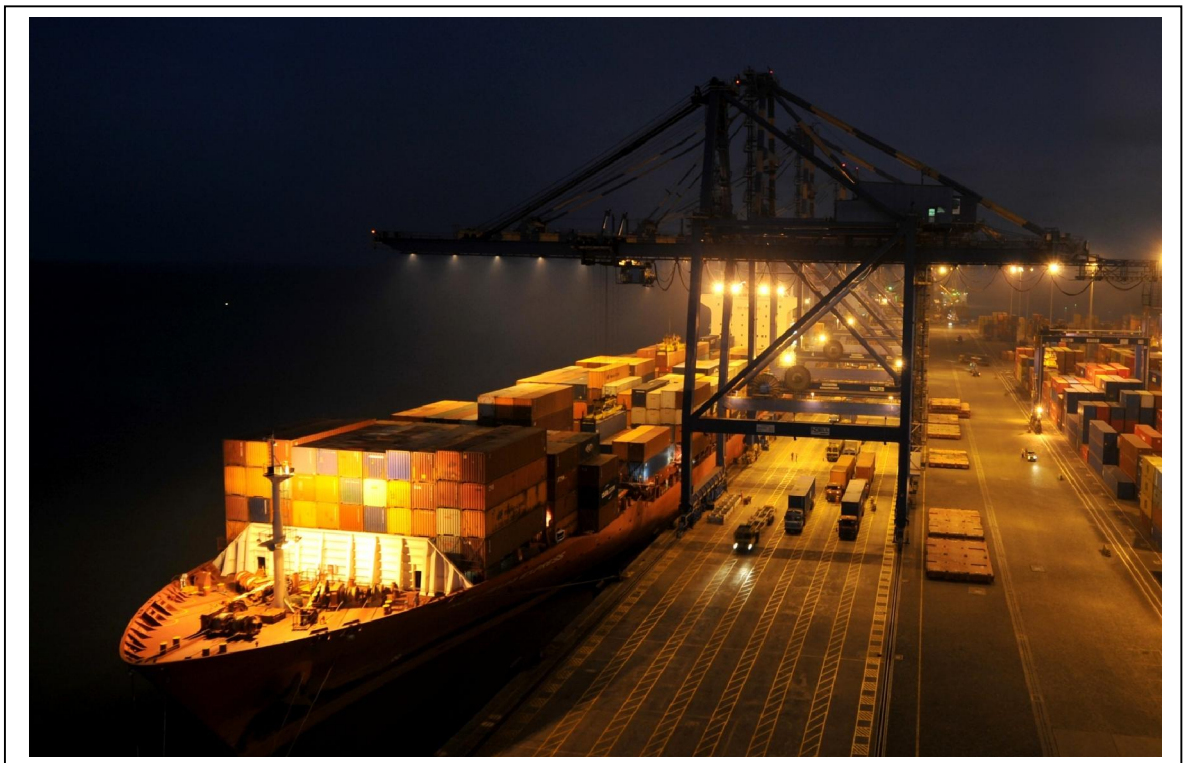


# Terminal Safety Guideline



## Welcome to our Terminal

Whilst your vessel is at our terminal, we request you to ensure that your vessel crew and officers are aware of the procedures and protocols in place at DP World Mundra terminal.

These procedures and protocols are to help ensure the safety of all people working on and around your vessel. Vessel safety inspections should be conducted with an authorised vessel representative e.g. first officer or duty officer. It will be noted on the vessel safety inspection if vessel is unrepresented.

We place on record that the Master of the vessel is responsible for the safe conduct of the ship's crew in the terminal premises and the master is requested to ensure his crew complies with terminal safety procedures to ensure a safe and secure stay in the port.

## In Case of Emergency

Please be advised that in an event of an emergency on your vessel you are required to contact the terminal Operation's Shift Manager or Wharf Supervisor as soon as possible.

In the event where the Operation's Shift Manager/ Wharf Supervisor cannot be contacted please raise the alert to a DP World stevedore working on your vessel.

When in communication with the Operation's Shift Manager or Wharf Supervisor you will be required to provide the following information:

- Type of emergency?
- Where the emergency is?

- What happened?
- Are there any injuries?
- Medical assistance required?
- What is the extent of the emergency?
- If involving hazardous material provide UN no.?

## Person in Charge

The Operation Shift Manager / Duty Superintendent is the Person in Charge of all operations during your stay. Shift Managers is assisted by supervisors and control tower.

