GENERAL NOTICE

INFORMATION FOR VISITNG VESSELS VISITING THE LPC DRY DOCK / SLIP WAY FACILITY

LPC Key Contact Details, Communication and Operating Hours

Dry Dock Team:

Diolito Abarratigue	Dry Dock Master	021 689 108	diolito.abarratigue@lpc.co.nz
Mark Pearson	Dry Dock Operator	027 277 6516	mark.pearson@lpc.co.nz
Radio	VHF CH2 for Vessel-Dock communication during docking/undocking VHF CH6 for Vessel-Dock communication while in the Dry Dock		

Lyttelton Harbour Control: Contactable 24 / 7 via VHF Radio Channel 12, Channel 16 (Emergency), and Channel 63 (use if no response on other Channels), Ph. (03) 328 7806

LPC Security Team: Ph. (03) 328 7917

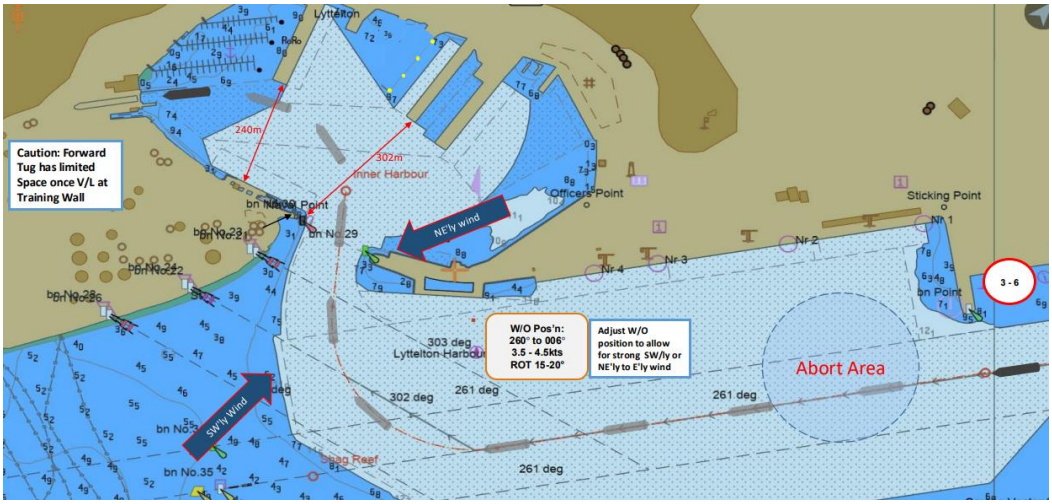
Normal Operating Hours: 0700-1900hrs, 7-days per week. Noise restrictions apply as outlined in this document.

Pre-Arrival Information and Requirement – Marine Operations

LPC Marine Webpage: https://www.lpc.co.nz/our-services/marine/

General information regarding Marine Operations and requirements at Lyttelton are available on our Marine Services Webpage. Key documents include:

- **VAIS (Vessel Arrival Information Sheet)** - completion of the sheet is mandatory for all vessels under Pilotage
- **General Notice to Vessels** - contains key procedures and safety information for vessels visiting Lyttelton
- **The following Pre-Arrival and Pre-Departure Forms are required to be completed.**
  - Pre-Docking Vessel Condition and Declaration Form
  - Dry Dock and Slipway Works to be done Form
  - Outline and acceptance of Dry-Docking Process for Vessel Master
  - Outline and acceptance of Slipway Process for Vessel Master
  - Pre-Undocking Vessel Condition and Declaration Form
- **LPC Standard Passage Plan Pack –** standard passage plans covering transits into and out of Lyttelton Harbour are available on the LPC website. In general, the following plan will be used for movements into the Dry Dock. For vessels under Pilotage, the passage plan will be discussed in the Master Pilot Exchange Process (MPX).



