Information to Vessels

Current versions of approved documents are maintained online. Printed copies are uncontrolled
IMPORTANT

• Smoking is strictly prohibited outside designated smoking areas!

• Cargo operations require at least one qualified person to be stationed on deck during loading or discharge!

• In case of an oil spill or other emergency, cargo operations must be stopped immediately and the terminal control room must be informed!

• In case of any situation or incident that may possibly have impact on health and/or environmental conditions, the terminal control should be informed immediately on the emergency telephone number:

  418-896-0504

  or by the portable radio!

For more information

Suncor Marine Department,

2489 North Sheridan Way Mississauga ON
Canada L5K 1A8 (905) 804-4500

marineop@Suncor.com

http://www.suncor.com/marine
# Version

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<th>Revision</th>
<th>Updated by</th>
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<td>-</td>
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GENERAL INFORMATION
1 GENERAL INFORMATION

1.1. LOCATION

The facility is shown on Canadian Hydrographic Service Chart number LC1236 Pointe Des Monts Aux Escoumins, in Latitude 48°29′ north, Longitude 68°31′ west.

1.2. BERTH DESCRIPTION

- The wharf is part of a public harbour and is a general use facility. Suncor is the major user of the public harbour and receives petroleum products (motor gasoline and distillate) into the terminal. There is no other active oil handling facility in the harbour.

- The harbour is accessed via a short dredged approach channel which is shallower than the berth. Laden tankers transit the dredged channel about one hour before high water to take advantage of the tidal rise. The channel is marked by leading lights bearing 178.5°.

- There is no shore gangway and vessels must arrive at the facility with the ships gangway ready to be deployed. N.B. the elevation of the dock is approximately 6.4 metres above chart datum.
• A pollution response van is in attendance during cargo transfer with boom ready for prompt deployment as required.

1.3. SERVICES AT THE BERTH

• Bunkers: **No pipeline supply.** Arrangements can be made for truck delivery from Quebec
• Fresh Water: **Available**
• Garbage Disposal: **Available**
• Slop and Tank Cleaning: **Not accepted at the facility**

1.4. SECURITY

1.4.1 Access to and from the vessel

This is a public harbour and the harbour authority places barriers across the width of the dock to control access to the tanker transfer area. Access to and from the vessel is controlled by a gate. Masters should advise the harbour authority operations centre of persons who are approved to visit the vessel.

**Port Facility Security Officer (PFSO):**

<table>
<thead>
<tr>
<th>Name</th>
<th>Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rui Franco</td>
<td>+1 (514) 650-4446</td>
</tr>
<tr>
<td>E-mail</td>
<td><a href="mailto:rfranco@suncor.com">rfranco@suncor.com</a></td>
</tr>
<tr>
<td>Cell</td>
<td>+1 (514) 617-5021</td>
</tr>
</tbody>
</table>

**Assistant Port Facility Security Officers (PFSO):**

<table>
<thead>
<tr>
<th>Name</th>
<th>Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Helene Gagnon / Daniel Bond</td>
<td>+1 (418) 723-7835</td>
</tr>
<tr>
<td>E-mail</td>
<td><a href="mailto:hgagnon@suncor.com">hgagnon@suncor.com</a></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:dbond@suncor.com">dbond@suncor.com</a></td>
</tr>
<tr>
<td>Cell</td>
<td>+1 (418) 896-0504 / 725-9912</td>
</tr>
</tbody>
</table>
The terminal is compliant with the requirements of the International Code for the Security of Vessels and of Port Facilities and the relevant amendments to Chapter XI of SOLAS (ISPS Code). It is mandatory that all vessels comply with the referenced ISPS code. A compliant declaration of Security (DoS) may be issued between vessels and shore for each call to the marine facility, subject to current MARSEC levels.

1.4.2 Access to the Terminal

1.4.2.1 General:

Anyone who has been granted access to the premises has to proceed to and from the ship via the shortest route possible, using only the main road between the gate and the jetty.

1.4.2.2 Crew:

Crew that is mentioned on the crew list has permission to leave and re-enter the terminal. They must carry identity papers to enable the security guard to check their identity versus the crew list.

1.4.2.3 Ship chandlers and other visitors to the ship:

Access to the premises is only allowed to visitors, mentioned on the visitor list, issued by the agent or after approval by the vessel’s master. All visitors have to identify themselves at the gate by means of a passport or driving licence. Government officials, in their official capacity, will be granted access upon presentation of their official ID-card.

Furthermore anyone carrying goods that are to be delivered on board a ship must present documents (i.e. a waybill, packing list etc.) covering the carriage of such goods.

1.4.2.4 Unaccompanied Luggage:

Depending on the security level we reserve the right to refuse unaccompanied luggage at the gate. Alternatively, when unaccompanied luggage is presented at the gate, we might invite the ship’s security officer to personally take receipt of this luggage on behalf of its rightful owner.

