

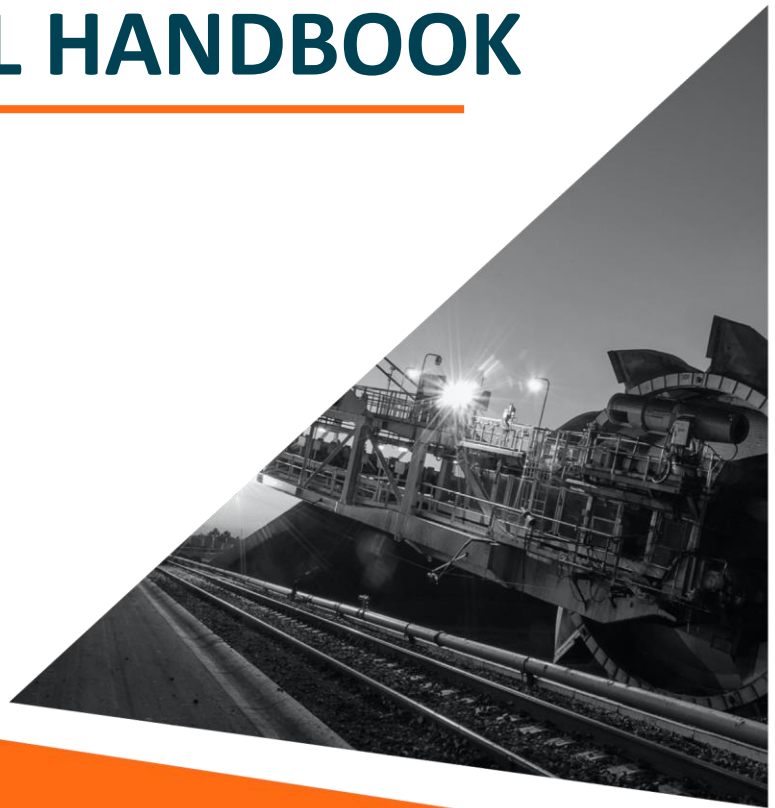


**Newcastle Coal**  
INFRASTRUCTURE GROUP

# NCIG EXPORT COAL TERMINAL OPERATIONAL HANDBOOK

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**Version 6**



# EMERGENCY PROCEDURE

IN THE EVENT OF AN EMERGENCY

1. USE THE VESSEL **RADIO** PROVIDED
2. STATE: **“EMERGENCY, EMERGENCY, EMERGENCY”**

STATE: **“THIS IS AN EMERGENCY”**, THEN PROVIDE

- VESSEL NAME
- TYPE OF EMERGENCY
- NUMBER OF PEOPLE INVOLVED
- WHAT ASSISTANCE YOU REQUIRE

OR USING ANY **PHONE**

DIAL: **4920 3999**

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## 1. PURPOSE

The purpose of this Handbook is to inform terminal users of the relevant operational protocols for the Newcastle Coal Infrastructure Group (NCIG) Berths and Coal Export Terminal. The procedures set out in this Handbook must be complied with unless otherwise agreed by NCIG.

## 2. AIMS AND OBJECTIVES

The aims and objectives of the information contained within this document are to create an understanding of the Terminal rules amongst all stakeholders to maximise operational efficiency.

## 3. REFERENCES

The purpose of this handbook is to advise all ship owners, operators and terminal operators of the requirements in Australia for the safe loading and unloading of solid bulk cargoes. This handbook aims to enhance and clarify any issues with the IMSBC code, BLU Code and Marine Order Part 34 and to provide additional guidance.

### **Industry Codes of Practice and Australian Maritime Legislation for vessels berthing at NCIG:**

The requirements for the loading and unloading of bulk cargoes are mandated by Chapter VI of SOLAS. Mandatory application in Australia is implemented through delegated legislation adopted by the Australian Maritime Safety Authority (AMSA) under the Navigation Act (2012).

- Specifically, Marine Order 34 Solid Bulk Cargoes (MO34).  
<https://www.amsa.gov.au/vessels/standards-regulations/marine-orders/>
- Other relevant Marine Orders issued under:
  - Navigation Act (2012)
  - Protection of the Sea (Prevention of Pollution from Ships) Act (1983)
  - Protection of the Sea (Harmful Anti-fouling Systems) Act (2006)
  - Marine Safety (Domestic Commercial Vessel) National Law Act (2012)
- International Ship and Port Facility Security (ISPS) Code

### **Relevant local legislation and guidelines that vessels berthing at NCIG must adhere to:**

- Work Health and Safety Act (2011) and the Work Health and Safety Regulation (2017 – as amended)
- Protection of the Environment Act (1997 – as amended)
- Port of Newcastle Ship Handling Safety Guidelines

## 4. INTRODUCTION

The Coal Export Terminal Operational Guidelines have been developed to benefit the Terminal and those using the Terminal facility to achieve safe and effective dry bulk export operations. All parties shall remain compliant with any Acts and/or Regulations and codes of practice issued by relevant authorities and by these Guidelines and the Conditions of Use issued by the Newcastle Coal Infrastructure Group Coal Export Terminal.

The information contained in this Handbook is subject to change at any time and inquiries regarding this information should be referred to:

NCIG Coal Export Terminal  
Attention: Manager – Operational Capability  
Newcastle Coal Infrastructure Group  
Locked Bag 6003  
Hunter Region Mail Centre NSW 2310  
AUSTRALIA  
Telephone: + 61 2 4920 3900  
Facsimile: + 61 2 4920 3901  
Email: [logistics@ncig.com.au](mailto:logistics@ncig.com.au)

## 5. COAL TERMINALS CONDITION OF USE

The requirement for the hire and use of this facility is governed by the terminal's Conditions of Use. This document is available upon approval of a written application to NCIG using the contact details provided above.

## 6. HEALTH AND SAFETY REQUIREMENTS

Newcastle Coal Infrastructure Group (NCIG) has a strong commitment to health and safety. The following health and safety requirements must be adhered to at all times.

### 6.1 Site Access and Inductions

All workers accessing site via the wharf security entrance must be inducted as per the NCIG HSEC.PRO.05.01 Site Access and Induction Procedure.

- Crew members wishing to leave the coal terminal are to contact their agent or other approved companies to arrange transportation.
- Crew members must carry Personal Identification papers such as:
  - Photocopy of Passport; or
  - Identification documents issued by the shipping company.
- Crew members are to walk directly to and from the transport vehicle.
- Crew members returning to the terminal will be required to report to security prior to returning to the vessel.

The NCIG terminal is a **non-smoking facility**. All personnel are **not permitted to smoke** whilst on the wharf or in any area provided for vessel administration within the terminal.

#### 6.1.1 Visitors

The NCIG requirements for visitors are:

- Notification of visitors prior to the vessel berthing. A list of visitors is to be provided as per the requirements listed in section 10.1.

- All visitors who do not have an NCIG identification card must present themselves to the wharf security gatehouse to access the berth.
- The vessel agent will be contacted should any unauthorised visitors present at the security gatehouse.
- Visitors must comply with all NCIG safety requirements, obey all lawful instructions which may be issued or given by NCIG and indemnify NCIG against loss or damage incurred.
- All visitors will coordinate their activities with the vessel agent prior to vessel berthing to minimise any disruption to loading and departure of the vessel.
- Closed circuit TV cameras are in place to monitor movements on and near the wharf areas as required by security provisions.

Vessels at the berth shall load to sail on the first available high tide within the tonnage range specified in the Shipping Contract if another vessel is awaiting the berth or will be delayed in berthing.

## 6.2 Personal Protective Equipment (PPE)

Vessel crew members attending the wharf for vessel operations must obey the NCIG safety clothing requirements as outlined below. NCIG will not provide safety clothing for vessel crew members.

- The crew can leave PPE in the assigned lockers at the NCIG security gatehouse.

No crew personal items should be left at the NCIG security gatehouse.

Vessel crews and vessel visitors must wear appropriate safety clothing and personal protective equipment (PPE) when:

- Departing or returning to the vessel.
- On the gangway

A failure to comply with this requirement may lead to delays being attributed to the vessel and a risk that the vessel will no longer be welcome to load at NCIG.



