

PORT OF RIJEKA AUTHORITY

PORT REGULATIONS

**ON THE MAINTENANCE OF ORDER AND TERMS OF USING THE
PART OF THE OMIŠALJ BASIN PORT FACILITIES IN THE AREA
UNDER THE JURISDICTION OF THE PORT OF RIJEKA
AUTHORITY**

Rijeka, January 2004

CONTENTS :

	FOREWORD	3
	INTRODUCTION	4
	PORT REGULATIONS ON THE MAINTENANCE OF ORDER AND METHOD OF USING PORT FACILITIES	
I.	BASIC PROVISIONS	11
II.	GENERAL PROVISIONS	13
III.	SAFETY OF THE PORT	14
IV.	NOTIFICATION OF ARRIVAL	17
V.	ARRIVAL AND BERTHING OF SHIPS	18
VI.	PORT OPERATION PROCEDURES	20
VII.	UNBERTHING AND DEPARTURE OF SHIPS	22
VIII.	POLLUTION PREVENTING MEASURES	23
IX.	INERT GAS	24
X.	SAFETY MEASURES AND FIRE PREVENTION	25
XI.	WORKS IN THE PORT	26
XII.	MEASURES IN CASE OF EMERGENCY	27
XIII.	CONCLUDING PROVISIONS	28

FOREWORD

The Port of Rijeka Authority's permanent objective is to provide for safety of vessels sailing in the Rijeka Maritime Zone, look after security of not only vessels but also coastal zone and harbour facilities and in this way contribute to preservation of coastal area and protection of sea environment.

The Port of Rijeka, which cuts deeply into the land, and its terminals are situated in Rijeka Bay. Rijeka Bay is a challenging place for vessel traffic, especially in view of Vela vrata which, as a water way between the Bay and the open sea, cannot be avoided.

The Port of Rijeka Authority, understanding the importance of the environmental protection issue and wishing to approach it as seriously as possible and meeting high standard, have recognized the need of publishing this handbook as a help to all ships when entering/leaving the local waters of Rijeka and staying within the harbour area of the Omišalj Oil Terminal.

The handbook contains general information pertaining to arrival of ships, port regulations, and terms of using the part of the port facilities within the area of the Omišalj Basin under the jurisdiction of the Port of Rijeka Authority. It further contains all available services and a list of concession holders in the Port area. The information herein contained does not supersede the application of other official publications dealing with the safety of maritime transport but rather welcomes them as a necessary complement.

Finally, I wish to express gratitude to many experts whose experiences and suggestions were helpful in making this handbook.

Bojan Hlača, M. Sc.
Executive Director
Port of Rijeka Authority

INTRODUCTION

The provisions and code of conduct applicable to the users and visitors of the Port- Oil Terminal Omišalj, are laid down in the *Port Regulations on the maintenance of order and terms of using port facilities of the Omišalj Basin* in the area under the jurisdiction of the Port of Rijeka Authority, which have been *approved* by the Rijeka Harbour Master's Office.

The introductory part, giving many useful details and practical advice, encompasses possible activities at the port and on board a vessel in order to ensure better quality of information and increase safety level in the Oil Terminal.

The Omišalj Bay (45° 14.0'N – 14° 32.2' E)

is a deep cove situated between the capes of Kijac and Tenka punta in the north part of the Isle of Krk, on its west coast. At the back of the cove there is a marina dominated by the picturesque village of Omišalj, while two crude oil loading/unloading jetties are placed on the west coast of the bay.

Nautical charts: all vessels entering the area of the Kvarner and Rijeka Bay are advised to refer to nautical charts published by the "Hydrographic Institute Split" (No. 300-31, 50-3, 50-4) or "British Admiralty Charts" (No. 204, 202, 2719, 1996). Charts must not be cleaned off before berthing to allow checking by Harbour Authority, if necessary.

Anchorage for tankers is positioned within the following coordinates:

A. Lat.= 45° 17.75' N	Long.= 014° 28.30' E
B. Lat.= 45° 15.15' N	Long. = 014° 27.10' E
C. Lat.= 45° 14.10' N	Long.=014° 29.40' E
D. Lat.= 45° 16.10' N	Long.=014° 31.80' E

Warnings:

When passing through Vela vrata vessels over 20 m in length must sail according to TSS (Traffic Separation Scheme).

Special attention should be paid to:

- Shoal (shallow) (6.6 m) in position about 270 m to the north of the Tenka punta cape, marked with Racon.
- Shoal (11.4 m) in position about 0.7 miles to the west of the Tenka punta cape, marked with Racon.
- Fixed under-sea pipe (air curtain) located at the entrance to the bay, laid from the Tenka punta cape down to the Kijac cape, as a protection against pollution.

Weather conditions : the bay is well protected against wind. The exception are N and NW winds which can cause high seas.

Fog: yearly average 3 – 5 days.

Sea currents : tidal streams prevail, ingoing/outgoing direction, speed 0.3 kt. In case of stormy north-eastern wind (bura), current speed can be increased to 0.8 kt.

