



Circular No.(29) 2020

تعميم رقم (٢٩) لعام ٢٠٢٠م

To:

All Ports General Directors
All Maritime Shipping Agents
All Ports Operators

إلى:

جميع مديري عموم الموانئ
جميع الوكلاء البحريين
جميع الشركات المشغلة العاملة بالموانئ

CC:

Vice President of Maritime Sector-TGA
Vice President of Marine Environment &
Coastal Areas - GAMEP

نسخة إلى:

نائب الرئيس لقطاع النقل البحري بالهيئة
العامة للنقل
نائب الرئيس للبيئة البحرية والمناطق
الساحلية بالهيئة العامة للأرصاد وحماية البيئة

Subject: Procedures of unified guide for
maritime emergency in Saudi ports

الموضوع: إجراء الدليل الموحد لإجراءات الطوارئ
البحرية في الموانئ السعودية

Under Developing and Improving the
regulatory procedures at Saudi Ports, please find
attached the Procedures of unified guide for
maritime emergency in Saudi ports.

في ظل تطوير وتحسين الإجراءات التنظيمية في
الموانئ السعودية أرفق لكم إجراء الدليل الموحد
لإجراءات الطوارئ البحرية في الموانئ السعودية

You are kindly obliged to the attached procedures in
your respective areas of competence. Note that these
procedures do not relieve of any related rules or
regulations by the concerned authorities.

عليه أمل الالتزام والعمل بالإجراءات المرفقة كلا فيما
يخصه، علماً أن هذه الإجراءات لا تعفي من أي أنظمة أو
لوائح ذات علاقة من قبل الجهات المختصة.

نائب الرئيس للتشريعات والترخيص
Vice President for Legislation and Licensing



عبدالرحمن بن عبدالله الغامدي

Abdulrhman Abdullah Alghamdi



Saudi Ports Authority

Standard Guide for Marine Emergency Procedures in Saudi Ports

Description	Preparation	Revision	Approval
Job	Head of the Directorate General of Maritime Operations and Safety	Authority's Quality Representative	His Excellency the President of the Authority, Authority Head
Name	Eng. Faisal Al-Jarbu'	Eng. Mohammed Al- Gandoul	Eng. Saad bin Abdulaziz Al-Khlab
Signature			



Sequence of Procedures (FLOW CHART)

The state of emergency is activated through the Guide for Emergency Procedures for ports/ships which need assistance and search and rescue operations, in coordination with the relevant authorities.

The Saudi Ports Authority activates emergency plans in the port and prepares the maritime control tower for coordination operations with all parties.

The Saudi Ports Authority provides all necessary support, including marine equipment and supplies, through the operator.

The investigation on accidents inside the port is carried out according to the type of accident or incident as set out in these Procedures, along with the preparation of all necessary reports and documents and reporting the resulting damage.

The Administration of Maritime Operations and Safety sends the reports to the Directorate General of Maritime Operations and Safety, with the necessary recommendations.

The Directorate General of Maritime Operations and Safety reviews the reports to update the necessary procedures according to the lessons learned, to ensure a quick response in controlling risks in such cases.



1) Purpose:

A set of procedures that must be taken upon receiving a distress call or a request for assistance from a ship.

2) Scope of Application of the Procedures:

Maritime control tower at the port

3) References:

- Standard Guide for Marine Emergency Procedures in Saudi Ports

4) Responsibility:

- Directorate General
- Director of the Administration of Maritime Operations and Safety - Harbor Master- Environmental Units in the Port
- Directorate General of Maritime Operations and Safety
- Relevant Authorities

5) Procedures:

1. Informing the port general director, along with mentioning the details of the required assistance.
2. Notifying the border guards in their capacity as the government agency concerned with search and rescue operations and providing rapid assistance, in accordance with the Maritime Union Agreement and the Search and Rescue Agreement (SAR & Salvage).
3. Informing the Administration of Maritime Operations and Safety and the port officer to take instructions and determine the mechanism of the required assistance, in cases of providing simple assistance.
4. The Director of the Administration of Maritime Operations and Safety shall, in all cases, especially those that require great capabilities and concerted efforts of all the relevant parties, invite members of the permanent committee formed for this purpose of all the relevant parties (ports, border guards, lessee of marine equipment, Meteorology and Environmental Protection Authority) and relevant government agencies for an immediate meeting, to assess the situation and determine the procedures required to be taken to deal with the incident.
5. Coordinating with border guards in exchanging accurate information and data about the location of the ship in distress, as well as its size and type, the type of risks it faces, and then determining the nearest port, or the port where it is available.



