE SERVICES

Subject: Use of Tugs

Section: **3.2.8**

Page: **1 of 2**

Date: **13/07/16**

Purpose: Procedure determining the use of Tugs to assist vessels at the Port of Bluff.

South Port New Zealand Ltd provides for use during pilotage at the port of Bluff 2 Voith tractor tugs:

- Te Matua – 40 tonnes bollard pull
- Hauroko - 36 tonnes bollard pull
- Monowai - 28 tonnes bollard pull

Additionally the workboat Oreti and launch Takitimu II, around 4 and 10 tonnes bollard pull respectively, are available for assisting with the movement of smaller vessels visiting the port.

Procedure for use of tugs on Inbound Vessels

- The Duty Pilot will determine the number of tugs required for a particular vessel and the tug call-out time whilst working through the initial Passage Plan some hours prior to the actual movement.
- The Duty pilot / Marine Administrator will inform the lines co-ordinator, tugmaster and tug engineer the tug start-up time.
- The Duty pilot will determine where that tug power will be made fast to the vessel concerned when preparing the final passage plan.
- A tug shall have its radar “on” at all times when tug engaged operationally.
- The required tugs will be available to the inbound vessel in No.2 Reach and possibly No.1 Reach.
- Tugs will normally make fast to the vessel soon after it enters No.3 Reach.
- Tugmasters will communicate with the pilot via channel **06 VHF**, or channel **12 VHF** if the former is being used by other traffic.
- The Tugmaster will engage in closed loop communication with the pilot, repeating each order as it is received.
- Tugs will remain fast until the vessel is safely moored at its nominated berth and is dismissed by the Pilot.

Procedure for use of tugs on Outbound Vessels

- The Duty Pilot will determine the number of tugs required for a particular vessel and the tug call-out time whilst working through the initial Passage Plan some hours prior to the actual movement.
- The Duty pilot / Marine Administrator will inform the lines co-ordinator, tugmaster and tug engineer the tug start-up time.
- The Duty pilot will determine where that tug power will be made fast to the vessel concerned when preparing the final passage plan.
- A tug shall have its radar “on” at all times when tug engaged operationally.
- The required tugs will make fast to the vessel prior to the vessel leaving its berth.
- the former is being used by other traffic.
- The Tugmaster will engage in closed loop communication with the pilot, repeating each order as it is received.
- The required tugs will remain attached to the vessel until such time as the pilot determines the vessel has or will safely navigate No.3 Reach.
- A pilot will not dismiss a tug until he has determined it is safe to do so.

Prepared by: R.Coote



SOUTH PORT NEW ZEALAND LIMITED

MARINE SERVICES

Subject: Use of Tugs

Section: **3.2.8**

Page: **2 of 2**

Date: **01/11/18**

Purpose: Procedure determining the use of Tugs to assist vessels at the Port of Bluff.

South Port Marine Services provides the following guideline on tug assistance required for vessels / entering leaving the port of Bluff.

GRT of Vessel	Tug Assistance Required
0 - 500	0
500 - 1000	Oreti or Takitimu II
1000 - 10000	1 Voith tractor
>10000	2 Voith tractors

Note: This is a guideline only and may be varied for vessels of known superior/inferior handling characteristics. In any case a vessel entering the port for the first time shall have tug assistance available in accordance with the table above.

Eg:- Vessels over 10,000 GRT may, due to their handling characteristics or the fact they are berthed facing out, be exempted the use of one tug in favourable conditions of weather and tide.

Procedure Where a Voith Tractor is out of Commission

If for any reason one of South Port NZ Ltd's Voith Tractors is out of commission the Takitimu II shall be used as a backup tug however pilotage shall be executed with due care for the manouvering restrictions imposed by this situation and pilotage shall generally be considered imprudent where wind speed exceeds 20 knots. (Refer Sec 3.1.2)

Restricted Visibility

When a vessel is sailing / arriving in conditions where there is a risk of reduced visibility, the procedure below shall be followed:

- Should a vessel be committed to entry when fog closes in, then that vessel shall be slowed to a minimum and stopped within No. 1 or No. 2 Reaches. Tug assistance shall be called immediately to help maintain the vessel in good water until such time as it is safe to transit No. 3 Reach.
- When fog/restricted visibility is determined to be possible by observation or dew-point indicators, a tug shall remain fast aft of an outward bound vessel until vessel clear of No. 3 reach.
- Tugs when they have had their lines released shall, remain with the vessel out until such time as the vessel is clear of No. 1 reach or they have been dismissed by the Pilot.

General Tug Availability

Should tug assistance be required to assist a berthed vessel due to force of weather or for any other reason, such assistance will be available within 30 minutes of calling Bluff Harbour Radio on **Channel 16 or 14 VHF**.



SOUTH PORT NEW ZEALAND LIMITED

MARINE SERVICES

Subject: Port of Refuge Request

Section: **3.7**

Page: **1 of 1**

Date: **01/11/18**

Purpose: Procedure for Incidence of Vessel Requesting Port of Refuge Entry

South Port requires the normal conditions of entry to be met by any vessel wishing to use the port of Bluff.

However, should the damage to any vessel requesting port of refuge entry be such that the vessel, its cargo or bunkers pose a threat to the environment the matter shall be referred to the Director MNZ who may invoke sec 248 of the Maritime Transport Act to declare a Tier 3 pollution response, thereby taking responsibility for any action to be carried out.

Contact Details: Rescue Coordination Centre New Zealand with numbers.

Tele: 0508 472 269 or 04 557 8030

e-mail: rccnz@maritmenz.govt.nz

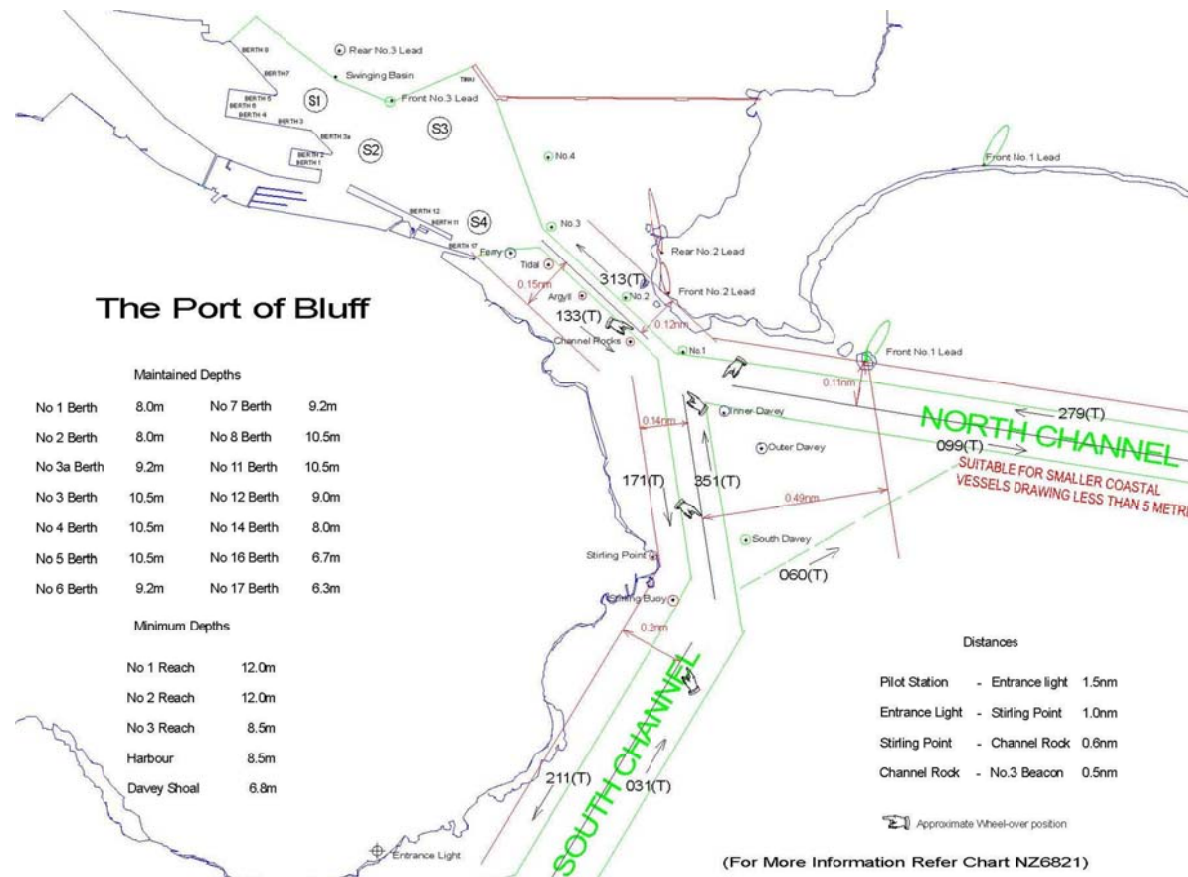
Prepared by: R.Coote

Subject: Site Plan

Section: 1.4

Page: 1 of 1

Date: 27/10/18



Prepared by: R.Coote



ARRIVAL PLAN

Northern Diplomat

Monday, 4 February 2019

Slack Water at Tidal Beacon:

HW 15:15 Ht: 2.6 m Max Draft: 9.8 m

Berth: Minimum Working Dept 10.0 m

Length: 245 m

Orientation: 278°

MPX and Passage:

The Pilot will discuss the Passage Plan and contingencies with the Master, who will provide a 'Pilot Information Card'.

