



**WESTERN  
STEVEDORING**  
B L R T G R U P P

**TERMINAL HANDBOOK**

**2021**  
**Klaipeda**

The following Terminal Handbook is based on the BLUE Code (adopted by the IMO resolution A.862 (20) and the IMO MSC Circular 1160" Manual on Loading and Unloading of Solid Bulk Cargoes for Terminal Representatives" adopted on 16/05/2005), which is applicable to all interactions between a Terminal Representative and the Master of each vessel which arrives to the Terminal Western Stevedoring, Klaipeda. The Master of each vessel is requested to be familiar with the content of the Terminal Handbook on the arrival to the terminal.

## 1. Contact information

Western Stevedoring  
 Minijos 180, LT-93269 Klaipeda, Lithuania  
 Phone: +370 46 483616,  
 e-mail: [stevedoring@wsy.lt](mailto:stevedoring@wsy.lt)

### 1.1. Emergency contacts

CONTACTS	PHONE NUMBER, VHF
Emergency Response Centre	112
Port Control Department	+370 46 499704, +370 612 54144
Dispatcher-Coordinator	VHF10 (Call sign: Radio 12)
Marine Rescue and Coordination Centre	+370 46 391257
	VHF16(Call sgn: Klaipeda Rescue Radio)
Port Police	+370 46 354563
Terminal Security officer	+370 630 04337
Klaipeda Harbor Master	+370 46 499688

### 1.2. Lithuanian Transport Safety Administration Contacts:

Lithuanian Transport Safety Agency

J. Janonio str.24, LT-92251 Klaipeda.

Phone: +370 616 59791

E-mail: [mardep@ltsa.lrv.lt](mailto:mardep@ltsa.lrv.lt)

### **1.3.Terminal Contacts:**

Terminal the Head of the Shift +370 698 85469;

Terminal Stevedore +370 612 22065.

## **2. Port Information**

### **2.1. Arrival Confirmation**

A vessel in anchorage or at Sea Buoy No. 1 is considered to be arrived. Details governing the Notice of Readiness and commencement of lay time depend on the charter party terms.

In case of suspected disease or fever on board, the Master must inform the Agent in order to receive further instructions and information. Please inform the Agent, Receiver, Shipper etc. via email.

Vessel Traffic Service call sign is 'Klaipeda Radio-5, channel No16, Pilots- No9'.

### **2.2.Port Health, Immigration, Quarantine, and Customs Regulations and Procedures**

Any necessary repatriation is performed at Master's request, and then arranged by the Agent and Immigration authorities. Master will advise through the radio channel whether medical assistance is required prior to the arrival to the port. Crew members will be allowed onto the shore with a valid Seaman's Book.

### **2.3.Charts and Nautical Publications**

LT Chart No. 560710.

BA Charts No. 2276 and 2288.

BA Baltic Pilot, Vol. 2, NP 19.

### **Pilotage Requirements**

The State Pilot Service requirements are compulsory. Pilot is requested to board a vessel at the Light buoy No. 1 situated 3.0 n.m. west of the harbor entrance or in bad weather - inside the breakwaters. Standard Pilot boarding position for LNG Carriers 1.0 is n. m. west of the Light buoy No.1. Pilot boats are fitted with AIS. Pilots are available 24/7 except during periods of dense fog and strong NW'ly winds when the pilot service is suspended.

Mooring and unmooring of large sea-going vessels must use the tug's assistance. Available 24/7, the number of tugs to be ordered depends on weather conditions. A Master should order the tugs via an Agent, having agreed the number of required tugs with Vessel Traffic Service of the Port Authority (VTS) or the Pilot prior to the arrival. If a vessel is towed without a crew, the towing must be done under the guidance of the Master of the highest capacity tug. Tug's lines will be used to assist.

Klasco Towage Assistance provides towage, mooring services, emergency, rescue and firefighting operations, ship escorting, and personnel launch service. JSC Towmar Baltic provides towage, mooring services, towing of floating cranes and barges, ship escort for safe passage, stand by at disabled vessels, barge transport, single buoy mooring assistance, tow out of offshore structures, crew change on anchorage, ship supply service on anchorage, and fresh water supply.

#### **2.4. Berthing and Anchorage Facilities**

The typical mooring configuration is 3 + 1 fore and aft depending on weather conditions and berth. Vessel can use an anchor for berthing; however, the anchor must be heaved up to the hawse pipe after the mooring is completed. Mooring boats are not used in berthing operations. There is berth- mooring gangs supplied by the port land user in the port.

