

Revised August 2012

FOR THE ATTENTION OF THE MASTER OF VESSEL

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Please find attached ‘Notes to Master of All Vessels’, the contents of which are self explanatory and are listed below.

- 1. Mooring Safely (Please give this your urgent attention!!.)**
2. Safe Gangway
3. Ships Cranes
4. Safe Walkways on the Terminal
5. Ebb Tide
6. London Container Terminal Waste Management Plan
7. Cargo Operations/Safety Information
8. Reefer Cargo Plugging in/unplugging
9. Recognition of LCT Personnel
10. LCT Useful Extension Numbers
11. Site Security
12. Smoking

NB: IT IS THE MASTERS RESPONSIBILITY TO ENSURE THAT ALL OFFICERS AND CREW CONCERNED SHOULD BE AWARE OF THE CONTENT OF THIS NOTE, IF NECESSARY THE MASTER SHOULD ENSURE TRANSLATION INTO THE MOTHER TONGUE OF THE INDIVIDUALS.

SHOULD YOU HAVE ANY QUESTIONS ON THE CONTENT OF THIS NOTE, PLEASE CONTACT THE TILBURY CONTAINER SERVICES SHIFT SUPERVISOR

Master to please sign for receipt of these notes

Masters Signature

Vessel

Date

**NOTES TO MASTER OF ALL VESSELS
WHILST ALONGSIDE LONDON CONTAINER TERMINAL (LCT)
BOTH YOURSELF AND YOUR CREW SHOULD BE AWARE OF THE FOLLOWING AND COMPLY ACCORDINGLY**

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OFFICERS AND CREW CONCERNED SHOULD BE AWARE OF THE CONTENT OF THIS NOTE IF NECESSARY
THE MASTER SHOULD ENSURE TRANSLATION INTO THE MOTHER TONGUE OF THE INDIVIDUALS.**

UK Health and Safety legislation is enforced by HSE and MCA, to ensure the continued health and safety of both LCT staff and ship's crew. Therefore all vessels that come into LCT must be properly certified, as must their crew and all crew members must have been appropriately trained for the work they undertake. They must be fully aware of the UK Code of Safe Working Practices for Merchant Seaman or its equivalent for the country where their vessel is registered. LCT appreciates that on the vast majority of vessels, the Master knows that this is his duty to follow these requirements and does provide safe equipment, safe access and safe working procedures.

1. MOORING SAFELY

You are reminded of your obligation to ensure that your vessel is moored safely and securely to the quay and this situation is monitored regularly throughout the vessels visit to the berth, so that at all times the vessel remains secure. The vessel should not be allowed to list or trim excessively and that at all times the Terminal Cranes have clear and safe access to working areas.

2. SAFE GANGWAY

A safe gangway to allow access to and from the vessel should be provided by your vessel, and at all times be kept clear from obstructing the safe longtravelling of terminal quay cranes. Special attention must be given to ensure that the gangway safety netting does not become entangled with the quay crane wheels, buffers and structure.

3. SHIPS CRANES

Ship storage cranes should always be stowed inboard and only used after consultation with the Terminal Shift Manager or Supervisor.

Where applicable Ship's Cargo Cranes or Derricks should always be stowed in such a manner as to give unrestricted access to containers and should only be manoeuvred after consultation with the Terminal Shift Manager or Supervisor.

4. SAFE WALKWAYS ON THE TERMINAL

Safe walkways are marked out in YELLOW on the Terminal, attachment 1 gives an overview of the location of the safe walkways. Your crew should be reminded that it is an offence to walk or take a vehicle across the Terminal or to cross any of the white wood barriers. It is also very dangerous.

When using the riverside walkway extreme caution must be exercised when passing Quay Cranes Nos. 10 and 11 located on the upper riverside berth where, as a result of the position of the access stairway it will be necessary to step into the roadway for a short distance.

5) **EBB TIDE**

There have been instances in the past of vessels parting moorings and moving along the quay a considerable distance, due to the influence of the ebb tide. This obviously puts personnel and quay cranes at risk and must be addressed by all Masters in command of vessels using the Riverside Berth.

The ebb tide has a much stronger influence on the riverside berth than the flood tide due to the natural configuration of the river, which throws the flood tide to the far side of the river.

It is recommended that approximately one hour after high tide when the ebb is beginning to run at full strength a particularly close watch is kept on the vessels moorings as they take the additional strain.

It would also be prudent to have additional mooring lines deployed at the northern (upper) of the Riverside berth to compensate for the stronger ebb tide.

