

**Ministry of Transport**  
**Alexandria Port Authority**  
Operating instructions of  
Alexandria Port Authority  
*Chairman of Alexandria port*  
*Authority*

- Following the perusal of general authority's law no.61 for the year 1963.
- Law no.24 for the year 1983 regarding the issuance of pilotage, compensation fees, port dues, light houses and berthing fees.
- The Maritime trade law no.8 for the year 1990.
- Environmental Law no.4 for the year 1994.
- Law no.81 for the year 2016 on the regarding the issuance of civil service law.
- Presidential decree No.180 for the year 1972 regarding the organizing of the maritime transport.
- Ministry of transport, decree No.488 for the year 2015 regarding the fees for the services provided to vessels at Egyptian ports, the usage fee of the fixed and floating facilities and constructions of the port Authorities and The Egyptian Authority for Maritime Safety(EAMS) AND the fees for the electronic services provided by the port Authorities.
- Decree No. 800 for the year 2016 regarding the issuance of a regulation regulating the activities and works related to maritime transport and their usage fees.
- And based on the consideration of the work.

# Operating instructions of Alexandria Port Authority

## 1. Maritime Transport in Egypt:

- Egypt is one of the founding members of Arab league and has its headquarters, it is also one of the founding members of the United Nations since 1945. As well as a member of the African Union and many international federations and organizations like (IMO) "The International Maritime Organization".
- Most important sea corridors in the world are located in Egypt, Suez Canal in Addition to 15 major sea and commercial ports, Alexandria, Damietta, El-Suez-Suez, West and east Port Said and Red sea ports.

## 2. Alexandria port

- Alexandria port is located in the east of Alexandria City, where Alexandria is located at the western verge of the Nile Delta between the Mediterranean Sea and lake Mariout. It is the second most important city in the Arab Republic of Egypt and its main port and through more than 70% of Egypt's foreign trade passes
- Dekheila Port is considered the natural extension of Alexandria Port and It is located west of Alexandria Port about 7 km by sea and about 10 km by land. Operations has been done at Dekheila port a since 1980 and it has been used partially since 1986.

## **General Wireless communication channels operating with Guidance tower**

**Channel 16:** (International call) Receive calls from vessels coming from outside of the port.

**Channel 14:** is dedicated to the Pilot, dealings with the towage and pilotage launches.

**Channel 13:** is dedicated to navigational movement to equip the towage, internal and external pilotage, water surface launches for the Pilots and dealing with the area monitors and everything that operates inside the port.

**Channel 11:** dealing with pilots outside the port and call on ships located in the outer anchorage.

**Channel 10:** dealing with the marine services department and pilotage operating in the shift.

**Channel 67:** receives data of incoming ships to the port.

**Channel 9:** dealing with the naval forces and Maritime Rescue Management.

**Channel 6:** To communicate with the Fanar (lighthouse) at the naval base and the Quays of the oil basin and Abu Qir Port.

# Port Berths

There are 75 berths in the port other than Maritime services berths and its statement is as following:

<b>Alexandria Port</b>			
Notes	draft	Actual Length	Quay no.
	m	M	
General Cargo	6.5	310	3/5-2/5-1/5
Maintenance /Launches	6.5	293	6-7-8
General Cargo	6.5	70	9
General Cargo	8	135	10
General Cargo	9	127	11
General Cargo	9	100	12
General Cargo	9	144	13
General Cargo	10	183	14
Passenger	12	798	24-22-20-18-16
General Cargo/RORO	10	330	26-25
RORO	12	300	28-27
General Cargo	10	341	37-36-35
General Cargo	10	114	38
RORO	10	310	40-39
General Cargo	10	175	41
General Cargo	7.5	230	43-42
General Cargo	6.5	154	44
Military Berth	6.5	116	45
Military Berth	10	407	47-46
Containers	14	530	53-51-49
Containers	14	160	54
General Cargo (under Development)	14-17.5	2350	62-61-60-59-58-57- 56-55

Coal	10	300	64-63
General Cargo (Dirty Bulk)	12-10	645	68-67-66-65
Molasses	36	38	Molasses
Container(HBH)	9	280	71
	12	380	72
Containers(HBH)	10	175	81
General Cargo	10	190	82
Grains	10	160	84
Grain & Timber	12-14	250	85
Grains	12-14	360	85/1
Grains	10	75	85/2
Live stock	7	133	86
Petroleum	10	355	87/1
Petroleum			87/2
Petroleum	12	80	87/3
Petroleum	12	80	87/4
Petroleum	12	350	87/5

## Dekheila Port

Notes	Draft	Actual Length	Quay no.
	m	M	
Mining	14-20	600	90/1
			90/2
Medetab	14	300	91 A
	14	300	B/91 C/91
Grain (Venus)	15	330	92
Grains (Venus + Uni Green + Cisco Trans)	12-14	1050	94
Alexandria Container and Cargo Handling Company	12-14	1000	96
Alexandria International Container Terminals ( HPH)	12	580	98

### **3. Services provided by Alexandria port**

#### **3-1 Services which is provided to Vessels:**

3-1-1 Towage, Pilotage and Mooring services, where available at the port

- Pilots Group for all kinds of ships and loads.
- A fleet of marine units which is characterized by a highest level of capacity, efficiency and accuracy, and within the frame work of internationally accepted rules.
- Towage and pilotage fire in standby mode to ensure the security of berthing, charge and discharge of ships that handle dangerous goods as well as the assistance in fire operations outside the port.

3-1-2 Assistance in rescue operations of ships, towing services of delinquent or idle vessels.

