MWANI QATAR

موانئ قطر

ميناء حمد

HAMAD PORT

# HAMAD PORT
## INFORMATION GUIDE
## 2021

July 01, Version .02

Mwani Qatar

Port Management

# Contents

# 1 Definitions & Abbreviations

**Mwani Qatar**

Qatari Shareholding Company owned in full to the Government of the State of Qatar established under Decree-Law No. (17) for the year 2009.

**Agent**

Any person mandated to supply information and act on behalf of the Owner or Operator of the Vessel and holding a valid license issued by designated authorities.

**AIS**

Automatic Identification System

**Bunkering**

Bunkering is the supplying of fuel for use by ships and includes the shipboard logistics of loading fuel and distributing it among available bunker tanks.

**Codes & Conventions**

The codes/ instruments relevant to ports or shipping issued by the IMO or the ILO, or both, or any regional Code relevant to shipping or the protection of the environment.

**Competent or Designated Authority**

Port or other organization designated by the Government of a GCC member state to process information reported pursuant to the Port Regulations and includes Mwani Qatar.

**Dangerous Goods**

Any substance that may cause danger of explosion, fire, corrosion, poisoning, intoxication or radiation, as specified in the International Maritime Dangerous Goods Code (IMDG) , the (International) Code for the Construction and Equipment of Vessels carrying Dangerous Chemicals in Bulk, the (International) Code for the Construction and Equipment of Vessels carrying Liquefied Gases in Bulk of the IMO;

**Grey Water**

Wastewater generated from domestic activities such as laundry, bathing, and dish washing.

**Hazardous Cargo**

Cargo of any kind classified by international or local regulations as Hazardous cargo.

**Deadweight tonnage (DWT)**

Is a measure of how much weight a ship can carry. It is the sum of the weights of cargo, fuel, fresh water, ballast water, provisions, passengers, and crew.

**Licensed Pilot**

A Pilot holding a valid license issued by a competent authority.

**Estimated time of arrival (ETA)**

Estimated time of arrival is the expected time of arrival at a designated place.

**Estimated time of departure (ETD)**

Estimated time of departure refers to the scheduled sailing time

**Highest astronomical tide (HAT)/lowest astronomical tide (LAT)**

These are the highest and lowest levels that can be predicted to occur under average meteorological conditions and any combination of astronomical conditions. These levels may not be reached every year. Highest astronomical tide or lowest astronomical tide are not the extreme levels that can be reached, as storm surges can cause considerably higher or lower levels to occur.

Lowest astronomical tide is the port datum to which all soundings and heights are referred to for all channel and berth surveys in the port.

**International Chamber of Shipping (ICS)**

A voluntary organization of national shipowners' associations whose interests cover all aspects of marine affairs but are particularly active in the field of marine safety, ship design, construction, pollution prevention and maritime law. The International Chamber of Shipping has consultative status with such organisations as the IMO.

**International Maritime Dangerous Goods Code (IMDG Code)**

The codes are published by the IMO for the safe carriage, packing, handling, classing, and transporting of dangerous goods.

**International Maritime Organization (IMO)**

The world organization charged with enhancing efficiency in the delivery of safety to the whole maritime industry.

**International Ships and Ports Security Code (ISPS Code)**

An international ship and port security code to combat global terrorism developed by the IMO.

**International Tonnage Certificate (ITC)**

A certificate issued under the provisions of the International Tonnage Convention on Tonnage Measurement of Ships 1969.

**Length overall (LOA)**

LOA is the extreme length of a vessel.

**Non ‘gas free’ tankers – (NGF)**

A tanker or product carrier which has not had its cargo tanks washed, vented, and inspected, or been issued with a 'Gas Free' certificate.

**Port Community System (PCS)**

Mwani Qatar Port Community System is provided to handle data exchange between external agencies and internal business processes. The Port Community System is the software system that facilitates Internet (WEB) access and data exchange between the port business stakeholders (shipping lines, shipping line agents, financial institutions, shippers, consignees, freight forwarders, customs clearance agents, etc.) and the port and terminals business applications systems.

PCS shall provide Vessels and Cargo services for the main port stakeholders. Those services shall complement Customs Clearance Services, provided by the Qatar Customs Single Window System (QCSWS)

**Port Management Information System (PMIS)**

The Port Management Information System (PMIS) is a port business management software system designed for planning, control and execution of major port operations and related business processes, including vessel calls management, billing, and statistical reporting etc.

**Automated Gate Management System (AGMS)**

The AGMS is an automated processing system of trucks arriving at a port, or a terminal in the port, allowing the driver to process entry procedures without exiting the vehicle. The AGMS is installed at all three-port perimeter in/out gates, terminal in/out gates and CCIA in/out gates to control ingress and egress of trucks throughout the Port.

**Vehicle Booking System (VBS)**

Vehicle Booking System (VBS) shall be implemented for each of the port terminals to regulate the traffic flows of containers and heavy trucks to and from the port area and facilitate automation of the port and terminals gate processes

**Sailing time**

The scheduled sailing time is the time of the last line

**Ship to Ship Transfer (STS)**

The basic operation of transferring cargo from one ship to another without crossing a wharf or using a land-based operation and is more often used as a term for transferring liquids from one tanker to another.

**Tug and Tow Length Definitions (Combination)**

For the purposes of this section the following definitions shall apply:

• The length of tow – is the total length of all items that go to make up the tow, to include tow lines, wires, bridles, vessels and/or barges, taken from the bow of the tug to the stern of the last vessel or barge making up the tow

• Tug towing a barge on a tow line: Length is calculated based on length of tug, length of tow and bridles, and length of barge

• Tug hipped up to barge. Length is barge plus the length of the tug that is overhanging the barge.

**Under Keel Clearance (UKC)**

The UKC is a vertical distance between the deepest underwater point of the ship's hull and the seabed.

**Vessel Traffic Service (VTS)**

A VTS is any service implemented by a competent authority, designed to maximize the safe and efficient movement of water borne traffic within the jurisdiction.

**Vessel Traffic Service Operator (VTSO)**

The officer reporting to the Manager (Vessel Traffic Management) at the VTS Centre who has appropriate delegation to give direction.

**Authority**

An authority provides an authorization for the trading of goods within the international purchase and supply chain. The possible roles of the authority include border control authorities (e.g. Customs), permit / licensing issuing authorities and port authorities.

**Consignee**

The party receiving a consignment of goods as stipulated in the transport contract and per Bill of Lading

**Delivery party**

Party to which goods to be delivered.

**Dwell Time**

The duration of cargo port stays from date of receive in port until departed out of the port.

**Exporter**

A party who makes, or on whose behalf the export declaration is made, and who is the owner of the goods or has similar rights of disposal over them at the time when the declaration is accepted.

**Final delivery party (Ship to)**

Identification of the party to whom goods will be or have been ultimately shipped.

**Freight Forwarder**

The party arranging the carriage of goods including connected services and /or associated formalities on behalf of Shipper or a consignee.

**Importer**

A party who makes – or on whose behalf a Customs clearing agent or other authorized person makes an import declaration. This may include a person who has possession of the goods or to whom the goods are shipped.

**Lay Can**

A ship chartering term which stands for lay-days commencement and cancelling.
specifies the earliest date on which lay-time can commence and the latest date, after which the charterer can obtain to cancel the charter party.

**Lay Time**

Time allowed by the ship owner to the voyage charterer to carry out the cargo
loading and/or discharging operations; lay-time may be expressed as a certain number of days or number of tons of cargo loaded/unloaded per day.

**Non-Working Time (NWT) of vessel at Berth**

Non-working time is defined as sum of the idle time from the time of berthing to start of work, idle time during ship operations and idle time taken from the time of completion of operations to sailing from berth together.

| Abbreviations | Expansions |
|---|---|
| ACS | Access Control System |
| AGMS | Automated Gate Management System |
| C/O | Chief Officer |
| CHE | Container Handling Equipment |
| DG | Dangerous Goods |
| ECDIS | Electronic Chart Display |
| EHS | Environment, Health, Safety |
| ETA | Expected Time of Arrival |
| ETD | Expected Time of Departure |
| FCL | Full Capacity Load Container |
| FIFO | First in First Out |
| FT | Freight Ton |
| GRT | Gross Registered Tonnage |
| HSEQ | Health, Safety, Environment and Quality |
| IMDG | International Maritime Dangerous Goods |
| LCL | Less Capacity Load |
| LG | Letter of Guarantee |
| LOA | Length Over All (for Vessels) |
| MHC | Mobile Harbour Crane |
| MLO | Main Line Operator |
| NRT | Net Registered Tonnage |
| OOG | Out of Gauge |
| SLA | Service Level Agreement |
| SOP | Standard Operating Procedure |
| STP | Stripping |
| STS | Ship to Shore Crane |
| SWL | Safe Working Load |
| TDR | Terminal Departure Report |
| TEU | Twenty Foot Equivalent Unit |
| TOS | Terminal Operating System |
| TT | Tug Master/Terminal Tractor |
| VTS | Vessel Traffic Service |

# 2 Introduction

## 2.1 General Information

This book has been published to all Port Users including and not limited to Masters of seagoing vessels, shipping lines, shipping agents and any other party that needs Port information.

## 2.2 Legal disclaimer

While every effort has been made for the accuracy of all information, The Port Authority will not take any responsibility for any errors, exceptions, or omissions.

It is important to note that laws, regulations, and policies can change over time. Hence, it is always advisable to refer to the laws and regulations of the competent authorities in State of Qatar for the updated information, you may contact Port authority for any information that is not explicitly addressed in this guide.

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In case the Port Authority issues an announcement or circular after this publication, that announcement or circular will supersede the relevant section of this document.

This disclaimer shall be governed by and construed in accordance with the laws of Qatar. Any dispute arising out of or in connection with this disclaimer shall be subject to the exclusive jurisdiction of the courts of Qatar.

## 2.3 Contact Port

HAMAD PORT, MESSAID-QATAR

PO BOX 313 DOHA QATAR

HAMAD PORT VTS: +974 4045 3222

**E-MAIL:** hamadport.vts@mwani.com.qa

Lo-Code: QA-HMD

## 2.4 Contact Details with Related to Port Information.

Hamad Port Management

Phone: +974 4045 3305

**E-MAIL:** dp@mwani.com.qa

**WEBSITE OF THE PORT**

www.mwani.com.qa

## 2.5 Purpose

This document defines and contains information and guidelines to assist ship's masters, owners, and agents of vessels and all other Port users. It provides details of the Port information and guidance to be observed by Port User.

Nothing in this publication is intended to relieve any vessel, owner, operator, charterer, master, or person directing the movement of a vessel, agents and any Port user from the consequences of any failure to comply with any applicable law or regulation or of any neglect of precaution which may be required by the ordinary practice, or by the special circumstances of the case.

Information contained in this publication is based on information available as at the latest date in the document. at the start of this manual. Although every care has been taken to ensure that this information is correct, no warranty, expressed or implied, is given about the accuracy of all printed contents. The publisher shall not be responsible for any loss or damage resulting from or caused by any inaccuracy produced herein.

Should errors or omissions in this publication be noted, it would be appreciated if advice of these could be forwarded to the concern desk mentioned in 2.4.

## 2.6 Hamad Port

Managed by Mwani Qatar and under the supervision of the Ministry of Transport and communications, Hamad Port, is one of the largest port in the Middle East with annual capacity of 7.5 million twenty-foot equivalent unit (TEU) and is a long-term, physical manifestation of the Qatar National Vision 2030 – a port focusing on the social, economic, environmental and human development of the nation. By substantially developing Hamad Port, Mwani Qatar is not only strongly positioned to develop a regional shipping hub in the GCC, but also to play a major role in diversifying the Qatari economy ready for a post-hydrocarbon future.

The multi-billion dollar-development does not merely offer expanded capacity in the form of three container terminals, but also brings a host of new, sector-specific capabilities. Alongside General cargo traffic, the port handles a variety of specialist imports including livestock, automobiles, and bulk grain. Alongside this offering, the port will also host a base for offshore and marine support vessels.

Hamad Port covers 28.5 square kilometers and will have the yearly capacity for 7 million tons of general freight and 1 million tons of grain, with a specialist terminal supporting the entry of around 500,000 vehicles per year. The two of the three-container terminals are currently operational and has an optimum capacity of 5 million TEUs per year, eventually increasing to over 7.5 million.

Moreover, the latest technologies for port operation have been applied including the highest standards of safety and security, including a uniquely designed Port Control Tower with a height of 110 meters, a customs inspection area for rapid cargo clearance (5,600 containers per day), a ship inspection platform and multiple maritime facilities. As part of Qatar's major steps toward increasing its non-petroleum exports and building manufacturing industries, a free zone has been established adjacent to Hamad Port. The port has recorded significant milestones, regionally and internationally, in quite a short period of time. Hamad Port's strong capabilities, modern facilities, and advanced systems are leading to position Qatar as a re-export hub in the region, increasing the volume of trade between Qatar and the rest of the world.


HAMAD PORT ARCH

## Table 1 Lists the Port Terminal facilities at Hamad Port

| Acronym | Full Name | Description |
|---|---|---|
| CT 1 | Container Terminal 1 | Manual Container Cargo Storage, Handling (Load/Unload) and Transport Terminal with automated Integrated Port Master Systems support |
| CT 2 | Container Terminal 2 | Semi-Automated Container Cargo Storage, Handling (Load/Unload) and Transport Terminal with automated Integrated Port Master Systems support |
| CT 3 | Container Terminal 3 | Automated Container Cargo Storage, Handling (Load/Unload) and Transport Terminal with automated Integrated Port Master Systems support (*Planned*) |
| GCT | General Cargo Terminal | Manual General Cargo (Break Bulk, non-Containerized and Out of Gauge Cargo) Storage, Handling (Load/Unload) and Transport Terminal with automated Integrated Port Master Systems support |
| MUT | Multi-User Terminal | Manual Cargo (Livestock and RO-RO) Handling (Load/Unload) and Transport Terminal with automated Integrated Port Master Systems support |
| OST | Offshore Supply Terminal | Manual Bulk, (solid & liquid), Break Bulk, Refrigerated, Refuse, Oily waste and Passenger Cargo Storage, Packaging, Handling (Load/Unload) and Transport, Marine Services with automated Integrated Port Master Systems support |
| CCIA | Centralized Customs Inspection Area | Centralized Customs Inspection area is dedicated mainly for Containerized cargo inspection going In and Out of the Port, it consists with Inspection Sheds, LCL Sheds, DG Shed, Lab facilities, X-ray machines etc. |
| SFSF | Strategic Food Security Facilities | To provide a fully functional and efficient terminal for the unloading of food commodities , their correct transport and manipulation for the accommodation into storage silos and warehouses, the forwarding to process plants, bagging, bottling and packaging plants and the final redelivery on to road transport for internal consumption |
| CGB | Coast Guard Base | Independent Coast Guard Facility, with shared access to Hamad Port sea lanes, approaches, channels, facilities, and airspace as appropriate |

## 2.7 Port Admin Area

The purpose and development in this Port Administrative Area is to accommodate localized services and retail activities complementary to port activities, and it will serve the needs of the port community by providing local convenience services that accommodate the day-to-day needs of the local workforce and port visitors.

The Port Administrative Area will accommodate uses including, but not limited to:

- Recreation Building
- Seamen's Club
- Restaurant & Supermarket Building
- Bank
- Mosque
- Business Center
- Medical Center
- Marine Customs Admin Building
- Agent's Building
- Mwani Qatar Building
- Visitors Center's
- Fire Station
- Civil Defense Accommodation
- Police Station & Security Building
- Gate pass office
- Canine Facilities
- Central Immigration Facility

HAMAD PORT ADMIN AREA

### 2.8.2. Port Perimeter Gate Main, North and South & Terminal Gates

**General**

The AGMS (system) installed at the Port Perimeter Gates is intended to enable the identification, recording and processing of all trucks entering and exiting the port. It ensures that only authorized trucks can enter and exit the port restricted zones after validation with the applicable systems.

The AGMS will work in coordination with the port wide and CCIA Access Control Systems. Both systems, AGMS and ACS, will verify access for a vehicle to enter/exit the Port. The ACS system will validate the vehicle and the driver from a security perspective and the gate operating system from a logistic/operational perspective.

Container Terminal AGMS shall be used for controlling arrival and departure of the trucks and cargo at the Container Terminal Gates.

The AGMS (system) installed at the CT1 is intended to enable the identification, recording and processing of all trucks entering and exiting the terminal. It ensures that only authorized trucks can enter and exit the terminal after validation with the applicable systems. The AGMS system automatically captures and processes truck and cargo data, and guides trucks through a specific process, passing pedestals, camera portals and signage. In addition, the system captures high-resolution images of trucks and cargo.

At the CT1 Gates, AGMS portals are installed with RFID readers, OCR and LPR cameras (RFID readers for identifying the trucks, OCR cameras for recognizing the container number, LPR cameras for reading the license plate). Through these portals the Gate Management System will validate the access of the truck in the terminal. The Gate management System shall be integrated with the ACS in such a way, that the vehicle, the container, and the driver must be authenticated before the barrier opens.

AGMS shall be used for controlling arrival and departure of the trucks and cargo at the General Cargo, Multi-User and Offshore Supply Terminals Gates. The systems shall have similar functionality.

At the GCT, MUT and OST Pedestal Gate Lanes, RFID readers and LPR cameras are installed (RFID readers for identifying the trucks, LPR cameras for reading the license plate). The Gate Management System will validate the access of the truck in the terminal.

**Container Pre-announcement:**

The Pre-announcement is an EDI message sent by the container operator (Cargo Agent, Shipper etc.) to the terminal to either accept the drop-off of a container to the terminal (acceptance order) or accept the pick-up of a container from the terminal (release order).

**Vehicle Booking System:**

The VBS is interfaced with Port Community System (PCS) in which the Clearing Agent/transport operator can:
1. Book container appointments
2. Book a truck visit to the terminal for the drop-off or pick-up of (a) available container(s).

The availability of containers for a truck visit is maintained in the TOS. The transport operator will see in the PCS for which containers they have booked under container appointments in the case of a drop-off of an export container the status of the vessel closing time is checked; if vessel closing time has passed before truck arrival the booking request will be rejected or will be handled by the respective Terminal.
For containers in the container yard, the status of the container is verified. This will not be processed whilst there is no Customs Declaration, Line or Terminal hold on the container.

**Reject Lane:**

In the event that all failure modes have been checked and the problem cannot be resolved at the Gate Booth in a reasonable amount of time, the Reject Lane Process will be initiated, and the Truck is directed to the Problem Resolution parking area.

Alternative Gate Process – Special Handling & Ultra OOG:

The Alternative Gate process and proposed Special Handling area is specifically meant for all Break bulk truck drop-offs and pick-ups. The process is also to be used for drop-offs and pick-ups of OOG containers with dimensions exceeding the maximum Gate dimensions

Maximum Gate dimensions for OOG lane are:
Max height: 5.00 meters
Max width: 4 meters

Note: Anything above these dimensions must use Port Dedicated ultra OOG Lanes to enter & exit. These special drop-offs and pick-ups are coordinated with the Terminal Operations team, as handling of Break bulk and extreme OOG cargoes will be done under supervision and escort.
When the truck driver arrives in the vicinity of the terminal, driver will be guided, and security officers will check with Terminal Operations Team and issues instructions to the Alternative Gate.

The Terminal Operations Team will provide an escort for the Special Cargo truck to pass through the gate system and will assist in necessary bypass requirements for AGMS when required.
The Special gate OOG lane arrival will be detected by Security/Gate Operator who will escort and observe the passing of the truck, after which Security will ensure normal gate operations are changed again.

**Direct deliveries:**

Direct deliveries that will not be stacked on the terminal but are transferred directly between vessel to an external truck. Upon advice Vessel Planner or the concern will accept direct deliveries when planning the operation on a vessel. Handling time is agreed prior vessel arrival or in an appropriate time with the transport operator or representative.

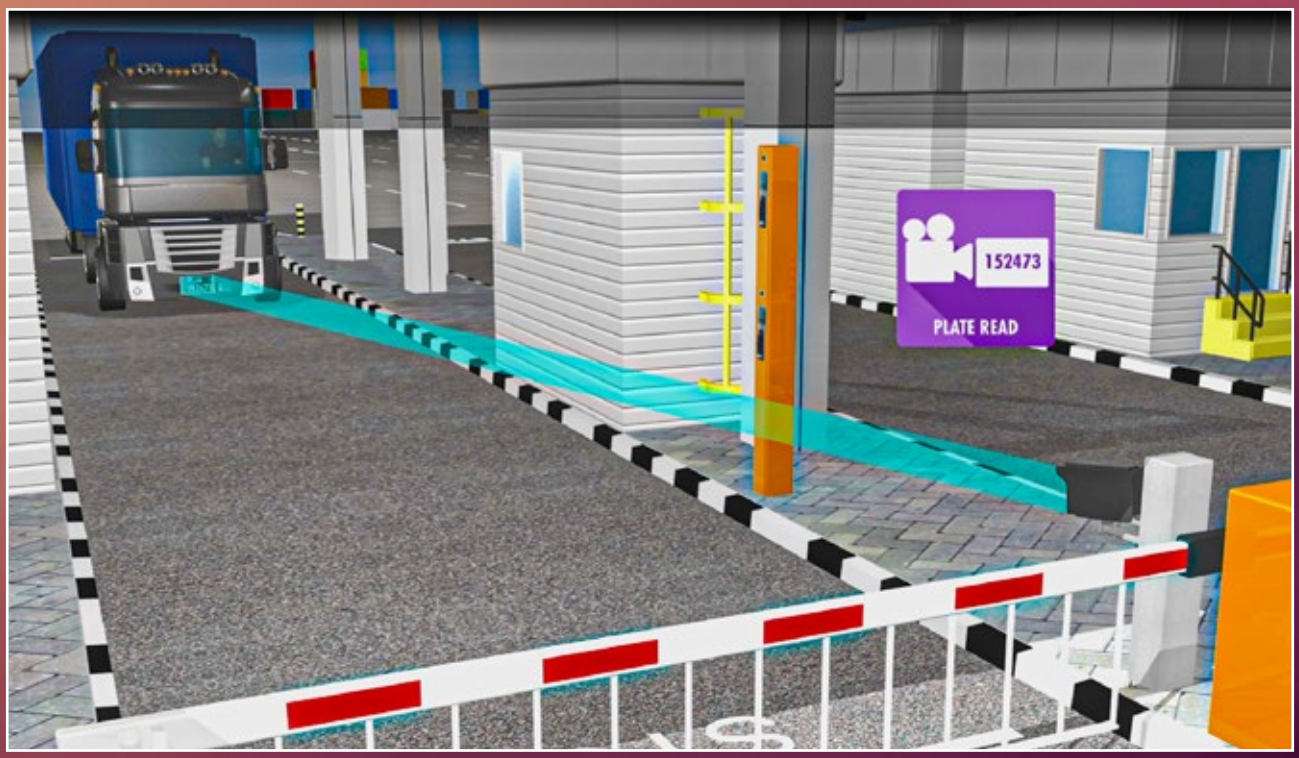
Driver pedestals

The Driver Pedestals are installed at the entry and exit gates of each terminal. These pedestals serve as self-service terminals and allow drivers to perform access control and operational check-in and check-out processes without the need to leave their vehicle. Brief instructions and text messages are presented on the display screen. After validation, a routing ticket or EIR is printed. In case of exceptions that cannot be handled through the pedestal, the driver receives instructions to move to a specific troubleshooting area.

Different pedestal types are used at specific terminal gate lanes:

| Pedestal type | Terminal location | Components |
|---|---|---|
| **TCFS** | -Perimeter Main / North / South & - CT1 | - Detachable box at truck height: ticket printer, bio reader, VoIP intercom, face camera<br>- Detachable box at car height: 6-inch touch screen, bio reader, VoIP intercom, face camera |
| **TFS** | CCIA | - 15-inch display<br>- Detachable box with modules at truck height: ticket printer, bio reader, VoIP intercom, face camera |
| **PFS** | GCT OOG lanes | - 15-inch display<br>- Detachable box with modules at truck height: ticket printer, bio reader, VoIP intercom, face camera |
| **GK-TCF** | GCT | - Integrated modules at truck height: 9-inch display, ticket printer, bio reader, face camera, VoIP intercom<br>- Integrated modules at car height: 9-inch display, bio reader, face camera, VoIP intercom |

CT1 GATE VIEW

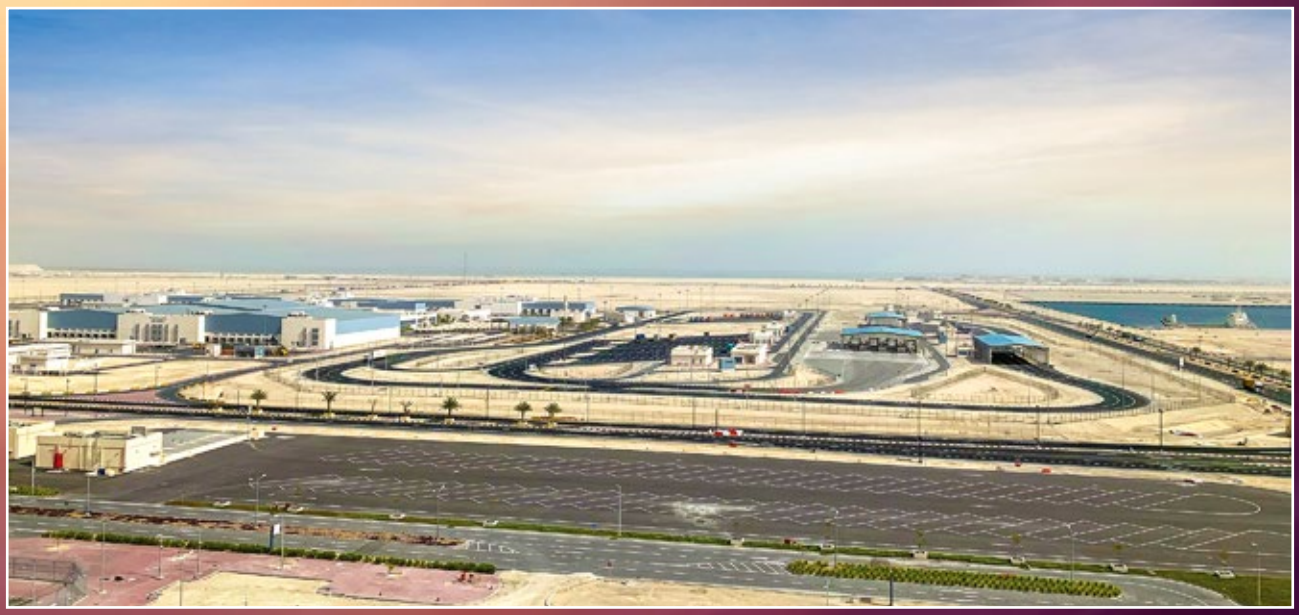



AUTOMATED NUMBER PLATE RECOGNITION (ANPR)

## 2.9 Centralized Customs Inspection Area (CCIA)

The CCIA of Hamad Port comprises state-of-art inspection facilities with automated entry and exit gates with high-end container scanning technology that radically reduces the processing time for each container.

