PORTLAND HARBOUR AUTHORITY

VESSEL PRE-ARRIVAL

NOTIFICATION REQUIREMENTS



Harbour Office • Portland Port • Castletown • Portland • Dorset • DT5 1PP

Tel: 01305 825335

Email: eta@portland-port.co.uk • Web: www.portland-port.co.uk

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PORTLAND HARBOUR AUTHORITY LIMITED
NOTICES TO MASTERS OF VESSELS

REQUIREMENTS

Portland Harbour Authority Limited requires Masters of all vessels calling at Portland Port to complete the following Pre-Arrival Notifications:

1) **CERS Workbook**
2) **FAL form 5 & 6**
3) **Portland Harbour Authority information A - O**
4) Public Health (Ships) Regulations 1979
5) Ballast Water Management

Notifications (1-3) are compulsory; notifications (4-5) are required where applicable.

Masters of all vessels, and their agents are advised that a failure by a vessel not to notify Portland Harbour Authority Limited may result in a delayed entry into the Port.

The following forms are attached

FAL 5 &6
Maritime Declaration of Heath
Ballast water management

The CERS workbook must be provided at least 24 hours before the arrival of the ship. If the duration of the voyage is less than 24 hours then the information must be provided no later than the time of departure from the previous port.

PORTLAND HARBOUR AUTHORITY LIMITED
NOTICES TO MASTERS OF VESSELS

(1) Ship Arrival and Departure Notifications

This requirement is applicable to ships and United Kingdom (UK) port authorities to comply with Merchant Shipping (Vessel Traffic Monitoring and Reporting Requirements) Regulations 2004 which amend the Merchant Shipping (Reporting Requirements for Ships Carrying Dangerous or Polluting Goods) Regulations 1995 and implements the European Union (EU) Vessel Traffic Monitoring and Information System Directive 2002/59/EC.

Notification Prior to Entry into Port

The Regulations introduced a new notification requirement, prior to entry into port, for UK ships bound for a port located in an EEA State and non UK ships bound for a port located in the UK, with the exception of:

- Ships of less than 300 gross tonnage
- Warships, naval auxiliaries and other ships owned and operated by the Government of an EEA State which are used for noncommercial public service
- Fishing Vessels
- Traditional Ships
- Recreational craft having a length of less than 45 metres

The owner, operator, agent or master of a ship is required to notify Portland Harbour Authority the information specified below:

A. Ship name, IMO number, MMSI number, Call sign
B. Last Port of call
C. Next Port of call
D. ETA Pilot Station
E. ETD
F. ISPS Security level
G. Total number of persons onboard
H. Maximum arrival / departure draughts (meters)
I. Length, breadth, gross tonnage and ship type
J. Maneuvering Aids
  I. Rudder type – Standard / High Lift (e.g. Schilling or Becker)
  II. Propulsion – Fixed Pitch / Controllable pitch / Single or Twin screw
  III. Thrusters – Bow / Stern / and horsepower
K. Cargo on board; bunkers in excess of 5000 tons
L. Defects, damage, deficiencies, limitations
M. Name, address and phone number of agent, captain, charterer and operator
N. INF Ship Class (i.e. N/A, INF1, INF2, or INF3) – as defined in the Code for the Safe Carriage of Irradiated Nuclear Fuel, Plutonium and High Level Radioactive Wastes in Flasks on board Ships
O. Name, address, telephone/fax number, e-mail from which detailed information on the cargo may be obtained on request 24 hours a day

The information must be provided at least 24 hours before the arrival of the ship. If the duration of the voyage is less than 24 hours then the information must be provided no later than the time of departure from the previous port.

This information is to be provided to Portland Harbour Authority by E-mail

- E-mail: eta@portland-port.co.uk
- Tel: 00 44 (0)1305 825335

The Master must confirm that the vessels pilot ladder is safe to use and complies with all international regulations.

To prevent personal injury to those receiving heaving lines, the 'monkey's fist' should be made with rope only and must not contain added weighting material. (code of safe working practices (2024 Chapter 26 (3.5)).

The use of pneumatic, mechanical or rocket line throwing devices is prohibited.

During Mooring Operations, care must be taken when heaving on mooring lines to ensure Quayside mooring personnel are clear. (code of safe working practices (2024) Chapter 26 (3.3.1)).

(2) Ships carrying Dangerous or Polluting Goods (DPG) (CERS Workbook)

This requirement is applicable to ships and United Kingdom (UK) port authorities to comply with Merchant Shipping (Vessel Traffic Monitoring and Reporting Requirements) Regulations 2004 which amend the Merchant Shipping (Reporting Requirements for Ships Carrying Dangerous or Polluting Goods) Regulations 1995 and implements the European Union (EU) Vessel Traffic Monitoring and Information System Directive 2002/59/EC.

