



PARADIP PORT AUTHORITY
MARINE DEPARTMENT

GENERAL INSTRUCTIONS - 2022 TO ALL VESSELS CALLING PARADIP PORT

1. Vessels calling Paradip Port must send pre-arrival notifications on security **(PANS) and Crew List** to Paradip Port Signal Station (email id: signalstation.ppt@gmail.com) and other agencies at least 48 hrs prior arrival. For vessels on short voyage, **(PANS) and Crew List** must be sent immediately on departure from last port. PANS format and e-mail ids of all concerns will be sent by the shipping agent. (DGS orders circulated vide letter No.: 303, Dt.21.03.2022)
2. As per DG Shipping Order No.02 of 2012 (No.48-NT(1)/2012 Dt.17.05.2012), the use of Thuraya, Iridium and other such Satellite Phone is banned in India under Section-6 of Indian Wireless Act and Section-20 of Indian Telegraph Act. All vessels should **provide the details of Thuraya, Iridium** and other such sets carried on board in PANS Report.
3. Vessels must send scanned copy of **Vessel's Arrival Report** as per attached format (36 points) to Port Signal Station (email id: signalstation.ppt@gmail.com) in order to get permission to enter port limit. Arrival report should include (i) **any deficiencies onboard** which may affect safe Navigation, Mooring or Cargo operation, (ii) copy of **Pilot ladder certificates** and (iii) copy of "**Pilot ladder maintenance log**" as required by para 2.4 of SOLAS V/23, **showing the date of pilot ladders put in use**. As per the Port notification, Pilot ladders in use for more than two years are not accepted for pilot boarding.
4. **Any deficiency** or equipment malfunction which may affect safety of navigation, mooring/unmooring operation or cargo operation must be reported to Port Control prior entering port limit or as soon as it occurs thereafter.
5. Vessels to contact Paradip Port Control on VHF Ch-16/06 at least 2hrs prior arrival port limit.
6. Port Control / Paradip VTS will advise anchor position / pilot boarding instructions.
7. Vessels must keep clear of the **Restricted Area** around the SPM operational area and pipelines as marked on charts as bound by following co-ordinates ;
 - i) Lat 20⁰ 13.4' N Long 086⁰ 36.0'E
 - ii) Lat 20⁰ 02.4' N Long 086⁰ 41.3'E
 - iii) Lat 20⁰ 06.8' N Long 086⁰ 47.4'E
 - iv) Lat 20⁰ 14.5' N Long 086⁰ 37.9'E
8. All vessels at anchor or awaiting pilot, must maintain continuous watch on vhf ch-16 for pilot boarding / other instructions from port control.
9. Vessels should strictly comply with MARPOL regulations during their stay in Paradip Port.
10. All vessels must hoist a clean Indian flag in good condition from sunrise to sunset.
11. After boarding, pilot need to check vessel's original Certificates of Class, P&I (including wreck removal/pollution liabilities).
12. Vessel must have grant of Radio Pratique/health clearance form Port Health Officer/Quarantine prior entering Port limit.
13. Feedback form may be filled up by master and submitted in a sealed envelope to agent / pilot at departure. The form may be obtained from inbound pilot/ agent/port website.

14. Declaration of security (DOS) will be signed by pilot if requested by the vessel.
15. Vessels must take prior permission through agent for main engine immobilization, underwater operation, life boat lowering, hot work and any such critical operations. Vessel must take all necessary precautions while carrying out above critical operations on board. Vessel must also report Port Control, prior commencement and after completion of the work.
16. As per "Paradip Port rules, 1966", sec.40. **Masters, etc., of vessels responsible for damages**-- Masters and Owners of vessels shall be responsible for any loss or damage caused to any of the installations or property of the port due to the negligence of their servants and the deputy conservator shall have the right to detain their vessels until the value of the loss or damage is paid or security for such payment is given.
17. Contact details of Deputy Conservator & PFSO
Capt. A. C. Sahoo
Mob: 91-7789033783
Office: 91-6722-222025, fax: 91-6722-222445
Email: dc@paradipport.gov.in,
18. Contact details of Harbour Master
Capt. Indranil Mukherjee
Mob: 9434020413
Office: 91-6722-222012, fax: 91-6722-222445
Email: hm@paradipport.gov.in
19. **In view of the Covid pandemic**, following safety measures shall be taken during pilotage:
All ship's crew at pilot boarding area and bridge team must use face mask and maintain physical distancing. In consultation with pilot, access to bridge shall be provided from outside accommodation, the passage should be clear, well lit and unlocked (especially at departure) to avoid any delay. Alcohol based sanitizer shall be made available on bridge if requested by pilot. Pilot ladders and companionway railings should be sanitized prior arrival port. For SPM vessels, pilot cabins and linen must be fully sanitized prior arrival for pilots to stay onboard.

