PERTAMINA
ENERGY TERMINAL

TERMINAL INFORMATION BOOKLET

PT PERTAMINA ENERGY TERMINAL
FUEL TERMINAL BAUBAU

CAUTION

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INTRODUCTION

General Overview

Fuel Terminal Baubau is located at Baubau City – Southeast Sulawesi Province. FT Baubau is a business unit of PT Pertamina Energy Terminal under the subsidiary of PT Pertamina International Shipping (Integrated Marine Logistics Subholding). The location of the Baubau Terminal is on Jalan Dayanu Ikhsanuddin, KM 8, Sulaa Village, Betoambari District, Baubau City, Southeast Sulawesi. Fuel Terminal Baubau was built in 2008 and operated in 2012 which in its activities has implemented Terminal Automation System (TAS) with total area of 20.6 ha. FT Baubau operates assets in summary:

- 8 Fuel products tanks with total capacity 105.000 KL
- 6 Fuel products tanks with total capacity 40.000 KL (ongoing projects)
- 3 Jetty facilities.

This booklet gives a short overview of the relevant regulations and safety instructions for Masters, Captains, Agencies and Charterers. The basic considerations of those regulations are the Environmental permit, the Harbor regulations, agreements made with the Port Authority. However, this book is not made to guarantee the safety of the ship. The captain or the person responsible on board in ship must have a good knowledge of the regulations that apply to the terminal and ensure that all crew members receive this information.

We kindly request that you follow these regulations and hand it over to your crew/team.

Fuel Terminal Manager Baubau,

Budi Mustanto

TABLE OF CONTENTS

PREFACE

This booklet is addressed to the Masters, owners, operators, and agent of vessels that call at the Fuel Terminal Baubau. This booklet contains information that is applicable to the Fuel Terminal Baubau 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 requirements. 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.

SECTION I
TERMINAL INFORMATION

1.1 POSITION

Latitude: 05° 31' 01.00" South
Longitude: 122° 33' 39.8" East
Name: Fuel Terminal Baubau
Operator: PT Pertamina Energy Terminal – Fuel Terminal Baubau
Street Address: Jl. Dayanu Ikhsanuddin Km 8 Sulaa
Town: Baubau
State: Southeast Sulawesi,
Zip: 93724
Phone: +62 402 2822990 / 2827041

1.2 BERTH DESCRIPTION

Fuel Terminal Baubau is a private terminal owned by PT Pertamina Energy Terminal under the subsidiary of PT Pertamina International Shipping. Fuel Terminal Baubau Terminal has three jetty facilities which are capable of loading, discharge, and bunkering ships. The berths are pile-supported concrete cap jetties situated along the Flores Sea.

1.3 BERTH DATA

1.3.1 JETTY 1

Depth alongside berth	:	-17 mLWS
Height of Jetty (Low Water Spring)	:	4,8 meters
Min-Max DWT of ship	:	17.500 – 35.000 tons
Min-Max Displacement	:	66.707 tons
Max LOA	:	185 meters
Minimum Parallel Body Length	:	52 meters
Geographic Position	:	05°30'53''S / 122°33'19''E

Under normal condition, it can handle the following product(s):

No	Product	Hose/Arm	Disch. Rate (kL per Hour)	Load. Rate (kL per Hour)	Max. Pressure(kg/cm²)
1	Gasoline (Ron 90, 92)	1 x 12", 1 x 6''	Max 1500	Max 800	7
2	FAME	1 x 6"	Max 1500	Max 800	7
3	SOLAR (HSD)	1 x 12", 1x 6''	Max 1500	Max 800	7

**Pressure from shore while loading N/A because gravity from tank.

Cargo Operations on Jetty 1 and Jetty 2 are equipped with MLA (Marine Loading Arm) that has been supported with ERC (Emergency Release Coupling) system.

Marine Loading Arm on Jetty 1 Fuel Terminal Baubau is ideally used for discharge and loading operation of the ship size 15.000 DWT – 35.000 DWT in accordance with manufacturing specifications, MLA on Jetty 1 has a safe horizontal swing operating range of 0,5 – 2,5 meters from the spotting line, safe horizontal envelope operating range of 7,03 – 9,78 meters and safe vertical envelope operating range of 1,2 – 10,9 meters from the baseplate.

