

# Marine Guide for Ship Masters

July 2016

Version: 3

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# PORT OPERATING COMPANY

Port of Napier Limited, Breakwater Road, Napier

Chief Executive: Garth Cowie Email: [GarthC@napierport.co.nz](mailto:GarthC@napierport.co.nz)  
Address: PO Box 947, Napier, 4110  
Phone: (06) 833 4401

Port Services Manager: Bruce Lochhead, Email: [BruceL@napierport.co.nz](mailto:BruceL@napierport.co.nz)  
Phone: (06) 8334419  
Mobile: 0274957919

Marine Operations Phone: (06) 833 4444  
Marine Operations Email: [MarineGroup@napierport.co.nz](mailto:MarineGroup@napierport.co.nz)

Duty Pilot Phone: (06) 833 4471

Gatehouse Phone: (06) 833 4440  
Fax: (06) 833 4434  
Email: [security@napierport.co.nz](mailto:security@napierport.co.nz)

## Location

Napier Port is situated in the province of Hawke's Bay.

Admiralty Chart NZ5612 - Napier Roads.

TIME ZONE: GMT + 12 hours (NZST)

Daylight saving is applicable during summer months

For all detailed port information please refer to the [Marine Fact Sheet](#).

## Security

Napier Port operates under the ISPS Code. The Code is administered by governments internationally and is designed to detect and deter acts of terrorism that threaten security in the maritime sector. In New Zealand, the administration authority is the Maritime New Zealand (MNZ). An outline of the Code with respect to Napier Port is on the [website](#).

### Acceptable Photo Identification for ISPS Security

For the purpose of controlling access to ships, port facilities, and port security areas, MNZ have advised the following credentials are acceptable for the purpose of establishing identity:

- A military identification card,
- An identification card issued by a New Zealand government department, government agency, or the New Zealand Defence Force,
- A driver's license issued by the New Zealand Transport Agency,
- A seafarer's identity document issued by a contracting government or flag state administration,
- A valid passport,

- An identification credential issued by a port facility operator, or
- An identification credential issued by a recognized company, union, or trade association.

For agents and masters guidance, a Photo Identity is only acceptable if it contains:

- The holder's full name; and
- The holder's photograph; and
- The name of the issuing authority/vessel.

The identification must be protected against being tampered with (for example, be laminated).

A card meeting the above criteria and signed by the master of the vessel meets MNZ and Napier Port requirements.

# HARBOUR AUTHORITY

The Harbour Master

Hawke's Bay Regional Council

Postal Address: Private Bag 6006, Napier 4142, New Zealand

Phone: (06) 833 4525

Email: [harbourmaster@hbrc.govt.nz](mailto:harbourmaster@hbrc.govt.nz)

The Harbourmaster is responsible for the safety of navigation within all waters under the jurisdiction of the Hawke's Bay Regional Council (HBRC).

## Bunkers

Bunkers can be taken at Napier Port via road tanker only. Permission must be obtained from the Harbourmaster to bunker. Bunker operators must have a HBRC Harbourmaster's approved Tier 1 Oil Spill Plan.

## Immobilisation

While alongside Napier Port's berths, the ship's engine should be kept in a state of readiness unless authorisation is received from the Harbourmaster to immobilise. Prior to the arrival of a vessel requesting permission for immobilisation of engines for any purpose, the Harbourmaster should be notified with appropriate details. He will take these into consideration along with weather conditions as well as other shipping movements scheduled to occur during the immobilisation period and advise whether permission is granted.

# PILOTAGE

All vessels 40m LOA or over require pilotage. Pilotage Exemptions are arranged through the Harbourmaster, Hawke's Bay Regional Council and must meet the conditions set out in [Navigation Safety Bylaws](#).

Pilotage and Tug services to Napier Port cargo berths are arranged through the port.

The pilotage distance from No. 1 Pilot boarding ground is 3 nautical miles and from No. 2 Pilot boarding ground is 4.5 nautical miles.

## Pilot Boat

The pilot boat's name is 'Pania' and can be contacted on VHF Channels 12 and 16. Pilot boarding speed is about 7 to 10 knots and the pilot boards on the lee side of the ship.

## Pilot Ladder

A regulation pilot ladder in accordance with New Zealand Pilot Ladder Regulations. Ladders should be rigged 1.5m above water with a good lee. Please refer to Appendix for IMO/SOLAS diagram.

