



Uniform rules for inland vessels calling on container terminals

UNIFORM RULES FOR INLAND VESSELS CALLING ON CONTAINER TERMINALS

Container terminals represented by:
- VRTO

And:
- Port of Rotterdam NV

Inland container shipping sector represented by:
- Koninklijke BLN Schuttevaer
- LINc

The container terminal operators in Rotterdam and the inland shipping sector wish to work together on the further improvement of safety and security. To give further shape to this ambition, they have drawn up a set of uniform rules. This measure is intended to promote a common interpretation of regulations in the area of safety and security and ensure uniform compliance with these regulations.

The rules as set out below have been adopted by each of the Rotterdam terminals. These rules are exactly the same and guiding at each of these facilities. The rules apply to those areas where vessels moor at a quay and do not replace any of the general regulations

or legal provisions that are in force at a terminal. Some additional instructions may apply in the case of specific situations at one of the terminals.

The main points of departure for these rules are that safety and security are maintained at all times, that it is clear who bears which responsibilities, that awareness and insight are promoted and that safety-aware behaviour and knowledge is guaranteed – both at the terminal and on board the vessels.

The various agreements are based on current legislation and regulations.

1.	Personal protective equipment	Anyone found both at the terminal and in the protected zone (cargo zone) on board the vessel during loading or unloading is required to wear the mandatory minimum of high-visibility clothing, a helmet and safety shoes. Passengers who do not belong to the vessel's crew are not allowed to enter the crane area and/or protected zone during loading or unloading.
2.	Lifjacket	Wearing a lifjacket is compulsory whenever moving from vessel to shore or vice versa and in the other situations as described in Article 1.08 of the Inland Waterways Police Regulations (Binnenvaartpolitiereglement, BPR).
3.	Gangways	Based on their respective responsibilities and depending on what has been agreed in this context, terminal management and the port manager need to jointly arrange for properly functioning gangways (including adequate quay stairs) between the vessel and the quay. The ship's captain ensures that the gangways are used correctly and responsibly and duly reports possible technical issues or faults to terminal management.
4.	Safety agreements during loading/unloading	The ship's crew members, passengers and the terminal staff comply with all safety requirements that apply on board the berthed vessel.
5.	Notifications regarding individuals on board the vessel	Terminal management needs to be notified in advance of any passengers, crew members and/or third parties on board the vessel who wish to enter or leave the terminal location. Disembarking or boarding is done by arrangement with terminal management. These individuals need to observe the various safety measures and safe routing adopted at the terminal. To pre-announce an intended visitor, the required information needs to be provided beforehand by means of the attached form.
6.	Access to terminal areas	Passengers, crewmembers and/or third parties may only enter the terminal from the ship when strictly necessary. All safety measures at the terminal are to be observed. Entering and leaving the terminal site are subject to the notification procedure set out in point 5. Individuals may only enter the terminal location after obtaining permission from terminal management and once the area can be entered safely. Crewmembers are authorised to enter the terminal location to secure their vessel for mooring without having to gain permission first. Crewmembers may only access those terminal areas that need to be entered in connection with these activities.

7.	Mooring	The ship's captain bears legal responsibility for ensuring that the vessel is moored in such a way that it does not move backward, forward or laterally during loading or unloading.
8.	Ship's engines	The ship's bow thrusters and/or engines are powered down during loading and unloading.
9.	Cleared for loading/unloading	The ship's captain is responsible for releasing his/her vessel for loading/unloading. The terminal may not start on these activities before the captain has given clearance.
10.	Mooring alongside	All lifting activities in connection with the loading or unloading of a ship are halted while the vessel is being moored alongside the quay.
11.	Communication	It is the joint responsibility of the ship's captain and terminal management to ensure clear communication between the vessel and the terminal.
12.	Supervision	The effective supervision by the crew during loading and unloading needs to be guaranteed at all times. The ship's captain is legally required to check whether his/her vessel is loaded safely.
13.	Access to the crane	Passengers, crewmembers and/or third parties are strictly prohibited from entering the crane.
14.	Bunkering	Bunkering fuel is permitted on the following conditions: 1. The ship's captain consults and coordinates the operation with terminal management. The terminal is notified in advance of vessels that will be berthing alongside; 2. Bunkering operations are overseen by a Bunkering Supervisor; 3. Vessels are required to bunker via the side furthest from the quay; 4. The ship's captain and the crew take due account of activities taking place on the quay.
15.	Ship maintenance	Maintenance on a ship berthed at the terminal is permitted, with the exception of 'hot work' like welding, oxy welding, grinding or work that involves open flames or off-board activities like sanding and painting. The maintenance work should not affect the regulated supervision of loading and unloading activities. Maintenance is only allowed outside the protected zone and should comply with all current HSE regulations.
16.	Video and photography	Video recordings and photos are only permitted for professional purposes. No recordings may be published without the express permission of terminal management.
17.	Alcohol, drugs, smoking	It is prohibited to possess or use alcohol, drugs or medication that may impair one's driving ability as defined in Article 8.1 of the Road Traffic Act (Wegenverkeerswet, Wvw), or be under the influence of such substances. Smoking is not allowed on the terminal grounds or on the deck of a ship moored at the terminal.
18.	Cars	If circumstances allow, it is possible – under specific conditions and only after receiving permission from terminal management – to use the ship's crane to put a car ashore or lift it on board. In that case, passengers are allowed to enter or disembark from a safe part of the vessel in the shortest possible time.
19.	Documents	As many documents as possible are exchanged in digital format. The possible exchange of physical paperwork – including cargo documentation – is subject to the relevant rules at the terminal.

PRE ANNOUNCEMENT ISPS	Sent to:					
	Port facility:					
(*) Shipping agent:		(*) For barge:				
(*) Visit date / estimated time:						
<p>Visitor(s):</p> <p>(*) Company:</p> <p>(*) Address:</p> <p>(*) Email:</p> <p>(*) Tel. no:</p> <p>(*) Visitor(s):</p> <table border="1"> <thead> <tr> <th>Name and prename</th> <th>ID number</th> </tr> </thead> <tbody> <tr> <td colspan="2"><i>Presentation of a valid identity card is required for gaining access to the terminal.</i></td> </tr> </tbody> </table> <p>License plate:</p> <p>(*) Purpose:</p>			Name and prename	ID number	<i>Presentation of a valid identity card is required for gaining access to the terminal.</i>	
Name and prename	ID number					
<i>Presentation of a valid identity card is required for gaining access to the terminal.</i>						

(*) obliged entry

Comment security:

IMPORTANT : By submitting the pre announcement, you confirm that the specified visitor(s) have read and accepted the terminal regulations.

In order to avoid delays at the check-in, the pre announcement needs to be sent in time so that a reasonable administrative registration can be carried out. Except for extraordinary circumstances only the final pre announcement will be sent.
The pre announcement needs to be sent in due time and remains valid for only one visit.

