



## **PORT RULES**

The port rules and berthing policy have been framed 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 limits of Gopalpur Port from 1<sup>st</sup> April 2022.

### **Definitions—**

In these rules, unless the context otherwise requires:

- **Act:** means the Indian Ports Act, 1908 (15 of 1908)
- **Agent:** A person authorized to transact business for and in the name of another person or company. Types of agents are: (1) Brokers, (2) Commission Merchants, (3) Resident Buyers, (4) Sales Agents, (5) Manufacturer's representatives.
- **Beam:** The width of the ship.
- **Berth:** A space for a ship to dock or anchor.
- **Bill of lading:** shall mean a document that establishes the terms of contract between a shipper and a transportation company.
- **Bonded Warehouse:** A warehouse authorized by Customs authorities for storage of goods on which Payment of duties is deferred till the time of removal of goods.
- **Break Bulk:** cargo that is transported in bags, boxes, crates, drums, barrels or items of extreme length or size. To be considered break bulk, these goods must be loaded individually, not in intermodal containers nor in bulk as with liquids or grains.
- **Bunkers:** A maritime term referring to fuel used aboard the ship
- **Calendar day:** day considered from midnight to midnight (i.e. 0000 to 2359hrs).
- **Cargo:** All goods, materials, merchandise, or wares carried on board ship, train, or truck.
- **CBM (CM):** Abbreviation for "Cubic Meter." CBM measurement is L x B x H.
- **Cold move:** Any movement of vessel viz. berthing / un-berthing / shifting when carried out without or limited availability of Vessel's steering gear and/or engine.
- **Deadweight Tonnage (DWT):** is a measure of how much weight a ship can carry. It is the sum of the weights of cargo, fuel, fresh water, ballast water, provisions, passengers, and crew.
- **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 or the Port Management.



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- **Draft (or Draught):** Vertical distance between the waterline and the deepest point of the vessel.
- **Drifting:** when vessel is afloat but neither at anchor nor made fast to a berth or mooring.
- **Dunnage:** Any material or objects used to protect the cargo. Examples of dunnage are wooden blocks, boards, burlap and paper.
- **ETA:** Expected Time of arrival.
- **Export:** Shipment of goods to a foreign country.
- **FRT:** Freight Tons, which is considered higher of CBM or MT.
- **Free pratique:** means permission for Ship/vessel to enter the port limits, embark or disembark, discharge or load cargo or stores. Free Pratique is granted by Public health officer (PHO).
- **GT or GRT:** Gross Tonnage or Gross Registered Tonnage.
- **Idling:** If a vessel is alongside the berth without carrying out any cargo operations.
- **ISPS: International Ship and Port Facility Security Code,** is an amendment to the Safety of Life at Sea (SOLAS) Convention (1974/1988) on minimum security arrangements for ships, ports and government agencies.
- **IWPM / OWPM:** Inward Pilot Memo / Outward Pilot Memo.
- **Kg:** Kilogram.
- **LOA:** Length Overall.
- **LPG:** liquefied petroleum gas.
- **Master:** in relation to any vessel means any person being in charge or command of such vessel.
- **Monsoon Period:** SW&NE Monsoon period at Gopalpur Port, is from May to October and November to January each year.
- **Moor:** shall mean holding a ship to the shore by mooring ropes.
- **Mtrs:** meters.
- **MW:** Megawatt.
- **NH:** National Highway.
- **O.D.C:** Over Dimensional Cargo.



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- **On Board:** A notation on a bill of lading that cargo has been loaded on board a vessel. Used to satisfy the requirements of a letter of credit, in the absence of an express requirement to the contrary.
- **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 includes vessel owner, part-owner, charterer, consignee, or mortgagee in possession thereof.
- **PANS:** Pre-arrival notification of security.
- **Per day:** 24hrs calculated from commencement of the mentioned activity
- **PFSO:** means Port Facility Security Officer as required under ISPS and is in-charge of all security matters inside port facility. PFSO could be either Dy Conservator or any other officer so authorized by the Port management.
- **Pilot:** means a person authorized/licensed by the port to pilot a vessel.
- **Port:** means Gopalpur Ports Ltd.
- **Port Control:** means an office of the port working under the authority of the Deputy Conservator of the port.
- **Port Management / Port Authority:** means the CEO of Gopalpur Ports Limited and includes any other officer of the Port acting under the authority of the CEO of Gopalpur Ports Ltd.
- **P&I:** Protection & Indemnity.
- **Quarantine:** Quarantine means the restriction of activities and/or separation of suspect persons who are ill or of suspect baggage, containers, ship/vessel or goods from others in such a manner to prevent the possible spread of infection or contamination.
- **STS:** Ship-to-ship transfer operation is the transfer of cargo between seagoing ships alongside each other, either while stationary or underway. Cargoes typically transferred via STS methods include crude oil, liquefied gas, bulk cargo, and petroleum products.
- **Tanker:** is a cargo ship constructed or adapted for the carriage of bulk liquid cargoes.
- **TPH:** Tons per hour.
- **Trans-shipment Port:** Place where cargo is transferred to another carrier.
- **VCN:** Vessel Call Number.
- **VTMS:** vessel traffic monitoring system
- **Warehouse:** A place for the reception, delivery, consolidation, distribution,



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and storage of goods/cargo.

