



# **OPERATING INSTRUCTIONS**

## **GÄVLE ENERGY PORT**

### **SHIP - SHORE**



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# 1 General

## 1.1 General rules

These operating instructions have been approved by the Board of Port of Gävle AB and are applicable in conjunction with the provisions of the current Port Statutes and Port Regulations. The above documents can be downloaded from Port of Gävle AB's website [www.gavle-port.se](http://www.gavle-port.se). Additionally, the port operations are regulated by the directions and recommendations issued by the Swedish Petroleum and Biofuels Institute (SPBI), the Swedish Oil Ports Confederation (SOHF) and the latest edition of the "International Safety Guide for Oil Tankers and Terminals (ISGOTT)". Maritime security is regulated by the ISPS code.

## 1.2 Restricted areas

These regulations cover all operations within Gävle Energy Ports including Fredriksskans Quay 1 and Quay 27, as well as the pipeline system to the various oil depots, see Appendix 1.

## 1.3 Knowledge of the regulations

All those working in the restricted area are obliged to adhere to these regulations.

## 1.4 Risk management

Oil products and chemicals can produce gases that are hazardous from a fire and health perspective. Particular attention should therefore be paid to preventing damage to people, property and the environment.

Open fires and smoking are forbidden within the applicable area.

The carrying out of all hot work is strictly forbidden within the restricted area. Temporary exceptions to this prohibition can be granted to operators that have consulted with Gästrike Fire department or operators that have routines and procedures for granting of the exception approved by the Gästrike Fire department.

Within the EX-area, mobile phones, communications equipment, torches (flashlights) and other electric/electronic equipment must be EX-classified, otherwise all such equipment must be left outside the EX-classified area.

All those visiting the area must wear safety helmets, safety shoes and visibility clothes and other designated protective clothing. Eye protection and/or safety masks must be worn when so instructed by work managers. Life jackets are compulsory on the quays.

Vehicle traffic is regulated by general traffic rules, and there is a general speed limit of 30 km per hour within the port area. Flashing/rotating warning beacons must be used in working areas.

Use of drugs or alcohol will lead to immediate expulsion from the area, and a report will be filed with the appropriate authorities.

# 2 Ship/shore

## 2.1 Ship/Shore Safety Check-List

Port of Gävle AB's Ship/Shore Safety Check-list is available as Appendix 8.



## 3 Technical description of the quays

### 3.1 Quay 27

- Designated for offloading and loading of petrol, diesel, kerosene, Jet A1 and similar products.
- A total of four hydraulic-operated marine loading arms, two of 10" and two of 12", working space is described in Appendix 6.
- The marine loading arms are equipped with insulating flanges.
- There is no gas recovery connected to the quay.
- The quay is 80m long and the berthing deck is 2.9m above the average water level.
- The quay is equipped with four fenders.
- The bollards on the mainland are equipped with quick-release mechanisms.
- See Appendix 6 for further information.
- See Appendix 7 for information about products and manifolds at quay.

### 3.2 Quay 1

- Designated for offloading and loading of heavy oils, slurry, MTBE and liquid chemicals.
- The heavy fuel oil pipeline is served by a loading hose with an 8" coupling, 15 + 7m in length. The quay manifold is equipped with insulating flanges.
- There is no gas recovery connected to the quay.
- There is a small hydraulic crane on the quay. Working space – SWL: 1.8m – 3.87t to 12.2m – 0.32t.
- The quay is constructed from three monoliths connected by footbridges. Total length is 87m and 1.85m above the average water level.
- There are three fenders on the middle monolith and two fenders on each of the outer monoliths. The fenders are composed of 12 car tyres hanging horizontally on a steel beam and secured with a chain in the monoliths.
- See Appendix 6 for further information.
- See Appendix 7 for information about products and manifolds at quay.

## 4 Berthing

### 4.1 Approaching quay

Pilot/vessel shall establish contact with safety personnel on quay, before berthing. Contact should be taken by VHF channel 8 in good time before berthing quay 27.

### 4.2 Remaining at quay

Vessels that are not loading or discharging are not permitted to remain at berth in the Energy port's quays without the permission of Port of Gävle.

### 4.3 Mooring line materials

Tank ships may only be moored using rope lines or wire with sabs.

### 4.4 Alongside berthing

Berthing of vessels and other floating craft alongside another ship may only take place with the permission of Port of Gävle.



#### **4.5 Berthing routines**

Recommendations issued by “Oil Companies International Marine Forum (OCIMF)” published in “Mooring Equipment Guidelines” must be followed to the extent possible.

Quay 1	Appendix 4
Quay 27 LOA 80-130m	Appendix 5:1
Quay 27 LOA 130-180m	Appendix 5:2
Quay 27 LOA 180<	Appendix 5:3

#### **4.6 Authorized traffic**

Vessels and other floating craft are not permitted to access or berth in the Energy port without the permission of Port of Gävle. Gates to each quay 1 and quay 27 must be kept closed to prevent unauthorized traffic from coming out on the quay.

#### **4.7 Weather restrictions**

Max. wind speed allowed for loading/discharging: 22m/s.

At wind speeds of 25 m/s the marine loading arm must be drained and disconnected.

The above should be considered a recommendation only, and does not diminish the responsibility of the Ship’s master or Loading master. Port of Gävle may decide to make exceptions to these restrictions if such is deemed necessary based on the expected/prevailing weather conditions.

#### **4.8 Electric storms**

During impending thunderstorms, all handling of Class 1 products or other operations that generate flammable gases must be stopped. All tank openings and valves on-board must be closed including by-pass valves in the ventilation system. All valves connected to the marine loading arm and the shore manifolds must be closed.

## **5 Technical description of the pipelines**

### **5.1 From quay 27**

There are four separate pipelines going from the quay manifold and connecting to the different Terminals and caverns. Under normal circumstances, a max. pumping rate of 1800 m<sup>3</sup>/h and a max. pressure of 8 Bar is permitted at the quay manifold. The pipelines must be drained after each operation with the help of pumps located in the draining stations.

### **5.2 From quay 1**

Different pipelines of various diameters can be used for discharging depending on the product being discharged. The typical distance for pumping heavy fuel oil is approx. 1 km, and the diameter of that pipeline is between 300 – 350 mm. The pipelines must be blown empty after completion of the discharging using compressed air.

## **6 Emergency procedures**

### **6.1 Responsibility**

The on-board Loading Master and Ship’s Master must ensure that information about the procedures to be taken in case of accidents or incidents with hazardous goods is always immediately available within their respective areas of responsibility. This information must also include the “Emergency Procedures for Ships Carrying Dangerous Goods (EmS)” and “Medical First Aid Guide (MFAG)” and/or other similar information.



## 6.2 Alarm facilities

All relevant personnel, both on-board and on land, must familiarise themselves with where the nearest alarm facilities are situated and how they should be used, before load handling commences. This includes the alarm to Gästrike Fire department. See Appendix 2 for the complete list of alarms.

The emergency stop function, both on-board and on land, must be familiar to both on-board and on land personnel.

