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بندر امام خمینی
BIK PORT

Summary of BIK port requirements related to **Ships & Agents**

Dear Captain; Hereby we cordially welcome you and your respectful crew to The BIK PORT (**Bandar Imam Khomeini (PBUH)**) and wish you a safe and pleasant stay in our friendly port.

You are kindly requested to observe the BIK Port Requirements.

Public requirements

- The Islamic republic of Iran as a Muslim nation has strict laws and regulations in relation to the storage and consumption of alcoholic beverages.
- All fishing activity by the vessel's crews alongside or in the vicinity of the berths, entry channel or other designated port areas are strictly prohibited.
- The commercial diving for underwater vessel inspection requires a proper written permit to be requested by the vessel's agent; permit must be issued and approved by the port authority.
- The vessel crew in order to travel to the urban areas in the vicinity of BIK Port requires an approved written permit issued by the passport authority. The exit permit (shore pass) can be obtained by the vessel's agent through the passport authority.
- All firearms, including ammunition, shall be declared to the Port Security.
- The BIK Port's operation hours (loading or unloading) include:
 - The Bulk and container cargo operation hours: 24 hours a day,
 - The general cargo operation hours: 07:00 am to 02:00 am of the next day and by proper coordination can be extended for 2 to 4 extra hours.
- The local time of BIK Port is: GMT+3.5 hr.
- The daylight time saving hours are from 21st of March to 22nd of September, local time during this period: GMT+4.5 hr.
The entry vessels must have a submerged propeller(s) and their stern trim not to exceed 3 meters.
- The entry vessels may be inspected in accordance to the international conventions and codes of organizations in which the Islamic Republic of Iran whom is a member. (The list of all conventions and protocols Iran's membership or has joined are listed in attachment# 1).





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- The entry vessels to the waters of Iran must use an international name and respect the Iranian juridical laws and use the title of **Persian Gulf** in their documents.
- The entry vessels must hold the valid technical and safety certificates of vessel's such as the hull and machinery insurance, crew and passenger insurance, P&I insurance, the environmental pollution insurance (CLC &FUND) and etc. Ship's agent is responsible for the lack of such coverage and certificates and the compensation of any possible damage.
- The entry vessels must use the stevedoring services of companies which hold safety certified equipments.
- Any delays in operation due to the stevedoring function (by judgment of port authority), the ship agent is responsible for the related penalties.
- The vessel's representative (agent) prior to entry of vessel to anchorage must pay an amount as a prepayment of the port dues and charges.

Load, discharge facility and the vessel hatches

- The vessel upon the arrival at the port until the time of departure must have all its load and discharge equipments ready for a proper and safe operation of cargos. The hatch must easily and immediately to be opened for the daily operation.
- In case of any delays or stoppage of operation due to the crane's technical breakdown :
 - 1- the vessel's agent must make an official request for the use of appropriate coastal equipment, otherwise after a 4 hours constant delay and a 6 hours total delay during one day operation, the port authority has the right to allocate the appropriate coastal equipment to the said vessel and the vessel's agent must accept all legal responsibilities and cost charges in accordance to the port tariffs and dues.
 - 2- In case of lack of any coastal equipment, the port authority may attempt to move the vessel to the anchorage area and the charges of the transfer are the responsibility of the vessel's agent. The port authority is also permitted to carry out the same action for the direct cargo vessels, maximum 24 hours after the total stop of the operation.





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Access to the Port

Access to the port area requires a permit, the entry permits are issued by the port security guard office or the authorized designated person.

The authorized personnel of the BIK Port and the guard authorities have the right to arrest any unauthorized or intoxicated persons who are found to be under the influence of alcohol or narcotics.

Photography in the port area

The use of cameras and video cameras within the Port area are strictly prohibited and requires a written permit issued by the port authority.

All personnel in port must be aware that in all areas of port, their activities are monitored by the closed circuit surveillance cameras.

