

**GOPALPUR PORTS LIMITED**  
**MARINE DEPARTMENT**

File No. MD/Nav/2019/ 91

Date: 14.08.2019

**CIRCULAR**

Sub: Procedure for berthing / un-berthing / shifting at Gopalpur Port.

Following procedures are to be followed by the Master of Vessel for availing Piloting service :-

1. Pilotage is compulsory for every vessel of 200 GT & more.
2. **BERTHING:-**
  - a) The vessel shall be given minimum one hour notice to pickup anchor and be underway.
  - b) The Pilot boarding position will be conveyed by the Port Control.
  - c) The pilot / combination ladder shall be rigged on the lee side as per the IMO regulations and the height above the water level shall be conveyed by the Port Control.
  - d) The vessel must have Main Engine, both Main & Auxiliary steering, mooring winches, windlass, anchors, mooring ropes and all the Navigational & Communication equipment in good working condition. In case of any deficiency to any of these equipment, same must be conveyed to the Port authority well in advance through their local agents.

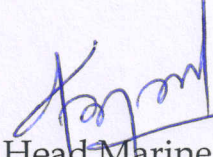
- e) The loaded draft must be within the permissible draft of the Port and ballast draft must be with full capacity ballast as approved by the Class.
- f) The Master shall keep the original "Certificate of Class" and "P & I Certificate of Entry" on bridge to show the Pilot.
- g) In case the last port of the vessel is any non-Indian port, the International "Maritime Declaration of Health" must be kept filled & ready and the Pilot shall grant the Free Pratique on the basis of Master's declaration.
- h) The Pilot is also authorised to sign "Declaration of Security" on behalf of PFSO as per ISPS Code.

### **3. UN-BERTHING / SAILING FROM PORT:-**

- a) At least One Hour Notice is required to arrange Pilot for sailing. This notice has to be given to Port Control by the Master of vessel or his authorised officer.
- b) While conveying one hour notice following information are to be given:-
  - i. Draft Forward and Aft.
  - ii. Next Port of Call.
  - iii. Cargo quantity loaded / discharge in Port.
- c) The Master shall ensure the vessel is in seaworthy condition and ready to proceed to sea in all respect.
- d) The loaded draft must be within the permissible draft of the Port and ballast draft must be with full capacity ballast as approved by the Class.
- e) The Master shall show the original Custom clearance and immigration clearance documents to Pilot.

#### 4. SHIFTING:-

- a) No vessel can shift in Port without an authorised Pilot or without written permission by the undersigned.
- b) The vessel shall keep all the mooring equipment, Main engine, steering etc. in working condition as described in Para- 2 (d).
- c) The vessel should have also minimum safe draft and suitable trim for shifting.
- d) Vessel should have adequate manpower on board for safe shifting.

  
Head Marine 14/08/2019  
Gopalpur Ports Limited  
**Head Marine**  
**Gopalpur Ports Ltd.**

To  
All Shipping Agencies,  
Gopalpur Ports Limited.

Copy to:-

1. AVP (op)/ AGM (op)/ Pilot/ Port Signal Station.
2. CEO, GPL for information.