6. Providing repair services for the ship in distress, as well as identifying the type and capacity of the tugboat/tugboats that will be used to save and tow the ship.
7. In cases where one tugboat or more is required to be sent for assistance and rescue, it must be covered by insurance to operate and carry out maritime tugging operations outside the port's boundaries; and the port operator must determine the tugboat/tugboats equipped to carry out this task and provide the appropriate insurance coverage.
8. The port administration provides all relevant authorities, and the main body of the Saudi Ports Authority, with a report on the result of assistance operations and all procedures that have been taken, along with a continuous update.
9. Coordinating with the ship's master to assign a maritime agent to provide the guarantees required by the port; and in case that is not possible, the assistance shall be provided, but the ship shall be prevented from traveling, until the necessary guarantees are provided for the claims due in return for the assistance offered to the ship.

6) Different types of marine accidents at the port:

- Accidents of ship friction and collision with docks
- Friction accidents of ships and tugboats
- Accidents of friction and collision of ships with each other
- Accidents of friction and collision of ships with coastal cranes
- Accidents of friction of ships with navigation signs
- Accidents of friction with coral reefs
- Accidents of friction of ships with motorboats and marine units operating in the port
- Ship stranding accidents
- Accidents of marine pollution
- Fire accidents on ships
- Accidents of lighthouse fall in berths

- **Accidents that require investigation:**
 - 1) Ship stranding accidents
 - 2) Pollution accidents
 - 3) Accidents of collision between ships
 - 4) Accidents that result in damage and losses to the port infrastructure and equipment and the marine environment

- **Minor accidents that do not require investigation, but require identifying the cause of which and collecting clarifications about the matter**
 - 1) Accident of a lighthouse fall in a berth
 - 2) Accident of friction of a ship with the port (slight friction)
 - 3) Accident of a mooring bitt pulled out in a berth
 - 4) Accident of a port tug rope cut off and wrapped around the propeller



7) General procedures that are required to be performed upon receiving a report of an accident inside the port's boundaries:

- The lessee of marine equipment must prepare an accident report and send it by fax to the Administration of Maritime Operations and Safety, when there are accidents of any kind, and it must include the following: The report of the ship's master, or of the captain of the tugboat, on the maritime pilot, berthing supervisor, etc.
 - Informing the shipping agent about the accident by calling, then sending an official letter.
 - Coordinating with the loss and damage assessment and evaluation committee to know the costs of repair.
 - The port prepares a letter, enclosing a report on the accident, to the relevant authorities (main body - border guards - emirate of the province) and the General Authority of Meteorology and Environmental Protection (with regard to pollution incidents, stranding accidents and accidents of ship friction with coral reefs).
 - Coordinating with the control tower observers to fill out the report forms of the General Authority of Meteorology and Environment Protection and the Administration of Maritime Operations and Safety at the Saudi Ports Authority.
 - Preventing the departure of the ship that caused the accident, until provision of evidence of settlement of the claim due from it, whether to the port administration or the General Authority of Meteorology and Environment Protection, or among ships, and the provision of a certificate of its seaworthiness issued by an accredited rating authority.
 - Following up the determination of the damage value by the competent committee.
 - Conducting of the necessary marine investigations by the permanent committee formed by the port administration, specialists, and the lessee of the marine equipment to follow up these cases, in order to identify the causes, results, and deficiencies, if any, and the recommendations requiring implementation to avoid a recurrence of this type of accident.
 - The port officer reports to the director general of the port and the Administration of Maritime Operations and Safety.
 - Coordinating with the Claims and Compensation Department for every accident involving a claim to the port administration.
 - Preparing the minutes of handing over the berths to the damage repair contractors, in coordination with the Claims and Compensation Department.
 - Informing (the main body) of the results of the accident, the marine investigations that have been conducted, and the necessary recommendations to prevent recurrence of the accident, if any.
 - Preparing a monthly statement of accidents.
 - **Accidents of ship collision with facilities, port equipment, berths, maritime boats, pilotage units, falling of lighthouses and pulling out of a mooring bitt**
- 1- Informing the Administration of Maritime Operations and Safety of the Saudi Ports Authority about the accident by filling out the form used for reporting ship accidents in the ports of the Authority.



