



PORT RULES

These rules are made for smooth functioning of Gopalpur Port ; an entity born by virtue of a Concession Agreement dated 14-09-2006 signed between Govt. of Odisha and Gopalpur Ports Ltd. These rules and guidelines will be applicable within the local limits of Gopalpur Port.

Definitions: –

In these rules, unless the context otherwise requires:

- a) "Act", means the Indian Ports Act, 1908 (15 of 1908)
- b) "Deputy Conservator" means the head of the Port's Marine Department and includes the Harbour Master or any pilot duly authorised by the head of the Marine Department on his behalf.
- c) "Master" in relation to any vessel means any person being in charge or command of such vessel.
- d) "Owner" in relation to goods, includes any consignor, consignee, shipper or agent for the sale, custody, Loading or unloading of such goods, and in relation to any vessel making use of the port, including any part-owner, charterer, consignee, or mortgagee in possession thereof.
- e) "Pilot" means a person authorized/licensed by the port to pilot a vessel.
- f) "Port" means the Gopalpur Ports Ltd.
- g) "Port Management/Port Authority" means the Managing Director of Gopalpur Ports Limited and includes any other officer of the Port acting under the authority of the Managing Director of Gopalpur Ports Ltd.
- h) "Tanker" is a cargo ship constructed or adapted for the carriage of bulk liquid cargoes of an inflammable nature.
- i) "Port Control "means an office of the port working under the authority of the Deputy Conservator of the port.

1. Information About the Port :

Gopalpur port is located between Paradip Port in the North and Vishakhapatnam Port in the South. The Port lagoon is situated about 2 Kilometers south of the old channel from where the seasonal port was operating before.

- a) **Port Limits:** The Co-ordinates of Gopalpur Ports Ltd. are as under:

Shore	Sea(20.0Mtrs Contour)
North: 19°23.0'N/085° 03.0'E	19°20.6N/085° 05.0'E
South: 19°15.4' N/084°54.5'E	19°13.82'N/084°56.0'E



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b) Navigational Channel:	Length	Width	Draught
Outer Channel:	2200.0 Mtrs	200.0 Mtrs	12.5 Mtrs
Inner Channel:	800.0 Mtrs	200.0 Mtrs	12.5 Mtrs
Turning Circle Radius: 300.0 Mtrs			
Distance from Berth to Turning Circle:		600.0 Mtrs	

Decision of Port Authority shall be final and binding for movement of all vessels. The vessels will be provided with tug assistance both for In-ward and Out-ward movements.

c) Berth and Storage details:

Length Berth: 225Mtrs. Width: 24 Mtrs Draught: 12.5 Mtrs
Storage area 2.0 Lakhs Sqm. Covered area 20.0 Thousand Sqm.

d) Navigational aids:

- i. Signal Station: The vessels traffic is controlled through the port signal station which is equipped with VHF communication system (Channel 12&16) round the clock. The port is ISPS & NSPC compliant.
- ii. Beacon Lights: Two Beacon Lights Red and Green are placed at the tip of the Southern and Intermediate Break Water.

e) Tugs and Harbour Crafts:

Particulars	Tug OSL Ganjam	Mooring Launch-2	Mooring Launch-4
Call Sign	AWLA	Nil	Nil
Year of Built	2009	2015	2015
LOA (m)	36.25 M	10.0 M	10.5M
Maximum Draft	4.18 M	1.5 M	1.5 M
Speed (Knots)	15.2	5.0	6.0
Bollard Pull (Tons)	58.5	1.5	1.5
Fire Fighting Equipment	Water Jet Canon on top of mast 4000 l/ Min, Foam- 12.74 Cbm	Nil	Nil
Pollution Equipment	Spill oil treatment Solution tank - 2.46 Cbm	Nil	Nil
Communication Equipments	VHF,MF/HF DSC,SART , EPIRB	Nil	Nil
Navigation Equipments	GPS, AIS, Radar , NAVTEXEcho Sounder	Nil	Nil
Main Engine (BHP)	2 X 2218 BHP	190 B.H.P	190 B.H.P
Towing Arrangement	Towing Hook- 55 T	Nil	Nil
Towing Lines	2 x 100 Mtrs , Fw :122 mm, Aft 90 : mm rope	Nil	Nil



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2. Admissions of Vessels into Port:

2.1 Pre-arrival Notice:

The pre-arrival notices at **Annexure-I** should be sent to the following mail address at least 72 hrs before the expected time of arrival of the vessel. This must be updated on day to day basis.

