

MORMUGAO PORT TRUST

PROCEDURE MANUAL  
FOR MARINE  
DEPARTMENT

# PRE-ARRIVAL PROCEDURE OF VESSEL

- Its mandatory for vessels calling Mormugao Port are required to send ISPS message to agents 96hrs in advance. Agents delivers the message to Harbour Master on the next working day.
- Agents file a profile in the PCS system which is approved or rejected by the Harbour Master depending upon the validity of the certificates.
- Agents then have to nominate the vessel through SAP and get the VCN no which is displayed at the signal station.

# PRE-ARRIVAL PROCEDURE OF VESSEL contd.

- Agents then have to nominate the vessel through SAP and get the VCN no which is displayed at the signal station.
- Every morning at 10AM there is a berthing meeting attended by TM / HM and the agents of the vessels. Next days berthing programme is made at the meeting and the copies are sent to Chairman / Dy Chairman / Signal station / Pilot room / All HODs / Pilots and all agents.

# PROCEDURE FOR VESSELS ENTERING MPT PORT LIMITS

- All the vessels which have been duly nominated by the agents are permitted by the signal station to enter the port limits and assign anchorage. All the vessels which plan to load outside only are assigned working anchorages as planned. All the vessels loading through transhipper vessels are assigned anchorages in the TV area for smooth operation. The vessels nominated to berth straight away are called 2NM west of entrance buoys in turns depending upon time of berthing.

# PROCEDURE FOR VESSELS ENTERING MPT PORT LIMITS contd.

- Pilots are informed of the time the vessel will be 2NM west of entrance buoys by the signal station. Duty pilot in turn tells the signal station to send the transport at particular time so that he can reach the vessel in duty launch 15minutes prior arrival of the vessel. Pilot launch reaches 2NM west of entrance buoys and embarks the pilot to the ship through pilot ladder. Pilot then navigates the ship safely through the channel and berths the ship safely.

# UNBERTHING OF VESSELS

- Vessels planned to sail from the port in the berthing programme are sailed out as per the timing given in the berthing programme depending upon the completion of cargo operation of the vessel. If there is a delay of any sort, signal station is informed 2hrs in advance about the sailing out of the vessels. If the agent of the respective vessel does not inform the signal station 2hrs prior to the departure time then cancellation is put.

# UNBERTHING OF VESSELS contd

- Pilot boards the vessel from the jetty or the sea-side within 30minutes of the scheduled time of departure. Normally pilot boards 10-15minutes before time and plans out with the master the procedures for unberthing the vessels. If the ship is ready when the pilot boards, tugs are called and made fast to the ship as per the master's request and pilot's advise.

# UNBERTHING OF VESSELS contd

- Mooring gang is called and they reach the jetty or the mooring dolphin 20minutes prior to scheduled departure. Then with the help of the tugs and master's order and pilot's advise the ship is safely taken out to the outer buoys. Pilot disembarks from the vessel on the pilot launch.

# Mandatory rules for all ships prior sailing out –

- One day before scheduled departure of the vessel agent of the concerned vessel deposits port acquittance of the concerned vessel and if it is found correct then the permission is granted by HM for sailing out of the vessel. The port clearance is sighted by the pilot on boarding the vessel and number given to signal station.

# Approximate time taken for berthing :

- Berth No. 5 – 1.5hrs
- Berth No. 6 – 2.0hrs
- Berth No. 8 – 2.0hrs (with the new mooring arrangement leaving space for Adani terminal)
- Berth No. 9 – 1.5hr (Ships upto 75000MT deadweight)
- 2.0hrs (Ships over 75000MT deadweight)
- Berth No.10 – 2.0hrs
- Berth No.11 – 2.0hrs
- MD1/2, MD 2/3, MD3/4, MD4/5 & MD5/6 – 2.0hrs

# Approximate time taken for unberthing :

- Berth No. 5 – 1.0hrs
- Berth No. 6 – 1.0hrs
- Berth No. 8 – 45minutes
- Berth No. 9 – 1.0hrs
- Berth No.10 – 1.0hrs
- Berth No.11 – 1.5hrs
- MD1/2, MD 2/3, MD3/4, MD4/5 & MD5/6 – 1.0hrs

# PROCEDURE FOR FIGHTING OIL POLLUTION

- Whenever incident of oil pollution is reported to the port control the duty pilot is deputed to investigate the matter and at the same time the fire brigade is alerted to proceed to the scene of pollution with the necessary equipment. After verifying the source of oil pollution for ex a ship or shore installation, they are informed about the said pollution and a notice is also sent by the DC/HM informing

# PROCEDURE FOR FIGHTING OIL POLLUTION contd.

- them that as per the provisions of the Indian port acts they are liable for a fine of Rupees 5lakhs also payment of the actual incurred by the port for combating and containing the oil pollution. The vessel is given outward clearance only after receiving receipt of the said fine paid to FA&CAO MPT. Chairman, Dy Chairman, DC and HM are informed by the signal station.

