

# Vopak Terminal Jakarta ●



Jetty Information Booklet



## Summary Jetty Information

| Terminal Contact 1                              |                                         |
|-------------------------------------------------|-----------------------------------------|
| Name                                            | Customer Service                        |
| Telephone Number                                | +62 21 43904875                         |
| Facsimile Number                                | +62 21 43904017                         |
| E-mail Address<br>(Important - Please complete) | CustomerService.VTJ@vopak.co.id         |
| Address                                         | Jl. Timor Raya 2 Tanjung Priok, Jakarta |
| Website, Terminal and/or Port                   | www.VopakAsia.com                       |
| Terminal Contact 2                              |                                         |
| Name                                            | CCR                                     |
| Telephone Number                                | +62 21 43904881                         |
| Facsimile Number                                | -                                       |
| E-mail Address<br>(Important - Please complete) | Operations@JTT.co.id                    |
| Address                                         | Jl. Timor Raya 2 Tanjung Priok, Jakarta |
| Website, Terminal and/or Port                   | www.VopakAsia.com                       |

| Water Depth Approaches                            | Approach 1        | Guidance Notes                                               |
|---------------------------------------------------|-------------------|--------------------------------------------------------------|
| Water Depth in Approaches                         | 13,6              | Taken at CD. See picture                                     |
| <u>Minimum</u> Under Keel Clearance in Approaches | 10% of Max. Draft | Required by Port Authority. Percentage of a vessels draught. |
| <u>Maximum</u> Draught in Approaches              | 12,6              | Absolute maximum irrespective of tide level, if relevant     |
| Transit on Tide (High Water, Low Water, NA)       | -                 | Advise if any tidal restrictions                             |

| Water Depth Alongside                                  | Berth 1            | Berth 2       | Guidance Notes                           |
|--------------------------------------------------------|--------------------|---------------|------------------------------------------|
| W5 Water Depth Alongside Berth                         | 13.6 (by designed) | 7,6           | WSG84 chart datum                        |
| W6 <u>Minimum</u> Under Keel Clearance Alongside Berth | 1                  | 1             | Required by terminal. Stated as a depth. |
| W7 Absolute <u>Maximum</u> Draught Alongside           | 12.6               | 6.5           | Maximum draught at high tide.            |
| Are Tides Used To Calculate Draught                    | Yes                | Yes           |                                          |
| Date of Last Hydrographic Survey                       | 15 March 2015      | 15 March 2015 | Date of last official soundings          |

| General Information  | Berth 1                            | Berth 2                            | Guidance Notes                                 |
|----------------------|------------------------------------|------------------------------------|------------------------------------------------|
| Pilot Boarding Point | Outside Break water and at Jetty 1 | Outside Break water and at Jetty 2 | The location where the pilot boards the vessel |
| Berth Name / Number  | Jetty 1 (Outside)                  | Jetty 2 (Inside)                   |                                                |
| Berth Operator       | Vopak                              | Vopak                              | Operator and Owner of berth                    |
| Berth Position       | S 06' 05.916<br>E 106' 54.501      | S 06' 05.916<br>E 106' 54.501      | General location in port, Lat and Long.        |
| Berth Type           | Jetty                              | Jetty                              |                                                |
| Berth Length         | 210                                | 105                                | Length of berth available for vessel           |
| Type of Bottom       | Mud                                | Mud                                |                                                |

## PREFACE

This handbook has been compiled for your information and guidance. It contains the essential requirements for safe berthing and operations at VOPAK TERMINAL JAKARTA. The following directions are intended to supplement and reiterate requirements under other applicable regulations, e.g. The International Safety Guide for Oil Tankers and Terminals (I.S.G.O.T.T.), regulations as required by the vessel's country of registry, by international law and by the local **HUBLA (Hubungan Laut) (Department of Sea Communication)** all of which should continue to be complied with in full at all times.

This booklet is updated from time to time. You do not have to return this handbook. It is for your continued use and ready reference prior to future visits to VOPAK TERMINAL JAKARTA.

We look forward to receiving your full co-operation particularly to matters concerning safety, security and pollution prevention during your port stay at VOPAK TERMINAL JAKARTA.

### DOCUMENT HISTORY AND CONTROL ( LATEST 5 Updates)

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| Issue | Date         | Reason for Change                                                                    |
|-------|--------------|--------------------------------------------------------------------------------------|
| 13    | 03 Mar 2017  | Weather Parameter                                                                    |
| 14    | 15 Feb 2018  | Update Hydrographic Survey                                                           |
| 15    | 05 Jan 2020  | Update Routine Hydrographic Survey                                                   |
| 16    | 11 Jan 2021  | Update Routine Hydrographic Survey & Supplement 2 site Map                           |
| 17    | 17 Sept 2021 | Update Routine Hydrographic Survey, Safe Distance Between Two Ships & ISGOTT update. |

### Receiving statement

Jetty Booklet number: 17

#### Vopak Terminal Representative

Name:

Signature

Date

#### Ships Representative

Name:

Signature

Date

Vessel Name:

**17<sup>th</sup> Edition – September 2021**



**Copy of receiving statement**

Jetty Booklet number: ...

**Vopak Terminal Representative**

Name:

Signature

Date

**Ships Representative**

Name:

Signature

Date

Vessel Name:

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## SAFETY REQUIREMENTS

### NOTICE TO MASTERS

Responsibility for the safe conduct of operations on board your ship while alongside our Terminal rests with you as the Master. Nevertheless, our personnel, property and other ships may suffer serious damage in the event of accident on board your ship, hence we request your full co-operation with the safety requirements set out in the Ship/Shore Check List (Appendix I) before operations start.

IT IS ESSENTIAL THAT ALL PERSONNEL UNDER YOUR COMMAND STRICTLY ADHERE TO THE REQUIREMENTS LAID DOWN IN THE INTERNATIONAL SAFETY GUIDE FOR OIL TANKERS AND TERMINALS.

Should there be an infringement of any of these safety requirements, we shall not hesitate to bring the matter to your immediate attention (or your deputy) for corrective action (See 'Notice of Protest' Appendix II). If appropriate action is not taken in a reasonable time, we shall take such measures as may be necessary to deal with the situation and will notify you subsequently. This could include suspension of your vessel's operations at the vessel's owner/charterer's cost until the appropriate corrective action has been taken.

Similarly if you observe any safety infringement by our terminal staff, whether on the jetty or on board your ship, please notify our representative at once. If you consider there is an immediate threat to the safety of your ship as a result of action on our part, or equipment under our control, you should demand an immediate cessation of operations.

Our Senior Terminal Representative is the **Duty Team Leader**.

He can be contacted at the Central Control Room by VTJ walkie-talkie, VHF Channel 12 or 14(Working channel) and Phone +62 21 43904881

IN THE EVENT OF CONTINUED OR FLAGRANT DISREGARD OF THESE SAFETY REQUIREMENTS BY ANY SHIP, WE RESERVE THE RIGHT TO STOP ALL OPERATIONS AND ORDER THAT SHIP OFF THE JETTY FOR APPROPRIATE ACTION TO BE TAKEN BY THE CHARTERERS AND OWNERS CONCERNED. ALL RESULTANT EXPENSES INCURRED WILL BE BORNE BY THE SHIP.

## **REGULATIONS & INSTRUCTIONS ON SAFETY PRECAUTIONS FOR ALL VESSELS AT VOPAK TERMINAL JAKARTA (VTJ) JETTIES**

These Regulations are to be strictly complied with and the Master of the vessel will be held responsible for any accident that may result from non-compliance with the following:

### **SAFETY PRECAUTIONS**

#### **S1) TANK PREPARATION**

Tank cleaning, gas-freeing and Butterworth washing of tanks are not allowed whilst alongside.

#### **S2) IMMOBILISATION OF MAIN ENGINES**

The Immobilization of main engines is only permitted after permission has been given in writing. (See Supplement 1)

#### **S3) VHF RADIOS**

Only VHF radios which are of an approved design and intrinsically safe are permitted. VHF Channel 12 or 14 (Working channel).

#### **S4) GANGWAYS**

Gangways shall be provided by the terminal. Ship's gangway with safety net may be required if the terminal's gangway is not available.

#### **S5) BONDING WIRES**

These are not to be used at VOPAK jetties. Insulating flanges are provided on loading arms or at shore's manifolds if loading hoses are used.

#### **S6) GANGWAYS, HOSES & LOADING ARMS**

Gangways, hoses and loading arms are vulnerable to damage when vessels range along the berth. To prevent accidents of such nature, moorings should be adjusted throughout the vessel's stay alongside. The tidal range at springs is approximately 1.0 metres and current velocities within the port are negligible.

#### **S7) TANK INSPECTION, TAKING OF ULLAGES, ETC.**

Tank inspection, taking of ullages, etc. are carried out by shore personnel / surveyor and witnessed by Chief Officer or his representative either before or after cargo handling except in special circumstances.

#### **S8) SYNTHETIC FIBRE CORDS**

Synthetic fibre cords should not be used for sounding rods or sampling cans.

#### **S9) SPARK ARRESTORS**

Spark arrestors are to be fitted to all vent pipes and ullage ports connected to the cargo and bunker tanks. These should be kept clean and free of residue and the mesh must not be larger than 0.5 mm<sup>2</sup>.

**S10) TANK HATCHES**

Tank hatches must not be opened under any circumstances.

**S11) BALLASTING**

Ballasting is a dangerous operation when gas is being expelled from the cargo tank. All items of the ship/shore checklist apply until ballasting and cargo operations are completed and the cargo tanks are finally battened down.

**S12) TENSION WINCHES**

Automatic rendering devices, commonly known as tension winches must not be used when alongside. The brakes of tension winches should be applied and the mooring tended manually.

**S13) REPAIRS**

Maintenance involving 'HOT WORK' such as gas cutting, chipping, welding and scraping are not allowed when vessels are alongside. Other repairs/maintenance must be agreed between the responsible ship's officer and the terminal representative. Permit to work system shall be applicable while ship is berthing at the Vopak Jetty. Ships Master to request work permit and approval from Vopak Shift Supervisor before work commences.

**S14) BUNKERING FROM LIGHTERS / BARGES ALONGSIDE JETTY**

This operation must not be carried out at VOPAK'S jetties.

**S15) PORTABLE TRANSISTOR RADIOS, PAGER AND MOBILE PHONES**

Portable transistor radios, pager and mobile phones are prohibited outside the accommodation on all vessels at all times.

**S16) STORES**

Vessels are not allowed to deliver stores by small craft alongside.

**S17) ELECTRICAL STORM**

During electrical storm in the vicinity of the vessel, the handling of volatile petroleum or flammable materials (Flash point 60°C (140°F) or below) and the loading of non-volatile petroleum or flammable materials into non-gas free tanks must cease. Ballasting, inert gas purging after the discharge of such cargoes should also be stopped and all tank openings and venting valves closed, including the bypass valve on the tank venting system, if fitted.

**S18) UNAUTHORISED PERSONNEL ON BOARD VESSELS ALONGSIDE**

No unauthorized persons are allowed on board at any time during the vessel stay alongside. This regulation particularly applies to local traders, Ship Inspectors and other persons who illegally attempt to board vessels from sampans and other small crafts. Masters is reminded that it is their responsibility to keep unauthorized persons off their vessels.

**S19) TUGS, BOATS AND OTHER CRAFT ALONGSIDE MOORED TANKERS**



Except in an emergency or when ordered to assist in mooring, unmooring or maintaining a ship alongside, tugs are forbidden to lie alongside any tanker berthed at VOPAK. Throughout the period when a tug is alongside, all cargo tank lids, ullage ports and other tank openings must be securely closed.

No other boat, launch, barge or other craft (other than those stated in S 16) may approach moored tankers. Masters are reminded of the HUBLA requirement that, unless approval is given by Terminal and HUBLA, small craft must not approach within 100 metres of the jetties or vessels secured thereto and are urged to make every effort to enforce it.

## **S20) STATIC ELECTRICITY**

In view of the complex nature of Static Electricity and the wide range of precautions necessary to prevent ignition, this subject is covered at some length as follows:

- (a) **EXPLANATION** - Static electricity consists of electrical charges, which have built-up - become static - on adjacent materials so that one accumulates a negative charge and the other a positive charge. This is an unstable state in which the positive and negative charges are trying desperately to re-combine in order to produce a stable, neutral situation.

This neutral situation is achieved either by the charges leaking slowly away to zero or earth potential or, like a spark plug, by jumping the gap between the materials when this gap is small enough and/or the charge is large enough. It is this sparking which can create hazardous conditions in, for example, a flammable atmosphere.

- (b) **FORMATION** - The movement of petroleum or chemical products in a pipeline results in the generation of an electrostatic charge (static electricity). Particularly large electro-static charges are developed by splash filling, by high liquid flow velocities, by water contamination, by air-blowing and through the use of filters, mixers or indeed, any form of agitation.

- (c) **PREVENTION** - The aim, therefore, is to eliminate situations where a product handling operation can lead to an electrostatic sparking in a flammable atmosphere. This is achieved by ensuring adequate relaxation time in order to prevent static build-up, by providing a hydrocarbon gas free atmosphere, which allows sparking to take place safely by avoiding operations, which create large electrostatic charges.

- (d) **CONDUCTIVITY** - Liquid petroleum or chemical products are classified as conductors (ie. Non-accumulators) or non-conductors (ie. Accumulators). The lower conductivity, the higher the accumulation of static electricity and thus the greater risk of electrostatic sparking. Petroleum or chemical products with a low conductivity (ie. With a conductivity less than **50 picoSiemens per metre (pS/m)** or, as sometimes defined, with a Conradson Carbon below 1%) are considered to be accumulators. Petroleum products, such as clean oils (distillates), frequently fall into this category with conductivity typically below 10 pS/m. Chemical solvents and highly refined fuels can have conductivities of less than 1 pS/m.

- (e) **VAPOUR PRESSURE**

When considering the flammability of an atmosphere, the vapour pressure of the product must be determined. The higher the vapour pressure, the higher the volatility, the more vapour will be given off by the liquid at normal temperatures. Low vapour pressure oils (see definition below) normally present no significant risk as the amount of vapours given off is too low to form a flammable mixture with air. It is important to remember, however, that if a low vapour pressure oil becomes

contaminated with lighter oil (ie. high vapour pressure) it must be re-classified as an intermediate vapour pressure product.

The higher risk is presented by the intermediate vapour pressure oils. (See definition below).

High vapour pressure liquids generate considerable vapours at all times so that the mixture with air is usually too rich to burn.

**SO GREAT CARE MUST BE TAKEN WITH THE INTERMEDIATE VAPOUR PRESSURE DISTILLATE OILS AND MOST OF THE PRECAUTIONS ARE AIMED AT THESE.**

#### **REID VAPOUR PRESSURE**

The Reid Vapour Pressure (RVP) test is a simple and generally used method for measuring the volatility of petroleum liquids. It is conducted in a standard apparatus and in a closely defined way. A sample of the liquid is introduced into the test container at atmospheric pressure, so that the volume of the liquid is one fifth of the total internal volume of the container. The container is sealed and immersed in a water bath where it is heated to 37.8°C. After the container has been shaken to bring about equilibrium conditions rapidly, the rise in pressure due to vaporisation is read on an attached pressure gauge. This pressure gauge reading gives a close approximation, in bars, to the vapour pressure of the liquid at 37.8°C.

RVP is useful for comparing the volatilities of a wide range of petroleum liquids in a general way. It is, however, of little value in itself as a means of estimating the likely gas evolution in specific situations, mainly because the measurement is made at the standard temperature of 37.8°C and at a fixed gas/liquid ratio.

