Port information and safety regulations for oil terminals in the Port of Aalborg

Revised 01.04.2017
Table of contents

1. Pre-arrival
   1.1 General
   1.2 Pre arrival information

2. Arrival
   2.1 Berth approach
   2.2 Pilotage
   2.3 Maximum berthing speed
   2.4 Anchorage
   2.5 Tugs and towage
   2.6 Mooring service

3. Berthing/mooring
   3.1 Mooring
   3.2 Location of terminals
   3.3 Bollards
   3.4 Berth limitations
   3.5 Tide
   3.6 Visibility restrictions
   3.7 Provision of ship/shore access
   3.8 Under keel clearance policy
   3.9 Maximum vehicle axle load at the quay

4. Communications while berthed
   4.1 General
   4.2 Ship/shore safety checklist and operational agreements
   4.3 Communications during transfer

5. Responsibilities
   5.1 Conditions of ships acceptance
   5.2 Responsibility for loading and discharge

6. Operations alongside
   6.1 General
   6.2 Hose connection
   6.3 Cargo transfer rate
   6.4 Environmental criteria for suspending operations and leave berth
   6.5 Emergency shutdown
   6.6 Services while alongside
   6.7 Garbage reception facilities
6.8 Potable water
6.9 Bunker and lubrication oils
6.10 Slops reception
6.11 Ballast procedures
6.12 Oil spill response

7. Safety requirements
7.1 Smoking
7.2 Use of matches and lighters
7.3 Clothing and footwear
7.4 Drug and alcohol policy
7.5 Portable electric equipment
7.6 Adverse weather
7.7 Still air conditions

8. Applicable terminal regulations
8.1 Ullaging and sampling
8.2 Closed operations
8.3 Inert gas
8.4 State of readiness of main engines
8.5 Maintenance and repair work onboard
8.6 Hot work
8.7 Tank cleaning, purging and gas freeing
8.8 Enclosed space entry
8.9 Cargo tank high level alarms
8.10 Ventilation of cargo tanks

9. Fire precautions
9.1 Maintaining the fire watch
9.2 Berthing outside the terminal
9.3 Ships emergency fire control plans
9.4 International shore connection

10. Alarms instructions

11. ISPS
11.1 General

12. Appendix
Appendix 1: Contact list
Appendix 2: Pre arrival checklist
Appendix 3: Ship/shore safety checklist
Appendix 4: Location of manifolds and mooring example
Appendix 5: Evacuation plan from each terminal
Appendix 6: EX zone on terminals with class 1 products (appendix not included - in preparation)
Port information and safety regulations for oil terminals in the port of Aalborg

1. Pre-arrival

1.1 General
The port of Aalborg is situated in position 57° 03,1N 009° 56,4E

Information about the port of Aalborg can be provided by the Port control and operation:
Port control, 24 hrs watch
Phone: + 45 99301520, VHF channel 16 + working channel 12.
E-mail: trafik@aalborghavn.dk

1.2 Pre arrival information
Vessels arriving the port of Aalborg should provide ETA, shipdata, such as they appear from the ship’s current tonnage certificate, current draught and the expected necessary assistance not later than 24 hours prior to arrival or upon departure from the last port.

Pre-arrival information according to ISGOTT chapter 22.2.3 should be submitted to the port of Aalborg and the terminal via the agent at least 24 hours prior to arrival or upon departure from the last port.

2. Arrival

2.1 Berth approach
The approach channel from pilot boarding position off Hals to the oil terminal has a depth of 10,4m until the entrance to the Limfjord at Hals. From Hals and to the oil terminal the channel has a depth of 10,1m. Distance from the pilot boarding to the oil terminal is approx. 20 NM

2.2 Pilotage
Pilot is mandatory for vessels with a draft above 6 meters and for vessels loaded with oil or has uncleaned cargo tanks, which are not inerted. Pilot can embark/disembark at pilot boardingpoints Hals 1, Hals 2 or Hals 3 (See chart no 122). The Pilot can be ordered via the agent or Port control and operation.

Pilotage is not compulsory for captains carrying pilot exemption certificates.

