2HPT CHL VESSEL PRE-ARRIVAL QUESTIONNAIRE FOR MASTERS CHECKLIST

Version: 5.0 (31 July 2024) Status: Approved
Business Owner: BMA HPT PRD Superintendent Port

Arrival Information					
Vessel Name:		VOY:		ETA:	
Master's Full Name:					
Last port of call			DLOSP		
			Departure		
			Date/Time:		
Last two ports of call and cargo loaded:	Port 1-				
	Port 2-				
Advise your sea route in/out bound through the Great Barrier Reef to Hay Point:	Inbound:				
	Outbound:				

Checks to be completed prior to Arrival	(☑)
The Master is to ensure their crew understand that discharge of any wastes or contaminates within the Great Barrier Reef world heritage area is an offence under Australian law. This includes general rubbish, deck cleanings, polluted bilge and oil.	☐
ETA updates are to be sent 10/7/5/2/1 days prior to arrival by advice to Hay Point Terminal email: ***Haypoint.Shipping@bhp.com***, as well as your appointed agent.	☐
Ensure all of the latest Australian Customs Pre-Arrival & Crew Reports are on board	☐
Please advise arrival Port Limits and anchoring time, arrival draft and bunkers as soon as possible after your arrival via email, to ***Haypoint.Shipping@bhp.com*** as well as your agent.	☐
Ensure the vessel has been provided with copies of port and terminal regulations, safety and pollution requirements, details of emergency and the properties of the cargo, in accordance with the requirements of Chapter VI of SOLAS?	☐
Does vessel have ***designated helicopter landing area***? Please advise the hatch number, the clearance space, and whether any obstructions exist:	☐

Note

Note that under pilotage rules, the helicopter landing area must have a clear space between obstructions of 22 metres with no obstructions 1 metre above the hatch top. A helicopter landing party must be in attendance for all pilot helicopter transfers. Please ensure a fire party with pressurised hoses, dry powder fire extinguishers, foam equipment, proximity suits and rescue equipment be on station one hatch clear and upwind of the landing hatch? The Helicopter Landing Hatch and surrounding area must be clear and free of items that can potentially become airborne during helicopter operations. Personnel must not enter the landing zone during helicopter operations unless directed by the Heli Pilot or representative.

Vessel Particulars

Please forward a copy of Ships Particulars, including **individual** hold capacities, Drafts and freeboard

Port Rules

Vessels with Length Overall (LOA) less then 250m - *Require that propeller is at least 90% immersed with a maximum stern trim of 3.5m*

Vessels with (LOA) Greater then 250m - *Require that propeller is fully immersed with a maximum stern trim of 2.5m*

Vessels less than 250m LOA are required to complete and submit 2 load sequences,

1. With a trim of 2.5m or less and propeller at 100% immersion.
2. With a trim of 3.5m or less and propeller with immersion of 90% or greater.

Berthing Draft (2.5M Trim)	FWD: AFT: MID: TRIM:	Berthing Draft (3.5M Trim) (Vessels less than 250m LOA only)	FWD: AFT: MID: TRIM:
2.5m Trim Prop Immersion %		**3.5m** Trim Prop Immersion %	

Berthing Displacement		Total Deballast time (Including Stripping)		Departure Draft	
2.5m Trim	3.5M Trim (Vessels less than 250m LOA only)	2.5m Trim	3.5M Trim (Vessels less than 250m LOA only)		FWD: AFT: MID: TRIM:

Departure Displacement		Does the vessel acknowledge it is able to maintain each berths average Load Rates whilst alongside	Berth 1- 5000 Tph ☐
TPC:			Berth 2- 6000 Tph ☐
			Berth 3- 6000 Tph ☐

Vessel

Is the vessel powered by an alternate fuel ☐	Is the vessel wind assisted (Sails/Rotors) ☐

Stability Data	Summer Draft less 2m	Summer Draft less 1m	Summer Draft
Displacement			
KG			
KM			
GM (Static)			
GM (Fluid)			