The Pilot shall be informed of any deficiencies in the anchoring arrangement, steering gear, engines and navigation equipment of the vessel and also any distinctive manoeuvring characteristics of the vessel.

Anchors shall be ready for letting go at all times during pilotage.

Safe Navigation will be conducted within the green lines on the accompanying chartlets.

Courses steered will vary to allow for Leeway and Set (See chartlet overleaf for courses to make good).

As a precaution against a reduction in visibility the Pilot may request a specific radar mode and that parallel indexing be established

Except as noted below a vessel is committed to entering the port once the Entrance Light is passed.

Note:- Draft permitting entry may be aborted by passing South of Davey Bank Buoy and returning to sea via the North Channel.

Communication between pilot, tugs, launch and linesmen will be via channel 06 and 12

The Master and Bridge team shall closely and continuously monitor the vessel's progress and challenge the Pilot if unsure of his directions.

From: Melbourne

To: B04

Side To: Port

Pilot:

Draft: Fwd:

Aft:

UKC = (11.1 -) = m

R Coote

Minimum UKC 1.2m in channel and 10% of Draft within the Harbour, where in any case Draft shall not exceed 8m at Low Water



Tugs:

Except in emergency, tugs will meet vessel in vicinity of Argyle Beacon. Tugs will be made fast using Tugs Lines.

Note: Tugs will have their radars on standby mode as a precautionary measure.

Please ensure that when tug lines are released that they are fed out so as not to foul propulsion units and that ship's crew are standing well clear of tow-line and messenger.

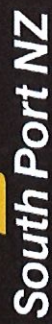
Towage is undertaken under UK Standard Conditions For Towing And Other Services (Revised 1986). Also refer to South Port Extended Terms and Conditions.

Alongside:

Should your vessel encounter any emergency situation whilst in port EMERGENCY SERVICES may be contacted through Bluff Harbour Radio on Channel 14 or 16 VHF - TUG ASSISTANCE IS AVAILABLE AT 30 minutes Notice at all times!

Where wind speeds in excess of 25 knots are forecast a vessel shall ensure all mooring lines are in gear and on the brake and not in auto-tension mode.

ISPS: If your vessel encounters any ISPS incident or for any reason there is a change in to your vessels SECURITY LEVEL please contact Bluff Harbour Radio immediately on Channel 14 or 16 VHF.

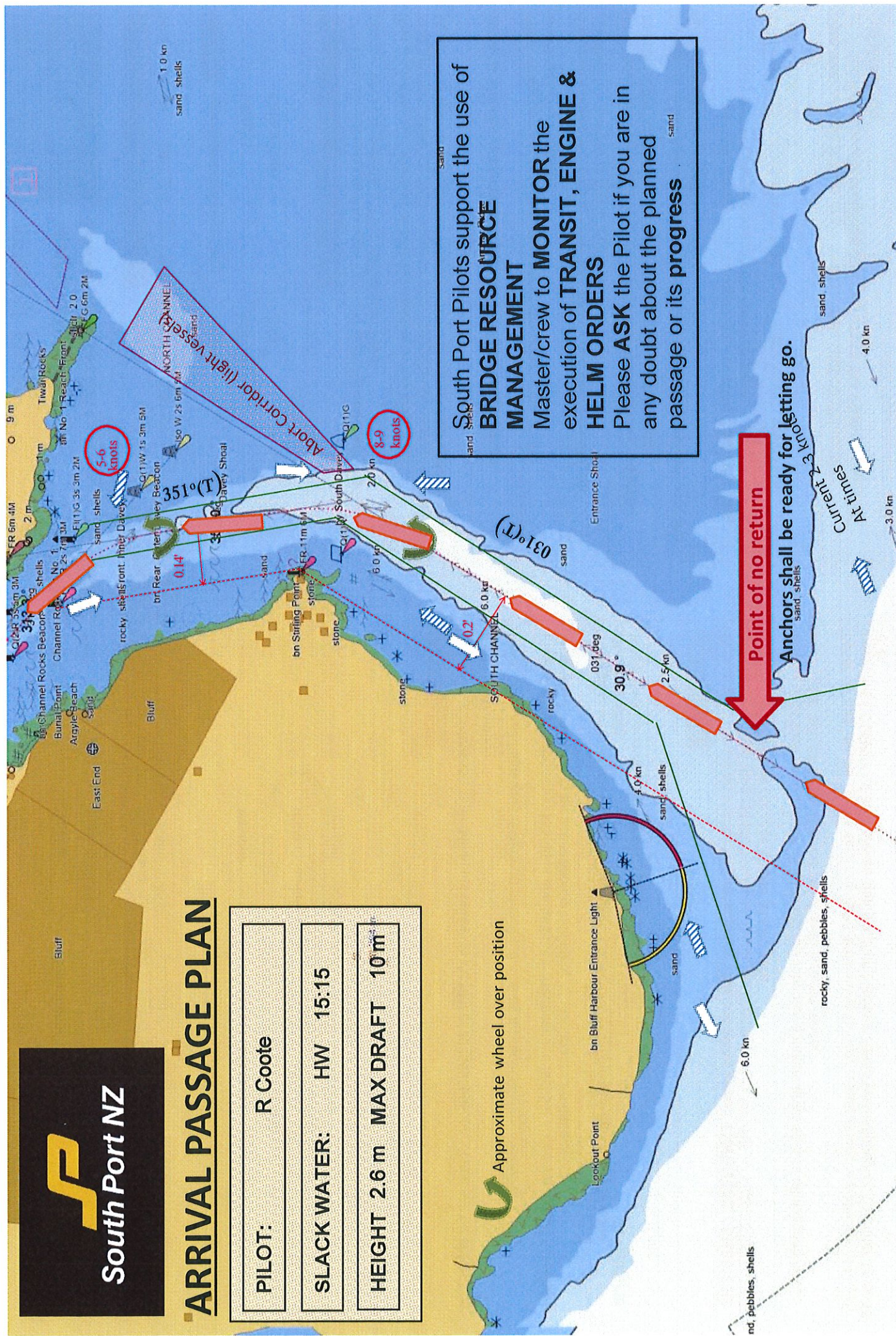


PILOT:	R Coote
SLACK WATER:	HW 15:15
HEIGHT	2.6 m MAX DRAFT 10 m

South Port Pilots support the use of
BRIDGE RESOURCE
MANAGEMENT
 Master/Crew to **MONITOR** the
 execution of **TRANSIT, ENGINE &**
HELM ORDERS
 Please **ASK** the Pilot if you are in
 any doubt about the planned
 passage or its **progress**

Point of no return

Anchors shall be ready for letting go.





MARINE SERVICES

NO:	6110	GRT:	36007
SHIP:	Northern Diplomat		
DATE:	04/02/19	DAY:	Monday
DRAFT:	FWD:	AFT:	
FROM:	Melbourne		
TO:	B04		
MASTERS NAME:	Kucic		
MOVE:	In	TIME:	
PILOT:	BC	COMPCA:	
WIND:	NW20	TYPE:	Container Shi
AGENT:	Mssl	C/O:	O

Do current ship details match those in Shipdex?

