

# TERMINAL INFORMATION HANDBOOK

for

# TSCHUDI BULK TERMINALS AS

**Version: July 2013**

## AUTHORIZATION

The port regulations and price list are issued in English only and are normally updated yearly in January.

Suggestions for improvement of this manual and/or our routines are invited. Any suggestions for amendments should be directed to *Tschudi Bulk Terminals AS* using the following e-mail address: [post@tbterminal.no](mailto:post@tbterminal.no)

The signature below verifies that the manual accords with the Tschudi Bulk Terminals AS current requirements and guidelines, and authorises its use from the specified day.

Kirkenes, 1 July 2013

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Managing director

## GENERAL INFORMATION

During the entire loading or discharging operation, proper communication shall be maintained between the vessel and terminal / loading master.

### Important telephone numbers and contact details:

#### **Tschudi Bulk Terminals AS**

Switchboard	+47 78 97 03 00	0700-1500
Fax, main office	+47 78 97 03 01	
Fax, port office	+47 78 97 03 17	0700-1500
Email address:	<a href="mailto:post@tbterminal.no">post@tbterminal.no</a>	
Service phone (for comm. regarding arrivals, etc.)	+47 97 75 37 62	
PFSO (ISPS-related communication)	+47 95 82 22 59	24 hours
Deputy PFSO (ISPS-related communication)	+47 95 16 89 83	24 hours
Mooring operations	VHF Ch. 13	

#### **Sydvaranger Gruve AS**

Switchboard	+47 92 80 99 00	0700-1500
Loading master	+47 93 47 93 15	24 hours
Deputy loading master	+47 92 09 90 86	24 hours
Control Room, loading facility	+47 78 97 03 23	UHF Radio

#### **Emergency numbers**

Fire station, regular inquiry	+47 78 97 17 60	24 hours
Emergency number	110	24 hours
Hospital/Ambulance, regular inquiry	+47 78 97 30 00	24 hours
Emergency number	113	24 hours
Police, regular inquiry	02800	24 hours
Emergency number	112	24 hours

#### **Kirkenes Port Authorities**

Port Authorities	+47 78 97 74 44	Office hours
Watch telephone	+47 41 45 49 92	24 hours

#### **Oil spill into the sea:**

In case of acute pollution/oil spill to the sea, **the local fire department** should be contacted immediately. The contact number can be found under *Emergency numbers* above.

**Shipping agency at Kirkenes**

Tschudi Northern Logistics AS  
Email address:

+47 92 69 99 92                      24 hours  
[agencykirkenes@tschudilogistics.com](mailto:agencykirkenes@tschudilogistics.com)

Henriksen Shipping Service AS

+ 47 993 23 852  
[post@henriksen-shipping.no](mailto:post@henriksen-shipping.no)

Jarus AS

+ 47 78 99 97 88  
[agent@jarus.no](mailto:agent@jarus.no)

Kirkenesterminalen AS

+ 47 78 97 70 90  
[info@kirkenesterminalen.no](mailto:info@kirkenesterminalen.no)

Nor Lines Kirkenes AS

+ 47 905 76 962  
[kirkenes@norlines.no](mailto:kirkenes@norlines.no)

## TO THE MASTER

This Port Information Handbook provides specific information regarding Tschudi Bulk Terminals AS. In the handbook there are some places given reference to web sites where masters can find relevant information from third parties which is useful related to entering Norwegian waters in general. TBT does not guarantee the accuracy of any such information.

### Introduction

Tschudi Bulk Terminals AS (TBT) as terminal owner operates the terminals and has the ISPS responsibility. The facility consists of three quays; named import quay, export quay and service quay. The terminal operates all types of vessels, including trawlers, tankers, bulk vessels, supply vessels, rigs and tugs.

At the import quay Shell operates a bunker station for reception and bunkering of maritime oil products.

Sydvaranger Gruve AS operates the ship loading facility for iron ore at the export quay.

As terminal owner, TBT has the responsibility for coordination of all vessels arrivals and organises tugs and mooring services upon request.

### General safety

TBT assumes that masters have made themselves familiar with required international and Norwegian regulations, including the following regulations:

- FOR 2003-08-29 nr 1114: Safe loading and unloading of bulk carriers
- FOR 2007-03-07 nr. 825 Forskrift om sikring av havner og havneterminaler (ISPS Code)
- "IMSBC", "International Maritime Solid Bulk Cargoes Code";
- "Manual of loading and unloading of solid bulk cargoes for terminal representatives" (BLU Manual);
- Wage and work agreements; All crew must be covered by an ITF (International Transport Federation) wage and work agreement or a bona fide trade union agreement equivalent to ITF or better

### Safety requirement at the terminal

Responsibility for the safe conduct of operations whilst your ship is at this terminal rests with you, as master of the ship, and with the responsible terminal representative. In this respect, we encourage the vessel to follow the safety requirement set out by Sydvaranger Gruve in the "Ship/Shore Safety Check List" which are based on safe practices widely accepted by the bulk cargo and shipping industries.

