

TIMOR PORT SA (TPSA)

PORT MANUAL

OF TIBAR BAY PORT

Date	Visa Managing Director	
-------------	-------------------------------	--

1.7	2023/04/20	Update	C.GUERIN	L.PALAYER	
1.6	2023/04/03	Update	C.GUERIN	L.PALAYER	
1.5	2023/01/31	Update	C.GUERIN	L.PALAYER	
1.4	2022/11/03	Update	C.GUERIN	L.PALAYER	
1	2022/09/24	Creation	C.GUERIN	L.PALAYER	
Rev	Date	Changes	Prepared by	Checked by	Approved by

CHAPTER I : PREAMBLE.....	5
ARTICLE 1: OPERATING RULES OF TIMOR PORT SA (TPSA).....	5
ARTICLE 2: RULES AND REGULATIONS.....	5
ARTICLE 3: PORT FACILITIES.....	5
ARTICLE 4 : CIVIL WORKS	7
ARTICLE 5 : OPENING HOURS	7
ARTICLE 6: ACCESS TO TPSA.....	7
ARTICLE 7 : ADMINISTRATIONS IN TIBAR BAY PORT	8
CHAPTER II: MARINE INFORMATION.....	9
ARTICLE 8 : MARINE CHARTS	9
ARTICLE 9 : NAVIGATION AIDS	9
ARTICLE 10 : ANCHORAGE.....	12
ARTICLE 11 : STOWAGE GUIDELINES.....	13
CHAPTER III: MARINES SERVICES	14
ARTICLE 12 : PILOTAGE.....	14
ARTICLE 13: TOWAGE.....	14
ARTICLE 14 : MOORING	15
ARTICLE 15 : HARBOUR MASTER.....	15
CHAPTER IV: EQUIPMENT	16
ARTICLE 16 : QUAY AND YARD EQUIPMENT.....	16
ARTICLE 17 : INFORMATION TECHNOLOGY (IT)	18
ARTICLE 18 : ELECTRONIC DATA INTERCHANGE (EDI).....	18
CHAPTER V: CUSTOMER SERVICES	19
ARTICLE 19/20 : TERMINAL DELIVERY ORDER/ GATEPASS.....	19
ARTICLE 21: TIBAR BAY PORT TARIFF GRID.....	19
ARTICLE 22: TIBAR BAY PORT TARIFF DEFINITIONS.....	19
ARTICLE 23 : GRANTOR'S TARIFF	23
ARTICLE 24 : UPON QUOTATION	24
ARTICLE 25 : STEVEDORING INVOICING	24
CHAPTER VI: GATES OPERATIONS.....	25
ARTICLE 26 : GATE IN/GATE OUT AT TIBAR BAY PORT.....	25
ARTICLE 27 : TRANSFER TO CUSTOMS AREA.....	25
ARTICLE 28 : WEIGHING	25
ARTICLE 29 : AXLE LOAD.....	25
ARTICLE 30 : UNSTUFFING/ UNSTRIPPING	26
CHAPTER VII: VESSEL OPERATIONS.....	27
ARTICLE 31 : PORT CONFERENCE AND BERTH PLANNING.....	27
ARTICLE 32 : COMMUNICATION.....	27
ARTICLE 33: OUT OF GAUGE (OOG)	28
ARTICLE 34: GENERAL CARGO / BREAK BULK.....	28
ARTICLE 35: REEFERS.....	28

ARTICLE 36 : EMPTIES	28
ARTICLE 37 : VESSEL ARRIVAL	29
ARTICLE 38 : DEPARTURE CHECKLIST	29
CHAPTER VIII : DANGEROUS GOODS (IMDG).....	30
ARTICLE 39 : STORAGE AND STEVEDORING OF DANGEROUS GOODS ON TPSA TERMINAL.....	30
ARTICLE 40: INTERNATIONAL REFERENCES.....	30
ARTICLE 41 DANGEROUS GOODS CLASSIFICATION.....	30
ARTICLE 42: DANGEROUS GOODS DECLARATION.....	34
ARTICLE 43 : DIRECT SHIPMENT OR DIRECT DELIVERIES FOR DANGEROUS GOODS	34
ARTICLE 44: STORAGE DURATION FOR DANGEROUS GOODS.....	35
ARTICLE 45: VESSEL OPERATIONS FOR DANGEROUS GOODS	35
ARTICLE 46 : INDIRECT ACTIVITES WITH DANGEROUS GOODS.....	36
ARTICLE 47: RESPONSABILITIES	36
ARTICLE 48: TRANSHIPMENT FOR DANGEROUS GOODS.....	36
ARTICLE 49: DAMAGED DANGEROUS GOODS CONTAINERS.....	36
ARTICLE 50 : OPERATIONS ON RORO/LOLO VESSELS	36
ARTICLE 51 : GENERAL CARGO OPERATIONS	36
ARTICLE 52 : IMDG SYNOPTIC.....	37
CHAPTER X: SAFETY AND SECURITY.....	38
ARTICLE 53 : SECURITY	38
ARTICLE 54 : SAFETY.....	39
ARTICLE 55 : INSURANCES	40
ARTICLE 56 : ENVIRONMENT	40
CHAPTER XI: CONTACTS.....	41
APPENDIX.....	43
APPENDIX 1: IMDG Advance Notification.....	43
APPENDIX 2: Dangerous Goods Declaration Form	Error! Bookmark not defined.
APPENDIX 3: Ship Formalities Job Harbour Master	43
APPENDIX 4: SOP Health onboard Ship	43
APPENDIX 5 : Manual of Safety on Board – HARBOUR MASTER OFFICE 2016.....	43
APPENDIX 6: 2 FADO C368 – Static Bollard Pull Certificate	43
APPENDIX 7: 2 VB LIKURAI C367 – Static Bollard Pull Certificate	43
APPENDIX 8: Fiche TUG VB FADO – 60 TBP FIFI I	43
APPENDIX 9: Fiche TUG VB LIKURAI – 45 TBP	43
APPENDIX 10 : 220801_TimorPortSA_GeneralTariff	43
APPENDIX 11 : 220801_TimorPortSA_GrantorTariffs	43
APPENDIX 12: Tibar Bay Port Gate Operations Process.....	Error! Bookmark not defined.
APPENDIX 13: BPT-AFR-HSE-PRO-0003 Incident - Accident management	43
APPENDIX 14: BPT-AFR-HSE-WI-0001 Immediate Action at the Site of an accident	43
APPENDIX 15: BPT-AFR-HSE-WI-0002 Carrying out an Accident Investigation	43
APPENDIX 16: BPT-AFR-HSE-F-0506 Accident Report Form.....	43

APPENDIX 17: BPT-AFR-HSE-F-0508 Incidents Accidents Register43
APPENDIX 18: WORK PERMIT43
APPENDIX 19 : AVISO DE CHEGADA DE NAVIO from DNTM.....43
APPENDIX 20 : MASTER/PILOT INFORMATION EXCHANGE FORM43
APPENDIX 21 : DNTM – REVISED VGM PROCEDURE43

CHAPTER I : PREAMBLE

ARTICLE 1: OPERATING RULES OF TIMOR PORT SA (TPSA)

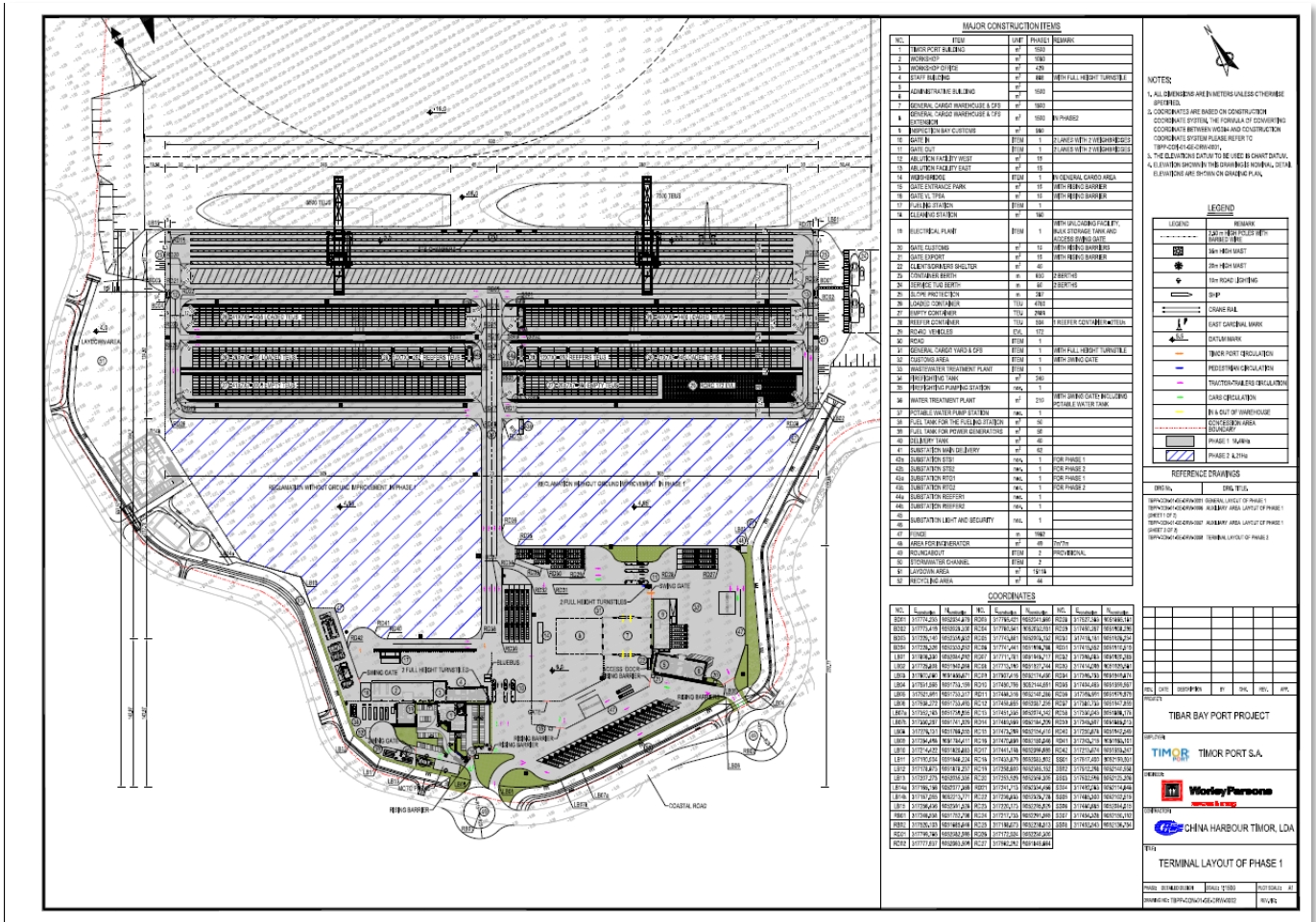
- The present document is validated and signed by Laurent Palayer, CEO of Timor Port and reviewed by Grantor and Independent Engineer, approved by Independent Engineer.
- As defined in the Concession Agreement, the present document should be revised in case of necessity as per defined between the two parties.
- In case of modifications, the new version will be published and accessible to the Port Third Parties, such as
 - DNTM Direcção Nacional de Transportes Marítimos
 - Customs
 - Quarantine
 - Immigration
 - Health
 - Shipping Lines & their Shipping Agents
 - Customs Brokers
 - Port User Association
 - Transport Companies
 - Importers/ Exporters
- The Port Manual is a public document and is available on Timor Port website www.timorport.com