The prime function is to examine Import or Export containerized cargo through physical inspection either or X-ray scan inspection.



CENTRALIZED CUSTOMS INSPECTION AREA (CCIA)

Centralized Customs Inspection Area Includes, but not limited to the following:

- Portal x-ray scanners (4 Nos)
- Dedicated parking bays (trouble parking and other waiting)
- Truck driver waiting rooms (3 Nos)
- Inspection shed (3 Nos. dedicated for general, IMDG and food stuffs with 32 x 3 = 96 inspection slots)
- Impounded container yard
- Security gates
- Light vehicle and service traffic gate
- Main office plus scan interpretation building
- Central laboratory building
- Mosque
- Workshop plus garage
- Storm water evaporation pond
- LCL shed type 1 short term storage
- LCL shed type 2 long term storage
- LCL shed type 3 hazardous goods
- Rail mounted gantry - transmission x-ray building (with 02 Nos of scanners)

## 2.10 Truck Parking Area

Drivers are obliged to park their truck/cargo vehicles and chassis exclusively at designated places Only. The remaining port area is a no parking zone. The driver must follow the instructions on the signs.

Unauthorized parking of Trucks/Cargoes, incorrectly parked trucks, including chassis and vehicles can result in unsafe traffic situations for other road users. This may also obstruct the accessibility of day to day businesses of the Port and surrounding areas. Non-compliance of above will consider as Traffic Violations and will be act accordingly.

General Guidelines in the Parking Area:

- Parking shall be made where the entire vehicle is in the appropriate spaces between the lines.
- Drivers to adhere to the speed limit indicated by signs.
- The Provider of the Parking shall not be responsible or liable for any theft, loss, or damage to any personal property or vehicles of User while parked at the Port parking. User undertakes all risk when using the Parking area.
- Sleeping overnight, camping, unnecessary idling, or other assembly in the parking lot is prohibited. abandoned vehicles will be towed at receiver's or owner's expense.
- No vehicle maintenance, including oil changes, shall be performed at the parking site. Any spill of oils or other fluids must be cleaned up promptly.

PORT PARKING AREA

## 2.11 QTerminals

QTerminals carries out stevedoring services in Hamad Port. QTerminals is a terminal operating company which provides container, general cargo, RORO, livestock, and offshore supply services in Phase 1 of Hamad Port,

Terminals Operated by QTerminals

- Container Terminal 1
- Container Terminal 2
- General Cargo Terminal
- Multi Use Terminal
- Offshore Supply Vessels Terminal


QT OPERATING TERMINALS

# 3 Hamad Port Marine

## 3.1 Applicable Laws & Regulations

A. National Laws of Qatar, including but not limited to,

- Law No. 15 of 1980 “Qatar Maritime Law 1980” as amended.
- Law No. 30 of 2002 “Environment Protection” as amended.
- Decree law (29) for the year 1966 organizing Qatar’s marine ports
- Decree law (6) for the year 2014 establishment of board for Qatar Ports Management Company, “Mwani Qatar”

B. IMO Conventions acceded to by Qatar, Follow the link to obtain updated information on status of conventions.
https://www.imo.org/en/About/Conventions/StatusOfConventions/Documents/status-s.xls

C. ILO Code of Practice “Accident prevention on board ship at sea and in port, as amended,

D. ILO Code of Practice “Safety and health in ports, 2005” as amended,

E. ILO Occupational Safety and Health (Dock Work) Convention 1979, No 152.

Nothing in these Regulations shall be constructed as over-riding or contradicting:

a- The Laws of the State of Qatar
b- The provisions of international and/or regional regulations as amended.
c- The practice of good seamanship.

### 3.1.1 Automatic Identification System (AIS)

All vessels in Qatar Territorial waters to be equipped with AIS as per MOTC circular 25 for the year 2015. Masters shall ensure that all the manual input data has been updated accordingly.

### 3.1.2 Anchoring

Vessel arriving Hamad Port shall request for anchoring outside Port limit at ALPHA / BRAVO anchorage (see BA 3787, 3782). Vessel shall maintain continuous listening watch on VHF 16/14 for clearance/berthing/sailing instructions.

### 3.1.3 Anchors

The anchors are to be unlashed and ready for letting go during transiting the Channel and maneuvering within the Port. Once the Vessel moored, the bow stoppers are to be placed on the chain with the pins removed, so that they can be lifted, clear of the chain in case of an emergency.

### 3.1.4 Accommodation Doors and Windows

All external doors, windows and portholes are to remain closed during the vessel's stay within the Port. The outermost doors to the accommodation block, engine-room and motor-room should preferably be fitted with self-closing devices.

### 3.1.5 Appointment of Agents

Every Vessel, regardless of its employment, purpose, propulsion, size, type, or flag, intending to enter a Port shall, prior to entering, have appointed an Agent responsible for representing the Vessel.

The expiration of a License issued by Ministry of Transport and Communications to an Agent does not release the Agent from carrying out his obligations to Mwani Qatar , Owner, Master, charterer, crew or cargo of a Vessel, , including the settlement of all dues, fees, charges, fines and damage compensations before or after a Vessel has departed a Port.

If no Agent has been appointed to represent a Vessel as required, Mwani Qatar may:

1. Deny entry of the Vessel into port; or,
2. Either through established procedures or in accordance with any Directive as may be issued by the Ministry of Transport and Communications requires the diplomatic representative of the flag state of the Vessel to appoint an Agent on behalf of the Vessel.

Mwani Qatar may ask the Agent holding a License issued by Ministry of Transport and Communications, to deposit a guarantee for the settlement of the financial obligations of his principal.

### 3.1.6 Arrest

No agent/s, consignee/s or supplier/s has the right to arrest a ship whilst in the Port without having a Court Order.

The Vessel captain and owner shall be jointly liable for loss or damage caused by the ship or its crew to any of the port facilities or utilities, The Port Management may not authorize the ship to travel unless and until such loss or damage has been fully compensated to the satisfaction of the port Management (Decree Law # 29 of 1966).

### 3.1.7 Berth Scheduling

Scheduling of provision of Marine Services is arranged in consultation with the Business Partners, taking into consideration their agreed schedules and any other factors at the sole discretion of the Port.

### 3.1.8 Bunker Tank Openings

All openings to bunker tanks must be closed and gas tight, apart from those openings designed and installed as the bunker tank ventilating system.

### 3.1.9 Cargo Operations

Each Terminal has its procedures and rules that it follows.

The Port reserves the right to control the loading, unloading, and handling of all cargo imported, exported or in transit through the Port. Any casualty or deviation from standard operating procedures that each terminal has posted should be reported immediately to Port Control (VTS) on VHF Ch-14/16.

### 3.1.10 Change of Flag/Class/Crew/Owner/Operator

Permission can be granted by Port authority to change vessel Flag, Class or Crew if the vessel is calling for commercial operations.

Owners after fulfilling the new requirements of Flag/Class change are then requested to submit a copy of all the new certificates to the Port Authority prior departure.

Vessel can paint new name on hull after taking approval from the Port authority.

Owner through local agent shall submit vessel certificates reflecting vessels new name, Flag, Owner, prior departure.

Crew change is permitted at all berths.

For signoff/sign on operation the vessel owner, operator and/or agent shall make sure that 50% of the arrival crew remains onboard.

Following documents are required to be submitted by the vessel/agents when intending to affect crew change.

- Arrival/ Departure crew list
- Minimum Safe Manning Document

### 3.1.11 Charts/ECDIS & Nautical Publications

"All ships irrespective of size shall have:

Nautical charts and nautical publications to plan and display the ships route for the intended voyage and to plan and monitor positions throughout the voyage, and ECDIS may be accepted as meeting the chart carriage requirement."

Vessels visiting the Port must have on board a sufficient range of the latest Admiralty Charts & publications relevant to the area.

These charts & Publications must be up to date with the Notices to Mariners and other notices promulgated for the area.

Required charts for Hamad port are:

- Chart BA 3787 – Approaches to Mesaieed, Hamad and Doha / ENC GB450062A
- Chart BA 3789- Hamad port approach and basin / ENC GB503789

If vessel supplied with ECDIS, "All ships, irrespective of size, shall have back-up arrangements to meet the functional requirements of subparagraph 2.1.4, if this function is partly or fully fulfilled by electronic means". – SOLAS

### 3.1.12 Customs Officer Boarding Vessel

Customs Officers board the vessels on arrival either in port or at anchorage. Ships Masters are required to produce the following documents:

- Ship's Bonded Store List
- Cargo details
- Cargo documents

### 3.1.13 Incident Reporting

Each Port User shall immediately notify the Port authority of any incident which may occur or already have occurred within Port limits/immediate vicinity.

Incident may be of any nature but not limiting to the following.

- Casualties, death, and accidents on board
- Collisions, sinking, grounding and Fire
- Damage to vessel, berths, quays, wharfs, terminals etc.
- Failure of Main Engine, bridge equipment, mooring winches, and motor for lowering of combination or accommodation ladder.
- Loss of anchors
- Soot Blowing
- Any Hot work done without proper approval
- Any Lifeboat lowered without approval
- Any pollution within the Port limit

### 3.1.14 Insurance

Port users must maintain insurance to cover their vessels' equipment, cargo and all of their activities at the Port, including third party liability insurance and employee compensation insurance cover for "Hull and Machinery" and "P&I" or provide self-insurance sufficient to cover any and all liabilities under the Port regulations and all other Applicable laws.

The P&I Club entry certificate should cover the Collision, Wreck Removal, Pollution, third party liability and Damage to fixed and floating objects

### 3.1.15 Communication

All communications shall be in English language.

All communication between Port Control (VTS) and Vessel to be through VHF Ch-16 and Ch-14.

### 3.1.16 Condition of Acceptance

#### a. Vessels

- The Master and Owners of each Vessel utilizing the Port shall ensure that such Vessel, and its Master, officers and crew, comply with all applicable laws which are in force, including by-laws, rules, regulations and/or ordinances enacted or issued by a competent authority and the "Conditions of Use" (hereinafter called "applicable laws").
- Vessels nominated for the Port can operate within the Limitations of the berth, loading facility, and mooring equipment, as set forth in these Regulations.
- It is the responsibility of the Master, Owners, and operators of each Vessel nominated to ensure the safe conduct of its operations at the Port, and to ensure that the Vessel meets the following requirements:
    - Vessels shall comply with all relevant international rules, regulations, and Classification society rules.
    - Vessels shall have on board a Master and sufficient officers and crew trained and qualified in accordance with the relevant provisions of the International Convention on Standards of Training, Certification and Watch keeping for Seafarers 1995, amended 2010, and any subsequent amendment, where applicable. In all cases, the training qualifications and experience of the Vessel's staff shall be appropriate for the safe conduct of the loading or discharging operations being conducted at the Port and the nature of the products being handled.
    - Vessels shall have and retain onboard sufficient personnel with good knowledge of the English language to enable operations to be carried out safely and efficiently and to maintain immediate and reliable ship/shore communications on operating matters and in emergencies.
    - Vessels shall have on board a complete and valid set of certificates including Statutory and Class Certificates. A Certificate of Fitness is required in the case of all Vessels carrying liquefied gases in bulk, together with a General Arrangement plan showing the layout of the Vessel in the English language.
    - Valid Certificates of Competency for all appropriate personnel in accordance with the law of the state in which the Vessel is registered are also required.
    - The Port and the relevant Terminal representative shall have the right to inspect the Vessel to ensure that all relevant certificates and documents are in place to ensure compliance with the Port and Terminal Regulations.
    - Vessels shall vacate the jetty as soon as loading or discharging operations are completed, or at any other time as directed by the Port Authority.
    - The Port shall, at its own discretion, have the right to suspend or cease cargo operations and may remove any Vessel from the Port.
    - Neither the Port, nor its servants (in whatsoever capacity they may be acting), shall be liable for any direct or indirect costs and expenses incurred by a Vessel, its owners, operators, charterers, or agents because of a refusal to load or

discharge all or part of a nominated shipment, delay to or suspension of loading or discharging, or a requirement to vacate the berth.

- Each Vessel owner, operator, charterer whose Vessel calls at the Port and each owner or agent of cargo handled there at and each contractor or subcontractor whether individual, person, firm or corporation as a condition to receiving services at the Port, hereby agrees to indemnify and hold harmless the Port, any of its agents, servants or employees and any other person, firm or corporation engaged by the Port to furnish labor, materials or equipment relating to the services provided, from and against all losses, claims, demands and suits for damages including court costs and council fees, for deaths or personal injury or property damage that may be imposed upon the Port or any of its agents, servants, employees or contractors by any such Vessel owner, operator or charterer or such cargo owner or their agents or employees or contactors or subcontractors or any other third party as a consequence of such services received at the Port.

**b. Supply Vessels**

- The Master and Owners of each Vessel utilizing the Port shall ensure that such Vessel, and its Master, Officers and Crew comply with all the Hamad Port applicable laws that are in force, including Mwani Ports Regulation, rules and/or ordinances enacted or issued by a competent authority and the "Conditions of Use" (hereinafter called "applicable laws").
- It is the responsibility of the Master, Owners and Operators of each Vessel intending to use the Port, to ensure safe conduct of its operations and crew, and to ensure that the Vessel meets the following requirements:
    - Vessel shall have aboard a Master and sufficient Officers and Crew trained and qualified in accordance with the relevant provisions of the International Convention on Standards of Training, Certification and Watch Keeping for 1995, as amended 2010 and any subsequent amendment, where applicable.
    - Vessel shall have and retain onboard sufficient personnel i.e. Master or chief Officer and Chief Engineer or 2nd Engineer and fifty (50%) percent of the compliment always with a good knowledge of the English language, to enable operations be carried out safely and efficiently and to maintain immediate and reliable ship / shore communications on operating matters and in emergency situations.
    - Where applicable, supply vessels shall have on board a valid Qatari Work Permit and Trading certificate issued by MOTC.

**c. Tug and Barge**

Towage of barges into and out of the port will not be allowed until the following conditions have been met to the satisfaction of Port Authority:

- Tug and barges under tow shall comply as a minimum, with the requirements of the IMO Circular MSC/Circ.884 "Guidelines for Safe Ocean Towing"

- Towage Approval certificate.
- Tug & Barge P & I (Insurance) to Coverage: -
  - ✓ Liability for Pollution
  - ✓ Collision liability
  - ✓ Wreck Removal
  - ✓ Damage to Fixed Floating Objects
  - ✓ Trading area to include Qatar
- Latest Navigation Charts
- Availability of Safe access to both tug and barge (safe gang ways).
- Barge shall have permanent load line marks placed amidships on each side as well as draught marks on both sides, forward, amidships.
- At no time during the voyage shall the load line marks for the zone be submerged.
- The towing equipment shall be arranged in such a way that its use does not compromise the safety of the vessel, crew, or cargo. Its strength and arrangement shall be appropriate to the towing operation.
- Tug used for towing operations shall be capable of remaining maneuverable and stable when towing.
- Both the tug and tow shall display the relevant COLREGS day and night signals
- Barge to have a slight stern trim. (Barges "down by the head" will NOT be accepted).
- Complete and valid set of statutory Certificates, Officers COC (STCW) and operational documents.
- Tugboat shall have a Master and sufficient Officers and Crew as per Minimum Safe Manning Certificate.
- A Self - contained sewage treatment system or Holding tank that meets Marpol and RECSO protocols.
- Resolution A.765(18) on Guidelines on the safety of towed ships and other

### 3.1.17 Conditions Unsuitable for Pilot Boarding or Pilot Services

Pilots will not undertake or continue pilotage (if already on board) and will shift the vessel to safe ground under following circumstances:

- Main engine power /performance not satisfactory.
- Ships steering system not satisfactory.
- Ships anchor not available for anchoring.
- Pilot boarding arrangements not in compliance with IMO guidelines.
- Competency of ship's master or crew not acceptable.
- Incorrect ships details (draft, vessel main engine power etc.).
- Poor bridge team management and lack of passage monitoring.
- Updated and corrected latest BA Charts not on board.
- Vessel not ready for taking pilot.
- Pilot advice not being accepted.

### 3.1.18 Water Density, Depth and Berth Details

The relative density of seawater in Hamad port is 1.030. However, no "Dock water Allowance" should be made when calculating the departure draft as the density of water in the region of shallowest depth may be less than in Hamad Port Area, especially during a flood tide.

| Terminals | CT | | | GCT | QFM | MUT | | OSV |
|---|---|---|---|---|---|---|---|---|
| | Container Terminal 1 | Container Terminal 2 | Container Terminal 3 | General Cargo Terminal | Qatar Flour Terminal | Vehicles Terminal | Livestock Terminal | Offshore Supply Base |
| Length of Terminal | 1200 m | 1200 m | 1200 m | 1200 m | 330 m | 520 m | 250 m | 540 m |
| Max Draft | 14.0 m | 14.0 m | 14.0 m | 14.0 m | 14.0 m | 11.2 m | 11.2 m | 7.2 m |
| Max LOA | 397 m | 397 m | 397 m | 397 m | 230 m | 228 m | 213 m | 85 m |
| Berth Height at CD | 4.5 m | 4.5 m | 4.5 m | 4.5 m | 4.5 m | 4.5 m | 4.5 m | 4.5 m |
| Bollard Capacity | 150 Tons | 150 Tons | 150 Tons | 150 Tons | 100 Tons | 100 Tons | 100 Tons | 60 Tons |
| Bollard Spacing | 24 m | 24 m | 24 m | 24 m | 24 m | 24 m | 24 m | 16 m |
| Port Basin/Berth Depth | 17 m | 17 m | 17 m | 17 m | 17 m | 12.5 m | 12.5 m | 8.0 m |
| Channel Length | West Channel 6.5nm + Hamad Port Access Channel 5.5nm | | | | | | | |
| Channel Depth | 15 m | | | | | | | |
| Turning Basin Diameter | 800 m | | | | | | | |
| Max Air Draft | N/A | | | | | | | |
| Tidal Elevations at CD | L.A.T – 0m, M.L.W.S - +0.47m, M.L.L.W - +0.64m, M.S.L - +1.31m, M.H.H.W - +2.11m, M.H.W.S - +2.28m, H.A.T - +2.66m | | | | | | | |

### 3.1.19 Draft and Trim

Arriving and departing vessels shall have their propeller(s) submerged and have a reasonable stern trim not exceeding 3 meters.

Incase if the trim is more than 3m then the Vessel can be accepted to berth/sail with following conditions.

1. Additional escorting tug may be used if required by the duty pilot.
2. The vessel must have positive stability as per standards set by IMO

### 3.1.20 Exemption and Permits

Port Authority is empowered to grant exemptions from specific regulations, the practices, and procedures on a case by case basis or in emergencies receiving a well-motivated presentation in sufficient time to access the merits of the application.

The authority may grant exemptions to any request and must be made in writing to; dp@mwani.com.qa

Port Authority reserves the right to grant or refuse any permit without explaining their decision.

### 3.1.21 Flags and Signals

It is mandatory for all Vessels to fly their national flag and the national flag of the State of Qatar when navigating within the territorial waters of State of Qatar, from sunrise to sunset. In addition, Vessels shall always, comply with the International Code of Signals and display flags, shapes and lights as required by the International Regulations for the Prevention of Collision at Sea. (Colreg)

### 3.1.22 Funnel Discharges

The vessel's funnel and exhaust pipes must be equipped with spark arrestors to eliminate flying sparks. Soot blowing and excessive funnel smoke is strictly prohibited.

### 3.1.23 Health

Vessels with individuals suffering from a communicable disease or have been in close contact with someone with a communicable disease, are obligated to inform the vessel agent prior to arrival in State of Qatar, who in turn is obligated to inform Port Authority. All other International Health regulations apply.

### 3.1.24 Deceased Person

n the event that a person (passenger/crew) passes away onboard the ship while at sea and the deceased body will arrive with the vessel at the port, or if a person passes away on board the ship after arrival at the port, it is the responsibility of the vessel's command to promptly notify both the Port and the ship's agent. The agent then assumes the responsibility of making all necessary arrangements and acts as the liaison between the ship and the various relevant State authorities involved. This includes obtaining the required approvals and permits as mandated by the competent authorities in Qatar.

In cases where an investigation is conducted by the appropriate authorities in the state of Qatar, the ship's agent is required to coordinate closely with these authorities and adhere to the guidelines and procedures set forth by them. The agent plays a crucial role in ensuring effective communication and cooperation between the ship, the authorities, and any other involved parties.

It is of utmost importance that these procedures are conducted in a professional manner, with due respect for legal obligations, cultural sensitivities, and the dignity of the deceased. The agent's role is to facilitate the smooth handling of the situation, while adhering to all relevant regulations and protocols established by the competent authorities in Qatar.

### 3.1.25 Immigration / Transit

All crew members that have cleared customs and immigration formalities are permitted to proceed ashore after receiving shore pass.
Any passengers onboard will be required to clear customs and immigration formalities at the same time as the rest of the crew.
Passengers may proceed ashore subject to the same restrictions as crew.
Immigration / transit facilities for arriving or departing ship personnel are available through vessel's agent.

### 3.1.26 Immobilization of Main Engine and Main Engine Repairs

The main engines of all Vessels within Port Limits shall always be kept ready for use within the shortest possible notice. Repairs or any other work related to vessels Main engine, which may render the vessel incapable of maneuvering under its own power, is not permitted. Permission for such repairs can be granted if the vessel guarantees the repair will be completed before the completion of cargo operation.

In cases of breakdowns that effect the Vessel's readiness to maneuver, the Port may agree to allow emergency repairs to be carried out on the condition that adequate safety and precautionary measures are undertaken by the Vessel including hiring sufficient number of tugs if deemed necessary.

The Port reserves the right to shift the Vessel to another berth for such repairs and costs for any such precautionary measures will be on the vessel's account.

### 3.1.27 Lowering of Lifeboat / Drills/Exercises

- Vessels are permitted to lower their lifeboats or rescue boats up to water level only.
- Vessel are permitted to try out the lifeboats or rescue boats engine at stowed position.
- Approval from port authority must be obtained prior to lowering the lifeboat.
- VTS must be informed prior to lowering and upon completion of the exercise.
- Vessel alongside the berth may undertake drills without lowering of lifeboats.
- In all cases of drills or exercises, Master of the vessel shall notify VTS.
- Prior to any such safety drills or exercises, vessel shall obtain approval from the responsible terminal operator.

### 3.1.28 Load-Lines

Any ship staying in the port must ensure that it does not submerge its load lines. Any ship that has submerged its load lines during loading shall immediately take remedial measures, if failed, departure will be prohibited.

The Gulf area is in the Tropical Zone.

The Arabian Sea outside the Gulf area is Seasonal Tropical between 01 September and 31 May each year. Outside of these dates (Jun-Aug), it is a Summer Zone.

### 3.1.29 Port Authority Boarding Vessel

Port Authority may board any vessel for compliance to safe cargo/marine operations as well as other routine safety aspects of vessel's stay at berth.

### 3.1.30 Notification of Deficiencies

The Master of any vessel calling to Hamad Port, should inform Hamad Port Control (VTS) in advance of any deficiencies to the navigation, mooring and propulsion equipment.

The Tug Master towing barges or non-propelled craft are responsible for their tows and should advise Hamad Port Control (VTS) of any deficiency to the tug or towed barge/vessel.

The deficiency shall be advised to the Port through local agent by e-mail, or on VHF Ch-14 at the first opportunity.

In the event of any equipment found on a vessel, whether it is boarding arrangements, navigational, mooring or engine being defective before arrival then the Owners shall submit dispensation letter for same, if the defects are noted during or after the maneuvering, then the Pilot will bring the said deficiency to the attention of the Master and notify Hamad Port Control (VTS) for further action.

Non-compliance with these requirements shall result in the vessel being delayed, denied berthing, or being removed from the berth. The Master/Owner/Charterer shall be liable to all dues and delays or other costs incurred for action taken by the Port for the non-conformance of this article.