Advance notice

- The entry vessels which are about to load or discharge chemical cargos, dangerous cargos, dangerous containers cargo or oil products as bulk or container must approximately 24 hours prior to the arrival at BIK Port submit an advance notice of the chemicals and oil products cargos to the port authorities. Advance notice must include the technical name(s) and total volume(s) of the substance(s) of cargos.

The Tug service

- In order to ensure a safe maneuvering, the vessel shall use tug service assistance. During the tug service period, the hatches or holds of vessels carrying dangerous substances must be closed.
- If the vessel adjacent to the berth or the Khor Moosa waterway requires a tug service, all service charges in accordance to the port tariffs must be paid by the vessel's agent.
- For safety reasons, **BIK PORT** may require the vessel to use the assistance of the tug boat services.

The Mooring

- The berth time is of the 1st mooring rope thrown and the departure time is when the last rope is opened.





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- The mooring, movement and the departure of vessels requires the permit of BIK Port authority.
- The main engine of berth vessel must at all times to be kept ready for immediate operation.
- The Master is responsible for providing adequate mooring ropes and wires (with tails) and also to ensure that they are properly tended whilst the vessel is alongside.

The Access to vessel

In addition to the crew and passengers, access to the vessel is only permitted to persons whose work is related to the loading/unloading, maintenance or safety of the vessel.

The Gangway Requirements

- 1) The vessel's gangway must be in accordance to the regulations and include rigged rails, embarkation stairs, safety net, lifebuoy in the appropriate position.
- 2) During the nighttime hours the deck's access, total gangway, cargo operation area and deck must have the proper lighting.
- 3) During the vessel berth period, as per the relevant terminal information and regulations the notices and information shall be displayed at the gangway access area.
- 4) The gangway must be positioned on deck and to be free of any slippery coverage such as oil, and etc....

The Hot Work

- The hot Repair work involving welding, flame cutting and similar operations which may cause sparks and produce ignition sparks are prohibited without a proper hot work permit.
 - The hot work permits are issued by the Port's fire and safety department.
- Any violation which result the delay/stop of the cargo operations will cause the transfer of vessel from berth to anchor pending the completion of the inquiry. The vessel will be responsible for all the costs and delays resulting from such action.
- A copy of the permit issued by the Port authority must be in the possession of the responsible person on the job and he must enforce others to fully comply with all applicable codes, industrial standards, and local rules and regulations.
- The hot work permit will not be issued when the work conditions are possibly to be hazardous or dangerous to BIK Port facilities.
- The suitable fire extinguishing equipment in the hot work area shall be available and ready for instant use.





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• In case of any delays in load and discharge operation due to the hot work, the ship is responsible and if the delay exceeds the period of 6 hours, the port may move the vessel and the charges of re-berth operation obtained from related shipping company. Any damages to the port facility caused by the hot work must be compensated by the vessel, the owner or the related agent. The port authority may halt the vessel in the anchor till the payment of damage.

The inspections by authorities

- The representatives of BIK Port (PSCO, MARPOL Inspector and ...) are authorized to inspect the vessels in accordance to the international conventions and port regulations. The Captain of the vessel must obey the orders given by the inspector and facilitate the required condition by providing assistance whenever necessary.
 - The inspections by the (PSC/FSC) are only possible during daytime lighting.
 - The cost of any re-inspection which the deficiency requires repair prior to the departure of the vessel from the port, are calculated according to the tariffs approved by PMO and paid as the port dues to the finance department.
 - The Port has an approved Maritime Security Plan in accordance to the ISPS Code, and according to this plan the random security inspection is possible.
- All vessels' crew travelling to the shore must carry a proper identification documents.

