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EMERGENCY PROCEDURE

IN THE EVENT OF AN EMERGENCY

1. USE THE VESSEL **RADIO** PROVIDED
2. PRESS THE ORANGE EMERGENCY BUTTON ON TOP
3. STATE:

   “EMERGENCY, EMERGENCY, EMERGENCY”

STATE: “**THIS IS AN EMERGENCY**”, THEN PROVIDE

- VESSEL NAME
- TYPE OF EMERGENCY
- NUMBER OF PEOPLE INVOLVED
- WHAT ASSISTANCE YOU REQUIRE

OR USING ANY **PHONE**

DIAL: **4920 3999**
Quick Reference Guide

Prior to berthing at NCIG, Masters can prepare their crew and their vessels for safe loading and a quick turnaround time.

<table>
<thead>
<tr>
<th>Before entering the Port</th>
<th>Handbook Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ensure the terminal has been provided accurate information about the vessel. If safe to do so, pre-prepare the gangway for use in Port to the Australian requirements.</td>
<td>13.5</td>
</tr>
<tr>
<td>Ensure the provisions of this handbook are understood and requirements are communicated to the crew.</td>
<td>11.3</td>
</tr>
<tr>
<td>Ensure that the vessel is properly ballasted for port entry and that the vessel air-draught is within the allowance of 20.5m.</td>
<td>11.2</td>
</tr>
<tr>
<td>Ensure the load plan is finalised at least 2-days prior to entering the port highlighting any cargo hold access required and ballast condition.</td>
<td>12.1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Berthing Requirements</th>
<th>Handbook Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ensure the mooring equipment and the ropes have been inspected and are in good working order</td>
<td>11.8</td>
</tr>
<tr>
<td>Ensure the crew is ready for mooring operations and in communication with shore based linespersons.</td>
<td>11.8</td>
</tr>
<tr>
<td>Set-up a safe gangway access as soon as possible</td>
<td>11.3</td>
</tr>
<tr>
<td>Sign onto the Ship to Shore Checklist</td>
<td>14.2</td>
</tr>
<tr>
<td>Open hatch covers and prepare for loading</td>
<td>14.2</td>
</tr>
<tr>
<td>Commence deballast operations (as required)</td>
<td>14.4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>During your Visit to NCIG</th>
<th>Handbook Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ensure the crew and any visitors to the vessel follow the safety and security requirements</td>
<td>11.2 &amp; 11.2</td>
</tr>
<tr>
<td>Provide a safe access at all times that is netted and adequately supported</td>
<td>11.3</td>
</tr>
<tr>
<td>Meet the NCIG environmental requirements</td>
<td>11.4</td>
</tr>
<tr>
<td>Wear the correct safety clothing</td>
<td>11.5</td>
</tr>
<tr>
<td>Take adequate precautions before working at heights</td>
<td>11.6</td>
</tr>
<tr>
<td>Take adequate precautions before entering the cargo hold</td>
<td>11.7</td>
</tr>
<tr>
<td>Ensure your ropes are in good condition and lines are kept tight</td>
<td>11.8</td>
</tr>
<tr>
<td>Ensure proper crew behaviour</td>
<td>11.9</td>
</tr>
<tr>
<td>Maintain communication with the terminal about the vessel condition, any defects or maintenance/repair issues</td>
<td>11.10</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ship Loading and Departure Requirements</th>
<th>Handbook Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do not enter a cargo hold without communication to the terminal and adequate precautions.</td>
<td>11.7</td>
</tr>
<tr>
<td>Do not work above an open cargo hold without adequate working at height precautions.</td>
<td>11.6</td>
</tr>
<tr>
<td>Monitor vessel operations within the ship loader clearance zone to prevent the ship loader striking a crane.</td>
<td>13.3</td>
</tr>
<tr>
<td>Ensure the vessel is ready to sail within one (1) hour of completion of loading.</td>
<td>14.11</td>
</tr>
</tbody>
</table>
1. **PURPOSE**

The purpose of this Handbook is to inform terminal users, Vessel Masters, Vessel Owners, Charterers and their Agents of the relevant operational protocols for Newcastle Coal Infrastructure Group (NCIG) Berths and Coal Export Terminal in the Port of Newcastle, Australia. The procedures set out in this Handbook must be complied with unless otherwise agreed by NCIG.

2. **AIMS AND OBJECTIVES**

The aims and objectives of the information contained within this document are to create an understanding of the Terminal rules amongst all stakeholders to maximise operational efficiency.

3. **REFERENCES**

The purpose of this Information Sheet is to advise all ship owners, operators and terminal operators of the requirements in Australia for the safe loading and unloading of solid bulk cargoes. This information sheet is to enhance and clarify any issues with the IMSBC code, BLU Code and Marine Order Part 34, and provides additional guidance.

**Industry Codes of Practice and Australian Maritime Legislation for vessels berthing at NCIG:**

The requirements for the loading and unloading of bulk cargoes are mandated by Chapter VI of SOLAS. Mandatory application in Australia is implemented through delegated legislation adopted by the Australian Maritime Safety Authority (AMSA) under the Navigation Act (2012).
- Specifically, Marine Order 34 Solid Bulk Cargoes (MO34).
  
- Other relevant Marine Orders issued under:
  - Navigation Act (2012)
  - Protection of the Sea (Prevention of Pollution from Ships) Act (1983)
- International Ship and Port Facility Security (ISPS) Code

**Relevant local legislation and guidelines that vessels berthing at NCIG must adhere to:**

- Protection of the Environment Act (1997 – as amended)
- Port of Newcastle Ship Handling Safety Guidelines (2015 – as amended)
4. INTRODUCTION

The Coal Export Terminal Operational Guidelines have been developed to benefit the Terminal and those using the Terminal facility to achieve safe and effective dry bulk export operations. It remains a requirement that all parties are compliant with any Acts and/or Regulations and relevant codes of practice issued by any relevant authority and by these Guidelines and the Conditions of Use issued by the operators of Newcastle Coal Infrastructure Group Coal Export Terminal.

The information contained in this Handbook is subject to change at any time and any inquiries regarding this information should be referred to:

NCIG Coal Export Terminal
Attention: Manager – Operations
Newcastle Coal Infrastructure Group
Locked Bag 6003
Hunter Region Mail Centre NSW 2310
AUSTRALIA
Telephone: + 61 2 4920 3900
Facsimile: + 61 2 4920 3901
Email: logistics@ncig.com.au

5. COAL TERMINALS CONDITION OF USE

The requirement for the hire and use of this facility is governed by the terminal’s Conditions of Use. This document is available upon approval of a written application to NCIG using the contact details provided above.

7. SAFETY REQUIREMENTS

Newcastle Coal Infrastructure Group (NCIG) has a strong commitment to health, safety, environment & community (HSEC).

Personnel, including vessel crew whilst on NCIG premises must adhere to the contents and implications of the New South Wales Work Health and Safety Act (2011), Work Cover NSW codes of practice, guidelines and standards applicable and the NCIG health, safety, environment and community management system.