## Pilots, Tugs and Mooring – Ordering and Notification

All updates to shipping operations must be provided to Marine Administration via emailing [MarineGroup@napierport.co.nz](mailto:MarineGroup@napierport.co.nz) or phone (06) 833 4444 (during office hours) or the Duty Pilot (06) 833 4471 outside of these hours. The notification periods outlined in the "Berth Booking Arrival/Departure Procedures" must be adhered to, [click here to view](#).

Prior to arrival or departure, a Ship Particular for DUKC [form](#) is required to be completed for vessels greater than 150m LOA, or at the Pilot's request.

## VHF Communications – Napier Harbour Radio

"Napier Harbour Radio" is the official call up name for the radio station. Calling frequency is Channel 16, working frequency is Channel 12.

Emergency contact with Napier Port, ship safety and emergency services must be made through Napier Harbour radio VHF Channel 12.

A ship's listening watch must be kept on VHF Channels 12 and 16 at all times when at anchor, manoeuvring in the fairway or berthed within the harbour.

## General Procedures for Arrival

Vessels call Napier Harbour Radio on VHF Channel 12 or 16 and will be advised to standby for a pilot or the time the pilot will board. The pilot boards by pilot boat at the designated pilot boarding ground. The tug and pilot vessel working channel is VHF Ch 10. The tugs will meet vessels prior to vessel entering approach channel.

## Distress Calls

Distress calls are handled by Maritime Radio which is a Government radio service. Mayday calls will take precedence over shipping operations. The local search and rescue centre is:

Maritime NZ – Emergency Number: 0508 472269

NZ Rescue Co-ordination Centre: New Zealand RCC +64-4-5778030/ 0508 472269

Email: [RCCNZ@maritimenz.govt.nz](mailto:RCCNZ@maritimenz.govt.nz)

RCC New Zealand, Lower Hutt, New Zealand

## Navigational Aids

The port is well lit with buoys, beacons and leading lights. Vessels may enter by day or by night. There is no shore based control of vessels. Any issues associated with navigation aids on the harbour should be reported to Napier Harbour Radio – VHF Channel 16 or 12– Ph (06) 833 4440.

# HEALTH AND SAFETY WITHIN THE PORT

## Crew Access

Ship's crews must not walk in areas of cargo operations.

## Crew Transportation

No crew may exit the Port on foot, a shuttle service is operated by Port Security as required upon reasonable request to gain access to/from ships, telephone (06) 8334386 (or extension 386). Crew and passengers must wait at the top of the gangway for the shuttle van and not on the wharf.

## Port Evacuation

In the case of an emergency Napier Port may order a general evacuation of the port. Napier Harbour Control will inform vessels on VHF Channel 16 of any requirements necessary.

# PORT SERVICES

The port has available a full range of services including: oil spill response, shuttle for crew or agents, telephones, fresh water and power as required.

## Emergencies and Environmental Controls

The Harbourmaster is responsible for Harbour Safety Management of all waters under the jurisdiction of the Hawkes Bay Regional Council and can be contacted on (06) 833 4525.

In emergencies contact must be made with Napier Harbour Radio VHF Channel 12 or phone (06) 833 4440 to obtain assistance. Tugs and Pilots are available on a 24hr/7 day per week basis.

## Oil Pollution Response

Hawke's Bay Regional Council has a supply of oil spill response equipment at Napier Port.

Report any spills immediately to Napier Harbour Radio on VHF Channel 12 or 16.

## Compass Adjuster

A list of Maritime New Zealand authorised compass adjusters is available from their [website](#).

## Seafarers Centre

There is a Seafarers Centre at Napier situated outside the port boundary. Telephone (06) 835 1906.

The Centre is open from 1830 (6.30pm) to 2130 (9.30pm) every day, when ships are in port. Wi-fi internet access is available both at the Centre and on Port for ship's crew.

## Specific Operating Criteria

### Dynamic Underkeel Clearance (DUKC)

Napier Port operates a dynamic underkeel clearance system for vessels using berths. The DUKC system is used to accurately predict a particular vessel's under keel clearance based on the vessel's dimensions and stability information, the prevailing environmental conditions which include tides, sea levels and swell data, predicted vessel speeds and a detailed profile of the Napier Harbour approach channel. The DUKC system ensures that minimum levels of net under keel clearance for vessel manoeuvrability and bottom clearance for safe navigation in restricted waters are always met or exceeded.

