



TERMINAL INFORMATION BOOK

2017

1. INTRODUCTION

Limited liability stevedoring company **Klaipėdos Smeltė** is a modern and thrusting enterprise based in Klaipėda port. The company provides handling and storage of containers, heavy-lift and project cargo, frozen fish and meat products, as well as various packed cargoes. Annual throughput capability of Klaipėdos Smelte currently exceeds 9 million tons. Internal shunting of rail wagons with own locomotives as well as other services related to cargo handling are part of company's service pack provided to clients.

2. CONTACT INFORMATION

2.1. LIMITED LIABILITY STEVEDORING COMPANY KLAIPEDOS SMELTE

Nemuno str. 24, LT-93278 Klaipėda, Lithuania

Phone: +370 46 496 201; Fax: +370 46 496 230

E-mail: smelte@smelte.lt

Website: www.smelte.lt

2.2. EMERGENCY CONTACTS

Contacts	Telephone Number / VHF
Emergency Response Centre (European Emergency Number)	112
Port Control Department (PCD) (Dispatcher – Coordinator)	+ 370 46 499704, mobile + 370 612 54144 VHF 10 (Call sign: Radio 12)
Marine Rescue and Coordination Centre	+ 370 46 391257 VHF 16 (Call sign: Klaipėda Rescue Radio)
Port Police	+ 370 46 354563
Terminal Security officer	+ 370 46 496207
Terminal Head of Health, safety and environmental protection department	+ 370 46 496213
Klaipėda Harbor Master	+ 370 46 499688

2.3. TERMINAL CONTACTS

Terminal shift master	+ 370 46 496344
Stevedore	+ 370 46 496220
Main guard post	+ 370 46 496211

3. PORT INFORMATION

3.1. ARRIVAL INFORMATION REQUIREMENTS

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

Vessel has to obtain free practice on arrival. In case of suspected disease or fever on board, the Master must inform Agent in order to receive further instructions.

Preferred method of communication is by email to Agent, receiver, shipper etc.

Port radio station Klaipėda Radio operates throughout 24 hours on the following channels:

Call Sign		Channel
Klaipeda Radio-5	Vessel Traffic Service, Pilots	16, 9
Klaipeda Radio-32	Port State Control	10
Klaipeda Radio-12	Port Dispatcher	10
Klaipeda Radio-2	Klasco Dispatcher	14
Klaipeda Radio-31	Klaipedos Smelte	25
Klaipeda Radio-8	International Ferry Terminal	15
Klaipeda Radio-42	Western Ship Repair Yard	98

3.2. PORT HEALTH, IMMIGRATION, QUARANTINE AND CUSTOMS REGULATIONS AND PROCEDURES

Any necessary repatriation at Master's request, arranged by Agent and Immigration authorities.

Master to advise by radio prior to arrival whether medical assistance required.

Each crew member allowed 40 cigarettes, or 20 cigarillos, or 10 cigars, or 50 g. tobacco; 0.5 liter of spirits, 0.75 liters of wine and 4 liters of beer.

Crew members allowed ashore with Seaman's Book.

3.3. CHARTS AND NAUTICAL PUBLICATIONS

LT Chart No. 560710.

BA Charts No. 2276 and 2288.

BA Baltic Pilot, Vol. 2, NP 19.

3.4. PILOTAGE REQUIREMENTS

Compulsory. Provided by the State Pilot Service. Pilot usually boards vessel at Light buoy No. 1 situated 3.0 n.m. west of the harbor entrance, or in bad weather inside the breakwaters. Pilot boarding position for LNG Carriers 1.0 n. m. west of the Light buoy No.1 (usual boarding position).

Pilot boats are fitted with AIS.

Pilots are available throughout 24 hours except during periods of dense fog and strong NW'ly winds when the pilot service is suspended.

3.5. TOWAGE AND TUG ASSISTANCE

Mooring and unmooring of large sea-going vessels must be affected with tugs' assistance. Available throughout 24 hours. Number of tugs to be ordered depends on weather conditions and to be agreed upon between Master and Pilot. Master should order tugs via Agent, having agreed the number of required tugs with Vessel Traffic Service of the Port Authority (VTS) or Pilot. 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 to be used.

Klasco Towage Assistance provides towage, mooring services, emergency, rescue and firefighting operations, ship escorting, and personnel launch service.

The following vessels are available:

Name	BHP	BP
Klasco-1	4516	55,0
Klasco-2	4516	55,0
Klasco-3	5000	60,0

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; fresh water supply.