3-1-3 Supply ships with fuels and mineral oils.

3-1-4 : Supply ships with freshwater.

3-1-5 : Repair and maintenance of ships through the Egyptian company for shipbuilding and repair, dry dock of the navy and Alexandria ship yard company.

3-1-6 Liquid and solid waste disposal methods

##### **3-1-6-1 Liquid waste (oily waste):**

The liquid waste is received by licensed private sector companies and delivered to a private sector company for safe disposal.



### 3-1-6-2 Solid waste:

It is carried out by ferries/barges of licensed private sector contractors and then delivered to company engaged in the disposal of solid waste for the final and safe disposal.

### Note:

There is a ballast unit that can receive 200 tons of ballast water owned by the Alexandria port and located in the Maritime services' pier.

## **3-2 : Services which is performed to goods:**

3-2-1 Loading and unloading.

3-2-2 Storage and warehouses.

3-2-3 Weight, counting, aggregation carrying and storing.

3-2-4 Transport.

## **3-3 Rents:**

3-3-1 Rent of storage areas (warehouses – silos – space yards).

3-3-2 Rent of offices and administrative units.

3-3-3 Supply and installation of electricity and water meters.

3-3-4 Rent of land units and equipment (cars, loaders) and a

service of marine units and equipments' rent in non-piloting purposes (all kinds of towage and pilotage, pollution control equipment, syncrolifts).

### **3-4 Granting licenses to practice activities and works related to the Maritime transport:**

3-4-1 Stevedoring.

3-4-2 Storage and warehouses

3-4-3 Ship bunkering.

3-4-4 Marine supplies.

3-4-5 Marine occupations.

3-4-6 Maintenance and repair of ships outside the dry and floating docks.

3-4-7 Cargo transportation.

3-4-8 Others.

### **3-5 Electronic services:**

3.5.1 Electronic services on the port website, international or internal sites of the port.

3.5.2 Linking with the banks to collect fees automatically.

3.5.3 Customer service logistics center for all dealing parties in the port.

3.5.4 Electronic version of reports on port activities.

3.5.5 Providing consultancy services regarding information technology of seaports.

3.5.6 Preparing special programs concerning the work cycle inside the port through integrated solutions company for ports, while the rest of the special programs for operation through the Electronic (Data center) at the port.

3.5.7 Connecting information networks.

3.5.8 -Training the employment of companies and entities in the electronic operating programs on the port.

3-6 **other:**

3.6.1 Consulting services in the field of obtaining Certificates of quality, safety and occupational health.

3.6.2 Training services for students and graduates of technical schools, institutes and universities in the maritime ports filed.

## **4. Operating instructions of Alexandria port**

### **4.1 Opening and closing of Access channel: -**

4.1.1 The port operates day and night in all weather conditions and it is opened throughout the year for navigation, except that the port is closed when the wind speed reaches from 25 beaufort or more or the wave height ranges from 2:2.5 m or more according to weather conditions in that time, and this is done every hour in case of bad weather. The port is reopened when the weather conditions is improved.


































4.1.2 As for the ships coming to Medetab Company and liquefied Gas ships in accordance with the agreed terms and obligations between the Port Authority, the companies and the air status.

4.1.3 The port operates day and night in all navigation status except for piers that only work by day.

4.1.4 Navigation maps used: is the marine maps no.M518.

## 4.2 Ships berthing operations:

4.2.2 The shipping agent submits the berthing application of the ship from 7 days to 48 hours at least from the date of the arrival of provide that it contains the following:

-    Manifesto.
-    Dangerous goods if any.
-    Shipping map.
-    A statement of the loading and unloading companies that will function on the ship.
-    A statement of storage warehouses.
-    The crew ship list.
-    Registration certificate of the ship.
-     A request in the name of the manger of cargo movement.
-     An acknowledgment contains all the data of the ship and the last port.
-     Security declarations regarding The International Ship and Port Facility Security Code (ISPS Code) and the free of weapons and ammunition.

4.2.2 The shipping agency, the stevedoring company or the concerned party automatically finishes the procedures of shipping loading or unloading request from the following authorities: (customs – stevedoring companies – shipping agency – port authority– financial department and goods movement department- the regulators).

#### **4.2.3 Rules and special provisions concerning booking of piers and berthing process**

The special rules of vessels 'arrival and the reservation of berths.

- 1) If the master didn't inform the authorities immediately about the ship's arrival in the outer anchorage of Alexandria Port, the ship will not be considered on the arrival status.
- 2) If all documents are fully completed, the berth is reserved for the ship in addition to the ship's application entry. The shipping agent is responsible for this with the commitment of sending the manifest and the shipping map with the submitted operating request to the stevedoring company.
- 3) Upon arrival at the external anchorage area, the ship's captain should prove his turn access by communicating with the VHF (channel 14 or 16) at the time of arrival and reception location in order to preserve his right in reserving his turn according to the type of the ship. the port authorities do not bear any responsibility in case of non-compliance by the ship's captain, by its owner or the shipping agency as a representative (if it results in the loss of its role assigned to it.
- 4) If the agency did any mistake in the submitted data, the port authority has the right to cancel the berth reservation without any commitment and the shipping agency bears this, the request is not allowed to be returned except only after reviewing the ship's documents (arrival declaration –

shipping map – manifest list).

- 5) Vessels that are found to be idle or their machines are not in good condition in a position that permit the safety of entry or maneuvering as well as the vessels whose winches are improper or their cranes are not valid for operations, the port authorities may not permit them to enter or berth except after making sure the safety of berthing and operating in accordance the port's rates and based upon the approval of stevedoring company to operate it.
- 6) The requiring Ships for entry for bunkering are allowed to enter with 24 hours only in case of existing spaces in the piers.