Sea level: Tide medium amplitudes range from 0.3 to 0.5 m. During long-lasting stormy-winds, there is a possibility for the sea level to rise up to 1 m (cyclonic southerly wind), respectively lower up to 0.4 m (anti-cyclonic bura).

Sea water density: ranging from 1023.5 kg/m³ (summertime) to 1029.0 kg/m³ (wintertime).

For the safety of vessels approaching the local waters of Rijeka Port area and conformably to the regulations in force and existing practice, Masters of tankers are advised to:

- check the main engine of inbound tankers by making a reverse run approximately at Lat.=44°30' N, Long.=14°00' E, that is at least 10 NM prior to entering the coastal sea area
 - test anchor equipments and anchors in the hawse pipe before reaching the position for boarding of the pilot
 - keep stern-bitt space clear (for tug boat)
 - when entering the Rijeka Bay attention should be paid to pass clear of ships for sailing and anchorage
- All vessels failing to comply with these directions, for whatever reason, must immediately:
- inform Harbour Master Office and RPCC (Rijeka Port Control Centre) about their intentions, either on VHF channels 10 and 9 or through the agent.

In order to avoid delays and possible stoppages, all vessels entering the Port should comply with the recommendations of the Council of the European Committee for vessel in transit and be fitted with :

- fully operational radar
- fully operational VHF radio with basic channels
- sufficient crew to handle towing lines and moorings
- efficient propulsion and deck machinery
- sufficient number of adequate wire ropes for safe mooring
- serviceable signalling equipment
- fully operational tachometer, rudder and helm indicator
- fail-safe mooring stations communications systems
- efficient anchor windlass and anchors
- complete and valid ship's documents
- all officers should be properly qualified and carry recognized certificates

Note: if a vessel cannot meet the above requirements, the Rijeka Harbour Master Office and RPCC should be informed accordingly prior to arrival, respectively departure.

Regulations: all vessels berthed at the Omišalj- Oil Terminal should comply with valid regulations. Vessels must be encircled with protective floating barriers. Ship crew members are not permitted to move within the Terminal area. Transport of crew members from ship to the gate shall be arranged by Terminal.

Ballast : Vessels should confirm in advance, prior to arrival, the amount of ballast, indicating locations where the ballast water was loaded, respectively changed. As national regulations dealing with ballast water have not been adopted in Croatia as yet, and with the International Convention for the control and management of ballast water and sludges not yet in force, vessels are advised to comply, on their own free will, with the IMO Resolution A. 868 (20) -Directives for the Control and Management of Ship's Ballast Water to reduce discharge of undesirable sea organisms and pathogenes.

Berth: Tankers shall berth port side to two the T jetties of steel construction, 120 m long. The depth at the jetties is around 30 m. There are no restrictions with respect to the vessel depth.

All moorings at the quays are fitted with automatic quick- release hooks. In addition to a stable under-sea air EKO curtain (ecological protecting barriers) provided at the entrance to the Omišalj Bay, between the capes of Kijac and Tenka punta, every berth is equipped with appropriate fire-fighting appliances and EKO floating barrier of a sufficient length, thus creating an economic, traffic and technological system.

Cargo handling equipment: both terminal berths are fitted each with the following equipment: four (4) crude unloading arms (16") capacity 5.000 m³/h each, two (2) fuel oil loading arms (12") and a quayside crane (15 kN) for ship service. Ship-shore gangway is provided by the Terminal.

Stay of tanker in the port: during loading/discharging operations, vessel is permitted to stay in the port for maximim 30 running hours weather permitting except in the case of bad weather conditions (Running Hours Weather Permitting Clause) Sundays and Holidays included.

The above stated time shall count from the first mooring line fitted ashore to the slipping of the last mooring line.

An additional stay-time of 5 hours shall be granted to tankers for tank washing purposes only (COW).

Vessels failing to observe the above stated deadlines shall be charged with demurrage costs.

Supplies: drinking water from the hydrant (about 25 t/h), possibility for telephone connection.

Emergency Drill at the Terminal and in the Port

There are situations when vessels and shipowners may be asked, via ship agent, to give their permission for the ship to take part in drills for the case of emergency. Such drills shall be carried out in strict accordance with the organizer's recommendations in order to minimize possible risks. The purpose of the drills is to train and instruct pilots, tugboat skippers, firemen and Terminal's personnel to cope with emergency situations and contingency measures which should be taken in the Port and Terminal.

The drills shall be executed in accordance with national regulations. Ships shall not be charged in case of tugboat damage.

Weather forecast: can be received (in several languages) via VHF channel 69, available 24 hours a day.

Medical service: vaccination and immunization of ship crew members can take place if arranged by ship's agent.

PORT OF RIJEKA AUTHORITY

Pursuant to Article 3., Section 2, of the Regulations Concerning the Terms and Methods of Port Operations in Ports and other Parts of Internal Sea Waters and the Territorial Sea of the Republic of Croatia, and on the Limits of Navigation for Ships and Boats outside Ports (Official Gazette No. 91/94 and 161/98), and Article 54, Section 1, Paragraph 8, of the Maritime Code (Official Gazette No.158/03) and Article 19, Section 1, Paragraph 10, of the By-laws of the Port of Rijeka Authority, the Administrative Board of the Port of Rijeka Authority has passed, at its meeting held on 23rd December 2003, the following

**REGULATIONS
ON THE MAINTENANCE OF ORDER AND TERMS OF USING
PART OF THE OMIŠALJ BASIN PORT FACILITIES IN THE
AREA GOVERNED BY THE PORT OF RIJEKA AUTHORITY**

I. BASIC PROVISIONS

Article 1.