The Pollution Prevention

- 1) The safety of waters in and around the Port are necessary for the marine life and there is a serious awareness and concern of the environment in the khor moosa waterway .Any pollution effecting the environment safety are looked upon as a serious violation, and in addition to the clean up costs it will also result in heavy penalties.
- 2) The Port **does NOT have ballast water reception facilities**. Therefore in order to protect the port environment, the vessel's masters must obey the following rules:
 - 2-1) the discharge of clean ballast water from segregated ballast tanks (SBT) is only permitted.
 - 2-2) all ballast water, other than the SBT water shall be retained onboard.
 - 2-3-2) in accordance to the ROPME protocol any water discharged into the area of Persian Gulf shall be free of substance that:
 - ✓ Settle or form objectionable deposits.
 - ✓ Floats as debris, scum oil, or other harmful substances.
 - ✓ Produce objectionable color, odor, or turbidity.

The Waste Disposal

- ✓ 1- The garbage collection and disposal services are available while berthing. Therefore all garbage must be segregated, labeled and put in garbage bags and placed on quay at **8 am daily**. The garbage is collected daily by an approved contractor.



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- * The garbage's of petrochemical Complex are collected by a boat from sea side at **10 am daily**. All vessel must be stand by on **Ch 16** during the said period.
- * The garbage receipt will be given to your agent by marine environment and safety department.
- * Garbage collection charges are according to the normal port dues.

The reception facility

The port reception facilities are available to receive vessel's bilge **water, sludge and slops**. The reception requires a previous request with the specification of the type of disposal. The request can be arranged by the ship's agent.
(The reception costs are variable based on the type and quantity of disposal).

The cautious Speed

The vessels in the Port shall navigate with care and cautious speed; therefore it will not endanger the safety of installations and vessels at port.

Flags and signals

The vessels in the port area must raise their national flag and the national flag of I.R of Iran from sunrise to sunset. The Iranian national flag must at all times to be kept clean and neat. In order to prevent any collision at sea, all vessels must at all times comply with the International signal codes and display flags, shapes and lights as required by the international Regulations.

Communications

- 1) All communications shall be in Persian or English.
- 2) The Communications shall be directed through the proper channels as agreed during the preloading meeting. In case of any doubt or questions, the masters may contact "Port Control" by using the following communication guidance table:

Communications	Primary	Secondary
Port Control	VHF Chan.16	
MRCC	VHF Chan.16	+986522522452-6
	HF: 8797TX 8273RX	



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The Funnel discharges

A soot blowing and excessive smoke emission from the funnel are prohibited. All appropriate measures shall be taken to prevent the emission of sparks from funnels.

The Main Engine

The main engine shall only be tested with the prior approval of port authority with the presence of the designated pilot onboard along with a requisite number of tugs.

The main engines of all vessels within the port must be at standby for operation and maneuvering in the shortest notice time.

At the berths of Silos, Steel and Oil terminals any repairs or maintenance work, which may incapacitate the vessel for any maneuvering by its own power, are not permitted.

In cases of the engine breakdowns which may affect readiness of the vessels to maneuver, the port authority may agree to allow emergency repairs to be carried out on the condition that adequate safety and precautionary measures such as the hiring sufficient number of tugs are undertaken.

The port authority reserves the right to transfer the vessel to another berth for the purpose of such repairs.

Any breakdown which may result in the stoppage of the operation requires the previous stoppage permit letter issued by the port authority.

Port Clearance

The departure of all vessels from port requires a port clearance permit issued by the Port authority.

The port clearance permit may be withheld for the following reasons:

- Any violation of the provisions of the laws and regulations,
- Restraint duly ordered by the court of I.R of Iran
- The lack of port charges payments

OR

- Any other legal violations,

• Port Control

- The Port Control room is located at the top of the Port Control tower and is ready for 24 hours/daily communication services.
- The masters in case of any concern or questions of the port operational requirements may contact the port control (VHF channel. 16 and 13).
- All movements within the port area are subject to the permission of the port authority. Any vessel plans to enter, departure, or move within port area must prior to movement seek the permission of the port control on VHF Channel 16 & 13.



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- 2) The Weather forecasts are announced twice a day (morning and afternoon) and navigation warnings are announced upon requirement by the Port Control.
- 4) The emergency and unforeseen navigation warnings will broadcast immediately on VHF CH 16.
 - The vessels must receive an approval from the Harbor Master's Office in order to lower their lifeboat, shift from the original berth position, or immobilization of main engine(s).