### 3.1.31 Notification of Deficiency Post Acceptance

Vessels with reported deficiency post acceptance and prior to Pilot boarding are not cleared to enter the channel. Deficiencies including but not limited to:

a) Gyro compass failure or large error

b) Steering system failure

c) Main engine failure (Including part)

d) Generator/s Failure

e) Radar failure (both radars)

f) VHF/Communication failure.

g) Ships staff incompetency

h) Unsafe Pilot boarding arrangements

i) False declaration by vessel's Master or owners

j) Ship is exceeding load line marks or port restricted draft limitation

k) Vessel trim more than 3 meters

Such vessels are not allowed to enter the channel or sail (if located within the Port limits) until a detailed Inspection is carried by Port Authority or MOTC Marine Affairs Department (PSC Team) and the vessel is declared cleared.

### 3.1.32 Inspections

Port Regulation inspection: The Port reserves the right to inspect vessels for the compliance with National, Regional, International codes and conventions and for the Port regulations. Therefore, during the vessels stay in port, the vessel may be visited by port officials representing the Hamad Port, for inspections and checks on standards for cargo handling and regulations, such as port rules and requirements. The ship's management is responsible for ensuring that officials have access to all relevant ship's certificates, documents, and facilities. Restraining Port Officials from performing their duty will result in vessel being removed from port at vessel's full expense besides imposition of other punitive measures as deemed appropriate by the Port.

Port State Control Inspections: The State of Qatar is signatory to the Riyadh Memorandum and Indian Ocean Memorandum (MOU). Vessels calling at Hamad Port shall be subject to a Port state control inspections under the Riyadh MoU, Indian Ocean MoU and "Procedures for Port state Control 2017" resolution A.1119 (30), to ensure the compliance of the ship with all applicable international Conventions for the safety of personnel, vessel and the protection of the marine environment.

### 3.1.33 Port Tariff

Mwani Port Tariff is available on Mwani Website.

### 3.1.34 Port Clearance

Every vessel wishing to leave the Port and proceeding to a port outside or inside Qatar is required to obtain Port Clearance issued by the Port Authority.

Documents required to issue Port clearance.

- Entry Permit
- Exit Permit
- Crew list

Validity of Port clearance certificate is 24 Hours from the date and time of issuance.

The Port Authority reserves the right to hold Port clearance of any vessel for any violations of Laws and Regulations, legal cause or on order by the Court in State of Qatar, or for non-payment of Port charges.

### 3.1.35 Port Control (VTS)

The Port Control (VTS) is available 24/7 on VHF Ch-14/16 and by Phone on +974 4045 3222.

Masters are encouraged to contact 'Port Control (VTS)' should they have any concerns or are in doubt of the operational requirements of the Port.

All movements within the Port Limits are subject to the permission of the Port Control (VTS). Any Vessel wishing to enter, leave, or move within Port Limits should seek the permission of 'Port Control (VTS)' on VHF channel 14/16 before moving.

### 3.1.36 Port Services

Only services provided or authorized by the Port shall be utilized within the Port Area.

No third-party services, equipment or facilities shall be allowed within the Port Area without obtaining operational permit from Port Authority.

### 3.1.37 Port Working Hours

The Port working hours are 24/7 for commercial activities and arrangement of required services.

The Administration Office Hours are Sunday to Thursday between 0700Hrs to 1500Hrs excluding Public holidays.

### 3.1.38 Pre-Arrival Information

ETA to be given at least 48 hours prior arrival, with notification of variations more than 3 hours within the last 24 hours. Such notices should come via the Agent.

Within (3) hours of arrival, Vessels should contact “Port Control (VTS)” by VHF channel 14 or 16.

For Vessels operating within Qatari waters, pre-arrival notices are required to be sent to Port control (VTS) 24 hours prior arrival through Agent.

Vessel will not be allowed to enter port limits without pre-arrival documents.

ETD/Shifting Notice: Terminal Operator or vessels or their agents, shall provide notice of their ETC or shifting time at the latest 6 then 3 and 1 hour or any agreed timelines prior to completion of loading/discharge and shall update such notice as and when it becomes apparent that the estimate time has changed by more than one hour. For the vessels at Container terminal Pilot booking request comes from the terminal and for vessels on Non-containerized terminal pilot request shall come through the agent and vessel to confirm that they are ready to sail 30 minutes prior ETD through VHF channel 14 to Port Control (VTS).

### 3.1.39 Prohibited Area

A prohibited area enclosed by the pecked lines as shown on chart 3787 and 3789 has been established. Masters of all vessels are prohibited from entering, anchoring, or fishing within this area unless permission has been granted by Hamad port VTS. A subsea Fiber Optics cable is laid close to the north of the prohibited area and should always be avoided.

### 3.1.40 Activities, Prohibitions, And Authorizations

**General**

In addition to the regulations given in this Chapter, Mwani Qatar may impose directions, rules or set conditions, restrictions or penalties in relation to the authorization or licensing of Port activities for the good order, health, safety, security or protection of lives, property or the environment in a Port.

The directions, rules, conditions, restrictions, or penalties referred to above may relate to:

A. Activities.

B. Prohibitions.

C. Authorization by signs or forms; and,
D. Authorization to persons.

**A. Activities**

If authorized through a contract, lease or concession agreed with or a Mwani Operating License / Operating Permit obtained from Mwani Qatar, within a Port a person may:

1. Conduct a diving operation.
2. Carry out hot work.
3. Conduct salvage operations.
4. Place, store, handle or transport Dangerous Goods, industrial waste, or pollutants.
5. Bunker or fuel.
6. Excavate or remove material or substance.
7. Conduct a dredging operation.
8. Place or operate a light or day marker.
9. Place, alter, remove, or relocate an aid to navigation, buoy, mooring, float, picket mark or sign.
10. Build, place, rebuild, repair, alter, move, or remove any structure or work on, in, over under, through or across land or water.

Mwani Qatar reserves the right to refuse to authorize any activity expressed in Point A (Activities) if that activity may cause an effect prohibited under Port Regulation Section 17 which cannot, in the opinion of Mwani, be effectively mitigated through measures applied as a condition of a contract, lease, concession or Mwani Operating License.

The person who conducts any of the activities specified under Port Regulation Section 16 without the authority of Mwani shall be liable to a penalty.

**B. Prohibitions**

A person may be held liable to a penalty and to compensate Mwani Qatar for the damage caused if carrying out an activity prohibited in a Port including an activity that has or may have any of the following effects:

1. Endangering a person's health or a person's, Port's, Vessel's or property's security or safety.
2. Interfering with navigation, towage, maneuvering, berthing, or mooring.
3. Obstructing any land or water area.
4. Hindering or obstructing an activity authorized by Mwani Qatar.
5. Reducing the depth of the waters of the Port or its approach thereto.
6. Causing damage to persons, ships, cargoes, vehicles, baggage, or any other property.
7. Emitting agents polluting or otherwise reducing the quality of a Port's soil, water, or air.
8. Interfering with or adversely affecting Port operations or the property managed by Mwani Qatar, the Terminal Operator or by any contracted or licensed port operators.

No person shall conduct any of the following activities in a Port:

1. Release or transship refuse or other similar material or substance.
2. Other than in relation to a bunkering operation, carry out:

3. An oil transfer operation, a chemical transfer operation or a liquefied gas transfer operation between Vessels.
4. Set off a flare or other signaling device; or,
5. Cast adrift a Vessel, log, or other object.
The person who conducts any of the activities specified above shall be liable to a penalty.

**C. Authorizations by Signs or Forms**

Mwani Qatar may grant authorization/no objection for the performance of an activity specified in the regulations through the posting of signs or the issue of forms and may make rules for this purpose.

**D. Authorizations to Persons**

Mwani Qatar may grant authorization/No objection to a person for the performance of an activity specified in Point A (Activities) and may make rules for this purpose.
If the activity expressed in regulations Point A (Activities) appears to have a result prohibited under Point B (Prohibitions), Mwani may refuse to give authorization/no objection or may require that the person obtains prior insurance that covers the risk of the activity.
A person applying for authorization / No Objection under this regulation shall provide to Mwani Qatar:
1. The name and address of the applying person.
2. Information relevant to the proposed activity as determined by Mwani Qatar to enable it to assess the likelihood of a result prohibited under Port Regulation Section 19.
3. As may be directed by Mwani Qatar, proof that the applicant has an insurance policy that provides adequate coverage of the risk of the activity and listing Mwani Qatar as an additional beneficiary; and,
4. As may be directed by Mwani Qatar, performance security and damage security in respect of the conduct of an activity.
5. Mwani Qatar may cancel an authorization given under above or change the conditions of the authorization if the conduct of the activity is seen to have a result prohibited under Point B (Prohibitions).

### 3.1.41 Public Holidays

Qatar follows the Islamic Calendar for religious holidays.

Eid Al-Fitr and Eid al-Adha are the two main holiday periods.

December 18, Qatar National Day.

Every second Tuesday of the month of February, National Sports Day

However, the Port operations and Marine services department are working 24/7 hrs. During the Public holidays.

### 3.1.42 Rat Guards

All vessels arriving to Port and berthing alongside any berth shall ensure rat guards are in place and ship's staff monitor their effectiveness during routine deck rounds.

### 3.1.43 Razor Wires

Vessel rigged with razor wires in way of main deck railings, stairways from main deck up to bridge deck for the protection from pirates may be left rigged in position if it does not obstruct or interfere with the following.

- Pilot Boarding Areas.
- Mooring areas for safe Mooring Operation.
- Tugboat Operation Area.
- All of them Exit Routes from Accommodation, including Navigation Bridge to Survival Craft, Emergency Headquarters and Emergency Generator Room.
- In safe Operation during loading/discharging.
- Use of all lifesaving appliances and fire-fighting equipment.

### 3.1.44 Responsibility for Damage to Facilities

All users of the Port, including vessels, their Owners or their agents, stevedores, contractors and subcontractors shall be responsible for any damage/s whatsoever and howsoever caused resulting from their use of berths, premises or any of the Port facilities or of equipment provided by the Port. Damage shall include any pollution or other forms of harm to the environment.

Port Authority reserves the right to repair, or otherwise request to be repair, or remove pollution and/or rehabilitate the environment, all such remedial measures shall be at the expense of such users, agents, contractors, or subcontractors. The Port may detain any vessel or other watercraft responsible for such damage until a suitable form of guarantee is furnished to cover the cost of the repair/s, clean up or rehabilitation.

### 3.1.45 Restrictions

All vessel movements in the HAMAD port should be suspended whenever the visibility reduces to less than 500 m or wind speed exceeds 30 knots, the actual decision to berth or un-berth a vessel depends on prevailing conditions which can only be assessed by the Pilot and the Master.

Weather Parameter:

- Wind (Harbor/Channel) NW/SE > 30 knots
- Visibility (Harbor) 0.5 nm
- Visibility (Channel) 1.0 nm

### 3.1.46 Right of Way

Deep Draft vessels have the right of way.

### 3.1.47 Overboard Valves

Overboard discharge valves on the bilge should be firmly closed and locked. Where the indicated valves are hydraulically powered then a suitable means of preventing accidental operation shall be arranged.

During the Vessel's stay in the Port, all overboard discharge valves shall be monitored to ensure that no polluting substances are released.

Water discharges (e.g. cooling water) shall not be directed onto or over the terminal.

### 3.1.48 Shipside De-Rusting and Painting

De-rusting or painting of ship's hull is not permitted.

Painting of vessels name, port of registry or IMO number at stern or load line marks may be granted under exceptional case, but upon approval and permission from Port Authority.

### 3.1.49 Ship to Ship Transfer

The ship-to-ship transfer of cargo, bunkers, water, stores, provisions or any other materials and equipment, in the Port, or within the Port Limits is strictly prohibited without the written permission of the Port Authority. Approval from Coast Guard is required (if the vessel is at anchorage).

### 3.1.50 Stores, Fresh Water, Bunker (MGO) Fuel, Provisions and Spare Parts

Hamad Port being the upcoming developing Port provides such facilities to those vessels, which are engaged in operation at Hamad Port. Provisions and stores can be supplied at anchorage and at some selective berths, whereas fresh water and MGO can only be supplied alongside at some selective berths via road trucks.

Supply and delivery shall be concurrence with cargo operation or if the delivery of spares or provision is required at anchorage area, the agent can request Port Marine Units service.

### 3.1.51 Ship Stability

All vessels berthing or sailing to/from Hamad Port must always have acceptable positive stability.

### 3.1.52 Sulphur Content & Use of Scrubbers

As per Annex VI, Reg 14 of International Convention for prevention of Pollution from ships (MARPOL) which came into force on 01st Jan 2020, all ships to meet the new requirements of LSFO (0.5% m/m) on and after the date of enforcement by using low Sulphur in marine "fuel oil used on board".

All vessels arriving at Hamad Port shall meet the above requirement.

Only Closed Loop Scrubbers are recommended at Hamad Port. If a vessel is employing open loop scrubbers, then the wash water should be retained onboard.

Also, as per Qatari Environmental Law, wash water originated from the open loop scrubbers, containing chemicals and /or metals are PROHIBITED to be discharged in Qatari waters.

### 3.1.53 Telephone Services

No telephone service is available at berth or terminals.

### 3.1.54 Tug Services for Berthing/Unberthing

All towage operations within the Port Limits shall be performed by tugs provided by the Port Authority. Tugs lines are used during normal operations.

Recommended Minimum Tugs:

Number of tugs to be deployed as minimum as per below recommendation.

| LOA ≤ 150m<br>With bow thruster | LOA ≤ 150m<br>without bow thruster | LOA ≥ 151m and ≤ 300m | Loa>300m |
|---|---|---|---|
| 02 TUGs, (1 Tug mandatory, 2nd if required by Pilot | 02 TUGS (mandatory) | 02 TUGS (mandatory) | 03 TUGS (2 Tugs mandatory, 3rd if required) |

Above protocols are always subject to the individual Pilot's assessment of the prevailing conditions at the time and the Pilot may ask for less or additional tugs, his decision shall be final and binding on the vessel.

### 3.1.55 Tug Stand-By

Any request for the services of a stand-by tug or additional tugs shall be directed through 'Port Control (VTS)' on channel 14/16. The scale of charges for tug services is mentioned in the Port Tariff.

### 3.1.56 Unauthorized Craft

No unauthorized vessel or watercraft can enter any terminal or to come alongside or Remain alongside in port. The authorization for any craft going alongside any vessel at the terminal must be obtained from the Port Authority. Operators of these craft shall be familiar with safety rules and regulations applying to the vessel and the terminal.

### 3.1.57 Underwater Inspection/Cleaning

Under water diving/inspection:

"No objection" from Port Authority for vessels intending to carry out underwater diving/inspection when required.

Vessel can obtain approval of underwater inspection from Port Authority through their agents.

Diving and underwater inspection may only be carried out once the Port has issued the "Permit to work". For any underwater inspection Port diver or Diving supervisor will be appointed by Port authority to monitor such activity and will be chargeable as per the tariff.

The Port shall be informed when the work is commenced and completed.

Underwater Cleaning:

Underwater hull and propeller cleaning, is not permitted within the Hamad Port limit

Underwater hull and propeller cleaning may be carried out at outer anchorage, outside the boundaries of the Hamad Port limits after obtaining necessary approval from appropriate State authority.

### 3.1.58 Unlawful Conduct:

No Port User shall engage in any unlawful conduct.

### 3.1.59 Vessel Age Limitation

The maximum age limit for vessels calling Mwani Ports is set to 25 year, from the year of built. Vessels more than 25 years old require approval from the Port Management.

### 3.1.60 Vessel Speed Inside Channel

Vessels Transiting through Hamad Port Channel are required to maintain minimum of 10knts to avoid current affect. For the vessels with the speed of less than 10knts, an escorting Tug/s will be deployed for safe channel transit (depending on weather condition).

### 3.1.61 Vessel Detention and Clearance

Subject to below and after prior consultation with the National Authority, Mwani Qatar may at any time launch proceedings, in compliance with the applicable National law, for detention of a Vessel or goods carried on a Vessel if in the opinion of Mwani Qatar, the Owner or person in charge of the Vessel or the goods has, by way of commanding or managing the Vessel or goods, violated a provision of the Port Regulations, or any direction or rule made pursuant to them.

Mwani Qatar may, at any time launch proceedings, in compliance with the applicable national law, for the detention of a Vessel or goods carried on a Vessel if in the opinion of Mwani Qatar:

A. A fee, charge, penalty, due or damage compensation is due and payable imposed under the Port Regulations.
B. A person is killed or bodily injured, or a facility, infrastructure, equipment, installation or other property owned or managed by Mwani Qatar, or that is owned or managed by an operator having entered into a contract, lease or concession with or having obtained a License from Mwani Qatar, has been damaged including damage to the environment, by the Vessel or cargo or by fault or negligence of a crew member of the Vessel who was acting in the general course of employment or was acting under a specific order of the master of the Vessel or officer;
C. Where, during the term of the detention order, the Master or Owner of the Vessel gives an order for the Vessel to depart from the port in which it is detained.
D. No person to whom a detention order is addressed in a Port under the Port Regulations shall, having received the order, given clearance of the Vessel to which the order applies.
E. No Vessel in a port shall leave without having first received a Port clearance document, duly endorsed by Mwani Qatar.
F. The Owner, Master or Agent of a Vessel that gives an order for a Vessel detained by Mwani Qatar to depart Port shall be liable to a penalty.
G. The person to whom a detention order is addressed who have received the order, gives clearance of the Vessel to which the order applies shall be liable to a penalty.

### 3.1.62 Permits

All vessels can carry out ancillary services listed below by obtaining approval from Port Authority using Mwani Port Community System.

- Hot Work
- Garbage/Sewage Disposal
- Oil/Sludge Transfer
- Engine Immobilization
- Life/Rescue Boat Lowering
- Painting
- Diving

### 3.1.63 Waste

All waste removal and collection must be coordinated by the vessel's agent through Waste Collection and Transportation Services Provider permitted to carry out activities at Ports managed by MWANI QATAR including garbage, oily water/bilge fluids, grey water, black water, and hazardous material.

### 3.1.64 Stowaway

Any vessel calling the Mwani Ports which has on board a stowaway/s, is required to notify Port Authority about the stowaway/s at least 48Hrs. prior entry into port limit.

The Master must ensure that all stowaway/s are in a secure compartment to prevent them from escape while the vessel is in Port.

The following documents are required to be submitted by the Master before Arrival:

1. Stowaway details form
2. Letter of Guarantee

The following documents are required to be submitted by the Master before Departure:

1. Pre-sailing letter of confirmation

A vessel may be granted clearance to sail, once the Police and Immigration officials have verified that the stowaway is still on board.

### 3.1.65 Vessel Lay-Up

Lay-up can be allowed for the vessels after approval from the Port Management.

The owner, Agent or representative must submit following requirements,

1. Formal request letter for Lay-up including the following,
    a. The certificates and Insurance of the vessel to be valid for the whole period of stay inside the Port.
    b. A letter from P&I required to confirm that the laid-up vessel is covered for oil pollution, wreck removal, salvage cost and third-party liability,
    c. Agent should ensure that a letter of Undertaking is submitted to Port Authority that they are responsible for all port dues.

d. The estimated time the client intends to keep vessels in lay-up condition.

2. The crew as per minimum safe manning certificate to be on board for vessel safety. The crew should monitor all aspects of the vessel from time to time to avoid any unforeseen circumstances.
3. It is always advised to use extra mooring lines during rough weather and strong winds.
4. In case of any emergency, the vessel crew should immediately report to Mwani VTS and HSSE team to take early necessary action.
5. For any activity onboard which require Port approval the permit for same should be obtained before starting of activity and start and end time of activity to be reported to Hamad VTS on VHF channel 14.
6. The vessel should always keep listening watch on Channel 14.
7. Class and Flag State of the vessel to be notified by the owners and obtain approval for such operation.
8. The Ministry of Transport and Communication should be notified.
9. The lay-up operation subject to the availability of the berth.

### 3.1.66 Under Keel Clearance Rules

The vessels arriving at Hamad Port should have 1m of UKC.
The control depth of the navigation channel is 15m at chart datum.
The maximum unrestricted draft for transit is 14m at chart datum.
The average tide range is 0.3m-1.8m

## 3.2 Arrival and Departure Procedures

### 3.2.1 General arrival and departure requirements

Vessels are required to inform HAMAD Port (through the nominated local marine agents) through PCS and Email of their E.T.A. at Mishut Light Buoy at least 48 hours prior arrival and confirm the ETA 24 hours prior to their actual arrival. When the vessel is in VHF range, vessel shall contact HAMAD Port VTS on VHF Ch. 14 or 16 and update their ETA.

Vessel documents required to be updated in PCS at least 48 hours prior arrival.

I. Uniform Vessel Pre-Arrival Notification
II. Uniform Pre-Arrival as per ISPS
III. Uniform Waste Collection report
IV. Ballast Water Declaration
V. Voyage Memo
VI. International Ship Security Certificate
VII. Insurance coverage Letter
VIII. P&I Insurance certificate (Covering third party liability, oil pollution and wreck removal)
IX. Registry Certificate

X. Certificate of Class
XI. International Tonnage Certificate
XII. International Load Line Certificate
XIII. Crew List
XIV. Valid Towing certificate (For Combinations)
XV. Any deficiency reports

The documents in respect to cargo must be in possession of Port HAMAD authorities at least 48 hours prior vessel arrival, Vessels will not be permitted to enter Hamad Port without receipt of all required documents.

**First VHF Contact on Ch- 14**

The first contact through VHF should include the following information.

i- ETA to Mishut Buoy and Wakrah Buoy
ii- Arrival draft forward and Aft
iii- Last Port and Next Port
iv- Cargo to discharge and load
v- Availability of Hamad Port approach charts 3789 and 3787 or SOLAS approved Ecdis.
vi- Any deficiency in vessel

### 3.2.2 Arrival Check List

All commercial vessels and all pleasure crafts that are proceeding to an anchorage or terminal within the port, should give as much notice as possible of arrival and ETA by submitting all required documents.

Other arrival requirements are outlined in the following checklist.

| S.No. | Time | Report | To | Through | By |
|---|---|---|---|---|---|
| 1 | ETA 48 hours' notice | Pre-Arrival Notification reports and vessel documents | Hamad VTS | PCS/PMIS | Agent |
| 2 | ETA 24 hours' notice | Firm ETA to Pilot Station | Hamad VTS | PCS/PMIS/Email | Agent |
| 3 | ETA 3 hours | Confirm vessel ETA to Mishut Buoy and Wakrah Buoy | Hamad VTS | VHF Ch-14 | Vessel |
| 4 | ETA 1-hour notice | Confirm ETA to Mishut buoy and Wakrah Buoy | Hamad VTS | VHF Ch-14 | Vessel |

### 3.2.3 Departure Check List

All the vessels alongside Hamad port container terminals the cargo completion details are being timely shared with Hamad VTS by CT, Vessels on Non containerized terminal should update of their cargo completion to Hamad VTS.

Refer to below checklist for departure requirements.

| Container Terminal | | | | | |
|---|---|---|---|---|---|
| S.No. | Time | Report | To | Through | By |
| 1 | After vessel berthing | 1st ETC update | Hamad VTS | PMIS/Email | CT |
| 2 | 2 hours before completion | 2nd ETC update | Hamad VTS | PMIS/Email | CT |
| 3 | At cargo completion | Confirmation and ETD | HAMAD VTS | PMIS/Email/ VHF Ch14 | CT/Vessel |
| 4 | Gang on shore | Vessel readiness for departure | HAMAD VTS | By Email/VHF Ch-14 | CT/Vessel |

| **Non-Container Vessel** | | | | | |
|---|---|---|---|---|---|
| S.No. | Time | Report | To | Through | By |
| 1 | ETC 12 Hrs. | 1st update on estimated time of cargo completion | Hamad VTS | VHF Ch-14 | Vessel |
| 2 | ETC 6 Hrs. | 2nd update on estimated time of completion | Hamad VTS | VHF Ch-14 | Vessel |
| 3 | ETC 3 Hrs. | 3rd update on estimated time of completion | HAMAD VTS | VHF Ch-14 | Vessel |
| 4 | ETC 2 Hrs. | Vessel Agent to process all departure documents and clearance | HAMAD VTS | PCS/VHF Ch-14 | Agent/Vsl |
| 5 | ETD 1 Hrs. | Vessel agent to book departure Pilot | Hamad VTS | PCS/Email | Agent |

### 3.2.4 Ballast water information

The discharge of only “clean” ballast water from Segregated Ballast Tanks (SBT) is permitted.

All ballast water, other than that contained within SBT, shall be retained on board.

Every vessel must exercise utmost caution during the process of ballasting and de-ballasting.

On February 8th, 2018, the State of Qatar officially joined the Ballast Water Management Convention, becoming the latest state to sign up to the International Maritime Organization's (IMO) BWM Convention.

The State of Qatar's ratification of the convention took effect on May 8th, 2018.
All ships, regardless of their flag, that call at Hamad Port will be required to exchange and/or treat all ballast water acquired outside the Regional Organization for Protection of Marine Environment (ROPME) sea area if they intend to discharge it within the ROPME sea area.

Any vessel that fails to exchange ballast water outside the RSA area will not be permitted to discharge ballast water at Hamad Port.

Ballast water treated with ballast water treatment system approved by the vessel's Flag State administration and/or Classification Society, is exempt from the exchange requirement.

Ballast water obtained within the ROPME sea area is not required to be exchanged or treated.

Vessels must carry an approved Ballast Water Management Plan on board and adhere to the ROPME Sea Area Ballast Water Reporting System.

Vessels are required to maintain a Ballast Water Record and Handling Log, in accordance with IMO standards.