The Dry Dock sill depth is 4.4m and the depth on approach is 4.5m. All depths are relative to Chart Datum. The Dry Dock Team and the LPC Pilot (if carried) will assess tidal conditions on the day.

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Security and Procedures for Crew Entering and Exiting the LPC Dry Dock / Slipway

There is no vehicle parking available on-site unless otherwise specifically agreed with the Dry Dock Master. Vehicle movement on site should be minimised.

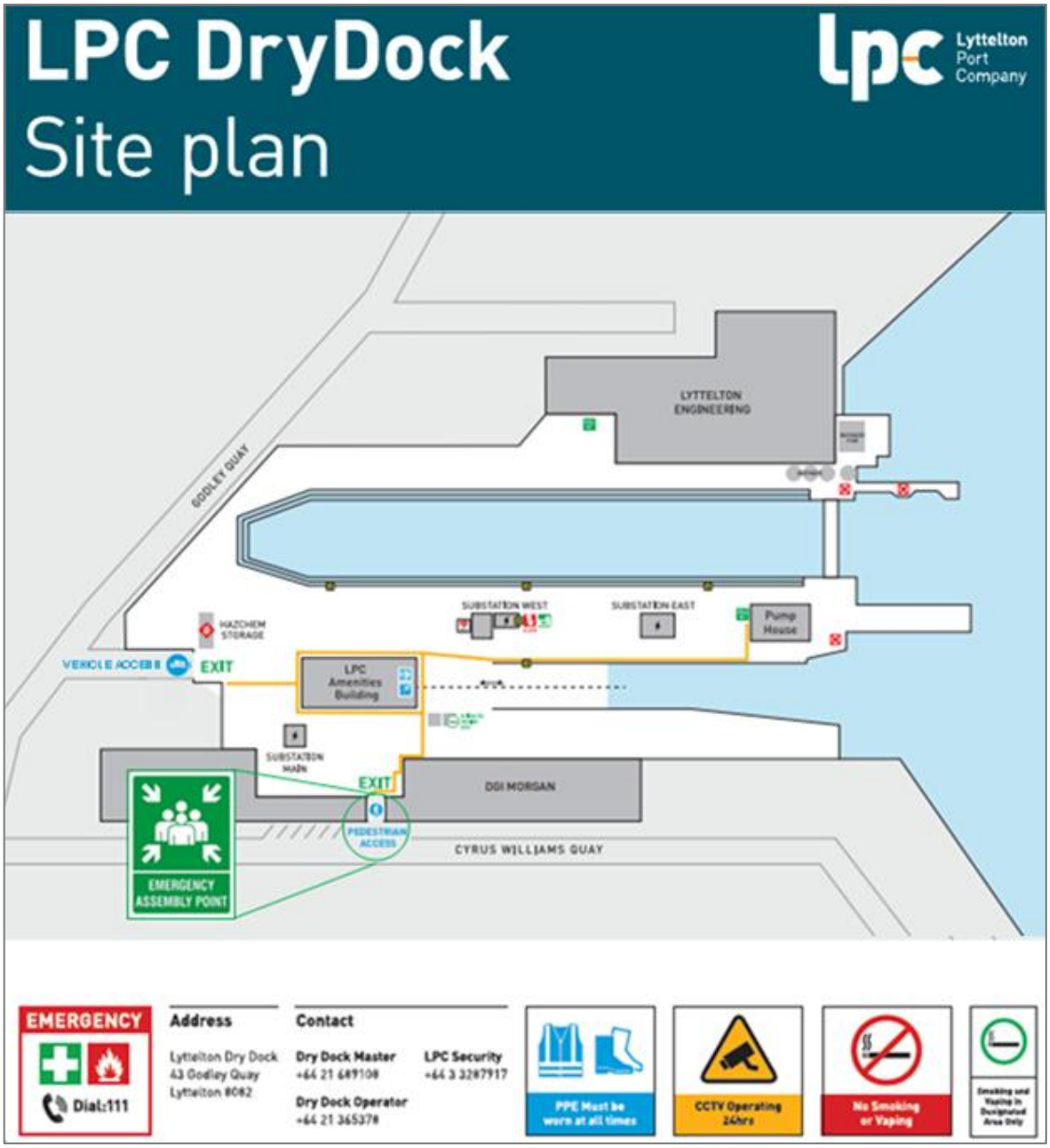
There are two points of access to the Dry Dock, both require an LPC Port Access Card.

