



# AL RUWAIS PORT INFORMATION GUIDE 2021

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# 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.



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**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 organizations 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.

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### **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.

### **Sailing time**

The scheduled sailing time is the time of the last line.

### **Shipper**

Someone who sends goods for shipment, by packaging, labeling, and arranging for transit, or who coordinates the transport of goods.

### **Consignee**

The party receiving a consignment of goods as stipulated in the transport contract.

### **Cargo**

It refers to all goods handled in General Cargo/LCT, Dhow and Supply boat

### **General Cargo Vessel**

It can carry packaged items like chemicals, foods, furniture, machinery, motor- and military vehicles, footwear, garments, etc.

### **Dhow Vessel:**

The traditional wooden vessels.

### **LCT**

Landing craft are medium seagoing vessel, which is used to handle reefer trailers, cargo package, RORO, Foodstuff & Livestock from the sea to the shore.

### **Transport service provider**

The provider or seller of transport services (carrier or freight forwarder).

### **Customs Broker**

Customs broker is a profession which expertise include tariff and customs laws, rules and regulations for the clearance of imported or exported goods or merchandise from customs authority, preparation of import or export documents including computation and payment of duties, taxes and other charges

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## **Customs**

Official department that administrates and collect the duty levied by government on import & export goods.

## **Shipping Agent**

Designated person for agency held responsible for handling shipment and cargo and general interest of its customers at port and harbors worldwide, on behalf of ship owners, managers, and charterers.

## **Freight Forwarder**

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

## **Delivery Party**

Party to which goods to be delivered.

## **Final delivery party (Ship to)**

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

## **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.

## **Turn Round Time (TRT)**

Turn Round Time of a vessel refers to the time the vessel reports at the anchorage to the time it sails out from the berth.

## **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.

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### **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.

### **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.

### **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.

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### **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
BB	Break Bulk
RT	Reefer Trailer
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
PMC	Port Mobile Crane
MLO	Main Line Operator
NRT	Net Registered Tonnage
OOG	Out of Gauge
SLA	Service Level Agreement
SOP	Standard Operating Procedure
STP	Stripping
FL	Forklift
SWL	Safe Working Load
TDR	Terminal Departure Report
TEU	Twenty Foot Equivalent Unit
ERP	Enterprise Resource Planning
TT	Tug Master/Terminal Tractor
VTS	Vessel Traffic Service



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## 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.

Users of this Information Guide agrees that all use of its contents is at user's own risk and that Mwani Qatar will not be held liable for any errors or omissions in the content of this Information Guide, including but not limited to inaccuracies or outdated information.

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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

AL RUWAIS PORT, AL RUWAIS-QATAR  
PO BOX 313 DOHA QATAR  
RUWAIS PORT VTS: +974 4045 3600  
**E-MAIL:** [alruwaisvts@mwani.com.qa](mailto:alruwaisvts@mwani.com.qa)  
Lo-Code: QA-RWS

### 2.4 Contact Details with Related to Port Information

Al Ruwais Port Management  
Phone: +974 4045 3100  
**E-MAIL:** [dp@mwani.com.qa](mailto:dp@mwani.com.qa)  
**WEBSITE OF THE PORT**  
[www.mwani.com.qa](http://www.mwani.com.qa)

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## 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 . 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 Al Ruwais Port

Managed by Mwani Qatar, under the supervision of the Ministry of Transport and communications, physical manifestation of the Qatar National Vision 2030 – the Port is in Northern part of Qatar focusing on social, economic, environmental, and human development of the nation. it will also play a major role in diversifying the Qatari economy ready for a post-hydrocarbon future.

Al Ruwais Port, will attract General cargo, Container and variety of imports including livestock, automobiles, and bulk cargo etc.

The Port is positioned in the strategic location which is apt for World-Trade and an Ideal Gateway to the markets that have outperform the international trade. It also helps to boost economic growth of Qatar and participate in numerous projects being carried out in the entire country.

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## 2.7 Scope

Ruwais port provides a ready solution by acting as gateway for fresh commodities from neighboring countries (Including frozen and chilled commodities arriving in reefer containers). Besides the usual handling of general cargo, the Port is now handling the increased demand of foodstuff and other commodities. Ruwais Port has recently witnessed substantial improvements done by Mwani Qatar in effort to rehabilitate and align it with international Port standards. The navigation channel and Port docks will be further expanded and dredged to reach deeper depth during the final stage of Al-Ruwais Port upgrade project. This will facilitate the entry of all small/medium size ships and cruise ships, in addition to further trade expansion with nearby countries.



Ruwais Port Geographical Location

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## 2.8 Port Limits, Anchorage and Channel

### 2.8.1 Port Limits

1.Lat:26 09.48N & Long:051 15.00E	(From East), Land
2.Lat:26 17.58N & Long:051 07.62E	(NE) At Sea
3.Lat:26 14.37N & Long:051 04.25E	(NW) At Sea
3.Lat:26 04.80N & Long:051 06.70E	(From West) Land

### 2.8.2 Port Anchorage

NO.	LAT.	LONG.
1	26° 10. 10 N	051° 04. 84 E
2	26° 12. 10 N	051° 04. 10 E
3	26° 14. 00 N	051° 06. 58 E
4	26° 11. 90 N	051° 07. 36 E