Draft Survey Data	Expected Berthing Data (all weight in metric tonnes)
Ballast	
Lube Oil (LO)	
Heavy Fuel Oil (HFO)	
Diesel Oil (DO)	
Fresh Water	
Ships Constant	
Unknown weights/cargo	

Maximum Individual Load Hold Weight Limit								
1	2	3	4	5	6	7	8	9

Maximum Adjacent (combined) Load Hold Weight Limit (if applicable)							
Hold 1 & 2	Hold 2 & 3	Hold 3 & 4	Hold 4 & 5	Hold 5 & 6	Hold 6 & 7	Hold 7 & 8	Hold 8 & 9

Please UPDATE all figures upon berthing and have ready for the draft surveyor on arrival.
Please acknowledge and confirm the below by ticking the checkbox and signature below (☑)

Mooring Information – On Berthing

Please tick to verify the below are complete	(☑)	Head and Stern Lines
Vessel is to notify of any significant issues prior to Pilot boarding or during MPX as required	☐	
Vessels lines are of a synthetic type (wire lines are not acceptable).	☐	
Vessel is to have the sunshade installed on each bridge wing prior to the Harbour Pilot boarding the vessel.	☐	
Vessel to follow mooring arrangement supplied by terminal in consultation with the pilot.	☐	
Mooring lines **Shall** run from winches or, if approved, on bits.	☐	
Mooring lines **Shall** not be secured on crucifixes or on warping drums (drum ends).	☐	
Chafe protection **Shall** be installed on mooring lines that are run through Chock/Bitt/Roller/Mushroom fairleads	☐	
The Vessel has adequate crew on board, for all mooring sailing, loading or emergency operations.	☐	
Tow lines should be released at a controlled rate and should not be dropped into the water or onto tugs/ lines boat.	☐	
Anchors are to be housed and secured on approach to berth and are not moved during the berthing process without approval from the pilot.	☐	
Vessels lines are not excessively laid out on the deck, the vessels winches are to be used to lower lines.	☐	Two lines are to be joined together ☐
Head and Stern lines in a ready state (lines in mooring chock ready to be lowered) to be received by the lines boat.	☐	
When Head and Stern lines are to be lowered, lines to be no lower than two meters above water line.	☐	
Preferred method detailed below of attaching shore heaving line to the ships line, place on the side of the mooring line eye a round turn and 2 half hitches.	☐	

Figure 1: Head and Stern Lines

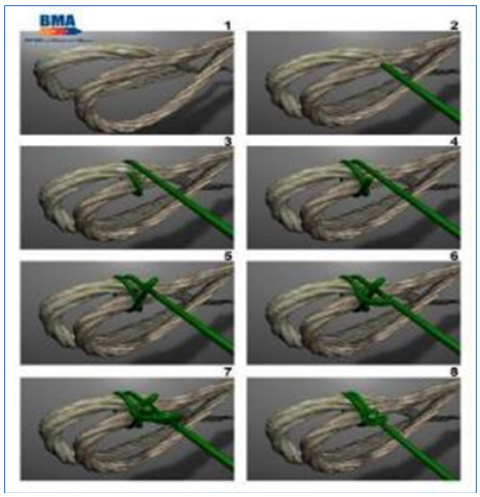


Figure 2: Preferred method of attaching heaving line to ship line

GREEN

- OK to tension Lines
- Ensure approval from Pilot

RED

- **DO NOT** Tension lines

Figure 3: Heaving Lights Definition

Figure 4: Bridge Wing Shade Cover Installed

When running mooring lines, there is to be no tension placed on lines until shore personnel are clear and the 'all clear' signal to tension/tighten is given from ashore. This must be strictly adhered to for the safety of all persons concerned.	☐
Ensure ship's deck crew are aware of the terminal berthing and safety requirements.	☐

Minimum mooring lines on winches are as follows: Please tick to verify

Vessel DWT Range	Minimum Mooring Lines on Winches	(☑)
40,000 to 65,0000	8	☐
65,000 to 110,000	10	☐
110,000 to 120,000	14	☐
120,000 to 220,000	16	☐

