A guide to **Ship/Shore Interactions** during **Solid Bulk Operations**

COVID-19 coronavirus

Provided by:

VISTRATO

enhancing bulk terminal operations

Supported by:

INTERCARGO

International Association of Dry Cargo Shipowners

In Association With:

DRYBULKTERMINALS GROUP

The International Dry Bulk Terminals Group

Online Visual Dry Bulk Training

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COVID-19
coronavirus

‘ DO MORE BEFORE ’

This guide advises personnel involved in solid bulk cargo handling operations, both on ship and on shore, how they can **DO MORE** to minimise face to face contact **BEFORE** the ship arrives.

As recommended by the **IMO** in its Circular Letter 4204/Add.6

Also includes information on guidelines for ensuring a safe shipboard interface as per **IMO** Circular Letter 4204/Add.16

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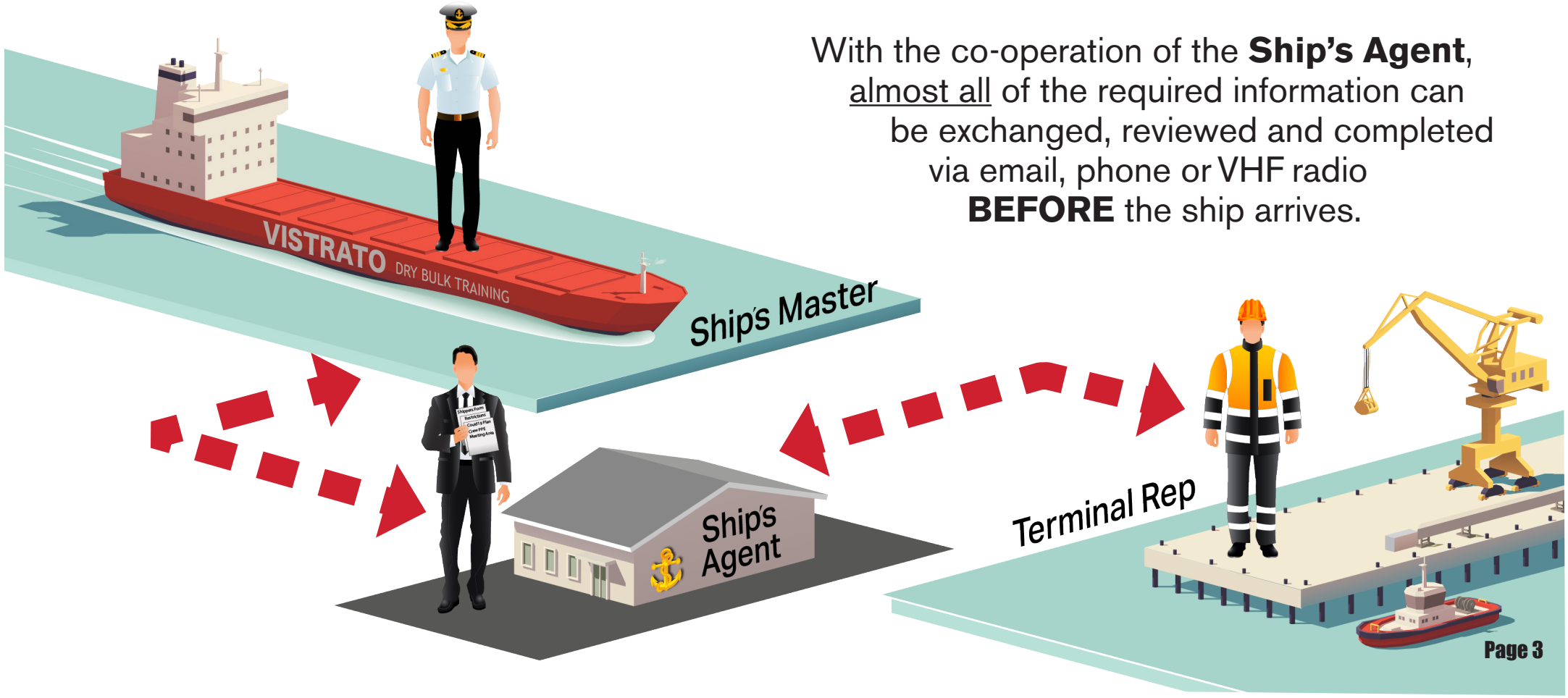
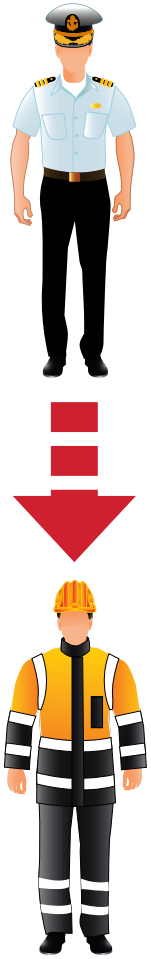
Documents to be transferred electronically **BEFORE** ship berths

