



LONDON GATEWAY INFORMATION GUIDE FOR SHIPMASTERS

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Introduction

London Gateway Port is sited within the boundaries of The Port of London Authority (PLA).

In order to maintain and enhance safety of navigation within the Thames, it is important that Masters and watch keepers are aware of current Port of London Byelaws, Directions and Notices to Mariners. It is therefore vital that owners/agents ensure that all such relevant information and publications are promptly distributed to vessels.

It is the duty of the Master of a vessel to which a Pilotage Direction applies to comply with that Direction.

VESSEL TRAFFIC SERVICES

London VTS operates from the VTS Centre, located at the Port Control Centre Gravesend. It manages and oversees the safety of navigation within Port of London limits providing the following types of service to vessels navigating in the port:

Traffic Information Service - a service to provide essential and timely information to assist the onboard decision-making process

Traffic Organisation Service - a service to prevent the occurrence of dangerous maritime situations

Navigation Assistance Service - a service to assist in the onboard decision-making process

Call sign: "London VTS" VHF Ch 69 from outside Port Limits to Sea Reach 4 buoys and VHF Ch 68 from Sea Reach 4 buoys to Crayfordness

Mariners are reminded that all communications with the Port Authority, CCTV and radar images may be recorded in the VTS Centre.

VESSELS SUBJECT TO COMPULSORY PILOTAGE

(1) To the east of Sea Reach No.1 Buoy for:

- a) Vessels of 90 metres or more in Length Overall;
- b) Vessels of 50 metres or more in Length Overall which are Specified Vessels, Passenger Vessels and vessels carrying Marine Pollutants in Bulk;
- c) Vessels of 50 metres and up to 90 metres in Length Overall with an Operating Draft of 6 metres or more;
- d) Vessels of 50 metres and up to 90 metres in Length Overall with an Operating Draft of 4 metres or more when Restricted Visibility exists within that part of the London Pilotage District to the east of Sea Reach 1 Buoy where the vessel is planning to navigate.

(2) To the west of Sea Reach No.1 Buoy for:

- a) Vessels of 80 metres or more in Length Overall;
- b) Vessels of 50 metres or more in Length Overall that are Specified Vessels, Passenger Vessels and vessels carrying Marine Pollutants in Bulk;
- c) Vessels of 50 metres or more in Length Overall with an Operating Draft of 5 metres or more;

d) Vessels of 50 metres in length or more overall with an Operating Draft of 4 metres or more when Restricted Visibility exists within that part of the London Pilotage District to the West of Sea Reach No. 1 Buoy where the vessel is planning to navigate.

USE OF AN ASSISTANT PILOT FOR ULTRA LARGE CONTAINERSHIPS

The circumstances in which an authorised pilot in charge of an Ultra Large Containership is to be accompanied by an assistant who is also an authorised pilot, shall be determined by the PLA Harbourmaster.

An Ultra Large Containership is currently defined as a vessel of LOA 320m, or greater, **or** draft 13.5M, or greater.

BOARDING AND LANDING OF PILOTS

(1) Unless a vessel has a Pilot on board when entering the London Pilotage District, or is carrying a Pilot who is not disembarking when it leaves the London Pilotage District, Pilots shall normally be boarded or landed:

a) At North East Spit Pilot Station.

Call "North East Spit pilots" VHF Ch09

b) at Sunk Pilot Station.

Call "Sunk pilots" VHF Ch09

Normally the pilot boarding area used is the one most appropriate to the navigation channel that is intended to be used. However, the planned boarding area may be changed by London VTS in the event of poor weather, adverse tides or other operational reasons and your passage plan should allow this. The various pilot boarding diamonds shown on admiralty charts indicate a general area for boarding rather than a specific point. Conflicting traffic, poor weather, or other operational reason may cause the pilot cutter to suggest a nearby alternative position. Vessels using the North East Spit pilot station may be instructed by London VTS to use the NE Goodwin pilot boarding position.

PILOT BOARDING AND LANDING IN ADVERSE WEATHER CONDITIONS

The boarding and landing of Pilots at any of the locations prescribed is "weather permitting". In adverse weather conditions, vessels may be asked to use an alternative boarding or landing location in accordance with advice notified at the time by London VTS

NON-AVAILABILITY OF PILOTS

Vessels for which pilotage is compulsory under the requirements of the PLA Directions but for which no Pilot is immediately available, shall not navigate within the London Pilotage District without having first obtained the permission of the Port of London Harbourmaster at London VTS.

RESPONSIBILITIES OF MASTERS

Masters of vessels using the services of a Pilot within the London Pilotage District shall ensure that a member of the crew who is capable of understanding and executing the Pilot's orders and advice and who is also competent to take charge of the vessel, is immediately available to do so.