### 2.8.3 Port Channel

Length	Depth	Width	Max. Dft.
2 Nm	5.0 m	100 m	4.8 m



Ruwais Port Channel





Ruwais Port overview

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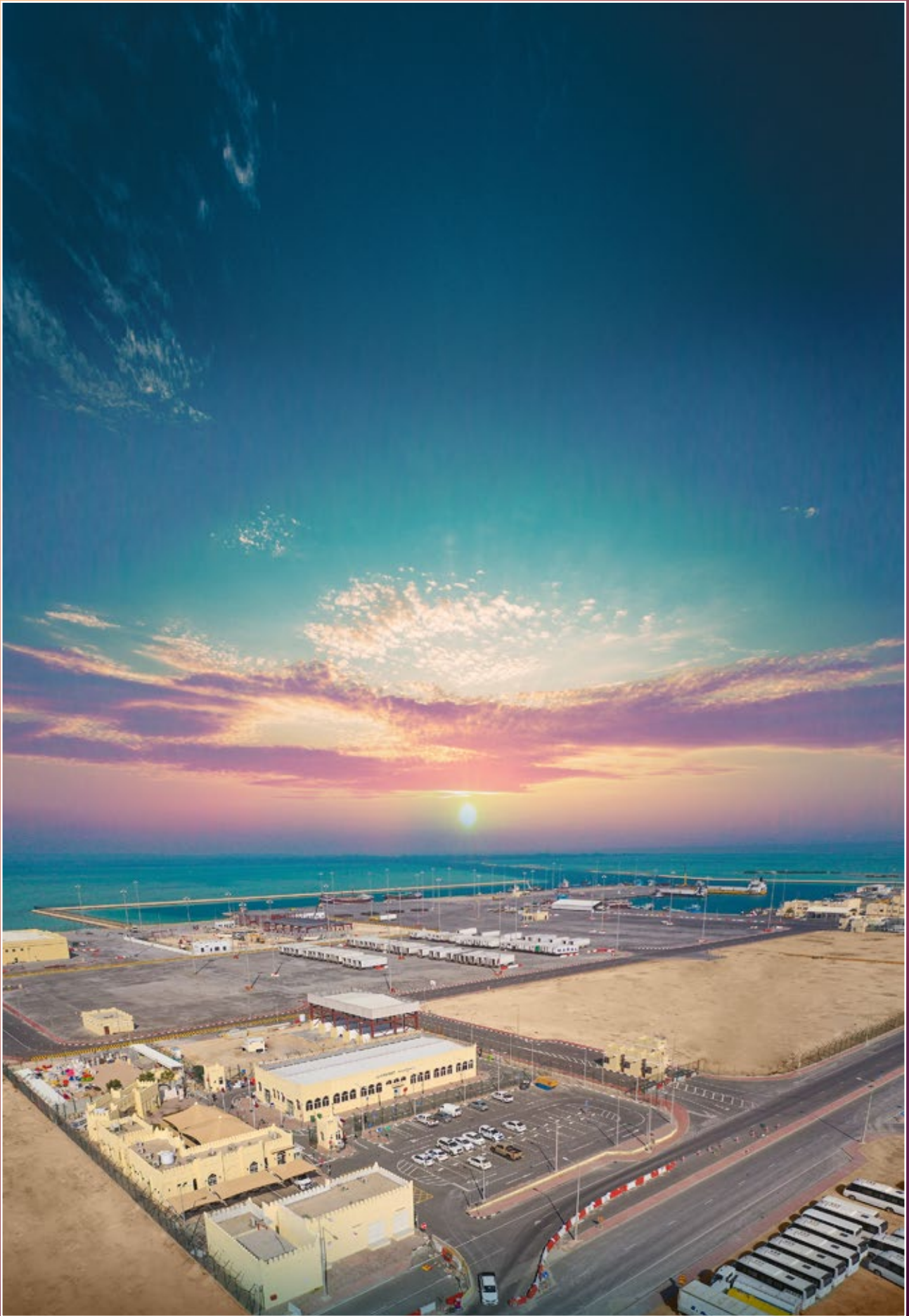
## 2.9 Port Admin Area

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:

- Port Hotel & Passenger Lounge
- Restaurant & Supermarket Building
- Mosque
- Customs Main Admin Building
- Agent's Building
- Mwani Qatar Building
- Visitors Center's
- Police Station & Security Building
- Gate pass office
- Immigration Facility
- Ruwais Mina Market
- Seafarer's market
- Offices for shipping services and shops
- Cold Storage
- Workshop & Warehouse
- Commercial Stores & Building
- Inspection Platform Area & Associated Facilities
- Services Building





