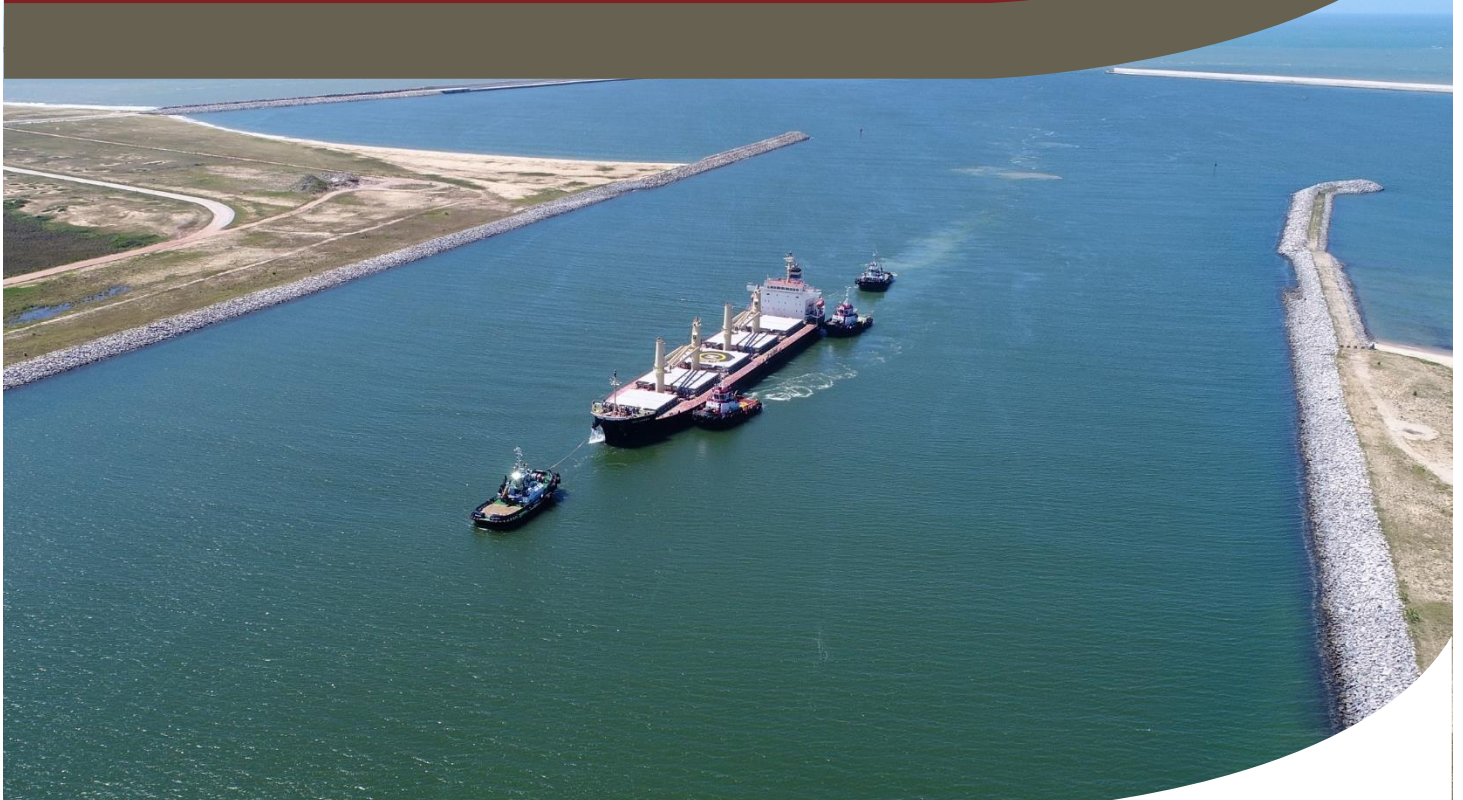


PO.OPM.017

Procedures to

# MARINERS IN THE PORT OF AÇU VTS AREA

This document is property of Port of Açu Operações S.A. and it cannot be disclosed for third parties without previous acknowledgment of its responsible.



## 1 OBJECTIVE:

The objective of this document is to provide information for mariners, in interaction with traffic and the VTS Center, contributing to the efficient achievement of the purpose of the service provided by Port of Açú.

## 2 APPLICABILITY:

For all mariners in the VTS Area of Port of Açú. It is necessary that vessels navigating in the VTS Area not only know the Vessel Traffic Service, but also the role that they must fulfill in an active monitoring scheme. This is particularly important for foreign or Brazilian vessels with little or no local knowledge.

## 3 REFERENCES:

- **PORT REGULATIONS** – 2nd. Edition, Review 01 – Dec. 2019.
- Brazilian Maritime Authority Regulations for Vessel Traffic Service (VTS) – **NORMAM-26/DHN**.
- Brazilian Maritime Authority Regulations for Naval Inspection Activities – **NORMAM-07/DPC**.
- Brazilian Maritime Authority Regulations for Traffic and Permanence of Vessels in Brazilian Jurisdictional Waters - **NORMAM-08/DPC**.
- Brazilian Maritime Authority Regulations for Administrative Investigations on Navigation Accidents and Facts (IAFN) and for the Safety Investigation of Marine Accidents and Incidents (ISAIM)- **NORMAM-09/DPC**.
- Brazilian Maritime Authority Regulations for Pilotage Service - **NORMAM-12/DPC**.
- **IMO SRS**: IMO Standard Ship Reporting System.

## 4 MAIN CONCEPTS, ACRONYMS AND ABBREVIATIONS:

**AID TO NAVIGATION**: Set of all visual, sound and radioelectric resources for use by mariners, with the purpose of enabling the recognition of his position.

