

RIVERPORT BULK TERMINAL

BARRANQUILLA, COLOMBIA

TERMINAL MARINE OPERATIONS USERS' GUIDE

Second Edition

OCTOBER, 2019

Version: 5

LIABILITY DISCLAIMER

This publication is only intended to serve as a guide, and to describe usual proceedings for regular operations, and it is not a compendium of rules, regulations, laws or facts; therefore, nothing in this Guide is to be construed expressly or implicitly, as either an admission of liability, or an admission of wrongdoing, or an admission of the truth of any fact, or a declaration against interest on the part of Riverport Coal Terminal. Notwithstanding the guidelines provided in this Guide, it will be the responsibility of each user or client of the terminal all aspects related to its own operation; in this sense, no user or client shall incriminate responsibility to Riverport from the content of this Guide.

INTRODUCTION

Following the publication in October, 2017, of the First Edition of the Marine Operations Guide for the Riverport Coal Terminal, this Second Edition of the Guide incorporates some additions and improvements primarily consisting of the inclusion of information useful to vessels berthing at Riverport No.1 Berth to discharge grain.

As with the First Edition the objective of the Management of the Riverport Bulk Terminal in Barranquilla is to provide all Users and Clients of the Terminal – especially Ships’ Masters and all those concerned with the maritime, marine and cargo-handling aspects of the operation – with prior information useful to prepare the arrangements for contracting and operating vessels which will load or discharge at the Terminal.

Riverport has made its best efforts to ensure that the contents of the Guide are correct, but as the title of the publication implies, it is only intended to serve as a Guide, and it is not a compendium of rules, regulations, laws or facts. Taking into account that many factors such as river conditions, requirements of Port Authorities etc. are inherently variable, Riverport recommends that before taking commercial or operational decisions, Clients Ship-owners, Ships’ Masters or any other reader should corroborate details with the Port Authorities with the Ships’ Agents, or with Riverport Management themselves.

Any comments, queries or suggestions aimed at correcting, improving or amplifying the content of this Guide, can be communicated through the Terminal Representative during vessels’ stays in port or directly to Riverport Management at any time.

Riverport welcomes all Clients and Vessels to their Barranquilla Bulk Terminal and looks forward to working with all Parties involved to ensure a safe, efficient and mutually profitable operation.

Uriel Duarte – General Manager.

Barranquilla, 1st. October, 2019.

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AERIAL VIEW (From East) OF COAL & GRAIN TERMINAL. BARRANQUILLA.

I. GENERAL DESCRIPTION & CHARACTERISTICS OF RIVERPORT COAL TERMINAL.

a. Geographical Position.

The Riverport Bulk Terminal is located in the central port district of the city of Barranquilla, Colombia, on the western bank of the River Magdalena, about 9 nautical miles upriver from the Bocas de Ceniza river entrance channel.

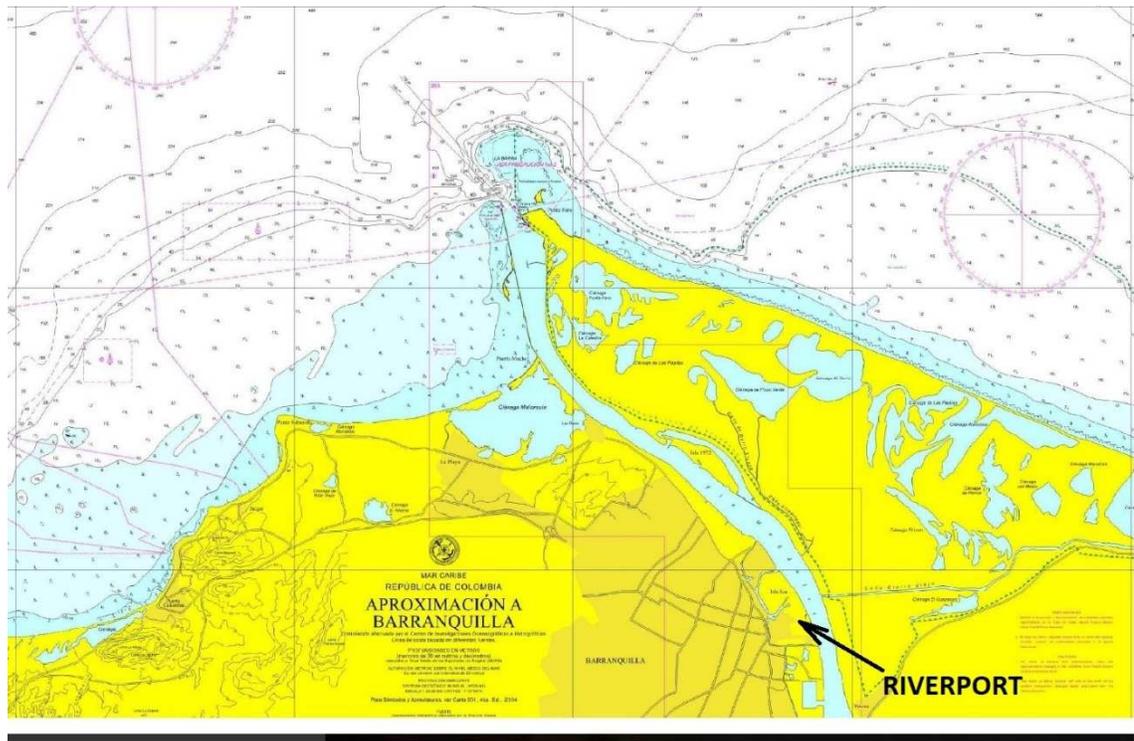
The Terminal has geographical coordinates as follows:

Latitude: 10° 59' 24" North

Longitude: 74° 45' 34" West

The Riverport Terminal has two berths for bulk cargoes. Berth No. 1 (upriver) is for vessels discharging grain, and Berth No.2 (downriver) is for vessels loading coal or coke.

Figure 1. Riverport Geographical Location. (Extract of Colombian Chart No. 612)



b. Key dimensions for vessels discharging grain.

Key dimensions applying to vessels using the Riverport Grain Berth (Berth No.1) are as follows:

Standard LOA: 190 metres, but vessels in excess of this LOA may be accepted on a case-by case basis.

Standard Beam: 32.3 metres, but vessels in excess of this beam may be accepted on a case-by-case basis.

Maximum displacement on berthing: 65,000 tons.

Maximum berthing velocity on contact with fenders: 0.15 m/s

Dock water density: Usually Fresh water (1,000 Kg/M³ to 996 Kg/M³)

Maximum draught at Bocas de Ceniza (in FW): As advised by the Port Authority, but may be between 8.0 metres and 10.0 metres.

Minimum crane hook height above water line: 22.2 metres, at lowest river level and at 6.6 metres from the ship's side.

Minimum crane SWL: Typically 30 metric tons, at 25 metres radius, but see Section II-b below for more details.

Length of longest mooring line (approximate): 80 metres, measured from mooring bollard to ship's fairlead.

Minimum Freeboard at any time alongside: 3.35 metres

c. Key dimensions for vessels loading coal or coke

Key dimensions concerning vessels using the Riverport Coal Berth (Berth No.2) are as follows:

Standard LOA: 190 metres, but vessels in excess of this LOA may be accepted on a case-by case basis.

Standard Beam: 32.3 metres, but vessels in excess of this beam may be accepted on a case-by-case basis.

Maximum displacement on berthing: 65,000 tons.

Maximum berthing velocity on contact with fenders: 0.15 m/s

Dock water density: Usually Fresh water (1,000 Kg/M³ to 996 Kg/M³)

Maximum draught at Bocas de Ceniza (in FW): As advised by the Port Authority, but may be between 9.0 metres and 10.0 metres.

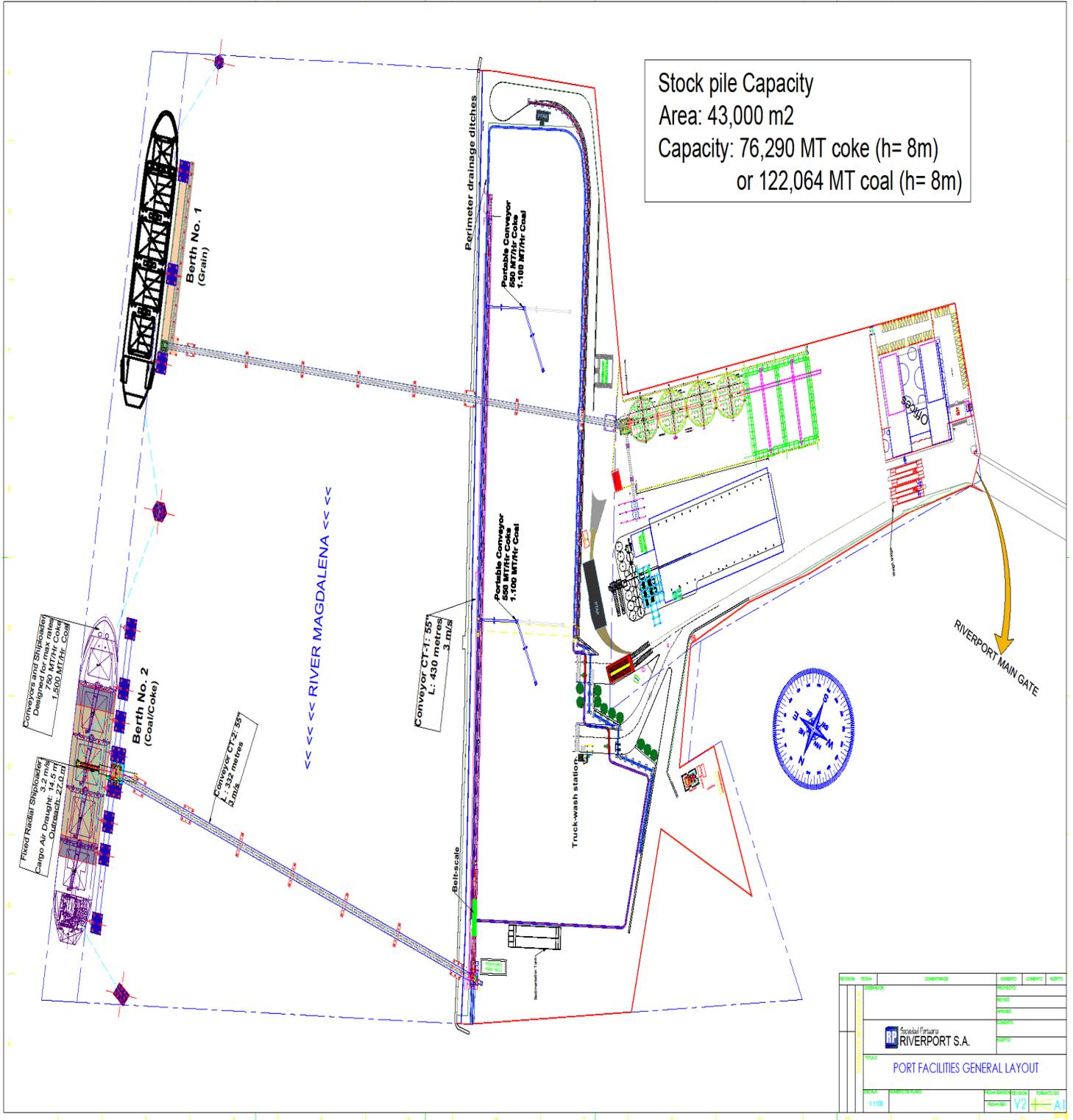
Maximum cargo air draught to commence loading (measured from the ship's waterline to the top of the highest hatch cover, including hatch-cover fittings and any deck obstructions such as stanchions): 14.5 metres

Length of longest mooring line (approximate): 80 metres, measured from mooring bollard to ship's fairlead.

