

**Pertamina Oil & LPG
Terminal Kolaka**

Terminal Safety Information Booklet



Pertamina – Marine Region VII Sulawesi			
Oil & LPG Terminal Kolaka	Marine Terminal Information Booklet	Issued	30 th January 2017
		Revised	0



Marine Region VII Sulawesi

Oil Terminal Kolaka

Marketing Directorate – PT. Pertamina (Persero)

Jl. Abadi no 261

Kolaka, Southeast Sulawesi – 93514

Telp. +62 405 21236

PERTAMINA MARKETING OPERATION REGION VII SULAWESI – MARINE TERMINAL

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

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PREFACE

This booklet is addressed to the Masters, owners, operators, and agent of vessels that call at the Pertamina Oil & LPG Terminal Kolaka. This booklet contains information that is applicable to the Pertamina Oil & LPG Terminal Kolaka 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 : 04° 02' 28,1" South
 Longitude : 121° 33' 39,8" East
 Name : Pertamina Marketing Operation Region VII Terminal BBM Kolaka
 Operator : Pertamina Marine Region VII
 Street Address : Jl. Abadi No.261
 Town : Kolaka
 State : Sulawesi Tenggara
 Zip : 93512
 Phone : 04052322059

1.2 BERTH DESCRIPTION

Pertamina Oil Terminal Kolaka (Pertamina Kolaka Terminal) is a private terminal owned by PT. Pertamina (Persero) – Marketing Operation Region VII and operated by Pertamina Marine Region VII Kolaka. The Pertamina Kolaka Terminal has one berths which are capable of unloading ships.

1.3.1 BERTH

Type : Dolphin
 Depth alongside berth : 12 meters
 Safe Draft : 8.5 meters
 Height of Jetty (mean sea level) : About 2.5 meters
 Min-Max Displacement of ship : Max. tons
 Min-Max DWT of ship : Max. 6.500 tons
 Min-Max LOA : Max. 105 meters
 Minimum Parallel Body Length : 21 meters
 Geographic Position : 04° 02'28 1" LS / 121°33'39,8" 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"	200	5
2	SOLAR	1 x 6"	320	5
3	PERTAMAX	1 x 6"	200	5

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1.4 CONTROLLING UKC

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

- Approaching the berth : 1 meters
- While alongside : 0.7 meters

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

1.5 SHIP TRANSIT THROUGH KOLAKA STRAIT

1.5.1 POSITION AND FUNCTION

Kolaka (04° 02' 28,1" LS / 121° 33' 39,8" BT), is a central commercial port of Eastern Indonesia, and is situated on the South edge of Kolaka Strait, on the mainland coast of Southern Sulawesi. It has a major oil terminal with advanced cargo & container handling facilities and one of the largest passenger ship terminal in Sulawesi. Kolaka port also plays a vital role in export/import trading of various commodities.

1.5.2 APPROACH AND ENTRY

The entrance channel of Kolaka is 25 miles long and 150 meters wide with a min. depth of 10 meters and max. depth of 16 meters. The ocean basin is consist of sand/clay.

1.5.3 WEATHER AND CLIMATE

Tidal

Top High	: 2.40 m LWS
Average High	: 1.55 m LWS
High High Water Spring	: 1.80 m LWS
Mean Sea Level	: 0.90 m LWS
Low Low Water Spring	: 0.00 m LWS
Chart Datum	: 0.00 m LWS

