



# **MESAIEED PORT**

## **Port Documentation (Hydrocarbon Vessel)**

**Edition 2022**



Dear Captain,

We are pleased to welcome you to the Port of Mesaieed.

The following pages contain documentation required for acceptance of your vessel at the Port of Mesaieed. This electronic version of the documents is transmitted to you through your agents to assist in completing documentation timeously. Kindly note that the master's signature must always be validated with the ship's official stamp.

The vessel is advised to read and keep records on board of the completed documents. Master is required to email only the completed "Master Declaration Slip" (page 3/42) and "Condition of use for Mesaieed Port" (pages 4, 5 & 6/42) to the ship's agent for onward transmission to Mesaieed Port as a part of the vessel acceptance criteria. Further, Vessel Master to hand over Signed and stamped Original "Condition of Use for Mesaieed Port" to the first boarding Pilot on arrival.

Copy of Port Rules and Regulations , Information as well as Port document booklet is also available on our internet website [www.mesaieedport.qp.qa](http://www.mesaieedport.qp.qa) under " Download forms ".If the vessel does not have the Mesaieed Port Information Book on board, the Agent will provide the Master with a copy upon boarding your vessel. The Port Information Book gives general information and regulations of the Port, and you are instructed to always comply with these regulations and conditions of use of the Port.

We look forward to providing you with the required services and wish you a safe voyage and stay at Mesaieed Port.

Yours faithfully,

Capt. Waleed Hashim F H Alansari  
Manager, Mesaieed Port

This document transmitted by electronic means is considered as e-signed



## Master Declaration Slip (Hydrocarbon Vessel)

Sr. No. Applicable to:	Page No	Date/Time received (GMT)	Document Title	Tick for acceptance	Date/Time Completed (GMT)
1	3		Master Declaration Slip		
2	4-6		Conditions of Use for Mesaieed Port		
3	7-10		Discharge Certificate		
4	11-13		Mesaieed Pilotage Passage Plan		
5	14		Safety of SPM Operations		
6	15		General Instructions to Master		
7	16		Safety Requirements		
8	17-31		Ship Shore checklist		
9	32		Safety Notice – H2S		
10	33-35		Vessel Movement Booking Request		
11	36		Port Movement log		
12	37		Customer Survey		
13	38		Vessel Deficiency		
14	39		Letter of Protest		
15	40-41		Incident and Near Miss		
16	42		Arrival report SPM/MPB		

This is to certify that I Capt. \_\_\_\_\_ of vessel

MV/MT \_\_\_\_\_ hereby confirm clear receipt of Mesaieed Port specific clearance documents.

The content of each document is read, understood, acceptable and will be complied by the vessel staff while vessel remains within the Jurisdiction of Mesaieed Port.

This document transmitted by electronic means is considered as e-signed by the Master as mentioned above.



**Vessel Master is required to sign the “Conditions of use” without any remarks, as a pre-requisite for entering Mesaieed Port and hand over original to first Pilot, prior to starting the passage.**

**CONDITIONS OF USE FOR MESAIEED PORT**

I,....., the Master (‘Master’) Of the ship.....(‘Ship’), Owned by.....(‘Owner’), Whose address is at..... Managed by.....(‘Ship Operator’), Whose address is at..... Chartered by.....(‘Charterer’), Whose address is at.....

Hereby acknowledge receipt of these (“Conditions of Use”) of the Mesaieed Port (“Port”) and a copy of the Mesaieed Port Information and Regulations (“Port Regulations”) and in consideration for permission to use the Port, agree to be bound by their terms.

1. In these Conditions of Use, the following expressions shall have the meaning assigned to each of them:
  - “**Company**” means QATARENERGY and its affiliated companies operating at the Port, as well as, for the avoidance of doubt, any of their directors, officers, agents, employees, and servants in whatever capacity they may be acting.
  - “**Port Facilities**” mean all facilities, assets, equipment, and installations of whatever nature existing at the Port as of the date hereof, whether the same are fixed or movable, including, without limitation, the channel, berths, bunkering, loading facilities including buoys or other channel markings, and any such or like facility, asset, equipment or installation.
  - “**Port Management**” means the Mesaieed Port Department of Industrial Cities and,
  - “**Port services**” mean any service, advice, instruction, or assistance tendered or provided by the Port Management to the Ship, including without limitation, by way of pilotage, towage, tug assistance, mooring or other navigational services, whether the same are provided for a consideration or free of charge.

Other terms used in these Conditions of Use but defined in the Port Regulations shall have the same meaning assigned to them in the Port Regulations unless the context otherwise dictates.
2. These Conditions of Use shall apply in addition to the Port Regulations and any other laws, rules, regulations, or procedures enacted, promulgated, declared, or issued by the Government of the State of Qatar or by the Port Management.



3. The Master shall at all times and under all circumstances be responsible for the safe and proper operation and navigation of the ship. Whilst the Company shall exercise every reasonable care, skill and diligence to ensure the proper exercise and operation of the Port Services and the Port Facilities, the Company, nonetheless, makes no representation, guarantee or warranty as to the adequacy, suitability, fitness for purpose or safe conduct thereof, including without limitation, the Company does not warrant the seaworthiness of any craft hired or used by any vessel nor its fitness for any particular purpose.
4. The Master, the Ship Operator and the Owner shall be responsible for, indemnify and hold harmless the Company from and against all claims, losses, damages, delays, costs (including legal costs), expenses and liabilities of every kind and nature resulting from any personal injury including fatal injury, illness or disease, regardless of whether or not the negligence, etc, omission, default, error or breach of duty the Company, the Master or the Ship caused or contributed to such claim, loss damage, delay, cost, expense or liability.
5. The Master, the Ship Operator and the Owner shall be responsible for, indemnify and hold harmless the Company from and against claims, losses, damages, delays, costs (including legal costs), expenses and liabilities of every kind and nature (including direct and indirect economic loss) resulting from any loss and/or damage to any property including, without limitation, the Port Facilities, regardless of whether or not the negligence, act, omission, default, error or breach of duty by the Company, the Master or the Ship caused or contributed to such claim, loss, damage, delay, cost, expense or liability.
6. The Master, the Ship Operator and the Owner shall be responsible for, indemnify and hold harmless the Company from and against all claims, losses, damages, delays, costs (including legal costs), expenses and liabilities of every kind and nature resulting from any loss and/or damage to any third party, regardless of whether or not the negligence, act, omission, default, error, or breach of duty by the Company, the Master or the Ship caused or contributed to such claim, loss, damage, delay, cost, expense or liability.
7. If the ship or any person on board or any object, thing, article, substance, equipment or installation of the ship or on board sinks, grounds or otherwise becomes or is likely to become, in the sole opinion of the Port Management, an obstruction, threat, hazard or danger to navigation, operations, safety, health, security or environment in or adjacent to the Port, then the Master and/or the Ship Operator and/or the Owner shall upon receiving the Port Management request, proceed immediately and without delay to clear, remove or deal with the obstruction, threat, hazard or danger within the period specified in the written notice served by the Port Management. Failing such immediate action by the Master and/or the Ship Operator and/or the Owner, or if the said obstruction, threat, hazard or danger in the sole opinion of the Port Management, is delaying, hindering, interfering with or in any way affecting the navigation, operation, safety, health, security or the environment in or adjacent to the Port, then the Port Management shall be entitled to take all measures as the Port Management deems appropriate to clear, remove or deal with the said obstruction, threat, hazard, or danger, and the Master, Ship operator and Owner shall be responsible for, indemnify and hold harmless the Port Management from and against any claim, loss, damage, delay, cost, expense or liability associated therewith.