On receiving a gale warning advising increasing SW'ly, W'ly, NW'ly winds and heavy swell, the Masters of the vessels lying alongside the Oil Piers and Berths No. 4–6 (situated near the entrance) are required to order tugs for pushing the vessels to a pier/ berth for safe lying alongside or they will be requested to leave the pier/berth and proceed to open waters. The Tankers must be positioned with their bows by the port entrance.

It is permitted to shift a vessel along the berth:

- without a Pilot, if the distance of movement does not exceed the length of the vessel for vessels with LOA less than 185 m.
- with a Pilot, if the distance of movement exceeds the length of the vessel, or LOA more than 185 m.

The Agent has to notify the Port Dispatcher about the vessel's departure or re-mooring at least 2 hours prior to the departure.

In case of a stormy weather or dense fog, a vessel must wait at the Outer Roads until entry permitted by the Harbor Master. For vessels in the Outer Anchorage, the vessel heaves up anchor and proceed to open sea when wind is over 15 m/s.

Terminal mobile cranes will operate until the wind exceeds 24,0 m/s.

If the weather forecast is not suitable for operations, the PCD will inform the Terminals, Agents, and Vessels to be prepared.

#### **2.5. Availability of fresh water, provisions, bunkers and lubricants**

Fresh water is supplied at the quays No. 139-140. In another quays, the water is available from trucks.

Electricity is provided throughout.

Any additional provisions or requests can be ordered via an Agent.

Bunkering operations are available.

## **2.6. Maximum allowed draught, speed and minimum depth of water in navigation channel, water density at the port**

The width of the approach channel to the port is 150 m. The outer channel is 15.5 m, and the inner channel is 15.0m wide before the Buoy No. 11. The channel depth 400–600 m. from the entrance, alongside the Sea Channel, is subject to change due to sand and mud brought down from the Curonian Lagoon by the spring floods. The entrance is protected by the northern and southern breakwaters.

The length of the fairway from the harbor entrance up to the **Kiaulės nugara** shoal at the entrance to the **Curonian Lagoon** is 4 n.m., the width varies from 125–300 m. and the depths are from 10.0–14.5 m. (MWL).

The drafts for vessels navigating along the Sea Channel are as follows:

- from the entrance channel up to starboard hand Buoy No. 11 - 13.8 m;
- entrance to **Malku Ilanka, Western Ship Repair Yard** - 13.4 m.

All parameters (channel width, depth) are controlled by the Harbor Master.

The maximum vessel speed shall not exceed 8 knots in the entire port area. A speed should be selected appropriately to control the vessel, especially when passing areas where waves caused by the vessel can pose a danger and cause any damage. In order to comply with the navigation safety requirements, the maximum permissible speed of the vessel may be changed at the instruction of the VTS Operator on duty.

LOA 350m, draft 13.8m, beam unlimited. Vessels with LOA more as 200m must obtain prior permission from the Harbor Master.

The typical water density is approximately 1,0065 t/m<sup>3</sup>. More accurate information is available from the surveyor company on a selected date.

Vessels coming into the Baltic Sea are required to exchange ballast water in the North Sea.

The water level can vary up to 0.9 m. above and below the mean level, although variations of 0.6 m. are rare. Small variations of 0.3 m. are frequent. The level rises with strong winds from the W–NE and fall with winds between E–S. A rise sometimes can be caused by strong NW or SW winds blowing in west part of the Baltic Sea. Prevailing winds are westerly.

The Removal Charges of waste oil disposal and garbage collection from the last port of call are included in the port fees.

### 3. TERMINAL INFORMATION

#### 3.1 Technical data on berth loading and unloading equipment

Equipment type	Cargo type	Max loading rate t/24 h	Quantity
Ship's loader	Bulk	6 000	1
Shore crane	Bulk, general	1 600	4
Mobile hydraulic crane	Bulk, general	3 600	3
Mobile crane Liebherr	Bulk, general	4 000	1

#### 3.2 Quay technical data

Western Stevedoring is operating berths from No 128 to No140. More information is available through the link: <https://www.portofklaipeda.lt/regulations/level2/Uosto-kapitono-isakymai/28>.

Permissible max vessel draft alongside quays: 6,0m-13m.

