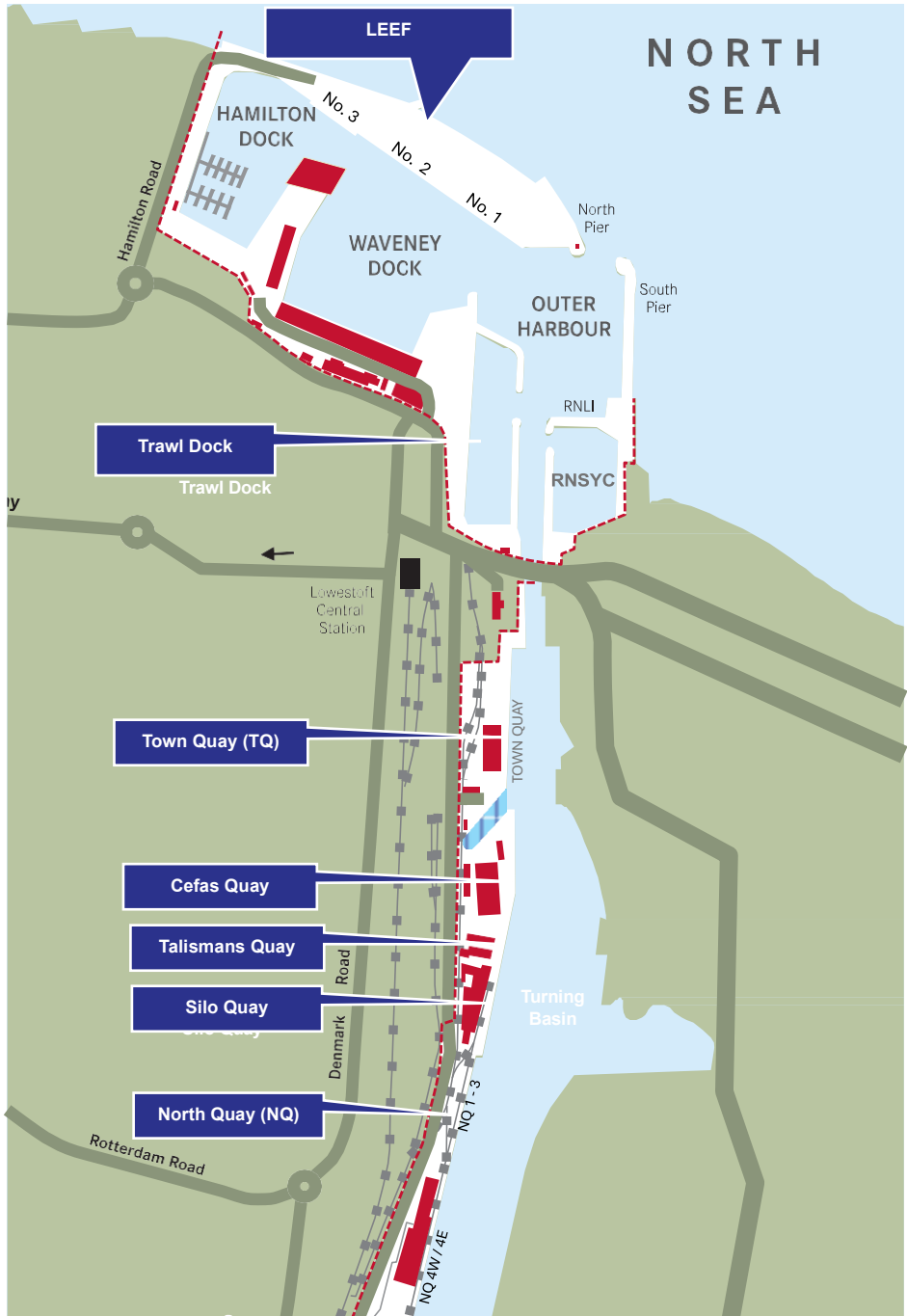