- a. gplmarine@gopalpurports.in
- b. gpoperation@gopalpurports.in
- c. gplaccounts@gopalpurports.in

2.2 Submission of Documents:

The vessel/owner's agents shall submit the following documents/certificates which shall remain valid during the stay of the vessel at Gopalpur port.

- a) Conditions for use of facilities/services at Gopalpur port as at **Annexure-II**
- b) Vessel Declaration along with vessel and cargo particulars as at **Annexure-III** may also be sent to the above e-mail address in addition to hard copy.
- c) Cargo Ship Safety Construction Certificate;
- d) Cargo Ship Safety Equipment Certificate;
- e) Cargo Ship Safety Radio Certificate;
- f) International Tonnage Certificate;
- g) International Load Line Certificate;
- h) International Ship Security Certificate;
- i) International Oil Pollution Prevention Certificate;
- j) Safe Manning Certificate;
- k) Classification Certificate;
- l) Certificate of Registry;
- m) Safety Management Certificate (ISM Code);
- n) Document of Compliance (ISM Code);
- o) Ship Sanitation Control/ Exemption Certificate;
- p) P&I Insurance Policy/P&I Certificate of Entry which shall inter-alia cover liability for collision and damage to fixed and floating objects, wreck removal expenses, expenses in connection to pollution caused by spillage of oil or any hazardous/ noxious substances and third party damage including damage caused to port property;
- q) Pre Arrival Notification of Security (ISPS Code);
- r) IMO Crew List;
- s) Advance Notification for Waste Delivery to Port Reception Facilities (IMO).
- t) International Air Pollution Certificate



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- u)** International Sewage pollution Certificate

2.3 Submission of Arrival Notice:

The confirmed time of arrival needs to be sent by the vessel / owner's Agents at least 24/12 hours prior to arrival. The vessel on arrival should establish contact with Port Signal Station on VHF channel 12/16.

2.4 Conditions of Acceptance of Vessels:

The Vessels shall be accepted for anchoring/berthing subject to fulfillment of the following conditions amongst others:

- a.** All the documents/certificates as stipulated in Section 2.1 are valid and shall remain valid during the stay of the Vessel within Port Limits. In the event any information is incomplete or missing, the berthing of the particular Vessel will not be planned.
- b.** Vessel possesses valid Port Clearance Certificate from the last port of call.
- c.** Vessel is not loaded above the Vessel's certified load lines.
- d.** The Free Pratique has been granted on the request of the Vessel/Owners' Agents by the Port Health Officer as per PHO regulations of Government of India.
- e.** Vessel is not carrying any hazardous cargo under IMDG Code.
- f.** All Vessel Related Charges such as Port Dues, Pilotage and Towage and Berth Hire has been paid as per Port Tariff by the Owners' Agents.
- g.** Indian Light House Dues as per rates notified by Government of India has been duly paid to the Government Authorities.

2.5 Anchoring of Vessels

- a)** All Vessels shall anchor at position advised by Gopalpur port control and shall report the anchor position, soundings and time of anchoring to Gopalpur Port Control. No anchorage is available within the harbour.
- b)** Vessels shall ensure that both anchor cable hawse pipe security covers are in place and no over-side ladders are put out unless in use as an anti - pilferage precaution. Vessels shall also keep anti-pilferage watch on deck from sunset to sunrise while at the anchorage.
- c)** All Vessels at anchorage shall maintain a radar distance of minimum 4 cables between them.
- d)** Vessels shall display an appropriate day and night signals and fly Indian courtesy flag and other codes as required under international maritime law from sunrise to sunset while at anchorage.



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- e) Vessels shall hoist appropriate flags from sunrise to sunset while at anchorage.
- f) Vessels shall keep continuous listening watch on VHF channels 12 and 16.
- g) Vessels shall keep engines on standby at short notice while at anchorage.
- h) Vessels shall keep security watch as per security level declared by PFSO, Gopalpur Port under ISPS Code.
- i) No Vessel shall carry out any work requiring immobilization while at anchorage without prior permission from the Port Authority.

