



**PARADIP PORT AUTHORITY**  
**MARINE DEPARTMENT**

**GENERAL INSTRUCTIONS – 2024 TO ALL VESSELS CALLING PARADIP PORT**

1. Vessels calling Paradip Port must send pre-arrival notifications on security **(PANS) and Crew List** to Paradip Port Signal Station (email id: [port-control@paradipport.gov.in](mailto:port-control@paradipport.gov.in)) and other agencies at least 48 hrs prior arrival. For vessels on short voyage, **(PANS) and Crew List** must be sent immediately on departure from last port. PANS format and e-mail ids of all concerns will be provided by the shipping agent.
2. As per DG Shipping Order No.02 of 2012 (No.48-NT(1)/2012 Dt.17.05.2012), the use of Thuraya, Iridium and other such Satellite Phone is banned in India under Section-6 of Indian Wireless Act and Section-20 of Indian Telegraph Act. All vessels should **provide the details of Thuraya, Iridium** and other such sets carried on board in PANS Report.
3. Vessels must send scanned copy of **Vessel's Arrival Report** as per attached **format (36 points)** to Port Signal Station (email id: [port-control@paradipport.gov.in](mailto:port-control@paradipport.gov.in)) in order to get permission to enter port limit. Arrival report should include (i) **any deficiencies onboard** which may affect safe Navigation, Mooring or Cargo operation, (ii) copy of Pilot ladder certificates and (iii) copy of "Pilot ladder maintenance log" as required by para 2.4 of SOLAS V/23, showing the date of pilot ladders put in use. As per the Port notification, **Pilot ladders in use for more than two years are not accepted for pilot boarding.**
4. **Any deficiency** or equipment malfunction which may affect safety of navigation, mooring/unmooring operation or cargo operation must be reported to Port Control prior entering port limit or as soon as it occurs thereafter.
5. Vessels to contact Paradip Port Control on VHF Ch-16/06 at least 2hrs prior arrival port limit.
6. Port Control / Paradip VTS will advise anchor position / pilot boarding instructions.
7. Vessels must keep clear of the **Restricted Area** around the SPM operational area and pipelines as marked on charts as bound by following co-ordinates ;
  - i) Lat 20<sup>0</sup> 13.4' N Long 086<sup>0</sup> 36.0'E
  - ii) Lat 20<sup>0</sup> 02.4' N Long 086<sup>0</sup> 41.3'E
  - iii) Lat 20<sup>0</sup> 06.8' N Long 086<sup>0</sup> 47.4'E
  - iv) Lat 20<sup>0</sup> 14.5' N Long 086<sup>0</sup> 37.9'E
8. All vessels at anchor or awaiting pilot, must maintain continuous watch on vhf ch-16 for pilot boarding / other instructions from port control.
9. Vessels should strictly comply with MARPOL regulations during their stay in Paradip Port.
10. All vessels must hoist a clean Indian flag in good condition from sunrise to sunset.
11. Vessel must have grant of Radio Pratique/health clearance form Port Health Officer/Quarantine prior entering Port limit.
12. Feedback form may be filled up by master and submitted in a sealed envelope to agent / pilot at departure. The form may be obtained from inbound pilot/ agent/port website.

**Contd....P/2**

13. Declaration of security (DOS) will be signed by pilot if requested by the vessel.
14. Vessels must take prior permission through agent for main engine immobilization, underwater operation, life boat lowering, hot work and any such critical operations. Vessel must take all necessary precautions while carrying out above critical operations on board. Vessel must also report Port Control prior commencement and after completion of the work.
15. As per "Paradip Port rules, 1966", sec.40. **Masters, etc., of vessels responsible for damages**-- Masters and Owners of vessels shall be responsible for any loss or damage caused to any of the installations or property of the port due to the negligence of their servants and the deputy conservator shall have the right to detain their vessels until the value of the loss or damage is paid or security for such payment is given.
16. Contact details of PFSO/Deputy Conservator  
Capt. A. C. Sahoo  
Mob: 91-7789033783  
Office: 91-6722-222025, fax: 91-6722-222445  
Email: [dc@paradipport.gov.in](mailto:dc@paradipport.gov.in)
17. Contact details of Harbour Master  
Capt. Indranil Mukherjee  
Mob: 91-9434020413  
Office: 91-6722-222012, fax: 91-6722-222445  
Email: [hm@paradipport.gov.in](mailto:hm@paradipport.gov.in)

