

MOC Information Guide for ship/shore interface during the Coronavirus pandemic

Version 2.0 – 25 March 2020



General Information:

Up-to-date information is available on the websites of the Port of Rotterdam, the Port of Amsterdam, municipal health services (GGD) and the Dutch central government.
<https://www.portofrotterdam.com/nl/scheepvaart/port-health-authority>
<https://www.portofrotterdam.com/nl/scheepvaart/port-health-authority/gezondheidszorg-in-de-haven/melden-infectieziekten>
<https://www.portofamsterdam.com/en/shipping/seashipping/public-health-act>
<https://www.portofamsterdam.com/nl/corona#declaration>
<https://www.ggdrotterdamrijnmond.nl/nieuws/coronavirus/>
<https://www.ggd.amsterdam.nl/infectieziekten/infectieziekten/infectieziekten/nieuw-coronavirus/>
<https://www.rivm.nl/en>

Maritime vessels:

Yellow flag (quarantine)

In the Netherlands, the Medical Declaration of Health (MDOH) is used to report any infectious diseases to the authorities. Some countries work with a yellow (quarantine) flag. This is not necessary in the Netherlands. As soon as a ship has sent in an MDOH and this has been assessed by the GGD, the captain is informed of whether extra measures are necessary. If a ship nevertheless flies a yellow flag, we request that this be reported to the Port Coordination Centre (0031 10 2521000 or VHF Channel 11). This text was circulated earlier by the Harbour Master Division (DHMR).

- 1) Check for the yellow flag when mooring.
- 2) If there is no yellow flag, the ship is cleared for the terminal. The captain has confirmed that there are no sick people on board. Every ship is now REQUIRED to send an MDOH to the DHMR before arrival. This was previously only the case if there were suspicious circumstances, but the regulations have now been tightened.
- 3) Ships with a yellow flag should keep their distance for the time being and request confirmation from the pilot. If in doubt, contact the pilot service or the Port of Rotterdam Authority.

<https://www.rivm.nl/nieuws/wat-betekent-gele-vlag>

Deltalings:

The CNBT Secretary Frank Kasel (Kasel@deltalings.nl) will act as the focal point for questions and comments.
Please share all particulars and comments via Frank Kasel.

Inland shipping: ADN checklist / Quay loading and unloading agreement

On arrival/1st greeting:

- Copy of certificate of approval, concerning the page of the ship's substances list and the loading instructions preferably via UAB, or have this uploaded to the terminal via e-mail (planning/CCR)
- CCR/jetty operator coordinates particulars such as loading and unloading rates with the skipper by telephone (e.g. commencement speed, intermediate phase and end phase)
- With these data, the terminal/CCR can 'pre-process' the cover page of the ADN checklist.
- Inland shipping tanker on the side (on board or on the jetty):
 - o No handshakes/no physical contact
 - o Make it possible to maintain a distance of 2 meters during the work.
 - o Own writing materials
 - o Terminal-jetty operator completes and signs his part of this checklist, if possible on the jetty/in separate room
 - o Complete/sign Quay Loading and Unloading Agreement
 - o Skipper completes and signs his part of the checklists
 - o If tablets and walkie-talkies are used, clean these with a suitable disinfectant after every use
 - o Agree radio check (at least every 2 hours, maintain log of this for each ship)
 - o Change walkie-talkie battery pack: agree location at the entrance to the ship where the quay will leave this and the ship will then collect it (vice versa for the empty battery pack).

Repetitive checks:

- o Agree interval time on the first greeting, as usual.
- o Make a clear agreement that at the agreed interval time:
 - The ship independently runs through its checks in accordance with the checklist, confirms this by walkie-talkie in accordance with ISGOTT and if possible, confirms to the CCR terminal by e-mail.
 - The terminal independently runs through its checks in accordance with the checklist, confirms this to the ship by walkie-talkie and also confirms to the ship by e-mail.

General:

- Make sure that the questions are answered on the basis of personal assessment/observation!
- Save e-mail confirmations or log in a separate folder for reference (for verification during inspections)
- Hand over a brief notice (in Dutch, English or German) explaining why these measures have been taken. This notice is not added, so that it can be drawn up in a terminal-specific manner.