Minimum Freeboard at any time alongside: 3.35 metres

Minimum beam: 25 metres.

d. General layout of berths & shore installations.



Vessels using either of the two berths at Riverport Terminal will usually be berthed starboard-side to, heading upriver, and will be swung to head downriver for sailing after completion of loading or discharging. Depending on the sailing draught, the swinging manoeuvre will normally be carried out at a point about 1.9 nautical miles upriver, at the “Paraiso” turning area near the east bank of the river, or in the area of the river adjacent to the Terminal.

Access to and from the vessel to the shore is by launch, which usually comes alongside the pier on the inshore side. Personnel will use the ship’s accommodation ladder to cross between the berth and the vessel. Vessel’s personnel and visitors should not use the conveyor walkways for access to the shore, and when ashore inside the Terminal, must keep to the designated and signed walking route to the main gate.

It is the vessels responsibility to provide a safe and efficient gangway & access.

Transportation from the Terminal main gate to the city should be previously arranged with the Ship’s Agent.

e. Cargo Operations Overview

i. Discharge arrangements for grain – Berth No.1

Discharge of grain is carried out with the ships’ cranes, normally using grabs supplied by the Terminal, but occasionally ships’ grabs may be used.

Grain may be discharged completely ashore, into three mobile hoppers on the berth which feed a conveyor belt with a combined capacity for 900 metric tonnes per hour, to the onshore grain storage facilities.

Additionally, grain may be partially discharged into barges made fast alongside the port side of the vessel, simultaneously with the shore discharge.

ii. Loading arrangements for coal & coke - Berth No.2

The single ship-loader for coal or coke is situated on a fixed point at the centre of the coal berth. It is a radial ship-loader and – depending on the vessel’s size and design, especially regarding cranes and deck-fittings – can usually access only one hold without shifting the ship. To completely fill all holds, it is necessary to shift the ship ahead and astern alongside the berth, with the use of the ships’ lines and mooring winches, with the main engine ready for use as required.

f. Climatic Conditions

i. Wind

Average wind speed throughout the year is about 7.6 knots, and 68% of wind is from the North or Northeast. However, winds are higher from December to March, when average speed is about 12 knots with occasional periods of more than 35 knots. During the rainy season (May to November) squalls may form producing strong winds (20 to 35 knots) from a westerly or south-westerly direction.

ii. Temperature

The temperature does not vary greatly throughout the year, and is generally between 24°C and 38°C, often with lower temperatures when the wind is easterly.

iii. Rainfall

The main seasonal difference in the Barranquilla climate is the change from the dry season to the wet season. Between the months of May and November, rainfall is high, reaching 5 to 6 inches per day especially in October. From November to April rainfall is less – between 0 and 0.5 inches per day, especially dry between December and April.

iv. Humidity

Relative humidity is normally between 78% and 90% all year round.

v. Time Zone.

Local time is GMT - 5 hours throughout the year Daylight Saving Time is not used.

II. REQUIREMENTS FOR ACCEPTANCE & OPERATION OF VESSELS TO DISCHARGE GRAIN.

a. Vessel programming.

Vessels are programmed to discharge grain at Riverport and at other Colombia discharge ports by the Itacol Logistics Department in Bogota and the Itacol Chartering Department/Chartering World Grain, in Panama. The contact person for programming grain vessels is:

Maria Paula Cristancho..... chartering@worldgrainllp.com

b. Cargo Handling Equipment.

- i. Ships' cranes will be used to discharge grain into one, two or three mobile hoppers which are mounted on a belt-conveyor running along the berth, and which transports the cargo to the storage facilities ashore. Each hopper can handle 300 metric tons per hour of grain, and the ships' cranes must be able to maintain this discharge rate throughout the operation. Charter Party discharge rates include factors such as possible delays in berthing, amongst others, and therefore are not necessarily directly related to the operational rates given above and which will be required of the vessel.
- ii. Ships' cranes should have a minimum SWL of 30 metric tons at a radius equal to half of vessel's beam plus 8.5 metres. This is equivalent to SWL 30 metric tons @ 25 metres for a vessel of 32.3 metres beam. The SWL should be applicable to operations with grabs.
- iii. Ships' cranes should have sufficient height to ensure that the grab can clear the upper edge of the mobile hopper at all stages of discharge. The height of the hook from the bottom of the grab, including the grab height and the rigging height, is 8.1 metres and the height from lowest river water level to the height of the upper edge of the hopper is 14.1 metres. The crane must therefore be capable of positioning the hook at a minimum height of 22.2 metres above the waterline, with an outreach of 6.6 metres from the ship's side, at all times during discharging operations.
- iv. The Terminal will usually provide qualified operators for the ships' cranes. Prior to commencement of operations with the shore operators, the condition of each crane will be established and documented, and any special instructions for the use of the crane will be passed from vessel to Stevedore in a handover protocol. See Appendix 4.
- v. The Terminal will usually supply the grabs or clamshells to be used with the ships' cranes. These grabs have the following characteristics:
 - Capacity in cubic metres15
 - Weight, empty , in metric tons.....11
 - Distance from crane hook to bottom of grab (closed)....8.1 metres.
 - Height of hopper top above low water level14.1 metres
 - Distance of hopper centre-line from ship's side 6.6 metres
- vi. Mobile equipment – typically a front-end wheel loader and a tracked backhoe – will be lifted from the berth into the holds by the ship's cranes, for which purpose the cranes should be capable of lifting a weight of 17 metric

tons at a distance of 12.5 metres from the ship's side (ie at a distance of 29 metres, for a vessel with 32.3 metres beam.)

- vii. Ships' cranes may also be used to load grain directly to hopper barges moored alongside the vessel.
- viii. The quantity of grain discharged will be weighed by an automatic batch scale situated in line with the grain-handling conveyor system ashore, close to the storage facilities. The quantity of any grain discharged into barges will be measured by barge gauging (draught measurement) of each barge.

c. Discharge Rate & Interruptions to discharging.

- i. Ships' cranes must be capable of sustaining a combined discharge rate of 900 metric tons per hour for corn, and 300 metric tons per hour for caked grain products, using the grabs supplied by the Terminal. See also Section II – b – i above.
- ii. Hatches are to be opened and closed by the ship's crew, who should be continuously alert to close hatches prior to any rainfall.
- iii. During discharging, the following interruptions will be for the vessel's account, will not count as laytime for Terminal purposes and are in addition to any other exceptions to laytime which may be stipulated in the agreement with the Shipper, or by normal international shipping practice:
 - 1. Draught surveys and draught checks.
 - 1. Time used to repair damage caused by, and/or to remove extraneous objects present in the cargo, or to remove solidified/compacted cargo.
 - 2. Interruptions due to weather conditions (storms, wind, rain, wave action etc.)
 - 3. Time used for shifting ship.
 - 4. Time used for de-ballasting or ballasting.
 - 5. Opening or closing of hatches.
 - 6. Suspensions of discharging, or shifting to anchorage if ordered by the Port Authorities for any reason.
 - 7. Time used for any inspections to the vessel, the cargo, holds, tanks etc. when cargo operations are so affected.
 - 8. Suspension of discharging when ordered by the Master or his representative; the Cargo Receiver or his representative; the Buyer or his representative.
 - 9. Any event of Force Majeure including amongst others: strikes; road-blockages; acts of war or insurrection, hurricanes, earthquakes, accidents etc.
 - 10. Any delay attributable to the vessel.
 - 11. Any delay caused by any accident or by damage outside the control of Riverport.

12. Delays caused by incomplete presentation, or by lack of documentation to Riverport, Cargo Receivers or to the Port Authorities

d. Key vessel dimensions, capacities and characteristics. (See also Section I. b)

Vessels must comply with the following conditions:

- i. Maximum LOA: 190 metres.
- ii. Maximum Beam: 32.3 metres.
- iii. Maximum displacement on berthing: 65,000 tons.
- iv. Maximum berthing velocity on contact with fenders: 0.15 m/s
- v. Maximum draught at Bocas de Ceniza: As advised by the Port Authority before arrival and before sailing.
- vi. Maximum draught in Turning Zone (sailing): 9.00 to 10.0 metres (FW) or as authorized by the Port Authorities. The Turning Zone is about 360 metres in diameter.
- vii. Vessel-type: Single-deck, self-trimming bulk carrier, with no structures or obstructions in the holds or on, under or around hatch-coamings which may cause concentrations of cargo with difficult access, or interfere with the normal operation of grabs.
- viii. Ballast pumps: To be of sufficient capacity and condition to guarantee no interference with cargo discharge.
- ix. Ballast water: All ballast discharged at the Riverport berth must be certified by the Master to be clean and in compliance with all applicable international and Colombian regulations, including the current version of the IMO Ballast Water Management Convention (BWM Convention) requirements and MARPOL
- x. Classification: Vessels must be classified, with all relevant documents up to date, by a Classification Society which is Member of IACS (International Association of Classification Societies)
- xi. Hold condition: On arrival, all holds will be inspected by Government Phytosanitary Surveyors (“ICA”), usually after the vessel is in Free Pratique, before discharge can commence.
- xii. Hatches: Hatch covers must be opened by the vessels crew. Hatches must be closed by the crew on completion of loading or if weather or other conditions so require, at the discretion of the Master.
- xiii. Language: The vessel must have on board and available during discharging at least one officer proficient in either the Spanish or the English language to communicate with the Terminal representative.

e. Hold and Hatch configurations.

- ii. The hatch coamings should permit free access of grabs into the upper parts of the wings, or ends of the holds, and should not be fitted with plates, baffles, or any other object or structural member which may prevent or delay discharge of grain which may be caked or solidified in these areas.
- iii. Hatches: Each hold should have only one hatch, fitted with hydraulic, electrically or mechanically operated folding or rolling covers.
- iv. Prior to acceptance of the vessel, Riverport must be furnished with an electronic or hard-copy of a general arrangement plan and capacity plan of the vessel, in order to evaluate the discharge operation and to identify any potential obstacles to same.

f. Mooring Lines and equipment. (See also Section VII)

- i. Vessels must have on board on arrival sufficient mooring ropes to ensure that they may be properly secured to the berth at all times and that any shifting which may be required can be carried out safely and efficiently. All mooring lines must be soft natural or synthetic fibre ropes. No wires should be used. The lines must all be of good quality and condition, with properly made splices where required. Ropes connected by tied knots, or with eyes formed by bowlines or other knots are not acceptable.
- ii. The recommended minimum mooring rope arrangement for a 190M LOA vessel on Berth No.1 is shown in Section VII. The numbers and lengths of lines shown in Section VII are given only as minimum guides, and each vessel should assess the mooring requirements to determine the sizes, lengths and quantities of mooring lines required for safe operations taking into account the mooring strains, winch availability, weather conditions, river conditions, passing traffic, fairlead distribution and other particular factors prevailing in each particular case.
- iii. Self-tensioning winches, if fitted, should not be used in self-tensioning mode.

g. Ballast operations. (See also Section II-c)

- v. Any ballast water to be discharged into the River Magdalena at the berth must have been previously treated and documented according to the latest version of the IMO Ballast Water Management Convention (BWM Convention), MARPOL and relevant addendums. All Colombian legal requirements regarding ballast water must also be complied with.
- vi. Ballast water and /or cooling water or any other discharges from the vessel must not flow onto the dock. Similarly, care should be taken that ballast water discharge does not affect barges alongside or launches or small craft which may be using the accommodation ladder on the port – or river – side of the vessel.
- vii. Ballast operations must be carried out without requiring stoppages to cargo handling.

h. Ship's Agent.