1.5 WEATHER

- Strong north to north east winds can cause a heavy swell resulting in vessel movement in the wharf.

- The harbour and approaches can become congested with ice. Ice breaker escort may be...
necessary.

- Masters should closely monitor the weather and marine weather forecasts and maintain a state of readiness to permit evacuation of the berth at full power should the depth of water in the approach channel be sufficient.

1.6 TIDAL RANGE AND CURRENT

- The facility is in salt water, average tidal range is 3.0 metres and the large tidal range is 4.6 metres. Tidal current varies with the stage of the tide and current information is on the chart, however Masters should position the vessel on the ranges before reaching the approach buoy H41, to allow time to assess the impact of the tide on the vessel prior to entering the dredged channel.
COMMUNICATIONS
2 COMMUNICATIONS

2.1 ESTIMATED TIME OF ARRIVAL (ETA)
Masters are required to provide information on ETA’s in accordance with the terms of the charter party and to provide the Terminal with ETA’s at 48 hours (if possible), 24 hours (mandatory), again at 12 and 4 hours and if ETA changes by +/- 1 hour.

2.2 USEFUL LOCAL NUMBERS

<table>
<thead>
<tr>
<th>Suncor Terminal Operations Centre - ETA’s, visitors to dock etc.</th>
<th>Hélène Gagnon</th>
<th>Daniel Bond</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suncor Dock Office, staffed when ship is alongside</td>
<td>Office 418-723-7835</td>
<td>office 418-723-7835</td>
</tr>
<tr>
<td></td>
<td>Cell. 418-896-0504</td>
<td>Cell. 418-725-9912</td>
</tr>
<tr>
<td></td>
<td>Home 418-724-0504</td>
<td>Home 418-721-0357</td>
</tr>
<tr>
<td>Harbour Master</td>
<td>418-722-3011</td>
<td></td>
</tr>
<tr>
<td>Rimouski Operations Centre, water levels, spills</td>
<td>418-722-3011</td>
<td></td>
</tr>
<tr>
<td>Canadian Coast Guard, Emergencies, Spills</td>
<td>Canadian Coast guard – 800-361-6872 (24hrs)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Escoumins Traffic – Channel 9</td>
<td></td>
</tr>
<tr>
<td>Oil Pollution Response</td>
<td>1-613-930-9690 (24hrs)</td>
<td></td>
</tr>
<tr>
<td>Canadian Hydrographic Service – (Internet)</td>
<td><a href="http://waterlevels.gc.ca/eng">http://waterlevels.gc.ca/eng</a></td>
<td></td>
</tr>
<tr>
<td>Police</td>
<td>911</td>
<td></td>
</tr>
<tr>
<td>Fire</td>
<td>911</td>
<td></td>
</tr>
<tr>
<td>Ambulance</td>
<td>911</td>
<td></td>
</tr>
<tr>
<td>Suncor Marine group – voyage orders</td>
<td>905-804-4500</td>
<td></td>
</tr>
</tbody>
</table>

2.3 CARGO TRANSFER COMMUNICATIONS
The Terminal provides portable radios for ship to shore communications on cargo transfer operations (i.e. one to the ship and one to the terminal operations centre).
3

BERTHING AND MOORING
3 BERTHING AND MOORING

3.1 VESSEL SIZE AND RESTRICTIONS

- A key vessel criteria is the length overall, LOA, to provide sufficient clearance for turning a laden tanker around, within the limits of the dredged harbour, in preparation for berthing starboard side to.
- The dock, was rebuilt in 1993 is designed to accommodate a vessel of 18000t displacement.
- The design width of the 1000 metre long dredged approach channel is 60 metres and the channel is subject to siltation and requires periodic dredging.

<table>
<thead>
<tr>
<th>Vessel Size Parameter</th>
<th>Restriction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum length</td>
<td>148 m</td>
</tr>
<tr>
<td>Maximum displacement</td>
<td>18000 t</td>
</tr>
</tbody>
</table>

3.2 WATER DEPTH

As per Canadian Hydrographic Chart # 1236, 2012 Edition.

*Arriving vessels should be aware that the approach channel and the area adjacent to the wharves are subject to silting. Masters should ensure that they have checked for the latest edition / correction of the above reference chart.

* Masters of laden tankers should take into account that should an operations problem on board or ashore prevent the discharge of cargo, the vessel could have to sit at the berth, in its laden condition, through the low water that follows their arrival. When planning the vessels arrival draft, Masters should consider; water depth in the berth plus or minus tidal height at the next low water minus UKC in the berth; as the normal dredged depth in the berth is 7.3 metres, the shallower depth is due to silting and the bottom should be soft.