- **Warping:** Physical shifting of the vessel maximum 100 mtrs ahead / astern on the same berth.

### 1. Information about the Port:

Gopalpur port is located between Paradip Port in the North and Vishakhapatnam Port in the South.

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

| Shore                        | Sea (30.0 Mtrs Contour)    |
|------------------------------|----------------------------|
| A: 19° 15'58"N/084° 55' 08"E | B: 19°14'06"N /084°58'30"E |
| D: 19°21'20"N /085°02'44"E   | C: 19°18'54"N/085°05'06"E  |

**b) Navigational Channel:**

|                | Length(m) | Width(m) | Draught(m) |
|----------------|-----------|----------|------------|
| Outer Channel: | 2200      | 200      | 14.5       |
| Inner Channel: | 800       | 200      | 14.5       |

Turning Circle Radius: 600.0 Mtrs

Distance from Berth to Turning Circle: 100.0 Mtrs

Navigation Channel is marked with 6 lateral buoys named 1 to 6 and one fairway buoy at the end of the channel at a distance of 2.5NM from the center of the turning circle. Channel is marked with two leading lights (White) as shown on the navigational chart.

**c) Berth details:**

| S.no | Berth Length | Berth Width | Draft | Height CD |
|------|--------------|-------------|-------|-----------|
| 1    | 300m         | 28.5m       | 14.5m | +6.5m     |
| 2    | 300m         | 28.5m       | 14.5m | +6.5m     |
| 3    | 200m         | 28.5m       | 14.5m | +6.5m     |

**d) Navigational aids:**

1. The port is ISPS & NSPC compliant, with DAY/NIGHT Navigation.
2. Port Control: The vessels traffic is controlled through the port control which is equipped with VTMS and manned 24 x7 hours. For communication, VHF channel 12 and 16 are used.
3. Beacon Lights: Two Beacon Lights Red and Green are placed at the tip of the Southern and Intermediate Break Waters respectively.



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### e) Tides and Tidal streams:

Gopalpur port is a tidal port with min and max height of tides are 0.8m and 1.9m respectively. Tidal streams is more pronounced during the monsoon.

Min and max drift are 0.1 to 0.3 kts respectively and direction depends on the prevailing wind direction.

### f) Anchorage Area:

Anchorage area is situated south of the fairway buoy with good holding ground of mud and sand.

## 2. Admissions of Vessels into Port:

**2.1 Pre-arrival Notice:** The pre-arrival notice as per **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 daily basis.

- a) [gplmarine@gopalpurports.in](mailto:gplmarine@gopalpurports.in)
- b) [portcontrol@gopalpurports.in](mailto:portcontrol@gopalpurports.in)
- c) [gploperation@gopalpurports.in](mailto:gploperation@gopalpurports.in)
- d) [gplaccounts@gopalpurports.in](mailto: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 per **Annexure-II**
- b) Vessel Declaration along with vessel and cargo particulars as per **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)



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- o) Ship Sanitation Control / Exemption Certificate
- p) 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) Master declaration of no Satellite Telephone (Thuraya/Iridium Sat-phones)
- s) IMO Crew List
- t) Advance Notification for Waste Delivery to Port Reception Facilities (IMO)
- u) International Air Pollution Certificate
- v) 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 arrival. The vessel on arrival should establish contact with Port Control 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 and 2.2 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 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'/Charter's Agents.
- g) Indian Light House Dues has been paid to the Government Authorities.

## **3. Anchoring of Vessels**

- a) All vessels must drop anchor in the designated anchorage area as shown on the navigation chart and thereafter report the anchor coordinates, bearing, and distance from the south breakwater, soundings, and time of anchoring to Gopalpur Port Control via VHF channel 12. No anchorage is permitted 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.



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Vessels shall also keep anti-pilferage watch on deck from sunset to sunrise whilst at anchorage.

- c) All Vessels at anchorage shall maintain a radar distance of minimum 4 cables from the other vessel at anchorage. If the prevailing weather is not favorable to drop anchor then vessel may drift off the port limits.
- 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.
- 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 as required under ISPS Code.
- i) No Vessel shall carryout any work requiring immobilization while at anchorage without prior permission from the Port Authority.

