

FORTH PORTS LIMITED



# Forth Ports Limited

## Ports of Tilbury and Tilbury 2

### Marine Guidelines and Port Information

<b>FORTH PORTS LIMITED</b> <b>Port Marine Safety Code</b>	Document ID FP PMSC OP 09/06	Authorised By AMM	Original Date December 2017
Operating Procedure – Marine Guidelines and Port Information	Date Revised September 2024	Revised By AMM	Review Due September 2025

## PRE –AMBLE

This document contains procedures, guidelines and information for vessels operating on the River Forth and its Ports & Terminals within the jurisdiction. To determine the nature of the text it shall be labelled with a (P) – Procedure, (G) – Guideline or (I) – Information.

Any deviation from this document shall be conducted with the appropriate required consultation and with the permission of the Chief Harbourmaster or with his/her delegated authority.

Procedure (P) – a mandatory action to be conducted in a certain order or manner.

Guideline (G) – a general rule, principle or advise forming the basis of a sound decision.

Information (I) – informative material or facts.

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## RECORD OF AMENDMENTS

2 <sup>nd</sup> December 2019	Revised by Deputy Harbour Master
7 <sup>th</sup> December 2019	Authorised by Chief Harbour Master
26 <sup>th</sup> March 2020	4.2 Grey Water Discharge updated
20 <sup>th</sup> April 2020	5.4 PoT visitor information, 5.5 T2 visitor information, 6 contacts, 8 T2 terminal map - updated
10 <sup>th</sup> June 2020	4.4 Hot Works Requests
11 <sup>th</sup> June 2020	3.2 Wind Parameters
25 <sup>th</sup> June 2020	4.9 Immobilisation
21 <sup>st</sup> July 2020	4.3 Bunkering Operations
15 <sup>th</sup> June 2021	2.2.2 web link to weather updated
15 <sup>th</sup> June 2021	2.4.1 UKC
15 <sup>th</sup> June 2021	4.4 Hot Work Requests
15 <sup>th</sup> June 2021	4.3 Bunkering Operations
15 <sup>th</sup> June 2021	4.10 Dangerous Goods
15 <sup>th</sup> July 2021	2.7 Craft Towage
2 <sup>nd</sup> February 2023	2.6.1 towage requirements 2.6.2 Towage exemptions
15 <sup>th</sup> March 2023	3.2.1, 3.2.2 Wind parameters Tilbury Dock
6 <sup>th</sup> August 2024	Relevant Permanent NTMs incorporated into document

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WEB LINK:

<https://www.forthports.co.uk/wp-content/uploads/2020/03/POTLL-PMSC-OP-09-02-Port-of-Tilbury-Information-and-Guidelines.pdf>

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## 2 DOCKING AND SAILING GUIDELINES

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### 2.1 INTRODUCTION (I)

The following guidelines and Port information have been drawn up for the Ports of Tilbury and Tilbury 2. Further information can be found on the Port of Tilbury website:

<https://www.forthports.co.uk/marine/>

Vessels berthed on the river berths of: Tilbury 2, Tilbury Landing Stage, Tilbury RoRo, London Container Terminal and Tilbury Grain Terminal will be subject to Port of London rules and regulations while moored, these will be referred to as 'Riverside Berths' throughout this document. Vessels berthed within Tilbury Dock will only be subject to the Port of Tilbury rules and regulations and will be referred to as 'within Tilbury Dock'.

The Marine Department Lock side office is manned 24/7 and can be contacted by:

- VHF 04 – Call sign TILBURY CONTROL
- Tel: +44 (0) 1375 852456
- Email: [marine.department@potl.com](mailto:marine.department@potl.com)

### 2.2 USEFUL LINKS

#### 2.2.1 Notice to Mariners

All referenced and current Notice to Mariners can be found following the below link:

<https://www.forthports.co.uk/marine/tilbury-port-authority/>

#### 2.2.2 Weather

Site specific weather reports including any weather warnings can be found by scrolling to the bottom of the page on the below link:

<https://www.forthports.co.uk/weather-tides/tilbury-tilbury2-weather-tides/>

### 2.3 PRE ARRIVAL (I)

All Tilbury Lock and River Side berth bookings should be made through the Marine Department

Shipping traffic in the Thames Estuary and river Thames is managed by the Port of London Authority who have their own pre-arrival requirements. These are set out in the Port of London regulations. All information is available on the PLA website at:

[www.PLA.co.uk](http://www.PLA.co.uk)

### 2.4 BERTHING GUIDELINES (G)

The information below is applicable to all vessels using Tilbury Lock and/or Tilbury Riverside berths, regardless of size.

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### 2.4.1 Under Keel Clearance (UKC)

#### Riverside Berths and Entry/Exit Tilbury Lock

- Flood Tide 0.9 metres
- Ebb Tide 1.5 metres
- Alongside 0.5 metres

#### Within Tilbury Dock

- Manoeuvring 0.3 metres
- Alongside 0.2 metres

## 2.5 TILBURY LOCK

### 2.5.1 General Guidelines (G)

The line of the lock is 97°/277° (True)

An arriving vessel has to turn through 130° to align with the lock before making the approach.