PROCEDURE FOR OBTAINING THE SERVICES OF A PILOT FOR THE LONDON PILOTAGE DISTRICT

Provisional Order

All vessels requiring the services of a PLA pilot must make a provisional order using the PLA web based order system (PISCES). This includes inbound vessels, outbound vessels leaving a berth or anchorage, as well as those moving from one berth to another, or moving from an anchorage.

This PROVISIONAL ORDER should be given 24 hours in advance of the requirement for a pilot. The following information is required

- location at which the Pilot is required;
- vessel IMO number;
- GT
- LOA
- Operating Draft
- Full Manoeuvring Speed
- Destination (for inward passage)
- Destination (for outward passage)
- Date / time pilot required
- Windage (if LOA greater than 300 metres)

This information should be entered in PISCES system, normally by vessel agent.

CONFIRMED PILOT ORDER

Confirmation of the requirement for a Pilot should be given using PISCES.

A confirmed order will not be accepted without the draft of the vessel. (Draft is a vital component of a confirmed order, as the PLA will use it to determine the class of the pilot allocated to the vessel, and it will influence the planning of the passage. Failure to give an accurate confirmed draught, or to keep PLA informed of any subsequent changes, may result in a delay to the vessel, or a charge for cancelling and reallocating the pilot.)

NOTICE REQUIREMENTS

Inward Bound Vessels

Confirmed pilot orders must be given in advance of a vessels ETA at the pilot station as follows:

- 8 hours from the Sunk Pilot Station.
- 6 hours from the NE Spit Station.
- 6 hours by vessels which are inward bound from any East coast port within the range of Great Yarmouth to Dover.

Outward Bound Vessels (and vessels moving between berths or Vessels moving from an anchorage other than in the Estuary):

Confirmed pilot order must be given in advance of the vessel's ETD, as follows:

- 6 hours if the vessel is proceeding beyond Sea Reach No1 buoys

Vessels at Anchor in the Estuary

Confirmed pilot order must be given as follows:

- 8 hours by vessels which anchor in the general vicinity of the Sunk
- 6 hours by vessels which anchor in general vicinity of the Outer Tongue or Margate Roads.

Reduced notice

For vessels whose voyage is of less duration than the minimum notice requirements, the maximum possible notice should be given.

Variation to confirmed orders

ETA or ETD may be varied in accordance with the following:

Where more than the minimum confirmed notice has been given, changes will be accepted without incurring additional charge, while they fall outside the minimum notice period in relation to the original ETA or ETD.

Advancement of a confirmed ETA or ETD will be subject to the same minimum notice requirement as pertains to the original order.

A confirmed ETA or ETD may be retarded against the original by a total of up to two hours.

Cancellations

Orders may be cancelled outside the minimum notice period, and up to three hours prior to the original confirmed ETA or ETD.

Changes falling outside the scope of the above will incur additional charges as published.

VESSELS REQUIRING PILOTS TO EMBARK AT CONTINENTAL PORTS

Vessel owners/agents wishing the Pilot to board at a continental port should obtain the approval of the PLA Pilotage Administration office not later than 3 days before the service is required. Shorter notice may be considered if pilotage resources allow. Should the services of a Pilot be cancelled within 2 days prior to the date that the Pilot is required to join the vessel at a continental port; a cancellation fee will be made, plus any expenses already incurred.

***Note:** Port of London Pilots will only conduct pilotage within the normal operational area of the London Pilotage District and its approaches.*

ULTRA LARGE CONTAINERSHIP PILOTAGE

An Ultra Large Containership is currently defined as a vessel of LOA 320m or greater, or draft 13.5M or greater. Such vessels are required to employ the services of a pilot who has undertaken enhanced training relevant to this size vessel. In addition, Risk Assessment has determined such vessels of this size take two pilots, for which there will be an additional charge

OVER CARRYING PILOTS

Vessels over-carrying pilots must provide suitable accommodation, in the form of a single, non-smoking cabin, victuals and lifesaving equipment for the pilot. No arrangements may be made with an individual pilot.

BOARDING AND LANDING

Masters are recommended to read and comply with the PLA Code of Practice for the Embarkation and Disembarkation of Pilots on the Thames. The good practice in the Code includes, but is not limited to, the following:

- Vessels intending to board or land a Pilot must establish good VHF communications with the Pilot boat prior to undertaking the transfer.
- A good lee should be provided by adjusting course and speed so that the Pilot transfer can be accomplished safely. Vessel Masters are reminded of their statutory obligations under international Pilot ladder regulations.

***Note:** PLA Pilots may refuse to use any ladder which does not comply with the regulations.*

Pilot Boats

Pilot boats serving the London Pilotage District have a black or navy-blue hull, orange or white superstructures and the word "PILOTS" on the side of the wheelhouse. They fly a Pilot flag by day and by night display the signals required by Rule 29 of the International Regulations for Preventing Collisions at Sea 1972 (as amended).

Pilot boats serving the North East Spit Pilot Station operate from Ramsgate. Pilot boats serving the Sunk Pilot Station operate from Harwich.