Hard hat

Safety glasses

High-visibility  
Long sleeve  
Shirt

Personal  
Floatation  
Device (PFD)

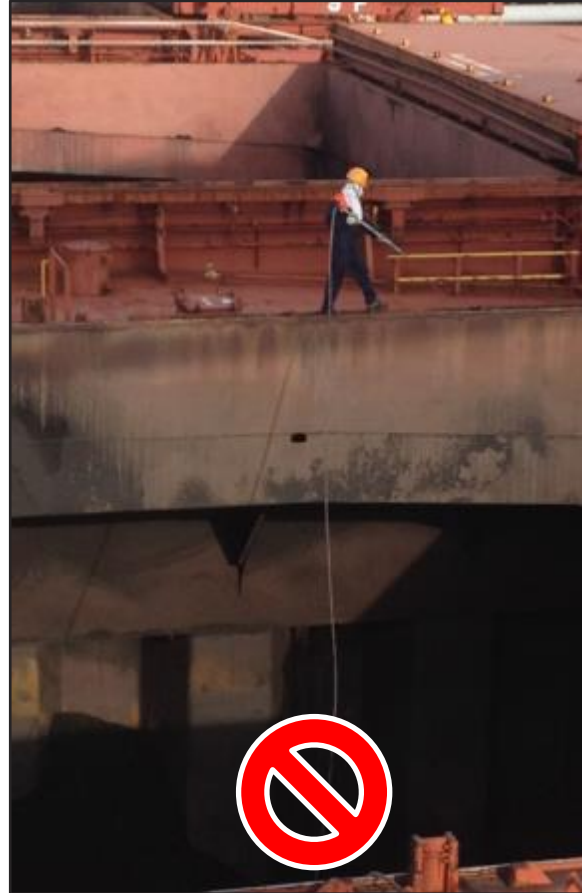
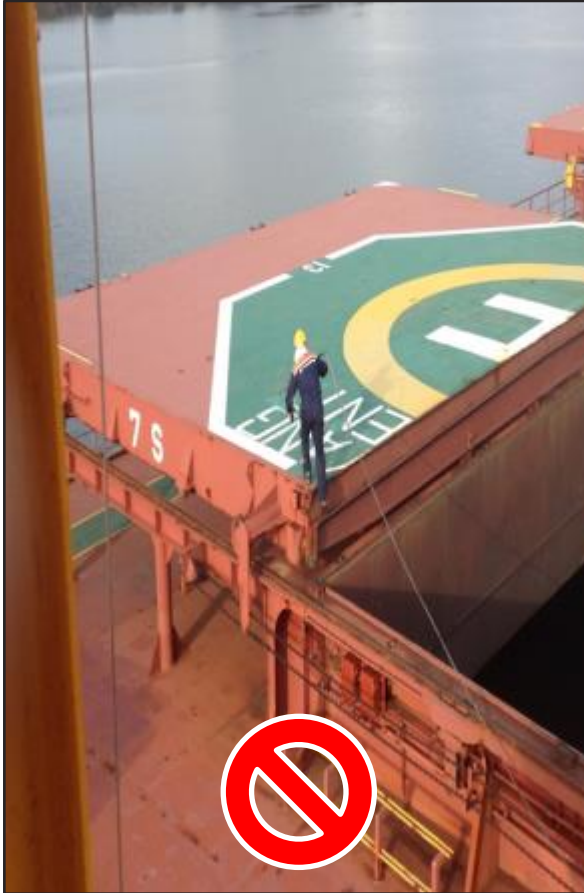
Long Pants

Steel capped  
safety boots



### 6.3 Working at Heights

Fall protection must be used if crew members are to work above an open hold or on top of a hatch cover. Crew members who are observed cleaning or working above an open cargo hold without fall protection will be reported to AMSA.



## 6.4 Working in Cargo Holds

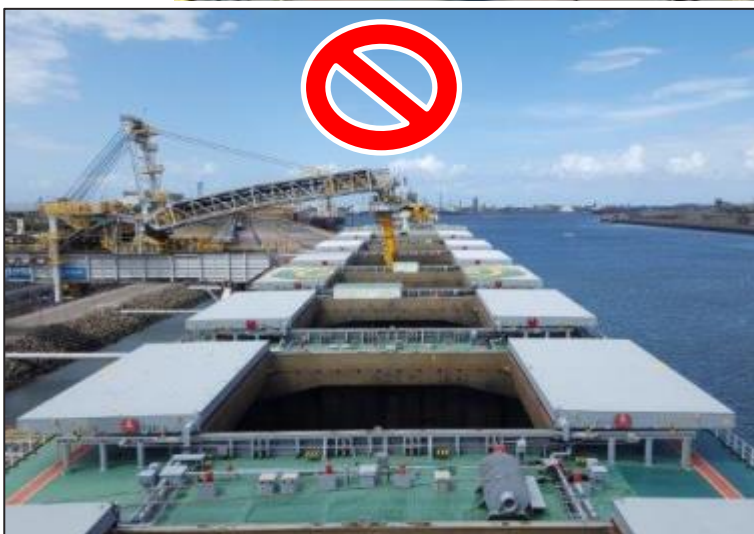
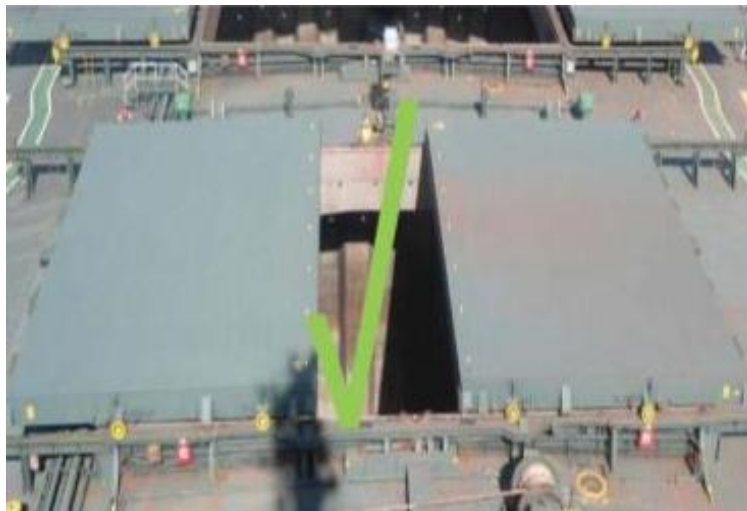
If the vessel enters the port under heavy ballast condition or access to a cargo hold is required whilst the vessel is at berth, the vessel **must** notify NCIG prior to arrival via the Load Plan submission and/or during sign-up when completing the Ship to Shore checklist of intention to enter hold as well as **prior** to a crew member entering the hold.

Visibility of a crew member in a hold is poor and there is a very high likelihood that the ship loader operator would not see the crew member prior to loading coal into hold leading to a high risk of fatality or serious incident if NCIG is not aware they are there.

It is the responsibility of the Master of the Vessel to ensure that this rule is communicated to the Chief and Bosun and to each crew member.

To access a hold whilst at NCIG:

- Tell NCIG at sign-up about access requirements;
- Communicate the rules to the Bosun, Chief and crew members;
- Tell the ship loader operator prior to entering what hold number and duration of entry;
- Half close and chock the hatch cover whilst ever a crew member is in the hold; and
- Once the crew member is out of the hold re-open the hatch cover fully and tell the shiploader operator that all crew are out of the hold and work is complete.



NCIG may suspend loading of the vessel if crew members are seen working in a cargo hold without the hatch covers being half-closed and report the observations to AMSA. The delay to loading will be attributed to the vessel and future nominations of the vessel may not be accepted at NCIG.

## 6.5 Cranes and Lifting

A safe system of work must be in place for all lifting operations including:

- Lifting equipment register and tagging.
- Annual inspections.
- Routine inspections and maintenance.
- Pre – operational checks.
- Trained and competent personnel.

## 6.6 Safety Incidents and Detainments

All hazards and incidents resulting from vessel operations that may impact NCIG operations or our workers must be reported to the NCIG Shiploader Operator via radio communications.

It is a requirement of NCIG and AMSA to report safety incidents whilst the vessel is at the terminal. NCIG will report incidents to AMSA, as per the guidelines, for investigation which may or may not lead to the vessel being detained or even banned from returning to Australian ports.

NCIG monitors vessel detainments in all Australian ports. Vessels that have been detained within the past 2 years are expected to provide this information upon nomination as well as any supporting documentation that outlines the vessel and crew's response to the detainment, training records, corrective action logs and incident reports.

Vessels that have an unsatisfactory record of detainments, or vessels that have not completed the corrective actions and training to the satisfaction of NCIG will not be approved to load at NCIG.

## 7. ENVIRONMENTAL REGULATIONS

By accepting a berth at NCIG the vessel warrants that it is familiar with the contents and implications of the NSW Environmental Planning and Assessment Act 1979, Environmental Planning and Assessment Regulation (2000) and the Protection of the Environment Operation Act (1997).

All vessels at the NCIG terminal shall comply with the requirements of Marpol 73/78 (annex's I-VI) and Marine Order's (Part 91 to 98) inclusive and shall not discharge any substances that may contravene this legislation.

Ballast water of international vessels is regulated by the Australian Government. All vessels are required to satisfy the Australian Department of Agriculture and Water Resources requirements regarding the discharge of ballast water.

<https://www.agriculture.gov.au/biosecurity-trade/aircraft-vessels-military/vessels/marine-pest-biosecurity/ballast/australian-ballast-water-management-requirements>

## 8. APPROVAL OF VESSELS

All vessels that are nominated to load at NCIG are vetted. This process includes reviewing past loading performance, safety records and proof of certification.

- NCIG reserves the right to reject any vessel that is unsuitable for loading. Should any vessel be rejected, the Shipper and Ship's Agent will be advised in writing, as soon as possible.
- The acceptance of a vessel to the NCIG berths is on the understanding that such vessels are seaworthy, sufficiently manned and well found. The Australian Maritime Safety Authority (AMSA) reserves the right to inspect all vessels using the port to ensure they maintain necessary safety standards.

- Prior to approval, vessels nominating at NCIG will be required to satisfactorily complete and provide the information listed under Section 12.5 Required Vessel Information.

