



# भारतीय अंतर्देशीय जलमार्ग प्राधिकरण

(पोत परिवहन मंत्रालय, भारत सरकार)

मुख्यालय: ए-१३, सेक्टर-१, नॉएडा, (उ.प्र.)

## INLAND WATERWAYS AUTHORITY OF INDIA

(Ministry of Shipping, Govt of India)

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### Circular

#### **Sub: Standard Operation Procedures (SOP) and Check List for Ro-Ro / Ro-Pax Vessel Operations on National Waterways– reg**

1. Competent Authority has approved a Standard Operation Procedures (SOP) and Check List for Ro-Ro / Ro-Pax Vessel Operations on National Waterways ( copy enclosed)
2. The SOP shall facilitate a safe, quick, smooth and efficient movement and operation of Ro-Ro / Ro-Pax Vessels on National Waterways and also for safe, efficient and smooth loading or discharge operations of vehicles/trucks and embarking/d disembarking of passengers at the Ro-Ro terminals.
3. All are requested to give a wide publicity and circulate the SOP amongst all concerned stake holders and to ensure that it is strictly complied with for safe operations of RO- Ro/ Ro- Pax vessels.

Encl: As above

Yours faithfully,

(A.K. Bansal)

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To,

Director, IWAI, Kolkata/Guwahati/Patna//Kochi/Vijayawada, Sub office, IWAI Varanasi/ Farakka/  
Dhubri/Bhubneshwar

Copy to : CE (Tech), CE (JMVP), Hy. Chief, Director (Tech), Director (Mech Marine), Director Hyd

Copy for kind information to: PA/PS to Chairperson, Vice Chairman/ Member (Finance)/Member  
(Traffic & Logistics)/ Member (Tech)

Copy also to: IT Cell for uploading on IWAI website

## **Standard Operating Procedure (SOP) and Check List for Ro-Ro / Ro-Pax Vessel Operations on National Waterways**

**1.** This **Standard Operating Procedure** is designed to facilitate a safe, quick, smooth and efficient operation of Ro-Ro/ Ro-Pax Vessels on National Waterways and also a safe, efficient and smooth loading/discharging of vehicles and embarking/disembarking of passengers at the Ro-Ro terminals. This includes movements of Ro-Ro vessels both across and also along the National Waterways

All vessels/barges operating on the National Waterways will fully comply with applicable law and all the relevant rules and regulations not limited to the following: -

- a. Prevention of Collision on National Waterways Regulations, 2002
- b. National Waterway, Safety of Navigation and Shipping Regulations, 2002 including annexures I, II, III and IV
- c. Inland Waterways Authority of India (Classification of Inland Waterways in India) (Amendment) Regulations, 2016
- d. The Inland Vessel Act, 1917(as amended)
- e. Any rules and regulations framed by respective State Governments for operations of Inland vessels within their jurisdiction

**2.** All Regional Directors will be responsible for ensuring that SOP is followed by vessels and terminals under their jurisdiction on National Waterways. This monitoring will also include loading of cargo and embarking of passengers on Ro-Ro/Ro-Pax vessels at load point/port/terminal, passage from Origin to Destination and discharge of cargo and disembarking of passengers at destination/discharge point/terminal.

**3.** It is also the responsibility of Regional Director to co-ordinate with the Ro-Ro / Ro-Pax vessel Operators, terminals, local authorities and all concerned so as to ensure a continuous safe and efficient operation of Ro-Ro / Ro-Pax vessels. IWAI has entered into a MoU with various State Governments/Corporations for operation of IWAI owned Ro-Ro / Ro-Pax vessels.

**4.** The following will be taken into considerations during Ro- Ro operations by vessels and terminals on National Waterways.

### **A. At Load/Discharge Port/Terminal/Jetty/Location**

- a. A proper approach, check in and exit gate and parking area at the Ro-Ro terminal for cargo lorries/trucks and other vehicles is maintained and is in a safe and operational condition.
- b. A proper ramp for safe loading and discharging of cargo trucks and other vehicles is available.

