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# CAR & RO-RO TERMINAL BOOK

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LUKA KOPER – PORT OF KOPER

Vojkovo nabrežje 38, 6000 Koper

SI - SLOVENIJA

Version February 2025



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## 1. DETAILS OF TERMINAL CONTACT PERSONNEL

Contact with terminal's representative on telephone: +386 5 6656 855

Terminal's working time:

1st shift	from	06:00 - 14:00	Hrs
2nd shift	»	14:00 - 22:00	Hrs
3rd shift	»	22:00 - 06:00	Hrs



## 2. TECHNICAL DATA OF THE TERMINAL, BERTHS

Terminal overview:



Operative shore	800 m
Berths	8 (berth 2, 3, 6a, 7a, Silos, VNT, TR3, RO4)
Ro-Ro ramps	5
Railway tracks with loading ramps	15 tracks, 7.1 km
Open storage areas	675.000 m <sup>2</sup>
Covered storage areas	225.000 m <sup>2</sup>
Open air storage capacity	34.000 units
Covered storage capacity	10.000 units

#### Additional services:

- dewaxing and waxing of vehicles,
- PDI zero repair service,
- additional equipment at customers' needs or requests,
- mechanical, painting and body repair services,
- more about additional services on [www.avtoserviskp.si](http://www.avtoserviskp.si)













## 2.1 LOADING AND UNLOADING EQUIPMENT

### Mafi truck

TERBERG RT323 4x4

			
295/80R22"5 <del>310/80R22"5</del> 315/70R22"5 315/80R22"5 9.00R20 10.00R20 11.00R20 11.00R22"5	Empty 6000 kg >	2.9 - 3.3 M	
			
Gradient		Max. Trailer load [kg]	
6%	3.4	148750	
8%	4.6	150330	
10%	5.7	152010	
12%	6.8	151910	
14%	8.0	148650	
16%	9.1	145440	
18%	10.2	142360	
20%	11.3	139410	
<input type="checkbox"/> This table is applicable to this vehicle			





### 3. DEPTH OF WATER AT THE BERTH

For minimum depth of water alongside the berth refer to [Port Book](#) - Berthing and anchorage facilities item nr. 9.

### 4. WATER DENSITY AT THE BERTH

All berths in summer: 1.022 - 1.024 kg/dm<sup>3</sup>

All berths in winter: 1.025 - 1.027 kg/dm<sup>3</sup>

Average during year: 1.022 – 1.027 kg/dm<sup>3</sup>

### 5. THE MINIMUM AND MAXIMUM SIZE OF VESSEL WHICH THE TERMINAL'S FACILITIES ARE DESIGNED TO ACCEPT

- The min size of the vessel: no limits
- The max size of the vessel – limited by draught see section No. 3

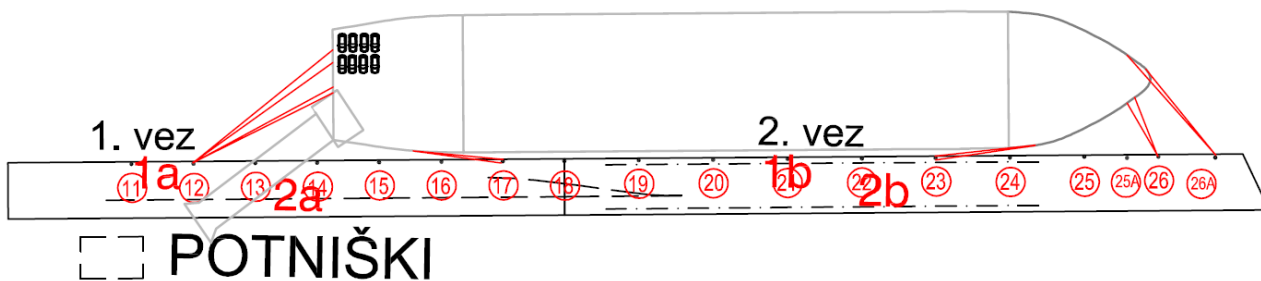
### 6. MOORING ARRANGEMENTS

Mooring arrangement is organised by the company Luka Koper INPO d.o.o. 24 hrs / day.