### 4. 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 harbor unless Gopalpur Port pilot is on board. Pilot boarding station is located at 19°17.7'N 085°00.9'E. (At distance of about one mile east of fairway buoy.)
- b) The Owners' Agents shall submit the Pilot Booking Request as at **Annexure-IV** to Port Control 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.
- f) Under no circumstances should the Vessel circumvent the safety boarding rules and regulations.
- g) A Vessel's officer in radio communication with the wheel house 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/Annexure VII.**

### **5. 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) As a general practice, Cape size vessel shall be moored with 4 head ropes, 4 breast ropes and 2 spring ropes as forward mooring configuration and similarly 4 stern ropes, 4 breast ropes and 2 spring ropes as stern mooring configuration. Panamax size vessel shall be moored with 4-2-2 configuration as forward mooring and 4-2-2 configuration as stern mooring. Vessels with LOA less than 200 meters shall be moored with 4-1-2 configuration as forward mooring and 4-1-2 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 and increased wind conditions mainly during SW monsoon season to maintain the tension on all mooring lines evenly.
- k) Gopalpur Port Control shall alert the vessels at berth through VHF communication whenever there is a berthing / un-berthing program of any vessel. All vessels at the berth and at anchor shall always maintain VHF watch on Ch 12 (Port Channel) for berthing/un-berthing, safety and security reasons.
- l) Gopalpur Port will provide tug assistance as soon as possible, subject to availability, if the Master of vessel at berth requisitions for the same in anticipation of any problems with the mooring hawsers/ Winches.





### 6. Furnishing of Documents upon Berthing of Vessels:

Upon berthing of the Vessel, the Vessel/Owners' Agents 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 Equipment
- 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' Agents shall submit any other documents/certificates required by the Port / Customs / Immigration Authorities including the documents/certificates as stipulated in Section 2.1 and 2.2 and submit the same for verification as and when necessary.

### 7. 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 Control.
- c) The Vessels shall not lower the lifeboats into the water except in an emergency with the permission from the Port Control.
- d) 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.



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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-all net 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 by the Vessel/Owners' Agents.
- g) The Vessel/Owners' Agents shall obtain prior permission in written 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 on VHF channel 12.
- h) Cleaning of the Vessels with chemicals, removal of old paint and rust, and painting is prohibited in the Port.
- i) No Vessel shall carry out any work requiring immobilization while at berth without prior permission from Dy. Conservator/Port Authority.

### **8. Ballasting/De-ballasting and Overboard Discharges:**

- a) The ballasting/de-ballasting operation shall be carried out by the Vessel as per provisions of IMO 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.
- 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 Port waters.
- f) The Vessels shall follow the MARPOL guidelines while dealing with garbage, raw sewage and hold washings.



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- g) The Vessel shall have all its scuppers properly plugged while at berth.

### **9. 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....
1. The approximate location of the lost article;
  2. A description of the lost article; and
  3. 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.

### **10. 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.

### **11. Berthing Policy**

#### **11.a. Berthing Objective**

The objective of the Berthing Policy at Gopalpur ports is to provide well-defined, transparent, and non-discriminatory guidelines for the allocation of berths at the Port, based on vessel pre-notification, arrival, and administrative compliances.

Berthing scheme: First Come First Serve (FCFS)

The Port, as a general rule, adopts the policy of First Come First Serve (FCFS) basis. However, Port reserves the right to have special berthing arrangement with



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no obligation and / or liability on the vessel(s) already waiting at anchor.

For all cargo vessels, the following criteria will be used by the Port for determining the berthing priority:

- The vessel has duly submitted the required Declaration / Information / PANS (ISPS), 96 hrs for foreign run & 24 hrs for coastal run prior to vessel's arrival / statutory compliance of government directives as issued from time to time. Vessel's agents are required to declare their vessels through iPortman/email. All vessel related details are to be updated in vessel definition and vessel registration. The details should be entered as per the vessel particulars. In case any information is incomplete or missing in iPortman, the vessel's application for berth will not be accepted.
- The vessel's agent must pay in advance all charges as per Port's Proforma Invoice (PI). The first PI will be produced based on the vessel occupying the berth until her full cargo activities are completed. In case of any excess amount which is credited, it will be adjusted in the final invoice. For invoicing of marine costs, a maximum of 6 digits after the decimal (upward round off) shall be considered in the USD rate.
- Vessel has to give at least 5/3/2/1 days notices of Expected Time of Arrival (ETA), except vessels calling from nearby ports or the voyage duration is around 1 day, which are required to provide one day notice.
- Vessel which has physically arrived within the port limits or at defined position and registered herself with Port Control giving all the vessel's particulars. Physical arrival means the time of arrival of vessel into Port Limits or at defined position.
- Seniority of a vessel will be counted basis the time of her physical arrival, filing of inward pilot memo (IWPM), Cargo readiness, and clearance from concerned department with respect to cargo readiness, receipt of pipe check list, verification of packing list and Terminal readiness whichever is later and applicable for that vessel.
- In case of export vessels, seniority will only be considered for vessels if "80% Let Export Orders" of intended cargo is physically available inside the Port for loading. If cargo is found to be less than afore mentioned quantity, such vessels will not be considered for berthing.