#### **DEFINITIONS :**

**(i) ACCUMULATORS**

Those products with a low conductivity, i.e. with a conductivity less than 50 picoSiemens per metre (pS/m) / with a Conradson Carbon below 1%. Many of the products handled at Vopak Terminals fall into this category with the exception of Crude oil, residual fuel oil, fuel oil and black diesel oil all of which have a high conductivity.

**(ii) LOW VAPOUR PRESSURE PRODUCTS**

Those which are handled at least 8°C (15°F) below their flash-points. All tanks into which low vapour pressure products known to be static accumulators are to be loaded must be gas-free. Low vapour pressure products heated above their flash points or which may be contaminated with high or intermediate vapour pressure products must be handled as intermediate vapour pressure products.

**(iii) INTERMEDIATE VAPOUR PRESSURE PRODUCTS**

Those products which are handled between 2°C (35°F) and 38°C (100°F) and having both a flash point below 60°C (140°F) and an RVP below 5.0. These products are likely to produce a flammable vapour-air mixture in a tank.

**(iv) HIGH VAPOUR PRESSURE PRODUCTS**

Those products where the RVP is above 5.0.

The following Table, extracted from I.S.G.O.T.T, provides information on the typical conductivity value and classification for a range of products.

| Product                        | Typical conductivity<br>(PicoSiemens/metre) | Classification  |
|--------------------------------|---------------------------------------------|-----------------|
| <b>Non-Conductive</b>          |                                             |                 |
| Gasoline (straight run)        | 0.1 to 1                                    | Accumulator     |
| Diesel (ultra low sulphur)     | 0.1 to 2                                    | Accumulator     |
| Diesel                         | 1 to 100*                                   | Accumulator     |
| Motor gasoline                 | 10 to 300*                                  | Accumulator     |
| <b>Semi-Conductive</b>         |                                             |                 |
| Fuel with anti-static additive | 50 to 300                                   | Non-accumulator |

\* Some additives used for performance improvement can increase conductivity significantly

The following table lists the volatility and electrostatic classification of typical petroleum products and crude and shows where static precautions are required when loading, ullaging, dipping and sampling.

| Volatility<br>Classification                                | Electrostatic<br>Classification | Examples                                                                                                                | Additional<br>Factors                                    | Are Static Precautions<br>needed? |                      |
|-------------------------------------------------------------|---------------------------------|-------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|-----------------------------------|----------------------|
|                                                             |                                 |                                                                                                                         |                                                          | Tank<br>gas free                  | Tank<br>Non gas free |
| Non-volatile<br><br>Flash point<br>60°C (140°F)<br>or above | Non-<br>accumulators            | Hard asphalts<br>(bitumens)<br>Black diesel oils<br>Residual fuels                                                      |                                                          | No                                | No                   |
|                                                             | Accumulators                    | Heavy gas oils<br>Clean diesel oils<br>High flash jet fuels 1<br>Lubricating oils                                       | Oil temperature<br>Significantly<br>below flash<br>point | No                                | Yes                  |
|                                                             |                                 |                                                                                                                         | Oil temperature<br>Near or above<br>flash point          | Yes                               | Yes                  |
| Volatile<br>Flash point<br>below 60° C<br>(140°F)           | Non-<br>accumulators            | Crude oils<br>Cut back asphalts<br>(bitumens)                                                                           |                                                          | No                                | No                   |
|                                                             | Accumulators                    | Kerosenes<br>Heating oils<br>Kerosenes type jet<br>fuels 2<br>Gasoline type jet<br>fuels 3<br>Naphthas<br>White spirits | Oil temperature<br>Significantly<br>below flash<br>point | No                                | Yes                  |
|                                                             |                                 |                                                                                                                         | Oil temperature<br>Near or above<br>flash point          | Yes                               | Yes                  |
|                                                             |                                 | Motor gasolines<br>Aviation gasolines<br>Natural gasolines                                                              | High vapour<br>Pressure                                  | No*                               | No*                  |

\* Except that metallic dipping, ullaging and sampling equipment should be earthed.

The following lays down the precautions, which must be followed at Vopak Terminals.

## S21) PRECAUTIONS FOR LOADING

- (a) Loading Overall (loading from the top) or free-fall loading, otherwise known as splash loading, is not permitted at Vopak Terminals.

- (b) If the tanks are inerted to less than 8% oxygen content, no precautions are necessary because the oxygen level will be too low for ignition to occur.
- (c) If the tanks are not gas-free, or if the temperature of the cargo is within 8°C (15°F) of its flashpoint, the precautions described below are necessary for both intermediate and high vapour pressure static accumulators.
- (i) **Flow Rate.** The flow rate in the branch line going into each individual tank should not exceed a linear velocity of 1m/second until all splashing and surface turbulence has stopped. When splashing and surface turbulence have stopped and pipelines are free of air and water, the flow rate can be increased to the maximum permitted by the design of the ship and shore pipeline and pumping systems. See Flow rate for different pipeline Sizes below.
  - (ii) Displacing of hoses, loading arms or pipeline by air blowing volatile products is prohibited.

**Note:** An accumulator containing an anti-static additive (ASA) is considered a non-accumulator provided its conductivity is known to be greater than **50 picoSiemens / metre**. However, at Vopak Terminals, static precautions are still required.

#### **Maximum Flow Rates for Various Sizes of Loading Lines** **Cubic meter per hour (m3/hour)**

| <b>Vessel/Barge Pipeline Size</b>  |                             | <b>Velocity (1m/sec)</b>   |
|------------------------------------|-----------------------------|----------------------------|
| <b>Nominal Diameter, Inch (mm)</b> | <b>Inner Diameter (Ins)</b> | <b>Flow rate (m3/hour)</b> |
| 3 (80)                             | 3                           | 17                         |
| 4 (100)                            | 4                           | 29                         |
| 6 (150)                            | 6                           | 67                         |
| 8 (200)                            | 8                           | 116                        |
| 10 (250)                           | 10                          | 183                        |
| 12 (305)                           | 12                          | 262                        |
| 14 (360)                           | 13.375                      | 320                        |
| 16 (410)                           | 15.375                      | 424                        |
| 20 (510)                           | 19.5                        | 676                        |
| 24 (610)                           | 23.5                        | 987                        |

#### **S22) PRECAUTIONS WHEN SAMPLING AND MEASURING**

During loading of static accumulator products and for 30 minutes (settling time) after the completion of loading, no metal equipment for dipping, ullaging, or sampling should be put into the cargo tanks unless they are confirmed to be totally inert. Equipment with no metal parts may, in general, be used at anytime. However, ropes used to lower equipment into the tank should always be made of natural fibres, not synthetic polymers.

Metal equipment used after the 30-minutes waiting period must be bonded and firmly grounded to the structure of the ship before it is put into the tank. It should remain grounded until after its removal.

A metal-float level gauge that has been permanently installed does not present a static electricity hazard provided both the following conditions are met:

- The metal float must have electrical continuity through the tape to the structure of the ship, AND
- The metal guide wires must be intact.

#### **EXCEPTIONS:**

If a low vapour pressure static accumulator oil is being loaded, none of the precautions described above are necessary when the tank is gas-free and the temperature of the cargo is more than 8°C (15°F) below its flashpoint.

If the cargo being loaded has a high vapour pressure, as gasoline does, the precautions described above are unnecessary except for the grounding of metal equipment. All metal equipment used for sampling and measurement must be grounded prior to being put into the tank and remain grounded until after withdrawal to prevent sparks from occurring at the deck opening, where the mixture of oxygen and cargo vapours may be flammable.

Where sampling, ullaging, and/or temperature taking are done within a stilling pipe or well and the bottom of the pipe or well is covered, no precautions are necessary.

### **S23) PRECAUTIONS FOR DISCHARGING**

Ship's personnel may be advised that it is necessary to restrict the initial discharge rate of static accumulator oils to 1 m/second (3 feet/second) at the inlet to the shore tank. When Terminal personnel are satisfied the splashing cannot occur or is under control, permission will be given to increase the flow rate. This restriction is not necessary when cargo is being discharged into a floating roof tank and the roof is floating. **Maximum Discharge Flow is 1500 M3/Hr per line per Tank per Header.**

### **S24) TANK ENTRY**

As long as the vessel is alongside Vopak jetty, Ship and Shore personnel are prohibited from entering a ship's tank or similar enclosed space without permission, written if so required, to do so from a responsible ship's officer who has ascertained immediately before entry that the atmosphere in the compartment is in all respects satisfactory for entry.

Entry is for inspection purposes only and a member of the ship's crew must be assigned to be in constant attendance outside the compartment equipped with life lines, body harness, self-contained breathing apparatus and communicate with CCR.

The ship's officer must satisfy VOPAK representative that:-

- a) The hydro-carbon gas content as determined by a combustible gas indicator is 0% LEL.
- b) The benzene content does not exceed the threshold limit value of 1 part per- million (ppm).

- c) The hydrogen sulphide level does not exceed the threshold limit value of 10 parts per-million (ppm).
- d) The normal oxygen-in-air level of 21% volume is present.

If any of these requirements cannot be satisfied or any doubt exists, entry must not be undertaken until the space has been rendered safe. Only in exceptional circumstances and when there is no practical alternative will entry into spaces, which are not gas free or are oxygen deficient be permitted. In this highly hazardous situation, self-contained breathing apparatus must be worn, the inspection carried out by highly trained personnel and **ALL THE CONDITIONS AND PRECAUTIONS SET OUT IN I.S.G.O.T.T. CHAPTER 10 OBSERVED**. The authority of both the ship's Master and the Terminal Manager or his authorized representative must be obtained before entry in these circumstances is undertaken.

#### **S25) SPLASH LOADING**

Splash loading (through an open tank hatch or ullage plug) is prohibited for all products other than heavy lubes Canthus 210 and Extract.

#### **S26) SOUNDING OF SHIP'S WHISTLES, SIRENS ETC.**

Except in an emergency, ship's whistles, siren, etc, must not be used when a ship is moored alongside.

#### **S27) WEATHER CONDITIONS**

| <b>Operations Envelope:</b>                    |               |
|------------------------------------------------|---------------|
| Stop Operations Wind Conditions                | >20 KNOTS     |
| Disconnect loading arm Wind Conditions         | >25 KNOTS     |
| Un-Berthing Wind Conditions (if safe to do so) | >30 KNOTS     |
| Swell                                          | No effect     |
| Lightning                                      | No Operations |

Special precautions may be necessary during: still air" conditions when the risk of flammable vapour concentrations will be at its greatest in or near enclosed or partially enclosed spaces due to restricted circulation.

If such concentrations are suspected, steps shall be taken to monitor the area with an explosimeter and if the reading found 10% of LEL , Operations should be suspended until the vapours have safely dispersed.

#### **S28) PROHIBITION OF USE OF JETTY LANDING STEPS**

Except in the case of an emergency the launches of ships' agents are prohibited from using the landing steps at VOPAK'S jetties to pick-up or land ships' crew/agents. The vessel's gangway at the seaward side should be used for this purpose.

#### **S29) INTOXICATED PERSONS**

No person who appears to be in an intoxicated condition will be allowed on Vopak Terminals.

### **S30) ASSEMBLY POINTS**

In the event of an emergency, all personnel who may evacuate the ship and the berth must immediately proceed in an orderly manner to the assembly points as indicated on attached plan of the Jetty Area where the senior officer present will make a head count of his own ship's personnel.

### **S31) CREW CHANGE AND SHORE LEAVE**

For security reason to minimize movement of other activities except for cargo operations, ship's agent is not allowed to arrange for crew change and shore leave throughout the period when ship is alongside any berth at Vopak.

### **S32) IMMOBILISATION OF MAIN ENGINES FOR VESSELS BERTHED AT VOPAK JETTY**

No vessel is allowed to immobilize main engines without the permission of the Terminal Management. All requests for immobilization should be channeled through the Duty Team Leader who will inform vessels and the Terminal Manager accordingly.

It should be noted that:

1. Only one vessel on the jetty is allowed to immobilize at any one time.
2. Immobilization will only be considered when two PELINDO tugs are available.
3. If permission to immobilize is granted, the Master of the vessel is to inform the Terminal Manager in writing when immobilization has commenced and also when vessel is mobilized again. The immobilization should not exceed a period of twelve hours and in any case the repairs must be completed before completion of cargo/ballasting operations.
4. No 'Hot' or 'Cold Work' to be undertaken without separate permission and necessary permit being issued.

### **Follow Up On Ship / Shore SafetyCheck List**

It should be understood that although this safety list is jointly checked by ship and shore personnel on the ship's arrival, it will nevertheless be necessary to carry out "follow up inspections" during the vessel's stay alongside. This action is essential to ensure that acceptable safety standards are being maintained.

As a result representatives from the Terminal are liable to visit your vessel at any time. Masters is reminded that a responsible ship's officer must be on duty at all times and that sufficient personnel must be retained on board the vessel to handle cargo operations efficiently and deal with any emergency.

## **FIRE/EMERGENCY AND SHUTDOWN PROCEDURES**

### **FIRE / EMERGENCY PROCEDURES**

#### **Alarm Signals**

There are **3 types** of emergency alerting alarm namely:

- **“Emergency Alarm”**
  - For any emergencies such as fire, explosion, spill, etc
  - Siren shall operate intermittently for a period of 100 seconds with ‘ON’ time for 2 seconds and ‘OFF’ time for 2 seconds
  - Details of emergency are communicated via Walkie Talkie via the Evacuation Officers or Terminal Staff at the Assembly Area
- **“Evacuation Alarm”**
  - For emergency evacuation of the Terminal and Jetty
  - Siren shall operate intermittently for a period of 100 seconds with “ON” time for 10 seconds and “OFF” time for 2 seconds
- **“ALL CLEAR”**
  - Siren shall operate with “ON” time continuously for 30 seconds

This emergency alerting can also be activated from CCR upon any report of an emergency such as fire, chemical or oil spillages, rescue operation, etc.

#### **Ship Operations**

When the fire or evacuation alarm is sounded, ships should stand by for possible stoppage of operations. Ships’ staff must not initiate any action on their own concerning shutting down of valves etc. Unless the fire is on board their ship or directly endangering the vessel. Ships must await instructions from shore before taking action regarding cargo or bunkering operations.

Masters will be advised by the Duty Team Leader or Jetty Technician regarding the movement of their ships. No attempt should be made to unmoor and leave the jetty without instructions from any one of them.

#### **Communications**

On hearing the fire or evacuation alarm, a member of the vessel should liaise with the Jetty Technician personally for further information and action. By VTJ Walkie Talkie, VHF 14 or Phone +62 21 4390488.

#### **Ship’s Personnel**

Ship’s personnel ashore on the Jetty should endeavor to return to their ships on hearing the alarm signal and remain on board until the “all clear” signal has declared.

#### **Man Overboard**

In the event a person falls into the sea, the Jetty Technician must be immediately informed. Life buoys and lines are available on the jetties. These should be deployed as soon as possible.



## SHIP'S FIRE ALARM WHEN ALONGSIDE TERMINAL BERTH

**FIRE INSTRUCTION IN CASE OF FIRE**  
**DO NOT HESITATE TO RAISE THE ALARM**

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.

### ACTION-SHIP:

## Fire on your ship

- Raise alarm
- Fight 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 standby

**NOTE:** IN CASE OF SHIP FIRE, VOPAK RESERVES THE RIGHT TO REQUEST FOR AUTHORITY FIRE BOAT ASSISTANCE AND ALL COSTS INCURRED SHALL BE BORNE BY SHIP'S OWNER.

Fire on other ship or terminal

- YOU WILL BE ADVISED AND IF NECESSARY WHEN INSTRUCTED TO:
- Cease all cargo operations and then close all valves
- Stand by to disconnect hoses or arms
- Bring engines to standby and crew to stand by ready to unberth

**ACTION-SHORE:**

Fire on terminal jetty.