The **IMO** recommends that Ships and Ports use electronic means to exchange and view documents to reduce face to face interactions during the **COVID-19** crisis.

With the co-operation of the **Ship's Agent**, almost all of the required information can be exchanged, reviewed and completed via email, phone or VHF radio **BEFORE** the ship arrives.



Master must confirm to the **Terminal** that the Ship...



a. Has submitted a **Maritime Declaration of Health** to the relevant port state authorities

b. Has been granted **Free Pratique**

c. Is complying with **Covid-19** guidelines issued by flag state and responsible authorities of port to be visited, and WHO, as appropriate

d. Has trained all crew members in Covid-19 ship/shore protocols

e. Is using hand washing/sanitizing and social distancing precautions

f. Is ensuring crew members on gangway and cargo watch duty wear required PPE at all times

g. Will re-confirm health status of all crew before any shore personnel go on board

h. Will hold all essential meetings with shore personnel in Tally Clerk's office or other suitable location on deck

i. Is maintaining this space in a sanitized condition at all times

j. Has provided telephone numbers or radio channels for master, chief officer / duty officer

Terminal personnel <u>should not</u> board any vessel unless and until the above arrangements are agreed by email with the ship, via the ship's agent, in advance of ship's arrival

Terminal Rep must confirm to the **Master** that the Terminal...

a. Is complying with **Covid-19** guidelines issued by the responsible authorities and WHO, as appropriate

b. Has trained all personnel involved in cargo handling operations in Covid-19 ship/shore protocols

c. Is using PPE, hand washing/sanitising and social distancing precautions

d. Is implementing controls on crew access to shore and shore personnel access to ship

e. Is instructing its personnel not to enter the ship's accommodation or any other space on board except the designated meeting area, cargo working area and cargo holds, as agreed

f. Has procedures in place for draught surveys, hold inspections, taking and handling of cargo samples, ship's husbandry and other routine exchanges

g. Depending on relevant guidelines, will allow crew to disembark to carry out essential tasks e.g. checking draughts, removal of garbage, taking stores/water

h. In consultation with ship's agent, has arrangements for reviewing/signing **Notices of Readiness, Bills of Lading, Statements of Facts**

i. Has provided contact numbers of terminal representative/duty personnel responsible for loading /unloading operations

j. Has/has not a WiFi link available for ship's crew members.