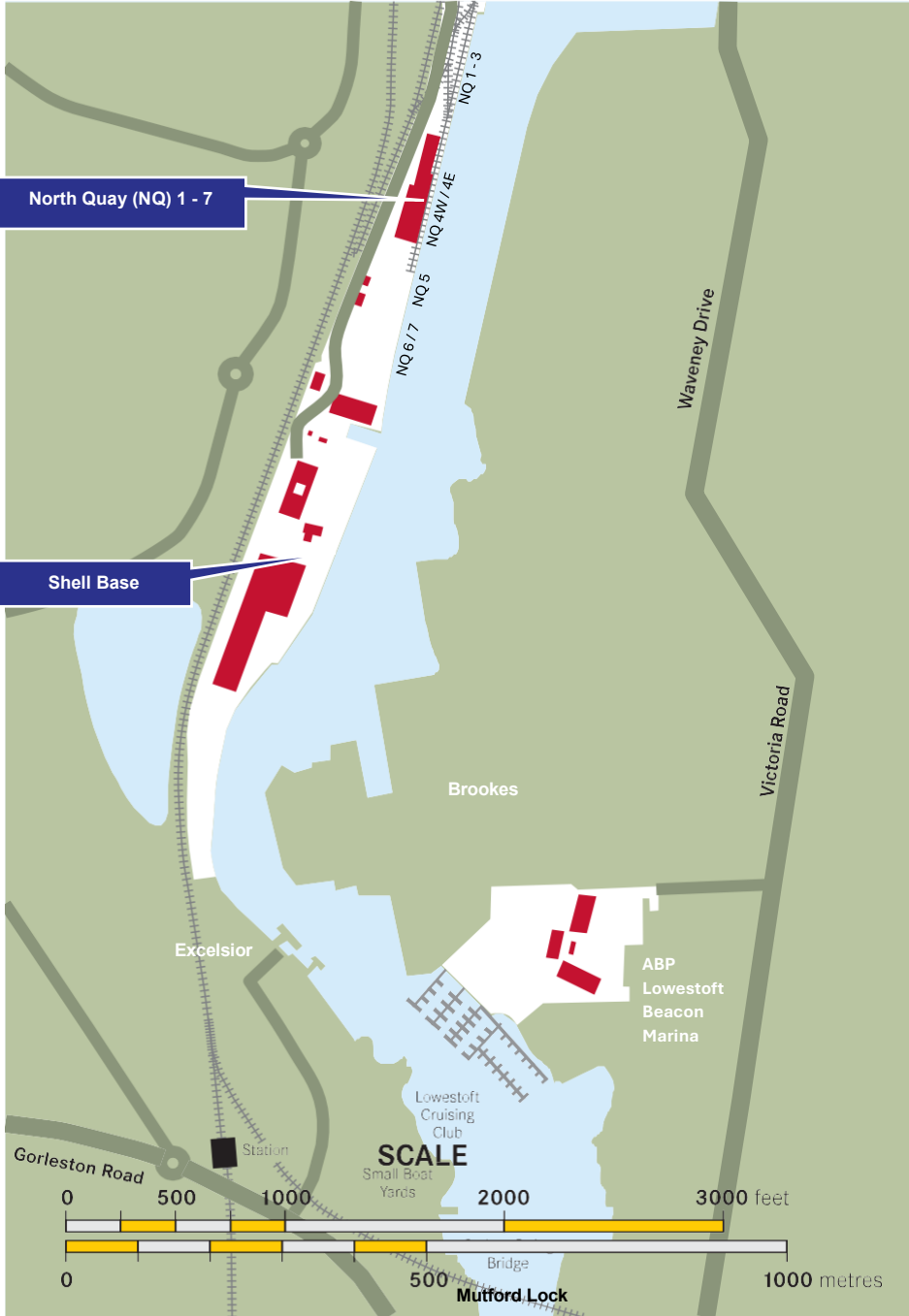




