



# CCB port regulations

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Made by	Pål Samuelsson
Approved by	Jim L. Kvamme
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## Introduction

Coast Center Base AS (CCB) is a supply base for the offshore energy industry and a maritime maintenance center located approx. 9 nautical miles west of Bergen (5<sup>o</sup>1'12 "Ø -60<sup>o</sup>25'20" N).

The port area includes the base's quays and 500 meters offshore. The port area is part of "Bergen og Omland Havnedistrikt". "Regulations on the use and order in ports and waters" apply to CCB's port area. CCB port is coordinated by CCB Base Management.

CCB has 4 permanent ISPS areas (restricted areas) and 3 temporary restricted ISPS areas. The port has one quay not restricted as an ISPS area (Quay 10). The port has a restricted sea area enclosing the port, stretching 50 meters off shore.

Driving time / length to Bergen city center is approx. 25 minutes / 28 km. Driving time / length to Bergen Airport Flesland is approx. 35 minutes / 32 km. Driving time / length to Straume / Sartor center is 15 min / 12 km). Some extra time must be expected during rush hours, morning and afternoon on weekdays.

At Ågotnes (3 min from CCB) there is a medical center with opening hours 08.00 -16.00 on week days. At Straume there is an emergency medical center with opening hours 16.00-08.00, and 24h in weekends.

Normal working hours at CCB are from 0800 – 1600, week days. Port services have been established and can be called out on short notice after normal working hours.

Mooring must take place in a safe manner. CCB's mooring personnel **MUST** be present during mooring operations if the vessel's crew cannot moor without climbing / jumping ashore. All entry of the quay **MUST** take place over the gangway.

## Definitions

Term:	Definition:
<b>ISPS</b>	<b>International Ship and Port Facilities Security Code</b>
<b>CCB</b>	<b>Coast Center Base AS</b>
<b>BOH</b>	<b>Bergen &amp; Omland Havnevesen</b>
<b>GT</b>	<b>Gross Tonnage</b>
<b>LNG</b>	<b>Liquefied Natural Gas</b>

## Sailing

Regular entry to CCB is from the north by Fedje and into the Hjeltefjord. The entrance from the north has no crossing bridges or air spans. Sailing in from the south is by Marsteinen and into Korsfjorden. In the southern entrance, you must pass under the Sotra bridge between Knarrevik at Litle Sotra and Drotningsvik on the mainland side. The bridge has a free sailing height of 50 meters at medium water level.

## Map

Map of the base area is sent on request.

- Norwegian chart no. 21 and nr. 23
- British Admiralty Map No. 3009.

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## Port of call

All ship calls must be notified 24 hours in advance according to current guidelines given by the Norwegian Coastal Administration, and must be registered in Safe Sea Net (<https://shiprep.no>).

Copies of crew lists must be sent to the following email addresses:

- [bestilling@ccb.no](mailto:bestilling@ccb.no)
- [portvakt@ccb.no](mailto:portvakt@ccb.no)

Vessels that are not ISPS registered must be notified in advance to CCB on a separate call form available at [www.ccb.no](http://www.ccb.no) within 24 hours before arrival. Copies of crew lists must be sent to e-mail addresses as above. If such vessels are to be moored at ISPS areas, a written security declaration (DoS) must be established on CCB's template between the vessel and the port facility.

If additional services are required, these must be ordered separately by e-mail to [bestilling@ccb.no](mailto:bestilling@ccb.no) or via [www.ccb.no](http://www.ccb.no).

All calls are handled according to the principle "first come, first served" unless berth space is reserved.

Vessels that are not in operation shall give way to other ships that need the quay space for executing operations. Mooring assistance is ordered by phone, no later than 2 hours before arrival.

## Ship clearance

For ships to be cleared, clearance shall take place on board immediately after the ship's arrival at the customs authorities or by a representative from the ship's agent.

According to Norwegian legislation CCB is responsible for all traffic that calls at the port.

If the ship is not cleared on arrival, CCB will send a representative on board to carry out the clearance. The parties involved will be billed for such services. If this cannot be accepted by the ship's captain, the vessel must go to another port where this can be done.

## Traffic in the port area

Vessels shall operate at a slow speed within the port area. The master must act carefully, cautiously and considerately to strengthen consideration for his own vessel, the surroundings and the environment. When a vessel is in CCB's port area, there shall be a master on board. In special cases, exceptions can be made by agreement with CCB in advance. When vessels are in the port area, AIS must be activated.

Vessels must not, during a stay at the quay, use a propeller, including a side propeller, before the vessel is to go. When maneuvering to / from the quay, care must be taken so that the propeller water does not cause damage to other vessels or to the port facilities. The same applies to other means of propulsion or maneuvering. (Authorized in municipal regulations).