2.6 Pilot Boarding and Pilotage of Vessels

- a) Pilotage is compulsory for all the vessels of more than 200 GRT calling at Gopalpur Port. All Vessels are required to requisition for a pilot from the port as provided under the Indian Ports Act, 1908, and shall not navigate within the harbour unless a Gopalpur Port pilot is on board. Pilot boarding station is located at 19°17.7'N 085°00.9'E. (At a distance of about one mile east of fair way buoy.)
- b) The Owners' Agents shall submit the Pilot Booking Request as at **Annexure-IV** to Port Signal Station for assigning of pilot for inward/outward movement of the Vessel.
- c) The pilot transfer arrangements shall be as per SOLAS Regulations as amended from time to time.
- d) The pilot ladder should be rigged in conjunction with the accommodation ladder if required within 2 meters of the water to enable the pilot to ascend or descend the ladder clear of pilot boat. The distance from sea level to the bottom of the accommodation ladder shall not exceed 9 meters.
- e) The use of any defective boarding equipment is prohibited. This includes accommodation ladders that lead forward and also those that do not rest firmly against the vessel side.
- f) Under no circumstances should the Vessel circumvent the safety boarding rules and regulations.
- g) A Vessel's officer in radio communication with the bridge should be in attendance along with two crew members to assist during pilot boarding/de-boarding.
- h) The pilot shall be escorted from deck to Navigation Bridge immediately upon boarding the Vessel. All necessary formalities shall be carried out at the navigation bridge. The Master and the pilot shall discuss and finalise the pilotage plan keeping all potential hazards, safety parameters and Vessel's characteristics in view.



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- i) The Pilotage Certificate both for inward and outward movements shall be jointly signed by the Master and the Pilot of the vessel before disembarkation as at Annexure-V/ Annexure-VI.

2.7 Mooring of Vessels

- a) The Vessels shall be moored and fastened to the satisfaction of the Port Authority.
- b) The Vessel shall move at such optimal speed so that the maneuverability with the steering is maintained within the harbour. The operating regime of the Vessel's propellers shall be such that it does not endanger the other vessels at berth.
- c) The distance between the Vessels moored at the berths shall be safe enough for berthing/un-berthing.
- d) The mooring gang of Gopalpur Port shall release and secure the mooring ropes of the Vessels during berthing/un-berthing.
- e) Cape size vessel shall be moored with 3 head ropes, 6 breast ropes and 2 spring ropes as forward mooring configuration and similarly 3 stern ropes, 6 breast ropes and 2 spring ropes as stern mooring configuration. Panamax size vessel shall be moored with 3-4-2 configuration as forward mooring and 3-4-2 configuration as stern mooring. Vessels with LOA less than 200 meters shall be moored with 3-3-2 configuration as forward mooring and 3-3-2 configuration as stern mooring.
- f) Vessel's mooring winches & brake bands to be in good condition.
- g) Vessels to have the best quality of mooring hawsers on board having same tensile strength.
- h) The Vessel shall pass one spring line each from forward and afterward with the help of heaving line and messenger line. Second spring line can be passed after the Vessel is positioned on the berth. One mooring boat is available for use during mooring operation. However, normally mooring operation is carried out with heaving line only.
- i) All mooring lines shall have rat guards fixed on them while Vessel is alongside the berth.
- j) Vessels shall keep continuous mooring watch and adjust the mooring ropes with the change of tides to maintain the tension on all mooring lines evenly and keep the Vessel alongside the berth at all times.
- k) Gopalpur Port Signal Station will alert the vessel at berth through VHF communication whenever there is a programme of berthing/un-berthing of vessel at other berth.
- l) Gopalpur Port will provide tug assistance as soon as possible, subject to



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availability, if the Master of vessel at berth requisitions for the same in anticipation of any problems with the mooring hawsers/ Winches.