At least 7 days before arrival of the vessel, the Shipowner should advise Riverport of his nomination of an Agent, either directly or through the appointed Agent, to represent the vessel while she is in port. The Agency must be authorized by the relevant Government Ministries or Departments and must be inscribed in Riverport's registry of service suppliers.

III. REQUIREMENTS FOR VESSELS TO LOAD COAL & COKE.

a. Vessel programming:

Vessels fixed to load coal or coke are accepted and programmed by the Riverport Terminal Management in Barranquilla, in coordination with Shippers.

Lay-Can spreads or windows will be allocated to vessels as follows:

- i. For ETA's between 20 and 30 days ahead – 5-day Lay-Can
- ii. For ETA's more than 30 days ahead – 8-day Lay-Can reducing to 5 days when the ETA is within 30 days.

Riverport will confirm the assigned Lay-Can by e-mail communication.

b. Loading Rate & interruptions to loading:

The operative average loading rate at Riverport for coal or coke is about 700 metric tons per hour, with maximum rate of 1,500 metric tons per hour and the cargo will be spout-trimmed. This rate is partially dependent upon the vessel producing an efficient loading and hold rotation plan, which will reduce the amount of vessel shifting to the minimum, consistent with safety and structural considerations. The rate is applicable only to cargoes of one single quality or type and is independent of loading rates which may be defined in the relevant Charter Party. Ships must be able to receive coal or coke cargoes at these rates.

During loading, the following interruptions will be for the vessel's account and will not count as laytime, in addition to any other exceptions to laytime which may be stipulated in the agreement with the Shipper, or by normal international shipping practice:

- i. Draught surveys and draught checks.
- ii. Time used to repair damage caused by, and/or to remove extraneous objects present in the cargo.
- iii. Delays caused by lack of sufficient cargo available in the Terminal stockyard.
- iv. Time used for trimming cargo (other than spout-trimming).
- v. Interruptions due to weather conditions (storms, wind, rain, wave action etc.)
- vi. Time used for shifting ship due to Force Majeure or for operational reasons; de-ballasting or ballasting; change of cargo type or quality; opening or closing of hatches or divisions in holds.
- vii. Suspensions of loading, or shifting to anchorage if ordered by the Port Authorities for any reason.
- viii. Time used for any inspections to the vessel, the cargo, holds, tanks etc. when cargo operations are so affected.

- ix. Suspension of loading when ordered by the Master or his representative; the Shipper or his representative; the Buyer or his representative.
- x. Any event of Force Majeure including amongst others: strikes; road-blockages; acts of war or insurrection, hurricanes, earthquakes, accidents etc.
- xi. Time used to correct overloading of the vessel. There is no equipment usually available in Barranquilla to remove coal or coke from a bulk carrier.
- xii. Any delay attributable to the vessel.
- xiii. Any delay caused by any accident or by damage outside the control of Riverport.
- xiv. Time used to load any additional cargo requested by the Master or by his representative after completion of the tonnage originally requested or after completing trimming operations.
- xv. Delays caused by incomplete presentation, or by lack of documentation to Riverport or to the Port Authorities

c. [Key vessel dimensions, capacities and characteristics. \(See also Section I. c\)](#)

Vessels must comply with the following conditions:

- i. Maximum LOA: 190 metres.
- ii. Maximum Beam: 32.3 metres.
- iii. Maximum displacement on berthing: 65,000 tons.
- iv. Maximum berthing velocity on contact with fenders: 0.15 m/s
- v. Maximum draught at Bocas de Ceniza: As advised by the Port Authority before arrival and before sailing.
- vi. Maximum draught in Turning Zone (sailing): 9.00 to 10.0 metres (FW) or as authorized by the Port Authorities. The Turning Zone is about 360 metres in diameter.
- vii. Maximum cargo air draught during all stages of loading (measured from the ship's waterline to the top of the highest hatch cover, including all hatch-cover fittings or other obstructions): 14.5 metres
- viii. Vessel-type: Single-deck, self-trimming bulk carrier, with no structures or obstructions in the holds or on, under or around hatch-coamings which may interrupt the free flow of coal or coke from the shiploader spout to all parts of the hold including the wings and the forward and after ends of the holds.
- ix. Deck obstructions: Deck and cargo loading envelope must be clear of any obstructions such as cranes, timber securing stanchions, container guides or similar, which may interfere with the free movement of the ship-loader and loading spout.
- x. Ballast pumps: To be of sufficient capacity and condition to guarantee no interference with maximum terminal loading rate (1,500 tons per hour)

- xi. Ballast water: All ballast discharged at the Riverport berth must be certified by the Master to be clean and in compliance with all applicable international and Colombian regulations, including the current version of the IMO Ballast Water Management Convention (BWM Convention) requirements and MARPOL
- xii. Classification: Vessels must be classified, with all relevant documents up to date, by a Classification Society which is Member of IACS (International Association of Classification Societies)
- xiii. Hold condition: On arrival, all holds to be used must be clean, dry, free of any electrical cables or fittings and in all ways suitable for the loading of coal or mineral coke. Holds must be inspected and certified when the vessel is alongside, before loading may commence.
- xiv. Hatches: Hatch covers must be opened by the vessels crew to enable loading of the vessel with no interference to the Shiploader. Hatches must be closed by the crew on completion of loading or if weather or other conditions so require, at the discretion of the Master.
- xv. Language: The vessel must have on board and available during loading at least one officer proficient in either the Spanish or the English language to communicate with the Terminal representative.

d. Hold and Hatch configurations.

- i. Hatch coaming: The distance between the offshore hatch coaming and the fender line of the berth must not be greater than 27.0 metres.
- ii. The hatch coamings should permit the free flow of coal or coke into the upper parts of the wings, or ends, and should not be fitted with plates, baffles, or any other object or structural member which may prevent the filling of these spaces by the use of the shiploader spout only.
- iii. Hatches: Each hold should have only one hatch, fitted with hydraulic, electrically or mechanically operated folding or rolling covers.
- iv. The “loading envelope”, or area measured from the inside of the forward hatch coaming of Hatch No. 1 to the inside of the aftermost hatch coaming of the last hatch to be loaded should be advised by the vessel when the loading plan is sent for review.
- v. Prior to acceptance of the vessel, Riverport must be furnished with an electronic or hard-copy of a general arrangement plan of the vessel, in order to evaluate the loading operation and to identify any potential obstacles to same.

e. **Mooring Lines and equipment. (See also Section VII)**

- i. Vessels must have on board on arrival sufficient mooring ropes to ensure that they may be properly secured to the berth at all times during the loading berthing, loading and un-berthing operations. All mooring lines must be soft natural or synthetic fibre ropes. No wires should be used. The lines must all be of good quality and condition, with properly made splices where required. Ropes connected by tied knots, or with eyes formed by bowlines or other knots are not acceptable.
- ii. Typical mooring rope arrangements for different stages of loading are shown in Section VII. The numbers and lengths of lines shown in Section VII are given only as minimum guides, and each vessel should assess the mooring requirements to determine the sizes, lengths and quantities of mooring lines required for safe operations taking into account the mooring strains, winch availability, weather conditions, river conditions, passing traffic, fairlead distribution and other particular factors prevailing in each particular case.
- iii. Self-tensioning winches, if fitted, should not be used in self-tensioning mode.

f. **Ballast operations. (See also Section II-c)**

- i. Any ballast water to be discharged into the River Magdalena at the berth must have been previously treated and documented according to the latest version of the IMO Ballast Water Management Convention (BWM Convention), MARPOL and relevant addendums. All Colombian legal requirements regarding ballast water must also be complied with.
- ii. Ballast water and /or cooling water or any other discharges from the vessel must not flow onto the dock. Similarly, care should be taken that ballast water discharge does not affect barges or launches or small craft which may be using the accommodation ladder on the port – or river – side of the vessel.
- iii. De-ballasting must be carried out without requiring stoppages to loading.
- iv. If any hold contains ballast on berthing, the Master must certify that the hold was cleaned before the hold was ballasted.

IV. GENERAL RIVERPORT REQUIREMENTS FOR ALL VESSELS

a. Summary of information to be sent to Riverport for nominations.

Vessels should be nominated at least 10 days before commencement of the corresponding laycan.

Bearing in mind the parameters given in the previous paragraphs regarding vessels' characteristics, the following is a list of the information to be sent to Riverport when proposing nominations, and in no case less than 5 days before the first day of the assigned laycan:

- i. Vessel's name, and previous name, if applicable.
- ii. IMO Number.
- iii. Flag.
- iv. LOA / Beam.
- v. Number of holds / hatches.
- vi. Amount (Metric Tons) to be loaded or discharged and description of cargo.
- vii. Preliminary ETA.
- viii. Expected draughts on arrival at Bocas de Ceniza and at berth.
- ix. Expected draught on sailing from berth.
- x. De-ballasting rate.
- xi. Supply a hard copy or electronic copy (PDF or Autocad) General Arrangement and Capacity Plan drawings showing hatch and hold distribution and any obstacles on deck.
- xii. Agent's name. (If known)

b. Ship's Agent.

At least 7 days before arrival of the vessel, the Shipowner should advise Riverport of his nomination of an Agent, either directly or through the appointed Agent, to represent the vessel while she is in port. The Agency must be authorized by the relevant Government Ministries or Departments and must be inscribed in Riverport's registry of service suppliers.

V. PORT AUTHORITY & PILOTAGE ARRIVAL & DEPARTURE REQUIREMENTS.

I. ETA's & arrival information.

Prior to the vessel's arrival, Agents must advise the Port Authorities of the ETA 24 hours before arrival and should coordinate the official visit for inward clearances and Free Pratique as soon as possible after berthing. Customs Authority (DIAN) require 12 hours' notice of arrival for vessels making long voyages and 6 hours in the case of short voyages.

Port Authorities require that vessels should be capable of a speed over the ground of 10 knots for entry into the river. A minimum trim of one foot by the stern is also required.

Pilots require a formal application from the Agents, which includes details of the vessel's particulars and ETA to be lodged at least 24 hours before arrival at the Pilot Station, off Bocas de Ceniza. Subsequent changes to the ETA must be advised 4 hours before arrival to avoid losing berthing turn.