**AIS (Automatic Identification System)**: Identification system of vessels that, in the VTS scope, is intended to contribute to vessel identification, target tracking and simplification of information exchange by reducing radiotelephony contacts and providing basic navigation data and other information of interest.

**ANVISA**: It stands for "*Agência Nacional de Vigilância Sanitária*", which means National Health Surveillance Agency.

**COLREG**: Convention on International Regulations for Preventing Collisions at Sea, 1972.

**CP**: It stands for "Capitania dos Portos", that is the Harbormaster Office in Brazil.

**DHN**: It stands for "*Diretoria de Hidrografia e Navegação*", which means Board of Hydrography and Navigation of the Brazilian Navy.

**IMO:** International Maritime Organization.

**IMO SRS:** IMO Standard Ship Reporting System.

**INS (INFORMATION NAVIGATION SERVICE):** A type of VTS service that provides timely and essential information to assist on-board decision-making processes.

**MARITIME AUTHORITY:** The Harbormaster (*"Capitania dos Portos"*, in Portuguese) of Rio de Janeiro State, or other Military Organization which integrates the Brazilian Navy, responsible for maritime transport, under the Complementary Law No.97/99.

**NORMAM:** Brazilian Maritime Authority Regulations.

**NPCP-RJ:** Regulations and Procedures of Harbormaster of Rio de Janeiro State.

**PILOT BOARDING GROUND:** It is the location established by geographical coordinates in the PZ, where the Pilot's embarkation/disembarkation is performed at the beginning or end of a maneuver.

**PORT AUTHORITY:** Authority responsible for the administration of a port, which oversees port operations and ensures that services are performed compliantly, efficiently, safely, and protectively to the environment.

**REGULARIZED VESSELS:** Vessel that complies with international and/or national regulations (NORMAM, SOLAS, MARPOL, STCW, etc.).

**REPORTING POINT:** Specific positions located in the VTS area, in which a participating vessel shall report its position, in order to contribute to a faster identification by the VTSO of the vessels to be monitored and the organization of communications. They may be related to a defined geographic coordinate, area or conspicuous point, and their locations should be easy for users to understand.

**SAR OPERATION:** Search and Rescue Operation in the sea of someone or something.

**SISTRAM:** It stands for *"Sistema de Informações Sobre o Tráfego Marítimo"*, which means that it is an Information System of Maritime Traffic in Brazil.

**STS:** Ship-to-ship.

**VTS (VESSEL TRAFFIC SERVICE):** It is an electronic aid to navigation, capable of providing active monitoring of waterway traffic, whose purpose is to increase the safety of human life at sea, the safety of navigation and the protection of the environment in areas where there is intense traffic of vessels or major accident risk.

**VTSO (VTS OPERATOR):** A person certified by an accredited educational institution and formally designated to act as operator in service in a VTS Center.

**VTSS (VTS SUPERVISOR):** A person certified by an accredited educational institution and formally designated to act as supervisor in service in a VTS Center.

**VTMIS (VESSEL TRAFFIC MANAGEMENT AND INFORMATION SYSTEM):** Expansion of the VTS, in the form of a Maritime Surveillance Integrated System, which allows allied services and other interested agencies to directly share VTS data to increase the effectiveness of port operations or entire maritime activity.

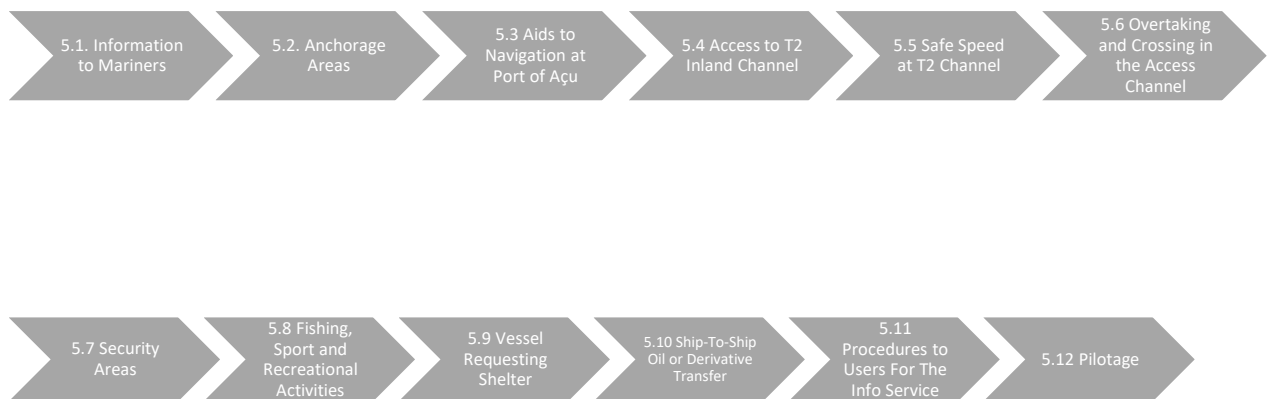
**VTS AREA:** Formally stated area where the service applies. It may be divided into subareas or sectors, limited to as few as possible, so as not to make it difficult for the Operator to understand the general traffic picture.

**VTS AUTHORITY:** Organization responsible for the implementation, management, operation and coordination of the VTS activities, its interaction with users and the safe and effective provision of the service. In Brazil, such attributions are responsibility of Port Authorities or Operators of Private Use Terminals (PUT) that implement the service.

**VTS CENTER:** It is the place of VTS operation and may be divided into sub-centers, if it is deemed convenient by the VTS Manager.