2.3 Maximum berthing speed
Maximum speed inside the harbour area when maneuvering is 6 knots and 3 knots in the basin. Speed in the Limfjord has to be adjusted to other traffic, the surroundings and according to good seamanship.
2.4 Anchorage
It is prohibited to anchor inside the Limfjord and there are designated anchor positions located east of Hals:

Hals no 1: position 56° 51,50 N 010° 46,50 E
Hals no 2: position 56° 51,80 N 010° 35,40 E
Hals no 3: position 56° 56,00 N 010° 29,00 E

2.5 Tugs and towage
There is no requirement for tugs in the port of Aalborg but the port may increase the tug requirement according to individual master/pilot judgement, depending on the vessel maneuvering capability, weather and sea condition etc.
Tugs may be ordered directly through the private operator who can provide the tug assistance. The tug “Hugin” owned by Svitzer and the tug “Alba” owned by the Port of Aalborg is normally in station in Aalborg.

2.6 Mooring services
Mooring is not compulsory but preferable and is undertaken by 2 local private companies which can be ordered through the agent or the port control and operation.

3. Berthing/mooring

3.1 Mooring
Vessels moored at the terminals are required as a minimum, to comply with the OCIMF (Oil Companies International Marine Forum) mooring recommendations.
The master is responsible for ensuring that the ship remains securely moored throughout the stay alongside the quay. The master must ensure that all moorings are regularly tended and maintained in a taut condition.

Emergency towing pennant/fire wires should be applied in accordance with OCIMF recommendations.

3.2 Location of terminals
The oil terminals are located in the central harbor at quay number 4121, 4122, 4123, 4124, 4125.

3.3 Bollards
SWL (Safe Working Load) on all bollards is 40 tonnes and the distance is 25 meters between the bollards.

At quay number 4121 there are 2 large bollards with SWL 100 tonnes placed in each end of the quay approx. 20m from the quayside. (See appendix 4)
3.4 Berth limitations

<table>
<thead>
<tr>
<th>Quay</th>
<th>Max. LOA</th>
<th>Max. draft* (Depends on latest soundings)</th>
<th>Min. water depth at the quay *</th>
</tr>
</thead>
<tbody>
<tr>
<td>4121</td>
<td>250m</td>
<td>9,4m</td>
<td>9,5m*</td>
</tr>
<tr>
<td>4122</td>
<td>250m</td>
<td>9,4m</td>
<td>9,5m*</td>
</tr>
<tr>
<td>4123</td>
<td>250m (depends on vessel position of manifold)</td>
<td>9,4m</td>
<td>9,5m*</td>
</tr>
<tr>
<td>4124</td>
<td>130m</td>
<td>8,9m</td>
<td>9,0m*</td>
</tr>
<tr>
<td>4125</td>
<td>250m (depends on vessel position of manifold)</td>
<td>9,4m</td>
<td>9,5m*</td>
</tr>
</tbody>
</table>

*Due to change in waterdepth always contact Port control and operation 24 hours watch for latest update!

3.5 Tide
During normal weather conditions there is a +/- 30 cm tidal range.

3.6 Visibility restrictions
Berthing/sailing operations may be suspended at low visibility depending on vessels equipment and/or cargo.

3.7 Provision of ship/shore access
Vessels moored at the terminals are required to provide a suitable gangway to enable safe access between ship and shore, complete with suitable safety net and lifebuoy.

3.8 Under keel clearance policy
Minimum 0.1 m clearance should be maintained between vessel keel and seabed under arrival and departure. It is up to the ship and their owners to follow their own under policy to secure safe berthing for the vessel in the port.

4. Communications while berthed

4.1 General
During the pre-transfer conference, the terminal representative and the ship cargo officer has to agree on primary communication system and preferable use portable VHF/UHF radio. The ships duty officer must keep the radio at all times. The radio is to be used for cargo transfer and emergency use only. VHF/UHF radios must be intrinsically safe.
Identification of the name of the ship should always be included in communications to avoid any misunderstanding. The shore identity is the terminal name.

A secondary means of voice communication will be verbal via jetty operator.
4.2 Ship/shore safety checklist and operational agreements
On arrival at the berth, the terminal representative will present the ship with the following documents:
- Safety letter to master
- Cargo handling plans
- ISGOTT ship/shore safety checklist

4.3 Communications during transfer
During cargo operations, if it for any reason becomes necessary to stop cargo in an emergency, the party requesting the stop should notify the other party by VHF/UHF radio, or any other means requesting "Emergency stop".
All transfer pumps must be immediately stopped and ship and shore manifolds closed until the situation is investigated and joined agreement are reached on resuming operations.
During the pre-transfer conference communications will be agreed as in safety checklist.

