

# Terminal Information Booklet

Liquid Bulk Terminal Prøvestenen

## Introduction

This Terminal Information Booklet has been produced to meet the information needs of users and berthing Ships at Copenhagen Malmö Port’s Liquid Bulk Terminal Prøvestenen, here after called the “CMP”

The Booklet contains general port information, applicable regulations, safe work procedures and emergency response details, together with specific information governing the operations of ships at CMP.

This document is issued by the Port Authority of Copenhagen Malmö Port and has been compiled by CMP for use by port users. CMP shall not in any way be or become responsible in law or otherwise for any errors in or omissions from this publication of whatsoever nature and howsoever occurring.

This document is issued by the Port Authority of Copenhagen Malmö Port

## Contact information

### Harbour Office

Open 24 hours a day

Phone: +45 3546 11 38/+45 3546 11 39

VHF channel 12

Email: havnekontor@cmport.com

### Emergency

Fire Services/Ambulance/Police

Telephone +45 112

## Document history

Version	Issued (date)	Comment	Author
1.0	2019-09-27	First version	EN

## Definitions

**Terminal Representative** – Loading Master or another responsible person representing the receiving or delivering terminal.

**Harbour Office** – Harbour Master on duty at any given time. See page 2 for contact details.

## Contents

Introduction .....	2
Contact information.....	2
Harbour Office    Emergency.....	2
Document history .....	2
Definitions.....	2
<b>1. FIRE AND EMERGENCY RESPONSE .....</b>	<b>6</b>
1.1    Emergency Alarms .....	6
1.2    Emergency Communications .....	6
1.3    Emergency Actions.....	7
<b>2. SAFETY AND SECURITY .....</b>	<b>8</b>
2.1    General.....	8
2.2    Personal Protective Equipment (PPE).....	8
2.3    Port and Terminal Security .....	9
2.4    Personnel and Vehicular Access .....	9
2.5    Special Regulations .....	9
<b>3. PRE-ARRIVAL COMMUNICATIONS .....</b>	<b>10</b>
3.1    ETA Advice.....	10
3.2    Pre-Arrival Exchange of Information.....	10
3.3    ETD Advice .....	10
<b>4. ARRIVAL OFF PORT.....</b>	<b>11</b>
4.1    Berth Approach .....	11
4.2    Pilotage .....	11
4.3    Sound VTS (SOUNDREP).....	11
Contact information.....	11
Reporting.....	12
4.3    Anchorage and Waiting Areas.....	12
<b>5. BERTHING AND MOORING.....</b>	<b>13</b>
5.1    General Description of Berths.....	13
5.2    Berth Limitations.....	14
Quay 840 Fenders .....	15

Quay 840 Bollards .....	16
Quay 843 Fenders .....	17
Quay 843 Bollards .....	18
Quay 853/854 Fenders.....	19
Quay 853/854 Bollards .....	20
5.3 Tugs and Towage .....	21
5.4 Provision of Mooring Crews.....	21
5.5 Mooring.....	21
5.6 Provision of Ship/Shore Access .....	21
5.7 Speed .....	21
6.1 General.....	22
6.2 Ship/Shore Safety Check List and Operational Agreements .....	22
Port Security Requirements .....	22
6.3 Communications During Transfer .....	23
7. RESPONSIBILITIES .....	24
7.1 Jurisdiction .....	24
7.2 Conditions of Ship Acceptance .....	24
7.3 Responsibilities .....	24
7.4 Responsibility for Loading.....	24
7.5 Responsibility for Unloading .....	24
8. OPERATIONS ALONGSIDE.....	25
8.1 General.....	25
8.2 Hose/Arm Connection.....	25
8.3 Cargo Handling Facilities.....	25
8.4 Cargo Transfer Rates.....	25
8.5 Checks on Quantities Transferred.....	25
8.6 Environmental Criteria for Suspending Operations.....	26
8.7 Emergency Shutdown .....	26
8.8 Handling of Ship's Stores and Spare Gear.....	26
8.9 Craft Alongside.....	26
8.10 Garbage Reception Facilities.....	26

8.11	Potable Water .....	26
8.12	Bunkers and Lubricating Oils.....	27
8.13	Slops and Ballast Reception Facilities .....	27
9.	SAFETY REQUIREMENTS.....	28
9.1	Smoking.....	28
9.2	Use of Matches and Lighters.....	28
9.3	Drug and Alcohol Policy .....	28
9.4	Portable Electrical Equipment, including Phones and Pagers .....	29
9.5	Environmental Protection.....	29
9.6	Adverse Weather .....	29
9.7	Still Air Conditions.....	29
9.8	Electrical Storms .....	30
10.	APPLICABLE TERMINAL REGULATIONS .....	31
10.1	Ullaging and Sampling.....	31
10.2	Closed Operations.....	31
10.3	Inert Gas.....	31
10.4	State of Readiness of Main Engines .....	31
10.5	Maintenance and Repair Work Onboard.....	32
10.6	Hot Work Onboard.....	32
10.7	Tank Cleaning, Purging and Gas Freeing.....	32
10.8	Survival Drills.....	32
10.9	Painting .....	32
	Appendices.....	32

## 1. FIRE AND EMERGENCY RESPONSE

### 1.1 Emergency Alarms

The Terminal area is equipped with an emergency alarm covering the whole area. The emergency alarm system consists of fire alarm buttons for activation of the alarm and audio signals for alerting others.

The Emergency Alarm System is also connected to the municipal fire service for immediate response in the event of an emergency.

At the Terminal, in the event of the following occurring:

- Fire
- Explosion
- Escape of Toxic and/or Flammable Gases
- Escape of Toxic and/or Flammable Liquids

#### **DO NOT HESITATE TO RAISE THE ALARM**

Terminal: Intermittent sounding of siren

Ship: One or more blasts on the ships whistle each blast of not less than 10 seconds duration, supplemented by a continuous sound of the general alarm system.