**VTS MANAGER:** A person formally designated by the VTS Authority, responsible for VTS management, operation, maintenance and the safe and effective provision of the service in the VTS Area.

## 5 DESCRIPTION OF THE PROCESS:



### 5.1 INFORMATION TO MARINERS:

#### 5.1.1 PARTICIPANT VESSELS (NORMAM 26/DHN – ANEXO C):

They are all vessels able to interact with the VTS Center. Participation of these vessels may be mandatory or passive. In the mandatory participation the mariner must observe the Procedures for Mariners in the VTS Area.

The following vessels will have mandatory participation: all vessels integrated to SISTRAM, all the other vessels with AIS type A and all vessels with AIS type B that work with commercial transportation of passengers, including tourist transportation in the VTS Area. For tug and pusher boats participation is mandatory when in service for any length of tow or convoy.

Passive participation is for other vessels with AIS type B and other vessels that have VHF communication, such as recreational and fishing vessels, which, although monitored by the VTS through AIS or radar, only occasionally participate in the exchange of communications by VHF with the VTS Operators. In passive participation it is recommended that the seafarer adopts the Procedures to Mariners in the VTS Area when navigating the waterways used

by vessels with mandatory participation in order to avoid undesirable traffic conflicts.

Other vessels that join the local traffic and are unable to interact with the VTS are called non-participants.

The local representative of the Maritime Authority shall be notified immediately about vessels failing to comply with any appropriate procedure so that the necessary administrative measures to rectify the irregularity can be taken.

Every vessel operating in Port of Açú has the obligation to know the emergency contacts and service protocols of the terminals where it is berthed. The crew must also know the procedures and emergency contacts of the VTS Center during the stay in the VTS Area of Port of Açú.

Emergency contacts can be found at the links below:

- T1: <https://www.ferroport.com.br/nossonegocio/terminalportuario/>
- T2: <https://portodoacu.com.br/en/user-information/>

## 5.1.2 VESSEL TRAFFIC SERVICE (VTS):

The VTS Center's mission is to provide to the Port of Açú a maritime traffic monitoring structure to observe and inform, in real time, vessels in the port's area of influence.

The safe and effective provision of the VTS service contributes to increase the safety of navigation, of human life at sea and the prevention of water pollution; positively impacts the efficiency of inbound and outbound maneuvers of the port; contributes to the preservation of the environment; and supports the port security measures implemented by the Port Administration.

Licensed through Ordinance No.208/DHN, on December 3, 2015, by the Board of Hydrography and Navigation (DHN) and published in the Federal Official Gazette of Brazil No.236, Section 1, page 5 on December 10, 2015, the VTS Center has been accredited to provide information to mariners (INS, Information Service) in the Port of Açú.

The Information Service (INS) of the VTS Center is available 24 hours a day, 7 days a week, in Portuguese and English, on demand. Providing information to the mariner when requested or when it is deemed necessary by the VTS Operator. Main services available within the VTS area:

- Information about position, identification, movement intentions and traffic restrictions nearby;
- Contribution to disclosure of Notice to Mariners issued by the maritime authority;
- Disclosure of status of buoys and other AtoN, real-time weather conditions and any change in waterways that may affect the safety of navigation;
- Availability, dimensions and maximum draft of berths; and

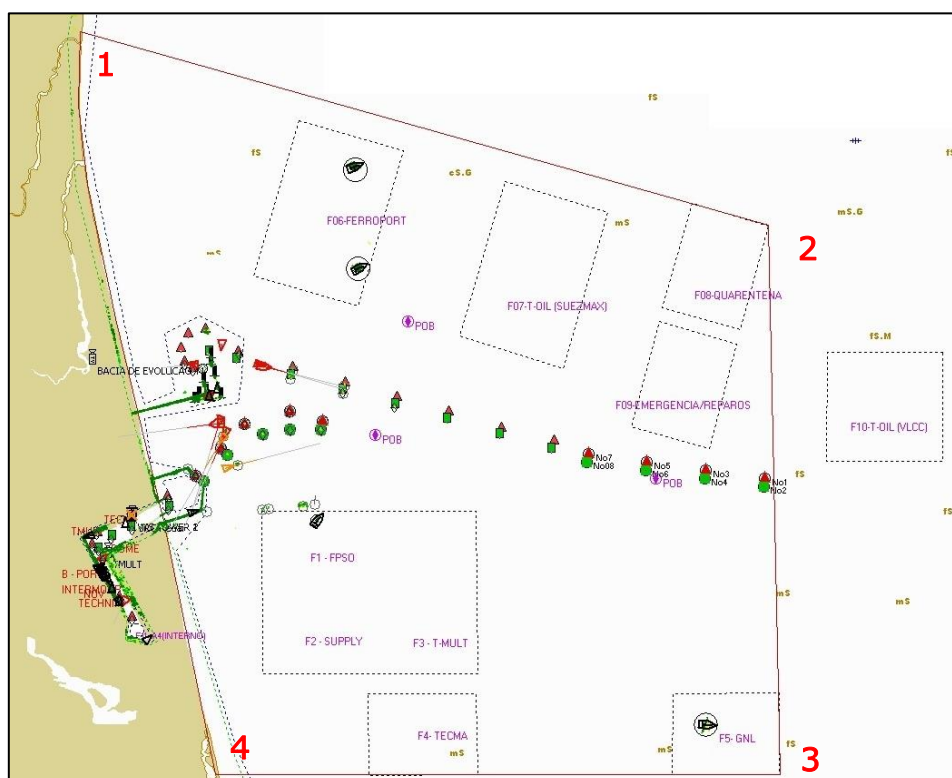
- Meteorological and Hydrological data: wind, wave, tide, current and visibility.