- 8. For the avoidance of doubt, any liability incurred by any one or more of the Master, Owner, Charterer, or Ship Operator by operation of these Conditions of Use shall be joint and several.
- 9. The Master hereby represents and warrants that he is duly authorized and empowered to enter into these Conditions of Use on his behalf and on behalf of each the Owner, the Charterer and Ship Operator.
- 10. Without limitation to the liability of any of the Master, Owner, or Ship Operator, the Master shall immediately report to the Port Management any accident, incident, claim, damage, loss or unsafe condition or circumstance. Any such report shall be made in writing and signed by the Master. The Port Management shall be entitled to inspect and investigate any such report but without prejudice to the foregoing.
- 11. Company may prohibit the exit of the Vessel from the Port and restrain same in the event that any of these Conditions of Use are breached, which breach if capable of remedy, has not been remedied to the reasonable satisfaction of Company.
- 12. Company will not be responsible for any loss, damage, injury or delay directly or indirectly caused by or arising from strikes, lockouts or labour disputes or disturbances howsoever caused and whether or not the Company or its agents or servants are parties thereto.
- 13. These Conditions of Use shall be construed, interpreted and applied in accordance with the laws of the State of Qatar, and the parties named herein submit exclusively to the jurisdiction of the courts of the State of Qatar.

Signed and acknowledged:

By:.....

Date:.....

Time:.....GMT



**For QATARENERGY Hydrocarbon Export Cargoes only**

MASTER: SS/MV .....

Dear  
Sir,

We have authorized **Nakilat Agency Company Limited** (NAC) to hand you this letter on 's behalf. Following your vessel's arrival at the Discharge Port, please arrange immediately to hand the original of this letter to your agents.

For your information, and for the guidance of your agents at the Discharge Port, we would advise the following:

a) In your capacity as Ship's Master and following your vessel's arrival at the Discharge Port, you are requested to dispatch for our attention on email [nacmessaeed@nakilatagency.com](mailto:nacmessaeed@nakilatagency.com) message stating the following: -

1. Name of Discharging Port(s)
2. Quantity discharged in U.S. Barrels
3. Date of discharge and receiver of the cargo

b) Should ship-to-ship transfer take place, the following procedures should be adopted:

Master to advise the following:

By Telex

- |                              |                                     |
|------------------------------|-------------------------------------|
| 1. Name of lightering vessel | 2. Place and date of discharge      |
| 3. Quantity discharged       | 4. Destination of lightering vessel |

By Airmail

1. Copies of all exchanged documents
2. Thereafter lightering vessel and agents at final destination should comply with the existing procedures outlined in (a) above.

c) The Qatar Product loaded aboard your tanker shall not be discharged or transferred directly or indirectly to any Israeli vessel / port or territory or any other boycotted Vessel / Company / Country as may be defined by the Government of Qatar from time to time.



To Agents at Discharge Ports:

- a) It is most essential that the Discharge Certificate provided to the Master should be completed in duplicate for each discharge effected and should be compiled in plain English language as stipulated on the form.
- b) The Certificate should, in all instances, bear the official seal and signature of the Customs or Port Authority at the Discharge Port to make it legal and acceptable to the Qatari authorities.
- c) Only the provided QATARENERGY Discharge Certificate forms should be used for Qatar originated product cargoes as any other form will not be acceptable to the Qatari Authorities.
- d) The original completed Discharge Certificate should be sent to Agent for further forwarding to QATARENERGY by registered Airmail within a week of arrival at the port of discharge.

Yours faithfully,

*This document transmitted by electronic means is considered as e-signed by the Manager, Mesaieed Port (Mesaieed Industrial City)*

***Please note that a Master who refuses to sign for the receipt of this letter will not be given clearance to sail from Mesaieed Port.***



## Ship's file

I, ..... Master of  
ss/mv..... now lying at Mesaieed Port  
hereby declares that I have fully understood the instructions outlined in your  
letter. I shall comply with the said instructions and hand the letter along with  
Discharge Certificates form to my agent at discharging port. I realize that failure  
to comply with these instructions shall result in the boycott of my vessel at Qatar  
ports and possibly at ports of other members of the Organization of Arab  
Petroleum Exporting Countries (OAPEC).

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature



# DISCHARGE CERTIFICATE

On completion, please send to:

**Qatar Petroleum for the Sale of  
Petroleum Products Company  
Limited (QPSPP)**

Qatar Land Crude Oil Operations, PO  
Box 3212, 30 Floor, QPHQ  
World Trade Center, West Bay  
Doha, Qatar  
Office: +974 4013 2256 / 4013 3542  
Email: [QLvetting@qp.com.qa](mailto:QLvetting@qp.com.qa)

Office: +974 4463 6523 / 4463 6524  
Mob.: +974 5573 9622  
Fax : +974 4477 0421  
Email: [nacmessaeed@nakilatagency.com](mailto:nacmessaeed@nakilatagency.com)  
[www.nakilat.com.qa](http://www.nakilat.com.qa)

First Discharge Port or Lightering Vessel:

Name of Vessel: \_\_\_\_\_ Flag: \_\_\_\_\_ DWT: \_\_\_\_\_

Buyer of: \_\_\_\_\_ (Product Name) Consignee: \_\_\_\_\_

Shipment No.: \_\_\_\_\_ Name of Refinery: \_\_\_\_\_

Agent at Discharging Port \_\_\_\_\_

We hereby certify that the above-named vessel has arrived at the Port of \_\_\_\_\_

in \_\_\_\_\_ (Country) on \_\_\_\_\_ (Date)

and discharged entire/part cargo of \_\_\_\_\_

Long Tons/Metric Tons/US Barrels \_\_\_\_\_

QATAR originated product which was loaded at MESAIEED PORT on \_\_\_\_\_

Remarks: BILL OF LADING QUANTITY: \_\_\_\_\_ M/T

CARGO DISCHARGED : \_\_\_\_\_ M/T

Approved by: \_\_\_\_\_  
Agent at Discharge Port  
of Port.....

Approved: \_\_\_\_\_  
Official Seal & Signature  
Customs Authority of Port



# Mesaieed Pilotage Passage Plan

**Pilot (In) Capt:** \_\_\_\_\_ **Pilot (Out) Capt:** \_\_\_\_\_

will advise you of any variation to this standard plan.

**Vessel:** \_\_\_\_\_ **Date In :**  
**Date Out :**

**Charts: BA 3787 & 3783**

**Plan from:** Pilot Boarding Position to the destination (e.g. berth / anchorage / sea).

**At berth:** Stbd / Port Side.

Prior to the vessel's entry into the Mesaieed Outer Channel Approaches and departure from the berth, both the Master and Pilot shall discuss and satisfy themselves as to all aspects of the navigation and berthing plans within the Mesaieed Port area as follows:

**1. MASTER**

Master has informed the Pilot of characteristics of the ship, notified him of any defects with regard to navigational equipment, engines and any other equipment that may affect the safe navigation of the vessel.

**2. PILOT**

Pilot has discussed with the Master the intended route of the vessel, the depth of water available both inward and outward and any defect to Navigation Aids that may affect safe navigation. In addition, all aspects of the berthing plan has been advised to the Master including equipment required from the vessel.