During ongoing diving operations, vessels MUST exercise special care. Such activity must be properly marked with a diving flag and notified to CCB at arrival and departure.

Diving work shall not take place without permission from CCB, The Port Services or Base Management. Such work must be marked in accordance with regulations.

It is not permitted to fish from the quays or vessels at the CCB's port area. This applies to all types of fishing gear. CCB has an approved 50m secured area at sea around the port facility, authorized in the security plan approved by the Norwegian Coastal Administration. CCB has the authority to expel personnel who violate the fishing ban and can confiscate all forms of fishing gear. It is not allowed to swim in the port facility.

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## Compensation and ISPS fee

Quay compensation is calculated according to GT (Gross Tonnage) and per. commenced 24-hour period. ISPS fee is calculated per commenced 24-hour period. Separate fee rates apply to vessels / rigs that receive maintenance work at shipyards. Otherwise, reference is made to CCB's price list.

## Quay capacity / bunkers / fresh water / LNG / electrical power supply

Most quays at CCB are to be regarded as deep-water quays and can be called at by most vessels. Total quay length of approx. 1000 meters as described below.

Position CCB: 5°1'12"Ø - 60°25'20" N. Marine diesel / gas oil (MGO) is available on quay no. 2, 3, 4, 10, 11N, 11S, 31, 32, and the ro-ro quay. Delivery rate is 140m<sup>3</sup> per hour. Bunkers can also be delivered by bunker boat.

Quay no	Length (m)	Depth (m).	Capacity	Bollard	El. power supply	Diesel	Water	Bulk	Pos/dir.	ISPS-status
1	50	7	5 tonn	40T	No	No	Yes	No	027/207°	Yes
2	51	7	5 tonn	40 / 200T	No	Yes	Yes	No	286/106°	Yes
3	167	20	7/140 tonn	100 / 200T	Yes	Yes	Yes	Yes	334/154°	Yes
4	75	17	7/140 tonn	100 / 200T	Yes	Yes	Yes	Yes	334/155°	Yes
10	20	7	4 tonn	40T	No	Yes	Yes	No	334/156°	No
11 N	69	50	7 / 140	100 / 200 / 250/400T	Yes	No	No	No	334/157°	Yes
11 M	100	20	Unlimited	100 / 200/400/400T	Yes	Yes	Yes	No	334/158°	Yes
11 S	90	15	7 / 140 tonn	70/100/250T	Yes	Yes	Yes	Yes	334/159°	Yes
31	61	8	4 / 70 tonn	50/70T	No	Yes	Yes	Yes	334/160°	Yes
32	61	8	4 / 70 tonn	50/70T	No	Yes	Yes	Yes	334/161°	Yes
RO-RO	150	12	7/140 tonn	100T	Yes	Yes	Yes	Yes	334/162°	Yes
LNG	43	8	none	50T	No	Yes	Yes	LNG	334/163°	Yes
ÅNP	35	7	4/70 tonn	50T	No	Yes	Yes	No	334/164°	Yes
<b>Total</b>	<b>972</b>				<b>4</b>	<b>11</b>	<b>12</b>	<b>6</b>		

Quays:	
Capacity diesel/MGO 140 m3/hour.	Ro-Ro, 31, 32
Capacity water 70 m3/hour.	1, 2, 3
Capacity water 140 m3/hour.	31, 32
El power supply	Ro-Ro, 11, 3, 4
Point load distributed on 1 x 1 meter. 1 point load per field.	

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CCB has designated quay facility for bunkering of natural gas (LNG). Total capacity of the plant is 450 m<sup>3</sup>.

**Vessels located at the LNG quay shall not perform hot work on board or on the quay.**

## Environmental

### El. power supply

CCB can offer shore power to all vessels, provided that the vessel's technical solutions are compatible with CCB's facilities, given there is spare capacity. El. power supply is ordered via call notification, or via e-mail to [bestilling@ccb.no](mailto:bestilling@ccb.no)

### Waste

CCB has established waste sorting facilities and has public permits for receiving and intermediate storage of hazardous waste, as well as low radioactive scale. If the ship requires waste services, a waste form must be sent to [www.ccb.no](http://www.ccb.no). CCB can assist with filling in the declaration form.

If waste is left without any notification at the CCB port facilities, all costs are charged to the vessel involved.

### Pollution and emissions

During stay in CCB's port facilities, vessels shall close outlet openings and otherwise implement necessary measures to avoid pollution of air and sea.

Sandblasting and spray painting must not be executed without special measures, such as necessary covering and containment. A written permission from CCB is needed before these operations can start.

