

Hambantota International Port

HIFG

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Port Control Requirements, Information & Procedures for Vessels Calling at Hambantota International Port.

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Hambantota International
Port

Document Control

Description	Name / Designation	Signature	Date
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Document Change Log

Change No.	Type	Description of Amendment	Page No.	Approved by	Effective Date
01	Revision	Urgent callers ETA notice less than 48 hours.	03	HOD	01-Jul-2021
02	Revision	Topic of the SOP amended, Additional documents /approval required to be produce by the local agents	01,04	HOD	20-Aug-2021
03	Revision	Strike & insert new sections to cater the requirements more suitably	01,04	HOD	17-Apr-2024
04	Revision	Inserted CM ePort requirements in paragraph 2 under the topic 'Introduction'	01,04	HOD	20-Nov-2024
05	Revision	Compliance with Document Control Policy Rv.02 (HIP-L1-HRA-013). Changing Document numbering , formatting & hierarchy	All	HOD	25-Aug-2025

Port Control Requirements, Information & Procedures for Vessels Calling at Hambantota International Port

Abbreviations:

- HIP : Hambantota International Port
- HIPG : Hambantota International Port Group
- HIPS : Hambantota International Port Services
- ETA : Estimated Time of Arrival
- SLPA : Sri Lanka Port Authority
- DCD : Dangerous Cargo Declaration
- PBG : Pilot Boarding Ground
- HM : Harbor Master
- DHM : Deputy Harbor Master
- MOD : Ministry of Defense
- SLN : Sri Lanka Navy
- QHSE : Quality, Health, Safety, and Environment
- MRSC : Maritime Rescue Sub Centre

1.0 Introduction

This SOP outlines the operational requirements, information, and procedures to be followed by all vessels calling at **Hambantota International Port (HIP)**. The primary objective is to ensure **safe, efficient, and coordinated port operations**, maintaining compliance with international maritime standards and local regulations. This SOP applies to: **All inbound vessels, Port Control, Harbour Master Division, local shipping agents, terminal operators, and relevant stakeholders** involved in vessel movement coordination and safety management.

Port Control Department shall:

- Manage and monitor all vessel movements within port limits.
- Coordinate with pilots, tug masters, mooring crews, and agents.
- Maintain real-time updates in the **VTMS** and **CM ePort** systems.
- Enforce port rules, navigational safety, and communication protocols.
- Act as the primary contact point for all emergencies, including distress, urgency, and safety broadcasts.

2.0 Pre-Arrival Requirements

2.1 ETA Notifications

- 72 Hours Prior to ETA – Initial notification with basic vessel details.
- 48 Hours Prior to ETA – Confirmation of ETA and updated particulars.
- 24 Hours Prior to ETA – Final ETA confirmation and readiness to berth.
- Urgent callers ETA notice less than 48 hours. (Action to be initiated as per the directive of HIP management.)

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2.2 Documents to be Submitted

The Local Agent shall ensure that the following documents and clearances are submitted to Port Control and relevant departments prior to the vessel's arrival at Hambantota International Port:

- **Ship Particulars, Crew List, and Last Port of Call Information**
Complete vessel details including name, flag, IMO number, draft, crew list, and last port of call.
- **Confirmation of Arrival Draft**
Arrival draft must be confirmed in consultation with BPL and Port Control.
- **SLPA Safety Division Approved DCD**
Submit the **Dangerous Cargo Declaration (DCD)** approved by the **SLPA Safety Division** for the relevant voyage with a **valid P&I / Insurance Certificate** and the **Dangerous Goods Manifest**.
- **MOD and SLN Approvals (if applicable)**
Ministry of Defence (MOD) and **Sri Lanka Navy (SLN)** approvals are mandatory for vessels carrying arms, ammunition, or military equipment. **Foreign naval vessels** must additionally obtain clearance from the **Ministry of Foreign Affairs** and the **Ministry of Defence**.
- **Health Clearance – "OK to Berth"**
Obtain "OK TO BERTH" approval from the **Port Health Officer, Hambantota**, prior to berthing.
- **Marine and Fleet Department Clearance**
Ensure that all **Marine Operations** and **Fleet Department** documentation requirements are fulfilled and approved.
- **ISPS Clearance**
Submit relevant **ISPS Code compliance documents**, including valid **ISSC, SSP**, and **Declaration of Security (DoS)**, if required.
- **Dispensation / Exemption Letters (if applicable)**
When a vessel has any **defect, deficiency, or non-operational equipment**, a **Dispensation Letter or Exemption Certificate** issued by the **Flag State** (or by the **Classification Society** on behalf of the **Flag**) must be submitted to the **Port Control / Harbour Master** prior to arrival.
- **Finance Department Confirmation**
The **Finance Department** must confirm that **port dues and other relevant charges** have been settled for the vessel's voyage.
- **Additional Information**
Any other information or documentation deemed necessary for the **safety of navigation, life, environment, and property** shall be provided upon request by Port Control.



