

The Syrian Company For Oil Transport



Banias and Tartous Oil Terminals

The Comprehensive Booklet
of Information and Rules

Updated Version

2018

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INTRODUCTION

This booklet is a guide to owners, charterers and master of vessels calling for loading/ discharging at S.C.O.T. Baniyas /Tartous open sea terminals.

It gives guidance to tanker personnel in the safe handling of installations, and the opportunity to acquaint themselves with the terminal services and facilities.

It accentuates the need for understanding and cooperation between terminal and tanker operators in the mutual interests of safe and efficient operation .

Attentive adherence to terminal requirements and regulations will ensure smooth, safe and efficient operations and short turn round of ships.

Masters are responsible for assuming necessary measures to be taken in an emergency on board since they are suppose to have a perfect knowledge of their ship and safety requirements.

It must be clearly understood that nothing in this booklet shall exonerate any master from his responsibility in all respects in case of accident.

Syrian Company for Oil Transport (SCOT) .

Part one
Banias Oil Terminal

Dear captain:

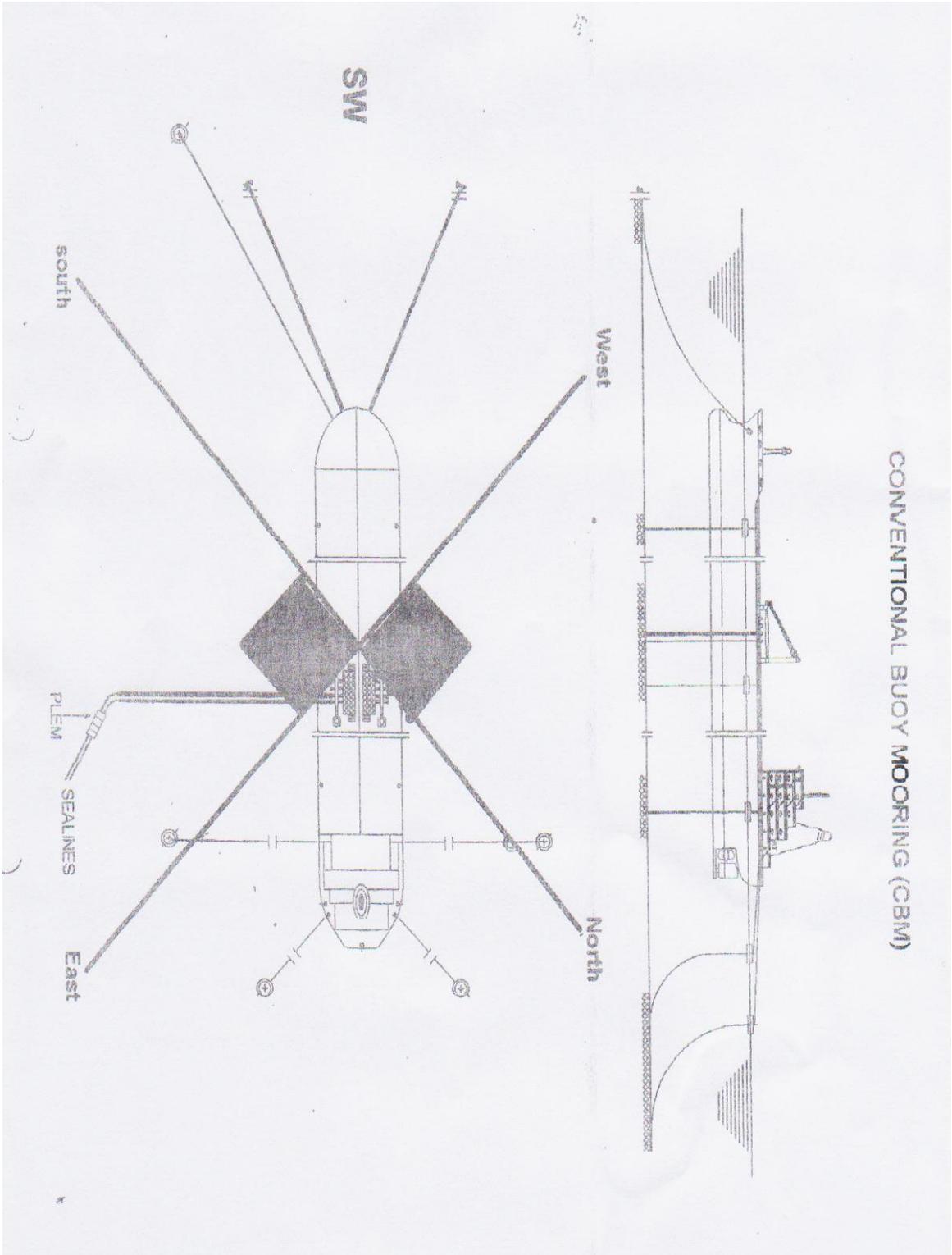
We wish to take the opportunity to extend your officers and crew a very sincere welcome to Baniyas terminal, Syrian Company for Oil Transport (SCOT) . We are pleased to extend to your full collaboration and to invite you to visit our terminal.

Baniyas terminal is an open roadstead of conventional Buoy moorings . Six sea berths at Baniyas located between Marquab light Buoy and Ras Baldet AL-malek . It is also the centre of one of the most attractive places for domestic and international tourism and we have fully committed ourselves to maintain the beaches, the sea and all the area safe and free from oil pollution . In order for you to help us in achieving that goal and also to make you aware of the facilities provided by Syrian Company for Oil Transport , we have compiled for you this booklet entitled : “Baniyas Terminal information and rules” . Please, be sure that your chief officer and chief engineer are familiarized with this information .

Yours very truly.

Syrian Company for Oil Transport (SCOT)

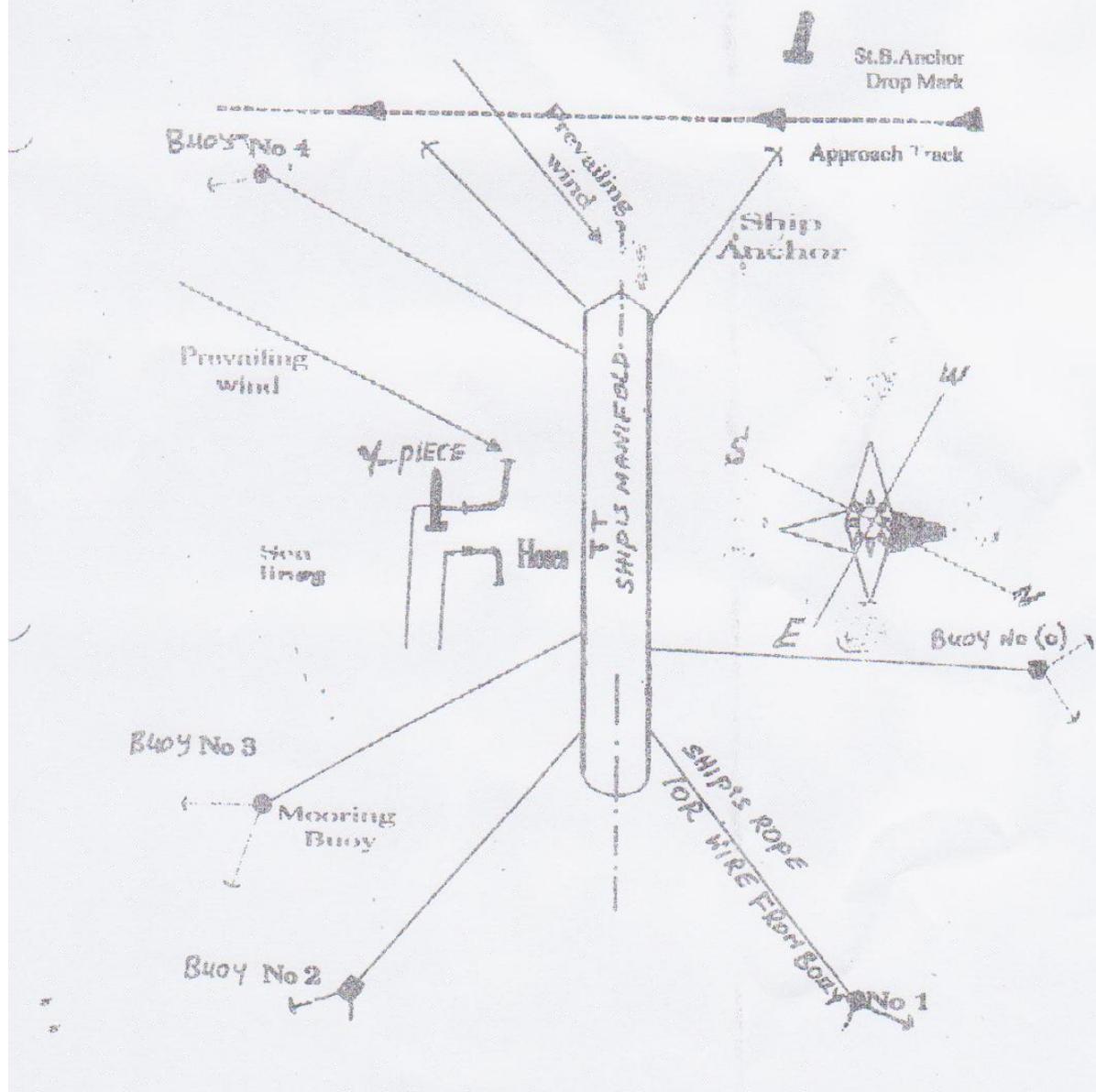
CONVENTIONAL BUOY MOORING (CBM)



Syrian Company for Oil Transport
S . C . O . T .

BANIAS TERMINAL

Conventional Bouy Mooring



Banias Terminal Information:

- 1- **Locations** : 35° 14' N 35° 56' E (Admiralty chart no.2796 Banias Roadstead).
- 2- **Anchorage area:** In the event of berth not available or of suspension of mooring operations on your arrival, a good anchorage to be used at your own discretion south of berth in the vicinity of the Marquab light Buoy positioned :
35° 12' 27 N & 35° 54' 40" E.

It is important and in your own interest to maintain a listening watch on channel 16 and 13 to avoid delay on being advised of expected time (mooring master will board)

heave your anchor on his arrival :

35° 54' 20" E	35° 13' 00" N
35° 54' 20" E	35° 11' 48" N
35° 55' 20" E	35° 11' 46" N
35° 55' 20" E	35° 13' 00" N

No vessels will be considered ARRIVED until reached anchorage area half mile of Marquab Buoy.

Approaches: vessels bound Banias should follow the following leading corridor:

35° 13' 00" N	35° 42' 00" E
35° 13' 00" N	35° 56' 56" E
35° 16' 00" N	35° 55' 25" E
35° 16' 00" N	35° 40' 34" E

Otherwise vessels are subject to severe fines .

Arrival time : When vessel is half mile NW of the Marquab Bouy (Reacon).

Mooring area: Open sea line berth (CBM) situated to the north of Marquab light Buoy, each berth is equipped with flexible hoses connected to pipeline to shore installations and five mooring Bouys.

Terminal sea Berths

Berths are numbered from north to south

Berth no 2 for crude oil:

Two steel pipelines 24", reducer ends 20", 8 flexible hoses 20", 16", and 12" ,ASA 150 Butterfly Valves

Berths 3 for crude oil and gas oil:

Two steel pipelines 24" , reducer ends 20", eight flexible hoses 20", 16" and 12" ASA 150 Butterfly valve.

For gas oil:

One steel pipeline 24” , reducer ends 20” , eight flexible hoses 20” ,16” and 12” ASA 150 Butterfly valve.

Berths 4 for gas oil

Two steel pipeline 24” reducer ends 20” and 16” , eight flexible hoses 16” and 12” , ASA 150 Butterfly valve.

Berth no 5 for Fuel oil , VGO and white products

Two steel pipelines 24” reducer ends 20” , 16” , eight flexible hoses 16” and 12” , ASA 150 Butterfly Valve

Berth no 6 gasoline ,gas oil and LPG:

Two steel pipelines 24” reducer ends 20” , 16” , seven flexible hoses 16” and 12” , ASA 150 Butterfly Valve

FOR L.P.G.

- One steel pipeline 12” reducer ends 10” , seven flexible hoses 10” , ASA 300 Butterfly Valve
- One steel pipeline 6” ,balance line, reducer ended 4” ,opened during discharging operations if vessel is ordered to go out of berth. Seven flexible hoses ASA 300 Butterfly valves.

Berth no 7 for LPG/Jet fuel and base oil:

A. For LPG:

- One steel pipeline 10” reducer ends 8” , seven flexible hoses 8” , ASA 300 Butterfly Valve.
- One steel pipeline 6” reducer ends 4” , seven flexible hoses 4” , ASA 300 Butterfly Valve

B. For Jet fuels:

One steel pipeline 20” reducer ends 12” , seven flexible hoses 12” , ASA 150 Butterfly Valve .

C. For Base oil:

One steel pipeline 12” reducer ends 12” , seven flexible hoses 12” , ASA 150 Butterfly Valve .