The following are maximum size guidelines, maximum vessel size will depend on manoeuvring aids and the number and size of tugs. Maximum beam will not change. The lock office will be able to confirm if specific vessels can be accommodated.

<b>Inwards</b>	Flood Tide Max. Length 262.1m, beam 32.3m
	Ebb Tide Max. Length 156m (166m for 1st hour of ebb, subject to consultation)
<b>Outwards</b>	Flood Tide No restriction
	Ebb Tide Maximum length 189m & 29.5m beam

Vessels and tug masters are kindly reminded to ensure that they have adequate means of making their vessels fast in the lock.

### 2.5.2 Inbound vessels (P)

- Must report to Tilbury Control, on VHF 04, 1 hour prior to arrival. Vessel must confirm ETA and docking information
- Vessel must report again when passing Tilbury Landing Stage

VHF 04 must be monitored throughout the locking in and berthing operation. When operating with the assistance of tugs VHF Ch15 is used proceeding out into the river and VHF Ch17 is used when proceeding into the dock

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### 2.5.2.1 Ebb Tide Approach (G)

It is possible to dock both bow and stern first, but the procedure and operational parameters change depending on the approach.

#### Ebb Tide, Bow First Docking:

- Vessels up to and including 156m Length Overall (LOA) and/or 8.0m or less draught are permitted to dock at any time on the ebb tide.
- Vessels between 156m and 166m LOA and/or over 8.0m draught are only permitted to dock up to one hour into the Ebb tide i.e. after High Water Tilbury with the permission of the PLA Duty Port Controller

#### Procedure

1. Confirm ETA and intended Ebb Tide approach with 'TILBURY CONTROL' on VHF 04, 1 hour before arrival
2. On the initial approach, vessels must manoeuvre alongside/ land on the lower arm before the roller fender system. Vessels must not attempt to land directly on the roller fender system without going alongside the lower arm first
3. If required, the vessel should deploy a spring line to the lower arm bollard, located on the knuckle.
4. The vessel should manoeuvre upstream onto the first roller fender and continue upstream until the vessel is partially across the bell mouth with a safe swinging distance from the upper arm
5. Once in position, the vessel should use the roller fender system to pivot around the lower arm knuckle
6. If deployed, the spring line should be released

Masters should be advised the above procedure gives guidance on an ebb tide approach to Tilbury Lock. It is appreciated that in some circumstances there may be a requirement to deviate from these procedures. However, such circumstances should be fully discussed and agreed with the PLA Duty Port Controller before commencing the approach to the lock.

If the Pilot/Master and PLA Duty Port Controller agree a deviation, 'TILBURY CONTROL' must be contacted to authorise any deviation from the published procedure

'TILBURY CONTROL' should be contacted on:

VHF 04 or, +44 (0) 1375 852 456

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### Ebb Tide, Stern First Docking:

- Vessels up to and including 190.7m can apply for stern first docking
- Stern first docking must be authorised by the Port of Tilbury and the Port of London Authority. A request for stern first docking must be made in writing to:
  - o [Marine.department@potll.com](mailto:Marine.department@potll.com) and,
  - o [harbourmasters@pla.co.uk](mailto:harbourmasters@pla.co.uk)

A stern first exemption requires an assessment from a Port of London Pilot.

Requests for stern first assessments will depend on pilot availability.

For further information, please contact the Lock office on +44 (0) 1375 852456 or VHF 04.

#### 2.5.3 Outbound vessels (P)

Towards the end of cargo operations, Masters should confirm their ETD with Tilbury Control on VHF ch. 04 and advise Tilbury Control and London VTS on VHF ch.68 to report the intention to depart prior to letting go lines. Under no circumstances should any vessel proceed to the lock without being granted permission **by the Tilbury Duty Harbour Master**.

The Tilbury Duty Harbour Master must be informed when the vessel is actually leaving a berth and VHF ch.04 should be monitored throughout the passage to the lock.

Where applicable, vessels must not move off a berth until any quay cranes are clear/boomed up.

#### 2.5.4 Tilbury Lock Departure (P)

The following procedure has been agreed with the Port of London Authority:

- A. Once the departing vessel is secure in the Lock and levelling down, the Master/Pilot must call VTS on VHF 68, call sign LONDON VTS to give 10 minutes notice prior to departure.
- B. The VHF transmission should include; maximum draught, Lock ETD and whether a Port or Starboard swing.
- C. VTS will broadcast the lock departure on VHF 68 including ETD, vessel/s departing and manoeuvre
- D. When the lock gates are open the vessel must report to London VTS on VHF68. London VTS will respond with a traffic report and clearance will be given to depart or the vessel will be held in the lock until traffic has been De-conflicted
- E. Once permission for departure is received from London VTS, the departing vessel will inform London VTS when movement out the lock is about to commence.
- F. London VTS will re-broadcast when the vessel is about to depart the lock.