ARTICLE 2: RULES AND REGULATIONS

- These operating rules are detailing the scope of operations provided by Timor Port SA on
 - insuring containers, general cargo and RORO traffics
 - vessel, yard and gates operations
 - marine services as pilotage, towage and mooring, as well as navigation aids
 - including Timor Port Tariffs and Grantor Charges
 - detailing the entry and exit modalities for containers, cargo, vehicles and persons as well as their circulation inside the Terminal
- These operating rules are compliant with
 - TPSA Concession Agreement signed between the Government of Timor Leste and Timor Port SA on June 3rd, 2016 including the Equal Treatment of Users as per Art. 22.4
 - the International Maritime Organization (OMI)
 - the International Ship and Port Facility Security (ISPS)
 - the International Convention for the Safety of Life at Sea (SOLAS)
 - the International Maritime Dangerous Goods Code (IMDG)
 - the International Convention for the Prevention of Pollution from Ships (MARPOL)
 - the Convention on the International regulation for Preventing Collision at Sea (COLREG 1972).

ARTICLE 3: PORT FACILITIES

- In line with UNECE recommendations, Tibar Bay Port use UNLOCODE “*TLDIL*” with terminal code “*TBCT*”
- GPS Coordinates Latitude (DMS): S 08°34'15" Longitude (DMS): E 125°28'29"
- Tibar Bay Port Lay Out as below



• Port Facilities

Tibar Bay Port is equipped with brand new facilities.

Quay and Yard

- 630 m of quay divided into 2 berths
- Total of 5264 Laden TEUS slot under RTG
- Incl Total of 2x 252 Reefers TEUs slot under RTG
- Total of 2989 Empties TEUS slot
- 2x Gate in lanes with 2 Weighbridges
- 2x Gate out lanes with 2 weighbridges
- 1x internal weighbridge
- 1x Water treatment plant
- 1x Waste Water Treatment plant
- 1x Firefighting Tank and Firefighting Pumping Station
- 1x Electrical back up plant

Buildings

- Timor Port building with a dedicated Customer Office
- Staff building including the operations control room
- Warehouse of 1500m²

- Workshop with dedicated fueling station for all equipment maintenance.

Administrations

- 1x Customs Import area including a Customs physical inspection bay area equipped with 6 bays
- 1x Customs Export area
- 1x Administration building gathering all required administrations for Tibar Bay Port such as and not limited to Customs, Quarantine, Immigration, Port Health and DNTM...

ARTICLE 4 : CIVIL WORKS

No Civil Works in Tibar Bay Port.

ARTICLE 5 : OPENING HOURS

- Opening hours
 - For Vessel operations opening hours are 24/7
 - For Gates operations opening hours are 24/7
 - For Customer Office opening hours are 8AM to 5.30 PM from Monday to Friday.
Note that upon request the Customer Office could be open on Saturday morning.

- Public holidays

Tibar Bay Port will be closed on Timor Leste National holidays listed below:

Operations will stop from previous day 1900 to next day 0700.

- 1st & 2nd November
- 25th December
- 1st January
- Good Friday: on Good Friday, Operations will stop on April 7th, 2023, at 0700 and restarts on April 8th, 2023, at 0700.

ARTICLE 6: ACCESS TO TPSA

As per compliance to international IMO regulation on International Ship and Port Facility Security (ISPS) access to Tibar Bay Port is controlled and restricted.

For access request, please revert to our Security team @ security@timorport.com or by phone at +670 7878 8882

Only enrolled persons and trucks will be authorized to enter Tibar Bay Port.

- All ships calling at Tibar Bay Port should meet IMO requirements and provide the necessary certificates to be given clearance. Failing to provide the full documentation might result in TPSA refusing to accept the vessel (be it a container or a general cargo vessel).
Access to TPSA is conditioned by the P&I club registration evidence, including a proof of Payment.
- For Partners and visitors, all third parties must be enrolled and will be provided dedicated access rights to the requested areas.
Access controls will be done on individuals, on trucks and cars.
Visitors pass will be delivered for non-regular visitors against ID (passport, electoral card, ID card, etc.)
All enrolled and identified vessel agents are allowed to go to the quay side. Enrollment details can be requested to our security team.

Each works from Vessel Agent (bunkering, water supply, etc.) should be announced and validated by Timor Port, DNTM and relevant authorities. List of services/ Companies/ Agent name and function as well as plate number are required.

- For transport companies, each truck and driver must be enrolled before entering the port. Please provide
 - For each of driver: Identification paper with picture (passport, electoral card, ID card, etc.) and driving license
Each of the driver are invited to follow an ISPS induction meeting at enrollment.
 - For each truck: truck registration number, truck weight, truck insurance certificate, annual technical control certificate of the delivery truck, axle load, type of trailer (side loader, 45', etc.), brakes status.

Traffic flow pattern is given to each of the delivery truck at Gate IN.

In case of bad truck quality the access to the Port might be refused for security reasons.

External truck drivers are requested to stay inside their cabin and are not allowed to walk on the Port as per Pedestrian Free Yard Policy.

External truck drivers not allowed to park and leave their trucks unattended in the port. Penalties will be applied.

- 2x Dedicated parking lots are available outside of the port for visitors' cars and trucks.

ARTICLE 7 : ADMINISTRATIONS IN TIBAR BAY PORT

All Authorities teams are available in Administrative Building in Tibar Bay Port.

- Customs
- Quarantine
- Immigration
- Port Health
- DNTM Direção Nacional de Transportes Marítimos
- Département of Land Transport
- Department of commerce and industry
- Any other Authorities required for Port and Clearance operations

CHAPTER II: MARINE INFORMATION

ARTICLE 8 : MARINE CHARTS

Marine Charts for Tibar Bay Port are officially published on 01/09/2022 by the Australian Admiralty

- Electronic version are available since 26/08/2022 <https://www.hydro.gov.au/prodserv/prodserv.htm>
- References of the Marine Charts for Tibar Bay Port are AUS 908 and AUS 907.
- Note that charts are all A1 level.
- ENC format is recommended for the vessels. An ENC viewer is available on the Australian Admiralty website, requiring an ENC license (contact on the website).

ARTICLE 9 : NAVIGATION AIDS

- Tibar Bay Port is equipped with a complete range of Navigation Aids

East Cardinal Mark

N05	S	08°33.907'S
	E	125°28.754'E

- **Fl.Q(3).W.10s**



Port Hand Light Buoy

N02	S	08°33.812'S
	E	125°28.484'E

- **AIS transponder MMSI code : 995501002**
- **Fl.R.4s**



Starboard Hand Light Buoy

N01	S	08°33.948'S
	E	125°28.376'E

- **AIS transponder MMSI code: 995501001**
- **Fl.G.4s**



South Cardinal Mark

N03	S	08°34.217'S
	E	125°28.774'E

- **Fl.Q(6)+LFI W.15s**



West Cardinal Mark

N04	S	08°34.062'S
	E	125°28.400'E

- **Fl.Q(9) W.15s**



Fairway Buoy

FB-01	S	08°32.921'S
	E	125°27.455'E

- **AIS transponder MMSI code: 999666004**
- **LFI W.10s**
- **Racon code: G (Morse code), working time: 20s, standby time: 20s**



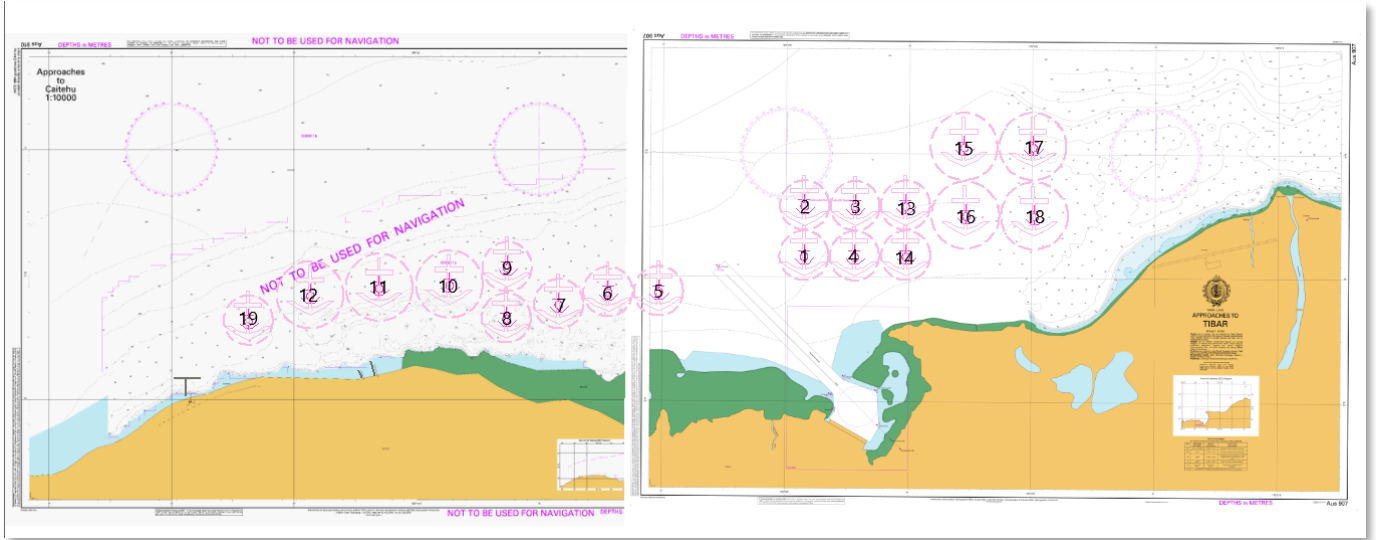
Front and Rear Leading Lights

- **L-01.Iso R.4s (Front)**
- **L-02.Iso R.4s (Rear)**



ARTICLE 10 : ANCHORAGE

- Anchorage positions for Tibar Bay Port are shared to vessel by the Harbour Master under DNTM Direcção Nacional de Transportes Marítimos.
- To be contacted through VHF Channel 16 and 14 and maritimeauthoritytl@yahoo.com
- List and positions of Anchorage points listed below.



