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GENERAL AUTHORITY FOR ALEXANDRIA PORT

Decree No. 2766 for the year 2019

Issued on 17/12/2019

Regarding the Alexandria Port Authority operational instructions

Chairman of the General Authority For Alexandria Port

Following perusal of the General Authorities' Law No.61 for the year 1963;

Law No.6 for the year 1967 regarding the establishment of the General Authority for Alexandria Port;

Law No.24 for the year 1983 regarding the pilotage fees, compensations, ports dues, lighthouses, berthing dues and stays;

The Maritime Trade Law No. 8 for the year 1990;

The Environmental Law No. 4 for the year 1994 and its amendments;

Law No. 81 for the year 2016 regarding the issuance of the Civil Service Law;

The Presidential decree No.3293 for the year 1966 setting the purviews and responsibilities of the General Authority for Alexandria Port;

The Presidential Decree No.57 for the year 2002 regulating the Ministry of Transport;

The Minister of Transport's Decree No. 488 for the year 2015 regarding the fees for the services provided to vessels at Egyptian ports, the usage fee of the fixed and floating facilities and constructions of the Port Authorities and the Egyptian Authority for Maritime Safety (EAMS) and the fee for the electronic services provided by the Port Authorities;

The Minister of Transport's Decree No. 800 for the year 2016 regarding the issuance of a regulation regulating the activities and works related to maritime transport and their usage fees;

What we deemed as beneficial for business;

Decided

(Article One)

Taking into consideration the provisions of the aforementioned Law No. 8 for the year 1990 and the Minister of Transport's Decrees No. 488 for the year 2015 and No. 800 for the year 2016, the instructions for operating the General Authority for Alexandria Port annexed hereto shall come into force.

(Article Two)

All the different departments within the Authority – all within their competent authorities – shall execute the annexed operational instructions. The Stevedoring companies, maritime agents, authorized companies to practice the activity of storage and warehousing and individuals shall comply with these instructions.

(Article Three)

The annexed instructions may be reviewed, whenever needed.

(Article Four)

This decree and the annexed instructions are to be published in the Egyptian Gazette and shall come into force as of the next day of its publication.

Chairman
Captain/ Tarek Shahin Ali Shahin

Operational Instructions Of the General Authority For Alexandria Port

1- About Maritime Transport in the Arab Republic of Egypt:

Egypt is considered one of the founding members of the Arab League, where it houses the headquarters of the League. Egypt is also considered one of the founding members of the United Nations “UN” where it has acceded the UN on 1945 in addition to its membership in the African Union. Moreover, Egypt is a member of several unions and international organizations such as the International Maritime Organization (IMO).

One of the most important maritime channels in the world, the Suez Canal, is located in Egypt, in addition to 15 major maritime and commercial ports, among which are the Alexandria, Damietta, Suez, East and west of Port Said and the Red Sea Ports.

2- Alexandria Port

Location: East of the City of Alexandria, where the city of Alexandria is located at the west end of the River Nile between the Mediterranean sea and Marriot lake. It is considered the second most important city and the main port in Egypt; it handles over 70% of the country’s foreign trade. The Dekheila port is considered a natural extension to Alexandria Port located westward Alexandria Port with 7 km from sea and 10 km from land. Business in Dekheila port has commenced since 1980 and operations have begun periodically since 1986.

Wireless communication channels working with the Pilotage Tower:

Channel (16): (International Call) for receiving calls from upcoming vessels from outside the Port.

Channel (14): designated for the Pilots interactions with the tug boats and the mooring launch boats.

Channel (13): designated for marine navigation, preparing tug boats and the pilotage launch boats tugs, whether internally or externally, the aquatic surfaces launch boats for pilots, and dealing with the area supervisors and the competent authorities within the Port.

Channel (11): for dealing with the pilots outside the port, and calling vessels located at the outer anchorage area.

Channel (10): for dealing with the Marine Services Department and Tug boats working on shifts.

Channel (67): for receiving the incoming vessel's data to the Port.

Channel (9): for dealing with the Egyptian Navy and the Marine Rescue Department.

Channel (6): for contacting the lighthouse at the marine base, the petroleum quays and Abu Qir Port.

Port's Quays

The Port has a number of (75) Quays in addition to the marine services Quays as follows:

Alexandria Port			
Quay Number	Actual Length	Designed Draught	Remarks
	M	M	
5/1 – 5/2 – 5/3 – 5/4	3.9	6.5	General Cargo
9	69	6.5	General Cargo
10	131	8	General Cargo
11	127	9	General Cargo
12	99	9	General Cargo
13	142	9	General Cargo
14	182	10	General Cargo
16 – 18 – 20 – 22 – 24			Passenger Station and Tourism Vessels
25 - 26	325	10	General Cargo

Quay Number	Actual Length	Designed Draught	Remarks
	M	M	
27 – 28	295	12	Ferry
35 – 36 – 37	340	10	General Cargo
38	110	10	General Cargo
39 – 40	296	10	Ferry
41	177	10	General Cargo
42 – 43	230	7.5	General Cargo
44	154	6.5	General Cargo
45	121	6.5	Military Quay
46 – 47	320	10	Military Quay
49 – 51 – 53	560	14	Containers
54	160	14	
55 – 56 – 57 – 58 – 59 – 60 – 61 – 62	680	9 - 12	General Cargo (Under development)
63 – 64	725	10	Coal
65 – 66 – 67 – 68	711	10 - 12	General Cargo (in Bulk) “designated for coal, coke, etc..”
71 M	270	9	Molasses
72	390	12	Containers
81	175	9	Containers
82	185	10	General Cargo
84	154	10	Grains
85	395	10	General Cargo
85/1	309	12-14	Grains

Quay Number	Actual Length	Designed Draught	Remarks
	M	M	
85/2	74	14-12	Grains
86	130	7	livestock
87/1	180	10	Petroleum
87/2	180	10	
87/3	100	12	
87/4	100	12	
87/5	100	12	

