

Safety instructions

- Tanker quays and tank storage areas
 - Unit cargoes with IMDG code
 - Bunkering of vessels

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Kvarken Ports Map

Jetty of Vaasa, safety equipment

Ship / Shore safety check list (ISGOTT)

1 INTRODUCTION

Area of application

These instructions are applied to the:

1. Handling of oil products and chemicals carried in bulk at the Vaasa oil harbour and at the Vaasa coal pier. These areas are understood to include the tanker quays with related harbour basins and storage and tank areas.
2. Handling of unit cargoes with IMDG code by IMO in all Vaasa port areas.
3. Bunkering of vessels in all berths at the Port of Vaasa area.

Basis of instructions

These instructions are based on what has been prescribed for dangerous goods carried in bulk and as unit cargo, and on the regulations concerning liquid fuels.

Dangerous goods

In these instructions, dangerous goods cover:

- 1) Oil products and chemicals carried in bulk
- 2) Unit cargoes with IMDG code, and empty, uncleaned containers and packaging, which have contained these cargoes.

Vessels carrying dangerous goods also include vessels that are not free from flammable, poisonous, corroding or in some other manner dangerous goods.

Availability of safety instructions

These safety instructions are available from Kvarken Ports web site. It is the duty of the captain of the vessel, the shipping company (agent) and the consignee/loader of the cargo to be familiar with these instructions and to ensure that the personnel has been informed of them and that the personnel applies them.

2 TANKER QUAYS AND TANK STORAGE AREAS

2.1 Notice procedure

In addition to the notice prescribed in the port regulations, a vessel arriving at the Port of Vaasa to load or unload oil products or chemicals carried in bulk or one whose cargo contains these goods must provide the Port of Vaasa with both an advance notice and arrival notice. The advance notice shall be submitted to the harbour office at least 24 hours prior to the estimated time of arrival at the port area unless the relevant port official allows a shorter notice period.

The arrival notice shall be submitted by the captain of the vessel immediately upon arrival at the port. This notice signed by the captain shall be delivered to the harbour office without delay. These notices are made through the Finnish maritime single window system.

2.2 Port area

Access to the Port

Access to the port area is only permitted by a permit from the relevant port official. Port and customs authorities, the police and personnel responsible for the security and monitoring of the area have the right to remove any unauthorised persons from the area.

Traffic in the port area

Keeping and parking of motor vehicles is only permitted at marked locations.

A safety distance of 30 metres must be kept on quay areas at all times when a vessel is loaded/unloaded.

Land and water areas surrounding the quays have a safety area extending to a distance of 30 metres from the tanker moored at the quay. During the loading/unloading of the vessel or other similar operations, there must be no other activities or motor vehicle or water traffic within this safety area.

Operations similar to the loading/unloading of the vessel are deemed to cover the bunkering and tank cleaning of the vessel as well as other land operations taking place on the quays, such as blowing of pipelines.

Smoking, open fire, electrical and communications equipment

Smoking is prohibited both outdoors and indoors in any buildings and vehicles. Warehouse managers at liquid terminals may allow smoking in facilities which have been approved for this purpose. It is not allowed to bring matches or other equipment for making fire to the quay area.

Open fire is prohibited in the port area. Any hotwork in the port area requires a hotwork permit from the port or from the operator. A work permit issued by the port or oil port operators is required for all service and maintenance tasks performed in the oil port area.

The classification of electrical equipment is conducted by the Port of Vaasa. All communications equipment used in the port area must be Ex-protected. The use of mobile phones is prohibited on the quay areas in the oil harbour during loading/unloading of a vessel.

Photography in the port area

Photography in the port area is only permitted by permit from the port or from the operator (NEOT, Teboil). The photo permit application can be found on the Kvarken Port's website. The port area is a restricted UAS airspace zone and drone flights in this no-fly zone always require a separate permit from the owner of the area.

Fire protection

Managers of warehouse areas must ensure that the fire extinguishing equipment at the respective areas is operational.

Leakage of liquid

A leakage vat must be used in places where flammable liquids may spill or leak (such as valves, discharge connections etc.) and where there is no fixed collecting equipment for these liquids. The valve, discharge connection etc. must be kept locked or closed with a blind flange to prevent its inappropriate use. In case of accidents, there are oil spill equipment on the oil spill trailer shared by the operators of the oil port. The size of the oil spill containers is 2290 liters and 568 liters. In addition, the oil spill trailer contains absorption booms, absorption grit, drainage barrier mats, a brush, a shovel, waste bags and bundles.

Measures for preventing the contamination of land and water areas

No environmentally dangerous or contaminating goods must be discharged on the land or water areas at the Port.

At the port, ballast water containing oil can be discharged. Other wastewater can be pumped onto trucks. Waste containers for solid waste are situated at the quays or in their immediate vicinity. The passenger pier and the Lasses pier can also receive gray water with a fixed unloading connection.

