



OPERATIVNO UPUTSTVO

S INFORMACIJAMA ZA PRISTAJANJE I BORAVAK BRODOVA U
LUCI, NAČINU RUKOVANJA S OPASNIM I ONEČIŠĆUJUĆIM
TVARIMA I NAČINU POZIVANJA SLUŽBI U LUCI

LUČKA UPRAVA DUBROVNIK
Obala pape Ivana Pavla II,1 Dubrovnik

Izdanje: 1.00

Datum: ožujak, 2022.

Pursuant to Article 54, paragraph 1, item 8 of the Maritime Property and Seaports Act (Official Gazette Nos. 158/03, 141/06, 38/09, 56/16 and 98/19), with regard to Article 6 of the Act on Handling of Dangerous Goods, Conditions and Procedures for Transport in Maritime Traffic, Loading and Unloading of Dangerous Goods, Bulk and Other Cargo in Ports, and Measures to Prevent the Spread of Waste Oils in Ports (Official Gazette Nos. 51/05, 127/10, 34/13, 88/13, 79/15, 53/16, 41/17, 23/20 and 128/20), and with reference to Article 18, paragraph 1, item 16 of the Statute of the Port Authority of Dubrovnik, as well as the Maritime Code (Official Gazette Nos. 181/04, 76/07, 146/08, 61/11, 56/13, 26/15 and 17/19), the Board of Directors of the Port Authority of Dubrovnik, at its 162nd session held on 25 March 2022, hereby adopts the following:

OPERATIONAL INSTRUCTIONS ON BERTHING AND STAY OF VESSELS, HANDLING DANGEROUS AND POLLUTING GOODS AND NOTIFYING EMERGENCY SERVICES IN THE PORT AREA MANAGED BY THE PORT AUTHORITY OF DUBROVNIK

Article 1

These Operational Instructions provide information on the essential facts and circumstances regarding the berthing and stay of vessels in the port, the availability and location of protective equipment, and the procedures for requesting port services within the port area of the Port of Dubrovnik Gruž, managed by the Port Authority of Dubrovnik.

Article 2

The Instructions establishes special safety, protective, and other measures that must be observed by all persons handling dangerous goods in any manner within the port area of the Port of Dubrovnik Gruž, where a vessel transporting dangerous goods is anchored or berthed, and which is managed by the Port Authority of Dubrovnik.

Article 3

Handling of dangerous goods and pollutants shall be carried out in accordance with the Act on the Handling of Dangerous Goods, Conditions and Procedures for Transport in Maritime Traffic, Loading and Unloading of Dangerous Goods, Bulk and Other Cargoes in Ports, and the Measures for Preventing the Spread of Oil Spills in Ports (Official Gazette Nos. 51/05, 127/10, 34/13, 88/13, 79/15, 53/16, 41/17, 23/20, and 128/20).

It shall also comply with the rules and instructions issued by the Port Authority of Dubrovnik pursuant to and in accordance with the aforementioned Act, as well as with other applicable acts governing the handling of dangerous and polluting goods in the Republic of

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Croatia.

Categories and quantities of dangerous goods, as well as the locations where they may be handled — that is, the locations from which a ship may enter ports under the jurisdiction of the Port Authority of Dubrovnik — are prescribed by the Act on Determining the Classes and Quantities of Dangerous Goods That May Be Handled in the Port, and the Locations in Ports under the Jurisdiction of the Port Authority of Dubrovnik Where Such goods May Be Handled, as made publicly available on the official website of the Port Authority of Dubrovnik (www.portdubrovnik.hr).

For handling of dangerous goods in packaged form on board and/or in port, including tank trucks and trucks carrying gas cylinders, as well as for the maritime transport of such goods, and in addition to the safety measures prescribed by the relevant national regulation — namely the Act on Handling Dangerous Goods (NN 51/05, as amended) — and by these Operational Instructions the technical rules of Recognized Organizations shall apply, as well as the provisions of the International Convention for the Safety of Life at Sea (SOLAS 1974) and the International Maritime Dangerous Goods (IMDG) Code.

Article 4

In case the ship's master has not been provided with Operational Instructions, the ship's agent is obliged to provide the Instructions to the master or any other responsible person on board the ship transporting or handling dangerous or polluting goods in any manner while in port.