Dekheila port

Quay Number	Actual Length	Designed Draught	Remarks
	M	M	
90/1	268	14	Ores + conveyor belts
90/2	315	20	Midtap Petroleum products
91/A	300	14	
91/B 91/C	300	14	
92	330	15	Grains
94	1050	12/14	Grains from (94/1 to 94/3) and General Cargo from (94/4 to 94/5)

Quay Number	Actual Length	Designed Draught	Remarks
	M	M	
96	1020	12/14	Alexandria Container and Cargo Handling Company
98	530	12	Alexandria International Container Terminals (HPH)

3- Services provided by the Alexandria Port:

3-1 Services provided to vessels:

3-1-1 Pilotage, towage and mooring services for vessels:

Crew of Pilots for all loads and types of vessels

Fleet of marine units on the highest degrees of capabilities, efficiency and accuracy in the framework of international recognized regulations

Fire-fighting launch boats and tugboats on stand-by to secure the berthing maneuvers, loading and discharging operations for vessels handling dangerous cargoes as well as assist in fire-fighting operations outside the port

3-1-2 Assistance in salvage operations of vessels

Towage services for stranded or malfunctioning vessels

3-1-3 : Vessels' bunkering with fuel and mineral oils

3-1-4 : Supplying vessels with fresh water

3-1-5 : Reparations and maintenance for vessels through the Egyptian Company for Shipbuilding and Repair, Dry dock of the Naval forces and the Alexandria Shipyard company

3-1-6 **Disposal methods of solid and liquid vessels' wastes:**

3-1-6-1 **Liquid wastes (Oily wastes):** The liquid wastes are received through private sector companies authorized to carry out these actions, and then the wastes are delivered to a private sector company for safe disposal.

3-1-6-2 **Solid wastes:** it is carried out through barges of the private sector contractors that are authorized to carry out these actions, and then the wastes are delivered to a company responsible for disposal of solid wastes for safe and final disposal.

Note:

There is a ballast unit that has the capacity to receive 200 tons of ballast water, it is owned by the Authority and located at the maritime services quay.

3-2: **Services provided regarding Cargo:**

3-2-1: Loading and Discharging.

3-2-2: Storage and warehouses.

3-2-3: Weighing, tally, carriage, segregation, etc...

3-2-4: Transportation.

3-3: **Leases:**

3-3-1: Leasing storage areas (warehouses - silos - empty lots -..).

3-3-2: Leasing offices and administrative units.

3-3-3: Providing and installing water and electricity meters.

3-3-4: Leasing land units and equipment (vehicles, loaders..) and leasing services for marine units and equipment for purposes other than pilotage (tugboats and launch boats of all types, antipollution equipment, dry docks, ...).

3-4 Granting licenses to practice activities and works related to maritime transport:

3-4-1: Loading and discharging.

3-4-2: Storage and warehouses.

3-4-3: Ship Chandling.

3-4-4: Marine supplies.

3-4-5: Marine works.

3-4-6: Maintaining and repairing vessels outside dry and floating docks.

3-4-7: Cargo transportation.

3-4-8: Others.

3-5 Electronic Services:

3-5-1: Electronic services available on the Authority's website on the World Wide Web, or the Port's internal network.

3-5-2: Liaising with banks to electronically collect fees.

3-5-3: Customers service logistics office for all of the Port's entities.

3-5-4: Electronic issuance of reports for the Port activities.

3-5-5: Providing consultation related to the information technology in Marine Ports.

3-5-6: Preparing programs related to the working cycle of the Port through integrated solutions company, however, the rest of the programs related to the operation shall be prepared by the Port authority's electronic department.

3-5-7: Connecting information networks.

3-5-8: Training labor at companies and entities on the electronic operations programs at the Port.

3-5-9: issuing a consolidated invoice for vessels' services at the Port.

3-6 Others:

3-6-1: providing consultation Services in the field of obtaining certificates and confirming quality, safety and occupational health.

3-6-2: Training services for students and alumni of technical schools, institutions and universities in the field of business at marine Ports.

4- Alexandria Port Operation instructions:

4-1 Opening and Closing of the Port:

4-1-1: The port operates day and night in all weather and marine conditions, and is open all year for navigation. However, the Port closes when the wind speed reaches (25 knots or higher) or if the waves' height reaches 2m up to 2.5m or higher and according to the weather conditions at the time provided that the weather condition, wind speed and air pressure shall be monitored. The aforementioned shall be monitored every hour in bad weather conditions; the Port shall be open again upon improvement of the weather conditions.

4-1-2: As for incoming vessels to Midtap and liquefied natural gas (LNG) vessels, the port shall be opened and closed pursuant to the agreed upon conditions and obligations by and between the authority and the companies, and the weather condition.

4-1-3: The port operates day and night in all weather and marine navigation conditions except for the quays that operate only at daytime.

4-1-4: The used navigational charts are the marine chart number M518.

4-2 Vessels' Berthing Operations:

4-2-1: The maritime agent shall submit a berthing application within at least 48 hours prior to the vessel's arrival but by no more than 7 days prior to such date, provided that such application shall include the following: (manifest) - Dangerous Cargo Declaration (if any) - Shipping map - shipping plan (map) - a list of stevedoring companies operating on the vessel - a list of storage warehouses

- the vessel's crew list - the vessel's registration certificate - an application before the director of the vessel's traffic department - a Notice of Readiness (NOR) that includes all the vessel's data and the last Port of call - Security statements of the International Ship and Port Facility Security Code (ISPS)
- an undertaking that the vessel is free of weapons and ammunition.

4-2-2: The Maritime Agent, the stevedoring Company or the concerned party shall electronically finalize the loading and discharging procedures through the following entities: (Customs - stevedoring Companies - Maritime Agent - Port Authority «the financial department and the cargo movement department» - Regulatory authorities).

