

APPENDIX 1

RECOMMENDED CONTENTS OF PORT AND TERMINAL INFORMATION BOOKS

1 It is recommended that information books prepared by terminal operators, port authorities or both should contain the following information relating to their site specific requirements:

1.1 **Port Information Books:**

- .1 Location of the port and the terminal
- .2 Details of port administration
- .3 Radiocommunication procedures and frequencies
- .4 Arrival information requirements
- .5 Port health, immigration, quarantine and customs regulations and procedures
- .6 Relevant charts and nautical publications
- .7 Pilotage requirements
- .8 Towage and tug assistance
- .9 Berthing and anchorage facilities
- .10 Port emergency procedures
- .11 Significant weather features
- .12 Availability of fresh water, provisions, bunkers and lubricants
- .13 The maximum size of ship the port can accept
- .14 Maximum permissible draught and minimum depth of water in navigation channels
- .15 Water density at the port
- .16 Maximum permissible air draught
- .17 Requirements for ship's draught and trim for navigation in the waterways
- .18 Tidal and current information, as it affects ship movements
- .19 Restrictions or conditions on the discharge of ballast water
- .20 Statutory requirements regarding loading and cargo declaration
- .21 Information on waste reception facilities in the port

1.2 Terminal Information Books:

- .1 Details of terminal contact personnel
- .2 Technical data on the berths and loading or unloading equipment
- .3 Depth of water at the berth
- .4 Water density at the berth
- .5 The minimum and maximum size of ship which the terminal's facilities are designed to accept, including the minimum clearance between deck obstructions
- .6 Mooring arrangements and attendance of mooring lines
- .7 Loading or unloading rates and equipment clearances
- .8 Loading or unloading procedures and communications
- .9 Cargo weight determinations by weight-meter and draught survey
- .10 Conditions for acceptance of combination carriers
- .11 Access to and from ships and berths or jetties
- .12 Terminal emergency procedures
- .13 Damage and indemnity arrangements
- .14 Landing location of accommodation ladder
- .15 Information on waste reception facilities at the terminal

1.3 Extreme cold weather information

Ports and terminals situated in regions subject to extreme cold weather should advise masters where to obtain information on operation of ships under such conditions.