



PTT Tank Terminal (Maptaphut, Thailand)

Marine Terminal Information Handbook

Safety, Security and Pollution Prevention Regulations





PREFACE

The 'Marine Terminal Information Handbook' has been compiled for your information and guidance. It contains the relevant terminal regulations and information essential for safe and efficient operations while our ship is at PTT Tank Terminal.

We would appreciate your full co-operation during your stay at our terminal, in particular on matters concerning health, safety, security and environmental protection.

This booklet does not attempt to replace the 'International Safety Guide for Oil Tankers and Terminal (ISGOTT)', which should be consulted and recommendations are to be compiled with, as required by Marine Department and Maptaphut Port Control or other relevant authorities.

Important Advisory:

We seek your fullest cooperation to ensure that the mooring equipment of your ship is in good condition and that they are provided the required attention at all times when your ship is berthed at our terminal.

These actions are absolutely essential to prevent any hazardous occurrences which may be encountered in case of a mooring line being left unattended when slack and consequently parting.

Your acceptance of this document constitutes acceptance of the terms and conditions contained therein.

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1) FIRE AND EMERGENCY RESPONSE

1.1 Emergency Alarms

At PTT Tank Jetty, do not hesitate to raise the alarm in the event of the following occurring:

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

Ship's Alarm: One or more blasts on the ship's whistle, each blast of not less 10 seconds duration, supplemented by a continuous of the general alarm system and this has to be agreed during completion 'Ship/Shore Safety Checklist' on Part-B.

Note: Except in an emergency, ship's whistles, siren, etc. must not be used when a ship moored alongside.

Terminal's Alarm: Please refer to item 1.3.1.

1.2 Emergency Communications

On hearing the fire or evacuation alarm, a member of the ship should liaise closely with the terminal for further information and action.

The people in charge and contact number at the terminal are as follow:

- a) Primary Contact – Call using the walkie-talkies at channel 06; Call Sign 'PTT Tank'.
- b) Loading Master at +66 38 978186 or +66 38 978190

Note: Please refer to **Appendix-1: Contact List** for more information

1.3 Emergency Procedures

1.3.1 Alarm Signals

There are 3 types of siren in the terminal

- Fire Siren
- Toxic Gas Siren
- Hydrocarbon Siren

Note: PTT Tank Terminal carries out Fire Alarm Testing on every Wednesday at 1100 hrs.

1.3.2 Ship Operations

When the fire or evacuation is sound, ships should stand by for possible stoppage of operations. Ship's staff must not initiate any action on their own concerning shutting down of valves etc. unless the fire is on board their ship. Ship must await instructions from shore before taking action regarding cargo operations.

1.3.3 Ship's Personnel

Ship's personnel ashore on the terminal should endeavor to return their ships on hearing the alarm signal and remain on board until the 'all clear' signal has declared.



1.3.4 Man Overboard

In the event a person falls into the sea, the PTT Tank Personnel must be immediately informed and he will in turn alert the Port Control Room. The Control Room will then dispatch all available boats to the scene to assist in the rescue operations.

Lifebuoys and lines are available on the jetties. These should be deployed as soon as possible.

1.4 Emergency Actions

1.4.1 Emergency on your ship (Action by ship)

- a) Raise the alarm.
- b) Inform Loading Master.
- c) Cease all cargo and/or ballast operations:
 - o **If discharge operations:**
Immediately stop ship pump and close all ship valves and to activate ESD if provided by the terminal.
 - o **If loading operations:**
Valves can only be closed after terminal has stopped their pumps, and ship will be advised it is safe to do so.
- d) In case of fires, fight fire and prevent from spreading.
- e) Stand by disconnect arms and/or hoses.
- f) Bring engines to stand by.

1.4.2 Emergency on Another Ship (Action by Ship)

Standby and when instructed

- a) Cease all cargo and/or ballast operations and close all valves.
- b) Disconnect all arms and/or hoses.
- c) Bring engines to stand by, ready to unberth.

1.4.3 Emergency on a Ship (Action by Terminal)

- a) Raise the Alarm.
- b) Contact Ship.
- c) Cease all cargo and/or ballast operations and close all valves.
- d) Stand by disconnect arms and/or hoses.
- e) If necessary, standby to assist firefighting.
- f) Inform all ships in the vicinity.
- g) Implement Emergency Response Plan.