### Noise

CCB may prohibit metal work or other noisy activities on vessels in the port facilities. The use of sirens and external loudspeakers (PA) must be avoided in the period from 2200 to 0700, and on weekends / holidays. In the event of pollution / discharges, the CCB Customer Center / Port services / CCB Security gate must be notified immediately, see. contact information, page 8.

### Emergency preparedness emissions

A civil defense group has been established with oil booms and spill kits at the port facilities during ordinary working hours on working days. In the event of a spill (24/7), notify immediately CCB's emergency telephone 56 32 32 00.

## Services

CCB expects that all services are provided by, or through CCB. Deviations from this must be clarified with the CCB Customer Service. This is both for commercial reasons, and as a result of CCB's role as the responsible company according to Norwegian national laws and regulations (AML § 2-2), where CCB has a coordinating responsibility, and an overall HSE responsibility in the port facilities (on shore).

### Cargo handling

Loading and unloading operations shall be performed by CCB.

Forklifts, trolleys / loaders with large pulling/loading capacity and other equipment for handling all types of cargo are available. Mobile cranes from 40 t to 180 t are stationed at the facilities. Other machines are also available on request. CCB has a designated ro-ro ramp for handling such goods. There are also tower and gantry cranes on quays 3-4 and quay 11.

Services must be ordered by e-mail to [bestilling@ccb.no](mailto:bestilling@ccb.no), or via [www.ccb.no](http://www.ccb.no).

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## Other services provided:

The base has a varied range of services, and can deliver within the following categories (sorted alphabetically):

- Anchor and chain handling
- Crane barges
- Crew change
- Customs clearance
- Diving services
- El. power supply (shore power)
- Electrical services / installation
- Fire protection
- High pressure cleaning activities
- HSE deliveries
- Interior work and carpentry services
- ISPS / POB services
- Maintenance of drilling equipment (white equipment)
- Provision services, including provisions, rental equipment, and consumables
- Scaffolding and access deliveries
- Ship maintenance and all mechanical work
- Subsea maintenance services (yellow equipment)
- Surface treatment
- Technical services including pressure testing, test lifting, inspections and certification
- Transport / forwarding services by road, sea, and air transport
- Waste management
- Welding services / sea fastening / grinding / etc.

Other services can be arranged on request.

All services can be ordered by e-mail to [bestilling@ccb.no](mailto:bestilling@ccb.no), or via [www.ccb.no](http://www.ccb.no).

Telephone CCB Customer Service: 56 32 30 10 or 56 32 30 30.

Opening hours working days: 08: 00-16: 00

After opening hours, weekends, and public holidays: CCB Port Services, mobile: 976 94 033

For prices on services, refer to CCB price list, or price on request.

## HSE and Security

### General

CCB has a high focus on HSE. We therefore strive to achieve zero injuries, property damages and emissions in our facilities. CCB is according to laws and regulations the overall responsible company in the port facilities in coordinates joint HSE through e.g. these port regulations. Work that may pose a danger to life, health, material values or damage to the external environment must be stopped immediately, and risk-reducing measures implemented. All deviations related directly, or indirectly to our business, must be reported to CCB Customer Service ([bestilling@ccb.no](mailto:bestilling@ccb.no)) and / or to CCB HMS ([hms@ccb.no](mailto:hms@ccb.no)).

### Personal protective equipment (PPE)

PPE (visibility clothing class 2, helmet and safety shoes) is required in all ISPS areas, warehouses, workshops and outdoor areas. When moving between locations in marked footpaths, sidewalks and in walkways, PPE can be adapted to prevailing conditions. PPE, in addition to standard equipment, must be used in relation to the work performed, and according to the risk assessment (e.g. goggles, hearing protection, harness, etc.).

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## Permit to work (PtW)

All work to be performed at CCB shall be coordinated by the CCB. For work to be carried out inside the ISPS areas, on the quays or towards vessels, an application must be made for PtW. This also applies to hot work on board vessels, where welding gas is stored on CCB's quays. Application forms are available at [www.ccb.no](http://www.ccb.no). The same also applies to the use of drones, film and photography, as well as activities related to diving in the port facility.

## Security

A separate security concept has been established at the base. This is manned 24/7 and consists mainly of a main security gate and a patrol guard. The base area has ITV, including all quays. These are monitored by CCB's main security gate 24/7. Each ship is responsible for its own security, unless otherwise agreed. Vessels have a duty to listen to VHF channel 10 during stays in CCB's port area.

## ISPS

CCB is an approved port facility according to international ISPS code (SOLAS). The port facility has a valid Statement of Compliance (SoC) issued by the Norwegian Coastal Administration. PFSO / PFSO ass. function is available 24/7. Security measures in addition to basic ISPS security measures at ISPS security level 1 are agreed with the PFSO.