HAUROKO:	TE MATUA:	TAKITIMU II:			
BR	PT				
SLACK:	15:15	Ht:	2.6	HW	14:46
MAXIMUM DRAFT:	9.80	HP:	43398		
LOA:	231	B/B:		BEAM:	32
FLAG:	Liberian		CPP:	N	
REMARK:	BULB:	Y	THRUST:	Y	

MMSI:



MARINE SERVICES

CHECKLIST

YES	NO		YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Advance Notice Form Received	<input type="checkbox"/>	<input type="checkbox"/>	Where Wind speed >25 kts are
		Security Level			Forecast extra lines advised and
<input type="checkbox"/>	<input type="checkbox"/>	Pilot card presented			Winches to be on break (in gear)
<input type="checkbox"/>	<input type="checkbox"/>	Main Engines in good order	<input type="checkbox"/>	<input type="checkbox"/>	Tug Line caste off procedure
<input type="checkbox"/>	<input type="checkbox"/>	Thruster available (F) (A)	<input type="checkbox"/>	<input type="checkbox"/>	Radars set on range
<input type="checkbox"/>	<input type="checkbox"/>	Steering gear satisfactory	<input type="checkbox"/>	<input type="checkbox"/>	Rudder indicator
<input type="checkbox"/>	<input type="checkbox"/>	Anchors ready for use	<input type="checkbox"/>	<input type="checkbox"/>	RPM/Pitch Indicator
<input type="checkbox"/>	<input type="checkbox"/>	Bridge Team sufficiently rested	<input type="checkbox"/>	<input type="checkbox"/>	Gyro error confirmed
<input type="checkbox"/>	<input type="checkbox"/>	Emergency procedures explained	<input type="checkbox"/>	<input type="checkbox"/>	VHF on 16/14
<input type="checkbox"/>	<input type="checkbox"/>	Master Hands over Con to Pilot :	<input type="checkbox"/>	<input type="checkbox"/>	Any deficiencies that may
					affect safe navigation

I, Captain Kucic master of the vessel Northern Diplomat hereby, declare I have received and read South Port NZ Ltd's Passage Plan and understand its content. I am also aware of my responsibility to assist the pilot in the safe navigation of my vessel in the Bluff pilotage area and to ensure my Bridge Team uses sound BRM techniques. (e.g. 'situational monitoring' 'challenge and response' / 'closed loop communications') throughout the pilotage.

Master

Monday, 4 February 2019



SOUTH PORT NEW ZEALAND LIMITED

MARINE SERVICES

Subject: Communications

Section: 3.2.7

Page: 1 of 1

Date: 01/11/18

Purpose: Procedure for Communications between Pilot, Tugs and Launch during Shipping Movements.

South Port Marine Services provides the following guidelines for ensuring effective communication between the pilot, tugs and launch during shipping movements:

- 1) Pilot, tugmasters and launchmaster shall communicate on **Channel 6 VHF** during shipping movements unless there is other traffic encountered on this channel, in which case **Channel 12 VHF** will be used.
- 2) The Tug and launchmasters shall test Channel 6 VHF at start-up.
- 3) The pilot shall call the tugs on Channel 6 VHF when he commences his inward transit.
- 4) Bluff Harbour Watchhouse shall have a VHF tuned to Channel 6 whenever shipping movements are in progress.
- 5) In circumstances where the pilot decides a move to Channel 12 VHF is prudent he will inform tugmaster, launchmaster and lines co-ordinator of his intention and await confirmation from those persons prior to switching channels. When on Channel 12 the pilot will call those persons again to ensure they are all receiving on that channel.
- 6) This procedure will be followed when going back to Channel 6.
- 7) Should for any reason the Pilot lose communication with a tug or other plant operator he shall employ measures such as sounding the ships whistle, having the Watchhouse call the tug / launch cell phone or any other means deemed practicable to alert the tug / launch master to the problem.

Prepared by: R.Coote



SOUTH PORT NEW ZEALAND LIMITED

MARINE SERVICES

Subject: Traffic Control

Section: 3.2.5

Page: 1 of 1

Date: 01/02/07

Purpose: Procedure for informing small vessels and other port users of Shipping Movements.

South Port Marine Services follows the following procedure to ensure small vessels and other port users are aware of shipping movements in progress:

- 1) 30 minutes prior to commencement of shipping movement Bluff Harbour Radio will broadcast the details and expected duration on Channels 16, 61 & 65 VHF. Small vessels will be advised not to impede the passage of vessels under pilotage.
- 2) Whilst movement is in progress the pilot launch Takitimu II will intercept and re-direct small vessels, which may impede the passage of the vessel under pilotage.
- 3) At the completion of the movement Bluff Harbour Radio will broadcast confirmation on Channels 16, 61 & 65 VHF.

Prepared by: R.Coote



SOUTH PORT NEW ZEALAND LIMITED

MARINE SERVICES

Subject: Vessels Passing in Reaches

Section: 3.2.6

Page: 1 of 1

Date: 29/08/08

Purpose: Procedure pertaining to Passing in the Reaches at the Port of Bluff.

Responsibility: Pilots

Vessels under pilotage must under no circumstances pass each other within the harbour and or No.2 and No.3 Reaches

Outwards

- The Pilot of a vessel Outward bound will not let go all moorings lines until such time as any Inward bound vessel is clear of his intended manoeuvring area.
The Pilot must ensure that the channel and the reaches he will be navigating are clear from all inward bound vessels likely to impede safe navigation.

Inwards

- A vessel at the Pilot station with a Pilot aboard awaiting an outward bound vessel or vessels shall not proceed north of a line drawn on a bearing of 121°(T) from the Entrance light when on the No.1 Reach leading lights until such time as the outward bound vessel or vessels are clear of the same line drawn from the Entrance light.
- The inward bound vessel shall not impede the safe navigation of the outward-bound vessel utilising No.1 Reach leading lights.
- Constant communication between pilots is imperative to ensure that each pilot clearly understands the others passing instructions and as to what side they pass each other.

Prepared by: R.Coote



SOUTH PORT NEW ZEALAND LIMITED

MARINE SERVICES

Subject: Vessels Proceeding to or from a berth on Island Harbour

Section: **3.2.9**

Page: **1 of 3**

Date: **03/08/12**

Purpose: Procedure for Approaching or Departing Berths on Island Harbour

South Port requires that any vessel with a draft greater than **7 meters** which intends berthing at, or is departing from, the Island Harbour shall manoeuvre in such a way that she **does not pass within 0.9 cables** of the Town Wharf to ensure passing clear of an area prone to silt build-up between the south end of No.3a Berth and No.14 Berth on the Town Wharf. .

Berthing at No.3a

A vessel drawing more than **7 metres** wishing to Berth at, Depart from, or manoeuvre in the vicinity of No.3a shall manoeuvre in such a manner that she remains north of an East-West line drawn through the South-East extremity of the berth.

Prepared by: R.Coote



SOUTH PORT NEW ZEALAND LIMITED

MARINE SERVICES

Subject: Vessel Arriving at or Departing from No.12 Berth

Section: **3.2.9**

Page: **2 of 3**

Date: **01/07/04**

Purpose: Procedure for Arriving at or Departing from Berth No.12

South Port requires that any vessel with a draft greater than **7 meters** arriving at or departing from Berth No.12 shall manoeuvre in such a manner that she does not proceed west of Berth No.12 until she is at least 0.9 cables from the Town Wharf.

Prepared by: R.Coote



SOUTH PORT NEW ZEALAND LIMITED

MARINE SERVICES

Subject: Vessel Arriving at Island Harbours Berths

Section: **3.2.9**

Page: **3 of 3**

Date: **09/12/12**

Purpose: Procedure for Berthing Vessels Arriving at Berths on the Island Harbour

South Port requires that where the projected weather forecast over the stay of any vessel to be berthed at the Island Harbour indicates winds in excess of 25 knots for a significant period, then that vessel shall be berthed bow in.

Prepared by: R.Coote



SOUTH PORT NEW ZEALAND LIMITED

MARINE SERVICES

Subject: CONTINGENCIES - GROUNDING

Section: **4.1**

Page: **1 of 1**

Date: **07/12/12**

Purpose: Procedural Guidelines for Responding to a Vessel Grounding in Bluff Harbour..

Ship Grounding

Responsibility: Pilot / Port Operations Manager / Master

Precautions

- Professional, well trained pilot staff.
- Tug assistance available whilst vessel under pilotage.
- Vessel to inform pilot of any deficiencies in Bridge Equipment, Engines, Anchors or any other factor which may have a negative effect on safe pilotage.
- Pilotage only undertaken under favourable conditions of Tide and Weather.

Procedure

In the event a grounding occurs:

- Ensure tugs in attendance.
- Advise master to sound tanks and assess damage with a mind to minimising the discharge of pollutants into the environment.
- Take immediate action necessary to minimise further damage to personnel, environment and ships.
- Ensure continuous standby on channel 16 VHF.
- Show appropriate signals.
- Allowing for state of tide, weather conditions and position and damage to vessel formulate best plan for re-floating vessel.
- Advise **Port Operations Manager** via watch-house or by telephone: **03 212 8159**.
- Advise **Environment Southland Oil Spill Response** via watch-house or by phone: **211 5115** or **24 hour number 211 5225**
- Advise **Harbour Master** via watch-house or by phone: **211 5115** or **0800 768 845**
- harbourmaster@es.govt.nz
- Advise **Rescue Coordination Centre New Zealand** via VHF Ch.16 or by phone: **0508 472269** or **04 557 8030**..
- If necessary advise **Emergency Services** via watch-house or phone: **111**.
- On consideration of all relevant factors and consultation with the appropriate parties initiate re-floating, containment and clean-up of any spillage in accordance with the relevant contingency plans.