We expect you, and all under your command, to adhere strictly to these requirements throughout your stay alongside this terminal and we, for our part, will ensure that our personnel do likewise, and cooperate fully with you in the mutually interest of safe and efficient operations.

### **There can be no compromise with safety**

Through this Port Information Handbook TBT and its users want to assure that masters have a proper understanding of the safety rules of the terminal. We will also reserve the right to, at any time, send a representative of TBT aboard your ship to satisfy ourselves that the loading or discharging operation is conducted in a safe way, and in accordance with the guidelines given in this document. The representative will report himself to you or your officer being on watch.

If we observe or reveal any breach of the safety requirements, we will bring this immediately to the attention of yourself or your deputy for corrective action. If such action is not taken within reasonable time, we will adopt such measures as we consider being the most appropriate to deal with the situation and will notify you accordingly.

If you observe any infringement of these requirements by terminal staff, whether on the berth or on your ship, please bring this immediately to the notice of our representative nominated as your contact during your stay in port. Should you feel that any immediate threat is posed to the safety of your ship by any action on our part, or by equipment under our control, you are fully entitled to demand an immediate cessation of operations.

**In the event of continued or flagrant disregard by any ship of these safety requirements or the attached port regulations, we reserve the right to suspend all operations and to order the ship off the berth until appropriate action is taken by the owner and charterer concerned. The risk and cost including time lost on shore and on board for such suspension and/or shifting of the vessel will be at the ships account.**

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## 1. Pre-arrival information

Information regarding time of arrival is exchanged through the available communication channels; see the list of contact information up front.

Booking of berth shall take place in writing by e-mail or fax (ISPS vessels minimum 24 hours prior to arrival). The booking shall include the following information:

### All ships:

1. Type of vessel
2. Name of ship, nationality, port of registration and flag
3. Invoice address
4. Call sign and IMO number
5. Name of agent
6. Name and telephone number of contact person on board
7. Name and address of responsible ship owner
8. Vessel's LOA/ Beam/Summer Draft
9. Light Displacement/ SDWT/
10. GRT/ NRT
11. Purpose of arrival (bunkering, loading)
12. Type of cargo to be loaded (type, volume and weight)
13. Need for services (mooring, water, garbage, etc)
14. Need for maintenance and repairing

### ISPS – Skip:

15. ISSC number
16. Status regarding ISPS – certification and security level
17. Crew list
18. Crew demobilising and mobilising
19. Passenger list
20. List of planned visitors to the ship
21. Last 10 ports of call
22. Need for security agreement (DOS)

TBT operates in accordance with ISPS security level 1. If any change in this respect should appear, vessels and other users will be notified in due time.

Statement of compliance: No. NO KKN 0003 (Tschudi Bulk Terminals)

### Additional requirements for bulk carriers loading at the export berth:

The Master shall, via the Ship's agent, send ETA to all relevant parties according to the governing Charter Party but at least 72 hours prior to estimate time of arrival. The 72 hours ETA shall be confirmed by 48 hours and 24 hours ETA. The Master shall thereafter advice of any changes in the ETA or other information. All answers to the below questionnaire must refer to the question number. Answers must be either: Yes, No, OK, N/A, numbers or text.

The 72 hours ETA (Local time and date) shall contain the following information:



23. Arrival and estimated sailing draught.
24. Grade(s) and quantities of cargo to be loaded
25. Hold wise Stowage Plan
26. Hold Loading or discharging sequence.
27. The last cargo.
28. Time required for de-ballasting
29. Distance from waterline to top of hatch cover in open position:
30. Distance from forward end hatch # 1 to aft end hatch # 9 or aft most hatch:
31. Number and kind of mooring lines?

**Additional information required for OBO vessels:**

32. Description of last 5 cargoes
33. Grade and date of last oil cargo carried
34. Quantity of slops to be retained on board
35. Are the slop tanks fully inerted with O<sub>2</sub> content less than 8% and pressurized to minimum 100 mmWg?
36. Are all cargo holds gas free, clean and free of oil cargo residues?
37. Is the vessel's ballast tanks and void spaces gas free?
38. Has a gas free certificate been issued and by whom?