4-2-3 Regulations and provisions related to assigning berths and berthing:

Regulations related to vessels' arrival and assigning berths:

- 1- A vessel shall not be considered as has arrived unless the vessel's master notifies the port authorities via VHF radio upon arrival to the outer anchorage area of Alexandria Port.
- 2- A berth shall be assigned to a vessel if all the documents are completed in addition to submitting a berthing application to the vessel and the (agent) shall be responsible for it and bound to send the manifest and the stowage plan together with the presented operation application to the stevedoring company.
- 3- The vessel's master shall evidence his turn upon arrival at the outer anchorage area by communicating through the VHF device (channel 14 or 16) and report the time of arrival and the reception location in order to preserve his right to be given a turn depending on the type of vessel and the type of cargo. The port authorities shall bear no responsibility in case of non-adherence by the vessel's master or her owner or the agent in his capacity as representative of the vessel to the aforementioned that could result in the vessel's losing her assigned turn.
- 4- If the agent made a mistake with the presented data, the port authorities shall be entitled to cancel the vessel's turn on the berth without any commitment on the port authority and the agent shall be held responsible for the aforementioned and shall not be allowed to re-submit a berthing application except after reviewing the vessel's documents (NOR – Stowage plan – Manifest).

5- Malfunctioning vessels or vessels with unsound machines that could jeopardize the safety of entrance and maneuvers on the port quays as well the vessels with unsound winches or unfit cranes for operation, the port authorities may not allow these vessels to enter or berth alongside the designated quay except after checking the vessel's ability to berth and operate pursuant to the port rates provided that the stevedoring company approves operation of the vessel.

6- Vessels requesting entry for supplying shall be allowed to enter to be supplied with provisions within 24 hours only in case there are empty slots on the quays.

When the number of berths cannot accommodate incoming vessels, the priority to berth and assigning berths shall be as follows:

- (a) Passengers and Tourism vessels.
- (b) Livestock vessels.
- (c) Vessels requesting a priority to berth against a financial sum for only one quay designated by the competent authorities.
- (d) Incoming vessels for the State's National Projects.
- (e) Incoming vessels to the Armed Forces or the Central Intelligence.
- (f) Oil tankers, liquid bulk, dangerous materials and strategic commodities.
- (g) Export vessels (Urea – Fertilizers – ...).
- (h) Egyptian vessels depending on the priority of their arrival and completion of their procedures and suitability for the designated berths.
- (i) Vessels that have been waiting at the outer anchorage area of the port for over ten days provided the conclusion of the operation procedures and the readiness of the vessel to operate as soon as she berths.

- (j) Other foreign vessels depending on the priority of their arrival and completion of their procedures and suitability for the designated berths.
- (k) The port authority shall have the right to lay down some rules regulating the berthing operations for some type of vessels pursuant to requirements, special conditions or regulatory decisions issued by the competent authorities.
- (l) The competent authority shall have the right to determine the berths to receive certain kinds of vessels pursuant to their numbers present at the outer anchorage area and pursuant to the loading and discharging rates.

Rules related to vessels' berthing:

- 1- If the maritime agent or the concerned party refuses to operate the vessel with her full capacity pursuant to the work requirements at the port, and based upon the decision of the port authorities, in that case the vessel shall lose her turn alongside the quay and shall evacuate the berth if she is berthing.
- 2- In case a vessel refuses to evacuate the quay for whatever reason in execution to the order issued by the port authorities, Pilotage and necessary tugs shall be on standby every two hours at the maritime agent's expense of the purpose of evacuating the quay as soon as possible.
- 3- A vessel that completes her loading and discharging operations shall commit to evacuate the quay within three hours as of the time of completion of her operations or else she will bear the following expenses in addition to the other procedures that the port authorities may take in that regard:
 - (a) The stipulated pilotage fees shall be collected on every hour of delay pursuant to the Laws, decisions and organizing regulations.
 - (b) The value of the costs of the towage operation according to the vessel's tonnage for every hour of delay for the abovementioned period. The vessel shall not be allowed to sail before the maritime agent undertakes to pay all of these dues.

- 4- If the vessel is not ready to berth at the time of evacuation of the designated berth within two hours of the designated time for berthing pursuant to the notice of the port authorities, the port authorities shall be entitled to cancel the berth and occupy same with another vessels following official notification to the maritime agent.
- 5- The vessel shall not move on the berth without the prior permission of the port authorities. The violating vessel shall bear all the consequential obligations of expenses that the authority or any other party shall bear as a result of the aforementioned.
- 6- The responsibility shall fall on the vessel or the maritime agent for any destruction or damage to any of the port facilities (quay – tugboat – buoy – etc...).
- 7- The vessel or the maritime agent shall bear the expenses related to the removal of any wastes or garbage resulting from the cleaning of the holds of the vessel or the loading and discharging operations.
- 8- The responsibility shall fall on the vessel or the maritime agent for any damages resulting from any leaking of any liquids in the marine surface or the quay and the vessel or the maritime agent shall bear the expenses related to the removal of these liquids or oils without prejudice to the provisions of the Environmental Law No.4 for the year 1994 and its amendments.
- 9- The port authorities shall have the right to transfer a vessel from the quay to outside the port without the objection of her master or his representative in the following cases:
 - (a) If the vessel is berthed without work on the quays.
 - (b) If the vessel did not comply with the Port's instructions mentioned in articles (1 and 2) of the rules related to the berthing of vessels mentioned above.
 - (c) Vessels that are not able to operate due to a malfunction of its cranes, or if the invalidity to achieve the vessel's maximum productivity capacity of these cranes was proven, and in case there were no cranes available for operation in full capacity.

- (d) Vessels that carry shipments of any kind that exceeds the storage capacity, without obtaining a prior approval from the port authority for the arrival of these shipments.
- (e) Vessels that load or discharge in a discontinuous manner that would not achieve the required rate of loading or discharging during operation.
- (f) Incoming vessels to discharge only and that do not inform the port authorities that it shall load until after berthing, will clear the quay after discharge, and she will be allowed to re-berth, and the new arrival date shall be considered the date of completion of discharge.
- (g) Vessels with incompatible data of shipments with regards to type or quantity during operation to that mentioned on the vessel's notice.

10- The Port authority is entitled to evacuate the quay from the vessel in cases related to the safety of vessels and in the events of accidents.