## 9. WORK PRACTICES AT THIS TERMINAL

NCIG is a safe workplace where unsafe or offensive behaviour will not be tolerated. A failure of a vessel crew to adhere to NCIG safety requirements may lead to the vessel not being accepted to load at NCIG upon future nominations.

A breach of the NCIG safety requirements may lead to the suspension of loading of the vessel with the delay attributed to the vessel until the matter is resolved.

## 10. SAFETY AND SECURITY REQUIREMENTS

The master of any vessel berthing at NCIG must meet the security requirements of the port operator (Port of Newcastle), the Office of Transport Security and the Maritime Transport and Offshore Facilities Security Act (2003).

### 10.1 Vessel Agent Requirements

Vessel agents shall adhere to the below requirements:

- To send a Vessel Attendance List at least 2 days prior to vessel berthing to NCIG security securitywharf@ncig.com.au.
- To send a Vessel Access Details Form at least 2 hours prior to accessing the vessel at berth to NCIG Security securitywharf@ncig.com.au.
- Provide detail of all crew aboard a vessel at berth to Australian Border Force and NCIG security via Crew Report Form. For crew signing off the vessel, to send the details of the crew member/s via Crew Sign-off Form to Australian Border Force and NCIG security and advise of estimated times of pick up.
- For crew signing onto the vessel, to send the details of the crew member/s via Crew Sign-on Form to Australian Border Force and NCIG security and advise of estimated times of arrival at NCIG security gate.
- In the case of a medical emergency or incident, to contact the Process Leader on 0488 769 155 or 4920 3999.
- To advise that vessel crew members are not permitted to have personal visitors attend the vessel who are not inducted at NCIG.
- To ensure that NCIG are not to be nominated as a stevedore for the purposes of undertaking vessel maintenance or bunkering without prior written approval by NCIG and PoN. Failure to seek prior approval from NCIG may result in vessel relocation costs.

### 10.2 Vessel Crew Requirements

Vessel crew members shall adhere to the below requirements whilst at berth:

- Crew members wishing to leave the coal terminal for shore leave are to contact their agent to arrange transportation. Any crew members leaving the vessel shall comply with any local health directives.
- Crew members leaving the vessel must obey the NCIG safety clothing requirements as outlined in section 6.3 below. Your crew shall provide their own Safety Clothing. NCIG will not provide safety clothing for shipboard personnel.
- Crew members must carry Personal Identification papers such as:
  - Photocopy of Passport; or
  - Identification documents issued by the shipping company.

- Crew members must contact the ship loader when the transport vehicle has parked at the wharf prior to the crew departing the vessel.
- Crew members are to walk directly to and from the transport vehicle.
- The crew can leave their PPE or other equipment at the security gatehouse in lockers prior to leaving the terminal.
- The Security Officer will register the equipment being left in the container for storage at the gatehouse.
- Crew members returning to the terminal will be required to report to security prior to returning to the vessel.
- Crew members and officers are not permitted to smoke on the wharf or within an enclosed space during sign up and sign off vessel NCIG is a no smoking terminal.



### 10.3 Access Requirements

It is a requirement of Australian bulk cargo terminals that the gangway access to the vessel be netted and supported appropriately.



The Master must always provide a proper and safe means of access to and from the vessel.

Gangway access requirements are set out below:

- The gangway will be supported at the top and land on the wharf platform.
- A brow will be used if the gangway cannot land on the wharf platform.
- The alignment and positioning of the gangway is monitored at least every 30 minutes whilst the vessel is at berth to ensure it is landed and safely.
- The gangway needs to be clean and free from grease and oil contamination.
- The gangway is safety netted to the handrail height for fall protection.
- The gangways will be as near to complete assembly (rigged) including these components prior to berthing to minimise time lost prior to sign-up if it is safe to do so.
- Crew members will wear personal flotation devices whenever on the gangway.
- All persons using the gangway should use the handrails to maintain three points of contact to prevent slips and falls.

Requirements for the use of a brow are set out below:

- NCIG have a 3m brow available to ensure safe access on to the vessels gangway if required.
- The brow must be fixed to the gangway to prevent separation.
- The vessel crew is required to setup and monitor the brow throughout the duration of the visit to ensure safe access to the vessel.
- If the gangway is not landed or a brow is utilised, then a load rated secondary support is required.

## 10.4 Environmental Requirements

It is a requirement of vessels loading at NCIG to meet the Port's environmental and pollution requirements. A failure to meet the requirements may result in delays to the vessel and penalties under New South Wales and Australian law.

NCIG takes its Licence to Operate seriously. Continued operation of the coal terminal will only be possible through responsible behaviours of all terminal users, including vessels and their crew.

The vessel and its crew are required to:

- Prevent any actions that would result in pollution to the wharf or harbour surrounding the vessel. Scupper plugs should be in place whilst alongside to prevent oil or oily water from going overboard;
- Limit the noise generated by the vessel during maintenance or repair;
- Ensure food and general waste is offloaded by a shore-based agent;
- Do not pump any waste tanks into the harbour; and
- Monitor deballast water clarity and report any discolouration to the ship loader.

Ensure chemicals are stored safely and not used if there is a risk of harbour contamination. If a vessel is suspected to be polluting or discharging contaminated ballast water, then the port authority will be notified for inspection.

## 10.5 Mooring Line Requirements

It is the responsibility of the vessel to ensure that mooring lines and mooring infrastructure on board have been inspected and are fully operational prior to berthing. NCIG expects that the vessel maintains the correct standard of lines used and that the crew attend to the tension of the ropes whilst at berth.

Wharf side mooring services are provided by a contractor authorised by NCIG and booked by the vessel agent.

Prior to berthing:

- Mooring lines are to be of synthetic or conventional fibre material (Note: Steel wire, metal shackles, chains and/or metal links are NOT acceptable).
- Lines should have approximately 3 metres (10 feet) of light line spliced into the eye to help transport the line to the shore based mooring hooks.
- Lines must be regularly inspected and be in good condition.
- Avoid flaking out excessive amounts of line onto the deck due to the risk of the line injuring a crew member or linesman.
- Ensure that the vessel has a minimum of 150m lengths on stern for western most berthing when scheduled at K10.
- Minimum mooring arrangements shall be as per the below matrix:

NCIG Minimum Mooring Arrangement Matrix							
DWT (000 tones)	Stern Lines	AFT Breast	AFT Spring	Fwd Spring	Fwd Breast	Head Lines	Total Lines
35-80	3	1	2	2	1	3	12
81-150	4	2	2	2	2	4	16
151-235	4	2	2	2	2	4	16

All lines to meet minimum mooring arrangement above to be tensioned on winch drum.

Whilst the Vessel is berthed:

- Crew members are ready and communicating with shore-based linesmen using hand signals.
- Crew members must tension the lines appropriately and ensure that the winch brake render maximum does not exceed 60% of the ship design MBL.
- Crew members should avoid stepping over mooring lines or being in the snap-back zone by moving about the vessel on the Starboard side.
- Crew members must attend to the lines on the vessel at least every hour ensuring lines are tensioned correctly and ensuring the brake is on the winding drum.
- The vessel must report any snapped or slipped mooring lines to the vessel agent and to NCIG.
- Vessel crew members are not to attempt to interfere or operate the shore-based mooring equipment.
- There is a possibility that vessels berthed at K8 and K9 will be subject to hydraulic interaction during the movements of other vessels. The Master must ensure the vessel crew is aware of other vessel movements and that mooring lines are appropriately tightened with brakes set.
- NCIG may request that additional lines are run in high wind conditions.

Failure to meet the requirements as described in this handbook may result in delays to loading the vessel and may adversely affect the acceptance of the vessel upon future nomination.

## 10.6 Crew Behaviour

NCIG will not tolerate threatening, aggressive, or offensive behaviour of any member of the crew or leadership of a vessel whilst berthed at NCIG.

Incidences of unacceptable crew behaviour will be reported to the NCIG Process Leader who may elect to suspend loading of the vessel with the delay being attributed to the vessel. Incidents of poor behaviour will be recorded as a non-compliance against the vessel adversely affect the chances of the vessel being accepted for future nomination at NCIG.

## 10.7 Communication Requirements

The vessel must be always contactable whilst at NCIG. The terminal will provide a 2-way radio for use by the chief whilst the vessel is at NCIG.

It is important that the vessel keeps NCIG aware of the condition of the vessel and any planned disruptions to readiness. This includes de - ballast stoppages and maintenance requirements. With enough notification NCIG may be able to make allowances for these changes to prevent any delays to the vessel loading.

The vessel must:

- Be always contactable.
- To proactively report any incidents or hazards incurred during loading.
- Always maintain a sign-in point at the top of the gangway and manage visitors to the vessel.
- Provide accurate technical and specification data about the vessel.
- Provide adequate information about the condition of the vessel.
- Provide information about anticipated de - ballast or loading stoppages at sign-up.
- Provide at least one hour warning before de - ballast stoppages.
- Provide at least one hour notice before recommencement of loading.
- Seek approval to undertake any maintenance or repairs on the vessel that may impact vessel readiness.

Poor communication by the vessel leads to inefficiency at the terminal and may lead to loading delays that can be attributed to the vessel. Providing inaccurate or misleading technical data about the vessel could result in tug relocation costs that must be paid by the vessel.