TIMOR ANCHORAGES			
Lat	Long	Name	Radius
West of Tibar Bay Port			
08-33-09.74S	125-24-08.00E	TB12	500.00 m
08-33-05.91S	125-24-41.65E	TB11	500.00 m
08-33-04.20S	125-25-15.85E	TB10	500.00 m
08-33-20.41S	125-25-43.71E	TB08	365.00 m
08-32-55.61S	125-25-43.98E	TB09	365.00 m
08-33-13.33S	125-26-09.19E	TB07	365.00 m
08-33-07.21S	125-26-33.21E	TB06	365.00 m
08-33-06.80S	125-26-57.87E	TB05	365.00 m
08-33-22.36S	125-23-37.96E	TB19	365.00 m
East of Tibar Bay Port			
08-32-49.17S	125-28-08.60E	TB01	365.00 m
08-32-24.74S	125-28-08.74E	TB02	365.00 m
08-32-49.26S	125-28-33.21E	TB04	365.00 m
08-32-25.02S	125-28-33.40E	TB03	365.00 m
08-32-24.69S	125-28-57.99E	TB13	365.00 m
08-32-49.023S	125-28-58.27E	TB14	365.00 m
08-31-56.07S	125-29-26.29E	TB15	500.00 m
08-32-29.24S	125-29-26.97E	TB16	500.00 m
08-31-55.85S	125-29-59.91E	TB17	500.00 m
08-32-29.44S	125-30-00.39E	TB18	500.00 m

ARTICLE 11 : STOWAGE GUIDELINES

- Channel Depth: - 16 m
- Turning Circle Diameter: 600 m
- Turning Circle Depth: -16m
- Quay draft : -16m
- Bollards intervals : 30m.
- Quay Wall Ladders/ Life Buoys
- Quay Length : 630 m
- No tide restrictions in Tibar Bay Port

CHAPTER III: MARINES SERVICES

ARTICLE 12 : PILOTAGE

- Pilotage is mandatory in Tibar Bay Port for vessel above 500 GRT.
- Pilot on board position at Fairway Buoy (Pilot Buoy).
- Dedicated pilot boat VB TROVAO is available in Tibar Bay Port 24/7
- It is the role of the agent to book the pilot after vessel clearance process.
 - the pilot on board request should be addressed by the agent to personnel-boluda-timor@boluda.fr
 - 24 hours before ETA
 - 12 hours before ETA for confirmation
 - 2 hours before ETD for last update.
- In case of emergency, please contact the pilot at : +670 7788 4994 or on CHANNEL 16.
- Note that all requests should be confirmed per email through Master/ Pilot information exchange form that is shared to the Agent (cf. Appendix 20). The form must be filled, signed and returned by the Master to Harbor Master Office/Pilot/ Timor Port at latest 2 hours before ETA or ETD if necessary.

ARTICLE 13: TOWAGE

- Towage is mandatory in Tibar Bay Port for vessel above 500 GRT.
- Towage service is under the *UK Standard Conditions for Towage and Other Services*.
- Includes Berthing, unberthing, shifting, assisting in controlled speed and angle of approach, accompanying and controlling for arrival, departure and during emergency scenarios
- 2x tugboats are available in Tibar Bay Port with dedicated crews.
 - VB FADO: 60 tons of Bollards Pull
 - VB LIKURAI: 45 tons of Bollards Pull



- Available 24/7
- Ships Particulars are available in Appendix
- Marine Services Operating Rules
 - Harbor Master with technical support of Pilot will assess weather and nautical conditions and will issue recommendations and/or requirements as per their conclusions to Ship Master
 - All decisions will be supported by Ship Master/Pilot information exchange forms which must be filled and approved beforehand by both parties

ARTICLE 14 : MOORING

- Mooring operation is mandatory in Tibar Bay Port for vessel above 500 GRT
- Dedicated mooring team is available in Tibar Bay Port
- Available 24/7

ARTICLE 15 : HARBOUR MASTER

- Tibar Bay Port Harbour Master is under the Direction of DNTM Direcção Nacional de Transportes Marítimos
- Contact on Channel 16 and 14 or per email at maritimeauthoritytl@yahoo.com
- Tibar Bay Port is equipped in March 2023 with a Vessel Traffic System from WARTSILA supplier.

CHAPTER IV: EQUIPMENT

ARTICLE 16 : QUAY AND YARD EQUIPMENT

Tibar Bay Port is equipped with a latest technology equipment for Quay and Yard operations.
 Use of the quay is exclusive to Timor Port.

- **2x ZPMC Ship to Shore cranes (STS)**

Maximum outreach 50 m / 18 rows
 Back reach 20 m
 Single mode 40' and Twin lift mode 2x20' for Laden and Empties.

Dimensions

Total height of 87m
 Operator cabin height of 42m
 Rail gauge of 30, 48m
 Horizontal clearance : 17, 2m
 Vertical clearance : 12 m

Lifting capacity

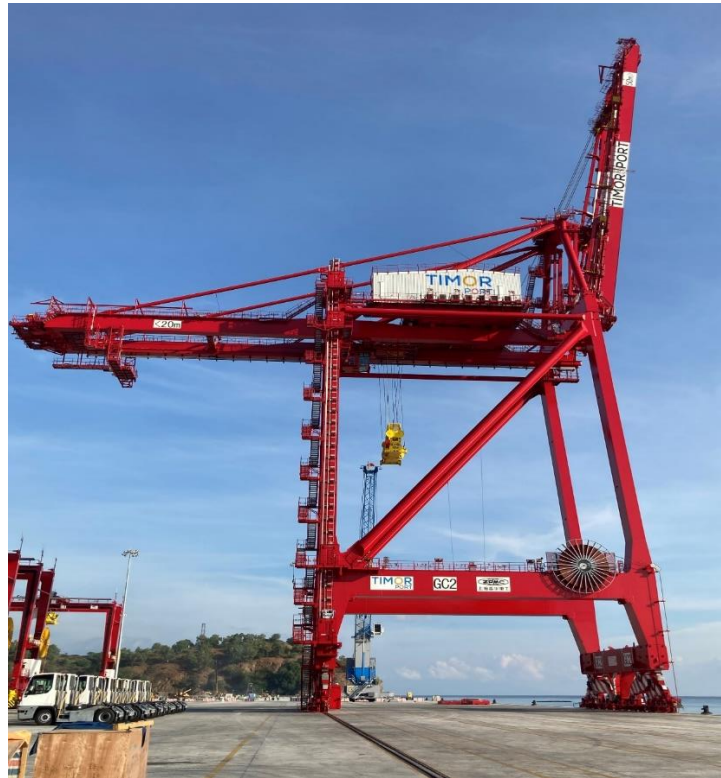
Spreader single mode 50T
 Spreader Twinlift mode 65T
 Hook mode 80T

Trolley Speed

Speed max trolley : 240 m/mn
 Speed max of the slings : 90m/mn
 Speed with lift cage : 30 m/mn

Lifting Speed

Spreader empty : 180 m/mn
 Spreader in loading 50T : 90m/mn
 Spreader in twin lift 65T : 60m/ mn



- **1x KONECRANE GHMK 4406 Mobile Harbour Crane (MHC)**

Maximum outreach 40 m /13 rows
 Single lift only

Dimensions
 Total height of 30,8m for operator cabin
 Maximum boom 41m

Lifting capacity
 Maximum 41 T with spreader
 Maximum 100T under hook



- **4x ZPMC e- Rubber Tyred Gantry Cranes (RTG)**

Yard allocation on 7x5 stacks
 Trolley travel 20,80 m
 Single lift only

Dimensions
 Total high 21,6 m
 Lifting height 18M

Lifting Capacity
 Safety Weight Load 40T with spreader
 Gantry speed unloaded 135m/mn
 Trolley Travel Speed : 70m/mn
 Hoist Speed unloaded : 50m/mn
 Hoist Speed loaded : 22m/mn



- 10x Internal Terminal Tugmaster**
- 16x Trailers**
- 1x plain trailer**
- 2x KONECRANE Reachstackers**
- 2x KONECRANE Empty Handlers**
- 1x lowbed MAFI**
- 2x Forklifts**

- Use of vessel cranes are allowed in Timor Port and are subject to the same stevedoring charges as Timor Port cranes.