Pilot Ladder

The Pilot ladder with 2 man-ropes must be rigged (usually on the port side) at least 1 meter above the water surface.

Any amendment or particular requirements will be notified by the ship's agent.

The BUNKERING

- The BIK port authority must always be notified 24 hours prior to bunkering via channel 16.
- The bunkering vessels are obliged to take all necessary precautions to prevent any oil spillage to the water or ground.
- The vessel must arrange communication equipments between the vessel and the bunkering vessel.
- During bunkering, the vessel must fly the international signal flag B on its mast or in an area visible during daytime hours, and for night time hours to turn on a red light which can be clearly visible.

The bunkering regulations

- The vessel must be earthed during the period of bunkering.
- Before bunkering, the vessel must appoint a responsible standby person whom can order the interruption of operation when necessary.
- During bunkering at all times there must be a reliable communication system between the vessel and the bunkering vessel.
- The oil bunker's operator must be informed of the maximum pumping pressure and the capacity of each tank.



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The precautionary steps during oil leakage:

- The crew of both vessels must constantly monitor the bunkering operation.
- In case of a leakage, must immediately dispatch the incident report to the VHF channel 16 of MRCC.
- During an oil leakage incident, the bunkering operation must be immediately stopped and both vessels must take an immediate action to prevent the further spread of leakage.

The proper actions to prevent the sea and shore pollution

The port operators and vessels must perform all loading/unloading and other similar operations in a condition that no detrimental and polluting substances are released to the land and water of the port.

The regulations of petrochemical and oil berths

The precautionary steps during the stay of vessel in port:

After mooring, the vessel must sufficiently place strong emergency towing wires at its stern. These wires shall be kept above the water level during the entire time of mooring at the quay, and they shall be fastened to the bollards of the vessel so it allows a towing length of 40 meters.

- While at the Port, vessels carrying dangerous cargo must fly the international signal flag B on its mast or in an area visible during daytime hours, and for nighttime hours to turn on a red light which can be clearly visible.

No vessel operations must cause any sparking.

The vessels carrying explosive cargos must have a written permit issued by the port authority prior to the entry to port.

If entry is granted, must specify the required precautionary and regulation procedures as composed by the governing authorities.

The vessels carrying flammable liquids may only use ropes or combinations of wire and rope for mooring.

Smoking

Smoking on the vessel is only permitted in specific areas assigned by the captain.

The no smoking signs must be placed at clearly visible locations on board of the vessel and near the gangway.



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The accommodation doors, windows, and portholes (control tower)

This regulation applies to LNG carriers, Oil tankers and sulfur cargo vessels. All external doors, windows, and portholes are to remain closed during the vessels stay in the Port .The external doors of the engine room must be equipped to the automatic self closing doors.

Cleaning of tanks

The Cleaning of tanks always requires a permit from BIK port authority.

The galley Stoves and cooking equipment

The use of electrical stoves and other mechanically secured cooking equipment at the catering area shall only be permitted at oil, LNG, chemical terminals and Berths NO.33, 34.

The vessel safety watch

The Captain and officers of the vessels must become familiar with the shore safety facilities. They must be aware of the location of rescue and fire extinguishing equipment, fire alarm buttons, and emergency stop buttons of cargo pumps on the quay areas.

The Captain of the vessel (gangway and manifold) must make sure that the vessel's safety watch is a designated person of the crew and has the required proficiency to supervise the safety of the vessel.

The vessel's safety watch must:

- Be familiar with the safety, rescue and fire extinguishing equipment on the quay.
- Monitor the mooring ropes and gangway of the vessel.
- Make sure that the vessel is not leaking chemicals or oil.
- Make sure that only authorized persons are board the vessel.
- Report to the duty officer any incidents which may cause risk to the vessel.