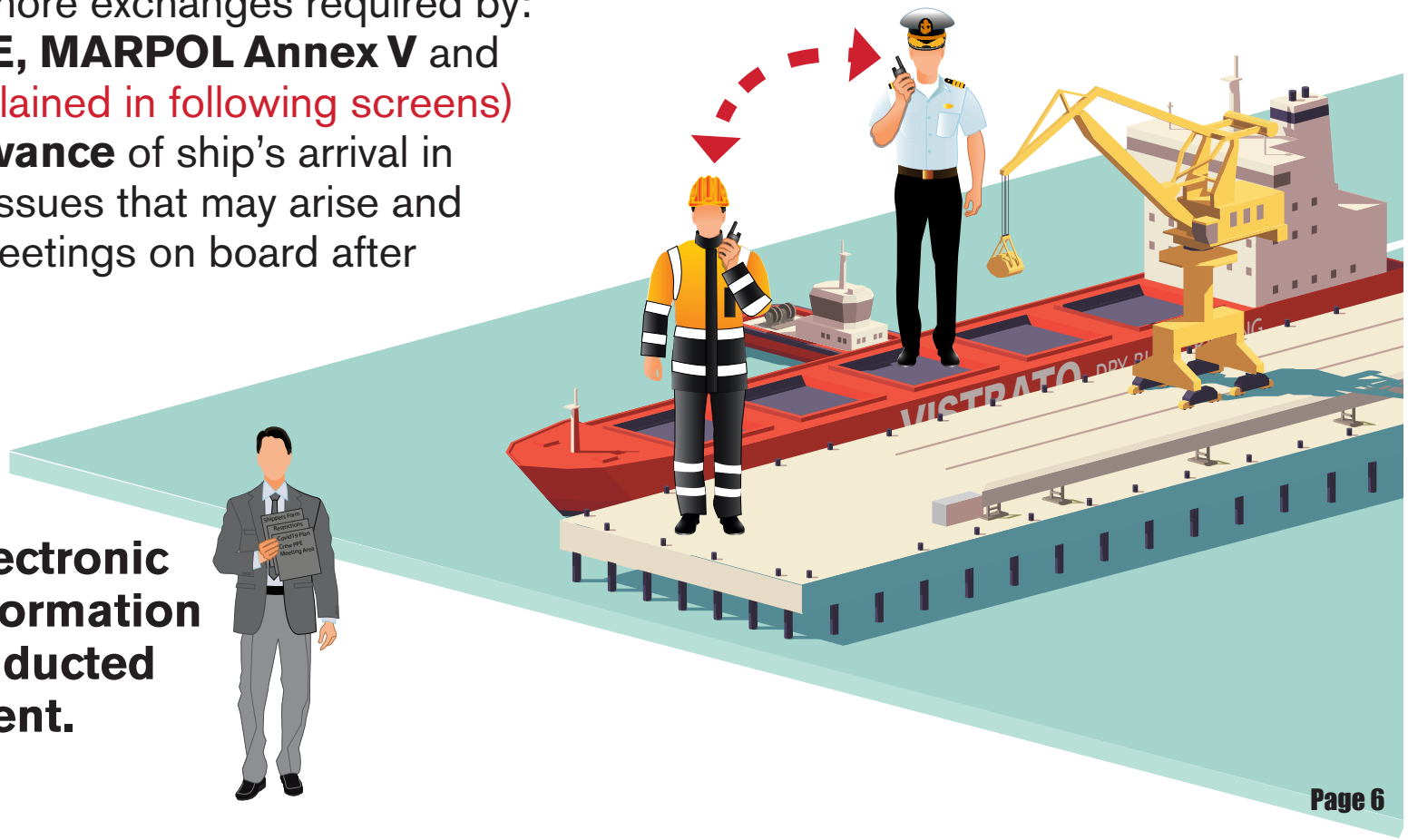
Additional **IMO Circular Letter 4204/Add.16** which provides guidelines for ensuring a safe **shipboard interface** is included on **Page 20**.

WHEN SHIP IS BERTHED

Routine **communications and checks** between ship and shore during **loading /discharging** can be carried out by mobile phone and/or VHF or portable radio.

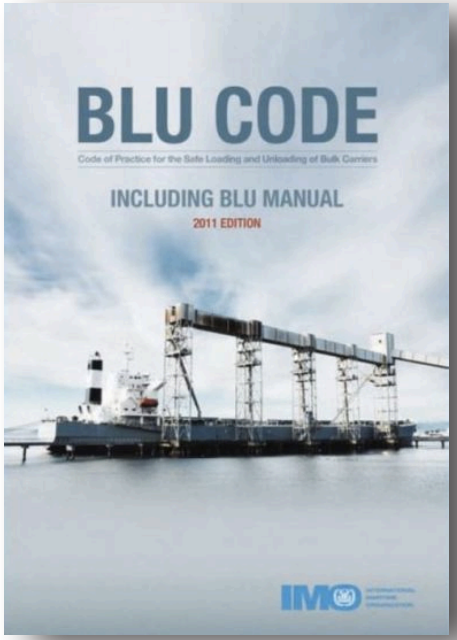
PRE- ARRIVAL SHIP/SHORE EXCHANGES

As much as possible ship/shore exchanges required by: **BLU CODE, IMSBC CODE, MARPOL Annex V** and **ISPS CODE** (these are explained in following screens) should be carried out **in advance** of ship's arrival in order to clarify and resolve issues that may arise and minimize discussions and meetings on board after ship has berthed.



The following electronic exchanges of information are normally conducted via the ship's agent.