As soon as the vessel is within VHF radio range (usually when about 30 miles from Bocas de Ceniza), Barranquilla Maritime Traffic Control (CTM) should be contacted, using Channel 16 to establish initial contact. CTM will usually request to change to Channel 13, and will ask for vessel details including: updated ETA; draughts in fresh water; attainable speed over the ground; call-sign; last port; flag of registry; type of vessel; amongst other. CTM will then advise the vessel of the time which the Pilot will be available for boarding, and of the position where the Pilot will board.

Subsequently, the vessel should contact Barranquilla Pilots on Channel 16 to reconfirm the time and details of Pilot embarkation.

Once in VHF radio contact, Barranquilla Pilots will inform the VHF working channel to be used (Normally Channel 13).

II. Pilots' boarding & disembarking arrangements.

Usually, pilots will board at Latitude 11° 06.9' N Longitude 074° 53.7' W. Normally the pilot ladder will be requested on the starboard side, 2 metres above the water. If a combination arrangement is required the accommodation ladder should be at least 6 metres above the water and should be rigged according to IMO Res. A.1045(27) or any subsequent changes or additions.

When the pilot launch is nearing the vessel, the Pilot will advise the Master as to the course and speed to use for the approach. This will depend on the prevailing states of the sea and the wind but a speed of about 6 to 8 knots on course 090° to 110° is typical. In bad weather, the course while embarking the Pilot may be on the port side, with course between 160° and 240°, but in all cases will be advised by the Pilot.

On sailing, pilots will usually disembark from the port side of the vessel, with ladder 2 metres above the water, in a position one mile west-north-west of the river entrance.

III. Anchorage area.

An anchorage area, named “Charlie” is located 3 miles west of the river entrance in depths of 13 metres to 87 metres and is duly marked on Colombian chart number 612.

Prior to using the anchorage area, authorization must be obtained from Barranquilla Traffic Control (CTM) and the use of the anchorage will be charged to the vessel. Authorization to use the anchorage must be formalized through a written application from the Agents to the Port Authority.

During the windy season (December to April) the anchorage area provides no shelter from the strong north to north-easterly winds and the holding ground is not good, so Masters may want to consider the alternative of steaming or remaining adrift at a safe distance from the shore. In this case, CTM will confirm the minimum distance which the vessel must keep from the shore.

IV. Pilots’ pre-entry information exchange.

Once on the bridge, and before entering the river, the Pilot will hold a pre-maneuvering conference with the Master (See IMO Resolution A960, “Master-Pilot information exchange”). In this conference, the following information will be exchanged, amongst other matters:

From the Pilot: Minimum depths reported in the river and alongside as per the latest official information; estimated current speed; traffic status; tugs to be used and when; mooring lines sequence; if applicable, confirmation that port anchor will or may be used when approaching the berth; etc.

From the Master: Ships particulars; Pilot card including squat calculation; any defects or problems aboard which may affect manoeuvring; confirmation that both anchors are ready to be let go with at least two responsible crew members on the foc’sle until alongside.

V. Departure procedures & requirements.

Prior to sailing, the Agents must obtain from the Port Authority the Outward Clearance (“zarpe”) and deliver this to the Master. If sailing is scheduled for a time outside of normal office hours, the Agent must apply for this clearance before the end of the last working day before sailing.

Maritime Traffic Control require advice from the Agents of departure times to include in their programming of ships’ movements which is carried out each day at 0900hrs., 1500hrs. & 1900hrs. This advice must be given with at least 5 hours’ notice and should be given also to Barranquilla Pilot Station

The Agent should reconfirm with the Pilot Station at least 2 hours before the Pilot is required.

VI. THE RIVER PASSAGE

a. Entrance to the river.

While entering Bocas de Ceniza and while transiting the first 3 miles – up to Buoy No.5 - after the Pilot has boarded, he may request maximum sea speed. During this phase of the passage, it is important that the bridge team is fully focused on rudder orders, speed over the ground, drifting, rate of turn, and that the foc'sle team is ready to use either or both anchors.

From buoy No. 7 to buoy No. 13, vessels must proceed at safest slow speed due to the proximity of small craft and vessels alongside nearby berths, and from Buoy 13 to the berth maximum manoeuvring speed is generally used.

Note that on entry to the river, water temperatures increase and cooling intakes may be affected by mud or sand in suspension or weeds which may cause higher than usual engine temperatures.

b. Water Depths

The least water depth which will be encountered in the river during the passage from the Caribbean Sea to Riverport is usually near the river mouth, named Bocas de Ceniza, where sand banks form and which change their depths and locations frequently.

The water depth at Bocas de Ceniza is usually between 10 and 13 metres (Salt to brackish water).

Once inside the bar at Bocas de Ceniza, the depths in the buoyed channel vary between 10 and 15 metres, with water rapidly changing from salt/brackish to fresh further upriver.

The Riverport Coal Berth is dredged to 10.5 metres.

It is important that Masters request from their Agents the latest soundings in the river issued by the Port Authority, since water depths and shoaling vary considerably and frequently, so that the information included in published navigational charts will probably not be reliable. The depths given above – and in other parts of this document - are only approximate and must be confirmed by the Master at each arrival or departure.

Masters should ensure that draughts of their vessels are adequate to ensure the minimum Under Keel Clearances required by the good practices of seamanship or by Company rules.

c. Current

Offshore, near Bocas de Ceniza, there is a coastal current running to the west, with a rate of between 0.5 to 2.0 knots

The rate of the current in the river varies considerably according to the amount of rainfall inland, but is generally higher in April & October - reaching about 4 to 5 knots - dropping to 2 to 3 knots at other times of the year and may be as low as 1 knot near the end of February or beginning of March.

d. Tides

The tidal range at Bocas de Ceniza is between 0.25 metres and 0.46 metres, diminishing upriver. Information to Master.

In order for the Master to be properly prepared for entry into the river, it is important that he should have all the relevant and up-to-date information and soundings of the Bocas de Ceniza area and in the buoyed channel in the river itself. This can be attained if the vessel's Agent sends this information to the ship before sailing from the loading port, and during the voyage to Barranquilla if new information becomes available.

VII. BERTHING & MOORING ARRANGEMENTS.

a. Vessel positioning.

The berthing manouevre and the positioning of the vessel on the berth should be discussed and agreed between the Master and the Pilot before commencing the approach to the river mouth at Bocas de Ceniza. The following description is an example of a typical manouevre at Riverport, and is given as a guide only. The methods employed to approach and make fast to the berth are the responsibility of the Master - with advice from the Pilot - in each case, considering the vessel's characteristics and other pertinent prevailing conditions.

On arrival off the berth and as discussed previously during the Pre-maneuvering Conference ("Pilot/Master Interchange") the vessel will either approach right up to the berth to send lines ashore, or may drop her port anchor, using 3 to 5 shackles of cable, before making the final approach to berth starboard-side to, with the additional aid of tugs as required. If the anchor is used, it should be left down while the vessel is alongside.

The vessel will normally be made fast on the berth so that the loading spout would be centred on the first hold to be loaded, according to the loading plan previously agreed to with the vessel. The Master and Pilot may judge this position by communicating with the Riverport Berthing Foreman on the dock while positioning and making fast.

b. Shifting alongside the berth.

For loading coal or coke the vessel usually will have to be shifted along the berth for each change of hatch during loading, (See section c) below for typical mooring positions).

Vessels discharging grain will not normally have to be shifted, unless the configuration of the ships' cranes compared to the positioning of the mobile hoppers on the grain berth so require.

Masters should ensure that sufficient qualified officers and crew are available to carry out these manoeuvres, as and when advised by the Terminal Representative. For each shifting manoeuvre, the Terminal Representative will discuss the operation previously with the Master, and this discussion will be duly documented (See Appendix 2 to this Guide). Authorization for shifting ship must be obtained by the Agent from Marine Traffic Control.

The shifting manoeuvre is normally carried out using the ships' winches and lines, with assistance from the ships' main engine. If a Pilot and / or tugs are required by the Master, these will be for the ships' accounts. The Terminal will provide suitably qualified linesmen for shifting lines on the berth under the vessel's directions.

It is very important that mooring lines are kept with adequate tension during the shifting manoeuvres in order to prevent the vessel from drifting away from the berth fenders.

c. Mooring lines arrangements & requirements.

It is the sole responsibility of the Master to supply suitable mooring lines, and to use them in the safest and most efficient way possible. The following information, shown from Page 24 and onwards, is given as a minimum requirement only, and the descriptions of the mooring arrangements – which are suggestions for securing Supramax grain vessels (190 metres LOA) on Berth No.1 and Supramax coal vessels on Berth No.2 (for each of holds No.1 to No.5 in the case of coal or coke vessels) - must be adapted by the Master as he considers appropriate for his own vessel and for the prevailing conditions.

Masters should take into account that vessels must be safely moored considering the prevailing currents and winds, as well as the hydrostatic interactions with other vessels passing upstream or downstream nearby which may introduce high tensions into the ropes, especially into the forward springs.

i. Arrangement for Grain Vessel on Berth No.1

4 Headlines

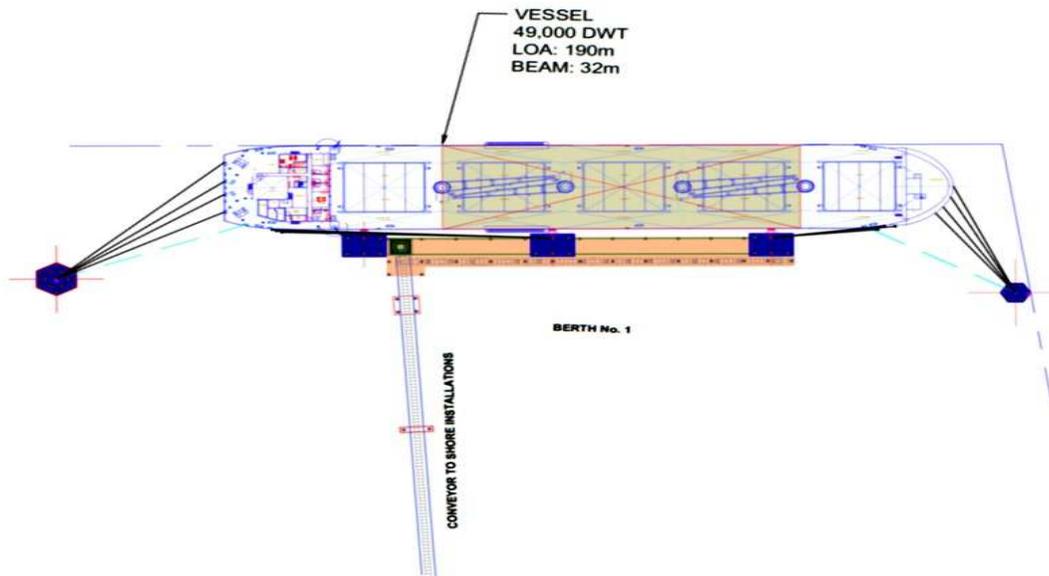
3 Forward back-springs

3 After back-springs

4 Sternlines

The lengths of the headlines will be about 45 metres and of the sternlines will be about 65 metres. The length of the forward back-springs will be about 35 metres and of the after back-springs will be about 80 metres (measured from the ship's fairleads to the mooring bollards and depending on the length of the ship).