## 2.6 SHIP TOWAGE (P)

### 2.6.1 Riverside Berths and Entry/Exit from Tilbury Lock

The Port of Tilbury has adopted the Port of London Authority ship towage code of practice. All vessels using Tilbury Riverside berths and/or arriving/ departing Tilbury Lock will be subject to PLA tug requirements as detailed in [Ship Towage Code of Practice on the Thames](#) & [Ship Towage Tugs – Port of London Authority](#)

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## 2.6.2 Vessels within Tilbury Dock:

The number of tugs is dependent on manoeuvring aids and size of vessel. The minimum tug requirement will be agreed between the Duty Harbour Master and Berthing Advisor/Pilot.

Vessels departing any in dock berths with an operating draught of 10m or more will require a minimum of 3 tugs for departure.

All vessels require a minimum of 1 tug when wind speeds exceed 30 knots

## 2.6.3 Tug Assessments

Individual vessels can be assessed to reduce the towage requirement. This is available to vessels that have previously called at the Port of Tilbury in dock berths. To request a tug assessment, please contact [Harbourmaster@potll.com](mailto:Harbourmaster@potll.com).

## 2.7 CRAFT TOWAGE (P)

### 2.7.1 Requirements

Masters are advised that when engaged in towing that the configuration of the tow must be safe and conform with the [PLA Code of Practice for Craft Towage Operations](#)

#### Supporting documents

RAMS – A risk assessment and method statement for any new operation must be submitted to the Lock Office prior to the operation commencing.

### 2.7.2 Additional Towage

Additional towage may be requested when:-

1. Tug and Tows exceeding 80m in length.
2. Tug and Tow combined length exceeding 80m.
3. Over width exceeding 16m.
4. Abnormal cargoes / project cargoes.
5. Winds 25 knots and over.
6. Lock works or works in the area of upper and lower arms.

## 2.8 BERTHING ASSISTANCE AND PERMIT TO MANOEUVRE (P)

All vessels moving within Tilbury Dock require a 'Permit to Manoeuvre' vessels length 80m or more are required to take Berthing Assistance from a Port of Tilbury authorised 'Berthing Advisor' or hold an exemption from berthing assistance.

Authorised Marine contractors can be found [here](#).

### 2.8.1 Berthing Advisor/Master exchange cards

Any vessel taking a Berthing Advisor will be required to complete the Port of Tilbury London Limited Berthing Advisor Master exchange card, as shown on the Forth Ports [website](#). Printed copies will be available at the Lock Office.

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The exchange must be completed prior to singling up and departing the berth/lock and be signed by both the Berthing Advisor and the Master. All completed forms should be submitted to the lock office within 5 working days or as soon as is practicable and will be kept on record indefinitely. It is vital the exchange cards are completed accurately and in full, they will be audited by the Harbour Master or his nominated Deputy and will be referred to in any incident investigation.

Permit holders are not required to complete the exchange form; however, the form does contain relevant information for the manoeuvre from berth to lock and vice versa. Permit holders must be able to submit any relevant information on the manoeuvre from berth to lock and vice versa at the request of the Harbour Master or his nominated Deputy. This will be requested for any incident investigation and for auditing purposes.

### 2.8.2 Shifting along the quayside

Movements along the same branch up to 230m can be undertaken without a Berthing Advisor on board subject to the following conditions:

- Permission must be granted by the Duty Harbour Master/Berthing Master on; VHF 04 or +44(0)1375 852456
- When permission is granted, notification is made prior to and on completion of the move on; VHF 04 or +44(0)1375 852456
- No tug is required for the movement
- Wind speed is below 30 knots
- Dedicated linesmen are used in addition to ships crew manning requirements

### 2.8.3 Movements between Berth 2 and Berth 5

Vessels under 150m LOA are permitted to move between berth 2 to berth 5 subject to the following conditions:

- Permission must be granted by the Duty Harbour Master/Berthing Master on; VHF 04 or +44(0)1375 852456
- When permission is granted, notification is made prior to and on completion of the move on; VHF 04 or +44(0)1375 852456
- No other vessels are moored within the branch
- No tug is required for the movement
- Wind speed is below 30 knots
- Dedicated linesmen are used in addition to ship's crew manning requirements

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## 2.9 BOATMEN (G)

There are several authorised mooring contractors that provide mooring services. These can be found on the company website using the link below or contact the Marine Department.

<https://www.forthports.co.uk/wp-content/uploads/2019/03/Mooring-Contractors-File-Index-1.pdf>

All mooring companies must be authorised by the Harbour Master before permission is granted to work within the Port or on the River berths associated with the Port. These approved mooring companies are required to adhere to the requirements of the Port's Mooring Manual which can be downloaded from the Port's marine website at:

<https://www.forthports.co.uk/marine/tilbury-portauthority/>.

Masters are always advised that the use of ship's crew to moor/unmoor their own vessels may contravene the requirements of Regulation 4(2) of the Merchant Shipping (Means of Access) Regulations 1988, if access to/from the shore is not provided in a safe manner.

