

Pertamina Oil
Terminal Tahuna

Terminal Safety Information Booklet



Pertamina – Marine Region VII Sulawesi			
Oil Terminal Tahuna	Marine Terminal Information Booklet	Issued	15 th October 2017
		Revised	



Marine Region VII Sulawesi

Oil Terminal Tahuna

Marketing Directorate – PT. Pertamina (Persero)

Jl. Tidore No.25, Kel. Tapuang Kec. Tahuna Timur

Kep. Sangihe, North Sulawesi – 95815

Telp. +62 432 21323

PERTAMINA MARKETING OPERATION REGION VII SULAWESI – MARINE TERMINAL

TERMINAL INFORMATION ON FACILITY, SAFETY, SECURITY AND POLLUTION PREVENTION REGULATION

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		Jesaja Methusala OH TBBM Tahuna	15 th Oct. 2017

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PREFACE

This booklet is addressed to the Masters, owners, operators, and agent of vessels that call at the Pertamina Oil Terminal Tahuna. This booklet contains information that is applicable to the Pertamina Oil Terminal Tahuna and is not represented as complete in every aspect of safe and pollution - free cargo - transfer operations.

This information is not intended to relieve any vessel or Master of the responsibility to safely berth, moor, and sail the vessel and to use whatever assistance over and above these requirements he/she feels are necessary. This information does, however, represent the minimum requirements for the terminal. Berth personnel will have authority in seeing that these requirements are met.

The Master or person in charge of any vessel, while at the terminal, shall have adequate knowledge of these rules and regulation and ensure that his crew members are fully informed of these requirement. Vessels that do not comply with all the requirements may not be permitted to berth or may be asked by the terminal representative to immediately disconnect and leave the berth.

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SECTION I

TERMINAL INFORMATION

1.1 POSITION

Latitude : 03° 35' 59,3" N

Longitude : 125° 30' 15,2" E

Name: Pertamina Marketing Operation Region VII Oil Terminal Tahuna

Operator : Pertamina Marine Region VII Tahuna

Street Address: Jl. Tidore No. 25 Kel. Tapuang

Town: Tahuna

State: North Sulawesi,

Zip: 95815

Phone: +62 432 21323

1.2 BERTH DESCRIPTION

Pertamina Oil Terminal Tahuna (Pertamina Tahuna Terminal) is a private terminal owned by PT. Pertamina (Persero) – Marketing Operation Region VII and operated by Pertamina Marine Region VII Tahuna. Pertamina Tahuna Terminal has only one jetty which are capable of cargo discharging and bunkering fresh water to the ships. The port is built from a reinforced concrete pile and supported by a buffer pole which located in the Tahuna bay area and adjacent to the container port.

1.3 BERTH DATA

Type : Jetty – Sea Water

Depth alongside berth : 9 mLWS

Safe Draft : 6.5 meters

Height of Jetty (mean sea level) : About 3.5 meters

Min-Max Displacement of ship : Max. 3.500 tons

Min-Max DWT of ship : Max. 3500 tons

Min-Max LOA : Max. 60 - 90 meters

Minimum Parallel Body Length : 30 meters

Geographic Position : 03° 36' 20" LU / 125° 29' 56" BT

Under normal condition it is capable of handling the following product(s) :

No	Product	Hose/Arm	Disch. Rate (kL per Hour)	Max. Pressure(kg/cm ²)
1	PREMIUM	1 x 6"	150	3.5
2	KEROSINE	1 x 6"	150	3.5
3	SOLAR (HSD)	1 x 6"	150	3.5

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1.4 CONTROLLING UKC

As of the date of this revision, the following maximum UKC apply to Pertamina Tahuna Terminal. Every vessel calling to Pertamina Tahuna Terminal shall maintain her controlling UKC not to exceed:

- Approaching the berth : 5.0 meters
- While alongside : 5.0 meters

These controlling UKC requirement are guidelines only. Variances may be considered on an individual basis.

