

# Terminal Information Booklet



This information booklet contains information relating to the Port of Hay Point, Dalrymple Bay Coal Terminal and Dalrymple Bay Coal Terminal Pty Ltd (DBCT P/L).

The information and procedures in this booklet are subject to amendment following prior notification to relevant stakeholders.

The information is believed to be correct at the time of printing. However DBCT P/L does not warrant that any information in this booklet is correct and accepts no responsibility for the validity, accuracy or sufficiency of any information.

Recommendations regarding mooring and loading procedures are a guide only, and are in no way intended to be comprehensive or to indicate that all other usual procedures and precautions should not be observed.

DBCT P/L will not be liable to any person as a result of, or in connection with, any information, requirements, conditions or suggestions in this booklet.

This Terminal Information Booklet, Number ..... was issued to:

.....  
.....

on the .....

Please destroy all previous revisions/editions (including electronic versions) of this booklet.

.....  
For Dalrymple Bay Coal Terminal Pty Ltd

Please Note: Below is the Acknowledgment of Receipt for the Terminal Information Booklet. This page is to be signed by the appropriate person and given to DBCT P/L's Shipping Officer.

## **ACKNOWLEDGMENT OF RECEIPT OF TERMINAL INFORMATION BOOKLET**

Terminal Information Booklet, Number ..... was issued to:

.....  
*Name of entity*

On .....  
*Date of Issue*

.....  
*Position/Title of person signing*

.....  
*Receipt Acknowledged (Signature)*

## **EMERGENCY INFORMATION**

### **IN THE EVENT OF AN EMERGENCY:**

**IMMEDIATELY inform Hay Point VTS - VHF CHANNEL 16**

### **STATE:**

- **VESSEL NAME**
- **POSITION OF VESSEL**
- **NATURE OF EMERGENCY**
- **TYPE OF ASSISTANCE REQUIRED**

**If berthed at Dalrymple Bay Coal Terminal – INFORM THE SHIPLOADER OPERATOR** by UHF radio provided, stating above information and advise if Hay Point VTS has been contacted.

## **TERMINAL INFORMATION**

- Access to and from vessel is with the **TERMINAL GANGWAYS** only
- **Vessel personnel MUST NOT INTERACT with Wharf Fenders in ANY situation. ACCESSING FENDERS IS STRICTLY PROHIBITED.**
- **(DO NOT climb onto, jump over, sit on, walk on or step across fenders)**
- **Crew cannot operate or interfere with access facilities.**
- **Crew DO NOT have permission to walk along wharf – you may only go ashore if transport is arranged or for reading drafts. If reading drafts, do not walk through barricaded or roped off area. You must ensure the following protective equipment is worn:**
  - **Helmet / hard hat**
  - **Safety glasses**
  - **Safety footwear**
  - **Long clothing with Hi-Visibility reflectors or Hi Vis vest**
  - **Gloves suitable for holding hand rails - three points of contact required on all ladders.**
- **You MUST maintain contact with the Ship-loader Operator at all times whilst alongside by UHF radio provided.**
- **MAIN ENGINE TESTING MUST NOT BE CARRIED OUT WHILE ALONGSIDE WITHOUT PRIOR TERMINAL APPROVAL.** Upon completion of loading, Captain is requested to seek permission from the terminal to test the main engine prior to the pilot boarding for sailing. Contact 0419 024 188 or via terminal UHF radio.

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## List of Terms

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# PR0043 Terminal Information Booklet Procedure

Term	Definition
<b>AMSA</b>	Australia Maritime Safety Authority
<b>AQIS</b>	Australian Quarantine Inspection Service
<b>Berth</b>	A berth at the Terminal
<b>BOM</b>	Australian Bureau of Meteorology
<b>Customs</b>	Australian Customs and Border Protection Service
<b>DAWR</b>	Department of Agriculture and Water Resources
<b>DBCT P/L</b>	Dalrymple Bay Coal Terminal Pty Ltd ACN 010 268 167 – Terminal Operator
<b>DBCTM</b>	DBCT Management Pty Limited ACN 097 698 916 – Terminal Leasee
<b>DBCT P/L Representative or Terminal Representative</b>	A representative of DBCT P/L nominated as such
<b>Harbour Master</b>	The harbour master for the Port appointed pursuant to the Transport Operations (Maritime Safety) Act 1994 (Queensland)
<b>HMPE</b>	High-Modulus Poly Ethylene mooring rope/hawser
<b>HMSF</b>	High-Modulus Synthetic Fibre mooring rope/hawser
<b>Initial Advice</b>	The first notification by the Master of a Vessel advising ETA not less than 10 days prior to planned arrival
<b>Maritime Safety Queensland</b>	The section of the Queensland Government Department of Transport and Main Roads operating under the name Maritime Safety Queensland
<b>Master</b>	The master or chief officer of a relevant Vessel
<b>Pilot</b>	A pilot for the Port provided by Maritime Safety Queensland pursuant to the Transport Operations (Maritime Safety) Act 1994 (Queensland)
<b>Port</b>	Port of Hay Point, Queensland
<b>Port Control</b>	The Port Control Centre for the Port operated by Maritime Safety Queensland
<b>Right ship</b>	A ship vetting specialist offering a ship vetting information system that is a comprehensive, online risk management system to the commercial shipping industry. Used by DBCT P/L in assessing Vessel suitability as an integral part of the DBCT P/L Ship Vetting process
<b>Shiploader</b>	A machine used for loading bulk solid materials like iron ore, coal, fertilizers, grains into Vessels for transportation by sea
<b>Shiploader Operator</b>	The person at a relevant time operating the Shiploader intended to load a Vessel
<b>Ship's Agent or Agent</b>	A relevant vessel's agent operating at the Terminal
<b>Terminal</b>	Dalrymple Bay Coal Terminal (including berths adjacent to the wharf) and located in the Port
<b>Terminal Regulations</b>	the Terminal Regulations which apply in respect of the Terminal at a relevant time
<b>User</b>	A coal producer or their representative holding rights to have coal delivered to, handled at and shipped from the Terminal
<b>Vessel</b>	A relevant vessel or ship using or wishing to use the Terminal to load coal
<b>VTS</b>	Vessel traffic Service, a marine traffic monitoring system established by harbour or port authorities used by Port Control

Welcome to Dalrymple Bay Coal Terminal (the **Terminal**) at the port of Hay Point located 38 kilometres south of the Central Queensland city of Mackay. The Terminal is operated by Dalrymple Bay Coal Terminal Pty Ltd ACN 010 268 167 (**DBCT P/L**) and owned by DBCT Management Pty Limited ACN 097 698 916 (part of the Brookfield group of companies). Terminal ship loading facilities are capable of safely loading ships up to 220,000 deadweight tonnes within the Port of Hay Point's tidal range of 7.14 metres.

This booklet will provide Masters and Terminal Users with sufficient information to assist DBCT P/L in its endeavours by ensuring that Vessels are safely, efficiently and effectively berthed, loaded and despatched from the Terminal.

Your co-operation with Terminal requirements will be appreciated, and is required if you interact with the Terminal in any way.

DBCT P/L's aim is to be a leader in coal chain logistics, terminal management and planning (operating within the Maritime Transport and Offshore Facilities Security Act 2003). We seek to have:

- Safety as a foundation value;
- Terminal dependability through reliability and operating excellence;
- Responsiveness to the needs of stakeholders;
- Strategic coal chain focus;
- A culture of innovation and continuous improvement; and
- Sustainable operating practises to reduce impacts to the receiving environment.

## Critical Success Factors – Business Goals

- **Safety** – DBCT have safe outcomes through proactive risk management and deliberate actions of our people.
- **Environment** – DBCT will proactively engage our people and stakeholders to achieve sustainable environmental outcomes.
- **Throughput** – DBCT will have the right systems, processes, tools and structures to maximise Terminal throughput.
- **Customer / Stakeholder** – DBCT will actively engage our customer and key stakeholders to deliver on agreed service requirements and support supply chain performance towards 85Mtpa.
- **People** – DBCT will have a safe, flexible and productive workforce with opportunities for targeted growth and development where contributions are recognised and successes as a team are celebrated.
- **Financial** – DBCT will optimise the effectiveness of our spend to provide lowest cost Terminal Operations within our risk profile.

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**1. General Information**

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DBCT P/L is a key player in the world's global coal export market and is critical to the economic prosperity of Queensland and Australia. With an uncompromising dedication to ensuring the safety of its people and the surrounding community, coupled with an unparalleled persistence to achieve operational excellence, DBCT P/L has been reliably exporting coal to at least 30 countries for more than 25 years.

Over the last 10 years, DBCT P/L has undergone various expansions to meet the unprecedented demand by global markets for the Bowen Basin's premium quality coal. The Terminal is now one of the world's largest coal export facilities with the capacity to ship 85 Mtpa.

**The Port**

The Port of Hay Point is situated in latitude 21° 15.0' South and longitude 149° 18.2' East. Australian Chart AUS 249, Australian Pilot Volume III.

The Port facilities are sheltered from major swell by the Great Barrier Reef, however prolonged South Easterly winds of 20 knots or more can occasionally make conditions difficult for berthing or remaining alongside.

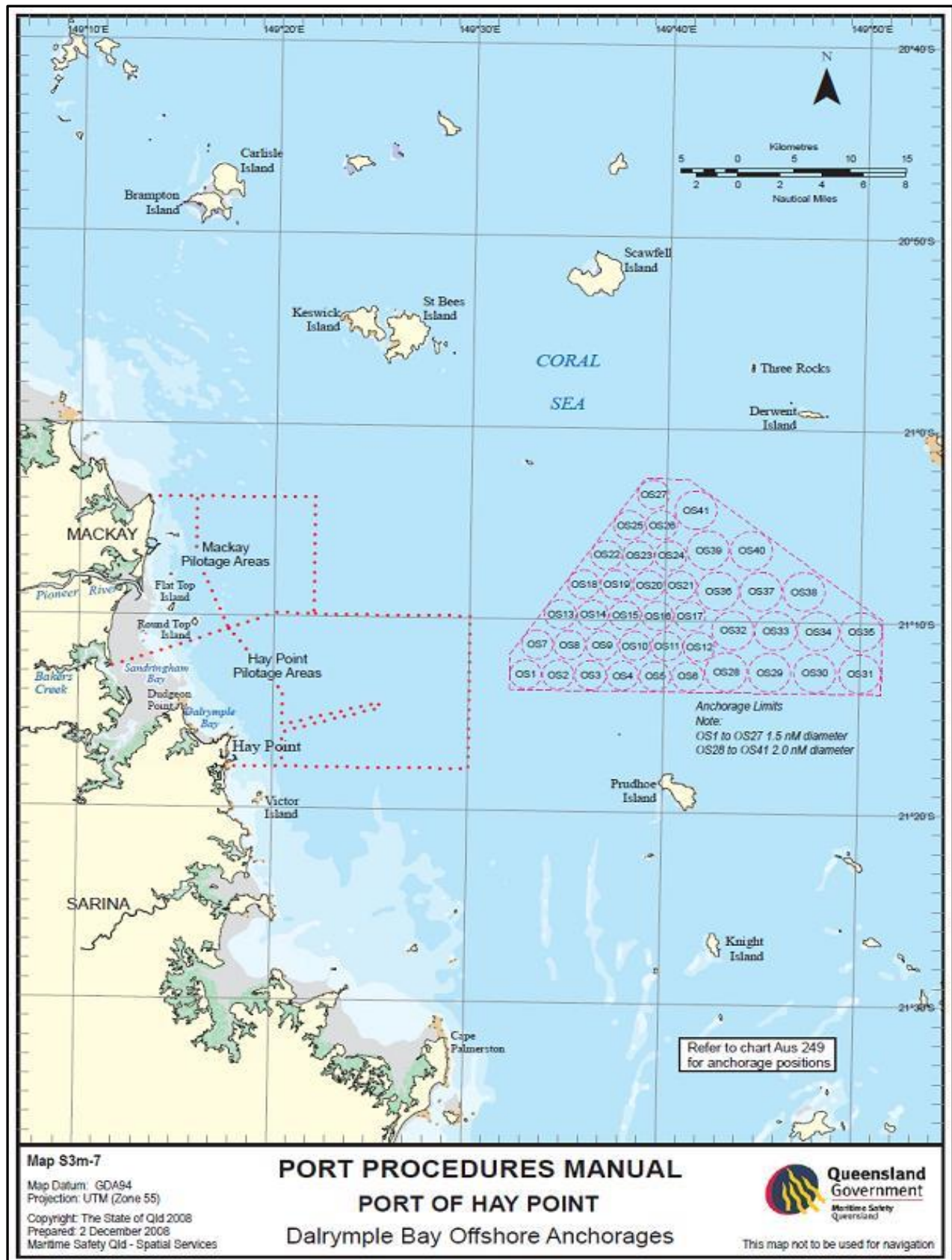
The Port is situated in the cyclone belt and an incidence of about two cyclones per year can be expected on the Queensland coast, normally between November and April.

Either DBCT P/L or the Harbour Master may request Vessels to vacate their berth in adverse conditions. Masters also have the option to request vacating a berth in adverse conditions. Refer to the Emergency Procedures on page 40 for further details.

Hay Point Anchorage and Outer Anchorage sites are shown below.

[illegible]

## Off shore anchorages



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## **2. Services**

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### **2.1 Pilotage and Berthing Information Hay Point**

A Harbour Master, Pilots and Port Controllers maintain a 24 hour service to regulate and control the movement of vessels in the Port.

A comprehensive list of Port Procedures and Information for Shipping – Hay Point developed by the Harbour Master is available at the Maritime Safety Queensland website:

[www.msq.qld.gov.au/Shipping/Port-procedures/Port-procedures-hay-point.aspx](http://www.msq.qld.gov.au/Shipping/Port-procedures/Port-procedures-hay-point.aspx)

There are two Pilot boarding grounds and Pilotage is compulsory for all vessels within the Port. Port Control (call sign "Hay Point VTS") will advise by VHF the preferred Pilot boarding location. Vessels should follow the instructions given by the Pilot or Port Control.

Pilot transfer will normally be by helicopter which has no winch facility. Vessels which are unable to accept a helicopter landing should inform their Shipping Agent at the earliest opportunity. A pilot launch service may be provided from Mackay Harbour; however availability of this service cannot be guaranteed.



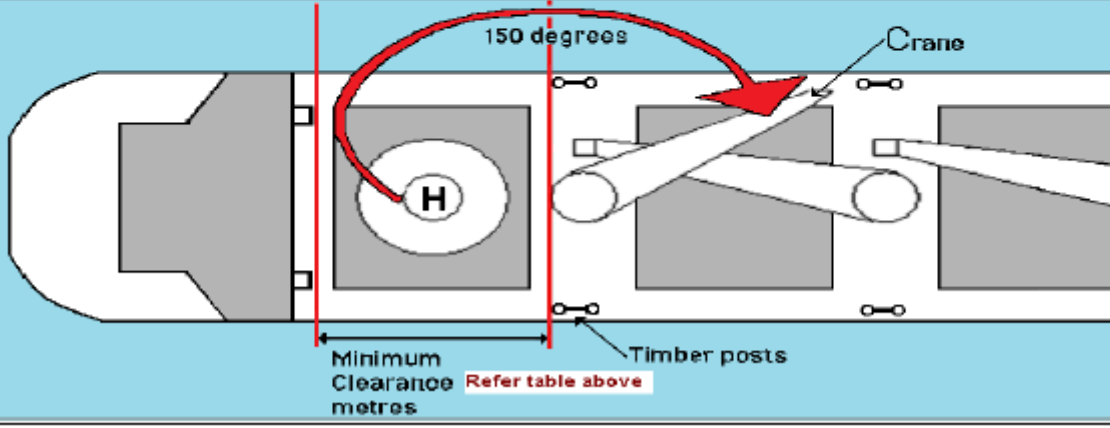
Pilotage is also compulsory within the Great Barrier Reef inner route North of Cairns as well as Hydrographers Passage adjacent to the Port. Pilots are also available for other reef passages. Arrangements are made by Shipping Agents.