Abortion of Transit

Where a larger vessel has passed the point of no return on entry (Entrance Beacon) and weather conditions deteriorate to the extent continuation of the transit is ill-advised and the vessels position cannot be safely maintained within the reaches, the pilot shall consider a controlled grounding on the sandy bottom to the east and north-east of Nos 1 and 2 Reaches respectively.

Contingency Plans:

- Bluff Site marine Contingency Plan
- Caltex Emergency Response Plan

Prepared by: R.Coote



SOUTH PORT NEW ZEALAND LIMITED

MARINE SERVICES

Subject: CONTINGENCIES – LEADING IN FISHING VESSEL

Section: 4.2

Page: 1 of 1

Date: 01/07/04

Purpose: Procedural Guidelines for Leading a Fishing Vessel into Bluff Harbour.

Leading Fishing Vessels into Port

Responsibility: Pilot

Precautions

- Professional, well trained pilot staff.
- Tug assistance available whilst vessel under pilotage.
- Vessel to inform pilot of any deficiencies in Bridge Equipment, Engines, Anchors or any other factor which may have a negative effect on safe pilotage.
- Pilotage only undertaken under favourable conditions of Tide and Weather.

Procedure

If by reason of adverse sea or weather conditions or otherwise the pilot rostered to a vessel decides that he or she is not or will not be able to safely board or disembark from the ship requesting his/her services, the pilot shall with the agreement of the Master;

- Lead the vessel into safe waters with the pilot aboard the pilot vessel.
- Safe waters being calmer conditions for boarding when a vessel is entering or on the No. 1 leads with designated course outward bound.

The pilot must ensure that the Master of the vessel clearly understands the procedure that will be taking place and if any doubt exists then the vessel movement must be cancelled until such times as boarding or disembarking can occur in safety.

Note: This procedure for leading a ship only applies to small fishing vessels.

Prepared by: R.Coote



SOUTH PORT NEW ZEALAND LIMITED

MARINE SERVICES

Subject: CONTINGENCIES – INNER HARBOUR

Section: **4.3**

Page: **1 of 1**

Date: **29/11/09**

Purpose: Procedural Guidelines for Dealing with Engine, Steering Failure or Blackout in Bluff Harbour.

Engine Failure, Steering Failure or Blackout in The Harbour

Responsibility: Pilot / Port Operations Manager Master

Precautions

- Professional, well trained pilot staff.
- Tug assistance available whilst vessel under pilotage.
- Vessel to inform pilot of any deficiencies in Bridge Equipment, Engines, Anchors or any other factor which may have a negative effect on safe pilotage.
- Pilotage only undertaken under favourable conditions of Tide and Weather.

Procedure

If, when within the harbour, an emergency occurs either from engine failure, steering failure or a blackout the following should be used as a guideline in assessing a safe outcome and minimising damage.

- The tug(s) will still be attached or in close attendance to the vessel and, therefore, should be directed to assist as required.
- In combination with the tugs, use of the vessel's anchors should also be considered. Which one, and how, will be dependant on the circumstance that are prevalent at the time, with due regard to weather and tidal flow.
- All options considered must be in consultation with the Master of the vessel taking into consideration the vessel's size/draft/engine h.p. and the prevalent tide and weather conditions.
- Good seamanship knowledge and practices, in addition to local knowledge from pilotage experience should be utilised to minimise any damage.
- Advise Harbour Master via watch-house or by phone: **211 5115 or 0800 768 845**
harbourmaster@es.govt.nz
- Advise Rescue Coordination Centre New Zealand via VHF Ch.16 or by phone: **0508 472269 or 04 557 8030..**

The safety of life is paramount Following this, consideration should then be given to any impact on the environment.

Prepared by: R.Coote

Subject: CONTINGENCIES – NO.1 REACH

Section: **4.4**
Page: **1 of 2**
Date: **29/11/09**

Purpose: Procedural Guidelines for Dealing with Engine, Steering Failure or Blackout in No.1 Reach.

INWARDS

Responsibility: Pilot / Port Operations Manager / Master

Precautions

- Professional, well trained pilot staff.
- Tug assistance available whilst vessel under pilotage.
- Vessel to inform pilot of any deficiencies in Bridge Equipment, Engines, Anchors or any other factor which may have a negative effect on safe pilotage.
- Pilotage only undertaken under favourable conditions of Tide and Weather.

Procedure

If, when entering No.1 Reach and the Entrance Light has been passed, an emergency occurs either from engine failure, steering failure or a blackout, the following should be used as a guideline in assessing a safe outcome and minimising damage.

- If anchoring becomes unavoidable, it is advisable to steer the vessel to the east side of the Reach in order to avoid grounding on a rocky shore.
- The starboard anchor is an option that could be used in order to achieve this result. The decision on which anchor to use could be influenced by prevalent wind and tide conditions.
- The tugs should be called on VHF Channel 6 for assistance immediately. The tugs will be present in the area of No. 3 Reach and, therefore, will be able to attend almost immediately.
- If the use of engines or anchors cannot prevent a grounding, a course onto the sandy banks on the eastern side of the Reach is preferable to the rocky shores to port, until such times as tugs can assist.
- All options considered must be in consultation with the Master of the vessel, taking into consideration the vessel's size/draft/engine h.p. and the prevalent tide and weather conditions.
- Good seamanship knowledge and practices, in addition to local knowledge from pilotage experience should be utilised to minimise the damage from grounding.
- Advise Harbour Master via watch-house or by phone: **211 5115 or 0800 768 845**
harbourmaster@es.govt.nz
- Advise Rescue Coordination Centre New Zealand via VHF Ch.16 or by phone: **0508 472269 or 04 557 8030..**

The safety of life is paramount. Following this, consideration should then be given to any impact on the environment.

Subject: CONTINGENCIES – NO.1 REACH

Section: **4.4**
Page: **2 of 2**
Date: **29/11/09**

Purpose: Procedural Guidelines for Dealing with Engine, Steering Failure or Blackout in No.1 Reach.

OUTWARDS

Responsibility: Pilot / Port Operations Manager / Master

Precautions

- Professional, well trained pilot staff.
- Tug assistance available whilst vessel under pilotage.
- Vessel to inform pilot of any deficiencies in Bridge Equipment, Engines, Anchors or any other factor which may have a negative effect on safe pilotage.
- Pilotage only undertaken under favourable conditions of Tide and Weather.

Procedure

If, when entering No.1 Reach on departure from the port and Stirling Point buoy has been passed, an emergency occurs either from engine failure, steering failure or a blackout the following should be used as a guideline in assessing a safe outcome and minimising damage.

- If anchoring becomes unavoidable it is advisable to steer the vessel to the east side of the Reach in order to avoid grounding on a rocky shore.
- The port anchor is an option that could be used in order to achieve this result. The decision as to which anchor to use could be influenced by prevalent wind and tide conditions.
- The tugs should be called for assistance immediately. The tugs, although dismissed from the vessel, should still be in contact on VHF Channel 6. If they do not answer, call the Watchhouse on VHF Channel 16 to contact the Tugmasters, requesting they return immediately to the vessel.
- If the use of engines or anchors cannot prevent a grounding, a course onto the sandy banks on the eastern side of the Reach is preferable to the rocky shores to starboard, until such times as tugs can assist.
- All options considered must be in consultation with the Master of the vessel, taking into consideration the vessel's size/draft/engine h.p. and the prevalent tide and weather conditions.
- Good seamanship knowledge and practices, in addition to local knowledge from pilotage experience should be utilised to minimise the damage from grounding.
- Advise Harbour Master via watch-house or by phone: **211 5115 or 0800 768 845**
harbourmaster@es.govt.nz
- Advise Rescue Coordination Centre New Zealand via VHF Ch.16 or by phone: **0508 472269 or 04 557 8030..**

The safety of life is paramount. Following this, consideration could then be given to any impact on the environment.



SOUTH PORT NEW ZEALAND LIMITED

MARINE SERVICES

Subject: CONTINGENCIES – NO.2 REACH

Section: **4.5**

Page: **1 of 2**

Date: **29/11/09**

Purpose: Procedural Guidelines for Dealing with Engine, Steering Failure or Blackout in No.2 Reach.