- Raise alarm
- Cease all cargo operations and then close all valves
- Fight fire and prevent fire spreading
- If required stand by to disconnect hoses or arms
- Inform all ships
- Terminal Emergency Procedure is immediately effective

IN CASE OF FIRE TERMINAL WILL DIRECT MOVEMENT OF TRAFFIC

Note: This notice to be displayed on ship's notice boards by Chief Officer.



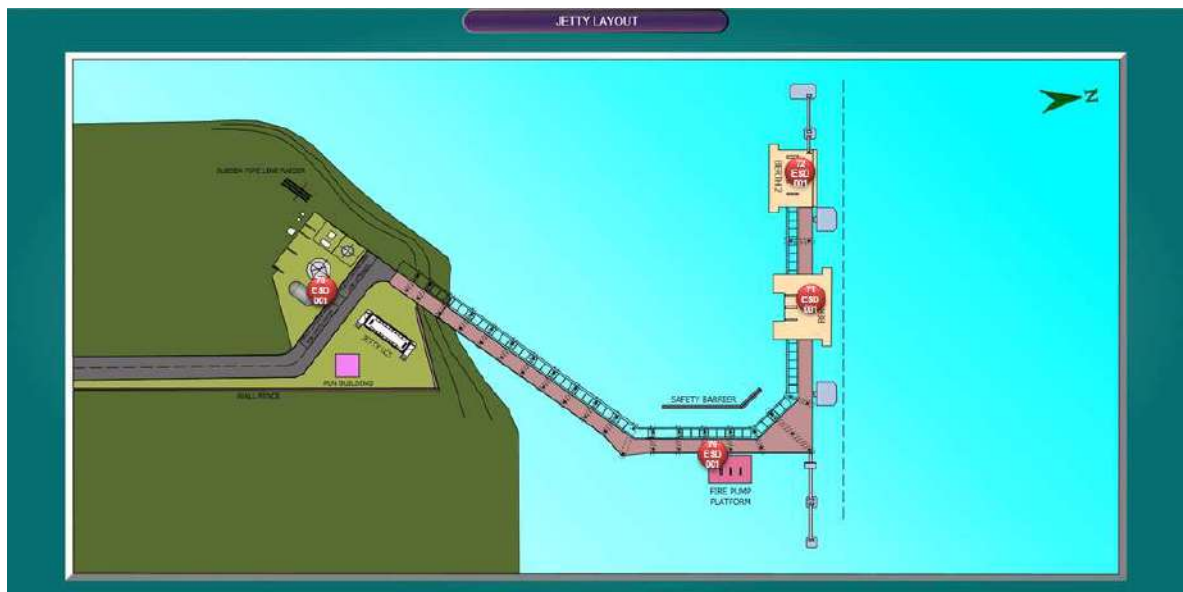
## Emergency Shutdown Procedure

An immediate emergency shutdown shall be performed by the terminal personnel whenever there is an incident of fire; major spill and or situation deem necessary for the operations to be stopped immediately.

Upon triggering of the ESD push button, the terminal personnel will immediately notify vessel to stop the ship's pump.

The jetty ESV (emergency shut off valve) installed just before the Loading Arm will start to close upon activation of the ESD push button. The ESV will take approximately 25seconds to be in fully shut condition.

VTJ jetty is equipped with 3 numbers of emergency shutdown push buttons located at various locations within the jetty area. Exact location as describe below in the diagram.



## **INTERNATIONAL SHIP AND PORT FACILITY SECURITY (ISPS) CODE**

The ISPS Code is mandatory under the International Convention for the Safety of Life at Sea (SOLAS), which came into force on **1 July 2004**. The Code applies to all ships of 500 GT and above engaged on international voyages, and to all port facilities serving these ships. It requires ships and ports to have counter-terrorist contingency plans, appoint security officers, keep security records and comply with the security requirements set out in the ISPS Code. **Vopak Terminal Jakarta is Certified by SEACOM** to be in compliance with the ISPS Code.

### **MS1) DECLARATION OF SECURITY (DOS)**

DOS (See Appendix IV) is a document on agreement reached between a ships and either a port facility or another ship with which it interfaces specifying the security measures each will implement.

### **MS2) SECURITY INCIDENT**

Any suspicious act or circumstance threatening the security of a ship, including a mobile offshore drilling unit and a high speed craft, or of a port facility or of any ship/port interface or any ship to ship activity.

### **MS3) SECURITY LEVEL**

Qualifications of the degree of risk that a security incident will be attempted or will occur. There are 3 Security Levels:

- (i) **Security Level 1:** The level for which minimum appropriate security protective measures shall be maintained at all times.
- (ii) **Security Level 2:** The level for which additional security protective measures shall be maintained for a period of time as a result of heightened risk of a security incident.
- (iii) **Security Level 3:** The level for which further specific protective security measures shall be maintained for a limited period of time when a security incident is probable or imminent, although it may not be possible to identify the specific target.

### **MS4) REQUIREMENTS FOR DOS**

- (i) **Port facility will request for DOS if:**
  - a) The port is operating at a higher level than the ship.
  - b) There has been a request or instruction from the Contracting Government, Marine Port Authority
  - c) There has been a security threat involving the ship or involving the port facility.
  - d) A security incident has occurred involving the ship or the port facility.
  - e) The ship is not ISPS compliance that there is no Ship Security Plan and no Ship Security Officer.

**(ii) Ship will request for DOS if:**

- a) The ship is operating at a higher security level than the port facility.
- b) The ship has been instructed by the ship's company or owner.
- c) There has been a security threat involving the ship or involving the port facility
- d) A security incident has occurred involving the ship or the port facility.
- e) The ship is at a port, which is not compliance with ISPS Code.

**(iii) DOS shall be completed by:**

- a) The Master or the Ship Security Officer (SSO) on behalf of the ship.
- b) The Port Facility Security Officer (PFSO) and Deputy PFSO are appointed as VTJ representatives

**MS5) ACTIONS REQUIRED AT THE THREE SECURITY LEVELS**

A ship is required to act upon the security levels set by Contracting Governments as set out below.

- (i)** At **Security Level 1**, the following activities shall be carried out through appropriate measures on all ships, in order to identify and take preventive measures against security incidents:
  - a) Ensuring the performance of all ship security duties.
  - b) Controlling access to ship.
  - c) Controlling the embarkation of persons and their effects.
  - d) Monitoring restricted areas to ensure that only authorized persons have access.
  - e) Monitoring of deck areas and areas surrounding the ship.
  - f) Supervising the handling of cargo and ship's stores.
  - g) Ensuring that security communication is readily available.
- (ii)** At **Security Level 2**, the additional protective measures, specified in the Ship Security Plan shall be implemented for each activity detailed in **(MS5) (i)** above.
- (iii)** At **Security Level 3**, further specific protective measures, specified in the Ship Security Plan shall be implemented for each activity detailed in **(MS5) (i)** above.

## **POLLUTION PREVENTION**

### **P1) CAUSES OF POLLUTION**

Experience has shown that the majority of the causes of pollution by ships are as follows:

- a) Overflow of cargo, bunkers and/or ballast during loading, bunkering or ballasting.
- b) Discharge of dirty ballast / bilgewater overside.
- c) Leakage of oil through sea valves at commencement of ballasting.
- d) Failure of flanges and joints in manifolds and deck pipework
- e) Overflow of cargo from tanks during discharge (eg. Open drop line valves, change of trim, slop tank overflow).
- f) Spillage of oil after fire / explosion.

Consequently, Masters is required to draw the special attention of deck crews to these causes.

### **P2) EMERGENCY OIL POLLUTION CLEAN-UP**

Whenever oil is spilled and pollution of the sea occurs or may occur, immediate action must be taken to prevent further spillage and to minimise clean-up operations. The local Maritime and Port Authority will be informed by Vopak Terminal Jakarta and in the event of a large spill, clean-up facilities will be brought into action to supplement those of the Terminal.

### **P3) REPORTING OIL SPILLS**

All oil spills must be reported to the Central Control Room through the Jetty Technician. In order to prevent or minimize pollution, the following requirements are in force at Vopak Terminals:

Note: No all emergency sound signals are to be made by ships in the event of an oil spill.

### **P4) POLLUTION PREVENTION CHECKLISTS**

The checklist shown in the Appendix IV, while primarily used as a joint ship and shore check-out prior to commencing operations, should also be used by Ship's officers to self-examine their ship for pollution control as an on-going basis.

### **P5) POLLUTION PREVENTION REQUIREMENTS**

THE FOLLOWING REQUIREMENTS MUST BE CLEARLY UNDERSTOOD AND OBSERVED. AS APPLICABLE, BEFORE START OF CARGO OPERATIONS.

### **P6) SCUPPERS**

Scuppers must always be closed and made oil tight before operations commence. Those ships which have wooden scupper plugs must have plugs cemented over.

### **P7) WATERFREEING DECKS**

All surplus rainwater or clean water spilling on deck from such as ballasting operations must be drained off periodically and scupper plugs replaced and resealed immediately after the water has been run off. Continuous monitoring during this time is required.

**P8) UNUSED CARGO/BUNKER CONNECTIONS**

All unused cargo and bunker connections shall be closed and blanked off using a fully bolted blank flange.

**P9) OVERBOARD VALVES AND SEA VALVES**

All overboard valves and sea valves not being used shall be closed and lashed or sealed. Overboard discharge lines which have a swing-blind arrangement shall be blinded.

**P10) DRIP PANS OR TRAYS**

It is the ship's responsibility to provide drip pans or trays under the manifold connections and to keep these pans/trays emptied or drained.

**P11) OIL ABSORBING MATERIAL**

The ship shall keep an adequate supply of sawdust or other oil absorbing material at or near the manifold.

**P12) ADEQUATE DECK WATCH, COMMUNICATION WITH SHORE**

The ship shall have an adequate deck watch during all cargo, bunkering and ballasting operations. The Emergency Stop procedure must be clearly understood and agreed by ship and shore.

**P13) MAXIMUM ALLOWABLE PRESSURE AT MANIFOLD**

Never exceed the maximum allowable backpressure at ship's rail. Make sure the loading rate is fully understood and agreed.

**P14) TOPPING-OFF OPERATIONS**

When topping-off cargo and bunker tanks, the ship's officer in charge shall be in control of the operation, have adequate assistance from his crew and have the berth operator standing by to reduce the loading rate or stop loading as required.

**P15) CHECK ON TANKS AFTER TOPPING OFF**

Cargo and bunker tanks that have been topped up must be checked frequently during the remainder of the loading or bunkering operation to avoid an overflow due to an improperly shut or leaking valve.

**P16) DRAINING ARMS/HOSES**

Always allow sufficient ullage in final tanks to accept the stripping and draining of shore loading arms or hoses. This requirement also applies to bunker fuel tanks. Air blowing may be used by the Terminal in some cases to clear fuel oil from cargo or bunker arms or hoses. (NB. Only heavy, high flash stocks are air blown.) Particular care must be taken when the ship has a significant trim. This is to guard against the danger of "blow-back" from wedge-shaped ullage spaces created by the trim of the ship.

**P17) BALLASTING THROUGH CARGO SYSTEM, OPENING SEA VALVES**

When commencing ballast through the cargo system, ensure that oil is not allowed to flow out through the sea valves. Do not open the outer sea valves until it is sure the pumps have suction. Beware of the pump cutting out due to sudden load.

**P18) ULLAGE OF BALLAST TANKS**

When ballasting into cargo tanks (and into permanent ballast spaces if these have a rust inhibitor or oil in them) the ullage should not be brought to less than 1.83m (6 feet) in each tank.

**P19) CLEAN UP OPERATIONS, USE OF VOPAK CRAFT, AND COST OF CLEAN UP**

If a spillage occurs all cargo and ballast operations must be stopped and full attention given to cleaning up and minimizing pollution of the sea. Vopak arranged craft has dispersant spraying equipment and will be called to clean up any pollution of the sea. The cost of the cleanup of pollution emanating from a ship will be payable by that ship.

**P20) DEBALLASTING**

Vessels are requested to arrive with clean ballast. Only clean, oil free ballast should be discharged overside. It must be clearly understood that the responsibility for avoiding oil pollution rests with the ship. Even segregated ballast needs to be visually inspected prior de-ballasting.

**P21) GOVERNMENT REGULATIONS**

We draw your attention to the following Government Regulations.

**QUOTE:**

Masters, agents, owners and operators of harbour craft of every description are hereby reminded of the provisions of Environmental Act No. 32 of 2009: On Life Environment Management and the Government Regulation No. 19 of 1999: Pollution Control and / or Sea Water Destruction.

They are therefore to strictly observe the following:

- (i) No oil or mixture containing oil shall be discharged into Indonesian waters from any vessel. The Master or person in charge of the vessel committing such an offence shall be liable on conviction to a fine or to imprisonment or to both such fine and imprisonment.
- (ii) No refuse, garbage, waste matter, substance of a dangerous or obnoxious nature or trade effluent is to be discharged from any vessel into Indonesian waters. The Master or the person in charge of the vessel committing such an offence shall be liable on conviction to a fine or to imprisonment or to both such fine and imprisonment.
- (iii) Any person who puts, throws, casts or deposits into Indonesian waters, or causes to be put, thrown, cast or deposited there into, any oil or mixture containing oil, refuse, garbage, waste matter, carcase, substance of a dangerous or obnoxious nature, or trade effluent, shall be guilty of an offence and shall be liable on conviction to a fine or to imprisonment or both such fine and imprisonment.
- (iv) If any oil or mixture containing oil is discharged into waters-
  - (a) for the purposes of securing the safety of the vessel or of preventing damage to the vessel or her cargo, or of saving life :  
OR
  - (b) is found to be escaping, or to have escaped, into Indonesian waters from a vessel in consequence of damage to the vessel, or by reason of leakage, the Master or the person in charge of the vessel shall report the occurrences to the Director of Marine and the Port Master. Failure to do so shall be an offence and shall be liable on conviction to a fine.

**UNQUOTE**

In the event of any spillage of oil from a vessel, irrespective of reasons or source, the Master and Owners shall be held responsible for all expenses involved in the cleaning up such spillage.

## Tanjung Priok Harbor information

### Reference Levels:

The reference level for the project is taken at MSL benchmark of Tanjung Priok = 0 m, the Chart Datum [CD], Elevation is 0.60 m below MSL 0.0 m.

The Chart reference grid will be WGS84

### Tidal Levels :

Mean High Water Level (MHWL): +0.55 m MSL (+1.15m Chart Datum)

Mean Low Water (MLW): -0.45 m MSL (+0.15m Chart Datum)

### Wave Data and Current Data :

The location lies well inside TanjungPriokPort and behind the main breakwater, as such wave action will be negligible.

According to data described in "Peta cuaca perairan Indonesia 2003" by Dinas Hidro-Oceanografi 2003 the maximum current at the North Shore of Java in the vicinity of Tanjung Priok is 14 miles per day (0.26 m/s).

The location lies well inside TanjungPriokPort and behind the main breakwater. The port does not experience significant current flows and as such current will be negligible.

## PORT/ TERMINAL OPERATIONS & SERVICES

### *Pilotage (Harbour Pilotage)*

Is Pilotage Compulsory: Yes

Position of Pilot Pickup: Compulsory pilots will board the vessel at the outer anchorage

Pilot Station: Pilotage Division of PT. Pelabuhan Indonesia

Distance from Berth: Available

Pilot VHF Channel: 12 for calling and 14 for working

Description of Pilot Boat: Mark of pilot boat is "MP" letter in the stage.

Pilot Hours: On Call

Pilotage Fees: Available

Others: The ship must inform port administration (the pilotage division) 24 hours before ship's arrival in advance through its agent.