The Port is a Standard Port in the Australian National Tide tables. The flood tide sets 150° and the ebb 330° parallel to the berth, with tidal streams reaching a maximum of 2 knots during spring tides.

Under Keel Clearance (UKC). The least depth in the approaches to the loading berths is 12.70 metres LAT. Advice regarding the minimum UKC and the maximum permissible sailing draft is issued by the Harbourmaster 23 and 11 hours prior to the expected sailing time. Vessels at berth must maintain a minimum of 1.5 meters UKC. Masters should obtain current information from their Shipping Agents.

Berthing vessels are required to have the propeller fully immersed and the trim should not exceed 2.5 metres by the stern.

Towage is provided by two omnidirectional tugs each of 55 tonnes bollard pull to assist Vessels berthing and unberthing at the Terminal. There is also a 15.4 metre line launch available to assist with line handling. All towage services are undertaken in accordance with the "UK standard conditions for towage and other services (1974) as varied". Vessels berthing or unberthing at the Terminal shall be taken to have accepted these conditions of engagement.

 <b>NQBP PILOT HELICOPTER SAFETY SHEET</b> <b>HAY POINT and MACKAY HARBOUR</b> (Information for Ships Masters) <i>The information on this sheet only applies to helicopters contracted to NQBP Pilots.</i>													
<p align="center"><b>Pilot Helicopter</b></p>  <p align="center"><b>Specifications</b></p> <table border="1"> <tr> <td>Make/Model</td> <td>EC 135</td> <td>Bell 222</td> <td>Bell 430</td> </tr> <tr> <td>Clearance Required</td> <td>20.4 m</td> <td>25.6 m</td> <td>25.6 m</td> </tr> <tr> <td>Maximum Weight</td> <td>2835 Kg</td> <td>3700 Kg</td> <td>4200 Kg</td> </tr> </table> <p><b>NOTE:</b> EC135 Helicopter will be used unless otherwise advised</p> <p align="center"><b>General Information</b></p> <ul style="list-style-type: none"> <li>•For all transfers the helicopter will land on the hatch cover. NO WINCHING.</li> <li>•Corrugated hatch covers are not a suitable HLS.</li> <li>•Ships not suitable for helicopter will use pilot launch.</li> </ul> <p align="center"><b>Communications</b></p> <ul style="list-style-type: none"> <li>•Helicopter will contact ship on VHF channel 16 and advise working channel.</li> <li>•Master to advise helicopter of hatch number and confirm emergency party is standing by.</li> <li>•Ship to remain on working channel until pilot arrives on bridge.</li> </ul>	Make/Model	EC 135	Bell 222	Bell 430	Clearance Required	20.4 m	25.6 m	25.6 m	Maximum Weight	2835 Kg	3700 Kg	4200 Kg	<p align="center"><b>Preparation of Landing Site</b></p> <p>For all Helicopter Operations at this port please arrange the following.</p> <ul style="list-style-type: none"> <li>□ All hatches must be closed</li> <li>□ Access rigged to hatch on fwd or aft end</li> <li>□ Remove loose objects</li> <li>□ Secure cranes</li> <li>□ Hoist pennant or windsock at least 50m away from landing hatch</li> <li>□ Two fire hoses coupled together with foam nozzle and foam ready</li> <li>□ Crew member in fireman's suit</li> <li>□ Dry powder extinguisher</li> <li>□ Rescue party with equipment to stand-by UPWIND and FWD or AFT of hatch</li> <li>□ At night all deck lights on</li> <li>□ All crew to remain clear of hatch top and clear of manoeuvring zone</li> <li>□ Wash down Helo hatch before departure</li> </ul> <p align="center"><b>Helicopter Landing Site (HLS)</b></p> <p align="center"><b>Requirements</b></p> <ul style="list-style-type: none"> <li>•HLS should have a non-slip surface.</li> <li>•HLS should have clear white or yellow markings to indicate the touchdown and manoeuvring zones.</li> <li>•Any obstructions (lugs vents etc) should be clearly painted for maximum visibility.</li> </ul>
Make/Model	EC 135	Bell 222	Bell 430										
Clearance Required	20.4 m	25.6 m	25.6 m										
Maximum Weight	2835 Kg	3700 Kg	4200 Kg										
<p>CORRECTLY MARKED and WELL LIT with any obstructions (lugs vents etc) clearly painted.</p>	<p><b>HATCH COVER</b> <b>Helicopter Landing Site - (HLS)</b></p>	<p>Helicopter will APPROACH FROM DOWNWIND. Keep all crew and equipment (including fire hoses) clear of approach and departure paths. Crew must stay clear of hatch top and must not approach helicopter.</p>											
<p>CRANES must be stowed in normal sea position or swung clear of HLS by at least 150° so that the crane end jib is within the confines of the ship. Crane block must be secured to deck.</p>	<p>Rig ACCESS on FWD or AFT side of hatch.</p>												
	<p>Position RESCUE PARTY UPWIND and fwd or aft of HLS.</p>	<p>All HATCHES must be CLOSED.</p>											
													
<p align="center">For more detailed information please refer to the <b>ICS Guide to Helicopter Operations</b></p>													

## **2.2 Port Control**

Call sign: Hay Point VTS  
Frequencies: VHF Channels 16, 14, 12, 8, 6, 67 and 74  
Continuous watch: Channel 16  
Working frequencies: Channels 14, 12 and 8

Vessels must give arrival notice on Channel 10 to Hay Point Harbour two hours prior to arrival at the Port limits and should maintain a listening watch on Channel 16 at all times when in the waters of the Great Barrier Reef and whilst at anchor.

## **2.3 Quarantine**

The Department of Agriculture and Water Resources (DAWR) provide quarantine approval in accordance with the Regulations under the Biosecurity Act which states,

***“Ships Masters are required to send a request for Quarantine clearance message to their Agent not more than 96 hours or less than 12 hours prior to arrival”***

DAWR can be contacted on; **Telephone: + 61 7 4955 9600 / 0427 861911**  
**Email: mackay.quarantine@aqis.gov.au**

Vessels arriving from overseas ports are required to have adequately exchanged on-board ballast in order for approval to discharge ballast be granted. The *Quarantine Approval to Berth* issued by AQIS will give direction on conditions relating to ballast discharge. DBCT P/L must be advised of Master's Receipt of the Quarantine Approval to Berth prior to the Vessel being scheduled to berth at the Terminal.

Only Vessels with a Quarantine Approval will be scheduled to berth at the Terminal.

## **2.4 Australian Border Force**

The Port of Hay Point is a first point of entry and vessels using the Port are required to report their impending arrival and crew details to Customs 96 hours prior to arrival via Customs Forms 13 & 3B. Border Force Officers may board and search Vessels at berth or at anchorage. Heavy fines may be imposed for importation of prohibited goods such as weapons and illegal drugs. Crew shore-leave may be granted upon receipt of an Immigration Clearance issued by Customs.

Customs approval for loading or unloading of goods, crew changes and certificate of clearance is arranged through the Ship's Agent. However, if required Customs can be contacted on the following;

**Telephone: + 61 7 4965 7100**  
**Email: shipmac@customs.gov.au**

## **2.5 Fresh Water**

Fresh water is not available for Vessels at the Terminal.

## **2.6 Bunkers**

Bunkers are not available in the Port, however small quantities of lubricating oil in drums not larger than 200 litres may be loaded by provedores with the prior permission of DBCT P/L.

## 2.7 Stores and Provisions

Stores and provisions may be procured by arrangement through the Ship's Agent. The loading of stores onto the Vessel is the responsibility of the providedore. The Vessel's crew can only assist with the loading of stores once the stores are on board the Vessel. Terminal personnel are not available to assist with the loading of stores.

Load limitations and safety exclusion zones for crane operations and berth design can result in stores not being loaded close to Vessel storage areas.

Please also note that the providedore should be nominated by the Master in the "Initial Advice from Vessels".



### Loading stores at Berth 1

## 2.8 Repairs

Minor repair work may be arranged through the Ship's Agent with the prior permission of DBCT P/L.

**Note: Vessels are not to be immobilised nor any propeller turned whilst vessel secured alongside the Terminal.**

## 2.9 Australian Maritime Safety Authority (AMSA) Surveyors

AMSA surveyors may carry out Port State Control inspections. Surveyors can be contacted by email at: [mackay@amsa.gov.au](mailto:mackay@amsa.gov.au)

## 2.10 Telephone

DBCT P/L does not provide telephone facilities for Vessels or provide these facilities on the wharf. Ship's Agents may provide these facilities for crew use on board the Vessel.

**2.11 Waste Disposal**

North Queensland Bulk Ports operate a waste disposal service for vessels arriving at the Terminal. Masters must advise their Agents prior to arrival in the Port with the number of bins required to remove waste from the Vessel. For further information on waste, see section 5.4 "Pollution".

**Removing waste from a vessel**

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### **3. Terminal Requirements**

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#### **3.1 Preloading Information**

In order to load coal onto a Vessel at the Terminal there are a series of actions which must take place to ensure that coal can be moved from the mine in time to meet the proposed berthing of the Vessel.

Outlined below are the responsibilities of each stakeholder group in ensuring all preloading requirements are met. Note that in order to proceed through the pre-load sequence, each successive step must be completed.

The Terminal Regulations, Schedule 2 should be referenced for the detail pertaining to each timeline step.

##### **3.1.1 Ship's Master Responsibility**

1. To notify (10 days prior to vessel ETA)
  - Departed last Discharge Port
  - ETA
  - Ship loading sequence plan
  - Deballasting requirements
  - Arrival and departure drafts (stage 2 UKC)
2. To update ETA at 7, 5, 3, 2 and 1 days prior to ETA
3. To confirm ship loading sequence plan 72 hours prior to berthing.

Note: Failure to provide the above information at the requested timeframes may result in your vessel being deprioritised within the vessel queue. The Terminal Operator may impose a conforming ETA / ATA (CETA) for vessels that fail to meet the Pre-loading Information requirements.

##### **3.1.2 Access Holder Responsibilities**

1. To advise of intended application for Terminal services with the provision of shipping and parcel information at 28+ days to 14 days
2. To finalise nominated parcel and vessel details 14 days prior to vessel ETA
3. To provide final confirmation of coal availability and confirm Rail Freight Provider/s and allocated tonnes 7 days prior to intended berthing
4. To (72 hours prior to berthing):
  - Authorise berthing and loading of Vessel
    - Issue Authority to Load (ATL)
    - Re-confirm maximum and minimum tonnages
  - Issue instructions for all commercial documentation
5. To confirm product availability and readiness to load all trains in the 48 hour schedule 24 hours prior to commencement of 48 hour schedule

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**3.1.3 Terminal Operator Responsibilities**

1. To approve (or reject) parcel at 28+ days to 14 days
2. To vet vessels according to Terminal Operator's ship vetting procedure and approve (or reject) nominated vessel 14 days prior to vessel ETA
3. To create and publish an indicative rolling 14 day berthing plan based on information received and advise of indicative railing requirements 14 days prior to vessel ETA
4. To notify (10 days prior to vessel ETA):
  - Review and approve Vessel information
  - Establish communications with Master (agent if appointed)
  - Update vessel status
  - Confirm vessel ATA, including receipt of a Notice of Readiness
5. To provide a rolling berthing plan, advise Rail Freight Providers of railing requirements and publish the Parcel assembly plan 7 days prior to intended berthing
6. To ensure a rolling 96 hour berthing and rail requirements schedule has been provided to relevant stakeholders 96 hours prior to intended berthing
7. To notify (72 hours prior to berthing):
  - Issue pro forma Bill(s) of Lading
  - Confirm acceptance of ship loading sequence plan
  - Confirm and publish berthing schedule
  - Lockdown of Access Holder(s) parcels in transaction system
  - Removal of scheduled railings for vessels which have not been issued an ATL
8. To ensure a rolling 48 hour berthing and rail requirements schedule has been provided to relevant stakeholders 24 hours prior to commencement of 48 hour schedule.

**3.2 Vessel specifications**

A Vessel will only be accepted to load coal at the Terminal if DBCT P/L is satisfied that all of the following criteria apply in respect of the Vessel:

- Classification as bulk carrier only with exceptions applying to log carriers and open hatch carriers that may have been classified as bulk carriers;
- Less than 20 years old (or 20 or more years old with satisfactory past performance and the ability to meet all other relevant vessel standards criteria being demonstrated to the satisfaction of DBCT P/L);
- Single deck;
- Self-trimming i.e. excludes open hatch carriers as suitable;
- Without pontoon type hatch covers;
- Minimum weight 40,000 dwt, maximum weight 220,000 dwt;
- Maximum length 320 metres;
- Maximum breadth 52 metres;
- Maximum berthing displacement 110,000 tonnes;
- Minimum clearance between deck obstructions of 15 metres;
- Uses only polypropylene mooring lines;
- Complies with the Rightship (DBCT P/L) Vetting and Operator Vetting Questionnaire specifications (as evidenced by complete and accurate answering of the Terminal questionnaire in respect of the foregoing);
- Previous loading performance at the Terminal satisfactory to DBCT P/L;

- Able to safely enter, load without shifting or warping, always remain afloat, receive a cargo in bulk with minimal Deballasting delays and depart from the Terminal following completion of loading;
- In survey and meeting all requirements of the AMSA;
- Otherwise able to comply with all other berthing and unloading requirements in the Terminal Regulations; and
- Meets (or favourably exceeds) all criteria in the following matrix:

**Table 1**

<b>DBCT P/L DEBALLASTING MATRIX</b>					
<b>Deadweight 000's tonnes</b>	<b>Average Load Time - No Deballast Stop (Mid-Range)</b>	<b>Average Ballast on Board (Mid-Range) MT</b>	<b>Average Pump Rate MT/Hour</b>	<b>Acceptable Deballast time including stripping (maximum)</b>	<b>Expected Maximum Loading Time</b>
<b>40 - 60</b>	13	12,500	900	14	16
<b>60 - 80</b>	16	21,000	1,450	16	18
<b>80 - 100</b>	20	30,000	1,800	18	20
<b>100 - 150</b>	28	43,000	2,400	22	24 to 30
<b>150 plus</b>	34	plus 50,000	plus 2,600	28	30 +

### 3.2.1 Minimum mooring & mooring line requirements

All Vessels berthing at the Terminal are to present with polypropylene, HMPE, synthetic or similar floating type only mooring lines.  
 Wire ropes are not acceptable.