These Regulations lay down rules of port operation procedure and terms and conditions for use of the Omišalj Basin port facilities in the area under the jurisdiction of the Port of Rijeka Authority.

The provisions of the Port Order Regulations and Methods of Using Port Facilities in the Rijeka Port Area, which are not in contradiction with these Regulations, are also applicable.

Article 2.

The provisions of these Regulations shall be applied to the Omišalj Basin area, pursuant to the Decision concerning the Addendum to the Decree on the Establishment of the Port of Rijeka Authority (Official Gazette No.54/02)

The Omišalj Basin area covers the landside and waterside area in following position:

a) Area I.

- | | |
|--------------------------|-----------------------|
| 1. Lat.= 45° 13' 40.7" N | Long.=014°32' 10.6" E |
| 2. φ=45° 13' 40.4" N | λ=014°32' 09.7" E |
| 3. φ=45° 13' 11.5" N | λ=014°32' 31.1" E |
| 4. φ=45° 13' 11.7" N | λ=014°32' 31.7" E |
| 5. φ=45° 13' 13.9" N | λ=014°32' 37.6" E |
| 6. φ=45° 13' 21.1" N | λ=014°32' 31.9" E |
| 7. φ=45° 13' 35.3" N | λ=014°32' 20.8" E |
| 8. φ=45° 13' 42.3" N | λ=014°32' 15.2" E |

b) Area II.

- | | |
|-------------------------|-----------------------|
| 1. Lat.=45° 12' 45.8" N | Long.=014°32' 56.9" E |
| 2. φ=45° 12' 45.6" N | λ=014°32' 56.2" E |

3. $\varphi=45^{\circ} 12' 37.6''$ N	$\lambda=014^{\circ}32' 59.5''$ E
4. $\varphi=45^{\circ} 12' 37.7''$ N	$\lambda=014^{\circ}32' 00.1''$ E
5. $\varphi=45^{\circ} 12' 38.6''$ N	$\lambda=014^{\circ}32' 02.7''$ E
6. $\varphi=45^{\circ} 12' 40.1''$ N	$\lambda=014^{\circ}32' 02.0''$ E
7. $\varphi=45^{\circ} 12' 46.7''$ N	$\lambda=014^{\circ}32' 59.2''$ E

Article 3.

Beside the provisions of this Regulation, other rules in force concerning the safety of ships and port, use of hazardous materials, border crossing, customs, health, sanitary and other prescriptions, as well as those concerning environmental protection and water resources shall also be applied to the Omišalj Basin area, in an adequate manner and pursuant to the objectives and purpose of the said Regulation.

Article 4.

The below stated terms as used in this Regulation shall have following meanings:

Port	Part of the Omišalj Basin area under the jurisdiction of the Port of Rijeka Authority
Crude oil	Crude oil or a mixture of crude oil and oil derivatives which can be obtained at the Omišalj facilities
Tanker	Ship or any other vessel carrying crude oil or oil derivatives
Ship	Any seagoing vessel or craft, tankers included
Vehicle	Any land transportation means
Harbour Master Office	Harbour Master's Office Rijeka and/or its branch office in Omišalj, supervises port safety and operations
Port Authority	Port of Rijeka Authority governing the Rijeka Port area
RPCC	The Rijeka Port Control Centre, an operative unit of the Port of Rijeka Authority, monitoring and controlling vessel traffic within the Port of Rijeka Authority area
Concessionnaire	JANAF- Adriatic Oil Pipeline, a joint stock company Zagreb, which on the basis of the concession agreement became the concessionnaire on the estate in the Omišalj Basin area
Person authorized by the Concessionnaire	the person appointed by JANAF, responsible for the safety of the commercial operations taking place on the concession area (Loading Master)

Other Concessionnaires companies conducting port operations and other commercial activities in the Omišalj Basin area, on the basis of concession agreements concluded with the Port of Rijeka Authority.

II. GENERAL PROVISIONS

Article 5.

The operations carried out in the Port relate to loading and discharge of crude oil and oil derivatives from tankers and drinking water supply from the land stable installation. Vessels shall be permitted to use the Port following an advance notification sent by the shipper's agent and at the request of the Concessionnaire, on the basis of the Port Authority's prior approval and with Harbour Master Office's consent in terms of the safety of navigation.

Berths shall be allocated to ships at appropriate daily meetings or following a special decision of the RPCC, giving the name of the jetty and time of berthing.

Article 6.

Ships are responsible for the safety of their stay when berthed alongside. While in the Port, every ship shall be exclusively under the Master's responsibility. It is forbidden to discharge crude oil from tankers directly to vehicles. No ship anchoring shall be permitted in the Port area.

Article 7.

