



BERTHING PROCEDURES FOR VESSELS
CALLING AT THE PORT OF POINT LISAS

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1.0 INTRODUCTION

The Port of Point Lisas is located in the Gulf of Paria halfway down the west coast of Trinidad, 32 km south of Port of Spain, in position 10°24.2'N, 61°29.6'W. Trinidad lies about 20 km north of Venezuela. Its location between North and South America allows easy convenient connections to all major shipping routes.

PLIPDECO owns and operates the Port of Point Lisas, which houses six (6) berths and approximately ten (10) logistics companies, together with statutory agencies, such as, Customs and Excise Division, Immigration Division, Port Health, and the Trinidad and Tobago Bureau of Standards.

PLIPDECO's Harbour and Marine Department coordinates all movement of vessels at the Port of Point Lisas by tracking arrivals at the Port, including those destined for the methanol, ammonia, urea and steel berths owned by the National Energy Corporation of Trinidad and Tobago (NEC). The department also provides mooring and unmooring services for the safe berthing/un-berthing of vessels.

This document therefore seeks to formalise the Operating Procedures for the Harbour and Marine Department's business operations and related activities.



2.0 BERTH APPLICATION PROCESS

Port of Point Lisas

- 1.1 All vessels calling at the Port of Point Lisas must be represented by a local Agent.
- 1.2 The Agent shall complete and submit via email, the online Berth Application Form which can be accessed from PLIPDECO's website www.plipdeco.com, to the Harbour & Marine Department at harbourmanagement@plipdeco.com for vessels calling at The Port of Point Lisas (Berths 1, 1A, 2, 3, 4 and 5)

For new or non-regular callers

- 1.3 The Berth Application Form should be submitted one (1) month in advance along with:
 - a) The Vessel's Tonnage Certificate
 - b) The Vessel's Estimated Time of Arrival and Departure (ETA & ETD)
- 1.4 The Marine Services Coordinator (MSC) shall notify approval of the Berth Application via a return email to the respective Agent and provide an Advance Deposit Notice

3.0 SCHEDULING SUMMARY

- 1.5 The MSC creates and updates the schedule for vessels using information received from Agents, Savonetta Pier Coordinating Committee (SPCC) weekly plan and ArcelorMittal's coordinator.
- 1.6 PLIPDECO maintains an online Proposed Daily Schedule (PDS) which provides status of the vessel schedule. This can be accessed via PLIPDECO's website www.plipdeco.com using the path (Services→Port Operations→PDS→Enter User ID and Password).
- 1.7 The Agent(s) shall provide the MSC with the information of any delays or other changes at regular intervals 72, 48, 24 and 12 hours in advance of ETA.
- 1.8 The MSC uses the updates provided by Agents and the Vessel Status Schedule to produce the online PDS which displays a comprehensive schedule of all vessel movements at the Port of Point Lisas over the next twenty-four (24) hours.



- 1.9 Through access to the online PDS, the Trinidad and Tobago Pilots Association (TTPA) is advised of times the Pilots are required and NEC's Representatives are informed of the type of tugs needs and the time required.
- 1.10 The TTPA and NEC utilise and monitor the online PDS for vessel movements (Berthing, Un-Berthing and Shifting):
- a) If there is an urgent change or update, the MSC would contact the Pilot National Energy Corporation NEC via telephone or VHF radio via channel 16. The Pilots contact the MSC via radio or telephone advising of his arrival either Port Point Lisas or Yara Terminal.

4.0 BERTHING, SHIFTING & UN-BERTHING

The Port of Point Lisas

4.1 Berthing of Vessels

- a) The Vessel's Master shall be advised by the MSC via radio to proceed to the Pilot Boarding Station
- b) The NEC tugs shall also proceed to the Pilot Boarding Station. NEC's tugs are requested by PLIPDECO in collaboration with the pilot, based on the vessel's length overall (LOA).

