



PIL-PRO-011 SHIP VETTING AND SCHEDULING

1.0 PURPOSE AND SCOPE

This procedure describes the ship vetting and evaluation process for ship's proposing to visit the port of Geraldton and the ship scheduling process to ensure safe and efficient operations and the early identification of ship defects that may impact operations and the ports environment and infrastructure.

The scheduling of shipping is affected by a multitude of factors. As such, scheduling needs to be appreciated as a dynamic process that requires continuous review from many sources and stakeholders.

2.0 RESPONSIBILITY

- The Harbour Master has overall responsibility for ensuring that ships proposing to visit the port are adequately vetted and classified and that ship scheduling is completed safely and efficiently and in adherence to this procedure.
- The Ship Scheduler is responsible for the management of ship vetting and ship scheduling

3.0 GENERAL

The process of ship scheduling includes the following elements:

- Ship Nomination
- Ship Vetting
- Ship Scheduling
- Scheduling Assessment and Monitoring

4.0 SHIP NOMINATION

The ship scheduling process commences when a Shipping Agent contacts the Pilot Office with notification of a ship nominated to visit the port.

Notification of nomination of a vessel is via email to the duty Ship Scheduler. Following receipt of the vessel nomination, the Ship Scheduler initially confirms if the vessel nominated is routine or non-routine, as per the Operational Parameters, procedure PIL-PRO-018.

If a vessel is classed as routine, the Ship Scheduler will commence the ship vetting process. If a vessel is classed non-routine, the Ship Scheduler will initially notify and confirm with the Harbour Master and the duty Pilots prior to commencing vetting.

Refer to Procedure PIL-PRO-018 Operational Parameters for the management of the assessment of non-routine vessels, which is to be authorised by the Harbour Master.

5.0 SHIP VETTING

5.1 General

The on-line ship vetting platform “Right Ship” and the on-line ship data bases “Sea Web” and “Synergy” are utilised together to vet ships. “Right Ship” utilises a five-star rating process and “Sea Web” provides essential ship specifications and information utilised in the planning stage of ship scheduling. “Synergy” is a ship data base capturing all vessels that have visited the Port of Geraldton.

5.2 Vetting Ratings

The below table defines the rating scale for ship vetting:

RIGHT SHIP RATING	DEFICIENCY STATUS IN LAST 6 MONTHS	APPROVAL
1-2 stars	No deficiencies.	Yes - with HM authorisation
	Deficiencies identified - evidence states defects closed.	Yes - with HM authorisation
	Deficiencies identified - evidence states defect open.	No
3-5 stars	No deficiencies.	Yes
	Deficiencies identified - evidence states defects closed.	Yes
	Deficiencies identified - evidence states defect open.	Considered - HM and Pilot approval

All vessel deficiencies are added to the Schedule Board and the Harbour Master and duty Pilots informed; refer to Section 6.0 of this procedure for further information.

5.3 Vetting Approval Response Times

The following response times regarding ship vetting approval are required from the Agent and Pilot Group in confirming the vetting status of proposed ships:

SHIP NOMINATION RECEIVED	PILOT OFFICE RESPONSE
Office hours / no deficiencies	End of business day / 12 hours
After hours / no deficiencies	24 hours
Deficiencies declared	48 hours

Should the Pilot Office request any information or evidence pertaining to declared or identified deficiencies, the Shipping Agent is to revert with requested evidence or information within 48 hours.

6.0 SHIP SCHEDULING

Following confirmation that a vessel has been successfully vetted, the Ship Scheduler will notify the Shipping Agent via email. The Agent will then revert to the Ship Scheduler with the vessel's specifications and proposed schedule for the port visit.

The Ship Scheduler will then add the vessel to the "Schedule Board" (a live spreadsheet detailing the vessels scheduled to visit the Port) and prepare a "Ship Clipboard" (a specific file for a vessel approved to visit the port recording all relevant information for marine pilotage), which includes a Vessel Visit Card.

Assessment, monitoring and updating of a vessel's arrival and departure commences and continues until the start of pilotage (refer to Section 8 for further information).

The Shipping Agent then emails the duty Ship Scheduler a completed "Berth Application Form" at least 4 days prior to the scheduled arrival, detailing further specific vessel and cargo information and requirements, including any vessel defects. Relevant information from the Berth Application Form will be added to the Schedule Board and Ship Clipboard as required, by the Ship Scheduler.

Vessel defects are also added to the Schedule Board and the Harbour Master and duty Pilots advised.

Procedures PIL-PRO-11/SWP03 Berth Priority Codes and PIL-PRO-11/SWP04 Queuing for Berths are to be referenced for information pertaining to prioritising shipping visiting the port.