The NCIG terminal is a no-smoking facility. Vessel crew, vessel officers, agents, and visitors are not permitted to smoke whilst on the wharf or within the terminal. NCIG may also choose temporarily exit the voyage sign-up and sign-off if the vessel crew smoke in the Ship’s office or other enclosed spaces.
8. ENVIRONMENTAL REGULATIONS

By accepting a berth at NCIG the vessel warrants that it is familiar with the contents and implications of the NSW Environmental Planning and Assessment Act 1979, Environmental Planning and Assessment Regulation (2000) and the Protection of the Environment Operation Act (1997).

All vessels at the NCIG terminal shall comply with the requirements of Marpol 73/78 (annex’s I-VI) and Marine Order’s (Part 90 to 95) inclusive and shall not discharge any substances that may contravene this legislation.

Ballast water of international vessels is regulated by the Australian Government. All vessels are required to satisfy the Australian Department of Agriculture and Water Resources requirements regarding the discharge of ballast water.


9. APPROVAL OF VESSELS

All vessels that are nominated to load at NCIG are vetted and reviewed. The review includes past loading performance, safety record, and proof of certification.

- NCIG reserves the right to reject any vessel that is unsuitable for loading. Should any vessel be rejected, the Shipper and Ship's Agent will be advised, in writing, as soon as possible.

- The acceptance of a vessel to the NCIG berths is on the understanding that such vessels are seaworthy, properly manned and well found. The Australian Maritime Safety Authority (AMSA) reserves the right to inspect all vessels using the port to ensure they maintain necessary safety standards.

- Vessels using the Terminal for the first time may be required to submit drawings (general arrangement) showing dimensions of hatch and deck structures, capacities of cargo holds and the capability of the deballast systems.

10. WORK PRACTICES AT THIS TERMINAL

NCIG is a safe workplace where unsafe or offensive behaviour will not be tolerated. A failure of a vessel crew to adhere to NCIG safety requirements may lead to the vessel not being accepted to load at NCIG upon future nominations.

A breach of these NCIG safety requirements may lead to the suspension of loading of the vessel with the delay attributed to the vessel until the matter is resolved.

11. SAFETY AND SECURITY REQUIREMENTS

The master of any vessel berthing at NCIG must meet the security requirements of the port operator (Port of Newcastle), the Office of Transport Security and the Maritime Transport and Offshore Facilities Security Act (2003).
11.1 Agent Requirements

- Send a Vessel Attendance List at least 2 days prior to vessel berthing to NCIG security security@ncig.com.au.
- Arrange crew to be picked up and returned to terminal and advise security of this security@ncig.com.au.
- For crew going ashore, send total number of crew to shore and send a Customs crew list to security and advise estimated times of pick up and return of crew and advise security of this security@ncig.com.au.
- For a crew change, send a Customs crew sign on/off form that includes crew names and time of sign on/off and advise security of this on security@ncig.com.au.
- Medical emergency or incident, contact Process Leader mobile: 0488 769 155 or telephone: 4920 3999
- Please be advised that crew members are not permitted to have a personal visitors attend the vessel who are not inducted at NCIG.
- NCIG are not to be nominated as a stevedore for the purposes of undertaking vessel maintenance or bunkering without prior written approval by NCIG and PoN. Failure to seek prior approval from NCIG may result in vessel relocation costs.

11.2 Crew Requirements

- Crew members going on to the wharf for ship operations such as reading draughts must obey the NCIG safety clothing requirements as outlined in section 11.5 below. Your crew shall provide their own Safety Clothing. NCIG will not provide safety clothing for shipboard personnel.
- Crew members wishing to leave the coal terminal are to contact their agent to arrange transportation.
- Crew members leaving the vessel must obey the NCIG safety clothing requirements as outlined in section 11.5 below. Your crew shall provide their own Safety Clothing. NCIG will not provide safety clothing for shipboard personnel.
- Crew members must carry Personal Identification papers such as:
  - Passport; or
  - Identification documents issued by the shipping company
- Crew members must contact the ship loader when the transport vehicle has parked at the wharf prior to the crew departing the vessel.
- Crew members are to walk directly to and from the transport vehicle.
- The crew can leave equipment at the security gate or taken with the crew member when leaving the terminal. The Security Officer will register the equipment being left in the container for storage at the gatehouse.
- Crew members returning to the terminal will be required to report to security prior to returning to the vessel.
- Crew members and officers are not permitted to smoke on the wharf or within an enclosed space during sign up and sign off. NCIG is a no smoking terminal.
11.3 Access Requirements

It is a requirement of Australian bulk cargo terminals that the gangway access to the vessel be netted and supported appropriately.

The Master must provide a proper and safe means of access to and from the vessel at all times as per Marine Order 21 Section 68.

Gangway access requirements:

- The gangway will be supported at the top and land on the wharf platform.
- A brow will be used if the gangway does not land on the wharf platform.
- The alignment and positioning of the gangway is monitored at least every 30 minutes throughout the duration of the vessel’s visit to ensure it is landed and safe.
- The gangway needs to be clean and free from grease and oil contamination.
- The gangway is safety netted to the handrail height for fall protection.
- The gangways will be as near to complete assembly (rigged) including these components prior to berthing to minimise time lost prior to sign-up if it is safe to do so.
- Crew members will wear personal flotation devices whenever on the gangway.
- All persons using the gangway should use the handrails to maintain balance and prevent slips and falls.

Use of a brow:

- NCIG have a 3m brow available to ensure safe access on to the vessels gangway if required.
- The brow must be fixed to the gangway to prevent separation.
- The vessel crew is required to setup and monitor the brow throughout the duration of the vessel’s visit to ensure access to the vessel is safe at all times.
- If the gangway is not landed then a secondary support is required.
11.4 Environmental Requirements

It is a requirement of vessels loading at NCIG to meet the Port’s environmental and pollution requirements. A failure to meet the requirements may result in delays to the vessel and penalties under New South Wales and Australian law.

NCIG takes seriously its Licence to Operate and vessel operations are a fundamental part of the operation. Continued operation of the coal terminal will only be possible through responsible behaviours of all terminal users, including vessels and their crew.

The vessel and its crew are required to:

- Prevent any actions that would result in pollution to the wharf or harbour surrounding the vessel. Scupper plugs should be in place whilst alongside to prevent oil or oily water from going overboard.
- Limit the noise generated by the vessel during maintenance or repair.
- Ensure food and general waste is offloaded by a shore based agent
- Do not pump any waste tanks into the harbour.
- Monitor deballast water clarity and report any discolouration to the ship loader.
- Ensure chemicals are stored safely and not used if there is a risk of harbour contamination. If a vessel is suspected to be polluting or discharging contaminated ballast water, then the port authority will be notified for inspection.