Important rules:

- 1- Ship hoses connection manifold has to be equipped with pressure gauge.
- 2- When discharging, the pressure at ship’s manifold should not exceed 7,5 KG/CM² and with this range of pressure the terminal installations are capable of receiving at various rates depending on berth and storage tanks allocated to the ship. The terminal administration would prefer the ship’s pumps to be rated accordingly and to be of the centrifugal type.

3- Loading on top (lot) is not acceptable, and slops to be segregated from Cargo , as Banias terminal is not equipped with slops treatment facilities. Pressure gauge to be fitted on ship's portside connection manifold.

4- Berthing operations for loading/discharging : will be take place only between 07.00 and 16.00 HRS.L.T in winter and 07.00 – 18.00 HRS L.T in summer i.e. during daylight , shine and within weather permitting.

Summer starts WEF 1st April.

Winter starts WEF 1st October.

5- Reminder to master: Vessel should leave berth upon completion of loading operations and hoses disconnected proceeding to anchorage area for signing documents and clearance. Otherwise, vessel is subject to multiple berthing port dues.

6- Only tankers with segregated ballast systems will be accepted for loading at Banias terminal.

7- It is the master responsibility to check that no oil of any kind is pumped or spilled overboard from his tanker . This includes oily water from bilges, residuals from previous voyage or any other matter that may result in pollution of the sea. Owner's and masters are invited to examine all laws concerning pollution of the sea, especially in regard to the Mediterranean sea area. Inspections may be made by the Syrian directorate of ports authority in regard of this matter will be final.

8- It is absolutely forbidden for a tanker to cause any oil pollution, or to discharge dirty ballast into the sea . Failure to comply with this rules will result in the tanker being subject to a fine, rejection, or cessation of loading/ discharging operations.

9- It is absolutely forbidden for any tanker , whilst at the terminal, to discharge any galley, garbage or other refuse into the sea , either in the anchorage area, or during loading /discharging operations at sea berths. Failure to comply with this rules will result in the tanker being subject to a fine, rejection, or cessation of loading/ discharging operations.

10- It is imperative that the master of each tanker shall establish communication with the terminal at least 72 hours, 48, 24, 12,and 4 hours prior to estimated time of arrival (ETA).

11-The loading mooring master shall advise tanker's master concerning all operations within either the anchorage or the mooring area.

12- It should be clearly understood that the raising, lowering connecting or disconnecting of the hoses, as well as other labors and duties on board the tanker, shall be performed by tanker crew . The duty officer shall be in attendance at the manifold to direct the crew at all times. The master is responsible for his tanker's safety at all times.

13-A good lee shall be provided by the tanker for boarding and disembarking of the loading-mooring master, agents, port authorities, etc. The master shall ensure that a responsible officer attends the gangway/ pilot ladder and that all SOLAS and IMPA recommendations are observed.

14- None of the officers, or the crew of any tanker, shall be permitted shore leave at Banias terminal, and none boats of any kind , for any purpose whatsoever except emergency, shall be lowered during a tanker's stay at Banias terminal .

15- Stores of any sort shall not be handled while tanker is under “notice of readiness” no stores shall be handled while the tanker is in or near the berth .

16- Any services, not ordinarily performed by Baniyas terminal in normal mooring, loading or unmooring operations which are requested by tanker or considered necessary by loading mooring master, Baniyas terminal, will be back charged to tankers at rate that will equal our cost of services rendered .

17- Prior to commencing loading /discharging , the master shall, in writing, provide the terminal with exact cargo requirements and whether the vessel will complete loading on a ship or a shore stop . Any changes to the vessel’s requirements shall ,again, be given in writing . These notifications shall be signed and stamped by the master. The vessels’ personnel are responsible for the safety of the vessel and must take all necessary precautions, whether or not so advised by our loading -mooring master , having in mind the hazards of the operation because of the products being handled, weather conditions and any other circumstances requiring special care of caution.

18- On completion of loading/discharging vessel should immediately start hose disconnected and clear berth.

Restrictions for berths 2 & 3 crude oil:

<u>Vessel</u>	<u>Loading</u>	<u>Discharging</u>
MAX L.O.A.	925’	900’
MIN L.O.A.	600’	600’
MAX DWT	130000 M.T.	97000 M.T.

MAX Draught

Berth no.3	Summer 53’	Winter 51’
Berth no.2	Summer 52’	Winter 50’

- Minimum SWL of VSL derrick : 7,5 tons.

- Vessel pumps to maintain pressure of 7,5 KG/CM² at ship’s connecting manifold during the entire discharging operations.

- Vessel should have the possibility of ballasting while discharging cargo any time required without contamination cargo and delaying operations (segregated ballast system) SBT.

- Max loading rate per berth hour 4500 M.T , when both berths are in use.

- A minimum. 3,0 m free board between ship’s manifold and ship’s rail is required for safe hoses connection/ disconnection .

N.B: berth no /3/ is also used for discharging gas oil .

Restrictions for berths no.4 for gas oil:

Vessel

MAX L.O.A.	750'
MIN L.O.A.	550'
MAX.DRAUGHT	42' (summer & winter)
MIN.SWL.DERRICK	7,5 tons
MAX DWT	70,000 (summer & winter)

Berth is equipped with 2×24” sea lines, and 2×16” hose strings ended with 2×12” hoses and butterfly valves. A minimum free board 3,0 meters between ship’s manifold and ship’s rail is required for safe hoses connections G.oil discharging operations via two string hoses.

- Minimum discharging rate 1200 tons per hour.
- Vessel manifold has to be fitted with pressure gauge .
- The pressure at ship’s manifold shall not exceed 7,5 KG/CM².

10- Restrictions and specifications for product berths no. 5 , 6 and 7:

10-1-Berth no.5 for (HF & WP):

<u>Vessel</u>	MAX L.O.A.	840 feet
	MIN L.O.A.	550 feet
	MAX DWT	85000 M.T in summer &75000 M.T in winter
	MAX.DRAUGHT	43 feet summer and 41 feet winter
	MIN.SWL.DERRICK	7,5 tons

Berth is equipped with (plem) mounted subsea valves remotely operated from shore:

Loading rate: MAX 1800 M.T per hour for H.F.

Loading rate: MAX 1800 M.T per hour for W.P.

Discharging rate for gasoil : MAX 2500 meter hour .

NB: Ship’s hose connection manifold to be equipped with pressure and temperature gauges. A 3,0 meter , free board between ship’s manifold and ship’s rail is required for safe hoses connection. Pressure should not exceed 7,5 KG/CM².

10-2- Berth no.6 for vacuum gasoil (VGO) & gasoline (L.P.G):

<u>Vessel</u>	MAX L.O.A.	700 feet
	MIN L.O.A.	450 feet
	MAX DWT	50000 M.T in summer & winter
	MAX.DRAUGHT	34 feet summer and 32 feet winter
	MIN.SWL.DERRICK	7,5 tons

For LPG:

Vessel	MAX L.O.A.	700 feet
	MIN L.O.A.	425 feet
	MAX DWT	20000 M.T in summer & winter
	MAX.DRAUGHT	33 feet summer and 31 feet winter
	MIN.SWL.DERRICK	3,5 tons

Berth is equipped with (plem) mounted subsea valves remotely operated from shore.

Max loading rate: 1500 M.T per hour for VGO and 1800 M.T per hour for L.P.G.

NB: Ship's hose connection manifold to be equipped with pressure and temperature gauges . A pressure gauge to be installed at ship's manifold. A 3,00 meter , free board between ship's manifold and ship's rail is required . Pressure should not exceed 7,5 KG/CM².

10-3- Berth no.7 for LPG , Jet fuel and base oil :

For LPG:

MAX L.O.A.	600 feet
MAX DWT	10000 M.T in summer & winter
MAX.DRAUGHT	24 feet summer and winter
MIN.SWL.DERRICK	3 tons

a- One string of 8 inches cargo hoses.

b- One string of 4 inches balance line hose remained opened during discharging operations, If not VSL ordered out of berth.

c. Discharging rate: 200 tons per hour.

NB. Pressure shall not exceed 7.5 kg/cm²

Minimum cargo temperature:

- Summer plus 10 degrees Celsius.
- Winter plus 10 degrees Celsius or ambient temperature.

Flow rate: 300 M.T per hour.

Max. pressure at ship's manifold is 7,5 KG/CM².

Ship manifold shall to be equipped with clean filters, temperature and pressures gauges.

Ship connecting flanges shall to be respectively 8" and 4".

Diameter class 300 ASA.

Minimum time for opening and closing any line valve has to be not more than 30 seconds to avoid surges all tools to be of non-spark generating metal such as copper.

NB: L.P.G. vessel should have at least 10 shackles of anchor chains on each side 9 shackles can be accepted provided that vessel maneuvering may be prolonged, sometimes failed , and resumed especially in bad weather conditions.

10-4- Berth no.7 (CONT):for jet fuel :

MAX L.O.A.	700 feet
MAX DRAFT	26 feet in winter
MAX DRAFT	28 feet in summer
MAX DWT	30000 M.T in summer
MIN.SWL.DERRICK	5 tons

Loading rate: Max. 1200 M.T per hour.

Max. pressure at ship's manifold during discharge is 7,5 KG/CM².

Ship's connection manifold has to be equipped with pressure and gauges .

N.B: All connection operational tools (spanner, hammer..etc) shall to be made of copper.

For base oils:

MAX L.O.A.	700 feet
MAX DRAFT	28 feet in summer
MAX DRAFT	26 feet in winter
MAX DWT	30000 M.T
MIN.SWL.DERRICK	5 tons

The pressure at ship's manifold should shall not exceed 7,5 KG/CM².

11-Winds:

Gales are always from end of Nov. to end the April .The prevailing wind direction are SW usually strong during winter season blowing hard SW-W raising of rough sea. Dangerous wind are NW and E.

12-Pilotage:

Pilotage is compulsory and available 24 hours day. All vessels are requested to contact Baniyas terminal on channel 16 four hours before arrival at the pilot station to confirm vessel E.T.A and for receiving berthing prospects pilot will board the vessel half mile north west of the Marquab buoy to start mooring- vessels have to wait for day break , for unmooring at any time day or night.

13- Tug Boat : not available at the time being.

14- Loading –Mooring master:

Our company loading- mooring masters are representative of terminal and port authorities on board. Loading-mooring master will board vessel on arrival or at anchorage and will remain on board during the vessel stay at berth and will liaise between the terminal and ship's personnel throughout the loading/discharging operations.

The loading mooring master shall ensure that master is familiar with and strictly observe all local regulations concerning the safety of operations and pollution of the sea by oil whilst moored to the company facilities. The loading mooring master will normally be accompanied by mooring boat and max 5 seamen to assist in berthing operations and connecting hoses, three or four of these seamen remain on board during the whole operations. These seamen are on board to assist crew members with hose disconnecting and unmooring operations.

- Master must insure a good cabin, food, crew cabin and must deal with them respectfully .
- The task of mooring boat is insuring mooring ropes to buoys from ship and mooring wires from buoys to ship hose connection/ disconnection and also to assist ships to pick up ropes may fall into sea water during berthing operations.
- During unmooring, mooring boat has the same tasks disconnection, dropping wires onto buoys and disconnect rope from buoys.
- In bad weather condition: the mooring boat cannot give such services, in this case vessel has to drop ropes and shore wires into sea, and when weather permits ropes will be collected and delivered to ship. These services are back charged.

N.B. To avoid complexity and repetition in this context ,the word" pilot" is used in the sense of loading-mooring master where necessary and applicable .

COMMUNICATIONS

Forward:

Banias terminal keeps watch on channel 16 this had a range of approximately 30 miles and its call sign: “Banias Terminal”.

SCOT's full style.

VHF services : channels 16+13 for 24 hours are available for vessels at Banias Terminal .

Cable address: Syrian Company for Oil Transport- Banias – Syria – P.O.Box 13.

Tel. Nos. : 00963-43-711300/711301/711302.

Fax No. : 00963-43-710418.

E-mail: Scot50@scs.net org.

Internet Web: www.scot.gov.sy

Pre - arrival procedure :

Prior to a tankers close approach to the terminal, fax is a preferable method of communication, our fax no. 00961-43-710418.

Faxes should be addressed to : Scot – Banias terminal and will be received directly by The Syrian Company For Oil Transport. Please be advised that masters should send a copy of ETA’s faxes to their official governmental agent: Shipco. Banias, agent fax no. is 0096-43-711403.

Within six hours of clearing its last port for its voyage to Banias terminal, each tanker shall provide the terminal with the following information via fax.

- a-The name of the tanker .
- b- Destination port.
- c- Summer deadweight.
- d- Arrival draft.

4- When the master of the tanker en route to Banias terminal is of the opinion that his tanker is within 72 hours of arrival at Banias port, he shall notify the terminal via fax providing the information:

- a- The name of tanker
- b- Estimated time of arrival at Banias terminal (date and hour).

5-When the master of the tanker en route to Banias terminal is of the opinion that his tanker is within 24 hours of arrival at Banias , he shall notify the terminal via fax providing the information:

- a- The name of tanker
- b- Estimated time of arrival .
- c- Quantity of cargo required , maximum draft on departure /arrival from Banias terminal.

6- Before tanker arrival on 12 hours , master should provide terminal with:

- a- The name of tanker
- b- ETA at Banias terminal .