2.3 Vessels moored at the Port

Mooring

Vessels must not be moored at a quay, leave their mooring nor move within the port area without a permit from the relevant port official.

A vessel cannot be moored alongside another vessel.

A vessel, which is not loading or unloading cargo must not stay at the port without consent from the port.

A vessel carrying flammable liquid or gas in its cargo may only use ropes or combinations of wire and rope for mooring.

While the vessel is moored at the Port, its main engine must be kept ready for operation at all times.

The minimum requirement for mooring at Vaasa port involves the use of springs and two ropes at fore and stern. However, this is only a minimum requirement and in accordance with the weather conditions, the fastenings should be added proactively.

Warning signs

While at the port, vessels carrying dangerous cargo must display the international signal flag B on their mast or in some other visible location at daytime, and at night a red light which can be seen widely.

Safety watch

The captain of a vessel docked at the port must ensure that the area is manned by a watch from the crew, or someone with the required proficiency.

The watch must:

- be familiar with these instructions and see that they are being followed
- be familiar with the safety equipment on the quay
- monitor the mooring ropes and gangway of the vessel
- make sure that the vessel is not leaking oil or other chemicals
- make sure that only authorised persons board the vessel
- report any incidents which may cause risk to the officers on duty

Safety arrangements on land

The captain and other officers of the vessel are obliged to learn about the safety arrangements on land. They must be aware of the location of fire extinguishing equipment, fire alarm devices, and emergency stop switches of load pumps in the quay areas. The port assigns a person who knows

how to handle fire equipment and oil prevention equipment as a berth watch.

Access to the vessel

In addition to the crew and passengers, access to the vessel is only permitted to personnel whose work is related to the loading/unloading, maintenance or safety of the vessel. Access to the vessel is also permitted for other specifically authorised persons.

Cleaning of tanks

Cleaning of tanks is not permitted at the port without a permit from the port. The permit stipulates the valid conditions, which shall be followed in tank cleaning.

Repairs

Any repairs on the vessel always require a permit from the relevant port official. Hot works and use of tools emitting sparks is prohibited.

Electrical equipment and fire safety

Only faultless and appropriately approved electrical equipment can be used at the port.

All fire protection equipment on the vessel must be in full operating condition. Funnels and exhaust pipes must be provided with efficient spark extinguishers.

Smoking and open fire

Smoking and the use of open fire on the vessel are only permitted in specific facilities assigned by the captain. Signs indicating smoking prohibition must be placed at clearly visible locations on board the vessel and near the gangway.

Inspections by authorities

Port and fire authorities are authorised to inspect the vessel in terms of Port Regulations and these instructions. The captain of the vessel is obliged to follow the orders given by the inspector, and to facilitate the inspector's work by providing assistance whenever necessary.

2.4 Loading and unloading of oil products and chemicals, and pumping of ballast water

Areas of responsibility

Loading and unloading of a tanker vessel must take place in co-operation between the warehouse manager and the vessel.

The warehouse manager is responsible for loading, unloading, the equipment and personnel on land.

The captain is responsible for loading, unloading, the equipment and personnel on the vessel.

The Port is responsible for keeping the fire extinguishing equipment operational on land and the captain is responsible for the equipment on the vessel.

Before commencing loading or unloading, it must be ascertained that the valid safety regulations have been taken into account on the vessel and on land. The ship's safety check list and the unloading instructions with appendices must be gone through and signed by the captain and warehouse manager.

Under the authorisation of the captain and the warehouse manager, loading, unloading and their preparation can also be supervised by:

- on the vessel: the first officer or other officer
- on land: the safety watch who is well aware of the valid safety regulations

The port may order a piping watch on land if the circumstances so require.

Loading and unloading

Prior to commencing loading/unloading, the following issues must be taken into account:

- the vessel must be earthed before connecting the heavy oil loading arm number 2
- the loading arms number 1 and 3 are equipped with a special flange. When using these loading arms **IT IS NOT ALLOWED** to use a separate earth.
- the connection of loading hoses/arms and the earthing of the vessel must be inspected by the captain of the vessel
- only loading hoses/arms which have been pressure tested within the past 12 months can be used
- when pumping commences, all pumps must be inspected
- the pumping pressure must not exceed the pressure which has been specified in the ship's safety check list

- officers and other crew members of the vessel must always be available on the deck or in the immediate vicinity
- crew must be present on board to the extent that the transfer of the vessel is possible
- if the loading/unloading is interrupted, the piping valves on the vessel must be closed.