ACTS OR OMISSIONS OF PILOTS

Save as statutes imposing strict liability may otherwise provide, the PLA shall not be liable for loss or damage caused by the acts or omissions of its Pilots, whether or not arising from negligence.

ROUTING

International Collision Regulations

The International Regulations for prevention of collision at sea apply throughout the Thames River and Estuary area. All charted channels in the Thames Estuary and Thames River are considered "narrow channels" where Rule 9 applies.

Navigation Channels

London VTS will assign the channel London Gateway bound vessels to use appropriate to the vessels size.

From Sunk pilot station vessels will use Sunk Deep-Water Route / Black Deep

From North East Spit pilot station vessels will use Princes Channel, Trinity Deep Water Route / Black Deep, or Sunk Deep Water Route / Black Deep

Master / Pilot exchange

The embarking pilot when arriving on board and following any action to establish the navigational safety of the ship, will advise the Master of the details of the pilots Port Passage Plan. Before proceeding with the passage, the Master and the pilot shall agree the Port Passage Plan for the voyage in the Thames.

While navigating in the area oily water separators are to be isolated and bilge overboard discharge valves secured closed. No ballasting or de-ballasting or internal ballast transfer, which significantly alters the draft, trim or handling characteristics shall take place without the knowledge and agreement of the pilot.

Restricted Visibility

“Restricted Visibility” means all circumstances when visibility is less than 0.5 nautical miles.

Berthing at London Gateway will not normally be carried out when visibility is below 2 cables. This is due to restriction on towage when approaching berth.

Vessels sailing will be subject to pilot dynamic risk assessment.

Ultra Large Container Ships (ULCS)

Defined as a container ship having a LOA 320m or over and / or draft of 13.5m or over.

When an ULCS is underway a separation of 1.0 nm ahead and 0.5 nm astern shall be maintained.

When a ULCS is navigating between Black Deep 9 buoy and Knock John 7 buoy, and also, between West Oaze buoy and Sea Reach 3 buoy:

Traffic will be restricted to one way operating and vessels navigating with the tide will have priority

Under Keel Clearance for ULCS

Under keel clearance is 10% vessel draft with a minimum UKC of 1.4m

REPORTING REQUIREMENTS

All vessels bound for London Gateway or outward from London Gateway must comply with the Port of London Authority Reporting Requirements.

When navigating in the vicinity of the Sunk, vessels should report to: “Sunk VTS VHF Ch 14”

From Sunk Head Tower buoy, vessels inwards, should report to: "London VTS VHF Ch 69" up to Sea Reach buoy No4, and thence Ch 68 Sea Reach buoy No.4 to London Gateway

Vessels are required to report when passing designated reporting points, entering or leaving a VTS area, when anchoring, and on berthing.,

"London VTS" regularly broadcasts navigation information, traffic information, tidal information and reports of reduced visibility.

TOWAGE

The Code of Practice for Ship Towage Operations on the Thames 2021 (As amended) is provided for the guidance of Masters, for ship towage operations in the Thames. The Code applies to all vessels berthing or departing at London Gateway Port

The Code is produced by Port of London Authority and is presented in two parts

Part One- Safe Working Practices for Ship Towage Operations

Part Two- Guidelines for the Utilisation of Ship Towage Tugs on the Thames.

The full code can be found in the following PLA website.

<https://www.pla.co.uk/Safety/Regulations-and-Guidance/Code-of-Practice-for-Ship-Towage-Operations-on-the-Thames>

Application of the Towage Guidelines

The decision on the number of tugs must rest with the Master of the vessel, in consultation with the Pilot, and / or the Duty Port Controller, who will take into account, the particular circumstances including the prevailing weather and tidal conditions.

Tug Allocation Tables

The specified tug allocations for London Gateway Port are **mandatory**.

In establishing these allocations, the following assumptions have been made:

- All mechanical equipment is in proper working order
- Weather conditions are favourable
- Tidal conditions are advantageous
- No adverse local traffic activity
- All manoeuvring aids are in full working order
- Any bow and stern thrusters are fully operational

The guidelines include a windage table and indicative diagram to take into account windage. A declaration of windage is mandatory for vessel over 300M length and should be entered into PISCES by the vessel agent. The windage table and accompanying indicative area of a large container ship should be used in conjunction with the main allocation tables as a guide to determine what additional bollard pull may be required in strong wind conditions.

In all cases the SWL of ships bollards used for towing, should be compared with the potential bollard pull of the tugs employed to avoid overloading the ships equipment.

