

**PRE-ARRIVAL**

**INFORMATION FOR**

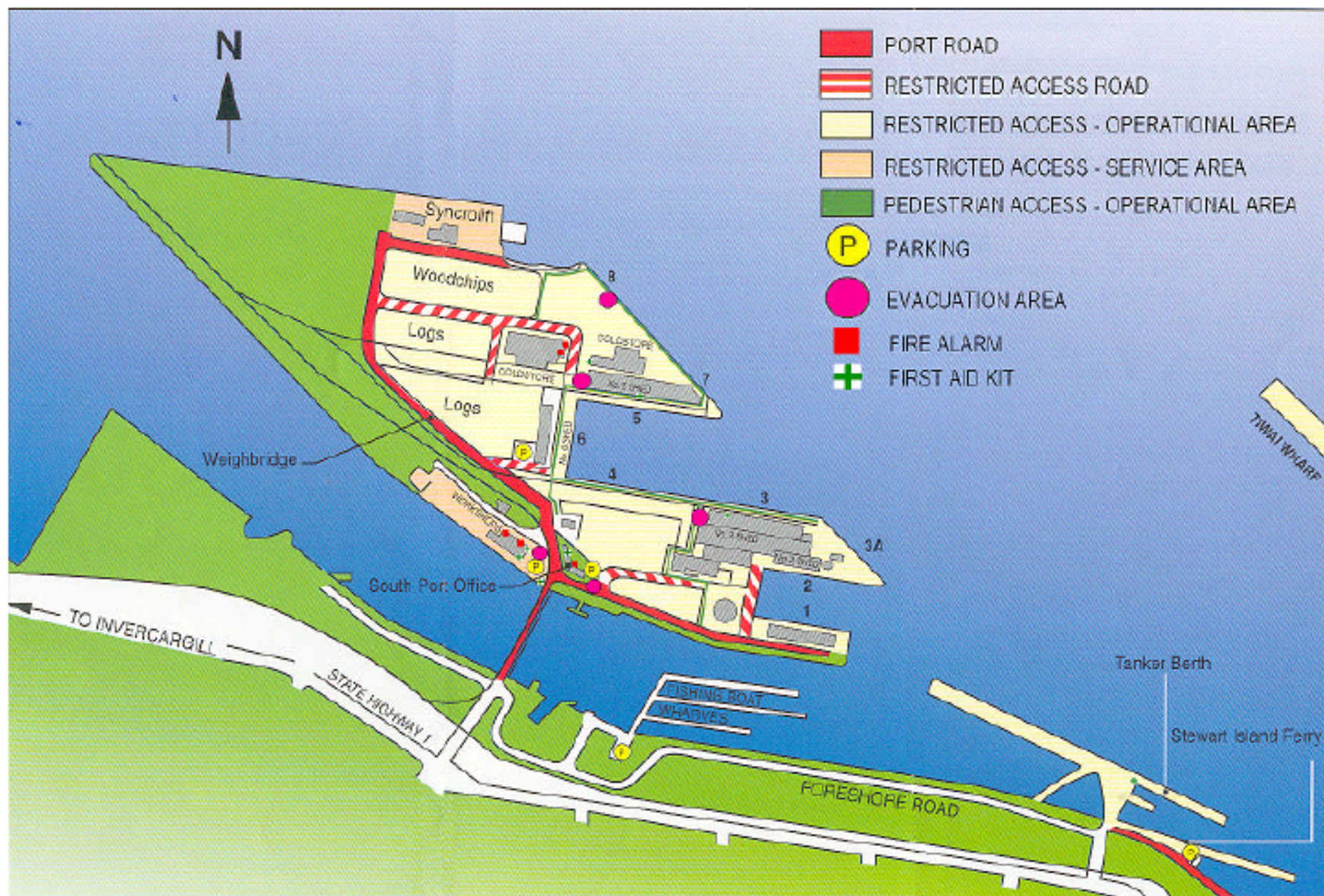
**VESSELS**

**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

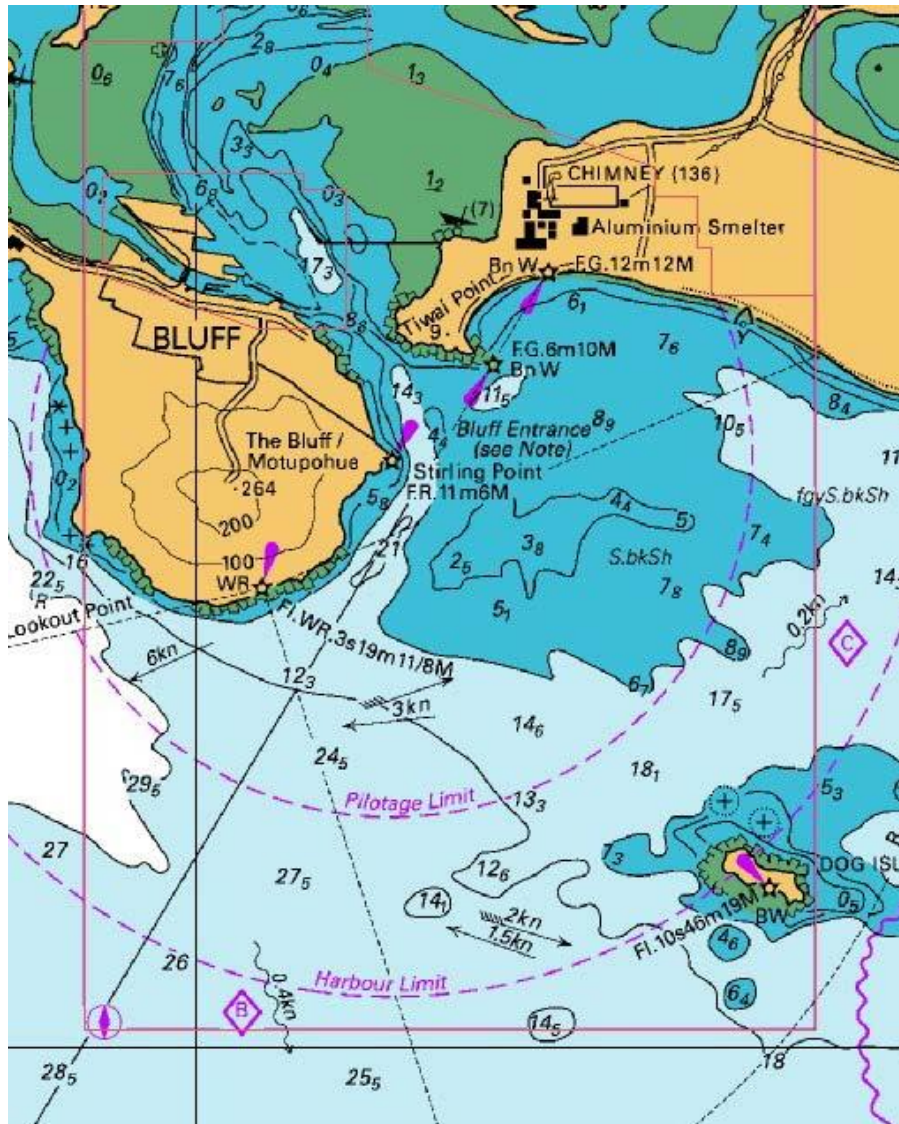
**Subject: Pilotage Limit**

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 500 gross tons and 40 metres 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