**Additional information required for vessels arrival for bunkering at Shell:**

Tankers calling to Shell bunkering station at the import quay must comply with the regulations issued by Norske Shell AS.

The information in this handbook shall be sent to vessels by the agent or the terminal representative prior to the vessel's arrival at the terminal or immediately after arrival. The reception of the information shall be confirmed in writing by the vessel representative/master.

Vessels which do not report the information listed above, risks to be denied access to the port. Please also note that the vessel must have confirmation from TBT regarding berth availability in addition to bunkering confirmation from Shell.

## 2. Port information

### 2.1 The port area

The port of Kirkenes is located in the following position: 69°43.5' N - 30°02' E. The port of Kirkenes is usually ice-free. During periods with extreme cold weather and/or special wind conditions ice may occur. If and when ice occurs the port is kept open by ice breaker. The port area embraces 6 jetties, 4 private and 2 owned by the port authorities. The Tschudi Bulk Terminals AS (TBT) berth is placed at the farthest end of the port area towards the west.

### 2.2 Navigation and piloting

All vessels are required to observe the rules and regulations for approaching the port area which are issued by the Norwegian authorities. According to Norwegian regulations pilotage is mandatory for vessels more than 70 metres. For further information it is referred to "Den Norske Los" and Kirkenes Havnevesen.

TBT impose all vessels that call the port of TBT to use pilot.

### 2.3 Tide conditions

The tide differences in Kirkenes are significant. Specific information in this respect can be found at "Den Norske Los" or in the tide table for Kirkenes, which can be provided by the agent.

Water density:                      BW-Salt              1011 – 1026

All data are referred to Vardø Port. Values for Kirkenes port may vary within a 5% range.

Highest astronomical tide	(HAT)	12' 03"	3, 73 m
	MHWS	10' 06"	3, 21 m
	MHW	09' 07"	2, 92 m
	MHWN	08' 08"	2, 63 m
	MSL	06' 03"	1, 90 m
	MLWN	03' 10"	1, 17 m
	MLW	02' 11"	0, 88 m
	MLWS	02' 00"	0, 60 m
Lowest astronomical tide	(LAT)	Chart zero	0, 00 m

### 2.4 Anchorage positions

Anchorage positions have to be agreed with the Pilot/"Den Norske Los".

## 2.5 Tugs

The Norwegian Coastal Administration has decided the following tug requirements:

Two tugs, 1 x min. 30 tons bollard pull (BP) forward and 1 x min. 45 tons BP aft are required for berthing vessels up to 100000 Dwt.

Since tugs are not available at competitive rates in nearby Norwegian ports, Tschudi Bulk Terminals AS has entered (signed) a contract with the tug boat company MASCO ([www.masco.ru](http://www.masco.ru)) of Murmansk to provide tug boat services for vessels calling at TBT. TBT has given MASCO a preferred status, on otherwise commercial terms, to provide a reliable and uniform high quality tug boat services and to comply with The Norwegian Coastal Administration's (Kystverkets) requirements for bollard pull. Initially, local pilots in Kirkenes have inspected the tugs and evaluated the crew's ability to communicate efficiently with the pilots during berthing and un-berthing of bulk carriers calling at TBT. The tugs and crew have been inspected and evaluated to pilots' satisfaction.

In order to enhance safety and a reliable operation of the terminal, all bulk carriers calling at TBT are to use the contracted tugs.

### 2.5.1 Ordering of tugs

Tschudi Bulk Terminals has a service agreement with MASCO on tug services and can provide tugs upon request.

- Request/booking must be forwarded to TBT in writing with information on type of vessel, size, time and expected duration of the support
- TBT must be notified seven and five days prior to estimated arrival, followed by a 48 hours and 24 hours exact notification for every operation.

The tugs operate according with "The Scandinavian Tug owner's Association Standard Towage Conditions".

TBT has entered into the service agreement with MASCO for the sole purpose of facilitate the availability of reliable tug service to the Port of Kirkenes.

TBT cannot be held responsible for potential delays in tugs arrival and/or availability due to weather conditions or any other circumstances. Such incidents should be handled in accordance with the force majeure paragraph. (Ref. [Scandinavian Tug Boat Owners standard terms](#))

## 2.6 Currents

Tidal currents flow SW-erly direction mainly parallel to the berth on rising tide and NE-erly mainly parallel to the berth on falling tide. Regarding the velocity it is referred to Den Norske Los – The Norwegian Pilot. The tidal currents do not represent any problems in the port

basin. There might however be some minor variations in direction and velocity depending on wind and tide.