7-Four hours before master expects to arrival at Banias terminal to receive a pilot-mooring master . Master shall notify via VHF:

- a- The name of the tanker .
- b- Precise estimated time of arrival.

8- The master shall call Banias terminal on ch.16 at least 2 hours away from arriving at the pilot boarding station VHF channel (16+13) is the terminal working channels while vessel at anchorage or berths.

9- Our local time is :

Summer GMT + 3 hours.

Winter GMT + 2 hours.

Required boarding arrangements for pilot- pilot ladder:

According with entry/departure compulsory Pilotage, we require the vessels have in force IMO resolutions:

A- 263 (VIII) dated November 20th 1973

A- 275 (VIII) dated November 20th 1973

A- 426 (XI) dated November 15th 1979

A- 275 (16) dated October 19th 1989

Contained all of them in chapter VERG 17 of Solas convention, referred to "pilot ladders and mechanical pilot hoists ". Also will apply all international maritime pilot's association (IMPA) requirements over the subject till present date.

-Requirements for safety of pilot:

(to comply with Solas convention, Chap. VERG.17)

- Pilot ladder:

- The ladder is required on ship's lee and at a place near mid-ship about 2 meters above water.
- The ladder shall be rigged well clear of discharges and scuppers. A sturdy and clean ladder is appreciated .
- The ladder must be made in one length and does not consist of two lengths shackled or lashed together , and shall be equipped with spreaders to prevent the ladder twisting .
- Man rope, etc.
- Two Manila ropes not less than 2½ inches (65 millimeters in circumference) should be kept at hand and secured only when pilot disembarks.
- A ring buoy with self-igniting light and life line should be kept at hand ready for use.

- Light:

- A light should be provided to illuminate the ladder sufficiently over side at night, in such a manner that the Pilot is not dazzled.

- Speed:

-Vessel headway shall be kept in adequate speed and engine has to be stopped when Pilot embarks or disembarks.

- Others:

- Rigging of the Pilot ladder, as well as, embarking or disembarking the Pilot shall be under supervision of a responsible officer.
- Portable stanchions and accompanying bulk ward step ladder must be rigidly secured to the ship's structured.

PILOTS MAY REFUSE TO EMBARK OR DISEMBARK IF THE ABOVE REQUIREMENTS ARE NOT COMPLIED WITH.

-Pilot boarding areas:

In the vicinity of Marquab light-buoy

- Pilot Card:

To comply with IMO Resolution A-601 (15) November 19th 1.987, all vessels calling our installations will give to Pilot on his arrival, the form named "Pilot Card" with all ship's particulars. No vessel's maneuver will start without Pilot Card Information .

-Arrival Documents:

Port authorities will board and clear the vessel at anchor area or just after berthing. Vessels calling Scot will require from Port Authorities the "free pratique" by fax through her Agent, before arrival. Yellow flag (Q International Code) will be exhibited on arrival. By night two (white over red) lights all around and 1.83 mts distance between them, will replace the flag.

Generally speaking, the following documents will be ready on every ship on arrival:

<u>DOCUMENT</u>	<u>COPIES</u>
• Maritime Health Declaration	1
• Tanker's Check List	1
• Crew's List	6
• Ship's Manifest	2
• Crew's Manifest	2
• Passenger List	2
• Clearance from last port of call	1
• Ship's Certificates	All in force

To carry out unloading operations, SCOT'S representative will also receive the following cargo documents:

- 1.-Bill of Lading
- 2.- Vessel Cargo Manifest
- 3.- Certificate of Quantity

4.- Certificate Quality

5.- Accompanying Administrative Document (A.A.D.)

6.- Certificate of Origin (When origin country is not community)

7.- Independent Inspection Report including:

- Sample's Receipt
- Ullage Report
- O.B.Q. Report
- Vessel's Experience Factor
- Notice of Protest
- Loading Calculation

8.- Time Sheet.

Operations

Confirmation of ETA :

To avoid delay on arrival , it is essential and in your interest to communicate with SCOT via fax (**00963-43-710418**) at least 72.48 and 24 hours prior to arrival , and thereafter maintain contact on VHF radio stating cargo quality and grade , maximum rate (loading/discharging) SWL of derrick capacity , specific gravity and temperature, N.R.T , and arrival draft , failure to give any notice at least 24 hours prior to arrival , may delay the notice of readiness by an amount equal to the difference between 24 hours and the number of hours of notice prior to arrival , and this at the sole discretion of the terminal .

- In the event of a ship having arrived without having contacted Banias control 4 hours before ETA , a 4 hours period shall accrue to Banias terminal before a mooring master boards the ship.

- Banias Oil Terminal shall not be responsible for any vessel arrive without prior acceptance or confirmation.

(acceptance should be official and in writing).

Vessel Berthing Confirmation:

Vessels awaiting at anchorage for confirmation or other reasons beyond the control of Banias terminal will be boarded by mooring master within 4 hours after such confirmation is received providing free allocated berth and suitable weather . Vessel master has to advise terminal via fax once his vessel is not ready for berthing/discharging/loading.

Notice of Readiness arrived tendered :

Will be considered when vessel arrived in the near vicinity of the Marquab light buoy, where the loading mooring master will board and stay on board vessel during the whole operation , the loading mooring master is your advisor and our terminal representative on board your vessel for all mooring , loading / discharging , unmooring , and communication with shore ... etc.

General rules and requirements

a- Order of berthing :

Tanker will normally berth in the order of arrival and will also be given to the nominated date range , and such other matters as Baniyas terminal deems relevant fair and necessary berthing order.

b- Restrictions:

Loading mooring master shall stop berthing in such cases unless otherwise approved by him :

- High swills or strong currents during or after bad weather .
- When sustained wind speeds at the terminal exceed 15-20 knots.
- When there is strong wind or strong wind warning in force for the terminal area .
- When there is a navigational warning of bad weather within 24 hours later.
- Out of day light .
- Vessel that is not complying with Baniyas regulations of acceptance.
- All vessel mooring equipment in good working condition.

C. Accommodation pilot ladder

Combination of accommodation and pilot ladder to be rigged . accommodation ladder to be lowered down 12 feet above sea water. Pilot ladder to be placed close abaft and down to 3 feet above seawater.

D. Mooring arrangements on board :

Minimum 12 standard mooring soft ropes (220 m) in good condition and suitable to vessel's DWT and must be available on board distributed as following

Forward : Minimum 1 × 120 fathom mooring .

2 rope stoppers 4-5 circum. Inches

AFT :Minimum 8 ×120 fathom mooring ropes.

6 rope stoppers 4-5 circum. Inches.

Main deck

- minimum 3×12 fathom mooring rope on vessel main deck
- 3 rope stopper 4-5 circum. inches

N.B :

- mooring wires are supplied from shore only.

Boat ropes : to be rigged on either side of ship and of not less than (4 1/2) inches circum.

Derricks and Cranes (SWL):

According to berth specifications , Derricks and Cranes must be capable of plumping over side abreast of discharging manifold .

Loading / discharging manifold :

Nos. /2/	Spanners	1/5Inch
Nos. /2/	Spanners	7/8 Inch
Nos. /2/	Hammers	7 LBS
Nos. /1/	Axe	2,1/2 LBS
Nos. /1/	Pipe Wrench	

Hose – hang off Bits are required at about 10 feet from ship's rail at loading manifold to secure submarine hoses on the port side.

Safety moorings and anchor chains :

Vessel must have not less than / 11/ shackles of anchor chains on each side.
For L.P.G and B.O tankers 10 shackles of anchor chains on each side are required .
9 shackles can be accepted for L.P.G and B.O vessels provided that vessel maneuver will be prolonged . On completion of mooring operations , vessel must have between 6.1/2 and 7.1/2 shackles of anchor chains tight in the water in conformity with vessel L.O.A .

Deck watch :

A continuous watch on deck must be maintained throughout the operations according to ISPs to ensure safe operations and to avoid delays.
In addition to the continuous watch on channel 16 and 13 R-T in control room .

Tanker – loading / discharging

Tanker loading / discharging at Banias terminal , conventional buoy moorings (CBM) must comply with the latest SOLAS and MARPOL conventions and protocols.
Tankers found to be deficient or substandard in safety requirements shall not be permitted to moor and load/discharge.

1- Deballasting:

The terminal will not be responsible for any free water or dead freight for acceptance at the terminal , tankers must have segregated ballast tanks (SBT) comply with ballast regulations , there are no reception facilities at the terminal for the discharge of dirty ballast .

2- Inert gas system :

The cargo tanks will be checked on arrival to verify that they are inerted to 8 percent oxygen or less by volume and pressurized as required by existing regulations vessels with tanks not properly inerted and/or with a inoperative inert gas system will be rejected . In the event of failure of the inert gas system during tanker loading / deballasting operations or if tank atmosphere exceeds 8 percent oxygen , cargo / ballast operations shall be stopped and if the deficiency is not properly corrected the tanker will be removed from the berth.

3-Mooring equipment :

Tankers shall be equipped with mooring equipment which complies with the minimum specifications described in this regulations.

Mooring winches :

The tanker shall be equipped with mooring winches which shall :

- a) Be power operated and capable of warping the tanker
- b) Have a mooring line permanently attached .
- c) Be capable of making fast mooring lines by securing the brake on the winch .
- d) Have warping drums capable of handling preventer lines and swamped mooring lines .
- e) If equipped with constant tension devices , have these devices disconnected and the brake fully applied .

Mooring bitts :

The tanker shall have at least 8 sets of mooring bitts , each set shall be a size and located near a mooring winch to enable making fast 4 sets of bitts should be in the vicinity of port side ship's manifold .

Bow anchors :

Vessels should have at least 11 shackles of anchor chains on each side port/starboard and 9 shackles for L.P.G and base oil tankers.

Crane / derrick :

The tanker shall have a crane / derrick on the portside with minimum SWL 7.5 tons (5 tons for kerosene and base oil and 3 tons for L.P.G tankers).

MANIFOLD specifications :

The tanker's MANIFOLD shall be capable of being bolted to the 12 inch (4",8" and 10" for LPG) and comply with the (OCIMF) standards for the oil tankers MANIFOLDS and associated equipment.

Responsibility of owner :

The Responsibility is exclusively on the master and owner to ensure that the tanker is seaworthy and that all equipment is and remains in good working order and condition . Failure by SCOT to reject any tanker not meeting the requirements will not relieve the owner of liability .

Hoses connection/disconnection :

- Upon completion of the mooring operations , the loading / discharging hose will be connected to the tanker's port-side manifold. The hoses connection / disconnection will be made by the terminal seamen with assistance of tanker's crew who must be under the supervision of a responsible deck officer , the loading mooring master will advise the correct procedures to be adopted .
- The crane / derrick rigged on the portside will be used to hoist the loading hose and assist in its connection to the port manifold.
- When the loading hose is hung off at the tanker rail , and lowered to manifold level , the blank flange on the end of the hose shall be removed and the loading hose bolted to the tanker's manifold . a pressure gauge is provided at the top of the spool and a drain line at the bottom of the spool.
- The propeller shall not be turned over with the main engines while the loading hose is connected or after has been disconnected without first notifying the loading mooring master.

Loading/discharging operations

- General:

Throughout the loading operation , a responsible deck officer shall be in charge of operations either on deck or in cargo control room . In addition , an efficient deck watch in constant contact with the cargo control-room must be maintained at all times. Loading rates can be reduced on request at any time , except in the emergency , 10 minutes notice should be given to the loading mooring master when rate reduction is required , valves must not be closed against the oil flow without permission from the terminal . part of full closure of valves during loading is extremely dangerous and can cause extensive damage to equipment.

The master will be liable for any damage arising from such mal-practice .

-Commencement checks :

The submarine pipelines are left full of crude oil product between tanker loadings/discharging . when all hose-connections have been made and approved , and safety checks as outlined in the international safety guide for oil tankers and terminals have been completed , the butterfly valve on the loading hose shall be opened , the butterfly valve on the loading hose will be bolted in the open position before loading commences and should be checked frequently during the course of loading .

-Loading/discharging commencement :

The tankers manifold shall be opened and crude oil product shall be loaded by gravity . once checks for flow have been completed on the tanker , the loading mooring master will be advised to start the loading pumps .

-Warning against back pressure :

The submarine pipeline and loading hose may be damaged if subjected to sudden increase in pressure . back pressure on the loading hose at the tanker's rail must not exceed 7.5 KG /CM² to avoid damage to the loading equipment . the tanker shall ensure that the following precaution are taken.

- a) The flow of crude oil product shall not be shut off by closing the tanker's valve or the butterfly valve on the loading hose without the prior approval of the pilot/mooring master .
- b) As many tanks as possible are to open during loading . at least 2 tanks must be open while onshore pumps are operating at full speed , if the master consider it necessary to load into only one tank or to reduce the loading rate for safety it's operation , he shall notify the pilot/mooring master in sufficient time to reduce the loading rate .
- c) The master shall advise the pilot/mooring master when 600 CM of crude oil product are required to complete the loading so that the onshore pumps can be ceased down slowly and reduced to idle . when 200 m³ of crude oil product are required to complete loading so that the onshore pumps can be stopped and loading/discharging completed by gravity.
- d) On completion of loading /discharging , the tanker's manifold to minimize the surge pressure of oil in the pipe line .

