

Authority of the Port of Cartagena



PORT REGULATION: CARTAGENA PORT CONTROL

Revision 00 – May the 9th of 2013



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Approved by the Board of Directors, of the Authority of the Port of Cartagena on May, the 09th of 2013

CARTAGENA PORT CONTROL (CPC)

INDEX

1) COMMUNICATIONS WITH CARTAGENA PORT CONTROL.

2) GROSS TONNAGE OVER 500 TONS SHIPS

- 2.1) ARRIVAL REPORT WAY POINT
- 2.2) INWARD BOUND VESSELS
- 2.3) OUTWARD BOUND VESSELS
- 2.4) UNFORESEEN CALLS
- 2.5) EMERGENCY CALLS
- 2.6) SHIFTINGS
- 2.7) PORT ENTRANCE PROHIBITION
- 2.8) 2PORT DEPARTURE PROHIBITION
- 2.9) VESSELS WITH DEFICIENCIES/ANOMALIES ON BOARD.
- 2.10) ON BOARD WORKS AT PORT
- 2.11) VESSELS CONTAINING DANGEROUS GOODS NOT DECLARED.

3) PILOTAGE EXEMPTION VESSELS.

- 3.1) ARRIVALS.
- 3.2) DEPARTURES.
- 3.3) SHIFTINGS.

4) GROSS TONNAGE UNDER 500 TONS SHIPS.

- 4.1) INWARD & OUTWARD BOUND VESSELS
- 4.2) INNER PORT TRAFFIC & NAUTICAL-SPORTING ACTIVITIES.

5) TRAFFIC PORT CLOSING

- 5.1) PILOTAGE SERVICE SUSPENSION.
- 5.2) PORT CLOSING.

6) MILITARY VESSELS INFORMATION.

7) TRANSMISSION OF INFORMATION.

8) ADVERSE WEATHER PHENOMENA

9) MODIFICATIONS OF THIS REGULATION.

1) COMMUNICATIONS WITH CARTAGENA PORT CONTROL

All the communications referring to Maritime Traffic, afloat Port Services and Port-Nautical Operations will be funneled through Cartagena Port Control (CPC).

The following shall be used for communication:

TELEPHONES: 968 32 58 00 / 01

968 52 95 94

FAX: 968 32 58 37 / 24

968 52 97 48

EMAIL: cpc@apc.es

VHF: 16, 12, 10

Channel 12 VHF is established as a working channel for Cartagena Port Control, within the domain of the waters of Cartagena Port Control.

For maneuvers use channel 13 or 14 VHF

2) GROSS TONNAGE OVER 500 TONS SHIPS**2.1. - ARRIVAL REPORT WAY POINT:**

Arrival report way point of Cartagena harbor is located at:

LATITUDE: 37°-32' N
LONGITUDE: 001°-00' W.

Ships from offshore, bound for Cartagena, shall head for arrival report way point.

2.2.-INWARD BOUND VESSELS

1) Any ship coming from offshore and with the intention of entering Cartagena harbor shall contact Cartagena Port Control, at least two hours before arriving to arrival report way point, report the following:

- 1) Ship Name
- 2) Call Sign
- 3) Confirm E.T.A. Cartagena
- 4) Confirm Maximum Draft
- 5) Last Port of Call
- 6) IMDG Cargo, YES / NO.

2) CPC shall report to the traffic ship the approximation and the anchoring or berthing instructions, indicating to proceed to arrival report way point and indicating to contact again when it is 2 miles or 20 minutes from arrival report way point. Stand by on channels 16 and 12 VHF. Additionally, CPC shall inform the on-duty pilot.

3) CPC will perform a follow-up VTS (RADAR/AIS) of the ship, from the first contact until it has berthed or anchored and during the entire call in Cartagena.