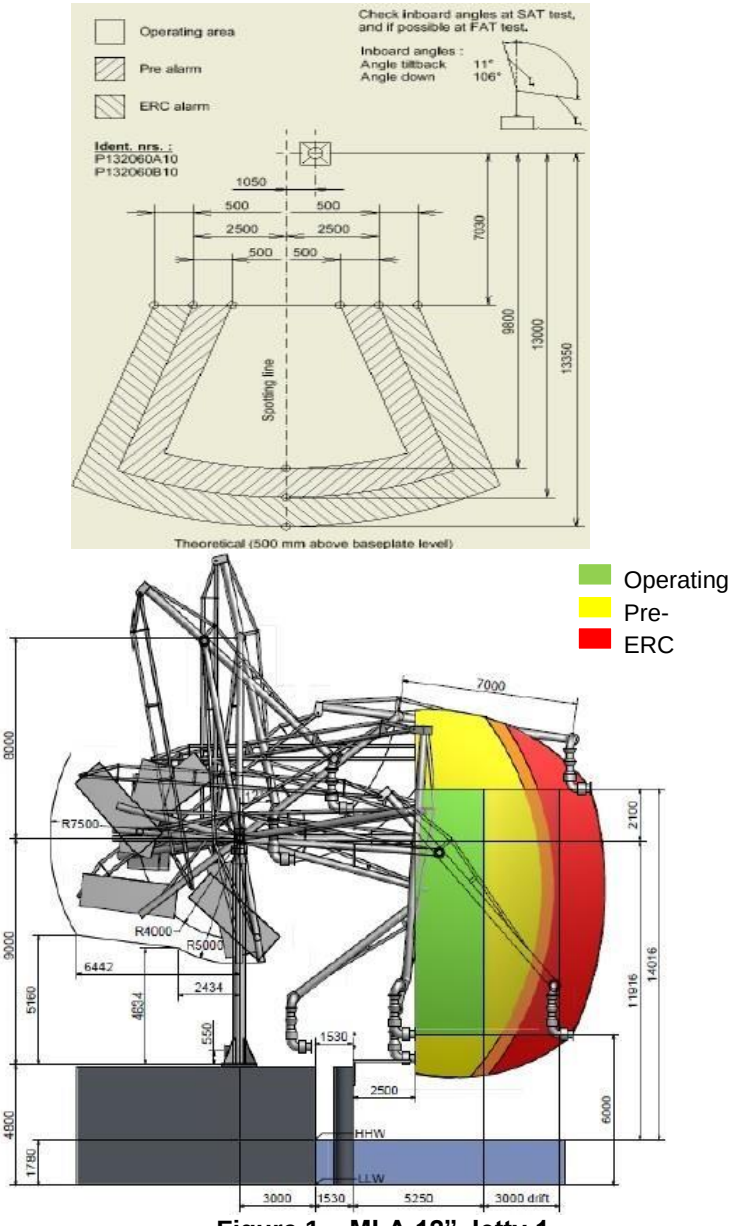


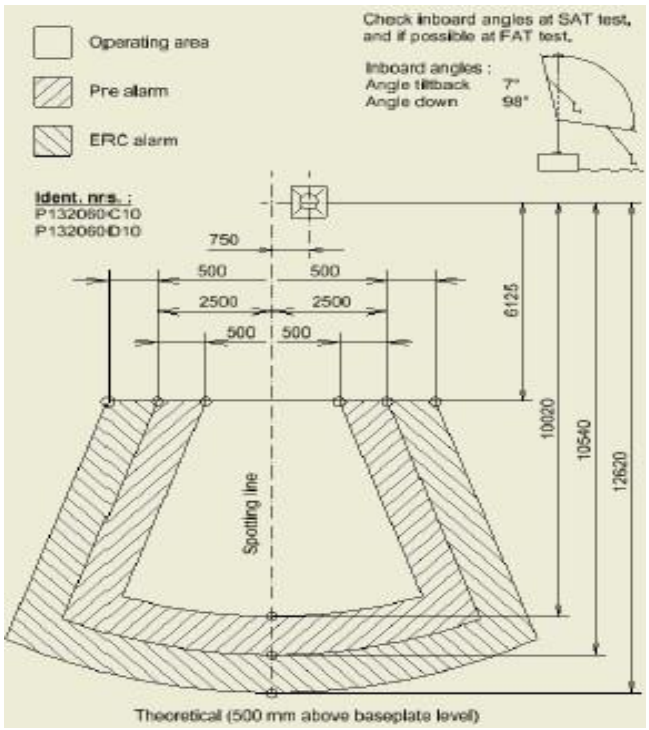
Figure 1 – MLA 12" Jetty 1

1.3.2 JETTY 2

Depth alongside berth	: -11 mLWS
Height of Jetty (Low Water Spring)	: 4,8 meters
Min-Max DWT of ship	: 1.500 - 6.500 tons
Min-Max Displacement	: 14.404 tons
Max LOA	: 125 meters
Minimum Parallel Body Length	: 28,4 meters
Geographic Position	: 05°31'01"S / 122°33'19''E

Under normal condition, it can handle the following product(s):

No	Product	Hose/Arm	Load. Rate (kL per Hour)		Disch. Rate (kL per Hour)	Max. Pressure(kg/cm²)
			Meter Skid	By Pass		
1	Gasoline (RON 90)	1x8", 1x6''	50 - 70	Max 600		1 / Gravity
2	SOLAR (HSD)	1x8", 1x6''	50 - 70	Max 600	-	1/ Gravity
3	Gasoline (RON 92)	1x8",	-	250 - 300	-	6
4	FAME	1x8"	-	150 - 250	150 - 250	5
5	Kerosene	1x8"	-	150 - 250	150 - 250	5