INWARDS

Responsibility: Pilot / Port Operations Manager / Master

Precautions

- Professional, well trained pilot staff.
- Tug assistance available whilst vessel under pilotage.
- Vessel to inform pilot of any deficiencies in Bridge Equipment, Engines, Anchors or any other factor which may have a negative effect on safe pilotage.
- Pilotage only undertaken under favourable conditions of Tide and Weather.

Procedure

If, when entering No.2 Reach on arrival to the port and Stirling Point buoy has been passed, an emergency occurs either from engine failure, steering failure or a blackout, the following should be used as a guideline in assessing a safe outcome and minimising damage.

- If anchoring becomes unavoidable, it is advisable to steer the vessel to the east side of the Reach towards the Davey Bank in order to avoid grounding on a rocky shore.
- The starboard anchor is an option that could be used in order to achieve this result. But the decision on which anchor to use and how could be influenced by the prevalent wind and tide conditions at the time.
- The tugs should be called for assistance immediately. The tugs will be awaiting in the channel and should be contacted via VHF Channel 6.
- If the use of engines or anchors cannot prevent a grounding, a course onto the sandy Davey Banks on the eastern side of the Reach is preferable to the rocky shores to port, until such times as tugs can assist.
- All options considered must be in consultation with the Master of the vessel, taking into consideration the vessel's size/draft/engine h.p. and the prevalent tide and weather conditions.
- Good seamanship knowledge and practices in addition to local knowledge from pilotage experience should be utilised to minimise the damage from grounding.
- Advise Harbour Master via watch-house or by phone: **211 5115 or 0800 768 845**
harbourmaster@es.govt.nz
- Advise Rescue Coordination Centre New Zealand via VHF Ch.16 or by phone: **0508 472269 or 04 557 8030..**

The safety of life is paramount. Following this, consideration could then be given to any impact on the environment.

Prepared by: R.Coote

Subject: CONTINGENCIES – NO.2 REACH

Section: **4.5**
Page: **2 of 2**
Date: **29/11/09**

Purpose: Procedural Guidelines for Dealing with Engine, Steering Failure or Blackout in No.2 Reach.

OUTWARDS

Responsibility: Pilot / Port Operations Manager / Master

Precautions

- Professional, well trained pilot staff.
- Tug assistance available whilst vessel under pilotage.
- Vessel to inform pilot of any deficiencies in Bridge Equipment, Engines, Anchors or any other factor which may have a negative effect on safe pilotage.
- Pilotage only undertaken under favourable conditions of Tide and Weather.

Procedure

If, when entering No.2 Reach on departure from the port and Channel Rock Beacon has been passed, an emergency occurs either from engine failure, steering failure or a blackout, the following should be used as a guideline in assessing a safe outcome and minimising damage.

- If anchoring becomes unavoidable it is advisable to steer the vessel to the east side of the Reach towards the Davey Bank, in order to avoid grounding on a rocky shore.
- The port anchor is an option that could be used in order to achieve this result. The decision as to which anchor to use could be influenced by prevalent wind and tide conditions.
- The tugs should be called for assistance immediately. The tugs, although dismissed from the vessel, should still be in contact via VHF Channel 6.
- If the use of engines or anchors cannot prevent a grounding, a course onto the sandy Davey Banks on the eastern side of the Reach is preferable to the rocky shores to starboard, until such times as tugs can assist.
- All options considered must be in consultation with the Master of the vessel, taking into consideration the vessel's size/draft/engine h.p. and the prevalent tide and weather conditions.
- Good seamanship knowledge and practices, in addition to local knowledge from pilotage experience should be utilised to minimise the damage from grounding.
- Advise Harbour Master via watch-house or by phone: **211 5115 or 0800 768 845**
harbourmaster@es.govt.nz
- Advise Rescue Coordination Centre New Zealand via VHF Ch.16 or by phone: **0508 472269 or 04 557 8030..**

The safety of life is paramount. Following this, consideration could then be given to any impact on the environment.



SOUTH PORT NEW ZEALAND LIMITED

MARINE SERVICES

Subject: CONTINGENCIES – NO.3 REACH

Section: **4.6**

Page: **1 of 2**

Date: **29/11/00**

Purpose: Procedural Guidelines for Dealing with Engine, Steering Failure or Blackout in No.3 Reach.

INWARDS

Responsibility: Pilot / Port Operations Manager / Master

Precautions

- Professional, well trained pilot staff.
- Tug assistance available whilst vessel under pilotage.
- Vessel to inform pilot of any deficiencies in Bridge Equipment, Engines, Anchors or any other factor which may have a negative effect on safe pilotage.
- Pilotage only undertaken under favourable conditions of Tide and Weather.

Procedure

If, when entering No.3 Reach on arrival at the port and Channel Rock beacon has been passed, an emergency occurs either from engine failure, steering failure or a blackout, the following should be used as a guideline in assessing a safe outcome and minimising damage.

- The tugs should be called for assistance immediately. As they will be waiting in the channel and will already have been contacted on VHF Channel 6, they should be able to respond immediately.
- If anchoring becomes unavoidable the decision which anchor to use, if only one, or in which order to deploy them if using both, will depend on the prevailing tide and weather conditions.
- No. 3 Reach is narrow and affected by tidal flows. As there are rocky shallows on either side, any grounding is likely to be on rock. In an emergency, if circumstances permit, do not stop the engines until clear of the channel. (In case they do not start again).
- All options considered must be in consultation with the Master of the vessel, taking into consideration the vessel's size/draft/engine h.p. and the prevalent tide and weather conditions.
- Advise Harbour Master via watch-house or by phone: 021 784 968
harbourmaster@es.govt.nz
- Advise Rescue Coordination Centre New Zealand via VHF Ch.16 or by phone: **0508 472269** or **04 557 8030**.

Good seamanship knowledge and practices, in addition to local knowledge from pilotage experience should be utilised to minimise the damage from grounding..

The safety of life is paramount. Following this, consideration could then be given to any impact on the environment.

Prepared by: R.Coote



SOUTH PORT NEW ZEALAND LIMITED

MARINE SERVICES

Subject: CONTINGENCIES – NO.3 REACH

Section: **4.6**

Page: **2 of 2**

Date: **29/11/09**

Purpose: Procedural Guidelines for Dealing with Engine, Steering Failure or Blackout in No.3 Reach.

OUTWARDS

Responsibility: Pilot / Port Operations Manager / Master

Precautions

- Professional, well trained pilot staff.
- Tug assistance available whilst vessel under pilotage.
- Vessel to inform pilot of any deficiencies in Bridge Equipment, Engines, Anchors or any other factor which may have a negative effect on safe pilotage.
- Pilotage only undertaken under favourable conditions of Tide and Weather.

Procedure

If, when entering No.3 Reach on departure from the port, and No.3 beacon has been passed, an emergency occurs either from engine failure, steering failure or a blackout, the following should be used as a guideline in assessing a safe outcome and minimising damage.

- The tug(s) will still be in attendance and can render immediate assistance by contact on VHF Channel 6.
- If anchoring becomes unavoidable the decision which anchor to use, if only one, or in which order to deploy them if using both, will depend on the prevailing tide and weather conditions.
- No. 3 Reach is narrow and affected by tidal flows. As there are rocky shallows on either side, any grounding is likely to be on rock. In an emergency, if circumstances permit, do not stop the engines until clear of the channel. (In case they do not start again).
- All options considered must be in consultation with the Master of the vessel, taking into consideration the vessel's size/draft/engine h.p. and the prevalent tide and weather conditions.
- Good seamanship knowledge and practices in addition to local knowledge from pilotage experience should be utilised to minimise the damage from grounding.
- Advise Harbour Master via watch-house or by phone: 021 784 968
harbourmaster@es.govt.nz
- Advise Rescue Coordination Centre New Zealand via VHF Ch.16 or by phone: **0508 472269** or **04 557 8030**.

The safety of life is paramount. Following this, consideration should then be given to any impact on the environment.

Prepared by: R.Coote

Subject: CONTINGENCIES – RESTRICTED VISIBILITY

Section: **4.7**
Page: **1 of 1**
Date: **01/07/04**

Purpose: Procedural Guidelines for Dealing with Occurrence of Restricted Visibility During Pilotage.

Restricted Visibility

Responsibility: Pilot / Port Operations Manager

Precautions

- Professional, well trained pilot staff.
- Tug assistance available whilst vessel under pilotage.
- Vessel to inform pilot of any deficiencies in Bridge Equipment, Engines, Anchors or any other factor which may have a negative effect on safe pilotage.
- Pilotage only undertaken under favourable conditions of Tide and Weather.
- Pilots equipped with Navicom Portable ECDIS equipment integrated with DGPS compass.