End of immediate danger: Long continuous sounding of siren

### 1.2 Emergency Communications

At the Petroleum Berth, the primary method of communication will be via the UHF radio provided by the terminal to ships on their arrival alongside or dedicated VHF channel.

Secondary means of communication will be via the telephone placed on board specifically for this purpose. The telephone equipment shall comply with the current Danish regulations for use of electrical equipment within potentially explosive atmosphere.

### 1.3 Emergency Actions

The following table describes the proper immediate actions in the event of an emergency.

<b>ACTION-SHIP</b>	<b>ACTION-BERTH</b>
<b>Emergency on your ship</b>	<b>Emergency on a ship</b>
Raise the alarm	Raise the alarm
Cease all cargo/ballast operations and close all valves if discharging. If loading only close valve after terminal advise it is safe to do so, after stopping their pumps.	Contact ship
Inform Terminal Representative	Cease all cargo operations and close all valves
In case of fire, fight fire and prevent from spreading	Stand by to disconnect hoses or loading arms
Stand by to disconnect connections	If necessary, stand by to assist fire fighting
Bring engines to standby	Inform all ships in the vicinity
<b>Emergency on another ship</b>	<b>Emergency ashore</b>
Stand by, and when instructed:	Raise alarm
Cease all cargo/ballast operations and close all valves.	Cease all cargo operations and close all valves
Disconnect hoses	In case of fire, fight fire and prevent it from spreading
Bring engines and crew to standby, ready to unberth	If required, stand by to disconnect hoses
	Bring engines and crew to standby, ready to unberth.

## 2. SAFETY AND SECURITY

### 2.1 General

Responsibility for the safe conduct of operations whilst a ship is alongside the Petroleum Berth rests jointly with the Master of the Ship and the responsible Terminal Representative. Therefore, before operations start, it is incumbent upon both ship and shore that there is full co-operation and understanding of 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.

The Master is expected to adhere strictly to these requirements throughout the stay alongside the Terminal jetty or quay and receiving Terminal personnel will do likewise and co-operate fully with the ship in the mutual interest of safe and efficient operations.

Before the start of operations, and from time to time thereafter, for our mutual safety, the Terminal Representative together with a responsible Ship's Officer, will make a routine inspection of the ship to ensure that the questions on the Ship/Shore Safety Check List can be answered in the affirmative. Where corrective action is needed, the Terminal may not agree to operations commencing or, should they have been started, may require them to be stopped.

Similarly, if the Master considers safety is endangered by any action on the part of the Terminals engaged staff or by any equipment under Terminals control, the Master should demand immediate cessation of operations until the situation is rectified.

Repeat checks of those items marked in the Ship Shore Safety Check List will be carried out by both ship and shore personnel at intervals not exceeding 6 hours.

### 2.2 Personal Protective Equipment (PPE)

Ship's personnel while on duty alongside the Petroleum Berth shall adhere to the following minimum dress code:

- Boiler suit or trousers and long-sleeved shirt.
- Suitable shoes with protective toe caps.
- Life jacket or buoyancy aid when working outside safety rails.

Specific PPE may be required for certain products, please refer to the Material Safety Data Sheet (MSDS) for the product in question for additional guidance.

Personnel engaged in operations are actively encouraged to utilize PPE to the fullest extent during cargo transfer, hose handling and mooring operations. This includes the wearing of safety helmets and safety goggles.

Ships should establish the PPE requirements for visitors and these should include appropriate clothing, safe footwear and safety helmet. Visitors to the Petroleum Berth are required to follow the safe route which is clearly marked.



## **2.3 Port and Terminal Security**

CMP is a security regulated port as set out in the Marine Security Act of 2004 and associated Regulations. In accordance with this Act, unauthorized access is an offence.

IMO Port facility number : DKCPH-0013

In line with the ISPS Code, the following three security levels are adopted:

### **Security Level 1 – Normal**

The level for which standard security measures shall be maintained at all times.

### **Security Level 2 – Heightened**

The level for which appropriate addition measures shall be maintained for a period of time as a result of heightened risk of a security incident. For Prøvestenen, this will include additional security guards and patrols with greater scrutiny of port users.

### **Security Level 3 – Exceptional**

The level for which further additional security measures shall be maintained for a limited period of time when a security incident is probable or imminent, although it may not be possible to identify the specific target. For the Terminal, this may result in the removal of a ship from the berth or the delay in a ship berthing.

Crew list, visitors list, list of crew change, repairman list and Pre Arrival Information (IMO form) shall be sent 24 hours in advance of arriving to the port office email: [portoffice@cmpport.com](mailto:portoffice@cmpport.com)

## **2.4 Personnel and Vehicular Access**

The Petroleum Berth is within a secure area of Copenhagen Malmö Port and the Port Authority is responsible for controlling access into the Terminal and Berth. Visitors to the vessel shall be pre-registered by e-mail to the Port Office.

## **2.5 Special Regulations**

1. Smoking on board and ashore is strictly forbidden.
2. Light and naked flame of all kinds are forbidden, unless special permission has been obtained from the Fire Brigade.
3. As long as the ship is staying in the harbor, all kinds of repair works on board are forbidden unless special permission has been obtained from the Harbor Master.
4. Ventilation of tanks is forbidden as long as the ship is inside the harbor area.
5. Persons without official business or drunken persons may not be allowed admittance to the ship. The Harbor Master can order any person removed from the ship or harbor area if conditions should warrant it.

