



Advice to Ship Masters Southbound Transits



Prepared By
SeaBird Marine Services
(Latest version: October 2014)



Table of Contents

"This document is revised periodically. For latest updates, please contact seabird@seabird-marine.com"

1. ETA updates.
2. Suez Canal Authority Questionnaire.
3. Procedures upon Vessels arrival.
 - 3.1 SEABIRD Boarding clerk.
 - 3.2 Quarantine officials (1 doctor and his assistant).
 - 3.3 Harbour master
 - 3.4 Suez Canal inspector
 - 3.5 Suez Canal engineer
 - 3.6 Suez Canal mooring men
 - 3.7 Suez Canal electricians
 - 3.8 Suez Canal pilots
 - 3.9 3.9 Suez Canal security
4. SEABIRD feedback form.
5. Important regulations.
 - 5.1 Trials to vessels machinery/equipment.
 - 5.2 Mooring boats.
 - 5.3 Bow thruster.
 - 5.4 Bow anchor.
 - 5.5 Watchmen
 - 5.6 Restrictions for transiting the Canal.
 - 5.7 General.
6. Documents required for first transit.
7. Documents required for SBT/DHT reduction (Tankers only).
8. General information about southbound convoys.
 - 8.1 1st SB Convoy (N1).
 - 8.1.1 Commences.
 - 8.1.2 Arrival Limits.
 - 8.1.3 Late Arrival facilities.
 - 8.2 2nd SB Convoy (N2).
 - 8.2.1 Commences.
 - 8.2.2 Arrival Limits.
 - 8.2.3 Late Arrival facilities.
 - 8.2.4 2nd SB convoy restrictions.
 - 8.2.5 Special Case.
9. SEABIRD Suez Canal transit department contact details.



1. ETA updates

Vessels ETA updates should be sent to:

SEABIRD Egypt

E-mail: seabird@seabird-marine.com

SEABIRD ship Port Said

E-mail: seabird@seabird-marine.com

SEABIRD ship Suez

E-mail: seabird@seabird-marine.com

2. Suez Canal Authority Questionnaire

In accordance with requirements of Suez Canal authority, the following information should be advised (where not applicable please state n/a):

1. The name and type of vessel.
2. Year built - flag - call sign - MMSI no.
3. Ex-name/s (if any).
4. Classification society- P&I club rep. office in Egypt.
5. Vessels Suez Canal I.D (SCID) number.
6. Suez Canal GRT/NRT tonnage.
7. International DWT/GRT/NRT tonnage
8. LOA/Beam
9. Arrival draft FW/AFT (trim not to exceed 4 ft by stern).
10. ETA Port Said.
11. Last port and port bound to.
12. Date of last transit (if any)
13. Whether ballast or loaded stating nature of cargo on board and total quantity.
14. For liquid Cargo: Flashpoint of cargo and whether vessel fitted with double bottom tanks.
15. For bulk Cargo: If vessel also carrying empty/full bags and/or general cargo - quantity of same.
16. If carrying any dangerous cargo stating quantity and class according to IMCO's regulations.
17. If carrying any military cargo or vessel under time charter to military forces.
18. Whether vessel carries floating units on deck or heavy pieces over 250 MT on/under deck.
19. Number and size of any containers onboard - if stowed on or under deck - number of tiers of containers on deck - if top tier contains more than 10 containers - if top tier has a protrusion of more than 4 ft.
20. Number of crew and their nationalities.
21. Whether ship requires to hire projector for transit.
22. Whether vessel is in compliance with Suez Canal regulation regarding mooring boats (see below paragraph 5.2) and which of the provided alternatives will be followed.



23. If ship's machinery/equipment is in good working condition or not.
24. If garbage removal service will be required or not.
25. Vessels INMARSAT TLX/TEL/FAX numbers – email.
26. Name of master.
27. Any requirements (provisions, bunkers, fresh water, cash, bunker sample delivery, etc.)

In case garbage removal is not required please ensure that you do not sign any invoice/voucher for same because they will not be able to be rejected afterwards and vessel will be liable for Payment of same.