**Instructions to vessels calling ParadipPort (except tankers calling for SPM operation)**

18. Reporting to Port Control / VTS on VHF Ch-16/06 when passing port limit inbound / outbound.
19. Vessel must anchor at the designated anchorage area advised by Port Control / VTS. Sometimes vessels may be asked to drop anchor outside port limit due to congestion in the anchorage. Final anchor position must be 1 nm clear of other anchored vessels and at least 1.5 nm clear of buoyed channel. After dropping anchor report to Port Control. Usually Port Control will ask for confirming vessel details after anchoring.
20. Avoid calling Port Control frequently for berthing instructions. Once vessel's berthing program is fixed, Port Control will give 1 – 1.5 hrs notice for arriving pilot station.
21. All vessels, especially vessels waiting at roads to load thermal coal, must have main engine on short notice so as to arrive pilot station at 1 hr notice.
22. Panama shade must be rigged on both side bridge wings before boarding of the Pilot.
23. Pilot will board / disembark on lee side near pilot boarding ground and from sea side at the berth. Vessels may be required to keep ladders on both sides ready when requested.
24. Normally pilot boards in position around 1 nm south of no.4 buoy. Vessels with draft less than 12m may be called upto no.8 buoy. Port Control / VTS will inform vessel pilot boarding time, position, arrangement and instructions. Vessel should neither cross/enter the channel nor proceed beyond the planned Pilot boarding area unless instructed by the Pilot / VTS / Port Control.

25. Pilot boarding arrangements must in compliance to Regulation.23 of SOLAS Chapter-V. Vessels are being denied boarding by pilot due to non-compliance pilot boarding arrangements. Especially **following para of SOLAS V/23** need to be ensured while providing pilot boarding arrangements.
- 2.4** All pilot ladders used for pilot transfer shall be clearly identified with tags or other permanent marking so as to enable identification of each appliance for the purposes of survey, inspection and record keeping. A **record shall be kept on the ship as to the date the identified ladder is placed into service and any repairs** effected.
- 3.3.1.4** The **single length of pilot ladder** is capable of reaching the water from the point of access to, or egress from, the ship and due allowance is made for all conditions of loading and trim of the ship,
- 3.3.2** An accommodation ladder in conjunction with the pilot ladder (i.e. a combination arrangement), or other equally safe and convenient means, whenever the distance from the surface of the water to the point of access to the ship is more than 9 m. The accommodation ladder shall be sited leading aft. When in use, means shall be provided to secure the lower platform of the accommodation ladder to the ship's side, so as to **ensure that the lower end of the accommodation ladder and the lower platform are held firmly against the ship's side** within the parallel body length of the ship and, as far as is practicable, within the mid-ship half-length and clear of all discharges.
- 3.3.2.1** When a combination arrangement is used for pilot access, means shall be provided to **secure the pilot ladder and manropes to the ship's side at a point of nominally 1.5m above the bottom platform** of the accommodation ladder.
- (With combination arrangement, Portable Magnetic pads or equivalent arrangements to be made to firmly secure the accommodation ladder and both the side ropes of the Pilot ladder individually to the ship side where in-built arrangements are not available on the ship side.)*
26. After boarding, pilot need to test ship's main engine may be upto full astern, especially for fully loaded vessels to verify steadyfull astern rpm is achieved. Depending on situation and circumstances, pilot may also check that vessel is able to achieve sufficient ahead speed so as to safely enter breakwater / harbour.
27. Sometimes, vessels may required to pass two good ship's lines through aft center lead to make fast aft tug. Forward tug is usually made fast with tug's line. Since tug lines are heavy, a messenger rope must be kept ready to pick up tug line. Tugs usually operate on VHF Ch-12.
28. Usual mooring arrangement is 4 + 2 lines fore & aft, 4 + 1 + 2 for Panamax vessels and 4 + 2 + 2 for Baby Cape / Cape size vessel. For oil tankers berthing at NOJ or SOJ, the final mooring arrangement will be 4 + 2 + 2.
29. Vessels should inform Port Control of their VHF working channel of onboard internal communication whilst in port so that vessel can be contacted in case of an emergency.

30. At all times from inbound pilot boarding until outbound pilot disembarks, vessel must maintain **minimum draft and maximum trim** as per the port requirement so as to be ready for sailing / shifting at short notice. Vessel must have her propeller fully submerged when requesting pilot.

**Fair weather season (01-nov to 30-apr)**

<b>LoA</b>	<b>Mean Draft</b>	<b>Maximum Trim</b>
110 mtr	not less than 3.0 mtr	2.0 mtr
160 mtr	not less than 4.0 mtr	2.0 mtr
190 mtr	not less than 5.0 mtr	2.0 mtr
230 mtr	not less than 6.0 mtr	2.5 mtr

**Rough weather season (01-may to 31-oct)**

<b>LoA</b>	<b>Mean Draft</b>	<b>Maximum Trim</b>
110 mtr	not less than 3.0 mtr	2.0 mtr
160 mtr	not less than 4.2 mtr	2.0 mtr
190 mtr	not less than 5.5 mtr	2.0 mtr
230 mtr	not less than 6.5 mtr	2.5 mtr

**For ships with beam 40 mtr or more:**

<b>LoA</b>	<b>Mean Draft</b>	<b>maximum trim</b>
250mtr	not less than 7.5 mtr	3.0 mtr
290 mtr	not less than 8.7 mtr	3.0 mtr

During fair weather period, reduction of upto 0.5 mtr in mean draft is permissible for ships with beam 40 mtr or more. Berthing, shifting and sailing of ships with beam 40 mtr or more and draft more than 12.5m will be carried out during daylight hours only during favourable weather conditions.