Following the Concessionnaire's notification, and on the basis of the Port Authority's previous approval and Harbour Master Office's consent, the ship shall be instructed to berth or to move from one berth to another within the Port area or to an anchorage. All charges incurred by such shifting shall be agreed upon, prior to giving the shifting order. The Harbour Master Office may also, for the purpose of the safety of ships and the Port, order a ship to move from one berth to another or to an anchorage, notifying the Port Authority and the Concessionnaire accordingly.

Article 8.

No activities other than those granted by the concession agreement can be carried out within the Port area without the Port of Rijeka Authority's approval, which shall be made known to the Concessionnaire in due time. In some cases the Harbour Master Office's consent may also be required.

Vessels are required to contact the Port Authority (RPCC) on channel 09 VHF.

III. Safety of the Port

Article 9.

It is expressly forbidden in the Port area:

- to smoke, carry matches or lighters at any place within the Port area
- to carry about or use mobile phones, cameras and similar thing
- to keep substances liable to self-ignition
- to make use of open fires in whatever form
- no vehicles liable to produce sparking, when in operation, can have access to the area
- disposal of any sort of inflammable material
- use of electrical equipment whose execution does not comply with safety regulations
- cleaning of the shore and other polluted area with easy-inflammable substances
- any unauthorized spillage of crude oil and oil derivatives.

Open fire includes smoking, flame, fire, glowing material, unapproved types of lamps, electrical welding, flame cutting, rivetting by flame or without it, liquid or solid fuel fired cooking stove if not spark-protected, portable electric tools, electrical pumps and other equipment, machines and tools which can provoke sparking. Smoking is generally not permitted on board ships except in the rooms allocated by the Master and approved by the Loading Master.

Article 10.

Unauthorized persons are not permitted to access to the Port area. Shore pass can be obtained from the Port Police Immigration Office in Rijeka and those for boarding the ship from the ship's Master.

Article 11.

Dangerous material in the Port area can be handled only by the persons having adequate psychophysical capacities and professional level of competence required for such jobs.

Article 12.

In accordance with safety at work regulations, workers and other persons coming on board must be wearing anti-sparking clothes and footwear.

Article 13.

Licences for moving and stay of vehicles within the Port area shall be issued by the Harbour Master's Office with the notice in writing sent to the the Concessionnaire in due time.

Vehicles belonging to the Ministry of Internal Affairs, first aid, firefighting, Harbour Master's Office and Customs may move and remain in the Port area without approval if conducting basic activities and when clearly displaying their visible marks.

The speed of the motor vehicles must be limited and shall not exceed 25 km/h.

Motor vehicle exhaust pipes should be fitted with protective net.

It is forbidden to stop and park motor vehicles in the quay area and other parts of the Port.

Article 14.

The concessionnaire should have permanent and direct telecommunication connection with the Port Authority, Master Harbour's Office and other public services.

Beside every telephone ashore, there should be a notice board displaying telephone numbers of fire-service, Port Authority, Harbour master's Office, Port Police Office, Concessionnaire and other concession holders, as the case may be.

Article 15.

On the vessel's arrival at the Terminal, the responsible ship's officer and the Loading Master will discuss action to be taken in case of emergency.

All emergency actions deemed necessary to be taken at the Terminal shall be co-ordinated by the Loading Master.

The Master of the vessel should study and comply with the regulations on the safety of the vessel berthed, a copy of which will be supplied on arrival. In case of emergency, the ship must immediately contact the Loading Master and a notice of emergency shall be sent to the competent services without delay.

Safety in the Port and on board the ship shall be checked by the authorized persons at all times while the ship is berthed alongside.

Should the safety of the ships and the Port be put in danger by some unforeseen developments, the ship master, Harbour Master's Office, Port Authority and Concessionnaires must be informed accordingly within the shortest possible time. In case of fire, fire-fighting service should be immediately contacted. At the same time, the ship shall make necessary arrangements for leaving the imperiled zone within the shortest possible time.

All further actions to be taken in case of fire on board a ship or in the Port area laid down in *the Schedule of measures for the protection of the Omišalj terminal in case of fire and technological explosions.*

Article 16.

In order to avoid possible electric discharges, no shore pipes shall be connected to those of the tanker before the tanker has been properly earthed through a suitable conductor.

Article 17.

Liquid cargo loading and/or discharging should not commence:

- before a notice of the vessel's technical readiness for loading/ discharge operation, confirming compliance with all safety requirements, has been handed over in writing or by radio by the Master of the tanker to the Loading Master
- until safety check is made by the Loading Master and the ship officer in charge
- if there are no sufficient and adequate fire-fighting appliances on board the tanker
- if there is no tug-boat capable of towing the vessel from the Port.

Article 18.

