



## **COMVEX**

### **BULK HANDLING TERMINAL**

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**COMVEX**  
BULK HANDLING COMPANY  
MINERALS TERMINAL  
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## **1. INTRODUCTION**

**Dear Master ,**

We herewith welcome you to the Port of Constanta, especially to COMVEX Terminal.  
Please be informed about following particulars of our berths and gantry cranes:

* Maritime quay length	1100.00 m	* Max. depth alongside
berth 81	307.00 m	19.00 m
berth 82	292.00 m	16.80 m
berth 83	250.00 m	15.10 m
berth 84	250.00 m	14.50 m

Ship's maximum draught (swad): **17.80 m (for berth 81)**  
Water density in our berths: **1.004-1.011 Kg/m3**  
Maximum air draught **18,50 m**

The beam of the 50 tons shore gantrie cranes have an outreach over water of approximate 40.00 meters  
Detailed information about terminal - see attached "Terminal info"(6 pages-document code A 31/04) -available on  
our website: [www.comvex.ro](http://www.comvex.ro) , BLU Code section

* Fluvial quay length	600.00 m	
berth 94	200.00 m	7.00 m
berth 95	200.00 m	7.00 m
berth 96	200.00 m	7.00 m

## **2 . ISPS CODE**

In compliance with the ISPS code the following procedures must be followed :

- \* before visitors, like suppliers and repairmen , are allowed to enter the terminal to visit a vessel the ship's officer must have provided our security guard(at the entrance of the terminal ) with a detailed list stating name of visitor,time of arrival,kind and quantity of the goods,etc)
- \* Ship's officer must provide to the Port Facility Security Officer (PFSO)the crew list.When the crew changes a new list must be provided
- \* Any other agreements must be made between the ship's Security Officer(SSO) and PFSO
- \* The terminal and the vessel can decide to use a Declaration of Security (DOS).

## **3 . COMMUNICATION**

### **DISCHARGING / LOADING OPERATIONS**

COMVEX has appointed a special foreman , who is in charge of all discharging and loading operations.  
He is the Terminal Representative in accordance with the requirements of the IMO's BLU CODE and will be responsible for the communication about the (un) loading plan and for completing the safety check list together with the ship's officers.

You can contact us 24 hours from 24 **BY PHONE** .

### **DAMAGE**

Terminal Representative is authorised to settle any damage.

#### **4 . ENTERING THE TERMINAL**

When the vessel's crew member enters the COMVEX Terminal , the following instructions must be followed:

- \* safety helmets must be worn
- \* it is strictly forbidden to pass underneath conveyor belts
- \* do not walk under a passing grab unloader
- \* be attentive to sound signals when equipments are starting to move
- \* equipments and conveyor belts can suddenly start moving
- \* when leaving and returning to the vessel use only safest routes
- \* the nature of work at the terminal means that contamination of clothing, footwear and goods being

carried cannot be completely avoided

- \* if you need a taxi , you can ask your agent
- \* entering to COMVEX Terminal is entirely at your own risk, including vehicles and goods. Comvex

or Comvex employees accept no liability for any damage whatsoever .By entering the terminal, any person acknowledges exclusion of any form of liability on the part of COMVEX

#### **5 . DAMAGE**

The moment each hold is empty , it will be reported to the ship's officers for inspection.

Damages caused by stevedoring operations have to be reported to the Terminal Representative immediately or at least 1 hour before the end of each shift i.e. 07:00 / 19:00 hours. We advise you to check each cargo hold for any possible stevedoring damage , within 4 hours after the cargo hold is completed by stevedoring operations. We do not accept any charges for delay of your vessel , when damage is not found and reported within 4 hours after completion of each cargo hold.

If COMVEX is at fault , repairs will be made immediately or at a later stage by mutual agreement .

#### **6 . GENERAL , SAFETY AND ENVIRONMENTAL RULES**

##### **GENERAL**

A vessel entering in Constanta Port , must comply with The Port of Constanta Regulations.

Detailed information about these regulations - see attached "Port info" (document code A 31/03)- available also on port website : [www.portofconstantza.com](http://www.portofconstantza.com)

Some of these rules have been included in the following instructions:

##### **SAFETY**

For the protection of COMVEX Terminal on board of the vessel , it is vessel's responsibility to comply with the following regulations:

##### ***Safe acces to the vessel***

\* sturdy gangway with handrail or a ladder with a strong safety net underneath and a lifebuoy on board at the acces point

- \* adequate lighting , minimum 8 lux
- \* should not be underneath nor within the range of a moving grab unloader or loading machine
- \* height difference between quay and gangway during discharging/loading must not excede 25 cm

##### ***Accesibility of decks***

- \* decks must have adequate lighting , minimum 8 lux
- \* decks / platforms leading to holds must be easily accesible and free of obstacles
- \* where necessary the decks must have sound railings

##### ***Acces to the holds***

- \* a fixed hold ladder fore and aft of the hold , safe and well maintained :
  - steps minimum 15 mm wide
  - platforms must have railings
- \* acces to the hold via an enclosed shaft , free of noxious gasses and with adequate ventilation

- \* acces to shafts must have adequate lighting , minimum 8 lux

### ***Holds***

- \* holds must be suitable and safe for stevedoring operations:

- \* before discharging , potentially hazardous objects or objects forming an obstacle to discharging should be removed or indicated (for example: adjacent fuel tanks;position and type of hold ladders;position of projecting pipes;steeply receding sloping sides).