Every vessel is required to complete a Ship Particulars for DUKC [form](#) when the vessel LOA is greater than 150m or requested by the Pilot.

This form should be emailed to [marinegroup@napierport.co.nz](mailto:marinegroup@napierport.co.nz).

## Mooring Arrangements

The optimum mooring arrangements of all vessels is 4 head/stern lines and 2 springs fore and aft.

Ships are required to maintain their own lines at all times.

**Shore Moorings** – Shore moorings are used during surge conditions. They will be deployed by order of the Pilot or Harbourmaster and may be requested by Ships Master. These lines are deployed and tended by Napier Port Marine staff. Should the lines need to be tended at any time contact Napier Harbour Control on VHF Channel 12 or 16.

In storm conditions, special arrangements will be advised.

## Weather Criteria

The figures given are for guidance purposes only. Depending on wind gust strength and direction, the pilot may make a judgement call on a ship by ship basis to increase or decrease the weather criteria.

Wind:

- Indicative maximum average wind speed of 25 knots and up to 30 knot gusts for arrival of high windage vessels such as Passenger, Livestock, Woodchip and Container Ships with sufficient deck load.
- Normal windage vessels are limited to 35 knots average wind speed.
- Above 40 knots average wind speed shipping operations are suspended and Harbourmaster informed.

Visibility

Pilotage shall only be commenced when visibility is within the following limits:

- > 0.5 nautical miles for all vessels, or
- > 0.75 nautical miles for vessels >200m LOA and/or >10m draft.

## Directory

Physical Address:	Breakwater Road Napier
Postal Address:	Napier Port PO Box 947 Napier 4110 New Zealand
Phone:	(06) 833 4400
Fax:	(06) 833 4408
Port Services Manager:	Bruce Lochhead
Office:	(06) 833 4419
Fax:	(06) 833 4418

Marine Operations (Day): (06) 833 4444  
Marine Operations/Duty Pilot: (06) 833 4471  
Gatehouse Security: (06) 833 4440  
Fax: (06) 833 4434  
Email: [security@napierport.co.nz](mailto:security@napierport.co.nz)

## Appendix

- [Marine Fact Sheet](#)
- [Ship Particulars for DUKC form](#)
- [Required Boarding Arrangements for Pilot \(IMO/SOLAS diagram\)](#)
- [Napier Passage Plan](#)
- [Notice to All Vessels](#)

Appendix Two

Controlled	<b>NAPIER<sup>o</sup> PORT</b>	Issue No:7
Authorised: Port Services Manager	<b>PILOTAGE</b>  <b>Ship Particulars for DUKC</b>	31/05/2016

**PLEASE SEND ARRIVAL OR DEPARTURE INFORMATION AS SOON AS AVAILABLE**

**PLEASE USE THIS EMAIL ADDRESS:**

**[MARINEGROUP@NAPIERPORT.CO.NZ](mailto:MARINEGROUP@NAPIERPORT.CO.NZ)**

**NAME OF VESSEL** \_\_\_\_\_

**DATE** \_\_\_\_\_ **ARRIVAL / DEPARTURE**

<b>IMO NUMBER</b>	
<b>MMSI NUMBER</b>	
<b>LOA</b>	
<b>LBP</b>	
<b>BEAM</b>	
<b>LENGTH BOW TO BRIDGE FRONTAGE</b>	
<b>FWD DRAFT</b>	
<b>MID DRAFT</b>	
<b>AFT DRAFT</b>	
<b>KG</b>	
<b>GM (FLUID)</b>	
<b>DISPL</b>	
<b>CONTAINER VESSELS - WINDAGE</b>	