2.8 Furnishing of Documents upon Berthing of Vessels: -

Upon berthing of the Vessel, the Vessel/ Owners' Agent shall submit last Port Clearance Certificate in original and three copies of following documents/ certificates; one each for Port, Customs and Immigration Authorities:

- a) Vessel Particulars;
- b) Load Port Cargo Survey Report;
- c) Arrival ROB Report (Bunker, ballast and draft F/ A);
- d) Cargo Manifest/ Declaration
- e) IMO Crew List;
- f) Ports of Call List for Last 10 Voyages;
- g) Maritime Declaration of Health including De-ratting / De-ratting Exemption Certificate;
- h) Crew Vaccination List
- i) NIL List;
- j) Crew's Effects Declaration;
- k) Passenger List;
- l) Vessel's Currency List (both Personal and Official);
- m) Vessel's Stores Declaration;
- n) Vessel's Properties Declaration;
- o) Bonded Stores List;
- p) Narcotics List;
- q) Details of Radio Equipments;
- r) All Standby Certificates of the vessel; such as Certificate of Registry, Tonnage Certificate, Certificate of Class.;
- s) Pre-Arrival Notification Security (PANS);

In addition to the above, the Vessel/ Owners' Agent shall submit any other documents/ certificates required by the Port/ Customs/ Immigration Authorities including the documents/ certificates as stipulated in Section 2.1 and submit the same for verification as and when necessary.

2.9 Guidelines for Vessels at Berth

- a. The Vessel shall have both the anchors secured in the hawse pipe.
- b. The Vessels shall not use propellers except in an emergency with the permission from the Port Signal Station.
- c. The Vessels shall not lower the lifeboats into the water except in an



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- emergency with the permission from the Port Control/Signal Station.
- d. A majority of the crew shall always stay on board of the Vessel so that in case of any emergency the Vessel can cast off the berth and proceed to the anchorage. The main propulsions, steering and anchor gears shall be in working condition. Any repair or maintenance operations that may prolong the time for readiness to depart, may take place only with the written permission from the Port Authority.
 - e. The Vessel shall provide a proper and safe gangway equipped with save-allnet placed beneath the gangway. Proper illumination should be provided near the gangway from sunset to sunrise in such a manner that the gangway is clearly seen from the berth and from the Vessel.
 - f. All accidents, pollution of the water and damage to self, other vessels and flotilla inside Port Limits and damage to Port property shall be immediately reported to the Port Control/Signal Station by the Vessel/Owners' Agents.
 - g. The Vessel/Owners' Agents shall obtain prior permission from the Port Authority to carry out any welding operations or such operations on the open deck, outboard operations, fire and abandon ship drills, launching of boats and rafts. Port Control shall be informed of the commencement and completion of such operations.
 - h. Cleaning of the Vessels with chemicals, removing of old paint and rust is prohibited in the Port. The Vessel/Owners' Agents shall obtain permission from the Port Authority prior to painting of the Vessel at the berth.

2.10 Ballasting/De-ballasting and Overboard Discharges

- a) The ballasting/de-ballasting operation shall be carried out by the Vessel as per provisions of GEF/UNDP/IMO Global Ballast Water Management Programme. The Vessels shall submit information as per IMO Ballast Water Reporting Form.
- b) The Vessels at anchorage waiting for loading shall retain full ballast on board until a confirmed berthing plan is communicated to the Vessel by the Port Control/Signal Station.
- c) The term "over-side discharges" refers to the discharge of any solid waste or any liquids from a Vessel other than ballast water.
- d) Vessel's garbage must be retained on board in suitable containers with properly fitted covers. Garbage, dunnage and scrap materials should not be dumped in Indian Territorial Waters. Burning of Vessel's garbage is not permitted within the Port Limits.
- e) The Vessel shall not discharge hold washings and raw sewage inside the



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Port.

- f) The Vessels shall follow the MARPOL guidelines while dealing with garbage, raw sewage and hold washings.
- g) The Vessel shall have all its scuppers properly plugged while at berth.

