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**PNG PORTS CORPORATION LIMITED
STANDARD OPERATION PROCEDURE**

**BERTH APPLICATION AND
PRIORITY RESERVATION**

EFFECTIVE: JANUARY 01, 2010

THE FOLLOWING PROCEDURES ARE FOR THE STAFF OF PNG PORTS CORPORATION LTD WHEN ALLOCATING BERTHS

INTRODUCTION

The purpose of procedure is to ensure that all business managers, operations officers of PNG Ports Corporation Limited's (PNGPCL) and all ship agents, tug masters, ship masters and port users comply with the "Berth Application and Priority Reservation" standard operation procedures.

The "Berth Application and Priority Reservation" is an essential port planning tool that enables the Port Authority to schedule berths and monitor ship operations productivity and efficiency at those occupied berth(s).

It is therefore the responsibility of each business manager and or operations officer at respective ports to ensure that all vessels that enter the port limits and wish to occupy a berth fully comply with the requirements specified in the Berth Application and Priority Reservation Procedures.

This SOP is aimed at:

- standardising operation procedures for PNG Ports Corporation Limited;
- being part of the complete library of PNG Ports Corporation Limited policies and procedures;
- forming the basis for competency standards for operation training and assessment and;
- forming the basis for contractual responsibility for all parties engaged in the set of procedures

Business Managers, Operation Officers and all Ship Masters have the responsibility for properly berthing vessels at the ports;

Berth Priorities

Fixed window arrangements are in place as follows:

Shipping Line	At Pilot	Window (on berth)		Depart Berth*
		Open	Close	
Consort Express Lines (Fortnightly)	1300 Mon	1400 Mon	1600 Mon	0600 Tues
HUB Line	2000 Tues	2100 Tues	2300 Tues	1400 Thur
PACIFIC FORUM Line (Alternative weeks)	1500 Wed	1600 Wed	1800 Wed	2300 Thur
AUSTRALASIA Line (Alternative week to Swire)	1100 Wed	1200 Wed	1400 Wed	0800 Thur
Swire (Fortnightly)	1100 Wed	1200 Wed	1400 Wed	0800 Thur

*** Depart Berth times includes any potential 1-hour period of grace (used only if required).**

Berth window is only valid for up to 2 hours into that window. This means vessels must be on the berth, tied up and ready to commence cargo operations. After that, berth access will be based on use of the Port's "5 Day Berthage & Cargo Advice Form". Conforming vessels - for use by non window customers and those outside their window will be granted priority over those who do not follow the 5 Day Berthage & Cargo Advice Form. Any line's "Daily Positions" or similar electronic reporting will be deemed to meet the Port's 5 Day Berthage & Cargo Advice Form requirement provided it is received by 1200 hours each day.

It is expected that lines will provide a completed load list (with expected restows) covering the entire exchange before a vessel is berthed.

Please send daily reports to the Operations Office at the port

Window end will still stand if a vessel arrives within 2 hours of the window start: it needs to complete cargo by window end plus an allowance for a 1 hour period of grace. No further extension will be granted unless it is with the full agreement of the Port i.e. in the interests of full cargo completion.

It may still be possible for the window vessel to keep working; if a waiting vessel HAS NOT FOLLOWED the "5 Day Berthage & Cargo Advice Form" procedure. Vacating the berth will however be necessary if a waiting vessel booked the berth IN ACCORDANCE WITH the "5 Day Berthage & Cargo Advice Form" procedure.

Minimum window length is 16 hours from the window opening, being arrival time on the berth. Therefore an arrival prior to the 2-hour cut-off will minimally leave 10 hours work plus an allowance for a 1-hour period of grace, in other words an 11hour work period. This 1-hour period of grace only applies to holders of berth windows.

If any service is likely to arrive outside its agreed berth window, Lines or Agents will need to have fully complied with the following Berth Procedures to secure berth time.

Any vessel arriving earlier than its window can only occupy the berth if it is vacant and it doesn't impact on any other window arrangement. Early arrival provides no advantage if the berth is occupied by another vessel which has booked in accordance with the "5 Day Berthage and Cargo Advice Form".