Notification by Ships carrying Dangerous or Polluting Goods

This notification applies to all ships regardless of size, carrying dangerous or polluting goods with the exception of:

- Warships, naval auxiliaries and other ships owned or operated by the Government of an EEA State which are used for noncommercial public service

(3) ISPS – Pre-arrival Reporting Requirements (CERS Workbook)

The International Ship and Port Facility Security Code (ISPS) came into force on the 1st July 2004 and is enacted under EC Regulation No.725/2004.

It is applicable to the following types of vessels engaged on international voyages:

- Passenger vessels, including high speed passenger vessels; and
- Cargo vessels, including high speed vessels, of 500 gross tonnage upwards.

It also applies to Port Facilities serving such vessels.

Portland Port ISPS Codes

- IMO Port Identification No. 0287
- Port Facility No. 72
- UN Location Code GB PTL

Pre-arrival Procedures

Any vessel in a category listed above, intending to enter Portland Port or bound for a facility within the Port will be required to demonstrate its compliance with the ISPS Code. It must supply the details required by the Transport Security Directorate (TRANSEC) of the United Kingdom Department for Transport.

Masters of all vessels to which the ISPS Code applies, and their Agents, are advised that a failure by a vessel to confirm its compliance with the ISPS Code will result in the vessel being reported to the Maritime and Coastguard Agency (MCA), which may delay entry into the Port and/or result in subsequent measures being imposed by HM Government.

(4) Port Waste Management (CERS workbook)

The Merchant Shipping (Port Waste Reception Facilities) Regulations 2003, amended 2009) include requirements for Port Waste Management. In summary, these are:

Harbour Authorities and Terminal Operators are to provide adequate waste reception facilities. Ships must provide notification before entry into the port of the waste they intend to discharge, including information on types and quantities. Ships must deliver their waste to port reception facilities before leaving the port, unless they have sufficient storage capability onboard for the waste to be accumulated until the next port of call. Ships will pay a mandatory charge to significantly contribute to the cost of port reception facilities for ship-generated waste, whether they use them or not.

Portland Harbour Authority has a Port Waste Management Plan approved by the Maritime & Coastguard Agency. This is available at www.portland-port.co.uk.

Portland Harbour Authority has reception and handling facilities for the following types of waste:

MARPOL Annex I (Oil)

MARPOL Annex II (Noxious Liquid Substances in Bulk

MARPOL Annex III (Harmful Substances in Packaged Form)

MARPOL Annex IV (Sewage from Ships)

MARPOL Annex V (Garbage)

International Catering Waste (ICW) must be declared if held onboard, whether the intention is to land it or retain onboard in the CERS Workbook. International Catering Waste is defined as any food or food waste (or indeed packaging or utensils with food residue) from a vessel that travels outside the UK, Channel Islands and Isle of Man, even if you stocked up for the entire journey in the UK, Channel Islands and Isle of Man.

All matters relating to an alleged inadequacy of port waste reception facilities should be addressed, in the first instance to Portland Harbour Authority or if the matter is not then resolved, to the MCA for subsequent investigation.

PORTLAND HARBOUR AUTHORITY LIMITED
NOTICES TO MASTERS OF VESSELS

(5) Public Health (Ships) Regulations 1979
Directions and Requirements

The master of any ship approaching Portland Port from a foreign port shall ascertain the state of health of all persons aboard. The master must report:

1) The occurrence on board during the 28 days before arrival of:
    - Death, other than by accident
    - Illness where the **person** who is ill or has had a temperature of 38^{o}c or greater which was accompanied by a rash, glandular swelling or jaundice, in the case where the temperature persisted for more than 48 hours, or
    - Illness where the **person** has or had diarrhoea severe enough to interfere with work or normal activities

2) The presence on board of:
    - A **person** suffering from an infectious disease or who has symptoms which may indicate the presence of infectious disease
    - Any **animal** or **captive bird** of any species including **rodents** and **poultry** or mortality or illness among such animals or birds

3) Any other circumstances which are likely to cause the spread of infectious disease

If there is **nothing to report** under (1-3) above there is no need for the master to obtain health clearance unless he/she is otherwise directed. If there is **something to report** under (1-3) above, other than the presence on board of animals or captive birds, the following procedure must be carried out in order to obtain free pratique:

A. Contact Port Health Authority and Portland Harbour Authority not less than four hours or not more than twelve hours before the expected time of arrival of the ship, stating:
    - Name of ship
    - Berth
    - Ports of call during last 30 days
    - Provisional diagnosis of patient(s) or symptoms of patient(s)
    - Number of patients
    - Name, age, sex and nationality of patient(s)
    - Date of onset or illness
    - ETA Portland Pilot Station

B. Show the following signals:
    - 'QQ' flag hoist by day
    - A red light over a white light 2 metres apart during darkness

C. Complete the Maritime Declaration of Health and a list of passengers and crew

If there is/are on board any **animal(s)** or captive **bird(s)** of any species including **rodents** and **poultry** or mortality or illness among such animals or birds, the Port Health Authority **must** be notified not less than 4 hours or not more than 12 hours before arrival, of the presence of such animal(s) or bird(s) and any mortality or illness. Such animal(s) or bird(s) shall be kept securely confined whilst the vessel is in port.