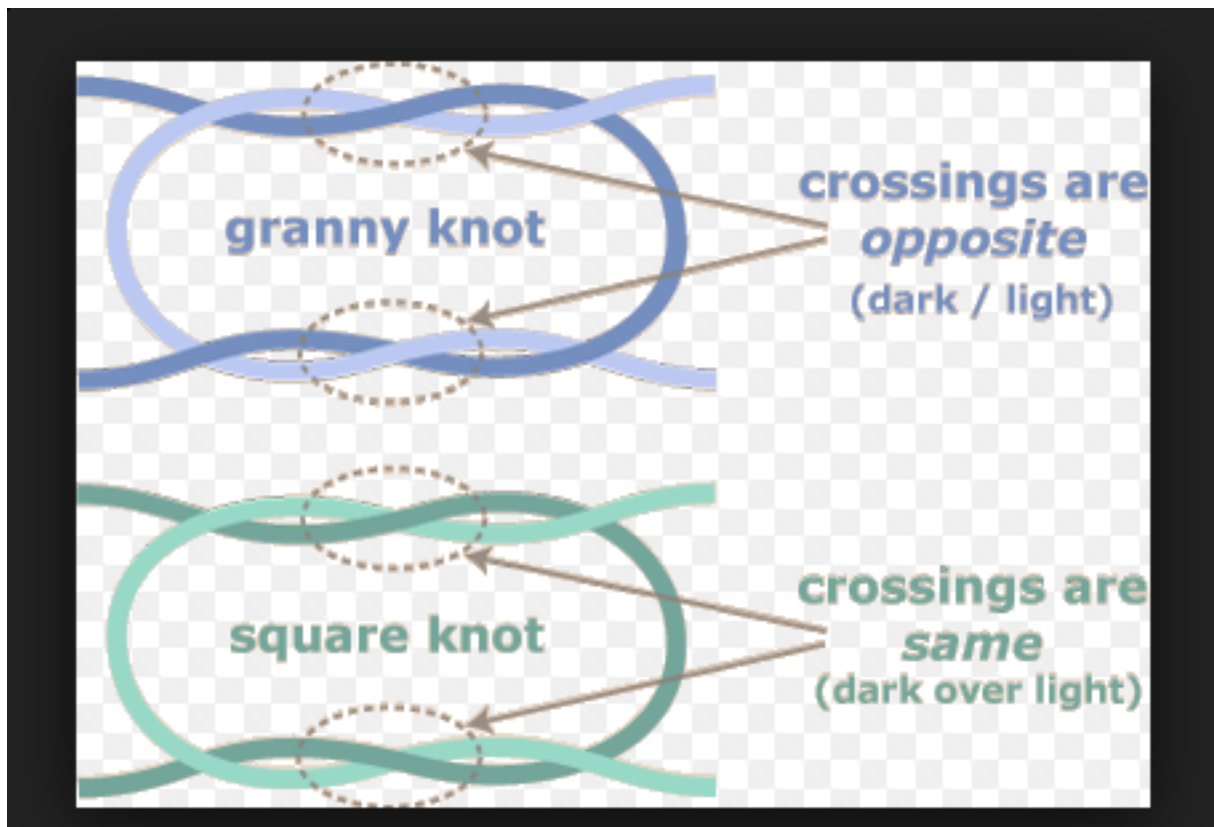
All mooring lines fore and aft must be on winches so that moorings can be safely tensioned to meet the varying conditions of tidal ranges exceeding 6 metres and sea swell and wave conditions occasionally exceeding 2 metres.

Steel Tons Berg or Mandal Shackles / other metal shackles, wires, chains and/or metal links are NOT acceptable for joining mooring rope tails as this would negate the safety benefits associated with HMPE lines and return the Snap Back risk. Suitable Synthetic (HMSF) tails should be joined / spliced as per the manufacturer's instructions. *However, any metal shackles or shackles of hard synthetic materials are not acceptable for joining.*

**DO NOT USE ANY METAL SHACKLES TO JOIN  
OR CONNECT MOORING TAIL ROPES**



In the absence of an acceptable certified joining method (meaning without shackles), consider the following knots for joining tails to main hawsers with the manufacturer's approval.



### **3.2.2 Hatch pours**

Vessels must present load sequence plans with a maximum of two passes (pours) per hatch plus two final trimming pours.

- Maximum 12 pours for vessels with five (5) hatches or less.
- Maximum 16 pours for vessels with seven (7) hatches.
- Maximum 20 pours for vessels with nine (9) hatches.

Vessels nominated to load consignments of more than one parcel must complete each parcel before starting the next. At DBCT P/L's discretion, Vessels may take advantage of an increase in under keel clearance only on those parcels remaining to be loaded.

### **3.2.3 Deballasting**

Maximising cargo throughput is a crucial factor to the efficiency of the Terminal, and excessive delays caused from stops in loading due to deballasting is not conducive to Terminal efficiency. The Deballasting matrix (**Table**) is used as a guideline for deballasting requirements. If a vessel cannot comply with the below guidelines, future nominations to load at the Terminal may be declined.

Ship's Masters should be aware that the Harbour Master's conditions for the provision of Pilotage for Vessels berthing require that Vessels have their propeller/s fully immersed and have a stern trim not greater than 2.5 metres.

### **3.2.4 Non Compliance**

In the event that a Vessel does not comply with the DBCT P/L provisions:

- The vessel/owner/operator may receive advice of the non-conformance (and loading may be declined, depending on the degree of non-compliance).
- The Vessel may no longer be accepted for loading until it can demonstrate fully compliant performance at other coal ports.

## **3.3 DBCT P/L Vetting Questionnaire**

Acceptance of Vessels for berthing and loading at the Terminal follows a three part vetting process:

- Vessels will need to meet RightShip's quality standards (see pages 18 and 19 for a copy of the Rightship Vetting Questionnaire).
- Vessels must comply with the provisions of the DBCT P/L questionnaire (see page 17) by answering all questions positively (and truthfully).
- Vessel acceptance is also conditional upon previous satisfactory loading performance at the Terminal in case of subsequent nominations.

VETTING QUESTIONNAIRE FOR MV (		IMO		)	
1. Is the vessel a designated single deck / self-trimming / closed hatch bulk carrier? Note: Log carrier, OBO, converted and extended vessels or pontoon hatch cover type vessels prohibited. General Arrangement: A clear copy MUST be provided with this form		Yes	No		
2. Are <b>ALL</b> mooring lines HMPE/synthetic/polypropylene <b>AND</b> floating type only? <b>Note:</b> Wire and/or spliced ropes are <b>NOT</b> acceptable. <b>Note:</b> HMPE type lines will be mandatory for all vessels calling at DBCT from 01 <sup>st</sup> Jan 2022 (Synthetic tails +125% main line strength).		Yes	No		
3. Confirm ropes in survey and inspected every 3 months and will be presented in good condition.		Yes	No		
4. Confirm compliance with DBCT Mooring Lines Matrix (below)		Yes	No		
DBCT Mooring Lines Matrix					
Vessel deadweight 000's tonnes	Minimum no. of ropes on winch tension drum- NOT ropes on warping drum end or bitts / bollards	Winch Hoist Capacity minimum tonnes	Winch Hoist Set Point (tonnes) all values are minimum (Note: Maximum not to exceed 70% of rope MBL)	Minimum Breaking Load or Strength of ropes (tonnes)	
40-65	8	12 (110 kN)	25 (245 kN)	42 (412 kN)	
65-95	10	14 (137 kN)	32 (314 kN)	53 (520 kN)	
95-125	12	15 (147 kN)	37 (363 kN)	62 (608 kN)	
125-155	14	15 (147 kN)	37 (363 kN)	62 (608 kN)	
155-185	14	16 (157 kN)	40 (392 kN)	67 (657 kN)	
185-220	16	16 (157 kN)	40 (392 kN)	67 (657 kN)	
5. Confirm heaving lines to tugs and messenger lines to shore crew will NOT be heavy or weighted with hard / metal objects. <b>Note:</b> Only rope (monkey fist) or soft rubber sections attached to ends are acceptable. Line hooks, metal, rock, wood, etc. are prohibited.		Yes	No		
6. Confirm minimum required rating for tugs (bollard and fairlead Safe Working Load) <b>65 metric tonnes</b> or <b>637 kN</b> (sustained pull).		Yes	No		
7. Can the vessel accept a LAND ON helicopter for pilot transfers – WINCH ONLY is NOT acceptable at this port? If "Yes" – the vessel must comply with the provisions of AMSA Marine Order 57.		Yes	No		
8. Confirm vessel can comply with all MARPOL, SOLAS, Queensland Transport Operations (Marine Pollution) Act 1995 and Hay Point Port Procedures requirements.		Yes	No		
9. Confirm vessel <b>WILL</b> berth with propeller <b>100% immersed</b> and stern trim <b>NOT exceeding 2.5m</b> .		Yes	No		
10. Confirm compliance with the International Convention for the Control and Management of Ships Ballast Water and Sediments (BWM Convention).		Yes	No		

11. Confirm that vessel will be able to fully load within the Maximum Loading Time as per DBCT Deballasting Matrix (below)? (In consideration of questions 9 and 10).					Yes	No
<b>DBCT Deballasting Matrix</b>						
Vessel Deadweight 000's tonnes	Expected loading time assuming full cargo loaded (Hrs)	Average Ballast on Board (Mid Range) MT	Average Pump Rate MT/Hour	Acceptable Deballasting time including stripping (maximum Hrs)	Maximum Loading Time (Hrs)	
40 - 60	14	12,500	900	14	16	
60 - 80	16	21,000	1450	16	18	
80 - 100	18	30,000	1800	18	20	
100 - 125	22	43,000	2400	22	24	
125 - 150	25	plus 50,000	plus 2600	25	28	
150 plus	28	plus 50,000	plus 3600	28	32	
12. For multi parcel / grade Shipments: Confirm vessel can fully load each parcel/grade before commencing the next.					Yes	No
13. Confirm maximum hatch pours are 2 per hatch plus 2 trimming pours.					Yes	No
14. Are sufficient crew aboard to monitor loading and mooring line tension at all times?					Yes	No
15. Confirm minimum clear deck space from the ship side to the hatch coaming is at least <b>5m</b> . (Hold 1 hatch, mid ship gangway and crane grab locations can be ignored).					Yes	No
16. Dimensions of each hatch opening.					Length (m)	Breadth (m)
				1		
				2		
				3		
				4		
				5		
				6		
				7		
				8		
<b>Confirmation signed by the Vessel's Owner, Master, Operator or Technical Manager ONLY</b>  (Sign) .....(Title)...../...../..... (Date)						

### 3.4 Mooring and Unmooring

To ensure the safety of Vessels whilst alongside the Terminal the following requirements in relation to mooring, unmooring and mooring lines must be observed:

- Only slip hooks or other securing devices provided at the Terminal for the purpose shall be used for mooring to the wharf or dolphins;
- All lines are to be kept tight and secure at all times;
- Ship's crew are to constantly monitor **ALL** mooring lines tension, with the nominated Duty Officer to sign a Form provided by DBCT every hour so as to confirm line monitoring has occurred.
- Vessels are not to move/re-position on the Terminal unless permission is granted by DBCT P/L. Prior to moving appropriate arrangements are to be made with the Shiploader Operator and DBCT P/L Representative;
- Replacement of any broken lines must be handled by DBCT P/L personnel. Arrangements are to be made by contacting the Shiploader Operator via the UHF radio provided. Any instances of broken lines will be reported to AMSA;
- The Vessel is to be moored using at least four head and stern ropes and two spring's at each end together with breast lines where required. Refer to the "Passage Plan Hay Point – Arrival" available at the Maritime Safety Queensland website [www.msq.qld.gov.au/Shipping/Port-procedures/Port-procedures-hay-point.aspx](http://www.msq.qld.gov.au/Shipping/Port-procedures/Port-procedures-hay-point.aspx) for additional information relating to mooring arrangements;
- Any reasonable direction given by the Pilot in regard to mooring arrangements must be observed;
- No Vessel is to be rafted to any other Vessel.
- DBCT P/L recommends the removal of deck safety lines whilst alongside at DBCT

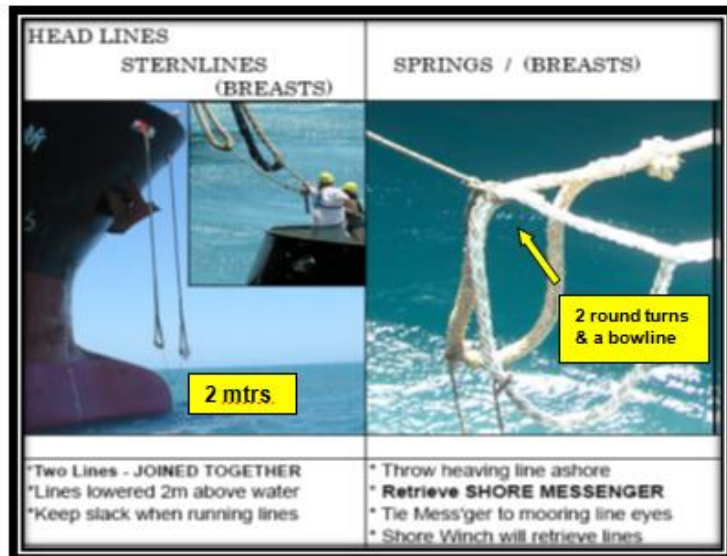
All mooring lines are to be provided by the Vessel and are to meet the following criteria:

- Be in good condition;
- Have a 3 metre tail of light rope spliced into the eye to facilitate transfer from the line boat to the dolphin.

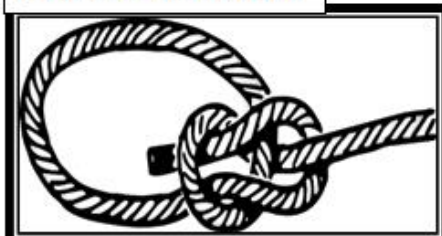
Vessels presenting with less than the minimum mooring capability may be refused a position in the berthing queue until additional or acceptable mooring lines are available.

Refer to DBCT Mooring Information and line monitoring form for Vessel crew attached below.

**CAPTAIN - PLEASE ISSUE TO YOUR VESSEL MOORING CREW BEFORE BERTHING**



**BOW LINE KNOTS ONLY**



- > PLEASE STATION SECURITY CHECK  
POINT/ACCOMMODATION ACCESS ON SEAWARD SIDE  
OF VESSEL – ALL PERSONNEL TO AVOID STEPPING  
OVER LINES AND WALKING UNDER LOADER
- > ENSURE ALL HATCHES STAY WITHIN SHIP'S  
RAIL SIDE TO AVOID HANGING UP ON WHARF  
FENDERS

Signature Chief Officer:.....

[illegible]

**Note:** If winds are exceeding 24kn and / or a long wave is present, the vessels Duty Officer **MUST** confirm on Terminal UHF that mooring line tension has been monitored and is acceptable every 2 hours.

### 3.4.1 Damage to Terminal Infrastructure and Vessels

Listed below are some past causes of damage to Terminal infrastructure and to Vessels. DBCT P/L recommends that these areas be monitored at all times.

**Open hatch covers** - Tidal and loading variations together with rolling movements of Vessels may cause hatch covers to make contact with fenders. DBCT P/L recommends that if possible, hatch covers be secured slightly inboard if the fully opened position has the hatch cover aligned with the side of the Vessel. DBCT P/L also recommends that not more than two loading hatches be opened at any one time – the current loading hatch and the next hatch to be loaded.

**Opening hatch covers** – When a hatch cover is being opened it may come into contact with the Terminal gangway if the Terminal gangway has been placed on the Vessels deck. Vessel's crew should be aware of the Terminal gangway when opening hatch covers.

**Slack mooring lines** – May allow the Vessel to move off the berth causing damage both to fenders or the Vessel. DBCT P/L requires lines to be kept under tension at all times.

**Vessel gangways** – The Pilot and DBCT P/L Representative may endeavour to position Vessels on berthing so that Vessel gangways are not situated over fenders. However this may not always be the case. Tidal and loading variations together with rolling movements of Vessels may cause gangways to make contact with fenders.



Vessel gangway positioned over fender.



Damage sustained to hatch cover and fender as a result of hatch cover protruding over vessels side.



