

Botaş
Ceyhan Oil Terminal



Port Regulations
&
Information

Approval Date : 14 February 2005

2.Edition

WARNINGS

SMOKING

SMOKING IS STRICTLY PROHIBITED ON THE TERMINAL AND ON BOARD VESSELS ALONGSIDE, EXCEPT IN THOSE ENCLOSED SPACES ON BOARD SPECIFICALLY DESIGNATED BY THE MASTER AND LOADING MASTER AS “SMOKING AREAS.”

THE COMPANY RESERVES THE RIGHT, IN UNUSUAL CIRCUMSTANCES, TO PROHIBIT SMOKING AT ANY TIME IN ANY PLACE ON OR ADJACENT TO THE TERMINAL.

DRUGS / ALCOHOL

MASTERS ARE ADVISED THAT OPERATIONS WILL CEASE, WHEN THE ACTIONS OF A PERSON OR PERSONS INVOLVED IN OPERATIONS ARE NOT UNDER PROPER CONTROL AS A RESULT OF THE USE OF ALCOHOL AND/OR DRUGS.

ACCESS TO THE RESTRICTED AREA FOR A PERSON OR PERSONS SIMILARLY AFFECTED BY ALCOHOL AND/OR DRUGS WILL BE DENIED.

**USAGE OF DRUG IS STRICTLY
PROHIBITED BY TURKISH LAW.**

OPERATIONS WILL NOT RESUME UNTIL THE MATTER HAS BEEN REPORTED TO AND FULLY INVESTIGATED BY RELEVANT AUTHORITIES AND THE COMPANY CONSIDER IT SAFE TO DO SO. DELAY OR CANCELLATION IN A VESSEL'S DEPARTURE COULD RESULT. ALL COSTS ASSOCIATED WITH THIS DELAY WILL BE BORNE BY THE VESSEL.

Important Telephone Numbers

	<i>Telephones</i>	<i>Fax</i>	<i>Vhf Ch.</i>
Terminal	+90 322 6392465	+90 322 6392480	16,22
Harbour Master	+90 322 6392139	+90 322 6392140	16
Coast Guard	+90 158	-	16
Coast Guard Botaş	+90 322 6392420	-	16
Pilot Office	+90 322 6392465 +1242	+90 322 6392463	

Terminal Address : Botaş

Petroleum Facilities District Management

PO Box :73 01944

Ceyhan- ADANA

Botas Fire Department : 44 (local)

E-Mail: botas.pilot@botas.gov.tr

EMERGENCY SIGNALS :

Ashore: SOUND OF A SIREN

Aboard: INTERMITTENT SOUND OF LONG BLASTS ON SHIP'S WHISTLE

THERE IS A MINIMUM REQUIREMENT AT THIS TERMINAL THAT THE VESSEL COMPLIES AT ALL TIMES AND IN ALL RESPECTS WITH THE LATEST EDITION OF THE INTERNATIONAL SAFETY GUIDE FOR OIL TANKERS & TERMINAL (ISGOTT)

If any non-compliance with ISGOTT is identified, whether prior to, during or after cargo operations then the terminal reserves the right, at its absolute discretion and without limitation to:

- Reject the vessel;
- Cease loading operations;
- Suspend loading operations;
- Remove the vessel from the berth;
- Refuse completion of the intended operation; or
- Require attendance and/or assistance of marine or cargo expert(s) acceptable to the Terminal

All loss of time, together with all costs and expenses associated with the Terminal exercising its rights as set out above shall be for the vessel's account. The aforesaid shall be without prejudice to any rights the Terminal may otherwise have pursuant to the Terminal Regulations.

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FOREWORD

This booklet has been compiled for your information and guidance. It contains all relevant port information and essential requirements for safe operations whilst berthed at BOTAŞ (CEYHAN) PORT. The bases for these requirements are the BOTAŞ (CEYHAN) PORT Regulations and terminal rules.

We would appreciate your full co-operation during your stay at our terminal and you are kindly requested to pay in particular attention to matters concerning safety and environmental protection.

TERMINAL INFORMATION

1. General

Botaş Oil Terminal is owned and operated by BOTAŞ in position 36° 51.9 N 35 56.7 E. The marine terminal is located within the jurisdiction of Botaş (Ceyhan) Harbour Master.

2. Pilot/Loading Master

Pilot/Loading master holds a Master Mariner Licence and have extensive tanker experience. Pilot/Loading master will remain on board; therefore, suitable and Officer standard accommodation shall be provided for him on board the vessel.

3. Tug Boats

There are sufficient tugs available at all times to assist in berthing any size of vessel. The tugs vary in bollard pull from 16 to 40 tons. All are provided with foam fire fighting equipment.

