Terminal Information BookletLiquid Bulk Terminal Malmö

COPENHAGEN MALMÖ PORT

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 in Malmö, 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.

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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 14

Email: havnekontor@cmport.com

Emergency

Fire Services/Ambulance/Police

Telephone +46 112

Liquid Bulk Operations

Office time

Email: operations.oh@cmport.com

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.

COPENHAGEN MALMÖ PORT

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1. FIRE AND EMERGENCY RESPONSE

1.1 Emergency Alarms

The Terminal area is equipped with an emergency alarm covering the whole area. When the emergency alarm system is activated the ship will receive information about the situation from the terminal they are loading from / unloading to.

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

Terminal: 3 second of blast and 3 second of silence in about 10 minutes.

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 from the whistle

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.

1.3 Emergency Actions

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

ACTION-SHIP	ACTION-BERTH
Emergency on your ship	**Emergency on a ship**
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
Emergency on another ship	**Emergency ashore**
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.

1.4 Evacuation

1.5 Collison/ Damage to berth

Immediately alert the Harbour office.

Inspection should be done by a representative from Copenhagen Malmö Port before the ship departs.

1.6 Medical emergency

Alarm the Emergency service +46 112

Address to the Liquid bulk terminal is Flintränegatan 35 Malmö

Inform services about which berth the ship Is moored to.

and then contact the Harbour office and inform about the situation and that the emergency services personnel will arrive.

1.7 Security Breach

Contact the harbour office and the person on the jetty.

Be prepared to stop the operation if necessary.

1.8 Person Overboard

Rescue the person

While moored alarm the Emergency service +46 112

At sea Alarm the JRCC (SMA/Joint Rescue Coordination Centre) (24/7)

Call sign: Sweden Rescue (Watch on VHF channel: 16)

Also Inform the Harbor office 24/7

Call sign: Malmö Port (Watch on VHF channel 14)

1.9 Vessel breakout

Alarm the +46 112 (24/7)

Alarm the Harbor office 24/7

Call sign: Malmö Port (Watch on VHF channel 14)

1.10 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'.

The emergency signal and shutdown procedure to be used by the ship and shore should be explained and understood on the transfer meeting.

1.11 Incident notification policy

All Incidents causing damage to the port facility or persons involved in the operation should be reported to the harbour office (24/7) and the liquid bulk operations (office time).

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.

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.

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 on the jetty.
- Helmet.
- Safety goggles.

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 : SEMMA-0021

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 Malmö liquid bulk terminal, 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.

CCTV

Certain facilities are monitored by CCTV. CMP Port Security staff will conduct random searches of people in all areas of the facility. They will ask for proof of identity and the nature of the individual's business at the facility. Anybody unable to provide this information will be asked to leave the area, accompanied by the police where appropriate. Everybody with valid business at the facility is duty-bound to accept ID checks positively. All visitors must register before accessing the facility.

2.4 Drugs/Alcohol

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.

2.5 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.

2.6 Portable electronic equipment and naked lights

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.

Light and naked flame of all kinds are forbidden, unless special permission has been obtained from the Copenhagen Malmö port

2.7 Repairs while alongside

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.

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.

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.

2.8 Provision and stores

No vessels or small craft are allowed alongside a ship moored at the Petroleum Berth if the cargo have a flash point below 60°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.

2.9 Safety data sheet

Safety data sheet for the handled product should be on place during the operation.

2.10 Benzene and hydrogen sulphide

When handling products containing or suspected to contain sulfur hydrogen (H_2S), personal gas alarms must be set to clearly alert when the exposure exceeds 10 ppm is carried by all personnel in the operations area. Exceptions may be made when visitors are to embark / debark vessels. However, these must not be in the area if the exposure exceeds 10 ppm

3. GENERAL INFORMATION

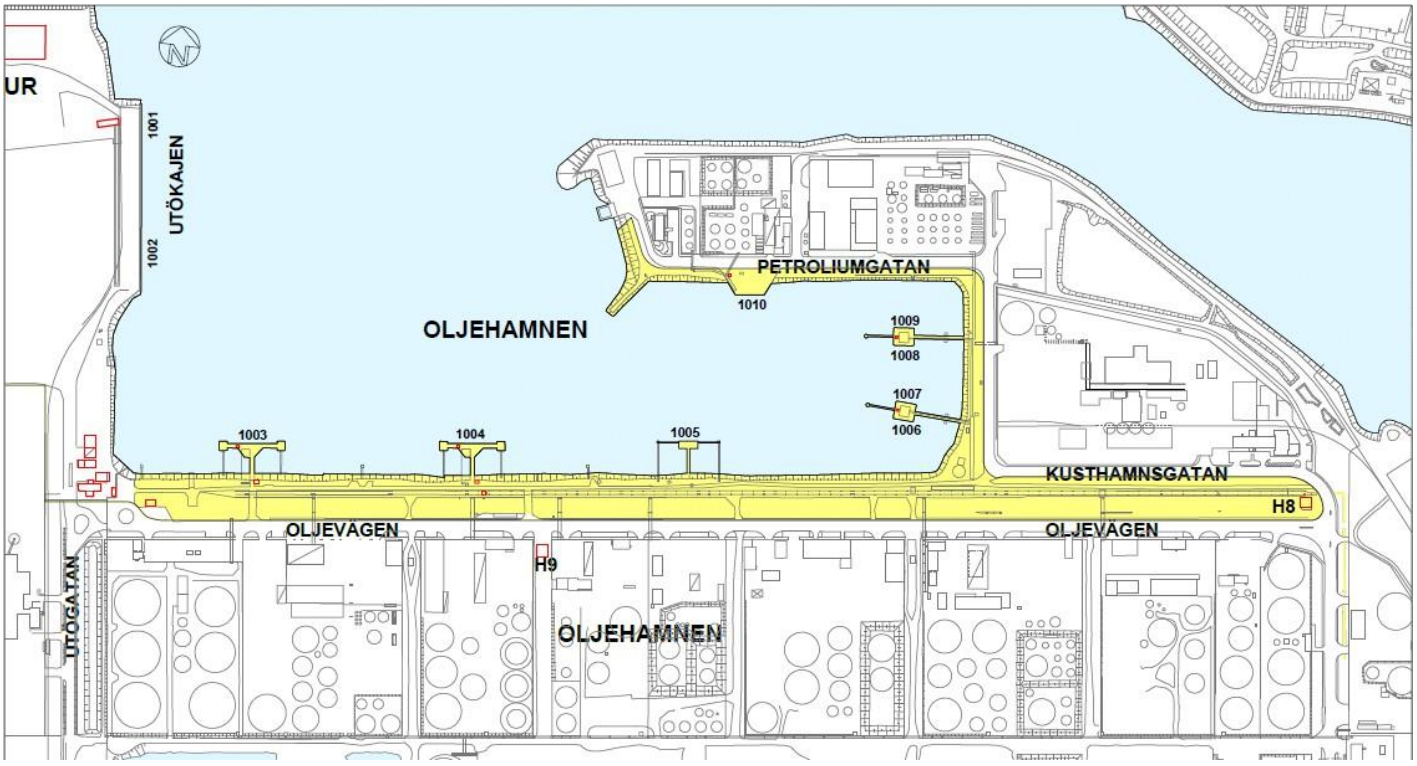
3.1 Terminal location

The terminal is located in the Oresund in the southern part of Sweden.

3.2 Terminal Layout

At the liquid bulk terminal in Malmö there are 4 berths ready to handle Liquid bulk 24/7.

Berths: 1003 / 1004 / 1005 / 1010 (Berths 1006-1009 are permanently closed).



3.4 Local time

GMT +01:00

3.5 Vessel/shore communication

During cargo operations, UHF/VHF radio is the primary communication ways.

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.