**BOW THRUSTER WORKING:**      YES                  NO                  NONE

**THIS INFORMATION IS REQUIRED FOR ELECTRONIC NAVIGATION SYSTEMS**

**ALL VESSELS ARE REQUESTED TO ARRIVE AND DEPART AT AS NEAR EVEN KEEL AS IS PRACTICABLE**

# REQUIRED BOARDING ARRANGEMENTS FOR PILOT

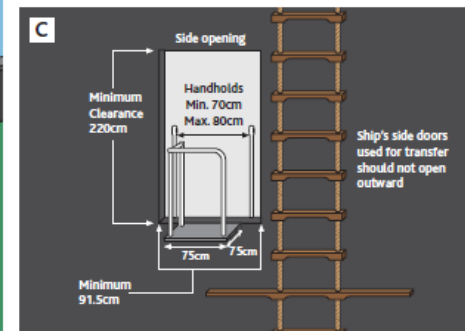
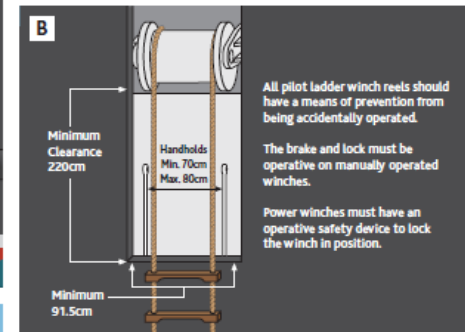
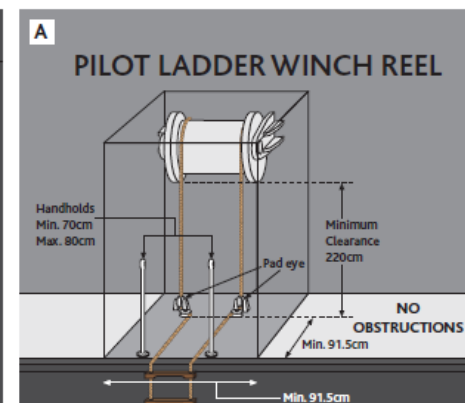
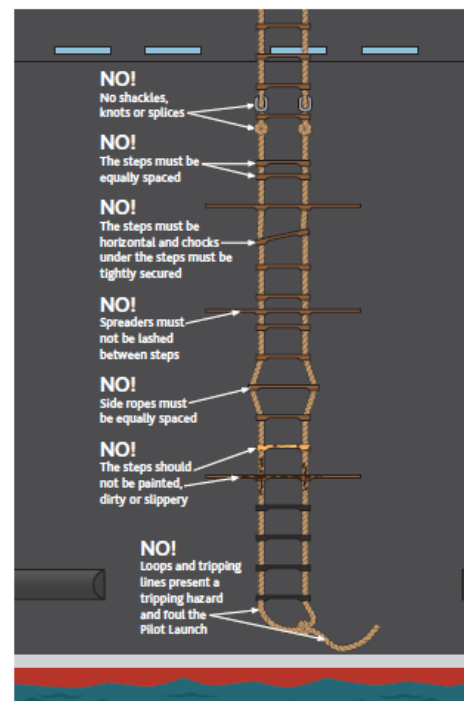
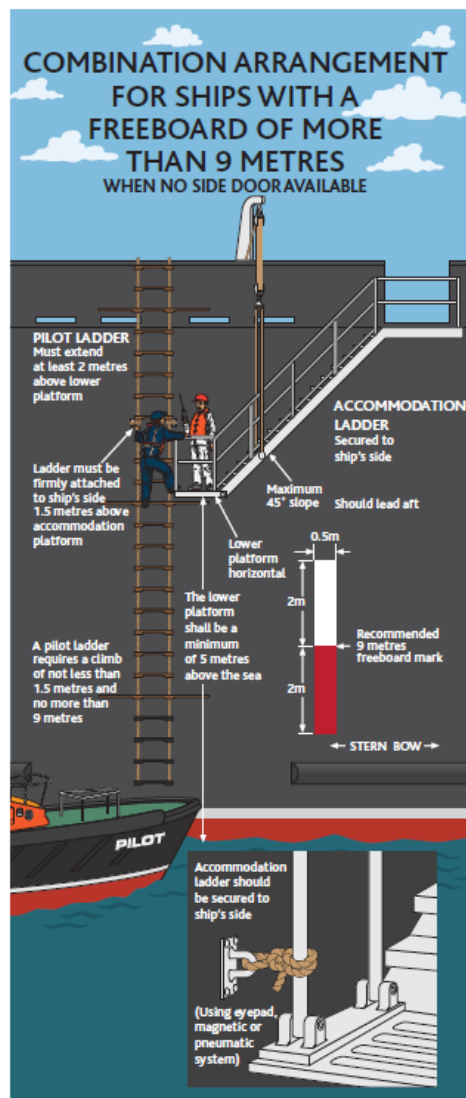
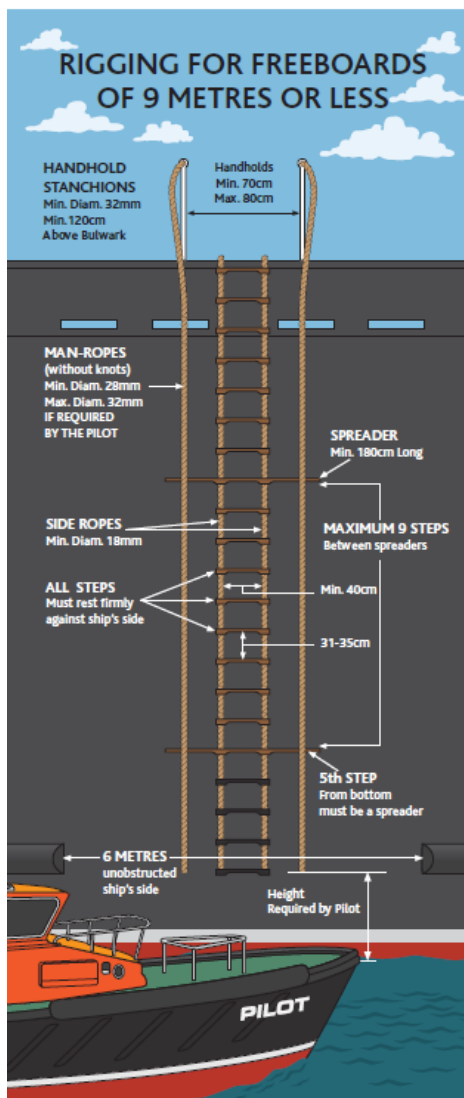