If there are any doubts or difficulties over Port Health Regulations, advice may be obtained from the Port Health Authority, or through Portland Harbour Authority.

Note: *In accordance with the Public Health (Ships) Regulations 1979 where the Authorised Officer so directs or where the master is required to make a report in accordance with the above, no person other than the Pilot, Customs Officer or Immigration Officer shall, without the permission of the Authorised Officer, board or leave a ship until free pratique has been granted, and the master shall take all reasonable steps to secure compliance with this provision.*

Contact Details

Primarily by E-mail or alternatively by Tel/Fax:

Port Health Authority:

- E-mail: porthealth@dorsetcouncil.gov.uk
- Tel: 00 44 (0)1305 838432 / 00 44 (0)1305 761374 (out of hours)
- Mobile: 00 44 (0)7712 253731
- Fax: 00 44 (0)1305 766684

Portland Harbour Authority:

- E-mail: eta@portland-port.co.uk
- Tel: 00 44 (0)1305 825335

(6) Ballast Water Management

All vessels are prohibited from discharging ballast water within the Portland Harbour Area of Jurisdiction without the express permission of the Harbourmaster.

Vessels requesting permission to discharge ballast water shall forward as far as possible 24 hours in advance of arrival directly (or via the vessel's agent) to Portland Harbour Authority primarily by E-mail or alternatively by Tel/Fax, a Ballast Water Reporting Form requesting permission from the Harbourmaster:

- E-mail: eta@portland-port.co.uk
- Tel: 00 44 (0)1305 825335

Portland Harbour has been identified as a nationally important wildlife (Sensitive Marine Area). The shoreline of Portland Harbour is a designated SSSI down to the mean low water mark.

Portland Harbour has also been recognised by the Marine Biological Association by as an area of Marine Biological Importance.

Chesil and the Fleet are identified as being of particular importance for its wildlife and have been submitted as a candidate for Special Area of Conservation (cSAC) under the EC Habitats Directive. The site is also designated both as a Special Protected Area under the EC Birds Directive and as a Ramsar site. Also to be noted is the ecological reliance of the Fleet on Portland Harbour through water exchange via Ferry Bridge.

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IMO CREW LIST

☐ Arrival ☐ Departure

Page No.

1. Name of ship		2. Port of arrival/departure		3. Date of arrival/departure	
4. Nationality of ship		5. Port arrived from			6. Nature and No. of identity documents (seaman's passport)
7. No. 8. Family names, given names	9. Rank or rating	10. Nationality	11. Date and place of birth		

IMO Convention on Facilitation of International Maritime Traffic

12. Date and signature by master, authorized agent or officer

IMO FAL
Form 5

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IMO PASSENGER LIST

Page No.

☐ Arrival ☐ Departure

1. Name of ship	2. Port of arrival/departure	3. Date of arrival/departure
4. Nationality of ship		

5. Family name, given names	6. Nationality	7. Date and place of birth	8. Port of embarkation	9. Port of dis-embarkation

IMO Convention on Facilitation of International Maritime Traffic

10. Date and signature by master, authorized agent or officer

IMO FAL
Form 6

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MARITIME DECLARATION OF HEALTH

This form is to be completed and submitted to the Competent Authority by the Masters of ships arriving from foreign ports.

Port of Arrival:	Date:

Name of Ship:	IMO Number:

Nationality:	Gross Tonnage:

Last Port:	Next Port:

Valid Sanitation Control / Control Exemption carried on board? ☐Yes ☐No	
Issued at:	Date:
Re-inspection required? ☐Yes ☐No	

Has ship visited an affected area identified by the World Health Organisation? ☐Yes ☐No	
Port:	Date:

List ports of call from commencement of voyage with dates of departure, or within the past thirty days, which ever is shorter:

Upon request of the competent authority at the port of arrival, list crew members, passengers, or other persons who have joined the ship since the international voyage begun or within the past thirty days, whichever is shorter, including all ports visited in this period:			
Name:	Joined (1)	(2)	(3)
Name:	Joined (1)	(2)	(3)
Name:	Joined (1)	(2)	(3)
Number of crew members on board:			
Number of passengers on board:			