Further examples of damage.

### 3.5 Berthing

Prior to berthing the Pilot will agree on a passage plan with the Master as per **Error! Reference source not found.** and **Error! Reference source not found.** Headlines and stern lines are sent ashore by line launch. Usually all headlines are run prior to the line launch attending the stern lines, however the Pilot will advise his or her requirements. Breast lines will be run either by line launch or shore messenger. Springs will normally be run using a shore messenger. When a Vessel's heaving line is used a shore messenger will be attached which is then drawn on board where the mooring line is to be attached using a bowline knot. Heaving lines are not to be secured directly to mooring lines.

### 3.6 Unberthing

Prior to sailing the Pilot will agree on a passage plan with the Master as per **Error! Reference source not found.** and **Error! Reference source not found.**

The Vessel's lines will be released remotely on request of the Pilot. On Berths 1 and 2 this will be done by activation of the hook release mechanism from the control panel located between the Berths. On Berth 3 and 4, hook release is performed from the berth access ladder panel or the shipping office located between Berths 3 and 4.

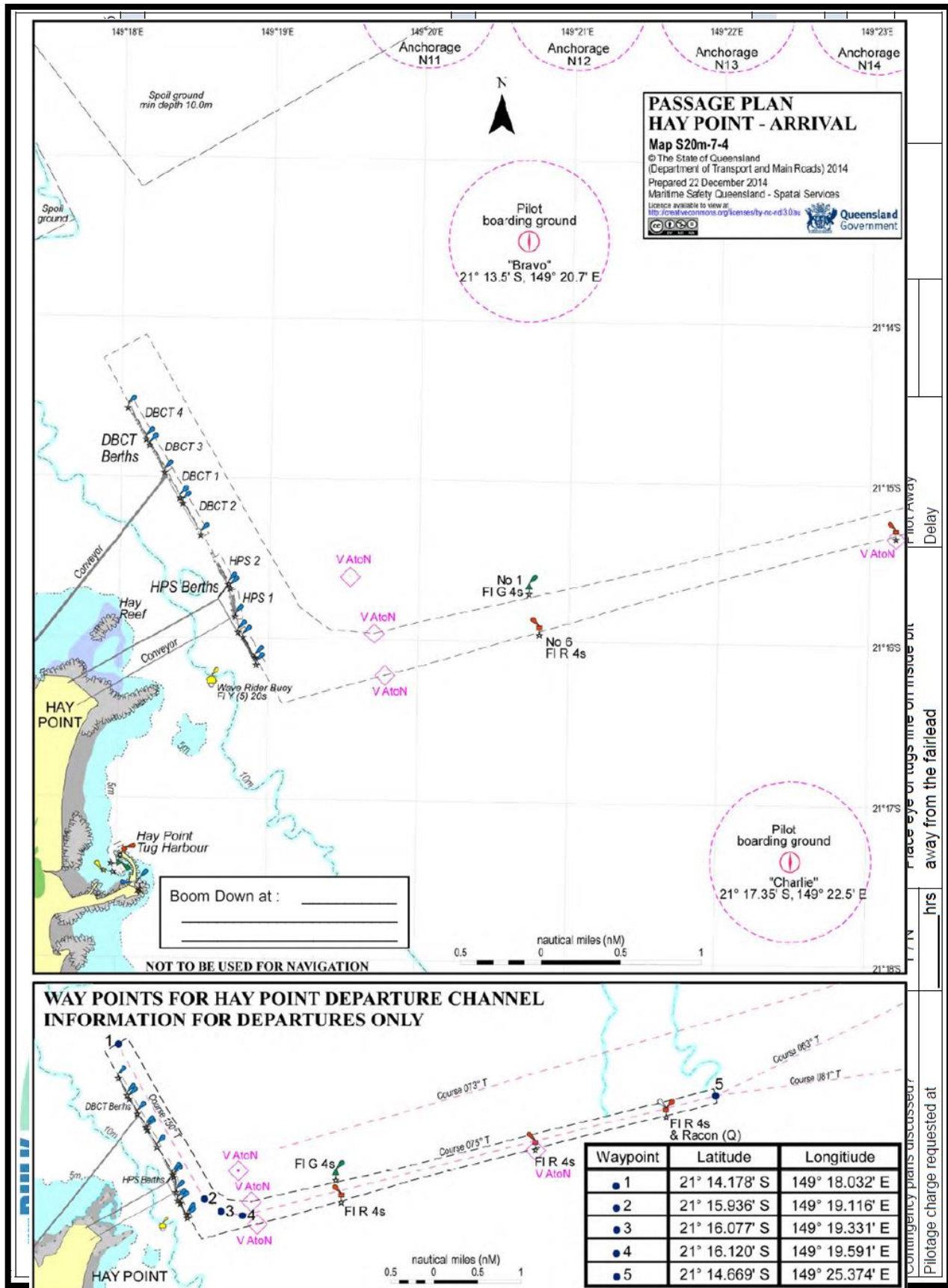
Moorings are to be kept under mild tension to ensure proper operation of the release mechanism. In the event of a line failing to release, the Vessel will be requested to slacken the line so that it can be manually released by the standby lineman.

### 3.7 Vessels Requesting to Depart Berth

Masters and Ship's Agents are advised that should a Master or Ship's Agent request that a Vessel be removed from the Berth prior to completion of loading or prior to the scheduled sailing time, then this request must be submitted to DBCT P/L in writing by either the Master




or the Ship's Agent. This written request must be received by DBCT P/L prior to the Vessel departing the Berth.

**Table 2**

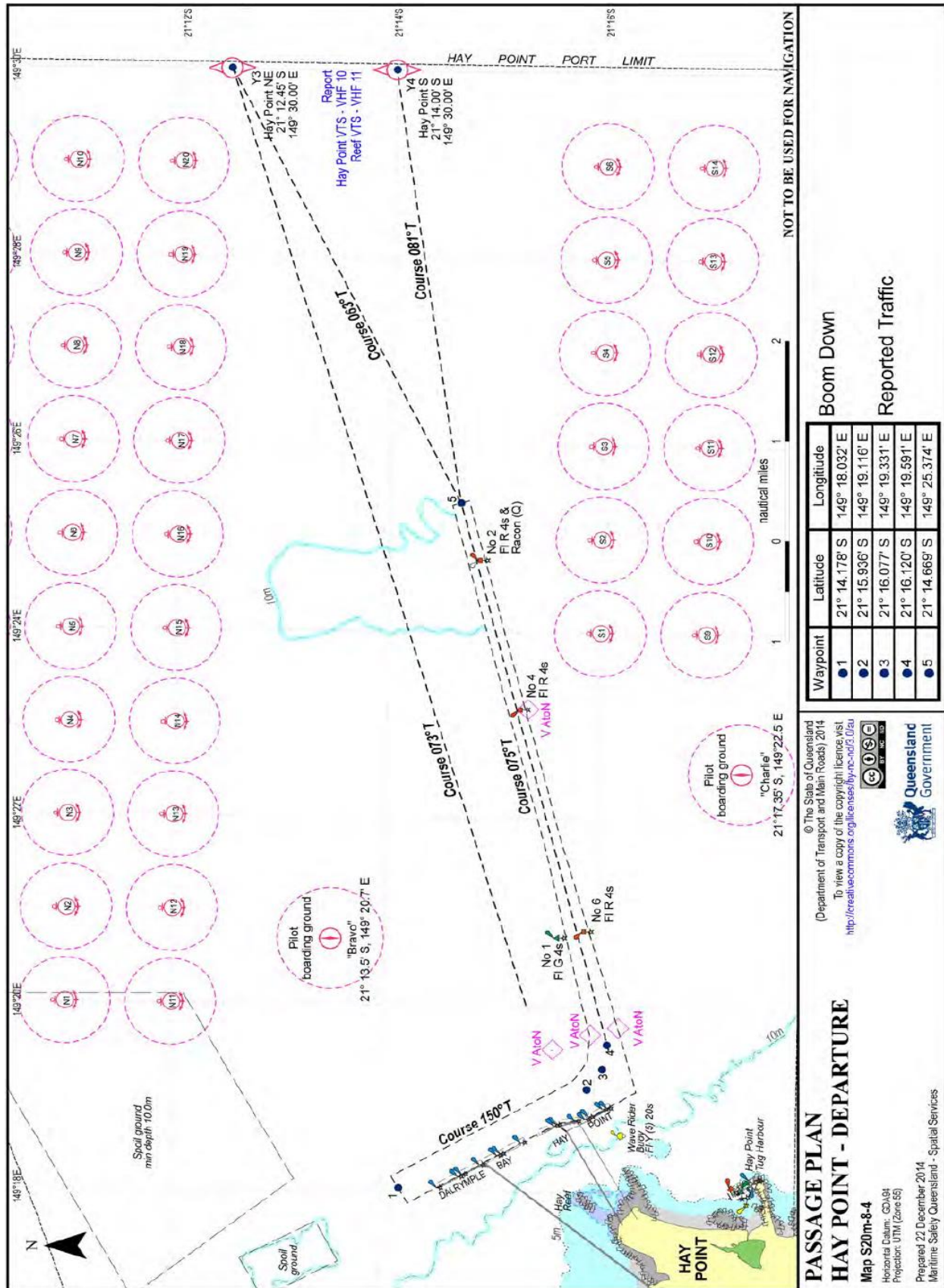



**Table 3**

Table 4

DEPARTURE PASSAGE - PLAN HAY POINT / DALRYMPLE BAY		NCBP Version 1 - Jan 2015	
	<b>TUGS</b> <b>Kn to Tons * 0.10197</b> Kalarka   65T   637kN   ASD Kolijo   65T   637kN   ASD Karloo   65T   637kN   ASD Baladha   65T   637kN   ASD Bulgu   65T   637kN   ASD SWL of ship Bits _____ SWL of ship Fairleads _____ * Heaving line required by ships crew _____ * Use a Winch to Lift On/Off Towline _____	<b>CHANNEL DEPARTURE CHECKS</b> <b>Primary Navigation - Portable Pilotage Unit</b> PPU setup and Position valid   Y / N Deep Draft Lights / Shapes   Y / N 3 Red Lights  Black Cylinder <b>Secondary Navigation - Radar / ECDIS</b> GPS Datum Set to (WGS84)   Y / N Does Radar Support AIS   Y / N AIS Overlay On   Y / N Radar Utilising GPS Feed   Y / N Bcn N-4 Aton Position Confirmed   Y / N <b>Ships Ecdis</b> V/L Fitted with Certified ECDIS   Y / N <b>VTS Backup</b> Ships AIS unit in Seagoing Mode   Y / N AIS position Verified with VTS   Y / N	<b>HELICOPTER</b> For all Helicopter Operations at this port please arrange the following <input type="checkbox"/> Helo Hatch Number _____ <input type="checkbox"/> Wash down Helo hatch before departure if time allows <input type="checkbox"/> Access rigged - fwd or aft end <input type="checkbox"/> Remove loose objects <input type="checkbox"/> Secure cranes <input type="checkbox"/> Hoist pennant or windsock <input type="checkbox"/> Two fire hoses coupled together with foam nozzle and foam ready Rigged upwind of hatch fwd or aft <input type="checkbox"/> Crew member in fireman's suit <input type="checkbox"/> Dry powder extinguisher <input type="checkbox"/> All deck lights on @ night <input type="checkbox"/> All crew to stay clear of HLS
<b>DRAFTS</b> FWD: _____ m AFT: _____ m MAX: _____ m TRIM: _____ m	<b>UNDER KEEL CLEARANCE</b> @ Wharf _____ @ Bcn 2 _____ Datum _____ Tide _____ Water _____ Max Draft _____ UKC _____ DUKC Tidal Window _____ Opens _____ Closes _____	<b>VHF REPORTING POINTS</b> <b>MASTER</b> Hay Pt VTS Ch 10 Port limit crossing time Reef VTS Ch 11 passing Y3 / Y4 <b>PILOT</b> All ships Ch 16 / Departure advice Hay Pt VTS Ch 10 / Departure track <b>TIMES</b> Pilot on Board _____ Last Line _____ Pilot Away _____ Delay _____	<b>PASSAGE PLAN AGREED</b> Signature of Master _____ Signature of Pilot _____
<b>PILOT:</b> Capt. _____ <b>DATE:</b> _____ <b>VESSEL:</b> _____ <b>BERTH:</b> _____ PST / SST	<b>TUG ARRANGEMENT AND MOORING LETGO SEQUENCE</b> 	<b>VHF REPORTING POINTS</b> <b>MASTER</b> Hay Pt VTS Ch 10 Port limit crossing time Reef VTS Ch 11 passing Y3 / Y4 <b>PILOT</b> All ships Ch 16 / Departure advice Hay Pt VTS Ch 10 / Departure track <b>TIMES</b> Pilot on Board _____ Last Line _____ Pilot Away _____ Delay _____	<b>PASSAGE PLAN AGREED</b> Signature of Master _____ Signature of Pilot _____
<b>TIDE</b> Ebb   Flood   Slack   Time   Rate Ebb   Flood   Slack   _____   _____ Ebb   Flood   Slack   _____   _____ High Water   Time   Height Low Water   _____   _____	<b>CHECKS</b> Pilot card / particulars received?   Y / N Bridge Equipment tested ok?   Y / N Main Engine tested ahead & Astern?   Y / N Ballast only?   Y / N If No - Departure displacement = _____ t Right Handed Fixed Pitch Propeller?   Y / N Two steering motors operational?   Y / N Anchors on emergency standby?   Y / N Contingency plans discussed?   Y / N Pilotage charge requested at _____ hrs	<b>PASSENGER LIST</b> Name   Title   Signature   Date _____ _____ _____ _____	<b>PASSENGER LIST</b> Name   Title   Signature   Date _____ _____ _____ _____

**Table 5**



 <p><b>DALRYMPLE BAY</b> COAL TERMINAL PTY LTD</p>	<h2>FM0187 Terminal Pre-Arrival Questionnaire Form</h2>	<p>Page 1 of 4 Rev 11.0 : 15/02/2017 Owner: Mgr LOG Controlled</p>
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**To: MASTER MV..... Terminal Voyage: V-**

Please return the following information to your appointed agent and the terminal via email [shipping@dbct.com.au](mailto:shipping@dbct.com.au) and/or fax +61 7 4943 8355 at least 10 days prior to arrival at the port.

It is a requirement that all vessels entering the **Port of Hay Point** be compliant with all applicable International Maritime Organisation (IMO) Environmental Regulations and be able to demonstrate that the vessel does not pose a threat to the environment.

Please ensure that all Terminal prefilled information entered in blue font is verified as valid and correct.  
If any prefilled information is changed - write by hand or edit with red font.

Please refer page (4) for Cargo Nomination Advice.  
Please review the Vessel Loading Sequence Preparatory Guideline (GD0020) before answering section 1. 'Loading Plan' below.

The Initial ETA to Hay Point anchorage is to be advised upon receipt of this questionnaire. Daily updates are required starting 10 days before arrival.

A. Initial ETA (time & date): \_\_\_\_\_  
B. Master's name: \_\_\_\_\_  
C. Voyage number: \_\_\_\_\_

### 1. Loading Plan

**INSTRUCTION:** Please advise required cargo, stowage by hold, loading order and the quantity to be loaded each pour prepared on IMO BLU code format.