In accordance with SOLAS Regulation V/23 & IMO Resolution A.1045(27)

INTERNATIONAL MARITIME PILOTS' ASSOCIATION

H.Q.S. "Wellington" Temple Stairs, Victoria Embankment, London WC2R 2PN Tel: +44 (0)20 7240 3973 Fax: +44 (0)20 7210 3518 Email: office@impahq.org

This document and all IMO Pilot-related documents are available for download at: <http://www.impahq.org>



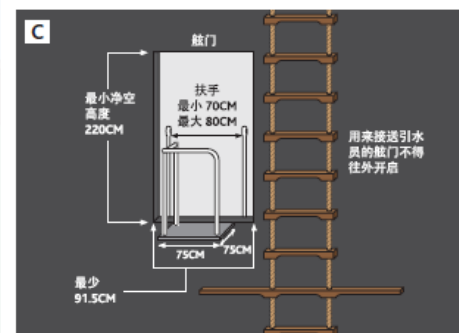
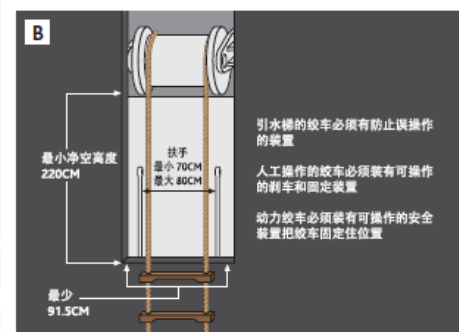
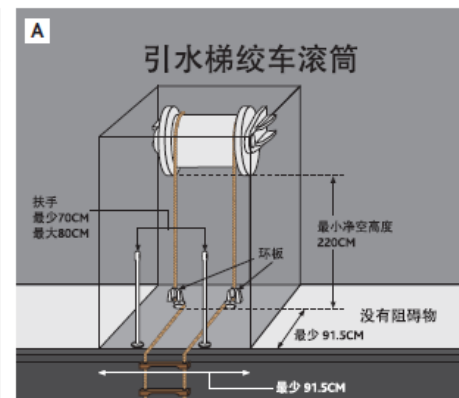
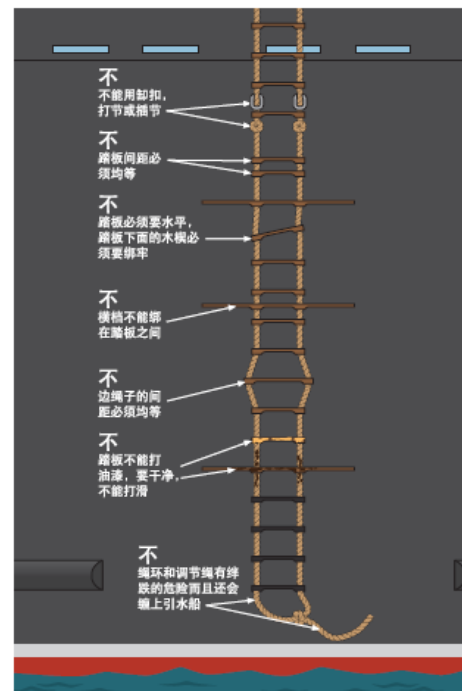
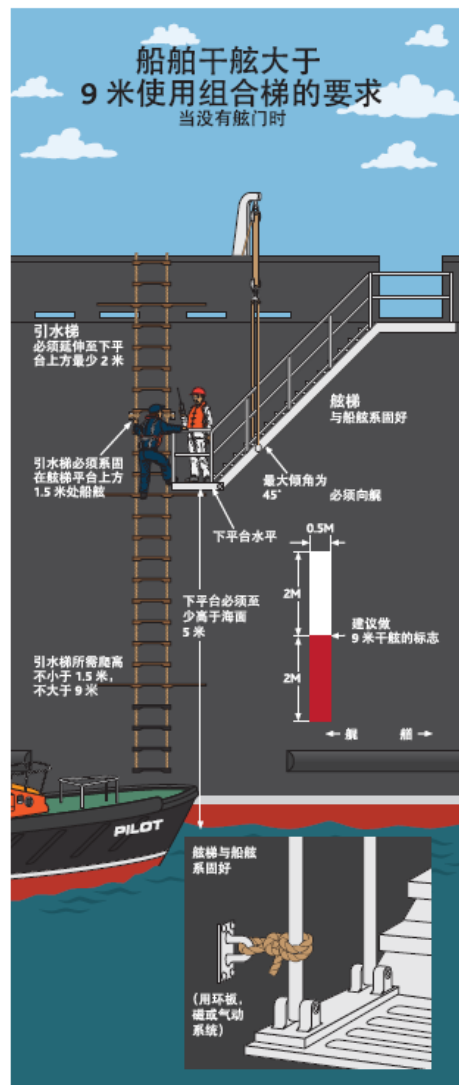
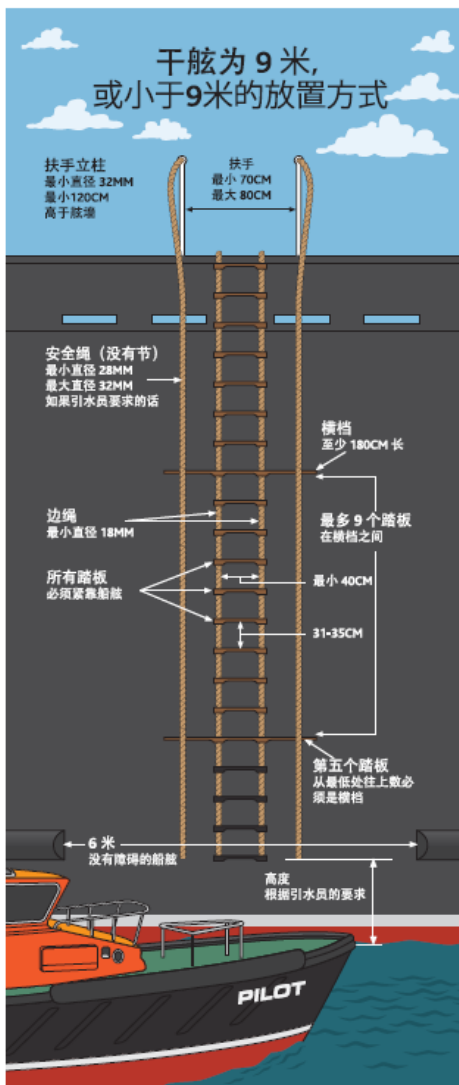
# 引水员登离轮装置要求

根据 SOLAS 公约 V/23 条和 IMO A.1045(27) 决议

国际海上引水协会

H.Q.S. "Wellington" Temple Stairs, Victoria Embankment, London WC2R 2PN Tel: +44 (0)20 7240 3973 / Fax: +44 (0)20 7240 3518 Email: office@impahq.org

本要求和所有 IMO 有关引水的文件均可以从以下网站下载 <http://www.impahq.org>





The chart displays the NAPIER PORT area with a proposed shipping channel highlighted in red. The channel is defined by two main courses: an Inward course of 245° - 065° true and an Outward course of 035° true. A Secondary Channel is also shown with V/L's 7.3m and less. The chart includes various navigational aids such as Day / Night G W R, Day / Night ORG W R, and Day / Night G W R. It also shows the location of the Port of Napier, the Napier Harbour, and the Napier River. The chart is titled 'NAPIER PORT' and includes a scale bar from 0m to 1000m.