Figure 3. Typical Mooring arrangements for Supramax Grain Vessel on Berth No. 1



ii. Arrangement for Coal Vessel To load Hold No. 1, on Berth No.2

4 Headlines

2 Forward back-springs (From prow)

2 Forward back-springs (From break of foc'sle)

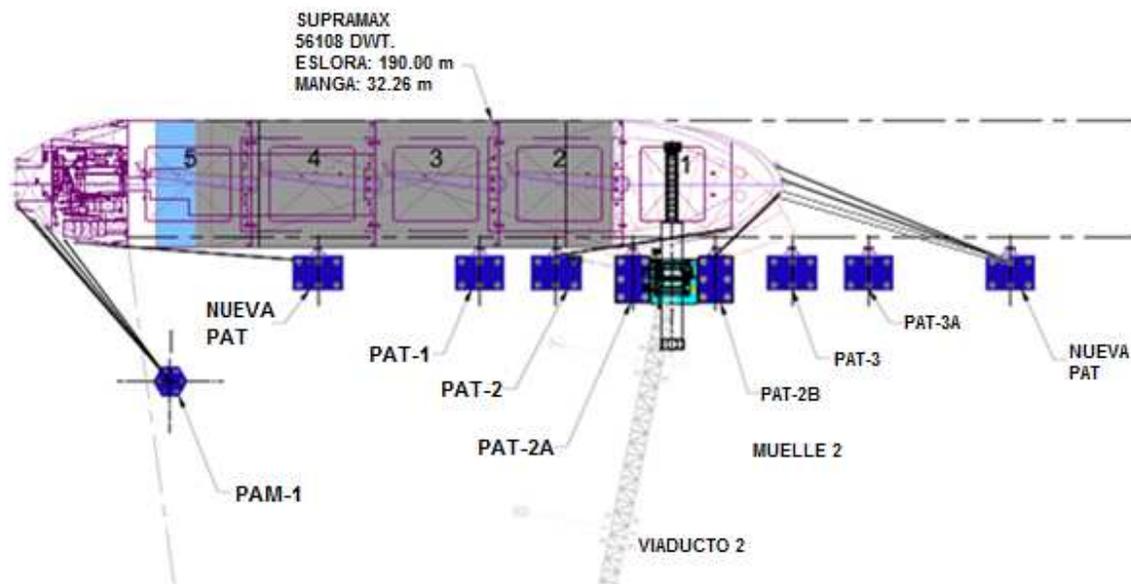
3 After back-springs

4 Sternlines (Leading forward)

In this position, the length of the headlines will be about 65 metres and of the sternlines will be about 60 metres. The length of the forward back-springs will be about 45 metres and 25 metres, and of the after back-springs will be about 60 metres (measured from the ship's fairleads to the mooring bollards and depending on the length of the ship).

Note that the vessel's stern will have an overhang of about 70 metres in this position.

Figure 4. Typical Mooring arrangements for Supramax Coal Vessel Hold No.1 Position



iii. Arrangement for Coal Vessel To load Hold No. 2, on Berth No.2

4 Headlines

2 Forward back-springs (From prow)

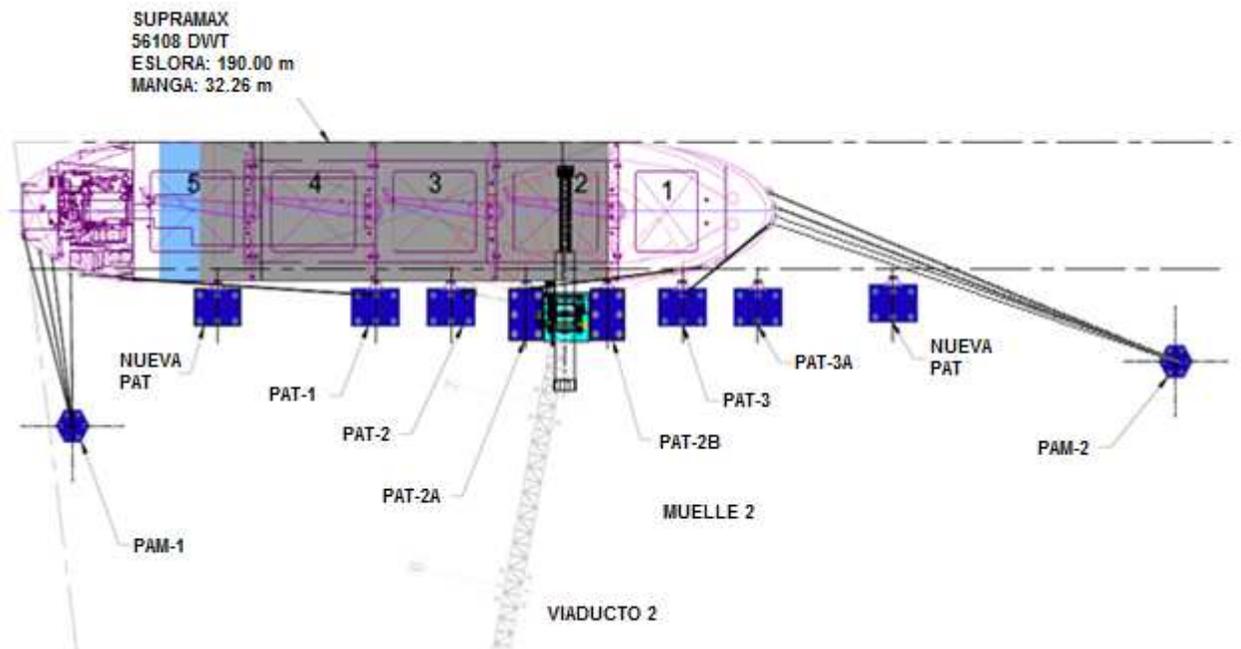
2 Forward back-springs (From break of foc'sle)

3 After back-springs

4 Sternlines (Leading about abeam)

The length of the headlines will be about 110 metres and about 50 metres for the sternlines. That of the forward back-springs will be about 45 metres and 30 metres. The sternlines will be about 45 metres long (Measured from the ship's fairleads to the mooring bollards and depending on the length of the ship).

Figure 5. Typical Mooring arrangements for Supramax Coal Vessel, Hold No.2 Position.



iv. Arrangement for Coal Vessel To load Hold No. 3, on Berth No.2

4 Headlines, leading slightly forward of the beam.

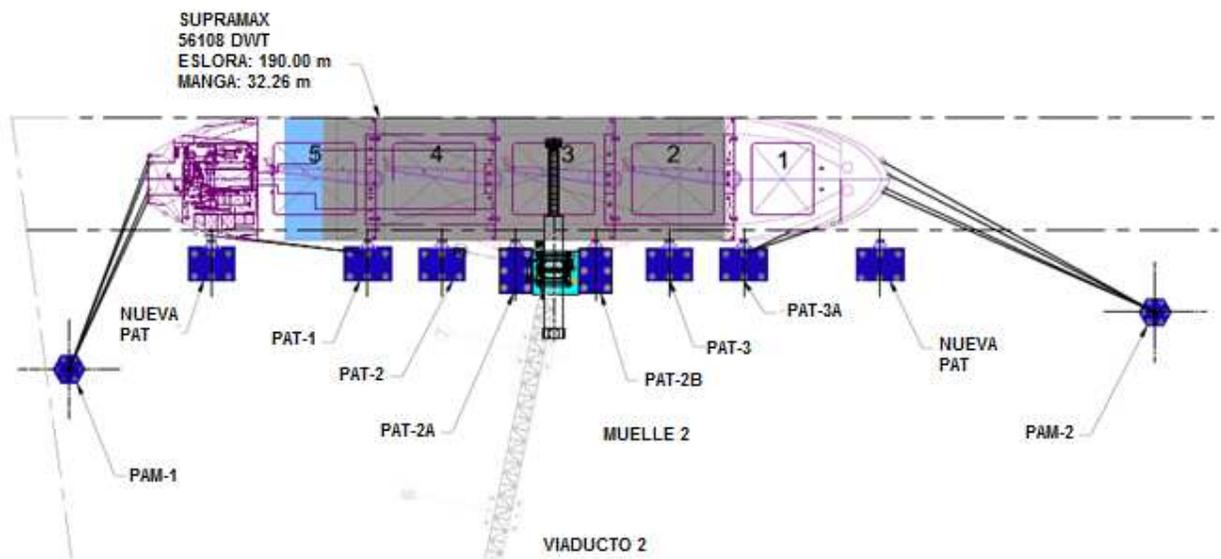
3 Forward back-springs

3 After back-springs

4 Sternlines

The length of the headlines will be about 80 metres and the sternlines 60 metres. That of the forward back-springs will be about 20 metres and the after back-springs 40 metres. (Measured from the ship's fairleads to the mooring bollards and depending on the length of the ship).

Figure 6. Typical Mooring arrangements for Supramax. Hold No.3 Position



v. Arrangement for Coal Vessel To load Hold No. 4, on Berth No.2

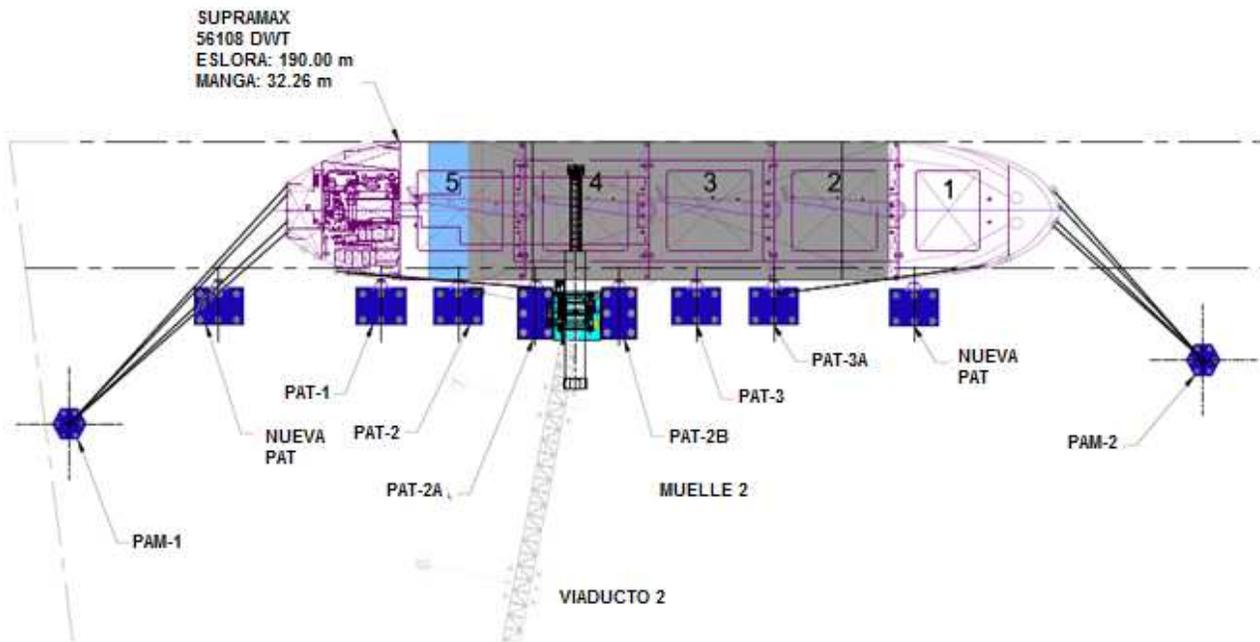
4 Headlines

3 Forward back-springs

3 After back-springs

4 Sternlines

Figure 6. Typical Mooring arrangements for Supramax. Hold No.4 Position



The length of the headlines will be about 50 metres and the sternlines 80 metres. That of the forward back-springs will be about 55 metres and the after back-springs 50 metres. (Measured from the ship's fairleads to the mooring bollards and depending on the length of the ship).

