

Port of Kirkenes

Terminal Information Booklet

Industrial Quay, Hurtigrute Quay and Deep Water Quay



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1 Introduction

This information booklet has been produced to meet information requirements from users of port facilities at the Industrial Quay, Hurtigrute Quay and the Deep Water Quay in Kirkenes. Hereafter referred to as the Terminal.

The booklet contains general information, rules, procedures for health, safety and environment (HSE), and emergency procedures as well as specific information about vessel handling and mooring.

The contents of this booklet should be used along with the industrial standards, such as "International Safety Guide for Oil Tankers & Terminals" (ISGOTT) and ISPS regulations.

2 Terminal location and description

2.1 Location

The Terminal is located North East of the city centre, reference is made to Figure 2.1 and 2.2.

The three quays are located at $69^{\circ} 43.75' N$ and $30^{\circ} 04.10' E$.

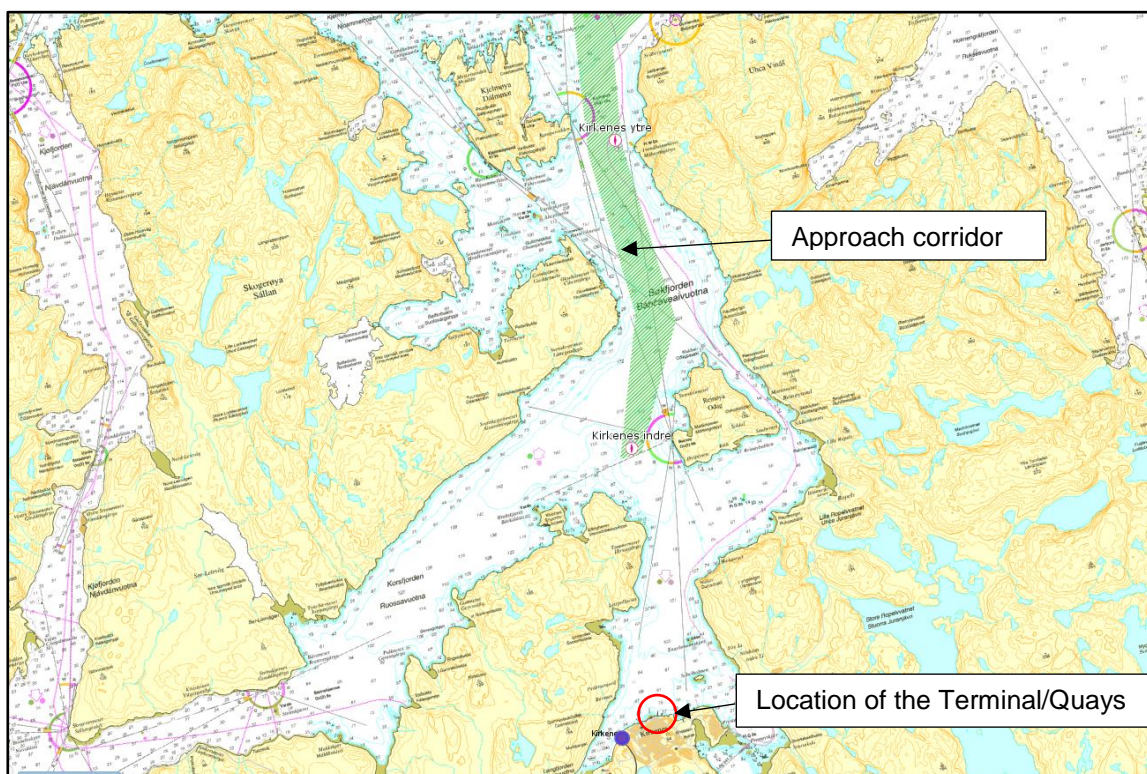


Figure 2.1 Location and approach corridor to inner port

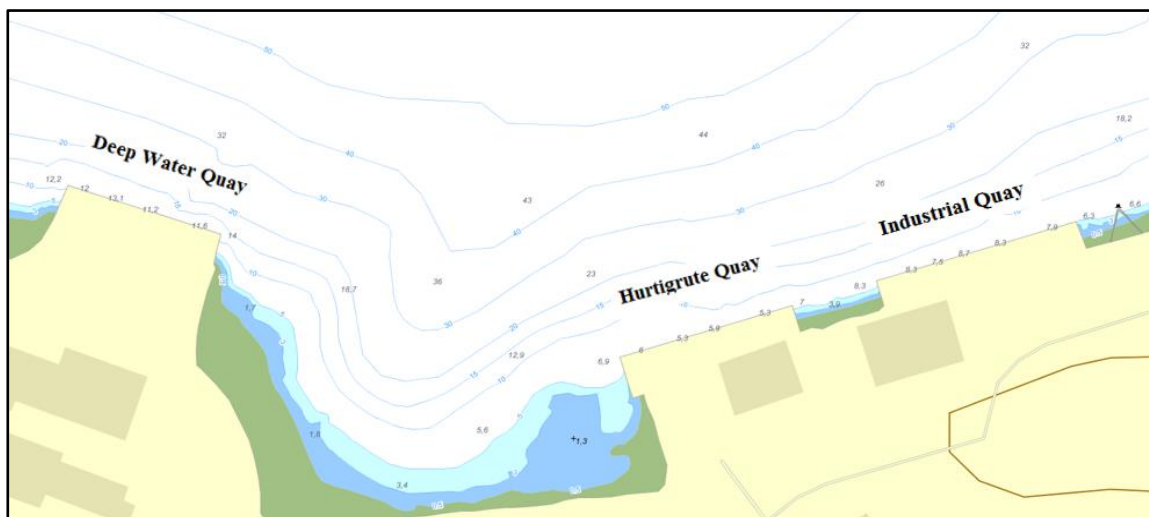


Figure 2.2 Location of the three different Quays

2.2 Fire and emergency procedures

2.2.1 Alarms

- Fire on board the vessel or in the terminal
- Explosion on board the vessel or in the terminal
- Emission of toxic and/or flammable gas
- Emission of toxic and/or flammable liquid

<u>At the terminal</u>	<u>On the vessel</u>
Continuous sounding of the fire alarm	One or more blasts of the vessel's horn, each one lasting for at least 10 seconds. This is in addition to the vessel's general alarm system

2.2.2 Emergency communication

The primary form of communication with vessels are by phone. Secondary communication is directly verbal. General emergency instructions and evacuation plan

Emergency Procedure	Fire/Potential fire development
<p>NOTIFICATION</p> <p>Give the following information:</p> <ul style="list-style-type: none"> - <i>Who is calling</i> (name, phone number etc.) - <i>What has happened</i> (type of accident, extent etc.) - <i>Where</i> (location, address etc.) 	<p>Upon discovery of fire/fire development:</p> <ul style="list-style-type: none"> - Alert your colleagues - Alert the fire department: 110 - Alert Port of Kirkenes, using emergency number: +47 41 45 49 92 <p>Try to extinguish the fire using available equipment/extinguishers.</p> <p>All personnel must be familiar with the nearest fire alarms, extinguishers and alternative escape routes.</p>

Public Emergency Services:

Fire


Police


Ambulance


110

112

113







Kirkenes Port Emergency Service (main gate):

+47 41 45 49 92

EVACUATION

Action points:

- Close windows and doors

- Alert your colleague and main gate

- Put out the fire (if possible)

- Use only approved emergency exits

- Meet at the designated area for registration of leader of evacuation (According to Plan For Escape)

- Guide the rescue team (ambulance, helicopter etc.)

Evacuation site if major accident – Parking Place close to each quay

Evacuation in the event of fire (Building/vessel)

Upon evacuation of buildings and areas:

- Close windows and doors unless otherwise stated/instructed

- Use the quickest way out

- Go to agreed muster station (upon evacuation of the base area, this is - Parking Place close to each quay

Everyone must register with their evacuation leader.

Evacuation leader is responsible for headcount.

Evacuation leader notifies the emergency response coordinator.

Follow the necessary instructions from the evacuation leader of the company/vessel.