Towage Companies

Svitzer Towage Limited

Marine House, Denton Wharf
Mark Lane
Gravesend
Kent DA12 2PL
Telephone Number: +44 1795 664311
Tug Control Telephone Number: +44 1795 663809
Mail: gbgvs.operations@svitzer.com

Boluda Towage

1st Floor London Gateway Logistics Centre
North Sea Crossing
Stanford Le Hope
Essex
SS17 9ER
Tel: +44 1375 641288
Mail: operationsuk@boluda.eu

MARINE EMERGENCY PROCEDURE IN PORT

In an emergency notify London VTS at Port Control Centre Gravesend on VHF Ch 16 or VHF Ch 68 **and**

London Gateway Shift Manager on +44 1375648376 or +44 7702 518217 giving the following information:

Name of Ship
Nature of Emergency

London VTS will also inform London Gateway Shift Manager, who will initiate the Port's Emergency Procedures as appropriate.

In the Event of Fire in addition to the above: Sound seven (7) or more short blasts followed by one (1) prolonged blast on the ships whistle.

Fire and Ambulance Services can be contacted either through London VTS, VHF Ch 16 or VHF Ch 68 or through London Gateway Operations Shift Manager +44 1375648376 / +44 7702 51821

Evacuation procedures for the ships' crew can be initiated by the same procedures, either ashore or to seaward.

It should be ensured that all crewmembers are conversant with the above procedure.

The Master is reminded that under SOLAS Regulations, he should at all times maintain a list of hazardous goods on board his vessel and also that the stability information and safety plans should be readily available for use by the Emergency Services

MARINE CO-ORDINATION LONDON GATEWAY

London Gateway Shift Manger directly co-ordinates, on a 24/7 basis, marine activities within the port. They maintain liaison with,, and provide information, to PLA Duty Port Controller and Agents.
Contact Tel: +44 (0) 1375648376. Email LGShiftManagers@dpworld.com

For berthing information (office hours) contact London Gateway Berth Planners
LGBerthPlanner@dpworld.com +44 (0)1375 648434

Berthing is coordinated by the LG Staff who will communicate directly with the vessels, particularly for positioning on the berth, when vessels are in close proximity or alongside berth, via VHF Channel 12.

LONDON GATEWAY INFORMATION

TERMINAL POSITION : 51 30.27N 00 30.35E

Alongside:

3 Berths with total length overall of 1250 mtrs, and a further berth of 420m under construction 2023

Berth 1: 17.0M design below Chart Datum

Berth 2: 17.0M design below Chart Datum

Berth 3: 17.0M design below Chart Datum

Berth 4: 17.0M design below Chart Datum

Tidal Range MHWS 6.1M MLWS 0.6M

Mooring bollard capacity 200 tonnes at 20M intervals (plus 20 mooring bollards at intermediate intervals) Berth 1 to 3, and all bollards at 15m intervals on Berth 4

Height of berth decking above Chart Datum 9.9M

Fendering type: Elastomeric at 15M intervals

Berthing 24/7. Mooring personnel provided by London Gateway.

HEAVING LINES

The MCA publication, The Code of Safe Working Practice 2015, Section 26.3.5 states

To prevent personal injury to those receiving heaving lines, the "monkeys-fist" should be made with rope only and must not contain added weighting material. Safe alternatives include a small high visibility soft pouch, filled with fast draining pea shingle or similar, with a weight of not more than 0.5kg. Under no circumstances is a line to be weighted by items such as shackles, bolts or nuts.

The MCA have published a safety alert to the industry entitled "Dangerously Weighted Heaving Lines 28 September 2015" which can be found using the following link.

<https://www.gov.uk/government/publications/maritime-and-coastguard-agency-mca-safety-bulletins>

The use of weighted heaving lines is an unsafe practice, the dangers of which should never be underestimated, and which could result in serious or fatal injuries.

It should be noted that vessels found using dangerously weighted heaving lines will have the monkeys fist removed and replaced by an approved soft pouch type. Any offending vessel will be

reported to the Maritime and Coastguard Agency who will follow up with enforcement action and potential prosecution.

MOORING ROPES

Vessels should deploy sufficient mooring ropes, of sound condition, and under adequate tension to maintain the vessel securely alongside in all conditions.

In the event that, a vessel requires deploying additional moorings, the request must be made via the Operations Shift Manager +44 1375648376, who will arrange London Gateway personnel to attend. Except in an emergency situation, ship's crew are not permitted to handle mooring ropes on London Gateway berths.

PRECAUTIONS WHEN SAILING

Master are advised that when London Gateway linesmen are attending a vessel departing, they are not permitted to commence letting go, until the ship to shore cranes adjacent to that vessel have been positioned either amidships or moved to adjacent berth and boom housed in the vertical position. Any exception to this rule will require the authorisation of the Operations Shift Manager.

WASTE DISPOSAL FACILITIES

The attention of Shipmasters is drawn to the Merchant Shipping and Fishing Vessels (Port Waste Reception Facilities) Regulations 2003.

In accordance with the Regulations, all vessels bound for London Gateway shall complete a report in accordance with MCA Marine Guidance Note 563. The reports should be made via the vessel agent and submitted in the CERS3 document, not less the 24 hours before arrival, or if less than 24 hours, then when leaving previous Port.