LOWESTOFT

Vessel Operations Information
Pack





North Quay (NQ) 1 - 7

Shell Base

Brookes

Excelsior

ABP
Lowestoft
Beacon
Marina

Lowestoft
Cruising
Club
SCALE
Small Boat
Yards

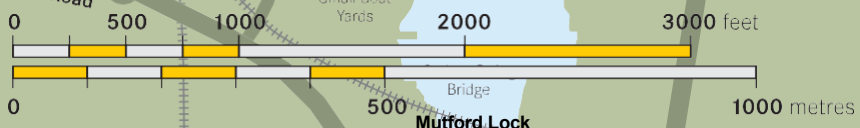
Station

Gorleston Road

Waveney Drive

Victoria Road

Bridge
Mutford Lock



LOWESTOFT

WELCOME

PORT SAFETY AND ENVIRONMENTAL NOTICE FOR MASTERS

The following notes are provided to give general information and guidance to vessel's Masters. ABP Lowestoft is the Statutory Harbour Authority for the Port of Lowestoft. The Port Control information service is continually manned by marine staff who can be

Lowestoft Port Control

Telephone 44 (0) 1502 572286 (Option 3)
E-mail lowestoftportcontrol@abports.co.uk
VHF Channel 14 Call Sign Lowestoft Port Control

Port Security

Telephone 01792 332245
Mobile 07385 481953
Email lowestoftsecurity@abports.co.uk

ABP Security gates are located at:

Commercial Road entrance – Postcode: NR32 2TD
What three words ///broad.still.magic
Battery Green Road entrance – Postcode: NR32 1BY
What three words ///hello.baked.glove

Emergency Contact Procedure

Emergency Contact Procedures

– Masters and Crew on Board Vessels in Port

1. Immediately contact the Emergency Services (Dial 999) giving the following details:
2. Callers Name and Name of Vessel
3. Berth / Location
4. Number of crew, passengers, visitors on board
5. Type of incident
6. Main hazards (toxic vapour/ fumes/fire/dangerous substances/weather/wind/conditions/etc)
7. Casualties (if any)

Then Inform:

Lowestoft Port Control on 44 (0) 1502 572286 (Option 3) or VHF Ch 14
or 44 (0) 78169 63118

If not available ABP Port Security 44 (0) 01502 581492 or 44 (0) 77875 60870

1. Local regulations

Visiting Masters should make themselves familiar with the ports:

- 1) [Local Byelaws](#)
- 2) Notice to Mariners currently in force.
- 3) Latest survey charts

These are available at: <https://www.abports.co.uk/locations/lowestoft/>

2. Incident Reporting

It is a requirement of the Merchant Shipping (Accident and Investigation) Regulations 2012 that UK flag ships and other vessels in UK waters report incidents and accidents within 24 hours. There is also a duty placed upon the Harbour Authority to investigate and report any such incidents. Therefore all incidents and accidents covered by these regulations, within ABP Lowestoft's Statutory Harbour Area, must be reported to the Duty Harbour Master via Port Control as soon as is practical and in any event within 24 hours of their occurrence.

3. Vessel Defects

As part of the Port's Marine Safety Management System ALL relevant vessel defects must be reported to the Duty Harbour Master via Port Control 1 hour before arrival, shifting or sailing at the Port of Lowestoft.

Relevant defects which must be reported include:-

1. Failure or unreliability of steering systems
2. Failure or unreliability of propulsion systems
3. Significant damage resulting in loss of hull watertight integrity
4. List of more than 5 degrees
5. Any reduction of vessel's stability or development of an angle of loll
6. Failure of one or more manoeuvring aids – bow thrusters, stern thrusters or anchors
7. Electrical systems failure or unreliability
8. Insufficient crewing – below safe manning certificate
9. Failure of major navigational aids or communications equipment
10. Uncontrolled leakage of pollutants
11. Mooring systems issues, such as loss of power to winches etc.

4. Incidents Involving Vessels on Adjacent Berths or Ashore

If a major emergency occurs within the Port which may affect your vessel, you will be informed as soon as possible and advised what to do.

Be prepared to move your ship and keep a listening watch on VHF Channel 14 until further notice. NOTE: All vessels in the Port of Lowestoft whether carrying dangerous substances or not, maybe required to move at short notice.

5. Rope Handling

Boatmen are available to handle ropes at all berths. If a vessel using an ABP berth area is not utilising the services of port linesmen, but mooring or un-mooring themselves – this is classed as self-mooring. Vessels are only permitted to self-moor on ABP commercial berths (excluding Marinas, privately owned or leased/operated areas) if approved to do so by the Harbour Authority. The procedure for getting approval is documented in [NTM No. 47 2020](#). The services of the boatmen are strongly recommended.

When shifting along a berth using ships crew, all mooring ropes must be dipped on bollards used by other vessels. The use of weighted heaving lines is strictly prohibited and may result in a fine in addition to being reported to the MCA.