The Master of a tanker shall be responsible for the following safety measures to be carried out during loading/discharge operation. He must particularly see that :

- funnels are cleaned and fitted with protective net; all other exhaust pipes also fitted with corresponding protective net
- piping and pumps are fully operational, flanges tightly fitted
- scupper plugs on deck are inserted, pumps on port and starboard side connected to the tank for the purpose of collecting the spilled liquid cargo; suitable receptacles placed under pipe joints
- tanks are sealed with the exception of safety valves; tank vents fully operational; fire-extinguishing appliances and agents (hydrants, foam apparatuses, sands) placed close to the pipeline joints
- electrical equipment on board is in good working order and in good repair; air lines of appropriate recognizable type
- no heaters are used; the exception are pump heaters and those used in the galley (to be placed in appropriate space)
- ship is adequately supplied with necessary anti-sparking tools
- all spaces in the near vicinity of tank vents are closed and that there exists a continuous natural ventilation in all spaces liable to containing inflammable gas
- during loading/discharge operations qualified crew-members keeping watch are on deck and the ship's officer responsible for cargo handling operation and fire prevention in the control room (pumping room)
- there are appropriate ladders for safe boarding sufficiently lighted by night
- there are pilot ladders on the seaward side of the ship serving for disembarkation
- loading arms are supported by wooden flooring
- there is compliance with the regulations forbidding smoking and open fire on board.

Article 19.

Unauthorized persons and vessels are not permitted to sail and stay within the Port area. On board the ships there must be a regular shipkeeper service to prevent boarding of unauthorized person.

Person responsible for the safety of ship should submit either to the responsible person of the Port of Rijeka Authority or the Loading Master, as the case may be, its *Plan of actions for keeping the ship safe*.

Article 20.

When loading/discharge operations are conducted at night, the quay wall area or apron, tanker berthing area and working area should be sufficiently illuminated (at least 20 luxes).

IV. NOTIFICATION OF ARRIVAL**Article 21.**

24 hours prior to arrival, the shipowner or his agent should send to the Concessionaire relevant notice of arrival containing the following data:

- ship's name, nationality, deadweight, draft and length
- type and quantity of cargo
- last port of call and date of departure from the same
- estimated time of arrival (date and hour)
- origin and quality of cargo
- temperature of crude oil in degrees C
- actual capacity of tanker discharge pumps.

Article 22.

The Master shall send a notice of arrival of the tanker to the anchorage or pilot boarding station to the Port of Rijeka Authority (RPCC) on VHF channel 09, not later than 2 hours before the estimated time of arrival. The final notice of arrival shall be sent immediately after entering the passage Vela vrata.

Upon receiving the notice, the RPCC shall notify the Master of the place and method of anchoring or berthing, pilot boarding location respectively, and if necessary, inform the pilots accordingly.

Article 23.

Prior to arrival, the Master must make sure that all crew members are acquainted with the anti-pollution measures pursuant to the Marpol Convention which must be complied with at all times during the ship's stay at the Terminal.

V. ARRIVAL AND BERTHING OF SHIPS

Article 24.

Upon boarding, the pilot should notify the Master of the usual berthing method. The Loading Master and/or the Harbour Master's Office may prohibit entry of a tanker in or departure from the Port and/or may suspend port commercial operations in the event of adverse weather conditions or other situations which constitute a human and property hazard in the Port.

- The berthing manoeuvre of vessels whose superstructure surface (windage area) exceeds 6000 m² is suspended at wind speeds of 30 knots. At wind speeds of 25 knots the same suspension shall be applied to vessels with the superstructure surface ranging from 6000 to 6700 m². Vessels having a superstructure surface in excess of 6700 m² shall be subject to a 20 knots wind restriction on berthing. Windage should be calculated as LOA times mean freeboard.

- Every manoeuvre is suspended at the wind speed exceeding 30 knots.

With weather forecast anticipating stronger winds and higher seas which could imperil safety of ship, port facilities and equipment, the Harbour Master's Office may, upon receiving the Concessionaire notice, order the ship to suspend all loading/discharging operations, even to leave the port as the last resort.

Article 25.

If, in the event of ship engine breakdown, the ship is likely to drift, it is necessary to immediately contact, either the RPCC by VHF channel 09 or the Harbour Master's Office by VHF channel 10.

Any defects in the vessel's anchoring or mooring systems or any limitation existing in this respect, should be reported to the Harbour Master's Office which shall decide whether there is a possibility for such vessel to be moored and under which conditions.

Ship shall at any time be ready for manoeuvring maintaining minimum 30% of summer loadline (SDWT) .

For the purpose of manoeuvring, all ships are required to maintain a reasonable quantity of ballast so that the propeller remains immersed while maintaining a reasonable stern trim.

Unless otherwise approved by the Harbour Master's Office, propeller of any ship shall be immersed at all times when vessels are alongside.

Article 26.

Pilotage is compulsory within the port if a ship is moved from one berth to another. Boarding of the pilot shall take place at the pilot boarding station or an anchorage

indicated on sea charts. The pilot shall land after the ship has been safely berthed. All vessels are required to take pilot on board at the pilot boarding station. When embarking the pilot, a ship has to make a lee for the pilot boat and ensure safe boarding of the pilot by pilot ladders, ship's gangway, or a combination of pilot ladder and the ship's gangway.

(Supplement: sketch of pilot ladders fitted on board a ship).

On the navigating bridge, pilot ladders, gangway or their combination, there must be a responsible person capable of speaking and understanding English .

Article 27.

The Master of a ship shall, in consultation with the pilot, determine the number of tug boats to attend the ship manoeuvring operation.