# SOUTH PORT NEW ZEALAND LIMITED

## MARINE SERVICES

**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



# SOUTH PORT NEW ZEALAND LIMITED

## MARINE SERVICES

**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 7<sup>th</sup> and 8<sup>th</sup> 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

## MARINE SERVICES

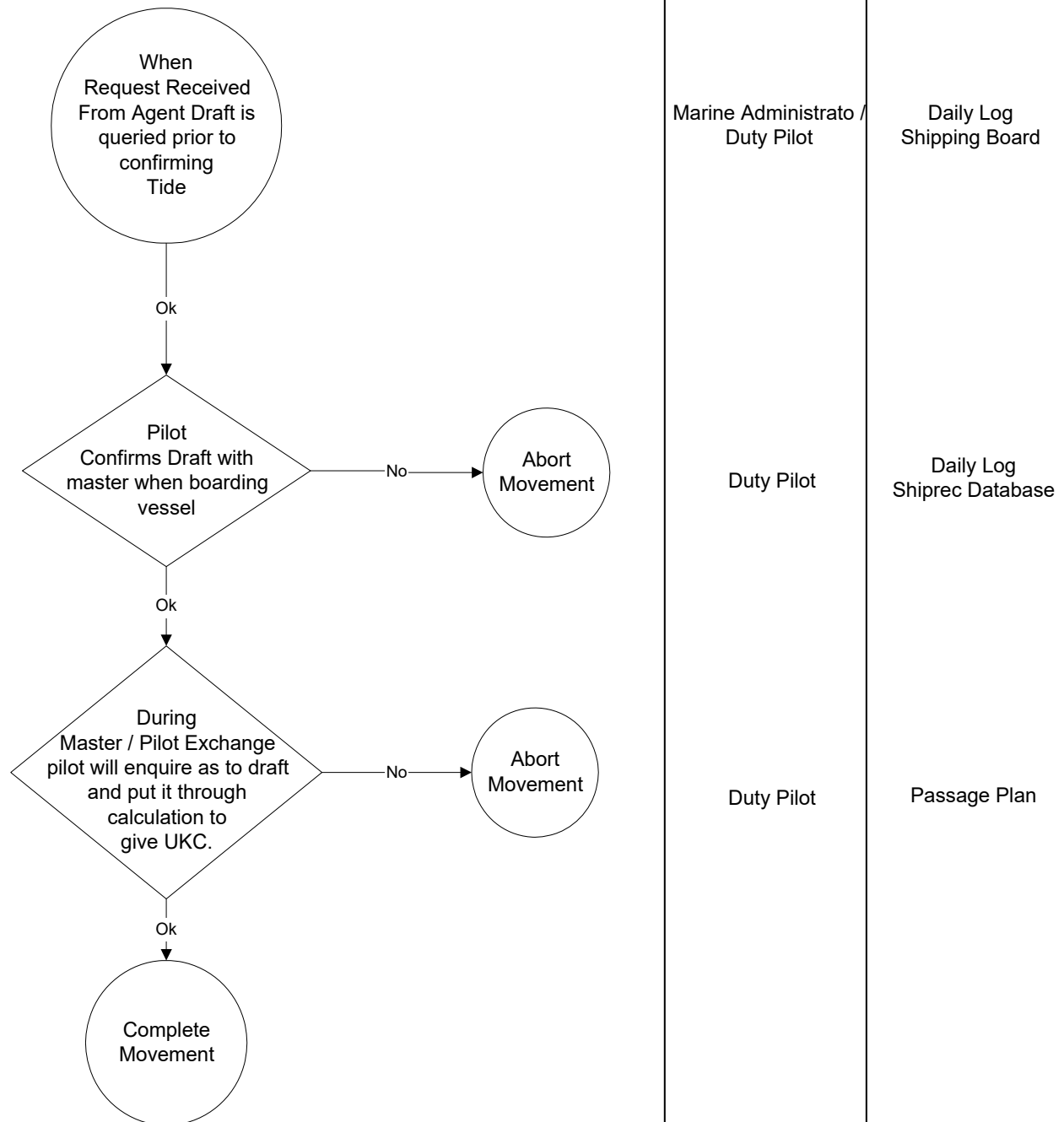
**Subject:** Marine Services Procedure: Ensuring Safe Draft

