Tata Stevedores Bulk Handling Department.

Tata Steel Europe  P.O. Box 10000 1970 CA IJmuiden, The Netherlands,
Telephone +31 (0) 251 499111, telefax +31 (0) 251 470000, commercial register 34040331.
If your vessel is equipped with deck cranes please take notice of following.

While in port keep the crane booms outboard and as low as possible at all times. Do not use your deck cranes unless you absolutely have to.

If you do need to use one of your deck cranes please inform the duty stevedore first. Unannounced and sudden use of a deck crane may surprise the Tata unloader operator with damages to your crane and/or our unloader as a result.

Consultation between Tata stevedore and ship’s duty officer concerning the use of a deck crane will result in a mutual agreement with no change of a collision between crane and unloader.
Tata Stevedores welcome you to IJmuiden.

All crewmembers and passengers from visiting vessels please take notice of effecting safety and security regulations as stated in this port info.

The use of safety helmet, safety shoes and eye protection is compulsory.

Keep clear of areas underneath the unloader’s cantilevers as much as possible.
Do not walk underneath travelling grabs.
On the main deck use the waterside as passageway.

Do not give any alcoholic beverages to Tata Stevedoring personnel.

Please switch off communication/navigation equipment as much as possible.

The safety check list must be completed in consultation with the terminal representative before loading or unloading.

In case of questions, do not hesitate to ask the on-duty foreman or deputy.

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**Port security**

Port facility name: Velsen: Tata Steel B.V. VELS 04HF1.
IMO Port facility number: NLVEL – 0004.
Alternative name for this port facility: Buitenkaade 2.

**Preliminary Notice of Arrival (PNA).**

Prior to arrival the ship’s agent will inform our Port Facility Security Officer (PFSO) about the ship’s security details, such as security level.

**Security level.**

Unless otherwise reported Tata Port Facilities will be on security level 1.
A declaration of Security (DOS) is not required if your vessel is ISSC certified and on the same security level as our Port Facility.

**Port Security Patrol.**

Our Port Security Patrol (PSP) will keep our Port facility under surveillance.

**Identification of crewmembers and passengers.**

The ship’s agent will supply our PFSO with an official crew list.

**Identification of stevedoring personnel.**

Tata employees are obliged to show their Tata ID card if required.

**Identification of boatmen, subcontractors, visitors etc.**

All boatmen, subcontractors and visitors to the Tata site obtain a Tata ID card or visitors card after official identification by our security personnel.
They are obliged to show their Tata ID card, or visitors card if so required.
General information.

The harbour system of Tata comprises a sea harbor with an ore handling quay and two general cargo quays and, behind the locks in the North Sea Canal, an inner harbor.

Stevedores : Tata SPME-I&S-EVB-GSL  
               1970 CA IJmuiden, Holland
Telephone : 0251-470280
Telephone : 0251-494193 (491725)

Agents : Tata Steel Logistics and Shipping B.V. (formerly known as Nebam)  
Postbox 512, 1970 AM IJmuiden.
Packages / visitors : Tata Steel Logistics and Shipping B.V.  
2e Rijksbinnenhaven 39, 1951 JN Velsen-Noord.  
Also for info about immigration, customs, quarantine and cargo declaration.
Telephone : 0251-495500
Telephone : 0251-470279
Tel. bulk : 0251-495521/495522 (495506)
Tel.gen.cargo : 0251-495520/495540 (495506)
After office : 06-22396647

Miscellaneous information

Working hours: continuously  
3 shifts: 06-14, 14-22, 22-06
Fire dept. : 0251-455555
Taxi 600 : 0251221600
Tel.operator : 06-8008
Shuttle-bus : on request

Tidal information

Tidal range : up to 2.30m = during spring  
indication up to 1.30m = during neap  
Average duration of rise: 4hrs.24min.  
Average duration of fall: 8hrs.01min.

