



MARINE GUIDELINES

RAK PORTS INTEGRATED MANAGEMENT SYSTEM

*The user of any copy of this controlled document is responsible for verifying if it is the current version prior to use.
The controlled current version is available on the website www.rakports.ae*



RAK PORTS MEMBERS**SAQR PORT AUTHORITY**

The largest bulk handling port in the MENA region and operating to international standards - ISPS and ISO accredited. Saqr Port has established a reputation for a fast turnaround of vessels – just one of the value added services that sets Saqr Port apart from other ports in the region. Fast, efficient cargo handling and reliable distribution are the key elements to Saqr Port's reputation for quality. Saqr Port is handling bulk cargoes such as aggregates, coal, oil, gypsum, clay and other bulk materials for local factories. It has a good commercial and warehousing property portfolio which supports a thriving business community.



The 6 million square metres land and waterfront free zone development. RAKMCFZ is reinforcing RAK's global business footprint. RAKMCFZ's harbour has 5 km of quay wall, with private jetties and common users berths and a draft alongside of 6.5m.

**RAS AL KHAIMAH PORT**

A unique city centre port offering a range of modern cargo handling facilities and services. The port also has a passenger/cruise terminal catering for the increasing interest in the leisure activities available in this northern emirate.

**AL JAZEERA PORT**

The port offers a full range of cargo handling services on 960 metres of quay wall in addition to a dry docking and ship repairing facility. This 50,000 square metres Dry Dock and Ship Lifting System has 12 dry berths – 8 berths are 67.5m long x 30m wide and 4 berths are 77.5m long x 30m wide. The lifting dock has a synchronised lifting capacity of 1,100 tonnes and can accommodate vessels up to 55m in length x 18m wide.

**AL JEER PORT**

Located at the RAK border with the Musandam, Oman, the port is the latest marina facility in RAK. The complex consists of a 266 berth marina for sailing yachts, large luxury yachts and private leisure vessels. The port also handles general cargo and livestock.

RAK PORTS INTEGRATED MANAGEMENT SYSTEM

GENERAL INTRODUCTION

The Marine Guidelines have been made available for Ship Masters, shipping lines and the Marine Agents.

MASTER OF THE VESSEL

Masters are to ensure that all navigational resources (including charts and documentation) are current.

CONTACT PORT

The Harbour Master's Office is located in the Harbour Master's Division, Saqr Port Authority.

Marine Operations within the Harbour Master's Office is established to centrally receive and handle all operational maritime requests, questions, messages and reports and through which the requirements of the Harbour Master are made known.

CONTACT INFORMATION

Group Office:

Telephone: +971 7 205 6000

Fax: +971 7 266 8533

E-mail: info@rakports.ae

Harbour Master's Division

Saqr Port Authority

Tel.: +971 7 205 6164

Fax: +971 7 266 8153

PO Box 5130

Ras Al Khaimah

Unites Arab Emirates

Harbour Master, RAK Ports

Email: hm@rakports.ae

WEBSITE OF THE PORT

www.rakports.ae

WEBSITE OF THIS DOCUMENT

<http://www.rakports.ae/marine/Marine-Guidelines.pdf>

TABLE OF CONTENTS

Foreword 1
 Distribution 2
 Amendments 2
 Documents and Records 2
 Reference Documents 2

SECTION ONE

Marine Operations

Introduction..... 3
 Pilotage 3
 Port Control Services..... 3-4
 Towage, Tug and Mooring Services 4

SECTION TWO

General Rules and Conditions

General 5
 Notification and Documents 5
 Reporting..... 5-6
 Use of VHF Radio..... 6
 Port Communication 6
 Vessel without an Agent 7
 Vessel Insurance 7
 Vessel Requirements and Certificates 7-8
 Arriving Vessels..... 8
 Vessel Leaving the Port..... 8
 Vessels under Arrest 8-9
 Detaining Ship by Port State Control 9
 Duration of Stay..... 9

SECTION THREE

Port Navigation and Safety

Safe Speed - General 10
 Marine Operations in Adverse Weather 10
 Manoeuvring Parameters 10-11
 Severe Weather Precautions 11
 General Port Closure 11

Under Keel Clearance (UKC).....	11
Navigational Risk Assessment.....	11
Port Marine Safety Code	11-12
Exclusion Zones or Restricted Zones	12
Navigation in RAK Ports Channels and Harbours	12-13
Navigating inside Port Limits	13
Conduct of Vessels within Harbour Limits.....	13
Navigation while Affected by Drink or Drugs	13
Vessels Engaged in Special Operations	13-14
Dredging Operations, Salvage and Maintenance Work.....	14
Blocking Harbour Entrance.....	14
Dead-ship Movements.....	14-15
Passing Arrangements	15
Leisure Craft / Supply Boat Movements.....	15
Draught Marks.....	15
Anchoring and Anchorage Special Precautions	15-16
Incident Reporting Procedures and Requirements.....	16-18

SECTION FOUR
Marine Directives

Embarkation and Disembarkation of the Pilot	19
Ship's Gangway.....	19
Shifting on Lines.....	20
Equipment Protruding Beyond Vessel's Outboard Side	20
Mooring Lines.....	20
Mooring the Vessel.....	21
Vessel Cranes	21
Ballasting and Deballasting	22
Crewing	22
Unmanned Vessels	22-23
Vessel Radar.....	23
Funnel Emission	23
Vessel Stability	23
Pilot Detention.....	23
Crew Behaviour.....	24
Change of Vessel Details	24
Berth Delay.....	24
Cargo and Equipment Overboard	24

Dangerous Goods	24-25
Explosive and Radioactive Materials	25
Hazardous Waste	25
Diving	25
Vessels in Bunkering / Debunkering Operations	25-26
Sludge/Slops/Oily Water Disposal	26
Sounding of Whistles	26
Manoeuvring Machinery / Immobilisation	26-27
Propulsion Alongside	27
Bollard Testing	28
Painting and Deck Cleaning	28
Hot-works (Welding/Burning)	28
Maintenance Work, Repairs, Surveys and Lifeboat Lowering	28

SECTION FIVE

Marine Pollution and Prevention

General	29
Pumping Ballast in Port	29
Disposal of Waste.....	29-30
Use of Vessels Engine.....	30
Air Pollution	30
Hold Washing / Underwater Cleaning	30
Preventing Pollution.....	30-31
Marine Pollution Response Plan.....	31

SECTION SIX

Security Guidelines (ISPS)

General Guidelines.....	32
ISPS Code.....	32-33
Maritime Security Levels.....	33
RAK Ports Security Operating Level (1).....	33-34
ISPS Requirements	34
Ship-to-Shore Communication.....	34
Vessel Entry Restrictions.....	34-35
Vessel Carrying Arms & Ammunition On-board	35-36
Stowaway On-board	36

ANNEX

Standardised RAK Ports Forms.....	37
-----------------------------------	----

FOREWORD

Welcome to RAK Ports!

The aim of the Marine Guidelines is to promote good practice in the conduct of safe marine operations. These guidelines are applicable to all vessels operating in the waters of all RAK Ports, including all vessels underway and maneuvering within port limits, at anchorage or berthed at RAK ports jetties or leased facilities. The Guidelines are not law, and do not supersede or overwrite any regulatory obligations ports may have under a national, territory or local jurisdiction.

The principle objectives of our vessel traffic management have been, and will be, to foresee dangerous traffic situations and prevent such situations before they arise. In addition, we will also help to protect our marine environment.

We aim to:

- Avoid collisions and groundings
- Prevent damage to vessels and waterways
- Protect the marine environment

At The Harbour Master's Division, we continuously aim to improve our services and the staff continuously strive to provide safe and efficient marine and navigational services at all times. These services include vessel traffic management, pilotage, towage services, mooring services, hydrographic surveying, conservancy services and dry docking.

The Port makes every effort to ensure that the Master of every ship calling at any of the RAK Ports has a favourable experience of the services provided. The Port in return expects a professional attitude displayed by the ship and its crew and an observance of the regulations, procedures and guidelines.

I wish you a trouble-free and enjoyable visit to RAK Ports; please feel free in providing your feedback, suggestions and comments to our Marine Guidelines.