- \* lighting in hold minimum 20 lux

- \* floor of hold should be completely level

- \* please note that trimming of holds is done manually , with the help of wheel/tracked loaders using a vibrating plate when necessary

### ***Hatches***

- \* COMVEX will remove spillage from the hatch cover.Therefore , hatches must be surrounded on four sides by a safe, sturdy rail with stanchions.Moreever , the hatches have to be secured .

If not , COMVEX will not remove the spillage.

### ***Unloading / loading plan***

- \* before unloading / loading , an agreed unloading / loading plan must be handed to the Terminal Representative . Changes in the plan should be in compliance with the BLU CODE

### ***Discharging vessels***

- \* all vessels to be discharged must be "self trimming". **COMVEX** may refuse to discharge cargo that is out of reach of the grab or remains in the frames

- \* if the surface of the hold is not level , it will not be discharged entirely

- \* protruding bilge covers , which are mislaid during discharging , will not be returned

- \* please note that during discharging our gantry cranes must travel alongside the entire vessel -

gantry cranes are travelling by rails alongside the quay(vessel) having not any retractable body items and any item outside of the vessel board has not to exceed 1.5 m (pay attention to the access gangway)

- \* please note that our gantry cranes can not operate if wind's speed is over 20 m/s

- \* for cleaning the holds will be used bucket front loaders and stevedors assuming a good shoveling. Please note that trimming is done manually with the help of wheel/tracked loaders using a vibrating plate if necessary

- \* for sweeping you can use crew members, but without any delay in handling operations

- \* all periods of stoppage due to bad weather will be registered (Adverse weather report-document code F31/01) and will be mentioned in the final Statement Of Facts

- \* "Empty holds certificate" will be signed by both parties confirming that all cargo on board was discharged according to Draught Survey Report and no damage was reported by ship's representative.

### ***Repairs***

It is strictly forbidden for any repair work , requiring hot work on board , including engine room, to be carried out alongside the vessel without the "Repair permit" issued by Harbour Master .

## ***ENVIRONMENT***

- \* Soot blowing alongside of the quay is not permitted

- \* Only clean ballast water may be pumped into the harbour

- \* Rinsing water from decks,holds,tanks, or any other water contaminated with cargo residues , may not be pumped into the harbour.

- \* The ship's officers must limit noise nuisance to a minimum

- \* It is strictly forbidden to leave any waste on the quay

## **7 . DELIVERY OF GOODS**

- \* Any goods delivered for the vessel must be removed from the terminal immediately. Goods left behind will be removed at the vessel's expense
- \* Bunkering of oil and drinking water and delivery of heavy goods can be carried out , but it may not affect the discharging / loading operations

## **8 . COMPLYING WITH AGREEMENTS**

On arrival at COMVEX terminal , these instructions are handed over to Master / Ch.Officer, who will be requested to sign for receipt and approval on a statement named "Declaration" ,document code F 31/16,  
By signing Master/Ch.Officer fully agrees with these regulations .  
Stevedoring operations will not start before this statement is signed/stamped and handed over to the Terminal Representative

### ***SAFEGUARDS, LADDERS , ETC ARE NOT IN ORDER***

If means of acces to the hold are not sound and safe and cannot be rectified within a short period , COMVEX may refuse to trim the hold completely  
Any extra cost to be made in order to finnaly enter the hold safely will be entirely for the vessel's account

### ***INADEQUATE LIGHTING***

COMVEX can hire additional lighting devices for the account of the vessel

### ***MEANS OF ACCES TO THE VESSEL***

In some cases , it may be impossible for a gangway to be placed out of the range of the grab unloaders.  
COMVEX Terminal Representative decides , on a case basis , wheather this is acceptable.

### ***GENERAL***

- \* It is not permitted to leave gas cylinders,chemicals or waste material on the quay. Any costs incurred for the removal of these cylinders will be charged to the vessels.
- \* On all operations the IMO BLU CODE is applicable.

## **9. EMERGENCIES**

If emergencies occur at COMVEX Terminal affecting vessels alongside COMVEX quay , the ship's officers will be informed by COMVEX immediately .This also applies to cases where the terminal has to be cleared and people will be evacuated .

If emergencies occur on board of the vessel affecting COMVEX staff,equipment,quay or otherwise , COMVEX should be informed immediately.

This also applies if an ambulance or other emergency assistance has been called for. COMVEX staff may be able to assist.

The alarm number when using a telephone on our terminal is **112** .

Furthermore , we wish you a pleasant stay at COMVEX BULK HANDLING TERMINAL CONSTANTA .

Enclosed : ***Plan of COMVEX BULK HANDLING TERMINAL CONSTANTA***  
***Detailed information about our facilities - see "Terminal info" .***

Yours faithfully ,

**COMVEX BULK HANDLING TERMINAL**