vi. Arrangement for Coal Vessel To load Hold No. 5, on Berth No.2

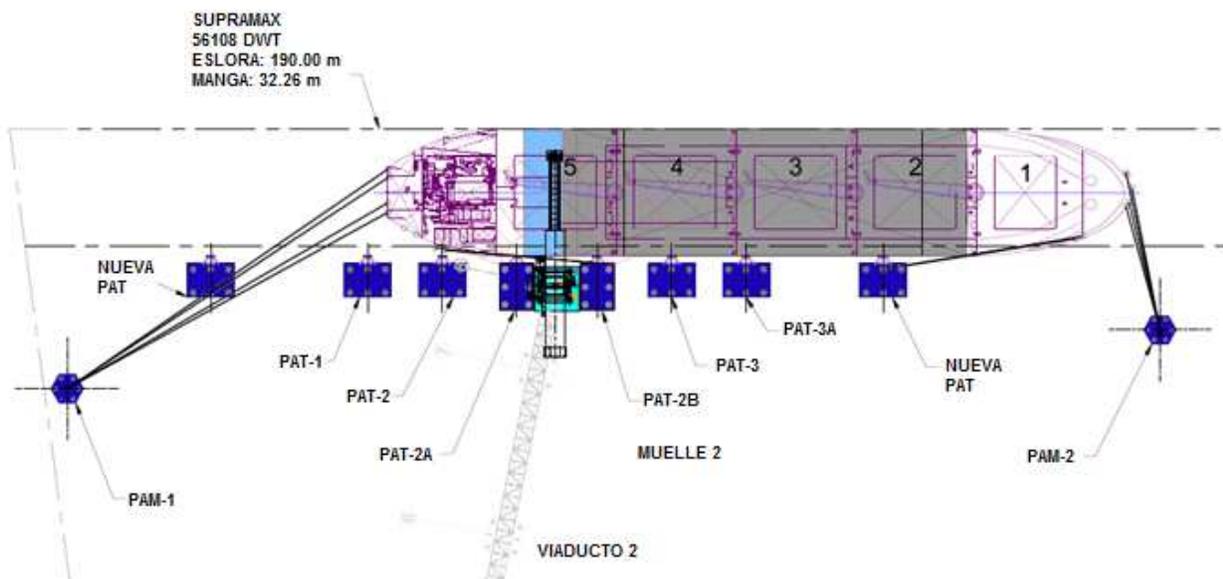
4 Headlines, leading slightly forward of the beam.

3 Forward back-springs (From foc'sle bow fairleads)

3 After back-springs (From poop deck fairleads)

4 Sternlines

Figure 7. Typical Mooring arrangements for Supramax Coal Vessel. Hold No.5 Position



The length of the headlines will be about 40 metres and the sternlines 100 metres. That of the forward back-springs will be about 55 metres and the after back-springs 45 metres. (Measured from the ship's fairleads to the mooring bollards and depending on the length of the ship).

Note that the vessel's bow will have an overhang of about 55 metres in this position.

In all positions on the berth, it is recommended that additional breastlines should be used as the vessel's fairlead arrangements and bollard distribution on the berth permit, especially when the bow or the stern is overhanging.

When the river current is strong – in excess of 3 knots – additional after springs should be considered.

In general, considering vessels with LOA between 190 metres and 154 metres Masters should be prepared to have ropes available, of adequate strength for the requirements of the vessel, and in good condition, of about the following **minimum** lengths and quantities (Lengths are measured from the ship's fairleads to the berth mooring bollards):

For Grain Vessels – Berth No. 1

Headlines: 45 metres, quantity 4

Sternlines: 65 metres, quantity 4

Fwd. Back-springs: 35 metres, quantity 3

After Back-springs: 80 metres, quantity 3

For Coal & Coke Vessels – Berth No. 2

Headlines: 110 metres, quantity 4

Sternlines: 100 metres, quantity 4

Back-springs: 60 metres, quantity 7

The actual lengths of lines may vary according to the beam of the vessel and to the arrangements of fairleads on the vessel.

The lengths given **do not include** the lengths of rope needed for leading to and wrapping on drum ends and for making fast to bitts on board. This additional length should be added to the given estimates taking into account the mooring and winch arrangements of each vessel.

The size, circumference or safe working load of each rope must be determined by the Master according to the vessel characteristics and prevailing weather conditions, amongst other pertinent considerations.

While the vessel is on the berth, all mooring lines must be continuously monitored by the vessel's crew, and adjusted as necessary to maintain adequate and equally distributed tensions on the lines.

See Section II-f for other references to mooring lines and equipment.

VIII. ARRIVAL NOTIFICATIONS & COORDINATION.

a. Riverport ETA's & Pre-arrival information.

The information given here refers to data which is required by Riverport for operational and commercial purposes and is additional to and separate from the information required by Port Authorities and Pilots (See Section III for this latter information).

The following information should be sent to Riverport, in writing or by electronic mail communication, by the Master or by the Ship's Agent when appointed:

- i. Daily updates or confirmations of the vessel's ETA at Bocas de Ceniza pilot station.
- ii. At least 7 days before arrival, confirmation of the vessel particulars and characteristics as listed in Sections I-b and II-c. (See Appendix 1. Page 28)
- iii. At least 7 days before arrival, vessel's proposed loading plan with hatch rotation. Riverport may request modifications to this plan before or at vessel's arrival, in order to increase loading efficiency, subject to Master's approval.
- iv. 72 hours before arrival, the 72-Hour ETA message should be sent, including all the information shown in Appendix 1 of this Guide.

b. Pre-arrival Operations Coordination meeting.

Between one and two days before the expected time for berthing, Riverport will call a meeting to discuss coordination of all aspects of the vessels' operations while in port. This meeting will normally be attended by representatives from:

- Shippers / Receivers
- Riverport
- Vessel's Agents
- Customs Agents (Grain Vessels)
- Stockyard Operators / Stevedores

During this meeting – or prior to the meeting – for coal or coke vessels, the Shippers should provide to the Vessel's Agent, in writing, with a copy to Riverport, the appropriate information on the cargo, as required by the IMO IMSBC Code, 2016 Edition or later, in Section 4, paragraph 4.2. This information should be accompanied by a declaration, as laid down in the same Section of the IMSBC Code. An example of a format which could be used for this declaration is included in the IMSBC Code and is reproduced in Appendix 3 of this Guide.

c. Notice of Readiness. (NOR)

Notice of Readiness should be tendered in writing or by electronic mail communication to Riverport to all of the following E-mail addresses:

a) For grain vessels:

williamgrajales@riverport.co

aduanasymercancias@riverport.co

urielduarte@riverport.co

saulmoreno@italcol.com

chartering@worldgrainllp.com

b) For coal or coke vessels:

williamgrajales@riverport.co

aduanasymercancias@riverport.co

urielduarte@riverport.co

NOR may be tendered at any time on any day, excluding Super-holidays as follows:

- Barranquilla Carnival: 4 days, from 0600Hrs on Saturday to 0600Hrs on Wednesday. Exact dates vary each year according to the date of the Easter Holidays, and should be consulted prior to vessel arrival, but Carnival will be usually be in the months of February or March, beginning on the Saturday before Ash Wednesday.
- December 25th. – Christmas Day: From 1800Hrs on 24th.December to 1800Hrs on 25th. December.
- January 1st. – New Year's Day: From 1800Hrs on 31st. December to 1800Hrs on 1st.January.

Riverport reserves the right to work cargo, or not, during these Super-holidays. If not worked, these days will not count as laytime.

Note that NOR will only be accepted after the vessel has been satisfactorily cleared inwards by all Port Authorities and is in Free Pratique, after completion of the initial draught survey , and when she is ready in all respects to commence loading.

IX. CARGO OPERATIONS.

a. Loading or Discharging Plan / hatch rotation.

As stated in paragraph VI-a-iii above, the loading or discharging plan, including the hatch rotation plan, should be sent to Riverport at least 7 days before the vessel's arrival, for Terminal planning purposes.

Taking into account that in the case of coal & coke loading vessels, the fixed, radial Shiploader cannot reach all the hatches without shifting the vessel the plan should consider the reduction of shifts to the minimum possible while ensuring the safety, structural integrity and stability of the vessel at all stages of the operation.

For vessels to discharge grain, the discharge plan should be designed to ensure the most efficient use of the ships' cranes so that all three discharge hoppers are in continual use at the maximum rate, as far as possible.

On receipt of the vessel's proposed plan, Riverport will review the details and will simulate the loading or discharging operation. If necessary, Riverport may suggest changes to the hatch rotation to be considered by the Master.

The loading or discharge plan should include the sequence of de-ballasting or ballasting operations and should indicate the point at which the vessel will request stoppage of loading for the purpose of the draught check and calculation to determine the final trimming tonnages, if applicable.

Note that the hatch rotation for vessels loading coke or coal should include a maximum of two passes in each hold, except for holds used for final trimming which may have an additional pass. Trimming of coal or coke is allowed in a maximum of two holds.

In all cases the finally agreed loading plan and hatch rotation will be the responsibility of the Master.

b. Expected coal / coke loading rate.

The average loading rate for coal or for coke, not including interruptions as enumerated in Section III-b, will be about 7,000 metric tons per day, but peak rates of up to 750 metric tons per hour may occur with coke, or 1,500 tons per hour with coal, and vessels must be able to de-ballast to permit these peaks.

c. Expected grain discharge rate.

The maximum rate for discharging grain, when all three conveyor hoppers are in use, is 900 metric tons per hour (300 metric tons per hour for each hopper)

d. On Board Pre-loading conference / Ship to Shore Interface.

Prior to commencement of discharging or loading and preferably before the initial draught survey is completed (in the case of coal or coke loading vessels) the Terminal Representative will meet with the Master or his Representative to discuss the cargo handling plan, operational procedures, emergency measures and agree on these and on any related issues.

The ISPS coordination meeting will also be held at this time.

The Pre-Operations conference will be conducted as outlined in the "Ship/Shore Safety Checklist" (Appendix 5) which will be provided by the Terminal Representative at the conference.

For coal or coke loading vessels an additional coordination meeting will be held prior to each hatch change, when the Terminal Representative will meet with the Master to discuss the manoeuvre for shifting the ship on the berth, as required for that particular hatch change.

e. Draught surveys & draught checks.