### Pilot Check List

Draft		ME Max no. of starts		Squat	
ME BHP		Astern power		Gyro Error	
Blind Zone		Turning Circle		Rudder	
Prev VDN		Contingency Anch.		Bollard SWL	

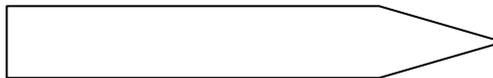
Mesaieed Port VHF Channels	
Channel 11 – Working Channel	Channel P1, P2, P3 and 09 – Working Channel for Berthing and un-berthing

*NB: The Pilot will inform the Captain when boarding the vessel of the expected wind, tide, current & visibility conditions for the intended passage.*



Tides (Arrival)	Date & Time	Height of Tide (m)
High Water		
Low Water		
Estimated Current	Direction: ° T	Rate : Knots

Tugs & Bollard Pull: 2 x 35 Ton 4 x 55 Ton 2 x 80 Ton Azimuth Stern Drive	<ul style="list-style-type: none"> <li>• Tug lines are used.</li> <li>• Tug positioned as per sketch below/ Tug master's Instructions.</li> </ul>
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Channel transit	<ul style="list-style-type: none"> <li>• East Channel IN/OUT</li> <li>• West Channel IN/OUT (with Pilot / without Pilot)</li> </ul>
Abort Points	<ul style="list-style-type: none"> <li>• The safe abort point is before the channel entrance buoys, thereafter aborting will depend on vessel size, draft and prevailing conditions.</li> </ul>
Passage Speed	<ul style="list-style-type: none"> <li>• The inbound &amp; outbound speeds will be influenced by the prevailing weather &amp; current conditions at the time of transit. Min speed required is 10 kts.</li> </ul>
Passage Times (Estimated)	<ul style="list-style-type: none"> <li>• Hbr Arrival: POB to All fast : ± 2.5 hours</li> <li>• Hbr Departure: Let go to Pilot off : ± 1 hour</li> </ul>
Turning	<ul style="list-style-type: none"> <li>• The Pilot will turn the vessel at a suitable position within the harbour, and will then approach the berth with due regard to the prevailing weather conditions and circumstances at the time.</li> </ul>
Mooring	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> spring lines; 2<sup>nd</sup> Breast lines; 3<sup>rd</sup> Head &amp; Stern lines.</li> <li>• 7/8 Lines Forward &amp; Aft, the required arrangement is 3, 2, 2 or 3, 3, 2 or 4, 2, 2.</li> <li>• A different mooring sequence may be used if required.</li> </ul>
Mooring Launches	<ul style="list-style-type: none"> <li>• All Mooring Lines are run by 2 Mooring Launches at NGL and MPB (except springs) only, other Berths by Heaving lines.</li> </ul>
Draft	<ul style="list-style-type: none"> <li>• Maximum draft at any time during the vessel's call at the port is 12.50m.</li> </ul>
Anchors	<ul style="list-style-type: none"> <li>• During the passage anchors must be cleared and ready for immediate use.</li> <li>• When mooring is completed the "bow stoppers" are to be on with safety pins removed.</li> </ul>



<p>Fire Wires for HC Vessel's</p>	
<p>Ship's Gangway (Offshore)</p>	<ul style="list-style-type: none"> <li>• During the vessel's stay the offshore gangway is to be rigged and lowered to approximately 3m above the water. <i>(Should the Master feel this conflicts with ISPS then gangway is to be rigged and swung out ready for use)</i></li> </ul>
<p>Tug Utilisation</p>	<ul style="list-style-type: none"> <li>• Tankers at MPB, 4 tugs to be used for berthing and un-berthing- S Disp &gt;1,00,000 t</li> <li>• Qasco 1 and 2 berthing 3 tugs- S Disp &gt; 1,00,000</li> <li>• Gabbro 1, 2 and 3 berthing – 3 tugs.</li> <li>• Qafco 3 and 4 un-berthing vsls with drafts of 11.0 mtr and greater– 3 tugs.</li> <li>• If Bow thruster working and HP capacity adequate, min 1 Tug mandatory.</li> <li>• Vessels of less than 20,000mt DWT a minimum of 2 tugs shall be used for berthing &amp; un-berthing.</li> <li>• 1 Tug Escort for all vessels with draft &gt;10m. Additional 1 Tug for escort if POB vessel speed &lt;10 k or Deficiency on board. If ship's ME not working tugs services is considered as Towage. Tugs must be secured to vessel.</li> <li>• Should prevailing circumstances require the use of more tugs, it will be</li> </ul>
<p>Departure</p>	<ul style="list-style-type: none"> <li>• The pilot will normally disembark when the vessel clears the channel.</li> </ul>

Remarks:.....  
 .....

<p>Passage In:</p>		
<p>Passage Out:</p>		

Date

Pilot

Master



## **SAFETY OF SPM OPERATIONS**

Date\_\_\_\_\_

To: Master

MV/SS\_\_\_\_\_

Dear Sir,

Under certain combinations of sea state, wind and current, vessels moored to the SPM have tendency to "ride up" to the SPM and thus expose both the vessel and the SPM to the risk of damage. At the same time there is a possibility of the mooring rope passing over the top of the buoy, dropping down and "strangling" the buoy.

In case of prolonged contact with SPM it may become necessary to disconnect hoses and unmoor until conditions improve, through it will often be possible to maintain clearance by use of Tug connected on Stern of the Vessel.

A continuous forecastle head watch must be maintained while your vessel is moored to the SPM and watchman must be equipped with a portable radio. This will enable the Master and Pilot to be informed at once if it should appear that contact is about to occur or of any malfunction in the mooring systems.

We would point out that the responsibility of keeping a forecastle head watch rests with the vessel, as does the responsibility for damage to the SPM installation which may be caused by your vessel.

You are also requested to bring to the notice of those of your officers who are responsible for cargo handling, the possible effects of any rapid interruption or deceleration of oil flow through the loading system. An uncontrolled interruption could result in pressure surges in up to 400 psi in the loading hoses and ship's manifold fittings. Abnormal pressures can be avoided by careful operation by ship's officer of ship's tank valves.

**RECEIVED AND ACKNOWLEDGED**

\_\_\_\_\_  
**MASTER**



## **GENERAL INSTRUCTIONS TO MASTERS**

Date \_\_\_\_\_

To: Master

MV/SS \_\_\_\_\_

The Government of Qatar and Mesaieed Port Department require you to ensure that unauthorized persons do not board vessels berthed at Mesaieed. Your co-operation is requested in checking the identity of all persons boarding your vessel. You are particularly advised to keep all points of access to your vessel under surveillance at all times, and to provide maximum night illumination of your vessel in so far as the safety regulations permit.

From 1<sup>st</sup> July 2004, all vessels shall be required to have valid certificates and an appointed Security Officer as per ISPS Code requirements. Mesaieed Port is fully ISPS compliant and will enforce all necessary requirements to ensure the security of the Port facilities and vessels within Port limits.

Please be advised that no person, crew or passenger from your vessel is allowed to leave the vessel and come ashore unless prior clearance is obtained through Agent, with proper documents.

Police launches are present in the area and may be available for assistance if required and should be requested through Mesaieed VTC on VHF Channel 11.

LIQUOR is strictly prohibited. All alcoholic drinks should be kept in the bond store ready to be sealed by Customs officer on arrival.