For tanker manoeuvring purposes under normal weather conditions the Port practice requires:

- that vessels up to 180 m are attended by 2 tugs on arrival, 1 tug on departure
- that vessels from 180 to 240 m are attended by 3 tugs on arrival, 2 tugs on departure
- that vessels from 240 to 280 m are attended by 4 tugs on arrival, 2 tugs on departure
- that vessels over 280 m are attended by 5-6 tugs on arrival, 3 tugs on departure

For the safety arrival of a ship to berth, it is recommended that the sum of the engine force of all tug boats attending the ship be equal to approximately one third of the ship engine driving power. In other words, each tug boat to have minimum 30 t of bollard pull.

Should the pilot consider that the number of tug boats is not sufficient to ensure the safety of the ship and port during manoeuvring, he shall notify the Harbour Master's Office who will decide on the minimum number of tug boats required to attend the ship.

The number of tug boats required for damaged (unable to move) and untypical vessels shall be notified by the Harbour Master's Office.

The speed of all ships and boats sailing within the Port area must not exceed 6 knots.

(Supplement: sketch showing entering and berthing details for the Omišalj Basin).

Article 28.

At all time during vessel's stay in the port, the main engines must be maintained in a state of readiness so as to vacate the terminal within the shortest possible time in case of need.

Article 29.

A ship in the port shall be safely moored using appropriate mooring lines and mooring equipment. An efficient monitoring must be maintained on the vessel's mooring at all times to ensure that the ship be made fast as close alongside as possible and that all mooring lines can be properly tensioned and tended when required.

Master should ensure that mooring lines are in good condition. Winche brakes should be in efficient operating order and able to meet the needs at the berth. Consequently, their holding power should be at least 60% of the breaking load of the vessel's mooring lines.

It is the Master's responsibility to ensure that his vessel remains securely moored at all times whilst in the port.

Article 30.

A tanker must be moored in such a way as to ensure a fast unmooring manoeuvre, with its fore end facing the Port exit, except in special cases when owing to technical reasons, approval for a different method of mooring a ship shall be issued by the the Harbours Master' Office and the Port Authority with the agreement of the Concessionnaire (Supplement: mooring plan).

On the seaward side of every tanker staying in the Port there must be safety towlines of appropriate dimensions (thickness and length) , tightly fastened to the fore and stern towing bits and lowered up to one meter above sea level, so that in case of emergency tugboat can catch them and remove the ship from the imperiled position.

Side-to side berthing of ships in the Port is prohibited without permission of the Harbour Master, Port Authority and respective ships Masters, with notification to the Concessionnaire.

Article 31

During mooring, unmooring and moving operations taking place in the Port, all vessels are required to use linesmen. The number of linesmen shall be sufficient to ensure a safe manoeuvre within the Port area.

At least two mooring boats shall attend mooring operation.

They should have following technical characteristics :

- Length 10 – 15 m
- Engine power 73 – 184 kW
- Speed around 10 knots
- Communication by portable or fixed VHF Radio.

VI. PORT OPERATION PROCEDURES

Article 32

A ship shall be deemed to have entered the Port after it has dropped anchor at an anchorage, exhibited anchor markings or being safely berthed alongside.

Article 33.

While the tanker is in the Port, it shall carry a sufficient number of deck and engine room crew member (of appropriate qualification and authorization) to be determined by the Master, to ensure safe manoeuvring, shifting or salvage operation.

Ship fire fighting appliances shall be fully operational and the ship ready to leave the berth and clear the port immediately.

Article 34.

Tankers may stay in the Port only during loading or discharging operations which should be conducted by appropriate terminal's facilities and while carrying out administrative formalities relating to departure, no more than 2 hours at no extra charge.

Article 35.

Tankers staying in the Port, conducting loading and discharge operations, are required to display, night and day, appropriate signals defined by the International Signal Code. A foreign flag ship may hoist a small or large code pennant in the Port if so approved by the Harbour Master's Office. A ship may use the ship's whistle (sirene) only on the basis of a previous approval obtained from the Harbour Master's Office, except in the case of emergency.

Article 36.

No lowering of lifeboats, rescue boats, liferafts or other floating gear shall be allowed, either in the Port or anchorage, without the consent of the Concessionnaire and the Harbour Master's Office.

Article 37.

It is forbidden to carry out the following actions in the Port area which may:

- put human lives in danger
- cause fire
- cause pollution of the sea
- cause damage to other vessels and boats, quays, port installation and facilities.

It is expressly forbidden in the Port area:

- to obstruct access to mooring equipment;
- to have ships and boats moored to navigation marks and other marks, devices and equipment not designed for mooring and to move about the same.
- to fit, shift, change, remove or damage navigation and other marks or mooring equipments, unless duly authorized;
- to cause damage to wharves/quays by heavy vehicles, by stowing heavy objects exerting impermissible loads, driving wedges, beam etc. into the wharf structure or conducting any other actions causing damages to quays;
- to weld or light open fire on the wharf and mooring equipment;
- to clean, scrub or paint the freeboard and underwater surface of ships or boats shell plating;
- to pollute the air by emitting dust, smoke or other gases whose quantity exceeds permitted values specified in special regulations;
- to keep the ship's propeller turning, except when required for necessary ship manoeuvre;

- to swim, take a ride in speed-boats, windsurf, train water-skiing or water-skiing;
- to catch fish or other sea organisms;
- to put in danger safety of navigation in any other way;

Article 38.

