**HARBOUR MASTER’S ORDER № 1**

**Varna, 10 September 2018**

**SAFETY OF MARITIME NAVIGATION REQUIREMENTS**

**IN THE AREA OF RESPONSIBILITY OF DIRECTORATE “MARITIME ADMINISTRATION – VARNA”**

**(as amended by Harbour Master’s Order №93 / 28.06.2019,**

**effective 01.07.2019 )**

The following order is issued under s.362(1) Merchant shipping code, in conjunction with Order № V-Z-135/01.07.2015 of the Executive director of the Executive agency “Maritime administration”, s.22(1)(11)-(12) of the Regulations of the structure of the Executive agency “Maritime Administration” as well as the “Compulsory rules for the maritime ports of the Republic of Bulgaria” (CRMPRB), for the purpose of ensuring safety of maritime navigation and protection of marine environment in the area of jurisdiction of directorate “Maritime administration – Varna”.

**Chapter I. AREA OF RESPONSIBILITY OF DIRECTORATE “MARITIME ADMINISTRATION” – VARNA**

**1.** The area of responsibility of directorate “Maritime administration” – Varna stretches throughout the spaces between the geographic parallel of the point of the Bulgarian-Romanian land border and that of cape Emine, the land coastal area consisting of 100 metres width from the line of the furthest low tide, as well as the territories of the ports including the zones as provided for in s.103(6) Maritime spaces, inland waterways and ports of the Republic of Bulgaria Act (Maritime Spaces Act) and the specialized port sites, as enumerated in s.111a(1) and s.111b(1) of the Maritime Spaces Act, excluding any naval ports.

The area of responsibility of the directorate “Maritime administration – Varna” includes:

**2.** Public transport port(s) of national significance (PTPNS):

2.1 Port terminal “Varna – East”, part of PTPNS – Varna for the processing of general, bulk, liquefied, Ro-Ro cargoes and containers, and transport of passengers;

2.2 Port terminal “Varna – West”, part of PTPNS – Varna for the processing of general, bulk, liquefied, Ro-Ro cargoes and containers, and transport of passengers;

2.3 Port terminal “Lesport”, part of PTPNS – Varna for the processing of general, bulk, Ro-Ro, liquefied food cargoes;

2.4 Port terminal “Petrol”, part of PTPNS – Varna for the processing of dangerous liquefied cargoes;

2.5 Port terminal “Ferry complex – Varna”, part of PTPNS – Varna for the processing of ferries, carrying train wagons, Ro-Ro cargoes and transporting passengers;

2.6. Port terminal “Balchik” – a separate zone of PTPNS – Varna for the processing of general, bulk, liquefied vegetable cargoes and mail.

**3.** Public transport port(s) of regional significance (PTPRS):

3.1 PTPRS “Odesos PBM – Varna” for the processing of general cargoes, bulk cargoes and containers;

3.2 PTPRS “PChMV – Varna” for the processing of general cargoes, liquid oil cargoes, containers and bulk cargoes;

3.3 PTPRS “Terminal for base oils”, part of PTPRS “PChMV – Varna” for loading and unloading of liquid oil cargoes on and off tankers and land vehicles;

3.4 PTPRS “TPS[[1]](#footnote-1)– Ezerovo“ for the processing of bulk and general cargoes, containers and mail.

**4.** Special purpose port(s) (SPP):

4.1 SPP Ship repair yard “Odesos” for mooring and stay of ships and other technical assets for the purposes of ship repair;

4.2 SPP “Bulyard” for the purposes of ship repair and shipbuilding;

4.3 SPP “MTG – Dolphin” for the purposes of ship repair and shipbuilding;

4.4 SPP “TEREM-KRZ Flotski arsenal – Varna” for the purposes of ship repair and shipbuilding;

4.5 SPP “Stroitelen i tehnicheski flot” for mooring, sheltering, stay and repair of dredging, crane, diving, tug and other floating machinery and equipment of “Stroitelen i tehnicheski flot” AD;

4.6 SPP “Marianopol” for the purposes of ship repair and shipbuilding;

4.7 SPP “Bulport Logistica” for the purposes of ship repair and shipbuilding;

4.8 SPP “PChMV – Varna” for receipt, storage and processing of liquid and solid wastes.

**5.** Fishing port(s) (FP) for the purpose of sheltering or mooring of fishing vessels and discharging fresh fish:

5.1 FP “Sever Export” in Varna, southern industrial zone (island zone);

5.2 FP “Varna” in Varna, Asparuhovo district;

5.3 FP “Karantina” in Varna, Asparuhovo district;

5.4 FP “Balchik” in Balchik;

5.5 FP “Chayka” in Byala.

**6.** Yacht port(s) (YP) for the purpose of sheltering or mooring of yachts, boats used in coastal sailing and international sailing, water sports, tourism and entertainment:

6.1 YP “Hydrodynamic” in Varna, Southern shore of the Varna lake;

6.2 YP “Korabostroitel” in Varna, Southern industrial zone (island zone);

6.3 YP “Tortuga Marina” in Varna, Southern industrial zone, “Maksuda” area;

6.4. YP “Lotos Varna” in Varna, Western industrial zone, “Maksuda” area;

6.5 YP “Zlatni pyasatsi” in the Golden sands resort;

6.6 YP “Balchik” in Balchik;

6.7 Yacht terminal “Lotus” in Balchik;

6.8 Yacht terminal “Sveti Atanas” in Byala.

**7.** Canals:

7.1 Canal No. 1 – the aquatory as specified by the buoys, arranged on the lateral system of buoys from buoys 100 – 101 to buoys 127 – 128 and the aquatories adjacent to the two shores of the canal, specified in Chart No. 010.38-11, issued by the Hydrographic Service of the Ministry of Defence of the Republic of Bulgaria.

7.2 Canal No. 2 – the aquatory as specified by the buoys, arranged on the lateral system of buoys 200 – 201 to buoys 244 – 245 and the aquatories on the two shores of the canal, specified in Charts No.010.38-12 and No. 010.38-13, issued by the Hydrographic Service of the Ministry of Defence of the Republic of Bulgaria.

7.3 Canal No. 3 (western part of the “Old Canal) – the approach of the line of buoys No. 123 and No. 125 of Canal No. 1 towards Port “Odesos PBM – Varna”to the “Old” Asparuhov bridge, as specified in Chart No. 010.38-11, issued by the Hydrographic Service of the Ministry of Defence of the Republic of Bulgaria.

**8.** Use of anchorage areas – as provided under Part 2, Chapter V of the CRMPRB.

**Chapter II. GENERAL PROVISIONS**

**9.** Ship’s masters of vessels visiting or operating within ports in the area of responsibility of directorate “Maritime administration – Varna” are obliged to familiarize themselves and conform to the CRMPRB and the provisions contained herein. Further, they must instruct the crew and ensure their compliance to the rules set out in the aforementioned CRMPRB and The Harbour Master’s Order No. 1.