# PROCEDURE FOR BUNKERING BY BARGE

- In Mormugao port only two barges owned by M/s Sesa Goa Ltd and Shahi shipping Mumbai are permitted for supplying bunkers to the ships when required. The barge Betim is owned by Sesa Goa and the barge Royal Pamba is owned by M/s Shahi shipping Mumbai. Both these companies are paying license fees to MPT every month.

# PROCEDURE FOR PERMITTING BUNKER SUPPLY

- The agents of the vessel put a requisition to HM or DC for the supply of bunkers to their respective ships through IOC / HPC by barge for the vessels at anchorage. The barge supervisor takes permission in writing from HM or DC for supplying bunkers to vessel after depositing berth hire / warfage and shipping bill in advance. After citing the above documents the permission is given for supplying bunkers during day-light hours only.

# **Duties of Personnel in** **Marine Department**

MORMUGAO PORT TRUST

# DEPUTY CONSERVATOR

- Implementing QMS to achieve quality objectives and targets. Ensure monitoring and measurement of key characteristics of operations and activities that may have a significant impact on the environment.
- Deals with non-conformances and takes appropriate corrective and preventive actions related to the QMS. Identifies resource requirements to meet the departmental needs for the QMS.

# DEPUTY CONSERVATOR contd.

- Identifies training needs of all the employees of Marine Dept. and ensure they are suitably trained.
- Conservation of all the fairways of the port. Giving draft permission to vessels after taking into consideration the safety aspects of the vessel and port property.
- Port Pilot services, programming of movement of ships in and out of the harbour and alongside berths.
- Monitoring and reviewing the ISPS Code in the Port.

# **DEPUTY CONSERVATOR contd.**

- Maintenance of all the moorings and running maintenance of tugs.  
Maintenance and control of navigational aids, Port Signal Station and control of communications.
- Control and running of the port flotilla, diving operations, marine survey, and operation of the Port fire service.

# DEPUTY CONSERVATOR contd.

- Maintenance Dredging of the Navigable channel, turning basin and alongside berths.
- Preliminary enquiries into marine accidents. Establishment matters of the Department. Planning for requisitioning of floating crafts inclusive of its staff. Water supply for ships and port users.
- Appointment of Class III & IV employees in Marine Department and dealing in respect of establishment matters.

# HARBOUR MASTER

- Port pilotage services including programming of movements of ships in and out of the harbour and alongside berths.
- Monitoring supply of fresh water to ships through contractor.
- Control of all port crafts, navigational aids, including channel and mooring buoys.
- Control of Port Signal Station and control of communication. Operations of storm and safety signal services.
- Monitoring and combatting oil pollution.

# HARBOUR MASTER contd.

- Assisting Deputy Conservator in Control of Port Fire Services & Marine Survey operation including maintenance dredging of navigable channel and alongside berths and also ISPS Code.
- To issue hot work permit on receipt of inspection report from Fire Officer/Station Officer and monitoring the progress of the hot work as per the provisions of the Explosives (Control) Act, through Fire Officer/Station Officer.
- Establishment matters and any other duties assigned by the Deputy Conservator.

# PA to DC

- To assist DC in day to day work.
- To monitor weekly, fortnightly, monthly, quarterly and annual review to be submitted to various Departments/Authorities.
- To maintain dossiers of CRs pertaining to Marine Dept. and any other work assigned by DC.

# PILOTS

- Piloting the vessels in and out of the harbour and alongside berths during day & night under the direction of DC and HM.
- Assisting Harbour Master in any safety and pollution related matters or any other duties assigned by the Deputy Conservator/Harbour Master.

# **SUPERINTENDING ENGINEER**

## **(MARINE)**

- Maintenance of Port crafts including revalidation of statutory certificates, maintenance of “Class” dry-docking, running repairs. Assisting CME in organising major repairs of crafts, dry docking and procurement of new crafts. Monitoring tugs engaged on contract basis. Monitoring allocation of duties to the subordinates from time to time.
- Indenting fuel and spares for crafts. Preparation of fair defect list for crafts and any other connected duties assigned by the Deputy Conservator.

# **CHIEF ENGINEER (MARINE) (OFFICE)**

- Assisting Superintending Engineer (Marine) in day to day operation maintenance of Port crafts. To follow up work orders issued to Workshop. Guidance to Engineers/Masters in maintenance of machineries, equipments of crafts and assisting for surveys/ preparation of fair defect list and any other duties assigned by HOD.