### *Shipping agents / Port operations / Services*

PT. Pelabuhan Indonesia II

Address: Jl. Poso No. 1, Tanjung Priok – Jakarta 14310

Phone: (62)-21-430-1080 (Hunting)

Facsimile: (62)-21-491-300 / 495 140 / 435 1419

Telex: 64080 PP II ia

### Towage

Are tugs available: Yes

Tug operator's name: PT. Jasa Armada Indonesia

Tug working hours: On Call

### Linesman

Working hours: 24 hours/ 7 days a week



## Vessel approach maneuvers and Mooring arrangement

(The information in this chapter is a minimum advice by Vopak Terminal Jakarta. Final responsibility is with the master of the Vessel.)

**Table 1 Berth 1**

| Length (meter) | Loaded Displacement (t) | DWT (Ton)     | Tug (#, type)       | Berth      | Approach       | Mooring Arrangement |
|----------------|-------------------------|---------------|---------------------|------------|----------------|---------------------|
| 181 – 210      | 49.584 - 84.500         | 40.001-65.000 | 2 Big Tugs          | 1, Outside | Figure 1 and 3 | 3/2/2 (figure 5)    |
| 153 – 180      | 25.719 - 49.583         | 20.001-40.000 | 2 Medium Tugs       | 1, Outside | Figure 1 and 3 | 3/2/2 (figure 5)    |
| 123 – 152      | 13.333 - 25.718         | 10.001-20.000 | 2 Small Tugs        | 1, Outside | Figure 1 and 3 | 2/2/2 (figure 5)    |
| 86 – 122       | 7.706 - 13.332          | 5.001-10.000  | 2 Small Tugs        | 1, Outside | Figure 1       | 2/2 (figure 6)      |
| 66 – 85        | 1.333 - 7.705           | 1.001-5000    | 1 or 2 Small Tug(s) | 1, Outside | Figure 1       | 2/2 (figure 6)      |
| 45 – 65        | 660 - 1.332             | 501-1.000     | No                  | 1, Outside | Figure 1       | 2/1/1 (figure 7)    |
| 40 – 44        | 660                     | 500           | No                  | 1, Outside | Figure 1       | 2/1 (figure 5)      |

**Table 2 Berth 2**

| Length (meter) | Loaded Displacement (t) | DWT (Ton)  | Tug (#, type)                                             | Berth     | Approach | Mooring          |
|----------------|-------------------------|------------|-----------------------------------------------------------|-----------|----------|------------------|
| 66 – 85        | 1.333 - 7.705           | 1.001-5000 | 2 Small Tug(s) for berthing<br>1 Small Tug for Unberthing | 2, Inside | Figure 5 | 2/2/1 (figure 5) |
| 45 – 65        | 660 - 1.332             | 501-1.000  | 2 Small Tug(s) for berthing<br>1 Small Tug for Unberthing | 2, Inside | Figure 5 | 2/2 (figure 6)   |
| 40 – 44        | 660                     | 500        | 2 Small Tug(s) for berthing<br>1 Small Tug for Unberthing | 2, Inside | Figure 5 | 2/1 (figure 7)   |

(The Loaded Displacement is leading when conflicting with other data)

## **Berth 1 (Outer Berth)**

The berth 1 will cater to vessels from 660 ton Displacement up to 84.500 ton Displacement (500 DWT up to 65.000 DWT) and with a maximum length of 210 m and minimum of 40 m.

Vessel need to be moored with center of vessels Discharge/ loading Nozzles at the center loading arm of the 3 loading arms at the jetty.

To allow swift departure in case of any emergency vessels will have the bow facing towards the West when at berth.

**Depth 13.6 M (MSL)**

**Maximum Draft of Vessel 12.6 M**

**Berthing Speed  $\leq 0,1$  m/s**

### **Berthing of vessels from 13.333 ton Displacement up to 84.500 ton**

#### ***Option 1 (By Design)***

Vessels can approach Berth 1 as shown in Figure 1. Berthing needs to be with tug assistance throughout the entire approach as indicated in Figure 1. A minimum of two tugs are needed to assist during the approach. See Table 1 and 3 for Tug size.

#### ***Option 2 (By Pilot office)***

Vessels can approach Berth 1 by being turned at the Turning Basin directly after clearing the break water entry of the harbor. Then the Tanker will be towed backwards to Berth 1. Berthing needs to be with tug assistance throughout the entire approach. A minimum of two tugs are needed to assist during the approach. See Table 1 and 3 for Tug size.

When a 180 – 210 meter tanker is going to berth at Berth 1, it needs to be coordinated that the vessel is positioned with a minimum clearance of 9 meter, in case of a 210 Meter vessels, to the boundary of the East Neighboring jetty. **(NOT past the center of MD4! (Outer East Mooring Dolphin))**  
From position 5 to 7 while the mooring lines are in position but not tightened yet the vessel will be moved very slowly and controlled to its final position 7.

When the vessels are leaving Berth 1 a minimum of 2 tugs are needed to assist as shown in Figure 2. See Table 1 and 3 for Tug size.

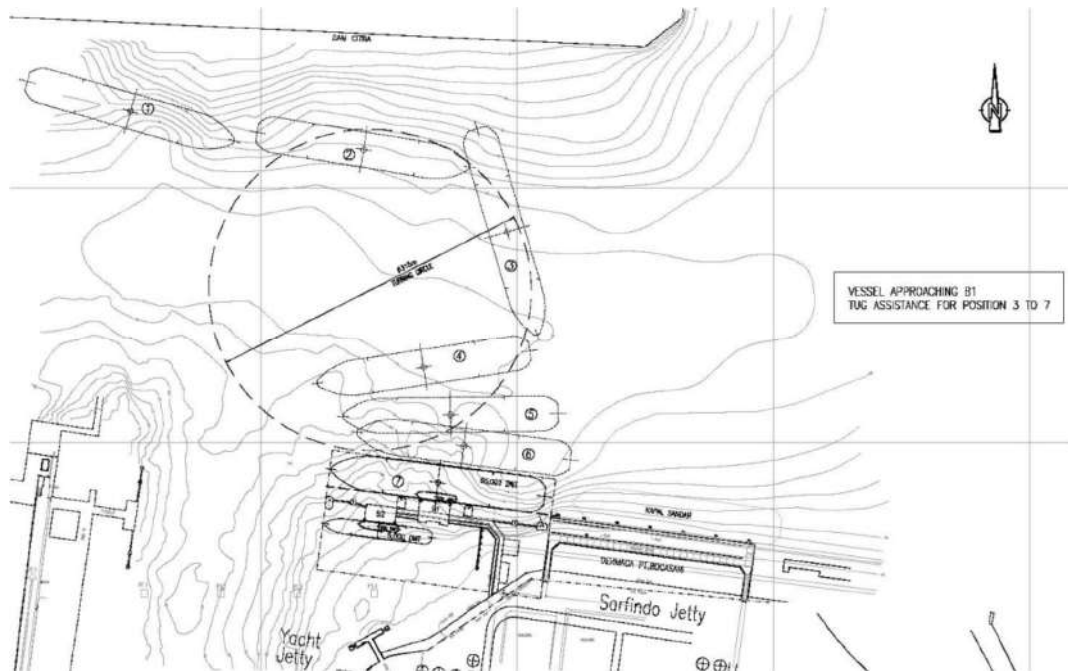


Figure 1

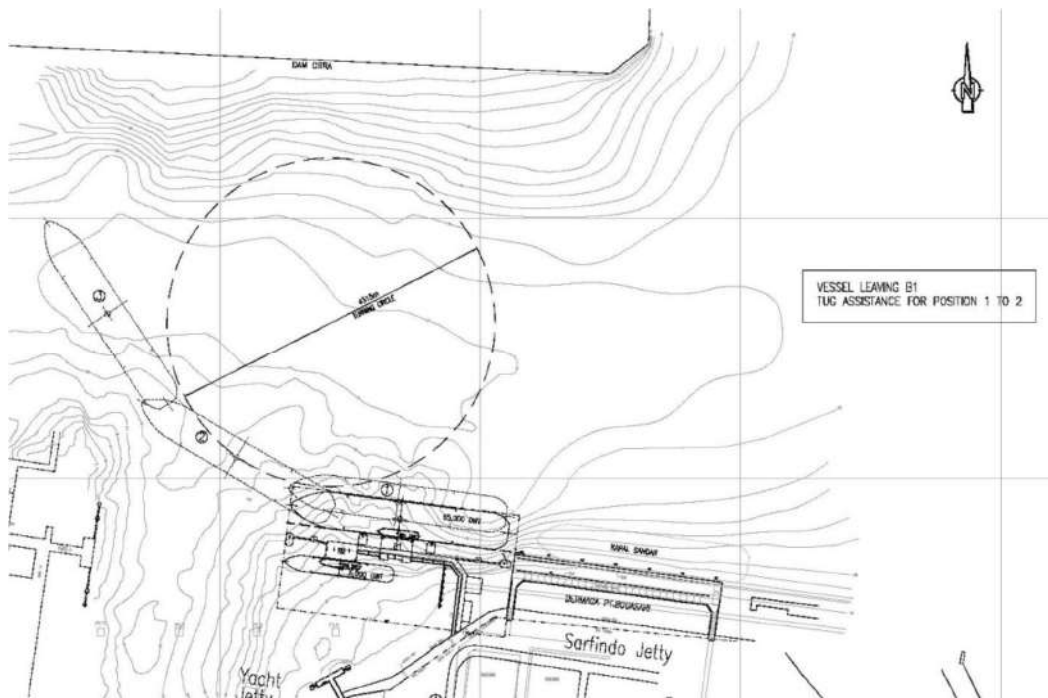


Figure 2

### **Berthing of vessels from 1.333 ton Displacement up to 13.333 ton**

Vessels will approach Berth 1 similar to that shown in Figure 1 but are capable of making a smaller turning circle because the vessels are shorter.

Berthing needs to be with tug assistance throughout the entire approach. When the vessels have a bow-thruster and Tonnage is below 7.706 Ton, one tug is considered sufficient to assist during the approach. When the vessels have no bow thruster two tugs are required. See Table 1 and 3 for Tug size.

When the vessels are leaving Berth 1 one tug is needed to assist as shown in Figure 2. See Table 1 and 3 for Tug size.

### **Berthing of vessels smaller than 1.333 ton Displacement**

Vessels of less than 1.333 ton Displacement that approaches Berth 1 do not require the assistance of a tug, as there is ample space to maneuver and the waters are calm with negligent current.

When the vessels are leaving Berth 1 no tug assistance is required.

### **Berth 2 (Inner Berth)**

The berth 2 will cater to vessels from 660 ton Displacement up to 7.706 ton (500 DWT to 5.000 DWT) and with a maximum length of 105 meter and minimum of 40 meter.

To allow swift departure in case of any emergency vessels will have the bow facing towards the West when at berth.

**Depth 7,5 M (MSL)**

**Maximum Draft of Vessel 6,5 M**

**Berthing Speed  $\leq 0,1$  m/s**

### **Berthing of vessels from 1.333 ton Displacement up to 7.706 ton**

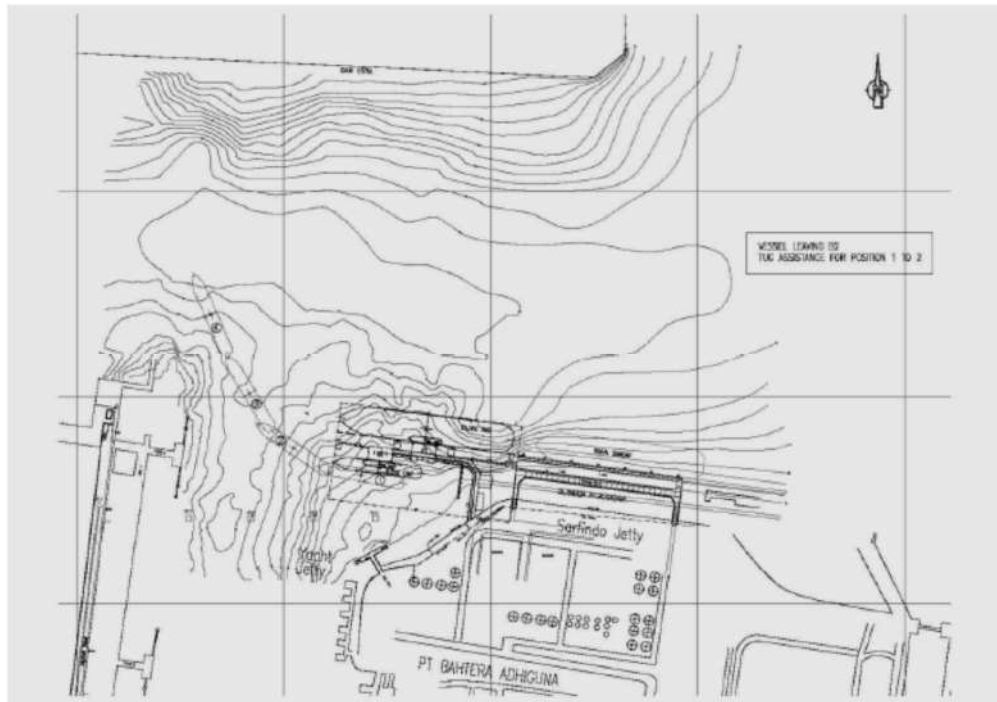
Vessels will approach Berth 2 as shown in Figure 3, and will require assistance by tugs. Berthing needs to be with tug assistance throughout the entire approach. Regardless the vessels have a bow-thruster, two tugs are considered to assist during the approach. See Table 2 and 3 for Tug size.

An appropriate safety distance of 1 time LOA is to be maintained when approaching the jetty while a vessel is at Berth 1.

When the vessels are leaving Berth 2 one tug is needed as shown in Figure 4. See Table 2 and 3 for Tug size.



**Figure 3**



**Figure 4**

### **Berthing of vessels smaller than 1.333 ton Displacement**

Vessels of less than 1.333 ton Displacement that approach Berth 2 can turn within the basin between berth 2 and the sunken yacht jetty south of the Berth 2. The clear distance between the sunken yacht jetty and Berth 2 is about 100 m which is sufficient to turn ships with LOA below 65 m. The approach must be carried out with two Tug assistance.

When the vessels are leaving Berth 2, one tug assistance is required.

### **TUGS Size**

**Table 3 Tug size**

| <b>Type Tug</b> | <b>Bollard pull</b> |
|-----------------|---------------------|
| Big             | > 24                |
| Medium          | 17 - 24             |
| Small           | 10 -16              |

### **Mooring arrangements**

All Vessels will follow the Line layout and configuration as stated in Table 1 and the figures 5 to 7.

Maximum pretension is 20 tonnes per Hook. Not more than+ 2 lines per Hook.