1.5 SHIP TRANSIT THROUGH FLORES SEA

1.5.1 POSITION AND FUNCTION

Tahuna (03°36'21."N / 125°29'56.4"E), Sea-port of the bustling town along the coast line of Tahuna bay which is lined with passenger port, container port and Pertamina port. Port handles major traffic from neighboring harbors and other distant provincial ships.

The entrance channel of Tahuna is 5 miles long and 450 meters wide with a min. depth of 10 meters and max. depth of 27 meters. The ocean basin is consist of sand/clay and coral.

1.5.2 WEATHER AND CLIMATE

Tidal

Top High	: 1.50 m LWS
Average High	: 1.25 m LWS
High High Water Spring	: 1.00 m LWS
Mean Sea Level	: 0.50 m LWS
Low Low Water Spring	: 0.00 m LWS
Chart Datum	: 0.00 m LWS

Wind

Max. Speed : 5 – 30 knots

Temperature

Average : 24° - 32° C

1.5.3 PILOTAGE AND TUGS

Pilotage is not compulsory in Tahuna. No tugs and pilot required for berth/unberthing but pilotage is available and under Harbour Master's supervision.

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1.6 MINIMUM MOORING REQUIREMENTS

Minimum mooring requirements must be met in order to comply with the terminal wind limits for safe mooring and transfer of cargo.

1.6.1 SHIPS

Ship's Size				Forward			After		
				Head Lines	Breast Lines	Spring Lines	Stern Lines	Breast Lines	Spring Lines
1.	500	-	3.500 DWT	2	2	1	2	2	1
2	3600	-	6.500 DWT	3	2	1	3	2	1

1.6.2 EXCEEDING MINIMUM MOORING

Additional lines may be used at the discretion of the vessel Master or may be required depending on unfavorable weather conditions.

1.6.3 WINCHES AND LINE HANDLING

Terminal personnel will handle shore side mooring operations, while terminal mooring gangs will assist the pulling of the hawser manually.

1.6.4 BERTH LAYOUT

The below berth layout diagram is for Master's reference of best mooring practice.