Capt. Michael Magee

Harbour Master
RAK Ports

DISTRIBUTION

The Marine Guidelines for RAK Ports will be distributed as follows:

One copy will be posted on the company website and the following will be notified when there are any changes or amendments:

1. Harbour Master
2. General Manager
3. HSEQ Manager
4. Security Manager
5. All Ports' Marine and Operations Managers
6. Deputy Harbour Master, Saqr Port

One PDF copy shall be filed in the Integrated Management System as an External Document.

AMENDMENTS

Proposed amendments are to be sent to the Document Owner, Harbour Master, who will maintain a record of changes in accordance with the Control of Documents and Records Procedure.

DOCUMENTS AND RECORDS

The definition of documents and records is defined below:

- **Documents:** Documents may be in any form or type of medium such as paper, magnetic, electronic, photos and templates. They are designed to capture information on activities or results.
- **Records:** Records provide evidence that activities have been performed or results have been achieved. They always record the past.

REFERENCE DOCUMENTS
Document Title
International Ship & Port Facility Security Code (ISPS)
International Safety Management Code (ISM)
Port Marine Safety Code (PMSC)
SOLAS and MARPOL Conventions
RAK Ports Regulations

SECTION ONE

Marine Operations

Introduction

1. RAK Ports is responsible for maintaining the safe and efficient movement of marine traffic within the jurisdiction (as per RAK Ports Regulations). We provide a wide range of optimal marine services to vessels calling at RAK Ports. These facilities include pilotage, harbour towage, mooring and related services, Port Control Services, hydrography and aid-to-navigation (A to N) services.
2. Our Marine Operations and Office Staff are on task 24 hours a day, seven days a week and communicate with other agencies and help coordinate response efforts in emergency situations.

Pilotage

3. Pilotage shall be compulsory for all vessels entering, leaving or transiting within the Compulsory Pilotage Areas, with the exceptions of UAE Navy ships or other vessels as specified in the "RAK Ports Pilotage Directions".
4. A Pilotage Exemption Certificate (PEC) may be granted to bona fide Master and First Mate of vessels, subject to meeting the prescribed qualifying criteria.
5. Unless otherwise advised by the Harbour Master, the pilot will (dis)embark the vessel at the Pilot Station.
6. Vessels shall reduce speed and make lee to accommodate the safe (dis)embarking of the pilot.
7. Requests for pilotage shall be and addressed to relevant Port Control.
8. Pilot boarding area is as indicated in the Nautical Charts.
9. The Pilotage service operates 24 hours a day throughout the year.
10. For more information, please see 'RAK Ports Pilotage Service' on: <http://www.rakports.ae/marine/Pilotage-Service.pdf>
11. Please see 'Pilotage Directions' for an overview of pilotage requirements in RAK Ports: <http://www.rakports.ae/marine/Pilotage-Directions.pdf>

Port Control Services

12. Port Control Centres provide co-ordination and communications for RAK Ports Pilotage Service, Tug Services and pilot boarding activities at the Pilot Station.

13. The objectives of RAK Ports Control Centres are:
 - a. Safety of navigation.
 - b. Efficiency of vessel traffic movement.
 - c. Protection of the marine environment.
14. Following RAK Ports are equipped with essential vessel traffic management devices:
 - a. Saqr Port Authority.
 - b. RAK Maritime City.
 - c. Ras Al Khaimah Port.
 - d. Al Jazeera Port.
15. For more information on 'Port Control Services', please see:
<http://www.rakports.ae/marine/Portcontrol-Services.pdf>

Towage, Tug and Mooring Services

16. The Harbour Master shall regulate the manner in which any towage is carried out within the harbour premises.
17. Each vessel or proposed movement is further assessed on a case by case basis.
18. Requests for towage, tug, and mooring services within the Port shall be made through the Ship's Agent and shall be addressed to Port Control at least twenty-four (24) hours before such services are required.
19. Tugs and mooring services being provided for that purpose will be charged at the vessel's expense.
20. At the sole discretion of the Harbour Master, tugs and other marine services will be employed during adverse weather conditions while a Vessel is alongside.
21. Marine services being provided for that purpose will be charged at the Vessel's expense.
22. For more information, please see 'RAK Ports Towage Guidelines' on:
<http://www.rakports.ae/marine/Towage-Guidelines.pdf>

SECTION TWO

General Rules and Conditions

General

1. These Guidelines are for advisory purposes and do not take precedence over, but are to be used in conjunction with, the RAK Ports Regulations, directions and practices.
2. The Harbour Master may issue any order in writing or otherwise, for the good order and the safety of shipping within the RAK Ports Area.
3. The Harbour Master will endeavour to issue all such orders in accordance with the objectives of RAK Ports Regulations and Good International Practices.
4. It is recommended that every master and crew member becomes aware of the contents of these Guidelines.
5. Every master records the fact that each crew member has become aware of the contents.

Notification and Documents

6. All vessels bound for RAK Ports must have a registered marine agent and should forward via agent, the following important documents at least 48 hours before arrival to get entry permission.

(See Marine Pro Forms on - <http://www.rakports.ae/marine.php>):

- a. Standardised RAK Ports Berthing Request Form (Agent to fill).
 - b. Duly completed, signed/stamped RAK Ports Standardised Pre-Arrival Forms as following:
 - (1) Pre-arrival Security Information (ISPS).
 - (2) Pre-arrival Checklist of Verification.
 - (3) Checklist – Ship's Certificates Status
 - c. Last Port Clearance copy.
7. Please note that without any of the above mentioned documents, entry permission will be denied.

Reporting

8. Vessels must contact respective Port Control three hours prior to the arrival and to provide them with the following information:
 - a. Before entering Ports Limits: Vessel Name, Flag, Class, Arrival Draft, Security Level, Vessel Condition and defects.

- b. After anchoring: Anchoring time, GPS position, Distance from Breakwater, Last Port of Call, IMO number, LOA, Gross Tonnage, Pilot Transfer Arrangements, Any Arms & Ammunition on-board, Any Stowaway on-board, Purpose of call and Marine Agent.
9. Vessels departing or shifting within the Port: Every vessel departing or shifting shall give at least one-hour notice to Port Control of its intended departure from the berth and provide the following information:
- a. ETD from the berth.
 - b. Confirm that all navigational equipment is in full working order or report any defects that may affect the safe navigation or manoeuvrability of the vessel.

Use of VHF Radio

- 10. Vessels operating within and proximate to RAK Ports Limits shall maintain a listening watch on ports designated VHF channels at all times.
- 11. All Reporting Vessels at all times are required to maintain a listening watch on Ports working Channels assigned for marine operations when navigating within the Harbour, channels, and at anchorage.
- 12. These channels are safety critical to the Port and operators shall not abuse these working channels.
- 13. The Port Control also maintains a constant listening watch on VHF Channel 16.

Port Communication

14. Communication:

Port Name	Contact number
Saqr Port Authority Port Control	<ul style="list-style-type: none"> • Call Sign: ‘Saqr Port Control’ • VHF Channels: 16 (Calling), 14 (Working) and 09 (Marine Ops)
RAK Maritime City Port Control	<ul style="list-style-type: none"> • Call Sign: ‘RMC Control’ • VHF Channels: 16 (Calling), 69 (Working) and 09 (Marine Ops)
Al Jazeera Port Port Control	<ul style="list-style-type: none"> • Call Sign: ‘Al Jazeera Port Control’ • VHF Channels: 16 (Calling), 68 (Working) and 13 (Marine Ops)
Ras Al Khaimah Port Port Control	<ul style="list-style-type: none"> • Call Sign: ‘Ras Al Khaimah Port Control’ • VHF Channels: 16 (Calling) and 71 (Working)
Al Jeer Port Port Office	<ul style="list-style-type: none"> • Call: 07 268 2333 • Email to: aljeerport@rakports.ae

Vessel without an Agent

15. Vessels without a registered Marine Agent will not be allowed to enter RAK Ports limits.
16. Every ship, regardless of its employment, purpose, propulsion, size, type or flag, intending to enter port shall, prior to calling the port, have an appointed registered Marine Agent responsible for representing the ship.

Vessel Insurance

17. All vessels entering RAK Ports must have proper insurance that sufficiently covers any third party liability, including liabilities resulting from dangerous goods or oil spills, spills of chemicals or other toxic or hazardous materials.
18. The vessel must have on board written proof of such insurance, which shall be provided, to the Harbour Master upon request.