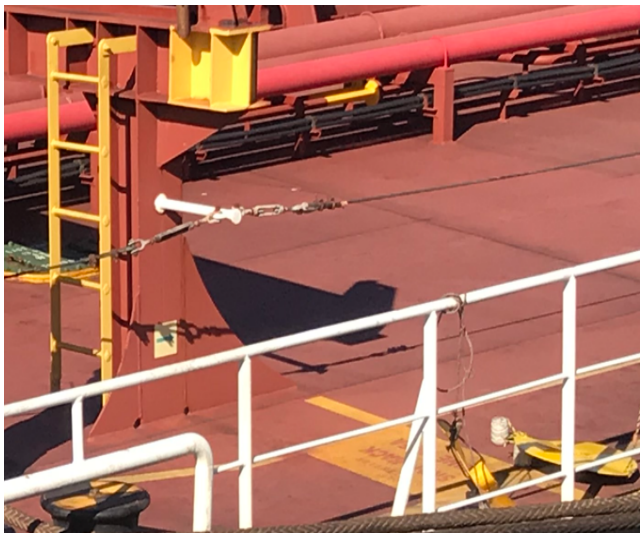
Communication

Prior to berthing, vessel is to communicate with terminal via email ***Haypoint.Shipping@bhp.com*** and your agent. Vessels should keep continuous watch on VHF Channel 16.	☐
Once alongside a handheld radio, telephone and line monitoring tablet will be delivered to the vessel. The radio is to be the primary means of communication with the terminal speaking English. The loading Foreman's Telephone no (07) 4943 5217.	☐

Berth	Radio channel
Berth 1	9
Berth 2A	10
Berth 3	11

1 hr before sailing the Radio and Telephone are to be cleaned, placed back in the case they came in with all charges and adaptors. Case to be delivered to the ships access for removal from the vessel once the vessels engines have been tested.	☐
The primary contact for any loading or general information is through the Shiploader Operator (via radio), the shiploader operator will answer all queries and contact the loading Foreman as required.	☐

Monitoring of Lines While Berthed

Ensure all ship's crew tending to Mooring lines, are trained and competent to do so.	☐
Ensure ship's crew constantly monitor the vessel's mooring lines for 2 hours before and 2 hours after the turn of the tide (both high and low tides).	☐
Ensure that all of the ship's lines are monitored at intervals of no more than 30 minutes, outside of those times mentioned directly above.	☐
When informed of a Dalrymple Bay Channel Departure ensure all ships lines are tensioned as there is potential for your vessel to be pulled away from the berth.	☐
If vessel has drifted off the berth, the vessel is to contact the Shiploader Operator prior to attempting to winch the ship back to the berth.	☐
The Vessel is to ensure the on-deck safety lifeline and support stanchions (If Applicable) are removed or laid on the deck to allow a clear unobstructed area for the Shiploader or Berth mounted access gangway to be landed safely on the vessel. The on-deck safety lifeline is only required to be removed on the side of the vessel against the berth as this is where the access will be landed, Seaward side is not required to be removed The vessel is to acknowledge that the on-deck safety lifeline will be removed , if in doubt ask the terminal where to first remove the safety line	 ***Figure 5: Vessel safety line Installed*** ☐