THE PORT RESERVES ITS RIGHT TO ALTER THESE ARRANGEMENTS AT ANY TIME AND AT ITS SOLE DISCRETION (DUE TO CARGO COMPLETION, WEATHER, TIDAL CONDITIONS OR ANY OTHER REASON I.E. BERTH OR YARD CONGESTION).

(for Lines without a window or those who look likely to miss their window in a given week).

1.
 - a) Lines or Agents are to forward to the Port's Operations Office by fax or e-mail the "**Berthage and Cargo Advice Form**" giving a minimum of five (5) days clear notice (cut off 48 hours) prior to their ETA at the pilot station. Failure to forward this Advice Form within the timeframe stated will affect berth priorities in the event of a clash. A clash is determined to be within two (2) Hours of intended ETA of other vessels without a window or those vessels who miss their window.
 - b) This ETA is to be reconfirmed by Lines or Agents (12 hours) prior to the ETA.
 - c) This ETA is to be finalized by the Lines or Agents (6 hours) prior to ETA. Lines or Agents completing **both** the above criteria will be granted a two (2) hour berthing window between the confirmed ETA and the actual ETA. If a vessel is unable to arrive at the pilot station within two (2) hours, then any other vessel requiring the berth and meeting the 2 hour arrival criteria, assumes priority.

It is expected that all information provided to the Ports for operational planning purposes is as accurate as can be at the time it is advised.

In all cases, to maintain berth priority, a vessel must berth and work upon arrival. In the same instance a vessel that can work through to completion will be given preference over a vessel whose ETD will be delayed awaiting cargo to arrive at the Port.

Vessels can only await cargo at the berth with the agreement of Port through the Business Manager providing they are not holding out another container vessel. The movement of vessels that are tide constrained, shall, in the interest of safety and berth productivity, take precedence over other vessels (INCLUDING VESSELS WHOSE WINDOW IS DISRUPTED BY A SURGE EVENT).

2. Subject to the above, if ETA's are equal, or within two (2) hours of both ETA's at (12 hours) of the intended ETA then the "**Berthage and Cargo Advice Form**" presented 5 clear days prior to arrival will be compared. The vessel within the 2-hour window of its 5 day intended ETA shall have priority. If both vessels are within the 2 hour window or both are outside the 2 hour window, the vessel whose actual time of arrival is closest to its 5 day ETA advice will have priority provided they can work on arrival as in Point 1 above. The decision as to which vessel will prevail in the above case will be communicated by the Port's Berth Planners within the 2 hours on the day of the intended ETA.
3. Vessels arriving more than 2 hours ahead of their previously notified 5 day ETA will not have any priority unless they can work and sail without affecting following vessels, particularly those with windows.
4. Priority to be given to container vessels routinely using two or more cranes on a scheduled liner service.
5. Lines must supply a Load List or Ship's Manifest to the Port's Berth Planners no later than 48 hours before vessels ETA at Pilot Station. The only exception to the above requirements is in those instances where vessels are berthed at the request of Port.
6. Lines whose vessels are vying for the berth may vary the above arrangements by mutual agreement between themselves and the Port, confirmed in writing so long as no other vessels are inconvenienced.
7. The definition of regular services includes "extra loader" calls of a regular liner service. Extra loaders will be afforded the same priority as regular liner services so long as all vessels conform to these procedures.
8. Services which do not publish any PNGPCL Port as a continuous year round call (weekly or bi-weekly) will be treated as a lower priority compared to those regular liner services which conform with these procedures.
9. The "At Berth" time commences from first line ashore on berthing to last line released at sailing; the Port agrees to a 2 hours of grace before any day thereafter marine services charge applies. However after the 2 hour period of grace there will be NO further exemptions.
10. PNGPCL provides a reserved berth for cruise vessels to ensure they have guaranteed berth access ahead of any other potential port user. In the event of any cruise vessel cancelling its call within 36 hours of its due time and date of arrival, the call will be billed as if the vessel had called.
11. Only those fishing vessels with draft of greater than 2.4 meters are able to occupy a berth. The fishing fleet has no berth priority and as a condition of berth allocation must be prepared to shift berth as required and at no cost to the PNGPCL.
12. Occupying berth outside cargo activities due to vessel maintenance, bunkering, icing and discharging of fishing vessels can only occur with the permission of the Business Manager. Cargo activities of other vessels take priority over fishing vessels.
13. Unless all cargo to be loaded on a bulk vessel has a validated Customs Export Delivery Order (CEDO), the Port reserves the right to refuse to berth the vessel (i.e. no pilot will board the vessel).

