Ship Welcome Pack
Notices and Information to Vessels Berthed at:

- The Grange Dock
- Carron Dock
- Common User Oil Jetty (No. 1 North) - see notices 15 to 19

Ship’s Gangways

Please be advised that the MERCHANT SHIPPING [Means of Access] REGULATIONS as detailed in Section 4 of this document will now be strictly enforced. Note that failure to comply with these regulations may mean delays in working your vessel until an approved means of safe access has been supplied.

It should in addition be noted that the Forth Ports Authority Byelaws require that: “The master of every vessel which is berthed shall ensure that means are provided for safe access to and from the vessel.”
## Record of Amendments

<table>
<thead>
<tr>
<th>Amendment</th>
<th>Date</th>
<th>Amended by</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Edition</td>
<td>Jan 2014</td>
<td>Harbour Master</td>
</tr>
<tr>
<td>Sections: 6 &amp; 18 &amp; 21</td>
<td>Nov 2014</td>
<td>Harbour Master</td>
</tr>
<tr>
<td>Added section 23</td>
<td>End Nov 2014</td>
<td>Harbour Master</td>
</tr>
<tr>
<td>Weblink for document added to page 2. Updated section 10 for waste reporting</td>
<td>March 2015</td>
<td>Harbour Master</td>
</tr>
<tr>
<td>Section 8 and 11 updated</td>
<td>August 2017</td>
<td>Marine Officer</td>
</tr>
<tr>
<td>Section 3 Updated</td>
<td>June 2018</td>
<td>Deputy Harbour Master</td>
</tr>
<tr>
<td>Vessel Hot Work permit updated</td>
<td>October 2018</td>
<td>Daywork AHM</td>
</tr>
<tr>
<td>Updated waste section</td>
<td>December 2018</td>
<td>DHM</td>
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<tr>
<td>Page 16 Container Berth Position diagram</td>
<td>May 2019</td>
<td>DHM</td>
</tr>
<tr>
<td>Nustar changed to Terminals</td>
<td>May 2019</td>
<td>DHM</td>
</tr>
</tbody>
</table>

### Weblink for this document

[https://www.forthports.co.uk/marine/ftns/](https://www.forthports.co.uk/marine/ftns/)
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Section 7  Watering Equipment
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Section 20 Grange Dock - The Tongue Traffic Management Plan
Section 21 Vessel Bunkering
Section 22 Grangemouth Seafarers Centre
1. **TO THE MASTER:**

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

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

[http://www.forthports.co.uk/marine/](http://www.forthports.co.uk/marine/)

Masters of vessels should note that the various Forth Ports Authority Bye-Laws available on the website apply to the Port of Grangemouth. They should familiarise themselves with these Byelaws and must ensure that they are brought to the attention of crew and officers and their provisions strictly observed. Masters are warned that oil pollution legislation is very strictly enforced and any incident must be reported immediately to FTNS via “Grangemouth Locks” on VHF Ch14.

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

**Forth & Tay Navigation Service (FTNS)**
Dial: 01324 49 8584
Internal Line: 8584
VHF Channel: 14 (Call “Grangemouth Locks”)

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
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.

Please note that persons who do not possess a Forth Ports Security Pass will not be able to use the Carron House pedestrian turnstile to access / egress the port as it is operated by swipe card.

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:
- a) Forth Ports Limited [Port Premises] Byelaws
- b) Forth Ports Limited Byelaws and General Directions for Navigation
- c) Notices to Mariners Firth of Forth

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

i) Move any vessel within the docks”

ii) Move any lines or wires across the docks”

Requests to move should be made on VHF Channel 14 to “Grangemouth Locks”.

All Mariners are warned that oil pollution legislation is very strictly enforced and any incident must be reported immediately on VHF Channel 14 to “Grangemouth Locks”.

There have been increasing reports of vessels using inappropriate weights on heaving lines which result in unnecessary risks to boatmen, tug crew etc. The PMSC Steering Group agreed that a national campaign was required to bring this issue to the attention of vessels. Forth Ports fully supports this campaign and reminds vessel Masters that heaving lines utilising inappropriate weights such as pieces of metal will not be tolerated.
6. **SAFETY INFORMATION FOR SHIPS CREW**

**Port of Grangemouth**  
**Safety Information for Ship’s Crew**

**Welcome to the Port of Grangemouth.**

**VESSEL ACCESS/ EGRESS**  
The operational area of the port is an area of high activity involving many items of heavy plant and equipment. When proceeding ashore, through an operational area, wear high visibility clothing, hard hat and safety boots. 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**

Designated pedestrian walkways and exit routes (marked on the port map – see section 13) must be used. Masters are advised that they must ensure that their officers, crew and any passengers are aware of the safe designated walkways around the port marked in yellow, which they must use when walking ashore.