Please complete the following fields marked with an asterisk *

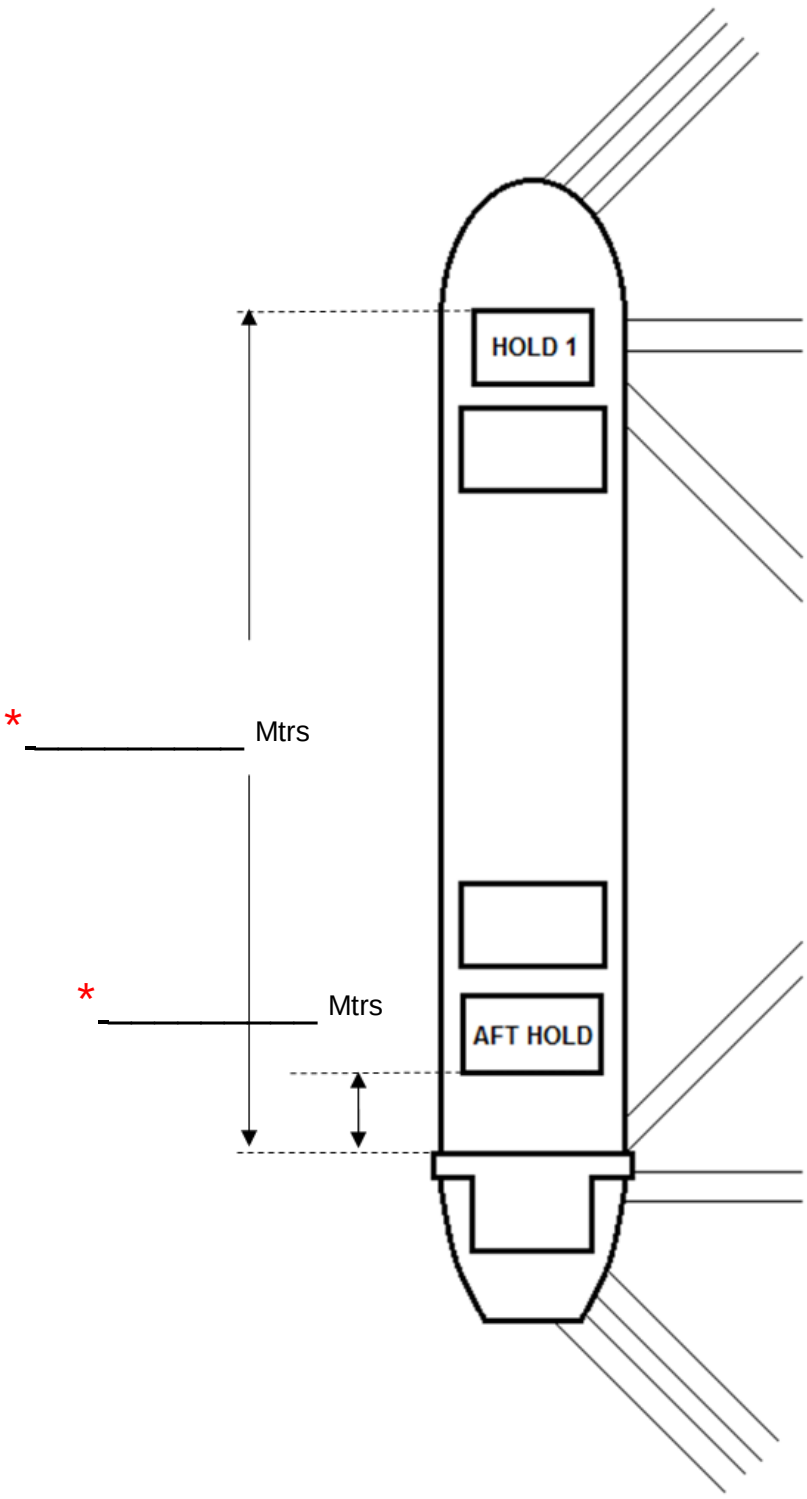


Figure 6: Mooring Line Makeup

Headlines

Type * _____

Last Replaced * _____

Headlines x 4

Synthetic Lines of same MBL/Size/Construction Run by mooring launch.

Forward Breast Lines (Breast Lines are to come from as far forward as possible when berthing to avoid infrastructure)

Type * _____

Last Replaced * _____

Forward Breast Lines x 2

Synthetic Lines of same MBL/Size/Construction Run by heaving line/messenger.

Forward Springs

Type * _____

Last Replaced * _____

Forward Springs x 2

Synthetic Lines of same MBL/Size/Construction Run by heaving line/messenger.

Aft Springs

Type * _____

Last Replaced * _____

Aft Springs x 2

Synthetic Lines of same MBL/Size/Construction Run by heaving line/messenger.