**1.1** Please advise the berthing displacement: \_\_\_\_\_

**INSTRUCTION:** Berthing displacement CANNOT exceed 110,000MT.

**1.2** Please advise the MINIMUM time required for deballasting including stripping (in hours): \_\_\_\_\_

**INSTRUCTION:** Where necessary, only include the minimum stripping time which is required to pump out while alongside.

**1.3** Basis average loading rate of 7000-6100m<sup>3</sup>/h (5000m<sup>3</sup>/h for geared vessels), please advise if you require the terminal to stop loading for deballasting and/or stripping prior to the completion of loading (Yes/No): \_\_\_\_\_

**INSTRUCTION:** Calculate available time for deballasting to the 1st Draft Check only (not full cargo request).

**1.4** Stoppage time (if applicable) required for deballasting and/or stripping (in hours): \_\_\_\_\_

**INSTRUCTION:** If temporarily stopping loading operation, indicate on loading sequence plan after which loading step and for how many hours you require the terminal to stop loading for deballasting. Where possible, ballast tanks are to be pressed up or empty at berthing.

**1.5** Distance from water line to top of hatch cover of the first hold to be loaded (in meters): \_\_\_\_\_


1.6 Berthing Drafts			1.7 Departure Drafts (including deflection)		
FWD	AFT	MID	FWD	AFT	MID

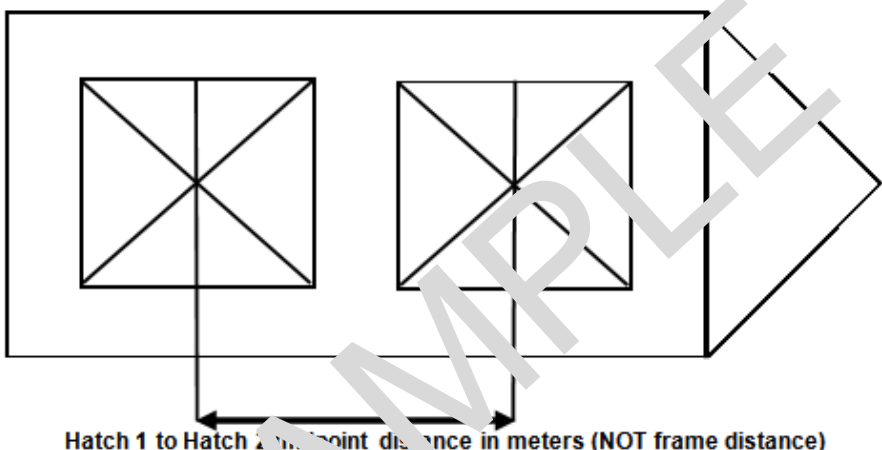
**INSTRUCTION:** Harbour Master requires that berthing trim by stern does not exceed **2.5m** and propeller to be **fully (100%)** immersed for berthing.  
Vessel may load to tropical draft subject to tide availability within Great Barrier Reef.  
Summer draft restrictions apply immediately outside the Reef from 1st December to 31st March (South Pacific Seasonal Tropical Area Zone).

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 <b>DALRYMPLE BAY</b> <b>COAL TERMINAL</b> PTY LTD		<b>FM0187 Terminal Pre-Arrival Questionnaire Form</b>		Page 2 of 4 Rev 11.0 : 15/02/2017 Owner: Mgr LOG Controlled
<b>2. Vessel Specifications</b>				
<b>2.1 Hatch dimensions (in meters)</b>			<b>2.2 Distance between hatch centres in meters - (note illustration below for guidance)</b>	
Hatch	Length	Width		
1			Hatch 1 centre to hatch 2 centre:	
2			Hatch 2 centre to hatch 3 centre:	
3			Hatch 3 centre to hatch 4 centre:	
4			Hatch 4 centre to hatch 5 centre:	
5			Hatch 5 centre to hatch 6 centre:	
6			Hatch 6 centre to hatch 7 centre:	
7			Hatch 7 centre to hatch 8 centre:	
8			Hatch 8 centre to hatch 9 centre:	
9				




Hatch 1 to Hatch 2 centre point distance in meters (NOT frame distance)

<b>2.3 Cubic capacity of each cargo hold in m³ (incl. hatchway)</b>	<b>2.4 Maximum individual loading hold weight limit (in TOTAL xxxxxMT NOT xxMT/m²)</b>	<b>2.5 Maximum adjacent (combined) loading holds weight limit (in TOTAL xxxxxMT NOT xxMT/m²)*</b>
Hold 1:	Hold 1:	Hold 1 and 2:
Hold 2:	Hold 2:	Hold 2 and 3:
Hold 3:	Hold 3:	Hold 3 and 4:
Hold 4:	Hold 4:	Hold 4 and 5:
Hold 5:	Hold 5:	Hold 5 and 6:
Hold 6:	Hold 6:	Hold 6 and 7:
Hold 7:	Hold 7:	Hold 7 and 8:
Hold 8:	Hold 8:	Hold 8 and 9:
Hold 9:	Hold 9:	*if available or applicable

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 <p><b>DALRYMPLE BAY</b> COAL TERMINAL PTY LTD</p>		<p><b>FM0187 Terminal Pre-Arrival Questionnaire Form</b></p>		<p>Page 3 of 4 Rev 11.0 : 15/02/2017 Owner: Mgr LOG Controlled</p>	
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<b>Summer DWT</b>		<b>GRT</b>		<b>NRT</b>	
<b>LOA</b>		<b>Beam</b>		<b>Summer Draft</b>	
<b>Summer TPC</b>		<b>Constant</b>		<b>IMO #</b>	
<b>Call Sign</b>		<b>Flag State</b>			
<b>Port of Registry</b>			<b>Telephone</b>		
<b>Email</b>					

**2.6** Please advise minimum distance between deck obstructions, i.e. cranes, light masts, etc. (in meters, NOT frame distance): .....

**2.7** Length of the cargo box (forward end 1st hatch to aft end last hatch (in meters, NOT frame distance): .....

**2.8** Can vessel accept a land on helicopter (Yes/No): .....

**INSTRUCTION:** Vessel must comply with AMSA Marine Orders 57 (Helicopter operations).

**2.9** Confirm all cargo holds will be clean, dry, safe and ready in all respects to load with no crew or other personnel in holds or bilges (Yes/No): .....

**INSTRUCTION:** Please ensure 1st loading hatch is open once vessel all fast/secure.

**2.10** Do any fixed obstructions, ship's gangways / accommodation ladders (in stowed position) protrude beyond the ship's side? (Yes/No) If Yes, state details of obstructions and highlight on the GA plan: .....

**INSTRUCTION: Please submit the vessel's General Arrangement deck plan.**

**INSTRUCTION:** Open hatch covers **CANNOT** protrude beyond the ship's side. The complete length of the hatch, including rack ends and cleat locations, must be secured within the outboard extreme of the vessel to prevent getting caught on shore feeders and derailed from hatch runners.

**INSTRUCTION:** All **Davit and/or Luffing cranes** (incl. the jib's far end shrouts) on the main deck for stores/provisions and other activities, inside the hold box area, must remain **COMPLETELY CLEAR** of the hold opening space across the Length, Beam and Height extreme of the vessel as this is the Ship Loader's operating area.

**INSTRUCTION:** On deck collapsible light towers are preferred to be in their lowered and stowed position.

**2.11** Confirm vessel has means for measuring concentration of methane, oxygen, carbon monoxide, temperatures in cargo spaces, PH value of hold bilge samples (Yes/No): .....

**2.12** If your vessel is already part loaded with dangerous goods in bulk, please advise

**2.12.1** Cargo name: .....

**2.12.2** IMO class: .....

**2.12.3** UN number or BC number: .....


**3. Mooring Ropes**

<b>3.1 Total coils on board</b>	<b>3.2 Type (Material)</b>	<b>3.3 Condition of lines</b>
<b>3.4 Total lines run on main winch (tension drum only- NOT on warping drum end or capstan tension drum)</b>	<b>3.5 Total lines run on bollard or bitts (NOT on main winch tension drum)</b>	

**INSTRUCTION:** Lines must be synthetic or similar floating type. Wire mooring lines are **NOT** acceptable.

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 <p><b>DALRYMPLE BAY</b> COAL TERMINAL PTY LTD</p>		<p><b>FM0187 Terminal Pre- Arrival Questionnaire Form</b></p>				<p>Page 4 of 4 Rev 11.0 : 15/02/2017 Owner: Mgr LOG Controlled</p>			
<b>4. Cargo Nomination Advice</b>									
<b>Cargo Stem and Request for (V- )</b>									
Shipper	Parcel	Cargo Description	Product	Nominal Tonnes Planned	Min Tonnes	Max Tonnes	Laycan Start	Laycan End	Stowage Factor * (cu.ft./mt)
<b>Total</b>									
* declared as a guide only									
EXAMPLE									
<div style="display: flex; justify-content: space-between; font-size: small;"> <div> <p>Routing:</p> <p><input type="checkbox"/> Shipping Agents</p> <p><input type="checkbox"/> Shipping Officers</p> </div> <div> <p>PRINTED COPIES ARE NOT CONTROLLED DOCUMENTS</p> <p>(Electronic Copy) T:\Logistics\Shipping\_Common\SHIP FILES\Achived Ships</p> </div> <div> <p>Filing:</p> <p>(Hard Copy) Ships File</p> </div> </div>									

### **3.8 Loading Procedures**

DBCT P/L expects to commence loading as soon as possible after permission is given by the Terminal Representative, Draft Surveyor and Master. The first loading hatch should be opened immediately after the Vessel is secure to allow for pre-load hatch inspection.

Immediately after the Vessel is secure a Terminal Representative will meet with the Master/Chief Officer to:

- Establish liaison
- Confirm Ship Loading Sequence Plan
- Confirm first loading hold is clear of personnel and ready for loading
- Complete Notice of Readiness
- Complete Ship-Shore Safety Checklist
- Confirm Cargo Declarations
- Explain loading procedures
- Explain communication methods
- Explain Terminal protocols
- Explain emergency procedures
- Present current weather forecast

### **3.9 Masters' Responsibility**

In complying with the requirements of this section, Masters should note that the stowage of coal and the safe loading of the Vessel, as well as the assessment of the tonnages being loaded, is the Master's responsibility and any reasonable instructions given by him or her will be complied with, within the Terminals' facilities and DBCT P/L's capabilities.

The Terminal's conveyor belts are equipped with weightometers, which DBCT P/L endeavours to keep accurate however, the figures given by these weight scales are to be used as a guide only. Reference to these figures will not relieve the Master of the responsibility of maintaining draft checks and supervising the loading of their Vessel accordingly.

### **3.10 Loading Advisory Services**

A Draft Surveyor is appointed by DBCT P/L to assist the Chief Officer in trimming the Vessel during the final stages of loading. Please note that this service offers advice only and the correct stowage and sailing condition remains the sole responsibility of the Master.

A loading plan in BLU code format acceptable to both the Vessel and DBCT P/L will be established prior to arrival and reconfirmed before berthing. A properly completed response from the Vessel to the initial communication will enable a suitable loading plan to be agreed.

The Draft Surveyor will conduct an interim check in the final stages of loading. The interim draft check is to determine the integrity of the shore scale weigher and to determine trimming tonnages. It is carried out with about 4,000 tonnes or 4% whichever is less, of remaining cargo to be loaded.

It remains the sole responsibility of the Master to ensure that sufficient space remains in the trimming hatches to accept the tonnage called for.

The total quantity of coal called for in the final pour must be loaded onto the Vessel. The minimum pour which can be called for is 250 tonnes.

At completion of loading the entire conveying system and surge bin must be empty. The system can hold up to 3,800 tonnes depending on the positions of the Shiploader and

reclaimers. The Shiploader Operator can advise the tonnage remaining in the system still to be loaded.

The final draft survey will be carried out as soon as loading is completed. The Master, or a responsible person nominated by the Master is to accompany the draft surveyor and assist in determining the quantity of coal loaded by draft survey.

Subject to tide, Vessels are to be made ready to vacate the Berth within one hour of completion of loading.

### **3.11 Emergency Stop**

If requested to stop loading during normal operations the Shiploader Operator will do so, however to enable the Shiploader to travel from South to North at Berth 1 and 2 and North to South at Berth 3 and 4 the wharf conveyors must be emptied. This will mean that between 150 and 400 tonnes of coal may remain to be loaded.

### **3.12 Deballasting**

Vessels must adhere to AQIS ballast water management requirements as outlined in Services – Quarantine

Deballasting should be carried out without causing delays to loading. Where this is not possible it should be indicated at what point the Vessel will stop loading in the Initial Advice to DBCT P/L, prior to arrival. This will assist DBCT P/L in planning the optimum use of the loading facilities.

DBCT P/L requests that wherever possible the Vessel's duty officer should give a minimum of one hour's notice for unscheduled loading stoppages and provide an estimate of the duration of the stoppage. When loading has ceased for deballasting or a Vessel breakdown, DBCT P/L requests that the Vessel's duty officer gives a minimum of one hour's notice of intention to resume loading to allow conveyors to be prepared and filled to allow resumption of loading at the requested time.

DBCT P/L may, at its discretion, schedule pre-load deballasting to assist with maximising Terminal operations and Vessel loading performance.

**The following conditions imposed by the Harbour Master are to be observed:**

#### **Prior to berthing:**

- Propeller fully immersed
- Trim not exceeding 2.5 meters by the stern
- Trim by the head is not acceptable

#### **Requirements post berthing and prior to loading:**

< 25 knot wind strength:

- Propeller not less than 75% immersed
- Forward draft not less than 1% of LOA
- The Vessel must be maintained in a sea-going condition at all times
- The air draft must not exceed 28.5 metres less height of tide at the proposed time of commencement of loading. If the air draft exceeds this, the Shiploader cannot be positioned and this may result in delays to the commencement of loading.

> 25 knot wind strength:

- Propeller fully Immersed
- Trim not to exceed 2.5meters
- Trim by head not acceptable
- The Vessel must be maintained in a sea-going condition at all times
- The air draft must not exceed 28.5 metres less height of tide at the proposed time of commencement of loading. If the air draft exceeds this, the Shiploader cannot be positioned and this may result in delays to the commencement of loading.
- Vessels must not be in a "light" ballast condition during adverse weather

### 3.13 Ship/Shore Communications

A two-way radio, battery charger and spare battery will be provided to the Vessel upon berthing for the purpose of communication with the Shiploader Operator. In general, Vessels loading on:

- Berth 1 use Channel 1;
- Berth 2 use Channel 2;
- Berth 3 use Channel 3; and
- Berth 4 use Channel 4.

A Terminal Representative will advise of any deviation to the above. No Terminal personnel will be on board to assist with loading. Therefore it is recommended that a responsible English-speaking ship's officer/duty officer is on deck and in contact with the Shiploader Operator at all times to supervise and direct the loading to a spout trimmed condition. This is particularly important where a hatch is being loaded to an estimated 90-100% capacity.

The Vessel must only have those hatches open for the product type currently being loaded and on completion of each pour, the Shiploader Operator must receive confirmation from the ship's officer/duty officer of the next hatch to be loaded and the tonnage of the pour, before loading continues. Upon shifting to the next hatch the ship's officer/duty officer must confirm again that the Shiploader is positioned in the correct hatch.

**If no confirmation is received from the ship's officer, loading will cease until communication is re-established in order to ensure that the correct loading sequence is followed at all times.**

Should the Vessel wish to deviate from the agreed shiploading sequence plan then the Shiploader Operator must be advised and the Chief Officer and a Terminal Representative will document the agreed changes using an official "deviation advice".



### 3.14 Further Information Pertinent to Loading

#### Load Plans

In compiling a stowage/sequence plan Masters must comply with the “**Code of Practice for Safe Loading and Unloading of Bulk Carriers**” (Res. A.862(20)), which was adopted by the IMO in November 1997.