1.4.4 Emergency ashore (Action by Terminal)

- a) Raise the Alarm.
- b) Cease all cargo and/or ballast operations and close all valves.
- c) If necessary, fight fire and prevent it from spreading.
- d) If required, standby to disconnect arms and/or hoses.
- e) Implement Emergency Response Plan.

2 SAFETY AND SECURITY

2.1 General

Responsibility for the safe conduct of operation whilst a ship is alongside the PTT Tank Jetty rests jointly with the Master of the ship and the responsible Terminal Representative. Therefore, before operations it is incumbent upon both ship and shore that there is full co-operation and understanding of the safety requirement set out in the Ship/Shore Checklist which is based on safe practices widely accepted by the chemical, gas and tanker industries.

The Master is expected to adhere strictly to these requirements throughout the stay alongside the Jetty, and PTT Tank 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 for time to time thereafter, for mutual safety, the Terminal Representative together with a responsible Ship Duty Officer, will make a routine inspection of the ship to ensure that the questions on the Ship/Shore Safety Checklist 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 is endangered by any action on the part of PTT Tank engaged staff or by any equipment under PTT Tank's control, the Master should demand immediate cessation of operations until the situation is rectified.

Repeated checks of those items marked in the Ship/Shore Safety Checklist will be carried out by both ship and shore personnel at intervals not exceeding 4 hours.

2.2 Personal Protective Equipment (PPE)

- Minimum PPE must be complied at all times
- Safety shoes or boots with steel-toe caps
- Long sleeved clothing and pants
- Chemical Resistant gloves
- Safety Helmet
- Life jacket when working on the jetty
- Personnel engaged in operation are actively encourages to use PPE to fullest extent during cargo transfer, hose handling and mooring operations.

2.3 Port and Terminal Security

The terminal is surrounded by a security fence. Access is controlled via an electronic access security card. Security patrols are conducted daily and the berth fitted with CCTV cameras, which are used for monitoring proposes. The Jetty is under 24-hour camera surveillance.

2.3.1 International Ship and Port Facility Security (ISPS) Code

The ISPS Code is mandatory under the international Convention for the Safety of Life at Sea (SOLAS), which came into force on 1 July 2004. The Code applies to all ships



of 500GT and above engaged on international voyages, and to all port facilities serving these ships. It requires all ship and ports to have counter-terrorist contingency plans, appoint security officers, keep security records and comply with the security requirement set out in the ISPS Code. PTT Tank Terminal is certified by Marine Department to be compliance with the ISPS Code.

Security incident is defined as any suspicious act or circumstance threatening the security of a ship or a port facility or any ship/port interface activity.

Security Level is defined as qualifications of the degree of risk that a security incident will be attempted or will occur. In line with ISPS code, the following three security levels are adopted:

❖ **Security Level 1 – Normal**

The level for which minimum appropriate security protective measurements shall be maintained at all times.

❖ **Security Level 2 – Heightened**

The level of which appropriate additional security measurements shall be maintained for a period of times as a result of heightened risk of a security incident.

For the jetty, this will include additional security guards and patrols with greater scrutiny of port users.

❖ **Security Level 3 – Exceptional**

The level for which further additional specific 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.

2.3.2 Actions Required at The Three Security Level

A ship is required to act upon The Security Levels set by Contracting Governments as set out below:

(I) At Security Level 1

The following activities shall be carried out through appropriate measure on all ships, in order to identify and take prevention measures against security incidents:

- a) Ensuring the performance of all ship security duties
- b) Controlling access to ship
- c) Controlling the embarkation of persons and their effects
- d) Monitoring restricted areas to ensure that only authorized persons have access.
- e) Monitoring of deck areas and area surrounding the ship.
- f) Supervising the handling of cargo and ship's stores.
- g) Ensuring that security communication is readily available.

(II) At Security Level 2

The additional protective measures, specified in the Ship Security Plan shall be implemented for each activity detailed in item 2.3.2 (I)

(III) At Security Level 3

Further specific protective measures, specified in the Ship Security Plan shall be implemented for each activity detailed in item 2.3.2 (I)

2.3.3 Declaration of Security (DOS)

Declaration of Security (DOS) is a document on agreement reached between a Ship and either a Port Facility or another ship with it interfaces specifying the security measures each will implement.