3.0 Berth Allocation and Readiness

- Berth allocation will be assessed by **BPL** in coordination with **Port Control** based on berth availability, vessel type, characteristics, draft, operational concerns etc.
- The berth must be confirmed clear of cranes, gantries, and other obstructions prior to berthing.

4.0 Voyage Reference Number

Following confirmation of the inbound vessel's berthing by BPL and the local agent, Port Control will issue a reference number for the intended voyage.

5.0 CM e-Port & VTMS updates

The **Local Agent** creates the **vessel registration**, and **Port Control** reviews it. Once approved, the Local Agent submits the **vessel schedule** for the intended voyage, which Port Control will then review.

6.0 Communication Procedures

Inbound vessels must contact Hambantota Port Control on VHF Channel 16 or 10 at least 2 hours before arrival at Pilot Boarding Ground (PBG).

6.1 Information Required from Vessel

- E.T.A. to pilot boarding ground [PBG].
- LOA & Breadth of the vessel
- Arrival draught Forward & Aft
- Ships Flag
- Last Port
- Bow Thruster availability & characteristics
- DG Cargo information (Special Attention to Class I & Class VII)
- Total Crew & their Health condition
- Machinery or navigational defects.
- Type of mooring ropes & condition (Optional)
- GT, NT and Tropical DWT (Optional)
- Any other information which may deemed necessary for the safety of Navigation/Life/Environment & Property

6.2 Port Control Communications to the Vessel

Upon receiving information from the vessel, Port Control will instruct the pilot ladder arrangement, boarding speed, tug deployments, etc., via VHF Channel 10 (CH 10).



7.0 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

8.0 Preparation for Pilotage

Provide a one hour notice to the following personnel:

- Pilot
- Pilot Vehicle
- TUG boats
- Pilot Launch
- Berthing Officer / Mooring Crew
- Duty Manager (OPS & ENS) / BPL
- ERU if required
- Vehicle Driver (if required)

The Berthing Officer shall confirm the readiness of the mooring crew with proper PPE and verify that the allocated berth is clear of obstructions. This verification covers all critical aspects, including adequate lighting and illumination as necessary.

9.0 Vessel Guidance and Monitoring

- Port Control shall provide clear, continuous guidance and necessary traffic separation advice to the vessel over the VHF CH 10 until the pilot boards.
- The Pilot Launch shall be dispatched with sufficient time to ensure the Pilot embarks the vessel without delay upon the vessel's arrival at the Pilot Boarding Ground.
- From initial vessel contact (or within the 1-hour range) until the pilot is off the vessel (i.e., until the vessel is successfully berthed), Port Control must observe the vessel using RADAR, AIS, binoculars, VHF and any other available means.
- Both the vessel and the Local Agent must maintain continuous communication throughout the entire port stay, using VHF Channel 10 as the primary means for the vessel and telephone for the Local Agent.

10.0 Documentation and Reporting Requirements

The following documentation must be completed and updated by Port Control:

- Vessel Inbound Check List
- HIP Log Book
- Vessel Arrival and Departure Log
- VTMS entries (Berthing activities must correspond with the pilot-signed FAL form)



11.0 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/+9447288811
# 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

12.0 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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