- 2- Informing the marine equipment lessee in the port to coordinate with the port officer for doing the following:
 - Preparing a comprehensive report, supported by pictures, after inspecting the scene of the accident and the ship, as well as conducting a comprehensive inventory, and accurately identifying and evaluating all the damages that occurred to the facilities and equipment of the port.
 - Ensuring that there is no pollution around the ship, or oil leakage, or openings in the hull or bottom of the ship, by conducting a survey and inspection.
 - Ensuring that there are no risks threatening the ship or its crew members, the port, the safety of navigation or the marine environment.
- 3- The port officer informs the director general of the port and the Administration of Maritime Operations and Safety.
- 4- Informing the shipping agent of the ship about the accident, by phone, and then preparing the necessary letter.
- 5- The ship's master and the parties involved in or witnessing the accident (pilot - captain - berthing supervisor - tugboat captain - control tower observer ..., etc.) shall submit a report on the accident, to the port.
- 6- Preventing the ship that caused the accident from traveling, until the losses and damages are identified, the necessary bank guarantees or letters of undertaking from (P&I CLUB) are submitted, and a certificate of ship seaworthiness issued by an accredited rating authority is submitted.
- 7- Conducting of an investigation on the accident by specialists, to understand the causes and circumstances, such as the fall of lighthouses from the berth, as well as an investigation on the accidents of collision or friction with the ground, and identification of their causes, after determining and evaluating the losses and damages.
- 8- When there is any friction between ships, tugboats, or any marine equipment and a berth, no matter how slight the friction is, the following procedures must be taken:
 - A. The berth should be inspected thoroughly, above and below the waterline.
 - B. A detailed and integrated report should be prepared, including images of the accident site and around the accident site, to a distance of 50 meters on both sides of the accident site, up and down the waterline, by a company specialized in this field, provided that the lessee of marine equipment in the port prepares this report according to his contractual obligations in ports, through a company specialized in this field.
 - C. All costs related to preparing this integrated report shall be charged to the ship or marine unit that caused the accident, even if the accident is minor and does not lead to damage to the berth below the waterline, as the ship insurance with the protection and warranty clubs fully covers all costs resulting from the inspection and preparation of reports on the assessment of damage and repair value.
- 9- Allowing departure of the ship, after making sure that what is mentioned in paragraph (6) above is submitted.
- 10- Informing the Maritime Affairs Department at the Saudi Ports Authority about the results and reports of the accident and all measures taken toward those ships, until they leave the port.



■ **Procedures for stranding accidents within the port borders:**

- 1- The duty observers at the control tower must inform the port officer, the General Authority of Meteorology and Environmental Protection, and the Maritime Affairs Department at the Saudi Ports Authority about the accident, by filling out the relevant forms as soon as it occurs.
- 2- Informing the marine equipment lessee at the port to coordinate with the port officer for doing the following:
 - A. Preparing a comprehensive report, supported by pictures, after inspecting the location of the stranding to depth around the ship and the condition of the ship and goods loaded thereon, and checking the ship draft before and after stranding in order to identify the volume of lost buoyancy of the ship, to develop the appropriate floating plan for the ship.
 - B. Ensuring that there is no pollution around the ship, or leakage of oils, or leakage of water inside the ship, or openings in the hull and bottom of the ship,
 - C. to ensure that there are no risks threatening the ship or its crew members, the port, the safety of navigation or the marine environment.
- 3- The port officer informs the director general of the port and the Administration of Maritime Operations and Safety.
- 4- The port has to send a letter about the accident to the relevant authorities, main body, border guards, emirate of the province, and the General Authority of Meteorology and Environmental Protection.
- 5- Informing the shipping agent of the stranding ship, consulting the General Authority of Meteorology and Environmental Protection, and coordinating with the port administration, the lessee of marine equipment at the port and the ship's master (as explained in paragraph 8 below) with respect to the necessary plan to re-float the ship.
- 6- Preventing the ship from leaving the port after it floats, until the required bank guarantees are submitted and the certificate of its seaworthiness issued by an accredited rating authority is submitted.
- 7- Each of the ship's master or the parties involved in or witnessing the accident, including the pilot, captain, berthing supervisor, tugboat captain, control tower observer, etc., shall submit a report on the accident, to the port.
- 8- The port officer shall, in coordination with the permanent committee formed by the port administration, master, specialists, and marine equipment lessee, follow up these cases, assess the ship's condition and develop a flotation plan appropriate to the case of stranding.
- 9- The port officer shall coordinate with the competent committee at the port in the event of an investigation with the ship's master and all the parties that have a relationship with the matter, as described in paragraph 7 above.
- 10- Sending an appendant letter (as explained in the fourth paragraph, about the accident developments, and when there are new developments on the situation, like the ship's re-floatation, exposure to danger or departure from the port ..., etc.).