9.1The requirements of s. 9 are to be observed by any and all officials in the confines of any port under the jurisdiction of directorate “Maritime administration – Varna”.

**10.** Traffic directing and control of vessels at anchorage, in canals and ports is to be conducted by the on-duty operator of “Vessel traffic management and information system” at the Varna coast center (VTS), in coordination with on-duty officer of the Varna Naval base and an on-duty dispatcher of Varna pilot station. Upon entry into the area of responsibility of the port ship’s masters are obliged to report to the on duty officer at the VTS center on the official navigation frequencies as announced in the nautical publications.

10.1 The vessels are to maneuver by means of duly corrected navigation or electronic charts.

10.2 The on-duty dispatcher at Varna pilot station is to give recommendations for following of a course and maintaining a specific speed of vessels entering into the roundabout of port Varna in order to approach Canal No. 1 (Part V of Separation scheme of the territorial waters of the Republic of Bulgaria).

10.3 Movement of vessels in the aquatory of ports and terminals is to be carried out by maintaining a speed of no more than 6 knots. Movement through canals is to be carried out at such a speed, so as to permit reliable command of the ship. In the Varna lake, the safe speed for maneuvering shall be no more than 12 knots. These requirements shall not apply to State-owned vessels in cases of urgency and in an official capacity as well as other vessels in cases of emergency in the port, after coordinating with VTS center.

10.4 Direction and control of the movement of warships at anchorages, canals and ports is carried out by the on-duty officer at Varna Naval base in coordination with the on-duty officer at the VTS center and the on-duty officer at Varna pilot station.

**11.** Pollution prevention control is carried out by Ecological state control inspectors from directorate “Maritime administration – Varna” in respect of all vessels, notwithstanding their nationality, visiting or operating in ports and anchorages within the area of responsibility of the directorate.

11.1 When carrying out control functions, the inspectors may issue injunctions or mandatory prescriptions.

**12.** The ship’s agent or the master of the vessel declares every maneuver using the System for information and planning of maritime maneuvers (IS “MOVER”). The ship’s master is held responsible for the correctness of the information entered into IS “MOVER”.

12.1 Ships under compulsory pilotage are permitted to undertake maneuvers by the on-duty officer at the VTS center after confirmation of the maneuver by the dispatcher of Varna pilot station.

12.2 Permission to maneuver of ships under non-compulsory pilotage is granted by the on-duty officer at the VTS on VHF Ch.11.

12.3 The master of the vessel pending an entry/departure maneuver must declare to the on-duty officer at the VTS the fitness of the ship’s mechanisms and equipment. In case of declared faulty equipment and/or mechanisms, preventing the normal functioning of the vessel, the Harbour master shall have sole discretion to permit maneuvers. For the purpose of safety of navigation, in specific cases of urgency, the on-duty officer at VTS may grant the requested maneuver.

12.4 The master of a vessel, pending a departure maneuver, shall declare operative readiness to the on-duty officer at VTS on VHF Ch.11 no later than 30 minutes prior to the start of the maneuver.

12.5 Тhe order by which maneuvers are carried out shall be established by the on-duty dispatcher of Varna pilot station in coordination with the VST on-duty officer taking into account the operative efficiency of the port and the following principles:

a) vessels in distress shall have priority;

b) leaving vessels shall have priority over entering vessels;

c) passenger and linear vessels shall have priority in normal meteorological conditions;

d) during variable weather conditions, maneuvers in areas which are most restricted by hydro-meteorological factors shall have priority;

e) a lack of available tugs during the specific declared time of the maneuver shall give priority to the next vessel.

12.6 Prior to boarding, as far as practicable, the pilot shall inspect the vessel’s outer observable state. The pilot’s observation, in any case, shall include a verification of the vessel’s draft and a report to the on-duty officer at VST. The maneuver shall not be permitted in case the waterline is submerged or the draft is in excess of the maximum allowed of the respective area.

12.7 After boarding, in case the pilot finds any discrepancies with respect to the safety and security of the ship or any possible danger to the environment, he shall not begin the maneuver, except in cases of necessity and he shall notify the on-duty officer at VTS. The latter shall inform the Harbour master.

**13.** The maneuvering of ships without working main engine and/or steering mechanism, anchor mechanism, unfit navigational equipment as well as in cases of infringement of these rules shall only be carried out after consulting the number of pilots and tugs with the Harbour master by means of the IS “MOVER” system and when the system doesn’t cover the vessel concerned – after written permission.

13.1 Towage of not self-propelled floating objects in canals and ports shall be carried out after the Harbour master permits the maneuver scheme.

13.2 The maneuvering of ships under s.13 in the aquatories of SPP “Bulyard”, SPP “MTG – Dolphin”, SPP Ship repair yard “Odesos” and SPP “TEREM-KRZ Flotski arsenal – Varna” are carried out on 24 hour basis after permission is given and under the control of VTS with pilot on board if the vessel is subject to compulsory pilotage.

13.3. A vessel at port may be towed to another port after an authentication of a Towage plan, containing as a minimum data, identifying the tugboat, the vessel which is being towed, calculations of the towline, documents certifying the tugboat’s technical capabilities and the towed vessel shall stay afloat.

**14.** Ballast operations, listing and trim changes during maneuvers in ports and canals are strictly prohibited.

**15.** Upon mooring a vessel, the authorized port personnel are obliged to prepare the mooring space, taking such measures including, but not limited to:

a) ensuring the necessary quay length for safe berthing in excess of 10% of the vessel’s length; in all other cases, permission must be given by the Harbour master by means of the IS “MOVER” system, after reviewing the mooring scheme, coordinated with the Varna pilot station.

b) the quay line must be cleared of any objects, which may pose a danger to maneuvering.

c) the quay cranes must be positioned at the middle of the ship or outside the confines of the berthing space.

d) during the maneuver of berthing or setting sail of the vessel all other activities shall be halted including the movement of coastal cranes and rail transport if the latter are at a distance less than 10 meters of the maneuvering vessel.

e) ensuring that the quay is properly lit during nighttime approaches of vessels.

f) the positions of the front and stern of the vessel shall be identified by use of red flags during the day and with flashing lights after dusk.

g) quay mooring facilities shall be accessible for ropes handling.

15.1 The berthing maneuver or setting sail shall be carried out with by enough mooring personnel. The latter shall use orange signaling vests and protective clothing, as well as portable VHF set to a specific working channel in order to ensure communication.