11- The Port authority is entitled to transfer the vessel from one quay to another whenever necessary on the expense of the service applicant.

12- Application of the Just In Time Operation System

It is a system aiming at performing all required works within the set time without any advance or delay, as the vessel arriving to the Port shall be notified with the time designated for the berthing on the quay, which shall reduce the waiting time and reach a zero status in the outer anchorage area, which is through the following:

1. The commitment of the maritime agent to present a berthing application and report the vessel's date of arrival with at least 72 hours in advance then confirm same once again prior to the vessel's arrival with at least 12 hours in advance.
2. The commitment of stevedoring companies to conclude all the procedures related to the loading and discharging applications within a period not less than 24 hours prior to the vessel's arrival.

3. The commitment of stevedoring companies to submit a written undertaking to achieve the standard rates set for loading and discharging with extreme accuracy to enable the Port authority to notify incoming vessels of a precise and orderly date for berthing alongside their previously designated quays.
4. The commitment of supervisory authorities (such as Customs, General Organization for Export and Import, Agricultural Quarantine, Marine Safety, etc...) with the urgency of concluding their procedures as fast as possible.
5. The commitment of the Port Authority to notify berthed vessels with their estimated date of departure and evacuation of the quay to prepare for accommodation other designated vessels to berth.
6. Notifying maritime agents and stevedoring companies that in case of incompliance to achieve the standard rates for loading and discharging within the estimated date, the vessel shall be transferred to the outer or inner anchorage area and shall be dealt with as a new vessel.

One quay shall be allocated in each of Alexandria and El Dekheila Ports to give priority to the berthing of vessels carrying Egyptian exports, provided that this quay shall be utilized for the benefit of incoming shipments in case there were no incoming Egyptian exports vessels.

4-2-4 Planning automated berthing:

4-2-4-1: The required program for planning has been designed in accordance with numerous rules, such as the quays' lengths and depths, berthing rules and types of cargoes.

4-2-4-2: The berthing plan shall be set and a daily operating program for berthing shall be implemented throughout the 24 hours starting from 12:00 daily.

4-3 Pilotage:

4-3-1: Pilotage within Alexandria Port is compulsory for all vessels and the pilotage area starts from a distance of 2 miles from the Alexandria light beacon using local marine navigational charts produced by the Egyptian Hydrography Division M518.

4-3-2: Pilotage fees and compensations shall be determined according to regulatory laws, decrees and regulations.

4-3-3: Pilotage fees within Alexandria Port shall be calculated within the following pilotage areas:

4-3-3-1: From outside the Port until the entrance of the Port and from the entrance of the Port until the quay or the inner anchorage area, and vice versa in case of departure from the Port.

4-3-3-2: The Port Area (inside the Port), in case of vessel shifting from one quay to another or from a quay to the anchorage and vice versa.

4-3-4: The fees shown in article (3) shall be increased by (50%) if some or all of the pilotage operation took place between sunset and sunrise.

4-3-5: The pilotage fee shall be multiplied with the multiplication of each pilotage operation for a vessel upon her entry or departure from the pilotage area, or movement within the pilotage area. The following shall be considered movement of a vessel:

4-3-5-1: From one quay to another along the same extension as one operation.

4-3-5-2: From one quay to another not along the same extension or from quay to anchorage, or from anchorage to quay or from anchorage to anchorage as two separate operations.

4-3-6: The Port authority shall have the right to make an exemption from the pilotage fees, if the vessel's movement was according to the instructions of the authority for reasons related to organizing work at the Port not because of the vessel.

4-3-7: Pilotage fees shall be due even if the pilot was unable to board the vessel and has directed her from the pilotage launch boat, from another vessel or through electronically monitoring the vessels' movements.

4-4 Towage and mooring:

4-4-1: The usage fees for towage and mooring units shall be determined in accordance to regulatory laws, decrees and regulations.

4-4-2: Towage operations within Alexandria Port are compulsory, that is for vessels with gross tonnage exceeding 999 tons.

4-4-3: The vessel shall commit to use tug boats and mooring units in pilotage operations, upon berthing or un-berthing from quays, as well as upon shifting from a quay to another. The vessel's master or the pilot is entitled to request an increase to the actual number of tugboats and mooring units used.

4-4-4: Tug boats usage fees are calculated for each hour, starting from the time that the tug boat is located near the vessel until the conclusion of the vessel's maneuver and leaving her and part of an hour shall be calculated as a full hour.

4-4-5: Usage fees for tug boats and mooring units shall be increased by (100%) in case they were used outside the Port, and in all cases if a part or the whole operation was carried out in the period between sunset and sunrise or during vacations and official holidays, a percentage of (40%) shall be added.

4-4-6: The Port authority is entitled to exempt vessels from the usage fees of tug boats and mooring units if the vessel's movement is based upon the authority's instructions for reasons related to organizing the works within the Port and not because of the vessel pursuant to the regulatory decrees of work.

4-4-7: Towage operation shall be carried out whether by pushing, pulling or assisting the vessel during its sailing, or participating in directing the vessel, or pulling using ropes provided by the vessel, or mooring ropes on the side for pushing, the Port authority shall also be entitled to replace a tug boat for another prior to the commencement of the towage operation.

4-4-8: The tug boat and the mooring unit masters shall comply with the commands of the vessel's Master and the pilot's instructions during the towage and berthing period, provided that there shall be direct communication with the pilot.

4-4-9: Tug boats and mooring units shall not be liable for any loss, destruction or damages that occur during towage and mooring / unmooring, whether or not it was to the vessel, third parties or the tug boat herself for whatsoever reason, even if that was due to the fault of the crew of the tug boat. The vessel shall be solely responsible for any resulting damages.

4-4-10: The vessel shall be bound to pay the expenses of the towage units and mooring upon movement that is in case the request has been amended or cancelled.

4-5 Vessels' Inspection: Egyptian and foreign vessels shall be inspected by the Authority for Maritime Safety and Port state control.

4-6 Travel ban on vessels:

4-6-1: The vessel shall be banned from departure in case there is no sailing clearance.