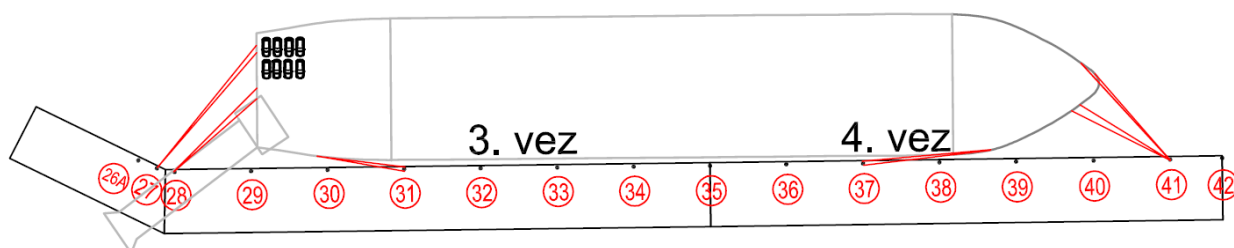
In port of Koper prevailing wind is from the north to NE (Bora) or south to SE (Jugo) during the winter and westerly (Maestral) or north to NNW (Tramontana) during the summer. Tramontana winds are considered to be dangerous due to sudden and strong winds. They can occur at any time but are most common during the summer or early autumn. Tramontana winds are associated with the passage of cold fronts over the Alps and may be accompanied by line squalls and thunderstorms. Wind speeds of 40-60 knots are possible, lasting 1-3 hours and then calming and becoming NE'ly.

- Mooring arrangements: 4 head lines; 4 stern lines; 2 head spring lines; 2 stern spring lines