Vessel Requirements and Certificates

19. Vessels shall be designed, constructed, equipped, operated and maintained so as to comply with the provisions of the applicable IMO codes and conventions and requirements of the vessel's classification society.
20. All vessels shall hold valid certificates issued by the flag state of the Vessel and/or by a classification society recognised by a flag state.
21. All vessels shall have on board papers and documents to be presented or made available for inspection.
22. The Harbour Master has the right to refuse entry to the Port of any vessel not in compliance with the above-mentioned requirements.
23. The following original statutory certificates must be valid and available on-board for inspection:
 - a. Classification Certificate (Hull & Machinery)
 - b. Tonnage Certificate
 - c. International Load-line Certificate
 - d. Cargo Ship Safety Equipment Certificate
 - e. Cargo Ship Safety Radio Certificate
 - f. Cargo Ship Safety Construction Certificate
 - g. Minimum Safe Manning Certificate
 - h. ISM Safety Management Certificate
 - i. International Ship Security Certificate (ISSC)

- j. The International Oil Pollution Prevention (IOPP) Certificate
- k. International Air Pollution Prevention Certificate (IAPP)
- l. Ship's Register Certificate
- m. Navigation Licence (if applicable)
- n. Ship Sanitation Control Exemption Certificate
- o. Oil Record Book (engine/cargo & ballast operations)
- p. Shipboard Oil Pollution Emergency Plan
- q. Shipboard Marine Pollution Emergency Plan (SMPEP) (chemical vessels only)
- r. Non-conventional Vessel Safety Certificate (if applicable)
- s. Certificate of Entry (P & I)

Arriving Vessels

- 24. Arriving vessels will be boarded at the Pilot station as per the Pilot's instructions.
- 25. The berthing manoeuvre will depend on the weather, tidal conditions, the vessel's handling characteristics, and in addition, the movements are scheduled according to port's requirement.
- 26. Any vessel whose normal ability to manoeuvre is reduced in any way shall notify Port Control before any arrival.
- 27. Pilot ladder arrangements will be notified to the ship by Port Control, prior to arrival.
- 28. The pilot will discuss with the Master the proposed manoeuvre for the vessel after boarding.
- 29. Once agreed with the Master, the Pilot will advise Port Control that a passage plan has been discussed and agreed.
- 30. Certain weather conditions make boarding untenable, therefore, when this happens, the vessel will be given as much notice as possible to return to sea to await more favourable conditions.

Vessels Leaving the Port

- 31. Each Vessel wishing to leave the Port shall obtain a Port Clearance.
- 32. Such port clearance may be withheld for any Vessel for any violation of the provisions of the RAK Ports Regulations, or for any legal cause or restraint duly ordered by a court in UAE, or for non- payment of Port Dues.

Vessels Under Arrest

- 33. Vessels under arrest in the Port or the approaches are the responsibility of the designated law enforcement department.

34. Pilots will not be dispatched to a vessel under arrest, nor will it be cleared to move or depart, until approval is given to the Port Authority by the enforcement department.

Detaining Ship by Port State Control

35. Placement of the detained vessel is the responsibility of the vessel's agent to be negotiated with either the Port State Control (PSC) for anchorage or berths or another facility.
36. No facility shall be obligated to provide a commercial berth for detained vessels.

Duration of Stay

37. Vessel should leave the Port limits within 21 days in compliance with UAE Federal Law, otherwise should extend stay which is subject to obtaining permission from Federal Transport Authority in addition to port approval.

SECTION THREE

Port Navigation and Safety

Safe Speed – General

1. In the waters of the Port, safe speed includes a speed at which the wash and wake from the vessel will not cause the risk of damage to property or to the safety of life.
2. Every vessel, when passing any other vessel or any public work in the harbour, shall reduce speed sufficiently to prevent damage by bow-wave or wash to the other vessel or work, and to prevent injury to any person employed on or in connection with the other vessel or work.
3. All vessels shall proceed and manoeuvre at safe speeds within the Port at all times. Mariners are reminded that the maximum speed of 7 knots is not necessarily a safe speed and a slower speed may be appropriate.
4. Notice to Mariners will identify work in progress, and in accordance with the Collision Regulations vessels must proceed at the minimum speed at which the vessel can be kept on her course.

Marine Operations in Adverse Weather

5. The following factors should be taken into account when manoeuvring, berthing and sailing within the port:
 - a. Ship type, draft, wind and handling characteristics
 - b. Reported ship defects
 - c. Berth location
 - d. Visibility
 - e. Tidal Streams
 - f. Traffic density
 - g. Meteorological conditions/forecast
 - h. Under Keel Clearance
 - i. Towage
 - j. Limitation of vessel's equipment

Manoeuvring Parameters

6. Wind:
 - a. Normal Operations: < 20 Knots.
 - b. Limited Operations: 20-25 Knots.
 - c. Suspended Operations: >25 Knots.

7. Visibility:
- a. Normal Operations: >1.0 NM.
 - b. Limited Operations: from 0.5 – 1.0 NM.
 - c. Suspended Operations: < 0.5 NM.
 - d. Should the visibility decrease below Pilots minimums to manoeuvre at safe speed the Pilot may delay movement of a vessel until it is considered safe to proceed.

Severe Weather Precautions

8. All vessels moored in the Port or berthing shall take such precautions in severe weather as may be necessary and reasonable, and as may be ordered by the Harbour Master.

General Port closure

9. The Port shall close to all shipping movements when the sustained wind speed within the harbour exceeds 25 knots.

Under Keel Clearance (UKC)

10. Vessels entering or leaving RAK Ports should do so after careful consideration of the dangers to navigation and only after the Master is satisfied that there is sufficient under-keel clearance for the vessel at all times.
11. For further information, please refer to RAK Ports 'Ruling Depth & Under Keel Clearances' on: <http://www.rakports.ae/marine/RD&UKC.pdf>

Navigational Risk Assessment

12. Any specialised operation, project or vessel which falls outside the normal scope of the Navigational Risk Assessment will be subject to a Specific Risk Assessment.
13. Should the Harbour Master deem it necessary this will need to be completed prior to the vessel entering Harbour Limits and / or commencing operation.

Port Marine Safety Code

14. RAK Ports greatly welcomed the introduction of the UK Port Marine Safety Code and in line with RAK Government objectives will take appropriate measures to achieve compliance with the requirements of the Code.
15. The Ports remain committed to managing marine safety in continuing compliance with the Code and intends to review formally its compliance every three years.

16. The Ports remain committed in maintaining an effective Safety Management System based on a continuous formalised assessment and mitigation of risk in consultation with Port users.
17. It needs to be stressed that the achievement of safety requires a collective approach to the subject, and moreover requires the active participation of all who use the Port.

Exclusion Zones or Restricted Zones

18. Exclusion Zones or Restricted Zones may be permanently or periodically established in the interest of safe navigation.
19. These navigational restrictions will be promulgated by the Harbour Master's Division as Notice to Mariners or broadcast via VHF radio by Port Control.

Navigation in RAK Ports Channels and Harbours

20. The International Rules for Prevention of Collision at Sea apply to All Vessels within RAK Ports limits.
21. Overtaking may only to be conducted when safe to do so and with the agreement of the vessel being overtaken and the Port Control.
22. Reporting Vessels should not navigate within the RAK Ports Channel in such a way as to cause obstruction to another vessel which is confined to the Channel by reason of its draught.
23. On occasions whereby visibility is restricted due to fog, mist, snow or any other cause, the following will apply:
 - a. Vessels encountering visibility less than 1 nautical mile should inform Port Control/designated officials.
 - b. Ships tidally restricted will be given priority over other movements.
 - c. Vessels not fitted with operational radar should not navigate within the port when due to fog, mist, snow, rain, dust, smoke or other cause, is less than 0.5 nautical miles.
24. Reporting Vessels subject to Pilotage, shall not pass the Pilot Boarding Position until they have embarked their Pilot, unless permitted to do so by the Pilot or the Port Control.
25. The Master of every vessel within RAK Ports should keep moored his vessel safely, should move the vessel to or from any berth within the Harbour as required by the Port Control / designated official.
26. Reporting Vessels are required to have a minimum Under Keel Clearance at each port

in step with depth at berth of each port under RAK Ports whilst underway within Harbour Limits (See 'Ruling Depth and Under Keel Clearance').