Tug Name	BHP	Propulsion	Bollard Pull
Kırkkale	2 x 1600	Voith	> 30
Silopi	2 x 1600	Voith	> 30
K.B.Özbilen	2 x 1600	Voith	> 30
Yumurtalık	2600	Conventional	> 30
B.Dörtyol	2 x 650	Voith	> 16
Kurtkulağı	1200	Conventional	> 16

The number of tugs employed will vary according to the size of the vessel and the prevailing weather conditions.

4. Pre-Arrival Information Required

Followings are general guidelines for pre-arrival information required by the terminal.

Masters are requested to give their 72, 48 and 24 hour ETA message via their agent. Ship's first message shall contain the following information:

- a. Ship name ,flag and IMO number
- b. LOA,DWT, GRT and Reduced Gross Tonnage (If any)
- c. Arrival Displacement.
- d. Max. Loading rate required
- e. Number of manifolds and size
- f. Side-rail/ rollbar height from sea level
- g. Quantity and type of ballast and slop on board
- h. Required time for deballasting (or/and slop) to shore
- i. Arrival Drafts (fore and aft) and trim
- j. Is IGS fully operational and cargo tanks inerted ?
- k. NOR tendering time
- l. Requested cargo quantity

Ships are requested to call terminal as “BOTAS TERMINAL” by VHF Ch 22 at least 3 hours before arrival. Master shall give primary information to “Iraqi Shipping Office” through terminal.

5. Terminal Personnel

The terminal representative (Loading Master) will stay on board to ensure that the ship is complying with the terminal regulations. Loading Master will carry out a continuous watch for mainly ship-shore communications.

A 24-hour watch system is employed at the terminal with shift changes at 08:00,16:00 and 24:00 hours. A Botaş (Ceyhan) Port Authority representative can visit the ship from time to time to ensure compliance with the Port Authority regulations.

6. Environmental Information; Wind, Tide, Current

During the winter months, between November and March, the prevailing wind directions are N and NNE. The wind regime begins to change in April. During June through September, the major wind direction is SSW. The highest waves at the jetty occur when the wind is SW. During South-westerly winds, swell effects the jetties, the long swell sometimes exceeds 2-3 meters in height.

The difference between the average high tide and average low tide is about 0,5 M.

The current that is close to the surface (5-7 meter depth) sets S to SW and average velocity is less than 0,3 Knot and close to the bottom is less than 0,5 Knot.

The harbour will be closed for berthing when the wind speed exceed 15 knot by Pilot Office. Ships will not be berthed when visibility is less than half a mile.

7. Loading/Discharging Facilities.

Loading arms are hydraulically controlled by winch tower at jetty. All arms are capable of receiving ballast.

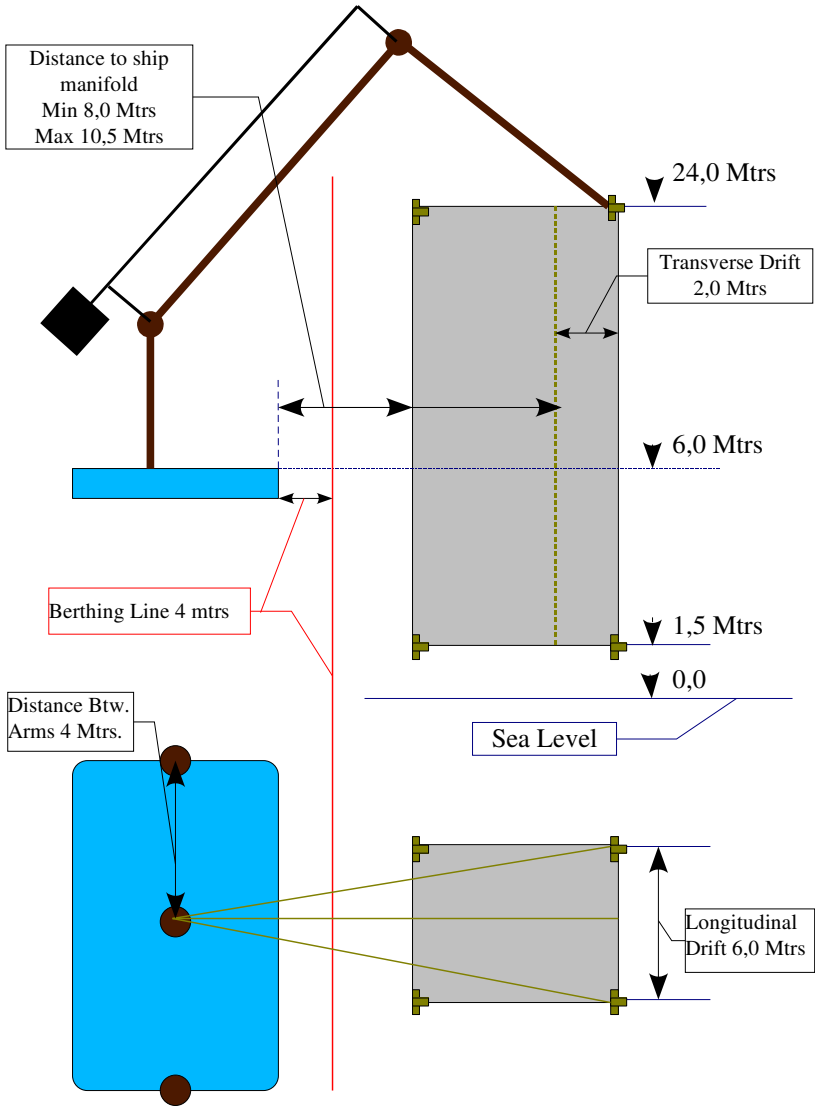
All vessels should have manifold arrangements which comply with the recommendations of the OCIMF - Recommendations for Tanker Manifolds and Associated Equipment. Special attention is made to a vessel's manifold arrangement which must be of a fixed and permanent design, (including pipelines, valves, supports etc.), and form part of the vessel's structure.

	No 1	No 2	No 3	No 4
Shore Line Size	42 "	42 "	32 "	32 "
Loading Arm Size	4 x 20 "	4 x 20 "	4 x 16 "	4 x 16 "
Manifold Connections	20,18,16	20,18,16	16,14,12	16,14,12
Loading Rate m ³ / hour	4 x 5000	4 x 5000	4 x 2500	4 x 2500
Ballast / Slop line Size	32"		32"	
Ballast tanks Distance (meters)	2025	2025	1500	1500
Tank Farm Distance (meters)	3760	3760	3235	3235

OPERATION ENVELOPES

BERTH 1 & 2

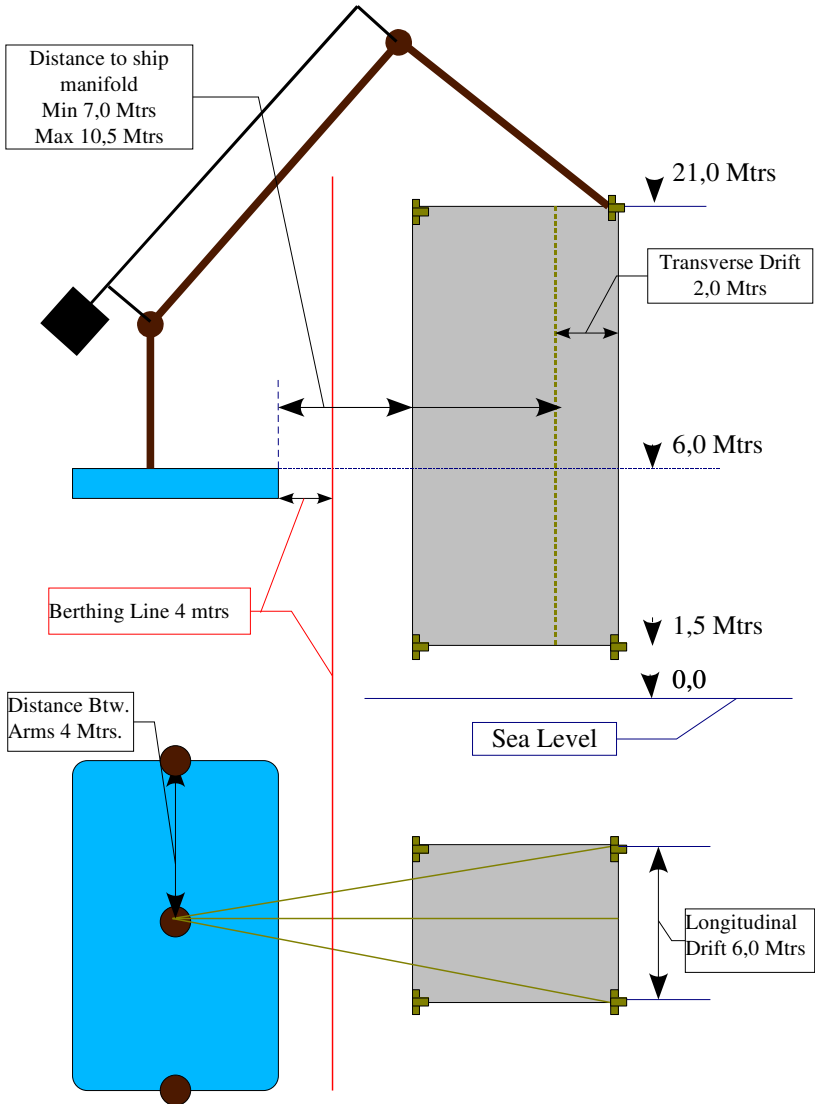
Loading Arms 20 inch



OPERATION ENVELOPES

BERTH 3 & 4

Loading Arms 16 inch



8. Berthing Restrictions

Berth 1 & 2 is designed to accommodate vessels in the approximate range 80,000 - 300,000 tons dead-weight where the maximum permissible berthing displacement is 190,000 tons.

Berth 3 & 4 is designed to accommodate vessels in the approximate range 30,000 - 150,000 tons dead-weight where the maximum permissible berthing displacement is 105,000 tons.

Berthing and unberthing is carried out day and night at all berths except the berth no 4. Berthing is limited to daylight only at berth no 4.

Berth No	No 1	No 2	No 3	No 4
Water Depth (meter)	25	25	20	19
Max. draught (meter)	23	23	18	17
Max. LOA (meter)	355	355	300	300
Min. LOA (meter)	200	200	168	168
Max. Arrival Displacement (Mton)	190 000	190 000	105 000	105 000
Max. Summer Deadweight (Mton)	300 000*	300 000*	150 000*	150 000*
Max. Side-Rail / Roll bar Height at manifold area (meters)	22.5	22.5	20	20
Min. Parallel mid-body Length	46	46	44	44

- **Important Notice:** Max. Summer Deadweight restrictions are set by Port Regulations. For the vessel over above deadweight but within all other physical limitations, terminal can give acceptance after obtaining the permission from the harbour master.

9. Emergency Towing Fire Wires

All tankers provide emergency-towing wires (steel fire wires) of sufficient length paid out to the water level on the offshore bow and quarter.

These wires are to be in good condition and of adequate strength for the tugs available. Each wire should lead directly inboard to the ship's bollards and should be well secured with adequate slack on deck prior to making fast on bollards as required for convenient adjustment.

10. Arrival Drafts

Vessels in ballast should arrive with sufficient draught and propeller fully immersed to ensure safe manoeuvring which is indicated in latest edition of MARPOL.

11. Mooring Instructions

At berths 1 and 3 vessels must be moored starboard side alongside. At berths 2 and 4 vessels must be moored port side alongside.

The Master shall:

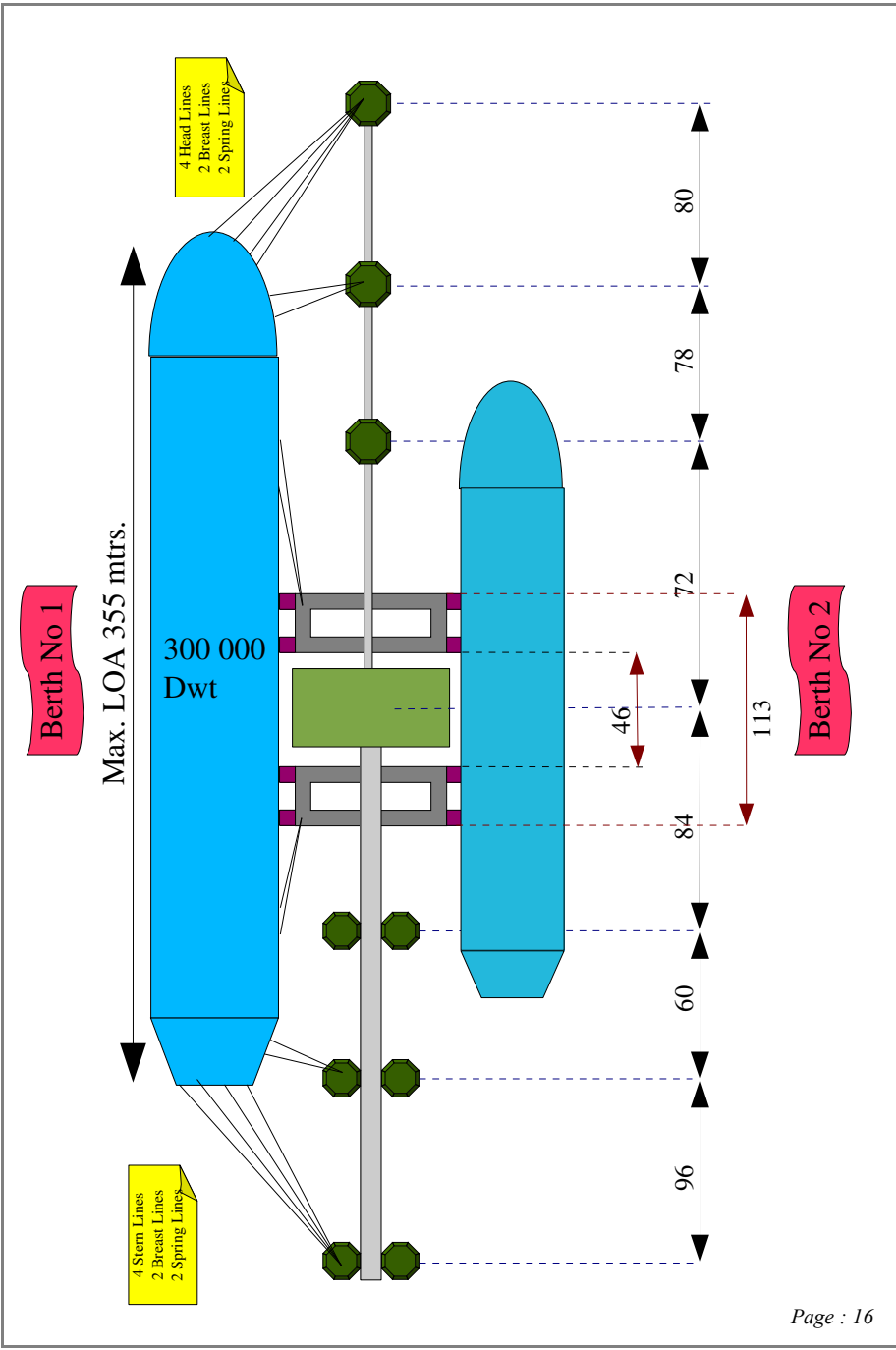
- a. Ensure that his vessel is adequately moored alongside with sufficient wires in accordance with the terminal's Mooring Plan.
- b. Ensure that the vessel's moorings are tended as required to prevent undue movements of the vessel.
- c. Ensure that self-tensioning winches should not be used in automatic mode while the vessel is moored because they may not always hold in position at a berth

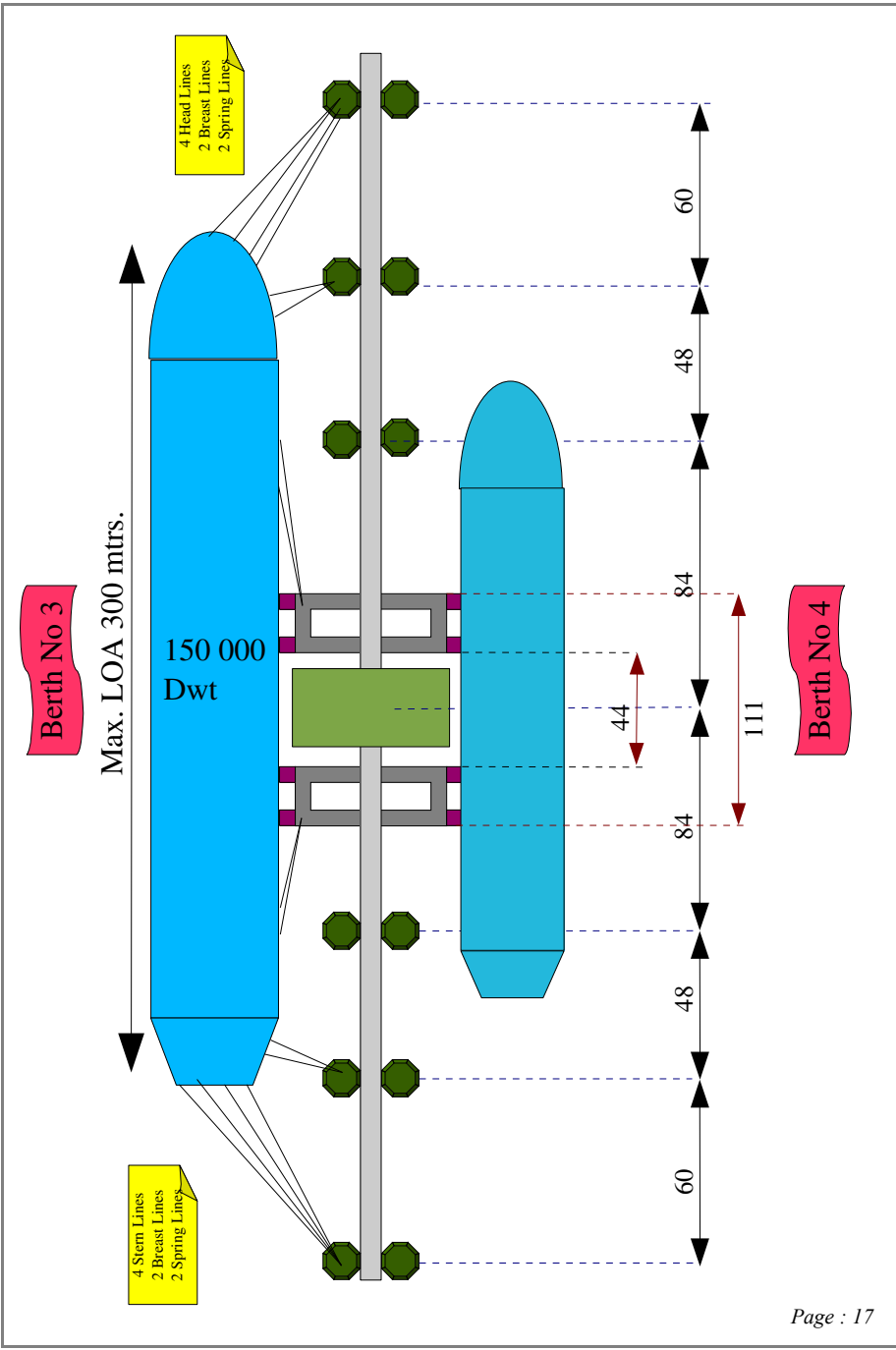
All mooring wires must have synthetic tail ropes. Mixed mooring (synthetic fibre ropes and steel wire ropes moored onto the same shore mooring hooks) must be avoided.

Terminal is equipped with automatic quick release mooring hook to be used during emergency departure.

Mooring hooks capacities at :Beth No 1 & 2 75 – 100 Ton

Beth No 3 & 4 60 – 75 Ton





Berth No 3

Max. LOA 300 mtrs.

150 000 Dwt

4 Head Lines
2 Breast Lines
2 Spring Lines

4 Stern Lines
2 Breast Lines
2 Spring Lines

Berth No 4

60

48

84

44

84

48

60

111

12.Vapour Emission

Terminal is not equipped with vapour emissions control system.

13.Ship/shore access and Emergency Escape

Safety shore operated gangways available for ship/shore access at the all berths.

Means of emergency escape; ship gangway shall be provided 1 meter above the water on sea side of the vessel.

14.Fresh Water

Fresh water is available at all jetties. Fresh water can be supplied by ship's hose.

15.Medical Centre and Accident

Any medical requirements should be made through the agent. An emergency ambulance can be obtained by Loading Master. Only First Aid facilities are available 24 hours per day at the Terminal Medical Centre.

Any accident observed by a member of the ship's crew either on board or at the terminal, should be reported to the Loading Master immediately

16.Drug and Alcohol

Usage of drug is strictly prohibited by Turkish LAW.

Any person affected by alcohol shall not be allowed to work and/or stay on deck and jetty. All seafarers must be able to respond at any time an emergency situation.

17.Transportation

The terminal provides a car service from the jetties to the terminal main gate. Ship's personnel are recommended to order a taxi/ minibus via agent. Walking on the jetty is not permitted.

18.Provisions and Stores

Provisions and stores, which are subject to decay, are allowed to be loaded over the jetty by the shore crane (S.W.L. 750 kg) with permission of the Loading Master.

19.Store and Repair Barges

For this type of barges is not allowed to be alongside the vessel.

20.Waste and Garbage

It is prohibited to throw waste or garbage into the harbour. Waste and garbage can be discharged in a barge arranged by Loading Master. Garbage fees are charged whether use or not.

21.Bunkers

Bunkers are not available at the berths.

22.Ship/Shore Safety Check-list

An International Ship/Shore Safety Check list shall be handed over to the Master by the Loading Master.

The Loading Master and chief officer will jointly check all items on this list. All safety items mentioned in the Ship-Shore-Safety Checklist for seagoing tankers have to be met. Cargo operations cannot start before this list has been completed and signed by both parties.

23.Fire Alarm Ashore

In case of an emergency at the terminal the alarm will be given by the sound of a siren. Every Monday at 1100 AM a fire alarm test is carried out.

24.Actions in Case of Fire Ashore or on Board Other Vessels

- a. Cease all cargo / ballast operations and close all valves.
- b. Disconnect arms
- c. Prepare vessels for immediate departure,

- d. Await instructions from Loading Master

25.Actions in Case of Fire on Board

- a. Give the alarm by means of: Intermittent sound of long blasts on ship's whistle or rapidly and continuously ringing of ship's bell,
- b. Fight fire and prevent fire spreading
- c. Inform the Loading Master/terminal via VHF.
- d. Cease all cargo / ballast operations and close all valves.
- e. Stand by to disconnect arms
- f. Bring engines to standby

26.Fire Precautions

All tankers shall be provided with a fire water system with hydrants, fire hoses complete with couplings and jet/jet spray nozzles.

The vessel's fire fighting equipment, including main and emergency fire pumps, shall be ready for immediate use. The fire main system should be pressurised or be capable of being pressurised at immediate notice.

Fire hoses fitted with spray/jet nozzles shall be uncoiled and connected to the fire main on the main deck, one forward and one aft of the vessel's manifold. Two portable fire extinguishers, preferably of the dry powder chemical type, shall be placed adjacent to the manifold. Where monitors are provided they should be pointed towards the manifold and be ready for immediate use.

An International Ship/Shore connection shall be on the vessel's fire-main in the vicinity of the gangway and the fire fighting plan shall be available close to the gangway.

27.Fire-Fighting Equipment on the Jetty

For fire-fighting purposes each berth is equipped with:

- a. A remote controlled water/foam monitor.
- b. Water monitors on the pier decks,

- c. Sufficient portable fire extinguishers and hoses,
- d. An international shore fire connection,
- e. A sprinkler system to protect the pier decks at ship's side

28.Smoking Regulation

Smoking is strictly prohibited on jetty, terminal and on board of tankers, except in those places on board, which are specifically designated by the Master and approved by the Loading Master as "smoking areas".

29.Hot Work and Repairs

Hot work is any work involving the use of naked lights or any apparatus, which generates heat or electrical or mechanical sparks of sufficient energy to ignite flammable gases, liquids or other materials. Any Hot Work repair is prohibited on any vessel.

Any repair work is prohibited on the vessel unless that permission of the terminal has been requested and granted. Any permission is restricted for "cold work" repairs only.

30.Naked Lights, Flash lights, Telephone, Etc.

Portable Vhf / Uhf sets, lamps, telephones or other electrical devices shall not be used unless approved as intrinsically safe.

Use of open lights, open fires, unapproved flash lights, torches, radios, TV sets and portable telephones is prohibited in hazardous areas.

31.Stormy Weather And Thunderstorms (Lightning)

It is the Master's responsibility to have the vessel safely moored under all circumstances. However, in order to ensure safe cargo handling and to avoid damage to the terminal, Loading Master will check the vessel's moorings and if not considered satisfactory, request the Master to improve or adjust the moorings.

The Loading Master, in consultation with the Master, will decide to suspend all cargo operations and to disconnect the loading arms and/or unberthing the vessel when stormy weather causes a dangerous situation for the terminal and/or the vessel.

During strong winds the master can be advised to order tugboat assistance on account of the vessel, in order to prevent breaking adrift from the berth causing severe damage or spills.

All cargo and ballast operations must be suspended during local thunderstorms and all ullage caps and tanklids must be closed. In consultation with the Loading Master it will be decided whether or not the loading arms will have to be disconnected.

32. Emergency Shut Down Procedure

Loading operations will normally be stopped by the control room on vessels request. In case of emergency the jetty operator can stop loading operations by closing the gate valve on the jetty.

The vessel can stop discharging operation at any time by stopping the ship's cargo pumps and closing ship's manifold valves. If an emergency stop is required by shore, Loading Master will inform to ship.

33. Tank Cleaning and Tank Entry

Tank cleaning operations are not allowed during the ship's stay alongside.

No one should enter any cargo tank during the ship's stay alongside.

34. Ship Stability and Overloading

The stresses on the hull of the vessel are not to exceed the maximum permissible level given by the builders and the vessel should have adequate stability to leave the berth at anytime.

Double hull vessels should be aware of a possible reduction in the ships GM due to additional free surface effect.

The terminal reserves the right to monitor the loading of any vessel to ensure compliance with the International Load Line Regulations and to notify the appropriate authority in the event of contravention.

35.State of Readiness

While a tanker is berthed at terminal its boilers, main engines, steering machinery and other equipment essential for manouvering should normally be maintained in a condition that will permit the ship to move away from the berth at short notice. If for any reason the vessel cannot comply with this requirement the loading master must be advised immediately.

Sufficient crew under supervision of a responsible ship's officer shall remain on board to deal with any emergency.

Main engines should not be tested until the loading arms have been disconnected.

36.Prevention of Spark and Excessive Funnel Smoke

Any operation on deck involving the use of metal tools shall be carried out in such a manner that spark is avoided.

Soot blowing and excessive funnel smoke is prohibited; immediate steps must be taken to avoid spark from funnels.

37.Notice of Readiness

The Pilot will sign the notice of readiness "received" upon boarding and he will note the terminal receipt time.

38.Connection of Loading Arms

The terminal operators will carry out the connection/disconnection of the loading arms. Ship's staffs have to prepare the appropriate manifold connections (removing blinds, mounting reducers, etc.).

