



NORTHPORT LIQUID BULK TERMINAL

GENERAL GUIDELINES ON SAFETY & OPERATIONS

OBJECTIVE

This manual has been prepared for the benefit of Terminals User's, Transporters, vessel Masters and ship's agents. This manual provides important information on the terminal and its policies.

Northport Liquid Bulk Terminal (LBT) shall use its reasonable endeavor to ensure the accuracy of data contained herein, however LBT does not warrant the accuracy of such data. LBT reserves the right to modify this manual at any time.

REQUIRED COMPLIANCE

Terminal Users, Transporters, shipping agents, vessel Masters, crew members, third party service providers to the vessel and Northport employees are all required to comply with the provisions of this manual.

Liquid Bulk Terminal Policy

LBT operations generally follow the instructions and recommendations issued by the International Safety Guide for Oil Tankers and Terminals (ISGOTT). In addition, LBT is also governed by the Occupational Safety and Health (OSHA) 1994 and Klang Port Authority By-laws. Security inside LBT and for the entire Port is regulated by the ISPS code.

All vessel personnel, terminal users and visitors are required to fully comply with LBT policies at all times while within the Terminal. Failure to comply with these policies may result in actions up to and including removal of personnel from the terminal, and revoking of the Port Passes issued to the said personnel. Additionally, persistent

violations of LBT policies by vessel personnel, which are not corrected by the vessel's senior staff, may result in action against the vessel by LBT, including stoppage of the cargo operation and, in extreme cases, expulsion of the vessel from the terminal.

LBT shall not be responsible for any costs or losses resulting from the actions taken by terminal personnel stemming from the failure of vessel personnel and/or visitors to comply with LBT policies.

Entrance to Port Area

The gate access to the Port Area is controlled by Port Police Personnel. Port users need to obtain Port Pass to enter into Port area.

Supplies and ship stores delivered by vehicles to vessels at LBT will grant access into Port Area with prior authorization from the LBT Officer. Similarly, items taken out from Port Area shall be subject to scrutiny by Port Police personnel and Gate Pass authorization by LBT Officer is required.

Entrance to the terminal (by land site)

Access into LBT is subject to safety clearance to be obtained from the LBT Officer/Supervisor. To have an effective access control (Persons and goods), a personnel is permanently stationed at the Terminal entrance gate, when ship is alongside the berth. At other times, the entrance gate shall be closed.

When DG is being transferred, the access into the Terminal will normally be closed to public, and entry of vehicle with spark arrestor can only be granted after obtaining a relevant safety permit from LBT Officer/Fire Officer.

Gangway

The access of people between the shore and the vessels is through gangway. The responsibility to provide safe access to the vessel lies on the Master. A proper gangway must have safety net underneath and the gangway is secured to a rigid foundation. No shore personal shall board the vessel until access through the gangway has been declare safe by LBT/Fire Officer.

Terminal Crane

The Terminal is equipped with a small mobile crane handle lifting of hoses for the loading, discharging operation. Handling of ship's spares and other goods shall be using the vessel's crane and no such operations to be carried out during DG transfer.

The crane is located at the center of the terminal, and has a capacity of 15 ton.

In its 48 hours pre-arrival information, the vessel's agent will have to inform the Terminal if it intends to ask for the use of the crane, as a dedicated operator may have to be mobilized and safety / security measures shall be implemented for this.

Goods/ship spares/ship supplies

Transfer of goods/ship spares/ship supplies only can take place before commencement or after completion of cargo transfer, nevertheless causing any delay on normal loading/discharging operation.

Deliveries of small quantities of stores, supplies or equipment parts that do not require special handling and that can be hand-carried by crew members up the gangway are allowed during daylight hours upon specific authorization by LBT Officer.

Bunkering

Bunkering can only take place before commencement or after completion of cargo transfer (for DG). For non DG vessel, bunkering is allowed during cargo handling operation as long as not causing any delay on normal loading/discharging operation. For both cases, prior approval from LBT Officer must first be obtained.

Working Equipment, Vehicles and tools

User wanted to bring in any equipment and tools into the terminal MUST obtain Permit from LBT Officer. Only vehicles with spark arrestor shall be allowed to enter the terminal with prior approval from LBT Officer.

SAFETY

General safety requirements

When entering the terminal, it is **ABSOLUTELY FORBIDDEN** to:

- Smoke anywhere in the terminal, and bear matches, lighters, tobacco or any other source of ignition.
- Wear hob-nailed shoes.
- Perform any kind of hot work or any works without prior authorization.
- Use non-intrinsically safe equipment (i.e hand torches, radios, gas detector, handphone, walkie-talkie, pager etc).
- Use any of the utilities and resources without prior authorization from LBT Officer.

- Bring photographic, film or video cameras into the terminal without prior authorization from LBT Officer/Port Police.
- Leave any garbage (except with authorization from the LBT Officer).