Navigating inside Port Limits

27. The Master of a reporting vessel should, at all times, be on the Bridge when navigating inside Harbour Limits.
28. A 2nd person competent and capable of taking over in the event of the Master becoming incapacitated (normally the Chief Mate), should be contactable and readily available to take over if not already on the Bridge.
29. Two (2) persons to be present on bridge, at all times, when manoeuvring.

Conduct of Vessels within Harbour Limits

30. Masters are required at all times to navigate their vessels at a speed commensurate with local circumstances and conditions so as not to endanger lives or cause injury; interfere with the navigation, manoeuvring, loading or discharging of vessels; cause damage to banks, moorings, quays, dock gates or other property.
31. Due care should be taken when passing vessels moored on berths adjacent to navigational channels, in particular over the Low Water period.
32. The Harbour Master may determine the order in which vessels may enter or leave the harbour and their berth in the Harbour. No person should attempt to take any vessel into or out of any berth without the permission of the Port Control.

Navigation while Affected by Drink or Drugs

33. No person should have the command, charge or management of a vessel underway or otherwise navigate or have the charge of or undertake any activity which is or may be material to the safe conduct of a vessel underway when unfit by reason of drink or drugs.
34. The master of a vessel should not cause or permit any person to navigate or otherwise have charge of or undertake any activity which is or may be material to the safe conduct of a vessel underway if that person is unfit by reason of drink or drugs to do so, have that charge or undertake that activity.
35. The master of any vessel should not move the vessel within Harbour Limits if his ability to do so is impaired by drink or drugs.

Vessels Engaged in Special Operations

36. Vessels engaged in special operations, such as [but not limited to] heavy lifts, fuelling operations, etc., where wake turbulence could impose a hazard shall contact Harbour
RAK PORTS INTEGRATED MANAGEMENT SYSTEM

Master through Port Control and request that vessel movements be restricted or suspended in the area.

37. Such movement restrictions within the harbour limits must be authorised by the Port Authority.
38. A vessel engaged in any operation or subject to exceptional circumstances that could navigationally affect another vessel manoeuvring in the vicinity, shall maintain a listening watch for port movements and contact Port Control if the Master believes insufficient information has been passed by Port Control to any other vessel.
39. This includes any abnormal operation such as an anchor being left deployed, bunkering operations, lifeboat or rescue boat recovery, divers working on the vessel or any operation that could affect another vessels manoeuvring.

Dredging Operations, Salvage and Maintenance Work

40. Dredging operations, salvage work, subsurface and other maintenance works that are necessary to maintain the safe conditions of the waters of the Port require service vessels to operate in the main shipping channels, berths and turning basins.
41. Every endeavour will be made to ensure that the operations do not hamper a vessel in its approach to a berth or departure from a berth or waters of the Port.
42. Vessels encountering such operations are required to pass at slow speed, giving the operation as much sea room as possible.
43. Notices to Mariners will refer to the operation, and Port Control will give notice of the areas of, and the vessels involved in, the operation.

Blocking Harbour Entrance

44. A Vessel, except with the permission of the Port Control, shall not lie or be moored at the entrance to the Harbour.
45. The Harbour Master may, without warning, remove any obstruction or direct the movement of any vessel within the limits of the harbour, where its safety or the safety of other vessels is at risk, and the vessel/owner will be charged for such removal.

Dead ship Movement

46. Ships requiring a dead ship movement to any berth or anchorage within the port will be treated on their merits.

47. The Port Control will advise the Marine Agent of the status of movement when all the details are known.
48. Other ships or tug and barges shall not overtake dead ships.
49. A dead-ship/non-accompanied barge must have a responsible person on-board for berthing, sailing or shifting operations.
50. Unless otherwise agreed with the port authority, a barge/dead ship operation shall be under the overall responsibility of the responsible person on board; this must not be the port pilot or any port staff. Please see, RAK Ports 'Towage Guidelines' on: <http://www.rakports.ae/marine/Towage-Guidelines.pdf>

Passing Arrangements

51. A vessel underway shall maintain a safe distance from other vessels.
52. A vessel shall exercise due caution and common sense when overtaking/passing other vessels.
53. The overtaking vessel shall communicate its intentions to the vessel being overtaken, and that vessel shall not hinder the overtaking vessel.

Leisure Craft/Supply Boat Movements

54. Leisure craft / Supply Boat will be allowed passage through the Harbour when it is safe to do so without impeding the planned manoeuvres of vessel or tug and barge.

Draught Marks

55. All vessels moving in the Port shall have clearly visible draught marks and shall not be loaded over their marks.

Anchoring and Anchorage Special Precautions

56. Vessels are allowed to anchor in the anchorage area only after obtaining the permission of the Port Control.
57. In the Port, the Master of a Vessel shall refrain from:
 - a. Using an anchor to stop a Vessel.
 - b. Manoeuvring a Vessel with a dragging anchor.
 - c. The above prohibition does not apply in the case to prevent collision or contact.
58. Whilst underway within Ports Limits, vessels must have their anchors to be cleared ready for immediate use.

59. No vessel may lay alongside any berth with an anchor on the bottom unless approved by Harbour Master.
60. Anchors used for berthing to be retrieved as soon as possible. If retrieval is not possible, anchor is to be marked and Port Control advised of the position.
61. Vessel should not anchor in the vicinity of gas/oil pipelines.
62. Vessels Dropping Anchor:
- a. After dropping anchor, the vessel must report her anchored position and time to the Control Tower.
 - b. Failure to report will result in charges levied by Port Authority as per RAK Ports Regulations.
63. Vessel Anchored:
- a. A continuous bridge watch by a qualified Deck Officer must be maintained on the bridge at all times to monitor the vessel's position and maintain a listening watch on relevant VHF channel.
 - b. A continuous anchor watch must be established once the vessel anchored.
 - c. During periods of gale or storm force winds a vessel's main engine must be on standby and capable of responding at short notice.
 - d. No vessel at anchor within the boundaries of the port may shut down or disable main propulsion without prior permission from Harbour Master via Port Control or designated personnel.
 - e. All vessels engaged in bunkering operations, at anchor, MUST have their engines ready at immediate notice.
 - f. All vessels MUST have their engines ready at immediate notice when in receipt of a WEATHER WARNING from Port Authority and in all circumstances when the Master has any concerns with the forecast or prevailing weather.
64. Port Control must be advised immediately in the event of any vessel suspected of dragging anchor.
65. Any defect to a vessel's main engine or safety critical navigational equipment, when at anchor, must be reported to the Port Control immediately.
66. Nothing in these requirements shall relieve the master of the responsibility to take precautions as required by the circumstances prior to being so directed by the Port Control/authorised personnel.

Incident Reporting Procedures and Requirements

67. The Master of a Reporting Vessel arriving at RAK Ports having any defect or having been involved in a Reportable Occurrence, should notify the Port Control/designated

official at earliest opportunity, and should not enter Harbour Limits without approval from the Harbour Master.

68. The Master of a Reporting Vessel that suffers a defect or other Reportable Occurrence whilst within Port Limits should report such defect to the Harbour Master at earliest opportunity via the Port Control or other appropriate means.
69. The Master of the Vessel shall deliver to the Harbour Master in writing a full report of the incident or damage within twenty-four (24) hours of the occurrence of the incident or damage, and in any case before departure.
70. Private Jetty/Berth Operator and Service Providers shall also report any such marine incidents to the Harbour Master.
71. RAK Ports Standard Marine Report Form (MRF) to be used for report writing.
72. Reportable Defects and Occurrences:

- a. Reportable Defects to Navigation equipment include but are not limited to:
Radar, Compass or Gyro Compass, GPS - Echo Sounder.
- b. Reportable Defects to Manoeuvring equipment include but are not limited to: -
Steering - Main propulsion - Thrusters.
- c. Reportable Defects to Mooring equipment include but are not limited to:
Anchors - Windlasses - Mooring winches.
- d. Reportable Occurrences include but are not limited to: - Collision - Grounding or Stranding – Loses Anchors or Chain - His vessel or tow obstructs a Fairway or Channel - Discharges of noxious substances or pollutants - Jettisons or loses any object which could obstruct a berth or fairway – Personal Injury or Death – Criminal Activity - Fire on board.

