



LEMBAGA PELABUHAN KELANG
(PORT KLANG AUTHORITY)
Beg Berkunci 202,
Jalan Pelabuhan Utara,
42005 Pelabuhan Klang
SELANGOR DARUL EHSAN, MALAYSIA.

Tel: 603-3168 8211
Fax: 603-3168 9117
603-3168 8228
603-3168 8229
603-3167 0211

Laman Web: www.pka.gov.my
Email: onestopagency@pka.gov.my
ISO 9001:2015 & ISO/IEC 27001:2013

(JAB. ZON BEBAS, JAB. DAGANGAN BERBAHAYA & JAB. TEKNOLOGI MAKLUMAT)

Ruj. Tuan:

Ruj. Kami: LPK:PB/600-4/1Jld.4(17)

Tarikh : 6 Mac 2023

SENARAI EDARAN SEPERTI DI LAMPIRAN

YBhg. Dato' / Tuan,

PEKELILING PENGURUS BESAR LEMBAGA PELABUHAN KELANG BIL. 2/2023

PORT KLANG AUTHORITY BERTHING POLICY – CONTAINER & CONVENTIONAL VERSION 2.0 (01/04/2023)

Dengan segala hormatnya saya merujuk perkara di atas.

2. Lembaga Pelabuhan Kelang telah mengambil inisiatif menjalankan pengemaskinian *Berthing Policy* sedia ada bagi kemasukan kapal-kapal kontena dan konvensional ke Pelabuhan Klang. Pengemaskinian polisi ini adalah demi memastikan kelancaran kapal-kapal yang hendak berlabuh di Pelabuhan Klang melalui perancangan yang lebih teratur dan sistematik.

3. *Berthing Policy* ini akan diterima pakai di Pelabuhan Utara, Pelabuhan Selatan dan Pelabuhan Barat berkuatkuasa pada **1 April 2023**. Bersama-sama ini dilampirkan *Berthing Policy Container & Conventional version 2.0 (01/04/2023)*. Segala perhatian dan kerjasama pihak YBhg. Dato' / Tuan dalam pematuhan terhadap polisi yang dilampirkan amatlah dihargai.

Sekian, terima kasih.

“MALAYSIA MADANI”

“BERKHIDMAT UNTUK NEGARA”

Saya yang menjalankan amanah,

(KAPT. K. SUBRAMANIAM)

Pengurus Besar,
Lembaga Pelabuhan Kelang.

[SENARAI EDARAN]

1. **Y. BHG. DATO' AZMAN SHAH BIN MOHD. YUSOF**
Ketua Pegawai Eksekutif
Northport (Malaysia) Bhd.
Jalan Pelabuhan, Pelabuhan Utara
42000 PELABUHAN KLANG
Tel : 03-3169 8787
Faks : 03-3169 8697

2. **EN. EDDIE LEE MUN TAT**
Ketua Pegawai Eksekutif
Westports Malaysia Sdn Bhd
P. O Box 266,
Pelabuhan Barat, Pulau Indah
42009 PELABUHAN KLANG
Tel : 03-3169 4038
Faks : 03-3169 4175

3. **EN. OOI LEAN HIN**
Presiden
Shipping Association Malaysia (SAM)
d/a. Round-the-World Logistic Corp. Sdn Bhd
UOA Business Park
No. 1, Jalan Pengaturcara U1/51A, Seksyen U1
40150 SHAH ALAM
Tel : 03-5561 8891
Faks : 03-5568 2997

4. **EN. MOHAMED SAFWAN BIN OTHMAN**
Pengerusi
Malaysia Shipowners Association (MASA)
Blok A2, No. A2-3-3
Ayer@8, Fasa 8C1
Jalan P8G, Presint 8
62250 PUTRAJAYA
Tel. : 03-8893 1942
Faks : 03-8893 1945

5. **EN. PHILIP SINNAPPAN**
Presiden
Central Region Shipping Association (CRSA)
d/a. SJS Management Services
No. 29-1, Jalan Kasuarina 2/KS6
Bandar Botanic
41200 KLANG
Tel : 03-3319 4505
Faks : 03-3318 5775



PORT KLANG AUTHORITY

BERTHING POLICY

CONTAINER & CONVENTIONAL

VERSION 2.0
(01/04/2023)

