

1 Purpose

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 Duties and Responsibilities

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 General

The process of ship scheduling includes the following elements:

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

4 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 **PIL-PRO-018 Operational Parameters** Procedure.

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

5 Ship Vetting

5.1 GENERAL

The on-line ship vetting platform “Right Ship” and the on-line ship data base “Sea Web” and “Synergy/IFS” are utilised together to vet ships. “Right Ship” utilises a Safety Score system wherein a scoring of N/A or a score between 0 -5 is given to a vessel. “Sea Web” provides essential ship specifications and information utilised in the planning stage of ship scheduling. “Synergy/IFS” is a ship data base capturing all vessels that have visited the Port of Geraldton.

5.2 VETTING PROCESS

The following actions are to be undertaken for the Different Rightship Safety Scores

Rightship Safety Score	Action
0, 1 & 2	A manual vet will be requested for the vessel from Rightship. Subject to an acceptable Rightship vet and a satisfactory assessment by MWPA marine team, the vessel’s nomination will be approved.
3, 4 & 5	MWPA Marine team will conduct an assessment and subject to a satisfactory outcome, the vessel’s nomination will be approved.
N/A (e.g. Cruise ships)	MWPA Marine team in conjunction with the engineering team and Wharf Supervisors will conduct an assessment and subject to a satisfactory outcome, the vessel’s nomination will be approved.

NOTE: New types of vessels will undergo detailed assessment prior to acceptance

The MWPA Harbour Master in consultation with the Marine Pilots will have the over-riding authority on vessel acceptance decisions.

Should a vessel have any deficiency, it will be 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	MWPA Response
Office hours	End of business day / 12 hours
After hours	24 hours
Deficiencies declared by vessels with a Safety Score between 0 and 3	Response dependent on Rightship acceptance

Should MWPA 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 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 enter into "IFS" (MWPA's Enterprise Resource Planning System).

Assessment, monitoring and updating of a vessel's arrival and departure commences and continues until the start of pilotage (refer to **Section 9** for further information).

The Shipping Agent then emails the duty Ship Scheduler a completed "**Berth Application Form and Vessels Pilot Card**" at least four 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 IFS as required, by the Ship Scheduler.

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

The **PIL-SWP-03 Berth Priority Codes** and **PIL-SWP-04 Queuing for Berths** are to be referenced for information pertaining to prioritising shipping visiting the port.

Prior to the close of business each day, 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 Mooring Planning

A standard mooring diagram will be prepared by a duty Pilot prior to their scheduled berthing; refer to the **PIL-PRO-013 Passage Planning Procedure** for further information. In some instances, assistance may be sought from the Engineering team and wharf supervisors, some mooring diagrams may be required to be prepared well in advance of the ship's arrival.

8 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 the **PIL-PRO-014 Pilot Transport and Transfer Procedure**.

9 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. 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, constant and includes assessment and monitoring of the following:

- Information and updates from the Agent
- Information regarding ship's passage on AIS
- Liaising with the Wharf Supervisors
- 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 the **PIL-PRO-010 Pilot Scheduling Procedure**)
- Assess passage options
- Assessing Berth allocation
- Adherence to the **PIL-SWP-04 Queuing for Berths** for shipping priorities determination
- Consideration of Tug and Pilot Boat personnel Fatigue
- Utilisation and positioning of Shore Tension Units
- Safest and most efficient order of scheduling ships in and out.
- Order of vessels on the berths and adjacent berths
- Considering port convenience at the Harbour Masters discretion
- Flow on advantages and disadvantages of each movement
- Loading Operator Washdown and Cleaning Requirements
- Cargo Availability - progress and speed of loading
- Gangway positioning
- Port Infrastructure
- 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 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 and Vessel Pilot Card (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. (Note: All personnel are advised that this is a planning tool only and not to rely solely on the Schedule Board. Port Requirements are the official planning tool for ship movements).

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 (no later than 12 hours prior to berthing) to Wharf Supervisors, Pilots, Agents and Ship Schedulers.

Shipping and Operations Meeting (meeting) - Held when required - Landside Operations personnel and Ship Schedulers (Pilots and Wharf Supervisors if possible) to discuss landside operations and shipping requirements.

11 Associated Documents

Document	Title
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 Schedule Board
PIL-SWP-03	Berth Priority Codes
PIL-SWP-04	Queuing for Berths
PIL-PRO-017	Fatigue Management
PIL-PRO-018 Pilotage	Operational Parameters

Location - Mid West Ports Intranet – [Document Centre](#)

Act or Reg	Description
<i>Port Authorities Act 1999</i>	Section 103 - Principal functions of Harbourmaster
<i>Port Authorities Regulations 2001</i>	Section 12 - General Berthing Provisions

Location:

- Western Australian - <https://www.legislation.wa.gov.au/>
- Australian - <https://www.legislation.gov.au/>

12 Monitoring, Evaluation and Review

This document is required to be reviewed annually from the last scheduled review date.

Minor updates made within this period, will not be taken as a *full review*.

The Document Custodian is responsible for conducting the review in accordance with **QMS-WI-001 Controlled Documents Review and Approval Process**.

13 Administration

Document Custodian: Harbour Master
Document Approver: Harbour Master
Approval Date: 5 February 2021
Document Review Period: 1 year