3.6 Language spoken

English / Swedish

4. BERTH INFORMATION

4.1 General Description of Berths

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

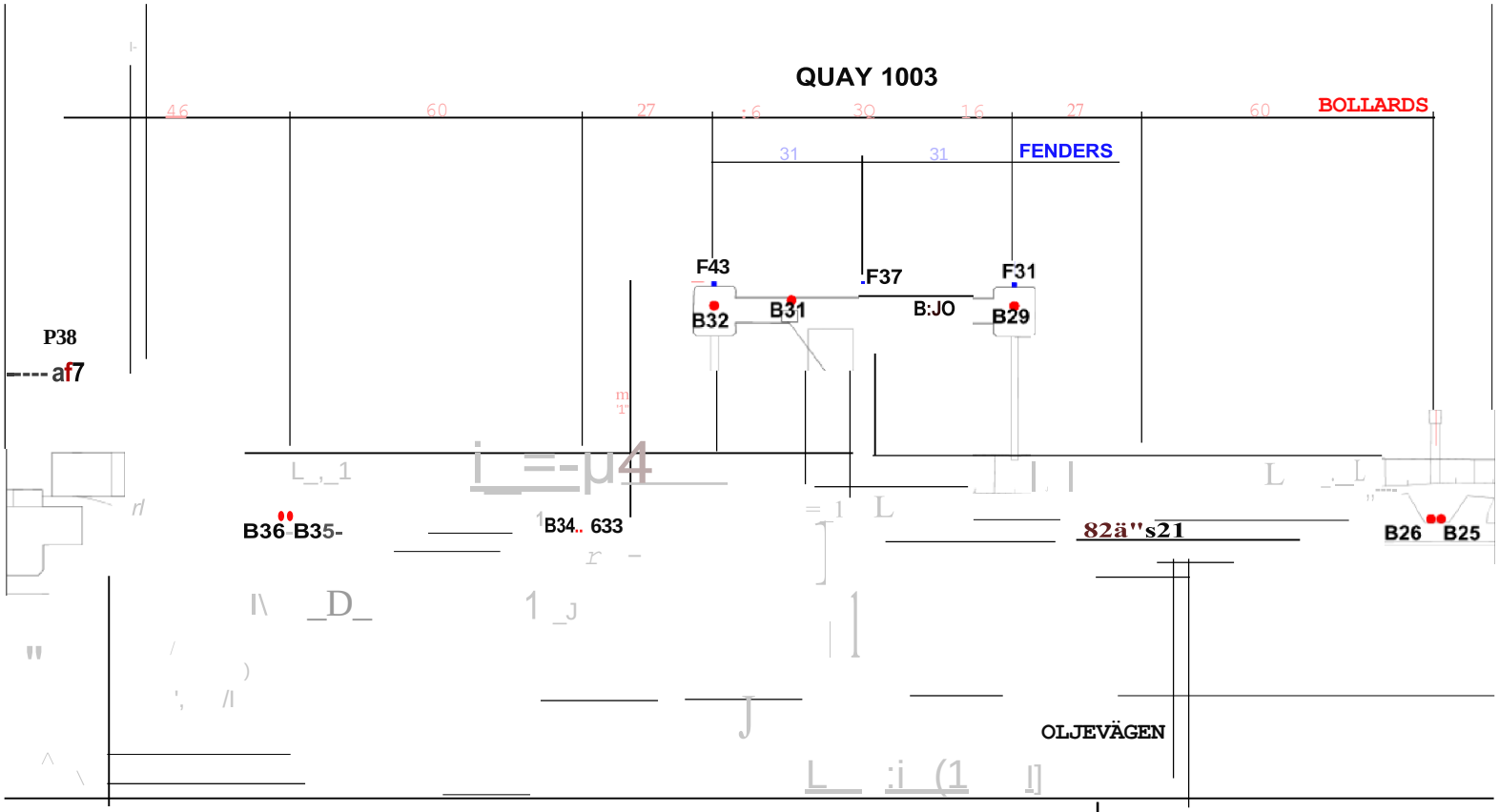
Please be advised that changes in the below figures may be subject to change. Notices will be given through Copenhagen Malmö Port homepage and advice is given through the Harbor Office.

Berth Name	1003	1004	1005	1010
Type of Berth	Jetty	Jetty	Jetty	Quay
Maximum length overall	250m	250m	130m	100m
Minimum length overall	none	none	none	none
Parallel body	No limitation	No limitation	No limitation	No limitation
Freeboard limitation	No limitation	No limitation	No limitation	No limitation
Maximum beam	45m	45m	22m	17m
Air draft restriction	No limitation	No limitation	No limitation	No limitation
Minimum depth alongside jetty	13,5m	13,5m	9 m	6 m
Minimum depth in approach	13,5m	13,5m	9 m	6 m
Minimum under keel clearance	1 m	1 m	0.70m	0.50m
Bottom material	Sand /gravel/mud	Sand /gravel/mud	Sand /gravel/mud	Sand /gravel/mud
Maximum draft	12,5 m	12,5 m	8,30m	5,5m
Water density	1.008	1.008	1.008	1.008
Berthing/unberthing during night	yes	yes	yes	yes
Maximum current alongside	0	0	0	0
Minimum mooring arrangement	Safe mooring	Safe mooring	Safe mooring	Safe Mooring
Max. Safe Working Load of bollards and mooring hooks	75ts bollards	75ts bollards	75ts bollards	75ts bollards
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)	16,5m/2 m	16,5m/2 m	N/A	N/A

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

4.2 Berth Limitations

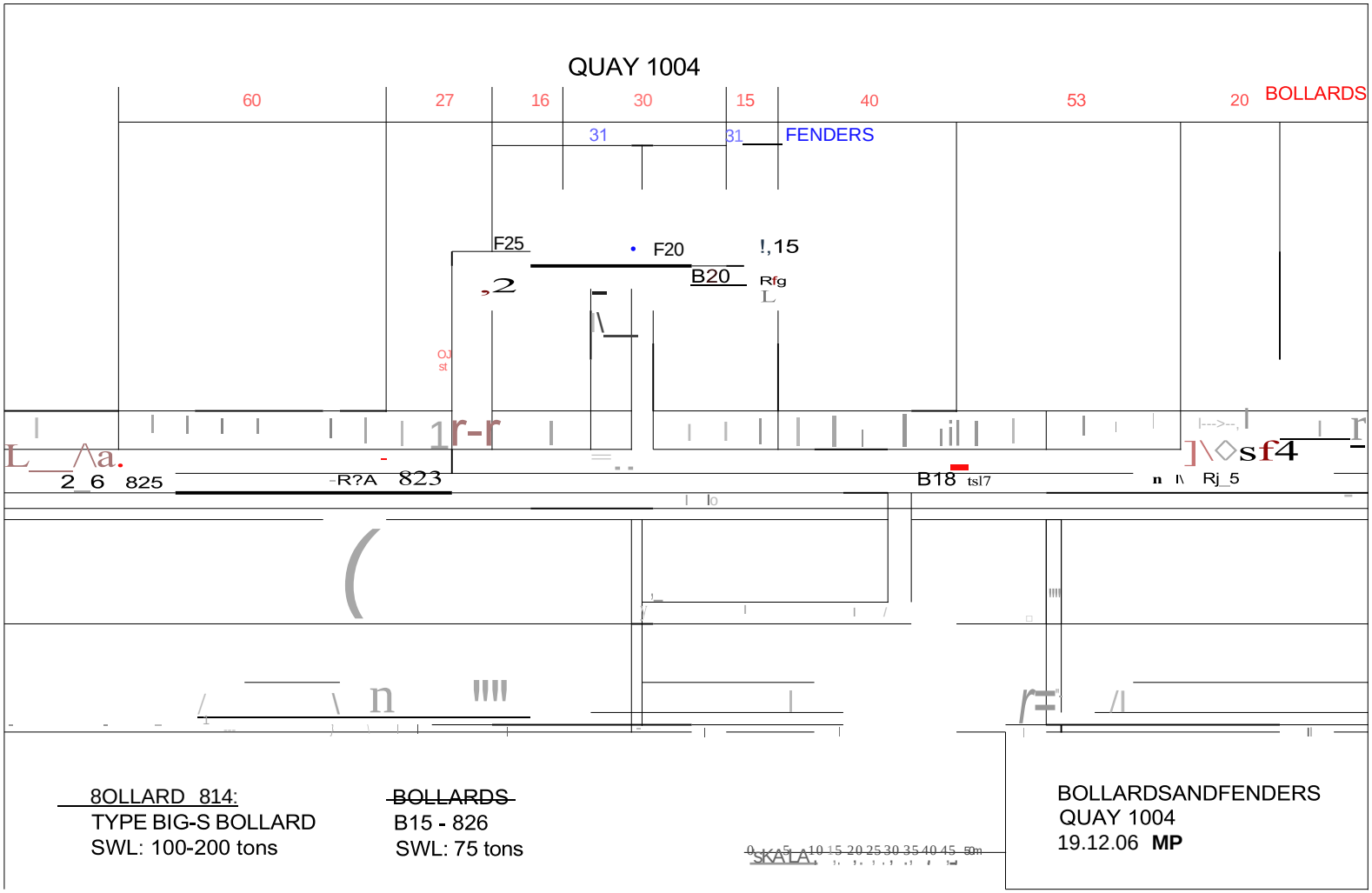
The following layouts describes the specific measurement's applicable to each berth.