**Part 2: Appendix 2 of the BLU Code. (Loading or unloading plans)**

LOADING OR UNLOADING PLAN Version No.		Date		Vessel		Voyage No.	
Load/unload Port		Cargo(es)		Assumed storage factor of cargo(es)		Ballast pumping rate	
To / from Port		Last cargo		No. of loaders/Dischargers		Load / discharge rate	
11.		10.		9.		8.	
Grade		7.		6.		5.	
Tonnes		4.		3.		2.	
Total: Grade		1.		Max draught available (HW)		Max air draught in berth	
Tonnes		Min draught available (LW)		Max sailing/ arrival draught			
Grade		Draught		Air draught		Draught mid	
Tonnes		Fwd		Aft		Mid	
Total: Grade		Comments		Time required (hours)		Ballast operations	
Cargo		Tonnes		Hold No.		Grade	
TOTAL		Signed Terminal		Signed ship		24	

NO DEVIATION FROM ABOVE PLAN WITHOUT PRIOR APPROVAL OF CHIEF MATE  
Pours to be numbered 1A, 1B, 2A, 2B, etc when using the two loaders. Abbreviations: FI =  
Pump in GI Gravitite In F = Full PO = Pump Out GO = Gravitite Out MT = Empty.  
All entries within the box must be completed as far as possible. The entries outside the box are optional.

\* Bending moments (BM) & shear forces (SF) are to be expressed as a percentage of maximum permitted inport values for intermediate stages, and of maximum permitted at sea values for the final stage. Every step in the loading/unloading plan must remain within limits, allowable limits for hull girder shear forces, bending moments and tonnage per hold, where applicable. Loading/unloading operations may have to be paused to allow for ballasting/deballasting in order to keep actual values within limits.

A Loading Plan should be prepared in an IMO BLU CODE format as is shown:

### Stowage

The following stowage factor information is designed to assist the Master in compiling a loading plan. Stowage factors are to be taken as a general guide only and you may be notified after submitting your load plans if the stowage factors are expected to differ.

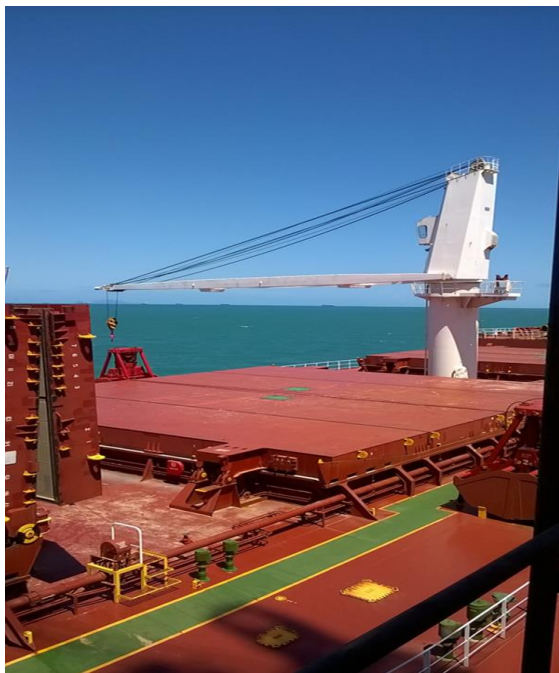
Blair Athol	41.0 cubic feet/tonne	Lake Lindsay	40.0 cubic feet/tonne
Broadlea	40.0 cubic feet/tonne	Lake Vermont	40.0 cubic feet/tonne
Burton	40.0 cubic feet/tonne	Middlemount	39.0 cubic feet/tonne
Capricorn	37.0 cubic feet/tonne	Moorvale	39.0 cubic feet/tonne
Carborough Downs	40.0 cubic feet/tonne	Moranbah North	38.0cubic feet/tonne
Century	39.0 cubic feet/tonne	North Goonyella	39.0 cubic feet/tonne
Clermont	40.0 cubic feet/tonne	Norwich Park	39.0 cubic feet/tonne
Coppabella	37.2 cubic feet/tonne	Oaky Creek	38.0 cubic feet/tonne
Foxleigh	37.0 cubic feet/tonne	Oaky North	38.0 cubic feet/tonne
German Creek	37.0 cubic feet/tonne	Peak Downs	39.0 cubic feet/tonne
Goonyella	39.0 cubic feet/tonne	Riverside	38.0 cubic feet/tonne
Hail Creek	40.0 cubic feet/tonne	Saraji	39.0 cubic feet/tonne
Isaac Plains	40.0 cubic feet/tonne	South Walker	39.0 cubic feet/tonne

### Trim Lights

Red, green and white trim lights, clearly visible to the Shiploader Operator are recommended fittings on all Vessels loading coal at the Terminal. The Shiploader Operator has been instructed to observe the trim lights and will endeavour to keep the Vessel upright during loading.

No mechanical or manual trimming will be undertaken.

### All Cranes must be fully lowered immediately after berthing





Coal is reclaimed from the stockpiles by bucket wheel reclaimers or received direct from the rail receival stations. It then passes through one of three surge bins before being conveyed a distance of 3.8km to the Shiploader at a nominal rate up to 7,600 tonnes/hour at Berth 1 and 2 and up to 8,650 tonnes/hour at Berth 3 and 4. Three travelling Shiploaders currently service the four berths.

### **3.15 Dynamic Underkeel Clearance (DUKC) Program**

The Port has developed and implemented a Dynamic Underkeel Clearance (DUKC) Program which enables a range of information regarding maximum and intermediate drafts, and tidal windows to be predicted. This equipment uses data provided by sensors operating in real time, and applying complex modelling to forecast for the expected weather conditions:

- The maximum draft that may be achieved for a particular tide;
- The sailing time to optimise draft for particular vessels; and
- The tidal window available to sail vessels less than maximum draft.

**These forecasts are issued by the Harbour Master and remain valid for the reference tide only.**

Predictions for maximum draft are provided at 23 hours before the reference tide and updated at 11 hours before high water.

Masters and Ship's Agents are provided with written advice of these forecasts. However they are not guaranteed. In particular, DBCT P/L takes no responsibility for their accuracy.

In the event that forecasts are not available for the DUKC Program, the following method will be used.

**Channel:**

- Maximum drafts can be calculated using the Static Maximum Draft Check (**Error! Reference source not found.**) and the predicted tide height for the reference tide, from the tide tables;

For Vessels less than maximum draft, the tidal window will be calculated using the Static Tidal Window Check (

**Table 1**

- ) to determine the minimal tidal height required.

**Non-Channel:**

Maximum drafts can be calculated using the Maximum Draft Tables – Hay Point (UKC Stage II) (

- **Table 1**) and the predicted tide height for the reference tide, from the tide tables
- Tide Tables for Hay Point can be obtained from the Maritime Safety Queensland website using the link below.

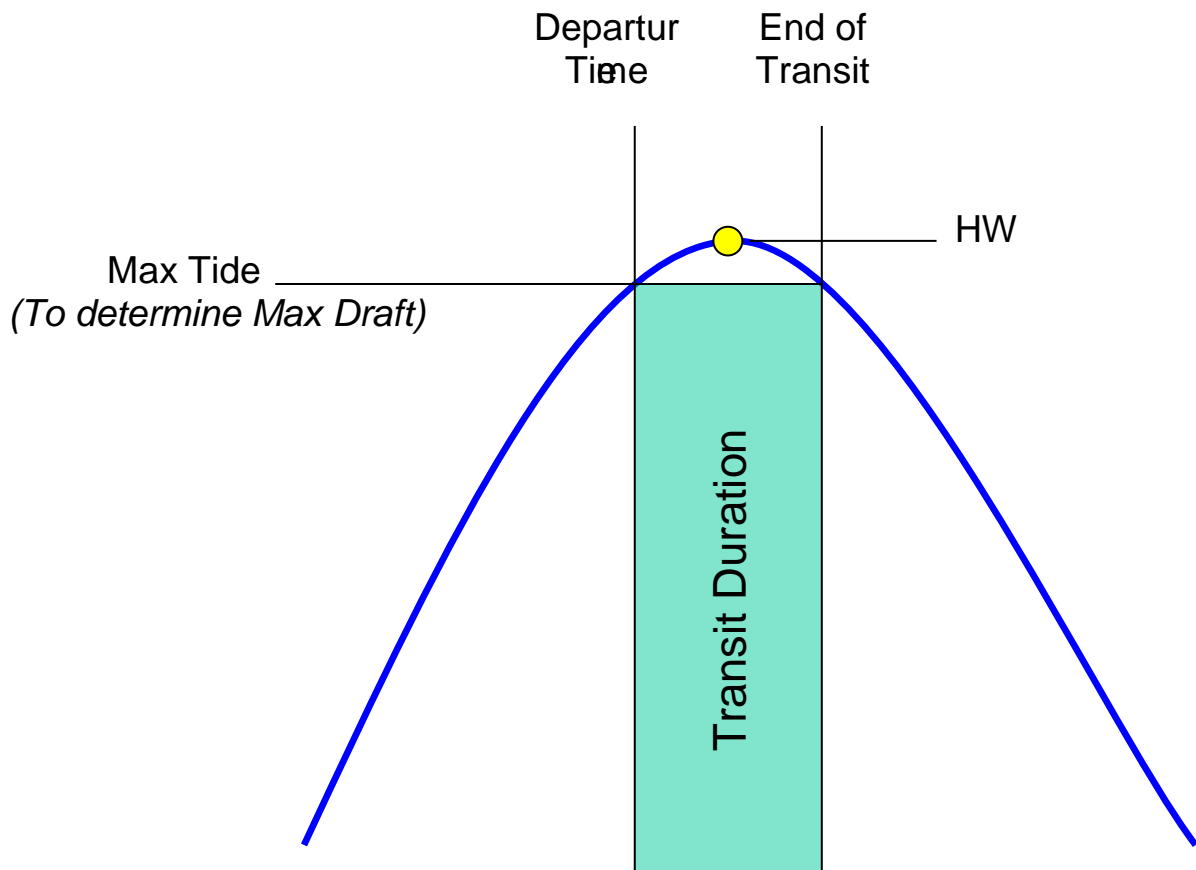
<http://www.msg.qld.gov.au/Tides>

**Should DBCT P/L allow a Vessel to remain at berth to await a higher tide and the Harbour Master has instructed that loading stop at a draft which will enable the Vessel to leave the berth at any intervening high tide, loading may be resumed at the predicted time of high water on the intervening tide, but must ensure that minimum underkeel clearance of 1.5 metres is maintained at all times. This requirement is designed to ensure that no Vessel is restricted in a berth for longer than 12 hours should an emergency situation arise.**

### Static Maximum Draft Check

Vessel \_\_\_\_\_ Date \_\_\_\_\_  
Berth \_\_\_\_\_ Operator \_\_\_\_\_

HW time		
HW time – Half transit duration		DEPARTURE TIME
Tide at static UKC start time		
(Depth + Tide -1)/1.05		Start maximum draft
HW time + Half transit duration		End of transit time
Tide at static UKC end time		
(Depth + Tide -1)/1.05		End maximum draft
Minimum start and end max drafts		MAXIMUM DRAFT



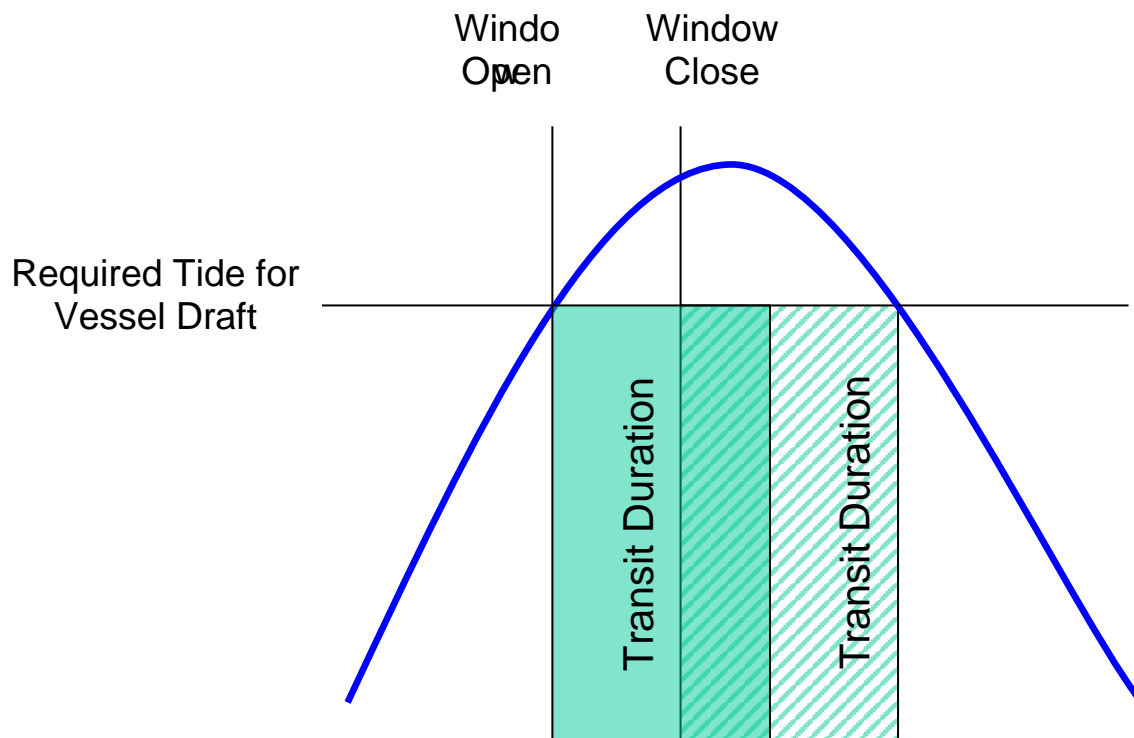
**Table 6**

	Half SST Transit Duration	Half PST Manoeuvre Duration	SST Depth	PST Depth
BMA1	33	43	14.5	14.8
BMA2	35	45	14.8	14.9
DBCT P/L2	38	48	14.8	14.8
DBCT P/L1	38	48	14.8	14.8
DBCT P/L3	40	50	14.8	14.8
DBCT P/L4	43	53	14.8	14.9

## Static Tidal Window Check

Vessel \_\_\_\_\_ Date \_\_\_\_\_  
Berth \_\_\_\_\_ Operator \_\_\_\_\_

Vessel draft		
$1.05 \times \text{Draft} + 1 - \text{Depth}$		Required tide height
Time of first tide height for draft		WINDOW OPEN
Time of last tide height for draft		
Time of last tide height for draft – Transit duration		WINDOW CLOSE



**Table 7**

	SST Transit Duration	PST Manoeuvre Duration	SST Depth	PST Depth
BMA1	65	85	14.5	14.8
BMA2	70	90	14.8	14.9
DBCT P/L2	75	95	14.8	14.8
DBCT P/L1	75	95	14.8	14.8
DBCT P/L3	80	100	14.8	14.8
DBCT P/L4	85	105	14.8	14.9

**Table 1**

**Port of Hay Point**  
 Under Keel Clearance – Stage II  
 (UKC = 1 metre + 5% of draft)  
**Depth 12.80 metres**  
**Non-Channel**

Tide Height	UKC	Max Draft	Tide Height	UKC	Max Draft	Tide Height	UKC	Max Draft
0.00	1.56	11.23	2.60	1.69	13.71	5.20	1.81	16.19
0.10	1.57	11.33	2.70	1.69	13.80	5.30	1.81	16.28
0.20	1.57	11.42	2.80	1.70	13.90	5.40	1.82	16.38
0.30	1.58	11.52	2.90	1.70	14.00	5.50	1.82	16.47
0.40	1.58	11.61	3.00	1.70	14.09	5.60	1.83	16.57
0.50	1.59	11.71	3.10	1.71	14.19	5.70	1.83	16.66
0.60	1.59	11.80	3.20	1.71	14.28	5.80	1.84	16.76
0.70	1.60	11.90	3.30	1.72	14.38	5.90	1.84	16.85
0.80	1.60	12.00	3.40	1.72	14.47	6.00	1.85	16.95
0.90	1.60	12.09	3.50	1.73	14.57	6.10	1.85	17.04
1.00	1.61	12.19	3.60	1.73	14.66	6.20	1.86	17.14
1.10	1.61	12.28	3.70	1.74	14.76	6.30	1.86	17.23
1.20	1.62	12.38	3.80	1.74	14.85	6.40	1.87	17.33
1.30	1.62	12.47	3.90	1.75	14.95	6.50	1.87	17.42
1.40	1.63	12.57	4.00	1.75	15.04	6.60	1.88	17.52
1.50	1.63	12.66	4.10	1.76	15.14	6.70	1.88	17.61
1.60	1.64	12.76	4.20	1.76	15.23	6.80	1.89	17.71
1.70	1.64	12.85	4.30	1.77	15.33	6.90	1.89	17.80
1.80	1.65	12.95	4.40	1.77	15.42	7.00	1.90	17.90
1.90	1.65	13.04	4.50	1.78	15.52	7.10	1.90	18.00
2.00	1.66	13.14	4.60	1.78	15.61	7.20	1.90	18.09
2.10	1.66	13.23	4.70	1.79	15.71	7.30	1.91	18.19
2.20	1.67	13.33	4.80	1.79	15.80	7.40	1.91	18.28
2.30	1.67	13.42	4.90	1.80	15.90	7.50	1.92	18.38
2.40	1.68	13.52	5.00	1.80	16.00	7.60	1.92	18.47
2.50	1.68	13.61	5.10	1.80	16.09	7.70	1.93	18.57

Maximum available draft is to be confirmed by the duty pilot within twelve (12) hours prior to the scheduled departure time.