Instructions to vessels calling ParadipPort (except tankers calling for SPM operation)

20. Report to Port Control/ VTS on VHF Ch-16/06 when passing port limit inbound / outbound.
21. Vessel must anchor at the designated anchorage area advised by Port Control / VTS. Sometimes vessels may be asked to drop anchor outside port limit due to congestion in the anchorage. Final anchor position must be 1 nm clear of other anchored vessels and at least 1.5 nm clear of buoyed channel. After dropping anchor report to Port Control. Usually Port Control will ask for confirming vessel details after anchoring.
22. Avoid calling Port Control frequently for berthing instructions. Once vessel's berthing program is fixed, Port Control will give 1 – 1.5 hrs notice for arriving pilot station.
23. All vessels, especially vessels waiting at roads to load thermal coal, must have main engine on short notice so as to arrive pilot station at 1 hr notice.
24. Panama shade to be rigged on both side bridge wings before boarding of the Pilot.

25. Pilot will board / disembark on lee side near pilot boarding ground and from sea side at the berth. Vessels may be required to keep ladders on both sides ready when requested.
26. Normally pilot boards in position 1nm south of no.6 buoy. Port Control / VTS will inform vessel pilot boarding time, position, arrangement and instructions. Vessel should neither cross/enter the channel nor proceed beyond the Pilot boarding ground unless instructed by the Pilot/VTS control/Port Control.
27. Pilot boarding arrangements must in compliance to Regulation.23 of SOLAS Chapter-V. Vessels are being denied boarding by pilot due to non-compliance pilot boarding arrangements. Especially **following para of SOLAS V/23** need to be ensured while providing pilot boarding arrangements.
- 2.4** All pilot ladders used for pilot transfer shall be clearly identified with tags or other permanent marking so as to enable identification of each appliance for the purposes of survey, inspection and record keeping. A **record shall be kept on the ship as to the date the identified ladder is placed into service and any repairs** effected.
- 3.3.1.4** The **single length of pilot ladder** is capable of reaching the water from the point of access to, or egress from, the ship and due allowance is made for all conditions of loading and trim of the ship,
- 3.3.2** An accommodation ladder in conjunction with the pilot ladder (i.e. a combination arrangement), or other equally safe and convenient means, whenever the distance from the surface of the water to the point of access to the ship is more than 9 m. The accommodation ladder shall be sited leading aft. When in use, means shall be provided to secure the lower platform of the accommodation ladder to the ship's side, so as to **ensure that the lower end of the accommodation ladder and the lower platform are held firmly against the ship's side** within the parallel body length of the ship and, as far as is practicable, within the mid-ship half length and clear of all discharges.
- 3.3.2.1** When a combination arrangement is used for pilot access, means shall be provided to **secure the pilot ladder and manropes to the ship's side at a point of nominally 1.5m above the bottom platform** of the accommodation ladder.
- (For combination ladder, Portable Magnetic pads or equivalent arrangements to be made to firmly secure the accommodation ladder and both the side ropes of the Pilot ladder individually to the ship side where in-built arrangements are not available on the ship side.)*
28. After boarding, pilot need to test ship's main engine may be upto full astern, especially for fully loaded vessels to verify steady full astern rpm is achieved. Depending on situation and circumstances, pilot may also check that vessel is able to achieve sufficient ahead speed so as to safely enter breakwater / harbour. Pilots after boarding shall verify the data on the Pilot card of Cape vessels, already submitted by the agents. Vessel will be denied berthing at Paradip Port, if any manipulation of the data mentioned in the pilot card is observed.
29. Sometimes, vessels will be required to pass two good ship's lines through aft center lead to make fast aft tug. Fwd tug is usually made fast with tug's line. Since tug lines are heavy, a messenger rope must be kept ready to pick up tug line. Tugs usually operate on VHF Ch-12.

30. Usual mooring arrangement is 4 + 2 lines fore & aft, 4 + 1 + 2 for Panamax vessels and 4 + 2 + 2 for Baby Cape / Cape size vessel. For oil tankers berthing at NOJ or SOJ, the final mooring arrangement will be 4 + 2 + 2.
31. Vessels should inform Port Control of their VHF working channel of onboard internal communication whilst in port so that vessel can be contacted in case of an emergency.
32. At all times from inbound pilot boarding until outbound pilot disembarks, vessel must maintain **minimum draft and maximum trim** as per the port requirement so as to be ready for sailing / shifting at short notice. Vessel must have her propeller fully submerged when requesting pilot.