## 2.10 MOORING LINES (G)

Masters of all vessels are requested to ensure that their moorings are distributed in such a way as to minimise loadings on any one bollard. Where possible, mooring lines should be placed on alternate bollards to reduce any risk of failure.

# 3 WEATHER PARAMETERS (G)

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## 3.1 RESTRICTED VISIBILITY

### 3.1.1 Riverside Berths

There are no restrictions on berthing at riverside berths due to restricted visibility. The towage companies that operate on the Thames will not accept a line if visibility is less than 2 cables. If tugs are required, berthing may be delayed until visibility is greater than 2 cables.

### 3.1.2 Tilbury Dock

All vessels >40m LOA must be equipped with operational radar to manoeuvre in conditions of restricted visibility within the dock. Vessels manoeuvring with tug assistance require a minimum of 1.5 cables and at the Tug Masters discretion. Vessels require minimum of 1.5 cables to enter the lock without tug assistance and 2 cables with tug assistance.

In conditions of poor/restricted visibility, only one vessel will be permitted to move at any one time within the impounded dock.

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## 3.2 WIND PARAMETERS

The wind speed is defined as the average speed in knots in the past 2 minutes. A wind gust is defined as the maximum instantaneous speed in knots in the past 10 minutes (where there is a rapid fluctuation in wind speed with a variation of 10 knots or more between peaks and lulls).

### 3.2.1 Riverside Berths

BERTH	WIND DIRECTION	ARRIVAL	DEPARTURE
Tilbury 2 RoRo	SE – SW	25 knots	30 knots
Tilbury 2 RoRo	NW – WE	25 knots	35 knots
Tilbury 2 CMAT	SE-SW	35 knots	35 knots
Tilbury 2 CMAT	NW-NE	35 knots	35 knots

BERTH	VESSEL TYPE	WIND LIMITS
Tilbury Landing Stage	All	30 knots
Tilbury RoRo	Daily Ferry	40 knots
Tilbury RoRo	Bulk/Car/Grande	25 knots
Tilbury RoRo	Other	30 knots
Tilbury Lock	All	30 knots without tug assistance, 35 knots with tug assistance
London Container Terminal	All	35 knots
Tilbury Grain Terminal	All	30 knots

### 3.2.2 Tilbury Dock

Maximum wind speed without tug assistance is 30 knots. Maximum wind speed with tug assistance is 35 knots.

Vessels over 200m LOA may be subject to a reduced maximum wind limit when berthing from the river. Each case will be risk assessed on a dynamic basis in consultation with the vessel's Master, Pilot, Duty Port Controller and Port of Tilbury Harbour Master.

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## 4 PORT SERVICES AND OPERATIONS

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### 4.1 WASTE (P)

In order to reduce the environmental impact of the ship generated waste collected and disposed of by the Port of Tilbury, the Port Waste Reception Facilities have been updated. This applies to all Port of Tilbury vessels including LCT vessels and excludes only Cruise vessels.

- All requests for waste should be made 24 hours in advance, or on departure from the last Port if less than 24 hours transit
- All requests should be made via email to [marine.department@potll.com](mailto:marine.department@potll.com) and include the CERS3 workbook
- Vessels must segregate Cat 1 (food) waste from other recyclable ship generated waste, as this will be collected separately
- In Port, vessels must contact the Marine Department via email, phone or VHF to arrange the discharge of ship generated waste Email: [marine.department@potll.com](mailto:marine.department@potll.com) Phone: +44 (0) 1375 852456 VHF: 04, Callsign 'TILBURY CONTROL'

#### 4.1.1 Black water

Black water discharge direct into the Dock or Tilbury riverside berths is not permitted under any circumstances. Any Black water discharge must be to an appropriate vessel for disposal.

The Marine Department must be notified on VHF or phone prior to any Black water discharge taking place and again on completion of the operation.

#### 4.1.2 Grey Water

Grey water must be discharged into a receiving vessel unless compliant with MEPC 277 (64). Before authorising any grey water discharge direct into the water the Marine Department must be provided with the following:

- Certificates of plant
- Written statement from the Master stating all plant is operating correctly and compliant with MEPC 277 (64)
- Written confirmation the vessel is responsible for any clean-up costs if the plant malfunctions

The Marine Department must be notified on VHF or phone prior to any Grey water discharge taking place and again on completion of the operation.

### 4.2 BUNKERING OPERATIONS (P)

Application for authorisation should be made to Marine Department.

Bunkering operations are permitted during daylight hours only unless written permission is given by the Harbour Master. A minimum of 48 hours' notice is required to consider any application for bunkering operations outside of weekday working hours and may require additional control

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measures in place. Any costs associated with additional control measures will be the responsibility of the vessel/s taking bunkers

This requirement applies to waterside transfers from tanker vessel / barge, or that by road tanker operation. The Port will carry out the checklist when personnel are available, therefore the more notice that can be given the better. Delays may be experienced if advance notice isn't given.