39.Conditions to be observed During Operations

Operations shall be conducted in accordance with the requirements of the current edition of the International Safety Guide for Oil tankers and Terminals in particular:

- a. Sufficient crew must remain on board under continuous supervision of a responsible officer to control routine operations and any emergencies,

- b. A responsible crew member must be on deck at or nearby the ship's manifold at all times.
- c. An English speaking ship's officer responsible for cargo handling must be on deck / the cargo-control room at all times. This officer should maintain communication with the Loading Master.

40.Divers

Divers shall only enter the waters in the immediate vicinity of the jetty under the following conditions:

- a. The ships and jetty cathodic protection has been switched off;
- b. The Master, the Loading Master and the Port authority have been advised.

41.Ship/Shore Communications

The responsible officer on duty should always be in possession of VHF radio in order to maintain communication with the Loading Master. The operating channels at the jetties are

Berth 1 & 2 VHF 68

Berth 3 & 4 VHF 74

Terminal radio station maintains to watch VHF Ch: 16 and 22 all the time.

42.Closed Operation

Loading, ballasting or deballasting of cargo tanks must be conducted in a closed mode which does not permit the gauging/sampling of cargo tanks using a manual method via sighting or ullaging ports or other openings, causing an emission of gas to atmosphere.

The gas displaced by the incoming cargo should be vented to the atmosphere via the vent riser(s) or through high velocity or constant velocity valves, either of which will ensure that the gases are taken clear of the cargo deck.

Devices fitted to the vent risers or vent stacks to prevent the passage of flame must be regular checked to confirm that they are clean, in good condition and correctly installed.

43. Inert Gas System

Ships using an inert gas system must have the system fully operational and producing good quality inert gas. When a ship is in gas free condition before arrival at the port the tanks must be inerted prior to berthing.

If the I.G. plant is unable maintaining an O₂ content below 8% in the cargo tanks, cargo-operations will not be allowed.

In the event of failure of the Inert Gas System, it is the responsibility of the Master to immediately suspend operations and notify the Loading Master

44. Regulations for Crude Oil Washing Operations

To perform C.O.W. alongside the jetty, an approval of the terminal will be required.

Ships with an operative inert gas installation may perform a crude oil washing under the following conditions:

- a. The I.G supply line, the O₂ content in the supply line should be kept below 5%.
- b. Oxygen percentage in the cargo tanks not to exceed 8 % (vol.)
- c. Pressure of inert gas in cargo tanks not less than 250 mm W.G. to prevent any entry of air.

Should the Oxygen content of the inert gas supply rise above 5%, crude oil washing must be suspended until the quality of the gas improves.

Any other system for water washing of cargo tanks must be isolated from the C.O.W system by means of blank flanges or screw caps.

45. Ballasting of the Ship

Before ballasting the Master must ensure that the following precautions have been carried out:

- a. The tanks to be ballasted will be only segregated ballast tanks or dedicated clean ballast tanks or crude oil washed tanks.
- b. The crude oil washed tanks must be properly drained and stripped.

- c. Cargo pumps and crude oil lines to be used for ballasting must be drained before commencing ballasting.
- d. Ballasting a tank that has been crude oil washed but not water rinsed, must be regarded as dirty ballast.

Ballasting of crude oil washed tanks (dirty ballast) is not allowed to commence before:

- a. The loading arms are disconnected.
- b. The ship's manifold is blanked off.

46.Reception Facilities

The terminal is equipped with ballast reception facilities. If the vessel has to discharge "dirty ballast" or slops this has to be done to the shore tanks. Total capacities of shore tanks are 95 000 CuM but available capacity can be variable due to collected oil. There are no non-return (check) valves fitted in ballast line therefore ship's manifold valves must not be opened until an adequate pressure has been developed by the pumps.

47.General Instructions to Prevent Pollution

Oil spillages are seriously viewed by Local Authorities, by the Port Authority and by the Terminal Operator.

The Master is responsible for the observance of the following instructions:

- a. No hydrocarbons or ballast water containing hydrocarbons shall be discharged or allowed to escape from any vessel into the port waters.
- b. All loading arms shall be drained before being disconnected,
- c. Drip trays shall be placed under connections on vessel's manifold to collect any spillage.
- d. During the operations all scuppers of vessel shall be effectively plugged and no leakage or spill shall be allowed to leak overboard.
- e. Any leakage or spillage must be reported immediately to the Loading Master.
- f. No material shall be thrown overboard from the vessel.

- g. All overboard discharge/seawater suction valves, connected to the cargo system, shall be shut and sealed during the operations,
- h. Unused cargo and/or bunker manifolds should be blanked off.

48.Oil Spill Booms

In order to prevent spreading of an oil spill there is a permanent oil boom available. Costs involved with the oil pollution will be charged to the originator of the oil spill.