



# Marine Operations Manual – Section 01

## General Directions 2016

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## **1. Introduction**

The Dover Harbour Board in exercise of its powers through the Harbour Master pursuant to article 26(2) of the Dover Harbour Revision Order 2006 and as the Competent Harbour Authority under the Pilotage Act 1987 hereby gives the following general directions to vessels in and approaching the Port of Dover.

In order to maintain and enhance the safety of navigation within the Harbour and its approaches it is important that Masters are aware of current Byelaws, Pilotage Directions and Notices to Mariners.

By complying with these General Directions Mariners will contribute towards protecting the environment by reducing the likelihood of Marine Incidents which may lead to pollution of harbour waters

These General Directions are to be construed in conjunction with:

- a. the Harbour Bye-laws 1953,
- b. the Dover Harbour Board (Control of Houseboats) Bye-laws 1966
- c. the Dover Harbour (Amendment) Bye-laws 1982
- d. any Special Directions given by a Harbour Master under article 26 (3) of the Dover Harbour Revision Order 2006,
- e. Notices to Mariners

It is the duty of the Master of a vessel to which a General Direction applies to comply with that Direction.

However the giving of a Direction does not diminish or in any other way affect the responsibility of the Master in relation to his Vessel, persons on board, its cargo or any other person or property.

## **2. Commencement**

These Directions shall come into force on 1<sup>st</sup> January 2016.

### 3. Definitions & Interpretation

#### 3a. In the following General Directions, unless the content otherwise requires:

1. **'Anchorage'** means the anchorage area as indicated on BA Chart 1698
2. **'AIS'** means Automatic Identification System
3. **BA Chart 1698** means the Admiralty Chart of Dover Harbour as published by the UK Hydrographic Office as revised from time to time.
4. **'Barge'** includes dumb vessels, including but not limited to: barges, lighters, crane barges, engineering barges, pontoons, dredge barges but excludes any power-driven vessels.
5. **'Berthed'** when used in relation to a vessel means secured to a wharf, pier, quay, pontoon, jetty, or dolphin.
6. **'Berthing Assistance'** means the provision of manoeuvring advice and local knowledge during berthing or unberthing operations.
7. **'Berth Surge'** means the sudden, unplanned and uncontrolled movement of a vessel along the berth face.
8. **'The Board'** means the Dover Harbour Board.
9. **'Bunker Vessel'** means any vessel, normally navigating within Dover Harbour Board's area of jurisdiction, used for the storage, transportation or delivery of oil products to vessels or facilities in the harbour.
10. **'The Collision Regulations'** means the International Regulations for the Prevention of Collision at Sea 1972 as amended and scheduled to the Merchant Shipping (Distress Signals and Prevention of Collision) Regulations 1996 as amended.
11. **'Commercial Vessel'** means any vessel which is not a ferry, pleasure vessel or charter yacht under 20m LOA. For these directions, such vessels include HM warships and other government vessels.
12. **'Dead Ship'** means a vessel that does not have use of its main engines or other forms of propulsion.
13. **'ETA'** means a vessel's Estimated Time of Arrival at the pilotage boarding area.
14. **'Exclusion Zone'** means any area within the jurisdiction of Dover Harbour, defined by a Harbour Master as being closed temporarily to general navigation for the purposes of navigational safety or emergency response.
15. **'Fairway'** means the area bounded by the Southern Breakwater and the Southern edge of the Anchorage along its entire length.

16. **'Gross Tonnage'** in relation to a vessel means the tonnage as ascertained in accordance with the International Convention of Tonnage Measurement of Ships 1969 on the Merchant Shipping (Tonnage) Regulations 1982. As amended, and where in accordance with those regulations, alternative tonnages are assigned to a vessel, the Gross Tonnage of the vessel shall, for the purposes of these Directions, be taken to be the larger of those tonnages.
17. **'Harbour Master'** means a person appointed by the Dover Harbour Board to be a Harbour Master pursuant to section 37(1) of the Dover Harbour Consolidation Act 1954, and includes the deputies and assistants of a person so appointed and officers authorised to discharge the Harbour Master's duties through Port of Dover VTS, 'Dover Port Control'.
18. **'The Harbour'** means Dover Harbour and has the meaning assigned to it by Section 4 of the Dover Harbour Consolidation Act 1954.
19. **'Harbour limits'** or **'Port Limits'** means the area of jurisdiction exercised by Dover Harbour Board, up to and including a distance of one nautical mile from the Harbour, as referenced in Section 4 of the Dover Harbour Consolidation Act 1954.
20. **'High Speed Craft Code'** means the International Code for the Safety of High Speed Craft 2000, as adopted by IMO as annex to Resolution MSC.97 (73), as amended by MSC.119 (74).
21. **'HW'** means High Water in relation to tidal information.
22. **'Knot'** means one nautical mile per hour which is equal to an International measure of 1852 metres per hour.
23. **'Length Overall'** or **'LOA'** means the maximum length of a vessel, including overhanging structure, cargo or equipment, and if a tug and tow, the combination of the tug and the object(s) towed, including the length of the towing medium deployed whilst navigating within the Pilotage Area.
24. **'Master'** when used in relation to any vessel, means any person having the command, charge or management of the vessel for the time being whether lawfully or not lawfully.
25. **'Moored'**, when in relation to a vessel, means a vessel—
  - i. Secured to a mooring buoy or chain either ahead or astern or both at a recognised mooring approved by the Harbour Master; or
  - ii. Secured alongside any vessel so secured; or
  - iii. Secured either ahead or astern by anchors in a position approved by the Harbour Master.
26. **'Navigable Channel'** means a regular course or track of shipping.
27. **'Notices to Mariners'** means Notices to Mariners issued by Dover Harbour Board, and take the form of either Directions or advice concerning navigational safety within the Port.
28. **'Passenger Vessel'** has the same meaning as defined in the Merchant Shipping. (Survey and Certification) Regulations 1995.
29. **'PEC'** means Pilotage Exemption Certificate granted under section 8 of the Pilotage Act 1987.