2.3.4 DOS Requirements

(I) Port Facility will request for DOS if:

- a) The Port is operating at a higher level than the Ship.
- b) There has been a request or instruction from the Contracting Government.
- c) There has been a security treat involving the Ship or involving the Port Facility.
- d) A security incident has occurred involving the Ship and the Port Facility.
- e) The Ship is not ISPS compliance that there is no Ship Security Plan and no Ship Security Officer.

(II) DOS shall be completed by:

- a) The Master or The Ship Security Officer (SSO) on behalf of the Ship and
- b) The Port Facility Security Officer (PFSO) or appointed shore representative

2.4 Personnel and Vehicular Access

On arrival alongside, the Master should provide the Terminal Representative with crew list and details of any visitors expected during the port stay. The Jetty is a 24-hour exclusion zone to unauthorized people. It is an offence to access landside, waterside and ship-restricted zones without authority.

Agents, surveyors or those who intend to come on board ship must attend our Safety Orientation Training to get Entry Permit Card in advance (Safety Orientation Training is generally held weekly every Tuesday and Thursday between 0900-1200hrs.)

Training application must be submitted to our PFSO in advance.

Note: All visitors, to enter the terminal of Jetty areas, must be approved by the Terminal Management Team and escorted.

Crew change will only be permitted if the ship agent informs the terminal at least 24 hours in advance notice. Ship crews are encouraged to embark or disembark from ship's seaward side.



Due to security reason and also to minimize movement of other activities except for cargo operations, ship's agent is not allowed to arrange crew change and shore leave through the terminal whilst the ship is alongside at berth at PTT Tank Jetty, except in case where immediate medical treatment is required.

No person who appears to be in an intoxicated condition will be allowed on PTT Tank Terminal.

Except approved car, vehicular access is not allowed in this terminal.

3 PRE-ARRIVAL COMMUNICATIONS

3.1 ETA Advice

Ship bound for PTT Tank Jetty should provide ETA advice via their agents to PTT Tank Terminal at least 72 hours prior to their arrival or immediately on leaving their last port, whichever is the later prior to arrival.

Updating of ETA should be made on daily basis.

This ETA advice should be confirmed at least 24 hours prior to arrival Maptaphut Port Pilot Station.

3.2 Pre-arrival Exchange Information

Any ships calling PTT Tank Terminal must email the "Pre-Arrival Exchange of Information" to the terminal, please refer to **Appendix-3: Pre-Arrival Exchange Information**.

On receipt of the above information, the terminal will confirm whether or not ship's preferred order of load/discharge is acceptable and that propose concurrent operations and load/discharge rate can be accepted.

4 ARRIVAL OFF PORT

4.1 Berth Approach

Master of ships approaching PTT Tank Jetty should exercise due cautions for fish crafts, other vessels and tugs with tows that frequent this area.

4.2 Pilotage

Pilotage is compulsory for all ship entering or leaving PTT Tank Jetty, except for approved domestic vessels.

A statutory pilot ladder or combination ladder should be rigged as requested by pilot, and the Masters are reminded to provide a safe access.

5 BERTHING AND MOORING

5.1 General Description of Berth

The Terminal is served by the Jetty which is owned and operated by PTT Tank Terminal Company Limited, located on inner basin of the West of Maptaphut Industrial Port, Thailand. (In vicinity of Latitude 12' 40.05 North, Longitude 101' 08.38 East)

Please refer to **Appendix-2: Jetty Layout Plan**

5.2 Berth Limitations for Each Jetties

Please refer to **Appendix-4: Berth Limitation and Facilities Information** for details

5.3 Tugs, Rope Boat and Service Boats

The following recommendation by Marine Department provides a general guide in determining the number of tugs required for ship movement within Maptaphut Port Area and PTT Tank Terminal. The number of tugs required is determined, among other factors, by size and ship handling characteristics of the ship. The pilot upon boarding may thus, in consultation with the Master, cancel or order additional tugs if required according to individual Master and/or Pilot requirement, weather conditions, etc.

5.4 Mooring

Ship alongside at PTT Tank jetty shall be secured with the minimum number of mooring lines as indicated below:

Ship's DWT	Mooring Lines (Fore & Aft)
< 4000 DWT	2 breast & 2 spring lines
Between 4000 – 10000 DWT	2 head & 2 stern lines 2 breast & 2 spring lines
Between 10000 – 40000 DWT	3 head & 3 stern lines 2 breast & 2 spring lines
> 40000 DWT	4 head & 4 stern lines 2 breast & 2 spring lines

The Master is responsible for ensuring that the ship remains securely moored throughout the stay alongside. The Master must ensure that all mooring are regularly tended and maintained in taut condition. Mooring lines of same side and material must always be used for all lead in the same service.