4) When the ship makes contact at 2 miles or 20 minutes of arrival report way point, CPC shall indicate to stand by on VHF 16/12 and shall instruct to head for the pilot's boarding point, contact Cartagena pilots on channel 12 VHF and follow their instructions. Additionally, CPC will report to the on-duty pilot

5) The on-duty pilot shall report to CPC embarking & disembarking time, and VHF channel of maneuvering, 13 or 14. Additionally, he will report to CPC the special or anomalous circumstances that can be observed in relation to port traffic, the maritime safety and/or the pollution of the marine vessel (VHF 10/12) in the case that these circumstances require immediate action

6) Once the berthing maneuver has been performed, CPC shall require the tugboats, the number and name of the tug participants in the maneuver, as well as the time that the first tow line is fastened on board and the time that the last tow line is cast off, on channel 12 VHF.

7) **If there had not been berthing instructions upon arrival, or there is no available berthing place**, CPC shall indicate to the ship to proceed to anchorage, indicating the anchoring area, according to the type of vessel and type of goods that she carries.

CPC shall also tell the vessel to report the time of anchoring and to remain standing by on VHF 16 and 12.

CPC shall maintain the on-duty pilot informed concerning the ships movements within the anchorage areas, as well as the location and time of anchor of every vessel.

If the ship needs technical assistance from the inshore pilotage, CPC shall indicate to contact Cartagena Pilots on channel 12 VHF

AS A BYLAW THE ANCHORING OF THOSE SHIPS THAT DO NOT HAVE MAIN ENGINE READY TO MANEUVER SHALL NOT BE AUTHORIZED. Whichever exception to the norm shall be subjected to the specific instructions demanded by the Harbor Master's Office or by the Port Authority.

8) CPC shall have all the anchored ships identified in the RADAR and AIS screens and shall verify that they maintain in their positions, reporting them any significant variation in their anchoring position because of dragging or any other circumstance. Such action shall be communicated to the on-duty pilot

9) CPC shall supply the information that the ships request in terms of berthing prospects, quays, meteorological forecasting, or other similar ones that may be of interest.

10) CPC shall be informed of the ETB (Expected Time of Berthing), as well as any modification by the Port Authority of Cartagena, shipping agents and/or terminals; this information shall be transmitted to the on-duty pilots.

11) CPC shall facilitate this information to the vessel, indicating that it has to contact the on-duty pilots on channel 12 VHF, to receive instructions (time to start heaving up the anchor, pilot's ladder side, etc.), indicating again to stand by on channels 16 and 12 VHF.

12) CPC shall request the vessel to report the time of "anchor up" on channel 12 VHF and the pilotage service shall indicate to proceed to the pilots boarding point. CPC shall perform a follow-up VTS of the vessel from "anchor up" until berthing.

13) Proceed following sections 5 and 6.

2.3.-OUTWARD BOUND VESSELS

1) Two hours, or at least one hour before finalizing operations or being ready for departure, the vessel, preferably through its shipping agent, shall contact CPC, reporting the following:

- 1) Next port of call and ETA
- 2) Departure Maximum draft.
- 3) Number of persons on board (crew & passengers).
- 4) The updating of AIS parameters.

2) If there is no impediment to leave, CPC shall require the vessel to stand by on channel 12 VHF and to contact Cartagena Pilots on channel 12 VHF, half hour before beginning the maneuver. Subsequently CPC shall report to the on-duty pilots the ship request.

3) CPC shall keep the Pilot informed of the situation of maritime traffic which there may be before and after the maneuver.

4) The pilot shall report to CPC the time of embarking & disembarking time, and VHF channel of the maneuver, 13 or 14. Additionally he shall report to CPC the special and anomalous circumstances that can be seen in relation to port traffic, maritime safety and/or the pollution of the marine vessel (VHF 10/12) in the case that these circumstances require immediate action.

5) Once the unmooring maneuver has been finalized, CPC shall require the tugs, the number and name of the tug assistants in the maneuver, as well as the time that the first tow line is fastened on board and the time that the last tow line is cast off, on channel 12 VHF.

6) CPC shall perform a follow-up VTS (RADAR/AIS) of the vessel from the unmooring until it exceeds the arrival report way point.

7) The vessel shall report to CPC the crossing of the arrival report way point and will stand by again on channel 16 VHF

8) If the vessel requests to anchor during the departure maneuver, CPC shall report to the vessel the authorization to do so. CPC shall indicate to the vessel to proceed to anchor, indicating the anchoring area, according to the type of vessel

and type of goods that it carries. CPC shall also tell the vessel to report the time of anchoring and to remain standing by on VHF 16 and 12. CPC shall maintain the on-duty pilot informed of the ships movements in the anchorage areas, as well as the location and time of anchor of every vessel.