Name	BHP	BP
Tak 4	1740	30,0
Tak 6	4600	55,0
Tak 10	5000	61,0
Tak 11	5000	61,0

3.6. BERTHING AND ANCHORAGE FACILITIES

Normally the 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 mooring is completed. Mooring boats are not used in berthing operations. There are 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 vessels lying alongside the oil piers and Berths No. 4–6 (situated near the entrance) are to order tugs for pushing vessel to pier/ berth for safe lying alongside or to leave the pier/berth and proceed to open sea. Tankers must be positioned with their bows to 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 give to the port dispatcher notification of vessel's departure or re-mooring at least 2 hours prior to departure.

3.7. SIGNIFICANT WEATHER FEATURES

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

Terminal port and mobile cranes can work till 20,5 m/s, STS cranes can work till 25,0 m/s wind.

If is prognosis bad weather PCD inform terminals, agents and vessels to be prepared.

3.8. AVAILABILITY OF FRESH WATER, PROVISIONS, BUNKERS AND LUBRICANTS

Port:

Fresh water from most of berths is supplied from shore.

Deliveries by trucks and bunker barge.

Provisions can be ordered via Agent.

Vessels can be stored by barge or truck. Trucks can proceed alongside at the berth. Forklift trucks can be used on the berth to handle stores. Customs regulations are in force regarding storing.

Klaipėdos Smeltė:

Fresh water is available at the quays No. 83-90, 92, 95.

Electricity (0.4 kW) is available at the quays No. 82-90, 92, 95.

Bunkering operations is not allowed.

3.9. MAXIMUM ALLOWED DRAUGHT, SPEED AND MINIMUM DEPTH OF WATER IN NAVIGATION CHANNELS

The width of the approach channel to the port is 150 m. with depth 15.5 m. in outer channel and 15.0 m. in inner channel before Buoy No. 11. Depths of the channel at a distance of 400–600 m. from the entrance alongside the Sea Channel are subject to change due to sand and mud brought down from the *Kuršių marios* 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 *Kuršių marios* is 4 n.m., 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;
- further up to *Klaipėdos Smeltė* - 13.2 m;
- entrance to *Malkų įlanka, Western Ship Repair Yard* - 10.0 m.

All parameters (channel width, depth) is controlled by Harbour master.

In the whole port waters, the maximum set speed of vessels shall not exceed 8 knots. When passing areas where waves caused by the vessel pose danger, such a minimum speed shall be selected, which would still permit to control the vessel. 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.

3.10. WATER DENSITY AT THE PORT

Water density is approximately 1,0065 t per cubic meter (depending on seasonal and other influence). For more accurate data need to get information from surveyor company.

3.11. REQUIREMENTS FOR SHIP'S DIMENSIONS FOR NAVIGATION IN THE WATERWAYS

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

3.12. TIDAL AND CURRENT INFORMATION, AS IT AFFECTS SHIP MOVEMENTS

The water level can vary up to 0.9 m. above and below 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 may sometimes be caused by strong NW or SW winds blowing in west part of the Baltic Sea. Prevailing winds are westerly.

3.13. RESTRICTIONS OR CONDITIONS ON THE DISCHARGE OF BALLAST WATER

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

3.14. STATUTORY DOCUMENTS

- Cargo Declarations
- Cargo Manifests
- Crew Effects Declarations
- Crew Lists
- General Declarations
- ISPS Declaration

- List of Ship's Certificates (date of validity)
- Maritime Declaration of Health
- Passenger Lists
- Ship Sanitation Control (Exemption) Certificate
- Stores Lists

3.15. INFORMATION ON WASTE RECEPTION FACILITIES IN THE PORT

Removal charges of waste oil disposal and garbage collected from last port of call are included in port dues.

4. TERMINAL INFORMATION

4.1. TECHNICAL DATA ON THE BERTHS LOADING AND UNLOADING EQUIPMENT

Equipment type	Cargo type	Max. loading rate t/24 hours	Max. loading lines
Mobile crane	Bulk cargo (grain)	8000	2
	Metal scrap	6000	2
Ship crane	Metal scrap	4500 - 6000	3-4
Hydraulic crane	Metal scrap	700 - 1400	1-2

4.2. QUAY TECHNICAL DATA

Quay No.	Total operational (mooring) quay length, m	Permissible maximum vessel draft alongside quay, m	Operational (mooring) quay length for allowed maximum vessel draft, m	Clearance, m
82	184	11,5	30	1,0
82	184	13,2	154	
83	50	13,2	50	
84	50	13,2	50	
85	50	13,2	50	
86	50	13,2	50	
87	50	13,2	50	
88	70	13,2	70	
89	50	13,2	50	
90	50	13,2	50	
91	50	13,2	50	
92	50	13,2	50	
93	84	13,2	84	
94	100	13,2	100	
95	100	13,2	100	
96	100	13,2	100	
97	48.3	7,0	48.3	
98	100	7,0	100	
99	106,32	7,7	106,32	