## **2.7 Wind conditions**

Prevailing winds: N-NE'erly and NW'erly direction. Wind from S to NE can be of some influence. For further information it is referred to "Den Norske Los".

## **2.8 Ice conditions**

During the winter season ice may be encountered in the port of Kirkenes. Ice breaker is provided by the Kirkenes Port Authorities. During the period from 1<sup>st</sup> of December to 31<sup>st</sup> of March all calls will be charged with a separate ice duty by the port authorities. For further information on ice conditions, see "Den Norske Los".

## **2.9 Liabilities of Oil Pollution**

All vessels being accepted for loading or discharging at TBT are subject to Norwegian Law regarding responsibilities and liabilities in case of oil pollution.

### 3. Terminal and berth specifications

TBT's berthing facilities comprise 3 quays:

#### Service quay used by pilots and tugs

Docking length	262'	80 m
Surface width	30' – 72'	9,00 m – 22,00 m
Low water depth alongside (LAT)	13' 01"	4,00 m

#### The import berth

Docking length	450'	137 m
Surface width	89'	27 m
Low water depth alongside (LAT)	27'	8,20 m
Max vessel length	656'	200 m

#### Details about the export berth

Docking length	640'	195 m
Surface width	16'-115'	5 m - 35 m
Depth alongside (LAT) Chart zero	42' 08"	13,00 m
Max vessel length	994'	303 m

#### Restrictions of vessel export berth

See chapter 8.

## 4. Terminal regulations

### 4.1 ISPS, International Ship & Port Facility Security

The UN's International Maritime Organization, IMO, has given international requirements for security in jetty areas – the so-called ISPS Code. The Code contains a number of mandatory requirements and requirements for specific security measures for ships and port facilities. Traffic in the terminal area must therefore be kept at a minimum, and it is prohibited to stay in the terminal area without having a task to carry out there. TBT is an ISPS approved port, and therefore adheres to the requirements of the ISPS Code as from its enforcement date of 1. July 2004.

The ISPS area of the terminal is separated with fences and doors and ports to this area are marked with "ISPS terminal – admittance only for authorized traffic". The area can be divided into sections if needed, i.e. there can be one section for ISPS-certified vessels and one for non-certified vessels.

#### Access to ISPS area:

All persons and cars in need of access to the terminal ISPS area when an ISPS vessel is berthing must have a permission to enter. When there are no ISPS berthing, the area is available to everybody who has a job to do there.

#### Crew:

Crew from the ISPS vessel staying in the terminal ISPS area must document an ID card from the ship or get a visitor card from the terminal officer.

The terminal's own personnel have permanent access card with photos. The personnel have access to the ISPS area. The access card should be kept easily visible in the terminal when ISPS vessels are berthing. The personnel must be registered as visitors when they are visiting ISPS vessels

#### Visitors, agents and suppliers to ISPS vessels:

All persons in need of access to the ISPS vessel shall be clarified by the ship security officer (PFSO) or agent 48 hours prior to berthing. Everyone must equally be registered on a visitor's list approved by the SSO or agent.

Everyone in need of access to the ISPS area and/or vessel must be pre-registered by the vessel or the vessel's agent and registered on the vessel visitor list or ISPS area visitor list.

The terminal guard delivers the terminal access card which should be kept easily visible during the stay at the ISPS terminal.

Personnel and vessel crew cleared for one specific section or vessels at the ISPS area are not automatically given access to other sections or ISPS vessels.

**Routines for search and control:**Access control to ISPS area during calls of non-certified ISPS vessels:

There are no requirements for access control during call/berthing of vessels which do not fall within the ISPS regulations. The area will be accessible for relevant staff and personnel in agreement with the terminal owner.

Access card to the ISPS area during ISPS vessels calls:

A terminal guard should always be present at the terminal as long as an ISPS vessel is berthing. The terminal guard shall be located near the gate of the area/section relevant for the berthing.

The costs related to the guarding will be invoiced to the vessel or according to specific agreements if applicable. Regarding cost, please have a look in the TBT price list.

In certain cases, access control may be managed by the vessel. This must be agreed with the terminal owner in writing well ahead the time of arrival.

The identification procedure for access to the ISPS area is based on the terminal guard's control of personnel towards the vessel crew list, visitor list and passenger list. Cars and other vehicles are checked towards the list of pre-registered vehicles. All personnel and vehicles may become subject to inspection.