Ships, boats and other floating craft are not permitted to berth or sail without approval of the Port Authority and without consent of the Harbour Master's Office.

VII. UNBERTHING AND DEPARTURE OF SHIPS

Article 39.

The person in command of a ship or his agent shall notify the Harbour Master's Office of his departure prior to leaving the Port.

The notice of departure shall be given one hour before departure of the ship at the latest. On the basis of the notice of departure the Harbour Master's Office shall issue Outward Clearance to the ship.

Article 40.

On the occasion of the departure of the ship from the Port, the pilot shall board the ship from the quay, while the ship is still berthed and shall disembark at the pilot station or anchorage.

Article 41

The ship should afford a safe lee to the pilot boat when disembarking the pilot and enable the pilot to gain safe and convenient landing using the pilot ladder, ship's gangway or a combination of the two.

Article 42.

The ship shall be deemed to have cleared the Port:

- when at the anchorage it has heaved up and stowed the anchor in the hawse pipe;
- on clearing the port at the time when the pilot has disembarked.

VIII POLLUTION PREVENTING MEASURES

Article 43.

When in the Port, the tanker shall be encircled with floating barriers on the seaward side as a protection from oil spillage or other sort of pollutants.

Article 44.

Every possible precaution shall be taken by Masters for the purpose of preventing oil pollution in the Port. Masters must advise the Loading Master and the Harbour Master's Office if their vessel has sustained any damage which could cause oil pollution and confirm any known oil losses from hull or sea gate valves/ suction valves.

Cleaning of tanks is not allowed, except cargo crude oil washing, without the permission of the Harbour Master's Office.

It is forbidden to discharge or jettison dangerous material, especially inflammable liquids, on the shore or to the sea.

All residues must be collected and separately stored on board the ship or handed over to appropriate concessionaires.

Article 45.

In case of oil pollution (crude oil spillage or oil derivative spillage), Masters or persons taking their place, must immediately notify the Loading Master who shall suspend all commercial operations of the ship. In addition, this message shall also include necessary details on the extent of the pollution, to help take appropriate action.

Every such pollution incidence shall be immediately reported by the Concessionnaire to the Harbour Master's Office, the Port Authority and other concessionaires responsible for sea water cleaning.

Article 46.

In the event of an extensive crude oil spillage (caused by breakdown and the like) when spreading of crude oil to the area out of the Omišalj Bay is likely to happen, the Loading Master should activate the so-called air curtain fitted across the entrance of the Omišalj Bay, informing the Harbour Master's Office and the Port Authority accordingly.

Article 47.

In case of sea pollution, the Concessionnaire is requested to instantly take all necessary actions for cleaning of the sea and coastal land at the expense and risk of the party having caused the pollution.

Article 48.

All vessels are required to confirm the amount of ballast in advance .

Prior to arrival of the ship, the Master shall communicate the following details to the Port Authority:

- amount of ballast
- location of ballast loading (ballasting)
- location of ballast changing
- declaration that ballast is free of oil (not polluted)

Only the ballast contained in the tanks completely separated from the cargo tanks will be allowed to be discharged into the Port area, in accordance with the regulations dealing with ballast water handling, and, if so, only after obtaining the Harbour Master's Office approval.

Article 49.

Ship Masters are required to control the discharge of ballast from segregated tanks at regular intervals to be sure that no hydrocarbon is contained in the ballast water.

IX. INERT GAS**Article 50.**

Cargo tanks shall be checked by the Concessionaire, Loading Master respectively, for the purpose of establishing oxygen content in the tanks. Before the cargo loading commences, all cargo tanks should be properly inerted so that oxygen content does not exceed 8% of the gas mixture volume. In case of a higher oxygen content, the ship will be required to vacate the berth and return to the anchorage to continue with inerting until the given values are attained.

Article 51.

During tanker discharge operation, cargo tanks should be inerted to have an oxygen content below 8% and a constant positive pressure. If, because of the ship inert gas system not working properly, any of the tanks are found to have oxygen content in excess of 8%, the ship must immediately suspend the discharge operation and inform the Loading Master accordingly. No discharge operation shall take place until the failure of the inert gas system has been eliminated.

X. SAFETY MEASURES AND FIRE-PREVENTION

Article 52.

Every vessel's fire fighting appliances (including main and emergency fire pumps) should be kept ready for use at any time, with at least one fire pump maintaining pressure in the mains manifold.

Before loading/discharge operations commence, and during periods intended for the permitted repair works, at least two fire hoses must be uncoiled and connected to the fire mains. One of them must be placed forward and the other abaft the manifold.

To ensure the safety at berth, there must be water in the fire piping at all times while conducting commercial operations.

In addition to special fire fighting installation ashore, every tanker engaged in discharging and/or loading operations in the Port, should also have :

- one portable foam fire- extinguisher, minimum capacity 100 lit.
- two mobile fire extinguishers, capacity 10 lit.