Unauthorised vehicles (e.g. Taxis) are not permitted within operational areas (e.g. Quayside). This includes collections and drops offs. In addition, the riding of bicycles is not permitted within the operational area (e.g. Quayside).

**COMPLETION OF WORK/ REPAIRS**  
If you are working beside water, check the location of the nearest available lifebelt and access ladders. In the dock areas, 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, throw the person a lifebelt 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).

Diving is prohibited anywhere within the port, without a diving permit from the Harbourmaster. If a permit is issued study it so that you know the limitations imposed.

**Do not use the wooden floating fenders at any time as platforms for painting or for any other reason. They are not designed for this purpose.**

**GENERAL SAFETY**  
Crew members 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; additionally a lifejacket if intending to work within 1 metre of the quay edge, e.g. for painting.) Any quayside work during cargo handling must be agreed with operations personnel prior to any works commencing.
7. **WATERING EQUIPMENT:**

To maintain the standard of our potable water supply, you are requested to sign for the equipment provided for your use by Forth Ports 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 “Grangemouth Locks” on VHF Channel 14 or the Harbour Office 01324 498567 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.

8. **VISITORS TO THE PORT OF GRANGEMOUTH PROCEDURES**

No person is allowed within the Port of Grangemouth unless on lawful business. Security will make random checks at the Central Dock Road and South Shore Road port entrances to ensure this is being complied with.

**Visitors to Ship or Restricted Areas**

All persons visiting the Port of Grangemouth must inform security that they are expected via email. The Agent or Master of the vessel will notify the security gates of the visitor’s name, nature of visit and expected time of arrival. On arrival the visitor/s must pass through the security gate at the two port entrances using approved photographic identification. They will then be directed to the appropriate berth and must travel to the berth or restricted area by vehicle. On arrival, staff on duty will ensure that the visitor/s obtain safe passage to/from the vessel or restricted area.

**Visitors to Offices and other areas of the Port of Grangemouth**

All offices in the Port of Grangemouth are Controlled Buildings. It is not possible to access these buildings without an authorised pass. The person who visitors have an appointment with will advise security of the visitors Name, nature of visit and estimated time of arrival. If this has not been received Security can contact the person they have an appointment with before allowing entry. Once at the Office the visitor must ring the bell / intercom to request access. The visitor will sign in/out of the visitor’s book located at the office of visit on arrival / departure.

**Young Persons in Port**

Persons under the age of 16 will only be permitted onto the port with prior approval. A standard request will be received from the Master or Agent and then approved or declined by the Port Manager or Deputy to visit the vessel. They will be accompanied by a responsibly adult at all time in the Port of Grangemouth. Permission can be obtained by completing the form included overleaf and submitting to the Harbour Master (ftns@forthports.co.uk) in good time prior to the visit.
**APPLICATION FOR YOUNG PERSON TO ENTER PORT**

<table>
<thead>
<tr>
<th>Area or Vessel making request</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<table>
<thead>
<tr>
<th>Name of person making request</th>
</tr>
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<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Entry required to the Port of ….</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of entry</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>If vessel is making the request state which berth to which access is required</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Names of persons under 16</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
</tr>
<tr>
<td>2.</td>
</tr>
<tr>
<td>3.</td>
</tr>
<tr>
<td>4.</td>
</tr>
<tr>
<td>5.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Reason for visit</th>
</tr>
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<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of responsible person</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>
Person making the request confirms that:

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

<table>
<thead>
<tr>
<th>Print Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Print Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
</tr>
</tbody>
</table>

The below must be completed by the relevant Port Manager:

<table>
<thead>
<tr>
<th>Entry Authorised (circle as appropriate)</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reason entry has <strong>not</strong> been authorised (if appropriate)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Print Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
</tr>
</tbody>
</table>
9. **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 Grangemouth, other than in agreed areas onboard the vessel.

10. **PORT WASTE REGULATIONS:**

   i) Only food waste is to be placed in the clearly identified and numbered food waste skips.

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

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

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

   v) 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.