- Test calls during loading /discharging:

In order to check radio communications between the tankers and the onshore control room , the tanker shall call Baniyas terminal every hour at 15 minutes past the hour and advise the terminal masters of the previous hour's loading/discharging rate through (loading mooring master) should either of these call fail to establish communications between the tanker and the shore after taking reasonable steps to re-establish communications, the onshore terminal will shutdown loading until communications are re-established.

- Suspension of loading/discharging during strong winds:

During periods of strong winds the loading mooring master may advise the tanker's master to discontinue loading/discharging and disconnect the loading/discharging hoses . The loading /discharging hoses may be hung off ready to slip or be laid down.

-Deck scuppers plugs:

Deck scuppers plugs ensure scuppers are effectively plugged on no account should plugs be removed.

-Operations :

- Ship's personnel are solely responsible for the loading/discharging operations , i.e. Starting , loading rate ,tank switching ,topping up , stoppingetc.

- The mooring , master will pass your requirements to shore control , it is in your interest to advise rate required , also , to give 30 minutes notice of expected loading/discharging , starting time .

- Should you require adjustment in the loading/discharging rate , please advise the mooring – loading master , sufficient notice must be given to enable shore operations to comply . failure to give proper warning may cause delays or tank overflow on board . The company disclaims all responsibility for such events .

- The mooring-loading master will not transmit any loading / discharging instructions to shore until the responsible ship's officer had admitted that :

a) Ship is safely moored , hoses are correctly connected , all valves have been set for receiving cargo , your order to start will be taken as final.

b) The mooring – loading master must be advised when 2000 tons are left to complete the cargo required according to ship's estimate.

c) The loading system in Baniyas is done by means of shore pumps and it is extremely dangerous if ship's valve is closed against the flow . when operations on board needs reducing the flow , E.G topping up , mooring – loading master and shore control should be warned by sufficient stand by notice .

d) Frequent check of ullages on board to be carried out to avoid shortage in cargo or pumping back excess cargo to shore.

N.B Whilst shore control will endeavor to load your vessel at maximum loading rate you have stated , they are not however bound to do so and they may restart to lower loading rates .

N.B .On completion of discharging it is prohibited to pump air in our hose to avoid floating and paying fine.

-Vessels in berth :

Vessels are not allowed to remain in berth for any reason , when loading / discharging is terminated , hoses disconnected and dropped into sea . repairs exceeds 3 hours in berth are not allowed , and vessel should leave berth in such cases.

-Lighting :

During hours of darkness , the manifold , the poop and the mooring area of sea in the vicinity of the vessel should be adequately lit.

-Main engine :

The main engine must be kept on short notice repairs which will immobilize must not be carried out in berth .

-Deck machinery :

Deck machinery must be ready for immediate use at all times.

-Whistle or siren :

Whistle or siren to be available at all times .

-Signaling :

An “ ALDIS” type lamp to be readily available.

-Stores provisions ...etc :

It is strictly forbidden for provisions , stores , or other items to be received or disembarked whilst loading/discharging cargo is in progress . Launches or other crafts other than company's must not lie alongside during the staid period .

Tanker safety regulations :

Tanker safety requirements must be strictly adhered to at all times. The loading/ discharging master is authorized to stop all operations and leave berth should he consider that safety regulations are not being complied with . Please refer to “ tanker safety guide L.P.G” and ISGOTT.

Guests :

Guests are not allowed unless visit is approved by master , terminal superintendent and administration conjointly.

Action in case of emergency :

In the event of a fire , oil spillage , or other emergency on the vessel , the emergency signal is :

“Three or more blasts of not less than ten seconds each on whistle or siren supplemented by a continuous ringing of alarm bells “

Leaving berth due to bad weather :

When loading-mooring master decides that weather condition is dangerous for both ship and berth installations , ship must let go mooring ropes in water taking into consideration safety of hoses and berth installations. Ropes can be collected when weather permits and charged from vessel owner according to terminal tariffs.

Minimum safe crew :

When the vessel is berthing there should be on board enough crew members , including an officer in order to operate safely on both normal or emergency situations it will be in mind that our terminal sea berths are in open sea and a change of weather can be expected at any time .

Ballast no dirty ballast (SBT is compulsory)

The port authority is most strict and will impose heavy fines for any pollution of the sea . In addition , your vessel may be ordered out of the berth and at the risk of losing your turn. Ensure ballast quality on board is kept to about 1/3 of VSL DWT in winter and ¼ of VSL DWT in summer 15 % of VSL DWT is acceptable for vessels calling Baniyas terminal for discharging in order to achieve safely maneuver in the prevailing weather conditions with propeller and bow thruster it filled submerged . , Baniyas terminal is an open roadstead , consequently sudden changes in weather can be experienced especially in winter months, it is good practice to commence loading as soon as hoses are connected , and whilst ballast discharging is still in progress , always providing this can be achieved safely and with no danger of contamination (SBT) leakage or spillage of oil on board must be collected , and not be swept or washed on board .

Condition of use the installations and services

Forward:

The facilities and assistance provided by SCOT company to vessels visiting Baniyas terminal for any purpose whatsoever are subject to the following conditions whether or not any charge is made therefore

Vessel's assistance:

Vessel's crew with an officer in charge should be adhered to pilot/mooring master instructions in all operations as advised. This includes lifting , connections , disconnections , lowering hoses and tending anchor cables.

Assistance advice or instructions :

Neither the company (which expression shall hereafter include any subsidiary or associated company or other owner of property used in conjunction with the property of the company) nor its servants or agents (in whatever capacity they may be acting) shall be responsible for any loss , damage , injury or delay from whatsoever cause arising out of any assistance , advice or instructions , whatsoever given or tendered in respect of any vessel.

In all circumstances , the master of the vessel shall remain solely responsible on behalf of his owner for the safety and proper navigation of his vessel. And the vessel and her owners shall indemnify the company or its servants or its agents for which the company shall be legally liable by reason of negligent navigation of the vessel.

Use of sea berths, sea loading lines, Harbors , jetties, and gear:

While the company has taken all reasonable care to ensure that the berths facilities and other premise of the company and the gear and equipment used in connection therewith are safe , the company doesn't represent or warrant that the sea berths, sea loading or bunkering lines, Harbors and jetties of the company or the gear and equipment (including gangways where provided) used in connection therewith are safe or suitable for any vessel , and any vessel using them or any of them shall be and remain at the sole risk of the owners or masters thereof and in particular (But without prejudice to the generality of the foregoing . The safety or suitability of the Gangways is the sole responsibility of the master.

The company doesn't warrant the seaworthiness of any craft hired or used by any vessel nor its fitness for any particular purpose.

The company will not be responsible for the acts of defaults of any of its servants or of any port , Authority of servants or agents Nor for any loss, injury or delays from whatsoever cause arising that may occur to the vessel or her cargo or equipment or to the master or any member of vessel crew whether on board or otherwise or in the course of mooring or unmooring or raising or lowering of the loading or bunkering lines or loading or discharging or otherwise howsoever or to any third party , and the vessel and her owners shall hold the company or its servants or agents harmless and indemnified against all claims, damages, costs, and expenses arising there from.

- The company will not be responsible for any loss. Damage, injury or delay directly or indirectly caused by or arising from strikes , lock- outs or labor disputes or disturbances whether the company or its servants or agents are parties thereto or not.

- If during or by reason of the use by the vessel of the sea line terminal , Harbors or jetties or other premises of the company or its agents or the gear or equipment used in connection therewith or any craft of the company, any of them shall be damaged or become dangerous or unusable and irrespective of whether or not such damage has been caused or contributed to by the negligence of the company or its servants or agents or of any port authorities or its servants or agents, the vessel and her owners shall hold the company or its servant harmless and indemnified against all loss arising there from.

These conditions shall be construed to mean according to **law of the Syrian Arab Republic** and if so required by the company , the vessel and its owner shall submit to the jurisdiction of the Syrian courts.

Strict adherence to regulations:

- The company-mooring master is your advisor and Scot's representative on board your vessel for all operations and communications.

-The mutual cooperation's between ships personal and our pilot / mooring master is most essential.

- The pilot mooring master is fully responsible for insuring the strict adherence to the following main requirements and restrictions

- Safety requirement (safety checklist)

- Baniyas terminal requirements and regulations.

- Precaution to prevent pollution.

-Ship readiness for mooring.

-Tanker, and terminal readiness for loading and discharging.

-ISPS code.

Cooperation and compliance to the requirements will ensure the safe conduct of operations and short turn- Round of ship.

Facilities:

Bunkers of D.oil, fresh water, provision and garbage disposal are available through ship's agent.

Marine Terminal Services:

In The event of tanker requiring assistance to lift hoses, recover lost anchors and cables, delivering oily bilge water ,oily residues (sludge) and waste oil....etc., the a/m services are available through:

1.M/V Ghada

2.Maint.Launch

3.Comm.Launch

4.Divers

5.Floating barge

6.Multi-function oil pollution fighting boat.

In case vessels request one or more of the a/m services, they shall bear due charges according to the type of service rendered as per Baniyas terminal Tariffs

Safety Requirement

1-General:

-Responsibility for the safe conduct of operations on board your vessel while a alongside our terminal rests with you as master.

-Nevertheless, since our personnel property and other shipping may suffer serious damage in the event of accident aboard your ship, we wish before operation start to seek your full cooperation and understanding on the safety requirement set out in the ship / shore safety checklist.

-These Safety requirements have been drawn up by a number of terminal operators in conjunction with a representative section of the international tanker industry. They are based upon the provision of the code of safe practice currently accepted by the oil and tanker industry , we, therefore expect you and all under your command to adhere strictly to them throughout your stay alongside this terminal. WE , for our part will ensure that our personal do likewise and cooperate fully with you in the mutual interest of safe and efficient operation..

-In order to assure ourselves of your compliance with these safety requirement, we shall, from the time to time , instruct a member of our staff to visit your ship and after reporting to you or your deputy to join one of officers in a routine inspection of cargo decks and accommodation spaces..

-If we observe infringements on board your ship of any these safety requirements , we , shall bring this immediately to the attention of yourself or your deputy for corrective action , if such action is not taken in a reasonable time , we shall adopt such measures as appear to us most appropriate to deal with the situation and shall notify you accordingly.

-If you observe any infringement of these requirements by terminal staff on board your ship , please bring this immediately to the notice of our pilot mooring master who is nominated as your contact during your stay in port.

-Should you consider any immediate threat to the safety of your ship arises from any action on our part or equipment under our control you are fully entitled to demand an immediate cessation of operations.

-The company pilot mooring master is your representative on board your vessel, should you desire to speak to a senior terminal representative, please contact shore control who will connect you with terminal superintendent night and day.

-We reserve the right in the event of continued or blatant disregard of these safety requirement by any ship to stop all operation and order that ship off the berth for appropriate action to be taken by the characters and owners concerned.

1.1 Application area:

The safety regulations must be applied all over Banias Terminal sea berths and installations.

1.2. Personal concerned:

The safety regulations are to be observed by:

- The vessels moored / berthed at the terminal and their crew.
- Any authorized persons to the terminal and / vessel.
- Government officials (port authorities , customs, health, police.....etc).
- Ship agencies staff and ship chandlers.

Person that carry out works at the terminal.

1. Terminal persons.

-Pilot mooring master is responsible to supervise all safety requirement on board and that all concerned persons mentioned above are complying with safety regulations.

2.Boilers:

Boiler tubes are not to be blown while alongside our terminal or moored to the sea berth. Every precaution must be taken to avoid that neither sparks nor excessive smoke escape from the funnel.

3.Chipping and scraping :

Chipping and scraping is not permitted on open deck while the vessel is at the facilities.

4.Safety checklist:

Before cargo handling commences the responsible ships' officer and our pilot- mooring master will ensure that the necessary controls and safety measure have been carried out and would satisfactorily answer all points in the standard ship / shore safety checklist with it in good order the port authority gives the authorization for handling dangerous goods:

1.Checklist frequency:

Every 6/8 hours will turn over check by both parties in order to be sure that every point is enforced in the safety checklist

2.Leaks:

All deck pipelines and hoses must be free from leakage.

3.Skylights , lids and doors:

The lids of engine room , boiler room and galley skylights, accommodation doors and port lights in close proximity to hazardous are must be securely closed to prevent entry to oil petroleum gas.

4.Matches and light :

The use of matches and cigarette lighters is totally prohibited in all the restricted areas on board and in terminal except in places specified by the masters.

5.Thunder storms:

When a thunderstorm is passing all loading / unloading operations will be shutdown.

6.Back pressure:

The maximum permitted back pressure should not exceed 7-5 kg/ cm² .

7.Bad weather and constant readiness:

Masters are hereby warned that terminal is located at open sea and unsheltered roadstead and so, strong and variable currents may be experienced and metrological conditions may create high winds, seas and / or swell with little or no advance warning. They should at all times be prepared to leave the berth. May engines shall always be maintained in a state of constant readiness for immediate use. No repairs which may immobilize the vessel shall be permitted to be carried out at any time of the berths. Both anchors shall be ready for use . Each vessel is responsible for obtaining its own weather forecast.