Ruwais Port Admin Area

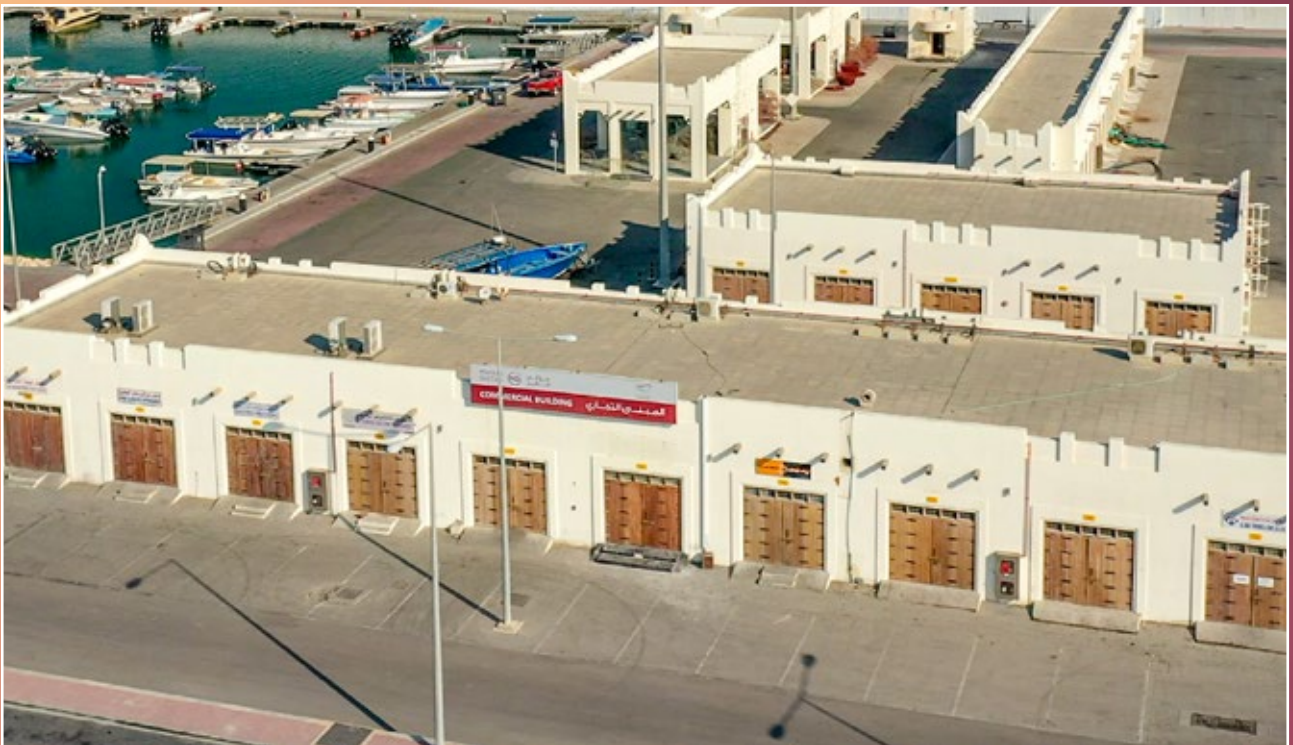


Warehouse and Workshop



Store Building





Commercial Building



PORT HOTEL



PASSENGER LOUNGE



AL MINA MARKET



COLD STORE





Customs Inspection Platform Area

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## 2.10 Gate Process Within Al Ruwais Port

Ruwais Port Gate is responsible for controlling movements via gate and maintain systematic record and ensure that cargo being delivered or received against the owners request with proper authorization.

### 2.10.1 Gate In:



Gate In

### 2.10.2 Gate Out:



Gate Out



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## 2.11 Customs Inspection Platform Area (CIPA)

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

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



Customs Inspection Platform Area (CIPA)

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## 3. Ruwais 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 Ruwais Port shall request for anchoring inside Port limit (See page No.25) anchorage (see BA 2523, 3790). Vessel shall maintain continuous listening watch on VHF 16/13 for clearance/berthing/sailing instructions.

#### 3.1.3 Anchors

The anchors are to be unlash 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.

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### **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 Port 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

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procedures that each terminal has posted should be reported immediately to Port Control (VTS) on VHF Ch-13/16.

#### **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 Ruwais port are:

- Chart BA 2523
- Chart BA 3790

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

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### **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-13 and Ch-16.

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### 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.



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- 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 contractors 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 Ruwais 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.

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- 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

#### **d. Dhow boats**

Entry for Dhow boats is permitted only via agent submitting following minimum documents for berthing by Email:

- Registry certificate
- Crew list
- Manifest
- Last port clearance

### 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 at Ruwais 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 Ruwais Port Area, especially during a flood tide.

Terminals	BERTH NO. 1 (GENERAL CARGO & SMALL BARGE)	BERTH NO.2 (BARGE BERTH)	BERTH NO 3 LANDING CRAFT	BERTH 4-5-6-7 DHOW BOAT
Length of Terminal	512 m	141 m	290 m	B4 # 200m / B5 # 230m B6 # 51 m / B7 # 60 m
Max Draft	4.8 m	4.8 m	4.8 m	4.8 m
Max LOA	APROX 80 m	Approx. 100 m	Approx. 80 m	Max 50 m
Berth Height at CD	2.7 m	2.7 m	2.7 m	2.7 m
Bollard Spacing	22.6 m	7.6 m	7.6 m	7.6 m
Port Basin/Berth Depth	7 m	7 m	7 m	7.0 m
Channel Length	3 nm			
Channel Depth	5 m			
Max Air Draft	N/A			

### 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 be in respect with IMO recommendation on intact stability for the type ship.

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### **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](mailto: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**

In 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

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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.

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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 Ruwais Port, should inform Ruwais 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 Ruwais 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-13 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 Ruwais 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

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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 Ruwais 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 Ruwais 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
- Manifest

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-13/16 and by Phone on +974 4045 3600.

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

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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 13/16 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 13 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 13 to Port Control (VTS).

### **3.1.39 Prohibited Area**

Masters of all vessels are prohibited from entering, anchoring, or fishing within the Port area unless permission has been granted by Ruwais port VTS.

### **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:



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- 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 1 (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.

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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 1 (Activities) and may make rules for this purpose.

If the activity expressed in regulations Point 1 (Activities) appears to have a result prohibited under Point 2 (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 2 (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.

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### 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 Ruwais 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 Vessel Priority

Passenger, Livestock, Reefer vessels will have the priority for berthing.

### 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.

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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 Shipline 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**

Ruwais Port being the upcoming developing Port provides such facilities to those vessels, which are engaged in operation at Ruwais 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 Ruwais 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 Ruwais Port shall meet the above requirement.

Only Closed Loop Scrubbers are recommended at Ruwais 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.

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### 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<60m	LOA>60m	Barge combination LOA>60m
01 TUG	02 TUGS	03 TUGS

Above protocols are always subject to the individual Pilot's assessment of the prevailing conditions at the time and the Pilot may require 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 13/16. 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 Ruwais Port limit

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

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### **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 Ruwais Port Channel are required to maintain minimum of 6 knots to avoid current affect.

### **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.

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### 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.



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- 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 Ruwais VTS on VHF channel 13.
  6. The vessel should always keep listening watch on Channel 13.
  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 Ruwais Port should have 1m of UKC.