Every moored or anchored vessel must maintain constant monitoring of the wind and sea conditions and their influence on the vessel, including mooring and anchoring systems/schemes, taking the necessary mitigating actions as the scenario changes, including leaving the anchorage area or berth location if the situation demands. The Port of Açu VTS Center must be informed whenever any risk to the vessel is identified.

### 5.1.3 MONITORING AREA OF PORT OF AÇU VTS CENTER:

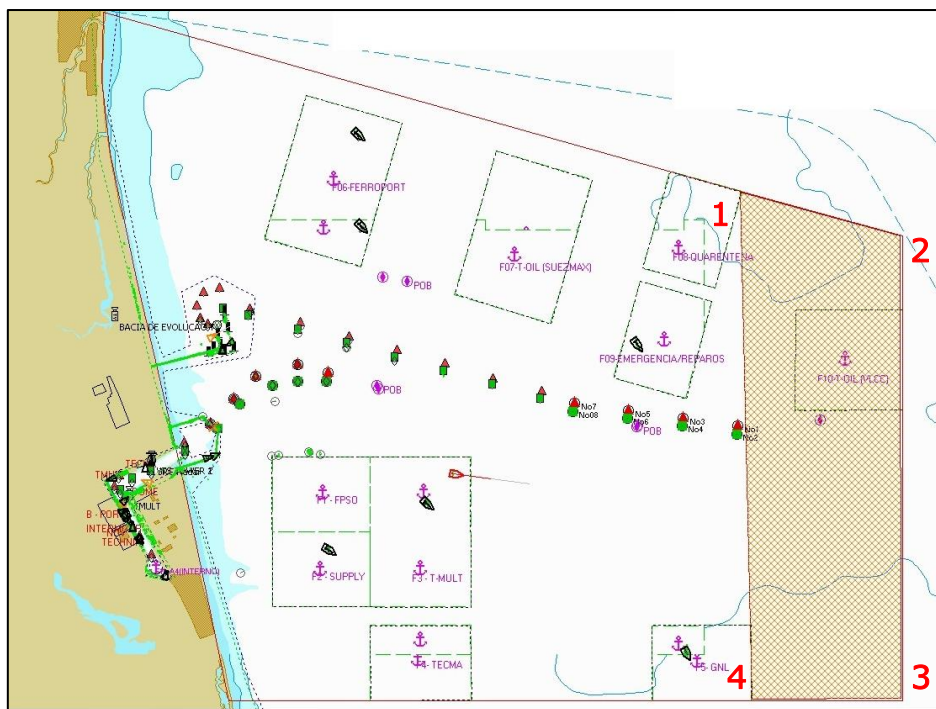
The monitoring area of the Port of Açu VTS Center is delimited by the polygon composed by the points listed below in addition to the inland channel and maneuvering basins.

| Ponto | Latitude      | Longitude      |
|-------|---------------|----------------|
| 1     | 21° 41,847' S | 041° 01,442' W |
| 2     | 21° 45,437' S | 040° 47,488' W |
| 3     | 21° 55,623' S | 040° 47,488' W |
| 4     | 21° 55,623' S | 040° 58,740' W |



## I. Adjacent VTS area of voluntary accession by the navigator:

The adjacent VTS monitoring area in Port of Açú exceeds 12 nautical miles from the coast, above the territorial sea, in which the VTS maintains active traffic monitoring, increasing the navigation security layer in this region that is of interest to Port of Açú. However, this area is for voluntary participation by the navigator and it is only recommended to adopt the procedures existing in this document.



## I. Contacts:

- VHF radio: CH 10 and 16
- Telephone: +55 22 2133-1223 / Mobile: +55 22 9-8119-3700
- E-mail: [acu.vts@portodoacu.com.br](mailto:acu.vts@portodoacu.com.br)

### 5.1.4 COMMUNICATION EQUIPMENT:

All communication through VHF radio, in the VTS Area, should be objective, concise and in accordance with IMO Standard Marine Communication Phrases (SMCP – IMO Resolution A.918(22)).

When entering or leaving the VTS Area and anchoring inside or outside the port limits, all vessels must watch the VHF channel 16.

The call sign of the Vessel Traffic Service is **"PORT OF AÇU VTS"**. This call sign should be used by all participant vessels.

In the VTS area, the AIS system must be operational, correctly configured and permanently sending vessel information. Attention is recommended in setting the AIS transponder position in relation to the vessel dimensions (dimensions

A, B, C and D), thus allowing the correct monitoring of maneuvers by AIS station of the VTS Center.

The Port of Açú VTS Center should be immediately informed about any unavailability of communication equipment through all available alternative means, including mobile telephony.

Main VHF Stations in Port of Açú:

| STATION                                      | VHF CHANNEL |
|----------------------------------------------|-------------|
| International Distress                       | 16          |
| Açú VTS Center                               | 10          |
| Pilotage<br>(Monitored by the Pilot Station) | 12          |

**5.1.5 NAVIGATION IN THE PORT OF AÇU VTS AREA (REPORTING POINT)**

The vessels which sail in the VTS area should contact the VTS Center informing their maneuver intentions, respecting a minimum of 15 minutes in advance, through the VHF radio on channel 10 and whenever they sail near any of the reporting points listed below:

| Point | Reporting Point                                    | Latitude     | Longitude     |
|-------|----------------------------------------------------|--------------|---------------|
| A     | VTS Area limit - NORTH                             | 21° 43,87' S | 040° 53,73' W |
| B     | VTS Area limit - EAST                              | 21° 51,60' S | 040° 47,48' W |
| C     | VTS Area limit - SOUTH                             | 21° 55,62' S | 040° 51,55' W |
| D*    | Pilot Boarding Ground T1<br>(outside the VTS area) | 21° 50,34' S | 040° 46,72' W |
| E     | Pilot Boarding Ground T1<br>(alternative)          | 21° 47,17' S | 040° 55,43' W |
| F     | Pilot Boarding Ground T2                           | 21° 49,37' S | 040° 55,52' W |