Fair weather season (01-nov to 30-apr)

LoA	Mean Draft	Maximum Trim
160 mtr	not less than 4.0 mtr	2.0 mtr
190 mtr	not less than 5.0 mtr	2.0 mtr
230 mtr	not less than 6.0 mtr	2.5 mtr

Rough weather season (01-may to 31-oct)

LoA	Mean Draft	Maximum Trim
160 mtr	not less than 4.2 mtr	2.0 mtr
190 mtr	not less than 5.5 mtr	2.0 mtr
230 mtr	not less than 6.5 mtr	2.5 mtr

For ships with beam 40 mtr or more: (01-may to 31-oct)

LoA	Mean Draft	maximum trim
240 mtr	not less than 7.5 mtr	3.0 mtr
270 mtr	not less than 8.0 mtr	3.0 mtr
300 mtr	not less than 9.0 mtr	3.0 mtr

During fair weather period, reduction of upto 0.5 mtr in mean draft is permissible for ships with beam 40 mtr or more. Berthing, shifting and sailing of ships with beam more than 40 mtr and draft more than 12.5mtr will be carried out during daylight hours only during favourable weather conditions.

33. Vessels should inform Port Control on completion of cargo operation. However, vessel must provide at least one hour notice for receiving outbound pilot.
34. Shipping agent will arrange disposal of Garbage and Waste oil through Port approved vendors.
35. All vessels to raise Advance Notification Form (ANF) through "Swachh Sagar Portal" (<http://prf.irclass.net>) before arrival. Also to update again through the same portal, if the vessel discharges any waste to the port reception facility. No vessel will be allowed to discharge **MARPOL Annex-1 waste** unless ANF is raised through "Swachh Sagar Portal" and previous discharge details are updated on the portal at least 24hrs prior arrival.
36. Vessel should inform Port Control over VHF Ch-16/06, before receiving bunker and / or disposal of waste oil disposal.
37. Vessel should provide the quantity of Garbage/Waste Oil disposed, name of the vendor and ANF number along with the sailing particulars to the Port Control.

Instructions for tankers calling for Paradip SPM

Vessel should have at least two nos. good floating type synthetic fiber ropes of 80mm dia with two mandal / tonsborg shackles for making fast aft pull back tug and two more such ropes to be kept stand by on the poop deck for emergency use. Also, one rope to be kept ready on starboard side of no.1 tank for making fast forward tug. Two messenger ropes with D-shackles to be kept ready to pick up both SPM ropes simultaneously. Usually, Pilots board about 2.5 nm SE of respective SPM. Both the Gangways are to be kept ready at deck level for Pilot boarding. Cargo related instructions will be sent by the shipping agent or IOCL.

VLCC anchorage-I: Radius of 1.0 nm centered on lat. 20⁰ 01.8' N, long. 086⁰ 38.5' E

VLCC anchorage-II: Radius of 1.0 nm centered on lat. 20⁰ 06.4' N, long. 086⁰ 49.0' E

NO.:MD/SPG/I/7/08(Pt.IV)/2014/719

Dated, the 27th June 2022

Enclosure: 1. Arrival details (36 POINTS) of vessels

Sd/-
Deputy Conservator
Paradip Port Authority

To
All Shipping Agents
Paradip Port
(Through the President, KSAA, Paradip)

Copy to:

1. HM, PPA / All Pilots
2. Port Signal Station, PPA / Communication Officer.
3. PA to TM, PPA for kind information of TM, PPA.



FORM NO.: MD/HM/02/03/2

PARADIP PORT AUTHORITY
(MARINE DEPARTMENT)

ARRIVAL DETAILS OF VESSEL CALLING PARADIP

VESSEL'S PARTICULAR

01	VESSEL'S NAME	
02	CALL SIGN	
03	FLAG	
04	PORT OF REGISTRY	
05	OFFICIAL NO.	
06	IMO NO.	
07	L.O.A.	
08	BEAM	
09	MOULDED DEPTH	
10	FULL LOADED SUMMER DRAFT	
11	ARRIVAL DRAFT (FWD / AFT)	
12	SUMMER DEAD WEIGHT	
13	GROSS TONNAGE	
14	NET TONNAGE	
15	FULL AHEAD MANEUVERING SPEED	
16	SEA SPEED	
17	YEAR OF BUILT	
18	CLASSIFICATION SOCIETY	
19	P & I CLUB	
20	ISPS CERTIFICATE / VALIDITY	

MISCELLANEOUS

21	MASTER'S NAME / NATIONALITY	
22	NO. OF CREW / NATIONALITY	
23	ANY SICKNESS ON BOARD	
24	ONBOARD VHF WORKING CHANNEL	
25	LAST PORT OF CALL	
26	NEXT PORT OF CALL AFTER PARADIP	
27	CARGO ON BOARD (TYPE & QUANTITY)	
28	QTY OF CARGO TO BE LOADED / DISCHARGED AT PARADIP (IN MT)	
29	BALLAST ONBOARD IN MT	
30	RATE OF PUMPING OUT BALLAST	
31	NAME OF CHARTERERS AGENT	
32	NAME OF OWNERS AGENT	
33	NAME OF THE REGISTERED OWNER	
34	NAME OF THE PRESENT CHARTERER	
35	ANY DEFICIENCY ONBOARD THE VESSEL	
36	DATE OF PILOT LADDERS PUT IN USE (Provide copy of Pilot ladder maintenance Log)	

DATE:

MASTER'S SIGNATURE & STAMP