6. The captain has a duty to instruct his crew and the stevedores working on board about the dangers of fire or explosion, at the same time he is responsible for any breach of above regulations.
7. Moreover, when loading or unloading in the "Prøvestenshavn", the ship must observe the relevant "Bye-Laws for Maintenance of Order etc. in Port of Copenhagen".
8. No vessel may depart from the quay, and no vessel may call at the Terminal without having obtained consent from the Harbor Office on the VHF-radio, channel 12 (phone +45 35 46 11 38/39)

### 3. PRE-ARRIVAL COMMUNICATIONS

#### 3.1 ETA Advice

Ships bound for Prøvestenen should provide ETA advice via their agents to the Port Authority by e-mail at least 24 hours prior to their arrival or immediately on leaving their last port, whichever is the later prior to arrival.

#### 3.2 Pre-Arrival Exchange of Information

At least 24 hours prior to arrival, ships should provide Copenhagen Malmö Port the information requested in the pre arrival form available on: <http://www.cmport.com/port-info/port-security>

Port Clearance letter, if needed, is to be obtained from Ships Agent.

#### 3.3 ETD Advice

ETD Advice preferably to be give together with ETA advice and to be kept updated with minimum 3 hours prior to departure.

## 4. ARRIVAL OFF PORT

### 4.1 Berth Approach

The primary route to the Terminal from both north and south approach is the *Kongedybet*. Kongedybet is mostly used for traffic to Prøvestenen and the nearby power plant Amagerværket. The waterways outside the Terminal is also frequently used by recreational traffic and several harbors for pleasure boats is located in the area.

*Prøvestensløbet*, the entrance from NE to the inner port is 140 m wide.

### 4.2 Pilotage

#### Contact information:

#### **DanPilot, Lodseriet Danmark**

Telephone +45 63 25 66 66 (Pilot on Watch)

Telefax +45 63 25 66 49

VHF channel 87 call "Sound Pilot"

E-mail: [danpilot@danpilot.dk](mailto:danpilot@danpilot.dk)

Web: [www.danpilot.dk](http://www.danpilot.dk)

#### **Danish Pilot Service Danish Pilot Service**

Telephone +45 75 91 44 96

E-mail: [info@danishpilotservice.dk](mailto:info@danishpilotservice.dk)

Web: <http://www.danishpilotservice.dk/>

### 4.3 Sound VTS (SOUNDREP)

#### Contact information

SOUNDREP provide information service to shipping about specific and urgent situations as well as other information concerning safety of navigation (weather, current, water level, ice or other hazards).

Information of general interest will be broadcasted.

E-mail: [contact@soundvts.org](mailto:contact@soundvts.org)

Online reporting form: <http://www.sjofartsverket.se/en/Sound-VTS/>

The call sign is "Sound Traffic" and the Sound area is divided in two sectors with VHF channel:

Sector 1 North: VHF channel 73 (required)

Sector 2 South: VHF channel 71 (required)

Broadcast 1: VHF channel 79 (covering both sector north and south)

Broadcast 2: VHF channel 68 (reserve channel).

Ships passing the sector line, shall by their own initiative change the VHF channel.

### Reporting

When ships are crossing the reporting lines, a mandatory SOUNDREP report must be communicated to Sound VTS by VHF, E-mail or online reporting form (see above). Reporting is also mandatory when leaving berth.

The use of correct and updated AIS information accomplish the main part of the reporting requirements.

For further information, please refer to Notice to Mariners or <http://www.sjofartsverket.se/en/Sound-VTS/>

### **4.3 Anchorage and Waiting Areas**

Maritime Assistance Service (MAS) shall be contacted via the Danish Coast Guard on VHF channel 16 prior to anchoring.

## 5. BERTHING AND MOORING

### 5.1 General Description of Berths

There are three berths available at the terminal, listed below.

Please be advised that changes in the below figures may be subject to change. Notices will be given through Copenhagen Malmö Port homepage and advice is given through the Harbor Office.

Berth Name	840	843	853	(853) /854
Type of Berth	Jetty	Jetty	Quay	Quay
Maximum displacement	43000 t	90000t	43000t	43000t
Maximum length overall	145m	275m	>180m	>180 m
Minimum length overall	35m	50m	none	none
Parallel body	No limitation	No limitation	No limitation	No limitation
Freeboard limitation	No limitation	No limitation	No limitation	No limitation
Maximum beam	No limitation	Approx. 50m	Approx. 27m	Approx. 27m
Air draft restriction	No limitation	No limitation	No limitation	No limitation
Minimum depth alongside jetty	11,6m	12m	10,5m	10,5 /8,8 m
Minimum depth in approach	12m	12m	10,5m	10,5 /8,8 m
Minimum under keel clearance	0.60m	0.60m	0.60m	0.60m
Bottom material	Sand /gravel/mud	Sand /gravel/mud	Sand /gravel/mud	Sand /gravel/mud
Maximum draft	11, 0 m	11,4m	9,9m	9.9 m /8.2m
Water density	1.011	1.011	1.011	1.011
Berthing/unberthing during night	yes	yes	yes	yes
Maximum current alongside	0	>1,5 knob	0	0
Minimum mooring arrangement	Safe mooring	Safe mooring	Safe mooring	Safe Mooring
Max. Safe Working Load of bollards and mooring hooks	50t & 100ts bollards	150t	40-50 -75t	40-50-75t / 75 t
Oilboom available	yes	yes	yes	yes
Ballast/Slops facilities	yes	yes	yes	yes
Emergency Stop available	yes	yes	yes	yes
Manifold restrictions (max/min above MWL)	15,6m/2,97m	17,97m/1,47m	15,6m/1,0m	N/A

For actual navigational information at any given moment, please see official Danish nautical publications and Notice to Mariners.