2.11 Reporting of Loss of Cargo or Vessel's Equipment

- a) The Vessel/Owners' Agents shall inform the Port Control/Signal Station about loss of any cargo or Vessel's gear in the Port and shall, after obtaining permission from the Port Authority, forthwith recover the lost article, if practicable.
- b) If such recovery is not made the Vessel/Owners' Agents shall deliver to the Port Authority a written report of the loss giving ;
 - i. the approximate location of the lost article;
 - ii. a description of the lost article; and
 - iii. any other pertinent details relating to the loss.
- c) If the lost article is posing a hindrance to the port operations, the Port Authority will remove/recover the article at the risk and expense of the owner of the Vessel.

2.12 Weather Conditions

- a) The weather parameters for operating the Vessel at Port will depend upon the circumstances prevailing at that time. The Port Authority will consider the circumstances before taking any decision to suspend and/or resume operations.
- b) Warning on severe weather conditions will be intimated to all the Vessels. Port Authority shall decide about shifting of the Vessels from berth to anchorage on the basis of severity of weather conditions which shall be communicated to the Vessels.
- c) The Port will hoist signals on top of Port Signal Station in case of adverse weather conditions as per norms.

2.13 General Conditions

- a) Every Vessel either seeking to enter or leave the harbour is subject to the orders of the Port Authority in respect of her entry, departure, draught, berth, anchorage, location, speed, direction and means and method of movement.
- b) A Vessel while in Port shall be subject to the direction of the Port



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Authority with respect to her position, removal, the manner in which and the time when the Vessel shall be moored, loaded or unloaded. A Vessel shall proceed to the position assigned thereto by the Port Authority immediately after such assignment unless the Port Authority otherwise directs.

- c) Vessel/s at berth but not working cargo, shall have all the hatches closed/well protected.
- d) The Vessel/Owners' Agents shall ensure that the Vessel;
 - i. does not encumber a channel or wrongfully occupy any berth;
 - ii. does not obstruct or impede navigation or the berthing of any other vessel; or
 - iii. is not navigated in such a manner or at such a rate of speed so as to endanger or damage other vessels or goods or operations in the Port or adjacent thereto or cause injury or harm to any person or wildlife.
- e) Except in accordance with a permit from the Port Authority, no person shall cause or permit any vessel or floating property to tie up, moor, anchor, or occupy a berth at any wharf, pier, buoy, float or pile owned or administered by the Port Authority.
- f) No person shall moor or make fast any boom or floating property:
 - i. to the outside of a Vessel moored at a berth; or
 - ii. to the berth in such a manner as to restrict the movement of any Vessel.
- g) The Port Authority may refuse to allow any Vessel to enter the Port for any reason. However, such a refusal shall normally be for the purpose of:
 - i. preventing danger to the population or damage to the environment;
 - ii. preventing an obstruction to navigation or use of the Port; or
 - iii. Preventing a Vessel from engaging in illegal or disruptive activities.
- h) The Port Authority may order a Vessel to leave the Port or prohibit a Vessel from entering the Port where, in the opinion of the Port Authority, that Vessel:
 - i. is in a dangerous condition;
 - ii. constitutes a hazard to navigation or the operations of the Port;
 - iii. may contaminate the Port; or
 - iv. may endanger the safety of any person or property in the Port.
- i) The Vessel referred in Section 2.9 (f) and (g) shall forthwith comply with the order of the Port Authority, failing which the Port Authority may take such corrective action as is necessary to remedy the situation and the Vessel/Owners' Agents shall be liable to pay to the Port Authority such costs.
- j) The Vessel/Owners' Agents shall carry out all the formalities for ingress



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and egress and during stay of the Vessel at Gopalpur Port in relation to the Customs, Immigration and Port Health in accordance with the provisions of applicable laws of Republic of India.

