



Forth Ports Limited Port of Tilbury London

Welcome Pack

October 2024



PORT OF
TILBURY
LONDON

Welcome to the Port of Tilbury

As a statutory Harbour Authority, we are compliant with the PMSC, and you can find our statement of compliance on our website: [Safety | Forth Ports](#)

For further information regarding the Port and its capabilities, please follow this link:

[Tilbury \(London\) | Forth Ports](#)

Forth Ports Limited is the Statutory Harbour Authority for the Port of Tilbury and Tilbury 2. This pre-arrival information is to inform you of important safety and environmental information that you will require whilst berthed in the Port of Tilbury and Tilbury 2.

Please use this pack in conjunction with the marine section of the Forth Ports Limited website <https://www.forthports.co.uk/marine> where you will be able to find all the forms, publications and guidance relevant to your call.

You must make yourself aware of the following publications and forms that you may require prior to arriving at the Port of Tilbury:

[Ports of Tilbury and Tilbury 2 Marine Guidelines and Port Information](#)

[Notice to Mariners](#)

[Marine Safety Alerts](#)

[Port of Tilbury Waste Management Plan](#)

Prior to arriving at the Port of Tilbury, you will require a Port Agent or representative of the vessel to make an application for a berth and book various marine services (such as a Berthing advisor and line-handlers etc.) for your vessel.

Port of Tilbury Marine Department can assist with details of local agents and any further information required. Please contact marine.department@potll.com



Forth Ports Limited expect all vessels operating within the Statutory Harbour Authority area to comply with the Code of Safe Working Practices for Merchant Seafarers which can be found here <https://www.gov.uk/government/publications/code-of-safe-working-practices-for-merchant-seafarers-2020>

Further information about the Port of Tilbury and on/off site amenities, please see the our Port information leaflet: [Tilbury-Port-Information-Leaflet.pdf](#)

We ask that whilst in the Port of Tilbury, all crew adhere to the Life Saving Rules and all appropriate direction and signage within the port estate.

Eleven Key Requirements for Port of TILBURY

The safety and security of all users of the Port of Tilbury is paramount, so we expect all users of the Port estate to follow the Port's requirements:

<p>1</p>	<h2>In Case of Emergency</h2> <p>In the event of an emergency raise the alarm as follows;</p> <p>Emergency Services (Police, Fire, Ambulance) – call Port Police on 01375 846781 Port of tilbury Marine Department (Lockside office) via VHF CHANNEL 04 (Call sign “TILBURY CONTROL”) or by telephone 01375 852456.</p> <p>Ensure you have the following information ready;</p> <p>Who - Name What – Details of Incident or event Where – Location / Berth within the Port When - Time of incident or event.</p>	
<p>2</p>	<h2>Security</h2> <p>Security is of highest importance. No person is permitted within the Port of Tilbury unless on lawful business.</p> <p>Whilst in Port, you and your crew must be extra diligent with security. You are advised to carry out the following:</p> <ul style="list-style-type: none"> • The Port Facility Security Officer must be notified of any visitors to ships via - visitorstoships@potll.com • Ensure all ships personnel have available photographic identification as this will be required to gain entry to the Port. • All visitors to the Port must be logged with security, providing the visitors name, nature of visit and expected arrival time and they must produce photographic Identification to the local security gate on arrival. • Temporary day passes must be obtained from Security Gate Houses for vehicles entering the Port. • Young Persons under the age of 16 are not permitted on the Port unless prior approval has been received by Site Director. Contact Port Police for further details or visit Forth Ports website. • Never leave visitors or strangers alone on your vessel; ensure you escort them ashore. • Maintain a gangway watch at all times. • Be suspicious and challenge any suspicious characters or activity and report to Port Police. 	 <p>The sign includes the following text: <ul style="list-style-type: none"> FORTH PORTS LIMITED PORT SECURITY Restricted Area PASS HOLDERS ONLY Entry into this area without authorisation is a breach of Security and will render you liable to prosecution under the Ship and Port Facility Security Regulations 2004. You are asked to be vigilant and aware on site. Please report any suspicious activity or packages to gatehouse. Maritime Security Searches In the interests of Public Safety and Security you may be required to submit yourself, your baggage and your vehicle to search prior to entry into this restricted area. Under Regulation (EC) No 725/2004 on enhancing Ship and Port Facility Security. </p> <p>Icons on the sign include: a warning sign, a 'NO PHOTOGRAPHY' sign, a 'NO PHOTOGRAPHY' sign, and a 'NO PHOTOGRAPHY' sign.</p> <p>Below the sign is a QR code.</p>

3

Smoking in Port

Smoking can only take place in designated places onboard your vessel unless the berth or Jetty operator specifies otherwise.
The Port of Tilbury has a strictly **NO SMOKING** policy.



4

Vessel Maintenance Whilst in Port Painting

Riverside Berths - Permission must be sought from the PLA for any over the side painting.

Tilbury Dock - Permission must be sought from the Marine Department and must confirm:

- Crew members are equipped with PPE and safety lines.
- Spill trays are used to ensure paint does not enter the water.
- Safety boat is mandatory.