30. '**Permission to Proceed**' means authorisation by a Harbour Master or his deputy, assistant or VTS officer to navigate as proposed by a vessel.
31. '**Pilotage Area**' means the area of compulsory pilotage as specified in the relevant Pilotage Direction for the Port of Dover.
32. '**Point Zulu**' means the VTS reporting point when 3.0 nautical miles off the entrance
33. '**Point Echo**' means the VTS reporting point when 35 minutes off the entrance the vessel wishes to use.
34. '**Port Control**' means the designated Vessel Traffic Service (VTS), operated by Dover Harbour Board.
35. '**Port of Dover**' means Dover Harbour and has the meaning assigned to it by Section 4 of the Dover Harbour Consolidation Act 1954.
36. '**Port Passage Plan**' means a systematic and recorded navigational plan for entry to, transit of, or departure from the Port of Dover in accordance with the guidelines contained in the appropriate SOLAS regulation, High Speed Craft Code or any similar flag state administration notice issued pursuant to the associated IMO conventions on Standards of Training, Certification and Watchkeeping for Seafarers (STCW).
37. '**Quay**' means any quay, wharf, jetty, dolphin, landing stage or other structure used for berthing or mooring vessels and includes any pier, bridge, roadway or footway immediately adjacent and affording access thereto;
38. '**Reporting Vessel**' means every vessel which is required by these Directions to report its position, intentions or movements;
39. '**SOLAS**' means the International Convention for the Safety of Life at Sea.
40. '**Special Direction**' means a Direction authorised by Section 26 of the Dover Harbour Revision Order 2006.
41. '**Speed Restriction**' means any speed limits imposed by the Harbour Master for the protection of port users and/or port infrastructure consistent with safe navigation.
42. '**Seagoing Vessel**' means any vessel or craft designed or adopted for navigation at sea.
43. '**Small Vessel**' means any vessel of less than 20m length overall.
44. '**Top Line**' means that all link spans are clear, a mooring party is in attendance, and permission for immediate departure is requested from Port Control.
45. '**Underway**' means that a vessel is not at anchor, made fast to the shore, or aground.

46. **'Vessel'** includes any vessel, ship, lighter, keel, barge, boat, raft, pontoon, and craft of any kind, however navigated, propelled or moved, and any hovercraft and any hydrofoil vessel and any seaplane on the surface of the water and for the purposes of this present definition a "hydrofoil vessel" means a vessel however propelled designed to be supported on foils.
47. **'VTS'** means the Port of Dover Vessel Traffic Services, (Dover Port Control), at the Port of Dover.
48. **'VTS instructions, information and advice'** means any message sent by Dover VTS (Dover Port Control), to any vessel in respect of approach, entrance, transit, manoeuvre or departure to, from or within Dover Harbour.
49. **'15 minutes'** – means that the vessel is expected to depart the berth in 15 minutes time and a departure slot is requested from Port Control.
50. **'5 minutes'** means that the vessel is completing loading operations and preparing to depart the berth in 5 minutes.

**3b. In these Directions, unless the context otherwise requires:**

1. The Directions Headings form part of and affect the construction and interpretation of the Directions.
2. Unless stated otherwise in a particular Direction, all Directions shall be deemed to apply to all vessels, to the whole of the Dover Harbour area of jurisdiction and at all times, and a Direction addressed to a Master shall be deemed to apply to the vessel of which he/she is the Master.

#### **4. Passage Planning and Manoeuvring in the Port and Approaches**

##### **4a. General**

This direction applies to every vessel which proposes to navigate any part of the Port of Dover and its approaches whether for the purposes of entering, departing or shifting within the harbour. The Direction applies on the approaches to the port from the time of reporting to Port Control at 'Point Zulu'.

##### **4b. VHF communications**

With the need at times for multiple ferry movements within the harbour, Masters and pilots are reminded of the necessity for accurate information and clear VHF communication to Port Control and other vessels at all times. All communications with Port Control shall be on the primary channel, VHF Ch.74. For ferries working tugs the primary channel is VHF Ch.71 and secondary VHF Ch.69. For pilots working tugs with commercial vessels the primary channel is VHF Ch.69 and secondary channel VHF Ch.71.

##### **4c. Exceptional operations**

A vessel engaged in any operation or subject to exceptional circumstances that could navigationally affect another vessel manoeuvring in the vicinity, shall maintain a listening watch for port movements and contact Port Control if the Master believes insufficient information has been passed by Port Control to any other vessel. This includes any abnormal operation such as an anchor being left deployed, bunkering operations, lifeboat or rescue boat recovery, divers working on the vessel or any operation that could affect another vessels manoeuvring.

##### **4d. Immobilisation of main engines**

1. No vessel shall be immobilised without permission of the Harbour Master.
2. No vessel shall be immobilised for a period longer than that which the weather can be accurately forecast.
3. A vessel that is dead ship shall not be moved from its berth in winds exceeding force 5. If such a vessel is moved with tug assistance, then the vessel must also employ the services of a Dover Pilot, who is experienced in such manoeuvres.

##### **4e. Use of hand steering**

All vessels underway within the Pilotage Area shall have the manual mode of steering engaged at all times. In addition, every vessel shall have in operation a competent helmsman responsible for operating the vessel steering whilst underway within the pilotage area.