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Attachment 1:

Conventions	عنوان کنوانسیون	ردیف
LOAD LINES 1966	کنوانسیون بین‌المللی خط‌شاهین کشتیها	۱.
TONNAGE MEASUREMENT 1969	کنوانسیون بین‌المللی اندازه‌گیری ظرفیت کشتیها	۲.
INMARSAT 1976	کنوانسیون ایجاد سازمان بین‌المللی ماهواره‌های دریایی و توافقنامه اجرایی آن،	۳.
COLREG 1972	کنوانسیون بین‌المللی جلوگیری از تصادم در دریا	۴.
SALVAGE 1989	کنوانسیون بین‌المللی نجات دریایی	۵.
FAL 1965	کنوانسیون تسهیل بین‌المللی ترافیک دریایی	۶.
SAR 1979	کنوانسیون بین‌المللی تجسس و نجات دریایی	۷.
SOLAS 1974	کنوانسیون بین‌المللی ایمنی جان‌اشخاص در دریا	۸.
STCW 1978	کنوانسیون بین‌المللی استانداردهای آموزش، صدور گواهینامه و نگهداری دریانوردان	۹.
LC 1972	کنوانسیون جلوگیری از آلودگی دریایی ناشی از دفع مواد زائد و دیگر مواد	۱۰.
INTERVENTION 1969	کنوانسیون مداخله در آبهای آزاد در صورت بروز سوانح آلودگی نفتی	۱۱.
	پروتکل ۱۹۷۳ به کنوانسیون مداخله	۱۲.
OPRC 1990	کنوانسیون بین‌المللی آمادگی، مقابله و همکاری در برابر آلودگی نفتی	۱۳.
SOLAS PROT 1978	پروتکل ۱۹۷۸ کنوانسیون بین‌المللی ایمنی جان‌اشخاص در دریا، ۱۹۷۴	۱۴.
CSC 1972	کنوانسیون بین‌المللی کانتینرهای ایمن	۱۵.
MARPOL 1973/78	کنوانسیون بین‌المللی جلوگیری از آلودگی ناشی از کشتیها (ضمایم ۱، ۲، ۵)	۱۶.
SOLAS PROT 1988	پروتکل ۱۹۸۸ کنوانسیون بین‌المللی ایمنی جان‌اشخاص در دریا	۱۷.
LOAD LINES PROT 1988	پروتکل ۱۹۸۸ کنوانسیون بین‌المللی خط‌شاهین کشتیها	۱۸.
CLC PROT 1992	پروتکل ۱۹۹۲ کنوانسیون بین‌المللی مسئولیت مدنی ناشی از خسارت آلودگی نفتی	۱۹.
FUND PROT 1992	پروتکل ۱۹۹۲ کنوانسیون ایجاد صندوق بین‌المللی جبران خسارت آلودگی نفتی	۲۰.
MARPOL	ضمایم ۳، ۴، ۶ کنوانسیون بین‌المللی جلوگیری از آلودگی ناشی از کشتیها	۲۱.
SUA1988	کنوانسیون مقابله با اعمال غیرقانونی علیه ایمنی دریانوردی	۲۲.
SUA 1988	پروتکل کنوانسیون SUA در خصوص مقابله با اعمال غیرقانونی علیه ایمنی سکوها ثابت واقع در فلات قاره، ۱۹۸۸	۲۳.
OPRC/HNS 2000	پروتکل آمادگی، مقابله و همکاری در برابر سوانح آلودگی ناشی از مواد خطرناک و سمی	۲۴.
BWM 2004	کنوانسیون کنترل و مدیریت آب توازن و رسوبات کشتیها	۲۵.
NAIROBI WR 2007	کنوانسیون نایروبی درباره انتقال لاشه کشتیها	۲۶.
BUNKERS 2001	کنوانسیون درباره مسئولیت مدنی برای خسارت آلودگی نفت سوخت کشتی	۲۷.
AFS 2001	کنوانسیون کنترل سیستمهای مضر ضد خزه بر روی کشتیها	۲۸.