The latest Port of Tilbury [Bunker Procedure](#) and [Permit](#) can be found on the Forth Ports website.

### 4.3 HOT WORKS REQUESTS (P)

Hot Works on board ships are dealt with by the Marine Department and must not take place without permission in place. Hot Works requests should be made with 24 hours' notice to avoid any delays.

The Master/ Agent should complete the Hot Works Request form, this can be obtained from the website or the Marine Department. The Marine Department will make the necessary checks and issue the Hot Works request authorisation.

The Marine Department can be contacted by email or phone:

- [Marine.department@potll.com](mailto:Marine.department@potll.com)
- [+44 \(0\) 1375 852 456](tel:+44(0)1375852456)

There will always be a requirement to inform the Marine Department prior to and on completion of the Hot Works on:

- VHF 04
- or +44 (0) 1375 852456

In exceptional circumstances, Hot Works can be authorised with less than 24 hours' notice, but this is at the discretion of the Asset and Marine Department and cannot be guaranteed.

Hot Works Requests at Tilbury Landing Stage will normally be refused due to the wooden construction. In an emergency, additional mitigations can be considered on a case-by-case basis.

### 4.4 DIVING PERMITS / PERMISSION TO DIVE (P)

#### 4.4.1 Riverside Berths

A diving permit is required from both the Port of Tilbury and the Port of London

Requests for Diving Permits/Permission to Dive from Port of Tilbury should be made to Marine Department on:

- Tel. No: +44 (0) 1375 852456
- [Marine.department@pla.co.uk](mailto:Marine.department@pla.co.uk)

Requests for Diving Permits from Port of London during working hours should be made to:

- Tel No: +44 (0) 1474 562299
- [LowerDistrict@pla.co.uk](mailto:LowerDistrict@pla.co.uk)

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Requests for Diving Permits from Port of London during working hours should be made to:

- Tel No: +44 (0) 1474 560311
- [Duty.portcontroller@pla.co.uk](mailto:Duty.portcontroller@pla.co.uk)

More information on PLA regulations can be found [here](#).

#### 4.4.2 Tilbury dock

Requests for Dive Permits should be made to the Marine Department. Dive contractors must be authorised, it is recommended a minimum of 24 hours' notice is given to avoid any delay.

### 4.5 DE-BALLASTING (P)

#### 4.5.1 Riverside Berths

Ballast water exchange require PLA permission and Port of Tilbury Permission. The same requirements as described in section 4.6.2 below.

#### 4.5.2 Tilbury Dock

If the vessel is D1 compliant then water discharge / exchange could take place.

If the vessel is D2 compliant then a ballast water exchange must take place at sea before arrival.

Authorised contractors can be used to treat the water before discharge if D2, evidence must be provided to the Marine Department.

### 4.6 HULL SCRUBBING (G)

#### 4.6.1 Riverside berths

Any form of underwater cleaning requires permission from the PLA

#### 4.6.2 Tilbury Dock

Any form of underwater cleaning within the enclosed dock is strictly prohibited.

### 4.7 PAINTING OVER THE SIDE (G)

#### 4.7.1 Riverside Berths

Permission must be sought from the PLA for any over the side painting.

#### 4.7.2 Tilbury Dock

Permission must be sought from the Marine Department and must confirm:

- Crew members are equipped with PPE and safety lines.
- Spill trays are used to ensure paint does not enter the water.
- Safety boat is mandatory.

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## 4.8 IMMOBILISATION (P)

### 4.8.1 Riverside berths

Vessels will be required to complete an immobilisation form; this can be obtained from the Marine department on the following email address: [marine.department@potll.com](mailto:marine.department@potll.com).

Permission will be granted by the Duty Harbour Master on receipt of the completed form. Spot checks will be carried out to confirm any requirements are being adhered to.

Vessels should inform the PLA through London VTS on VHF 68.

### 4.8.2 Tilbury dock

Vessels will be required to complete an immobilisation form; this can be obtained from the Marine department on the following email address: [marine.department@potll.com](mailto:marine.department@potll.com).

Permission will be granted by the Duty Harbour Master on receipt of the completed form. Spot checks will be carried out to confirm any requirements are being adhered to.

## 4.9 DANGEROUS GOODS (P)

Vessel Masters, agents or Operators are required notice before bringing any dangerous goods into the Harbour area. There is a minimum of 24 hours' notice and a maximum of 6 months. This applies to import, export and transit.

For details of commodities not handled by Tilbury and restricted/prohibited items please contact [Marine.department@potll.com](mailto:Marine.department@potll.com)

## 4.10 INCIDENTS (P)

All Marine incidents must be reported immediately to the Harbour Master by way of a telephone call or over VHF radio

- VHF04 – Call sign TILBURY CONTROL
- Tel No. +44 (0) 1375 852456

This must be followed up by a written report on a Forth Ports Marine Report Form (MRF).