On-Duty Terminal Officers	
Role	Number
Shift Manager	+91 9879104862
Wharf Supervisor	+91 9879104829
Control Tower / Planner	+91 9879104807

## Terminal Access and Visitor Bus

All crew must be aware of the terminal rules and protocols before leaving the vessel.

Vessel staff going in/out of the terminal shall use the pedestrian path and wait for the shuttle bus at designated bus stop.

Terminal shuttle bus or LMV conducts a round inside the terminal every 30 minutes. While moving in the terminal area, all personnel are required to have Valid Pass and wear proper Personnel Protective Equipments - PPE (Safety Helmet, Shoes and Reflective Jacket).

The terminal wishes to enforce highest level of safety inside their premises keeping in mind the proximity of the human and heavy

machinery interface. It is requested that crew of the vessel use only designated pedestrian paths and shuttle service for their transit in the terminal. All vessel crew, passengers and visitors must sign in and identify themselves at the main gate house before leaving the terminal or going to the vessel.

Visitors are not permitted to access the vessel without prior written permission from terminal and customs authorities. The above permission can be availed by the agent on behalf of the Master.

Visitors will be suitably inducted into the terminal safety practices before being permitted to access the vessel. The discretion of allowing visitors rests with the terminal, and the agents can contact our security section with their requests on weekdays.

Master of the vessel is requested to restrict the entry of visitors inside the vessel taking safety and security in consideration.

Visitors shall comply with PPE requirements.



### Receiving of Stores, Provisions, Fresh Water and Bunker

Vessel agent shall take all requisite permission prior to the arrival of vessel alongside. Supply of provisions, fresh water

and fuel to the vessel shall be carried out without disturbing the cargo operation. People involved in providing these services need to undergo safety induction prior to rendering their services to vessel.

## Vessel Presentation

### Gangway

- Gangway shall be secured properly with suitable guard rails, safety net and also provided with sufficient illumination during night time / low visibility.
- Gangway / accommodation ladder shall be rigged in accordance with the Dock Workers Safety Act and the gangway net shall extend through the entire gap between the accommodation ladder and shipside.
- If position of Gangway is such that it is adjacent to a operational bay, then it is vessel's responsibility to ensure that no load is passed over the personal.
- Gangway shall be tended to at all times when the vessel is alongside and shall be positioned such that the movement of the quay cranes or their operation is not hindered by it.
- Power cable trench for the Quay Crane is located about 4.5 meters from the seaside fenders. Hence, particular care shall be taken while placing the gangway on the wharf.
- Gangway should have sufficient length for reaching the wharf and should not be of combination type.
- DP World Mundra can arrange for gangway extension ladder for a nominal charge, if requested for.

However vessel will be responsible for providing safe access to vessel.



### Access between containers

- It is recommended that a working space be provided that is clear of all obstructions over a width of at least 550mm.

### Hatch Ways and Access points to Holds

- All walkways on a vessel shall be clear of obstructions.
- All hatchways serving holds that need to be accessed by terminal staff shall be opened by the vessel crew.
- Securing arrangements to keep such hatchways open throughout the vessels stay in port shall be put in place. Each hatchway shall have the location which will serve as access to it clearly identified in contrasting color to that of the hatchway.
- There shall be proper routing and tagging of reefer cables on-board so as to prevent damage to the cables and avoid trip or fall of the personnel working there.
- Master shall ensure that holds/hatches are adequately ventilated and safe for entry /working for the personnel. Hatch entrance shall be kept closed and locked when not planned to be used for access.

### Fencing

- Any area that an employee is working in or likely to work in and is within 2 metres of an edge that could result in a fall of 2 metres must be fenced.
- Portable fences shall:
  - Be at least one metre high
  - Comprise of at least 2 parallel rails, ropes or chains kept taut
  - Be continuous
  - Be supported by metal stanchions not more than 2.5 metres part, which if fitted into sockets in the deck and must be secured in position.



Vessel Fencing

### Lighting

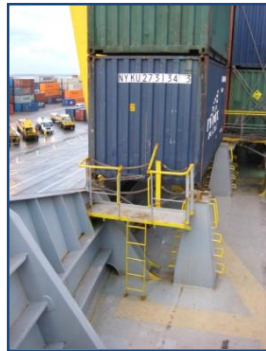
- Adequate lighting arrangement shall be made available inside the hatches and access ways for the terminal staff to work safely especially during night time.
- Portable lighting shall be supplied and utilised as required.