15.2 In cases of non-conformities with 15 and 15.1, the pilot shall inform the on-duty officer at VTS. The latter shall inform the Harbour master in writing. The on-duty officer at VTS shall deliver the vessel’s sailing clearance after the persons undertaking the maneuver rectify the non-conformities.

15.3 During the period of stay the vessel’s ropes shall be fitted with rat-guards.

**16.** The Harbour master may prohibit vessels from entering/leaving the port or order vessels to leave in case of anticipatory or on-going adverse weather conditions. A ship may set sail during stormy weather after the Harbour master gives express permission after consulting the ship’s master, the on-duty officer at VTS and the on-duty dispatcher at Varna pilot station.

**17.** Temporary disengagement of main and secondary engines and mechanisms, necessary for maneuvering of ships at anchorage or in port, excluding special purpose ports is always subject to prior written permission by the Harbour master in coordination with the port operator, under the following rules:

17.1 The ship’s master or agent shall request in writing the Harbour master’s permission, no later than 24 hours prior to a vessel’s arrival, to temporarily disengage main or secondary engines and mechanisms for the purpose of planned repairs/maintenance.

17.2 Temporary disengagement of main and secondary engines and mechanisms, necessary for maneuvering of ships at anchorage or in port due to an unforeseen accident or malfunction shall be requested from the Harbour master in writing. The request shall contain details specifying the nature of the accident or malfunction.

17.3 When the vessel is at anchor, the ship’s master shall furnish a written assurance as evidence of a contract with a towage company. The latter shall maintain tug(s) in a state of readiness and assist the vessel when appropriate. The Harbour master, having considered the hydro-meteorological conditions, shall grant or deny immobilization of main and secondary engines and mechanisms, necessary for maneuvering of ships at anchorage. Control is to be exercised by the on-duty VTS operator.

17.4 Every request shall contain a specific period of the ship’s immobilization as well as written evidence of the port operator’s consent when the ship is berthed.

17.5 Ships in port or at anchorages with disengaged main and secondary engines and mechanisms must undertake all safety measures and maintain emergency towage measures in accordance with the vessel’s emergency towage plan.

17.6 After engaging the engines and mechanisms and the vessel is ready to undertake a maneuver independently, the master of the vessel shall inform the on-duty operator at VTS at once.

**18.** The permitted draft in canals, the work lengths and berthing drafts in ports are publicized yearly by means of a Harbour master’s order. A copy of the latter is published on the official webpage of the Executive agency “Maritime administration”: <https://www.marad.bg>.

18.1 Every port operator is obliged to furnish up to date measurements carried out during 1 October – 31 December of the relevant year in accordance with Ordinance No. 9 for the fitness for use of ports, as issued by the Minister of transport, information technologies and communications. The operator shall provide such measurements no later than 31 December of the relevant year.

18.2 Directorate “Maritime administration” – Varna shall no later than 31 January of the following year issue an order under s. 18.

18.3 In case of changes in quay berth or depth parameters the Harbour master may oblige the port operator to conduct further measurements. The new findings are to be published with an additional order on the official webpage of the Executive agency “Maritime administration”.

**19.** Construction, marine exploitation, dredging or repair works, sporting or other events of a public nature in the area of responsibility of directorate “Maritime administration” – Varna shall be carried out after written permission is given by the Harbour master. Permission may be given after receipt of an application as well as an annexed plan of conduct no later than 3 days prior to commencement of the works or event requested.

19.1 When requesting permission for sporting or public events, the organizer shall, as a minimum, specify: 1) the area in which the event is to take place; 2) the time of commencement and length of the event; 3) the emergency response vessels; 4) the way in which medical attention shall be provided; 5) by what means communication shall be maintained between the participating vessels; and 6) how many vessels shall participate. The applicant shall provide the Harbour master with evidence of written permission, given by the relevant competent authorities of the Ministry of defense and the Ministry of the interior.

**20.** Masters of vessels are obliged to report any sighted navigational hazards to the on-duty officer at VTS, as well as changes in navigational conditions and separation schemes, approach corridors, canals and channels.

20.1 Upon sighting of submerged cargo or any other facility in the aquatory of anchorage spaces, ports and canals, the person who has allowed submergence is obliged to inform the on-duty officer at VTS of the type of the floating objects.

**21.** Bunkering shall be done in accordance with Order No. 96/2006 of the Executive director of the Executive agency “Maritime administration”, s. 44 CRMPRB and the rules contained herein.

**22.** Diving shall be conducted in accordance with the rules of s. 27 Maritime Spaces Act.

22.1 Every notification or issued permission for diving activities is sent in a timely manner by the Harbour master to the on-duty officer at VTS.

**23.** Fire-works on board a vessel at quay or anchorage may be undertaken after the Harbour master’s express written permission is given. The ship’s master’s request must be accompanied by:

a) A description of the works which are planned, the reasons necessitating such works and the way in which they appertain to the vessel’s safety and seaworthiness.

b) The area of the works, including drawings if appropriate;

c) The identity of the contractors and workers engaged in the fire-works, as well as their credentials and proof of their proficiencies.

d) The period of undertaking of fire-works; and

e) An Act for the undertaking of fire-works, issued by the fire-safety authority of the port.

**24.** Undertaking of “Gas free” procedures in loading tanks of a vessel in the areas of ports or anchorages in strictly prohibited.

**25.** During the stay of a ship at port lowering of life boats is prohibited, except for the purpose of inspection or crew drills.

25.1 Permission for lowering of life boats is given by the on-duty officer at VTS.

25.2 Permission for maneuvering of life boats is given by the Harbour master.

**26.** Subject to s. 44 CRMPRB, board to board positioning of vessels in ports is permitted by the on-duty operator at VTS, except in the specific cases enumerated in these rules.

**27.** Fishing with crafts as well as placement of fishing gear is strictly prohibited in canals, fairways, anchorage areas, ports and separation schemes.

**28.** Anchoring in the area of cape Kaliakra is permitted by the on-duty operator at VTS only in cases of unforeseeable circumstances for the purpose of safety of shipping and preserving the marine environment.

28.1 Vessels are to leave the area at once upon improvement of meteorological conditions by the VTS operator’s command.

**Chapter III. HYDROMETEOROLOGICAL RESTRICTIONS**

**29.** Permission for maneuvering is granted by the on-duty operator at VTS, subject to Order No. V-Z-159/17.10.2017, issued by the Harbour master.

29.1 The characteristics of the wind conditions are determined at the moment of observation. The aforementioned characteristics shall be determined on the basis of the wind direction and velocity average during 3 minute intervals.

**30.** For the purpose of safety of sailing in canals, channels and aquatories of ports, vessels are obliged to sail within the restrictions set out in Annex 1.