6) **LONDON CONTAINER TERMINAL (LCT) WASTE MANAGEMENT PLAN**

Please find attached for your information a copy of the latest LCT Waste Management Plan. The skips referred to in this plan are placed towards the end of the quay on which your vessel is alongside and you are requested to use these skips whilst at LCT.

For your assistance Appendix 1 terminal map indicates the position of the skips.

7) **CARGO OPERATIONS**

LCT has a duty under Section 3 of the Health & Safety at Work Act 1974 to conduct operations in a manner which will not expose others to danger. Therefore, LCT requires Masters to comply with the following in relation to cargo operations:-

- a) Before cargo operations commence the Senior Ships Officer in charge of cargo operations must liaise with the LCT Shift Manager or Ganger to confirm the intended order of cargo operations and to agree any subsequent alterations.
- b) LCT's contractual responsibility is to discharge/load containers (which includes the positioning and removal, locking/unlocking of twistlocks, the removal and replacement of ships hatches) in many cases LCT's contractual responsibilities also includes lashing/unlashing of containers and cargo.

Master must ensure that his crew remain off the sections being worked until cargo operations have been completed and ships hatches have been replaced

- c) If LCT's contractual responsibilities does not include lashing/unlashing of containers/cargo such operations are to be carried out by the ships crew, in this situation LCT personnel will not assist the ships crew in the lashing operation in order to avoid any conflict of responsibility the ships crew must be instructed by the master:-
 - i) Must not stand or walk under a suspended load or whilst quay crane is booming up or down.
 - ii) Must not start lashing operations until the Quay Crane has completed its work.

- d) **All crew must be instructed by the Master to wear safety helmets, protective footwear and high visibility clothing when on deck and on the quayside for any reason.**
- e) **The removal of ships hatches during loading/discharge operations present potential hazard to members of the crew of a fall from height and clear instructions by the Master must include avoidance of open or partially open hatches and the erection and maintenance of safety barriers and safe walkways.**
- f) LCT personnel have been instructed that on no account will shore side equipment be used to lift crew member onto containers/ cargo.
- g) If ships crew are using movable ladders to access container tops ships officers are advised to ensure that they are safe and properly secured and that any crew member working at height is protected from falling.
- h) In addition any crew member or passenger wishing to disembark from the vessel must contact LCT to arrange transport to and from the vessel, under no circumstances will crew members or passengers wishing to go ashore be allowed to walk along the quay unescorted.
- i) LCT Managers/Gangers have been instructed to suspend cargo operations if ships crew do not follow the instructions above

The Master and the ships Officers are required to monitor their crew to ensure compliance

It is the duty of the Master to protect the safety of all persons on board his vessel. If he or his Officers are concerned that LCT cargo operations are creating a hazard to any persons or his vessel, they are to contact the LCT Shift Manager or Ganger immediately.

8) **DISCONNECTION OF INTERGAL REEFERS**

Should your vessel be discharging integral reefers whilst at LCT please ensure that after disconnection from the power supply the power cable is correctly coiled and stowed safely in the cable cavity of the container.

9) **RECOGNITION OF LCT PERSONNEL**

To assist in the recognition of LCT personnel:-

White safety helmets are worn by Managers

Blue safety helmets are worn by Ganger

Yellow safety helmets are worn by Container Terminal Operatives

10) LCT EXTENSION NUMBERS

Should you need to contact personnel from LCT direct please below for a list of the relevant extensions.

The main switchboard number to contact LCT Switchboard is 01375 363700 then ask for the relevant extension.

Head of Operations	Ext 353
Operations Manager	Ext 271
Shift Manager	Ext 224
Control Room	Ext 230
Terminal Planners	Ext 216/217/218/219/251

AGENTS

John Good	Ext 246
CMA CGM	Ext 113
Inchcape	Ext 111

THE PLANNER FOR YOUR VESSEL IS

AVAILABLE ON TELEPHONE NUMBER 00 44 1375 363700 OPTION 4 (office hours)
00 44 1375 363724 (Shift Manager, out of office hours)

11) SITE SECURITY

London Container Terminal. is a ISPS registered port facility.

The terminal as a minimum will always operate to a level 1 standard of security and as such crew members, visitors and ships stores will be liable to searches applicable to this security level.

It is a requirement that all crew members going ashore must carry with them photographic identification and that all information regarding visitors to the vessel and any crew changes are communicated to the PFSO via the ships agent 24 hours in advance to avoid delay.

If for any reason it prove necessary for the terminal to raise its security status to a higher level this information will be communicated to the master by the PFSO immediately.

12) SMOKING POLICY

Smoking is strictly prohibited in all working areas of the terminal

If for any reason the emergency services are required onboard the vessel during its stay please contract LCT Switchboard on 01375 363700 for notification and to make arrangements.