##### **4f. Scheduled ferry services entering the Port of Dover**

1. Every ferry shall as far as practicable give 35 minutes notice of arrival at the entrance to the port; this time based reporting point is known as 'Point Echo'. Port Control will then acknowledge and issue a priority slot time for the Eastern Entrance. Vessels are to manage

their speed to achieve their allocated arrival time within +/- 2minutes. If for any reason the arrival time will not be met then the inbound vessel is to call Port Control with a revised ETA. Port Control will then issue a new slot time, taking into account other allocated movements.

2. Reporting point 'Point Zulu' is established 3.0 nautical miles from the entrance the vessel wishes to use. Vessels will report at 'Point Zulu' for traffic information, confirmation of entry and berth allocation. If multiple movements are occurring then a vessel may be cleared to close to one nautical mile prior to receiving positive clearance to enter the port. When multiple vessels are reporting similar ETA's, Port Control will manage the priority of movements based on schedule, berth allocation and intended manoeuvre.
3. Every ferry on arrival at 'Point Zulu' shall make VHF contact with Dover Port Control and supply the PEC number of the Master/Officer having responsibility for the conduct of the vessel. The vessel will then be directed by Dover Port Control to either close the port to a safe distance or be given permission to enter the port.
4. When a ferry has been given permission by Dover Port Control to enter the port, the vessel will be advised of any information that is relevant to a safe entry. In particular this information will consist of other vessel movements, weather and tidal conditions at the entrances, and off the berths. The vessel will then agree a passage plan with Dover Port Control. The passage plan shall consist of both the intended manoeuvre and the location within the harbour in which the manoeuvre will be executed; in addition to whether the anchor is going to be used to assist berthing. When an anchor is used, this must be reported to Port Control with the length of cable deployed.
5. Once berthed, a vessel shall confirm whether the anchor is heaved home or remains unrecovered. A vessel whose anchor and cable remains exposed to fouling by other vessels shall monitor Port Control transmissions to other vessels that will be manoeuvring in the area.
6. It is recommended that in fair weather a minimum of 3 head lines and 3 stern lines are deployed and these should be supplemented when conditions deteriorate. On High Speed Craft it may not be possible to achieve this minimum in which case the Master must deploy an adequate number of moorings dependant on conditions.
7. Ferries which have been given permission to lay-by on a Ro-Ro berth for an "off service" period must pull 5 metres clear of the pads to minimise risk of damage to ship/shore.

#### **4g. Scheduled ferry services departing or shifting within the Port of Dover**

1. Every ferry shall give 15 minutes and then 5 minutes notice of intended departure/shifting to Dover Port Control. When giving 5 minutes notice, the PEC number of the Master/Officer having responsibility for the conduct of the vessel on departure/shifting shall be passed to Dover Port Control. On receipt of the '15 minute' call, Port Control will advise the departing vessel of the ETAs at the Eastern Entrance of inbound vessels.
2. When a vessel is ready in all respects to depart the berth, it shall inform Dover Port Control that it is 'Top Line'. When calling 'Top Line' and given permission to depart, vessels must be underway within two minutes. If a vessel is not underway within this time and other

movements are likely to be impeded, Port Control may, depending on the circumstances of the case, withdraw permission for that vessel to depart.

3. Port Control will give permission for the vessel to depart when the way is clear and advise any information that is relevant to a safe departure/shift. In particular this information will consist of other vessel movements, weather and tidal conditions at the entrances and off the berths. It is only necessary for the vessel to confirm a departure manoeuvre in the event of any likely deviation from a standard departure or in the event of a shift within the harbour. Once underway, vessels must confirm "Underway, departing via (Eastern/Western)" by VHF Ch.74 to Port Control.

#### 4h. Standard ferry manoeuvres

1. Inward and outward vessels passing within the port approaches are expected to obey the International Collision Regulations and any variation to these passing arrangements must first be established between the vessels involved. It must always be confirmed on VHF Ch.74 before any vessels pass 'green to green' outside the entrances.
2. Port Control should always be advised in advance of any ship handling training taking place in order that other vessels may be made aware. This shall be advised as 'officer under training'. Port Control shall be advised of this training when the PEC number is passed to Port Control.
3. When inbound vessels are instructed by Dover Port Control to 'close and wait at one mile' for an outbound vessel to depart, they must not close the Eastern Entrance nearer than one nautical mile until Port Control gives them permission to enter, which would normally take the format of 'when the departing vessel is clear you may enter for the bay or a nominated berth'. On receiving the instruction to enter, the vessel shall never get closer than 0.5 nautical miles from the entrance until the departing vessel has cleared the entrance.
4. Any inbound vessel following another shall maintain a minimum separation distance of 0.5 nautical miles until it is clear to enter.
5. Any outbound vessel following another within the Harbour shall maintain a minimum separation distance of 0.2 nautical miles.
6. The intended berthing manoeuvre is to be confirmed when Port Control give verbal permission to enter. Recognised terms such as 'swing under the knuckle'; 'off the berth through east or west' are acceptable for recording purposes.
7. The intended arrival manoeuvre '**off the berth**' means a swing close to the ends of the berths such that there is room for another vessel to manoeuvre in the outer part of the Harbour or depart from another berth. To prevent any misunderstanding with another vessel, and to prevent the risk of potential near misses between manoeuvring vessels, if for any reason it is not possible to achieve a swinging position off the berths, Port Control must be informed.
8. '**Through West/East**' is defined as the bow heading during any manoeuvre or swing.