2.3 HSE and security

2.4 In general

The HSE responsibility for operations when vessels are berthed is divided between the leader of the operation at the quay and a representative from the vessel. It is therefore necessary that both the vessel's representative and the daily leader of the operation to cooperate and that they understand all current HSE requirements. If anything should be unclear, it is expected that the representative from the vessel contact Port of Kirkenes through the Customer Service Centre, which is open 24/7.

During bunkering operations these requirements are summarized in ship/shore safety check lists which are based on international accepted and approved methods within the oil and tank industry.

It is expected that vessels comply with all existing policies throughout the entire stay in Kirkenes. Representatives from the Port will follow the same policies and cooperate to achieve a one hundred percent secure and efficient operation.

In the event of any incidents, near incidents or the detection of conditions at the port, which could cause injury to personnel, material or the environment, it is required that this is reported to the QHSE section in Port of Kirkenes through the department which assisted the vessel. For such reports, the shared address havnevesenet@svk.no could be used.

2.4.1 Personal protection equipment

The following are minimum requirements for Personal Protective Equipment (PPE), which are to be used by anyone working at in the Port and facilities.

- Visibility clothing (Coveralls during work, and on the walkaways the minimum of a high visibility vest).

- Helmet
- Safety shoes (Exempt only when walking to and from the vessel) suitable for arctic climate
- Life jacket when working takes place within 1 meter from the quay edge or when performing mooring operation

Port personnel should in addition wear light eye protection (goggles) when cargo handling or other operations where a crane is involved on quayside. It is also recommended that others – the vessel's personnel, involved in such operations, use eye protection.

In addition, the expectation is that one uses PPE, which is required when handling specific chemical products, according to information in the HSE safety datasheet.

2.4.2 Drug and alcohol policy

All vessels arriving at the quays must have an established drug/alcohol policy/procedure.

All operations must be stopped if there is any suspicion that one or more of the operators are under the influence of drugs/alcohol.

2.4.3 Waste handling

Special arrangements have to be made for waste handling.

2.4.4 Neighbourhood consideration

It is important that all users of the facility ensure that regulatory requirements are met so that neighbours are minimally affected by ongoing activity during the evenings and on weekends. This is especially important in regard to noise and light.

2.5 ISPS and security

In accordance with the ISPS code, the quays are regulated with access control from the main gate. For "controlled area" an individual specific ID-card is required – approval for access. The areas are considered as "controlled areas" according to ISPS and unauthorized persons are not permitted without an authorized escort.

For crew on vessels anchored at the quays, an indicated walking pattern from quay to nearest walkaway must be used when coming from/going to the vessel.

The ISPS code has three levels of security: 1, 2 and 3.

- A) **Level 1 – Normal**
Standard safety measures in use at all time.
- B) **Level 2 – Raised**
Extra safety measures are instigated and the amount of patrols are increased.
- C) **Level 3 – Exceptional**
At this level, additional security measures are instigated for a limited period of time when an event is likely or immediate. For the Port's areas this may entail the rejection of a vessel or a delay in the vessel's arrival/departure.

In the event of changes in level of security, vessels will be notified and instructed on how to respond. (Coordinated through the Port Facility Security Officer (PFSO) Port of Kirkenes).

Normally the Declaration of Security (DOS) is not exchanged at security level 1 for short port call. If necessary the Port will provide the template. The template can be found on our website.

2.5.1 Personnel – driving permits

Kirkenes Port facilities are within a secure area (ISPS) and are responsible for controlling the access to the base area and the docks.

Before arrival, the person in charge on board the vessel will send updates and changes in crew lists (crew change) to Port of Kirkenes Emergency Response Centre (phone +47 78 97 74 00, e-mail: havnevakt@svk.no. This also applies to visiting vessels, where it is particularly important that this does not conflict with ongoing operations.

All access to the Port area is regulated by gates for driving and personnel equipped with an intercom system. Vessels mooring at controlled areas will normally be granted temporary ID cards and be informed of the PIN code of the day. All temporary ID-cards must be returned to Port of Kirkenes before the vessel leaves the quay. The vessel will be responsible for costs related to replacement of ID-cards not returned.

Vessels frequently visiting Port of Kirkenes will, in consultation with the operating companies, be supplied with an agreed number of ID-cards in the period in which they are using Port of Kirkenes as their base of operations. The Captain/Safety Officer is responsible for recording logs of the use of ID-cards. Upon request the logs should be presented to the PFSO Port of Kirkenes.

At the gates into the controlled area – there is a phone on both sides, which allows direct contact with the Port of Kirkenes Emergency Response Centre.

Vehicles are not allowed into the port facilities without an approved permit.

Personnel affected by drugs/alcohol are denied access to the area. In such cases, the responsible person on board the vessel will be contacted by the Port of Kirkenes Emergency Response Centre.

Personnel and vehicles staying inside the ISPS areas must have a visible approved ISPS identification.

2.5.2 Issuing of temporary ID cards

Contact Port of Kirkenes Emergency Response Centre. Identity control is to be expected, and the issue of the card requires the approved identification for the person in question.

NOTE: Personnel on the crew lists will normally not be given a temporary ID for entrance when their names are identified on the crew lists.

2.5.3 For permanent ID card

Personnel: Standard forms and information regarding the application for ID-cards are available at the port authority.

Vehicles: Application forms and information is available at the port authority. Vehicle permits are obtained at the Port of Kirkenes Emergency Centre. The Captain or SSO is responsible for reporting and approve external vehicles with direct deliveries to the vessel.

Before the delivery of an ID-card, the recipient must present a government approved ID.

Personnel unable to provide the necessary identification will be rejected from the ISPS area and a report will be issued and sent to the PFSO.

2.5.4 Supplies to vessel

Supplies can be transported to the quay as long as one does not violate safety regulations. Access is provided the terminal operator in charge at Port of Kirkenes. The vessel's cranes can be used to load/unload its own supplies and spare parts, but equipment that may emit sparks, such as steel plates, pipes etc., cannot be lifted unless this is cleared with Port of Kirkenes Customer service.

2.5.5 Diving

Diving operations are not permitted unless this has been previously cleared and approved at the Port of Kirkenes Customer Service Centre / port authority.

3 Pre-arrival communication

3.1 ETA Advice

Ships bound for the Terminal should provide ETA advice via their agents to the Kirkenes Port Authorities at least 72 hours prior to their arrival or immediately on leaving their last port, whichever is the later to arrival. This ETA advice should be confirmed at least 24 and 6 hours prior to arrival at pilot station.

3.2 Pre-arrival exchange of information

All vessel traffic should be reported at SafeSeaNet. SafeSeaNet Norway is an internet-based maritime single window reporting system that enables vessels to provide mandatory notifications to Norwegian governmental authorities and ports electronically. Vessels register mandatory arrival and departure information in SafeSeaNet Norway. This information is forwarded to individual Norwegian authorities and ports in accordance with national regulations. Questions regarding SafeSeaNet Norway must be directed to: support.ssn@kystverket.no.