PRE-ARRIVAL



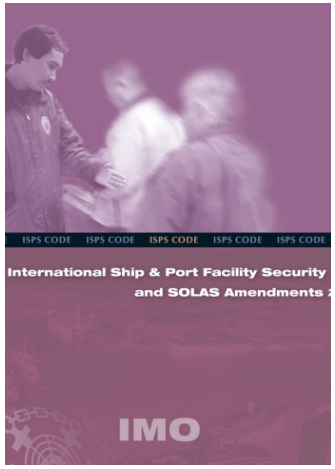
To be risk assessed and agreed by terminal representative and ship's responsible officer

- Ship/Shore Exchanges of Information re operational characteristics of ship & terminal
- Terminal Regulations Booklet
- Load / Discharge /Ballast Plan
- Mooring plans and ship-shore access arrangements
- BLU Code Ship/Shore Safety Checklist: majority of standard checks can be agreed and exchanged in advance of arrival.
- Terminal's Safety Checks to be completed by email and/or after arrival, as required

View Sample
BLU CODE Checklist
on pages 16-19

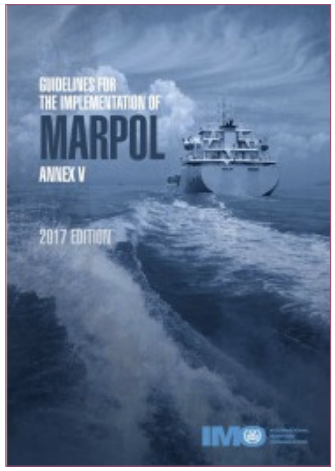
PRE-ARRIVAL

ISPS Code & Marpol Annex V



ISPS Code

- Confirmation of security level of ship and terminal
- Contact details for PFSO
- If required, Declarations of Security may be completed in advance by email with a follow-up discussion during ship/shore meeting after berthing.

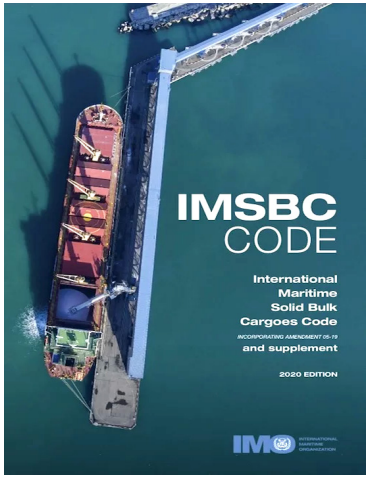


Marpol Annex V

Exchange of information on:

- Port reception facilities for ships' garbage
- Quantity and type of garbage for disposal by ship
- If cargo is classified as HME, arrangements for removal of cargo residues, hold wash down and for shore reception of hold wash water
- Any local controls or restrictions on handling of ships' garbage

PRE-ARRIVAL Page 1 - Ship/Shore Document Exchange



1. **If cargo to be loaded is listed in Individual Schedules in IMSBC Code** (2020 Edition):
   - Shipper's Form for Cargo Information and Declaration (ref. IMSBC Code section 4) to be provided by shipper to master or his representative in advance of loading
   - Terminal to check with master that this information has been received.

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2. **If cargo is <u>not</u> listed in Individual Schedules in IMSBC Code:**
   - In accordance with section 1.3 of IMSBC Code, cargo must be assessed by competent authority of load port, conditions for carriage determined and certificate issued
   - Terminal to check with master that certificate has been received.

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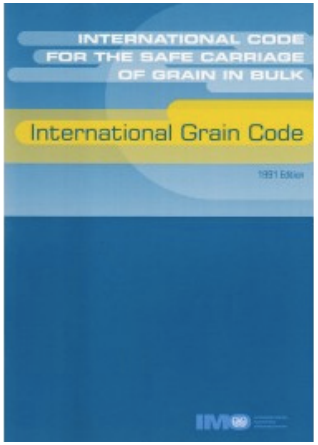
3. **If cargo to be loaded is Group A, or Group A & B:**
   - Certificate of Moisture Content and Transportable Moisture Limit (TML) to be provided by shipper to master
   - Other certificates as required by the Individual Schedule for the particular cargo
   - Ship and terminal to agree precautions to be taken in event of rain during loading.