If the ship needs technical assistance from the inshore pilotage, CPC shall indicate to contact Cartagena Pilots on channel 12 VHF.

AS A BYLAW THE ANCHORING OF THOSE SHIPS THAT DO NOT HAVE A MAIN ENGINE READY TO MANEUVER SHALL NOT BE AUTHORIZED. Whichever exception to the norm shall be subjected to the specific instructions demanded by the Harbor Master's Office or by the Port Authority.

09) CPC shall supply the information the ships request in terms of meteorological forecasting, or other similar ones that may be of interest.

10) CPC shall require the vessel to report when it has abandoned the anchoring area, the time of "anchor up" and to stand by on channels 16 and 12 VHF. CPC shall report to the on-duty pilot.

2.4.-UNFORESEEN CALLS.

When a ship requests to enter Cartagena Port waters, for whichever reason, CPC shall obey the following steps:

1) CPC shall instruct the ship to keep a minimum of five miles south of arrival report way point, and to contact the shipping agent to perform the process of entrance authorization

2) Once the shipping agent has fulfilled all of the procedures for the entrance authorization, CPC shall follow the guidelines from section "2.2.- INWARD BOUND VESSELS"

3) If it is not possible for the vessel to appoint a shipping agent, CPC shall collect the following information at least one hour before the arrival of arrival report way point:

:

- 1) Ship Name
- 2) Call Sign / IMO number
- 3) E.T.A. Cartagena
- 4) Last port of call.
- 5) Maximum Draft
- 6) Cargo on board (If IMDG cargo & ONU Number)
- 7) Crew
- 8) Passengers
- 9) Deficiencies
- 10) Reason for the call
- 11) Local Shipping Agent
- 12) ISPS Code Certificate(yes/no)
- 13) Ship Security Plan on board (yes/no)
- 14) Ship Security Level (1, 2 or 3).

4) Once all the information has been collected, CPC shall report to the Harbor Master and the Head of Port Operations of the Port Authority.

5) Once the Harbor Master authorizes the entrance of the ship in Spanish waters, CPC shall report to the Head of Port Operations of the Port Authority, who shall authorize the ship's anchoring within the port waters or the berthing if it proceeds. CPC shall assign the ship an anchoring area and shall perform the following guidelines of sections 2, 3, 7, 8, 9 and 10, from the epigraph

"2.2. - INWARD BOUND VESSELS". In the case that the berthing is authorized CPC shall be aware of sections 4, 5, and 6 of such epigraph

6) Once the vessel is anchored, it shall be required to appoint a shipping agent as soon as possible. CPC shall keep the on-duty pilot informed of the ship's movement in its anchoring, reporting the anchoring location and time of anchoring.

CPC, in compliance with the established in Code ISPS, shall require the ship the data from form SHIP PRE-ARRIVAL SECURITY INFORMATION FORM (this data might be required by means of SMS messages through the AIS). If the vessel does not supply this data, the anchoring shall not be allowed and the vessel shall be ordered to abandon Cartagena port waters.

7) CPC shall follow the guidelines from sections 10, 6 and 7 from epigraph "2.3. - OUTWARD BOUND VESSELS".

2.5. - EMERGENCY CALLS

1) When in the case of bad weather or an emergency on board, a vessel requests to enter Cartagena port waters, CPC collects the information described in section 3 from epigraph "2.4. - UNFORESEEN CALLS" and shall contact the Harbor Master and the Head of Port Operations of the Port Authority.

2) Once the Harbor Master authorizes the entrance of the vessel into Spanish waters, CPC shall report to the Head of Port Operations of the Port Authority, who will authorize the ship's anchoring within the port waters or the berthing if it proceeds. CPC shall assign the ship an anchoring location and shall perform the following guidelines in section 2, 3, 4, 7, 8, 9, and 10, from the epigraph "2.2. - INWARD BOUND VESSELS". In the case that the berthing is authorized CPC shall be aware of sections 4, 5, and 6 of such epigraph.