Masters must establish an under keel clearance requirement greater than 5% when determining the maximum draft for the planned passage of the dredged approach channel e.g. laden tankers on arrival: water depth in the dredged channel plus the height of tide at one hour before high water minus UKC allowance for safe manoeuvring in the approach channel and in the harbour.

Masters should contact the Harbour Master (see section 2.2) for information on water depths and dredging operations. The harbour is periodically dredged and Masters should be
mindful of the reduced water depths until dredging next takes place. The Harbour Master should be contacted for the latest information on water depths.

3.3 SPOT APPROVAL

- The parameters shown in 3.1 and 3.2 may be relaxed for an individual voyage subject to a marine technical review of the special circumstances of the relaxation request and written approval by Suncor Marine Management.

3.4 MOORING CRITERIA

- The berth is well positioned in the middle of a long, adequately fendered dock with bollards spaced 20 metres apart along the dock face. All the bollards are at the edge of the dock and the vessels forward and after breast lines should be deployed from the vessels extremities to maximize the horizontal lead of the lines. Spring lines should be deployed parallel to the vessels longitudinal axis.

- Lines deployed in the same service e.g. breast lines should be manufactured of the same material and be of similar length.

- All ship mooring wires must be fitted with synthetic mooring tails that meet the Oil Companies International Marine Forum (OCIMF) Guidelines (i.e. maximum 11 metres in length with a minimum breaking strength of 125% of the breaking strength of the wire to which they are attached and be connected to the wire with a mandal or tonsberg type shackle).

3.5 BERTHING INFORMATION

- Laden tankers visiting Rimouski are constrained by the depth of the approach channel and the turning basin whose design depth of 5.2 metres is approximately 2 metres less than the berths design depth of 7.3 metres. Tankers arriving at the maximum draft for the berth must await the necessary tidal rise to navigate the approach channel with sufficient UKC. N.B. refer to Section 3.2 for actual water depths information.

- Normal practice is for laden tankers arriving at Rimouski to commence the transit of the approach channel one (1) hour before high water.

- Fendering is adequate for the size of vessel approved for this facility.

3.6 BERTHING MANOEUVRES

- Masters should not attempt to enter the port unless the leading lights are visible. These range lights mark the centre of the dredged channel at a course of 178.5° true.
• The vessel should be positioned on the ranges in sufficient time for the Master to assess the impact of wind and tidal current on the vessel prior to entering the dredged channel.

• The vessel's progress is to be strictly maintained on the ranges, i.e. at the centre of the narrow channel.

• After transiting the approach channel and entering the harbour the vessel is normally turned short round to starboard, backed into the inner harbour and manoeuvred starboard side alongside the berth. The vessel is then in position for a simple unberthing manoeuvre if adverse weather conditions require the vessel to evacuate the port (when sufficient water depth is available).

3.7 TUG REQUIREMENTS

• Tugs are not normally required in the port and are not readily available within a reasonable steaming distance. Masters requiring tug support should make arrangements well in advance of arrival at the port.

3.8 LINESMEN

• An adequate number of shore linesmen will be provided to receive vessel lines and perform dock mooring duties.
  N.B. ships crews on both foreign and Canadian flag vessels will not be utilized to perform dock mooring duties.

3.9 ENVIRONMENTAL LIMITS

• Wind Limits: Berthing
  Vessels should not attempt to enter the harbour in adverse wind conditions i.e. mainly from north-west/north-east quadrant in excess of 20 knots and from all other directions in excess of 25 knots.

• Wind Limits: At Berth
  Vessels should vacate berth, (when sufficient water depth is available) when winds exceed 30 knots from north-west/north-east quadrant and 35 knots from all other directions /or adverse wave and/or swell conditions are arising, and otherwise as per following table:

<table>
<thead>
<tr>
<th>Activity:</th>
<th>Winds from NW - NE quadrant</th>
<th>Wind direction other than from NW – NE quadrant:</th>
<th>Swell</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Action</td>
<td>Below 20 knots</td>
<td>20-25 knots</td>
<td>Greater than 0.5m</td>
</tr>
<tr>
<td>------------------------------------</td>
<td>----------------</td>
<td>-------------</td>
<td>------------------</td>
</tr>
<tr>
<td>Stop Cargo operations</td>
<td>20 knots</td>
<td>25 knots</td>
<td></td>
</tr>
<tr>
<td>Disconnect cargo hoses</td>
<td>25 knots</td>
<td>30 knots</td>
<td></td>
</tr>
<tr>
<td>Take Precautionary action</td>
<td>30 knots</td>
<td>35 knots</td>
<td></td>
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</table>

Date of publication: November 2019
RULES AND REGULATIONS
4 RULES AND REGULATIONS

4.1 GENERAL FEDERAL GOVERNMENT REQUIREMENTS

Masters are required to operate their vessels in compliance with Canadian Legislation and Regulations while in Canadian waters. Many of Canada’s marine requirements are based on IMO and ILO standards. Certain requirements are, however, unique to Canada and Masters of non-Canadian vessels should ensure that their vessel’s agent informs them of distinct Canadian requirements.

