

PORT CLEARANCE FORMALITIES **FOR ARRIVING AND DEPARTING VESSELS**

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SECTION 1 – GENERAL DECLARATION OF A VESSEL'S ARRIVAL

1. Requirements on Arrival

Within 24 hours of arrival of a vessel in Gwadar, the owner, agent or master shall submit the Berthing Request, duly completed in duplicates, to PSA Gwadar International Terminals.

The details in the Berthing Requests to be completed are as follows:

- a. Name of vessel
- b. Owner of vessel
- c. Operator name of vessel
- d. Nationality of vessel, i.e flag
- e. Call sign of vessel
- f. Official number of vessel
- g. IMO Number
- h. Type of vessel
- i. Port of registry
- j. Dead Weight
- k. Gross Tonnage
- l. Net Tonnage
- m. Overall Length (LOA)
- n. Calling purpose / visit purpose
- o. Maximum Breadth
- p. Depth Moulded
- q. Arrival Draft (Fwd / Aft)
- r. ETA Gwadar
- s. Cargo (Details / Weight)
- t. Last port of call
- u. Next port of call
- v. Vessel's position and reporting time
- w. Contact details of Shipping Agent

2. Documents to be Submitted

Two copies of the completed Berthing Request together with following documents must be Submitted immediately:

- a. Original Port Clearance of last port of call
- b. Certificate of Insurance in respect of Civil Liability for Oil Pollution Damage (CLC 92)
This applies to vessel carrying in a bulk a cargo of more than 2,000 tones of persistent oil

- c. IMO Certificate of fitness for LNG/LPG and vessels carrying dangerous chemicals in bulk.
3. Assignment of Berthing Request Number
On receipt of these documents, PSA Gwadar will allot a berthing request number which is to be mentioned on all copies of the Berthing Request.
4. Retention of Berthing for Arrival of Vessel
A copy of the Berthing Request for arrival of vessel (other than the original copy of the Berthing Request) will be returned to the shipping agent for his retention.

SECTION 2 – GENERAL DECLARATION OF A VESSEL’S DEPARTURE

1. Requirements on Departure
Prior to departure of a vessel, the owner, agent or master is also required to raise the Berthing Request in 2 copies. All the details required in the Berthing Request must be completed. The date of the vessel’s departure should be indicated.
2. Berthing Request Number
The owner, agent or master must fill in the Berthing Request number which was earlier assigned to the vessel on arrival, on the general declaration for departure. In other words, the berthing request number for each vessel is the same for her arrival as well as for her departure for that particular call.
3. Documents to be submitted
The following documents are required to be produced at PSA Gwadar.
 - a. 2 copies of the Berthing Request for the departure duly completed.
 - b. Certificate of Registry
 - c. Load line certificate
 - d. Cargo ship safety construction certificate
 - e. Cargo ship safety equipment certificate *
 - f. Cargo ship safety radio certificate
 - g. Certificate of Insurance or other Financial Security in respect of Civil Liability for Oil Pollution Damage (CLC 92). This applies to a vessel carrying in bulk a cargo of more than 2,000 tonnes of persistent oil.
 - h. Certificate of fitness issued pursuant to IMO codes on vessels carrying liquid bulk dangerous substances (including liquefied gasses)
 - i. Crew list (in duplicate)
 - j. Passenger list, if applicable (in duplicate)
 - k. International Oil Pollution Prevention (IOPP) certificate with approved shipboard oil pollution emergency plan (SOPEP) and if applicable, compliance with Regulation 13G and 13 H of Annex I to MARPOL 73/78
 - l. International tonnage certificate (ITC69)
 - m. Certificate of Insurance for passenger vessel
 - n. International Safety Management (ISM) code with approved document of compliance (DOC) and Safety Management (SMC).
 - o. International Ship Security Certificate
 - p. International Air Pollution Prevention Certificate
 - q. International Sewage Pollution Prevention Certificate

** for a heavy-lift vessel loading an oil rig and with large number of riding crew from the oil rig at the time of departure, the total number of persons onboard must not exceed the total number of life-saving appliances stipulated in the Safety Equipment Certificate of the heavy-lift vessel. In such a case, a dispensation from the flag state of the heavy-lift vessel is required.*

The originals of the aforesaid vessel's certificates will be inspected and returned to the agent. In the absence of such original certificates, PSA Gwadar and Mercantile Marine Department will accept their certified true copies duly certified by the proper issuing authorities. The aforesaid statutory and mandatory certificated of the vessel shall be in force when the vessel proceeds to sea.

4. Issuance of Port Clearance Certificate

A No Objection Certificate for the port clearance certificate will be issued to the vessel when the above requirements have been satisfactorily complied with and all vessel related charges payable by the vessel to PSA Gwadar and other relevant authorities is settled. The agent should ensure that his vessel's documents have been returned to him before leaving the counter.

No vessel shall leave the port without the owner, agent or master obtaining a final port clearance form MMD.

SECTION 3 – GENERAL CONDITIONS FOR A VESSEL ALONGSIDE

1. All berthing are subject to the approval of PSA Gwadar International Terminals
2. Master / agent / owner of the vessel must ensure proper gangway is provided for the safe access to the vessel.
3. Master / agent / owner is responsible for the safety for the crew and without prior permission from the relevant authority the crew must remain onboard. If permission is granted for the crew to go on shore and out of the port area they must return to the terminal before 2000hrs and 24 prior to the departure of the vessel.
4. Master / agent / owner is responsible for any damage caused to the property.
5. PSA Gwadar reserves the right to shift the vessel to another berth and order the vessel to vacate a berth upon the completion of operation.
6. Master / agent / owner of the vessel must observe the environment protection regulations and take measures to prevent any pollution to the sea during the entire period of stay.