11.5 Safety Clothing Requirements

Vessel crews and vessel visitors must wear appropriate safety clothing and personal protective equipment (PPE):

- When departing or returning to the vessel.
- When on the gangway

A failure to comply with this requirement may lead to delays being attributed to the vessel and risking the vessel not being accepted for future nominations at NCIG.
Hard hat

Safety glasses

High-visibility Long sleeve Shirt

Personal Floatation Device (PFD)

Long Pants

Steel capped safety Boots
11.6 Working at Heights

If a crew member is required to work above an open cargo hold, or on top of a hatch cover then fall protection must be used.

Crew members who are observed cleaning or working above an open cargo hold without fall protection will be reported to AMSA. In addition delays to the vessel will occur and the vessel may not be accepted at NCIG for future nominations.
11.7 Working in Cargo Holds

If the vessel enters the port under heavy ballast condition or access to a cargo hold is required whilst the vessel is at berth, the Vessel **must** tell NCIG during sign-up and **prior** to a crew member entering the hold.

Visibility of a crew member in a hold is poor and there is a very high likelihood that the ship loader will bury the crew member if NCIG is not aware they are there.

It is the responsibility of the Master of the Vessel to ensure that this rule is communicated to the Chief and Bosun and to each crew member.

To access a hold while at NCIG:
- Tell NCIG at sign-up about access requirements
- Communicate the rules to the Bosun, Chief and crew members
- Tell the ship loader prior to entering what hold number and duration of entry
- Half close the hatch cover whilst ever a crew member is in the hold.
- Once the crew member is out of the hold re-open the hatch cover fully.

NCIG may suspend loading of the vessel if crew members are seen working in a cargo hold without the hatch covers being half-closed. The delay to loading may be attributed to the vessel and future nominations of the vessel may not be accepted at NCIG.
11.8 Mooring Rope Requirements

It is the responsibility of the vessel to ensure that the mooring and rope systems have been inspected and are fully operational prior to berthing. NCIG expects that the vessel maintains the correct standard of lines used and that the crew attend to the tension of the ropes whilst at berth.

Wharf side mooring services are provided by a contractor authorised by NCIG and booked by the vessel agent.

Prior to berthing:

- Ensure only polypropylene or similar synthetic material mooring lines are in use.
- Ropes and wires should have approximately 3 metres (10 feet) of light line spliced into the eye to help transport the line to the shore based mooring hooks.
- Ropes must be regularly inspected and be in good condition.
- Avoid flaking out excessive amounts of rope onto the deck due to the risk of the line injuring a crew member or linesman.
- Ensure that the vessel has a minimum of 150m lengths on stern for western most berthing when scheduled at K10
- Under normal circumstances the vessel will require - 4 x headline; 4 x Stern line; 2 x breast Line; 2 x Spring Line

Whilst the Vessel is berthed:

- Crew members are ready and communicating with shore based linesmen using hand signals.
- Crew members tension the lines appropriately and set brake on the winding drum.
- Crew members avoid stepping over mooring lines or being in the snap-back zone by moving about the vessel on the Starboard side.
- Whilst the Vessel is at the berth: Crew members attend to the ropes on the vessel at least every hour ensuring the correct tension on the line and ensuring the brake is on the winding drum.
- The vessel must report any snapped or slipped mooring lines to the vessel agent and to NCIG.
- Vessel crew members are not to attempt to interfere or operate the shore based mooring equipment.
- There is a possibility that vessels berthed at K8 and K9 will be subject to hydraulic interaction during the movements of other vessels. The Master must ensure the vessel crew is aware of other vessel movements and that mooring lines are appropriately tightened with the brake set.

Failure to meet the requirements as described in this handbook may result in delays to loading the vessel and may adversely affect the acceptance of the vessel upon future nomination.
11.9 Crew Behaviour

NCIG will not tolerate threatening, aggressive or offensive behaviour of any member of the crew or leadership of a vessel whilst berthed at NCIG.

Incidents of unacceptable crew behaviour will be reported to the NCIG Process Leader who may elect to suspend loading of the vessel with the delay being attributed to the vessel. Incidents of poor behaviour will adversely affect the chances of the vessel being accepted for future nomination at NCIG.

11.10 Communication Requirements

The vessel must be contactable at all times whilst at NCIG. The terminal will provide a 2-way radio for use by the chief whilst the vessel is at NCIG.

It is important that the vessel keeps NCIG aware of the condition of the vessel and any planned disruptions to readiness. This includes deballast stoppages and maintenance requirements. With enough notification NCIG may be able make allowances for these changes to prevent any delays to the vessel loading.

The vessel must:

- Be contactable at all times.
- Maintain a sign-in point at the top of the gangway at all times and manage visitors to the vessel.
- Provide accurate technical and specification data about the vessel.
- Provide adequate information about the condition of the vessel.
- Provide information about anticipated deballast or loading stoppages at sign-up.
- Provide at least one hour warning about deballast stoppages.
- Seek approval to undertake any maintenance or repairs on the vessel that may impact vessel readiness.

Poor communication by the vessel leads to inefficiency at the terminal and may lead to loading delays that can be attributed to the vessel. Providing inaccurate or misleading technical data about the vessel could result in tug relocation costs that must be paid by the vessel.

11.11 Safety Incidents and Detainments

It is a requirement of NCIG and AMSA to report safety incidents whilst the vessel is at the terminal. NCIG will report incidents to AMSA, as per the guidelines, for investigation which may or may not lead to the vessel being detained or even banned from returning to Australian ports.

NCIG monitors vessel detainments in all Australian ports. Vessels that have been detained within the past 2 years are expected to provide that information upon nomination as well as any supporting documentation that outlines the vessel and crew’s response to the detainment, training records, corrective action logs and incident reports.

Vessels that have an unsatisfactory record of detainments, or vessels that have not completed the corrective actions and training to the satisfaction of NCIG will not be allowed to nominate at NCIG.
12. PORT INFORMATION

12.1 Entry, Harbour Movements and Departure Conditions

Details of the port approach, harbour channel, and berths are available from:

- Sailing Directions Australia (Vol 3).
- Navigation Charts
  - AUS207 - Approaches to Newcastle.
  - AUS208 – Newcastle Harbour.
  - AUS208 (Subchart 1) - Hunter River (South Arm)

The entrance to the Port of Newcastle is subject to swell, wind and visibility conditions. The port may be restricted to all shipping or to deeply laden large vessels during these times. If swells at the breakwater are excessive then deeply laden vessels may be restricted from departure from the port.

These restrictions to marine operations will be determined and communicated by the Harbour Master and Pilots from the Port Authority of New South Wales – Newcastle branch.

Masters are to familiarise themselves with Newcastle Port entry requirements which include maximum trim provisions (less than 1% LOA) and that the entire propeller is under the waterline.

All relevant vessel entry, ballast and scheduling requirements for use of the Port of Newcastle are published in the Shiphandling Safety Guidelines and available via the vessel agent or the Port Authority website:


12.2 Tug Establishment and Utilisation

The Port of Newcastle is currently served by a single Towage operator.