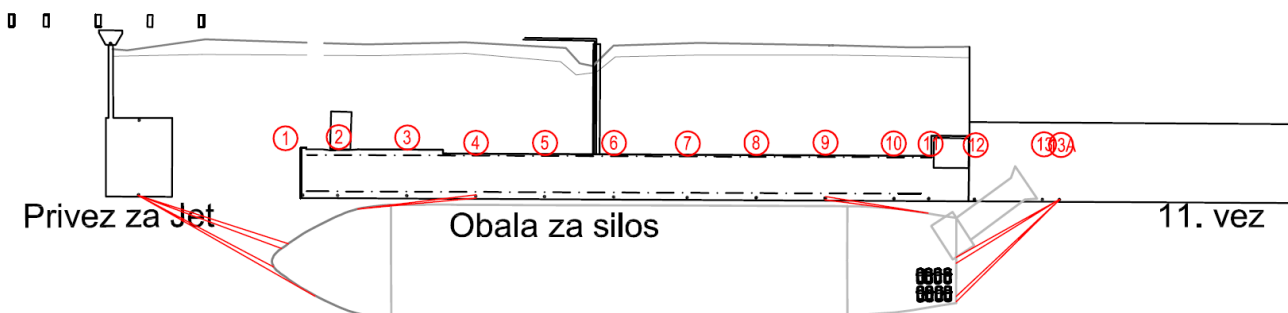
1. berth No. 1



• berth No. 3

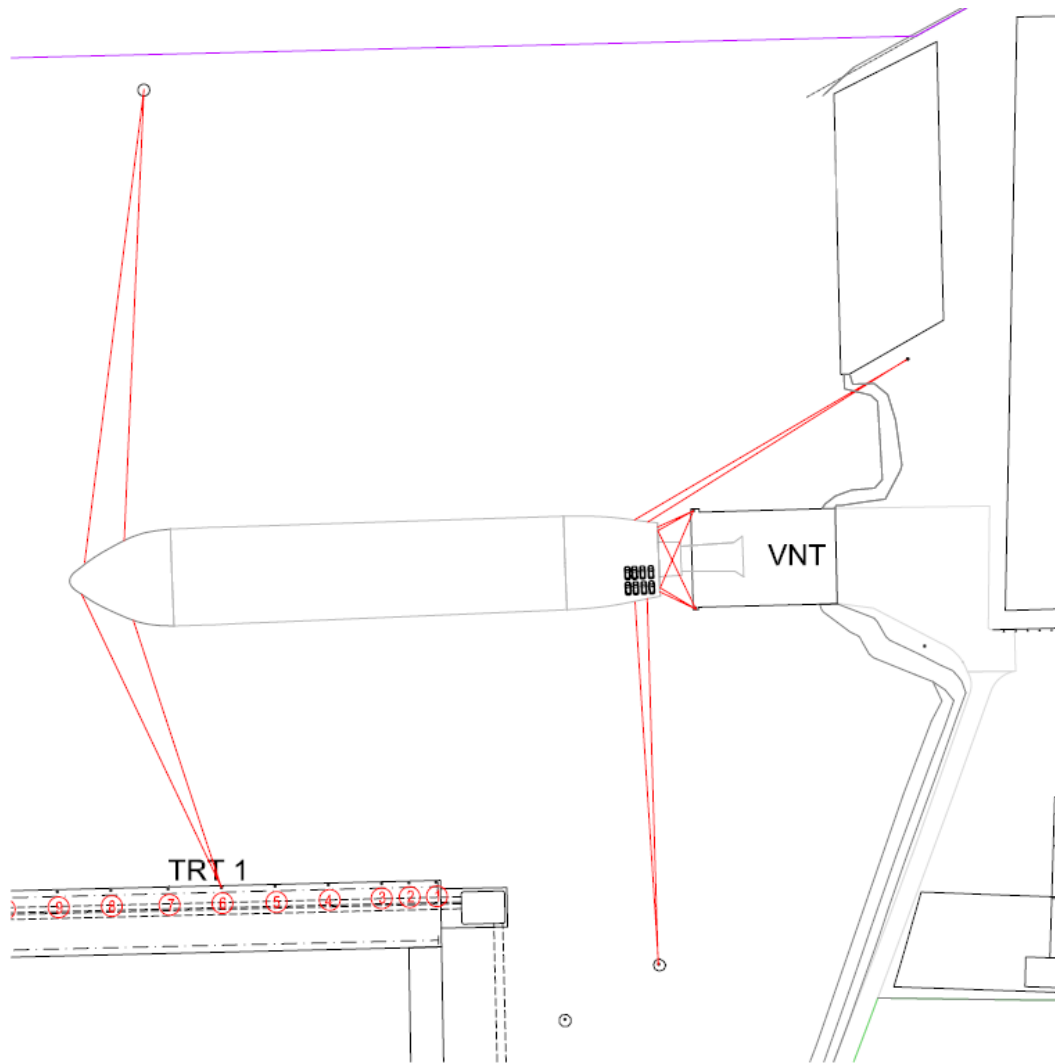


- berth Silo

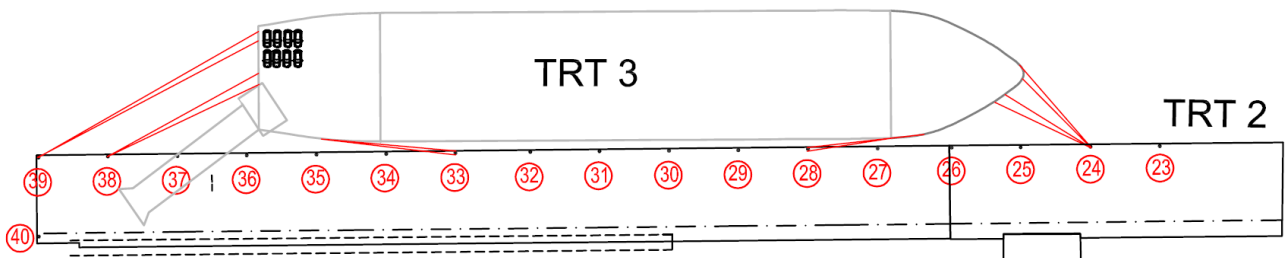




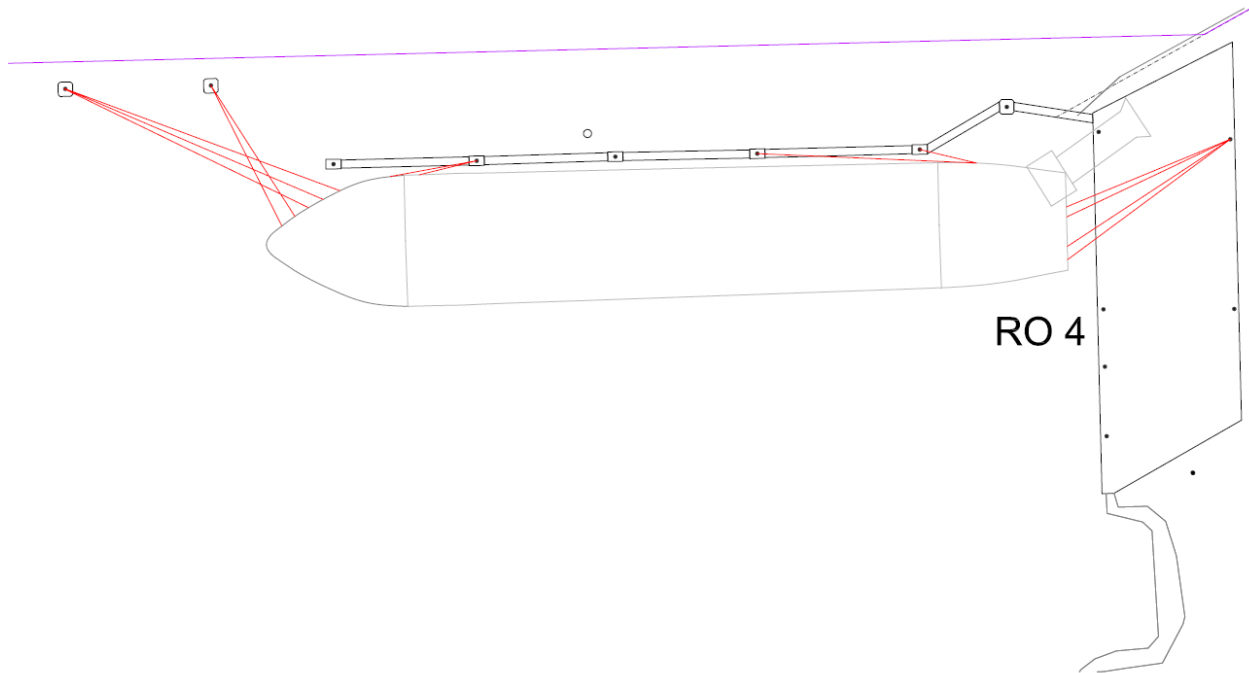
- berth VNT



- berth TR3



- berth RO4



"ACTUAL MOORING ARRANGEMENT MAY VARY"!

## 7. LOADING OR UNLOADING RATES AND EQUIPMENT CLEARANCES

As per contract/offer.

## 8. LOADING OR UNLOADING PROCEDURES AND COMMUNICATIONS

Loading or unloading procedures are designed by terminal regulations in compliance with 9001 (as amended), BS OHSAS 18001 (as amended) and 14001 (as amended). Standard for hold cleanliness on discharging is "shovel clean".

## 9. ACCESS TO AND FROM SHIPS AND BERTHS

Ship's accommodation ladder or by ramps.

## 10. TERMINAL EMERGENCY PROCEDURES

In case of emergency or urgent stop of unloading/loading operation contact terminal's representative item nr. 1.

Contact with terminal's representative on telephone: +386 5 6656 855

Dispatch center: [+386 5 6656 879/883/858](tel:+38656656879)

If you need medical assistance in case of an accident or other incident, call the [security center of the Port of Koper](#), telephone number: **+386 5 66 56 950**.

A Mariner clinic is available in Koper, which provides medical assistance. Medical care and hospitalization are provided at the General Hospital Izola (7 km).

In case of a safety incident, fire or other accident call the security center of the port of Koper, telephone: **Port of Koper security centre: T: +386 5 6656 950**

**Police/Ambulance/Fire: 112**

**Emergency Response Centre:**

**MRCC Koper VHF Channels 7, 8, 12 and 16.**

**T: +386 (5) 663 2106/8, F: +386 (5) 663 2110, [koper.mrcc@gov.si](mailto:koper.mrcc@gov.si)**

## 11. DAMAGE AND INDEMNITY ARRANGEMENTS

Damages caused to the vessel by terminal must be reported immediately and in written form with detailed description of the damage yield to the terminal's representative.

Survey of the damage and the statement of its origin with necessary evidence (photos, drafts with measurements, etc.) must be carried out in presence of both (vessel / terminal) representatives. The damages alike shall be repaired (before vessel leaves the port) on terminal's account by terminal's subcontractor (<https://luka-kp.si/eng/port-community-contacts>) as soon as possible and when cargo condition will permit safe work.

All damages caused to the vessel by terminal's loading /unloading equipment and which could impair the structural capability or watertight integrity of the hull, or the vessel's essential engineering systems, will be registered and handled by authorised organisations of the state and port authorities.

## 12. INFORMATION ON WASTE RECEPTION FACILITIES AT THE TERMINAL

Regularly organised by Luka Koper INPO d.o.o. by contract and state regulations.

See [Port Book item 21. INFORMATION ON WASTE RECEPTION FACILITIES IN THE PORT](#)

## 13. INFORMATION TO BE PROVIDED BY THE TERMINAL TO THE AGENT/MASTER

- [The name of the berth](#) at which loading or unloading will take place: Information will be given from the Terminal.  
Estimated times for berthing: 1.5 hrs.  
Estimated time for starts and completion of loading/unloading: Information will be given from the Terminal.  
[The number of loading or unloading drivers](#): Information will be given from the Terminal.
- Characteristics of berth or RoRo ramps ; refer to item nr. 2. "Technical data of the terminal, berths and RORO ramps loading/ unloading equipment".
- Features on the berth or jetty the master may need to be aware of, including the position of fixed and mobile obstructions, fenders, bollards and mooring arrangements refer to item nr. 2. "Technical data on the berths and loading/ unloading equipment" and [Port Book](#) item nr. 9. "Berthing and anchorage facilities".
- Minimum depth of water alongside the berth and in approach and departure channels refer to [Port Book](#) item nr. 9. "Berthing and anchorage facilities" and item nr. 13. "The maximum size of ship the port can accept".
- Water density at the berth refer to [Port Book](#) item nr. 4. "Water density at the port".
- Which side of the ship is to be alongside the berth: refer to item nr. 6. "Mooring arrangements", Star board side or Port side.
- The discharge and loading sequence on the vessel, and if any other restrictions is provided by the terminal.
- Warning of unusual mooring arrangements: refer to the Pilot and/or refer to item nr. 11. "Terminal emergency procedures".
- Mooring lines required: refer to [item nr. 6. "Mooring arrangements"](#)
- Any restrictions on ballasting or de-ballasting refer to <https://luka-kp.si/eng/information-for-ships>,
- Maximum sailing draught permitted by the competent authority refer to [Port Book](#) item nr.9. "Berthing and anchorage facilities".

## 14. INFORMATION NEEDED TO BE GIVEN BY THE AGENT/SHIPPING LINE TO THE TERMINAL



## 14.1 INFORMATION EXCHANGE: GENERAL

### Ship operations

First ship call:

In order to ensure an efficient planning of the operations of the Terminal Operator, the Customer shall provide all needed relevant technical details in advance of the first call of such Ship at the Car Terminal.

### Working order for vessel's operations:

The Customer is obliged to order operations and services, involving labor or technical resources, from Luka Koper using the CED – Computer Exchange Data system till 10.30 a.m. for the next day and for operations on Sundays and public holidays till 10.30 a.m. on the last ordinary working day prior to their projected execution.

The Customer may countermand an operational order for work, labor or machinery by 06.00 p.m. at the latest on the day before the day for which the services were ordered, and till 12.00 (midday) of the last preceding ordinary working day (Sunday or the day before holiday) in relation to services ordered for Sundays or public holidays for 1, 2 and 3 shift.

For services ordered for Monday (1, 2 and 3 shift) the Customer may countermand the work order till 10.00 a.m. at the latest on Sunday.

### Time of loading and unloading operations

Unloading and/or loading operations shall commence at the agreed start operation's time and can be carried out according to the shift periods of the Terminal Operator defined in the Luka Koper d.d. General tariff terms.

### Berthing time of the vessel:

Before the berthing of the vessel the Customer is obliged to provide the Terminal Operator all the necessary documentation, working orders and information that are needed for the timely commencement of operations in the agreed berthing time. If all necessary documents, working orders («ordered gangs») and information are not timely provided, causing the vessel falling out of the agreed berthing time, the Terminal Operator may reject and / or postpone the berthing of the arriving vessels until all the requested and needed documents are provided by the Customer. In this case the Terminal Operator is not responsible or liable for any costs, loss or damages that may occur due to the non-timely provision of the requested documents and Customer has no any claim against the Terminal Operator in this respect.

### Scheduling Information

For arriving vessels, the Customer shall provide the following information (if needed because of service change and/or requested by Terminal Operator):

#### **7 days before vessel arrival:**

The shipowner, the master or the agent shall make an indicative announcement of the arrival of the ship to the contracting authority seven days before ship arrival.

The announcement of the arrival of the ship must include:

- Ship name
- Length, width, gross tonnage of the ship
  - draft on arrival and departure of the ship
  - type and quantity of cargo
  - equipping the ship with cargo handling machinery
  - ETA (Expected time of arrival)

#### **48-hours before vessel arrival**

- Ship Re-announcement

#### **24-hours before vessel arrival**

- ETA (Expected time of arrival) confirmation
- Loading - unloading plan, stating the quantity of cargo, stowage by decks and holds, height of decks, transport route and rotation of loaded or unloaded cargo, loading or unloading order and the quantity to be loaded or unloaded
- Arrival and proposed departure draughts
- Time required for ballasting or de-ballasting
- Number and type of mooring lines
- Details of any necessary repairs which may delay berthing, the commencement of loading or unloading, or may delay the ship sailing on completion of loading or unloading
- Any other information related to the vessel requested by the terminal
- Announcement consisting VIN list, destination, for loading / discharging vehicles (via Mail or XML to ACAR-internal software)

The Customer should send requested data to:

Dispatcher: ro.ro@luka-kp.si

Shift manager: vodjeizmeneta@luka-kp.si

Customer shall ensure safe working environment in line with national legislation and best practice in the industry without undue delay on vessel where Terminal services shall be performed by the Terminal Operator.

**14.2. REPORT ABOUT EXAMINATION OF THE VESSEL**

**POROČILO - REPORT**  
**O pregledu ladje / about the examination of the ship**

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Stanje lad. opreme in ugotovljene pomanjkljivosti / Condition of the ship's equipment and stated deficiencies:

**1. Prehodi – passages:**

- vstop na ladjo / acces to the ship \_\_\_\_\_
- prehodi do delovnih mest / passages to the working places \_\_\_\_\_
- stopnice, lestve / stairs, ladders \_\_\_\_\_
- ograje / rails \_\_\_\_\_
- mesto signalista / place for signal man \_\_\_\_\_

**2. Tovorna oprema / cargo equipment:**

- tovorni vitli – dvigala / cargo winches – cranes \_\_\_\_\_
- sohe (deriči) / derrickes \_\_\_\_\_
- škripci / blocks \_\_\_\_\_
- tovornice (manti) / runners and wire ropes \_\_\_\_\_
- pripone (rinforci) / strenghtening ropes \_\_\_\_\_
- druga oprema / other equipment \_\_\_\_\_
- potrdilo o pregledu opreme – datum / cargo gear certificate – date \_\_\_\_\_

**3. Tovorni prostor (skladišče) / cargo space (holds):**

\_\_\_\_\_

**4. Opombe / remarks** \_\_\_\_\_

\_\_\_\_\_

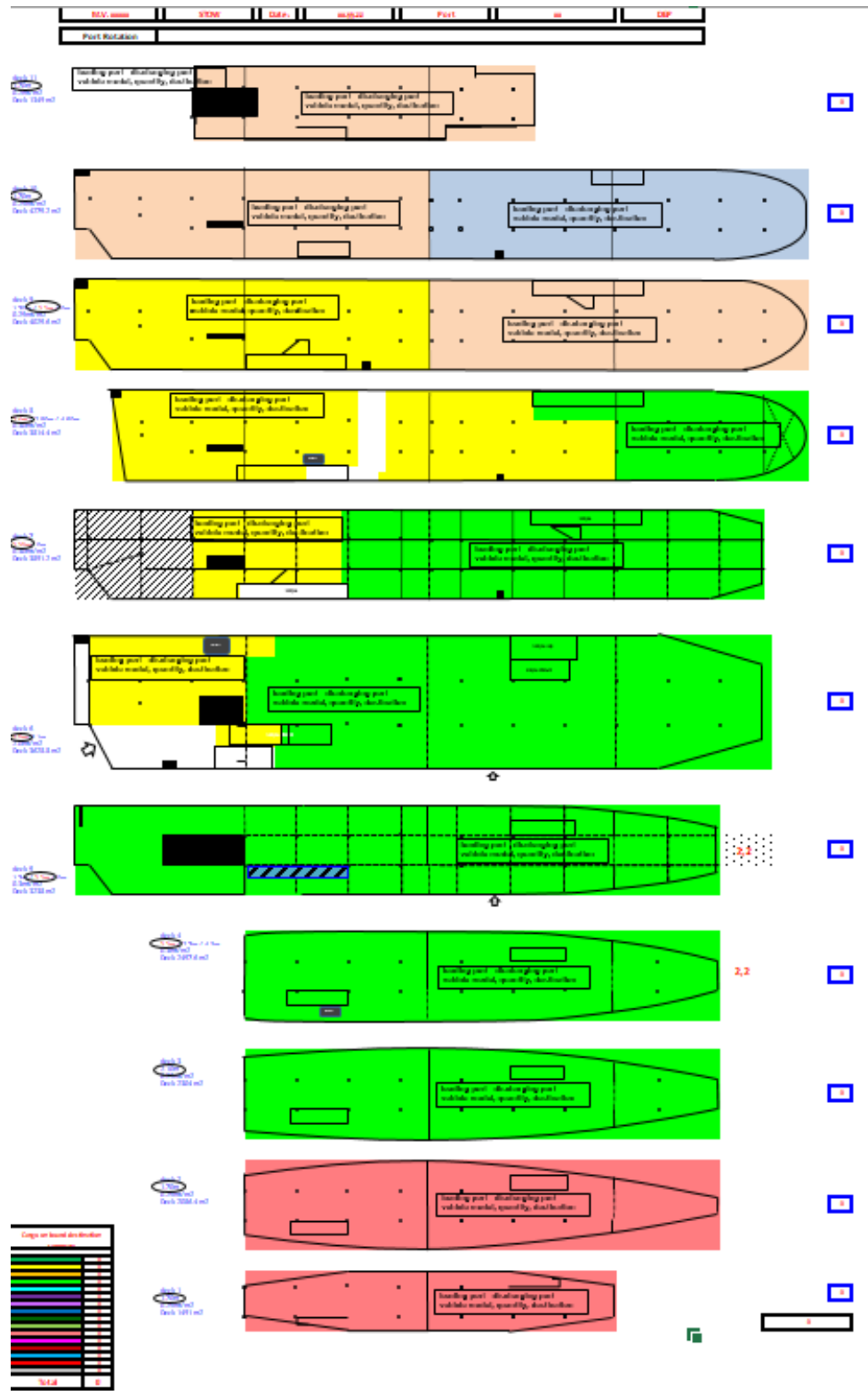
Datum / ura / Date/ hrs \_\_\_\_\_ Disponent \_\_\_\_\_

**POTRDILO – CERTIFICATE**

Potrujem, da so tovorna oprema, tovorni prostor, tovor in prehodi do delovnih mest urejeni in pripravljeni za varno delo in gibanje luških delavcev pri nakladanju / razkladanju tovora označenega v dokumentih tovora.  
 Hereby I certify that: the cargo equipment, cargo spaces (holds), cargo and passages to the working places are in every respect ready for safe work and the port work and the port workers' moving at loading / unloading the cargo as marked in the cargo documents.