The breaks of tension winches should be applied and the mooring tended manually.

5.5 Provision of Ship/Shore Access

It is share responsibility of ship and terminal to provide safe access between ship and shore. The gangway either ship or shore that can provide the safest accessed must be used.

The gangway must be fitted with handrails and safety net must be rigged below and around the gangway. The gangway must be frequently monitored and adjusted as needed during the load/discharge operations and tidal variations.



6 COMMUNICATIONS WHILE BERTHED

6.1 General

During the pre-transfer conference, the Terminal will provide with fully charged portable walkie-talkie. The ship's Duty Officer must keep the walkie-talkie at all times. The walkie-talkie is to be used for cargo transfer and emergency use only.

Indicating of the name of ship should always be included in communications to avoid any misunderstanding. The shore identity or Call Sign is "PTT Tank"

A secondary means of voice communication will be via the telephone to our Terminal Loading Master at (+66) 38 978186 or (+66) 38 978190 or through the terminal jetty crews

6.2 Ship/Shore Safety Checklist and Operational Agreement

On arrival at the berth, the Terminal Representative will present the ship containing the following documents:

- a) Safety Requirement Letter
- b) Ship/Shore Safety Checklist
- c) Ship Shore Information Agreement
- d) Others, if any

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

The agreements reached in the document remain in force throughout the time a ship remains alongside the Jetty. Any changes made to these agreements during the course of the cargo operation must be again agreed in written. All items contained in the Ship/Shore Safety Checklist must remain constantly under review. However, the ship and shore are required to jointly recheck those items requiring formal recheck at intervals not exceeding 4 hours.

6.3 Communications During Cargo Transfer

The maintenance of good communications throughout cargo transfer operations is fundamental to ensuring the safety of the activity.

During cargo operations, if for any reason it becomes necessary to stop cargo in an emergency, the party requesting stop should notify the other party by using the walkie-talkie issued by the terminal.

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

7 OPERATIONS ALONGSIDE

7.1 General

All operation at PTT Tank Jetty will be carried out fully in accord with the recommendations contained in the latest edition of the International Safety Guide for Oil Tankers and Terminals (ISGOTT).

7.2 Gangways, Hoses / Loading Arms Connections & Disconnections

Gangways, hoses and loading arms are vulnerable to damage when ships range along the berth. To prevent accidents of such nature, moorings should be adjusted throughout the ship's stay alongside.

Gangways shall be provided by the Terminal. Ship's gangway may be required in the event the terminal's gangway is not available. It must be fitted with handrails and a safety net must be rigged below around the gangway.

On completion of mooring alongside PTT Tank Jetty, the ship will be presented with arms/hoses for loading and/or discharge. It is the responsibility of the shore to ensure that the hoses 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 connection and maneuvering of the cargo arms/hoses and ship's personnel is requested to manually assist with the process, including bolting in place the cargo hose and blanks.

7.3 Cargo Handling Facilities

During the pre-transfer conference, all terminal lines involve in the cargo transfer operation is to be listed down in the 'Ship/Shore information Agreement'. Similarly, the ship has to provide the same information such as ship manifold for each cargo to be handled in the 'Ship/Shore information Agreement'.

7.4 Cargo Transfer Rate

Pumping rate will be established for starting transfer and will take into account the need for precautions when handling cargoes which defined as static accumulators, if applicable, procedures for the final topping off shore tanks will also be established and agreed.

The maximum initial pumping rate for all cargoes shall not exceed flow rate of 1 meter/second as specified in the table below. During the entire cargo transfer operations whether discharging or loading, the pumping rate shall not exceed flow rate of 7 meter/second.

When discharge/loading rate meets above criteria, the maximum pumping rate shall be maintained for the entire transfer operations, and this has to be agreed during the pre-transfer conference.