30.1 The restrictions apply to two categories of ships - loaded and unloaded. A vessel is considered unloaded if its draft is less or equal to half of its maximal summer draft. A vessel is considered loaded if its draft is more than half of its maximal summer draft.

30.2 Maneuvers are prohibited without the vessel’s engines and steering mechanism being in a fit state during wind averages of above 6 m/s.

**31.** Sailing and maneuvering is prohibited in canals and channels in the Varna lake and Beloslav lake, as well as ports during times of visibility below 500 m.

**32.** The Harbour master may permit maneuvers in cases other than those referred to in s.s. 30-31, upon receiving a ship’s master’s or pilot’s request after taking into account the risk, the actual weather conditions, the wind direction, depth measure, draft, characteristics of the vessel and any other relevant factors.

**33.** During an average wind velocity of above 15 m/s and prospective worsening of weather conditions in the weather forecast, all maneuvers are prohibited in ports, as well as movement in canals and channels.

**Chapter IV. SAILING AND MANEUVERING IN CANALS**

**34.** Canal No. 1 is separated into two parts, as follows:

a) vessels inbound to the Varna lake (buoys No. 105-106 – buoys No. 127-128) shall adhere to s.s. 37-52 and s. 56 of this chapter.

b) vessels inbound to port terminal “Varna – East” – east and west basin, as well as port terminal “Petrol”, SPP “Bulyard” and SPP Ship repair yard “Odesos” shall adhere to Parts I, II and III of this chapter.

**35.** Canal No. 2 – s.s. 37-51 and s.s. 53-56 shall apply.

**36.** Canal No. 3 – s.s. 37, 40-46, 48-50 and 56 shall apply.

**37.** Canals No. 1, No. 2 and No. 3 are marked by buoys on the lateral system Region-A. Sailing in canals is one-way and is carried out on a 24 hour basis.

37.1 Passing through canals after dusk is permitted only when the marking buoys are intact.

**38.** Prior to entering/exiting all inbound/outbound vessels shall declare before the on-duty VTS officer the actual height of the ship above the waterline (“Air draft”). After the pilot boards the vessel, the air draft must be specified in the pilot’s log.

38.1 If there is reason to doubt the declared air draft, which would lead to unsafe maneuvering through canals, the pilot may decline the maneuver. The maneuver may be permitted by the Harbour master.

**39.** The maximal height of the vessel above the waterline (“Air draft”) for the safe crossing of Canals No. 1 and No. 2 is specified in Order No. V-Z-120/27.10.2014, issued by the Harbour Master, at depth measure “0” at sea level, as follows:

39.1 In Canal No. 1:

a) at a temperature of 5°C and above - 44.14 m and

b) at a temperature of below 5°C – 43.04 m. The repair trolley at the Asparuhov bridge must be directly adjacent to one of the columns.

39.2 In Canal No. 2:

a) at a temperature of 5°C and above – 43.90 m and

b) at a temperature of below 5°C – 41.78 m.

**40.** Sailing through the Varna lake fairway is carried out on a 24 hour basis and is two-ways. The fairway is marked by lateral buoys. Vessels shall give way and pass each other in accordance with the COLREG.

**41.** When necessary, vessels may wait for order to pass through the canals in anchorage area No. 3, as specified in s. 34(1) CRMPRB. Permission is granted by the on-duty operator at VTS. Positioning at anchor is carried out with a pilot’s assistance. During a stay at anchor independent repositioning is prohibited, unless in cases of peril. The master of the vessel shall inform the on-duty operator at VTS in the latter case.

**42.** The maximal permitted length and width of a vessel crossing Canals No. 1 and No. 2 is 230 m and 33 m, respectively. Larger vessels may cross only after they are granted written permission by the Harbour master.

42.1 Vessels above 20,000 GT or longer than 200 m or wider than 26 m may pass the canals with a pilot onboard and an escort tug during daytime. After dusk, the aforementioned crossings may be carried out with 2 pilots on board and an escort tug.

42.2Tankers lacking a Gas free certificate shall cross canals with an escorting tug.

**43.** Vessels without a pilot on board may pass the canals only after they are granted permission by the on-duty operator at VTS and keeping a continuous radio watch on VHF Ch.11.

**44.** Positioning at anchor and its dragging is prohibited in canals, except in unforeseeable cases of engine failure, navigation, restricted visibility, casualties, etc. The master of the vessel and the pilot are obliged to inform the on-duty operator at VTS immediately.

**45.** Canal crossing is only permitted if the vessel has a trim of up to 2% of its maximal length and draft ensuring a sufficient maneuverability of the ship. The propeller must remain underwater at all times.

**46.** Maneuvers in canals and ports are only permitted if a ship has a list of up to 3 degrees. Maneuvers to the west of Mol A at port terminal “Varna – East” are permitted if a vessel has a list of up to 1 degree.

**47.** Positioning of a vessel on board another vessel, moored on a pier in the canals, is strictly prohibited except vessels engaged as an operators of port services, after receiving due permission by the on-duty operator at VTS in accordance with s. 44 of CRMPRB.

**48.** Marking of underwater cables, pipelines, water pipes and lighting of signs is carried out by their respective owners with the Harbour master’s consent.

**49.** Any placing of floating signs or enclosures in the water without the Harbour master’s permission is strictly prohibited.

**50.** The underwater safety zone for cables, pipelines and water pipes stretches to 100 m on both sides from the placed sign. Anchoring or mooring in the aforementioned zones is prohibited.

**51.** Overboard works on vessels at berths in canals are prohibited on their seaward side without prior permission of the on-duty operator at VTS. It is the ship’s master’s obligation to organize observation of vessels passing by and in case of such vessel shall cease the operations.

**52.** For the safety of vessels at pontoons in PTPRS “PChMV – Varna”, the on-duty operator of VTS shall inform the on-duty dispatcher at the port for vessels passing Canal No. 1, in a timely manner.

**53.** For the purpose of safety of vessels in “TEREM-KRZ Flotski arsenal – Varna” the on-duty dispatcher at Pilot station – Varna shall, prior to commencement of a maneuver, inform the on-duty dispatcher at the port of the vessels, specified in para 42.1 and/or crossing Canal No. 2 maintaining a speed over 6 knots, and/or which draft is more than 10.50 m.

**54.** The Beloslav ferry sails in accordance with a specific schedule. Extra voyages shall be requested by the ferry’s master and addressed to the on-duty operator at VTS.

**55.** When maneuvering in Canal No. 2:

55.1 The ship’s master or pilot shall inform the master of the ferry “Beloslav” no later than:

a) buoys No. 216-217 of a vessel heading westward;

b) buoys No. 236-237 of a vessel heading eastward.