When the number of berths is not allowed (permitted) to accommodate the incoming ships, the priority of the booking ships and berthing is subject to the following:

- Passenger and tourism vessels.
- Vessels to which live animals are received.
- Vessels requiring a prioritized tariff for a single berth determined by the competent authority.
- Vessels received for the state's national projects.
- Ships coming to Armed Forces or the General Intelligence.
- Oils' ships, liquid bulk, hazardous materials and strategic goods' ships.
- Export vessels (area –fertilizers....)
- Egyptian vessels according to the priority of arrival, completion of its procedures and suitability of the docks assigned to them.

- Ships that have been waiting for more than 10 days in the port's outer anchorage area, provided that the operating procedures are finalized and the vessels are ready for operation immediately after berthing.
- Other foreign vessels in accordance with the priority of their arrival, termination of their procedures and the suitability for the piers assigned to them.
- The port authority has the right to establish some rules regulating the berthing operations for some types of ships according to special requirements or circumstances or decisions regulated by the competent authorities.
- The competent authority has the right to determine the receiving berths and certain types of vessels according to their preparation by the external anchorage area and the rates of charging and discharging.

#### Special Rules for berthing:

- 1) If the shipping agency or the concerned party refuses to operate the ship at full capacity in accordance with the requirement of the port's work and upon a decision of the port authorities, the vessel loses its turn in the berthing and leave the anchorage if it is berthing.
- 2) The ship, that refuses for any reason to evacuate or leave the anchorage in implementation of the order issued to it, should wait every two hours continuously on its account or the account of the concerned person in order to evacuate the berth as soon as possible.
- 3) The ship, upon which the loading and unloading operations are completed, is committed to evacuate the anchorage during 3



hours from the completion of these operations otherwise it incurs the following expenses in addition to the other procedures that the port authorities may take in this regard:

- a) The piloting fees should be paid on an hourly basis in accordance with the regulating laws, decisions and regulations for that.
  - b) The towing operation cost should be borne in accordance with the tonnage of the ship for each hour of delay for the period referred to in clause 3 and the ship is not allowed to be departed before the shipping agent undertakes to pay these dues.
- 4) The ship that is not ready for berthing at the time of evacuation of the dedicated berth within two hours of the time specified for berthing as per to notify the port authorities, the port authorities have the right to cancel the berthing and occupy it with another vessel after officially notifying the shipping agent.
  - 5) The ship cannot move on the berth without prior permission from the port authorities, and the violating ship bears all the obligations resulted from these expenses that incurred by the Authority or by another entity as a result of that.
  - 6) The ship or the shipping agent is responsible for the loss or damage to any of the Authority's facilities (pier, towage, buoy...etc).
  - 7) The ship or shipping agent is considered liable to bear the expenses of lifting any dirt or waste as result of the cleanliness of the ship's wards, or as a result of stevedoring operations.

- 8) The ship or shipping agency is considered responsible for any damages resulting from the leakage of any liquids on the water surface or berth, and the ship or shipping agency shall bear the expenses related to the removal of these liquids or oils without violation to the provisions of the pollution law no.4 of 1994 and its amendments.
- 9) The port authorities have the right to transport a ship from the quay to the outside of the port without the objection of its captain or the like and this will be in the following cases: -
- a) The vessel should be parked without work/operation on the berths.
  - b) If the ship does not comply with the port instructions in the 2 clauses (1-2).
  - c) Vessels that are unable to operate as a result of breakdown of their winches or the invalidity of these winches to achieve the productivity of the ship and in the absence of full powered/capacity winches.
  - d) Vessels that receive specific messages exceeding the available storage capacity and without the prior approval of the port Authority for such messages.
  - e) Ships that intermittently charge and discharge will not achieve the required rates during operation.

f) The arriving vessels for the unloading only, which are not notified about their shipment except after berthing, should evacuate/leave the berth after the completion their unloading and are allowed for berthing again the arrival date is considered the time of unloading's finalization.

G- Vessels whose cargo's data are not identical in quality or quantity during operation according to what's mentioned in the ship's notification.

10) The port Authority has the right to evacuate the berth in the cases related to safety of ships or accidents.

11) The port Authority has the right to transfer the ship from one berth to another whenever necessary and at the expense of the applicant of the service.

### **Implementation of (Just in Time):**

This system aims to perform all the required activities in a specific time without any agility or delay, where the upcoming ship to the port will be informed on the exact time of berthing. That matter will lead to reduce emissions and reach zero state outer anchorage through:

1. Stevedoring companies are committed to submit the application of the ship and report the arrival time for a period of not less than 72 hours and then reaffirm another time before the arrival of the ship for a period of not less than 12- hours.
2. Stevedoring companies are committed to finish all the requesting procedures in regard to charging and discharging application for a period not less than 24

hours before the arrival of the ship.

3. Stevedoring companies are committed to submit a written pledge to achieve the established criteria rates accurately, in order for the port authority to be able to inform the coming ships a reliable date for berthing on the pre-planned berth.
4. Regulators such as (the customs, the General Organization for Export and Import control, Agricultural Quarantine, Maritime Inspection...etc) are committed to the necessity of completing/finishing their procedures as soon as possible.
5. Alexandria Port Authority is obliged to notify the berthing vessels on piers on the planned date of departure and evacuate the berth to prepare it to receive the planned ships for berthing.
6. Notifying the shipping agencies and stevedoring companies that in case of non-compliance to achieve the established criteria rates on the précised time, the ship will be transferred to the external/internal waiting area and it will be treated as a new vessel.
  - A berth will be assigned, to each of Alexandria and Dekhila port, to give a priority to the berthing ships carrying the Egyptian exports and this berth will be used in favor of the incoming message in case of the absence of Egyptian exports.

