

Marine Guide for Ship Masters

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Port Operating Company

Port of Napier Limited, Breakwater Road, Napier

Chief Executive: Garth Cowie Email: GarthC@napierport.co.nz
Address: PO Box 947, Napier, 4110
Phone: (06) 833 4401
Fax: (06) 833 4408

Port Services Manager: Bruce Lochhead, Mobile 0274957919, Email: BruceL@napierport.co.nz

Marine Operations Phone: (06) 833 4444
Marine Operations Fax: (06) 833 4418
Marine Operations Email: marinegroup@napierport.co.nz

Duty Pilot Phone: (06) 833 4471

Gatehouse Email: security@napierport.co.nz

Harbour Authority

The Harbour Master
Hawke's Bay Regional Council
Postal Address: Private Bag 6006, Napier 4142, New Zealand
Phone: (06) 833 4525

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

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](#).

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 the [Appendix for a diagram](#).

Pilots and Tugs – Ordering and Notifications

All communications regarding shipping operations must be carried out as per prescribed notification requirements to agents, see [Marine Guide for Agents](#).

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 to anchor at the Anchoring Zone. 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 the

Maritime NZ – Emergency Number: 0508 472269

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

Email: 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.

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](#).

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, telephones, fresh water and power as required.

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

This service can be arranged through the Duty Pilot on (06) 833 4471.

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.

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.

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.

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.

Mooring Arrangements

- The optimum mooring arrangements of all vessels is 4 head/stern lines and 2 springs fore and aft.
- **Storm Bollards** – the pilot will make the master aware of the storm bollards which are to be used in the event of strong winds. Napier Port will advise of expected strong winds and the vessel must comply with any requirement to run out additional lines.
- **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.

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

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

Appendix

1. [Marine Fact Sheet](#)
2. [Ship Particulars for DUKC form](#)
3. [Required Boarding Arrangements for Pilot](#)
4. [Napier Passage Plan](#)
5. [Napier Passage Plan A](#)
6. [Notice to All Vessels](#)

Controlled	NAPIER^o PORT	Issue No: 4
Authorised: Port Services Manager	PILOTAGE Ship Particulars for DUKC	18.04.12

PLEASE USE THIS EMAIL ADDRESS:

MARINEGROUP@NAPIERPORT.CO.NZ

NAME OF VESSEL _____

DATE _____

ARRIVAL / DEPARTURE _____

LOA	
LBP	
BEAM	
LENGTH BOW TO BRIDGE FRONTAGE	
HEIGHT BRIDGE ABOVE SEA LEVEL	
SUMMER DWT	
FWD DRAFT	
MID DRAFT	
AFT DRAFT	
KG	
GM (FLUID)	
DISPL	