3. Procedures upon vessels arrival

Fifteen miles before arrival to fairway buoy, vessel should contact the harbor office by VHF channel 12 or 16 for answering questions related with vessels particulars and arrival details such as draft, nature/quantity of cargo, cranes capacity, etc.

SEABIRD Port Said can be contacted via TEL: +20-66-240662 (24 hrs).

Upon arrival SEABIRD Port Said will contact your vessel via VHF channel 12 or 16 in order to advise the boarding time of our boarding clerk.

Please kindly note that the following parties will board vessel prior to transit:

3.1 SEABIRD boarding clerk

Please note that the following blank documents will be presented by our boarding clerk for completion and will be collected by him:

- A- Information concerning a ship extracted from its official documents. (1 page)
- B- Statistical declaration. (1 page)
- C- Declaration of state of navigability. (1 page)
- D- Information concerning vessel transiting the Canal. (1 page)
- E- Declaration for ships in ballast. (1 page)
- F- Declaration concerning use of double bottom tanks and lower parts of high tanks. (2 page)
- G- Notice for port officer. (1 page)
- H- Ship's report. (1 page)
- I- SEABIRD feedback form. (1 page)
- J- SEABIRD Egypt motorboat receipt. (1 page)

Please note that you are not expected to have above documents ready on arrival. Same will be presented by our boarding clerk who will also assist you for their correct completion.

In case you would like SEABIRD to send you same by fax or email prior to your vessels arrival, please kindly let us know.

Please note that a second set of the blank documents 'd' and 'f' will also be presented by the Suez Canal inspector for completion and will be collected by him. It is very important that both sets of documents 'd' and 'f' to have the same data and not to be any difference between the ones given to our boarding clerk and the ones given to the Suez Canal inspector. Therefore, we highly recommend to complete above docs only one time, make a photocopy, sign/stamp both sets and



deliver one set to our boarding clerk and the second set to the Suez Canal inspector.

Documents that should be ready on arrival:

- a) 8 copies of crew list (5 for SEABIRD, 1 for quarantine, 1 for Suez Canal inspector and 1 for Suez Canal security).
- b) Original certificate of registry and two copies signed and stamped by master (1 for SEABIRD and 1 for Suez Canal inspector).
- c) One copy of certificate of class (hull and machinery). It may not be requested in case vessel has transited Suez Canal before.
- d) Three copies of cargo manifest (1 for SEABIRD, 1 for Suez Canal inspector and 1 for Suez Canal security).
- e) Three copies of the last port calls list (1 for quarantine, 1 for Suez Canal inspector and 1 for Suez Canal security).
- f) One copy of vaccination list (for quarantine).
- g) Maritime declaration of health (if not available, the form will be provided by the quarantine doctor - for quarantine).

Please note that original certificate of registry will be collected by our boarding clerk and is required for transit formalities. It is always returned while vessel entering Suez Canal.

3.2 Quarantine officials (1 doctor and his assistant)

Please note that the quarantine officials may board vessel and the quarantine doctor will collect the following:

- One copy of the crew list.
- One copy of the last port calls list
- One copy of vaccination list.
- Maritime declaration of health (if not available, the form will be provided by the quarantine doctor).

3.3 Harbor master

Please note that the harbormaster may board vessel in order to:

- Check vessels draft/trim and general condition.
- Check whether both anchors are in good working order.
- Check whether cranes are in good working order.
- Record vessels maximum maneuvering speed.
- Record dead slow ahead speed.

3.4 Suez Canal inspector

Please note that the following blank documents will be presented by the Suez Canal inspector for completion and will be collected by him (see above paragraph 3.1):

- Information concerning vessel transiting the Canal (1 page)
- Declaration concerning use of double bottom tanks and lower parts of high tanks (2 pages)



Please also note that the Suez Canal inspector will collect the following:

- One copy of the crew list.
- One copy of the last port calls list.
- One copy of cargo manifest.
- One copy of certificate of registry signed and stamped by master.

The Suez Canal inspector will also require to see vessels original Suez tonnage certificate.

Please also note that in special cases the Suez Canal inspector is at liberty to collect original plans to be returned at a later date when SCA have completed their measurement formalities.