## NOTICE TO ALL CONTAINER VESSELS

- Ships crew are required to ensure ships lines are kept tight at all times. The maximum allowable movement before vessel operations halt is 0.5m each way or 1.0m in total. To summon mooring staff to attend your vessel to adjust or deploy shore moorings, contact “Napier Harbour Control” on channel 16 VHF.
- Vessel(s) are to ensure any lists that they may have, are corrected before starting work and ensure that this is maintained to allow safe working. Any variance from zero degrees could result in vessel operations being halted, and any cost of delays as a consequence will be lodged against the vessel.
- The trim of the vessel should be minimised to ensure that the least even keel departure draft can be achieved, to maximise tidal windows. Ship Particulars for DUKC should be completed and forwarded to [MarineGroup@napierport.co.nz](mailto:MarineGroup@napierport.co.nz) as soon as the departure condition has been calculated from the departure BAPLIE Plan. A final sailing draft must be provided at least 2 hours before departure.
- When lids are being moved, any temporary fittings (lights, handrails etc) that are in close proximity to working areas are to be removed. Failure to do so could result in damage to these fittings during operations, which Napier Port will not accept liability for.
- Napier Port will not accept any liability for any damage to cargo/vessel that is a direct consequence of ship movement that could have been prevented had the ship’s crew kept the lines tight.
- It is the vessel or vessel agent’s responsibility to inform Napier Port (Ship Planners) prior to commencement of operations, of any damage to ships guides that could cause damage to Napier Port equipment or cargo. Any cost of damage that is a direct consequence of existing cell guide damage will be lodged against the vessel.
- Any damage that is discovered and is a possible direct result of the load/unloading operation must be immediately reported to, and acknowledged by, the Napier Port Ship Planner to allow time for investigation and photographs to be taken. Napier Port will not accept any liability for any damage that is discovered and not reported.
- Shipping agents are requested to advise ship captains that no crew may exit the Port on foot, a shuttle service is operated by Port Security as required upon reasonable request to gain access to/from ships, telephone (06) 8334386 (or extension 386). Crew and passengers must wait at the top of the gangway for the shuttle van and not on the wharf.
- Acceptable photo ID must be carried by crew members at all times.

The Foreman Stevedore in consultation with the Napier Port Ship Planner/Crane Operator will inform the 1<sup>st</sup> Mate of any vessel of the above points if they believe they have not been complied with.

The Foreman Stevedore will record times that all requests are made and when they were rectified as well as any halt of operations.

If the problem is not rectified within a reasonable timeframe the Napier Port Ship Planner in consultation with the Crane Operator/Foreman Stevedore, will decide what action is required, halt loading/unloading operations etc.

## NOTICE TO ALL SHIP'S MASTER & CREW

### Welcome to Napier Port

You are now entering a MPI Biosecurity, Customs Controlled and secure Port area subject to the Maritime Security Act 2004 and Maritime Security Regulations 2004. You are required to follow the rules and procedures outlined below together with any instructions given by Port personnel and Port security officers. Following these procedures will ensure your safety whilst within Port boundaries.

Every person seeking access to Napier Port must produce approved photographic identification in the form of a passport or international driver's or seafarer's identity to the security personnel.

### Ships Lines

Ship's crew are required to ensure ships lines are kept tight at all times. The maximum allowable movement before vessel operations halt is 0.5m each way or 1.0m in total. To summon mooring staff to attend your vessel to adjust or deploy shore moorings, contact "Napier Harbour Control" on VHF Ch12 or 16.