All vessels calling at London Gateway pay a Vessel Waste Charge, as specified in London Gateway Port Tariff, towards the cost of Waste Reception facilities in the port. This charge includes the cost of disposal of reasonable quantities of general garbage.

All ships wishing to dispose of every other type of ship-generated waste, including oily waste, cargo wastes, and hazardous substances, should, via their Agent, make arrangements directly with commercial contractors. London Gateway does not permit the discharge of liquid oil waste products to road tanker via the quay.

Reception facilities are provided on the port for reasonable quantities of the following:

- Food wastes and other materials contaminated by such wastes, generated on board ship principally in the galley and dining areas.
- Refuse generated in living spaces of crew and passengers, principally paper products, glass, rags, bottles and plastics etc.
- Waste from ships' stores generated on board.
- E waste, light tubes & cooking oil

WASTE FACILITIES

All general garbage items, including food wastes, to be placed in the sealed yellow skip provided. (There is no requirement to segregate non food waste as all waste will be treated as per cat 1 waste.) This skip will be placed adjacent to the vessel, on request, either direct to the Terminal Berth Team Leader on boarding vessel, or Assistant Shift Manager Tel: +44 1375 648376 or via the Agent.

E waste, light tubes and cooking oil should be placed in the separate appropriate receptacles provided.

For cargo associated wastes, vessel maintenance wastes and cargo residues, Masters should request their Agents to make arrangements for appropriate facilities with a collecting contractor.

Under no circumstances should pyrotechnics be disposed of into garbage skips or other waste reception facilities provided on the quayside. Special arrangements for disposal must be made via vessel agent.

If a Master requires to instigate a complaint in respect of Garbage Reception Facilities, he should in the first instance either contact the Duty Operations Shift Manager Tel: +44 (0) 1375648376 or his Agent who will contact the Port on his behalf. In the event the inadequacy is not resolved, the Master may report as per the "Consolidated Format For Reporting Alleged Inadequacy of Port Reception Facilities

Full details of the Port Waste Plan are available on the London Gateway website
<https://www.londongateway.com/port/port-services-info>

Where a vessel requires a receipt for waste landed the Berth Team Leader will sign and stamp a copy of the CERS3 waste declaration form.

OIL POLLUTION

In the event of an oil spillage into the water, Duty Operations Shift Manager Tel: +44 (0) 1375648376 must be contacted immediately who will activate the Port's Oil Spill Preparedness, Response & Co-operation Plan. The plan can be found on London Gateway website
<https://www.londongateway.com/port/port-services-info>

London Gateway is a member of Thames Oil Spill Clearance Association (TOSCA)

In the event that any ships structures become contaminated by an oil spillage incident, the cleaning services should be arranged through the Agent.

Masters are reminded that to allow oil into the water will constitute an offence in law.

IMMOBILISATION OF MAIN ENGINE

Where the Master of a vessel requires immobilising main engines for repairs, the Master/Agent must seek permission from London Gateway Harbour Master

Permission to immobilise will be granted subject to the following conditions being met:

1. The vessel to pay all additional costs, including towage and pilotage for any reason incurred as a result of immobilisation.

2. Repairs to normally be completed before completion of cargo operations, unless by prior agreement with London Gateway.
3. London Gateway Duty Shift Manager Tel: +44 (0) 1375648376 and PLA Duty Port Control are advised when immobilisation commences and is completed.

LOWERING OF LIFEBOATS

Where the Master of a vessel wishes to lower their lifeboat for exercise purposes, they must request permission from the Harbour Master via vessel agent. Permission may only be granted for lowering of offshore lifeboats and these may be lowered to the water but must not leave the side of the vessel.

DIVING ACTIVITIES

No diving activities may take place anywhere in London Gateway Harbour Authority without the permission of the London Gateway Harbour Master or appointed deputy, and must follow all diving requirements set by both London Gateway and Port of London Authority. The dive team must be in possession of a signed Port of London Authority dive permit.

This permission will only be given:

To a diving contractor approved by London Gateway and Port of London Authority.

A properly completed and signed Dive Plan, submitted to Port of London Authority and London Gateway Harbour Master. All relevant Risk Assessments must be submitted to London Gateway Harbour Master.

All divers are to be in date medically and hold HSE certification

Failure to observe any regulation or Port requirement will result in immediate suspension of permission to operate within London Gateway Harbour jurisdiction.

BUNKERING

Bunkering fuel oils at London Gateway is only permitted by approved bunker barge. Agents must make the initial application to London Gateway Harbour Master at least 48 hours in advance of proposed bunker transfer.