PORT KLANG BERTHING POLICY – CONTAINER VESSELS

NO.	DESCRIPTION	ACTION
1.	Notification	<ul style="list-style-type: none"> <li data-bbox="687 427 890 456">i. Notification <ul style="list-style-type: none"> <li data-bbox="746 490 1465 584">- The Shipping Line/Agent shall provide vessel schedule to the terminal for the following month by the 4th week of the current month. <li data-bbox="687 622 991 651">ii. Update Notification <ul style="list-style-type: none"> <li data-bbox="746 685 1465 748">- Weekly update on vessel calls based on advance notification, followed by daily updates on Vessel ETA.
2.	Berth Planning / Prospect	<ul style="list-style-type: none"> <li data-bbox="687 846 932 875">i. General Rules <ul style="list-style-type: none"> <li data-bbox="746 909 1465 972">- Priority will be given to 'In Window (IW)' vessels, where IW vessels are given Berth on Arrival (BOA). <li data-bbox="746 1010 1465 1072">- 'Out of Window (OW)' vessels will be given <i>First Come First Serve</i> berth basis. <li data-bbox="687 1137 975 1167">ii. Berthing Prospect <ul style="list-style-type: none"> <li data-bbox="746 1200 1465 1301">- Berthing line-up will be sent out to all the respective Shipping Lines/agents at the end of every 8 hours shift on a daily basis. <li data-bbox="746 1335 1437 1364">- Berthing line-up covers 72 hours vessel schedule.

PORT KLANG BERTHING POLICY – CONVENTIONAL VESSELS

NO.	DESCRIPTION	ACTION
1.	Berthing Notification (Break bulk, Dry bulk, RORO & Liquid Bulk)	<p><u>Break bulk, Dry bulk & RORO</u></p> <p>i. Advance Notification (168 hours before ETA)</p> <ul style="list-style-type: none"> - The Shipping Line/Agent is required to submit completed P5, 3rd Schedule and Appendix B (<i>as attached</i>), 168 hours before ETA. - Vessel fulfilling the above conditions will be assured of a berth at the earliest availability on a “first come first served basis”, on condition there is berth available at the terminal. - A vessel that gives a notice of less than 168 hours, will only be deemed to have arrived after 168 hours of such notice despite arriving earlier. - Updates on ETA from Shipping Agents to be advised before 1200hrs on daily basis. Updates sent thereafter will be considered the following day. - Revised berthing prospect will be submitted to shipping agent if any changes to 1st berthing prospect by 2000 hrs. on the same day. <p>ii. Update Notification (48 hours before ETA)</p> <ul style="list-style-type: none"> - The Shipping Line/Agent is allowed to update ETA 48 hours before vessel arrival to maintain the priority towards obtaining berth or window with the condition there is berth available at the terminal. - To firm up ETA, all documentation shall be ready 24 hours before ETA and vessel shall be ready to work on arrival in order to secure berth. <p><u>Liquid Bulk</u></p> <p>i. Advance Notification (72 hours before ETA)</p> <ul style="list-style-type: none"> - The Shipping Line/Agent is required to submit completed P5, 3rd Schedule and Appendix B (<i>as attached</i>), 3 days before ETA. - Vessel fulfilling the above conditions will be assured of a berth at the earliest availability on a “first come first served basis”, with the condition there is berth available at the terminal. - A vessel that gives a notice of less than 3 days, will only be deemed to have arrived after 3 days of such notice.

		<ul style="list-style-type: none"> - Revised berthing prospect will be submitted to shipping agent if any changes to 1st berthing prospect by 2000hrs on the same day. <p>ii. Update Notification (24 hours before ETA)</p> <ul style="list-style-type: none"> - The Shipping Line/Agent is allowed to update ETA 24 hours before vessel arrival to maintain the priority towards obtaining berth or window with the condition there is berth available at the terminal. - Berthing allocation is based on availability and vessel arrival notification (ETA). - Updates on ETA from Shipping Agents to be sent before 1200hrs on daily basis. Updates sent thereafter will be considered the following day.
2.	Basis of Berth Allocation (Break bulk, Dry bulk Liquid bulk & RORO)	<p><u>Break bulk, Dry bulk & RORO</u></p> <ul style="list-style-type: none"> - Prospect will be based on decision taken during Pre Arrival meeting. - Berthing prospect will be based on First Come First Serve basis. - Terminal shall decide the berthing based on: <ul style="list-style-type: none"> • Notification • Port stay + Fast Moving Cargo/ Long Stay • Priority Lines • Space / Berth Availability • Cargo readiness (80% of cargo ready for loading). - In the event two priority vessels notify the same ETA, berth will be allocated to the first vessel that arrives at the Pilot Station. However, if both vessels arrive at the same time at the Pilot Station, the terminal shall determine the eligible vessel. - Priority shall be given to Grain vessel if 2 vessels of grain and non-grain cargo arrive within a 24 hours / 3 shift interval. - In the event that there are more than 1 grain vessel and 1 non-grain vessel waiting, terminal shall berth them alternately. - Berth Planning Department will plan the best berthing arrangement based on the berthing criteria & policies, and Terminal reserves the right to make changes to the berth plan at any given time. - Berth line-up will be sent out to all customer (agents / lines) on daily basis. - Berth Planner will provide updates on better berthing prospects (if any) through email.