- k) Customs and Immigration officers will board all the Vessels on arrival/before departure at/from berth. The Owners' Agents of the Vessel shall be responsible for necessary coordination.
- l) The Master of the Vessel shall be responsible at all times for the safe loading/unloading of the Vessel.
- m) Master and Owners of the vessels shall be held liable and responsible for the acts of crew and any person employed by them working outside or on board the vessel.
- n) The shifting and warping of Vessels, if required, shall be carried out as per directions of the Port Control/Signal Station.
- o) The Vessel shall ensure that no un-authorized persons board the Vessel within the Port Limits. The crew of the Vessel shall check the identity of all the persons boarding their Vessel. Accordingly, a gangway watch shall be maintained at all the times by competent personnel and any unauthorized attempt to board the Vessel shall be reported immediately to the Port Control/signal Station.
- p) The Vessel shall ensure that no unauthorized crafts are allowed alongside whilst the Vessel is within the Port Limits.
- q) No Vessel shall cast off without the directions of the Port Control/Signal Station.
- r) Vessels discharging petroleum in bulk shall observe the provisions of the Petroleum Rules 1973 and other rules made in this regard from time to time.
- s) The port will permit bunkering of vessel with petroleum fuel oil and lubricants through road tankers and barges subject to the condition that the vessel shall ensure observing all safety precautions.
- t) A person/a firm will on request be issued with a license to hawk/sell goods and services within the port or on board any vessel working in the port. The license will be for a period of 1/2 years subject to approval from Customs Authorities.
- u) The port may introduce registration of Steamer Agents at the port on payment of requisite fees towards registration and security deposit.

Note: - The above information and guidelines are subject to revision from time to time.



**GOPALPUR PORTS LIMITED
PORT RULE**

Annexure-I

To,
M/s. Gopalpur Ports Limited
Arjipalli, Ganjam.

Sub:- Pre-Arrival Notice for MV _____.

Sirs,

We are please to declare the subject vessel which is expected to arrive at your port at _____ hrs on Dt _____ for Loading/Un-Loading _____ MT of _____ Cargo on account of _____ Importer/Exporter/Consignee. We will furnish all detail particulars of the vessel in due course on receipt of the information.

Thanking you,
Yours faithfully,

(_____)
As Owner's Agent of the Vessel.



CONDITIONS OF USE OF FACILITIES AND SERVICES AT GOPALPUR PORT.

1. All Vessels visiting the Port and using or utilising Port Facilities/Port Services (defined below) shall do so at their sole and exclusive risk.

“Port Facilities” means all the facilities, assets, equipment and installations of whatever nature existing at the Port as of the date hereof, whether these are fixed or movable, including, without limitation, the channel, berths, loading/unloading facilities including buoys or other channel markings, and any such or like facility, asset, equipment or installation; and

“Port Services” means any service, advice, instruction or assistance tendered or provided by Gopalpur Port to the Vessel, including, without limitation, by way of pilotage, towage, tug assistance, mooring or other navigational services.

2. These Conditions of Use shall apply in addition to any other laws, rules, regulations or procedures enacted, promulgated, declared or issued by the Government of India or Government of Orissa or by Gopalpur Port or any other competent authority or the terms of any agreement entered into between an Owner or his/its agent and Gopalpur Port or any berthing application made or other documents submitted by an Owner or his/its agent as required by Gopalpur Port.

3. The Master shall at all times and under all circumstances be responsible for the safe and proper operation and navigation of the Vessel. Whilst Gopalpur Port shall endeavour to exercise every reasonable care, skill and diligence to ensure the proper exercise and operation of the Port Services and the Port Facilities, Gopalpur Port, nonetheless, makes no representation, guarantee or warranty as to the adequacy, suitability, and fitness for purpose or safe conduct thereof.

4. The Master and the Owners shall be responsible for, indemnify and hold harmless Gopalpur Port from and against all claims, losses, damages, delays, costs (including legal costs), expenses and liabilities of every kind and nature arising in any way whatsoever from any acts done or omissions made in the course of the services provided by pilots, tugboats, stevedores, longshoremen or any other service provider of the Port. Such Service Providers, although employed by GOPALPUR PORT, shall for the purpose of these Conditions of Use be deemed to be the servants of and in the service of the Master/Owner and under their instructions.

Name of the vessel: M.V/M.T.....

Name of the Master:.....

Time/Date of Arrival at Anchorage:.....

Name, Signature & Seal of the Owner’s Agent.