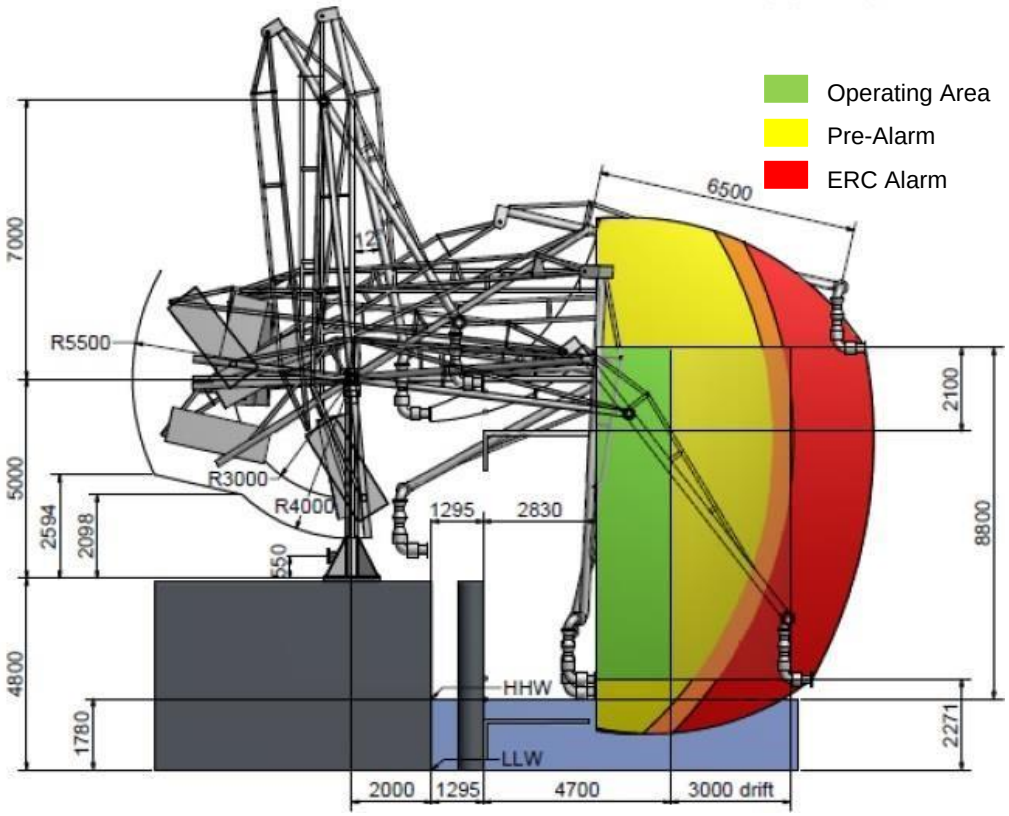


Figure 2 – MLA 8" Jetty 2

Marine Loading Arm on Jetty 2 Fuel Terminal Baubau is ideally used for the discharge and loading activities of the ship size 3.000 DWT – 6.500 DWT in accordance with manufacturing specifications, MLA on Jetty 2 has a safe horizontal swing operating range of 0,5 – 2,5 meters from the spotting line, safe horizontal envelope operating range of 6,12 – 8 meters and safe vertical envelope operating range of (-2,5) – (+5,8) meters from the baseplate.

Note : *Ships under 1,500 DWT can berthing at Jetty 2, but should obtain a PSA (Pertamina Safety Approval) and some parameters from the Baubau Fuel Terminal PIC taking into account the position of the rubber fender, LOA, LBP, the distance from the ship's manifold to the ship's side and Operational Safety Procedures.*

1.3.3 JETTY 3

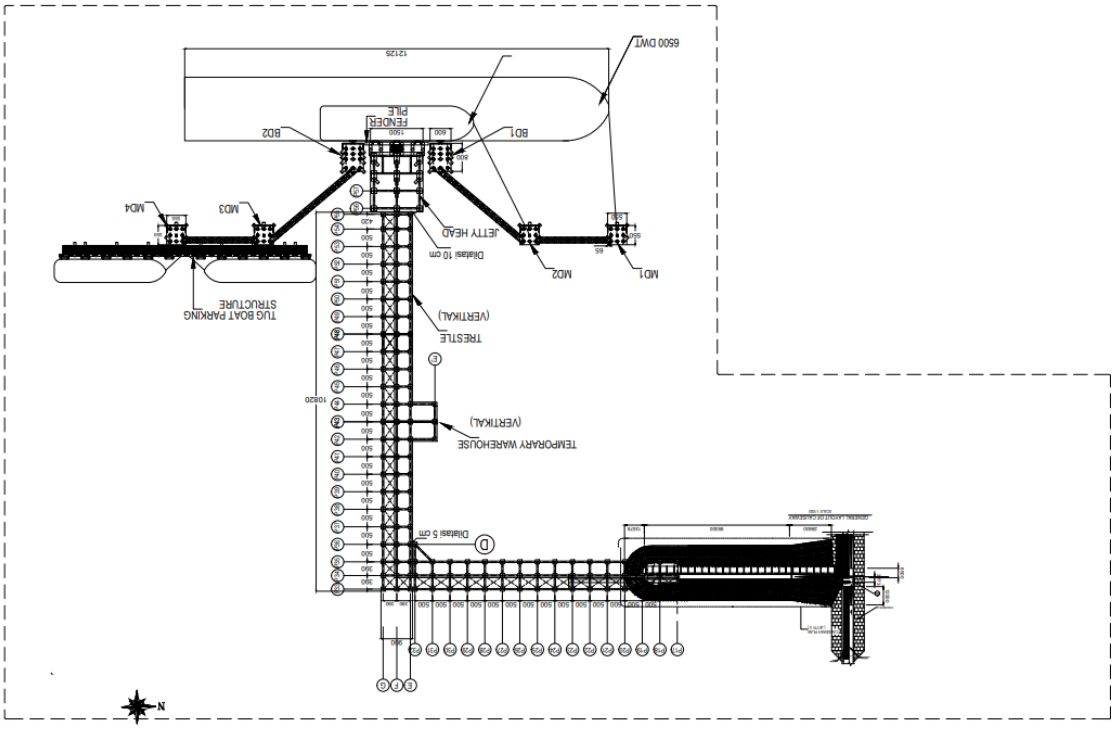
Depth alongside berth	: -13 mLWS
Height of Jetty (Low Water Spring)	: 4,8 meters
Min-Max DWT of ship	: 800 - 6.500 tons
Min-Max Displacement	: 14.404 tons
Max LOA	: 121,24 meters
Minimum Parallel Body Length	: 28,4 meters
Geographic Position	: 05°31'09"S / 122°33'20''E

Under normal condition, it can handle the following product(s):

No	Product	Hose/Arm	Disch. Rate (kL per Hour)	Load. Rate (kL per Hour)	Max. Pressure(kg/cm²)
1	GASOLINE (RON 90, 92)	1x10", 1x8''	Max 500	Max 455	7
2	FAME	1x8"	Max 300	-	7
3	SOLAR (HSD)	1x10",1x8''	Max 500	Max 455	7

**Pressure from shore while loading N/A because gravity from tank.

Cargo Operations on Jetty 3 is equipped with Rubber Hose or Composite Hose that has been equipped with Insulation Gasket system and Jib Crane for Hoses maximum 5 Tons.



1.4 CONTROLING UKC (Under Keel Clearance)

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

- Approaching the berth : 15% water depth
- While alongside : 10% water depth

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

Baubau (05°07'17.3"S / 122°36'36.4''E), Sea - port of the bustling town of Bau-Bau, Muna regency. Sea tourists' cruisers sometimes berth outside port due to shallow waters, pickup buy local sea transports. Port handles major traffic from neighboring harbors and other distant provincial ships. The entrance channel of Baubau is 11,5 nautical miles long and 700 meters wide with a min. depth of -17 mLWS. The ocean basin is consisting of sand/clay.

1.5.2 APPROACH AND ENTRY

There are four coordinates to entry Fuel Terminal Baubau (FT Baubau), therefore:

1. From the north the entrance channel of Baubau is 25 miles long and 150 meters wide with a min. depth of 10 meters and max. depth of 17 meters. The ocean basin is consist of sand with some reef area.
2. From the west
   The Entrance from Flores Sea usually coming from Selayar Strait with depth more than 300 m between Kadatua Island and Tanjung Wandoridi
3. From the southwest
   - Between from Kadatua Island and Lewutokidi Island, max depth 162 meter and min depth 37 meter and wide of the channel 1.24 Nautical Mile
   - Between from Siompu Island and Lewutokidi Island, max depth 162 meter and min depth 37 meter and wide of the channel 1.22 Nautical Mile
4. From the south
   The entrance from Masiri Strait between Tanjung Simini and Tanjung Pidada usually the vessel coming from the southeast (Australia Sea, Arafuru sea) or coming from the east (Banda Sea).

1.5.3 WEATHER AND CLIMATE

Tidal

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

Wind

Max. Speed: 5 – 35 knots

Temperature

Average: 24° - 31° C

1.5.4 TIDAL STREAM INFORMATION

In the South part of Selat Masiri, the stream sets as follow

- S going, rate 1 - 3 kn, duration 6 to 7 hours
- N going, rate 3 - 5 kn, duration 5 to 6 hours

There is no slack period during spring tides and only brief period of slack during neaps, the stream reverses direction almost immediately.

***There is an extreme current change during approach from channel to jetty alongside due to differences water depth contour which are extreme*.**

1.5.4 PILOTAGE AND TUGS ANCHORAGE AREA

Pilotage is compulsory for vessels more than 500 GT in gross volume. Harbour pilot for Baubau is embarked in the vicinity of Flores Sea (Port Hand) or in the cargo ship anchorage area. Tugs are available and are normally stationed near the jetties. There are 2 coordinates for Pilot Boarding, therefore :

- From south or southwest: 05^0 34.401’ S122^0 32.910’ E
- From west or north: 05^0 28.0 S 122^0 31.7 E

And anchorage area for the vessel there are 2 locations, therefore:

- For vessel GP-MR anchorage area:

05^0 26.704’ S $122^0$35.151’E
05^0 27.467’ S 122^0 33.030’ E $05^0$25.820’ S 122^0 33.659’ E 05^0 25.992’ S $122^0$34.700’ E

- For vessel Small 2 less anchorage area:

05^0 26.572' S 122^0 36.907' E
05^0 26.563' S 122^0 37.376' E
05^0 26.244' S 122^0 37.743' E
05^0 25.816' S 122^0 38.045' E
05^0 25.867' S 122^0 38.437' E
05^0 26.624' S 122^0 38.233' E
05^0 26.106' S 122^0 37.587' E
05^0 26.734' S 122^0 36.841' E

Note:
Additonal remark optic cable under sea there are:
05^0 31.998' S 122^0 33.768' E
05^0 32.860' S 122^0 33.507' E
05^0 33.983' S 122^0 33.383' E
05^0 35.352' S 122^0 33.452' E
05^0 36.501' S 122^0 33.685' E
05^0 37.295' S 122^0 34.029' E
05^0 37.870' S 122^0 34.469' E

1.6 MINIMUM MOORING REQUIREMENS

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

1.6.1SHIPS

Ship's Size			Forward			After		
			Head Lines	Breast Lines	Spring Lines	Stern Lines	Breast Lines	Spring Lines
1.	10.000 - 35.000	DWT	3-4	2	2	3-4	2	2
2.	1.500 - 10.000	DWT	3	2	2	3	2	2
3.	800 - 1.500	DWT	-	-	2 - 4	-	-	2 - 4

1.6.2 BARGES

- Barges with 80 ton and greater capacity shall deploy a minimum of 8 (eight) mooring lines.
- Barges with less than 80 ton capacity shall deploy a minimum of 6 (six) mooring lines.

1.6.3 EXCEEDING MINIMUM MOORING

Additional lines may be used at the discretion of the vessel Master or may be required depending on unfavourable 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

These are berthing layout diagram is for Master's reference of best mooring practice.

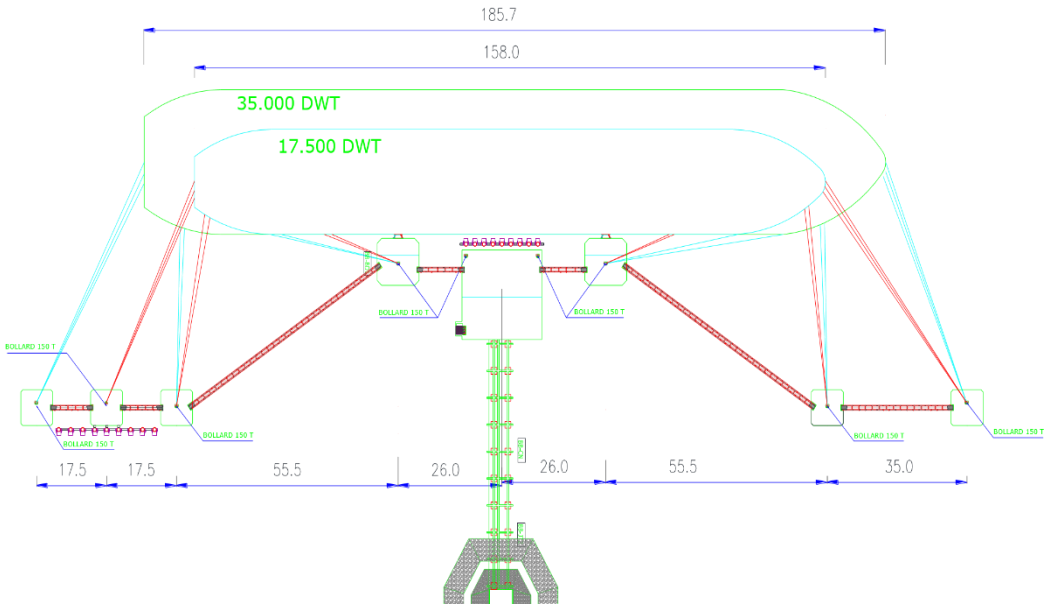


Figure 3 – Layout of Jetty 1 (35.000 DWT)

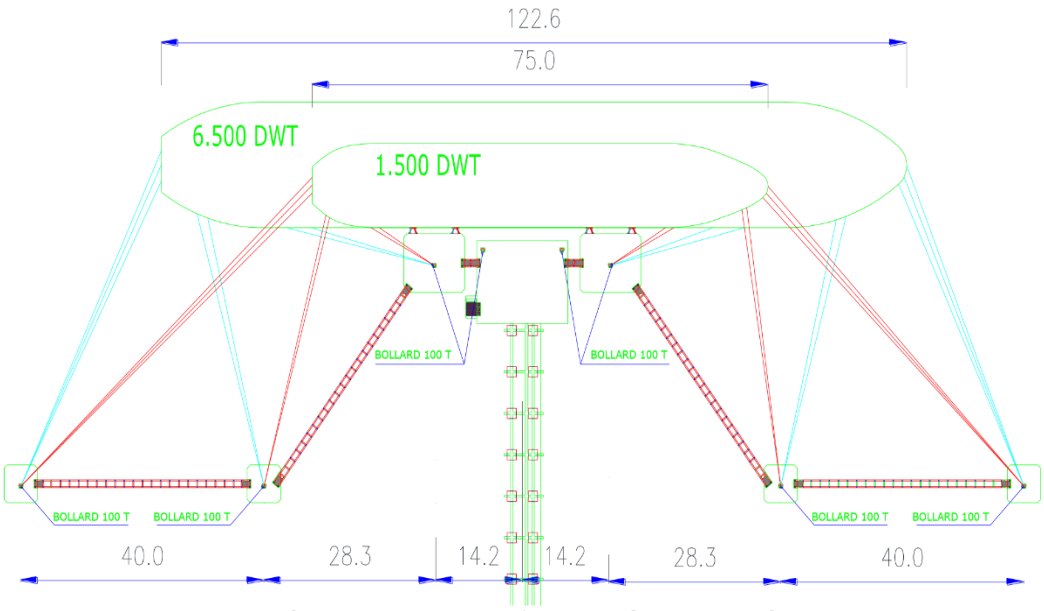


Figure 4 – Layout of Jetty 2 (6.500 DWT)

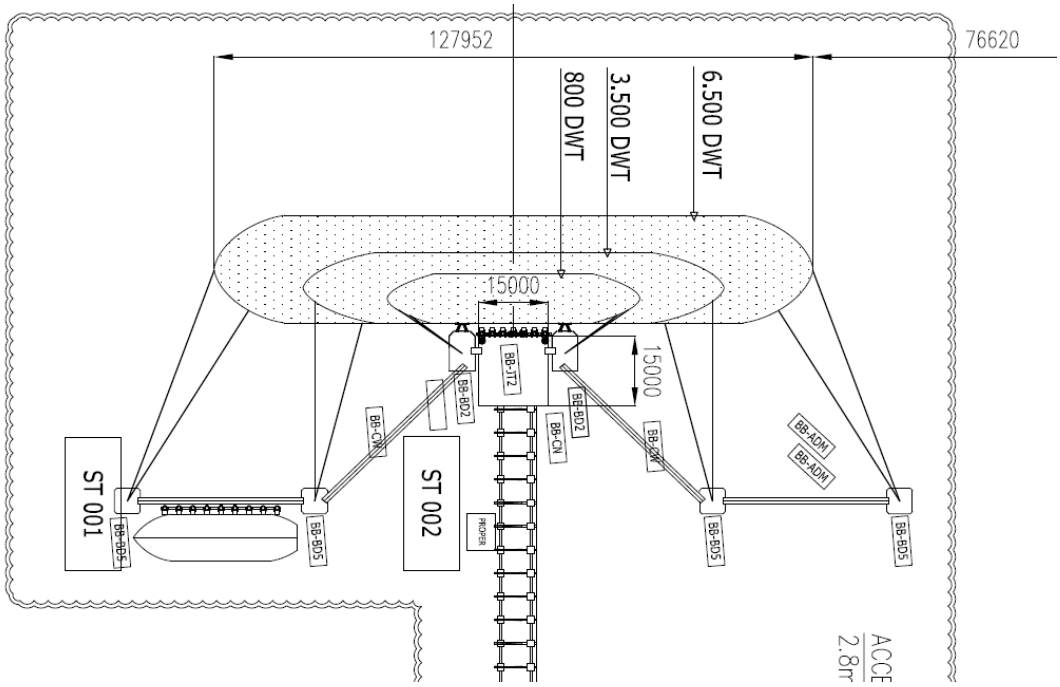


Figure 5 – Layout of Jetty 3 (6.500 DWT)

1.7 PILOTAGE

Pilotageis compulsory. Vessel calling at Baubau Port has to confirm their arrival time to Marine Operation Station at least 8 hours before arrival and 3 hours before depature. Vessel shall report to Baubau Marine Operation Station on VHF Ch 09 and Pilotage PPL (Pertamina Port Logistic) Station on VHF Ch 09.

1.8 TUG REQUIREMENTS

Below table towage guidelines are intended to assist the terminal user to determine the number of tugs required for a vessel's movement within the port waters of Baubau.

No	Ship's LOA (m)	Number of Tugs	Min. Total Power (HP)
1	70 - 150	1	2.000
2	150 - 250	2	6.000
3	> 250	3	11.000

The number of tugs required is determined, among 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. The pilot upon boarding may thus, in consultation with the master, cancel or order additional tugs if required. Fuel Terminal Baubau have 2 tugboat with each capacity 3000 HP and 2 mooring boat with each capacity 80 HP able to used assist berthing process the vessel.

1.9 BERTHING MANEUVERS

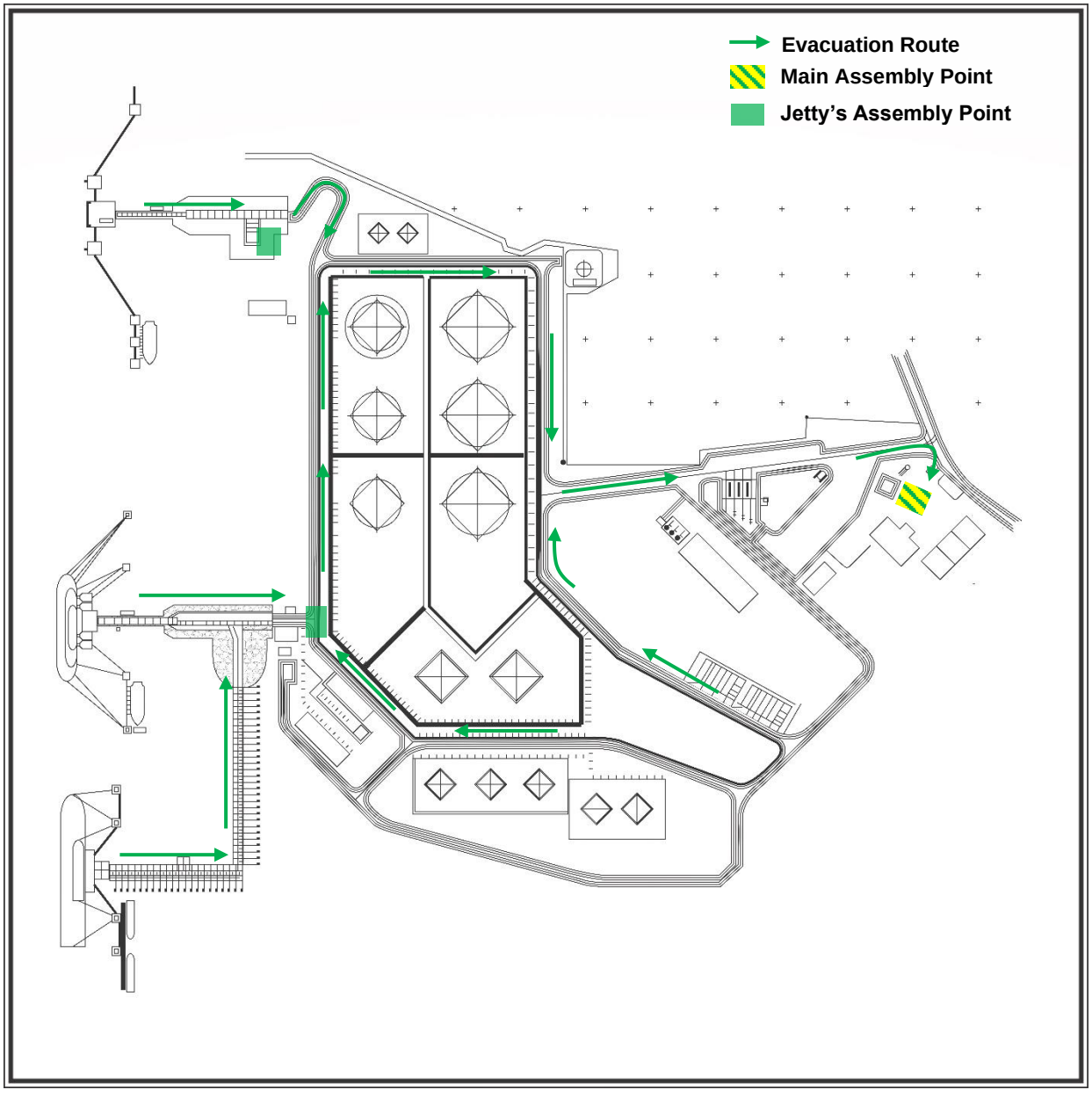
Vessels need to approach the dock at an approximate angle of 10 degrees or less. Velocity cannot exceed 0.35 kts, **especially for Jetty no. 1 the ship's speed when making contact to the berth should not exceed 0.25 kts**.

All vessels that will alongside to Fuel Terminal Baubau must 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:***

Figure 6 – Berth evacuation route



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. Validity and copy of Pertamina SIMFIT
4. Quantity of cargo (if applicable)
5. Ship's security level
6. IMO crew list.
7. Other important information for terminal.

The required information shall be sent to the following:

1. PT. Pertamina Energy Terminal Fuel Terminal Manager email: budi.mustanto@pertamina.com
2. PT. Pertamina Transkontinental Port Manager Baubau: ihsan.mubarak@pertamina.com
3. PT. Pertamina Transkontinental Operasi Marine Baubau: ops.marine.baubau@pertamina.com

SECTION II
OPERATIONAL INFORMATION

2.1 WIND LIMITS

Berthing maneuvers should normally not be conducted in winds in excess of 10 knots, Once berthed, if storm winds in excess of 38 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 Fuel 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 Fuel Terminal Baubau policy while on the berth. While onboard their vessel, the crew are allowed to follow their own company polices. The Fuel Terminal Baubau policy requires the following:

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

2.4 TERMINAL CONTACT INFORMATION

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

- **Marine Area Sulawesi Baubau**
  Marketing Directorate – PT. Pertamina (Persero)
  Dayanu Ikhsanuddin KM 8 Street
  Sulaa, Betoambari, Baubau City

Phone. +62 402 2822857

- Marine Operation : Email. ops.marine.baubau@pertamina.com
  Phone. +62 402 2822990/ 2827041
  Radio VHF Channel 09
- Berth Schedule : Email. ops.marine.baubau@pertamina.com
  Phone. +62 402 2822990/ 2827041
  Radio VHF Channel 09

- Port Facility Security Officer : +62 402 2822990
- Puskodal Baubau : +62 402 2822990
- Baubau Firefighter Office : +62 402 2821113
- Custom : +62 401 3121934
- Imigration : +62 4022823789

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

All correspondence regarding the management and operations of the Fuel Terminal Baubau should be directed to the Fuel Terminal Manager Baubau.

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 always have personnel on duty 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 keep 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 checks must be conducted every hour to ensure communication 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

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 COMPLIANCEAND TERMINAL SAFETY INSPECTION

All ships and barges loading or discharge at the Fuel Terminal Baubau 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 meeting 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 meeting, 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
- Applicable security ensures 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 last version. 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 rest 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 Checklist are being managed in an acceptable manner. Where corrective action is needed, we will not agree to operate 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 Fuel Terminal Baubau shall lease with Terminal personnel which gangway/ladder shall be used, depending on landing configuration. Gangways shall properly rig and landed safety onto the berth with handrails. The use of a safety net is mandatory.

2.13 TERMINAL SMOKING REGULATIONS

Smoking is prohibited within the terminal property.

2.14 HEALTH AND ENVIROMENTAL 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.

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 grade. Before arriving at the Fuel Terminal Baubau, 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

Fuel Terminal Baubau 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 on 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.
- 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 VESSEL-TO-SHORE VOLUME COMPARISONS

Vessels either loading or discharge will conduct periodic volume and flowrate 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 0,3%, 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 Fuel Terminal Baubau. Any tank entry must be pre-approved by the terminal.

SECTION III
SAFETY AND SECURITY INFORMATION

3.1 EMERGENCY DEPARTURE

During an emergency at the Fuel Terminal Baubau, a vessel maybe required to leave the berth on short notice. Masters will ensure that the vessel is always ready 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 5 minutes. Firefighting at the Fuel Terminal Baubau is done by the Fuel Terminal Baubau 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 noticed 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.
- 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 affect on 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 5 minutes, 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 Fuel Terminal Baubau 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 HSSE Officers of Fuel Terminal Baubau. Listed below are the requirements for entrance to the Fuel Terminal Baubau.

1. Contractor list and visitor list must be faxed to terminal 24 hrs prior 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 Fuel Terminal Baubau 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 Fuel Terminal Baubau Security Plan. If the Security Level is raised from 1 to higher level, the Fuel Terminal Baubau HSSE Officer will notify all costumers 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.

Unless specifically informed by PFSO, terminal is operating at security level 1.

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 Fuel Terminal Baubau - 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 Fuel Terminal Baubau. This includes radios, pagers, cell phones, portable lighting, or another equipment that is electrical but not approved for used in hazardous areas.

3.9 SHORE LEAVE

Shore leave is permitted at Fuel Terminal Baubau with following restriction.

- Walking or passing through the tank area is prohibited. Terminal provides dedicated vehicle 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.
- Smoking within terminal areas and offices is prohibited.
- Do not touch the terminal operational equipment.
- Switch off handphone and other electronic devices.
- Report all incidents to the nearest terminal office or staff.
- No taking pictures.
- No firearms, cold steels, matches, lighters, and other destructive weapon.
- 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 5 minutes.

Vessel shall always maintain sufficient crew not less than 70% of ship's complement onboard to deal with emergency, with 1 (one) senior officer and engineer must be on board.

SECTION IV
ENVIRONMENTAL INFORMATION

4.1 PRODUCT CONTAINMENT

4.1.1 BERTH

Fuel Terminal Baubau has a cement contaiment 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 sea. 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 Fuel Terminal Baubau - Oil Spill Response Team.

Any vessel moored at the Fuel Terminal Baubau 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 Fuel Terminal Baubau – Operation Team 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 Fuel Terminal Manager Baubau.

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 Fuel Terminal Baubau.

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 Fuel Terminal Baubau approval before restarting the transfer.

4.3 GARBAGE RECEPTION

Garbage reception facilities within Fuel Terminal Baubau is available, with only specific to organic garbage.

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, behaviour, 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 Fuel Terminal Baubau 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 Fuel Terminal Baubau. 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.

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

Jetty 1, Jetty 2 and Jetty 3 are equipped with bunkering facilities. Please contact Fuel Terminal Baubau - Operation Team or your agent for bunkering.

5.6 FRESH WATER

Fresh water supply is avilable from the Jetty. Please contact Fuel Terminal Baubau – Operation Team or your agent in advance to request fresh water supply.