

Standard Rules for Inland Vessels at Container Terminals

ROYAL BINNENSCHIFFERVER

VRTO ROTTERDAM TERMINAL OPERATORS' ASSOCIATION

Deltalinqs

LINC

Port of Rotterdam

STANDARDIZED RULES FOR INLAND VESSELS AT CONTAINER TERMINALS

Container terminals represented by:
- VRTO As well as:
- Port of Rotterdam NV Inland container terminals represented by:
- Royal BLN-Schuttevaer
- LINc

The Rotterdam container terminals and the inland shipping sector are joining forces to further enhance safety and security. To support this initiative, a set of standardized rules has been developed, aiming for a shared interpretation of safety and security regulations and consistent compliance across the board.

The rules outlined below apply equally at every Rotterdam terminal and serve as guiding principles. These rules are in effect wherever ships dock alongside the quay and do not replace the general terminal rules or legal requirements. Additional instructions may be issued for specific situations at a terminal.

The core objective is to maintain high standards of safety and security, clarify responsibilities, boost awareness and understanding, and ensure safe conduct and knowledge both on the terminal and aboard the vessel.

These agreements are based on current laws and regulations.

1.	Personal Protective Equipment	While on the terminal or working in the designated loading zone on board, you are required to wear at least high-visibility clothing, a hard hat, and safety shoes. Anyone on board who is not a crew member is not allowed in the crane area or the protected zone during loading and unloading operations.
2.	Life Jacket	Wearing a life jacket is mandatory when moving between the shore and the vessel, as well as in other situations described in Article 1.08 of the Inland Waterways Police Regulations.
3.	Access Points	The terminal and port management are each responsible, based on their own agreements, for ensuring safe and reliable access points (including proper quay ladders) to and from the vessels. The captain must ensure that access points are used safely and must report any defects to the terminal.
4.	Safety Guidelines During Loading and Unloading Operations	Crew, passengers, and terminal staff must comply with all safety requirements in place on moored vessels.
5.	Registering Individuals	Anyone boarding or leaving the vessel—including crew members, passengers, or third parties—must be registered with the terminal in advance, in coordination with terminal staff. Terminal safety procedures and approved routes must always be followed. Visitor information must be submitted to the terminal beforehand using the attached form.
6.	Entering the Terminal	Crew members, passengers, and third parties should avoid entering the terminal from the vessel unless necessary. All terminal safety measures must be observed. Access to the terminal, as related to registration and check-in procedures outlined in section 5, must follow the process detailed here. Entry is permitted only once authorization has been granted by the terminal and it is safe to enter. Crew members may enter the terminal without prior authorization solely for mooring and unmooring tasks and should not go beyond the areas needed for these operations.

7.	Mooring	The captain is legally responsible for securing the vessel properly, ensuring it doesn't move forward, backward, or sideways during loading or unloading operations.
8.	Ship Engines	During loading or unloading, bow thrusters and/or main engines must be switched off.
9.	Loading / Unloading Readiness	The captain is responsible for giving clearance for their vessel to begin loading or unloading. The terminal cannot start these operations until approval has been given.
10.	Alongside Mooring	When a vessel is mooring alongside, all hoisting activities for loading or unloading on board must be halted.
11.	Communication	It is the shared responsibility of both the captain and the terminal to ensure clear communication between the ship and terminal.
12.	Supervision	Throughout loading and unloading operations, the crew will provide effective supervision. The captain is legally responsible for overseeing that the vessel is loaded safely.
13.	Crane Access	Crew members, guests, and third parties are not permitted to enter the crane area.
14.	Bunkering	Refueling is allowed only under the following conditions: 1. the captain coordinates with the terminal, and ships coming alongside are reported in advance; 2. bunkering is carried out under the supervision of a bunker watch; 3. refueling is done from the waterside; 4. captain and crew remain mindful of ongoing activities on the quay.
15.	Ship Maintenance	While moored at a terminal, maintenance on board is allowed except for "hot work" such as welding, cutting, grinding, and open flames, as well as any work outside the vessel like sanding and painting. Maintenance must not interfere with regular oversight of loading and unloading, must take place only outside the protected zone, and must comply with current environmental and safety regulations.
16.	Filming and Photography	Taking photos or recording videos is only allowed for professional purposes and will not be made public without prior approval.
17.	Alcohol, Drugs, and Smoking	Possessing, using, or being under the influence of alcohol, drugs, or medications that impact driving ability as stated in Article 8.1 WVW is prohibited on the terminal. Smoking is not permitted on the terminal grounds or on deck while docked at the terminal.
18.	Vehicles	If conditions allow, and only with terminal approval, vehicles may be transferred to shore or onboard using the ship's crane. Passengers will be dropped off or picked up at the safest side of the ship for boarding or disembarking, and for as short a time as possible.
19.	Documentation	Documentation should be exchanged electronically whenever possible. For any physical exchange, such as cargo papers, the terminal's procedures apply.

ISPS PRE-ANNOUNCEMENT FORM

Recipient:

Terminal / Port facility:

(*) Barge Operator / Shipping Agent:

(*) For vessel:

(*) Visit Date / Estimated Time:

Visitor(s):

(*) Company:

(*) Address:

(*) Email:

(*) Phone Number:

(*) Visitor(s):

Full name	ID number
No entry to the terminal without a valid ID.	

License Plate:

(*) purpose:

(*) required fields

Security note:

IMPORTANT: By submitting this pre-registration, you confirm that the listed visitor(s) have read and agreed to the terminal rules.

IMPORTANT : By submitting the pre announcement, you confirm that the specified visitor(s) have read and accepted the terminal regulations.

To help avoid delays during check-in, please make sure your pre-registration is submitted in advance, allowing enough time for processing. Unless there are exceptional circumstances, only the final pre-registration will be accepted. Each pre-registration is valid for one visit only and must be received in time.

In order to avoid delays at the check-in, the pre announcement needs to be sent in time so that a reasonable administrative registration can be carried out. Except for extraordinary circumstances only the final pre announcement will be sent. The pre announcement needs to be sent in due time and remains valid for only one visit.