**Svitzer Australasia**
Dyke Point
PO Box 103, Carrington NSW 2294
Phone: + 61 2 4920 2200
Phone (24 hours): + 61 1800 804 186
Fax: + 61 2 4940 0928

Tug utilisation is determined by the Port Authority Marine Pilots as per the Port of Newcastle Shiphandling Safety Guidelines.
13. TERMINAL LOADING FACILITIES

13.1 General NCIG Data

<table>
<thead>
<tr>
<th>Ship loading</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum Ship loading rate</td>
</tr>
<tr>
<td>Minimum Ship loading rate</td>
</tr>
<tr>
<td>Shiploaders</td>
</tr>
<tr>
<td>Travel distance along wharf</td>
</tr>
<tr>
<td>SL01 (Eastern) and SL02 (Western)</td>
</tr>
</tbody>
</table>

13.2 Air Draught

It is the responsibility of the vessel Master to ensure the air draught is maintained upon berthing, at the commencement of loading and throughout loading whilst taking into account tide fluctuations.

Note – air draught is the distance of the top of the hatch cover above the chart datum (zero tide).

The maximum permissible air draught for vessels berthing at NCIG is **20.5 metres above chart datum** (zero tide).

Example:

| (A) Distance from top of hatch covers to bottom of keel | 24.0m |
| (B) Vessel draught                                     | 6.0m  |
| (C) Tide                                               | 1.5m  |
| Air Draught                                            |
| = A – B + C                                            |
| = 24.0 – 6.0 +1.5                                      |
| = 19.5m                                                |
13.3 Berthing Design Parameters

<table>
<thead>
<tr>
<th>Berth Details</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrangement</td>
<td>Portside To</td>
</tr>
<tr>
<td>Berth</td>
<td>Berth Length</td>
</tr>
<tr>
<td>K8</td>
<td>355m</td>
</tr>
<tr>
<td>K9</td>
<td>355m</td>
</tr>
<tr>
<td>K10</td>
<td>355m</td>
</tr>
<tr>
<td>Maximum depth at berth pocket</td>
<td>16.2m</td>
</tr>
<tr>
<td>Channel Depth</td>
<td>15.2m</td>
</tr>
<tr>
<td>Maximum Sailing Draught</td>
<td>15.2m + tide – 10% UKC</td>
</tr>
<tr>
<td>Maximum Beam</td>
<td>50.0m</td>
</tr>
<tr>
<td>Maximum Air Draught (refer to Section 13.1)</td>
<td>20.5m</td>
</tr>
<tr>
<td>Clearance between ship loader and vessel</td>
<td>3.0m</td>
</tr>
<tr>
<td>Mooring Systems</td>
<td>Mampeay quick release hooks with fixed Capstans</td>
</tr>
<tr>
<td>Fenders</td>
<td>Trelleborg “Fentek” Super Cone</td>
</tr>
<tr>
<td>Gangway Platforms</td>
<td>Retractable vessel access and fixed gangway platforms</td>
</tr>
</tbody>
</table>

Note: The vessel master must be aware that there is only 3m of clearance between the ship loader and the vessel. The ship loader can move automatically and may strike objects within the clearance zone. The Master must ensure activity within the clearance zone is monitored to prevent strikes between the ship loader and obstructions such as cranes.

13.4 Maximum Vessel Size

The following maximum vessel dimensions apply:

<table>
<thead>
<tr>
<th>Port of Newcastle limit</th>
<th>Maximum 300 metres LOA</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Maximum 50 metres beam</td>
</tr>
</tbody>
</table>
### 13.5 Required Vessel Information

A vessel must be nominated at least 14 days prior to its arrival via written advice and only via the NCIG’s “Vessel Nomination” form. Vessels nominated less than 14 days prior to arrival will not gain berthing priority until the 14 day notification period has elapsed, if other suitably nominated vessels are awaiting the berth.

Vessels nominating at NCIG will be required to complete each component of the Vessel Questionnaire. The questionnaire will be provided to the vessel via the vessel agent. All sections must be completed and returned to NCIG as soon as practical.

Additional vessel information sought to satisfy NCIG operational criteria include:

<table>
<thead>
<tr>
<th>Gangway Type</th>
<th>Aft or Midships</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bridge position (m)</td>
<td>Distance from the bow to the bridge (m)</td>
</tr>
<tr>
<td>Gangway position at deck level (m)</td>
<td>Distance from the bow (m)</td>
</tr>
<tr>
<td>Direction Gangway faces</td>
<td>Faces the stern or Faces the bow</td>
</tr>
<tr>
<td>Deballast Time</td>
<td>pump and volume dependant</td>
</tr>
<tr>
<td>Number of Hatches</td>
<td>[xx]</td>
</tr>
<tr>
<td>Hatch type</td>
<td>E.g., Side rolling, butterfly</td>
</tr>
<tr>
<td>Deck Gear</td>
<td>Cranes (Yes/No)</td>
</tr>
<tr>
<td>Deck Gear Number</td>
<td>Number of cranes</td>
</tr>
</tbody>
</table>

Vessel Masters are required to advise the Ship’s Agent and NCIG of their ETA at least 14 days, 10 days, 7 days, 48 hours and 24 hours before the vessel arrives. There is a requirement throughout these timeframes that if variation from the advised ETA changes by greater than 6 hours that NCIG is informed of this variation.

Vessels are required to adhere to the Port of Newcastle Vessel Arrival System (VAS) during periods of queuing for a berth at Newcastle. The Port Authority will issue a Nominated Arrival Time (NAT) to the vessel effectively specifying a 48hour timeframe for the vessel to arrive at Newcastle. NCIG is subject the VAS and as such expects that the Harbour Master would not accept Port entry bookings contrary to the requirements of the VAS.
13.6 Vessel Acceptance Criteria

A Vessel will be considered for nomination at NCIG if the following criteria are met:

a) Vessel classification as Bulk carrier
b) Vessel commissioning date is less than 20 years old\(^1\)
c) Single deck
d) Self-trimming
e) Minimum cargo 35,000 dwt
f) Maximum breadth 50 metres.
g) Maximum Length Over All (LOA) 300.0 metres

Additional criteria:

h) Suitable vessel geometry (provided in the NCIG vessel questionnaire)
i) Satisfactory loading performance
j) Satisfactory environmental and safety record
k) In survey and meeting all requirements of the Australian Maritime Safety Authority
l) Able to comply with all other requirements under the Australian Maritime Orders, Port of Newcastle Ship Handling Guidelines, NCIG Conditions of Use and any other relevant regulations.

13.7 Vessel Berth Allocation

Vessels shall generally be berthed and loaded on “Turn of Arrival”. NCIG publish an updated STEM or vessel berthing schedule each weekday (Monday – Friday) around 12 noon. Each STEM is subject to change and Vessel agents are able to contact the terminal for updated information on the berthing or completion time for their vessels.