		<p><u>Liquid Bulk</u></p> <p>I. Berthing Allocation</p> <ul style="list-style-type: none"> - Berthing will be allocated based on the final advised ETA. Berth allocations will be based strictly on the 72 hours' notice provided. <p>II. Operations Requirement for Berthing</p> <ul style="list-style-type: none"> - Pre Arrival planning and discussion must be done between Installation Operator, Terminal Operator and Shipping Line to ensure berth utilization and the pumping rate is maximized. - All Landed Clients (Terminal Operators) are required to maximize their pipeline usage. This is especially important when the same installation Operators vessels occupy more than one jetty. - Priority will be given to those maximizing the pipeline usage. - Installation Operators pipelines must be in state of readiness prior to vessel berthing. - Delays in pipeline readiness would result in loss of berthing priority. <p>III. Vessels calling Northport prior to Westports or vice versa (double call).</p> <ul style="list-style-type: none"> - Shipping Agents shall advise on vessels planning to call Northport first; and provide 'revised' ETA for Westports or vice versa. Failure to arrive on the updated ETA at the 2nd terminal would result in loss of berthing priority.
3.	Idling and Under-Performing Vessels	<ul style="list-style-type: none"> - Any vessel found idling at wharf for 8 hours or more will be shifted out to anchorage to accommodate incoming vessel. This is to ensure better utilization of wharf. - Shifting of idling or under-performing vessel will be decided by Conventional Operation upon issuance of a notice (2 hours prior time to shift) to the master of such vessel. - All costs incurred in shifting idling or non performing vessel shall be borne by the respective agent of the vessel. - Estimated duration of port stay shall be determined by Fast Port Standard (FPS) calculation and decision made during Pre-Arrival Meeting. - Any vessel idling at berth, or underperforming against allocated port stay as per agreed in the Pre-Arrival Meeting shall be shifted to the anchorage at shipping agent's cost. - In case the vessel is shifted out from berth due to poor performance or any other reason, the vessel will lose its priority and the date / time of shifting to outer anchorage shall be considered as the new ETA.

4.	Conditions of Stowage Vessel	<ul style="list-style-type: none"> - Once vessel is alongside at berth, below stakeholders shall conduct a joint assessment to determine the complexity of the operations based on the stowage condition. - Terminal – Operations, HSSE, stevedore, gear & slings provider, handling equipment provider, etc. - Vessel – Master, Shipping Agent, Port Captain, Surveyor, Chief Tally Clerk, etc. - The joint assessment shall be based on safety, security and productivity aspects with the Terminals HSSE Department advising on any restrictions to be imposed on vessel. - The joint assessment will examine the following conditions: - <ul style="list-style-type: none"> a. Stowage b. Lashing c. Dunnage d. Bundling - Upon completion of the joint inspection where applicable, Letter for Indemnity / Notice or Liability / Letter of Protest will be prepared by Terminal and signed by Vessel and/or the Shipping Agent. - The letter will be forwarded to Port Klang Authority as notification and record of poor stowage and other conditions. - Vessel with poor stowage will be shifted out pending further instruction from Terminal and Port Klang Authority.
----	------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

SAMPLE – P5 FORM

SHIP PARTICULARS

Application for Ship ID

SHIP ID: FLR117626

Date : **2022/07/28**

Agent Code	NMB Ledger A/C
PS0031	A0007

No	Particulars of Ship	For NMB Use
1	Ship Name	HAMPSHIRE
2	Call Sign	A8MF9
3	Year of Built	2007
4	Gross Registered Tonnage (GRT)	45805
5	Net Registered Tonnage (NRT)	13742
6	Deadweight Tonnage	54977
7	Lenght Overall (LOA)	226.00
8	Draft (MAX)	11
9	Class of Ship (e.g. Foreign Going / Local Trade)	FOREIGN GOING
10	Type of Ship (e.g. Wooden Boat/ Tug/Barge/Container/Conv.)	LB
11	Type of Cargo	LC
12	Registration - Port	MONROVIA
	- Country	LIBERIA
13	Nationality (Country)	LIBERIA
14	Conference	
15	Line	Ben Line Containers
16	Consortium	
17	Name of Agency	BEN LINE AGENCIES (MALAYSIA) SDN BH
18	Charterer	
	Address	BEN LINE AGENCIES (MALAYSIA) SDN BH WISMA LYL, JALAN 51A/223 46100 PETALING JAYA, SELANGOR MALAY
19	Beam	37
20	Maximum TEUS	0

additional info required by terminal (Wsport)