55.2The piloted vessel and the ferry shall be in constant radio contact on VHF Channel No. 9.

55.3 The ferry “Beloslav” shall give way to the maneuvering ship.

**56.** Fishing vessels, vessels under 24 m, sailing ships and/or vessels intended for sport, tourism and entertainment are prohibited from hindering navigation of vessels which may only navigate in fairways and canals.

**Chapter V. TUG USAGE**

**57.** Maneuvering of ships in ports is carried out with the use of tugs, operated by companies registered as port operators providing towage services (See Annex 2).

**58.** In case of maneuvering of ships subject to compulsory pilotage, the type and number of tugs are established by the ship’s master and pilot in accordance with Chapter IV of Part 2 of the CRMPRB and the following rules.

**59.** Maneuvers of ships at port are carried out by the use of tugs. The minimal number and Bollard pull force are as follows:

|  |  |  |
| --- | --- | --- |
| **Category (GT)** | **Minimal number of tugs** | **Minimal Bollard pull force (t)** |
| 1 000 – 2 500 | 1 | 6 |
| 2 500 – 4 500 | 1 | 12 |
| 4 500 – 8 000 | 2 | 24 |
| 8 000 – 12 000 | 2 | 34 |
| 12 000 – 15 000 | 2 | 44 |
| 15 000 – 18 000 | 2 | 54 |
| 18 000 – 30 000 | 3 | 65 |
| Over 30 000 | 3 | 80 |

59.1 Tugs with a Bollard pull force below 12 t may assist in maneuvers of ships less than 4,500 GT or be engaged as assisting tugs in ship repair yards.

59.2 Maneuvers of ships 18,000 GT – 30,000 GT may be carried out with 2 tugs if the minimal Bollard pull force equals that of 3 tugs in the chart above and the maneuvers are carried out with the tugs’ own towage lines.

59.3 If weather conditions permit, the pilot with the master’s consent may engage tugs of a lower category if the vessel is outfitted with additional mechanisms (thrusters, dual propellers, active rudder, dynamic positioning system, etc.). In all cases, vessels of over 1,000 GT shall carry out maneuvers with the use of at least 1 tug.

59.4 Use of a tug of more than one category lower than the prescribed minimum shall be carried out with the Harbour master’s permission by means of the IS “MOVER” system for a singular voyage to the port or by letter for a specific time period in case the vessel is engaged in linear voyages.

**60.** Vessels transporting oil, oil products, chemicals, noxious liquid substances as specified in Annex II of MARPOL 73, as amended, liquefied petroleum gas (LPG), liquefied natural gas (LNG), dangerous bulk cargoes as specified in the IMDG Code except those under class 9 and/or the IMSBC Code, shall engage tugs subject to the conditions of s. 59 of this order.

60.1 The exception under s. 59.3 shall apply only to unladen ships of over 18,000 GT, having been issued a Gas free certificate.

60.2 The exception under s. 59.4 shall not be applicable.

60.3 Maneuvers of ships under s. 24(3) CRMPRB shall be carried out with the use of tugs, subject to the rules of Annex 2.

**61.** During favourable weather conditions passenger ships carrying out entry/exit maneuvers to/from passenger berths at port terminal “Varna – East”, as well as ferries and Ro-Ro vessels, which are not carrying dangerous packaged goods within the IMDG Code may use fewer tugs or may be exempted from use of tugs if they have additional mechanisms (thrusters, dual propellers, active rudder, dynamic positioning system, etc.), with the pilot’s consent.

**62.** When maneuvering west of Mol “A” at port terminal “Varna – East” the number of tugs for ships longer than 165 m or wider than 26 m is determined by the master with the pilot’s consent. In all cases, no less than 3 tugs shall be used with a combined Bollard pull force of more than 80 t.

**63.** During maneuvering in Canal No. 3 and the waters west of Mol A of port terminal “Varna – East” all ships longer than 60 m shall use at least 1 tug.

**Chapter VI. SPECIFIC RULES OF NAVIGATIONS IN THE AREA OF RESPONSIBILITY OF DIRECTORATE “MARITIME ADMINISTRATION – VARNA”**

**Part I. Navigation in the aquatory of port terminal “Varna – East”, in the waters east of Mol A**

**64.** Simultaneous crossing of the entry lighthouses by two vessels longer than 24 m in the waters east of Mol A is prohibited.

**65.** During navigation, vessels must execute the shortest possible safe movements and maintain anchors in a state of readiness.

**66.** 50 m before and after the line of the entry lighthouses dropping and dragging of anchor is strictly prohibited.

**67.** Warships’ maneuvers shall have priority over those of ships engaged in trade.

**68.** Masters of merchant vessels and pilots are obliged to take all appropriate precautions for the safe passage of warships.

**Part II. Navigation in the aquatory of port terminal “Varna – East”, in the waters west of Mol A**

**69.** Only vessels with a maximal length of 190 m and width of 33 m shall enter and exit the waters west of Mol A.

**70.** When berth No. 8 is occupied a maneuver to/from the waters west of Mol A is permitted when the combined width of the ship at berth and the ship passing by is no more than 40 m.

70.1 The Harbour master determines the maneuver by means of IS “MOVER”.

**71.** Crossing of ships no wider than 26 m is carried out on a 24 hour basis. Vessels longer than 140 m shall use 2 pilots after dusk.

**72.** Crossing of ships wider than 26 m is carried out only during the day with 2 pilots on board, subject to berth No. 8 being unoccupied.

**73.** Entry/exit maneuvers are permitted subject to an even keel or a trim of up to 1% of the vessel’s length and a list no larger than 1 degree.

**74.** Vessels arriving at or sailing from berth No.13 as well as SPP “Bulport Logistica” are prohibited from dragging anchors.

**75.** Vessels are prohibited from board to board positioning at berths No. 8-12, except as regards port operator vessels, after receiving permission by the on-duty operator at VTS and subject to s. 44 CRMPRB.

**Part III. Navigation in the “Old Canal”, PTPRS “Terminal for base oils”, SPP “MTG – Dolphin” and SPP “TEREM – KRZ Flotski arsenal – Varna”**

**76.** Navigation in the “Old Canal” is to include navigation in PTPRS “Odesos PBM – Varna” – west of the “Old” Asparuhov bridge (Canal No. 3), Port terminal “Petrol”, SPP “Ship repair yard Odesos” and SPP “Bulyard” – east of the “old” Asparuhov bridge.

76.1 Navigation in the “Old Canal” is carried out on a 24 hour basis in a one-way manner with the least amount of moves necessary to commandeer the ship.

76.2 Berths 1-3 at port terminal “Petrol” as well as the northern side of the Canal opposite shall be properly lit for the purposes of safe navigation after dusk.