- Pedestrian access gate – Cyrus Williams Quay
- Vehicle access gate – Godley Quay

Access to the LPC Dry Dock on Godley Quay requires an LPC Port Access Card, or a day pass obtained from the Main Security Gate located at 32-37 Gladstone Quay.

The Port Security Control Centre can be contacted on +64 3 3287917, security@lpc.co.nz or VHF Ch12.

LPC Dry Dock Site Plan



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Engine Immobilisation (Does not apply to vessels in Dry Dock / Slipway)

- The vessel's Master must submit a 'Request for Engine Immobilisation' to the Duty Pilot and have received approval prior to commencement.
- The form is available via the vessels shipping agent or the following link: https://www.lpc.co.nz/wp-content/uploads/2020/06/Request-for-Engine-Immobilisation-at-the-Port-of-Lyttelton.pdf
- Alternatively, please email pilot@lpc.co.nz to request a copy.

Use of Engines and Propulsion System Testing

Use of a Vessel's Engines while alongside shall be in accordance with the 'Harbourmaster's Direction 16-1'. No propulsion system (of any vessel, at any berth) shall be operated / tested without approval from LPC.

For Engine/Propulsion Testing in Dry Dock – written confirmation must be obtained in advance from the Dry Dock Master before any test/start.

For all Departing Vessels from an LPC Berth and Dry Dock – the propulsion system is **NOT** to be tested until:

a) Vessels under Pilotage: The LPC Pilot is on the bridge and authorises initiation of testing.
b) Vessels not under Pilotage: The LPC Dry Dock Master has authorised propulsion testing.

Dry Dock – Induction and Site Safety Requirements

All crew and personnel undertaking work at the Dry Dock and Slipway must observe LPC site rules and safety requirements. These include:

- Completion of the Dry Dock / Slipway Induction: https://www.lpc.co.nz/portaccess-and-inductions/
- Dry Dock and Slipway Health & Safety Expectations
- Smoking at the Dry Dock is only permitted in designated marked areas
- Compliance with minimum PPE (Personal Protective Equipment) requirements on site (off vessel):
  - Hi-Vis Vest/shirt/Jacket/Overalls
  - Steel Capped Footwear
  - Hard Hat (hard hats are not required for ship crew between 1900hrs to 0700hrs provided there is no active operational work happening)
  - PFD (Personal Flotation Device) if working within 2.0m of water

- It is expected that work onboard vessels in the Dry Dock / Slip Way will be undertaken in accordance with the vessel's Safety Management System/Plan (or equivalent) that is developed independently by the Vessel as a PCBU
- It is a requirement that the LPC Common User Safety Protocol (CUSP) is adhered to

Notifiable diseases (Including COVID-19)

A declaration of on-board health status in relation to notifiable diseases is required of the Vessel Arrival Information Sheet (VAIS).

Dry Dock Amenities – Use and Expectations

The upstairs level of the amenities building contains toilets and shower facilities for use by the ship's crew while the vessel is in the Dry Dock. There are six male facilities and eight unisex facilities. Use of the facility are included in the daily dock hire rate.

The stairway to the upstairs level of the Amenities building also provides access to the southern side of the slipway. The designated smoking hut is located in this area, and this is also the location for a Galley Container if that is in use by the ship.

Cleaning of the shared area in the amenities building is completed daily on a schedule. LPC reserves the right to charge Dry Dock users for cleaning of facilities, particularly if any additional cleaning is required.