At least 24 hours prior to arrival, ships should provide the following information to the Kirkenes Port Authorities by calling +47 78 97 74 44 or by email havnevakt@svk.no:

A	Name and call sign of ship	
B	Country of registration	
C	LOA and beam of ship and draught on arrival	
D	ETA at pilot station	
E	Ship's displacement on arrival. If loaded, type of cargo and disposition.	
F	Maximum draught expected during and upon completion of cargo handling	
G	Confirmation that the terminals maximum permitted draught at LAT not will be exceeded at any time during the vessel stay	
H	Any defects of hull, machinery or equipment that could adversely affect safe operation or delay commencement of cargo handling.	
I	Present ship security level (ISPS) and vessels ISSC certificate number	
J	Passenger list	
K	Crew list	
L	List of visitors on board during port stay	

M	List of companies expected to deliver commodities and/or services during the port stay	
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4 Arrival off port

4.1 Sailing instructions

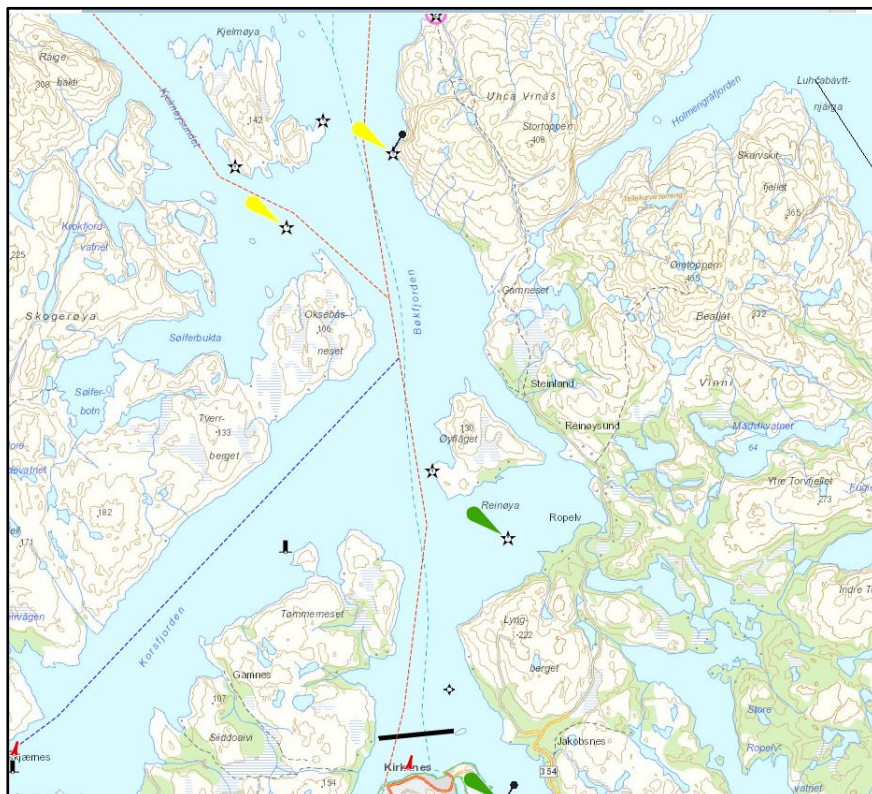


Figure 4.1 Sailing Instruction

The seaward approach to Kirkenes starts through Bøkfjorden, East of the island Kjelmøya. Fig 4.1

Then between island Reinøya and East of Tømmerneset towards the city of Kirkenes and the East port.

The East port is shown on fig 4.2

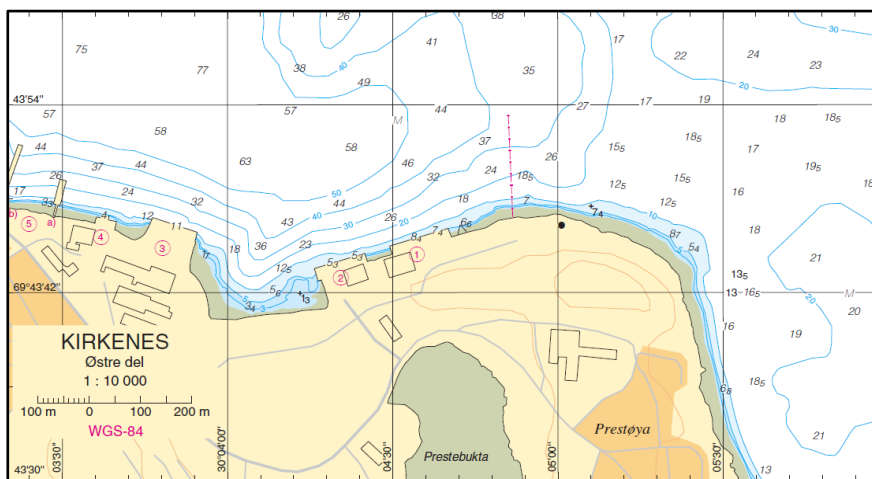


Figure 4.2 Kirkenes East Port

The current in the port changes direction 1,5 hours after high tide and 1,5 hours after low tide. The current may be quite strong, up to 2 knots.

The harbour may be unsuited for smaller vessels in strong wind from North.

The mean difference between spring high tide and spring low tide is 2,72m.

4.2 Pilots

Vessels en-route to and from the Terminal must comply with all regulations regarding use of pilot within the Norwegian territorial waters. A copy of these regulations can be obtained from the pilots on request or is available on www.kystverket.no.

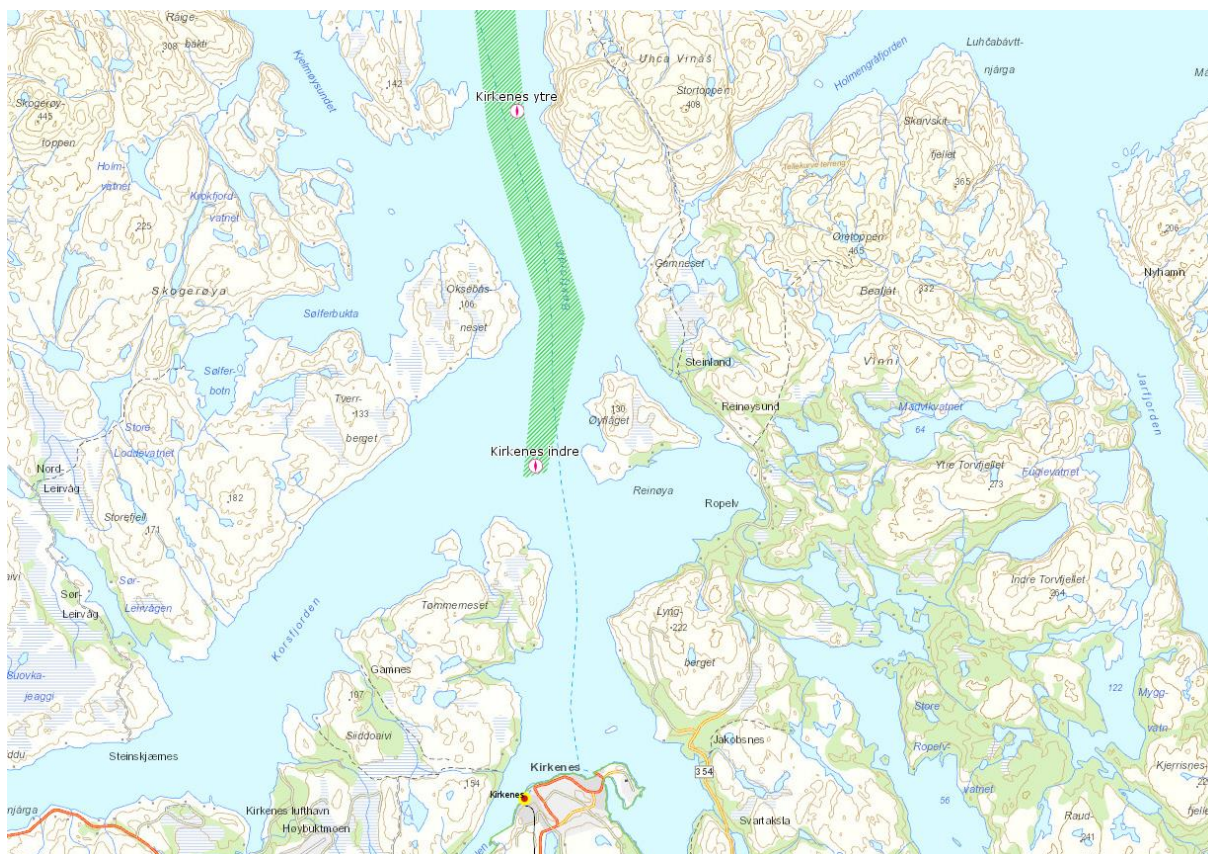


Figure 4.3 Pilot embarkation

The pilot shall be ordered via Safe Sea Net available at: www.kystverket.no.