## 10.8 Detainments

NCIG expects that in the situation of a detainment notice being issued by AMSA or Class, that the Vessel directly or via the Vessel agent notifies NCIG as soon as possible so that an assessment can be made on the current loading operation.

NCIG expects that for any deficiencies that you make immediate plans to undertake the required maintenance or rectification at a non-NCIG berth. If circumstances do not allow for this, then you must take all steps to ensure that your repairs are completed as soon as possible.

Residency at the berth for an extended period of time whilst repairs are affected will be considered a delay and damages may be recoverable from the vessel as prescribed in Section 14.3.

## 11. PORT INFORMATION

### 11.1 Entry, Harbour Movements and Departure Conditions

Details of the port approach, harbour channel, and berths are available from:

- Sailing Directions Australia (Vol 3).
- Navigation Charts
  - AUS207 - Approaches to Newcastle.
  - AUS208 – Newcastle Harbour.
  - AUS208 (Subchart 1) - Hunter River (South Arm)

<b>Chart</b>	AUS 207 & 208
<b>Maximum sailing draught:</b>	Promulgated Channel Depth + Tide – 10% Under Keel Clearance
<b>Channel design depth:</b>	15.2 m (subject to promulgation)
<b>Tidal range:</b>	0.1 m to 2.1m
<b>Highest astronomical tide (HAT):</b>	2.1m
<b>Lowest astronomical tide (LAT):</b>	0 m (Chart Datum)
<b>Minimum Lower High Water (LHW):</b>	1.1m
<b>Water density:</b>	Typical – Dock water density 1023kg/m <sup>3</sup> . Down to 1000kg/m <sup>3</sup> following heavy rains in river catchment
<b>Overview of Newcastle Port</b>	<a href="https://www.portofnewcastle.com.au/the-port/port-map-and-precincts/">https://www.portofnewcastle.com.au/the-port/port-map-and-precincts/</a>

The entrance to the Port of Newcastle is subject to a separate approval process as managed by the Newcastle Harbour Master. Refer to your local Vessel Agent for details.

Weather condition navigation restrictions may be applicable during your visit due to swell, wind and visibility conditions. As conditions are variable, the port may be restricted to all shipping, to vessels with low power to weight ratios or vessels that have a high air draft and susceptible to high wind forces.

Periodically restrictions can apply only to inbound port movements. If swells at the harbour entrance and breakwater are excessive, then laden vessels may be restricted from departure from the port.

Restrictions to marine operations will be determined and communicated by the Harbour Master, Newcastle Vessel Traffic Officers and Pilots from the PANSW – Newcastle branch.

Masters are to familiarise themselves with Newcastle Port entry requirements which include maximum trim provisions (less than 1% LOA), propeller submersion requirements, suitability for helicopter access and condition of pilot access from the cutter transfer.

All relevant vessel entry, ballast and scheduling requirements for use of the Port of Newcastle are published in the Shiphandling Safety Guidelines and available via the local vessel agent or the Newcastle Port Authority website: <https://www.portauthoritynsw.com.au/newcastle-harbour/>

## 11.2 Australian Maritime Safety Authority (AMSA)

### AMSA Connect

AMSA Connect is our central contact centre. You can contact us from **Monday to Friday 8 am to 5 pm** (excluding national public holidays):

- Shipping Registration Office
- Ship operations and qualifications
- Domestic commercial vessels
- General enquiries

**Email us**  
[AMSAConnect@amsa.gov.au](mailto:AMSAConnect@amsa.gov.au)



**Within Australia**  
[1800 627 484](tel:1800627484)


**Outside Australia**  
[+61 2 6279 5000](tel:+61262795000)

**Distress beacons and MMSI enquiries**  
(Monday to Friday 9 am to 5 pm)  
[1800 406 406](tel:1800406406)

## 11.3 Port of Newcastle

### General enquiries

 **+61 2 4908 8200**       **info@portofnewcastle.com.au**

 **Level 4, 251 Wharf Road, Newcastle NSW 2300**

**Reception Hours 8:30 – 17:00**

<https://www.portofnewcastle.com.au/>

## 11.4 Tug Establishment and Utilisation

The Port of Newcastle is currently served by a single Towage operator.

### **Svitzer Australasia**

Tug Berth, Dyke Point

PO Box 103, Carrington NSW 2294

Phone: + 61 2 4920 2200

Phone (24 hours): + 61 1800 804 186

Fax: + 61 2 4940 0928

Tug requirements is determined by the Port Authority Marine Pilots as per the Port of Newcastle Shiphandling Safety Guidelines.

## 12. TERMINAL LOADING FACILITIES

### 12.1 General NCIG Data

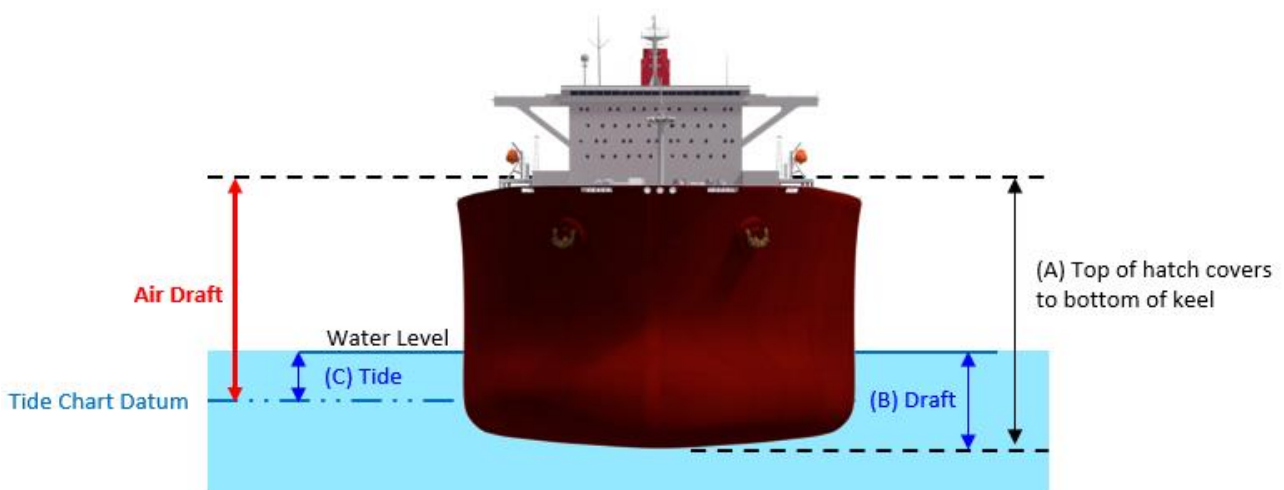
Ship loading	
Maximum Instantaneous Ship loading rate	10,500 tph
Minimum Ship loading rate	5,000 tph
Shiploaders	Travel distance along wharf : 1,000m SL01 (Eastern) and SL02 (Western)

### 12.2 Air Draft

It is the responsibility of the vessel Master to ensure the air draft is maintained upon berthing, at the commencement of loading and throughout loading whilst considering tide fluctuations.

Note – air draft is the distance of the top of the hatch cover above the chart datum (zero tide). An example of the calculation is provided below the diagram.

The maximum permissible air draught for vessels berthing at NCIG is **20.5 metres above chart datum (zero tide)**.



Example Air Draft Calculation	
(A) Distance from top of hatch covers to bottom of keel	24.0m
(B) Vessel draft	6.0M
(C) Tide	1.5m
Air Draught (Must be less than 20.5m)	=A – B + C
	= 24.0 - 8.0 + 1.5
	= 17.5m

### 12.3 Berthing Design Parameters

Berth Details		
Arrangement	Strictly Portside To Wharf Only	
Berth	Berth Length	Maximum LOA
K8 K9 K10	355m	300.0m
	355m	300.0m
	355m	270.0m
Maximum depth at berth pocket	16.2m	
Channel Depth (subject to promulgation)	Design Depth = 15.2m	
Maximum Sailing Draft (MSD)	MSD = 15.2m + tide – 10% UKC $MSD = \frac{15.2m + tide}{1.1}$	
Maximum Beam	50.0m	
Maximum Air Draft (refer to Section 12.2)	20.5m	
Clearance between ship loader and vessel.	~ 3.0m	
Mooring System	Mampeay quick release hooks with fixed Capstans	
Fenders	Trelleborg “Fentek” Super Cone	
Gangway Platforms and Vessel Access	Retractable platforms for gangway landing. Each berth has a brow that can be utilised if the gangway cannot be safely landed on a retractable platform.	

**Note:**

- There is only 3m of clearance between the ship loader and the vessel.
- The ship loader can move automatically and may strike objects within the clearance zone such as a davit crane.

- The Master must ensure any activity within the clearance zone is monitored to prevent strikes between the ship loader and obstructions such as cranes during provisioning or maintenance.

#### 12.4 Maximum Vessel Size

The following maximum vessel dimensions apply:

Port of Newcastle limit	Maximum 300 metres LOA
	Maximum 50 metres beam

## 12.5 Required Vessel Information

A vessel must be nominated at least 14 days prior to its arrival via written advice and only via NCIG's Logistics Management System. Vessels nominated less than 14 days prior to arrival will not gain berthing priority until the 14 day notification period has elapsed, if other suitably nominated vessels are available to bring to the berth.