**77.** All maneuvers concerning crossing from one area of the port to another shall be carried out with a pilot on board.

**78.** Vessels propellers shall not be engaged when at shipyard berths or at anchor, while their stern is in front of docking chambers, except when preparing the main engine for a maneuver and with the consent of the port.

**79.** Entry/exit maneuvers to/from SPP “Ship repair yard Odesos” and SPP “Bulyard” as well as dry docks are carried out on a 24 hour basis.

79.1 Entry/exit maneuvers to/from ports by ships over 180 m in length or 28 m in width shall only be undertaken during the day time with 2 pilots.

79.2 Entry/exit maneuvers to/from ports by ships over 145 m in length and 20 m in width may be undertaken at night with 2 pilots.

79.3 Maneuvers in ports at a distance of above one vessel length, as well as entry/exit from docks are carried out on a 24 hour basis. For vessels over 180 m in length and 28 m in width, 2 pilots must be present.

79.4 The number of tugs, required for the entry/exit maneuver into/from a dock shall be coordinated, prior to their undertaking, among the pilot, the dock-master and the master of the vessel.

**80.** In cases of a berthed ship at port terminal “Petrol”, crossings to/from SPP “Ship repair yard Odesos” and SPP “Bulyard” shall be carried out after stopping loading/unloading operations of the berthed ship and if the sum total width of both ships is as follows:

a) moored ships at berth No.1 – no larger than 52 m;

b) moored ships at berth No.2 – no larger than 45 m;

c) moored ships at berth No.3 – crossings shall only be allowed specifically by the Harbour master.

80.1 In cases where the sum total equals 39 m subject to s. 80(a) and 30 m subject to s. 80(b), 2 pilots shall assist the maneuver during daytime and Harbour master shall specify the number of required tugs via IS “MOVER”. Night time maneuvers are not allowed.

**81.** Tanker maneuvers in port terminal “Petrol” and “Terminal for base oils” are carried out on a 24 hour basis with tugs fitted with spark-ignition systems installed on their funnels.

81.1 During dusk maneuvers of vessels with a length of over 180 meters or width of 28 meters to/from berth No.2 at port terminal “Petrol” shall be carried out with two pilots on board.

81.2 In cases of a vessel moored at berth No. 1 at port terminal “Petrol”, maneuvers to/from berth No.2 at the same terminal are permissible in accordance with s.80(a) and s.80.1.

**82.** Positioning of a vessel on board another vessel, moored at port terminal “Petrol” is strictly prohibited except vessels engaged as an operators of port services, after receiving due permission by the on-duty operator at VTS in accordance with s. 44 of CRMPRB.

**83.** Vessels of up to 140 m in length may berth at beach berths No. 1 and No. 2 of SPP “TEREM – KRZ Flotski arsenal – Varna”.

**Part IV.**  **Navigation in port terminal “Balchik”**

**84.** Entry/exit to/from port terminal “Balchik” is carried out on a 24-hour basis following the conditions listed below:

84.1 Vessels shall maneuver with a pilot on board until berthing or reaching the Balchik anchorage if setting sail from the berth.

84.2 A pilot may board the vessel at anchorage areas Balchik, Varna or approach point No. 1 at cape Kaliakra.

84.3 Varna – Balchik pilotage is considered outside pilotage.

84.4 Positioning at anchor in port terminal Balchik aquatory is strictly prohibited.

84.5 No more than 2 vessels at a safe distance from each other may be moored at one berth.

**Part V. Navigation in yacht ports**

**85.** All foreign vessels using yacht ports as well as Bulgarian vessels arriving from abroad shall inform the on-duty port dispatcher no later than 4 hours prior to arrival.

**86.** Maneuvers are prohibited during winds stronger than 15 m/sec.

**87.** Commercial loading and unloading operations are prohibited in yacht ports.

**88.** All yacht ports under the jurisdiction of directorate “Maritime administration – Varna” shall have port safety rules, approved by the Harbour master as well as maintain a logbook of vessel movement in the port.

**89.** The on-duty dispatcher at the port shall direct and control vessel navigation at yacht ports and anchorages, as well as communicate changes in navigational conditions.

89.1 The on-duty dispatcher at the port shall inform the Harbour master immediately upon discovering discrepancies in the vessel’s documents and not to allow the vessel to navigate in the port.

**Chapter VII. STAY OF LAID-UP SHIPS AT PORTS AND ANCHORAGE AREAS**

**Part I. General provisions**

**90.** The following provisions apply to laid-up ships at port or anchorages under the jurisdiction of directorate “Maritime administration” – Varna.

90.1 A laid-up ship is a vessel which is not under repair and is temporarily not engaged in commercial or other specific to it activity.

90.2 A ship loaded with cargo or a tanker, which does not have a Gas free certificate may not avail itself of these rules.

90.3 A ship at repair is every vessel, which is temporarily not engaged in trade or other specific activity, is at a SPP and there is a concluded contract of repair with a licensed shipyard.

90.4 This chapter shall apply to vessels over 24 m in length or 100 GT, except warships or border police vessels, as well as those, which are not afloat.

**91.** Laid-up ships shall be either under a regime of “Hot Lay-up” or “Cold Lay-up”

91.1 “Hot Lay-up” shall entitle a vessel to be disengaged for a period of up to 3 months, if the following provisions are satisfied:

a) valid ship documents shall be kept in force during the time of stay;

b) the crew shall be verified by the Harbour master during a stay at anchorage. The crew shall be composed of no less than 50% of officers and 50% of supporting crew as per the Minimum safe manning certificate. The master and chief (or second) engineer shall be part of the crew. The crew must comply with the requirements of the flag’s administration at all times. An appropriate number of crew shall carry out bridge watching.

c) the crew shall be verified by the Harbour master during a stay at a berth. The crew shall be no less than 50% as per the Minimum safe manning certificate. The master and chief (or second) engineer shall be part of the crew. The crew must comply with the requirements of the flag’s administration at all times. An appropriate number of crew shall carry out bridge watching; and

d) the vessel’s engine and mechanisms shall be maintained in a state of readiness, so that the vessel may maneuver independently at any time.

91.2 “Cold Lay-up” shall entitle a vessel to be disengaged for a period of up to 6 months, the engine and mechanisms shall be partially or fully shut off and shall satisfy the following criteria:

a) the vessel shall be moored at a safe berth;

b) the vessel shall be crewed by seafarers verified by the Harbour master in compliance with the flag state’s requirements. In no case shall the crew consist of fewer than 2 persons on board a vessel below 500 GT and 3 persons on board a vessel over 500 GT;

c) emergency power and the emergency system shall be maintained in a state of readiness, ensuring minimum signaling in case of fire, hull breach and emergency pump functionality; and

d) there shall be easy access to the ship by shore.