Aft Breast Lines (Breast Lines are to come from as far Aft as possible when berthing to avoid infrastructure)

Type * _____

Last Replaced * _____

Aft Breast Lines x 2

Synthetic Lines of same MBL/Size/Construction Run by heaving line/messenger.

Sternlines

Type * _____

Last Replaced * _____

Sternlines x 4

Synthetic Lines of same MBL/Size/Construction Run by mooring launch.

Note

Mooring line type refers to the construction for example Nylon/Polypropylene/Atlas/HMPE etc

Loading Sequence

The Master is responsible at all times for the safe loading of the ship, details of which should be confirmed to the terminal in the form of a loading sequence. For vessel with an LOA of 250m or less 2 load sequences must be submitted,

1. With a trim of 2.5m or less and propeller at 100% immersion.
2. With a trim of 3.5m or less and propeller with immersion of 90% or greater.

Please submit your loading sequence within 7-10 days but no later than 7 days prior to arrival.

Hay Point Terminal will only accept load sequences on the approved Hay Point template.

Acceptance of load plan amendments inside of 48hrs of berthing is at the discretion of the Terminal	☐
When preparing your loading sequence please consider the below:	(☑)
Submit a plan for Maximum Cargo uplift expected at Hay Point. Please advise if there are any restrictions which may limit your cargo lift.	☐
Wherever possible restrict the number of hatch changes to optimum or less. Optimum hatch changes are detailed as CAPE - 18 PANAMAX -14 HANDY -10	☐
Vessels loading more than one cargo grade should endeavour to complete loading each grade prior to commencing the next.	☐
Stowage factor for all grades loaded at Hay Point is approximately 40 cu ft/mt. If less than stowage factor is less than 40 as calculated by the port the terminal takes no responsibility for overloads/Spillage as a result of the tight hatches.	☐
Wherever possible loading of cargo with the most stem tolerance last .	☐
Trimming cargo must calculated at 2.5% of total cargo to be loaded.	☐
Draft surveyor will be on board before cargo operations commence, then return again approximately 1000t before draft check to assist with final cargo and trimming of vessel.	☐
Tonnage held by the terminal's conveyor system is approximately 1500T.	☐
Water density at Hay Point is 1.022 – 1.025.	☐
The terminal operates one shiploader per berth, Net/Average rates for each Shiploader are detailed below: **a** Berth #1 – 6,650tph Net Rate 5,000tph Average rate **b** Berth #2A – 8,000tph Net Rate 6,000tph Average rate **c** Berth #3 – 8,000tph Net Rate 6,000tph Average rate	☐
The Terminal requests that all vessels have an arrival air draft of <18m, if the vessel cannot meet this requirement the vessel is to communicate this to BMA prior to arrival.	☐
Deballasting during loading must not exceed the shiploader loading rate so as to maintain a safe minimum clearance between ship and loader and the vessel for subsequent high tides.	☐
Indicate total de ballast time required on the load sequence (including time required to strip ballast tanks.	☐

The vessel is to record on the loading sequence any potential stoppages for the vessels deballasting. ☐

Vessel deballasting range:

Deadweight	Time
0-60K	<14hr
60-100K	12-18Hr
100-125K	18-22hr
125-150K	22-24Hr
150k+	24-28hr

If the ballast programme becomes out of step with the cargo operation, you must inform the Loading Forman to discuss opportunities to realign the deballasting operation. ☐

If changes to the load sequence are required after berthing, no matter how small, please contact the loading foreman for permission on (07) 4943 5217. If approved a new load plan will be required, signed by the Chief Officer (or nominee) and emailed to ***HayPointProductionSupervisorandLH@bhp.com.*** Please ensure the loading foreman is contacted by telephone so as to confirm the updated loading sequence has been received by the loading Foreman to check, sign and action. ☐

Cape Size Vessels

Cape vessels are to note the depth of water available at the berths may require loading to cease at low tide to maintain adequate UKC. Vessel may be required to adjust loading sequence to have the vessel at approximately even keel at the calculated low tide draft. The terminal foreman or representative will provide more guidance upon berthing. ☐

Cape vessels please note the travel distance along the berth for the shiploader on berth 1 is approximately 185mtrs. This requires that most capsized vessels will be required to shift ship to load holds 1 & 9. Terminal requests that the vessel plans the load sequence to fully load one extreme hold in its entirety before commencing the other. This will help to minimise the number of times the vessel is required to shift along the berth. ☐

Note

Berth 3 Shiploader travel distance is approximately 240m and Berth 2A Shiploader travel distance of 227m, there should be no requirement to shift vessel whilst alongside.