<https://www.forthports.co.uk/marine/permits-forms/>

## 4.11 SAFE ACCESS (G)

The Master of the vessel is responsible for means of safe access and compliance with the relevant legislation. Further information can be found here:

<https://www.forthports.co.uk/wp-content/uploads/2018/11/Accommodation-ladders.pdf>

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## 4.12 USE OF SCRUBBERS (G)

The use of open scrubbers within Tilbury dock or Tilbury riverside berths is prohibited.

Scrubbers that feed directly to a holding tank (i.e no over side discharge) are permitted.

# 5 GENERAL INFORMATION

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## 5.1 TIDAL DATA (I)

The approximate tidal range of the river Thames is 6 metres.

Tide details at Tilbury dock entrance	Height above chart datum
Mean High Water Springs	6.41m
Mean High Water	5.88m
Mean High Water Neaps	5.36m
Mean Low Water Neaps	1.4m
Mean Low Water Springs	0.49m

## 5.2 HYDROGRAPHIC SURVEYS (I)

### 5.2.1 Riverside Berths

Navigational charts available on the PLA website

- Chart 334 – Northfleet Hope
- Chart 335 – Gravesend Reach (Upper)
- Chart 336 – Gravesend Reach (Middle)

### 5.2.2 Within Tilbury Dock

Navigational Chart available to view at Tilbury lock side office.

## 5.3 QUAYSIDE (G)

Personal Protective Equipment is mandatory in all quayside areas. Ship's crew and visitors must comply with all Berth and signage requirements.

## 5.4 VISITORS TO THE PORT OF TILBURY (P)

No person is allowed within the Port of Tilbury unless on lawful business. All visitors must report to the ISPS office at the Port entrance to obtain a temporary visitor pass. **All Visitors must always have their security pass visible.**

Employees are asked to report any person, who either has no recognised form of ID or is behaving suspiciously, to their Line Manager, the Port of Tilbury Police or Port Facilities Security Officer (PFSO)

No one under the age of 16 is permitted within the Port of Tilbury.

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#### 5.4.1 Visitors to Ship or Restricted Areas

All persons visiting the Port of Tilbury must notify the ISPS Pass Office prior to their arrival using the following email address: [visitorstoships@potll.com](mailto:visitorstoships@potll.com)

The Agent or Master of the vessel will notify the ISPS Pass office of the visitor's name, nature of visit and expected time of arrival. On arrival the visitor/s must enter the Port and collect their visitor pass from the ISPS Office 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.

#### 5.4.2 Visitors to Offices and other areas of the Port of Tilbury

All visitors to offices in the Port of Tilbury require an ISPS visitor pass. This can be issued at either the ISPS Pass Office or Leslie Ford House (LFH) Reception. The person who visitors have an appointment with will advise the ISPS Pass Office or LFH Reception of the visitors Name, nature of visit and estimated time of arrival. If this has not been received the ISPS Pass Office or LFH Reception can contact the person they have an appointment with before issuing a visitor pass.

All visitors must sign in/out of the visitor's book located at the office of visit on arrival / departure and not enter any unauthorised areas.

### 5.5 VISITORS TO TILBURY 2 RORO TERMINAL

No person is allowed within Tilbury 2 unless on lawful business. All visitors to the RoRo Terminal must report to the Plaza Building at the terminal entrance to obtain a temporary visitor pass.

#### **ALL VISITORS MUST HAVE THEIR SECURITY PASS VISIBLE AT ALL TIMES**

Employees are asked to report any person, who either has no recognised form of ID or is behaving suspiciously, to their Line Manager, the Port of Tilbury Police or Port Facilities Security Officer (PFSO)

No one under the age of 16 is permitted within Tilbury 2.

#### 5.5.1 Visitors to Ships

All persons visiting the Tilbury 2 RoRo Terminal must be advised using the following email address: [T2.supers@potll.com](mailto:T2.supers@potll.com).

The Agent or Master of the vessel will notify the Terminal Supervisors of the visitor's name, nature of visit and expected time of arrival.

- Visitor to park within the designated car and van bays within the haulier park
- Visitor must use designated walkway to the Plaza building
- Visitor must bring photographic I.D each time they attend the Plaza building
- Visitor must attend the Plaza building and report to Tilbury2 staff to obtain a temporary pass and sign in
- Visitor to ensure the temporary vehicle pass is displayed on the dashboard of the vehicle
- Visitor to drive to lane 1 in the canopy and show the temporary pass to the security officer
- Visitor must be escorted by Tilbury2 personnel directly to the vessel
- On completion, the visitor must report back to the Plaza building to return to sign out
- Tilbury2 staff will stamp the temporary pass to confirm the visitor can exit the Terminal

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- Visitor will proceed to the exit barrier and submit the temporary pass to the ISPS Officer in order to exit the Terminal

The above procedure applies to taxi's dropping off or collecting crew from the vessel.