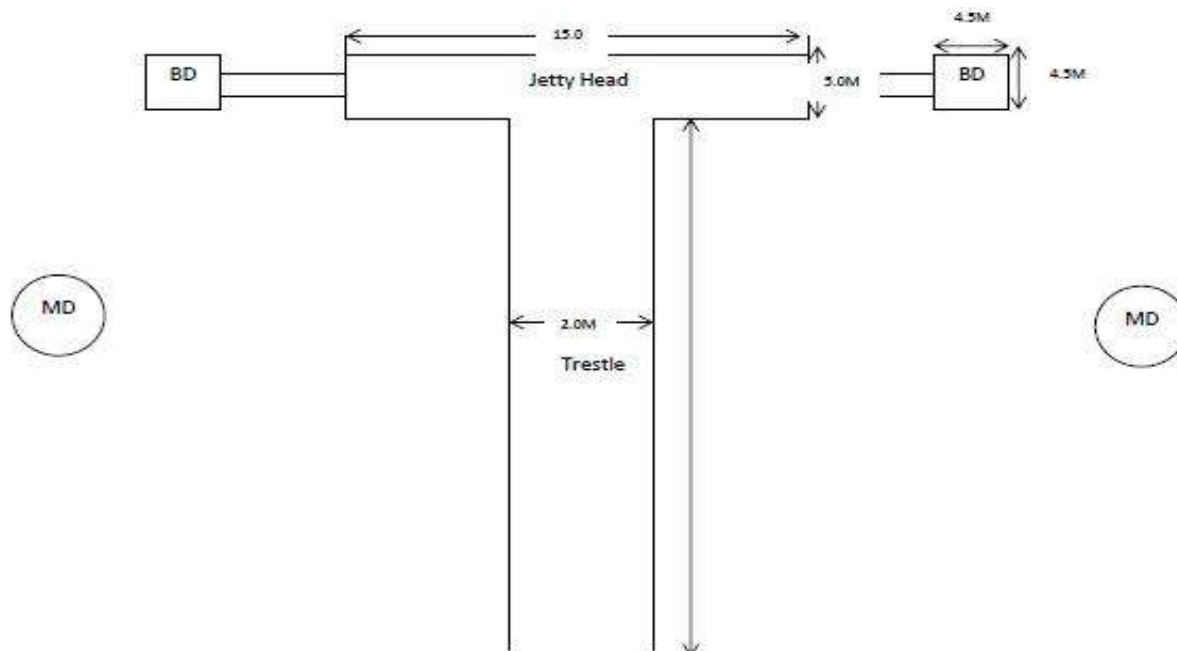


Figure 1 – Layout Jetty (3500 DWT)

1.7 PILOTAGE (NO PILOTAGE)

Pilotage is not compulsory in Tahuna. No tugs and pilot required for berth/unberthing but pilotage is available and under Harbour Master's supervision.

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1.11 PRE-ARRIVAL INFORMATION

Following pre-arrival information need to be be communicated to Terminal :

1. ETA on daily basis, 72 hrs, 48hrs, 24 hrs,and 6hrs before arrival
2. Validity and copy of Pertamina Safety Approval (PSA)
3. Quantity of cargo (if applicable)
4. IMO crew list.
5. Other important information for terminal.

The required information shall be sent to the following :

1. PIC Pertamina Tahuna Ship Agency : mk.alex.elias@mitrakerja.pertamina.com
2. Operation Head of Tahuna Oil Terminal : jesaja.methusala@pertamina.com

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SECTION II

OPERATIONAL INFORMATION

2.1 WIND LIMITS

Berthing maneuvers should normally not be conducted in winds in excess of 30 knots, Unberthing maneuvers should normally not be conducted in winds in excess of 30 knots. Once berthed, if storm winds in excess of 59 knots are forecast, Master shall make arrangements for departure in advance of storm arrival to permit safe movement. In any event, all maneuvers shall be based on mutual agreement of the Master and Harbour Pilot, subject to assessment of the effect of current and weather on the ability to conduct safe ship handling.

The Pertamina Tahuna Terminal's maximum safe operation wind limit is 30 knots. Wind limit will be expressed as a sustained wind blowing for an average of 25 seconds or longer. When the wind limit is reached, cargo transfer shall stop, and all transfer equipment shall be drained and disconnected, if safe to do so. After evaluation of weather forecast, consideration should also be given to whether deploying additional mooring lines or arranging for a standby tug is warranted.

2.2 ELECTRICAL STORMS

When an electrical storm is in the vicinity, all cargo discharge operations will cease. All compartment hatches and headers will be closed. The vessel and terminal will remain in this inactive state until the electrical storm has moved out of the area.

2.3 PERSONAL PROTECTIVE EQUIPMENT (PPE)

Contractors are required to follow the Pertamina Marine Tahuna policy while on the berth. While on board their vessel, the crew are allowed to follow their own company policies. The Pertamina Marine Tahuna policy requires the following:

- Hard Hat (safety helmet)
- Safety Shoes
- Coverall
- Life Vest

2.4 TERMINAL CONTACT INFORMATION

For mailing or contact information, please refer to the following:

- **Marine Region VII Tahuna**
Marketing Directorate – PT. Pertamina (Persero)
Jl. Tidore No. 25 Kel. Tapuang
Tahuna City
Phone. +62 432 21323

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- Marine Operation : Email.
mk.alex.elias@mitrakerja.pertamina.com
Phone. +6281340728652
Radio VHF Channel 09
- Berth Schedule : Email.
mk.alex.elias@mitrakerja.pertamina.com
Phone. +6281340728652
Radio VHF Channel 09
- Puskodal Tahuna : +62 432 21323
- Tahuna Fire fighter : 0432-23143
- Ambulans : 118
- Custom : 0432-24639
- Polres Office : 0432-21110
- TNI AD Office : 0432-21017
- Liun Kendage Hospital : 0432-21033
- HSSE Region VII : +62 411 871 181 / 7401
- S&D Region VII : +62 411 871 181 / 7501
- Puskodal Tahuna : +62 432 21323
- Medical Office Region VII : +62 411 871 181

You can go to the nearest Security Post to have access for internal telephone call.