Ro-ro passenger ship operators providing scheduled coastal passenger services between Croatian ports, who transport dangerous or polluting goods, shall, upon entering, passing through, or leaving a port, provide the relevant data to the Harbour Master's Office and the Port Authority. The data must be submitted no later than at the moment of departure from the port where vehicles carrying dangerous or polluting goods are embarked. This obligation is established in accordance with the Act on Handling Dangerous Goods, the Conditions and Procedures for the Carriage of Dangerous Goods in Maritime Transport, the Loading and Unloading of Dangerous Goods, Bulk and Other Cargo in Ports, and the Prevention of the Spread of Spilt Oils in Ports (Official Gazette Nos. 51/05, 127/10, 34/13, 88/13, 79/15, 53/16, 41/17, and 23/20).

Article 5

The entry of a ship transporting dangerous goods or pollutants into the Port, and the handling of such goods, may not commence without the approval of the Port Authority of Dubrovnik or the Harbour Master's Office.

Berthing of the ship and handling of dangerous cargo may only take place at a location approved by the Port Authority (see Annex Maps 2 and 3).

Article 6

The storage of dangerous goods in ports is strictly prohibited. Only handling operations

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are permitted — specifically loading, unloading, and transshipment from a ship or a vehicle.

The transshipment of dangerous goods shall be organized in such a way that it is completed in the shortest possible time, and that the stay of vehicles in the port is kept to a minimum.

Article 7

Handling of dangerous goods shall be permitted only during daylight hours. If handling operations need to be carried out at night, the vessel and the quay area where the handling takes place shall be properly illuminated. Handling of dangerous goods in the port shall be permitted only under favourable weather conditions.

During the handling of dangerous goods, all persons involved in such handling, in any capacity, shall comply with the provisions of the Act on Determining the Class and Quantity of Dangerous Goods Permitted for Handling in the Port, as well as with the locations within the port where such goods may be handled, these Operational Instructions and other regulations governing the handling of dangerous goods.

Article 8

During the handling of dangerous goods, movement on board the vessel and on the quay is prohibited for all persons except those directly involved in the loading or unloading operations.

The area where dangerous goods are handled shall be fenced off in a manner that prevents access and presence of persons and vehicles not essential for the handling of dangerous goods.

The area where dangerous goods are handled shall be marked with signs in Croatian and English prohibiting movement and warnings of danger.

Article 9

Depending on the type of dangerous goods and the method of handling them on/from a ship, vehicle, and/or any part of the Port area, appropriate protective technical equipment, including firefighting equipment and devices, shall be provided prior to handling, which can be used in the event of any incident to protect people and the environment.

At Petka quay, berths No. 5 and 6 in the Port of Dubrovnik, where dangerous goods are transhipped to liner and other vessels, there is one S-50 (powder) fire extinguisher, as well as two S-50 extinguishers on the ground floor of the Administration Building. In front of the Administration Building entrance on the south side, at berth No. 7, there is a hydrant cabinet with a connection and two hoses (each 20 meters long) for firefighting, whereas hydrant connections are located along the entire operational quay at intervals of 80 meters.

Handling operations shall not commence unless the conditions set out in paragraph 1 of this article are met, and if such operations have already commenced, they shall be suspended until those conditions are fulfilled.

Article 10

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Upon completion of loading/unloading operations, the vessel and/or the vehicle onto which dangerous goods have been loaded shall immediately leave the port. No vehicle carrying dangerous goods shall remain within the port or port area.

Article 11

Vehicles loaded with dangerous goods shall not be left unattended in port areas. Upon arrival at the port, vehicles loaded with dangerous goods shall be parked in the designated parking area established by this Act as shown in Annex: Map 1.

Designated area or the 'Parking Area' means the location where vehicles transporting dangerous goods stop and wait for loading or transshipment.

Transport operators shall coordinate loading and unloading operations so that the time vehicles spend in the port is minimized.

Vehicles (tank trucks and trucks carrying gas cylinders) waiting to board the ferry shall be permitted to enter the port and proceed to the parking area designated for vehicles carrying dangerous goods (see Annex: Map 1) no earlier than one hour before the scheduled sailing.

In the port where ro-ro passenger vessels berth, the loading of vehicles carrying dangerous goods shall be permitted in accordance with the European Agreement on the International Carriage of Dangerous Goods by Road (ADR). A maximum of six vehicles carrying dangerous goods may be loaded. Special precaution shall be taken to ensure that vehicles carrying dangerous goods may be embarked simultaneously on the respective ro-ro passenger vessel in accordance with the Certificate for the Carriage of Dangerous Goods by Sea and its annexes.