- c. A concourse or hall for waiting passengers and a separate access gangway for passengers where feasible to embark and disembark from the vessel ~~is~~ shall be maintained in good condition
- d. A separate entry and exit for passengers to safely enter and exit the Ro-Ro terminal/Jetty. Proper segregation is maintained between vehicles and people. Where feasible Passengers shall disembark vessel first on arrival.
- e. To ensure, the depth of water alongside the Ro-Ro jetty/terminal is adequate for berthing at all times.
- f. The status of the river, the tidal variation and currents strength and direction are within safe limits for operation of Ro-Ro vessels.
- g. The terminal/jetty can be safely used throughout the year with seasonal variations
- h. Proper securing arrangements to tie the Ro-Ro vessel safely is available.
- i. Systems in place for stoppage of Ro-Ro operations in adverse weather conditions.
- j. There is proper and safe connectivity to the loading point/port/terminal by Road.
- k. To ensure, the capacity of the terminal to handle trucks with turning radius, size restrictions etc is adequate
- l. The size of Ro-Ro vessels which can be handled safely at the terminal taking into account the dimensions of the loading terminal, depth of water available alongside, securing arrangements etc.
- m. To ensure, all permissions as required as per National, state and local regulations are available and in order
- n. If handling any Hazardous cargo – All safety measures are taken, required permissions are obtained and all National, State and Local regulations should be complied with.
- o. Vehicles are properly stowed/parked and secured on the Ro-Ro / Ro-Pax vessel for the intended passage.
- p. The risk of pollution and that all measures are taken to reduce risk of pollution caused due to operations.
- q. To ensure, additional safety regulations like that of PESO, etc are complied with.
- r. The terminal is provided with adequate safety equipment's like lifebuoys, life jackets, fire extinguishers etc

- s. Vehicles being loaded are in proper condition and not leaking Oil or giving out fumes or carrying uncovered dusty cargo or undeclared hazardous goods or faulty refrigerated cargo etc
- t. To ensure, properly trained staff is available at the terminal and working hours of all staff at the terminal is regulated
- u. To ensure, properly Security arrangements for regulating vehicles and passengers movement is available at the terminal
- v. To ensure, adequate lighting is available for safe operations.
- w. To ensure, noise level is maintained to the minimum during operations.
- x. To ensure, Ro-Ro/Ro-Pax Vessels decks are in proper condition and not slippery, oiled etc.
- y. To ensure, the correct size of vehicles/trucks are stowed/parked in the proper places
- z. The master of the vessel to ensure that the loading of the vessel is done in accordance with the approved trim and stability booklet of the vessel. No over loading of the vessel is done and no carriage of oversize vessel above the design limit of deck strength of the vessel /design limit is done. The loading pattern adopted may ensure no undue trim and absolute minimum list of the vessel.
- zi. To ensure, proper traffic control at load and discharge operations with regard to directions, speed, weather, blind spots, reversing, parking etc. are observed.
- zii. Master of the vessel to ensure that the vessel approaches the jetty in slow and guided manner so as to avoid any damage to the jetty or any fittings of the jetty.
- ziii. The master of the vessel to ensure that the ramp operating systems and safety devices, if any, are in proper working condition.
- ziv. Sufficient vertical clearance for the vehicles carried onboard Ro-Ro/ Ro-Pax vessels to be ensured.
- zv. Ensure availability of sufficient numbers of adequate strength mooring lines both onboard the vessels and terminal.
- zvi. To ensure that before the vessel sails from the terminal, all the Navigational Aids and equipment's onboard like AIS, Echo sounder, GPS, wind indicator, Radar, Compass, etc as required by rules and regulations are operational and in proper working condition

