

VESSEL DEPARTURE FROM HAMBANTOTA INTERNATIONAL

PORT

Abbreviations

- HIP : Hambantota International Port
- HIPG : Hambantota International Port Group
- HIPS : Hambantota International Port Services
- ETA : Estimated Time of Arrival
- ETD : Estimated Time of Departure
- TVR : Time Vessel Ready
- PBG : Pilot Boarding Ground
- HM : Harbor Master
- DHM : Deputy Harbor Master

Introduction

Purpose of this SOP is to ensure safe and efficient operations at HIP with no delays on sailing a vessel.

All local agents & customers are hereby requested to adhere undermentioned instructions and guidelines as far as possible for safe, efficient and smooth operations at the Hambantota International Port

Procedures to be followed

1. Master to report Time Vessel Ready [TVR] for sailing to **Port Control** on VHF ch. 16 or 10 at 1 hour prior to ETD.
 - ❖ Following information required to HIP Log Book, ➤ TVR time.
 - Port Clearance Number.
 - Sailing draught Forward & Aft. (Sailing draft shall be confirmed in consultation with Port Control and adjust as necessary to ensure safe navigation) ➤ Next Port.
 - Bow thruster condition.
 - Main engine status.
 - Operations Complete Timings
2. Inform Vessel to arrange Pilot Boarding & Disembarking arrangements.
3. Local Agent is to confirm readiness of vessel for sailing at reported TVR and coordinate with relevant departments to ensure smooth sailing operations.
4. Announce 1.0 hour standby notice to below parties, ❖ TUG boats.
 - ❖ Pilot Launch.
 - ❖ Berthing Officer.

- ❖ Mooring Crew.
 - ❖ Duty Manager.
 - ❖ Vehicle Driver.
5. Duty Manager to confirm the actual cargo operation completed time.
 6. Prior to departure Operations to confirm the obstructions such as gantries, cranes must be well secured and personnel or operational activities within the designated gantry or entering to its operational area are strictly prohibited during vessel departure. Operations department is responsible for placing the equipment safe and secure locations with corresponding signs and notices further ensuring that no operators are present inside the gantry during these processes.
 7. Berthing Officer shall make sure gangway arrangements and availability of mooring crew with proper PPEs and equipment at given time.
 8. Port control to check vessel readiness 10 min before TVR.
 9. Tugs will be engage for the departure at the discretion of attending pilot and will be disconnected once the vessel is clear from the harbour basing and whilst passing the break water.
 10. TVR to be mailed under mention at HIPG,
 - Danushka Pinto danushka.pinto@hipg.lk
 - dm dm@hipg.lk
 - BPL Hipg bpl@hipg.lk
 - HIPG planning planning@hipg.lk
 - Supervisors Hipg supervisors@hipg.lk
 11. Update documents,
 - ❖ HIP Log Book.
 - ❖ Arrival & Departure Log.
 - ❖ Monthly reports.
 - ❖ VTMS system.
 - ❖ Close the vessel schedule on confirmation by the HIPG planning & mail FAL form to finance department for invoicing.
 12. Fal form to be mailed to,
 - Billing Hips billing@hips.lk
 - Billing HIPG billing@hipg.lk
 - OST Hipg ost@hipg.lk
 - BPL HIPG bpl@hipg.lk
 13. During any unforeseen situations or emergencies vessel or the agent must contact following personnel's or departments for necessary assistance and advice.

Emergency Response Unit (ERU) : +94472258855/VHF Ch. 16 (Internal Emergency)

CEO (HIPS) : +94763657652/+94472277700
General Manager (HIPS) : +94764078100/+94472888811
Deputy Harbour Master (DHM) : +94472277900/+94722972269
Duty Safety Officer (QHSE) : +94764077888/+94472888762

Duty Manager (HIPG) : +94764077600/+94472888919
Ambulance/ Medical Center HIP : +94764077888/+94474938136
Security Control : +94771078999/+94472887861
Port Control : +94764078051/+94472277701

12. Sri Lanka Navy (SLN) for security (ISPS) and emergency coordination

SLN Hambantota to be appraised of any information pertaining to Security or any other abnormal situations at HIP which may require expeditious attention

Emergency Contact No's : Operations : +9411719915/ +94117199100

ISPS Office : +94477508165, +94113070312, HIP Ext. 2135

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