Vessel crew passing in or out of the ISPS area must always contact the terminal guard for crew list control.

Supplies and cargo:

All cargo and supplies to and from the ISPS vessel must be pre-registered by the vessel to TBT or the agent for every single call.

**Prior notification shall include the following information:**

- Unloading and/or loading
- Type of cargo, volume, tonnage and number of items
- Storage needs
- Name of recipient/sender
- Name of transporting company
- Name of driver of transporting company
- Vehicle registration number

The terminal security officer should always be present during loading and unloading of ISPS vessels. This is due to requirements related to control and security. Supplies and cargo may become subject to inspection before it is allowed to the ISPS area.

**ISPS – vessel's responsibility:**

Please note that ISPS vessels are responsible for security towards the seaside themselves. The ship security officer or his deputy shall always be available on board the vessel. The vessel must always be prepared to leave the port on urgent notification if so required. The ship security officer is responsible for controlling supplies brought onboard by the vessel crew themselves.

## 4.2 Berthing

Vessel shall not call to TBT without prior acceptance from the terminal owner and/or Sydvaranger Gruve as shipper. Please note that bulk carriers calling for iron ore concentrate should have a general acceptance from SVG not TBT. Bulk carriers will normally berth port side to the loading berth. Any deviation from this must be agreed with TBT in advance. Severe wind conditions - see section 4.6.

## 4.3 Repairs

Repairs or other work which might immobilise the vessel must not be commenced without prior approval in writing by TBT and/or Kirkenes Port Authorities (Kirkenes Havnevesen).

## 4.4 Mooring/unmooring

Mooring at TBT is normally done by the terminals own personnel within normal working hours Monday-Friday (7-15) if nothing else has been agreed. Beyond this period, mooring is booked from Kirkenes Port Authorities.

All ships must be securely moored and maintained in the desired position at all times. The master is responsible for ensuring that all the vessel's moorings are closely monitored and tended regularly to prevent excessive strain on the lines or undue movement of the vessel.

### 4.4.1 Mooring of bulk carriers

The master of a vessel bound for TBT shall, at least 48 hours prior to the estimated time of arrival through the ship's Agents, order and describe the mooring arrangement and type (wire or rope) on board. This is important for the planning of the mooring operation.

A typical minimum mooring pattern for a Panamax bulk carrier will normally comprise of 3 head/stern lines, two breast lines and two spring lines fore and aft (3 – 2 – 2). Similarly for a Cape Size B/C the number of ropes should be 4 -3 – 3. As a general rule, the number of ropes should be increased during the winter season. See appendix A.

The Master shall ensure that all moorings on self-tensioning winches are secured with winch brakes in locked position. All use of self-tensioning winches in automatic position is strictly forbidden.

Synthetic mooring lines of adequate strength are recommended. Vessels equipped with wires shall ensure that all mooring wires have rope tails connected with proper mooring links. Wire and rope must not be mixed in the same service/direction.

Heaving lines should be of good quality and minimum 150 metres long. Heaving lines in poor condition represents a significant risk to the mooring crew. In cases where the vessel lacks proper heaving lines, the terminal representative holds the right to delay the mooring until adequate lines are provided at the vessel's own costs.

During immobilization of the vessel while alongside the jetty (see 5.4), vessels must provide and rig emergency towing wires of sufficient length and strength. These are to be placed on seaward bow and quarter. Wire eyes shall be suspended just above the water level, ready



for emergency towing. Wires/ropes not permanently installed on mooring winches, shall be fastened directly to the ship's bollards.

Unmooring – the master shall keep the ship's Agents informed so the time spending shall be as less as possible.

#### **4.5 Gangway facilities**

The vessel is responsible for the procuring and securing of gangway facilities. The means of access between the ship and the berth must be safe and legal. It shall consist of an appropriate gangway or accommodation ladder with a properly fixed safety net underneath. It should be well illuminated during darkness. A lifebuoy with a heaving line attached shall be available on board the ship near the gangway or accommodation ladder. The accommodation ladder must be placed on the berth well clear of the ship loader track or other obstructions.

Note: A notice shall be displayed on or near the gangway access to the vessel with the words:

- No naked lights
- No smoking
- No unauthorised personnel

#### **4.6 Precautions in extreme weather conditions**

Vessels in ballast condition are not allowed to berth when the wind force exceeds the following limits:

- Vessels 50.000 – 80.000 Dwt: > 16 m/sec
- Vessels 80.000 - 120.000 Dwt: > 14 m/sec

In favourable wind directions, berthing may be permitted at wind forces exceeding 16 m/sec at Pilot's discretion.