### **11.b. General guidelines for all Vessels**

- The vessel's engine and steering gear should be fully available for use at all times during the manoeuvre. If a vessel's engine or steering fails during any point of the berthing / un-berthing /shifting manoeuvre, it will be treated as cold move and will be charged as per Port tariff.
- Note: If vessel engine fails during outward Pilotage and cold move charges become applicable to such vessels, the vessel may be required to wait at anchorage until



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payment confirmation for cold move charges is received from the vessel's Agent / Owners.

- Any vessel deficiency must be reported to the port well in advance through email to Port Control at portcontrol@gopalpurports.in or through VHF on Channel 12/16 to Gopalpur Port Control prior berthing / un-berthing / shifting warping operations. Non-reporting of such deficiency will attract charges as per Port tariff vessel depending upon the type of deficiency. If engines or steering is not available, then these manoeuvres will be considered as cold move and charged as per Port tariff.
- A vessel refusing an allocated berth for any reason whatsoever will lose her seniority.

The Port permits priority berthing for vessels carrying government cargoes (as may be declared from time to time) for which 100% additional berth hire may be charged by the Port as per the Management's discretion.

- A '90 minute' notice will be given to vessels for reaching PBG (Pilot Boarding Ground). Any vessel which requires more time than the above notice, has to inform Port Control well in advance through her agent or via Port VHF working Channel.
- If for any operational reasons or Port convenience, a junior vessel is berthed by superseding the seniority of other vessels, the junior vessel will revert back to her original position in the seniority list if she is shifted out to anchorage.
- By making an application for, services and facilities in the port OR accepting the berth, the Vessel and the agent agrees to be bound by the provisions of the General Terms and Conditions for Services, Facilities and general tariff charges as issued and amended from time to time by the Port.
- All ships calling the port to get free pratique clearance from the inward boarding pilot.

### **11. c. Clarification regarding acceptance of Notice of Readiness time**

- If Pilot boards the vessel on arrival, then the Pilot boarding time will be considered as the NOR time.
- If vessel does not get Pilot on arrival and the vessel drops anchor in the port anchorage area, then the anchor dropped time will be considered as NOR time.
- In case a vessel drops anchor in the port anchorage area but does not file Inward Pilot request then the time of filing the inward pilot request will be considered as NOR time.
- In case a vessel physically arrives at a distance of 1 mile from Port's pilot station and waits for pilot to board the vessel without dropping anchor then the time of arrival to such position which is 1 mile from PBG will be considered as NOR time.



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The time of arrival along with NOR time has to be communicated and confirmed with Marine control on CH-12/16.

### **11.d. Daily Port Berth Planning Meeting**

The Port holds Daily Berth Planning Meeting at 0930 hrs on all working days, to plan the allocation of berths for the next 24 hours commencing from 1200 hrs on that day. The vessels agent and concerned parties shall be notified of tentative Berth Plan by 1200 hrs and 1800 hrs through Port Control. Allocation of berth to any vessels other than the FCFS policy will be purely on Port's discretion.

## **12 General conditions for berthing / un-berthing and cargo operations of vessels.**

### **12.a. Vessel will not be considered for berthing if the Vessel:**

- Is poorly maintained and is considered unsafe for berthing by the Port.
- Has invalid statutory certificate, including expired load test certificates of cargo gears.
- Is blacklisted by Port State Control.
- Is not manned as per Safe Manning Document.
- If vessel does not produce proper proof to show that the vessel is suitably insured under DG Shipping authorized P&I club to cover the risk of damage to any port installations (fixed and floating), wreck removal, water & air Pollution and consequent civil liability and any other risks applicable. Restrictions / Instructions / Circulars issued by Government of India and State Maritime Board will be strictly adhered to.
- Vessel should arrive and depart the port either on even keel or with a positive trim and minimum list. In no case should the vessel be trimmed down by the head or have a list of more than 0.3 degree. In case a vessel is found to be trimmed down by head, the movement of such a vessel may be cancelled for safety reasons as such vessels are very sluggish in handling which is not acceptable in a strong tidal port. Such vessels will be provided pilot only after they have corrected their list and trim.
- Draft survey of a vessel which is down by head and listed more than 0.3 degrees will not be conducted unless the vessel comes on even keel and reduces the list to 0.3 degrees. All delay, detention and cost arising from negative trim, list exceeding 0.3 degrees and inability to comply with minimum draft and trim requirement will be on vessels account.
- Bulk and Break-Bulk Vessels will be berthed only after submission of discharging permission by Agent.



