



Ship Welcome Pack

Important Safety and General

Information for the Master and Crew of
Vessels Berthed at Port of Dundee

Amendment	Date	Amended by
New Edition	April 2015	Harbour Master
Young Persons in Port & Vessel Got Work Permits updated	October 2018	Daywork AHM
New Bunkering Procedure Revised Port Map	May 2019	Marine Officer Dundee
Updated Waste Procedure, format updates	July 2020	Marine Officer Dundee

Weblink for this document:

<http://www.forthports.co.uk/marine/information/>

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1. TO THE MASTER:

Welcome to the Port of Dundee, we trust that you and your ship's company will have a safe and successful visit. To help you to enjoy your stay we ask that you take the time to read the following paragraphs, which are for your guidance and safety.

We would also like to draw your attention to the Forth Ports Limited website which contains additional useful information for the guidance of vessels visiting all our Scottish Ports.

<http://www.forthports.co.uk/marine/information/>

2. IN THE EVENT OF AN EMERGENCY INCIDENT:

Raise the alarm as follows: -

Emergency Services

Dial: 999 [Fire, Police or Ambulance]
Internal Line: [9] 999

Dundee Harbour Radio

Dial: +44 (0)1324 498584
Internal Line: 8584
VHF Channel: 12

Be ready with following information:

Who – name
What – details of incident and any casualties
Where – location
When – time of incident
999 – Confirm emergency services have been called Casualties – number and severity of injuries
Hazards – any danger present (fuel spill, chemicals etc)
Access – safe route for emergency services

3. SECURITY NOTICE:

Please be advised that personnel will be required to show photographic identification when entering the Port.

All personnel must display a valid pass when inside the designated Restricted Areas. A temporary day pass must be obtained from the Security Gatehouse for vehicles entering the Docks.

4. MERCHANT SHIPPING [Means of Access] REGULATIONS:

Masters are advised that they are required to provide a safe means of access between the ship and the quay. The access must be placed in position promptly, rigged as safe to use and adjusted as necessary to maintain safety of access.

The access and approaches to the gangway must also be adequately illuminated. Please ensure that your gangway is properly rigged and fitted with a safety net and lifebuoy.

Failure to comply with these regulations may mean delays in working your vessel until an approved means of safe access has been supplied.

5. NOTICE TO VESSELS**References:**

Port of Dundee Byelaws

Notice to Mariners Firth of Tay

“Except without the express permission of the Harbour Master no person shall:

- Move any vessel within the docks
- Move any lines or wires across the docks”
- Requests to move should be made on VHF Channel 12.