Prior to the close of business each day, and following authorisation by the Harbour Master, the Ship Scheduler will prepare and promulgate the confirmed shipping schedule for the following 24 hours to all relevant port stakeholders. This schedule is called the "Daily Port Requirements" and includes the proposed allocations of Pilots, towage and berths.

7.0 MOORING PLANNING

A duty Pilot will prepare a Mooring Diagram for scheduled ships the day prior to their scheduled arrival; refer to Procedure PIL-PRO-013 Passage Planning for further information.

8.0 TRANSPORT SCHEDULING

Marine Pilots and Pilot Boat personnel receive proposed shipping schedule information from the duty Ship Scheduler, as detailed in Section 6 of this procedure, at the close of each business day for the sake of planning and management (Note - Friday's shipping schedule information includes weekend scheduling). Refer to Procedure PIL-PRO-014 Pilot Transport and Transfer.

9.0 SCHEDULING ASSESSMENT AND MONITORING

Assessment, monitoring and updating of ship schedules commences from the addition of a vessel to the Schedule Board, through to the vessel's arrival and subsequent departure and is conducted by the duty Ship Scheduler and authorised by the Harbour Master. Both the Ship Scheduler and Harbour Master are to ensure that collaboration and consultation occurs with the Duty and Shipping Pilots regarding the continual assessment and monitoring process, particularly pertaining to environmental factors and berthing considerations. The process is dynamic and constant and includes assessment and monitoring of the following:

- Information and updates from the Agent
- Information regarding ship's passage on AIS
- Information from Operations, primarily Operations Supervisors
- Information from the Tug Operator
- Monitoring weather (including wind, tide, current and swell)
- Adherence to Operational Parameters
- Monitoring surge
- Determining and monitoring UKC and DUKC
- Assessing Pilot Allocation (refer to Procedure PIL-PRO-010 Pilot Scheduling)
- Assess passage options

- Assessing Berth allocation
- Adherence to Procedure PIL-PRO-11/SWP04 Queuing for Berths for shipping priorities determination
- Consideration of Tug & Pilot Boat personnel Fatigue
- Utilisation and positioning of Shore Tension Units (Pilots and harbour Master responsibility)
- Safest and most efficient order of scheduling ships in and out, considering port convenience at the Harbour Masters discretion
- Flow on advantages and disadvantages of each movement
- Loading Operator Washdown & Cleaning Requirements
- Cargo Availability - progress and speed of loading
- Gangway positioning
- Loading infrastructure shutdown or breakdowns
- Limitations of vessels such as rope quality, current deficiencies and daylight only operations
- Berth Access (regarding landslide logistics)
- Parallel body length of the vessel alongside the fenders

10.0 SHIP SCHEDULING MEETING AND DOCUMENT DISTRIBUTION REQUIREMENTS

The following section outlines all the ship scheduling notifications, schedules and meetings that contribute to the ship scheduling process.

Ship nomination notification (email) - Agent to Ship Scheduler

Vetting acceptance (email) - Ship Scheduler to Agent

Berth Application Form (form) - Agent to Ship Scheduler

Schedule Board (proposed long-term schedule - live) - Accessible to the Harbour Master, Pilots, Wharf Supervisors, Pilot Boat personnel, Port Operations. Managed by Ship Scheduler and updated as required.

Daily Port Requirements (proposed short-term schedule - email) - Emailed daily by Ship Scheduler at approximately 1500hrs for the following 24 hours; emailed to Harbour Master, Agents, Tug and Pilot Boat personnel, Wharf Supervisors, Pilots and other relevant port personnel and stakeholders. Updated as required by Ship Scheduler.

Mooring Arrangement Diagram (form) - Emailed by Pilot prior to vessel berthing (within 12 hours where possible) to Wharf Supervisors, Harbour Master, Pilots, Agents and Ship Schedulers.

Shipping and Operations Meeting (meeting) - Held 1330hrs every Mon and Fri - Landside Operations personnel and Ship Schedulers (Harbour Master, Pilots and Wharf Supervisors if possible) to discuss landside operations and shipping requirements.

11.0 ASSOCIATED DOCUMENTS

PIL-PRO-010 Pilot Scheduling
PIL-PRO-11/FRM5A-8 Berth Application Forms
PIL-PRO-011/RG01 Daily Port Requirements
PIL-PRO-011/RG02 Shipping White Board
PIL-PRO-11/SWP03 Berth Priority Codes
PIL-PRO-11/SWP04 Queuing for Berths
PIL-PRO-017 Fatigue Management
PIL-PRO-018 Pilotage - Operational Parameters

Ship Clipboards

12.0 REFERENCES

Port Authorities Act 1999 s 103 - Principal functions of Harbourmaster
Port Authorities Regulations 2001 s 12 - General Berthing Provisions

13.0 ADMINISTRATION

Custodian: Harbour Master

Approval: Geoff Mackin
General Manager Operations

Date: 19/02/2019