



**DUKE POINT  
ROLL-ON/ROLL-OFF BARGE RAMP APPLICATION**

**NPA REQUIRES A MINIMUM OF 48 HOURS NOTICE EXCLUDING WEEKENDS, HOLIDAYS OR STAYS TO RECEIVE AND REVIEW ALL DOCUMENTATION FOR APPROVAL. WRITTEN APPROVAL MUST BE GRANTED PRIOR TO ANY WORK OR USE OF NPA FACILITIES.**

**APPLICANT MAIN CONTACT:**

**NAME:** \_\_\_\_\_ **PHONE #** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_

**REQUESTING COMPANY NAME:** \_\_\_\_\_ **WCB #** \_\_\_\_\_

**DATE REQUIRED:** \_\_\_\_\_

**CARGO DESCRIPTION**

**VOLUME**

\_\_\_\_\_

\_\_\_\_\_

**\*CARGO TONNAGE IN METRIC TONNES (Required)**

\_\_\_\_\_

**DESCRIPTION OF OPERATIONS & SUBCONTRACTORS HIRED (IF APPLICABLE)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SITE SAFETY MEETING**

**PORT OF NANAIMO ATTENDEES:**      **DATE:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**REQUESTING COMPANY ATTENDEES:**

**DATE:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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**TUG/BARGE COMPANY PARTICULARS:**

**RADIO COMMUNICATION MUST BE MADE WITH THE BARGE RAMP OPERATORS PRIOR TO BERTHING AT DUKE POINT BARGE RAMP. RAMP FACILITY WILL STANDBY ON VHF 18A.**

**COMPANY NAME:** \_\_\_\_\_

**CONTACT NAME:** \_\_\_\_\_

**TUG/BARGE PARTICULARS:**

**TUG/BARGE NAME:** \_\_\_\_\_

**TUG/BARGE OWNER:** \_\_\_\_\_ **TUG/BARGE NAME:** \_\_\_\_\_

**TUG/BARGE SPECIFICS: (FOR BARGE RAMP USE ONLY)**

Minimum Allowance	Visiting Vessel	Maximum Allowance	
51M	_____	87.2M	Length
14.5M	_____	23.2M	Breadth
3.3M	_____	5.5M	Depth
1.5M	_____	1.5M	Min Freeboard
3.3M	_____	4.5M	Max Freeboard

**Is the barge in Class?**  YES  NO

**If yes – what Classification Society** \_\_\_\_\_

\*Note: Approach velocity of vessels of 0.1 meters/second  
Barge Ramp Max Capacity of 100 metric tonnes



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**REQUESTING COMPANY ACKNOWLEDGES RECEIPT OF THE FOLLOWING PORT OF NANAIMO DOCUMENTS & WILL COMPLY WITH ALL REQUIREMENTS**

Initial

- Rules & Regulations for Marine Terminals  
<https://npa.ca/harbour-operations/policies-procedures/rules-regulations-for-marine-terminals/>  
*Read & Understood* \_\_\_\_\_
- Tariff for Marine Operations  
<https://npa.ca/harbour-operations/fees-tariffs-permits-schedule/handling-rates-tariffs/>  
*Read & Understood* \_\_\_\_\_
- Emergency Contact List for Land & Marine Response (Attachment) \_\_\_\_\_

**REQUESTING COMPANY SUPPLIES TO PORT OF NANAIMO**

Initial

- Environmental Emergency Response Plan \_\_\_\_\_
- Emergency Contact List \_\_\_\_\_
- Cargo Manifest  
(Please Include MSDS where applicable) \_\_\_\_\_
- Operations Plan \_\_\_\_\_