Table 4.1 Pilot embarkation

Name	N. coordinate	E. coordinate	Municipality	Maritime traffic area
Kirkenes ytre	69° 51,3'	030° 07,2'	Sør-Varanger	Troms og Finnmark
Kirkenes indre	69° 47,3'	30° 04,9'	Sør-Varanger	Troms og Finnmark

4.3 Anchorage and waiting areas

Designated anchorage areas for vessels is located in positions given in the table 4.2.

Table 4.2 Anchorage areas

Position name	Position description and limits	
Anchor "A", Ropelv	Pos.: N 69 46,6 E 030 09,3 Depth: 55 meter Bottom: Mud Limit: Dwt < 150.000	
Anchor "B" Raudberggrunnen	Pos.: N 69 46,3 E 030 07,1 Depth: 70 meter Bottom: Mud Limit: None	
Anchor "C" Sabelholmen	Pos.: N 69 44,2 E 030 04,1 Depth: 80 meter Bottom: Mud Limit: None	
Anchor "D" Korsfjorden	Pos.: N 69 45,4 E 029 52,7 Depth: 90 meter Bottom: Mud Limit: None Ref.: Report to GSV	
Anchor "E" Prestøya	Pos.: N 69 43,6 E 030 06,3 Depth: 17 meter Bottom: Sand Limit: < 120 meter length	
Anchor "F" Sydvaranger	Pos.: N 69 43,55 E 030 01,0 Depth: 25 meter Bottom: Mud Limit: < 120 meter	

5 Berthing and mooring

5.1 General

The Terminal is located North East of the city centre; ref. is made to Figure 2.1.

5.2 Berths limitations

The following limitations are applicable at the Terminal berth (:

	Deep Water Quay	Hurtigrute Quay	Industrial Quay
Water depth according to LAT	11,2 m	5,3 m	7,5 m (6,3**)
Maximum Draft	10,7 m	4,8 m	7,0 m (5,8**)
Minimum Under Keel Clearance *)	0,5 m	0,5 m	0,5 m

*) Minimum 0,5 clearance should be maintained between vessel keel and seabed at all times. In periods with exceptional low water the drafts should be reduced accordingly, ultimately this is the vessels captians responsibility. Arriving vessel not able to comply with this policy may not enter the port until the water level is sufficient..

**) reduced water depth approximately 10 m east of quay front, ref is also made to attached mooring plans giving water depths along quay front.

5.3 Tugs and Towage

The vessel's Master is responsible for arranging the necessary number of tugs required for safe berthing and unberthing of the ship to the Terminal. At 24 hours prior to arrival/departure the agent should contact pilot station for the latest wind and current forecast and order the correct number of tugs according to port authority requirements.

Any Quay damages caused will be on vessel account

There is no minimum requirement on tugs set by Kirkenes port authority for the application of the port jurisdiction area.

5.4 Swell restrictions

If the swell conditions create vessel movements, which concerns safe mooring or exceeds safe moving criteria for loading and unloading, operation should be stopped.

5.5 Ice

In normal cold winters there will be ice in the inner part of Bøkfjorden from January – end of March. In harsh winters from December to April. The ice thickness may be 0,5 m but the sailing fairway will be kept open by icebreakers.

5.6 Berth approach

No exact wind speed limit is given for berthing. Although on each occasion the environmental conditions and/or ship specific issues, use of tugs etc. has to be evaluated by vessel master and or in cooperation with terminal representative.

During the final approach, the speed towards the quay should be minimised in order to reduce the impact on the fenders. The berthing speed should be less than 0,15 m/s

Fog or heavy snowfall may reduce visibility. As a general advice, minimum visibility of 0,2 NM will apply for berthing operation.

5.7 Mooring

Ships moored to the Terminal are encouraged, as a minimum, to comply with the mooring arrangements detailed in the Mooring Plans. Mooring Plans for each of the quays are presented in section 5.8 - 5.10. The Master is also responsible for ensuring that the ship remains securely moored throughout the stay alongside. The Master must ensure that all moorings are regularly tended and maintained in a taut condition. Mooring lines of the same size and material must always be used for all leads in the same service.

5.8 Industrial Quay

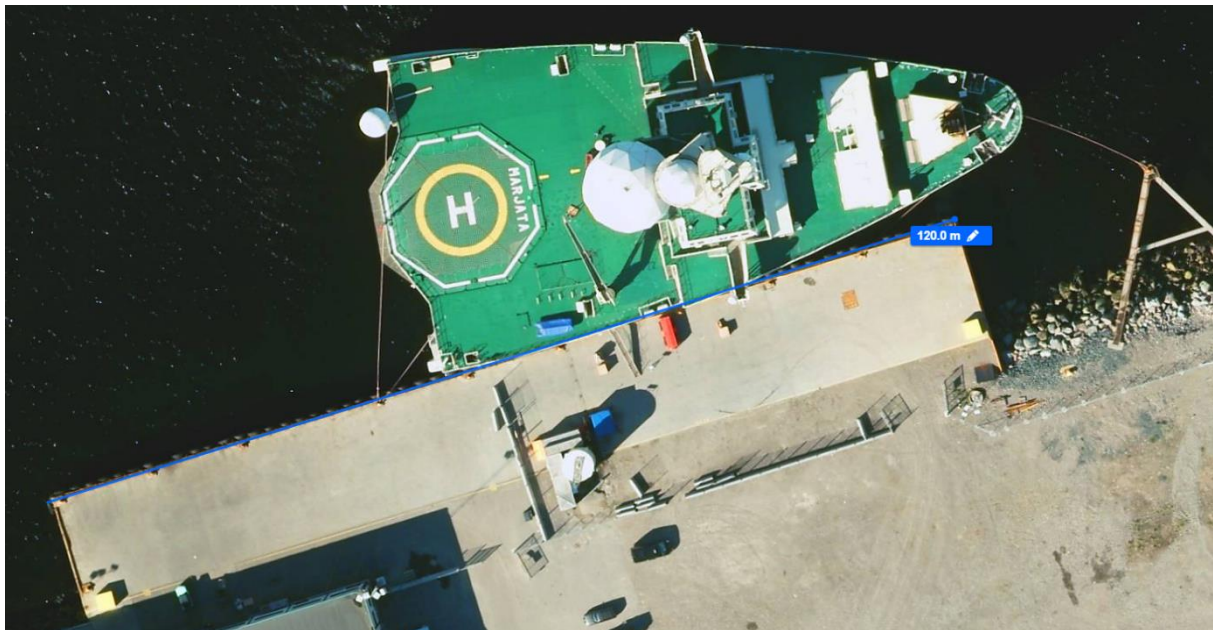


Figure 5.1 Industrial Quay

5.8.1 Description of the quay

The Industrial Quay is a pile quay in concrete with a total quay front length of 120m.

Category: passenger, offshore, ro-ro, general cargo, tanker, fishing vessel, cruise and container.

5.8.2 Fender system

The fender system consists of rubber tires. The fender capacity is not established.

5.8.3 Facilities

Fresh water supply

Available on request.

Power supply

Available on request.

ISPS

ISPS approved terminal, on/off facility.