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



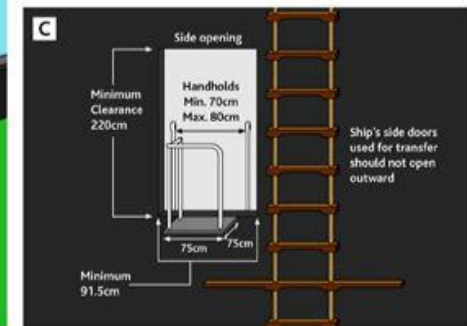
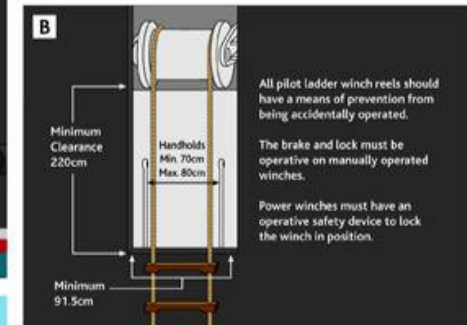
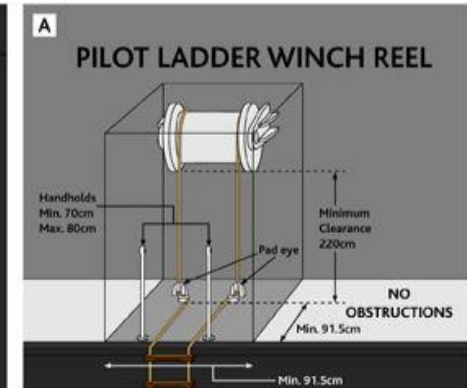
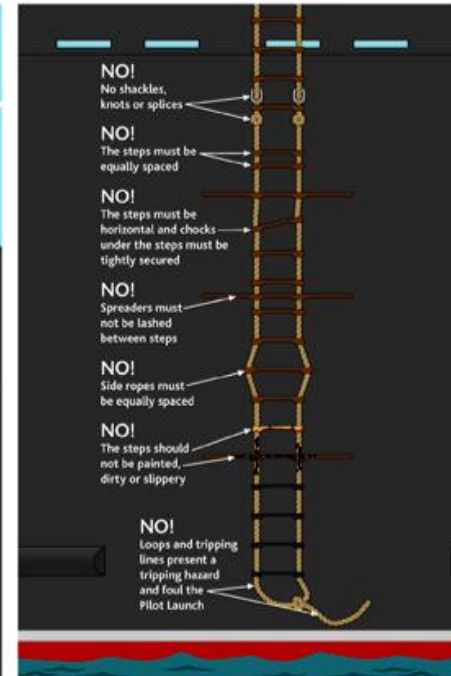
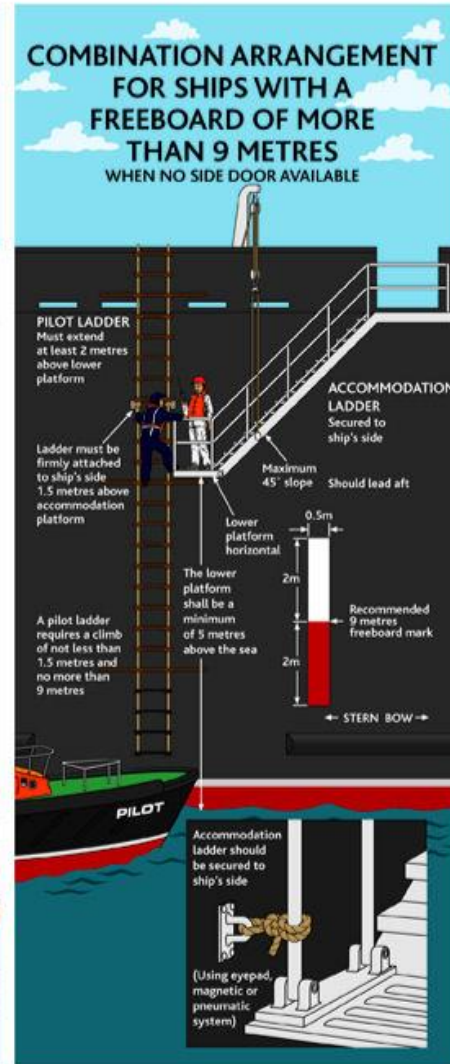
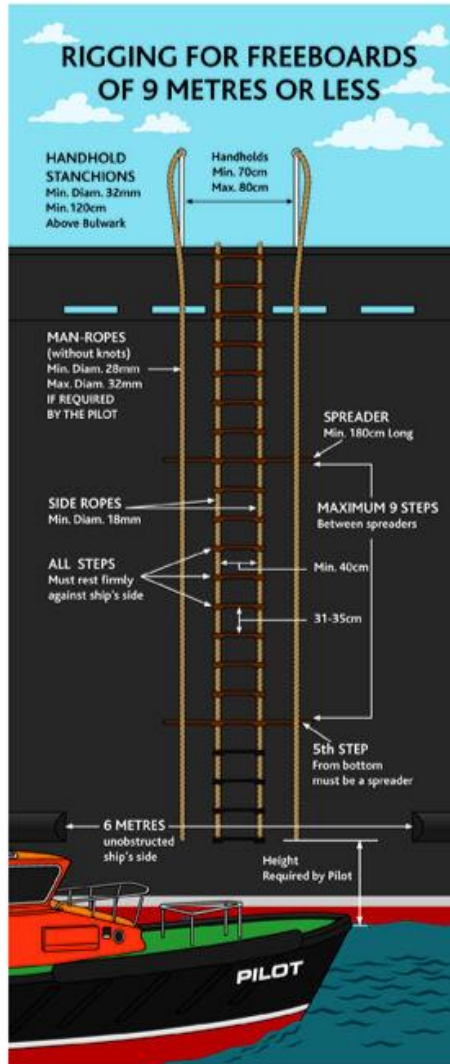
INTERNATIONAL MARITIME ORGANIZATION