## **4.2.4 Planning of automatic berthing: -**

4.2.4.1 The necessary program is designed for planning based on many rules such as the berths' lengths and their depths, the berthing rules and the types of cargoes (the type of cargo, the type of berthing, container terminal and the preferred berth/quay)

4.2.4.2 A plan for ship berthing and a daily work program is established on 24 hours starting from 12:00 daily.

## **4.3 Piloting:**

4.3.1 Piloting at Alexandria port is compulsory for all ships, and the piloting area is starting 2-mile distance from the Great Path beacon using the national maritime maps resulted from the Marine Survey Division 18M.

4.3.2 Piloting and compensation fees are determined in accordance to the regulating laws, decisions and regulations for that.

4.3.3 Piloting fees at Alex. port will be in the piloting area as following: -

4.3.3.1 From outside the port to the port entrance and from the port entrance to the berth or the anchorage area in case of entering the ship to the port and vice versa in case of traveling from the port.

4.3.3.2 Port area (inside the port) if the ship moves from berth to berth or from berth to anchor and vice versa.

4.3.4 The fees set forth in clause (3) is increased by 50% if all or part of piloting process is being carried out between sunset and sunrise.

4.3.5 The piloting fee varies by the number of the piloting operations when enters, leaves or moves from the piloting area and the movement of the ship is considered:

4.3.5.1 From berth to berth on one extension and one operations.

4.3.5.2 From berth to berth without extension or from berth to anchor or from anchor to berth or from anchor to anchor, two independent operations.

4.3.6 The port authority exempts from the piloting fee if the ship moves based on the authority instructions for considerations related to the organizing of the port's work without being a reason due to the ship:

4.3.6.1 The piloting fees are due even if the pilot is unable to go up to the ship, and he directs from the pilot launches or from another ship or by electronically monitoring the movement of the ships.

#### 4.4 **Towage and Mooring of ships.**

4.4.1 The usage fee of towage and mooring units is determined in accordance with the regulating laws, decisions and regulations for that.

4.4.2 The towing process is mandatory at Alexandria port for ships with a total tonnage of exceeds 999 tons.

4.4.3 The ship is obliged to use towage and mooring units in piloting operations and berthing or leaving the berth and also when moving from one berth to another. The master or the pilot has right to ask for increase the number of towage whenever he finds that necessary for the security of the ship, the calculation in this case will be according to the number of actual towage and mooring units used.

4.4.4 The use of towage is calculated hourly and is counted starting from the time the towage is present/available alongside the ship until the completion of its maneuver and leaving the ship with the fraction calculation of the hour as an hour.

4.4.5 The usage fees of towage and mooring units increase by 100% in case of using the units outside the port, and in all cases a 40% added if all or some of the process is completed in the period from the sunset and the sunrise as well as the weekends and the official holidays.

- 4.4.6 The port authority exempts from towage and mooring units' fee if the ship moves based on the authority instructions for considerations related to the organizing of the port's work without being a reason due to the ship and this will be in accordance to the decisions regulating the work.
- 4.4.7 The towing process occurs either by pushing the ship or pulling or support it during its movement or participate in its direction or pulling through the towing ropes, which is provided by the ship or mooring. The port authority has the right to change the towage with another before the towage process starts.
- 4.4.8 The towage and mooring unit commander during the towing period and berthing should be subject to the order of master or the captain of the ship and the guidance of the pilot, provided that there is a direct contact/communication with the pilot.
- 4.4.9 Neither the towage nor the mooring unit is considered liable for any loss, danger or damage occurred during towing and mooring process whether for the vessel or for others or for the towage itself for any reason, even if it is due to the towage crew's fault, and the ship will be responsible for any damage that may occur.



4.1.10 The ship is obligated to bear the towage and mooring units' expenses by the maritime inspection department and post state control.

#### 4-5 Inspection of ships:

Egyptian and foreign ships are inspected through the maritime inspection department and port state control.

#### 4-6 : Prevent ships from traveling:

4.6.1 Lack of enabled travel for the ship.

4.6.2 Ships shall be detained in the following cases:

- 4.6.2.1 Through port state control.
- 4.6.2.2 Issuance of a conservative custody order on the ship.
- 4.6.2.3 Issuing an administrative ban/prohibition order from the chairman or his deputy.
- 4.6.2.4 At the request of the public prosecution.

The procedures for detaining ships shall be as follows:

- This shall be done through a legal advertising reduced to a written report or a written decision issued by the competent authority.
- A copy of the detaining order shall be delivered to the captain of the ship or the shipping agent by a bailiff in the presence of the police.
- After the revision of the General Department of the legal affairs, the operations center shall be notified there of which in turn shall inform the chairman, his two deputies and the head of the central department of the' movement.
- A police guardianship shall be assigned to vessel by Alexandria port's police department.
- The maritime inspection or the port's state control in Alexandria shall be notified to prevent the vessel's departure and issuing a clearance for departure.
- The quantities of fresh water, fuel, supplies and food in the ship shall be reviewed to determine the rate of its consumption, and no further supplies shall be provided unless verified the central movement.
- In case that the vessel was docking on a berth, it shall be towed to inner anchorage, a waiting pier or a double mooring pier till the termination of the detaining procedures.