As per ROPME requirements vessels must conduct a ballast water exchange and sediment removal program in accordance with the IMO Ballast Water Management Convention, which may be:

a. Sequential method: Emptying and refilling each tank.
b. Flow-through method or dilution method.
c. Utilization of a ballast water treatment program approved by the vessel's Flag State Administration.
d. Options (a) and (b) must be carried out in open ocean waters beyond the ROPME area and at a minimum distance of 50 nautical miles from the nearest land, in water depths of at least 200 meters.

Considering the provisions of Regulation B-4 of the Ballast Water Management Convention, the following guidelines should be followed:

a. Vessels arriving from outside the ROPME Sea Area should undertake ballast water exchange enroute in water over 200 nautical miles from the nearest land and in water at least 200 meters depth.
b. If this is not possible for safety reasons, then vessels should be expected to make minor deviations to areas within the 200 nautical miles limit that can be identified as discharge area, so long as such areas are more than50 nautical miles from the nearest land and in waters of at least 200 meters depth.
c. If this is not achievable, then the ship shall provide the respective authority with the reason why she has not done so, and further Ballast Water Management measures may be required, consistent with the Ballast Water Management Convention and other international laws.

## 3.3 Movement and Traffic Procedures

### 3.3.1 Introduction

Hamad Port VTS has jurisdiction over the safe movement of all vessels within Hamad Port pilotage area.

The power to regulate vessel traffic, issuing of permits in the Hamad Port is conferred upon the Harbor Master and through him upon all VTSO's/VTSS's.

The scheduling of ship movements is initiated at VTS after receiving the berthing request from the vessel agent and confirmation from the terminal operator.

### 3.3.2 Vessel Traffic Service (VTS)

VTS is delivered from the VTS Control Tower and is manned 24 hours by trained and qualified vessel traffic service operators, under the command of Head of VTS and Harbor Master.

The VTS center has VHF radio, telephone, and email services for administrative and emergency purposes.

| Department | Telephone | Email |
|---|---|---|
| Hamad VTS | +974 4045 3222 | hamadport.vts@mwani.com.qa |

### 3.3.3 VTS role

Hamad VTS offers Information Service (INS) and Traffic Organization Service (TOS) in accordance with Local and International Maritime Organization guidelines within Hamad Port Limits.
Hamad Port VTS will:

**a.** Monitor and regulate navigation of vessel and ensure that the statutory regulations and guidelines are followed.
**b.** Provide vessels using Hamad Port with the necessary information, advice, or direction to achieve a safe passage in, through and/or out of the harbor.
**c.** Collate and disseminate information to all port-users acting as a link between the vessels and those concerned with their movements within or transiting through Hamad Port Limit.
**d.** Where necessary communicate the directions of the Harbor Master or delegate.
**e.** Carry out the role of first contact in Emergencies and Incidents, which may lead to the activation of emergency plans.

### 3.3.4 Language

English language is to be used in all communication.

### 3.3.5 Voice recordings

All radio communications with the VTS on the channels monitored, are recorded. Access to the recordings is controlled by the Port Management.

### 3.3.6 VTS radio communications

Any Vessel in Hamad Port limits is not to move unless a satisfactory communication is established with Hamad VTS.

The Hamad Port VTS call sign is 'Hamad VTS'.

| Communications Channels | Call sign | Service |
|---|---|---|
| VHF channel 16 | User | Initial call and emergency channel |
| VHF channel 14 | Hamad VTS | Port VTS Channel |

| | | |
|---|---|---|
| VHF channel 06, 09, 13 and 71 | User | Pilots and tugs working channels |
| VHF channel 24 | Doha Radio | Weather and navigational warnings |

### 3.3.7 Reporting requirements

**a. Arrivals**

All vessels over 24 meters LOA approaching, entering, transiting, and clearing Hamad Port Limits must communicate the following information to VTS on VHF channel 14:

**b. Three hours prior arrival**

- Vessel name
- Vessel type
- Vessel has any defects - details of damage or defects
- ETA
- Draft
- Last & Next Port

**c. Arrivals – Anchoring**

Vessels going to anchor at designated areas are to give anchorage position and anchor time.

**d. Departures**

All ships departing from berth or anchorage to sea must contact Hamad VTS as follows:

- Half an hour before departure confirming estimated time of departure and declare if the ship has any defects that could affect the safety of navigation or the environment.
- Upon weighing anchor, giving time of anchor aweigh and giving estimated time of arrival at the Pilot station (if inbound) or ETA to destination (If sailing out).

### 3.3.8 Booking a vessel movement

When an agent is advised by his principal that a ship is bound for Hamad Port then the agent shall book the vessel through PCS at least 48 hours prior to the movement.

The use of the PCS is mandatory for notification of the arrival and subsequent movements of a vessel. Request of any shifting movement and departure information are to be submitted at least 2 hours prior to the start time in a similar manner to the above.

### 3.3.9 Pilotage

All Ports Waters are compulsory pilotage areas. Unless operating under the provisions of an exemption issued by Mwani Qatar, no Vessel exceeding a length of 24 meters shall enter, leave, or proceed in a Port without securing the services of a Licensed Pilot.

Mwani Qatar may deny pilotage service to a Vessel on request due to:

**a.** Adverse weather, navigational and traffic conditions.

**b.** Failures or deficiencies in the structure, safety equipment or steering or propulsion systems of a Vessel.

**c.** If, without reasonable cause, the person in charge of the Vessel fails to provide safe boarding and disembarking facilities for a Pilot.

### 3.3.10 Pilotage Exemption

For obtaining Pilotage exemption certificates for the Masters of Offshore supply vessels and Tugs boats, the concern agent may contact Port VTS.

### 3.3.11 Dead ship Shifting

Request for a dead ship shifting to any other berth within the port will be assessed on their merits and final decision will be made by Harbor Master.

Berthing or Sailing of dead ship to or from Port is not allowed.

### 3.3.12 Movement scheduling

**a. Confirmation of schedules**

On receipt of a movement booking through PCS, VTS will cross check other movements and terminal schedules.

**b. Schedule changes**

Agents are to update vessel Estimated time of arrival (ETA) through PCS minimum 24 hours prior to arrival. Changes made after the cut off time (8Hrs prior declared arrival) must be made through PCS and confirmed by telephone to VTS

**c. Prioritizing of ship movements**

Below mentioned priority list will be followed.

1. Passenger
2. Livestock
3. Container window (displayed on the berth plan) or priority
4. RORO
5. Container non-window (displayed on the berth plan)
6. General cargo
7. Bulk carrier

The confirmation of all movements is the responsibility of VTS, who will ensure that all ships should move through the port efficiently and safely.

**d. Tide restricted ships**

Where a ship is restricted by draft to a narrow tidal window, it will usually be given priority.

**e. Passenger ships**

Passenger ships operate on fixed schedules that are booked months in advance; where possible, their schedules will be adhered to.

**f. Naval ships**

Naval ships are expected to observe the commercial considerations and procedures of the port.

### 3.3.13 Mooring

The mooring configuration will be in accordance with the instructions of the Ship Master and the attending Pilot. It is essential to use ropes/mooring hawsers of good quality and load tested for mooring.
Mixed moorings is strictly prohibited at all berths.
Vessels must be moored to the complete satisfaction of the Master.
Furthermore, vessels should always be prepared to add additional moorings as requested by the Port Authority, particularly when weather conditions change.

### 3.3.14 Mooring requirements

Master's should promptly increase the number of moorings should they feel it is prudent to do so.
The Mooring lines are to be in good condition.
Ropes turned up on the winch drum and backed up on bitts are not acceptable.
Mooring ropes with dedicated winch drums must be spooled in the correct direction on the winch drum.
Mooring lines used in a common direction shall be of similar breaking strength, elasticity, and material.
Mixture of wire and synthetic ropes in the same direction is not accepted.
On completion of mooring, winches should be disengaged with the brakes 'hardened up'.
Winches should "NOT" be left on 'automatic tension',
It is the Master responsibility to ensure the following:

a. The vessel is securely moored according to the plan and current weather forecast,
b. A vigilant watch is maintained with sufficient and proficient personnel to tend to the moorings, preventing slack or excessive tension and unnecessary
c. vessel movement.
d. Continuously monitor weather forecasts during the vessel's Port stay and take appropriate action in anticipation of deteriorating weather.

e. The shipboard personnel shall undertake regular checks of the moorings.
f. The master shall remain ultimately responsible for ensuring the integrity of the vessel's moorings, and failure to adequately tend the moorings will be considered a violation of the Port Regulations, resulting in appropriate action taken by the Port.

### 3.3.15 Anchoring

Ships are only to anchor in the area assigned by VTS. Upon anchoring, ships are to advise VTS of their anchoring time and position. Ships at anchor in the area are to maintain a continuous listening watch on VHF channel 14 and to report to VTS if dragging their anchor.

Ships are not Permitted to Immobilize Main Engines without the written approval of VTS.

### 3.3.16 Detained Vessels

Confirmed bookings for vessels under Port State Control detention will not be accepted until clearance from MOTC is received.

### 3.3.17 Anchorage areas

Two Waiting Anchorage areas are designated for Vessels calling at Hamad Port:

Area "A" for vessels with big draft more than 8 meters waiting berthing. Area bounded by the following coordinates:

Lat. 25°17.'4 N Long 051°50'0 E
Lat. 25°21'0 N Long 051°50'0 E
Lat. 25°17'4 N Long 051°46'4 E
Lat. 25°21'0 N Long 051°46'4 E

Area "B" for vessels with draft less than 8 meters. Area bounded by the following coordinates:

Lat. 25°21'1 N Long 051°44'27 E
Lat. 25°18'0 N Long 051°44'27 E
Lat. 25°21'1 N Long 051°42'28 E
Lat. 25°19'0 N Long 051°33'68 E

Emergency Anchorage: Mike 1 (M 1) Anchorage:

There is anchorage area marked M-1 in between the east and the west channels, south of Wakrah buoy which can be used only during emergencies like poor visibility, vessel breakdown, etc. Hamad Port Control (VTS) must be notified about the situation.

### 3.3.18 Inward bound vessels

Vessels are required to obtain clearance to anchor at the Outer Anchorage and to proceed south of the Mishut Buoy towards west channel for Hamad Port. Thereafter the vessels shall report passing Wakrah buoy, Hull buoy and access channel buoy 31.

Pilot will advise boarding position, speed, and other requirements on VHF Ch-14.

### 3.3.19 Outward bound vessels

Vessels are required to obtain clearance to proceed from the berth or anchorage location and subsequently report-passing buoy 31, Hull Buoy, Wakrah Buoy and Mishut Buoy.

Disembarkation position of Pilot may vary and will be finalized by the Pilot and Master depending on traffic and weather condition.

### 3.3.20 Shifting vessels

All vessels when shifting must inform Hamad Port VTS on Ch 14, indicating where they are situated within the Harbor and where they intend to move to and at what time. Hamad Port VTS will make them aware of any traffic movements likely to take place.

Agent must ensure that the same is requested through PCS.

Except to prevent imminent hazard to the vessel or its crew, no vessel will reposition itself within the port without having a pilot onboard.

Shifting along the Berth: The maximum distance a vessel may shift without a pilot is 30 meters.

Vessel may shift without a pilot provided:

- Approval is received from the Terminal Operator
- The berth is free from encumbrances (i.e. cranes, gangways, etc. are moved clear)
- The master is on the bridge in overall charge
- Main engines are on standby and ready for immediate use
- Linesmen are employed
- There are two headlines and two stern lines and one spring each end under tension
- Port Control (VTS) is notified at the commencement of any shift and at its completion by VHF.
- The shifting is along a continuous uninterrupted stretch of berth and is restricted for a distance not exceeding 100m.
- The shifting has been booked with VTS by the ship's agent through PCS
- The master confirms the ship's ability to safely conduct the maneuvers by submitting Letter of Undertaking (LoU).
- The ship's lines are always ashore.
- The master is to advise VTS of the time of commencement of the shifting and the time when the vessel is made fast again.

- Wind to be 15 knots sustained or less.
- Weather and tidal conditions to be favorable.
- Any removal that requires the use of a tug and/or main engines or a shifting distance is greater than 100m will require a Pilot to conduct the shifting.

In certain circumstances, due to weather conditions, tide, current, distance of shift, characteristics of vessel or where main engines are to be utilized, the authority may ask to use tugs and/or a pilot. However, nothing in these procedures relieves the master of the vessel from his obligations for safety, following additional precautions as would be required by the normal practice of seamen or from employing a pilot and tug(s) if he so requires. These procedures are to be considered the minimum requirements for shifting.

### 3.3.21 Spacing Between Vessels

Two-way traffic route in the west channel. No fixed regulation for spacing, follow instruction from Hamad Port VTS.

### 3.3.22 Channel and Approach

- The access to Hamad Port is through the West Channel starting from the FWB in Position 25° 09`.52" N 051° 41`.51" E with length 6.5 N.M and width 500 m, near the channel buoy Number WH11, Hamad Port approach channel is heading direct to the Port basin with distance about 5.5 NM and width 300m
- Channel is dredged to -15 m at the CD.
- Bending Angel of The Channel about 50 degrees from West Channel to Hamad Port Access Channel with width of 1,100 m for the turn.
- Permitted Max Draft in the channel 14 m.
- Location of turning circle is at the entrance of Port basin with width 800 m.
- Depth of Turning circle is 17 m
- Thirty-three buoys mark the channel.
- Distance between buoys in West Channel is 1 mile, Hamad Port Access Channel 0.5 mile.
- Character of seabed is Hard Limestone.

### 3.3.23 Reporting

Master and Pilot are to communicate with Hamad VTS on Ch- 14 at the reporting points to advice for position, situation, and time.

In accordance with STCW 95 section A VIII/2 part 3-1 : 49 & 50 & ISM code " The Bridge team Is to continuous monitor ship's Progress proceeding according to the agreed passage plan and immediately bring to the attention of the pilot an un-Schedule deviation or nonstandard operation procedure.

## 3.4 Pilotage

### 3.4.1 Vessels that require a pilot

Pilotage is compulsory for:

- A vessel with LOA 24 meters or more unless granted exemption from Port Authority
- A vessel towing another vessel where the combined length of the vessels is 100 meters or more
- A vessel whose owner or master asks for the services of a pilot
- A vessel whose master is directed by the Harbor Master to use the services of a pilot.

### 3.4.2 Pilotage area

Refer to BA Chart 3789

### 3.4.3 Pilotage Service

Hamad Port provides Pilotage services 24 hours a day.

### 3.4.4 Pilot boarding ground

The Pilot normally boards the inbound vessel about 1.5 NM NNE of the FWB near the position 25°10'.7N, 051°42'.8E near the Wakrah buoy. However, depending on weather conditions or other vessel traffic, the Pilot may request the vessel to proceed to a different location for pilot boarding.

Hamad Pilot may decline to board the vessel if the Master is not able to comply with the approved Pilot boarding arrangements in accordance with The International Convention for Safety of Life as Sea (SOLAS 2004) Chapter V Reg. 23 and Annex 21 IMO resolution A889 (21) (1999). Mechanical / Automatic Pilot hoists are not accepted for pilot boarding in Hamad Port.

The Master-Pilot Information Exchange should be completed prior transit with pilot onboard.

### 3.4.5 Pilot boarding arrangements

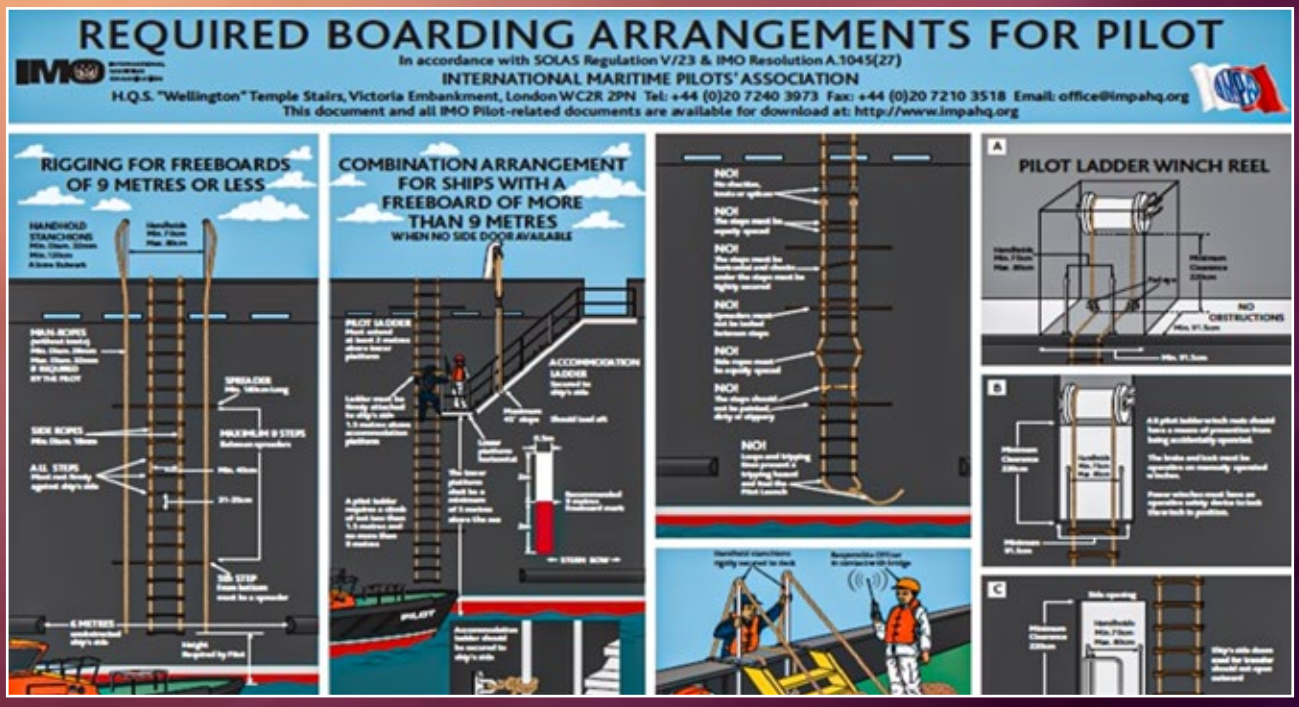
The pilot boats have the word 'PILOT' in black on both side of the main superstructure and exhibit the standard pilot boat signals.

Pilot transfer instructions will be advised to the ship prior to the pilot boarding by VTS/Pilot.

The instructions may include:

- Pilot boarding time
- Restrictions/requirements
- Boarding position
- Boarding speed

The pilot boards the vessel by the pilot ladder or together with the combination depending upon the freeboard. The Pilot ladder or the combination always to be rigged on the lee side, 1.5m




IMO BOARDING ARRANGEMENTS FOR PILOT

## 3.5 Work permits

### 3.5.1 General

Certain vessel activities are regulated through a system of permits. Request should be submitted through PCS. Ship masters must comply with all requirements specified in the permit. Works requiring permits include:

- Immobilizing main engine/s (Miscellaneous)
- Fresh Water (Miscellaneous)
- Painting (Controlled Activities) (Miscellaneous)
- Lifeboat drills (Miscellaneous)
- Oil transfer
- Hot Work
- Garbage
- Diving

### 3.5.2 Permit Approval Process

| Permits | Document No | First Approval | Second Approval | Final Approval |
|---|---|---|---|---|
| Miscellaneous | MQ-F-0301-07 | Terminal Ops | HSSE | VTS |
| Oil Transfer | MQ-F-0301-08 | Terminal Ops | HSSE | VTS |
| Hot work | MQ-F-0301-06 | Terminal Ops | HSSE | VTS |
| Garbage | MQ-F-0301-17 | Terminal Ops | HSSE | VTS |
| Diving | MQ-F-0301-10 | HSSE (For notification/ security clearance only for third party requests) | Diving Department | VTS |

# 4 QTerminals General Information

## 4.1 Safety Inside Terminal

Terminal users should comply with QTerminals safety rules and regulation, following bullet points are some of the basic Terminal safety requirements that to be followed:

- Appropriate Personal Protective equipment (PPE) must be worn inside the terminals (Helmets, safety shoes and reflective vest as a minimum requirement).
- Do not walk, stand, or work underneath a Suspended Load.
- Do not stand/work nearby moving equipment or vehicle.
- The maximum speed limit is 30 Kmph inside Terminals.
- Alcohol or Illegal drugs and its usage are strictly prohibited in the port.
- Smoking is allowed in designated smoking areas only.
- The use of impairing devices e.g. phones, earphones, is prohibited in operations areas.
- Only park in designated parking areas.
- Entry of unauthorized vehicles/personnel is prohibited.
- Comply with all posted safety signs.
- In case of any emergencies, follow instructions given by the area warden.
- Maintain minimum 5-meter distance from a moving vehicle.
- Must wear seat belt while operating an equipment/vehicle.
- All personnel to attend HSE Induction prior to start work/visit.
- Obtain permission from Vessel supervisor if anyone requires boarding a vessel or entering operations area.
- No pedestrians allowed inside working/operations zones of terminal.
- Wear a personal flotation device if walking/working nearby the quay edge.
- Follow the terminals traffic management plan.
- Wear personal fall arrest system when working at or above 1.8 m height.

### 4.1.1 QTerminals Emergency Contact Numbers

| External Emergency Services | Phone Number |
|---|---|
| Police/Ambulance/Civil Defense | 999 |
| Port Gate Police | 40453195 |
| Vessel Traffic Service (VTS) | 40453222 |
| Civil Defense Hamad Port | 40453583 |
| Mwani Qatar HSSE | 66132624 |
| Terminal Security Coordinator | 30706011 |
| **Internal Emergency Services – CT** | **Phone Number** |
| Chief Warden CT1 (Terminal Director) | 50053993 |
| Deputy Chief Warden (CT1 Operation Superintendent) | 50163352 |
| HSE CT1 24/7 | 66729295 |
| Terminal Security CT1 24/7 | 33085716 |
| Clinic/Nurse CT1 | 40445193 |
| CT1 HSSE Supervisor | 55786135/40445401 |
| **Internal Emergency Services - NCT** | **Phone Number** |
| Chief Warden NCT (Terminal Director) | 40445200 |
| Deputy Chief Warden (NCT Operation Superintendent) | 40445213/50926874 |
| HSE NCT 24/7 | 55866784 |
| Terminal Security NCT 24/7 | 33087399 |
| Clinic/Nurse NCT | 40445193 |
| NCT HSSE Supervisor | 77180026/40445402 |

## 4.2 IMDG General Rules

- All import and export DG containers/cargo should have Terminal approval from DG desk to accept containers/cargo at Hamad Port, after obtaining EPC approval or any other pre-requisite documents.
- SDS copy must be submitted by line/consignee/shipper before vessel/container arrival.
- Ensure that all containers and cargo are in good condition prior handling, closed and properly labeled.
- Containers with undeclared, poorly stowed, or incorrectly packaged goods will receive misdeclaration fine as per tariff.
- Container, Cargo, or packages with missing, wrong, incomplete labelling and IMDG violation will receive misdeclaration fine as per tariff. Hazardous Cargo permissible days in warehouse is 30 days, Consignee should clear container/LCL cargo "either delivery or re-export" from container terminal/warehouse within permissible days.
- All IMDG Export containers/cargo to be accepted as in-direct delivery and to be stored in yard/warehouse for maximum 3 days.
- All IMDG Transshipment containers/cargo to be handled subject to pre-approval from QTerminals Operations.
- IMDG officer to keep follow up with consignee to release hazardous container/LCL cargo starting from first week, Terminal Director have the rights to suspend further IMDG pre-approval for respective customer in case to case basis.
- IMDG Classes under Direct Delivery method,
  - Direct delivery trucks token activation will be activated on the terminal gates only upon vessel berthing alongside, planner will priorities the vessel bays that contain IMDG Direct delivery containers.
  - Consignee truck should be available upon vessel arrival.
  - Class 1 must have either MOI or Military pre-approval.
  - Class 7 must have either MOI or MME pre-approval.
  - In case of truck not available for collecting IMDG direct delivery, container will retain onboard to port of loading.
- Customers that are delaying the IMDG clearance should be investigated by the concerned authorities to study revoking his license of import or penalized as per law.
- In case of import LCL container with hazardous the following rules shall apply:
    - Cargo agent to provide container manifest before container arrival at least by 2 business days to avoid retain IMDG container onboard.
    - Cargo agent must ensure all Hazardous BL are approved by QTerminals.
    - In case IMDG LCL container have any unapproved BL, the terminal has the rights to retain container onboard.
- Empty tanks are accepted on indirect delivery basis with provided a Clean Tank Certificate for Importation and Indemnity letter certificate for an Exportation.
- No DG approval require for Transshipment containers except class 1 and 7, Notification from shipping line / vessel operator should notify to terminal by email prior to load containers onboard from last port with necessary documents such as MSDS and cargo manifest.
- On board IMDG container's SDS/manifest not required unless Terminal request for the same.

- Any abnormality should be reported as per Management agreed hierarchy.
- Contact between incompatible chemicals poses a serious fire risk. Proper handling and storage procedures should be followed according to IMO segregation table and chemical storage compatibility table.
- For direct delivery containers, containers to be temporary offload in IMDG yard following segregation table till deliver to external trucks "in case of non-availability of external truck, container to return on board to the planned loading bay".