Loading operations shall be stopped if the wind exceeds 25 m/sec. (The ship loader is to be parked and secured at 25 m/sec.)

#### **4.7 Inspection**

Representatives of TBT will be entitled to board the vessel to secure that the port regulations are being observed and that the loading equipment is in safe and good working order.

#### **4.8 Bunkering**

For ships bunkering oil products from other suppliers than Shell, the agent must report to the terminal representative the amount of oil products bunkered. **5.**

## Safety regulations

### 5.1 Personal protection equipment

For staff involved in loading/unloading, personal protection equipment like hard hats, safety shoes and signal clothing is mandatory.

### 5.2 Heavy lift equipment and machines

Heavy lift equipment, i.e. cranes, pay loaders and trucks, must be authorized by the relevant authorities. Prior permission to enter the berth must be obtained from TBT through agent.

### 5.3 Fire precautions

The vessel's fire-fighting appliances, including main and emergency fire pumps, must be ready for immediate use.

*NB! The master of the vessel is responsible for keeping sufficient crew members on board at all time to fight fires effectively and to move the vessel.*

In case of fire on board, the responsible officer should signal with the ship's whistle **a series of prolonged blasts** and immediately notify the terminal owner, agent, loading master or the fire brigade (see list with contact information up front).

#### Hot Work and naked flames

Hot work is defined as work of any kind involving open equipment which may create sparks or sufficient heat to ignite flammable liquids or gases. Hot work must not take place outside the designated hot work area in the engine room without prior permission from the TBT.

The use of naked flames is prohibited except:

- In places designated for hot work under a written permit given by TBT
- An approved smoking room

#### 5.3.1 Overview of crew and visitors

The master and agent must have control on the number of persons on board at all times in order to avoid unnecessary seek for persons in case of an incident/accident. Agents must be available on telephone at all times in order to assist during a potential incident.

#### **5.4 Repairs and maintenance**

Repair work involving either hot or cold work or the use of naked lights is prohibited unless permission by the TBT supervisor has been requested and granted in writing. Repair work includes, but is not limited to, boiler cleaning, chipping and scraping, hull painting, diving operations, testing and maintenance of electrical equipment.

If permission is granted to undertake repair work, a specified list of repairs and a list of shore personnel to work on the vessel must be given to agent or TBT supervisor before the work commences. Repairs or other work which might immobilise the vessel must not be commenced without prior approval in writing by TBT and Kirkenes Port Authorities.

#### **5.5 Persons under the influence of alcohol or drugs**

Persons, who are intoxicated by alcohol or under the influence of drugs, will not be allowed into the TBT area or permitted to participate in operations.

#### **5.6 Additional safety measures**

Tschudi Bulk Terminals AS reserves the right to impose such additional safety measures or restrictions as it considers necessary. These will immediately be notified to the master in writing.

## 6. Pollution Prevention

### 6.1 Pollution

- Great care must be exercised when handling cargo, ballast and bunkers to avoid spill and discharge into the sea. All pumping from the bilges is prohibited
- Soot blowing or excessive funnel smoke is prohibited and immediate steps must be taken to eliminate sparking or black smoke from tunnels.
- Discharge of sewage into the sea is prohibited in port
- Throwing any kind of waste/refuse overboard is prohibited
- Should an oil spill occur despite all precautions, it must be immediately reported to TBT, the agent and the local fire brigade
- The master of the vessel must make every effort to recover or limit the spill. The use of oil dispersants is forbidden unless authorised by the Norwegian authorities.
- Assistance will be rendered by TBT with the necessary equipment and personnel. TBT will also report to the appropriate Norwegian authorities and request further assistance, if necessary
- Violations of the Norwegian pollution regulations will result in fines. In addition, the cost of the recovery/cleaning operation will be charged to the ship. A bank guarantee covering the estimated costs of cleaning up the oil spill may be demanded from the ship / underwriter.

### 6.2 Ballast water

Vessels calling at Norwegian ports must comply with Norwegian regulations:

- Only clean ballast water can be discharged into the sea in the port area.
- Clean hold ballast may be discharged overboard from bulk carriers or ore carriers provided the ballast water has been inspected and found free of contamination.
- For OBO / OO Carriers.
  - Prior to discharge of ballast from segregated ballast tanks, the ballast water shall be visually inspected and verified to be free for any oil contamination.
  - Discharge of ballast water overboard from a cargo hold is only permitted provided the entire oil cargo system is completely clean and free of oil residue. Any discharge of hold ballast must be carried out in strict compliance with Marpol. Sydvaranger Bulk Terminal assumes no responsibility for any oil spill or any related consequences hereof.

