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GOVERNMENT OF RAS AL KHAIMAH RAK PORTS

BULK LIQUID CARGO MANAGEMENT GUIDELINES

10.15



RAK PORTS INTEGRATED MANAGEMENT SYSTEM

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> COMPANY WITH MANAGEMENT SYSTEM CERTIFIED BY DNV ISO 9001 • ISO 14001 ISO 45001 • ISO/IEC 27001



Release, Approved & Version Control

1. Document Control

Version No.	Date	Revisions	
V1.0	02-04-2025	1st Issue of document within RAK Ports. Refer IRIS MOC item No. 202500053 for details.	



GENERAL INTRODUCTION

This document outlines the requirements and recommendations for safely handling and transporting 'bulk liquid dangerous cargoes' within RAK Ports. It assists oil terminal operators/tenants, shore pipelines operators at RAK Maritime City FZA and Saqr Port, tanker vessel Masters, ship owners, and ship management companies in meeting minimum safety standards. The goal is to protect individuals, vessels, storage facilities, pipelines, port infrastructure, equipment, and the environment.

Compliance with international and national regulations, as well as the relevant sections of the Dangerous Goods Approved Code of Practice (RAK Ports), is mandatory for ship owners, ship management companies, ship masters, and oil terminal operators at Saqr Port Inner Harbour and RAK Maritime City FZA.

All activities related to bulk liquid dangerous cargoes within the 'Bulk Liquid Cargo Operational Area', including import, export, and transit within RAK Ports, must follow good industry practices.

These guidelines are for guidance only and do not provide a comprehensive review of all statutory requirements or detail the activities of stevedores, storage facilities, and shipping line users within the 'Bulk Liquid Cargo Operational Area'. They should be read alongside existing international guidance, recommendations, and standards for bulk liquid dangerous cargo operations.

Facilities outside the 'Bulk Liquid Cargo Operational Area' are not covered by these guidelines.

The Bulk Liquid Cargo Management Guidelines focus on the safe handling and transportation of bulk liquid dangerous cargoes within RAK Ports. This is distinctly different from the STS Bunkering Procedure, which addresses ship-to-ship bunkering operations. For details on STS bunkering, see: <u>https://rakports.ae/wp-content/uploads/2021/06/sts-bunkering-procedure.pdf</u>

Additionally, road bunkering operations are covered under the Bunkering Guidelines, which provide detailed procedures for safe and efficient road bunkering. For more information, see: <u>https://rakports.ae/wp-content/uploads/2021/06/bunkering-guidelines.pdf</u>

Disclaimer:

While care has been taken in producing these guidelines, they serve as a general guide and provide a broad overview. RAK Ports does not accept responsibility for any errors or omissions and will not be liable for any damage or injury arising from the use or interpretation of these guidelines.



CONTACT INFORMATION

Group Office:

Saqr Port

Telephone: +971 (0)7 205 6000

E-mail: info@rakports.ae

PO Box 5130, Ras Al Khaimah, U.A.E.

Website: <u>www.rakports.ae</u>

Website of this document: <u>https://rakports.ae/wp-content/uploads/2025/05/bulk-liquid-cargo-management-guidelines.pdf</u>

Marine Department:

The Marine department ensures safe navigation within the maritime jurisdiction of RAK Ports. It manages all marine operations 24/7, maintaining high safety and efficiency standards for smooth vessel arrivals and departures.

VTS Documentation (24/7)

Phone: +971 (07) 205 6164.

Email: vtsdocumentation@rakports.ae

VTS Centre (24/7)

Location: Saqr Port (25° 58.77 N, 056° 03.16 E).

Phone: +971 (07) 205 6161 / 162 / 163.

Email: vtscentre@rakports.ae

Call Sign and VHF Frequencies

- Saqr Port: Ch 16 and 14
- RAK Maritime City / Stevin Rock: Ch 16 and 69
- Ras Al Khaimah Port: Ch 16 and 71
- Al Jazeera Port: Ch 16 and 68
- Al Jeer Port: Ch 16 and 14 / 69

Safety department:

The Safety team operates 24/7, verifying documentation and conducting inspections for bunkering, permits to work, DG port entry, and more. They provide necessary approvals for these activities, maintaining high safety standards.

Phone: +971 (07) 205 6180 / 019.

Email: <u>hss1@rakports.ae; hss2@rakports.ae</u>



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Bulk Liquid Cargo Management Guidelines

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1. DISTRIBUTION, AMENDMENTS, DOCUMENTS, RECORDS & REFERENCE DOCUMENTS

1.1 Distribution

The 'Bulk Liquid Cargo Management Guidelines' will be distributed as follows:

One copy will be posted on the company website. The following individuals will be notified of any changes or amendments:

- 1. Chief Executive Officer
- 2. Chief Financial Officer
- 3. Chief Operating Officer
- 4. Chief Commercial Officer
- 5. Group Harbour Master
- 6. All Ports' Managers
- 7. HSEQ Manager
- 8. Security Manager
- 9. Marine Services Manager
- 10. Deputy Harbour Master
- 11. Oil Terminal Operators

1.2 Amendments

Proposed amendments should be sent to the document owner, Harbour Master, who will maintain a record of changes in accordance with the RASCI 133 – Process Management process.

1.3 Documents

Documents may be in any form or medium, such as paper, magnetic, electronic, photos and templates. They are designed to capture information on activities or results.

1.4 Records

Records provide evidence that activities have been performed or results have been achieved. They always document the past.

1.5 Reference documents

	Document Title
1	International Safety Management Code (ISM)
2	SOLAS Conventions & MARPOL 73/78 (as amended)
4	Ship's Safety Management System (SMS)
5	Shipboard Oil Pollution Emergency Plan (SOPEP)
6	Shipboard Marine Pollution Emergency Plan (SMPEP)
7	The International Maritime Dangerous Goods (IMDG) Code (Current version).
8	ISGOTT, 6th Edition International Safety Guide for Oil Tankers and Terminals
9	IMO Recommendations on the Safe Transport of Dangerous Cargoes and Related Activities in Port Areas.
10	UNECE "Safety Guidelines and Good Industry Practices for Oil Terminals"
11	IBIA (International Bunker Industry Association) Publications.
12	The Marine Terminal Baseline Criteria and Assessment Questionnaire, by OCIMF.
13	The UK Port Marine Safety Code (PMSC).
14	RAK Ports Marine Publications



2. FOREWORD

This document sets out the requirements and recommendations for the safe handling and transport of 'bulk Liquid dangerous cargoes' at RAK Ports. It is intended to assist ship owners (or their agents), bulk Liquid dangerous cargoes management companies, ship masters and "oil terminal operators/tenants" in meeting minimum safety standards for facilities and operating procedures. This ensures the protection of individuals, facilities, vessels, port infrastructure, and the environment.

A risk assessment process must be adopted when handling bulk liquid dangerous cargoes. The transfer of liquids in bulk is considered a "Hazardous Port Activity", requiring mandatory authorisation and notification for any bulk liquid dangerous cargoes transfer. Companies or individuals involved in these activities must comply with these Guidelines.