9. **'In the bay'** is defined as a manoeuvre within the Outer Harbour that has the potential to obstruct other traffic manoeuvring to or from any ED berth.
10. **'In the entrance'** is defined as a swing close inside the Eastern Entrance, such that the entrance is obstructed to other vessels.
11. **'Short swing'** means a tight swing close off the ends of the berths, such that upon exiting the swing, the vessel is aligned with the berth heading and the bay is unobstructed for other manoeuvres.
12. **'Long swing'** means a swing past a berth where another vessel is arriving to or departing from, allowing sufficient time for the way to be clear before berthing.
13. **'Hold your swing'** – means a swing that is temporarily held by holding position to allow another vessel to depart before the swing is completed and vessel berthed.
14. **'Under the knuckle'** is defined as a position in close vicinity to the Knuckle light, such that the Eastern Entrance is clear for other vessel traffic either on approach, departure, or manoeuvring to or from Eastern Docks ferry berths.
15. **'Down the arm'** is defined as entering the Eastern Entrance with a sharp angle of approach so that once inside the Harbour, the vessel is aligned on a Northerly heading in line with the Eastern Arm, such that other vessel traffic is free to manoeuvre to and from westerly Eastern Dock berths.
16. **'Running up into the bay'** is defined as any departure from a berth where the vessel proceeds to the Western part of the bay before turning to port and departing via the Eastern Entrance. Such a manoeuvre is commonly used in adverse weather or restricted visibility.
17. **'Southern part of the bay'** is defined as a position South of a line between the Southern Breakwater (FR 2.5s) light and the East Buoy.
18. **'Western part of the bay'** is defined as a position West of the East buoy.
19. A minimum separation distance of 15 metres shall be maintained by a manoeuvring vessel from any other moored or berthed vessel at all times.
20. Particular caution is necessary in the approach to the entrances and when manoeuvring within the Harbour during the period of the Western and Eastern Entrance jet streams and their after effects.

#### 4i. Commercial vessels entering the Port of Dover

1. Every commercial vessel which proposes to enter the Port of Dover must report to Dover Port Control on VHF Channel 74, when at least one hour from the pilot station and provide the following information:
  - i. ETA at pilot station.
  - ii. Confirm that all navigational equipment is in full working order or report any defects that may affect the safe navigation or manoeuvrability of the vessel.

- iii. Confirm tug requirements.
  - iv. Confirm vessel length overall and maximum draft.
  - v. Supply details of any hazardous cargo on board.
2. Small commercial vessels less than 50 metres LOA not subject to compulsory pilotage or commercial vessels with PEC holder aboard are to provide Port Control with a passage plan and/or intended manoeuvre for the berth at one hour off. If there is no suitable passage plan, or the intended manoeuvre is inappropriate, the vessel shall not be granted permission to enter without further employing the services of a Dover Pilot.
  3. Commercial vessels over 50 metres LOA requiring compulsory pilotage, shall not approach closer to the port than 3.0 nautical miles before boarding the pilot unless specifically instructed to do so by Dover Port Control. Such vessels must prepare a suitable passage plan for the intended entry and manoeuvre to the berth prior to arrival at the pilot station.
  4. The pilot when boarded will discuss the proposed passage plan with the vessel Master and when agreed by both parties, the pilot will request permission to enter from Dover Port Control. Before permission is given by Port Control, the pilot must confirm that the passage plan has been agreed with the vessels Master for recording purposes.
  5. Port Control will give permission to enter when the way is clear and advise of any information that is relevant to a safe entry. In particular this information will consist of other vessel movements, whether permission is for entry to the Outer Harbour only or all the way to the berth, weather and tidal conditions at the entrances and off the berths. The vessel will then agree a passage plan with Dover Port Control. The passage plan shall in the very least consist of the vessel's intended manoeuvre and use of tugs.
  6. The pilot shall select either VHF Ch. 69 or Ch. 71 for communication with the tugs and confirm the vessel requirements for making the tugs fast, the intended manoeuvre and type of assistance required.
  7. The duty tug is to stand-by on station in the Outer Harbour for all cruise ship arrivals where the LOA exceeds 125m. For vessels whose length is less than this the use of the stand-by tug will be at the pilot's discretion.
  8. Due to frequent ferry movements, the recommended minimum moorings should consist of three head/stern lines and two springs at each end of the vessel. Additional moorings may be required in adverse weather. When berthing, the first lines ashore unless otherwise advised, should be springs forward and aft. Weighted heaving lines are not permitted.

#### **4j. Commercial vessels departing or shifting within the Port of Dover**

1. Every commercial vessel shall give at least one hour notice to Dover Port Control of its intended departure from the berth on VHF Ch.74 and provide the following information.
  - i. ETD from the berth
  - ii. Confirm that all navigational equipment is in full working order or report any defects that may affect the safe navigation or manoeuvrability of the vessel.
  - iii. Confirm tug requirements.

- iv. Supply details of any hazardous cargo on board.
2. Small commercial vessels of less than 50 metres LOA not subject to compulsory pilotage or commercial vessels with PEC holder aboard are to provide Port Control with a departure/shift passage plan and or intended departure/shift manoeuvre at one hour before departure. If there is no suitable passage plan, or the intended manoeuvre is inappropriate, the vessel shall not be granted permission to depart or shift without employing the services of a Dover Pilot. Vessels subject to compulsory pilotage are also required to prepare a suitable passage plan for the un-berthing manoeuvre and departure prior to boarding the pilot.
3. The pilot when boarded will discuss the proposed passage plan with the vessel's Master and when agreed by both parties, the pilot will request permission to depart/shift from Dover Port Control.
4. Port Control will give permission to depart/shift when the way is clear and advise of any information that is relevant to a safe manoeuvre. In particular this information will consist of other vessel movements, weather and tidal conditions. The vessel will then confirm the passage plan with Dover Port Control. The passage plan shall as a minimum consist of the vessel's intended manoeuvre and use of tugs.
5. The pilot shall select either VHF Ch. 69 or Ch. 71 for communication with the tugs and confirm the vessel's requirements for making the tugs fast and the intended manoeuvre and assistance required.