3) Once the vessel is anchored, it shall be required to appoint a shipping agent as soon as possible. CPC shall keep the on-duty pilot informed of the ship's movement in its anchoring, reporting the anchoring location and time of anchoring.

CPC, in compliance with the established in Code ISPS, shall require the ship the data from form SHIP PRE-ARRIVAL SECURITY INFORMATION FORM (this data might be required by means of SMS messages through the AIS). If the vessel does not supply this data, the anchoring shall not be allowed and the vessel shall be ordered to abandon Cartagena port waters.

3) CPC shall follow the guidelines from sections 10, 6 and 7 from epigraph "2.3. - OUTWARD BOUND VESSELS".

2.6. - SHIFTINGS.

1) CPC shall control all those ship movements in navigation in the Cartagena port waters.

2) **EVERY SHIP**, before beginning any maneuver, shifting, pier change or movement within the port area, must contact CPC by means of channels 12 or 16 VHF, reporting the foreseen movement. If the maneuver requires the use of pilotage service, CPC shall indicate to the ship to contact Cartagena pilots on channel 12 VHF.

3) CPC shall check if the ship that requests the movement is authorized by Port Authority to carry out such maneuver and shall give the permission to the vessel to proceed, in coordination with the rest of the foreseen maneuvers, informing the request ship that it must report to CPC the completion of the activity.

4) **EVERY SHIP OPERATING IN CARTAGENA PORT MUST STAND BY ON CHANNELS VHF 16/12**

5) EVERY SHIP IN NAVIGATION AROUND THE DOCKS OF CARTAGENA PORT SHALL TRY TO NAVIGATE MAXIMUM OF THREE KNOTS OF SPEED, TRYING NOT TO CAUSE ANY HARM OR DISTURBANCES TO THE OTHER VESSELS, SMALL CRAFTS, STRUCTURES OR INSTALLATIONS, AND WHATEVER THE CASE, SHALL EVOLVE AT A MINIMAL STEERING SPEED.

2.7. - PORT ENTRANCE PROHIBITION.

1) When CPC receives the communication from the Harbor Master's Office or the Port Authority, agreeing the port entrance prohibition in port waters of a vessel, this action shall be communicated to such vessel ordering it to stay away from these waters, awaiting any instructions.

2) Once the prohibition is removed, CPC shall communicate to the ship, instructing it according to the indicated information in the epigraph "2.3. - INWARD BOUND VESSELS" of this regulation.

3) CPC shall keep the on-duty pilot informed via fax or email of all the prohibitions of the port entrance, as well as the removal of these prohibitions.

2.8. - PORT DEPARTURE PROHIBITION.

1) When CPC receives the communication from Harbor Master's Office or from the Port Authority, agreeing on the port departure prohibition of a ship, it shall proceed to communicate this action to the shipping agent of the vessel, ordering the vessel to remain at berth awaiting further instructions.

2) If due to reasons of port operating capacity, the vessel has to change its berth, the Port Authority shall report appropriately to CPC.

3) CPC shall inform such vessel that it has to change its berth and proceed in compliance with what is indicated in epigraph "2.5. SHIFTINGS".

4) Once the prohibition is removed, CPC shall communicate this to the ship, instructing it in compliance with what is indicated in epigraph "2.3. - OUTWARD BOUND VESSELS".

5) CPC shall keep the on-duty pilot informed via fax or email of all the prohibitions of the port departure as well as the removal of these prohibitions.

2.9. - VESSELS WITH DEFICIENCIES/ANOMALIES ON BOARD

1) When a vessel reports anomalies, deficiencies or breakdowns on board, the CPC operator shall proceed to collect the maximum information about the anomaly, deficiency or breakdown by means of channels 16, 12, and 10 VHF and shall make sure this information reaches the Harbor Master's Office and Port Authority as prompt as possible.

2.10. - WORKS ON BOARD OF VESSELS AT PORT

1) Any vessel interested in fulfilling works on board while it is at berth or anchored, must request to do so by means of its shipping agent at the Harbor Master's Office or at the Port Authority.

