

1 ARRIVAL, BERTHING AND UNBERTHING PROCEDURES (LAST UPDATED 10TH OCTOBER 2005)

1.1 ETA's

Notification is required from each arriving vessel at the following minimum times prior to the vessel arrival:

- **24 hours - Vessel Arrival Information Sheet** to be transmitted as detailed below.
- (This sheet contains details of vessel's ETA, draught, LOA, cargo, dangerous goods, and status of navigational equipment).
- **8 hours** - ETA Update to be faxed
- **2 hours** - Confirmation of ETA on VHF Channels 61 or 16

All communications are to be addressed to '**New Plymouth Harbour Radio**'

Telephone **+64 6 7510 200** Fax **+64 6 7599 844**.

E-mail marineservices@porttaranaki.co.nz

Oil and Chemical Tankers must send cargo details 48 hours prior to arrival.

This is to include country of registry, Nationality of Master, LOA, Draught, Distance from Bow to Manifold flanges, Cargo Plan, Condition of readiness and any other relevant information as required on the PortTaranaki Vessel Arrival Information Sheet (VAIS) and to meet ISPS Code requirements, a copy of the crew list.

1.2 ARRIVALS

Vessel arrival notification for Marine Services (pilot, launches, tugs and mooring personnel) should follow the guidelines detailed in the **PortTaranaki Ltd. Standard Conditions of Business**

1.3 VESSEL ARRIVAL INFORMATION SHEET (VAIS)

Arrival information should be submitted on the Vessel Arrival Information Sheet (VAIS). There are two versions of the VAIS. One in Microsoft WORD Format (VAIS.DOC) and the other in Adobe Acrobat PDF format (VAIS.PDF)

The VAIS.PDF version can be printed out and the information entered manually ready for transmission by FAX.

The VAIS documents should be submitted either by:

FAX to New Plymouth Harbour Radio (64 7599 844)

or by

email to marineservices@porttaranaki.co.nz

1.4 ARRIVALS AND DEPARTURES

It is accepted that arrival and departure times are difficult to accurately forecast in many circumstances. In general, however, the following guidelines should be followed when ordering Marine Services.

2 ORDERING MARINE SERVICES – advice to agents

2.1 Movements scheduled 0800-1700 Monday to Friday

Advice of probable ship movements during the following 12 hours should be notified to the duty pilot or watchhouse prior to 0900 by the ship's agent

Confirmation of the time of ship movements should be given at least two hours prior to the movement

2.2 Movements scheduled 1700 - 0800 Monday to Friday

Confirmation of the time of ship movements should be advised to the duty pilot or watchhouse by 1600 of that day.

2.3 Movements scheduled outside normal working hours or during public holidays

Advice of probable ship movements should be given to the duty pilot or watchhouse by 1600 on the previous working day.

Confirmation of the orders should be notified to the duty pilot or watchhouse by 0900 for movements prior to 1800 and by 1600 for movements prior to 0900 the following day.

2.4 Night Berthing

Vessels arriving at the pilot station between the hours of 2300 and 0500 more than 30 minutes later than their '8 hr ETA' and not amended by 2100 will not normally be boarded until after 0600.

Movement times will not normally be advanced once orders are given for movements scheduled between 2100 and 0800 the following day.

Where a vessel is berthing after the normal ordering time and expects to depart before the next ordering time, the sailing time should be advised as soon as possible after berthing.

2.5 PortTaranaki Berth Scheduling Contacts

From 0800 to 2100 ships' agents should contact the duty pilot for confirmations of ordering times, If the duty pilot can not be contacted, then the watchhouse should be contacted.

From 2100 to 0800 ships' agents should contact the watchhouse for confirmation of changes to ordering times. The watchhouse will inform the duty pilot at an appropriate time, depending on circumstances.

If, for any reason, the duty pilot can not be contacted within the time outlined above then contact should be made through the watchhouse.

2.6 Contact numbers

The duty pilot can be contacted on mobile phone **+64(0) 274 437 506**
The watch house can be contacted by landline **+64(0) 6 7510 200**

2.7 Confirmation Of Orders

Masters and ships' agents may at any time obtain the current orders by: -

Calling the PortTaranaki shipping answer phone	+64 6 7599 849
Visiting the Port Company web site	www.porttaranaki.co.nz
Calling the watchhouse by radio	VHF Channel 12 or 61
Calling the watchhouse by phone	+64 6 7510 200

Masters and ships' agents who discover a discrepancy between the issued orders and their own expectations should immediately resolve the issue according to the above guidelines

The duty pilot will ensure that orders are confirmed prior to 16:00.