IMDG Direct Delivery containers list for FCL Containers

| Ser | IMDG Class | UN Number | PSN / CLASS Description |
|---|---|---|---|
| 1 | 1 | All UN numbers | Explosives |
| 2 | 2.1 | UN 1057 | Lighters or lighter refills containing flammable gas |
| 3 | 2 | UN 2037 | Receptacles, small, Containing Gas (Gas Cartridges) without a release device, non-refillable |
| 4 | 2.3 | UN 1016 | Carbon Monoxide, Compressed |
| 5 | 2.3 | UN 1660 | Nitric Oxide, Compressed |
| 6 | 2.3 | UN 1079 | Sulphur Dioxide |
| 7 | 3 | All UN Numbers Except UN 1133, UN 1210, UN 1266, UN 1263, UN 1866, UN 2924, UN 3469 "In-Direct Delivery" | FLAMMABLE |
| 8 | 4.1 | UN 2556 | Nitrocellulose with Alcohol (not less than 25 % alcohol, by mass, and not more than 12.6 % nitrogen, by dry mass) |
| 9 | 4.2 | UN 1361 | CARBON animal or vegetable origin |
| 10 | 4.2 | UN 1362 | CARBON, ACTIVATED |
| 11 | 4.2 | UN 3088 | SELF-HEATING SOLID, ORGANIC, N.O.S |
| 12 | 4.3 | All UN Numbers | Substances which, in contact with water, emmit flammable gases |
| 13 | 5.1 | All UN Numbers | Oxidizing substances (agents) |
| 14 | 5.2 | All UN Numbers | Organic peroxides |
| 15 | 6.1 | All UN Numbers | Toxic substances |
| 16 | 6.2 | All UN Numbers | Infectious substances |
| 17 | 7 | All UN Numbers | Radioactive material |
| 18 | 8 | UN 1789 | Hydrochloric Acid |
| 19 | | UN 1830 | Sulphuric Acid, with more than 51% acid |
| 20 | | UN 1831 | Sulphuric Acid, Fuming |
| 21 | | UN 1832 | Sulphuric Acid, Spent |
| 22 | | UN 2796 | Sulphuric Acid, with not more than 51% acid or battery fluid, acid |
| 23 | | UN 2031 | Nitric Acid, other than red fuming, with more than 70% nitric acid |
| 24 | | UN 2032 | Nitric Acid, red fuming |
| 25 | | UN 2583 | alkylsulphonic acids, solid or arylsulphonic acids, solid with more than 5% free sulphuric acid |
| 26 | | UN 2584 | alkylsulphonic acids, liquid or arylsulphonic acids, liquid with more than 5% free sulphuric acid |
| 27 | | UN 2585 | alkylsulphonic acids, solid or arylsulphonic acids, solid with not more than 5% free sulphuric acid |
| 28 | | UN 2586 | alkylsulphonic acids, liquid or arylsulphonic acids, liquid with not more than 5% free sulphuric acid |
| 29 | | UN 1823 | Sodium Hydroxide, Solid |
| 30 | | UN 1824 | Sodium Hydroxide, Solution |

Non-Acceptable IMDG cargo at CFS warehouse

| Ser | IMDG Class | UN Number | PSN / CLASS Description |
|---|---|---|---|
| 1 | 1 | 1 | All UN Numbers - Explosives |
| 2 | 2.1 | UN 1057 | Lighters or lighter refills containing flammable gas |
| 3 | 2 | UN 2037 | Receptacles, small, Containing Gas (Gas Cartridges) without a release device, non-refillable |
| 4 | 2.3 | All UN Numbers | Toxic Gases |
| 5 | 3 | All UN Numbers Except UN1133, UN1210, UN1266, UN1263, UN1866, UN2924, UN3469 “To be stored” | FLAMMABLE |
| 6 | 4.1 | UN 2556 | Nitrocellulose with Alcohol (not less than 25 % alcohol, by mass, and not more than 12.6 % nitrogen, by dry mass) |
| 7 | 4.2 | UN 1361 | CARBON animal or vegetable origin |
| 8 | 4.2 | UN 1362 | CARBON, ACTIVATED |
| 9 | 4.2 | UN 3088 | SELF-HEATING SOLID, ORGANIC, N.O.S |
| 10 | 4.3 | All UN Numbers | Substances which, in contact with water, emmit flammable gases |
| 11 | 5.1 | All UN Numbers | Oxidizing substances (agents) |
| 12 | 5.2 | All UN Numbers | Organic Peroxides |
| 13 | 6.1 | All UN Numbers | Toxic substances |
| 14 | 6.2 | All UN Numbers | Infectious substances |
| 15 | 7 | All UN Numbers | Radioactive material |
| 16 | 8 | UN 1789 | Hydrochloric Acid |
| 17 | | UN 1830 | Sulphuric Acid, with more than 51% acid |
| 18 | | UN 1831 | Sulphuric Acid, Fuming |
| 19 | | UN 1832 | Sulphuric Acid, Spent |
| 20 | | UN 2796 | Sulphuric Acid, with not more than 51% acid or battery fluid, acid |
| 21 | | UN 2031 | Nitric Acid, other than red fuming, with more than 70% nitric acid |
| 22 | | UN 2032 | Nitric Acid, red fuming |
| 23 | | UN 2583 | alkylsulphonic acids, solid or arylsulphonic acids, solid with more than 5% free sulphuric acid |
| 24 | | UN 2584 | alkylsulphonic acids, liquid or arylsulphonic acids, liquid with more than 5% free sulphuric acid |
| 25 | | UN 2585 | alkylsulphonic acids, solid or arylsulphonic acids, solid with not more than 5% free sulphuric acid |
| 26 | | UN 2586 | alkylsulphonic acids, liquid or arylsulphonic acids, liquid with not more than 5% free sulphuric acid |
| 27 | | UN 1823 | Sodium Hydroxide, Solid |
| 28 | | UN 1824 | Sodium Hydroxide, Solution |

Note: Transshipment containers/cargo to be handled subject to pre-approval with QTerminals Operations.

# IMDG Documentation

Following documents are required to proceed IMDG acceptance at Hamad Port .

a) Cargo Manifest.

b) Letter of Indemnity signed by one of the following
. Shipping Line
. Shipping Agent
. Consignee or Consignor

c) Copy of Safety Data Sheet SDS. Electronically or Paper must be submitted 48 hours pri or to arrival of the Vessel.

d) List of IMDG containers per consignment.

e) Environment Protection Council (EPC) Approval.

f) MOI Approval for Explosive Cargo (ONLY).

g) Packaging list.

h) Commercial Invoice.

i) Local Emergency Contact Number / Contact person for Emergency use.

j) Company CR (Commercial Registration) copy and should be valid for at least 1 month at the time of application.

# 4.3 Terminal Operations Overview

| Berth Window | Vessel Regulation | Cut Off Time | Transshipment Process |
|---|---|---|---|
| • The operator should guarantee arrival and departure within the agreed “Berth Window”.<br>• Terminal Operations will guarantee a minimum Crane Productivity of 25 moves per hour per crane on normal conditions and to complete the vessel within the agreed ETD subject to the individual vessel call exchange/stowage and within the “Berth Window”, except in the circumstances of Force Majeure and vessel Structure/ stowage.<br>• If any vessel misses the agreed berthing window by +\- 4 hours, Hamad Port reserves the right to utilize the berth for any other awaiting vessel and the call will be served at the next available opportunity.<br>• Vessels using the "Berth Window" will automatically receive priority berthing/un-berthing to arrive/depart within the agreed "Berth Window".<br>• OOG and direct delivery shipment delays to be considered and count 1 X OOG equal to 4 moves, 1 X BB equal to 8 moves.<br>• Friday Prayer and Ramadan working hours will be considered in the window calculation.<br>• Loading pre plan should be approved by central planner and vessel command prior to vessel arrival/berthing.<br>• ADHOC calls are subject to availability of the berth and other resources. | A. Shipping Lines should provide Long Term vessel schedule as agreed with the Terminal Operations in advance.<br>B. ETA of Vessel with 2 Weeks’ notice in advance and updates after departing from every port until arrival at Hamad Port, the updates must be submitted to Hamad Port maximum by 11:00 LT during working days or The agreed criteria to be followed in the Port Community System.<br>C. The following information is required for the Vessels calling Hamad Port for the first time:<br>• Full ship’s particular, with capacity and vessel type.<br>• Ships Gear Details (position)<br>• Vessel master bay plan and NSD file including stack weight (if applicable)<br>• Average expected throughput per call<br>• Shipping Line/Operator name & Code (max. 4 letters).<br>• The line service name & Code<br>• Port rotation & calling frequency to Hamad Port.<br>• Vessel call information (Expecting Disc./Load Details)<br>D. Required documentation to be submitted at least with 12hrs prior vessel arrival:<br>• Discharge list<br>• Discharge bay plan (Baplie EDI)<br>• Discharge Manifest and DG Manifest (CSV or excel format).<br>• Load list (CSV or excel format).<br>• Load Projection \ instruction (Movins)<br>• For transshipment, discharge list should be submitted in standard format to upload into the system<br>• A separate notification for OOG, BBK and any special handling with details.<br>• Communication channel of Ship Agents, e-mail address and PIC contact.<br>• Any hazardous cargo onboard IMO Class based on IMDG.<br>• Any required supplies as Fuel, Lube Oil, garbage disposal or fresh water.<br>• Any maintenance required during vessel's stay, side painting or welding.<br>• Any fire drill or emergency training or boat lowering at the port.<br>• Hamad Port shall obtain a vessel inspection check list for all vessels calling Hamad Port, for the safety of the Manpower, Vessel and Equipment.<br>• Hamad Port shall not be liable for any delays or to be held responsible for any claim in respect of incorrect submission of required information. | With reference to Hamad Port tariff and for smooth vessel planning process at Hamad Port , the following cut off rules apply for export – transshipment (full \ empty):<br>A. Export gate opening is 10 days prior to vessel arrival<br>B. Export Container/Cargo Booking cutoff 12 hours prior to vessel arrival.<br>C. Export Container/Cargo gate-in and Customs clearance cutoff 8 hours prior to vessel arrival.<br>D. Transshipment Container/Cargo cutoff (receival in yard) 8 hours prior to loading vessel arrival, except for hot transshipment connection which will be agreed on case by case basis.<br>E. Loading empty projection submission 12 hours prior to vessel arrival and cut off for projected containers is 8 hours prior to vessel arrival.<br>F. Vessel load list and load plan (MOVINS if applicable) should be received 12 hours prior to vessel arrival and early receival is preferred to finalize the proposed plan at the earliest.<br>G. Vessel discharge list (Import and Transshipment) and inbound BAPLIE/EDI submission 10 hours prior vessel arrival<br>H. For vessel operators that load multiple shipping lines empty containers, must revert with the projected volume stack-wise (within the vessel stack) or line wise (line stand alone stacks).<br>I. Only the onsite empty containers will be planned, and rest of projection will be canceled from the loading plan. | A. The free days and storage rate as per tariff or on contract basis. There should be a pre-notification on transshipment arrival upon voyage ETA update.<br>B. Consolidated discharge list from Vessel operator:<br>Vessel operator must provide all onboard containers/cargo including transshipment. Also provide consolidated discharge list with registered MLO code. Additionally, should notify Transshipment separately.<br>Note: Containerized Transshipment to be included in the Baplie/EDI along with onboard containers<br>C. Transshipment Discharge List or COPRAR from Shipping Line/Agent:<br>The shipping line should provide transshipment discharge list /COPRAR separately in standard CSV format, or standard COPRAR EDI format can be used to send discharge list to upload into system. Shipping line must assure to register outbound voyage details in advance with Terminal Planning Section through PCS<br>D. Special Transshipment (OOG, Reefer and Hazards):<br>There should be a pre-approval from Terminal Operations on OOG handling acceptance.<br>Hazard containers/cargo can be discharged except class 1 and 7, shipping line should notify DG shipments with relevant documents in advance.<br>Reefer containers/cargo can be discharged, shipping line should notify total reefer units in advance.<br>E. Transshipment load list or COPRAR from Shipping Line/Agent:<br>Vessel Operator / shipping line should mention transshipment in load list of outbound voyages.<br>F. EDI Files (COARRI) or List:<br>Shipping agency will receive COARRI (EDI/CSV) message or applicable files on transshipment discharge and loading moves. |

# 5 Hamad Port Container Terminal (CT)

## 5.1 Container Terminal Introduction

Container Terminal provides services of container loading/unloading to/from vessel, internal container movement from vessels to stacking areas and vice versa.

Containers are stacked in dedicated areas distributed in the terminal and placing container for Customs inspection requirements, reefer handling and storage, de-stuffing & stuffing, etc. are some of other activities of the Container Terminal.

All processes and operations shall be planned, scheduled, monitored, and controlled by terminal operating system for efficient vessel operations, optimization of facilities and to reduce lag times.

The main operations of the Container Terminal are:

1. Positioning of cranes alongside ships.
2. Discharging and loading of containers and cargo.
3. Marshaling of containers between the berth and the yard.
4. Configuring and operating the yard.
5. Moving containers between the yard and the gate.
6. Stuffing and de-stuffing of cargo.
7. Receiving and delivery of containers and cargo from/To the community.

Container Terminal Operations have the following processes to manage the above operations. These processes are controlled and managed by Terminal operator:

1. Planning.
2. Vessel Operation including Securing of Container.
3. Yard Operation.
4. Gate Operation.
5. Container Freight Station Operations.
6. Storage and Handling of Dangerous Goods.
7. Workforce Administration.

## 5.2 Container Terminal Capabilities and Facilities

### 5.2.1 Vessel Handling Capability

Capability to accommodate Super Post Panamex vessels.

### 5.2.2 Super Post Panamax Quay Cranes

- Capability to perform single, twin, tandem and quad lift.
- Connected with Electricity. No fuel consumption.

### 5.2.3 Weighbridges (Weigh scale with ticket)

### 5.2.4 Automatic Gate management system AGMS

### 5.2.5 Vehicle Booking System (VBS)

### 5.2.6 Port Community system

### 5.2.7 Radiation surveillance system

### 5.2.8 NAVIS N4 TOS

### 5.2.9 Container Freight Station (CFS)

- CFS Shed # 01: LCL Stuffing/De-stuffing, Weighing, Shelfing, Examination, Delivery, Receival.
- CFS Shed # 03: LCL Stuffing/De-stuffing IMDG, Shelfing, Container stripping FCL Cargo, Examination, Delivery, Receival.

### 5.2.10 General facilities

- Administration and Amenity buildings.
- 24/7 Clinic and ambulance.
- Substation, Generator House, Pumping station.
- Equipment Workshop, Washing Bay, Leaking Bay, Fuel Station, Reefer power connection platforms, Special Gears store etc.
- Fire Fighting System
- Emergency response facility

## 5.3 CT General Info

### 5.3.1 CT1 Terminal Berth

| | |
|---|---|
| Length of Jetty | 1200 meters |
| Channel Draft | 14m |
| Draft Alongside | 17m |
| Stacking Area(m2) | 352000 |
| Capacity/Annum | 2.5 Million TEU |
| Vessel's side alongside berth | Portside |
| Number of gantry cranes at berth in different types | 8 SPP (Tandem / Twin) |
| Maximum outreach of gantry cranes | 24 Rows (68m) |
| Maximum height of spreader - Above Rail | 46m |
| SWL under head block | 90Ton |
| SWL under Spreader in tandem lift | 80Ton |
| Rail Span | 35m |
| Minimum number of 40' bays between 2 gantry cranes | 1 bay |
| Lift Below Rail | 20m |
| Total Terminal Ground Slots (TGS) | 12704 |
| Full TGS | 9579 |
| Reefer TGS | 490 (1250 Plugs) |
| Empty TGS | 3125 |
| Yard Stacking Capacity on 4 High | 50816 |
| Maximum Height of containers /Tiers Allowed on Deck | Subject to ship freeboard (spreader height 46M above rail) |
| Maximum BBULK handling capacity via STS | 86 Ton |
| Air Draft restriction | Not applicable |

### 5.3.2 CT2 Terminal Berth

| | |
|---|---|
| Length of Jetty | 624 meters (Phase 1 ) / 1200 meters (Overall) |
| Channel Draft | 14m |
| Draft Alongside | 17m |
| Stacking Area(m2) | 176000 |
| Capacity/Annum | 1.4 Million TEU (Phase 1) / 2.5 million TEUs (Overall) |
| Vessel's side alongside berth | Portside |
| Number of gantry cranes at berth in different types | 3 SPP (Phase 1) / 07 SPP (Overall) |
| Maximum outreach of gantry cranes | 24 Rows (68m) |
| Maximum height of spreader - Above Rail | 50m |
| SWL under head block | 100Ton |
| SWL under Spreader in tandem lift | 80Ton |
| Rail Span | 35m |
| Minimum number of 40' bays between 2 gantry cranes | 1 bay |
| Lift Below Rail | 22m |
| Total Terminal Ground Slots (TGS) | 6188 (Phase 1) |
| Full TGS | 4788 (Phase 1) |
| Reefer TGS | 280 (700 Plugs Phase 1) |
| Empty TGS | 1400 (Phase 1) |
| Yard Stacking Capacity on 4 High | 24752 (Phase 1) |
| Maximum Height of containers /Tiers Allowed on Deck | Subject to ship freeboard (spreader height 50M above rail) |
| Maximum BBULK handling capacity via STS | 86 Ton |
| Air Draft restriction | Not applicable |

### 5.3.3 OOG Restriction – CT

| | |
|---|---|
| Clearance between crane portal (legs) | Overall 16m (safe clearance 16m) |
| Max height above ISO container | 2.25m with frame and 4m without frame |
| Standard OOG Gate lane width | 4.5m |
| Substitute/Emergency Gate width | 11m |
| Single lift ISO container weight (subject not to exceed Container Maximum Permissible load) | 40T |
| Heavy lift ISO container weight (subject not to exceed Container Maximum Permissible load) | 55T |
| General Note: All OOG handling subject to pre-approval and exceptions will be handled on case by case basis. | OOG containers weigh over 40 tons to be stowed on deck only. |

### 5.3.4 Equipment List – CT1

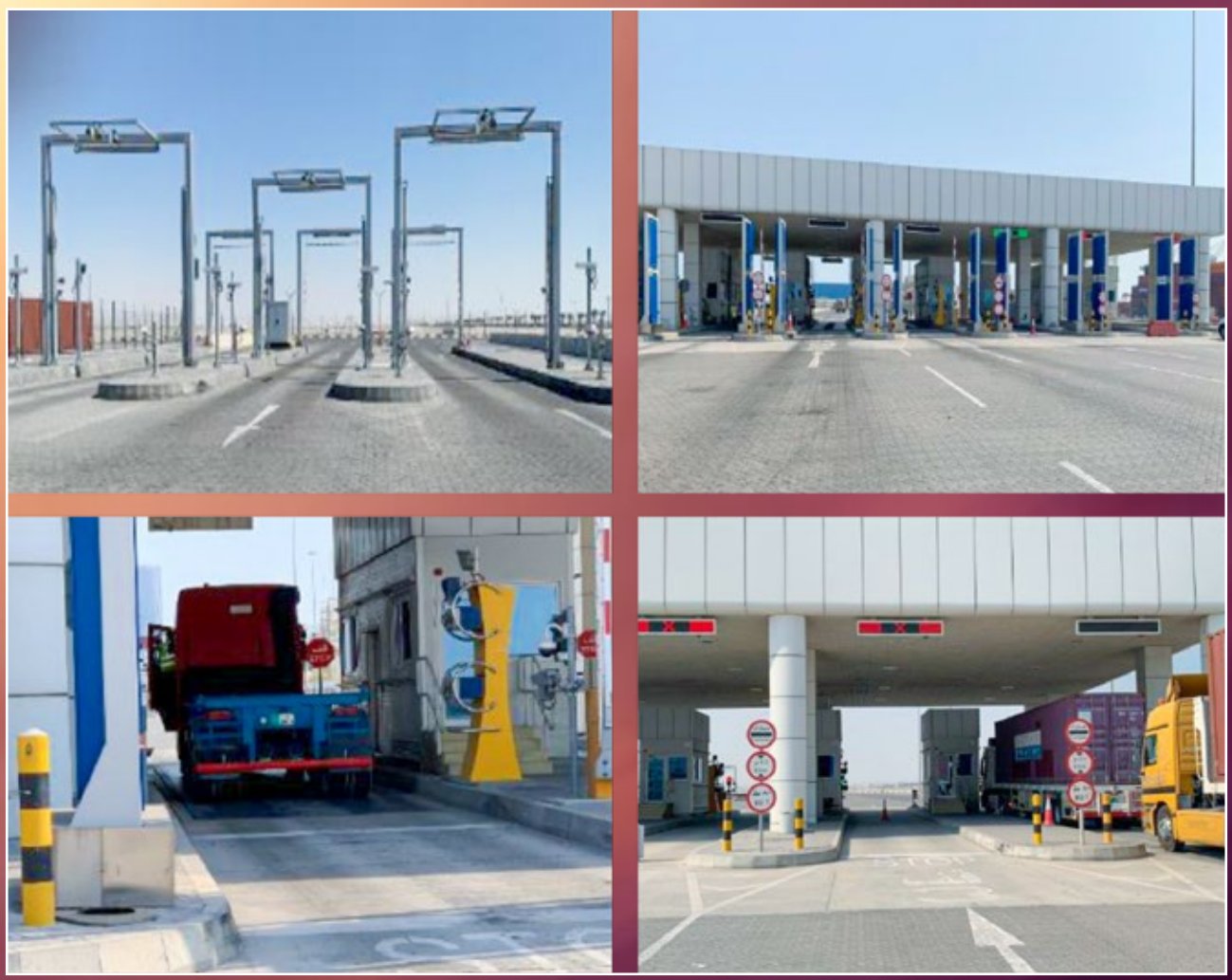
| ITEM | QUANTITY |
|---|---|
| STS - Ship to Shore Gantry | 8 |
| RTG - Rubber Tyred Gantry | 26 |
| Reach stacker (45 tons) | 4 |
| Empty container handler (10 tons) | 5 |
| Empty container handler (9 tons) | 3 |
| Heavy duty forklift (25 tons) | 1 |
| Diesel Light duty forklift (5 tons) | 3 |
| Electrical Light duty forklift (5 tons) | 2 |
| Diesel Light duty forklift (4 tons) | 4 |
| Diesel Light duty forklift (3 tons) | 2 |
| Electrical Light duty forklift (3 tons) | 9 |
| Electrical Light duty forklift (2 tons) | 2 |
| Electric Pallet Truck (2 tons) | 3 |
| Hand Pallet Truck (3 tons) | 6 |
| Terminal tractor (80 tons) | 62 |
| Bomb cart (65 tons) | 62 |
| Chassis Trailer (50 tons) | 5 |
| MAFI (80 tons) | 6 |

### 5.3.5 Equipment List – CT2

| ITEM | QUANTITY |
|---|---|
| STS - Ship to Shore Gantry | 3 |
| RTG - Rubber Tyred Gantry | 12 |
| Empty container handler (9 tons) | 4 |
| Diesel Light duty forklift (5 tons) | 2 |
| Diesel Light duty forklift (3 tons) | 3 |
| Terminal tractor ( tons) | 22 |
| Bomb cart (70 tons) | 24 |

## 5.4 Terminal Gates (CT1)

A. Gate lanes
    a. 4 IN-Gate (Including 1 OOG lane)
    b. 6 OUT-Gate (Including 1 OOG lane)
    c. 2 Interchange Gate Lane (In/Out)
B. Weighbridges (Weigh scale with slip)
    a. 03 In Gate lanes
    b. 05 out Gate lanes
C. AGMS (Automatic Gate Management System)
    a. OCR Portal 2 for IN-Gate
    b. OCR Portal 3 for OUT-Gate
    c. Trouble Desk (Driver Building)
    d. OCR at Gate Lanes (Optical character recognition)



CT1 Gate

## 5.5 LCL Shed Information

| WAREHOUSE SHEDS | DESCRIPTION |
|---|---|
| CFS Shed 1 | LCL Destuffing, Weighing, Shelfing, Examination, Delivering |
| CFS Shed 2 | Auction Cargo |
| CFS Shed 3 | LCL Destuffing (IMDG) and Container stripping FCL Cargo, Examination, Delivering |

A. Fully approved DG warehouse (class wise segregation)

B. Weighing facility

C. Destuffing/ Stuffing Operations

D. Direct dock ramp de-stuffing/stuffing and delivery/receival.

E. Customs inspection and scanning facility.

F. 24 x 7 CCTV surveillance

G. Fire Fighting system

H. Over size cargo storage in open area

*Note: Licensed Freight forwarders can issue their own D/O for Delivery*


LCL Sheds in CCIA

## 5.6 Gate Receival And Delivery

All gate transactions are processed through Port community system and Automatic gate management system.

A. Export FCL receival:
   a. Shipping line agent upload export booking for FCL through PCS system or directly transmitted to Terminal Operating system (TOS).
   b. Shipping line communicates Booking reference number and details to shipper/clearing agent.
   c. Customs Declaration message transmitted to CTOS from customs system for FCL units.
   d. Clearing agent should settle all relevant charges (if any) through PCS system or directly with QT cashiers.
   e. Clearing agent create a truck visit appointment via PCS booking based on received booking reference number from shipping agent and select appropriate window slot for container carrying.
   f. For FCL units, Truck approach to customs inspection area for inspection.
   g. Customs transmits release message from customs system to CTOS.
   h. Truck approach to terminal gate via AGMS and weigh FCL container on Terminal weighbridge.
   i. Collect mission ticket (drop off ticket)(Not VGM)
   j. Container offload in yard
   k. Truck gate out via AGMS and collect EIR and VGM Weigh slip from AGMS kiosk printer.