4-6-2: Vessels shall be detained in the following cases:

4-6-2-1: By the Port State Control.

4-6-2-2: By virtue of a judicial conservatory arrest order issued against the vessel.

4-6-2-3: Issuance of an administrative restraint order by the Chairman or his delegate.

4-6-2-4: Based upon the request of the Public Prosecution.

The procedures for detaining a vessel shall be as follows:

It shall be carried out by virtue of minutes or a written decision by the competent authority.

A copy of the arrest order shall be delivered to either the master of the vessel or the maritime agent through the court's bailiff in the presence of the police.

The Operations center shall be notified who in turn shall advise the Chairman, his deputies, the chairman of the Central Transit Department, following review by the General Department for Legal Affairs.

Police guards shall be appointed to the vessel by the Alexandria Port Police Department.

The Marine Inspection Central Department or the Port State Control in Alexandria shall be notified to ban the vessel from departure together with not issuing port clearance.

The freshwater, bunker, supplies and food quantities on the vessel shall be reviewed in order to learn the rate of their consumption, and the vessel shall not be supplied except after obtaining the approval of the Central Transit Department.

The vessel shall be shifted in case she is berthed to the inner anchorage area or a waiting quay or a double-mooring until conclusion of the arrest procedures.

5-1 Cargo Handling Rules within the Port:

5-1-1: Operation at the Port (24 hours daily/ 7 days a week).

5-1-2: The operational quality on the port quays shall be raised by placing binding standard rates for all the companies that undertake stevedoring works at the port so that everyone commits to the application of these standard rates. Specific and transparent rules shall be place taking into consideration the Port administration's task to provide all the possible facilities for the facilitation and carrying out the vessels' and cargoes' transit to the port. The Port administration's task is summarized as follows:

5-1-2-1: Providing all possible facilities for carrying out the vessels' and cargoes' transit through the port.

5-1-2-2: Encouraging investment and attracting as many as possible of shipping lines and vessels, through encouraging the vessels' owners and cargo owners to direct their vessels and cargoes to the Port.

5-1-2-3: Reducing the vessels' waiting periods at the outer anchorage area awaiting a vacancy alongside the Port's quays, as well as the vessels' operation times on the quay, through increasing (the rates of loading and discharging).

5-1-2-4: Raising the efficiency of the services provided by the Port and placing the port on the global competition map with regards to cargo handling works, storage and quick release.

5-1-3: General Rules:

5-1-3-1: Vessels shall not be considered as arrived and shall not enter into the planned vessels to berth unless a berthing application is submitted (electronically) with completed data and approved by all competent authorities and administrations in charge.

5-1-3-2: The maritime agent shall be committed to provide an original copy of the stowage plan of the cargo onboard the vessel, which has to be approved by the vessel's master. The Maritime agent shall bear legal and physical responsibility for submitting this document and other documents or records or incorrect data. The designated quay to a vessel shall be cancelled without any obligations on the port authorities in case of violation.

5-1-3-3: No quay shall be allocated to a vessel except after the maritime agent and the stevedoring company undertake to comply with the standard rates set by the port authorities, operate the vessel according to the determined period, work over (24 hours), and acknowledge payment of the expenses for occupying the quay in case they do not comply with their undertaking according to the regulatory decisions.

5-1-3-4: No quay shall be allocated to a vessel that requires inspection of the incoming shipments by the competent authorities through withdrawal of samples of these shipments except after the inspection results are determined. In case the inspection results comes out whether positively or negatively, the necessary customs release orders are obtained and presented to the movement center to allocate a quay for the loading and discharging works whether in Alexandria or El Dekheila Ports.

5-1-3-5: A quay shall be allocated for vessels according to the capabilities of the stevedoring companies, the readiness of its equipment and workers to operate according to the standard rates of the Port.

5-1-3-6: The vessels shall be committed to commence the loading/discharging operations once she berths alongside the quay, in case of incompliance to the aforementioned, the penalties stipulated in the regulatory decisions shall be applied.

5-1-3-7: In case the maritime agent, the stevedoring companies or the concerned person refuse to operate the vessel with full capacity and according to the standard rates, the vessel shall evacuate the quay without prejudice to payment of the usage fees for the quay.

5-1-4: Vessels Operation:

5-1-4-1: The berthed vessels shall comply with having at least 50% of its crew onboard during the period of its stay at the Port, in case the required percentage is not present onboard the vessel, a warning letter shall be sent to the maritime agent, in case they did not respond, the vessel shall leave the port.

5-1-4-2: The maritime agent shall commit to providing the cargo plan for the vessel, with the berthing application for determining the valid standard rates that should be implemented.

5-1-4-3: Vessels with capacity exceeding that of the equipment of the stevedoring company shall not be allowed to berth.

5-1-4-4: The electronic discharging application shall show the daily standard rate.

5-1-4-5: A warning letter shall be sent to the stevedoring companies, the maritime agent or the concerned person in case of incompliance with the working hours set by the Port authority (24 hours a day/ 7 days a week), in case of incompliance after the warning, the necessary legal action shall be taken.

5-1-4-6: Stevedoring companies shall comply with loading using environmental friendly loading and discharging equipment regarding cargoes that pollute the environment, such as phosphate fertilizers, etc..., warning letter shall be sent in case of incompliance, together with taking legal actions against the violating companies.

5-1-5: Obligations of Stevedoring companies:

Stevedoring companies authorized to work within Alexandria Port shall comply with the terms and regulations for granting the permit in accordance with the regulatory decisions, regulations and instructions and all the companies shall comply with the following:

Validity of the operational equipment pursuant to the validity certificates issued by accredited authorities.

Periodical maintenance for equipment and registration at the maintenance log.

A calibration certificate for wires, anchors, locks and slings.

Driving Permits and permits for preparing equipment.

Compliance with the occupational health, safety, industrial safety and equipment cleanliness standards and obligating workers to wear the allocated clothes for that purpose (according to the instructions of the Port authority).

Compliance with the standard rates for loading and discharging within the Port, working (24 hours) over the day.