5.1. the rules of cargo handling at the port:

5.1.1. the port's working hours (24 hours a day, 7 days a week)

5.1.2. Working to raise the efficiency of the operation on the docks by setting standard rates binding to all the companies that carry out the loading and unloading operations at the port so that everyone is committed to such standards, as well as setting transparent specific

rules taking in consideration the port's duty to provide all possible facilitations to the vessel's and the cargo's traffic in the port.

The port's operating duty can be Abstracted as follows:

5.1.2.1. Providing all possible facilitations to the vessel's and the cargo's traffic through the port.

5.1.2.2. Promoting investment and attracting as many shipping lines and ships as possible by encouraging both ship, and cargo owners to direct their ships and cargos to the port.

5.1.2.3. Reduction of the vessels' waiting time at the external harbor anchorage waiting for freeing the berths inside the port as well as the periods of the vessels' operation times on berths by increasing the rates of loading and unloading.

5.1.2.4. Increasing the efficiency of the services provided at the port and placing the port on the map of the global competitiveness in regard to cargo handling, storing and fast clearance.

### 5.1.3. **General rules:**

5.1.3.1. The vessel shall remain on the anticipation list and shall not be considered amongst the vessels scheduled for berthing unless a formal docking request has been submitted (Electronically) containing all the required data and officially verified by each of the competent parties.

5.1.3.2. An original copy of the stowage plan certified shipmaster must be submitted by the shipping agent. The shipping agent shall bear the legal and physical liabilities for submitting such document as well as any other documents or incorrect data, and any Infraction of discipline will result in the cancellation of the assigned docking berth without any obligations on the port there of.

5.1.3.3. A berth shall not be assigned to a vessel's berthing unless the shipping agent and the stevedoring company incurs to be

obligated by the standard rates set by the port authorities, and to operate the vessel 24 hours with respect to the required period.

As well as incurring to reimburse the fees for occupying the berth in the case of breaching their commitments according to all the relevant resolutions.

5.1.3.4. No berth shall be assigned for loading and unloading vessels that their Payloads require inspection by the competent authorities. Payload sampling shall be performed till the declaration of the inspection results. In the event of a positive or a negative inspection result, the necessary customs clearances shall be acquired and submitted to the movement center to assign a berth for the loading and unloading operations whether in the port of Alexandria or the port of El-Dekheila.

5.1.3.5. The berth shall be assigned to vessels' berthing in accordance with the capabilities of the handling company and the readiness of its equipment and workers for operating in line with the port's standard rates.

5.1.3.6. Ships shall be obliged to commence their loading and unloading operations as soon as they are docked on the berth, and in case of non-compliance, the prescribed fines shall be forced in accordance with the relevant resolutions.

5.1.3.7. In the event that the shipping agent, the handling company or the concerned party has refused to operate the vessel at its full capacity and in accordance with the standard rates, the ship shall evacuate the berth without prejudice to the payment of fees for its use of the berth

5.1.4. Operation of ships:

5.1.4.1. The ships docked on the berths are committed to the presence of at least 50% of their crew on board during the period of their presence in the port. In case of non-compliance, the shipping agent

shall be warned and if continued on his breach the vessel shall be evacuated from the port.

5.1.4.2. The shipping agent is obliged to submit the vessel's cargo plan along with the berthing request to determine the proper standard rates to be applied.

5.1.4.3. The vessels that surpass the capability of the handling company's equipment shall not be allowed for docking.

5.1.4.4. The daily standard rate must be shown in the electronic discharge request.

5.1.4.5. In the event of non-compliance to the designated work-hours issued by the port authority (24 hours a day / 7 days a week), the handling company, the shipping agent or the concerned party shall be warned and if remained unresponsive consequently all the legal procedures will be in order.

5.1.5. The obligation of the handling companies:

5.1.5.1. The handling companies licensed to operate at Alexandria port are obligated to follow the conditions and regulations of the relevant license in accordance with the governing resolutions, regulations and instructions as well as complying with the following:

- The validity of the operating equipment according to the certificates of validity issued by the competent authorities.
- Periodic servicing of the equipment and their enrollment in the maintenance record.
- A certificate of calibrations for wires, hooks, locks and belts.
- The license of operating the equipment and its readiness.
- Compliance with the standards of occupational Safety, Health and Industrial Security as well as the cleanness of equipment and compelling the workers to wear their safety outfits in pursuance to the port authority's instructions.

- Compliance with the port's standard rates for loading and unloading with respect to working 24-hour throughout the day.
- Employing qualified, trained and permanent workers in order to work efficiently and effectively.
- Cleaning during operations process both at the times of shifts change and after the end of operations.
- Submitting the vessel's cargo plan along with the berthing request to the department of vessels and cargo movement in order to determine the proper standard rates to be applied.
- The berthing process shall be done according to the priorities of vessels' arrival, the capabilities of the handling company and readiness of its equipment and workers.

#### 5.1.6. Obligations of the shipping agencies:

5.1.6.1. The shipping agencies that is licensed to operate at the port shall comply with the terms and conditions of granting the license in accordance with the resolutions, regulations and instructions that governs such licenses, as well as the instructions and protocols of operations enforced at the port of Alexandria. All the shipping agencies shall be committed to what follows:

- All works requested by the vessel and its crew on behalf of the owner or the operator during the period of its presence at the port.
- Payment of fees, wages and costs due to the port authority, sovereign authorities and other entities.
- Collecting LINER TERMS due to the owner in addition to participating in all negotiations related to selling or purchasing the ship.
- Taking part in signing charter party contracts. The shipping agent may perform the duties of the freight forwarding agent on behalf of the freighters.