Nominal Diameter		Flow Rate of	
(inch)	(mm)	1 meter/second	7 meter/second
3"	80 mm	17 m3/hour	119 m3/hour
4"	100 mm	29 m3/hour	203 m3/hour
6"	150 mm	67 m3/hour	469 m3/hour
8"	200 mm	116 m3/hour	812 m3/hour
10"	250 mm	183 m3/hour	1281 m3/hour
12"	305 mm	262 m3/hour	1834 m3/hour
14"	360 mm	320 m3/hour	2240 m3/hour
16"	410 mm	424 m3/hour	2968 m3/hour
18"	460 mm	542 m3/hour	3794 m3/hour

7.5 Checks on Quantities Transferred

Unless otherwise agreed during pre-transfer conference, ships should provide the Terminal with information regarding the amount of cargo that has been loaded and/or discharged on hourly basis. 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.

7.6 Environmental Criteria for Suspending Operations

Irrespective of measured wind speed, if either the ship's Master or the Terminal Loading Master considers that the prevailing conditions potentially threaten the safety of operation, transfer should be suspended and arms and/or hoses disconnected.

Activity	Wind Speed	Weather Condition
Suspend cargo	25 knots	Electrical Storm
Disconnect arms and/or hoses	30 knots	-
Unberth Ship	35 knots	-

7.7 Delivery/Handling of Ship's Store

This operation is strictly not allowed in PTT Tank Terminal.

7.8 Tugs, Boats and Craft Alongside

Except in an emergency or when ordered to assist in mooring, unmooring or maintaining the ship alongside, tug are forbidden to lie alongside any tanker berthed at PTT Tank. Throughout the period when a tug is alongside, all cargo lids, ullage ports and other tank opening must be securely closed.

7.9 Garbage Reception Facilities

This facility not available in PTT Tank Terminal.

7.10 Bunkering

This operation is not allowed in PTT Tank Jetty except in special circumstance that an agreement between the Ship's Duty Officer and Terminal Representative has been established.

If it is allowed, the receiving tanker must stop all cargo or ballasting operation and batten down during the entire bunker transfer.



7.11 Ballasting

Ballasting is a dangerous operation when gas is being expelled from the cargo tank. All items of the ship/shore safety checklist apply until ballasting and cargo operation are completed and the cargo tanks are finally battened down.

7.12 Deballasting

PTT Tank Terminal does not have ballast facility to receive ballast water from the ship.

De-ballasting may be permitted at all times provided the ballast water is clean and free of oil. It must be clearly understood that the responsibility for avoiding oil pollution rests with the ship. Even segregated ballasted needs to be visually inspected prior de-ballasting.

7.13 Potable Water

Potable water is available for ship supply.

8 SAFETY REQUIREMENTS

8.1 Vessel Vetting Requirement

8.1.1 Vetting Policy

Positive vetting is strongly required for all tankers before being accepted by PTT Tank Terminal.

8.1.2 Objectives

Quality assurance of tanker which charterer/or employment or operating related with PTT Group business. The system plays a crucial role in limiting:

- Harm to people or environment
- Damage to PTT Group reputation
- Financial claim to PTT Group business

8.1.3 Vessel Nomination Process

Step 1	Vessel Nomination Application	(by Requestor)
Step 2	Physically Screening	(by PTT Tank Terminal Representative)
Step 3	Evaluations [Vetting]	(by PTT Group Vetting Team)
Step 4	Final Approvals	(by PTT Tank Terminal Representative)

8.1.4 Requirements on validating of SIRE report

- Only SIRE report is acceptable.
- Only 'Fresh SIRE' report will be taken into our consideration.
- Only inspection during transfer operation is considered adequate to review.
- Other OCIMF member inspection reports which posted and available in SIRE database will be maximum 6 months given of validity.
- SIRE report which conducted by PTT Group Inspector may be provided up to 12 months maximum validity as long as there is no other 'Fresh Report' conducted by other OCIMF members. If other OCIMF member report available, only the latest report will be taken into our consideration.
- New inspection is strongly required when:
 - Completion of dry dock
 - Change of management



- Any incident and/or casualty occurs
- Poor port state control report i.e. detention or unsatisfactory inspection

8.2 Smoking

Smoking is strictly prohibited in the berth area and on board ships alongside PTT Tank Terminal except in those spaces on board that are specifically designed by the Master and Terminal Representative as 'Smoking Area'. PTT Tank Terminal reserves the right, to prohibit smoking, at any times, in any place on board a ship and adjacent to the jetty.

8.3 Use of Matches and Lighters

Under no circumstance are members of the ship's crew allowed to carry matches, lighters, inflammable liquid or other similar sources of ignition while within the jetty area. The use of matches is allowed only in designated areas and not the open deck.

8.4 Drug and Alcohol Policy

All ships calling PTT Tank Terminal must have an established Drug and Alcohol policy.

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

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

8.5 Portable Electrical Equipment and Mobile Phones

Portable electrical equipment and transistor radio, including computers, mobile phones and cameras are strictly prohibited outside the accommodation on all ships at all times.

Note: In certain circumstances, portable electrical equipment such as disposable cameras without flash may be used, and this will subject to the specific approval of the Master and Terminal Permit Approval and must be covered with Hot Work Permit.

8.6 Adverse Weather

The Terminal Representative has access to regular weather updates and ships will be advised accordingly should adverse weather be expected. Any decision to leave to berth and port will be in consultation with ship's Master and Terminal Representative.

8.7 Electrical Storms

In the event of an approaching electrical storm, all cargo transfer operation must cease. All tanks openings, vent outlets including bypass valve on the tank venting system, cargo and manifold valves will be closed until such time as the storm has passed.

9 APPLICABLE TERMINAL REGULATIONS

9.1 Tank Inspections, Ullaging and Sampling

Tank Inspection, ullaging and sampling of ship's tanks are to be carried out either before and/or after cargo handling.

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 vapor lock without approval from ship's Duty Officer.

When it is not possible to undertake close gauging and/or sampling operation, open gaging systems will need to be employed and the precaution detailed in ISGOTT must be adhered to.

9.2 Tank Entry

PTT Tank employees are not allowed to enter ship's tanks. In the event that if tank entry is required, this operation must be performed following the ship's confined space entry procedure and agreement between both surveyor and Master of the ship.

9.3 Closed Operations

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

9.4 State of Readiness of Main Engines

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

9.5 Maintenance and Repair Work on Board

Major planned repair and any maintenance involving 'Hot Work' such as cutting, welding, and scraping are not allowed while ship is alongside the jetty. Emergency repair, namely essential repairs needed to rectify malfunctioning equipment and prevent hazardous or unsafe conditions, will only be permitted on a case-by-case basis with agreement between the responsible ship's Duty Office and the Terminal Representative.

9.6 Hot Work on Board

All 'Hot Work' is strictly prohibited on board any ships whilst alongside the jetty.

9.7 Tank Cleaning and Gas Freeing

Tank cleaning and washing, gas freeing operations are not allowed on board any ships while alongside the jetty.



10 POLLUTION PREVENTION

10.1 Causes of Pollution

Experience has shown that the majority of the causes of pollution by ships are as followed:

- a) Overflow of cargo from tanks during loading/discharge (e.g. open drop line valves, changing of trim, slop tank overflow)
- b) Overflow of ballast water
- c) Leakage of oil through sea valves at commencement of ballasting
- d) Failure of flanges and joints in manifolds and deck pipework
- e) Spillage of oil after fire/explosion

Consequently, Master is required to draw the special attention of deck crew to these causes.

10.2 Emergency Oil Pollution Clean-up

Whenever oil is spilled and pollution of the sea occurs or may occur, immediate action must be taken to prevent further spillage and to minimize clean-up operations.

10.3 Scuppers

Scuppers must always be closed and made oil tight before operations commence. Those ships which have wooden plugs must have plugs cemented over.

10.4 Water freeing Deck

All surplus rainwater or clean water spilling on the deck from such as ballasting operations must be drained of periodically and scupper plugs replaced and resealed immediately after the water has been run off. Continuous monitoring during this time is required.

10.5 Unused Cargo/Bunker Connections

All unused cargo and bunker connections shall be closed and blanked off using a fully bolted blank flange.

10.6 Overboard Valves and Sea Valves

All overboard valves and sea valves not being used shall be closed and lashed or sealed. Over board discharge lines which have a swing-blind arrangement shall be blinded.

10.7 Drip Pans and Trays

It is the ship's responsibility to provide drip pans and trays under the manifold connections and to keep pans or trays emptied or drained.

10.8 Oil Absorbing Material

The ship shall keep an adequate supply of sawdust or other oil absorbing material ready for immediate use.

10.9 Adequate Deck Watch

The ship shall have an adequate deck watch during all cargo and ballasting operations. The Emergency Stop procedure must be clearly understood and agreed by ship and shore.

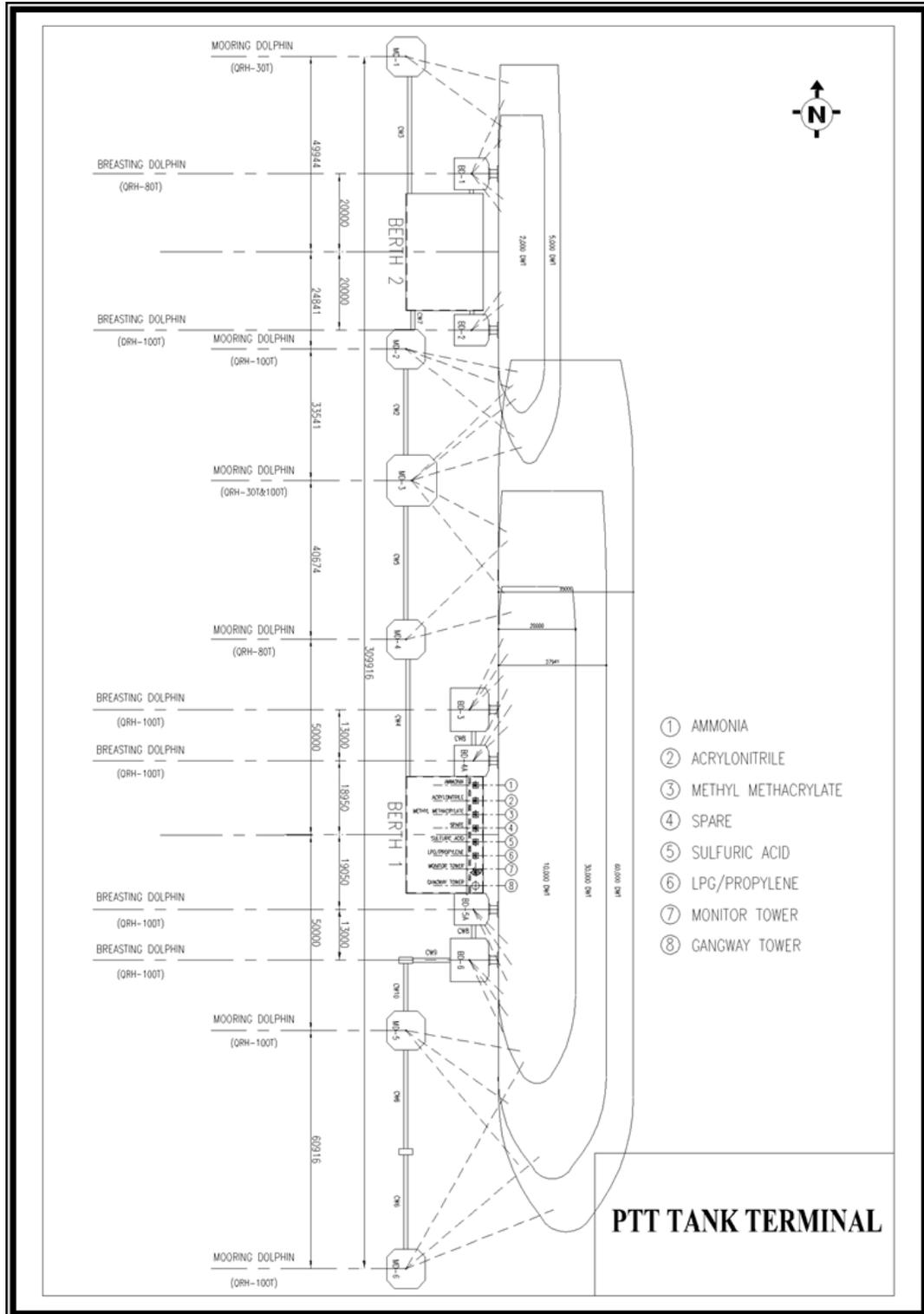


Appendix-1 Contact List

The primary contact for all emergencies in the first instance will be via the walkie-talkie provided by PTT Tank Terminal to ship during the pre-transfer conference.