Appointing permanent qualified and trained labor for working with efficiency and effectiveness.

Cleanliness works during the operation works within the periods of changing shifts and after the conclusion of the works, providing the Cargo Plan along with the berthing application for handling of vessels and cargoes in order to accurately determine the standard rate.

The berthing of vessels on berths shall be based upon the priorities of arrival, the ability of the stevedoring company and the readiness of its equipment and workers.

5-1-6 Obligations of the Maritime agent:

5-1-6-1: The maritime agent authorized to work within Ports shall commit to the conditions and rules for granting the permit pursuant to the regulatory decisions, regulations and instructions, as well as applicable operational instructions and protocols at the Alexandria Port. All the maritime agent shall comply with the following:

All the works that the vessel and crew request on behalf of the owner or the operator during the period of stay within the Port.

Payment of fees, salaries and expenses due to the Port Authority, sovereign entities and all other entities.

Collecting due freights to the owner and participating in negotiations on purchase and sale operations of the vessel.

Participating in conclusion of charter parties and the maritime agent may carry out the works of the freight forwarder on behalf of the shippers.

5-1-6-2: The maritime agent shall bear all legal responsibilities in case of presentation of incorrect documents, whether it was a manifest or cargo plan which would entail losing of the vessel of her turn if she was in the outer waiting area or departing from a quay if she was berthed alongside a quay as a result of her non-abiding to instructions or presenting incorrect documents and at the top of the list of these documents is the loading and discharging rates without prejudice to paying the usage fees for quays.

5-1-7: In case berthed vessels cease loading and discharging operations:

5-1-7-1: In case of ceasing after concluding the loading and discharging operations (the stay fees and quay usage fees shall be calculated in accordance to the regulatory Laws and decrees).

5-1-7-2: In case of ceasing for a reason other than the aforementioned reasons, the vessel shall leave the quay without prejudice to the authority's right to calculate the fees for occupation of the berth according to the regulatory decisions.

5-1-7-3: In case the vessel was shifted from the quay to the inner anchorage area, the insurance and the gross tonnage supervision fees shall be calculated in accordance to the regulatory decisions.

5-1-8: In case of low loading and discharging rates:

5-1-8-1: The standard rates shall be calculated based upon the number of holds that may be operated regardless of the actual number of holds.

5-1-8-2: The quay occupation fees shall be calculated in accordance to the regulatory Laws and decrees.

5-1-8-3: Weather conditions (rain - humidity - wind), and Bairam holidays (Lesser Bairam and Qurban Bairam) shall be taken into consideration according to the instructions of the competent authority at that time.

5-1-8-4: Standard rates for irregular cargo and cargo with undetermined discharging rates shall be calculated on the basis of calculating the average of the actual operational rates for similar/comparable cargo, with the same operational nature.

5-1-8-5: The Port authority may evacuate the quay from the vessel that ceases operations according to the nature of her operation.

5-1-9: Once vessels berth to be supplied with water, bunker or oils: these vessels shall be granted two hours prior to the operation (for preparation), and the occupation fees for the quay shall be calculated according to the regulatory decisions after two hours of the conclusion of the works until the departure date, unless the Port authority is not the cause of the non-departure of the vessel taking into consideration that the maximum permissible limit for the full operation is (24 hours) in case there were vacant quays.

Mechanism for Calculating Quays Occupation Fees:

5-1-9-1: The quay occupation fees shall be collected from the maritime agent, according to the regulatory decisions in the following cases:

Poor stowage or poor lashing of cargo within the vessel's holds.

Delay in concluding the procedures of the Egyptian Authority for Maritime Safety (Marine Inspection Central Department).

If the vessel did not leave the quay as a result of a decision issued by the Port State Control or the Marine Inspection Central Department for vessels flying the national flag.

If the vessel cease work for reasons not relating to the Port authority or bad weather conditions.

5-1-9-2: The quay occupation fees shall be collected from the stevedoring company according to the regulatory decisions in the following cases:

In case of lower rates of loading and discharging than the designated standard rates.

In case the vessel cease work for reasons not related to the Port authority and related to the loading and discharging operation.

5-1-10: Vessels that carry damaged or rejected cargo by supervisory authorities:

5-1-10-1: No quay shall be allocated to vessels that require inspection to their incoming shipments by the competent authorities except after withdrawing samples from these shipments and results of the conducted sampling is released (agricultural quarantine - censorship on exports and imports - customs - sanitary quarantine).

5-1-10-2: The vessel shall not be allowed to berth on the Port's quays in case the shipment was rejected. The vessel may enter the inner anchorage area for withdrawing samples and leave once the withdrawal of samples is concluded.

5-1-11 Handling of Dangerous cargo:

The maritime agent shall submit a dangerous cargo application (form) addressed to the chairman of the Central Transit Department, to approve the discharge of the dangerous cargo from the vessel for a period not less than 48 hours prior to the vessel's estimated time for berthing. The application of dangerous cargo shall include the following information:

1. The name of the vessel, estimated date and time of arrival.
2. All details related to the types of dangerous cargo according to the International Maritime Code for handling of dangerous goods "I.M.D.G Code", as well as the quantity available onboard the vessel to be transported to other Ports - if any -.
3. The approval of the Civil Defense department to be responsible for securing the dangerous cargo.

The dangerous cargo shall be stored in storage yards allocated for dangerous cargo and set by the Port authority. It shall be coordinated with storage companies to promptly withdraw the dangerous cargo from the Port.

5-2 Safety and occupational Health:

5-2-1: Welding operations onboard the vessel.

5-2-1-1: The maritime agent shall submit an application to the vice chairman to approve the conducting of welding operations for a certain period, provided that the welding operations shall take place away from the bunker and oil tanks following the approval of the Civil Defense department within the Port and the Safety and occupational Health Authority.

5-2-1-2: The zones shall be notified of the aforementioned, provided that the vessel shall comply with the necessary precautions during welding, namely: the presence of an equipped firefighting vehicle during the carrying out of the works and welding in order to secure the area of the vessel. The welding shall take place only at daytime (during the morning).