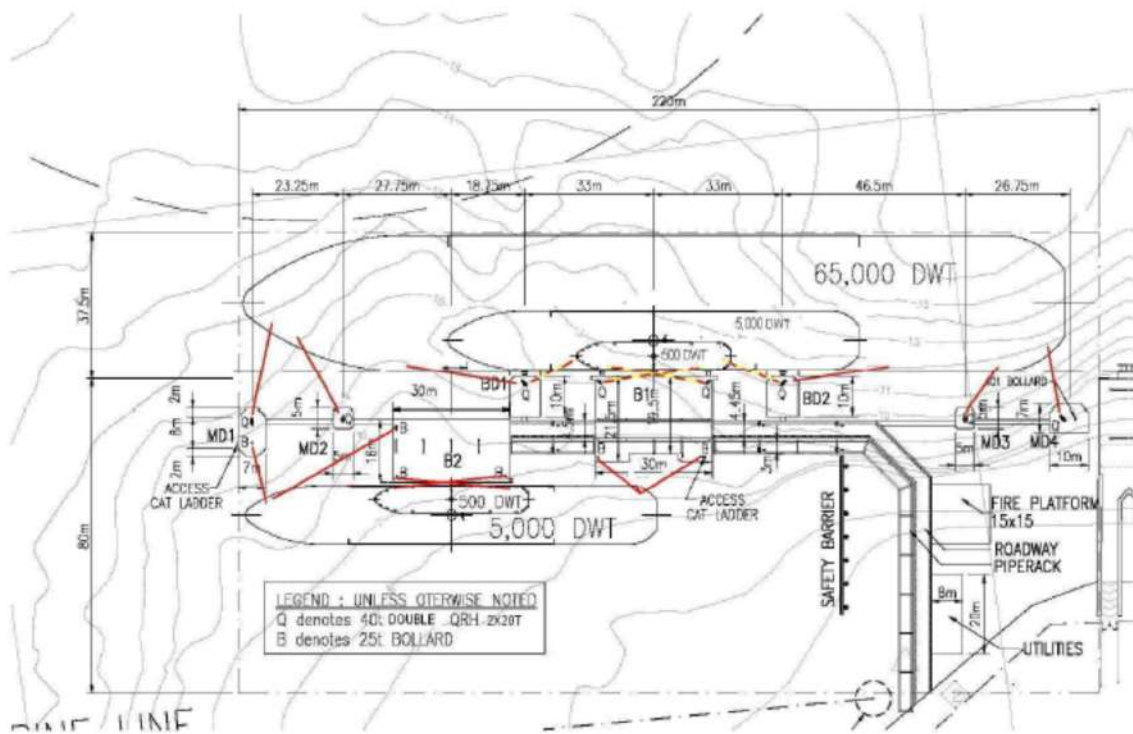


Figure 5

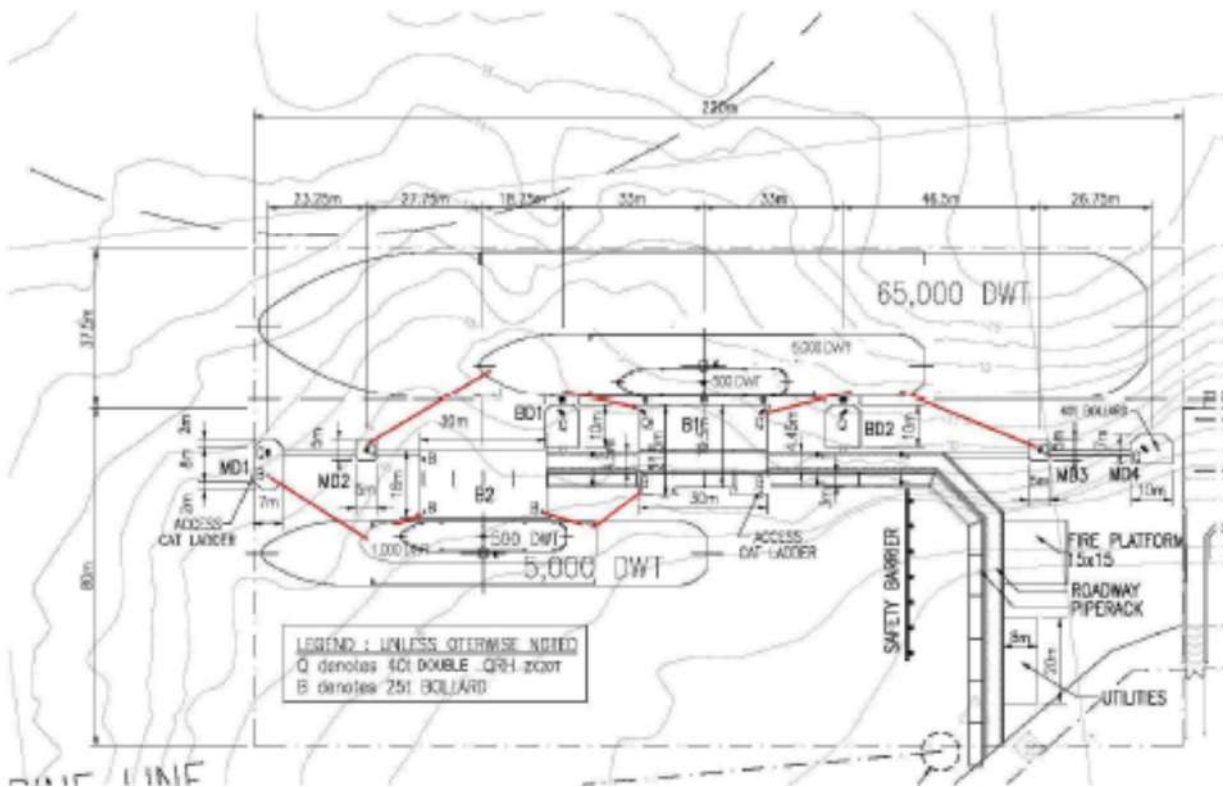
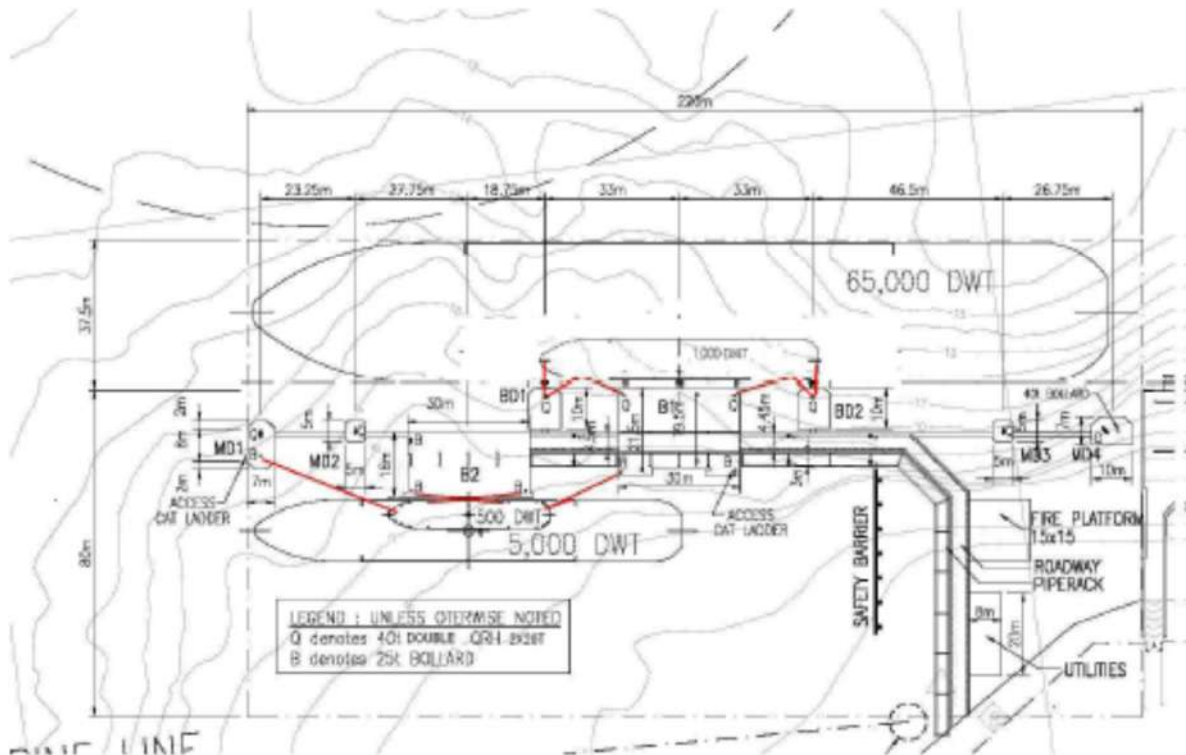


Figure 6



**Figure 7**

### **Safe Distance Between Two Ships**

Based on the risk assessment between Pilot and Vopak Terminal Jakarta, for the worst case scenario of short distance between JTT and neighbor vessel, safe minimum distance is 10 meters.

Two tug boats are sufficient to handle the berthing process at VTJ during over stick at neighbor ship in VTJ Jetty. Make sure the spring line is fastened to assure the position of the ship is safe and does not shift.

## CHECKS PRE ARRIVAL SHIP/SHORE SAFETY CHECKLIST

Date and time: \_\_\_\_\_

Part and berth: \_\_\_\_\_

Tanker : \_\_\_\_\_

Terminal: \_\_\_\_\_

Product to be transferred: \_\_\_\_\_

| Part 1A. Tanker : checks pre-arrival |                                                                           |                              |         |
|--------------------------------------|---------------------------------------------------------------------------|------------------------------|---------|
| Item                                 | Check                                                                     | Status                       | Remarks |
| 1                                    | Pre-arrival information is exchanged (6.5,21.2)                           | <input type="checkbox"/> Yes |         |
| 2                                    | International shore fire connection is available (5.5,19.4.3.1)           | <input type="checkbox"/> Yes |         |
| 3                                    | Transfer hoses are of suitable construction (18.2)                        | <input type="checkbox"/> Yes |         |
| 4                                    | Terminal information booklet reviewed (15.2.2)                            | <input type="checkbox"/> Yes |         |
| 5                                    | Pre-berthing information is exchanged (21.3,22.3)                         | <input type="checkbox"/> Yes |         |
| 6                                    | Pressure/vacuum valves and/or high velocity vent are operational (11.1.8) | <input type="checkbox"/> Yes |         |
| 7                                    | Fixed and portable oxygen analysers are operational(2.4)                  | <input type="checkbox"/> Yes |         |

| Part 1B. Tanker : checks pre-arrival If using an inert gas system |                                                                                    |                              |         |
|-------------------------------------------------------------------|------------------------------------------------------------------------------------|------------------------------|---------|
| Item                                                              | Check                                                                              | Status                       | Remarks |
| 8                                                                 | Inert gas system pressure and oxygen Recorders are operational (11.1.5.2, 11.1.11) | <input type="checkbox"/> Yes |         |
| 9                                                                 | Inert gas system and associated equipment are operational (11.1.5.2, 11.1.11)      | <input type="checkbox"/> Yes |         |
| 10                                                                | Cargo tank atmospheres oxygen content is less than 8% (11.1.3)                     | <input type="checkbox"/> Yes |         |
| 11                                                                | Cargo tank atmospheres are at positive Pressure (11.1.3)                           | <input type="checkbox"/> Yes |         |



| Part 2. Terminal : checks pre-arrival |                                                                      |                              |         |
|---------------------------------------|----------------------------------------------------------------------|------------------------------|---------|
| Item                                  | Check                                                                | Status                       | Remarks |
| 12                                    | Pre-arrival information is Exchanged (6.5, 21.2)                     | <input type="checkbox"/> Yes |         |
| 13                                    | International shore fire connection is available (5.5, 19.4.3.1.3.5) | <input type="checkbox"/> Yes |         |
| 14                                    | Transfer equipment is suitable construction (18.1, 18.2)             | <input type="checkbox"/> Yes |         |
| 15                                    | Terminal information booklet transmitted to tanker (15.2.2)          | <input type="checkbox"/> Yes |         |
| 16                                    | Pre-berthing information is exchanged (21.3, 22.3)                   | <input type="checkbox"/> Yes |         |

### CHECKS AFTER MOORING SHIP/SHORE SAFETY CHECKLIST

| Part 3. Tanker : checks after mooring |                                                                                                        |                              |         |
|---------------------------------------|--------------------------------------------------------------------------------------------------------|------------------------------|---------|
| Item                                  | Check                                                                                                  | Status                       | Remarks |
| 17                                    | Fendering is effective (22.4.1)                                                                        | <input type="checkbox"/> Yes |         |
| 18                                    | Moorings arrangement is effective (22.2, 22.4.3)                                                       | <input type="checkbox"/> Yes |         |
| 19                                    | Access to and from the tanker is safe (16.4)                                                           | <input type="checkbox"/> Yes |         |
| 20                                    | Scuppers and save-alls are plugged (23.7.4, 23.7.5)                                                    | <input type="checkbox"/> Yes |         |
| 21                                    | Cargo system sea connection and overboard discharges are secured (23.7.3)                              | <input type="checkbox"/> Yes |         |
| 22                                    | Very high frequency and ultra high frequency transceivers are set to low power mode (4.11.6, 4.13.2.2) | <input type="checkbox"/> Yes |         |
| 23                                    | External openings in superstructures are controlled (23.1)                                             | <input type="checkbox"/> Yes |         |
| 24                                    | Pumproom ventilation is effective (10.12.2)                                                            | <input type="checkbox"/> Yes |         |
| 25                                    | Medium frequency/high frequency radio Antennae are isolated (4.11.4, 4.13.2.1)                         | <input type="checkbox"/> Yes |         |
| 26                                    | Accommodation spaces are at positive Pressure (23.2)                                                   | <input type="checkbox"/> Yes |         |
| 27                                    | Fire control plans are ready available (9.11.2.5)                                                      | <input type="checkbox"/> Yes |         |

| Part 4. Terminal : checks after mooring |                                                                         |                              |         |
|-----------------------------------------|-------------------------------------------------------------------------|------------------------------|---------|
| Item                                    | Check                                                                   | Status                       | Remarks |
| 28                                      | Fendering is effective (22.4.1)                                         | <input type="checkbox"/> Yes |         |
| 29                                      | Tanker is moored according to the terminal mooring plan (22.2,22.4.3)   | <input type="checkbox"/> Yes |         |
| 30                                      | Access to and from the terminal is safe (16.4)                          | <input type="checkbox"/> Yes |         |
| 31                                      | Spill containment and sumps are secure (18.4.2, 18.4.3, 23.7.4, 23.7.5) | <input type="checkbox"/> Yes |         |