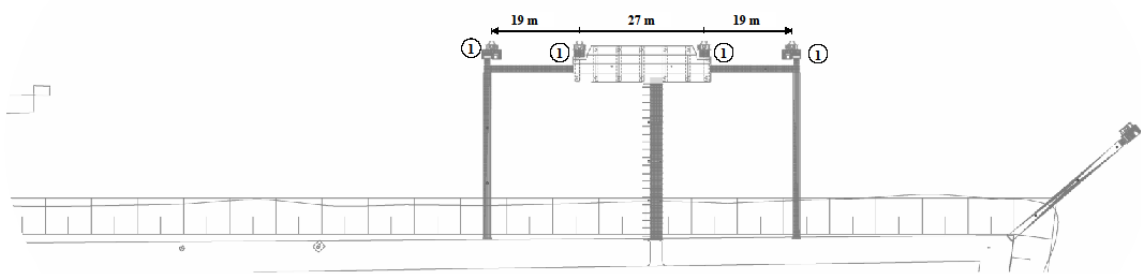
## **5.2 Berth Limitations**

The following layouts describes the specific limitations applicable to each berth.

Quay 840 Fenders

**Quay 840**

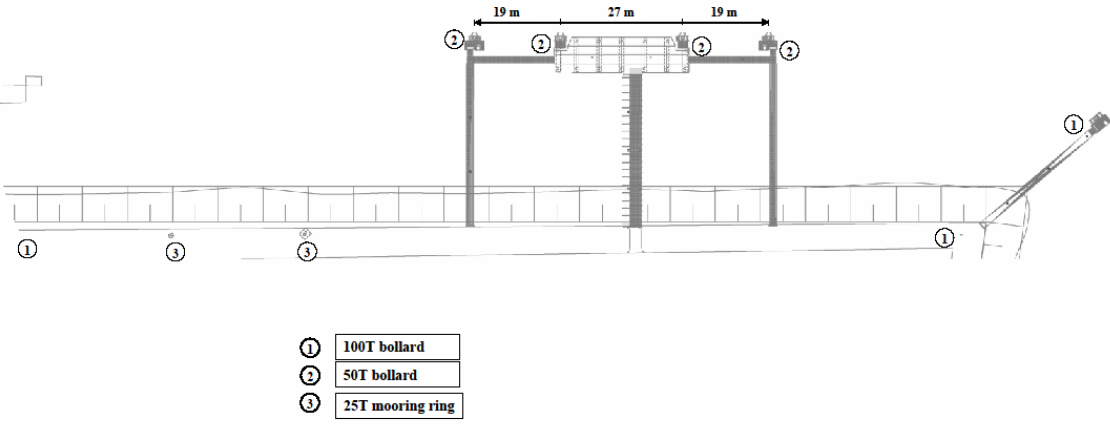
*Map, fenders*



① Trelex 2 nos MV800 x 2000, E 2.0  
(Total E=484 kNm)