Discharge of hold ballast will not be permitted if one of the last 3 cargoes were oil.

### 6.3 Engine sludge

A request to deliver sludge and engine room bilge water must be sent to the ship's agent who will inform TBT and organise delivery to an approved shore reception facility.

## 6.4 The Vessel's Stability

The Master of the vessel is responsible for maintaining the vessel's stability within the vessel's stability criteria during cargo and ballast operations. Special care must be taken to ensure that trim / list / hull stress conditions do not endanger safe operations.

A safe Under Keel Clearance must be maintained during all stages of the loading and/or de-ballasting operations.

## 6.5 Ship's technical state

The vessel must be in good state of repair with all equipment functioning properly before berthing. The vessel shall in every respect be ready to load with cargo holds free of any liquid and previous cargo residue which may contaminate or degrade the cargo to be loaded.

## 6.6 Waste Management

Waste or other substances, whether liquid or solid, must not be discharged overboard. Waste must be retained in suitable containers on board. Arrangements for disposal of such waste can be made through the agent before arrival. Refuse defined as food waste must be placed in sealed plastic bags in the designated waste containers located on the berth.

Waste to be discharged to shore reception facility should be reported at least 24 hrs before arrival.

### Source separation of waste

The vessel has to source separate waste into the following categories:

- Residual waste
- Wooden waste
- Paper / cardboard waste
- Food waste

It is the ship's responsibility to source separate the waste according to the list and that the waste is disposed of in the proper container. Marked containers are placed on the berth.

*NB! It is strictly forbidden to leave the port with food waste bags onboard. TBT will assist in disposing of hazardous waste.*

## 7. Services

### 7.1 Stores handling and operations of cranes

- Agent shall always be kept informed about stores delivered to the vessel.
- The agent must always report to TBT regarding type and volumes of stores delivered to the vessel.
- Stores delivered to the vessel may be handled aft of the cargo area as long as it is not hampering the safe and efficient cargo operations.
- The use of cranes, life boat launching gear or similar equipment may be permitted during cargo operations with the loading master's permission.

### 7.2 Bunkering facilities

- No bunkering facilities are available on the export berth
- All enquiries about bunkers must be addressed to the ship's agent
- The agent must be kept informed regarding all types of oil products to be delivered to the vessel
- The agent must always inform TBT about any delivery of fuel and/or lubricants delivered to vessels calling at the terminal

Fresh water is available and is delivered at a rate of 12 M<sup>3</sup>/h. Supply of fresh water is given during normal opening hours, i.e. Monday – Friday 7-15.

### 7.4 Customs

Customs clearance is performed by the ship's agent

### 7.5 Local time

Norway is on Central European time. Local time is therefore one hour ahead of GMT. Local summer time in Norway is two hours ahead of GMT.

## 8. Loading facilities for bulk vessels

The loading facility for export of iron ore from the export berth is owned by Tschudi Bulk Terminals and operated by Sydvaranger Gruve AS. TBT is responsible for mooring of vessels and ISPS-security. Sydvaranger Gruve is responsible for the loading operation.

### 8.1 Technical specifications for loading facility

Method of loading	Conveyor belt	
Outreach of loading boom from fender line	72' 06"	22,10 m
Clearance of loading boom above (LAT)	58' 05"	17,80 m
Clearance of loading boom above (MSL)	52' 02"	15,90 m
Clearance of loading boom above (HAT)	46' 03"	14,07m
Travelling length of loader	518' 04"	158,00 m

### 8.2 Vessel limitations

Max length over all (LOA)	994'	303,00 m
Max breadth acceptable	131' 03"	40,00 m
(Max allowed distance from water line to top of hatch cover in open position) HAT	46' 03"	14,07 m
Max sailing draught permitted basis LAT (basis 60 cm under keel clearance)	40' 08"	12,40 m

Extra ordinary requirements for vessels which do not comply to the requirements above

### 8.3 Requirements prior to loading operations

The following issues must be clarified prior to loading:

- Check list for secure loading of dry bulk must be signed by ship and loading operators (ship/shore check list)
- ISPS regulations must be clarified and agreed according to the ISPS code
- Loading plan must be approved and signed by ship and loading operator respectively

Loading operations shall be stopped if the wind exceeds 25 m/sec. (The ship loader is to be parked and secured at 25 m/sec.)