5. Responsibilities

5.1 Conditions of ship acceptance
All operations must be conducted in accordance with all applicable legislation and in accordance with the latest edition of ISGOTT.
Ships found with deficiencies on arrival may be subject to refusal until the deficiencies have been rectified.
The terminal manager has the right to reject any ships from berthing at the terminal that is considered substandard.
Responsibility for the safe conduct of operations while the ship is at the terminal rests jointly with the master of the ship and with the responsible terminal representative.

5.2 Responsibility for loading and discharging
Ship's personnel are advised that responsibility for the loading and discharging operation onboard the vessel rests solely with the master. It is the responsibility of the ships personnel to operate valves and to ensure safe and secure connection of all transfer equipment to the ships manifold. Ship's personnel are advice that the responsibility for the discharge or escape of oil from a vessel rests with the vessel.
In the event of a prosecution being taken by the appropriate authorities, heavy penalties together with liability for dispersal costs and damages for pollution damage, is provided for by legislation.
6. Operations alongside

6.1 General
All operations at the terminal will be carried out fully in accordance with the recommendations in the latest edition of ISGOTT.
When completed cargo operations, the vessel in general has to leave the berth.

6.2 Hose connection
The terminal provides hoses for the loading or discharge operation. It is the responsibility of the terminal to ensure that hoses are pressure tested in accordance with ISGOTT standard.
Ship’s crew is responsible for the safe handling, connection/disconnection and correct rigging of the hoses onboard the ship (all bolts mounted).
To prevent electrical flow between vessel and berth during connection or disconnection of the hose, the terminal operator should ensure that the cargo hose is fitted with an insulating flange according to ISGOTT Chapter 17.5.2.

6.3 Cargo transfer rates
The maximum allowable cargo transfer rate will be established and agreed during the pre-transfer conference, and should not be exceeded.

6.4 Environmental criteria for suspending operations and leave berth
Operation may be suspended if (and not limited to):
- Wind speed is considered to strong
- Gas is accumulated in the area
- Electrical storms/lightning occur – regardless of whether or not and IG system is in use
- Swell conditions are severe

6.5 Emergency shutdown
In the event of an emergency, the terminal shall be advised immediately by radio stating “Emergency stop”
Transfer operations shall be stopped immediately in the event of the following conditions:
- Cargo spillage or suspected cargo spillage
- Fire or explosion on the vessel or in the terminal
- Failure of the ship/shore communication system
- Vessel not securely moored
- Loss of electrical power at the vessel or the terminal
- Deck watch absent and not visible from the shore side

6.6 Services while alongside
Electric or motor driven equipment must not be used to transport supplies or ship provisions on to the berth during operation. No vessels or small craft are allowed alongside a ship moored at the terminal
during cargo operation. All hatches and openings must be closed while services alongside are performed, and the area should be gasfree.

6.7 Garbage reception facilities
Port of Aalborg will accept non-special waste in reasonable amounts from vessel free of charge. Cargo hose must be disconnected during garbage delivery when operating volatile cargoes with a flashpoint below 50 deg. C.

6.8 Potable water
Fresh water is available at the terminal on requested to Port of Aalborg, port control and operation. Cargo hose must be disconnected during potable water delivery when operating volatile cargoes with a flashpoint below 50 deg. C.

6.9 Bunker and lubrication oils
No bunker barges or trucks are allowed alongside vessels during any cargo operations, sampling, ullaging or connecting/disconnecting. Cargo hose must be disconnected during bunker delivery at any type of cargo operation.

6.10 Slops and ballast reception facilities
Disposal of slop or other hazardous waste can be arranged on request to Port of Aalborg, port control and operation. Cargo hose must be disconnected during slop delivery at any type of cargo operation.

6.11 Oil spill response
No oil or mixture containing shall be discharged or allowed to escape from the vessel whilst at the terminal. The engine room bilge overboard valve should be closed and locked whilst the vessel is alongside. It is important that the water around the vessel is kept under surveillance as a check against the inadvertent escape of oil. Any oil spill must be reported immediately to the terminal and the Port of Aalborg (VHF ch 16 and working ch 12)

7. Safety requirements

7.1 Smoking
Smoking is strictly prohibited in the berth area and on board ships alongside the terminal except on the designated smoking areas specifically by the master and terminal representative as “Smoking areas”. Notices identifying designated smoking areas must be conspicuously placed.
7.2 Use of matches and lighters
Under no circumstances are members of the ship’s crew or terminal staff allowed to carry matches, lighters inflammable liquid or any similar sources of ignition while at the terminal.

7.3 Clothing and footwear
Clothing and footwear should be in accordance with ISGOTT chapter 3.3.7 and 3.3.8.

7.4 Drug and alcohol policy
Master are advised that operations will cease if it is considered that the actions of a person or persons involved in operations are not under proper control as a result of use of alcohol/drugs and/or fatigue. Operation will not resume until the matter has been solved.

7.5 Potable electric equipment
Only intrinsically safe rated electrical equipment may be used on the terminal or within the hazardous zone of the ship.
Portable electrical equipment including computers, mobile phones and cameras if not certified intrinsically safe must be switched off and may only be used within permanent buildings or areas designated by the ship’s master.

7.6 Adverse weather
In the event that the ship has to stay within the port during adverse weather, consultation between master, the port of Aalborg and the terminal representative of appropriate corrective actions has to be taken.

7.7 Still air conditions
If there is little air movement, gas may persist on deck in heavy concentrations on ships that are loading volatile products or ballasting tanks that have previously contained volatile products. Consideration should be given to stop operations while these conditions persist.

8. Applicable terminal regulations

8.1 Ullaging and sampling
Wherever possible, the ullaging and sampling of ships tanks should be achieved by the use of closed sampling equipment. Under no circumstances is shore personal to open any tank or vapor lock without approval from the ship’s duty officer.
When it is not possible to undertake closed gauging and/or sampling operations, open gauging systems will need to be employed and the precautions detailed in ISGOTT must be adhered to.
8.2 Closed operations
The loading, discharging and/or ballasting ship’s cargo tanks must be conducted under closed conditions. The use of manual gauging/sampling of cargo tanks via sighting, ullage ports or similar openings is not permitted.

8.3 Inert gas
If a ship is fitted with an inert gas system, then this system must be fully operational and used at all times. In the event that the ship’s inert gas system is not functioning, or not functioning as required, cargo operations must be ceased immediately and may not resume until the system is repaired or written permission is given from the ship’s owners and the terminal.

8.4 State of readiness of main engines
The main engines and other essential machinery must be maintained in a state of readiness for vacating the berth at short notice.

8.6 Hot work
No task identified as hot work according to ISGOTT is permitted onboard ships alongside the terminal.

8.7 Tank cleaning, purging and gas freeing
Tank cleaning, gas freeing or purging operations are not permitted onboard any ships while alongside the terminal, except for vessels carrying vegetable oils.

8.8 Enclosed space entry
No entry into any enclosed space as per ISGOTT definition is allowed on the ship alongside the terminal.

8.9 Cargo tank high level alarms
Every vessel involved in cargo operations alongside the terminal should have operational cargo tank high level alarms fitted that are independent from the main gauging system. Alarms should be tested prior to operation, and be operational both during loading and discharging operations.

8.10 Ventilation of cargo tanks
Ventilation of cargo tanks is prohibited while alongside the terminal.
9. Fire precautions

9.1 Maintaining the fire watch
The fire watch must be maintained at the following occasions:

- While the vessel is discharging/loading volatile cargoes with a flashpoint below 50 deg. C.
- The vessel has finished cargo operations and has to bunker or deliver slops, stores etc.
- The vessel has finished cargo operations and has to shift to another lay berth within the terminal.
- The vessel arrives at terminal prior to commence operations.
- The vessel remains at the terminal after cargo operations are completed.

The fire watch must ensure that at least two 12 kilo fire extinguishers are in place.

9.2 Berthing outside the terminal
Berthing outside the terminal is only allowed if the vessel is inerted.

9.3 Ships emergency fire control plans
A set of fire control plans should be permanently stored in a prominently marked weather tight enclosure outside the accommodation for the assistance of shore side firefighting personnel. A crew should also be included in this enclosure.

9.4 International shore connection
The connection must meet the standard requirements, and if not actually connected prior to commencement of operations, should be readily available for use in an emergency.

10. Alarm instructions

In case of fire on the ship:

- Activate the ship’s alarm system and notify terminal personnel, who will call for assistance from the fire brigade.
- Notify the port of Aalborg (VHF ch 16 and then working ch 12 or phone: 99301520 / 29207220)
- Prevent fire from spreading
- Stop operation and disconnect cargo hoses

In case of fire at the terminal:

- The terminal personnel will activate terminal emergency stop and call for assistance from the fire brigade.
- The ship must be notified immediately
- Notify the port of Aalborg (VHF ch 16 and then working ch 12 or phone: 99301520)
- Stop operation and disconnect cargo hoses
11. ISPS

11.1 General
The port of Aalborg has fully implemented the ISPS Code.

Name of Port: Port of Aalborg
Port ID: 10328
UN Locater code: DKAAL
Normal level of security: 1

The security facility for the oil terminal are as follows:
Oil terminal, approval code and IMO port facility number: DKAAL-0007
Communication regarding ISPS Code should be addressed to the PFSO at the Port of Aalborg:
Telephone +45 99301520 / 20207221, E-mail: trafik@aalborghavn.dk

12. Appendix:

Appendix 1: Contact list
Appendix 2: Pre arrival checklist
Appendix 3: Ship/shore safety checklist example
Appendix 4: Location of manifolds and mooring example
Appendix 5: Evacuation plan from each terminal
Appendix 6: EX zone on terminals with class 1 products (appendix not included - in preparation)
## Appendix 1 – Contact list

<table>
<thead>
<tr>
<th>Contact</th>
<th>Quay</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oil Storage Aps</td>
<td>4121</td>
<td>(+45) 22576433 / (+46) 31534500</td>
</tr>
<tr>
<td>Samtank</td>
<td>4122</td>
<td>(+45) 86136111 / 98135873</td>
</tr>
<tr>
<td>Port of Aalborg Tankstore (POAT)</td>
<td>4123</td>
<td>(+45) 86136111 / 98135873 / 29207221</td>
</tr>
<tr>
<td>JMO 2000</td>
<td>4124</td>
<td>(+45) 22576433 / 21781010</td>
</tr>
<tr>
<td>Circle K</td>
<td>4125</td>
<td>(+45) 21844946 / 21704691</td>
</tr>
<tr>
<td>Harbormaster port of Aalborg</td>
<td></td>
<td>(+45) 99301521 / 29207221</td>
</tr>
<tr>
<td>Environmental guard (Miljøvagten)</td>
<td></td>
<td>112</td>
</tr>
<tr>
<td>Ambulance</td>
<td></td>
<td>112</td>
</tr>
<tr>
<td>Fire brigade</td>
<td></td>
<td>112</td>
</tr>
<tr>
<td>Police (emergency)</td>
<td></td>
<td>112</td>
</tr>
<tr>
<td>Police (non emergency)</td>
<td></td>
<td>114</td>
</tr>
<tr>
<td>Doctor outside working hours</td>
<td></td>
<td>(+45) 70150300</td>
</tr>
<tr>
<td>SOK</td>
<td></td>
<td>(+45) 89433099</td>
</tr>
<tr>
<td>Port of Aalborg, 24 hours</td>
<td></td>
<td>(+45) 99301520 / 29207220 or VHF ch 16/12</td>
</tr>
<tr>
<td>Taxi</td>
<td></td>
<td>(+45) 98101010 / 70252525 / 86806060</td>
</tr>
</tbody>
</table>
### Appendix 2 - Pre arrival checklist

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Name and call sign of ship</td>
</tr>
<tr>
<td>B</td>
<td>Country of registration</td>
</tr>
<tr>
<td>C</td>
<td>Overall length, beam and draft on arrival</td>
</tr>
<tr>
<td>D</td>
<td>Estimated time of arrival in the port</td>
</tr>
<tr>
<td>E</td>
<td>Ships displacement on arrival and departure, if loaded, type of cargo and disposition</td>
</tr>
<tr>
<td>F</td>
<td>Maximum draft expected during and upon completion of cargo handling</td>
</tr>
<tr>
<td>G</td>
<td>Any defects of hull, machinery or equipment that could adversely affect safe operations or delay commencement of cargo handling</td>
</tr>
<tr>
<td>H</td>
<td>If fitted with an inert gas system, confirmation that the ship tanks are in an inert condition, and that the system is fully operational</td>
</tr>
<tr>
<td>I</td>
<td>Ship cargo hoses available for and pressure tested within the last 12 months</td>
</tr>
<tr>
<td>J</td>
<td>Dimension and number of hose length for the operation</td>
</tr>
<tr>
<td>K</td>
<td>Products to be handled at each manifold numbered from forward</td>
</tr>
<tr>
<td>L</td>
<td>Advance information on proposed cargo handling operation. Quantity, rate and sequence (for each grade)</td>
</tr>
<tr>
<td>M</td>
<td>Quantity and nature of slops and dirty ballast and any contamination by chemical additives</td>
</tr>
<tr>
<td>N</td>
<td>Present ship security level (ISPS) and vessel ISPS certificate number</td>
</tr>
<tr>
<td>O</td>
<td>On products likely to contain H2S, measured cargo tanks atmosphere in each tank</td>
</tr>
<tr>
<td>P</td>
<td>On heated cargoes, average temperature</td>
</tr>
</tbody>
</table>

The pre-arrival information should be submitted to the Port of Aalborg and to the terminal via the agent at least 24 hours prior to arrival or upon departure from the last port.
Appendix 3 – Ship/shore safety checklist example

Ship/shore safety check list

Ship’s Name: ____________________________________________

Berth: ____________________  Port: _______________________

Date of Arrival: _______________  Time of Arrival: _____________

INSTRUCTIONS FOR COMPLETION:

The safety of operations requires that all questions should be answered affirmatively by clearly ticking (v) the appropriate box. If an affirmative answer is not possible, the reason should be given and agreement reached upon appropriate precautions to be taken between the ship and the terminal. Where any question is considered to be not applicable, then a note to that effect should be inserted in the remarks column.

A box in the columns ‘ship’ and ‘terminal’ indicates that checks should be carried out by the party concerned.

The presence of the letters A, P or R in the column ‘code’ indicates the following:

A - any procedures and agreements should be in writing in the remarks column of this check list or other mutually acceptable form. In either case, the signature of both parties should be required.

P - in the case of a negative answer, the operation should not be carried out without the permission of the port authority.

R - indicates items to be re-checked at intervals not exceeding that agreed in the declaration.
<table>
<thead>
<tr>
<th>Bulk Liquid - General</th>
<th>Ship</th>
<th>Terminal</th>
<th>Code</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. There is safe access between the ship and shore</td>
<td></td>
<td></td>
<td>R</td>
<td></td>
</tr>
<tr>
<td>2. The ship is securely moored.</td>
<td></td>
<td></td>
<td>R</td>
<td></td>
</tr>
<tr>
<td>3. The agreed ship/shore communication system is operative.</td>
<td></td>
<td>A R</td>
<td>System: Backup System:</td>
<td></td>
</tr>
<tr>
<td>4. Emergency towing-off pennants are correctly rigged and positioned.</td>
<td></td>
<td></td>
<td>R</td>
<td></td>
</tr>
<tr>
<td>5. The ship’s fire hoses and fire-fighting equipment are positioned and ready for immediate use.</td>
<td></td>
<td></td>
<td>R</td>
<td></td>
</tr>
<tr>
<td>6. The terminal’s fire-fighting equipment is positioned and ready for immediate use.</td>
<td></td>
<td></td>
<td>R</td>
<td></td>
</tr>
<tr>
<td>7. The ship’s cargo and bunker hoses, pipelines and manifolds are in good condition, properly rigged and appropriate for the service intended.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. The terminals’s cargo and bunker hoses or arms are in good condition, properly rigged and appropriate for the service intended.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. The cargo transfer system is sufficiently isolated and drained to allow safe removal of blank flanges prior to connection.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Scuppers and save-alls on board are effectively plugged and drip trays are in position and empty.</td>
<td></td>
<td></td>
<td>R</td>
<td></td>
</tr>
<tr>
<td>11. Temporarily removed scupper plugs will be constantly monitored.</td>
<td></td>
<td></td>
<td>R</td>
<td></td>
</tr>
<tr>
<td>12. Shore spill containment and sumps are correctly managed.</td>
<td></td>
<td></td>
<td>R</td>
<td></td>
</tr>
<tr>
<td>13. The ship’s unused cargo and bunker connections are properly secured with blank flanges fully bolted.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. The terminal’s unused cargo and bunker connections are properly secured with blank flanges fully bolted.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
15. All cargo, ballast and bunker tank lids are closed.

16. Sea and overboard discharge valves, when not in use, are closed and visibly secured.

17. All external doors, ports and windows in the accommodation, stores and machinery spaces are closed. Engine room vents may be open.

18. The ship’s emergency fire control plans are located externally.

If the ship is fitted, or required to be fitted, with an inert gas system (IGS), the following points should be physically checked:

<table>
<thead>
<tr>
<th>Inert Gas System</th>
<th>Ship Terminal</th>
<th>Code</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>19. Fixed IGS pressure and oxygen content recorders are working.</td>
<td>P R</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20. All cargo tank atmospheres are at positive pressure with oxygen content of 8% or less by volume.</td>
<td>P R</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Part “B” – Bulk Liquid General – Verbal Verification

<table>
<thead>
<tr>
<th>Bulk Liquid - General</th>
<th>Ship</th>
<th>Terminal</th>
<th>Code</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>21. The ship is ready to move under its own power</td>
<td></td>
<td>P</td>
<td>R</td>
<td></td>
</tr>
<tr>
<td>22. There is an effective deck watch in attendance on board and adequate supervision of operations on the ship and in the terminal.</td>
<td></td>
<td></td>
<td></td>
<td>R</td>
</tr>
<tr>
<td>23. There are sufficient personnel on board and ashore to deal with an emergency.</td>
<td></td>
<td></td>
<td>R</td>
<td></td>
</tr>
<tr>
<td>24. The procedures for cargo, bunker and ballast handling have been agreed.</td>
<td></td>
<td>A</td>
<td>R</td>
<td></td>
</tr>
<tr>
<td>25. The emergency signal and shutdown procedure to be used by the ship and shore have been explained and understood.</td>
<td></td>
<td></td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>26. Material Safety Data Sheets (MSDS) for the cargo transfer have been exchanged where requested.</td>
<td></td>
<td>P</td>
<td>R</td>
<td></td>
</tr>
<tr>
<td>27. The hazards associated with toxic substances in the cargo being handled have been identified and understood.</td>
<td></td>
<td></td>
<td></td>
<td>H2S Content:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Benzene Content:</td>
</tr>
<tr>
<td>28. An International Shore Fire Connection has been provided.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>29. The agreed tank venting system will be used.</td>
<td></td>
<td>A</td>
<td>R</td>
<td>Method:</td>
</tr>
<tr>
<td>30. The requirements for closed operations have been agreed.</td>
<td></td>
<td></td>
<td>R</td>
<td></td>
</tr>
<tr>
<td>31. The operation of the P/V system has been verified.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>32. Where a vapour return line is connected, operating parameters have been agreed.</td>
<td></td>
<td>A</td>
<td>R</td>
<td></td>
</tr>
<tr>
<td>33. Independent high level alarms, if fitted, are operational and have been tested.</td>
<td></td>
<td>A</td>
<td>R</td>
<td></td>
</tr>
<tr>
<td>34. Adequate electrical insulating means are in place in the ship/shore connection.</td>
<td></td>
<td>A</td>
<td>R</td>
<td></td>
</tr>
<tr>
<td>35. Shore lines are fitted with a non-return valve, or procedures to avoid back filling have been fitted.</td>
<td></td>
<td>P</td>
<td>R</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td></td>
<td></td>
</tr>
<tr>
<td>21</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>23</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>26</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>27</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>28</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>29</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>31</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>32</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>33</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>34</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>35</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>36</td>
<td>Smoking rooms have been identified and smoking requirements are being observed.</td>
<td>A R</td>
<td></td>
<td></td>
</tr>
<tr>
<td>37</td>
<td>Naked light regulations are being observed.</td>
<td>A R</td>
<td></td>
<td></td>
</tr>
<tr>
<td>38</td>
<td>Ship/shore telephones, mobile phones and pager requirements are being observed.</td>
<td>A R</td>
<td></td>
<td></td>
</tr>
<tr>
<td>39</td>
<td>Hand torches (flashlights) are of an approved type.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>40</td>
<td>Fixed VHF/UHF transceivers and AIS equipment are on the correct power mode or switched off.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>41</td>
<td>Portable VHF/UHF transceivers are of an approved type.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>42</td>
<td>The ship’s main radio transmitter aerials are earthed and radars are switched off.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>43</td>
<td>Electric cables to portable electrical equipment within the hazardous area are disconnected from power.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>44</td>
<td>Window type air conditioning units are disconnected.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>45</td>
<td>Positive pressure is being maintained inside the accommodation, and air conditioning intakes, which may permit the entry of cargo vapours, are closed.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>46</td>
<td>Measures have been taken to ensure sufficient mechanical ventilation in the pumproom.</td>
<td>R</td>
<td></td>
<td></td>
</tr>
<tr>
<td>47</td>
<td>There is provision for an emergency escape.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>48</td>
<td>The maximum wind and swell criteria for operations have been agreed.</td>
<td>A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>49</td>
<td>Security protocols have been agreed between the Ship Security Officer and the Port Facility Security Officer, if appropriate.</td>
<td>A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50</td>
<td>Where appropriate, procedures have been agreed for receiving nitrogen supplied from shore, either for inerting or purging ship’s tanks, or for line clearing into the ship.</td>
<td>A P</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Nominated smoking rooms:**
If the ship is fitted or is required to be fitted, with an inert gas system (IGS) the following statements should be addressed:

<table>
<thead>
<tr>
<th>Inert Gas System</th>
<th>Ship</th>
<th>Terminal</th>
<th>Code</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>51</td>
<td>The IGS is fully operational and in good working order</td>
<td></td>
<td>P</td>
<td></td>
</tr>
<tr>
<td>52</td>
<td>Deck seals or equivalent, are in good working order</td>
<td></td>
<td>R</td>
<td></td>
</tr>
<tr>
<td>53</td>
<td>Liquid levels in pressure/vacuum breakers are correct</td>
<td></td>
<td>R</td>
<td></td>
</tr>
<tr>
<td>54</td>
<td>The fixed and portable oxygen analyzers have been calibrated and are working properly</td>
<td></td>
<td>R</td>
<td></td>
</tr>
<tr>
<td>55</td>
<td>All the individual tank IG valves (if fitted) are correct set and locked</td>
<td></td>
<td>R</td>
<td></td>
</tr>
<tr>
<td>56</td>
<td>All personnel in charge of cargo operations, are aware that, in the case of failure of the inert gas plant, discharge operations should cease and the terminal be advised</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If the ship is planning to tank clean alongside, the following statements should be addressed:

<table>
<thead>
<tr>
<th>Tank Cleaning</th>
<th>Ship</th>
<th>Terminal</th>
<th>Code</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>59</td>
<td>Tank cleaning operations are planned during the ship’s stay alongside the shore installation</td>
<td>Yes/No*</td>
<td>Yes/No*</td>
<td></td>
</tr>
<tr>
<td>60</td>
<td>If “yes”, the procedures and approvals for tank cleaning have been agreed</td>
<td>Yes/No*</td>
<td>Yes/No*</td>
<td></td>
</tr>
<tr>
<td>61</td>
<td>Permission has been granted for gas freeing operations</td>
<td>Yes/No*</td>
<td>Yes/No*</td>
<td></td>
</tr>
</tbody>
</table>

* Delete Yes or No as appropriate
DECLARATION

We the undersigned have checked, where appropriate jointly, the items on this check list and have satisfied ourselves that the entries we have made are correct to the best of our knowledge.

We have also made arrangements to carry out repetitive checks as necessary and agreed that those items with the letter ‘R’ in the column ‘code’ should be re-checked at intervals not exceeding _____ hours.

<table>
<thead>
<tr>
<th>For Ship:</th>
<th>Repetitive Checks:</th>
<th>For Terminal:</th>
<th>Repetitive Checks:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Time/initials</td>
<td></td>
<td>Time/initials</td>
</tr>
<tr>
<td>Name:</td>
<td></td>
<td>Name:</td>
<td></td>
</tr>
<tr>
<td>Position:</td>
<td></td>
<td>Position:</td>
<td></td>
</tr>
<tr>
<td>Signature:</td>
<td></td>
<td>Signature:</td>
<td></td>
</tr>
</tbody>
</table>

Date: _____ Time: _____
Appendix 7 – Evacuation plan for each quay / terminal

Quay 4124

Quay 4125
Appendix 5: Evacuation plan from each terminal
Quay 4121

Emergency exit:

Quay 4122

Emergency exit:
Quay 4123

Emergency exit:

Quay 4124

Emergency exit:
Quay 4125

Emergency exit:
Appendix 6: EX zone on terminals with class 1 products

Appendix in preparation!!!