### Pedestrians

- High visibility safety clothing and suitable covered footwear must be worn when entering Port operational areas.
- Use designated yellow walkways.
- Do not walk through cargo storage areas, sheds or near cargo- handling plant.
- Do not use wharf walkways when shipside activities are being undertaken.
- A shuttle service is operated by Port Security as required upon reasonable request to gain access to/from ships, telephone (06) 8334386 (or extension 386). Crew and passengers must wait at the top of the gangway for the shuttle van and not on the wharf.
- Visitors to your vessel should be warned, prior to their entry to the Port, of the dangers that exist. Your crew are responsible for the safety of their visitors whilst onboard the vessel and within the Port area. Transfer to/from your vessel is only by Port Security shuttle or the appointed ship's agent.
- Acceptable photo ID must be carried by crew members at all times.

### Accidents and Emergencies

- Priority is to call **111**.
- Port Security officers (Ph: (06) 833 4440) must also be advised of any accident or emergency. They have basic first aid equipment available that can be utilised until emergency services arrive. Contact them on telephone (06) 8334440 or extension 386.
- Port Security officers are responsible for direction of emergency services to accident site.

### Rubbish

Enquiries regarding rubbish disposal should be directed to:  
Quarantine Ph: +64 (6) 833 5337.

### Water

All berths are connected for supply of water for ship use, contact Marine Administration, Ph: +64 (6) 833 4444

## **NAPIER PORT BERTH BOOKING ARRIVAL / DEPARTURE PROCEDURES**

### **I. SHIP SERVICING PROCEDURES**

#### **I.1 Ship Arrival**

Users shall give the Operator the following notices and information:

- Give notice of the ship's ETA, cargo and port services required, on the completed Berthage and Cargo Advice form provided by the Operator not later than 1200 hours midday six (6) days prior to ETA (including an ETD where practical).
- Give an update of ETA by 1200 hours on the day prior to the arrival of the ship at Napier Port.
- Give two hours' notice to delay or postpone an arrival or 3 hours' notice from a new movement time to advance the arrival of a vessel.
- Except in emergencies, orders will not be brought forward between 2300 and 0700.

#### **I.2 Ship Departure**

Users shall give the Operator the following notices and information:

- Give a provisional ETD for the ship not later than 24 hours prior to departure.
- Give notice of the ship's ETD by 1600 hours immediately preceding departure.
- Confirm the ETD not later than 2 hours prior to departure of the ship, or provide 3 hours' notice from a new movement time to advance the departure of a vessel.
- If the ship does not depart at the confirmed ETD, the following information is to be conveyed to the Pilot:
  - Reason for delay,
  - New confirmed ETD,
  - Factors still influencing ETD, and
  - Consequences of ship not departing as soon as it is ready, e.g. tide or berth availability in another port.
- If the ship does not depart at the confirmed ETD, the Operator will attempt to facilitate the departure but accepts no liability for any consequential delays resulting from conflicting shipping movements or staff non-availability. The Operator's staff is only obliged to wait for 30 minutes after the confirmed ETD. After that time a new time will be set for the departure to coincide with the next shipping movement at Napier Port or earlier if practicable.
- Within 24 hours of departure of Specified Ships the User or Agent of the User shall complete and forward a confirmation of the User's Billing Advice for the ship's cargo to the Operator.
- Except in emergencies, orders will not be brought forward between 2300 and 0700.

## Appendix Six

### 1.3 Berth Procedures

Berth allocation by the Operator shall be in terms of the Berth and Crane Procedures published by the Operator from time to time. However the allocation of priority shall be always at the sole discretion of the Operator.

## 2. MAXIMUM DRAFT

At Napier Port, the following static maximum drafts at high water apply, subject to Dynamic Under Keel Clearance:

- Container vessels – 12.4 metres, and
- Bulk vessels – 11.6 metres at 2 Wharf, 12.4 at 1 Wharf.

Note: This excludes 3 Wharf, where the static maximum draft is 8.2 metres.

Vessels over 11.6 metres require approval by a senior pilot prior to fixture. Please refer to the [Marine Fact Sheet](#) for more port information.

Napier Port utilises a ‘*Dynamic Under Keel Clearance*’ Program that provides enhanced safety for deeper draft vessels.

Prior to arrival/departure, vessels are requested to supply stability information as per the ‘*Ship Particulars for DUKC*’. Email information to: [MarineGroup@napierport.co.nz](mailto:MarineGroup@napierport.co.nz)

Results of the DUKC Calculation will form part of the Master Pilot exchange in passage planning and will be discussed prior to transit.