Mooring lines must be tended at all times due to the interaction of passing vessels. The

Port will not accept any responsibility for any damage caused by vessels surging along the quay due to slack mooring ropes.

6. Gangways

A gangway and safety net must be correctly positioned and secured at all times. There must be a safe means of access not only for the ships crew but also for all other persons visiting the vessel for whatever reason.

Escape from water ladders are not an acceptable means of safe access and must only be used in exceptional circumstances.

This includes safe access /egress for the Pilot on arrival and sailing at the berth. There must be a lifebuoy, with a light and line close at hand by the gangway.

7. Divers

Divers are available from approved private firms. All diving operations must follow the Diving at Work Regulations 1997 or the Merchant Shipping (Diving Safety) Regulations 2002. No diving work may start until the Permission to Dive form has been completed at Lowestoft Port Control. Under no circumstance must any member of a ship's crew enter the water to perform a diving or swimming task. Permission to dive application form is available from Lowestoft Port Control, and can be found at:

[https://www.abports.co.uk/locations/lowestoft/information for visiting vessels](https://www.abports.co.uk/locations/lowestoft/information-for-visiting-vessels)

8. Pre-arrival documentation and requirements

It is a statutory duty for a Port to report Ship Arrival & Departure / Dangerous or Polluting Goods. This is to be done on Agents On Line; a web based reporting system has been set up for all ABP Ports. All vessels must give prior notification using this system normally through their Agents. Website: www.abpnotify.co.uk