*\*Although point D is outside the area of compulsory notification, in view of the relevance of the information for the safety of navigation, it is recommended that the embark/disembark of the pilot be informed.*

**5.2 ANCHORAGE AREAS:**

There are eleven (11) anchorage areas in the Port of Açú, which will be indicated/designated, according to the type of service provided to mariners, according to the following distribution:



| <b>Table of Anchorage Areas Positions – DATUM WGS 84</b>                                  |                     |                      |
|-------------------------------------------------------------------------------------------|---------------------|----------------------|
| <b>Description</b>                                                                        | <b>Latitude (S)</b> | <b>Longitude (W)</b> |
| Anchorage Area #1<br>For platforms and FPSO vessels to T2                                 | 21°50,750'          | 040°57,810'          |
|                                                                                           | 21°50,750'          | 040°55,700'          |
|                                                                                           | 21°52,250'          | 040°55,700'          |
|                                                                                           | 21°52,250'          | 040°57,810'          |
| Anchorage Area #2<br>For SUPPLY vessels to T2                                             | 21°52,250'          | 040°57,810'          |
|                                                                                           | 21°52,250'          | 040°55,700'          |
|                                                                                           | 21°53,750'          | 040°55,700'          |
|                                                                                           | 21°53,750'          | 040°57,810'          |
| Anchorage Area #3<br>For vessels to T-MULT terminal at T2                                 | 21°50,750'          | 040°55,700'          |
|                                                                                           | 21°50,750'          | 040°53,530'          |
|                                                                                           | 21°53,750'          | 040°55,700'          |
| Anchorage Area #4<br>For tankers to TECMA Terminal at T2                                  | 21°54,123'          | 040°55,700'          |
|                                                                                           | 21°54,123'          | 040°53,530'          |
|                                                                                           | 21°55,623'          | 040°53,530'          |
|                                                                                           | 21°55,623'          | 040°55,700'          |
| Anchorage Area #5<br>For LNG vessels to T2                                                | 21°54,123'          | 040°49,619'          |
|                                                                                           | 21°54,123'          | 040°47,488'          |
|                                                                                           | 21°55,623'          | 040°47,488'          |
|                                                                                           | 21°55,623'          | 040°49,619'          |
| Anchorage Area #6<br>For CAPE SIZE vessels (ballast) to T-ORE Terminal at T1              | 21°43,506'          | 040°57,069'          |
|                                                                                           | 21°44,070'          | 040°55,011'          |
|                                                                                           | 21°46,943'          | 040°55,906'          |
|                                                                                           | 21°46,371'          | 040°57,973'          |
| Anchorage Area #7<br>For oil tankers (SUEZMAX) to T-OIL Terminal at T1                    | 21°44,634'          | 040°52,970'          |
|                                                                                           | 21°45,199'          | 040°50,905'          |
|                                                                                           | 21°48,075'          | 040°51,817'          |
|                                                                                           | 21°47,506'          | 040°53,875'          |
| Anchorage Area #8<br>For vessels in quarantine or waiting for ANVISA's clearance to T1/T2 | 21°45,032'          | 040°49,241'          |
|                                                                                           | 21°45,437'          | 040°47,689'          |
|                                                                                           | 21°47,373'          | 040°48,256'          |
|                                                                                           | 21°46,974'          | 040°49,822'          |
| Anchorage Area #9<br>For emergencies and/or maintenance to T1/T2                          | 21°47,234'          | 040°49,883'          |
|                                                                                           | 21°47,640'          | 040°48,330'          |
|                                                                                           | 21°49,574'          | 040°48,896'          |
| Anchorage Area #10<br>For tankers (VLCC) to T-OIL Terminal at T1                          | 21°49,165'          | 040°50,461'          |
|                                                                                           | 21°47,810'          | 040°46,530'          |
|                                                                                           | 21°47,810'          | 040°44,219'          |
|                                                                                           | 21°49,810'          | 040°44,219'          |
|                                                                                           | 21°49,810'          | 040°46,530'          |

| Table of Anchorage Areas Positions – DATUM WGS 84           |              |               |
|-------------------------------------------------------------|--------------|---------------|
| Description                                                 | Latitude (S) | Longitude (W) |
| Anchorage Area #11<br>For vessels to T2<br>(center of area) | 21° 52,960'  | 041° 00,322'  |

**5.3 AIDS TO NAVIGATION AT PORT OF AÇU:**

Buoyage system of Fairways to Terminal 1 and 2.