8.Oil spillages:

Any discharge or leakage of oil of any description into seawater is an offence under the Syrian law- the master of an offending vessel is liable to prosecution and heavy penalty may impose by the port authorities.

9.Anti- pollution:

The administration authority is at the present time, the unique responsible to take a decision and to coordinate actions in pollution fight if any event happens at the Syrian coastline through national emergency plan. It is composed by everyone port emergency plan of all Syrian harbors which is part of the national emergency plan. Notwithstanding when an oil pollution is produce the ship's master will contact as soon as possible with pilot mooring master on board. The master is also responsible for the observance following instructions: dirty tray shall be placed under flanged connections on vessel's manifold so as to collect any spillage prior to start operations, all scuppers shall be effectively plugged and no leakage or spillage on board will be swept or allowed to leak over board. All over board, discharge /seawater suction valves connected to the cargo system shall be shut, lashed and sealed during discharging/ loading operation. Any leakage or spillage must be reported immediately to pilot and he will decide the emergency actions necessary to take.

10. Drugs and alcohol policy:

Pilot will not maneuver a vessel which master or officers or helmsman are involved in alcohol / drugs effect or / physical conditions are lower than normal when a ship is moored or berthed . It is prohibited to use of drugs and all alcoholic drinking. OCIMP guidelines should be strictly followed.

11. Smoking warning:

Smoking is strictly prohibited at all times on the tanker deck on ships smoking is permitted only in no more than three enclosed spaces specifically designated by master and agreed by the terminal representative as "smoking area" these space will be clearly identified by posters.

12. Safety data sheets:

Safety data sheets on the range of products supplied are given to all ships as a routine during preoperational discussion. They are refinery-manufactured products.

13. Waste and rubbish each 48 hours:

It is strictly forbidden to throw garbage or waste materials into seawater according to Marpol annex V. vessel should arrange through her agent a special launch service for its collection.

14. Smoking requirements:

Smoking is strictly prohibited on board the vessel. It is only allowed in specified places designated by master provided that in these places all external doors, ports and other kept tightly shut. These locations shall be clearly marked to this effect and the pilot mooring master will be notified.

15. Naked lights (open flame):

The use of naked light is prohibited on vessel's deck or any other places where an accumulation of gases may be encountered.

16. Hand torches and lamps:

Hand torches and portable lamps shall not be used unless an intrinsically safe and of approved type .

17. Prevention of sparking and excessive funnel smoke:

Blowing of boilers tubes is not permitted vessels discharging clean product must have fitted flame screen on the funnel. In case of generation of sparks, necessary steps must be taken immediately to eliminate these even it means extinguishing boiler fires.

18. Radio station equipment and radar:

The main radio transmitter shall not be used during loading / discharging operations and the radio aerials disconnected and earthed. The vessel radar shall not be used unless the master in accordance with pilot – mooring master has established the conditions under which it may be used safely.

19. Radio – Telephone-sets:

VHF/ UHF portable Transceiver (handie- talkie must be of the intrinsically safe type and approved by the port authorities.

20. Readiness to move:

During the vessel's stay at the terminal her boilers main engines , steering gear and other equipment essential for maneuvering shall be maintained in conditions to permit the ship to move away from berth at short notice.(Deck and engine room personnel on board to be able in case of emergency to maneuver to attend to the operations safety.

21. Maintenance and repairs : (Hot work)

All maintenance and repairs works are prohibited on any vessel while moored at our sea berths unless the permission of both the port authority and terminal pilot – mooring master had been granted.

22. Small crafts:

Shall be restricted but only to: crafts belonging to SCOT authorized crafts through ships agent and the pilot permission will be allowed.

23. General lighting:

The main deck manifold area and sea around the ships shall be adequately illuminated at night for safely operations.

24. Signals:

Vessels , during their stay in the terminal, shall in accordance with international regulations display the following signals:

By day: red flag

By night: a red light perfectly visible from all directions(360o)

25. Air conditioning and ventilation system:

-Air conditioning and ventilator intakes which may draw cargo vapors into the accommodation, shall be closed air conditioning units which are situated wholly for the cargo vapors into the accommodation window type air conditioning unites shall be disconnected from the power supply.

26. Emergency procedures:

While the vessel is moored / berthed her engines should be ready for leaving any time onshore notice or pilot request if for any reason the vessel cannot comply with these requirements pilot must be advised immediately.

27. Emergency on board:

In the event of fire, oil spillage or other emergency on the vessel, the emergency signal is Three or more blasts of not less than ten seconds each , on whistle or siren supplemented by a continuous ringing of the general alarm bells .

-notify our pilot

- All operations must be stopped immediately and VSL ready to leave.
- Vessel must be disconnected immediately and will advise pilot.

28. Emergency onshore:

- The vessel will immediately be advised of the emergency through pilot.
- Cease all operations and close all valves.
- If required, stand by to disconnect hoses or bring engine and crew to stand by ready to unmoor/ berth.
- implement terminal emergency plan.

29. Galley stoves and cooking appliances:

Use of galley stoves and cooking appliances before permitting the use of galley stoves and other cooking appliances while a tanker is at a petroleum berth. The ship's master and the terminal representative must, after taking into consideration of the location construction and ventilation of the galley , jointly agree that no danger exists particular care must be taken when making this judgment if the stern loading / discharging manifold is to be used to transfer cargo.

30. Cargo tank lids:

During the handling of volatile petroleum and loading of non- volatile petroleum into non – gas free tanks, and while ballasting after the discharge of volatile cargo , all cargo tank lids should be closed and secured .Cargo tank lids or openings should be clearly marked with the number and location (port centre or starboard) of the tank they serve. Tank opening of cargo tanks which are not gas free should be kept closed unless gas freeing alongside by agreement.

31. Sighting and ports :

During any cargo and ballast handling operations, sighting and ullage ports should be kept closed unless required to be open for those operational purposes. If for design reasons, they are required to be open for venting purposes, the opening should be protected by a flame screen, which may be removed for a short period during ullaging sighting sounding and sample. These screens should be in a good fit and be kept clean and in good condition. The open loading of cargoes having toxic effect is not recommended.

32. Cargo tank vent outlet:

The cargo tank venting system should be set for the operation concerned and if required the outlets should be protected by device to prevent the passage of flame. High velocity vents should be set in the operational position to ensure the high exit velocity of vented gas. Pressure / vacuum relief valves (p/v valves) should be either opened or by passed during loading or ballasting when volatile cargo is being loaded into tanks connected to a venting system which also serves tanks into which non- volatile cargo is to be loaded particular attention should be paid to the setting of p/v valves and associated venting system including any inert gas system in order to prevent flammable gas entering the tanks to be loaded with non- volatile cargo.

33. Tank washing operations:

During tank cleaning gas freeing operations tank washing covers should only be removed from the tanks in which these operation are taking place and should be replaced as soon as these operations are completed other tank washing covers may be loosened in preparation, but they should be left in their fully closed position.

34. segregated ballast tank lids:

Segregated ballast tank lids should be kept closed when cargo or ballast is being handled as petroleum gas could be drawn into these tanks. segregated ballast tank lids must be Clearly marked.

35. Accidental oil spill and leakage :

Both vessel and shore personnel should maintain a close watch for the escape of oil at the commencement of and during loading or discharging operations. In particular, care should be taken to ensure that pipeline valves, including drop valves are closed if not in use. Cargo or bunker tanks that have been topped up should be checked frequently during the remaining loading operations to avoid an overflow. If leakage occurred from a pipeline valves, hose or metal arm, operation through that connection should be stopped until the cause has been ascertained and the defect remedied. If a pipeline ,hose or arm burst on. If there is an overflow all cargo and bunker operations should be stopped immediately and should not be restarted until the fault has been rectified and all hazards from the released oil eliminate. If there is any possible of the released oil or of petroleum gas entering an engine room in take appropriate preventive steps must be taken quickly means should be provided for the prompt removal of any spillage on deck. Any oil spill should be reported to the terminal and port authorities and the relevant ship and shore oil spill emergency plans should be activated. Harbor authorities and any adjacent ship or shore installations should be warned of any hazard.

36. Sea and overboard discharge valves:

At the start of and at regular intervals throughout loading discharging ballasting and tank washing a watch should be kept to ensure that oil is not escaping through sea valves when not in use, sea and overboard discharging valves connected to the cargo and ballast system must be securely closed as where provided. When lashing is not practical , as with hydraulic valves, some suitable means of marking should be used to indicate Clearly that the valves are to remain closed. For further information on this subject reference should be made to the ICS/ OCIMF/ publication' prevention of oil spillage's through cargo pump room sea valves" .

37.Spill containment:

A permanently fitted spill tank provided with suitable means of draining should be fitted under all ships and shore manifold connections should no permanent means be provided drip trays should be placed under each connection to retain any leakage.

38.Vessel and shore cargo and bunker pipeline not in use:

The tightness of valves should not be relied upon to prevent the escape or seepage of oil. All shore pipeline, loading arms and hoses not in use at a berth must be securely blanked. All ship's cargo and bunker pipeline not in use must be securely blanked at the manifold. The stern cargo pipelines should be isolated from the tanker's main pipeline system forward of the after accommodation by blanking or the removal of spool piece.

39.Reception facilities :

Banias and Tartous Terminals have a barrage to receive oily bilge water and oily residues from vessels up to 40 ton per each receiving operation .

SCOT

Port

Sea-berth

Drugs and Alcohol

Terminal

It's Scot's policy to create a working environment where accidents will not occur and in which employees, customers, contractors and the public will not be exposed to risks, safety lack, and health hazards caused by drugs and alcohol use:

IT IS STRICTLY PROHABITED
TO USE, DEAL IN, DRINK DRUGS AND ALCOHOLS
DURING STAY IN OUR TERMINALS
OCIMF GUIDELINES SHALL BE STRICTLY FOLLOWED

If crew members would be observed using, dealing in, drinking

OR

Under the effects of the a/m products

The pilot /mooring master has to be notified

He will take applicable measures to maintain safety up to stop operations

WHEN

Necessary he will inform port authorities of the case.

Part two
Tartous Oil Terminal

INTRODUCTION

This booklet is a guide to owners, charterers and masters of vessels calling for loading / discharging at S.C.O.T Tartous open sea terminal.

It gives guidance to tanker personnel in the safe handling of installations, and the opportunity to acquaint themselves with the terminal services and facilities.

It accentuates the need for understanding and cooperation between terminal and tanker operators in the mutual interest of safe and efficient operations.

attentive adherence to terminal requirements and regulations will ensure smooth, safe, and efficient operations and short turn round of ships.

The facilities and assistance provided by the company to ship's visiting the port for any purpose whatsoever are subject to the following conditions whether or not any change is made therefore.

1- Assistance advice or instructions:

Neither the company (which expression shall hereafter include any subsidiary or associated company or other owner of property used in conjunction with the property of the company) , nor its servants or agents (in whatever capacity they may be acting) shall be responsible for any loss, damage, injury or delay from whatsoever cause arising out of any assistance, advice or instructions whatsoever given or tendered in request of any vessel in all circumstances, the master of the vessel shall remain solely responsible on behalf of his owner for the safety and proper navigation of his vessel. and the vessel and her owners shall indemnify the company or its servants or its agents for which the company shall be legally liable by reason of negligent navigation of the vessel.

2- Use of sea berths. sea loading lines. harbours. jetties and gear:

(a)-While the company has taken all reasonable care to ensure that berths, facilities and other premises of the company and the gear equipment used in connection therewith are safe, the company does not represent or warrant that the sea berth, sea loading or bunkering lines, harbors and jetties of the company or the gear and equipment (including gangways where provided) used in connection therewith are safe or suitable for any vessel, using them or any of them shall be and remain the sole risk of the owners or master thereof and in particular (but without prejudice to the generality of the foregoing). The safety or suitability of the gangway is the sole responsibility of the master.

The company does not warrant the seaworthiness of any craft hired or used by any vessel nor its fitness for any particular purpose.

(b)- The company will not be responsible for the acts or defaults of its servants or agents or of any port authority or its servants nor for any loss, damage, injury or delay from whatsoever cause arising that may occur to the vessel or her cargo or equipment or to the master or any member of her crew whether on board or otherwise or in the course of mooring or unmooring or raising or lowering of the loading or bunkering lines or loading or discharging or otherwise however or to third party, and the vessel and her owners shall hold the company or its servants or agents harmless and indemnified against all claims, damages, costs and expenses arising there from.

(c)- The company will not be responsible for any losses, damage, injury directly or indirectly caused by or arising from strikes, lock-outs, or labour disputes or disturbances whether the company or its servants or agents are parties or not.

(d)- If during or by reason of the use by the vessel of the sea line terminal, harbors or jetties or other premises of the company or its agents or the gear or equipment used in connection therewith or any craft of the company, any of them shall be damaged or become dangerous or unusable and irrespective of whether or not such damage has been caused or contributed to by the negligence of the company or its servants or agents or of any port authorities or its servants or agents, the vessel and her owners shall hold the company or its servants or agents harmless and indemnified against all loss arising there from.