PHOTOGRAPHY is prohibited. All "CAMERAS" on board should be kept in a locker for sealing by Customs Officer on arrival.

FISHING activities with lines or nets by ship's crew is prohibited.

In case of cargo, Agent is authorized to sign all documents and Bills of Lading on behalf of Master for a smooth and quick turnaround.

**RECEIVED AND ACKNOWLEDGED**

\_\_\_\_\_  
**MASTER**



## **SAFETY REQUIREMENTS**

Date \_\_\_\_\_

To: Master

MV/SS \_\_\_\_\_

Dear Sir,

Responsibility for the safe conduct of operations on board your ship whilst moored at our Port rests with you as Master. Nevertheless, since our personnel, property and other ships may suffer serious damage in the event of an accident aboard your ship, we wish before operations start, to seek your full cooperation and understanding on the Safety Requirements set out in the Ship/Shore Safety Check List (As applicable to the type of Vessel), which are based on safe practices widely accepted by Marine Industries.

We expect that you and all under your command will adhere strictly to these requirements throughout your vessel's stay at the Loading Terminal. We, for our part will ensure that our personnel do likewise and will fully co-operate with you in the mutual interest of safe and efficient operation.

In case of Oil tankers, before start of operations, and from time to time, a member of the Terminal staff will for our mutual safety, together with a ship's responsible officer conduct, a routine inspection of your ship to ensure that the questions on the Ship/Shore Safety Check List can be answered in the affirmative. Where corrective action is needed, we will not agree to commence operations or, if started, will require them to be stopped. Similarly, if you consider safety is endangered by any action on the part of our staff or by any equipment under our control you should demand immediate cessation of operations.

### **THERE CAN BE NO COMPROMISE WITH SAFETY**

Yours faithfully,

*This document transmitted by electronic means is considered as e-signed by the Manager, Mesaieed Port (Mesaieed Industrial City)*

**RECEIVED AND ACKNOWLEDGED  
MASTER**



## ISGOTT Checks pre-arrival Ship/Shore Safety Checklist

Date and time: \_\_\_\_\_

Port and berth: \_\_\_\_\_

Tanker: \_\_\_\_\_

Terminal: \_\_\_\_\_

Product to be transferred: \_\_\_\_\_

### Part 1A. Tanker: checks pre-arrival

Item	Check	Status	Remarks
1	Pre-arrival information is exchanged (6.5, 21.2)	Yes	
2	International shore fire connection is available (5.5, 19.4.3.1)	Yes	
3	Transfer hoses are of suitable construction (18.2)	Yes	
4	Terminal information booklet reviewed (15.2.2)	Yes	
5	Pre-berthing information is exchanged (21.3, 22.3)	Yes	
6	Pressure/vacuum valves and/or high velocity vents are operational (11.1.8)	Yes	
7	Fixed and portable oxygen analysers are operational (2.4)	Yes	

### Part 1B. Tanker: checks pre-arrival if using an inert gas system

Item	Check	Status	Remarks
8	Inert gas system pressure and oxygen recorders are operational	Yes	
9	Inert gas system and associated equipment are operational (11.1.5.2, 1.1.11)	Yes	
10	Cargo tank atmospheres' oxygen content is less than 8% (11.1.3)	Yes	
11	Cargo tank atmospheres are at positive pressure (11.1.3)	Yes	

Part 2. Terminal: checks pre-arrival			
Item	Check	Status	Remarks
12	Pre-arrival information is exchanged (6.5, 21.2)	Yes	
13	International shore fire connection is available (5.5, 19.4.3.1, 19.4.3.5)	Yes	
14	Transfer equipment is of suitable construction (18.1, 18.2)	Yes	
15	Terminal information booklet transmitted to tanker (15.2.2)	Yes	
16	Pre-berthing information is exchanged (21.3, 22.3)	Yes	

## ISGOTT Checks after mooring Ship/Shore Safety Checklist

Part 3. Tanker: checks after mooring			
Item	Check	Status	Remarks
17	Fendering is effective (22.4.1)	Yes	
18	Mooring arrangement is effective (22.2, 22.4.3)	Yes	
19	Access to and from the tanker is safe (16.4)	Yes	
20	Scuppers and savealls are plugged (23.7.4, 23.7.5)	Yes	
21	Cargo system sea connections and overboard discharges are secured	Yes	
22	Very high frequency and ultra high frequency transceivers are set to low power mode (4.11.6, 4.13.2.2)	Yes	
23	External openings in superstructures are controlled (23.1)	Yes	
24	Pumproom ventilation is effective (10.12.2)	Yes	
25	Medium frequency/high frequency radio antennae are isolated (4.11.4, 4.13.2.1)	Yes	
26	Accommodation spaces are at positive pressure (23.2)	Yes	
27	Fire control plans are readily available (9.11.2.5)	Yes	



Part 4. Terminal: checks after mooring			
Item	Check	Status	Remarks
28	Fendering is effective (22.4.1)	Yes	
29	Tanker is moored according to the terminal mooring plan (22.2, 22.4.3)	Yes	
30	Access to and from the terminal is safe (16.4)	Yes	
31	Spill containment and sumps are secure (18.4.2, 18.4.3, 23.7.4, 23.7.5)	Yes	

## ISGOTT Checks pre-transfer Ship/Shore Safety Checklist

Date and time: \_\_\_\_\_

Port and berth: \_\_\_\_\_

Tanker: \_\_\_\_\_

Terminal: \_\_\_\_\_

Product to be transferred: \_\_\_\_\_

Part 5A. Tanker and terminal: pre-transfer conference				
Item	Check	Tanker status	Terminal status	Remarks
32	Tanker is ready to move at agreed notice period (9.11, 21.7.1.1, 22.5.4)	Yes	Yes	
33	Effective tanker and terminal communications are established (21.1.1, 21.1.2)	Yes	Yes	
34	Transfer equipment is in safe condition (isolated, drained and de-pressurised) (18.4.1)	Yes	Yes	
35	Operation supervision and watchkeeping is adequate (7.9, 23.11)	Yes	Yes	
36	There are sufficient personnel to deal with an emergency (9.11.2.2, 23.11)	Yes	Yes	
37	Smoking restrictions and designated smoking areas are established (4.10, 23.10)	Yes	Yes	
38	Naked light restrictions are established (4.10.1)	Yes	Yes	
39	Control of electrical and electronic devices is agreed (4.11, 4.12)	Yes	Yes	