ARTICLE 17 : INFORMATION TECHNOLOGY (IT)

Tibar Bay Port is equipped with latest IT systems following industry best practice

- Terminal Operating System (TOS) OSCAR.
Managing all operations from vessel planning, yard planning, vessel & yard operations to gates management. OSCAR is based on real time data event, registered in several devices located in the port and managed by the heart of the Terminal located in the Control Room.
OSCAR is fully integrated with internal systems such as billing or weighbridge, as well as with external systems (Shipping lines, ASYCUDA World, etc.)
- Billing System IPAKI
Managing all customers invoicing, general cargo and RORO operations.
Fully integrated with internal systems and external systems such as shipping lines IS and ASYCUDA World.
- Accounting system SUN. Managing all accounting operations
- Computerized Maintenance Management System (CMMS) IBM MAXIMO. Managing all equipment maintenance.
- Vessel Traffic System (VTS) Navi Harbour Wartsila for all vessels supervision on Tibar Bay Port for Harbour Master Operations
- Dedicated CCTV and Access Control
- Dedicated Weighing bridge system
- Timorport.com website

ARTICLE 18 : ELECTRONIC DATA INTERCHANGE (EDI)

Scope of the EDI messages for Tibar Bay Port

- Inbound EDIs
 - MANIFEST
 - Import BAPLIE, version 2.2 SMDG D13B
 - Prestow / MOVINS SMDG 2.0 & 2.1
 - COPARN - Full Container announcement SMDG D95B
 - COPARN – Empty Release SMDG D95B
 - COREOR – Shipping Order version 2.0 SMDG D95B
 - COPRAR Discharge – Discharge List SMDG D95B
 - COPRAR Load – Loading List SMDG D95B
 - VERMAS – VGM SMDG D16A
- Outbound EDIs
 - Export BAPLIE, version 2.2 SMDG D13B
 - CODECO – Gate in/ out SMDG D95B
 - COARRI – Vessel load / discharge SMDG D95B
 - VERMAS – VGM SMDG D16A

CHAPTER V: CUSTOMER SERVICES

ARTICLE 19/20 : TERMINAL DELIVERY ORDER/ GATEPASS

For any inquiries, please contact Tibar Bay Port Customer Service Office at customer.service@timorport.com

- Once Customs declaration has been done, the Customer is invited to come to Tibar Bay Port for Terminal Invoicing.
- Customer Service Office is available at Tibar Bay Port, Monday to Friday from 8 AM to 5.30 PM. Upon request on Saturday.
- Timor Port Billing system IPAKI is fully integrated with Shipping Lines IS for Shipping Delivery Orders integration as well as ASYCUDA World for Customs Manifests, and Customs holds and releases.
- For Terminal Delivery Order, please note the below required documents from Customers for each container.
 - ID and Copy of ID
 - Copy of the Bill of Loading
 - Copy of the Customs Release Order
 - Copy of the Shipping Release Order
 - A proxy letter detailing the BL and the broker name in charge
- Terminal Delivery Order is the Gatepass for both full and empty return.

ARTICLE 21: TIBAR BAY PORT TARIFF GRID

- Tibar Bay Port Tariffs Grid has been officially published in Jornal Da Republica in November 2021. http://www.mj.gov.tl/jornal/public/docs/2021/serie_2/SERIE_II_NO_45_A.pdf
- English version of the Timor Port Tariffs Grid is available in appendix.

ARTICLE 22: TIBAR BAY PORT TARIFF DEFINITIONS

Marine Services

- **Pilotage** is the service provided by the operator to guide the vessel to transit within the pilotage limit
 - a) Piloting a vessel from designated pilot stations inwards to any anchorage or from an anchorage outwards to a pilot station
 - b) Piloting a vessel from any anchorage to a wharf/berth or from a wharf/berth to any anchorage or from wharf/berth to another wharf/berth.
- **Pilotage Night / Saturday Charges:** Additional charges based on additional resources reflective of Timor-Leste’s Labour law. Charges will apply on Monday to Saturday night shifts and Saturday day shift.

Day of arrival	Time of arrival
Monday to Friday	1900hrs to 0700hrs
Saturdays	0700hrs to 1900hrs
	1900hrs to 0700hrs

- **Pilotage Public Holiday / Sunday Charges:** Additional charges based on additional resources reflective of Timor-Leste’s Labour law. Charges will apply on all shifts on Timor-Leste Public Holidays and both of Sunday day and night shift.

Day of arrival	Time of arrival
Sunday and Public Holidays	0700hrs to 1900hrs
	1900hrs to 0700hrs

- **Pilot Detention Charges (after 1 hr free time):** Fee applies whenever a pilot waits at on the vessel due to unnecessary delay caused by the vessel.
- **Late Request, Changes and/or Cancellation Charge of Pilotage:** Whenever the services of a pilot is requested and the time of such service is subsequently amended or cancelled less than 2 hours before the time the service is required, an amendment or cancellation charge shall be imposed
- **Towage** is the assistance of tug boats for assisting, shifting, berthing and unberthing within the port limit
- **Towage Night / Saturday Charges:** Additional charges based on additional resources reflective of Timor-Leste’s Labour law. Charges will apply on Monday to Saturday night shifts and Saturday day shift.

Day of arrival	Time of arrival
Monday to Friday	1900hrs to 0700hrs
Saturdays	0700hrs to 1900hrs
	1900hrs to 0700hrs

- **Towage Public Holiday / Sunday Charges:** Additional charges based on additional resources reflective of Timor-Leste’s Labour law. Charges will apply on all shifts on Timor-Leste Public Holidays and both of Sunday day and night shift.

Day of arrival	Time of arrival
Sunday and Public Holidays	0700hrs to 1900hrs
	1900hrs to 0700hrs

- **Towage Detention Charges (after 1 hr free time):** Whenever the required Tugboat is detained due to delay in the arrival or departure of a vessel and if this delay is caused by the vessel, a detention charge per tugboat per hour block shall be imposed.

- **Late Request, Changes and/or Cancellation Charge of Towage:** Whenever the services of the tugboats is requested and the time of such service is subsequently amended or cancelled less than 2 hours before the time the service is required, an amendment or cancellation charge shall be imposed

Stevedoring Services

- **Stevedoring:** stevedoring is the handling of loading and unloading containers, hatch covers, gear boxes and any other items from vessel to quay and vice versa. For the purpose of this Tariff container stevedoring charges include the transport of the container from quay into the Terminal Stack or vice versa.
- **Containers:** above rates refer to ISO standard containers of 20, 40 feet and 45 feet in length. International Maritime Dangerous Goods (IMDG) containers are subject to a surcharge of +50%.
- **Non-containerised Cargo on Container Vessel:** Tariff for non-containerized cargoes to be loaded on or unloaded from containership is subject to a tariff quotation and prior acceptance by the Terminal.
- **Shifting (per TEU):** shifting is the handling of containers on board the vessel (same bay) or from the vessel to the quay and back onto the vessel (different bay). Only shifting for over stows created by shipping line will be charged. Shifting's for terminal convenience will not be charged.
- **Lashing / Unlashing (per Container loaded and unloaded):** Lashing is the securing of container for transportation with the goal of minimizing shifting. Upon request Concessionaire may perform all lashing/unlashing on board the vessel according to Good Industry Practice using lashing material to be provided by the vessel. In case lashing/unlashing of containers is done by Concessionaire, the lashing/unlashing tariff specified in the HOC will be applied to all containers discharged and loaded. Lashing/unlashing of containers on board the vessel may be performed by ship's crew.
- **Reefer/Fantainer on Terminal Stacks (per TEU):** reefer/fantainer storage consists in maintaining full reefer containers plugged in at the reefer stack of the Terminal, electricity supply and supervision. The tariff is all-inclusive and indivisible per TEU and per day, 1st day onwards. Reefer plugging calculation will start from the Real Time of unloading the container at the Berth, till the day the container is leaving the Terminal.
- **Reefer/Fantainer plugging or unplugging on Terminal Stacks (per Container):** This charge includes the plugging/unplugging of the reefers at the Truck/Stack.
- **Reefer/Fantainer plugging or unplugging on Vessel (per Container):** This charges includes the plugging/unplugging of the reefers on board vessel before discharging and after loading of the reefer on board, if not done by ship crews
- **Transshipment:** transshipment consists in the handling of a container from onboard arriving vessel, transiting through the yard and reloading on outgoing vessel (with all its original content).
- **International Maritime Dangerous Goods (IMDG) containers (per container):** IMDG Code or International Maritime Dangerous Goods Code is accepted as an international guideline to the safe transportation or shipment of dangerous goods or hazardous materials by water on vessel. IMDG Code is intended to protect crew members and to prevent marine pollution in the safe transportation of hazardous materials by vessel. It is recommended to governments for adoption or for use as the basis for national regulations. Dangerous cargo in container are classified as according to IMDG for different handling and storage protocol

- **Hatch cover (per move):** A large steel structure fitted over a hatch opening to prevent the ingress of water into the hatch. It may also be the supporting structure for deck cargo. Container kept in the hatch of the vessel had to be access only by removal of such hatch cover.
- **Gear Box: (per move):** Moves to remove gear boxes (that hold the twist locks) from the vessels. The moves of gear boxes will only be charged if the move is requested by the vessel and if lashing/unlashing is done by ship's crew.
- **Berthing windows (per Container loaded and unloaded):** a berthing window is a fixed time slot reoccurring on a weekly basis same day. Fixed berthing windows can be granted against a surcharge on per TEU on all volumes (import, export, full and empty) to be handled. Berthing windows conditions are defined in an Extended Service Level Agreement (ESLA).
- **Tracking fee (per Container loaded and unloaded):** the tracking fee is applicable to all containers unloaded and loaded at the Terminal for the additional service provided on top of the web based portal accessible by Users, customs and other external stakeholders based on an access control system. This Tracking fee will cover the extensive value-added services like proactive management of dynamic business conditions for fast transshipment connections, promote collaboration among different users for better sharing of resources and intelligently manage information for timely business decision (report etc).
- **ISPS (per Container loaded and unloaded):** the International Ship and Port facility Security (ISPS) fee is applicable to all containers to cover the additional qualified resources beyond the gate/fences to uphold the different escalating level of the ISPS code in the event of different ISPS security level.
- **COVVD (per Container):** a Change of Vessel Voyage or Destination is charged when, after entering the terminal, there is a change in the vessel voyage or destination of the container. When both occur at the same time, COVVD is charged only once. The fee is charged per occurrence and per container.
- **Manifest mistakes' adjustment (per adjustment):** any changes to the documents after final remittance to the Terminal will be subject to a surcharge per adjustment request.
- **Vessel delay at berth:** Terminal should be allowed to start vessel operations within one hour after berthing, and vessel should sail within one hour maximum after end of vessel operations. In case the start of vessel operations after berthing or the departure of vessel after finishing vessel operations are delayed and if this delay is caused by the vessel, a flat fee per 2 hours at berth (indivisible) applies.
- **Late documentation charge:** a flat rate will be charged whenever manifest, bayplan, loading and/or unloading list are submitted less than 24 hours before berthing.
- **Stuffing / unstuffing (per Container):** rate covers the positioning of the container and stuffing/unstuffing operations. In addition, the container will be charged for receipt or delivery. This service is to be provided at request of Shipping Agents only.
- **Weighing (per Container):** weighing on weigh-bridge and delivery of a weighing note will be done and charged upon request.
- **Custom Inspection charges:** In the event the container required Port resources at the request by Container owner to bring the containers to the Customs area for either scanning or physical checks, this charge will apply for the transportation of the container. If the container is taken out of stack, scanned,inspected or

scanned and inspected and returned back into stack, the additional lift-on / lift-off charge applies only for the returning move, else the container should be taken out of the port by the container owner.