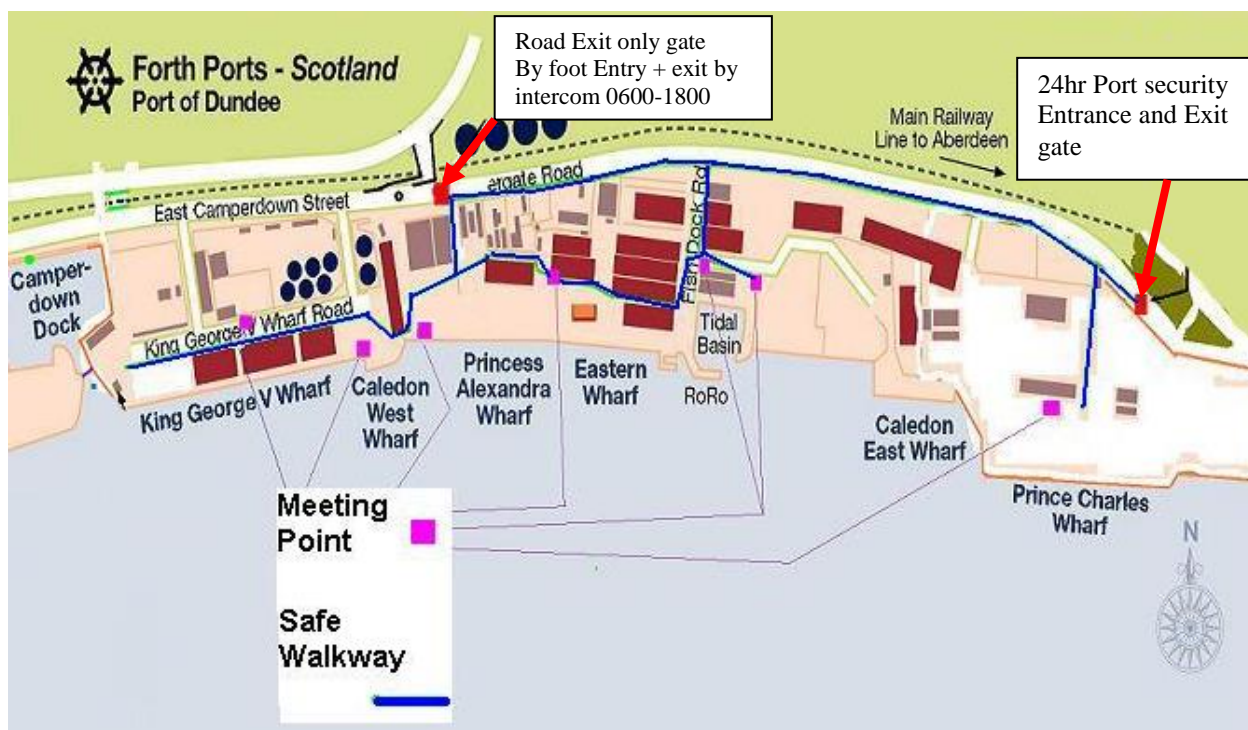
All Mariners are warned that oil pollution legislation is very strictly enforced and any incident must be reported immediately

All Mariners are advised that the use of dangerously weighted heaving lines will not be tolerated in the Port of Dundee. Any dangerously weighted heaving lines found being used will be immediately confiscated and the matter reported to the MCA.

To prevent personal injury to those receiving heaving lines, the ‘monkey’s fist’ should be made with rope only and must not contain added weighting material. Safe alternatives include a small high-visibility soft pouch, filled with fast-draining pea shingle or similar, with a weight of not more than 0.5 kg. Under no circumstances is a line to be weighted by items such as shackles, bolts, nuts or twist locks.

6. **SAFE CREW WALKWAYS:**

Masters are advised that they must ensure that their officers, crew and any passengers are aware of and use the safe designated walkways around the port marked by a walking person symbol. See diagram below and the plan situated by the gangway on quayside. There are meeting points throughout the port identified by a sign with a number ranging between 1 at Prince Charles Wharf to 7 at King George Wharf. These meeting points are the areas designated for vehicle embarkation and dis-embarkation.



7. **VISITORS TO THE PORT OF DUNDEE PROCEDURES**

No visitors are allowed within the Port of Dundee unless on lawful business

Visitors to Ships

Visitors to ships berthed at the Port of Dundee will be managed by Ship Security unless access is required to the vessel via a Temporary Restricted Area (TRA) i.e. due to an increase in ISPS security level, whereby the visitor will be required to present themselves with a valid form and ID, and a valid reason for requiring entry. Forth Ports security personnel will validate any requests for entry with the ship prior to allowing entry through the TRA.

All port visitors must adhere at all times to Forth Ports Security policy and Procedures whilst in the port estate and any failure to comply may result in removal from the port.

Person under the age of 16 will only be permitted into the TRA with prior approval from the Port Manager or designated deputy, following receipt of a standard request from the ships Master or Agent for named individuals to visit the vessel. All persons aged under 16 years must be accompanied by a responsible adult at all times whilst in the port. (See Young Persons in Port – Procedure.)

Visitors to Restricted Areas (i.e. Cargo Handling areas)

On arrival visitors must report to the Forth Ports personnel onsite. Gates are locked and secured outside of normal operational hours.