All activities related to the management and handling of bulk liquid dangerous cargoes for import, export and transit within the 'Bulk Liquid Cargo Operational Area' at RAK Ports' must comply with all applicable international and national regulations and best industry practices.

Oil terminal operators/tenants, stevedores, ship owners, ship masters, and shipping agents share responsibility for safety in the port, ensuring their operations are conducted safely, securely and sustainably.

Key factors for handling bulk liquid dangerous cargoes include:

- Meeting Authorisation and notification requirements.
- Ensuring compliant separation and storage.
- Maintaining safe infrastructure, procedures and work systems.
- Employing competent and trained staff.
- Conducting current risk assessments for all transfer operations.
- Implementing monitoring procedures for safe and effective transfer progression.
- Having a coordinated reporting and investigation system.
- Establishing emergency, incident and recovery management processes and equipment.

RAK Ports Safety Officers may randomly inspect any operation or function associated with bulk liquid dangerous cargoes to ensure compliance with these requirements. RAK Ports reserves the right to refuse or restrict the passage of good deemed dangerous or hazardous through the port at time.



3. DEFINITIONS OF TERMS

For the purposes of these guidelines, the following definitions apply:

Agent	A person or organisation representing the ship owner, cargo owner and cargo receiver.
Base Oil	Oil with typical boiling range of 390 degree C to 600 degree C, obtained from petroleum by refining, or of synthetic origin, serving as the raw materials for the blending and production of Lubricating Products.
Berth	Any jetty, quay, marine or oil terminal at which a ship may tie up. It includes any plant or premises, other than a ship, used for purposes ancillary or incidental to the loading or unloading of bulk liquid dangerous cargoes.
Bitumen	A hydrocarbon of either natural or artificial origin obtained during fractional distillation of petroleum.
Bitumen, tar and their emulsions	A liquid product containing bitumen to a great extent in an aqueous medium. The quantity of bitumen may vary from 40%-60%, with the remaining portion being water.
Bulk	Cargo intended to be transported in a tank secured to the deck or inside the ship or in the cargo area, which is a structural part of the ship, without a partition.
Bulk Liquid Dangerous Cargo	For the purpose of these Guidelines, Bulk Liquid Dangerous Cargo is classified:
	• Liquid petroleum and petroleum products and liquid substances or chemicals carried in bulk and covered by Annex 1 of MARPOL 73/78.
Bulk Liquid Cargo Operational Area	See section 7.1.
Dangerous Cargos	The definition for dangerous cargoes for shipping is broader than that used for land transport because some materials are only hazardous when shipped in bulk or present a greater hazard in a marine environment compared with a land environment. The formal definition of dangerous cargoes includes:
	• All the dangerous goods, hazardous and harmful substances, wastes, pollutants, etc., covered by the International Maritime Dangerous Goods Codes (IMDG Code).

• Oils covered by Annex I of MARPOL 73/78.



Dangerous Cargo in Bulk

Double Hull

Draft

Fuel

Gross Ton

Handling

Hazard

Bulk Liquid Cargo Management Guidelines

- Gases covered by the IMO Code for the Construction and Equipment of Ships Carrying Liquefied Gases in Bulk.
- Noxious liquid substances or chemicals, including wastes, covered by the IMO Code for the Construction and Equipment of Ships Carrying Dangerous Chemicals in Bulk and Annex II of MARPOL 73/78.
- Solid bulk materials possessing chemical hazards and solid bulk materials that are hazardous only in bulk, covered by Appendix B of the Code of Safe Practice for Solid Bulk Cargoes.

Any dangerous substance, carried without any intermediate form of containment, in a tank or cargo space which is a structural part of a vessel or in a tank permanently fixed in or on a vessel.

> Hull construction design in which a vessel has an inner and outer side and bottom separated by void space, usually two meters in width.

> Vertical distance between the waterline and the bottom of the vessel's keel.

Any oil used as fuel for machinery in the vessel in which it is carried.

Unit of 100 cubic feet or 2.831 cubic metres used in arriving at the calculation of gross tonnage.

The operation of loading or unloading of a tanker, transfer of bulk liquid dangerous cargoes from a storage facility to a tanker or vice versa by shore pipeline.

Any activity, occurrence or circumstance of any kind that has the potential to cause injury to persons, damage property, or pollute the environment including:

- An explosion, fire, harmful reaction or the evolution of flammable, corrosive or toxic vapours involving dangerous goods; or
- The escape, spillage, leakage or the loss of containment of any bulk liquid dangerous cargoes.

Heavy Grade Oils (HGO): For the purposes of these guidelines, heavy grade oils are defined as crude oils having a density at 15°C higher than 900 kg/m³, oils other than crude oils having a



Hull

Liquid

IMDG Code

Liquid Petroleum Products

MARPOL 73/78

Master

Oil Terminal

Oil Terminal Operator

Person in-charge

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density at 15°C higher than 900 kg/m³ or a kinematic viscosity at 50°C higher than 180 mm²/s, or bitumen, tar, and their emulsions.

The shell or body of a vessel.

International Maritime Dangerous Goods Code. The IMO recommendations for the carriage of dangerous goods by sea.

Each substance having a vapor pressure of 172 kPa or less at 37.8 $^{\circ}\text{C}.$

Reference to liquid petroleum products in these Guidelines shall be deemed to include all liquid products made from petroleum such as but not limited to gasoline, gasoil, fuel oil, diesel, base oil, kerosene, benzol, benzoline, benzine, or naptha, and Heavy Grade Oil such as but not limited to bituminous substances such as bitumen or asphalt.

The International Convention for the Prevention of Pollution from Ships (including its protocols, annexes and appendices) which constitutes attachment 1 to the final act of the International Conference on Marine Pollution signed in London on 2nd November 1973, as modified and added to by the Protocol of 1978.

The person commanding the ship. Pilot not included.

A tenant's place having means of loading or discharging liquid cargoes such as liquid petroleum products including Heavy grade oil in bulk, into or from any tanker.

An organisation engaged in the business of handling movement of cargo to/from tankers and storage in or on a Bulk Liquid Cargo Operational Area at RAK Ports.

A person appointed by an oil terminal operator/tenant, or the Master of a tanker empowered to take all decisions relating to his specific task, having the necessary current knowledge and experience for that purpose and, where required, is suitably certificated or otherwise recognised by the regulatory authority.

A collective name given to crude oil which is a natural occurring flammable liquid comprising a complex mixture of hydrocarbons and other liquid organic compounds.

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Petroleum

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Pipeline

Risk

Tank

Tanker

Reasonably Practicable

Storage Facility

Bulk Liquid Cargo Management Guidelines

Pipelines and connections (including flexible pipe and loading arms) situated or provided and used by the Oil Terminal Operator/Tenant at the 'Bulk Liquid Cargo Operational Area' in connection with the handling and transfer of bulk liquid dangerous cargoes dangerous cargoes.