## **B. Passage from Origin to Destination on National Waterways**

- a. To ensure, the Ro-Ro/ Ro-Pax vessel is in proper operational condition with all valid documents and certificates as required by National, State and Local regulations.
  - b. To ensure, the LAD available is sufficient for the duration of the expected passage.
  - c. Any further restrictions like locks, pontoon bridges, overhead/vertical/horizontal clearances of bridges/power lines etc expected along the route are taken into consideration.
  - d. To ensure, the strength of current, tides and weather conditions expected along the route are within limits for safe passage
  - e. In case vessel is carrying Hazardous cargo it complies with all the relevant rules and regulations.
  - f. To ensure, proper certified and trained crew as required as per regulations is available for operation of the Ro-Ro / Ro-Pax vessel.
  - g. To ensure, all vessels machinery, gear and other navigational equipment's are in proper working condition.
  - h. To ensure, all safety equipment's including lifesaving and firefighting are in good condition.
  - i. To ensure, all vehicles are properly stowed/parked and secured for the passage with vessel engines switched off.
  - j. To ensure, vessel is in stable condition, not overloaded, upright without any list and trimmed by stern.
  - k. To ensure, safety instructions have been given to all passengers and vehicle drivers prior start of passage and that same is being observed by all.
- l. Display of safety instructions on vessels for passenger onboard.**

**5.** All Regional Directors will also make a note of all the Hot Spots in their regions, the difficulties, snags, obstructions and other issues encountered during Ro-Ro vessels operations. Also, assessments and analysis by RO's for critical issues and problems encountered during operations shall be done and a report made to the Head Office detailing the solutions and the recommendations so as to ensure smooth and safe Ro-Ro movements

**6.** A database for all the Ro-Ro / Ro-Pax movements being undertaken within the jurisdiction shall be maintained with all the vessel details and issues/difficulties being encountered. An analysis to ascertain the suitability of similar movement on NW's during various seasons and periods during the year so as to determine the feasibility of year-round movement on NW's at different locations shall also be done.

7. If any untoward incident is encountered during the Ro-Ro Operations, an inquiry shall be conducted to ascertain the cause and actions shall be taken immediately to rectify the problems/issues without any delay and Head Office shall be informed of the incident/action taken. Simultaneously, the local government /authority shall also be informed in writing about the incident.

8. Amendment to the SOP: The SOP may be amended and updated from time to time by the office of Member (Traffic & Logistics) for accommodation of additional aspects relating to Ro-Ro/ Ro-Pax vessel operations on National Waterways.

### Check List for Ro-Ro Vessel movements

S. No	Points to be Checked	Action Taken
<b>1.</b>	<b>At the Ro-Ro Terminals</b>	
a.	Proper segregation between vehicles and passengers at the terminal	
b.	Proper parking for vehicles at the terminal	
c	Proper ramp for safe loading/discharging of vehicles/ Trucks at the terminal.	
d	Ro-Ro vessel can safely berth at the terminal	
e	Passengers can safely access and board the Ro-Ro vessel.	
f	All regulations for operations at the terminal are being complied with.	
g.	In case of Hazardous cargo are all statutory clearances for loading in place	
h	All safety equipment in working condition	
i	Proper lighting and signage at the terminal	
j	Safe entry and exit to the terminal	
k	Size and weight of the vehicles being checked and ascertained	
l	Proper trained personnel at the terminal	
m	Tidal, current and weather conditions being monitored.	
n	Proper waiting hall or concourse for passengers available	
o.	Proper security is maintained at the terminal	
p.	Terminal is clean and hygienic condition without any oil spills, garbage etc	
<b>2</b>	<b>On Board the Vessel</b>	
a	Is the Ro-Ro vessel being used suitable for the voyage	
b	Is Ro-Ro vessel in operational condition with all machinery and equipment's in proper working condition.	
c	All vessels certificates, documents, insurance papers etc are valid and in order	
d.	Proper certified and trained crew as required as per regulations is available for operation of the Ro-Ro vessel.	
e	Does the vessel if carrying Hazardous cargo comply with all the relevant rules and regulations.	
f	Passage planning for passage is done	
g	Sufficient LAD, air-draft clearance etc available for safe passage	

h.	Sufficient fuel, stores, water, food etc is available on board	
I.	Sufficient safety equipment as required by regulations available on board.	
j.	All vessels machinery and gears in proper working conditions	
k.	Vehicles are stowed/parked and secured properly and safely	
l.	Passengers are safely seated in designed locations	
m.	Tides, currents and weather conditions for the passage have been considered.	
n	Passengers and vehicle owners to be given safety instructions prior start of passage	
o.	Vessel in stable condition, not overloaded & upright without any list.	
p.	All vehicles are properly stowed/parked in the correct location, secured for the passage and engines switched off.	

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