The control depth of the navigation channel is 5 m at chart datum.

The maximum allowable draft for transit is 4.8 m at Highest tide.

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 Ruwais Port (through the nominated local marine agents) through Email of their E.T.A. at Fairway 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 Ruwais Port VTS on VHF Ch. 13 or 16 and update their ETA.

Vessel documents required to be updated By Email at least 48 hours prior arrival.

- I. Uniform Vessel Pre-Arrival Notification
- II. Uniform Pre-Arrival as per ISPS
- III. Insurance coverage Letter
- IV. Registry Certificate
- V. Voyage Memo
- VI. Certificate of Class
- VII. International Load Line Certificate
- VIII. P&I Insurance certificate (Covering third party liability, oil pollution and wreck removal)
- IX. Crew List

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- X. Tonnage certificate
  - XI. Local correspondence email confirmation
  - XII. Valid Baladia Permits (If carrying Livestock)
  - XIII. Cargo Manifest
  - XIV. Valid Towing certificate (For Combinations)
  - XV. Any deficiency reports

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

### First VHF Contact on Ch- 13

The first contact through VHF should include the following information.

- i- ETA to Fairway Buoy
- ii- Arrival draft forward and Aft
- iii- Last Port and Next Port
- iv- Cargo to discharge and load
- v- Availability of Ruwais Port approach charts 3790 and 2523 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	Ruwais VTS	EMAIL	Agent
2	ETA 24 hours' notice	Firm ETA to Pilot Station	Ruwais VTS	EMAIL	Agent
3	ETA 3 hours	Confirm vessel ETA to Fairway buoy	Ruwais VTS	VHF Ch-13	Vessel
4	ETA 1-hour notice	Confirm ETA to ETA to Fairway buoy	Ruwais VTS	VHF Ch-13	Vessel

### 3.2.3 Departure Check List

All the vessels alongside Ruwais port container terminals the cargo completion details are being timely shared with Ruwais VTS by Ruwais OPS by Email.

Refer to below checklist for departure requirements.

S.No.	Time	Report	To	Through	By
1	Loading status report upon completion	BY Al Ruwais Operation	Ruwais VTS	Email	All berths
2	Agent submits exit documents	BY Agent	Ruwais VTS	Email	All berths
3	NOC from Operation dept for sailing	By Operation dept	Ruwais VTS	Email	All berths
4	Port Clearance by VTS	Given BY VTS	Ruwais VTS	By Email/VHF Ch-13	All berths

### 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 Ruwais 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 Ruwais 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:

- Sequential method: Emptying and refilling each tank.
- Flow-through method or dilution method.
- Utilization of a ballast water treatment program approved by the vessel's Flag State Administration.

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- 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 than 50 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.

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## 3.3 Movement and Traffic Procedures

### 3.3.1 Introduction

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

The power to regulate vessel traffic, issuing of permits in the Ruwais Port is conferred upon the Harbor Master and through him upon all VTSS'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
Ruwais VTS	+974 4045 3600	<a href="mailto:alruwaisvts@mwani.com.qa">alruwaisvts@mwani.com.qa</a>

### 3.3.3 VTS role

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

Ruwais Port VTS will:

- Monitor and regulate navigation of vessel and ensure that the statutory regulations and guidelines are followed.
- Provide vessels using Ruwais Port with the necessary information, advice, or direction to achieve a safe passage in, through and/or out of the harbor.
- 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 Ruwais Port Limit.
- Where necessary communicate the directions of the Harbor Master or delegate.
- 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 Harbor Master.

### 3.3.6 VTS radio communications

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

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

Communications Channels	Call sign	Service
VHF channel 16	User	Initial call and emergency channel
VHF channel 13	Ruwais 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 Ruwais Port Limits must communicate the following information to VTS on VHF channel 13:

#### 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 Ruwais 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).

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### **3.3.8 Booking a vessel movement**

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

The use of the Email 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.



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### **3.3.12 Movement scheduling**

#### **a. Confirmation of schedules**

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

#### **b. Schedule changes**

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

#### **c. Prioritizing of ship movements**

Below mentioned priority list will be followed.

1. Passenger
2. Livestock
3. Reefer Cargo
4. Container
5. General cargo
6. Barge Combination

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.

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#### **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 13 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**

Refer Point 2.8

#### **3.3.18 Inward bound vessels**

Vessels are required to obtain clearance to anchor at the Anchorage area. The vessels shall report passing Fairway Buoy and then after entering the channel.

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Pilot will advise boarding position, speed and other requirements on VHF Ch-13.

### **3.3.19 Outward bound vessels**

Vessels are required to obtain clearance to proceed from the berth or anchorage location and subsequently report-entering channel and passing Fairway 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 Al Ruwais Port Control Radio on Ch 13, indicating where they are situated within the Harbor and where they intend to move to and at what time. Al Ruwais Port Control will make them aware of any traffic movements likely to take place.

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.

Any vessel requiring shifting along a berth for max 30 m (depending on vessel size) must submit a Service Request to Port Operation and they will request Port Control (VTS). 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.

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 require tugs and/or a pilot to be used. 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.

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.

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### 3.3.21 Spacing Between Vessels

No fixed regulation for spacing while navigating in Port limit, follow instruction from Al Ruwais Port Control (VTS).

### 3.3.22 Channel and Approach

Al Ruwais Vessel traffic services maintains a 24 hour continuous listening watch on VHF channels 16, and 13. Channel 13 is the Port working channel. Vessels within Al Ruwais Port limit must keep a VHF watch on channel 13 always even when alongside.

Entrance to Al Ruwais Port by all ships is strictly regulated under the Al Ruwais Vessel traffic services, call sign “Al Ruwais port control”. Prior to any movement in the Al Ruwais Port Area or entry to the navigation channels, permission must be obtained from Al Ruwais Port control. Any incident during transit must be immediately reported to Al Ruwais Port Control (VTS).