Dear Sir,

Re: Port Waste Management – Grangemouth Introduction

As you will be aware there have been a number of changes to European and British legislation relating to ship generated waste over the last few years. The waters around our ports in the Forth and Tay estuaries are protected under international conservation designations. These and a number of other international conventions highlight the unacceptability of the once common practice of throwing waste overboard. It is therefore in the interest of ships to utilise the waste reception facilities provided at our ports to ensure our local environment is not polluted with ship generated wastes.

Should the Port be faced with a vessel that has not complied with the need to notify and/or offload waste, it is under an obligation to notify the MCA. Such vessels may then be targeted by the MCA for inspection and destination ports/terminals will be warned of their non-compliance. Vessels that fail to comply with the requirements shall be guilty of an offence and liable on summary conviction to a fine.

**2.1 The Waste Reception Process**

Twenty four hours before arrival in port or as soon as departing the previous port (if the sailing is less than 24 hours in duration), the pre-arrival waste declaration form contained within the CERS system should be completed and sent to Forth and Tay Navigation Service.

Obviously there are many different types of waste, and these need to be handled in specific ways and placed in specific locations. These details are outlined below.

As is currently the case, skips - both International Catering Waste and General are located at specific positions within the Port. These may not be immediately adjacent to the ship; but placed in a safe location, whilst remaining as convenient for the ship as possible. Do not overfill the skips or place excess rubbish either adjacent to or beside skips. If this occurs the vessel will be charged the full clear up costs with an administrative cost. Similarly, if vessels place waste in the wrong skips, full costs will be passed on.
All international catering wastes (any wastes from a vessel that has previously entered a port out with UK) must be placed in the enclosed food waste skips provided. Non-food wastes (e.g. metals, paper etc.) should not be placed in these skips. All vessel generated food waste will be treated as International Catering Waste unless the vessels Master can prove otherwise. Other general wastes (office waste, paper etc.) should be placed in the other skips provided (the non-food skips).

Special, hazardous or other waste of a sensitive nature must be removed using an approved licensed contractor, organised either by the Agent or directly via the Master. It is the responsibility of the Master (perhaps through the agent) to ensure that any contractor used has a licence to handle the waste concerned. If there are any uncertainties relating to waste disposal, queries should be addressed to SEPA.

Lists of various waste types can be found Appendix 1 of the Port Waste Management Plan. A list of the currently approved contractors can be found in Appendix 2 along with the appropriate port contact points. The approved contractors list will change on a regular basis and up to date lists can be obtained from the Buyer, Forth Ports, Grangemouth.

2.2 Exceptions
A limited number of vessels on regular routes, disposing their waste at particular ports on their cycle can apply to the MCA for an exemption. In such cases, copies of the exemption certificate should be sent to FTNS prior to arrival in the port. Certificates will not be accepted retrospectively.

2.3 Complaints
The Master of a ship faced with a lack of reception facilities in Port of Grangemouth should bring the alleged inadequacy to the attention of the Port Manager and/or the Harbormaster immediately. If the problem is not resolved to the satisfaction of the vessel Master then the following procedures should be followed:

**UK Flagged Vessels** – The recognised form in MGN 563 should be completed by the Master, owners, operator or Agents of the vessel and emailed/sent to the MCA at the below Address.

PWR Inadaquacies
Environmental Policy branch
Maritime and Coastguard Agency
Spring Place
105 Commercial Road
Southampton
SO15 1EG

**Non-UK Flagged Vessels** – The Master of the vessel should contact their own Flag State who should take appropriate action through the IMO.

The port is obliged to take action to correct the situation by whatever means deemed necessary. All complaints will be forwarded to the Environment Manager. In the medium term, the Environment Manager will consider what corrective actions are necessary to prevent this type of complaint from occurring again and whether or not the Waste Management Plan should be revised. The MCA will investigate the Master's report and where, in its opinion the allegation of inadequate facilities is justified it will take the matter up directly with the Port and also notify the European Commission.

4.4 Charging
For Lay-Up vessels there will be a charge of £10 per week for ships not providing their own waste disposal arrangements.