**92.** The master or agent shall submit an application to directorate “Maritime administration” – Varna for allowing the lay-up of a ship in port or at an anchorage in the administration’s area of jurisdiction (see Annex 3).

92.1 The application shall be accompanied by:

a) a verification by the port terminal for allowing a Lay-up berth;

b) a copy of the flag state’s permission of laying-up the vessel (for foreign ships);

c) copies of valid classification certificates (for Hot laid-up vessels);

d) a seaworthiness certificate, issued by the classification society for the purposes of laying up (for cold laid-up vessels, with expired ship documents);

e) copies of valid certificates of compulsory insurance or other financial securities under the Convention on Limitation of Liability for Maritime Claims, 1976, as amended, International Convention on Civil Liability for Oil Pollution Damage, 1969, as amended, International Convention on Civil Liability for Bunker Oil Pollution Damage,2001, and the Nairobi international convention on the removal of wrecks, 2007;

f) a crew list;

g) a towage and assistance contract with a tug company (for Cold laid-up vessels);

h) an emergency towage plan taking into account the fewer crew members and emergency towage equipment;

j) a work organization plan on board the laid-up ship; and

k) a declaration by the master of the ship (or the person responsible for safety on board) that he is familiar with s. 94 of these rules.

**93.** The Harbour master may grant permission in writing up to 7 days after receiving the application for lay-up. The latter shall inform the on-duty operator at VTS and the terminal (when the ship is at berth). For the purposes of granting permission, the administration may inspect the ship. The permission shall stipulate the period and conditions of lay-up.

**94.** During lay-up the vessel shall, as a minimum, operate according to the Requirements for the safe stay of a laid-up ship (Annex 4) and the plan under s. 92.1(j)

**95.** No later than 7 days prior to expiry of the lay-up period the agent or master is obliged to inform the Harbour master in writing for the vessel’s readiness to sail or request an extension of the period of lay-up.

**96.** The Harbour master may permit the vessel to sail again after proof is shown of valid ship documents, as well as the flag state’s administration, and the classification society’s verification.

**Chapter VIII. SAFETY ANALYSIS OF THE PORT**

**97.** For the purpose of safety of navigation in the area of responsibility of directorate “Maritime administration – Varna” the “Safety council” is created.

97.1 The council shall periodically review the safety requirements by means of analysis of the port activities and maneuvers.

**98.** The council is chaired by the Harbour master.

98.1 Mandatory participation in the council extends to directorate “Maritime administration – Varna”, VTS, Pilot station – Varna and the registered port operators providing towage services.

98.2 On a member’s request, the chairman may invite representatives of port terminals, shipping agents and other persons interested in port activities to specific meetings.

**99.** The Harbour master is obliged to call the council no less than every three months, as well as in cases of emergency arising out of an incident.

99.1 The council is called in cases of emergency upon any member’s request.

**100.** Minutes shall be recorded of each meeting.

100.1 The minutes shall be public.

100.2 All minutes shall be kept for a period of no less than 3 years.

**Chapter IX. CONCLUDING PROVISIONS**

**101.** The rules herein shall be applied in conjunction with CRMPRB. This Order shall come into force on 17 September 2018 and shall repeal Order No. 678/29.08.2012, Order No. 282/05.04.2011, Order No. 165/20.03.2013 and Order No. В-З-48/05.05.2015, enacted by the director of directorate “Maritime administration – Varna”, Harbour master.

**102.** Control of the implementation of this Order shall be carried out by the Head of department “Inspections, certification and registration of ships and shipowners” of directorate “Maritime administration – Varna”.

**103.** The order is publicized on the Executive agency “Maritime administration” webpage.

**104.** This order may be appealed under the provisions of the Code of Administrative procedure fourteen days after its publication before Administrative court – Varna.

**105.** Appealing of this Order shall not hinder its execution and applicability.

**CAPT. VALENTIN ENCHEV**

*Director*

*Directorate „Maritime administration – Varna”*

*Harbour master*

*Annex No.1 under s. 30 of Order No. 1/10.09.2018*

**Hydrometeorological restrictions during maneuvering in port Varna**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Unloaded ships**  **(m/s)** | **Loaded ships**  **(m/s)** | **Exceptions** | **Remark** |
| Canals 1 & 2 | 10 | 12 | Linear ships – 15 m/s |  |
| Morska gara | 10 | 12 |  |  |
| Varna – East, berths 1-7 | 8 | 12 |  |  |
| Varna – East, berths 8-13 | 6 | 8 |  |  |
| Petrol | 8 | 10 |  |  |
| KRZ | 6 | - | Berth No. 4 - 8 m/s W/E wind;  Berth No. 6 - 8 m/s | Exceptions are applicable for ships of up to 160 m in length and 20 m in width |
| Bulyard | 6 | - | Berths 6 & 7 – 8 m/s |  |
| Bulport Logistica | 6 | 8 |  |  |
| Korabostroitel | 8 | - |  |  |
| PChMV TBM | 8 | 8 |  |  |
| PChMV | 8 | 12 |  |  |
| Odesos PBM | 6 | 8 |  |  |
| Lesport | 8 | 12 |  |  |
| STF | 8 | - |  |  |
| MTG | 6 | 8 | Berth 1 – 8/8 m/s |  |
| TPS | 10 | 12 |  |  |
| TEREM | 6 | - | Berths 1 & 3 – 8 m/s |  |
| Marianopol | 8 | - |  |  |
| Ferry Complex | - | 12 |  |  |
| Varna – West | 8 | 12 |  |  |
| Balchik | 8 | 12 |  |  |

*Annex No.2 under s. 57 of Order No. 1/10.09.2018*

**Port operators providing towage services and tugs, operating in the area of responsibility of directorate “Maritime administration” – Varna**

*(registered under s. 117a (6) Maritime Spaces Act)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Tug** | **Operator** | **Force (t)** | **Conformity to s. 24(3) CRMPRB** |
| Alkaid | NMB | 19 | YES |
| Castor | BMF | 41 | YES |
| Pollux | BMF | 41 | YES |
| Rigel | BMF | 41 | YES |
| Sanmar XII | VТS | 27 | YES\*\* |
| Sanmar XIII | VТS | 27 | YES\*\* |
| Sanmar XIV | VТS | 27 | YES\*\* |
| Ticha | VТS | 21 | YES |
| Golden Eagle | Port fleet 99 | 30 | YES\*\* |
| Procyon | Port fleet 99 | 30 | YES |
| Alexandra | Port fleet 99 | 29 | NO\* |
| Vega | Port fleet 99 | 18 | YES\*\* |
| Leda | Port fleet 99 | 15 | YES\*\* |
| Ikar | Port fleet 99 | 14 | YES |
| Evropa 1\*\*\* | Port fleet 99 | 6 | NO |

\*- may carry out maneuvers only on containerships carrying dangerous packaged cargoes

\*\*- may be engaged in fire-fighting in ports and on berths

“\*\*\* - Cannot undertake maneuvers of vessels to and from PTPRS “Odesos PBM – Varna”.