#### **4k. Standard commercial vessel manoeuvres**

1. The pilot will discuss with the Master the proposed manoeuvre for the vessel after boarding. The berthing/un-berthing manoeuvre will depend on the weather, tidal conditions, the vessel's handling characteristics and ferry movements within the harbour.
2. Any vessel whose normal ability to manoeuvre is reduced in any way shall notify Dover Port Control before any arrival or departure.
3. In the approaches, fairways and manoeuvring areas a minimum under keel clearance of 1.0 metres is recommended. At the berths provided an assessment of likely tidal conditions has been made and with the agreement of the Master this clearance may be reduced.
4. Once agreed with the Master, the Pilot will advise Dover Port Control of the intended manoeuvre.
6. Particular caution is necessary in the approach to the entrances and when manoeuvring within the Harbour during the 2 <sup>3</sup>/<sub>4</sub> hour period before High Water.

#### **4l. Leisure craft**

1. Leisure craft will be allowed passage through the Harbour when it is safe to do so without impeding the planned manoeuvres of ferry or commercial traffic.

2. The visual International Traffic signals at both the Eastern and Western Entrance must be complied with without exception.
3. For arrivals initially call 'Dover Port Control' on VHF Ch.74 when 2.0 nautical miles off the port and then follow the instructions given. You will normally be required to call again when approximately 200 metres off either entrance to obtain specific permission to enter.
4. All inward bound craft should maintain a listening watch on VHF Ch.74 until approaching the Marina, when they should change to 'Dover Marina' VHF Ch.80 for berthing instructions.
5. For departures once underway from the Marina Docks and before proceeding from the Tidal Harbour call 'Dover Port Control' on VHF Ch.74 to confirm which Harbour entrance is to be used and await further instructions.
6. All craft fitted with engines are recommended to use them, or have them immediately available, when entering or leaving the harbour.
7. Small vessels not confined to the fairway shall not impede or cause obstruction to other Vessels which can safely navigate only within the fairway.
8. High speed leisure activities involving the use of power craft at high speed, or wind assisted craft at high speed such as 'Kite Surfing', are prohibited without prior written approval from the Harbour Master.

#### **4m. Recreational area**

For all craft engaged in recreational activities within the Outer Harbour, the designated area set aside for this purpose must be used at all times. This public area is a multi use zone used by swimmers and many types of small craft operating from the beaches. Caution and a good lookout must be maintained at all times and all swimmers given a wide berth. The Board operates a Leisure Zone Management Strategy.

## **5. Speed Restrictions**

### **5a. This Direction applies to all commercial and leisure vessels manoeuvring within the port and entrances to the port.**

1. Mariners are reminded of the dangers existing at all times when manoeuvring their vessels at excessive speeds within the Harbour limits producing a surge effect on vessels already berthed or moored.
2. Experience indicates that at tidal heights of less than 2 metres above chart datum the possibility of a manoeuvring vessel creating a surge effect is greatly increased. Therefore all vessels manoeuvring within the Harbour during periods of low water should ensure they are aware of the actual tide height. Port Control will advise when the height of tide is less than 2 metres.

### **5b. Speed restriction in Outer and Inner Harbour**

All vessels are to observe a maximum speed limitation of 8 knots.

### **5c. Speed restriction in access channel from Inner Harbour to Tidal Harbour and Marina**

All vessels to observe a maximum speed limitation of 4 knots when in the access channel, Tidal Harbour and Marina.

### **5d. Speed restriction at Eastern Entrance**

1. At the Eastern Entrance it is recommended that the speed of entry for all vessels, except high speed craft, should not exceed 12 knots. This speed should be rapidly reduced once within the confines of the Harbour.
2. During periods of adverse weather and or tidal conditions it may be necessary at the discretion of the Master to maintain a greater speed than 12 knots through the Eastern Entrance. This is permissible to assist the safe conduct of the vessel provided that Dover Port Control has been advised in advance.

## 6. Bunkering Operations Within the Port of Dover

### 6a. General

This Direction applies to any vessel engaged in a Ship-to-Ship (STS) bunker operation, that involves the discharge of oil fuel and/or lubricants to a vessel being replenished in the Port of Dover with the exception of pleasure vessels of less than 20 metres LOA provided that such vessels fuel at the approved facility in the Tidal Harbour Marina.

### 6b. Bunkering restrictions

1. Bunkering operations are to be conducted in accordance with the IMO Recommendations on the Safe Transport of Dangerous Cargoes and Related Activities in Port Areas, Section 7.1.14 Bunkering and the latest edition of the International Safety Guide for Oil Tankers and Terminals guide (ISGOTT).
2. The DHB Bunkering Code of Practice provides guidance for the safe transfer of bunkers and all ship owners, bunker suppliers and bunker vessel operators whose vessels/road tankers are authorised to supply bunkers in the Port of Dover should ensure their employees adhere to the procedures and requirements stipulated in the code during every bunkering operation. In order to gain authorisation to undertake bunkering operations within the port, each prospective bunker vessel will be subject to an operational risk assessment and berthing trial by an authorised Dover Pilot. All resulting control measures shall be put into place by the bunker vessel/Master/Owner before the commencement of bunkering operations.
3. No bunkering shall take place at night unless notice has been given in accordance with the requirements of Merchant Shipping Act 1995 Part VI Chapter 11.135.
4. No hot work shall be carried out by a vessel engaged in bunkering operations.
5. All bunkering barges in excess of 600 metric tonnes deadweight are required to be of double hull construction.
6. Weather restrictions on operations undertaken by bunker barge are agreed by the bunker barge operators and the Harbour Master, the wind limits will vary dependent on the risk assessments applicable to the manoeuvring capability of the vessel being used. General restrictions shall be promulgated by means of local Notice to Mariners and/or Marine Information Notices.
7. Strong winds and accompanying swell, principally from a South Westerly direction, may at times adversely affect the manoeuvring of the bunker barge and the safety of bunkering operations; the severity of these effects will also vary depending on the tidal height and berth location. During any bunkering operations and particularly in these circumstances the need for established and clear radio communication between the vessel Master and Port Control is essential. Alternative berthing arrangements can be made in order to accommodate bunkering during adverse weather and sea conditions.
8. Manoeuvring of bunker barges in order to carry out Ship-to-Ship bunkering operations shall be suspended when visibility falls below 500 metres. The parameter of 500 metres corresponds to a visible distance from Port Control to the Southern end of Pier Foxtrot to the west, the Dover Cargo Terminal to the north and the Southern Breakwater 'Knuckle Light' to the south.
9. The wind speed limitation for bunkering ferries is 25 knots.

10. Simultaneous bunkering operations in berths ED7 and ED8 are prohibited.
11. All manoeuvres of bunker vessels utilising tugs are required to employ the services of a Dover Pilot.

**6c. Bunker operations agreement for scheduled ferry services**

Scheduled bunker operations for ferries shall be subject to a joint risk assessment and are to have a detailed set of operating procedures, including wind limitations, agreed between the supplier, the barge/tanker operator, the receiver, and the Port of Dover. Approval in writing must be given by the Harbour Master before the commencement of any agreement for scheduled bunker operations by any supplier.

**6d. Bunker operations for commercial vessels.**

Vessels intending to bunker other commercial vessels should provide details of the bunker door position and mooring plan to the Harbour Master in advance and before the bunker vessel booking is confirmed in order to properly prepare a pilotage passage plan. Berthing of the bunker barge shall not be permitted until the application has been approved by the Harbour Master. On granting approval the Harbour Master shall direct each vessel to an appropriate berth, or receiving vessel, depending on operational exigencies, the prevailing and expected meteorological conditions.

**6e. Vessels engaged in bunkering operations.**

1. Must obtain permission from Dover Port Control on VHF Ch. 74 prior to the commencement of any bunkering operation and shall confirm completion of operations when the bunker hose is removed. Port Control shall withhold permission for the receiving vessel to sail until satisfied that the bunker barge is clear.
2. Must ensure that English language is used during all aspects of the bunkering operation and appoint an officer to be in charge of the bunkering operation who is fluent in spoken English.
3. Must be securely moored at all times. On completion of bunkering operations, unless securely moored, shall not remain alongside any vessel or berth whilst a ferry manoeuvres to or from an adjacent berth. Engines must be kept on immediate notice of readiness.
4. Must, during the hours of darkness, display an all round red light at or near a mast head.
5. If during a bunkering operation the wind and swell conditions deteriorate to such an extent as to make the operation untenable then bunkering shall cease and the bunker barge be moved away from the vessel.
6. Must be equipped with appropriate oil spill equipment and an oil resistant boom whose specification and method of deployment shall have been approved by the Harbour Master.
7. If more than one bunkering operation is running concurrently, and a pollution incident occurs, then all bunkering operations will be ceased immediately. Bunkering operations can only recommence with approval of the Harbour Master.

**7. Manning Level within Port Limits****7a. General**

This Direction applies to all ferry and commercial vessels when underway or berthed to ensure that an adequate and appropriate level of manning is maintained at all times whilst in close proximity to other vessels and port structures.

**7b. Manning when underway**

When underway within port limits the minimum bridge manning shall consist of the Master and one other competent person capable of taking charge of the navigation and manoeuvring of the vessel for the time being.

**7c. Manning when alongside or at anchor**

When berthed, or moored, the Master shall ensure that adequate crew is available to man or be present at the vessel sufficient to tend the vessel's moorings and gangway and to deal as far as is reasonably practical with any on-board emergency that might arise. Manning shall be sufficient to comply safely with any instruction by the Harbour Master to move and navigate the vessel from a berth within one hour of such request, excepting a vessel with permission from the Harbour Master to immobilise at a lay by berth.

## 8. Weather & Tidal Restrictions

### 8a. General port closure - Wind directions from SSW to WSW

The Port shall close to all shipping movements when the sustained wind speed within the harbour exceeds 55 knots from these directions that is violent storm force 11. Prior to such a general port closure all scheduled operators, agents and the Masters of vessels immediately affected shall be consulted and an assessment made in conjunction with them which shall take full account of the prevailing circumstances.

### 8b. Eastern Arm and South Jetty Berth wind speed limits

1. These berths are particularly susceptible to the effects of strong winds from a SSW to WSW direction and the accompanying sea swell. Once the wind speed attains a sustained 45 knots, damage to the fendering, the vessel and quayside is likely to occur. It is recommended that when a force 9, strong gale or more is forecast, these berths should be vacated prior to the onset of winds of this strength.
2. Masters are reminded of their responsibility to ensure that sufficient moorings are deployed and properly tended, taking into account the prevailing or anticipated weather and tidal conditions when alongside any berth.
3. Any vessel whose hull and superstructure remains exposed to strong winds when moored on the Eastern Arm, the following wind restrictions shall apply:-
  - i. **Gale Conditions > Force 8:**  
Any high-sided vessel berthed on the Eastern Arm shall not be permitted to remain berthed alongside when sustained winds greater than Force 8 from a direction between N to SE are likely to be experienced.
  - ii. **Strong Winds  $\geq$  Force 6:**  
When the forecast or actual wind is Force 6 or more from a direction between N to SE, any high-sided vessel berthed on the Eastern Arm is to ensure that sufficient extra moorings are deployed and engines available at short notice. In addition a vessel engaged in discharging/loading operations shall ensure that engines, if not already in use, are maintained on immediate readiness.

### 8c. Admiralty Pier berths gale conditions > Force 8

When winds are forecast to exceed 40 knots high-sided vessels that would be significantly exposed to such winds shall not be permitted to berth alongside the Admiralty Pier.

### 8d. Use of adjacent Eastern Dock ferry berths ED7 and ED8

When ED7 and ED8 berths are exposed to sustained winds of more than 35 knots blowing across the berths, there is a risk of contact damage between vessels during berthing. In these conditions, no vessel shall be permitted to berth in ED8 when there is a risk of setting onto a vessel already berthed in ED7, or into ED7 if there is a risk of setting onto a vessel berthed in ED8. This restriction does not apply

to vessels already berthed prior to the onset of sustained winds of more than 35 knots, or to any vessel wishing to depart.

1. ED8 stern moorings: All vessels must use two breast lines aft when secured in this berth. If one of these lines is in self tension mode, then the second line must not be used in self tension but must be made fast and tended as required.

#### **8e. Commercial vessel manoeuvring limiting wind speed**

When the wind speed within the Harbour or at the relevant berth exceeds 40 knots, the movement of a vessel should not be undertaken. It is very likely that the limiting wind speed of handling cruise ships will be lower than this and a dynamic risk assessment with the master must be undertaken before such manoeuvres.

#### **8f. Swell height**

1. The port tugs can operate in almost any wind strength, however eventually the swell conditions will cause the parting of a tugs towline or prevent effective assistance alongside any vessel, particularly those fitted with side belting. It is recommended that the tugs should not continue operations once the swell height inside the harbour reaches 1.5 metres.
2. The Admiralty Pier berths can be subject to significant swell and wave conditions during periods of strong easterly winds which can make them untenable for small vessels; particular caution is necessary when grain ships are due to be worked in such conditions. When there is any likelihood that the vessel may have to vacate the berth cargo operations shall not be commenced until the swell has abated for sufficient time to complete the loading.

#### **8g. Restricted visibility**

1. When visibility reduces to less than 500 metres movements within the harbour shall not be undertaken unless the vessel is equipped with suitable radars capable of assisting with the manoeuvre and has sufficient trained officers to operate such equipment. The pilot must ensure that the vessel's handling capabilities, including that of the machinery, navigational equipment, bridge team as well as the ability to safely employ any tugs necessary for towage assistance during the manoeuvre are satisfactory. The parameter of 500 metres corresponds to a visible distance from Port Control to the southern end of Pier Foxtrot to the west, the Dover Cargo Terminal to the north and the Southern Breakwater 'Knuckle' to the south. It also represents the distances from the Prince of Wales Pier to the ends of the Admiralty Pier and Southern Breakwater in the cruise ship turning area.
2. When visibility is less than 500 metres, multiple movements shall not take place whilst other vessels are within the approach channels, fairways or manoeuvring areas off the berths of the same area of the port. For the purposes of this General Direction the Eastern Area is that area lying East of a line running North/South through the East Buoy, the Western Area is that area lying West of such a line. The appropriate sound signals should be made by vessels when underway and caution exercised with regard to smaller craft whose presence may not always be detectable by radar.

3. When visibility is severely restricted and falls below 250 metres, towage operations within the port shall not be undertaken. The parameter of 250 metres corresponds to a visible distance from Port Control to the Southern Breakwater or the visible distance from Pier A to the Eastern Arm.

#### **8h. Under keel clearance**

In the approaches, fairways, and manoeuvring areas, a minimum under keel clearance of 1.0 metre is recommended. At the berths, provided an assessment of likely tidal conditions has been made, this clearance may be reduced.

## 9. Cruise Ship Control Measures

### 9a. General

This Direction applies to all cruise ships or vessels calling at the Port of Dover.

### 9b. Cruise ship arrival restrictions

Due to adverse tidal stream conditions, pilotage into the port from the pilot boarding area is restricted during specific times, according to the ship LOA:

1. Vessels of less than 125 metres have no advance restrictions.
2. Vessels over 125 metres and less than 250 metres have an entry restriction between HW -3½ hours & HW -½ hours
3. Vessels over 250 metres have an entry restriction between HW -3½ hours & HW +1 hour.

### 9c. Cruise ship manoeuvres off the Prince of Wales Pier

Vessels over 125 metres LOA are restricted in manoeuvring off the Prince of Wales Pier between 2 hours 40 minutes & 1 hour 10 minutes before HW. In circumstances where it is considered necessary to berth or sail a vessel during this period and when the Master and Pilot have fully assessed the situation and are in agreement with the intended procedure, then such manoeuvre may only be undertaken provided a tug (or tugs) are made fast (or standing by) as deemed operationally appropriate.

### 9d. Cruise ship arrivals and departures from Cruise Terminal 1

1. An arriving or departing vessel exceeding 160 metres LOA should not pass another vessel berthed on Cruise Terminal 2 in wind strengths of Force 7 or more unless she can hold herself in position clear of Cruise Terminal 1 berth unaided.
2. Vessel's exceeding 250 metres LOA should not normally be permitted to berth on Cruise Terminal 1. However in specific circumstances, having taken into consideration all factors such as shape of vessels superstructure and hull, mooring arrangements, anticipated weather conditions, and with prior agreement with the ships Master, vessels with a greater length may be berthed for short periods.

### 9e. Admiralty Pier extension berth (Cruise Terminal 3)

Vessels exceeding 180 metres LOA should not be permitted to berth on Cruise Terminal 3. However in specific circumstances, having taken into consideration all factors such as manoeuvring aids, anticipated weather conditions and agreement with the Master, vessels with a greater length may be berthed for short periods.

### 9f. Large cruise ships

1. Vessels of up to 300 metres LOA can be safely manoeuvred to suitable berths in the port provided they have adequate handling capabilities, are not substandard or in any way hampered, and with adequate under keel clearance.

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2. Vessels exceeding 300 metres LOA are subject to specific individual risk assessments (including the use of vessel simulations) which may result in additional control measures including ship specific risk assessments to ensure safe handling.

## 10. Duty to Report Damages/Incidents/Defects

### 10a. General

The Master of every vessel which is berthed, anchored, moored or underway within Dover Port limits shall ensure that Port Control is kept fully informed of any matter or incident which he considers to be relevant to safety, security, environmental protection, proper traffic organisation or the efficient organisation of the port. This includes reporting sightings of any floating debris which may present a hazard to navigation or a danger to small craft.

### 10b. Ability to manoeuvre & notification of defects

1. The Master of every vessel which is hampered so that its ability to manoeuvre is impaired but is otherwise seaworthy in all respects shall, before entering Dover Port limits, inform Port Control of the vessel's condition. Such a vessel shall not enter without the consent of the Harbour Master and is subject to any movement restrictions which he may impose. If the vessel suffers any subsequent deterioration in its condition while navigating within Port Limits, the Master shall report the circumstances immediately to Port Control.
2. The Master of every vessel, including scheduled ferries, shall report any defect which affects, or has the potential to affect, her normal ability to manoeuvre in the prevailing conditions. The selection of operating propulsion for fuel economy is exempted from reporting, provided that such machinery is available for immediate use.

### 10c. Notification of incident

1. The Master of every vessel:
  - which has been involved in a collision or allision with any vessel, navigational mark, tide buoy, shore facility or property or:
  - which by reason of fire, defect or otherwise is in such a condition as to affect its safe navigation or to give rise to danger or damage to other vessels or property or:
  - where the vessel has been involved in any incident or occurrence which causes or threatens contamination or pollution of the environment by any means or:
  - which has been involved in a grounding in any part of Dover Port Limits;

Shall, as soon as reasonably practicable, report the occurrence to Port Control and as soon as reasonably practicable thereafter provide the Harbour Master with full details in writing. If, at the time of the incident, the vessel has been under the command of a PEC holder, or a PEC holder had the conduct of the vessel at the time of the incident, then a PEC Holder Incident Report Form must be completed, in English and sent to the Harbour Master within 24 hours. If an incident report form is not received, the PEC in use at the time of the incident may be suspended.

2. Where the damage to a vessel is such that it affects, or is likely to affect her seaworthiness the Master shall not, other than with the permission of the Harbour Master and in accordance with his directions, move the vessel except to clear a fairway, or to moor, or to anchor in safety.

3. This requirement does not include small leisure craft, for example sailing dinghies. Minor incidents occurring within the Outer Harbour Leisure Zone are dealt with by the Dover Sea Sports Centre internal reporting system.

**10d. Lost anchor, cable or propeller**

1. The Master of every vessel which has slipped or parted from, or lost, any anchor, chain, cable, or propeller shall as soon as reasonably practicable report it to the Harbour Master and if possible the position of the anchor, chain, cable, or propeller and, if the Harbour Master so directs, shall cause it to be recovered as soon as practicable.
2. In the case of an anchor, chain, cable, or propeller, leave a buoy to mark the position thereof, if known.

**10e. Abandonment of Vessels**

The Master of every vessel which is abandoned, derelict, missing, sunk, in danger of sinking, stranded or drifting without power, shall give immediate notice of the fact to the Harbour Master through Port Control, stating the position of the vessel where known and such other particulars as may be required for the safety of navigation.

**10f. Berth surge**

Every vessel that believes it has experienced a berth surge whilst alongside in the port shall immediately report the occurrence to Port Control who will then immediately instigate a Safety Occurrence Report.

**10g. Notification of hot work**

The Master of any vessel which intends to undertake any form of 'Hot Work' on-board involving welding, cutting or burning shall advise Port Control prior to undertaking any such operation.

**11. High Speed Craft (HSC) Wake/Wash Limitation Measures****11a. General**

This Direction applies to High Speed Craft to ensure that the effects of any wake/wash generated by such Vessels are mitigated by deflection away from the entrances to the harbour.

**11b. Conditions of Operation**

1. Prior to the commencement of any HSC operation from the port a 'Permission to Operate' statement shall be issued by the Dover Harbour Board as required by the MCA under the High Speed Craft Code.
2. Such 'Permission to Operate' shall only be granted after the Board and the HSC operator have made an assessment of the wash effects and agreed the approach courses and speeds to be employed to minimise any significant wave effect entering the harbour or shoreline.

**11c. Approach Course and Speeds**

1. Approach courses and speeds will be defined by method of joint risk assessment with Dover Harbour Board.
2. Dover Harbour Board will formally approve a vessel's route operating manual before commencement of operations as part of the 'Permission to Operate' statement as required under the High Speed Craft Code.