NB: These charges are for the disposal of reasonable quantities of waste only. These charges have been calculated on the basis of average levels of waste received from each vessel over the last three years and the associated costs incurred by the ports to ensure, in line with Government guidance, that the ship pays a significant charge of at least 30% of the total disposal cost.
11. **PORT OF GRANGEMOUTH VESSEL HOTWORK PROCEDURE**

**Forth Ports Limited - Vessel Hot Work Permit**

<table>
<thead>
<tr>
<th>Vessel Name</th>
<th>Port</th>
<th>Berth</th>
</tr>
</thead>
</table>

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.

<table>
<thead>
<tr>
<th>Duration of the work:</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Location on board:</td>
<td></td>
</tr>
<tr>
<td>Confirm suitable precautions have been taken to prevent fire?</td>
<td></td>
</tr>
<tr>
<td>Is there safe access to the vessel?</td>
<td></td>
</tr>
<tr>
<td>Is the international ship/shore connection ready for immediate use?</td>
<td></td>
</tr>
<tr>
<td>Is a copy of the vessel’s deck plan available at the gangway?</td>
<td></td>
</tr>
<tr>
<td>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?</td>
<td></td>
</tr>
<tr>
<td>If vessel is a tanker, has a gas free certificate issued by a qualified chemist?</td>
<td></td>
</tr>
<tr>
<td>Confirm that an adequate number (at least two) of suitable fire extinguishers be available at all times throughout the operation?</td>
<td></td>
</tr>
<tr>
<td>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?</td>
<td></td>
</tr>
<tr>
<td>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?</td>
<td></td>
</tr>
<tr>
<td>Confirm that a fire inspection of areas under repair will be made one hour after cessation of workday?</td>
<td></td>
</tr>
</tbody>
</table>

Name and rank of responsible officer:

Signed by Master:

<table>
<thead>
<tr>
<th>For office use only</th>
<th>Permit Commences:</th>
<th>Permit Expires:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Authorised Person:</td>
<td>Date:</td>
</tr>
</tbody>
</table>

**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.**
12. **MAP OF GRANGEMOUTH PORT**

[Diagram of Grangemouth Port with labels for various locations such as Old Harbour Office, FTNS West Cut, Western Channel, Carron Dock, H Shed, etc.]

Walk Way

Tug berth

Security (Central Dock Road)

Security (South Shore Road)
13. Docking and Undocking Procedures for Vessels at the Container Terminal Berth

In order to maintain the highest standard of safety when vessels are docking or undocking in the vicinity of the transporter cranes in the container terminal at Grangemouth Docks all parties are required to adhere to the following:

### Gantry Crane Position

<table>
<thead>
<tr>
<th>West 5 - 11 Pole</th>
<th>Centre 11 - 15 Pole</th>
<th>East 15 - 21 Pole</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1 Vessel Docking/Undocking</strong>&lt;br&gt;The boom of the transporter crane adjacent to the berth is to be lifted. No personnel to be on the crane.</td>
<td><strong>Vessel Working</strong>&lt;br&gt;Boom is to be lifted and crane traversed to the midships section of the vessel. No personnel are to be in or on any part of the crane.</td>
<td><strong>Vessel Alongside</strong>&lt;br&gt;Cane to be positioned to the East of 17 bollard.</td>
</tr>
<tr>
<td><strong>2 Vessel Docking/Undocking</strong>&lt;br&gt;The boom of the transporter crane adjacent to the berth is to be lifted. No personnel to be on the crane.</td>
<td><strong>No Vessel Alongside</strong>&lt;br&gt;Boom is to be lifted and no personnel are to be in or on any part of the crane.</td>
<td><strong>Vessel Alongside</strong>&lt;br&gt;Cane to be positioned to the East of 17 bollard.</td>
</tr>
<tr>
<td><strong>3 Vessel Working Alongside</strong>&lt;br&gt;Crane to be positioned at the West end of the vessel.</td>
<td><strong>Vessel Docking/Undocking</strong>&lt;br&gt;The boom of the transporter crane adjacent to the berth is to be lifted. No personnel to on the crane.</td>
<td><strong>Vessel Working Alongside</strong>&lt;br&gt;Cane to be positioned to the East of 17 bollard.</td>
</tr>
<tr>
<td><strong>4 Vessel Working Alongside</strong>&lt;br&gt;Crane to be positioned at the West end of the vessel.</td>
<td><strong>Vessel Docking/Undocking</strong>&lt;br&gt;The boom of the transporter crane adjacent to the berth is to be lifted. No personnel to on the crane.</td>
<td><strong>No Vessel Alongside</strong>&lt;br&gt;Boom is to be lifted and no personnel are to be in or on any part of the crane.</td>
</tr>
<tr>
<td><strong>5 Not affected</strong></td>
<td>Vessel Working Alongside&lt;br&gt;Crane to be positioned at the West end of the vessel</td>
<td><strong>Vessel Docking/Undocking</strong>&lt;br&gt;The boom of the transporter crane adjacent to the berth is to be lifted. No personnel to be on the crane.</td>
</tr>
</tbody>
</table>

Any parameters concerning “crane” also apply to a second crane.