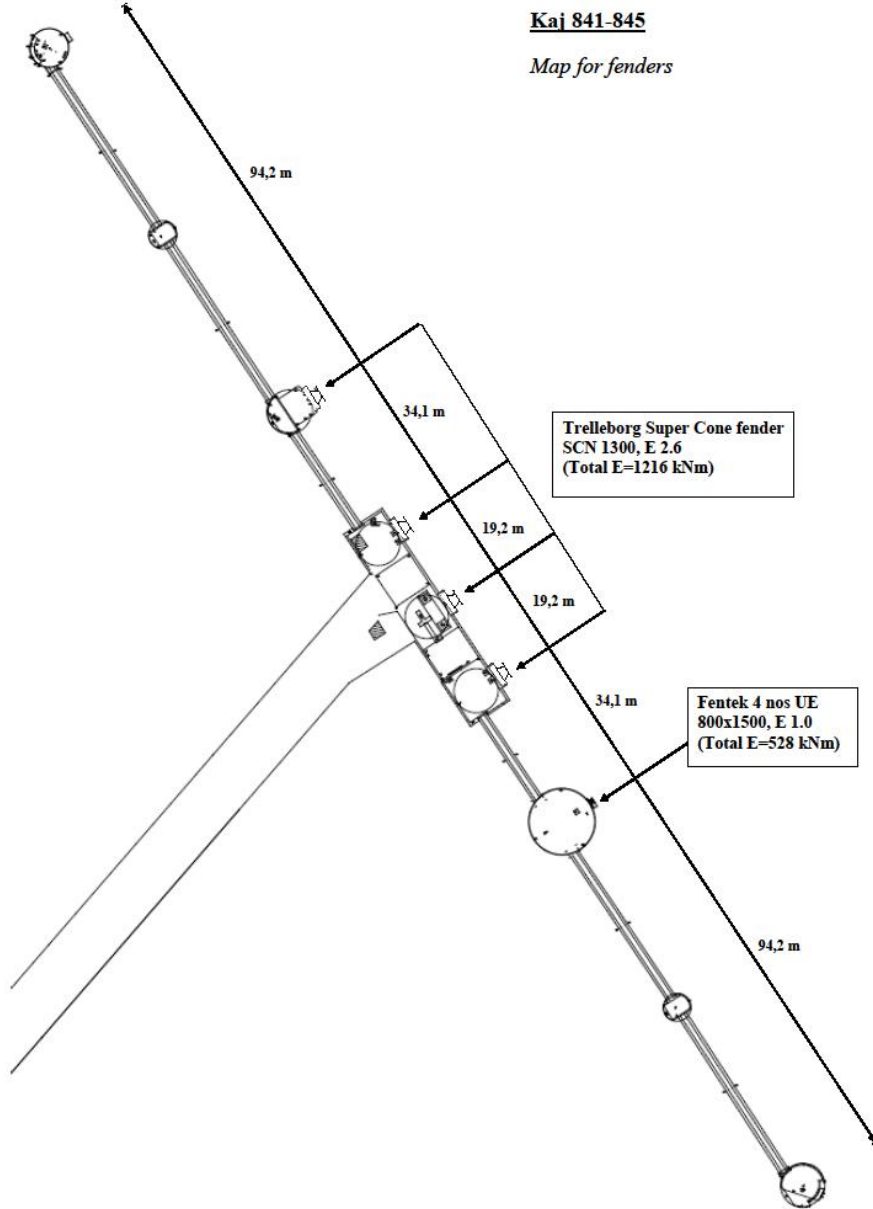
Quay 840 Bollards

**Quay 840**  
*Map, bollards*

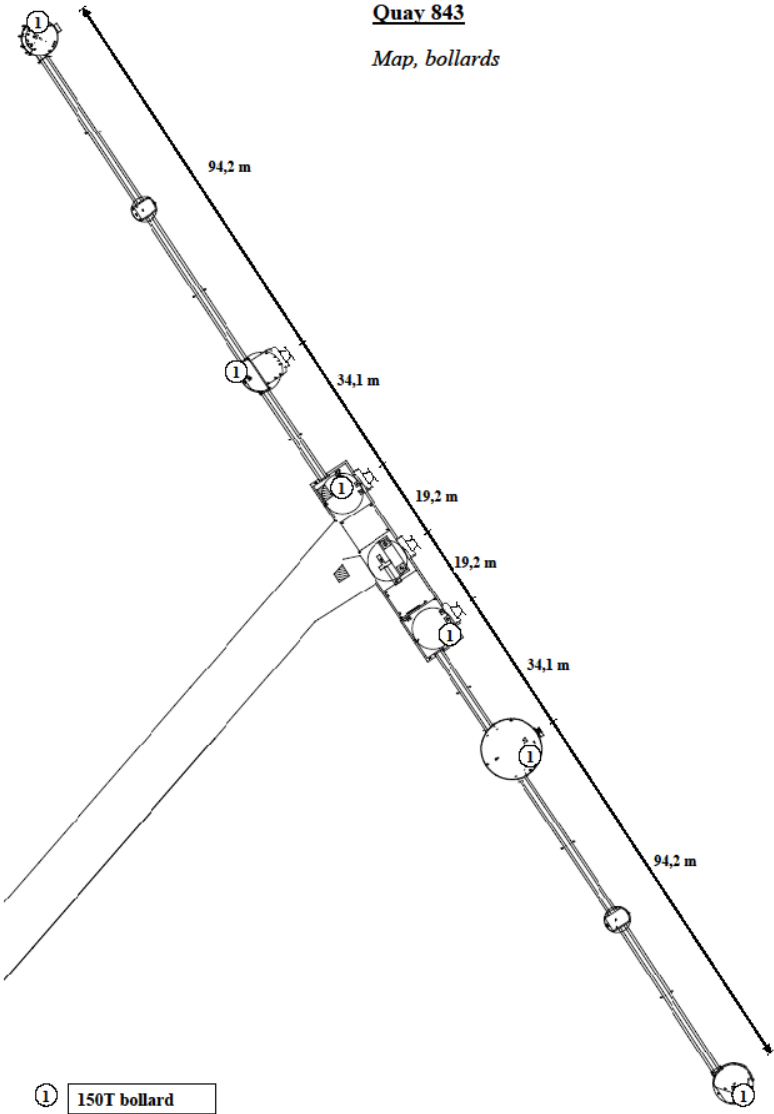




Quay 843 Fenders



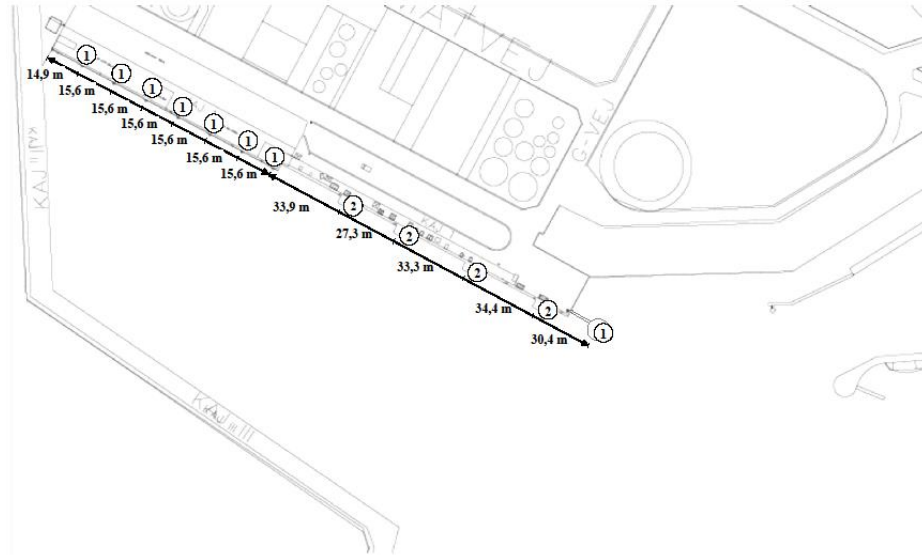
Quay 843 Bollards



Quay 853/854 Fenders

Quay 853 and 854 (quay I)

Map, fenders

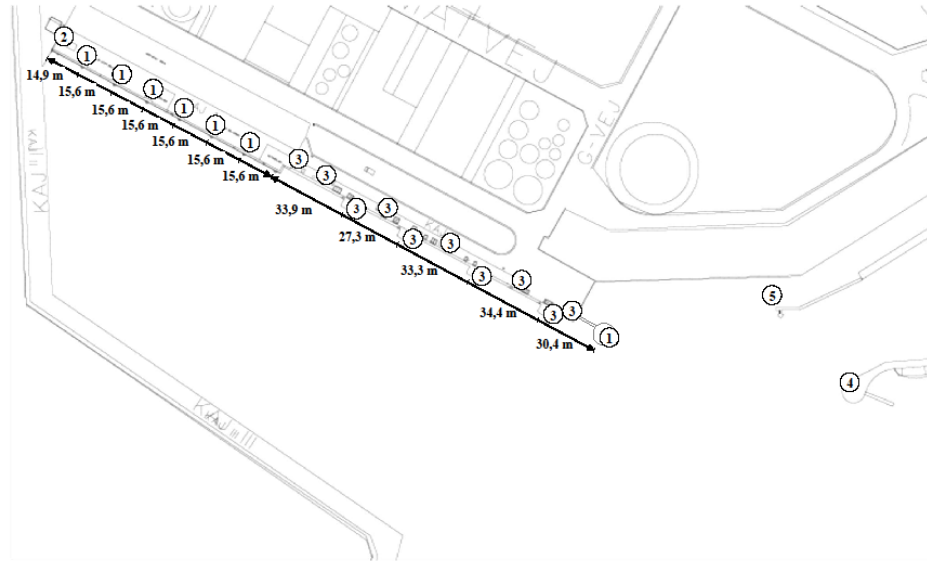


① Trellex 2 nos MV750 x 1500 BP  
(Total E=275 kNm)

② FenderTeam 2 nos FE-M750 x 1500 G1.4  
(Total E=276 kNm)

Quay 853/854 Bollards

Quay 853 and 854 (quay I)  
Map, bollards



- |   |                  |   |             |   |  |
|---|------------------|---|-------------|---|--|
| ① | 75T bollard      | ③ | 50T bollard | ⑤ | ? T, duc d'albe,<br>From 2017, not in use. |
| ② | 25T mooring ring | ④ | 40T bollard |   |  |

### **5.3 Tugs and Towage**

Please contact Pilot service for tug requirements guidelines.

Tugs are not provided by CMP. All tugs must be chartered from a third party.

### **5.4 Provision of Mooring Crews**

Mooring crews are available at the terminal from a third party company.

### **5.5 Mooring**

The Master is responsible for ensuring that the ship remains securely moored throughout the stay alongside. The Master must ensure that all moorings are regularly tended and maintained in a taut condition. For guidance please refer to §6 in the “Standard regulations for the observance of good order in Danish commercial ports”

### **5.6 Provision of Ship/Shore Access**

Tankers moored at the Terminal are required to provide a suitable gangway to enable safe access between ship and shore, complete with suitable safety net.

### **5.7 Speed**

Navigation within the port area shall be at such low speed that no inconvenience is caused to others. Navigation shall be such that there is no risk of damage to port installations, ships and their moorings.

## 6. COMMUNICATIONS WHILE BERTHED

### 6.1 General

During the pre-transfer conference, the terminal representative shall ensure that a safe mode of communication is established with the ship. The communication equipment must be kept by the ship's Duty Officer at all times. The communication equipment is tuned to the terminal frequency and is to be used for cargo transfer and emergency use only.

Identification of the name of the ship should always be included in communications to avoid any misunderstanding. The shore identity is 'Terminal Operations'.

### 6.2 Ship/Shore Safety Check List and Operational Agreements

On arrival at the berth, the Terminal representative is to present the ship with a copy of a folder at a minimum containing the following documents:

- Safety Letter to Master
- Emergency Procedure Notice
- Ship/Shore Safety Check List
- Cargo Transfer Plans
- Material Safety Data Sheet (MSDS)

#### Port Security Requirements

The various forms, information and procedures laid out in the document formalize the conduct and procedures governing ship/shore operations at the quay which are to be mutually agreed before operations commence.

The agreements reached in the document remain in force throughout the time a ship remains alongside the Petroleum Berth. Any changes made to these agreements during the course of the cargo operation must be again agreed in writing.

All items contained in the Ship/Shore Safety Check List must remain constantly under review. However, the ship and shore are required to jointly recheck those items requiring formal recheck at intervals not exceeding 6 hours.

### **6.3 Communications During Transfer**

During cargo operations, if for any reason it becomes necessary to stop cargo in an emergency, the party requesting the stop should notify the other party by UHF/VHF radio, or any other means, requesting 'Emergency Stop'. Any other emergency signal must be documented in the Ship-Shore Safety Checklist.

All transfer pumps must be immediately stopped, and ship and shore manifolds closed until the situation is investigated and joint agreement is reached on resuming operations.

During the pre-transfer conference, communications procedures will be agreed for conducting specific activities and will include agreed notice periods for conducting ship or shore stops.

## 7. RESPONSIBILITIES

### 7.1 Jurisdiction

Copenhagen Malmö Port is the appointed Port Authority governed by Danish authorities (Kystdirektoratet).

### 7.2 Conditions of Ship Acceptance

Ships are accepted at the Petroleum Berth on the understanding that operations will be conducted in accordance with all applicable legislation, together with practices contained in relevant Codes of Practice, in particular, the guidance contained within the latest edition of the International Safety Guide for Oil Tankers and Terminals (ISGOTT).

Ships found deficient on arrival may be subject to refusal until the deficiencies have been rectified.

### 7.3 Responsibilities

As stated in the Safety Letter, responsibility for the safe conduct of operations while the ship is at the Petroleum Berth rests jointly with the Master of the ship and with the responsible Terminal Representative.

Emphasis is placed on the fact that the completion of a safe and successful cargo transfer operation is dependent upon effective Co-operation, Co-ordination and Communication between all parties involved. All operations should be conducted in the spirit of this mutual agreement.

### 7.4 Responsibility for Loading

Ship's personnel are advised that responsibility for the loading operation **on board the ship** rests solely and absolutely with the Master. It is the responsibility of the ship's personnel to operate valves and to ensure safe and secure connection of all transfer equipment to the ship's manifold.

Ship's personnel are advised that the responsibility for the discharge or escape of oil from a vessel rests with the ship.

In the event of a prosecution being taken by the appropriate authorities, heavy penalties together with liability for dispersal costs and damages for pollution damage, is provided for by legislation.

### 7.5 Responsibility for Unloading

Ship's personnel are advised that responsibility for the unloading operation **on board the ship** rests solely and absolutely with the Master. It is the responsibility of the ship's personnel to control pumping rates, to operate valves and to ensure safe and secure connection of all transfer equipment to the ship's manifold.

Ship's personnel are advised that responsibility for the discharge or escape of oil from a vessel rests with the ship.



In the event of a prosecution being taken by the appropriate authorities, heavy penalties together with liability for dispersal costs and damages for pollution damage, is provided for by legislation.

## 8. OPERATIONS ALONGSIDE

### 8.1 General

All operations at the Petroleum Berth will be carried out with consideration of the regulations and guidelines stated in the latest edition of the International Safety Guide for Oil Tankers and Terminals (ISGOTT).

### 8.2 Hose/Arm Connection

On completion of mooring alongside the Petroleum Berth, the ship will be presented with hoses/loading arms for discharge. It is the responsibility of the shore to ensure that the hoses/loading arms are maneuvered and connected safely and are correctly rigged, but the manual assistance of the ship's crew is requested to achieve this. Similarly, on completion of cargo operations, terminal personnel are responsible for ensuring the safe disconnection and maneuvering of the cargo hoses/loading arms and ship's staff are requested to manually assist with the process, including bolting in place the cargo hose end blanks.

### 8.3 Cargo Handling Facilities

The Terminal will provide information about cargo handling facilities for the planned operation on request by the ship. For information about quay facilities please refer to chapter 5.

### 8.4 Cargo Transfer Rates

The maximum allowable cargo transfer rates will be established and agreed during the pre-transfer conference.

Rates will also be established for starting transfer and will take into account the need for precautions when handling grades defined as static accumulators. If applicable, procedures for the final topping-off of shore tanks will also be established and agreed.

### 8.5 Checks on Quantities Transferred

Unless otherwise agreed during the pre-transfer conference, ships should provide the Terminal with information regarding the amount of cargo that has been discharged, by grade, on the hour, every hour. The terminal will provide the ship with comparable shore figures.

If the exchange of information reveals a sudden or significant difference between the terminal and the ship's figures on quantities transferred, operations will be stopped until a satisfactory explanation can be found.

## **8.6 Environmental Criteria for Suspending Operations**

If any of the conditions below is present, the cargo operations shall be suspended.

- Average Wind speeds above 25 m/s
- Electrical storm in the direct vicinity of the terminal

Irrespective of measured wind speed, if either the ship's Master or the Terminal representative considers that the prevailing conditions potentially threaten the safety of operations, transfer should be suspended and connections disconnected.

## **8.7 Emergency Shutdown**

Arrangements at the Petroleum Berth do not include a remote means for stopping shore transfer pumps. In the event of an emergency, the Terminal shall be advised immediately by UHF radio or other mutually agreed communication equipment and stating 'Emergency Stop'.

## **8.8 Handling of Ship's Stores and Spare Gear**

During cargo operations, stores can be loaded ex trolley from the Quay using ship's lifting gear, provided the Terminal approves the operation.

Vehicles are not permitted onto the Petroleum Berth during cargo operations but may do so on completion, once connections are disconnected and secured, and with the express approval of the Terminal Representative. Regardless of above no vehicles are allowed within a 25 meter zone from the ships side if the cargo have a flash point below 55°C.

## **8.9 Craft Alongside**

No vessels or small craft are allowed alongside a ship moored at the Petroleum Berth if the cargo have a flash point below 55°C.

Small craft may be permitted to come alongside for the purpose of transferring stores. However, such operation is dependent on submission of pre arrival information according to chapter 3.2 in this document.

## **8.10 Garbage Reception Facilities**

Approved garbage reception facilities are available at the Terminal via approved contractors by arrangement through the ship's Agents. Garbage notification must be sent to the Port Authority at least 24 hours prior to arrival.

## **8.11 Potable Water**

Fresh water is available at the Petroleum Berth. Arrangements for connection to the potable water main must be made with the Port Authority Harbour Office prior to arrival.

### **8.12 Bunkers and Lubricating Oils**

Bunkering prohibited when loading/unloading products with a flash point below 55°C. Bunkering operations is always subject to approval from the Port Authorities.

### **8.13 Slops and Ballast Reception Facilities**

Please contact the Terminal Representative for the receipt of slops or dirty ballast ashore. Please contact Harbour Office for further information.

## 9. SAFETY REQUIREMENTS

### 9.1 Smoking

Smoking is strictly prohibited in the berth area and on board ships alongside the Petroleum Berth except in those spaces on board that are specifically designated by the Master and Terminal Representative as "Smoking Areas." Notices identifying the designated places must be conspicuously placed.

Failure to comply with this regulation will involve cessation of operations and may result in the ship being removed from the berth pending a complete investigation and receipt of written assurance from the Master that effective controls have been established.

The Terminal reserves the right, to prohibit smoking, at any time, in any place on board a ship and adjacent to the Petroleum Berth. Smoking is also prohibited in any place within the Terminal and berth areas, except designated areas as directed.