4.2 SPECIAL ‘ICE NAVIGATION’ REQUIREMENTS

Masters of laden tankers destined for or departing Suncor’s Rimouski Terminal are advised that vessels must be in compliance with the Joint Industry - Coast Guard guidelines for the control of oil tankers and bulk chemical carriers in ice control zones of Eastern Canada” when transiting the Gulf and River St. Lawrence in winter.

4.3 PORT OF RIMOUSKI REGULATIONS

Masters should ensure compliance with National Harbours Board Bylaw A-1 regulations.

4.4 SUNCOR RIMOUSKI TERMINAL RULES AND PROCEDURES

Tankers destined for the Terminal are required to have on board the latest edition of the “International Safety Guide for Oil Tankers and Terminals - ISGOTT”.

Suncor is committed to safe operations and protection of the environment at its Rimouski Terminal. Vessel staff are requested to immediately bring any unsafe condition or pollution risk to the attention of terminal staff and to take appropriate action to remedy the situation, including the suspension of cargo transfer activity.

Nothing in these rules and procedures will relieve Masters of their responsibilities in observing normal safety, fire prevention, pollution prevention and security precautions. Terminal staff are authorized to advise and request Masters to take additional measures to ensure safe operations should circumstances so require. Terminal staff are also authorized to suspend oil transfer operations in the event of an infringement of terminal rules and procedures or if any other hazardous situation is encountered.

The following safety regulations have been developed in an effort to reduce the possibility of an incident involving fire, explosion, spills or other hazard:

1. Safety Requirements

Vessel Owners/Masters are provided Suncor’s Rimouski Terminal Rules and Procedures by the
voyage coordinator via marine orders.

2. **Safety Check List**

On completion of berthing and prior to the commencement of deballasting or cargo transfer, the Vessel/Terminal Safety Check List - Appendix 2, will be completed following a joint inspection by the terminal operator and a responsible tanker officer. This safety checklist is based on the recommendations of the “International Safety Guide for Oil Tankers and Terminals” (ISGOTT).

3. **Gangway**

The ships gangway must be in good condition and of an appropriate length for safe access between ship and shore. An effective safety net must be deployed.

4. **Ships Decks**

Walkways required for accessing cargo systems, deck machinery and emergency equipment shall be kept clear of obstructions, and at all times provide a safe walking surface.

5. **Engine Readiness**

The vessels main engines, steering machinery and other equipment essential for manoeuvring shall be maintained in a state of readiness for vacating the berth under full engine power at short notice (i.e. 15 minutes).

6. **Repairs**

No hot work is to be performed on board any vessel while alongside the terminal. The testing of radar, ships radio equipment and other electrical equipment is prohibited unless written permission is received from the terminal supervisor. Tank cleaning and gas freeing shall not be carried out alongside without written approval from the terminal supervisor. Chipping and scraping on the deck or hull is prohibited.

7. **Staffing**

A sufficient number of ships personnel to safely handle the operation in progress and deal with emergencies, including an emergency departure from the berth, are to be onboard while the vessel is in the berth.
8. Ships Moorings

Ship’s personnel must frequently monitor and carefully tend the vessels moorings to ensure that the vessel is safely secured having regard to the weather and current conditions.

9. Ship/Shore Communications

Communication between the terminal and vessel will be by approved portable UHF radios. These shall be tested and found satisfactory before transfer operations commence. The tanker’s responsible officer and the terminal operator shall confirm with each other that the communication system and signals for controlling the operations are understood by all personnel involved prior to the commencement of deballasting or cargo transfer (See Section 5.3 and Appendix 3).

In the event of a total breakdown of radio communication between the terminal and the vessel during cargo transfer operations, then these operations shall be immediately suspended and not resumed until satisfactory communications are re-established.

10. Smoking

Smoking is strictly prohibited while at the berth except in designated areas which have been jointly approved by the Master and by the terminal operator.

Smoking notices specifying the designated smoking areas shall be exhibited in conspicuous places on board the vessel.

Where smoking is approved on vessels, approval may be withdrawn by terminal operator if circumstances so warrant.

11. Matches and Lighters

The carrying and use of matches and lighters is prohibited on board the vessel while alongside the terminal except under controlled circumstances in the designated smoking areas.

12. Portable Electrical Equipment

Portable electric lamps and portable electric equipment for use in hazardous areas must be of an approved type.

Any other electrical or electronic equipment of non-approved type such as radios, mobile
telephones, computers, radio pagers, calculators, photographic equipment are not to be active, switched on or used within hazardous areas.