31. Vessels should inform Port Control on completion of cargo operation. However vessel must provide at least one hour notice for receiving outbound pilot.
32. Shipping agent will arrange disposal of Garbage and Waste oil through Port approved vendors.
33. All vessels to raise Advance Notification Form (ANF) through "SwachhSagar Portal" (<http://prf.irclass.net>) before arrival. Also to update again through the same portal, if the vessel discharges any waste to the port reception facility. No vessel will be allowed to discharge **MARPOL Annex-1 waste** unless ANF is raised through "SwachhSagar Portal" and previous discharge details are updated on the portal at least 24hrs prior arrival.
34. Vessel should inform Port Control over VHF Ch-16/06, before receiving bunker and / or disposal of waste oil disposal.
35. Vessel should provide the quantity of Garbage/Waste Oil disposed, name of the vendor and ANF number along with the sailing particulars to the Port Control.

**Instructions for tankers calling for Paradip SPM**

Vessel should have two nos. good floating type synthetic fiber ropes of 80mm dia with two mandal / tonsborg shackles for making fast aft pull back tug and two more such ropes to be kept stand by on the poop deck for emergency use. Also one rope to be kept ready on starboard side of no.1 tank for making fast forward tug. Two messenger ropes with D-shackles to be kept ready at forecastle to pick up both SPM ropes simultaneously. Pilots usually board about 2.5 nm SSE of respective SPM. Gangways are to be kept ready on both sides at deck level for Pilot boarding. Cargo related instructions will be sent by the shipping agent or IOCL.

VLCC anchorage-I: Radius of 1.0 nm centered on lat. 20<sup>0</sup> 01.8' N, long. 086<sup>0</sup> 38.5' E

VLCC anchorage-II: Radius of 1.0 nm centered on lat. 20<sup>0</sup> 06.4' N, long. 086<sup>0</sup> 49.0' E

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NO.:MD/SPG/I/7/08(Pt.IV)/2014/

Dated, the 5<sup>th</sup> January 2024

Enclosure: 1. Arrival details (36 points) of vessels calling Paradip Port

Sd/-  
Dy. Conservator  
Paradip Port Authority

To  
All Shipping Agents  
Paradip Port  
(Through the President, KSAA, Paradip)

Copy to:

1. HM, PPA / All Pilots
2. Port Signal Station, PPA/ Communication Officer
3. TM, PPA for kind information



FORM NO.: MD/HM/02/03/2

**PARADIP PORT AUTHORITY**  
(MARINE DEPARTMENT)  
**ARRIVAL DETAILS OF VESSEL CALLING PARADIP**

<b>VESSEL'S PARTICULAR</b>
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01	VESSEL'S NAME	
02	CALL SIGN	
03	FLAG	
04	PORT OF REGISTRY	
05	OFFICIAL NO.	
06	IMO NO.	
07	L.O.A.	
08	BEAM	
09	MOULDED DEPTH	
10	FULL LOADED SUMMER DRAFT	
11	ARRIVAL DRAFT (FWD / AFT)	
12	SUMMER DEAD WEIGHT	
13	GROSS TONNAGE	
14	NET TONNAGE	
15	FULL AHEAD MANEUVERING SPEED	
16	SEA SPEED	
17	YEAR OF BUILT	
18	CLASSIFICATION SOCIETY	
19	P & I CLUB	
20	ISPS CERTIFICATE / VALIDITY	

<b>MISCELLANEOUS</b>
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21	MASTER'S NAME / NATIONALITY	
22	NO. OF CREW / NATIONALITY	
23	ANY SICKNESS ON BOARD	
24	ONBOARD VHF WORKING CHANNEL	
25	LAST PORT OF CALL	
26	NEXT PORT OF CALL AFTER PARADIP	
27	CARGO ON BOARD (TYPE & QUANTITY)	
28	QTY OF CARGO TO BE LOADED / DISCHARGED AT PARADIP (IN MT)	
29	BALLAST ONBOARD IN MT	
30	RATE OF PUMPING OUT BALLAST	
31	NAME OF CHARTERERS AGENT	
32	NAME OF OWNERS AGENT	
33	NAME OF THE REGISTERED OWNER	
34	NAME OF THE PRESENT CHARTERER	
35	<b>ANY DEFICIENCY ONBOARD THE VESSEL</b>	
36	DATE OF PILOT LADDERS PUT IN USE	

DATE:

MASTER'S SIGNATURE &amp; STAMP