The port of Hay Point has developed and implemented the use of a dynamic under keel clearance (DUKC) program. This enables a range of information regarding maximum and minimum intermediate draughts and tidal windows to be predicted. ☐

The vessel will be sent a separate email requesting data to be supplied which will allow information regarding maximum and minimum intermediate draughts and tidal windows to be predicted. ☐

Enclosed Spaces including holds

Confirm the vessel has a means of measuring methane, oxygen, carbon monoxide, and also temperatures inside confined spaces and cargo holds additionally the vessel should be able to measure PH values of hold bilge spaces without entering the holds. ☐

Confirm all measuring equipment is properly calibrated and certified and that hatch covers for each hold are fitted with a sampling point. ☐

Master is to ensure the atmosphere in holds and enclosed spaces to which access may be required is safe, have been fumigated, cargoes identified, and has the need for monitoring of the atmosphere been agreed by ship and terminal. ☐

Chief officer (or nominee) prior to crew entering a hold shall inform the Production Supervisor (Loading Foreman) and the Shiploader operator by radio of the number of crew, the time and which hold the crew will be working. This is to ensure the Shiploader operator is aware not to travel over the hold during loading operations ☐

unless safe to do so by placing the shiploader in a safe position to pass over the hold in which the crew are working.

Ships Access

There is an Access Gangway located at each Shiploader at Hay Point Coal Terminal. The use of the Access Gangway is permitted only with the terminal's approval. Should any damage occur through a breach of the terminal requirements, the ship will be held responsible and liable for damages incurred.	☐
Once all lines have been run and fastened, a vessel crew member must be present when the gangway is being landed onto the deck of the vessel, for the first time.	☐
Before opening any consecutive hatch covers you must contact the ship loader operator for permission, so as to prevent damage to the gangway.	☐
When crew require to go ashore or re-board the vessel, the chief officer (or nominee) shall contact the ship loader operator and arrange a suitable time	☐
Crew are not permitted to go ashore unless escorted or until the taxi or bus is waiting on the berth car park.	☐
Full PPE is required before leaving vessel and while on berths.	☐
The Chief Officer (or nominee) will assist the ship loader operator in placing the gangway access safely onto the ships deck.	☐
No more than one person is permitted on the gangway access at any one time.	☐
The gangway shall not be accessed until completely landed on the deck or when directed it is safe by the gangway operator. Ladders, boxes, etc. are not to be used to access the gangway.	☐
Do not stand on or walk under the ships access while it is in motion or suspended due to the potential of falling objects.	☐
The access cannot be used when ship loader is in the proximity of the Providore's davit crane or during trimming operations.	☐

General Information

Bunkering facilities are not provided at any of the Hay Point Berths.	☐
All holds shall be clearly identified, cleaned, dry, and free of rust scale or flaking paint, ready to commence loading on arrival.	☐
Ship's crew are to wherever possible use the seaward side of the vessels deck for access along the vessel, this will ensure the ship's crew avoid mooring line snapback zones as much as reasonably possible	☐
The vessels security station to be set up on seaward side of vessel, all access to and from bridge should be on seaward side of vessel, avoiding walking under the Shiploader or over tensioned ships lines.	☐
Before loading commences ships cranes shall be slewed to the seaward side and lowered to position the boom tip lower than the crane mast. Maintenance or davit cranes shall be safely positioned out of the Shiploader operational area.	☐
Prior to any movement of ship's cranes when the ship loader is in operation, the ship loader operator must be contacted to ensure the movement can be safely undertaken.	☐
Ensure open hatch covers do not protrude beyond the ships side, to prevent hatch covers becoming caught or derailed from contact with berths fenders.	☐
Only 2 hatches to be opened at any time during loading unless otherwise informed. The hatch being loaded and the next hatch in sequence are the only 2 hatches to be opened (Unless approval is obtained)	☐
Vessels must avoid discharging deck residues into the ocean, scuppers and drains should remain closed. Vessel crew may wash down helicopter hatch cover and surrounding deck area.	☐
Vessel is to ensure the first loading hatch is open and ready for loading as soon as the vessel is all fast and secure.	☐