13. **Radio Equipment**

The use of the vessels radio transmitting equipment while alongside is prohibited and the transmitting antennae should be earthed. This does not apply to permanently and correctly installed VHF and UHF equipment provided the power output is reduced to one watt or less.

14. **Galley Stoves and Other Cooking Equipment**

The use of galley stoves and other cooking equipment shall be permitted, provided the Master and terminal operator agree to their use.

15. **Radar - Satellite Communication Terminals - Closed Circuit Television**

The use of this equipment for any purpose is prohibited during the period that the vessel is alongside, except with the approval of the terminal operator.

16. **Prevention of Sparking and Excessive Smoke**

Soot blowing and excessive smoke are prohibited, and immediate steps shall be taken to eliminate any sparking from funnels/stacks.

17. **Inert Gas Systems**

All tankers required to be fitted with IGS should arrive with cargo tanks inerted to 5% O2 or less by volume and pressurized as required by the SOLAS Convention.

(a) **Tank Inspection, Gauging, Sampling, Water Dips and Temperatures**

Tanks to be inspected should only be opened on a tank-by-tank basis. The IG system shall be maintained at about 200mm water gauge except for the individual tank to be opened which, if possible, is to be isolated from the system and the sighting port opened with care. On completion of inspection the tank shall be secured and repressurized. The next tank is not to be isolated and opened until the preceding tank is secured and open to the IG system.

All gauging, sampling water dips and temperatures will be taken either through special fittings provided; or if it is necessary to open up tanks for this purpose, then this will be done one tank at a time as described above.
(b) **Failure of IGS**

If at any time the IGS is not maintaining the prescribed conditions, the terminal operator shall order a suspension of transfer operations. The cost of any delays will be for the vessel’s account.

18. **Fire Precautions**

The vessel’s firefighting appliances, including main and emergency fire pumps, shall be kept ready for immediate use.

Before operation commences, at least two fire hoses and jet/fog nozzles shall be laid out on the tank deck, connected to the fire main and tested as required by the terminal operator. The two fire monitors immediately adjacent to the manifold should be elevated, aligned towards the manifold area and made ready for immediate use. A fire pump shall maintain pressure on the fire main and also be ready for immediate use. Two portable fire extinguishers, preferably of the dry chemical type, shall be available in the proximity of the manifold area.

Should fire occur on the vessel, the Master or responsible ship’s officer of such vessel shall make an immediate signal by prolonged blasts on the ship’s whistle and by sounding the fire alarm, and will also place the engine on standby. All transfer operations will cease immediately.

19. **Emergency Procedures**

As required by the Vessel/Terminal Safety Check List, the Master of the vessel and the terminal operator should discuss and agree upon the action to be taken in the event of an emergency or a fire on board either the tanker or the terminal. This should include means of communication and emergency procedures. *See Section 6.*

20. **Operating Procedures**

Procedures for cargo and/or ballast operations shall be agreed in writing between the terminal operator and the vessel’s Master or Chief Officer. *See Appendix #3.*

21. **Sea and Overboard Discharge Valves**

Before any cargo or ballast transfer commences, sea and overboard discharge valves connected to the cargo or ballast system shall be closed and sealed with numbered seals. When sealing is not practicable, as with hydraulic valves, some suitable means of marking should be used to indicate that the valves are to remain closed. Seal numbers should be recorded on the Vessel/Terminal Safety Check List. Except in an emergency, these seals shall
be removed only with the approval of the terminal operator. A careful watch shall also be maintained to ensure that oil is not leaking through sea and overboard discharge valves.

22. Conditions to be observed on Board Vessels During Transfer Operations

(a) Deballasting has to be carried out on the outboard side of the vessel. In the case that this is not possible (due to the pipeline configuration of the vessel) alternatives are to be agreed during the initial meeting with terminal representative.

(b) A qualified vessel’s officer, able to communicate effectively in English with the terminal staff, is required to be on deck or in the control room at all times. A continuous deck watch is to be maintained to ensure moorings are carefully tended and cargo transfer arms are under observation at all times.

(c) Towing off wires shall be made fast to bitts as far forward and aft as possible on the outboard side. The wires shall be in good condition, at least 1 1/8” (28mm) diameter, and secured with at least five turns or have the eye on the bitts. The outboard eye shall be maintained at a height of between 1 metre and 2 metres above the water at all times using a small diameter heaving line for this purpose.

(d) All doors, portholes and openings leading from or overlooking the main deck to accommodation, machinery spaces (excluding pump room) and forecastle shall be kept closed. Cargo control room doors opening on to or above the main deck may be opened momentarily for access.

(e) All ventilators through which gas can enter accommodation or machinery spaces shall be suitably trimmed. Air conditioning units shall be stopped or operated in a recirculation mode. Window type air conditioning units shall be electrically disconnected.

(f) The venting of the vessel’s tanks shall take place only through the vessel’s fixed venting system.