5.1.6.2. In case of submitting any false documents wither the manifest or the cargo plan, the shipping agent shall bear all Legal

liability including missing the vessel's role in berthing or if docked it shall be evacuated as a result of its lack of commitment to the instructions and Lack of credibility as to the submitted documents most importantly its violation to loading and unloading rates.

The fees for using the berth shall not be affected.

5.1.7. In case that the docked vessels ceased its loading and unloading operations;

5-1-7-1: in case the ships docked on the berths from loading and unloading.

- In case of stopping after completion of loading and unloading works (fees of staying and using the berth shall be calculated according to the laws and decrees regulated).

In case of stopping for other reasons, the ship leaves the quay without prejudice the Authority's right to calculate the charge of occupancy of the quay according to regulated resolutions.

- If the ship is moved from the berth to the internal anchor area, the insurance against and follow up on the total load shall be calculated according to the regulated resolutions.

5.1.4.6. The handling companies are obligated to the usage of eco-friendly equipment in handling any polluting cargos such as phosphate fertilizers, ..., etc. In case of non-compliance, the handling company shall be warned and consequently all the legal procedures will be in order.

In the case of low handling rates:

5.1.8.1. The ship's standard rate shall be calculated based upon the number of the operable holds regardless of the actual numbers of the holds.

5.1.8.2. The occupancy of the berth's fees shall be calculated in accordance with the relevant laws and decrees.

5.1.8.3. Weather conditions (rain, humidity and wind) and holidays (Id al-Fitr and Id al-Adha), shall be taken into consideration in

accordance with the instructions of the competent authority at the time.

5.1.8.4. The calculation of the standard rates for regular or irregular cargos or cargos that has no standard handling rates shall be done in reference to the average of the actual rates of similar / comparable cargos with the same operating nature.

5.1.8.5. If a docked ship has stopped its operation, the port authority may evacuate it from its designated berth taking into consideration the nature of its operating states.



In the case that ships has docked for water, fuel and oil supplies:

These ships shall be granted two hours to prepare before starting with the supplying procedures, there for the fees' reimbursement for occupying the berth in accordance with the relevant laws and decrees shall start after two hours of concluding the supplying operations till the time of departure unless the port authority is the cause for preventing the ship from departing, taking into consideration that the maximum time allowed for the entire supplying process is 24 hours in the event of the availability of berths.

The calculation method for the occupancy of the berths:

5.1.9.1. Berth occupancy fees are collected from the shipping agent in accordance with the regulating decrees at the following situations;

- Poor stowage of cargos in the holds or poor fastening.
- Delayed completion of the procedures of the Maritime Safety Authority (Maritime Inspection)
- The vessel's failure to depart due to a decision of the Port state control or the maritime inspection for vessels under the national flag.
- The vessel stopped its operations for reasons not related to the port authority or bad weather conditions.

5.1.9.2. Berth occupancy fees are collected from the handling company in accordance with the regulating decrees at the following situations;

- Poor handling rates in comparison to the standard rates.
- The vessel stopped its operations for reasons related to handling operations and not to the port authority.

Vessels carrying rotten cargos and rejected by the Regulatory authorities

5.1.10.1. A berth shall not be designated for ships carrying cargos that require examination by the competent authorities until the extraction of samples and the declaration of its results.

5.1.10.2. In the case that a cargo has been rejected, the vessel shall not be allowed to dock on the port's berths. Although it may enter the inner anchorage zone for the purpose of extracting samples subject to its immediate departure after concluding the process.

#### Handling dangerous goods

The shipping agent shall submit the form of the dangerous goods' request to the head of the central department of movement not less than 48 hours prior to the ships designated time for arrival in order to obtain the authorization for discharging such goods.

The list of the dangerous goods the must includes the following information:

1. The vessel's name and the scheduled time for arrival.
2. All details related to the nature of the dangerous goods in accordance with I.M.D.G code in addition to the volume of such goods planned to be discharged in other ports.
  - The approval of the Civil Protection Department for assuming the responsibility of securing the dangerous goods.
  - The dangerous goods shall be stored in the yards dedicated by the Port Authority for such purpose.
  - The shipping agent shall coordinate with the companies responsible for storing the dangerous goods to speed up its evacuation from the port.

#### 5.2. Occupational safety and health:

##### 5.2.1. For welding operations on ships:

5.2.1.1. The shipping agent shall submit a request to the vice chairman in order to obtain his approval for commencing the welding operations along a specific period provided that such operations must be on an appropriate distance from the fuel and oil tanks, such approval must be next in order to the approvals of the port's Civil Protection department and the department of Occupational Safety and Health.

5.2.1.2. The shipping agent shall notify the zones' department of the mentioned above, and commit to follow all the necessary precautions during the welding process as to the presence of an equipped fire engine next to the ship during the welding process which shall be restricted to the daytime only.

5.2.1.3. When an inspection or maintenance is required for the containers, it shall be transported from the container area to another area suitable for safe inspection.