(1) Grounding:

- Vessel grounding in the channel shall carry out any requirements of the Collision Regulations and any special instructions given by the Harbour Master.
- Anyone owning or in charge of a Vessel that is prepared to allow her to lie in a Berth where she shall take the ground, must be answerable for any damage that may occur to her by so doing.

(2) Fire on-board - On discovering a fire on board, the Master should:

- Take immediate action to extinguish the fire using the ship's equipment and any other actions as required by the vessels ISM Safety Management System
- Ensure Port Control and emergency services are immediately notified, in addition to ceasing cargo operations

- e. The occurrence of a "Near Miss" relating to any of the above, or any other observation that for the safe and efficient running of the Harbour that the Harbour Master ought to be made aware of, should be considered as Reportable.
- f. Any other marine occurrence or observation which the reporter consider necessary to raise with the Port Authority.

73. Please see RAK Ports 'Marine Emergency Response Plan' RAK Ports 'Marine Pollution Response Plan' and 'Emergency Contact Directory' on our website:

- a. <http://www.rakports.ae/marine/Marine-Emergency-Response-Plan.pdf>
- b. <http://www.rakports.ae/marine/Marine-Pollution-Response-Plan.pdf>
- c. <http://www.rakports.ae/marine/Emergency-Contact-Directory.pdf>

SECTION FOUR

Marine Directives

Embarkation and Disembarkation of the Pilot

1. To avoid possible delays or miss a tidal slot, masters should take note of the following requirements:
 - a. Pilot ladder and associated equipment must comply with SOLAS standards and the requirements of International Pilot's Association.
 - b. Pilot boarding / disembarking shall also be supervised by a responsible ship's officer.
 - c. Whenever the height of the deck above the water level exceeds 30 ft (9.0 metres), the accommodation ladder shall also be used in conjunction with the pilot ladder and shall be lowered to above 22 ft (7.0 metres) above the water level with the pilot ladder immediately adjacent to the bottom of the accommodation ladder.
 - d. For further information please refer to RAK Ports 'Pilotage Service' on: <http://www.rakports.ae/marine/Pilotage-Service.pdf>

Ship's Gangways

2. The vessel is to provide safe and well-secured gangways.
3. Ships gangways must be:
 - a. Well lit with a minimum lighting level of 10 lux across the entire surface;
 - b. Be of sound construction and free from damages and defects;
 - c. Free from oils and other debris;
 - d. Be fitted with a safety net;
 - e. To be at least 550mm in width and be supplied with upper and intermediate guard rails;
 - f. Gangways shall be grounded correctly and kept fully lowered at all times. Height and positioning shall not be adjusted whilst persons are on the gangway;
 - g. Lifebuoy with light to be placed at the gangway;
 - h. Gangways must be kept clear of quay crane rails and not impede the long travelling of quay cranes or obstruct roadways.
 - i. Port Authority does not accept liability for gangways being hit by quay cranes, vehicles or other equipment.

Shifting on Lines

4. Vessels berthed at RAK Ports berths, and requiring a move along the face of the berth may, with the prior authorisation of the Port, shift the vessel with vessels lines.
5. The Port Authority will grant this permission dependent on the weather conditions, other vessels in the vicinity, any special condition relating to the vessel and the safety of the operation. Where, under normal circumstances, a vessel is required a Pilot, and tugs are availed or the main engine and/or bow thruster utilized, a pilot is required to be aboard.
6. No vessel shall move between one berth and another at RAK Ports or between a private berth and a berth at a Port property without permission of the Port Authority.

Equipment Protruding Beyond Vessel's Outboard Side

7. Boats and Emergency Equipment:
Vessels at RAK Ports or leased facilities wishing to lower boats to the embarkation level, to the water, must have approval from Port Control/Designated Port Official.
8. Equipment Extending Beyond the Vessel's Side:
 - a. Any vessel that needs to have equipment extending beyond the sides of the vessel must obtain approval of the Harbour Master.
 - b. No rigging, cargo gear or other equipment of any vessel in the waters of the Port shall overhang or project beyond the outboard side of the vessel in a manner that may endanger life or property, or cause a hazard to navigation.
 - c. This requirement also applies to vessel's cranes.
 - d. When the equipment swung out may impair other vessels maneuvering in the vicinity, the extending gear must be swung inboard until the maneuvering vessel is past and clear.
 - e. The Agent or the Master of the maneuvering vessel is required to notify the vessel with extended gear of the intended move.
 - f. This notification should be given as close to the maneuvering time as is practical while still allowing the vessel with extended gear time to swing in the equipment.

Mooring Lines

9. Ropes or wires acceptable (Wires must have a rope tail).
10. All mooring lines should be in good condition and tended to with same tension.
11. Emergency Towing Wires: Two Emergency Towing wires must be available in case of emergency.

Mooring the Vessel

12. When mooring vessels:
- a. Vessel master must notify Port Control or the boarding pilot of any known defect in the vessels mooring systems so that precautions can be undertaken;
 - b. Ensure that all mooring equipment is in good condition before use;
 - c. Ensure that a strict watch is kept on the mooring system at all times to prevent slack or over tight lines developing;
 - d. Mooring lines only to be adjusted under the guidance of a competent crew member;
 - e. As soon as the vessel is secure manual mooring winch brakes are to be applied where fitted;
 - f. Winches are not to be left on automatic tensioning mode;
 - g. Ensure “monkey fists” are only made of rope;
 - h. Mooring Operations are only to be carried out in response to clear instructions or signals;
 - i. Mooring bollards should be kept clear of obstructions at all times;
 - j. Mooring staff should only enter snap back zone to carry out necessary tasks;
 - k. Never step over a mooring line under tension;
 - l. Never put your feet in bights or eyes of mooring lines;
 - m. Ensure that long travelling of quay cranes are not obstructed;
 - n. Ensure roadways or work areas are not obstructed,
 - o. Rodent guards are fitted on all mooring lines for the duration of your stay.
 - p. Use of Ship’s Cranes, Boom Lifts
 - q. Port’s mooring gang must be used, unless otherwise permitted by Port management to use ship’s own crew.

Vessel Cranes

13. Vessel cranes must be stowed on the water side of the vessel;
14. Cranes should be stowed in appropriate out of service condition during expected high winds;
15. Vessel cranes cannot be used as a man lift without an approved man cage.
16. The use of Ship’s cranes or booms must be notified to Port Operations Supervisor prior to their operation, and they must be manned at all times when swung over the wharf.

Ballasting and Deballasting

17. RAK Ports do not have ballast water receiving facility and therefore, vessels coming from other regions to RAK Ports should follow Ballast Water Management Plan and exchange of ballast water at sea.
18. In general, there are no restrictions on ballasting and de-ballasting for Segregated Ballast Tanks (SBT) during cargo loading or discharge operations. However, the following considerations should be taken into account:
 - a. Ballast should not be loaded if it may cause the ship to exceed maximum safe draft for the berth until sufficient cargo is discharged.
 - b. Deballasting to be carried out from seaward side, if required to deballast from port side then should be done through lower sea suction.
19. Ballasting / deballasting ship's holds is not permitted unless express permission of the Harbour Master.

Crewing

20. All ships within the limits of the RAK Ports shall have sufficient crew on board as per Minimum Safety Manning Certificate to safely maneuver the ship along a harbour facility or to depart a harbour facility when instructed to do so by Port Control / Port official.
21. Crew in sufficient numbers shall be present at all times to monitor the ship for safety and security purposes, and to insure that mooring lines and gangways are properly tended and to deal as far as is reasonably practical with any on-board emergency that might arise.
22. The Master of any Vessel moored in the Port shall, unless the Harbour Master specifically permits otherwise, at all times retain on board sufficient crew to operate the Vessel.

Unmanned Vessels

23. Clearance will only be given to position an unmanned vessel alongside a RAK Ports berth or leased facility if Port officials are satisfied that the Master of the vessel has adequate securing arrangements between the vessel and port facility, that mooring lines are tended, and that arrangements are in place to reposition or remove the vessel from the Port if instructed to do so.
24. Since it is understood that the time required for preparing to move an unmanned vessel may be longer than that required for a fully crewed vessel, the length of the notification period will be agreed upon before this clearance is granted.