All correspondence regarding the management and operations of the Pertamina Oil Terminal Tahuna should be directed to the Terminal Supervisor.

2.5 OFFICIAL LANGUAGE

The official language of the terminal is English for foreign ship and Bahasa Indonesia for Indonesian Flag ships. All vessels must have personnel on duty at all times who can communicate in and understand either English or Bahasa Indonesia with the Terminal personnel.

2.6 COMMUNICATIONS

During the pre-transfer conference, a handheld UHF terminal radio set to Chanel 9 will be issued to PIC of ship/barge. Terminal operations personnel will have similar radios monitoring the same channel. The following will be required of the vessel :

- The radio will kept on at all times and in the possession of a person who understand and speaks either English or Bahasa Indonesia.
- If radio fails, the secondary means of communication shall be agreed before cargo operation start (i.e telephone; other VHF Channels or sound signals).

Radio cheks must be conducted every hour to ensure communication are working.

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2.7 RESPONSIBILITY OF OWNER AND MASTER

The owner and/or the operator of vessel, as well as the Master of each vessel using the terminal facilities, is responsible for condition of that vessel, and the Master shall be responsible for the safe and business-like conduct of personnel and operations onboard the vessel while alongside our terminal

The terminal takes no responsibility for condition of any vessel alongside the terminal, nor does the terminal take any responsibility for the safe conduct of operations onboard the vessel, at a minimum, all procedures used by the vessel must conform to the latest editions of the *international Safety Guide of Oil Tankers and Terminals (ISGOTT)* and *Mooring Equipment Guidelines (MEG)* as well as all applicable international, national and regional regulations.

2.8 VESSEL COMPLIANCE AND TERMINAL SAFETY INSPECTION

All ships and barges unloading at the Pertamina Oil must comply with all state, and local laws, as well as Pertamina regulations and policies.

If the vessel is boarded by Pertamina Marine Terminal Safety Inspector and does not pass inspection or is found to be unfit to transfer product, the vessel may be asked to leave the berth. This also applies to all other government agency reserves the right to cease operations and ask the vessel to leave the berth if any safety or compliance issues are noted.

2.9 PRE-TRANSFER CONFERENCE

Before transfer of any cargo, a conference will be conducted between the vessel PIC and the terminal PIC. The purpose of the conference is to ensure that the vessel and the terminal are fully informed and advised of the entire transfer plan and that all security and safety requirements are in place.

During the conference, the following will be discussed:

- Product and amounts to be transferred.
- Cargo load/discharge plan.
- Rates and pressure requirements.
- Any usual safety or security requirements.
- Communications system for transfer operations and signal for emergency stop.
- Inert Gas System if available.
- Venting method.
- Cargo characteristic.
- Restrictions for transfer operations both shore and ship.
- Ballast/deballasting must get approval from terminal

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2.10 SHIP/SHORE SAFETY CHECK LIST

A ship/shore safety check list must also be completed to meet the requirements of ISGOTT. This is to be completed in conjunction with a ship's officer by the Pertamina Marine Inspector.

2.11 SAFETY LETTER TO MASTER

Dear Captain

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

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

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

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

“There can be no compromise with safety”

2.12 GANGWAYS AND LADDERS

Ships or Barges calling at Pertamina Oil Terminal Tahuna shall liaise with Terminal personnel which gangway/ladder shall be used, depending on landing configuration. Gangways shall properly rigged and landed safely onto the berth with handrails. The use of a safety net is mandatory except for the gangway which is fixed to the shore and provided with a permanent system of handrails made of structural members.

2.13 TERMINAL SMOKING REGULATIONS

Smoking is prohibited within the terminal property.

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2.14 HEALTH AND ENVIRONMENTAL HAZARDS ASSOCIATED WITH CARGO

Vessel should have available on request and MSDS the cargoes being transferred. Information in any toxic substances in the cargo should be highlighted during the pre-transfer conference to enable the adoption of proper precautions, if needed, to minimize the impact on personnel.

2.15 CARGO TRANSFER

Cargo transfer operation shall comply with the ISGOTT recommendation at all times. Deviation from these requirements shall be discussed with and approved by terminal.

Cargo tank lids or coamings should be clearly marked with the number and location (port, centre, or starboard) of the tank they serve.

Vessel shall refer to berth information on previous pages to see connection used, rate of discharge working pressure for each grade. Before arriving at the Pertamina Oil Terminal Tahuna, all equipment on vessel to be used for mooring, cargo handling, and fire protection should be inspected and confirmed safe for use.

It is the shipping company's responsibility to contact the terminal, either directly or through an agent, should the vessel be in non-compliance with any State, or local laws, rules or regulations, or with any part of this manual. The shipping company must ensure that any conflict is resolved before the vessel's arrival at the terminal.

2.16 PERSON IN CHARGE (PIC)

Both the terminal and the vessel must have a trained, qualified, and designated PIC on duty at all times.

Terminal requires at least one senior officer from each department to stay onboard throughout the operation.

2.17 REQUIREMENTS DURING TRANSFER

Pertamina Oil Terminal Tahuna requires the following during the transfer:

- The vessel will have watchmen on the deck and in line of view of the transfer piping, hoses and manifold at all times.
- Moorings must be tended conscientiously and kept taut at all times.
- Gangway and nets must be attended regularly throughout the operations.
- If the vessel experiences excessive movement away from the berth or in either direction along the berth, all cargo transfer operations shall be stopped and manifold valves closed. Operations will not be resumed until the mooring situation has been corrected.
- Transfer hoses or floating hose must be checked periodically for leaks, kinking, and proper positioning with the up and down movement of the vessel.
- The waters around the vessel will be checked periodically for any evidence of spilled product

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- Cargo discharging shall be started with minimum rate or pressure possible. Ship and shore staff shall check their installation for leaks and other harmful conditions.
- Rate/pressure of cargo transfer shall be increased gradually until maximum.

2.18 VESSEL-TO-SHORE VOLUME COMPARISONS

Vessels either unloading will conduct periodic volume and flow rate comparisons with the terminal. Frequency and timing of these comparisons will be discussed and agreed upon during the pre-transfer conference. If there is a difference greater than 10%, the transfer will be stopped until the difference is reconciled.

2.19 TANK CLEANING/TANK ENTRY

Tank cleaning is not allowed at any time the vessel is alongside the Pertamina Oil Terminal Tahuna. Any tank entry must be pre-approved by the terminal.

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SECTION III

SAFETY AND SECURITY INFORMATION

3.1 EMERGENCY DEPARTURE

During an emergency situation at the Pertamina Oil Terminal Tahuna, a vessel maybe required to leave the berth on short notice. Masters will ensure that the vessel is ready at all times to sail on short notice after cargo hoses are disconnected. Immobilization of vessel during berthing at the terminal is stricly prohibited.

3.2 FIRE AND SAFETY

3.2.1 EMERGENCY EQUIPMENT

Vessels must maintain all emergency equipment. The equipment must be inspected and maintained in a safe, ready-to-use condition at all times. All ship's crew must be trained in the use of this equipment.

The terminal is equipped with oil spill response equipment and team to deal with pollution.

3.2.2 TERMINAL FIRE SYSTEM

The fire and evacuation alarm signal in case of fire within area of terminal including tanker berths consist of a loud, prolonged siren 4x30 seconds. Firefighting at the Pertamina Oil Terminal Tahuna is done by the Pertamina Tahuna Fire Brigade.g

There are fire extinguishers located at the berths. These include wheeled units as well as handled extinguishers.

There are fire water and foam hydrants along the jetty trestle.

3.2.3 FIRE AND SMOKING SAFETY NOTICES

Warning noticed are to be posted on the vessel for the following :

- Visitor restrictions.
- Mobile phone and other electronis equipment must be switched off.
- No open lights, matches, or lighters.
- Smoking restriction and designated areas.

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3.3 EMERGENCY STOP

An emergency situation is considered to have arisen when any of the following occur:

- Oil is released on the deck of the vessel or the berth.
- Oil is released into the water.
- Failure of means of communications; primary and secondary.
- Fire occurs on the vessel, berth, or anywhere in the terminal.
- Any other major incident that seriously affects safety of the vessel or the terminal.

As soon as an emergency situation is declared over the radio or continuous prolonged whistle/ general alarm sound where each blast shall not be less than 60 seconds, the vessel shall immediately cease all transfer operations, secure the deck, and stand by to drain and disconnect all hoses. Resumption of the transfer will begin only with the agreement between vessel and terminal personnel.

3.4 TERMINAL SECURITY

Access to the Pertamina Oil Terminal Tahuna is strictly limited to its personnel, vessel crews, pre-approved maintenance or store contractors, government agencies, ship's agent, and cargo inspectors. Any other visitors must be first approved by Security Section of Pertamina Oil Terminal Tahuna. Listed below are the requirements for entrance to the Pertamina Tahuna Terminal.

1. Contractor list and visitor list must be faxed to terminal 24 hrs before arrival of the vessel.
2. Contractor and visitor must have picture ID.
3. Visitors must be willing to submit to a search of their vehicles by security personnel before entry to the terminal areas.
4. All Pertamina Tahuna Terminal rules and regulations concerning safety must be adhered to by personnel entering the jetty area.

3.5 VESSEL/FACILITY SECURITY INTERFACE

After the arrival and berthing of the vessel, required security procedures will be discussed before any other action is taken.

3.6 TAKING PHOTOGRAPHS

Permission to take photographs is given by the Pertamina Oil Terminal Tahuna - HSSE Department and will only be approved under special circumstances.

3.7 WEATHER FORECASTS

Vessels should maintain a weather watch and monitor forecasts. Any weather alerts received by the terminal will be passed on to the vessel.

3.8 ELECTRICAL EQUIPMENT

Any electrical equipment powered by generators, fixed power sources, or batteries that are not classified as intrinsically safe are not allowed to be used while at the

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Pertamina Oil Terminal Tahuna. This includes radios, pagers, cell phones, portable lighting, or anyother equipment that is electrical but not approved for used in hazardous areas.

3.9 SHORE LEAVE

Shore leave is permitted at Pertamina Oil Terminal Tahuna with following restriction.

- Walking or passing through the tank area is prohibited. Terminal provides walkway along the shore for crews who leave from jetty to front gate.
- Shore leave crew shall at least wear long sleeve shirt, safety helmet and safety shoes.
- Obey all safety rules and signs within terminal areas.
- Do not smoke within terminal areas and offices.
- Do not touch the terminal operational equipment.
- Switch off hand phone and other electronic devices.
- Report all incidents to the nearest terminal office or staff.
- No photograph.
- No fire arns, cold steels, matches, lighters, and other destructive weapon \.
- Do not incite fighting and no horse play.
- No drugs, narcotics, alcohol and other intoxicated substances.
- In case of emergency, please muster to nearest the Assembly Point.
- Emergency Signal within the terminal is prolonged siren frequency 4x30 seconds.