The severity of the hazard or risk:

The likelihood of injury to persons, damage to property or pollution of the environment being caused by a hazard.

Bulk liquid dangerous cargo storage or facilities at shore and connecting the oil terminal berth, via shore permanent or flexible pipelines.

An enclosed space that is formed by the permanent structure of a vessel and designed for the carriage of liquid in bulk.

Vessel designed for the carriage of liquid cargoes in bulk with cargo space consisting of many tanks. Tankers carry a variety of products including crude oil, refined petroleum products and liquid chemicals.



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Bulk Liquid Cargo Management Guidelines

4. ABBREVIATIONS

ATEX	Atmosphere Explosible.
IAPH	International Association of Ports and Harbours.
IECEx	IEC System for Certification to Standards Relating to Equipment for Use in Explosive Atmospheres.
IMDG CODE	International Code of Dangerous Goods Transported by Sea.
IMO	International Maritime Organisation (A United Nations agency that issues international trade standards for shipping).
INTERTANKO	International Association of Independent Tanker Owners.
ISGOTT	International Safety Guide for Oil Tankers and Terminals.
ISM Code	The International Management Code for the Safe Operation of Ships and for Pollution Prevention, as adopted by the IMO.
MARPOL	The International Convention on the Prevention of Pollution from Ships.
MARPOL73/78	1973/78 International Convention for the Prevention of Pollution from Ships, as amended.
MSDS	Material Safety Data Sheet.
OCIMF	Oil Companies International Marine Forum.
PDS	Product Data Sheet.
SOLAS 74	1974 International Convention for the Safety of Life at Sea, as amended, adopted under the auspices of the IMO.
UHF	Ultra-High Frequency.
UN	A unique number assigned by the United Nations to be used for each chemical which may be considered as dangerous. IMDG code is the four-digit number mentioned in the 1st column of the list of dangerous goods.
UNECE	United Nations Economic Commission for Europe.
VHF	Very High Frequency.

5. **REGULATIONS & INDUSTRY GUIDELINES**

5.1 U.A.E. Authorities Requirements

In accordance with the Federal Maritime Authority (FMA), represented by the Ministry of Energy and Infrastructure (MOEI), all foreign-flagged tankers carrying crude oil and products in the United Arab Emirates are prevented from entering national ports if they are over 25 years old.

Additionally, these ships must have a double-hull and be classed by a classification society in the International Association of Classification Societies (IACS) or the Emirates Classification Society (TASNEEF). The tankers must also be constructed or adapted primarily to carry crude oil and products in bulk.

5.2 Double Hull Tankers Enhance Maritime Safety

Double hull tankers are ships with an outer and an inner shell. If the outer shell is penetrated in a collision or grounding, the inner shell prevents any oil outflow. This design significantly improves the safety of oil tankers.

Double hull construction not only protects the marine environment but also prevents pollution from cargo residues during routine operations. In an optimised tank layout, ballast water tanks are positioned to shield cargo tanks in case of collisions.

5.3 International agreements to be complied with

Regulations on liquid fuels, regulations on the prevention of pollution of water from vessels Marpol 73/78.

5.4 Oil and Chemical Tanker Operations in Port

The "International Safety Guide for Oil Tankers and Terminals" (ISGOTT) is recognised internationally by both tanker and terminal operators as the definitive guide to best industry practice in the safe carriage and handling of oil and petroleum products on tankers and at terminals. Although the guide is not specifically aimed at terminals handling bulk liquid chemicals, it is a useful reference guide for such terminals.

Tankers calling to RAK Ports are required to have on board, the latest edition of the "*International Safety Guide for Oil Tankers and Terminals -ISGOTT.*"

5.5 Marine Terminal Baseline Criteria and Assessment Questionnaire

The Marine Terminal Baseline Criteria and Assessment Questionnaire was produced by OCIMF to encourage uniform assessment of standards of safety and environmental protection at chemical, gas and oil terminals.

This document is intended to complement the information and advice contained within the International Safety Guide for Oil Tankers and Terminals (ISGOTT), which remains the prime source of technical guidance on tanker and terminal operations.

5.6 Oil Terminal Operator's SOP

A Safe Operating Procedure (SOP) shall be developed by the oil tenant terminal operators at RAK Ports for safe handling, transferring and transportation of bulk liquid dangerous cargoes, considering the applicable regulations and best practice guidelines.

Detention	@ Office	@ Archives
Retention	0-2 years	3-5 years

These include, but not limited to:

- The IMO Manual on Oil Pollution, Section I, Prevention, 2011 Edition.
- The Tanker Safety Guide Chemicals (fifth edition 2020).
- ISGOTT (International Safety Guide for Oil Tankers and Terminals), 6th Edition 2020.

5.7 Protection from Oil Pollution (MARPOL ANNEX 1)

Due to their cargo, tankers posture a particular risk to the environment. The International Maritime Organisation (IMO) has the declared aim to render the transport of oil and oil products by tankers safe and environmentally friendly.

The Marine Environmental Protection Committee (MEPC) of the IMO has established internationally mandatory regulations for oil tankers by adoption of Annex I of the International Convention for the Protection of Marine Pollution from Ships (MARPOL).

Annex I of the MARPOL Convention is mainly focused on rules for the design and construction of oil tankers and their equipment. These requirements are closely related to the damage stability requirements for oil tankers. In view of the consequences of an oil spill, it is paramount to avoid the sinking of a tanker after an accident.

All vessels calling at RAK Ports are required to comply with MARPOL requirements.

RAK Ports will impose penalties for breaches of MARPOL Annex I at RAK Ports waters in accordance with the RAK Ports Regulations.



6. INTRODUCTION

6.1 **Purpose and use**

The purpose of this document is to guide all parties involved in shipping bulk liquid dangerous cargoes through RAK Ports on the regulatory and safety requirements, ensuring safe handling and transport.

- Bulk liquid dangerous cargoes are handled and transported safely.
- There are no inadvertent breaches of the applicable laws.
- All parties have sufficient information regarding the requirements to facilitate the planning and movement of such cargoes.

6.2 **Scope and Applicability**

These guidelines cover:

• Bulk liquid dangerous cargoes, hazardous substances and harmful materials including environmentally hazardous substances (marine pollutants) and wastes, covered by the International Maritime Dangerous Goods Code (IMDG Code).

These Guidelines apply to:

• The handling and transport of bulk liquid dangerous cargo in the 'Bulk Liquid Cargo Operational Area'. It is intended that these guidelines should be made applicable to any tanker visiting the 'Bulk Liquid Cargo Operational Area'. The Bulk Liquid Cargo Operational Area is as described in section 7.1

All relevant requirements specified in the Dangerous Goods Approved Code of Practice (RAK Ports) are also applicable to ensure safe handling and transportation of bulk liquid dangerous cargo. Refer to the link: <u>https://rakports.ae/wp-content/uploads/2021/02/DG-ACoP.pdf</u>

6.3 Principles

The Master of the tanker and the oil terminal operator's appointed person in-charge are jointly responsible for the safe conduct of operations while the tanker is moored at RAK Ports' oil terminal berths.