- **Storage:** storage counts as from the Real Time of unloading the container at berth, till the day the container or general cargo leaves the Terminal.
- **Lift-on / lift-off:** charge applies for extra-handling of container in and out of stack by RTG's on request of the customer, if not for delivery or receipt.
- **Dead Ship:** In case assisting vessels without propulsion or steering, an additional surcharge of 50% of the Towage will be charged.
- **Overheight/Overwidth/Overlength:** rate covers the additional productivity loss due to the need to use special spreader attachment to handle such container. Rates are charged for Flat Racks or Open Top Containers as follows:
 - **Overheight:** Is charged if the standard height is exceeded by not more than 4 feet or 122cm or the container/flat rack cannot be handled by standard spreaders but only by over height gear.
 - **Overwidth:** Is charged if the standard width is exceeded by 6 inch or 15 cm on either side or both sides.
 - **Overlength:** containers/flat racks with a length of up to 45 feet or 13.72m that can be handled by a standard spreader will be charged as standard container; containers requiring un-containerised cargo gear will be charged as un-containerised cargo. Un-containerised cargo gear will only be used with customer's permission.
- **UC hook/chain:** rate to be quoted upon request and covers when STS had to use a UC hook or chain to discharge the container when all other method does not allow the container to load as per normal.
- **Leaking Containers:** Any Container found leaking will be shifted to "Leaking Container Area" (LCA) at customer's cost where it will be under the supervision of a qualified officer. Leaking container causing environmental pollution will be charged with the cost of the entire clean up and waste disposal if not done by the customer.
- **Other Oversize/Overweight cargo:** The definition of the such cargo covers outside the range of the overheight container, exceed the range of the overlength container that cannot be handle by normal spreader and also exceed the weight of the overweight container that can be handled by the STS (exceed SWL, thus requiring special lifter).
- **Internal Shifting:** If cargo or containers are to be discharged from the vessel directly on receiver's truck and if this truck does not show up in time, Terminal Operator will shift the cargo or container to a suitable area for collection in the later time. Rate covers the additional cost due to the additional shifting
- **Reachstacker charges:** These charges apply in the event a customer requires a Reachstacker to move a container out of the normal circumstances. In normal circumstance, for loading/discharging operation, the container will only be handled by Ship-to-Shore Crane, Rubber Tyre Gantry Crane or Mobile Harbour Crane for the entire full process from the gate to the vessel or vice-versa.

ARTICLE 23 : GRANTOR'S TARIFF

- Grantor Tariff have been officially published in Jornal Da Republica in November 2021.
http://www.mj.gov.tl/jornal/public/docs/2021/serie_2/SERIE_II_NO_45_A.pdf

- English version of the Grantor Tariff is available in appendix.
- These Grantor's tariffs are applied on navigation, dockage and anchorage fees for each call.
- These Grantor's tariffs are collected by Timor Port on behalf of the government.

ARTICLE 24 : UPON QUOTATION

- For any tariffs upon quotation please revert to customer.service@timorport.com

ARTICLE 25 : STEVEDORING INVOICING

- Stevedoring invoicing to Shipping lines/ Shipping agents is managed by the Customer Office Service.
- For each call a Terminal Departure Report (TDR) detailing the volume of the call per Slot is issue for validation from the agent within 24 hours before invoicing.
- For General Cargo, Payment term is 100% in advance before vessel arrival.

CHAPTER VI: GATES OPERATIONS

ARTICLE 26 : GATE IN/GATE OUT AT TIBAR BAY PORT

- After reception of Tibar Bay Port Gatepass for each container the designed truck driver is allowed to enter Tibar Bay Port for Import Delivery
- For each transport company, enrollment of the truck driver and the truck ID (plate number) is mandatory.
- A Pre-Gate Clerk proceeds to pre control before Gate IN based on present Gatepass.
- The truck proceeds to Gate IN formalities with the Gatepass. Enters the Port, Get loaded or discharged in dedicated yard allocation, proceeds to Gate OUT.
- At Gate OUT, a dedicated Interchange receipt is shared x3 on which signature from the truck driver is required.

References	
Gates operations	Tibar Bay Port Gate Operations Process

ARTICLE 27 : TRANSFER TO CUSTOMS AREA

- Based on ASYCUDA interface messages received in Tibar Bay System, Scanning or Physical examination requests from Customs are directly logged into the Terminal Operating System (TOS).
- Customer is requested to come to Customer Service office to proceed to payment of Transfer to Customs area.
- Transfer to the Customs area is done on Internal Terminal Trucks. Once examination or scanner completed, containers are transferred back to the Terminal, waiting for regular Customs Release.
- All Customs request are managed in Customs areas, import and export, only.

ARTICLE 28 : WEIGHING

- Since July 2016 SOLAS requirement on Verified Gross Mass (VGM) is strictly applied. In Tibar Bay Port, “No VGM no Entry”. All export container is to be weight for VGM at Tibar Bay Port Gate IN.
- In suspicion of container overweighted, the truck is not discharge and sent back to the Gate OUT.
- Weight of General Cargo is controlled at Gate OUT
- VGM Process
 - TPSA issue VGM at Gate in
 - TPSA proceed to 100% weighing at gate in for any full export. Issue Interchange and weighing ticket, shared to driver. “no VGM no entry”.
 - Interchange with weighing ticket to be sent by Yard Planner (Domingas cc planning) to the shipping lines cc DNTM (harbourmastertibar@gmail.com cc pereira.alberto525@gmail.com) + excel list per email.
 - Shipping lines will address VGM request to DNTM with filled data. Cf revised form in Appendix 21.
 - DNTM will stamp the document and send it back to Timor Port/ Shipping Lines.
- VGM Weight shared per EDI CODECO to the lines and also per excel list to agent
- VGM should be sent back on Loading list by the Shipplanner to validate the load. “no VGM no load”
- TPSA proceed to loading and issue export baplie indicating the VGM

ARTICLE 29 : AXLE LOAD

- No axle load control at Tibar Bay Port

ARTICLE 30 : UNSTUFFING/ UNSTRIPPING

- Tibar Bay Port facilities includes a 1500m2 warehouse.
- Transfer to unstuffing is on Customer request and through dedicated tariff.

CHAPTER VII: VESSEL OPERATIONS

All communication on vessel planning, please liaise with our Planning Team @ planning@timorport.com

ARTICLE 31 : PORT CONFERENCE AND BERTH PLANNING

- A Daily Port Conference under the management of the Harbour Master is held in Tibar Bay Port with all Shipping agents representatives
- A daily Berth Plan is shared by Timor Port Planning team.
- For Vessel arrival, the “first in first out” is applied for berth allocation. 1 quay is dedicated to Container Cargo.
- Multiple vessels alongside is possible in Tibar Bay Port
- Berthing Windows will be discussed during the first year of operations.
- One berth is dedicated to containers vessels
- One berth is dedicated to General purpose / breakbulk.
- It is the role of the shipping agent to send the form of “Aviso de Chegada de Navio” to the authorities announcing the arrival of the vessel. Cf. Appendix.

ARTICLE 32 : COMMUNICATION

Vessel projections	All projections for vessel to call Tibar Bay Port should be sent six weeks prior vessel ETA	For tramp vessels, projection is limited to two weeks prior vessel ETA
ETA update	Respective agents should update the terminal when ETA changes by more than three hours	
Import Baplie Cut Off Date	To be received 24 hours prior ETA	All changes after 72 hours prior ETA to be signified per email.
Prestow/ MOVINS Cut Off Date	To be received 24 hours prior ETA	All changes after 72 hours prior ETA to be signified per email.
Discharge List Cut Off Date	To be received 24 hours prior ETA	Seals number to be included.
Loading List Cut Off Date	To be received 24 hours prior ETA	VGM to be included.
Opening Date for Empty return and Full Export	Gate opened	Gatepass is mandatory for container delivery
Closing Date for Empties and Full Export	24 hours prior ETA	
COPARN - Full Container announcement SMDG D95B COPARN – Empty Release SMDG D95B	All export units to be gated in should be advised via the electronic booking advice system. Idem for Empty Release	
SOC (Shipper Owned Container)	Any identified SOC container should be notified per email on discharge and loading list, to be received 24 hours prior ETA	

- Operations reports are provided to the shipping lines during vessel operations at each shift.
- Timesheet is provided within two hours after last move for vessel captain signature.
- Terminal Departure Report is provided within 24 hours for validation by the agent before invoicing.

ARTICLE 33: OUT OF GAUGE (OOG)

- Out of Gauge unit should be submitted to validation from Timor Port from Port of Loading to confirm the possibility of unloading in Tibar Bay Port. Confirmation will be shared at best effort when all inputs received.
- Details of the Out of Gauge should include weight, height, length, wide, with dedicated pictures.
- Each OOG should be properly declared for each call. OOG needs to be indicated in the BAPLIE and discharge list.
- Lifting points should be indicated
- Loading information from loading port should be provided
- Out of Gauge units are subject to dedicated tariff but if overdimensionned / heavy requiring UC hook / Chain tariff is upon quotation.
- Consignee should be informed by the Agent that Shorehandling fees could be applied depending on the dimensions.