Svc Name

Port Rotation

Co-loaders

Prepared by : **PS0031**

SAMPLE - 3rd SCHEDULE

THIRD SCHEDULE
BY-LAW 3
PART-A
APPLICATION FOR A BERTH

The Manager,
Shipping Control,
Westports Malaysia Sdn Bhd
Port Klang

Date : 28.07.2022
Agency Code : B-18
Ledger A/C No : TB046

I/We, the undersigned BEN LINE AGENCIES (M) SDN BHD agent of
MT. HAMPSHIRE ID : FLR117626 SCN : 227CJL
for the above ship and hereby declare on behalf of the owner as follow :-

1. Ship's Particulars

- (a) Expected Arrival (ETA) at : ~~PA~~ (PAN/PGD), Date : 29.07.2022
Time : 1100 hours, draft (Arrival) : 5.80 meter and Berth requested : ON ARRIVAL
- (b) Expected Departure (ETD) at : PG ~~(PAN/PGD)~~, Date : 29.07.2022
Time : 1000 hours, draft (Sailing) : 7.60 meter.
- (c) Last Port Of Call - Port : SINGAPORE
Country : SINGAPORE
- (d) Next Port Of Call - Port : TBC
Country : TBC
- (e) Final Port Of Call - Port : TBC
Country : TBC

2. Cargo Particulars

- (a) Total Tonnage For Loading 400.00 MT - PROPANE Mwt
- (b) Total Tonnage For Discharging - NIL - Mwt
- (c) Heavylifts (above 10 tonnes) and please attach details on marks, quantity, deadweights and dimensions.
- (d) Expected Articles (as detailed in Schedule 6 of the by - law) and please attach on marks, quantity and consignee.
-

3. Passengers

(a) Embarkation : _____ to _____

(b) Disembarkation : _____ - NO - to _____

(c) On transit : _____ to _____

4. Miscellaneous Services Required (Staff)

Drivers , Equipments Water Appliances etc.

(a) - NIL -

(b) _____

(c) _____

(d) _____

5. Related Documents Attached (Stowage Plan, Hatch List, Certificates Of Mechanical Equipment On Board Ship etc.)

(a) STOWAGE PLAN

(b) SHIP PARTICULAR

(c) P5

(d) _____

6. **I hereby declare and certify on behalf of the owners/charterers that :-**

- (a) **the vessel has onboard as cargo dangerous substances and bulk dangerous substances as defined in Part V of the Kelang Port Authority By-Laws 1965 for handling and/or transit at Port Klang, the full particulars of which has been declared in Part B of this form.**
- (b) **the vessel does not have onboard dangerous substances and bulk dangerous substances as defined in Part V of the Kelang Port Authority By-Laws 1965 for handling and/or transit at Port Klang and such has been declared by showing "Nil" return in Part B of this form.**

If a berth is allotted to this vessel I/We agree on behalf of her owners to be bound by the condition and relations laid down in the By-Laws and scale of charges of the Authority.

Sined _____
Name : Bala'M / 0123830161
Company's Stamp

SAMPLE - APPENDIX B

GAC FREIGHT SERVICES SDN BHD APPENDIX B APPLICATION FOR PORT SERVICES
 DATE : 29.07.2022 ANNEX B

SHIP IN PORT ID / SCN	WHARF / DWP	LOA / DRAFT	Labour Requisition				LOADING	DISCHARGING	REMARK
			0800	1600	2400	0800			
SHIPS DUE TODAY 28.07.2022 NIL	ETA: PA / PG	LOA / DRAFT	0800	1600	2400	0800			
SHIPS DUE TOMORROW 29.07.2022 WISBY ATLANTIC FBS27251 / 227BZE	ETA: PA / PG PG / 2300HRS	LOA / DRAFT 183M / 10M	0800	1600	2400	0800		NIL	WHF 22/23 FIMA BULK
SHIPS DUE AFTERS 30.07.2022 NIL	ETA: PA / PG	LOA / DRAFT	0800	1600	2400	0800			
SHIPS DUE DAY AFTER 08.08.2022 SILVER ZOE	ETA: PA / PG PG / 0800HRS	LOA / DRAFT 183M / 10M	0800	1600	2400	0800			5000MT UCO

ATTN: BPU NORTH PORT BERTH PLANNING UNIT