Procedure

When a vessel is sailing / arriving in conditions where there is a risk of reduced visibility, the procedure below shall be followed:

- Under no circumstances must a transit of No. 3 Reach be contemplated in restricted visibility.
- Any vessel entering or departing the port when there is risk of restricted visibility (i.e. mist over Awarua plain, or behind Tiwai or from observation of dew point monitor) shall set its radars to range scales agreed to with the Pilot and, the appropriate parallel index lines as per passage plan shall be ready for use.
- If there is any doubt that the vessel will be able to complete the transit of No. 3 Reach free from the affect of fog, such a transit will not be commenced.
- A departing vessel shall in any case not leave the berth unless it has determined definitely that No. 3 Reach can be transited in good visibility.
- Should a vessel be committed to entry when fog closes in, then that vessel shall be slowed to a minimum and stopped within No. 1 or No. 2 Reaches. Tug assistance shall be called immediately to help maintain the vessel in good water until such time as it is safe to transit No. 3 Reach.
- When fog/restricted visibility is determined to be possible by observation or dew-point indicators, a tug shall remain fast aft until clear of No. 3 reach.
- Tugs when they have had their lines released shall, remain with the vessel out until such time as the vessel is clear of No. 1 Reach or they have been dismissed by the Pilot.



SOUTH PORT NEW ZEALAND LIMITED

MARINE SERVICES

Subject: CONTINGENCIES – COLLISION IN HARBOUR

Section: **4.8**

Page: **1 of 1**

Date: **29/11/09**

Purpose: Procedural Guidelines for Dealing with Occurrence of Collision in Harbour..

Ship Collision

Responsibility: Pilot / Port Operations Manager / Master

Precautions

- Professional, well trained pilot staff.
- Tug assistance available whilst vessel under pilotage.
- Vessel to inform pilot of any deficiencies in Bridge Equipment, Engines, Anchors or any other factor which may have a negative effect on safe pilotage.
- Pilotage only undertaken under favourable conditions of Tide and Weather.

Procedure

In the event a collision occurs:

- Ensure tugs in attendance.
- Advise master to sound tanks and assess damage with a mind to minimising the discharge of pollutants into the environment.
- Take immediate action necessary to minimise further damage to personnel, environment and ships. i.e. evacuate wharf area, call **Emergency Services** via watch-house or phone: **111**.
- Ensure continuous standby on channel 16 VHF.
- Allowing for state of tide, weather conditions and position and damage to vessel formulate best plan for securing vessel.
- Advise **Port Operations Manager** via watch-house or by telephone: **03 212 8159**.
- Advise **Environment Southland Oil Spill Response** via watch-house or by phone: **211 5115** or **24 hour number 211 5225**
- Advise **Harbour Master** via watch-house or by phone: **211 5115** or **0800 768 845**
harbourmaster@es.govt.nz
- **Rescue Coordination Centre New Zealand** Tel: **0508 472269** or **04 557 8030**.
- On consideration of all relevant factors and consultation the appropriate parties initiate securing of vessel and containment and clean-up of any spillage in accordance with the relevant contingency plans.

Contingency Plans:

- Bluff Site marine Contingency Plan
- Caltex Emergency Response Plan
- Environment Southland Response Plan

Prepared by: R.Coote



SOUTH PORT NEW ZEALAND LIMITED

MARINE SERVICES

Subject: CONTINGENCIES – CONTACT IN HARBOUR

Section: 4.9

Page: 1 of 1

Date: 29/11/09

Purpose: Procedural Guidelines for Dealing with Occurrence of Contact in Harbour..

Ship Contact

Responsibility: Pilot / Port Operations Manager / Master

Precautions

- Professional, well trained pilot staff.
- Tug assistance available whilst vessel under pilotage.
- Vessel to inform pilot of any deficiencies in Bridge Equipment, Engines, Anchors or any other factor which may have a negative effect on safe pilotage.
- Pilotage only undertaken under favourable conditions of Tide and Weather.

Procedure

In the event a contact occurs:

- Ensure tugs in attendance.
- Advise master to sound tanks and assess for possible damage with a mind to minimising the discharge of pollutants into the environment.
- Take immediate action necessary to minimise further damage to personnel, environment and ships. i.e. evacuate wharf area, call **Emergency Services** via watch-house or phone: **111**.
- Ensure continuous standby on channel 16 VHF.
- Allowing for state of tide, weather conditions and position and damage to vessel formulate best plan for securing vessel if necessary.
- Advise **Port Operations Manager** via watch-house or by telephone: **03 212 8159**.
- Advise **Environment Southland Oil Spill Response** via watch-house or by phone: **211 5115** or **24 hour number 211 5225**
- Advise **Harbour Master** via watch-house or by phone: **211 5115** or **0800 768 845**
harbourmaster@es.govt.nz
- **Rescue Coordination Centre New Zealand** **Tel: 0508 472269** or **04 557 8030**.
- On consideration of all relevant factors and consultation the appropriate parties initiate securing of vessel and containment and clean-up of any spillage in accordance with the relevant contingency plans.

Contingency Plans:

- Bluff Site marine Contingency Plan
- Caltex Emergency Response Plan
- Environment Southland Response Plan

Prepared by: R.Coote



SOUTH PORT NEW ZEALAND LIMITED

MARINE SERVICES

Subject: CONTINGENCIES – OIL SPILL

Section: 4.10

Page: 1 of 1

Date: 29/11/09

Purpose: Procedural Guidelines for Dealing with Occurrence of an Oil Spill in Harbour..

Oil Spill

Responsibility: Pilot / Port Operations Manager / Master

Precautions

- When engaging in bunkering or fuel discharge masters and owners of vessels are to ensure all such operations are under-taken in a safe and planned manner.
- Bunker/Discharge hose and pipe-line pressure testing shall be carried out at 12 monthly intervals.
- Pipeline valves to be inspected 6 monthly.
- Pipeline/valve checks made regularly during discharge.
- Maintenance of a water-tight spill receptor adjacent to shore manifolds
- Absorbent pads to be held at wharf where bunkering/discharge operations in progress.
- Ship to shore safety checklist to be completed by ship and shore personnel for each bunker/discharge operation
- All contractors involved in bunker/discharge operations to be adequately trained.

Procedure in the event an Oil Spill occurs:

- Ensure tugs in attendance where necessary.
- Advise master to sound tanks and assess possible damage with a mind to minimising the discharge of pollutants into the environment.
- Take immediate action necessary to minimise further damage to personnel, environment and ships. E.g.. stop pumping, evacuate wharf area, call **Emergency Services** via watch-house or phone: **111**.
- Ensure continuous standby on channel 16 VHF.
- Allowing for state of tide, weather conditions and position and possible damage to vessel formulate best plan for securing vessel.
- Advise **Port Operations Manager** via watch-house or by telephone: **03 212 8159**.
- Advise **Environment Southland Oil Spill Response** via watch-house or by phone: **211 5115** or **24 hour number 211 5225**
- Advise **Harbour Master** via watch-house or by phone: **211 5115** or **0800 768 845**
harbourmaster@es.govt.nz
- **Rescue Coordination Centre New Zealand** **Tel: 0508 472269** or **04 557 8030**.
- On consideration of all relevant factors and consultation the appropriate parties initiate securing, containment and clean-up of any spillage in accordance with the relevant contingency plans.

Contingency Plans:

- Bluff Site marine Contingency Plan
- Caltex Emergency Response Plan
- Environment Southland Response Plan

Prepared by: R.Coote

Subject: CONTINGENCIES – FIRE

Section: **4.11**

Page: **1 of 1**

Date: **03//12**

Purpose: Procedural Guidelines for Dealing with Occurrence of a Fire.

Fire – Ships

Responsibility: Port Operations Manager / Ship's Master

Precautions

- Access to ships side to be kept clear at all times.
- Vessel to notify Port Operations Manager and ES harbourmaster to be informed prior to carrying out burning or welding operations.