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- Vessels shall be un-berthed only after the payment of all port charges, completion of formalities and issuance of the No Dues Certificate by the Port Authorities and Port Clearance from the customs. The agent who declares the vessel will remain responsible for payment of all marine related dues. No marine services will be provided to any other appointed agent unless he makes advance payment towards the same or gets the approval of the main agent to avail any marine related services.
- In case any accident takes place on board the vessel in which port personnel / contractor staff are injured, the vessel will be held responsible for the same and will be liable for compensation. The amount of compensation decided by the port will be final.
- Notwithstanding anything contained above, The Port shall retain the right to prioritize any or all the above conditions depending on new developments / special circumstances which may have changed from what was discussed during the Berth Planning Meeting. Decision of the port on berth planning and allocation will be final and binding on all concerned.
- “CONDITION OF USE” (Annexure-II) is a mandatory requirement and is to be filled up, signed, stamped and delivered to the pilot before commencement of Pilotage.

### **12.b. A vessel may be removed from berth for the following reasons.**

- If the vessel is considered unsafe or hazardous for port safety.
- If the vessel is equipped with poor and unsafe cargo gear.
- If the vessel does not correct deficiencies pertaining to safety brought to her notice within the stipulated time.
- In case the weather deteriorates or is likely to deteriorate.
- If the stowage of cargo is improper or incorrectly declared.
- The vessel is under performing as per port norms or idling at the berth without proper justification, the vessel will be un-berthed and applicable shifting charges will have to be borne by the vessel.
- Makes a request for early un-berthing.
- Has made a wrong declaration.
- Performance of the vessels which are alongside the berth would be continuously monitored up to 06:00 hrs and will be discussed in the Daily Berth Planning Meeting. If a vessel is underperforming, the vessel's agent will be advised in writing to improve the vessel's performance. If by next day 06:00 hrs, the vessel's performance is still found to be unsatisfactory, a notice may be served to the Master to un-berth the vessel. Work stoppages beyond the control of the vessel or the Port will be excluded while evaluating the performance. Reasons such as lack of cargo



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and documents, poor or uneven stowage, unusually slow and unproductive cargo handling gears will not be accepted as valid reasons for poor performance of the vessel.

- The port shall remove a vessel from the berth on vessel account if, the vessel is unable to meet port's productivity norm due to failure of her equipment and the port is not in position to provide shore resource. The shifting of the vessel from berth will however be done only if another vessel arrives and requires the use of that berth.

### **12.c. For purposes of this policy: -**

A shifting movement means:

- Physical shifting of the vessel more than 100 mtrs ahead / astern.
- From one berth to another berth or from one berth to anchorage and re-berth.
- A warping movement means: Physical shifting of the vessel maximum 100 mtrs ahead / astern on the same berth.
- A turnaround movement means: Un-berthing the vessel from its berth and re-berthing it at the same berth on a different side. Pilotage charges will be charged in case of turnaround movement.

### **12.d. Free time allowed to vessels prior cargo commencement and after completion**

- A vessel should be ready for commencement of cargo operation in all respect within 2 hours of all fast time. In case the vessel cannot commence her cargo operation within 2 hours, Penal berth hire as per Port Tariff shall be applicable.
- A vessel wanting to overstay beyond the allowed 2 hrs after cargo completion shall make a request for overstay at least 3 hrs prior to cargo completion. Such a request will be accepted on case to case basis provided there is no vessel waiting for the use of the berth and the Port has not planned any maintenance activity on the berth. The Port's decision on such request would be final. In case, the Port refuses permission to overstay, the vessel will have to vacate the berth. The additional time beyond 2 hrs will be given on penal berth hire till the outward pilot request time.
- Penal Berth Hire will be levied for all periods of stoppages caused by the vessel or her principals during the course of cargo operations, which includes...
  - Unduly closure of hatch covers,
  - Unable to match vessel's ballasting-de-ballasting with cargo operations
  - Breakdown of vessel's cargo gear,
  - Time taken for interim draft survey in excess of one hour.
- Whenever a vessel is given due notice by the Port to vacate the berth on account of either under performance or for safety reasons and the Master of the vessel





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refuses to vacate the berth after 2 hours of due notice by the Port, the Port will charge “Non-Vacating of berth” charges as mentioned in the port tariff. Pilot detention and cancellation charges where applicable will be as per Port Tariff.