Bunker barges must provide evidence of their Port of London Authority licence and the following documents:

- Barge particulars
- Port of London Operating License
- Bunker barge SOPEP manual
- IOPP Certificate
- Certificates of Insurance
- P&I Club Details
- Evidence of Pollution Insurance cover
- Risk Assessments
- Bunkering procedures
- Oil Spill Response Plan
- Evidence of Safe Manning
- Details of SOPEP equipment carried

Following receipt of satisfactory criteria received, the bunker barge will be sent a "Bunker Authorisation Form" which must be completed with the transfer details by the barge operator and returned to London Gateway Harbour Master. This will then subject to satisfactory status, be approved by the London Gateway Harbour Master.

NOTE: Bunkering by road tanker, except in emergency, is not permitted at London Gateway due to proximity to ship to shore cranes and cargo operations, and therefore increased risk of a spill.

The ship taking bunkers will not be permitted to retain its berth for that purpose beyond the normal time required to carry out cargo operations without prior agreement.

All aspects of the bunkering operation including, but not restricted to, making fast and letting go, fendering, connecting and disconnecting pipelines and pollution control are the responsibility of the Master of the ship receiving bunkers.

BUNKERING PROCEDURES

1. General:

It should be noted that the bunker supplier is not an agent or employee of London Gateway Port, and London Gateway Port will not be liable for the acts or omissions of the bunker supplier. The supplier must comply with all relevant London Gateway Port policies, procedures, orders, and directions.

The receiving vessel should ensure that a senior engineering officer is in overall charge of the bunkering operation. This officer should maintain the loading plan and the vessels own checklist

Crew members engaged in the bunkering operation should be fully conversant with the substance being bunkered, the alarm systems and loading sequence, to remove the risk of tank overflow. Clear and detailed drawings of vessels bunkering system should be available for use by ships bunkering team during the operation. The Duty Officer should maintain close contact with the vessels bunkering team throughout and ensure moorings are tended to restrict vessel movement to a minimum.

2. Checklists

The bunker barge master on arrival at vessel to be bunkered, will issue to the vessels Master their own detailed checklist which must be completed prior to commencement of pumping. The bunker barge master must forward a copy of this document to London Gateway Shift Manager at earliest opportunity.

The Shift Manager should instruct the London Gateway Vessel Operations Team Leader to attend the bunkering activity and complete Part B of the London Gateway bunkering checklist. Any deficiencies must be immediately notified to Duty Shift Manager.

3. Precautions to be taken by all vessels receiving bunkers

The vessel must comply with all their own Company policies and procedures for bunkering throughout. London Gateway will check the following aspects are complied with:

- Code B flag flying, or red light exhibited
- At least one member of ships crew in attendance at the bunker connection throughout and maintaining radio communication with officer in charge of bunkering.
- That all the equipment used at the bunker station is in apparent good order.
- All relevant scuppers are plugged and remain plugged throughout bunker operation.

- Precautions are taken to avoid spillage such as save-alls or absorbents in immediate vicinity of bunker connection.
- Vessel and bunker barge securely moored.
- Bunker hose is correctly suspended and supported, with enough play for any anticipated movement.
- Means of communication bunker barge to vessel has been agreed.
- Any special instructions issued by London Gateway Harbour Master are complied with

4. Communications

The bunker barge master and vessel crew must agree a means of communication to be used during the entire bunkering operation. Any VHF handheld radios must be intrinsically safe for use.

The bunker barge master must advise the London Gateway Shift Manager by telephone on commencement and completion of bunker transfer. In addition, the bunker barge master should advise London VTS Ch 68 on commencement and completion of transfer operations.

5. In Event of Spillage

In the event of an oil spill the Master must immediately notify both:

1. London VTS on VHF Ch 16 or 68 or telephone +44 1474 560311
2. London Gateway Operations Shift Manager +44 1375 648376 or +44 7702 518217

London Gateway & Port of London Authority will subsequently, immediately activate their Oil Spill Response Plans

VESSEL BALLAST WATER MANAGEMENT

Vessels calling at London Gateway are not normally allowed to exchange ballast water within the London Gateway Harbour Authority area. Ballast water exchange is possible in special circumstances and permission must be granted by the Harbour Master.

Before the London Gateway Harbour Master will grant permission for ballast water exchange, the vessel must confirm that any ballast water exchange (as per D1 standard) or treatment (as per D2 standard) will occur in accordance with the Ballast Water Management Convention and the vessel is compliant with the convention. Similarly, any vessels that want to use Ballast Water Management systems must also get approval by the Harbour Master, with the vessel confirming the system and vessel is compliant with the Convention

EXHAUST GAS CLEANING SYSTEM

In response to the reduction of the global sulphur emission limit in January 2020, many ship operators have installed closed or open loop (or hybrid) scrubber Exhaust Gas Cleaning Systems (EGCS), to avoid exceeding the new emission limit.

Currently London Gateway Port does not impose any restrictions on the use of open loop systems but if a vessel is fitted with a hybrid system, our preference is for closed loop operation.