5.8.4 Mooring plans

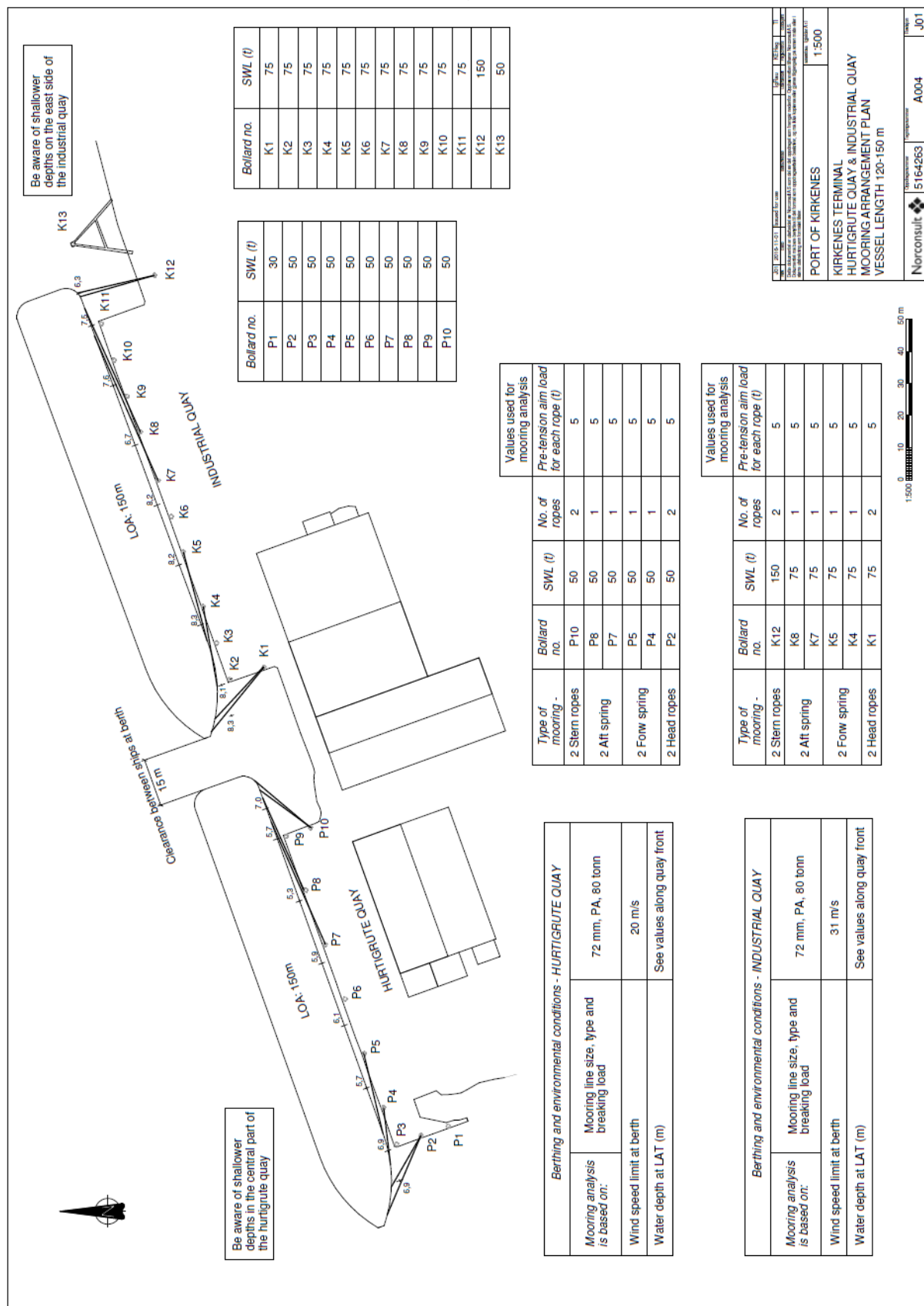


Figure 5.2 Mooring plan Industrial and Hurtigrute Quay, LOA 120 - 150m

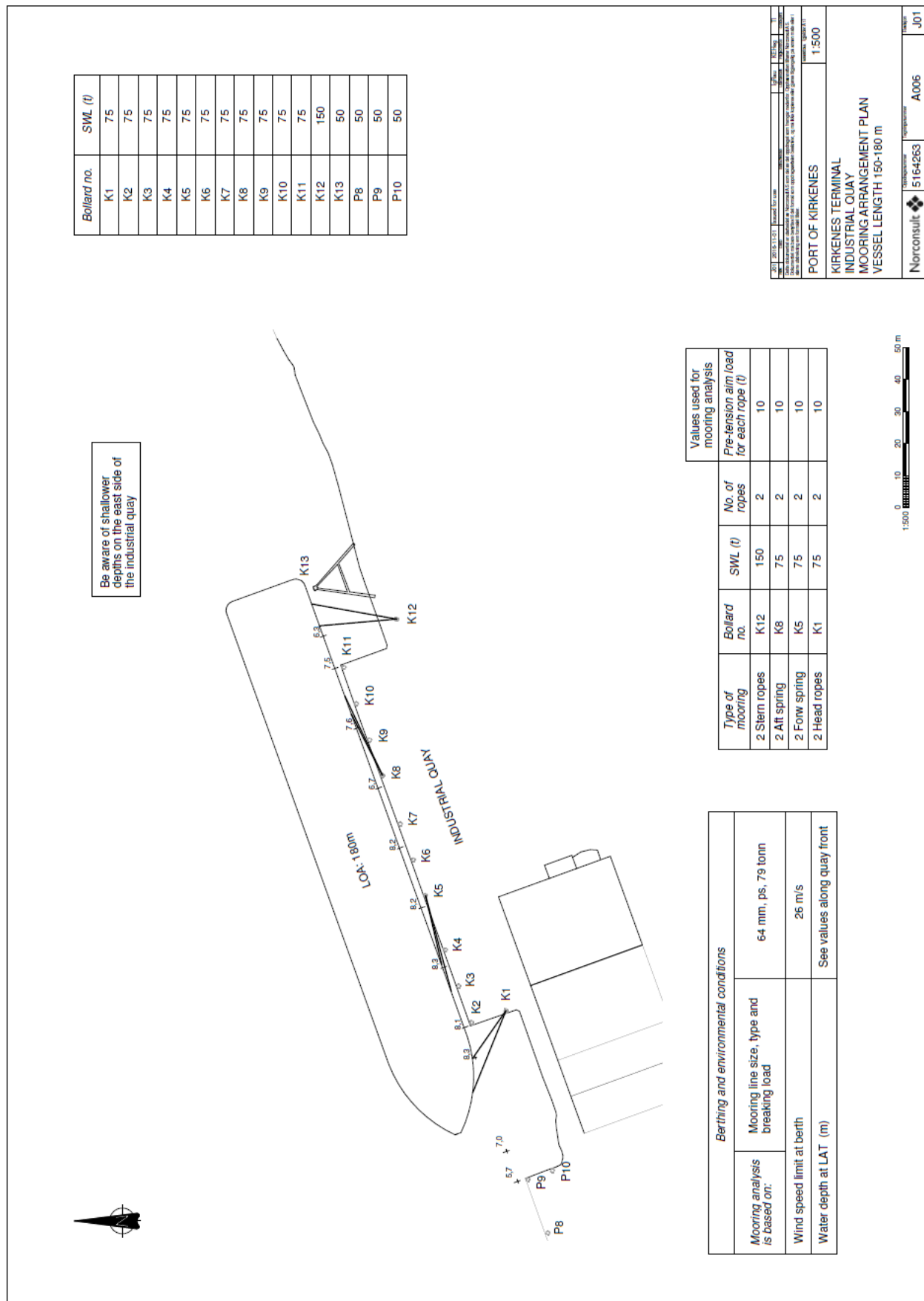


Figure 5.3 Mooring plan Industrial Quay, LOA 150 - 180m

5.9 Deep Water Quay

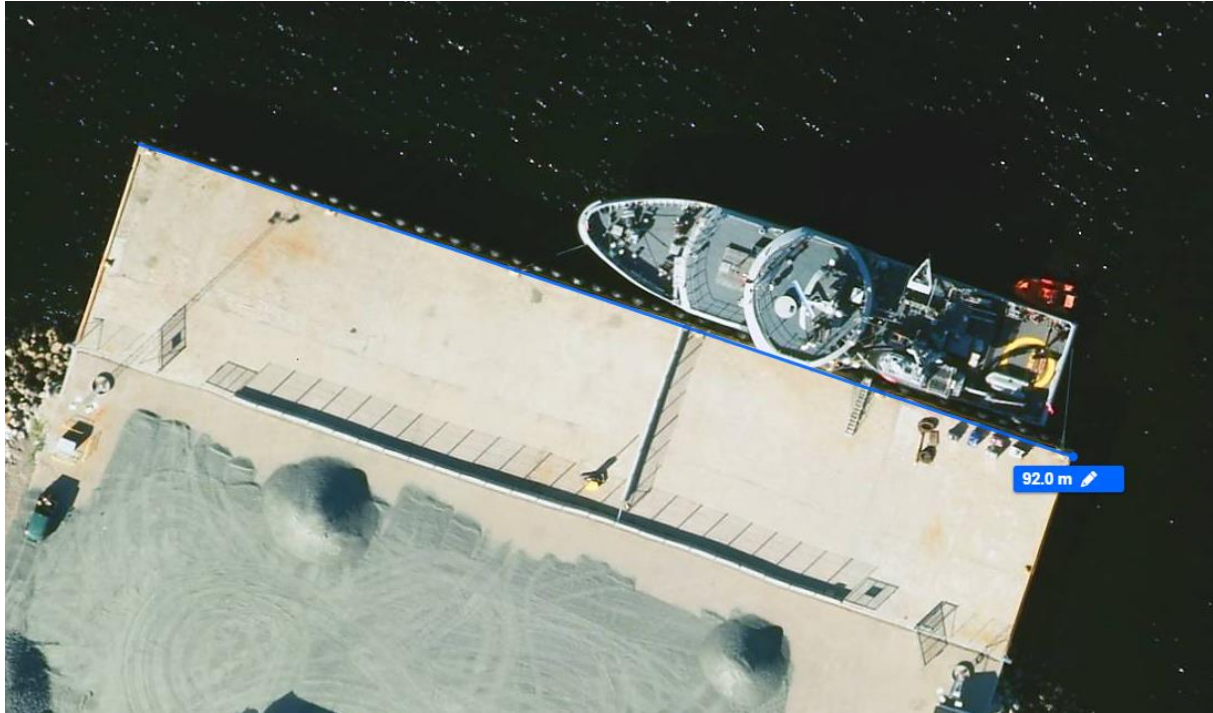


Figure 5.4 Deep Water Quay

5.9.1 General description of the quay

The Deep Water Quay is a pile quay in concrete with a total Quay front length of 92m.

Category: passenger, offshore, general cargo, container, roro, cruise, fishing vessel and dry bulk.

5.9.2 Fender system

The fender system consists of rubber tires. The fender capacity is not established.

5.9.3 Facilities

Water supply

30 m³/hour as a minimum.

Power supply

Two stations, 1x250 Amp, and 1 x 500Amp, 400Volt/50 Hz. Shore supplied power is mandatory for ship staying more than two days by quay.

ISPS

ISPS approved terminal, on/off facility.