40	Means of emergency escape from both tanker and terminal are established	Yes	Yes	
41	Firefighting equipment is ready for use (5, 19.4, 23.8)	Yes	Yes	
42	Oil spill clean-up material is available (20.4)	Yes	Yes	
43	Manifolds are properly connected (23.6.1)	Yes	Yes	
44	Sampling and gauging protocols are agreed (23.5.3.2, 23.7.7.5)	Yes	Yes	
45	Procedures for cargo, bunkers and ballast handling operations are agreed (21.4, 21.5, 21.6)	Yes	Yes	
46	Cargo transfer management controls are agreed (12.1)	Yes	Yes	
47	Cargo tank cleaning requirements, including crude oil washing, are agreed (12.3, 12.5, 21.4.1)	Yes	Yes	See also parts 7B/7C as applicable
48	Cargo tank gas freeing arrangements agreed (12.4)	Yes	Yes	See also part 7C
49	Cargo and bunker slop handling requirements agreed (12.1, 21.2, 21.4)	Yes	Yes	See also part 7C
50	Routine for regular checks on cargo transferred are agreed (23.7.2)	Yes	Yes	
51	Emergency signals and shutdown procedures are agreed (12.1.6.3, 18.5, 21.1.2)	Yes	Yes	
52	Safety data sheets are available (1.4.4, 20.1, 21.4)	Yes	Yes	
53	Hazardous properties of the products to be transferred are discussed (1.2, 1.4)	Yes	Yes	
54	Electrical insulation of the tanker/terminal interface is effective (12.9.5, 17.4, 18.2.14)	Yes	Yes	
55	Tank venting system and closed operation procedures are agreed (11.3.3.1, 21.4, 21.5, 23.3.3)	Yes	Yes	
56	Vapour return line operational parameters are agreed (11.5, 18.3, 23.7.7)	Yes	Yes	
57	Measures to avoid back-filling are agreed (12.1.13.7)	Yes	Yes	
58	Status of unused cargo and bunker connections is satisfactory (23.7.1,	Yes	Yes	
59	Portable very high frequency and ultra high frequency radios are intrinsically safe (4.12.4, 21.1.1)	Yes	Yes	
60	Procedures for receiving nitrogen from terminal to cargo tank are agreed	Yes	Yes	



Additional for chemical tankers      Checks pre-transfer

Part 5B. Tanker and terminal: bulk liquid chemicals. Checks pre-transfer				
Item	Check	Tanker status	Terminal status	Remarks
61	Inhibition certificate received (if required) from manufacturer	Yes	Yes	
62	Appropriate personal protective equipment identified and available (4.8.1)	Yes	Yes	
63	Countermeasures against personal contact with cargo are agreed (1.4)	Yes	Yes	
64	Cargo handling rate and relationship with valve closure times and automatic shutdown systems is agreed (16.8, 21.4, 21.5, 21.6)	Yes	Yes	
65	Cargo system gauge operation and alarm set points are confirmed	Yes	Yes	



## Part 5B. Tanker and terminal: bulk liquid chemicals. Checks pre-transfer (cont.)

Item	Check	Tanker status	Terminal status	Remarks
66	Adequate portable vapour detection instruments are in use (2.4)	Yes	Yes	
67	Information on firefighting media and procedures is exchanged (5, 19)	Yes	Yes	
68	Transfer hoses confirmed suitable for the product being handled (18.2)	Yes	Yes	
69	Confirm cargo handling is only by a permanent installed pipeline system	Yes	Yes	
70	Procedures are in place to receive nitrogen from the terminal for inerting or purging (12.1.14.8)	Yes	Yes	

## Additional for gas tankers Checks pre-transfer

## Part 5C. Tanker and terminal: liquefied gas. Checks pre-transfer

Item	Check	Tanker status	Terminal status	Remarks
71	Inhibition certificate received (if required) from manufacturer	Yes	Yes	
72	Water spray system is operational (5.3.1, 19.4.3)	Yes	Yes	
73	Appropriate personal protective equipment is identified and available (4.8.1)	Yes	Yes	
74	Remote control valves are operational	Yes	Yes	
75	Cargo pumps and compressors are operational	Yes	Yes	
76	Maximum working pressures are agreed between tanker and terminal (21.4, 21.5, 21.6)	Yes	Yes	
77	Reliquefaction or boil-off control equipment is operational	Yes	Yes	
78	Gas detection equipment is appropriately set for the cargo (2.4)	Yes	Yes	
79	Cargo system gauge operation and alarm set points are confirmed (12.1.6.6.1)	Yes	Yes	
80	Emergency shutdown systems are tested and operational (18.5)	Yes	Yes	
81	Cargo handling rate and relationship with valve closure times and automatic shutdown systems is agreed (16.8, 21.4, 21.5, 21.6)	Yes	Yes	
82	Maximum/minimum temperatures/pressures of the cargo to be transferred are agreed (21.4, 21.5, 21.6)	Yes	Yes	
83	Cargo tank relief valve settings are confirmed (12.11, 21.2, 21.4)	Yes	Yes	



Part 6. Tanker and terminal: agreements pre-transfer				
Part 5 item	Agreement	Details	Tanker initials	Terminal initials
32	Tanker maneuvering readiness	Notice period (maximum) for full readiness to maneuver:  Period of disablement (if permitted):		
33	Security protocols	Security level:  Local requirements:		
33	Effective tanker/terminal communications	Primary system:  Backup system:		
35	Operational supervision and watchkeeping	Tanker:  Terminal:		
37 38	Dedicated smoking areas and naked lights restrictions	Tanker:  Terminal:		
45	Maximum wind, current and sea/swell criteria or other environmental factors	Stop cargo transfer:  Disconnect:  Unberth:		
45 46	Limits for cargo, bunkers and ballast handling	Maximum transfer rates:  Topping-off rates:  Maximum manifold pressure:  Cargo temperature:  Other limitations:		



Part 6. Tanker and terminal: agreements pre-transfer (cont.)				
Part 5 item	Agreement	Details	Tanker initials	Terminal initials
45 46	Pressure surge control	Minimum number of cargo tanks open:  Tank switching protocols:  Minimum number of cargo tanks open:  Tank switching protocols:  Full load rate:  Topping-off rate:  Closing time of automatic valves:		
46	Cargo transfer management procedures	Action notice periods:  Transfer stop protocols:		
50	Routine for regular checks on cargo transferred are agreed	Routine transferred quantity checks:		
51	Emergency signals	Tanker:  Terminal:		
55	Tank venting system	Procedure:		
55	Closed operations	Requirements:		
56	Vapour return line	Operational parameters:  Maximum flow rate:		
60	Nitrogen supply from terminal	Procedures to receive:  Maximum pressure:  Flow rate:		



Part 6. Tanker and terminal: agreements pre-transfer (cont.)				
Part 5 item	Agreement	Details	Tanker initials	Terminal initials
83	For gas tanker only: cargo tank relief valve settings	Tank 1: Tank 2: Tank 3: Tank 4: Tank 5: Tank 6: Tank 7: Tank 8: Tank 9: Tank 10:		
XX	Exceptions and additions	Special issues that both parties should be aware of:		



Date and time: \_\_\_\_\_

Port and berth: \_\_\_\_\_

Tanker: \_\_\_\_\_

Terminal: \_\_\_\_\_

Product to be transferred: \_\_\_\_\_

Part 7A. General tanker: checks pre-transfer			
Item	Check	Status	Remarks
84	Portable drip trays are correctly positioned and empty (23.7.5)	Yes	
85	Individual cargo tank inert gas supply valves are secured for cargo plan (12.1.13.4)	Yes	
86	Inert gas system delivering inert gas with oxygen content not more than 5% (11.1.3)	Yes	
87	Cargo tank high level alarms are operational (12.1.6.6.1)	Yes	
88	All cargo, ballast and bunker tanks openings are secured (23.3)	Yes	

Part 7B. Tanker: checks pre-transfer if crude oil washing is planned			
Item	Check	Status	Remarks
89	The completed pre-arrival crude oil washing checklist, as contained in the approved crude oil washing manual, is copied to terminal (12.5.2, 21.2.3)	Yes	
90	Crude oil washing checklists for use before, during and after crude oil washing are in place ready to complete, as contained in the approved crude oil washing manual (12.5.2, 21.6)	Yes	