(g) All cargo, ballast and bunker tank lids and tank washing openings shall be securely closed.

(h) Sighting and ullage ports when not in use shall be kept closed. When any are open for operational reasons, the openings shall be protected by approved gauze flame screens. These screens shall be kept clean and in good condition. Portable screens
should be a good fit.

(i) All unused cargo and bunker connections shall be properly blanked, fitted with a gasket and bolted with a bolt in every hole at the manifold. Stern cargo pipelines (if fitted) shall be isolated forward of the aft accommodation by blanking.

Any part of a slop transfer system which extends into machinery spaces shall be securely blanked and isolated on the tank deck.

(j) If for any reason there is poor dispersion which results in an accumulation of gas on or about the decks of the vessel, transfer shall be stopped or the transfer rate relevant to a particular tank or tanks reduced at the discretion of either the terminal operator or the responsible vessel’s officer.

(k) The vessel shall by day fly Flag “B” of the International Code, and by night an all-round red light.

23. Movements of Refuelling Vessels, Garbage Barge, Tugs, Workboats and Other Craft

During transfer operations, no craft shall be allowed alongside the vessel unless approval has been given by the terminal operator and agreed to by the Master of the vessel.

24. Emergency Escape

Means for emergency escape shall be provided on the offshore side of the vessel. For security reasons, such means is to be stowed at deck level in such a manner as to be ready for expeditious use in an emergency. Such means shall be of adequate length to reach the water at all times.

25. Conditions Requiring Immediate Action

Ballast or cargo transfer operations shall not be started, or if started, shall be discontinued by either the responsible officer of the vessel or the terminal operator when any of the following conditions are noted:

(a) On the approach of and during electrical storms, heavy rainstorms or period of high winds, and in addition, all tank openings and cargo valves shall be closed.

(b) If a fire occurs on the terminal, the vessel or any craft in close proximity, and in addition, all tank openings and cargo valves shall be closed.
(c) If there are insufficient competent personnel aboard the vessel to safely handle the operation in progress, and to handle any emergency situation.

(d) If a spill or leak occurs aboard the vessel or on the terminal.

(e) If any other emergency situation arises which, in the opinion of the vessel’s responsible officer or the terminal operator constitutes a potential hazard to either the ship or the terminal.

26. Avoidance of Oil Pollution

During transfer operations all scuppers shall be effectively plugged, fixed or portable manifold oil containment shall be in place, and no leakage or spillage of oil or water which can possibly contain oil shall be allowed to escape overboard. Scupper plugs may be removed to drain off accumulations of water periodically and replaced immediately after the water has been run off. Manifold containment should be drained before transfer operations commence. Any leakage or spillage must be reported immediately to the terminal operator.

A supply of absorbent material shall be available at the manifold to facilitate the immediate cleanup of minor spills.

No hazardous material shall be thrown overboard, nor shall any other objectionable material, either solid or fluid, be thrown overboard from the vessel.

27. Tank Lids

All cargo tank lids, ullage and sighting ports shall be securely closed before berthing or unberthing operations commence.

28. List

Excessive listing of the vessel must be avoided.
CARGO AND BALLAST TRANSFER
5 CARGO AND BALLAST TRANSFER

5.1 TERMINAL MANIFOLDS

- The berth is used for the discharge of motor gasolines and diesel products.

- There is one manifold assembly, situated in a pit located just below the surface of the dock. It is covered by a large fibreglass lid. The assembly has two manifolds - one for motor gasoline and one for diesel. Each manifold presents an eight inch flange. Each manifold is fitted with an insulating flange.

- The shore cargo system consists of two eight inch pipelines, one for gasoline and one for diesel. The pipelines are approximately one (1) kilometre in length.

- Motor gas and diesel are normally discharged simultaneously at a flow rate of approximately 400 cubic metres per hour.

- The maximum discharge pressure permitted at the shore manifold is 110 lbs/square inch.

5.2 SHIP MANIFOLDS

- Ship’s cargo hoses, normally one length for each string, must be provided to effect the flexible connection between the ship and shore manifolds. The ships hoses must be eight inch in diameter and the connection to the shore manifold should be an eight inch steel flange conforming with BS 1560, ANSI B 16.5 or equivalent.

- Ship’s cargo hose must be in good condition, designed for their intended service and have been tested in accord with the requirements of Part 38 of the "Oil Pollution Prevention Regulations".