Vessels nominating at NCIG will be required to have the following documents completed and on file:

- An NCIG Vessel Form;
- An NCIG Visit Form;
- An International Ship Security Certificate (ISSC) for the vessel with an expiry of at least 21 days after the expected ETA;
- General Arrangement Drawing;
- Winch Maintenance Records;
- Mooring Line Certificates for ALL mooring lines stating their MBL (Line Design Break Force);
- Mooring Line Inspection Record; and
- Pilot Ladder Certification.

Vessels may be requested to provide further information or additional documentation at NCIG's discretion.

When all required documents have been verified, then suitable vessels will be approved load at NCIG.

Additional vessel information sought to satisfy NCIG operational criteria include:

<b>Gangway Position</b>	Aft (facing forward) or Midship (aft facing)
<b>Bridge position (m)</b>	Distance from the bow to the bridge (m)
<b>Gangway position at deck level (m)</b>	Distance from the bow (m)
<b>Total Quantity of Deballast upon berthing</b>	Quantity in m <sup>3</sup>
<b>Deballast Time</b>	Estimated time to de-ballast & strip all water
<b>Number of Hatches</b>	Number of Cargo Holds
<b>Hatch type</b>	E.g., Side rolling, butterfly
<b>Hatch Dimensions</b>	Length & Width of Hatches
<b>Hatch Location</b>	Distance from Bridge to centre of each hatch
<b>Hatch Capacity</b>	Capacity of each hold in m <sup>3</sup>
<b>Deck Gear</b>	Yes/No – if Yes nominate the type

Vessel Masters are required to advise the Ship's Agent and NCIG of their ETA at least 14 days, 10 days, 7 days, 48 hours and 24 hours before the vessel arrives. If ETA variations of more than 6 hours are expected, Agents are required to update NCIG further to the above time frames.

Vessels are required to adhere to the Port of Newcastle Vessel Arrival System (VAS) during periods of queuing for a berth at Newcastle. The Port Authority of NSW will issue a Nominated Arrival Time (NAT) to the vessel effectively specifying a 48hour timeframe for the vessel to arrive at Newcastle. NCIG is subject the VAS and as such expects that the Harbour Master would not accept Port entry bookings contrary to the requirements of the VAS.

## 12.6 Vessel Acceptance Criteria

A Vessel will be considered for nomination at NCIG if the following criteria are met:

- Vessel classification as Bulk carrier;
- Vessels with commissioning dates more than 20 years old may require further vetting before being accepted at NCIG;
- Single deck;
- Self-trimming;
- Minimum cargo 35,000 dwt;
- Maximum beam width 50 metres;
- Maximum Length Over All (LOA) 300.0 metres;
- Vessel is capable of achieving loading rates in accordance with the below table:

Vessel Length Overall (LOA)	Target Vessel Load Rate (VLR)	Minimum Load Rate (VLR)
Less than 200m	4,000 tph	2,600 tph
Between 201m and 250m	5,500tph	5,000 tph
Greater than 251m	6,200 tph	5,500 tph

- Additional criteria:
  - Suitable vessel geometry;
  - Satisfactory loading performance;
  - Satisfactory environmental and safety record;
  - In survey and meeting all requirements of the Australian Maritime Safety Authority;
  - Able to comply with all other requirements under the Australian Maritime Orders, Port of Newcastle Ship Handling Guidelines, NCIG Conditions of Use and any other relevant regulations; and
  - Vessel does not have any significant defects or Conditions of Class that might create reasonable doubt that the vessel is safe to load.

## 12.7 Vessel Berth Allocation

Vessels shall generally be berthed and loaded on “Turn of Arrival”. NCIG publish a STEM or vessel berthing schedule each day (Monday – Friday) before 12 noon. Each STEM is subject to change and Vessel agents can contact the terminal for updated information on the berthing or completion time for their vessels.

NCIG will inform the Port of Newcastle on the berth and berthing position for the vessel using the information provided in the Vessel Form. The Vessel agent will confirm and authorise the booking and arrange for the necessary tugs prior to the pilot being dispatched to the vessel.

All vessels arriving at NCIG must berth portside to the wharf.

## 12.8 Export Requirements

The export of coal through the Port of Newcastle is administered by the Australian Customs Service. Vessels must ensure they have been issued an “Export Declaration Number” (EDN) approving the export of the coal for a specific contract.

It is the responsibility of the Shipper to obtain these clearances for each coal shipment. It is the responsibility of the Ship’s Agent to report the EDN to the Australian Customs Service prior to the vessel’s departure.

## 13. SHIPLOADING

### 13.1 Stowage and Loading Advice

Vessels will be loaded according to the Master of the Vessel's requirements and in accordance with the Shipment Contract. The vessel must provide the terminal a stowage (load) plan for approval on the approved electronic form as provided by NCIG.

The vessel Master maintains the authority of final decisions with respect to Dry Cargo Stowage plans and subsequent loading with accordance to such. It is the responsibility of the vessel Master to monitor loading to ensure the vessel integrity and harmonisation of de-ballasting operations.

The load plan must outline the preferred cargo loading sequence and the required de-ballasting operations.

The load plan must be provided as soon as is practical and at least 10 days prior to the vessel ETA. Updated plans may be provided to NCIG for consideration however the terminal is not obligated to approve the ensuing loading plans.

The initial load plan must use dock water density of 1.023 t/m<sup>3</sup>. The Master may submit an alternate density, if supported with hydrometer data by a registered Marine Surveyor, during periods of elevated freshwater flows in the Newcastle Harbour.

For tidal vessels, NCIG will plan to a generic 1.5m (15.18m draft) tidal load plan until approximately 3 days prior to load commencement. NCIG will request tide matched load plans for the tide at the forecast time of load completion.

Vessels that are tide restricted for under keel clearance at sailing shall sail on the first available high water. NCIG will consistently monitor the Load rate and discuss adjustment to Load plan with the Ship's Master to ensure that the Vessel sails on the first available high water within contracted tonnes.

During periods of volatile weather such as storms or high sea swell events, the terminal will request load plans for the next low-high tide to reduce the likelihood of the vessel being stranded at berth or having insufficient Under Keel Clearance to be safely navigated to sea.

### 13.2 Stowage Plan Guideline

NCIG reviews all load plans.

To be approved for use, the Load Plan must:

- Display the **cargo type** for each hold to be loaded.
- **Complete fully loading each cargo type** prior to commencing loading any additional cargo type.
- Be limited to a **maximum of two (2) passes** per hold plus **2 trimming pours**. Any further passes will be subject to approval by the terminal.
- Only use the **stowage factor** supplied on the load plan to calculate hold tonnages.
- Not exceed **100%** use of hold capacity for the **non-trim holds**.
- Not exceed **97%** use of hold capacity for **trim holds**.
- Trim with the below conditions:
  - Maximum of two (2) holds allocated for trim pours.
  - Second trim hold must be forward of the first trim hold.
  - Trim passes must be of a single cargo type.
  - No trim or pour under 200 tonnes will be loaded due to equipment constraints.
- The vessel must be ready to sail no later than 1 hour from last coal on board unless waiting for tide to achieve under keel clearance.

Other important considerations:



- Vessel staff shall provide details about planned loading delays due to de-ballasting by indicating the pour that will be delayed and the expected delay duration.
- A preferred de-ballast stop point should be noted on the load plan just in case it is required. Vessel trim should be suitable for de-ballasting operations at this point.
- A vessel Master shall work in cooperation with a Marine Surveyor to adhere to vessel maximum or minimum contract requirements. Changes to the contract limits should be negotiated with the Shipper (and not the terminal) in advance of load commencement.
- Vessel de-ballast schedules should be realistic and achievable.
  - All de-ballast stoppages will be noted on the delay log regardless of whether or not the stoppage was agreed on the load plan.
- The Master must inform the terminal regarding the vessel survey requirements:
  - NCIG assume the vessel will require an interim draft survey prior to loading of the two trim passes.
  - NCIG assume the duration of the interim draught survey will be 30 minutes.
  - The Marine Surveyor engaged to perform the interim draft survey must be provided to NCIG prior to load commencement.
- The Vessel must inform the terminal of planned maintenance, provisioning, and replenishment activities whilst alongside.
  - This activity should be planned in the first twelve hours (12 hrs) alongside to minimise the likelihood of departure delays.

### 13.3 Vessel Sign Up

All communication with vessel crews will be carried out in **English**. Sign up is expected to be **completed within 20 minutes** from the completion of the gangway access. The vessel is expected to have reviewed this **Operational Handbook** prior to sign up. The vessel requirements will be confirmed during the sign up process.

Upon berthing, an NCIG Technician will be waiting at the gangway to escort Vessel representative a shore location to settle the final details of the stowage plan and to conduct the **Ship to Shore Safety Checklist** prior to loading commencement.

The Shipper of the coal will engage a **Marine Surveyor** to attend the vessel sign up to ensure that initial draught survey is conducted prior to commencement of loading. The vessel Chief Officer will grant cleared to load (CTL) after vessel documentation and the initial draught survey and any on hire hold inspections have been completed.

The Master must ready the vessel for loading as soon as possible by opening the cargo hold hatch covers and harmonising the de-ballast operation to the loading sequence.