For new user logins please contact lowestoftportcontrol@abports.co.uk

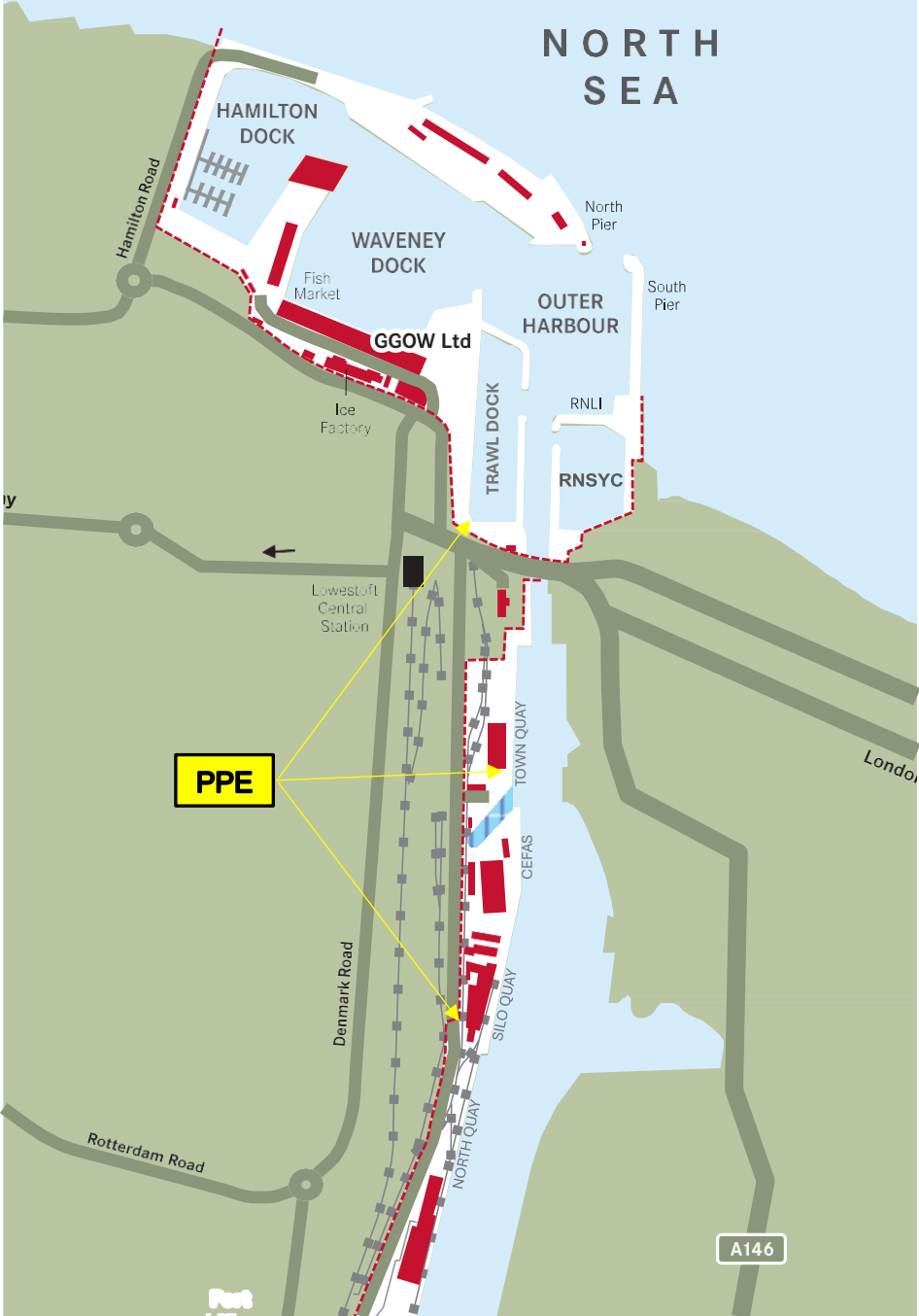
9. Sufficient Crew

There must be enough crew on board at all times to deal with moorings and emergencies, including the provision of a safe means of access to shore and to comply with the International Ship & Port Facility Security Code.

10. Crew/Visitor PPE

When crew or visitors are transiting to and from a vessel they should wear at minimum 1)

a Hi-vis vest 2) Hard hat. Whilst moving through the port estate any personnel on foot should use designated walkways and crossings. At various locations around the port there are PPE storage bins where PPE can be left and picked up on their return (shown in diagrams below).