| TERMINAL 1 |       |              |               |
|------------|-------|--------------|---------------|
| Buoy       | Color | Latitude (S) | Longitude (W) |
| T1-01      | R     | 21° 50,13    | 040° 47,78    |
| T1-02      | G     | 21° 50,28    | 040° 47,80    |
| T1-03      | R     | 21° 49,98    | 040° 48,96    |
| T1-04      | G     | 21° 50,13    | 040° 48,98    |
| T1-05      | R     | 21° 49,83    | 040° 50,13    |
| T1-06      | G     | 21° 49,98    | 040° 50,15    |
| T1-07      | R     | 21° 49,68    | 040° 51,29    |
| T1-08      | G     | 21° 49,83    | 040° 51,33    |
| T1-09      | R     | 21° 49,50    | 040° 51,99    |
| T1-10      | G     | 21° 49,65    | 040° 52,04    |
| T1-11      | R     | 21° 49,23    | 040° 53,04    |
| T1-12      | G     | 21° 49,37    | 040° 53,08    |
| T1-13      | R     | 21° 48,95    | 040° 54,08    |
| T1-14      | G     | 21° 49,10    | 040° 54,12    |

| TERMINAL 1 |       |              |               |
|------------|-------|--------------|---------------|
| Buoy       | Color | Latitude (S) | Longitude (W) |
| T1-15      | R     | 21° 48,68    | 040° 55,12    |
| T1-16      | G     | 21° 48,83    | 040° 55,16    |
| T1-17      | R     | 21° 48,41    | 040° 56,16    |
| T1-18      | G     | 21° 48,55    | 040° 56,21    |
| T1-19      | R     | 21° 48,13    | 040° 57,20    |
| T1-20      | G     | 21° 48,28    | 040° 57,25    |
| T1-21      | R     | 21° 47,85    | 040° 58,28    |
| T1-22      | G     | 21° 47,99    | 040° 58,32    |
| T1-23      | R     | 21° 47,43    | 040° 58,95    |
| T1-24      | G     | 21° 47,85    | 040° 58,88    |
| T1-25      | R     | 21° 47,51    | 040° 59,29    |
| T1-27      | R     | 21° 47,79    | 040° 59,43    |
| T1-29      | R     | 21° 48,03    | 040° 59,36    |
| T1-31      | R     | 21° 48,15    | 040° 59,20    |

| TERMINAL 2 |       |              |               |
|------------|-------|--------------|---------------|
| Buoy       | Color | Latitude (S) | Longitude (W) |
| T2-01      | R     | 21° 49,08    | 040° 56,60    |
| T2-02      | G     | 21° 49,24    | 040° 56,65    |
| T2-03      | R     | 21° 48,91    | 040° 57,27    |
| T2-04      | G     | 21° 49,24    | 040° 57,26    |
| T2-05      | R     | 21° 49,14    | 040° 58,17    |
| T2-06      | G     | 21° 49,32    | 040° 57,80    |
| T2-07      | R     | 21° 49,59    | 040° 58,63    |
| T2-08      | G     | 21° 49,70    | 040° 58,51    |
| T2-09      | R     | 21° 50,09    | 040° 59,14    |
| T2-10      | G     | 21° 50,18    | 040° 58,99    |

| TERMINAL 2 |       |              |               |
|------------|-------|--------------|---------------|
| Buoy       | Color | Latitude (S) | Longitude (W) |
| T2-11      | R     | 21° 50,53    | 040° 59,70    |
| T2-12      | G     | 21° 50,72    | 040° 59,68    |
| T2-13      | R     | 21° 51,19    | 041° 01,11    |
| T2-14      | G     | 21° 51,10    | 041° 00,41    |
| T2-15      | R     | 21° 51,41    | 041° 01,21    |
| T2-16      | G     | 21° 51,26    | 041° 00,82    |
| T2-17      | R     | 21° 52,39    | 041° 00,66    |
| T2-18      | G     | 21° 51,49    | 041° 01,09    |
| T2-19      | R     | 21° 52,76    | 041° 00,42    |
| T2-20      | G     | 21° 51,65    | 041° 00,99    |

In order to fully guarantee navigation safety, the Access Channels set out above must be used from the first pair of buoys.

#### **5.4 ACCESS TO T1 AND T2 TERMINAL:**

The vessel can only access the T1 and T2 Terminals if the Terminal is ready and with the berth available.

The vessel is not allowed, inside and outside the fairway, to:

- Stay in Dynamic Positioning while waiting for availability of berth; and
- Drop anchor.

In emergencies, alternative measures may be reported to the VTS Center.

#### **5.5 SAFE SPEED FOR ACCESS TO TERMINALS:**

According to COLREGs – 1972, safe speed is defined:

“Every vessel shall at all times proceed at a safe speed so that she can take proper and effective action to avoid a collision and be stopped within a distance appropriate to the prevailing circumstances and conditions. In determining a safe speed, the following factors shall be among those taken into account: (a) By all vessels: (ii) the traffic density including concentrations of fishing vessels or any other vessels.”

Every vessel in transit through the Access Fairway and the T1 and T2 Terminals shall be able to navigate permanently at a safe speed so that she can take proper action to avoid collision and to maneuver accurately. However, the Port Administration recommends that the navigation shall be performed at a speed of 6.0 (six) knots, avoiding speeds above 8.0 (eight) knots.

For climatic reasons and/or maneuverability of the vessel, the Captain must inform the Port of Açú VTS Center about his specific need not to meet the speed parameters recommended above.

Attention to speed is recommended when operating with tugboats that naturally have restrictions during the maneuver.

It is clear that it is the responsibility of the vessel's Captain to take care of interaction with other vessels and port infrastructure under the risk of accidents. We call attention to the waves formed after the passage of speedboats, which can make small boats to capsize or even damage moored vessels.

If the speed is inadequate to the waterway as indicated above, the VTS Center will contact the vessel for warning about its speed and compliance with traffic safety.

#### **5.6 OVERTAKING AND CROSSING:**

Overtaking and crossing maneuvers shall be in accordance with the Convention on International Regulations for Preventing Collisions At Sea, 1972 (COLREGs) and the Regulations and Procedures of Harbormaster of Rio de Janeiro State (NPCP-RJ) valid for Port of Açú.

The access channel to the T1 Açú Port operates one-way, allowing the arrival or departure of only one vessel at a time.