All vessels and marine units are obliged to follow the directives of Al Ruwais Pilot or VTS whilst moving in the Port limits whether entering, leaving or maneuvering.

Al Ruwais VTS is equipped with Vessel Traffic System (VTS) including AIS systems and two radars that monitor all vessel movements in the approach channels and Harbor area. All vessels are tracked by radar and displays are recorded together with VHF communications and can be re-played in case of incidents.

It is mandatory for all vessels to have their AIS equipment switched on and operational before arrival to Al Ruwais Port. Masters shall ensure that the AIS equipment is in good working order and all the static and dynamic data has been updated accordingly.

### 3.3.23 Reporting

Master and Pilot are to communicate with Ruwais VTS on Ch- 13 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 includes channel navigation, berthing, un-berthing and shifting. Pilotage is compulsory for all berthing, un-berthing vessels within Al Ruwais Port limit. Navigation channel pilotage is compulsory for vessels as per criteria detailed below:

- All Ports Waters are compulsory pilotage areas.
- No Vessel exceeding 24 meters in length shall enter, leave, or proceed within a Port without having obtained a clearance from the Port Control (VTS).

- 
- 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.
  - Pilotage is compulsory for all berthing, un-berthing and shifting of vessels within AL RUWAIS Port limit except for the following:
    - Vessel in the service of the Qatari Navy
    - Country crafts
    - Tenders of any recognized buoyage, lighting, or navigational aid service.
    - Notwithstanding the above items, the Harbor Master may insist on the use of a Pilot in the interest of Port Safety, in which case the appropriate tariff charges will apply.

### **3.4.2 Pilotage area**

Refer to BA Chart 3790 & 2523

### **3.4.3 Pilotage Service**

Ruwais Port provides Pilotage services 24 hours a day.

### **3.4.4 Pilot boarding ground**

The Pilot normally boards the inbound vessel about at the FWB at the position

Lat 26° 11.29N Long 051° 10.08E. However, depending on weather conditions or other vessels traffic, the Pilot may request the vessel to proceed to a different location for pilot boarding. The pilot boards 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 above water level or as directed by Pilot.

Al Ruwais Pilots 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 Al Ruwais Port.

The Master-Pilot Information Exchange should be completed prior transit with pilot o/b. The Pilot normally disembarks near FWB when outbound in the Channel.

Vessels are requested to be at the boarding position at the notified time and able to provide good lee for the pilot transfer. Normally the ship's accommodation ladder is used (must always lead aft), however in rough weather a combination ladder or only pilot ladder may be used depending on the freeboard.

During the transfer, the ship should maintain steerageway with the engines going ahead at a speed compatible with the ability of the launch to remain comfortably alongside.

It must be recognized that turning propellers are an ever-present danger to persons involved in embarkation/disembarkation operations.



Vessel while transiting Al Ruwais Port navigation channel shall maintain minimum maneuvering speed of not less than 10 knots. In case of a vessel under Pilotage with speed less than 10 knots, an escort tug(s) at the discretion of Pilot will be provided for safety reasons and all costs in this regard will be invoiced to the vessel.

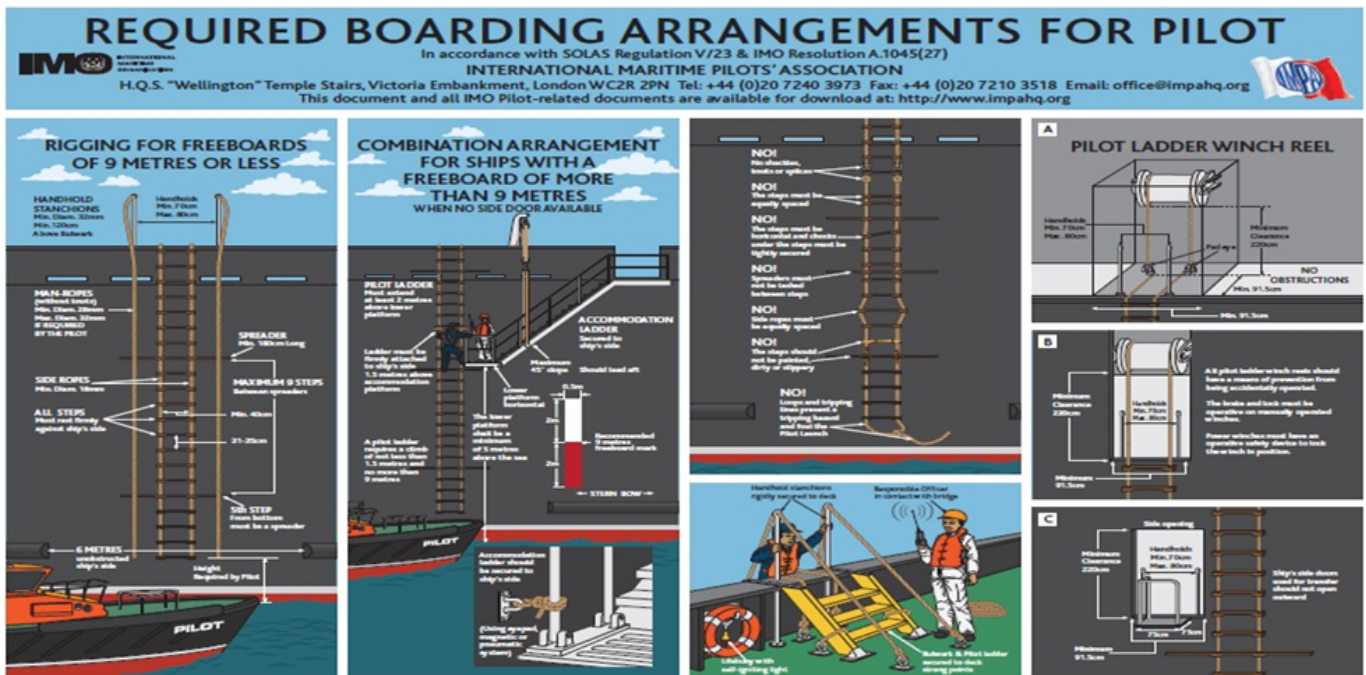


Figure 13 IMO Boarding Arrangements for Pilot

## 3.5 Work Permits

### 3.5.1 General

Certain vessel activities are regulated through a system of permits. Request should be submitted through Email. 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