#### 5.5.2 Visitors to Offices and other areas of the RoRo Terminal

- Visitor to park within the designated car and van bays within the haulier park
- Visitor must use designated walkway to the Plaza building
- Visitor must bring photographic I.D each time they attend the Plaza building
- Visitor must attend the Plaza building and report to Tilbury2 staff to obtain a temporary pass
- Visitor to ensure the temporary vehicle pass is displayed on the dashboard of the vehicle
- Visitor to drive to lane 1 in the canopy and show the temporary pass to the security officer
- Visitor to proceed through the barrier and park in the visitor's car park next to the Plaza building
- Visitor must be escorted by a Tilbury2 tour leader when on the Terminal
- On completion, the visitor must report back to the Plaza building to return to sign out
- Tilbury2 staff will stamp the temporary pass to confirm the visitor can exit the Terminal
- Visitor will proceed to the exit barrier and submit the temporary pass to the ISPS Officer in order to exit the Terminal

There is a separate procedure for contractors performing works on site.

### 5.6 SMOKING (P)

Smoking is only permitted in designated 'smoking area's' where notices are displayed.

### 5.7 SEAFARERS CENTRE (I)

The Port of Tilbury actively supports and sponsors an Ecumenical Seafarers Centre in the port area, situated close to the main port entrance and port facilities block. The Centre, a not for profit charity, is open daily to provide welfare, comfort and shelter for seafarers visiting the port. In addition to a small bar, TV lounge and cafe, the Centre at Tilbury assists seafarers to phone or Skype their families around the world. The Centre also operates a bus service within the port area and from other terminals on the Lower Thames, meeting and transporting the seafarers in safety from gangway to the Centre or onto Asda or Lakeside

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## 6 CONTACT INFORMATION (I)

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### Port of Tilbury telephone numbers

Port of Tilbury Marine	VHF 04 +44 (0)1375 852 456 Email – <a href="mailto:Marine.department@potll.com">Marine.department@potll.com</a>
Port of Tilbury Police	+44 (0)1375 846 781
Emergency Services Fire / Ambulance	999
Port Health:	+44 (0)1375 842 663
Border Agency (Customs):	+44 (0)1375 844 121
Immigration:	+44 (0)1474 352 308
Port of Tilbury (Reception):	+44 (0)1375 852 200
Tilbury 2 Plaza Building	+44 (0)1375 852 400
Seafarers Mission	+44 (0)1322 382 317
Deutsche Seaman’s Mission (Tilbury)	+44 (0)1375 378 295
Tilbury Taxis:	+44 (0)1375 855 855

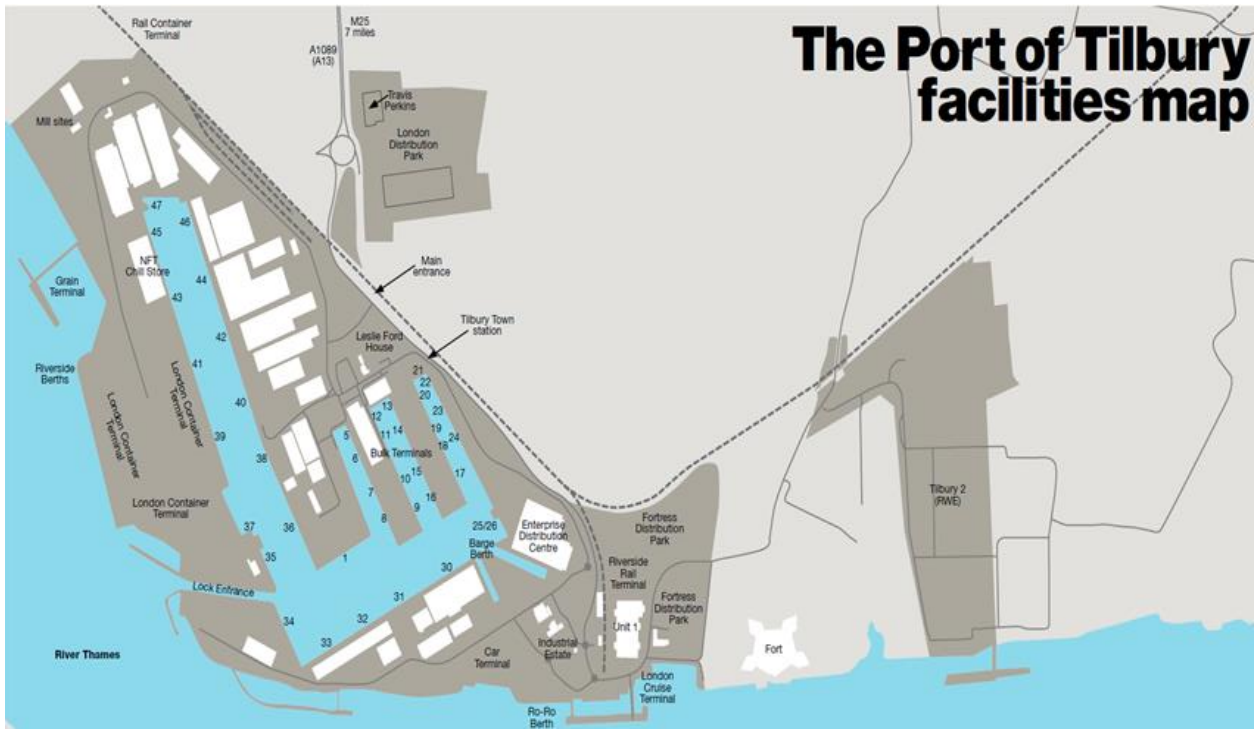
### 6.1.1 Port of London contact Information