2) Once the Harbor Master's Office authorizes the works on board, CPC shall report such authorization to the Port Authority, to the shipping agent of the vessel and to the vessel itself, if it requests the information by means of channel 12 VHF.

3) The vessel must inform, on channel 12 VHF, to CPC the beginning and the end of the works on board, reporting additionally that it is fully operative.

4) REGARDLESS OF WHAT THE SAFETY NORMS STIPULATE IN THE TANKER TERMINAL, FULFILLING WELDING OR WORKS THAT MAY GENERATE COMBUSTION SOURCES WILL NOT BE ALLOWED, NOR WORKS THAT IMPLY THE IMMOBILIZATION OF SHIPS AT BERTH IN THE BERTHS E001, E003, AND FROM E-010 TO E-018, BOTH INCLUDED.

2.11. - VESSELS CONTAINING DANGEROUS GOODS NOT DECLARED.

1) When a ship declares, according to section 1 of epigraph "2.2.-INWARD BOUND VESSELS", that it contains dangerous goods and they were not declared previously or CPC did not have written proof of it, CPC shall inform the ship that it must stay away from Cartagena port waters.

2) When the shipping agent of the vessel presents the declaration of dangerous goods according to what is stipulated in R.D. (Royal Decree) 145/189, and R.D. (Royal Decree) 210/2004, CPC shall perform according to what is established in epigraph "2.2. - INWARD BOUND VESSELS".

3) PILOTAGE EXEMPTION VESSELS.

CPC is responsible for maintaining up to date the relative information at this point, starting with the exemptions in force that would have been communicated by the Port Authority.

Prior to the maneuver, the Agent shall inform CPC about the corresponding exemption, and shall confirm that it has requested the mooring service and tug assistance if it is needed.

3.1.-ENTRANCE

1) Any vessel that is exempted from the Pilot Service shall follow the guidelines in section 1 of epigraph INWARD BOUND VESSELS, and shall report the condition of the exemption to CPC. This information must be transferred by the CPC to the Chief of Maritime Safety from the Harbor Master's Office and the Port Authority Head of Port Operations, with which shall be considered fulfilled in paragraph 3º of article 9.2 the General Pilotage Regulations.

2) CPC shall verify that the vessel and its captain are exempted from using the pilot service and shall follow the guidelines of sections 2 and 3 of epigraph "2.2. - INWARD BOUND VESSELS".

3) When the vessel contacts at two miles from the arrival report way point, CPC shall indicate her to stand by on channels 12 and 16 VHF, shall report her the maneuvers on course, buoy situation, dredgers, etc., and shall instruct so that it heads for berthing or anchoring area if there is no free berthing place available or instructions to berth.

4) CPC shall report the arrival of the vessel to Pilots when it reports its position at two miles of the arrival report way point.

5) CPC shall instruct the ship and the pilot service to establish the priorities that CPC considers convenient depending on the circumstances, and thus shall notify it to both on channel 12.

6) CPC shall inform the vessel to contact the mooring service and tug assistance if they are necessary, since previously they had been requested by the Agent.

7) The guidelines of sections 7, 8, 9, and 10 from epigraph "2.2. INWARD BOUND VESSELS" shall be followed.

3.2. - DEPARTURE

1) Any vessel that is exempted from the Pilot Service shall follow the guidelines from section 1 in epigraph "2.3. - OUTWARD BOUND VESSELS", and shall report to CPC its condition of exemption.

2) CPC, shall verify that the vessel and its captain are exempted from using the pilot service, shall indicate to stand by on channels 12 and 16 VHF, shall report the maneuvers on course, buoy situation, dredgers, etc., and shall indicate to begin the maneuver of departure and to head for arrival report way point, or to anchorage if it requests so.

3) CPC shall report to the Pilots before beginning the maneuver of the ship.

4) CPC shall instruct the ship and the pilot service to establish the priorities that CPC considers convenient depending on the circumstances, and thus shall notify it to both on channel 12.

5) CPC shall inform the vessel to contact the mooring service and tug assistance if they are necessary, since previously they had been requested by the Agent.

6) The guidelines from sections 5, 6, 7, 8, 9, and 10 of epigraph "2.3. OUTWARD BOUND VESSELS" shall be followed.