Visitors to Offices and other areas of the Port of Dundee

There is a Port Office, however any customer visiting the port would be with prior arrangement with the relevant Forth Ports host who will escort the visitor during their visit.

8. YOUNG PERSON / WELFARE VISITS TO SHIPS IN PORT:

YOUNG PERSONS UNDER THE AGE OF 16 ARE NOT PERMITTED TO ENTER THE DOCK ESTATE AT ANY TIME WITHOUT SPECIFIC PERMISSION FROM FORTH PORTS LIMITED.

Such permission can be obtained by completing the letter included overleaf and submitting to the Harbour Master in good time prior to the visit.

APPLICATION FOR YOUNG PERSON TO ENTER PORT

Area or Vessel making request	
Name of person making request	
Entry required to the Port of	
Date of entry	
If vessel is making the request state which berth to which access is required	
Names of persons under 16	1. 2. 3. 4. 5.
Reason for visit	
Name of responsible person	

Person making the request confirms that:

- The responsible person has been briefed on their requirements
- The request is genuine

Print Name	
Signature	
Date	

Responsible Person confirms that:

- The young persons will be in the direct charge of the responsible person named above at all times
- The young persons will enter the port premises in a suitable vehicle under supervision
- The young persons will not be allowed on foot in the port premises at any time, except when proceeding from the vehicle to gangway/designated area and vice versa
- Young person's not adhering to these conditions will be removed from the port
- Young person's risk assessment has been conducted by the requestor and is in place
- The young person will provide photo ID for the purposes of ISPS security

Declaration: I have read and understood the conditions detailed above.

Print Name	
Signature	
Date	

The below must be completed by the relevant Port Manager:

Entry Authorised (circle as appropriate)	Yes No
Reason entry has not been authorised (if appropriate)	
Print Name	
Signature	
Date	

PERSONAL PROTECTIVE EQUIPMENT:

Masters are advised that all persons on foot or bicycle in the operational area are to wear personal protective equipment [PPE] including high-visibility jackets or vests safety helmets and footwear at all times.

Please note that arrangements can be made through your Agents for this equipment to be left at the Security Gate for personnel proceeding on shore leave.



Hard Hat



Safety Boots



High Visibility Clothing

Unauthorised vehicles (e.g. Taxis) are not permitted within operational areas (e.g. Quayside). Pick up and drop off points for each berth are shown on the attached map, marked by the sign stating “Meeting Point” In addition, the riding of bicycles is not permitted within the operational area (e.g. Quayside).

9. GENERAL SAFETY

Crewmembers must keep themselves remote from cargo handling/ operational areas. If there is a need to come ashore to discuss issues with stevedoring personnel or to work on the quayside, the appropriate aforementioned Personal Protective Equipment must be worn (e.g. Hard Hat, Safety Boots and High Visibility Clothing)

10. DIVING

Diving is prohibited anywhere within the port, except with a valid diving permit issued by the Harbourmaster.

Diving Permits will only be issued to persons who can demonstrate full compliance with the **“HSE” Diving at Work Regulations**.

11. WORKING NEAR WATER

If you are working beside water, check the location of the nearest available lifebelt and access ladders. At all berths, ropes or chains are suspended close to the water’s surface. Note positions of these before commencing work. Wear lifejackets or flotation aids when working above water or close to the water’s edge. If someone was to fall into the water, call 999 or FTNS VHF Ch 12 and provide the information detailed on page 2; throw the person a lifebuoy and pull them to a ladder. **DO NOT** work close to the water’s edge with tools or equipment clipped to waist belts or holsters (you will sink quickly if you fall in).

12. PORT of DUNDEE VESSEL HOT WORK PROCEDURE**Forth Ports Limited - Vessel Hot Work Permit**

Vessel Name			
Port		Berth	

The vessel is permitted to have welding / burning / fire on board for the purpose of ship repairs subject to the approval of this form, and also to the provisions of the Forth Ports Limited Orders and Byelaws / Port of Dundee Byelaws.