25. Barges or other unmanned vessels must have lines with sufficient scope to remain properly secured at all stages of the tide.
26. Such vessels must have a person or company responsible for the security arrangements, and this person or company must be available at all times.
27. Any vessel which is to be laid-up for an extended period of time shall have a security Inspection completed and enters into a Declaration of Security for the duration of the lay-by with the facility operator / tenant.

Vessel Radar

28. Vessel radar shall remain isolated/non-operational whilst quay cranes or ships cranes in close proximity are in operation.
29. This will assist in mitigating the effects of electromagnetic fields that may emanate from radar equipment during operations.

Funnel Emissions

30. Emissions from ship funnels should be minimised.
31. Heavy Fuel Oil or Bunker Fuel should not be consumed by the vessel whilst inside the harbour and it is preferable to use marine distillate.
32. This will reduce fume exposure to RAK Ports staff such as the Quay Crane operators, reduce a vessel's carbon emissions whilst in port and improve general air quality at the Port and wider Ras Al Khaimah (see Section Five 'Marine Pollution and Prevention' – page No.29).

Vessel Stability

33. The Master of the vessel is responsible for maintaining the vessel's stability within the vessel's stability criteria during cargo and ballast operations.
34. Special care must be taken to ensure that trim / list / hull stress conditions do not endanger safe operations.
35. A safe Under Keel Clearance must be maintained during all stages of the loading and/or deballasting.
36. For more information, please see 'Ruling Depth & Under Keel Clearances' on: <http://www.rakports.ae/marine/RD&UKC.pdf>

Pilot Detention

37. In the event, a vessel not ready for sailing/shifting when pilot on-board, Pilot Detention charges apply as per tariff.
38. Please see: <http://www.rakports.ae/marine/Pilotage-Service.pdf>

Crew Behaviour

39. The Master of a vessel shall be held responsible for the behavior of the crew of such vessel while in RAK Ports, and for the strict observance of UAE Law; particularly those laws concerning the sale, possession or consumption of drugs and alcohol.

Change of Vessel Details

40. Any vessel which intends to undergo change of Ownership, Name, Flag, Class, or Manager (as per ISM DOC) should inform the Marine department 48 hours prior to vessel's arrival in writing of such intention via marine agent.
41. Confirmation from previous shipping agency on release of shipping agency (applicable if any change in agency).
42. Copy of Provisional Certificate of Registry must be submitted prior to making changes on ship's hull.

Berth Delay

43. All vessels after completion of loading or discharge shall be ready for sailing within 1.5 hours (grace period), and in case the vessel is not ready for sailing within this grace period, the vessel shall be liable to berth delay charges as per tariff.

Cargo and Equipment Overboard

44. In case any cargo or equipment falls overboard, the master should inform the Port Authority immediately and he should recover the cargo or equipment immediately.
45. The Port Authority may recover such cargo or equipment at the cost and responsibility of the vessel.
46. The Port Authority shall not be held responsible for any damage or loss that might be sustained by such cargo or equipment.

Dangerous Goods

47. Notification:
- a. The Master of any Vessel arriving with Dangerous Goods shall give prior written notice to the Harbour Master stating full particulars of the cargo.
 - b. Such vessel must display the relevant signals (as defined in IMO regulations) at all times and keep in constant contact with the Harbour Master.
48. Packing and Labelling: All Dangerous Goods are to be transported, packed and labelled in accordance with IMO regulations.

49. Handling: No Dangerous Goods or other goods or materials likely to cause personal injury or damage to property may be brought into RAK Ports, unless transported and handled according to IMO requirements (as set forth in the IMDG Code).

Explosives and Radioactive Materials

50. Approvals from relevant Government authority must be obtained in advance for the import and/or export from or into the Port of IMO Class 1 & 7 Goods, or any radioactive materials, or systems containing such materials.

Hazardous Waste

51. The import and/or export of hazardous waste shall be subject to permits issued by Environmental Protection and Development Authority, RAK (EPDA), in addition to the approval from RAK Ports Health & Safety Department.

Diving

52. Any diving activity in the RAK Ports can only be executed after having obtained approval from issuing authority.
53. A 'Dive Permit' issued by Health & Safety or relevant department is required for all diving operations. The Permits can be obtained directly from Health & Safety / relevant department via the vessels agent (Port procedure must be followed).
54. It is the responsibility of the Master and divers/diving company to ensure that Port is informed when diving operations commence and are completed.
55. All diving may only commence when the Dive Permit is completed in its entirety and delivered to Port Control.

Vessels Bunkering / Debunkering Operations

56. Must obtain permission from RAK Ports Health & Safety / relevant department to carry out bunkering operations prior to the commencement of any bunkering /debunkering operation.
57. RAK Ports Health & Safety / relevant department will issue working procedures with the objective of ensuring safe and secure practices for bunkering operations.
58. The Port control must be informed prior to commencement of bunkering /debunkering operation and shall confirm completion of operations when the hose is removed, and the master should report to port control in the event of any spill /pollution
59. The Master is responsible for this operation, and must ensure that operational checklists, on both the part of the vessel, and the road tanker operative, have been fully

completed and agreed, prior to any transfer commencing.

60. If during a bunkering operation the wind and swell conditions deteriorate to such an extent as to make the operation untenable then bunkering shall cease and the bunker barge be moved away from the vessel.
61. Any bunkering activity as well as the working procedures used by the approved bunker supplier shall be recorded in written form and be notified to Health & Safety, Marine and/or Relevant Department who shall be entitled at all times to inspect the written forms and any bunkering activities.

Sludge / Slops / Oily Water Disposal

62. Sludge / Slops / Oily Water disposal facility can be arranged by the agent of the vessel through approved service provider.
63. RAK Ports Health & Safety / relevant department will issue working procedures with the objective of ensuring safe and secure practices for sludge/slops/oily water disposal operations.

Sounding of Whistles

64. A vessel's whistle or siren must not be sounded when alongside a berth without permission of Port Control except in an emergency.

Manoeuvring Machinery / Immobilisation

65. It is the Master's responsibility to ensure that all manoeuvring and mooring equipment is checked as FULLY operational, prior to arrival at RAK Ports and also prior to departure.
66. Engines should be tested in the astern mode before approaching the Pilot station.
67. Any malfunction of equipment must be reported to Port Control prior to the pilot boarding.
68. When arriving/departing in ballast, a vessel should always have its propeller and thrusters (if fitted) fully immersed.
69. The vessel's trim should allow full manoeuvrability of the vessel to the satisfaction of the Master and Pilot.
70. Any delays caused by a vessel being required to take on extra ballast will be entirely to the vessel's account.
71. No vessel, when berthed at Authority property or alongside another vessel in the harbour, shall, without the permission of the Authority, engage in equipment or machinery tests or any operation which could endanger such property or other vessels.

72. The Master of a Vessel shall carry out any requirements of the Harbour Master regarding the operational status of the Vessel, and shall not immobilise his Vessel without the Harbour Master's permission.
73. Vessels intending to engage in equipment or machinery tests, at anchor, berth or leased facilities, (other than routine pre-sailing tests) the demobilization of main engine(s), steering gear or other shipboard system that affects the vessel's propulsion or maneuverability, must apply for approval from Port Authority through their agents. Approval will be granted subject to favourable weather forecasts and berth requirements.
74. Propulsion power shall be available at reasonable notice to move the ship when instructed to do so by a port official.
75. Before any repairs, maintenance or other works are undertaken that may hinder the ship's ability to move along or clear of a harbour facility or anchorage, clearance shall be obtained from port official.
76. At any time when emergency repairs are commenced on a ship at a RAK Ports facility, the master of the ship will report to Port Control/official the nature of the repairs and outline the affect it has on the ship's ability to move.
77. The master shall at the same time provide an estimate of the time required to complete the repairs to a condition where the ship is capable of being safely moved for vessels at anchor.
78. Immobilisation at anchor will require a stand-by tug.