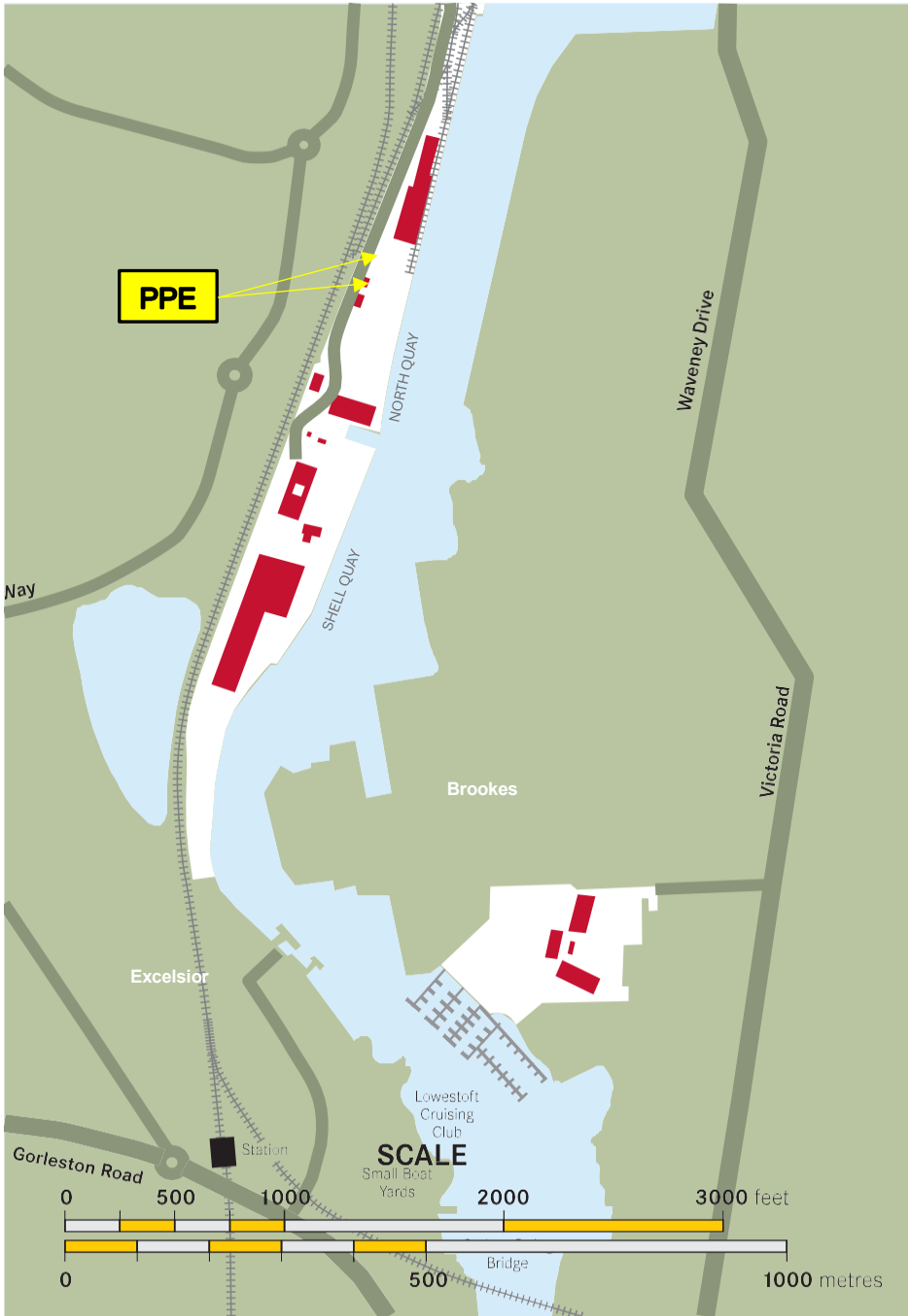


NORTH SEA

PPE

A146

Port
of
Glasgow



11. Working Cargo

Prior to any work commencing, if any part of a vessel or hold can be damaged by the crane grab, the foreman must be informed.

All crewmembers must wear high visibility clothing, hard hats and steel capped footwear whilst working on deck or in the ships hold during cargo operations.

When crewmembers enter the hold, the crane driver and supervising cargo- handler must be informed and then kept aware of their work and movements.

When working bulk aggregates, the first 2 metres back from the quay edge and mooring bollards must be kept clear of cargo. Safe access to the bollards and ships gangway must be maintained or the vessel may be delayed in sailing while the cargo is removed.

12. Repairs involving Burning / Welding (Hot work)

The Harbour Master must approve any repairs involving burning or welding on a vessel or the adjacent quay, this applies to ship's crew or shore workers. Due to the danger of dust explosion, vessels working dry cargo in bulk will not be allowed to do hot work until loading or discharging is completed or suspended. Hot work must not take place adjacent to hazardous cargo or whilst bunkering is in progress. Permission to Carry Out Hot Work form is available from Lowestoft Port Control, and can be found at:

[https://www.abports.co.uk/locations/lowestoft/information for visiting vessels](https://www.abports.co.uk/locations/lowestoft/information%20for%20visiting%20vessels)

13. Suspended Quays

Berths at the Trawl Dock and parts of the North Quay Lowestoft are of suspended quay construction. These are clearly marked by yellow hatching and are subject to weight/loading restrictions. Unless authorised by the Duty Harbour Master (01502 572286) crane and lifting operations, or the movement of heavy goods vehicles such as road tankers, stores vehicles, skip lorries etc., are not permitted on these suspended quay areas.

14. Personnel Protective Equipment (PPE)

Please ensure that when working within operational areas on board ship and ashore, you and your crew wear 5 point PPE (safety footwear, safety helmets, high visibility clothing, hand protection "gloves" and eye protection "safety glasses, goggles or visors"). In addition, if working or needing to be within 1m of the quay edge (denoted by a white line), a lifejacket must be worn.

Furthermore, when walking within the Port Estate to join / leave a vessel. ALL

crew/personnel must wear the minimum PPE requirement of safety helmet and high visibility clothing. For vessels that use the ports Linesman/Pilot, this can be facilitated by port staff upon request by the placing of a waterproof bag containing safety helmets and high visibility vests at the gangway of the visiting vessel. There will also be a yellow plastic waterproof box at the gated entrance to North Quay berths and Town Quay to deposit the PPE when leaving the port estate, or to collect the PPE when entering the port estate. Boxes will be labelled “SHIPS CREW PPE”.

15. Fresh Water Bunkering

Fresh water can be arranged for vessels by contacting Port Control by email, phone or by VHF Ch. 14. A minimum of 6 Hours notice is required for all orders/requirements. All provisions of potable water will be supplied by Essex and Suffolk Water. There will be a minimum service charge of 2 hours for each order. When water is delivered, Essex and Suffolk Water will remain in attendance throughout. Water equipment will not be left unattended/with vessels.

