

## Hambantota International Port

**HIPG**

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**HIPS**

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### Departures of Vessels from Hambantota International Port

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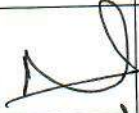
Scope HIPS

**CONTROLLED**

26 AUG 2025

Hambantota International  
Port

## Document Control

| Description | Name / Designation                                           | Signature                                                                           | Date        |
|-------------|--------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------|
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| Approved by | Capt. Miyuru Gunasekara : General Manager - HIPS             |  | 26-Aug-2025 |

## Document Change Log

| Change No. | Type     | Description of Amendment                                                                                             | Page No. | Approved by | Effective Date |
|------------|----------|----------------------------------------------------------------------------------------------------------------------|----------|-------------|----------------|
| 01         | Revision | Insert wording to cater for new safety and operational requirements                                                  | 03       | HOD         | 01-Jul-2021    |
| 02         | Revision | Compliance with Document Control Policy Rv.02 (HIP-L1-HRA-013). Changing Document numbering , formatting & hierarchy | All      | HOD         | 26-Aug-2025    |



# VESSEL DEPARTURE FROM HAMBANTOTA INTERNATIONAL PORT

## Abbreviations

- HIP : Hambantota International Port
- HIPG : Hambantota International Port Group
- HIPS : Hambantota International Port Services
- ETA : Estimated Time of Arrival
- ETD : Estimated Time of Departure
- TVR : Time Vessel Ready
- PBG : Pilot Boarding Ground
- HM : Harbor Master
- DHM : Deputy Harbor Master

## 1.0 Introduction

The purpose of this Standard Operating Procedure (SOP) is to ensure **safe, efficient, and delay-free vessel departure operations** at the Hambantota International Port (HIP).

All **local agents and customers** are required to strictly adhere to the following procedures and guidelines to facilitate smooth and safe vessel sailing operations.

## 2.0 Departure Procedures

### 2.1 Reporting Sailing Readiness

The Master must report "Time Vessel Ready (TVR)" to Port Control via VHF Channel 10, one hour prior to Estimated Time of Departure (ETD).

### 2.2 Information to be Reported

The following information must be recorded in the **HIP Log Book**,

- Contact & TVR time
- Port Clearance Number
- Sailing draught (Forward & Aft) — to be confirmed in consultation with Port Control and adjusted as necessary to ensure safe navigation
- Next Port
- Bow thruster operational condition
- Main engine & Navigational equipment status

### 2.3 Pilot and Boarding Arrangements

The vessel's Master shall arrange appropriate pilot boarding and disembarking arrangements in coordination with Port Control prior to the pilot boarding for sailing.



## 2.3 Confirmation of Readiness

The **Local Agent** shall confirm vessel readiness at the reported TVR and coordinate with all relevant departments to ensure seamless departure operations.

## 2.4 One-Hour Standby Notification

Port Control shall issue a **1-hour standby notice** to the following personnel and departments:

- Pilot
- Berthing Officer / Mooring Crew
- Pilot Launch
- Tug Boats
- Duty Manager / BPL
- Vehicle Driver if required

## 2.5 Completion of Cargo Operations

The Duty Manager / BPL must confirm the actual time cargo operations are completed before vessel departure.

## 2.6 Safety Clearance of Equipment and Personnel

- Prior to departure, the Operations Department shall confirm that all obstructions, such as gantries and cranes, are properly secured. All personnel and operational activities within the designated gantry area, or entering its operational zone, are strictly prohibited during vessel departure. The Operations Department is responsible for ensuring that all equipment is placed in safe and secure locations with appropriate signs and notices displayed, and that no operators are present inside the gantry during this process.
- The Berthing Officer shall ensure that the berth is free from any obstructions, proper gangway arrangements are in place, and mooring crews are available with the required PPE and tools at the designated time. The berth shall also be properly illuminated during night operations.

## 2.7 Final Readiness Check

Port Control shall verify vessel readiness 10 minutes before the reported TVR.

## 2.8 Pilotage and Tug Assistance

- Pilotage is compulsory for all vessels
- Pilot ladder must comply with SOLAS V/23
- One Tug is compulsory for pilotage
- Tug deployment is determined by the pilot according to the vessel's characteristics and prevailing weather conditions



## 2.9 Monitoring

Port Control shall continuously monitor the vessel's movement until it has safely cleared the breakwater and channel. This includes maintaining constant communication with the Pilot, vessel, Berthing Officer, Pilot Launch, and tugs. Port Control is responsible for assessing channel clearance, traffic density, and prevailing weather conditions, and must be prepared to take immediate action in the event of any emergencies during departure.

## 3.0 Documentation

### 3.1 Log and System Updates

Following departure, update the following records and systems,

- HIP Log Book
- Arrival & Departure Log
- Monthly reports
- VTMS system
- Close the vessel schedule on confirmation by the HIPG planning & mail FAL form to finance department for invoicing

### 3.2 FAL Form Submission to Billing Department

Once the vessel has sailed, Port Control shall collect the FAL form, duly signed by the Pilot and the Vessel Master. Port Control will then complete **Part A (For Office Use Only)** and **Part C** of the form before emailing it to the following recipients:

- Billing HIPS [billing@hips.lk](mailto:billing@hips.lk)
- Billing HIPG [billing@hipg.lk](mailto:billing@hipg.lk)
- OST HIPG [ost@hipg.lk](mailto:ost@hipg.lk)
- BPL HIPG [bpl@hipg.lk](mailto:bpl@hipg.lk)
- Planning HIPG [planning@hipg.lk](mailto:planning@hipg.lk)

## 4.0 Emergency Contact Details at Hambantota International Port

In case of any emergency, Port Control shall be contacted immediately. Emergencies include, but are not limited to, the following situations:

- Pollution Incidents
- Collision, Grounding, Fire, Man over board, Operational and Navigational Emergencies, stowaways, contraband and other related incidents
- Adverse Weather Conditions
- Safety, Security, and Other Related Concerns



If any of the above-mentioned emergency requirements are reported to Port Control, Port Control shall promptly notify the personnel listed below and take necessary action as per the Emergency Response Checklist.

|                                 |                                                 |
|---------------------------------|-------------------------------------------------|
| # Emergency Response Unit (ERU) | : +94472258855/ VHF Ch. 16 (Internal Emergency) |
| # General Manager (HIPS)        | : +94764078100/+94472888811                     |
| # Deputy Harbour Master (DHM)   | : +94472277900                                  |
| # Duty Safety Officer (QHSE)    | : +94764077888/+94472888762                     |
| # Duty Manager (HIPG)           | : +94764077600/+94472888919                     |
| # Ambulance/ Medical Center HIP | : +94764077888/+94474938136                     |
| # Security Control              | : +94771078999/+94472887861                     |
| # Port Control                  | : +94764078051/+94472277701                     |

## 5.0 Sri Lanka Navy (SLN) for security (ISPS) and emergency coordination.

SLN Hambantota to be appraised of any information pertaining to Security, Distress or any other abnormal situations at HIP which may require expeditious attention.

### Emergency Contact No's:

- Operations : +9411719915, +94117199100
- ISPS Office : +94477508165, +94113070312, HIP Ext. 2135
- MRSC HBA : +94117199155



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