

# **VESSELS CALLING TO HAMBANTOTA INTERNATIONAL PORT**

## **Abbreviations**

- HIP : Hambantota International Port
- HIPG : Hambantota International Port Group
- HIPS : Hambantota International Port Services
- ETA : Estimated Time of Arrival
- SLPA : Sri Lanka Port Authority
- DCD : Dangerous Cargo Declaration
- PBG : Pilot Boarding Ground
- HM : Harbor Master
- DHM : Deputy Harbor Master
- MOD : Ministry of Defense
- SLN : Sri Lanka Navy

## **Introduction**

Purpose of this SOP is to ensure safe and efficient operations at HIP and ensure no any delays occurs while berthing a vessel.

All local agents & stake holders, customers are required to create the respective ship's vessel profile and vessel schedule through the CM ePort system at least 72 hours prior to the declared ETA. After creating both vessel profile and vessel schedule, the Port Control will review and approve them if everything is in order and hereby requested to adhere undermentioned instructions and guidelines for safe, efficient and smooth operations at the Hambantota International Port

## **Procedures to be followed**

1. 72 hours ETA notice to Port Control from Local Agent.
2. 48 hours ETA notice to Port Control from Local Agent.
3. Urgent callers ETA notice less than 48 hours.

(Action to be initiated as per the directive of HIP management.)

- ❖ Local Agent has to provide,
  - Ship Particulars.
  - Arrival draft shall be confirmed in consultation with Port Control and adjust as necessary to ensure safe navigation
  - SLPA safety division approved DCD for relevant voyage.
  - P&I for voyage year accepted by SLPA.
  - Port of call list.
  - MOD & SLN Approvals for vessel carrying arms & ammunitions
  - Foreign Ministry & MOD approvals for foreign naval vessels
  - Approvals from Sri Lanka Atomic energy Regulatory Council & MOD for vessel arriving with radioactive materials or similar dangerous goods of concern
  - Any other information's which may deemed important for the safety of Navigation/Life/Environment & Property

- Vessels intending to discharge any container carrying IMDG cargoes or transship any arms, ammunition, radioactive materials must obtain prior approval from HIP, SLPA, Sri Lanka Navy, Atomic Energy Regulatory Council and MOD before loading or discharge such cargo as the case maybe.
  - ❖ Finance department to confirm Port Dues paid for the relevant voyage of the vessel.
4. Allocate vessel Reference number for voyage & submit that to,
- Billing Department HIPG / HIPS
  - Finance Department
  - BPL
  - Local Agent
5. BPL must assess the berth availability, evaluating vessel particulars and shall coordinate with port control for onward berthing arrangement. And whilst berth allocation,
- Berth allocation shall be communicated to the port control and ship's agent well in advance.
  - Ensure that the allocated berth is free from obstructions such as gantries, cranes and other hazards and should be informed to the Port Control.  
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 berthing and 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.
6. Check “**OK TO BERTH**” Approval From Port Health Officer Hambantota before commence the operation.
7. VTMS update
- ❖ Vessel profile create.
  - ❖ Create vessel schedule for intended voyage.
8. All Inbound Vessels to contact **HAMBANTOTA PORT CONTROL** on VHF ch. 16 or 10 when within range minimum before 2.0 Hours to [PBG]
- ❖ Required Information
    - E.T.A. to pilot boarding ground [PBG].
    - LOA, Breadth of the vessel.
    - Arrival draught Forward & Aft.
    - Ships Flag.
    - Last Port.

- Bow Thruster & characteristic.
- DG Cargo information. (Special Attention to Class I & Class VII)
- Mooring Line type & condition.
- Total Crew & their Health condition
- Any other information which may deemed necessary for the safety of Navigation/Life/Environment & Property

- a. Inform arrangement of pilot ladder to the vessel considering weather & freeboard of the vessel.
- b. Vessel is to be berthed using port Tugs and out of which one is to be connected outside the breakwater from stern and the other one prior passing the break water and at the discretions of the pilot. Number of Tugs requirement and berthing methodology may change subject to the vessel particulars & present status.
- c. Mooring operations is to be performed adhering to all the safety measure and all equipment's/material's that are to be used for vessel positioning to be safe and secure to prevent any accidents or incidents. Berthing officer is responsible to inspect and maintained such standards. In case of any ambiguity the berthing officer shall seek instructions from port control promptly.
- d. Announce 1 Hour standby notice to
  - ❖ TUG boats.
  - ❖ Pilot Launch.
  - ❖ Berthing Officer.
  - ❖ Mooring Crew.
  - ❖ Duty Manager.
  - ❖ Vehicle Driver.

9. Guide & Monitor vessel until Pilot on board.

10. Update documents,

- ❖ Log Book.
- ❖ Arrival & Departure log.
- ❖ Monthly reports.
- ❖ VTMS system.
- ❖ FAL form.

11. Important Information's  
Emergency contact details at HIP

In the event of Emergency situations related to :

- ❖ Pollutions
- ❖ Fire
- ❖ Bad Weather

- ❖ Evacuations
- ❖ Defective Navigational Aids

Any Other incident or emergency situation needs attention, should be brought to the notice of undermentioned personnels or departments as required immediately for appropriate actions

# 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

**END**