# CHIEF ENGINEER (MARINE)

- To operate and maintain all machineries, equipment with overall guidance of SE(M)/CE(M) (Office).
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- Raising work orders for Workshop as necessary. Maintenance of records of operations/maintenance as necessary. Also on spot supervision of repair works. Preparing tugs for surveys. Monitoring allocation of duties to the subordinates from time to time. Any other work assigned by SE(M)/DC.

# MARINE SURVEYOR

- Marine survey work of the Port area and foreshore area within the Port limits including monitoring of dredging outsourced to contractors and preparation of sounding charts. Verification of contractors' bills of maintenance dredging as per the soundings and conditions of the contract. Monitoring channel and berth depth and to calculate quantities to be dredged to attain notified depths at various parts of the Harbour and Navigational channels. Preparing Tender documents for maintenance dredging. Maintaining all the survey equipments. To control and monitor day to day allocation of the work to the subordinates. Any other duties assigned by the Deputy Conservator.

# COMMUNICATION OFFICER

- In-charge of Signal Station Communication Section of Marine Department. Procurement and maintenance of Radio, Echo sounding equipment, DGPS equipment, walkie-talkies, VHFS and other communication equipments. Monitoring the operations and maintenance of VTMS. Pursuing and obtaining relevant licences for wireless equipments from the Ministry, frequency allocation permission, payment of licence fees, royalty etc. Monitoring allocation of duties to the subordinates from time to time. Any other duties assigned by the Deputy Conservator.

# SIGNALLER CUM RTO's

- In charge of watch at Signal Station. Constant monitoring of all the shipping movements and recording of timings, ships particulars, telephone/VHF messages, changes in timings of shipping movements and conveying same to all concerned, working of lighted buoys and Light Houses, obtaining weather messages and displaying appropriate signals, communication with ships, port officials & port users, maintenance of log books, attending to fire calls and other emergencies. Any other duties assigned by the Deputy Conservator.

# RADIO TECHNICIANS

- Maintain of VHF's, walkie talkies, Marine Survey DGPS equipment and echo sounder, loudhailers etc.
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- Upkeep of maintenance and inventory log books. Any other duties assigned by the Communication Officer, HM and Deputy Conservator.

# DY.CAO

- Control and supervision of office staff and establishment matters. Processing bills, monitoring and controlling ERP system of HR and Pay Roll module, MM module POS module and Project System module, preparing and monitoring the budget pertaining to Marine Department. Monitoring allocation of duties to the subordinates from time to time. Any other duties assigned by the Deputy Conservator.

# FIRE OFFICER/STATION OFFICER

- In charge of fire fighting equipment and personnel. Preparation of Indents & inventories. Incharge of maintenance of fire fighting equipments. Allocation of duties to the Fire Station staff. Monitoring and reporting the progress of hot work licences to HM from time to time and to follow the instructions of HM.
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- Maintenance of fire and oil pollution patrol. Monitoring allocation of duties to the subordinates from time to time. Any other duties assigned by HM and Deputy Conservator.

# SUB-OFFICER

- In charge of the shift and in charge of fire fighting unit in the absence of Station Officer. Assisting Station Officer in maintenance of fire fighting appliances. Maintenance of fire and oil pollution patrol. Allocation of duties to the Fire Station staff. Monitoring and reporting the progress of Hot work licences to HM from time to time in the absence of FO and Station Officer. Any other duties assigned by FO, HM and Deputy Conservator.

# **ASST. DREDGING MASTER/INLAND**

## **MASTER-I**

- Overall in charge of craft. Responsible for navigational handling of the craft, upkeep of hull, deck, deck machineries, safety equipment and house keeping of their crafts. Raising work orders for repair maintenance of hull, deck and equipment under their control and maintaining records of same. Preparing the vessels for survey. Recording of attendance of the posted staff and forwarding the same to the CO(PR). Any other work assigned by HM and DC.

# CONTROLLING OFFICER (PILOT ROOM)

- Controls the Port crafts movement under instructions from Harbour Master. Prepares availability positions and break down records of crafts. Raise work orders for repair maintenance of launches/water barge/mooring barge etc. and keep the record of same. Control water supply to ships through contractor and bunkering to port launches and barges. Inviting quotations for diving operations in case of emergency. Overall in charge for attendance of flotilla and shore gang staff and SO(M) staff. Allocation of duties to the Time Keepers. Monitoring operation and maintenance of buoys and lighting equipment system in the respective channels. Monitoring the launches engaged on contract basis and any other duties assigned by HM/DC.