

# **PORT OF GALEOTA**

## **PORT INFORMATION GUIDE**



# INTRODUCTION

Welcome to National Energy's Port of Galeota. We thank you for choosing our port facility and services.

Our goal is to deliver a service that is safe, efficient, and adds value to your operations.

This document serves as a reference guide to port Users including Logistics Service Providers, Exploration and Production Operators, Vessel Masters, Shipping Lines, Shipping Agents, and Port Tenants. It outlines key port information, nautical information as well as our scope of services. The general directions enclosed will ensure the safe movement of vessels, people and equipment within the Port of Galeota and the procedures established for accessing the Port's services.

Please feel free to contact us for any additional information. We look forward to serving you.





# CONTACT INFORMATION

The Port & Estate division is the primary point of contact for port and marine operations. The department can be contacted at: **868 289-3677/ 868 310-0949** or via email: [portandmarineservices@nationalenergy.tt](mailto:portandmarineservices@nationalenergy.tt)

**Office Address:**

Port of Galeota  
Isthmus Road Extension  
Galeota Point  
Guayaguayare Village  
Mayaro  
Tel:(868) 289-3677

**Key Contact Persons**

VP, Port and Estate Management (Ag.)  
Michelle Scipio-Hosang

Mobile No. 868-389-5164  
Email: [m.scipio-hosang@nationalenergy.tt](mailto:m.scipio-hosang@nationalenergy.tt)

**Port & Estate Management Division**

Manager, New Business  
Nigel Woodsley

Mobile No. 868-310-0949  
Email: [n.woodsley@nationalenergy.tt](mailto:n.woodsley@nationalenergy.tt)

Shore Based Technician  
Vikash Maharaj

Mobile No. 868-387-1342  
Email: [v.maharaj@nationalenergy.tt](mailto:v.maharaj@nationalenergy.tt)

Shore Based Technician  
Alicia Lee Kin

Mobile No. 868-382-2737  
Email: [a.leekin@nationalenergy.tt](mailto:a.leekin@nationalenergy.tt)

**Security Department**

Security Advisor  
Keron Sooklal

Mobile No. 868-322-1390  
Email: [k.sooklal@nationalenergy.tt](mailto:k.sooklal@nationalenergy.tt)

**Port HSE**

Port HSE Coordinator  
Kevin Paul

Mobile No. 868-382-4092  
Email: [k.paul@nationalenergy.tt](mailto:k.paul@nationalenergy.tt)



## **Other Important Contacts**

Customs Office

Tel No. 868-288-5070

Email: [customsgaleota@gmail.com](mailto:customsgaleota@gmail.com)

Pilot Office

Tel No. 868-625-1145

Email: [dispatch@ttmarinepilots.com](mailto:dispatch@ttmarinepilots.com)

Towage Service

Tel No. 868-636-8847

Email: [necmarine@nationalenergy.tt](mailto:necmarine@nationalenergy.tt)

Port Security

Tel Nos. 868-363-2500 / 868-289-3676



# PORT DESCRIPTION

<b>Name of Port</b>	<b>Port of Galeota</b>
Virtual Tour	<a href="https://nationalenergy.tt/Virtual-Tours-360">https://nationalenergy.tt/Virtual-Tours-360</a>
Type of Port	Multi-User Sufferance Wharf
Port Location:	Port of Galeota is located on the southeastern tip of the island of Trinidad, near the village of Guayaguayare. The Port which is managed by National Energy, comprises five berths: Berths 1, 2, 3 with lengths overall of 104m, 147m and 104m respectively and Berths 4 and 5 which comprise of LOA 75m and 65m respectively.
Port Position:	Latitude 10°15'N - Longitude 61°38'W
Time Zone:	Atlantic Standard Time (GMT-4)
Anchorage Position	Latitude 10°02'N - Longitude 61°6.1' W
British Admiralty Charts	Charts to be used for approaches and entry BA #475 and BA #483
Call Sign/ Name	Port of Galeota
Working VHF Channels	Channel 9

## Harbour Channel & Turning Basin

Length of Channel	960 m
Width of Channel	80 m
Diameter of Turning Basin	200 m
Available Drafts (Chart Datum)	7.6 m (MSL)
Average Height of Dock above Waterline	2.62 m (MSL)
Mean Tidal Variation	1.25 m
Berthing Velocity	0.18m/s

## Design Vessel

Maximum Vessel Draft	5.5 m
Maximum Deadweight Tonnage	3,300 GRT

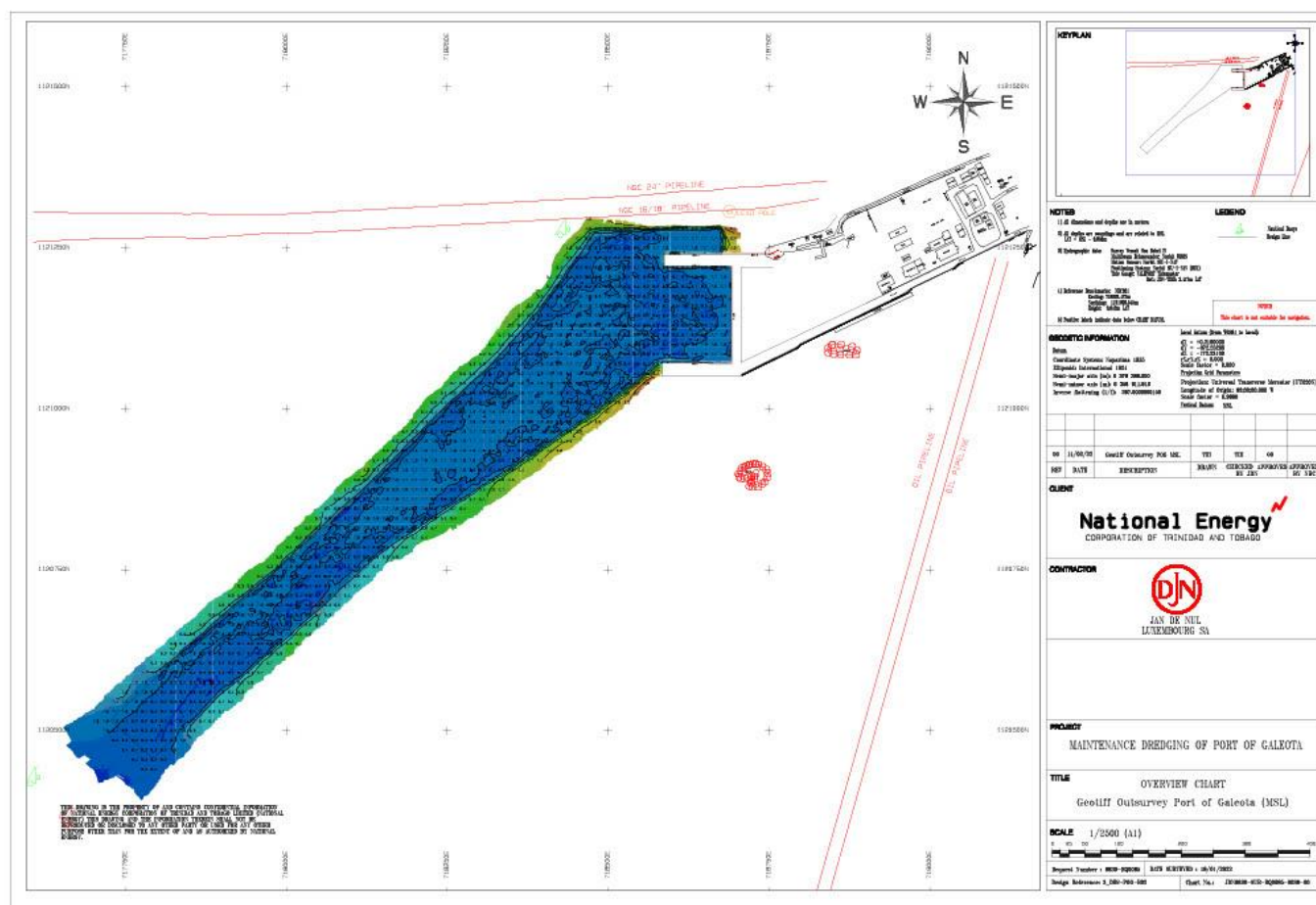
## Weather / Tidal information

Weather forecasts and tidal information are provided by the Trinidad and Tobago Meteorological Services. Click on the link [www.metoffice.gov.tt/forecast](http://www.metoffice.gov.tt/forecast) for up-to-date weather information.



## Harbour Limits

STATION	LATITUDE	LONGITUDE
A1	10°07'52.4" N	61°00'45.6" W
A2	10°07'50.6" N	61°00'43.9" W
A3	10°08'04.2" N	61°00'31.6" W
A4	10°08'04.2" N	61°00'27.7" W
A5	10°08'14.8" N	61°00'27.1" W
A6	10°08'20.8" N	61°00'16.5" W
A7	10°08'20.3" N	61°00'07.2" W



### Diagram showing Port of Galeota Bathymetry & Harbour Limits



## Navigational Aids

	Latitude	Longitude	Location (Sailing)
Channel Marker #1	10°07'52.4" N	61°00'45.6" W	Channel Entrance
Channel Marker #2	10°07'50.6" N	61°00'43.9" W	Channel Entrance
Channel Marker #3	10°08'04.2" N	61°00'31.6" W	Channel
Channel Marker #4	10°08'04.2" N	61°00'27.7" W	Channel
Channel Marker #5	10°08'14.8" N	61°00'27.1" W	Channel
Channel Marker #6	10°08'20.8" N	61°00'16.5" W	Channel
Channel Marker #7	10°08'20.3" N	61°00'07.2" W	Channel
Front Leading Light Tower	10°08'19.0" N	61°00'12.4" W	Front Tower
Rear Leading Light Tower	10°08'21.6" N	61°00'09.0" W	Rear Tower



# GENERAL INFORMATION

- **NOTICES TO MARINERS**

Notices to Mariners are issued by the Maritime Services Division of Trinidad.  
Masters of vessels are required to observe the following notices:

[Navigational Warning – 023-19](#)

[Navigational Warning – 024-19](#)

[Navigational Warning – 025-19](#)

[Navigational Warning – 026-19](#)

- **HARBOUR NOTICES**

Harbour notices are issued by National Energy to advise on specific conditions / activities within the harbour that may affect navigation.

- **LOCAL HOLIDAYS**

New Year's Day	January 1st
Spiritual Baptist Shouters' Liberation Day	March 30th
Good Friday	<a href="#">As declared</a>
Easter Monday	<a href="#">As declared</a>
Indian Arrival Day	May 30th
Corpus Christi	<a href="#">As declared</a>
Labour Day	June 19th
Emancipation Day	August 1st
Independence Day	August 31st
Republic Day	September 24th
Christmas Day	December 25th
Boxing Day	December 26th
Divali	<a href="#">As declared</a>
Eid ul Fitr	<a href="#">As declared</a>

- **WORKING HOURS**

24 hours per day / 365 days per year

On holidays observed, all labour will be supplied at overtime rates

- **BERTHING/UNBERTHING RESTRICTIONS**

Vessels operating under droghers - No arrival / departure time restrictions

Daylight berthing / unberthing only - All other vessels

- **PILOTAGE**

Compulsory pilotage for vessels more than 50 tons gross tonnage (exemptions can be sought from the Chief Pilot for vessels from 50m-76m). Pilot services are provided by the Trinidad and Tobago Pilots Association. Vessel's User, Agent or Consignee is responsible for arranging pilot.

- **TOWAGE**

Confirmation of tug requirement to be provided by pilots. Towage services are supplied by National Energy and coordinated by National Energy's Marine Co-ordination Department. Vessel's User, Agent or Consignee is responsible for arranging tugs.



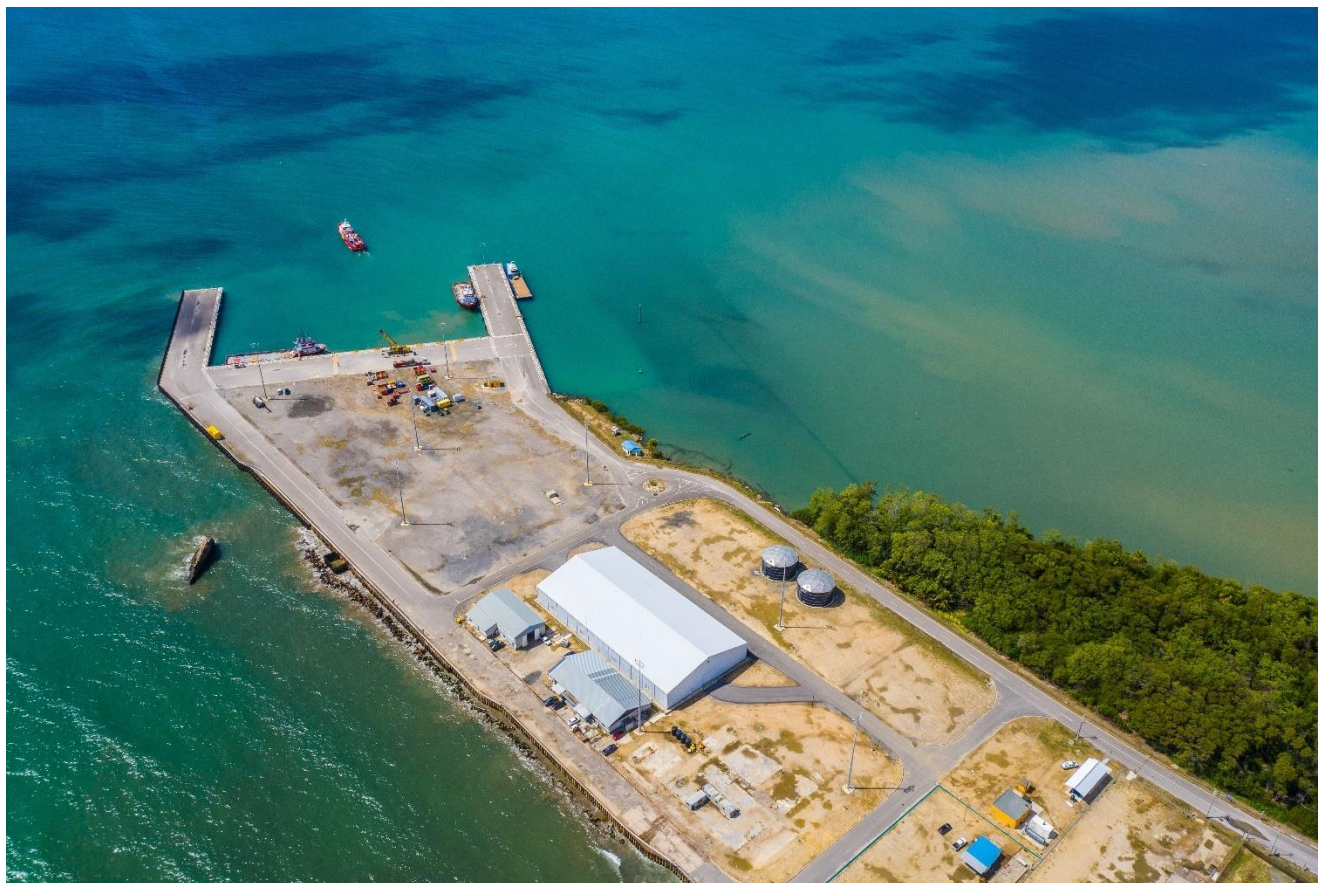
- **BERTH LAYOUT**





## Berth Specifications

PORT FACILITY	CAPACITY	
Berth Nos. 1 and 3	Length of Dock	104 m
	Maximum DWT of Vessel	3,300 DWT
	Length of vessel that can be accommodated	76 m
	Depth of Water	7.60m (MSL)
	Maximum Permissible Draft	5 m
	Load Bearing Capacity	4 Tonnes/m2



**Aerial View of Port of Galeota (from South-East) Berths 1 - 5**



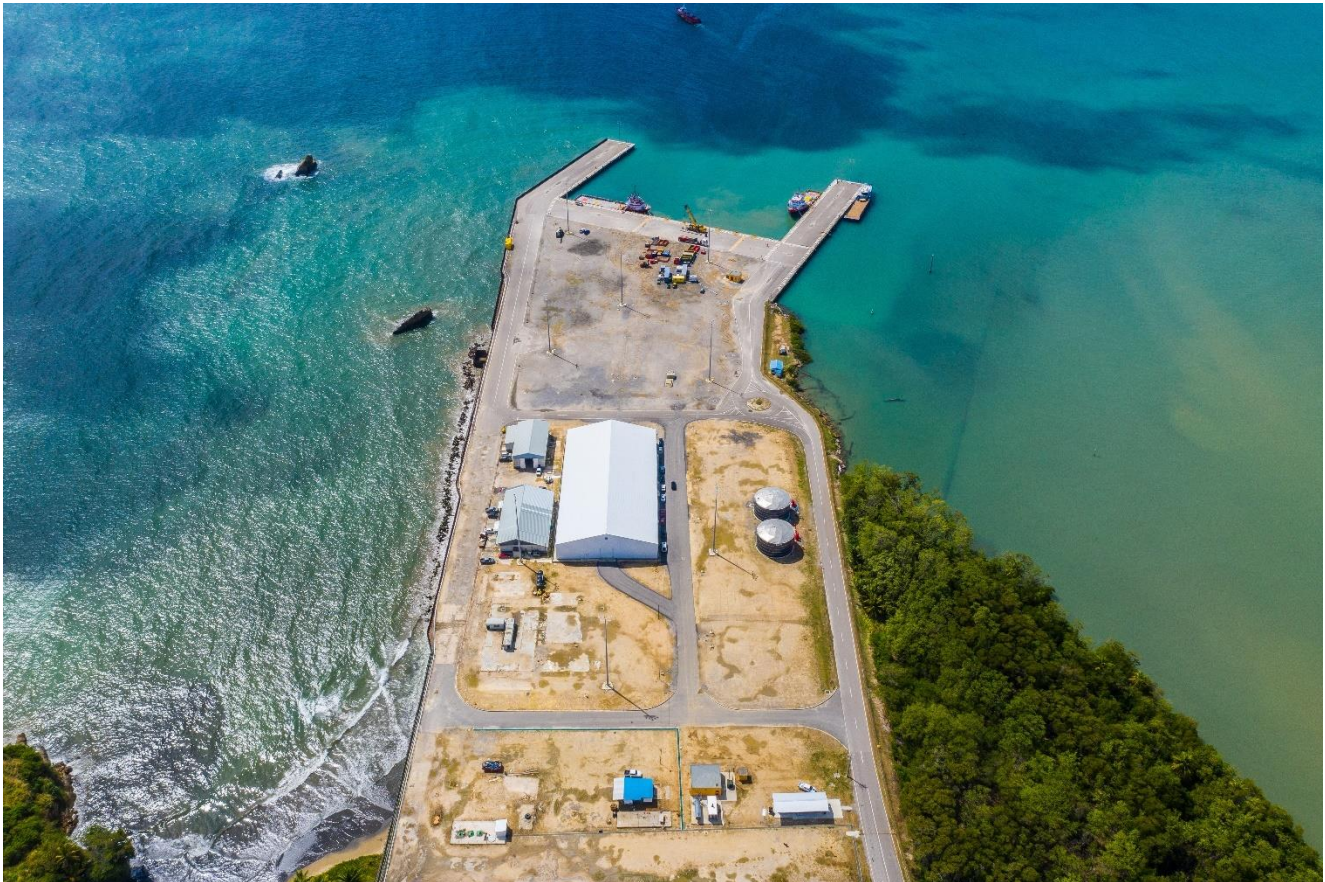
PORT FACILITY	CAPACITY	
Berth No. 2	Length of Dock	18 m
	Length of vessel that can be accommodated	76 m
	Depth of Water	7.6 m (MSL)
	Maximum Permissible Draft	5 m
	Maximum DWT of Vessel	3,300 DWT
	Storage Area (heavy Loadout area)	5 Tonnes/m2



**Aerial View of Port of Galeota (View from West) Port Backland, Warehousing and Potable Water Storage Tanks**



PORT FACILITY	CAPACITY	
Berth No.s 4 and 5	Length of Dock	106 m/65 m
	Maximum DWT of Vessel	3,300 DWT
	Length of vessel that can be accommodated	76/30 m
	Depth of Water	7.60 m (MSL)
	Maximum Permissible Draft	5 m
	Load Bearing Capacity	4/1.5 Tonnes/m <sup>2</sup>



**Aerial View of Port of Galeota (View from East)**



## **BOLLARDS**

Name: MSB-50

Type: Single Bit

Material: ASTM A27 GR. 65-35 Cast Steel

Allowable pull: 50 Metric Tons Max.

## **FENDERS**

Type: D 800 x 2000 Rubber Arch Fender (G1)

Energy = 156 kN-m

Reaction = 463 KN

## **FACILITIES & SERVICES**

### **Open and Covered Storage**

#### **Storage (short term and spot business)**

This facility comprises approximately 2.0 HA of available Open Storage with 18 available servicable lots. The prospective customer submits a written request, at least 72-hours in advance to National Energy for the use of the facility, clearly outlining:

- The amount of space required and duration
- The activity and equipment that will be used on site

#### **Warehouse Space (short term and spot business)**

The prospective customer submits a written request, at least 72-hours in advance to National Energy for the use of the facility, clearly outlining:

- The amount of space required and duration
- Whether cold room space or enclosed room space is required

### **Stevedoring Services**

All Users are required to utilise the stevedoring services supplied by National Energy for the purpose of loading and / or discharging of vessels

- 24-hrs availability
- Qualified, experienced longshore men
- Experienced in handling heavy lift cargo, project, and break bulk

### **Ancillary Infrastructure Services**

- Potable Water - two 1000 cubic metre storage tanks
- Fuel – Road Tank Wagon delivery proposed; 2000 Barrel Diesel Bunker Storage Facility  
(Operational – April 2023)



## **OTHER FACILITIES AND SERVICES**

### **Customs and Immigration**

- On site Customs Office – available 24-hrs
- On call Immigration Officer
- On call Port Health Officer

## **OTHER SUPPORT SERVICES**

Supplied via third party providers. Service providers must first be registered with National Energy to perform specialised services:

- Facilitation of Crew Transportation
- Welding / Fabrication
- Rental of Equipment and Machinery
- Domestic Garbage disposal
- Oily Waste / Sewerage Waste disposal
- Ship Chandlery
- Ship Brokerage
- Tank Cleaning / Chemicals based on MSDS
- Dive Inspection / Retrieval



# PORT ENTRY REQUIREMENTS - SHIP

Vessels seeking entry to the Port of Galeota must have prior approval from the port operator of National Energy

1. Vessels must be represented by a local agent
2. A signed Berth or Spot User Agreement
3. Executed Letter of Agreement for Use of Port Facilities and Deposit Advice **48-hrs** prior to berthing
4. Submission of the Letter of Agreement to Customs and Excise Division, Officer in Charge at Port of Galeota
5. Completed Port Pass Request Form

## Documentation

Documentation required prior to port entry	
	Yes / No
<b>1. Port Approval</b>	
- Executed Berth / Spot User Agreement	
- Endorsed Deposit Advice and Payment in Full (Project Cargo Operations / Bulk Cargo Operations)	
- Letter of Agreement for the Use of Port Facilities	
- Port Pass Request Form	
<b>2. Pre-Arrival Information</b>	
- Last 2 Ports of Call	
- Next Port of Call	
- Crew List & Passenger List	
- Any recent Ship-to-Ship activities	
- Maritime Declaration of Health	
- Approved NGC Health Declaration (COVID-19 measures)	
- Pratique Clearance issued by Local Port Health Officer (Non-Drogher Vessels)	
- Dangerous Goods Declaration	
<b>3. Ship Particulars</b>	
- Certificate of Registry	
- Certificate of Droghers & License to Navigate coastwise	
- International Tonnage Certificate	
- International Load Line Certificate	
- Certificate of Class	
- Certificate of Fitness	
- Certificate of Insurance	



<b>4. Cargo Information</b>	
- Bill of Lading	
- Cargo Manifest	
- Dangerous Cargo Manifest	
- Stowage plan	
- Certificate of Inspection for lifting, rigging gears (ship / shore crane)	
- Insurance and operators' certificates – Shore crane, Forklifts, Hiabs	
- Port approved Heavy Lift plan for cargo > 20MT (To be submitted 10 days prior to operation)	
- Customs Approval Letters	
- Method Statements, Risk Assessment, Job Hazard Analyses	
<b>Documentation to be available on-board vessel</b>	<b>Yes / No</b>
- Valid International Ship Security Certificate	
- International Oil Pollution Prevention Certificate	
- Garbage Record Book	
- Ship Security Plan	
- Last Port State Control Report	



# PORT ENTRY REQUIREMENTS - SHORE

The Port of Galeota is an ISPS-compliant, customs bonded facility, operating within the parameters of the ISPS Code with controlled access to the Port. All personnel / vehicles must obtain access approval prior to entering the Port's compound from National Energy's authorised representatives.

## Requirements for Port Entry

- a) An approved / completed Port Access Pass Request Form
- b) An approved NGC Health Declaration Form (New)
- c) Port of Galeota Site Induction (Prior to arrival)
- d) Photo Identification
- e) Driver's Permit and vehicular insurance – for the drivers of vehicles
- f) Personal Protective Equipment (PPE)

### 1. Port Access Requirements for Personnel

- 1.1 All Users, Agents or Consignees are required to submit a completed Port Pass Request Form to National Energy along with a list of personnel and equipment for approval to access the port facilities at least 24-hours ahead of arrival
- 1.2 A notification will be subsequently issued by National Energy to indicate that approval was granted / denied or that additional information is required
- 1.3 For the purposes of security control, port Tenants are required to identify a maximum of three persons within their organisation authorised to submit Port Access Request Forms

### 2. Health Declaration Form

- 2.1 Port of Galeota visitors are required to complete a Health Declaration Form no less than **24-hours before** their arrival at the Port
- 2.2 The form is to be completed online and can be accessed here - [NGC Health Screening Forms – Visitors](#)  
This link can be shared with sub-contractors to facilitate completion of the forms from mobile devices

### 3. Site Induction

- 3.1 All port Tenants and Users are required to undergo a port orientation and induction process prior to being granted access to any work site within the Port of Galeota  
To schedule the site induction session, kindly contact Port HSE Coordinator – Kevin Paul at [k.paul@nationalenergy.tt](mailto:k.paul@nationalenergy.tt)



#### 4. Photo Identification

- Two forms of photo identification (National Identification Card and a driver's permit) must be presented to Security personnel upon arrival at entry points
- Personnel on site must always carry a photo ID which may be subject to spot checks by Port Facility Security
- Foreign Nationals are required to present both a (National Identification Card or driver's permit) and a passport
- All National Energy personnel using the Port's facilities must wear their company's ID badge, which must contain a photo of the holder, a staff number, and an authorised signature. The Port Facility Security Officer will only acknowledge badges which meet these criteria

#### 5. On site Requirements

On the day of your visit, be reminded of the following:

- 5.1 Full Personal Protective Equipment (PPE) must be worn. These include:
  - Hard hat
  - Hi-visibility vests
  - Coveralls
  - Gloves
  - Safety shoes
  - Safety glasses
  - Personnel Flotation Device (for activities within 2m distance of dock)
  - Face masks – (N95 or KN95 only)
- 5.2 Observation of speed limit - **30 km / h** maximum  
- **10 km / hr** minimum
- 5.3 All materials, equipment or cargo entering or leaving the Port of Galeota must be Customs approved for entry. Please ensure you have a copy of the stamped customs document and a description of all items requiring entry.

#### CONTACT US

**Office Address: National Energy Corporation of Trinidad and Tobago Limited**

Corner Rivulet and Factory Roads

Brechin Castle

Couva

Tel: (868) 636-8471

Fax: (868) 636-2905

Website – [www.nationalenergy.tt](http://www.nationalenergy.tt)