ARTICLE 34: GENERAL CARGO / BREAK BULK

- Only Big Bags are accepted for Break Bulk Cargo
- All heavy lift, general cargo (pipes, bars, etc.) should be ties together.
- Dedicated gate process is applied for General Cargo, allowing direct deliveries

ARTICLE 35: REEFERS

Timor Port offers different services on Reefer/Fantainer

- 2x252 Reefer plugs are available
- Service of Reefer/ Fantainer un/plugging on Yard
Starts from the real time of unloading the container on berth till the day the container is leaving the terminal
- Service of Reefer un/plugging on Vessel as per tarif grid
- Reefer monitoring : Temperature is monitored on defined frequencies through dedicated Reefer Clerks.
- PTI (Pre Trip Inspection) : Upon Quotation
- Reefer temperature to be clearly indicated in the defined document/ message.
- In case of dysfunction, shipping line will be alerted (1st support level technical contact requested) and recommendation to alert Consignee

ARTICLE 36 : EMPTIES

- After Import delivery, container empty return is invoiced at Customer Office (at the same time as Import delivery invoicing). Empty Return Gatepass is issued.
Assigned delivery truck is able to proceed to TPSA GATE IN with Gatepass.
- Empties that are returning to Tibar Bay Port but that were not discharged in Tibar Bay Port will be blocked at gate in if no Gatepass. Customer is requested to proceed for dedicated invoicing process and gatepass process to allow his delivery in Tibar Bay Port.
- Physical Gate controls on empties are done by Timor Port:
 - Empties will be open before Gate IN.
 - Damage controls including dedicated Interchange Receipt
 - Control on Cleaness
 - IMDG stickers to be removed to avoid penalties in next POD.

- Reports on Gate in Empties/ Empty in stack/export stack will be issued from TOS to the lines based on Freepool agreement.

ARTICLE 37 : VESSEL ARRIVAL

- Shipping agents coordinates with the vessel for the Vessel arrival checklist and required documents for Authorities (Port Health, Quarantine, Immigration, Customs and DNTM)
- The Shipping Agent is in charge of the arrival of the authorities for Vessel Clearance by dedicated authorized Bus to quay side.
- Vessel services such as Bunkering, Lube Oil, Potable Water, Provisions, Stores, Waste per IMO class, Repairs, Cargo Survey, Draught Survey, Vetting, etc. is to be provided by the Shipping Agent. Sludge waste should be validated with ANLA authority, as well as Port Health and Quarantine. For each bunkering action, DNTM authority is to be notified.

ARTICLE 38 : DEPARTURE CHECKLIST

- Shipping agents coordinates with the vessel for the Vessel departure checklist and required documents for Authorities.

CHAPTER VIII : DANGEROUS GOODS (IMDG)

IMDG cargo is to be declared before entering Tibar Bay Port by the Agent.

ARTICLE 39 : STORAGE AND STEVEDORING OF DANGEROUS GOODS ON TPSA TERMINAL

Today, Tibar Bay Port is able to handle, store and deliver dangerous goods containers under optimal safety conditions and in compliance with international and local requirements. Specifics procedures for Dangerous goods storage and stevedoring have to be applied.

Loading, Discharge and any other stevedoring or shorehandling activities should be done with maximum celerity, care and precautions.

ARTICLE 40: INTERNATIONAL REFERENCES

The International Maritime Dangerous Goods (IMDG) Code prevails over the handling and storage of dangerous goods containers in port terminals and are the foundations of these operating rules.

- The IMDG Code is clear: **Classes 1,6.2 and 7 must be managed with direct delivery or direct shipment**, the other classes should be subject to **yard segregation** or stored in a yard intended for that purpose if it has been defined as such in the port regulations.
- In line with all safety, security and environmental requirements defined in SOLAS, MARPOL.

ARTICLE 41 DANGEROUS GOODS CLASSIFICATION

According the IMDG Code, (*International Maritime Dangerous Goods*) /IMCO (*Inter-governmental Maritime Consultative Organization*), for all modes of transport (sea, air, rail, road and inland waterways) the classification (grouping) of dangerous goods, by type of risk involved, has been drawn up by the UNITED NATIONS Committee

Class 1 : Explosives



Subclass 1.1: Explosives with a mass explosion hazard

Consists of explosives that have a mass explosion hazard. A mass explosion is one which affects almost the entire load instantaneously.



Subclass 1.2: Explosives with a severe projection hazard

Consists of explosives that have a projection hazard but not a mass explosion hazard.



Subclass 1.3: Explosives with a fire

Consists of explosives that have a fire hazard and either a minor blast hazard or a minor projection hazard or both but not a mass explosion hazard.



Subclass 1.4: Minor fire or projection hazard

Consists of explosives that present a minor explosion hazard. The explosive effects are largely confined to the package and no projection of fragments of appreciable size or range is to be expected. An external fire must not cause virtually instantaneous explosion of almost the entire contents of the package.



Subclass 1.5: An insensitive substance with a mass explosion hazard

Consists of very insensitive explosives with a mass explosion hazard (explosion similar to 1.1). This division is comprised of substances which have a mass explosion hazard but are so insensitive that there is very little probability of initiation or of transition from burning to detonation under normal conditions of transport.



Subclass 1.6: Extremely insensitive articles

Consists of extremely insensitive articles which do not have a mass explosive hazard. This division is comprised of articles which contain only extremely insensitive detonating substances, and which demonstrate a negligible probability of accidental initiation or propagation.

Class 2 : Gases



Subclass 2.1: Flammable Gas

Gases which ignite on contact with an ignition source, such as acetylene and hydrogen. Flammable gas means any material which is ignitable at 101.3 kPa (14.7 psi) when in a mixture of 13 percent or less by volume with air or has a flammable range at 101.3 kPa (14.7 psi) with air of at least 12 percent regardless of the lower limit.



Subclass 2.2: Non-Flammable Gases

Gases which are neither flammable nor poisonous. Includes the cryogenic gases/liquids (temperatures of below -100°C) used for cryopreservation and rocket fuels. This division includes compressed gas, liquefied gas, pressurized cryogenic gas, compressed gas in solution, asphyxiant gas and oxidizing gas. A non-flammable, non-poisonous compressed gas means any material which exerts in the packaging an absolute pressure of 280 kPa (40.6 psia) or greater at 20°C (68°F) and does not meet the definition of Division 2.1 or 2.3.



Subclass 2.3: Poisonous Gases

Gases liable to cause death or serious injury to human health if inhaled. Gas poisonous by inhalation means a material which is a gas at 20°C or less and a pressure of 101.3 kPa (a material which has a boiling point of 20°C or less at 101.3kPa (14.7 psi)) which is known to be so toxic to humans as to pose a hazard to health during transportation, or in the absence of adequate data on human toxicity, is presumed to be toxic to humans because when tested on laboratory animals it has an LC50 value of not more than 5000 ml/m3.

Class 3 : Flammable Liquids



A flammable liquid means a liquid which may catch fire easily or any mixture having one or more components with any flash point. As example: acetone, diesel, gasoline, kerosene, oil etc. Transportation is strongly recommended at or above its flash point in a bulk packaging. There are three main groups of flammable liquid.

Low flash point - liquids with flash point below -18°C

Intermediate flash point - liquids with flash point from -18°C. up to +23°C

High flash point group - liquids with flash point from +23°C

Class 4: Flammable solids or substances



Subclass 4.1: Flammable solids

For the purpose of this Code, flammable solids means readily combustible solids and solids which may cause fire through friction.



Subclass 4.1: Self-reactive substances

Self-reactive substances are thermally unstable substances liable to undergo a strongly exothermic decomposition even without participation of oxygen (air).



Subclass 4.1: Solid desensitized explosives

Solid desensitized explosives are explosive substances which are wetted with water or alcohols or are diluted with other substances to form a homogeneous solid mixture to suppress their explosive properties.



Subclass 4.1: Polymerizing substances and mixtures (stabilized)

Polymerizing substances are substances which, without stabilization, are liable to undergo a strongly exothermic reaction resulting in the formation of larger molecules or resulting in the formation of polymers under conditions normally encountered in transport. Explosives included under class 1 however deactivated or substances specially included under this class by the producer.



Subclass 4.2: Substances liable to spontaneous combustion

Subclass 4.2: Comprises

1 Pyrophoric substances, which are substances, including mixtures and solutions (liquid or solid), which, even in small quantities, ignite within 5 minutes of coming into contact with air. These substances are the most liable to spontaneous combustion; and 2 Self-heating substances, which are substances, other than pyrophoric substances, which, in contact with air without energy supply, are liable to self-heating. These substances will ignite only when in large amounts (kilograms) and after long periods of time (hours or days).





Subclass 4.3: Substances which, in contact with water, emit flammable gases

For the purpose of this Code, the substances in this class are either liquids or solids which, by interaction with water, are liable to become spontaneously flammable or to give off flammable gases in dangerous quantities.

Class 5: Oxidizing substances and organic peroxides



Subclass 5.1: Oxidizing substances

Substances which, while in themselves not necessarily combustible, may, generally by yielding oxygen, cause, or contribute to, the combustion of other material. Such substances may be contained in an article.



Subclass 5.2: Organic peroxides

Organic substances which contain the bivalent –O–O– structure and may be considered derivatives of hydrogen peroxide, where one or both of the hydrogen atoms have been replaced by organic radicals. Organic peroxides are thermally unstable substances which may undergo exothermic self-accelerating decomposition.

Class 6: Toxic and infectious materials



Subclass 6.1: Toxic substances

Toxic substances which are able to cause death or serious hazard to human's health during transportation.



Subclass 6.2: Infectious substances

These are substances known or reasonably expected to contain pathogens. Pathogens are defined as microorganisms (including bacteria, viruses, rickettsia, parasites, fungi) and other agents such as prions, which can cause disease in humans or animals.

Class 7 : Radioactive Materials



Radioactive material means any material containing radionuclides where both the activity concentration and the total activity in the consignment exceed the values specified in 2.7.2.2.1 to 2.7.2.2.6.

Class 8 : Corrosive substances



Class 8 substances (corrosive substances) means substances which, by chemical action, will cause severe damage when in contact with living tissue or, in the case of leakage, will materially damage, or even destroy, other goods or the means of transport.