According to the ISPS Code, CCB can carry out inspections of persons, hand luggage and vehicles as well as goods that enter restricted areas in the port facility, including ship supplies. This does not reduce the captain's responsibility according to Maritime legislation.

## Access control (POB)

If a vessel is to be moored at CCB and needs an external POB, this must be ordered through CCB.

Ship calls order external POB from CCB Customer Service at [bestilling@ccb.no](mailto:bestilling@ccb.no).

For rig calls, POB from CCB shall be used, unless an agreement is made between CCB and the rig. POB can be ordered from CCB Customer Service at [bestilling@ccb.no](mailto:bestilling@ccb.no).

## Crew change in ISPS areas

Crew lists for outgoing and incoming crews must be sent to CCB in advance to:

[bestilling@ccb.no](mailto:bestilling@ccb.no)  
[portvakt@ccb.no](mailto:portvakt@ccb.no)

The driver for crew transport must sign the ISPS entry permit and access card in CCB's main security gate (24/7). ISPS cards and entry permits can be delivered in separate ISPS drop boxes located inside the ISPS gates or returned directly to the guard. Cards that are not returned will be invoiced with NOK 500.

Departing and arriving crews who arrive individually by vehicle follow the same procedure.

To ensure crew change in a safe manner, be aware and show caution in relation to ongoing operations. We therefore prefer that crew changes are carried out in one single group using personnel transport in a bus / mini van in/out of the ISPS areas. If this cannot be done, all crew members who cross the quay must at least wear a visibility vest. During work, full PPE.

**No one must ever stand or walk under a hanging load!**

## Visitors to vessels in the ISPS area:

By visitors means all personnel who are not crew members.

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Visitors to vessels must sign the ISPS entry permit and access card in CCB's main security gate (24/7). ISPS cards and entering permits can be delivered in separate ISPS drop boxes located inside the ISPS gates or returned directly at det security gate. Cards that are not returned will be invoiced with NOK 500.

Vessels waiting for visitors, service personnel or ship supply, please notify in advance to the following addresses:

[bestilling@ccb.no](mailto:bestilling@ccb.no)  
[portvakt@ccb.no](mailto:portvakt@ccb.no)

### Dangerous goods (IMDG/ADR)

As a port, CCB must comply to regulations about dangerous goods at sea (IMDG) and on roads (ADR). All vessels calling at CCB are obliged to comply with the IMDG regulations for handling dangerous goods. When unloading dangerous goods, there shall be a dialogue between the vessel and CCB, and such cargo shall be clearly stated in the cargo documentation before unloading begins.

### Parking

Parking is not permitted inside ISPS restricted areas. Parking must take place in designated parking areas. Parking is at your own risk. Long-term parking (over 12 hours) must be agreed with the main security gate, Customer Service or the HSE department at CCB

### Incidents and non-conformances

Accidents and injuries must be reported immediately by tel. or VHF channel 10, to CCB Customer Service or the Port Management. A report must be prepared and sent as soon as possible with relevant attachments (photos, log / journal, etc.) to [bestilling@ccb.no](mailto:bestilling@ccb.no) or [HMS@ccb.no](mailto:HMS@ccb.no).

### CCB emergency telephone

**Serious incidents are reported to CCB's emergency telephone (56 32 32 00- 24/7). Upon notification, CCB sends a "follow me" car to the main security gate, to lead emergency vehicles quickly to the scene.**

### Contact information

Within normal working hours (0800-1600 on working days) the following functions are available:

Name	Phone	Remarks	e-mail
<b>CCB emergency phone (24/7)</b>	<b>00 47 56 32 32 00</b>	<b>Security incidents, illness, accidents, fire, emmissions.</b>	
CCB switch board	00 47 56 32 30 00		
CCB Customer Service	00 47 56 32 30 30	VHF chanal 10	<a href="mailto:bestilling@ccb.no">bestilling@ccb.no</a>
PFSO	00 47 56 32 30 30	VHF chanal 10	<a href="mailto:hms@ccb.no">hms@ccb.no</a>

Outside normal working hours (after 1600 and weekends) the following functions can be contacted:

Name	Phone	remarks	e-mail
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<b>CCB emergency phone (24/7)</b>	<b>00 47 56 32 32 00</b>	<b>Security incidents, illness, accidents, fire, emmissions.</b>	
Main Security Gate	00 47 56 32 30 99	VHF chanal 10	<a href="mailto:portvakt@ccb.no">portvakt@ccb.no</a>
Port Management	+47 976 94 033	VHF chanal 10	<a href="mailto:bestilling@ccb.no">bestilling@ccb.no</a>
PFSO	+47 976 94 033	VHF chanal 10	<a href="mailto:hms@ccb.no">hms@ccb.no</a>