Article 12

The designated area for working with hazardous goods is shown on Maps No. 2 and 3, which constitute an integral part of these Instructions.

Article 13

Handling of dangerous goods in the port may only be carried out by persons trained and qualified to handle the specific type of cargo. The use of personal protective equipment and compliance with safety and protective measures, as well as with regulations governing the handling of dangerous goods, is mandatory.

Article 14

The shipping company or cargo holder shall ensure the provision of protective equipment and competent personnel trained to use the said equipment. Depending on the type and quantity of cargo, appropriate measures shall be taken to prevent contamination of the sea, soil, and air in the event of spillage or leakage of dangerous goods.

Article 15

When handling packaged dangerous goods such as tank trucks and/or gas cylinders, the concessionaire's authorized representative and/or any other person handling dangerous goods within the port area shall stop operations if appropriate protective measures are not taken, specifically, the type of dangerous goods being handled, the equipment used, and the

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current weather conditions at the time of operations.

In the event of any danger or accident, the concessionaire's authorized representative or any other person handling dangerous goods shall immediately notify the Dubrovnik Port Authority, the Dubrovnik Harbour Master, and other competent services, such as the fire brigade and the police, and shall suspend any further operations until the accident is remedied and its causes are determined.

Article 16

Terms used in these Operational Instructions, which refer to gender, regardless of the grammatical gender in which they are used, shall be understood to include both masculine and feminine forms.

Article 17

The office of the Port Authority of Dubrovnik, which grants approval and provides information on the person responsible for the respective port, is to be used as the point of contact for the port area managed by the Port Authority of Dubrovnik.

The Port Authority of Dubrovnik can be contacted on any day via the following contact details:

Dario Barbarić – Head of the Department for Security, Development, Maintenance of Port Infrastructure and Environmental Protection (PFSO)

Address: Obala Pape Ivana Pavla II br. 1, 20000 Dubrovnik, Croatia portdubrovnik.hr+1

Tel: +385 20 313 336 portdubrovnik.hr

E-mail: dpa.dario@portdubrovnik.hr; padubrovnik@portdubrovnik.hr portdubrovnik.hr

Obala pape Ivana Pavla II, 1 20000 Dubrovnik

Phone: 020 313 336 i/ili 020 313 333 **(weekdays from 08-16)**

mob: 098 972 8277 **(00-24)**

e-mail: dpa.dario@portdubrovnik.hr; padubrovnik@portdubrovnik.hr

Maro Butigan – Safety Officer

Phone: 020 313 399 **(weekdays from 08-15)**

e-mail: dpa.iskaznice@portdubrovnik.hr

On-call operators; every day including weekend and holidays: 00-24;

Phone: 020 313 339 and/or 020 313 333, mob. 099 7072360



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Datum: ožujak, 2022.

VHF Channel 09

e-mail: dpa.operativa@portdubrovnik.hr

Emergency Contacts for alerting the relevant authorities and designated services in the event of a hazard or incident:

a) Centar 112 (for all emergency services)

The Civil Protection Directorate of the Ministry of the Interior of the Republic of Croatia, Regional Civil Protection Office Split, Civil Protection Service Dubrovnik

Liechtensteinov put 31, 20000 Dubrovnik

Phone 112, 020 412 157, 020 411 313, fax. 020 355 342, 020 312 550

email: amilicic@mup.hr zbenic@mup.hr

b) National Maritime Rescue Coordination Centre (MRCC) (for all maritime emergencies)

Senjsko pristanište 3, 51000 Rijeka, Hrvatska

Phone **195**, 051 155, fax. 051 312 254

e-mail: mrcc@pomorstvo.hr

**Ministry of the Sea, Transport and Infrastructure
Harbour Master's Office Dubrovnik**

Vukovarska 16, 20000 Dubrovnik

On-call phone 020 418 989,

VHF CH 10,

e-mail: dubrovnik.pomorskipromet@pomorstvo.hr

c) Ministry of the Interior (Croatia) — Dubrovnik-Neretva County Police Administration

Dr. Ante Starčevića 13, 20000 Dubrovnik

Phone **192**, 020 443 333, fax. 020 443 000 / 443 088,

email: dubrovacko-neretvanska@policija.hr

d) Maritime Police Station Dubrovnik Obala

pape Ivana Pavla II, 1 20000 Dubrovnik

Phone 020 443 555, fax. 020 443 500

e-mail: pompol@mup.hr

e) Public Fire Brigade Dubrovnik

Zagrebačka 1, 20 000 Dubrovnik

Operations center phone: **193**, Phone 020 325 325, fax. 020 412 401

e-mail: voc@dubrovacki-vatrogasci.hr; zapovjednik@dubrovacki-vatrogasci.hr

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f) Ministry of Health Emergency Medical Services Dubrovnik, Phone **194**



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Article 18

The present Operational Instructions shall enter into force on the eighth day following their publication on the notice board of the Dubrovnik Port Authority.
Upon their entry into force, the provisions of the previous Act (Special Act) of July 2015 shall cease to apply.