However, London Gateway Port is closely monitoring current reviews being conducted into the impact of EGCS wash water discharges on port water and sediment, and in addition is monitoring our own sediment sampling process in this respect. As a result, the imposition of restrictions in the future remain a possibility and Masters, should check with their agents for the latest information on this subject.

MEANS OF ACCESS TO VESSELS

It is the ships responsibility to ensure that the gangway is in good condition, properly rigged, adequately illuminated and safety nets correctly rigged. A lifebuoy with self-activating light and a buoyant safety line should be provided, by the ship, for ready use at the point of access. The gangway must be attended and tended throughout the vessels stay. It is a Port requirement that ships crew whilst engaged in rigging a gangway and working over-side must wear a lifejacket and be connected to suitable fall arrest equipment.

Where required London Gateway can provide a 3.8metre, SHALA 30 type gangway extension for use in conjunction with the ship's accommodation ladder. It is the Ships responsibility to ensure this gangway extension is safely connected, rigged and tended. The Port also owns an 8.0 metre SHALA 30 gangway, which may be provided on request, the ship being responsible for ensuring safely connected, rigged and tended.

London Gateway personnel will not be permitted to board until a safe means of access is provided.

Gangways should be deployed so as to remain clear of quay cranes, crane rails and other equipment and obstructions at all times. Where not possible additional precautions must be taken to avoid contact with quay cranes or equipment.

Care should be taken at all times, when boarding or leaving ships.

All crew proceeding ashore for work purposes within the Terminal Operational area, (ie waste disposal) must wear high visibility clothing, safety footwear and a safety helmet. If working within 2M of the quay edge a lifejacket must also be worn. Guidance signage is displayed bu Terminal at foot of vessel gangway.

VESSEL SAFETY INSPECTION

On vessel arrival a London Gateway Operations Team Leader will board the vessel to carry out a Vessel Safety Inspection. This inspection is to ensure that all areas likely to be visited by London Gateway personnel are checked and are safe. A member of the ships command is invited to accompany if so desired.

The main areas of inspection are:

- Gangway rigged correctly. Safety net in place. Lighting. Lifebuoy.
- Walkways clear of obstructions. General housekeeping.
- General condition of deck and fittings
- Deck and hatch handrail protection
- Condition of lashing platforms, ladders and hatches
- Outboard lashing positions
- Lighting in working areas
- Cell guides condition
- Access to underdeck
- Ships crew PPE and engagement.
- Lashing gear condition

On completion of this Inspection the Berth Team Leader will report to the Ships Officer on duty and advise results of Inspection and whether any immediate remedial action may be necessary. Any serious issues or defects will be reported to London Gateway Terminal Management.

SAFETY DURING CARGO OPERATIONS

Port Operations at London Gateway are subject to UK Health and Safety Legislation and it is the duty of both the Port and the Ship's Master to provide safe working methods and environment.

In order to ensure full compliance London Gateway requires:

- Crew members to wear full PPE, of at least hard hat, hi-visibility clothing and safety footwear, when in cargo working areas both on board and ashore.
- All crew members to remain 3 container widths away from any container being lifted
- All crew members to watch out for overhead loads and falling objects ie twistlocks
- Any crew members accessing the quay must wear a lifejacket if working within 2 metres of the quay edge.

If the Master is concerned that London Gateway cargo operations are creating a hazard to any person on his vessel, the should contact London Gateway Berth Team Leader or telephone the Operations Shift Manager +44 1375 648376 or +44 7702 518217

VISITOR ACCESS TO VESSELS

In compliance with International Port Security Code all persons entering the Terminal must be in possession of either a valid Port Security Pass, an official Warrant Card, or a valid Port Visitor Pass.

Applications for a Port Security Pass are normally limited to regular visitors to the Port ie Ships Agents, surveyors etc. The application for a Port Security Pass can be found on the London Gateway website <https://www.londongateway.com/contact/inductions>

All other visitors will require a Port Visitor Pass to attend a vessel, ie technicians, owners, stores deliveries, personal visitors to crew, etc, and must initially apply via the vessels agents. The respective agent will then send details of the request to the Harbour Master paul.brooks@dpworld.com and London Gateway Pass Office LG.ShipCrew@londongateway.com. On approval of the request, a Port Visitor Pass will be available from the Port Pass Office at No1 London Gateway Building. Outside of Pass Office opening hours the Port Visitor Pass may be collected from the Port Security Control Room at No1 London Gateway Building.

CREW CHANGES

Crew changes are permitted at London Gateway subject to prior notification. In the first instance the vessel agent or crewing agent must notify the Harbour Master, London Gateway Pass Office and Security Gate of both joiners and leavers, as follows:

LG.ShipCrew@dpworld.com paul.brooks@dpworld.com Security.gate3@londongateway.com
security.maingate@londongateway.com

Provided prior notification has been received, on arrival at London Gateway on signers may remain in the arrival transport and await at No1 London Gateway Building for an escort direct to the vessel, or if arrival transport is "Port Approved", may proceed directly to "Service Lane Gate In" for ISPS Security checks

Off signers will join their transport to airport / hotel directly at the vessel and this transport will under escort, if not "Port Approved", proceed directly to the "Service Lane Out Gate", where details and passports will be checked, prior to exiting the Port.