## Lashing

- An approved lashing plan shall be provided by the vessel.
- All outboard cells shall have adequate fall protection.
- Vessel crew shall ensure that there is adequate lashing material made available to the terminal for suitably lashing the containers at point of work.
- Duty officer to inspect lashing as and when loading is completed at a bay.
- Master of the vessel is requested to ensure that the container lashings are inspected continuously as it is being performed, and if any discrepancy observed same shall be brought to the notice of the wharf supervisor immediately.
- All lashing materials and tools provided by the vessel should be in good condition and certified for use by a competent authority.
- Vessels having manual twist locks need to be changed over to automatic twist lock system as early as possible



Stowage of Lashing Gear

## Loading and discharge

- Vessel crew are required to wear appropriate personal protective equipment (PPE) (high visibility clothing, hard hat, eye protection and steel cap footwear) adjacent to an active point of work on the vessel.
- No person(s) shall work under an active crane arc or suspended load whilst on board and ashore.
- Vessel crew shall ensure all reefer cables are clear of walkways and work areas.
- Vessel crew are responsible for unplugging / plugging reefers.
- Reefers must be isolated at the board in the vicinity of where lashing and unlashings operations are to be performed.
- Reefer cables of import boxes shall be unplugged & rolled up by crew and placed in the storage compartment of container before discharge.
- Mooring lines should always ensure the vessel is secure against the wharf and the lines should not impede crane travel.

- Testing of vessel engines alongside must have permission from DP World supervisor / shift manager and port control.
- Vessel engine testing shall not proceed while quay crane is operating over the vessel.
- Any crew wishing to access the wharf for inspection or maintenance of hatch covers must obtain permission to do so from the operation supervisor / shift manager.
- Vents or blowers may need to be turned off when persons are working nearby.
- Emissions from ship funnels should be minimised and only clean fuel burnt when in port to reduce the risk of fume exposure to DP World quay crane drivers and the environment.
- Vessel radar must remain isolated whilst quay cranes are working.
- Vessels shall notify the terminal and relevant authorities of all safety incidents (e.g. hazardous substance leaks), damage and structural non-conformities, prior to arrival or immediately after an incident.
- Cargo related issues are to be reported to the operation supervisor / shift manager.
- All planning issues are to be reported to the Planner/ Control Tower.

#### **Opening and Closing Hatch Covers**

- Vessel crew shall be standing nearby while handling hatch cover, irrespective of whether the hatch

cover is of hydraulic type or of pontoon type.

- Vessel crew shall also be responsible for ensuring that the hatch covers are un-battened before being opened and battened down after closing.
- Terminal does not take any responsibility of hatch covers for the time period, when hatch cover is lifted clear of the coaming and kept back above the coaming.
- Hatch cover lifting sockets shall be maintained as per Classification Society guidelines. It is mandatory that the hatch cover lifting sockets are clear of any debris and are clearly highlighted in a fluorescent color.

#### **Vessel safety inspections**

- Vessel safety inspections should be conducted with an authorised vessel representative e.g. first officer or duty officer. It will be noted on the vessel safety inspection if vessel is unrepresented.
- If an operation deficiency is not immediately rectified a Notice of Deficiencies (NOD) shall be issued to the vessel captain / officer in charge, local agent and NPC.

### Security Guidelines

- Vessel shall follow all norms applicable under ISPS. It may be noted that quay wall and all operational areas in the terminal are declared as 'Restricted Area '. Smoking and consumption of alcohol

is strictly prohibited inside the terminal premises.

- Vessel crew / visitors shall not carry any weapons or explosive materials when arriving in the terminal.
- Vessel crew should be in possession of the Immigration Pass and some form of photographic identification when they leave the terminal (i.e. Passport / Company ID Card).
- All the terminal staff and stevedores will be in possession of terminal pass with photographic identification. Security staff of the terminal can be easily identified by their uniform. If you encounter anybody attempting to board your ship without the possession of terminal pass, you should notify Terminal Security on mobile +91 9879104834.
- Vessel Agents will be in possession of their own forms of photographic identification along with the terminal pass when they seek to board your ship.
- Vessel gangway shall be manned at all times by the vessel crew and a record shall be maintained of all personnel boarding the vessel. Vessel shall have gangway access only from the quayside while alongside.

### Important Phone Numbers

PFSO	: +91 9925223674
Dy. PFSO	: +91 9879104828
Vessel Supervisor	: +91 9879104829
Shift Manager	: +91 9879104862
MICT Planner	: +91 9879104807
Documentation	: +91 9879104823
Port Marine control	: +91 9825228673
Port Fire Service	: +91 9879114996
Manager Ops	: +91 9879104828

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