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## **4. Terminal Regulations**

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The following Terminal Regulations apply to each Vessel at the Terminal:

### **4.1 Vessels Safety and Loading**

#### **Code of Practice for the Safe Loading and Unloading of Bulk Carriers**

In accordance with the Australian Maritime Safety Authority (AMSA) requirements each Vessel must comply with all or part of the Code of Practice for the Safe Loading and Unloading of Bulk Carriers in respect of loading of vessels at the Terminal.

DBCT P/L may refuse to allow a Vessel to berth, or may request a Vessel to immediately unberth if that Vessel:

- Is unsafe;
- Is unable to promptly commence loading; and/or
- Has ceased loading for any reason.

All practicable precautions must be taken to ensure the complete safety of the Vessel and all persons on board as well as of the Terminal and Terminal personnel.

Without limiting this regulation:

- There must at all times be sufficient crew on board to safely handle lines and conduct cargo operations;
- No person may light a fire or smoke in a Vessel's hold or any external area of a Vessel on the Terminal or any other area where this has been prohibited by DBCT P/L;
- A copy of the Vessel's firefighting and safety appliance plan together with a crew list must be kept in a prominent position external to the accommodation; and
- Explosive or flammable substances may not be loaded or unloaded from the Vessel except with the written permission of DBCT P/L.

### **4.2 Access to Wharves and Jetties**

In compliance with International Maritime Security requirements DBCT P/L needs to maintain security and control access of vehicles and personnel on-site.

Access to and from the vessel is via the **TERMINAL GANGWAYS** only – **DO NOT JUMP OVER FENDERS**. Crew cannot operate or interfere with access facilities.

**Crew DO NOT have permission to walk along the wharf** – crew may only go ashore if transport is arranged or for reading drafts. If reading drafts, crew must ensure the following protective equipment is worn:

- Helmet / Hard Hat
- Safety Glasses
- Safety footwear
- Long clothing with Hi-Visibility reflectors or Hi Vis vest
- Gloves suitable for holding hand rails- three points of contact required on all ladders

All vehicles and personnel entering the Terminal must be specifically authorised by DBCT P/L to enter.

All personnel on site must display a photographic identification.

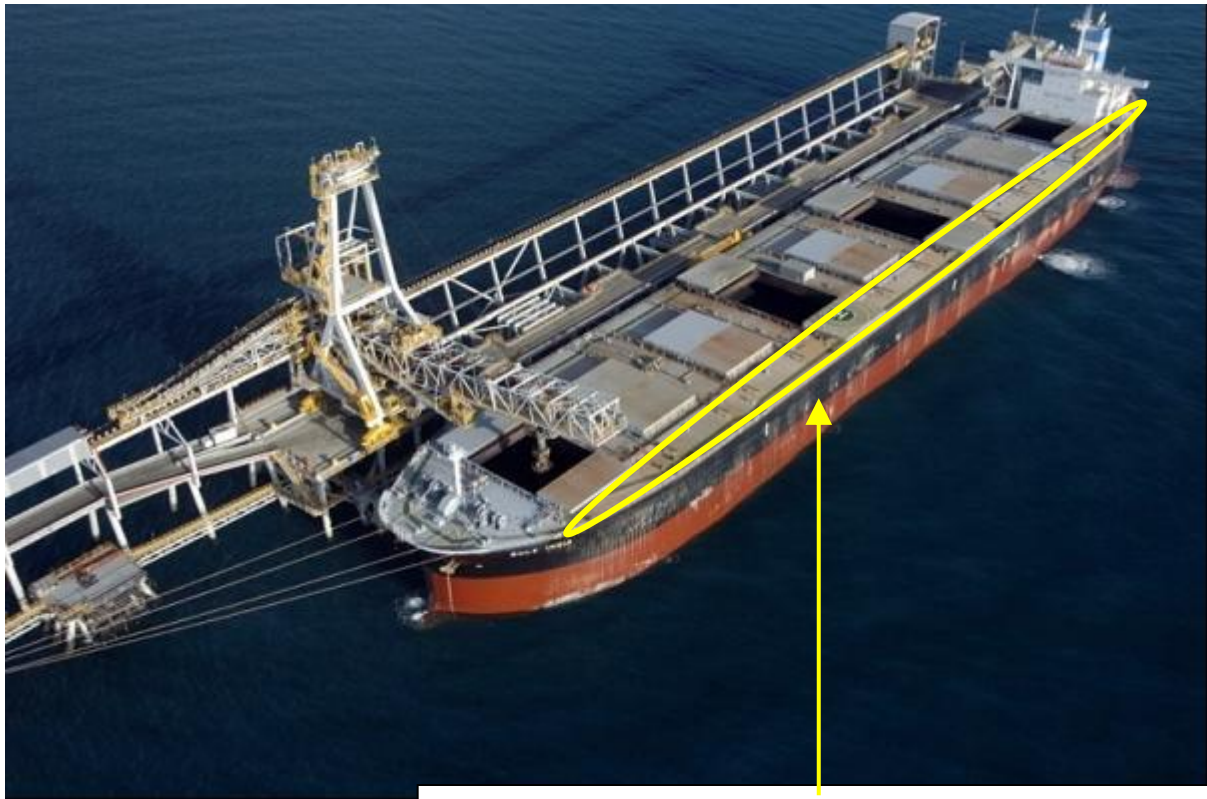
Non-inducted personnel will be issued with a visitor's pass and must be accompanied at all times by an inducted DBCT P/L person. All visitors' passes must be returned to security prior to exiting the Terminal.

Crew and passengers from Vessels are only to move to or from the wharf in taxis, the Stella Maris bus or with Ship's Agents.

### 4.3 Access to Vessels

Access times to Vessels will be at the discretion of DBCT P/L and restricted access may be imposed. Only the Terminal's Shiploader and berth access ladders may be used for boarding or disembarking Vessels.

Shoreside accesses are only to be operated by authorised personnel. Ship's crew are not to operate or interfere with access facilities other than to correct or avert the possibility of damage or a potential hazard.



DBCT P/L recommends personnel walk along the seaward side of the vessel as indicated here.



Berth access ladder at Berth 2 lowered onto vessel deck.



Shiploader access ladder lowered onto vessel

#### **4.4 Pollution**

No oil, garbage, or other pollutant is to be discharged or jettisoned from a vessel at or near the Terminal, and adequate precautions are to be taken against the escape of oil, garbage, or other pollutants.

Vessels must avoid discharging deck residues into the ocean. Scuppers and Drains should remain closed. Vessels may wash down helicopter hatch cover and surrounding deck area only

The Harbour Master and DBCT P/L are to be immediately informed by the Master should any pollutant escape from a Vessel. DBCT P/L is a responsible company who values the surrounding environment and understands its responsibility in protecting the environment from harm from impacts such as waste from ships and the Terminal.



Ship sourced garbage (waste) found on local beaches near the Terminal. This waste must not be discharged from ships at or near the Terminal.

#### **4.5 Release of DBCT P/L**

In return for DBCT P/L allowing a Vessel to use the Terminal, each Owner, Master and Ship's Agent of the Vessel releases DBCT P/L from any claim they would otherwise have for any injury, death, damage, or loss arising out of anything DBCT P/L or any of its officers, employees, agents or contractors does or fails to do in relation to a Vessel or relating to a Vessel berthing, unberthing or occupying a berth at the Terminal.

#### **4.6 Indemnity**

The Owner, Master and Agent of a Vessel are jointly and severally liable for, and indemnify DBCT P/L against all losses suffered by DBCT P/L arising out of any of the following relating to any of them:

- The breach of any Terminal Regulation;
- DBCT P/L taking steps to ensure compliance with any Terminal Regulation;
- Any injury, death, damage, or loss caused by the Vessel or a person associated with the Vessel relating directly or indirectly to the Vessel berthing, unberthing or being, or intending to be, at the Terminal, (except to the extent that the breach, injury, death, damage, or loss is caused by the negligence of DBCT P/L or any officer, employee, agent or contractor of DBCT P/L).

It is recognised and agreed that DBCT P/L has responsibilities for repair and maintenance of the Terminal, and this may result in it incurring a loss in respect of damage to the Terminal. In any proceedings by DBCT P/L relating to damage or loss in respect of the Terminal, DBCT P/L will be taken to have incurred the relevant damage or loss itself and/or be taking action for and on behalf of DBCTM and any other entity incurring loss from such damage or loss.

#### **4.7 Dead Freight Claims**

Having regard to contemporary loading practices, equipment design capability, tidal impacts and load rates of up to 2.5 tonnes per second, Parcel variances not exceeding 500 tonnes (as determined by final draft survey) will be disregarded in respect of any claim or potential claim against the lease-DBCT Management or the Operator DBCT P/L for dead freight

### **5. Emergency Procedures**

Emergency Evacuation Procedures are based on procedures required or recommended by Maritime Safety Queensland on the management of emergency events.

#### **MARINE ACCIDENT/CASUALTIES (SHIPS ALONGSIDE BERTH)**

Procedure:

“All emergencies on board a Vessel are to be managed by the Master and crew of that Vessel and DBCT P/L will provide such assistance as it can, if requested”

Harbour Master is responsible for:

- The safety and navigation of Vessels within the Port
- Determining the removal of Vessels from the berth, with assistance from tugs(, the Pilot to actually effect removal of a Vessel from the berth)
- Should any question concerning the safety of the wharf installations arise, advise the Emergency Evacuation Coordinator immediately and take steps necessary to ensure the safety of the wharf installations.

(Paraphrased from The Emergency Response Plan NQBP Port of Haypoint Operations Manual 2016).

#### **5.1 Adverse Weather Conditions**

Information that will be considered in the process incorporates:

##### **Current Bureau of Meteorology (BOM) weather forecasting advices:**

On receipt of a BOM East Coastal Weather Warning relating to the Port, a Terminal Representative will board each Vessel which is berthed at the time and present the forecast to the Master or Chief Officer. If the Terminal Representative is unable to board a Vessel for any reason, advice will be issued over the UHF Radio on the channel allocated to that Vessel. The representative will discuss safety measures that can be undertaken (e.g. running additional lines or tensioning of current lines).

**Berth Warning System (BWS) - 3 advices issued:****CAUTION**

A Terminal Representative will liaise with the Vessel to determine if more safety measures are required (e.g. additional lines, tensioning of current lines etc.) and ensure the Master is aware of emergency contact procedures.

**WARNING**

A Terminal Representative will liaise with the Master to discuss the potential to vacate the berth.

**ALERT**

All Vessels at a berth will be immediately removed to anchorage after an alert. It is a Master's responsibility in times of potentially adverse weather conditions to ensure his or her Vessel is kept in a ballasted condition if loading has not commenced, is maintained in a sea going condition at all times and is ready to sail on short notice.

IF AT ANY STAGE THE MASTER FEELS HIS OR HER VESSEL OR CREW IS AT RISK, OR THE VESSEL HAS POTENTIAL TO DAMAGE TERMINAL INFRASTRUCTURE – THE MASTER MUST IMMEDIATELY CONTACT DBCT P/L'S SHIPPING OFFICER TO DISCUSS EXTRA SAFETY PRECAUTIONS AND POSSIBLE REMOVAL FROM THE BERTH.

**5.2 Emergency Contact Procedures**

Emergencies are also to be reported immediately to **VTS on VHF Channel 16**, stating the following:

- **Vessel Name**
- **Position of Vessel**
- **Nature of Emergency**
- **Type of Assistance Required**

Vessel crews continuously monitor **VHF Channel 10 & 16** whilst berthed at the Terminal.

Should assistance be required, immediately contact the Shiploader Operator or Terminal Representative using the UHF Radio provided on berthing. The radio channel will be determined by the Berth the vessel is on.

If communications cannot be established on the designated berth channel, switch to **Channel 5** and call the appropriate Shiploader Operator.

If unable to make contact using the provided UHF Radio, please call:

<b>Shipping Officer Land Line:</b>	<b>+ 61 7 49 435525</b>
<b>Shipping Officer Mobile Phone:</b>	<b>+ 61 419 024 188</b>
<b>Operations Coordinator - Shift Mobile Phone:</b>	<b>+ 61 448 846 353</b>

### 5.3 Other Alarms

MAN OVERBOARD ALARM – can be activated by Terminal personnel from various points along the gangways situated on the wharf. A continuous high pitched siren will sound for five minutes. In the event of a Man Overboard Alarm sounding, a Terminal Representative will contact each Vessel at a berth, advise the meaning of the alarm, and ask the Chief Officer or Master to account for all crew and report back immediately.

## 6. Technical

### 6.1 Coal Handling Process

#### Inloading

Trains transport coal from the mines to the Terminal. The coal is discharged from rail wagons 'on the move' through automatic bottom-dump gates. The coal flows from the rail wagons into hoppers located in receival stations, prior to transfer to the stockyard via conveyor.



A 'standard train' (approximately 10,000 tonnes) contains up to 86 tonnes per wagon arriving at the Terminal, and is usually discharged in approximately two hours.

## Stockyard

The Terminal stockyard has a twofold purpose, optimising coal supply chain efficiency and ensuring reliability of the Terminal's performance. Coal is stacked into stockpiles consistent with a User Quality Plan and on Ship Loading Plan agreed by DBCT P/L with a relevant User.

The stockyard design permits automatic operation of both stackers and reclaimers. Reliability and flexibility of both inloading and outloading operations is achieved via an ability to stack coal from any inloading system and reclaim coal to any outloading system. In addition, individual stockpiles can be accessed by more than one yard machine.