### CHECKS PRE-TRANSFER SHIP/SHORE SAFETY CHECKLIST

Date and time: \_\_\_\_\_

Part and berth: \_\_\_\_\_

Tanker : \_\_\_\_\_

Terminal: \_\_\_\_\_

Product to be transferred: \_\_\_\_\_

| Part 5A. Tanker and terminal : pre-transfer conference |                                                                                      |                              |                              |         |
|--------------------------------------------------------|--------------------------------------------------------------------------------------|------------------------------|------------------------------|---------|
| Item                                                   | Check                                                                                | Tanker Status                | Terminal Status              | Remarks |
| 32                                                     | Tanker is ready to move at agreed notice period (9.11, 21.7.1.1, 22.5.4)             | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |         |
| 33                                                     | Effective tanker and terminal communications are established (21.1.1, 21.1.2)        | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |         |
| 34                                                     | Transfer equipment is safe condition (isolated, drained and de-pressurised) (18.4.1) | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |         |
| 35                                                     | Operation supervision and watchkeeping is adequate (7.9, 23.11)                      | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |         |
| 36                                                     | There are sufficient personnel to deal with an emergency (9.11.2.2, 23.11)           | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |         |
| 37                                                     | Smoking restrictions and designated smoking areas are established (4.10, 23.10)      | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |         |
| 38                                                     | Naked light restrictions are established (4.10, 23.10)                               | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |         |
| 39                                                     | Control of electrical and electrical devices is agreed (4.11, 4.12)                  | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |         |
| 40                                                     | Means of emergency escape from both tanker and terminal area established (20.5)      | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |         |

| Item | Check                                                                                                | Tanker Status                | Terminal Status              | Remarks                           |
|------|------------------------------------------------------------------------------------------------------|------------------------------|------------------------------|-----------------------------------|
| 41   | Firefighting equipment is ready for use (5.19.4, 23.8)                                               | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |                                   |
| 42   | Oil Spill clean up material is available (20.4)                                                      | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |                                   |
| 43   | Manifold are property connected (23.6.1)                                                             | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |                                   |
| 44   | Sampling ang gauging protocols are agreed (23.5.3.2, 23.7.7.5)                                       | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |                                   |
| 45   | Procedures for cargo, bunkes and ballast handling operations are agreed (21.4, 21.5, 21.6)           | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |                                   |
| 46   | Cargo transfer management controls are agreed (12.1)                                                 | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |                                   |
| 47   | Cargo tank cleaning requirements, including crude oil washing, are agreed (12.3, 12.5 21.4.1)        | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | See also part 7B/7C as applicable |
| 48   | Cargo tank gas freeing arrangement agreed (12.4)                                                     | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | See also part 7C                  |
| 49   | Cargo and bunker slop handling requirement agreed (12.1, 21.2, 21.4)                                 | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | See also part 7C                  |
| 50   | Routine for regular checks on cargo transferred are agreed (23.7.2)                                  | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |                                   |
| 51   | Emegency signals and shutdown procedures Are agreed agreed (12.1.2.3, 18.5, 21.1.2)                  | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |                                   |
| 52   | Safety data sheets are avaible (1.4.4, 20.1, 21.4)                                                   | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |                                   |
| 53   | Hazardous properties of the products to be transferred are discussed (1.2,1.4)                       | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |                                   |
| 54   | Electrical insulations of the tanker/ terminal interface is effective (12.9.5, 17.4, 18.2.14)        | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |                                   |
| 55   | Tank venting systems and closed operation Procedures are agreed (11.3.3.1, 21.4, 21.5, 23.3.3)       | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |                                   |
| 56   | Vapour return line Operational parameters are agreed (11.5, 18.3, 23.7.7)                            | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |                                   |
| 57   | Measures to avoid back-filling are agreed (12.1.13.7)                                                | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |                                   |
| 58   | Status of unused cargo and bunker connections is satisfactory (23.7.1, 23.7.6)                       | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |                                   |
| 59   | Portable very high frequency and ultra high Frequency radios are intrinsically safe (4.12.4, 21.1.1) | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |                                   |
| 60   | Procedures for receving nitrogen from terminal to cargo tank agreed (12.1.14.8)                      | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |                                   |

Additional for chemical tankers Checks pre transfer

| Part 5B. Tanker and terminal : bulk liquid chemicals. Checks pre-transfer |                                                                                                                                 |                              |                              |         |
|---------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|------------------------------|------------------------------|---------|
| Item                                                                      | Check                                                                                                                           | Tanker Status                | Terminal Status              | Remarks |
| 61                                                                        | Inhibition certificate received (if required) from manufacturer                                                                 | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |         |
| 62                                                                        | Appropriate personal protective equipment Identified and available(4.8.1)                                                       | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |         |
| 63                                                                        | Countermeasure against personal contract with cargo are agreed (1.4)                                                            | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |         |
| 64                                                                        | Cargo handling rate and relationship with valve closure times and automatic shutdown systems is agreed (16.8, 21.4, 21.5, 21.6) | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |         |
| 65                                                                        | Cargo systems gauge operation and alarm set points are confirmed (12.1.6.6.1)                                                   | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |         |
| 66                                                                        | Adequate portable vapour detection instruments are in use (2.4)                                                                 | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |         |
| 67                                                                        | Information on firefighting media and procedures is exchanged (5.19)                                                            | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |         |
| 68                                                                        | Transfer hoses confirmed suitable for the product beaing handled (18.2)                                                         | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |         |
| 69                                                                        | Confirm cargo hanling is only by a permanent installed pipeline system                                                          | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |         |
| 70                                                                        | Procedures are in place to receive nitrogen from the terminal for inerting or purging (12.1.14.8)                               | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |         |

Additional for gas tankers Checks pre-transfer

| Part 5C. Tanker and terminal : pre-transfer conference (cont.) |                                                                                     |                              |                              |         |
|----------------------------------------------------------------|-------------------------------------------------------------------------------------|------------------------------|------------------------------|---------|
| Item                                                           | Check                                                                               | Tanker Status                | Terminal Status              | Remarks |
| 71                                                             | Inhibition certificate received (if required) from manufacturer                     | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |         |
| 72                                                             | Water spray systems is operational (5.3.1, 19.4.3)                                  | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |         |
| 73                                                             | Appropriate personal protective equipment is identified and available (4.8.1)       | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |         |
| 74                                                             | Remote control valves are operational                                               | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |         |
| 75                                                             | Cargo pumps and compressors are operational                                         | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |         |
| 76                                                             | Maximum working pressures are agreed Between tanker and terminal (21.4, 21.5, 21.6) | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |         |
| 77                                                             | Reluquefaction or boil-off control equipment is operational                         | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |         |

|    |                                                                                                                                 |                              |                              |  |
|----|---------------------------------------------------------------------------------------------------------------------------------|------------------------------|------------------------------|--|
| 78 | Gas detection equipment is appropriately set for point are confirmed (12.1.6.6.1)                                               | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |  |
| 79 | Cargo system gauge operation and alarm set points are confirmed                                                                 | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |  |
| 80 | Emergency shutdown systems are tested and operational (18.5)                                                                    | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |  |
| 81 | Cargo handling rate and relationship with valve closure times and automatic shutdown systems is agreed (16.8, 21.4, 21.5, 21.6) | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |  |
| 82 | Maximum/minimum temperatures/ pressures of the cargo to be transferred are agreed (21.4, 21.5, 21.6)                            | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |  |
| 83 | Cargo tank relief valve settings are confirmed (12.11, 21.2, 21.4)                                                              | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |  |

| Part 6. Tanker and terminal; Agreements pre-transfer |                                                                            |                                                                                                               |                 |                   |
|------------------------------------------------------|----------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|-----------------|-------------------|
| Part 5 Items                                         | Agreement                                                                  | Details                                                                                                       | Tanker initials | Terminal initials |
| 32                                                   | Tanker manoeuvring readiness                                               | <p>Notice period (maximum) for full readiness to manoeuvring:</p> <p>Period of disablement (if permitted)</p> |                 |                   |
| 33                                                   | Security protocols                                                         | <p>Security level:</p> <p>Local requirements:</p>                                                             |                 |                   |
| 34                                                   | Effective tanker/terminal communications                                   | <p>Primary system:</p> <p>Backup system:</p>                                                                  |                 |                   |
| 35                                                   | Operational supervision and watchkeeping                                   | <p>Tanker:</p> <p>Terminal:</p>                                                                               |                 |                   |
| 37<br>38                                             | Dedicated smoking areas and Naked lights restrictions                      | <p>Tanker:</p> <p>Terminal:</p>                                                                               |                 |                   |
| 45                                                   | Maximum wind, current and Sea/swell criteria or other Environments factors | <p>Stop cargo transfer:</p> <p>Disconnect:</p> <p>Unberth:</p>                                                |                 |                   |

|          |                                                |                                                                                                                                         |  |  |
|----------|------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|--|--|
|          |                                                |                                                                                                                                         |  |  |
| 45<br>46 | Limits for cargo, bunkers and Ballast handling | Maximum transfer rates:<br><br>Topping-off rates:<br><br>Maximum manifold pressure:<br><br>Cargo temperature:<br><br>Other limitations: |  |  |

| Part 6. Tanker and terminal; Agreements pre-transfer |                                                            |                                                                                                                                                                                                                                         |                    |                      |
|------------------------------------------------------|------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----------------------|
| Part 5<br>Items                                      | Agreement                                                  | Details                                                                                                                                                                                                                                 | Tanker<br>initials | Terminal<br>initials |
| 45<br>46                                             | Pressure surge control                                     | Minimum number of cargo tanks open:<br><br>Tank Switching protocols:<br><br>Minimum Number cargo tank open:<br><br>Tank Switching protocols:<br><br>Full load rate:<br><br>Topping –off rate:<br><br>Closing times of automatic valves: |                    |                      |
| 46                                                   | Cargo transfer management Procedures                       | Action notice periods:<br><br>Transfer stop protocols:                                                                                                                                                                                  |                    |                      |
| 50                                                   | Routine for regular checks on cargo transferred are agreed | Routine transferred quantity checks:                                                                                                                                                                                                    |                    |                      |
| 51                                                   | Emergency signals                                          | Tanker:<br><br>Terminal:                                                                                                                                                                                                                |                    |                      |
| 55                                                   | Tank venting systems                                       | Procedure:                                                                                                                                                                                                                              |                    |                      |

|    |                               |                                                                   |  |  |
|----|-------------------------------|-------------------------------------------------------------------|--|--|
| 55 | Closed operations             | Requirement:                                                      |  |  |
| 56 | Vapour return line            | Operational parameters:<br><br>Maximum flow rate:                 |  |  |
| 60 | Nitrogen supply from terminal | Procedures to receive:<br><br>Maximum pressure:<br><br>Flow rate: |  |  |

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

**CHECKS PRE ARRIVAL SHIP/SHORE SAFETY CHECKLIST**

Date and time: \_\_\_\_\_

Part and berth: \_\_\_\_\_

Tanker : \_\_\_\_\_

Terminal: \_\_\_\_\_

Product to be transferred: \_\_\_\_\_

| Part 7A. General tanker : checks pre-transfer |                                                                                      |                              |         |
|-----------------------------------------------|--------------------------------------------------------------------------------------|------------------------------|---------|
| Item                                          | Check                                                                                | Status                       | Remarks |
| 84                                            | Portable drip trays are correctly positioned and empty                               | <input type="checkbox"/> Yes |         |
| 85                                            | Individual cargo tank inert gas supply valves. Are secured for cargo plan(12.1.13.4) | <input type="checkbox"/> Yes |         |
| 86                                            | Inert gas systems delivering inert gas with Oxygen content not more than 5% (11.1.3) | <input type="checkbox"/> Yes |         |
| 87                                            | Cargo tank high level alarmare operational (12.1.6.6.1)                              | <input type="checkbox"/> Yes |         |
| 88                                            | All Cargo, ballast and bunker tanks openings are secured (23.3)                      | <input type="checkbox"/> Yes |         |

| Part 7B. Tanker : checks pre-transfer if crude oil washing is planned |                                                                                                                                                                                      |                              |         |
|-----------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|---------|
| Item                                                                  | Check                                                                                                                                                                                | Status                       | Remarks |
| 89                                                                    | The completed pre-arrival crude oil washing. Checklist, as contained in the approved crude. Oil washing manula, is copied to terminal. (12.5.2, 21.2.3)                              | <input type="checkbox"/> Yes |         |
| 90                                                                    | Crude oil washing checklist for use before, During and after crude oil washing are in place. Ready to complete, as contained in the approved crude oil washing manual (12.5.2, 21.6) | <input type="checkbox"/> Yes |         |

**CHECKS AFTER PRE-TRANSFER CONFERENCE SHIP/SHORE SAFETY CHECKLIST**

For tankers that parform tank cleaning alongside and/or gas freeing alongside

| Part 7C. Tanker: checks prior to tank cleaning and/or gas freeing |                                                                                                 |                              |         |
|-------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|------------------------------|---------|
| Item                                                              | Check                                                                                           | Status                       | Remarks |
| 91                                                                | Permission for tank cleaning operations is Confirmed (21.2.3, 21.4, 25.4.3)                     | <input type="checkbox"/> Yes |         |
| 92                                                                | Permission for gas freeing operations is confirmed (12.4.3)                                     | <input type="checkbox"/> Yes |         |
| 93                                                                | Tank cleaning procedures are agreed (12.3.2, 21.4, 21.6)                                        | <input type="checkbox"/> Yes |         |
| 94                                                                | If cargo tank entry is required, procedures for entry have been agreed with the terminal (10.5) | <input type="checkbox"/> Yes |         |
| 95                                                                | Slop reception facilities and requirement are confirmed (12.1, 21.2, 21.4)                      | <input type="checkbox"/> Yes |         |



## Declaration

We the undersigned have checked the items in the applicable parts 1 of 7 as marked and signed below:

|                                                                           | Tanker                   | Terminal                 |
|---------------------------------------------------------------------------|--------------------------|--------------------------|
| Part 1A. Tanker : checks pre-arrival                                      | <input type="checkbox"/> | <input type="checkbox"/> |
| Part 1B. Tanker: Checks pre-arrival if using an inert gas systems         | <input type="checkbox"/> | <input type="checkbox"/> |
| Part 2. Terminal: checks pre arrival                                      | <input type="checkbox"/> | <input type="checkbox"/> |
| Part 3. Tanker: checks after mooring                                      | <input type="checkbox"/> | <input type="checkbox"/> |
| Part 4. Terminal: checks after mooring                                    | <input type="checkbox"/> | <input type="checkbox"/> |
| Part 5A Tanker and terminal:pre-transfer conference                       | <input type="checkbox"/> | <input type="checkbox"/> |
| Part 5B Tanker and terminal; bulk liquid chemicals. Checks pre - transfer | <input type="checkbox"/> | <input type="checkbox"/> |
| Part 5C. Tanker and terminal: liquefied gas. Checks pre transfer          | <input type="checkbox"/> | <input type="checkbox"/> |
| Part 6. Tanker and terminal: agreements pre - transfer                    | <input type="checkbox"/> | <input type="checkbox"/> |
| Part 7A. General tanker: checks pre – transfer                            | <input type="checkbox"/> | <input type="checkbox"/> |
| Part 7B. Tanker: checks pre – transfer if crude oil washing is planned    | <input type="checkbox"/> | <input type="checkbox"/> |
| Part 7C. Tanker; checks prior to tank cleaning and/or gas freeing         | <input type="checkbox"/> | <input type="checkbox"/> |

In accordance with the guidance in chapter 25 of *ISGOTT*, we have satisfied ourselves that the ebtries we have made are correct to the best of our knowledge and that the tanker and terminal are in agreement to undertake the transfer operation.

We have also agreed to carry out the repetitive checks noted in parts 8 and 9 of the ISGOTT SSSCL, which should occur at intervals of not more than \_\_\_\_ hours for the tanker and not more than \_\_\_\_ hours For the terminal.