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### 3.5.2 Permit Approval Process

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

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## 4. General Safety Information

### 4.1 Safety Inside Port

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

- Appropriate Personal Protective equipment (PPE) must be worn inside the Port/terminals (Helmets, safety shoes and reflective vest as a minimum requirement).
- Always comply with stated protocols inside the port.
- Photography/videography strictly prohibited.
- Do not walk, stand, or work underneath a Suspended Load.
- Do not stand/work nearby moving equipment or vehicle.
- The maximum speed limit is 30Kmph inside Terminals.
- Alcohol and Illegal drugs 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.
- Wear a personal flotation device if walking/working nearby the quay edge.
- Follow the traffic management plan.
- Wear personal fall arrest system when working at or above 1.8 m height.

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#### 4.1.1 AL Ruwais Port Emergency Contact Numbers

DEPARTMENT	Land Line	Mobile #
Al Ruwais Port Manager	40453100	55829222
Head of Operation	40453599	55545253
Mwani Ruwais HSSE Office	40453457	
Operation Office	40453211	50624997
Operation Office	40453518	55369547
Operation Office	40453741	
Control Room/Tower	40453600/506	
Immigration Head	40451990	
Custom Coordinator	40453312	
Police Office	40453265	
Police Inspection Office	40453184	
Security Office	40453017	

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## 4.2 IMDG General Rules

- There will be no handling or storage of IMDG containers or cargo at Ruwais Port.
- Containers/Cargo with undeclared, poorly stowed, or incorrectly packaged goods will receive misdeclaration fine as per tariff.
- Container/Cargo with non-labelling, wrong labelling, incomplete labelling and IMDG violations will receive misdeclaration fine as per tariff.
- Packages with non-labelling, wrong labelling, incomplete labelling and IMDG violation will receive misdeclaration fine as per tariff.
- Empty tanks are accepted provided a Clean Tank Certificate submitted for Importation and Indemnity letter certificate submitted for Exportation.

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## 5. Al Ruwais Port – Operations

### 5.1 Introduction – Operations Department

Operations Department is responsible for the efficient use of port facilities and resources with specifically coordinating with all concerned parties, to successfully achieve the goals and objectives established by the Port management.

Operations Department is responsible for handling of vessels, cargo and providing guidelines for governing and executing all operations.

Placing of reefer containers (trailers), stuffing and destuffing for customs inspection requirements, cargo handling and storage are some of other activities of the Port

All the above processes used several shared and reliable resources and equipment to fulfill the task involved in handling and transporting cargoes such as mobile cranes, forklift, and transport vehicles. Operations shall be planned, scheduled, monitored, and controlled by operations department for efficient vessel operations, optimization of facilities and to reduce the lap time.

The main functions of the Port are, handling of:

1. General Cargo
2. Bulk Cargoes (dry/liquid)
3. Dhow boat
4. Livestock
5. Landing craft

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

1. Planning.
2. Vessel Operation including Securing of cargo/containers.
3. Yard Operation.
4. Gate Operation.
5. Documentation.
6. Workforce Administration.



### 5.1.1 Cargo Handled



Types of Cargo Handled at Ruwais Port

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## 5.2 Port Equipment

### Equipment List

ITEM	QUANTITY
PMC – Port Mobile Crane (110 ton)	3
PMC – Port Mobile Crane (60 ton)	1
FL – Forklift (10 tons)	1
FL – Forklift (7 tons)	1
FL – Forklift (5 tons)	4
FL – Forklift (3 tons)	2
EFL – Electrical Forklift (3 tons)	1
Terminal Truck (80 tons)	5
Terminal Truck (165 tons)	2
Lowbed (80 tons)	6
Leakage Trailer	1
Manlift	1
Electric Pallet Truck (2 tons)	1