5.2.1.4 All operations must be carried out with respect to the safe operating systems, and based upon hazard identifications and risk assessment. Suitable control procedures shall be in order; such procedures shall be inspected by the Occupational safety and health department and the port authority

5.2.2. For handling operations:

5.2.2.1. Appropriate measures should be taken to minimize emissions from handling dry bulk cargo.

5.2.2.2. The procedures may include water sprinkles and exhaust ventilation at charging and discharging points.

5.2.2.3. Conveyor belts must be coated to protect the material from the wind.

5.2.3. Responsibilities of the ship:

All the equipment and tools that enables the vessel to perform its operations safely inside the port shall be available onboard including:

5.2.3.1. The availability of safe means for accessing, boarding and disembarking of the ship.

5.2.3.2. The lifting equipment shall be certified and in a good condition.

5.2.3.3. The wires used for lifting cargos on board shall be calibrated and certified by the competent authorizes.

5.2.3.4. A safety net for the ship's ladder shall be fitted to provide safe boarding and disembarking for personnel.

5.2.3.5. A mobile ladder shall not be used as a mean of accessing the ship with the exception of unusual situations such as a damage ship's ladder.

5.2.3.6. The rope ladder must be equipped with (suspension rope-horizontal and anti-twisting steps).

5.2.3.7. Vessels carrying dangerous goods must meet the requirements of the Code. The port state shall review the procedural processes and set the demonstrating benchmarks.

5.2.3.8. Obtaining the approval of the Quarantine department upon arrival from countries with infectious diseases or epidemics.

5.2.4. Rodents control to / from the ship:

Strict instructions shall be directed to the Shipmaster to place rat fenders on each of the mooring lines extending to / from the ship / pier to prevent rats from boarding or disembarking. In case of violation, the Shipmaster shall be fined by the zones' and yards' departments for each mooring line without fenders according to the relevant laws and decrees and that goes for all types of ships particularly grain and dry bulk ships.

5.3. Operating the Zones

5.3.1. The port has been charted into 6 geographical zones in Alexandria port and 3 in El-Dekheila to facilitate the process of concluding procedures / actions, monitoring and controlling.

5.3.2. Preparing of the berth, the mooring personnel, the tugboats and the zones' technicians shall commence immediately after receiving the mooring instructions from the vessel's traffic tower.

5.3.3. Compelling the ship to begin loading or unloading within two hours from berthing.

5.3.4. Ensuring that the handling companies' personnel are committed to uniforms that conform to occupational safety and

health standards and Personal protection tasks (helmet, safety, glasses, gloves, etc.).

5.3.5. Immediate reporting to the Pylon and the Operation center in cases of marine and land pollution in order to take all the required legal actions.

5.3.6. Monitoring all handling operations for berthed vessels and reporting any violations, remarks and halting, as well as monitoring the compliance to the handling standard rates with respect to ministerial decrees.

5.3.7. Ensuring the soundness of the storage process inside the warehouses and yards and reporting any violations.

5.3.8. Organizing the traffic and the compliance to the security instructions within the zones and on the berths.

5.3.9. Ensuring the completion of the release procedures related to the customs, agricultural and health departments for each vessel before commencing unloading process.

5.3.10. Ensuring the soundness of the cranes, clerks and equipment operating on pier.

5.3.11. Monitor the status of ships ropes and the condition of fenders and chains and reporting any violations to the Pylon and the Operations center.

5.3.12. Confirming the compliance with the port instructions during a diver descent, in addition to informing the Vessel's traffic tower, the Operations center and the adjacent ships to turn off its propel error any underwater equipment as well as raising the flag indicating that. Taking into consideration that the diving process shall be restricted to the period between sunrise and sunset and shall be conducted under the supervision of the central department for marine service.

5.3.13. Monitoring the cleaning of the berths, especially during the cessation of loading and unloading operations.

5.3.14. The handling companies shall start cleaning the berths immediately after the completion of the handling operations and before the vessel's departure.

5.4. Hiring the port's divers and diving supervisors:

5.4.1. The port has a diver who's qualified to conduct vessels' damage control and checking the bilge and berths as well as supervising the diving operations assigned to a private company.

5.4.2 The concerned party (shipping agents, companies, etc.) shall complete the electronic request designated for such purpose. The request for hiring divers and diving supervisors to accompany the diving companies during their operations, can be acquired from the port staff at the logistic buildings, and submit it online.

5.4.3. The approvals of all relevant parties shall be electronically submitted with respect to the protocols of the port's electronically operation.

5.4.4. The operations during the hiring period shall be under the supervision of the port authority.

5.5. In case of marine or land accidents:

5.5.1. In event of a ship collision to the pier or breaking the protective rubber barrier.

5.5.1.1. Receiving a notification from one of Alexandria or El-Dekhela's zones concerning a marine accident to one of the port's properties.

5.5.1.2. Opening a file with the accident number (damage survey of the accident enrolling the accident) in the Port's property archive.

5.5.1.3. Sending an urgent notification to the competent entities in the port to promptly task an emissary of the permanent committee of marine accidents with notifying the shipping agent in order to attend the accident's damage survey the permanent committee of marine accidents is responsible for estimating the value of damage resulted from the accident.

5.5.1.4. Sending an urgent notification to the shipping agent and the competent entities with worth, of the damage in order to promptly pay it.

5.5.1.5. Allowing the ship's departure after paying the worth of the damage. Payment in species shall be performed by using the relevant form. The agent shall sign the official promise to pay form (A: fixed value / B: unlimited value) in special cases including after official working hours and holidays and within the first working day.

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5.5.1.6. The movement center shall be notified with the acquaintance in order to permit the ship's departure in addition to sending a copy to the legal department in order to take the relevant legal action regarding the shipping agent.

5.5.1.7. The responsibility of the incident shall be determined by the pilot whom shall be evaluated on the bases of his analysis to a number of incidents; the raising of the pilot efficiency shall be done accordingly.

5.5.1.8. In case that the port's police department or the public prosecutor requested to know the state of the accident's worth payment or the accident's repairing payment, the chief of the port's police department shall be notified by using the relevant form.