B. Export or Storage Empty receival:
   a. Truck will be parked at container inspection area to inspect container physical condition by shipping line representative and drivers should stay at APC complex waiting area until completion of inspection.
   b. Shipping line agent upload Equipment receive order (ERO) for storage (Main Line stack) and Export Booking for export empty containers through PCS system or directly transmitted to Terminal TOS system
   c. Shipping line communicates ERO reference number and details to transporter/clearing agent.
   d. Clearing agent create a truck visit appointment based on received ERO reference number from shipping agent and select appropriate window slot for container carrying.
   e. Truck approach to terminal gate via AGMS.
   f. Collect mission ticket (drop off ticket) from AGMS kiosk printer.
   g. Container offload in yard
   h. Truck gate out via AGMS and collect EIR.

C. Import FCL Delivery:
   a. Shipping line agent upload import delivery order (IDO) for FCL or empty through PCS system or directly transmitted to Terminal TOS system.
   b. Shipping line communicates IDO reference number and details to customer/clearing agent.
   c. Customs Declaration message transmitted to CTOS from customs system for FCL units.
   d. Clearing agent should settle all relevant charges (if any) through PCS system or directly with QT cashiers.
   e. Clearing agent create a truck visit appointment based on received IDO reference number from shipping agent and select appropriate window slot for container picking.
   f. Click Best pick option in PCS to deliver first available container under same delivery order.
   g. Truck approach to terminal gate via AGMS.
   h. Collect mission ticket (pickup ticket) and from AGMS kiosk printer and ticket shows container number and location to pick up from yard.
   i. Container delivered from yard.
   j. Truck gate out via AGMS and weigh FCL container on Terminal weighbridge
   k. Collect EIR and VGM weigh slip.
   l. Go to customs inspection area for inspection and x-ray.
   m. After inspection truck gate out via AGMS Port main gate.

D. Import or Storage Empty Delivery:
   a. Shipping line agent notifies planning team to separate stack (Applicable to storage empty only)
   b. For Export empty, planner update the special stow as “Local export” and update return to storage from transaction. If any shifting involved notify line and Billing Team.
   c. Shipping line agent upload empty delivery order (EDO) for storage, and Import delivery order (IDO) for import empty through PCS system.
   d. Shipping line communicates EDO/IDO reference number and details to transporter/clearing agent.
   e. Clearing agent create a truck visit appointment based on received EDO/IDO reference number from shipping agent and select appropriate window slot for container picking.
   f. In case of Import select “pickup Import” and in case of storage select “pick up empty” appointment type while creating appointments
   g. Click Best pick option in PCS to deliver first available container under same delivery order.
   h. Truck approach to terminal gate via AGMS.
   i. Collect mission ticket (pickup ticket) from AGMS kiosk printer, the ticket will show container number and location to pick up from yard.
   j. Container will be delivered from yard using best pick option.
   k. Truck gate out via AGMS and collect EIR.
   l. Truck will move to customs inspection area for x-ray inspection.

m. Upon completion of the x-ray examination, the truck driver will go to the x-ray office to stamp on EIR Ticket.
n. After X-ray inspection, the truck driver goes to the port's perimeter gate and hands the EIR Ticket to the customs security officer at the gate.
o. The customs security officer makes sure that the truck number and the container numbers are matched and the X-ray stamp on the EIR Ticket, then allowed the truck to leave.
p. Truck gate out via AGMS Port main gate.

## 5.7 Container Yard Additional Service Process

A. OOG delivery (unpacking of cargo)
   a. Clearing agent to make an appointment in Pre-check office.
   b. Clearing agent to submit customs approval for unpacking of OOG and Liner NOC.
   c. Clearing agent to pay storage and service charges as per tariff.
   d. Delivery mode of the cargo to be arranged by Clearing agent.
   e. Upon completion of unpacking, Terminal notifies the concerned shipping line.

B. Reefer genset installation
   a. Clearing agent make an appointment for reefer container delivery in PCS (Port Community System) and settle all the power and storage charges if any.
   b. Clearing agent sign a pledge to genset clerk (Pre-check office) for the rented genset, if trucks are not supported with genset, they will be able to have rental genset from CT as per tariff.
   c. In case of truck own genset, customer should attend annual inspection with QT engineering dept. and obtain a valid sticker upon settling the annual inspection charges.
   d. Truck proceed to CT gate, copy of the signed pledge to be handed over to the reefer technician to proceed delivery from the yard.
   e. Genset Clerk in support of equipment and manpower attach the genset to the reefer container.
   f. Truck move to gate-out lane and after exit customs inspection.
   g. Once empty reefer container returns with the genset, the genset clerk check the hiring hours and clearing agent should settle genset charges.
   h. Genset only return:
      i. Clearing agent must present a line letter mentioned that container offloading site is not Hamad Port (LVQ, or another empty depot)
      ii. Clearing agent collects genset offload form, from Precheck office at Agencies building.
      iii. Truck proceed to CT1 gate showing the genset return form which is issued from pre-check office.
      iv. Genset Clerk in support of equipment and manpower remove the genset from the empty reefer container.
      v. Gate out clerk to verify the container number with the offloading form to allow truck gate out.
      vi. Genset clerk to calculate rental time from attaching to de-attaching time.

C. Grounding in the yard (Customs returned)
   a. Clearing agent must submit customs return approval to precheck office.
   b. If container return to CCIA location:

i. if container remain in CCIA for more than 48 hours will be shifted back to CT yard and shifting charges will apply plus storage if any.

c. If unit return to yard in CT:
    i. Precheck staff cancel delivery gate transaction.
d. Clearing agent must settle service charges, and storage charges (if any)
e. Reefer and IMDG containers are not permitted to ground in CCIA.
f. External truck approaches CT Yard for offloading
g. After offloading, the gate out clerks update gate-out move in CT TOS to proceed exit.

D. Damage update in the Yard
a. Tally clerk performs damage inspection physically for discharge containers. In case of damage found during discharge, system to be updated with Damage remark.
b. Only for severe damages, the Terminal will obtain ship signed report (e.g: hole \ cut)
c. Gate-in clerk inspect damage or AGMS OCR capturing container pictures and update damage for export containers.
d. Any new damage or incidents in yard should be notified to shipping line with details for further action.

E. Container returned to yard due to finance hold
a. After truck gate-in and before gate-out, if any container having finance hold in system inform truck driver to wait at parking area (inside Terminal) until settle the payment.
b. If customer failed to settle within 30 minutes container should return into CT yard location.
c. Planning office or Gate team notifies to pre-check to add service charges on clearing agent account.
d. Planning office plan container return to location and cancel gate transaction from truck visit.
e. Gate-out clerk updates truck gate out move.

F. Empty flat rack Bundled Containers accepting via Gate
a. Shipping line should create ERO for each container via port community system.
b. Shipping line should notify advance into planning and pre-check about bundling containers details.
c. All Flat-racks to be bundled by INTER-LOCKING all the Four twist-locks of each container on all mounted flat-racks.
d. Shipping line/Representative should ensure that all twist locks are properly locked and secured.
e. Create empty drop off appointment for primary unit via PCS or pre-check office.
f. Gate clerk should verify bundle unit sequence and update Truck Gate In

G. Bundling of flat rack containers inside yard
a. Shipping line should send bundling or unbundling request to planning team with details.

b. Check CSC Plate of all containers for maximum lifting capacity, accordingly the number of containers per bundle to be decided (do not exceed the maximum lifting capacity) either 3 or 4 containers per bundle.
c. Select containers, all containers must be free of defects.
d. Once completed bundling, notify shipping line with bundled order and billing section to invoice charges on shipping agency as per tariff. (Knocking down (if any) plus bundling charges for each unit)
e. Shipping line should notify vessel operator and submit load list / stowage plan according to bundled units.
f. Loading THC will be applied as per port tariff.

H. Container cross stuffing inside Terminal (Reefer or Dry units)
a. Shipping line or customer should arrange customs approval for cross-stuffing.
b. Customs approval to be shared with QT operations, Precheck Office and planning team.
c. After settling charges by customer or basis of line request shift unit into cross stuffing area.
d. Shipping agent/Customer representative will arrange customs during cross stuffing operations.
e. Shipping agent/Customer is responsible to attend during cross stuffing operation.
f. Customs Seal must be applied by Shipping Agent/Customer representative upon completion.
g. Planning Team send completion email to line and notify billing team to collect pending charges including empty container storage (if any).
h. Update VGM weight on newly created FCL container.
i. Take confirmation from line on empty container yard stacking.

I. Internal Re-export without customs inspection/ x-ray
a. Shipping line or customer should arrange re-export customs approval or reexport release (IFRAJ).
b. QT operations gives NOC subject to customs approval.
c. Customer submits approved document to precheck office and planning team.
d. Verify approved documents whether any x-ray/inspection is required.
e. If there is no customs inspection required in approval, shift container directly to export stack based on received booking from line subject to settling all import related charges (storage, etc.) plus yard shifting cost.

J. Re-export with customs inspection and x-ray
a. Shipping line or customer should arrange customs approval or re-export customs declaration (Bayan)
b. Customs approval to be shared with QT operations, precheck office and planning team.
c. Verify approved document or customs declaration with system record.
d. Shipping line should upload IDO through PCS system

e. Clearing agent follow import delivery process to create appointment and settle all import related payments.
f. Create import appointment and gate-out unit for x-ray and inspection.
g. If using terminal truck for x-ray and inspection, below internal process should be followed.
h. This option is allowed only in case of customs declaration not applicable and inwritten approval of customs is existing.
    a. Apply all applicable charges (Terminal truck and MAFI trailer hire charges plus CFS shifting + LOLO) in addition to import storage charges.
    b. Agent representative should coordinate with customs for inspection / X-Ray.
    c. Shift container into CCIA and update in system location as CCIA
    d. After customs inspection, should obtain final loading approval on submitted letter.
    e. Shipping line should submit final loading approval to QT OPS, Planning and precheck office
    f. Return container into container terminal and update export location in system.
    g. Use internal re-export method in system.
i. If customs declaration is available, upload export booking through PCS system.
    a. Follow export receive process / payment settling if any and create appointment.
    b. Submit customs release message via system interface.
    c. Drop off container in export location.

K. Re-export empty containers
    a. Line should notify planning team with list of import containers to be re-exported.
    b. Planning should advise import to export stack shifting plus any additional internal yard shifting.
    c. Upon payment confirmation, apply internal re-export method in system.
    d. Shift containers into export stack.

L. Stuffing Operations inside Terminal
    a. Shipping line or customer should arrange customs approval for stuffing.
    b. Line should notify planning team in case any empty containers need to separate for stuffing operations.
    c. Customs approval and export booking details including DG/OOG/Reefer Temp. should be shared with QT operations, Precheck and planning team.
    d. Take confirmation from line or settle directly with cashiers stuffing related cost and weighbridge charges for VGM calculation.
    e. Accept general cargo for stuffing and use BBULK cargo receive method in system.
    f. Upon payment confirmation, shift empty container into stuffing location.
    g. Arrange customs officer and surveyor (if required) by shipping agency during stuffing operations.
    h. Shipping agent is responsible to attend stuffing operations and apply customs seal upon completion (if any)

i. Planning Team notifies shipping line upon completion and notify billing team to collect pending charges including empty container storage (if any).
j. OOG dimension details to be updated based on surveyor report.
k. Planning update seal number (if any) and VGM weight in system.

M. Breakbulk cargo receives via Gate and load onto vessel.
   a. Line or customer should obtain approval from QT operations to accept or handling breakbulk.
   b. Based on approval from operation and customs, Precheck clerk create breakbulk cargo in system.
   c. Settling breakbulk handling ~~costs~~ charges as per Tariff (if any)
   d. Driver to drive through OOG entry lane.
   e. If cargo loading onto vessel as break bulk, coordinate with vessel/line agent for stowage instruction and verify received cargo documents.

N. Breakbulk cargo discharge and Gate-out
   a. Line or customer should obtain approval from QT operations to accept or handling breakbulk.
   b. Line should notify upon vessel ETA and submit break bulk documents along with discharge documents.
   c. Follow break bulk discharge system process.
   d. For delivery of break bulk cargo, Create IDO and update customs declaration details.
   e. Settle break bulk handling plus storage charges (if any).
   f. Update truck gate out once truck reached to gate-out lanes.
   g. Driver to drive through OOG exit lane.

O. Disposal process (external)
   a. Customer representative should obtain necessary approval from terminal, customs, and concern authorities.
   b. Share the disposal approval with Mwani Qatar to instruct the disposal facility, to accept the disposal container.
   c. Book an Appointment (Date and Time) from the disposal authorities.
   d. Line or customer should share approved documents with Terminal operation and QT billing for storage exemption.
   e. Settling or Confirm payment on other port charges (reefer power supply, leaking etc.) if any.
   f. Create appointment from pre-check office.
   g. Collect disposal container and truck gate-out for customs inspection.
   h. Inspect the container by Holding Authorities and Customs

P. Export container Dray OFF
   a. Shipping line or customer should arrange customs approval for export dray off or return from terminal.
   b. Submit approved document into precheck office and settle storage / LOLO charges.
   c. Follow Dray Off process in system.
   d. Precheck clerk create appointment.
   e. Truck approach to terminal gate via AGMS. Collect mission ticket (pickup ticket) and follow location to pick up from yard.
   f. Container delivered from yard.
   g. Truck gate out via AGMS and collect EIR.

## 5.8 Containers Vessel Additional Services Process

A. Vessel Name and POD changing by Clearing agent.
   a. Clearing agent visit pre-check office with relevant document (line booking or email confirmation) to create service order and service event in NAVIS.
   b. Precheck office notifies Cashier by email with service order or sending customer to cashier counter with documents.
   c. Clearing agent must settle charges based on services requested.
   d. Cashier sends email to planning team to execute operations upon confirmation on cash collection.
   e. Precheck office update changes in the system based on payment receipt copy.
   f. Planning Team would rearrange stacking with coordination of yard supervisor if any shifting required.

B. Vessel Name and POD changing by Shipping Line.
   a. Shipping line/ agent can change POD/Carrier via PCS booking before gate-in of containers.
   b. The request for after receiving in yard, shipping line/ agent send an email request to planning team with change details.
   c. Planning team check any shifting in the yard and notifies the line on required service charges as per tariff.
   d. Upon confirmation from shipping line, create service order and service event in NAVIS.
   e. Notifies Billing team to invoice as per service request charges.
   f. Planning team update new vessel /POD details in system.
   g. Planning Team would rearrange stacking with coordination of yard supervisor if any shifting required.

C. Seal Updating
   a. Operations to discharge the container on the quay first lane.
   b. Call the line to provide the replacement seal to planning office.
   c. Planning to contact operations to apply the seal and update TOS.
   d. Planning notifies to customer and finance team with the seal update, in order to apply the charges to the line.
   e. The charges should be seal inventory charges, plus LOLO charges on quay as per tariff.
   f. Container to be lifted by Crane to tug master then offload in yard location.
   g. Same apply for Export in yard.

D. Twist lock stuck.
   a. Vessel supervisor should call the Terminal Truck carrying twist lock stuck container in line no. 1 to show vessel staff for removal.
   b. Once stuck twist locks are removed, Terminal Truck moves to yard location.

c. In case of ship's crew fails to rectify, Planner will send the email to FM team for twist lock removal, to line for information and to billing for applying charges as per tariff.

E. Direct Delivery for IMO class 1
   a. Clearing agent creates an appointment in PCS.
   b. Truck moves towards the container terminal, Once the assigned trailer arrived at the IMDG yard, the container is loaded.
   c. Trailer moves out from terminal gate and approaches CCIA (as per authority instruction).
   d. Truck gate out ONLY with security escort.

## 5.9 LCL Handling Procedures

A. Shifting LCL Containers from CT to LCL warehouse
   a. Shipping line to send pre-notification to LCL operations with LCL containers list, prior vessel arrival.
   b. Shipping line to provide MDO for LCL containers to LCL Operations and to update MDO in CTOS through integration.
   c. Once containers discharged from vessel, to be transferred to LCL warehouse for destuffing.
   d. In case of non-declared containers as LCL by shipping line, container to be discharged in CT yard and shifting charges should apply as per Hamad port Tariff.

B. Destuffing LCL containers in warehouse.
   a. LCL operations should receive following data:
      i. Cargo manifest per HBL and consignee mark.
      ii. Arabic manifest.
      iii. Cargo data in agreed format for uploading EDI into CFSTOS.
   b. Once container received in warehouse:
      LCL operations team to coordinate with customs for opening container seal.
   c. Unpacking cargo from container:
      LCL operations team should verify, weighing, print cargo ID sticker and stacking cargo in the designated location.
         a. General cargo in Shed 01
         b. OOG cargo in open yard
         c. DG cargo in Shed 03
   d. All cargo should be palletized and properly secured.
   e. Any packages exceed 2-meter dimension (length/width/height) or exceed 2.5-ton total weight, require pre-approval from CFS operations with confirmation of shifting charges for container on shipping line's account otherwise mis-declaration should apply.
   f. Small packages should be wrapped and strapped together on a pallet.
   g. All DG cargo should be declared and labeled.
   h. The overall height and dimension of the pallet should be standard, compatible to handle by forklift and pallet lifter.
   i. Cargo should be properly marked and identified according to received manifest.
   j. In case of received damage cargo, LCL operations to notify cargo agent accordingly.
   k. Damage report/ landing certificate are available to print as per customer request.
   l. Short landed/excess landed cargo will be notified to cargo agent.

C. Delivery of Import Cargo to customer
   a. Clearing cargo agent approach to LCL office to create cargo pick list/Customs gate pass with the following documents:

a. HBL Delivery Order
b. Customs declaration (Import Bayan)

b. Customer to settle all required charges.
c. LCL operations shift the cargo to inspection area for Customs inspection purpose.
d. In case of cargo customs inspection not approved, cargo to be shifted back to location and shifting charges apply.
e. Clearing cargo agent should pick the cargo within two days from inspection area otherwise cargo to be shifted back, shifting charges should apply.
f. Customer truck driver approach to LCL registration office to register truck with respective copy of HBL, cargo release order report, cargo picklist and payment receipt.
g. Cargo delivered to customer truck, driver to ensure cargoes are properly secured before leaving warehouse docks.

D. Receive of Export Cargo in warehouse
a. Customer send export cargo booking details to LCL operations and shipping line mentioning export BL number.
b. Cargo agents provide following documents:
a. Cargo manifest per HBL and shipper mark.
b. Cargo data in agreed format for uploading EDI into CFSTOS.
c. Clearing cargo agent to provide cargo customs declaration “Export Bayan”.
d. Customer truck driver approach to registration office to register truck with copy of cargo manifest and customs declaration “Export Bayan”.
e. LCL operations to receive the cargo from customer trucks as per cargo booking.
f. LCL operations team to verify, weighing, print cargo ID sticker and stacking cargo in the designated location.
a. General cargo in Shed 01
b. OOG cargo in open yard
c. DG cargo in Shed 03

E. Stuffing Export cargo in LCL warehouse
a. Shipping line to release empty container “Equipment release order” of the cargo consolidation.
b. Clearing cargo agent approach to LCL operations for issuing cargo picklist.
c. LCL operations shift cargo to inspection area for customs inspection purpose.
d. Clearing cargo agent to settle all required charges.
e. Clearing cargo agent to provide export cargo release order report, payment receipt and lashing materials to start stuffing operations.
f. Commence stuffing export cargo into container in presence of customs officer and cargo surveyor.
g. Cargo surveyor to ensure cargoes are lashed properly before complete stuffing process.
h. After container stuffing complete, clearing cargo agent to fix customs seal.
i. LCL operations shift container to CT export stacks.

# 6 Non-Containerized Terminal- General Guidelines

- All vessels shall be operated with Port Crane wherever possible.
- Vessel gears/equipment should only be used for vessel operations if necessary and agreed prior commencement of operations.
- Any suspension of Operations due to weather conditions or force majeure, the Shipping Line Agents will be informed accordingly.
- All Shipping lines should send their Long-term vessel schedule in the specified format.
- Information on vessels calling Hamad Port to discharge or load cargo is to be provided to the Terminal Planning Department by the vessel agent.
- The vessel agent shall nominate a focal point that can be reached 24/7 by Terminal Operations Department in case any issues concerning Operations.
- Handling of OOG or other special cargo/breakbulk is subject to prior approval and must be planned and prepared in detailed prior to vessel arrival (procedures, time frame, equipment/gear needed, special requirements, etc.).
- The sequence of events when loading and discharging general cargo to / from vessels respectively shall follow the procedures as laid out. Subject to specific customer' requirements (additional tasks required or special security measures to be applied or special care to be taken) the procedures are customized on a case-by-case basis.
- Under no circumstances shall port workers or equipment be allowed to access the vessel prior it is fast alongside with gangway down, netted and secured. ISPS security code regulations apply as per Port Authority.
- Shipping agent will send request of pre-arrival meeting.
- If agreed or laid out, required charges must be settled before commencing operations.
- Customs clearance should be done prior commencement of operations for direct delivery.
- Job Safety Analysis to be performed prior handling of awkward/special cargo/units.
- Consignee should provide low-bed trailer/appropriate transport in case cargo is OOG/awkward and required to treat as in-direct.
- Unsafe condition and situation will be assessed and reported.
- Un-lashing of cargo will be handled by the ship's crew & if necessary, Terminal stevedore will handle, upon request received from the shipping agent.
- Heavy cargoes (OOG) more than 20 tons will be operated by ship's crew.
- For Direct Delivery, Consignee / receiver to pay the Direct delivery handling charges prior berthing, if berthed, Terminal will not commence operations until payment is settled.
- All trucks must have front shield (protector).
- Only signalman allowed to give signal to the crane operator/ winch man.
- Ship's crane hoisting wire should not touch the ship's structure.
- Extension slings to be available whenever discharging the cargoes from wings/under coaming.
- Terminal will notify to vessel agent about damaged bag/loose cargoes.
- Damaged Cargoes will be discharged upon confirmation from superintendent/cargo controller.

- Cargo planned for Direct Delivery, can be changed to Indirect delivery mode after obtaining approval from operations.
- Agent/consignee will arrange empty bags for re-bagging, if required.
- Ship's crew will conduct re-bagging activities.
- It is always the Responsibility of the shipper/Cargo Receivers to arrange the required Equipment and gears for handling Dry Bulk Aggregate, Clinker & Liquid Cargoes.
- Steel plates to be utilized on the wharf to avoid any possible damages.
- Shipping agent will be responsible for cleaning of any spillages on Jetty (During Cargo handling).
- Transporter should ensure cargo is well secured to avoid any spillage or leakage.
- In case of any spillage on the road, consignee/receiver will provide their own staff for cleaning.
- For Bulk vessels, Discharging/Load figures to be provided by the Master or chief officer through draft survey (on request).
- Ship's crane to be in good working condition with valid certificates, ship's derricks will not operate by stevedores.
- Ensure operator's cabin glass cleaned & fan or cooler facilities and proper lights in all holds.
- The using gears to be frequently inspected until completion of discharging operations.
- Agent is responsible for preparation of Gate passes for their Manpower, Equipment and Other resources
- Consignee will provide Tarpaulin as required prior to discharge, if applicable.
- Enough Transportation to be arranged by the Consignee/Receiver.
- For Liquid Bulk, shipping Agent must,
    - Take prior approval for the commodity to handle at Hamad Port.
    - Provide vessel particulars to VTS and cargo documents to Terminal Operations & Planning for Vessel acceptance.
    - Provide Discharging methodology along with the Risk Assessment documents to Terminal Operations and HSE for review and approval.
    - Liquid bulk cargo will handle only on Direct delivery basis.
    - Provide the tanker details/Check list to HSE for prior approval and to obtain the approval on Oil Transfer form.
    - Provide adequate shore connection duly certified and approved by HSE.
    - Hose connections, working on the rack/structure and filling the right quantity in the tankers are ships/consignee's responsibility.
    - Provide Truck hose connection certificate approved by HSE.

- Landing Craft and Vessel with Stern ramp must take prior approval from Port Operations for berthing & Handling. Vessel Master & Agent must confirm the stern ramp suitability for the angular berth at Hamad Port.
- In case of any damage found, Master or Chief Officer will record damage and provide Vessel damage report to the Terminal Operations.
- Damage report will be issued to consignee prior delivery of the unit / upon their request.
- Agent will advise the terminal for any landing certificate requirement.