*Annex No.3 under s. 92 of Order No. 1/10.09.2018*

## MARITIME ADMINISTRATION – VARNA

**LAY-UP APPLICATION**

**TO: THE DIRECTOR OF MARITIME ADMINISTRATION VARNA, BULGARIA**

**HARBOUR MASTER OF PORT OF VARNA**

APPLY FOR: **HOT / COLD LAY-UP** (delete unnecessary)

INTENDED PERIOD FROM: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

LOCATION (BERTH/ANCHORAGE): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PART 1 - DETAILS OF SHIP

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FLAG: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ IMO No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TYPE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ LOA: \_\_\_\_\_\_\_\_\_\_ GT: \_\_\_\_\_\_\_\_\_\_\_\_ NT: \_\_\_\_\_\_\_\_\_\_\_\_

PROPOSED LAY-UP DRAFT (M): F: \_\_\_\_\_\_\_\_\_\_\_\_ A: \_\_\_\_\_\_\_\_\_\_\_\_

NUMBER OF CREW: \_\_\_\_\_\_\_\_\_\_\_\_

ON BOARD (MT): FO: \_\_\_\_\_\_\_\_\_\_, DO: \_\_\_\_\_\_\_\_\_\_, LO: \_\_\_\_\_\_\_\_\_, FW: \_\_\_\_\_\_\_\_\_\_\_\_,

BALLAST\_\_\_\_\_\_\_\_\_\_\_\_ . NO CARGO ONBOARD.

ATTACHED DOCUMENTS (ACC.TO s.92.1):

1. “LAY-UP BERTH”
2. “LAY-UP FLAG CONFIRMATION”
3. SHIP’S DOCUMENTS OR SEAWORTHNESS CERTIFICATE
4. LIABILITY CERTIFICATES
5. CREW LIST
6. SALVAGE CONTRACT
7. EMERGENCY TOWAGE PLAN (for Cold Lay-Up only)
8. OPERATIONAL PLAN FOR LAY-UP VESSEL
9. DECLARATION UNDER s.94

PART 2 - DETAILS OF THE OWNER

COMPANY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RESPONSIBLE PERSON: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CONTACT DETAILS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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PART 3 - DETAILS OF THE OWNER’S AGENT

COMPANY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RESPONSIBLE PERSON: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CONTACT DETAILS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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PART 4 - DETAILS OF THE SALVAGE COMPANY

COMPANY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RESPONSIBLE PERSON: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CONTACT DETAILS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SIGNATURE:

NAME OF THE SUBMITTER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**===================================================================**

**HARBOUR MASTER RESOLUTION:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SIGNATURE:

NAME OF THE HARBOUR MASTER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Annex No.4 under s. 94 of Order No. 1/10.09.2018*

**Requirements for the safe stay of a laid-up vessel**

(These requirements shall be adhered to by the master, crew and persons servicing the vessel)

1. Ship documents during lay-up

1.1 The vessel must have an appointed agent for the time of her stay of a laid-up.

1.2 The Harbour master shall be informed immediately in writing of any changes in title to the ship or agent. The names and addresses of the new owner and/or agent shall be specified.

1.3 The ship’s documents and/or insurance cover (where appropriate) shall be maintained.

1.4 There shall be constant telephone or VHF contact on channels No. 11 and No. 16 with VTS, as well as the port terminal when the vessel is at berth.

1.5 Repositioning of the ship shall be carried out only with the Harbour master’s consent.

1.6 The vessel shall maintain easy access to the shore when at berth.

1.7 A schedule of mandatory periodical inspections of the ship shall be maintained onboard. An emergency action plan shall be maintained in case of flooding, fire or pollution to the marine environment.

1.8 An emergency notification system shall be kept in order in case of fire as well as a working emergency fire pump.

1.9 Emergency towage equipment shall be kept on the bow and stern at all times.

1.10 All flammable material shall be unloaded, including chemicals and paints which are not necessary during the time of lay-up.

1.11 Repairs, including maintenance of the deck and cargo holds shall only be carried out after the Harbour master has given written permission.

1.12 All daily activities onboard the ship shall be duly documented.

2. Crewing

2.1 All crew members shall hold at least valid “Basic safety training” and “Security awareness training” certificates, issued in accordance with Regulations VI/1 and VI/6-1 STCW 78, as amended.

2.2 All crew changes shall be carried out with the Harbour master’s permission and flag state’s consent.

3. Safety measures for maintaining the ship afloat

3.1 While berthed, the mooring ropes, the ship to berth position as well as the gangway shall periodically be inspected.

3.2 The hull shall be secured from fire hazards, flooding as well as pollution of the marine environment.

3.3 The communication equipment must be inspected daily.

3.4 The emergency generator (when the vessel is not powered from ashore), the fire notification system as well as the emergency fire pump must be tested at least once a week.

3.5 Where maintaining a Gas free certificate is required, the vessel’s gas-free state shall be maintained throughout the whole period of lay-up. A new certificate must be provided each month.

4. Protection of the marine environment from pollution

4.1 All valves overboard shall be completely shut and sealed. Each seal shall have an individual number logged in the ship’s logbook.

4.2 Ballast operations, breaking off of rust, painting, washing with dilution liquid and detergent on the outer surfaces (boards and superstructure), soot cleaning of boilers, dumping at sea or leaving any solid or liquid garbage at berth are strictly prohibited during the period of lay-up.

4.3 Use of ship incinerators during lay-up is prohibited.

4.4 Delivery of garbage shall be performed during regular intervals or at reaching 75% of container/tank capacity. After delivery a copy of a “Delivery of garbage note” shall be sent to directorate “Maritime administration – Varna” at the following email address: mep\_vn@marad.bg.

4.5 Delivery of fuels and lubricants or bunkering may be carried out after notifying the Harbour master in writing no later than 24 hours prior to the start of delivery/receiving.

4.6 During the period of lay-up fuels with a sulfuric content of less than 0,1% m/m may only be used.

V. Notification in case of emergency

5.1 In case of fire, flooding or other emergency which threatens the safety, ability of the ship to stay afloat or the marine environment and atmosphere, VTS must be notified immediately by phone or on VHF channels No. 11 and No. 16, as well as the on-duty dispatcher of the port terminal, if the vessel is at berth.

1. TPS – Thermal power station [↑](#footnote-ref-1)