Hot Work Consent

No hot work or any work that produces a spark, flame or radiated heat is permitted on board your vessel unless you have first received consent for such work to take place from Duty Harbour master. To request a hot work permit please completed the form found on the website and send in an e-mail to marine.department@potll.com

Diving Consent

No diving is permitted unless you have first received consent from the Duty Harbour master. If you require a diving Permit, please email the completed form to diving@potll.com

<https://www.forthports.co.uk/marine/permits-forms/Diving-Information-Pack-Tilbury-August-2024.pdf> (forthports.co.uk)

Use of Ships Boats

If you require to lower any boat into the water, for any reason such as emergency drills, permission must first be obtained from the Port of Tilbury Control Room, see Contact List for further guidance. Whilst permission may be granted by the Duty Harbour Master, when lowered into the water a boat must always remain within close proximity to your vessel.

Any works requiring the use of external contractors must be planned via the local agent and the Duty Harbour Master must be informed to ensure the activities are co-ordinated through the relevant Port Departments.



5

Bunkering Operations

Bunkering from shore to ship and barge to ship are the only ways you can take on fuel whilst in the Port of Tilbury. Please arrange all bunkering through your local agent. The Bunkering procedure can be found here.

<https://www.forthports.co.uk/marine/information/>

<https://www.forthports.co.uk/marine/permits-forms/>



6

Fresh Water Provision & Black/Grey Water Disposal

If you require fresh water for your vessel, please contact sales@delphini.co.uk. Fresh water equipment will be provided by Delphini on behalf of the port.

Disposal of Black or Grey water must be arranged via local agent. As this must not be discharged into the dock.



7

Port Waste Reception Facilities

Port of Tilbury provide waste reception facilities for General Waste and International Catering Waste.

These facilities are provided to ensure that all vessel generated waste must be disposed of in an environmentally sustainable and legally correct manner.

- Collection of ships waste must be requested 24hrs in advance and in line with the Port of Tilbury's waste management plan - [Tilbury - Port Waste Management Plan Version 9 - 2021.pdf](#)

International Food Waste – all food stuffs or items that have been produced whilst travelling outside the EU. This waste requires Category 1 disposal and must be placed in a designated ICW receptacle only.

General waste - (e.g. office waste, paper etc.) including recycling such as plastics and cans – these will be separated out at the waste contractor depot.

All other wastes must be removed via a port approved licensed waste contractor and organised by the ship's agent.

- Such wastes could include pallets, oils and oily contaminated materials, paints/paint pots, chemicals, cargo residues (e.g. dunnage), scrap, clinical/medical waste, batteries, sewage.
- This waste must not be placed on the quayside until waste provider is onsite and must be collected prior to vessels departure.

Charges are made for the waste reception facilities for all vessels – these can be found in the Port Tariff via your local agent.

A copy of the approved Port Waste Plan can be found on the [Forth Ports Website](#).

Annex V of MARPOL has been put into place to minimise the pollution of garbage from ships.

The Port of Tilbury does not tolerate pollution from any hazardous or non-hazardous garbage, whether it is in the water or on the quayside.



Persons throwing or emptying garbage into the dock or onto the quayside may be liable for prosecution.

8

Crew on the quayside.

In the interests of safety, crew must not walk across any operational area.

The operational area of the port is an area of high activity involving many items of heavy plant and equipment. When proceeding ashore all crew must wear high visibility clothing, hard hat, and safety boots.

Designated pedestrian walkways and exit routes, must be used when available. Masters are advised that they must ensure that their officers, crew, and any passengers are aware of the safe designated walkways around the port, which they must use when walking ashore. In addition, all persons within 1 metres of any quayside should wear a suitable buoyancy aid or lifejacket (unless directly embarking or disembarking to or from the gangway).

Unauthorised vehicles (e.g. Taxis) are not permitted within operational areas (e.g. Quayside). This includes collections and drops offs. In addition, the riding of bicycles is not permitted within the operational area (e.g. Quayside).

Designated Taxi Pick-up/Drop off points are located throughout the Port estate.



9

Safe Means of Access

Merchant Shipping and Fishing Vessels (Health and Safety at Work) Regulations 1997 & MGN533 Means of Access are strictly enforced. Failure to provide safe means of access will not be tolerated and may result in delays to cargo operations until an approved safe means of access has been supplied.

Code of Safe Working Practices Ch. 22

“Safe means of access must be provided between the ship and the shore or another ship alongside to which the ship is secured. Providing safe access to and from a ship is considered to be an integral part of ensuring a safe working environment on board, as required by the Merchant Shipping and Fishing Vessels (Health and Safety at Work) Regulations 1997, regulation 5(2)(e). Following the principles and guidance in this chapter will generally be considered to demonstrate compliance with the duty to ensure a safe working environment on board ship. Where different measures are taken to provide a safe means of access, these alternative measures must provide at least an equivalent level of safety in the operating conditions at the time.”