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

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

## CHECKS DURING TRANSFER SHIP/SHORE SAFETY CHECKLIST

### Repetitive checks

| Part.8. Tanker: repetitive checks during and after transfer |                                                                      |                              |                              |                              |                              |                              |                              |         |
|-------------------------------------------------------------|----------------------------------------------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|---------|
| Item Ref                                                    | Check                                                                | Time                         | Time                         | Time                         | Time                         | Time                         | Time                         | Remarks |
| Interval time:..... hrs                                     |                                                                      |                              |                              |                              |                              |                              |                              |         |
| 8                                                           | Inert gas system Pressure and oxygen Recording operational           | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |         |
| 9                                                           | Inert gas system and All associated equipment are operational        | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |         |
| 11                                                          | Cargo tank atmospheres are at Positive pressure                      | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |         |
| 18                                                          | Mooring arrangement is effective                                     | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |         |
| 19                                                          | Access to and from the tanker is safe                                | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |         |
| 20                                                          | Scrubbers and savealls are plugged                                   | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |         |
| 23                                                          | External openings in superstrctures are controlled                   | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |         |
| 24                                                          | Pumproom ventilation Is effective                                    | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |         |
| 28                                                          | Tanker is ready to move at agreed notice period                      | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |         |
| 29                                                          | Fendering is effective                                               | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |         |
| 33                                                          | Communactions are effective                                          | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |         |
| 35                                                          | Supervision and watchkeeping is adequate                             | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |         |
| 36                                                          | Sufficient personal are available to deal with an emergency          | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |         |
| 37                                                          | Smoking resstrictions And designated smoking areas are complied with | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |         |
| 38                                                          | Naked light restrictions Are complied with                           | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |         |

| Part.8. Tanker: repetitive checks during and after transfer (cont.) |                                                                                 |                              |                              |                              |                              |                              |                              |         |
|---------------------------------------------------------------------|---------------------------------------------------------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|---------|
| Item Ref                                                            | Check                                                                           | Time                         | Time                         | Time                         | Time                         | Time                         | Time                         | Remarks |
| Interval time:..... hrs                                             |                                                                                 |                              |                              |                              |                              |                              |                              |         |
| 39                                                                  | Control of electrical Devices and equipment in hazardous zones is complied with | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |         |
| 40<br>41<br>42<br>51                                                | Emergency reponse Preparedness is satisfactory                                  | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |         |
| 54                                                                  | Electrical insulation Of the tanker/terminal Interface is effective             | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |         |
| 55                                                                  | Tank venting system and closed operation procedures are as agreed               | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |         |
| 85                                                                  | Individual cargo Tank inert gas valves Settings are as agreed                   | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |         |
| 86                                                                  | Inert gas delivery maintained at nor more than 5% oxygen                        | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |         |
| 87                                                                  | Cargo tank high level Alarms are operational                                    | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |         |
| Initial                                                             |                                                                                 |                              |                              |                              |                              |                              |                              |         |

| Part 9. Terminal: repetitive checks during and after transfer |                                                                                 |                              |                              |                              |                              |                              |                              |         |
|---------------------------------------------------------------|---------------------------------------------------------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|---------|
| Item Ref                                                      | Check                                                                           | Time                         | Time                         | Time                         | Time                         | Time                         | Time                         | Remarks |
| Interval time:..... hrs                                       |                                                                                 |                              |                              |                              |                              |                              |                              |         |
| 18                                                            | Mooring arrangement Is effective                                                | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |         |
| 19                                                            | Access to and from the terminal is safe                                         | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |         |
| 29                                                            | Fendering is effective                                                          | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |         |
| 32                                                            | Spill containment and Sumps are secure                                          | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |         |
| 33                                                            | Communications are Effective                                                    | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |         |
| 35                                                            | Supervision and watchkeeping is adequate                                        | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |         |
| 36                                                            | Sufficient personnel are available to deal with an emergency                    | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |         |
| 37                                                            | Smoking restrictions And designated Smoking areas are complied with             | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |         |
| 38                                                            | Naked light restrictions are complied with                                      | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |         |
| 39                                                            | Control of electrical Devices and equipment in hazardous zones is Complied with | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | 36      |
| 40<br>41<br>47<br>51                                          | Emergency response preparedness is satisfactory                                 | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | 36      |
| 54                                                            | Electrical insulation Of the tanker/terminal Interface is effective             | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | 36      |
| 55                                                            | Tank venting systems And closed operation procedures are as agreed              | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | 36      |
| Initials                                                      |                                                                                 |                              |                              |                              |                              |                              |                              |         |

## APPENDIX II NOTICE OF PROTEST

Date: \_\_\_\_\_

Master  
ss/mv \_\_\_\_\_

Dear Sir,

### SAFETY REQUIREMENTS

Responsibility for the safe conduct of operations on board your ship whilst alongside our terminal rests with you as Master. We hereby serve you Notice of Protest as follows:

Your vessel was observed to violate the Safety Requirements of the International Safety Guide for Oil Tanker and Terminal Ship/Shore Check-List with regard to the following items:

We hereby hold you fully responsible for the consequences arising from such violation(s) and reserve the right to stop the vessel's cargo operation and/or order the ship off the berth, unless immediate remedial action is taken.

This notice will be brought to the attention of your Owners.

Yours faithfully,  
**VOPAK TERMINAL JAKARTA**

Acknowledged

-----  
Master

### APPENDIX III DECLARATION OF SECURITY

|                                 |  |
|---------------------------------|--|
| Name of ship:                   |  |
| Port of registry:               |  |
| IMO or BKI <sup>1</sup> Number: |  |
| Name of port facility:          |  |

This Declaration of Security is valid from \_\_\_\_\_ until \_\_\_\_\_ for the following activities: \_\_\_\_\_  
 (List the activities with relevant details)

Under the following security levels

|                                       |              |
|---------------------------------------|--------------|
| Security level for the ship:          | <b>Level</b> |
| Security level for the port facility: | <b>Level</b> |

The port facility and ship agree to the following security measures and responsibilities to ensure compliance with the requirements of part A of the International Code for the Security of Ships and of Port Facilities.

This form of Declaration of Security is for use between a ship and a port facility. If the Declaration of Security is to cover two ships, this model should be appropriately modified.

| The affixing of the initials of the SSO or PFSO under these columns indicates that the activity will be done, in accordance with the relevant approved plan, by |                           |                  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|------------------|
| <b>Activity</b>                                                                                                                                                 | <b>The port facility:</b> | <b>The ship:</b> |
| Ensuring the performance of all security duties                                                                                                                 |                           |                  |
| Monitoring restricted areas to ensure that only authorized personnel have access                                                                                |                           |                  |
| Controlling access to the port facility                                                                                                                         |                           |                  |
| Controlling access to the ship                                                                                                                                  |                           |                  |
| Monitoring of the ship, including berthing areas and areas surrounding the ship                                                                                 |                           |                  |
| Handling of cargo                                                                                                                                               |                           |                  |
| Delivery of ship's stores                                                                                                                                       |                           |                  |
| Handling unaccompanied baggage                                                                                                                                  |                           |                  |

<sup>1</sup> Only for Indonesian Vessels when no IMO number is available.

|                                                                                                  |  |  |
|--------------------------------------------------------------------------------------------------|--|--|
| Controlling the embarkation of persons and their effects                                         |  |  |
| Ensuring that security communication is readily available between the ship and the port facility |  |  |

The signatories to this agreement certify that security measures and arrangements for both the port facility part A of the Code, that will be implemented in accordance with the provisions already stipulated in their approved plan or the specific arrangements agreed to and set out in the attached annex.

Dated at \_\_\_\_\_ on the \_\_\_\_\_

| Signed for and on behalf of |           |
|-----------------------------|-----------|
| The port facility:          | The ship: |

(Signature of Port Facility Security officer)

(Signature of master or ship security officer)

| Name and title of person who signed |        |
|-------------------------------------|--------|
| Name:                               | Name:  |
| Title:                              | Title: |

| Contact details<br>(To be completed as appropriate)<br>(Indicate the telephone numbers or the radio channels or frequencies to be used) |               |
|-----------------------------------------------------------------------------------------------------------------------------------------|---------------|
| For the port facility:                                                                                                                  | For the ship: |

Port facility: \_\_\_\_\_ Master: \_\_\_\_\_

Port facility security officer: \_\_\_\_\_ Ship security officer: \_\_\_\_\_

Company: \_\_\_\_\_

Company Security officer: \_\_\_\_\_

## APPENDIX IV Ship / Shore Pollution Prevention Check- List

It is the Mater's responsibility at all time to ensure that every precaution is taken to prevent pollution

|            |              |         |         |           |
|------------|--------------|---------|---------|-----------|
| Terminal   | Vessel       |         | Date    |           |
|            | Jetty Number |         | Time    |           |
| Operation: | Discharging  | Loading | Ballast | Bunkering |

|      |                                                                                                           | Yes | No | Comments |
|------|-----------------------------------------------------------------------------------------------------------|-----|----|----------|
| 1.*  | Are main and poopdeck scupper plugs in place and oil tight?                                               |     |    |          |
| 2.   | Are main decks free of rain / sea water?                                                                  |     |    |          |
|      | a. Are you aware this is a continuing requirement alongside?                                              |     |    |          |
| 3.*  | Has cargo manifold been drained before removing blanks?                                                   |     |    |          |
| 4.*  | Are all unused cargo / bunker manifold blanks including offshore and stern discharge on and fully bolted? |     |    |          |
| 5.*  | Are pressure gauges in place and / or cocks securely closed?                                              |     |    |          |
| 6.*  | Are loading drop valves closed / open?                                                                    |     |    |          |
| 7.*  | Are all ship-side sea and overboard valves shut and sealed?                                               |     |    |          |
| 8.*  | Are drip cans or trays in position?                                                                       |     |    |          |
| 9.   | Are facilities available for disposal of drip can / tray contents?                                        |     |    |          |
| 10.  | Is cargo / bunker handling system adequate in the following respects:                                     |     |    |          |
|      | Valve integrity                                                                                           |     |    |          |
|      | Line security                                                                                             |     |    |          |
|      | Multiple valve separation between cargo, bunkers and overboard discharges?                                |     |    |          |
| 11.* | Has proper co-ordination with shore been made prior to start of cargo / bunker operations?                |     |    |          |
| 12.* | Are emergency stop procedures established and understood?                                                 |     |    |          |
| 13.* | Are segregated ballast tanks free from contamination?                                                     |     |    |          |
| 14.  | Do you have a plan for dealing with spillage and pollution if it occurs?                                  |     |    |          |
| 15.  | Are facilities available for avoiding pollution if spillage occurs on deck?                               |     |    |          |
| 16.* | Will deck / manifold be under proper supervision throughout cargo / bunker operations?                    |     |    |          |
| 17.* | Has agreement been reached for controlling flow on completion of cargo / bunkers?                         |     |    |          |
| 18.  | Are sufficient men, under an officer, assigned or cargo / bunker valve operation?                         |     |    |          |
| 19.  | Do they fully understand tank changeover procedures?                                                      |     |    |          |
| 20.  | Will sufficient room be left in last tanks for draining / air blowing shore hoses / arms?                 |     |    |          |
| 21.  | Can cargo / bunker valves be closed and opened readily?                                                   |     |    |          |
| 22.  | Are valve indicators accurate?                                                                            |     |    |          |
| 23.  | Will checks be maintained on ullage and innage in all tanks during cargo / bunker operations?             |     |    |          |
| 24.  | Will a special watch be maintained on tank receiving cargo drainings?                                     |     |    |          |
| 25.  | Are cargo pumps to be started prior to opening of the manifold / sea valves?                              |     |    |          |
| 26.  | Is there a supply of sawdust or other absorbent available?                                                |     |    |          |
| 27.* | Are engine room and pump room bilge discharge valves secured and sealed?                                  |     |    |          |
| 28.  | Are bunkers to be taken in double bottoms / deep tanks?                                                   |     |    |          |
| 29.  | Are there any known problems associated with ascertaining oil levels 9bunker / cargo tanks)?              |     |    |          |

Remarks:

Checked by  
Chief Officer \_\_\_\_\_



## APPENDIX V LETTER OF PROTEST

Date: \_\_\_\_\_

Master  
ss/mv \_\_\_\_\_

Dear Sir,

### OIL POLLUTION

Your vessel was observed to pollute the waters of Indonesia with oil at \_\_\_\_\_ hours  
on \_\_\_\_\_

The oil escaped \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

On the arrival of your vessel in Indonesia you were reminded of the provisions of Environmental Act No. 32 of 2009: On Life Environment Management and the Government Regulation No. 19 of 1999: Pollution Control and / or Sea Water Destruction.

As a result of operations on board your vessel, pollution has occurred and you are held fully responsible for whatever expenses are incurred by VOPAK in cleaning up the spillage and any other costs which may result.

Yours faithfully,  
**VOPAK TERMINAL JAKARTA**

Acknowledged:

-----  
Master

## Instructions for completing the Ship/Shore Safety Checklist

Before completing the SSSCL, tanker and terminal representatives should read and understand the following instructions to ensure satisfactory completion.

An effective application of the SSSCL will provide a basis for safe operations while the tanker is at the terminal. It is important that each applicable part is completed as required to ensure this.

### 1. Pre-arrival

The tanker should complete part 1A (and 1B if using an IG system) and then forward a copy to the terminal for review before arrival. The terminal should complete part 2 and then similarly forward a copy to the tanker for review before arrival.

On completion of the pre-arrival parts, if it is not possible to send a copy of the completed part to the tanker and/or terminal, then a message should be sent confirming the time and date of completion to the relevant party before arrival. If there are any outstanding issues not marked 'Yes' in the status box, this should be explained in this communication.

### 2. Checks after mooring

The tanker should complete part 3 and give a copy to the Terminal Representative as soon as possible, but no later than at the pre-transfer conference.

The terminal should complete part 4 and give a copy to the tanker as soon as possible, but no later than at the pre-transfer conference.

### 3. Checks before transfer - the pre-transfer conference

Tanker and terminal personnel should both complete part 5A as part of the pre-transfer conference. Each party should retain a copy. This requires completion by ALL tankers.

If bulk chemicals are to be transferred, the tanker and terminal personnel should also complete the additional part 5B as part of the pre-transfer conference, and each should retain a copy (for further information, see ICS' *Tanker Safety Guide: Chemicals*).

If bulk gases are to be transferred, the tanker and terminal personnel should also complete the additional part 5C as part of the pre-transfer conference, and each party should retain a copy (for further information, see ICS' *Tanker Safety Guide: Liquefied Gas*).

The tanker and terminal personnel should discuss and agree the content of part 6 (Agreements), which summarises the detailed operational factors agreed at the pre-transfer conference. A reference copy for personnel on the tanker and in the terminal should be displayed at the relevant control stations.

Tanker personnel should also complete the additional pre-transfer checks for all tankers in part 7A immediately before beginning transfer operations.

If COW is planned, they should also complete part 7B.

All tankers planning on tank cleaning and/or gas freeing alongside should discuss the intention during the pre-transfer conference and, once agreement is reached, provide a copy of part 7C to the terminal before beginning operations.

#### **4. The declaration**

When completed, each separate checklist part should be checked off and initialled by tanker personnel, terminal personnel, or both, in the relevant boxes on the declaration form.

When all parts are addressed, tanker and terminal representatives should agree the intervals at which they will undertake repetitive checks of items applicable to their responsibility from the SSSCL, and that could impact on the safety of the operation if not monitored. This interval should be noted in the declaration, after which the two representatives may agree to start operations and add their details.

The tanker and terminal should retain a copy of all checklist parts and the declarations for their files in accordance with the operator's document retention period.

#### **5 . Summary of repetitive checks during and after transfer**

Repetitive checks to be undertaken at intervals agreed in the pre-transfer conference by the tanker and terminal representatives are provided to :

- Act as an aide memoire for tanker and terminal personnel to monitor key operational items during the period of operations.
- Provide a basis for status checks at watch or shift handovers.
- Enable decision making in the event that conditions change during the course of operations.

Where an item reviewed during the repetitive checks is no longer in compliance with the original status agreed during the pre-transfer conference, the tanker or terminal representative should take immediate steps to remedy the issue or cease operations until the status agreed at the pre-transfer conference can be reinstated.