Overtaking and crossing other vessels in the T2 channel is allowed for offshore supply vessels and the arrangements will be carried out by those involved, respecting the maximum speed recommendations informed in the previous item.

The overtaking and crossing section established by the VTS Center is detailed below. The stretch for overtaking and crossing is between the secondary stone breakwaters (buoys #11 and #12) and the beginning of the TMULT quay (buoy #16), a total extension of approximately 1.3NM.

| Points for Overtaking/Crossing at T2                                        |               |                |
|-----------------------------------------------------------------------------|---------------|----------------|
| Description                                                                 | Latitude      | Longitude      |
| Middle of channel; stretch beginning<br>(between the secondary breakwaters) | 21° 50,672' S | 040° 59,768' W |
| Middle of channel; abeam TMULT quay<br>(reference: buoy #16)                | 21° 51,295' S | 041° 01,059' W |

**5.7 SECURITY AREAS:**

According to NORMAM-07/DPC, the following areas are considered as Security Areas, where it is forbidden the traffic and anchoring of vessels not involved in operations at the Port and Industrial Complex of Açú:

- Anchorage areas;
- Fairways/Channels; and
- Nearby port facilities.

All other Security Areas eventually provided in NORMAM-07/DPC and NPCP-RJ must be considered as Security Areas in Port of Açú, whenever applicable.

**5.8 FISHING, SPORT AND RECREATIONAL ACTIVITIES:**

According to the NPCP-RJ, the maritime area of ports and terminals in the jurisdiction of CP are restricted to fishing and navigation for an area of 500 (five hundred) meters of its surroundings, except for vessels that will provide support to ships moored in Porto or to a Terminal. Thus, fishing and the practice of sports and recreational activities are prohibited at a distance of 500 (five hundred) meters from the Fairway and anchorage areas delimited by the Maritime Authority.

**5.9 VESSELS REQUESTING SHELTER:**

A vessel in search of shelter must not enter the Fairway without previous authorization from the Port of Açú VTS Center.

The vessel must remain in the location indicated by the Port Administration during the period in which it is authorized and must not move from this location without authorization from the Port of Açú VTS Center.

## 5.10 SHIP-TO-SHIP OIL AND DERIVATIVES TRANSFERS:

Only service suppliers registered with the Maritime Authority are authorized to carry out ship-to-ship oil or derivative transfer operations in Port of Açú, as provided by NORMAM-08/DPC.

The User authorized by the Maritime Authority to carry out STS oil transfer operations in the Port of Açú must submit the respective Authorization document valid to the Port Administration before starting its activities.

During the STS transfer of oil or oil products in the VTS Area, it is mandatory:

- Inform the VTS Center 6 (six) hours before starting the operation in the VTS Area;
- Use booms properly;
- Fly flag "B" of International Code of Signals during the day;
- Turn on the mast red navigation light during the night; and
- Keep the Ship Oil Pollution Emergency Plan (SOPEP) ready to use on the deck during all the time.

## 5.11 PROCEDURES TO USERS OF INFORMATION SERVICE (INS)

The information requested in routine procedures follows the IMO Standard Ship Reporting System (IMO SRS), contained in Resolution A.851 (20).

Communication with the Port of Açú VTS Center should be carried out as described in the following items:

### 5.11.1 NOTICE OF ARRIVAL (NOA)

Vessels with destination to Terminal of Port of Açú must inform the VTS Center, at least six (6) hours in advance, through the Line Up system (Shipping Agent), the following data:

- Name, call sign or ship station identity and flag (ALPHA);
- Position (CHARLIE);
- Port of departure/Last port of call (GOLF);
- Entry the VTS Area (HOTEL);
- Destination and ETA – Estimated/Expected Time of Arrival (INDIA);
- Present maximum draft/draught (OSCAR);
- Cargo on board (PAPA);

NOTE: tankers and ships with dangerous goods should use the IMDG code.

- Updated list of defects, damage, deficiency, limitations (QUEBEC);  
NOTE: any restriction on the vessel that compromises the maneuver MUST be informed.
- Size, type, gross tonnage etc. (UNIFORM); and
- Remarks, including the ISPS Code (X-RAY).

The vessel shall update this information in the system (Shipping Agent) whenever there is a change of more than 2 hours in the ETA.

Whenever there is a change in the NOA, the Captain must update and inform the items of his travel plan to the Port of Açú VTS Center.

## 5.11.2 VESSEL ENTERING THE VTS AREA

Vessels entering the VTS area should contact the Port of Açú VTS Center to inform the following items and maneuvering intentions:

- Name (ALPHA);
- Time (BRAVO);
- Position (DELTA);
- Course (ECHO);
- Speed (FOXTROT);
- Present maximum draft/draught (OSCAR); and
- Remarks (X-RAY).

The Port of Açú VTS Center will inform to the mariner the berthing prospect, if the destination Terminal has provided this information; otherwise, the appropriate anchorage area will be designated for the vessel to wait for the Terminal's availability, complying with item 5.4 – ACCESS TO T1 AND T2 TERMINAL.

## 5.11.3 VESSEL CROSSING A REPORTING POINT

- Name (ALPHA);
- Position (DELTA);
- Pilot - name and boarding time - (JULIET); and  
NOTE: just for Pilot Boarding Ground T1, T1 (alternative) and T2.
- Speed (FOXTROT).

## 5.11.4 VESSEL LEAVING THE VTS AREA

- Name (ALPHA);
- Time (BRAVO); and
- Position (DELTA).

## 5.11.5 VESSEL APPROACHING AN ANCHORAGE AREA

Vessels that do not have berths designated for mooring shall proceed to the anchorage areas, as established by the Nautical Charts or Notice to Mariners.