5.9.4 Mooring plans (recommended only)

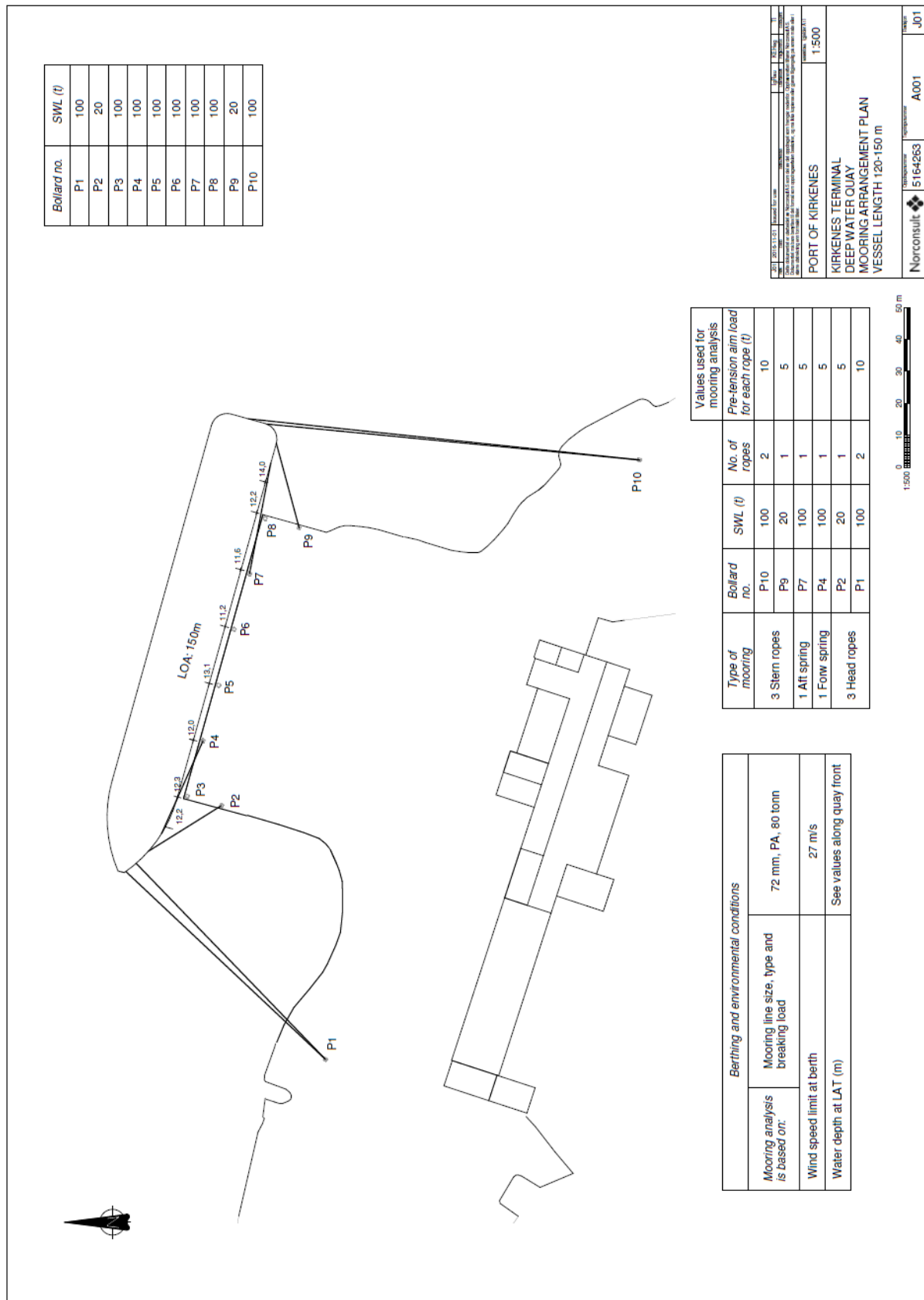


Figure 5.5 Mooring plan Deep Water Quay, LOA 120 - 150m

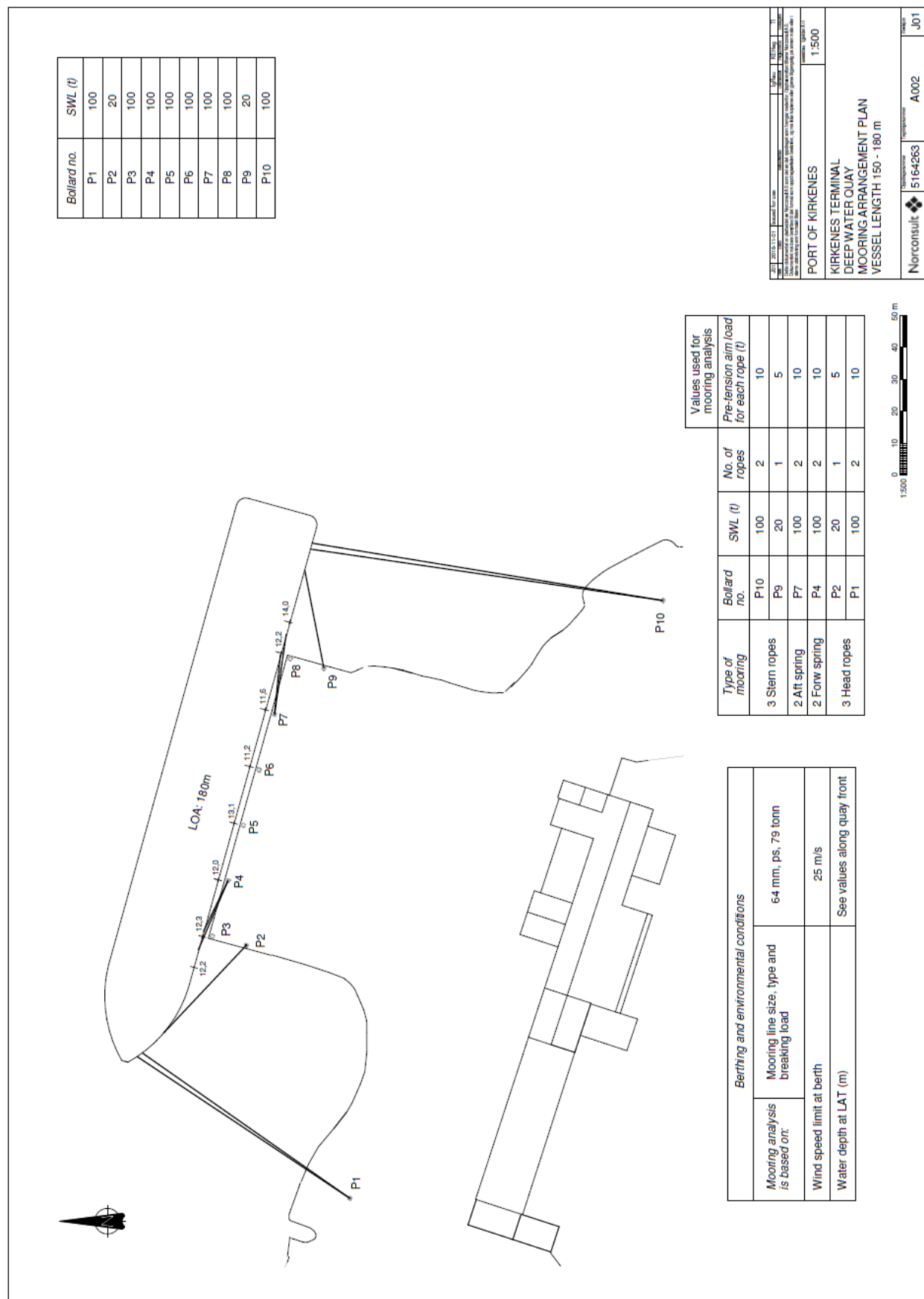


Figure 5.6 Mooring plan Deep Water Quay, LOA 150 - 180m

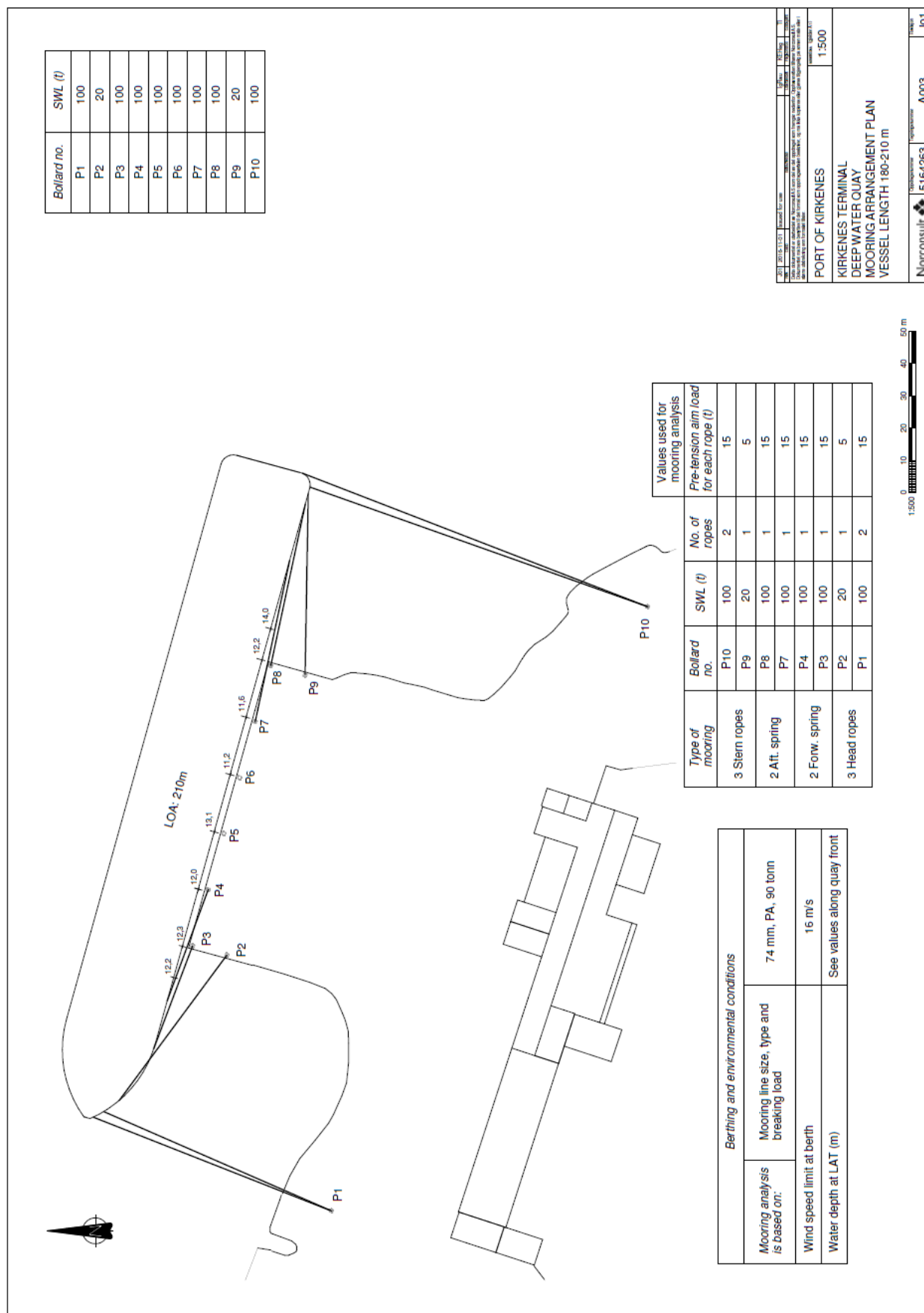


Figure 5.7 Mooring plan Deep Water Quay, LOA 180 - 210m

5.10 “Hurtigrute” Quay



Figure 5.8 Hurtigrute Quay

5.10.1 General description of the quay

The Hurtigrute Quay is a pile quay in concrete with a Quay front length of 104m. It is used daily between 09:45 – 12:45 by “Hurtigruten”, and by cargo ships in route on Tuesdays after reported arrival.

Category: ro-ro, passenger, general cargo, offshore.

5.10.2 Fender system

The fender system consists of rubber tires. The fender capacity is not established.

5.10.3 Facilities

Water supply

Available on request.

Power supply

Available on request. Shore supplied power is mandatory for ship staying more than two days by quay.