(e)-For safe and secure berthing;please prepare two ropes for each aft winch and another two ropes for breast lines.All ropes are connected to wires by Mandal shackles.

These conditions shall be construed according to Syrian law and if so required by the company the vessel and her owners shall be submitted to the jurisdiction of the syrian courts.

TARTOUS OIL TERMINAL

(Requirements)

The following information has been compiled for your guidance. attention to the requirements listed below will greatly assist in making the operation successful, smooth and trouble free.

3) Terminal information:

a) Admiralty chart no. 1036 roud anchorage & 1633

b) Sea line berth.

There are two berths for loading hco numbered from north to south :

1. Max LOA.919 feet; max DWT 120000 MT;Max draught 52 feet

Min. SWL 7.5 tons Min . L . O . A . 525 feet .

2. Max LOA. 919 feet; max DWT 120000 MT; Max draught 52 feet

Min. SWL 7.5 tons Min . L . O . A . 525 feet .

No.	Max. Rate	Sealine	Hoses	Depth of Water
1	4000 t.p.h.	1x28	2x12	72 feet
2	5000 t.p.h.	1x28	2x16x12	76 feet

Loading is by gravity and loading rate depends upon the height of tank and level of oil in the tank as well as tanker itself.

c) Marine services: in the event of tankers requiring assistance to lift hoses, recover lost anchors and cables etc. same items mentioned in section i are applied.

d) The company mooring master is your advisor and our company representative on board your vessel for all mooring, loading, unmooring operations and communications with shore etc .

4) Confirmation of ETA:

Tanker before arrival to Tartous oil terminal, must inform Tartous terminal control 72, 48, 24 and 4 hours of ETA, mentioning discharging port and quantity of cargo required.

Notice of readiness arrived tendered, will be considered when your arrival to the anchorage area (Lat. 34° 57' 00" n. long. 35° 49' 45").

Where mooring master may board and receive your vessel.

Berthing operations will take place only between 07.00-16.00 hrs. in winter and 07.00-18.00 hrs. L.T. in summer i.e. during daylight, shining and within weather permitting.

Summer starts WEF 1st April

Winter starts WEF 1st October.

5- Notice of readiness arrived tendered:

Time of your notice of readiness arrived tendered will be considered when you arrive in the very near vicinity of the anchorage area:

Latitude: 34° 57' 00" N. Longitude: 35° 49' 45" E.

Bearing 329 north of Tartous port distance 2.4 miles where the mooring master who is company representative will board and receive your ship and remain on board throughout the entire operation.

Corridor which must be followed by your vessel to Tartous terminal is:

1-

- | | | | | | | | |
|-------------|-----------------|-----|--------|-----------|-----------------|-----|--------|
| a) latitude | 34 ⁰ | 59' | 00" n. | longitude | 35 ⁰ | 50' | 00" e. |
| b) latitude | 34 ⁰ | 59' | 00" n. | longitude | 35 ⁰ | 52' | 36" e. |
| c) latitude | 34 ⁰ | 56' | 24" n. | longitude | 35 ⁰ | 38' | 36" e. |
| d) latitude | 34 ⁰ | 56' | 24" n. | longitude | 35 ⁰ | 38' | 00" e. |
| e) latitude | 34 ⁰ | 54' | 24" n. | longitude | 35 ⁰ | 37' | 48" e. |
| f) latitude | 34 ⁰ | 54' | 24" n. | longitude | 35 ⁰ | 51' | 12" e. |

2- This cancels all previous instructions regarding this subject.

3- Please ensure that you are on the proper corridor to tartous in future to avoid fines and court cases etc...

6- Pilot ladder:

Combination of accommodation and pilot ladder to be rigged, accommodation ladder to be lowered down within 12 feet of water, pilot ladder to be placed close abaft and down to within 3 feet of water.

7- Anchorage:

In the event of berth not being available or of suspension of mooring operations on your arrival, a good anchorage is to be used south of the berth in the vicinity of the anchorage area. shore control will keep you advised of expected time of berthing etc...

It is important and in your own interest to maintain **listening** on channel 16 R.T. to avoid delays. On being advised of expected time -mooring master will board-, heave short your anchor before his arrival.

8- Forward:

Anchors to be fitted marker buoys with 20 fathom of line. 2x120 fathom mooring lines.

2 x rope stopper (preferably carpenter patent). for use with 4 in. 5.30 in. circ. mooring wires.

9- Aft:

4x120 fathom mooring lines.

4 rope stoppers.

2 suitable wire stoppers (preferably carpenter patent). for use with 4 in. 5.30 circ. mooring wires.

10- Boat ropes:

To be rigged on either side of ship and of not less than 4.30 inches circ.

11- Derricks and cranes:

S.W.L. of 10 tons recommended. it must be capable of plumping overside abreast of loading manifold, and winches must be in good order and active.

12- Loading manifold:

2 suitable reducers already fitted on port side and to be connected to our hose connections (12 inches series 150 flanges).

2 spanners inch

2 spanners inch

2 hammers 7 IBS

1 axe 2.30 IBS

Hose-hang-off bitts are required at about 10 feet from the ship's rail at the loading manifold to secure submarine hoses on the port side.

13- Safety of mooring:

On completion of mooring operations, vessel must have not less than 7.30 shackles of anchor chains in the water.

14- Ballast no dirty ballast (SBT):

a) According to marpol protocol for the year 1978. tanker must be equipped with SBT, IGS and COW systems.

b) Ensure ballast quantity on board is kept to a minimum to safe maneuver in the prevailing weather conditions.

c) Excess ballast causes delay, tartous is an open roadstead consequently sudden change in weather can be experienced especially during the winter months. it is good practice to commence loading as soon as hoses are connected and whilst ballast discharging is still in progress, always providing, this can be achieved safely and with no danger of contamination.

d) Leakage or spillage of oil on board ship must be collected and not be swept or washed over board.

15- Ship's assistance:

Ship's crew with an officer in charge to assist in all operation as advised by the mooring master. this includes lifting, connecting, disconnecting, lowering of hoses and tending anchor cables and moorings.

16-Deck watch;

a complete watch on deck must be maintained throughout the operations, to ensure safe loading and to avoid delays.

17- Deck scuppers and plugs;

Ensure scuppers are effectively plugged onno account should plugs be removed.

18- Loading operations:

A. ship's personnel are solely responsible for the loading operations, i.e. starting, loading rate, tank switching, topping off, stopping ... etc.

The mooring master will pass your requirements to shore control. it is in your own interest to advise loading rate required, also, to give 30 minutes notice of expected time of commencing loading.

B.Should you require adjustment in the loading rate, please advise the mooring master. sufficient notice must be given to enable shore operators to comply. Failure to give proper warning may cause delay or a tank overflow on board. the company disclaims all, responsibility for such events.

c) The mooring master will not transmit any loading instructions to the shore until the responsible ship's officer has admitted that:

- Ship is safely moored.
- Hoses are correctly connected.
- All valves have been set for receiving cargo. your order to start will be taken as final.

19- Vessels in berth:

Ships are not allowed to remain in berth for any reason, when loading operation is stopped.

Hoses disconnected and dropped to sea unless authorized by terminal superintendent.

20- Lighting:

During hours of darkness, the manifold, poop mooring area of sea in vicinity of ship should be adequately lit.

21- Main engines:

Must be kept on short notice, repairs which will immobilize must not be carried out in berth.

22- Deck machinery:

Must be ready for immediate use at all times.

23- Whistle or siren:

To be available at all times.

24- Signaling:

An "aldis" type lamp to be readily available.

25- Stores provisions etc:

It is strictly forbidden for provisions, stores, or other items to be received or discharged whilst loading is in progress. Launches or other crafts other than company launches must not lie alongside during the said period.

26- Tanker safety regulations:

Tanker safety requirements (copy attached) must be strictly adhered to at all times. The mooring master is authorized to stop all operations should he consider that safety regulations are not being complied with.

27- Boarding:

The boarding of your vessel whilst mooring in berths should be restricted to persons holding valid passes which are issued by the terminal superintendent on application to ship's agents and authorized chandlers. this restriction is carried out in conjunction with the syrian harbor and security authorities. according to law 30/1979.

You are not allowed to send any of your crew or materials outboard for any reason before asking your agents for granting the official authority.

28- Guests:

Masters wishing to receive guests on board should make arrangements through their agents.

29-Action in case of emergency:

In the event of fire, oil spillage, or other emergency on the vessel.

THE EMERGENCY SIGNALS

Three or more blasts of not less than ten seconds duration each whistle or siren supplement by a continuous ringing of the general alarm bells.

You are requested to acknowledge receipt and your agreement of compliance with the above signing the receipt at the end of this book.

You as master. nevertheless, since our personal, property and other shipping may suffer serious damage in the event of accident aboard your ship, we wish, before operations start, to seek your full co-operation and understanding on the safety requirements set in the ship/shore check list.

These safety requirements have been drawn up by a number of terminal operations in conjunction with a representative section of the terminal tanker industry. They are based upon the provisions of

the codes of safe practice currently accepted by the oil and tanker industries. We, therefore, expect you and all under your command to adhere strictly to them throughout your stay alongside this terminal. 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 operation.

In order to assure ourselves of your compliance with these safety requirements, we shall, from time to time, instruct a member of our staff to visit your ship and, after reporting to you or your deputy, join one of your officers in a routine inspection of cargo decks and accommodation spaces.

If we observe infringements on board your ship of any of these safety requirements, we shall bring this immediately to the attention of yourself or your deputy for corrective action. if such action is not taken in a reasonable time, we shall adopt such measures as appear to us most appropriate to deal with the situation and shall notify you accordingly.

If you observe anyinfringements of these requirements by terminal staff on board your ship. Please bring this immediately to the notice of our mooring master who is nominated as your contact during your stay in port. Should you consider any immediate threat to the safety of your ship arises from any action on our part, or equipment under our control, you are fully entitled to demand an immediate cessation of operations.

The company mooring master is our representative on board your vessel, should you desire to speak to a senior terminal representative please contact telephone 043-315841 -043- 316843 who will connect you with the terminal superintendent night and day.

We reserve the right, in the event of continued or blatant disregard of these safety requirements by any ship, to stop all operations and order that ship off the berth for appropriate action to be taken by the charters and owners concerned.

Facilities:

Bunkers of d.oil, fresh water, provision and garbage disposal are available through ship's agent.

Reception Facilities:

Banias and Tartous terminals have a barge to receive oily bilge water and oily residues from tankers up to 40 tons per each receiving operation.

Part Three
Documents
Banias & Tartous

Pre-cargo Transfer Conference Record

Vessel.....date.....

Terminal.....berth.....

This document is to record that pre cargo transfer conference has been held between the persons in charge of the transfer from both the vessel and the shore during which the following points were agreed and understood by both parties .

- | | |
|---|--------------------------|
| 1.completion of ship /shore safety checklist | <input type="checkbox"/> |
| 2.method of communication | <input type="checkbox"/> |
| 3.emergency procedures | <input type="checkbox"/> |
| 4.safety and security matters | <input type="checkbox"/> |
| 5.limits of operation (e.g. max. draft, freeboard, trim, wind speeds etc..) | <input type="checkbox"/> |
| 6.gangway access and emergency escape | <input type="checkbox"/> |
| 7.emergency towing wires (fire wires) | <input type="checkbox"/> |
| 8.secondary containment/drip trays | <input type="checkbox"/> |
| 9.current weather report and forecast | <input type="checkbox"/> |
| 10.cargo transfer plan including MSDS sheet, nomination and handling requirements | <input type="checkbox"/> |
| 11.hose handling or loading arm operations | <input type="checkbox"/> |
| 12.inert gas and crude oil washing | <input type="checkbox"/> |
| 13.deck drainage and scuppers | <input type="checkbox"/> |

We confirm that we have agreed and understood the a/m arrangement and that our representative staff will be made aware of the procedures to be followed.

Vessel representative signature	Name in capitals	Rank
.....
Terminal representative signature	Name in capitals	Rank
.....

Think and act safely

Pre-cargo Transfer Conference Record

Vessel.....date.....

Terminal.....berth.....

This document is to record that pre cargo transfer conference has been held between the persons in charge of the transfer from both the vessel and the shore during which the following points were agreed and understood by both parties .

- 1.completion of ship /shore safety checklist
- 2.method of communication
- 3.emergency procedures
- 4.safety and security matters
- 5.limits of operation (e.g. max. draft, freeboard, trim, wind speeds etc..)
- 6.gangway access and emergency escape
- 7.emergency towing wires (fire wires)
- 8.secondary containment/drip trays
- 9.current weather report and forecast
- 10.cargo transfer plan including MSDS sheet, nomination and handling requirements
- 11.hose handling or loading arm operations
- 12.inert gas and crude oil washing
- 13.deck drainage and scuppers

We confirm that we have agreed and understood the a/m arrangement and that our representative staff will be made aware of the procedures to be followed.

Vessel representative signature	Name in capitals	Rank
.....
Terminal representative signature	Name in capitals	Rank
.....