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Annexure-III

Vessel Particulars

To

M/s. Gopalpur Ports Limited,
Arjipalli, Ganjam

Dear Sirs,

Sub: MV.....IMP/EXP of..... MT of.....Cargo

The relevant particulars of the subject vessel are as under:

NAME : MV "....."	TYPE: CARRIER
LOA : M	BEAM:M
GRT : MT	NRT: MT
DWT : MT	
ARRIVAL DRAFT : FWD: M AFT: M	MAX DRAFT: M
OFF. NO.	CALL SIGN:
PORT OF REGISTER :	FLAG:
TERMS OF CARRIAGE:	BALLAST:
LOAD PORT :	DISCHARGE PORT:
LAST PORT:	NEXT PORT:
OWNER'S AGENT: M/S.	CHARTERER'S AGENT: M/S.
CONSIGNEE:	CONSIGNOR:
CARGO TYPE :	B/L QUANTITY: MT
DECK CARGO:	
ETA: DATE: TIME:	ETD:
P & I:	CLASS:

Thanking you,

Yours faithfully,
M/s.....

AS AGENTS

Cc:- The Immigration Officer/Dy. Commissioner Customs.



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Annexure -IV

**PILOT BOOKING REQUEST
(INWARD/OUTWARD)
(Tick Which Ever Applicable)**

To
Port Signal Station,
Gopalpur Ports Limited.
Arjipalli, Ganjam.

Dear Sir,

- a) MV_____ import/export Rotation Number _____
will be arriving/has arrived at Gopalpur Port anchorage at _____ hrs on
_____ and will be/is ready in all respects to berth and commence
loading/unloading of cargo. **(In Ward)**
- b) MV_____ import/export Rotation
Number _____ will be completing her loading/unloading at _____ hrs. on
_____ and will be ready for sailing in all respects including port clearance at
_____ hrs. on _____. **(Out Ward)**

You are, therefore, requested to assign a pilot at _____ hrs on _____ or as per convenience
of port to berth/sail the vessel. The draught of the vessel is:
Fore: _____ Aft: _____.

Yours faithfully

Owner's Agents

Cc:- Master of MV_____.



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Annexure -V

**GOPALPUR PORTS LIMITED
INWARD PILOTAGE CERTIFICATE**

Date:

No/GPL/IN/...../2015

This is to certify that Capt.....has this day piloted
MV.....from.....Sea.....to.....Berth
No.....

Pilot Start Time	hrs LT	Pilot Boarded at	hrs LT
Commenced Work.....	hrs LT	Controls tested	hrs LT
First Line Ashore.....	hrs LT	All Fast	hrs LT
Completed Work.....	hrs LT	Gangway Placed.....	hrs LT
		Pilot Disembarked.....	hrs LT

Detentions if any.....

Ship Particulars

Draft : Fore.....m	Aft.....m	LOA.....m	Beam.....m
GRT:	Displacement	MT	Last Port : Sailed

Berth and Tug Details

Tug Used/in Attendance	(1)	(2)
Berth No.	Side Alongside :	Port/Starboard
Bow/Stern Bollard Number:	VHF Communication Channel:.....	
Mooring plan Explained to Master : <input type="checkbox"/>	Maneuvering Diagram/Pilot Card Cited : <input type="checkbox"/>	

Deficiencies Noted :

Remarks :

.....
.....

Master confirms that above particulars are correct and all ships certificates including ship's crew documents are appropriate and valid.

Signature of Pilot Signature of Master with Ship's Seal



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Annexure -VI

**GOPALPUR PORTS LIMITED
OUTWARD PILOTAGE CERTIFICATE**

Date: No/GPL/OUT/...../2013

This is to certify that Capt.....onhas piloted
MV.....from.....berth.....to.....

Pilot Boarded athrs LT Controls testedhrs LT
Commenced single up.....hrs LT All cast offhrs LT
Pilot Disembarkedhrs LT

Detentions if any.....

Ship Particulars

Draft : Fore.....m Aft.....m LOA.....m Beam.....m
GRT: Displacement MT Next Port : Sailed

Berth and Tug Details

Tug Used/in Attendance (1) (2)
Berth No. Side Alongside : Port/Starboard
Bow/Stern Bollard Number: VHF Communication Channel:.....
Un Mooring plan Explained to Master : Maneuvering Diagram/Pilot Card Cited :

Deficiencies Noted :

Remarks :

.....
.....

Master confirms that above particulars are correct and all ships certificates including ship's crew documents are appropriate and valid.

Signature of Pilot Signature of Master with Ship's Seal