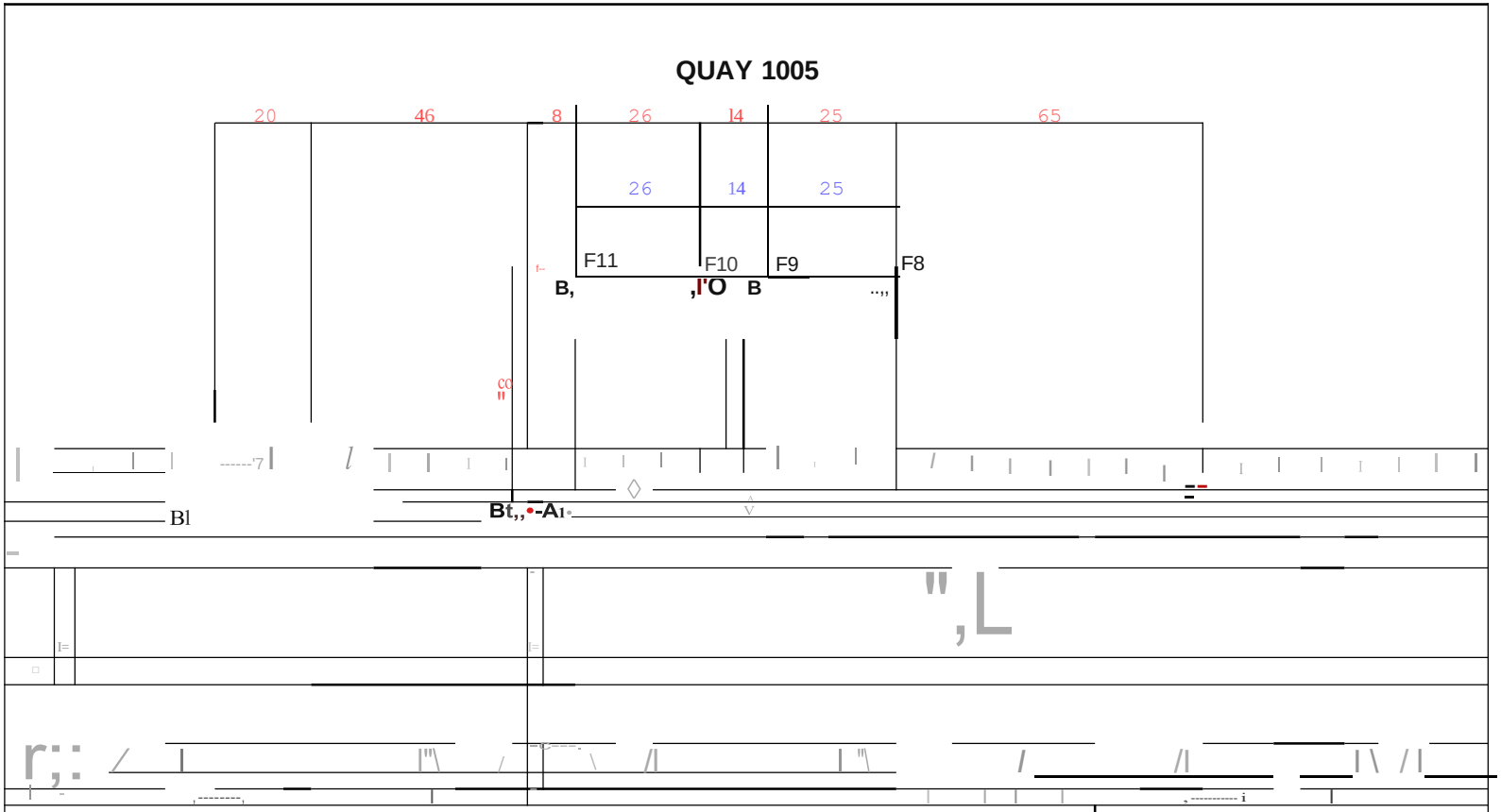


BOLLARDS
B25 - B38
SWL: 75 tons

0 5 10 15 20 25 30 35 40 45 50m

BOLLARDS AND FENDERS
QUAY 1003
19.12.06 MP


QUAY 1004
60
27
16
30
15
40
53
20
BOLLARDS
31
31
FENDERS
F25
F20
B20
Rfg
B18
tsl7
Rj_5
825
823
8OLLARD 814:
TYPE BIG-S BOLLARD
SWL: 100-200 tons
BOLLARDS
B15 - 826
SWL: 75 tons
SKALA
BOLLARDSANDFENDERS
QUAY 1004
19.12.06 MP



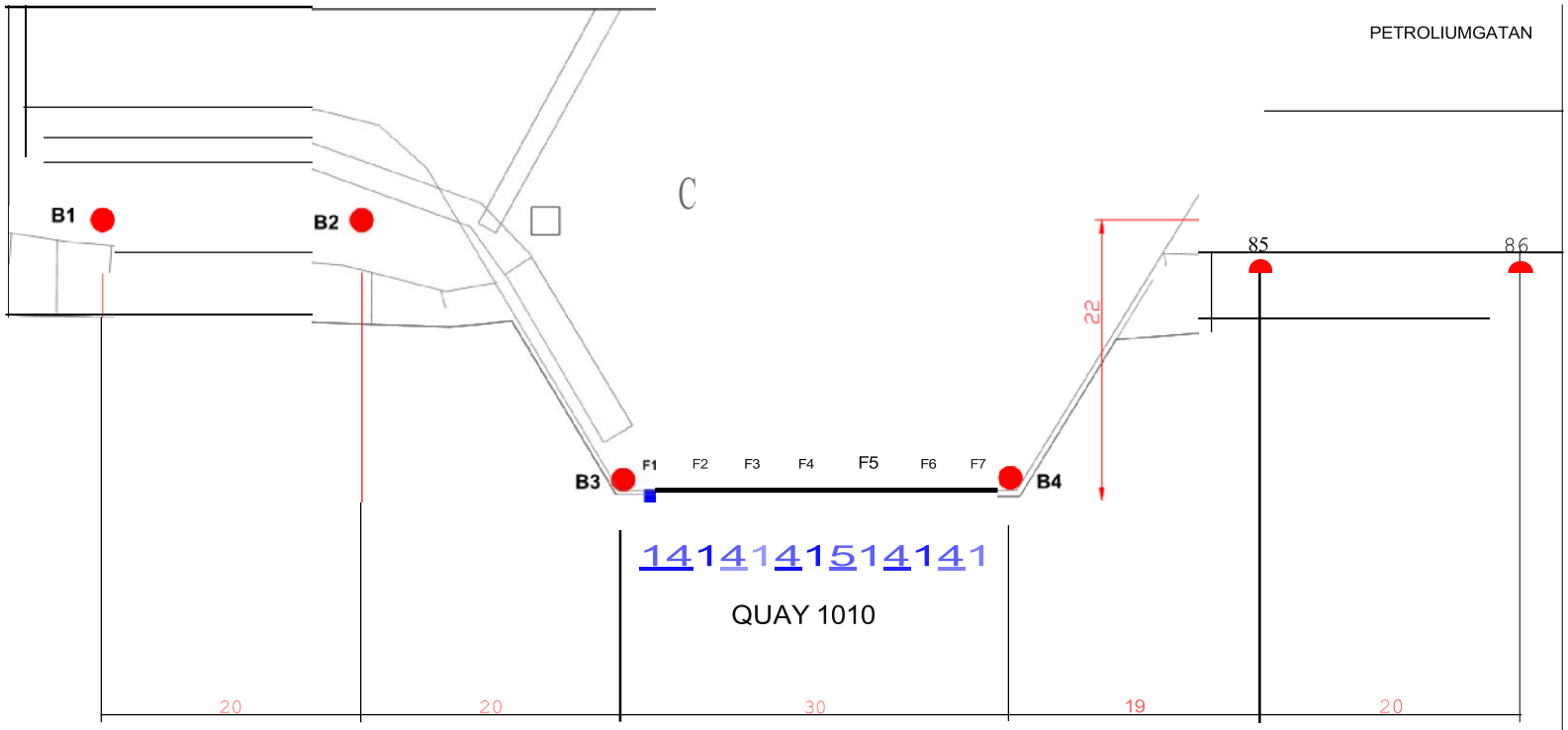
BOLLARDS B8, B9, B10, B11:
TYPE BIG-T BOLLARD
SWL: 50-60 tons