Tidal curve (example) typical for IJmuiden. High and Low (97 & -73) are random.  
Average water density: 1,017
Information bulk department

**Location**: Outer harbour quay nr.2

**Quay length**: 550m.

**Quay height**: 5m above mean sea level.

**Max. allow. draught**: West side of quay: 16.50 mtrs. on low tide. Arrival draught max. 16.90 mtrs. (discharging starts immediately on arrival)

<table>
<thead>
<tr>
<th>Side of Quay</th>
<th>Draught (mtrs.) on Low Tide</th>
<th>Arrival Draught (mtrs.)</th>
<th>Discharging Starts Immediately on Arrival</th>
</tr>
</thead>
<tbody>
<tr>
<td>West side of quay</td>
<td>16.50</td>
<td>16.90</td>
<td></td>
</tr>
<tr>
<td>East side of quay</td>
<td>14.20</td>
<td>14.70</td>
<td></td>
</tr>
</tbody>
</table>

**Unloaders**: 3 grab fitted unloaders.

**lifting capacity**: 40 tons.

**reach**: 34 m. from base.

**air draught**: 18 m.

**length of cantilevers above water**: 40 m.

Cantilevers can be topped.

**Conveyor belt capacity**: 5500 / 6500 t/hr.

**Shift foreman**: 0251-494193/491725

**Control room**: 0251-493200/491726

**General Port Regulations**

1. When in port, ships must be correctly moored and kept as close as possible to the quay at all times.
2. Ships must provide safe means of access, preferably an accommodation ladder or gangway. The ship's crew is responsible for positioning the ladder or gangway.
3. The gangway, ship's gear, etc. must be kept clear of the unloaders, bollards and rails at all times.
4. During darkness, the gangway, holds and accesses to the holds must be sufficiently illuminated. If not so, any resulting delay will be noted on the statement of facts.
5. During discharging or loading operations the hatch covers must be completely opened and effectively secured. The same applies to the manhole covers (access point) of hold ladders.
Hold ladders are to be in a safe and good condition. All manhole/entrance doors from deck to cargo hold are to be opened and secured by the ship's crew. Restricted and unsafe spaces/areas must be locked to prevent stevedores from entering.

If, during discharging or loading operations, any damage caused by the stevedores, occurs to the ship, the stevedore's shift foreman is to be informed immediately.

Whenever, during loading or discharging operations, work is carried out by the stevedores and ship's personnel in the same area at the same time, written instructions concerning co-operation and supervision must be exchanged by both the ship's- and stevedore's staff.

On the chief officer's request the shift foreman on duty will be on board at 06.30, 14.30, and 22.30 hrs. to ascertain the approximate quantity of cargo discharged or loaded.

Prior to departure, the ship's command will be informed in due time about booking the pilot, tugs and boatmen by the stevedore's shift foreman. The pilot, tugs, boatmen and immigration service require two hours notice. Please check for stevedore's equipment before closing cargo hatches.

During the stay in port it is strictly forbidden to throw any litter or other waste overboard or to spill oil of any grade.

Environmental control is very strict. Utmost care must be taken at all times. Any spillage, however small, must be reported immediately to the port authority and/or the shift superintendent/foreman.

Ship-owner will be held fully responsible for all costs an consequences resulting from violating environmental legislation due to guilt or neglect of ship's crew.

When filling the ballast tanks avoid water overflowing onto the ship’s deck. Spilled ore or coal not to be washed overboard.

Scuppers must remain plugged at all times to avoid accumulated water with residues to drain away.

For tank-, or cargo hold cleaning operations contact Port Authorities or the agent.

If an accident occurs or in case of an emergency onboard the ship during your stay please notify the shift foreman immediately ensuring that the accident is also registered at the port authority.

Ship’s waste.

If there is any garbage to put ashore, please contact your agent. The agent will arrange for proper waste disposal.

Specific regulations for the bulk department.

Gas certificate.
In the case of an OO-, OBO- or O-CH carrier, a gas free certificate must be presented to the stevedores prior to loading or discharging operations.

Discharge sequence.
Changes in the unloading plan must be agreed and result in a revised plan signed by both parties. In order to do so an responsible ship’s officer must be on duty or stand-by 24/7.

See appendix on last page.
2a **Ship's access ways.**
If the grab, during discharging is traveling across the gangway or the access to the gangway a ship's watchman is permanently required for hoisting or lowering the gangway.
In this case a safety guard of Tata Stevedores will be on deck and near the gangway. He is in radio contact with the crane operator. If necessary he will stop the loading or the discharging operations to enable safe transfer boarding or leaving the ship. To prevent any person from unnoticed boarding or leaving the vessel, the ship's watchman may partly hoist the gangway. In this case access to the gangway on board the ship must be prevented.

The gangway must be safe, technically and operationally.
If available deploy the aft gangway and not the one in the cargo zone.
The ship's decks must be free of loose and/or slippery obstacles or substances.