#### 3.2 Minimum and maximum size of ship that can be accepted including minimum clearance between deck obstructions

The Terminal can support ships with max length 230m and max width 36m in the berth No139-140

#### 3.3 Mooring arrangements and attendance of mooring lines

The Mooring requirements are specified in the Klaipeda State Seaport Shipping Rules ([http://www.portofklaipeda.lt/regulations/level2/Laivybos-taisykles\\_1/28](http://www.portofklaipeda.lt/regulations/level2/Laivybos-taisykles_1/28)). The Vessel mooring shall be under control of the PCD and VTS according to the laws. It is forbidden for vessels to moor at a berth without the permission of the Port Dispatcher Office and VTS. Vessel 's mooring lines on quay bollards are placed according to the instructions of a Pilot/ Port Authority. A vessel shall be moored with mooring lines or ropes with appropriate strength so that it stays at the berth under all conditions. Mooring bollard strength is 100t in the berth. It is prohibited to use different materials for one mooring line. A Mooring line cannot be too slack or too tight; otherwise, the vessel will not be able to move securely during cargo operations and may damage

cargo loading devices or cause an emergency situation. Maintaining and monitoring mooring lines during time on berth is the responsibility of the Vessel Master.

### **3.4 Loading and unloading procedures and communications**

Loading or unloading procedures will be carried out in accordance to the loading/unloading plan provided by the vessel Master. Prior to starting work, the following procedures must be completed:

- The plan must be agreed and signed by both the Terminal Stevedore and the vessel Master;
- A ship/shore safety check list must be completed between the Terminal Stevedore and the vessel Master;
- Prior to discharge, the vessel Master must provide the terminal with a completed cargo information form. During discharge, trimming will take place as required by both manual and mechanical plants. On completion, all holds will be cleaned and/or trimmed to the Master's requirements.

Communication. Principal contact for the vessel Master during operations will be the Terminal Stevedore who maintains contact with the loading/unloading equipment Operator and the Signalman. Any other contact related to the Terminal cargo is specified in Section No. 1.4.

### **3.5 Cargo weight determinations by weight-meter and draught survey**

It is the responsibility of the vessel Agent to organize the attendance of Cargo Surveyor prior to and on completion of the cargo handling. Terminal operations will start after the draft survey has been completed and the instruction to start has been issued by the Surveyor.

Cargo weight can be monitored by the Terminal scales. In the event of cargo not being weighed via the Terminal's scale, a regular draft survey will be carried out.

### **3.6 Conditions for acceptance of combination carries**

Before discharging, a valid gas-free certificate must be handed over to the Terminal. If vessel is sailing with an indemnity before discharging, a valid certificate of the indemnity must be handed over to Terminal.

### **3.7 Access to and from ships and berths or jetties**

The means of Access between the ship and the quay must be safe and compliant to the regulations, and may be provided by vessel. It consists of an appropriate gangway or accommodation ladder with a properly fastened safety net underneath it.

It is not allowed to have a watchman positioned underneath a working crane.

### **3.8 Damage and indemnity arrangements**

In case of damage to the vessel, the vessel representative(s) should present a damage report to the Terminal Stevedore. The Terminal Stevedore will acknowledge the receipt of the document. Terminal stevedore will size up the damage and determine the amount of damage to the vessel

and/or cargo and will take the relevant action. If any immediate repairs are needed, the Terminal Stevedore will order the repair crew.

### **3.9 Landing location of accommodation ladder**

The gangway or accommodation ladder should be positioned in a way that it is not underneath the path of loaded or unloaded cargo, and doesn't obstruct ship loader or any mobile cranes. The area should be well illuminated during dark hours. A lifebuoy with a heaving line should be available on board near the gangway. It is the vessel Master's responsibility to ensure the safe positioning of the accommodation ladder throughout the entire time the vessel is at the berth.

### **3.10 Information on waste reception facilities and the terminal**

Waste disposal must be organized by the vessel or their agent according to the Klaipeda Port Waste Management plan [http://www.portofklaipeda.lt/regulations/level2/Klaipedos-uosto-atlieku-tvarkymo\\_planas\\_2/279](http://www.portofklaipeda.lt/regulations/level2/Klaipedos-uosto-atlieku-tvarkymo_planas_2/279). The Vessels should request their agents to arrange waste collection. The vessel's agent is the main contact who will receive/submit all paperwork. Any Information related to a vessel generated waste shall be submitted at least 24 hours prior to the vessel's arrival to the Dispatcher's Office at the port. The waste is collected in the following ways, depending on the type and amount of waste:

- cargo residues, such as ballast and tank wash water, are delivered directly to the operator of oil terminals;

- vessel-generated waste is delivered by ship or collected by an operator which is a Seaport Authority authorized service provider for sanitary and waste collection services. The Operator will coordinate the collection, cleaning, and the disposal of the vessel generated waste at the appropriate facilities.