Wind

Max. Speed : 5 – 25 knots

Temperature

Average : 24° - 31° C

1.6 RECOMMENDED MOORING REQUIREMENTS

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

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1.6.1 SHIPS

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

1.6.3 EXCEEDING MINIMUM MOORING

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

1.6.4 WINCHES AND LINE HANDLING

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

1.6.5 BERTH LAY-OUT

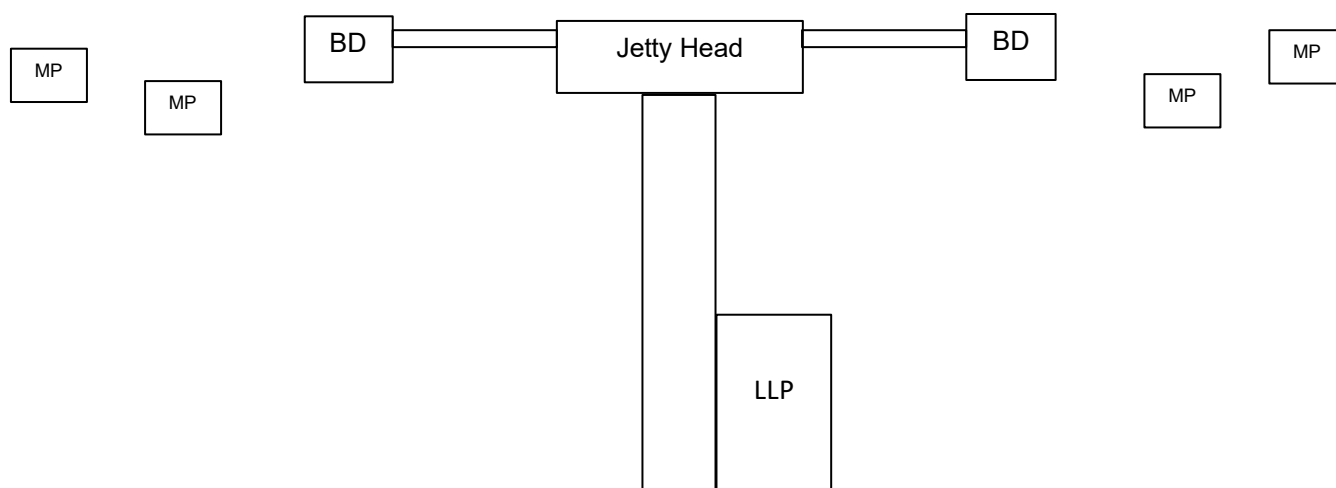


Figure 1 – Layout of Jetty

1.7 PILOTAGE

Pilotage is not compulsory. Vessel calling at Kolaka Port has to confirm their arrival time to Marine Operation Station at least 8 hours before arrival and 3 hours before departure. Vessel shall report to Kolaka Marine Operation Station on VHF Ch 09.

1.8 TUG REQUIREMENTS

There are no Pilotageis compulsory at Pertamina Oil Terminal Kolaka. Muster must be consider other factors, by the size and ship handling characteristics of the vessel, the peculiarities of berth and its approaches, and the prevailing conditions e.g. tidal streams, weather.

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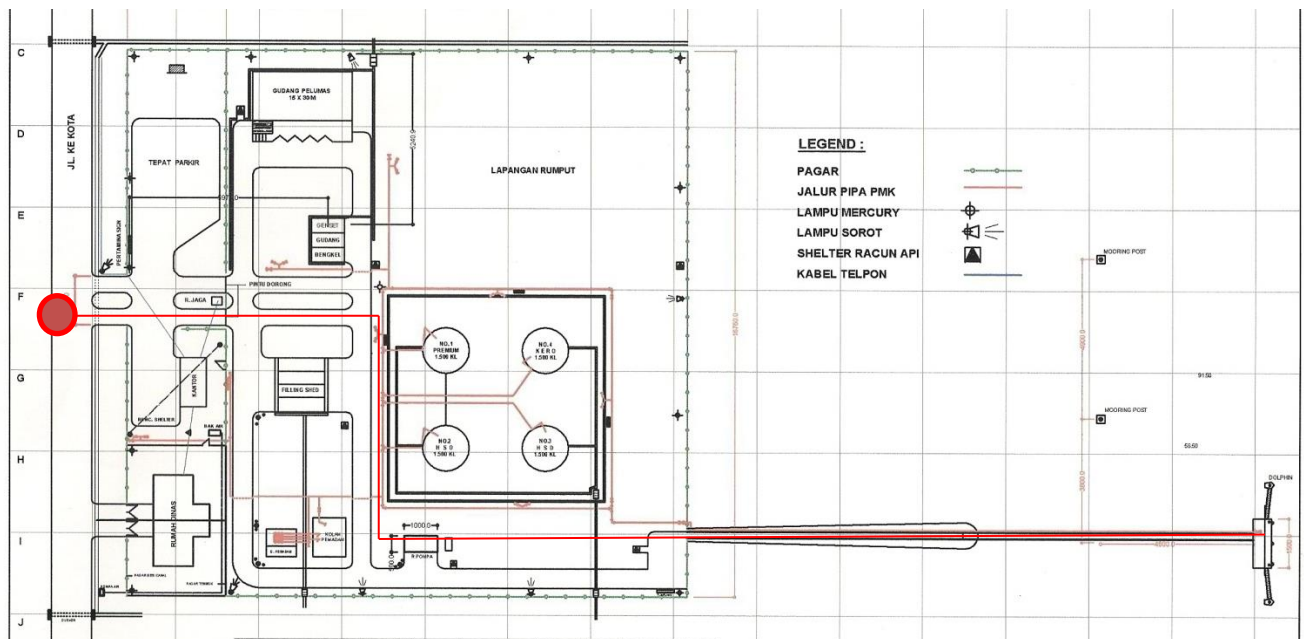
1.9 BERTHING MANEUVERS

Vessels need to approach the dock at an approximate angle of 5 degrees or less. Velocity cannot exceed 0.3 kts. Especially for berth no 1 the ship's speed when making contact to the berth should not exceed 0.19 kts.

All vessels calling on, attending to or are under contract providing support to or at any Pertamina Oil & LPG Terminal Kolaka will ensure that "Hand Steering" is used when approaching the terminal or facility for berthing. The use of "auto" pilot is prohibited unless permission is given by the terminal. Nothing in this requirement shall prevent the Master from taking such action deemed necessary and prudent, in the ordinary practice of good seamanship, for the safety of the vessel or crew.

1.10 BERTH EVACUATION ROUTES

Follow the evacuation route marked with arrows to the nearest assembly point in case of emergency. More details are described within below picture :



1.11 PRE-ARRIVAL INFORMATION

Following pre-arrival information need to 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. Ship's security level
5. IMO crew list.
6. Other important information for terminal.

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The required information shall be sent to the following :

1. Pertamina Kolaka Marine Operation email address :
mk.sofyan1@mitrakerja.pertamina.com Phone. +62 405 21236
2. PIC Pertamina Ship Agency : mk.ressa.banga@mitrakerja.pertamina.com
Phone. +62 85255777929

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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 Kolaka Terminal's maximum safe-operation wind limit is 35 knots. Wind limit will be expressed as a sustained wind blowing for an average of 30 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 or loading operations will cease. All compartment hatches and loading 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 Region VII Kolaka policy while on the berth. While onboard their vessel, the crew are allowed to follow their own company policies. The Pertamina Marine Region VII policy requires the following:

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

2.4 TERMINAL CONTACT INFORMATION

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

- **Marine Region VII Kolaka**
Marketing Directorate – PT. Pertamina (Persero)
Abadi Street No 261
Kolaka City, Southeast Sulawesi
Phone. +62 405 21236

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- Marine Operation : Email. mk.sofyan1@mitrakerja.pertamina.com
Phone. +62 405 21236
Radio VHF Channel 09
- Berth Schedule : Email. mk.ressa.banga@mitrakerja.pertamina.com
Phone. +62 85 255 777 929
Radio VHF Channel 09
- Puskodal MOR VII : +62 411 871 181 / 7011
- HSSE Region VII : +62 411 871 181 / 7401
- S&D Region VII : +62 411 871 181 / 7501
- Puskodal Kolaka : +62 405 21236
- Medical Office Region VII : +62 411 871 181
- Kolaka Firefighter Office : +62 405 2324113
- Police Station : +62 405 23221235
- Kolaka Hospital : +62 811 9205569

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 & LPG Terminal Kolaka 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 shanel. 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 com
munication are working.

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

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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 loading or unloading at the Pertamina Oil & LPG Terminal Kolaka 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 the 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.
- Quality of Inert Gas System if available.
- Venting method.
- Whether or not the cargo include toxic component for example H₂S, benzene, lead additives or mercaptans.
- Cargo characteristic.
- Restrictions for transfer operations both shore and ship.
- Ballast/deballasting.
- Applicable security measure for current Security Level.

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.

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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 for our part, will ensure that our personnel do likewise, and co-operate fully with you in the mutual interest of safe and efficient operations.

Before the start of operations, and from time to time thereafter, for our mutual safety, a member of the terminal staff, where appropriate together with a Responsible Officer, will make a routine inspection of your ship to ensure that elements addressed within the scope of 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 & LPG Terminal Kolaka 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.