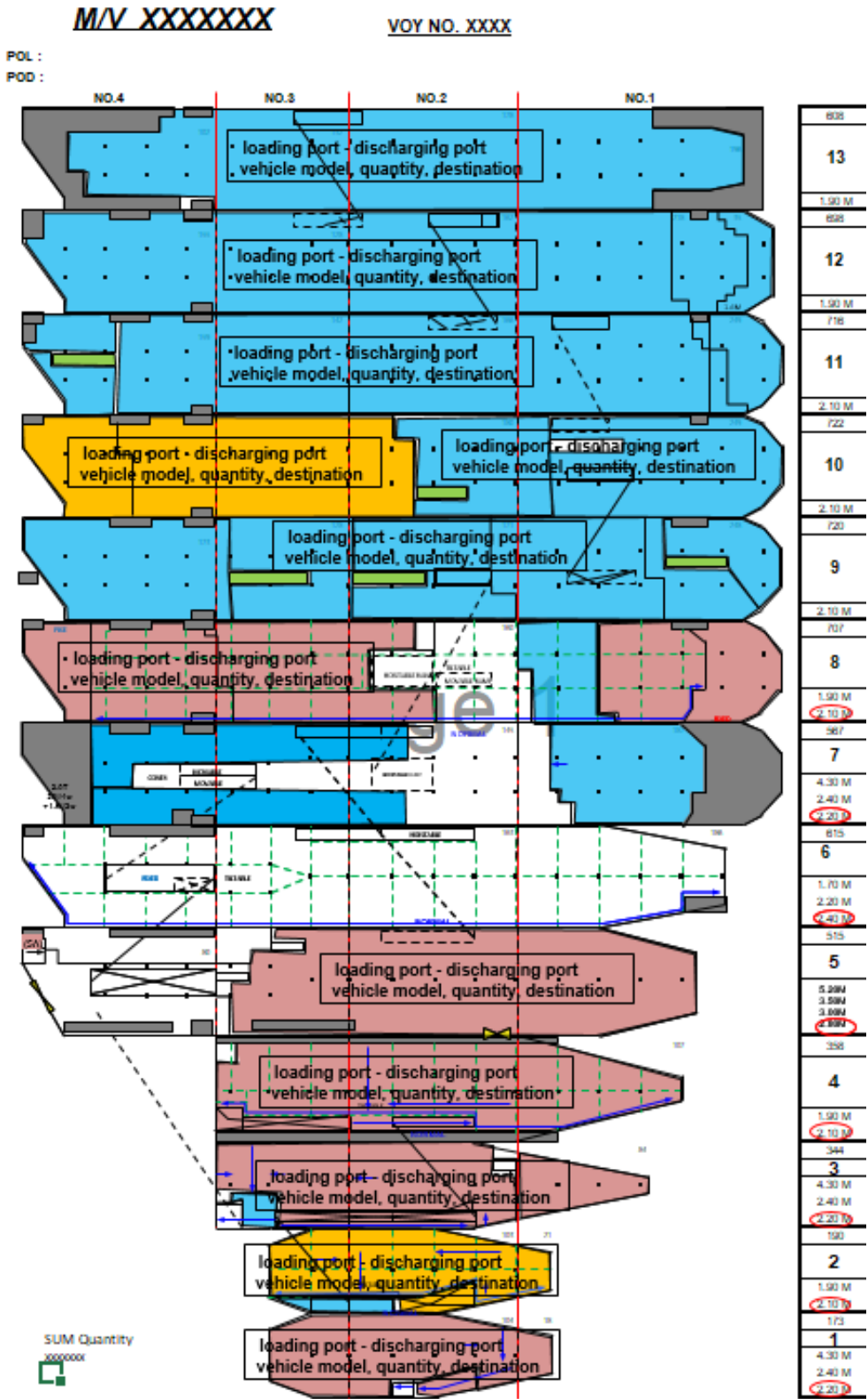
Koper, \_\_\_\_\_ Roveljnik / Master \_\_\_\_\_

## 14.3. EXAMPLE LOADING PLAN





14.4. EXAMPLE UNLOADING PLAN





## 16. RECORD OF CORRECTIONS

Version	Rev.	Date	Change	Remark
November 2019	0	06-11-2019	Initial version	None
June 2020	1	18-06-2020	Added RO4 berth	None
July 2022	2	05-07-2022	Storage capacity correction	None