On departure:

- Handle loading papers and time logs etc. digitally where possible, using scans and e-mail.
- Have walkie-talkie/other documents placed at agreed battery pack change location, and the quay can leave necessary papers here (provide for tray or backpack or the like).

- Limit handling on board as far as possible. (If necessary, do maintain distance of 2 metres).

Maritime shipping: ISGOTT Ship shore checklist / Operations arrangement

On arrival/1st greeting:

- After the gangway is let down, place the Motorola/walkie-talkie at the end of the gangway, after which the crew can give this to C/O for consultation of where and how to complete the documents.
- Complete Ship/Shore checklist on the quay, e.g. in the jetty house (= joint activity tanker/terminal)
 - o No handshakes/no physical contact
 - o Make it possible to maintain a distance of 2 meters during the work.
 - o **1 person in the jetty house at a time if no separation is possible, e.g. with a window**
 - o Own writing materials
 - o Complete/sign checklist and operations arrangement
 - o Agree radio check (at least every 2 hours, maintain log of this for each ship)
 - o If tablets and walkie-talkies are used, clean these with a suitable disinfectant after every use
 - o Change walkie-talkie battery pack: agree location at the entrance to the ship where the quay will leave this and the ship will then collect it (vice versa for empty battery).
- Repetitive checks:
 - o Agree interval time on the first greeting, as usual.
 - o Make a clear agreement that at the agreed interval time:
 - The ship independently runs through its checks in accordance with the ISGOTT checklist, confirms this by walkie-talkie and also confirms to the CCR terminal by e-mail.
 - The terminal independently runs through its checks in accordance with the checklist, confirms this to the ship by walkie-talkie and also confirms to the ship by e-mail.

If confirmation by e-mail is not possible, keep separate logs, both on the ship and in CCR, with both the ship and the CCR providing the mate/operator with this in a log with the time, name and signature.

General:

- Make sure that the questions are answered on the basis of personal assessment/observation!
- Save e-mail confirmations or log in a separate folder for reference (for verification during inspections)
- Hand over a brief notice (in Dutch, English or German) explaining why these measures have been taken. This notice is not added, so that it can be drawn up in a terminal-specific manner.

On departure:

- Handle loading papers and time logs digitally where possible, using scans and e-mail.

- Have walkie-talkie/other documents placed at agreed battery pack change location, and the quay can leave necessary papers here (provide for tray or backpack or the like).
- Settle other matters on the quay/jetty (if necessary, do maintain a distance of 2 metres)

Scenario for completely separate working in the event of potential upscaling

MARITIME SHIPPING

- **Complete Ship/Shore checklist entirely separately (= tanker/terminal activity)**
 - o Planning/Terminal checks with the shipping agent whether communication with the ship is also possible by e-mail
 - o If the ship has an active e-mail account, then arrange for the ship or agent to e-mail matters such as B/L, N.O.R. etc. to the terminal
 - o The terminal provides for the necessary set of documents such as the checklist and ship/shore agreement, jetty conditions etc., and prepares these in advance where possible
 - o The terminal keeps copies of the checklist and operations arrangement from this set
 - o On the arrival of a ship, the terminal hands over a walkie-talkie and the pre-processed (original) set of documents at the gangway (keep physical distance/no handshakes) with a request to C/O to make contact with the control room on the walkie-talkie via channel XXX.
 - o After contact has been made between the CCR employee and the C/O of the ship via the walkie-talkie, these two parties must jointly complete documents such as the checklist/operations arrangement over the walkie-talkie, by agreement: the ship does this with the originals and the terminal with the copies of these.
 - o Situation depending on documents/checklist after completion:
 - **Preference:** If the ship has an e-mail account, it can scan and e-mail the completed checklist/operations arrangement to the CCR. The CCR, in turn, does this vice versa to the ship. In this way, the parties can place the two lists on top of each other, creating a two-part whole and both parties have the same information.
 - **Alternative:** the ship places the checklist etc. by the gangway for signature by the terminal. Other documents (B/L-NOR-customs documents etc.) can be added if necessary.
 - o Agree radio check (at least every 2 hours, maintain log of this for each ship)

- With use of tablets/walkie-talkies: clean these after every use with suitable disinfectant (preferably use a sturdy plastic bag and replace this after each use)
- Change walkie-talkie battery pack: agree location at the entrance to the ship where the quay will leave this and the ship will then collect it (vice versa for the empty battery). Remember to clean the battery recovered.
Preferably use/deliver the charger to the ship with the walkie-talkie immediately.
- Repetitive checks:
 - As usual, the interval time for the repetitive checks should also be agreed in the first coordination via the walkie-talkie (every 8 hours as a standard, with a shorter interval if the ship's safety management system requires this)
 - Make a clear agreement that at the agreed interval time:
 - The ship runs through its compliance checks in accordance with ISGOTT and signs these off on the onboard checklist. The ship must confirm this via the walkie-talkie to the CCR, where the CCR operator can sign on its copy that the ship check has been conducted OR, if possible, the ship can confirm this to the terminal CCR by e-mail.
 - The terminal runs through its compliance checks in accordance with ISGOTT and signs these off on the checklist in the CCR. The CCR must confirm this via the walkie-talkie to the ship, with a request to the ship to also tick off this check on the onboard checklist, or if possible, for the ship to confirm this to the terminal CCR by e-mail.

Agree/complete everything in a manner that ensures that if the two separate lists are 'placed on top of each other', this creates a whole from both sides (ship/quay).

INLAND SHIPPING

Complete ADN checklist entirely separately (= tanker/terminal activity)

- Planning/Terminal checks with the ship/shipowner whether communication with the ship is also possible by telephone and e-mail (inland shipping vessels almost always have a telephone on board)
- Arrange for copy of the certificate of approval, relevant page of the ship's substances list and the loading instructions to be uploaded to the terminal (planning/CCR), preferably via UAB or e-mail. Arrange for any other documents such as B/L, customs documents etc. to be uploaded via UAB or sent by e-mail.
- If an inland shipping tanker is arriving:
 - On the arrival of a ship, the terminal hands over a walkie-talkie and a set of documents, including the ADN checklist at the gangway (the terminal keeps a copy in connection with the numbering of this list), (maintain physical distance/no handshakes) with a request to the captain to make

- contact with the control room by telephone or on the walkie-talkie via channel XXX.
- Or e-mail the ADN checklist to the inland shipping tanker (so that the number of the checklist on the quay is identical to that on the ship)
 - The ship hands over any documents at the gangway
 - The captain and the CCR employee coordinate and enter particulars such as loading and unloading speeds in the ADN checklist and the quay loading and unloading agreement (amounts, sequence, bases and analyses, initial speed, middle phase and end phase, how pipes and hoses will be emptied, etc.) by telephone (or walkie-talkie)
 - With these data, the terminal/CCR can complete the cover of the ADN checklist in consultation with the captain by telephone. Each completes this on their own form.
- When the inland shipping container is moored:
 - The jetty operator and the captain each complete and sign their side of the checklist, by agreement, via the walkie-talkie
 - **Add the precise time of signing to the signature**
 - After completing and signing the documents, the quay must e-mail its version of the completed ADN checklist to the ship, and the ship does this, vice versa, to the quay. Both sets together then again form a whole (please check that both also have the same identification number!)
 - **Alternative:** the ship places the completed ADN checklist etc. at the gangway for signature by the terminal. Other documents (B/L-NOR-customs documents etc.) can be added if necessary.
- Agree radio-check (maintain a log of this for each ship)
- With use of tablets/walkie-talkies: clean these after every use with suitable disinfectant (preferably use a sturdy plastic bag and replace this after each use)
- Changing the walkie-talkie battery pack: agree a location at the entrance to the ship where the quay staff will place this and the crew will collect it afterwards (vice versa for the empty battery pack). Remember to clean the collected battery back.
Preferably use/deliver the charger to the ship with the walkie-talkie immediately.

General:

- Make sure that the questions are answered on the basis of personal assessment/observation!
- Save e-mail confirmations or log in a separate folder for reference (for verification during inspections)
- Hand over a brief notice (in Dutch, English or German) explaining why these measures have been taken. This notice is not added, so that it can be drawn up in a terminal-specific manner.

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- In all cases, hand over a brief notice (in Dutch, English or German) explaining why these measures have been taken. This notice is not added, so that it can be drawn up in a terminal-specific manner.