

CONTENTS

1.	PURPOSE	4
2.	REFERENCE LISTS	5
2.1	PRE-ARRIVAL REQUIREMENTS	5
2.1.1	PRIOR TO ENTRY.....	5
2.1.2	PREPARATIONS FOR BERTHING	5
2.1.3	READINESS TO LOAD	5
2.2	ITEMS DISCUSSED ON ARRIVAL BETWEEN PWCS AND THE MASTER OF THE VESSEL	6
2.3	PROCEDURES RELATING TO PWCS SHIP/SHORE SAFETY CHECKLIST	6
3.	INTRODUCTION.....	7
4.	FACILITIES	8
4.1	PORT OF NEWCASTLE.....	8
4.2	CARRINGTON: BERTHS D4 AND D5.....	8
4.2.1	EQUIPMENT	8
4.2.2	VESSEL RESTRICTIONS.....	8
4.3	KOORAGANG: BERTHS K4, K5, K6 AND K7	9
4.3.1	EQUIPMENT	9
4.3.2	VESSEL RESTRICTIONS.....	9
5.	SAFETY AND ENVIRONMENT	10
5.1	INDUCTION SAFETY TRAINING	10
5.2	PERSONAL PROTECTIVE EQUIPMENT (PPE)	10
5.3	PROCEDURE FOR ENTRY TO CARGO HOLDS	11
5.4	PROVISION OF A SMOKE FREE WORKPLACE	11
5.5	INCIDENT MANAGEMENT	11
5.6	ENVIRONMENT	12
6.	SECURITY.....	13
6.1	SECURITY INCIDENT REPORTING.....	13
6.2	GENERAL ACCESS SECURITY AND CREW IDENTIFICATION.....	13
6.3	CARGO HOLD ACCESS.....	14
7.	VESSEL SUITABILITY	15
7.1	VESSEL SUITABILITY REQUIREMENTS.....	15
7.2	VESSEL PERFORMANCE CRITERIA.....	15
7.3	IMPOSITION OF CONDITIONS.....	16
7.4	UNSATISFACTORY VESSEL PERFORMANCE	16
7.5	VESSEL EQUIPMENT	16
7.6	DANGEROUS VESSELS	16
8.	COAL LOADING PLAN	17
8.1	PRE-ARRIVAL REQUIREMENTS / PLANNING	17
8.2	COMPILING A COAL LOADING PLAN.....	17
8.3	REVIEW OF COAL LOADING PLAN.....	18
8.4	VESSEL NOT READY.....	18
9.	TERMINAL OPERATIONS AND PROCEDURES	19
9.1	COMMUNICATIONS	19
9.2	BERTH ALLOCATION	19
9.3	ENGAGEMENT OF A MARINE SURVEYOR.....	19
9.4	CARGO HOLD CLEANLINESS	20
9.5	PORT ENTRY AND BERTHING.....	20

9.6	MOORING	20
9.6.1	MOORING OPERATIONS.....	21
9.6.2	HYDRAULIC INTERACTION.....	21
9.6.3	MOORING INCIDENTS	22
9.7	GANGWAYS.....	22
9.7.1	GANGWAY SPECIFICATION AND POSITION.....	22
9.7.2	SAFE GANGWAY USE.....	23
9.8	AIR DRAUGHT.....	23
9.8.1	CARRINGTON TERMINAL AIR DRAUGHT.....	24
9.8.2	KOORAGANG TERMINAL AIR DRAUGHT.....	24
9.9	DE-BALLASTING.....	24
9.10	DRAUGHT SURVEY.....	25
9.11	WATER DENSITY AT TERMINAL	25
9.12	CARGO WEIGHT DETERMINATION.....	25
9.13	CARGO MAXIMUMS AND MINIMUMS.....	25
9.14	LOADING PROCEDURES.....	26
9.14.1	RESPONSIBILITY OF MASTER OF THE VESSEL.....	26
9.14.2	CONFIRMATION OF TERMINAL PROCEDURES	26
9.14.3	COMMENCEMENT TIME	26
9.14.4	LOADING	26
9.14.5	RUNNING AND INTERIM DRAUGHT SURVEY	26
9.14.6	TRIMMING	27
9.14.7	COMPLETION OF LOADING	27
9.14.8	SAILING.....	27
9.15	WEATHER.....	28
9.16	DUAL SHIPLOADER OPERATION AT CARRINGTON TERMINAL.....	28
9.17	BUNKERING.....	28
9.18	STORING.....	28
9.19	VESSEL REPAIRS.....	29
9.20	POTABLE WATER.....	29
10.	OTHER MATTERS	30
10.1	AUSTRALIAN MARITIME SAFETY AUTHORITY (AMSA).....	30
10.2	GAS FREEING VESSELS	30
10.3	INDEMNITY AND RELEASE	30
10.3.1	INDEMNITY.....	30
10.3.2	RELEASE.....	31
10.4	RESPONSIBILITY FOR DAMAGE CAUSED.....	31

APPENDICIES

APPENDIX A: DEFINITIONS.....	32
APPENDIX B: PWCS COAL LOADING PLAN	35
APPENDIX C: SAILING DRAUGHT GUIDELINES.....	36
APPENDIX D: DRAWINGS	37
APPENDIX E: INSTRUCTIONAL POSTERS	44