The oil terminal operators primarily ensure the operational and process safety of the berths, storage facilities, and the health of their staff.

6.4 **Requirements**

RAK Ports requires that all parties involved in the handling, transport, and storage of bulk liquid dangerous comply with applicable standards, and guidelines.

RAK Ports reserves the right to refuse or restrict the passage of goods deemed dangerous or hazardous at any time.

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7. BULK LIQUID CARGO OPERATIONS WITHIN RAK PORTS

7.1 Bulk Liquid Cargo Operational Area

The bulk liquid cargo operational areas at RAK Ports are:

- Berth 11 and 6 at Saqr Port where tankers are directly connected to shore pipelines to discharge or load bulk liquid dangerous cargo.
- Quay No. 5 at RMC where bulk liquid dangerous cargoes transfer operations take place between tanker and shore facilities by connecting flexible shore pipelines between storage facilities and tanker.
- Tankers at above locations.
- Storage facilities located in close proximity to Quay No. 5 at RMC where bulk liquid dangerous cargoes are stored.

7.2 Bulk Liquid Cargo – an overview

Liquid bulk cargo is generally classified into edible, non-edible, hazardous and non-hazardous liquids.

Hazardous liquid cargo includes petroleum, LPG (liquefied petroleum gas), LNG (liquefied natural gas) and chemicals.

Non-hazardous liquid cargo includes vegetable oils, cooking oils, milk, juices, and other liquids that do not pose a potential risk to organisms and environment.

Edible liquids are safe for human consumption, while non-edible liquids are not.

Non-edible liquids can be either non-hazardous (e.g., glycerin, aqueous dyes) or hazardous (e.g., LPG, LNG).

7.3 Bulk Liquid Dangerous Cargo Operations at RAK Ports – an overview

RAK Ports is a network of five modern and dynamic ports in the northmost emirate, Ras Al Khaimah. Handling bulk liquid dangerous cargoes, particularly petroleum products including heavy grade oil, is integral to its operations.

These operations are conducted at two locations: Saqr Port Inner Harbour and RAK Maritime City FZA's Quay 5.

7.4 Features of Bulk Liquid Dangerous Cargo Operations in Saqr Port Inner Harbour

Saqr Port Inner Harbour handles a range of petroleum products managed by ADNOC and EMARAT.

The ADNOC Terminal at Berth 11 primarily handles unleaded gasoline (ULG) and motor gasoline (MOGAS).

The EMARAT Terminal at Berth 6 mainly handles gasoil.

Bulk liquid dangerous cargo operations at both terminals involve discharging or loading via pipelines. Once the tanker is ready for operation while alongside the berth, the discharging or loading operation begins, transferring cargo from the tanker to the pipeline or from the pipeline to the tanker. The liquid



cargo flows through the pipeline to the storage facilities located some distance from the berth and outside the port premises, or vice versa.

Saqr Port has several berths for bulk, break-bulk commodities, general cargoes, and a container terminal. It's Deep-Water Bulk Terminal handles cape-size vessels for loading and discharging bulk cargoes.

7.5 Features of Bulk Liquid Dangerous Cargo Operations in RAK Maritime City

RMC features a mix of common user berths and tenants' berths and their respective facilities and services.

The majority of bulk liquid dangerous cargoes, such as various grades of heavy grade oil (HGO), are either discharged from tankers via flexible pipelines to storage facilities or loaded onto tankers from these storage facilities. The storage facilities are located near RMC Quay No. 5 (common user berth).

The common user berth is 293 metres long and can accommodate tankers up to 180 metres LOA, with maximum draft of 6.5m, subject to approval from the Port Authority.

Currently, the facilities and discharging/loading activities are operated and handled by the following oil terminal operators:

- Richmond: Handles mostly various grades of bitumen/asphalt.
- o Petro Addichem: Handles mostly various grades of bitumen/asphalt.
- Panol Industries: Handles mostly base oil.



8. RISK MANAGEMENT PROCCESS

8.1 General

Bulk liquid dangerous cargoes, such as crude oil, refined oil products, petroleum gases and chemical products, are typically flammable and hazardous to health. Therefore, special attention is required to prevent personal injury or damage to property or the environment. This process assists ship masters and oil terminal operators in identifying hazards and implementing corrective measures to eliminate or reduce the risks associated with handling bulk liquid dangerous cargoes.

8.2 Hazard Identification

The entire handling and transfer process needs to be examined to identify any hazards associated with the particular type of cargo being handled, and the type of transfer operation being employed:

- A single hazard (explosive, flammability, toxicity).
- Multiple hazard (mixing of hazard classes).
- Cumulative hazard (fire, explosion, environmental impact).
- Other hazards also need to be considered which may be external to the process.
- These hazards can include:
 - Prevailing weather conditions.
 - Proximity of other Goods on board the ship and terminal.
 - Proximity of activities and facilities on board the vessel and terminal.
 - Hot Work.
 - Information for identifying hazards can be obtained from sources such as: IMDG Code, Material Safety Data Sheets and applicable Industry publications.

8.3 Risk Assessment

There are various methods of carrying out a risk assessment. The purpose of the risk assessment is to determine the consequence of:

- likely injury to people from the transfer process.
- likely damage to property from the transfer process.
- likely pollution to the environment.
- The risks that need to be controlled.
- The order in which the risks need to be controlled.
- A generic assessment can be used to minimise duplication and to streamline the process.

The person(s) responsible for carrying out a risk assessment must ensure that the risk assessment is:

- Valid for that transfer process.
- Reviewed and current.
- Consistent with applicable risk management principles and guidelines.
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9. TRAINING & INSPECTIONS

9.1 Training

Based on risk assessments and the complexity of the handling and storing bulk liquid dangerous cargo in port areas, oil terminal operators must ensure that all staff involved receive appropriate formal training. The training should equip each person with the necessary knowledge and competencies to safely undertake operations.

Staff must be adequately supervised until they demonstrate competence in safely handling these operations. Training courses should cover the theoretical aspects of handling and storing bulk liquid dangerous cargo, including relevant hazards, guidelines, and regulations.

9.2 Training Outcomes

Tanker/oil terminal shore staff undertaking handling and storage of bulk liquid dangerous cargo operations should be:

- Proficient in the handling process.
- Have knowledge of the hazards that may arise from the process.
- Conversant with and understand the information provided on the material safety data sheets for the product/s being handled.
- Conversant with the requirements of the relevant guidelines and regulations.
- Be able to respond to any emergency and assist till emergency assistance arrives.

9.3 Inspections

All responsible parties involved in the handling transport and storage of bulk liquid dangerous cargo operations must develop and implement a comprehensive inspection programme.

These inspections should be regularly undertaken and recorded. Regular inspections can identify faults and potential failures in the processes before incidents occur.



10. POLLUTION CONTROL MEASURES

10.1 Spill Containment

Any spill during the handling and storage of bulk liquid dangerous cargo must be contained on-site. The immediate actions are to stop all operations, report the spill incident to the **Port Safety Department** on **(07) 205 6180/019** and **VTS Centre (07) 205 6161/162/163**, and take corrective measures to contain and minimise the impact on people, the environment, and property.

Response and clean-up operations thereafter will depend on:

- The nature of the product spilt.
- The quantity of product spilt.
- The potential impact to people, the immediate area, and the surrounding environment.

10.2 Actions in the Event of Oil Terminal Spills or Leaks

In the event of a spill from the oil terminal or a leak from the shore piping:

- The transfer operation is to be stopped immediately and vessel to be informed.
- Port Authority to be informed.
- The Oil Terminal Operator's spill response plan to be implemented.
- All efforts made to prevent spillage into the water.
- RAK Ports Marine Pollution Response Plan will be implemented as appropriate. This will include informing the relevant authorities and external responders, deployment of equipment and craft for containment recovery and clean up procedures.
- The cause of the spill must be determined and rectified before operation is resumed.

10.3 Actions in the Event of Vessel Spills or Leaks

In the event of a spill or leak from the vessel:

- The transfer operation is to be stopped immediately and the oil terminal to be informed.
- VTS Centre to be informed.
- The vessel spill response plan is to be implemented. All efforts made to prevent spillage into the water.
- RAK Ports Marine Pollution Response Plan will be implemented as appropriate. This will include informing the relevant authorities and external responders, deployment of equipment and craft for containment recovery and clean up procedures.
- The cause of the spill must be determined and rectified and confirmed with the Port Authority prior resumption of transfer operations.

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10.4 Restarting transfer operations after marine pollution incident

Transfer operations may only resume once the cause of the spill has been identified and remedied. It must be clearly determined that restarting operations will not interfere with the immediate, effective, and sustained response to the marine pollution incident. Authorisation from the oil terminal, Port Authority, and the vessel is required before resuming transfer operations.

10.5 Impact of Spills

Spill may include people in the immediate vicinity, infrastructure in the area, marine and land-based areas.

Measures to prevent or control the impact of a spill will require a risk assessment.

The hierarchy of controls will need to be employed to suit the containment and clean-up operations.

The hierarchy of control is a sequence of options which offer staff involved with the handling and storage of bulk liquid dangerous cargo a number of ways to approach the control of spill hazards, working down the list to implement the best measure possible.

Hierarchy of Control Measures

- Eliminate the hazard.
- Substitute the hazard with a lesser risk.
- Isolate the hazard.
- Use engineering controls.
- Use administrative controls.
- Use personal protective equipment.

10.6 Oil Pollution Prevention

No petroleum or ballast water containing petroleum shall be discharged or allowed to escape from any vessel into the sea. During transfer operations all scuppers shall be effectively plugged, fixed or portable manifold oil containment shall be in place, and no leakage or spillage of oil or water which can possibly contain oil shall be allowed to escape overboard. Scupper plugs may be removed to drain off accumulations of water periodically and replaced immediately after the water has been run off. Plugs to be manned at all times while open for draining. Manifold containment should be drained before transfer operations commence.

Any leakage or spillage must be reported immediately to the oil terminal operator and Port Authority.

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11. EMERGENCIES

11.1 General

Actions and systems used when dealing with bulk liquid dangerous cargo incidents may include as described in the following sections.

11.2 Emergency Procedures

Emergency procedures are required for handling all foreseeable emergencies during a bulk liquid dangerous cargo operation. Emergency procedures may vary but must include as a minimum:

- Raising of an alarm.
- Action by persons to ensure their own safety and the safety of those around them.
- Action by persons to minimise the damage to people, property, and the environment.
- A designated method of informing emergency services, RAK Ports, government agencies, adjacent properties, dangerous goods owners (as applicable).

11.3 Emergency Plan

The purpose and scope of an emergency plan should be designed to manage and coordinate all aspects of the emergency. Emergency plans should include:

- Responsibilities of key personnel.
- Circumstances and systems to activate the plan.
- Outline teams and roles to handle various aspects of the emergency.
- Additional resources such as emergency services, additional power.

For any emergency involving fire, injury, rescue or hazardous spill Port Health & Safety, Port Security, Emergency Services, and VTS Centre must be contacted.

For more information, please refer to 'RAK Ports Marine Emergency Response Plan' at <u>www.rakports.ae/marine/</u>

11.4 Tanker Master

The master of a tanker moored at an oil terminal/berth must ensure that, within their area of responsibility, dangerous cargo handling activities are carried out in accordance with:

- Ships specific procedures.
- ISGOTT.
- A fully completed ship/shore safety checklist.
- Relevant sections of this document.

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11.5 Oil Terminal Operator

The oil terminal operator, within their area of responsibility, must ensure that hazardous cargo handling operations are carried out in accordance with:

- Oil Terminal Operators' specific procedures.
- ISGOTT.
- Relevant sections of this document.
- A fully completed ship/shore safety checklist.

11.6 Fire Precautions

The vessel's firefighting appliances, including main and emergency fire pumps, shall be kept ready for immediate use. Enough hoses on deck to be connected to fire line with nozzles ready for use. Dry chemical extinguishing equipment of adequate capacity, extinguishers must be located near the ship's manifold. The Terminal Representative should be instructed about the location of the Ship Emergency Shutdown System (E.S.D.).

Should fire occur on the vessel, the Master or responsible vessel's officer of such vessel shall make an immediate signal by prolonged blasts on the vessel's whistle and by sounding the fire alarm and will also place the engine on standby. All transfer operations must be ceased immediately.

11.7 Actions in the Event of Fire at Oil Terminal's/Tenant's Facility / On Board a Vessel.

Terminal operators and tenant facilities must have comprehensive emergency plans for onshore incidents, including fires. These plans must include procedures for immediate response, evacuation, and coordination with local emergency services. Regular drills and training are mandatory.

Vessels must also maintain shipboard emergency plans and conduct regular drills as per regulations.

RAK Ports has a Marine Emergency Response Plan for marine incidents, and the above obligations are in addition to this plan.

Refer to Marine Emergency Response Plan at: https://rakports.ae/wp-content/uploads/2024/06/merp.pdf.



12. GENERAL SAFETY PROCEDURES

12.1 General

RAK Ports is committed to safe operations and environmental protection within its area. Vessel crews must immediately report any unsafe conditions or pollution risks to terminal staff and take appropriate action, including suspending cargo transfer activities.

Oil terminal operators and their staff should advise and request Masters to take additional safety measures as needed. They must also suspend oil transfer operations if any hazardous situations arise.

12.2 Basic Safety Rules and Restrictions

Smoking Prohibited:

A general ban on smoking and on the use of open flames applies throughout "Bulk Liquid Cargo Operational Area".

Matches and Lighters:

It is prohibited to carry sources of ignition (e.g. lighters, matches) at all times.

Lights and Lanterns:

It is not permitted to use on deck or in open spaces any light apparatus which is not suitable for flammable or explosive atmospheres. The Master of the tanker and Oil Terminal Operator must ensure that in their facilities there is no broken light fitting or the presence of defective cables which might generate heat or sparks sufficient to be an ignition source for flammable or combustible materials.

Personal Protective Equipment:

The minimum personal protective equipment (PPE) consisting of safety helmet, footwear (anti-static safety shoes with product resistant soles) and protective clothing (antistatic, long-sleeve) must be worn at all times. When required, additional PPE (e.g. eye and ear protection) requirements shall be met as well.

Incident Reporting:

All accidents, injuries, incidents or near misses must be reported to Port Security, Port Safety or VTS Centre (as appropriate).

VHF/UHF, AIS, Radars, and Main Radio Aerials:

Transmissions by medium and high frequency radio during load and discharge operations are not permitted. This does not apply to permanently and correctly installed VHF and UHF equipment provided the power output is reduced to one watt or less.

To start or test the radar during load and discharge operations, the tanker must ask permission from the Person In-charge of the Oil Terminal and obtain Approval (Permit to Work) from Port's Safety department.

During load or discharge operations AIS equipment must transmit on its minimum power of 1 watt. Portable VHF/UHF radiotelephones must be intrinsically safe and officially approved.



Mobile Phones, Cameras, and Other Equipment:

For reasons of security, it is not permitted to take photos or video recordings of tankers and oil terminal area without obtaining permission from person in-charge of the oil terminal/or the port authority as appropriate.

The use in of video cameras, mobile phones or other equipment which may generate heat or sparks which could ignite flammable materials or combustible can only be authorized if the equipment has adequate protection for use in flammable or explosive atmospheres and has the corresponding certificate.

General Lighting:

The main deck, the manifold area and areas along the side of the tanker must be adequately illuminated to ensure better and safer work of personnel engaged in night operations of connection and disconnection and the easy location of any leak or spill.

12.3 Bulk Liquid Dangerous Cargo Handling

Shore preparation:

All terminal/berth equipment should be tested prior to the arrival of the vessel alongside.

Initial ship/shore meeting:

The terminal representative (also referred to as Person in-charge) is fully conversant with all aspects of the liquid bulk cargo transfer operation and must have the delegated authority to make "on the spot" decisions.

Before any cargo transfers begin, it is the tanker Master's responsibility to ensure that all his crew are fully aware of their duties and responsibilities.

The information to exchange between the terminal representative and the Master or Chief officer of the tanker includes, but not limited to:

- Details of the cargo to be loaded: temperature, pressure, handling hazards.
- Information card, Material safety data sheet (MSDS) of the product.
- Brief description of shore equipment and Control: Capacity of pumps, flow control.
- Establish normal shut-down procedure, emergency shut-down procedure.
- Communication procedures
- Emergency protocols

Operational responsibility:

When loading or discharging cargo, oil terminal operator is responsible for the operations. Throughout the operations at least one responsible terminal representative (Person in-charge), should be available at all times in direct connection with the cargo operation. See also 13.5 – 13.6.



12.4 Ship/Shore Safety Checklist

The ship/shore safety checklist (see Annex 1) must be completed by the Oil Terminal Operator and the Master of the Tanker after berthing and prior to the commencement of bulk liquid dangerous cargoes (Attention is drawn to the International Safety Guide for Oil Tankers & Terminals (ISGOTT 6th Edition) published by the (ICS/OCIMF/IAPH) with respect to Ship/Shore Safety Checklist).

12.5 Discharging Operations

When discharging, the oil terminal operator is in charge and responsible for the work area including the area adjacent to where the ship is moored, and the part of the pipeline system used that leads up to the recipient's storage facility from the vessel.

A work area is considered to be set up as soon as the Ship/Shore Safety Checklist has been signed by the responsible tanker's Master/officer and a responsible representative (Person In-charge) for the oil terminal operator.

12.6 Loading Operations

When carrying out loading operations, the oil terminal operator is in charge of, and responsible for, the work area including the area adjacent to where the vessel is moored and the part of the pipeline system used from the storage facility to the vessel.

12.7 General Obligations of the Oil Terminal Operator

The Oil Terminal Operator shall ensure the safety during:

- Handling of storage of Liquid Bulk Cargoes in storage tanks within the oil Terminal.
- Transfer of Liquid Bulk Cargoes within the Terminal and to/from the vessel by pipeline.
- Preparation of all necessary documentation associated with the shipment of Liquid Bulk Cargoes, and their inland transport to/from the Port.

The Oil Terminal Operator shall:

- Take all reasonable steps to prevent the spilling or dropping of cargo and/or any other matter onto the quayside and into the Port's water.
- Immediately notify the Port Authority if any cargo and/or any other matter is spilled either onto the quayside or dropped in the water as a result of its operation of the Terminal or the conduct of its employees, agents, service providers, sub-contractors or persons responsible for the vessels calling at the Berths.
- Take steps to recover such cargo or any other matter in consultation with the Port. In no circumstances must the vessel attempt to clean up oil from the sea and must immediately report such incident to the VTS.

If the Oil Terminal Operator fails to recover any spilled cargo or any other matter as envisaged above, the Port Authority may take whatever steps are necessary to recover the cargo or any other matter and to claim the reasonable costs of taking such steps from the Terminal Operator.



12.8 Safety Procedure for Tankers while Alongside

Smoking:

"Smoking prohibited" notices should be posted and be clearly visible onboard.

Port Navigation and Safety:

See Marine Guidelines, page 10-19. <u>https://rakports.ae/wp-content/uploads/2019/12/Marine-Guidelines-1.pdf</u>

Gangway:

The ship's gangway must be in good condition and of an appropriate length for safe access between vessel and shore. An effective safety net must be deployed. (A safe gangway access between ship and shore shall be used by all operators, see ISGOTT chapter 16.4.)

Ship's Decks:

Walkways required for accessing cargo systems, deck machinery and emergency equipment shall be kept clear of obstructions.

Engine Readiness:

While the tanker is alongside her engines should be ready for leaving at any time on short notice. The tanker main engines, steering machinery and other equipment essential for manoeuvring shall be maintained in a state of readiness for vacating the berth under full engine power at 30 minutes' notice.

Repairs:

No hot work is to be performed on board the tanker vessel while alongside the oil terminal berth and within RAK Ports waters. Tank cleaning and gas freeing shall not be carried out alongside without obtaining Pert to Work from Port's Safety department. Chipping and scraping on the deck or hull are prohibited.

Immobilisation:

Tankers moored at berths within the oil terminals should always be able to move under their own power at short notice. Tankers are not permitted to immobilise engines.

Portable Electric Equipment:

Portable electrical equipment that is not IECEx or ATEX classified (including computers, mobile phones, flashlights, radios, radio pagers, cameras, etc.) must not be used on an open deck or on a berth.

Staffing:

A sufficient number of ship's personnel to safely handle the operation in progress and deal with emergencies, including an emergency departure from the berth, are to be onboard while the ship is on the berth.

Ship's mooring:

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Ship's personnel must frequently monitor and carefully tend the vessels moorings to ensure that the vessel is safely secured having regard to the weather and current conditions.

Vessel/Shore Communications:

Communication between the oil terminal and tanker must be maintained in the most efficient way throughout the tanker's stay at the respective oil terminal berth.

Garbage/Waste:

Garbage and waste must be collected and disposed of in dedicated containers.

Bunkering:

Refer to page 27 of Marine Guidelines at <u>https://rakports.ae/wp-content/uploads/2019/12/Marine-Guidelines-1.pdf</u>

Sludge/Slops/Oily Water Disposal:

Refer to page 28 of Marine Guidelines at <u>https://rakports.ae/wp-content/uploads/2019/12/Marine-</u> Guidelines-1.pdf

Emergency escape:

The lifeboat on the seaside of the vessel must be unlashed and ready for use from the embarkation deck. Vessels which have a lifeboat only at the stern will have it prepared and ready for use.

12.9 Berthing / Sailing Manoeuvre

VTS Centre will notify the tanker vessel/agent of the pilot boarding time for berthing/sailing time.

Pilotage is compulsory for any tanker vessel calling at any oil terminal within RAK Ports. Master will "always" follow the Pilot's guidance during berthing and sailing. Refer to "Pilotage Directions" and "Pilotage Service" at https://rakports.ae/wp-content/uploads/2019/12/Pilotage-Service.pdf

Tugs are available 24/7. All tanker vessels, calling at RAK Ports will be accompanied by tugs during berthing and sailing.



13. OCCUPATIONAL HEALTH AND SAFETY, ENVIROMENTAL RESPONSIBILITY

13.1 General Safety

RAK Ports is committed to addressing occupational health and safety activities with the goal of continuous improvement. The aim is to achieve zero accidents in occupational health and safety applications.

The safety procedures prescribed here align with RAK Ports' Health & Safety Policy:

- Activities should be conducted in a way that promotes a sound work environment, a high level of safety and good quality.
- Everyone working in the 'Bulk Liquid Cargo Operational Area' should be able to feel safe when carrying out their duties.
- Companies handling flammable, dangerous or hazardous goods within RAK Ports premises must maintain continuous watch during cargo handling.

13.2 Personnel's Responsibility

All personnel working in the "Bulk Liquid Cargo Operational Area" at RAK Ports are personally responsible for following regulations, instructions, and generally accepted recommendations. They must also use protective clothing and equipment as required.

13.3 Personal Protective Equipment: Regulations and Area of Application

The following applies when working with a work permit or conducting supervision anywhere within the Bulk Liquid Cargo Operational Area:

- Safety helmets must always be worn
- Goggles or a visor and hearing protectors must always be easily accessible and must be worn in hazardous environments, e.g. when opening a pipeline, along pipelines, on berths during cargo operation, etc.
- Coveralls and protective shoes must always be worn, and a visible item of clothing should be of reflective material.

Visitors: Visitors to a berth within Bulk Liquid Cargo Operational Area are recommended to wear a helmet, reflective vest, protective clothing and shoes.

13.4 Life Jackets

Life jackets, controlled and approved, must be worn when working on berths or where there is a risk of falling into the water. This applies throughout RAK Ports.

13.5 Other Protective Equipment

When handling bulk liquid dangerous cargo that require additional protective equipment as mentioned in 14.3 and 14.4, the oil terminal operator responsible for the workplace must use or have protective equipment available as directed by the authorities or recommended in the PDS/MSDS.

13.6 Environmental Responsibility

Storage and handling of bulk liquid dangerous cargo always involve risks of spillage into the surroundings. RAK Ports applies the following basic approach with regard to its environmental policy:

- Storing and handling of bulk liquid dangerous cargo substances should be carried out in such a way as to minimise the risk of spillage. The best available technology and practices should always be applied.
- All oil terminal facilities operating in RAK Ports are responsible for internal training on environmental hazards and on the appropriate handling of equipment, for the purpose of minimising these risks
- Single-hull tankers are not allowed to operate in RAK Ports.

14. APPENDICES

APPENDIX 1: Oil Terminal Operational Area Layout – Saqr Port APPENDIX 2: Oil Terminal Operational Area Layout – RMC







ANNEX

SHIP TO SHORE SAFETY CHECKLIST

Original: Oil Terminal Operator
 Copy: Tanker

This checklist is given as an example. Vessel Masters and terminal operators must follow it per ISGOTT to ensure the highest safety standard: The Ship to Shore Safety Checklist enhances safety and communication by ensuring both parties agree on safety measures and identii potential issues.

Vessel's Name			Vessel's Type		
LOA (m)	Draft (m)		IMO No.		
Arrival Date & Time			Terminal & Berth		
Operation				Terminal Operator	

Coding of Items

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

A ('Agreement'). This indicates that the referenced consideration should be addressed by an agreement or procedure that should be identified in the 'Remarks' column of the Check List, or communicated in some other mutually acceptable form.

P ('Permission'). In the case of a negative answer to the statements coded 'P', no operations are to be conducted without the written permission from the appropriate authority.

R ('Re-check'). This indicates items to be re-checked at appropriate intervals, as agreed between both parties and stated in the declaration.

The joint declaration should not be signed until all parties have checked and accepted their assigned responsibilities and accountabilities.

PART 'A' – BULK LIQUID GENERAL – PHYSICAL CHECKS						
Bulk Liquid – General Ship Term Code Remarks						
1. There is safe access between the ship and shore.			R			
2. The ship is securely moored.			R			
3. The agreed ship/shore communication system is operative.			А	System		
			R	Back up system		
4. The method of removing the vessel from the berth in an emergency has been discussed and agreed, as appropriate.						
 The ship's fire hoses and fire-fighting equipment is positioned and ready for immediate use. 			R			
 The terminal's fire-fighting equipment is positioned and ready for immediate use. 			R			
 The ship's cargo and bunker hoses, pipelines and manifolds are in good condition, properly rigged and appropriate for the service intended. 				Date of last Pressure test:		
8. The terminal's cargo and bunker hoses/arms are in good condition, properly rigged and appropriate forthe service intended.				Date of last Pressure test:		
 The cargo transfer system is sufficiently isolated and drained to allow safe removal of blank flanges prior to connection. 						
10. Scuppers and save-alls on board are effectively plugged and drip trays are in position and empty.			R			
11. Temporarily removed scupper plugs will be constantly monitored.						

	Retention	@ Office	@ Archives
		0-2 years	3-5 years



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12. Shore spill containment and sumps are correctly managed.		R	
13. The ship's unused cargo and bunker connections are properly secured with blank flanges fully bolted.			
14. The terminal's unused cargo and bunker connectionsare properly secured with blank flanges fully bolted.			
15. All cargo, ballast and bunker tank lids are closed.			
16. Sea and overboard discharge valves, when not in use, are closed and visibly secured.			
17. All external doors, ports and windows in the accommodation, stores and machinery spaces are closed. Engine room vents may be open.		R	
18. The ship's emergency fire control plans are located externally.			Location

If the ship is fitted, or is required to be fitted with an Inert Gas System (IGS) the following points should be physically checked:

Inert Gas System	Ship	Term	Code	Remarks
19. Fixed IGS pressure and oxygen content recordersare working.			R	
20. All cargo tank atmospheres are at positive pressurewith oxygen content of 8% or less by volume.			P R	

PART 'B' - BULK LIQUID GENERAL - VERBAL VERIFICATION					
Bulk Liquid – General	Ship	Term	Code	Remarks	
21. The ship is ready to move under its own power.			P R		
22. There is an effective deck watch in attendance on board and adequate supervision of operations on theship and in the terminal.			R		
23. There are sufficient personnel on board and ashoreto deal with an emergency.			R		
24. The procedures for cargo, bunker and ballast handling have been agreed.			A R	Flashpoint of last cargo°C	
25. The emergency, signal and shutdown procedure to be used by the ship and shore have been explained and understood.			A		
26. Material safety data sheets (MSDS) for the cargotransfer have been exchanged where requested.					
27. The hazards associated with toxic substances in the cargo being handled have been identified and understood.				H ₂ S Content Mercaptan Content Benzene Content	
28. An International Shore Fire Connection has been provided.					
29. The agreed tank venting system will be used.			A R	Method	
30. The requirements for closed operations have been agreed.			R		
31. The operation of the P/V system has been verified.					



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32. Where a vapour return line is connected, operating parameters have been agreed.		A R	
33. Independent high level alarms, if fitted, are operationaland have been tested.		A R	
34. Adequate electrical insulating means are in place in the ship/shore connection.		A R	Insulated flanges on jetty manifold
35. Shore lines are fitted with a non-return valve or procedures to avoid 'back filling' have been discussed.		P R	
36. Smoking rooms have been identified and smoking requirements are being observed.		A R	Nominated smoking rooms:
37. Naked light regulations are being observed.		A R	
 Ship/shore telephones, mobile phones and pager requirements are being observed. 		A R	
39. Hand torches (flashlights) are of an approved type.			
40. Fixed VHF/UHF transceivers and AIS equipment are on the correct power mode or switched off.			
41. Portable VHF/UHF trancievers are of an approved type.			
42. The ship's main radio transmitter aerials are earthed and radars are switched off.			
43. Electric cables to portable electrical equipment within the hazardous area are disconnected from power.			
44. Window type air conditioning units are disconnected.			
45. Positive pressure is being maintained inside the accommodation, and air conditioning intakes, whichmay permit the entry of cargo vapours, are closed.			
46. Measures have been taken to ensure sufficient mechanical ventilation in the pump room.		R	
47. There is provision for an emergency escape.			
48. The maximum wind and swell criteria for operationshas been agreed.		A	Stop operations at 20 m/s mean wind speed Disconnect at 20 m/s Unberth at: Instruction from Port Officer
49. Security protocols have been agreed between the Ship Security Officer and the Harbour Office, if appropriate.		A	Level 1: Unscheduled checks of visitors and delive- ries may occur by personnel from Harbour Office Level 2 and above: Agreement to be established between ship and port
50. Where appropriate, procedures have been agreed for receiving nitrogen supplied from shore, either for inerting or purging ship's tanks, or for line clearing into the ship.		A P	
51. Bunkering is planned. *Delete Yes or No as appropriate.	Yes/ No*	A P	Grade 1 Grade 2 Quantity
52. Sludge/slop/dirty ballast will be discharged. *Delete Yes or No as appropriate.	Yes/ No*	A P	Sludge quantity m ³ Slop quantity
			Dirty ballast quantitym ³

If the ship is fitted, or is required to be fitted with an Inert Gas System (IGS) the following statements should be addressed:

Potention	@ Office	@ Archives	
Retention	0-2 years	3-5 years	



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Bulk Liquid Cargo Management Guidelines

Inert Gas System	Ship	Term	Code	Remarks
53. The IGS is fully operational and in good working order.			Р	
54. Deck seals, or equivalent, are in good working order.			R	
55. Liquid levels in pressure/vacuum breakers are correct.			R	
56. The fixed and portable oxygen analysers have been calibrated and are working properly.			R	
57. All the individual tank IGS valves (if fitted) are correctlyset and locked.			R	
58. All personnel in charge of cargo operations are aware that in the case of failure of the Inert Gas Plant, discharge operations should cease, and the terminal be advised.				

If the ship is fitted with a crude oil washing (COW) system, and intends to COW, the following statements should be addressed.

Crude Oil Washing	Ship	Term	Code	Remarks
 The Pre-Arrival COW checklist, as contained in the approved COW manual, has been satisfactorily completed. 				
60. The COW checklists for use before, during and after COW, as contained in the approved COW manual, are available and being used.			R	

If the ship is planning to tank clean alongside, the following statements should be addressed.

Tank Cleaning	Ship	Term	Code	Remarks
61. Tank cleaning operations are planned during the ship's stay alongside the shore installation. If YES – permission has to be granted by the Harbour Office.	Yes/ No*	Yes/ No*		
* Delete Yes or No as appropriate.				

DECLARATION

We, the undersigned, have checked the above items in Parts A and B, and where appropriate, Part C or D, in accordance with the instructions and have satisfied ourselves that the entries we have made are correctto the best of our knowledge.

We have also made arrangements to carry out repetitive checks as necessary and agreed that those itemscoded 'R' in the Checklist should be rechecked at intervals not exceeding 4 hours.

If to our knowledge the status of any item changes, we will immediately inform the other party.

For the Ship	For the Terminal
Name	Name
Rank	Position
Signature	Signature
Date	Date
Time	Time

	Name	Date	Time	Sign
Jetty Operator informed				

We, the undersigned, have checked the above items in Parts A and B. We have also made arrangements to carry out repetitive checks as necessary and agreed that those items coded 'R' in the Ship Shore Safety. Checklist should be rechecked at intervals not exceeding 4 hours.

If to our knowledge the status of any items changes, we will immediately inform the other party.

Potontion	@ Office	@ Archives
Retention	0-2 years	3-5 years



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Bulk Liquid Cargo Management Guidelines

For Ship	For Shore
Shipsname	Name
Name	Rank
Rank	Signature
Signature	Date and time
Date and time	

RECORD OF REPETETIVE CHECKS

Date				
Time				
Initials for Ship				
Initials for Shore				

Date				
Time				
Initials for Ship				
Initials for Shore				

Date				
Time				
Initials for Ship				
Initials for Shore				

Upon completion	Ship	Term	Code	Remarks
Has the operation been completed without any damageto the equipment, and are all lines properly closed andblanked without any spill having occurred?	Yes/ No*	Yes/ No*		
* Delete Yes or No as appropriate.				

For the Ship	For the Terminal