Procedure

- Cease Cargo operations. All Personnel to report back to their assembly point.
- Call Fire Service (Dial 1-111). Do not assume the ship will.
- Advise Port Operations Manager/Duty Pilot/ ES Harbourmaster
- Mobilise tugs.
- Remove cranes, forklifts, cargo etc, from ships side if safe to do so

Fire - Cargo Shed, Storage Area and Wharf

Responsibility: Cargo Operations Manager

Procedure

- Raise the alarm as soon as possible. **Shout “FIRE” and activate the manual alarms** in the main buildings as appropriate.
- If practical, attempt to extinguish the fire with the extinguishers and hoses available. **Do not put yourself in a position that would jeopardise your safety.**
- **If unsafe, withdraw** from the area closing doors and windows behind you.
- On hearing an alarm, **evacuate to the designated assembly area** and report to supervisor.
- Call Fire service (**Dial 1-111**)
- Advise details of fire to Building Warden or fire brigade as necessary.
- Advise ships alongside. Cease cargo operations.
- If necessary call out tugs to shift ships to anchor.
- Relocate all cranes, forklifts, vehicles etc. away from the fire, provided it is safe to do so.
- In consultation with Fire Service relocate all adjacent cargo, stores or equipment to minimise damage and spread of fire.

Reminders:

- Heat and smoke rise, if trapped or overcome clean air can be found near the floor and you can evacuate by crawling on hands and knees.
- If clothing catches fire, roll on the ground/floor to help extinguish or smother by wrapping in a coat, rug, etc.



SOUTH PORT NEW ZEALAND LIMITED MARINE SERVICES

Subject: CONTINGENCIES – TANKER SAFETY

Section: **4.12**

Page: **1 of 1**

Date: **29/11/09**

Purpose: Procedural Guidelines for Dealing with Occurrence of a Fire.

Tanker Safety

Responsibility: Port Operations Manager

Precautions (Apply to Fuel/Oil or Chemical Tanker operations)

A perimeter fence is to be in position around the ship and a watchman assigned.

No smoking or vehicle movements within the fenced area.

A **pass system** is to operate.

- No person is to be admitted within the fenced area except on authorised business.
- Visitors to the vessel may only be admitted with a **pass issued and signed by the Duty Officer onboard.**

Fire fighting equipment to be positioned on the wharf

Ship is to maintain a **continuous deck watch.**

Ship is to position “Fire Wires” at the outboard fairleads fore and aft to facilitate emergency towage operations.

Procedures

Where Fire, Spillage or Flexible Hose Leak is discovered on wharf:

- Personnel shall instruct tank-ship to stop pumping
- Watchman shall inform receiving company immediately
- Watchman shall inform Duty Pilot who shall Mobilise Tugs for possible removal of Tanker
- Receiving company shall inform the appropriate Emergency Services:
 - Fire Service/Police etc – **111 or (1-111** for Southport internal lines)
 - South Port Operations Manager – 212 8159
 - **Environment Southland Oil Spill Response** Tel: **211 5115** or **24**
hour number **211 5225**
 - **Harbour Master:** Tel: **211 5115** or
0800 768 845 harbourmaster@es.govt.nz
 - **Rescue Coordination Centre New Zealand** Tel: **0508 472269** or **04**
557 8030.
 - Dangerous Goods Inspector – 214 4919

In all cases wharf watch personnel shall be aware wharf Fire-Fighting Equipment is first aid only and they should not at any time endanger themselves using such.

Prepared by: R.Coote



SOUTH PORT NEW ZEALAND LIMITED

MARINE SERVICES

Subject: CONTINGENCIES – TSUNAMI

Section: 4.13

Page: 1 of 1

Date: 29/08/08

Purpose: Procedural Guidelines for Dealing with Occurrence of a Tsunami Alert.

Tsunami

Responsibility: CEO/Port Operations Manager/Marine Supervisor

Procedure:

- When report received advise all ships in port. Place on standby for sailing at short notice. Ships to maintain continuous watch on Ch 14 VHF.
- Advise CEO/ Port Operations Manager/Marine Supervisor
- Advise Civil Defence (if they have not issued initial advice).
- Put all pilots and tug crews on standby.
- Develop strategy as time permits. It is probable that all ships will be ordered to sea if possible. (Including Tugs, Takitimu II and Oreti)
- Consider possible options to limit damage to other port facilities and installations eg. removal to higher ground.
- Order provisions for Tugs / Boats crews, they may be out for 24 hrs or more.
- Every attempt will be made to contact the families of staff to ensure their safety and whereabouts

Prepared by: R.Coote



SOUTH PORT NEW ZEALAND LIMITED

MARINE SERVICES

Subject: CONTINGENCIES – SEARCH AND RESCUE

Section: **4.14**

Page: **1 of 1**

Date: **29/11/09**

Purpose: Procedural Guidelines for Dealing with Occurrence of a Search and Rescue Emergency.

Search and Rescue (at Sea)

Responsible Person: Port Operations Manager/Duty Pilot

Procedure

Search and Rescue operations are normally co-ordinated by the Police. South Port is committed to assisting the police through the provision of manpower resources and expertise as practicable. Requests for assistance will normally come from the Police and be considered by the Port Operations Manager.

If an emergency message is intercepted by radio or phone, immediately contact the police.

- Personnel called upon to assist in a shoreline or coastal search are to ensure they are appropriately dressed and equipped for the conditions and expected duties.
- Emergency boat packs containing navigational aids for coastal searches are kept in the pilots office.
- Port Operations Manager to approve and coordinate the supply of any reasonable request for assistance by the Police.
- Bluff Harbour Radio to be manned at all times whilst South Port vessels are engaged in a search.

Contacts

- Fire Service/Police etc – **111 or (1-111 for Southport internal lines)**
- **Harbour Master:** **Tel: 211 5115 or 0800 768 845** harbourmaster@es.govt.nz
- **Rescue Coordination Centre New Zealand** **Tel: 0508 472269 or 04 557 8030.**



SOUTH PORT NEW ZEALAND LIMITED

MARINE SERVICES

Subject: CONTINGENCIES – MEDICAL EMERGENCY

Section: **4.15**

Page: **1 of 1**

Date: **31/08/12**

Purpose: Procedural Guidelines for Dealing with Occurrence of a Medical Emergency.

Medical Emergency

Responsible Person: Port Operations Manager/Duty Pilot/Launchmaster

Procedure

Medical Emergency operations are normally co-ordinated by the Emergency Services. South Port is committed to assisting Emergency Services through the provision of manpower resources and expertise as practicable. Requests for assistance will normally come from the Police and be considered by the Port Operations Manager.

If an emergency message is intercepted by radio or phone, immediately contact the police.

- Personnel called upon to assist in a medical evacuation at sea are to ensure they are appropriately dressed and equipped for the conditions and expected duties.
- Vessels and equipment called to assist in a medical evacuation shall be appropriately manned and provisioned and shall be adequate for the purpose.
- Immediately an incident occurs, the senior South Port Officer at the scene shall ensure the safety of adjacent personnel by evacuation/restriction of access or isolation of any hazard as appropriate to the circumstance.
- When personnel safety has been addressed appropriately qualified emergency service personnel shall administer first aid and/or organise evacuation as required. Emergency boat packs containing navigational aids for coastal searches are kept in the pilots office.
- Port Operations Manager to approve and coordinate the supply of any reasonable request for assistance by Emergency Services.
- Bluff Harbour Radio to be manned at all times whilst South Port vessels are engaged in a Medical Emergency.

Note: Defibrillators are available at South Port Gate house and on tug Hauroko.

Contacts

Emergency Services
Rescue co-ordination Centre New Zealand
Coastguard

dial 1-111 on internal phone lines.
0508 472269 or 04 557 8030

Prepared by: R.Coote



SOUTH PORT NEW ZEALAND LIMITED

MARINE SERVICES

Subject: Hazardous Cargo

Section: **3.8**

Page: **1 of 3**

Date: **18/08/09**

Purpose: Procedure for dealing with Hazardous Cargo

Hazardous Cargo

Responsible Person: Port Operations Manager

Precautions

Information on Hazardous cargoes must be supplied to the Port Operations Manager at least 4 hours prior to entering the port.

Explosives must be removed from the wharf immediately after discharge and vessels carrying explosives as through cargo must obtain approval to leave it onboard whilst alongside. A competent person must be placed in charge of the wharf during load/discharge operations.

Potential hazards vary significantly and so no single response is appropriate. Hazards can be presented as:

- risk of fire or explosion
- poisons or health hazards that may be breathed, ingested or absorbed through contact
- corrosive materials
- radio active substances
- materials that represent a threat to the environment

A diverse variety of substances are classed as hazardous and their symptoms can vary greatly. These symptoms may include:

- breathing difficulties
- rash or skin irritation
- burning of skin, eyes or mucous membranes
- headaches, nausea, vomiting
- smell is NOT an valid indicator on its own.

Procedures

The Port Operations Manager must be notified immediately of any damage, deterioration or spillage of any cargo/container classified as or suspected of being hazardous.

In the event of an incident the area is to be evacuated and all personnel report to their supervisor at the Complex.

Once the situation has been assessed a strategy to cope will be advised.