<u>Contact</u>	<u>Telephone No.</u> (Country Code +66)
Port Control Room (Primary)	(038) 978-8186
	(038) 978-8190
Central Control Room	(038) 978-8191
Marine Operation Manager	(038) 978-8119
Marine Coordinators	(038) 978-8178
	(038) 978-8189
PFSO	(038) 978-8188
Shift Supervisor	(038) 978-8175
Safety Officer	(038) 978-8141
	(038) 978-8143
Berth No.1	(038) 978-8221
Berth No.2	(038) 978-8222
Gate House 1	(038) 978-8201
Gate House 2	(038) 978-8202
Gate House 3	(038) 978-8203

Appendix-2 Jetty Layout Plan





Appendix-3 Pre-arrival Exchange Information

To: PTT Tank Terminal Marine Operation Division	From:
	Ship Company:
Attention:	Contact No:
	<i>Agent Company:</i>
	<i>Agent Name:</i>
	<i>Agent Mobile Phone:</i>
	<i>Agent Email:</i>
	<i>Agent Fax:</i>
	<i>Agent Address (Full Style):</i>

a) Ship Name	
b) Flag	
c) LOA (Length Overall)	
d) Breadth	
e) GRT (Gross Registered Tonnage)	
f) NRT (Net Registered Tonnage)	
g) DWT (Deadweight Tonnage)	
h) ETA (Estimated Time Arrival)	
i) Arrival / Departure Freeboard (Water Level Line to Center Manifold)	
j) Maximum Arrival Draft	
k) Maximum Departure Draft (Estimated)	
l) Maximum Discharge Rate	
m) Maximum Loading Rate	
n) Number and size of manifold / reducer planned to use	
o) Ship's Crane is in good order? What is SWL?	
p) Mooring wire or rope?	
q) Any mooring lines at main deck (fore and aft)?	
r) Ship Security Level	

Appendix-4 Berth Limitation and Facilities Information

Jetty No.	1
Depth at berth	11.3 m
Under Keel Clearance (UKC)	0.6 m
Maximum Displacement	60000 T
Maximum Beam	32 m
Maximum Draft	10.7 m at Lowest Low Water (Deeper draft vessel, tidal will be considered)
Length Overall (LOA)	223 m
Minimum Parallel Body Length	38 m
Preferable side alongside	Starboard
Minimum Allowable Manifold Height above the Waterline	6.5 m (Ammonia), 3.6 m (Acrylonitrile, Methyl Methacrylate and Sulfuric Acid), 2.4 m (LPG and Propylene)
Maximum Allowable Manifold Height above the Waterline	13.5 m (Ammonia), 14.5 m (Acrylonitrile and Methyl Methacrylate and Sulfuric Acid and LPG and Propylene)
Terminal connection	Ammonia: 12 x 300 ANSI Acrylonitrile: 6 x 150 ANSI (Cargo Line) and 4 x 150 ANSI (VRL) Methyl Methacrylate: 6 x 150 ANSI (Cargo Line), 4" x 150 ANSI (VRL) Sulfuric Acid: 6 x 150 ANSI Propylene: 6 x 300 ANSI (Cargo Line), 4 x 300 ANSI (VRL) LPG: 6 x 300 ANSI
Maximum Transfer Rate, Maximum Operating Pressure, Operating Temperature	Ammonia: 1600 m ³ /hr, 7.9 barg, (-45) - 50 Degree Celsius Acrylonitrile: 270 m ³ /hr, 2.1 barg, 0 - 70 Degree Celsius Methyl Methacrylate: 230 m ³ /hr, 2.2 barg, 0 - 70 Degree Celsius Sulfuric Acid: 440 m ³ /hr, 7.0 barg, 10 - 70 Degree Celsius Propylene: 430 m ³ /hr, 15.7 barg, (-48) - 60 Degree Celsius LPG: 305 m ³ /hr, 15.7 barg, (-48) - 60 Degree Celsius

Jetty No.	2
Depth at berth	12.0 m
Under Keel Clearance (UKC)	0.6 m
Maximum Displacement	10000 T
Maximum Beam	32 m
Maximum Draft	11.3 m at Lowest Low Water ((Deeper draft vessel, tidal will be considered)
Length Overall (LOA)	130 m
Minimum Parallel Body Length	40 m
Preferable side alongside	Starboard
Minimum Allowable Manifold Height above the Waterline	N/A
Maximum Allowable Manifold Height above the Waterline	N/A
Terminal Connection	LPG: 6 x 300 ANSI
Maximum Transfer Rate	LPG: 350 m ³ /hr