Changes to stowage plans must be communicated with the NCIG shiploader operator with sufficient notice. Any resulting delays will be recorded against the vessel. New load plans shall be sent to [operations@ncig.com.au](mailto:operations@ncig.com.au) for upload into LMS. These must be signed by vessel staff and NCIG personnel prior to acceptance.

### 13.4 Loading Procedures

During loading operations, the trim and stability of the vessel remains the responsibility of the Master at all times. NCIG's requirements during ship loading are:

- A representative of the terminal is available at all times during the loading of a vessel to ensure that ship loading is conducted in accordance with the Master's instructions.
- To prevent loading delays, NCIG will commence loading the vessel on the pre-berth approved load plan before adopting a new load plan.
- Shiploading shall commence on a continuous basis except for when shore delays occur.
- The Shipper of the coal is required to:
  - Have a representative on call to advice on any matters that may arise.
  - Advise of the attending superintending representative details.

- Provide direction on loading instructions in the event of an issue with the sample plant.

### 13.5 Ballast Operations

Ballast is to be discharged at a rate which maintains the vessel condition and prevents disruption to loading, final trimming and completion. It is the Master's responsibility to consider the tank top limits, Bending Moments, Shear Forces and the de-ballasting capability of the vessel.

The Port of Newcastle and NCIG require the vessel to comply with the environmental regulations as outlined in Section 7 and Section 10.4 of this document.

The vessel should be able to produce a harmonised loading and de - ballasting plan where de-ballast stop points are predictable.

- Predict and note the stop point for de-ballast on the load plan. This is to identify the best place to stop and does not mean that a stoppage is necessarily required.
- If a vessel at the berth requires loading to be stopped, the notice provided to the terminal will be at least one hour in advance.
- The vessel is required to advise of the expected duration of the de-ballasting delay.
- The terminal may commence loading another vessel during an extended de - ballast delay.
- The terminal will need at least one hour notice from the ship of its intention to recommence loading.
- Only one de-ballast stoppage is allowed.
- If port top-side tanks are de-ballasted via gravity dump valves, the vessel should ensure that the flow of ballast water does not land on the wharf.

### 13.6 Vessel Delays and De-Ballast Performance

- Vessels will be expected to complete loading within the de-ballast time nominated on the approved load plan.
- Delays are recorded by the terminal during loading such as terminal breakdowns, coal handling delays, weather restrictions and vessel delays such as de-ballasting or hatch cover malfunctions.
- Delays due to de-ballasting operations are noted as a vessel delay regardless of the nominated de-ballast time. These are categorised as 'within plan' and 'outside of plan' times. Delays outside of the planned de-ballast demonstrate issues with vessel performance and such occurrences may lead to NCIG not accepting the vessel at berth in future voyages.
- Vessel Loading Delay Summary reports will be sent electronically to the vessel agent and NCIG's Shipper after loading.
- If the vessel provides a valid email address during the sign up at NCIG, an electronic copy of the delay log will be sent to the vessel email account.

### 13.7 Dead Freight Claims

- NCIG will not take accountability for a vessel dead freight claim. Any related correspondence must be sent to the Shipper.
- NCIG target an outbound belt weigher skew of approximately 0.5% to prevent vessel overloading.
- The trimming surveyor will adjust for the skew in calculation of the trimming tonnes.
- NCIG is not able to provide a trim pour any smaller than 200 tonnes.
- NCIG will not correct errors in stowage factor during loading. This information will be provided to the Shipper for review on their next cargo.
- Please refer to the hold capacity requirements in Section 13.2.
  - Non-trim holds cannot exceed 100% capacity.
  - Trim holds cannot exceed 97% capacity.

### 13.8 Vessel Provisioning

Vessel storing should not interfere with loading of the vessel and should be listed out within stowage plan processes to enable adequate scheduling to avoid vessel loading delays.

Criteria reviewed when approving Provisioning activities include:

- Time and duration of activity. It is imperative that the delivery is not organised at a time that would jeopardise a departure time or impact loading.
- Pre-approval of external provider to access NCIG.
- Interaction on the berth with NCIG ship loading equipment, linesperson and/or planned maintenance activities.
- Safe systems of work by external parties accessing the NCIG wharf facility to conduct vessel provisioning.
- Potable water supply is available at berth for vessels.

### 13.9 Vessel Bunkering

NCIG do not permit bunkering operations to occur from the wharf. The NCIG berths do not have incorporated bunkering functional requirements or adequate spill, containment, and fire-fighting provisions.

Vessels may, with written permission from NCIG, undertake bunkering from the starboard side via barge or a Port of Newcastle approved vessel. The vessel agent must seek the appropriate approvals from the Port and from NCIG prior to bunkering.

The bunkering operation must not delay the loading or the planned departure of the vessel.

### 13.10 Vessel Defects and Maintenance

NCIG must be notified of maintenance events scheduled by the vessel whilst at berth that requires external assistance at least 14 days prior to berthing as per the vessel nomination requirements.

Wherever possible, major maintenance activities should not be conducted at NCIG. NCIG reserves the right to relocate a vessel that requires significant repairs to another available berth. The vessel would be accountable for any associated costs.

NCIG is not to be nominated as the Stevedore for the purposes of repairs and maintenance unless written approval is provided beforehand.

If a vessel is found to be defective following a Commonwealth Surveyor Inspection (AMSA), NCIG is to be advised immediately of:

- The nature of the defect;
- Corrective actions required; and
- The impact of the defect or the corrective actions on loading operations and/or vessel departure.

### 13.11 Cargo Hold Cleanliness

Vessel Masters must ensure all cargo holds are clear of residue waste material, previous cargo and other foreign objects prior to berthing at NCIG.

If waste is present:

- The vessel must dispose of all material responsibly and notify NCIG prior to berthing.
- Waste removal must not impact the safe and efficient loading of the vessel.

### 13.12 Vessel Marine Surveyors

It is an NCIG requirement that a Marine Surveyor is engaged by the vessel (or vessel's agent) prior to port entry to:

- Assist the Master to load the vessel in an effective manner as per the agreed stowage plan. The responsibility for the safe loading of the vessel resides with the Master.
- Attend the vessel at the commencement of the pour prior to the interim draught survey to perform a running draught survey.
- The surveyor would also technically advise the vessel of any detected weighing error. It is the responsibility of the Master to then advise the terminal of any issues.
- The appointed Vessel Surveyor will maintain contact until the interim draught survey and remain with the vessel until the completion of loading.

The Vessel Master should ensure safe and timely access for the Marine Surveyors to conduct their scope of work.

Subject to the vessel Chief Officer's requirements, there should be a maximum of one (1) interim draft survey requiring a cessation of ship loading.

Coal ships visiting the Port of Newcastle are not to utilise rope ladders for reading draught marks.

Vessels are required to have a functioning and accurate manometer to determine the list of the vessel and hence calculate the outboard midship draught by reference to the wharf side reading.

Marine surveyors may utilise a remotely viewed camera to read the outboard midship draught marks.

The following are suggested design criteria for a manometer to work correctly and provide accurate readings:

- Clear plastic tubing with wall thickness of 1.5mm or more to prevent collapsing.
- Tubing internal diameter should be between 5mm & 10mm.
- Overall length of tube must be a minimum beam plus 4m to allow for camber, and sufficient upright length (1.5m to 2m).
- The tube must have no kinks or be constrained in any way.
- The uprights must be made fast to the ships rails – full beam of vessel.
- Food colouring should be added to the filling water for easy reading and bubble checking.
- Upright graduations must be on a calibrated steel ruler and not hand markings.
- Rulers on each side must be placed with zero mark on the deck.
- The coloured water must be siphoned into the tube so that there are NO bubbles.
- The water level at each side should be more than 1.2m for easy reading and above the deck camber.
- Tube ends should be open to allow air flow. If valves are fitted, they must be opened.

**Note:** Unless there are special circumstances and prior written approval from NCIG, no draught survey is permitted between loading different coal types.

### 13.13 Vessel Sign Off

An NCIG Technician will attend the wharf sign up hut on completion of loading to complete the vessel sign off process with the vessel Chief Officer and Marine Surveyor. This process includes acceptance of a Mates receipt showing receipt of tonnage and discussion about loading delays.

### 13.14 Vessel Sailing

Vessels are expected to load and depart at the earliest opportunity provided by the Port of Newcastle. Vessels that are tide restricted for sailing shall depart on the first available high water. Vessels are not permitted to wait for a later tide to enable additional cargo to be loaded.

The Port of Newcastle sets sailing times based on available vessel movements and NCIG loading completion estimates.

The Master of the Vessel must ensure preparation for sea is completed soon after the completion of loading.

## 14. VESSEL REVIEW

NCIG's safety, performance and security requirements will be monitored throughout a vessel's visit to NCIG. Failure to comply with the requirements outlined in this document may lead to the vessel being issued with a non-compliance letter, warning letter or a penalty notice by the terminal.

### 14.1 Non- Compliance

NCIG will monitor the compliance of the vessel and the vessel crew, including visitors, to the requirements outlined in this document. NCIG may issue a non-compliance letter to a vessel for failing to meet these requirements after discussing the matter with the Chief and/or the Master of the vessel.

The primary purpose of the non-compliance letter is to reinforce to the vessel the importance of complying with the terminal requirements and for the vessel to provide feedback and verification that the issue has been addressed.