ISPS

ISPS approved terminal, on/off facility

5.10.4 Mooring plans(recommended only)

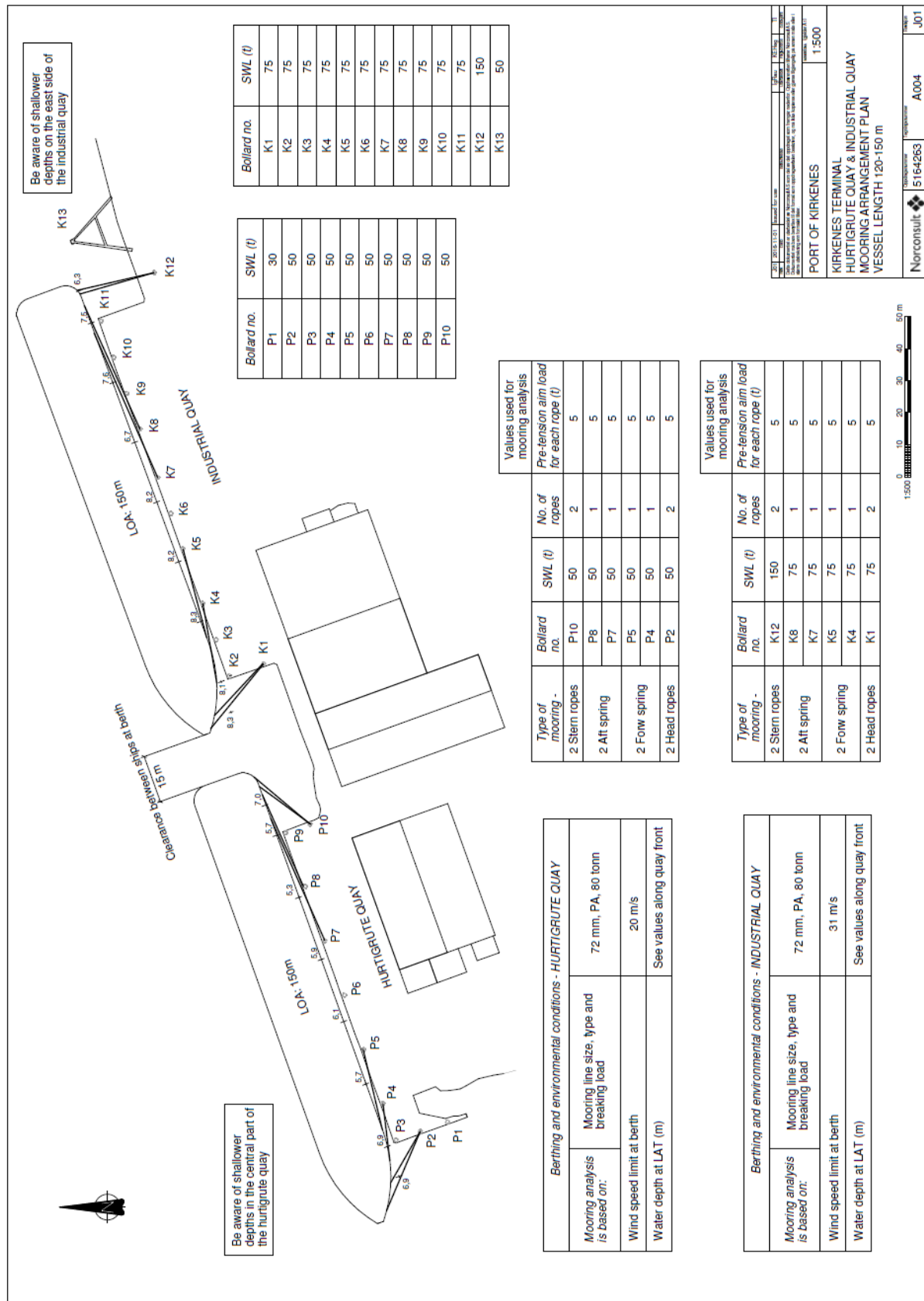


Figure 5.9 Mooring plan Hurtigrute Quay, LOA 120 - 150m

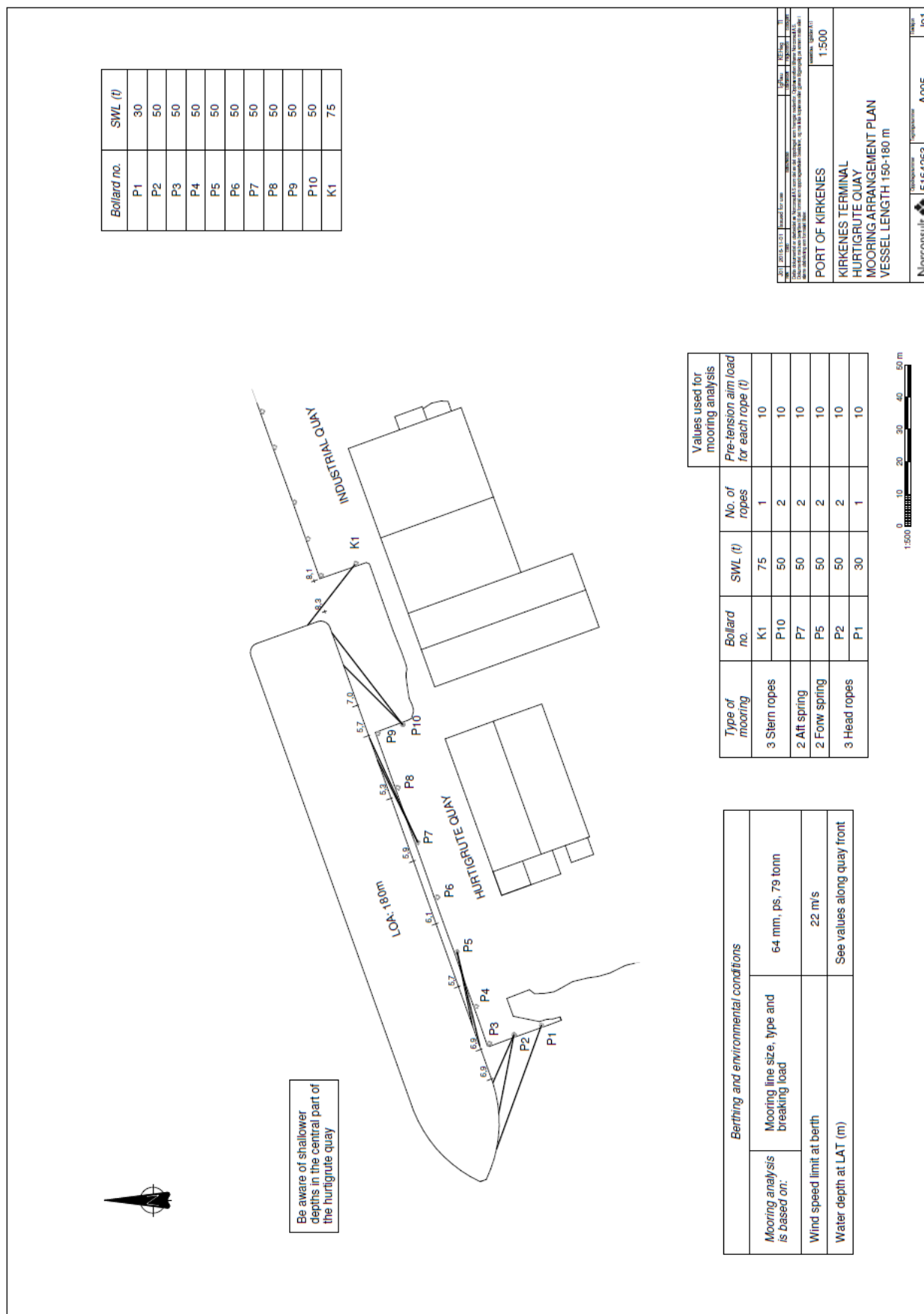


Figure 5.10 Mooring plan Hurtigrute Quay, LOA 150 - 180m

6 Appendix

6.1 Appendix 01: Terminal contact details, useful telephone numbers and VHF channels

Emergency Numbers		
Fire brigade	Telephone	110
Police	Telephone	112
Ambulance	Telephone	113
Port authorities		
	Telephone	+47 78 97 74 00
	Telephone	+47 41 45 49 92
	VHF channel	12/16
Emergency Channel		
	VHF channel	16
Pilot		
Lødingen losformidling	Telephone	+47 76 98 68 10
	E-mail	pilot.lodingen@kystverket.no
	VHF channel	13/16
Tug operator/Icebreaker		
	Telephone	+47 41 45 49 92
Ships agent		
Information available on request		
Local Taxi		
Kirkenes Taxi	Telephone	+47 78 99 13 97

6.2 Booklet's assignment

Client:	Kirkenes havnevesen
Client's Contact Person:	Eivind Gade-Lundlie
Consultant:	Norconsult AS, Vestfjordgaten 4, NO-1338 Sandvika
Assignment Manager:	Jarle H. Olsen
Technical Advisor:	Trygve Isaksen
Other Key Personnel:	Carl C. Waack Ignacio Rauca, Kai E. Heggstad

J01	2016-11-01	Final report for use by client	T. Isaksen	Kai E. Heggstad	Jarle H. Olsen
Version	Date	Description	Prepared by	Checked by	Approved by

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