All other arrangements and declarations for crew changes remains the responsibility of vessel agency or crew agency

VEHICLE ACCESS TO THE BERTHS

London Gateway is fully compliant with International Ship and Port Facility Security Code (ISPS), and access to the berths, is strictly controlled through Port Security.

All vehicles and drivers must comply with all Port Regulations. Vehicles, apart from Port vehicles and other approved vehicles, must be under escort by Security or authorised Terminal vehicle. Frequent visitors to the Port (e.g. Ship's agents, pilot taxis, approved taxis) may apply to Security for exemption of escort, subject to undertaking appropriate training.

All vehicles entering the terminal, unless under close escort, should be equipped with a suitable amber flashing warning light, which should be used at all times.

Vehicle parking on the berth is strictly limited and only in designated areas marked by green traffic cones opposite to the vessel accommodation, or clear of the vessel extremities and any quay cranes. Parking for pilot taxis and other approved taxis is at east end of Berth 1. Personal visitors to vessels must leave their vehicles at No1 Building and take Terminal transport (when available) or approved taxi to the vessel. It is recommended that persons intending to visit a vessel liaise with the vessel agent to confirm transport arrangements across the Port.

No vehicle or its equipment, may be placed where it may impede the movement of cranes or any other vehicles, across quay crane rails or where it may impede the use of gangways, bollards, fire hydrants, crane anchor points, garbage skips or other equipment without the express permission from the Operations Shift Manager.

CREW WELFARE – SHORE LEAVE

Subject to any local or national restrictions, crew shore leave is permitted at London Gateway. Masters (or agents) must send an email to the following:
LG.ShipCrew@dpworld.com paul.brooks@dpworld.com Security.gate3@londongateway.com
security.maingate@londongateway.com listing crew members that wish to proceed ashore. Security will then check against this request at "Service Lane Gate Out " and on return at Service Lane Gate In."

Crew members wishing to proceed ashore must either utilise Terminal transport from vessel to No. 1 Building and visa versa, subject to availability and any Terminal restrictions. Requests for transport should be made to the Assistant Shift Manager Tel +44 1375 648470 or +44 7702518217. Alternatively taxi transport to and from vessel is permitted, **and preferred**. This should be requested in first instance via the vessel agent.

With the exception of the green berth walkway when accessing the Seafarers Centre, (wearing appropriate PPE), ships crew are not permitted to walk across the Terminal operational areas.

Any crew member going ashore must be in possession of photographic id and be in compliance with any national required documentation. For details of any requirements the Master should contact the vessel agent.

Smoking is strictly prohibited in all areas of LG port including the berths, roadways and buildings. It is only permitted in designated and signed smoking areas nearby to Amenities Buildings or at rear of Quayside Cabin at East End

LONDON GATEWAY SEAFARERS CENTRE

In conjunction with Queen Victoria Seamans Rest, London Gateway provides a Seafarers Centre in the upper floor of the Quayside Cabin. Here seafarers can relax away from their ships and have access to free wi-fi.



Crew members wishing to attend this on site facility may either access via the green marked walkway across all the rear of all berths, as shown on the provided leaflet, or request Terminal transport to attend the vessel gangway by calling Asst Shift Manager Tel +44 1375 648470 or +44 7702518217. If crew members wish to use the green walkway they must wear hi-vis jacket or vest, safety footwear and hard hat.

Alternatively, the London Tilbury Seafarers Centre operated by Queen Victoria Seamans Rest <https://www.qvsr.org.uk/> is situated within nearby Tilbury Docks, close to the main entrance. The Port Chaplains from the Centre regularly visit the Seafarers Centre at London Gateway, and also vessels in port. A minibus service to the Tilbury Seafarers Centre is normally available. A timetable can be provided on request from the Port Chaplains or found displayed in London Gateway Seafarers Centre with the appropriate contact number.

TAXIS

Taxis can be arranged vessel agents. They are allowed, subject to a London Gateway escort provided to access the berths direct to vessel gangway.

TRAIN STATION

Stanford-le-Hope Railway Station located 2 miles from the Port. There is a regular service to London Fenchurch Street and takes approximately 50 mins.

DENTIST

Arrangements should be made in advance through your vessel agent.

DOCTORS

Arrangements should be made in advance through your vessel agent.

SHOPPING

The nearest shops are situated in Corringham 2.3 miles away. There is a large shopping centre called Lakeside, 15 miles away and can be reached by taxi or through the Tilbury Seafarers Centre. Within Lakeside there are large department stores, electrical outlets, shoe shops and beauty facilities as well as restaurants and cinemas.