**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**

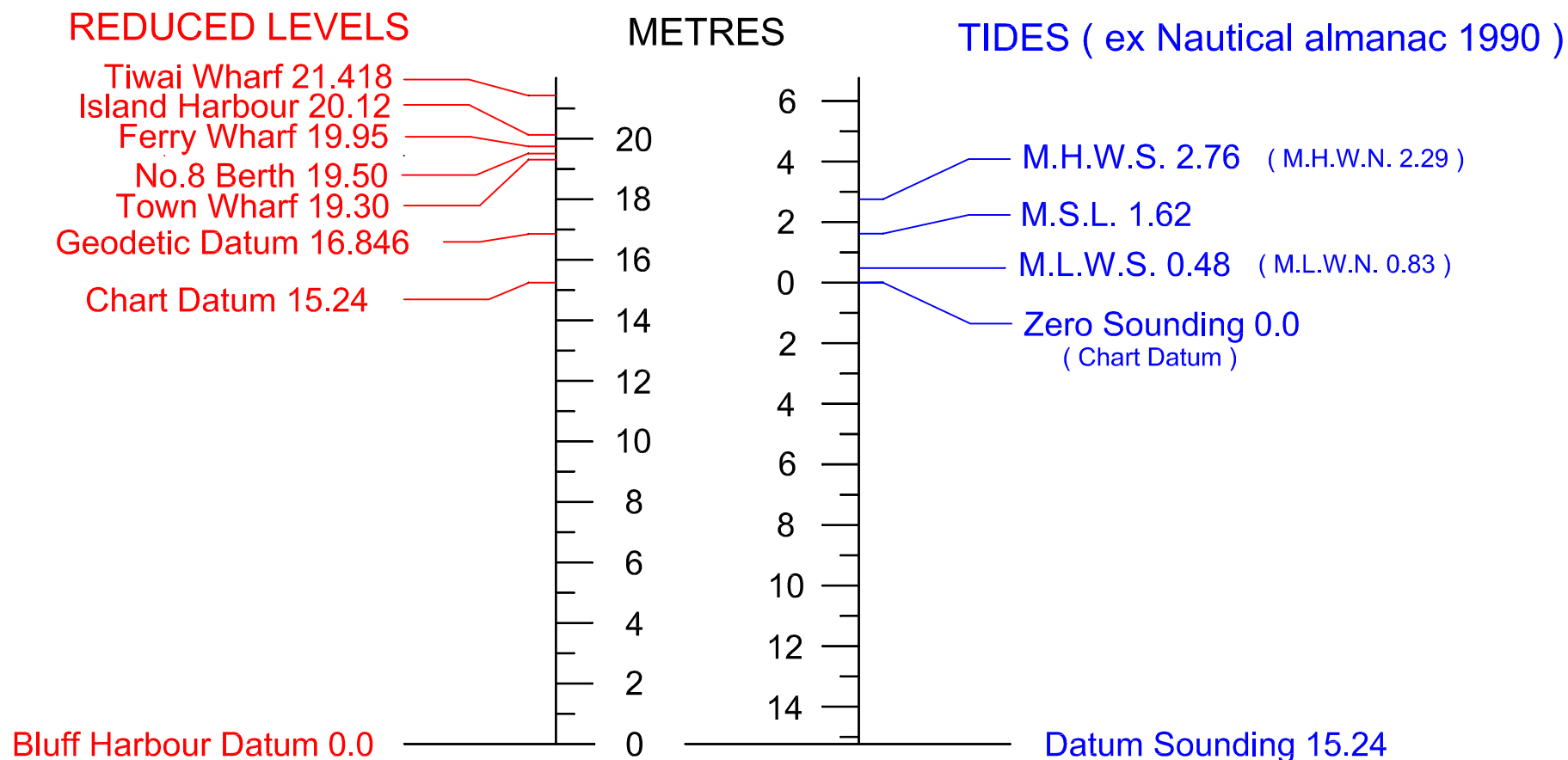
**Purpose:** Table of maintained Depths

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

<b>REACH / BERTH</b>	<b>MAINTAINED / MINIMUM DEPTH</b>
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**

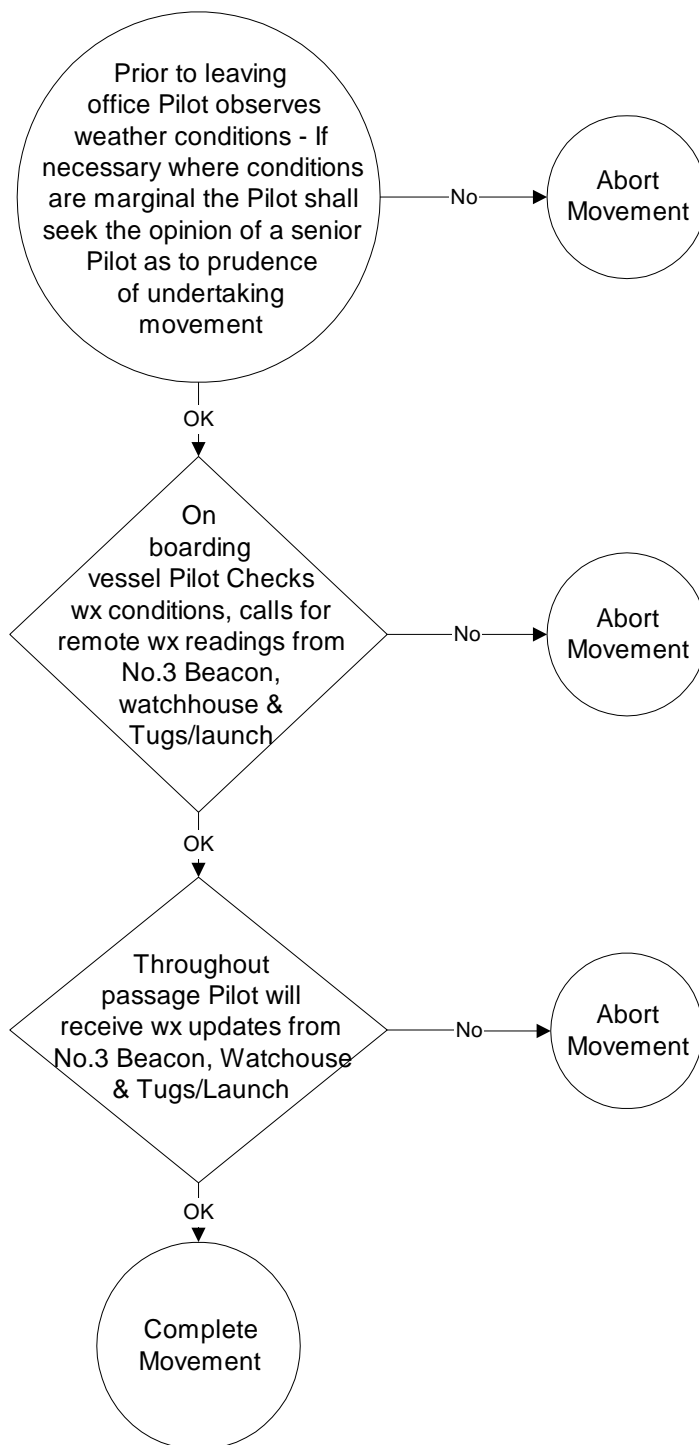
**Page: 1 of 3**

**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



# SOUTH PORT NEW ZEALAND LIMITED

## MARINE SERVICES

**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

**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**

**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.

<b>GRT of Vessel</b>	<b>Tug Assistance Required</b>
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](mailto:rccnz@maritmenz.govt.nz)