NCIG will inform the Port of Newcastle the berth and berthing position for the vessel using the information provided in the Vessel Questionnaire. The Vessel agent will confirm and authorise the booking and arrange for the necessary tugs prior to the pilot being dispatched to the vessel.

All vessels arriving at NCIG will berth Portside to.

13.8 Export Requirements

The export of coal through the Port of Newcastle is administered by the Australian Customs Service. Vessels must ensure they have been issued an “Export Declaration Number” or EDN approving the export of the coal against a specific contract.

It is the responsibility of the Shipper to obtain these clearances for each coal shipment. It is the responsibility of the Ship’s Agent to report the EDN to the Australian Customs Service prior to the vessel’s departure.

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\(^1\) Vessels with a commissioning date older than 20 years old must have satisfactory past performance at Newcastle and meet all other vessel requirements to the reasonable satisfaction of the terminal.
14. **SHIPLOADING**

14.1 **Stowage and Loading Advice**

Vessels will be loaded according to the Master of the Vessel’s requirements and in accordance with the Shipment Contract. The vessel must provide the terminal a stowage plan for approval on the approved electronic form as provided.

The plan must outline the loading sequence and the required deballasting operations. The next section of this handbook outlines the terminal rules for load plans.

The plan must be provided as soon as practical and at least 10 days prior to the vessel ETA. Updated plans may be provided to NCIG for consideration however the terminal is not obligated to approve the ensuing loading plans.

Final review and adjustment shall be agreed and finalised at least 2 days prior to vessel berthing.

The vessel Master maintains the authority of final decisions with respect to Dry Cargo Stowage plans and subsequent loading with accordance to such.

Vessels that are tide restricted for sailing shall sail on the first available high water. NCIG will consistently monitor the Load rate and discuss adjustment to Load plan with the Ship’s Master to ensure that the Vessel sails on the first available high water within contracted tonnes.

14.1.1 **Stowage Plan Guideline**

NCIG will review all submitted stowage plans and provide written notice of the approval or rejection of the load plan, stating reasons for the latter.

The detailed coal stowage and hatch sequence plan when submitted to NCIG must:

- Display the **coal type** for each hold.
- **Stow each coal type fully** prior to transferring to any alternative coal type.
- Be limited to a **maximum of two** (2) passes per hold plus 2 trimming pours. Any further passes will be subject to approval by the terminal.
- Attempt to minimise the number of pours in the load plan.
- Only use the **stowage factor** supplied on the load plan to calculate hold tonnages and the use of capacity (%) of each hold at completion.
- Not exceed **100%** use of capacity for the **non-trim holds**.
- Not exceed **97%** use of capacity for **trim holds**.
- **Trimming**
  - Only have two (2) holds allocated for trimming with
  - One (1) pass per trim hold of not less than 1,000 tonnes.
  - Trim passes must be of a single coal type for both pours.
- The vessel must be ready to sail no later than 1 hour from last coal on board.

Other important considerations:

- Load plans must be harmonised with deballast operations. The vessel should provide details about planned loading delays due to deballasting – indicate the pour that will be delayed and the projected delay duration. A deballast stop point should be noted on the plan just in case it is required. This point should be such that the trim is good and the after draught is not too deep.
- NCIG cross-check the planned deballast time noted on the stowage plan against the information provided in the vessel questionnaire and previous performance.
  - The vessel must provide accurate information on the deballast time required.
  - NCIG may not approve load plans that have ambitious deballast durations.
  - During loading, stoppages due to deballast are recorded against the vessel regardless of the deballast time noted on the stowage plan.
- The Master must inform the terminal regarding the vessel survey requirements:
  - NCIG assume the interim draught survey is required prior to loading of the two trim passes.
  - NCIG assume the duration of the interim draught survey will be 30 minutes. It is possible that a part loaded vessel may take longer to accurately quantify ballast.
  - Provide details of the Marine Surveyor engaged to perform the interim draught survey.
- Advice on vessel replenishing plans (e.g. provisioning) and timing of such activities. This should be planned in the first twelve hours (12 hrs) alongside to ensure immediate departure following improved loading performance.

14.2 Vessel Sign Up

All communication with the vessel and the vessel crew will be carried out in English. Sign up is expected to be completed within 20 minutes from the completion of the gangway access. The vessel is expected to have reviewed this Operational Handbook at sign up. The vessel requirements will be confirmed during the sign-up process.

Upon berthing, a NCIG Technician will visit the Vessel to settle the final details of the stowage plan and to conduct the Ship to Shore Safety Checklist prior to loading commencement.

The Shipper of the coal will engage a Marine Surveyor to be in attendance at the vessel sign-up to ensure that initial draught survey is conducted prior to commencement of loading.

The Shipper’s Marine Surveyor will be in attendance at the sign-up to confirm the completion of the initial draught survey and that the vessel is cleared to load.

A requested change to the stowage plan after sign-up must be provided to the terminal in writing. The terminal may be able to approve small load plan changes however late changes and significant alterations may not get approval from the terminal.

The Master must ready the vessel for loading as soon as possible by opening the cargo hold hatch covers and harmonising the deballast operation to the loading sequence.

14.3 Loading Procedures

During the loading operations, the trim and stability of the vessel remains the responsibility of the Master at all times. NCIG’s requirements during ship loading are:

- A representative of the terminal is available at all times during the loading of a vessel to ensure that ship loading is conducted in accordance with the Master’s instructions.
- Once commenced, ship loading a vessel shall be on a continuous basis.
- The Shipper of the coal is required to:
  - Have a representative on call to advice on any matters that may arise.
  - Advise of the attending superintending representative details.
  - Provide direction on loading instructions in the event of an issue with the sample plant.
14.4 Ballast Operations

Ballast is to be discharged at a rate which maintains vessel condition and prevents disruption to loading, final trimming and completion. It is the Master’s responsibility to consider the tank top limits, BM, SF and the deballasting capability of the vessel.

The Port of Newcastle and NCIG require the vessel to comply with the environmental regulations as outlined in Section 8 and Section 11.4 of this document.

The vessel should be able to produce a harmonised loading and deballasting plan where deballast stop points are predictable. The electronic format for the NCIG load plan calculates the trim of the vessel throughout the load sequence.

- Predict and note the stop point for deballast on the load plan. This is to identify the best place to stop and does not mean that a stoppage is necessarily required.
- In the event that a vessel at the berth requires loading to be stopped, the notice provided to the terminal will be at least one hour notice.
- The vessel is required to advise of the expected duration of the deballasting delay.
- The terminal may commence loading another vessel during an extended deballast delay.
- The terminal will need at least one hour notice from the ship of its intention to recommence loading and that no further delays due to deballasting are expected.
- Only one deballast stoppage is allowed.
- If top side tanks are de ballasted via dump valves the vessel should ensure that the flow of ballast water does not land on the wharf. This can be done by positioning a deflector plate or similar over the outlet to divert the flow of water.