5.3 CARGO TRANSFER OPERATING PROCEDURES

- Before cargo transfer commences the ship's officer in charge and the terminal supervisor must exchange information and agree on a transfer plan which should be documented in writing. Information in the plan must include, as a minimum, the items shown in Appendix 3

5.4 ENVIRONMENTAL LIMITS - CARGO OPERATIONS

- Stopping of cargo transfer and disconnect cargo hoses- see table under Section 3.9.
EMERGENCY RESPONSE TO FIRES, SPILLS, LEAKS ETC.
6   EMERGENCY RESPONSE TO FIRES, SPILLS, LEAKS, ETC

6.1 FIRES

The terminal does not fight fires on ships in the berths! Ships are expected to be capable of fighting fires which occur on board, including securing capable external support, and notifying the proper authorities.
(Refer ISGOTT section 26.5)

6.1.1 Actions in the Event of Fire at Terminal

The terminal will raise the alarm to vessels at the berths via the portable radio communication system;
- The transfer operation is to be stopped immediately
- The terminal will respond to the fire
- both the terminal and the vessel will take action to mitigate the spread of the fire to the vessel

Terminal will - secure shore cargo system;
- Disconnect hoses
- Stand by to cast off the moorings
- Communicate with authorities

Vessel will - secure ship cargo system;
- Ready ship for emergency departure
- Communicate with authorities
- Depart berth as required

6.1.2 Action in Event of Fire on Board a Vessel

The vessel will raise the alarm to the terminal, via the portable radio communication system and give five or more prolonged blasts on the ships whistle, repeated at intervals;
- The transfer operation is to be stopped immediately
- The ship will respond to the fire
- both the terminal and the vessel will take action to mitigate the spread of the fire to the terminal

Terminal will - secure shore cargo system;
- Stand by to cast off the moorings.

Vessel will - secure ship cargo system;
- Disconnect hose
- Ready ship for emergency departure
• Communicate with authorities
• Depart berth as required

6.2 SPILLS OR LEAKS

6.2.1 Terminal Spills or Leaks

In the event of a spill from the terminal or a leak from the cargo hose or shore cargo piping:
• The transfer operation is to be stopped immediately
• The terminals spill response plan is to be implemented as appropriate. This will include informing the proper authorities and initiating containment recovery and clean up procedures
• The cause of the spill must be determined and rectified

6.2.2 Ship Spill or Leaks

In the event of a spill or leak from the ship:
• The transfer operation is to be stopped immediately
• The ship spill response plan is to be implemented as appropriate. This will include informing the proper authorities and initiating containment, recovery, and clean up procedures.
• The cause of the spill must be determined and rectified

6.3 RESTARTING CARGO TRANSFER OPERATIONS AFTER A MARINE POLLUTION INCIDENT

Cargo transfer operations may only resume once the cause of the spill has been determined and remedied and after it has been clearly determined that restarting transfer operations will not interfere with the immediate, effective and sustained response to the marine pollution incident.
MOORING GUIDELINES RIMOUSKI TERMINAL

- Watch out for strong NW/NE winds
- Maximum 2 lines per bollard.
- Breast lines minimum 4 i.e. 2 forward 2 aft. At or close to 90° angle.
- Spring lines minimum 4 i.e. 2 forward 2 aft.
- Head/stern lines. As required by vessel.

Scale 1 cm = 10 m approx.
### APPENDIX 2 – SHIP SHORE SAFETY CHECKLIST (ISGOTT 26.3.3)

#### Ship’s Name ....................... Berth .................................

Port ............................... Date and time of Arrival .................................

#### PART ‘A’ – BULK LIQUID GENERAL - PHYSICAL CHECKS

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

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

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

If the ship is fitted, or required to be fitted, with an Inert Gas System (IGS) the following points should be physically checked:

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

PART ‘B’ – BULK LIQUID GENERAL – VERBAL VERIFICATION

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

Date of publication: November 2019
49. Security protocols have been agreed between the Ship Security Officer and the Port Facility Security Officer, if appropriate.

50. Where appropriate, procedures have been agreed for receiving nitrogen supplied from shore, either for inerting or purging ship’s tanks, or for line cleaning into the ship.

If the ship is fitted, or required to be fitted, with an Inert Gas System (IGS) the following statements should be addressed.

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

If the ship is fitted with a crude oil washing (COW) system, and intends to COW, the following statements should be addressed.

<table>
<thead>
<tr>
<th>Crude Oil Washing</th>
<th>Ship</th>
<th>Terminal</th>
<th>Code</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>57. The Pre-Arrival COW checklist, as contained in the approved COW manual, has been satisfactorily completed.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>58. The COW check lists for use before, during and after COW, as contained in the approved COW manual, are available and being used.</td>
<td></td>
<td></td>
<td>R</td>
<td></td>
</tr>
</tbody>
</table>

If the ship is planning to tank clean alongside, the following statements should be addressed.
### PART ‘C’ – BULK LIQUID CHEMICALS - VERBAL VERIFICATION