Class 9: Miscellaneous dangerous substances and articles and environmentally hazardous substances

substances and articles (miscellaneous dangerous substances and articles) are substances and articles which, during transport, present a danger not covered by other classes.



- Substances which, by inhalation as fine dust, may endanger health
- Substances evolving flammable vapour
- Lithium batteries
- Life-saving appliances
- Capacitors
- Substances and articles which, in the event of fire, may form dioxins
- Substances transported or offered for transport at elevated temperatures
- Environmentally hazardous substances
- Genetically modified microorganisms (GMMOs) and genetically modified organisms (GMOs) Other substances or articles presenting a danger during transport, but not meeting the definitions of another class.

ARTICLE 42: DANGEROUS GOODS DECLARATION

- Requests for the management of dangerous goods containers should be subject to **72 hrs notice** given by the shipping company or agent to the terminal. This closing date for documentation should ideally be included in the terminal’s operating rules. In all cases, requests or derogations should be received and approved prior to the unloading or effective entry of the containers.
- This declaration has to be signed by the shipping agent in charge and / or the consignee and should includes the below details:
 - Vessel Name
 - Name and company of the shipping agent/ consignee
 - Final destination and contact details.
 - Technical specifications, IMDG classe/ subclasses, ONU n°, Pages, Packing group.
 - Number and weight of each item
 - Bill of Loading number
 - container number and lorry Immatriculation number
- The IMDG ADVANCE NOTIFICATION provided in appendix.

ARTICLE 43 : DIRECT SHIPMENT OR DIRECT DELIVERIES FOR DANGEROUS GOODS

- Requests for direct delivery or direct shipment may only be approved by the terminal’s **Executive Management**, in coordination with AGL Operations and Legal departments.
 - In the case of an exceptional derogation, the terminal’s Executive Management should approve that derogation with the Port’s Executive Management, in its capacity as the ‘Regulatory Authority’.
- These derogations should state the **arrangements** necessary for the management of these requests, in compliance with international and local requirements.
- The **dates** for the unloading or loading of the ship should be clearly communicated when the container is offloaded or received.

- **Special delivery conditions** should be clearly defined: escort, isolation, guarding, obligatory presence of the third-party lorry in the yard for delivery under ship's tackle before the container is effectively offloaded.
- In the case of a **delay in direct delivery or non-delivery of a direct delivery container**, the associated reserves and costs should be clearly defined and communicated to the shipping agent.
- **The derogation should state the yard storage period**, which should be as short as possible and approved by the authorities.
- **Billing** for these services and additional costs should be defined and applied.
- A dedicated procedure for this will be communicated to the shipping agent.
- In the case of non-delivery of the classes under ship's tackle, **which should remain an exception**, the container, if it has been unloaded, shall be reloaded onto the same port call. In the exceptional case of a derogation approved by the Port's Executive Management, the safety arrangements (storage area, guarding, etc.) should be provided by the terminal, for containers intended for shipping corridors in particular. The Terminal's Executive Management should be informed systematically.
- Subject to acceptance by the Port's Executive Management and the Terminal's General Manager, the storage of containers initially specified as under ship's tackle, but authorised by specific derogation to stand in the yard for a period of no more than 24 hrs. (excluding corridor transit), should comply with the safety rules of the IMDG Code and the special provisions defined in the port regulations (allotment in a specific area and under specific conditions).
- The costs associated **with direct delivery or direct shipment classes secure should be specified in the price list for both shorehandling and stevedoring invoicing, applied (parking, guarding, escort, lifting costs, etc.) and presented to the agent.**
- **In the absence of local regulations, the IMDG Code states that in case of non-delivery of classes 1,6.2 and 7** initially planned to be managed with direct delivery or direct shipment, these classes should be stored in a secure area, with special arrangements in place and the subject of dedicated billing

ARTICLE 44: STORAGE DURATION FOR DANGEROUS GOODS

- The maximum time limit for storage in a secure area for direct delivery or direct shipment exceptions is within 24 hrs.
- The maximum time limit for storage for all of the dangerous classes subject to yard segregation is defined with the Maritime Authority.
- The authorized dangerous goods containers in long standing status and **Beyond a time limit in accordance to local regulation the agent must remove the delayed container to an off-dock area at its own expense. Failing this, the delayed container will be reloaded as a priority onto the next ship belonging to the company in question**
- The dangerous goods containers in long standing status and under transshipment status is limited defined with the Maritime Authority in line with the local port regulation.

ARTICLE 45: VESSEL OPERATIONS FOR DANGEROUS GOODS

- The Captain of any vessel loaded with dangerous goods to be discharged at the Terminal has to immediately declare to the port harbour master the presence of the dangerous goods and to confirm the dangerous goods classes/subclasses onboard, as well as any possible damages/ malfunctions of the cargo or of the ship. This declaration does not prevail of any exemption of the regular and mandatory entry goods declaration.
- For dangerous goods containers stowed in the lower layer and not intended to come into the terminal, ship-to-ship shifting is to be given priority with the agreement of the ships' captain. Ship/Shore/Ship shifting is to be avoided as far as possible.
- The vessel's Captain is obliged to immediately declare to the Port Harbour Master and Terminal Direction any possible incident and/or damage of the dangerous cargo or of the ship.

- Any Ship loaded with dangerous goods should show day and night a red flag (letter B) and display an all - round red navigation light.

ARTICLE 46 : INDIRECT ACTIVITES WITH DANGEROUS GOODS

- The **indirect impacts of work or any other hazardous activities** close to dangerous goods containers should be identified. If dangerous goods containers are stored in areas where work or hazardous activities are being carried out, the latter must be submitted to Operations and QHSE management for approval
- “*Hot work*” means the use of open fires and flames, power tools or hot rivets, grinding, soldering, burning, cutting, welding or any other repair work involving heat or creating sparks which may lead to a hazard because of the presence or proximity of dangerous cargoes.
- The carrying out of hot work and the use of any equipment or activity which may lead to a fire or explosion hazard should be prohibited in areas where certain dangerous cargoes are handled.

ARTICLE 47: RESPONSABILITIES

- The shipping Agent is in charge of the dangerous goods announcement and to provide all detailed required information in the requested timeframe. In case he is not able to provide the detailed information in the required timeframe, cargo discharge or loading will be refused by the Terminal.

ARTICLE 48: TRANSHIPMENT FOR DANGEROUS GOODS

- Classes 1, 6.2 and 7 are not accepted by the terminals for transshipment.
- In the case of an exception for these classes, if a derogation has been accepted by the General Management of the Terminal and the Port, the agent should ensure that the 2 ships are at the dock at the same time in order to ensure ship-to-ship transshipment.
- The terminals are perfectly capable of receiving the other classes, by applying the IMDG Code’s provisions and yard segregation, within the shortest possible time limit as specified by the IMDG Code.
- Detailed Transshipment containers should be included in the aggressive rules defined for long-standing containers.

ARTICLE 49: DAMAGED DANGEROUS GOODS CONTAINERS

- Any container or packing item which is damaged, leaking, humid and with any possible damages is not to be accepted in the Terminal for shipment or delivery. No repair will be authorized on the vessel neither on the Terminal.
- In case of a possible damage for all class but more precisely for dangerous goods, this container will be immediately position on a retention trailer or tray and will be then dispatch to the dedicated dangerous goods specific area.
- Based on Managing Director decision, a dedicated invoice for these security additional fees will be addressed to the Shipping Agent.

ARTICLE 50 : OPERATIONS ON RORO/LOLO VESSELS

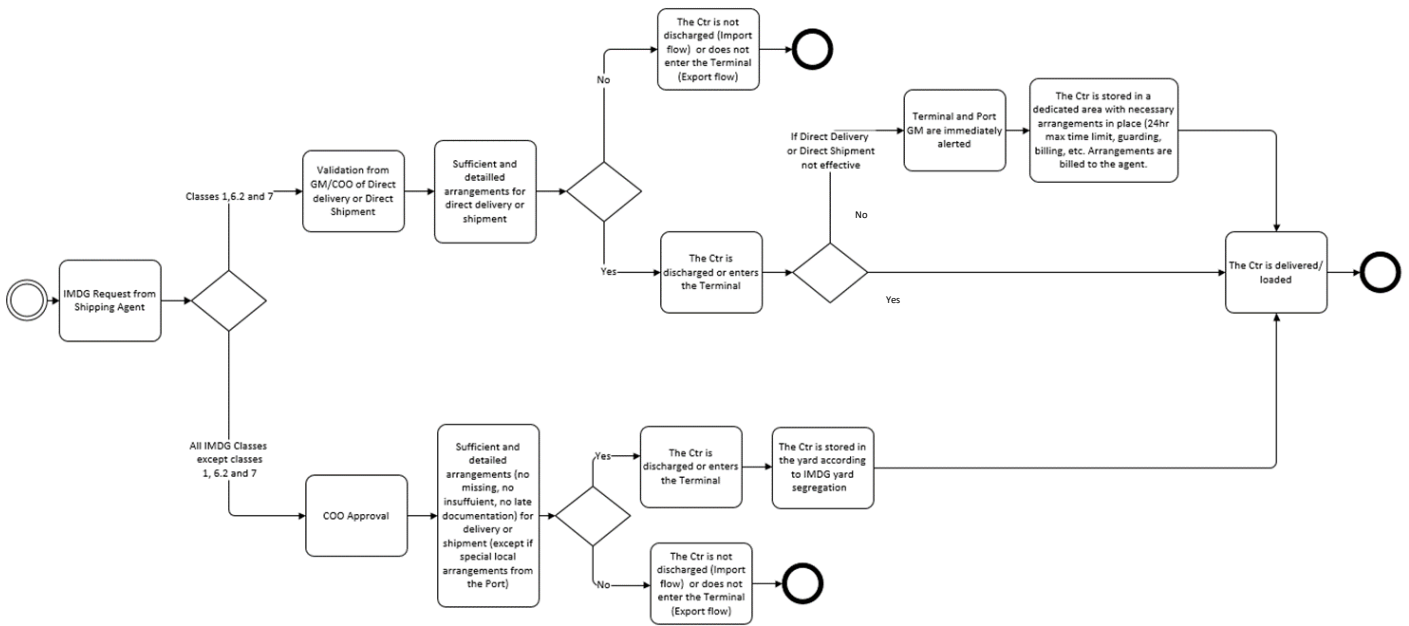
- All previous articles are applied to RORO and LOLO Stevedoring operations.

