

Coastal Refinery Limited Offshore Petroleum Jetty	Port Information and Regulations Booklet	CRL – O&M 3
Date: 15 th Oct 2018		Rev:05

User's Acknowledgment and Acceptance of Rules and Regulations.

I acknowledge the receipt of the Coastal Refinery Limited Offshore Petroleum Jetty Port Information and Regulation Booklet which indicates my agreement with and compliance to the Rules and Regulations laid out, and acknowledgment of the Legal Statements therein, as well as any other written agreement between the parties to this document.

I acknowledge these documents may be amended without prior notice and I acknowledge and agree that it is my responsibility to review the Rules and Regulations and to be aware of any amendments thereof.

Master M T.....

Ship's Stamp

Date:

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Port Information and Regulations

This information is intended as a reference for the purpose of acquainting Masters of the Tankers, Owners, Charterers and other interested parties with the Terminal Regulations, facilities, available services and the Operating Procedures of Coastal Refinery Limited Offshore Petroleum Jetty.

Each Tanker, which arrives at Coastal Refinery Limited Offshore Petroleum Jetty to discharge, shall have a copy of this book on-board. Every Master/Owner wishing to berth at Coastal Refinery Limited Offshore Petroleum Jetty must agree to comply with all relevant Rules and Regulations contained herein.

The enforcement of these Rules and Regulations is to ensure a safe and efficient Tanker Operation at Coastal Refinery Limited Offshore Petroleum Jetty SPM minimizing associated risk to personnel, facilities and the marine environment.

This book does not replace or modify official Laws of the Islamic Republic of Pakistan or any Regional and International Regulations.

The information contained herein is believed to be accurate but Coastal Refinery Limited Offshore Petroleum Jetty makes no warranties and assumes no responsibilities regarding this book or any other information, which may appear in supplemental publications, additions or corrections, supplied by Coastal Refinery Limited Offshore Petroleum Jetty.

Head of SPM Operations
Coastal Refinery Limited Offshore Petroleum Jetty

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Section 1. General Information

1.1 General.

1.1.1 Byco Terminals Pakistan Limited (BTPL) a subsidiary of Byco Petroleum Pakistan Limited (BPPL) and Coastal Refinery Limited (CRL) has installed a Catenary Anchor Leg Mooring (CALM) type Single Point Mooring (SPM) facility, off Khalifa Point, Hub, Balochistan. The buoy has been anchored to the seabed using the anchoring system and ancillaries in a mean water depth of 25 Meters. The SPM facility has been named Coastal Refinery Limited Offshore Petroleum Jetty.

1.1.2 The principle function of the facility is to enable the safe and efficient transfer of crude oil from tankers via this SPM system comprising of SPM buoy, 1 X 20 inch floating hose, Pipeline End Manifold (PLEM), 1 X 20 inch subsea hose and pipeline. The Crude is transferred to the BTPL storage tanks at Mouza Kund through a 28" diameter pipeline.

1.1.3 The SPM is designed to berth ships up to 100,000 DWT. Berthing criteria at the SPM is mentioned in Clause 4.6 of the Port Information Booklet. The SPM is equipped with two braided nylon mooring ropes of 54 meters length. The length of the Floating Hose is 241 meters.

1.2 Location

1.2.1 The SPM is installed in position 24°56'54.3"N 66°34'53.5"E about 8.8 NM northwest of Ras Muari (Cape Monze), about 5.8 NM west of Khalifa Point and 3.6 NM northwest of Churna Island peak. The SPM buoy is 7.7 NM from Byco Refinery Complex and about 33 NM from Karachi Port.

1.3 Approaches to SPM

1.3.1 The SPM buoy is installed in the open sea and can be approached from northwest, west and from southwest. The nearest land Churna Island in the southeast of SPM at a distance of 3.3 NM is uninhabited and unlit. In the southerly direction there are few patches of charted depth of less than 20 meters. Refer to Chart PAK 22.

1.4 Navigational Aids

1.4.1 Ras Muari (Cape Monze) light (Fl (2)10s 49m 25 Miles is installed in the southeast of the SPM buoy at a distance of 8.8 NM. The SPM is installed with a Radar Reflector, a white light exhibiting Morse U (■ ■ —) with visibility of 5 NM. A fog horn is also fitted which when switched on will sound a Morse U (■ ■ —) signal with an audio range of a half NM. The SPM buoy is equipped with AIS Telemetry and Load Monitoring System.

1.5 Night Navigation

1.5.1 There are no restrictions for night navigation and berthing at Coastal Refinery Limited Offshore Petroleum Jetty.

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1.6 Anchorage

1.6.1 Anchorage area for vessels calling at Coastal Refinery Limited Offshore Petroleum Jetty has been earmarked bounded by latitude and longitude as under:

24° 49' N 66° 25' E
24° 49' N 66° 30' E
24° 53' N 66° 25' E
24° 53' N 66° 30' E

1.7 Weather

1.7.1 In April and May, the land breeze becomes less frequent whilst the sea breeze increases during the monsoon period with strong winds in June. The SW monsoon generally weakens in September and is replaced by NE monsoon. During the SW Monsoon, generally the winds are from W to SW direction and may reach up to force 5 to 7. Occasional winds of 40 Knots have been recorded. (Refer to Admiralty Sailing Direction NP 38).

1.8 Currents and Tides

1.8.1 The currents in the SPM area are variable and follow the clockwise gyre. The current are weak due to the Seasonal monsoons and the Tidal streams set East in the ingoing stream and West in the outgoing, and usually follow the curve of the land. However, the combined effect of both the seasonal and tidal current may at times reach up to 3 knots.

1.9 Specifications of SPM Buoy

1.9.1 The specifications of the CALM type SPM buoy are as under:

Make:	SBM Offshore
Mooring Capacity:	250 Tons.
Outer Diameter:	10 M
Inner Diameter:	3.57 M
Buoy Height:	4 M
Piping:	20" x 150 ANSI rating
Fluid Transfer capacity:	2 x 20" diameter independent circuits
Size of chains:	6 x 350m long, 3" API R3S-RQ3S studless chain
Chains stopper:	Suit to 3" chain

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Section – 2. Conditions for Use of the Coastal Refinery Limited Offshore Petroleum Jetty

2.1 Conditions for Use of Facilities

2.1.1 These conditions shall apply to all persons and vessels within Coastal Refinery Limited’s Offshore Petroleum Jetty facility, designated anchorage area and approaches to the SPM buoy (the “Premises”) and the Master shall ensure compliance of these for safe navigation and efficient tanker operation:

2.1.2 The use of Premises, facilities and equipment is subject to the express understanding and condition that CRL and its personnel shall be held harmless from all liability, loss or claim arising out of such use.

2.1.3 The Master, Owner, Ship Operators and Charterer of vessel located within the Premises shall be liable and shall fully reimburse CRL forthwith on demand all expenditures, costs, losses, delays, or third party liabilities which CRL may incur as a consequence of failure of vessel or Master, Owner, Ship Operators or Charterer to comply with any of these conditions set out herein, including, but not limited to, the costs of labour, material, equipment usage, repair work, invoiced costs, loss of earnings, business interruption, towage and other exceptional marine assistance, unproductive berth occupancy and all applicable CRL’s corporate overheads.

2.1.4 The Master, Owner, Ship Operators and / or Charterer of a vessel from which oil, oily residue, oily ballast water or any other pollutant escapes or is discharged for any reason at any location within the Premises, shall be liable to and shall reimburse CRL promptly and in full for the cost of all clean-up, containment and removal measures taken in response to such escape or discharge by or on behalf of CRL which in the sole opinion of CRL, are prudent or necessary in order to protect human life, vessels, installations and the environment. Such cost shall constitute a joint and several debts due from the Master, Owners, Operators and/or Charterers to CRL. Further, the vessel and her Master, Owners, Operators and Charterers shall be jointly and severally liable for any and all other losses, damage and expense incurred or sustained by CRL or by third parties by reason of such escape or discharge and shall indemnify and hold CRL harmless from any such losses, damage, expense or third party claim related to or arising out of such escape or discharge.

2.1.5 Tugs, towing services and other normal and exceptional marine assistance are provided to vessels at the Premises upon the express understanding and condition that such services are provided at the sole risk of the vessel receiving such services, including the risk of negligence of the Masters, Pilots, Officers and staff of the CRL, tugs, or the Operators providing marine assistance to the vessel, and the agents, contractors, employees and representatives of each of them, all of whom shall, in the performance of such services rendered to the vessel, become the agents and servants of the Owners, Operators and/or Charterers of the assisted vessel.

2.1.6 CRL and its agents, servants, contractors, employees and representatives shall not be liable or responsible for any loss of or damage to or expense incurred in connection with the vessel and/or its cargo caused by, arising out of, or resulting from the provision of tug or towage services, or other marine assistance to the vessel. The vessel receiving such tug, towing or other marine

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assistance services from CRL and the Owners, Operators and Charterers of such vessel agree to indemnify and hold harmless CRL and all vessels and equipment utilized in the provision of such services and their Owners, Charterers or Operators, against all claims for any loss or damage to the vessel or cargo, or other expense incurred in connection with provision of such services, and against all claims for loss, damage, injury or expenses incurred by third parties as a result of or in connection with the provision of such services

2.1.7 Any damage to, or impairment of use of any facility, vessel, or equipment owned, chartered or leased by CRL, which is caused in whole or in part by any vessel within the Premises, shall be the responsibility and liability of the Master, Owners, Operators and Charterers of such vessel. The vessel, and its Owners, Operators and Charterers agree to pay CRL promptly on demand any and all expenditures, costs, or losses incurred directly or indirectly as a consequence of such damage or impairment, including, but not limited to, the costs of labour, material and equipment usage, costs of reasonable and necessary repairs, both temporary and permanent, invoiced costs, loss of earnings, business interruption, loss of use, delays at berth, other third party claims and all applicable CRL corporate overheads.

2.1.8 CRL and its agents, servants, contractors, employees and representatives shall not be liable or responsible for any loss, damage, or injury to the vessel or its cargo, or to its officers, crew and passengers, or to third parties, caused by or arising out of the performance of pilotage services by the Pilots. The Master, Owners, Operators and Charterers of any vessel receiving pilotage services at the Premises agree to indemnify and hold harmless CRL and its agents, contractors, employees and representatives from any and all such losses, damage or injury, however caused, arising out of or resulting from the performance of pilotage services by the Pilots.

2.1.9 CRL representative reserves the right to waive any of conditions contained herein, or impose such reasonable additional requirements on vessels at Premises as he, in his sole discretion, deems prudent and necessary under the circumstances in order to protect human life and the safety of property and the environment. Any additional costs, losses, damages, or expenses incurred or claimed to be incurred by the vessel or its agents, Owners, Operators and Charterers as a result of such action by the CRL Representative, unless otherwise provided for by contract, shall be the sole responsibility of the vessel.

2.1.10 Without limitation to the liability of any of the Master, Owner, or Ship Operator, the Master shall immediately report to the CRL Management any accident, claim, damage, loss or unsafe condition or circumstance. Any such report shall be made in writing and signed by the Master. The CRL Management shall be entitled to inspect and investigate any such report but without prejudice to the foregoing.

2.1.11 CRL may prohibit the exit of the Vessel from the Premises, and restrain same in the event that any of the Conditions of Use are breached, which breach, if capable of remedy, has not been remedied on the reasonable satisfaction of the CRL.

2.1.12 CRL will not be responsible for any loss, damage, injury or delay directly or indirectly caused by arising from strikes, lock outs or labour disputes or disturbances howsoever caused and whether or not the CRL or the agents or servants or parties disputes.

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2.1.13 These Conditions of Use shall apply in addition to the Port regulations and any other laws, rules, regulations or procedures enacted, promulgated, declared or issued by the Government of the Islamic Republic of Pakistan.

2.1.14. These Conditions of Use shall be construed, uninterrupted and applied in accordance with the laws of the Government of Islamic Republic of Pakistan and the parties named herein submit exclusively to the jurisdiction of the courts of the Islamic Republic of Pakistan.

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Section - 3 Government Regulations (Extracts and Procedures)

3.1 General

3.1.1 The government regulations are strictly enforced and Masters of vessels calling at Coastal Refinery Limited Offshore Petroleum Jetty having any doubts concerning the interpretation of these regulations are urged to consult their Agent. At all times while at the Premises or whether at anchor or in transit between anchorage and SPM, or during transit in Pakistani waters the vessel and its personnel are under the jurisdiction of Pakistani laws.

3.2 Shipping Agent Requirement.

3.2.1 Every vessel must have a Pakistani shipping Agent before entering Pakistani territorial waters. Vessels calling at Coastal Refinery Limited Offshore Petroleum Jetty should address all messages concerning ship's business to their Agents. The ship's Agent handles matters concerning provisions supply, minor repairs, local medical, or hospital services, mail, crew changes, etc.

3.3 Customs and Immigration Rules and Regulations

3.3.1 The regulations issued by the Government of the Islamic Republic of Pakistan, vide Customs Act 1969 and Custom Rules 2001 and Immigration Ordinance 1979 are relevant.

3.3.2 Master of all vessels must acquaint themselves with these regulations prior arrival in Pakistan. The ignorance of these regulations will not be considered an excuse for violation of the regulations nor will it excuse the violator from the imposition of penalties.

3.3.3 Masters should consult these regarding the procedures and conduct of the vessel and crew. The vessel's agent will, upon request, provide details of any changes to the Rules and Regulations.

3.4 Prohibited Articles.

3.4.1 All materials exported from or imported into Pakistan are subject to examination by Customs authorities. The import of certain articles is strictly prohibited. Such articles include, but are not limited to, the following:

Explosives and firearms including air rifles.

Implements of war of any kind including antique weapons.

Narcotics and all other non-prescription drugs.

Alcoholic beverages of any description.

Printed materials, photographic matter or video tapes depicting anything, which could be considered pornographic.

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3.4.2 Sealed Store Rooms /Bonded Lockers

3.4.2.1 Any prohibited article, which is onboard any vessel calling at Coastal Refinery Limited Offshore Petroleum Jetty shall be secured in an appropriate locked storeroom, which will be sealed by the authorities.

3.4.2.2 The seals must remain intact throughout the entire period of the vessel's stay at the CRL Offshore Petroleum Jetty and must not be broken until after the vessel has finally departed for a facility in another country.

3.4.2.3 The authorities may carry out occasional inspections to ensure that the seals are intact and that no prohibited article is in use.

3.4.2.4 Smuggling or trafficking any prohibited article between vessels or between vessel's crews and shore personnel is strictly prohibited.

3.4.2.5 The baggage of crewmembers joining and leaving vessels will be inspected to ensure that it contains no prohibited articles.

3.5 Pakistani Flag.

3.5.1 The flag of the Islamic Republic of Pakistan must be hoisted by every vessel entering the coastal waters of Pakistan and shall be flown from the highest and starboard most position of the vessel's Christmas tree while at Coastal Refinery Limited Offshore Petroleum Jetty from sunrise to sunset. This flag shall be clean and in good condition.

3.5.2 Masters should obtain this flag before arrival, but if circumstances render this impossible, a flag shall be obtained from the ship's Agent.

3.5.3 Vessels flying the flag of The Islamic Republic of Pakistan incorrectly or flying an incorrect replica of the Pakistani flag will not be berthed.

3.6 Penalties for Violations.

3.6.1 Penalties for violation of the Laws and Regulations of the Islamic Republic of Pakistan are severe. Persons violating Pakistani laws, even unknowingly, may be arrested, or imprisoned. Penalties for possession, use, or trafficking illegal drugs in Pakistan are severe.

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Section 4. Terminal Regulations

4.1 Application of Regulations

4.1.1 The Master of the vessel utilizing the Coastal Refinery Limited Offshore Petroleum Jetty facilities shall remain in charge of his vessel at all times and ensures that all applicable Laws and Regulations are enforced. These are to include ISGOTT, MARPOL, SOLAS, OCIMF Recommendations, STCW, Classification Society, ISM Code, ISPS and other International Regulations and Flag State requirements.

4.1.2 Coastal Refinery Limited Offshore Petroleum Jetty retains the right to cease, suspend or curtail operations if the vessel is found to be in non-compliance to these regulations, any other applicable International Regulations or failure to report any deficiencies. The vessel may be required to vacate the SPM with all costs incurred and delays to the Owners or Charterers account. On completion of the appropriate remedial action the Coastal Refinery Limited Offshore Petroleum Jetty Terminal Representative would confirm compliance to these and other appropriate Regulations before continuing operations.

4.2 Vessel Acceptance - Vetting

4.2.1 The individual Charterers will be responsible for ensuring that the nominated vessels are in compliance with the terms of the Lifting Contract, the laws of the Islamic Republic of Pakistan, all relevant International Regulations and the Coastal Refinery Limited Offshore Petroleum Jetty Port Regulations and the monsoon requirements as given in Annex G.

4.2.2 Prior to the vessel being accepted for mooring at SPM a Vetting Questionnaire (Annexure "A") prepared by Coastal Refinery Limited Offshore Petroleum Jetty is to be completed by the vessel's Master. Subject to the information received and the response to points requiring clarification, the vessel would be accepted, accepted under condition or rejected. Vessels unable to comply with the monsoon requirements may not be able to pass the terminal vetting.

4.2.3 Any delays, costs incurred or claims as a result of the vessel found non-compliant to the terms and conditions, after acceptance, shall be to the Charterers or Owners account.

4.3 Communication with Coastal Refinery Limited Offshore Petroleum Jetty

4.3.1 Vessels calling at Coastal Refinery Limited Offshore Petroleum Jetty shall call on international marine VHF channel 16 for establishing initial contact with Control Room, the Control Room will then direct the vessel to shift to a working frequency.

4.3.2 The ships may pass information on their ETA etc to the Coastal Refinery Limited Offshore Petroleum Jetty Control Room through e-mail at spm.operation@byco.com.pk

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4.4 Arrival Entry Requirements.

4.4.1 The Master will be responsible for complying fully with all the requirements of Pakistani Government Departments, Ministries, Agencies and Organizations. Particular attention should be paid to the requirements of Customs, Maritime Security Agency, Coast Guard, Immigration and Health Authorities. Neither non-possession or nor ignorance of these regulations will be considered an excuse for violation of the regulations nor will it excuse the violator from the imposition of the penalties. Masters requiring advice on these regulations and the requirements should contact their local agents.

4.4.2 It is a prerequisite for calling on Coastal Refinery Limited Offshore Petroleum Jetty that all vessels must possess an International Safety Management (ISM) Code certificate.

4.4.3 Pre-Arrival Information. The Rules and Regulations specify that certain information must be received by the Coastal Refinery Limited Offshore Petroleum Jetty, either directly or through the vessel's agents before that vessel arrives at the Premises and notification of ETA 72 hours, 48 hours, 24 hours and 12 hours prior to arrival clearly indicating whether it is local time or GMT. Vessels, which fail to comply with this requirement, may be delayed and its Owners, Operators and Charterers will pay CRL promptly on demand any and all expenditures, costs, or losses incurred directly or indirectly as a consequence of such delays, including, but not limited to, the loss of earnings, business interruption, loss of use, other third party claims and all applicable CRL corporate overheads.

4.5 Arrival Documentation

4.5.1 The Rules and Regulations specify that the Master shall present or make available for inspection various papers and documents. The following documents must be made available to the agent and boarding government officials:

Compliance with ISM Code - Certificates to be produced for inspection.

Maritime International Declaration of Health.

Valid Deratting or Exemption Certificate.

Crew List (including supernumeraries) up to 6 copies.

Valid Smallpox Vaccination Certificates.

Valid Inoculation Certificates against communicable diseases prevailing at previous facility's of call.

Vessel's current logbook.

Competency Certificates of Officer's and valid Flag documents for crew.

4.5.2 The above list is intended only as a guide. Masters are advised to consult the Rules and Regulations enforced by the Government of the Islamic Republic of Pakistan and at Coastal Refinery Limited Offshore Petroleum Jetty with their Agent for more precise and up to date requirements.

4.5.3 In addition to the foregoing documents, and unless waived in writing by Coastal Refinery Limited Offshore Petroleum Jetty prior to the vessels arrival, all vessels calling at Coastal Refinery Limited Offshore Petroleum Jetty shall have on board and available for inspection either (a) an

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original Certificate of Insurance or other Financial Security in Respect of Civil Liability for Oil Pollution Damage issued by the Flag State in accordance with the provisions of Article VII of the International Convention on Civil Liability for Oil Pollution Damage, 1969 and Article VII of the International Convention on Civil Liability for Oil Pollution Damage, 1992, or (b) an original Protection and Indemnity (P&I) Club Certificate of Entry for the vessel issued by a member club of the International Group of P&I Clubs, or (c) original documentation evidencing other equivalent P&I coverage acceptable to CRL.

4.6 Weather Parameter – Berthing/ Un-berthing Criteria

The following weather working parameters and limitations for pilotage and cargo operations apply at SPM CRL jetty; all operations at the SPM CRL Jetty shall comply with the limitations given in the table below:

S-No.	Weather Limitations/ Operational Activity	Wind Speed (knots)	Wave Height (meters)
1)	Maximum weather limit to conduct Mooring Operations	30	3.0
2)	Suspend cargo operation. Commence disconnection	31 ~ 34	>3.0
3)	Unmoor from SPM	35	3.5

4.7 Clearance Procedures.

4.7.1 The Agents of the vessel will liaise for clearance of the vessel with Customs and Immigration and other port Authorities. Dependent on the weather conditions, personnel from Customs, other Authorities and ship's surveyors will board the vessel for clearing through the Agent's launch prior to berthing. The Master of the vessel must ensure that the vessel is in a safe position and provide an adequate lee for the officials to embark and disembark.

4.7.2 Pilots, Loading Master and Hose connection team will also board the vessel with the personnel of the clearing Authorities.

4.7.3 The Master of the vessel calling at Coastal Refinery Limited Offshore Petroleum Jetty is to ensure that no person embarks or disembarks from the vessel unless cleared by the Authorities.

4.7.4 Port Clearance Certificate will be issued prior to departure of the vessel. This has to be handed over to Pilot by the vessel's agent and the Port Clearance certificate may be held back if there are outstanding fees or any other valid reasons against the vessel.

4.8 Boarding of Vessel by Personnel

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4.8.1 At Coastal Refinery Limited Offshore Petroleum Jetty Pilots and Mooring Master may be permitted to board arriving ships prior to the ship receiving clearance by the Customs and Immigration authorities.

4.8.2 Pilots and Mooring Master may normally berth vessels to SPM berth prior ships' clearing authorities clear the vessel. However, if for any reason (rough weather, etc.), the clearing authorities are unable to board a vessel for granting clearance, the Pilot may berth the vessel after receiving special permission from the Agent through CRL Offshore Petroleum Jetty Control Room and commence discharging operations.

4.8.3 Ship's gangways, as appropriate, shall be rigged and ready to provide safe access for the Pilots, Loading Master, Surveyor's and Agent.

4.8.4 No one other than the Government Officials, Surveyors, Pilots and Loading Masters and any person required by Coastal Refinery Limited Offshore Petroleum Jetty may board or disembark from ships at berth until the vessel receives clearance from the Customs and Immigration authorities. This includes the Agent's representative(s) and other personnel.

4.8.5 Boarding Vessels During Cargo Operation

4.8.5.1 Small craft are not allowed in the vicinity of the vessel and no one is permitted to board or leave a vessel while cargo operations are in progress.

4.8.5.2 Should it become urgent for personnel to board or leave a vessel for any reason during the cargo operation, the Pilot must be contacted to request permission to shutdown the cargo operation while the small craft is alongside

4.9 Radio Silence at Berth

4.9.1 The use of telegraphic transmitting equipment on a vessel is strictly forbidden during her stay at Coastal Refinery Limited Offshore Petroleum Jetty. The use of VHF marine frequencies within the Premises shall be limited to:

- Reporting information to Coastal Refinery Limited Offshore Petroleum Jetty Management.
- Traffic Information.
- Emergency calls.
- Any other information necessary for operations.
- VHF sets to be used on low power.

4.9.2 Radio traffic is only allowed on the frequencies authorized by the facility management.

4.9.3 The use of GSM telephones is strictly prohibited in hazardous (classified) locations on a vessel during her stay at Coastal Refinery Limited Offshore Petroleum Jetty.

4.10 Photography.

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4.10.1 The use of photographic equipment of any kind is strictly prohibited while at Coastal Refinery Limited Offshore Petroleum Jetty. Cameras are subject to seizure by the authorities.

4.11 Shore Leave.

4.11.1 Casual shore leave from the vessel berthed at Coastal Refinery Limited Offshore Petroleum Jetty is not permitted. Failure to comply with these instructions/regulations may result in severe penalties.

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4.12 Port Dues

4.12.1 The port Charges levied shall be levied as under:

Port Dues @ USD 0.32 X GRT

Berth Hire @ USD 0.08 X GRT X No of Days

Mooring & Un Mooring @ USD 0.16 X GRT
X Days+100 USD for Mooring Boat

Pilotage @ USD 0.25 X GRT

Sales Tax @ 15 % on above Port
Dues

Light Dues @ Rs 7/00 per NRT and valid for 30 days, after collection by the Agent from the ship owner, these will be deposited with Customs Authorities as per rules and regulations.

The above Port Charges shall be levied under minimum of 12 hours interval, for the sake of clarity in case vessel is under operation up to 1200 hrs, half day berth hire shall apply, beyond 1200 hrs, full berth hire shall apply.

4.12.2 Pilot Boat charges @ USD 2,550 per Trip.

4.13 Notice of Readiness

4.13.1 Notice of Readiness (NOR) is accepted in accordance with the Charter Party Agreement, by the Coastal Refinery Limited Offshore Petroleum Jetty. Masters are advised to tender the NOR only when the vessel has arrived and anchored at the Designated Anchorage. Generally the time of the NOR tendered is taken as the time the vessel anchored in the recommended anchorage area. Coastal Refinery Limited Offshore Petroleum Jetty is to be advised of the time and the vessels position on VHF Ch 16, as soon as possible after anchoring.

4.13.2 Vessels at anchorage, waiting to berth, are required to be ready in all respects to weigh anchor on receipt of one hour's notice from the Coastal Refinery Limited Offshore Petroleum Jetty Control Room or by their Pilot. This notice will be given on VHF Ch.16. All vessels are to ensure an efficient bridge watch is maintained at all times.

4.14 Gangways.

4.14.1 Gangway to be rigged and ready on the starboard side and maintained at deck level.

4.15 Protest Letters

4.15.1 Protest letter shall be issued for any incident or deficiency which could result in loss, damage or delay or which contravenes any of the Coastal Refinery Limited Offshore Petroleum Jetty Rules or Safety requirements.

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4.16 Quarantine Clearance

4.16.1 The tanker scheduled to berth at SPM, prior arrival must pass the required information to Coastal Refinery Limited Offshore Petroleum Jetty through their Agent. Vessels will not be accepted for berthing until the quarantine information is received. In the event that a vessel has not received quarantine clearance prior to un-berthing, the Master shall be required to sign an undertaking that he will not sail until he receives quarantine clearance.

4.16.2 The following quarantine signals shall be displayed by all vessels at all times until pratique is granted.

Sunrise to Sunset: Quarantine Flag (Q)
Sunset to Sunrise: Red over White all round Lights on the mast.

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Section 5 Pilotage Regulations

5.1 Pilotage

5.1.1 All movements of vessels to and from the SPM shall be under the advice of a Coastal Refinery Limited Offshore Petroleum Jetty Pilot. The Master is required to sign a receipt for the Coastal Refinery Limited Offshore Petroleum Jetty Port Information and Regulations Booklet. The Master of the vessel calling at Coastal Refinery Limited Offshore Petroleum Jetty must sign the Conditions of Use (Section 2 of this Booklet), Ship - Shore Safety Check List (Annexure "B"), Document of Security (Annexure "C") and Discharging Operations Arrangements (Annexure "D") before commencing berthing operations.

5.1.2 The Master is to inform the Pilot, prior to berthing, of any special conditions, difficulties or peculiarities present in the tanker. This includes expired certificates, Conditions of Class, engine or boiler deficiencies, defective navigational equipment, mooring equipment and lines, lifting gear, cargo handling facilities, any lack of necessary equipment or deficiencies in the safety equipment which may impose hazards, restrictions or limitations to navigation, pilotage, mooring/unmooring, hose connection/disconnection, cargo operations, security, pollution and the integrity of the vessel.

5.1.3 Pilot, Mooring Master, Loading Master and Hose connection team will remain on-board during the vessel's stay at SPM and are to be provided boarding and lodging onboard.

5.1.4 The crane onboard should have a normal reach of 5 meters from the ship's rail.

5.2 Pilot Boarding Position

5.2.1 The Coastal Refinery Limited Offshore Petroleum Jetty Pilot shall board the vessel to the west or southwest of the SPM. The pilot boarding position is 2 nautical miles SW of the SPM. The Pilot will advise the Master of any change to the boarding position, depending upon prevailing wind and/or swell conditions.

5.3 Pilot Boarding Arrangements

5.3.1 Compliance with SOLAS

5.3.1.1 In order to permit the Pilots to embark and disembark safely from the vessel, boarding arrangements shall be strictly in accordance with current SOLAS requirements.

5.3.2 The ship's propeller shall be stopped during the approach of the pilot-boat and during the embarkation and disembarkation of the Pilot. The speed of the vessel shall not exceed 2 knots.

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5.3.3 Pilot Ladders.

5.3.3.1 The vessel shall rig the ladder, on the lee-side (preferably on the starboard side). The use of pilot hoists is not recommended at SPM. The following selected requirements from the SOLAS regulations are emphasized;

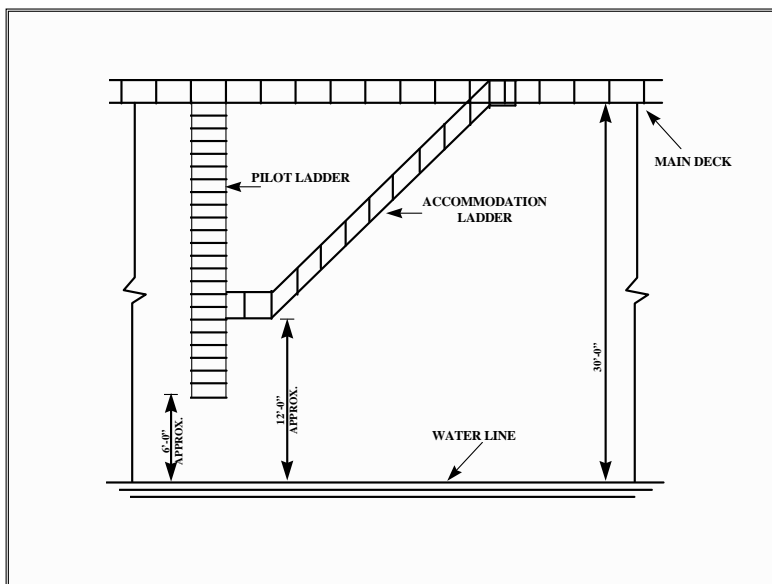
5.3.3.2 The ladder shall be kept clean and in good order and shall be of adequate length and strength. The deck in the vicinity of pilot-ladder and on the walkways shall be clean and free of oil and grease or other slippery substances.

5.3.3.3 The ladder shall be made fast next to an area where there is a break in the rail or an opening in the bulwark such that the whole length of the ladder rests against the flat ship's side, clear of the finer lines of the ship and clear of all possible discharges.

5.3.3.4 Spreaders at proper intervals shall be provided to prevent the ladder from twisting. The ladder shall be properly secured with the steps horizontal. Handhold stanchions shall be rigidly secured.

5.3.3.5 Manropes, a safety line and a lifebuoy with self-igniting light shall be rigged and ready for use.

5.3.3.6 Whenever the distance from sea level to the point of access of the ship exceeds 9 meters, access from the pilot-ladder to the ship shall be by means of an accommodation ladder or other equally safe and convenient means.



5.3.3.7 The rigging of Pilot ladder and the embarkation and disembarkation of Pilots shall be supervised by a responsible deck officer of the vessel.

5.3.3.8 Adequate lighting shall be provided at night so that the Pilot ladder and the deck area close by the head of the ladder are adequately and properly illuminated.

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5.3.3.9 The failure to provide a safe and proper boarding for the Pilot will result in refusal to board and the vessel being ordered to anchor until the fault is rectified.

5.3.3.10 To prevent un-authorized persons from boarding the tanker unobserved, particularly at night, the pilot and accommodation ladders must be retrieved after the Pilots have boarded.

5.3.4 Radio communication with Pilot is to be made on International Marine VHF channels 16 or any other channel as advised by the Pilot.

5.3.5 On completion of the unmooring operations, the Pilot will disembark when the vessel is well clear of the SPM floating hose keeping a minimum distance of 1 NM from the SPM.

5.4 Exchange of Information

5.4.1 On boarding the vessel the Pilot and the Master of the vessel will discuss the complete sequence of operations including but not limited to mooring arrangements, hose connection details, readiness of the vessel, any deficiencies onboard, likely weather conditions etc.

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Section 6. Vessel Condition and Fitness for Purpose

6.1 Vessel Condition

6.1.1 No vessel shall be allowed to navigate within the Premises, unless it complies with the following requirements:

6.1.1.1 The vessel shall be equipped with an efficient VHF radiotelephone capable of working the Coastal Refinery Limited Offshore Petroleum Jetty frequencies.

6.1.1.2 Full main engine power both ahead and astern and a fully operational tachometer shall be available for berthing and un-berthing.

6.1.1.3 Fully operational steering gear and helm indicators shall be available.

6.1.1.4 All secondary power or mechanical systems on the vessel shall be in operation and immediately available in the event of failure of any primary system.

6.1.1.5 Both anchors shall be operational, capable of being released and raised by the vessel and ready for use.

6.1.1.6 Vessels in ballast shall be properly ballasted. The propeller shall, at all times, remain immersed and the vessel's trim shall not exceed 1.5 % of the ship's length. For vessels proceeding to an SPM berth, the trim shall not exceed 0.7% of the ship's length.

6.1.1.7 All tank openings, ullage and sighting facilities shall be closed before berthing or un-berthing operations commence.

6.1.1.8 The vessel shall be fitted with satisfactory mooring equipment.

6.1.1.9 There shall be sufficient crew on board at all times to operate the vessel safely and efficiently with all officers properly qualified and certificated.

6.2 Notification of Deficiencies

6.2.1 It is the responsibility of the Master of the vessel to notify the Pilot of any special conditions, difficulties or peculiarities present in the vessel, such as engine or boiler deficiencies, defective navigational equipment, mooring lines, tackle gear or lack of necessary equipment, which may impose hazards in connection with the handling, mooring, unmooring, loading or discharging of the vessel.

6.2.2 The master must provide this information to the pilot, in writing before the pilot begins to provide pilotage services.

6.2.3 Non-compliance with the above requirements will result in the vessel being denied berthing or removed from the berth and the Master, Owner, Charterer; Agent shall become liable for the berthing and un-berthing costs.

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6.3 Draft and Freeboard

6.3.1 The max permissible draft for a fully loaded tanker at the Single Point Mooring buoy is 17.5M.

6.3.2 The draft forward should not be less than 5.6 M in ballast condition so as to avoid strain on the Single Point Mooring buoy and prevent any damage.

6.3.3 The vessel shall comply with the IMO amidships draft regulations at all stages of the operation (Min amidships draft = $2m + (0.02 \times L)$ where L = LBP).

6.4 Trim

6.4.1 During the duration of vessels stay at the SPM buoy, at no time shall she have a trim exceeding 2.5 meters and after discharging of about 50% of the cargo, the Master will arrange to ballast the vessel to achieve minimum freeboard at all times.

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Section 7. Support Vessels

7.1 Tugs

7.1.1 Under normal operating conditions, no tug or other craft shall be permitted alongside any tanker calling at Coastal Refinery limited Offshore Petroleum Jetty before the Pilot boards the vessel. Should the Pilot deem the assistance of a tug to be necessary, he will then give the proper signal.

7.1.2 Coastal Refinery limited Offshore Petroleum Jetty provides tugs for berthing the Tankers at the Pilot's discretion. The tugs are of 4000 to 5000 BHP and about 50 tons bollard pull. The tugs are equipped with fire fighting and oil pollution combating capability.

7.1.3 One tug may be used as tow back and secured at the stern of the Tanker during her stay at the SPM. Vessels are to provide towlines in good condition and made of fiber rope. Wires are not permitted.

7.1.4 Generally tug lines are used but vessels should have good quality ropes available to supplement these in periods of bad weather or in case of any emergency.

7.1.5 Any Tug or Boat services required of a 'Special nature' will be provided if available as an additional service and charged accordingly. Coastal Refinery limited Offshore Petroleum Jetty will charge for these services and are to be paid in advance.

7.2 Work Boats

7.2.1 Coastal Refinery limited Offshore Petroleum Jetty also provides two work boats for mooring assistance and handling of floating hose.

7.3 Pilot Boat

7.3.1 Pilot boat, carrying regulation pilot boat signals and equipped with VHF radio communication sets are provided for embarkation and disembarkation of Pilots. These boats are painted white.

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Section 8 Port Facility Security

8.1 General

8.1.1 Coastal Refinery limited Offshore Petroleum Jetty is committed to provide a safe and secure working environment to all port users, vessels calling at their Premises and their personnel and its employees. To achieve this objective a Port Facility Security Plan in accordance with the International Ship and Port Facility Security Code (ISPS) has been prepared and approved by the Designated Authority.

8.1.2 Coastal Refinery limited Offshore Petroleum Jetty has implemented security measures that meet the requirements of Regulation 9 of XI - 2 of SOLAS regarding the control and compliance measures that are applicable to ships in relation to the International Ship and Port Facility Security Code. The Marine Division Representatives will have the right to exercise various control and compliance measures with respect to any vessel at Coastal Refinery limited Offshore Petroleum Jetty or intends calling at Coastal Refinery limited Offshore Petroleum Jetty. The vessel may also be subject to additional control measures if there is any reason to believe that the security of the vessel, or the port facilities it has previously served, has been compromised. All costs resulting from the vessels non-compliance shall be to the owners account.

8.1.3 In the event of the imposition of control measures, or other actions, Coastal Refinery limited Offshore Petroleum Jetty will immediately inform the Pakistan Authorities in writing, specifying the control measure imposed or steps taken and the reasons thereof.

8.2 Salient Features of the Port Facility Security Plan

8.2.1 All tankers calling at Coastal Refinery limited Offshore Petroleum Jetty are required to have an ISPS Certificate as specified in the ISPS code. Tankers not in possession of this certificate will not be accepted at nomination stage.

8.2.2 On 'Nomination', a completed 'Tanker Vetting List' including confirmation of the ISPS certificate and previous ports status shall be faxed/emailed to the Coastal Refinery limited Offshore Petroleum Jetty.

8.2.3 The 72 Hours ETA notice shall reflect the Security Level and/or non- compliance with ISPS Code if any. Complete and send the Standard Cable.

8.2.4 The 24 Hours ETA notice shall provide updated Estimated Time of Arrival.

8.2.5 Vessel shall reaffirm any changes to the Security Level and/or any ISPS Code issues in the six hours notice to Coastal Refinery Limited Offshore Petroleum Jetty.

8.2.6 The Pilot boarding the vessel is the duly authorized officer to verify the validity of the International Ship Security Certificate onboard. Any additional precautions enforced by the Coastal Refinery Limited Offshore Petroleum Jetty shall be discussed by the Pilot with Master of the vessel.

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8.2.7 Failure to comply with the requirements of ISPS could result in the vessel not being permitted to berth. If clear grounds are established, that the vessel is not in compliance with the ISPS code, the State of Pakistan or authorized representative have the right to implement certain measures to minimize the security risk at SPM (SOLAS XI-2/9)

8.2.8 The vessel will complete a 'Declaration of Security' (DOS) as required.

8.2.9 No crafts are permitted to come within 1000 meters of the tanker, at the SPM, without the onboard Pilot's permission. All crafts approaching the vessel berthed must have spark arrestors fitted on their funnel exhausts.

8.2.10 Stipulated actions shall be implemented in accordance with the plan for the different Security Levels. These shall be discussed and agreed upon in the 'Declaration of Security' form.

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Section - 9 Services

9.1 Mail

9.1.1 Postal mail service is available from Pakistan to all parts of the world. Vessels may avail this service through their Agent.

9.2 Fresh Water, Bunkers and Stores

9.2.1 There are no facilities at Coastal Refinery Limited Offshore Petroleum Jetty for provision of fresh water, bunkering or stores etc. However, in case of emergency the vessels may receive a limited quantity through their Agents. All related costs incurred shall be borne by the vessel.

9.3 Repair Facilities

9.3.1 Repair facilities at Coastal Refinery Limited Offshore Petroleum Jetty are not available.

9.3.2 Vessels requiring any emergency repairs will have to proceed to Karachi Port for availing these facilities. At Karachi all kinds of major repairs including docking of vessels can be undertaken.

9.4 Waste and Slop Reception Facilities

9.4.1 There are no waste and slop receiving facilities available at Coastal Refinery Limited Offshore Petroleum Jetty.

9.5 Medical

9.5.1 In an emergency Coastal Refinery Limited Offshore Petroleum Jetty can provide limited medical facilities which may be utilized in good weather only.

9.5.2 In case of extreme emergency the patient can be evacuated to Karachi by boat or helicopter and the associated cost will be borne by the vessel.

9.5.3 If any sickness has been observed onboard the vessel before arriving at Coastal Refinery Limited Offshore Petroleum Jetty, the details should be included in the vessel's ETA message and declared on the Port Health Declaration.

9.6 Repatriation and Crew Change

9.6.1 At Coastal Refinery Limited Offshore Petroleum Jetty repatriation and crew change is **NOT PERMITTED** under normal circumstances. However, in case of any emergency crew changes may be carried out by the vessel through their Agent.

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Section - 10 Safety and Environment

10.1 General Safety

10.1.1 The Master of the vessel calling at Coastal Refinery Limited Offshore Petroleum Jetty shall always be responsible for the safe conduct of operations on board the vessel under his command. However, while at Coastal Refinery Limited Offshore Petroleum Jetty the SPM, shore personnel, property, the environment and other shipping may also suffer serious damage in the event of an accident on-board. Hence the Terminal requires the Master's full co-operation and understanding of the safety requirements in force at the Coastal Refinery Limited Offshore Petroleum Jetty. Prior commencement of operations the Ship - Shore Safety Checklist (Annexure "B") is to be completed.

10.1.2 All fire fighting and lifesaving appliances must be properly placed and maintained in a state of readiness for immediate use. If the Master feels that any immediate threat to the safety of the ship arises from any action on the part of the Coastal Refinery Limited Offshore Petroleum Jetty personnel or from any equipment under its control, the Master shall be entitled to demand an immediate cessation of operations giving full justifications.

10.2 Notification of Deficiencies

10.2.1 Failure to notify the Terminal of any deficiencies will result in the vessel being denied berthing or being removed from the berth and the Master, Owner and Charterers shall be liable for all costs incurred including delays and other related costs as a result of this.

10.3 Safety Inspections

10.3.1 In order to ensure compliance with the above requirements, the Pilot shall, before the start of operations and thereafter from time to time during cargo operation, carry out routine safety inspections of the vessel during her stay at the berth.

10.4 Safety Checklist

10.4.1 An approved Safety Checklist is to be completed prior to commencement of the Cargo Operations. Refer to Annexure "B". The safety requirements set out in the checklist are based on the safe practices widely accepted by the oil tanker industry and by ISGOTT. It is expected from the Master and his crew to adhere strictly to such practices throughout the ship's stay at the Coastal Refinery Offshore Petroleum Jetty. It will be ensured by the Coastal Refinery Offshore Petroleum Jetty that its personnel do likewise and co-operate with the Master in the mutual interest of safety and an efficient operation.

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10.5 Port State Control Inspections

10.5.1 Pakistan being a signatory to the Paris MOU may wish to carry out a Port State Control Inspection whilst the vessel is at Coastal Refinery Offshore Petroleum Jetty. Master's are requested to give the authorised Representatives, from the State of Pakistan, their full co-operation during this inspection. All possible precautions will be taken to minimize any delays to the vessel or cargo operations.

10.6 Emergency Incidents

10.6.1 The Master and ship-owner maintains the right and responsibility to undertake timely and effective response in the event of fire, any emergency, accident or incident. In case of the Master's failure to take timely appropriate action, CRL petroleum under the Conditions of Use of Terminal may intervene and take charge to the extent of taking reasonable action to comply with the following priorities.

10.6.2 Priorities for Dealing with an Emergency

10.6.2.1 In the event of a vessel emergency or a non-emergency vessel casualty, Coastal Refinery Limited Offshore Petroleum Jetty's actions will be dictated by the following priorities:

10.6.2.2 Protection of Human Life. The primary concern, during all phases of a ship casualty within the Premises, is the protection of human life.

10.6.2.3 Protection of Vital Facilities. The second priority is to protect vital Government and Coastal Refinery Limited Offshore Petroleum Jetty facilities.

10.6.2.4 Minimizing Disruption. The third priority is to minimize the disruption to the safe operation of the Coastal Refinery Limited Offshore Petroleum Jetty.

10.6.2.5 Minimizing Environmental Damage. The fourth priority is to minimize environmental damage to the extent permitted by manpower constraints and the operational requirements imposed by the first three priorities.

10.6.2.6 Minimizing Vessel Schedule Disruption. The fifth priority is to minimize disruption to the vessels loading schedule so as to minimize the delay at berth and prevent any unreasonable delay in completion of loading operations.

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Section – 11 Emergencies and Accidents

11.1 General

11.1.1 These procedures are outlined here to advise Masters of the actions required by them and the actions, which will be taken by the Pilot and or Mooring Master in the event of a vessel emergency or non-emergency vessel casualty while a vessel is at Coastal Refinery Limited Offshore Petroleum Jetty.

11.1.2 The course of action followed by the Pilot and or Mooring Master will be dictated by the particular facts and circumstances of the incident and whether the ship is at berth, at anchor or underway.

11.2 General Policy

11.2.1 Master’s Right of Salvage

11.2.1.1 The distressed ship’s Master and the ship owners have the right and the responsibility to undertake timely and effective salvage of their ship.

11.2.1.2 Right of Intervention by Coastal Refinery Limited Offshore Petroleum Jetty.

11.2.1.2.1 If the ship’s Master, Ship owner or his agent fails to take timely and effective action, Coastal Refinery Limited Offshore Petroleum Jetty may, in its sole discretion, intervene and take charge to the extent of taking reasonable action to comply with the priorities listed at 10.6.1. In such event, Coastal Refinery Limited Offshore Petroleum Jetty shall be deemed to be a contractor to the vessel and its owners, operators and charterers. All resultant costs and charges, without limitation, shall be for the account of the vessel, its owners, operators and charterers and Coastal Refinery Limited Offshore Petroleum Jetty shall not thereby be deemed to have assumed any risk of loss or damage to the vessel or its personnel or cargo.

11.3 Emergency Assistance from Coastal Refinery Limited Offshore Petroleum Jetty.

11.3.1 Coastal Refinery Limited Offshore Petroleum Jetty will render immediate emergency assistance as necessary or requested by the vessel or its agent in accordance with the priorities listed at 10.6.1. As the emergency is brought under control, Coastal Refinery Limited Offshore Petroleum Jetty will expect the Ship owner or its agent to reassume complete responsibility for the protection of the vessel, its cargo and personnel and the environment and Coastal Refinery Limited Offshore Petroleum Jetty will withdraw all personnel and equipment committed to the initial emergency response.

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11.4 Initial Actions in an Emergency

11.4.1 Raise the Alarm

11.4.1.1 Personnel on the ship concerned shall signal an emergency by a continuous sounding of either long or short blasts on the ship's siren or whistle, or other emergency signal if the whistle is disabled or by other means if the vessel is beyond hearing range.

11.4.1.2 The Master is responsible for taking all immediate steps to safeguard his ship.

11.4.2 Information to be Passed.

11.4.2.1 Report the emergency to the Pilot and or Mooring Master assigned to the vessel.
INFORM THE COASTAL REFINERY LIMITED OFFSHORE PETROLEUM JETTY CONTROL ROOM.
Call and inform the Control Room on VHF Channel 16.

11.4.2.2 Give a short message stating:

Name of the ship

Type of emergency

Location of ship if not berthed

Location of emergency on the ship

Whether any casualties have occurred or are likely to occur.

The nature of immediate assistance required, indicating any loss of ship borne disaster-fighting capability.

11.4.3 In Case of Fire or Explosion

11.4.3.1 In the case of fire or explosion and as soon as possible after raising the alarm, a message should be sent giving details of:

11.4.3.1.1 What is on fire, the extent and possible dangers?

11.4.3.1.21 Damage, extent, effect on stability and seaworthiness.

11.4.3.1.3 Injuries, medical evacuation if required, type of injuries, men missing and men overboard.

11.4.3.1.4 Cargo type, quantity and status of each cargo tank on the ship.

11.4.3.1.5 Oil spillage or if any danger of oil spillage exists.

11.4.3.2 In the case of a fire, explosion or other types of critical situations, the Master shall designate a senior ship's officer to remain in communication with the Pilot.

11.4.3.3 The Master should request the use of fire fighting tugs or whatever other emergency assistance he may require to best complement the efforts of the ship's personnel.

11.4.3.4 All reasonable steps will be taken by those on the spot to render whatever aid is immediately available. Subsequent action will be coordinated through the Pilot and or Mooring Master.

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11.4.4 Progress Reports.

11.4.4.1 The Master should ensure that regular and frequent reports on the progress of the incident are being made to the Pilot and or Mooring Master, Coastal Refinery Limited Offshore Petroleum Jetty Control Room.

11.5 Emergency onboard a Ship while at Berth

11.5.1 To carry out an emergency shutdown of cargo, follow the instructions given in the document entitled “Emergency Shutdown” onboard the Tanker and a copy of the same must be provided to the Pilot on boarding the Tanker.

11.5.2 Vessel on Fire

11.5.2.1 To the extent possible, the ship’s Master should prepare the vessel to be moved away from the berth. All cargo, deballasting and tank preparation operations will be immediately suspended, floating hoses will be disconnected.

11.5.2.2 Removal from Berth

11.5.2.2.1 A vessel on fire will not normally be permitted to remain at the berth. Where possible, the fire will be fought with available fire-fighting facilities onboard the vessel and the tugs. After securing tugs to the vessel’s emergency towing wires then, if the fire is not controllable or extinguished, the vessel will be released or cut free and removed from the berth under controlled conditions.

11.5.2.2.2 Provided communication is established as above, the Master will be advised of the actions to be taken in releasing or cutting the vessel free from the berth.

11.5.2.2.3 Notwithstanding that the vessel may have no power and notwithstanding that there may be no communication, if, in the opinion of the Pilot, the vessel on fire is a greater hazard at the berth than drifting free, the vessel will be released or cut free from the berth prior to the securing of tugs to the vessel’s fire wires.

11.5.2.2.4 The Master and Pilot should assess the ability to safely move the vessel from the berth to the nearest beaching area or isolated position.

11.5.2.3 Resuming Operations.

11.5.2.3.1 If the vessel is still at berth when the emergency condition has been controlled and eliminated, normal operations will not be resumed without the specific approval of the Pilot and Coastal Refinery Limited Offshore Petroleum Jetty. Such approval may be subject to conditions.

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11.6 Emergency onboard a Vessel not at Berth

11.6.1 In an emergency that renders a vessel out of control or in danger of sinking or foundering which creates or is likely to create a danger to ships or installations in the Premises, the alarm shall be raised by the Master as set out above.

11.6.2 The Master will be expected to utilize the services of his agent to obtain any and all necessary services to the extent these are readily available from commercial or government sources.

11.6.3 The Master shall be responsible for the direction of tugs and other services available, coordinating this through the Control Room Coastal Refinery Petroleum Jetty, until the arrival of the Pilot with other relevant authorities.

11.6.4 In the event a vessel is considered likely to founder through fire or collision and presents a navigational hazard or the potential for pollution, the Pilot may, in his sole discretion, elect to beach the vessel in one of the designated beaching areas in order to minimize risk to other installations.

11.6.5 Distressed Ship Approaching Premises.

11.6.5.1 In the case of a ship wishing to enter the Premises which is on fire or in danger of foundering or sinking or which has suffered damage to its hull or has been in a collision or on fire during the voyage in question, the vessel will not be allowed to enter the Premises and will be asked to remain well clear of the Premises.

11.6.6 Anti Pollution Measures.

11.6.6.1 Where oil or other dangerous cargo is leaking or is likely to leak from the ship, the Master through the services of the ship's agent shall establish whatever anti-pollution measures are required by the Coastal Refinery limited Offshore Petroleum Jetty.

11.6.7 Costs and Letters of Undertaking.

11.6.7.1 If damage is caused to any Coastal Refinery limited Offshore Petroleum Jetty property by any vessel, or Coastal Refinery limited Offshore Petroleum Jetty provides exceptional marine assistance to any vessel as the result of an emergency aboard any vessel, or a non-emergency casualty aboard the vessel while said vessel is located within the Premises, the costs thereof shall be for the account of the vessel and its owners, operators, charterers and agents.

11.6.8 Delay at Berth Charges

11.6.8.1 If, as the result of a vessel emergency, pollution incident, or other casualty causing damage to Coastal Refinery limited Offshore Petroleum Jetty property, a vessels' loading is interrupted and delayed for any period of time, the cost of such delay at berth shall be for the

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account of the vessel and its owners, operators, charterers and agents. If a delay at berth is caused by a vessel casualty or other factor which prevents the vessel from continuing unloading operations, or otherwise delays its departure, and such casualty or other factor has not resulted in pollution or damage to Coastal Refinery limited Offshore Petroleum Jetty property, the vessel will be granted a grace period of two (2) hours from the time of the casualty or event giving rise to the delay, after which time the costs of delays shall be charged to the vessel.

11.6.9 Security for Costs

11.6.9.1 In the event of a vessel-related incident causing damage to Coastal Refinery limited Offshore Petroleum Jetty property, or requiring the rendering of exceptional marine assistance by Coastal Refinery limited Offshore Petroleum Jetty, and/or which results in delays at berth charges for the account of the vessel in accordance with the foregoing guidelines, the Master may be served with a Letter of Protest and may be requested to provide a Statement of Facts concerning the incident. Furthermore, written security in the form of a Letter of Undertaking satisfactory to Coastal Refinery limited Offshore Petroleum Jetty will be required in an amount sufficient to cover all potential costs and related expenses. The vessel will not be permitted to depart until such Letter of Undertaking is received.

11.6.10 Rates for “Delays at Berth” Charges

11.6.10.1 “Delays at Berth” charges will be assessed based upon the applicable hourly rate for the SPM. Such hourly rates are established annually in January of each year in accordance with Coastal Refinery limited Offshore Petroleum Jetty’s internal accounting practices.

11.7 Environmental Protection

11.7.1 All Vessels in Pakistani waters should strictly comply with international regulations relating to the pollution of the sea by oil e.g. MARPOL.73/78 and to exercise every precaution to prevent any pollution.

11.7.2 The Master is requested to emphasize to those under his command the compelling need to check valve and line systems before commencement of any cargo or ballasting operations, in order that no oil will escape into the sea. It is important that a high degree of vigilance be exercised throughout the period that the vessel is handling cargo or ballast and that line setting should never go unchecked.

11.7.3 Vessels are requested to follow an approved Ballast Water Management System that includes changing their ballast at sea, prior to Arrival as applicable.

11.7.4 It is emphasized that Vessels are not permitted to discharge any oil within 50 NM from the nearest land as per the MARPOL Regulation 9.

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Section - 12 Mooring Rules and Operations at SPM

12.1 General

12.1.1 All Tankers calling at Coastal Refinery Limited Offshore Petroleum Jetty must comply with the OCIMF publications latest edition "Recommendations for equipment employed in the Mooring of Ships at Single Point Moorings" and "Recommendations for Oil Tanker Manifold and Associated Equipment" and ISGOTT regulations.

12.1.1.1 All deck scuppers must be sealed prior to approaching the berth.

12.1.2 During the approach and mooring operations of the vessel and while the vessel is at berth anchors MUST be secured by stoppers and lashed to prevent accidental dropping and resultant damage to the sub-sea pipelines and equipment.

12.1.3 If the ship's anchor must be used as an extreme emergency measure, they should not be used in the direction of the seabed pipeline or within 600 meters of the SPM.

12.1.4 Line handling during mooring and unmooring shall be performed by the ship's staff under instructions of the Pilot and Master.

12.1.5 The following vessel's equipment should be ready on the forecastle head.

Large crow bar.

Large flashlight for night mooring.

Messenger lines 150 meters in length.

Winch drum or empty spool drum to heave onboard the mooring pick up ropes.

12.1.6 Power should be switched on the winches on the forecastle and to the cranes at the ships manifold that should be made ready to lift the ancillary mooring and hose handling equipment. Manifold should be made ready.

12.1.7 With the objective of achieving a safe "hands off" mooring procedure, winch spooling drums will be used for heaving the pick-up ropes. Masters and crew should be aware at all times of safe working practices while mooring the ship and avoid standing in the danger sectors of ropes and wires that could come under tension.

12.1.8 Preparing the Forecastle

12.1.8.1 Ship's staff will prepare the forecastle for the mooring operation at the instruction of the Pilot/Mooring Master.

12.1.9 Preparing the Manifold.

12.1.9.1 The crane must be rigged for maximum height and load lifting capacity.

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12.1.9.2 Drip trays, sawdust or sand and fire-fighting equipment should be in position.

12.1.9.3 The manifold arrangement must be as recommended in the O.C.I.M.F. publication “RECOMMENDATIONS FOR OIL TANKER MANIFOLDS AND ASSOCIATED EQUIPMENT” (FOURTH EDITION 1993).

12.1.10 Equipment Transfer

12.1.10.1 The hose handling derricks/cranes shall be ready for immediate use in order to transfer onboard all equipment from the Utility Boat for mooring and hose connection.

12.1.10.2 The transfer must be done as soon as possible after the Pilot boards the vessel.

12.1.10.3 CAUTION:

12.1.10.3.1 IN ORDER TO PREVENT INJURY TO PERSONNEL AND DAMAGE TO THE MOORING BOAT SUPERSTRUCTURE, THE HOISTING BLOCK MUST BE SECURED AND CONTROLLED BY A HANDLING LINE DURING THE ENTIRE TRANSFER OPERATION AND HOSE HANDLING.

12.1.10.3.2 THE CRANE OR DERRICK MUST BE OPERATED BY A COMPETENT PERSON PREFERABLY BY A CERTIFIED CRANE OPERATOR UNDER SUPERVISION OF AN OFFICER.

12.2 Berthing - Sequence of Operations

12.2.1 Mooring Boats

12.2.1.1 Two utility craft are used in the mooring operation. One to hold the cargo hose away from the incoming tanker and the second to take the heaving line and pass the pick-up ropes. The utility craft are equipped with compatible VHF radio equipment of adequate power.

12.2.1.2 As the utility craft are required to go alongside the tanker for transferring equipment and personnel, their operational limitations and safety must be catered for. It remains the final responsibility of the Master and the Pilot to decide whether or not it is safe to transfer personnel and equipment between the utility craft and the tanker and to perform mooring and hose hook-up operations.

12.2.2 Approach Direction

12.2.2.1 It is of paramount importance that prior to making the final approach to the berth, the Master and the Pilot make a careful study and analysis and be aware of all conditions and factors that will influence the mooring of the tanker at that time. The Master must be fully cognizant of the tide, current, wind, swell and wave effect, and the direction in which the floating hose string and hawser are lying.

12.2.2.2 The optimum approach to the terminal is into the wind and sea. At times, however, this may not be possible because of the current being at variance with the wind or sea conditions.

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Accordingly, it is incumbent upon the Master to exercise careful judgment when approaching the SPM, particularly during the hours of darkness and in poor visibility.

12.2.2.3 Particular attention must be given to the location of the floating hose string. Normally, the position of the floating hose will be controlled by the currents, rather than by wind effect.

12.2.3 Making Approach

12.2.3.1 When the optimum approach route has been selected, the tanker should proceed toward the terminal at a suitable speed dependent upon the conditions at that time. Approximately 1000 meters from the berth, the vessel should have only sufficient way on for steerage.

12.2.3.2 The floating hose string should be held away from the tanker by utility craft on the side at which the hose will be connected to manifold. The tanker should make the final approach with the buoy on the bow, rather than dead ahead. This permits the Pilot and the Master on the bridge to observe the buoy at all times, and in the event of any misjudgment of the approach speed, there is no danger of overrunning the buoy.

12.2.3.3 CAUTION

12.2.3.3.1 IT IS EXTREMELY DANGEROUS FOR SMALL BOATS TO LIE IN THE PATH OF APPROACHING TANKERS, PARTICULARLY WHEN THE VESSEL HAS A BULBOUS BOW. THEREFORE, THE SHIP'S CREW MUST CARRY THE MESSENGER LINE 30 FEET AFT AT THE BREAK OF FORECASTLE BEFORE LOWERING THE MESSENGER LINE FOR UTILITY CRAFT.

12.2.3.4 The tanker's approach speed must be reduced to a minimum, but sufficient to keep the ship's maneuverability.

12.2.4 Hawser Connection

12.2.4.1 As the vessel approaches the berth, the floating hose is towed away from the path of the approaching tanker.

12.2.4.2 When the vessel is approximately 300+ meters from the buoy, and still making way, the utility craft will bring the hawser pick-up rope (80 mm diameter) and make it fast to the messenger. At the boat's signal, the pick-up rope is heaved on deck.

12.2.4.3 CAUTION

12.2.4.3.1 UNDER NO CIRCUMSTANCES MUST ANY LOAD BE PUT ON THE PICK-UP ROPE AS THIS WILL ADVERSELY AFFECT THE MANEUVERABILITY OF THE VESSEL AND EVENTUALLY LEAD TO THE FAILURE OF THE ROPE. THE USE OF THE PICK-UP ROPE TO HEAVE THE VESSEL OR MAINTAIN THE VESSEL'S POSITION SHOULD NOT BE PERMITTED.

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12.2.4.4 The tanker should be brought to a dead stop between 45 and 60 meters (150 and 200 feet) from the buoy. At this point, the chafing chain is lifted into the bow chock and then to the bow chain stopper to be secured under the direction of the pilot. The Mooring Master is stationed at Forecastle of the tanker and reports the distance and the position of the SPM in relation to the vessel to the Bridge during mooring operations.

12.2.4.5 Ease back on the pick-up rope until the weight is taken up.

12.2.4.6 Port hawser being the inner will be passed first and then Starboard.

12.2.4.7 CAUTION

12.2.4.7.1 CARE MUST BE TAKEN TO GRADUALLY TRANSFER THE LOAD TO THE HAWSERS TO AVOID TRANSIENT SNATCH LOADING THAT CAN RESULT FROM A FREELY DRIFTING TANKER TAKING UP HAWSER SLACK.

12.2.5 Bow Watchman

12.2.5.1 A forecastle watchman shall be stationed at the bow with a radio and is to report the direction and distance of the SPM in relation to the vessel's bow on regular intervals, throughout the tankers stay at the SPM.

12.2.5.2 He shall observe the configuration of the mooring hawsers, the proximity of the SPM and hose to the tanker. He shall be alert to oil leaks or spills, unattached oil slicks in the vicinity and deteriorating weather conditions. He shall immediately report any abnormal event to the Deck Officer on duty.

12.3 Hose Connection

12.3.1 General

12.3.1.1 Connection and disconnection of cargo hose will be undertaken by the ship's staff under supervision of the Loading Master. However, it is expected that the Coastal Refinery Limited Offshore Petroleum Jetty staff will provide all assistance in terms of tools and tackles required for connection and disconnection operation.

12.3.2 Connection Procedure

12.3.2.1 The crane hook is lowered to the utility craft, and will connect this to the lifting eye of the hose.

12.3.2.2 Heave up until the blank flange (hose end) is above the hose-rail and as directed by the Loading Master.

12.3.2.3 Secure snubbing chain in a manner to facilitate possible slackening as directed.

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12.3.2.4 Lower the hose to bring the hose flange to the manifold and check alignment and distance from the manifold.

12.3.2.5 Lower the hose onto the drip tray and remove the nut/bolts from the flange.

12.3.2.6 Lift the hose and connect it to the manifold.

12.3.2.7 CAUTION

12.3.2.7.1 TO AVOID DAMAGE - NEVER USE WIRE STROPS AROUND THE CARGO HOSES.

12.3.2.7.2 IT IS IMPORTANT TO USE ALL OF THE BOLTS IN THE FLANGE AND A NEW GASKET.

12.3.2.8 After the hose is connected, the hose must be supported away from the vessel's side rail by means of wide canvas sling supplied using the ship's crane/derrick.

12.3.3 Manifold Watchman

12.3.1.1 At all times, when at berth and when cargo hose is connected, there shall be a watchman on duty at the manifold. He shall observe the manifold connections and be alert to oil leaks or spills, stress or chafing on the hose or ancillary equipment. He shall report any abnormality to the Deck Officer on Duty.

12.3.4 Deck Officer on Duty

12.3.4.1 The Deck Officer shall immediately report any abnormal events, deteriorating weather or other situations coming to his attention to the Pilot and Master.

12.4 Care of Equipment

12.4.1 In bad weather, maintenance work is extremely difficult and involves possible danger to personnel. For this reason, vessels are requested to give as much assistance as possible by taking seaman-like care of the mooring and hose equipment and returning it to the water ready for the next tanker and in such condition as they would like to find it.

12.4.2 Hose/hawser maintenance is expensive and if Coastal Refinery Limited Offshore petroleum Jetty judges that a vessel has misused any hose or hawser the vessel will be liable for the expenditure incurred in making repairs.

12.5 Cargo Hose Disconnection

12.5.1 On completion of discharging cargo, the manifold valves must not be closed until the Pilot confirms the closure of the shore valves. Once the manifold valves are closed, the line is drained before disconnection.

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12.5.2 The hose is disconnected using the sling to take the weight of the hose; the flange is unbolted from the manifold. The blank flange is then replaced using all the bolts and a new gasket. The bolts are tightened in the proper sequence to avoid uneven tension on the flange.

12.5.3 To lower the hose to the water, a strong heaving line is secured on the quick release hook for tripping purposes.

12.5.4 Secure the lifting-hook on the after hose end flange to the crane and lift up till the snubbing chain is slack. After releasing the snubbing chain, the hose is lowered into the water ensuring that the heaving line secured on the hook has taken weight just when the hose touches the water; trip the hook to release the hose.

12.6 Coastal Refinery Limited Offshore petroleum Jetty Equipment

12.6.1 All the gear, tools box etc. belonging to Coastal Refinery Limited Offshore petroleum Jetty must be packed and kept ready for lowering into the utility craft as directed by the Pilot.

12.7 Unmooring Procedure

12.7.1 After the Master has confirmed to the Pilot that the engines and the vessel are in all respects ready for unmooring, will the unmooring commence. The winches are to be checked prior to disconnection of the moorings. The pins to the bow stopper are removed and upon instruction the weight is taken up on the mooring winch.

12.7.2 The bow stopper is disconnected and secured, in the open position, before walking back the moorings. Slowly walk back the pick-up rope until the support buoy is in the water and taking all the weight off the chain.

12.7.3 Pay out the pick-up line and do not disconnect the messenger until the pick-up rope is completely slack and sufficient length is in the water. Ship's staff to disconnect the messenger rope. It may at times be necessary to release the two moorings either together or individually.

12.8 Tug Assistance

12.8.1 During the mooring operations 2 tugs would be available for assistance if and when required by the ship's Master or Pilot. Unless otherwise instructed, a strong messenger line is to be provided to take the tug's line onboard. Alternatively, if the tug's line is unavailable, two good mooring lines and a messenger rope from the ship is to be made ready on the starboard shoulder for securing the tug.

12.8.2 On completion of mooring operation one tug will be secured at aft of the vessel as Pullback tug and the second will remain in vicinity as a stand by tug.

12.9 Use of Engines While Berthed at SPM

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12.9.1 The ship must at all times be ready to move under its own power with engines available at immediate notice throughout her stay at the SPM.

12.9.2 The Master is entirely responsible for ensuring that the ship does not come into contact with any part of the SPM. All damages to the SPM installation sustained from riding-up incidents will be at Owner's account

12.9.3 If any malfunction in the mooring system is observed or if it appears that contact to the SPM is about to occur, Ship's engines are to be immediately placed on standby and the Pilot is to be notified. The tanker's propeller should never be turned while the tanker is on the SPM without prior permission of the Pilot. Even with permission, turning ahead whilst on the SPM must be avoided at all times.

12.10 Rough Weather Operations

12.10.1 For Mooring, hose connection, hose disconnection and unmooring operations during rough weather refer to Annexure "E".

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Section – 13 Cargo and Ballast Handling

13.1 Cargo Operations

13.1.1 A pre-operation meeting is to be held prior to the commencement of cargo operations. This is to ensure that all the parties are familiar and in agreement with the planned procedures and that all the necessary Communications, Safety and Pollution checks have been completed. Any concerns and other operational requirements are to be addressed in this meeting. Emergency shutdown procedures must be thoroughly discussed and understood.

13.1.2 All vessels arriving for offloading shall arrive with all their cargo tanks properly inert to less than 8% oxygen. The Inert Gas System, remote gauges and venting system should be fully operational such that a mandatory closed discharging procedure can be safely followed. The Pilot may verify the percentage of oxygen in the cargo tanks prior to commencement of discharging.

13.1.3 The loading / discharging plan, as well as the arrangements for emergency close down of cargo operations, should be reviewed and agreed between the Loading Master and the responsible Cargo Officer.

13.1.3 All operations in connection with the starting of discharging, switching of tanks and stripping must be directly and personally supervised by the ship's Cargo Officer. Good communications are of paramount importance for safe cargo handling.

13.1.4 Cargo transfer operations should not commence until the ship's Cargo Officer on duty and the Loading Master are satisfied and have agreed that the cargo hose is correctly connected and that all necessary ship and onshore valves have been set for receiving or discharging cargo.

13.1.5 Flow rate & manifold pressure will be decided by the Coastal refinery Limited Petroleum Jetty Control Room & intimated by the Loading Master through "Discharging Operation Arrangements".

13.1.6 The Floating Hose has been incorporated with a "Marine Breakaway Coupling". This is an orange colored unit at the fourth hose section from the manifold.

13.1.7 The ship manifold pressure shall be monitored to remain within the "Discharging Operation Arrangement".

13.1.8 In case unusual pressure rise experienced at Ship's manifold beyond the permissible operating limit defined in the "Discharging Operating Arrangements" due to any reason, the ship's cargo officer shall immediately 'emergency shut-down' Cargo pumping and should immediately de-pressurize the line to ensure that maximum allowable operating pressure of 10 bar is not exceeded at Ship's manifold.

13.2 Ventilators and Air Conditioning Units

13.2.1 All ventilators and air conditioning units are to be adjusted to prevent the entry of dangerous gases or vapors from entering the accommodation spaces. This can be achieved by an air re-circulation method. All doors and windows are to be closed before the commencement of operation.

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13.3 Discharge Plan

13.3.1 The vessel's Discharge plan is to be displayed in the CCR.

13.4 Two Valve Separation

13.4.1 It must be ensured prior commencement of cargo discharge operations that all valves not required for current cargo operations are closed. If the spool piece between the ballast and cargo lines is in place, there must be at least a two-valve separation between the cargo and ballast lines.

13.5 Cargo Operations Communications

13.5.1 A reliable communications system, including a stand-by system, should be established and tested prior commencement of discharging operation. Communications are to be maintained continuously between the Ship's CCR and the Forecastle and manifold watchmen.

13.5.2 A VHF listening watch is to be maintained continuously whilst moored to the SPM on a VHF channel specified by the Pilot.

13.5.3 Hourly discharged and received volumes comparison of ship and shore figures must be exchanged.

13.5.4 CAUTION:

13.5.4.1 IN THE EVENT OF A COMMUNICATION BREAKDOWN, AND WHERE CONTACT CANNOT BE RESTORED, CARGO OPERATIONS ARE TO BE STOPPED AND THE PILOT NOTIFIED.

13.6 Valve Operation and Pressure Surges

13.6.1 A joint ship – shore pumping and valve closing regime should be established and maintained to avoid pressure surges to avoid damage to system components.

13.6.2 Discharging Tankers are to test their emergency shutdown system before commencing cargo operations

13.6.3 CAUTION:

13.6.3.1 VALVE INDICATORS AND TANK GAUGES IN THE CCR, KNOWN TO BE PROBLEMATIC, ARE TO BE CLEARLY MARKED.

13.7 Commencement of Discharging

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13.7.1 The cargo transfer operations should not commence until the ship's Cargo Officer and the Loading Master/Pilot are satisfied and have agreed that the cargo hose is correctly connected and all necessary valves have been set for cargo transfer.

13.7.2 Coastal Refinery Limited Offshore Petroleum Jetty Control Room will notify the Pilot that the Terminal is lined up to receive the cargo. The Ship's Cargo Officer will then line up the vessel's lines and on instruction from the Pilot open the manifold.

13.7.3 After the emergency shutdown system has been tested, a single pump would then be utilized to establish flow to the shore tanks before the rate is gradually increased to maximum.

13.7.4 An inspection of the pump room, manifold, cargo system and surrounding water should be made during the first few minutes of cargo transfer to ensure there is no leakage.

13.7.5 Periodic pump room inspections are to be carried out and the inert gas system is to be run continuously to maintain the correct oxygen levels of less than 8%.

13.7.6 The shore will be notified of the flow rate increases until the maximum agreed rate has been reached. All the systems are to be monitored during this period.

13.7.7 The Pilot and Loading Master are to be notified before commencement of initial ballasting and prior to Crude Oil Washing operations.

13.8 De-Ballasting/Ballasting

13.8.1 The Master shall ensure that the vessel's propeller is submerged and that a maximum stern trim not exceeding 2.5 meters prevails throughout the ballasting and discharging operations. Also the vessel is to comply with the minimum permitted IMO Draft Regulation during her stay at the SPM.

13.8.2 Vessels unable to comply with these requirements may not be accepted at Coastal Refinery Limited Offshore Petroleum Jetty SPM. Vessels already berthed, which cannot comply, will be removed from the berth to anchorage, at the discretion of Coastal Refinery Limited Offshore Petroleum Jetty, until such time as these requirements are met. Any costs associated with such un-berthing/berthing operations shall be for the Vessel's account.

13.8.3 Tankers fitted with segregated ballast systems or suitable clean ballast systems may commence ballast operations concurrently with cargo transfer operations.

13.8.4 CAUTION:

13.8.4.1 DIRTY BALLAST RECEPTION FACILITIES ARE NOT AVAILABLE AT COASTAL REFINERY LIMITED OFFSHORE PETROLEUM JETTY.

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Section 14 Emergencies

14.1 General

14.1.1 In the event of an emergency arising on the tanker, SPM or Refinery during the cargo discharge operations the following actions are to be initiated:

14.1.1.1 Emergency Shut Down (ESD)

14.1.1.1.1 An emergency shutdown of cargo operation shall be initiated by ship/terminal under the following conditions: -

- Outbreak of fire
- Serious breach of safety requirements
- Oil spillage/pollution
- Pressure on ship's manifold increases beyond Maximum Allowable Operating Pressure (MAOP)
- Total breakdown of ship/shore communications
- Malfunction of equipment which is essential for safe cargo operation
- Any other reason of a hazardous nature

14.1.2 CAUTION

14.1.2.1 IN ANY EMERGENCY ACTIONS ALL ACTIONS INITIATED BY THE MASTER OF THE TANKER SHALL BE IN CONSULTATION WITH THE PILOT AND WITH THE KNOWLEDGE OF THE COASTAL REFINERY LIMITED OFFSHORE PETROLEUM JETTY CONTROL ROOM.

14.1.2.2 FOLLOWING ANY EMERGENCY A FULL REPORT WITH EMERGENCY AND RESPONSE ACTIONS WILL BE COMPILED AND FORWARDED TO COASTAL REFINERY LIMITED OFFSHORE PETROLEUM JETTY.

14.1.2.3 JOINT INSPECTION OF THE SPM SHALL BE UNDERTAKEN BY TANKER AND COASTAL REFINERY LIMITED OFFSHORE PETROLEUM JETTY PERSONNEL TO IDENTIFY AND ASSESS ANY DAMAGE THAT MAY HAVE BEEN INCURRED.

14.2 Pollution Incident

14.2.1 If within Pakistan waters or Premises and it is observed that oil is leaking or likely to leak from the vessel, the Master shall take all necessary anti-pollution measures and inform Coastal Refinery Limited Offshore Petroleum Jetty Control Room through the quickest means on VHF Channel or through the Pilot.

14.2.2 As soon as any oil pollution or spill is noticed, cargo operations are to be stopped. The Pilot is to be notified and Coastal Refinery Limited Offshore Petroleum Jetty Control Room is to be contacted on the VHF. The Master shall then take all necessary actions to either prevent or minimize the spill of oil.

14.2.3 Whenever visible traces of oil are observed, on or below the surface of the water, the Coastal Refinery Limited Offshore Petroleum Jetty will investigate the circumstances to determine the source

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and whether there has been a violation of the standard procedure or regulations. The investigation may include sample analysis from polluted water and if necessary from the vessel to identify the source of pollution. The Master is required to submit both an Oil Pollution Incident Report and a narrative report describing the events leading to the incident and detailing any actions taken.

14.2.4 Should pollution occur from the vessel, Coastal Refinery Limited Offshore Petroleum Jetty Control Room would initiate any clean-up operations; all costs will be debited to the account of the Owners and/or Charterers. The vessel is liable to penalties if found responsible for causing a pollution incident.

14.2.5 Failure to report a pollution incident is a serious offence against the regulations and persons found contravening this requirement will be liable for prosecution in Pakistani Courts.

14.3 Actions in an Emergency

14.3.1 General

14.3.1.1 The following recommended actions are intended to give the Master an understanding of the Coastal Refinery Limited Offshore Petroleum Jetty Emergency Contingency Plans and thus enable him to co-operate fully in an emergency situation.

14.3.1.2 The Master is responsible for taking all immediate steps to safeguard his ship and if at the SPM, he shall liaise continuously with the Pilot onboard the vessel.

14.3.1.3 Emergency procedures for Oil Spill, Fire, Mooring Failure, Enhanced Security Levels, Bomb Threat, Injury and other Emergencies are at Annexure "F"

14.4 Resuming Operations

14.4.1 Once the emergency condition has been controlled and/or eliminated, normal operations can only be resumed with the specific approval of the Pilot and Coastal Refinery Limited Offshore Petroleum Jetty Control Room. A complete inspection of the relevant equipment or facilities shall be undertaken before cargo discharge operations can be resumed.

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Annexure “A”

VETTING QUESTIONNAIRE

Please find below the list of requirements which any vessel calling at SPM Buoy must comply ,If there are any discrepancies or omissions in the completed questionnaire, it could result in the ship being rejected.

CRL reserves the right to pass on all the information given below to relevant entities.

1. Vessels Name & IMO number :
2. Vessels Previous Names/s :
3. Year Built / Place :
4. Flag & Call Sign :
5. Inmarsat Telex & Fax Numbers :
6. Email Address :
7. LOA / Beam :
8. Forward Freeboard in Ballast state :
9. Summer Deadweight :
10. Summer Draft :
11. GRT / NRT :
12. Height Keel to Top Mast :
13. Date Last Called at CRL (SPM) Buoy :
14. Any Defficiencies noted last call ? :

YES	NO
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1.	Ship must confirm compliance with safety regulations as detailed in the International safety guide for Oil Tankers & Terminals (ISGOTT)		
2.	Ship must confirm that the latest editions of ISGOTT, SOLAS,and MARPOL are on board and fully adhered to.		
3.	Ship must confirm compliance with own operation and safety regulations as specified in ships operation Manuals.		
4.	Ship must confirm all International and National ships certificates e.g CLC, P & I, ISM Classification, STCW and all Statutory certificates etc are valid and originals on board		
5.	Ship must confirm it has a valid ISPS certificate and all requirements are being adhered to.		
6.	Has the vessel been to any port in the last 10 voyages that is not certified as per ISPS code. If answer is “YES” state :		
7.	Name of P & I Club:		

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	Local Correspondent, if any?		
8.	Ship must confirm compliance with Oil Majors for their Terminals. Specify names: 1) _____ 2) _____ 3) _____		
9.	Ship must confirm compliance with OCIMF recommendations for manifold & associated equipment & especially confirm the following:-		
	Is the center of cargo manifold arrangements 3.0 meters or less either forward or aft of mid-length?		
		Yes	No
11.	Is the distance of the presentation flange inboard from the shipside 4.6 meters?		
12.	Is the distance between the working platform and centers of presentation flanges 900 mm ?		
13.	Is the ship fitted with a hose support rail at the ship's side, constructed of curved plate or pipe ? (The radius of curvature to be as per sect.8, table 5 of OCIMF Recommendations)		
14.	The ship to confirm that "Closed Loading "and "Closed Gauging" systems are fully operational.		
15.	The ship must confirm that the Inert gas system is operational and that all the tanks are fully inerted to below 8 % oxygen content, prior to arrival at CRL (SBM) Buoy Terminal and that system will be used and a positive pressure will be maintained at all times during discharging.		
16.	The ship must confirm to have suitable H2S precautions are in place including personal protection and H2S detection system as well as H2S monitoring and alarm system.		
17.	The ship must confirm that a 24 hours/day cargo control room, manifold and deck watches will be maintained whilst moored at the CRL (SPM) Buoy.		
18.	The ship to confirm that, whilst moored at the CRL (SPM) Buoy,a watchman will be placed at the forecastle 24 hours/day, in constant radio contact with the control room, to report on the SPM Buoy's position.		
19.	Ship must confirm that deck crew are available 24 hours/day for emergency situations and quick release/ let go of the vessel from the SPM Buoy.		
20.	Ship must confirm there is a fully operational Marine VHF in Cargo control room & same can be used for communication to SPM Control room on shore.		

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21.	Ship must confirm acceptance of the 2 x 76 mm dia. Chaff chains in chain stoppers/ bow stoppers through an independent fair lead.		
22.	Ship must confirm there are available, 4 messenger ropes of at least 150 M length & 38 mm Dia. (1.5 inch) for use at forecastle ,manifold and at the stern. If not specify Number of messenger ropes Available _____		
23.	Ship must confirm that for the SPM Buoy's mooring, the messenger line is fed to fixed drums on the windlass or winch. The use of warping end drum or capstan is not allowed. ("Hands Off " Mooring only). Vessel must confirm that the drum can stow 120 m of 10 inch rope safely.		
24.	Is the vessel fitted with remote control tank level read outs in the cargo control room and are they all operational?		
25.	The ship must confirm that there is safe access to and from the vessel in accordance with the IMO regulations including accommodation ladder and/or the combination of accommodation and pilot ladder.		
26.	Has the ship been involved in any groundings, collisions or serious incidents within the last 12 months?		
27.	Has the ship any outstanding deficiencies reported by any port state control or other inspections?		
28.	Is the vessel carrying any heated cargo. If 'Yes' then State name of cargo and quantity in Mts.		
		Yes	No
29.	If heated cargo is carried: State Ave. Temp at Loading and Ave temp upon arrival at SPM (° C)		
30.	If heated cargo is carried: State Ave. Temp at Loading and Ave temp upon arrival at SPM (° C)		
31.	If heated cargo is carried state the Temperature to be maintained as per voy orders.		
32.	Was the heated cargo loaded totally segregated from other cargo (Yes/No). State manifold no. (1 /2 /3) Cargo line no.(1 /2 /3)		
33.	Confirm heating system and its coils are in efficient working condition. Highlight any deficiency and difficulty in heating of cargo.		
34.	Confirm that vessel can maintain efficient heating during the cargo discharging.		
35.	Confirm that no slow down or stoppage will be required for heating up the cargo to the required temp.		

Any Deviations and / or outstanding to the above must be specified:

Master:

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Annexure “B”

SHIP – SHORE SAFETY CHECK LIST

M.T..... DATE/TIME:

Instructions for Completion:

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

A box in the columns “tanker” and “terminal” indicates that checks should be carried out by the party concerned.

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

A – Any procedures and agreements should be in writing in the remarks column of this Check List or other mutually acceptable form. In either case, the signature of both parties should be required.

P – In the case of a negative answer, the operation should not be carried out without the permission of the company.

R – Indicates items to be re-checked at intervals not exceeding that agreed in the declaration contained at the end of the checklist.

BULK LIQUID GENERAL

General	Tanker	Terminal	Code	Remarks
1. Is the tanker securely moored?				
2. Are emergency towing wires correctly				
3. Is there safe access between tanker and assisting vessels?				
4. Is the tanker ready to move under its own power?				
5. Is there an effective deck watch in attendance on board and adequate supervision on the Terminal and on the				
6. Is the agreed tanker/shore communication system operative?				

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7. Has the emergency signal to be used by the tanker and shore been explained and understood by personnel?				
8. Have the procedures for cargo been agreed with personnel?				
9. Have the hazards associated with toxic substances in the cargo being handled been identified and understood by personnel?				
10. Has the emergency shutdown procedure been agreed?				
11. Are fire hoses and fire-fighting equipment on board and ashore positioned and ready for immediate use?				
12. Are cargo hoses in good condition, properly rigged and appropriate for the service intended?				
13. Are scuppers effectively plugged and drip trays in position, both on board and ashore?				
14. Are unused cargo and bunker connections properly secured with blank flanges fully bolted?				
15. Are sea and overboard discharge valves, when not in use, closed and visibly secured?				
16. ARE ALL CARGO AND BUNKER TANK LIDS CLOSED?				
17. Is the agreed tank venting system being used?				
18. Has the operation of the P/V valves and/or high velocity vents been verified using the check lift facility, where fitted?				
19. Are hand torches of an approved type?				
20. Are appropriate VHF/UHF trans-receivers of an approved nature?				
21. Are the tanker's main radio transmitter aerials earthed and radars switched off?				
22. Are electric cables to portable electric equipment disconnected from power?				
23. Are all tanker external doors and ports in the accommodation closed?				

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24. Are tanker air conditioning intakes which may permit the entry of cargo vapor's closed?				
25. Are the requirements for use of galley equipment and other cooking appliances being observed?				
26. Are tanker smoking regulations being observed?				
27. Are tanker naked light regulations being observed?				
28. Is there provision for an emergency escape?				
29. Are sufficient personnel on board and ashore to deal with an emergency?				
30. Have measures been taken to ensure sufficient pump room ventilation?				
31. If the tanker is capable of closed loading, have the requirements for closed operations been agreed?				
32. Are tanker emergency fire control plans located externally?				
33. Does tanker have approved pollution plan in operation to use in event of spillage?				
34. Are valve operation procedures in place to assure that mainline flow valves will be closed only when flow has been stopped and			<input type="checkbox"/>	
35. Will tank distribution valves be closed only when equally sized valve is fully opened on the same manifold? Do topping off procedures consider these possibilities?				
36. Are Automatic closing valves set for 40 seconds or longer and their use comply with 34 or 35 above.				
37. Are quarter - turn butterfly, water, ball, or other quarter – turn valves which are subject to mainline flow lashed or locked in the open (or closed) position?				

If the tanker is fitted, or required to be fitted, with an Inert Gas System the following questions should be

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38. Is the Inert Gas System fully operational and in good working order?				
39. Are deck seals in good working order?				
40. Are liquid levels in P/V breakers correct?				
41. Have the fixed and portable oxygen analyzers calibrated and are they working properly?				
42. Are fixed IG pressure and oxygen content recorders working?				
43. Are all cargo tank atmospheres at positive pressure with an oxygen content of 8% or less by volume?				
44. Are all the individual tank IG valves (if fitted) correctly set and locked?				
If the tanker is fitted with a Crude Oil Washing (COW) system, and intends to crude oil wash, the following questions should be answered.				
45. Are the persons in charge of cargo operations aware that in the case of failure of the Inert Gas Plant, discharge operations should cease?				
46. Is the Pre-Arrival Crude Oil Washing Check List, as contained in the approved Crude Oil Washing Manual, satisfactorily completed?				
47. Is the Crude Oil Washing Check List for use before, during and after Crude Oil Washing, as contained in the approved Crude Oil Washing Manual, available and being used?				

**N.B.: Mooring master always to be advised of any intended valve operations on board the tanker.
No valve ever to be closed in the full flow phase.
Automatic tanker valve should be set for 40 seconds or more, unless tanker is discharging.**

We, the undersigned, hereby confirm that the information about tanker and the Terminal contained in this checklist is accurate and correct.

We have also made arrangements to carry out repetitive checks if necessary and agreed that those items with the letter 'R' in the column 'Code' shall be re-checked, logged, and reported to the Loading Master at intervals not exceeding 4 hours.

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Master's/Chief Officer's name:

Loading Master's name:

Signature:

Signature:

Stamp:

Date:

Time:

Date:

Time:

Duty Officer: _____

Loading Master _____

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Annexure "C"

Declaration of Security

between

Ship and Coastal Refinery Limited Offshore Petroleum Jetty Facility

Name of Ship:	
Port of Registry	
IMO Number:	
Name of Port Facility	Coastal Refinery Petroleum Jetty Khalifa Point

This declaration of security is valid from Until for the following activities under the following security levels

Security level(s) for the ship:	
Security level(s) for the port facility:	

The port facility and ship agree to the following security measures and responsibilities to ensure compliance with the requirements of part A of the International Code for the Security of Ships and of Port Facilities.

The affixing of the initials of SSO or PFSO under these columns indicates that this activity will be done in accordance with the relevant approved plan, by:

Activity	The Port Facility;	The ship;
Ensuring the performance of all security duties		
Monitoring restricted areas to ensure that only authorized personnel have the access		
Controlling access to the port facility		
Controlling access to the ship		
Monitoring of the port facility, including berthing areas and areas surrounding the ship.		
Monitoring of the ship, including berthing areas and areas		

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surrounding the ship		
Handling of cargo		
Delivery of ship's stores		
Handling unaccompanied baggage		
Controlling the embarkation of persons and their effects.		
Ensuring that security communication is readily available between the ship and the port facility		

The signatories to this agreement certify that security measures and arrangements for both the ship as well as the port facility as per ISPS part "A" of the Code will be implemented in accordance with the provisions already stipulated in their approved plan or the specific arrangements agreed to and set out in the attached annex.

Done at.....on the

Signed for and on behalf of	
Port facility:	Ship:

(Signature of PFSO)

(Signature of master or ship security officer)

Name and title of person who signed	
Name:	Name:
Title: PFSO	Title:

Contact Details: +92_____	
(to be completed as appropriate)	
(indicate the telephone numbers or the radio channels or frequencies to be used)	
For the port facility:	For the ship:

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Port facility

Master Ship security officer

PFSO

Company

Company security officer

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Annexure "D"

Discharging Operation Arrangements

MT: (Name of the Vessel)

Date: Time

Product Unloading B/L: MT BBLs

API Sp. Gr / °C

To Shore Tank(s): _____

1 X Floating Hose connected to Ships Manifold No:

Shore Line	1 x 28 inch
Max Back Pressure for SPM Line	145 Psig.
Ship's Max Back Pressure at Manifold	7.5 BAR
Max Flow Rate	3,000 MT/Hr
Initial Flow Rate	1,500 MT/Hr
Initial Flow Rate for	0.5 Hours
Standby time for Stop Pumping	10 ~ 15 Min.

Remarks:

Line Displacement 45,000 Bbls
Emergency Shutdown call will be "EMERGENCY, EMERGENCY, EMERGENCY"

Signed-----
Master MT.....

Signed-----
Head SPM Operations
CRL Offshore Petroleum Jetty

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Annexure "E"

Procedures for Rough Weather Operations

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Procedures for Hawser Connection

Approach	<p>The Tanker to approach the SPM heading preferably into the current and not wind and swell. SPEED OF APPROACH NEVER TO EXCEED TWICE THE DISTANCE to the SPM.</p> <p>Final approach to be made using the same rule with speeds as low as 0.1 to 0.2 knots</p> <p>Two line handling vessels are to hold the lines for the vessel's approach, direction of approach to be made depending on the direction of hang off of the two vessels.</p>	
Making Fast	The tanker to stop near SPM not less than 200 meters to pass the both messenger lines to Mooring boats. The ship crew will pull both messenger lines passing through chain stopper and panama lead, up to Port and Starboard shoulders, then lowered down 1 meter above the water, the Mooring boats receives the lines and connects to messenger lines.	Ref Fig. A
	The ship's crew picks up the slack as the ship moves ahead as per Mooring Master instructions.	Ref Fig. B
	The tanker must maintain slack on both the ropes at all times, while creeping towards SPM	Ref Fig. C
	<p>Both pick-up line to be pulled by ship crew at the same time till the chafe chain reaches to stopper and the same number of links are locked. Then inform the pilot both hawsers secured and present distance to SPM. When locking the chains into the stoppers, the SPM lines must be in the water. It is to be ensured that both lines are passed with same length and are taut together.</p> <p>Astern movement usage to be avoided, if essential to use in an emergency, engines to be stopped before the vessel gains sternway.</p> <p>Once the vessel has stopped, the pilot must wait for the load to come onto the SPM hawsers, WITHOUT using engines.</p> <p>Just before the lines are taut, a small ahead movement may be used, till the vessel is stopped, but not gaining any headway.</p> <p>Pull back tug is to be made fast only AFTER weight of vessel has come onto the SPM hawsers. Second tug after handing over the hawser, will stand by at the bow to push it away from the SPM in case of emergency only.</p> <p>Pull back tug to keep a constant pull, starting with minimum power and power to be very gradually increased.</p> <p>Tug crew to keep watch on both towing lines in use at all times and no sudden changes in power to be made.</p>	Ref Fig. D

Hawser Connection Procedure

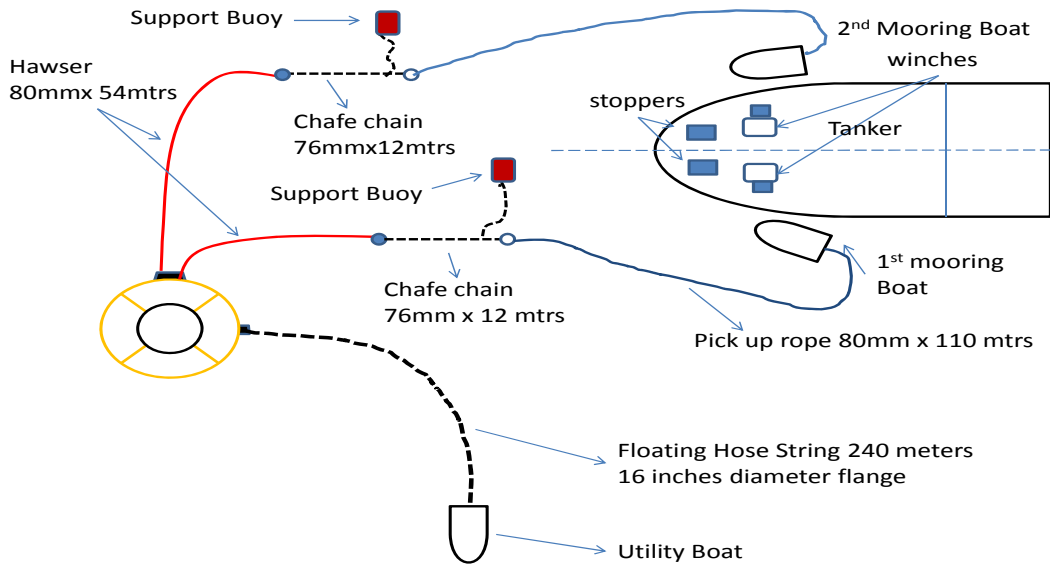


Fig. A

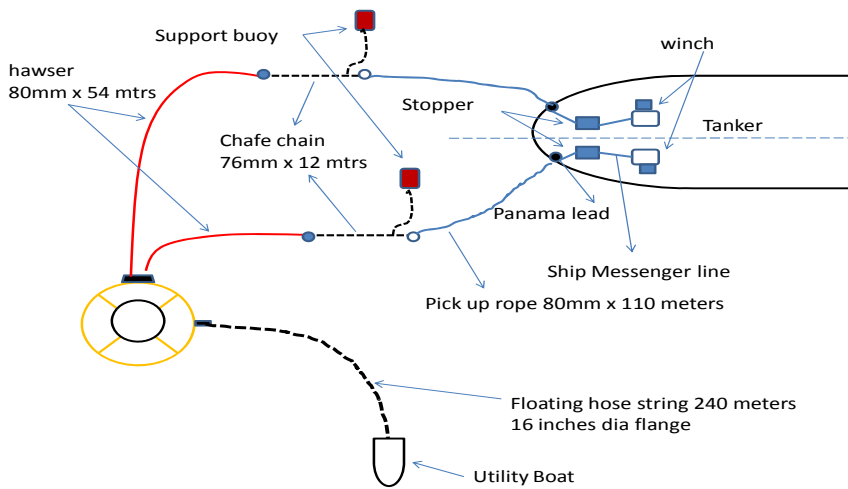


Fig. B

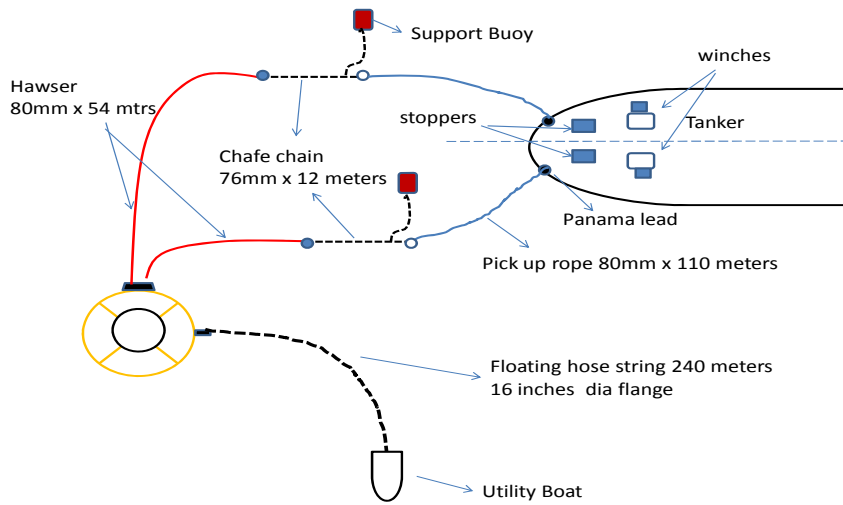


Fig. C

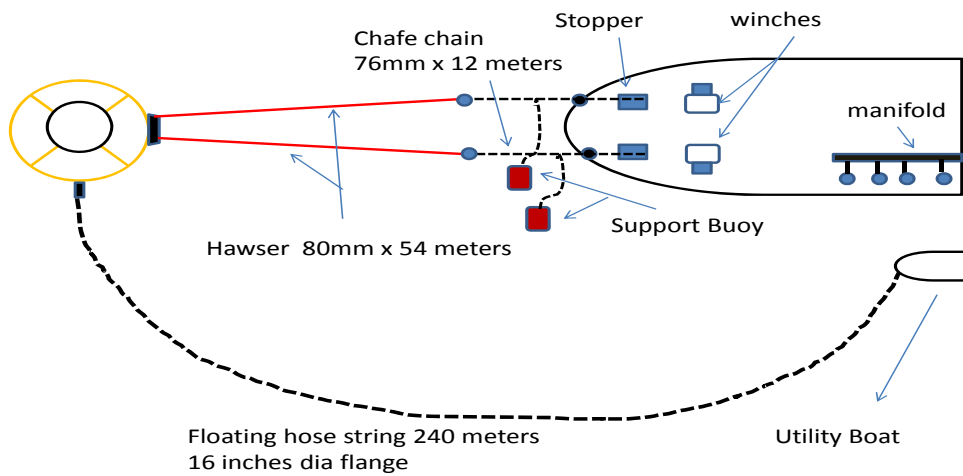


Fig. D

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Procedures for Floating Hose Connection

	After the mooring operation is completed. The Utility boat hooks up the floating hose string and tows to port side of tanker.	
	Utility boat approaches to port side close to manifold area approx. distance 5 to 10 meters and receives the messenger line and connects both by shackle passing to ship's winch on deck.	Ref fig A
	After the messenger line connected to the floating hose string the ship winch starts pulling, until the hose end reaches the main deck level, then it is taken by the crane hook. (used extension hook 1.5 meters length and 15 tons SWL)	Ref fig B
	The crane continues to hoist the floating hose until the hang up ring reaches to panama lead, connect the chain stopper to hang up ring (12 tons shackle) the crane is lowered until hook reaches the tray floor of manifold.	Ref fig C
	The flange cover is removed and crane hoists the hose up to the manifold, when both faces are aligned all the bolts and nuts are tightened.	
	The floating hose is secured with the belt sling and the crane is released. Removed the safety bolts lock of hose valve and wait for the pilot instruction for opening.	Ref fig D
	The usage of crane should be minimal.	

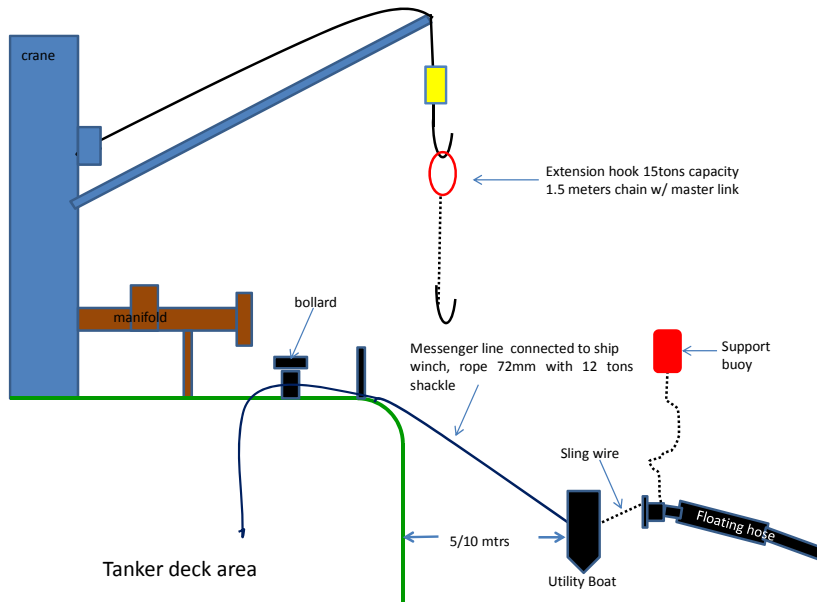


Fig. A

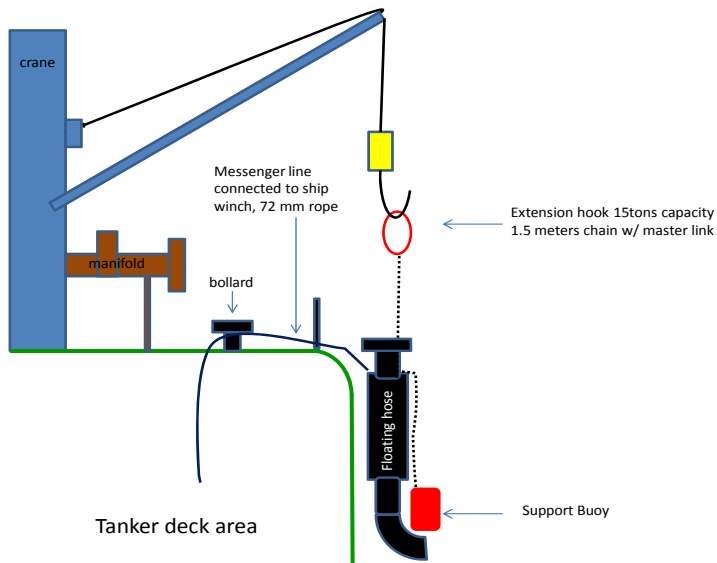


Fig. B

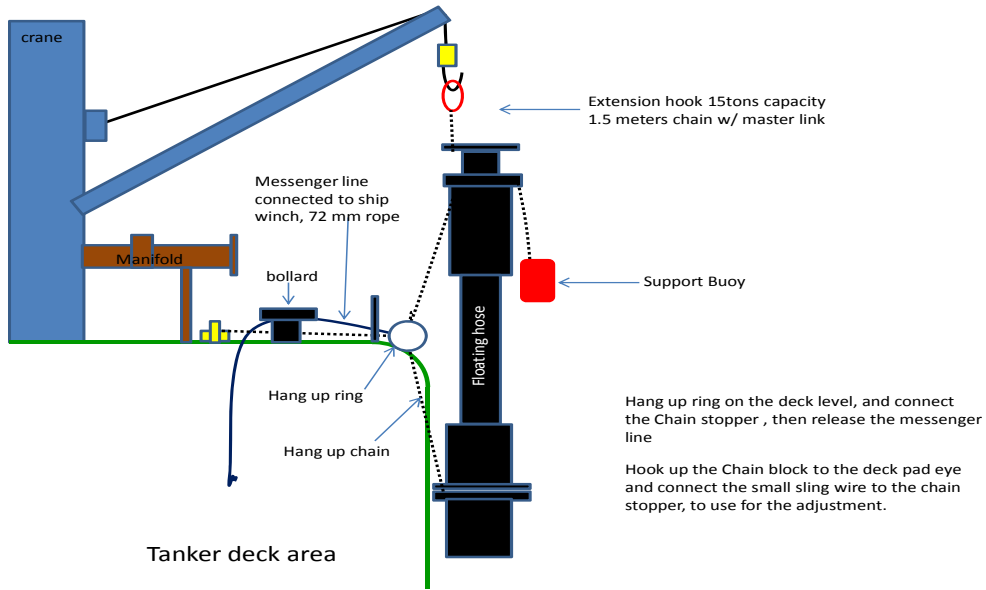


Fig. C

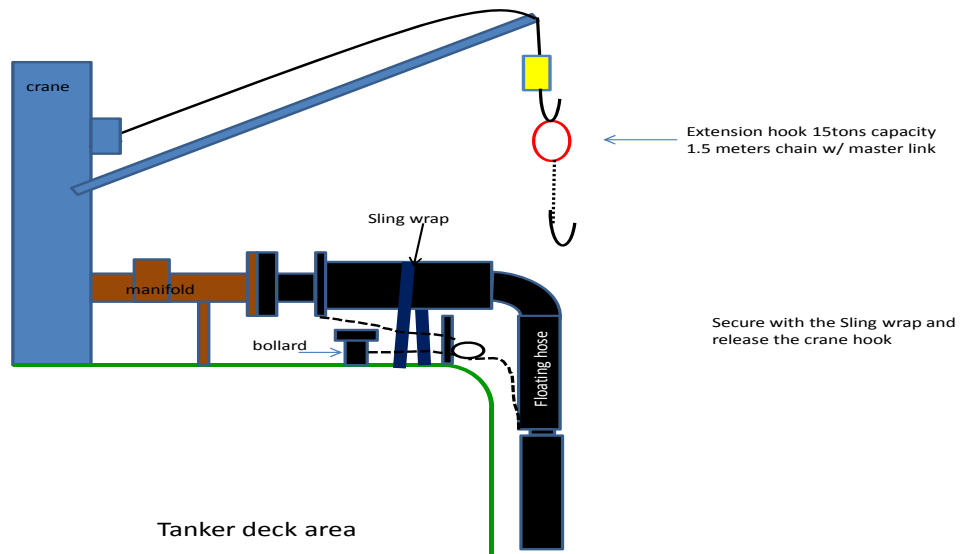


Fig. D

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Cargo Discharge

	<p>Caution:</p> <p>During cargo discharge operations tension on the Hawser to be constantly monitored.</p> <p>The pilot should use constant and minimum tug power at all times. Usage of ship's main engines should be such that short engine movements are used in order to endeavor stopping the vessel's movement towards the SPM without letting her gain momentum.</p> <p>If Weather is such that the vessel is not moving constantly towards the SPM, pull back tug may reduce power to minimum or shut off one engine, at all times ensuring that the towing lines have constant and equal load on them.</p> <p>It is not uncommon for vessels to roll at the SPM, putting load alternately on individual lines. As long as this load is gentle and not inducing shocks in the lines, they will NOT part. This is subject to trim and freeboard to a very great extent. Changing the pull angle of the pull back tug greatly relieves this problem. Tug must however, endeavor to maintain her position and pull once the pilot has determined the best combination of pull power and direction.</p> <p>Grease must be constantly used at all panama leads to avoid damage to the tug lines.</p> <p>The ship's engines are to be kept ready at all times during stay at the SPM. The engines be kept ready or put on UMS/Bridge control with compressors running.</p> <p>During discharge vessel must maintain minimum trim and freeboard to keep the hawsers at the lowest possible angle to the horizontal.</p> <p>Operations may be suspended and a letter of protest be issued to the Master by the Pilot if vessel fails to comply with above.</p>	
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Procedures for Hose Disconnection

	<p>Once the hose is drained and blanked, the tugs may be used to pull the stern of the vessel around to minimize rolling in accordance with the Pilot's instructions.</p>	
	<p>The crane hooked up to the floating hose to disconnect from manifold and fixed back the flange cover.</p>	Ref fig A
	<p>Crane hook is stabilized and the rail end hose is placed over side with the line attached to the flange turned around a bollard at the manifold. Stoppers must be removed.</p>	Ref fig B
	<p>The ship messenger line connected to sling wire of floating hose and the crane hook released. The flange end of the rail end hose is now slowly lowered into the water with the hang-off chain taking the weight of the bight. Care must be taken not to allow a fold in the hose, thereby damaging it.</p>	Ref fig B&C
	<p>The flanged end is now lowered further and the line passed to the hose handling vessel to tow it clear of the ship.</p>	
	<p>Option 1: the ship winch continues lower the hose until reaches the water and the utility boat disconnect. Option 2: the messenger line is fitted with the Quick Release Hook to enable the release of the hose.</p>	Ref fig C

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Procedures for Floating Hose Disconnection

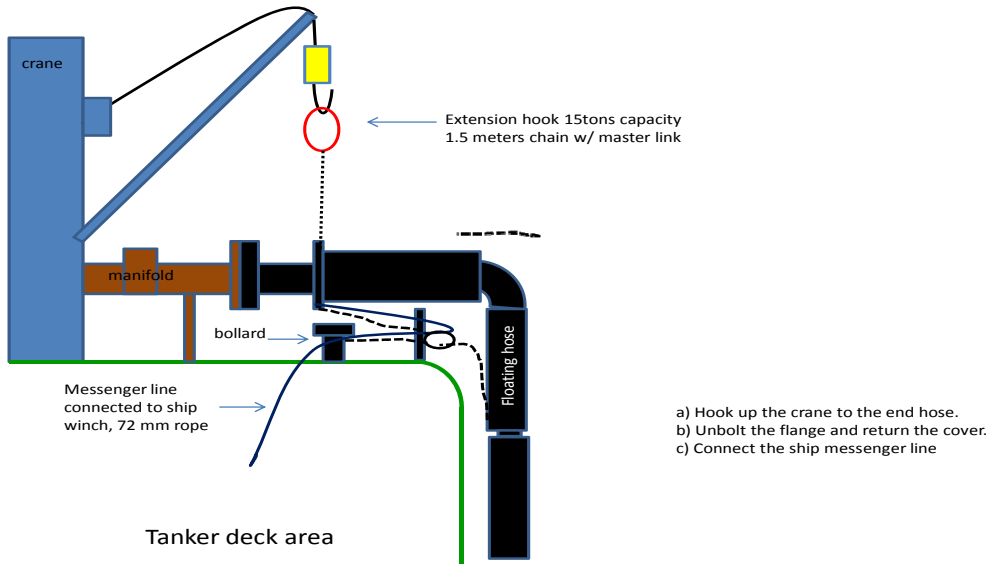


Fig. A

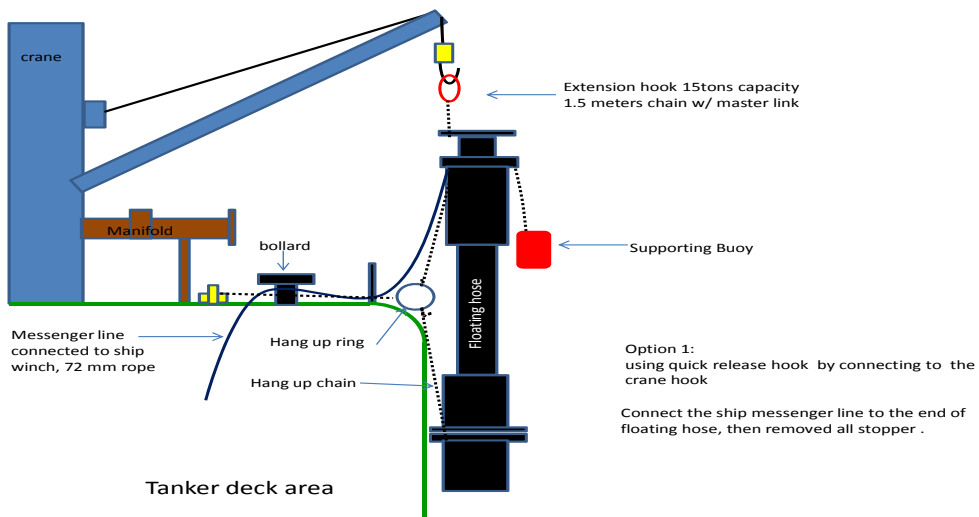


Fig. B

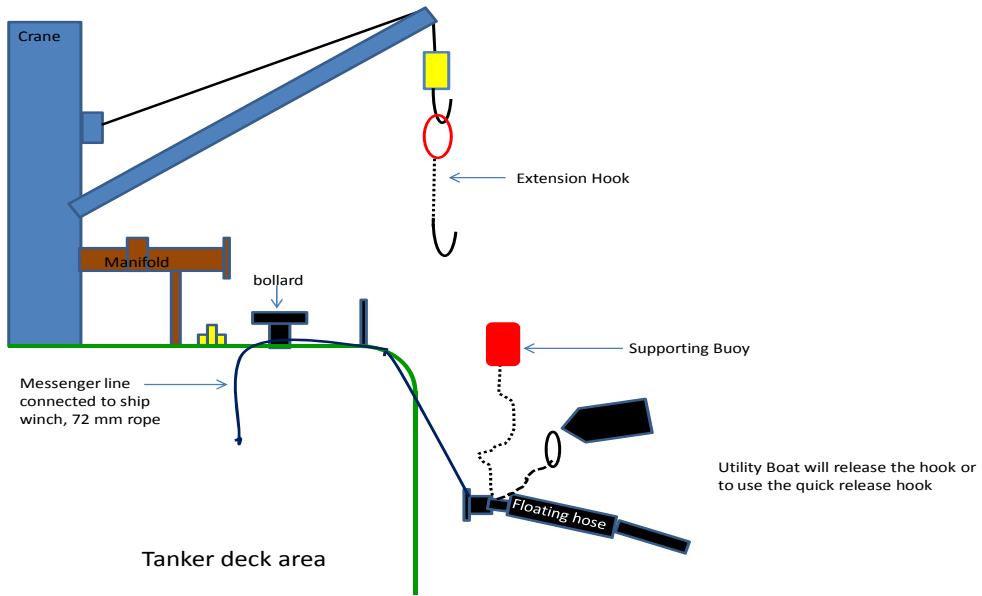


Fig. C

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Procedures for Disconnection of Hawser

	<p>When the floating hose is clear of the ship's side, the pilot may give a short kick ahead, just enough to visibly see the SBM hawser slacking off.</p> <p>Once the hawser lines are in the water, release the stoppers and gently lower the buoyed ends into the water.</p> <p>Caution:</p> <p>The pickup lines should never be dropped into the water instead should be faked out on deck and slowly lowered as the vessel falls back using the pullback tug.</p> <p>The pullback tug should clear the vessel from SPM and should never be released at a minimum distance of less than 0.5 – 1.0 nautical mile from the SPM and should remain with the vessel till ship is well clear of SPM.</p>	<p>Ref Fig A</p> <p>Ref Fig B</p>
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Procedure for Hawser Disconnection

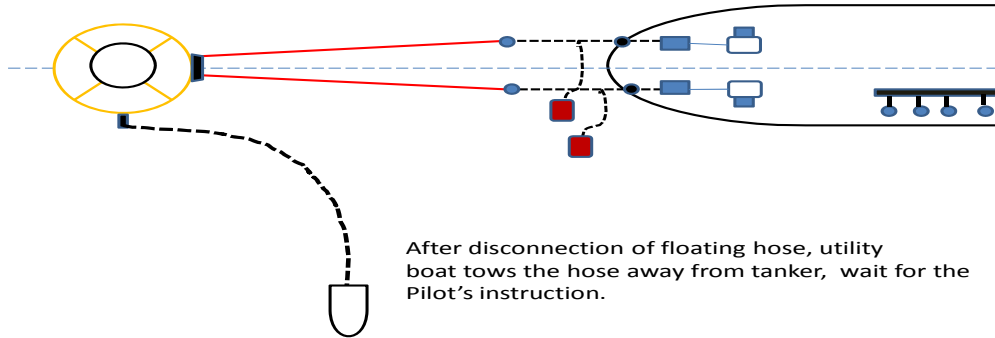


Fig.A

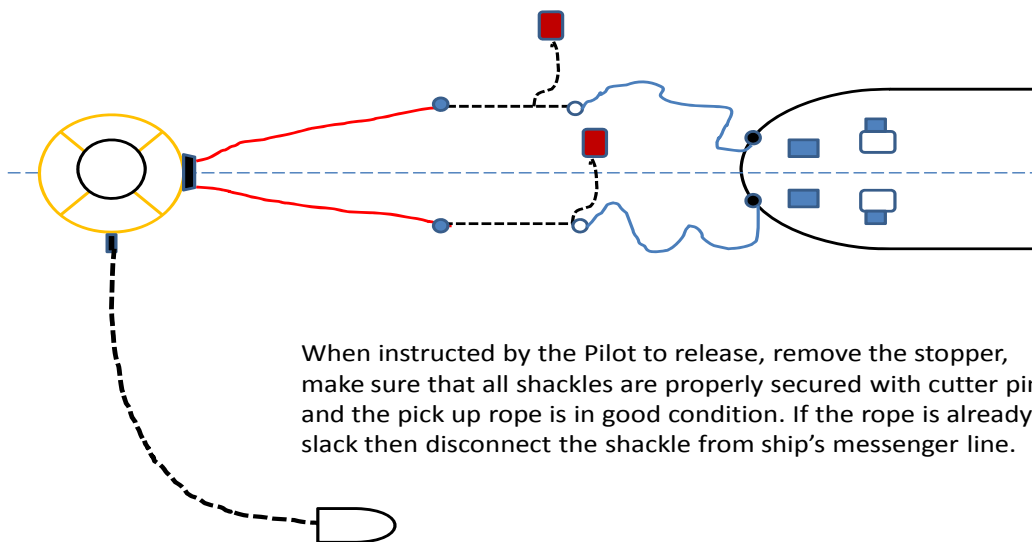


Fig. B

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Annexure “F”

Emergencies and Response

1. Action following a Terminal Emergency (SPM and Tankage Area)

a. In the event of an emergency occurring at the Terminal, cargo offloading will cease and the following actions initiated immediately on the tanker:

- (1) Sound the Emergency alarm.
- (2) Terminal shall alert the Mooring Master, Pilot, Tanker Master and Service vessel and request cargo offloading is stopped.
- (3) The Tanker Master shall immediately take charge of ship responses, establishing emergency control from the bridge and:
 - (a) Confirm main engine readiness,
 - (b) Secure accommodation area,
 - (c) Initiate shipboard Emergency Response Plan.
- (4) Pilot shall report to and advise Tanker Master and:
 - (a) Confirm service vessel in attendance,
 - (b) Confirm no flow in the floating hoses,
 - (c) Prepare for emergency floating hose release.
- (5) The tanker will leave the berth if appropriate and move to a safe area atleast one nautical mile away from the SPM.
- (6) The Pilot will keep the Terminal informed of the above actions being taken.

Note:

On completion of mooring disconnection and if necessary board the Buoy and close turntable offloading valve.

2. Action following a Tanker Emergency

a. In the event of an emergency occurring on the tanker, cargo discharge shall cease and the following actions shall be immediately initiated on the tanker.

- (1) Sound the Emergency Alarm.
- (2) Advise the Terminal that it is intended to stop cargo offloading
- (3) Alert the service vessel.
- (4) The Tanker Master shall immediately take charge of ship responses, establishing emergency control from the bridge and:

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- (a) Confirm main engine readiness,
 - (b) Secure accommodation area,
 - (c) Initiate shipboard Emergency Response Plan.
- (5) The Pilot shall report to and advise Tanker Master:
- (a) Confirm service vessel in attendance,
 - (b) Confirm no flow in the floating hose,
 - (c) Prepare for emergency floating hose release,
 - (d) Keep Terminal informed of situation
- (6) If appropriate, the tanker Master in consultation with Pilot will leave the berth and move to a safe area atleast one nautical mile clear of SPM.

Note:

On completion of mooring disconnection and if necessary board the Buoy and close turntable valve.

3. Failure of Service Vessel

- (a) Service Vessel shall alert the tanker.
- (b) Pilot shall advise the Terminal that it is intended to stop cargo discharge if considered necessary.
- (c) Tanker Master to establish emergency control on the bridge and:
 - (1) Use main engines to assist station keeping as advised by the Pilot,
 - (a) Monitor orientation of tanker,
 - (b) Ensure service vessel is safe and clear
 - (2) Prepare for the emergency release of the floating hose,
 - (3) Prepare to release mooring hawsers.
 - (4) If appropriate, the tanker will leave the berth and move to a safe area atleast one nautical mile clear of SPM buoy.

4 Oil Spill

- a. In case of an Oil Spill following actions are to be initiated:
 - (1). Stop cargo operations immediately
 - (2). If discharging oil, close the manifold valves after de-pressurizing the lines.
 - (3) Raise the alarm on the vessel. Inform the Pilot and Loading Master.
 - (4). Inform Coastal Refinery Limited Offshore Petroleum Jetty Control Room.
- Following to be included in the report:

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- (a) Size of spill,
- (b) Likelihood of further spill,
- (c) Weather, including wind direction and force, sea state, sea temperature and tide/current
- (d) Position of the spill in relation to SPM Buoy.
- (e) Likely movement of the spill.

(5). Locate source of pollution.

- b. Take all measures as are necessary to stop/minimize the escape of oil.
- c. The Pilot is to coordinate any shore assistance that may be required.
- d. In consultation with the Master, Coastal Refinery Limited Offshore Petroleum Jetty will implement the CRL petroleum Oil Spill Contingency Plan.

5. Fire

- a. In case of a fire following actions are to be initiated:
 - (1). Stop cargo operations immediately
 - (2). If discharging oil, close the manifold valves after de-pressurizing the lines.
 - (3), Raise the alarm on the vessel. Inform the Pilot and Loading Master.
 - (4). Inform Coastal Refinery Limited Offshore Petroleum Jetty Control Room.
- b. The standby tug to be informed for assistance. Both tugs to prepare and be ready to provide assistance when asked.
- c. Tanker to initiate its own fire fighting procedures.
- d. Disconnect the cargo transfer hose.
- e. Master in consultation with Pilot should prepare to vacate the berth.
- f. Pilot to liaise with Coastal Refinery Limited Offshore Petroleum Jetty Control Room for any assistance that may be required for fighting the fire or towing and will co-ordinate such assistance.

6. Mooring Failure

- a. In case of mooring failure, following actions are to be initiated:
 - (1) Stop cargo operations immediately and close the manifold valves after depressurizing the lines.
 - (2) Inform the Pullback tug.
 - (3) Inform the Pilot and Coastal Refinery Limited Offshore Petroleum Jetty Control Room.
 - (4) Disconnect the cargo hose and prepare to vacate the berth.
 - (5) Call the standby tug for any assistance when required.
 - (6) Master in consultation with Pilot, if required use engines as appropriate to take the strain off the remaining hawser.

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(7) After lowering cargo hose into the water, the Pilot will co-ordinate the un-mooring and vacate the berth.

b. Tanker may proceed to the designated anchorage area and wait for further instructions from Coastal Refinery Limited Offshore Petroleum Jetty Control Room

7. Increased Security Level to ISPS Level – 3

a. In case of an imminent threat the security level will be enhanced to Level-3. Following actions are to be initiated:

- (1) Stop cargo operations and close the manifold valves after depressurizing the lines.
- (2) Raise the vessel's alarm. Inform the Pilot and tugs.
- (3). Place the Ship's engines on stand-by and crew to standby to disconnect the cargo hose.
- (4) Enforce Ship and Terminal Security Plan at highest Security level.
- (5) After lowering the hose into water, the Pilot will co-ordinate the unmooring and vacates the SPM.

b. Tanker may proceed to the designated anchorage area or remain underway and wait for further instructions from Coastal Refinery Limited Offshore Petroleum Jetty Control Room

8. Bomb Threat

a. In case of a bomb threat, following actions are to be taken in addition to ISPS plan:

- (1) Conduct initial search. Do not move or examine suspicious objects or containers.
- (2) Inform the Pilot who will contact the Coastal Refinery Limited Offshore Petroleum Jetty Control Room for assistance of the Bomb Disposal Team and other Local and Governmental Authorities.
- (3) Consider stopping cargo discharge operations if in progress.
- (4) Either cordon off the immediate area
- (5) Personnel to be moved to a safe area onboard.
- (6) Evacuation of non-essential crewmembers may be considered.

b. Prepare fire-fighting equipment.

c. Tugs to be on standby for any assistance.

d. Maintain constant communications with Coastal Refinery Limited Offshore Petroleum Jetty Control Room and report progress.

9. **H₂S Hazards.** The crude oil being discharged may contain dissolved Hydrogen Sulphide in concentrations that may be hazardous. It is recommended that Owner's instructions and ISGOTT recommendations in respect of H₂S hazards be reviewed.

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10. Injury

- a. In case of an injury to any individual, following actions may be taken:
 - (1) Provide First Aid immediately.
 - (2) Inform ship's medical officer.
 - (3) Inform the Pilot so that Medical Assistance can be provided.
- b. if required prepare the patient for a Medical Evacuation

11. Other Emergencies

- a. These could include loss of power or steering during maneuvering, grounding, collision, taking on water, man overboard or any other accident or incident. The Pilot and Coastal Refinery Limited Offshore Petroleum Jetty Control Room are to be informed so as to render assistance.
- b. The Master is to adhere to SOP's onboard and take actions in accordance with these.

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ANNEX “G”

Additional requirements for tankers arriving in Monsoon

between “15th May to 15th Sept.”

- 1) **Heavy Weather Ballast** : Identify heavy weather ballast tank and its 100% vol as per approved stability booklet. To confirm that tanker can connect with a sea chest to intake clean sea water in the heavy weather ballast tank if same is needed.
- 2) **Arrival condition and Drafts** :
 - a. Tanker to arrive with maximum loadable Heavy Weather Ballast in the approved Cargo Compartment, and
 - b. Additionally maximum loadable Segregated ballast in addition to the,
 - c. Cargo loaded by charterer such that the tanker is able to,
 - d. Maintain nearly a ‘9 meter forward draft’ throughout the course of discharge at the SPM.
And
 - e. Sail out with nearly ‘9 mtr forward draft’ with stern trim.
 - f. **Guidance**: during SW monsoons it is safest to arrive and depart at maximum achievable drafts which keeps the bulbous bow submerged throughout the stay at SPM. Stripping can be done on double hull tankers with 2 mtr trim while it may take some extra time. Ships on normal ballast drafts roll and pitch at the SPM causing severe jerks to the mooring hawsers which becomes high risk. Additionally the hose connected also comes under heavy stress. Therefore by adding heavy weather ballast the tanker becomes very stable and is able to sustain the weather and the monsoon swell.

Note: Any of above if not in compliance, immediately inform ‘BTPL - Head of Operations’ prior approval of tanker.

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ANNEX “H”

Minimum Tanker specifications for Terminal acceptance

- 1) Hull & Age : Double Hull tanker not over 15 yrs of age with centerline bulkhead having portside and starboard cargo tanks. Additionally center tanks plus wing tanks construction is also acceptable.
- 2) Length over all (LOA): 220 mtr to 250 mtr.
- 3) Bow to Center of Manifold : Minimum 120 mtr and Not to exceed 135mtr
- 4) Manifold arrangement : As per OCIMF standard for 16 in floating hose connection.
- 5) Manifold size : 16In ASA presentation flange for ‘Cam lock’ connection or bolting connection. Both sides of the flanges to be rust free. Good torches to be available.
- 6) Crane : A 15 ton SWL with min 4 mtr outreach, preferable a centerline crane.
- 7) Chain stoppers : 2 Chain stoppers of 200T SWL of Tongue type, as per OCIMF. Only open type chain stoppers are acceptable. In fair weather guillotine bar type may also be accepted. One empty wire/rope drum for pickup rope and gantline to be made available.
- 8) Towing arrangement : 200T SWL bollard on poop deck for tow back tug.
- 9) Boarding arrangement : Gangways on either side to be fully operational.
- 10) Combination Ladder : Possibility of combination ladder on either side without the need of shifting operating equipment from port to starboard.
- 11) Accommodation : 3 Officer grade cabins for 3 pilots/mooring master. Suitable accommodation for surveyors, mooring men, guard etc total 9 men. Meals to be provided for 3 Pilots. Smoke room to be available for Customs, Agents etc. Suez cabin.Gymnasium may be used with mattresses.
- 12) One ship crew to be stationed at F’ocsle for SPM watch throughout the SPM stay.
- 13) Tanker to provide one each “100mm Polyprop rope”, at focsle and at poop deck for tug pulling.
- 14) No Crew Change is possible &No repairs to main machinery should be planned, engines to be ready for maneuvering within 10 mins. At times the engines may be required to remain in “STANDBY MODE” for longer periods.
- 15) VHF in CCR and Wheel house to have Int.Ch. 16, 67, 68, functional for port operations.
- 16) AIS socket to be available for connecting the load monitoring system.
- 17) Master and crew should only take instructions from the Pilots who are the terminal representatives onboard. Any shore person’s order does not over ride Pilots order.
- 18) Tanker must have adequate crew to face any emergency situation.
- 19) Any defect with the equipment, machinery, and systems should be declared to the pilots before proceeding to the SPM for mooring. Similarly defects developing during the operations should be immediately declared.
- 20) Stripping time should not exceed three hours.