<table>
<thead>
<tr>
<th>Bulk Liquid Chemicals</th>
<th>Ship</th>
<th>Terminal</th>
<th>Code</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Material Safety Data Sheets are available giving the necessary data for the safe handling of the cargo.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. A manufacturer’s inhibition certificate, where applicable, has been provided.</td>
<td>P</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Counter measures against accidental personal contact with the cargo have been agreed.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Sufficient protective clothing and equipment (including self-contained breathing apparatus) is ready for immediate use and is suitable for the product being handled.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. The cargo handling rate is compatible with the automatic shutdown system, if in use.</td>
<td>A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Cargo system gauges and alarms are correctly set and in good order.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Portable vapour detection instruments are readily available for the products being handled.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Information on fire-fighting media and procedures has been exchanged.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Transfer hoses are of suitable material, resistant to the action of the products being handled.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Cargo handling is being performed with the permanent installed pipeline system.</td>
<td>P</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Where appropriate, procedures have been agreed for receiving nitrogen supplied from shore, either for inerting or purging ship’s tanks, or for line cleaning into the ship.</td>
<td>A</td>
<td>P</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Delete Yes or No as appropriate
### PART ‘D’ – BULK LIQUEFIED GASES - VERBAL VERIFICATION

<table>
<thead>
<tr>
<th>Bulk Liquefied Gases</th>
<th>Ship</th>
<th>Terminal</th>
<th>Code</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Material Safety Data Sheets are available giving the necessary data for the safe handling of the cargo.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. A manufacturer’s inhibition certificate, where applicable, has been provided.</td>
<td></td>
<td></td>
<td>P</td>
<td></td>
</tr>
<tr>
<td>3. The water spray system is ready for immediate use.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. There is sufficient protective equipment (including self-contained breathing apparatus) and protective clothing ready for immediate use.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Hold and inter-barrier spaces are properly inerted or filled with dry air, as required.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. All remote control valves are in working order.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. The required cargo pumps and compressors are in good order, and the maximum working pressures have been agreed between ship and shore.</td>
<td></td>
<td></td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>8. Re-liquefaction or boil off control equipment is in good order.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. The gas detection equipment has been properly set for the cargo, is calibrated and is in good order.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Cargo system gauges and alarms are correctly set and in good order.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Emergency shutdown systems have been tested and are working properly.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Ship and shore have informed each other of the closing rate of ESD valves, automatic valves or similar devices.</td>
<td>A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Information has been exchanged between ship and shore on the maximum/minimum temperatures/pressures of the cargo to be handled.</td>
<td>A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. Cargo tanks are protected against inadvertent overfilling at all times while any cargo operations are in progress.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15. The compressor room is properly ventilated; the electrical motor room is properly pressurised and the alarm system is working</td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
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 coded ‘R’ in the Check List should be re-checked at intervals not exceeding _____ hours.

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

<table>
<thead>
<tr>
<th>For Ship</th>
<th>For Shore</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name..............................</td>
<td>Name..............................</td>
</tr>
<tr>
<td>Rank..............................</td>
<td>Position..........................</td>
</tr>
<tr>
<td>Signature........................</td>
<td>Signature........................</td>
</tr>
<tr>
<td>Date..............................</td>
<td>Date..............................</td>
</tr>
</tbody>
</table>

Record of repetitive checks:

| Date: | | | | | |
| Time: | | | | | |
| Initials for Ship: | | | | | |
| Initials for Shore: | | | | | |
APPENDIX 3 - CARGO BALLAST TRANSFER PLANNING

Information Exchange

- Volume and grade of cargo/ballast to be transferred.
- Cargo location on vessel.
- Maximum acceptable pressure and flow rates.
- Preferred/mandatory transfer sequence.
- Communication process.
- Terminal rules and procedures.
- Notification required to slow down and stop flow.
- Emergency stops.
- Weather outlook.

Documented Operational Plan

- Volume and grade of cargo and ballast to be transferred.
- Agreed sequence of multi-grade cargo transfers.
- Communication signals for: standby to transfer; start transfer; slow down transfer; standby to stop transfer; stop transfer; emergency stop of transfer; emergency shutdown of transfer.
- The maximum pressure at: the vessels manifold; the terminal manifold.
- The start-up flow rate, the maximum transfer flow rate, the tank topping (slowdown) rate.
- The notification time for slowing and stopping transfer.
- The emergency shutdown procedure and time required to implement.
- Cargo temperature limits.
- System of venting.
- Times of staff’s duty change on vessel and in terminal.
Dear Sir,

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

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

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

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

There can be no compromise with safety. Please acknowledge receipt of this letter by countersigning and returning the attached copy.

Signed (Terminal Representative) ______________________________

Terminal Representative on duty is: ______________________________

Position or Title: _____________________________________________

Contact Details: _____________________________________________

Signed (Master) _______________________________________________

SS/MV ______________________ Date/Time _______________________

Signed (Master) ______________________ Date/Time _______________________

Signed (Terminal Representative) ______________________________