16. Port Waste Reception Facilities - Common User Berths

Prior Notification of Waste to Be Landed Vessels not exempt from providing notification, must notify the port of all waste on board any time up to 24 hours in advance of arrival. This should be done by the master or agent using the ABP website: www.abpnotify.co.uk Non-Compliance Details on how to deal with any non-compliance with port waste requirements, (by the port or a vessel), can be obtained from the Harbour Master, or found at:

www.abports.co.uk/Marine/Short_Sea_ports/Lowestoft/Information_for_Visiting_Vessels
Waste Reception Location List Waste Reception Facilities for Domestic Garbage are supplied by the Port of Lowestoft on common user berths as per the list below. All other waste not included in MARPOL Annex V (Garbage) is the responsibility of the vessel's Owner/Agent, through a direct contractual arrangement with a licensed waste carrier.

No.	LOCATION	TYPE
1	TRAWL DOCK WEST END	SHIP'S DOMESTIC GARBAGE SKIP
2	WAVENEY FISH MARKET ROAD	SHIP'S DOMESTIC GARBAGE SKIP
3	HAMILTON DOCK NORTH	SHIP'S DOMESTIC GARBAGE SKIP
4	TOWN QUAY NO. 2 BERTH	SHIP'S DOMESTIC GARBAGE SKIP
5	SILO QUAY WEST END	SHIP'S DOMESTIC GARBAGE SKIP
6	NORTH QUAY NO.3 BERTH	SHIP'S DOMESTIC GARBAGE SKIP
7	NORTH QUAY NO.5 BERTH	SHIP'S DOMESTIC GARBAGE SKIP

8	SHELL QUAY	SHIP'S DOMESTIC GARBAGE SKIP
1A	TRAWL DOCK WEST END	DRY MIX RECYCLING SKIP
2A	PORT OFFICE	DRY MIX RECYCLING SKIP
NW CORNER WAVENEY DOCK		WASTE OIL TANK
NW CORNER WAVENEY DOCK		DRUM FOR OILY WASTE

Other terminal and marina operators provide their own waste management services. Waste reception facilities are provided to cover MARPOL 73/78 – DEFRA Animal By-Products Regs. 2003 & MS & FV (Port Waste Reception Facilities) Regs 2003

ANNEX I	OIL (TANK WASHINGS AND LIQUID ENGINE ROOM WASTE)
ANNEX II	NOXIOUS LIQUID SUBSTANCES
ANNEX III	HARMFUL SUBSTANCES IN PACKAGED FORMS
ANNEX IV	SEWAGE
ANNEX V	GARBAGE
ANNEX VI	AIR POLLUTION FROM SHIPS

Special Provisions

Category 1 Domestic Waste (International Catering Waste). A special waste skip will be delivered to the ship on request from agents. This includes domestic waste from a vessel which has declared its last port as being in a non – EU Country, (a supplementary charge will apply to this service in addition to the port's mandatory waste fee)

Inshore Fishing Fleet, Hamilton Dock

ANNEX 1 : Facility for waste oil provided – NW corner Waveney Dock
ANNEX V : Facility for garbage provided (Enclosed Skip – No.3 Above)

Non-Commercial Vessels, Trawl Dock

ANNEX V : Facility for garbage

All Dumping Of Waste Other Than By These Arrangements Is Strictly Prohibited

APPROVED WASTE CONTRACTOR'S LIST

No.	Approved Contractor	TEL NO.	CAT1 DOMESTIC	MARPOL ANNEX I	MARPOL ANNEX II	MARPOL ANNEX III	MARPOL ANNEX IV	MARPOL ANNEX V	MARPOL ANNEX VI
1	Biffa	01494 521221	Y	Y	Y	Y	Y	Y	
2	Asco/ Enviroco	01224 266600	Y	Y	Y	Y	Y	Y	Y
3	CR Hales	01502 519080						Y	
4	C & L Waste	01493 442056		Y			Y		
5	Doe Metal								
6	Clem	01493 653600						Y	

RECORDS OF WASTE LANDED TO BE RETAINED BY VESSEL'S AGENTS/OWNERS OR TERMINAL/MARINA OPERATOR, AND RETURNED TO PORT AUTHORITY WHEN REQUESTED.