### 9.2 Use of Matches and Lighters

Under no circumstances are members of the ship's crew allowed to carry matches, lighters, inflammable liquid or any other similar sources of ignition while within the Terminal area.

Visitors to ships at the Petroleum Berth are required to leave matches and lighters at the jetty gate.

### 9.3 Drug and Alcohol Policy

Masters are advised that operations will cease if it is considered that the actions of a person or persons involved in the operations are not under proper control as a result of the use of alcohol/drugs and or fatigue.

Operations will not resume until the matter has been reported to and fully investigated by relevant authorities and the Terminal Representative considers it safe to do so. Delay or cancellation of a ship's departure could result.

Access to the Petroleum Berth will be denied to any person suspected of being affected by alcohol or drugs.

#### **9.4 Portable Electrical Equipment, including Phones and Pagers**

Only approved intrinsically safe or EX rated electrical equipment may be used on the Petroleum Berth or within the hazardous zone of the ship.

Portable electrical equipment, including computers, mobile phones, pagers and cameras, if not certified intrinsically safe, must be switched off and may only be used within:

- Permanent buildings as designated by the Terminal Manager.
- Areas on the ship designated by the Master.

Note: in certain circumstances, some types of camera, such as a disposable camera without flash, may be used, subject to the specific approval of the Master and Terminal Representative.

#### **9.5 Environmental Protection**

Ships entering the waters of Denmark must comply with the laws concerning environmental protection, as contained in the Marine Preservation Act.

The Master of a ship at the Terminal must comply with the provisions of the above Act. In particular, he must **not**:

- cause or permit refuse of any kind to be discharged from the ship or its scuppers into port waters.
- cause or permit a person to pump or discharge any oil, spirit or any flammable liquid into port waters.
- allow the ship to emit excessive funnel smoke.

#### **9.6 Adverse Weather**

The master of the ship is advised to keep track of the current and expected weather conditions. Any decision to leave the berth and port will be taken in consultation with the ship's Master and Harbor Master.

#### **9.7 Still Air Conditions**

If there is little air movement, petroleum gas may persist on deck in heavy concentrations on ships that are loading volatile products or ballasting tanks that have previously contained volatile products. Consideration may have to be given to stop operations while these conditions persist.

## **9.8 Electrical Storms**

All cargo transfer operations, including the ballasting of non-gas-free cargo tanks will be stopped in the event of an approaching electrical storm. All tank openings, vent outlets, cargo and manifold valves will be closed until such time as the storm has passed.

## 10. APPLICABLE TERMINAL REGULATIONS

### 10.1 Ullaging and Sampling

Wherever possible, the ullaging and sampling of ship's tanks should be achieved by the use of closed sampling equipment. Under no circumstances are shore personnel to open any tank or vapour lock without approval from the ship's officer on duty and written notification to the Harbour Office.

When it is not possible to undertake closed gauging and/or sampling operations, open gauging systems will need to be employed and the precautions detailed in ISGOTT must be adhered to.

Shore staff and surveyors will draw cargo tank ullages and samples immediately after mooring when safe access to the shore is provided. The Master is requested to have adequate personnel and appropriate closed sampling and ullaging equipment available as a priority to facilitate this operation.

### 10.2 Closed Operations

The loading, discharging and/or ballasting of ship's cargo tanks must be conducted under closed conditions. The use of manual gauging/sampling of cargo tanks via sighting, ullage ports or similar openings is not permitted.

### 10.3 Inert Gas

If a ship is fitted with an inert gas system then this system must be fully operational (in accordance with Class requirements) and used at all times. In the event that a ship's inert gas system is not functioning, or not functioning as required, cargo operations must cease immediately and may not resume until the system is repaired or written permission is given from the ship's owners, the Copenhagen Malmö Port and the Terminal Representative.

### 10.4 State of Readiness of Main Engines

The main engines and other essential machinery of all ships alongside must be maintained in a state of readiness for vacating the berth at short notice.

Main engines must be retained on a maximum of 15 minutes notice of readiness. The immobilization of main engines or other essential machinery may be permitted upon application to the Copenhagen Malmö Port Master and with the permission of the Terminal Representative. The ship will be required to provide a detailed description of the work being undertaken and an estimation of the actual time of immobilization.

## **10.5 Maintenance and Repair Work Onboard**

Major planned repair work is not permitted while the ship is alongside the Terminal. Emergency repairs, namely essential repairs needed to rectify malfunctioning equipment and prevent hazardous or unsafe conditions, will be permitted on a case-by-case basis following approval by the Terminal and Port Authority.

## **10.6 Hot Work Onboard**

Generally hot work outside a designated space is not permitted on board ships alongside the Petroleum Berth. However, in extenuating circumstances, hot work may be permitted.

Before undertaking hot work on board, permission must be granted by the Copenhagen Malmö Port and the Terminal Representative. All hot work permits are to be counter-signed by the Copenhagen Malmö Port and the Terminal Representative in addition to the ship's authorized hot work permit signatory and Master.

## **10.7 Tank Cleaning, Purging and Gas Freeing**

Tank cleaning, gas freeing or purging operations are not permitted on board any ships while alongside the Terminal.

The Master of any ship alongside the Terminal that requires to clean, purge or gas free cargo tanks which have previously contained liquid hydrocarbons must obtain written approval from the Copenhagen Malmö Port and the Terminal Representative before commencing operations.

## **10.8 Survival Drills**

Diving and lowering boats and rafts – Permission to be obtained from Harbour Office.

## **10.9 Painting**

Permission to be obtained from Harbour Office.

## **Appendices**

- "Bekendtgørelse om Standardreglement for overholdelse af orden i danske erhvervshavne"
- "Bylaws of the Port of Copenhagen"