Once NCIG has reviewed the vessel's response to the non-compliance letter, the terminal has the right to issue the vessel a no penalty, one (1) strike, two (2) strikes or three (3) strikes. Vessels that have accumulated three (3) strikes within a two (2) year period will not be accepted for future nomination at NCIG. Strikes will remain on the vessel's record at NCIG for a period of two (2) years from the date the strike is issued.

If relevant additional information becomes available to NCIG relating to a strike outside of the review period, NCIG will review and assess this information which may result in the removal of strike(s).

### 14.2 Warning Letter

NCIG is a multi-user, high capacity coal loading terminal. Extended delays at the berth can cause disruption to the users of the terminal and in cases to the Hunter Valley Coal Chain. NCIG may issue a warning letter to a vessel's Master, Ship Owner or Vessel Agent if:

1. The Master, Ship Owner or Vessel Agent does not comply with the requirements of these guidelines; or
2. The vessel remains at berth for extended periods for no sound reason when loading has been completed; or
3. NCIG receives extended disruption to operations due to maintenance or poor vessel management.

Failure to correct the action after the issue of the warning letter will lead to a Penalty Notice as outlined in Section 14.3.

### 14.3 Penalty Notice

Delays caused by the vessel to ship loading operations, due to non-compliance with the Guidelines, Conditions of Use or any other vessel caused delay, may attract, after an initial warning letter is distributed to all parties, a charge as specified in the Guidelines up to but not exceeding US\$1,000 per hour. This charge is payable on invoice rendered by or on behalf of the Operator within ten (10) days of date of invoice. The penalty will be in accordance with the terms as set out in NCIG's Condition of Use – Section 8.6.

The parties acknowledge and agree that, to the extent any damage is caused to NCIG property or equipment by a vessel, the owner of that vessel will, on request from NCIG, immediately reimburse NCIG the full value of any costs associated with reinstatement of the damaged property or equipment.

#### 14.4 Release

On and from the date of agreement to comply with this Handbook, or any previous version of the Handbook if not resigned, and in return for NCIG allowing a vessel to use the Terminal, each owner, Master of the Vessel and Vessel Agent of the vessel hereby releases NCIG, its employees, agents, licensees, contractors and sub-contractors from all claims whatsoever which the owner, Master of the Vessel or Vessel Agent have or may have had against them, whether arising out of or in connection with this Handbook, to the fullest extent permitted by law, including without limitation claims for any injury, death, damage, or loss arising out of anything which NCIG does or fails to do in relation to a vessel or relating to a vessel berthing, departing or being at the Terminal.

### 15. REVISION HISTORY

DATE	REVISION NO.	DESCRIPTION OF CHANGE	PERSONS INVOLVED
06/07/11	Draft	Draft created	Adam Mather
25/07/11	Draft	Changes included from NCIG crew review	Adam Mather
10/08/11	1	Authorised for use on SharePoint	Jarrod Baker
02/10/12	1.9	Procedure review and formatting	M Hayes/H Turner
23/08/13	3	Updated contents	A Hill/H Turner/N Bell
18/06/15	3	Contents and formatting reviewed	T Smith/A Hill/N Bell
23/02/16	4	Error correction, stowage plan and compliance	S Bullman/L Haggerty
20/04/16	4	Improved clarity on terminal rules	S Bullman
18/09/20	5	Update to incorporate LMS and NCIG Ops Guidelines	J Wilson
1/09/23	6	Update complete document and include vessel mooring requirements.	T Smith / S Mitchell / L Haggerty / S Bullman / E Creasy

### 16. AUTHORISATION

AUTHOR		AUTHORISED BY	
Name	Joshua Wilson	Name	Victor de Souza
Position	Logistics Superintendent	Position	Manager – Customer Assurance

## 17. REVIEW PERIOD

- NEXT REVIEW DATE: September 2025
- REVIEW FREQUENCY: 2 YEARS

## 18. DEFINITIONS

TERM	DEFINITION
Advice	Written advice
Air Draught	The height above the chart datum (zero tide) to the hatch coaming/covers for operational clearance for the ship loader. <b>(At NCIG the maximum air draught is 20.5mtrs above the chart datum (zero tide))</b>
AMSA	The Australian Maritime Safety Authority (Issuer of Navigation Regulations)
AQIS	Australian Quarantine and Inspection Service
BC Code	Safe Practice for Solid Bulk Cargoes
Berthing Time	Time recorded in vessel's deck log for "all fast"
BLU Code	Code of Practice for the Safe Loading and Unloading of Bulk Carriers
CET	Coal Export Terminal
Chart Datum (CD)	The plane or level to which soundings (elevations) or tidal heights are referenced. For Newcastle, this is the Lowest Astronomical Tide, CD = 0.0m.
Coal Berths	K8, K9 and K10 Newcastle Coal Export Terminal
Commenced Loading	Time and date when first coal is delivered into a hatch of the vessel
Completion of Loading	Time and date when the vessel has received the coal tonnage requested by the Master of the Vessel as determined by a draught survey
DAFF	Department of Agriculture, Forestry's and Fisheries
Daylight/Darkness	Daylight is the period from 15 minutes prior to the sunrise to 15 minutes after sunset. Sunrise and sunset shall be the times as published by the Newcastle Port Corporation
Deep Draft Vessels	Any vessel that is restricted in movement by draft/tide conditions
Departure Time	The time recorded to Harbour Control as being last line "let go"

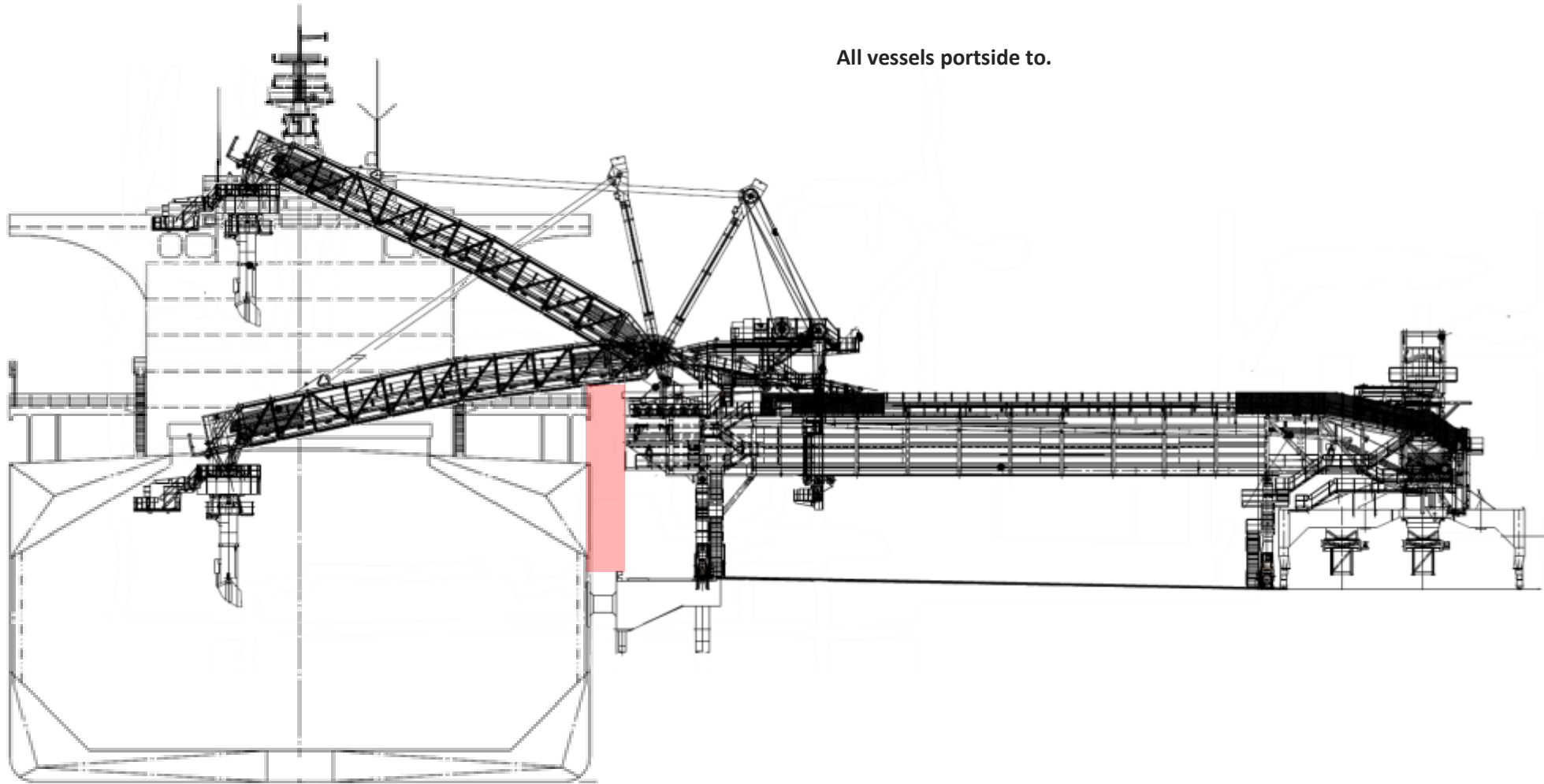
TERM	DEFINITION
DWT	Deadweight Tonnes (metric tonnes)
EDN	Customs Export Declaration Number
ETD	Expected time of departure. The date and hour the vessel is scheduled to let go moorings
ETL	The estimated time of commencement of loading of the vessel at the coal loading facilities
Entry Time	The date and hour that the vessel passes between the seaward extremities of the breakwaters.
High and Low Water (HW & LW)	The predicted times and heights as published by the Port of Newcastle
Hatch	An opening in a deck of a ship providing access to a hold through which cargo is loaded
IMO	International Maritime Organisation
ISLW	Indian Spring Low Water
LOA	The vessel's Length Overall as stated in the Builders certificate or in Lloyd's Register
LMS	Logistics management system. NCIG's interactive planning tool.
Major Shipping	That Shipper whose brand(s) is the largest quantity of cargo to be loaded in a vessel
Master of the Vessel	The Person accountable for the safe operation of the vessel including loading and unloading
Marine Surveyor (Shipper's Surveyor)	This person must have proven proficiency in bulk loading of vessels, including hold preparation and cargo draught surveys and will be appointed to represent the Shipper to perform initial and final draught surveys
Marine Surveyor (Vessel's Surveyor)	This person must have proven proficiency in bulk loading of vessels, including hold preparation and cargo draught surveys and will be appointed by the Vessel Agent to represent the Vessel to perform running and intermediate (or interim) surveys
Marine Orders	Commonwealth of Australia, Navigation (Orders) Regulations as issued by AMSA
MARPOL 73/78	International convention for the Prevention of Pollution from Ships 73/78 with amendments