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

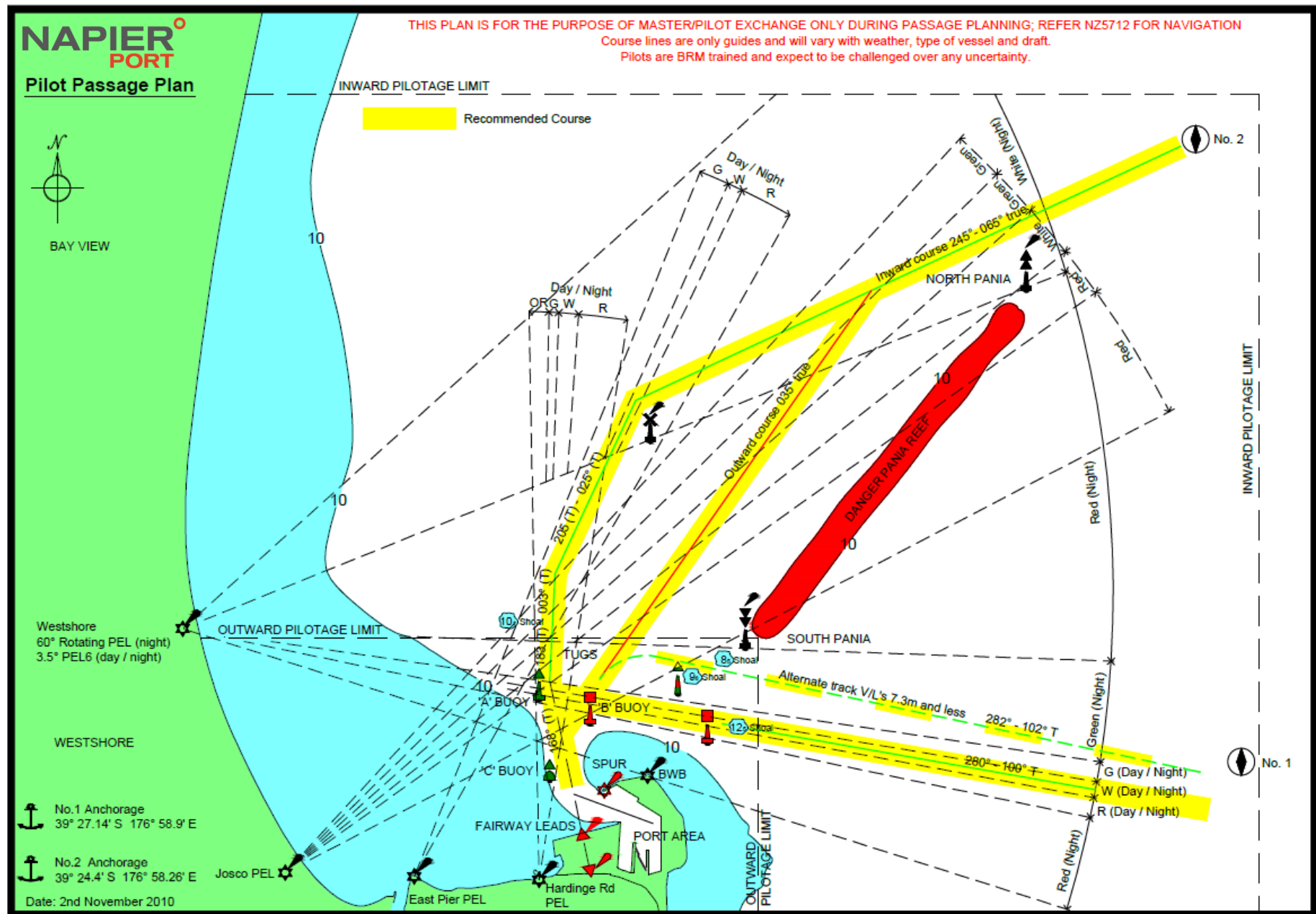
INTERNATIONAL MARITIME PILOTS' ASSOCIATION

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>



Appendix Four




Appendix Five

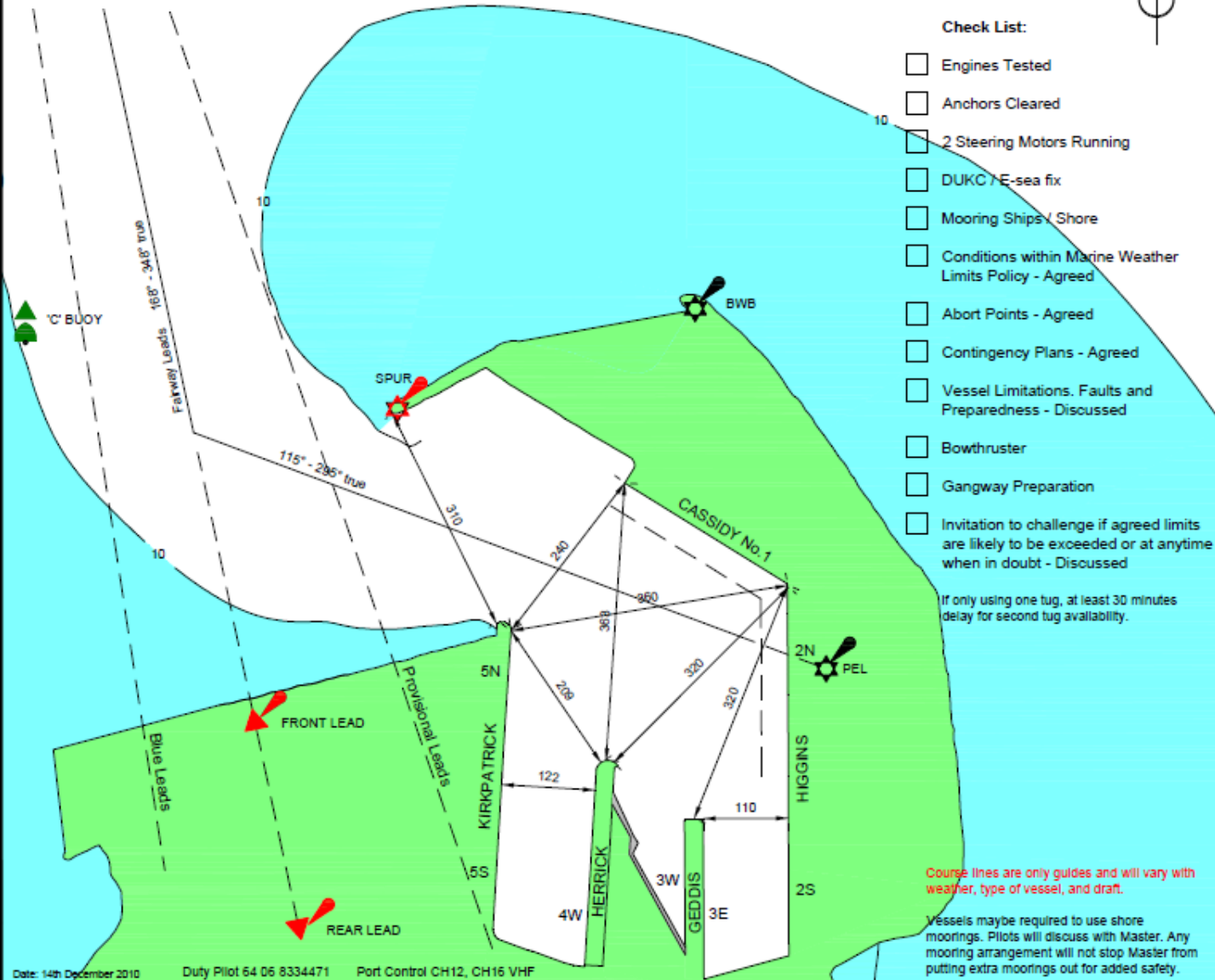


NAPIER PORT

Port of Napier Passage Plan

THIS PLAN IS FOR THE PURPOSE OF MASTER/PILOT EXCHANGE ONLY
DURING PASSAGE PLANNING; REFER NZS712 FOR NAVIGATION





Course lines are only guides and will vary with weather, type of vessel, and draft.

Vessels may be required to use shore moorings. Pilots will discuss with Master. Any mooring arrangement will not stop Master from putting extra moorings out for added safety.

Check List:

- Engines Tested
- Anchors Cleared
- 2 Steering Motors Running
- DUKC / E-sea fix
- Mooring Ships / Shore
- Conditions within Marine Weather Limits Policy - Agreed
- Abort Points - Agreed
- Contingency Plans - Agreed
- Vessel Limitations, Faults and Preparedness - Discussed
- Bowthruster
- Gangway Preparation
- Invitation to challenge if agreed limits are likely to be exceeded or at anytime when in doubt - Discussed

If only using one tug, at least 30 minutes delay for second tug availability.

Ship:
Date: Time
Pilot:
Movement:
Draft: Fore Aft

Wind

Forecast: kts

Present: kts

Direction: deg

Swell

Direction:

Height:

Period:

Tide

Lowest at:

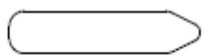
Highest at:

UKC Calculation (Fairway / Basin)

Dredged depth	+		m
Tide	+		m
Total depth			= m
Draft			~ m
Static UKC			=
(no allowance for dynamic)			

Tug Positions

A = Ahuriri, M = Maungatea



Master:

Pilot:

Date: 14th December 2010 Duty Pilot 64 06 8334471 Port Control CH12, CH16 VHF

NOTICE TO ALL CONTAINER VESSELS

- 1) 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.
- 2) 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.
- 3) 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 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.
- 4) 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.
- 5) 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.
- 6) 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.
- 7) 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.
- 8) 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.

The Foreman Stevedore in consultation with the Napier Port Ship Planner/Crane Operator will inform the 1st 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 MAF 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 channel 16 VHF.

Pedestrians

1. High visibility safety clothing and suitable covered footwear must be worn when entering Port operational areas.
2. Use designated yellow walkways.
3. Do not walk through cargo storage areas, sheds or near cargo- handling plant.
4. Do not use wharf walkways when shipside activities are being undertaken.
5. 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.
6. 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.

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 Transfer - Ph: +64 (6) 833 5337 or Port Operations Centre Ph: +64 (6) 833 4436

Water

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