



**BIL**

**BOTAŞ INTERNATIONAL LIMITED**

**CEYHAN MARINE TERMINAL**

**PORT INFORMATION AND  
TERMINAL REGULATIONS  
BOOKLET**

**BIL-BLT-OPS-CMT-001 Rev. 001**

**EFFECTIVE DATE 18 MAY 2006**



**REVISION AND AUTHORIZATION FOR ISSUE**

**REVISION TABLE**

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1.0 WARNINGS

**SMOKING**

SMOKING IS STRICTLY PROHIBITED IN THE TERMINAL AND ON BOARD VESSELS ALONGSIDE, EXCEPT IN THOSE ENCLOSED SPACES ON BOARD SPECIFICALLY DESIGNATED BY THE MASTER AND MARINE OPERATIONS MANAGER AS "SMOKING AREAS." FAILURE TO COMPLY WITH THESE REGULATIONS WILL INVOLVE CESSATION OF OPERATIONS AND MAY RESULT IN THE VESSEL VACATING THE TERMINAL PENDING A COMPLETE INVESTIGATION AND RECEIPT OF WRITTEN ASSURANCE FROM THE MASTER THAT EFFECTIVE CONTROLS HAVE BEEN ESTABLISHED.

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

**ALCOHOL/DRUGS**

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.

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.

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.

**POLLUTION**

IT IS AN OFFENCE TO:

SPILL OIL OR CONTAMINATED LIQUIDS  
DUMP GARBAGE  
EMIT EXCESSIVE FUNNEL SMOKE

ALL INCIDENTS WILL BE INVESTIGATED AND PROSECUTION AND/OR VACATING THE TERMINAL COULD RESULT.

2.0 COMMUNICATIONS

TELEPHONE NUMBERS AND VHF RADIO CHANNELS

	TELEPHONE	VHF CHANNEL
<b>BIL SWITCHBOARD (24 hours)</b>	<b>+90 322 3551700</b>	
<b>CEYHAN CONTROL ROOM</b>	<b>+90 322 3551777</b>	
<b>CEYHAN CONTROL ROOM FAX</b>	<b>+90 322 6392294</b>	
<b>MARINE OPERATIONS MANAGER</b>	<b>+90 322 3551773</b>	
<b>LOADING OPERATIONS SUPERVISOR</b>	<b>+90 322 3551757</b>	
<b>JETTY CONTROL ROOM</b>	<b>+90 322 3551779</b>	
<b>COAST GUARD</b>	<b>+90 322 6392420</b>	<b>16</b>
<b>BIL STANDBY TUG</b>		<b>11 , 16</b>

VHF Channel 11 is used for berthing and un-berthing operations and further ship-shore communications will be on channel 71.

### 3.0 ACTIONS IN THE EVENT OF AN EMERGENCY

WHILE YOUR VESSEL IS ALONGSIDE OUR TERMINAL A COPY OF THE TERMINAL EMERGENCY PROCEDURES IS PLACED ON BOARD FOR YOUR INFORMATION AND ASSISTANCE.

THE PROCEDURES ADDRESS THE FOLLOWING:

FIRE IN TERMINAL  
FIRE ON VESSEL ALONGSIDE  
POWER FAILURE  
CONTROL SYSTEMS FAILURE  
VESSEL DRIFT  
VESSEL BREAKOUT  
PERSON OVERBOARD  
BOMB THREAT  
TERRORIST ACTIVITIES  
OIL SPILL  
FIRST AID

THE MARINE OPERATIONS MANAGER WILL DISCUSS WITH YOU DETAILS OF THE VESSEL'S EMERGENCY PROCEDURES AND ACTIONS.

## 4.0 DEFINITIONS

**Approved Equipment** - This is equipment of a design that has been tested and approved by an appropriate authority such as a classification society. The authority will have certified the equipment as safe for use in a specified hazardous atmosphere.

**Company** - Botaş International Limited.

**Flammable (also referred to as 'Combustible')** - A flammable substance is one capable of being ignited and burned. For the purpose of these regulations the terms "flammable" and "combustible" are synonymous.

**Hot Work** - Work involving sources of ignition or temperatures sufficiently high to cause the ignition of a flammable gas mixture. This includes any work requiring the use of welding, burning or soldering equipment, blow torches, some power driven tools, portable electrical equipment which is not intrinsically safe or contained within an approved explosion-proof housing and internal combustion engines.

**Ceyhan Marine Terminal (CMT)** - The Marine Terminal situated on the coast of Turkey in the Bay of Iskenderun consisting of two berths located on a steel and concrete jetty approximately 2.5 km. long.

**Ceyhan Marine Terminal Operations Group Manager** - Botas International Limited single point responsible person for Asset Management of the Ceyhan Marine Terminal or his authorised representatives. (For example: the Marine Operations Manager)

**Main Deck** - The main deck of a tanker is the steel plating forming the top of the cargo tanks, cofferdams and pump rooms.

**Marine Operations Manager** - The person appointed by the Company to act as Marine Operations Manager for Ceyhan Marine Terminal or his authorized representatives. (For example, the Loading Operations Supervisor)

**Master** - The Master shall be understood to mean the Master or his duly authorized deputy or any person who for the time being is in charge of the vessel.

**Naked Lights** - Open flames or fires, lighted cigarettes, cigars, pipes or similar smoking materials, any other unconfined sources of ignition, electrical and other equipment liable to cause sparking while in use, and unprotected light bulbs.

**Operations** - The loading/unloading or transfer of petroleum or ballast, bunkering, tank cleaning, crude oil washing, gas freeing, purging, gauging, sampling and all other ancillary activities.

**Petroleum** - Crude oil and liquid hydrocarbon products derived from it.

**Petroleum Gas** - A gas evolved from petroleum. The main constituents of petroleum gases are hydrocarbons but they may also contain other substances such as Hydrogen Sulphide, (H<sub>2</sub>S), or lead alkyls, as minor constituents.



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## PORT INFORMATION AND TERMINAL REGULATIONS

**Responsible Officer (or Person)** - A person appointed by the employer or master of the vessel and empowered to take all decisions relating to a specific task, having the necessary knowledge and experience for that purpose.

**Restricted Area** - The Ceyhan Marine Terminal and the water surface area of the coast and jetty within a distance of 200 meters measured from any part of the Terminal or a vessel alongside.

**Tanker** - A ship designed to carry liquid petroleum cargo in bulk, including a combination carrier when being used for this purpose.

**Vapour Emission Control System** - An arrangement of piping and equipment used to control vapour emissions during tanker operations, including ship and shore vapour collection systems, monitoring and control devices and vapour processing arrangements.

**Vessel** - Any ship, craft or other floating navigable object and includes any tug, water boat, bunker vessel, lighter or other non-tank vessel.

5.0 GENERAL

The Terminal consists of one steel and concrete jetty 2.5 kilometres long situated to the West of the existing BOTAŞ Iraq / Turkey Pipeline Terminal. There are two berths on the seaward end of the jetty in position 36° 51'.0 N - 035° 56'.0 E. Datum depth in the approach channel is 30 metres and least depth of 27 metres, (Berth 1), and 28 metres, (Berth 2), are available. The Berths are aligned in a North – South direction. Berth 1 on the West face of the jetty. Berth 2 on the East face of the jetty. Mean tidal range is 60 cm (springs), and while current rates of 0.5 knots maximum occur.

The berths are designed to accommodate vessels in the approximate range 80,000 to 300,000 tons summer deadweight. The maximum displacement of the vessels shall be 150,000 tonnes. The minimum parallel mid-body length acceptable is 42.5 metres on either side of the vessel’s manifold centreline. Vessels are normally berthed heading outwards (seawards) with respect to the terminal, i.e. Port side to on west berth (1) and Starboard side to on east berth (2)

The Vapour Handling system is located on the jetty and is linked to the system on shore via the main jetty and utility systems.

Under Keel Clearance (UKC) requirements. It is required vessels maintain an UKC according to the table below.

<b>Gross UKC</b>	<b>Net UKC (Minimum to be maintained at all times)</b>
10% of ships static draft	1,5% of ships beam

Pilotage is compulsory. Rate of approach equipment is fitted on both berths. Vessels must provide a minimum of 7 (seven) suitable lines at each end.

All vessels will comply with the reporting requirements for ships carrying dangerous and polluting goods, (European Council Directive 93/75/EEC), and recommendations contained in the appendix to the annex of IMO Resolution A.648 (16).

A vessel will only be accepted at a berth providing it is compatible with all aspects of the berth design.

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. All vessels should have manifold arrangements which comply with the recommendations of the OCIMF - Recommendations for Tanker Manifolds and Associated Equipment.

Operators of vessel’s which are unable to comply with the above recommendations must confirm with the Company (Terminal) the suitability of a vessel for a cargo operation. This must be done prior to arrival of the vessel at the anchorage or vicinity of the Port.

Shore gangways are normally provided.

## PORT INFORMATION AND TERMINAL REGULATIONS

Bunkers are not available.

Potable water and fresh water are available.

Both berths are equipped with multi-channel marine VHF radios.

Azeri Crude Oil (approximate density 0.850), is loaded at rates up to 9,600 m<sup>3</sup>/hr., (Berth 1 and 2).

Only Segregated Ballast Tankers, (SBT), of Double Hull construction are accepted at the Terminal. Segregated ballast may be discharged overboard subject to the approval of the Company, (where possible segregated ballast will be visually inspected for quality prior to discharge). The Master will be required to give his written assurance that the discharge of segregated ballast overboard will not result in pollution to the surrounding environment.

Currenty vessels cannot discharge slops.

Vessels normally receive full documentation before departure. However at the Company (Terminal's) discretion an early departure procedure will be enacted.

On completion of operations vessels may be requested to vacate the berth and proceed to an anchorage to carry out cargo measurements, (this includes operations carried out by Independent Cargo Surveyors).

The loading arms on Berth 1 and 2 are fitted with a Powered Emergency Release System, (ERS), which is activated in the event of a vessel movement outside the loading arm operating envelope.

Information on loading arms fitted on the berths is as follows:

Berth 1			Berth 2		
<u>Arms</u>	<u>Duty</u>	<u>Presentation Flange</u>	<u>Arms</u>	<u>Duty</u>	<u>Presentation Flange</u>
North			North		
Arm 1	Crude Oil	16" ASA 150	Arm 1	Crude Oil	16" ASA 150
Arm 2	Crude Oil	16" ASA 150	Arm 2	Crude Oil	16" ASA 150
Arm 3	Crude Oil	16" ASA 150	Arm 3	Crude Oil	16" ASA 150
Arm 4	<b>Vapour</b>	16" ASA 150	Arm 4	<b>Vapour</b>	16" ASA 150
South			South		

Mooring hooks on the Berths are fitted with a Mooring Load Monitoring System, with remote readout visually displayed in the Jetty Control Room. Remote release of moorings on both Berths' can be activated from the Main and Jetty Control Rooms.

The Operational parameters of the Jetty arms are as follows:

**SHUTDOWN OF LOADING AT GALE > BEAUFORT > 7 > 35 KNOTS**

**DISCONNECT LOADING ARMS AT GALE BEAUFORT > 8 > 40 KNOTS**

**PORT INFORMATION AND TERMINAL REGULATIONS**

**VACATING THE BERTH WILL BE AT 3.5 m WAVE HEIGHT FOLLOWING DISCUSSION BETWEEN AND AGREEMENT OF THE MARINE OPERATIONS MANAGER AND THE MASTER.**

**Drift Fore and Aft**

1. Accuracy of ships position after mooring	+/- 0.50m
2. Drift by tide currents and/or wind	0.50m
3. Drift during ESD 15 secs (gale)	2.65m
4. Drift during ERS 5 secs (gale)	0.50m
<b>TOTAL DRIFT FORE AND AFT</b>	<b>4.10m</b>

**Drift off (Perpendicular to the Berth)**

1. Accuracy of ships position after mooring	+/- 0.50m
2. Drift by wind	0.50m
3. Drift during ESD 15 secs (gale)	3.10m
4. Drift during ERS 5 secs (gale)	0.50m
<b>TOTAL DRIFT OFF (LATERAL)</b>	<b>4.60m</b>

Three ASD tugs (employing push / pull mode of towage) are available for operations at Ceyhan Marine Terminal, their specifications are as detailed in table below:

<b>Specification</b>	<b>Tugs “B.CEYHAN, B.TIFLIS and B.BAKU”</b>
L.O.A.	30.25 m
Breadth	11 m
Summer Draught	5.3 m
Type / Class	+1A1 TUG FiFi 1, EO, Oil-Rec / BV.
Built	2005
Bollard Pull	66 Tonnes Ahead and 61 Tonnes Astern
Fire Fighting Equipment	Two main engine driven fire fighting pumps delivering 1500 m <sup>3</sup> /hr. at 135 metres head. 2 remotely controlled monitors, suitable for water/water foam mixtures. Self protection systems.
Oil Spill Response Equipment	Specifically designed side sweep containment and recovery equipment incorporating oil recovery tanks on board. Specifically designed for dispersant spraying equipment with on board stocks of dispersant.

## **6.0 INFORMATION AND REGULATIONS**

Regulations contained within this document will be applied within the Restricted Area and other areas associated with the Terminal.

While this information is intended to acquaint Owners, Operators and Masters of tank ships calling at the sheltered waters of the Ceyhan Marine Terminal (CMT) with the general conditions, facilities and services available at the CMT, which is operated by BOTAS INTERNATIONAL LIMITED (hereafter referred as the “Company”), such information is provided without any guarantee or warranty as to its accuracy or completeness.

This information does not supersede or replace any information, laws or regulations contained in any official publications with respect to the waters and areas to which it pertains. Reference should be made to the appropriate Admiralty publications, Hydrographical Office publications and official charts for purpose of obtaining specific navigational information.

Operations at CMT are to be conducted by vessels calling to this terminal in accordance with the recommendations of the latest edition of the “International Safety Guide for Oil Tankers and Terminals”. The Company (Terminal) has also adopted the International Maritime Organisation (IMO) International Ship and Port facilities Security Code (ISPS) including the SOLAS amendments. Vessels operating outside these recommendations will, at the sole discretion of the Company (Terminal), not be permitted to berth at Ceyhan Marine Terminal.

In all circumstances the Master of the vessel shall remain solely responsible for the safety and safe navigation of his vessel and for compliance with all applicable laws, rules and regulations.

**7.0 CONDITIONS OF ENTRY AND THE USE OF CEYHAN MARINE TERMINAL**

All services, facilities and assistance provided by or on behalf of the Company in or in connection with the Port, whether or not any charge is made by the Company are provided subject to all applicable laws, By-Laws and Harbour Regulations, Safety Regulations, and Towing Conditions for the time being in force and the following conditions.

The compulsory services of the Loading Master/Pilot(s) are provided upon the express understanding and condition that when any Loading Master/Pilot furnished by the Company goes on board a vessel for the purpose of assisting such vessel, he becomes for such purposes the servant of the Owners or Charterer of the Vessel; and neither the Company, the Port nor any other small vessel shall be liable for any damage or injury which may result from the advice or assistance given or made by such Loading Master/Pilot, while on board or in the vicinity of such assisted vessel.

Neither the company, nor its servants, agents or subcontractors (in whatever capacity they may be acting), shall be responsible for any loss, injury, damage or delay, from whatsoever cause arising whether directly or indirectly in consequence of any assistance, advice or instructions whatsoever given or tendered in respect of any vessel, whether by any of tugs, pilotage or berthing services, the provision of navigational facilities, including buoys or other channel markings, or otherwise howsoever. In all circumstances the Master of any vessel shall remain solely responsible on behalf of his Owners for the safety and proper navigation of his vessel.

While the company takes every care to ensure that the berths, premises, facilities, property, gear, small craft and equipment provided by the Company are safe and suitable for vessels permitted or invited to use them, no guarantee of such safety or suitability is given, and the Company shall not be responsible (or liable for any contribution) with respect to any loss, injury, damage or delays of any sort that may be sustained whether directly or indirectly by, or occur to, any vessel or her Owners or her crew or cargo or for any part thereof (whether such cargo is on board or in the course of loading) by whomsoever or by whatsoever cause such loss, damage or delay occasioned, and whether or not it is due in whole or in part to any act, neglect, omission or default on the part of any servant, agent or contractor of the Company, or by any fault or defect in any berth, premises, facilities, property, gear, craft storage vessel, or equipment of any sort of the Company or its servants, agents or contractors.

The Company will not be responsible for any loss, damage or delay directly or indirectly caused or contributed to, by or arising from strikes, lock-outs, or labour disputes or disturbances whether the Company or its servants, agents or contractors are parties thereto or not.

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## PORT INFORMATION AND TERMINAL REGULATIONS

If in connection with or by reason of the use by any vessel of any berth, or any part of the Company's premises, or of any gear or equipment provided by or on behalf of the Company, or of any craft, storage vessel, or of any other facility or property, of any sort whatsoever, belonging to or provided by or on behalf of the Company, any damage is caused to any such berth, premises, gear or equipment, craft, storage vessel, or other facility or property from whatsoever cause such damage may arise, and irrespective of whether or not such damage has been caused or contributed to by the negligence of the Company or of its servant, agents or contractors, and irrespective of whether there has been any neglect or default on the part of the vessel or the Owners, in any such event the vessel and the Owners shall hold the Company harmless from and indemnified without limitation against all relevant damage and against all loss sustained by the Company consequent thereon.

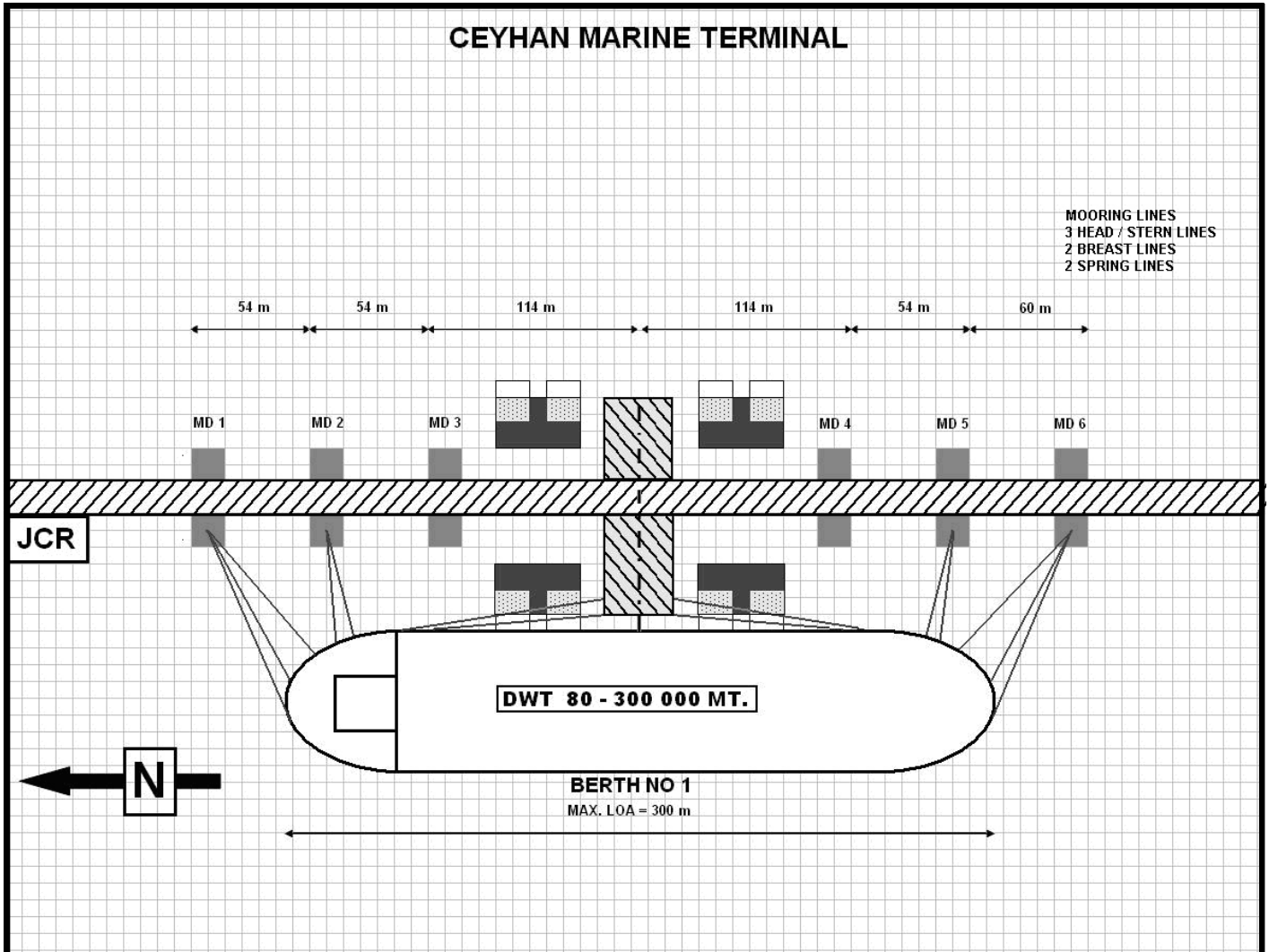
The vessel and her owners shall hold the Company and its servants harmless from and indemnified without limitation against the following whether or not due in whole or in part, to any act, neglect, omission or default on the part of the Company, its servants or agents:

All and any actions, claims, damages, costs, awards and expenses arising whether directly or indirectly out of any loss, damage, injury or delay, of whatever nature, occasioned to any third party or any vessel (her Owners and crew) and caused or contributed to, whether directly or indirectly, by the vessel or any part thereof or by any substance or any other servant or agent of the Owners.

All or any damage, injury, delay or loss, of whatsoever nature, occasioned to the Company or its servants that caused or contributed to whether directly or indirectly, by the vessel or any part thereof by any servant or agent of the Owners.

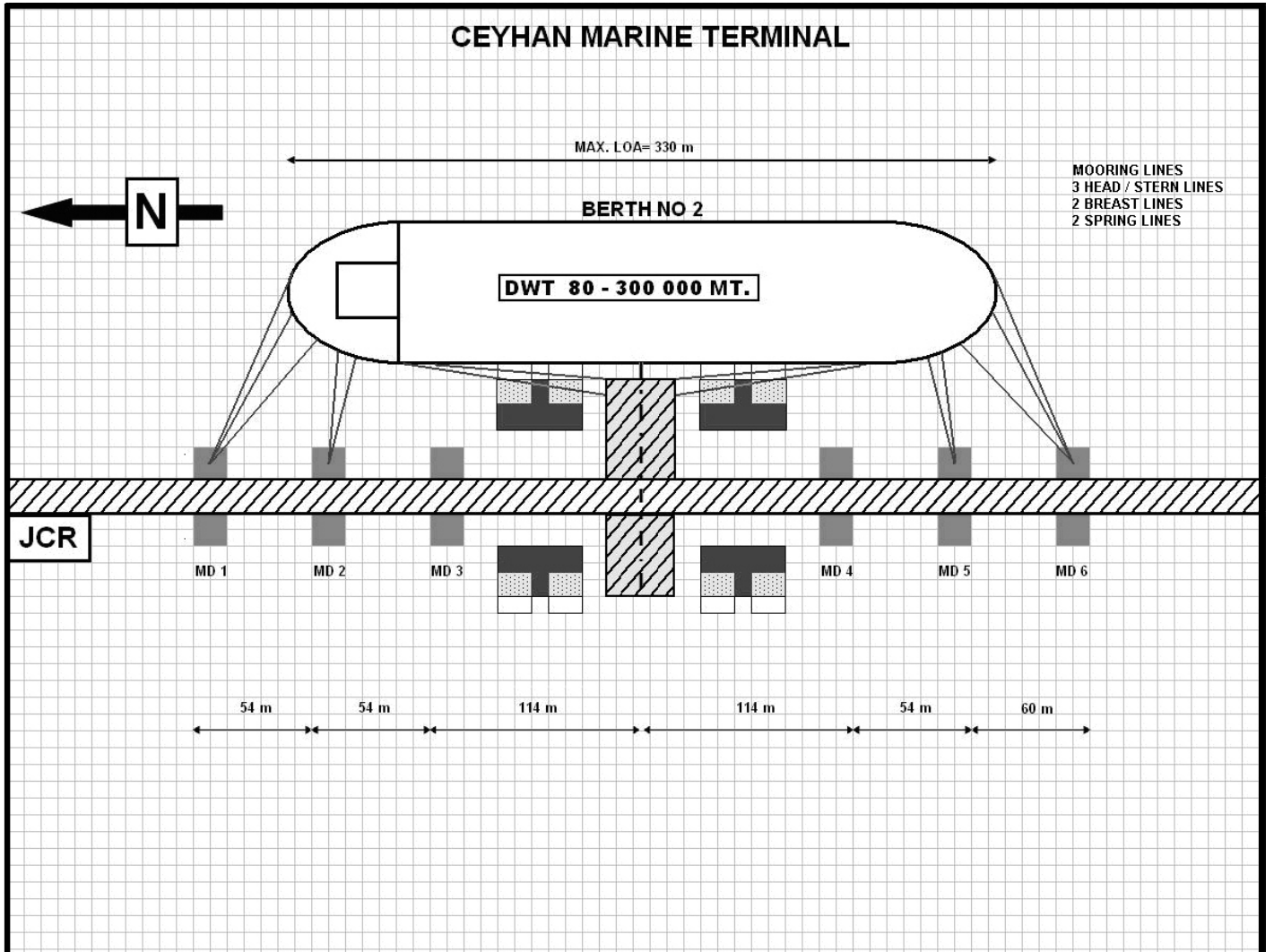
8.0 JETTY LAYOUT

JETTY LAYOUT BERTH 1





JETTY LAYOUT BERTH 2



## 9.0 PROCESS

### 9.1 Conditions of Acceptance

#### 9.1.1 Time Alongside

Vessels loading at the Terminal will be allowed a maximum of 36 hours lay time to load up to 200,000 m<sup>3</sup> of cargo and 48 hours to load a cargo in excess of 200,000 m<sup>3</sup>. Time will count from six hours after NOR is tendered or the all fast ashore, whichever is earlier, to disconnection of loading arms. Not included will be delays caused by:-

- Shore operations.
- Tidal conditions.
- Weather conditions.
- Traffic controls

#### 9.1.2 Removal of Vessel

The Company reserves the right to suspend operations and require the removal of any vessel from a berth for:-

- Exceeding 36 or 48 hours lay time, depending upon the size of the cargo. Such right shall also apply before the expiry of the 36 or 48 hour period, depending upon cargo size, if the Company establishes beyond reasonable doubt that, due to the vessel's fault, operations are unlikely to be completed within that period.
- Flagrant or continued disregard of Company Regulations.
- Unsatisfactory vessel's equipment, crew performance or operations which in the opinion of the Company present a hazard to the Companies premises, personnel, operations or the vessel.
- Failure to utilise satisfactorily the available Terminal facilities and in the opinion of the Company, constitutes an unacceptable constraint on the Company's operation.
- In the event of a vessel or cargo being arrested by warrant of any court whilst berthed at Ceyhan Marine Terminal, the Company reserves the right to seek the authority of the Turkish Courts to have the vessel removed to such safe anchorage as defined in the Port Regulations, the costs of said operation, including the Company's own legal costs and other expenses, to be borne by the vessel's owners or Charterer's jointly and severally or severally.

#### 9.1.3 Costs Incurred

The Company shall not be liable for any costs incurred by a vessel, its Owners, Operators, Charterer's, Agents as a result of:-

- Refusal to load all or part of the nominated quantity.
- Delay or suspension of loading by the vessel.
- Requirement to vacate the berth.
- The vessel being arrested by order of any court whilst at the Ceyhan Marine Terminal or any removal of the vessel to another place as a result of any application by the Company to the Turkish Courts under paragraph 9.1.2 hereof.

### 9.1.4 Overloading

The Company 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.

## 9.2 Charges

### 9.2.1 Terminal

Tankers calling at CMT will be charged by BOTAŞ Petrol İşletmeleri Müdürlüğü as per BOTAŞ tariff for the following port services:

- Pilotage services for berthing and unberthing.
- Tugboat services for berthing and unberthing.
- Mooring boat and lines handling personnel services for berthing and unberthing.
- Sheltering.
- Shore transportation services.
- Potable water and service water.
- Solid waste reception services.
- Shore winch and reducer supply.

### 9.2.2 Penalty Rates

When a vessel which has been ordered to vacate a berth in accordance with the conditions of acceptance, fails to vacate the berth within 3 hours, (tidal and weather conditions permitting), a fee for berth occupancy of up to \$1,000 per hour or part thereof may be levied by the Company at its discretion. The same fee may be levied in respect of a vessel permitted to utilise the berth for repairs, tank cleaning or other operations.

### 9.2.3 Pollution

Charges will be levied against a vessel in respect of costs incurred for manpower, equipment and supplies which may be used or mobilises in readiness to contain or remove oil or other pollutants spilled, or caused to be spilled, by that vessel.

## 9.3 Pre-arrival

### 9.3.1 Information

Prior to arrival at the Terminal, the Master shall advise the Company of:

- ETA, last cargo, last port and destination.
- Confirm vessel carries on board a valid Oil Pollution Certificate.
- Confirm vessel carries on board all appropriate charts and that these are up to date.
- Confirm that appropriate passage plan has been prepared for voyage.
- Confirm aft leading accommodation ladder.
- Confirm Inert Gas system is fully operational and all cargo tank atmospheres are 6% or less oxygen content by volume.

## PORT INFORMATION AND TERMINAL REGULATIONS

- Confirm cargo tanks do not contain concentrations of H<sub>2</sub>S or Mercaptans in excess of the Threshold Limit Value, (TLV), H<sub>2</sub>S 5 ppm, Mercaptans 0,5 ppm and advise concentrations within each individual cargo tank, (Ref. Paragraph 9.14).
- Was the last cargo carried a high Sulphur or Mercaptans content crude?
- Quantity (barrels) of crude to be loaded and required loading rate.
- Confirm number, size and disposition of crude oil loading and vapour return manifold connections.
- Confirm vessel can perform closed operations.
- Confirm vessel equipped with a fully operational and approved closed Vapour Return System, Vapour Emission Control System, (VECS). Shore system works on max:80 mbar.
  - Set pressure (pressure/vacuum) on PV Breaker of inert gas line.
  - If applicable, set pressure on pressure/vacuum valves on individual cargo tanks.
- Any impending Arrestment of the vessel or cargo of which the Master is or becomes aware.
- What are the arrival and sailing drafts?
- What is the side rail / roll bar height from sea level on arrival?

### 9.3.2 Damage

The Master of an arriving vessel which has sustained damage outside the Ceyhan Port area which affects or is likely to affect her sea-worthiness, or from which oil or any dangerous or flammable substances is escaping or is likely to escape must inform the Port Authority and Marine Operations Manager and the vessel shall not proceed except with the permission of the Marine Operations Manager and only then in accordance with his directions.

## 9.4 Mooring

### 9.4.1 Prohibition

It is prohibited to moor a vessel at the Terminal without the permission of the Marine Operations Manager.

### 9.4.2 Cancellation

Under adverse conditions the CMT, Master of a vessel or the Marine Operations Manager may order the cancellation of a scheduled berthing at any stage of the operation.

### 9.4.3 Arrangement

The Master shall ensure that:

- **Ropes and Wires**

The vessel is secured alongside with suitable ropes or wires which are to the satisfaction of the Marine Operations Manager. A minimum of seven (7) mooring lines must be used at each end of the vessel. The use of mooring lines of dissimilar materials in the same direction shall be avoided. The use of wire springs, (with or without synthetic fibre rope tails which shall not exceed 11 metres in length overall and should have a breaking strain at least 25% greater than the breaking load of the wire to which they are attached), is required.

## PORT INFORMATION AND TERMINAL REGULATIONS

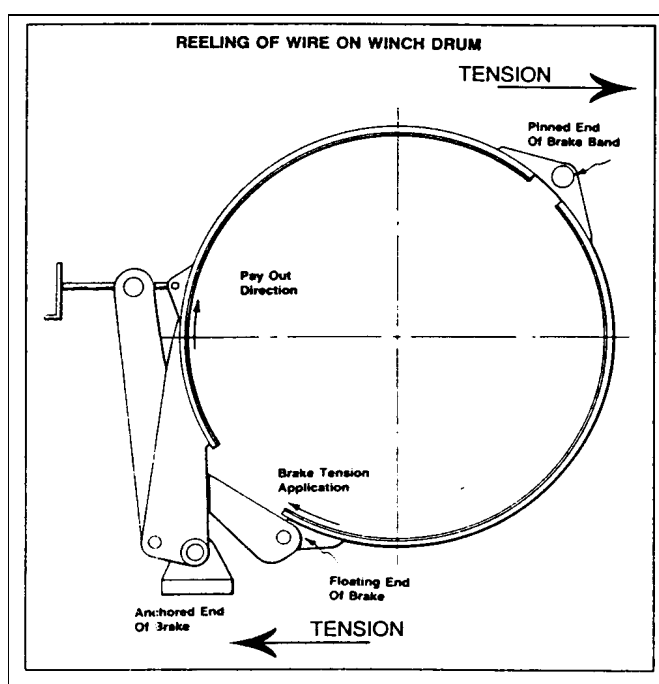
Alternatively, low stretch synthetic ropes may be substituted for wire if the elongation of the rope at 55% breaking load does not exceed 3% of the rope length.

- **Winches**

Mooring ropes or wires shall only be fastened to the proper fixtures provided for this purpose. Self-tensioning winches must not be used in automatic mode and winch brakes must be kept hardened up except when moorings are being tended.

- **Wire Reeling**

Mooring wires and lines shall be reefed on their drums in the direction which enhances brake power, see diagram below.



- **Deck Watch**

A strict watch is kept on moorings and they are tended to prevent undue movement of the vessel.

- **Emergency Towing Wires**

Towing wires of a minimum 50 tonnes breaking strength, (approx. 32 mm diameter), shall be provided, and secured to the offshore bow and quarter with the towing eyes maintained just above water level, and with sufficient slack maintained on deck.

## 9.5 Planning and safety

### 9.5.1 Operations

Operations shall not commence until:-

- The Master has signed a letter acknowledging receipt of these Terminal Regulations.
- The Master and the Marine Operations Manager or their designates have jointly completed the Ship / Shore Safety Check List.
- The Master has confirmed with the Marine Operations Manager that all relevant valves aboard and ashore are properly set, that the agreed operational procedures, emergency procedures and communications are understood and will be adhered to.
- Requested loading rates are consistent with the design capability of the vessel having due regard to the proper control of the loading and vapour recovery operations.

### 9.5.2 Notices

Notices must be displayed as follows:-

- At the gangway in English stating:-  
**WARNING**  
**NO NAKED LIGHTS**  
**NO SMOKING**  
**NO UNAUTHORISED PERSONS**
- The completed **FIRE NOTICES**, supplied by the Company, in prominent positions within the accommodation.
- The completed **SMOKING NOTICES**, supplied by the Company in prominent positions within the accommodation.

### 9.5.3 Emergency Actions

On arrival at the Terminal the Master and the Marine Operations Manager shall discuss action to be taken in the event of an emergency. This shall include procedures and means of communications. In the event of an emergency services being required, i.e. Police, Fire, Ambulance, Coastguard, these may be obtained via the Marine Operations Manager on VHF Channel 16.

### 9.5.3 Emergency Actions

Mobile telephones are not intrinsically safe and therefore must not be used while the vessel is alongside.

## 9.6 Access

**Access to the Terminal for a person or persons whose actions are not under proper control as a result of the use of alcohol and/or drugs will be denied.**

### 9.6.1 The Terminal

Only authorised persons shall be allowed access and must comply with any restrictions imposed upon them.

Vessel's personnel when engaged in stores/garbage handling operations on the Terminal are required to wear personal protective equipment including safety helmet, safety glasses, safety footwear and protective overalls.

### 9.6.2 The Vessel

Boarding and disembarking from a vessel to the berth must be via an efficient gangway.

- **Efficient Gangway** - If not provided by the Company the vessel shall provide and rig an efficient electrically insulated gangway with an effective safety net below it. When necessary a properly constructed bulwark ladder will be provided by the vessel to ensure safe access between the vessel's deck and the end of the gangway. A lifebuoy and fireplan must be made available close to the gangway position.
- **Escape Route** - The vessel shall ensure that there is a proper alternative means of escape from the vessel, identified to the Marine Operations Manager in the event that the normal access route becomes unavailable. E.g. the offshore accommodation ladder or lifeboat ready for lowering.
- **Passes** - A pass system is in force for vessel's personnel and visitors, and will be supplied to the Master by the Company. Unused passes must be returned to the manager prior to the vessel's departure.
- **Crew List** - The Master shall arrange for a list of crew and a list of expected visitors to be provided to the Company.
- **Officials** - Officials of the Company shall have the right to board a vessel at any time to ensure that Regulations are being observed.
- **Visitors** - Visitors are not allowed entry except by permission of the Marine Operations Manager and the Master of the vessel. Conduct of such visitors shall be the responsibility of the Master, unless accompanied by a Company official.

No persons under the age of 18 years are permitted to visit the Terminal or vessel.

- **Supplies** - Provisions and stores can only be taken prior to or after loading. No barges or small crafts allowed during the same period.

## 9.7 Conditions of Operations

### 9.7.1 Safety Precautions

- **Emergency Response** - The CMT Tug Fleet is specifically equipped for response to fire and pollution emergencies in addition to any emergency towage assistance. Major emergencies at the Terminal would ultimately be controlled by BIL. The initial support to an emergency situation at the Terminal or on board a vessel alongside would come from the CMT Tug Fleet which is stationed in close proximity to the berths. These facilities would be backed up if required, by other vessels and equipment under the co-ordination of the BIL Incident Management Plan.
- **Personnel** - Sufficient personnel under the supervision of a responsible officer shall remain on board the vessel at all times, to deal with operations and any emergency.
- **Language** - An officer with good command of the English language must remain on deck or in the cargo control room at all times. In addition a crew member with a good command of the English language must remain on deck at all times.
- **Communications** - The officer must carry the approved portable VHF radio provided by the Company for ship/shore communication.
- **Doors, Ports and Windows** - In the accommodation, all external doors, ports and similar openings which lead directly from the tank deck to the accommodation or machinery spaces, (other than the pump room), or which overlook the tank deck at any level, or which overlook the poop deck forward of the funnel should be kept closed. A screen door cannot be considered a safe substitute for an external door. Additional doors and ports may have to be kept closed in special circumstances, such as during stern loading, or due to structural peculiarities of the tanker. If doors have to be opened for access they should be closed immediately after use. Doors that must be kept closed should be clearly marked, but in no case should doors be locked. Only one door must be used for access to deck, preferably the seaside door as per ISPS requirements.
- **Tank Lids and Hatches** - Cargo and bunker tank lids and other openings shall be kept closed and secured. Segregated ballast tank lids and other openings, (such as deck plate openings), should be kept closed when cargo or ballast is being handled.
- **Manifold Connections** - Manifold connections either in use or blanked shall be fully bolted. Where spools and/or reducers are utilized they should be fully bolted.
- **Ventilation**
  - **Pump room Ventilation** - Because of the potential for the presence of hydrocarbon gas in the pump rooms, SOLAS (Chapter II-1, Regulation 59.3), requires the use of mechanical ventilation to maintain the atmosphere in a safe condition. The pump room should be continuously ventilated during all cargo operations. Before anyone enters a pump room it should be thoroughly ventilated, the oxygen content of the atmosphere should be verified and the atmosphere checked for the presence of hydrocarbon and toxic gases. Ventilation should be continuous until access



is no longer required or cargo operations have been completed.

Entry into pump rooms shall be controlled formally through written (Permit To Work) procedures.

- **Ventilators** - Ventilators should be kept trimmed to prevent the entry of petroleum gas, particularly on tankers which depend on natural ventilation. If ventilators are located so that petroleum gas can enter regardless of direction in which they are trimmed, they should be covered, plugged or closed.
- **Central Air Conditioning and Mechanical Ventilating Systems** - Intakes of central air conditioning or mechanical ventilating systems should be adjusted to prevent the entry of petroleum gas, if possible by recirculation of air within the enclosed spaces. If at any time it is suspected that gas is being drawn into the accommodation, central air conditioning and mechanical ventilating systems should be stopped and the intakes covered or closed.
- **Window Type Air Conditioning Units** - Window type air conditioning units which are not certified as safe for use in the presence of flammable gas or which draw air from outside the superstructure must be electrically disconnected and any external ventilators or intakes covered or closed.
- **Venting** - Venting of cargo spaces must only take place through the vessel's fixed venting system. Normally during all loading operations vapours emitted from the cargo tanks will be returned ashore to the vapour recovery system. If the vapour recovery system is not available venting of the cargo spaces will be to atmosphere via the vessel's approved venting system. The cargo tank venting system should be set for the operation concerned and if required the outlets should be protected by devices to prevent the passage of flame.
- **Closed Operations** - Loading, ballasting or de-ballasting 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.
- **Gas Evolution** - Loading shall be stopped or the loading rate reduced if there is an unusual evolution and accumulation of gas.
- **Overboard Valves** - Overboard valves connected to the cargo system will be sealed on arrival. Except in an emergency, seals may be removed only with the approval of the Marine Operations Manager and in his presence.
- **Prescribed Signals** - The vessel must display between sunrise and sunset the prescribed red burgee flag and between sunset and sunrise the prescribed all round red light.
- **Changes in Operation** - The officer shall give verbal notice to the Marine Operations Manager 15 minutes before any alteration to operations and before completion of any operation.

### 9.7.2 Mobility

- **Main Engine Readiness** - A vessel alongside must be maintained in a state of full readiness to vacate the berth at short notice.
- **Testing of Main Engines and Steering Gear** - Prior to departure, the vessel's main engine and steering gear are to be tested in the presence of the Pilot.
- **Boiler Fires** - So as not to immobilise the vessel, boiler fires should only be extinguished when the Master, in consultation with the Marine Operations Manager, decides that the boiler fires constitute an undue hazard.

### 9.7.3 Repair/Maintenance Work

Repair/maintenance work involving hot or cold work or the use of naked lights is prohibited unless, in exceptional circumstances, the permission of the Marine Operations Manager has been requested and granted in writing. Repair/maintenance work includes but is not restricted to boiler and boiler tube cleaning, chipping and scraping, hull painting, testing or servicing of electrical equipment, (including radar and domestic electrical equipment), and the retrofitting of any equipment.

If permission is granted to undertake repairs/maintenance, a detailed list of work and contracted shore personnel; employed on a vessel must be given to the Marine Operations Manager at least 8 hours **before** the work commences.

### 9.7.4 Smoking

Smoking is strictly prohibited in the Terminal and on board any craft within the Restricted Area, except as defined herein.

Smoking is strictly prohibited onboard vessels alongside the Terminal except maximum three places designated by the Master and Marine Operations Manager. These three places shall be situated abaft the cargo tanks and shall have no doors or ports opening directly on to or above the main deck. Any ports in an approved smoking room shall be kept closed for the duration of the vessel's stay. The Marine Operations Manager may, when circumstances warrant, prohibit smoking altogether.

### 9.7.5 Matches and Lighters

The carrying and use of matches and lighters is prohibited except as authorized in writing by the Marine Operations Manager for a specific purpose.

Where the carrying and use of matches is authorized, such matches must be of the approved safety type, Crew members must deposit matches or lighters with the Marine Operations Manager's nominated representative prior to leaving the vessels accommodation en route to the shore and prior to boarding the personnel carrier en route to the Terminal.

### 9.7.6 Naked Lights

The use of naked lights is prohibited except as provided under Regulations 9.3 and 9.4 hereof.

### 9.7.7 Photography

Photography is prohibited unless authorized by the Marine Operations Manager and if necessary a work permit issued.

### 9.7.8 Fire Precautions

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

The Master shall ensure that the Terminal fire-fighting procedures are understood on board.

Should fire break out on board the vessel, the Master shall raise the alarm by sounding the recognized alarm signal consisting of a series of long blasts on the vessel's whistle/siren each blast being not less than ten seconds in duration, supplemented by the sounding of the vessel's fire alarm and shall notify the Marine Operations Manager.

### 9.7.9 Inert Gas System

The Company shall:-

- **Operating** - Not permit operations to commence on any vessel fitted with an Inert Gas System when handling petroleum product and/or ballast unless it is satisfied that the system is operational.
- **Effectiveness** - Confirm that pressure is above atmospheric and oxygen content of **6% or less** is maintained in the cargo and ballast spaces, (other than segregated ballast tanks).
- **Failure** - In the event of failure of the Inert Gas System after operations have commenced, stop all operations until either the Inert Gas System is restored or an alternative source of Inert Gas is provided.

**Note:** In the event of failure of the Inert Gas System, it is the responsibility of the Master to immediately suspend operations and notify the Port Authority Marine Operations

Manager, and Control Room, sections 17, 37 and 44 of the Ship/Shore Safety Check List applies to this regulation.

### 9.7.10 Stability of Vessel During Liquid Transfer

The intact stability of double hull tankers and other tanker designs, which are subject to significant free surface effect during liquid transfer operations, require special consideration.

The Master shall ensure that whilst the vessel is alongside it has an initial metacentric height, (GMo), corrected for free surface, measuring at 0° heel, of not less than 0.30 m.

Appropriate operating methods and simple operating instructions should supplement existing stability information to ensure compliance with the above requirement.

These operating methods and instructions should be prominently displayed in the approved trim and stability booklet and at the cargo/ballast transfer control station and included in any computer software by which stability calculations are performed.

### 9.7.11 Radio Transmitters

The vessel's radio station transmission equipment, except low energy transmitters such as are used for satellite and VHF communications, shall not be used within the Restricted Area and aerials shall be earthed.

### 9.7.12 Portable VHF/UHF Sets, Lamps and Hand Lamps

Portable VHF/UHF sets, lamps and hand lamps, electric or otherwise must be of an approved type.

The use of portable electric lamps and equipment on flexible cables is prohibited within the cargo tanks and adjacent spaces or over the tank deck.

### 9.7.13 Portable Telecommunication Systems

The use of portable telecommunication systems or non-intrinsically safe equipment is prohibited in the Restricted Area.

### 9.7.14 Prevention of Sparks

Opening and closing of hatches, connecting and disconnecting loading booms and any other operation on deck involving the use of metal instruments shall be carried out in a manner that avoids the generation of sparks.

### 9.7.15 Funnel Smoke

Boiler tube blowing is prohibited. Excessive funnel smoking or any emission of sparks must be immediately stopped.

### 9.7.16 Galley Stoves

The use of galley stoves and other cooking equipment shall be permitted provided the Master and Marine Operations Manager agree no hazard exists.

### 9.7.17 Movement of Tugs and Other Craft

During operations no vessel shall be allowed alongside the vessel unless approval has been given by the Company and agreed by the Master,

When tugs or other vessels are alongside or assisting a vessel, all cargo system openings must be closed unless all tanks are gas free.

## 9.8 Avoidance of oil pollution

No oil or water which can possibly contain oil shall be discharged overboard, or be allowed to escape overboard. Discharge of segregated ballast overboard is permitted subject to the written approval by the Company.

During operations all scuppers shall be effectively plugged and no leakage or spillage shall be swept or allowed to leak overboard; absorbents or sawdust used for mopping up a spillage must properly packaged, labelled and landed ashore for proper disposal, (refer to paragraph 9.11).

At the Terminal's discretion samples may be drawn from some or the entire vessel's segregated ballast tanks for analysis prior the commencement of deballasting operations.

Any leakage or spillage must be reported immediately to the Marine Operations Manager and operations suspended until the leakage or spillage has been stopped and cleaned up to the satisfaction of the Company, the cause identified and recurrence eliminated.

The Marine Operations Manager may mobilise resources to assist in the containment and cleaning of pollution without the authority of the Master, but in such action he shall be considered to be acting on behalf of the Master and with his approval.

**Note:** If for any reason an authorised Government representative advises the Company that legal proceedings are being instituted against the Master, Owner, Charterer or vessel for pollution, the Company shall have the right to delay or suspend operations and, after consultation, may require the vessel to vacate a berth. On receipt of written confirmation of intent to prosecute, the Company shall have the right to refuse to load or complete the vessel.

## 9.9 Tank Washing and Gas Freeing

Tank washing and gas freeing of cargo tanks, (including Inert Gas purging), is not permitted without the written approval of the Marine Operations Manager. This may be granted subject to all safety, environmental and operational requirements being complied with and berth availability. Such safety and operational requirements will be in accordance with the provisions of The International Safety Guide for Oil Tankers and Terminals.

## 9.10 Weather Precautions

Operations shall be stopped during severe electrical storms, high winds or still air conditions at the discretion of either the Master or Marine Operations Manager. The vessel's fixed venting system must be battened down and all apertures confirmed closed.

## 9.11 Discarding of Material

Garbage or other hazardous material shall not be thrown overboard, nor shall any other objectionable material either solid or fluid, be discharged into the Sea.

### 9.11.1 Garbage

In accordance with the Merchant Shipping, (Reception Facilities for Garbage), Regulations 1988, a facility is available for the disposal of vessel's garbage. A charge will be levied for the provision of the facility.

### 9.11.2 Hazardous Material

Arrangements for the disposal of hazardous material, (including filled or partly filled oil drums), either in bulk or in drums must be made with the vessel's Agent, who will keep a list of contractors licensed to handle hazardous material. All the liabilities and costs associated with this transfer will be the responsibility of the vessel.

## 9.12 Stores Handling

The exposed location of the jetty does not normally permit the handling of bulk stores. Subject to prior written authorisation it is permitted to transfer small packages which can be hand carried across the Terminal.

## 9.13 Entry into Confined Spaces

No entry will be permitted into any confined space whilst the vessel is alongside the Terminal until the Marine Operations Manager has confirmed that the safety procedures adopted by the vessel are appropriate to the operation and in accordance with the provisions of the International Safety Guide for Oil Tankers and Terminals and/or H.S.C. Confined Space Regulations.

Written agreement of the Marine Operations Manager must be obtained before entry into any confined space whilst the vessel is alongside the Terminal. Failure to do so will result in the loading operation being terminated and the vessel requested to leave the berth.

## 9.14 Health and Environmental Hazards

### 9.14.1 Data Sheet

A crude oil data sheet, MSDS, will be issued to every vessel loading at the Terminal. Masters are responsible for ensuring that the hazards associated with the loading of this cargo, e.g. H<sub>2</sub>S, are brought to the attention of crew members and that the data sheet is displayed at a suitable location on board prior to cargo transfer commencing.

### 9.14.2 Partly Laden Vessels

The Master will inform the Terminal of the name, properties and nature of the part cargo on board. If the part cargo has characteristics which indicate that a health hazard may exist, e.g. H<sub>2</sub>S, Mercaptans, etc., then the Master will:-

- Isolate the venting system of the tanks containing cargo from that of the tanks to be loaded.
- Ensure that the tanks to be loaded are not contaminated with gases from the cargo on board.
- Release gases from the part cargo only in an emergency.
- Gauge the tanks containing the part cargo using fixed equipment or portable equipment in conjunction with approved vapour locks.
- Sample the cargo on board using closed sampling devices in conjunction with approved vapour locks.

**Note:** If no such system for sampling is fitted, arrangements should be made to sample prior to arrival or after departure from the Terminal.

### 9.14.3 Vessel in ballast

The Master of a vessel whose previous cargo had characteristics indicating that a health hazard may exist, e.g. H<sub>2</sub>S, Mercaptans, etc., will:-

- Take all precautions to prevent high concentrations of gases being vented to atmosphere during loading. Precautions may include Crude Oil Washing and the purging of all tanks prior to arrival and berthing to ensure that levels of gas within the vessels tanks do not exceed the Threshold Limit Value, (TLV), under the United Kingdom Control of Substances Harmful to Health, (COSHH), Regulations, this is referred to as Occupational Exposure Standards, (OES).
- If any doubt exists whether an acceptable tank atmosphere has been attained, before the vessel arrives at the anchorage the Master is to arrange for an Independent Chemist to determine and issue a certificate which records the level of contaminant in each tank.
- Incur a delay in berthing when cargo tank atmospheres contain a higher than acceptable level of contaminant gases.

**Note:** If on arrival alongside the Terminal, tank atmospheres are found to contain higher than acceptable levels of contaminant gases as defined above, the vessel will be required to vacate the berth.

#### 9.14.4 All Vessels - Environmental Emissions

The Company is committed to the protection of the environment in which it operates.

Normally all cargo vapours from the vessel's tanks will be returned to shore via the vapour recovery system. If the system is unavailable the vessel will revert, to venting to atmosphere via the approved fixed venting system. Occasionally, environmental complaints are received relating to vapour emissions from vessels alongside the Terminal. If this occurs the loading rate will normally be reduced or loading operations suspended to eliminate the possibility of nuisance odors.

In exceptional circumstances, the Company shall reserve the right to instruct a vessel to vacate the berth. The Company will not be liable for any cost associated with any of the above actions nor will demurrage be payable if due or not.

#### 9.15 Arrestment

Should the vessel or cargo be arrested by order of any court whilst the vessel is berthed at Ceyhan Marine Terminal, the Master will forthwith pass to the Marine Operations Manager a copy of any associated documents.

In the event of an arrestment being effected, and the Company securing the warrant of the Turkish Courts to remove the vessel to another anchorage, including any anchorage nominated the Master, Owners and Charterer's of the vessel will comply to the best of their ability with the directions of the court and the Company employees, pilots and other officers during the removal of the vessel from Ceyhan Marine Terminal to such other anchorage and will not in any way hinder, obstruct or impede such officers or anyone engaged in assisting them, including the employees of the Company, in the execution of their duty, and will ensure to the best of their ability that the vessel's crew do not so either.

#### 9.16 Marine Vapour Control Emission

An operational marine vapour recovery system is installed at Ceyhan Marine Terminal.

**Note:** Only vessels fitted with fully operational and certified vapour emission control system will be accepted at the Terminal.

#### 9.17 Security Ship and Shore

The terminal has adopted the IMO ISPS Code and as such will enforce the transfer of any such security information between ship and shore that is required under the code. The Master and Ship Security Officer must be prepared to declare their state of security as will the Terminal.



## 10.0 MAIN REFERENCES

- Oil Companies International Marine Forum, (OCIMF):-
  - Standards for Oil Tanker Manifolds and Associated Equipment.
  - Mooring Equipment Guidelines.
  - Guidelines for the Control of Drugs and Alcohol Onboard Ship.
  - The International Safety Guide for Oil Tankers and Terminals. (ISGOTT),
- International Maritime Organisation, (IMO):-
  - MARPOL.
  - SOLAS.
  - Standards for On Board Vapour Emission Control Systems, (MSC/Circ.585).
- British Standards 8349: Part 4 1985 Section 3 Mooring.
- Code of Safe Working Practices for Merchant Seaman - HMSO.
- The International Chamber of Shipping.
- BIL Regulations.
- Botaş Harbour Regulations.
- The Control of Substances Hazardous To Health.

**11.0 ATTACHMENTS**

- Attachment 1 Port Information and Regulations – Receipt
- Attachment 2 Ship/Shore Safety Check List
- Attachment 3 Receipt for Emergency Procedures and Radio
- Attachment 4 Certificate of Readiness - Loading Ship
- Attachment 5 Certificate of Readiness - Loading Shore
- Attachment 6 Emergency Shutdown System
- Attachment 7 Permission for Ship Repairs/Maintenance Alongside
- Attachment 8 Tank Washing and Gas Freeing Alongside
- Attachment 9 Smoking Notice
- Attachment 10 Reception Facilities for Ship's Garbage
- Attachment 11 Discharge of Segregated Ballast
- Attachment 12 Pre-Cargo Transfer Information Exchange

**BOTAS INTERNATIONAL LIMITED**

**CEYHAN MARINE TERMINAL**

**PORT INFORMATION AND TERMINAL REGULATIONS - RECEIPT**

Date.....

The Master,  
Vessel s.s./m.v.....

Dear Sir,  
SAFETY REQUIREMENTS

The responsibility for the safe conduct of operations whilst your vessel is berthed at this Terminal rest jointly with you, as Master of the vessel and with the responsible Terminal representative. We, wish therefore, before operations start, to seek your full co-operation and understanding on the safety requirements set out in the Ship/Shore Safety Check List which are based on safe practices widely accepted by the oil and tanker industries.

We expect you and all under your command to adhere to these requirements throughout your stay alongside this Terminal, and, for our part, we 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 Ships officer, will make a routine inspection of your vessel to ensure that the questions on the Ship/Shore Safety Check List can be answered in the affirmative. Where corrective action is needed we will not agree to operations commencing or, should they have started, will require them to be stopped.

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

**THERE CAN BE NO COMPROMISE WITH SAFETY**

Please acknowledge receipt of this letter, Port Information and Terminal Regulations by countersigning and returning the attached copy.

MARINE OPERATIONS  
MANAGER

Telephone Number 849382  
VHF Channel 71

Signed Master.....

s.s. /m.v.....

Date..... Time.....

**BOTAS INTERNATIONAL LIMITED**  
**CEYHAN MARINE TERMINAL**  
**SHIP/SHORE SAFETY CHECK LIST**

Vessel's Name.....  
 Berth.....  
 Port.....  
 Date of Arrival.....  
 Time of arrival.....

**INSTRUCTIONS FOR COMPLETION**

The safety of operations requires that all questions should be answered affirmatively by clearly ticking (3) the appropriate box. If an affirmative answer is not possible, the reason should be given and agreement reached upon appropriate precautions to be taken between the vessel and the Terminal. Where any question is considered to be not applicable, then a note to that effect should be inserted in the remarks column.

A box in the columns 'Ship' and 'Terminal' indicates that checks should be carried out by the party concerned.

The presence of the letters **A**, **P** or **R** in the column 'Code' indicates the following:

- A** any procedures and agreements should be in writing in the remarks column of this Check List or other mutually acceptable form. In either case, the signature of both parties should be required.
- P** in the case of a negative answer the operation should not be carried out without the permission of the Port Authority.
- R** indicates items to be re-checked at intervals not exceeding that declared in the declaration.

General	Ship	Terminal	Code	Remarks
1. Is the ship securely moored?			R	Stop cargo at: 35 kts wind Disconnect at: 40 kts wind
2. Are emergency towing wires correctly positioned?			R	
3. Is there safe access between ship and shore?			R	
4. Is the ship ready to move under its own power?			PR	
5. Is there an effective deck watch in attendance On board and adequate supervision on the Terminal and on the ship?			R	
6. Is the agreed ship shore communication system operative?			AR	
7. Has the emergency signal to be used by the ship and shore been explained and understood?			A	
8. Have the procedures for cargo, bunker and ballast handling been agreed?			AR	
9. Have the hazards associated with toxic substances in the cargo being handled been identified and understood?				
10. Has the emergency shutdown procedure been agreed?			A	
11. Are fire hoses and fire-fighting equipment on board and ashore positioned and ready for immediate use?			R	

**PORT INFORMATION AND TERMINAL REGULATIONS**

**ATTACHMENT 2-B**

<b>General</b>	<b>Ship</b>	<b>Terminal</b>	<b>Code</b>	<b>Remarks</b>
12. Are cargo and bunker hoses/arms in good condition, properly rigged and appropriate for the service intended?				
13. Are scuppers effectively plugged and drip trays in position, both on board and ashore?			R	
14. Are unused cargo and bunker connections properly secured with blank flanges fully bolted?				
15. Are the sea and overboard discharge valves, closed and visibly secured when not in use?				
16. Are all cargo and bunker tank lids closed?				
17. Is the agreed tank venting system being used?			AR	
18. Has the operation of the P/V valves and/or high velocity vents been verified using the check-lift facility, where fitted?				
19. Are hand torches of an approved type?				
20. Are portable VHF/UHF transceivers of an approved type?				
21. Are the ship's main radio transmitter aerials earthed and radar's switched off?				
22. Are electric cables to portable electrical equipment disconnected from power?				
23. Are all external doors and ports in the accommodation closed?				
24. Are window-type air conditioning units disconnected?				
25. Are air conditioning intakes which may permit the entry of cargo vapours closed?				
26. Are the requirements for the use of galley equipment and other cooking appliances being observed?			R	
27. Are smoking regulations being observed?			R	
28. Are naked light regulations being observed?			R	
29. Is there provision for emergency escape?				
30. Are sufficient personnel on board and ashore to deal with an emergency?			R	
31. Are adequate insulating means in place in the ship/shore connection?				
32. Have measures been taken to ensure sufficient pump room ventilation?			R	
33. If the ship is capable of closed loading, have the requirements for closed loading operations been agreed?			R	
34. Has a vapour return line been connected?				
35. If a vapour return line is connected, have operating parameters been agreed?				
36. Are the ship emergency fire control plans located externally?				
<b>Inert Gas System</b>				
37. Is the Inert Gas System fully operational and in good working order?			R	
38. Are deck seals in good working order?			R	
39. Are liquid levels in P/V breakers correct?			R	
40. Have the fixed and portable oxygen analysers been calibrated and are they working properly?			R	
41. Are fixed IG pressure and oxygen content recorders working?			R	
42. Are all cargo tank atmospheres at positive pressure with an oxygen content of 6% or less by volume?			PR	
43. Are all the individual tank IG valves (if fitted) correctly set and locked?			R	
44. Are all the persons in charge of cargo operations aware that in the case of failure of the Inert Gas Plant, discharge operations should cease and the Terminal be advised?				
<b>Crude Oil Washing</b>				
45. Is the pre-arrival Crude Oil Washing Check List, as contained in the approved Crude Oil washing manual, satisfactorily completed?				
46. Is the Crude Oil Washing Check List for use before, during and after crude oil washing, as contained in the approved Crude Oil Washing Manual, available and being used?			R	

**IF THE SHIP IS PLANNING TO TANK CLEAN ALONGSIDE, THE FOLLOWING QUESTIONS SHOULD BE ANSWERED**

<b>Tank Cleaning</b>	<b>Ship</b>	<b>Terminal</b>	<b>Remarks</b>
Are tank cleaning operations planned during the ship's stay alongside the terminal installation?	Yes/No*		
If so, have the Port Authority and Terminal been informed?	Yes/No*	Yes/No*	

\* Delete Yes or No as appropriate

**DECLARATION**

We the undersigned have checked, where appropriate jointly, the items on this check list and have satisfied ourselves that the entries we have made are correct to the best of our knowledge.

We have also made arrangements to carry out repetitive checks as necessary and agreed that those items with the letter 'R' in the column 'Code' should be re-checked at intervals not exceeding \_\_\_\_\_ hours.

<b>For Ship</b>	<b>For Terminal</b>
<b>Name:</b>	<b>Name:</b>
<b>Rank:</b>	<b>Position:</b>
<b>Signature</b>	<b>Signature:</b>
<b>Date;</b>	
<b>Time:</b>	

**REPETITIVE CHECKS**

<b>Date/Time</b>								
<b>Initials for Ship</b>								
<b>Initials for Terminal</b>								

N.B Where a check box in the column 'Ship' or 'Terminal' has not been ticked, a reason must be written in the adjacent remarks column.

**BOTAS INTERNATIONAL LIMITED**

**CEYHAN MARINE TERMINAL**

**RECEIPT FOR EMERGENCY PROCEDURES AND PORTABLE RADIO**

Vessel m.v./s.s..... Date.....

I acknowledge receipt of a copy of the Ceyhan Marine Terminal Emergency Procedures and one portable radio VHF handset for Vessel/Terminal communication and agree to return both to the Terminal prior to sailing in good order and condition.

Radio No.....

Radio channel in use for Vessel/Terminal communication.....

I understand and have instructed my crew on use of the communication system.

.....Master

Terminal Emergency Procedures and Radio returned to Terminal in good condition.

..... Marine Operations Manager

Date.....

**BOTAS INTERNATIONAL LIMITED**

**CEYHAN MARINE TERMINAL**

**CERTIFICATE OF READINESS - LOADING SHIP**

From:- The Master m.v./s.s. ....

To: BOTAS INTERNATIONAL LIMITED

This is to certify that all the lines and valves in the cargo and venting systems have been correctly set and the vessel is now ready to receive cargo.

**NOTE:** You are reminded of the need to make regular checks confirming that all valves and lines remain correctly set, particularly prior to and when a change in operations is undertaken.

Time..... Date..... Master.....



**BOTAS INTERNATIONAL LIMITED**

**CEYHAN MARINE TERMINAL**

**CERTIFICATE OF READINESS - LOADING SHORE**

To: The Master m.v./s.s. ....

This is to certify that all essential valves on the Terminal and ashore are correctly set and that loading operations can commence.

Time..... Date..... Master.....

**Note:** If a vessel is loading more than one parcel, the conditions of the Certificate of Readiness must be confirmed before each parcel is loaded and signatures given.

**BOTAS INTERNATIONAL LIMITED**  
**CEYHAN MARINE TERMINAL**  
**EMERGENCY SHUTDOWN SYSTEM**  
**LOADING OPERATIONS ONLY**

Vessel m.v./s.s..... Date.....

I am aware of the Emergency Shutdown, (ESD) facility, located at the end of the Terminal gangway at deck level.

This facility is for use in an **EMERGENCY** situation only.

To operate, press red push-button to initiate ESD.

Initiation of the ESD push-button will sound audible alarms and;

Closes loading valves - isolates loading booms.

Closes landfall valve on crude line.

c) Stops berth sump pumps.

d) Stops vapour recovery operations

Causes a visible alarm in the Jetty/Main Control Room.

Causes an Audible alarm in Jetty/Main Control Room.

I understand and have instructed the vessel's personnel of the purpose, use and effect of the ESD facility.

.....Master

**BOTAS INTERNATIONAL LIMITED**

**CEYHAN MARINE TERMINAL**

**PERMISSION FOR SHIP'S REPAIRS/MAINTENANCE ALONGSIDE**

Vessel m.v./s.s. .... Date.....

To: BOTAS INTERNATIONAL LIMITED

I wish to carry out the following repairs/maintenance while alongside. Repairs/maintenance will/will not\* involve hot work, will/will not\* immobilise the vessel and will take approximately ..... hours.

Description of repair/maintenance work .....

.....

.....

**Note:** To immobilize the vessel MARINE OPERATIONS MANAGER written approval is required.  
\*Delete as appropriate

.....Master

Permission granted to carry out the above repairs/maintenance. It must be understood that you the Master are entirely responsible for ensuring that repairs/maintenance are carried out safely.

..... Marine Operations Manager

**BOTAS INTERNATIONAL LIMITED**

**CEYHAN MARINE TERMINAL**

**AGREEMENT FOR TANK WASHING/GAS FREEING/PURGING ON BOARD A VESSEL  
ALONGSIDE**

Vessel m.v./s.s. .... Date.....

I understand and shall observe the conditions for tank washing/gas freeing/purging alongside and have confirmed by inspection that the necessary preparations have been completed on board. I further confirm that the Terminal has been notified of the nature of the residues to be pumped ashore.

Estimated time for completion .....

.....Master

I have discussed the conditions for tank cleaning/gas freeing/purging and agree that the operations can commence.

..... Marine Operations Manager

BOTAS INTERNATIONAL LIMITED

CEYHAN MARINE TERMINAL

# SMOKING NOTICE

(Copies to be posted in at least three prominent positions on board)

## SMOKING ON BOARD

**NO SMOKING IS PERMITTED ON DECK OR IN OTHER OPEN SPACES AT ANY TIME DURING LOADING, TRANSFERRING CARGO ON BOARD IS ONLY PERMITTED IN THE FOLLOWING PLACES:**

.....  
.....  
.....

**Note:** THE NUMBER OF PLACES WHERE SMOKING IS PERMITTED MAY NOT EXCEED THREE

**WARNING:** IN THE EVENT OF **FIRE** OR OTHER EMERGENCY CALL +90 533 3955968 **SOUND** THE SHIPS FIRE ALARM AND STOP **OPERATIONS**

.....**Master**

.....**Marine Operations Manager**

BOTAS INTERNATIONAL LIMITED

CEYHAN MARINE TERMINAL

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.....**Master**

.....**Marine Operations Manager**

BOTAS INTERNATIONAL LIMITED

CEYHAN MARINE TERMINAL

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.....**Master**

.....**Marine Operations Manager**

**BOTAS INTERNATIONAL LIMITED**

**CEYHAN MARINE TERMINAL**

**RECEPTION FACILITIES FOR GARBAGE**

To comply with legislation, a facility for disposal of garbage is available to you.

Garbage, (except for large items), must be disposed of in sealed heavy duty plastic bags. These bags must be placed by the vessel’s personnel in the lay down area on the berth.

Disposal of oil, noxious liquid substances, marine pollutants in packaged form, and some non-polluting liquids as defined or listed in the Annexes of the Marpol Convention is prohibited in this garbage reception facility.

**DESCRIPTION AND QUANTITY OF GARBAGE TO BE DISPOSED OF:**

Date	1*	2*	Other Material

1\* Enter number of bags of uncontaminated garbage.

2\* Enter number of bags of contaminated garbage.

I certify that the description and quantity of the garbage to be disposed of from my vessel:-

m.v./s.s. .... is correct.

.....MARINE OPERATIONS MANAGER

.....Date



**BOTAS INTERNATIONAL LIMITED**

**CEYHAN MARINE TERMINAL**

**CERTIFICATE OF READINESS - DEBALLASTING OF SEGREGATED BALLAST**

From: The Master m.v. /s.s. ....

To: BOTAS INTERNATIONAL LIMITED

This is to certify that all the lines and valves in the segregated ballast venting systems have been correctly set and the vessel is now ready to discharge ballast.

**Note:** You are reminded of the need to make regular checks confirming that all valves and lines remain correctly set, particularly prior to and when a change in operations is undertaken.

I confirm that the segregated ballast tanks to be discharged overboard at Ceyhan Marine Terminal contain no contaminant which could result in pollution to the surrounding environment.

Time.....Date.....Master.....

**BOTAS INTERNATIONAL LIMITED**

**CEYHAN MARINE TERMINAL**

**Pre-Cargo Transfer Information Exchange**

Vessel	m.v.			Flag			
SDWT		Arrival Displacement		Cargo Capacity 100%	bbls		
Arrival Parallel Mid Body Length relative to cargo manifold				Fwd		Aft	
Arrival Trim	<b>Note allowable trim at any stage of operation is 6.0 m</b>						
Cargo Information	API		Density @ 15°C		Temp.		
Cargo Nomination Number			Product	Azeri Crude Oil			
Nominated Quantity	Maximum		Minimum		Target		
	bbls		bbls		bbls		
Requested Quantity	bbls						
Centre Tanks Receiving Cargo							
Wing Tanks Receiving Cargo							
OBQ	bbls	Slops ROB	bbls	Tanks			
Independent Cargo Inspector Present	YES/NO		Company				
Ship Manifold							
Berths 1 & 2	Crude Arm 1 (North)	Crude Arm 2	Crude Arm 3	Vapour Arm 4 (South)			
Initial Loading Rate	m <sup>3</sup> /hr	Operation	Date	Time			
Maximum Rate	m <sup>3</sup> /hr	Commence loading					
Topping Off Rate	m <sup>3</sup> /hr	Complete loading					
Estimated Loading Time	hrs	Vessel could sail					
<b>Note a minimum of 15 mins. is required to be given by the vessel for any planned change in cargo operations</b>							
Vol. of Ballast	m <sup>3</sup>	Source	Exchange Conducted	Yes/No	Source		
Ballast Tanks							
Samples Taken	Yes/No	If yes from which tanks?					
Maximum O <sup>2</sup> content tanks & vapour/IG Lines				%	≤ 6% vol		
Maximum H <sub>2</sub> S detected				ppm	≤ 5 ppm		
Maximum Mercaptan detected				ppm	≤ 0.5 ppm		
Vessel Venting System		Mast Riser		Hi Jets			
Cargo Tank P/V valve settings		Pressure	mm water guage	Vacuum	mm water guage		
Vessel arrival tank pressure				Pressure	mm water guage		
Vessel requested operating tank pressure				Pressure	mm water guage		
Vessel confirms vapour/IG lines are drained of liquids				YES /NO			
Operational VHF Communication Channel	Ch. 71						
ESD Procedure discussed and agreed	YES/NO						
Emergency Procedures discussed and agreed	YES/NO						
Environmental operational limits agreed and discused							
Standby Tug	B Baku / B Ceyhan / B Tiflis			VHF Ch. 11 & 16			
Weather Forecast for next 24 hrs							
Azeri Crude Oil MSDS presented to vessel	YES/NO						

Signed on behalf of vessel

Signed on behalf of BIL

Master

Marine Manager