TERM	DEFINITION
Notification of Readiness	Vessel time of arrival is the date and hour recorded by the Port of Newcastle VTIC as per Port of Newcastle requirements when the vessel nominates ability to accept load
NCIG	Newcastle Coal Infrastructure Group
OTS	Office of Transport and Security
PoN	Port of Newcastle
Pour	The quantity of cargo loaded through one hatch opening as one step of the Loading Plan
Person in Charge	See Master of the Vessel
Port Authority of NSW (PANSW)	Manages the navigation, security and operational safety needs of commercial shipping in NSW.
Primary Shipper	The Shipper named in the shipping documents
Provisionally Detained	A vessel detained as per AMSA's Port State Control mandates
Shipper	A coal producer that has entered into appropriate agreements with NCIG
Ship's Agent	That person or company to whom the vessel is consigned by the ship's operators/owners
Ship loader	A machine that receives coal via a conveying system and directs coal flow into the hatch of a vessel
Ship Handling Guidelines	PoN guidelines published on the PoN website
SOLAS	
Stacker/Reclaimer	A machine that incorporates the two functional modes of receiving coal from the inbound conveying system and stacking of coal into the stockyard and reclaiming the coal and loading onto the outbound conveying system
Stowage Factor	The figure which expresses the number of cubic metres which one tonne of material will occupy
Stowage Plan	A plan submitted by the Master of the Vessel indicating hatch tonnages, coal type(s), pass sequence, de - ballast time, and operations, sailing draught and sailing tide. Conforms to the 'Loading or Unloading Plan' Appendix 2, BLU Code
Terminal	Newcastle Coal Infrastructure Group Coal Export Terminal
Terminal Representative	NCIG appointed competent person

TERM	DEFINITION
<b>Technician (NCIG)</b>	An NCIG appointed person accountable for the safe operation of the Terminal including loading cargo into vessels in accordance with the sequence and tonnages stated in the vessel's Coal Loading Plan as delegated by the Terminal Representative
<b>Tonnes per hour (tph)</b>	Tonnes of coal transferred on a per hour basis
<b>Turn of Arrival</b>	The sequence of vessels based on their estimated or actual time and date of arrival
<b>UKC</b>	Under Keel Clearance. This is the vertical distance between the lowest part of the vessel hull and the river bed.
<b>Vessel Agent</b>	Person or firm authorised by the vessel owner or charterer to act on their behalf
<b>Vessel Arrived</b>	The time at which PoN determines the vessel to have arrived under the PoN administered system of vessel coordination
<b>VAS</b>	Vessel Arrival System
<b>Vessel Berthed</b>	Time and date when all vessel lines are secure as at the time recorded by PoN
<b>Vessel Cleared Berth</b>	Time and date when the last line securing the vessel to the berth is released as recorded by PoN
<b>Vessel Entered</b>	Time and date when the vessel passes the entrance buoy, inbound to the Port of Newcastle as recorded by PoN
<b>Vessel Representative</b>	Master of the Vessel or person nominated by the Master of the Vessel, to be the interface between the vessel and NCIG
<b>Vessel Sailed</b>	Time and date when the vessel passes the entrance buoy, outbound from the Port of Newcastle as recorded by PoN. VTIC means PoN Vessel Traffic Information Centre
<b>VTIC</b>	PoN Vessel Tracking Information Centre

## ANNEXURE A – SHIP LOADER CLEARANCE DIAGRAM



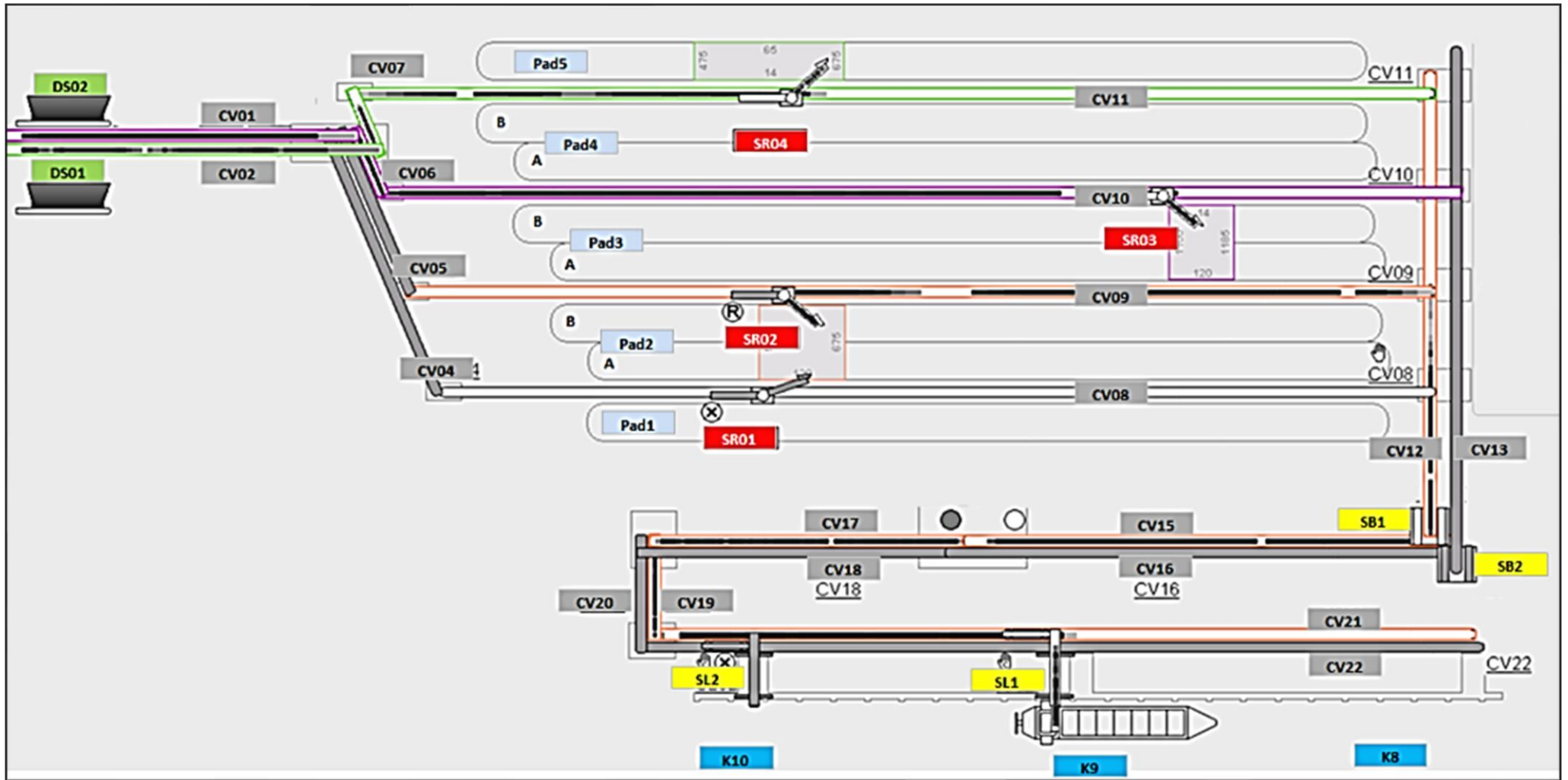
**Caution – 3m clearance between vessel and ship loader. For note when using cranes and lifting equipment.**

**Refer Section 13.3 of this handbook for LOA, beam air draught limits.**

ANNEXURE B – NCIG BERTH LAYOUT



# ANNEXURE C – PLANT SCHEMATIC





**ANNEXURE D – AERIAL MAP OF PORT OF NEWCASTLE**

