

## **3-2 Regulations Governing Rope Handling At Mailiao Industrial Harbor Administration**

### **Chapter 1 General Provisions**

Article 1        These provisions are governed by Article 24 of the "Practices Governing the Planning and Construction of Industrial Harbors or Industrial Wharfs".

Article 2        In order to facilitate fast and accurate rope handling procedures for the entering or exiting vessels and to protect the safety of vessels, port facilities, and operating personnel, these provisions have been carefully developed.

Article 3        Mailiao Industrial Harbor Administration Company (hereinafter referred to as the 'harbor company') and its operating agents (hereinafter referred to as the 'operating agents') shall be responsible for the operation of the rope handling process, rope boat (or substitute vessel) and rope cart of Mailiao Industrial Harbor Administration (hereinafter referred to as the 'harbor').

### **Chapter 2 Dispatching Principles**

Article 4        The rope handling process at this port takes 24 hours operation as a standard (office hours are available at both holidays and national holidays).

Article 5        When the vessel is about to berth or leave the wharf, the rope handling personnel, rope boat, and rope cart shall be dispatched on site in accordance with the following principles:

#### **I. Rope Handling Personnel**

(I) With vessel length 100 meters (exclusive) and below: 2 persons.

(II) With vessel length above 100 meters (inclusive) and below 200 meters (exclusive): 4 persons.

(III) With vessel length above 200 meters (inclusive): 6 persons.

#### **II. Rope Boat & Rope Cart**

(I) While the vessel is gaining access or leaving the trestle bridge dock, the Shipping and Transportation Management Team of the harbor company (hereinafter referred to as the 'Shipping and Transportation Management Team') may dispatch a rope boat to assist with the rope handling operations as necessary. The rope boat may also be dispatched if a vessel is found to have mechanical malfunctioning and the harbor pilot asks for assistance.

(II) For the vessel that uses heavy steel cable or underwater fiber cable, the rope handling manager may dispatch a rope cart to assist with the additional tugging or dispatch operating personnel to ensure operational safety.

## **3-2 Regulations Governing Rope Handling At Mailiao Industrial Harbor Administration**

### **Chapter 3 Precautions for General Rope Handling Operations**

Article 6        A rope cart can only be operated by personnel with a driver's license, and only a limited statutory quota of cabin crew can be assigned to a rope boat.

Article 7        While the operators are on duty, they are responsible for the transportation of the rope cart and the rope boat.

Article 8        The operators shall follow instructions from the operating unit to carry out their duties. They shall remain at their posts and work efficiently.

Article 9        The rope handling operation shall be both fast and accurate, and shall be carried out in a courteous manner (avoid rude or undisciplined behaviors).

Article 10       The operators shall wear safety helmets, overalls, and safety shoes in accordance with the existing regulations.

Article 11       While the operators are on duty, they shall wear life-jackets and watch out for their own personal safety.

Article 12       Smoking is strictly prohibited while oil, combustibles, and chemical carriers are berthing or leaving the dock.

Article 13       Operators shall not board the vessel unless for the purpose of work related matters.

Article 14       If the operator cannot go on duty for any reasons, he/she shall find a replacement to take over his/her job and apply to the harbor company for personal leave.

Article 15       The rope boat and the rope cart shall be kept clean and ready at all times.

Article 16       When the rope boat is not in operation and berths at the dock basin for the harbor working boat at the harbor, it is necessary to have personnel guarding the rope boat during the berthing period to maintain the boat's mobility.

### **Chapter 4 Precautions Before Operation**

Article 17       The operating unit shall refer to the gross tonnage, length, berth number and other relevant data listed in the "Port Entering and Exiting Chart" downloaded and printed from the official website of the Mailiao Industrial Harbor Administration and dispatch the rope handling personnel, rope boat and rope cart in accordance with the dispatching principles provided in Article 5.

Article 18       Before going on duty, the operator shall be on standby in the dispatching room and shall not leave the room without formal authorization.

### **3-2 Regulations Governing Rope Handling At Mailiao Industrial Harbor Administration**

Article 19 Upon receiving notification from the operating unit, the rope cart and the rope boat shall be on standby at the designated berthing location and follow the instructions from the harbor pilot.

Article 20 If the operator were to find obstacles that obstruct smooth operation and which cannot be dealt with, he/she shall inform the manager to contact the Shipping and Transportation Management Team for removal.

Article 21 If the operator were to find special conditions that impede smooth operation, he/she shall inform the manager to contact the Shipping and Transportation Management Team for further handling.

### **Chapter 5 Precautions During Operation**

Article 22 The rope shall not be randomly hung. If the rope pole is already in use by other vessels, pierce the rope through the bottom of the rope hole of other vessels before hanging it over the rope pole to avoid stranded rope.

Article 23 While the crew member throws the rope as the vessel approaches the dock, the operator shall pay close attention to the rope's direction, catch it, and tie it to the rope pole immediately.

Article 24 After the rope is tightened to the rope pole, the operators shall keep a safe distance away from the rope pole while the mooring winch is operating, to avoid potential damage from rope breakage.

Article 25 During the rope handling operation, the operator shall pay close attention to the rope tightening direction to avoid potential damage to the personnel, cart, or boat as a result of rope breakage.

Article 26 While using a rope cart to tug the rope, never hang the rope over or fix the rope directly to the rope cart. Use a hook to tighten the rope to the towing hook at the front of the rope cart and follow personnel instructions for rope cart operation.

Article 27 During the rope handling operation, the operator maintain close contact with the harbor pilot.

Article 28 While releasing the rope, if the rope were to be suppressed by the rope of another vessel, solve it without delay. If there is no way to resolve the problem, contact the shipper for help to loosen the rope. In case of emergency, cut the rope without delay.

Article 29 During the rope handling process, as the vessel approaches or leaves the wharf, the operator, the rope cart, and the rope boat shall wait until the harbor pilot confirms the release of the rope before leaving the scene.

Article 30 During the rope handling process, if any special situations occur such as the collision of wharf equipment, the operator shall inform his/her manager to contact the

## **3-2 Regulations Governing Rope Handling At Mailiao Industrial Harbor Administration**

harbor company or harbor operation authority for further handling.

### **Chapter 6 Precautions After Operation**

Article 31 After completing the rope handling operation, upload the vessel berthing time (the time when the first rope is hung over the rope pole) and the vessel leaving time (the time when the last rope is released from the rope pole) onto the “Rope Hanging and Releasing Time” at the official website of Mailiao Industrial Harbor Administration for the convenience of the computer billing process.

### **Chapter 7 Supplementary Provisions**

Article 32 These provisions shall come into effect after approval by the central competent authority and the same applies to any amendments made to these provisions.