# 7 General rules for tanker vessels at quay

## 7.1 Warning signals

During daylight tank ships should raise the warning flag B, and during darkness they should show a red warning light situated in the signalling mast.

## 7.2 Spark extinguishers

Vessels and craft that call at the Energy port must be equipped with effective spark extinguishers in the chimney and exhaust pipes.

## 7.3 Fire safety

The vessel's fire safety and emergency spill equipment must be kept in full working order.

## 7.4 Watchmen on deck

There must always be a competent watchmen on the deck of all vessels in the Energy Port. If the watchmen is not part of the vessel crew, he/she must first be approved by Port of Gävle.

The watchmen must:

- Be very familiar with **Sections 7 and 8** of the operation instructions and have good knowledge of existing safety equipment on the quay.
- Be available on deck so that the gangway and moorings can be adjusted.
- Check that there is no oil spillage from the vessel.
- Check visitors in accordance with the ISPS code.
- Monitor that the smoking ban is complied with.
- Assist the vessel's crew in monitoring that both the vessel's and the port's safety regulations are complied with, and pay close attention to operations in the vicinity of the ship.
- Cooperate with the shore personnel so that nothing compromises safe load management.
- Notify the vessel's crew and/or Loading master of any incidents that may incur danger.
- Remove any persons who are under the influence of alcohol. If the person is an employee of the vessel, they should be kept on-board under surveillance of crew security.

## 7.5 Smoking

Smoking is strictly forbidden on all open decks on the vessel. Smoking is only permitted in spaces designated by the Ship's master. Notices informing that smoking is not permitted must be placed in highly visible spaces.

## 7.6 Open fire – hot work on-board

Open fires or hot work, such as welding, are not permitted on-board. Flames in the designated smoking area are exempt from this rule.





### **7.7 Repair work**

Repair work on-board (testing of radio transmitters and other electronic transmission equipment is considered repair work) should not be carried out without permission from Port of Gävle. Minor reparations requiring only hand-held tools can be exempt from this rule provided that:

- No open flames are generated.
- The ability of the vessel to move by itself is not compromised.

### **7.8 Application**

Paragraphs **8.2** to **8.5** are also applicable to vessels not carrying hazardous cargo, but which are located less than 25 metres from vessels with hazardous cargo on-board.

### **7.9 Sparks**

If sparks are observed coming from the vessel's chimney, immediate action must be taken to stop this occurring.

### **7.10 Tank hatches and sounding hatches**

All openings on-board must be closed unless controlled sampling or ullage measuring is in process.

### **7.11 Inert gas facility**

Recommendations in the latest edition of the ISGOTT must be followed regarding usage of the inert gas facility in the Energy port.

- Inert gas is defined as gas or gaseous mixtures that cannot sustain combustion or that contain less than 5% oxygen.
- An inert gas protected space is defined as a space where the level of oxygen after inerting does exceed 8 per cent volume.

### **7.12 Loading, discharging, bunkering and de-ballasting**

Regulations regarding loading/discharging/bunkering/de-ballasting are detailed in **Section 10**. A permit is required from Port of Gävle for loading or discharging of cargo/supplies/reserve parts in the Energy port.

### **7.13 Measures to prevent pollution of land and water areas**

It is strictly prohibited to release harmful substances or otherwise pollute Swedish land and water territory with rubbish, etc. There are places in the Energy port where a limited amount of ship-generated ballast water/sludge and other harmful substances and waste can be received.

### **7.14 Safety facilities on land**

The Ship's master and other on-board crew members are obliged to acquaint themselves with the safety facilities on land. Knowledge must include:

- Location of fire extinguishing equipment, ship/shore connections and sanitation equipment for oil spillage.
- Location of telephones and alarm boxes to alert the Fire department.

### **7.15 Photography and filming**

Photographing and filming is prohibited within Port of Gävle (including Gävle Energy port). For questions concerning permission to take photos or to film contact Port of Gävle's Port traffic office – for contact details see Appendix 6.

### **7.16 Inspection**

Port of Gävle and the Fire department have the right to inspect vessels in relation to applicable regulations. The Ship's master is obliged to implement corrections based on the inspector's findings and must assist in facilitating the inspector's work.



## 8 General rules in the Energy port

### 8.1 Smoking and open fires

Smoking is forbidden in the restricted areas, both indoors and outside and in vehicles. The Terminal manager may permit smoking in areas specifically approved by the Fire department.

### 8.2 Hot work, safety distance

Hot work may only take place during discharging and loading of oil tankers if the following criteria are fulfilled:

- A valid permit for hot work has been granted by the Fire department and/or Terminal manager
- Those performing the hot work hold a valid certificate for such work.
- The safety distance between the hot work and the pipeline is at least:
  - 25 m for discharging/loading of Class 1 products.
  - 15 m for discharging/loading of Class 2 products.
  - 10 m for discharging/loading of Class 3 and other products.

Exceptions from these distances require additional risk assessments and analyzes as well as extra measures taken.

### 8.3 Vehicular traffic

All vehicular traffic and usage of ignition motors is forbidden on the oil quay during discharging/loading of Class 1 and 2 products.

Tractors and other work vehicles must not be used under the pipeline when class 1 products are being discharged or loaded. Vehicle passage is permitted only on the local road network.

### 8.4 Electric equipment

Electric equipment must be used in accordance with safety regulations issued by the electricity safety authority. Electric equipment may only be plugged in at approved plug socket points.

### 8.5 Repair work, safety distance

Minor repair work performed with non spark-producing tools is permitted during vessel discharging/loading. The minimum safety distances to the pipelines, provided in **paragraph 8.2**, may in some cases be reduced by Port of Gävle, after consultation with the Loading master.

### 8.6 Fire safety

The manager of the terminal must ensure that the fire extinguishing equipment of the facility is maintained in good working order.

### 8.7 Spillage and leakage

- In places where spillage and leakages may occur (at valves, taps, etc) and where there is no permanent facility for catching spilled liquids, a spill container must be used.
- All collection containers used for handling Class 1 and Class 2 products must be grounded.
- Valves, taps, air holes and such equipment for tapping, testing, water draining or similar must be kept locked or sealed if there is a risk for unauthorised tampering.

### 8.8 Entry to the Energy Port

Only authorised persons with a valid pass are permitted within the area.

Temporary visitors/changes in crew must be notified to the Port of Gävle.

The on-duty security guard on the quay monitors this in consultation with the Loading master.

### 8.9 Life jacket

Life jackets must be worn at all times on quays 1 and 27.



## 9 Loading/discharging of petroleum products and liquid chemicals

### 9.1 Cargo handling

Loading and discharging of tankers must always take place in accordance with ISGOTT issued recommendations and the applicable Energy port rules. **See Chapter 1.**

### 9.2 Loading hoses

Only approved hoses tested during the last year are permitted to be used.

### 9.3 Heavy fuel oil pipeline, quay 1

At temperatures of less than +5°C, “free flow” in the pipes must be verified by blowing air through the pipes before commencement of loading/discharging. During pumping, the temperature of the product must not exceed 70°C, and the temperature must always be maintained at more than 20°C above the pour point. The minimum discharging/loading rate is 200m<sup>3</sup>/h.