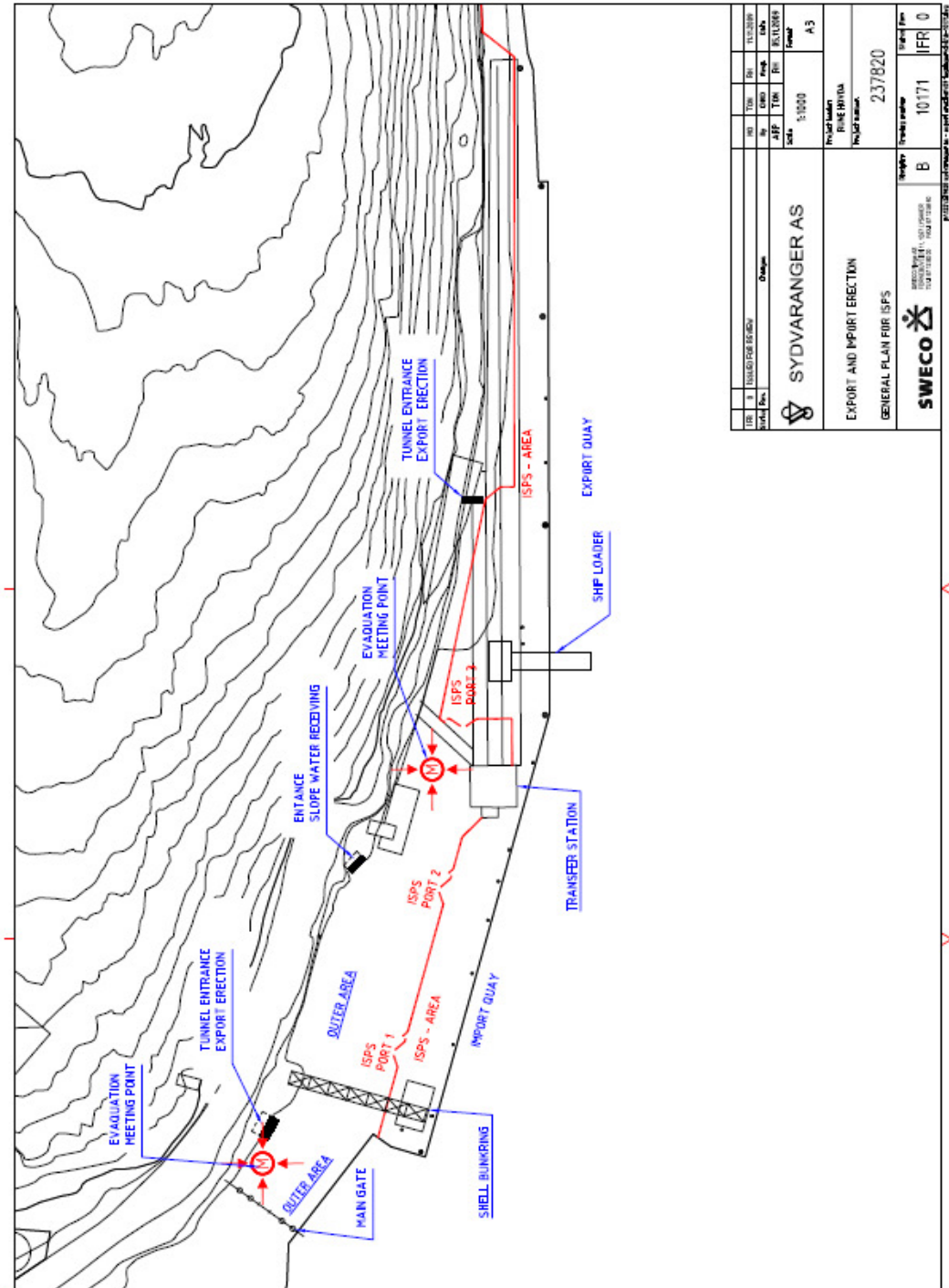
## **Appendices**


- A. Sketch showing the export berth, mooring facilities and the loading boom**
- B. Sketch showing the ISPS-area at the terminals.**





**Appendix B**



REV	NO	TYPE	DATE	BY	CHKD	DATE
1	1	ISSUED FOR EXERCISE	11-23-2010			
<p><b>SYDVARANGER AS</b></p> <p>EXPORT AND IMPORT ERECTION GENERAL PLAN FOR ISFS</p> <p><b>SWECO</b> </p>						
Project Name			237820			
Project Number			10171			
Project Name			B			
Project Number			IFR 0			
Project Name			A3			