3.3. - SHIFTINGS.

1) Any ship exempted from Pilot Service shall perform according to what is established in section 2 in epigraph "2.6. - SHIFTINGS".

2) CPC shall verify that the vessel and its captain are exempted from using the pilot service, shall indicate it to stand by on channels 12 and 16 VHF.

3) CPC shall verify if the vessel that requested the movement is authorized to carry out such maneuver, shall report to the ship the maneuvers on course, the buoy situation, dredgers, etc., shall give the approval for the beginning of the maneuver, and shall inform the vessel to report the completion of the movement.

4) The guidelines of sections 3, 4, and 5 in epigraph, "3.2 DEPARTURE" shall be followed.

5) The guidelines of sections 4 and 5 in epigraph "2.6. - SHIFTINGS" shall be followed.

4) GROSS TONNAGE UNDER 500 TONS SHIPS**4.1. - INWARD & OUTWARD BOUND VESSELS.**

1) CPC shall control those movements of all navigating boats in Cartagena port waters.

2) ALL OF THE VESSELS, with a gross tonnage under 500 tons, before proceeding to enter or leave Cartagena port waters must contact CPC by means of channels 16 and 12 VHF, reporting the foreseen movement. CPC shall also contact any vessel, if it has not made previously any report of the movement that it begins. The boats of pilots and mooring men are exempted from this obligation during their service.

3) CPC shall verify if the vessel that requests the entrance or departure is authorized and shall give the approval, provided that there is no order that opposes the Harbor Master's Office or the Port Authority, and shall coordinate the maneuver with the rest of the foreseen maneuvers, or on course, informing the vessel that requests to maneuver to report when it is at berth or is clear, to CPC.

4) With the exception of the small vessels exempted from having VHF, **ALL THE VESSELS OPERATING IN THE PORT OF CARTAGENA MUST STAND BY ON CHANNELS 16/12 VHF.**

5) ALL THE SHIPS IN NAVIGATION AROUND THE DOCKS OF THE PORT OF CARTAGENA ARE REQUIRED TO NAVIGATE A MAXIMUM OF THREE KNOTS OF SPEED, AND WHATEVER THE CASE, SHALL EVOLVE AT THE MINIMAL STEERING SPEED. CPC shall report the speed limit when the vessel makes contact.

4.2. - INNER PORT TRAFFIC & NAUTICAL-SPORTING ACTIVITIES.

- 1) CPC shall follow the guidelines from section 1 in the former epigraph.
- 2) **EVERY VESSEL**, before beginning any maneuver, shifting or movement within the port area, must contact CPC on channels 12 or 16 VHF, reporting the foreseen movement.
- 3) CPC shall verify if the vessel requesting the movement is authorized to fulfill such maneuver and shall give the approval, in coordination with the rest of the foreseen maneuvers, informing the vessel requesting to report the completion of the activity to CPC.
- 4) Sections 4 and 5 in the former epigraph are applied.
- 5) All of the nautical-sporting activities must be authorized by the Port Authority and the Harbor Master's Office for its fulfillment. Copy of the written authorization shall be supplied to CPC.
- 6) The Coordinator in charge of safety must compulsorily, be standing by on channel 12 VHF during the duration of the nautical-sporting event.

5) TRAFFIC PORT CLOSING**5.1 – SUSPENSION OF PILOTAGE SERVICE.**

1) When the on-duty pilot considers that the meteorological conditions are not favorable to fulfill the service, he shall notify with a suggestion to suspend the pilotage service to the Port Authority through CPC via fax or email.

2) The CPC operator shall report to the Head of Port Operations.

3) The Port Authority shall decide the suspension of pilotage service. To all effects a port closing shall come into force for those vessels with a GT (more than 500 GT) which may have the obligation to use such service.

This suspension of pilotage service shall not affect those vessels less than 500 GT, vessels exempted from pilotage, nor military vessels that do not have the obligation to use such pilotage service.

4) The CPC operator shall notify the suspension of the pilotage service to vessels that intended to enter or leave the port and furthermore, following the instructions given by the Head of Port Operations, he (CPC operator) shall notify this suspension to the maritime community by means of fax or email.