3.5 Suez Canal engineer

Please note that the Suez Canal engineer will board vessel in order to check Suez Canal projector (searchlight) and its electrical connections which should be in compliance with art 28 of Suez Canal rules of navigation.

In case vessel does not have a projector or the existing one is not approved by the Suez Canal engineer a shore portable projector will be provided.

3.6 Suez Canal mooring men

In case vessels Suez GRT is less than 5,000 MT three mooring men will board vessel (one mooring boat will be used for transit).

In case vessels Suez GRT is more than 5,000 MT six mooring men will board vessel (two mooring boats will be used for transit).

Mooring men will remain on board during transit.

3.7 Suez Canal electricians

In case vessel has her own projector one electrician for its operation will remain on board during transit.

In case vessel is provided with shore projector two electricians for its operation will remain on board during transit.

3.8 Suez Canal pilots

Please note that at least 5 pilots will board vessel during Suez Canal transit.

Each pilot will be relieving the previous pilot and there will be max two pilots on board at the same time.

A suitable (officer class) accommodation is to be put at each pilot's disposal.

In case of no suitable accommodation vessel may be delayed and will pay extra dues (USD 300 for each pilot).



3.9 Suez Canal security

The Suez Canal security (5 officials) may join vessel. they will collect the following :

- One copy of cargo manifest.
- One copy of the last port calls list.
- One copy of the crew list.
- One copy of the dangerous cargo list (or one copy of the nil list in case of no dangerous cargo).

4. SEABIRD feedback form

In order to improve our service attributes to meet further with your expectations, we are very interested to hear what you think of our standards of service.

Therefore our boarding clerk at Port Said will provide you with a 'master's feedback form' which we kindly ask you to take a few minutes of your time to complete, seal and deliver to our boarding clerk at Suez upon your vessels exiting.

You are kindly requested to register the name of our boarding clerk who will board your vessel at Port Said/Suez in order to enable us to investigate in detail in case of any incident during transit.

Please note that your comments will be processed by authorized personnel and will allow us to take the necessary corrective and preventive action in order to improve the quality of our service.

5. Important regulations

According to circulars issued by Suez Canal authority, please kindly note flowing:

5.1 Trials to vessels machinery/equipment

All vessels have to make trials to their machinery/equipment (steering gear, main engine, auxiliaries, anchors, cranes, indicators, etc.)

They should also inform the port of arrival whether machinery and equipment are in working condition or not prior to arrival Suez or Port Said waiting area.

5.2 Mooring boats

Vessels transiting the Canal must use mooring boats hired from the Suez Canal mooring company.

In order to handle above mooring boats vessel must be fitted with well-maintained cranes capable of lifting mooring boats of 4 tons weight (including crew members) as follows:

- One mooring boat for vessels up to 5,000 Suez GRT.
- Two mooring boats for vessels over 5,000 Suez GRT.



The above cranes must be well away from the propeller in order to ensure the safety of the mooring men.

In case vessel is not equipped with appropriate cranes (4 tons), vessel's boats (if suitable for mooring in the Canal - open type lifeboat as per SOLAS specifications - not rescue boats) can be used and must be manned by shore crew hired from the Suez Canal mooring company. Each boat is to be manned by three men.

In view of the above please kindly note that Suez Canal authority will accept the following alternatives:

Vessels up to 5,000 GRT

- One crane with capacity at least 4 tons away from the propeller.
- Or**
- One open type lifeboat as per SOLAS specifications (not rescue boat).

Vessels over 5,000 GRT

- Two cranes with capacity at least 4 tons away from the propeller.
- Or**
- Two open type lifeboats as per SOLAS specifications (not rescue boats).
- Or**
- One crane with capacity at least 4 tons away from the propeller and one open type lifeboat as per SOLAS specifications (not rescue boat).
- Or**
- One crane with capacity at least 4 tons away from the propeller and free space on deck in order for the first mooring boat to be placed on deck while the second mooring boat to be lifted by vessel's crane at deck level.

Container vessels over 5,000 GRT

Pure container vessels (not multipurpose vessel) are allowed to use only one mooring boat in case they have only crane with capacity at least 4 tons away from the propeller and no free space on deck.