11- The port must list all claims resulting from the damage occurred to the port, its equipment and infrastructure, to all parties affected by the stranding, to determine the total claim on the ship and its owners.

12- Allowing departure of the ship, after making sure that what is mentioned in paragraph (1) above is submitted.

13- Sending an appendant letter (as described in paragraphs 4 and 10 above) of all measures taken toward the ship and the consequences of the accident, until it leaves the port.

■ **Procedures for fire accidents on ships:**

1- The control tower informs the port officer, the Industrial Security and Safety Department at the port, and the marine equipment lessee about the accident, to take the necessary actions and inform the border guards.

2- The port officer informs the director general of the port and the Administration of Maritime Operations and Safety.

3- Suspending of all maritime operations in the port, pilotage operations - berthing - departure of ships and taking the necessary measures and precautions toward the safety of lives, property, and the environment in the port, in anticipation of the ship being moved outside the port or the fire extending to neighboring ships (if it is on the dock inside the port).

4- Informing the lessee of marine equipment in the port to coordinate with the port officer and ship's master for doing the following:

A. Evaluating the condition of the ship, i.e. the ship draft, transverse and longitudinal inclination, balance of the ship, and quality and quantity of cargo in the hangars adjacent to the place of the fire.

B. Checking the conditions and causes of the fire and the quality of the burned goods, to determine the appropriate means of firefighting.

C. Putting firefighting tugboats in a state of readiness to intervene, provided that the intervention is made only upon the approval of the master, so as not to affect the balance of the ship, and in coordination with the firefighting team.

D. Making the necessary preparations for the shipowner, at the ship's location or outside the port.

5- Informing the shipping agent of the ship about the accident, by phone, and then sending a letter to coordinate with the port administration, the marine equipment lessee at the port and the ship's master.

6- After the fire has been brought under, the ship's condition, its seaworthiness, and the assistance required after the fire shall be evaluated.

7- The port officer coordinates with the competent committee at the port regarding the investigation, with the ship's master and all parties that have a relationship with the matter, to identify the causes and consequences of the fire, and the master submits a detailed report on the accident.



8- Preventing the ship from leaving the port after the accident, until the required bank guarantees and insurance for the owners of goods and affected parties are provided and a certificate of its seaworthiness issued by an accredited rating authority is submitted.

9- Reviewing all claims for compensation for the costs of firefighting work and the consequences of the fire on all parties and entities affected by the fire, inside and outside the port, and the owners of goods, before allowing the ship to depart, while instructing the lessee of marine equipment not to issue a bill to the shipping agent or collect any amounts. All claims shall be made through the port administration.

10- Allowing departure of the ship, after making sure that what is mentioned in paragraphs 8 and 9 above is submitted.

11- Preparing a letter, enclosing a report on the accident, to the relevant authorities (main body - border guards - emirate of the province - the General Authority of Meteorology and Environmental Protection).

▪ **Accidents of collision between ships inside the port:**

1- Informing the border guards sector to take the necessary preparations and measures for the protection of lives or search and rescue operations for the passengers or crews of these ships.

2- Informing the Maritime Affairs Department of the main body about the accident, by filling out the form used for reporting ship accidents in the ports of the Kingdom of Saudi Arabia.

3- Informing the marine equipment lessee in the port to coordinate with the port officer for doing the following:

A. Preparing a comprehensive report, supported by pictures, after inspecting the location of the accident and the ships involved in the collision, and identifying the damages caused to those ships and port facilities, if any.

B. Ensuring that there is no pollution around the ships involved in the collision, or leakage of oils, or openings in the hull and bottom of those ships, by conducting a survey and inspection.

C. Ensuring that there are no risks threatening those ships or their crew members, the port, the safety of navigation or the marine environment.

4- The port officer informs the director general of the port and the Administration of Maritime Operations and Safety.

5- Requiring the master of every ship involved in the collision and the parties involved in or witnessing the accident (pilots - berthing supervisor - tugboat captain - control tower observer ... etc.) to submit a report on the accident, to the port.