5) The on-duty pilot, by means of fax or email, shall notify the proposal of resumption for the pilotage service to the Port Authority through CPC.

6) The CPC operator shall notify the resumption of the pilotage service to the ships that intended to enter or leave the port, to the Head of Port Operations, and furthermore, notify this resumption to the maritime community by means of fax or email.

7) Any discrepancy may arise between the Pilotage Corporation and Port Authority, in relation to the suspension of the pilotage service, shall be arbitrated by the Harbor Master's Office.

5.2 – PORT CLOSING.

1) The Harbor Master shall propose the port closing to the Port Authority when the conditions of maritime safety and struggle against pollution thus advise it.

2) If the Cartagena Port Authority resolves the port closing, the CPC operator shall issue Warnings to the Navigators reporting this circumstance every two hours; unless another periodicity in the closing resolution is established. The port closing entails the suspension of the pilotage service, the one which shall be communicated by CPC to the Maritime community following what is specified in point 5.1.

6) MILITARY VESSELS INFORMATION

1) In all intents to travel through the Cartagena port waters, all the military vessels, Spanish and foreign, must contact CPC on channels 16 and 12 VHF indicating time of arrival or time of departure.

2) The CPC operator shall inform the vessel about the traffic, the maneuvers on course and/or any other circumstance related to maritime traffic.

3) If the vessel had to use pilotage service, she should follow the procedure of section INWARD BOUND VESSELS acknowledging that the communication with the civil or military pilotage service will be executed in compliance with what is established in the Military Pilotage Regulations, that is, if the vessel proceeds as far as, or from, a berthing location in military zone, communicating the military pilotage service must be made on channel 9 VHF, and on the other hand if the berthing location is in civil zone, communicating the Cartagena pilotage service must be made on channel 12 VHF.

7) TRANSMISSION OF INFORMATION

All of the information referred to port maritime traffic shall be transmitted to Cartagena Port Authority, either verbally or by means of a written report, at its request, and by virtue of the Collaboration Agreement signed between SASEMAR and CARTAGENA PORT AUTHORITY, on May, 17, 2007.

8) ADVERSE WEATHER PHENOMENA

1) These indications will be followed when adverse weather forecasts can suppose a danger for ships at berth and/or anchored and safety measures shall be reinforced.

2) The Port Authority will notify the alert for adverse weather phenomena to shipping agents and concessionaires, at least 24 hours before the adverse weather conditions take place, or a.s.a.p., just in case the weather forecast is known within 24 hours.

3) The CPC will notify, with that same advance, to anchored and moored ships, pilots, mooring services and tugs of the situation of alert for adverse weather phenomena.

4) When the alert has been notified, all the moored and anchored ships, pilots, tugs, mooring services and marine terminals will stay tuned for more details on channels 12 and 16 of VHF. The communications will be coordinated by the CPC that will determine the appropriate communication channel, according to the circumstances.

5) The duty pilot will be in communication with the CPC to suggest the necessary performances and, especially those which tugs and/or mooring services are required.

6) Moored ships which will increase safety measures, reinforcing ropes and getting ready the main engine to maneuver, when the alert has been notified, especially those which the berth location can be affected by the weather conditions.

The minimum number of people on board will be established by the "Minimum Safe Manning Certificate", or established by the Harbor Master of Cartagena, keeping the ship safely moored, getting ready the engine to leave the port or change mooring location according to safety conditions.

The non-powered vessels, or those that have damages or engine failures that prevent their movement, shall have enough crew to keep them safely moored to quay. Those crews will also be in permanent contact with the CPC.

7) When the alert notification has been received, those anchored ships that could be affected by the weather forecasts shall be prepared to change anchorage, just in case they were communicated by the CPC

8) According to the weather forecasts, the concessionaires shall coordinate with the moored ships at their concession the safety measures to follow. They shall communicate in all moment the development of operations to the CPC, as well as the adopted safety measures. In addition, liquid bulks terminals shall communicate the CPC the moment in that the suspension of the operations and the effective disconnection of the loading arms take place.

9) MODIFICATIONS OF THIS REGULATION

The modifications of this regulation must be approved jointly by Port Management and by the Harbor Master Office.