Shift Berth

1. If the Line or cargo owner requests a shift of berth (for bunkering, cargo mix, cargo exchange productivity, berth preference or any other benefit to the ship call), the Line is to pay the cost of the shift ship. The party benefiting from this movement would be required to meet costs of the movement (except where there is an advised berth priority). Acceptance of these charges will be required in writing prior to any movements taking place.
2. Where practical all movements will be undertaken during meal breaks, change of shifts or at times convenient to the parties affected.

Practical Examples:

- a) A log vessel is moved for bunkering purposes – the vessel pays for the movement.
- b) Two fertilizer vessels are berthed. A log vessel requires 1 Wharf, the log vessel pays to move the fertilizer vessel.
- c) A log vessel is on 1 Wharf which has completed loading (but not completed lashing) and another log vessel wants the berth, the incoming vessel requiring the berth will be charged to move the vessel occupying the berth.
- d) A Barge wants to load palletized cargo, containers (using the Port crane) and bunker. If a Container vessel with a priority requires to berth, the Barge is required to move at their cost.
- e) A geared container vessel and a non-geared container vessel requires the berth, as the geared vessel has a lower priority it must be moved to accommodate the non-geared vessel. The cost of the movement would be to the non-geared vessel.

Penalty Charges

1. If a vessel does not arrive as per the scheduled ETA and after waiting 30 minutes, a penalty charge will be incurred and invoiced to the Agent /Principal to cover the call out of the Marine personnel.
2. If a vessel does not depart as per the scheduled ETD and after waiting 30 minutes, a penalty charge will be incurred and invoiced to the Agent /Principal to cover the call out of the Marine personnel.
3. If a shift of ship order has been made and the vessel is unable to undertake that shift at the allocated time and after waiting 30 minutes, a penalty charge will be incurred and invoiced to the Agent /Principal to cover the call out of the Marine personnel.
4. All stevedoring delays incurred due to a vessels delayed arrival or shift will be on-charged to the Agent/Principal.
5. Where an Agent/Principal incurs a cancelled call charge, the Port of Napier reserves

the right to not accept future orders from that Agent/Principal if that account remains outstanding.

Controlled		Issue No: xxx
Authorised: Chief Operating Officer	PILOTAGE, BERTHAGE & CARGO ADVICE	DD/MM/YYYY

24 HOURS TELEPHONE: (675)-XXX-XXXX, FAX: (675)-XXX-XXXX, E-MAIL: xxxxxxxx@pngports.com.pg

VESSEL:		AGENT:
Voyage # Import:	Export:	Contact name:
Name & Address for CHARGING OF ACCOUNT:		
STEVEDORE:		CARGO:
ETA: DATE:		ETD: DATE:
TIME:		TIME:

UPDATE MADE BY 48 HOURS PRIOR TO SHIP ARRIVAL AT PILOT STATION

ETA: DATE:	ETD: DATE:
TIME:	TIME:
Strictly complete this section only when making 48 hours update	

LAST PORT:	NEXT PORT:	ORIGIN/DESTINATION OF CARGO:
ARRIVAL DRAFT: (F) (A)	DEPARTURE DRAFT: (F) (A)	
SIDE TO BERTH:	BUNKERS:	THRUSTERS WORKING: Y/N
TUG REQUIRED: Y/N	IMO Number:	CALL SIGN:

LOAD	REEFER		DRY		OTHERS		EMPTY		TOTAL
Destination	20'	40'	20'	40'	20'	40'	20'	40'	
DISCHARGE	REEFER		DRY		OTHERS		EMPTY		TOTAL
	20'	40'	20'	40'	20'	40'	20'	40'	
FULL									
EMPTY									
Total LOADS			Total DISCHARGE			TOTAL EXCHANGE			

REMARKS: _____

AGENT'S SIGNATURE: _____ **DATE:** _____ **TIME:** _____

APPROVED FOR IMPLEMENTATION:

Signature: _____ Date: --/--/--

Chief Operating Officer

Signature: _____ Date: --/--/--

Chief Executive Officer