Pure container vessel with two cranes or free space on deck will be required to use two mooring boats.

Important

If the vessel has no means for lifting mooring boats and ship's boats are not suitable for mooring in the Canal, the vessel shall transit with imposed tug against charge of about **USD 22,000**.

5.3 Bow thruster

Please note that use of bow thruster is not allowed at Suez Canal.

5.4 Bow anchor

Please note that:

- Vessel of less than 1,500 MT Suez GRT must have one bow anchor.
- Vessel of more than 1,500 MT Suez GRT must have two bow anchors.

5.5 Watchmen



Please note that Watchmen are not compulsory for Suez Canal Transits. In case you still wish to use Watchmen you will be requested to sign/stamp a form authorising us to settle such expenses.

Important

In case above requirement is not met, the vessel shall transit with imposed tug against charge of about USD 22,000.

5.6 Restrictions for transiting the Canal

Vessels will not be allowed to transit the Canal in any of the following cases:

- Any vessel whose tropical load line is submerged or PLIMSOLL arks not plainly visible (overloaded).
- Any vessel considered by the Suez Canal officials, dangerous for navigation.
- If carrying prohibited cargoes.
- If having a list more than 3 degrees.
- If trimmed in a way causing bad maneuverability.
- If having deck loads protruding from vessel's sides in a manner endangering the safety of transit.
- If the vessel is loaded in a manner that dangerously affects her stability.
- If her draft is in excess of maximum permitted.
- In case of bad weather.

5.7 General

- Vessels coming from or bound to Libya, Syria, Lebanon, Sudan or Israel have to send to our office via fax a copy of their Crew list prior to their arrival at Suez Canal.
- If cargo manifest is not available or a vessel is in ballast condition, master should prepare and sign/stamp a declaration of exact cargo on board.
- Incorrect information regarding ship's cargo may result in a fine being imposed on the vessel.

6. Documents required for first transit

Please note all vessels arriving for first transit should have the following documents on board which are required by the SCA in order to check vessels Suez Canal tonnages:

Three copies from:

- a) Suez Canal special tonnage cert together with calculation sheets.
- b) Certificate of registry.
- c) Capacity plan.
- d) General arrangement plan.
- e) Engine room plan.

Should any of the above documents not be on board same should be dispatched by courier service to our office at Port Said.



Please also advise SEABIRD Cairo of forwarding details in order to follow up safe receipt of same by our local office and delivery to SCA.

In the absence of above copies, the SCA surveyor is at liberty to take originals - Except certificate of registry - to be returned at a later date when SCA have completed their measurement formalities.

Important

Even though additional three copies of the documents are presented to the SCA, this does not preclude that the original certificates may be requested from the master during transit for checking. the original registry certificate will be returned to vessel prior to exiting the Canal.

7. Documents required for SBT/DHT reduction (tankers only)

7.1) Vessels which have not been checked by SCA regarding their eligibility for SBT/DHT reduction during a previous transit

Please note that one copy each of the following docs is required by the SCA in order to check vessels eligibility for SBT/DHT reduction:

- IOPP certificate of compliance and its supplement for the record of construction and equipment as amended.
- Capacity plan.
- Tank and piping plan.
- Mid-ship section plan.

In addition to

- Avow letter signed/stamped by master regarding the existence of a connection between cargo and SBT tanks (see point 7.3)

Should any of the above docs not be on board same should be dispatched by courier service to our office at Pot Said prior vessels arrival.

Please also advise SEABIRD office in Cairo with forwarding details in order to follow up safe receipt of same by our local office and delivery to SCA.

In the absence of above copies, the SCA surveyor is at liberty to take originals to be returned at a later date when SCA have completed their measurement formalities.

Important

Even though copies of the documents are presented to the SCA, this does not preclude that the original certificates may be requested from the master during transit for checking.

7.2) Vessels which have been checked and were granted with SBT/DHT reduction during a previous transit

In order to avoid cancellation of the granted SBT/DHT reduction the following declaration must be given to the Suez Canal inspector:

A vow letter signed/stamped by master regarding the existence of a connection between cargo and SBT tanks (see point 7.3).