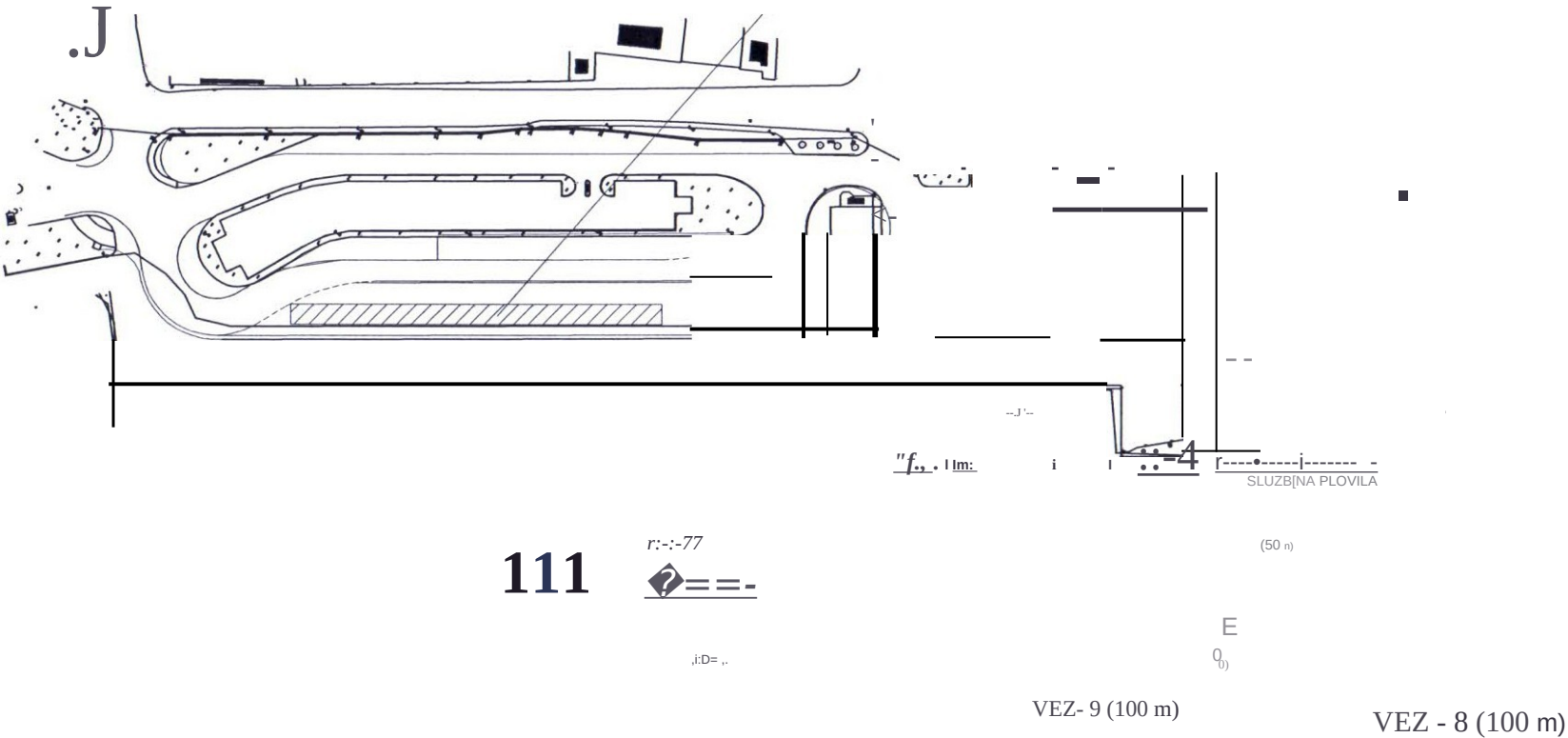
President of the Board of Directors
Port Authority Dubrovnik
Kristijan Pavić
Graduate engineer

General Manager
Port Authority Dubrovnik

Blaž Pezo
BOec

This is to certify that the present Operational Instructions were published on the notice board of the Dubrovnik Port Authority on 25th of March 2022.