After dropping the anchor, the vessel shall inform the following data to the Port of Açú VTS Center:

- Name (ALPHA);
- Anchored time (BRAVO); and
- Position (CHARLIE).

## 5.11.6 VESSEL HEAVING UP ANCHOR

When heaving up anchor, the anchored vessel shall inform to port of Açú VTS Center the following data:

- Name (ALPHA);
- Time - start and under way - (BRAVO);
- Destination (INDIA); and
- Present maximum draft/draught (OSCAR).

In case of any malfunction that prevents the heaving up maneuver, the vessel's Captain shall report it to the Port of Açú VTS Center and inform the estimated time for having it repaired.

It is up to the Terminal, which is destination of the vessel, to schedule a new date and time for the inbound maneuver to begin.

## 5.11.7 BERTHING

When the vessel, which is waiting for calling Port of Açú, receives information from the Port of Açú VTS Center about the readiness of the Terminal and availability of berth, she will have the permission from the Port Administration for mooring, complying with item 5.4 – ACCESS TO T1 AND T2 TERMINAL. The vessel should consult the Port of Açú VTS Center about the current traffic situation and provide the following data:

- Name (ALPHA);
- Actual Time of Berthing (BRAVO);
- Position (DELTA).
- Present maximum draft/draught (OSCAR); and
- Updated list of defects, damage, deficiency, limitations (QUEBEC).

NOTE: any restriction on the vessel that compromises the maneuver MUST be informed.

While being berthed, the vessel shall keep the AIS connected, as well as VHF channels 10 and 16 watched for communication with the Port of Açú VTS Center.

## 5.11.8 CHANGING BERTHS

When a vessel intends to change berths in the same Terminal or different ones, with or without Pilot's assistance, after getting the terminal readiness and checking if the destination berth is available, she must call the Port of Açú VTS Center 15 (fifteen) minutes before the beginning of the maneuver to get the current traffic situation and to inform the following data:

- Name (ALPHA);
- Destination terminal and berth;
- Estimated and Actual Time of Departure/Berthing (BRAVO);
- Pilot - name and boarding time - (JULIET);
- Present maximum draft/draught (OSCAR); and
- Updated list of defects, damage, deficiency, limitations (QUEBEC).

NOTE: any restriction on the vessel that compromises the maneuver MUST be informed.

## 5.11.9 DEPARTURE

The vessel Captain shall contact the Port of Açú VTS Center 15 minutes before the start of the outbound maneuver. The following data must be informed:

- Name (ALPHA);
- Estimated and Actual Time of Departure (BRAVO);
- Pilot - name and boarding time - (JULIET);
- Destination/next port of call (INDIA); and
- Present maximum draft/draught (OSCAR);
- Cargo on board (PAPA); and

NOTE: for vessels with dangerous goods only.

- Updated list of defects, damage, deficiency, limitations (QUEBEC).

NOTE: any restriction on the vessel that compromises the maneuver MUST be informed.

## 5.11.10 INFORMATION ABOUT ACCIDENTS AND FACTS OF NAVIGATION

Any type of accidents and facts of navigation – according to definitions established on NORMAM-09/DPC, item 0106 – or any type of incident that may impact the safety of navigation and the environment, must be immediately informed to the Port of Açú VTS Center through VHF channel 10.

Full details of the event must be provided. If appropriate, reports related to Dangerous Goods, Harmful Substances, Water Pollution should be sent to [acu.vts@portodoacu.com.br](mailto:acu.vts@portodoacu.com.br).



**5.12 PILOTAGE**

Pilotage service in the port limits (Internal Zone) is in accordance with the Brazilian Maritime Authority Regulations related to Pilotage Service (NORMAM-12/DPC) and, when it is appropriate, with the Regulations and Procedures of Harbormaster of Rio de Janeiro State (NPCP-RJ).

Among the skills of the Pilot mentioned in the referred NORMAM, the Port Administration highlights:

- "To advise the vessel's Captain in conducting the pilotage work, promptly and efficiently meeting the requirements of the Pilotage Service"; and
- "Establish the necessary communications with the Vessel Traffic Service - VTS (when provided by the Port Authority) and other vessels in transit through the Pilotage Zone, in order to ensure the safety of water traffic".

All vessels destined for the Port of Açú with the assistance of the Pilotage Service must embark/disembark the Pilot at the boarding ground established by the Maritime Authority. If there is a compromise in safety when boarding/disembarking the Pilot, the Captain must inform the Port of Açú VTS Center, with the Pilotage Service's consent, of his specific need not to comply with this rule.

| Table with Positions of Pilot Boarding Grounds – DATUM WGS 84 |                                        |              |               |
|---------------------------------------------------------------|----------------------------------------|--------------|---------------|
| Point                                                         | Description                            | Latitude     | Longitude     |
| P1                                                            | Pilot Boarding Ground T1               | 21° 50,34' S | 040° 46,72' W |
| P2                                                            | Pilot Boarding Ground T1 (alternative) | 21° 47,17' S | 040° 55,43' W |
| P3                                                            | Pilot Boarding Ground T2               | 21° 49,37' S | 040° 55,52' W |

|                                                                                       |                                                                 |
|---------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| <b>Responsible for English Version:</b><br>Douglas Soares – Marine Operations Analyst | <b>Approver:</b><br>Mario Rodrigues – Marine Operations Manager |
|---------------------------------------------------------------------------------------|-----------------------------------------------------------------|

| Publish    | Version | Description of changes |
|------------|---------|------------------------|
| 11/25/2019 | 01      | Creation of procedure. |
| 07/03/2020 | 02      | Review of procedure.   |
| 08/25/2020 | 03      | Review of procedure.   |