London VTS - Outer limits to Sea Reach 4	VHF 69
Sea Reach 4 to Margerethness	VHF 68
Duty Port Controller	+44 (0)1474 560 311
Shipcon (Vessel notification and Pilot orders)	+44 (0)1474 562 219 Email - <a href="mailto:shipcon@pla.co.uk">shipcon@pla.co.uk</a>
Pilot Co-ordinator	+44 (0)1474 562 342
Port of London Authority (Reception):	+44 (0)1474 562 200

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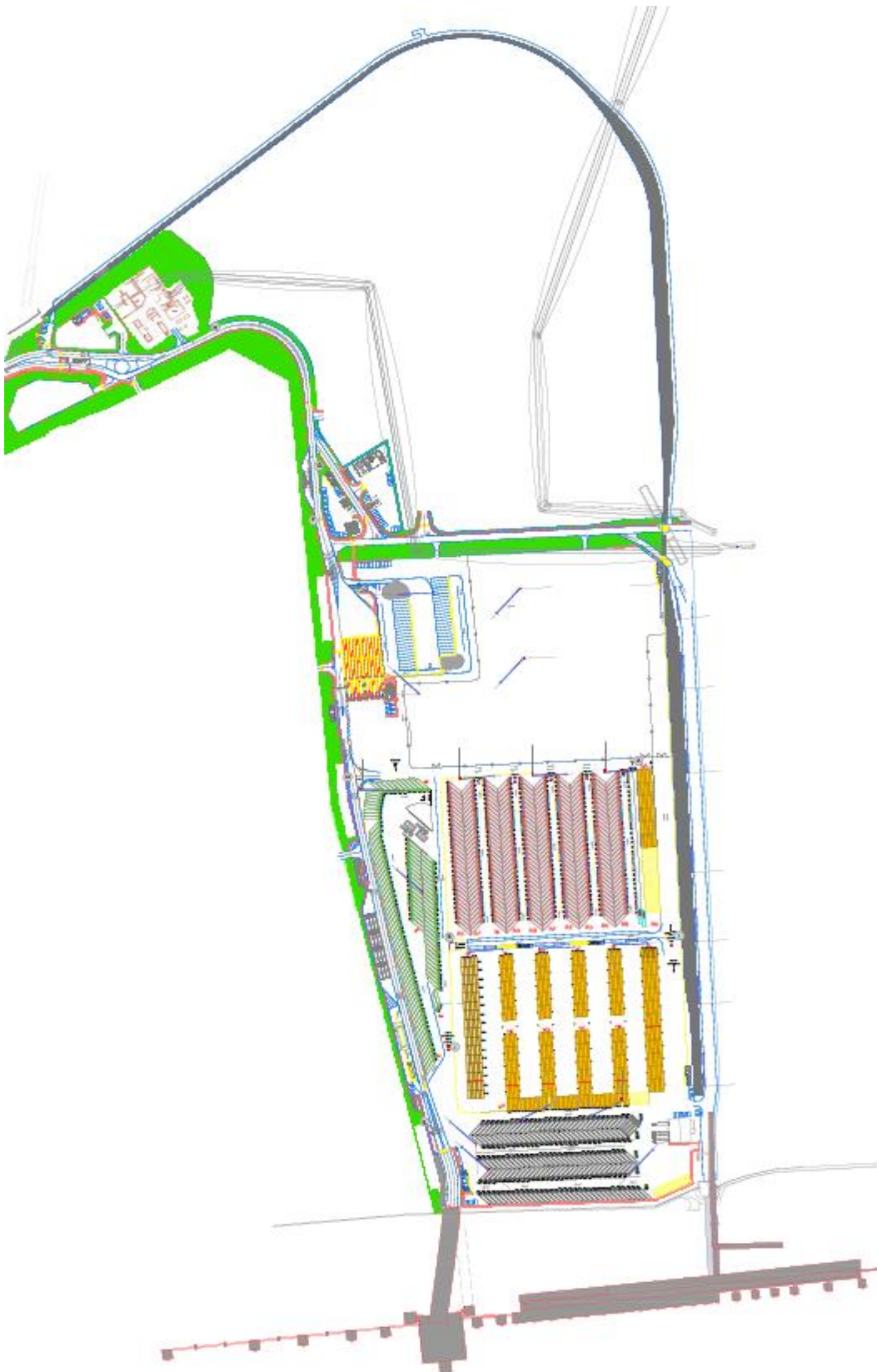
# 7 PORT OF TILBURY MAP



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## 8 TILBURY 2 TERMINAL MAP

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