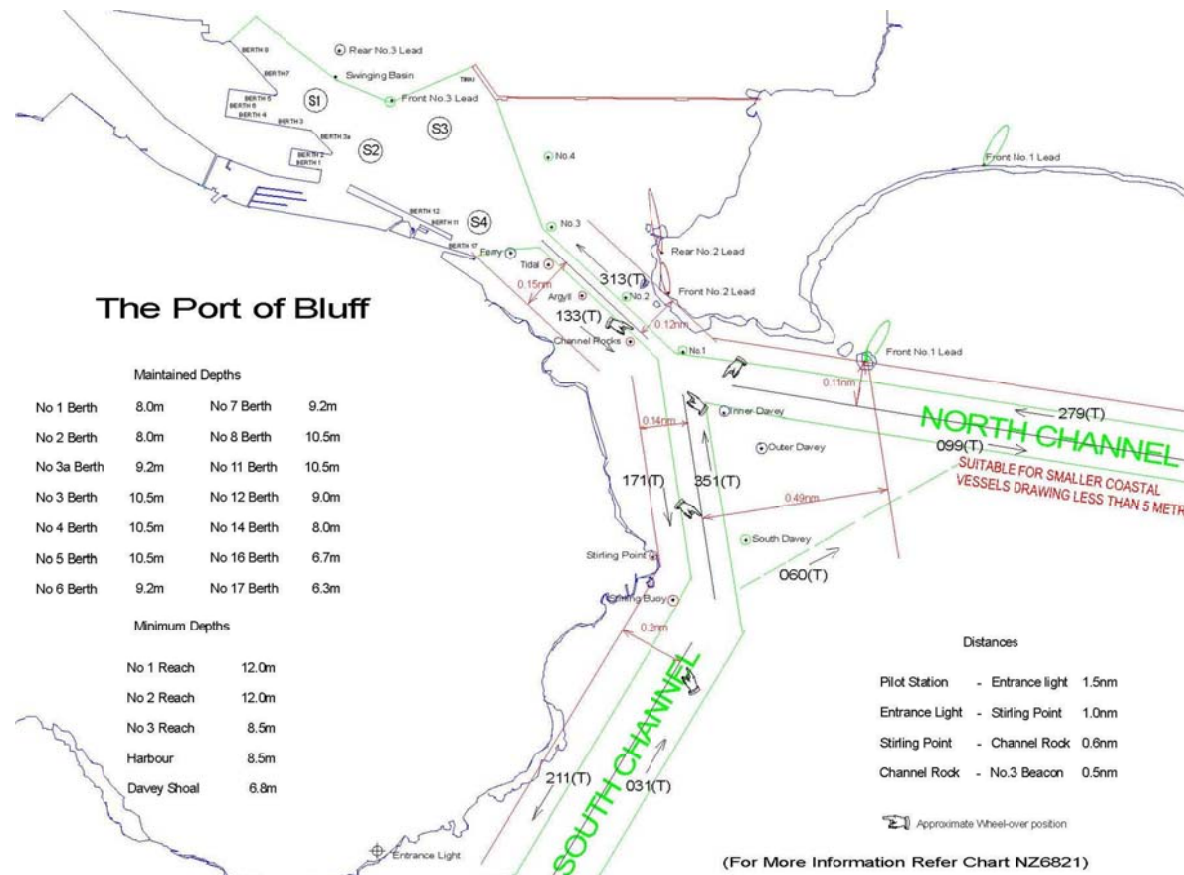
Prepared by: R.Coote

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.**

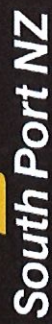
#### Alongside:

**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.**



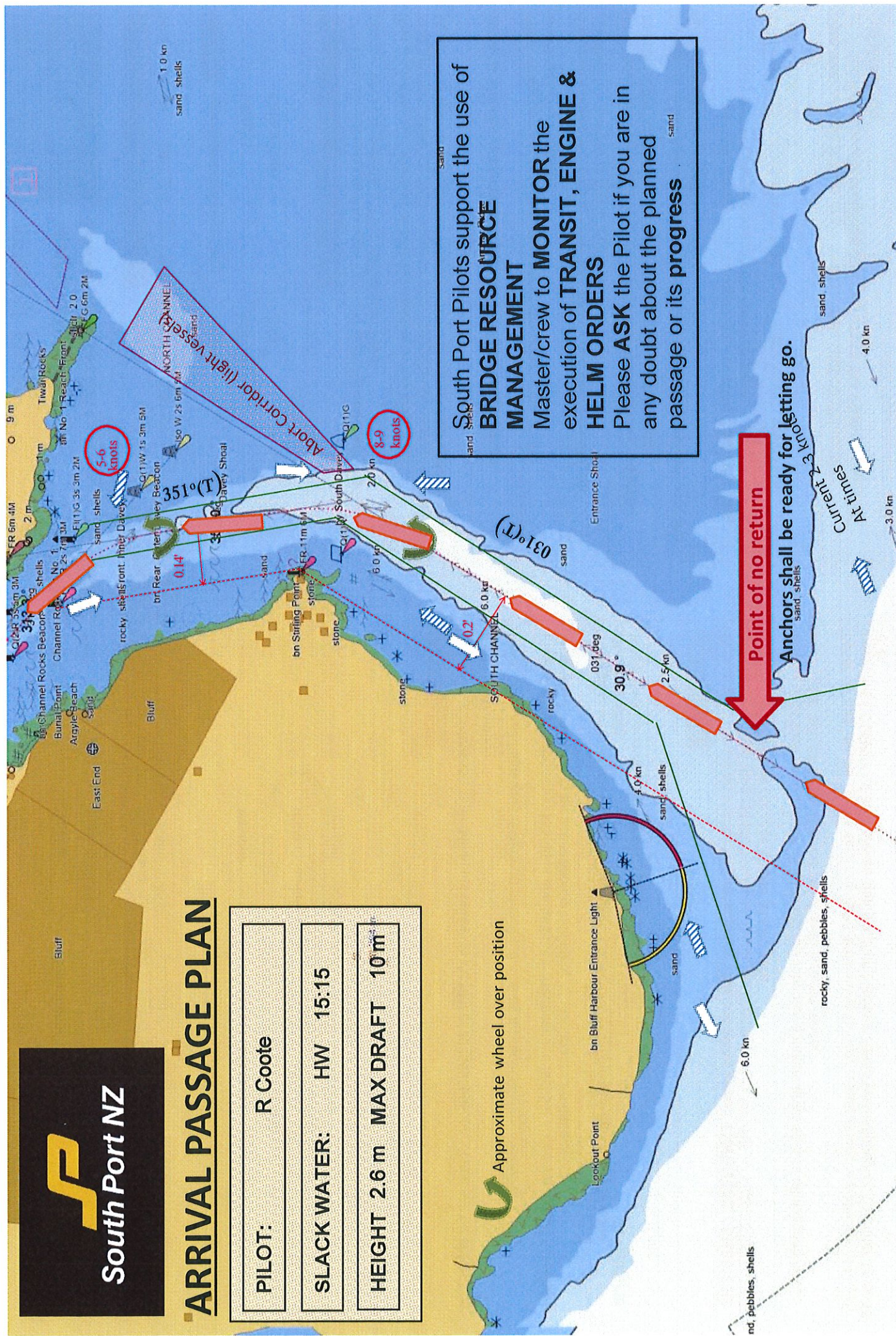


PILOT:	R Coote
SLACK WATER:	HW 15:15
HEIGHT	2.6 m MAX DRAFT 10 m

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
		<u>Security Level</u>			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 – LEADING IN FISHING VESSEL**

4.2

1 of 1

01/07/04

## Leading Fishing Vessels into Port

**Responsibility:**

### Precautions

- 
- 
- 
- 

### Procedure

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- 

**Note:**



# SOUTH PORT NEW ZEALAND LIMITED

## MARINE SERVICES

**Subject: CONTINGENCIES – INNER HARBOUR**

4.3  
1 of 1  
29/11/09

### Engine Failure, Steering Failure or Blackout in The Harbour

**Responsibility:** Maritime New Zealand

#### **Precautions**

- Do not enter the harbour if you are not sure you can exit.
- Do not enter the harbour if you are not sure you can exit.
- Do not enter the harbour if you are not sure you can exit.
- Do not enter the harbour if you are not sure you can exit.

#### **Procedure**

1. If you are in the harbour and experience an engine failure, steering failure or blackout, you should immediately stop the engine and sound the alarm.

- If you are in the harbour and experience an engine failure, steering failure or blackout, you should immediately stop the engine and sound the alarm.
- If you are in the harbour and experience an engine failure, steering failure or blackout, you should immediately stop the engine and sound the alarm.
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- If you are in the harbour and experience an engine failure, steering failure or blackout, you should immediately stop the engine and sound the alarm.

|

|

**The safety of life is paramount** Maritime New Zealand



# SOUTH PORT NEW ZEALAND LIMITED MARINE SERVICES

Subject: CONTINGENCIES – NO.1 REACH

4.4  
1 of 2  
29/11/09

1 R

## INWARDS

Responsibility: M

## Precautions

- 
- 
- 
- 

## Procedure

1 R

- 
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The safety of life is paramount.





# SOUTH PORT NEW ZEALAND LIMITED

## MARINE SERVICES

Subject: CONTINGENCIES – NO.1 REACH

4.4  
2 of 2  
29/11/09

1 R

### OUTWARDS

Responsibility: M

### Precautions

- 
- 
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### Procedure

1 R

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The safety of life is paramount.

4.5  
1 of 2  
29/11/09

rrdrdrDrrrrrR

1



- 1

11 of 11



- 





# SOUTH PORT NEW ZEALAND LIMITED

## MARINE SERVICES

Subject: CONTINGENCIES – NO.2 REACH

4.5  
2 of 2  
29/11/09

Revised and approved by: [Signature] Date: [Date]

### OUTWARDS

Responsibility: [Signature] [Signature] [Signature]

### Precautions

- [Text]
- [Text]
- [Text]
- [Text]

### Procedure

[Text]

- [Text]
- [Text]
- [Text]
- [Text]
- [Text]
- [Text]
- [Text]
- [Text]
- [Text]