## ISGOTT Checks after pre-transfer conference Ship/Shore Safety Checklist

For tankers that will perform tank cleaning alongside and/or gas freeing alongside

Part 7C. Tanker: checks prior to tank cleaning and/or gas freeing			
Item	Check	Status	Remarks
91	Permission for tank cleaning operations is confirmed (21.2.3, 21.4, 25.4.3)	Yes	
92	Permission for gas freeing operations is confirmed (12.4.3)	Yes	
93	Tank cleaning procedures are agreed (12.3.2, 21.4, 21.6)	Yes	
94	If cargo tank entry is required, procedures for entry have been agreed with the terminal (10.5)	Yes	
95	Slop reception facilities and requirements are confirmed (12.1, 21.2, 21.4)	Yes	



Declaration

We the undersigned have checked the items in the applicable parts 1 to 7 as marked and signed below:

Tanker Terminal

- Part 1A. Tanker: checks pre-arrival
- Part 1B. Tanker: checks pre-arrival if using an inert gas system
- Part 2. Terminal: checks pre-arrival
- Part 3. Tanker: checks after mooring
- Part 4. Terminal: checks after mooring
- Part 5A. Tanker and terminal: pre-transfer conference
- Part 5B. Tanker and terminal: bulk liquid chemicals. Checks pre-transfer
- Part 5C. Tanker and terminal: liquefied gas. Checks pre-transfer
- Part 6. Tanker and terminal: agreements pre-transfer
- Part 7A. General tanker: checks pre-transfer
- Part 7B. Tanker: checks pre-transfer if crude oil washing is planned
- Part 7C. Tanker: checks prior to tank cleaning and/or gas freeing

In accordance with the guidance in chapter 25 of *ISGOTT*, we have satisfied ourselves that the entries we have made are correct to the best of our knowledge and that the tanker and terminal are in agreement to undertake the transfer operation.

We have also agreed to carry out the repetitive checks noted in parts 8 and 9 of the *ISGOTT* SSSCL, which should occur at intervals of not more than \_\_\_\_ hours for the tanker and not more than \_\_\_\_ hours for the terminal.

If, to our knowledge, the status of any item changes, we will immediately inform the other party.

Tanker	Terminal
Name	Name
Rank	Position
Signature	Signature
Date	Date
Time	Time



## ISGOTT Checks during transfer Ship/Shore Safety Checklist

Repetitive checks

Part 8 Tanker: repetitive checks during and after transfer								
Item ref	Check	Time	Time	Time	Time	Time	Time	Remarks
Interval time:..... hrs								
8	Inert gas system pressure and oxygen recording	Yes	Yes	Yes	Yes	Yes	Yes	
9	Inert gas system and all associated equipment are operational	Yes	Yes	Yes	Yes	Yes	Yes	
11	Cargo tank atmospheres are at positive	Yes	Yes	Yes	Yes	Yes	Yes	
18	Mooring arrangement is effective	Yes	Yes	Yes	Yes	Yes	Yes	
19	Access to and from the tanker is safe	Yes	Yes	Yes	Yes	Yes	Yes	
20	Scuppers and savealls are plugged	Yes	Yes	Yes	Yes	Yes	Yes	
23	External openings in superstructures are controlled	Yes	Yes	Yes	Yes	Yes	Yes	
24	Pumproom ventilation is effective	Yes	Yes	Yes	Yes	Yes	Yes	
28	Tanker is ready to move at agreed notice period	Yes	Yes	Yes	Yes	Yes	Yes	
29	Fendering is effective	Yes	Yes	Yes	Yes	Yes	Yes	
33	Communications are effective	Yes	Yes	Yes	Yes	Yes	Yes	
35	Supervision and watchkeeping is adequate	Yes	Yes	Yes	Yes	Yes	Yes	
36	Sufficient personnel are available to deal with an emergency	Yes	Yes	Yes	Yes	Yes	Yes	
37	Smoking restrictions and designated smoking areas are complied with	Yes	Yes	Yes	Yes	Yes	Yes	
38	Naked light restrictions are complied with	Yes	Yes	Yes	Yes	Yes	Yes	



Part 8 Tanker: repetitive checks during and after transfer (cont.)								
39	Control of electrical devices and equipment in hazardous zones is	Yes	Yes	Yes	Yes	Yes	Yes	
40 41 42 51	Emergency response preparedness is satisfactory	Yes	Yes	Yes	Yes	Yes	Yes	
54	Electrical insulation of the tanker/terminal interface is effective	Yes	Yes	Yes	Yes	Yes	Yes	
55	Tank venting system and closed operation procedures are as agreed	Yes	Yes	Yes	Yes	Yes	Yes	
85	Individual cargo tank inert gas valves settings are	Yes	Yes	Yes	Yes	Yes	Yes	
86	Inert gas delivery maintained at not more than 5%	Yes	Yes	Yes	Yes	Yes	Yes	
87	Cargo tank high level alarms are operational	Yes	Yes	Yes	Yes	Yes	Yes	
Initials								



Part 9. Terminal: repetitive checks during and after transfer								
Item ref	Check	Time	Time	Time	Time	Time	Time	Remarks
Interval time:..... hrs								
18	Mooring arrangement is effective	Yes	Yes	Yes	Yes	Yes	Yes	
19	Access to and from the terminal is safe	Yes	Yes	Yes	Yes	Yes	Yes	
29	Fendering is effective	Yes	Yes	Yes	Yes	Yes	Yes	
32	Spill containment and sumps are secure	Yes	Yes	Yes	Yes	Yes	Yes	
33	Communications are effective	Yes	Yes	Yes	Yes	Yes	Yes	
35	Supervision and watchkeeping is adequate	Yes	Yes	Yes	Yes	Yes	Yes	
36	Sufficient personnel are available to deal with an emergency	Yes	Yes	Yes	Yes	Yes	Yes	
37	Smoking restrictions and designated smoking areas are complied with	Yes	Yes	Yes	Yes	Yes	Yes	
38	Naked light restrictions are complied with	Yes	Yes	Yes	Yes	Yes	Yes	
39	Control of electrical devices and equipment in hazardous zones is complied with	Yes	Yes	Yes	Yes	Yes	Yes	
40 41 47 51	Emergency response preparedness is satisfactory	Yes	Yes	Yes	Yes	Yes	Yes	
54	Electrical insulation of the tanker / terminal interface is effective	Yes	Yes	Yes	Yes	Yes	Yes	
55	Tank venting system and closed operation procedures are as agreed	Yes	Yes	Yes	Yes	Yes	Yes	
Initials								



## SAFETY NOTICE - H<sub>2</sub>S

### MASTER & CREW ARE WARNED

Qatar Land Crude oil contains Hydrogen Sulphide (H<sub>2</sub>S), which is highly dangerous. Smelling like rotten eggs at low concentrations, this gas quickly destroys the sense of smell and overcomes a person in a short space of time. Heavier than air, H<sub>2</sub>S is particularly hazardous under “no wind” situation.

The following precautions must be adhered to while loading crude oil in Mesaieed.