Damage to LPC Equipment – Post Docking / Slipping Inspection

LPC reserves the right to charge Dry Dock users for any damage caused at the Dry Dock. Please advise the Dry Dock Master if you wish to undertake a pre-docking site inspection.

Environment

The Dry Dock is situated close to the marine environment of Lyttelton Harbour and in close proximity to our community. Activities at the Dry Dock can have a negative impact on the environment or the community and can lead to regulatory enforcement.

Blasting and Spray Painting
A resource consent is required for the water blasting, dry abrasive blasting, wet abrasive blasting and spray painting of vessels.

Water Treatment Plant
The Dry Dock wastewater treatment plant stores and treats water captured within the dry dock during blasting, painting and cleaning activities. The treatment plant has limited storage capacity and cannot be used to treat water from the vessel.

No oils, chemicals, detergents or food waste may be discharged into the Dry Dock at any time. Before any hull cleaning or Dock cleaning commences the Dry Dock Master must be notified.

Noise
Activities that generate loud noise are restricted to certain operating times to ensure there is minimal impact to the community. Blasting and painting, loud music, grinding and other noisy activities must be undertaken between the following hours:

1. 7.30am to 5.30pm Monday to Friday
2. 7.30am to 12.30pm Saturday
3. Sunday / Public Holidays – no noise is permitted

LPC does not allow the use of noisy reverse alarms and requires other forms of warning system.

Dust
The release of dust into the air must be controlled such as an extraction system or by applying moisture to reduce the spread of dust. Dust from the activities at the dry dock can contain harmful contaminants for the community or the environment.

Discharge to harbour
Any water discharge from the vessel in the Dry Dock needs to be discussed with the Dry Dock Master in advance. Clean water, wherever possible should be discharged to the eastern side of the weir.

Uncontrolled discharges to the harbour are not allowed, including sewage or vessel greywater. Ask the Dock Master before you discharge any of the water from the following areas of the vessel:

- Ballast
- Refrigerant /air conditioning system
- Chain/anchor chamber

Waste
Liquid waste must be stored in adequately bunded containers and is promptly removed by an approved contractor. Solid waste stored off the vessel must be in bins with covers. Bin covers must be on the bins when not in use and at the end of the working day. General waste should be separated from recyclables.

Reporting incidents
Spills and accidental discharges that occur anywhere at the Dry Dock must be immediately reported to the Dry Dock Master.

Dry Dock Operational Notes

Daily meeting requirement
The Lead PCBU managing the Vessel works must hold a daily meeting to aid all contractors to identify specific risks/clashes between work fronts and allow a review of the previous days works, Before the end of the docking the lead PCBU must supply the dock master with a record of each meeting. When more than one vessel is in the Dry Dock a joint meeting is held between the Dry Dock Master and the principal PCBU representative from each vessel.

Transfer of weight / fluids
Transfer or discharge of any liquids including ballast, the use of Vessel cranes and load testing of these including gangways and davits is NOT permitted without approval from the Dock Master.

Dangerous Goods (DG)

Regulations regarding DG use and storage at the Dry Dock must be adhered to. This includes compliance with maximum storage quantities in any designated DG storage facility at the site.

MPI Transitional Facility Plan

LPC may be required to complete quarantine decontamination of vessels at the Dry Dock and Slipway from time to time as an extension of the MPI 'Place of First Arrival' approval held by LPC. As such, the Dry Dock operates a Transitional Facility, approved by MPI, providing effective biosecurity measures when quarantine decontamination is required.

A Transitional Facility Operating Manual has been developed for the Site for the purpose of documenting the procedures employed to manage quarantine decontamination activities at the Dry Dock in compliance with legislation. Vessels visiting the Dry Dock and Slip must strictly comply with biosecurity rules and regulations.

LPC Behavioural Values

Our company values of 'Excellence', 'Courage', 'Care' and 'Integrity' guide our behaviours and actions at the LPC Dry Dock and Slipway, and we encourage all site users and stakeholders to share in these values.