While inside the terminal **DO** the following:

- Put on PPE (safety shoes, safety helmet, and glove) at all time.
- Put on life jacket if you are working in Life Jacket gazette area.
- Know the nearest Emergency Exit Point.
- Know the nearest location of Emergency Shower and Eye Shower.
- Know the location of the nearest Fire Extinguisher and Life Buoy.
- Comply with conditions stated in the Permit to work issued by LBT/Facilities/Fire Officers.
- Bring plastic whistle for use during emergency.

EMERGENCY RESPONSE

In case of fire, cargo leakage that may have significant effect on the operation or facilities of the ship and the Terminal (hereinafter "Emergency"), both parties shall cooperate and take immediate measures as necessary to minimize damage.

An emergency at the LBT berths could be in the form any one of a host of possible situations, be it on the vessel or on the berth. Each emergency requires responses particular to its own characteristics. Each vessel has her own Emergency Response Manual that contain response information specific to the particular ship.

The responsibility for responding emergency on the vessel is that of the ship's Master or his designated representative if he is not on the vessel. The same emergency response organization that the ship uses for an emergency when the ship is at the sea will be used for responding to the similar emergency on the ship when it is at berth. It is the Master's responsibility to decide if preparing to drain and disconnect the cargo arms from the ship's manifold is a necessary part of his response to a particular emergency. A standby tug may be requested by the vessel to come into close proximity with the vessel to be available to respond in any way that the ship's Master may deem practicable.

In short,

- In case of an emergency on the Ship, the ship shall fight and the Terminal will assist the ship as requested by the ship's Master.
- In case an emergency on the Terminal, the Terminal shall react accordingly and the Ship's Master is responsible for all upon the ship.

Emergency on a Vessel

Actions by the Vessel

If an emergency occurs on a vessel at the berth, the vessel must raise the appropriate alarm for the vessel that is recognized by its crew. At the sounding of the alarm, all cargo and ballast transfer operations must be stopped and the ship's main engines and steering gear brought to an instant readiness condition.

Actions by the Terminal

On detecting the ship's alarm, Loading Master for the respective Installation handling the cargo transfer shall immediately cease cargo transfer operations and inform LBT Officer or his representative at the wharf. LBT Officer will thereafter take emergency response action in accordance with Northport ERP Manual, as deemed necessary. This could include summoning the local emergency services.

Preparations for Evacuation

In the event that evacuation becomes necessary, the ship's crew will evacuate the ship via the gangway and proceed to the Assembly Point outside the Terminal. If the particular emergency precludes the use of the gangway the secondary evacuation route for the ship's crew will be by the ship's lifeboat(s).

Emergency on the Berth

Actions by the Vessel

If an emergency on the berth is detected by the vessel's crew, the vessel must immediately report the emergency to LBT Officer via the phone hotline, or to Pilot Office using VHF Channel 12 or most expeditious method available. Should cargo transfer still be on going when the ship detects the emergency, all cargo and ballast transfer operations must be immediately stop. The ship's main engines and steering gear must be brought to an instant readiness condition. The ship's crew must be ready to drain and disconnect the cargo arms from the manifold if it is deemed necessary by either the ship's Master or by the Installation Loading Master and if it is safe to do so.

Responsibility for responding to an emergency on the berth is that of the terminal. The vessel's Master must assess the likelihood of the emergency affecting his vessel and take appropriate action to protect his crew, cargo and vessel.

Actions by the Terminal

On detecting the emergency on the berth, if the cargo transfer is still ongoing, Loading Master for the respective Installation handling the cargo transfer shall immediately cease cargo transfer operations and inform LBT Officer or his representative at the wharf. LBT Officer will thereafter take the emergency response action in accordance with Northport ERP Manual, as deemed necessary. This could include summoning the local emergency services.

Preparations for Evacuation

In the event that evacuation becomes necessary, all shore personnel shall proceed to the Assembly Point outside the terminal and the LBT personnel with the assistance of Installation will conduct a roll-call at that location.

The ship's Master must assess the emergency and decide if evacuation of the ship's crew or taking his vessel off the berth and out of harm's way his best course of action. If the particular emergency on the berth impacts the vessel and prevents its departure, while at the same time precluding the use of the gangway as a route for evacuating the ship's crew from the vessel, the secondary evacuation route for the ship's crew will be by the ship's lifeboat(s)

Any decision to take the vessel out of the port must be coordinated through the Pilot Office using VHF Channel 12.

In case of fire

Terminal side:

- If appropriate, assistance may be given to the ship in fighting fire.
- Preparation for un-berthing shall be made if deemed appropriate.

Ship side:

- The spray system shall be activated.
- The ship's staff will fight the fire, assisted by the firefighting boat under instruction of ship's master.
- If necessary, the ship/shore firewater connection shall be used.
- Preparation for un-berthing shall be made
- If necessary, additional firefighting boats shall be arranged.
- If necessary, the vessel will vacate the berth.