Port Mobile Cranes



Forklifts





Terminal Tractor + Low Bed



Leaking Container Truck

## 5.3 Vessel Operations Overview

Pre-Arrival Meeting	Vessel Arrival	Vessel Berthing	Discharge	Load
<p><b>Pre-Arrival Meeting</b></p> <p>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:</p> <ul style="list-style-type: none"> <li>•Vessel Arrival and specification</li> <li>•Berth availability on ETA</li> <li>•Cargo details</li> <li>•Stowage plan</li> <li>•Gangs required to be used</li> <li>•Provision of the transport/tucks</li> <li>•Any special handling requests</li> <li>•Consignees details and their arrangement for direct or indirect delivery/receivable</li> <li>•Estimation on berth stay</li> <li>•Any other point or exceptions</li> </ul> <p>The minutes of the meeting shall be shared by Port Operations with Shipping Agent and agent to share with their customers.</p>	<p><b>The following information is required:</b></p> <ul style="list-style-type: none"> <li>• Full ship particular with holds capacity and vessel type</li> <li>• Ships Gear Details (position)</li> <li>• Vessel master stowage / bay plan and Edi file if applicable</li> <li>• Average expected throughput per call</li> <li>• Shipping Line/agent name &amp; Code (max. 4 letters).</li> <li>• Port rotation &amp; calling frequency to Ruwais Port.</li> <li>• Vessel call information (Expecting Disc./Load Details)</li> </ul> <p><b>Required documentation to be submitted at least with 12hrs prior vessel arrival:</b></p> <ul style="list-style-type: none"> <li>•Discharge list</li> <li>•Discharge Stowage/ plan</li> <li>•Discharge Manifest and DG Manifest (CSV or excel format).</li> <li>•Export Ticket (Word format).</li> <li>•Load Projection \ Instruction</li> <li>• A separate notification for OOG and special handling with required details.</li> <li>• Communication channel of Ship Agent e-mail address and PIC phone and Mobile phone number.</li> <li>•Any hazardous cargo onboard IMO Class based on IMDG.</li> <li>•Any required services as Fuel, Lube Oil, garbage disposal or fresh water.</li> <li>•Any maintenance required during vessel stay such as side painting etc.</li> <li>•Any fire drill or emergency training or boat lowering at the port.</li> <li>•Ruwais Port shall obtain a vessel inspection check list for all vessels calling Ruwais Port, for the safety of the Manpower, Vessel and Equipment.</li> </ul> <p>Note - 1 Ruwais Port shall not be liable for any delays or to be held responsible for any claim in respect of incorrect submission of required information.</p> <p>- 2 Ruwais Port Tariff should be read along with this document for further explanation on the term and conditions.</p>	<p><b>Vessel Berthing – Conditions &amp; Approval</b></p> <ul style="list-style-type: none"> <li>• Berth will be allotted based on availability of the berth on first come first serve basis.</li> <li>• ADHOC calls are subject to availability of the berth and other resources availability only.</li> <li>• Shipping lines/agents to: <ul style="list-style-type: none"> <li>o Inform their vessel arrival (ETA) prior two days.</li> <li>o Keep informing port for any change in vessel ETA.</li> <li>o Inform firm ETA, 24hrs prior vessel arrival.</li> <li>o Gang &amp; crane bookings should be followed as per Ruwais Port Tariff.</li> </ul> </li> <li>• Planner updates Berth Allocation Plan with the details of the ships and Bollard numbers.</li> <li>• Planner will confirms shipping line/agent for berthing of their vessel on arrival/available window/delay for any reason.</li> <li>• Liaison with shipping agent for long term schedule.</li> </ul>	<p><b>Shipping line should share the following Documents:</b></p> <ul style="list-style-type: none"> <li>• Cargo Stowage Plan &amp; Cargo manifest</li> <li>• Data in excel format</li> <li>• Hazardous Cargo Declaration (in absence of DG – Nil Declaration to be submitted)</li> <li>• Awkward Cargo Manifest (If required)</li> </ul> <p>All data and information shared with port should be correct for its accuracy.</p>	<p><b>Shipping line to share following documents for Export cargo:</b></p> <ul style="list-style-type: none"> <li>• Cargo Stowage Plan &amp; Cargo Export Ticket</li> <li>• Customs Cleared Bayan / Goods Declaration (For each shipment provided by Clearing Agent submit to Planning).</li> <li>• List of shipments in Excel format</li> <li>• Hazardous cargo declaration (if there is no DG then Nil declaration to be submitted)</li> <li>• Awkward Cargo Manifest (If required).</li> <li>• In case, it is required to follow the decision by Master or Chief officer on load list and its sequence of loading, the port would follow Master or Chief officer instructions at the time of cargo exchange. Port will not be responsible for any shutouts or any consequence due to this reason.</li> </ul>

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### 5.3.1 Vessel calling at Ruwais Port – General Guideline

- 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 Ruwais Port to discharge or load cargo is to be provided to the Planning Department by the vessel agent.
- The vessel agent shall nominate a focal point that can be reached 24/7 by Ruwais Port 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 customers' 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 before 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, Port 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, Port 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.



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- 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.
  - Port 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.
  - For Cargoes handled by ship's crew, they will be responsible for cleaning of any spillages on Jetty.
  - 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
  - Final weight will be considered as per weighbridge report.
  - For Bulk vessels, Discharging/Load figures to be provided by the Master or chief officer through draft survey (on request).
  - 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.
  - Sufficient number of Transportation to be arranged by the Consignee/Receiver
  - For Liquid Bulk, shipping Agent must,
    - Take prior approval for the commodity to handle at Ruwais Port
    - Provide vessel particulars to VTS and cargo documents to Port Operations & Planning for Vessel acceptance.
    - Provide Discharging methodology along with the Risk Assessment documents to Port Operations and HSE for review and approval.
    - 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.
  - In case of any damage found, Master or Chief Officer will record damage and, provide Vessel damage report to the Port Operations.
  - Damage report will be issued to consignee prior delivery of the unit / upon their request.

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- Landing certificate will be issued upon request of Vessel Agent or Receiver without any Responsibility and Liability to Ruwais port
  - 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.
  - For Dhow Boats,
    - Vessel to proceed to the allocated berths for custom inspection & Clearance formalities.
    - Vessel Master, Clearing Agents will handle all Operational processes.
    - Clearing Agent will be responsible to request for direct/indirect delivery or any other special request.
    - All charges to be settled prior commencing of Dhow Boat operations.