5-2-1-3: When requesting inspection or maintenance of containers, containers shall be transferred from the container area to another suitable area within the designated yards for containers' inspection.

5-2-1-4: All operations shall be carried out in accordance with the safe operating systems, and based upon determining the sources of danger, evaluating the dangers and implementing procedures to control it. Inspections shall be carried out by the Port State Control and Safety and occupational Health within the Port.

5-2-2 Loading and Discharging Operations:

5-2-2-1: Proper actions shall be taken to reduce the emissions resulting from the dry bulk cargo handling operations.

5-2-2-2: These actions may include water jets, exhausts ventilation at the loading and discharging areas.

5-2-2-3: Conveyor belts that are possible to produce dust have to be covered to protect the substance from wind.

5-2-2: Responsibility of the vessel:

The vessel has to have on board her own equipment, gear and facilities which enable her to carry out work at the port safely which shall include:

5-2-3-1: The availability of secure facilities to reach the vessel, embark and disembark from her.

5-2-3-2: Lifting equipment and gear on the vessel should be accredited, in a sound condition and safe to use.

5-2-3-3: Wires and cables used to lift cargoes on board the vessel should be calibrated by an accredited party.

5-2-3-4: A safety net for the vessel's gangway should be equipped to secure the embarkation / disembarkation of persons from / to the vessel.

5-2-3-5: Portable ladders are forbidden to be used as a means of reaching the vessel except for exceptional cases like the case of sustained damage to the vessel's gangway.

5-2-3-6: The Pilot ladders should be equipped with (man rope – spreader steps).

5-2-3-7: The vessels that carry dangerous cargoes have to fulfill the requirements of the International Maritime Dangerous Goods "IMDG" to be supervised by the Port State Control and guideposts shall be placed to indicate the aforementioned.

5-2-3-8: The quarantine approval has to be obtained in case of an incoming vessel from any country that has infectious diseases or epidemics.

5-2-3-9: Rodents control from and to vessels:

It shall be stressed on all masters of vessel to place rat traps on all mooring ropes extended from the vessel to the berth to prevent the climbing or disembarkation of rats from the vessels to the quay and vice versa. In case of violation of the aforementioned, the vessel's master shall be fined for every rope without any rat traps on for all types of vessels, especially, dry bulk and grains through the General Authority for Zones and Yards and pursuant to the regulatory laws and decisions.

5-3: Zones Operation:

5-3-1: The port has been divided into 6 geographical zones in Alexandria and 3 zones in Dekheila to facilitate the operations of concluding procedures, supervision and control.

5-3-2: Once instructions have been received from the vessel's traffic tower of a vessel's berthing alongside a quay, the quay is prepared together with the mooring workers, necessary tugboats and the zones' affairs technician to assist in the berthing maneuvers alongside the quay.

5-3-3: The vessel shall be committed to commence the loading or discharging operations within two hours from berthing alongside a quay.

5-3-4: Ascertaining of the adherence of the stevedoring companies to the uniform complying to the safety and occupational health and personal safety gears (helmet – safety – glasses – gloves – etc...).

5-3-5: Immediate reporting in cases of marine / soil pollution shall be made to the pilotage tower and operations center to take the necessary legal procedures.

5-3-6: Follow-up of the loading and discharging operations for vessels operating on quay and immediate reporting of any violations, remarks or stoppage in addition to follow-up of the standard rates for loading or discharging on the berths pursuant to the ministerial decrees.

5-3-7: Ensuring the safety of storage inside the warehouses and yards available and reporting any violations.

5-3-8: Organizing the traffic movement inside the zones and on the quays and following the safety instructions.

5-3-9: Ensuring the completeness of the procedures of the customs, agricultural and health clearance for every vessel prior to discharging.

5-3-10: Ensuring the validity of cranes, fork lifts and equipment operating on the berths.

5-3-11: Monitoring the condition of the ropes of the vessels and the condition of the fenders and chains and reporting to the pilotage tower and the operations center in case of violations.

5-3-12: Ensuring the execution of the authority's instructions during diving operations and reporting to the movement tower – operations center – adjacent vessels so that no propellers are operated or any machines or equipment under water together with flying the relevant flag of diving. Diving shall be made from sun rise until sun set under the supervision of the Central Administration for Maritime Services.

5-3-13: Follow-up of the cleaning operations on the berths especially during the period of stoppage of loading and discharging operations.

5-3-14: The stevedoring companies shall undertake the cleaning operations of the berth once the stevedoring operations have been completed before the vessel departs from the berth.

5-4: Hiring divers and diving supervisors at the port:

5-4-1: The port has qualified divers to survey the damages to vessels, as well as inspect the seabed and the port quays and also supervise the diving operations assigned to private companies.

5-4-2: The party (maritime agent – companies – etc ...) shall complete the electronic application prepared for that purpose through the employees of the port authority at the logistic services building or submit the request through the web for the use of divers and diving supervisors to accompany diving companies during the execution of their assigned task.

5-4-3: The approval of all the parties shall be completed electronically pursuant to the prevailing electronic operation protocols at the port.

5-4-4: The operation process during the hiring period shall be subject to the supervision of the port authority.

5-5 In case of marine or land accidents:

5-5-1: In cases of vessels colliding with the quays or damage to rubber fenders:

- 1- Receipt of a notice from one of the zones of Alexandria or Dekheila ports of the occurrence of a marine incident that has damaged one of the properties of the Authority.
- 2- Opening a file with the number of the incident (incident inspection / incident registration) at the incidents registration record of the properties of the Authority.
- 3- Sending of an urgent notice to the competent authorities at the port to quickly mobilize the delegate of the members of the permanent committee for marine accidents to notify the agents to attend the inspection and estimate the value of the damages for the incident by the accidents committee.
- 4- Sending of an urgent notice of the value of the damages to the vessel's agents and the concerned parties for a quick payment.
- 5- Allowing the vessel to sail after payment of the value of the damages and cash payment according to the relevant form and signing of the agents on an undertaking to pay in special cases, among which is payment after working hours, on weekends and holidays on the first working day on undertaking form (A) with set value or undertaking form (B) with unset value.
- 6- A notice of payment of the value of the damages shall be sent to the movement center to allow the vessel to sail with copy to the legal affairs to take the legal procedures against the maritime agent.
- 7- The pilot shall be assessed in light of how many accidents he has caused and the assessment shall be based upon his performance level and raising the efficiency over the number of incidents he has caused.
- 8- In case the port police station or the investigative authority requests to know the status of payment of the value of the incident or repairs, the officer of the port police shall be notified according to the relevant form set for that purpose.
- 9- In case the agent wishes to repair the damages on his own after payment of the authority's dues, the form related to the repairs application presented to the vice chairman of the authority shall be completed.