PRE ARRIVAL Page 2 - Ship/Shore Document Exchange

4. If cargo is Group B, or Group A & B:

- Shipper to include information in Form for Cargo Information on:
  a. Physical and chemical properties and specific hazards of cargo
  b. Any risks of toxic, flammable, explosive or oxygen depleted atmosphere in the cargo holds or adjacent spaces
- Master to inform terminal of ship's procedures for:
  a. Identification and location of any fumigated cargoes on board
  b. Testing and monitoring of atmosphere in cargo holds and enclosed spaces
  c. Issuing Permit to Work for shore workers to enter such spaces

FOR GRAIN CARGOES - Master, Terminal and Shipper need to exchange as required:



- BLU Code Safety Checklist
- Pertinent documents required to assess ship's fitness to load grain
- Stability information, calculations and Load/Discharge Plan
- Arrangements for carrying out hold inspection and fumingation of cargo
- Local requirements regarding phytosanitary certificates

POST ARRIVAL:

For discussion on board in agreed meeting area or by telephone or radio from dock to deck

1. Confirmation of arrangements as discussed during pre-arrival exchanges
2. Confirmation of Covid-19 precautions
3. Checking and agreeing the outstanding Safety Checklist items
4. Checking of mooring and gangway set-up after ship has berthed
5. Review of local conditions including tides and weather
6. Cargo hold entry procedures for pre-load inspection or for discharge operations
7. Arrangements for suspension of loading /unloading:
    a. If ship's safety limits are likely to be exceeded
    b. In event of precipitation
    c. For final loading runs, trimming and belt run-off
8. All phone/radio communications and agreements for routine operations should be positively recorded on safety checklists and in log books
9. Safety critical issues must always be properly discussed, agreed and signed off.

ENCLOSED SPACE - CARGO HOLD ENTRY

POST ARRIVAL:

If cargo is Group B, or Group A and B, responsible ship's officer and terminal representative must discuss/agree arrangements for:

1. Risk assessment of cargo and unloading operations
2. If atmosphere is unsafe or liable to become unsafe, ensuring hold accesses are secured to prevent unauthorized or accidental entry by either ship or shore personnel
3. Testing of atmosphere in holds and hold accesses prior to entry by shore workers
4. Testing and monitoring of atmosphere in cargo holds and accesses during unloading
5. Issuing of Enclosed Space Entry Permit for work to be carried out in cargo holds
6. Ensuring crew members do not enter cargo holds in which shore personnel are working
7. Informing both crew members and shore workers of the hazards, the risks and the agreed control measures.

Resolution of Issues and Follow Up

Good co-operation and communications between ship and shore will ensure the safe management of the risks presented by Covid-19 at the ship/shore interface.

In event of the terminal observing any **non-compliance by crew** members with the required protocols, then:

- The master should be informed immediately
- If the issue is not quickly resolved, then the terminal should suspend operations, instruct shore personnel on board to disembark, inform the agent and issue a **Letter of Protest**
- Operations should not resume until the issue is satisfactorily resolved

In the event of **non-compliance by shore personnel** with the agreed protocols, then the master has the right to take similar action.

Follow–Up:

For the purposes of contact tracing, terminal operators and other port employers should keep a log of personnel who board any ship at their facilities.

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Thank you for using this guide!

Vistrato have many years of expertise in dry bulk operations.
We can create highly visual training, accessed online or on site, to make your solid bulk operations safer and more productive.

We are delighted to bring this guide to the industry at this challenging time.

We would like to especially thank INTERCARGO for their support and contribution to this guide

INTERCARGO
International Association of Dry Cargo Shipowners

Our Associates:

DRYBULKTERMINALS GROUP

DBTG (IBTA) is the ONLY representitive body for the dry bulk industry recognised by the **IMO (International Maritime Organisation).**
It is a not-for profit society and a powerful voice for both dry bulk terminal operators and shippers.

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to **transform** the **efficiency & safety** of your bulk terminal operations

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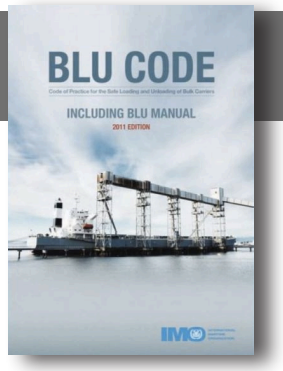

Ship / Shore Safety Checklist for Loading or Unloading Dry Bulk Carriers

Ref: IMSBC Code supplement "Code of Practice for the Safe Loading and Unloading of Bulk Carriers (BLU Code)"

Date: _____ Port: _____ Terminal / Berth: _____ Available depth of water: _____ Maximum air draught: _____

Ship's Name: _____

Arrival Draught (read / calculated): _____ Arrival Air Draught: _____

Departure Draught (calculated): _____ Departure Air Draught: _____

The Master and Terminal Manager, or their representatives, should complete the checklist jointly. The safety of operations requires that all questions should be answered affirmatively and the boxes ticked. It this is not possible, the reason should be given, and agreement reached upon precautions to be taken between ship and terminal. If a question is considered to be not applicable write 'N/A', explaining why if appropriate.