Think and act safely

Bainias /Tartous Oil Terminals

Sea berth



ISGOTT regulations

Warning Smoking

Smoking is strictly prohibited on the tanker berth and on board tankers alongside except in those enclosed spaces aboard ship specifically designed by the master and agreed upon by terminal representative as “ **smoking areas** “

- Those are located :**
- (a) _____
 - (b) _____
 - (c) _____

failure to comply with this regulation can involve cessation of loading operations and/or unberthing pending complete investigation and receipt of written assurance from the master that effective controls have been established.

Terminal management reserves the right in unusual circumstances to ban smoking at any time ,in any case, in any place or in adjacent to terminal, tanker, and /or berths during loading operations.

Signed.....loading master , signed.....master

Date.....Date.....

Bainias /Tartous Oil Terminals

Sea berth

ISGOTT regulations

Warning Smoking

Smoking is strictly prohibited on the tanker berth and on board tankers alongside except in those enclosed spaces aboard ship specifically designed by the master and agreed upon by terminal representative as “ **smoking areas** “

- Those are located :**
- (a) _____
 - (b) _____
 - (c) _____

failure to comply with this regulation can involve cessation of loading operations and/or unberthing pending complete investigation and receipt of written assurance from the master that effective controls have been established.

Terminal management reserves the right in unusual circumstances to ban smoking at any time ,in any case, in any place or in adjacent to terminal, tanker, and /or berths during loading operations.

Signed.....loading master , signed.....master

Date.....Date.....

Checklist

N.B. Guidelines relating to the checklist are to be found in appendix in the “ **International Safety Guide for Oil Tankers & Terminals** “

Ships name: MT _____

Berth: _____

Port: _____

Date of arrival _____

Time of arrival _____

Instructions for completion:

The safety of operations requires that all questions should be answered affirmatively by clearly ticking (✓)

The appropriate box. If an affirmative answer is not possible, the reason should be given and agreement reached upon appropriate precautions to be taken between the ship and the terminal .

When any question is considered to be not applicable, then a note to that effect should be inserted in the remarks column.

A box in the columns “ ship” and “ terminal “ ,indicates that checks should be carried out by the party concerned.

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

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

P→ in the case of negative answer, the operation should be carried out without the permission of the port authority.

R→ indicates items to be re-checked at intervals not exceeding that agreed in the declaration.

Part “A” → Bulk Liquid General

General	Ship	Terminal	Code	Remarks
1.is the ship securely moored?	<input type="checkbox"/>	<input type="checkbox"/>	R	Stop cargo at kts. wind vel. Disconnect at: kts. wind vel. Unberth at: Kts. wind vel.
2.are emergency towing wires correctly positioned?	<input type="checkbox"/>	<input type="checkbox"/>	R	
3.Is there safe access between ship and shore?	<input type="checkbox"/>	<input type="checkbox"/>	R	
4.Is the ship ready to move under its power?	<input type="checkbox"/>	<input type="checkbox"/>	PR	
5.Is there an effective deck watch in attendance on board and adequate supervision on the terminal and on the ship?	<input type="checkbox"/>	<input type="checkbox"/>	R	
6.Is the agreed ship/shore communication system operative ?	<input type="checkbox"/>	<input type="checkbox"/>	AR	
7. Has the emergency signal to be by the ship and shore been explained and understood ?	<input type="checkbox"/>	<input type="checkbox"/>	A	
8.Have the procedures for cargo, bunker and ballast handling been agreed?	<input type="checkbox"/>	<input type="checkbox"/>	AR	
9.Have the hazards associated with toxic substances in the cargo being handled been identified and understood?	<input type="checkbox"/>	<input type="checkbox"/>		
10.Has the emergency shutdown procedure been agreed?	<input type="checkbox"/>	<input type="checkbox"/>	A	
11.Are fire hoses and firefighting equipment on board and ashore positioned and ready for immediate use?	<input type="checkbox"/>	<input type="checkbox"/>	R	
12.Are cargo scuppers effectively plugged and drip trays in position, both on board and ashore?	<input type="checkbox"/>	<input type="checkbox"/>		
14.Are unused cargo and bunker connections properly secured with	<input type="checkbox"/>	<input type="checkbox"/>	R	

blank flanges fully bolted?				
15.Are sea and overboard discharge valves, when not in use, closed and visible secured?	<input type="checkbox"/>	<input type="checkbox"/>		
16.Are all cargo and bunker tank lids closed?	<input type="checkbox"/>	<input type="checkbox"/>		
17.Is the agreed tank venting system closed?	<input type="checkbox"/>	<input type="checkbox"/>		
18.has the operation of the P/V valves and/or high velocity vents been verified using the checklist facility, where fitted?	<input type="checkbox"/>	<input type="checkbox"/>	AR	
19.Are hand torches of an approved type?	<input type="checkbox"/>	<input type="checkbox"/>		
20.Are portable VHF/UHF transceivers of an approved type?	<input type="checkbox"/>	<input type="checkbox"/>		
21.Are the ship's main radio transmitter aerials earthed and radars switched off?	<input type="checkbox"/>	<input type="checkbox"/>		
22.Are electric cables to portable electrical equipment disconnected from power?	<input type="checkbox"/>	<input type="checkbox"/>		
23.are all external doors and ports in the accommodation closed?	<input type="checkbox"/>	<input type="checkbox"/>		
24.Are window-type air conditioning intakes which may permit the entry of cargo vapors closed?	<input type="checkbox"/>	<input type="checkbox"/>	R	
25. Are window-type air conditioning units disconnected?	<input type="checkbox"/>	<input type="checkbox"/>		
26.Are the requirements for use of galley equipment and other cooking appliances being observed?	<input type="checkbox"/>	<input type="checkbox"/>		
27.Are smoking regulations being observed?	<input type="checkbox"/>	<input type="checkbox"/>	R	
28.Are naked light regulations being observed?	<input type="checkbox"/>	<input type="checkbox"/>	R	
29.Is there provision for an emergency	<input type="checkbox"/>	<input type="checkbox"/>	R	

escape?				
30 Are sufficient insulating means in place in the ship/shore connection?	<input type="checkbox"/>	<input type="checkbox"/>		
31.Are adequate insulating means in place in the ship/shore connection?	<input type="checkbox"/>	<input type="checkbox"/>	R	
32.Have measures been taken to ensure sufficient pump room ventilation?	<input type="checkbox"/>	<input type="checkbox"/>		
33.If the ship is capable of closed loading ,have the requirement for closed operations been agreed?	<input type="checkbox"/>	<input type="checkbox"/>		
34.Has a vapour return line been connected?	<input type="checkbox"/>	<input type="checkbox"/>	R	
35.If a vapour return line is connected, have operating parameters been agreed?	<input type="checkbox"/>	<input type="checkbox"/>	R	
36.Are ship emergency fire control plans located externally?	<input type="checkbox"/>	<input type="checkbox"/>		

If the ship is fitted or required to be fitted with an inert gas system,
the following questions should be answered

Inert Gas System	Ship	Terminal	Code	Remarks
1.Is the inert gas system fully operational and in good working order?	<input type="checkbox"/>	<input type="checkbox"/>	P	
2.Are deck seals in good working order?	<input type="checkbox"/>	<input type="checkbox"/>	R	

3.Are Liquid levels in P/V breakers correct?	<input type="checkbox"/>	<input type="checkbox"/>	R	
4.Have the fixed and portable oxygen analyzers been calibrated and are they working properly?	<input type="checkbox"/>	<input type="checkbox"/>	R	
5.Are fixed IG pressure and oxygen content recorders working?	<input type="checkbox"/>	<input type="checkbox"/>	R	
6.Are all cargo tank atmospheres at positive pressure with an oxygen content of 8% or less by volume?	<input type="checkbox"/>	<input type="checkbox"/>	PR	
7. Are all the individual tank IG valves (if fitted) correctly set and locked?	<input type="checkbox"/>	<input type="checkbox"/>	R	
8.Are all the persons in charge of cargo operations aware that in the case of failure of the inert gas plant, discharge operations should cease and the terminal be advised.?	<input type="checkbox"/>			

If the ship is fitted with a crude oil washing (COW) system and intends to crude oil wash
The following questions should be answered.

Crude oil washing	Ship	Terminal	Code	Remarks
1.Is the pre arrival crude washing check list as contained in the approved crude oil washing manual, satisfactorily completed?	<input type="checkbox"/>	<input type="checkbox"/>		
2.Is the crude oil washing checklist for use before, during and after crude oil washing manual available and being used?	<input type="checkbox"/>	<input type="checkbox"/>	R	

If the ship is planning to tank clean alongside,
The following questions should be answered.

Tank cleaning	Ship	Shore	remarks
1. are tank cleaning operations planned during the ship's stay alongside the shore installation?	Yes/no *		
2.If so, have the port authority and terminal authority been informed	Yes/no *	Yes/no*	

*Please delete Yes or No as appropriate

Declaration

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

We have also made arrangements to carry our repetitive checks as necessary and agreed that those items with the letter 'R' in the column "code", should be rechecked at intervals not exceeding 1/4 hours.

For Ship

For shore

Name:

Name:

Rank:

Rank:

Signature:

Signature:

Date:

Time:

Checklist

N.B. Guidelines relating to the checklist are to be found in appendix in the “ **International Safety Guide for Oil Tankers & Terminals** “

Ships name: MT _____

Berth: _____

Port: _____

Date of arrival _____

Time of arrival _____

Instructions for completion:

The safety of operations requires that all questions should be answered affirmatively by clearly ticking (✓)

The appropriate box. If an affirmative answer is not possible, the reason should be given and agreement reached upon appropriate precautions to be taken between the ship and the terminal .

When any question is considered to be not applicable, then a note to that effect should be inserted in the remarks column.

A box in the columns “ ship” and “ terminal “ ,indicates that checks should be carried out by the party concerned.

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

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

P→ in the case of negative answer, the operation should be carried out without the permission of the port authority.

R→ indicates items to be re-checked at intervals not exceeding that agreed in the declaration.

Part “A” → Bulk Liquid General

General	Ship	Terminal	Code	Remarks
1.is the ship securely moored?	<input type="checkbox"/>	<input type="checkbox"/>	R	Stop cargo at kts wind vel Disconnect at: kts wind vel Unberth at: Kts wind vel
2.are emergency towing wires correctly positioned?	<input type="checkbox"/>	<input type="checkbox"/>	R	
3.Is there safe access between ship and shore?	<input type="checkbox"/>	<input type="checkbox"/>	R	
4.Is the ship ready to move under its power?	<input type="checkbox"/>	<input type="checkbox"/>	PR	
5.Is there an effective deck watch in attendance on board and adequate supervision on the terminal and on the ship?	<input type="checkbox"/>	<input type="checkbox"/>	R	
6.Is the agreed ship/shore communication system operative ?	<input type="checkbox"/>	<input type="checkbox"/>	AR	
7. Has the emergency signal to be by the ship and shore been explained and understood ?	<input type="checkbox"/>	<input type="checkbox"/>	A	
8.Have the procedures for cargo, bunker and ballast handling been agreed?	<input type="checkbox"/>	<input type="checkbox"/>	AR	
9.Have the hazards associated with toxic substances in the cargo being handled been identified and understood?	<input type="checkbox"/>	<input type="checkbox"/>		
10.Has the emergency shutdown procedure been agreed?	<input type="checkbox"/>	<input type="checkbox"/>	A	
11.Are fire hoses and firefighting equipment on board and ashore positioned and ready for immediate use?	<input type="checkbox"/>	<input type="checkbox"/>	R	

12.Are cargo scuppers effectively plugged and drip trays in position, both on board and ashore?	<input type="checkbox"/>	<input type="checkbox"/>		
14.Are unused cargo and bunker connections properly secured with blank flanges fully bolted?	<input type="checkbox"/>	<input type="checkbox"/>	R	
15.Are sea and overboard discharge valves, when not in use, closed and visible secured?	<input type="checkbox"/>	<input type="checkbox"/>		
16.Are all cargo and bunker tank lids closed?	<input type="checkbox"/>	<input type="checkbox"/>		
17.Is the agreed tank venting system closed?	<input type="checkbox"/>	<input type="checkbox"/>		
18.has the operation of the P/V valves and/or high velocity vents been verified using the checklist facility, where fitted?	<input type="checkbox"/>	<input type="checkbox"/>	AR	
19.Are hand torches of an approved type?	<input type="checkbox"/>	<input type="checkbox"/>		
20.Are portable VHF/UHF transceivers of an approved type?	<input type="checkbox"/>	<input type="checkbox"/>		
21Are the ship's main radio transmitter aerials earthed and radars switched off?	<input type="checkbox"/>	<input type="checkbox"/>		
22.Are electric cables to portable electrical equipment disconnected from power?	<input type="checkbox"/>	<input type="checkbox"/>		