**The safety of life is paramount** [Text]



# SOUTH PORT NEW ZEALAND LIMITED

## MARINE SERVICES

Subject: CONTINGENCIES – NO.3 REACH

4.6  
1 of 2  
29/11/00

Revised and approved by: [Signature] Date: [Date]

### INWARDS

Responsibility: [Signature] [Signature]

### Precautions

- [Text]
- [Text]
- [Text]
- [Text]

### Procedure

[Text]

- [Text]
- [Text]
- [Text]
- [Text]
- [Text]
- [Text]
- [Text]

[Text]

**The safety of life is paramount** [Text]

**Subject: CONTINGENCIES – NO.3 REACH**

4.6  
2 of 2  
29/11/09

rrdrDrrrR

## OUTWARDS

**Responsibility:**

## Precautions

- [illegible]

## Procedure

[illegible]

- [illegible]

The safety of life is paramount



4.7  
1 of 1  
01/07/04

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4.8  
1 of 1  
29/11/09

□r□□r□d□□□□□      R□□□□□□□



4.9  
1 of 1  
29/11/09

□r□□r□d□□□□□      R□□□□□□□





4.10  
1 of 1  
29/11/09

□r□□r□d□□□□□      R□□□□□□□



# SOUTH PORT NEW ZEALAND LIMITED MARINE SERVICES

Subject: CONTINGENCIES – FIRE

4.11

1 of 1

03/12

## Fire – Ships

Responsibility: Maritime Manager

### Precautions

- All ships must have fire extinguishers on board.
- All ships must have fire drills on board.

### Procedure

- All ships must have fire drills on board.
- All ships must have fire drills on board.
- All ships must have fire drills on board.
- All ships must have fire drills on board.
- All ships must have fire drills on board.

## Fire - Cargo Shed, Storage Area and Wharf

Responsibility: Maritime Manager

### Procedure

- Report the fire to the Maritime Manager. Shout “FIRE” and activate the manual alarms.
- Do not put yourself in a position that would jeopardise your safety.
- If unsafe, withdraw to the designated assembly area.
- Evacuate to the designated assembly area.
- Dial 1-111.
- Report the fire to the Maritime Manager.
- Report the fire to the Maritime Manager.
- Report the fire to the Maritime Manager.
- Report the fire to the Maritime Manager.
- Report the fire to the Maritime Manager.

### Reminders:

- All ships must have fire drills on board.
- All ships must have fire drills on board.



# SOUTH PORT NEW ZEALAND LIMITED MARINE SERVICES

Subject: CONTINGENCIES – TANKER SAFETY

4.12

1 of 1

29/11/09

## Tanker Safety

Responsibility

## Precautions

No smoking or vehicle movements

pass system

- -
- pass issued and signed by the Duty Officer onboard.

Fire fighting equipment to be positioned on the wharf

continuous deck watch

Ship is to position "Fire Wires"

## Procedures

- - 
  - 
  -
- 111 or (1-111
- 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](mailto:harbourmaster@es.govt.nz)
- Rescue Coordination Centre New Zealand Tel: 0508 472269 or 04 557 8030
- 

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.



4.13  
1 of 1  
29/08/08

## Tsunami

### Procedure:

- r□□r□d□□□□□      R□□□□□□□



# SOUTH PORT NEW ZEALAND LIMITED

## MARINE SERVICES

**Subject: CONTINGENCIES – SEARCH AND RESCUE**

4.14

1 of 1

29/11/09

### Search and Rescue (at Sea)

**Responsible Person:**

#### Procedure

- 
- 
- 
- 

#### Contacts

- 111 or (1-111)
- Harbour Master Tel: 211 5115 or 0800 768 845 [harbourmaster@es.govt.nz](mailto: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**

Version 4.15

Page 1 of 1

Issue Date 31/08/12

Approved By: [Signature] Date: [Date] Reviewed By: [Signature] Date: [Date]

## Medical Emergency

**Responsible Person:** [Signature] [Name] [Title]

### Procedure

Medical Emergency Response Procedure is designed to provide a structured approach to the management of medical emergencies on board the vessel. The purpose of this procedure is to ensure that all crew members are aware of their roles and responsibilities in the event of a medical emergency, and to ensure that the most appropriate actions are taken to provide the best possible outcome for the patient.

- 1. Upon receipt of a medical emergency report, the Master or designated first aid officer should immediately assess the situation and determine the nature and severity of the emergency.
- 2. The Master or designated first aid officer should then contact the shore-based medical support team (e.g. Maritime Rescue Coordination Centre) and provide them with the necessary information to assist in the management of the emergency.
- 3. The Master or designated first aid officer should then ensure that the appropriate medical equipment and supplies are available and that the patient is moved to a suitable location for treatment.
- 4. The Master or designated first aid officer should then ensure that the patient is monitored and that their condition is reported to the shore-based medical support team.
- 5. The Master or designated first aid officer should then ensure that the patient is transported to the nearest medical facility as soon as possible.
- 6. The Master or designated first aid officer should then ensure that the patient's condition is reported to the shore-based medical support team.
- 7. The Master or designated first aid officer should then ensure that the patient's condition is reported to the shore-based medical support team.