Propulsion Alongside

79. A vessel when berthed at a RAK Ports berth or alongside another vessel, shall not engage in maneuvering equipment or machinery tests or any other operation likely to endanger such property or other vessels unless authorisation has been given by the Authority.
80. Masters should note that the running of main engines and thrusters whilst alongside, other than for immediate navigational requirements, is subject to express permission from Harbour Master.
81. In all cases where authorisation is given, additional mooring lines will be run out and the equipment or machinery is to be run at minimum speeds.
82. Other activities occurring in the Port require that the vessel gives notice to adjacent vessels or works in progress. The vessel may be required to postpone its tests dependent on the requirements of work or adjacent vessel.

Bollard Testing

83. Vessels may conduct bollard pull testing or pushes only with the prior permission of the Port Authority and is subject to any conditions imposed by the Authority.
84. The repair of any damage to a berth, fendering system, ladders or other terminal structure will be held to the cost and account of the vessel conducting the test.

Painting and Deck Cleaning

85. No painting or deck cleaning where residue can fall over side is to take place within RAK Ports area of jurisdiction without prior permission of the Harbour Master/Port Authority.

Hot-works (Welding/Burning)

86. Harbour Authority 'Permits to Work' are required for any welding or burning work on ships in RAK Ports, either at an alongside berth or at anchor.
87. The Permits can be obtained directly from Health & Safety/relevant department via vessels agent.

Maintenance Work, Repairs, Surveys and Lifeboat Lowering

88. The master of a vessel in the Harbour should not permit any person to undertake from the quay or from the water any maintenance work, repairs, surveys to any part of his vessel, or any equipment or any other item from or for the vessel, except with the prior permission of the Port Authority.
89. Non approved maintenance work, repairs and surveys may result in bans, fines or extra charges being incurred by vessels. This at the discretion of the Health and Safety department and/or relevant department.
90. Maintenance work must not be
 - a. Undertaken under the path of loading or discharging cranes
 - b. Adjacent to loading or discharging zones on quayside or waterside
91. Any work undertaken near the water's edge requires a life vest to be worn by all maintenance staff.
92. Lifeboat lowering: Lowering of ship's lifeboats may be undertaken within Ports limits upon receipt of clearance from Port Control/designated official. Lifeboat can be lowered up to water level only.

SECTION FIVE

Marine Pollution and Prevention

General

1. The Gulf Area has become a Special Area under MARPOL Convention 73/78 on 1 August 2008, which the United Arab Emirates has joined pursuant to the Federal Decree No. 74 for the year 2006 and it is strictly prohibited to pump out, discharge, or jettison any dirty ballast, slops, sludge's, bilges, sewages, garbage, refuse or any sort of sea pollutants in any part of the Gulf Area.
2. Offenders will be liable for full costs of cleaning operations in addition to severe fines. The ports are equipped with reception facilities which shall be utilised.
3. The vessel must monitor all discharges, to ensure that it does not contravene the requirements of governmental departments or port measures.

Pumping Ballast in Port

4. "Ballast Water" is defined as water with its suspended matter taken on board a ship to control the trim, list, draught, stability and stresses of the ship, and includes the sediment settled out of the ballast water within a ship.
5. "Ballast Water System" means the tanks, spaces or compartments on a vessel that are used for carrying, loading or discharging ballast water, including any multi-use tank, space or compartment designed to allow the carriage of ballast water, as well as the piping and pumps.
6. A permission to "take in" ballast water, or to discharge compliant ballast water is not required. However, those vessels which intend to discharge ballast water while in RAK Ports berth or anchorage, or "take in" ballast while in the RAK Port or anchorage, shall ensure that they have complied fully, with ROPME's requirements.
7. The Master of a Reporting Vessel should at all times keep his vessel so loaded and ballasted and in such condition that it is capable of being safely moved.

Disposal of Waste

8. In accordance with MARPOL 73/78, RAK Ports are obliged to ensure port reception facilities for the reception of residues of oil and of garbage, adequate to meet the needs of ships using them, without delay to these ships.
9. RAK Ports provides adequate segregated garbage skips at the quaysides for vessels calling Saqr Port, and the integrated Waste Management System to be rolled out across other member ports.
10. RAK Maritime City private jetty operators are allowed to use own facilities for the

RAK PORTS INTEGRATED MANAGEMENT SYSTEM

reception of waste from their vessels and also responsible for disposal as per regulations.

11. It is prohibited for any vessel to dispose or throw any refuse or waste into the harbour or anywhere in the port.
12. Refuse and waste shall include: Substances which float or are capable of floating on the surface of the water; Sedimentary or substances liable to form sediment in the bottom of the waterways or to cause the decomposition of marine life in the waters of the harbour.

Use of vessels engine

13. All vessels entering or leaving harbour shall not use heavy fuel oil exceeding the applicable Sulphur content while manoeuvring, instead diesel oil must be used that reduces emissions of nitrogen oxide considerably.
14. Use of vessel's engines shall be kept to a very minimum whilst at berth in the port in order to avoid polluting the atmosphere with gases, fumes, and smoke.
15. All these and other pollutants emanating from any work either ashore or afloat shall be subjected to the standards and laws prevailing in the UAE.

Air Pollution

16. Emission of dark black/grey exhaust smoke and incineration during port stay are not permitted.
17. Using fuel oil must be in line with MARPOL Annex VI requirements.
18. Emissions of nitrous oxides and fuel sulphur content should satisfy MARPOL conditions.

Hold Washing / Underwater Cleaning

19. Holds and Hatch cleaning within RAK Ports Limits shall only be permitted if hold residue is retained on-board.
20. Under water hull cleaning or propeller polishing with solvents, grease, etc. are not permitted either in the anchorages or RAK Ports berths.

Preventing Pollution

21. The discharge or spill, intentionally or unintentionally, of any substance in the RAK Ports is prohibited, other than as explicitly permitted by a written permit or authorisation of the EPDA (Environmental Protection Development Authority, Ras Al Khaimah) or any other UAE public authority or of the Harbour Master.
22. Every incidence and violation of this prohibition must be immediately reported to the Port Control.

23. The Master of any Vessel shall take all possible precautions to prevent spillage and pollution either caused by or emanating from his Vessel.
24. The Master of the Vessel shall be liable for all costs incurred in the cleaning-up and compensation, and shall also be liable to a fine, and/or prosecution without prejudice to the generality of the foregoing.
25. Pumping of bilges is specifically prohibited within the Harbour Premises and shipside valves should be sealed to prevent discharge. Any form of pollution shall immediately be reported to the Port Control.
26. No residues from dry bulk cargoes shall be thrown, washed overboard from the Vessel's deck or flushed or pumped overboard through the holds washing or bilge system into the Port. Failure to comply with this rule will result in liabilities to the Vessel for clean-up and other damages and claims arising from such prohibited activity.
27. Suspected pollution of any kind, whether from a Vessel or sighted in the vicinity, must be immediately reported to the Port Control with a full written report.
28. All Vessels shall comply with IMO Marine Environment Protection Committee Guidelines to implement Ballast Water Management Program (Ballast Water Exchange in the open sea) and ROPME directions.
29. The Harbour Master may order examination of a Vessel's record books and may conduct tests to ensure that all Vessels abide by such guidelines.

Marine Pollution Response Plan

30. At RAK Ports, the Harbour Master has overall responsibility for the conduct of the oil spill response operations and for casualty and/or salvage management.
31. He is supported in this role by the Oil Spill Management Team and RAK Ports' own Internal Incident Management Team.
32. In the event of a one-tier incident, appropriate response actions will be taken in accordance with RAK Ports' Marine Pollution Response Plan.
33. To deal with this type of incident, RAK Ports has its own in-house Oil Spill Response Unit.
34. Should a tier two or three incident occur, the Port's Oil Spill Management Team would convene and assistance would be provided by a third party oil spill response provider, who will provide regional oil spill response services to the Port.
35. Please see more details on RAK Ports 'Marine Pollution Response Plan' on: <http://www.rakports.ae/marine/Marine-Pollution-Response-Plan.pdf>

SECTION SIX

Security Guidelines (ISPS)

General Guidelines

1. Do not conduct any illegal activities at the Port.
2. Do not conduct any human trafficking at the Port
3. No crew member shall leave the ship / vessel without a valid shore pass granted after Immigration clearance and shall undertake required security checks at the designated locations/gates.
4. Photography or other means of graphic display are not allowed within the confines of RAK Ports without a pre-approved permit.
5. Fishing/swimming is not allowed in any form at RAK Ports Waters / Ports / Jetties / Leased facilities.
6. Animals: Bringing animals (except livestock cargo) into the Port is strictly prohibited. Further, such animals shall neither be kept on-board nor landed unless such animals are secured, confined under effective control and the approval of the Port and other Authorities is obtained.