Issues to be considered during loading/unloading:

- when loading/unloading commences, the pumping pressure must be increased carefully to the full working pressure, and the tightness of connections between pipelines on the vessel and on land must be inspected
- when unloading commences, one member of the crew of the vessel must be present at the starting location of pumps
- when the tanks are filling up, particular care must be followed
- if a hose or loading arm is drained by means of air or in a corresponding manner, it must be ensured that there is a sufficient amount of space in the tank
- if the wind is blowing constantly over 20 m/s no loading/unloading will take place
- if deemed necessary, the captain of the vessel, the warehouse manager or the relevant port official can interrupt the loading/unloading of a vessel during a thunderstorm

Action in the case of leakage or fire

If there is a leakage or fire, pumping must be stopped immediately, and the unloading and supervising personnel must be informed. The valves on the vessel and on land must be closed. If dangerous gases escape into the air during a leakage or fire, the vessel shall sound an alarm consisting of short, repeated signals with its siren.

An alarm must be given immediately to the rescue centre (112), and to the port (040 5672975).

In the case of leakage or fire the safety watch must take measures according to the instructions when it comes to foaming and putting out oil spill booms.

In this case, other vessels nearby must stop their loading/unloading and take necessary safety actions.

In the case of fire on board the vessel, the crew must commence fire fighting immediately and be prepared to move the vessel away from the quay. In the case of fire on land or on another vessel, other vessels are obliged to assist in fire fighting and be prepared to move the vessels.

Loading/unloading of railway cars and vehicles

A permit from the relevant port official is required whenever railway cars or vehicles carrying oil products or chemicals are loaded/unloaded within the port area outside a storage area of flammable liquids. Such areas must be separated from other areas and provided with clearly visible signs giving warning about dangerous goods.

Within a storage area of flammable liquids, the valid safety regulations concerning the loading/unloading of railway cars and vehicles must be followed.

Pumping of ballast water

The captain of the vessel is responsible for all action related to the pumping of ballast water for the vessel.

The first officer or other officer assigned by the captain must supervise ballast loading.

During the pumping of ballast water, the action concerning loading/unloading of cargo must be taken where applicable. Specific attention must be paid to the filling of tanks, outer sides of the vessel, and the surrounding water area.

During a heavy thunderstorm, ballast loading must be interrupted.

Only clean ballast water can be discharged into the harbour basin.

2.5 Notice of goods stored in tanks at the port

The warehouse manager must notify the rescue centre of the goods stored as follows:

- description and amount of goods
- UN number of goods
- number of storage tanks in which the goods are stored

Whenever the descriptions or amounts of stored goods change, the above information shall be submitted to the port and rescue authorities in writing before receiving the goods.

The warehouse manager shall deliver an information bulletin concerning the safety of all handled oil products and chemicals to the port.

3 UNIT CARGOES WITH IMDG CODE

3.1 Notice procedure

Advance inquiry

The port has specified those classes of goods with IMDG code, which require an advance inquiry. These classes include, among other things, IMDG classes 1 and 7 plus goods where toxicity is a secondary hazard.

The advance inquiry shall be submitted to the port at least one week prior to the intended transport. With small consignments, the port can grant a shorter inquiry period.

The inquiry shall include the technical name, IMDG class and sub-class, UN number, total amount, and intended transport route of the goods.

Advance notice

An advance notice shall be made of all goods possessing an IMDG code, carried through the port, 24 hours before the goods arrive at the port area. The notice is made through the Finnish maritime single window system.

The notice shall also include information on such dangerous goods on board the vessel which are not unloaded/loaded in Vaasa.

3.2 Storing and direct transport

Goods with an IMDG code can only be stored in areas specifically reserved for them.

The storing of particularly dangerous goods (such as explosives) is prohibited in the port area. These must be transported directly to and from the vessel.

3.3 Further regulations

More detailed regulations concerning the notice procedure and transport of goods with an IMDG code through the Port of Vaasa are available at the harbour office.

4 BUNKERING

4.1 General

The bunkered vessel and the bunker oil supplier (or the driver of the bunker oil vehicle) are obliged to take all necessary precautions to prevent oil from spilling to the water or ground.

4.2 Performing of bunkering and action in the case of oil leakage

Issues to be considered during bunkering:

- the vessel must be earthed for the duration of bunkering
- before bunkering, the bunkered vessel must appoint a watch who can order bunkering to be interrupted if necessary
- a reliable connection must exist between the bunker oil vehicle and the vessel during the entire duration of bunkering
- all drainage holes which may be exposed to bunkering must be closed
- air pipes of tanks must be provided with a suitable overflow guard
- the driver of the bunker oil vehicle must be informed of the maximum pumping pressure and the amount of oil which each tank can take
- all hoses and connections must be in good condition and so fastened that they are not damaged by the movements of the vessel
- the hose must be detached so that no oil spills to the water or ground

Action in the case of leakage

If leakage of oil occurs, the vessel and bunker oil supplier together are obliged to take immediate action to prevent the leakage from spreading. Any accidents must be notified immediately to the rescue centre (112) and to the port.

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