For any consecutive hatch's to be opened ship's crew will confirm with ship loader operator their intention to open a hatch.	☐
To ensure vessels remain ready to address emergency events caused by ship line failures (parting), or other weather-related situations, Masters are to ensure Main Engines remain at no greater than 15 minutes notice for use.	☐
If wind is expected to exceed 25 knots Masters should consider a manned engine room with Engineering Officers conducting watches, as part of emergency preparedness.	☐
Any incidents, damage or cargo issues is to be reported to Loading Forman immediately.	☐
Any intended repairs to vessel while alongside are to be reported to the Loading Forman for approval	☐

Testing Engines

Departing ships must have completed loading at least one hour prior to the scheduled Last Line time (LL). The Master is required to seek approval from the Terminal, to test engines as soon as practicable after completing loading. The Master is to advise VTS once testing is complete.	☐
For ships that stop loading for low water at berth, the Master must seek approval from the Terminal to test engines during the low water delay prior to the scheduled departure time. This requirement is in addition to testing engines on completion of loading.	☐
If there are any issues identified during engine testing, the Terminal and VTS must be notified immediately.	☐

Information – On Sailing

Ship's crew to follow instructions of pilot, ships mooring lines will not be released until the lines are slack and under no tension.	☐
Do not recover released lines by winching in until permission is given by the pilot.	☐

Additional Information

Note

Your attention is drawn to the "Information and Regulations for Vessels" which provides more detailed information regarding the Masters responsibility whilst at the Hay Point Terminal berths, Pollution, and Loading.

Whilst every precaution will be taken by terminal for safe loading, the safety of the ship's crew is the responsibility of the Ships Master.

Please note garbage removal is available while vessel is alongside and the costs associated with this service are included in Port charges. Once the service is confirmed a form will be sent to vessel prior to berthing for completion. Please confirm with your agent if vessel would like to utilize this service.

Your vessel may be subject to Port State Control Inspections and Hay Point Terminal Safety observations and audits whilst alongside.

The information, regulations, procedures, and safety observations are designed to ensure the safe and efficient operation of the terminal. Your co-operation is appreciated - Our Goal is Zero Harm.

The vessel must be aware that if any breaches in the Maritime Labour Convention (MLC 2006) are suspected or witnessed by the terminal the vessel will be reported to AMSA.

The Port of Hay Point's expectations are that the vessel cooperates fully and openly engages with the relevant government authorities.

Government agencies are but are not limited to, **a** Biosecurity **b** AMSA **c** Maritime Safety Queensland **d** Border Force	☐
The vessel is to fully co-operate with these agencies at all times when in Australian waters including: **a** Transit to the Port of Hay Point **b** Whilst at anchor **c** Alongside the berth **d** Departing the port	☐

Vessel Sign-Off (PLEASE CONFIRM RECEIPT OF THIS MESSAGE)			
Name (print)		Date	
Position			
Signature			

Terminal Sign-Off			
Name (print)		Date	
Position			
Signature			

Version History

Version	Details	Date
1.0	Initial release	06 October 2021
1.3	Adjusted for Berth 2A / Ship Loader 2A upgrade	02 December 2022
2.0	Updated - MOCBMA 008317	15 June 2023
3.0	Updated - MOCBMA 008317	14 July 2023
4.0	Updated - added prop immersion to page 2.	12 May 2024
5.0	Update multiple areas and included tables with new information	31 July 2024

Table 1: Version History