4.2 Shifting of Vessels

- a) In the event that the vessel has to be shifted from one berth to another or un-berth to anchorage, Cargo Handling Operations Personnel (Manager, Cargo Handling, TOS and ATOS) shall advise the MSC at the daily Operations Meeting.

4.3 Un-Berthing of Vessels

- a) The MSC receives information from Cargo Handling Management Operations representative and the Agents of the vessel status on its readiness.
- b) The MSC contacts the Master of the Vessel to prepare for the un-berthing.



5.0 ArcelorMittal Docks (AM-North, Am-Center, AM-South)

- 5.1 A written request must be submitted by ArcelorMittal's Port Coordinator to the MSC at Harbour & Marine group account harbourmanagement@plipdeco.com. for the berthing of all vessels at their berths. The email must include the following:
- Agent of the Vessel
 - Time required
 - Orientation of berthing (whether portside or starboard)
 - Request for normal movements must be submitted two (2) hours in advance
- 5.2 The MSC shall advise ArcelorMittal's Port Coordinator via email of any Delays caused by the arrival time of Marine Personnel (Berthing Officer and/or Port Operations Assistants) to conduct the operation at ArcelorMittal's dock.
- 5.3 The ArcelorMittal's Port Coordinator or appropriate designate must immediately advise the MSC at PLIPDECO via email of vessel delay for the requested operation at ArcelorMittal dock.

5.4 HIGH TIDE MOVEMENT

- ArcelorMittal's Port Coordinator is required to submit all requests via email for High Tide Movements, at least twenty four (24) hours in advance.
 - A Letter of Indemnity signed by an authorized person at ArcelorMittal should accompany such requests and this shall be sent via email to harbourmanagement@plipdeco.com to expedite scheduling. The original letter (hard copy) must be delivered one (1) hour prior to the requested scheduling.
 - Pilots are required to embark two (2) hours in advance for all high tide movements.
 - If a High Tide opportunity is missed, a minimum of twelve (12) hours delay would incur.
- 5.5 ArcelorMittal's Port Coordinator or authorized personnel must submit an email to the MSC Harbour & Marine at harbourmanagement@plipdeco.com indicating readiness of the vessel for un-berthing/ shifting, i.e. Estimated Time of Completion and/or Shifting Time.



6.0 THE SAVONETTA PIERS (SPECIALIZED TERMINALS SP1 NORTH & SOUTH, SP2 NORTH & SOUTH, SP3 AND SP4)

- 6.1 The Supervisor and the MSC or PLIPDECO's Harbour and Marine Department receive the final vessel schedule for all vessels operations at the Savonetta Piers at 1300 hours every Friday from the Secretary after the weekly SPCC meeting.
- 6.2 The Agent confirms vessel ETA with the Harbour and Marine Department via email to the Harbour and Marine Group account harbourmanagement@plipdeco.com. The MSC will update the online PDS and also contact the Pilots and NEC, confirming the vessel's ETA.
- 6.3 Any updates or changes must be approved by the Chairman, SPCC or his designate.
For changes at SP1 South, which is operated by PCS Nitrogen, the PCS designate has the authority to determine or change in the schedule of vessels at this pier. Any updates or changes must be sent immediately to the MSC via email to the Harbour and Marine Group account harbourmanagement@plipdeco.com
- 6.4 **Turnaround**
- a) In the event of a request to turnaround a vessel at SP1 South a from Starboard to Portside, a representative of PCS Nitrogen Control Room will submit an e-mail to PLIPDECO's Harbour & Marine group account harbourmanagement@plipdeco.com advising of same.
 - b) In addition, a Letter of Indemnity must be signed by PCS Nitrogen's authorised personnel.
 - c) A copy of the letter can be e-mailed to expedite scheduling; however, the original letter must be delivered to PLIPDECO's Harbour and Marine department no later than one (1) hour before vessel movement.
- 6.5 The Agent will submit an e-mail to the Harbour and Marine Group account indicating readiness of the vessel for un-berthing.