100	92,5	7,5	92,5	
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4.3. DEPTH OF WATER AT THE BERTH

Depth of water at the berth – 7,0 – 13,2

4.4. THE MINIMUM AND MAXIMUM SIZE OF WHICH THE TERMINALS FACILITIES ARE DESIGNED TO ACCEPT, INCLUDING THE MINIMUM CLEARANCE BETWEEN DECK OBSTRUCTIONS

Quay No.	Max. length, m	Max. width, m
82-90	250	35
90-96	350	45
97-100	115	20

Quay No. 82-96 the largest vessel displacement 140000 t.

4.5. MOORING ARRANGEMENTS AND ATTENDANCE OF MOORING LINES

Mooring requirements are regulated in Klaipeda State Seaport Shipping Rules (www.porofklaipeda.lt/reuglitions/level2/Laivybis-taisykles_1/279). Vessel mooring shall be under control of the PCD and VTS according to the powers. It is forbidden for vessels, to moor at a berth without permission from the Port Dispatcher Office and VTS. Vessel's mooring lines on quay bollards are placed according to the instructions of pilot/ Port Authority. A vessel shall be moored with mooring lines or ropes for appropriate strength so that under all conditions it stays at the berth. It is prohibited to use different materials for one mooring line. Mooring line cannot be too slack or tight so that the vessel could not move during cargo operations and as a result – damage cargo loading devices and emergency situation. Maintaining and monitoring mooring lines during time on berth is responsibility of vessel Master.

Berth No.	Mooring bollard No.	Type of mooring bollard	Power, kN	Distance between mooring bollards, m
82	1	GG-25	1000	-
	2	GG-25	1000	15
	3	GG-25	1000	15
	4	GG-25	1000	15
	5	GG-25	1000	15
	6	GG-25	1000	15
	7	GG-25	1000	15
	8	GG-25	1000	15
	9	GG-25	1000	15
	10	GG-25	1000	15
	11	GG-25	1000	15
	12	GG-25	1000	15

83	13	GG-25	1000	15
	14	GG-25	1000	15
	15	GG-25	1000	15
84	16	GG-25	1000	15
	17	GG-25	1000	15
	18	GG-25	1000	15
	19	GG-25	1000	15
85	20	GG-25	1000	15
	21	GG-25	1000	15
	22	GG-25	1000	15
86	23	GG-25	1000	15
	24	GG-25	1000	15
	25	GG-25	1000	15
87	26	GG-25	1000	15
	27	GG-25	1000	15
	28	GG-25	1000	15
	29	GG-25	1000	15
88	30	GG-25	1000	15
	31	GG-25	1000	15
	32	GG-25	1000	15
	33	GG-25	1000	15
89	34	GG-25	1000	15
	35	GG-25	1000	15
	36	GG-25	1000	15
	1	GG-25	1000	15
90	2	GG-25	1000	15
	3	GG-25	1000	15
	4	GG-25	1000	15.5
91	5	GG-25	1000	15.5
	6	GG-25	1000	15.5
	7	GG-25	1000	15.5
92	8	GG-25	1000	15.5
	9	GG-25	1000	15.5
	10	GG-25	1000	15.5
93	11	GG-25	1000	15.5
	12	GG-25	1000	15.5
	13	GG-25	1000	15.5
	14	GG-25	1000	15.5
	15	GG-25	1000	15.5
	16	GG-25	1000	15.5

94	17	GG-25	1000	15.5
	18	GG-25	1000	15.5
	19	GG-25	1000	15.5
	20	GG-25	1000	15.5
	21	GG-25	1000	15.5
	22	GG-25	1000	15.5
95	23	GG-25	1000	15.5
	24	GG-25	1000	15.5
	25	GG-25	1000	15.5
	26	GG-25	1000	15.5
	27	GG-25	1000	15.5
	28	GG-25	1000	15.5
96	29	GG-25	1000	15.5
	30	GG-25	1000	15.5
	31	GG-25	1000	15.5
	32	GG-25	1000	15.5
	33	GG-25	1000	15.5
	34	GG-25	1000	15.5
97	35	GG-25	1000	15.5
	50	TSN-45	450	20.5
	49	TSN-45	450	20.5
98	48	TSN-45	450	20.5
	47	TSN-45	450	20.5
	46	TSN-45	450	20.5
	45	TSN-45	450	20.5
	44	TSN-45	450	20.5
99	43	TSN-45	450	20.5
	42	TSN-45	450	20.5
	41	TSN-45	450	20.5
	40	TSN-45	450	20.5
100	39	TSN-45	450	39
	38	TSN-45	450	26
	37	TSN-45	450	26
	36	TSN-45	450	26
	35	TSN-45	450	-