1. All cargo tanks are to be inerted pre arrival with inside cargo tank H<sub>2</sub>S less than 5 ppm & Oxygen (O<sub>2</sub>) less than 8%.
2. Venting should be only through the agreed venting system as laid down in the Ship/Shore Safety Check List.
3. Closed loading only is permitted.
4. Personnel to keep to windward.
5. Constant monitoring of gas concentration to be carried out.
6. In ‘no wind’ situation breathing apparatus to be worn and exposure to be kept to a minimum.
7. When high concentrations of gas occur, the deck is to be cleared of all personnel and no one permitted to board the vessel. If necessary, loading is to be stopped until access to deck is safe.
8. Breathing apparatus sets, lifelines, oxygen resuscitators must be available at all times with back-up units.
9. H<sub>2</sub>S detector is supplied by the Port for use by attending Loading Master.

Date: \_\_\_\_\_

**RECEIVED AND ACKNOWLEDGED  
MASTER**

**A COPY OF THIS NOTICE SHOULD BE PLACED IN THE CARGO CONTROL ROOM**



## REQUEST FOR BERTHING

Mesaieed Port			
<b>BERTHING REQUEST</b>		<b>QFM-IPL(M)-001-001</b>	
<small>* This Request form is only for vessels ARRIVING TO A BERTH, from any location                  * No Pilot will be dispatched without a Berthing Request received from the relevant Terminal through their appointed Shipping Agent                  * Request to be submitted at least 12 hours before the requested Pilot boarding time</small>			
<b>Vessel and Berthing data</b>		<b>Vessel Mobile Tel.No.</b>	
Vessel name:		VRC:	
Requested Berth:		Side alongside:	
Cargo:		DDR (hydrocarbon):	
Drafts at time of this movement (metres):		Forward:	Aft:
<b>Vessel ETA / Current Location</b>			
ETA Mishut Buoy:		Date (dd/mm/yy):	
<b>or</b> Anchor position (ALFA/Inner):			
<b>Requested Pilot boarding time</b>			
Pilot on Arrival (Y / N):	NO <b>IF NO &gt;&gt;&gt;</b>	Date (dd/mm/yy):	Time:
<b>or</b> special instruction:			
<b>Provisional completion times (if known)</b>			
ETC Date (dd/mm/yy):	ETC Time:	ETD Date (dd/mm/yy):	ETD Time:
<b>Additional Remarks</b>			
<b>TERMINAL READY TO BERTH ON ARRIVAL</b>			
<b>This Request comes from (TERMINAL/INDUSTRY)</b>		<b>or AGENT's Request only (Y):</b>	
Terminal / Industry:		Agent:	
Terminal Employee:		Agent Employee:	
This Request sent at:		Date (dd/mm/yy):	Time:



## REQUEST FOR UNBERTHING

<div style="display: flex; justify-content: space-around; font-weight: bold; font-size: 1.2em;"> <span style="text-decoration: underline; text-decoration-color: red;">DEPARTURE</span> <span>UNBERTHING</span> <span>REQUEST</span> </div> <p style="font-size: 0.8em; margin-top: 5px;">                     * This Request form is for vessels <u>LEAVING A BERTH</u>, or requiring a Pilot to depart from any location <u>TO SEA</u>                      * No Pilot will be dispatched without a Departure/Unberthing Request received from the relevant Terminal through their appointed Shipping Agent                      * Request to be submitted immediately upon completion of cargo operations (vessel at Berth) or 2 hours before the required POB (vessel not on Berth)                 </p>	
Vessel and Berth data	
Vessel name:	<input style="width: 90%;" type="text"/> <span style="float: right; font-size: 0.8em;">VRC: <input style="width: 50px;" type="text"/></span>
Sailing from (Departure point):	<input style="width: 90%;" type="text"/>
Sailing to (Destination):	<input style="width: 90%;" type="text"/>
Drafts at time of this movement (metres):	Forward: <input style="width: 50px;" type="text"/> Aft: <input style="width: 50px;" type="text"/>
Requested Pilot boarding time	
Requested Pilot boarding time:	Date (dd/mm/yy): <input style="width: 100px;" type="text"/> Time: <input style="width: 50px;" type="text"/>
<b>or</b> special instruction:	<input style="width: 90%;" type="text"/>
Additional Remarks	
This Request comes from (TERMINAL/INDUSTRY)      or      AGENT's Request only (Y):	
Terminal / Industry:	<input style="width: 90%;" type="text"/> <span style="float: right; font-size: 0.8em;">Agent: <input style="width: 100px;" type="text"/></span>
Terminal Employee:	<input style="width: 90%;" type="text"/> <span style="float: right; font-size: 0.8em;">Agent Employee: <input style="width: 100px;" type="text"/></span>
This Request sent at:	Date (dd/mm/yy): <input style="width: 100px;" type="text"/> Time: 4:55
Agency Confirmation	
AGENT confirms all Immigration/Customs outward clearances are completed before <span style="color: red;">departure</span> (Y / N) ? <input style="width: 30px;" type="text"/>	
Remarks:	<input style="width: 90%;" type="text"/>



## REQUEST FOR SHIFTING

Mesaieed Port			
<h3 style="margin: 0;">SHIFTING REQUEST</h3> <p style="font-size: small; margin: 5px 0;">                     * This Request form is for vessels shifting along a <u>SINGLE BERTH</u>, or for any movement requiring a Pilot but <u>not involving a Berth</u>                      * No Pilot will be dispatched without a Shifting Request received from the relevant Terminal through their appointed Shipping Agent                      * Request to be submitted at least 2 hours before the requested Pilot boarding time                 </p>			
<b>Vessel and Berth/Location data</b>			
Vessel name:		VRC:	
Shifting from (Departure point):			
Shifting to (Destination):	Inner Anchorage		
Reason for Shift:			
Drafts at time of this movement (metres):	Forward:		Aft:
<b>Requested Pilot boarding time</b>			
Requested Pilot boarding time:	Date (dd/mm/yy):		Time:
<i>or</i> special instruction:			
<b>Additional Remarks</b>			
<p style="color: red; font-size: small; margin: 0;">If Anchorage Fee applicable then it should be settled by vessel Agent.</p>			
<b>This Request comes from (TERMINAL/INDUSTRY)</b>		<b>or AGENT's Request only (Y):</b>	
Terminal / Industry:		Agent:	
Terminal Employee:		Agent Employee:	
This Request sent at:		Date (dd/mm/yy):	Time:



**Vessel Masters are required to sign the “Port Movement Log”  
and handover copy to the last Pilot on board**

**Port Movement Log**

MV/SS:			
Berth Name:			
Berthing		Unberthing	
<b>Date</b>		<b>Date</b>	
POB		POB	
First Line		Commenced Un moor	
All Fast		Completed Un moor	
Fwd /Aft Draft		Fwd /Aft Draft	
No of Tugs		No of Tugs	
Start		Start	
Stop		Stop	
Shifting to Berth No.			
<b>Date</b>		<b>Date</b>	
POB		POB	
First Line		Commenced Un moor	
All Fast		Completed Un moor	
Fwd /Aft Draft		Fwd /Aft Draft	
No of Tugs		No of Tugs	
Start		Start	
Stop		Stop	
Shifting to Berth No.			
<b>Date</b>		<b>Date</b>	
POB		POB	
First Line		Commenced Un moor	
All Fast		Completed Un moor	
Fwd /Aft Draft		Fwd /Aft Draft	
No of Tugs		No of Tugs	
Start		Start	
Stop		Stop	

**Pilot**

**Master**



**MESAIEED PORT SHIP SHORE CUSTOMER SURVEY**

We value your opinion! In order to improve our operational efficiency, kindly let us have your feedback by completing the following questionnaire. All answers will be treated confidentially.