If symptoms are present or the situation is considered to be dangerous immediately call the Fire Service (Dial 1-111)

South Port expects to work in coordination with and through other emergency agencies to control and contain any potential emergency. South Port personnel are not trained to handle cargoes following an emergency situation so are not to attempt such or place themselves or others in a position which may cause personal harm.

Prepared by: R.Coote



SOUTH PORT NEW ZEALAND LIMITED

MARINE SERVICES

Subject: Hazardous Cargo

Section: **3.8**

Page: **2 of 3**

Date: **12/07/16**

Purpose: Navigational Safety Bylaws (Vessels carrying Explosives or Dangerous Goods)

4.1 Explosives anchorage

4.1.1 The master of a vessel having on board or intending to load explosives in quantities greater than 27 kg must ensure that:

- (a) the vessel remains within the explosives anchorage specified by the Harbourmaster; and
- (b) no person loads or unloads explosives outside the explosives anchorage, unless otherwise permitted by the Harbourmaster.

4.2 Vessels carrying explosives

4.2.1 The master of any vessel in any port, harbour, roadstead, or anchorage having on board or intending to load explosives must hoist on the ship a red flag or the flag B of the International Code of Signals by day and an all-round red light at the masthead or where it can best be seen by night.

4.2.2 The master of any vessel in any port, harbour, roadstead or anchorage, or the pilot, must not allow that vessel to approach within 200 metres of any other vessel that is carrying or loading explosives, except:

- (a) with the permission of the harbourmaster; or
- (b) for the purpose of loading or unloading that other vessel, or
- (c) for the purpose of rendering assistance to that other vessel in an emergency

4.2.3 The master of any vessel carrying explosives in any port, harbour, roadstead, or anchorage, or the pilot for the time being in charge of the vessel, must not allow that vessel to approach within 200 metres of any other vessel, except:

- (a) with the permission of the harbourmaster; or
- (b) for the purpose of loading or unloading that other vessel; or
- (c) for the purpose of rendering assistance to that other vessel in an emergency.

4.2.4 Nothing in this clause applies to any vessel which:

- (a) is carrying not more than 27 kilograms of explosives; or
- (b) is carrying only fireworks as defined by the Hazardous Substances and New Organisms Act 1996.

4.2.5 The master of a ship carrying dangerous goods must give advance notice to the Harbourmaster of the ship's arrival at a port as follows:

- (a) for a ship on a domestic voyage, as soon as practicable, or before the vessel enters the port; and
- (b) for a ship on an international voyage, at least 48 hours before arrival at the port.

Prepared by: R.Coote



SOUTH PORT NEW ZEALAND LIMITED

MARINE SERVICES

Subject: Hazardous Cargo

Section: **3.8**

Page: **3 of 3**

Date: **12/07/16**

Purpose: Navigational Safety Bylaws (Tankers)

4.3 Signals to be displayed by Tankers

- 4.3.1 On, or immediately before the arrival in port of any vessel carrying bulk oil cargo, and so long as the vessel remains in port, the master must display by day a red flag B of the International Code of Signals, and by night a red light at the masthead or where it can best be seen from all directions.
- 4.3.2 However, if the vessel cannot normally comply with clause 4.3.1, the master must instead display by day, in a conspicuous position above the deck, a red flag made of metal not less than 0.6 metres square, and by night a red light capable of being seen from all directions.

4.4 Duties of master while tanker is in port

- 4.4.1 Whilst in port the master of an oil tanker must operate in accordance with the current edition of the International Safety Guide for Oil Tankers and Terminals (ISGOTT).
- 4.4.2 The master must:
 - (a) the master must moor the vessel only at such wharf or place specified in Schedule 3 (Location Specific Information) or as otherwise authorised by the Harbourmaster; and
 - (b) keep the tanks containing Class 3 packing groups I and II oil cargo securely closed, except when opened for loading or discharging; and
 - (c) in the case of a vessel carrying a cargo of bulk oil, unless exempted by the Harbourmaster, ensure that sufficient motive power is available at all times to enable the vessel to be moved from the berth in case of fire or other emergency.
- 4.5 Oil tankers not to lie close to other vessels
- 4.5.1 The master of a tanker must ensure that, except for the purpose of transshipment, the tanker does not lie within 30 metres of another vessel, unless the consent of the Harbourmaster has first been obtained.

Prepared by: R.Coote



SOUTH PORT NEW ZEALAND LIMITED

MARINE SERVICES

Subject: Hot Work Operations

Section: 3.8.2

Page: 1 of 2

Date: 12/07/16

Purpose: Navigational Safety Bylaws (Hot Work Operations)

4.6 Hot work operations

- 4.6.1 Within the Bluff port or commercial areas, the master of every vessel on board which, or on the hull of which, it is proposed to carry out welding or flame-cutting operations in or from any position, whether on board the vessel or not, must obtain a Hot Work Permit to be supplied by the Harbourmaster no less than two hours before commencing the work.
- 4.6.2 The master of the vessel must ensure that, before any welding operations are commenced, precautions are taken for the detection, prevention, and extinguishing of fire on board vessel or elsewhere during the welding operations and that the requirements of the Hot Work Permit are met. Provision must be made for the continuance of the precautions until the operations are completed.
- 4.6.3 Despite clauses 4.6.1 and 4.6.2, the Harbourmaster may exempt from compliance with those provisions the master of a vessel lying at any vessel-repairing establishment.
- 4.6.4 If in any case the Harbourmaster is not satisfied that adequate precautions have been taken, the Harbourmaster may forbid the operations to be commenced or continued until he or she is so satisfied or has caused such precautions to be taken as he or she thinks necessary.

Prepared by: R.Coote

Hot Work Permit

Not for use on Tankers/Pipeline

Permit No _____

Under the provisions of Section 65 of the General Harbour (Ship, Cargo and Dock Safety) Regulations 1968, or any subsequent legislation, permission is hereby given for gas cutting/burning/welding (electric/gas) to be carried out in the said locations:

On-board vessel _____ at Berth _____

subject to the following conditions:

1. all combustible materials within surrounding areas removed or made safe;
2. no flammable liquids, vapours, gases or dusts present;
3. no hot work while any bunkering operations are in progress;
4. suitable fire extinguishers/hoses provided on-site and fully operational;
5. operator knows how to use fire equipment;
6. operator knows how and where to raise fire alarm;
7. an inspection of the surroundings of the work area/s is carried out at least one hour after hot work is completed;
8. other specified conditions:

Vessel Hot Work Area:

Gas Free Certificate Yes/No Issued by _____

I/We agree with the above conditions and will ensure that they are complied with for the duration of this permit.

Signed

For the Vessel	_____	Position	_____	Date	_____
For the Contractor	_____	Position	_____	Date	_____
Permit issued by	_____	Position	_____	Date	_____
This permit is valid from	_____ Hrs	Date	_____	until	_____ Hrs Date _____

This permit must be displayed at work area. If more than one work area, original to be kept in ships office/wheel house and a duplicate copy to be displayed at each work area.



SOUTH PORT NEW ZEALAND LIMITED

MARINE SERVICES

Subject: Immobilization Request

Section: 3.8.3

Page: 1 of 2

Date: 03/08/12

Purpose: Requirement to Inform Harbour Master / Port Operations Manager prior to Immobilization of Vessel

Immobilization Request

In accordance with section 4.4.2(c) of the Environment Southland Navigational Safety By-Laws the master of a vessel carrying bulk oil, unless exempted by the Harbourmaster, must ensure sufficient motive power is available at all times to enable that vessel to be moved from the berth in case of fire or other emergency.

In the case where an exemption is sought to immobilise any such vessel berthed at Bluff the master shall complete the immobilization form provided and either send it by facsimile to **The Regional Harbourmaster** at, (03) 211 5252 or by e-mail to harbourmaster@es.govt.nz

All other vessels over 500 grt berthed at the port of Bluff shall complete the immobilization form provided and either send it to the **Port Operations Manager**, either by facsimile to (03) 212 8685 or by e-mail to pilots@southport.co.nz

Prepared by: R.Coote



**environment
SOUTHLAND**

Te Taiao Tonga

Request for Immobilisation

To: **Harbourmaster
Environment Southland**

Name of Vessel _____ Berth _____

I _____
(Masters Name)

request immobilisation of the above named vessel for _____ hours

from _____ Hrs _____ to _____ Hrs _____
(Date/time) (Date/time)

State briefly nature of work/maintenance that will be carried out during period of immobilisation.

State briefly additional precautions to be taken during period (i.e. watchmen, extra moorings etc).

Signed _____ Date/Time _____
Master

Request for Immobilisation granted

Signed _____ Date/Time _____
Harbourmaster

Remarks: _____