6- Preventing the parties involved in the collision accident from traveling, until the investigation is completed and the ship causing the accident is identified, as well as the error rate of each ship, until a clearance letter signed by all parties is submitted to discharge the port, or an undertaking is provided by the shipping agent or the protection and warranty club of the ship causing the accident to the other party (to be accepted by the other party) to bear the full responsibility for the accident. The other party must accept such undertaking



according to the marine insurance report, and a certificate of the seaworthiness of each ship issued by an accredited rating authority must be submitted.

7- Investigation of the circumstances and causes of the accident by specialists from the port and the authorities related to marine insurance, protection clubs, rating authorities ... etc.

8- Allowing departure of the ship, after making sure that what is mentioned in paragraph (6) above is submitted.

9- Informing the Maritime Affairs Department of the main body of the results, reports, the consequences of the accident and all measures taken towards these ships, until they leave the port.

8) Oil pollution from an unknown source:

The matter requires the port officer to accurately determine, in coordination with the control tower supervisors and the lessee of marine equipment in the port, the following information and data:

A. Direction of wind, its speed, and the currents prevailing in the region and during the past 12 hours

B. Sea water temperature, air temperature and humidity

C. The exact position of the oil slick and the area and direction of its spread

D. Taking samples of the spilled oil to carry out analysis through the specialized accredited laboratories, in order to determine its source and verify conformity of the samples to the required standards, to be used as proof in investigations and evidence for courts and for identification of claims: Please refer to the seventh and eighth items of Article Thirty of the Saudi Port Regulations.

9) Forms and Records:

Serial No.	Form Title	Code No.	Retention Time
1	Accident Report Form	MAWANI/MAR-P12-F-01	One year
2	Navigation Cessation Form	MAWANI/MAR-P12-F-02	One year
3	Form for reporting sickness or injury onboard the ship	MAWANI/MAR-P12-F-03	One year



Form for reporting sickness or injury onboard the ship

Date: Corresponding to:

Time of receiving the report by the duty observer at the maritime control tower (call):

Vessel Name:

Vessel arrival time:

Maritime Agent:

Vessel Nationality:

Name of the injured person:

Vessel location:

Type of injury:

Nationality of the injured person:

Entities to which reporting must be made

Entity	Time	The number under which the reporting is made	Name of the report recipient
Directorate General's Office			
Port Operations			
Port Quarantine			
Industrial Security			
Border Guards			
Other entities (to be determined)			

Duty Observer at Maritime Control Tower

Name:

Signature:

The original: to His Excellency the Director-General of the Port

A copy: to the Administration of Maritime Operations and Safety

A copy: to the Industrial Security Department



Navigation Cessation Form

Reasons for Cessation:

Record number ()

Reduced horizontal visibility (Fog - dust - heavy rain)
 Wind speed increase () knots
 Wave height in the sea () meters
 Other ()

Navigation is suspended at the port of, on (), corresponding to / / 14 A.H., from () o'clock to () o'clock, which led to the delay of the following vessels:

- Vessels waiting to arrive:

Serial No.	Vessel Name	Vessel Type	Scheduled entry time	Berth	Actual exit time	Hours of delay
1						
2						
3						
4						
5						
6						

A copy, with greetings and appreciation, to His Excellency the Director-General /

A copy to the Maritime Department

A copy to the Container Terminals Department

Maritime Control Tower Supervisor

Name:

Signature:



Ship Accident Report Form

Issued by the Port of (.....)

To be sent, by fax, to the Maritime Operations Administration of the Main Body in Riyadh,
No. (01104089638)

Vessel Name	
Vessel Call Sign	
Vessel Identification Number (IMONO)	
Vessel Flag State	
Vessel Type	
Vessel Construction Date	
Vessel Deadweight Tonnage (DWT)	
Vessel Length	
Vessel Width	
Draft of the vessel at the time of the accident	
Quantity of goods on the vessel at the time of the accident	
Name of the vessel's maritime agent	
Name of the rating authority to which the vessel is affiliated	
Type and causes of the accident	
Name of the accident site	
Longitude, latitude	
Time and date of the accident	
Damage resulting from the accident	
Procedures taken by the port	
Report author's job	
Report author's name	

A copy, with greetings and appreciation, to His Excellency the Director-General/

A copy to the Administration of Maritime Operations and Safety at the Port

Maritime Control Tower Supervisor

Name:

Signature: