



TERMINAL REGULATIONS AND INFORMATION



NAFTOPORT MARINE OIL TERMINAL PORT OF GDANSK

Edition VI
March 2023

	NAFTOPORT SP. Z O.O. TERMINAL REGULATIONS AND INFORMATION	Formularz: F13 Wydanie: 006 Data: March 2023 Edytował: PK, TM, PW
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The regulations for Safe Tanker Service were developed, among others, on the basis of national and international conventions, regulations and guides such as: MARPOL, SOLAS, HELCON, ISGOTT, Fire Protection Act, Terminal Code of Practice, Guide of Movement of Persons, Material and Vehicles on the Port Facility of Naftoport.

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CHAPTER 2. TELEPHONE LIST AND RADIO CHANNELS

		EXTERNAL NUMBERS	INTERNAL NUMBERS (Oil Terminal)	RADIO CHANNELS
1.	CHIEF TERMINAL SUPERVISOR	+48(58) 343 6655	6655	
2.	LOADING SUPERVISOR	+48(58) 343 7434, 6434	7434, 6434	20,22,68,09
3.	HARBOUR MASTER DUTY OFFICER	+48(58) 343 7371	7371	14,16
4.	RESCUE STATION	+48(58) 343 1120	1120, 111	14
5.	MOORING TEAM	+48(58) 343 7434	7434	68,09
6.	POLICE	+48 (58) 997, 112		
7.	PILOTS	+48(58) 343 9769, 0239,	9769	14
8.	TUGS	+48(58) 343 6230, 6474	6230	14
9.	DUTY SECURITY OFFICER (ISPS)	+48(58) 343 7442, 6766	7442, 6766	68

CONTACT:

NAFTOPORT SPÓŁKA Z O.O.

Kpt. ż. w. W. Poinca 1 Street,

zip code: 80-561 Gdańsk

e-mail: *eksploatacja@naftoport.pl*

CHAPTER 3. EMERGENCY PROCEDURE

FIRE ON A TANKER OR AT TERMINAL

<u>A fire on your tanker:</u>	<u>A fire on another tanker or terminal:</u>
<ol style="list-style-type: none"> 1. Raise alarm. 2. Immediately take firefighting action using means and extinguishing agents of the tanker. 3. Inform Loading Supervisor of the Oil Terminal: 	<ol style="list-style-type: none"> 1. Raise alarm. 2. Inform Loading Supervisor of the Oil Terminal:
VHF Channels: 20. 22 .68	VHF Channels: 20. 22 .68
Telephone: +48 (58) 343 7434.	Telephone: +48 (58) 343 7434.
<ol style="list-style-type: none"> 4. Interrupt immediately all operations related to loading, discharging, bunkering, ballasting and close all valves. 5. Be ready to disconnect cargo arms. 6. Prepare main engine and crew to departure. 	<ol style="list-style-type: none"> 3. Interrupt immediately all operations related to loading, discharging, bunkering, ballasting and close all valves. 4. Be ready to disconnect cargo arms. 5. Prepare main engine and crew to departure. 6. Be ready and wait for instructions.

OIL SPILLAGE



<u>Oil spill onboard:</u>	<u>Oil spill on other tanker or in terminal:</u>
<ol style="list-style-type: none"> 1. Raise alarm. 2. Inform Loading Supervisor of the Oil Terminal: 	<ol style="list-style-type: none"> 1. Raise alarm. 2. Inform Loading Supervisor of the Oil Terminal:
VHF Channels: 20. 22 .68	VHF Channels: 20. 22 .68
Telephone: +48 (58) 343 7434.	Telephone: +48 (58) 343 7434.
<p>who will inform the Duty Officer in the Harbour Master Office of Gdansk.</p> <ol style="list-style-type: none"> 3. Interrupt immediately all operations related to loading, discharging, bunkering, ballasting and close all valves. 4. Be ready to disconnect cargo arms. 5. Make every effort to eliminate the cause and effects of the oil spillage. 6. Wait for the orders from the Harbour Master Office which coordinates the oil spill action and decides about the end of the action and takes action to determine the perpetrators of the oil spill. 	<p>who will inform the Duty Officer in the Harbour Master Office of Gdansk.</p> <ol style="list-style-type: none"> 3. Be ready and wait for instructions.

The jetty personnel will inform the officer in charge in such cases.

NOTE: The terminal fire alarm signal will be normally tested every Sunday at 12:00 hours.

MAP OF EVACUATION ROUTES AND EVACUATION POINTS



	<p>EVACUATION ROUTE 1 – towards the entrance gate.</p> <p>EVACUATION ROUTE 2 – towards in the direction of the entrance to the Naftoport when the EVACUATION ROUTE 1 is blocked.</p> <p>EVACUATION ROUTE 3 – through the tanker's gangway from seaside, to the fire brigade and port service ships, when the EVACUATION ROUTES 1 and 2 are blocked.</p> <p>EVACUATION ROUTE 4 – the ship's lifeboat, only at berths P, R, T and T1.</p>
	<p>Evacuation point.</p> <p>Place of taking people in case of evacuation. PZ2 – Main station.</p>

In the event of a fire or other local emergency on a tanker:

1. The rescue operation is directed by the first on scene commander of the fire brigade, in close contact with the Harbour Master and the Master of the Tanker.
2. Both the Master of the Tanker and the crew of the tanker are obliged to obey the decisions of the commander of the rescue operation.
3. A tanker on which fire or other local emergency occurred may be towed away to a safe place or removed from the port if it is required by the safety of other ships or port facilities or ship traffic. The decision in such cases is made by the Harbour Master.

STORM

Cargo operations should be suspended and loading arms should be disconnected when one of the situations occur: wind force 9 in Beaufort Scale, problems with proper berthing of the tanker or when the tanker's movement at the quay approaches the limit of the loading arms' deflection. Cargo operations are to be stopped also in the case of thunderstorm. The Loading Supervisor of the Oil Terminal or the Master of the Tanker are responsible for the said decision.

The tanker is obliged to have additional mooring ropes in case the weather deteriorates during the vessel's stay in port. If particularly unfavorable hydro-meteorological conditions are forecast, the cargo operations will have to be stopped and the tanker will have to go to sea.

After reaching the maximum strength parameters for mooring ropes or mooring equipment, the following options should be considered: to attach additional mooring ropes, to call tugs to the ship owner's account and, if possible, take additional ballast.

The terminal reserves the right to suspend cargo operations and disconnect loading arms if the mooring arrangement is not safe.

For safety reasons, when forecasting extreme weather conditions, it is acceptable that the tanker will not enter the terminal. The decision on the tanker not entering the port or on its departure from the port on request of the terminal management is made by the Harbour Master.

THUNDERSTORM, ELECTRICAL SUPPLY FAILURE, POWER CUT

In the situation of the above-mentioned events, operations connected with cargo operations, bunkering, ballasting, measurements / sounding or sampling and tank washing (COW) should be ceased and the valves should be closed immediately. The Loading Supervisor of the Oil Terminal or the Master of the Tanker is responsible for the execution of the above actions.

MSDS

The tanker is obliged to provide information on the harmful properties of the transported cargo on the Material Safety Data Sheet (MSDS), which he received at the port of loading, and in the event of an emergency situation to provide protection and medical assistance that is related to the specific chemical composition of the cargo. If necessary, please inform the Loading Supervisor of the Oil Terminal, VHF 20,22,68 tel. +48 (58) 343 7434, who will call the RESCUE CENTER (tel. 111, channel 14) for help.

EMERGENCY DEPARTURE OF THE TANKER

The decision on emergency departure of the tanker from the port in an emergency situation or in case of fire is made by the Harbour Master or the Master of the Tanker.

CHAPTER 4. BUS TRAFFIC SCHEDULE & SEAFARERS' MOVEMENT

**Each schedule course has to be ordered via Loading Supervisor
on VHF CH20 / CH22
or telephone number +48 (58343)74 34**

Time table	form	to
7:45, 10:15, 12:45, 15:45, 18:45, 20:45, 23:45, 02:45	Gate	Terminal
8:00, 10:30, 13:00, 16:00, 19:00, 21:00, 24:00, 3:00	Terminal	Gate

The movement of seafarers on the premises of Naftoport Oil Terminal is only possible on the way **tanker - entrance gate** on the condition that they possess a valid ID with a photo and that the agent of the tanker provides a current Crew List, to the entrance gate.

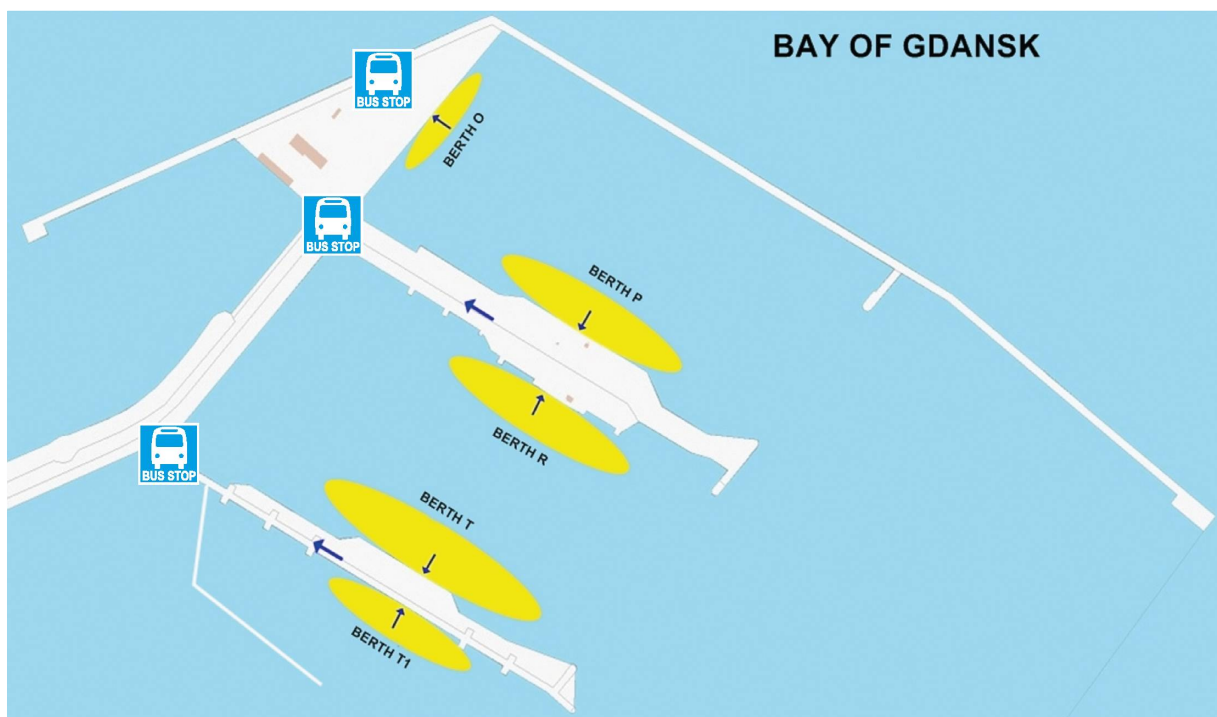
The transport of seafarers towards the ship-entrance gate and back is carried out by means of transport provided by the Naftoport Oil Terminal, according to the timetable provided to the ship by the terminal or by means of transport of the ship's agent, subject to approval in the Department of Naftoport Operation. Taxi or private transport companies are not allowed to enter the Naftoport Oil Terminal.

Seafarers moving within the Naftoport Oil Terminal are obliged to wear safety helmets. Seafarers joining or leaving the ship are exempted from this obligation.

Seafarers moving within the Naftoport Oil Terminal without safety helmets, irrespective of where they are, will be returned to the ship to complete their personal protective equipment.

Tankers's crew members who temporarily leave the premises of Naftoport Oil Terminal may deposit their safety helmets in special boxes, located at the K-1 security guard at the entrance gate.

CHART WITH TRAFFIC SCHEDULE AND BUS STATIONS



BUS STATIONS



SAFETY HELMET MUST BE WORN ON THE
JETTY.

HELMET DEPOSIT CONTAINER IS LOCATED
AT THE TERMINAL ENTERING GATE.

CHAPTER 5. ISPS**Port Facility Naftoport provide service according to ISPS Code**

ISPS Certificate issued by: Dyrektor Urzędu Morskiego w Gdyni

Present Security Level in Naftoport:

IMO NUMBER PORT GDAŃSK: 12543 POLAND – PORT FACILITY “K” NR: PLGDN-0011**PORT FACILITY SECURITY OFFICER NAFTOPORT (PFSO):****CEZARY JÓZWIAK**

Mobile Phone: +48 603 242 668

Fax: +48 58 343 6765

e-mail: cj@naftoport.pl**DUTY SECURITY OFFICER – available 24 hrs/day:**

Mobile Phone: +48 508 037 220

Tel: +48 58 343 6766

Fax: +48 58 343 6765

VHF channel 68

e-mail: dyzurnyoficer.ochrona@naftoport.pl

At level 1, the Terminal Representative on behalf of the Port Security Object Officer (PFSO) discusses the terms of cooperation with the Ship Security Officer (SSO) in the scope of security tasks and fills in and signs the Security Declaration (DOS), if needed

1. Access to the Naftoport terminal is controlled. Whole area of Naftoport Oil Terminal, Port Basins and all cargo berths are continuously monitored.
2. Everyone moving within the Naftoport Port Facility, except for tanker crews is obliged to possess and wear an identity pass visibly exposed.

Example of the shore passes used in Naftoport Port Facility



Contractors, shippers and others



Personnel of Naftoport Terminal

3. The ship's crew should constantly control access to the ship and the areas around the tanker.
4. Control of the luggage, cars and other means of transport is carried out by Security Personnel at the entrance gate to the Naftoport Port Facility. Shipment control is carried out randomly at the entrance gate or at the place where the vehicle is unloaded before supplies are delivered to the ship.
5. All movement of crew within the area of the Port Facility Naftoport requires the consent of the Terminal Representative. It is strictly prohibited to walk on the access road to the entrance gate. Naftoport provides a vehicle for transporting seamen. Transport is also possible by the car of the ship's agent, subject to obtaining consent in the Operation Department of Naftoport Company.
6. It is strictly prohibited to bring these items to Naftoport Port Facility without permission:
 - a) dangerous items, (including weapons) by unauthorized persons,
 - b) flammable substances and substances that may cause fire hazard,
 - c) radioactive materials,
 - d) alcohol, drugs and other intoxicants.
7. Taking photos, films, making sketches, drawings and device diagrams on the premises of Naftoport Port Facility may only take place with the consent of the Manager of the Naftoport Oil Terminal in consultation with the Port Facility Security Officer.
8. In case when the Security Level 1 is implemented both in the Terminal and on the Tanker, preparation and signing of the Declaration of Security (D.O.S) is not required.
9. Terminal Representative will inform in advance the Security Officer of any change in the Ship Security Level.
10. Communication between tanker and terminal is carried out via a portable VHF radio, which is delivered to the tanker by the Terminal Representative.

CHAPTER 6. LETTER TO THE MASTER

MASTER MT:

TANKERS OWNER/ COMPANY:

HOME PORT:

BERTH "O";"P";"R";"T";"T1"

Time:

Date:

DEAR SIR,

Responsibility for the safe conduct of operations while your ship is at this terminal rests jointly with you, as Master of the ship, and with the responsible Terminal Representative. We wish, therefore, before operations start, to seek your full co-operation and understanding on the safety requirements set out in the Ship/Shore Safety Check-List, which are based on safe practices that are widely accepted by the oil tanker industries.

We expect you, and all under your command, to adhere strictly to these requirements throughout your ship's stay alongside this terminal and we, for our part, will ensure that our personnel do likewise, and co-operate fully with you in the mutual interest of safe and efficient operations.

Before the start of operations, and from time to time thereafter, for our mutual safety, a member of the terminal staff, where appropriate together with a Responsible Officer, will make a routine inspection of your ship to ensure that elements addressed within the scope of the Ship/Shore Safety Check-List are being managed in an acceptable manner. Where corrective action is needed, we will not agree to operation commencing or, should they have been started, we will require them to be stopped.

Similarly, if you consider that safety is being endangered by any action on the part of our staff or by any equipment under control, you should demand immediate cessation of operations.

THERE CAN BE NO COMPROMISE WITH SAFETY.

Please acknowledge receipt of this letter by countersigning and returning the attached copy.

Yours faithfully

Signature:

Terminal Representative

Signature:

Master

CHAPTER 7. SMOKING WARNING

TANKER'S NAME..... BERTH: "O"/"P"/"R"/"T"/"T1"

Smoking is strictly prohibited on board tankers alongside on berths and within the Terminal safety zone, except in those enclosed spaces on board the ship and ashore designated by the master and terminal representative as **"SMOKING AREAS"**.

These are located: (A).....
 (B).....
 (C).....

Failure to comply with these regulations can involve the cessation of handling operation and/or unberthing, pending complete investigation and receipt of written assurance established.

IN ANY UNUSUAL CIRCUMSTANCES THE TERMINAL MANAGEMENT HAS THE RIGHT TO PROHIBIT SMOKING AT ANY TIME IN ANY PLACE DURING LOADING OPERATIONS

For Ship	For Terminal
Name	Name
Rank	Position
Signature	Signature

Time: Date:



SMOKING AREA

**SMOKING IS ALLOWED ONLY IN SPECIAL
DESIGNATED AREAS**

Location:



SMOKING AREA

**SMOKING IS ALLOWED ONLY IN SPECIAL
DESIGNATED AREAS**

Location:



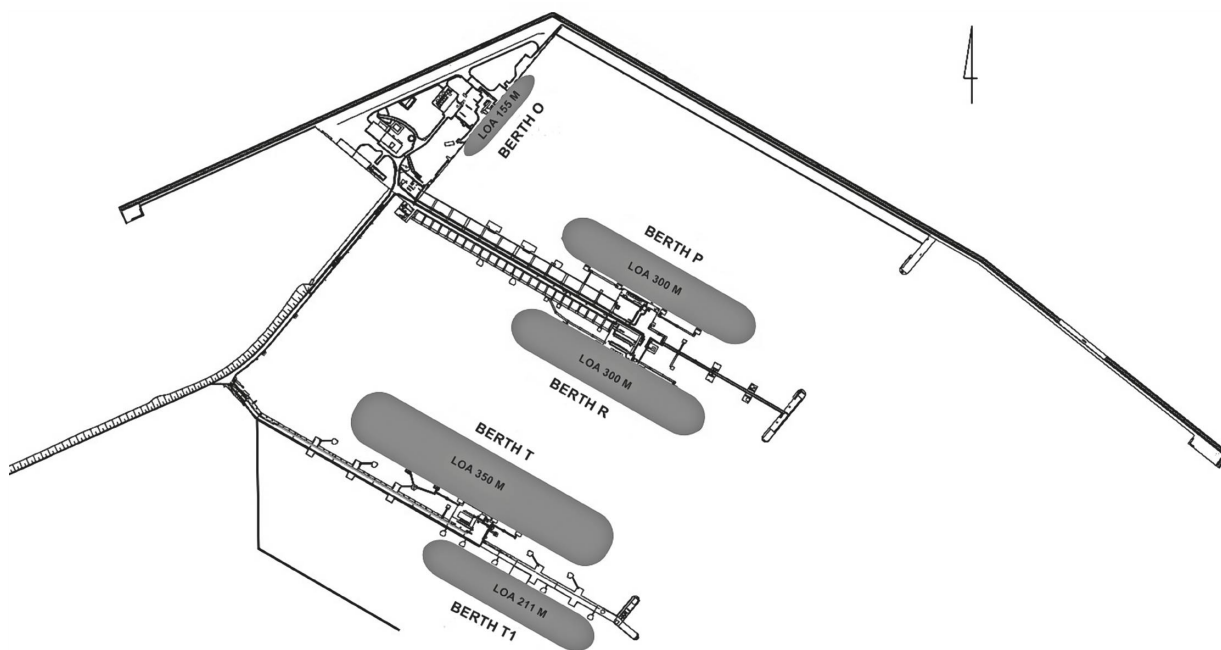
SMOKING AREA

**SMOKING IS ALLOWED ONLY IN SPECIAL
DESIGNATED AREAS**

Location:

CHAPTER 8. CARGO BERTH PARAMETERS

BERTH	"O"	"P"	"R"	"T"	"T1"
MOORING	Port or starboard side	Starboard side	Port side	Starboard side	Port side
MAX. DRAFT	10,0 m	15 m	15 m	15 m	12,7 m
LOA	≤155 m	≤300 m	≤300 m	≤350 m	≤211 m
BEAM	No limits	No limits	No limits	No limits	No limits
DIAMETER OF LOADING ARMS	Arm 13 = 8" Crude Oil, Heavy Fuel Oil.	Arm 1 = 16" Crude Oil.	Arm 8 = 12" Crude Oil, Heavy Fuel Oil.	Arm 15 = 16" Crude Oil.	Arm 23 = 12" Straight Run Naphtha, Diesel.
		Arm 2 = 16" Crude Oil.	Arm 9 = 16" Crude Oil.	Arm 16 = 16" Crude Oil.	
		Arm 3 = 16" Crude Oil.	Arm 10 = 16" Crude Oil.	Arm 17 = 16" Crude Oil.	
		Arm 4 = 16" Crude Oil.	Arm 11 = 16" Crude Oil.	Arm 18 = 16" Crude Oil.	
	Arm 14 = 10" Gasoline, JET Fuel, Diesel.	Arm 5 = 12" Heavy Fuel Oil, Crude Oil.	Arm 12 = 16" JET Fuel, Diesel.	Arm 19 = 12" Straight Run Naphtha.	
		Arm 6 = 12" Gasoline, Diesel, JET Fuel.			
DIAMETER OF VAPOUR RETURN ARMS OR HOSES	Arm 14 = 6"	Arm 7 = 12" Gasoline, Diesel, JET Fuel.			
		Arm 1 = 16" Arm 6 = 12" Arm 7 = 12"	Arm 8 = 12"	Arm 18 = 16" Arm 19 = 8"	Arm 23 = 8"



CHAPTER 9. CARGO HANDLING PROCEDURE

A: INFORMATION

DATE: TIME:

TANKER'S NAME: BERTH: "O"/"P"/"R"/"T"/"T1"

CARGO QUANTITY:MT. CARGO NAME:.....

ARRIVAL DRAFT: F..... A..... CARGO DENSITY:

MAX PERMISSIBLE DRAFT:

ESTIMATED DEPARTURE DRAFT : F..... A.....

THE CARGO IS A TOXIC HEALTH HAZARD FOR PEOPLE BECAUSE IT CONTAINS: ACIDIFIED OIL / BENZENE /
TOLUENE / LEAD / SULPHURETED HYDROGEN/* OTHER TOXIC COMPONENTS* CONCENTRATION
VALUE

MAX. DESIGNED RATE OF THE TANKERM³/H

MAX. LOADING ARM CAPACITYM³/H

MAX. SHORE CARGO PUMPS CAPACITYM³/H

MAX. SHORE PIPELINES CAPACITYM³/H

EXPECTED SLOW DOWN OR BREAKS

B. AGREEMENTS

IT HAS BEEN AGREED TO CONNECT:..... CARGO HANDLING ARMS, DIAMETER"

INITIAL RATE:M³/H FORH MIN.

HANDLING RATE: M³/H FORH MIN.

TOPPING RATE: M³/H FORH MIN.

THE STARTING SIGNAL FOR HANDLING OPERATION SHALL BE GIVEN BY: TANKER / TERMINAL

THE STOPPING SIGNAL FOR HANDLING OPERATION SHALL BE GIVEN BY: TANKER / TERMINAL

IN ADVANCE OF..... MIN.

REQUIRED RATE REDUCTION NOTICE BY: TANKER / TERMINAL.

PRESSURE LIMIT UP TO: BY: TANKER / TERMINAL.

TEMPERATURE LIMIT UP TO: BY: TANKER / TERMINAL.

It is forbidden to blow the tanker's pipelines to shore pipelines by air or inert gas. When the cargo handling operation is over the tanker is obliged to receive a part of the cargo from the external cargo arms in the quantity up to 4m³ (it is the volume of three external cargo handling arms 16" diameter). While the tanker is at the port, it is obliged to show red light and during daylight hoist signal flag B acc. to ISC.

The following signals have been agreed to be used exclusively by the Representatives of the Agreeing Parties:

“STAND BY”, “START LOADING / DISCHARGING”, “SLOW DOWN”, “SPEED UP”, “STOP LOADING / DISCHARGING” regular stopping after minutes.

(in case of technical need concerning particular handling technology of one party or a thunderstorm, tanker's movements exceeding the cargo arms limits, no communication, damage to pipelines including spill, power cuts, wind force reaching 9°B).

**“EMERGENCY STOP”
(only in case of DEFINITE DANGER, DAMAGE, ACCIDENT etc.) upon the password: STOP PUMPS**

NOTE: EMERGENCY STOP causes a danger of severing or unsealing the cargo handling installation, which should be taken into account before this procedure is put into use.

YOU SHOULD ELIMINATE RAPID CLOSURES OR OPENING OF THE VALVES WHILE THE TANKS ARE CHANGED OR DURING COMMENCEMENT AND COMPLETION OF CARGO OPERATIONS.

EXCEPT THE EMERGENCY SITUATIONS, SHIPS CAN NOT CLOSE VALVES ON MANIFOLDS OR MAIN VALVES IN TANKS WHERE THE CARGO IS BEING LOADED BECAUSE THIS MAY CAUSE DAMAGE TO LOADING ARMS, PIPELINES OR RELATED FITTINGS

C: COMMUNICATION

VHF Channel No:..... has been agreed as basis for communication between the Tanker and the Terminal.

VHF Channel No:..... has been agreed as a spare one.

D: DOCUMENTS

Tanker will provide the Terminal Representative with copies of the documents:

BILL OF LADING	CARGO MANIFEST
CARGO QUALITY AND QUANTITY CERTIFICATES	CARGO HANDLING PLAN
STATEMENT OF FACTS (SoF)	COW REPORT
ULLAGE REPORT / ROB REPORT	TONNAGE CERTIFICATE
SHIP'S PARTICULARS	10 LAST CARGOES (VEF)
CERTIFICATE OF FINANCIAL RESPONSIBILITY (WATER POLLUTION) (CLC)	MSDS
SAFETY MANAGMENT CERTIFICATE (ISM Code)	INTERNATIONAL SHIP SECURITY CERTIFICATE (ISPS Code)
LETTERS OF PROTEST	

ANY CHANGE IN THE PROCEDURE SHALL REQUIRE A NEW AGREEMENT OF BOTH PARTIES

For Ship	For Terminal
Name	Name
Rank	Position
Signature	Signature

Time:.....Date:.....

CHAPTER 10. SHIP/ShORE SAFETY CHECK LIST

Instructions for completing the Ship/Shore Safety Checklist

Before completing the SSSCL, tanker and terminal representatives should read and understand the following instructions to ensure satisfactory completion.

An effective application of the SSSCL will provide a basis for safe operations while the tanker is at the terminal. It is important that each applicable part is completed as required to ensure this.

Pre-arrival

The tanker should complete part 1A (and 1B if using an IG system) and then forward a copy to the terminal for review before arrival. The terminal should complete part 2 and then similarly forward a copy to the tanker for review before arrival.

On completion of the pre-arrival parts, if it is not possible to send a copy of the completed part to the tanker and/or terminal, then a message should be sent confirming the time and date of completion to the relevant party before arrival. If there are any outstanding issues not marked 'Yes' in the status box, this should be explained in this communication.

Checks after mooring

The tanker should complete part 3 and give a copy to the Terminal Representative as soon as possible, but no later than at the pre-transfer conference.

The terminal should complete part 4 and give a copy to the tanker as soon as possible, but no later than at the pre-transfer conference.

Checks before transfer - the pre-transfer conference

Tanker and terminal personnel should both complete part 5A as part of the pre-transfer conference. Each party should retain a copy. This requires completion by ALL tankers.

If bulk chemicals are to be transferred, the tanker and terminal personnel should also complete the additional part 5B as part of the pre-transfer conference, and each should retain a copy (for further information, see ICS' Tanker Safety Guide: Chemicals).

If bulk gases are to be transferred, the tanker and terminal personnel should also complete the additional part 5C as part of the pre-transfer conference, and each party should retain a copy (for further information, see ICS' Tanker Safety Guide: Liquefied Gas).

The tanker and terminal personnel should discuss and agree the content of part 6 (Agreements), which summarises the detailed operational factors agreed at the pre-transfer conference. A reference copy for personnel on the tanker and in the terminal should be displayed at the relevant control stations.

Tanker personnel should also complete the additional pre-transfer checks for all tankers in part 7A immediately before beginning transfer operations.

If COW is planned, they should also complete part 7B.

All tankers planning on tank cleaning and/or gas freeing alongside should discuss the intention during the pre-transfer conference and, once agreement is reached, provide a copy of part 7C to the terminal before beginning operations.

The declaration

When completed, each separate checklist part should be checked off and initialled by tanker personnel, terminal personnel, or both, in the relevant boxes on the declaration form.

When all parts are addressed, tanker and terminal representatives should agree the intervals at which they will undertake repetitive checks of items applicable to their responsibility from the SSSCL, and that could impact on the safety of the operation if not monitored. This interval should be noted in the declaration, after which the two representatives may agree to start operations and add their details.

The tanker and terminal should retain a copy of all checklist parts and the declarations for their files in accordance with the operator's document retention period.

Summary of repetitive checks during and after transfer

Repetitive checks to be undertaken at intervals agreed in the pre-transfer conference by the tanker and terminal representatives are provided to:

- Act as an aide memoire for tanker and terminal personnel to monitor key operational items during the period of operations.
- Provide a basis for status checks at watch or shift handovers.
- Enable decision making in the event that conditions change during the course of operations.

Where an item reviewed during the repetitive checks is no longer in compliance with the original status agreed during the pre-transfer conference, the tanker or terminal representative should take immediate steps to remedy the issue or cease operations until the status agreed at the pre-transfer conference can be reinstated.

If cessation is necessary, the tanker and terminal representatives should meet to agree the course of action taken to resolve the issue and agree that a resumption is acceptable.

The tanker personnel should complete the repetitive checks in part 8 at the agreed intervals. The record should be available for terminal personnel to review.

The terminal personnel should complete the repetitive checks noted in part 9 at the agreed intervals. The record should be available for tanker personnel to review.

The tanker and terminal personnel should provide a final copy of their parts 8 and 9 to the other when operations are completed. This will provide a basis for review of the operation and verification of checks undertaken.

Ship/Shore Safety Checklist: Checks pre-arrival

Date and time: _____

Port and berth: _____

Tanker: _____

Terminal: _____

Product to be transferred: _____

Part 1A. Tanker: checks pre-arrival			
Item	Check	Status	Remarks
1	Pre-arrival information is exchanged.	<input type="checkbox"/> Yes	
2	International shore fire connection is available.	<input type="checkbox"/> Yes	
3	Transfer hoses are of suitable construction.	<input type="checkbox"/> Yes	
4	Terminal information booklet reviewed.	<input type="checkbox"/> Yes	
5	Pre-berthing information is exchanged.	<input type="checkbox"/> Yes	
6	Pressure/vacuum valves and/or high velocity vents are operational.	<input type="checkbox"/> Yes	
7	Fixed and portable oxygen analysers are operational.	<input type="checkbox"/> Yes	

Part 1B. Tanker: checks pre-arrival if using an inert gas system			
Item	Check	Status	Remarks
8	Inert gas system pressure and oxygen recorders are operational.	<input type="checkbox"/> Yes	
9	Inert gas system and associated equipment are operational.	<input type="checkbox"/> Yes	
10	Cargo tank atmospheres' oxygen content is less than 8%.	<input type="checkbox"/> Yes	
11	Cargo tank atmospheres are at positive pressure.	<input type="checkbox"/> Yes	

Part 2. Terminal: checks pre-arrival			
Item	Check	Status	Remarks
12	Pre-arrival information is exchanged.	<input type="checkbox"/> Yes	
13	International shore fire connection is available.	<input type="checkbox"/> Yes	
14	Transfer equipment is of suitable construction.	<input type="checkbox"/> Yes	
15	Terminal information booklet transmitted to tanker.	<input type="checkbox"/> Yes	
16	Pre-berthing information is exchanged.	<input type="checkbox"/> Yes	

Ship/Shore Safety Checklist: Checks after mooring

Part 3. Tanker: checks after mooring			
Item	Check	Status	Remarks
17	Fendering is effective.	<input type="checkbox"/> Yes	
18	Mooring arrangement is effective.	<input type="checkbox"/> Yes	
19	Access to and from the tanker is safe.	<input type="checkbox"/> Yes	
20	Scuppers and savealls are plugged.	<input type="checkbox"/> Yes	
21	Cargo system sea connections and overboard discharges are secured.	<input type="checkbox"/> Yes	
22	Very high frequency and ultra high frequency transceivers are set to low power mode.	<input type="checkbox"/> Yes	
23	External openings in superstructures are controlled.	<input type="checkbox"/> Yes	
24	Pumproom ventilation is effective.	<input type="checkbox"/> Yes	
25	Medium frequency/high frequency radio antennae are isolated.	<input type="checkbox"/> Yes	
26	Accommodation spaces are at positive pressure.	<input type="checkbox"/> Yes	
27	Fire control plans are readily available.	<input type="checkbox"/> Yes	

Part 4. Terminal: checks after mooring			
Item	Check	Status	Remarks
28	Fendering is effective.	<input type="checkbox"/> Yes	
29	Tanker is moored according to the terminal mooring plan.	<input type="checkbox"/> Yes	
30	Access to and from the terminal is safe.	<input type="checkbox"/> Yes	
31	Spill containment and sumps are secure.	<input type="checkbox"/> Yes	

Ship/Shore Safety Checklist: Checks pre-transfer

Date and time: _____

Port and berth: _____

Tanker: _____

Terminal: _____

Product to be transferred: _____

Part 5A. Tanker and terminal: pre-transfer conference				
Item	Check	Tanker status	Terminal status	Remarks
32	Tanker is ready to move at agreed notice period.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
33	Effective tanker and terminal communications are established.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
34	Transfer equipment is in safe condition (isolated, drained and de-pressurised).	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
35	Operation supervision and watchkeeping is adequate.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
36	There are sufficient personnel to deal with an emergency.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
37	Smoking restrictions and designated smoking areas are established.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
38	Naked light restrictions are established.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
39	Control of electrical and electronic devices is agreed.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
40	Means of emergency escape from both tanker and terminal are established.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
41	Firefighting equipment is ready for use.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
42	Oil spill clean-up material is available.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
43	Manifolds are properly connected.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
44	Sampling and gauging protocols are agreed.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
45	Procedures for cargo, bunkers and ballast handling operations are agreed.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
46	Cargo transfer management controls are agreed.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
47	Cargo tank cleaning requirements, including crude oil washing, are agreed.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	See also parts 7B/7C as applicable

Part 5A. Tanker and terminal: pre-transfer conference (cont.)				
Item	Check	Tanker status	Terminal status	Remarks
48	Cargo tank gas freeing arrangements agreed.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	See also part 7C
49	Cargo and bunker slop handling requirements agreed.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	See also part 7C
50	Routine for regular checks on cargo transferred are agreed.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
51	Emergency signals and shutdown procedures are agreed.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
52	Safety data sheets are available.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
53	Hazardous properties of the products to be transferred are discussed.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
54	Electrical insulation of the tanker/terminal interface is effective.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
55	Tank venting system and closed operation procedures are agreed.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
56	Vapour return line operational parameters are agreed.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
57	Measures to avoid back-filling are agreed.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
58	Status of unused cargo and bunker connections is satisfactory.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
59	Portable very high frequency and ultra high frequency radios are intrinsically safe.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
60	Procedures for receiving nitrogen from terminal to cargo tank are agreed.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	

Additional for chemical tankers Checks pre-transfer

Part 5B. Tanker and terminal: bulk liquid chemicals. Checks pre-transfer				
Item	Check	Tanker status	Terminal status	Remarks
61	Inhibition certificate received (if required) from manufacturer.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
62	Appropriate personal protective equipment identified and available.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
63	Countermeasures against personal contact with cargo are agreed.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
64	Cargo handling rate and relationship with valve closure times and automatic shutdown systems is agreed.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
65	Cargo system gauge operation and alarm set points are confirmed.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	

Part 5B. Tanker and terminal: bulk liquid chemicals. Checks pre-transfer (cont.)				
Item	Check	Tanker status	Terminal status	Remarks
66	Adequate portable vapour detection instruments are in use.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
67	Information on firefighting media and procedures is exchanged.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
68	Transfer hoses confirmed suitable for the product being handled.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
69	Confirm cargo handling is only by a permanent installed pipeline system.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
70	Procedures are in place to receive nitrogen from the terminal for inerting or purging.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	

Additional for gas tankers Checks pre-transfer

Part 5C. Tanker and terminal: liquefied gas. Checks pre-transfer				
Item	Check	Tanker status	Terminal status	Remarks
71	Inhibition certificate received (if required) from manufacturer.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
72	Water spray system is operational.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
73	Appropriate personal protective equipment is identified and available.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
74	Remote control valves are operational.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
75	Cargo pumps and compressors are operational.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
76	Maximum working pressures are agreed between tanker and terminal.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
77	Reliquefaction or boil-off control equipment is operational.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
78	Gas detection equipment is appropriately set for the cargo.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
79	Cargo system gauge operation and alarm set points are confirmed.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
80	Emergency shutdown systems are tested and operational.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
81	Cargo handling rate and relationship with valve closure times and automatic shutdown systems is agreed.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
82	Maximum/minimum temperatures/pressures of the cargo to be transferred are agreed.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
83	Cargo tank relief valve settings are confirmed.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	

Part 6. Tanker and terminal: agreements pre-transfer				
Part 5 item	Agreement	Details	Tanker initials	Terminal initials
32	Tanker manoeuvring readiness.	Notice period (maximum) for full readiness to manoeuvre: Period of disablement (if permitted):		
33	Security protocols.	Security level: Local requirements:		
33	Effective tanker/terminal communications.	Primary system: Backup system:		
35	Operational supervision and watchkeeping.	Tanker: Terminal:		
37 38	Dedicated smoking areas and naked lights restrictions.	Tanker: Terminal:		
45	Maximum wind, current and sea/swell criteria or other environmental factors.	Stop cargo transfer: Disconnect: Unberth:		
45 46	Limits for cargo, bunkers and ballast handling.	Maximum transfer rates: Topping-off rates: Maximum manifold pressure: Cargo temperature: Other limitations:		

Part 6. Tanker and terminal: agreements pre-transfer (cont.)				
Part 5 item	Agreement	Details	Tanker initials	Terminal initials
45 46	Pressure surge control.	Minimum number of cargo tanks open: Tank switching protocols: Minimum number of cargo tanks open: Tank switching protocols: Full load rate: Topping-off rate: Closing time of automatic valves:		
46	Cargo transfer management procedures.	Action notice periods: Transfer stop protocols:		
50	Routine for regular checks on cargo transferred are agreed.	Routine transferred quantity checks:		
51	Emergency signals.	Tanker: Terminal:		
55	Tank venting system.	Procedure:		
55	Closed operations.	Requirements:		
56	Vapour return line.	Operational parameters: Maximum flow rate:		
60	Nitrogen supply from terminal.	Procedures to receive: Maximum pressure: Flow rate:		

Part 6. Tanker and terminal: agreements pre-transfer (cont.)				
Part 5 item ref	Agreement	Details	Tanker initials	Terminal initials
83	For gas tanker only: cargo tank relief valve settings.	Tank 1: Tank 2: Tank 3: Tank 4: Tank 5: Tank 6: Tank 7: Tank 8: Tank 9: Tank 10:		
XX	Exceptions and additions.	Special issues that both parties should be aware of:		

Date and time: _____

Port and berth: _____

Tanker: _____

Terminal: _____

Product to be transferred: _____

Part 7A. General tanker: checks pre-transfer			
Item	Check	Status	Remarks
84	Portable drip trays are correctly positioned and empty.	<input type="checkbox"/> Yes	
85	Individual cargo tank inert gas supply valves are secured for cargo plan.	<input type="checkbox"/> Yes	
86	Inert gas system delivering inert gas with oxygen content not more than 5%.	<input type="checkbox"/> Yes	
87	Cargo tank high level alarms are operational.	<input type="checkbox"/> Yes	
88	All cargo, ballast and bunker tanks openings are secured.	<input type="checkbox"/> Yes	

Part 7B. Tanker: checks pre-transfer if crude oil washing is planned			
Item	Check	Status	Remarks
89	The completed pre-arrival crude oil washing checklist, as contained in the approved crude oil washing manual, is copied to terminal.	<input type="checkbox"/> Yes	
90	Crude oil washing checklists for use before, during and after crude oil washing are in place ready to complete, as contained in the approved crude oil washing manual.	<input type="checkbox"/> Yes	

Ship/Shore Safety Checklist: Checks after pre-transfer conference

For tankers that will perform tank cleaning alongside and/or gas freeing alongside

Part 7C. Tanker: checks prior to tank cleaning and/or gas freeing			
Item	Check	Status	Remarks
91	Permission for tank cleaning operations is confirmed.	<input type="checkbox"/> Yes	
92	Permission for gas freeing operations is confirmed.	<input type="checkbox"/> Yes	
93	Tank cleaning procedures are agreed.	<input type="checkbox"/> Yes	
94	If cargo tank entry is required, procedures for entry have been agreed with the terminal.	<input type="checkbox"/> Yes	
95	Slop reception facilities and requirements are confirmed.	<input type="checkbox"/> Yes	

Declaration

We the undersigned have checked the items in the applicable parts 1 to 7 as marked and signed below:

	Tanker	Terminal
Part 1A. Tanker: checks pre-arrival	<input type="checkbox"/>	<input type="checkbox"/>
Part 1B. Tanker: checks pre-arrival if using an inert gas system	<input type="checkbox"/>	<input type="checkbox"/>
Part 2. Terminal: checks pre-arrival	<input type="checkbox"/>	<input type="checkbox"/>
Part 3. Tanker: checks after mooring	<input type="checkbox"/>	<input type="checkbox"/>
Part 4. Terminal: checks after mooring	<input type="checkbox"/>	<input type="checkbox"/>
Part 5A. Tanker and terminal: pre-transfer conference	<input type="checkbox"/>	<input type="checkbox"/>
Part 5B. Tanker and terminal: bulk liquid chemicals. Checks pre-transfer	<input type="checkbox"/>	<input type="checkbox"/>
Part 5C. Tanker and terminal: liquefied gas. Checks pre-transfer	<input type="checkbox"/>	<input type="checkbox"/>
Part 6. Tanker and terminal: agreements pre-transfer	<input type="checkbox"/>	<input type="checkbox"/>
Part 7A. General tanker: checks pre-transfer	<input type="checkbox"/>	<input type="checkbox"/>
Part 7B. Tanker: checks pre-transfer if crude oil washing is planned Part	<input type="checkbox"/>	<input type="checkbox"/>
7C. Tanker: checks prior to tank cleaning and/or gas freeing	<input type="checkbox"/>	<input type="checkbox"/>

In accordance with the guidance in chapter 25, we have satisfied ourselves that the entries we have made are correct to the best of our knowledge and that the tanker and terminal are in agreement to undertake the transfer operation.

We have also agreed to carry out the repetitive checks noted in parts 8 and 9, which should occur at intervals of not more than ____ hours for the tanker and not more than ____ hours for the terminal.

If, to our knowledge, the status of any item changes, we will immediately inform the other party.

Tanker	Terminal
Name	Name
Rank	Position
Signature	Signature
Date	Date
Time	Time

Ship/Shore Safety Checklist: Checks during transfer

Repetitive checks

Part 8. Tanker: repetitive checks during and after transfer								
Item ref	Check	Time	Time	Time	Time	Time	Time	Remarks
Interval time:..... hrs								
8	Inert gas system pressure and oxygen recording operational.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
9	Inert gas system and all associated equipment are operational.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
11	Cargo tank atmospheres are at positive pressure.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
18	Mooring arrangement is effective.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
19	Access to and from the tanker is safe.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
20	Scuppers and savealls are plugged.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
23	External openings in superstructures are controlled.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
24	Pumproom ventilation is effective.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
28	Tanker is ready to move at agreed notice period.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
29	Fendering is effective.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
33	Communications are effective.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
35	Supervision and watchkeeping is adequate.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
36	Sufficient personnel are available to deal with an emergency.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
37	Smoking restrictions and designated smoking areas are complied with.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
38	Naked light restrictions are complied with.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	

Part 8. Tanker: repetitive checks during and after transfer (cont.)								
39	Control of electrical devices and equipment in hazardous zones is complied with.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
40 41 42 51	Emergency response preparedness is satisfactory.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
54	Electrical insulation of the tanker/terminal interface is effective.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
55	Tank venting system and closed operation procedures are as agreed.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
85	Individual cargo tank inert gas valves settings are as agreed.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
86	Inert gas delivery maintained at not more than 5% oxygen.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
87	Cargo tank high level alarms are operational.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
Initials								

Part 9. Terminal: repetitive checks during and after transfer								
Item ref	Check	Time	Time	Time	Time	Time	Time	Remarks
Interval time:..... hrs								
18	Mooring arrangement is effective.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
19	Access to and from the terminal is safe.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
29	Fendering is effective.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
32	Spill containment and sumps are secure.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
33	Communications are effective.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
35	Supervision and watchkeeping is adequate.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
36	Sufficient personnel are available to deal with an emergency.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
37	Smoking restrictions and designated smoking areas are complied with.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
38	Naked light restrictions are complied with.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
39	Control of electrical devices and equipment in hazardous zones is complied with.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
40 41 47 51	Emergency response preparedness is satisfactory.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
54	Electrical insulation of the tanker/terminal interface is effective.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
55	Tank venting system and closed operation procedures are as agreed.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
Initials								

CHAPTER 11. CRUDE OIL WASHING OPERATION

Tanker's Name.....

Berth: "O"/"P"/"R"/"T"/"T1"

Before performing crude oil washing on board tanker, the master of the ship and the berth operator should complete and sign, as appropriate, the Before Crude Oil Washing Check List.

The following items must be maintained through the entire operations. If any of these conditions cannot be maintained, the operation must be temporarily discontinued until the condition can be restored.

BEFORE CRUDE OIL WASHING OPERATION CHECK LIST	YES	NO
1. Is the Tanker fitted with a crude oil washing installation and associated equipment and arrangements in reference with IMO's guidelines on Crude Oil Washing Systems?		
2. Is the responsible officer fully qualified? (Person in charge of COW operations shall have at least 1-year experience on oil tankers, must have participated at least twice in COW operations on this ship, has completed a training program in crude oil washing).		
3. Has information exchange carried out well in advance with terminal regarding vessel's discharge plan and Crude Oil Washing Plan?		
4. Have tank cleaning lines been pressurized according to "Operation and Equipment Manual/COW Manual" and is there no leakage?		
5. Is Inert Gas System operating?		
6. Has I.G. equipment and its alarm system been tested and working properly?		
7. Has all fixed and portable oxygen analysing equipment been tested, calibrated and working satisfactorily?		
8. Do all cargo tanks have positive pressure and oxygen content of each tank is below 8% by volume?		
9. Has the Oxygen monitor alarm system been checked and working properly?		
10. Has the water heater been isolated from washing line by blank flange?		
11. Has the shutdown system been checked?		
12. Have the discharge/ crude oil wash operation additional precautions, special details or procedures been discussed and understood with both ship and attending shore staff?		

Nominated responsible officer:

Remark:

After COW operations vessel will discharge:..... dry crude oil by all connected arms.

IS STRICTLY FORBIDDEN TO HEAT CRUDE OIL FOR CRUDE OIL WASHING

SUMMARY

Vigilance should be maintained at all times to assure continued safety of the operation.
Any question above which cannot be answered with "YES" should be immediately brought to the attention of the Terminal Representative.
If in doubt at any time, shutdown COW and notify the OIL TERMINAL SUPERVISOR.

For Ship	For Terminal
Name	Name
Rank	Position
Signature	Signature

Time:.....Date:.....

CHAPTER 12. RECEIPT ON LOAN OF A PORTABLE VHF-SET

One portable VHF-Set has been delivered to the ship in order to ensure safe contact between the ship and the terminal.

The radio works on Channels **09, 68, 20, 22** and offers contact with the terminal.

The battery will be charged on request.

After the completion of loading/discharging, the radio shall be handed back to the terminal operator unrequested.

TANKER'S NAME					
BERTH	O	P	R	T	T1
RADIO No.					
BATTERY No.					
BATTERY CHANGED DATE/TIME					
VHF CHANNEL	09	68	20	22	
CORRESPONDING VHF DEVICE POSITION	1	2	3	4	
I HEREBY SUBMIT THE VHF SET	<div style="border-top: 1px dotted black; margin-bottom: 5px;"></div> Master / C/O				
I HEREBY CONFIRM THE RECEIPT OF THE VHF SET IN DAMAGED/UNDAMAGED CONDITION.	<div style="border-top: 1px dotted black; margin-bottom: 5px;"></div> Terminal Representative				

Time:.....Date:.....

CHAPTER 13. SEGREGATED BALLAST

TANKER'S NAME:.....BERTH: "O"/"P"/"R"/"T"/"T1"

I hereby confirm that the ballast waters to be discharged from ship directly to the harbour waters in the amount of MT, have been classified as a segregated ballast taken on board from the areas (Port or Lat/Long):.....

Before deballasting operations, the tanker must get permission from the Harbour Master Duty Officer on channel 14 VHF and specify the ballast water purity.
(According to MARPOL 73/78, Rule 10 item 2 and 3 with the reservation to Rule 11)

Ballasting or deballasting alongside the berth is allowed only to/from segregated ballast tanks. The Harbour Master's and Loading Supervisor's permission is required when ballasting and deballasting to/from cargo tanks.

For Ship	For Terminal
Name	Name
Rank	Position
Signature	Signature

Time:.....Date:.....

CHAPTER 14. STATEMENT OF FACTS

<small>TERMINAL</small> PRZEDSIĘBIORSTWO PRZELADUNKU PALIW PŁYNNYCH NAFTOPORT SPÓŁKA Z O.O.		The present statement is the exclusive document for PORT and Tanker in case of any claims or dispute as regards the time.	
<small>PORT</small> GDANSK, NAFTOPORT TERMINAL		<small>TANKER'S NAME</small>	
<small>BERTH</small>	<small>CARGO NAME</small>	<small>END OF SEA PASSAGE</small>	GDANSK ROADS
<small>NOTICE OF READINESS</small>		<small>PILOT ON BOARD</small>	
<small>LOADING/DISCHARGING COMMENCED</small>		<small>LOADING/DISCHARGING COMPLETED</small>	

RANGE OF ACTIVITIES

ACTIVITY	DATE	TIME (FROM)	TIME (TO)	REMARKS
MOORED		FLA	AF	
SAFETY MEETING				
PRELIMINARY TANKS INSPECTION				
ARMS CONNECTED				
PRELIMINARY CARGO ANALYSIS				
MEASUREMENTS AFTER LINE DISPLACEMENT				
FINAL TANKS INSPECTION				
ARMS DISCONNECTED				
STOPPAGE CAUSED BY:				
.....
.....
.....
.....
.....
				DEPARTURE DRAFT:

MASTER	AGENT	TERMINAL REPRESENTATIVE
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CHAPTER 15. INFORMATION TO THE MASTER ABOUT VAPOUR RECOVERY SYSTEM (VRS) INSTALLED IN NAFTOPORT OIL TERMINAL

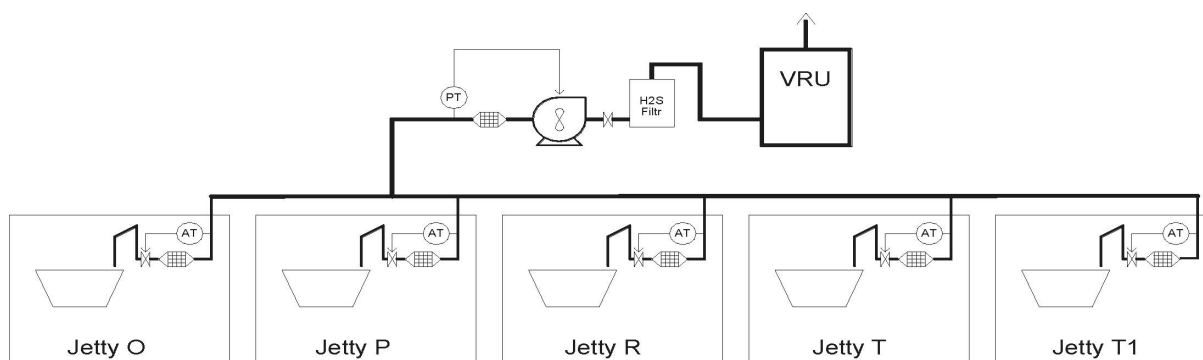
On arrival to Naftoport Oil Terminal tankers will be connected to Vapour Recovery System (VRS). The vapour will be recovered by VRS on the basis of activated carbon adsorption method. The technology was developed by SYMEX S.A. from France.

Tanker should be equipped with vapour installation which comply with the IMO provisions and OCIMF standards.

Please find below the parameters of VRS of Naftoport Oil Terminal equipment:

1. The system is equipped with flame arresters (one on the vapour arm and the other one on the Vapour Recovery Unit – VRU);
2. Vapour receipt (Volatile Organic Compound – VOC) from the Tanker through the VRS installation shall be within a range 1,500 - 10,000 m³/hour;
3. The system is computerized, equipped with fire protections and provided with all the necessary certificates. A full technological process of the receipt and utilisation of the vapour is monitored and recorded;
4. Technological parameters of VRS:

No.	Measured parameter	Range of measuring instruments	Threshold alarm settings	Threshold setting closing the vapour receiving valve
1.	O ₂ content	0 ÷ 10%	7%	8%
2.	Vapours temperature	-20°C ÷ +100°C	+50°C	+70°C
3.	Vapours pressure	-0.01 ÷ +0.02MPa -100 mbar ÷ 200 mbar	-0.003MPa ÷ +0.0115MPa -30 mbar ÷ +115 mbar	-0.004MPa ÷ +0.014MPa -40 mbar ÷ +140 mbar



CHAPTER 16. VAPOUR RECOVERY SYSTEM - RECEIPT OF THE VAPOURS (VOC) PROCEDURE WHILE CRUDE OIL OR GASOLINE LOADING

TANKER'S NAME:..... BERTH: "O"/"P"/"R"/"T"/"T1"

DATE:.....

TIME:.....

The cleanness of ship manifold should be stated before and after the loading process. That procedure will be carried out by Terminal Representative in the presence of Duty Officer.

Condition of the ship manifold has to be described in the Protocol attached.

A: It has been agreed to connect vapour arm 6", 8", 12", 16" to the Tanker to receive the VOC vapour.

The cargo is a toxic hazard to people as it includes the hydrocarbon vapour, hydrogen sulphide and an inert gas.

B: Allowable transfer rate of VRS installation is 1,500 - 10,000 m³/h. Highest volume of vapour receipt from the tanker is 11,000 m³/h.

C: Pre-transfer procedures – performed by the Tanker.

1. Check the backpressure on the vapour connections with the terminal.
2. Shut down the inert gas generator.
3. Close cut-off-valve of main Inert Gas Line on cargo deck before deck water sealing.
4. Make sure that all manifold valves are closed.
5. Make sure that manifold flange VOC comply with a loading arm flange (Crude oil loading - berth "P" – 16", "R" -12", "T" –16", gasoline loading berths P - 12", T - 8", O - 6", T1 – 8") if necessary prepare sufficient numbers of the reducers.
6. Make sure that cut-off-valve on gas mast riser is closed (VOC).
7. Check proper functioning of the P/V valves and be sure they are in the "OPEN" position, not locked.
8. Turn on and check proper functioning of the measurable cargo loading level control system/ tank radars and correct setting of alarms limits of the pressure tanks: (upper limit 123 mbar; 90% set pressure of the P/V valve).
9. Turn on and check proper functioning of the Cargo Level Alarm System.
10. Turn off the cathode protection system of the hull.

D: Pipelines connection sequence:

1. Remove the blind flange from the vapour receipt manifold.
2. Connect the vapour arm or hose with the vapour manifold.

E: Start procedure

1. Check the communication between the Tanker and the Oil Terminal; accept the information procedures.
2. It has been agreed with the terminal the vapour pressure range is:.....mbar.
3. The procedures of manifold valves opening and the vapour transmission operation start have been accepted.

F. A regular operation.

1. The cut-off-valve of main inert gas line on deck, before deck water seal, is to remain closed during the vapour transfer.
2. Cargo tank must not be open to the atmosphere for gauging, sampling or for any other reason while the tanker is connected to a vapour emission control system unless loading to the tank is stopped. The operational safety must be kept in order to reduce any pressure in ullage space and prevent an electrostatic charge.
3. There must be constant monitoring of the tanks pressure in order to prevent the P/V valves opening. In case the pressure rises above 110 mbar (80% set P/V valve pressure) or drops below the pressure of 0 mbar, the terminal must be informed and the loading rate of receiving vapours is to be reduced.
4. The loading tanks must not be filled higher than 98% of cargo tank capacity.

G. Emergency procedures.

1. **In case of low pressure alarm in the tanks – inform the terminal to get permission to close the valve on ship's vapour return line.**
2. **In case of high pressure alarm in the tanks – inform the terminal to get permission to open the mast riser valve (loading Crude oil) or inform the terminal to get permission to open the P/V valves (loading Gasoline, Naphtha and Reformat).**
3. **If any irregularities are found during vapour transfer operation – the terminal shall be informed immediately and the ship has to wait for further instruction from the terminal.**

H. The start of the vapour receipt signal will be given by: tanker / terminal

The finish of the vapour receipt signal will be given by tanker/ terminal:..... minutes earlier.

ATTENTION

It is agreed that repeated procedures of the cargo loading and vapours receipt should be double-checked.

For Ship	For Terminal
Name	Name
Rank	Position
Signature	Signature

Time:.....Date:.....

CHAPTER 17. SPECIFICATION OF CONTROL ACTIVITY DURING VAPOUR RECEIPT - VOC (Volatile Organic Compound)

1.	Does the tanker confirm the possibility of vapour transmission according to requirement defined in technological parameters of VRS?	yes	no
2.	The inert gas oxygen contents in cargo tanks does not exceed 8%	yes	no
3.	Do vapours in the tanks contain oxidizing compounds?	yes	no
4.	Has the tanker carried chemical products in recent voyages (ketones, aldehydes, acids, peroxides, acrylates, acetylene, vinyl)?	yes	no
5.	Is the tanker equipped with the vapour emission control system (VECS) according to present IMO standards?	yes	no
6.	Has the tanker got its own H ₂ S monitoring system?	yes	no
7.	Is the tanker equipped with the vapour (VOC) lines system compatible with OCIMF?	yes	no
8.	Have the vapour installation and manifolds been cleaned from rust, sediments and water being removed?	yes	no
9.	The distance between VOC manifold and loading manifold does not exceed 4.0 m.	yes	no
10.	Has flange connection of manifold got the standard diameter 6", 8" 12" or 16" ANSI class 150?	yes	no

For Ship	For Terminal
Name	Name
Rank	Position
Signature	Signature

Time:.....Date:.....

CHAPTER 18. THE CLEANLINESS STATE PROTOCOL OF SHIP MANIFOLD PROVIDING HYDROCARBONS

TANKER'S NAME:..... BERTH: "O"/"P"/"R"/"T"/"T1"

1. The state of ship manifold before loading

a/ Is there any constant impurity? ☐ YES* ☐ NO

b/ Is there any oil derivative impurity? ☐ YES* ☐ NO

c/ Is there any water? ☐ YES* ☐ NO

* If yes, please define approximate thickness of the layer in litres.

For Ship	For Terminal
Name	Name
Rank	Position
Signature	Signature

Time: Date:

2. The state of the ship manifold after loading

a/ Is there any constant impurity? ☐ YES* ☐ NO

b/ Is there any derivative impurity? ☐ YES* ☐ NO

c/ Is there any water? ☐ YES* ☐ NO

* If yes, please define approximate thickness of the layer in litres.

For Ship	For Terminal
Name	Name
Rank	Position
Signature	Signature

Time: Date:

CHAPTER 19. SAFETY REGULATIONS**TO BE COMPLIED BY ALL TANKERS STAYING WITHIN THE AREA OF
THE NAFTOPORT OIL TERMINAL GDAŃSK****I. THE MATTERS TO BE AGREED BETWEEN THE TANKER AND THE TERMINAL**

Before cargo handling operations or any other activities commence, the Tanker's Representative and the Terminal Representative must officially agree that both the Tanker and the Terminal are ready to carry out all the operations in a safe way.

No operations connected with cargo handling, crude oil washing (COW), bunkering, and ballasting the tanks can be carried out without a prior mutual agreement between the Tanker and the Loading Supervisor of the Terminal.

The discharge of the segregated ballast into the harbour waters must also be approved by the Harbour Master. All the operations should be watched carefully and supervised both by the Tanker's Crew and the Terminal Personnel.

1. The Tanker will be informed as follows.

- The maximum limits of the wind force for loading arms during cargo handling operations shall be 9°B.
- All information connected with the mooring parameters shall be submitted by the Pilot to the Tanker's Master before the mooring operation commences.
- All information shall be submitted by the Terminal Representative to the Tanker's Representative during the completion of the relevant forms from the Safety Regulations

2. The Tanker shall submit the following to the Terminal while completing the relevant forms from Safety Regulations and additionally copy of:

- Bill of Lading,
- Cargo Manifest (only before discharging),
- Cargo Handling Plan,
- COW Plan,
- Cargo Quality and Quantity Certificates,
- Statement of Facts,
- Receiving / Pumping Log,
- Ullage Report / ROB Report,
- Report after COW,
- Ship's particulars,
- Certificate of Financial Responsibility for Water Pollution (CLC),
- Cargo MSDS,
- Safety Management Certificate (ISM Code),
- International Ship Security Certificate (ISPS Code),
- Tonnage Certificate,
- Last 10 cargoes (VEF),
- Letters of Protest.

II PRECAUTIONS

1. Naked Light

Using naked light, objects and clothing causing sparks is forbidden in the area of the whole Oil Terminal and on-board Tankers.

2. Smoking and Alcohol on Tankers

Irrespective of combustion class of cargo onboard as well as in case of Tanker being gas free or under inert gas pressure, smoking is strictly forbidden on all open decks while the Tanker stays within the harbour area.

Smoking areas are established by Master and Terminal Representative together. The use of the matches outside accommodation is prohibited, except in places where smoking is permitted. These areas are to be marked appropriately. The use of cigarette lighters is absolutely forbidden.

In the Naftoport Oil Terminal area alcohol consuming, as well as, presence of any person under influence of alcohol is strictly forbidden. On request, every person is obliged to pass the alcohol test determining concentration in exhaled air. If such persons are noticed, they should be transported to a hotel or sobering station at the Master's expense.

3. Fixed and Portable Electrical Equipment

Fixed electrical equipment in all hazardous areas and also within the ones where the atmosphere may not seem likely to create conditions for potential explosion must be spark proof. Using unsecure, not explosion-proof hand torches, flashlights and radio receivers is forbidden. Portable, electrically driven equipment and tools must not be used on board Tankers and on the Berth.

4. Communication Equipment

Portable VHF systems (walkie-talkies) and telephones installed in hazardous areas must be spark proof. In areas of high risk of explosion mobile telephones must be switched off.

5. Sparking Tools and Equipment

Sparking tools and equipment must not be used during the Tanker's stay in the port area.

6. Superstructure Openings

All covers and doors to engine spaces, boiler space, air condition rooms, switchboards, all portholes and external doors close to cargo handling equipment must remain locked all the time. Particular attention should be paid to watertight doors on the main deck.

7. Cargo Tank Openings

While loading/discharging volatile oil fractions and while loading non-volatile fractions to tanks which are not gas-free all cargo tank lids must be closed and secured or supplied with spark arresting nets. The same refers to ballasting volatile cargo.

8. Mooring

Mooring lines used on Tankers should be made of the same material and be spliced in the same way. Do not use very elastic lines as they may allow excessive movements with the wind. Do not use lines with different flexibility leading in the same direction. It is forbidden to

use lines which may cause sparking. If the Tanker uses steel wires these must be fitted with non-sparking wire socket. Ships equipped with automatic rope supervision must not use the winches in auto mode. Shifting the Ship along the Pier using lines is allowed only when permission is granted by Harbour Master. The Tanker is obliged to control lines and mooring equipment at all times.

9. Emergency Towing Wires

Emergency towing wires should be attached off shore on the bow and stern quarter of the Tanker. They are to be supplied with a shackle or a loop 1 -2 meter above the water level and illuminated at night. The Tanker is obliged to control distance from waterline of emergency towing wires at all times.

10. Access between the Tanker and Shore

"P", "R", "T" and "T1" berths are supplied with gangways which are rigged by the Naftoport Oil Terminal personnel. In case of insufficient space for the gangway or uneasy access to it, the Tanker is obliged to rig an accommodation ladder or gangway.

At "O" berth the gangway is provided by the Tanker, gangway should be protected by net.

Tanker should prepare accommodation ladder and/or pilot ladder on a seaside, ready for immediate use in order to provide an escape route.

The means of access to the ship should be safe and may consist of an appropriate gangway or accommodation ladder with a properly secured safety net fitted to it. A lifebuoy should be available on board the ship near the gangway or accommodation ladder. The access should be safely and properly illuminated during darkness. On arrival at the terminal, a tanker should display notices at the gangway in English language stating:



11. Gangway watch

The ship's staff should control access to the tanker in agreement with the terminal. The controlling personnel should maintain effective deck watch around the tanker.

12. Supervision on board the Tanker

The supervision is performed by an Officer of the Watch to prevent the development of hazardous situation. There should always be appropriate number of crew to provide continuous Tanker's deck watch, safe cargo operation, overall ship's safety and sufficient

personnel for firefighting on deck, in accommodation and the engine room and to leave the Port in emergency.

13. Engines

The tanker should be able to move under its own power at short notice. To enable an immediate departure the main engines together with the essential equipment should be on standby. The terminal should be immediately informed if the quick and safe release of the ship in case of an emergency is not possible.

14. Harbour Water Protection

The Naftoport Oil Terminal basins are separated from the waters of the Gulf of Gdansk by permanent anti-spill barriers and pneumatic booms, which are activated when commenced one of following operations: cargo operations, bunker operations or transfer of oily water from tanker to the units of an authorized institution.

Additionally, in the entrances to port basins there are floating anti-spill barriers ready for immediate use.

Particular attention should be paid to all closing valves and their tightness especially all deck's outlets.

Disposal of rubbish or any objects overboard is forbidden. The discharge of oil, oil mixtures or chemicals into the harbour waters is strictly prohibited.

When necessary, the Tanker is obliged to use the assistance of a vessel adapted to the oil collection or to any equivalent protection. In justified case the Harbour Master may issue a permit for the anti-spillage assistance with booms ready to be set up.

15. Funnel Sparking

Blowing the boiler lines during ship's port stay is forbidden. Excessive smoking and funnel sparking from Tanker funnels must be immediately ceased. Spark arresting devices in funnels should be effective.

16. Works Aboard the Tanker and Ashore

Cleaning, repairing and any other works causing fire danger are forbidden. Painting, grinding, chipping sides, deck and superstructures, heating and boiling materials for sealing, boiler cleaning and furnace blowing as well as using fire and smoke signals is forbidden while the ship stays in the port area. Whenever hot works on a tanker berth is to be carried out the distance should be more than 70 meters from the ship's hull, other cold works the distance should be more than 30 meters from the ship's hull.

17. Fire - Fighting Assistance

Any tanker carrying flammable liquids having flashpoint 60°C or less is to take the assistance of a fire-fighting vessel. This also refers to Tankers which are not gas - free having carried the liquids mentioned above. The assistance takes place from the point of anchoring, during the stay in the port to the place in which the pilot disembarks.

18. Paying Visits

Any visits not connected with the ship's business are forbidden on Tankers and in Terminal. Persons in the area of Terminal or on Tankers should have appropriate port passes. The persons are obliged to obey fire protection regulations.

19. Vehicular Traffic

During the cargo handling operations, the entry of any mechanical vehicles to the berths: ("O", "P", "R", "T", "T1") is prohibited. The prohibition also covers the fire access / escape routes and the shore areas adjacent to the berths ("O", "P", "R", "T", "T1")

20. Supplies for tankers and reception of wastes

They may take place only before or after cargo handling operations when cargo tanks are tightly closed. Provisions, supplies and reception of wastes must not extend the estimated loading/discharging time.

The reception of wastes and procedure should be arranged by ship's agent. Disposal of the waste oils and their mixtures requires prior approval of the Harbour Master.

The waste collection procedure can be found on the website <http://portgdansk.pl/en> tab „SHIPPING”

Deliveries and waste collection operations are arranged by the Tanker Agent.

More information concerning the organization and supply security can be found on the website <http://naftoport.pl/en/index.html>

21. Fire - Fighting Equipment on the Tanker

Fire-fighting equipment on board should be correctly positioned and ready for immediate use. The ship fire main systems should be pressurized or be capable of being pressurized at short notice. Fire hoses should be uncoiled and connected to the main line; at least two should be placed near the manifold, one forward and one aft of it. At least two (12 kg each) portable dry powder extinguisher should be placed conveniently for use near manifold. Fixed monitors should be ready and, if remotely activated or manually, adjusted to protect the manifold area before operations begin. A fire plan should be available on board the ship near the gangway or accommodation ladder.

22. Drip Trays

Drip trays should be put under Tanker's manifolds connected with cargo arms if the Tanker is not supplied with structural drip trays.

23. Spills on the Deck

Scuppers should be tightly closed. Flammable liquids spilt on deck must be cleaned immediately by means of sand, sawdust or inhibitors. The waste must be kept in tight containers.

24. Bunkering

Tankers' bunkering in the Oil Terminal may be carried out from bunker barge (all berth) or from the tank truck only on the berth O. Both the fuel supply from the bunker barge and from the tank truck can be carried out only before commence or after completion cargo operations and requires the prior consent of Harbour Master.

During the bunkering of the tanker, all fire safety rules under this "RULES" should be applied. Bunkering should be carried out under constant supervision by the ship's officer. More information concerning the organization and supply bunker from tank truck on the berth "O" can be found on the website <http://naftoport.pl/en/index.html> tab „TERMINAL”

Terminal Code of Practice**25. Distance to Other Vessels**

Barges, bunker barges and other vessels which are not protected against sparking must not approach the Tanker closer than 30 m.

26. Mooring Alongside the Tanker

Mooring alongside the Tanker during loading/discharging, bunkering, ballasting, deballasting, ventilating or tank to tank pumping is forbidden for all vessels. When the above-mentioned operations are completed, all deck vent openings and all openings to cargo tanks should be closed and gastight. Mooring alongside the Tanker is possible after having received permission from:

- **HARBOUR MASTER (tel.+48 (58 343) 73 71 or VHF Channel 14),**
- **LOADING SUPERVISOR (tel. +48 (58 343) 74 34 or VHF Channel 20 or 22 or 68)**
- **FIRE PROTECTION OFFICER OF TERMINAL (tel.+48 (58 343) 75 48).**

27. Dipping, Ullaging and Sampling

In Naftoport Oil Terminal only closed ullaging and sampling systems are allowed. Equipment shall be operational and approved. While dipping, ullaging and sampling minimum over pressure of inert gas is to be maintained and no cargo or ballast operations are to be carried out simultaneously. While dipping, ullaging and sampling only one ullage hole may be open for minimum time only. Operations are not to be continued when tugboats are alongside and while mooring and unmooring. Dipping, ullaging and sampling after loading may be started not earlier than 30 minutes after filling the tank. Every movement of a ship induces reaction in tanks.

Any metallic component of equipment before lowering into a tank should be securely bonded together and to the ship as long as the equipment is removed. Equipment should be designed to facilitate bonding. Wherever possible, the closed ullage and sampling system is to be used.

28. Inert Gas System

Tankers obliged by SOLAS Convention to be in possession of the inert gas system are to maintain it ready to use. If there is a failure of the system during cargo handling, the operation must be stopped immediately and Terminal informed. Only after eliminating the failure, the cargo handling operation can be resumed.

29. Ballast water

The discharge of clean segregated ballast directly into the harbour waters requires a prior declaration by Master of the Tanker or Chief Officer and Terminal Representative (Chapter 13), approval of the Gdansk Harbour Master (Ch.14), and the Loading Supervisor's notification.

Tankers supplied with the inert gas system must fill the space deballasted in cargo tanks (heavy weather ballast) with inert gas to maintain the oxygen content in the cargo tanks at the level not higher than 8%.

The discharge of oily ballast waters from heavy weather cargo tanks into service barge requires prior approval of the Harbour Master and the Loading Supervisor's notification.

30. Ballasting

Ballasting alongside the berth is allowed only to the segregated ballast tanks. The Harbour Master's permission is required when ballasting cargo tanks designated as heavy weather ballast tanks)

31. Tank Washing and Gas Freeing

Tank washing and gas freeing except crude oil washing (COW) alongside the cargo handling Berths of the Terminal are prohibited. The operations may be performed under the conditions and place determined by the Harbour Master.

Before leaving the Port, the Tanker is to leave the polluted waters to authorized service with the Harbour Master's permission. The reception of polluted waters should be arranged by ship's agent.

32. Crude Oil Washing (COW)

Crude Oil Washing may be performed following the requirements from Chapter 11 – COW operation. It is strictly forbidden to heat crude oil for cargo tank washing.

It is also forbidden to clean the bottom sludge and pump out it to the shore pipeline.

33. Static Electricity

Fractions which accumulate static electricity, e.g.: petrol, engine petrol, jet fuel, fuel oil, intermediate oil, and lubricating oil require - at initial stage of cargo handling to any separate tank - linear flow rate in the pipelines which does not exceed 1 m/s (i.e. the rate should not exceed: 116 m³/h in a 8", 183 m³/h in a 10", 262 m³/h in a 12", 424 m³/h in a 16" pipeline).

34. Sudden Pressure Rise

Sudden closing and opening the valves are to be eliminated while shifting tanks, starting and finishing operations. Except in case of emergency situation the Tanker is not allowed to shut down manifold valves or main cargo tanks valves during loading. It could cause damage to loading arms, pipelines or other devices. Non-compliance with the above provisions should result in the application of penalties.

35. Using Propellers and Bow/Stern Thrusters

Due to an installation of the pneumatic anti-spill protection barriers on the seabed which separates the cargo handling basins, using propellers and thrusters by the manoeuvring Tanker should be limited to minimum.

36. Unmooring

As soon as cargo handling operations, measurements, immigration and customs control are over, the Tanker should depart. The Tanker is obliged to use tugboats for unmooring in order to clear bow and stern simultaneously. The use of thruster or propeller and rudder to push the bow or stern off the Berth is to be kept to the necessary minimum.

REMARKS

Additional info regarding safety requirements in the Terminal, communication flow, organization of ship services and supplies etc. can be found in the Terminal tab, in the **"Terminal Code of Practice"** on the website <http://naftoport.pl/en/index.html> tab "TERMINAL".

All particulars and other technical data of the Terminal can be found in **"Terminal Particulars Questionnaire"** sheet, available on website <http://naftoport.pl/en/index.html>, tab "TERMINAL".

In any case which affects Tankers and Terminal and is not covered by this set of rules, all Port regulations issued by the Maritime Office, Ministerial Circulars and recommendations from the "International Safety Guide for Oil Tankers and Terminals" are applicable.

CHAPTER 20. MOORING ARRANGEMENT – BASIN No 1

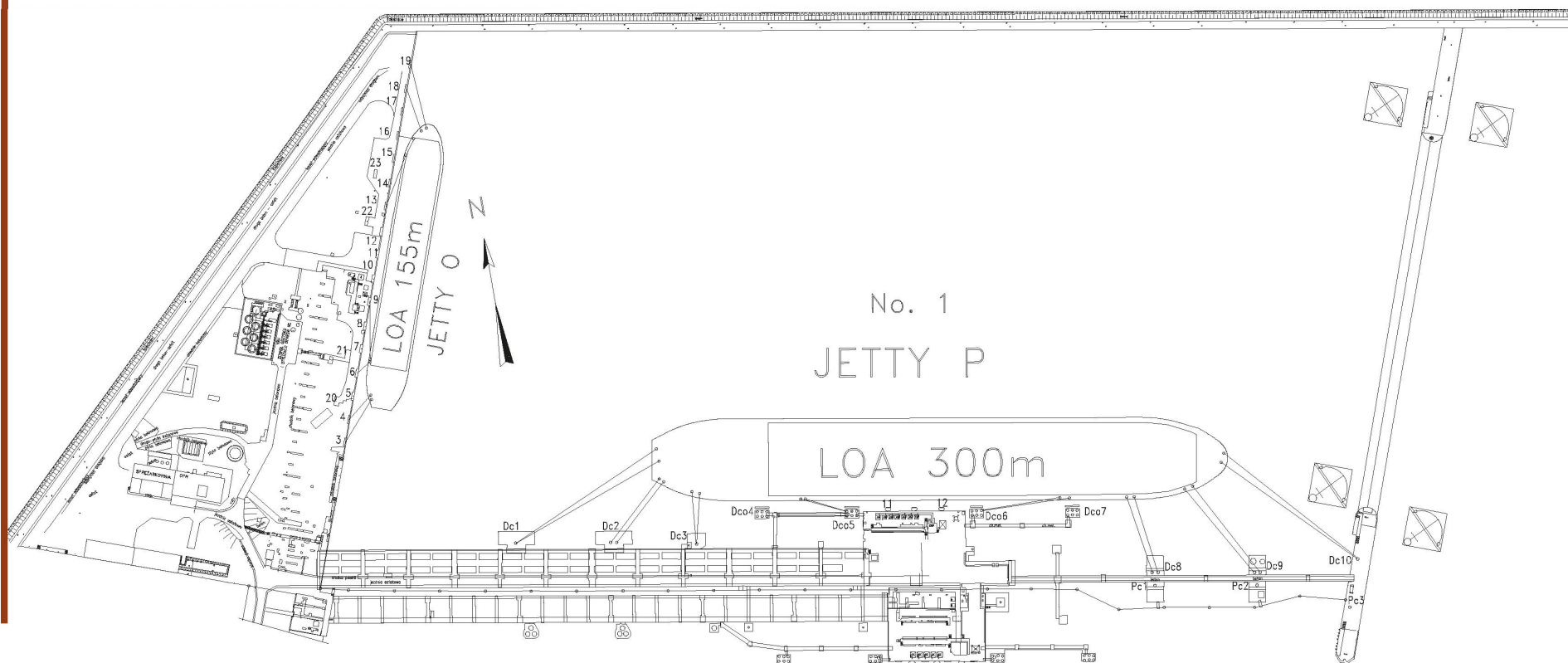
NAFTOPORT OIL TERMINAL
MOORING ARRANGEMENT
Berth "O", "P"
Harbour Basin No.1

MARKING:

- 105- Display of Docking System
(Distance, Speed, Speed Limit, Speed Tendency, Alarm Horn)
- REMARKS
- Publish terms concern weather condition – wind up to 7-8
 - The Tanker must be placed "Bow to Harbour Entrance (PRT)
 - Maximum Colling Speed 0.1 M/S (0.2 KNOT)
 - Maximum Colling Angle 5 degrees
 - Ship smaller than 25,000 DWT – 8 lines including 2 springs
 - Ships from 25,000 to 50,000 DWT – 12 lines including 4 springs
 - Ships above 50,000 DWT – 16 lines including 4 springs
 - Mooring sequence: 5,6 – 3,8 – 2,9 – 1,10 for "P"
 - Mooring boats must be used for "P"
 - Prohibition of dropping of anchor shall be in force between the entrance heads into the Harbour Basin
 - Permissible conditions of service of tankers are set out on page 12 of the Atlas of maximum Authorized Drafts at the Port of Gdańsk
 - Bollards nr 11,12 available only for Ships below 120 meters in length

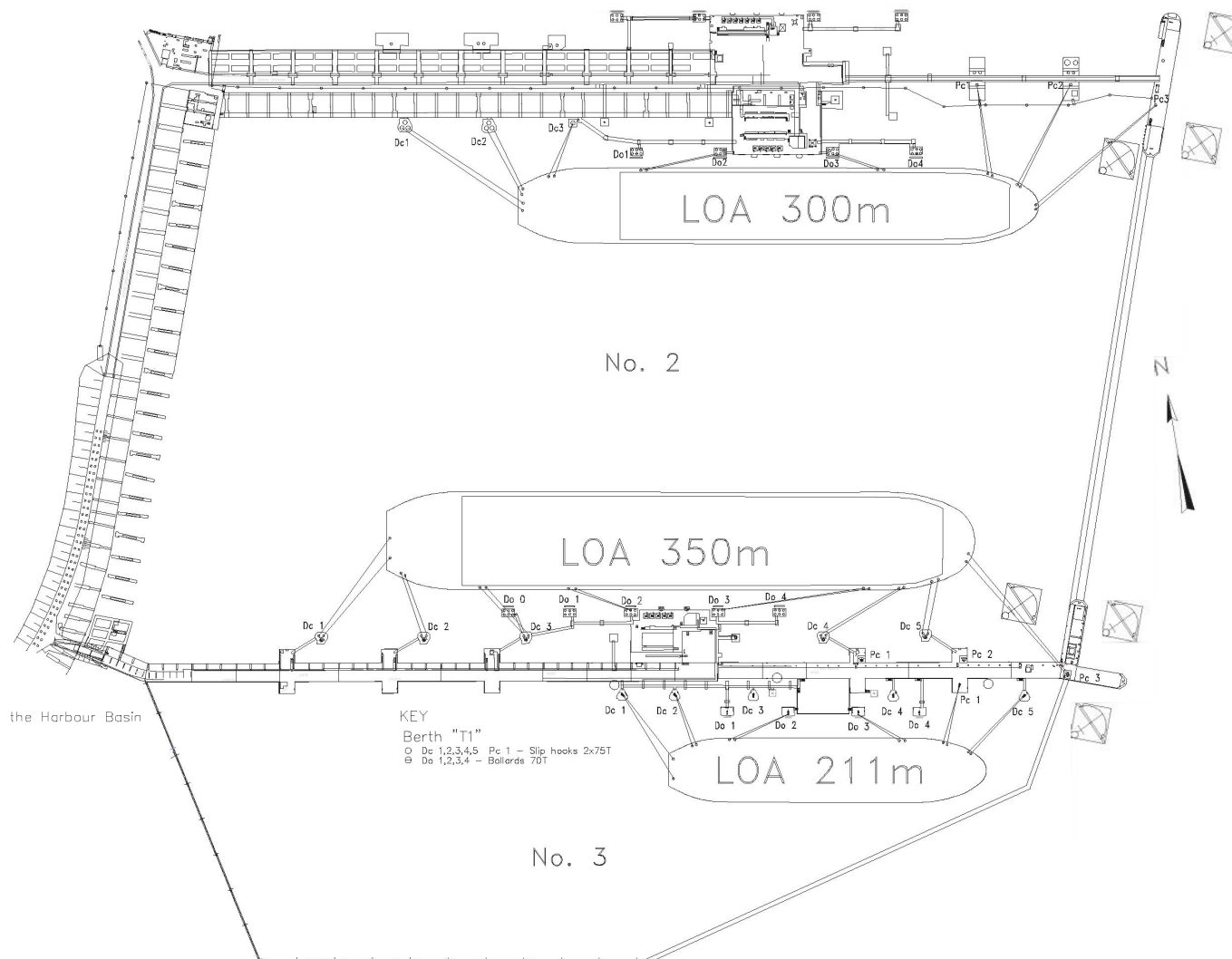
KEY

- Berth "O"
- 3 – 19 – Bollards 30T
 - 20 – 23 – Bollards 90T (storm's)
- Berth "P"
- 1,10 – Slip hooks 4x90t
 - 2,8,9 – Slip hooks 2x2x90t
 - 3 – Slip hooks 2x90t
 - 4,5,6,7 – Bollards 70T
 - 11,12 – Bollards 39T



CHAPTER 21. MOORING ARRANGEMENT-BASIN No 2 & BASIN No 3

NAFTOPORT OIL TERMINAL
MOORING ARRANGEMENT
Berth "R", "T", T1
Harbour Basin No.2 and No.3



MARKING:

DIS - Display of Docking System
(Distance, Speed, Speed Limit, Speed Tendency, Alarm Horn)

REMARKS

- Publish terms concern weather condition - wind up to 7 B
- The Tanker must be placed "Bow to Harbour Entrance (PRT)
- Maximum Calling Speed 0.1 M/S (0.2 KNOT)
- Maximum Calling Angle 5 degrees
- Ship smaller than 25,000 DWT - 8 lines including 2 springs
- Ships from 25,000 to 50,000 DWT - 12 lines including 4 springs
- Ships above 50,000 DWT - 16 lines including 4 springs
- Mooring sequence: 5,6 - 3,8 - 2,9 - 1,10 for "R", "T"
- Mooring boats must be used for "R", "T" and T1
- Prohibition of dropping of anchor shall be in force between the entrance heads into the Harbour Basin
- Permissible conditions of service of tankers are set out on page 12 of the Atlas of maximum Authorized Drafts at the Port of Gdansk

KEY

Berth "R"

- 1,2,10 - Slip hooks 4x125T
- 8,9 - Slip hooks 2x2x125T
- 3 - Slip hooks 2x125T
- 4,5,6,7 - Bollards 70T

Berth "T"

- Dc 1,2,3,4,5 Pc 1,2,3 - Slip hooks 4x90T
- Do 1,2,3,4 - Bollards 70T

CHAPTER 22. BERTH "O" and "P" INFORMATION DIAGRAM

NAFTOPORT OIL TERMINAL

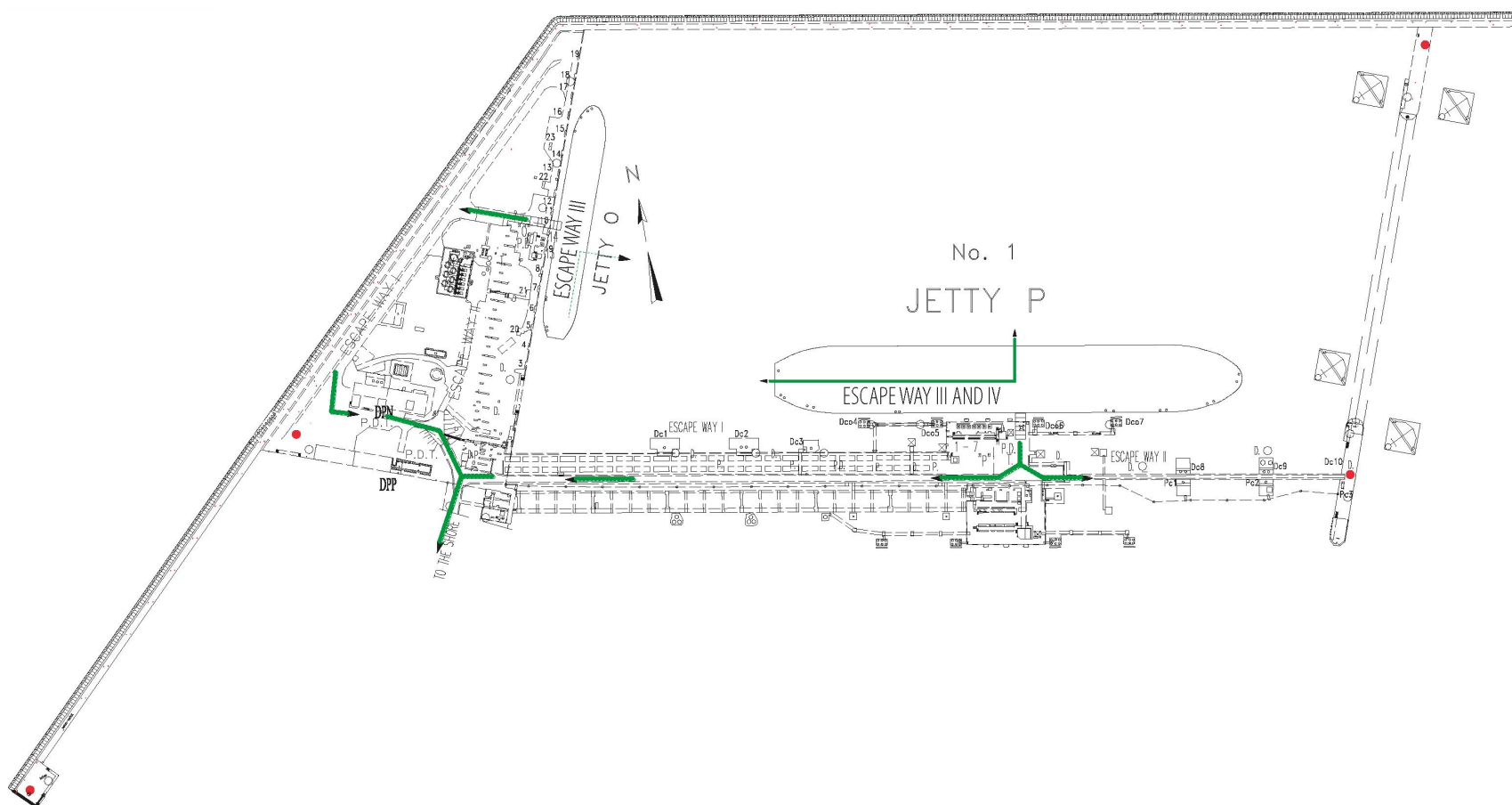
INFORMATION DIAGRAM
Berth "O", "P"
Harbour Basin No.1
Appendix: N

MARKING:

P - Fire Signalling Devices
D. - Alarm System "SAT"
T. - Telephone
DPPN - Loading Supervisor
DPP - Fire Protection Officer of Terminal

"STRAŻAK"

- Fireboat
- Fire Fighting Monitor
- Gangway
- Cargo handling arm
- Evacuation point
- Life buoy



CHAPTER 23. BERTH "R", "T", "T1" INFORMATION DIAGRAM

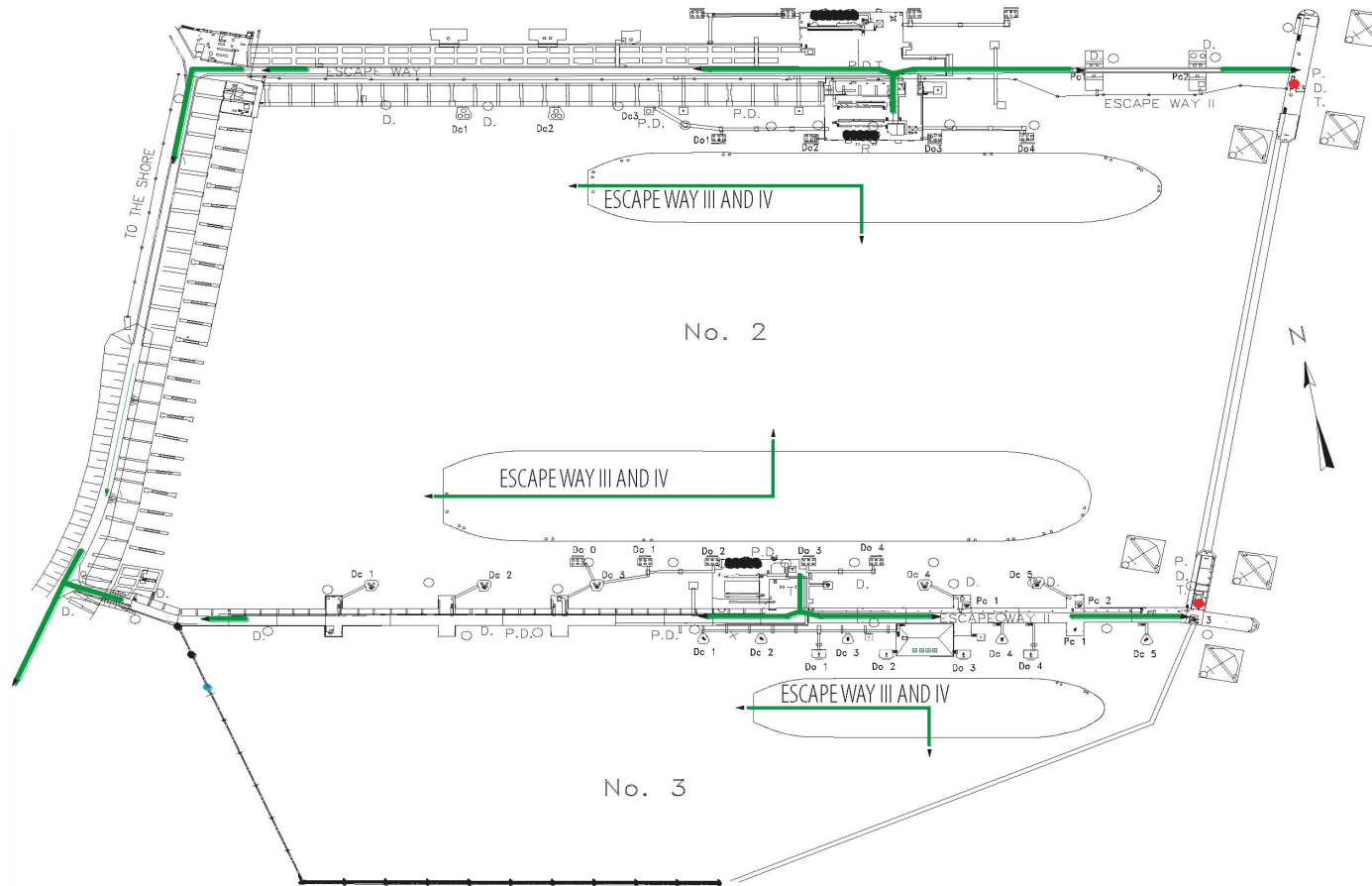
NAFTOPORT OIL TERMINAL

INFORMATION DIAGRAM
Berth "R", "T", T1
Harbour Basin No.2 and No.3
Appendix: O

MARKING:

P. – Fire Signaling Devices
D. – Alarm System "SAT"
T. – Telephone
DPN – Loading Supervisor
DPP – Fire Protection Officer of Terminal

"STRAŻAK" – Fireboat
☒ – Fire Fighting Monitor
— Gangway
— Cargo handling arm
● – Evacuation point
○ – Life buoy



CHAPTER 24. VESSEL SATISFACTION REPORT

VESSEL	
DATE	
BERTH	
LOADING OR DISCHARGING	

ALL RATINGS ARE ON SCALE OF 1 – 10.

1=BELOW POOR, 2=POOR, 4=BELOW AVERAGE, 6=AVERAGE, 8=ABOVE AVERAGE, 10=EXCELLENT

EQUIPMENT	RATING (1-10)	EXPLANATION/COMMENTS
Bollard layout		
Fenders/dock - condition		
Loading arm – condition and connection		
Other cargo equipment – condition and suggestions		
Dock lightning		
Ship - shore access		
Electrical isolation		

PERSONNEL/ REQUIREMENT	RATING (1-10)	EXPLANATION/COMMENTS
Pre-transfer conference		
Safety awareness		
Security awareness		
Professional English communication		
Availability		
Courtesy		
Manifold fire protection		
Emergency preparedness		

PORT SERVICES/SAFETY	RATING (1-10)	EXPLANATION/COMMENTS
Pilotage		
Mooring		
Towing		
Personnel safety awareness		
Cargo Surveyor safety awareness		
Harbor Master communication		

HYDROMETEO CONDITIONS	RATING (1-10)	EXPLANATION/COMMENTS
Is current a big factor?		
Is swell a big factor?		
Is wind a big factor?		

OTHER COMMENTS AND SUGGESTIONS:

For Ship	For Terminal
Name	Name
Rank	Position
Signature	Signature

INFORMATION CLAUSE – crew lists

In accordance with Article 13(1) and Article 13(2) of the General Data Protection Regulation of 27 April 2016, please be informed that:

1) The Controller of your personal data is **Przedsiębiorstwo Przeładunku Paliw Płynnych Naftoport Sp. z o.o. with its registered office in Gdańsk, at ul. Kpt. Ż.W. W. Poinca 1, 80-561 Gdańsk;**

2) If you have any questions regarding personal data protection, please contact us by email at: ochrona.danych@naftoport.pl

3) Your personal data will be processed in order to control and ensure the safety of people and property pursuant to Article 6(1)(f) of the General Data Protection Regulation of 27 April 2016 and ISPS Code;

4) The recipient of your personal data will be:

Straż Ochrony Portu Gdańsk Sp. z o.o. with its registered office at ul. Oliwska 13 in Gdańsk - for the purpose of the control of people entering and leaving;

5) Your personal data will not be transferred to a(n) third party / international organisation;

6) Your personal data will be stored for the period necessary to achieve the purpose of processing;

7) You have the right to request access to and rectification or erasure of your personal data or restriction of processing or to object to processing as well as the right to data portability;

8) You have the right to lodge a complaint with the President of the Office for Personal Data Protection if you think that processing of your personal data violates the provisions of the General Data Protection Regulation of 27 April 2016;

9) Provision of your personal data is necessary to enter OP Naftoport's premises;

CAUTION, THE AREA OF NAFTOPORT'S FUEL BASE IS MONITORED.

In accordance with Article 13(1) and Article 13(2) of the General Data Protection Regulation of 27 April 2016, please be informed that:

1) The Controller of your personal data is **Przedsiębiorstwo Przeładunku Paliw Płynnych Naftoport Sp. z o.o. with its registered office in Gdańsk, at ul. Kpt. Ż.W. W. Poinca 1, 80-561 Gdańsk;**

2) If you have any questions regarding personal data protection, please contact us by email at: ochrona.danych@naftoport.pl

3) Your personal data will be processed in order to control and ensure the safety of people and property at OP Naftoport's premises pursuant to Article 6(1)(f) of the General Data Protection Regulation of 27 April 2016;

4) The recipient of your personal data will be:

ISES Sp. z o.o. with its registered office at ul. Legnicka 7 in Gdańsk - for the purpose of the maintenance of security systems;

Proess Paweł Zawadka with its registered office at ul. Krucza 8A in Żąbki - for the purpose of the maintenance of security systems;

Naftor Sp. z o.o. - for the purpose of operation of the video surveillance at OP Naftoport's premises;

Straż Ochrony Portu Gdańsk Sp. z o.o. with its registered office at ul. Oliwska 13 in Gdańsk - for the purpose of reviewing the video surveillance at OP Naftoport's premises;

5) Your personal data will not be transferred to a(n) third party / international organisation;

6) Your personal data will be stored for the period of 90 days;

7) You have the right to request access to and rectification or erasure of your personal data or restriction of processing or to object to processing as well as the right to data portability;

8) You have the right to lodge a complaint with the President of the Office for Personal Data Protection if you think that processing of your personal data violates the provisions of the General Data Protection Regulation of 27 April 2016;

9) Provision of your personal data is necessary to ensure the safety of people and property at OP Naftoport's premises.

For more information please visit Naftoport website: www.naftoport.pl