In case in Cargo Spillage/Leak

Terminal side:

- All sources of ignition are isolated.
- Shut all valves.
- Firemen to activate plan and contain the leak/spillage
- Installation to rectify leak, clean the area and ensure safe disposal.

Ship side:

- Confirm that all doors, hatches, etc., leading to the upper deck from accommodation area, engine room, control room are shut, if necessary by location and scale of leakage, ventilators and fans shall be stopped.
- Water or spray shall be supplied as necessary to enforce evaporation and to direct or disperse from ignition sources.

Pollution prevention

This is not an exhaustive list of prevention actions to assist in avoiding pollution, but the most evident situation of port measures.

- No oil or mixture containing oil shall be discharged or allowed to escape from a vessel while at the Terminal or in the approaches to the Terminal.
- No garbage or other materials, either liquid or solid, shall be discharged overboard from a vessel, but shall be retained in suitable receptacles on board.
- Whilst within the Terminal limits, the internal transfer on any oil, slops or bunkers on board is prohibited during DG cargo handling.
- In the event of any leakage or spillage oil or oil contaminated liquids on board, the Ship Supervisor and Health, safety and Environment supervisor must be advised immediately in order that unloading operations can be stopped until the spill has been cleaned up.
- Absorbents, swabs or sawdust used for mopping up such spills shall be collected and removed to shore for disposal.
- During the unloading operations deck scuppers and drain holes must be suitably plugged and shall be closed, however a carefully watch should be maintained to ensure that any build up of water or other substance on deck is drained off.
- Prior to commence and at the regular intervals throughout loading/discharging, regular checks are to be made to ensure the above condition.
- Unused cargo and bunker connections must be closed and blanked. Blank flanges shall be fully bolted with gasket in place and other types of fittings, if used, properly secured.
- The vessel's Master is to ensure that gaseous emission is kept to the absolute minimum to avoid air pollution while at berth.

Waste management

There are no disposal facilities available at the Terminal. The environmental legislation requires the producer of waste material, including hazardous wastes and oil from pollution incidents, to provide for the storage of such material.

The daily produced inoffensive waste could be disposed through LBT's appointed contractor. Agent for the vessel arrange through LBT Officer for such services.

COMMUNICATIONS

For general communications:

1.	LBT Officer on duty	Mobile : 019-2119309 Tel : 03-31698832
2.	LBT Head Of Operations	Mobile : 019-2426996
3.	Pilot Office	VHF : Channel 12 Tel : 03-31698910
4.	HSE	Tel : 012-2970892 Tel : 03-3169888 ext : 22647

In case of emergency:

1.	Port Control Centre (PCC)	Tel : 03-31698832 ext : 22613
2.	Fire Department	Tel : 03-31766371
3.	LBT Officer on duty	Mobile : 019 -2119309 Tel : 03-31698832

INSTRUCTIONS IN CASE OF FIRE

FIRE ACTION – SHIP	
<p>Fire on your Ship</p> <ul style="list-style-type: none"> • Raise alarm • Fight fire aim of preventing spread • Inform terminal • Cease all cargo/ballast operations and close all valves • Stand by to disconnect hoses or arms • Bring engines to standby and crew to stand by ready to un-berth 	<p>Fire on another Ship Ashore</p> <ul style="list-style-type: none"> • Raise alarm <p>Stand by, and when instructed:</p> <ul style="list-style-type: none"> • Cease all cargo/ballast operations and close all valves • Stand by to disconnect hoses or arms • Bring engines to standby, ready to un-berth
FIRE ACTION – ASHORE	
<p>Fire on a Ship</p> <ul style="list-style-type: none"> • Raise alarm • Contact Ship • Cease all cargo/ballast operations and close all valves • Stand by to disconnect hoses or arms • Stand by to assist fire-fighting • Implement terminal emergency plan 	<p>Fire Ashore</p> <ul style="list-style-type: none"> • Raise alarm • Cease all cargo/ballast operations and close all valves • Fight fire aim of preventing spread • If required, stand by to disconnect hoses or arms • Inform all ships • Implement terminal emergency plan

In case of fire, do not hesitate to raise the alarm	
Terminal Fire Alarm At this terminal, the fire alarm signal is : Continuously increasing (whistle or siren)	
Ship Fire Alarm When alongside terminal wharf Sound one or more blasts on the ships horn, each blast of not less than ten seconds duration supplemented by a continuous sounding of the general alarm system	

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At this terminal, the fire alarm signal is : **Continuously increasing (whistle or siren)**

Ship Fire Alarm When alongside terminal wharf

Sound one or more blasts on the ships horn, each blast of not less than ten seconds duration supplemented by a continuous sounding of the general alarm system