Maximum stoppage time is 30 minutes, thereafter the product must be cleared out of the pipe by compressed air to avoid the risk of blockages in the pipeline (temperature dependant).

### 9.4 Quay personnel

The Loading master in charge as well and the security and pipeline guards must be present at all times during discharging/loading of tankers and draining of the pipe.

The security guard must always be present at the quay when a vessel carrying class 1 products is moored, irrespective of whether the vessel is loading or not.

### 9.5 Emergency measures in case of fire, oil spillage or accident.

See Appendix 3.

### 9.6 Transfer pumping between depots

Any transfer of products between terminals within the Energy port must be notified to Port of Gävle. Notification should be made in good time, however at least 24 hours before the operation is due to start. The form available on Port of Gävle’s website must be completed and sent to Port of Gävle for approval, which then provides feedback for confirmation. The pipeline can only be considered as booked for the transfer pumping procedure once the responsible terminal has received a confirmation from Port of Gävle. The receiving terminal is the responsible terminal. Discharging and loading always take priority over transfer pumping between the terminal.

## 10 Bunkering

### 10.1 Regulations

Receiving of bunkers must always take place in accordance with MARPOL’s rules and ISGOTT’s recommendations. An ISGOTT compliant checklist must be completed and followed.

### 10.2 Bunkering manager

The Ship’s master of the receiving vessel must notify Port of Gävle of the name of the crew command responsible for the bunkering, prior to commencement.



### 10.3 Method of delivery

Bunkers are usually only delivered by tanker lorry.

- On quay 27 the vehicle can be parked on the oil quay near the side of the vessel.
- On quay 1 the maximum axle load is 3 tonnes and here it is necessary to use a hose from land side to the vessel.

### 10.4 Pre-notification, restrictions

In addition to Port of Gävle, the Loading master and the security guard must also be notified of when the bunkering is planned to start. Bunkering may not occur at the same time as loading/discharging of Class 1 and Class 2 products.

## 11 Tanker cleaning

### 11.1 General

Cleaning of oil tankers is not usually permitted in the oil quays. In certain instances, Port of Gävle may occasionally allow such activity.

## 12 Summary

### 12.1 Class 1 products (Petrol)

A security guard must always be present, even if no loading operations are in process.

Sludge collection is only permitted before or after loading/discharging.

Bunkering is only permitted before or after loading/discharging.

Vehicular traffic is prohibited on the quays during loading/discharging.

### 12.2 Class 2 products (Jet A1, Kerosene)

A security guard must be present during loading/discharging.

Sludge collection is only permitted before or after loading/discharging.

Bunkering is only permitted before or after loading/discharging.

Vehicular traffic is prohibited on the quays during loading/discharging.

### 12.3 Class 3 and Other products (EO 1-5, Diesel, Biofuels)

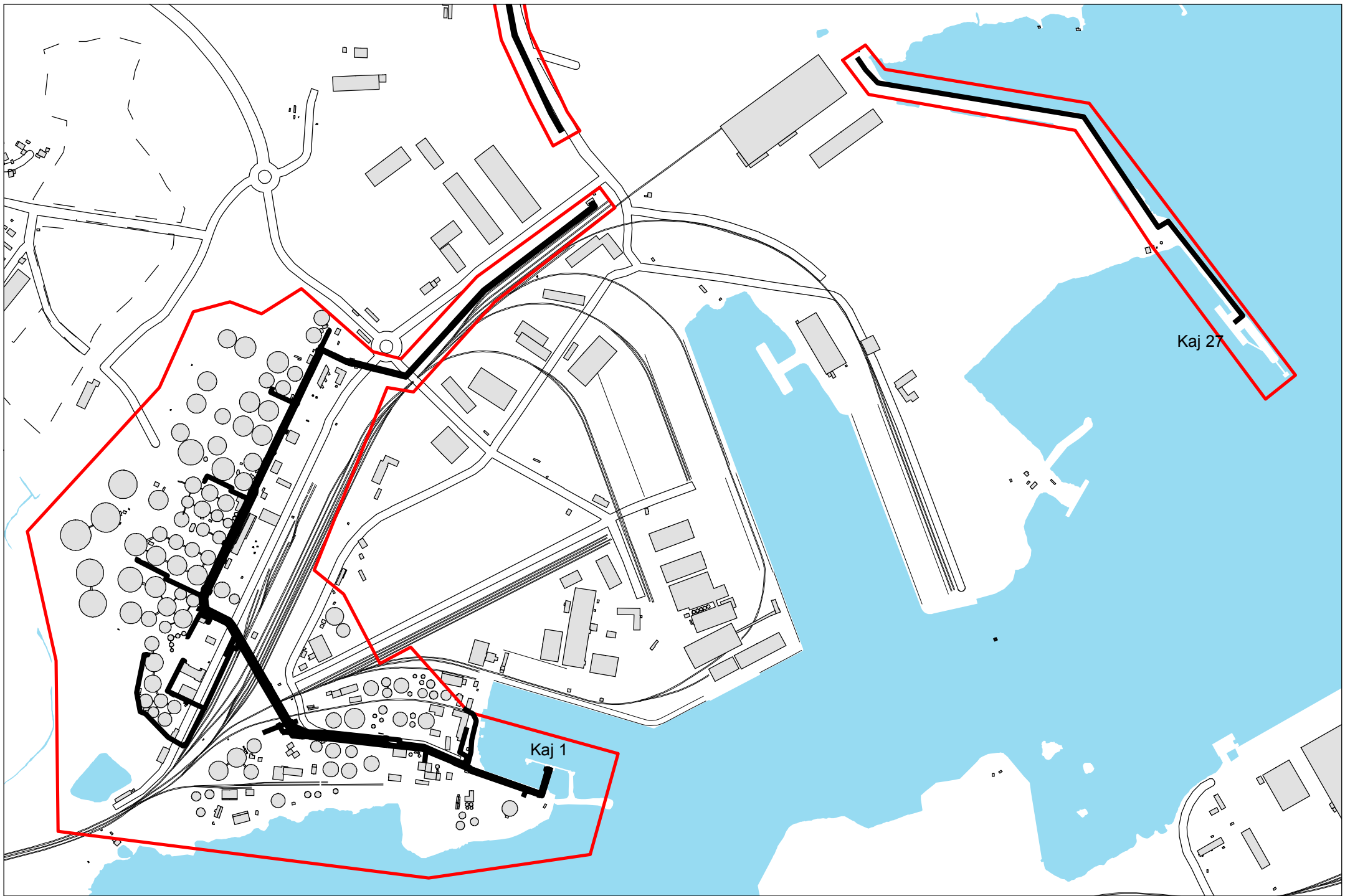
A security guard must be present for loading/discharging.

Sludge collection is permitted during loading/discharging.

Bunkering is permitted during loading/discharging.

Vehicular traffic is permitted on the quays.

**NOTE: All activities on the oil quays must take place in consultation with the Loading master.**



Bilaga 1



## **List of emergency contacts**

<b>Contacts in case of emergency</b>	
Fire department (SOS)	112
Port traffic office (for info. and activation of evacuation alarm)	026-17 88 66
Terminal manager for responsible terminal	
Energy port emergency response services	070-414 05 99
Energy port operation manager	070-414 05 95
Standby officer in charge (TIB)	026-17 88 66
Spill response services	010-155 61 00

<b>Other contacts</b>	
Tug boats VHF Ch 16/13/8	026-17 88 38
Swedish Maritime Administration (Regional office)	010-478 56 10
Swedish Maritime Administration (Pilot services Gävle)	0771-630 610
Coast guard	0776-70 70 00
Environment, health and safety authorities	026-17 80 00



## Emergency procedures in case of product spills and fire

### Spillage of class 1 products

#### Security guard:

- Activate the fire extinguishing equipment/fire alarm  
**(RED BUTTON)**
- Alert the vessel/Loading manager and 112.
- Halt any loading / discharging.
- Extinguish the fire if possible, if not then try to prevent the fire spreading.
- Contain the fire by closing all product valves on the quay.
- Prepare to release lifting arms.
- Prepare the vessel for departure.

#### Loading master:

- Alert contacts on emergency contact list.

#### Pipeline guard:

- Contain the fire by closing all product valves in the depot and on the pipe.
- Assist the security guard.
- Guide Fire department from the entrance to the incident.

### Spillage of class 2b & 3

#### Security guard:

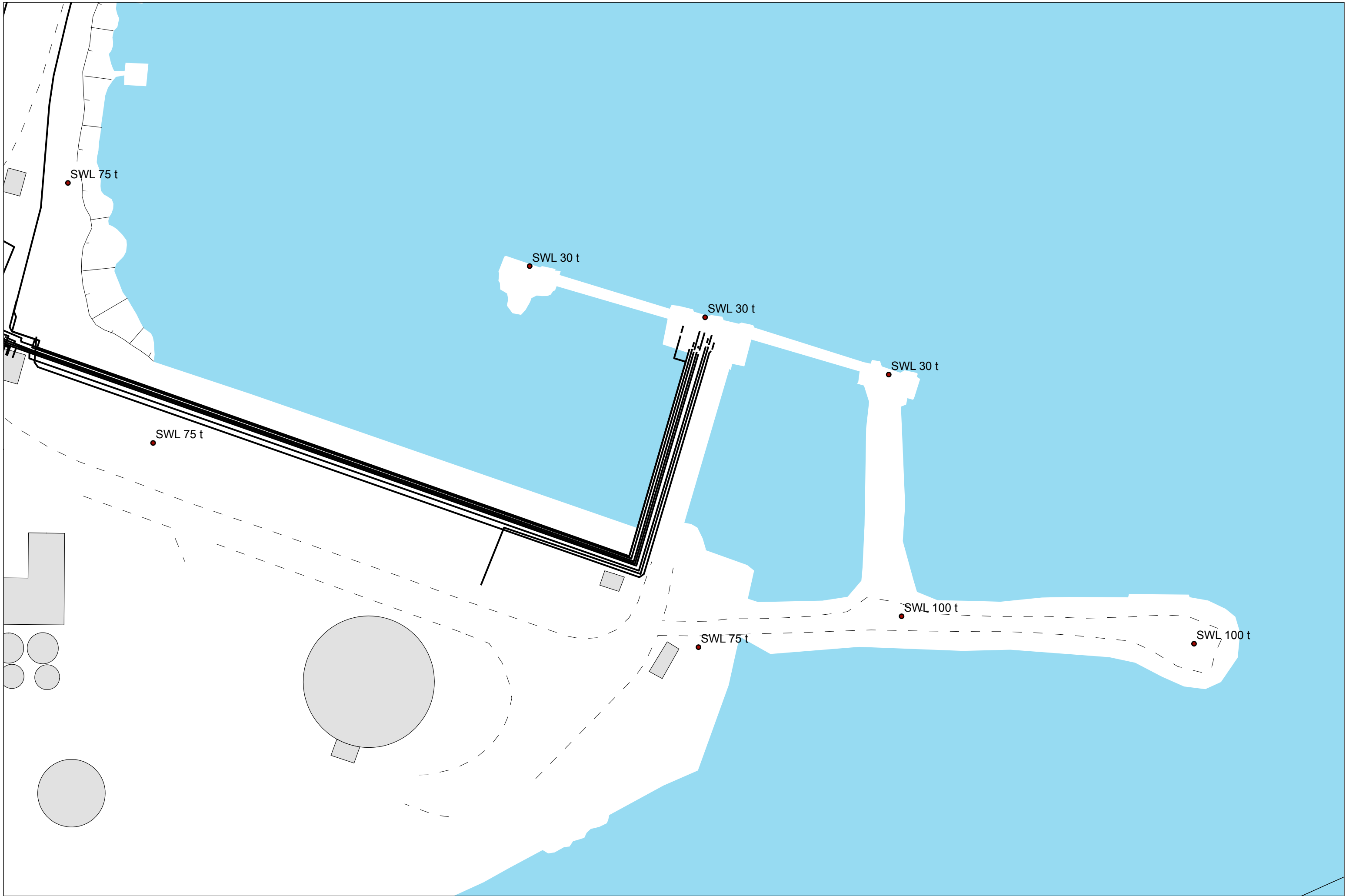
- Close down the drainage system from the quay  
**(YELLOW BUTTON)**
- Alert the ship/Loading master
- Halt any loading/discharging
- Contain the fire by closing all product valves on the quay.

#### Loading master:

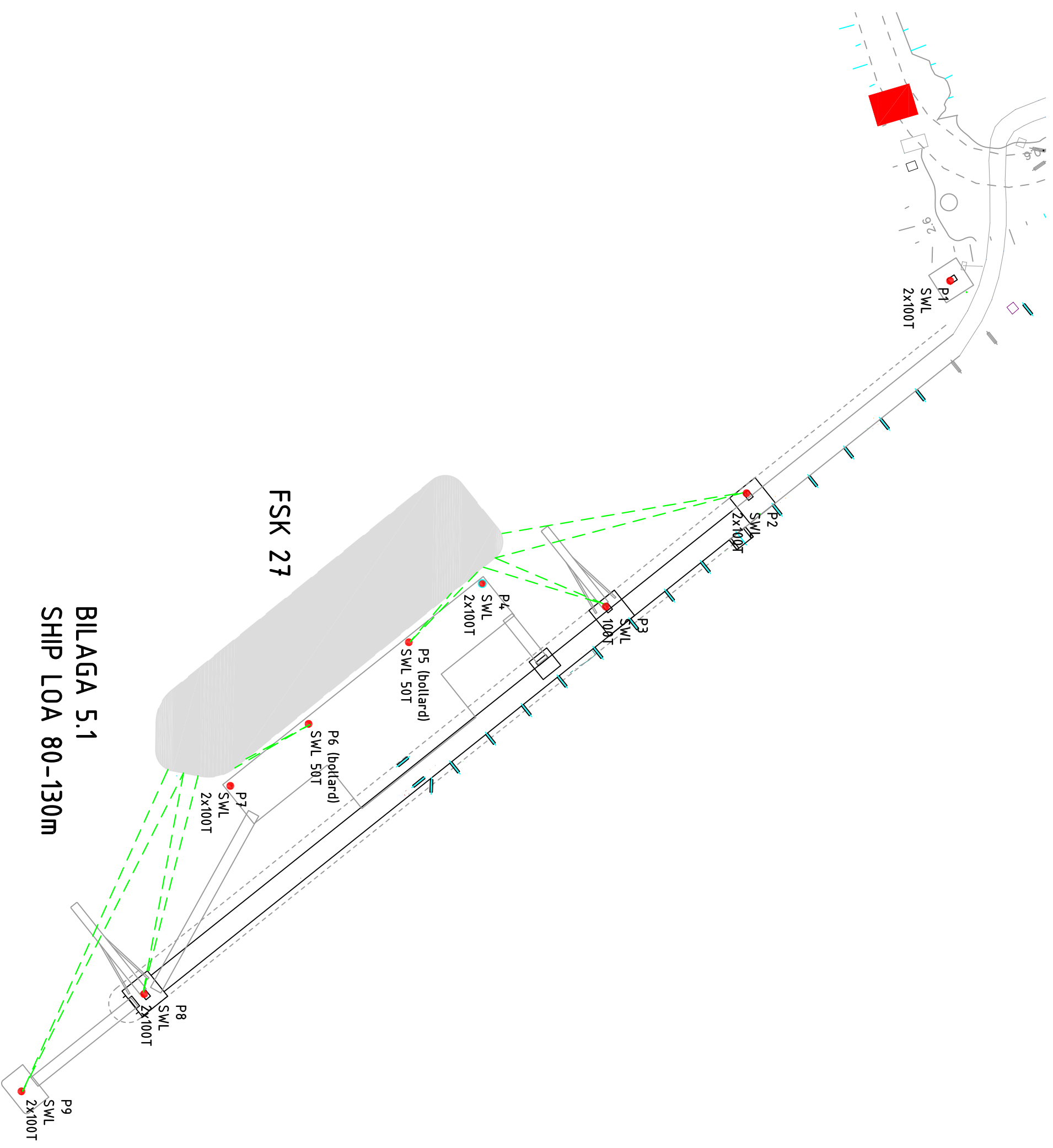
- Alert contacts on emergency contact list.

#### Pipeline guard:

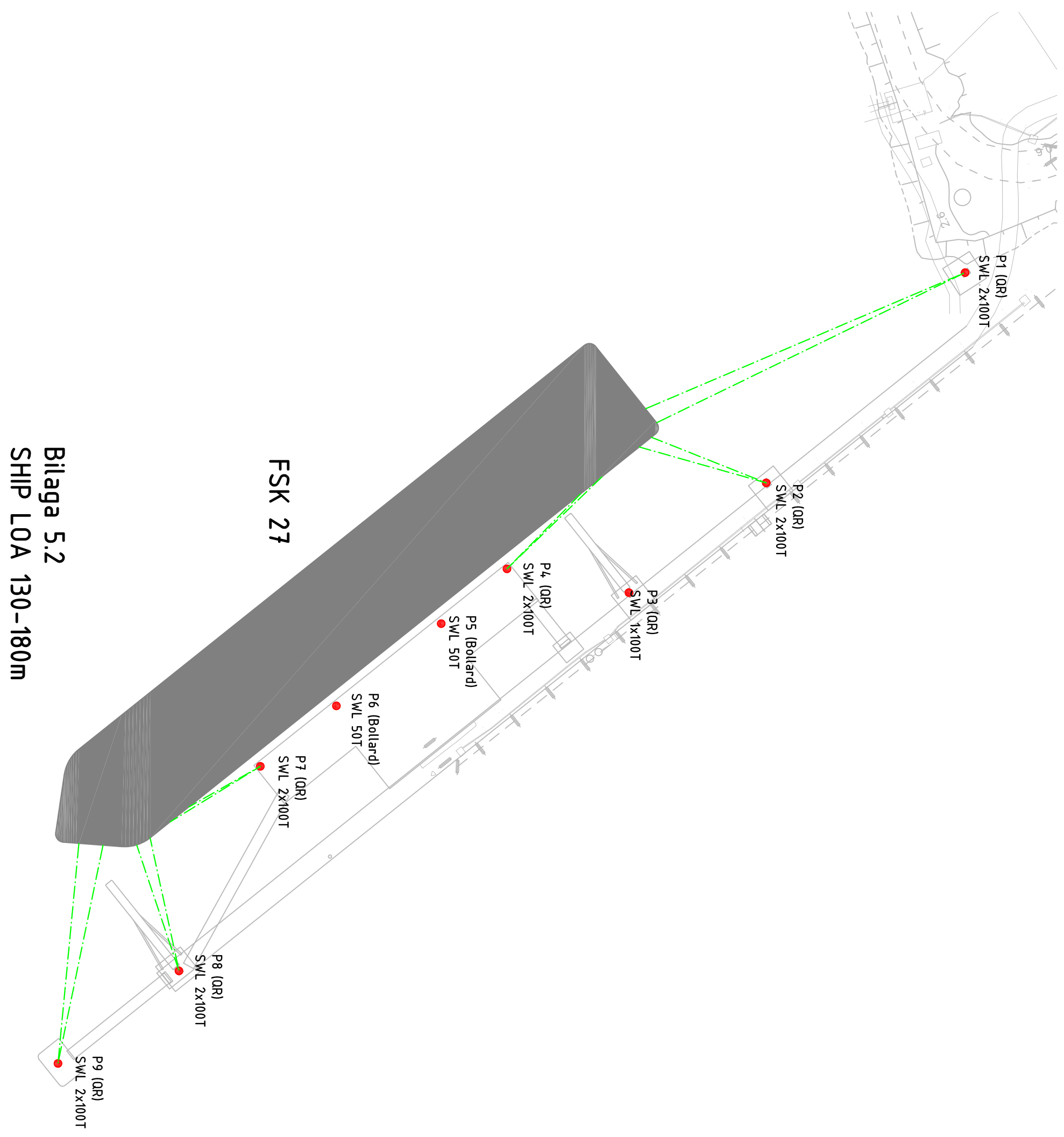
- Assist the security guard.
- Guide the emergency services from the entrance to the incident.





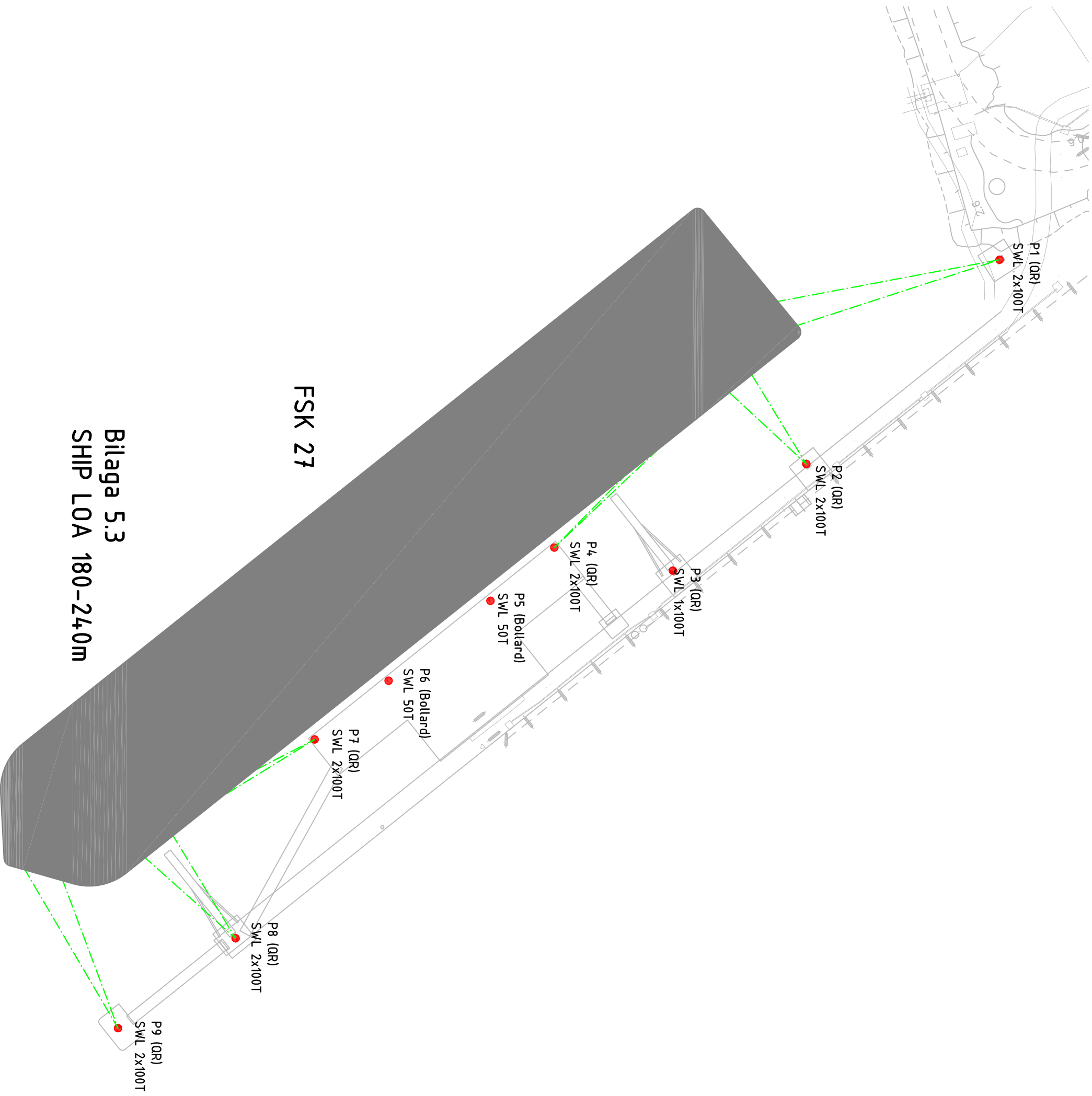


**BILAGA 5.1**  
**SHIP LOA 80-130m**



FSK 27

Bilaga 5.2  
SHIP LOA 130-180m



## BERTH QUESTIONNAIRE

Port Name: Port of Gävle (Gävle Hamn AB)  
 Date complete: 2015-10-15  
 Dates of revision: 2016-11-10, 2019-04-25

**Units used in following table:**  
 Meters (m)  
 Metric Tonnes (MT)

<b>General Information</b>	<b>Berth 27</b>	<b>Berth 1</b>	<b>Remarks</b>
Berth Operator	Gävle Hamn AB (Port of Gävle)	Gävle Hamn AB (Port of Gävle)	
Berth Position	60.695452 / 017.233708	60.6888 / 017.2123	
Berth Type	T jetty/Pier	T jetty	
Type of Bottom	Moraine	Moraine	
Dock Water Density	Brackish (1,003)	Brackish (1,003)	
Tidal	No	No	
IMO Port facility number:	SEGVX-0009	SEGVX-0010	
<b>Water Depth Approaches</b>	<b>Northern Fairway (Holmuddsrännan)</b>		<b>Remarks</b>
Water Depth in Approaches	13,4 m (RH2000)		Survey date 2014-06-14
<u>Minimum</u> Under Keel Clearance in Approaches	1,2 m		
<u>Maximum</u> Draught in Approaches	12,2 m		
Transit on Tide (High Water, Low Water, NA)	No		
<b>Water Depth Alongside</b>	<b>Berth 27</b>	<b>Berth 1</b>	<b>Remarks</b>
Water Depth Alongside Berth	13,4 (RH2000)	9,1 (RH2000)	
<u>Minimum</u> Under Keel Clearance Alongside Berth	1,2 m	0,5 m	
Absolute <u>Maximum</u> Draught Alongside	12,2 m	8,6 m	
Are Tides Used To Calculate Draught	No, no positive draught due to tide.	No, no positive draught due to tide.	
Date of Last Hydrographic Survey	2018 autumn	2018 autumn	



<b>Dimensions</b>	<b>Berth 27</b>	<b>Berth 1</b>	<b>Remarks</b>
Maximum Summer Deadweight	100 000 MT	30 000 MT	
Minimum Summer Deadweight	2 800 MT	2 000 MT	
Maximum Displacement	110 000 MT	35 000 MT	
Minimum Displacement	3 800 MT	2 800 MT	
Maximum Length Over All (LOA)	245 m	190 m	
Minimum Length Over All (LOA)	70 m	50 m	
Max Beam	42 m	28 m	
Minimum Total Parallel Body Length	30 m	20 m	
Minimum PBL Forward of Manifold	15 m	10 m	
Minimum PBL Aft of Manifold	15 m	10 m	
Maximum Bow to Manifold Distance	124 m	85 m	Starboard at berth (berth no 27)
Minimum Bow to Manifold Distance	30 m	25 m	
Maximum Stern to Manifold Distance	125 m	85 m	Starboard at berth (berth no 27)
Minimum Stern to Manifold Distance	30 m	25 m	
Maximum Manifold Height Above Water	16,8 m (10") at MW 19,0 m (12") at MW	13,0 m at MW	
Minimum Manifold Height Above Water	1,1 m (10") at MW 1,1 m (12") at MW	1,0 m at MW	
Maximum Air Draft	N/A	N/A	
Minimum Derrick / Crane SWL	N/A	1 x 1 MT	Min 5 m outreach from manifold landside

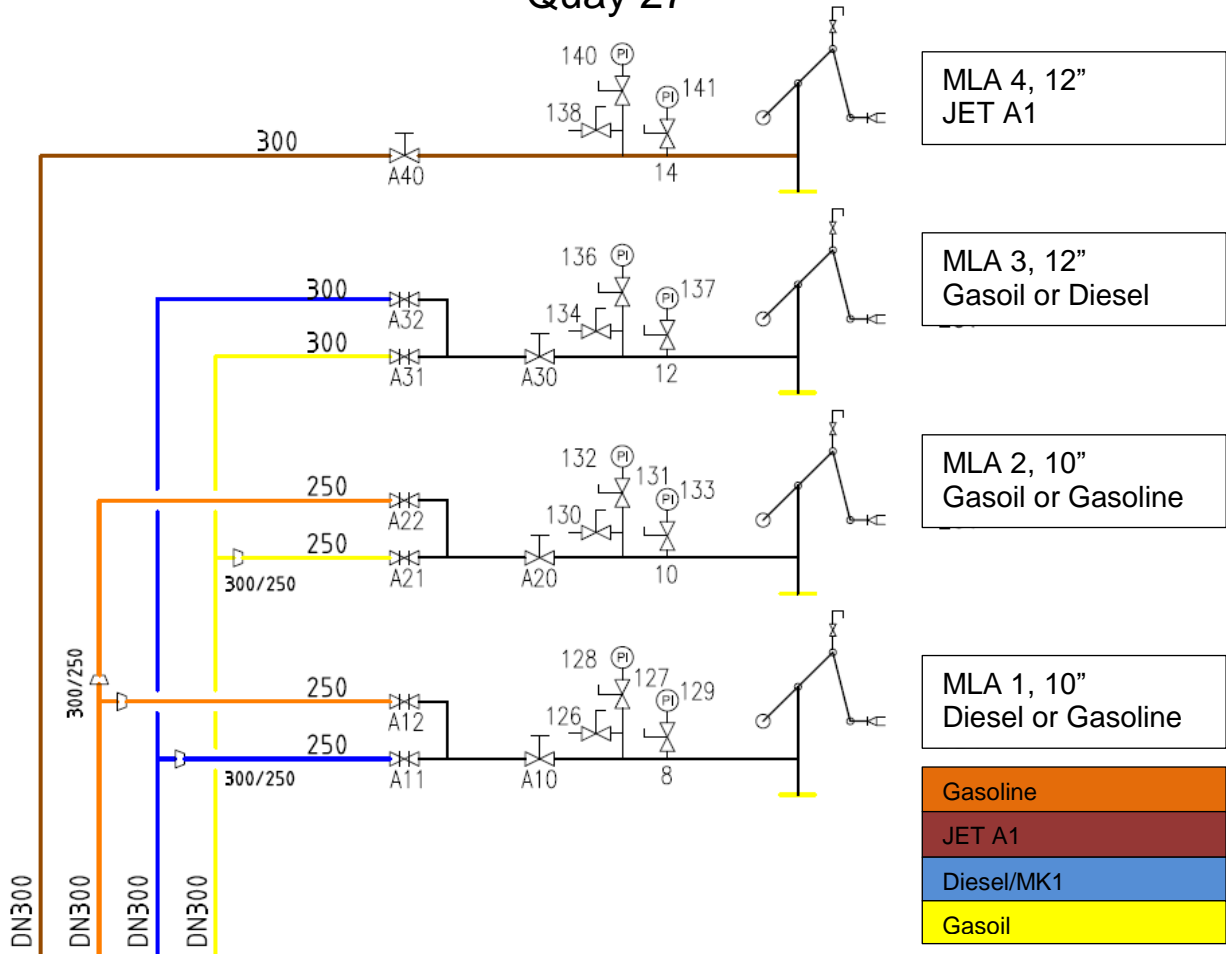
Extra Information and Facilities	Berth 27	Berth 1	Remarks
Minimum Mooring Arrangement	According to mooring plan	According to mooring plan	See Operating instructions
Manifold Normally Used	<180 m port >180 m starboard	Starboard	
Vapour Recovery System Fitted	No	No	
Number & Size of Cargo Arms / Hoses	Four MLA (two 10" and two 12")	Two 8" hoses (7 m + 15 m)	Hose is for heavy fuel oil at berth 1
Expected Load / Discharge Rate	500-1100 m <sup>3</sup> /h / 800-1800 m <sup>3</sup> /h	200-800 m <sup>3</sup> /h / 600-800 m <sup>3</sup> /h	
Ballast / Slop Reception Facilities Available	Yes	Yes	
Are Fuel Oil Bunkers Available	Yes (by truck)	Yes (by truck)	
Are Diesel Oil Bunkers Available	Yes (by truck)	Yes (by truck)	
Is Fresh Water Available	Yes (berth)	Yes (berth)	

Contacts Port of Gävle			
Title	Infrastructure Manager	Operations Manager Oil/Chemistry	PFSO
Name	Daniel Karlsson	Ingemar Johansson	Port traffic office
Telephone Number	+46 70 414 06 03	+46 70 414 05 95	+46 26 178866
E-mail address	daniel.karlsson@gavlehamn.se	ingemar.johansson@gavlehamn.se	trafik@gavlehamn.se
24/7	+46 26 178866 (incl. PFSO)		
Website (Port)	<a href="http://www.gavle-port.se">www.gavle-port.se</a>		

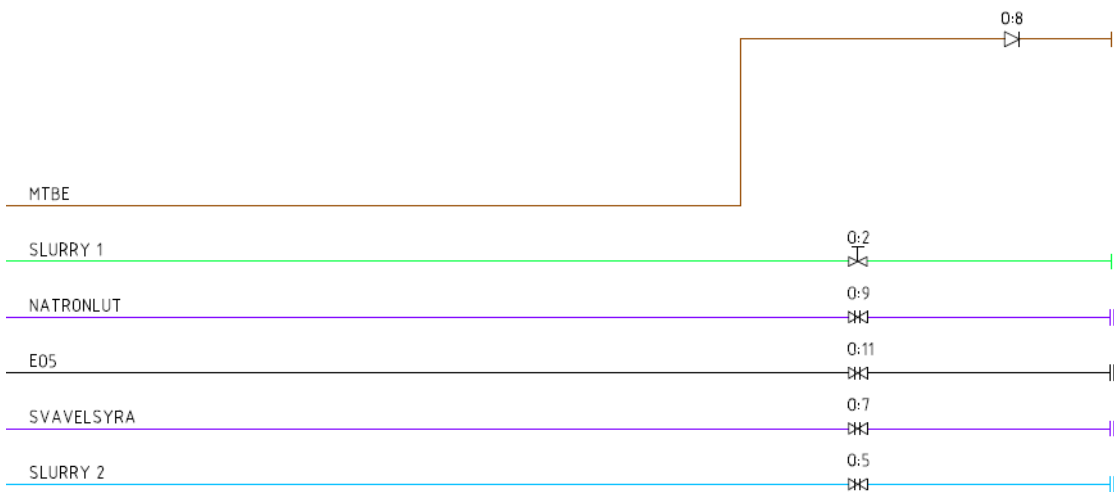


# Flowchart

## Quay 27



## Quay 1





Ship's name:	Berth:
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Date of Arrival:	Time of Arrival:
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Part 'A' – Bulk Liquid General – Physical Checks

Bulk Liquid – General	Ship	Terminal	Code	Remarks
1. There is safe access between the ship and shore.			R	
2. The ship is securely moored.			R	
3. The agreed ship/shore communication system is operative.			A    R	System: Backup System:
4. Emergency towing-off pennants are correctly rigged and positioned.	N/A	N/A		See ETOPS risk analysis 20140624.
5. The ship's fire hoses and fire-fighting equipment are positioned and ready for immediate use.			R	
6. The terminal's fire-fighting equipment is positioned and ready for immediate use.			R	
7. The ship's cargo and bunker hoses, pipelines and manifolds are in good condition, properly rigged and appropriate for the service intended.				
8. The terminal's cargo and bunker hoses or arms are in good condition, properly rigged and appropriate for the service intended.				
9. The cargo transfer system is sufficiently isolated and drained to allow safe removal of blank flanges prior to connection.				
10. Scuppers and save-alls on board are effectively plugged and drip trays are in position and empty.			R	
11. Temporarily removed scupper plugs will be constantly monitored.			R	
12. Shore spill containment and sumps are correctly managed.			R	
13. The ship's unused cargo and bunker connections are properly secured with blank flanges fully bolted.				
14. The terminal's unused cargo and bunker connections are properly secured with blank flanges fully bolted.				
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.			R	
18. The ship's emergency fire control plans are located externally.				Location:





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

Inert Gas System	Ship	Terminal	Code	Remarks
19. Fixed IGS pressure and oxygen content recorders are working.			R	
20. All cargo tank atmospheres are at positive pressure with oxygen content of 8% or less by volume.			P R	

**Part 'B' – Bulk Liquid General – Verbal Verification**

Bulk Liquid – General	Ship	Terminal	Code	Remarks
21. The ship is ready to move under its own power.			P R	
22. There is an effective deck watch in attendance on board and adequate supervision of operations on the ship and in the terminal.			R	
23. There are sufficient personnel on board and ashore to deal with an emergency.			R	
24. The procedures for cargo, bunker and ballast handling have been agreed.			A R	
25. The emergency signal and shutdown procedure to be used by the ship and shore have been explained and understood.			A	
26. Material Safety Data Sheets (MSDS) for the cargo transfer have been exchanged where requested.			P R	
27. The hazards associated with toxic substances in the cargo being handled have been identified and understood.				H2S Content: Benzene Content:
28. An International Shore Fire Connection has been provided.				
29. The agreed tank venting system will be used.			A R	Method:
30. The requirements for closed operations have been agreed.			R	
31. The operation of the P/V system has been verified.				
32. Where a vapour return line is connected, operating parameters have been agreed.			A R	
33. Independent high level alarms, if fitted, are operational and have been tested.			A R	
34. Adequate electrical insulating means are in place in the ship/shore connection.			A R	
35. Shore lines are fitted with a non-return valve, or procedures to avoid back filling have been discussed.			P R	
36. Smoking rooms have been identified and smoking requirements are being observed.			A R	Nominated smoking rooms:
37. Naked light regulations are being observed.			A R	



Bulk Liquid – General	Ship	Terminal	Code	Remarks
38. Ship/shore telephones, mobile phones and pager requirements are being observed.			A R	
39. Hand torches (flashlights) are of an approved type.				
40. Fixed VHF/UHF transceivers and AIS equipment are on the correct power mode or switched off.				
41. Portable VHF/UHF transceivers are of an approved type.				
42. The ship's main radio transmitter aerials are earthed and radars are switched off.				
43. Electric cables to portable electrical equipment within the hazardous area are disconnected from power.				
44. Window type air conditioning units are disconnected.				
45. Positive pressure is being maintained inside the accommodation, and air conditioning intakes, which may permit the entry of cargo vapours, are closed.				
46. Measures have been taken to ensure sufficient mechanical ventilation in the pumproom.			R	
47. There is provision for an emergency escape.				
48. The maximum wind and swell criteria for operations have been agreed.			A	Stop cargo at: Disconnect at: Unberth at:
49. Security protocols have been agreed between the Ship Security Officer and the Port Facility Security Officer, if appropriate.			A	
50. 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.			A P	

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

Inert Gas System	Ship	Terminal	Code	Remarks
51. The IGS is fully operational and in good working order.			R	
52. Deck seals, or equivalent, are in good working order.			R	
53. Liquid levels in pressure/vacuum breakers are correct.			R	
54. The fixed and portable oxygen analysers have been calibrated and are working properly.			R	
55. All the individual tank IG valves (if fitted) are correctly set and locked.			R	
56. 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.				



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

Tank Cleaning	Ship	Terminal	Code	Remarks
59. Tank cleaning operations are planned during the ship's stay alongside the shore installation.	Yes/No*	Yes/No*		
60. If 'yes', the procedures and approvals for tank cleaning have been agreed.				
61. Permission has been granted for gas freeing operations.	Yes/No*	Yes/No*		

\* Delete Yes or No as appropriate

Part 'C' – Bulk Liquid Chemicals – Verbal Verification

Bulk Liquid Chemicals	Ship	Terminal	Code	Remarks
1. Material Safety Data Sheets are available giving the necessary data for the safe handling of the cargo.				
2. A manufacturer's inhibition certificate, where applicable, has been provided.			P	
3. Sufficient protective clothing and equipment (including self-contained breathing apparatus) is ready for immediate use and is suitable for the product being handled.				
4. Countermeasures against accidental personal contact with the cargo have been agreed.				
5. The cargo handling rate is compatible with the automatic shutdown system, if in use.			A	
6. Cargo system gauges and alarms are correctly set and in good order.				
7. Portable vapour detection instruments are readily available for the products being handled.				
8. Information on fire-fighting media and procedures has been exchanged.				
9. Transfer hoses are of suitable material, resistant to the action of the products being handled.				
10. Cargo handling is being performed with the permanent installed pipeline system.			P	
11. 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.			A P	

Tank No 1  Tank No 5  Tank No 8

Tank No 2  Tank No 6  Tank No 9

Tank No 3  Tank No 7  Tank No 10

Tank No 4



**DECLARATION**

We, the undersigned, have checked the above items in Parts A and B, and where appropriate Part C or D, in accordance with the instructions, 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 code 'R' in the Check-List should be re-checked at intervals not exceeding 3 hours.

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

OPERATING INSTRUCTIONS FOR GÄVLE OIL TERMINALS AVAILABLE ON BOARD (download at [http://www.gavle-port.se/port\\_statutes\\_etc](http://www.gavle-port.se/port_statutes_etc))

Rev\_\_\_\_\_ Date\_\_\_\_\_

<b>For Ship</b>	<b>For Shore</b>
Name	Name
Rank	Position or Title
Signature	Signature
Date	Date
Time	Time

**Record of repetitive checks:**

Date:											
Time:											
Initials for Ship:											
Initials for Shore:											
Date:											
Time:											
Initials for Ship:											
Initials for Shore:											