13- In case the agents carries out the repairs and restores everything to their original status before the incident and the committee consisting of (Civil Engineer – Mechanical Engineer – Area Manager) carries out their inspection, the vice chairman of the authority shall be addressed with the Engineering report indicating receipt post repair to return the value of the damages to the agent.

14- All accidents shall be recorded in records set for that purpose in the accidents department.

15- A monthly statement shall be made for all accidents that occurred at Alexandria and Dekheila ports and (the information center – planning and research – follow-up – operations center – financial inspection department) shall be notified.

5-5-2: In case of fire on board a vessel inside the port:

5-5-2-1: The pilotage tower and the port operations centers shall be immediately notified to notify the competent authorities pursuant to the fire-fighting plan set by the port authority as approved by the civil protection.

5-5-2-2: The tugboats shall be on standby taking into consideration the fire status on the vessel, its location and the extent of its spreading.

5-5-2-3: Working on evacuating the vessels adjacent to the vessel on fire if the situation escalates.

5-5-2-4: Notifying the pilot to be onboard the adjacent vessels together with notifying the vessels to be on standby to move, if needed, provided determining the magnitude of the situation, the severity of the fire and anticipating its spreading.

5-5-2-5: In case an order to tow the vessel to an isolated location is issued, it shall be executed immediately, bearing in mind the continuance of the fire-fighting operations.

5-5-2-6: All notices and notifications shall be written down in the wireless record which will mention the time of notification. A file shall be opened for the incident to be delivered following the end of the incident to the Central Movement and Zones Department of the Port Authority together with filing the necessary police report.

5-5-3: In case of fire to surface areas (yards – warehouses – administrative buildings):

5-5-3-1: The port operations center shall be notified to notify the competent authorities pursuant to the fire-fighting plan set by the port authority as approved by the civil protection.

5-5-3-2: If the fire is close to the marine berths, one of the tugboats equipped to assist in fire-fighting shall be used.

5-5-3-3: The fire status shall be monitored by the port operations center where all notifications and notices shall be written down with their timings.

5-5-4: In case of electrical fires or in case of notices of electrical fires:

5-5-4-1: The port operations center shall be notified to notify the competent authorities pursuant to the fire-fighting plan set by the port authority as approved by the civil protection.

5-5-4-2: The fire location shall immediately be determined and the central terminal shall be notified to disconnect electricity from the fire location.

5-6: In case of marine or soil pollution:

5-6-1: In case of soil pollution:

5-6-1-1: The port operations center shall be immediately notified to notify the competent authorities pursuant to the fire-fighting plan set by the port authority.

5-6-1-2: The area shall be inspected by the competent administration to determine the type of location, surface area and methods of removal.

5-6-1-3: The equipment, tools and required individuals shall be determined to use in the removal process of the pollution and the damages sustained from the pollution pursuant to the fire-fighting plan set by the port.

5-6-1-3: An undertaking to pay the pollution removal expenses shall be obtained from the party at fault and the vessel shall not be allowed to sail except after submitting the undertaking.

5-6-1-4: The Undertaking shall be sent with the crew list and the actual equipment used to the Financial Department to collect the removal of pollution costs.

5-6-2 In case of marine pollution:

5-6-2-1 The port operations center or the central zones administration shall report in case of occurrence of a marine pollution inside the sea surface of the port.

5-6-2-2 An inspection shall be made by the sea surface supervisor to estimate the size of the pollutant oil spot through the pollution incidents inspection committee together with notifying the Egyptian Environmental Affairs Agency “EEAA” and issuing a police report against the party at fault.

5-6-2-3 Pursuant to the type and size of pollution, the Head of the pollution control shall make a technical application from the laboratory to draw samples from the pollutant spot and from the source to be sent out for analysis.

5-6-2-4 In case the pollutant oil spot is over 1000 tons, one of the petroleum terminals close to the pollution site to use their special equipment with coordination with the vice chairman of the authority and the EEAA.

5-6-2-5 The pollution control crew shall work on preparing the equipment and operation of the marine units and their transfer to the pollution site based upon the instructions of the assistant to the head of the pollution control.

5-6-2-6 A cordon to the spot shall be made by rubber barriers to determine it and the oil shall be scrapped and collected into the tanks on the unit.

5-6-2-7 Upon completion of the pollution control, the rubber barriers shall be collected from their locations and the equipment shall be transferred to their fixed positions on the quay as well as the wastes that shall be transferred from the marine unit tanks into the fixed tanks on the quay.

5-6-2-8 The oil wastes shall be disposed of completely outside the port by the company responsible for the petroleum disposal together with presenting a detailed report on the method of control used and the means of assistance exerted by the assistant to the head of pollution control.

5-6-2-9: A detailed report about the incident and what has been made in its regard shall be presented to the vice-chairman in addition to the laboratory report to determine the party at fault and take the stipulated procedures pursuant to the Environmental Law No. 4 for the year 1994 pursuant to the decisions and regulations in force inside the port.

6- General Instructions:

6-1: The provisions of the Maritime Trade Law No. 8 for the year 1990 shall prevail in respect to what was not stipulated by a specific provision in these instructions as well as the remaining laws and decrees related to the ports' operation.

6-2: These instructions shall be applied in case of daily and periodical operation of the Alexandria port.

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