## **4. Manual for Emergency Procedures**

### **4.1 Fire or explosion on the terminal**

After noticing fire on the terminal, each employee or crew member is required to report the incident and act immediately:

- Report about the fire to the Stevedore by phone +370 612 22065, or to the Shift Supervisor by phone **+370 698 85469**, or via the VHF channel No.9.

Extinguish the source of the fire using available resources: fire extinguishers and/or other fire extinguishing equipment (the chart of the available fire extinguishing equipment facilities is attached).

Western Stevedoring Shift Supervisor makes a decision regarding the necessity of local Western Shipyard Fire-Rescue Department (WSY-FRD) participation and calls WSY-FRD by phone **No.3665** or **+370 611 26316**. If it is necessary, VKR Shift Supervisor calls Government Fire- Rescue Service (GFRS) by phone 112.



In an event of fire, it is Shift Supervisor or another senior Officer's responsibility:

- To make sure that WSY-FRD or GFRS are informed and to repeat a call if necessary;
- To appoint a person(s) to meet WSY-FRD or GFRS and to help them find the shortest route to the fire's heart and water pipes;
- To undertake the general command of the fire extinguishing process until the WSY-FRD or GFRS arrival;
  
- To fully disconnect or switch to emergency status the electricity and the ventilation systems in the fire area, and to execute other actions that prevent fire radiating any further;
  
- To stop all of the operations that are not related to the fire liquidation;
- To evacuate all people who are not involved in the process of firefighting in the area;
- To protect or evacuate all the technical equipment and other goods;
- To call Medical First Aid by phone 112 if necessary.

On the arrival of a fire brigade, the Chief Officer of the WSY-FRD or GFRS takes over the process of fire extinguishing, and all terminal employees are required:

- To obey to the command and orders of Chief Officer of the fire brigade;
- To inform the Chief Officer about:
  - the people that are or can potentially be present in the place of a fire;
  - the easiest access to roads where the water supply can be fulfilled;
  - the dangerousness and explosiveness of the object;

The Shift Supervisor or other Senior Officer of the terminal deploy under the command of Chief Officer of Fire prevention and provides the necessary amount of the terminal employees and all possible technical means of the terminal to his requirements.

In case of fire or explosion on the Terminal, The Master is under obligation:

- To evaluate the possible danger for the vessel and to make a decision:

- To leave the berth and to shift to another berth or any other different place in the Port Aquatorium after receiving the preliminary permission from the Harbor Traffic Control;
- To declare the readiness of the ship;

#### **4.2 Fire or explosion on board of the vessel**

In accordance with the Port Regulations of the Klaipeda Sea Port, the Terminal and the Master of a vessel are obliged to ensure:

- Safe mooring of a vessel to a berth;
- The state of the access roads is reasonable so that in case of an emergency a vessel can be reached by the fire brigade (at least two access roads for PANAMAX size vessels and above);
- Fire pumps are autonomous;
- The fire extinguisher sleeves are present at the vessel's fore for taking water from the shore or from overboard;

In case of fire or explosion on the vessel, the Master is obliged:

- To find out the exact place of fire, its extent and potential access ways to the place of fire;
- To stop any operations at the place of a fire and to evacuate all employees from the vessel;
- To start the localization of fire using the facilities available in the vessel;
- To inform the Stevedore or the Terminal Shift Supervisor about the fire;
- To agree with Stevedore the placement of the connecting equipment to the fire that might be needed to take water from the shore (the places of their location are indicated on the chart attached);
- If necessary, to call local or city's fire brigade and ambulance by himself or through the Stevedore or the Shift Supervisor of the terminal or the Ship's Agent;
- To evaluate the necessity to leave the berth and to proceed to the aquarium after receiving the preliminary permission from the Harbor Traffic Control;

In case of fire or explosion on a vessel, the Shift Supervisor or other Senior Officer of The Terminal is under an obligation:

- To inform directly or via the vessel's agent the Klaipeda's Sea Port Dispatch Office, Harbor Traffic Control and Harbor Master;
- To assist the Master of the vessel to call rescue services from the city directly or via the vessel agent;
- To evacuate all employees from the vessel;
- To provide free access routes for the fire brigade cars to the vessel;
- To assist the vessel with all available technical equipment, people, transport or other means necessary for fire extinguishing.