Duration of the work:	
Location on board:	
Confirm suitable precautions have been taken to prevent fire?	
Is there safe access to the vessel?	
Is the international ship/shore connection ready for immediate use?	
Is a copy of the vessel's deck plan available at the gangway?	
If burning or welding in any way of fuel oil tanks, cargo tanks and any other oil tank or in the way of air pipes, sounding pipes and any common bulkhead or floor leading to an oil tank, is the tank gas free, or rendered inert?	
If vessel is a tanker, has a gas free certificate issued by a qualified chemist?	
Confirm that an adequate number (at least two) of suitable fire extinguishers be available at all times throughout the operation?	
Confirm if burning or welding on the outer superstructure where the carriage of sparks could endanger adjacent premises will be ceased if wind increases above 20 knots?	
Confirm that at all times during the period of validity of the permit, the area to which the permit applies is to be in a safe condition and that regular safety checks will be carried out?	
Confirm that a fire inspection of areas under repair will be made one hour after cessation of workday?	
Name and rank of responsible officer:	
Signed by Master:	

<i>For office use only</i>	Permit Commences:		Permit Expires:	
	Authorised Person:		Date:	

PERMIT TO BE COMPLETED AND SUBMITTED VIA EMAIL TO FTNS@FORTHPORTS.CO.UK
APPROVAL REQUIRED PRIOR TO WORK STARTING.

IN THE EVENT OF FIRE, IN ORDER TO ALERT THE FIRE SERVICES DIAL 999 ON ANY PUBLIC TELEPHONE AND CALL 01324 498 854.

13. PORT WASTE REGULATIONS:

The Port of Dundee will provide general and International Catering Waste (ICW) skips to a vessel on request.

Food waste is to be placed in the clearly identified International Catering Waste skips only.

No food waste is to be placed in a general waste skip.

Special wastes, such as electrical equipment, oils etc., are to be uplifted by special arrangement via your Agent.

If you spill food waste, ensure it is lifted into the appropriate skip.

Skips are numbered and monitored, if the wrong waste is found in the wrong skip, the vessel will be charged for the additional costs the port incurs together with an administration fee.

Under no circumstances shall waste materials be thrown or discharged into the water.

14. NO SMOKING POLICY:

Masters are advised that they must ensure that all crew and passengers onboard their vessel are aware that smoking is not permitted within the Port of Dundee, other than in agreed areas on board the vessel.

15. WATERING EQUIPMENT:

To maintain the standard of our potable water supply, you are requested to sign for the equipment provided for your use by Port of Dundee Limited at the start of the operation. On completion please have all hoses arranged in coils and placed on a non-contaminated area of the quay, along with all other equipment on loan. Once this is done please contact “Dundee Harbour Radio” on VHF Channel 12 or the Harbour Office 01324 498584 to arrange collection. The Company reserves the right to recover any costs resulting from failure to take reasonable care of water supply equipment.

Hoses must not be left in a heap, which causes damage, is unhygienic, creates a trip hazard and causes problems for efficient retrieval. Hoses must be rolled up for collection.

Your assistance in this matter is greatly appreciated.

16. BUNKERING OPERATIONS

(Reference: Bunkering Procedures Rivers Forth and Tay)

Vessels must bunker in accordance with the procedures as detailed in the Forth Ports Bunker Procedure. A copy of the procedure can be found on the Forth Ports Website. Items of note in the procedure are:

- Appendix A form must be completed and sent to Forth and Tay Navigation Service to obtain permission to take bunkers
- An Anti-Pollution Standby vessel must attend the vessel taking bunkers. Standby vessels are arranged through the Harbour Office, and are automatically booked when a completed appendix A form is submitted. Bunkering operations must **NOT** start without a standby vessel in attendance.
- On completion of bunkering operations a completed appendix B form should be submitted to Forth and Tay Navigation Service.

[Forth and Tay Bunkering Procedure](#)