BOLLARDS B7, B14:
TYPE BIG-S BOLLARD
SWL: 100-200 tons

BOLLARDS B12, B13, B15, B16:
SWL: 75 tons

0 5 10 15 20 25 30 35 40 45 50m
SKALA

BOLLARDS AND FENDERS
QUAY 1005
19.12.06 MP



8OLLARDS
81 - 86
SWL: 75 tons

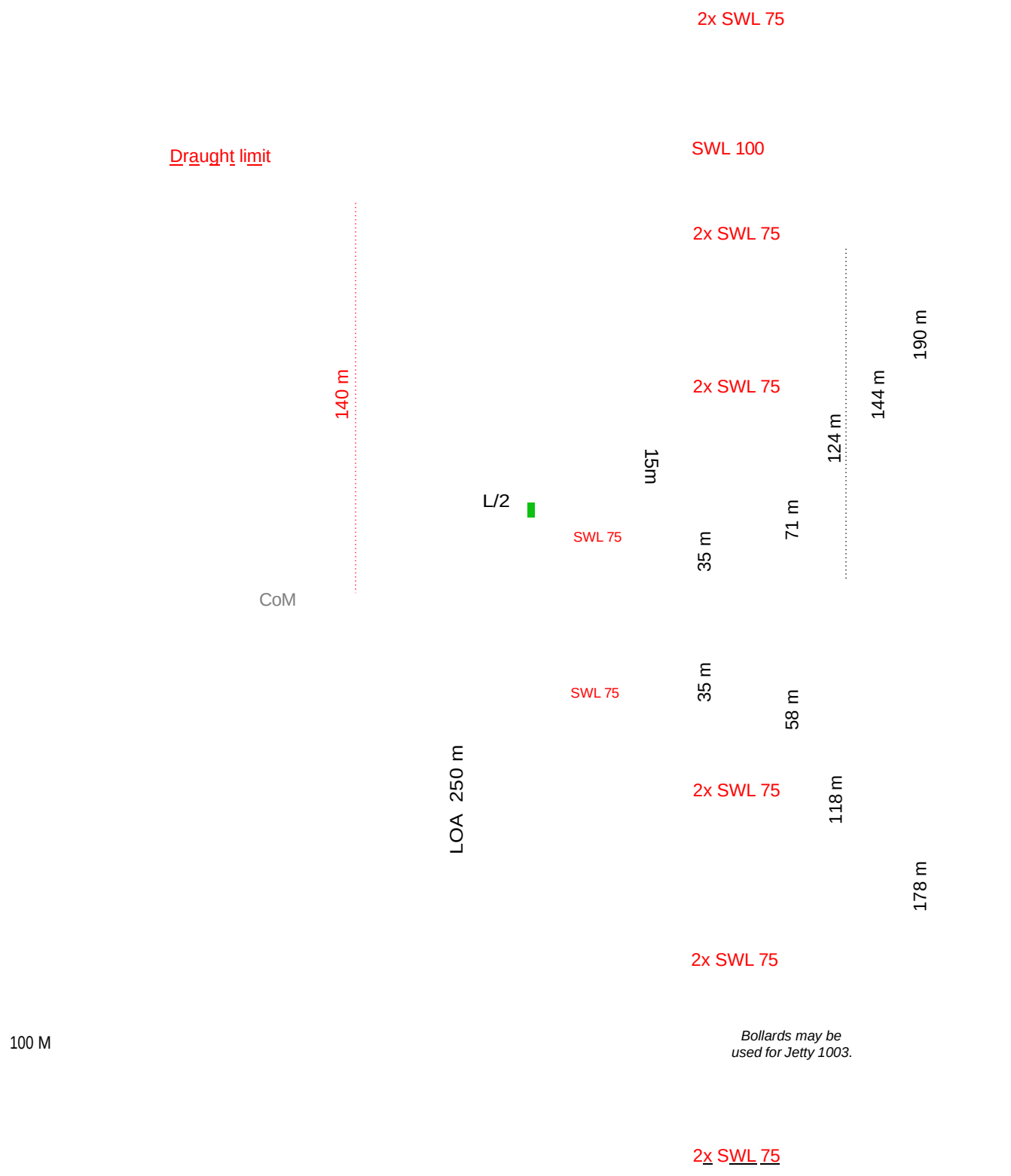
0 5 10 15 20 25 30 35 40 45 som
SKALA

8OLLARDS AND FENDERS
QUAY 1010
19.12.06 MP

4.3 Mooring plans

JETTY 1004

MAX DRAUGHT (MW):	12,5 m	MAX/MIN MANIFOLD HEIGHT	
MAX LOA:	250 m	ABOVE WATERLINE (MW):	N/A
MAX BREADTH:	45 m	QUAY DECK HEIGHT (MW):	2,5 m
UKC:	1,0 m	MAX SCM:	140 m
MIN PARALLELL BODY:	38 m	MAX DISPLACEMENT:	N/A
MIN FREEBOARD (MW):	N/A	MAX SPEED:	N/A

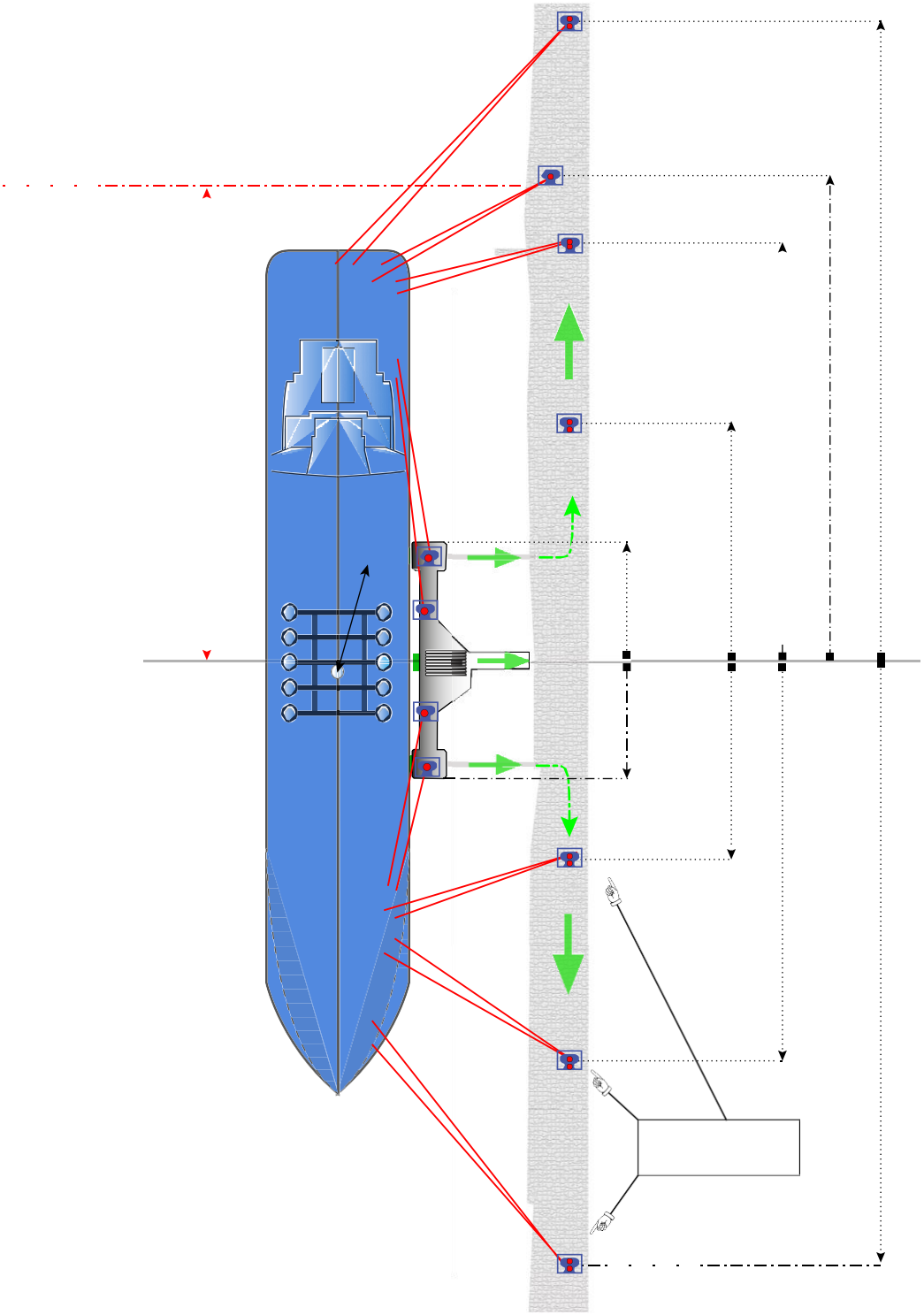


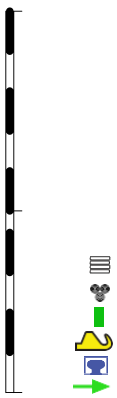
JETTY 1004

MOORING PLAN

JETTY 1004

REV. DATE	DRAWN	SCALE	DRAWING NO	APPROVED BY
2020-02-19	*MAFLOBE*		Jetty1004	IW

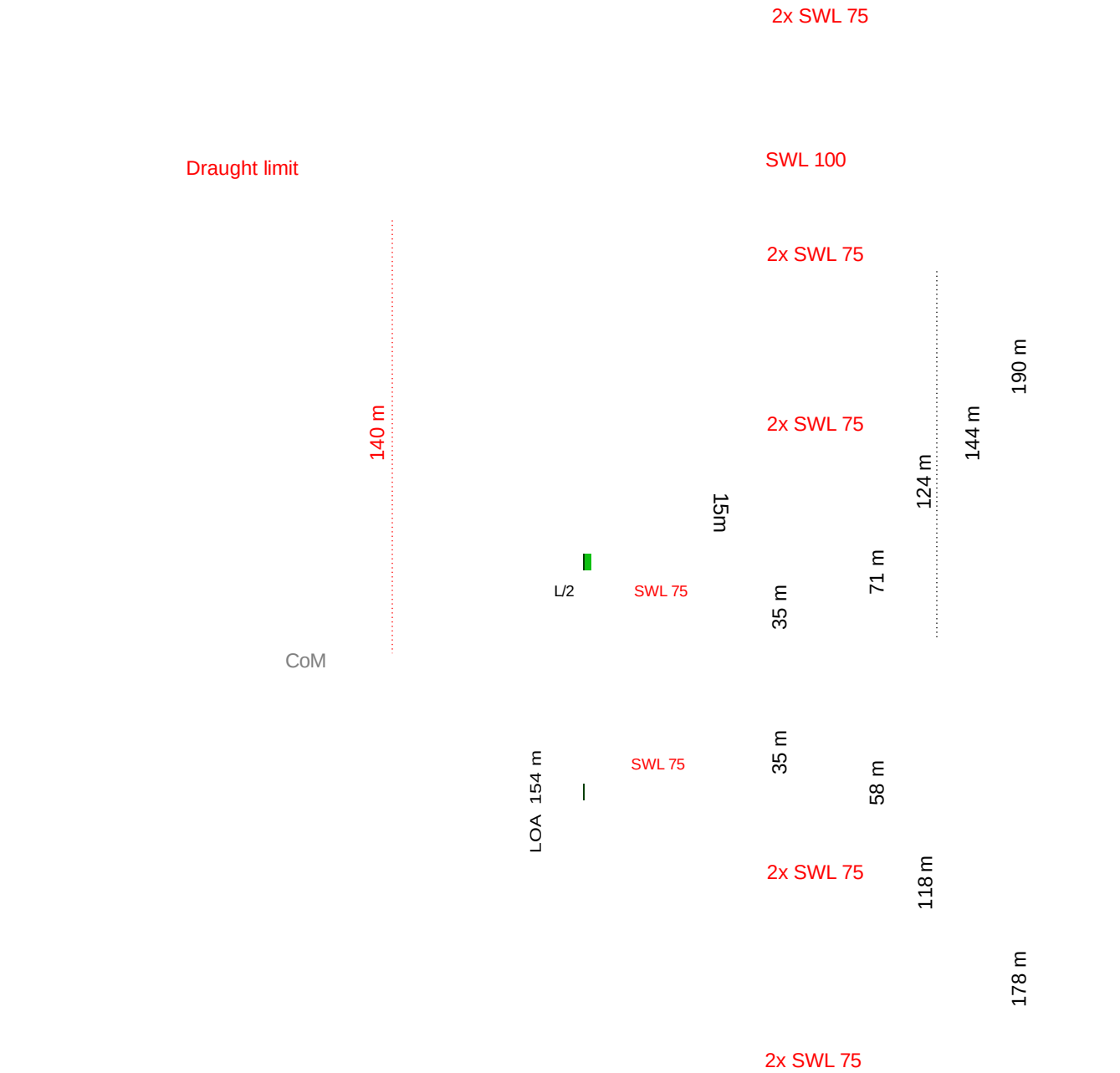




COPENHAGEN MALMÖ PORT

JETTY 1004

MAX DRAUGHT (MW):	12,5 m	MAX/MIN MANIFOLD HEIGHT	
MAX LOA:	250 m	ABOVE WATERLINE (MW):	N/A
MAX BREADTH:	45 m	QUAY DECK HEIGHT (MW):	2,5 m
UKC:	1,0 m	MAX SCM:	140 m
MIN PARALLELL BODY:	38 m	MAX DISPLACEMENT:	N/A
MIN FREEBOARD (MW):	N/A	MAX SPEED:	N/A



M MANIFOLD
DOLPHIN
FENDER
HOOK (h)
BOLLARD } SWL = Safe Working Load in tons
EMERGENCY EXIT
CoM CENTER of MANIFOLD

No vessel at jetty 1003 during berthing.
Minimum distance of 30 m to vessel at Jetty 1003.

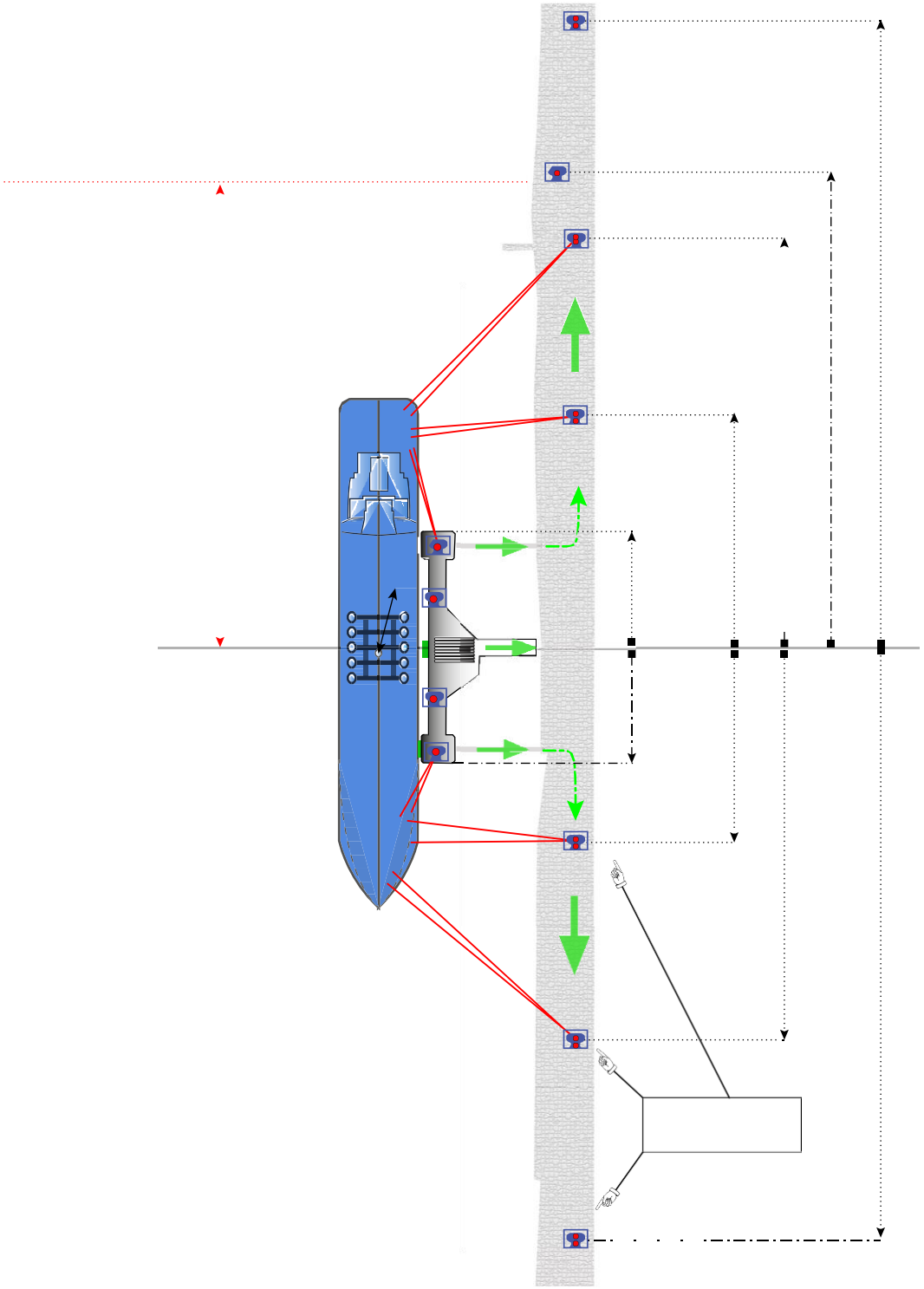
BERTH DIRECTION

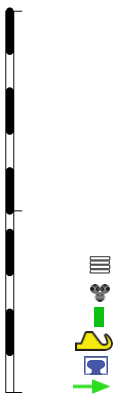
JETTY 1004

MOORING PLAN

JETTY 1004

REV. DATE	DRAWN	SCALE	DRAWING NO	APPROVED BY
2020-02-19	*MAFLOBE*		Jetty1004	IW

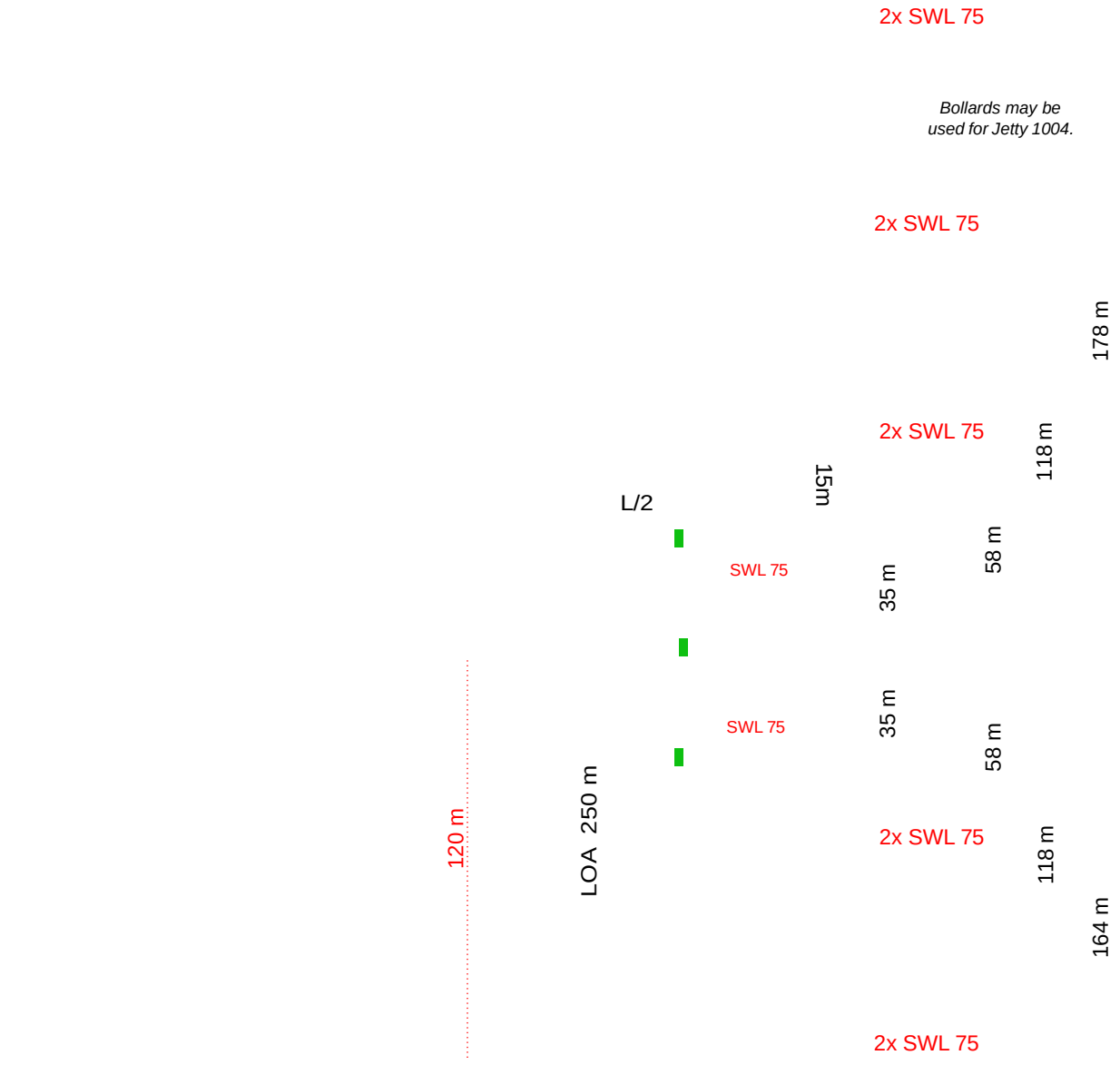




COPENHAGEN MALMÖ PORT

JETTY 1003

MAX DRAUGHT (MW):	12,5 m	MAX/MIN MANIFOLD HEIGHT	
MAX LOA:	250 m	ABOVE WATERLINE (MW):	N/A
MAX BREADTH:	45 m	QUAY DECK HEIGHT (MW):	2,5 m
UKC:	1,0 m	MAX BCM:	120 m
MIN PARALLELL BODY:	38 m	MAX DISPLACEMENT:	N/A
MIN FREEBOARD (MW):	N/A	MAX SPEED:	N/A



M MANIFOLD
DOLPHIN
FENDER
HOOK (h)
BOLLARD } SWL = Safe Working Load in tons
EMERGENCY EXIT
CoM CENTER of MANIFOLD

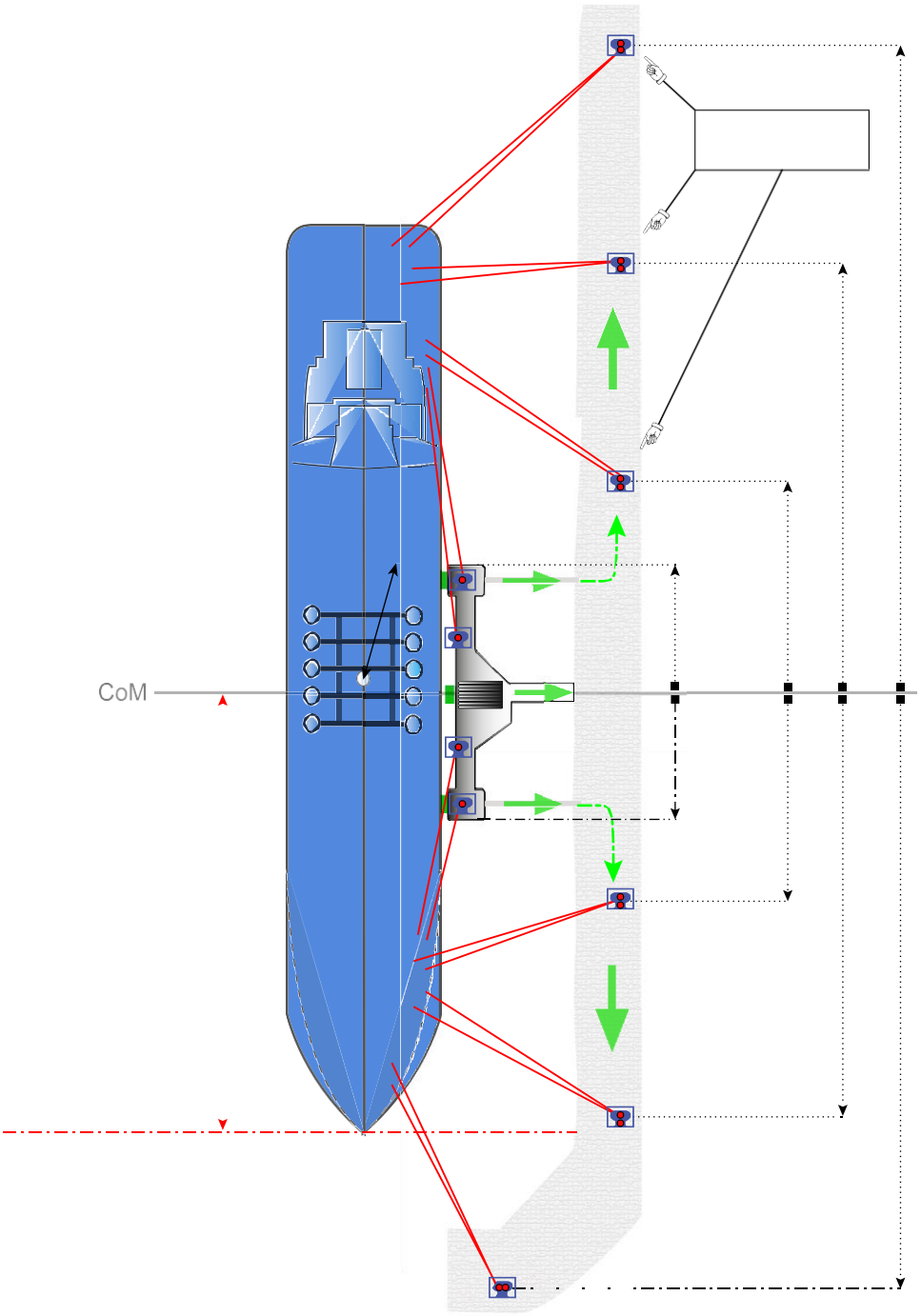
BERTH DIRECTION

No vessel at jetty 1004 during berthing.
Minimum distance of 50 m to vessel at Jetty 1004.

MOORING PLAN JETTY 1003

JETTY 1003

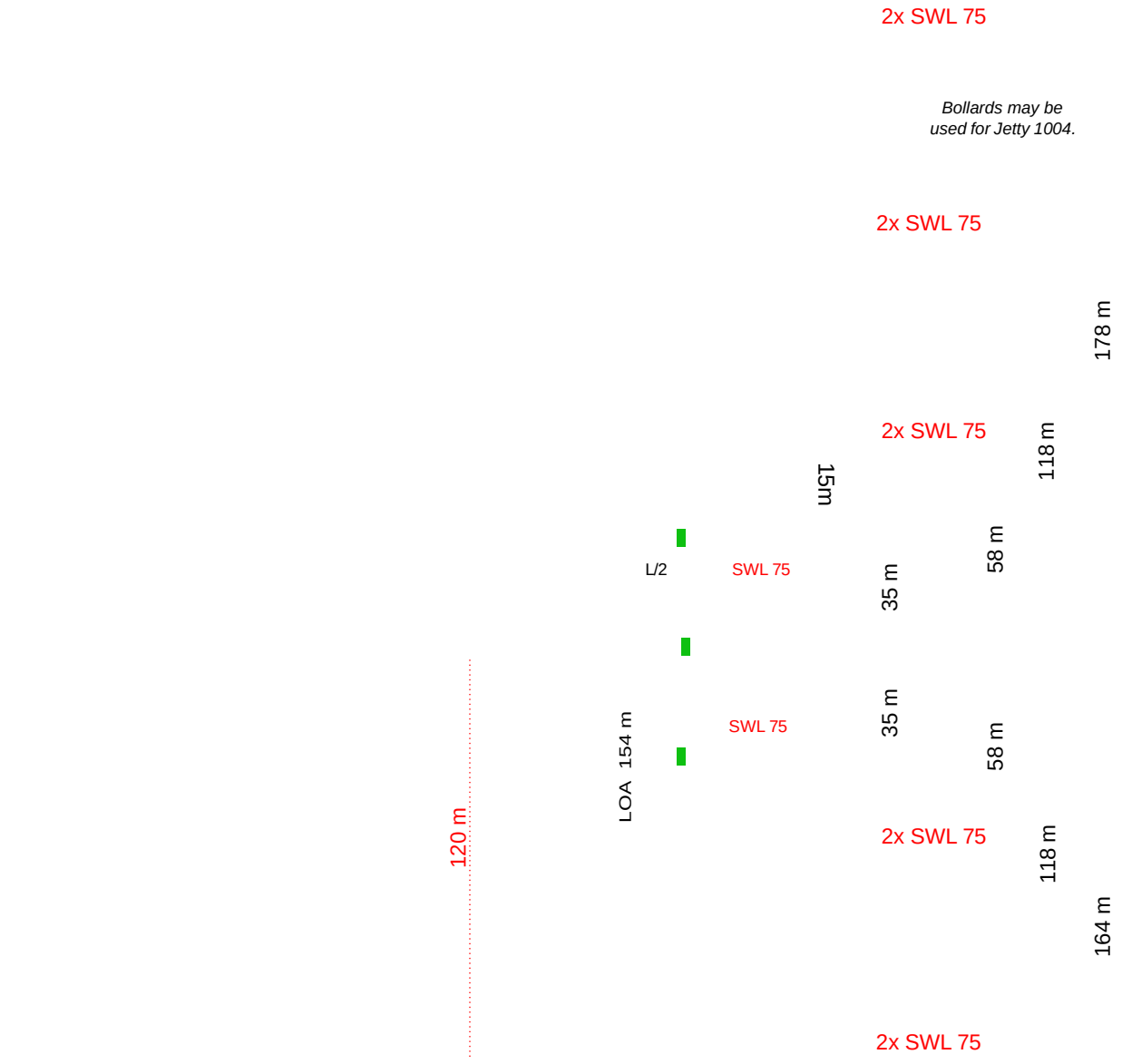
REV. DATE	DRAWN	SCALE	DRAWING NO	APPROVED BY
2020-02-19	MAFLOBE		Jetty1003	IW



COPENHAGEN MALMÖ PORT

JETTY 1003

MAX DRAUGHT (MW):	12,5 m	MAX/MIN MANIFOLD HEIGHT	
MAX LOA:	250 m	ABOVE WATERLINE (MW):	N/A
MAX BREADTH:	45 m	QUAY DECK HEIGHT (MW):	2,5 m
UKC:	1,0 m	MAX BCM:	120 m
MIN PARALLELL BODY:	38 m	MAX DISPLACEMENT:	N/A
MIN FREEBOARD (MW):	N/A	MAX SPEED:	N/A



M MANIFOLD
DOLPHIN
FENDER
HOOK (h)
BOLLARD } SWL = Safe Working Load in tons
EMERGENCY EXIT
CoM CENTER of MANIFOLD

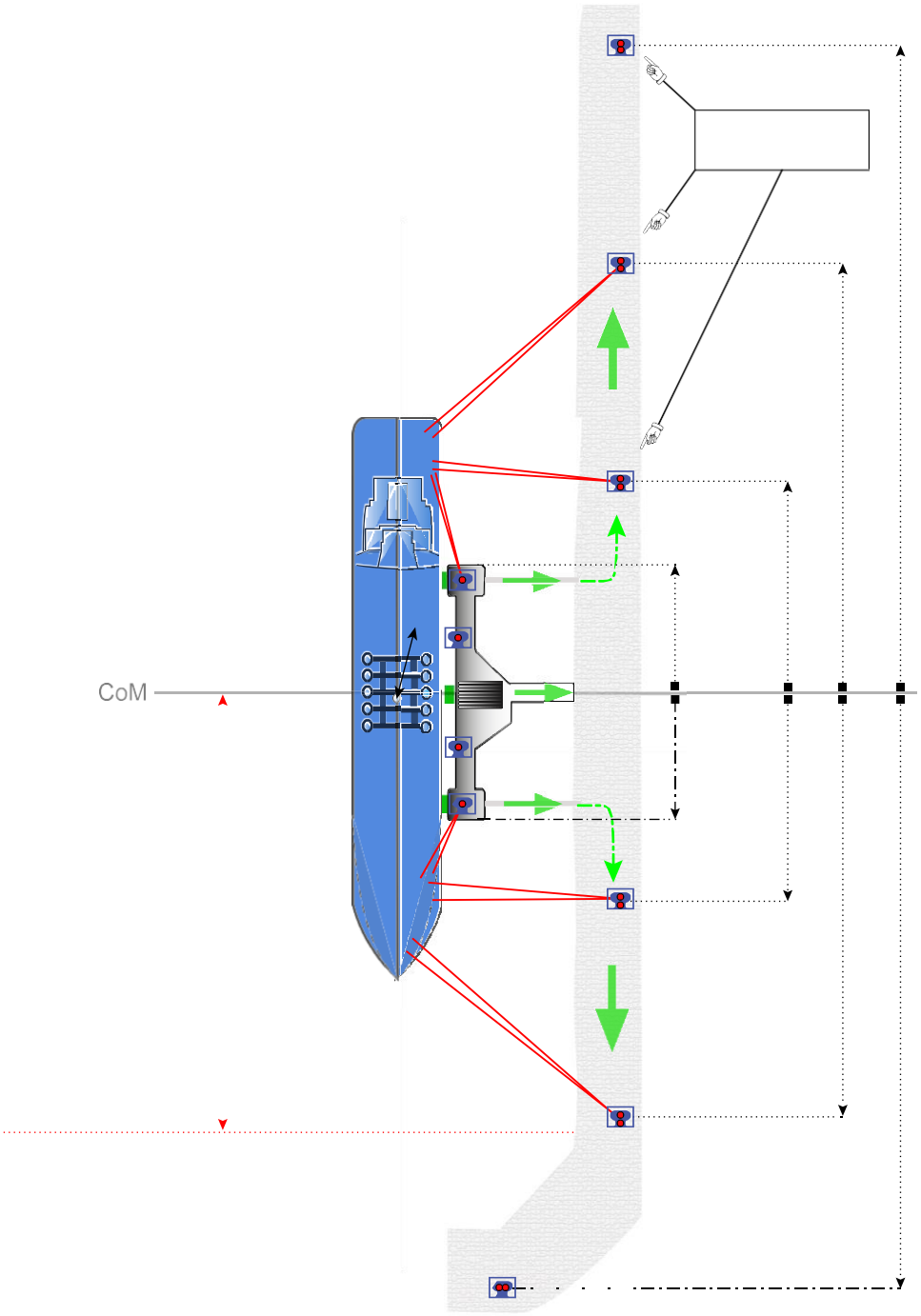
BERTH DIRECTION

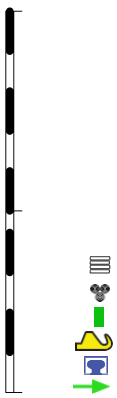
No vessel at jetty 1004 during berthing.
Minimum distance of 50 m to vessel at Jetty 1004.

MOORING PLAN JETTY 1003

JETTY 1003

REV. DATE	DRAWN	SCALE	DRAWING NO	APPROVED BY
2020-02-19	*MAFLOBE*		Jetty1003	IW





COPENHAGEN MALMÖ PORT

5. PRE-ARRIVAL COMMUNICATIONS

5.1 ETA Advice

Ships bound for Malmö Liquid bulk terminal 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.

Pilotage

Contact information:

Malmö pilot station
Telephone: +46(0)10 478 6008
Telefax: +46(0)40-30 18 68
VHF-Channel: 20

Pilot service: Hrs. 00:00 - 24:00
Ordering via South Coast Pilots in Malmö.
Phone: +46(0)771-63 06 80
E-mail: southcoastpilot@sjofartsverket.se
Webb: http://www.sjofartsverket.se/en/Maritime-services/Pilotage/

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
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/

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.

Provision of Mooring Crews

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

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 Swedish commercial ports"

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.

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.

5.2 Pre-Arrival Exchange of Information

The Copenhagen Malmö Port, Maritime Service Department shall be notified in writing about ships intending to enter the Malmö harbor areas. The notification shall be made by the shipping companies or brokers of the ships.

The advance notification shall be made in good time and not less than twenty-four hours prior to the ships

estimated time of arrival at the port. Copenhagen Malmö Port may, however, with regard to the duration of the ships voyage or other circumstances allow a shorter notification time.

The notification form; ADVANCE NOTIFICATION OF SHIPS, shall be the An example of a form for advance notification Of ships.

When dangerous cargoes are intended to be brought into or shipped out of the ports of Malmö by ships, a special dangerous cargo notification shall, be submitted in accordance with the regulations in chapter 6,

DANGEROUS CARGOES of these bylaws regarding the notification of dangerous cargoes arriving by sea or being loaded on board ships.

5.3 ETD Advice

The master of a ship shall notify the Copenhagen Malmö Port , Maritime Service department about the ships departure at the latest when the ship is ready for departure.

6. OPERATIONAL INFORMATION

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 Operation'.

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)

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.

6.4 Ballasting policy

Responsibility and supervision

The master of the ship is responsible for the ballasting operation.

The ballasting operation shall be supervised by an appointed officer.

Procedures during ballasting

During ballasting the applicable procedures for loading shall be used. These may include plugging scuppers, checking valves, supervision of filling tanks, checking the ships sides and the surrounding water for product spills and stopping

the ballasting in case of a violent thunderstorm.

When ballasting tanks that are not gas free particular caution shall be exercised regarding the outflow of flammable gas.

Procedures during the discharge of ballast water

Oil contaminated ballast water shall be received by the company loading the oil.

The same regulations are effective for the discharge of ballast water as for other unloading operations at oil, gas or chemical jetties.

Only clean ballast water may be discharged into the harbour waters. By clean ballast water is understood water that has been carried in a separate ballast tank that is has not got any connection to a cargo tank.

6.5 Loading arm or hose connection and disconnecting

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.

6.6 Cargo transfer policy

A Swedish or English speaking watchman shall, through the master of the ship, at all times be on deck.

The watchman, who shall have the applicable competence, may either be a crew member or beforehand be approved by the Port of Malmö.

The watchman shall

a) be well acquainted with applicable regulations of these bylaws and have a good knowledge about the safety appliances at the jetty,

b) check gangway and moorings in order to adjust them as necessary,

c) check that oil is not spilled from the ship,

d) when a person wishes to visit the ship check that he has a permission to do so and inform him about prohibition of smoking,

e) assist the ships officers in supervising that the ships as well as the ports safety instructions are complied with and intently watch activities in the vicinity of the ship with regard to safety, and

f) immediately report all incidents that may endanger the safety on board and in the vicinity of the ship to the safety guard at the jetty and to the officer on duty on board the ship.

If product handling is not in progress and the safety not endangered the Port of Malmö may grant an exemption from the requirement to have a watchman on deck.

6.7 Hazardous vapour or gas

Ventilation of tanks is forbidden as long as the ship is inside the harbor area.

All measures shall be taken to prevent or minimize the emission and spread of hazardous vapour or gas and to protect the personnel against such vapour or gas.

When dangerous bulk cargoes that may emit hazardous vapour or gas are handled, equipment to measure the concentrations shall be readily available.

Unprotected personnel shall not be allowed to enter a space where toxic, flammable or otherwise hazardous vapour or gas may be present

Hazardous vapour or gas may only be vented through the permanent tank venting system when the ship is maneuvering, moored or anchored within the harbour area.

6.9 Safe operations requirements

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.

6.10 Tank cleaning and tank entry policy

The cleaning of a ship's tanks may only be performed to the extent that is required according to Swedish legislation or a decree or announcement issued by an authority.

The Port of Malmö shall be informed well in advance of a tank cleaning operation.

Prior to the commencement of a tank cleaning operation shall the CHECKLIST FOR THE CLEANING OF SHIPS TANKS be completed and handed over to the Maritime Service department.

All necessary caution shall be observed to prevent explosion, fire, hazardous emissions or other matters that may jeopardize the safety or the environment of the port.

6.11 Inert gas systems policy

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.

6.12 Surveyors/sampling and gauging

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.

6.13 Bunkering

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.

Definitions

By a receiving ship is understood a ship that receives bunkers either from a shore pipeline, another ship or a vehicle.

By a bunkering vessel is understood a vessel that delivers bunkers to a receiving ship.

By a bunkering vehicle is understood a tank truck or other vehicle that delivers bunkers to a receiving ship.

Notification

An advance notification of intended bunkering shall be made to the Port of Malmö Maritime Service Department.