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

### Emergency Contacts

Emergency Services: 111  
Maritime Rescue Coordination Centre: 0508 472269 or 04 557 8030  
South Port New Zealand Limited: [Phone Number]



# 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.**



3.8.3  
1 of 2  
03/08/12

☐ **Immobilization Request** ☐

**The Regional Harbourmaster** (03) 211 5252 [harbourmaster@regionofcanberra.gov.au](mailto:harbourmaster@regionofcanberra.gov.au)



The screenshot shows the 'Port Operations Manager' interface. It features a table with columns for 'Port', 'Status', and 'Action'. The 'Port' column lists various ports, including '00000000', '00000001', '00000002', '00000003', '00000004', '00000005', '00000006', '00000007', '00000008', '00000009', '0000000A', '0000000B', '0000000C', '0000000D', '0000000E', '0000000F', '00000010', '00000011', '00000012', '00000013', '00000014', '00000015', '00000016', '00000017', '00000018', '00000019', '0000001A', '0000001B', '0000001C', '0000001D', '0000001E', '0000001F', '00000020', '00000021', '00000022', '00000023', '00000024', '00000025', '00000026', '00000027', '00000028', '00000029', '0000002A', '0000002B', '0000002C', '0000002D', '0000002E', '0000002F', '00000030', '00000031', '00000032', '00000033', '00000034', '00000035', '00000036', '00000037', '00000038', '00000039', '0000003A', '0000003B', '0000003C', '0000003D', '0000003E', '0000003F', '00000040', '00000041', '00000042', '00000043', '00000044', '00000045', '00000046', '00000047', '00000048', '00000049', '0000004A', '0000004B', '0000004C', '0000004D', '0000004E', '0000004F', '00000050', '00000051', '00000052', '00000053', '00000054', '00000055', '00000056', '00000057', '00000058', '00000059', '0000005A', '0000005B', '0000005C', '0000005D', '0000005E', '0000005F', '00000060', '00000061', '00000062', '00000063', '00000064', '00000065', '00000066', '00000067', '00000068', '00000069', '0000006A', '0000006B', '0000006C', '0000006D', '0000006E', '0000006F', '00000070', '00000071', '00000072', '00000073', '00000074', '00000075', '00000076', '00000077', '00000078', '00000079', '0000007A', '0000007B', '0000007C', '0000007D', '0000007E', '0000007F', '00000080', '00000081', '00000082', '00000083', '00000084', '00000085', '00000086', '00000087', '00000088', '00000089', '0000008A', '0000008B', '0000008C', '0000008D', '0000008E', '0000008F', '00000090', '00000091', '00000092', '00000093', '00000094', '00000095', '00000096', '00000097', '00000098', '00000099', '0000009A', '0000009B', '0000009C', '0000009D', '0000009E', '0000009F', '000000A0', '000000A1', '000000A2', '000000A3', '000000A4', '000000A5', '000000A6', '000000A7', '000000A8', '000000A9', '000000AA', '000000AB', '000000AC', '000000AD', '000000AE', '000000AF', '000000B0', '000000B1', '000000B2', '000000B3', '000000B4', '000000B5', '000000B6', '000000B7', '000000B8', '000000B9', '000000BA', '000000BB', '000000BC', '000000BD', '000000BE', '000000BF', '000000C0', '000000C1', '000000C2', '000000C3', '000000C4', '000000C5', '000000C6', '000000C7', '000000C8', '000000C9', '000000CA', '000000CB', '000000CC', '000000CD', '000000CE', '000000CF', '000000D0', '000000D1', '000000D2', '000000D3', '000000D4', '000000D5', '000000D6', '000000D7', '000000D8', '000000D9', '000000DA', '000000DB', '000000DC', '000000DD', '000000DE', '000000DF', '000000E0', '000000E1', '000000E2', '000000E3', '000000E4', '000000E5', '000000E6', '000000E7', '000000E8', '000000E9', '000000EA', '000000EB', '000000EC', '000000ED', '000000EE', '000000EF', '000000F0', '000000F1', '000000F2', '000000F3', '000000F4', '000000F5', '000000F6', '000000F7', '000000F8', '000000F9', '000000FA', '000000FB', '000000FC', '000000FD', '000000FE', '000000FF'. The 'Status' column shows 'OK' for most ports, with some 'Error' or 'Warning' status for specific ports. The 'Action' column contains a 'Refresh' button for each port. The interface is titled 'Port Operations Manager' and includes a search bar and a table of ports.

☐ r ☐ r ☒ d ☐ ☐ ☐ R ☐ ☐ ☐ ☐



**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.

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

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Signed \_\_\_\_\_ Date/Time \_\_\_\_\_  
**Master**

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Request for Immobilisation granted

Signed \_\_\_\_\_ Date/Time \_\_\_\_\_  
**Harbourmaster**

Remarks: \_\_\_\_\_