- In case of stoppages which is attributable to the vessel or her principals/principal’s client during the course of cargo operations including principal/principal’s client, MHS infrastructure not matching port MHS infrastructure, time taken for interim ullage surveys and interim draft survey in excess of 1st such interim survey or any other reasons, layup berth hire will become applicable for such stoppages provided there are no vessels waiting for berth. The vessel will revert to normal berth hire when the vessel or her principals/principal’s client machinery, equipment, MHS infrastructure are operational, or shore equipment deployed for operation on vessel request.
- In case, a vessel is on Penal hire, vessel is Idling due to equipment failure and another vessel arrives and requires the use of same berth, the vessel will be shifted out to anchorage on vessel’s / owner / agent account.
- Penal berth hire will not be applicable on Tug which has towed the dumb barge into the port for cargo operations provided it is made fast alongside the dumb barge. Layup charges in case of additional stay on berth will be applicable only on the dumb barge on hourly basis. The tug will continue to be charged at normal berth hire rates.
- Penal berth hire will not be applicable if there are cargo stoppages due to bad weather condition/rains unless the cargo was already stopped prior to start of bad weather/rains period. The timings will be taken from respective SBU.
- Port will not charge Penal berth hire charges on vessel which stay on the berth after cargo completion if vessels are receiving bunker / freshwater / waste collection. This will be subject to the following conditions:
  - There are no vessels waiting for that berth.
  - The concerned terminal / Marine department should not have planned any maintenance activity on that berth.
  - The request for additional berth stay should be made at least 3 hours prior cargo completion so that other vessel movements at other berths are not adversely affected.
  - The concerned vessel will get pilot only after other planned vessel movements have been carried out. Efforts will however be made not to unduly delay these vessels.

### **12.e. Import / Export voyage in same VCN (Vessel Call Number)**

- As a general rule, after completion of discharge operations, a vessel has to vacate the berth for other vessels waiting at the anchorage. If the same vessel is fixed for loading, her arrival time for loading operation will be considered only after she has completed her previous cargo and is thereafter ready to load cargo in all respects.



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- In case a new VCN is issued upon request, the second call will be treated as a fresh call and all marine dues will be applicable to the vessel.
- After completion of Import cargo, if vessel goes outside of the port limits for hold cleaning/operational requirements and coming back to load export cargo in same vessel, then New VCN will be provided for Export cargo operation. All the charges will be applicable as per Port tariff.

### 12.f. Anchorage charges

Anchorage charges will be applicable, from the time of vessel dropping anchor till the time the pilot board the vessel for berthing, for all vessels anchoring within Port limits other than the below.

### 12.g. Minimum Notice required for filing Pilot request through iPortman

| For All vessels  |  |
|--|--|
| Inward Pilot request   | Minimum notice 2 hrs from Pilot request time |
| Outward Pilot request  | Minimum notice 2 hrs from Pilot request time |
| Pilot Cancellation and amendment can be accepted through email to <a href="mailto:portcontrol@gopalpurports.in">portcontrol@gopalpurports.in</a> or through VHF on Channel 12/16 to Gopalpur Port Marine Control with minimum 1 hr notice for IWPM and 45 minutes notice for OWPM. Only one cancellation and revision will be accepted. Thereafter minimum 2 hrs notice has to be given for revision of pilot request. A vessel whose OWPM & IWPM timing have been amended will be given a pilot only after all other planned movements have been carried out. |  |

### 12.h. Swapping of Seniority

Swapping of berthing-seniority between vessels may be permitted by the Port provided the agent or agents of the affected vessels and /or the respective cargo interests jointly request the Port for exchange of seniority in the prescribed application form and agree to indemnify the Port against any claims whatsoever may arise there from. The agency which intends to swap the seniority of its vessels must take into consideration other agents whose vessel will be adversely affected due to swapping of seniority. LOA / Productivity of vessel being swapped will be considered before accepting the swapping request. However, final decision for swapping will rest with the Port.

### 12.i. Shifting of vessels

No Charges shall be levied for shifting of a vessel for **Port Convenience**. "Port Convenience" is defined to mean the following:

- If a working cargo vessel at berth or at mooring point is shifted for port to undertake hydrographic survey work, dredging, repair and maintenance of berth, or such other similar activities whereby shifting is necessitated.



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- If a working cargo vessel is shifted from berth to accommodate on ousting priority vessels which are exempted from bearing shifting charges.
- Whenever a vessel is shifted to accommodate another vessel carrying hazardous cargo which needs adjacent berth to be kept vacant for safety reasons.
- Whenever a vessel is shifted from berth to accommodate another vessel which cannot be berthed at other berths due to draft and LOA restrictions.
- Whenever a vessel is shifted to accommodate another vessel having priority at the adjacent berth and unless that vessel shifts, another vessel cannot be berthed at the adjacent berth due to length restrictions.
- Whenever a vessel is shifted to another berth or at anchorage due to operational requirement,

### **12.j. Shifting charges will be applicable in the following cases of shifting:**

- Whenever a vessel is shifted to accommodate another vessel on ousting priority, the vessel shifted will be required to pay shifting charges.
- Non-cargo vessel which in any case have to vacate the berth when cargo vessels arrive.
- Vessels which are idling at berth without doing any cargo handling operations.
- Vessels which are under performing due to reasons attributable to either the vessel or her principals.
- Vessel vacating the berth due to bad weather/storm – 50% of the shifting charges will be applicable.
- Vessel vacating berth due to bad weather/storm under Planned/Unplanned cold move - Planned/Unplanned cold move charges will be applicable.