ISPS Code

7. All vessels and port facilities subject to the ISPS Code must comply with and observe all ISPS Code requirements for vessels and Port facilities.
8. The ISPS Code applies to:
 - a. Cargo ships of 500 tones gross tonnage and larger, which sail on international sea routes.
 - b. Passenger ships which sail on international sea routes.
 - c. Mobile drill rigs.
 - d. All port facilities where the above-mentioned vessels berth.
9. RAK Ports facilities are in full compliance with the requirements of the International Ship and Port Facility Security Code (ISPS).

PFSO

The Port Facility Security Officer (PFSO) is the authorised person responsible for security in the RAK Ports. To keep the risk of security incidents to a minimum, security policy and procedures are applied across all ports within the group.

These rules have been laid down by the International Maritime Organization (IMO) in the International Ship & Port Facility (ISPS) Code.

- Saqr Port Authority
- RAK Maritime City
- Al Jazeera Port
- Ras Al Khaimah Port

Maritime Security Levels

10. MARSEC (MARitime SECurity) is the three-tiered Security system (alert state) designed to easily communicate to the maritime industry pre-planned scalable responses for credible threats.

The current levels are:

- Level 1 - minimum appropriate security measures shall be maintained at all times.
- Level 2 - appropriate additional protective security measures shall be maintained for a period of time as a result of heightened risk of a security incident.
- Level 3 - further specific protective security measures shall be maintained for a limited period of time when a security incident is probable, imminent, or has occurred, although it may not be possible to identify the specific target.

RAK Ports Security Operating Level (1)

11. If the arriving vessel does not comply with Security Level 1 a Declaration of Security (DoS) will be established between the ship and the port facility. The main purpose of a DoS is to ensure agreement is reached between the ship and the port facility with which it interfaces as to the respective security measures each will undertake in accordance with the provisions of their respective approved security plans.
12. DoS required if: -
- a. vessel is non – SOLAS
 - b. Port facility / ship is operating at Security Level 3.
 - c. Ship is operating at a higher level than the port facility.
 - d. Following a security incident or security threat.
 - e. When requested by the Contracting Government.
13. Whilst alongside a temporary restricted area plus additional security measures will be applied to the vessel/berth area. Additional charges will be applied to the vessel for the duration of its stay at the port. (If the vessel remains at anchorage, a patrol boat will be in surveillance during her stay and charges will be applied).

14. All Vessels shall apply security measures to maintain and operate at security Level 1 (as defined in the ISPS Code). The Ship security plan should identify procedures to operate at raised security levels in the event of security incident or specific threat involving a port facility or a ship with which it is interfacing

ISPS Requirements

15. Documents required on arrival:
- a. ISSC (International Ship Security Certificate)
 - b. Crew List
 - c. Last Port Clearance
 - d. Last ten (10) port of calls details

Ship-to-Shore Communication

16. All Vessels, operators within the RAK Ports shall observe the security measures (as defined in the ISPS Code) and liaise with the Port Facility Security Officers (as defined in the ISPS Code) to ensure that such facility always operates at the appropriate security level.

Vessel Entry Restrictions

17. Ships flying flags of below listed countries are banned from entering U.A.E ports, Anchorage Areas and Territorial Waters unless they carry valid classification certificates issued by a member of International Association of Classification Societies (IACS). Countries covered by the ban include the following:
- a. Albania
 - b. Belize
 - c. Bolivia
 - d. Cambodia
 - e. Costa Rica
 - f. Georgia
 - g. Ghana
 - h. Honduras
 - i. Maldives
 - j. Mauritius
 - k. Sao Tome Principe

RAK PORTS INTEGRATED MANAGEMENT SYSTEM

- l. Saint Vincent & The Grenadines
- m. Tonga

18. Approved IACS members:

- a. American Bureau of Shipping - (ABS)
- b. Bureau Veritas - (French) (BV)
- c. China Classification Society - (CCS)
- d. Croatian Register of Shipping (CRS)
- e. DNV GL (Det Norske Veritas - Germanischer Lloyd)
- f. Indian Register of Shipping (IRS)
- g. Korean Register of Shipping - (South Korean) (KR)
- h. Lloyd's Register of Shipping - (British) (LR)
- i. Nippon Kaiji Kyokai - (Japanese) (NKK)
- j. Polsky Rejestr Statkow – (Polish) (PRS)
- k. Registro Italiano Navale - (Italian) (RINA)
- l. Russian Register of Shipping - (RRS)

Vessel Carrying Arms & Ammunition On Board

- 19. Notification shall be made by agent of the vessel in advance.
- 20. Below is a list of documents that should be carried on board and submitted to Port Authority at least 48 hours prior to the arrival of a vessel carrying Arms & Ammunition and Security Guard on-board:
 - a. Arms & Ammunition Particulars signed and stamped by Vessel Master.
 - b. Master's Undertaking Statement (A clear statement that at all times the Master remains in command and retains the overriding authority on board)
 - c. Photocopy of Passport / Seaman's Book/ Gun Licences of Security Guard.
 - d. Authority letter from the Flag State Control permitting the vessel to carry Arms & Ammunition/security Guard.
 - e. Valid Licence of Arms & Ammunitions issued by a competent authority.
 - f. Insurance policy covering Arms & Ammunition and Security Guard.
 - g. In addition, the agent, must also report to RAK Coast Guard and Port Security Officer in advance with all relevant documents.

21. The Master and the agent must note that:
 - a. No arms or ammunition can be placed or taken out from the vessel at any RAK Ports.
 - b. Security Guard are not allowed to disembark except in cases of emergencies.
 - c. Vessel Master should properly maintain all documents related to the employment of Security Guard.
 - d. The vessel Master should declare all the arms and ammunition particulars being used by the Armed Guards onboard the ship.
 - e. In addition, Port Security Officer and Pilot will conduct a visual inspection of the Arms & Ammunition upon arrival and prior to departure of the vessel.
 - f. Arms & Ammunition inspection charges apply as per port tariff.

Stowaway On Board

22. Following are RAK Ports procedure for the case of stowaway on-board:
 - a. Notification shall be made by agent of the vessel in advance (at least 48 hours prior to vessel's arrival).
 - b. Statement from Master that the stowaways remain under his sole custody and responsibility.
 - c. The case to be reported to Port Immigration, CID and Port Police.
 - d. The master shall confine the stowaway in a locked cabin whilst within the port limits.
 - e. While vessel alongside the locked cabin of the stowaway will be guarded with Port Security and Port Police.
 - f. The Master shall also organise a 24-hour periodic watch system.
 - g. Medical assistance must be provided on-board by the vessel agent.
 - h. Prior to leaving the Port another Declaration Statement to be submitted by the vessel Master that the stowaways still remain on-board.
 - i. All charges apply as per port tariff.

Annex

Standardised RAK Ports Forms		
<ul style="list-style-type: none"> All below Forms can be downloaded from RAK Ports website: http://www.rakports.ae/marine.php 		
	Berthing Request Form	<ul style="list-style-type: none"> This Berthing Request Form to be completed and submitted to respective Port Control/Port Office by vessel agent at least 48 hours before vessel's arrival.
	Pre-arrival Security Information	<ul style="list-style-type: none"> This Form to be completed by vessel Master and submitted to respective Port Control/Port Office by vessel Agent at least 48 hours before vessel's arrival.
	Pre-arrival Checklist of Verification	<ul style="list-style-type: none"> This Form to be completed both by the vessel Master and the Agent, and to be submitted to respective Port control by vessel agent at least 48 hours before vessel's arrival.
	Ship's Certificate Status	<ul style="list-style-type: none"> This Form to be completed by vessel Master and submitted by vessel agent at least 48 hours of the arrival of vessel.
	Marine Report Form (MRF)	<ul style="list-style-type: none"> This Marine Report Form (MRF) is to enable RAK ports stakeholders to report any marine event or issue for the attention of the Port Authority. Such reports will be assessed, categorised and recorded by the Port Authority. Where necessary, further investigation may be undertaken and recorded via the Marine Investigation Form (MIF).