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GENERAL OPERATIONS

Company Initial

**\*\*On arrival 10 feet of clean deck space is required on incoming barges for ramp placement.**

- Comply with Harbour Master's Requirements as follows:
  - a) Barge specifications to be approved by Harbour Master's Office. \_\_\_\_\_
  - b) In the moored final position, the barges shall rest against the float and Have ramp deck pass full surface area on barge deck. \_\_\_\_\_
  - c) Barge to provide a minimum of two head and two springs, under even tension. \_\_\_\_\_
  - d) In some circumstances a tug or tugs may be required to stand by the barge. The tug(s) must be of sufficient bollard pull to hold the barge in place in the expected weather conditions. \_\_\_\_\_
  - e) Nothing in these procedures relieves the requesting company from obligations for safety or from following additional precautions as would be required by the normal practice of seamen. \_\_\_\_\_
  - f) These procedures are to be considered the minimum requirements. \_\_\_\_\_
- Comply with posted signage at all times. \_\_\_\_\_
- Truck & all other equipment will be secured & materials properly contained while transiting Port property, including ramp structure & lands. \_\_\_\_\_
- All personnel on barge & land will wear PPE as required \_\_\_\_\_
- Life vest over the water, steel toed boots, Hi Vis vest & hard hat at all times while on the property. \_\_\_\_\_
- Confirm Spill Kits on site and readily available. \_\_\_\_\_
- Company supplies properly certified operators & Contractors. \_\_\_\_\_
- Barge rake(s) will remain level at all times during operations. Fore and aft maximum barge ramp upright position 5° and maximum down position 10° from level. \_\_\_\_\_  
*Excessive barge list may cause serious personal injury or damage to facility.*

For further clarification consult with Barge Ramp Operators.

**GENERAL OPERATIONS Cont'd**

**Company Initial**

- Emergency supplies container supplied by Port of Nanaimo onsite contains spill kit, containment boom, spare lines & digital level. Consult Barge Ramp Operators prior to use. \_\_\_\_\_
- Vehicles transiting the barge ramp will do so one vehicle at a time, ensuring vehicle is centred on the ramp and apron structures. \_\_\_\_\_
- Any vehicle loaded or otherwise exceeding standard highway permissible weights (including permitted) will consult with Port of Nanaimo prior to facility use, including marine and road structures. \_\_\_\_\_
- For any other concerns or questions contact Jason Michell, Vice President, Business Development as per the attached Port of Nanaimo contact list. \_\_\_\_\_

**\*Note:**

- Port of Nanaimo supplied Barge Ramp Operators are radio licensed for tug/barge communications.
- Port of Nanaimo supplied Barge Ramp Operators to handle lines and ramp functions.

*Note: Any concerns with respect to lines or ramp integrity, please contact the Primary Barge Ramp Operator, if absent, Secondary Barge Ramp Operator as per the attached Port of Nanaimo contact list.*



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**By signing this Barge Ramp Application form the authorized signatory is agreeing to any and all charges including costs, expenses or fees arising due to non-compliance of the terms of use, by the applicant and/or their sub-contractor(s).**

**APPLICANT AUTHORIZED SIGNATORY**

NAME (PRINT IN FULL) \_\_\_\_\_

TITLE \_\_\_\_\_

COMPANY \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

SIGNATURE \_\_\_\_\_

Distribution List (For Internal Use)

Captain Satinder Singh, VP, Marine Operations & Harbour Master  
Deputy Harbour Master - Rod Grounds  
Marine Operations – Dan Vircik  
Port of Nanaimo Management – Jason Michell, Caroline Read & Doug Wood  
Internal Billing – Jennifer Armitage  
Ramp Operators – Roy Burns & Knut Leine

<b>NANAIMO PORT AUTHORITY DUKE POINT BARGE RAMP OPERATIONS CONTACT LIST APRIL 7, 2020</b>			
<b>DUKE POINT TERMINAL</b>			
<b>CONTACT</b>	<b>POSITION</b>	<b>CELL PHONE</b>	<b>EMAIL</b>
JASON MICHELL	VICE PRESIDENT, BUSINESS DEVELOPMENT	250-734-3457	<a href="mailto:jmichell@npa.ca">jmichell@npa.ca</a>
CAPT. SATINDER SINGH	VICE PRESIDENT, MARINE OPERATIONS & HARBOUR MASTER	250-616-1850	<a href="mailto:ssingh@npa.ca">ssingh@npa.ca</a>
ROD GROUNDS	MANAGER OF MARINE OPERATIONS & DEPUTY HARBOUR MASTER	250-729-1198	<a href="mailto:rgrounds@npa.ca">rgrounds@npa.ca</a>
DAN VIRCIK	OFFICER IN CHARGE	250-714-1581	<a href="mailto:dvircik@npa.ca">dvircik@npa.ca</a>
DOUG WOOD	HEALTH, SAFETY AND ENVIRONMENT MANAGER	250-616-4026	<a href="mailto:dwood@npa.ca">dwood@npa.ca</a>
ROY BURNS	PRIMARY BARGE RAMP OPERATOR	250-816-4218	N/A
KNUT LEINE	SECONDARY BARGE RAMP OPERATOR	250-715-6723	N/A
GREGORY AINES		250-722-3805	N/A
<b>EMERGENCY PAGER</b>		<b>778-762-3443</b>	