### 5.3.2 Al Ruwais Port Berth Details

Berth #	LOA	Depth	Height	Bollards	Capacity	Type of Vessel	Bollard Distance
1	512 m	7.0 m	2.70 m	22.6 m	5 Ton / 1 Sq. mt	General Cargo & Construction Materials	1 Bollard
2	141 m	7.0 m	2.70 m	7.60 m	5 Ton / 1 Sq. mt		
3	290 m	7.0 m	2.70 m	7.60 m	5 Ton / 1 Sq. mt	LCT with Reefer Containers & Livestock	1 Bollard
4	200 m	7.0 m	2.70 m	7.60 m	5 Ton / 1 Sq. mt	Dhow Boat	10 meter distance min
5	230 m	7.0 m	2.70 m	7.60 m	5 Ton / 1 Sq. mt		
6	51 m	7.0 m	2.70 m	7.60 m	5 Ton / 1 Sq. mt		
7	60 m	7.0 m	2.70 m	7.60 m	5 Ton / 1 Sq. mt	Custom Inspection purposes (Dhow Boat)	
8	151 m	7.0 m	2.70 m	7.60 m	5 Ton / 1 Sq. mt		



Landing Craft



General Cargo Vessel





Dhows



Barge

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## 6 Ancillary Services

### 6.1 Bunker Supply, Hot, cold & Miscellaneous works

- Agent will send oil transfer form, Hot & Cold work permits to Port Operations, Planning, Ruwais Port VTS and Mwani HSE.
- Approvals will be done through emails with all concern stakeholders
- Approval is valid for 24 hrs. time and New approval should be obtained in case of extension.

### 6.2 Garbage & Sewage Disposal.

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

### 6.3 Fresh water Supply, Food & provision Supply.

- Agent will bring the hard copies of the Documents stating all relevant details with the quantities and items to be supply.
- Agent must proceed to customs for No Objection approval for trucks to gate in and submit one copy to Operations.
- Security at berth will verify for the Operations and customs stamp and allow the trucks to proceed to supply vessel.

### 6.4 Crew change

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

### 6.5 Layby berthing

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



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## 7. Gate Operation Procedure

### 7.1 Export Receiving of Cargo / Units.

- Shipping Agent to provide export cargo details required for gate-in.
- Agent will send the pre-arrival information (export cargo details / export ticket) of the cargo and obtain approval.
- Clearing agent will submit Export Bayan / Export Truck chassis list / Export cargo quantity.
- Clearing agent will submit original receipt to gate staff attached by export and entry ticket.
- Truck will approach Port gate with export entry and bayan.
- Truck will approach to complete customs inspection formalities and submit the following documents,
  - Bayan duly received/approved by customs
  - Manifest duly stamped by customs
  - Any other documents required by customs to be provided especially in the case of used vehicles and goods
- After clearing the customs procedures, truck will reach the yard location for offloading the cargo or directly approach the designated vessel in case of direct loading.

### 7.2 Import Delivery of Cargo

- Shipping Agent will update with vessel related documents to Planning.
- Planning will verify and update discharge cargo list.
- Customer will approach the Operations office with following documents:
  - Customs cleared Bayan
  - Delivery Order issued by Shipping Agent with list of cargo details.
  - Finance receipt (RP).
  - Any other document as required by customs.
- Customer will approach to Mwani Finance for payment and obtain exit permit from operations.
- Trucks will arrive at the port gate and submit the copy of bayan & cargo exit permit.

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# 8 Health Safety Security & Environment

## 8.1 Port Security

### 8.1.1 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](mailto:m.al-saiari@mwani.com.qa)

D.PFSO name: Mohammed Elbachir

Phone No: 40453615 / Mobile # 55920637

Email: [m.elbachir@mwani.com.qa](mailto:m.elbachir@mwani.com.qa)

### 8.1.2 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.

### 8.1.3 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.

### 8.1.4 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.

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### **8.1.5 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.

### **8.1.6 Use of CCTV**

All the vessels arriving at Ruwais 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 a 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.

### **8.1.7 Firearms**

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

## **8.2 Environmental Management**

### **8.2.1 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.

### **8.2.2 Notification for the Collection of Waste from Ships**

- A. Every Owner, Master or Agent of a Vessel shall notify Mwani 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 Port Operator or the Port Facility Operator.

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### **8.2.3 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.

### **8.2.4 Grey Water**

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

### **8.2.5 Sewage**

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

### **8.2.6 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.

### **8.2.7 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.

## **8.3 Occupational Health and Safety Management**

### **8.3.1 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.

### **8.3.2 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.

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### **8.3.3 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.

### **8.3.4 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.

### **8.3.5 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.

### **8.3.6 Waste Disposal**

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

### **8.3.7 Hot Work**

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

### **8.3.8 Food**

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

### **8.3.9 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.

## **8.4 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.

### **8.4.1 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.

#### **8.4.2 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

#### **8.4.3 Parking of Vehicles**

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

#### **8.4.4 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.

#### **8.4.5 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.

## **8.5 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

### 8.5.1 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.

### 8.5.2 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.

### 8.5.3 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.

## 8.6 Emergencies

### 8.6.1 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 port procedures.

the Master shall act in accordance with the relevant Port procedures and those agreed during the 'pre-loading meeting'. See Port Emergency Card.

### 8.6.2 Emergency Contacts:

DESIGNATION	NAME	OFF.TELE	MOBILE NO
PFSO	Mohammed Hamed Al-Saiari	40453305	33331320
RUWAIS PORT VTS	-	40453600	
HSSE Manager	Abdulrahman Ibrahim A. S Al-Marzooqi	40453499	66689009
HSSE - D. PFSO	Mohammed Elbachir	40453615	55920637
HSSE - Head	Saeed Mohammed S. S. Al-Fehaida	40453310	55133323
RUWAIS PORT HSSE - ES	-	40453017	66274725
MOI Port Security	-	40453265	
MOI Port Civil Defense	-	40453999	

### 8.6.3 Emergency Scenarios

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

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## 8.7 Miscellaneous

### 8.7.1 Immigration and Persons in Transit

Immigration and transit facilities for arriving and departing ships' personnel are available and can be handled efficiently through Al Ruwais 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.

### 8.7.2 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.

### 8.7.3 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. 7.7.3

### 8.7.4 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.

### 8.7.5 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.