10

Photography in port

Permission must be sought for any filming or photography in the port, this includes use of drone. The drone consent form can be found <https://www.forthports.co.uk/marine/permits-forms/>



11

Reporting of Near misses & safety observations

Safety is a top priority at the Port of Tilbury. As a compliant port, reporting incidents is essential to fostering a progressive, no-blame safety culture. Please report any near misses or safety observations to the following email address. – Harbourmaster@potll.com

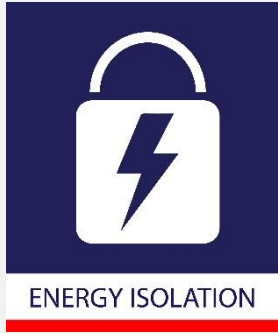


NAME	TELEPHONE NUMBER / EMAIL	VHF CHANNEL
Tilbury Control	Marine.department@potll.com	04
Duty Harbour Master	Marine.department@potll.com 01375 852456	
Port of Tilbury Harbourmaster	harbourmaster@potll.com	
Port of Tilbury Police & ISPS	police.control@potll.com 01375 846781 visitorstoships@potll.com	

ASSETS	TELEPHONE NUMBER / EMAIL
LCT	shift.manager@londoncontainerterminal.com 01375 854712
Conventional	Andy.rex@potll.com , gary.cook@potll.com , danny.freeman@potll.com , glenn.faulkner@potll.com 01375 852430
UKP47	ukph47.shiftmanagers@potll.com 01375 852353/01375 852312
EDC	Jason.cavanagh@potll.com Kieran.dark@potll.com Gareth.keevil@potll.com 01375 852262
Grain	Grain.control@potll.com 01375 852341 Richard.woodrow@potll.com 01375 852236
Bulks	Dennis.tones@potll.com Chris.Bullock@potll.com 01375 852413 01375 852415
T2	Tilbury2.supers@potll.com Tilbury2.admin@potll.com 01375 852400
Cruise	Russ.Calver@potll.com 07763 577850

LIFE SAVING RULES

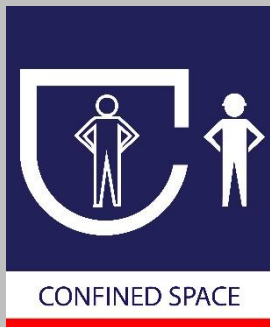
Our vision is clear: we are all **one team**, with **one goal** – to make injury **unacceptable** in our business.



CHECK ENERGY ISOLATIONS BEFORE STARTING WORK. USE LOCK OUT AND TAG OUT.



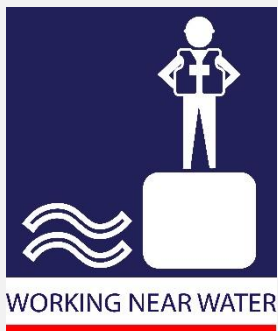
HAZARDS MUST BE IDENTIFIED, COMMUNICATED AND CONTROLLED BEFORE STARTING WORK.



WHERE POSSIBLE, AVOID WORKING IN CONFINED SPACES



OBEY SPEED LIMITS, WEAR A SEAT BELT AND DON'T USE A PHONE WHEN DRIVING.



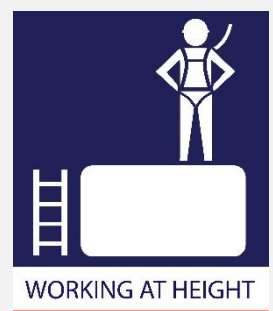
BE AWARE OF HOW CLOSE YOU ARE TO WATER AND WEAR A LIFE JACKET WHEN REQUIRED.



LIFTING OPERATIONS MUST BE PLANNED, SUPERVISED AND CARRIED OUT BY COMPETENT PEOPLE.



WEAR YOUR PPE AND TAKE CARE TO STORE AND MAINTAIN IT PROPERLY.



WHEN WORKING AT HEIGHT PROTECT YOURSELF AND OTHERS AGAINST A FALL.



Port Byelaws are being enforced within the Port:

The road traffic act applies to all roads within the Port

No children under the age of 16 are allowed in the Port

Smoking is prohibited except in designated areas

The Port Speed Limit is 30mph unless otherwise signposted

All vehicles, persons and their property are liable to search

Prior written notification is required for visitors wishing to board vessels - visitors@potll.com

Persons are not permitted to reside overnight in the Port (excluding those on vessels)

Filming and photography is not permitted without prior permission from the Port of Tilbury London Limited

The use of Electric Scooters is not permitted within the Port

Call the Port of Tilbury London Police:

01375 846 781

Report non-emergency matters online:



Port Facility Security Officer:

Sergeant Donna Bridges
PFSO@potll.com
01375 846 781 (extension 210)

Port of Tilbury London Police:

Police Headquarters,
Port of Tilbury, Tilbury, Essex, RM18 7DU
Tel: +44 (0) 1375 846 781
www.forthports.co.uk
police.control@potll.com

Tilbury Harbour Master:

Tel: +44 (0) 1375 852 456
VHF Channel 4



Port of Tilbury London

Security Information



0800 141 2927
Portsafe.co.uk

PORTSAFE
CrimeStoppers

The Port of Tilbury facilities map