14.5 Vessel Delays and Deballast Performance

- Vessels will be expected to complete load within the deballast time nominated on the approved load plan.
- Delays are recorded by the terminal during loading such as terminal breakdowns, coal handling delays, weather restrictions and vessel delays such as deballasting or hatch cover malfunctions.
- Delays due to deballasting operations are noted as a vessel delay regardless of the nominated deballast time.
- The vessel working log will be shown to the Master at the completion of loading and subsequently provided to the Shipper.

14.6 Visitors

Vessels may require visitors, vessel crew, subcontractors and vessel agents attend the vessel whilst berthed at NCIG. The NCIG requirements for visitors are:

- NCIG requires notification of visitors prior to the vessel berthing. A list of visitors is to be provided as per the requirements listed in section 11.1 and section 11.2.
- All visitors who do not have a NCIG identification card must present themselves to the wharf security gatehouse to access the berth.
- The vessel agent will be contacted should any unauthorised visitors present at the security gatehouse.
- All visitors must comply with all NCIG safety requirements, obey all lawful instructions which may be issued or given by NCIG and indemnify NCIG against loss or damage incurred.
- Any visitor refusing to give such an undertaking and enter into such agreement will be refused access to the terminal.
• All visitors will coordinate their activities with the vessel agent prior to vessel berthing to minimise any disruption to loading and departure of the vessel.
• Closed circuit TV cameras are in place to monitor movements on and near the wharf areas as required by security provisions.

Vessels at the berth shall load to sail on the first available high tide within the tonnage range specified in the Shipping Contract if another vessel is awaiting the berth or will be delayed in berthing.

14.7 Vessel Replenishing

Vessel storing should not interfere with loading of the vessel and should be listed out within stowage plan processes to enable adequate scheduling to avoid vessel loading delays.

Criteria reviewed when approving replenishing activities include:

- Time and duration of activity
- Pre-approval of external provider to access NCIG
- Interaction on the berth with NCIG ship loading equipment, linesperson and/or planned maintenance activities
- Safe systems of work by external parties accessing NCIG wharf facility to conduct vessel replenishing.
- Potable water supply is available at berth for vessels.

14.8 Vessel Bunkering

NCIG do not permit bunkering operations to occur from the wharf. The NCIG berths do not have incorporated bunkering functional requirements or adequate spill, containment and fire-fighting provisions.

Vessels may, with written permission from NCIG, undertake bunkering from the starboard side via barge or Port of Newcastle approved vessel. The vessel agent must seek the appropriate approvals from the Port and from NCIG prior to bunkering.

The bunkering operation must be conducted in such as way that it does not delay the loading or the planned departure of the vessel.

14.9 Vessel Defects and Maintenance

NCIG must be notified of maintenance events scheduled by the vessel whilst at berth that requires external assistance at least 14 days prior to berthing as per the vessel nomination requirements.

Wherever possible major maintenance activities should not be conducted at NCIG. NCIG reserves the right to relocate a vessel that requires significant repairs to another available berth, at the expense of the vessel, if the maintenance event is impacting the loading capability of the terminal.

As outlined elsewhere in this document, NCIG is not to be nominated as the Stevedore for the purposes of repairs and maintenance unless written approval is provided beforehand.

If a vessel is found to be defective as a result of Commonwealth Surveyor Inspection (AMSA), NCIG is to be advised immediately of:

- The nature of the defect
- Corrective actions required
- The impact of the defect or the corrective actions on loading operations and/or vessel
departure.

The vessel may be required to relocate to another berth in the port to undertake any repairs and corrective actions. NCIG is not liable for any relocation costs associated with the requirement to undertake repairs or corrective actions as a result of an inspection.

14.10 Vessel Marine Surveyors

It is a NCIG requirement that a Marine Surveyor is engaged by the vessel (or vessel’s agent) prior to port entry to:

- Assist the Master to load the vessel in an effective manner as per the agreed stowage plan. The responsibility for the safe loading of the vessel resides with the Master.
- Attend the vessel at the commencement of the pour prior to the interim draught survey to perform a running draught survey.
- The surveyor would also technically advise the vessel of any detected weighing error. It is the responsibility of the Master to then advise the terminal of any issues.
- The appointed Vessel Surveyor will maintain contact until the interim draught survey and remain with the vessel until the completion of loading.

The Vessel Master should ensure safe and timely access for the Vessel Surveyors to safely conduct their scope of work.

Subject to the vessel Master's requirements, there should be a maximum of one (1) interim draft survey requiring a cessation of ship loading.

Note: Unless there are special circumstances and prior written approval from NCIG, no draught survey is permitted between loading different coal types.

14.11 Vessel Sign Off

At completion of loading, a NCIG Technician will visit the vessel to confirm loaded tonnage with the draught surveyor and to complete the sign-off paperwork. This will include providing the Mate’s Receipt and ship loader delay log or Working Log.

The Shipper of the coal will engage a Marine Surveyor to be in attendance at the vessel at the completion of loading to ensure the final draught survey is conducted and to verify the tonnage loaded onto the vessel.

14.12 Vessel Sailing

Vessels are expected to load and depart at the earliest opportunity such as the closest tide to the estimated time of loading completion. Vessels that are tide restricted for sailing shall depart on the first available high water.

The Port of Newcastle sets sailing times based on available vessel movement opportunities to based on advice from NCIG on the completion of loading times.

The Master of the Vessel is requested to ensure preparation for sea is completed soon after the completion of loading, in accordance with good seamanship practice so that the timetable of vessel movements set by the Port of Newcastle can be met.
15. **VESSEL REVIEW**

The NCIG safety and security requirements will be monitored throughout a vessel’s visit to NCIG. Failure to comply with the requirements outlined in this document may lead the vessel being issued with written notice by the terminal.

The primary purpose of the written notice is to remind the vessel of the importance of the terminal requirements and for the vessel to provide verification that the issue has been addressed.

NCIG may either issue a non-conformance letter or a non-performance letter as outlined below.

15.1 **Non-Performance**

NCIG has a commitment to its shareholders to ensure that it meets and maintains a level of performance that maximises the Terminals throughput potential. Vessel performance is a critical component of this commitment and as such the following minimum requirements need to be achieved:

<table>
<thead>
<tr>
<th>Vessel Size</th>
<th>Target Vessel Load Rate</th>
<th>Unacceptable Vessel Load Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOA Greater than 270.1m</td>
<td>6,200tph</td>
<td>5,500tph</td>
</tr>
<tr>
<td>LOA between 225m and 270.1m</td>
<td>5,600tph</td>
<td>5,000 tph</td>
</tr>
<tr>
<td>LOA less than 225.0m</td>
<td>4,500 tph</td>
<td>2,600 tph</td>
</tr>
</tbody>
</table>

- The required load rates listed above are subject to continuous review and are subject to change.
- Vessel Load Rate will be measured from the point of first coal through to completion of the Final Trim Pour. The time will include all vessel related activities, i.e. Loading, Hatch changes, Surveying, as well as any vessel related delays such as stopping for deballast or any technical issues. Note that any shore related delays that occur during the Loading time will not be used in this calculation such as plant breakdown or coal feed delays.
- Vessels that did not meet the minimum Vessel Load Rate may be issued a Non-Performance letter. NCIG will issue the non-performance letter detailing the unsatisfactory performance to the vessel agent within five (5) business days of the vessel sailing seeking clarification for the cause.
- Vessels that have been issued with three (3) Non-Performance letters within a 24 month period may not be accepted for future loading at NCIG.