Time used for draught surveys and draught checks will not count for laytime.

A vessel loading coal or coke should give the Terminal at least 15 minutes warning when stoppages are requested for draught checks (or for any other reason which is not an emergency) in order to empty the conveyor belts.

Before completion of loading coal or coke, the vessel should make a draught check to determine the tonnages and the hatch distributions for the final trimming.

While reading draughts, whether by the use of a ladder or from a boat, all personnel involved must use lifejackets and should observe all the precautions of seamanship and safety which are relevant when working over fast-running water or in boats or launches.

f. Cargo & ballasting operations.

Cargo and de-ballasting or ballasting operations are the responsibility of the Master, who should ensure continuous supervision of the operations by himself or by his authorized Representative.

The following are important aspects of cargo operations to be taken into account, amongst others:

- i. The Terminal does not have equipment available to discharge any coal or coke cargo to lighten the vessel in case of overloading. Any charges incurred for this cause, as well as any time required for lightening the vessel, would be for the vessel's account.
- ii. The coal-loading equipment at the Terminal includes a dynamic belt-scale mounted on the yard conveyor, and the readings from this scale will be available to the vessel on request. However, the Terminal does not guarantee the accuracy of these readings which should be used only as a guide. The actual weight of cargo aboard at any time should be calculated by the vessel by draught and water density readings.
- iii. For grain discharge, a calibrated batch weighing device is installed in the conveyor system and is used to determine quantities of cargo discharged.
- iv. Note that an amount of between 100 tons and 150 tons of coal, or about half of those tonnages for coke, could be on the conveyor belts between the stockyard and the shiploading spout, so that stoppage of the loading operation should be requested with at least 15 minutes of notice to be able to empty the belts.

In a case of emergency, the conveyor system may be stopped immediately.

- v. Trimming – or levelling and evenly distributing the coal or coke cargo within each hold – is carried out during the loading operation with the use of the Shiploader spout (“spout trimming”). Any additional trimming within the holds by the use of other equipment or by manual labour requested by the vessel would be carried out by Riverport for the account of the vessel.
- vi. Loading of coal or coke will usually be carried out as evenly as possible on port and starboard sides. Any request from the vessel to load unevenly for any reason should be made in writing to the Terminal Representative, during the Pre-Loading Conference.
- vii. Any changes made by the vessel to the loading or discharging plan must be communicated to the Terminal Representative and agreed to before implementation.
- viii. The vessel must maintain aboard at all times sufficient qualified Officers and Crew to carry out shifting manoeuvres on the berth as and when required for loading, and to sail off the berth in emergency if ordered to do so by the Port Authorities or by Riverport.

- ix. Stevedores' damage: If the vessel considers that damage has been caused by Riverport, this should be reported to the Terminal Representative immediately for Riverport's investigation. No claims will be accepted after the vessel has sailed.

g. Time permitted for leaving berth.

On completion of loading or discharging, vessels should leave the Riverport berth within a maximum of two hours. If this period is exceeded, Riverport may, at their sole option, charge the vessel an extra hourly fee for berth occupation, in addition to the standard rate.

h. Emergency procedures alongside.

- 1. Emergency signals sounded by the Terminal siren are as follows:

- a. One short blast – Emergency has been detected in the Terminal installations. This is an advisory and no action to be taken until further advice.
- b. Two short blasts – These are to advise Terminal emergency Brigades to muster for instructions. No further action required from the remaining Terminal or vessel personnel.
- c. One prolonged blast – All Terminal personnel to muster at evacuation points. Vessel's personnel to remain on board for instructions.

If the Terminal siren is activated in any of the above cases, the Terminal Representative will contact the vessel by radio or by other means to inform the Master of the prevailing situation.

- 2. Emergency signals to be used by the vessel.

- a. In case of fire or explosion on board, breakaway from the berth or any other severe emergency which requires stoppage of loading and possible assistance from ashore, the vessel should sound the international general emergency signal on her whistle, consisting of series of at least seven short blasts followed by one prolonged blast, repeated until other effective communication is established with the Terminal Representative.
- b. In case of oil spill into the river, or in the case of discharge of oil or oily water into the river, the vessel should immediately order stoppage of the loading operation and should immediately advise the Terminal Representative of the situation in order to implement the appropriate procedure required by the contingency.
- c. In case of an accident on board the vessel which requires emergency evacuation of injured persons, the vessel should immediately order

stoppage of the loading operation and should immediately advise the Terminal Representative of the situation in order to implement the appropriate procedure required by the contingency.

- d. In the case of Man Overboard, the vessel should sound the international “Man Overboard” signal on her whistle, consisting of series of three prolonged blasts, repeated until other effective communication is established with the Terminal Representative in order to implement the appropriate procedure.
- e. The Terminal Representative will be available continuously on VHF and UHF radio for communications regarding emergencies and for routine cargo handling and vessel matters. The Terminal will furnish a UHF handheld radio to the Ship’s Agents onboard representative for use during operations, with instructions regarding the private channel to be used.
- f. The Terminal Representative can also be contacted by mobile telephone number +57 316 693 0800.
- g. The Terminal Operations Room can be contacted by using fixed land-line numbers: +57 5 386 1786.

i. Security arrangements.

- i. ISPS Code: Riverport has implemented the IMO ISPS Code. Before the vessels’ arrival. And at the Pre-loading Conference, the Master will be advised of the Security Level presently in force at the Terminal
- ii. Vessels’ security: Masters are responsible for all security arrangements on board their vessels and should contract Security guards as deemed necessary through their Agents. Riverport recommends hiring two Security Guards per vessel:
 - a. One to watch the accommodation ladder and the access to the accommodation itself.
 - b. One to continually patrol the vessel paying special attention to the river alongside.
- iii. At least 24 hours before sailing, it is recommended that the Master requests the Agents to arrange for search of the vessel by Anti-narcotics Police, which should be conducted after the completion of cargo operations. Independently of the Masters’ requests, Riverport will inform the Anti-narcotics Police 2 hours before each vessel’s departure.
- iv. Additional recommendations for the security of the vessels and their personnel include the following:
 - a. By order of the Port Captain’s office, prostitutes are prohibited from boarding the vessel.
 - b. All packages or bags which are brought on board should be searched, and Officers and Crew should cooperate with local authorities during any pre-sailing inspections or searches.
 - c. Keep the deck well illuminated during night hours, as well as the river alongside the vessel.
 - d. Immediately before sailing, conduct a search for stowaways.
 - e. Keep all storerooms, lockers and accommodation access doors locked

- f. Only change foreign currency in authorized establishments. The Vessels' Agents can advise.
- g. If visiting the city, be accompanied only by reliable persons, preferably in a vehicle and visit only known and recommended establishments or places.
- h. In case of emergency, call 123 by telephone for the Colombian National Police.

j. [Access to and from the vessel.](#)

Access to the shore from the vessel is by the vessels' accommodation ladders, which should be rigged and guarded to provide safe transit between the ship and the coal berth and then by launch from the inshore side of the pier to an authorized landing point on the river bank within the Terminal limits.

The launch should be contracted by the Agent for the vessels' accounts, and must be certified by the Port Authority for this specific purpose.

From the landing point to the Terminal main gate, and vice versa, crew members and other personnel who require access to or from the vessel for valid ships' business reasons, must follow the route designated by the Terminal Safety Dept. which will be advised during the Pre-loading Conference for transmission to the parties concerned.

Personnel walking through the Terminal area must keep to the designated route in order to avoid proximity to conveyors, stockpiles, mobile equipment and any other hazards.

Transportation from the Terminal Main Gate to the City is not readily available, and should be coordinated previously through the Ship's Agent.

In the event that a severe emergency situation requires the vessel to be evacuated, and if adequate launch capacity is not available, Riverport may authorize the use of the conveyor walkway to be used as a route under Riverport supervision and guidance.

In order for crew members to go ashore, they must have previously obtained the permission of the Colombian Migration Service.

Riverport reserves the right to prohibit crew members from transiting the Terminal property whenever, in Riverport's sole opinion, the circumstances at the time so justify.

X. OTHER SERVICES IN PORT.

Riverport does not directly supply potable water, bunkers, oily water or waste removal facilities, or any type of supplies, but these may be arranged by the Ship's Agents using barge or launch service to the offshore side of the vessel, and with the prior notification and authorization from the Port Authorities and from Riverport Security. Medical and dental attention as well as crew repatriations may also be arranged by the Agents.

The following guidelines apply to the coordination and authorization of support services to vessels berthed in Riverport:

- a. If stores, fresh water or bunkers are to be supplied to the vessel by river barge, lighter or launch, or for collection of garbage, prior authorization must be obtained from Riverport.

In the case of ships stores, Riverport will require 12 working hours notice of the delivery and will require a waybill – or list of supplies to be sent aboard – when the delivery is made in the Terminal. Whenever possible, these requirements should be made known to the Terminal by the Agents during the Pre-arrival Coordination meetings. Riverport will authorize these deliveries only if permission for them has previously been obtained by Riverport from the appropriate Authorities – Anti-narcotics Police and Coast Guard.

For bunkers, the Ships Agents should request the presence of a Marine Inspector nominated by the Port Captain during the transfer of fuel and should advise Riverport in writing or by electronic mail including the nomination of the Marine Inspector. On completion of the bunker operation, the Agent should deliver to Riverport copies of the final fuel delivery and receipt documents.

For all deliveries of supplies, fuel and water and for the collection of garbage, the suppliers of these services must be certified Port Operators, duly authorized by the relevant government bodies and registered as such in Riverport.

- b. Repairs on board: No hot work may be carried out on board without prior approval and permitting by Riverport and the Port Authority. Any repairs which would impede the normal operation of the main engine, steering gear or windlass can only be carried out with the prior approval of the Port Authority and Riverport. No repair work may be carried out within the cargo loading area (on deck or in holds) without prior approval of Riverport. No painting overside, or any other work requiring rigging of stages or bosun's chairs or similar over the river or berth is permitted.

XI. APPENDICES

a. Appendix 1. 72-hour ETA Message

RIVERPORT COAL TERMINAL, BARRANQUILLA 72-HOURS ETA MESSAGE FORMAT

(See Section VI-a-iv. Arrival Notifications and Coordination – Page 32)

The information detailed in this format is to be sent with the vessel's 72-Hour ETA at latest.

1. Vessel's name and previous name (if applicable).
2. IMO Number.
3. Flag and Port of Registry.
4. ETA Date and Time. *Note A.*
5. Name of Agents.
6. Last Port.
7. Draught on arrival, fore and aft. *Note B.*
8. Minimum cargo air draught *Note C.*
9. Expected sailing draught. *Note D.*
10. Deballasting rate. *Note E.*
11. Description of previous cargo (For coal or coke vessels).
12. Master's certification that holds will be clean and dry, suitable to load coal on arrival. *Note F.*
13. Ship's dimensions:
 - i. Summer deadweight.
 - ii. LOA.
 - iii. Beam.
 - iv. Distance between forward coaming of hatch No. 1 and after coaming of last hatch aft.
 - v. Widths of hatch openings.
 - vi. Grain capacity of each hold to be loaded.
14. Number, size and type of mooring lines on board.
15. Location of ship's accommodation ladder.