Vessel shall maintain at all times sufficientcrewnot less that 50% of ship's complement onboard to deal with emergency.

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SECTION IV

ENVIRONMENTAL INFORMATION

4.1 PRODUCT CONTAINMENT

4.1.1 BERTH

The Pertamina Oil Terminal Tahuna has a cement containment area encompassing the manifold platform and containment trays at the receipt headers.

4.1.2 VESSEL

Vessels must plug all scuppers and drains before transfer to prevent any drippings or spills from draining to the river. Vessel must have sufficient means of draining, pumping, or cleaning up any oil on the deck.

4.2 POLLUTION RESPONSE

In accordance with federal and state-mandated oil spill response measures, the terminal is equipped with containment boom and other spill response equipment, which can be readily deployed in the case of an oil spill. Response vessels, as required, will be provided by Pertamina Marine Operation Tahuna - Oil Spill Response Team.

Any vessel moored at the Pertamina Oil Terminal Tahuna is required to have and maintain all pollution control equipment for use in case of an oil spill.

4.2.1 POLLUTION REPORTING PROCEDURES

In the event of any oil spill into the water, vessel shall inform Pertamina Marine Operation Tahuna without delays. If a spill is from the vessel, terminal personnel will assist with notifications and response.

Important :in the event of an incident—spills to deck or water, groundings, collisions, allusions, fires, explosions, loss of propulsion or steering, fatalities or serious injuries (emergency evacuations from the vessel or man overboard), or any incident that results (or may result) in media coverage—immediately call the Terminal Supervisor

Upon calling this number, you will be asked some basic question about the vessel and nature of the incident. You will be required to provide a contact name and number for further details. A written summary of the incident and a summary of the investigation report, including corrective action(s) planned, shall be submitted within 30 days of the event directly to Pertamina Marine Operation Tahuna.

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4.2.2 ACTION TAKEN IN THE EVENT OF OIL SPILL

- The following actions will be taken in the event of a spill.
- Shut down all transfer operations.
- Notify terminal/vessel/agent personnel immediately.
- Start management, response, and agency notification.
- Initiate a site safety plan.
- Start documentation of actions taken.
- Obtain Pertamina Oil Terminal Tahuna approval before restarting the transfer.

4.3 GARBAGE RECEPTION

There are no Garbage reception facilities within Pertamina Oil Terminal Tahuna.

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SECTION V

MISCELLANEOUS INFORMATION AND REQUIREMENTS

5.1 DRUGS, ALCOHOL, AND FIREARMS POLICY

No alcohol or illegal drugs are allowed to enter the terminal. Crew members under the influence of drugs or alcohol will be detained at the security office and have their company notified. Reasonable cause for detaining crew members is their speech, manner, behavior, and/or general appearance that may indicate that an individual is under the influence of drugs or alcohol. If a crew member is detained for any of cause above, the shipping company must have the person tested for drugs and alcohol, before granted entry to the terminal.

Firearms of any kind are not allowed in terminal's property, except for those carried by authorized law enforcement officers.

Every vessel alongside the Pertamina Oil Terminal Tahuna must have an alcohol and drugs policy that meets or exceeds the standard as described in "The Oil Companies International Marine Forum Guidelines for the Control of Drugs and Alcohol on board Vessels".

5.2 REPAIR WORK PERMISSION

Repairs that involve hot work are not allowed at any time the vessel is alongside the Pertamina Oil Terminal Tahuna. Any repairs or maintenance not requiring hot work must be pre-approved by the terminal. A list of any additional personnel and parts required to complete the repairs must be supplied to the terminal before arrival.

5.3 OTHER CRAFT ALONGSIDE

No craft is authorized to come alongside or remain alongside a vessel while handling hazardous cargo without permission from the terminal. The operator of the craft must be fully aware of all safety rules and regulation applying to the vessel/terminal and must comply.

5.4 FRESH WATER

Fresh water supply is not available.