17. Pollution

Any spills (of oil or hazardous or noxious liquids or any other pollutant) spilling onto port estate land and/or into the water contact Lowestoft Port Control immediately, as required by the Prevention of Oil Pollution Regulations 1996. Failure to do so may result in a prosecution under the Merchant Shipping Act 1995 Section 136(1). All vessels must comply with all current Acts and Orders relating to the spillage of oil in navigable waters. Masters of vessels that are loading or transferring fuels or lubricants are to take all necessary precautions to avoid spillage.

18. Bunkering

Prior to a vessel conducting bunkering operations (loading or discharging) every vessel must carry complete the ports bunkering checklist and notify Port Control that the checklist has been completed and the times of starting and completed, as well as the quantity to be taken. The checklist can be found at:

<https://www.abports.co.uk/locations/lowestoft/information-for-visiting-vessels>

Due to the depth and width of the navigational channel adjacent to Town quay and Cefas quay and risk of interaction between passing vessels. If vessels are conducting bunkering operations on either Town Quay or Cefas Quay port control will instruct the vessel to suspend or delay the start of bunkering when a large vessel is scheduled to pass. Vessels taking bunkers on these quays are requested to keep a continuous listening watch on VHF Ch.14. In addition, vessel mooring lines should be tended regularly to prevent ranging. Further details are contained in NTM [18 -2019](#)

19. Non routine towage

For the purposes of this assessment procedure the following Towage events have been deemed to be Non-Routine and must comply with the assessment process and control measures.

1. Dead-Ship Towage – Any vessel over 50 metres LOA which is lacking propulsion and/or steering systems, whether manned or unmanned.
2. Lowestoft: Outer Harbour Barges – Any Barge for any Outer Harbour Berths, which has an LOA over 70 metres and/or a beam over 20 metres.
3. Lowestoft: Inner Harbour Barges – Any Barge for Inner Harbour Berths over 50 metres LOA and/or a beam over 16 metres.
4. Other Floating Objects – Pipelines, Offshore Structures, Salvaged Debris or any other such tows considered to be Non-Routine by the Duty Pilot, because of their unusual nature.

All towage requests for any of the categories above must be sent on Part 1 of the form below. This must include the information designating a Towing Master with overall responsibility for the safety of the Towed Vessel or Object.

20. Lifting operations - Mobile Crane use

Any lifting operations that require the use of a mobile crane need to submit a mobile crane lifting application to the port for approval.

The application form can be found at:-

<https://www.abports.co.uk/locations/lowestoft/information-for-visiting-vessels>

21. Filming / Photography / Use of UAV (drones)

Filming, photography, and use of UAV (drones) are not permitted without approval from the ports. There is a formal process for this and an application is required to be submitted. The relevant form can be obtained from Lowestoft Port Control, and can be found on the ABP Lowestoft website at: <https://www.abports.co.uk/locations/lowestoft/information-for-visiting-vessels>

22. Use of dynamic positioning (DP)

The use of dynamic positioning (DP) systems are not permitted without prior written permission from the Port.

23. Engine Immobilisation

Vessel main engine immobilisation should only be permitted if consented to by the Duty Harbour Master. The vessel or vessel operator/owner must request to immobilise engine(s) in writing to the Duty HM (via Port Control) before consent can be considered. Any permission granted will take into consideration requirements for the berth area concerned, vessel movements or other marine or quayside activities in that vicinity, anticipated weather or tidal variances, and length of immobilisation required.

24. Discharges Overboard

The following vessel activities are not permitted unless formal permission has been given by the Duty Harbour Master:-

- Discharge of hold washings to Harbour Waters.
- External vessel repairs that involve scraping or shot/grit blasting (excluding activities within the enclosed dry dock).
- Throwing or depositing any items or materials into the Harbour Waters.

THIS PAGE NEEDS TO BE SIGNED BY VESSEL AND RETURNED/STAMPED.

**Confirmation of Receipt of
Port Safety Notice to Ships Masters**

To

Master MV

Date

I have received a copy of Port Safety & Environmental Notice to Ships Masters and agree to abide by the contents of the notice.

Masters Name Print

Signed

Ships Stamp

Please Return to:
The Harbour Master
Associated British Ports
North Quay Cargo Terminal
Commercial Road
Lowestoft
NR32 2TE