- For any non-reported / non-identified damages, damage report & landing certificate will be issued to consignee based on Agent request, without any Responsibility and Liability to Hamad port.
- Indemnity letter required from the consignee / shipper for handling any OOG / awkward cargo.
- Any stevedore damage onboard/port yard will be handled with Shipping Agent.
- For Livestock Handling,
    - Handled only on direct delivery basis.
    - Consignee/Agent must arrange Stand/cage/Special trailer with gate system for connecting vessel ramp with the receiver's trailer and ensure it will be secured enough so that no live heads will escape while passing through.
    - Ensure all trucks tail gate secured properly without any gap.
    - Consignee must arrange skilled labors for handling the Livestock operation.
    - Agent must obtain Health certificate for the Live heads prior discharging from the vessel.
    - Ensure to arrange proper disposals of dead Live stocks, no dead animals will be thrown to the sea.
    - Upon discharge completion Agent will check for the discharging quantity with Master or C/O and receiver and advise port operations for short land/overland Quantity if any, to update in the system.
- For Supply vessels,
    - Agent to request with details of cargo operations to be carried out including Equipment requirements.
    - Assigned Tally clerk will prepare service order for equipment utilization in supply vessel and acknowledgement will be received from the Agent and Master or C/O.
- Damage Update,
    - For In-Direct Delivery cargoes
        - Terminal will receive Indemnity letter from consignee via Agent as per existing procedure.
    - For Direct Delivery Cargoes
        - If any damage found on board prior discharging, Terminal will Notify Agent and C/O to obtain damage report from vessel.
        - If any damage found at the time of Un hooking on consignee truck then receiver / Shipping Agent to confirm and to obtain damage report from vessel (due to various reasons such as tight stowage, damage cannot be noticed or visible onboard)
        - Any damage report must be obtained prior the cargo gate out.
    - For severe damages ship's signed report will be obtained.

| Non-Container Terminal – Pre-Arrival Meeting Guidelines | Non-Container Terminal – Discharging/Loading Guidelines | Non-Container Terminal - Export Receiving - Cargo / Units. | Non-Container Terminal - Import Delivery - Cargo / Units. |
|---|---|---|---|
| **Pre-Arrival Meeting**<br>Pre arrival meeting to be held approx. 48hrs prior vessel arrival with Shipping agent and their customers (i.e. consignee, transporter, etc.) to have clear guideline on the upcoming vessel operations. Following to be considered in the meeting:<br>• Vessel Arrival and specification<br>• Berth availability on ETA<br>• Cargo details<br>• Stowage plan<br>• Gangs required to be used<br>• Provision of the transport/tucks<br>• Any special handling requests<br>• Consignees details and their arrangement for direct or indirect delivery/receivable<br>Estimation on berth stay<br>• Any other point or exceptions<br>The minutes of the meeting shall be shared by Port Operations with Shipping Agent and agent to share with their customers. | **Discharging:**<br>Shipping line should share following documents for smooth vessel operation at terminal:<br>• Cargo Stowage Plan & Cargo manifest<br>• Cargo Packing List (If applicable)<br>• Data in excel format<br>• Hazardous Cargo Declaration (in absence of DG – Nil Declaration to be submitted)<br>• Awkward Cargo Manifest (If required)<br>All data and information shared with terminals should be correct for its accuracy. Pre arrival meeting to be held approx. 48 hrs. prior vessel arrival:<br>• Vessel discharge, load, stowage, resources allocation, methodology of operations, etc., to be discussed and agreed.<br>• The minutes of the meeting shall be shared by Terminal with Shipping Agent<br>• Any other documents as and when required<br>**Loading:**<br>Shipping line to share following documents for Export units:<br>• Cargo Stowage Plan & Cargo Load List<br>• Customs Cleared Bayan / Goods Declaration (For each shipment provided by Clearing Agent submit to Documentation).<br>• List of shipments in Excel format<br>• Hazardous cargo declaration (if no DG then Nil declaration to be submitted)<br>• Awkward Cargo Manifest (If required).<br>• In case, it is required to follow the decision by Chief officer on load list and its sequence of loading, the terminal would follow Chief officer instructions at the time of cargo exchange. Terminal will not be responsible for any shutouts or any consequence due to this reason.<br>• Any other documents as and when required | • Shipping Agent to provide export cargo details required to gate-in to the terminal with all information. Terminal will update TOS according to the data provided and Planning allocate yard space for upcoming cargo.<br>• Customer approach to “customer service office” with the road slip mentioning the cargo number.<br>• Customer service office will issue Road Ticket for gate-in and off-loading the cargo in yard.<br>• In-gate clerk will update arriving truck in TOS, match the chassis numbers/cargo with Road Ticket.<br>• In case the data is not matching with TOS, Gate Clerk will contact Planning Office for trouble shooting and truck will be diverted to waiting area.<br>• Upon Gate in the Truck will be weighed and record in the Weigh bridge system.<br>• The truck proceeds to respective yard location and offload the units/cargo after Customs permission.<br>• Yard Tally clerk will update yard location of cargo/units in TOS.<br>• The truck can leave the terminal after off-loading the Units/cargo at terminal.<br>• During gate out – truck’s second weight will be capture and system will generate the weighment slip with the first weight, second weight and Net weight of the Cargo.<br>• Gate clerk issue weigh slip to the truck driver.<br>• Customer complete customs formalities/documentation and submit following documents to Cargo Delivery Section for the clearance of shipment:<br>o Bayan duly release/approve by customs.<br>o Copy of customs clearance document (ifraj).<br>o Any other document required by customs, in case of used Units.<br>• Cargo Delivery section will:<br>o Check and verify and request for any missing documents.<br>o Keep the document set in safe custody for onward usage/archive.<br>o Make a summary report for release cargoes/units at the end of the shift and email to Operations and Planning office to follow up till loading on the desired vessel.<br>Note: All Export related charges to be invoiced by QTerminals billing section to the Shipping Agent after sailing of the vessel. | • Shipping Agent will update with vessel related documents to Terminal Planning section.<br>• Planning section will verify and update discharge cargo list in TOS.<br>• Customer will approach the Customer Services office with following documents to get his vehicle enter the terminal:<br>o Customs cleared Bayan<br>o Delivery Order issued by Shipping Agent with list of cargo details.<br>o Copy of Customs clearance document.<br>o Any other document as required by customs.<br>• Customer Services will prepare Storage and Handling Summary (on prescribed form) after checking the document authenticity.<br>• Customer will pay the charges and submit copy of final paid invoice duly stamped, signed and validity marked by Finance.<br>• Customer Services<br>o Prepare Road Ticket for allowing vehicle to enter the terminal for loading of their respective cargo.<br>• Trucker will enter Terminal In-gate with the Road Ticket.<br>• Gate clerk will gate-in the truck and record first weighment transaction in WB system.<br>• For RORO units Trucker will load the units/ cargos to the truck.<br>• Receive, “Receiving & Delivery slip” (prescribed form) from yard Tally clerk for recording of the units/cargoes physically loaded on to the truck.<br>• Tally clerk will cross verify the loaded cargoes / units and acknowledge on the R&D slip.<br>• Trucker will procced with R&D slip to Cargo Delivery Section to obtain gate pass for the loaded units/cargo to gate-out.<br>• Customer submits the R&D slip along with the documents to Cargo Delivery Section (CDS).<br>• CDS will:<br>o Check documents for its accuracy and validity.<br>o Check validity of paid invoice along with the document set<br>o CDS will Hand over the keys of the units to consignee/Clearing agent for loading Units on the truck.<br>o Generate gate pass in TOS and issue to the trucker.<br>• Gate Officer will:<br>o Check the Road Ticket, physically verify cargo/units, QTY and description with Gate Pass.<br>o During gate out – truck’s second weight will be captured, and system will generate the weighment slip with the first weight, second weight and Net weight of the cargo.<br>o Update gate-out move in TOS and Issue weighment slip to complete gate transaction. |

# 7 General Cargo Terminal (GCT)

## 7.1 General Cargo Terminal Introduction

The General cargo terminal provides services of cargo loading/unloading to/from vessel, internal cargo movement from vessels to stacking areas and vice versa. Placing cargoes for Customs inspection requirements, reefer handling and storage, de-stuffing & stuffing, receive cargo from gates to storage area or directly to the vessel for loading, delivering the cargo through the gates from storage area or directly from the vessel & warehouse related operations are few other key activities of General Cargo Terminal.

All processes and operations shall be planned, scheduled, monitored, and controlled by terminal operating system, for efficient vessel operations, optimization of facilities, and to reduce lag times.

The main operations of the General cargo Terminal are:

- Break Bulk Handling
- Bulk (DRY, Liquid) Handling
- Reefer Vessel Handling

General Cargo Terminal Operations have the following processes to manage the above operations. These processes are controlled and managed by Terminal Operator:

1. Planning.
2. Vessel Operation
3. Yard Operation.
4. Documentation.
5. Gate Operation.
6. Warehouse Operations.
7. Storage and Handling of Dangerous Goods.
8. Workforce Administration.

## 7.2 General Cargo Terminal (GCT) Facilities

### 7.2.1 Vessel Handling Capability

Vessel with max allowable draft of 14m shall be accepted at GCT.

### 7.2.2 Mobile Harbor Cranes

- SWL 104Ton with the radius of 11m
- Maximum outreach of 54m with the SWL of 40.9 Ton shall be handled.

### 7.2.3 Weighbridges (Weigh scale with weigh slips) with capacity of 120Ton

### 7.2.4 Automatic Gate management system AGMS

Once Implemented, AGMS will support auto detection of the Truck arrived at gate lane with its plate number/RFID and after physical verification it is being processed in TOS.

### 7.2.5 Vehicle Booking System (VBS)

Once Implemented at the facility, the customers can book their trucks for delivery/receival at their convenience and eliminate paperwork.

### 7.2.6 Port Community system

Once fully integrated with NCT TOS, PCS will be the main hub for communicating between all port users and terminal system.

### 7.2.7 Radiation Surveillance System

Radiation Surveillance System is being install at the exit gates to monitor radioactive substances in the cargo/container. This system is directly monitored by Governmental Agency.

### 7.2.8 Access Control System

Access control system is installed to allow only the privileged persons to the relevant terminals and buildings. This system is controlled by MOI.

### 7.2.9 Warehouse operations

Warehouses are the facility in GCT to store the cargo under shed and in temperature-controlled stores.

### 7.2.10 GCT Terminal Operating System (TOS)

GCT TOS is a powerful, easily configurable terminal operating system (TOS) accessible via windows thin clients and mobile applications running on vehicle mounted and handheld devices.

Forming the core of terminal operations, it is an extremely stable terminal operating system (TOS) that is designed to handle all cargo types and units. Flexible working environments, multiple sites, terminals, and sub-terminals can all be managed within a single database., real–time view of operations for making smarter decisions faster.

### 7.2.11 General facilities

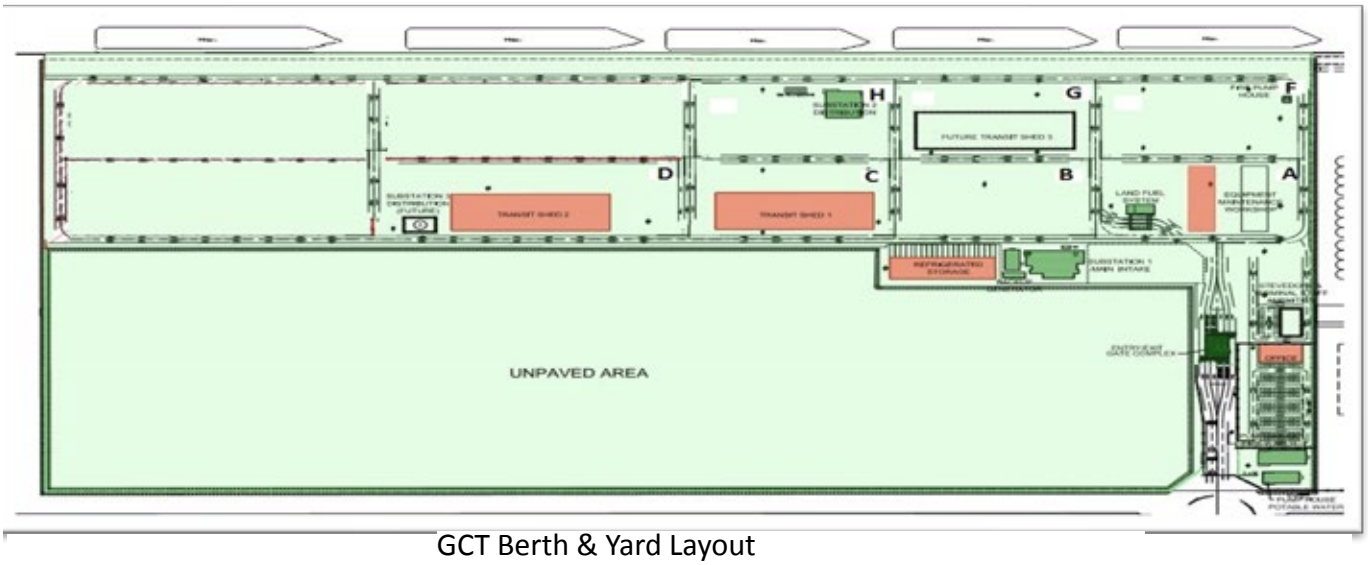
- Administration and Amenity buildings.
- 24/7 Clinic and ambulance.
- Substation, Generator House, Pumping station.
- Fire Fighting System
- Emergency response facility
- Health and environment authority
- Police.
- Security guard to maintain traffic safety and efficiency in the Yard.
- CCTV surveillance system 24 hours.
- Prayer Room.
- Washroom Facility for port user.
- Customer waiting area.
- Access Control System

## 7.3 GCT Terminal Berth Specifications:

| General Cargo Terminal | |
|---|---|
| Quay Length | 1200 meters |
| No of Berths | 05(Each 240m) |
| Depth of water in front of berth (Lowest Astronomical Tide or Chart Datum Level: C.D.L) | 17 m (LAT) |
| Max permissible draft at Berth | 14 m |
| Vessel's side alongside berth | Starboard side |
| Max acceptable wind velocity (m/sec) at Berthing/Unberthing | 10.288m/sec |
| Designed type of vessel and Max DWT of berth | 156,907 T |
| Strength of Pier surface (ton/m2) / Acceptable H/H cargo operation | 10 t/m2 |
| Bollard Type | Twin Bollard |
| Bollard - Bollard distance | 24 m |
| Bollard Capacity | 150 Ton |
| Bollard Numbers | 401 - 450 |
| Fender Type | Super Cone Fender |
| Fender Spacing | 12m |
| No of Mobile Harbor crane | 3 |

## 7.4 GCT Berth & Yard View

- Yard Stacking Area (Sqm) 190,268
- 6 Million Freight Tons Throughput Capacity per annum
- More than 50 Trucks parking facility for customs inspection at any given time.
- Customs Inspection and Scanner facilities within the Terminal




GCT Berth & Yard Layout

## 7.5 GCT Gate lanes

- 2 IN-Gate (with weigh scale & AGMS portal)
- 2 OUT-Gate (with weigh scale & AGMS portal)
- 1 OOG- Gate
- Standard Gate lane width – 3.5m
- OOG Gate lane width – 11m
- Trouble Desk

General Note: All OOG handling subject to pre-approval and exceptions will be handled on case by case basis.

GCT Gate View

## 7.6 Weighbridges (Weigh scale with slip)

- Capacity of Weighbridge – 120 Tn
- 2 IN-Gate (with weigh scale)
- 2 OUT-Gate (with weigh scale)

## 7.7 Warehouse Shed Information

- 2 Dry Warehouse each 7,500sqm
- 1 Refrigerated Warehouse 3,700sqm
- Customs inspection facility

GCT Refrigerated Warehouse

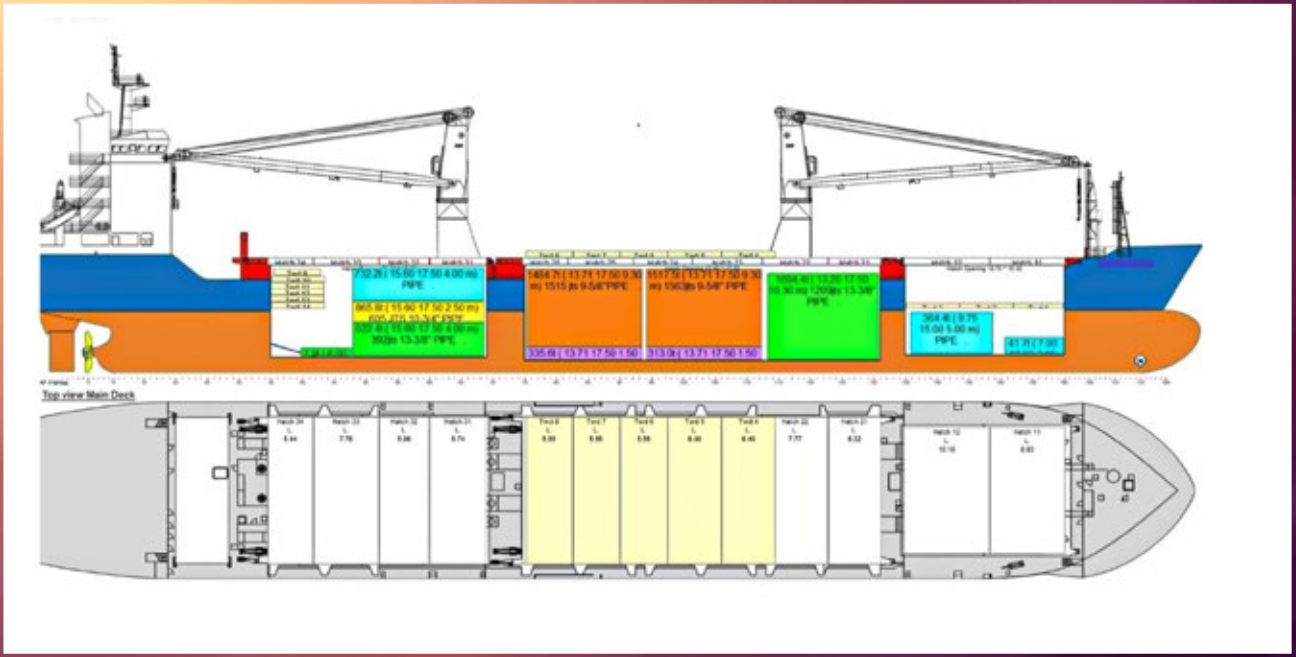
GCT Dry Warehouse

## 7.8 Equipment's at General Cargo terminal

| ITEM | QTY |
|---|---|
| MHC (Liebherr Cranes) 104 tons | 3 |
| Mobile crane - Tadano 110 tons | 2 |
| Mobile crane Terex 90 tons | 1 |
| Forklift 5 Ton | 3 |
| Forklift 7 Ton | 2 |
| Forklift 10 Ton | 2 |
| Forklift 12 Ton | 2 |
| Forklift 15 Ton | 2 |
| Forklift 25 TON | 1 |
| Forklift 30 TON | 2 |
| Forklift 33 TON | 1 |
| Forklift 45 TON | 2 |
| Terminal tractor (80 Ton) | 11 |
| Mafi 80 TON - 40' | 18 |
| Bromma Spreader 41 TON | 2 |
| Road Sweeper | 1 |

Note: Equipment at other terminals can also be shared as required.

## 7.9 Vessel Stowage Plan Sample:




GCT Vessel Stowage Sample

# 8 Multi Use Terminal (MUT)

## 8.1 Multi Use terminal Introduction.

The Multi Use Terminal provides services of units/cargo loading/unloading to/from vessel, internal cargo movement from vessels to stacking areas and vice versa. Placing units/cargoes for Customs inspection requirements, handling and storage, de-stuffing & stuffing, receive units/cargo from gates to storage area or directly to the vessel for loading, delivering the cargo through the gates from storage area or directly from the vessel & related operations are few of key activities of the Multi Use Terminal.

All processes and operations shall be planned, scheduled, monitored, and controlled by terminal operating system, for efficient vessel operations, optimization of facilities, and to reduce lag times.

Storage facilities are paved with interlock, fenced, and illuminated.

Multi Use Terminal also facilitate livestock handling and other related facilities.

Hamad Port priorities the Livestock vessel berthing on arrival and continuous operations without break until the cargo completion.

The main operations of the Multi Use Terminal are:

- Ro-Ro
- Livestock
- Landing Craft

Multi Use Terminal Operations have the following processes to manage the above operations. These processes are controlled and managed by Terminal Operator:

A. Planning.
B. Vessel Operation.
C. Yard Operation.
D. Documentation.
E. Gate Operation.
F. Storage and Handling of Dangerous Goods.
G. Workforce Administration.

## 8.2 Multi Use Terminal Facilities

### 8.2.1 Vessel Handling Capability

Vessel with the allowable draft of 11.2 m shall be accepted at MUT.

### 8.2.2 Weighbridges with capacity of 120Tn

MUT gates are equipped with weighbridges, all cargo coming-in and out of the terminal to be weighed.

### 8.2.3 Automatic Gate management system AGMS

Once implemented, AGMS will support auto detection of the truck arrived at gate lanes with its plate number/RFID and after physical verification it is being processed in TOS.

### 8.2.4 Vehicle Booking System (VBS)

Once Implemented at the facility, the customers can book their trucks for delivery/receival at their convenience and eliminate paperwork.

### 8.2.5 Port Community system

Once fully integrated with NCT TOS, PCS will be the main hub for communicating between all port users and terminal system.

### 8.2.6 Radiation Surveillance System

Radiation Surveillance System is being install at the exit gates to monitor radioactive substances in the units/cargo. This system is directly monitored by Governmental Agency.

### 8.2.7 Access Control System

Access control system is installed to allow only privileged persons to the relevant terminals and buildings only. This system is controlled by MOI.

### 8.2.8 MUT Terminal Operating System (TOS)

MUT TOS is a powerful, easily configurable terminal operating system (TOS) accessible via windows thin clients and mobile applications running on vehicle mounted and handheld devices.

Forming the core of terminal operations, it is an extremely stable terminal operating system (TOS) that is designed to handle all cargo types and units. Flexible working environments, multiple sites, terminals, and sub-terminals can all be managed within a single database., real–time view of operations for making smarter decisions faster.

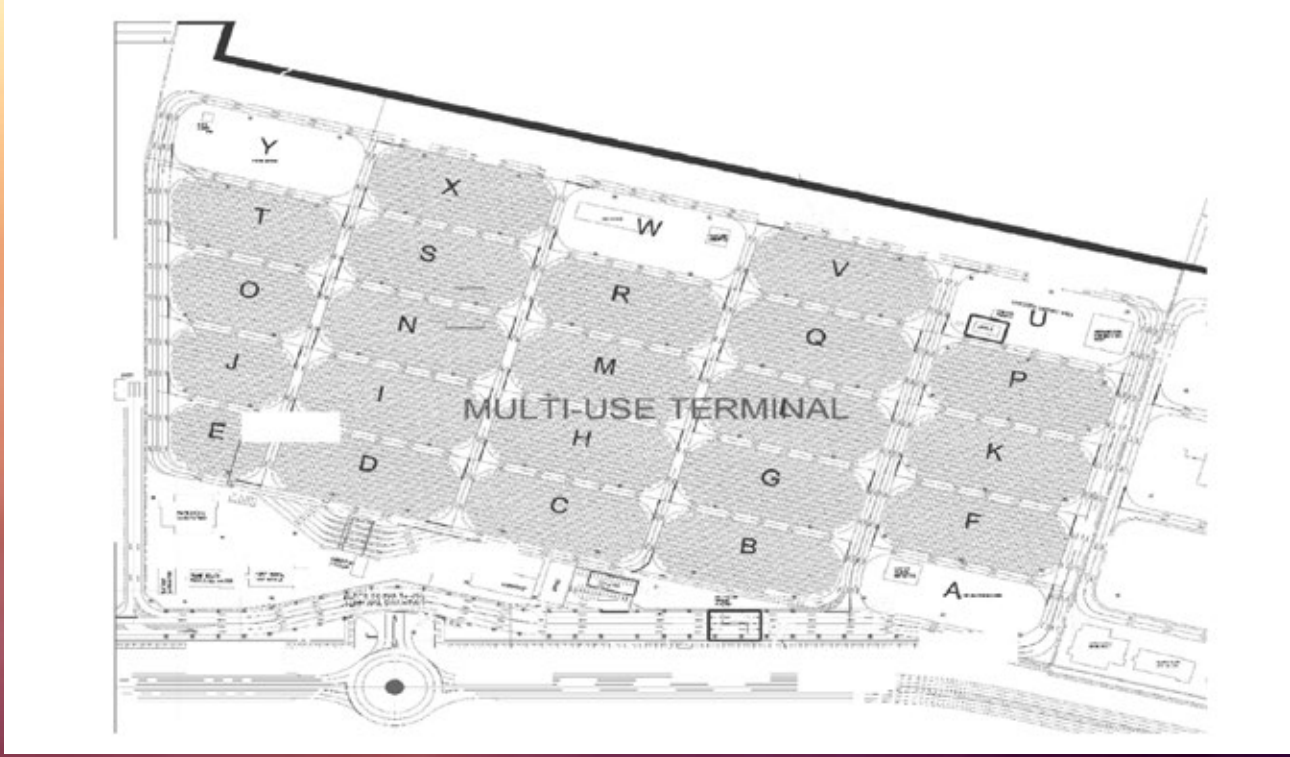
### 8.2.9 General Facilities

- Administration and Amenity buildings.
- 24/7 Clinic and ambulance.
- Substation, Generator House, Pumping station.
- Fire Fighting System
- Emergency response facility
- Health and environment authority
- Police.
- Security guard to maintain traffic safety and efficiency in the Yard.
- CCTV surveillance system 24 hours.
- More than 50 Trucks parking facility at a time in yard for customs inspection.
- Prayer Room.
- Washroom Facility for port user.
- Customer waiting area.
- First aid clinic

## 8.3 MUT Terminal Berth Specifications:

| Multi Use Terminal | |
|---|---|
| Quay Length | 770 meters |
| No of Berths | 03(each 256m) |
| Depth of water in front of berth (Lowest Astronomical Tide or Chart Datum Level: C.D.L) | 12.5 m (LAT) |
| Max permissible draft at Berth | 11.2 m |
| Vessel's side alongside berth | Starboard side |
| Max acceptable wind velocity (m/sec) at Berthing/Unberthing | 10.288m/sec |
| Strength of Pier surface (ton/m2) / Acceptable H/H cargo operation | 10 t/m2 |
| Bollard Type | Twin Bollard |
| Bollard - Bollard distance | 24 m |
| Bollard Capacity | 100 Ton |
| Bollard Numbers | 601 - 632 |
| Fender Type | Super Cone Fender |
| Fender Spacing | 12m |

## 8.4 MUT Berth & Yard

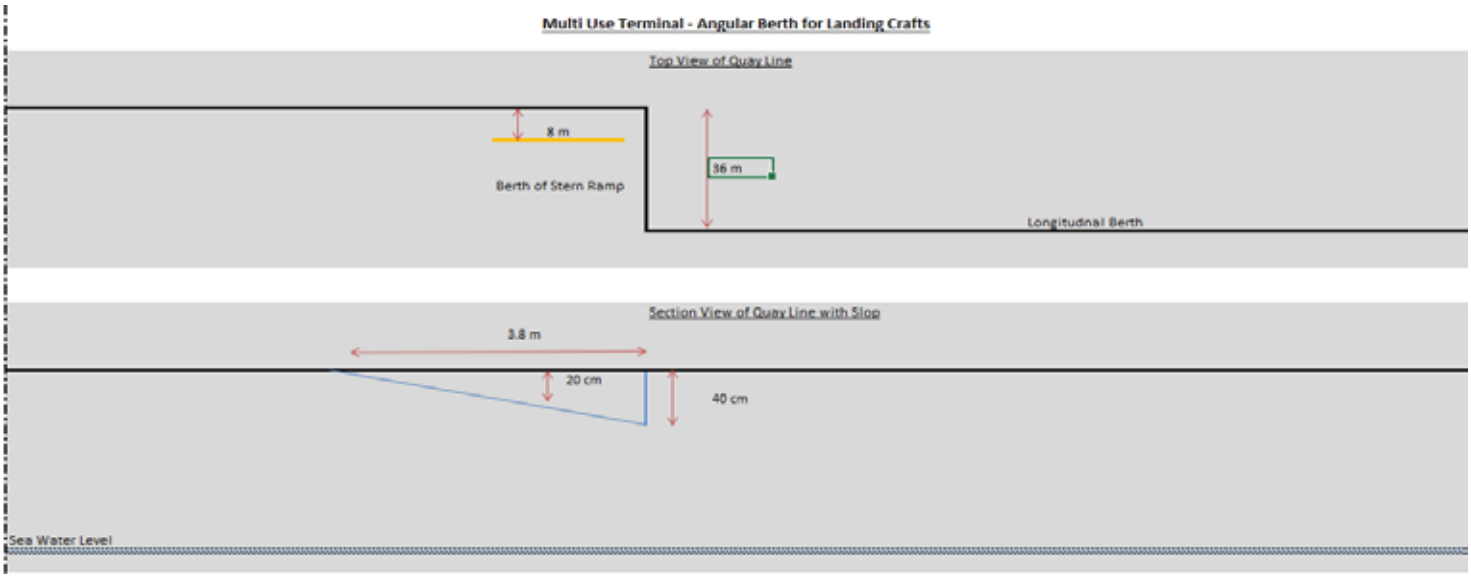



MUT Yard Layout

- Yard Area (Sqm) 204,626 with 0.5 Million Units handling capacity per annum.
- More than 50 R&D Trucks parking facility at a time.
- Yard Capacity 6365/SUV Units, High/heavy Units slot – 531, Standard SUV units – 5834.
- Customs Inspection and Scanner facilities will be within the Terminal.