23. are all external doors and ports in the accommodation closed?	<input type="checkbox"/>	<input type="checkbox"/>		
24. Are window-type air conditioning intakes which may permit the entry of cargo vapours closed?	<input type="checkbox"/>	<input type="checkbox"/>	R	
25. Are window-type air conditioning units disconnected?	<input type="checkbox"/>	<input type="checkbox"/>		
26. Are the requirements for use of galley equipment and other cooking appliances being observed?	<input type="checkbox"/>	<input type="checkbox"/>		
27. Are smoking regulations being observed?	<input type="checkbox"/>	<input type="checkbox"/>	R	
28. Are naked light regulations being observed?	<input type="checkbox"/>	<input type="checkbox"/>	R	
29. Is there provision for an emergency escape?	<input type="checkbox"/>	<input type="checkbox"/>	R	
30. Are sufficient insulating means in place in the ship/shore connection?	<input type="checkbox"/>	<input type="checkbox"/>		
31. Are adequate insulating means in place in the ship/shore connection?	<input type="checkbox"/>	<input type="checkbox"/>	R	
32. Have measures been taken to ensure sufficient pump room ventilation?	<input type="checkbox"/>	<input type="checkbox"/>		
33. If the ship is capable of closed loading, have the requirements for closed operations been agreed?	<input type="checkbox"/>	<input type="checkbox"/>		
34. Has a vapor return line been connected?	<input type="checkbox"/>	<input type="checkbox"/>	R	

35.If a vapor return line is connected, have operating parameters been agreed?	<input type="checkbox"/>	<input type="checkbox"/>	R	
36.Are ship emergency fire control plans located externally?	<input type="checkbox"/>	<input type="checkbox"/>		

If the ship is fitted or required to be fitted with an inert gas system,
the following questions should be answered

Inert Gas System	Ship	Terminal	Code	Remarks
1.Is the inert gas system fully operational and in good working order?	<input type="checkbox"/>	<input type="checkbox"/>	P	
2.Are deck seals in good working order?	<input type="checkbox"/>	<input type="checkbox"/>	R	
3.Are Liquid levels in P/V breakers correct?	<input type="checkbox"/>	<input type="checkbox"/>	R	
4.Have the fixed and portable oxygen analyzers been calibrated and are they working properly?	<input type="checkbox"/>	<input type="checkbox"/>	R	
5.Are fixed IG pressure and oxygen content recorders working?	<input type="checkbox"/>	<input type="checkbox"/>	R	
6.Are all cargo tank atmospheres at positive pressure with an oxygen content of 8% or less by volume?	<input type="checkbox"/>	<input type="checkbox"/>	PR	

7. Are all the individual tank IG valves (if fitted) correctly set and locked?	<input type="checkbox"/>	<input type="checkbox"/>	R	
8. Are all the persons in charge of cargo operations aware that in the case of failure of the inert gas plant, discharge operations should cease and the terminal be advised.?	<input type="checkbox"/>			

If the ship is fitted with a crude oil washing (COW) system and intends to crude oil wash

The following questions should be answered.

Crude oil washing	Ship	Terminal	Code	Remarks
1. Is the pre arrival crude washing check list as contained in the approved crude oil washing manual, satisfactorily completed?	<input type="checkbox"/>	<input type="checkbox"/>		
2. Is the crude oil washing checklist for use before, during and after crude oil washing manual available and being used?	<input type="checkbox"/>	<input type="checkbox"/>	R	

If the ship is planning to tank clean alongside,

The following questions should be answered.

Tank cleaning	Ship	Shore	remarks
1. are tank cleaning operations planned during the ship's stay alongside the shore installation?	Yes/no*		
2. If so, have the port authority and terminal authority been informed	Yes/no*	Yes/no*	

*Please delete Yes or No as appropriate

Declaration

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

We have also made arrangements to carry our repetitive checks as necessary and agreed that those items with the letter 'R' in the column "code", should be rechecked at intervals not exceeding 1/4 hours.

For Ship

For shore

Name:

Name:

Rank:

Rank:

Signature:

Signature:

Date:

Time:

Authority For Payment

=====

Messers;

Syrian Company For Oil Transport

Banias/Tartous Oil Terminal

Dear Sirs;

According to the tariff of the Syrian Terminals ,you are authorized to debit my agents

Messers:

.....
.....
.....
.....
.....

With the amount due.

My agents are hereby accordingly instructed to affect payment to you on demand.

Master of M/T

Signature.....

Date.....

CC. Master of vessel

CC. Agents

Authority For Payment

=====

Messers ;

Syrian Company For Oil Transport

Banias/Tartous Oil Terminal

Dear Sirs;

According to the tariff of the Syrian Terminals ,you are authorized to debit my agents

Messers:

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With the amount due.

My agents are hereby accordingly instructed to affect payment to you on demand.

Master of M/T

Signature.....

Date.....

CC. Master of vessel

CC. Agents

Authority For Payment

=====

Messers

Syrian Company For Oil Transport

Banias/Tartous Oil Terminal

Dear Sirs;

According to the tariff of the Syrian Terminals ,you are authorized to debit my agents

Messers:

.....
.....
.....
.....
.....

With the amount due.

My agents are hereby accordingly instructed to affect payment to you on demand.

Master of M/T

Signature.....

Date.....

CC. Master of vessel

CC. Agents

Declaration, acknowledgement and receipt

=====

I, the undersigned,.....

Master of M/T:.....

Owned by.....

Chartered to

Declare that:

- the maximum loading/discharging rate of my vessel isT.P.H
- the safe working load of the derrick is..... tons.
- The deck lines size are.....inch.
- The port manifold connection size.....inch.
- My ballast is SBT, quantity.....tons.

The items of the safety checklist have been dully checked and complied with.

I, also , acknowledge receipt of Baniyas official booklet and declare that I shall comply with its contents without reservations or comments.

Date.....

Master.....

Signature.....

Declaration, acknowledgement and receipt

=====

I, the undersigned,.....

Master of M/T:.....

Owned by.....

Chartered to

Declare that:

- the maximum loading/discharging rate of my vessel isT.P.H
- the safe working load of the derrick is..... tons.
- The deck lines size are.....inch.
- The port manifold connection size.....inch.
- My ballast is SBT, quantity.....tons.

The items of the safety checklist have been dully checked and complied with.

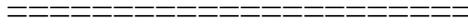
I, also , acknowledge receipt of Baniyas official booklet and declare that I shall comply with its contents without reservations or comments.

Date.....

Master.....

Signature.....

Mooring Master report



To Baniyas Terminal Supt

Re M/T.....

Loading/discharging.....

Date.....

Berth.....

Kindly be advised that the following remarks have been noted:

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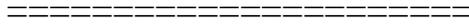
Mooring Master.....

Name.....

Signature.....

Date.....

Mooring Master report



To Baniyas Terminal Supt

Re M/T.....

Loading/discharging.....

Date.....

Berth.....

Kindly be advised that the following remarks have been noted:

.....
.....
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Mooring Master.....

Name.....

Signature.....

Date.....

Hourly Pressure sheet (H.P.S)

Kindly ,please specify pressure at the ship's manifold or at pump's room
(Maximum pressure at manifold is 705 KGM/cm²)

Date.....				Date.....				Date.....			
Time	KG/ cm ²	Rate	Disc/ QTY	Time	KG/ cm ²	Rate	Disc/ QTY	Time	KG/ cm ²	Rate	Disc/ QTY
0100											
0200											
0300											
0400											
0500											
0600											
0700											
0800											
0900											
1000											
1100											
1200											
1300											
1400											
1500											
1600											
1700											
1800											
1900											
2000											
2100											
2200											
2300											
2400											

Mooring Master.....Vessel Master.....

Signature.....Signature.....

Date.....Date.....

Hourly Pressure sheet (H.P.S)

Kindly ,please specify pressure at the ship's manifold or at pump's room
(Maximum pressure at manifold is 705 KGM/cm²)

Date.....				Date.....				Date.....			
Time	KG/ cm ²	Rate	Disc/ QTY	Time	KG/ cm ²	Rate	Disc/ QTY	Time	KG/ cm ²	Rate	Disc/ QTY
0100											
0200											
0300											
0400											
0500											
0600											
0700											
0800											
0900											
1000											
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1700											
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1900											
2000											
2100											
2200											
2300											
2400											

Mooring Master.....Vessel Master.....

Signature.....Signature.....

Date.....Date.....

Fire Notice

Fire instructions in case of fire

(Don't hesitate to raise the alarm)

Terminal fire alarm

In Banias/ Tartous terminals, the fire alarm signal is:

In case of fire:

1. Sound one or more blasts of the ship's whistle each blast of not less than ten seconds duration supplemented by a continuous sounding of the general alarm system.

2. Contact the terminal.

Telephone number: _____

UHF/VHF Communication channel :

Actions

Ship:

Fire on your ship

- raise alarm
- fight the fire and prevent fire spreading
- inform terminal
- cease all cargo operations and then close all valves
- stand by to disconnect hoses or arms
- bring engines to stand by.

Fire on other ship or ashore:

- Stand by ,and when instructed:
- -Cease all cargo operations and then close all valves.
- - Disconnect hose or arms
- - Bring engines and crew to standby , ready to berth.

Terminal :

Fire on a ship

- raise alarm
- contact ship
- cease all cargo operations and then close all valves
- stand by to disconnect hoses or arms
- stand by to assist fire fighting
- inform all ships
- implement terminal emergency plan.

Fire ashore

- raise alarm
- contact ship
- cease all cargo operations and then close all valves
- stand by to disconnect hoses or arms
- stand by to assist fire fighting
- inform all ships
- implement terminal emergency plan.

- In case of fire , the terminal personnel will direct the movement of vehicular traffic ashore
- Note: wording in capitals may be printed in red for greater emphasis.
-

Mooring Master:

Name: _____

Sign : _____

Date: _____

Master of:

M/T: _____

Sign : _____

Date: _____

Fire Notice

Fire instructions in case of fire

(Don't hesitate to raise the alarm)

Terminal fire alarm

In Banias/ Tartous terminals, the fire alarm signal is:

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- raise alarm
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- bring engines to stand by.

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- Stand by ,and when instructed:
- -Cease all cargo operations and then close all valves.
- - Disconnect hose or arms
- - Bring engines and crew to standby , ready to berth.

Terminal :

Fire on a ship

- raise alarm
- contact ship
- cease all cargo operations and then close all valves
- stand by to disconnect hoses or arms
- stand by to assist fire fighting
- inform all ships
- implement terminal emergency plan.

Fire ashore

- raise alarm
- contact ship
- cease all cargo operations and then close all valves
- stand by to disconnect hoses or arms
- stand by to assist fire fighting
- inform all ships
- implement terminal emergency plan.

- In case of fire , the terminal personnel will direct the movement of vehicular traffic ashore
- Note: wording in capitals may be printed in red for greater emphasis.
-

Mooring Master:

Name: _____

Sign : _____

Date: _____

Master of:

M/T: _____

Sign : _____

Date: _____

MOORING MASTER

TANKER MV./S BERTH NO
N. R. T

- 1 - Master's Name (in block).....
- 2 - Bunkers on Arrival On sailing.....
- 3 - Arrived arr. anch.....
- 4 - Boarded by Mooring Master.....
- 5 - N. O. R. Received / Hove Anchor.....
- 6 - Commenced Mooring.....
- 7 - Cargo Required Destination.....
- 8 - Maximum Loading Rate Required T.P.H. Available
- 9 - If Terminal Rate Unacceptable Reason to be passed to SHIPPING OFFICE
-
- 10 - If Maximum L. Rate Available below Maximum L. Rate required (Reason to be passed to Master).....
- 11 - Commenced Deballasting Quantity
- 12 - Moored
- 13 - **Reasons & Delays in mooring : From** to.....
- 14 - Commenced Hose Connection.....
- 15 - No. of Hose & size.....
- 16 - Completed Deballasting.....
- 17 - Stand - by to Load
- 18 - Commenced Loading.....Completed Loading ..
- 19 - Stoppages / Reasons
- 20 - Hoses Disconnected : 1st..... 2nd.....
- 21 - Unmoored
- 22 - **Delays & Reasons in Leaving Berth :From** to.....
- 23 - Left Berth..... Sailed.....

NOTE TO MOORING MASTER ON BOARD

- Your attention to items 8 & 9 above
- Any Remarks-POLLUTION, BALLAST etc., COMMENTS ON BERTH Conditions PLEASE STATE THE REPORT CONTAINED

MOORING MASTER

TANKER MV./S BERTH NO
N. R. T

- 1 - Master's Name (in block).....
 - 2 - Bunkers on Arrival On sailing.....
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 - 21 - Unmaoed
 - 22 - **Delays & Reasons in Leaving Berth :From**to.....
 - 23 - Left Berth Sailed.....
-

NOTE TO MOORING MASTER ON BOARD

- Your attention to items 8 & 9 above
- Any Remarks-POLLUTION, BALLAST etc., COMMENTS ON BERTH Conditions PLEASE STATE THE REPORT CONTAINED

Reminder letter



To Master of
MV/SS.....

Date.....

Dear sirs;

We, hereby ,draw your kind attention to Banias Terminal information and rules booklet concerning the necessity of warning both Mooring Master and shore control by sufficient standby notice when operation on board needs reducing the flow , EG, topping up.

We shall have no option but to hold you fully responsible for any divert and consequential damage sustained by the terminal installations as a result of your non-compliance with this important and vital rule.

Looking forward to your full cooperation, we remain.

Checked by:

For vessel

For Terminal

Reminder letter



To Master of
MV/SS.....

Date.....

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