15.2 **Non-Conformance**

NCIG will monitor the compliance of the vessel and the vessel crew, including visitors, to the requirements outlined in Section 11 of this document.

NCIG may issue a Non-Conformance letter to a vessel for failing to meet these requirements after discussing the matter with the Chief and/or the Master of the vessel.

Vessels that have been issued with two (2) Non-Conformance letters within a 24 month period may not be accepted for future loading at NCIG.
15.3 Penalty Notice

NCIG is a multi-user, high capacity coal loading terminal. Extended delays at the berth can cause disruption to the users of the terminal and in cases to the Hunter Valley Coal Chain. NCIG may issue a warning letter to a vessel's Master, Ship Owner or Vessel Agent if:

1. The Master, Ship Owner or Vessel Agent does not comply with the requirements of these guidelines or
2. Lay at berth for extended periods for no sound reason when loading has been completed or
3. Cause extended disruption to operations due to maintenance or poor vessel management

Failure to correct the action after the issue of the warning letter will lead to a Penalty Notice. The penalty will be in accordance with the terms as set out in NCIG’s Condition of Use – Section 8.6.

“Delays (Extract from NCIG Conditions of Use – section 8.6)

Delays caused by the vessel to ship loading operations, due to noncompliance with the Guidelines, Conditions of Use or any other vessel caused delay, may attract, after an initial warning letter is distributed to all parties, a charge as specified in the Guidelines up to but not exceeding US$1,000 per hour. This charge is payable on invoice rendered by or on behalf of the Operator within ten (10) days of date of invoice."
16. **REVISION HISTORY**

<table>
<thead>
<tr>
<th>Revision No</th>
<th>Date</th>
<th>General Description of change</th>
<th>Persons involved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draft</td>
<td>06/07/11</td>
<td>Draft created</td>
<td>Adam Mather</td>
</tr>
<tr>
<td>Draft</td>
<td>25/07/11</td>
<td>Changes included from crews review</td>
<td>Adam Mather</td>
</tr>
<tr>
<td>1</td>
<td>10/08/11</td>
<td>Authorised for use on SharePoint</td>
<td>Jarrod Baker</td>
</tr>
<tr>
<td>1.9</td>
<td>02/10/12</td>
<td>Procedure review and formatting</td>
<td>M Hayes/H Turner</td>
</tr>
<tr>
<td>3</td>
<td>23/08/13</td>
<td>Updated contents</td>
<td>A Hill/H Turner/N Bell</td>
</tr>
<tr>
<td>3</td>
<td>18/06/15</td>
<td>Contents and formatting reviewed</td>
<td>T Smith/A Hill/N Bell</td>
</tr>
<tr>
<td>4</td>
<td>23/02/16</td>
<td>Error correction, stowage plan and compliance</td>
<td>S Bullman/L Haggerty</td>
</tr>
<tr>
<td>4</td>
<td>20/04/16</td>
<td>Improved clarity on terminal rules</td>
<td>S Bullman</td>
</tr>
</tbody>
</table>

17. **AUTHORISATION**

<table>
<thead>
<tr>
<th>AUTHOR</th>
<th>AUTHORISED BY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Name</td>
</tr>
<tr>
<td>Steve Bullman</td>
<td>Neill Bell</td>
</tr>
<tr>
<td>Position</td>
<td>Position</td>
</tr>
<tr>
<td>Planning Superintendent</td>
<td>Manager - Operations</td>
</tr>
</tbody>
</table>