2b The ladders, holds and bulkheads must be free of large sheets of rust.

2c In case of removed covers measures must be taken to prevent persons from falling.

2d In winter conditions, the ship's decks are to be kept free of snow, sleet, ice or hailstones.

2e If safety is questionable cargo from inspection platforms will not be removed by stevedores. If so removing the cargo is the crew’s responsibility before stevedores enter the hold.

3 **Protruding objects.**
Stevedores reject all liability for any costs and consequences arising from damage made by our personnel/equipment to:
- Parts situated inside the holds, in- and outside the frames (Australian ladders, railings, platforms, straight ladders etc.)
- Non, and poor guarded tubes/pipes inside the holds.
- Any other parts extending/protruding in the holds.
- Unsecured, or inferior secured parts which are removed/missing (bilge covers, etc.)
- Any damage to the ship’s hull/paint caused by floating equipment.
As all the above damage are considered unavoidable. Furthermore, if any of the aforementioned protruding parts cause damage to Tata installations the ship’s owners will be held fully responsible for all costs and consequences arising from such damage. Naturally the stevedores will do their utmost to avoid any damages at all.
Ship to provide drawings of hatch configuration to show ladder positioning, protrusions and fuel tanks prior to arrival or if not when Port Info is issued

4 **Slops.**
Slops of OO-, OBO- or O/CH carriers are only to be discharged after completion of discharging or loading and only with the permission of the Tata stevedores.
The agent will arrange for slops barge.

5 **Provisions.**
In case the ship’s stores (incl. bunkers) are to be replenished, the ship’s staff is to inform the stevedores foreman to discuss quayside stores handling and planning.

6 **Transportation of crewmembers and/or passengers from ship to main gate and back.**
The whole Tata site, including Buka-2 quay, is off-limits for all crew members.
Only the duty officer is allowed on the quay for business purposes.

Tata Stevedores can provide transport by minibus (max 8 persons.) on request.
The transport is to the main gate and reverse only.
Plan shore leave in consultation with fellow crewmembers/passengers to avoid under-manned minibus.

Transport by Tata mini-bus is free of charge.
If requested a city cab can be called by the stevedores. In this case taxi fare is for your own account.
Crewmembers/Passengers must be able to show valid gate permit and valid passport at the Tata entrance gates.
7 Repairs to the ship. In case of repairs, maintenance work and cleaning operations carried out by the ship’s crew or third party arranged by the ship’s staff through NEBAM (agent) the following must be considered:
- Activities not to interfere or block discharge or loading operations
- Working from the quay implies a valid working permit is necessary. This working permit is to be obtained from Tata shift supervisor.
- If a mobile crane is necessary, contact the Tata stevedores first, to obtain clearance for the activities.
- Activities and operations within the responsibility of the Tata stevedores will be accompanied by a valid working permit.
- Hot work requires Port Authority's written/printed approval.

8 Safety drills. To avoid confusion, the Tata stevedores must be informed, well in advance, of intended safety drills onboard. Notice to IJmuiden Port Control must be given of intended lifeboat, and/or m.o.b. boat safety drill.

9 A cell phone for the sole purpose of communication with stevedores and/or Nebam agents, will be at your disposal during ship’s stay in IJmuiden port. If, for any reason, the cell phone gets damaged or goes missing, replacement costs will be charged to the vessel.

10 In case of removing any spillage from hatch cover by stevedores, stanchions all round with safety lines must be in place.
Excavator/caterpillar used by stevedores weighs 24 tons.

Caterpillar can be fitted with either broad, or narrow bucket. Narrow bucket is used to remove ore, lumps or coal from in-between the frames and corrugated bulkheads. Also a “shaker” can be fitted in order to loose sticky ore and coal from in-between the frames and bulkheads.

Payloader used by stevedores weighs 12 tons.

Payloader is used in the last stages of trimming in order to push material within reach of the grab.
Evacuation basket.

The emergency basket is used to transport stevedores, crew members and passengers that are unable to do so by themselves, due to an accident or illness, from ship to shore. Training with the evacuation basket is done on a regular basis. The duty officer will be informed whether it concerns an emergency situation or a safety drill.
Going Ashore?

Please take notice of the following.
Before you leave the vessel.