7.3) Vow letter regarding the existence of a connection between cargo and SBT tanks

With regards to above vow letter, please note following (case 1 or case 2):

Case 1

In case there is a connection between vessels cargo and SBT tanks, the following vow letter should be delivered to the Suez Canal inspector:

Quote

To: Suez Canal authority

Re: MT (vessel name) - arrived at Port Said on (date)

I hereby declare that there is a connection between above vessel's cargo and SBT tanks which can be used only in case of emergency.

I also declare that above connection will be closed and will not be used during Suez Canal transit.

(signature/vessels stamp)

Unquote

Case 2

In case there is no connection between vessels cargo and SBT tanks, the following vow letter should be delivered to the Suez Canal inspector:

Quote

To: Suez Canal authority

Re: MT (vessel name) - arrived at Port Said on (date)

I hereby declare that there is no connection between above vessel's cargo and SBT tanks.

(Signature/vessels stamp)

Unquote

8. General information about Southbound convoys

❖ **1st SB Convoy (N1)**

- Commences: 0100 Hrs Lt at km 17 followed by small vessels up to 5000 tons (speed of transit 14 km/h).
- Arrival limit: 1900 HRS South of latitude 31 28,7 N
- Late Arrival facilities:
 - 3% additional Canal tolls from 1900 Hrs Lt - 2100 Hrs Lt
 - 5% additional Canal tolls from 2100 Hrs Lt - 2200 Hrs Lt



- In case vessels arrive 2200 Hrs Lt, they may still join 1st SB convoy 0100 HRS against 10 percent additional Canal tolls, provided that circumstances are favorable and authorized by the SC authority.

❖ **2nd SB Convoy (N2)**

- **Commences:** 0700 HRS up to 0900 HRS LT.
- **Arrival limit:** 0300 South of latitude 31 28,7 N
- **Late Arrival facilities:**

- 3% additional Canal tolls from 0300 Hrs Lt - 0400 Hrs Lt
- 5% additional Canal tolls from 0400 Hrs Lt - 0500 Hrs Lt
- In case vessels arrive after 0500 Hrs Lt, they may still join 2nd SB convoy at 0700 HRS against 10 percent additional Canal tolls, provided that circumstances are favourable and authorized by the SC authority

➤ **Second SB Convoy (N2) Restrictions:**

For Safety Measures, the following vessels are not allowed to join the 2nd SB convoy (N2), which has to moor at Ballah loop:

- Loaded Vessels carrying Petroleum grade A and similar substances (Flash point below 23 °C or 73 °F)
- LPG, LNG or similar vessels that are not GAS free.
- Vessels carrying chemicals in bulk and not fitted with double-bottom.
- Vessels carrying radioactive substances of Group 1.
- Heavy lifters (SEMI-SUBMERSIBLE) carrying heavy lift units with tonnage exceeding lifting capacity of its cranes.
- Vessels Carrying deck cargo protruding more than the allowed maximum.
- Vessels with beam over 154 FT.
- Vessels with draft over 42 FT.
- Vessels with Suez GRT above 90,000 TS.
- Navy Ships.

❖ **Special Case**

Vessels with draft between 42-45 FT, beam less than 146 Ft and in compliance with the rest of above restrictions are allowed to join the 2nd Sb convoy (N2) that has to moor at Ballah Loop against an additional charge equal to 5 pct of Canal tolls.

➤ Late Arrival facilities for vessels under above Special Case:

- 8% additional Canal tolls from 0300 Hrs Lt - 0400 Hrs Lt
- 10% additional Canal tolls from 0400 Hrs Lt - 0500 Hrs Lt

In case vessels arrive 0500 Hrs Lt, they may still join the 2nd SB convoy at 0700 HRS against 10 percent additional Canal tolls, provided that circumstances are favourable and authorized by the SC authority.



9. Suez Canal Contact details

**All Communications To Be Made Through Our
Head Office at Port Said**

Contact Person:

Marketing & Commercial Manger - Mr.: M. Khalifa

Mobile: 0020 122 409 6457

E-mail: mail@seabird-marine.com

Www: <http://www.seabird-marine.com>

We have the pleasure to serve your respectable company