

Z S Z	Naftoport Terminal Code of Practice		
		page / pages	1/25
		Issue / year	5/2017

Naftoport Oil Terminal Code of Practice

 	Naftoport Terminal Code of Practice	Page / pages	3/25
		Issue / year	5/2017

Part one: General safety rules on the premises of Naftoport Terminal

1. Due to safety reasons the area of Naftoport Oil Terminal has been divided into 5 regions presented in Appendix I of Code of Practice of Naftoport Oil Terminal.
2. Any descent from the path defined by horizontal signs (yellow lines) in the area A (Appendix I of Naftoport Oil Terminal Code of Practice) is treated as entry into the explosion hazard area. Therefore, under no circumstances should one descend from the designated footpaths without the permission of an authorized officer of Naftoport Company.
3. People under the influence of alcohol or other intoxicants are prohibited from staying on the premises of Naftoport Oil Terminal.
4. On the premises of Naftoport Oil Terminal every person is required to submit to on demand tests for alcohol content in the breath.
5. Smoking is not allowed on the premises of Naftoport Oil Terminal, excluding the smoking room in DPN building (Appendix I of Naftoport Oil Terminal Code of Practice).
6. It is forbidden to carry to Naftoport Oil Terminal these items without the permission of an authorized inspector of Naftoport Company:
 - any source of ignition (including matches and lighters),
 - inflammable products /substances and those causing fire hazard,
 - dangerous objects (including weapons by an unauthorized person),
 - radioactive materials,
 - alcohol and intoxicants,
 - animals.

 	Naftoport Terminal Code of Practice		
		Page / pages	4/25
		Issue / year	5/2017

7. Performing every kind of work requires the use of personal protective equipment in accordance with safety regulations. Minimum personal protective equipment for those working in Naftoport Oil Terminal, regardless of the area of residence (Appendix I of Naftoport Oil Terminal Code of Practice) are: a helmet, protective footwear and protective goggles ready to use if necessary.
8. Personal protective equipment should bear the CE marking, signifying compliance with all applicable EU legal requirements for the product.
9. An authorized guardian is responsible for appropriate personal protective equipment of visitors, depending on the area (Appendix I of Naftoport Oil Terminal Code of Practice).
10. Protective helmets and work clothes should have antistatic properties or properties appropriate to the nature of the work (welding, sandblasting, painting).
11. On the premises of Naftoport Oil Terminal the following coloured helmets are used:
 - a. white- employees of Naftoport Company, inspectors of Z.M.P.G. S.A. and appointed subcontractor's team leaders – after permission obtained from Operations Department of Naftoport,
 - b. orange– subcontractor personnel performing fixed service and having their rooms on the premises of Naftoport Oil Terminal as well as marine agents,
 - c. blue– other contractors, including those working for Z.M.P.G. S.A., customers of vessels, suppliers, maintenance technicians and others,
 - d. red- fire brigade,
 - e. black– security staff.

If work is performed by an external company, which employs at least 10 people in the terminal, it is allowed to use coloured helmets accepted in a given organization after consulting the Operations Department of Naftoport.

Z S Z	Naftoport Terminal Code of Practice		
		Page / pages	5/25
		Issue / year	5/2017

12. People working on the premises of Naftoport Oil Terminal, who do not have social rooms on site must submit appropriate coloured safety helmets at the entry gate. Subcontractors with social rooms on the site do not have to submit the helmets at the entry gate.

13. People who go only to area B and E (Appendix I of Naftoport Oil Terminal Code of Practice) and do not do manual work are exempt from this duty. People who do manual work, regardless of their place of presence (area A,B,C,D,E) or who enter area A must be equipped with safety helmets.

14. Protective footwear should be oil-resistant, with a protective reinforcement in the toe and an anti-static shoe sole.

15. Open shoes or high-heeled footwear is only allowed for people going to area B and E (Appendix I of Naftoport Oil Terminal Code of Practice) and not doing manual work. People with open shoes or high-heels footwear who are going to do manual work, regardless of their place of presence (area A,B,C,D,E), or enter area A will not be allowed to enter the premises of Naftoport Oil Terminal.

16. In places where there is a foreseeable risk of falling into water properly put on and working life jackets must be worn.

17. Work at height requires safety harness appropriate for the place and the character of work.

 	Naftoport Terminal Code of Practice		
		Page / pages	6/25
		Issue / year	5/2017

18. Carrying any sort of electrical equipment to area A (Appendix I of Naftoport Oil Terminal Code of Practice) requires a permission of an authorized inspector of Naftoport Company. Electrical Ex devices must meet the following requirements for:

- explosion proof equipment group IIA,
- temperature class T3,
- level of security appropriate for the particular explosion hazard zone.

19. People and means of transportation are subject to scrutiny under the law of a publicly available "Rules for pedestrian, material and vehicle traffic in the Naftoport Port Facility Area". The instruction contains detailed regulations for the flow of people, materials, and vehicles.

20. Maximal parameters of vehicles entering the area of Naftoport Oil Terminal:

- total length 18 metres,
- total weight 30 tons.

21. Permission requests for one-time vehicle entry, import and export of any materials from the area of Naftoport Oil Terminal should be directed to the Operations Department of Naftoport Company, via email to: eksploatacja@naftoport.pl. The Operations Department staff are available by telephone at (58) 343 66 55.

22. Safety regulations regarding supply of materials for the use of the facility are determined on a current basis by duty Operations Department staff member, depending on the type of the delivery.

23. Everyone moving around the premises of Naftoport Oil Terminal, except tanker crew is obliged to possess and wear an identity pass visibly exposed.

Z S Z	Naftoport Terminal Code of Practice		
		Page / pages	7/25
		Issue / year	5/2017

24. Flow of traffic is allowed in the area D and B (Appendix I of Naftoport Oil Terminal Code of Practice). Roads in area A are excluded from traffic. In justified cases, with lack of tankers alongside berth it is allowed to enter the road of area A after receiving a permission of a duty Operations Department staff member of Naftoport Company. Every time obtaining the approval before vehicle entry to area A is obligatory.
25. People who do not possess permanent identity passes are allowed to stay on the site only with the consent of the competent authorized employee of Naftoport Company, upon completion of a basic fire fighting training or under the supervision of an authorized person.
26. People under 18 years of age are forbidden to stay on the terminal area unless they are accompanied by an adult, authorized guardian.
27. It is forbidden to walk between the entry gate to Naftoport Oil Terminal and Jetty T/T1 crossing. In justified cases the permission for pedestrian traffic is issued by the Marine Oil Terminal Manager or his deputy.
28. Passenger traffic in communication routes other than the main access roads to Naftoport Oil Terminal and to loading and unloading bays is only allowed with the consent of the Marine Oil Terminal Manager or his deputy.
29. Cycling to the site of the Natoport Oil Terminal is only allowed with the consent of the Marine Oil Terminal Manager or his deputy.
30. Taxis and private cars and not allowed to enter the site of Naftoport Oil Terminal without the permission.

Z S Z	Naftoport Terminal Code of Practice		
		Page / pages	8/25
		Issue / year	5/2017

31. Filming, photographing, making sketches, figures, and device diagrams on the premises of Naftoport Oil Terminal requires every time assent of the Marine Oil Terminal Manager.

32. In case of lack of permission for vehicle control on the premises of Naftoport Oil Terminal or no submission of the vehicle documents, a security guard stops the vehicle and calls the police.

33. Vehicles in the Naftoport Oil Terminal have to be parked in forward direction to exit.

	Naftoport Terminal Code of Practice	Page / pages	9/25
		Issue / year	5/2017

Part two: Safety rules for vessels operation

1. Shipping agents

- a. Shipping agents are required to wear orange safety helmets and appropriate footwear on the premises of the Naftoport Oil Terminal (Part I of Naftoport Terminal Code of Practice),
- b. Agents are responsible for safety of foreign contractors on the way to and from the vessel,
- c. Agents are obliged to provide to the entry gate a current, Crew List in order to allow the vessel crew to leave the premises of Naftoport Oil Terminal,
- d. Agents are obliged to inform contractors arriving on the vessels about the safety rules and requirements as well as traffic regulations on the premises of Naftoport Oil Terminal,
- e. Agents are required to inform Operating Department of Naftoport about their plans regarding any kind of services or operations which may influence functioning of the terminal or a tanker during their stay in the port , such as deliveries, services, maintenance, bunkering, slop/sludge discharging, change of crew, visit of representatives of the ship-owner and tankers contractors.

 	Naftoport Terminal Code of Practice	Page / pages	10/25
		Issue / year	5/2017

2. Tankers crew

- a. Movement of seamen on the premises of Naftoport Oil Terminal is allowed only on the way *vessel-entry gate* on the condition that they possess a valid ID with a photo and that the agent of the vessel provides to the entry gate a current Crew List,
- b. Transport of seamen from the vessel to the entry gate is carried out with means of transport provided by Naftoport Oil Terminal according to the timetable submitted to the vessel by the terminal or by means of transport of the ship agent only with the permission from the Operations Department of Naftoport Company. Taxis and any freight companies are not allowed on the premises of Naftoport Oil Terminal (Part 1, point 30 to Naftoport Oil Terminal Code of Practice),
- c. Seamen who move about Naftoport Oil Terminal site are required to wear safety helmets. An exception to this rule should be joiners or off signers of a vessel,
- d. Seamen who move about the premises of Naftoport Oil Terminal without safety helmets, regardless of the place, will be sent back to the vessel in order to complete their personal protective equipment.
- e. Safety helmets of the crew members who temporarily leave the premises of Naftoport Oil Terminal can be deposited in a special deposit container located by the checkpoint at the terminal entry gate.

	Naftoport Terminal Code of Practice	Page / pages	11/25
		Issue / year	5/2017

3. Representatives of a ship-owner and other contractors of tankers who do not have permanent passes

- a. Admission of the aforementioned people is allowed after the presentation of safety helmets and appropriate footwear at the entry gate (Part I of Naftoport Terminal Code of Practice),
- b. At the terminal entry gate the aforementioned people must submit a confirmation of fire fighting training undergone in Port Fire Service Florian,
- c. With the exception of legitimate and accepted by the Operations Department of Naftoport cases, personal supervision of an agent is required for any mobility of the foreign contractors or the one without the training in Port Fire Service Florian from the terminal entry gate to the vessel and the way back. Representatives of the ship-owner (superintendents) with the approval of the Operations Department of Naftoport are treated on an equal footing with shipboard personnel,
- d. It is the responsibility of the agent of the vessel to communicate information concerning the requirements of these regulations to the representatives of the ship-owner and contractors.

4. Equipment service on the tanker

- a. Admission of technical service team of the tankers on the premises of Naftoport Oil Terminal is possible after submitting at the entry gate safety helmets and appropriate footwear that should be used (Part I of Naftoport Oil Terminal Code of Practice),

Z S Z	Naftoport Terminal Code of Practice		
		Page / pages	12/25
		Issue / year	5/2017

- b. The agent is the requesting party to the Operations Department of Naftoport Oil Company for the permission to perform the service. The agent is also responsible for informing with a suitable advance the maintenance technicians, the ship-owner and shipboard personnel about the conditions and limitations included in the regulations.
- c. Maintenance technicians arriving without assistance of the ship agent must submit at the entry gate their confirmation of fire fighting training in Port Fire Service Florian,
- d. With the exception of legitimate and accepted by the Operations Department of Naftoport cases the agent is required to personally oversee the movement of foreign maintenance technicians or those without the fire fighting training in Port Fire Service Florian from the entry gate to the vessel and back,
- e. Technical Service Teams should be reported at least 6 hours prior to the arrival of the maintenance technician to the entry gate; exceptions are justified emergency situations,
- f. Registration of the service should include this company details , name of the vessel, the planned date and time of the technical service team arrival, personal data of the technicians and the vehicle as well as information specifying:
 - the appliance that is to be serviced,
 - the place on the vessel where it is located,
 - the scope of servicing,
 - the anticipated duration of the service.

 	Naftoport Terminal Code of Practice		
		Page / pages	13/25
		Issue / year	5/2017

Registration should include a declaration of the agent ,as the representative of the ship-owner, stating that the service will not cause delays in case there is an emergency and the tanker should leave the bay area, according to point 14 of Appendix "K" "Terminal Regulations and Information". This should be accepted and signed by the captain of the vessel,

- g. Removal of fire extinguishers within the service of the fire equipment of the tanker is determined by ensuring equivalent fire fighting measures prior to the event.

5. Tanker supplies

- a. Admission of the suppliers to safety area "A: (Appendix I of Naftoport Oil Terminal Code of Practice) is possible upon submitting appropriate coloured safety helmets (or renting them- the number of helmets is limited) as well as adequate footwear (Appendix I of Naftoport Oil Terminal Code of Practice).
- b. The above described personal protective equipment is not required in case of the delivery only to the parking side DPN building (Area B, Appendix I of Naftoport Oil Terminal Code of Practice), from where the delivery is taken by properly dressed crew of the vessel.
- c. The agent of the vessel is the requesting party to the Operations Department of Naftoport Company for the permission to make deliveries. The agent should inform with a suitable advance the deliverer, the ship-owner and the crew of the vessel about the conditions and limitations included in Naftoport Oil Terminal Code of Practice.

Z S Z	Naftoport Terminal Code of Practice		
		Page / pages	14/25
		Issue / year	5/2017

- d. The suppliers are required to submit at the entry gate to Naftoport Oil Terminal a confirmation of fire fighting training in Port Fire Service Florian. If the foreign suppliers do not have the fire fighting training the agent is obliged to personally oversee the entire process of delivery. The agent overseeing the delivery is responsible for safety of the suppliers and should make sure that all safety regulations specified by Naftoport Oil Terminal Code of Practice are met,

- e. Provision supplies should be reported via email, at least 6 hours prior to arrival at the checkpoint at the entry gate to Naftoport Oil Terminal,

- f. Supplies of spare parts and other tanker exploitation materials should be reported via email at least 6 hours prior to the delivery. In case of an emergency it is possible to report the delivery later under the conditions determined by the on duty staff member of the Operations Department,

- g. Supplies that are not confirmed by the Operations Department of Naftoport or notified at the proper time via email will not be permitted,

- h. The notification of the delivery should include the delivery company details, name of the vessel, scheduled time and date of the delivery, driver and vehicle data, a complete list of all the items being the delivery object, packaging details as well as a declaration stating that the total weight of the vehicle does not exceed 30 tons and total length of 18 metres. The confirmation of the agent is required concerning the personal protection equipment of the supplier required by the terminal during the unloading and entering area A (Appendix I of Naftoport Oil Terminal Code of Practice

Z S Z	Naftoport Terminal Code of Practice		
		Page / pages	15/25
		Issue / year	5/2017

Terminal),

- i. Compliance of the declared materials and the arriving delivery stock is checked at random at the entry gate to Naftoport Oil Terminal. If any discrepancy is found between actual data and the materials declared by the agent, the vehicle is not allowed to enter the premises of Naftoport Oil Terminal,
- j. Parking of the vehicles during the delivery is only allowed if the traffic routes (which are fire escape routes) are kept clear. Under justified circumstances, the staff member of the Operations Department of Naftoport Company may permit temporary parking of the supplier at intersections P/R and T/T1 or at a bay (Area B Appendix I of Naftoport Oil Terminal Code of Practice). However, the driver must be present in the vicinity and be ready to immediately move the vehicle if needed,
- k. Moving loads from the designated parking places onto the tanker may be effected manually or with the use of a trolley/hand pallet truck without motorisation,
- l. Naftoport Sp. z o.o. reserves the rights to cease and expel the delivery from the premises of the terminal in the event of any failure to comply with the Regulations of Naftoport Company,
- m. Using the davits of multifunctional towers is forbidden. In case of extraordinary circumstances it is possible to use a davit after receiving the permission from the Operations Department. Submission of the weight of particular elements is mandatory (SWL-1 T).

 	Naftoport Terminal Code of Practice	Page / pages	16/25
		Issue / year	5/2017

6. The safety requirements during the bunkering operation from the tanker truck to the oil tanker and the receipt of oiled waters from the oil tanker to the tanker truck at the jetty „O”

- 1) The bunkering and receipt of oiled waters from the oil tanker by means of the tanker truck is possible only at the jetty „O”.

- 2) The bunkering operation or receipt of oiled waters is permitted only before or after the loading operation, with disconnected loading arms. The time after the end of loading is to be regarded as a recommended period; this enables the use of the loading period for the organisational and formal preparation of the loading process.

- 3) The consent to perform the bunkering operation / return of oiled waters is to be obtained via the ship’s Agent from the Operations Department of Naftoport sp. z o.o. (eksploatacja@naftoport.pl), then, the consent is to be obtained from the Gdańsk Port Master’s Office and submitted to the Operations Department of Naftoport Sp. z o.o. Information on the bunkering operation or return of oiled waters, their volume and kind, data of the vehicle and driver is to be sent via the ship’s Agent to the address eksploatacja@naftoport.pl, as soon as possible.

- 4) The tanker trucks must be accepted for the flammable liquid transport.

- 5) The tanker truck parameters cannot exceed the laden mass of 30t and length of 18m.

- 6) The distance between the seaside edge of the berth and the tanker truck contour should not be less than 1,0 m. The yellow horizontal line, being an edge of the path at the bay „O” at the same time, should not be crossed.

 	Naftoport Terminal Code of Practice	Page / pages	17/25
		Issue / year	5/2017

7) The position of the tanker truck should permit it free departure in the event of danger.

8) The tanker truck should be protected against unintentional movement by inserting the protecting blocks under the wheels - with which the supplier should be equipped.

9) The tanker trucks intended for the bunkering and receipt of oiled waters should be equipped with a copper grounding wire with a minimum cross-section of 16mm². The wire must be fitted with a terminal by which it can be efficiently connected to the ground of the jetty „O”. The wire should be connected prior to handing over the loading pipe and disconnected after its disconnection.

10) The tanker truck should be equipped with extinguishing measures at least in the form of a minimum 6 kg powder or CO₂ extinguisher and fire blanket.

11) The tanker truck should be provided with absorbents in ready-to-use containers. A possible leak should be collected with absorbents to the sealed containers and removed immediately outside the jetty.

12) The site of the pipe connection, both on the ship and by the tanker truck should be protected by a tray with a minimum capacity of 50l in case of oil spill.

13) The works on the bunkering / return of oiled waters should be executed in the oil-resistant clothing and footwear while using head, eye and hand personal protective equipment at the same time.

14) The loading/bunkering is prohibited during the thunderstorm weather.

 	Naftoport Terminal Code of Practice		
		Page / pages	18/25
		Issue / year	5/2017

15) All works must be executed by two workers at least.

16) Only the installations that are operational can be used. Where an irregularity is discovered, proper measures should be taken to break the technological process. The terminal's personnel should be informed immediately of found irregularities.

17) A fire protection assistance is required during the bunkering of the ship by the fuel-tanker truck.

18) The basic tasks of the parties participating in the bunkering operation:

- a) ship – a crew member responsible for the bunkering is obliged to stay on board at the time of loading. His/her basic task is to control the tightness of connection and a pipe as well as the tank filling level,
- b) tanker truck – an appointed person responsible for the correctness of communication and fuel supply at a proper rate, control of grounding continuity, tightness of pipe and connections and stop of loading at the appropriate moment,
- c) bay personnel – a technical supervision over loading, in particular with regard to anti-spill protection, grounding continuity and coordination of the first stage of rescue operation connected with possible spill, fire and hazards. In case of danger he makes the decision to break the bunkering. His decision applies to all parties connected with loading.

In case of danger the Loading Supervisor or Port Fire Department can decide not to commence or to stop the bunkering operation / return of waters.

 	Naftoport Terminal Code of Practice	Page / pages	19/25
		Issue / year	5/2017

19) Communication – a jetty location and the size of units allow having direct visual contact of the ship's, jetty's and tanker truck's personnel.

20) The tanker truck's personnel and responsible ship's officer draw a report including among other things the data on the amount and kind of the bunker, maximum rate and operational pressure of loading line. A copy of such a document, prior to the bunkering / return of waters, should be submitted to Terminal Representative for his approval to confirm the correct safety communication between all parties.

21) The execution of other activities than loading during the bunkering operation / return of oiled waters is forbidden at the jetty.

22) Loading:

- a) a loading hose should be installed in a way not causing exceedance of a bending angle, for which it is designed and its excessive strain,
- b) the bunkering should be started and ended at a minimum capacity of tanker truck pumps,
- c) responsible persons conduct the continuous tightness control of loading hoses and connections,
- d) the completion of the bunkering operation / return of oiled waters should be notified to the Loading Supervisor.

23) Spill:

In case of spill, immediately stop loading, alert the terminal's and ship's personnel by available means (orally or by a manual call point, if necessary), start removing the spill. The terminal operator being at the position is a manager of the first stage of rescue operation.

Z S Z	Naftoport Terminal Code of Practice		
		Page / pages	20/25
		Issue / year	5/2017

24) Fire:

In case of fire, immediately stop loading, alert the terminal's and ship's personnel by available means (orally or by a manual call point, if necessary), start extinguishing fire using hand-operated fire fighting equipment. The terminal operator being at the position is a manager of the first stage of rescue operation.

 	Naftoport Terminal Code of Practice	Page / pages	21/25
		Issue / year	5/2017

Part three: The rules of safety work

1. The implementation of any kind of work requires the use of safety rules defined in Part III of Naftoport Oil Terminal Code of Practice and the guidelines of the work permit specifying operational safety.
2. Entities conducting the maintenance and investment works must receive from the Operations Department protocols specifying safety conditions and work arrangement.
3. People working and staying on the premises of Naftoport Oil Terminal are unconditionally obliged to follow the commands of the Marine Oil Terminal Manager or his deputy, the Loading Supervisor, the Fire Dispatcher of the Marine Oil Terminal or the Duty Security Officer.
4. Work can only be carried out from 6 a.m. to 7 p.m. Any work from 7 p.m. to 6 a.m. requires obtaining a written permission from the Marine Oil Terminal Manager.
5. Tests and start-up activities conducted by the contractor must have additional permission from the Marine Oil Terminal Manager. Tests and start-up activities may only be conducted in the presence of an authorised supervision inspector.
6. All maintenance and investment works cannot disturb the cargo operations and technological processes.
7. Appropriate commands and permissions meeting the requirements of the Energy law are needed for any work conducted in the switchboards and electrical distribution stations.

Z S Z	Naftoport Terminal Code of Practice		
		Page / pages	22/25
		Issue / year	5/2017

8. Conducting any works requires the use of personal protective equipment in accordance with Health and Safety National Regulations. The minimum personal protective equipment for people performing any work on the premises of Naftoport Oil Terminal, regardless of the area (Appendix I of Naftoport Oil Terminal Code of Practice) include: a safety helmet, protective footwear and safety glasses.

9. It is obligatory to wear appropriate coloured safety helmets described in part I point 11 , of Naftoport Terminal Code of Practice. People working on the terminal who do not have a social room must present a properly coloured safety helmet at the entry gate. Subcontractors who have their social rooms on the premises of the Terminal do not have to present the helmets at the terminal entry gate.

10. In the sites which bear the danger of falling into water it is obligatory to use properly worn and fully functional life-jackets.

11. Work at height requires the use of suitable for the venue and the character of the work safety harness.

12. Any work in area A (Appendix I of Naftoport Oil Terminal Code of Practice) with the use of any electric power or sparking tools requires a permission from an authorized representative of Naftoport Company.

13. Containers placed on the premises of Naftoport Oil Terminal must contain the description including the company data and telephone number of the person in charge. Employees of the Operations Department of Naftoport Company and Port Fire Service Florian (PSP Florian) have the right to carry out safety checks inside the containers and their owners are obliged to enable those individuals to do that

 	Naftoport Terminal Code of Practice	Page / pages	23/25
		Issue / year	5/2017

immediately. Spare keys to the containers used in case of an emergency/fire should be deposited in Naftoport Ltd. The deposited keys are protected and any emergency opening of the container is subject to a special procedure. Naftoport Ltd is not responsible for items left in the rooms.

14. Precautions relating to the possible occurrence of hydrogen sulphide (H₂S) on the premises of the Naftoport Oil Terminal.

1) Hydrogen sulphide may be present at significant concentrations in crude oil and other refined products in tanks, pipelines, filters, etc., in which the products are or were present previously. This gas may also be found in waste water facilities.

2) Companies performing works in areas subject to the presence of H₂S with special reference to renovation companies and those involved in fuel reloading should:

- have internal procedures related to behaviour in case of performing works in areas that are subject to the presence of H₂S, that are accepted in writing by the Marine Oil Terminal Manager. These procedures should particularly take into consideration the protection of the employees as well as the ways to minimize gas concentration in the workplace and the rules of conduct in emergency situations,
- train all the employees with dangers and safety procedures connected with H₂S,
- be equipped with attested personal devices measuring the level of H₂S in a continuous manner, with an alarm signaling the presence of H₂S with the concentration in the volume of the air higher than 5ppm,
- in case of companies connected with fuel reloading and quality surveyors: exchange the information with the vessel before the cargo commencement and during the process regarding:
 - concentration of H₂S included in data sheets MSDS (Material Safety Data

	Naftoport Terminal Code of Practice	Page / pages	24/25
		Issue / year	5/2017

Sheet),

- observed concentrations of H₂S,
- not allow workers to work when the concentration of H₂S is higher than 5 ppm in the volume of the air, except when appropriate respiratory protection equipment in the form of appliances with attested CE sign. Masks with a filter are allowed for concentrations stated in the specification but not higher than 50 ppm, for a time not longer than 15 minutes. In case of exceeding 50 ppm or, it is necessary to use the breathing apparatus,
- immediately report the Operations Department of Naftoport (tel. 58 343 66 55) observed concentration of H₂S higher than 5 ppm,

3) In case of very high concentration of H₂S in vapours , over 100 ppm works:

- are only possible upon receiving a permission from Marine Oil Terminal Manager and after writing down an additional protocol stating the conditions of carrying out the works. This record does not apply to connecting/disconnecting loading arms as an activity that requires a separate instruction approved by Marine Oil Terminal Manager.
- place of the works should be appropriately separated and protected from being accessed by unauthorized persons as well as it should be marked,
- people working nearby should be informed or if necessary the works should be ceased (competencies of Marine Oil Terminal Manager),
- every person, who may approach the place of the emission must be equipped with a personal H₂S meter,
- absolute must to use the breathing apparatus (masks with a filter are not accepted),

 	Naftoport Terminal Code of Practice	Page / pages	25/25
		Issue / year	5/2017

- due to the fact that high concentration of H₂S causes eye irritation, breathing apparatus with a tight hood covering the eyes or separate, tight fitting glasses should be used,

-in case of loading installation leakage, where it is suspected that the concentration of H₂S is high, one should first move away and put on the breathing apparatus,

4) In case of a suspicion of H₂S presence in the place of work and a lack of ability to verify its concentration, it is right to assume its presence and use adequate safety measures.

15. Gas cylinders

1) General

- a. The cylinders shall mean metal vessels used to store and transport compressed, liquefied (liquid) gases regardless of a filling level. This definition does not apply to fire extinguishers.
- b. The cylinders must not be thrown, overturned, struck with metal objects, raised by valves, rolled on the ground in a lying position, transported in a passenger compartment of a transporting vehicle during the transport.
- c. The cylinders, both filled and emptied, with the capacity of over 10 dm³ (litres) should be loaded, unloaded and carried by two workers at least, adequately familiar with these operations.

 	Naftoport Terminal Code of Practice		
		Page / pages	26/25
		Issue / year	5/2017

- d. The bins with cylinders should be marked with a visible information board delivered by Naftoport. It is the Contractor's obligation to mark the bins with cylinders.

2) Transport.

- a. The company which brings the cylinders in should determine their amount, type of gases and place of possible unloading. The bringing in application and approval by the Supervisory Inspector from Naftoport Sp. z o.o. or ZMPG S.A. should be sent to the address: eksploatacja@naftoport.pl,
- b. The brought in cylinders designed for thermal works should have the following marking: permanent marking (manufacturer's mark, cylinder factory number, capacity in dm³, test excess pressure in MPa, full name of gas or gas mixture and chemical formula, technical control mark, date of performed and next determined examination, tare in kg, gross mass of container, net mass of container load) and notified body marking, warning label and colour code.
- c. The transport of the cylinders within the area of the Naftoport Fuel Base with a total mass greater than 333 kg should take place only under the conditions determined in the ADR (International Convention for the Carriage of Dangerous Goods by Road). The driver should have a valid ADR certificate, and the vehicle should be equipped with a fire extinguisher with a load of extinguishing agent of minimum 2kg. If the cylinder's total net mass does not exceed 333 kg, the transport is not subject to the ADR regulations – in this case it is prohibited to transport once more than 7 cylinders.

 	Naftoport Terminal Code of Practice		
		Page / pages	27/25
		Issue / year	5/2017

- d. The transported cylinders should be arranged parallel or perpendicular to the vehicle axis. The cylinders at the front wall should be arranged perpendicular to this axis. The short cylinders with a large diameter (30 cm and more) can be arranged along the vehicle but their caps should point inward.
- e. The cylinders sufficiently stable or transported in proper facilities effectively protecting against falling may be arranged vertically. The cylinders in a lying position should be properly and securely blocked, fixed or fastened in such a manner to prevent them from moving.
- f. During the transport of the cylinders their valves should be effectively secured with a cap, flange or structure protecting against damage.
- g. The gases marked with a warning ADR-compliant label (pictogram) - number 6 (toxic) or number 4 (combustible) should be transported in vehicles designated for that purpose or in vehicles with open load platforms.
- h. The cylinders should not be transported with flammable materials: flammable gases and liquids, explosive and pyrotechnic materials, self-igniting materials.
- i. The cylinders can be transported between the land and the ship only before the connection or after the disconnection of a handling arm. It is prohibited to store the cylinders as a delivery to the ship within the area of the Fuel Base when the handling arms are connected.
- j. The cylinders with the total mass not greater than 12 kg within the area of the Fuel Base and between the land and the ship can be transported manually in a bag adequately prepared for that purpose.

	Naftoport Terminal Code of Practice	Page / pages	28/25
		Issue / year	5/2017

- k. The cylinders with the total mass greater than 12 kg within the area of the Fuel Base and between the land and the ship should be transported in carts adapted to the dimensions of the cylinders. The cylinders should be fastened to the cart with a chain or belt, and transported to the ship by a ship crane and special net with accordingly small mesh. The cylinders on the ship should be handled in accordance with the recommendation of the ISGOTT (International Safety Guide for Oil Tankers and Terminals).
- l. The cylinders must be delivered to the tanker in accordance with Part 2 Point 5 of the Fuel Base Rules.

3) Handling the cylinders within the area of the Fuel Base.

- a. The cylinders cannot be stored within the area of the Fuel Base. The companies are obliged to remove all their cylinders every day after the end of the work.
- b. The Fuel Base Manager, for justified safety reasons, may agree to store the cylinders. The consent is included the work safety report. Unless the Fuel Base Manager decides otherwise, the cylinders should be stored under the following conditions.
 - The bins with the cylinders should be stored thus the access to them is easy; the storage place should be agreed with the Fuel Base Manager. The cylinders should be protected against mechanical damages.
 - It is prohibited to store the cylinders, both filled and emptied, with different agents, in a single bin within the area of the Fuel Base. The emptied and filled cylinders with the same agent can be stored in a single bin.

 	Naftoport Terminal Code of Practice	Page / pages	29/25
		Issue / year	5/2017

- The bins used to store the cylinders with flammable gases and oxygen should be equipped with a dry-powder extinguisher with a load of extinguishing agent of 12kg.
 - The Contractor is obliged to protect the cylinders stored within the area of the Fuel Base against the unauthorised persons' access.
 - The cylinders stored within the area of the Fuel Base should be marked with a visible information board delivered by Naftoport (Point 1, Sub-point d) and ADR pictogram placed on the bin with the cylinders. The Contractor is obliged to mark the stored cylinders.
- c. The number of the cylinders in the bin cannot exceed 12 pieces.
- d. The cylinders should be protected against heating to the temperature higher than 35°C and against a direct operation of flame, sparks and hot solid particles. The bins should be roofed to protect the cylinders against sunlight.
- e. The area occupied by the cylinders and hoses as well as working area should be separated by a white and red tape.
- f. The cylinders with feet should be arranged vertically with a valve pointing upward and they should be secured against falling. The unused cylinders must be completely blocked and secured with protective caps fastened to the heads of the cylinders.

 	Naftoport Terminal Code of Practice		
		Page / pages	30/25
		Issue / year	5/2017

- g. The gas hoses should be used in accordance with their intended use, gas type and rated pressure. In case of the gas mixtures, the hose proper for the gas dominating in the mixture should be used.
- h. The gas hoses should have rated diameters compliant with rated diameters of connections used in a gas source and receiver and these should be clamped by clamps with a flat cross-section not damaging the hose.
- i. The minimum length of gas hoses should be 5m at least, and the maximum length, measured from the pressure measurement point to the burner, should not exceed 20 m. If there is the need to use the longer hoses, the supply pressure should be corrected by the pressure drops in the hose. This does not apply to gas-shielded welding.
- j. The hoses can be extended if the metal unions with a diameter compliant with the rated hose diameter are used. The minimum length of each of the connected sections of the hoses should be 4m at least.
- k. If the oxygen and gas burners are supplied by gases drawn from the cylinders, the fuses located on the inlet of the burner or inside the burner should be used.
- l. The cylinders with flammable gases heavier than air should not be used and stored at places located below the ground level. This does not apply to the cylinders integrated with the burner.
- m. Before the start of the works that form fire hazard the Contractor is obliged to:

 	Naftoport Terminal Code of Practice	Page / pages	31/25
		Issue / year	5/2017

- meet all the requirements included in the work safety condition determination report, and, among other things, equip the working place with extinguishing facilities,
 - protect the place of the works forming fire hazard by causing sparks or hot solid particles against fire within the zone of sparks or hot solid particles, taking into account the space below the working place, protect the elements subject to damage - including anti-corrosion coats, power cables, and installations with flammable insulation,
 - check the technical conditions of appliances and tools as well as tightness of hoses.
- n. If the storm or difficult atmospheric conditions are forecast, the cylinders used for the works should be removed from the area of the Fuel Base. The Contractor is responsible for the removal of the cylinders used for the works from the area of the Fuel Base.
- 4) Emergency situations.
- a. In case of the threat to the health or life of the workers the Contractor is obliged to stop work immediately, inform the Fire Dispatcher - phone number: (58 343) **7548**, Fuel Base Dispatcher – phone number: (58 343) **7434**, where possible, protect the area and remove the cylinders from the zone of increased temperature.
- 5) Prohibited activities.

 	Naftoport Terminal Code of Practice	Page / pages	32/25
		Issue / year	5/2017

- a. It is prohibited to use the cylinders with damaged or deformed valves.
- b. It is prohibited to use the burners with unidentified nozzles and system elements for generation of flammable mixtures with unknown supply pressures and unknown types of gases these are intended for.
- c. It is prohibited to fasten the cylinders to the permanent elements of the structures by wire or other materials not guaranteeing the stability of the cylinders, and to the unstable elements.
- d. It is prohibited to grease and contaminate cylinders containing oxygen or oxidising gases with grease or other substances flammable on contact with oxygen and to touch them with greasy hands, rags or tools.
- e. It is prohibited to repair the cylinders, including the valves, within the area of the Fuel Base.

16. Welding works.

- 1) The welding works within the area of the Naftoport Fuel Base are carried out on the basis of the work safety condition determination report.
- 2) The welding works may be carried out only by the authorised persons with welding qualifications corresponding to the scope of the executed tasks and confirmed by the valid certificates.
- 3) The welding works may be carried out by the persons with personal protective equipment with a conformity mark “CE” stating conformity with all the legal

 	Naftoport Terminal Code of Practice	Page / pages	33/25
		Issue / year	5/2017

requirements of the European Union applicable to that product. The minimum range of afore-mentioned personal protective equipment includes:

- equipment for eye and face protection (welding shield, welding helmet),
- equipment for hand protection (welding gloves),
- protective clothing for use in welding processes,
- protective footwear for use in welding processes with documented anti-electrostatic properties and protective toe caps.

4) Welding equipment used for works should be in working order and protected against fire formation.

5) The rectifier and transformer welding machines should be marked with a safety mark "CE".

6) The gas hoses should be used in accordance with their intended use, gas type and rated pressure. In case of the gas mixture, the hose proper for the gas dominating in the mixture should be used.

7) The gas hoses should have rated diameters compliant with rated diameters of connections used in a gas source and receiver and these should be clamped by clamps with a flat cross-section not damaging the hose.

8) Before the start of the welding works the Contractor is obliged to:

- meet all the requirements included in the work safety condition determination report, and, among other things, equip the working place with extinguishing facilities,

Z S Z	Naftoport Terminal Code of Practice		
		Page / pages	34/25
		Issue / year	5/2017

- protect the place of the welding works causing sparks, slag or hot solid particles against fire within the zone of sparks or hot solid particles, taking into account the space below the welding place, protect the elements subject to damage - including anti-corrosion coats, power cables, and installations with flammable insulation,
- check the technical conditions of welding appliances and tools, cable insulation condition, tightness of hoses - in case of gas-shielded welding.

9) It is prohibited to locate the welding appliance on the wet ground.

10) The welding cables connecting the welded structure with the power source should be connected directly with this structure as close as possible to the welding place thus the current flow is as short as possible.

11) In case of arc welding with coated electrodes the welding stand should be equipped with a container for electrode remains.

12) In case of gas-shielded welding the cylinders within the area of the Fuel Base shall be handled in accordance with Point 15 (cylinders with gases) of the Fuel Base Rules.

13) In case of the threat to the health or life of the workers the Contractor is obliged to stop work immediately, inform the Fire Dispatcher - phone number: (58 343) 7548, Fuel Base Dispatcher – phone number: (58 343) 7434, where possible, protect the area, disconnect the welding appliance from the power source and remove the cylinders with welding shielding gases from the zone of increased temperature.