ARTICLE 51 : GENERAL CARGO OPERATIONS

- Tibar Bay Port is able to handle, store and deliver dangerous goods containers under optimal security and safety conditions and in compliance with international and local standards. Hazardous containers must follow a specific process described below.

- The loading, unloading or handling of dangerous goods must be carried out on safe, care and precaution conditions.
- According the port regulations, the 3 classes 1, 6.2 and 7 specified by the IMDG code are prohibited from storage in Break Bulk and General Cargo at the Terminal.
- According the port regulations, hazardous materials identified for the other classes of the IMDG code can be stored temporarily under the conditions provided (time, quantity and storage method).

ARTICLE 52 : IMDG SYNOPTIC



CHAPTER X: SAFETY AND SECURITY

ARTICLE 53 : SECURITY

- ISPS
 Tibar Bay Port complies with the IMO's ISPS (International Ship and Port Facility Security) code for Maritime Security.
 Under the Port Security Plan, the Port Facility Security Officers (PFSO's) is in Timor Port, while PSO is at Harbour Master. Should you have any maritime security, please contact the PFSO at security@timorport.com
- CCTV
 Tibar Bay Port is equipped with a full set of 63 CCTV on the different facilities.
- Security Guarding
 Timor Port SA commits to provide proper security level at national interest infrastructure with selected contractor Sentinel Group Unipessoal Lda.

Sentinel, well established in Timor-Leste in 2012, has built a solid reputation based on strict professional approach to implementing international standard security solutions. Sentinel's references include the Australian Embassy, Woodside Oil and Gas, The European Union Delegation, the World Bank, BNU Bank, Australian Federal Police and the US Navy. Sentinel's services are underpinned by integrated approach to security incorporating effective management, well-trained and diligent guards, professional transport teams, emergency response, business continuity capabilities, intelligence gathering, and reporting supported by cutting edge technology.

The security approaches will ensure the safety and security of Tibar Bay Port staff, visitors, and assets. security services based on staff working 12-hour shifts – day and nights, on a 24/7 basis with 1 x shift off rotation. These services will ensure the safety and security of the Tibar Bay Port's personnel, visitors and assets, through the provision of security services including but not limited to:

- 24/7 security coverage by trained, equipped, licensed and uniformed guards.
- Trained, equipped, licensed, and uniformed supervisors with knowledge of English and Tetum.
- Access and egress management and the management of movement within TPSA premises including restricted areas.
- Reporting on violations of procedures that regulate access, egress, and movement within the site.
- Premises patrols to ensure all doors and windows are locked.
- Ad hoc inspections by supervisors to guarantee quality of guarding services
- 24/7 QRF emergency response as required
- Oversight of vehicle parking areas, gate in, gate out, genset area, fuel area and any other areas specified by TPSA.
- Patrols to provide protection of facilities and equipment.
- Screening and escorting of visitors
- Management of the TPSA Material and Package Pass process
- Guards trained in basic emergency response and ready to respond in the detection and use of inhouse fire-fighting equipment
- Reporting unsafe conditions and hazards to the QHSES Manager and recording in the Daily Occurrence Book
- Reporting all evidence of accidents, incident and other occurrences that affect TPSA personnel or property and securing the site until arrival of an investigating officer.

- Enforce TPSA policies to promote safe operation of the port; report all violations to the QHSES Manager.
- Provide and/or maintain the following logs, reports, and data at a minimum:
 - a. Weekly security report with embedded SMS/WhatsApp real time security alert service
 - b. Security personnel attendance record
 - c. Daily Occurrence Book
 - d. Visitors Log
 - e. Staff Working After Hours Log
 - f. Personnel files
 - g. Any other duties as requested by TPSA

ARTICLE 54 : SAFETY

- **Fire Fighting System**
 Tibar Bay Port is equipped with a complete firefighting system fully tested with Bombeiros Timor Leste. Yearly security exercise are planned every 3 months as per ISPS requirements.
- **Emergency procedure**
 Dedicated emergency procedure has been defined with relevant institution with dedicated chain of command
- **Pedestrian Free Yard**
 Tibar Bay Port is Pedestrian Free Yard. This means that no pedestrian are allowed on the yard, except in dedicated secured areas. An internal Pedestrian Free Yard bus is available at identified location points to allocate the resources on the working area.
- **Work Permit**
 Any contractor has to apply for dedicated work permit to work on the Port. Any works at height should be fully submitted.
- **Inspections**
 Weekly inspections are conducted by QHSES Team in order to check the complacency on PPE, housekeeping, safety equipment, etc.
- **Induction and Trainings**
 Dedicated training plan for security, including IMDG and ISPS and safety is defined for all Tibar Bay Port Stakeholders. Safety induction is provided against user enrollment.
- **Personal Protective Equipment (PPE)**
 All resources entering Tibar Bay Port operations site are required to wear minimum PPE while entering terminal : helmet, HIS VIS vest and safety shoes.
- **Toolbox meeting**
 Daily toolbox talk meeting are held before *go live operation*. Each department spends several moments prior to start the work to set the plan and set the daily output with each supervisor.
- **Safety observation cards are regularly shared within the team and partners to share industry best practice.**
- **Performance monitoring**
 Dedicated KPIs are recorded for both intern and external resources

- Housekeeping
Daily housekeeping is generating and applying for each department.
- Fitness for work
Based on the Timor Leste regulation and company assessment, each staff of Timor Port SA shall be follow a medical examination prior sign contract at Timor Port SA. This procedure has been reinforced since Timor Port SA. starting conduct selection for the successful candidates.
- Incident/Accident Management

Timor Port has a proactive approach to Incidents/Accidents Management. Timor Port keeps written records of all injuries/occupational illnesses and disabilities, near misses, fatalities, environmental or property damages. These records identify all persons and property involved and summarizes all corrective actions taken.

Incidents/Accidents are managed and reported regardless of their severity and according to the “*BPT-AFR-HSE-PRO-0003 Incident/Accident Management*” procedure. Any such event gives rise to a report, under the *BPT-AFR-HSE-F-0506 Accident Report Form*

ARTICLE 55 : INSURANCES

- Timor Port is fully insured in event of damage to vessels and containers, and third parties. In case of damage the assigned surveyor will be contacted by Timor Port Management.

ARTICLE 56 : ENVIRONMENT

- Timor Port has a dedicated waste management plan.
- Timor Port has a dedicated Biodiversity Management plan.

CHAPTER XI: CONTACTS

Timor Port PFSO (Security)
security@timorport.com +670 7878 8882

Timor Port Paramedic & Medical Assistance
+670 77 94 5039

Timor Port Customer Office Service
Customer.service@timorport.com

Timor Port Planning
planning@timorport.com

Tibar Bay Port Human Resource
jobappboxmail@bollore.com

Harbour Master / DNTM
DNTM Director +670 7830 8454 WA +670 7396 3433 Pereira.alberto525@gmail.com maritimeauthoritytl@yahoo.com

Tibar Bay Port Customs
Sr. Alberto Seixas, Tibar Port Director: Email: aseixas@mof.gov.tl Phone: 7718-2725

Tibar Bay Port Port Health
Sr. Belarmino da Silva Pereira, Public Health Specialist phone: 78462566 Email: belarminodasilvap@gmail.com Ceslatina Pinto, Port Health.

Email: cejaltina_pinto84@yahoo.com

Tibar Bay Port Quarantine

Sr. Izaldes Santana, Chefe Departamentu Quarentena Animais

Email: izaldessantana@gmail.com

phone 77249748

Sr. Calistro Miranda, Teknika Profesional

Email: calistromiranda1984@gmail.com

Tibar Bay Port Immigration

Sr. Joaquim Ati Tae, Chefe Sector Fronteiras em Exercício.

Phone: 77271174

Email: atitaijoaquim@gmail.com

Sr. Pankrasio Silveiro, Sargento Chefe Policia

Email: andoikunbrother@gmail.com

phone: 78266699

Police

Commander Police of Municipal Liquica

+670 7701 0313

Commander Police Station Bazartete

+670 7777 9338

National Police +670 7521 2790

Commander General Dili

+670 7531 8262

Fire Fighting

Fire & Safety Department central Dili (Commander)

+670 333 1008 - +670 7731 2396 - + 670 7787 7089

Community Fire Services BOMBEIROS MALINAMUK

+670 7773 5625

+670 7521 2790

APPENDIX**APPENDIX 1: IMO Dangerous Goods Declaration Form****APPENDIX 2: Ship Formalities Job Harbour Master****APPENDIX 3: SOP Health onboard Ship****APPENDIX 4 : Manual of Safety on Board – HARBOUR MASTER OFFICE****APPENDIX 5: FADO C368 – Static Bollard Pull Certificate****APPENDIX 6: VB LIKURAI C367 – Static Bollard Pull Certificate****APPENDIX 7: Specifications TUG VB FADO – 60 TBP FIFI I****APPENDIX 8: Specifications TUG VB LIKURAI – 45 TBP****APPENDIX 9 : 220801_TimorPortSA_GeneralTariffs****APPENDIX 10 : 220801_TimorPortSA_GrantorTariffs****APPENDIX 11: BPT-AFR-HSE-PRO-0003 Incident - Accident management****APPENDIX 12: BPT-AFR-HSE-WI-0001 Immediate Action at the Site of an accident****APPENDIX 13: BPT-AFR-HSE-WI-0002 Carrying out an Accident Investigation****APPENDIX 14: BPT-AFR-HSE-F-0506 Accident Report Form****APPENDIX 15: BPT-AFR-HSE-F-0508 Incidents Accidents Register****APPENDIX 16: WORK PERMIT****APPENDIX 17 : AVISO DE CHEGADA DE NAVIO /SHIPs Call Information TIBAR****APPENDIX 18 : MASTER/PILOT INFORMATION EXCHANGE FORM****APPENDIX 19 : DNTM – REVISED VGM PROCEDURE**

***** END OF PORT MANUAL *****