5.5.1.9. In case that the shipping agent requested to repair the damage himself after paying the port's claims, he shall submit the relevant form to the vice chairman.

5.5.1.10. In case that the shipping agent has repaired the damage and restored it to its original capacity, a specialized committee formed from the port and consisting of a civil engineer, mechanical engineer, and the zone's manager shall examine and confirm the repairing and restoring quality and then communicate the technical report to the vice chairman in order give back to the shipping agent what he previously paid.

5.5.1.11. Enrolling all the accidents in the dedicated archives at the accident's division.



5.5.1.12. a monthly statement of all the accidents that took place in Alexandria and El-Dekheila ports shall be in order and shall be communicated to the information center, planning and researches department, Follow up execution department, operation center and the financial inspection department.

5.5.2. In the event of a fire onboard a ship within the port boundaries

5.5.2.1. The port's pilotage tower and the operation center shall be notified immediately in order to inform the competent authorities according to the Firefighting plan prepared by the port authority and approved by the civil protection department.

5.5.2.2. Raising the tugs' readiness degree taking into consideration the fire states, its location and range.

5.5.2.3. Evacuating the ships close to the ship on fire if it becomes clear the situation has worsened.

5.5.2.4. Informing the pilots to be present onboard the nearby vessels, and at the same time informing the ships to be ready for moving as soon as instructed to, provided that the magnitude of the fire, its gravity and expectation of spreading calls for such measures.

5.5.2.5. In the event of ordering the towage of the ship to an isolated location, this shall be carried out immediately, taking into account the continuation of the fire control operations.

5.5.2.6. All notifications and reports shall be enrolled in the radio written archive with the timing of each notification and report. The accident shall be filed, and delivered to the central department of movement and the central department of zones after the end of the accident as well as filing the necessary police report.

5.5.3. In case of ground surface fires (yards – warehouses - administrative buildings):

5.5.3.1. The port's operation center shall be notified in order to inform the competent authorities according to the Firefighting plan prepared by the port authority and approved by the civil protection department.

5.5.3.2. If the fire is near the berths, one of the equipped tugboats shall be assigned to assist in extinguishing the fire.

5.5.3.3. The port's operation center shall monitor the fire state and write down all communications, notifications and timing.

5.5.4. In case of a fire caused by electricity, or being notified of such thing:

5.5.4.1. The port's operation center shall be notified in order to inform the competent authorities according to the Firefighting plan prepared by the port authority and approved by the civil protection department.

5.5.4.2. The location of the fire shall be identified immediately to be communicated to the main electrical station to cut off power from the relevant location.

5.6. In case of land or sea pollution:

5.6.1. In case of land pollution:

5.6.1.1. The port's operation center shall be notified, immediately in order to inform the competent authorities according to the pollution control prepared by the port authority.

5.6.1.2. The polluted area shall be examined by the competent department in order to determine the type of pollution, its expanse and the method of elimination.

5.6.1.3. The required equipment, tools and personnel for eliminating the pollution and the damage caused by it shall be determined in accordance with the pollution control plan prepared by the port.

5.6.1.4. The responsible for the pollution shall sign a promise to pay form for decontamination. The vessel shall not be allowed for departure unless such form has been submitted.

5.6.1.5. The promise to pay form and the list of personnel and equipment actually used for the decontamination process shall be submitted to the financial department in order to collect the expenses of decontamination.

5.6.2. In case of marine pollution:

5.6.2.1. The port's Operation center or the central administration of Zones shall report the marine pollution accidents inside the port's water surface.

5.6.2.2. An inspection shall be carried out by the water surface observer via the pollution accidents' inspection committee to estimate the volume of the spilled oil and to notify the environmental affairs agency as well as writing an official report.

5.6.2.3. According to the type and size of pollution, the head of the pollution control department shall request a laboratory technician to collect samples from the oil slick and the source of pollution to send it for analysis.

5.6.2.4. In case that the volume of the spilled oil is higher than 1000 ton, one of the nearby petroleum stations shall be contacted in order to use their equipment in coordination with the vice chairman and the environmental affairs agency.

5.6.2.5. The Pollution Control Team shall make the equipment ready and operate the marine units to be transported to the accident's location in accordance with the instructions of the assistant for the chief of the Pollution Control Team.

5.6.2.6. The oil slick shall be contained with rubber cordon barriers. The oil pigging and collecting shall be in tanks onboard the marine unit.

5.6.2.7. After the completion of the pollution control process, the rubber barriers shall be collected in their places, the equipment shall be transported to their fixed locations on the pier and the waste shall be moved from the marine units' tanks to the fixed tanks on piers.

5.6.2.8. The oil wastes shall be disposed of permanently outside the port by El-seham Petroleum Company, taking into consideration that an explanatory report of the pollution control method and the auxiliary means shall be submitted by the assistant manager of the pollution control team to his manager.

5.6.2.9.A detailed report on the accident, and what has been done through it, in addition to the laboratory report shall be submitted to the vice chairman to determine the responsible for the accident and to take the legal actions for the environmental levy in accordance with the law of 1994 and its amendments.

6. General instructions:

6.1. The Maritime Trade Law no.8 for the year 1990 applies to what has not been stipulated in these instructions, as well as other the laws STATUTES and decrees related to port's operation.

6.2. This instruction applies in the cases of daily and periodical operations of Alexandrian Port.

**Translated By / Mohamed Hamdi Ibrahim Abdallah**

**Revised By / The Technical Office**

**General Supervision by**

**CAPT. / Mohamed Safwat Mohamed Omar**