Health Questions

(1) Has any person died on board during the voyage otherwise than as a result of accident? ☐Yes ☐No If yes, state particulars in the attached schedule. Total number of deaths?
(2) Is there on board or has there been during the international voyage any case of disease which you suspect to be an infectious nature? ☐Yes ☐No If yes, state particulars in the attached schedule.
(3) Has the total number of ill passengers during the voyage been greater than normal / expected? ☐Yes ☐No How many ill persons?
(4) Is there any ill person on board now? ☐Yes ☐No If yes, state particulars in the attached schedule.
(5) Was a medical practitioner consulted? ☐Yes ☐No If yes, state particulars of medical treatment or advice provided in the attached schedule.
(6) Are you aware of any condition on board which may lead to infection or spread of disease? ☐Yes ☐No If yes, state particulars in the attached schedule.
(7) Has any sanitary measure (e.g. quarantine, isolation, disinfection or decontamination) been applied on board? ☐Yes ☐No If yes, specify, type, place and date.
(8) Have any stowaways been found on board? ☐Yes ☐No If yes, where did they join the ship (if known)?
(9) Is there a sick animal or pet on board? ☐Yes ☐No

Note: In the absence of a surgeon, the master should regard the following symptoms as grounds for suspecting the existence of disease of an infectious nature:

(a) fever, persisting for several days or accompanied by (i) prostration, (ii) decreased consciousness, (iii) glandular swelling, (iv) jaundice, (v) cough or shortness of breath, (vi) unusual bleeding or (vii) paralysis.
(b) with or without fever: (i) any acute skin rash or eruption, (ii) severe vomiting (other than seasickness), (iii) severe diarrhoea or (iv) recurrent convulsions.

I hereby declare that the particulars and answers to the questions given in the Declaration of Health (including the schedule) are true and correct to the best of my knowledge and belief.

Signed Master:

Countersigned Ship's Surgeon (if carried):

Date:

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ATTACHMENT TO THE MARITIME DECLARATION OF HEALTH

Name	Class or Rating	Age	Sex	Nationality	Port, date joined ship	Nature of illness	Date of onset of symptoms	Reported to a port medical officer	Disposal of case *	Drugs medicines or other treatment given to patient	Comments

***** State: (1) whether person is recovered, is still ill or died; and (2) whether the person is still on board, was evacuated (including the name of the port or airport), or was buried at sea.

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BALLAST WATER REPORTING FORM (TO BE PROVIDED TO PORTLAND HARBOUR AUTHORITY UPON REQUEST)

(1) VESSEL INFORMATION			**(2) BALLAST WATER**
Vessel Name:	Type:	IMO Number:	Specify Units: m^3,MT
Owner:	GT:	Call Sign:	Total WB on Board:
Flag:	Arrival Date:	Agent:	
Last Port and Country:		Arrival Port:	Total WB Capacity:
Next Port and Country:			

(3) BALLAST WATER TANKS BALLAST WATER MANAGEMENT PLAN ONBOARD?↑Yes↑No HAS THIS BEEN IMPLEMENTED?↑Yes↑No

TOTAL NO. OF BW TANKS ONBOARD? NO. OF TANKS IN BALLAST? IF NONE GO TO (5)↑Yes↑No

NO. OF BW TANKS EXCHANGED? NO. OF BW TANKS NOT EXCHANGED?

(4) BALLAST WATER HISTORY: RECORD ALL BW TANKS THAT WILL BE DEBALLASTED IN PORTLAND HARBOUR; IF NONE GO TO (5)

BW TANK	**BW SOURCE**				**BW EXCHANGE:**↑Empty↑Refill↑Flow Through					**BW DISCHARGE**			
	DATE	PORT OR LAT/LONG	VOLUME (units)	TEMP (units)	DATE	END POINT LAT/LONG	VOLUME (units)	% EXCHANGE	SEA HEIGHT (m)	DATE	PORT OR LAT/LONG	VOLUME (units)	SALINITY (units)

Ballast Water Tank Codes: Forepeak=FP, Aftpeak=AP, Double Bottom=DB, Wing=WT, Topside=TS, Cargo Hold=CH, O=Other

IF EXCHANGES WERE NOT CONDUCTED, STATE OTHER CONROL ACTION(S) TAKEN? IF NONE STATE REASON WHY NOT?

(5) IMO BALLAST WATER GUIDELINES ONBOARD (RES.868(20))?↑Yes↑No

RESPONSIBLE OFFICER' S NAME AND TITLE (PRINTED) AND SIGNATURE: