Gävle Hamn AB

# 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 Statues and Port Regulations. The above documents can be downloaded from Port of Gävle AB's website https://gavlehamn.se/en/service-and-terminals/. Additionally, the port operations are regulated by the directions and recommendations issued by Drivkraft Sweden, the Swedish Energy Ports Forum (SEHF) 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

Petroleum 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.

## 1.5 Time Slot Gävle – Queueing system

The Time Slot Gävle queuing system is mandatory for all vessels calling at berth 27 in port of Gävle according to19§ of the Port Rules.

The queuing system is digital where the vessel applies for a time slot by a web form no earlier than 36 hours before arrival in the outer port area. The application can be submitted earlier than 36 hours before arrival in the outer port area, but only becomes active 36 hours before.

The vessel receives a suggested RTA (Recommended Time of Arrival) based on the vessel's stated ETA to the outer harbor area and any queue to the current berth.
The time slot is maintained for up to 3 hours of delay. The vessel must then remove the current time slot and apply again for a new time slot.

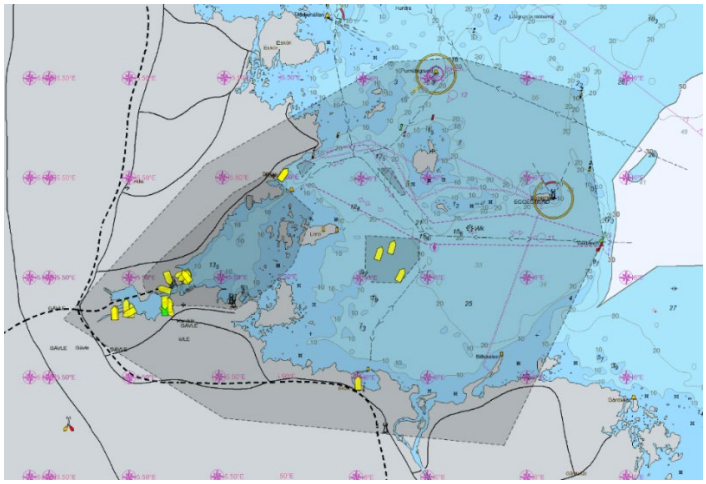
If there is a change in queue, vessels may receive a new RTA. This new RTA must always be confirmed by the vessel.

During the vessel's sea voyage, the berth laytime time specified in the application for a time slot must be immediately adjusted if it becomes known to the vessel that the estimated berth laytime has changed.

If there is an abnormal event or major delay, the Port Traffic Office in Gävle harbor must always be notified immediately by phone, +46 26 17 88 66.

Port of Gävle, Gävle Hamn AB, always has the right to change the current queuing order according to the Port Rules.

OUTER PORT AREA



ALONGSIDE THE BERTH
When the vessel is at the berth, the berth laytime by the link to the application for a time slot should not be updated.

When a vessel is at the berth, the terminal's representative, i.e. Loading master, in consultation with the vessel's master continuously throughout the port call, should update the vessel's ETD in the Port Activity App.

Minor time deviations during an update of the ETD do not have an immediate impact on vessels in the queue for quay 27, but give all port actors and arriving vessels clear information about when the current vessel at the quay plans to depart.

Current queue is available in the app Port Activity App™ under the tab "Queue" and on the website www.portactivity.se
More information on how to apply for a time slot is available at www.gavlehamn.se/en/traffic-information/

# 2 Ship/shore

## Ship/Shore Safety Check-List

**2.1** Port of Gävle AB's Ship/Shore Safety Check-list is available as Appendix 8.
Also follow link for editable PDF part 1-2: https://gavlehamn.se/en/service-and-terminals/
Also follow link for editable PDFpart 3-9: https://gavlehamn.se/en/service-and-terminals/

# 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.

## 4.9 Onshore power for oil tankers

Port of Gävle offers Onshore Power Supply (OPS) to tanker vessels according to the port rules 15§.

The vessel bears the full responsibility that it is fully compatible with the onshore power facility of Port of Gävle, technically as well as in terms for safety according to section the 4.10.

Notification to be able to use Onshore Power Supply shall be made according to section 15§ of the port rules. In addition, with each notification, the vessel shall also state the power in kVA that is desired the current vessel call.

Before the first connection to the OPS system, the vessel must obtain approval from Port of Gävle.

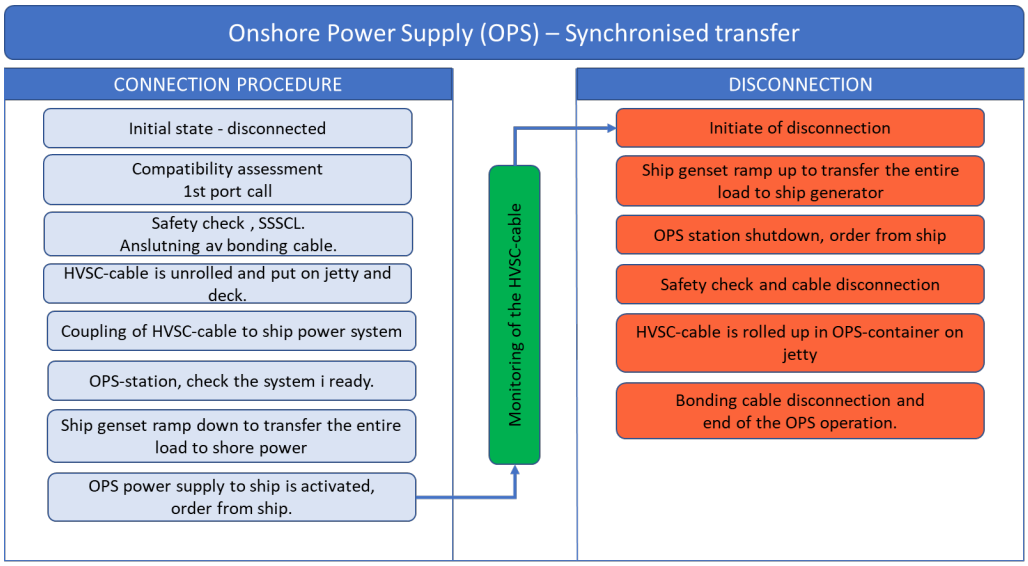
Berth 27 is EX-classified according to Swedish regulations, which means that the ship must ensure that the ship's equipment and procedures are in line with current ATEX regulations and EN IEC standards, i.e. EN 60079-10-1 and IEC 60092-502.

With a ship intending to connect to the port's OPS, it is of the utmost importance that the ship follows the port's routines when connecting and operating.

The SSSCL (Ship Shore Safety Check List) from Port of Gävle contains a couple of specific items regarding OPS which the vessel shall fill in before connecting to the OPS system. In addition, continuous monitoring of the OPS cable shall be done according to SSSCL part 8 and 9.

Information on routines can be downloaded from the port's website www.gavlehamn.se

Below is a schematic view of the OPS routine during connection and operation.




## 4.10 Technical requirements for oil tanker connecting to onshore power at berth 27

To be filled in and sent to Port of Gävle prior the first connection to the OPS-system.

Vessel name:…….. IMO No:……

| | | STATUS | REMARKS |
|---|---|---|---|
| 1. | The ship has a high voltage shore connection (HVSC) system according to the standard IEC/IEEE 80005-1 2019? | | |
| 2. | The ship can receive incoming voltage of 6 600 volt (6,6 kV) and with frequency of 50 Hz? Required kVA…… | | |
| 3. | The ships inlet contact for shore connection is of type Cavotecs PC6 with seven pilot contacts? | | |
| 4. | The ship has a connecting room that fulfil requirements for an explosive safe atmosphere where the power plug shall be connected? (IEC 60092-502) | | |
| 5. | The connecting room shall be equipped with safety circuit that are monitoring:<br>- a switch for closed door<br>- detector for oxygen level, $O_2$ < 5 %<br>- gas detector for explosive gases<br>- overpressure sensor | | |
| 6. | A fixed point at mid-ship to connect a bonding cable from the terminal.<br>A connector, ball bolt, according to standard SS-EN 61230 and picture blow. (Stud bolts (M12), washers, locking pins and stainless steel self-locking nuts.)<br>Ball bolt with maximum 35 mm gap. Ball bolt diameter of 25 mm.<br>  | | |

| | | | |
|---|---|---|---|
| 7. | The ship shall have a mechanical cable clamp on the ships railing to hold the cable, diameter Ø 66-69 mm. It shall have the function that does not allow the cable bending more than a radius of 660 mm. | | |
| 8. | An instruction onboard for placing, fixing och connecting the connecting cable on the ship, from railing to the connecting room. | | |
| 9. | A person onboard that has the responsible for the 6,6 kV shore connection onboard, the person is **Person-In-Charge PIC**. | | |
| 10. | The ship shall have a crane onboard to lift and place the connecting cable from the terminal to the connecting room. | | |
| 11. | The terminal owns the connecting cable and the ship crew has the fully responsibility to handle it correct so no damages will occur. | | |

# 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 m³/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 200m³/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. Follow the link https://map.gavlehamn.se/api/map/iframe, “report work in the port area”, to report pumping in the port area. 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 us 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 many 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 occasionaly 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.

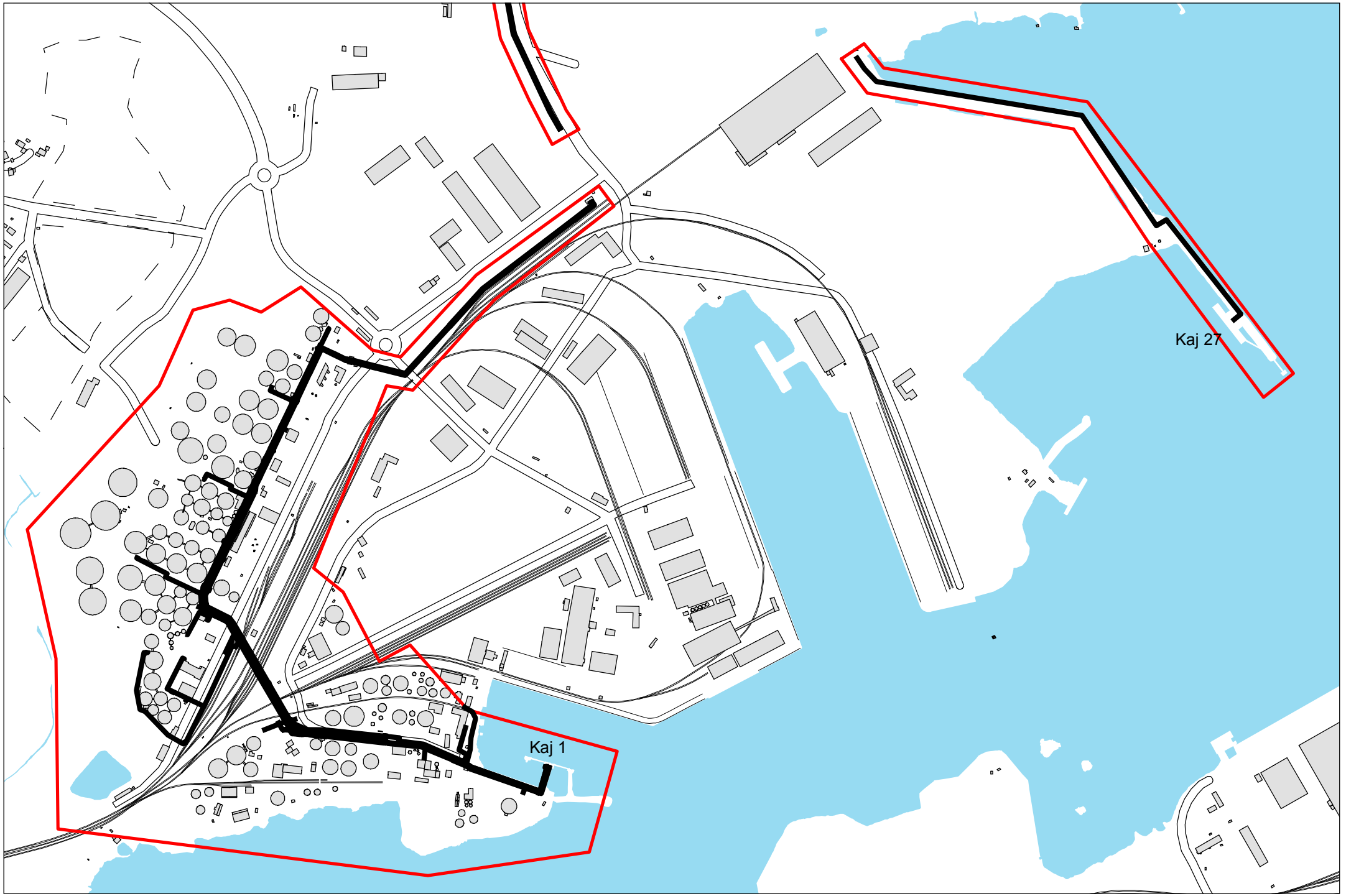
### 12.2 Class 2 products (Jet A1, Kerosene)

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

| Contacts in case of emergency | |
|---|---|
| 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 |

| Other contacts | |
|---|---|
| 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 |

Gävle Hamn AB

Appendix 3

# 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:**

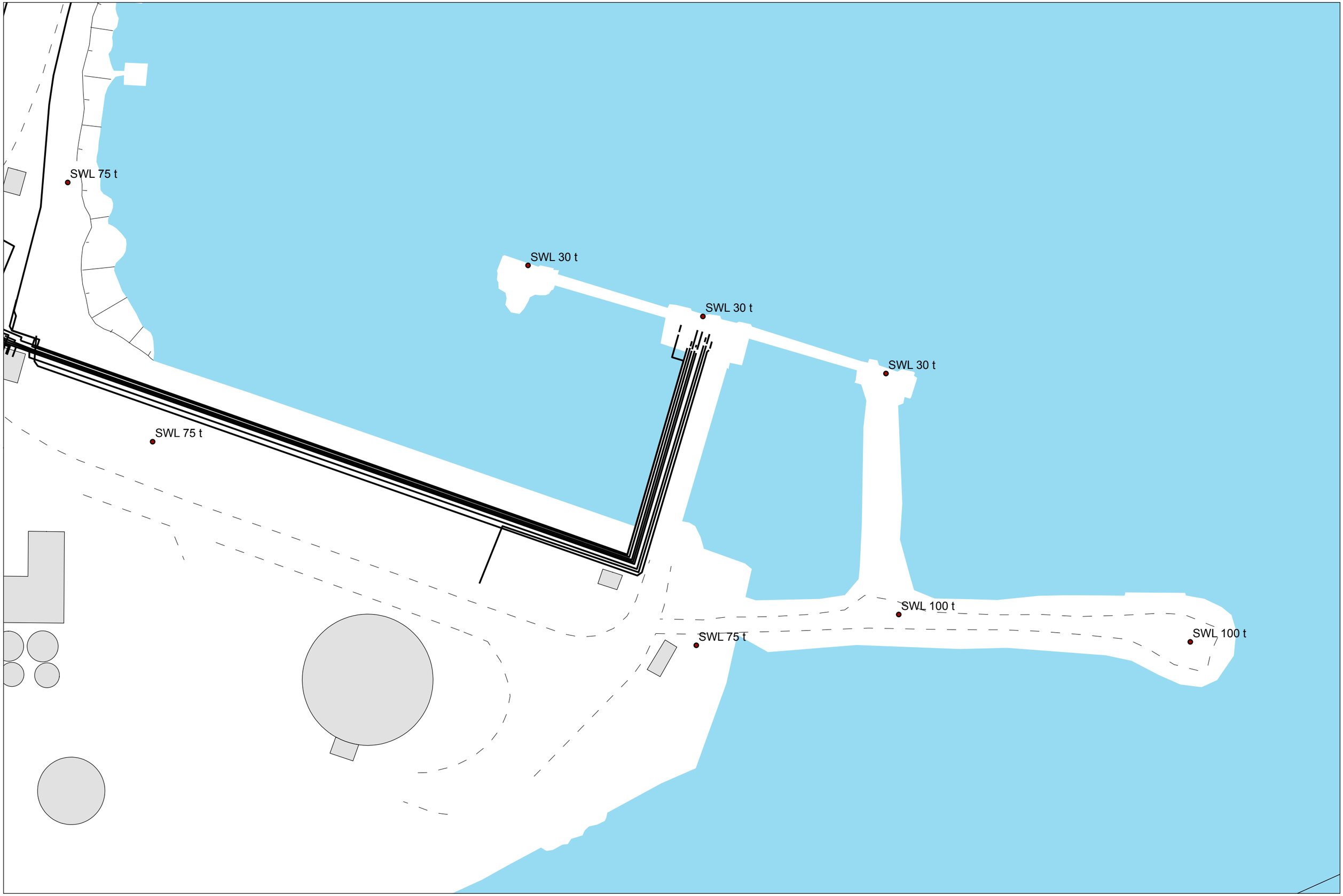
- Close down the drainage system from the quay (YELLOW BUTTON)
- Alert the ship/Loading master
- Halt any loading/discharging
- Contain the fire by closing all product valves on the quay.

**Loading master:**

- Alert contacts on emergency contact list.

**Pipeline guard:**

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


SWL 75 t
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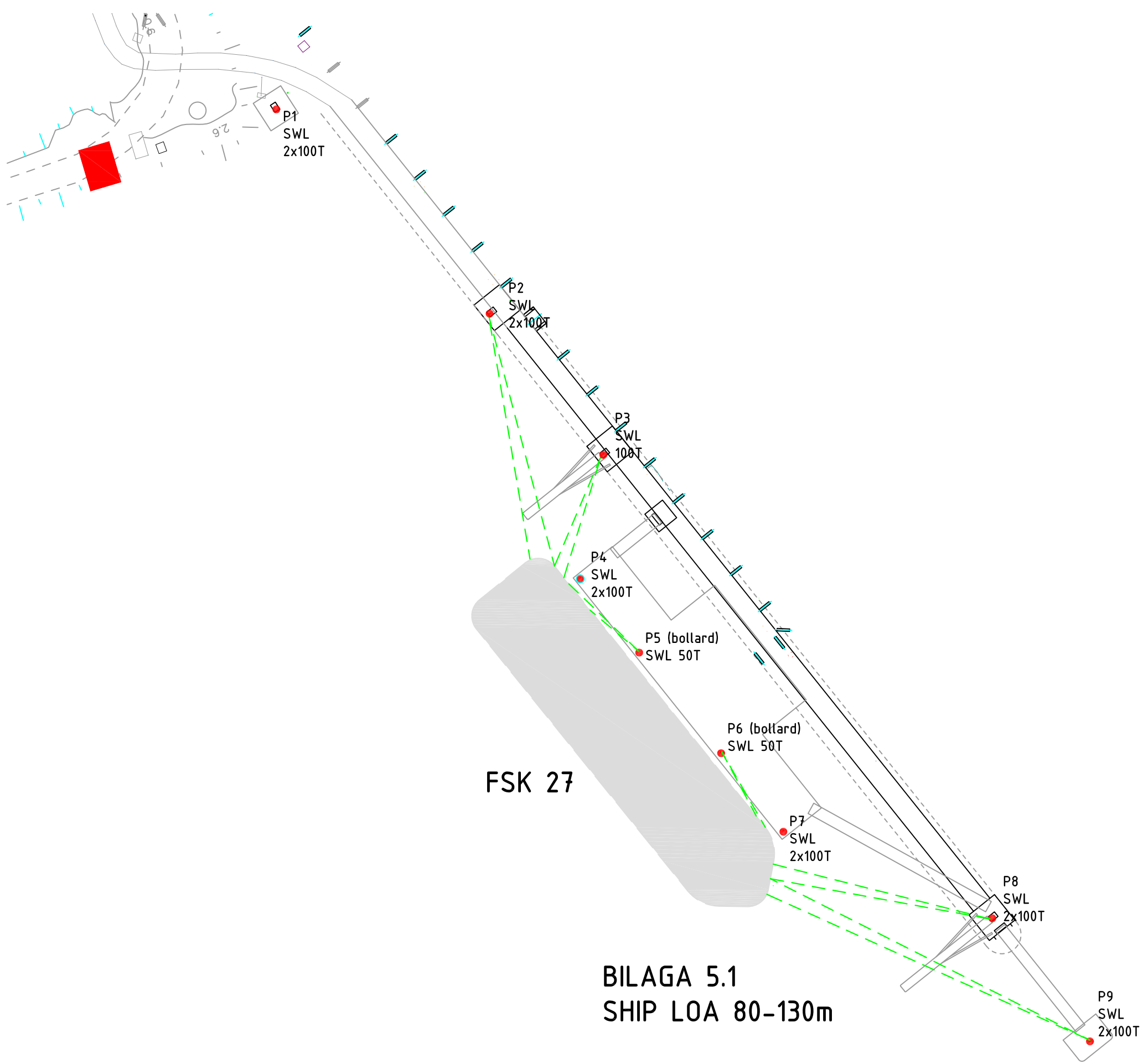
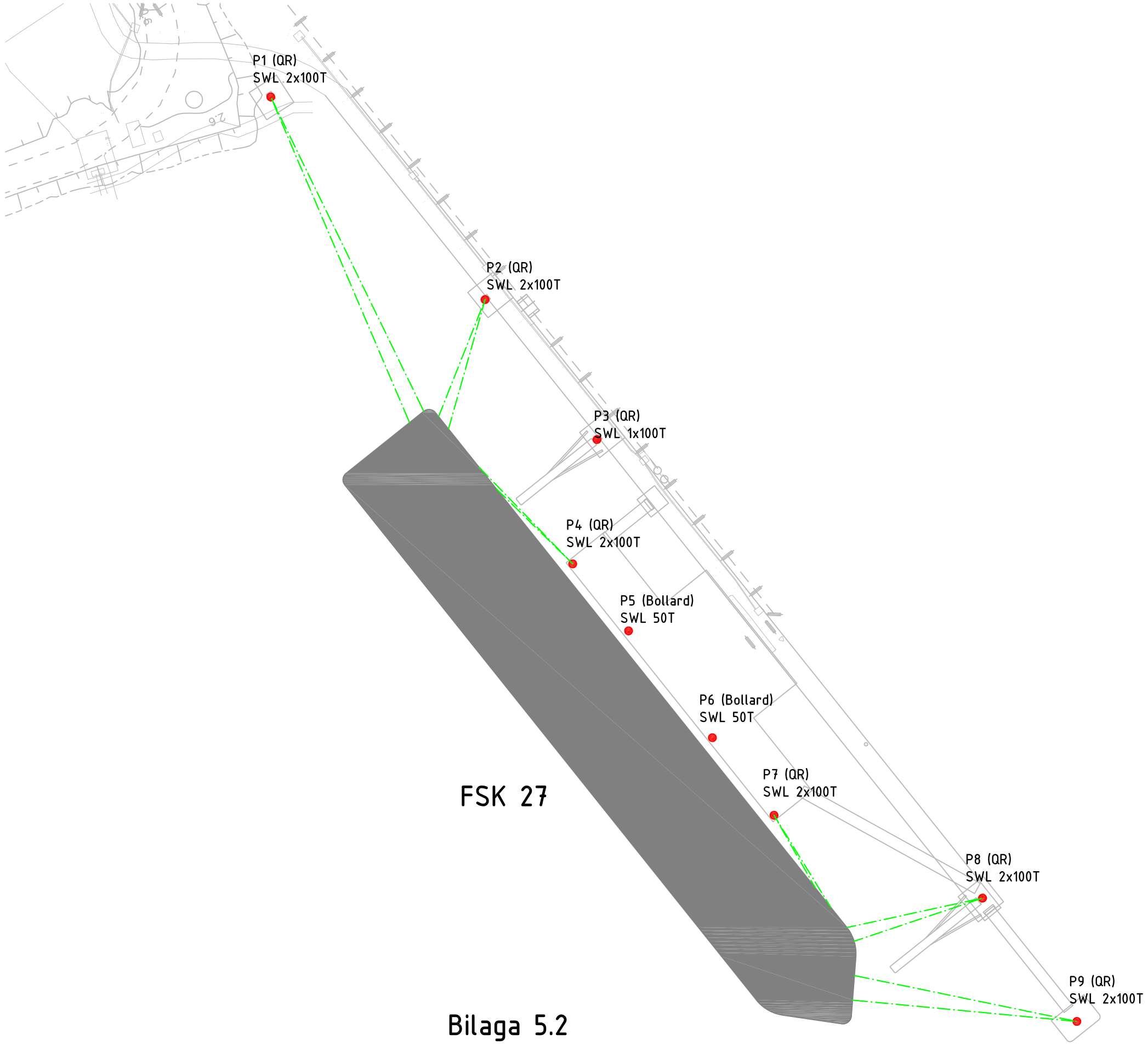
Bilaga 4

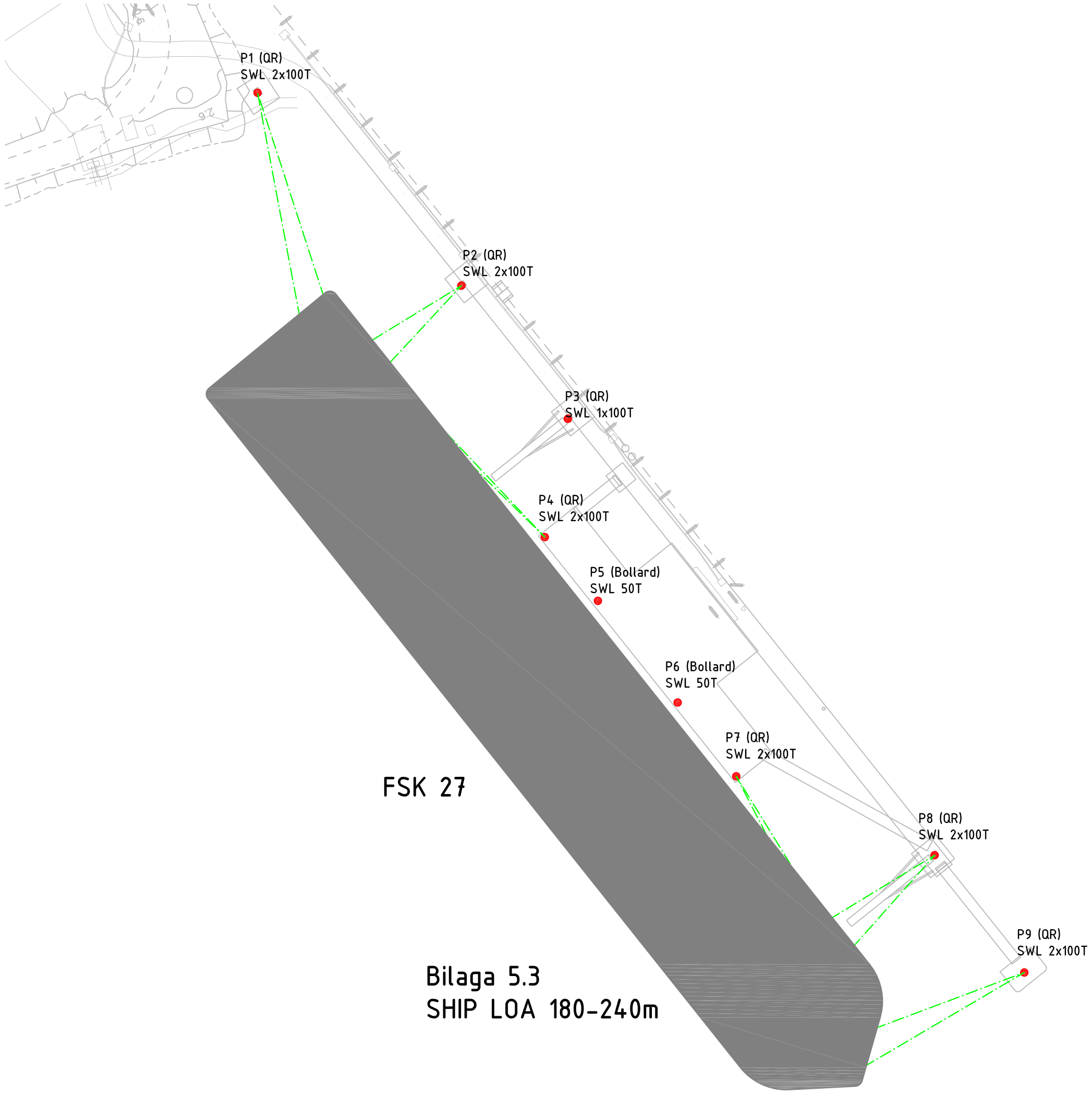



FSK 27

BILAGA 5.1
SHIP LOA 80-130m




Bilaga 5.2
SHIP LOA 130-180m




Bilaga 5.3
SHIP LOA 180-240m

Gävle Hamn AB

**Appendix 6**

# BERTH QUESTIONNAIRE

Port Name: Port of Gävle (Gävle Hamn AB)
Date complete: 2015-10-15
*Dates of revision: 2016-11-10, 2019-04-25, 2023-04-04*

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

| **General Information** | **Berth 27** | **Berth 1** | **Remarks** |
|---|---|---|---|
| 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 | |
| **Water Depth Approaches** | **Northern Fairway (Holmuddsrännan)** | | **Remarks** |
| Water Depth in Approaches | 13,4 m (RH2000) | | Survey date 2021-12-16 |
| Minimum Under Keel Clearance in Approaches | 1,2 m | | |
| Maximum Draught in Approaches | 12,2 m | | |
| Transit on Tide (High Water, Low Water, NA) | No | | |
| **Water Depth Alongside** | **Berth 27** | **Berth 1** | **Remarks** |
| Water Depth Alongside Berth | 13,4 (RH2000) | 9,1 (RH2000) | |
| Minimum Under Keel Clearance Alongside Berth | 1,2 m | 0,5 m | |
| Absolute Maximum 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 | 2022-12-21 | 2022-12-21 | |

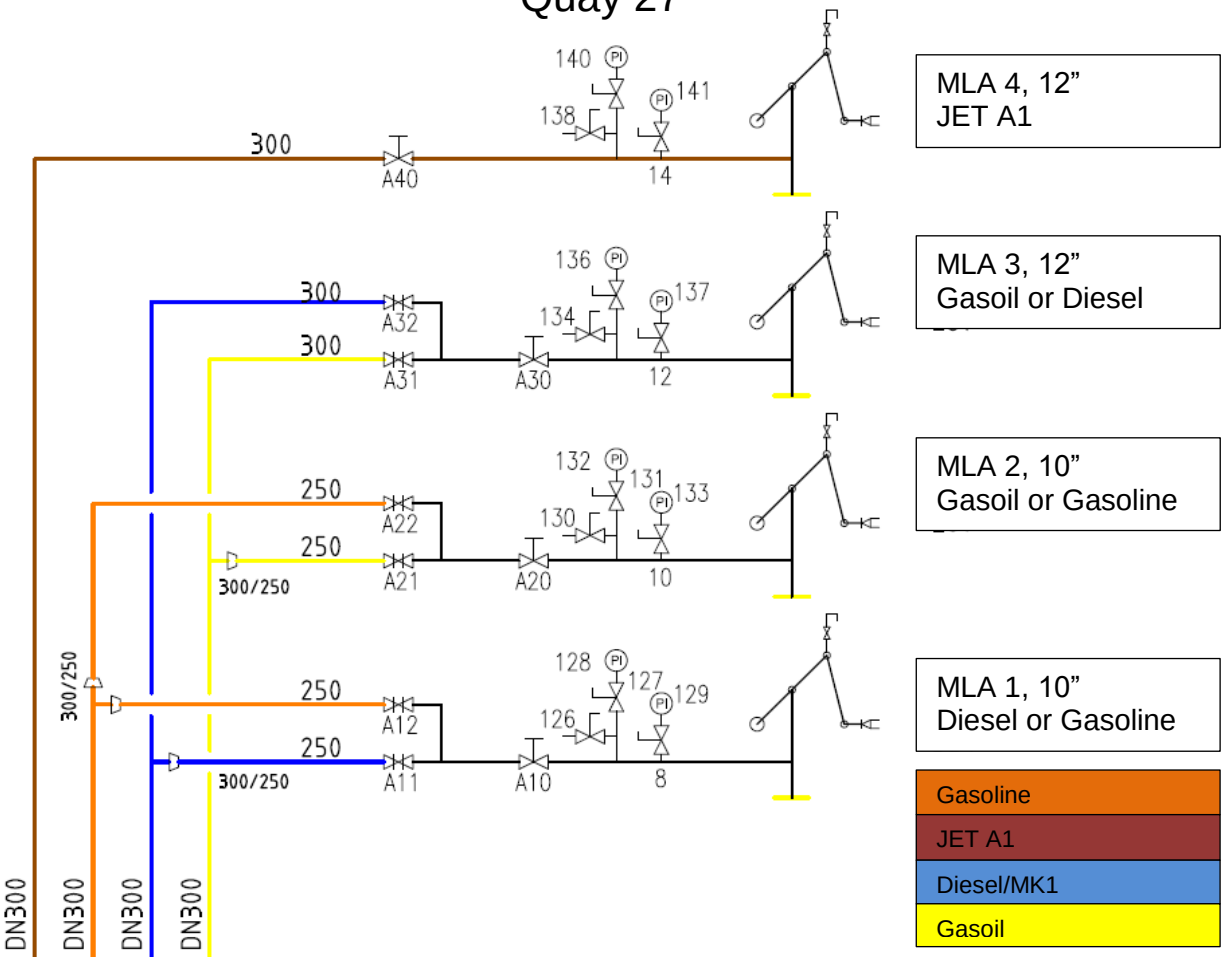
| Dimensions | Berth 27 | Berth 1 | Remarks |
|---|---|---|---|
| Maximum Summer Deadweight | 100 000 MT | 30 000 MT | |
| Minimum Summer Deadweight | 2 800 MT | 2 000 MT | |
| Maximum Displacement | 110 000 MT | 35 000 MT | |
| Minimum Displacement | 3 800 MT | 2 800 MT | |
| Maximum Length Over All (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<br>19,0 m (12'') at MW | 13,0 m at MW | |
| Minimum Manifold Height Above Water | 1,1 m (10'') at MW<br>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<br>>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 $m^3$/h / 800-1800 $m^3$/h | 200-800 $m^3$/h / 600-800 $m^3$/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) | |

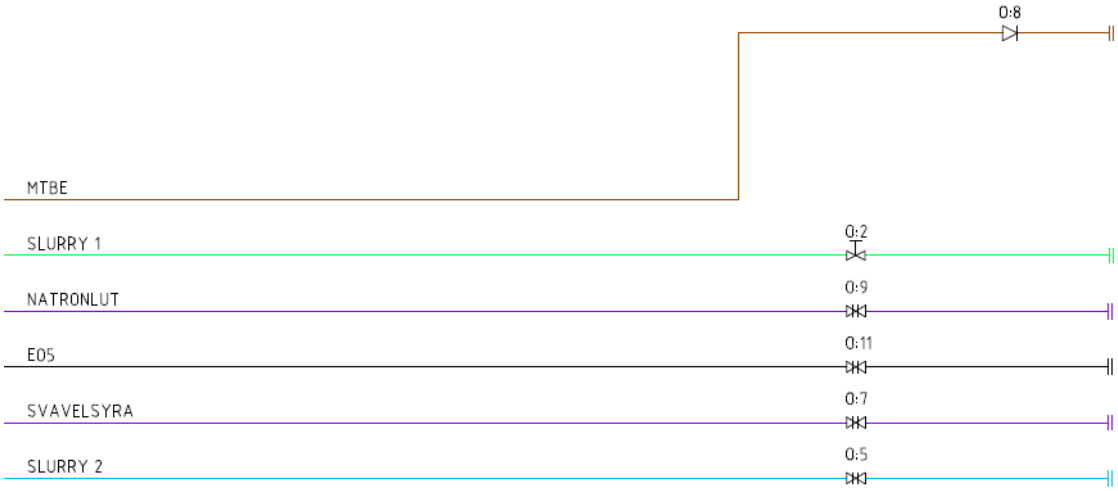
| Contacts Port of Gävle | | | |
|---|---|---|---|
| Title | Infrastructure Manager | Operations Manager Oil/Chemistry | PFSO |
| Name | Daniel Karlsson | Ingemar Johansson | Port traffic office |
| Telephone Number | +46 70 414 06 03 | +46 70 414 05 95 | +46 26 178866 |
| E-mail address | daniel.karlsson@gavlehamn.se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

# Flowchart

## Quay 27




## Quay 1



# Checks pre-arrival Ship/Shore Safety Checklist

Date and time: _____

Berth: _____

Ship's name: _____

Port / Terminal: _____

Product to be transferred: _____

| Part 1A. Tanker: checks pre-arrival | | | |
|---|---|---|---|
| Item | Check | Status | Remarks |
| 1 | Pre-arrival information is exchanged (21.2.3) | ☐ Yes | Flashpoint of previous cargo.....<br>Tanker to terminal information (ref. 21.2.3). |
| 1b | Request of bunker, slop or sludge operation during cargo handling. | ☐ Yes<br>☐ No | Request of SIMOPS |
| 2 | International shore fire connection is available (5.5, 19.4.3.1) | ☐ Yes | |
| 3 | Transfer equipment such as manifolder, reducers and hoses onboard are of suitable size and construction to fit terminal manifolder or MLA. (18.2) | ☐ Yes | Date of last pressure test..... |
| 4 | Terminal and port information reviewed (15.2.2) | ☐ Yes | |
| 5 | Pre-berthing information is exchanged (21.3, 22.3) | ☐ Yes | Pre-planning of gangway and accomodation ladder is made in collaboration with the terminal. |
| 6 | Pressure/vacuum valves and/or high velocity vents are operational (11.1.8) | ☐ Yes | |
| 7 | Fixed and portable oxygen analysers are operational (2.4) | ☐ 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 (11.1.5.2, 11.1.11) | ☐ Yes | |
| 9 | Inert gas system and associated equipment are operational (11.1.5.2, 11.1.11) | ☐ Yes | |
| 10 | Cargo tank atmospheres' oxygen content is less than 8% (11.1.3) | ☐ Yes | |
| 11 | Cargo tank atmospheres are at positive pressure (11.1.3) | ☐ Yes | |

| Part 2. Terminal: checks pre-arrival | | | |
|---|---|---|---|
| Item | Check | Status | Remarks |
| 12 | Pre-arrival information is exchange ( 21.2.2) | ☐ Yes | Information regarding request of: bunker, slop or sludge handling and bunkering during cargo handling. |
| 12b | SIMOPS during cargo operation accepted by the terminal. | ☐ Yes<br>☐ No | According to regulations of Port of Gävle regarding bunkering, slop and sludge handling etc. |
| 13 | International shore fire connection is available (5.5, 19.4.3.1, 19.4.3.5) | ☐ Yes | |
| 14 | Transfer equipment is of suitable construction (18.1, 18.2) | ☐ Yes | Date of last hose pressure test..... |
| 15 | Terminal and port information transmitted to tanker (15.2.2) | ☐ Yes | |
| 16 | Pre-berthing information is exchanged (21.3, 22.3) | ☐ Yes | Gangway, Accomodation ladder information e.g. landing area and angle. |

Date and time: _____

Berth: _____

Ship's name: _____

Port / Terminal: _____

Product to be transferred: _____

## Checks after mooring Ship/Shore Safety Checklist

| Part 3. Tanker: checks after mooring | | | |
|---|---|---|---|
| Item | Check | Status | Remarks |
| 17 | Fendering is effective (22.4.1) | ☐ Yes | |
| 18 | Mooring arrangement is effective (22.2, 22.4.3) | ☐ Yes | According to mooring plan for the berth. |
| 19 | Access to and from the tanker is safe (16.4) | ☐ Yes | According to port requirements. |
| 20 | Scuppers and savealls are plugged (23.7.4, 23.7.5) | ☐ Yes | |
| 21 | Cargo system sea connections and overboard discharges are secured (23.7.3) | ☐ Yes | |
| 22 | Very high frequency and ultra high frequency transceivers are set to low power mode (4.11.6, 4.13.2.2) | ☐ Yes | AIS to be kept on when alongside and set to low power. |
| 23 | External openings in superstructures are controlled (23.1) | ☐ Yes | |
| 24 | Pumproom ventilation is effective (10.12.2) | ☐ Yes | |
| 25 | Medium frequency/high frequency radio antennae are isolated (4.11.4, 4.13.2.1) | ☐ Yes | |
| 26 | Accommodation spaces are at positive pressure (23.2) | ☐ Yes | |
| 27 | Fire control plans are readily available (9.11.2.5) | ☐ Yes | Location..... |
| 27b | The High Voltage Connection onboard is ready according to the ports requirements. | ☐ Yes | |

| Part 4. Terminal: checks after mooring | | | |
|---|---|---|---|
| Item | Check | Status | Remarks |
| 28 | Fendering is effective (22.4.1) | ☐ Yes | Check parallel body and/or hull to fender full contact. |
| 29 | Tanker is moored according to the port mooring plan (22.2, 22.4.3) | ☐ Yes | |
| 30 | Access to and from the jetty is safe (16.4) | ☐ Yes | Check gangway landing area and angle.<br>Check accomodation ladder landning area check. |
| 31 | Spill containment and sumps are secure (18.4.2, 18.4.3, 23.7.4, 23.7.5) | ☐ Yes | |
| 31b | The OPS system is ready for connection. | ☐ Yes | OPS - Onshore Power Supply |

# Checks pre-transfer Ship/Shore Safety Checklist

| 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 (9.11, 21.7.1.1, 22.5.4) | ☐ Yes | ☐ Yes | |
| 33 | Effective tanker and terminal communications are established (21.1.1, 21.1.2) | ☐ Yes | ☐ Yes | Primary System:.....<br>Backup system..... |
| 34 | Transfer equipment is in safe condition (isolated, drained and de-pressurised) (18.4.1) | ☐ Yes | ☐ Yes | Safe to open prior connection. |
| 35 | Operation supervision and watchkeeping is adequate (7.9, 23.11) | ☐ Yes | ☐ Yes | On board and at terminal. |
| 36 | There are sufficient personnel to deal with an emergency (9.11.2.2, 23.11) | ☐ Yes | ☐ Yes | |
| 37 | Smoking restrictions and designated smoking areas are established (4.10, 23.10) | ☐ Yes | ☐ Yes | Nominated smoking rooms onboard:<br>..... |
| 38 | Naked light restrictions are established (4.10.1) | ☐ Yes | ☐ Yes | |
| 39 | Control of electrical and electronic devices is agreed (4.11, 4.12) | ☐ Yes | ☐ Yes | Ban of equipments e.g. mobiles, smart watches, E-cigarettes, fitness wristbands, remote controls etc. |
| 40 | Means of emergency escape from both tanker and terminal are established (20.5) | ☐ Yes | ☐ Yes | |
| 41 | Firefighting equipment is ready for use (5, 19.4, 23.8) | ☐ Yes | ☐ Yes | |
| 42 | Oil spill clean-up material is available (20.4) | ☐ Yes | ☐ Yes | |
| 43 | Manifolds are properly connected (23.6.1) | ☐ Yes | ☐ Yes | |
| 44 | Sampling and gauging protocols are agreed (23.5.3.2, 23.7.7.5) | ☐ Yes | ☐ Yes | |
| 45 | Procedures for cargo, bunkers and ballast handling operations are agreed (21.4, 21.5, 21.6) | ☐ Yes | ☐ Yes | Cargo handling plan agreed. |
| 46 | Cargo transfer management controls are agreed (12.1) | ☐ Yes | ☐ Yes | Closed operation, pumping rates etc. |
| 47 | Cargo tank cleaning requirements, including crude oil washing, are agreed (12.3, 12.5, 21.4.1) | ☐ Yes | ☐ 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 (12.4) | ☐ Yes | ☐ Yes | See also part 7C |
| 49 | Cargo and bunker slop handling requirements agreed (12.1, 21.2, 21.4) | ☐ Yes | ☐ Yes | See also part 7C.<br>Information from Pre-arrival exchange. |
| 50 | Routine for regular checks on cargo transferred are agreed (23.7.2) | ☐ Yes | ☐ Yes | All changes must be recorded. |
| 51 | Emergency signals and shutdown procedures are agreed (12.1.6.3, 18.5, 21.1.2) | ☐ Yes | ☐ Yes | ESD-procedure. |
| 52 | Safety data sheets are available (1.4.4, 20.1, 21.4) | ☐ Yes | ☐ Yes | SDS - Safety Data Sheet or<br>MSDS - Material Safety Data Sheet. |
| 53 | Hazardous properties of the products to be transferred are discussed (1.2, 1.4)<br>Also consider hazardous properties from previous cargo standing in manifolder to be used. | ☐ Yes | ☐ Yes | H2S Content .....<br>Mercaptan Content .....<br>Benzene Content ..... |
| 54 | Electrical insulation of the tanker/terminal interface is effective (12.9.5, 17.4, 18.2.14) | ☐ Yes | ☐ Yes | |
| 55 | Tank venting system and closed operation procedures are agreed (11.3.3.1, 21.4, 21.5, 23.3.3) | ☐ Yes | ☐ Yes | Venting method..... |
| 56 | Vapour return line operational parameters are agreed, when applicable (11.5, 18.3, 23.7.7) | ☐ Yes | ☐ Yes | |
| 57 | Measures to avoid back-filling are agreed (12.1.13.7) | ☐ Yes | ☐ Yes | |
| 58 | Status of unused cargo and bunker connections is satisfactory (23.7.1, 23.7.6) | ☐ Yes | ☐ Yes | Spills and leaks prevention.<br>Blank flanges fully bolted. |
| 59 | Portable very high frequency and ultra high frequency radios are intrinsically safe (4.12.4, 21.1.1) | ☐ Yes | ☐ Yes | UHF/VHF/Torches etc. to be Ex-approved. |
| 60 | Procedures for receiving nitrogen from terminal to cargo tank are agreed (12.1.14.8) | ☐ Yes | ☐ 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 | ☐ Yes | ☐ Yes | |
| 62 | Appropriate personal protective equipment identified and available (4.8.1) | ☐ Yes | ☐ Yes | |
| 63 | Countermeasures against personal contact with cargo are agreed (1.4) | ☐ Yes | ☐ Yes | |
| 64 | Cargo handling rate and relationship with valve closure times and automatic shutdown systems is agreed (16.8, 21.4, 21.5, 21.6) | ☐ Yes | ☐ Yes | |
| 65 | Cargo system gauge operation and alarm set points are confirmed (12.1.6.6.1) | ☐ Yes | ☐ 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 (2.4) | ☐ Yes | ☐ Yes | |
| 67 | Information on firefighting media and procedures is exchanged (5, 19) | ☐ Yes | ☐ Yes | |
| 68 | Transfer hoses confirmed suitable for the product being handled (18.2) | ☐ Yes | ☐ Yes | |
| 69 | Confirm cargo handling is only by a permanent installed pipeline system | ☐ Yes | ☐ Yes | |
| 70 | Procedures are in place to receive nitrogen from the terminal for inerting or purging (12.1.14.8) | ☐ Yes | ☐ 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 | ☐ Yes | ☐ Yes | |
| 72 | Water spray system is operational (5.3.1, 19.4.3) | ☐ Yes | ☐ Yes | |
| 73 | Appropriate personal protective equipment is identified and available (4.8.1) | ☐ Yes | ☐ Yes | |
| 74 | Remote control valves are operational | ☐ Yes | ☐ Yes | |
| 75 | Cargo pumps and compressors are operational | ☐ Yes | ☐ Yes | |
| 76 | Maximum working pressures are agreed between tanker and terminal (21.4, 21.5, 21.6) | ☐ Yes | ☐ Yes | |
| 77 | Reliquefaction or boil-off control equipment is operational | ☐ Yes | ☐ Yes | |
| 78 | Gas detection equipment is appropriately set for the cargo (2.4) | ☐ Yes | ☐ Yes | |
| 79 | Cargo system gauge operation and alarm set points are confirmed (12.1.6.6.1) | ☐ Yes | ☐ Yes | |
| 80 | Emergency shutdown systems are tested and operational (18.5) | ☐ Yes | ☐ Yes | Closing rate of ESD-valves:<br>Shore.....s Ship.....s |
| 81 | Cargo handling rate and relationship with valve closure times and automatic shutdown systems is agreed (16.8, 21.4, 21.5, 21.6) | ☐ Yes | ☐ Yes | |
| 82 | Maximum/minimum temperatures/pressures of the cargo to be transferred are agreed (21.4, 21.5, 21.6) | ☐ Yes | ☐ Yes | |
| 83 | Cargo tank relief valve settings are confirmed (12.11, 21.2, 21.4) | ☐ Yes | ☐ 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:<br><br>Period of disablement (if permitted): | | |
| 33 | Security protocols | Security level:<br><br>Local requirements: | | |
| 33 | Effective tanker/terminal communications | Primary system:<br><br>Backup system: | | |
| 35 | Operational supervision and watchkeeping | Tanker:<br><br>Terminal: | | |
| 37<br>38 | Dedicated smoking areas and naked lights restrictions | Tanker:<br><br>Terminal: | | |
| 45 | Maximum wind, current and sea/swell criteria or other environmental factors | Stop cargo transfer: 22 m/s<br><br>Disconnect: 25 m/s<br><br>Unberth:<br>If the weather forecast, provided by the port, indicate average winds of 22 m/s cargo handling operation must be ceased. Disconnection must be executed at wind speed of 25 m/s. | | |
| 45<br>46 | Limits for cargo, bunkers and ballast handling | Maximum transfer rates:<br><br>Topping-off rates:<br><br>Maximum manifold pressure:<br><br>Cargo temperature:<br><br>Other limitations: | | |

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

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

| Part 7A. General tanker: checks pre-transfer | | | |
|---|---|---|---|
| Item | Check | Status | Remarks |
| 84 | Portable drip trays are correctly positioned and empty (23.7.5) | ☐ Yes | |
| 85 | Individual cargo tank inert gas supply valves are secured for cargo plan (12.1.13.4) | ☐ Yes | |
| 86 | Inert gas system delivering inert gas with oxygen content not more than 5% (11.1.3) | ☐ Yes | |
| 87 | Cargo tank high level alarms are operational (12.1.6.6.1) | ☐ Yes | |
| 88 | All cargo, ballast and bunker tanks openings are secured (23.3) | ☐ 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 (12.5.2, 21.2.3) | ☐ 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 (12.5.2, 21.6) | ☐ Yes | |

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

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 (21.2.3, 21.4, 25.4.3) | ☐ Yes | Tank cleaning at quayside is not allowed without special permit. |
| 92 | Permission for gas freeing operations is confirmed (12.4.3) | ☐ Yes | Gas freeing at quayside is not allowed without special permit. |
| 93 | Tank cleaning procedures are agreed (12.3.2, 21.4, 21.6) | ☐ Yes | Permission to be granted from the Port Authority. |
| 94 | If cargo tank entry is required, procedures for entry have been agreed with the terminal (10.5) | ☐ Yes | |
| 95 | Slop reception facilities and requirements are confirmed (12.1, 21.2, 21.4) | ☐ 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 | ☐ | ☐ |
| Part 1B. Tanker: checks pre-arrival if using an inert gas system | ☐ | ☐ |
| Part 2. Terminal: checks pre-arrival | ☐ | ☐ |
| Part 3. Tanker: checks after mooring | ☐ | ☐ |
| Part 4. Terminal: checks after mooring | ☐ | ☐ |
| Part 5A. Tanker and terminal: pre-transfer conference | ☐ | ☐ |
| Part 5B. Tanker and terminal: bulk liquid chemicals. Checks pre-transfer | ☐ | ☐ |
| Part 5C. Tanker and terminal: liquefied gas. Checks pre-transfer | ☐ | ☐ |
| Part 6. Tanker and terminal: agreements pre-transfer | ☐ | ☐ |
| Part 7A. General tanker: checks pre-transfer | ☐ | ☐ |
| Part 7B. Tanker: checks pre-transfer if crude oil washing is planned | ☐ | ☐ |
| Part 7C. Tanker: checks prior to tank cleaning and/or gas freeing | ☐ | ☐ |

In accordance with the guidance in chapter 25 of ISGOTT, 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 of the ISGOTT SSSCL, 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.

| Ship | Terminal |
|---|---|
| Name | Name |
| Rank | Position |
| Signature | Signature |
| Date | Date |
| Time | Time |

# Checks during transfer Ship/Shore Safety Checklist

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 | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | |
| 9 | Inert gas system and all associated equipment are operational | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | |
| 11 | Cargo tank atmospheres are at positive pressure | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | |
| 18 | Mooring arrangement is effective | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | |
| 19 | Access to and from the tanker is safe | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | Gangway angle and landing area. |
| 20 | Scuppers and savealls are plugged | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | |
| 23 | External openings in superstructures are controlled | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | |
| 24 | Pumproom ventilation is effective | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | |
| 28 | Fendering is effective | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | Check parallel body and/or hull to fender full contact. |
| 32 | Tanker is ready to move at agreed notice period | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | |
| 33 | Communications are effective | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | Check communication. |
| 35 | Supervision and watchkeeping is adequate | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | |
| 36 | Sufficient personnel are available to deal with an emergency | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | |
| 37 | Smoking restrictions and designated smoking areas are complied with | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | |
| 38 | Naked light restrictions are complied with | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | |

| Part 8. Tanker: repetitive checks during and after transfer (cont.) | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 39 | Control of electrical devices and equipment in hazardous zones is complied with | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | Ban of equipments e.g. mobiles, smart watches, E-cigarettes, fitness wristbands, remote controls etc. |
| 40<br>41<br>42<br>51 | Emergency response preparedness is satisfactory | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | |
| 54 | Electrical insulation of the tanker/terminal interface is effective | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | |
| 55 | Tank venting system and closed operation procedures are as agreed | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | |
| 85 | Individual cargo tank inert gas valves settings are as agreed | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | |
| 86 | Inert gas delivery maintained at not more than 5% oxygen | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | |
| 87 | Cargo tank high level alarms are operational | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | |
| 27b | HVSC-cable in correct position and no pull. | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | The HVSC-cable is in correct position onboard and no force tending to pull /stretch the cable. |
| 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 | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | |
| 19 | Access to and from the terminal is safe | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | Gangway angle and landing area. |
| 28 | Fendering is effective | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | Check parallel body and/or hull to fender full contact. |
| 32 | Spill containment and sumps are secure | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | |
| 33 | Communications are effective | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | Check communication. |
| 35 | Supervision and watchkeeping is adequate | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | |
| 36 | Sufficient personnel are available to deal with an emergency | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | |
| 37 | Smoking restrictions and designated smoking areas are complied with | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | |
| 38 | Naked light restrictions are complied with | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | |
| 39 | Control of electrical devices and equipment in hazardous zones is complied with | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | Ban of equipments e.g. mobiles, smart watches, E-cigarettes, fitness wristbands, remote controls etc. |
| 40<br>41<br>47<br>51 | Emergency response preparedness is satisfactory | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | |
| 54 | Electrical insulation of the tanker/terminal interface is effective | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | |
| 55 | Tank venting system and closed operation procedures are as agreed | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | |
| 31b | HVSC-cable in correct position and no pull. | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | ☐ Yes | The HVSC-cable is in correct position on the jetty and no force tending to pull /stretch the cable. |
| Initials | | | | | | | | |