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**Outloading System, Jetty, Wharf and Shiploaders**

Each outloading system has its own dedicated surge bin that acts as a buffer between stockyard reclaiming operation and the Shiploaders. This ensures optimum shiploading rates are maintained.

The Terminal stockpile and yard machine configuration permits the use of two reclaiming machines to feed each outloading system although through-loading (where coal bypasses the stockyard), and ship de-ballasting performance, may result in the use of only one reclaiming machine.



A sample plant, designed to ISO 13901, is located adjacent to each surge bin to permit independent coal sampling during shiploading operations.

From the surge bins, the coal is conveyed 3.8 kilometres offshore to transfer towers that feed the Shiploaders via the wharf conveyors. Rail- mounted, long travelling, luffing Shiploaders transfer coal from the wharf conveyors into the holds of ships.

The wharf is a steel pile construction with rubber fenders, strategically located and secured to berthing dolphins, independent from the main structure. This design protects both the wharves and Shiploaders and provides Vessels with safe loading facilities.

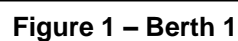
## Terminal – Technical Information

Wharf Details	Berth 1	Berth 2	Berth 3	Berth 4
Design Vessel Maximum	220,000 tonnes			
Top of front (seaward) rail	+17.98m LAT			
Number of berthing dolphins	18		17	
Number of mooring dolphins	4		4	
Distance between extreme berthing dolphins	662 metres		676 metres	
Distance between extreme mooring dolphins	843 metres		843 metres	
Maximum allowable speed of approach	230 mm/sec			
Design Depth at Berth	19.6m LAT		19.0m LAT	
Current Depth at Berth	Refer to latest MSQ Notice to Mariners at <a href="http://www.msq.qld.gov.au/Notices-to-Mariners/Ntm-hay-point.aspx">http://www.msq.qld.gov.au/Notices-to-Mariners/Ntm-hay-point.aspx</a>			
Current channel Depth				
Current non Channel Manoeuvring Depth				
Maximum predicted spring tide	7.14m			
Water density range	1.016 to 1.025			

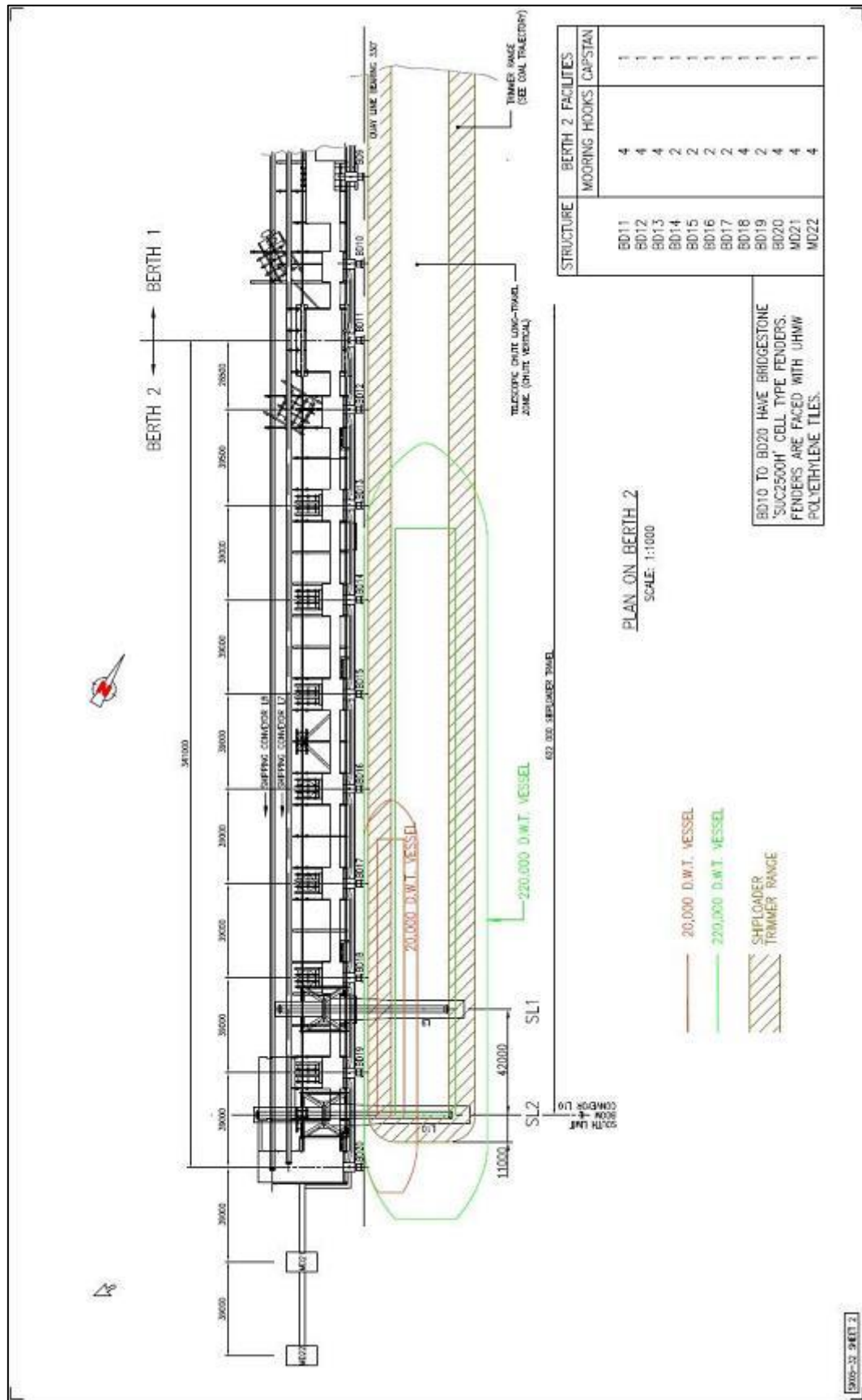
Shiploader Details	Shiploader 1	Shiploader 2	Shiploader 3
Loading Rate	7200 tph	7600 tph	8650 tph
Maximum operating wind speed	72kph		
Maximum reach of chute from front rail	41.5 metres	43.0 metres	
Fender face from front rail	7.5 metres		
Maximum reach of chute from fender face	34.0 metres	35.5 metres	
Shuttle travel	21.7 metres	23.2 metres	
Shiploader longitudinal travel	622 metres	633 metres	
Highest boom working position	+12 degrees		
Lowest boom working position	-4 degrees	-6 degrees	
Shiploader Air Draft Clearance	28.5 metres less height of tide		
Cyclone Security	Tie down to strongpoint		

\* Note: Any Vessel which is not a gearless bulk carrier may require special applications.

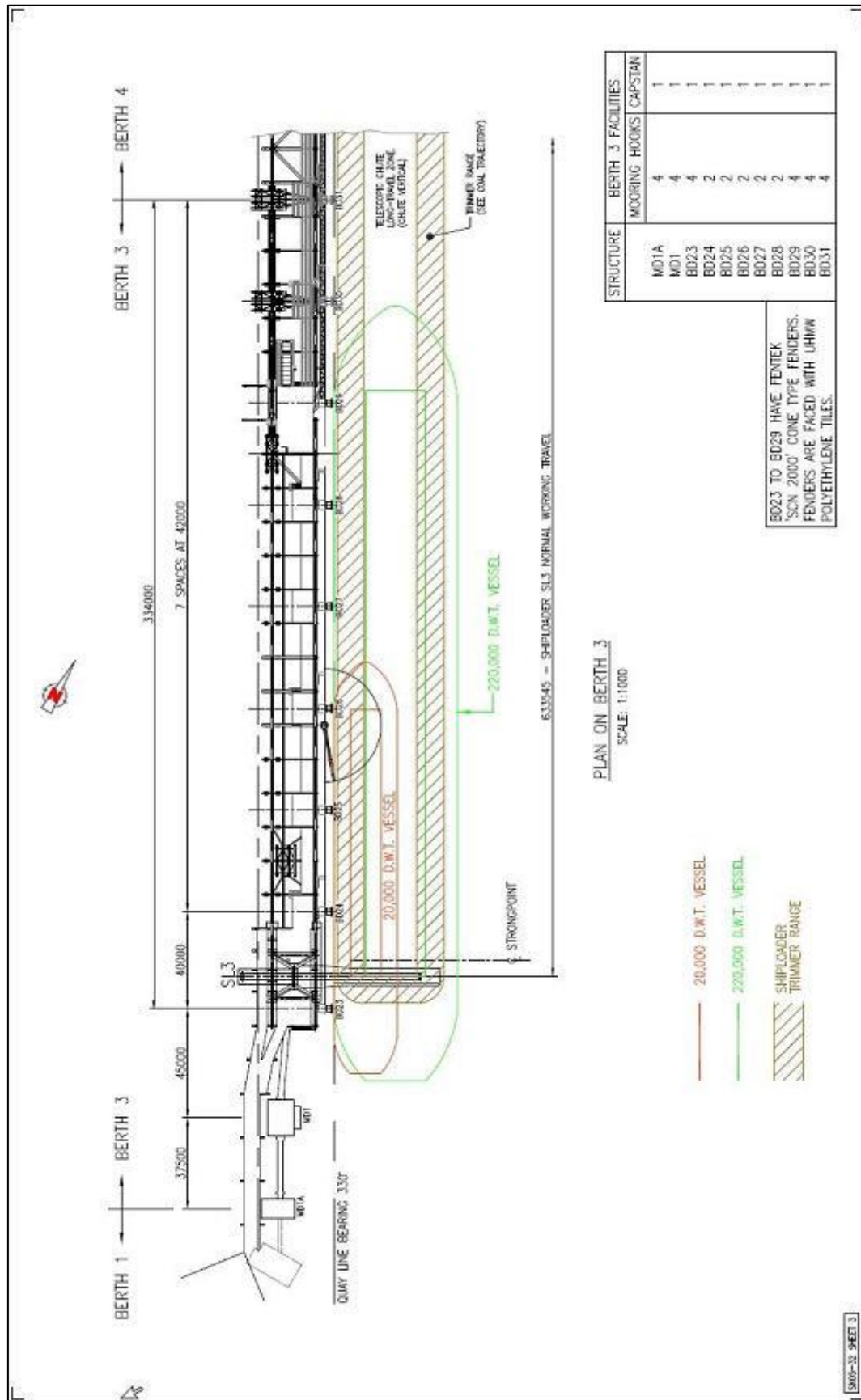
\* Note: This loading clearance applies to the Shiploader boom when in position to load. The dimension shown provided for a clearance of 1.0m, however location of control cabin and hatch covers should be checked for each berthing.



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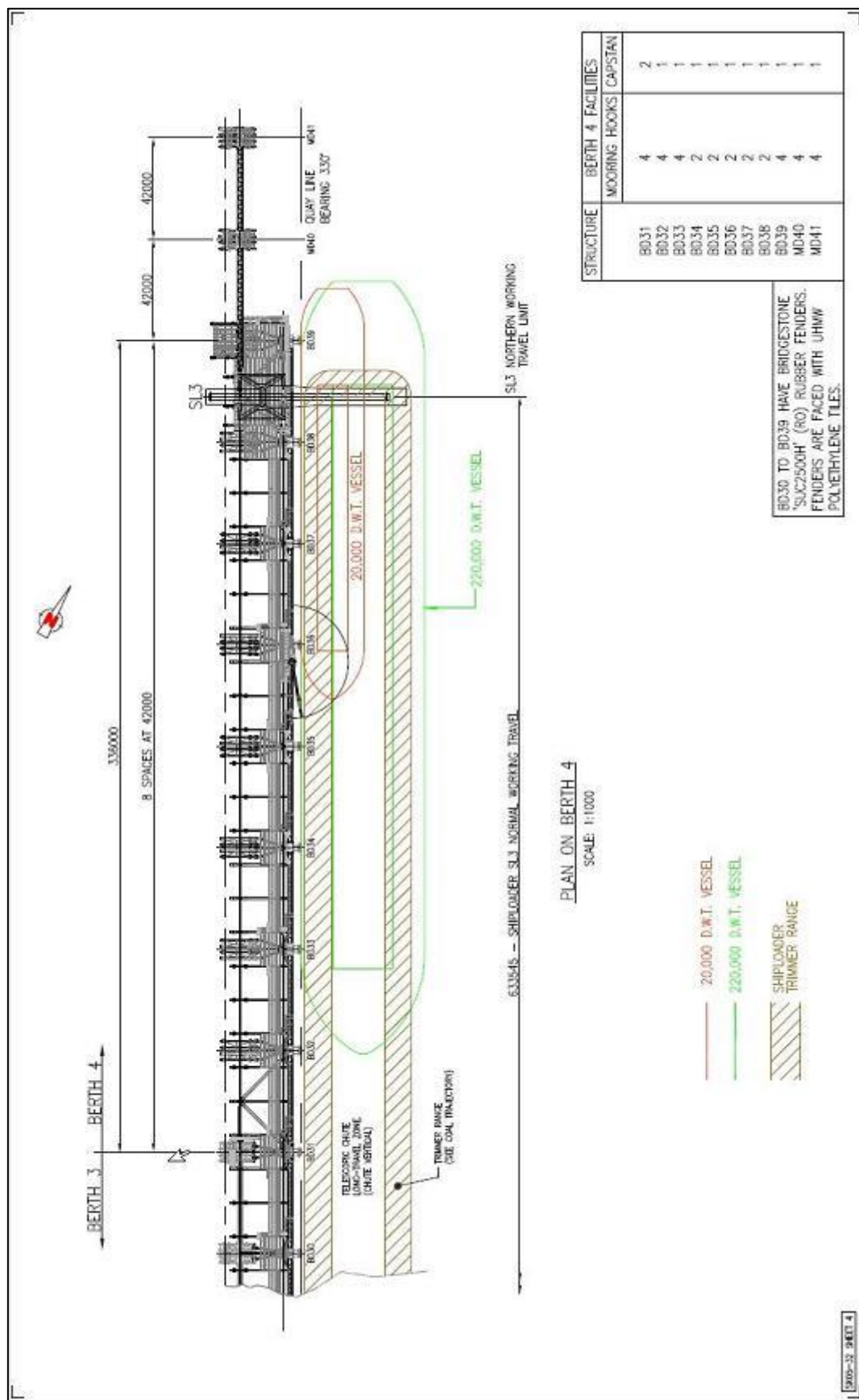
### Figure 2 – Berth 2



**Figure 3 – Berth 3**

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**7. Contacts**

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## 8. Calendar Of Public Holidays

### QLD Public holiday dates for 2019 - 2020

Holiday	Approved 2019	Proposed 2020
New Year's Day	Tuesday, 1 January	Wednesday, 1 January
Australia Day	Friday, 28 January	Monday, 27 January
Australia Day Public Holiday	Friday, 28 January	Monday, 27 January
Good Friday	Friday, 19 April	Friday, 10 April
Easter Saturday	Saturday, 20 April	Saturday, 11 April
Easter Sunday	Sunday, 21 April	Sunday, 12 April
Easter Monday	Monday, 22 April	Monday, 13 April
Anzac Day	Thursday, 25 April	Saturday, 25 April
Labour Day	Monday, 6 May	Monday, 4 May
Royal Queensland Show (# Brisbane Area Only)	Wednesday, 14 August	Wednesday, 12 August
Queen's Birthday	Monday, 7 October	Monday, 5 October
Mackay Regional Show	Thursday, 21 June	TBA
Christmas Day	Wednesday, 25 December	Friday, 25 December
Boxing Day	Thursday, 26 December	Saturday, 26 December