Should the fire fighting appliances on board a tanker be deemed inadequate, the Concessionaire may request the ship to take firemen on board, at the ship's own expenses.

Article 53.

When a tanker is berthed in the Port, it is compulsory to have a tug boat (Art. 17) ready in the Port area, with necessary fire fighting appliances.

Article 54.

Any loading/discharging operation of the liquid cargo in the Port should be conducted solely in the presence of the Loading Master.

The Loading Master shall establish whether the operations are properly carried out, if the required protection provisions have been complied with, whether all safety appliances and equipment are fully operational and all other safety at work conditions have been met.

Article 55.

It is the duty of the Loading Master to inform the Harbour Master's Office about any failure found on the ship's piping and other equipment used for discharge and/or loading operations.

Article 56.

It is compulsory for every discharge/loading operation carried out in the Port:

- that the Loading Master and the Ship's responsible person are present at the site from where loading/discharging operations are controlled
- that tank vents and covers are closed;

- that “no smoking” regulation is strictly observed everywhere except at the places assigned for that purpose;

Article 57.

No loading/discharging operations shall be carried out in the Port:

- during thunderstorms
- in case of fire, either ashore or on board any vessel in the Omišalj Bay

Article 58.

Between the Despatch Centre and the ship conducting discharge/loading, there must be a constant fail-safe connection either by telephone or any other means of communication.

Article 59.

The Concessionnaire is required to obtain an appropriate certificate from the Ministry of the interior concerning the classification of the building objects, sections and tracts into different fire-threat categories, to draw up and issue fire-prevention plan based on the fire-threat assessment, establish a fire-prevention department which shall include a fire-brigade and an appropriate number of workers responsible for internal control over the fire prevention activities.

XI. WORKS IN THE PORT**Article 60.**

No repair or other works shall be carried out on tankers in the port which may render the ship unseaworthy.

Article 61.

No works requiring use of open fire or other works likely to produce heat, sparks etc., shall be permitted on board tankers.

Article 62.

Any ship in the Port shall be permitted to conduct regular maintenance works if these are deemed urgent and important for the ship safety.

Prior to entering the Port, the Master of the tanker shall submit an application to the Port Authority for the works to be carried out.

Article 63.

No permit for the above mentioned works shall be granted unless:

- a statement has been made in writing by the master of the tanker declaring that the responsibility for the works rests on him, giving details of the works involved, contractors, site of works and their anticipated duration,
- an opinion in writing has been given by the the Concessionnaire to conduct such works
- the approval of the Port Authority and consent of Harbour Master's Office have been obtained.

Article 64.

On the basis of the Concessionnaire's opinion in writing and in compliance with his instructions, The Port Authority may give their permission for the said works, with the consent of the Harbour Master's Office.

Depending on every single case, the Concessionnaire may insist that the works are executed in the presence of a competent person.

The Concessionnaire and/or Harbour Master's Office can suspend all works should it be established that the required safety measures are not observed.

Article 65.

Should the works to be executed on board a tanker lead to the immobilization of its engines, the tanker shall be directed to the tanker anchorage in the Rijeka Bay, to the position approved by the Port Authority with the consent of Harbour Master's Office.

Such works shall be carried out in favourable weather conditions only and with permanent assistance of tug boats whose number should guarantee the safety of the ship.

XII. MEASURES TO BE TAKEN IN CASE OF EMERGENCY**Article 66.**

There are three contingency plans, issued by the Concessionnaire, to be applied in case of emergency:

- Plan for prevention of fire and technological explosions at the Omišalj terminal
- Operational contingency plan in case of incidental pollution
- Operational contingency plan for environmental protection.

XIII. CONCLUDING PROVISIONS

Article 67.

It is the Concessionnaire's obligation to see that the required conditions and measures for the transport and handling of dangerous goods in the Port are duly complied with at all times.

Article 68.

No gas-freeing, tank cleaning and de-rating of the ship can be carried out in the Port.

Article 69.

A ship shall render first aid to all injured person on board. The Master shall contact the Port Authority, Harbour Master's Office and the Concessionnaires informing them briefly about any incident involving:

- serious injury of one or more persons
- minor injuries of a number of persons, or
- death on board.

The Concessionnaire or other concession holders conducting various harbour and commercial activities in the Port shall, in the event of a heavy injury of a person, light injury of a number of person, of death of a person in the Port area, notify the Port Authority and Harbour Master's Office with a brief description of the incident.

Article 70.

No sport and similar activities may take place within the Port area.

Article 71.

The provisions of this Regulation shall be made known to the Masters of the ships calling at the Port by the port agents.

Article 72.

This Regulation, for which the previous consent has been obtained from the Rijeka Harbour Master's Office, by its decree Class: 011-01/03-02/26, Off. No. 530-03-02/03-2003-4 dated 3rd December 2003, shall enter into force as of the eight day of its announcement on the notice board of the Port of Rijeka Authority.

CHAIRMAN, ADMINISTRATIVE BOARD

Prof. Pavao Komadina, D. Sc.

Announced : 23. 12. 2003

Entered into force: 32.12.2003.