NOTES:

- A. Colombian Local Time is GMT-5Hrs, with no allowance for daylight savings. ETA at Pilot Station to be given.
- B. Draughts to be given for Fresh Water (FW).
- C. Measured from the waterline to top of hatch covers, or to top of any higher obstacles on the covers or on deck which may interfere with the Shiploader.
- D. Final sailing draught must be confirmed during the loading operation, before completion, in order to consider latest soundings and river conditions.
- E. Terminal loading rate is up to 750 metric tons per hour for coke, and 1,500 metric tons per hour for coal. Ship's de-ballasting rate must be sufficient to avoid any interferences with loading.
- F. For vessels loading coal or coke, ship's holds will be inspected and certified on arrival at berth.
- G. Loading plan, including hold rotation with tonnages for each drop and expected draughts fore and aft, and ballast on board, on completion of each drop should be sent 7 days before arrival. (See Section VI – Coal Loading Operations – Page 22).

b. Appendix 2. Vessel Shifting Form.



RIVERPORT COAL TERMINAL, BARRANQUILLA

SHIFTING MANOEUVRE FORMAT

(See Section V b. – Berthing & Mooring Arrangements – Page 15)

Date

Time

To: The Master, m.v.

MANEUVER NOTIFICATION

Shifting from berth _____ To Berth _____

Shifting to anchorage

Shifting alongside berth Ahead..... Astern.....

On the (Date)

DD	MM	YYYY
----	----	------

At (Time)

HH	MM
----	----

This maneuver is requested, as included in our Port Regulations Manual, due to:

Low operational productivity Berth required by another vessel

Loading sequence / plan Other

Conditions agreed to:

- Vessel to be shifted _____ metres Ahead / Astern (Delete as applicable) using own ropes and winches.
- Master or Officer on duty has agreed with Terminal Representative which ropes & sequence of ropes to use.
- All communications will be made using radio Channel _____.
- Vessel is prepared to use the main engine at any time.
- Qualified Terminal personnel will be used to move ropes on berth under the vessel's directions.

TERMINAL REPRESENTATIVE

Name:

MASTER OR AUTHORIZED OFFICER

Name: _____

Signed: _____

AGENTS REPRESENTATIVE

Name: _____

Remarks:

c. Appendix 3. Coal & Coke Shippers' Declaration

RIVERPORT COAL TERMINAL, BARRANQUILLA

EXAMPLE OF COAL SHIPPERS DECLARATION

(See Section VI b. – Prearrival Operations Coordination Meeting – Page 24)

NOTE: This format is taken as an example from the IMO IMSBC Code and is to be issued for all coal or coke cargoes by, and under the sole responsibility of, the Shipper.

BCSN	
Shipper	Transport document number
Consignee	Carrier
Name/means of transport	Instructions or other matters
Port/place of departure	
Port/place of destination	
General description of the cargo (Type of material/particle size)	Gross mass (Kg/tonnes)
Specifications of bulk cargo, if applicable: Stowage factor: Angle of repose, if applicable: Trimming procedures: Chemical properties if potential hazard*: *e.g. Class and U.N. No. or "MHB"	
<input type="checkbox"/> Group A and B* <input type="checkbox"/> Group A* <input type="checkbox"/> Group B <input type="checkbox"/> Group C *For cargoes which may liquefy (Group A and Group A and B cargoes)	Transportable Moisture Limit Moisture content at shipment
Classification relating to MARPOL Annex V <input type="checkbox"/> harmful to marine environment <input type="checkbox"/> not harmful to marine environment	Additional certificate(s)* <input type="checkbox"/> Certificate of moisture content and transportable moisture limit <input type="checkbox"/> Weathering certificate <input type="checkbox"/> Exemption certificate <input type="checkbox"/> Other (specify) * if required
Relevant special properties of the cargo (e.g. highly soluble in water)	
DECLARATION I hereby declare that the consignment is fully and accurately described and that the given test results and other specifications are correct to the best of my knowledge and belief and can be considered as representative for the cargo to be loaded.	Name/status, company/organization of signatory Place and date Signature on behalf of shipper

d. Appendix 4. Ships' cranes protocol.

RIVERPORT COAL TERMINAL, BARRANQUILLA

PROTOCOL FOR USE OF SHIP'S CRANES

PAGE 1

A. Notes on Crane Usage.

i. During the cargo discharge operation, ship's cranes will be used, normally with grabs supplied by Riverport.

ii. The grabs supplied by Riverport have the following characteristics:

Type: Hydraulic, remote controlled.

Make: Natural Grab.

Capacity, volume: 15 cubic metres.

Capacity, weight: 11.25 metric tons.

Weight of grab: 11 metric tons.

iii. The ship's cranes must have sufficient outreach and lifting height to position the loaded grabs over the top of the mobile hoppers on the pier, on the centerline of the grain conveyor:

- The grain hoppers are 9.60 metres in height, measured from the top of the concrete on the pier, or 13.4 metres in height from the lowest normal river level.
- The centre line of the grain conveyor is 6.6 metres from the berth fender-line.

iv. The ships' cranes will also be used to lift mobile equipment from the pier into the holds:

- The heaviest piece of mobile equipment weighs 17 metric tons (at time of writing)
- The centre line of the mobile equipment is 11.40 metres from the berth fender-line.

v. Additionally, ship's cranes may be used to load hopper barges which would be positioned and secured alongside the ship, on the port side.

RIVERPORT COAL TERMINAL, BARRANQUILLA

MARINE OPERATIONS GUIDE – APPENDIX 4 – PROTOCOL FOR USE OF SHIP’S CRANES

PAGE 2

B. Crane Checklist – Ship/ Shore Interface. (To be completed and signed before commencement of cargo operations.)

Item	Description	Confirmed (Ship)	Confirmed (Terminal)
1	SWL and crane outreach can comply with conditions for crane usage (Section A above)		
2	All cranes required to comply with the agreed discharge plan are in proper working order.		
3	If any special precautions should be taken with any crane please detail, on separate sheet if required.		
3	All cranes required are free of oil leaks.		
4	All wires and cables on required cranes are in good condition.		
5	All shackles, pins, hooks and clamps are in good condition and properly secured.		
6	Operating controls and instrumentation are in proper working order.		
7	Operators have been instructed on use of controls and instruments.		
8	Emergency exits and procedures have been explained to Operators.		
9	Crane structure is visually free of cracks, deformations or apparent defects.		
10	Operators cab is clean, with clear & intact windows and proper seat.		
11	Illumination of cargo working and surrounding area is adequate for night work.		

e. Appendix 5. Ship to Shore Interchange. Pre-loading / Pre-Discharge



**RIVERPORT GRAIN TERMINAL – BARRANQUILLA
PRE-LOADING / PRE-DISCHARGE SHIP-SHORE INTERCHANGE**

Date/Time:		Vessel:		Berth:	
CARGO TYPE(S):				TOTAL QUANTITY:	

Minimum depth of water on berth.		Minimum cargo air draught required	
Arrival draught (max)		Arrival Cargo Air Draught	
Sailing Draught (max)		Sailing Cargo air draught	

The Master and the Terminal Manager, or their representatives, should complete the checklist jointly. Advice on the points to be considered is given in the IMO BLU Code. The safety of operations requires that all questions should be answered affirmatively, where applicable to vessels loading coal or coke, or discharging grain, respectively as the case may be. Boxes should be ticked affirmatively or "N/A" if not applicable, giving reasons. If answers are neither affirmative or "N/A" agreement on appropriate precautions must be reached between Ship and Terminal to mitigate the specific risks involved.

	SHIP	TERMINAL
1. Is the depth of water on the berth adequate for cargo operations to be completed?	<input type="checkbox"/>	<input type="checkbox"/>
2. Is the cargo air draught adequate for cargo operations to be completed? (Minimum 14.5 M at all times).	<input type="checkbox"/>	<input type="checkbox"/>
3. Are mooring arrangements adequate for all local effects of current, weather, traffic & craft alongside? These should comply with Riverport recommendations as a minimum.	<input type="checkbox"/>	<input type="checkbox"/>
4. In emergency, is the ship able to leave the berth at any time?	<input type="checkbox"/>	<input type="checkbox"/>
5. Is there safe access between the ship and the wharf? (Must be provided and attended by the ship)	<input type="checkbox"/>	<input type="checkbox"/>
6. Is the agreed ship/terminal communications system operative? <i>Communication method.....</i> <i>Language.....</i> <i>Radio channels/phone numbers</i>	<input type="checkbox"/>	<input type="checkbox"/>
7. Are the liaison contact persons during operations positively identified? <i>Ship contact persons.....</i> <i>Shore contact persons.....</i> <i>Location.....</i>	<input type="checkbox"/>	<input type="checkbox"/>

- | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| 8. Have any bunkering operations been advised and agreed? | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Have arrangements for discharge to barges alongside been agreed? | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Are adequate crew on board and adequate staff in the terminal to attend emergency situations including the ship leaving the berth? | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Have any intended repairs to wharf or ship alongside been advised and agreed? Note that any repairs to the ship which may affect the main engine, steering or mooring equipment require prior permission from the Authorities. | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Has a procedure for reporting and recording damage from cargo operations been agreed? | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Has the ship been provided with copies of the Port & Terminal Regulations and the Riverport Marine Operations Guide, including safety & pollution requirements and details of emergency services? | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Has the Shipper provided the Master with the properties of the cargo in accordance with the requirements of Chapter VI of SOLAS? (See also separate document "Shippers Declaration") | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Is the atmosphere safe in holds and enclosed spaces to which access may be required, have fumigated cargoes been identified and has the need for monitoring of atmosphere been agreed by ship and terminal? | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Have the cargo handling capacity and any limits of travel for the coal loader / grain unloading hoppers / ship's cranes been passed to the ship / terminal? (See also separate document "Protocol for Use of Ship's Cranes") | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. Has a cargo loading or discharging plan been calculated for all stages of loading/deballasting or discharging/ballasting?
<i>Copy lodged with.....</i> | <input type="checkbox"/> | <input type="checkbox"/> |

- | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| 18. Have the holds to be worked been clearly identified in the loading or discharging plan, showing the sequence of work and the grade and tonnage of cargo to be transferred each time the hold is worked? | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. Has the need for trimming of cargo in the holds been discussed and have the method and extent been agreed? | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. Do both ship and terminal understand that, if the ballast programme becomes out of step with the cargo operation, it will be necessary to suspend cargo operations until the ballast operation has caught up? | <input type="checkbox"/> | <input type="checkbox"/> |
| 21. Have the intended procedures for removing cargo residues lodged in the hold while discharging been explained to the ship and accepted? | <input type="checkbox"/> | <input type="checkbox"/> |
| 22. Have the procedures to adjust the final trim of the loading ship been decided and agreed?
<i>Tonnage held by terminal coal handling conveyor – 100/150 MT</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 23. Has the terminal been advised of the time required for the ship to prepare for sea on completion of cargo work? (Note that Terminal Rules allow two hours). | <input type="checkbox"/> | <input type="checkbox"/> |

THE ABOVE HAS BEEN AGREED:

Time:..... Date:.....

For Ship:..... For Terminal:.....

Rank: Position: