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मुंबई पत्तन प्राधिकरण
Mumbai Port Authority



यातायात प्रबंधक का कार्यालय,
पत्तन भवन, शूरीजी
वल्लभदास मार्ग,
मुंबई - ४०० ००१.
Traffic Manager's Office,
Port House,
Shoorji Vallabhdas Marg,
Mumbai - 400 001.

No.TM/B-1/ 41

CIRCULAR

27 DEC 2024

The President,
Maritime Association of Nationwide Shipping Agencies - India (MANSA)
The Ship Owners/Agents
The Importers/Exporters
The Brihanmumbai Custom Brokers Association
All India Importers' Exporters' Association
Western India Shippers' Association
Federation of Indian Exporters' Organization
Indian Merchants' Chambers
All India Association of Industries
The Secretary,
Bombay Chambers of Commerce & Industry
The Chairman,
Federation of Freight Forwarders' Association of India
Indian National Ship Owners Association (INSA)

Dear Sirs,

Sub : Standard Operating Procedure (SOP) for
allotment of berths to supply/repair vessels.

Berths of Indira Docks are prime berths, required for berthing of cargo vessels on priority. However, request for berthing of vessels for supply /offshore loading & unloading / Inspection & Survey / repair etc. are received, which are considered and such vessels are expected to remain in Docks for short duration, without affecting cargo vessels. With a view of streamline the berthing of such vessels, Competent Authority has approved the Standard Operating Procedure (SOP), which is as under -

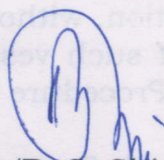
Standard Operating Procedure (SOP) for allotment of berths to supply/repair vessels

- All berths inside Indira Dock are prime berths and needed for berthing of vessels for cargo operations on priority.
- Berths are invariably required by the cargo vessels. No supply vessels will be allotted berths. However, for berths remaining vacant, if available, berthing of supply vessel may be considered for 48 Hours.

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- iii. Period and stay of vessels should be estimated by the agents and charges be paid accordingly. Supply / repair vessel agents should provide a detailed plan for their repairs / maintenance duly signed by their technical dept. or competent authority.
- iv. Allotment of the suitable berth, if available may be considered in consultation with Sr. Dock Master / Dock Master, ID upon receipt of the requisite berth application alongwith advance Berth Hire Charges for maximum period of 48 hours, subject to an undertaking that they will vacate the berth immediately after completion of 48 Hrs. The Agent of supply vessel should also submit copy of berthing application in advance to Sr. Dock Master / Dock Master, ID, so as to plan him berthing of supply vessel, keeping in view Port limited infrastructure / constraints.
- v. Agents of supply / repair vessels are required to attend Operation Group (O.G.) meeting held at Conference Hall, 3rd floor, Ambedkar Bhavan.
- vi. Berth shall be allotted for the maximum stay i.e. 48 hours at berth and should be vacated immediately when general cargo vessel is due for berthing.
- vii. The berth should be vacated immediately as and when required for the use of general cargo vessels.
- viii. Supply / repair vessel agents should make their engines ready at short notice of maximum 1 hour to vacate the berth in case of any cargo vessels are due for berthing.
- ix. No immobilization of vessel will be allowed during stay of berth.
- x. No extension for stay at berth will be granted.
- xi. Any Surveys i.e Class Survey, MMD Survey, PSC Survey etc. if required same to be carried out at Inner Anchorage as per past prevailing practices.
- xii. Improper or wrong declaration of period of stay at berth of supply / repair vessel shall be viewed seriously and liable for penal action as deemed fit.

2. You are requested to kindly direct your members to take note of the SOP and ensure compliance to have smooth operations in Docks



(B. S. Shinde)

TRAFFIC MANAGER