The advance notification shall contain

- the name of the receiving ship,
- the name of the company delivering the bunkers,
- the time and location of the bunkering, and
- the quantity to be bunkered.

Distribution of responsibility

The master of the receiving ship shall prior to commencement of the bunkering operation report the name of the officer on board who is responsible for the operation to the Port of Malmö.

The person on board the receiving ship who is responsible for the bunkering operation shall prior to the operation appoint a safety guard who, if necessary, can order the pumping to stop.

The person on board the receiving ship who is responsible for the bunkering operation and the master of the bunkering vessel or the driver of the bunkering vehicle are obliged, within their respective area of responsibility, to take all

necessary precautions to prevent the release of bunker oil on the water of the shore.

Before the bunkering operation commences

Before the bunkering may commence a bunkering checklist shall be completed and signed both by the ship receiving the bunkers and the deliverer. The checklist shall at request be shown to the Port of Malmö Maritime Service Department.

All scuppers on board the receiving ship and the bunkering vessel that may be affected by the bunkering operation shall be closed.

The tank goose-necks shall be equipped with Suitable means of protection against overfilling.

The master of the bunkering vessel or the driver of the bunkering vehicle shall by the receiving ship be informed about the maximum pumping pressure and the quantity to be filled in each tank.

The hose from the bunkering vessel or the bunkering vehicle shall be securely connected to the manifold on board the receiving ship and rigged in such a way that it will not be damaged by the movement of the ship.

Only a hose that has been approved for its purpose and tested during the last twelve months may be used.

Checks shall be carried out that all valves that are in use set to the right tanks.

A safe communication, preferably by the means of radio, shall be established between the receiving ship and the bunkering vessel or the bunkering vehicle.

This communication shall be maintained until the bunkering operation is completed and the bunkering hose (metal arm) is disconnected.

During bunker transfer

Hose-connections shall continuously be checked with regard to leakage.

A safety guard who is experienced in the operation on board the receiving ship shall be in attendance during the entire bunkering operation. This person shall stay in such a place that he immediately can order the pumping to be stopped, should this be called for due to overfilling or otherwise.

A safe communication shall be maintained during the entire bunkering operation between the bunkering vessel or the bunkering vehicle and the receiving ship.

The oil level in the tanks of the receiving ship shall be carefully checked. The greatest caution shall be exercised during “topping up”.

Remarks: The responsible officer on board shall, among other things, give due regard to the difficulties in checking the oil level in heavy fuel oil tanks with small bore sounding pipes; especially when temperatures are low.

After completion of the operation

Before the hose is blown with air the responsible officer shall ensure that there is space enough to receive its contents in the tank that is being filled.

The house of the bunkering vessel or the bunkering vehicle shall be disconnected in such a way that oil is not spilled. A drip tray shall be used. The hose shall be blinded before being brought back to the bunkering vessel or ashore to the

bunkering vehicle.

Actions in case of oil spills

In the case oil is spilled the following actions shall immediately be taken:

- the pumping shall be stopped:

- the valves on board the bunkering vessel or bunkering vehicle and the receiving ship shall immediately be closed.

- the Port of Malmö Maritime Service Department and the Malmö Fire Brigade shall be alerted.

6.14 Pollution prevention

Ships entering the waters of Sweden 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.

6.15 Portable water

Fresh water is available at the Petroleum Berth. Arrangements for connection to the potable water main must be made by the mooring crew at the arrival.

6.16 Sludge Reception

Oily residues and waste from machinery spaces of ships that is not allowed to be discharged into the sea are received free of charge in the ports of Malmö provided that.

The waste has emanated on board the ship that wants to discharge it; a notification of the need to discharge the waste is made to the Port of Malmö not later than 24 hours prior to the discharge; the notification includes a specification of amounts, if the waste is possible to pump or not, the type of oily residues and any mixtures (lubricating or fuel oil mixed or not mixed with solvents, emulsifying agents, etc.) and what type of hose connection flange is needed;

a completed and signed copy of the form DECLARATION OF WASTE FROM MACHINERY SPACES is handed over to the receiver of the waste;
the ships hose connection for the discharge is placed on deck and designed in accordance with the international standard;
The pressure in the hose between the ship and the reception facility ashore does not exceed 0.6 Mpa (6kp/cm°) or what the reception facility or tank-truck stipulates.
The discharge capacity does not fall short of 7m³/hour the discharge is to be made to a specially arranged facility (for instance a vacuum truck), it is carried out during the normal working hours of the port, weekdays 7.00 a.m. to 4.00 p.m.
at discharge to a vacuum truck or any other vehicle or vessel, the waiting time for the vehicle or vessel does not exceed 15 minutes, which includes the time for hose connection.

The discharging ship provides a safety watch on board to prevent leakage and to supervise the safety. this watch shall be in attendance during the entire operation.

The discharging ship provides personnel that connects and disconnects the hose between the ship and the reception facility on board the ship.
If the waste is delivered in drums, these are, through the ship, put in a place pointed out by the port; the drums are tightly closed, in good condition and permanently marked with their contents and the name of the ship.

6.17 Garbage

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.

6.18 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.

6.19 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.

6.20 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.

7. RESPONSIBILITIES

7.1 Jurisdiction

Copenhagen Malmö Port AB is the appointed Port Authority governed by Swedish authorities (Transportstyrelsen).

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.

7.7 International certificate

To be allowed to enter the Malmö Oil Harbours ship shall carry the following international certificates:

a) The International Oil Pollution Prevention Certificate (IOPP Certificate)
b) The International Certificate of Fitness
c) The International Certificate for the Prevention of Pollution by Noxious Liquid Substances carried in Bulk (NLS Certificate)
d) The Document of Compliance (DOC) and the Safety Management Certificate (SMC) of the International Safety Management Code (ISM Code).

7.8 Venting of gases

Drawing and blowing air from the cargo tanks of ships may only be carried out via the ordinary tank venting system of the ships. When a ship is connected to a shore vapor recovery system the ships tank venting system shall be adjusted accordingly.

A special permit by the Port of Malmö is needed prior to the operation if drawing or blowing air has to be done through a tank hatch. Tank hatches used for this purpose shall be equipped with approved, fixed flame arresters.

7.9 Spark arresters

Ships and other vessels calling at the Malmö Oil Harbour shall be equipped with effective spark arresters on funnels and exhaust pipes.

If the formation of sparks from ships funnels or exhaust pipes is observed, measures shall immediately be taken to stop the sparking even if fires under boilers have to be put out or engines stopped.

7.10 Mooring

Ships must only use fiber ropes or wires fitted with fiber rope eyes when mooring in the oil harbour if the shore bollards are not equipped with quick release hooks. Ships must only be moored to outfits specially designed for the purpose.

7.11 Fendering

To prevent formation of sparks due to differences in the electrical potential between ships and jetties, ships in the oil harbour shall be kept well fendered off against the jetties, other ships or other constructions that are in electrical contact with both the ships and the jetties. The risk of contact at bunkering or lightning alongside other ships due to heeling shall be observed.

7.12 Emergency towage

Ships in the oil harbour shall for emergency towage purposes have towing wires with eyes positioned ready on deck.

7.13 Crew

There shall, at all times, be a sufficient number of crew and officers on board to handle a possible emergency situation during product handling, bunkering, ballasting, discharge of ballast or sludge or other operations that may entail risks.

7.14 Watch-keeping

A Swedish or English speaking watchman shall, through the master of the ship, at all times be on deck.

The watchman, who shall have the applicable competence, may either be a crew member or beforehand be approved by the Port of Malmö.

The watchman shall

a) be well acquainted with applicable regulations of these Marine Terminal Information Booklet and have a good knowledge about the safety appliances at the jetty,
b) Check gangway and moorings in order to adjust them as necessary,
c) Check that oil is not spilled from the ship,
d) When a person wishes to visit the ship check that he has a permission to do so and inform him about prohibition of smoking,

e) Assist the ships officers in supervising that the ships as well as the ports safety instructions are complied with and intently watch activities in the vicinity of the ship with regard to safety,
f) Immediately report all incidents that may endanger the safety on board and in the vicinity of the ship to the safety guard at the jetty and to the officer on duty on board the ship.

If product handling is not in progress and the safety not endangered the Port of Malmö may grant an exemption from the requirement to have a watchman on deck.

7.15 Use of the ships radio and radar

The ships main radio transmitter may not be used for other purposes than receiving if flammable or explosive vapours may be present. The transmitting aerials shall be disconnected and earthed.

The ships radar equipment may only be used on the consent of the Port of Malmö.

7.16 Ships alongside other ships

Ships must not come alongside other ships loading or unloading substances with flashpoints below 60 °C or ships having carried such substances on their previous voyage. Neither must ships come alongside other ships cleaning tanks that have contained substances with flash-points below 60 °C without the permission of the Port of Malmö

8. SUPPLEMENTARY REGULATIONS

As a supplement to these regulations the instructions found in the latest edition of the following guides shall be used:

The international Safety Guide for Oil Tankers and Terminals (ISGOTT),issued by the International Chamber of Shipping, the Oil Companies International Marine Forum and the International Association of Ports and Harbors;

The Safety Guide for Terminals handling Ships Carrying Liquefied Gases in Bulk, issued by the Oil Companies International Marine Forum,

The Tanker Safety Guide, Chemicals, issued by the International Chamber of Shipping; and

The Ship to Ship Transfer Guide, issued by the Oil Companies International Marine Forum.

9. APPLICABLE TERMINAL REGULATIONS

Kompletterande anvisningar till driftföreskrifter