Please check with the foreman.
If he is not onboard, try to attract the crane operator’s attention. He will inform the duty foreman.
Try to plan shore leave with fellow crew members to avoid undermanned mini-bus.
Do not come walking to our office building, due to safety regulations the entire site is off-limits for crew members.
Don’t forget valid gate permit and passport.
Gate permits will be handed over to the chief officer on ship’s arrival.

The Tata mini-bus is free of charge and will take you to the main gate and vice versa only.
If requested a city cab can be called by the stevedores. In this case the taxi fare is for your own account.
On your way back to the ship, report at the main gate where the security guard will arrange transportation to the ship.
Don’t walk underneath unloader’s boom
Stay away from conveyors

Don’t work on heights unsafe
Watch out for unloader’s wires

Site is off limits
Stay sober on deck

Don’t use stevedores equipment
Check with foreman prior to entering any cargo hold
I, the undersigned Master/Ch. Officer

of the vessel:..............................................................

acknowledge the receipt of the ”Port Information and Regulations” presented by Tata Steel Strip Products Stevedores upon arrival at Outer Harbour nr. 2.

I also acknowledge the receipt of a Tata cell phone for the sole purpose of communication with stevedores or/and agent during ship’s stay in port.

IJmuiden ..... - ..... - ..... 

Signature ..............................................................

Rank .................................................................
**Discharging plan according to Blu-Code. (example)**

**Example Loading/Unloading Plan**

The loading or unloading plan should be prepared in a form such as shown below. A different form may be used provided it contains the essential information included in the heavy line box.

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**Table:**

<table>
<thead>
<tr>
<th>Rank No.</th>
<th>Cargo</th>
<th>Bale/operations</th>
<th>Time required (hours)</th>
<th>Comments</th>
<th>Draught - Calculated values</th>
<th>Draught - Observed Values</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Fwd</td>
<td>Aft</td>
</tr>
<tr>
<td>1A 2</td>
<td>G1 182 PB's PI 24WTS</td>
<td>13.2</td>
<td>LUMP</td>
<td>25.6 MT</td>
<td>13.81</td>
<td>16.29</td>
</tr>
<tr>
<td>1B 6</td>
<td>G1 182 PB's PI 24WTS</td>
<td>8.0</td>
<td>LUMP</td>
<td>13.68</td>
<td>14.54</td>
<td>74</td>
</tr>
<tr>
<td>2A 3</td>
<td>G1 182 PB's PI 24WTS</td>
<td>7.2</td>
<td>LUMP</td>
<td>12.10</td>
<td>12.87</td>
<td>72</td>
</tr>
<tr>
<td>2B 7</td>
<td>G1 182 PB's PI 24WTS</td>
<td>5.5</td>
<td>LUMP</td>
<td>12.07</td>
<td>12.22</td>
<td>69</td>
</tr>
<tr>
<td>3A 1</td>
<td>G1 182 PB's PI 24WTS</td>
<td>6.7</td>
<td>LUMP</td>
<td>11.03</td>
<td>12.96</td>
<td>71</td>
</tr>
<tr>
<td>3B 7</td>
<td>G1 182 PB's PI 24WTS</td>
<td>4.8</td>
<td>FINES</td>
<td>9.97</td>
<td>14.06</td>
<td>84</td>
</tr>
<tr>
<td>3B 9</td>
<td>G1 182 PB's PI 24WTS</td>
<td>7.0</td>
<td>FINES</td>
<td>9.98</td>
<td>14.56</td>
<td>80</td>
</tr>
<tr>
<td>4A 1</td>
<td>G1 182 PB's PI 24WTS</td>
<td>6.5</td>
<td>FINES</td>
<td>7.89</td>
<td>11.30</td>
<td>84</td>
</tr>
<tr>
<td>4B 6</td>
<td>G1 182 PB's PI 24WTS</td>
<td>4.8</td>
<td>FINES</td>
<td>7.89</td>
<td>11.30</td>
<td>84</td>
</tr>
</tbody>
</table>

**Instruction:**

- All operations must be completed in a safe manner. The vessel could be set at an angle.

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**Signed:**

Terminal: [Signature]

Ship: A. Smith

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*Loading moments (SRM) in sheer forces (SF) are to be expressed as a percentage of maximum permitted in your values for intermediate stages, and of maximum permitted in any one stage. Every step in the loading/unloading plan must remain within the allowable limits for full proper ship's structure. Nests must be utilized for the special cases.*

*Where applicable, loading/unloading operations may have to be ceased or allowed to continue under conditions where the vessel could be set at an angle.*