Parking area for vehicles loaded with dangerous goods upon arrival at the port.
Parking surface: 200 × 3.5 m.

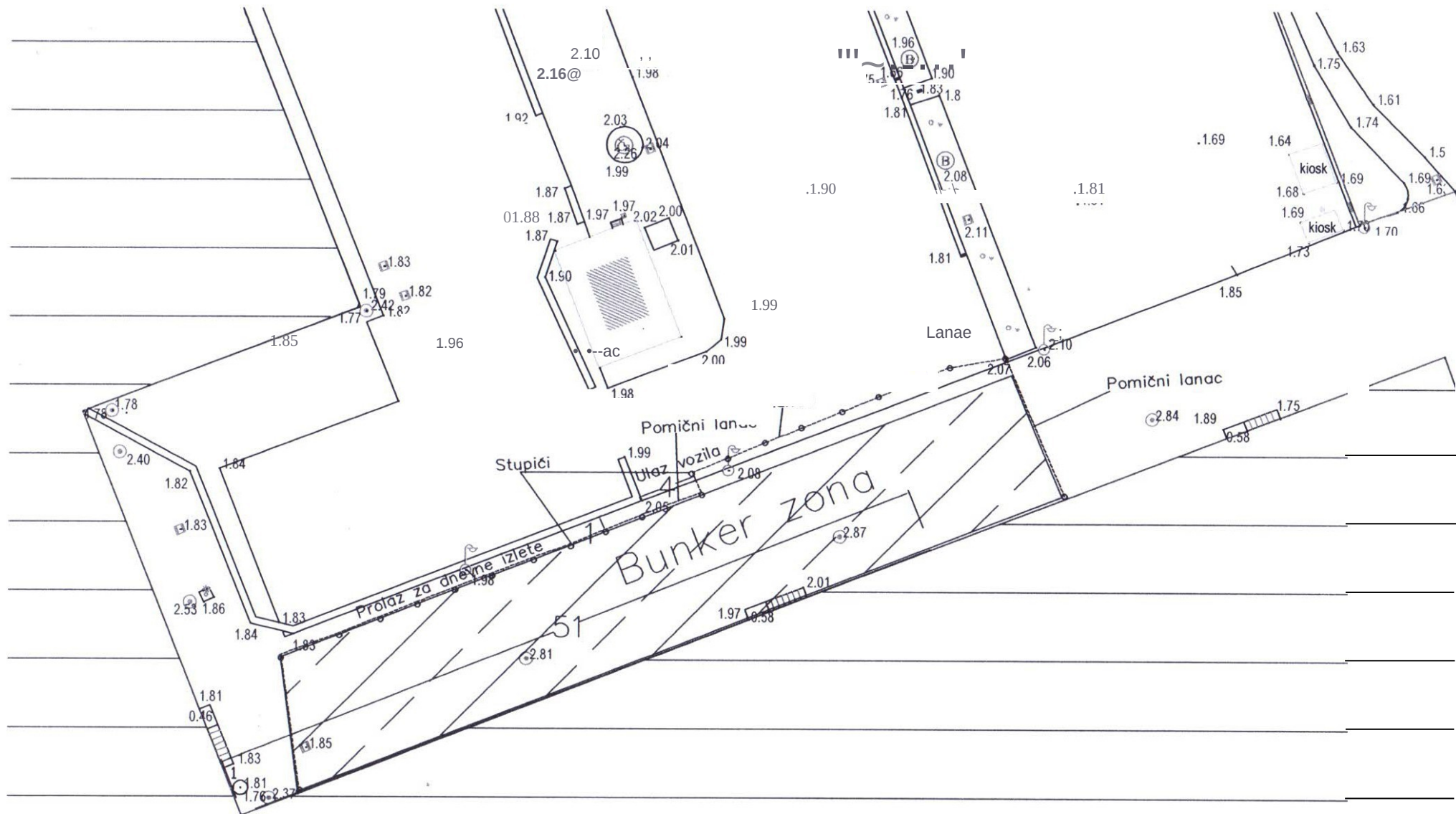


VEZ- 7 **(100 m)**

VEZ 6 (30 M)

U
N
W
V

Map No. 2 – Location: Petka Pier (handling of Class 3 dangerous goods)



Map No. 3 – Areas for handling Class 3 dangerous goods.