4.6. LOADING OR UNLOADING PROCEDURES AND COMMUNICATIONS

Loading or unloading procedures will be carried out in accordance with 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 terminal Stevedore and the vessel Master;

- A ship/shore safety check sheet must be completed between terminal Stevedore and the vessel Master;
- Prior to discharge the vessel Master must provide the terminal with completed cargo information form. During discharge, trimming will take place as required both by hand and mechanical plant. On completion of work all holds will be cleaned and or trimmed to the Master's satisfaction.

Communications: 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. Terminal cargo complex contact information is in paragraph No. 2.4.

4.7. 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, cargo handling. Terminal operations will start after the draft survey has been completed and instruction to start has been issued by the Surveyor.

Cargo weight can be monitored by the Terminal scales throughout the vessel operations at No. 97 In the event that cargo is not weighed via the Terminal's scale, regular draft survey is carried out.

4.8. CONDITIONS FOR ACCEPTANCE OF COMBINATION CARRIERS

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

4.9. ACCESS TO AND FROM SHIPS AND BERTHS OR JETTIES

The means of Access between the ship and the quay must be safe and legal, 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 working crane.

4.10. TERMINAL EMERGENCY PROCEDURES

In an event of an emergency (dire, pollution or other kinds of accident) the vessel should contact Emergency Response Centre (112), PCD Dispatcher – Coordinator (mobile: +370 612 54144; VHF (Call sign: Radio 12) and Terminal shift master (+ 370 46 496344). Other emergency contacts are in paragraph No. 2.3.

Terminal the primary form of emergency communication with vessels are by phone. Secondary communication is directly verbal.

4.11. DAMAGE AND INDEMNITY ARRANGEMENTS

In case of damage to the vessel the ships representative(s) should present a damage report to the Terminal stevedore. The Terminal stevedore will note his receipt of the document. Terminal stevedore will size up the damage and determine if there is any damage to the vessel and/or cargo and

will consider the relevant action. In case of needed repairs, the Terminal stevedore will order the repair crew.

4.12. LANDING LOCATION OF ACCOMMODATION LADDER

The gangway or accommodation ladder should be positioned so that it is not underneath the path of cargo in loaded or unloaded and doesn't obstruct port or mobile cranes. It should be well illuminated during dark hours. A lifebuoy with a heaving line should be available on board the ship near the gangway. It is the vessel Master's responsibility for insuring the safe positioning of the accommodation ladder throughout the vessels time on berth.

4.13. INFORMATION ON WASTE RECEPTION FACILITIES AND THE TERMINAL

Waste disposals must be organized by the vessel or their agent according to Klaipeda Port Waste Management Plan (http://www.portofklaipeda.lt/regulations/level2/Klaipeda-uosto-atlieku-tvarkymo-planas_1/279). The ships, through their agents, request for collection of waste. The ship's agent is a central chain, which receives/submits all ship's documents. Information about ship-generated waste shall be submitted 24 hours prior to the ship's arrival to the dispatcher's office of the port. The waste is delivered 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;
- ship-generated waste is delivered by ship or collected by an operator (a service rendering company(-ies), with which the Seaport Authority has signed a contract for sanitary service of the port, and which shall ensure arrangement of collection, cleaning and disposal of the ship generated waste and adequacy of port reception facilities.

4.14. TERMINAL REGULATIONS

Prohibited:

- Smoking and open flame in Terminal territory. Smoking is allowed only in special market areas.
- Taking picture or filming without permission of the Terminal;
- Alcohol and drugs in Terminal territory;
- Bringing guns, explosives and pyrotechnics;
- Carrying out tangibles without permission;
- Entering loading areas or passing underneath operating crane;
- Walking on terminal, except long side by quay but not crossing safety line. (If there is a need of transportation call to Terminal shift master);
- Fireworks without harbor master and terminal shift master permission;
- Use of Terminal instruments, tools, vehicles and other machinery;
- Break or damage Terminal property.

Personal protection

- Wearing helmet and reflective safety vest (or reflective work clothes) in Terminal territory;

- Do not touch, smell, taste chemicals or fertilizers;
- Do not leap of ladders or stairs. Climb them carefully, hold on to the railing.

Environmental requirements

- Follow all the necessary environmental requirements and take all possible measures to avoid pollution of the environment;
- Operate only technically good vehicles and equipment;
- Waste of polluted water from deck and accommodation is forbidden and will be penalized.