### Notes

1. Prior to any movement, the FTNS Duty Officer will contact the Operations Supervisor for confirmation that the conditions in the above table have been met and that clearance can be given for the vessel movement to take place.

2. Should Operations Staff, FTNS and Pilot/Master agree, the in-bound vessels may proceed from the lock on the understanding the conditions in the above table will be achieved by the time the vessel reaches the East Cut, and, a layby berth has been allocated and agreed. If no clearance has been given docking vessels should not leave the lock unless directed to a lay-by berth and undocking vessels must not commence singling up.

3. These controls also apply when engineering staff are carrying out maintenance work on a gantry crane or if crane training or any other activity involving the cranes is taking place.
4. **Container Berth Position Reference Schematic:**

[Diagram showing berth positions]

5. A vessel will be berthed with reference to the appropriate Last Box Mark – East or West, or, the bow and stern positions with reference to bollard positions.

6. Storm Anchor Point - Whenever possible the gantry cranes will be located in their storm anchor positions and clear of, or mid-ships of, any manoeuvring vessels.

7. Weather - A pilot or master may require additional measures to be taken according to the individual circumstances of each case.

8. Berthing space between vessels will be a minimum of vessel’s length plus 20%.

14. **SPECIAL DIRECTIONS FOR MASTERS OF SHIPS BERTHED AT THE COMMON USER OIL JETTY (NO. 1 NORTH)**

The responsibility for your ship, its cargo and any person onboard your ship, and for the avoidance of loss or damage to any other ship, cargo and property, or death or personal injury to any other person during cargo operations rests with the master. You are therefore required to comply with the following Special Directions which I am giving in respect of your ship which is now within the jurisdiction of the Forth Ports Limited in exercise of my powers under sections 5 & 6 of the Forth Ports Limited Order Confirmation Act 1980, as follows:

1. Operations must be conducted at all times in accordance with the requirements of the current edition of the International Safety Guide for Oil Tankers and Terminals (ISGOTT) and the Terminal Operators’ regulations and instructions.

2. A ship’s officer must be on deck watch at all times when your ship is preparing to discharge, is discharging and while ballasting.

3. Smoking is strictly forbidden at the berth at all times, and aboard your ship during hazardous cargo discharge/ballasting operations, except in such places as may be designated and approved by the master and terminal operator.
4. Before shore pipelines are connected, and discharge of hazardous cargo commences, fire hoses must be coupled up and connected for instant use and sufficient water pressure must be available in the fire main if appropriate. In addition, foam making equipment and other firefighting appliances, equipment, and materials must be ready for use at all times.

5. All deck scuppers must be effectively plugged and/or cemented over.

6. Drip trays or save-alls must be placed under all shipboard connections and careful attention paid to draining at regular intervals.

7. Blanks must be fitted to all deck connections not in use.

8. Vessels carrying dangerous substances are required to display a red flag during the daytime and, when moored or anchored, an all-round red light at night. NB The use of the red light at night when a vessel is underway or moving within the Forth is not permitted.

9. Gas freeing and tank cleaning is prohibited, except with the express permission of the Harbour Master.

10. In accordance with ISGOTT, Section 26.5.5.2 it has been determined that there is no requirement to rig emergency towing off pennants (ETOPS/Fire Wires) at this terminal. If however the Master insists on utilising ETOPS, they should be rigged in accordance with the guidance provided in ISGOTT, Section 26.5.5.1

11. The main engines on your ship must not be immobilised, except with the express permission of the Harbour Master.

12. A suitable warning notice prohibiting smoking, naked lights and unauthorised persons must be displayed in a prominent position by the gangway.

13. Hot or cold repairs are prohibited, except with the express permission of the Harbour Master.

14. When discharging hazardous cargo, or during subsequent ballast operations, cargo tank lids must be kept closed at all times, and any sighting/ullage ports must be covered with flame proof gauze except for the time required to complete the operation of ullaging and sampling.

