

Vessel Calls Procedure

Hambantota International Port

Hambantota Sri Lanka

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Abbreviations which are used in the SOP stands for below mentioned names;

CNM- Commercial and Marketing

MSF- Marine Services and Fleet Management

OPS- Operations Department

ENS- Energy Services Department

DG- Dangerous Goods

HM- Harbour Master

DHM- Deputy Harbour Master

SLPA- Sri Lanka Ports Authority

AEA- Atomic Energy Authority

01.Regular Cargo vessels (Liner or Casual)

01	Vessel details , Cargo details (Including the Flag State and Cargo Loading ports), and the duly filled document check list to be shared with Port Control, QHSE & OPS (BPL and DM). SLPA accepted P&I and DG declarations are to be shared with Port Control and QHSE
02	If the vessel is accepted to berth at HIP, Port Control Issue the vessel reference number
03	HIP-BPL enter the vessel details to daily berthing program and circulate externally for information
04	Vessel agent submit the sufferance to Sri Lanka Customs
05	Agents to arrange the payments to finance- HIP
06	HIP to arrange berthing as per the berthing schedule

Special Documents to be submitted by agent	
Port Control	P&I DG Declaration Cargo declaration Document Check List Flag State Loading port details of cargo
QHSE	Details of DG
Ops	Cargo declaration (Including the loading port details) Stowage plan Vessel's Specs

02.Oil and Gas Vessel

01	Vessel and cargo details (Including the Flag State and Cargo Loading ports), document check list along with the vetting checklist duly filled, Arrival notice ,ETA, Services, Operations to be received by ENS, MSF , Port Control prior cargo loading to HIP. Process owner: Agent
02	HIP-Port Control issue the vessel reference number if the vessel is accepted to berth at the port.
03	HIP-BPL enter the vessel to berthing program and share externally for information
04	Vessel agent submit the sufferance to Sri Lanka Customs
05	Vessel agent to arrange the payments to HIP-Finance based on the issued vessel reference number
06	HIP-Port Control to arrange berthing as per the berthing schedule once payment is received
07	HIP-MSF to conduct the physical ship vetting inspection upon berthing of the vessel and to clear the ship for operations
08	If the physical vetting fails, MSF will grant a time period to make corrective actions. If the actions are not satisfied, MSF request to vacate the berth. Agent to settle all applicable charges as per the published tariff prior vacating the berth

If cargo vessel (Oil and Gas)	Handles under ENS
If come for bunkering:	Handles under MSF

03. Marine Services

01	Agent Share the request with MSF/CNM/ HIPS
02	Agent should share the SLPA accepted DC Declaration & Radioactive materials (If applicable) accepted by AEA with QHSE, Flag state and cargo loading ports if laden with MSF for vessel entry clearance
03	HIP-CNM communicate the possibility to arrange the operation at HIP to the customer/agent
04	Rates/ Charges/Agreements/legal proceedings/liaisons/terms and conditions should be discussed by the agent with CNM
05	Agent to submit a letter to MSF/HIPS/OPS with the approvals of relevant government authorities (Not limited to Customs/ Immigration/ Navy), for final permissions
06	Agent to arrange relevant advance payments liaising with HIP-Billing team for vessel berthing referring the vessel reference number issued by port control
07	If the operation requires HIP resources (Ex: Anchorage operation/ Layup etc.), agent/customer to liaise with billing and arrange advance payments
08	If HIP equipment required (cranes/ forklifts), customer to pay in advance and submit relevant receipts to OPS for service delivery
09	Agent to settle any due payment to HIP prior vessel departure

04. Notes

Liner Vessels:	Vessels come on schedule
Casual Vessels:	Ad hock arrivers

Any operations other than liner or casual cargo operations, Oil or Gas related operations are considered as Marine Services. Repair ships, laid up ships, casualty and breakdown ships shall fall under this category

Inside the port and anchorage or OPL operations under above category

All Marine Services related communications should be copied to:

CEO HIPS
GM HIPS
HOD MSF
SGM OPS
CNM
Port Control

All the invoices should be settled prior sailing the vessel

05. Contact Details

As published in HIPG official website <http://www.hipg.lk/contact-us/contact-details>

06. Special Instructions

As a UN Member State, Sri Lanka is bound by United Nations Security Council (UNSC) decisions. As Such HIPG is obliged to follow any sanctions imposed by the UNSC against any country or Organization. Hence HIPG is not in a position to offer any services for such vessels/cargo except Sri Lanka government approved medical evacuations.

It is the responsibility of agents to declare accurate details of cargo loading ports and flag state at the time of making vessel berthing request.

07.ANNEX I - DOCUMENTATION CHECKLIST



HAMBANTOTA INTERNATIONAL PORT
VESSEL INBOUNT DOCUMENTATION CHECKLIST

NO	ITEM	PORT CONTROL INFORMED			
		YES	NO	IF " YES"	
				DATE	TIME
01	COMPLETE VESSEL DETAILS WITH VOYAGE NUMBER				
02	DC ,P&I APPROVAL FROM SLPA SAFETY DEPT.				
03	DULY FILLED VESSEL FAL FORM				
04	DULY FILLED VESSEL LSFO FORM				
05	SLPA COMPOSITE PAYMENT (Applicable for vessels calling at HIP Anchorage for operations)				
06	PAYMENT OF HIP PORT DUES				
07	HEALTH DOCUMENTS FOR PHO APPROVAL				
08	UPDATE CHANGES TO ETA AT REGULAR INTERVALS				
09	ANY PRE-ARRANGED SHIP HUSBANDRY SERVICES, PORT AGENCY SERVICES OR ANY OTHER ACTIVITIES WHILST VESSELS STAY AT BERTH OR AT ANCHOR.				
10	MOD & ATOMIC ENERGY AUTHORITY APPROVAL AS NECESSARY WHEN VESSEL CARRYING MILITARY & CLASS VII CARGO TO HIP OR TRANSIST AS APPLICABLE				
11	CUSTOM SUFFERANCE FOR ALL VESSELS INTENDED TO BERTH IN HIP FACILITY				
12	ANY OTHER INFORMATION DEEMED NECESSARY FOR THE SAFETY OF NAVIGATION/OPERATIONS & ENVIRONMENT MUST BE DECLARED BY THE VESSEL AGENT WELL IN ADVANCE OF VESSEL ARRIVAL				

- The End-