**Berth Number:** \_\_\_\_\_

Survey Item	Please tick under appropriate rating				
	1	2	3	4	5
Berth Suitability / Compatibility to your vessel					
Berth facilities (Fendering, Mooring Hooks, etc.)					
Buoyage and Navigational Aids					
* How good the communication facilities were ?					
Quality of marine services offered (Such as pilotage, tugs, mooring gang, service boat, etc.)					
Quality of non-marine services (Eg., loading / discharge operations, customs clearance, etc.)					
Master / Pilot information exchange (Passage Plan)					
Quality of Port Control / VTIS Services					
Overall rating of Mesaieed Port					

**Key on Rating:** 1 = Poor 2 = Fair 3 = Good 4 = Very Good 5 = Excellent  
 For ratings 1 and 2, kindly provide more information under "REMARKS/COMMENTS" box.

\* **Communication:** Exchange of information between VTIS / Port Control and Vessel, Tugs, Mooring gang.

**REMARKS / COMMENTS BY VESSEL MASTER:**

**Reviewed By Port Management:**

Vessel Master Sign and Stamp .....

Date .....



**VESSEL DEFICIENCY NOTICE**

Date \_\_\_\_\_

To: Master  
C.c. Owners

MV/SS \_\_\_\_\_ at Berth \_\_\_\_\_

Dear Sir,

THE FOLLOWING DEFICIENCIES, WHICH ARE DEEMED TO AFFECT THE SAFE AND EFFICIENT HANDLING OF YOUR VESSEL AT OUR PORT, ARE HEREBY BROUGHT TO YOUR ATTENTION.

- |   |   |
|---|---|
| <input type="checkbox"/> PILOT BOARDING ARRANGEMENTS    | <input type="checkbox"/> CARGO HANDLING:                    |
| <input type="checkbox"/> NAVIGATION EQUIPMENT:          | (a) SLOW LOADING RATE                                       |
| (a) RADARS, ARPA  | (b) INERT GAS/CLOSED LOADING                                |
| (b) SPEED LOG, DOPPLER                                  | (c) CARGO MONITORING EQUIPMENT                              |
| (c) COMPASS GYRO / MAGNETIC                             | (d) DERRICKS / CRANES                                       |
| <input type="checkbox"/> ME CONSECUTIVE STARTS BELOW 12 | <input type="checkbox"/> ENGINE FAILURE/STEERING FAILURE    |
| <input type="checkbox"/> SHIP'S CERTIFICATES            | <input type="checkbox"/> MANIFOLD AND HOSE HANDLING EQUIP.  |
| <input type="checkbox"/> SHIP'S COMMUNICATIONS          | <input type="checkbox"/> DEBALLASTING EFFICIENCY            |
| <input type="checkbox"/> ENGINE SPEED LESS THAN 10 KTS  | <input type="checkbox"/> SAFETY AND LIFE SAVING EQUIPMENT   |
| <input type="checkbox"/> MOORING EQUIPMENT:             | <input type="checkbox"/> SHIP'S CREW STANDARD               |
| (a) BOW CHAIN STOPPER                                   | <input type="checkbox"/> POSITIVE PRESSURE A/C IN ACCOMMOD  |
| (b) MOORING WINCHES                                     | <input type="checkbox"/> SHIPBOARD ACCESS                   |
| (c) WIRES AND ROPES                                     | <input type="checkbox"/> AIR CON TEMPERATURE (22* TO 25* C) |
| (d) WINDLASS AND ANCHORS                                | <input type="checkbox"/>                                    |

COMMENTS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

PLEASE ACKNOWLEDGE RECEIPT.

MASTER: \_\_\_\_\_

PILOT: \_\_\_\_\_



**LETTER OF PROTEST**

Date \_\_\_\_\_

To: Master  
C.c. Owners

MV/SS \_\_\_\_\_ at Berth \_\_\_\_\_

Dear  
Sir,

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

The purpose of this letter is to give you formal notice that this occurrence took place during and/or by reason of the vessel's use of the Port's facilities at Mesaieed. Further, the Port will hold you and the Owners of the vessel liable under the Conditions of Use of the facilities at Mesaieed Port and/or at Common Law to indemnify the Port Department against any loss arising from such damage as was caused. The Port reserve its right to take whatever action it may regard as necessary to protect its interests in connection with this matter and to enforce its right under the Conditions of the Use of Port facilities or otherwise.

We shall be writing to you in greater detail when our present enquiries have been completed.

RECEIVED AND ACKNOWLEDGED

Yours faithfully,

**Master**

For & on behalf of  
**Mesaieed Port Department**



## INCIDENT & NEAR MISS REPORT FORM

The Master of a vessel is required to report details of specific navigational incidents in which his vessel may be involved, to the Mesaieed Harbour Master at the earliest opportunity.

URGENT navigational matters should be reported immediately to the Mesaieed Harbour Master through the Mesaieed Vessel Traffic Control (VTC) on VHF Channel 11. The Harbour Master will always require a follow-up written report in support of the initial verbal advice, for which this form may be used.

This form may also be used when reporting any NON-URGENT navigational incidents and occurrences, near misses, observations, Hydrographic information or other matters.

<b>VESSEL NAME:</b>			
<b>MASTER'S NAME:</b>			
<b>ADDRESS:</b>			
<b>CONTACT:</b>	<b>E-MAIL</b>	<b>TELEX</b>	
<b>P&amp;I CLUB:</b>			
<b>DIMENSIONS:</b>	<b>LOA</b>	<b>BEAM</b>	<b>DRAFT</b>
<b>NATURE OF INCIDENT / OCCURRENCE</b>			
<b>DATE:</b>	<b>TIME:</b>	<b>GMT</b>	
<b>LOCATION:</b>			
NATURE: COLLISION / NEAR MISS / GROUNDING / POLLUTION: BRIEF DESCRIPTION:			

PLEASE CONTINUE OVERLEAF



NAME / DESCRIPTION OF PERSONS INVOLVED		
OTHER RELEVANT INFORMATION		
TIDE:	WEATHER:	
VISIBILITY:		
REPORTING OBSTRUCTION / HAZARD TO NAVIGATION / HYDROGRAPHIC INFORMATION ETC		
SUPPORTING INFORMATION / DIAGRAMS:		
REPORT SUBMITTED BY:		
NAME:	POSITION:	DATE:
SIGNED:		

Data Protection - Information supplied in this report is confidential and is for the Port Authority's use only.



**Vessel Masters are required to fill in this form & hand over copy to the first Pilot.**

## **ARRIVAL REPORT SPM/ MPB TANKER VESSEL**

- A. Name Of Vessel:
- B. P.O.B / Free Pratique Granted:
- C. E.T.A. Eastern (Inner) anchorage:
- D. Cargo required in MT/BBLS/LT:
- E. SHIP/SHORE Stop:
- F. Vessel loading rate:
- G. De-ballasting time required for vessel (Confirm vessel able to perform concurrent Ballasting / De ballasting with cargo loading):
- H. Draft on arrival:
- I. Estimated sailing draft:
- J. Estimated sailing time:
- K. Any other information:
- L. Vessel Experience factor:

**Note: Master of the Vessel shall complete all items except items B, C, J which will be completed by the Mesaieed Pilot.**

**QatarEnergy Representative/Pilot**

**Master**