	SHIP	TERMINAL
1. Is the depth of water at the berth, and air draught, adequate for the cargo operation?		
2. Are mooring arrangements adequate for all local effects of tide, current, weather, traffic and craft alongside?		
3. In an emergency, is the ship able to leave the berth at any time?		
4. Is there safe access between the ship and the wharf? • Tended by ship / terminal…….		

		SHIP	TERMINAL
5.	Is the agreed ship/terminal communications system operative? • Communication Method…… • Language…….. • Radio channels / phone numbers…….		
6.	Are the liaison contact persons during operations positively identified? • Ship Contact persons…… • Shore Contact persons…….. •Location……		
7.	Are adequate crew on board, and adequate staff in the Terminal, for emergency?		
8.	Have any bunkering operations been advised and agreed?		
9.	Have any intended repairs to wharf or ship whilst alongside been advised and agreed?		
10.	Has a procedure for reporting and recording damage from cargo operations been agreed?		
11.	Has the ship been provided with copies of port and terminal regulations, including safety and pollution requirements and details of emergency services?		
12.	Has the shipper provided the Master with the properties of the cargo in accordance with the requirements of Chapter VI of SOLAS?		
13.	Is the atmosphere safe in holds and enclosed spaces to which access may be required, have fumigated cargos been identified, and has the need for monitoring of atmosphere been agreed by ship and terminal?		
14.	Have the cargo handling capacity and any limits of travel for each loader/unloader been passed to the ship? • Loader / Unloader……. • Loader / Unloader…….		

	SHIP	TERMINAL
15. Has a loading or unloading plan been calculated for all stages of loading / deballasting or unloading / ballasting? • Copy lodged with…….		
16. Have the holds to be worked been clearly identified in the loading or unloading plan, showing the sequence of work, and the grade and tonnage of cargo to be transferred each time the hold is worked? 17. Has the need for trimming of cargo in the holds been discussed, and the method and extent been agreed?		
18. Do both ship and Terminal understand and accept that if the ballast program becomes out of step with the cargo operation, it will be necessary to suspend cargo operation until the ballast operation has caught up?		
19. Have the intended procedures for removing cargo residues lodged in the holds while unloading, been explained to the ship and accepted?		
20. Have the procedures to adjust the final trim of the loading ship been decided and agreed? • Tonnage held by terminal conveyor system……		
21. Has the Terminal been advised of the time required for the ship to prepare for sea, on completion of cargo work?		

THE ABOVE HAS BEEN AGREED:

Time……. Date……

For Ship…… Rank……

For Terminal……. Position/Title …….

COVID-19 GUIDELINES FOR ENSURING A SAFE SHIPBOARD INTERFACE BETWEEN SHIP AND SHORE PERSONNEL

IMO and industry guidelines to ensure the safety of both ship and shore personnel at the ship/shore interface, include:

1. Prior to ship's arrival in port, exchanging via the ship's agent details of the COVID-19 precautions that:
    A. Ship expects to be observed by all shore personnel due to board e.g. agents, surveyors, stevedores, inspectors
    B. Port expects to be observed by all crew members interacting with shore personnel
2. Clarifying any crew change requirements, in accordance with port State guidance
3. Resolving issues arising due differing standards set by port State, flag State, ship operator and terminal operator

4. After ship has berthed, ensuring key precautions are observed by ship and shore personnel, including:
    1. Maximized use of electronic document exchange
    2. Minimising visitors to ship and interactions between shore workers and crew
    3. Restricting crew shore leave, in accordance with current port State and IMO guidelines
    4. Restricting entry of shore personnel into ship's accommodation
    5. Designation and use of sanitised meeting area on board
    6. Compliance with social distancing, hand sanitizing, respiratory and PPE precautions
    7. Instructing both ship and shore personnel on the required precautions and PPE to be used
    8. Maintaining good communications and co-operation between ship and shore to resolve any issues that arise

5. After ship has departed, implementing contact tracking and monitoring protocols on ship and shore