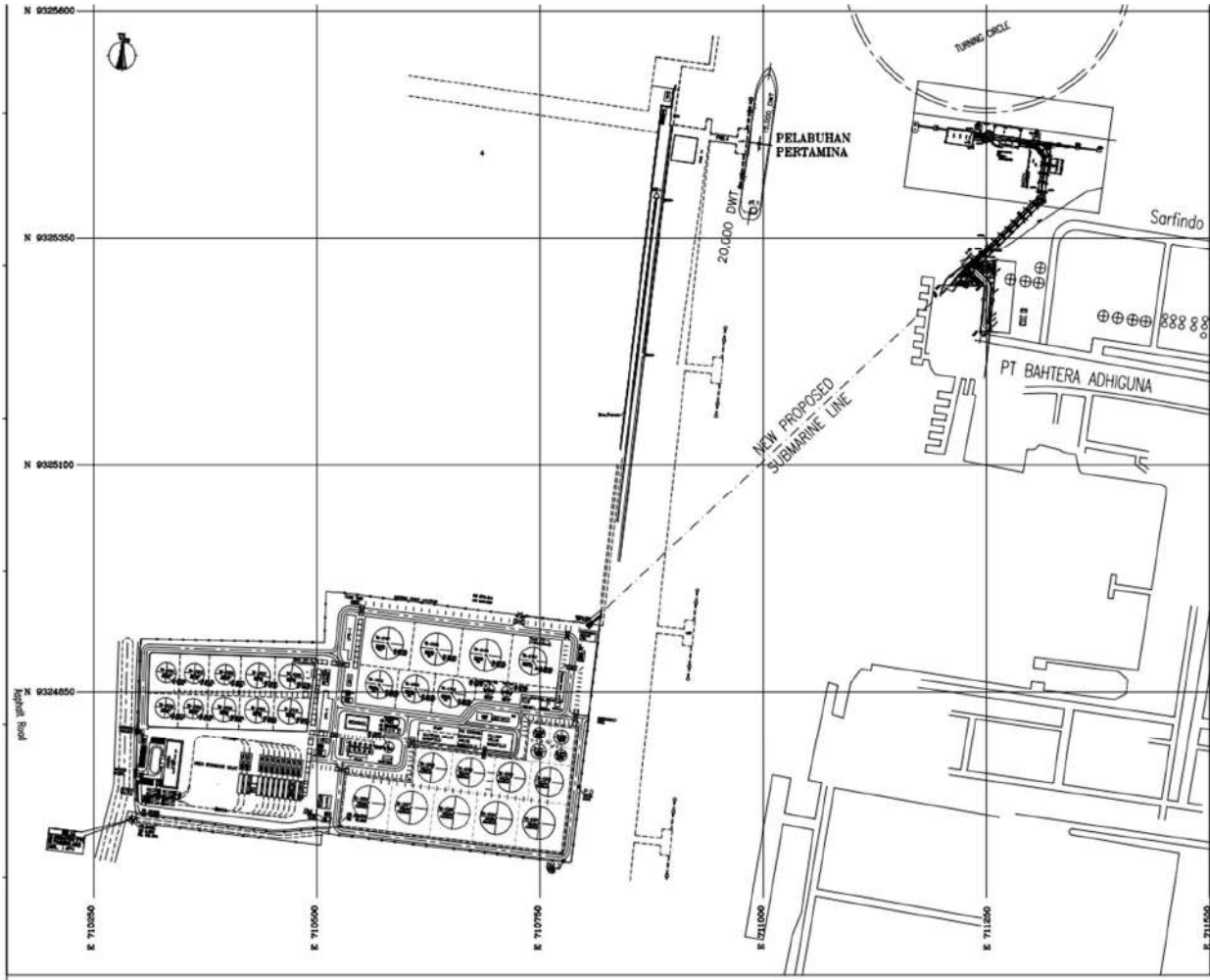
If cessation is necessary, the tanker and terminal representatives should meet to agree the course of action taken to resolve the issue and agree that a resumption is acceptable.

The tanker personnel should complete the repetitive checks in part 8 at the agreed intervals. The record should be available for terminal personnel to review.

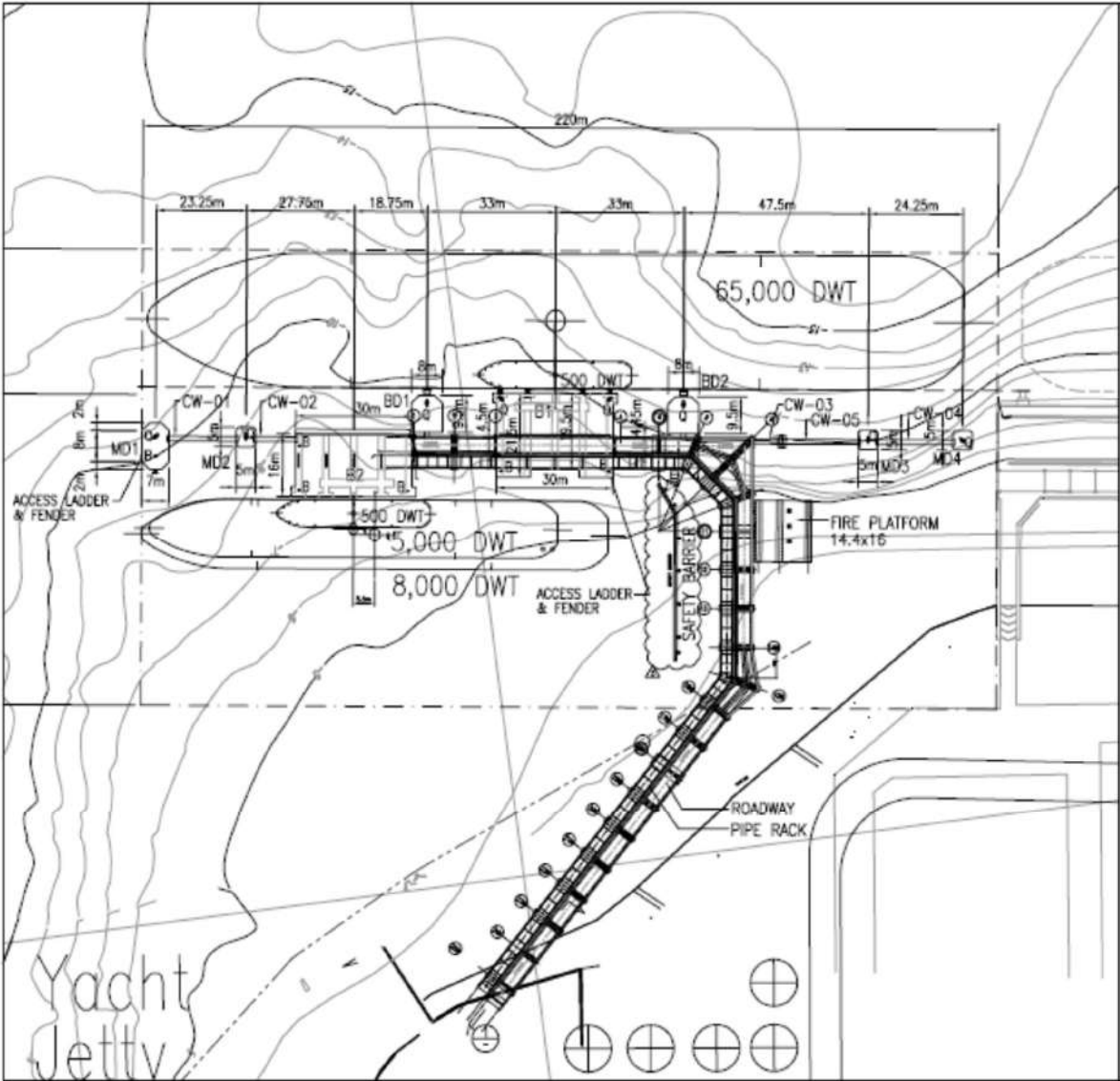
The terminal personnel should complete the repetitive checks noted in part 9 at the agreed intervals. The record should be available for tanker personnel to review.

The tanker and terminal personnel should provide a final copy of their parts 8 and 9 to the other when operations are completed. This will provide a basis for review of the operation and verification of checks undertaken.

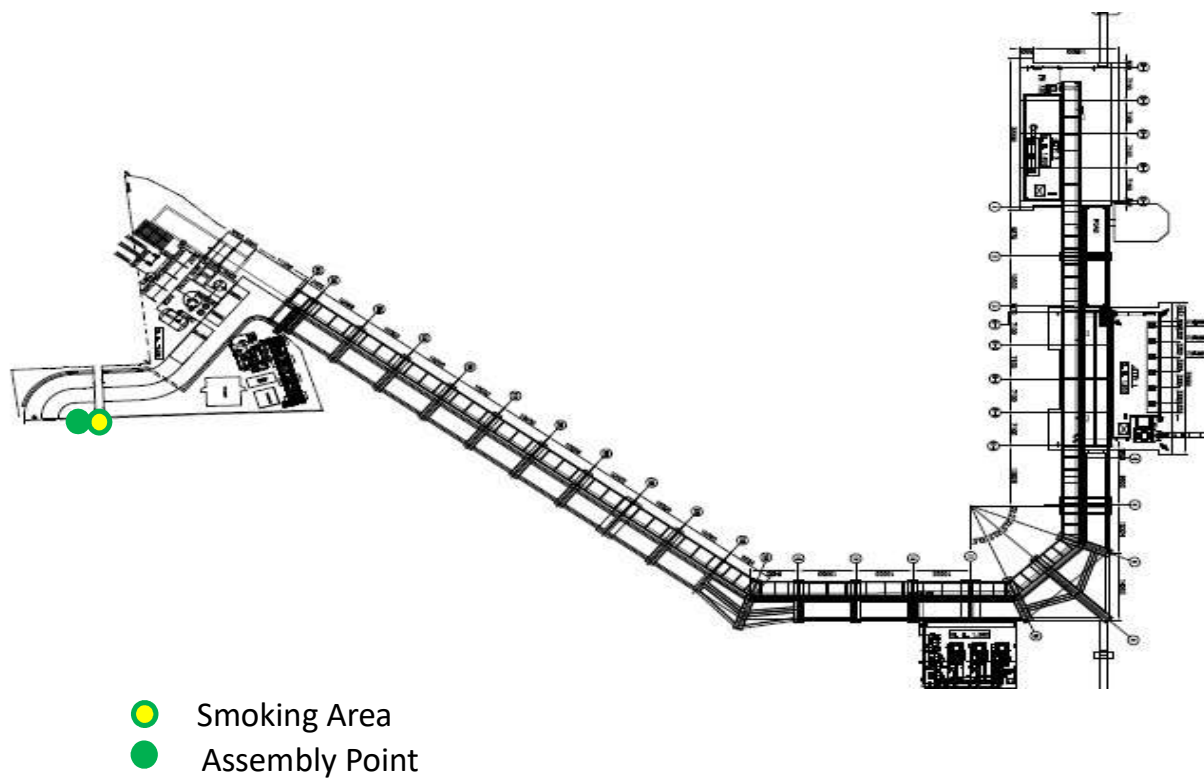
Supplement 2 SITE MAP



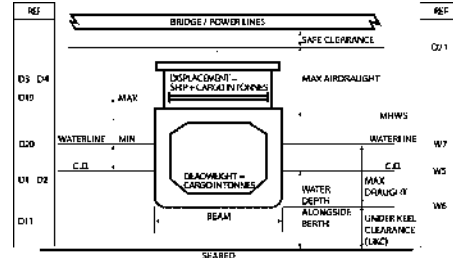
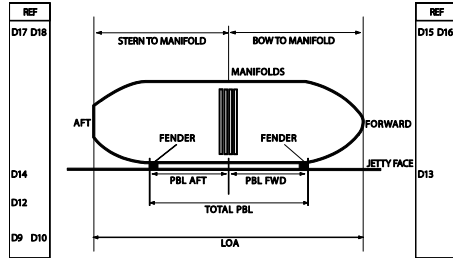
Supplement 3 JETTY AREA



## Supplement 4 JETTY ASSEMBLY POINT



## Jetty Information



| REF | Berth Dimensions                    | Berth 1   | Berth 2  | Guidance Notes                                            |
|-----|-------------------------------------|-----------|----------|-----------------------------------------------------------|
| D1  | Maximum Summer Deadweight           | 65000 DWT | 5000 DWT | See table 1 of Terminal Booklet                           |
| D2  | Minimum Summer Deadweight           | -         | -        |                                                           |
| D3  | Maximum Berthing Displacement       | 84500 ton | 7706 ton | See table 1 of Terminal Booklet                           |
| D4  | Maximum Alongside Displacement      | -         | -        |                                                           |
| D5  | Minimum Displacement                | 660 ton   | 660 ton  | See table 1 of Terminal Booklet                           |
| D9  | Maximum Length Overall (LOA)        | 210       | 105      | See diagram above or use a character reference on diagram |
| D10 | Minimum Length Overall (LOA)        | 40        | 40       | See diagram above or use a character reference on diagram |
| D11 | Max Beam                            | -         | -        | See diagram above or use a character reference on diagram |
| D12 | Minimum Total Parallel Body Length  | 30        | 30       | Parallel Body Length as required at waterline             |
| D13 | Minimum PBL Forward of Manifold     | 4         | 11       | Parallel Body Length as required at waterline             |
| D14 | Minimum PBL Aft of Manifold         | 18        | 19       | Parallel Body Length as required at waterline             |
| D15 | Maximum Bow to Manifold Distance    | 101       | 50       | See diagram above or use a character reference on diagram |
| D16 | Minimum Bow to Manifold Distance    | 95        | 50       | See diagram above or use a character reference on diagram |
| D17 | Maximum Stern to Manifold Distance  | 116       | 50       | See diagram above or use a character reference on diagram |
| D18 | Minimum Stern to Manifold Distance  | 109       | 50       | See diagram above or use a character reference on diagram |
| D19 | Maximum Manifold Height Above Water | 15.5      | 5        | Taken at WSG 84/Chart Datum                               |
| D20 | Minimum Manifold Height Above Water | 0,3       | 1        | Taken at WSG 84/Chart Datum                               |
| D21 | Maximum Airdraught                  | -         | -        | Based on clearance between MHWs and overhead obstruction. |
| D22 | Minimum Derrick / Crane SWL         | 1,5       | 1,6      | (Safe Working Load) in tonnes                             |

| Berth No | Name    | Connection No | Hose / Hard arm | Size (in) / ASA | Cargo/Grade (see list) | Load (L) / Discharge (D) | Rate Per Hour (m3/hr) | Vapour Return Line Yes / No |
|----------|---------|---------------|-----------------|-----------------|------------------------|--------------------------|-----------------------|-----------------------------|
| 1        | Jetty 1 | 71MLR0001     | Hard arm        | 12"             | Gas oil                | L/D                      | L600/(D1500) per arm  | No                          |
|          |         | 71MLR0002     | Hard arm        | 12"             | Diesel oil             | L/D                      | L600/(D1500) per arm  | No                          |
|          |         | 71MLR0003     | Hard arm        | 12"             | Diesel oil             | L/D                      | L600/(D1500) per arm  | No                          |
|          |         | 71HOSE01      | Hose            | 6"              | Petro Chemical         | L/D                      | L450/(D450) per hose  | No                          |
| 2        | Jetty 2 | 72HOSE01      | Hose            | 6"              | Gas oil                | L/D                      | L450/(D450) per hose  | No                          |
|          |         | 72HOSE02      | Hose            | 6"              | Diesel oil             | L/D                      | L450/(D450) per hose  | No                          |
|          |         | 72HOSE03      | Hose            | 6"              | Diesel oil             | L/D                      | L450/(D450) per hose  | No                          |

| Extra Information and Facilities | Berth 1                      | Berth 2                      | Guidance Notes                                                          |
|----------------------------------|------------------------------|------------------------------|-------------------------------------------------------------------------|
| Gangway                          | Shore                        | Ships                        | Gangway supplied by shore or ship                                       |
| Towage Lines                     | Ships                        | Ships                        | Ships or tugs line used to assist ship in berthing                      |
| Minimum Mooring Arrangement      | See terminal booklet table 1 | See terminal booklet table 2 | Mooring arrangement Fwd & Aft, any SBM chain stopper requirements, etc. |
| Manifold Normally Used           | Port                         | Starboard                    | Port, Starboard or Stern                                                |

” Your  
safety is  
our  
priority

**Vopak Terminal Jakarta**

Jalan Timor Raya no 2

Kawasan Pelindo II,

Koja Tanjung Priok,

Jakarta 14310 Indonesia

Customer Service :

021 43904875 (office hour)

08121183335 (after office hour)



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