## 8.5 MUT Angular Berth specification & Restriction.


MUT Angular Berth




MUT Angular Berth Section View

- Required 5m distance from water level to ramp (At MUT ramp berth)
- Ramp should not touch the edges of berth.
- Tidal range & Flow: Tide variation 1.5m, Tidal steam sets on ebb 22° on flood 202°
- Maximum current runs between 2 to 2.5knts.
- Pier height from MLLW (Mean Lowest Low Water) or Zero Tide (m) 4.50m LAT 2.66m MLLW.
- Berth height from highest Astronomical Tide 2.66m

## 8.6 MUT Gate lanes

- 2 IN-Gate (with weigh scale & AGMS Portals)
- 2 OUT-Gate (with weigh scale & AGMS Portals)
- 1 OOG- Gate
- Standard Gate lane width – 4.2m
- OOG Gate lane width – 9m
- Trouble Desk

OOG Restriction - All OOG cargo handling subject to pre-approval and exceptions will be handled on case by case basis.

Weighbridges (Weigh scale with slip)

- Capacity of Weighbridge – 120 Tn
- 2 IN-Gate (with weigh scale)
- 2 OUT-Gate (with weigh scale)

MUT Gate View

## 8.7 Equipment at Multi Use Terminal

| ITEM | QUANTITY |
|---|---|
| **Crane** | |
| Mobile crane - Tadano 110 tons | 1 |
| Mobile crane Terex 65 tons | 1 |
| **Forklift** | |
| Forklift 5 Ton | 2 |
| Forklift 12 Ton | 1 |
| Forklift 28 TON | 1 |
| Forklift 45 TON | 2 |
| **Terminal Tractor** | |
| Terminal tractor (RT 165 Ton) | 2 |
| Terminal tractor (80 Ton) | 5 |
| Terminal tractor (190 Ton) | 1 |
| **MAFI Trailer & Spreader** | |
| Mafi 80 TON - 40' | 5 |
| Mafi 100 TON - 40' | 2 |

# 9 Offshore Supply Terminal

## 9.1 Offshore Supply Terminal Introduction

The Offshore Supply Terminal provides services of cargo loading/unloading to/from vessel, internal cargo movement from vessels to stacking areas and vice versa. Placing cargoes for Customs inspection requirements, handling and storage, receive cargo from gates to storage area or directly to the vessel for loading, delivering the cargo through the gates from storage area or directly from the vessel & related operations are few other key activities of OST.

All processes and operations shall be planned, scheduled, monitored, and controlled by terminal operating system, for efficient vessel operations, optimization of facilities, and to reduce lag times.

The main operations of the Offshore Supply Terminal are:

- Cargo Handling
- Bunker Supply
- Hot/cold/Miscellaneous works & permits.
- Garbage and Sewage Disposal
- Permit for Food & Provision Supply
- Fresh Water Supply
- Crew change
- Layby berthing

Offshore Supply Terminal Operations have the following processes to manage the above operations. These processes are controlled and managed by Terminal Operator:

I. Planning.
II. Vessel Operation
III. Yard Operation.
IV. Documentation
V. Gate Operation.
VI. Workforce Administration.

## 9.2 Offshore supply vessel Terminal (OST) facilities

### 9.2.1 Vessel Handling Capability

Vessel with the allowable draft of 7.2 m shall be accepted at OST.

### 9.2.2 Automatic Gate management system AGMS

### 9.2.3 Vehicle Booking System (VBS)

### 9.2.4 Port Community system

### 9.2.5 Radiation Surveillance System

### 9.2.6 Terminal Operating System (TOS)

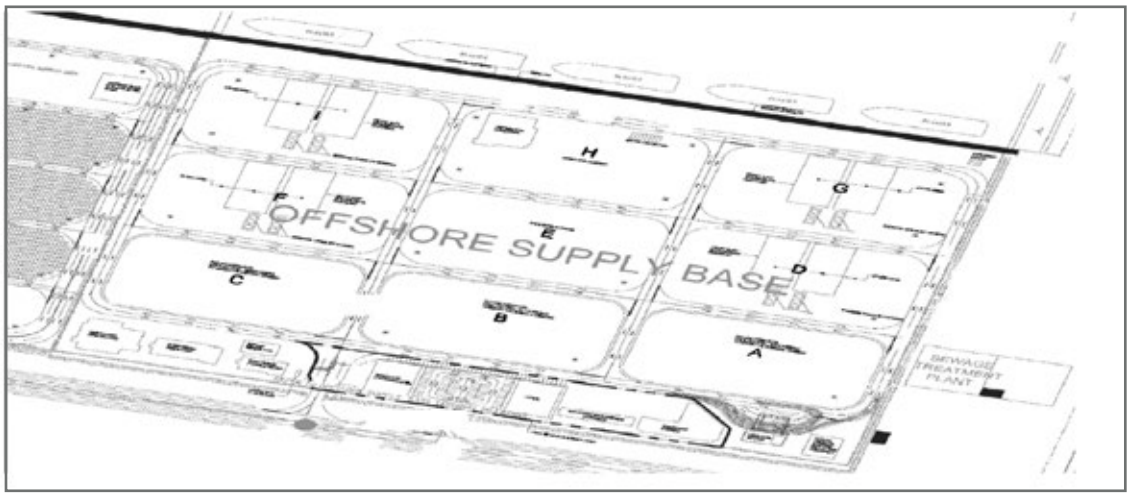
## 9.3 General Facilities

- Administration and Amenity buildings.
- 24/7 Clinic and ambulance.
- Substation, Generator House, Pumping station.
- Fire Fighting System
- Emergency response facility
- Health and environment authority
- Police.
- Security guard to maintaining traffic safety and efficiency on the Yard.
- CCTV surveillance system 24 hours.
- More than 50 Trucks/cars/buses parking facility at a time in yard.
- Prayer Room.
- Washroom Facility for port user.
- Customer waiting area.
- First aid clinic

## 9.4 OST Terminal Berth Specifications:

| Offshore Supply Terminal | |
|---|---|
| Quay Length | 540meters |
| Depth of water in front of berth Lowest Astronomical Tide or Chart Datum Level: C.D. L | 8 m (LAT) |
| Vessel's side alongside berth | Starboard side |
| Max permissible draft at Berth | 7.2 m |
| Yard Stacking Area (SQ.M) | 133,687 |
| Bollard Type | Tee Bollard |
| Bollard - Bollard distance | 16 M |
| Bollard Capacity | 60 Ton |
| Fender Type | Super Cone Fender |
| Fender Spacing | 8m |
| Standard Gate lane width | 3.5m |
| Trucks/cars/buses parking facility at a time | 50 Nos |

## 9.5 OST Berth & Yard




OST Terminal Layout

## 9.6 OST Gate lanes

- 2 IN-Gate (with weigh scale & AGMS Portal)
- 2 OUT-Gate (with weigh scale & AGMS Portal)
- Standard Gate lane width – 3.5m
- OOG Gate lane width – 9m
- Trouble Desk

General Note: All OOG handling subject to pre-approval and exceptions will be handled on case by case basis.

Note: Currently OST use Multi Use Terminal gate for Gate in & gate out of all services.


OST Gate

## 9.7 Weighbridges (Weigh scale with slip)

- Capacity of Weighbridge – 120 Tn
- 2 IN-Gate (with weigh scale)
- 2 OUT-Gate (with weigh scale)

## 9.8 Radioactive Portals under MOI

## 9.9 Equipment's at Offshore Supply Terminal

| ITEM | QUANTITY |
|---|---|
| Crane | |
| Mobile crane - Tadano 110 tons | 1 |
| Mobile crane Terex 65 tons | 1 |
| Forklift | |
| Forklift 5 Ton | 2 |
| Forklift 12 Ton | 1 |
| Forklift 28 TON | 1 |
| Forklift 45 TON | 2 |
| Terminal Tractor | |
| Terminal tractor (RT 165 Ton) | 2 |
| Terminal tractor (80 Ton) | 5 |
| Terminal tractor (190 Ton) | 1 |
| MAFI Trailer & Spreader | |
| Mafi 80 TON - 40' | 5 |
| Mafi 100 TON - 40' | 2 |

## 9.10 Vessel Operation Procedure

### 9.10.1 Planning & Operation

Operations carried out in Supply vessels.

  - Cargo Handling
  - Bunker Supply
  - Hot/cold/Miscellaneous works & permits.
  - Garbage and Sewage Disposal
  - Fresh Water Supply, Permit for Food & Provision Supply
  - Crew change
  - Layby berthing

- Shipping agent will send vessel particulars to VTS and cargo documents to Terminal Operations & Planning for Vessel acceptance
- Shipping agent will send the details of Operations to be carried out in Supply Vessel.

### 9.10.2 Cargo Operations & Ancillary Services

**A. Bunker Supply, Hot, cold & Miscellaneous works**

- Agent will send oil transfer form, Hot & Cold work permits to Port Operations, Planning, Hamad Port VTS and Mwani HSE through PCS.
- Approvals will be done in PCS with all concern stakeholders.

- Approval is valid for 24 hrs. time and New approval should be obtained in case of extension.

**B. Garbage & Sewage Disposal.**

- Agent will send Miscellaneous form to Port Operations, Planning, Hamad Port VTS and Mwani HSE through PCS.
- Approvals will be done in PCS with all concern stakeholders.
- Approval is valid for 24 hrs. time and New approval should be obtained in case of extension.

**C. Fresh water Supply, Food & provision Supply.**

- Terminal operator having the facility of shore water supply at berth and it is mandatory to utilize this service if required.
- In case of no supply available with terminal operator and then the below process to be followed.
    - Agent will bring the hard copies of the Documents stating all relevant details with the quantities and items to be supply.
    - Port planning will provide No Objection stamp on the document.
    - Agent hast to proceed to customs for No Objection approval for trucks to gate in and submit one copy to planning.
    - Security at berth will verify for the Operations and customs stamp and allow the trucks to proceed to supply vessel.

**D. Crew change**

- Agent must send the information about number of On-Signers and Off-signers to planning along with berthing request.
- Agent to fulfill all the formalities of customs to carry out the crew change operations.

**E. Layby berthing**

- Agent must obtain prior approval from NCT management for any vessel layby at berth for long term, providing all the relevant information.

# 10 Health Safety Security & Environment

## 10.1 Port Security

### 10.1.1 ISPS

Mwani HSSE department / Security section is responsible for ISPS related security administration. Information on present ISPS security level can be obtained from Shipping Agencies, VTS or Port Facility Security Officer.
Stores and bunkers supplied to vessels from shore should be reported to the PFSO.

Details of the ISPS PFSO are:

PFSO name: Mohammed Hamed Al-Saiari
Phone No: 40453305
Email: m.al-saiari@mwani.com.qa

D.PFSO name: Mohammed Elbachir
Phone No: 40453615 / Mobile # 55920637
Email: m.elbachir@mwani.com.qa

### 10.1.2 Access to Premises

No person shall access any Port area as defined by its boundaries, via water, air, or land unless the person obtained a permit from Mwani Qatar for accessing the port.
Every person in a port shall obey the instructions on signs posted and respect the functions of fences and barriers established by Mwani Qatar or the Terminal Operator.

### 10.1.3 Compliance with International Security Requirements

Every Vessel applying for permission to enter a port shall ensure compliance with the security requirements for ships of SOLAS 74.
2 Each Port Facility Operator shall ensure compliance with the security requirements for port facilities of SOLAS 74.

### 10.1.4 Notification with Respect to Security

A. Every Owner, Master or Agent of a Vessel applying for permission to enter a port shall provide the information to Mwani Qatar, at least 48 hours prior to their entry as required under Chapter XI-2 – (Special measures to enhance maritime security) of SOLAS 74, in association with Regulation XI-2/3 implementing the International ISPS Code, as amended.
B. To facilitate compliance with the notification requirements under 1 above as appropriate, the Owner, Master or Agent of a Vessel intending to enter a Port shall use the Uniform Ship Pre-Arrival report as per ISPS Code and 2002 amendments of SOLAS 74 in accordance with these Byelaws.

### 10.1.5 Cameras

The use of photographic equipment of any kind including cameras, video cameras, within the Port Limits is strictly prohibited without the prior permission of Mwani and the applicant being in possession of a duly authorized Photography Permit issued by MOI port Security.

### 10.1.6 Use of CCTV

All the vessels arriving at Hamad port must notify concerned PFSO or his/her delegate if any CCTV is fitted onboard the vessel.

All cameras installed on the deck for external surveillance must be switched off before entering the port. It is not permitted to operate the aforementioned cameras except by submitting an request to operate CCTV in which it clearly states:

- The number of cameras,
- Their location and their area of coverage,
- And that monitoring is limited to the area surrounding the ship only and for security and safety purposes only.

### 10.1.7 Firearms

All firearms, including ammunition, shall be declared to the Mwani who will specify the security arrangements required as imposed by the relevant authorities.

## 10.2 Environmental Management

### 10.2.1 General

It is the responsibility of each Port User to comply with the EHS requirements that are relevant to its activities.

Each Port User shall, in relation to any Activity including construction, operation and decommissioning, comply with:

a. the Mwani Port EHS Management system including all monitoring and reporting requirements established by any Relevant Authority and.
b. Applicable Law relating to EHS as well as environmental conditions and requirements set by any Relevant Authority, including Qatari Law No. 30 of 2002 for the Protection of the Environment; and
c. Best International Practices.

### 10.2.2 Notification for the Collection of Waste from Ships

A. Every Owner, Master or Agent of a Vessel shall notify Mwani, the Terminal Operator or Port Facility Operator, as appropriate, in respect to collection of waste in a Port.
B. The Owner, Master, or Agent of a Vessel shall make all necessary arrangements for the collection of waste with the Terminal Operator or the Port Facility Operator.

### 10.2.3 Ballast, Oil Transfers and Pollution Prevention

Any pollution affecting the well-being of the area is looked upon as extremely serious and will incur heavy penalties, in addition to any cleanup costs.
Only the discharge of “clean” ballast from Segregated Ballast Tanks (SBT) is permitted; All ballast water, other than that contained within SBT, shall be retained onboard.
Masters are required to take all necessary precautions to minimize and control the introduction of unwanted aquatic organisms and pathogens from the Vessel’s ballast water.

### 10.2.4 Grey Water

The discharge of untreated contaminated shipboard wastes and refuse from vessels into port or coastal waters is not permitted.

### 10.2.5 Sewage

The discharges of sewage or shipboard wastes from vessels into port area or coastal waters are prohibited.

### 10.2.6 Bunkers and Water

Bunkering and freshwater facilities are not available at the port. Fuel and water can be supplied by road tankers
Hoses in use should be certified and in good condition.
Responsible person onboard and ashore should be stationed at the area to observe the hose and connections for leaks.
The hoses should be drained and blinded before bringing them back to the shore.

### 10.2.7 Funnel discharges

Soot blowing and excessive smoke emissions from the funnel are prohibited.
All appropriate measures shall be taken to prevent the emission of sparks from funnels.

## 10.3 Occupational Health and Safety Management

### 10.3.1 General

Each Port User shall comply with Applicable Law, including Applicable Law in relation to vehicles and traffic, waste disposal, , draining of fuel, engine oils and other fluids, consumption of food, smoking, the use and transport of Hazardous Waste, , dress, health and safety, photography and the use of airspace.

### 10.3.2 Safety

Each Port User shall always comply with any relevant safety policy in force and issued by Mwani or by an Authorized Person for the Port Area.
No Port User shall move, operate, obstruct, stop or in any other way interfere with equipment in a Port Area, which is not owned, operated or under control of the Port User except in an emergency where the equipment is intended to be used in an emergency.
Each Port User shall wear the PPE relevant to Port Area. according to the safety procedures applied at the port or terminals

### 10.3.3 Incident Reporting

Any incident of any kind resulting in death or injury or damage to vessel or port installations or vehicles or near miss that could have resulted in an incident shall be reported to Port Control.

### 10.3.4 Liability

Each Port User:
(a) is responsible for any damages to a Port Area caused by its Activity; and
(b) shall comply with the insurance requirements set out in any Mwani Permit.

### 10.3.5 Dangerous Goods

Each Port User transporting, handling, or storing Dangerous Goods shall ensure the requirements of Mwani "Regulations for the Safe Transport, Handling and Storage of Dangerous Goods and Marine Pollutants in Port" are complied with in addition to any Applicable Law.

### 10.3.6 Waste Disposal

No Port User shall discard or dispose of any waste other than in appropriate waste collection bins.

### 10.3.7 Hot Work

No Port User shall undertake Hot Work other than pursuant to Mwani Permit.

### 10.3.8 Food

No Port User shall cook, except in areas designated by or an Authorized Person for that purpose.

### 10.3.9 Smoking

No Port User shall smoke or use a naked light other than in areas designated by Mwani or an Authorized Person for that purpose.

## 10.4 Traffic Management:

Each Port User shall always comply with:

(a) Applicable Law in relation to roads, traffic, and transport,
(b) any guidance in relation to roads, traffic and transport issued by Mwani, police traffic department any other Relevant Authority.
(c) Mwani Traffic Management Plan, as updated from time to time; and
(d) Best International Practices.

### 10.4.1 Vehicle Standards

The Port User in charge of a vehicle shall:

(a) Ensure that vehicle is validly licensed for the category of that vehicle and registered with the Licensing Authority; and

(b) Submit to any inspection required by the Licensing Authority.

### 10.4.2 Stopping of Vehicles:

A Port User in command of a vehicle shall not:

(a) leave the vehicle with its engine running.

(b) stop its vehicle in any of the following areas:

a. any place that may:

(A) prevent the through-flow of traffic.

(B) hinder Port Operations.

(C) block emergency services; or

(D) block junctions

### 10.4.3 Parking of Vehicles

No Port User shall park a vehicle except in areas designated by Mwani or an Authorized Person for that purpose.

### 10.4.4 Abandoned Vehicles

If Mwani considers that a vehicle has been left unattended for more than seven (7) days, it may designate that vehicle as abandoned.

For any vehicle deemed abandoned pursuant to above rules, Mwani may:

(a) pull out the vehicle out of the port or

(b) hand the vehicle over to a Relevant Authority.

### 10.4.5 Discharge or Spills from Vehicles

No Port User shall discharge or spill any substance from a vehicle or its cargo.

In the case of any discharge or spill of any Hazardous Waste from a vehicle or its cargo, the Port User in charge of the vehicle shall:

(a) report any discharge or spill immediately to Mwani

(b) ensure that the discharge or spill is cleaned up and all spilled or discharged substances are disposed of immediately and safely in an appropriate manner.

## 10.5 Activities Requiring Mwani Qatar Permit

The Activities within a Port Area listed below require a Permit:

1. Demolition
2. Development including the erection of temporary structures
3. Display of any advertisement on a fixed structure
4. Ship repair including hull cleaning and painting
5. Supply of provisions to Vessels
6. Hot Works
7. Abrasive Blasting and Painting
8. Excavation
9. High Voltage Access
10. Diving Operations
11. Drone Operations

12. Photography

### 10.5.1 Requirement for Mwani Permit

In addition to any Tenure Document, Mwani may require a Port User to obtain, Mwani Permit be issued for each Activity that is listed above.
Permit required may be issued by Mwani subject to whatever terms and conditions Mwani considers to be appropriate.

### 10.5.2 Compliance with Mwani Permit Conditions

Each Port User shall:
(a) comply with any terms and conditions, of an applicable Mwani Permit; and
(b) notify Mwani without delay if any term or condition of an applicable Permit is breached.

### 10.5.3 Status of Mwani Permit:

The granting of Mwani Permit does not relieve the holder of the Mwani Permit of any obligation to:
(a) obtain any Third-Party Approval in relation to the subject matter of Mwani Approval; or
(b) comply with Applicable Law and the requirements of any Relevant Authority.

## 10.6 Emergencies

### 10.6.1 Emergency Precautions

For emergency precautions, and in the event of an emergency, all port user shall act with accordance to port emergency procedures or relevant terminals procedures.
the Master shall act in accordance with the relevant Terminal procedures and those agreed during the 'pre-loading meeting'. See Port Emergency Card.

### 10.6.2 Emergency Contacts:

| DESIGNATION | NAME | OFF.TELE | MOBILE NO |
|---|---|---|---|
| Hamad Port Manager/PFSO | Mohammed Hamed Al-Saiari | 40453305 | 33331320 |
| HAMAD PORT VTS | - | 40453222 | 50194834 |
| HSSE Manager | Abdulrahman Ibrahim A. S Al-Marzooqi | 40453499 | 66689009 |
| HSSE - D. PFSO | Mohammed Elbachir | 40453615 | 55920637 |
| HSSE - Head of Security | Saeed Mohammed S. S. Al-Fehaida | 40453310 | 55133323 |
| HAMAD PORT HSSE | - | - | 66132646 |
| MOI Port Security | - | 40453195 | |
| MOI Port Civil Defense | - | 40453583 | |

### 10.6.3 Emergency Scenarios

Hamad port has prepared an Emergency Response Plan in which reaction to several scenarios have been formulated.

## 10.7 Miscellaneous

### 10.7.1 Immigration and Persons in Transit

Immigration and transit facilities for arriving and departing ships' personnel are available and can be handled efficiently through Hamad Port to or from Hamad International Airport.
A minimum of 72 hours prior notice to the Vessel's Agent is normally required with full details of names, passport, and seaman book for crew transits.
A Passport and Seaman's Book is mandatory to join a vessel.

### 10.7.2 Quarantine

Pratique can be obtained via the Vessel's Agent, provided that the Master can declare that there has not been a serious illness on board for the preceding thirty days and the following information is supplied to the Quarantine Officer via the Agent
a) Ship's name and flag.
b) master's name and nationality.
c) Number and nationality of officers and crew.
d) Ports visited during the last 21 days.
e) Has the vessel any suspected case of Plague, Cholera, Yellow Fever, Typhus, or any other infectious disease?
All crew members shall be in possession of valid vaccination certificates.
The standard International Declaration of Health is required upon arrival.

### 10.7.3 Recreational Activities

Recreational activities such as running, walking, swimming, diving, and fishing are not permitted within the Port Area. Persons in breach of this regulation are liable to face prosecution.

### 10.7.4 Reporting Operational failure

An operational failure on board a ship that could cause a hazard, damage, or hindrance, shall be immediately reported to the Mwani through VTS.

### 10.7.5 Shore Leave

Security passes are required for all personnel proceeding ashore
Shore leave can be arranged through the vessel's Agent, including transport from and to the Vessel. Shore passes are supplied by the Agent to the Master and shall be returned prior to sailing.