### **12.k. Immobilization Permission**

- If vessel wants to carry out M/E maintenance work during her Port stay, the Port will grant Immobilization permission subject to the following terms and conditions on port's discretion. After completion of permitted time, fresh Immobilization requisition to be filed for completion of the remaining work. The Immobilization should be completed prior to completion of cargo operations. The Master of the vessel should inform Marine Control on VHF Ch-12/16 prior immobilizing the ships engine and after repairs have been carried out. In case the vessel is unable to sail out after cargo completion due to engine repairs in progress, then Penal berth hire will be applicable.
- Permission will have to be obtained in writing.



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- Master to ensure that the vessel remains safely alongside and if required to double up the moorings.
- Port will give 4 hours' notice to get the vessel's engine ready in case of emergency.
- In case, the vessel is unable to remain alongside the berth for whatever reason, any pilot / tug / mooring crew assistance provided by the Port will be on a chargeable basis.
- Due care should be taken by ship's crew in tending the ship's mooring lines, as Gopalpur Port has moderate tidal currents or offshore winds at some of the berths. The vessel will come off the berth in case the mooring lines are not tended properly.
- Cancellation of Immobilization request shall be considered only if it is rendered 2 hours after all fast time or else charges will be applicable. If vessel is already at berth at the time of request, then once permission granted the charges will remain applicable.

### **12.1. Berth Non- Vacating charges:**

Whenever for any reason Port requires any vessel to vacate the berth, the port will give 2 hrs notice. If the vessel fails to vacate the berth by the end of 2 hrs. then berth Non- vacating charges will be applicable . Which will be 2.5 times the normal berth hire as mentioned in the port tariff (Min berth hire charges will be applicable). This Charge is in addition to normal berth hire charges.



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### 12.m. Standard time for cargo commencement and completion

| Sr. No. | Types                        | Case   | Cargo Commencement  | Cargo Completion   |
|---------|------------------------------|--------|---|--|
| 1       | Bulk                         | EXPORT | First grab discharge into the ship's cargo hold.          | After completion of cargo loading and trimming.  |
|         |                              | IMPORT | First grab discharge from the ship's cargo hold.          | Full cargo discharge.  |
| 2       | Break Bulk/<br>Project Cargo | EXPORT | Commencement of dunnage Laying in the cargo hold.         | After completion of cargo Lashing<br>*maximum time for lashing/choking for various Break bulk/Project Cargo:<br>Steel material : 4 hours<br>Project Cargo: Port Discretion lashing/choking time stretches beyond above stipulated, Lay Up charges shall be levied as per tariff. |
| 3       | Break Bulk/<br>Project cargo | IMPORT | Commencement of cargo lashing removal                     | Full cargo discharge.  |
| 4       | Liquid cargo                 | IMPORT | When cargo passes the ships manifold into the shore line. | Air blow completion time and when receiver gives the go ahead for hoses disconnection.   |
|         |                              | EXPORT | Commencement time of cargo pumping from terminal.         | When the vessel is informed to close the manifold valves.  |

### 12.n. Berthing / Un-berthing guidelines for vessels

#### Berthing:

|           |  |
|-----------|--|
| B1-EXPORT | P/S A/S, LOA > 250m OR Draft >14.0m - Three Tugs |
| B1-IMPORT | S/S A/S, LOA > 250m OR Draft >14.0m - Three Tugs |
| B2-EXPORT | P/S A/S, LOA > 250m OR Draft >14.0m - Three Tugs |
| B2-IMPORT | S/S A/S, LOA > 250m OR Draft >14.0m – Three Tugs |
| B3-EXPORT | S/S A/S, LOA > 250m OR Draft >14.0m - Three Tugs |
| B3-IMPORT | S/S A/S, LOA >250M OR Draft >14.0m -Three Tugs   |

#### Un-berthing:

|           |  |
|-----------|--|
| B1-EXPORT | P/S A/S, LOA > 250m OR Draft >14.0m - Three Tugs |
| B1-IMPORT | S/S A/S, LOA > 250m OR Draft >14.0m - Three Tugs |
| B2-EXPORT | P/S A/S, LOA > 250m OR Draft >14.0m - Three Tugs |
| B2-IMPORT | S/S A/S, LOA > 250m OR Draft >14.0m - Three Tugs |
| B3-EXPORT | S/S A/S, LOA > 250m OR Draft >14.0m - Three Tugs |
| B3-IMPORT | S/S A/S, LOA > 250m OR Draft >14.0m - Three Tugs |



## GOPALPUR PORTS LIMITED

### 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 Authority with respect to her position, 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 7 (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.



## GOPALPUR PORTS LIMITED

- j) The Vessel/Owners' Agents shall carry out all the formalities for ingress 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 OR chemicals in bulk shall observe the provisions of applicable rules and guidelines as mentioned in the OCIMF 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

### CONTACT DETAILS

| PRIMARY CONTACT POINTS                |                |                |  |
|---------------------------------------|----------------|----------------|--|
| PC                                    | Port Control   | +91 9438882138 | <a href="mailto:portcontrol@gopalpurports.in">portcontrol@gopalpurports.in</a><br><a href="mailto:gplmarine@gopalpurports.in">gplmarine@gopalpurports.in</a> |
| Customer Service/Business Development | Customer Cell  |                |  |
| IMPORTANT CONTACT POINTS              |                |                |  |
| Cargo-Operations - Head               | Admin Building |                |  |
| Marine-Head                           | Admin Building | 9438882116     | <a href="mailto:ravindra.u@gopalpurports.in">ravindra.u@gopalpurports.in</a>   |
| Safety & Fire -Head                   | Admin Building | 9937438491     | <a href="mailto:r.sahadeo@gopalpurports.in">r.sahadeo@gopalpurports.in</a>   |
| Security-Head                         | Admin Building | 8093024245     | <a href="mailto:rakesh.panda@gopalpurports.in">rakesh.panda@gopalpurports.in</a>   |
|                                       |                |                |  |

### Port Office Address

Gopalpur Ports Ltd,  
Arjeeepalli- (Post),  
Chatrapur- (Mandal),  
Ganjam- (Dist);  
Odisha- (State)  
PIN : 761 045





## GOPALPUR PORTS LIMITED

### Annexure-I

To,  
M/S: Gopalpur Ports Ltd.  
Arjeepalli, Ganjam.

Sub:- Pre-Arrival Notice for MV\_\_\_\_\_Sirs,  
We are pleased 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 GOPALPURPORT.**

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 the same 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 document 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 Owner 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.**



# GOPALPUR PORTS LIMITED

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.



## GOPALPUR PORTS LIMITED

Annexure –IV

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

**To  
Port Signal Station,  
Gopalpur Ports Ltd.  
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 to: Master of MV \_\_\_\_\_.



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**GOPALPUR PORTS LIMITED  
INWARD PILOTAGE CERTIFICATE**

**Annexure –V**

Date:.....

No/GPL/IN/...../2021

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 Mast:  Maneuvering Diagram/Pilot Card Cited:

**Deficiencies Noted:**

**Remarks:**

.....  
.....  
.....

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

**Signature of Pilot**

**Signature of Master with Ship's Seal**



**GOPALPUR PORTS LIMITED**

**Annexure –VI**

**GOPALPUR PORTS LIMITED  
OUTWARD PILOTAGE CERTIFICATE**

Date: .....

No/GPL/OUT/... .. /2021

This is to certify that Capt.....on.....has piloted  
MV.....from.....berth.....to

.....

Pilot Boarded at .....hrs LT    Controls tested..... hrs LT  
Commenced single up.....hrs LT    All cast off..... hrs LT  
Pilot Disembarked.....hrs 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:.....

Mooring plan Explained to Mast:     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**



## GOPALPUR PORTS LIMITED

### **PORT RECEPTION FACILITY**

1. Category of waste for which collection facilities are available.

- i) Annexure-I (Oil reception Facility)**

Firms having approval from State Pollution Control Board, Odisha have been engaged for collection of oily waste. Requisition to be placed to Port authority 48 hours in advance.

- ii) Annexure-IV (Reception of Sewage)**

Enlisted contractor will provide service of collection of sewage from vessels and will dispose the same as per regulatory requirement. Requisition to be placed to Port authority 48 hours in advance.

- III) Annexure-V (Reception of garbage)**

|  |  |
|--|--|
| 0<br>1   | For plastic, food waste, domestic wastes etc.: Through authorized contractor.              |
| 0<br>2   | For e-waste and Biomedical waste: Through State Pollution Control Board approved recycler. |
| 0<br>3   | For paper waste: Through State Pollution Control Board approved recycler.                  |
| For all above, requisition to be placed to Port authority 48 hours in advance. |  |

2. Details of contact person for disposal of above waste. Mr. Sanjay Thorat , DGM (Environment)

Phone- 06811- 257699, Fax- (91)6811-257599, Mob: 9552577515

**e-mail: [sanjay.thorat@gopalpurports.in](mailto:sanjay.thorat@gopalpurports.in)**

**Capt. Ravindra Babu. U, HOD-Marine**

Phone- 06811- 257699, Fax- (91)6811-257599, Mob: 9438882116

**e-mail: [ravindra.u@gopalpurports.in](mailto:ravindra.u@gopalpurports.in)**

3. Reception facility is available from 09.00 hrs. to 18.00 hrs.

4. Charges for each category of wastes.

- i) Garbage wastes:** A nominal fee of US\$ 150.00 per vessel (For one time collection and quantity not more than 3 CBM) will be charged on the ships visiting GPL along with other port dues.

- ii) Oily waste:** Wharfage charge of US\$ 150.00 will be charged from vessel intending to dispose oily waste.