18. **REVIEW PERIOD**

- NEXT REVIEW DATE: 19/04/2018
- REVIEW FREQUENCY: 2 YEARS
### 19. DEFINITIONS

<table>
<thead>
<tr>
<th>TERM</th>
<th>DEFINITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advice</td>
<td>Written advice</td>
</tr>
<tr>
<td>Air Draught</td>
<td>The height above the chart datum (zero tide) to the hatch coaming/covers for operational clearance for the ship loader. <strong>(At NCIG the maximum air draught is 20.5mtrs above the chart datum (zero tide)</strong></td>
</tr>
<tr>
<td>AMSA</td>
<td>The Australian Maritime Safety Authority (Issues Navigation Regulations)</td>
</tr>
<tr>
<td>AQIS</td>
<td>Australian Quarantine and Inspection Service</td>
</tr>
<tr>
<td>BC Code</td>
<td>Safe Practice for Solid Bulk Cargoes</td>
</tr>
<tr>
<td>Berthing Time</td>
<td>Time recorded in vessel’s deck log for “all fast”</td>
</tr>
<tr>
<td>BLU Code</td>
<td>Code of Practice for the Safe Loading and Unloading of Bulk Carriers</td>
</tr>
<tr>
<td>CET</td>
<td>Coal Export Terminal</td>
</tr>
<tr>
<td>Chart Datum (CD)</td>
<td>The plane or level to which soundings (elevations) or tidal heights are referenced. For Newcastle, this is the Lowest Astronomical Tide, CD = 0.0m.</td>
</tr>
<tr>
<td>Coal Berths</td>
<td>K8, K9 and K10 Newcastle Coal Export Terminal</td>
</tr>
<tr>
<td>Commenced Loading</td>
<td>Time and date when first coal is delivered into a hatch of the vessel</td>
</tr>
<tr>
<td>Completion of Loading</td>
<td>Time and date when the vessel has received the coal tonnage requested by the Mast of the Vessel as determined by a draught survey</td>
</tr>
<tr>
<td>DAFF</td>
<td>Department of Agriculture, Forestry’s and Fisheries</td>
</tr>
<tr>
<td>Daylight/Darkness</td>
<td>Daylight is the period from 15 minutes prior to the sunrise to 15 minutes after sunset. Sunrise and sunset shall be the times as published for Newcastle Coal by the Newcastle Port Corporation</td>
</tr>
<tr>
<td>Deep Draft Vessels</td>
<td>Any vessel that is restricted in movement by draft/tide conditions</td>
</tr>
<tr>
<td>Departure Time</td>
<td>The time recorded to Harbour Control as being last line “let go”</td>
</tr>
<tr>
<td>DWT</td>
<td>Deadweight in metric tonnes</td>
</tr>
<tr>
<td>EDN</td>
<td>Customs Export Declaration Number</td>
</tr>
<tr>
<td>ETD</td>
<td>The date and hour the vessel is scheduled to let go moorings</td>
</tr>
<tr>
<td>TERM</td>
<td>DEFINITION</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>ETL</td>
<td>The estimated time of commencement of loading of the vessel at the coal loading facilities</td>
</tr>
<tr>
<td>Entry Time</td>
<td>The date and hour that the vessel passes between the seaward extremities of the breakwaters.</td>
</tr>
<tr>
<td>High and Low Water (HW &amp; LW)</td>
<td>The predicted times and heights as published for Newcastle Coal by the Port of Newcastle</td>
</tr>
<tr>
<td>Hatch</td>
<td>An opening in a deck of a ship providing access to a hold through which cargo is loaded</td>
</tr>
<tr>
<td>IMO</td>
<td>International Maritime Organisation</td>
</tr>
<tr>
<td>ISLW</td>
<td>Indian Spring Low Water</td>
</tr>
<tr>
<td>LOA</td>
<td>The vessel’s overall length as stated in the Builders certificate or in Lloyd’s Register</td>
</tr>
<tr>
<td>Major Shipping</td>
<td>That Shipper whose brand(s) is the largest quantity of cargo to be loaded in a vessel</td>
</tr>
<tr>
<td>Master of the Vessel</td>
<td>The Person accountable for the safe operation of the vessel including loading and unloading</td>
</tr>
<tr>
<td>Marine Surveyor (Shipper’s Surveyor)</td>
<td>This person must have proven proficiency in bulk loading of vessels, including hold preparation and cargo draught surveys and will be appointed to represent the Shipper to perform initial and final draught surveys</td>
</tr>
<tr>
<td>Marine Surveyor (Vessel’s Surveyor)</td>
<td>This person must have proven proficiency in bulk loading of vessels, including hold preparation and cargo draught surveys and will be appointed by the Vessel Agent to represent the Vessel to perform running and intermediate (or interim) surveys</td>
</tr>
<tr>
<td>Marine Orders</td>
<td>Commonwealth of Australia, Navigation (Orders) Regulations as issued by AMSA</td>
</tr>
<tr>
<td>MARPOL 73/78</td>
<td>International convention for the Prevention of Pollution from Ships 73/78 with amendments</td>
</tr>
<tr>
<td>Notification of Readiness</td>
<td>Vessel time of arrival is the date and hour recorded by the Port of Newcastle VTIC as per Port of Newcastle requirements when the vessel nominates ability to accept load</td>
</tr>
<tr>
<td>TERM</td>
<td>DEFINITION</td>
</tr>
<tr>
<td>----------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>NCIG</td>
<td>Newcastle Coal Infrastructure Group</td>
</tr>
<tr>
<td>OTS</td>
<td>Office of Transport and Security</td>
</tr>
<tr>
<td>PoN</td>
<td>Port of Newcastle</td>
</tr>
<tr>
<td>Pour</td>
<td>The quantity of cargo loaded through one hatch opening as one step of the Loading Plan</td>
</tr>
<tr>
<td>Person in Charge</td>
<td>See Master of the Vessel</td>
</tr>
<tr>
<td>Port Authority</td>
<td>Port of Newcastle</td>
</tr>
<tr>
<td>Primary Shipper</td>
<td>The Shipper named in the shipping documents</td>
</tr>
<tr>
<td>Provisionally Detained</td>
<td>A vessel detained as per AMSA’s Port State Control mandates</td>
</tr>
<tr>
<td>Shipper</td>
<td>A coal producer that has entered into appropriate agreements with NCIG</td>
</tr>
<tr>
<td>Ship’s Agent</td>
<td>That person or company to whom the vessel is consigned by the ship’s operators/owners</td>
</tr>
<tr>
<td>Ship loader</td>
<td>A machine that receives coal via a conveying system and directs coal flow into the hatch of a vessel</td>
</tr>
<tr>
<td>Ship Handling Guidelines</td>
<td>Port of Newcastle guidelines published on the Port of Newcastle website</td>
</tr>
<tr>
<td>Stacker/Reclaimer</td>
<td>A machine that incorporates the two functional modes of receiving coal from the inbound conveying system and stacking of coal into the stockyard and reclaiming the coal and loading onto the outbound conveying system</td>
</tr>
<tr>
<td>Stowage Factor</td>
<td>The figure which expresses the number of cubic metres which one tonne of material will occupy</td>
</tr>
<tr>
<td>Stowage Plan</td>
<td>A plan submitted by the Master of the Vessel indicating hatch tonnages, coal type(s), pass sequence, de ballast time and operations, sailing draught and sailing tide. Conforms to the 'Loading or Unloading Plan' Appendix 2, BLU Code</td>
</tr>
<tr>
<td>Terminal</td>
<td>Newcastle Coal Infrastructure Group Coal Export Terminal</td>
</tr>
<tr>
<td>Terminal Representative</td>
<td>NCIG appointed competent person</td>
</tr>
<tr>
<td>TERM</td>
<td>DEFINITION</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Technician (NCIG)</td>
<td>An NCIG appointed person accountable for the safe operation of the Terminal including loading cargo into vessels in accordance with the sequence and tonnages stated in the vessel’s Coal Loading Plan as delegated by the Terminal Representative</td>
</tr>
<tr>
<td>TPH (tph)</td>
<td>Tonnes Per Hour</td>
</tr>
<tr>
<td>Turn of Arrival</td>
<td>The sequence of vessels based on their estimated or actual time and date of arrival</td>
</tr>
<tr>
<td>UKC</td>
<td>Under Keel Clearance</td>
</tr>
<tr>
<td>Vessel Agent</td>
<td>Person or firm authorised by the vessel owner or charterer to act on their behalf</td>
</tr>
<tr>
<td>Vessel Arrived</td>
<td>The time at which PoN determines the vessel to have arrived under the PoN administered system of vessel coordination</td>
</tr>
<tr>
<td>VAS</td>
<td>Vessel Arrival System</td>
</tr>
<tr>
<td>Vessel Berthed</td>
<td>Time and date when all vessel lines are secure as at the time recorded by PoN</td>
</tr>
<tr>
<td>Vessel Cleared Berth</td>
<td>Time and date when the last line securing the vessel to the berth is released as recorded by PoN</td>
</tr>
<tr>
<td>Vessel Entered</td>
<td>Time and date when the vessel passes the entrance buoy, inbound to the Port of Newcastle as recorded by PoN</td>
</tr>
<tr>
<td>Vessel Representative</td>
<td>Master of the Vessel, or person nominated by the Master of the Vessel, to be the interface between the vessel and NCIG</td>
</tr>
<tr>
<td>Vessel Sailed</td>
<td>Time and date when the vessel passes the entrance buoy, outbound from the Port of Newcastle as recorded by PoN. VTIC means PoN Vessel Traffic Information Centre</td>
</tr>
</tbody>
</table>
Caution – 3m clearance between vessel and ship loader. For note when using cranes and lifting equipment.

Refer Section 13.3 of this handbook for LOA, beam air draught limits.
ANNEXURE B – NCIG BERTH LAYOUT
ANNEXURE C – PLANT SCHEMATIC
ANNEXURE D – AERIAL MAP OF PORT OF NEWCASTLE