15. In addition to the above Special Directions, I would remind you of the provisions of the Prevention of Oil Pollution Act 1971, the current Forth Ports Limited River and Firth of Forth Byelaws, and the current Forth Ports Limited Port Premises Byelaws. Your full co-operation in observing these including any amendments, modifications, additions or revocations is required.

16. These special directions are given without prejudice to the exercise of any powers, rights or remedies or the taking of any action or giving of any instructions or direction, including without prejudice to the generality of giving of any other Special Directions or the making of any byelaw, rule or regulation, by or on behalf of the Forth Ports Limited, or by their Harbour Master, or by any of his authorised deputies or assistants notwithstanding that the same may modify, alter, extend add to or revoke the whole or any part of these Special Directions.
17. The giving of these Special Directions in no way diminishes or in any other way affects the responsibility of the Master to persons onboard, to the cargo or to any other ship, cargo, property or person.

Yours faithfully,

Harbour Master Forth Inner

15. **NOTE FOR MASTERS OF SHIPS DISCHARGING AT COMMON USER OIL JETTY – DISCHARGE RATES**

Under the agreement between Forth Ports Limited, Interterminals Grangemouth and ED&F Man, ships must **MAINTAIN** a minimum discharge rate of 100 tonne per hour.

In the event of this minimum rate not being maintained, and there is a ship waiting for the jetty, you will be required to vacate the berth to allow the waiting ship to dock and discharge.

Your ship will be allowed back onto the jetty as operational requirements allow.

16. **COMMON USER OIL JETTY - MINIMUM NUMBER OF MOORING LINES**

The Master shall ensure:

The vessel is secured alongside with suitable ropes or wires to the satisfaction of the Harbour Master. The use of mooring lines of dissimilar materials in parallel duty is prohibited. The minimum number of mooring lines to be used at each end of the vessel is as follows:

- Up to 4000 DWT 4
- 4000 - 10000 DWT 5
- Over 10000 DWT 6

In the event of adverse weather additional moorings may be required. The bollards at the Common User Oil Jetty have a capacity of not less than 50 tons.

17. **COMMON USER OIL JETTY - SIZE PARAMETERS**

The approximate maximum dimensions of vessels accepted are:

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOA</td>
<td>180m</td>
</tr>
<tr>
<td>DWT</td>
<td>18,000</td>
</tr>
<tr>
<td>Draft</td>
<td>*9.7m</td>
</tr>
</tbody>
</table>

*Refer to Forth Ports Ruling Depths Document for latest draft information.*
18. **THE COMMON USER OIL JETTY - SECURITY ARRANGEMENTS**

The main access gate to the berth will be kept locked and under the control of Interterminals at all times when a tanker is on the berth and engaged in cargo operations of any kind involving dangerous substances. This will not apply if a vessel is on the berth for layby or cargo operations not involving dangerous substances.

19. **TANKERS ENTERING GRANGE/CARRON DOCKS**

1. A vessel of any length carrying or being in ballast but not gas free from a bulk cargo of IMDG Classes 2, or class 3 (other than UN1202 gas oil or diesel fuel) is not allowed into the Grange Dock without special permission from the Harbour Master.

2. If hot work is to be undertaken on board a tanker, a gas free certificate from a chemist and a completed Forth Ports hot work checklist will need to be sighted before work commences.

20. **GRANGE DOCK - THE TONGUE TRAFFIC MANAGEMENT PLAN**

1. See map overleaf.

2. No vehicles are permitted on the Tongue without prior arrangement.

3. Parking is in way of the Port Office.

4. If under exceptional circumstances access is required (e.g. for engineering services) contact can be made with Operations through FTNS on 01324 498584.

5. Access is allowed at any time to authorised personnel on foot through the pedestrian turnstile.

6. The turnstile is controlled by Central Dock Road security gatehouse when the Tongue Security Gatehouse is not in operation.

7. Pedestrians must keep to the walkways.

NB These arrangements do not affect emergency services access.
21. **VESSEL BUNKERING**

(Reference: Forth Ports Limited Bunker Procedure)

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.

https://www.forthports.co.uk/marine/ftns/
Grangemouth Seafarers Centre is now open for free WIFI and Internet access

**Door Code is C2568Z** *(Turn top handle to left and bottom handle to the right)*

**WIFI code is available in the Centre** *(Please agree to the terms and use responsibly)*