### **4.3 Oil spillage and pollution**

If oil spillage or pollution is observed in the Terminal, the Terminal employees must inform the Stevedore. If a vessel employee notices oil spillage or pollution, then they must inform the officer in charge of the vessel. The Stevedore or the Deck Officer will then evaluate the situation and determine the following:

- The exact place and volume of the pollution;
- The type and the characteristics of the spilled product;
- The access roads to the place of spillage;

In accordance to the Notification Plan in emergency situations, the Shift Supervisor has to inform all responsible officers and organizations that are specified in the Notification Plan.

Depending on the scale of pollution, all the activities in the area of pollution must be evaluated and terminated if necessary.

In accordance with the „SE KSSA“ Local Contingency Plan on Combating Pollution at the port, fire-fighting operations, people rescue, salvage of vessels and property, the liquidation activities in the area of the aquarium must be coordinated by the Port Dispatch Office.

The Terminal and the vessel shall provide the necessary staff and equipment to set up barrage bonds.

In case of oil spillage or pollution within the territory of the Terminal, all liquidation procedures are planned in compliance with the Terminal “Local lifesaving, environmental and accident emergency plan”.

Any case of oil spillage or pollution within the aquarium or the territory of the Terminal is regarded as entailing contamination of environment and is a subject of thorough investigation with the purpose of establishing the cause and culprits of the spillage and assess the harm inflicted on the environment.

### **4.4 Injuries to the personnel of a vessel or/and the Terminal**

In case of an injury to the Terminal Staff or a Crew Member, the first aid should be provided by the trained staff. Then immediate measures should be taken to ensure there is no further impact on the equipment, firefighting, and the evacuation of the personnel as part of the emergency activities.

If Terminal Staff has been injured, the closest eyewitness should report the accident to the Shift Supervisor, who calls ambulance on a phone **112**, or organizes the delivery of a wounded person to the hospital, if necessary.

If a crew member or other person on the vessel is injured and it is necessary to provide first medical aid, the Master of the vessel should contact the ambulance or medical services himself or through the Stevedore, Shift Supervisor or Vessel Agent.

For evacuation of an injured person from the vessel ashore and his delivery to the hospital, the Master of the Vessel as well as the Shift Supervisor of the Terminal will support each other with resources required: e.g., staff assistance, equipment, transport, etc.

#### **4.5 Vessel breaking moorings**

If there is damage to any of the vessel's moorings, the Officer in charge should inform the Master of the vessel. He should also inform the Stevedore in order to stop loading, and, if necessary, to ensure the repair of the vessel's moorings by crew members.

If there is necessity of the assistance of a tug boat due to weather conditions, the Master should call the tug boat via a dedicated Agent.

#### **4.6 Flood, hurricane and other natural disasters**

The Terminal receives the information on the expected flood, hurricane or any other extraordinary natural phenomenon from the Harbor Master or other official information sources.

If the information is received, the Shift Supervisor is obliged:

- To inform all personnel of the Terminal as well as the crew of vessel on the upcoming danger;
- To inform the Terminal Stevedore to instruct staff on how to prepare for potentially increasing water levels or strengthening of the wind, etc.;
- To prepare to evacuate the equipment, cargo, and inventory from the venues of potential submergence;

If the velocity of the wind exceeds 16 m/s, the Stevedore of the Terminal will:

- determine whether it safe to continue crane operations based on their technical specification. Alternatively, they may stop all crane operations and request to fasten their captures;
- provide all outside staff with the necessary individual protection equipment;

If the velocity of the wind exceeds 25 m/s, the Shift Supervisor will:

-Make a decision to work only with the equipment which specifications allow to be used in a strong wind;

-To make sure that there is no danger to staff, cargo, equipment or a vessel during the operations;

-To make sure that staff and loaders and other mobile equipment in parking places or garages are safely concealed.

#### **4.7 Electricity break down in the terminal**

An employee, who witnesses the failure of electrical power supply, should report the accident to the Shift Supervisor who will then inform the Technical Services.

If there is damage to the equipment or the networks of the electrical power supply within the limits of the Terminal territory, the damage control and reinstatement will be organized by the dedicated Technical Services.

Once the damage removal operations are done, the staff in charge is obliged to warn all employees, who are in direct contact with electrical equipment, that a power supply will be restored shortly and therefore all electrical parts must be tested and the tension measured.

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