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.

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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.

During the handling of volatile petroleum and the loading of non-volatile petroleum into tanks containing hydrocarbon vapour, and while ballasting after the discharge of volatile cargo, all cargo tank lids should be closed and secured. Closed oil cargo transfer is required throughout the operations.

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 loading and discharge working pressure for each grades. Before arriving at the Pertamina Oil & LPG Terminal Kolaka, 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 & LPG Terminal Kolaka 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 loading arms must be checked periodically for leaks, kinking, and proper positioning with the up and down movement of the vessel.
- The waters arounds the vessel will be checked periodically for any evidence of spilled product

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- Cargo transfer (loading/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 DANGEROUS CARGO SIGNAL

The vessel shall display a red warning light by night and a red “B” flag by day to advise passing traffic that the vessel has dangerous cargo on board.

2.19 VESSEL-TO-SHORE VOLUME COMPARISONS

Vessels either loading or 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.

2.20 TANK CLEANING/TANK ENTRY

Tank cleaning is not allowed at any time the vessel is alongside the Pertamina Oil & LPG Terminal Kolaka. 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 & LPG Terminal Kolaka, a vessel may be 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 strictly 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 4 x 30 seconds. Firefighting at the Pertamina Oil & LPG Terminal Kolaka is done by the Pertamina Kolaka Fire Brigade.

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 notices are to be posted on the vessel for the following :

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

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.

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- 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 second, 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 & LPG Terminal Kolaka 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 & LPG Terminal Kolaka. Listed below are the requirements for entrance to the Pertamina Kolaka 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 Kolaka Terminal rules and regulations concerning safety must be adhered to by personnel entering the jetty area.
5. Security procedures for the terminal on various Security Levels are stated in the Pertamina Kolaka Terminal Security Plan. If the Security Level is raised from 1 to higher level, the Pertamina Oil & LPG Terminal Kolaka Facility Security Officer will notify all customers doing business at the terminal of the increased level and any additional security procedures. The current Security Level is displayed near the security post in every jetty.

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. The discussion will include the current Security Level Declaration of Security, and any other security measures deemed necessary by the vessel of terminal.

3.6 TAKING PHOTOGRAPHS

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

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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 Pertamina Oil & LPG Terminal Kolaka. This includes radios, pagers, cell phones, portable lighting, or any other equipment that is electrical but not approved for use in hazardous areas.

3.9 SHORE LEAVE

Shore leave is permitted at Pertamina Oil & LPG Terminal Kolaka 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 firearms, cold steels, matches, lighters, and other destructive weapons.
- Do not incite fighting and no horseplay.
- 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 sufficient crew not less than 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 & LPG Terminal Kolaka 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 spil 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 Kolaka - Oil Spill Response Team.

Any vessel moored at the Pertamina Oil & LPG Terminal Kolaka ia 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 Kolaka 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 evecuations 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 contract name and number for further details. A written summary of the incident and a summary of the investigation report, inculding corrective action(s) planned, shall be submitted within 30 days of the event directly to Pertamina Marine Operation Kolaka.

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.

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- 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 & LPG Terminal Kolaka approval before restarting the transfer.

4.3 GARBAGE RECEPTION

There are no Garbage reception facilities within Pertamina Oil & LPG Terminal Kolaka.

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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 & LPG Terminal Kolaka 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 & LPG Terminal Kolaka. 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 LOADING PROVISIONS AND STORES

Loading of provisions and stores is allowed at the Terminal with operational and security restrictions.

Operational: Contractor vehicles are not allowed on the berth. If shore side delivery is being made, provisions and stores must be hand-trucked down the berth to the vessel. With prior permission from the terminal, stores may also be delivered via launch.

Security: A list of personnel delivering the provisions must be supplied to the terminal before their arrival. Before they enter the berth area, they must show photo ID. If MARSEC levels rise, other restrictions may be applied. Contact the terminal if you have questions.

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5.4 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.

5.5 BUNKERING/FUELING

There are no bunkering/ fueling facilities in Jetty I Pertamina Oil Terminal Kolaka.

5.6 FRESH WATER

There are no fresh water facilities within Pertamina Oil Terminal Kolaka.