# 2022 Port information and safety regulations for oil terminals





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#### Management: Claus Holstein, CEO ch@portofaalborg.com

Claus Rosenbeck, Harbour Master cr@portofaalborg.com

Kjartan Ross, Sales Director kr@portofaalborg.com Langerak 19 PO box 8530, 9220 Aalborg East +45 9930 1500 info@portofaalborg.com www.portofaalborg.com Traffic & Operations:

Port of Aalborg A/S

24-hour service – hotline +45 9930 19 VHF channel 16 trafik@portofaalborg.com

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### 1. Pre-arrival

**1.1. General**The port of Aalborg is situated in position 57° 03,1N 009° 56,4EInformation about the port of Aalborg can be provided by the Port control<br/>and operation:<br/>Port control, 24 hrs watch<br/>Phone: + 45 9930 1520, VHF channel 16 + working channel 12.<br/>E-mail: trafik@portofaalborg.com**1.2. Pre-arrival information**Vessels arriving the port of Aalborg should provide ETA, shipdata, such as they<br/>appear from the ship's current tonnage certificate, current draught and the<br/>expected necessary assistance not later than 24 hours prior to arrival or upon<br/>departure from the last port.Pre-arrival information according to ISGOTT chapter 21.2.3 should be submitted

to the port of Aalborg and the terminal via the agent at least 24 hours

prior to arrival or upon departure from the last port.

# 2. Arrival

2.1. Berth approach	The approach channel from pilot boarding position off Hals to the port has a depth of 10,4m until the entrance to the Limfjord at Hals. From Hals and to the port the channel has a depth of 10,1m. Distance from the pilot boarding to the oil terminal is approx. 20 NM
2.2. Pilotage	Pilot is mandatory for vessels with a draft above 6 meters and for vessels loaded with oil or has uncleaned cargo tanks, which are not inerted. Pilot can embark/disembark at pilot boardingpoints Hals 1, Hals 2 or Hals 3 (See chart no 122). The Pilot can be ordered via the agent or Port control and operation. Pilotage is not compulsory for captains carrying pilot exemption certificates.
2.3. Maximum berthing speed	Maximum speed inside the harbour area when maneuvering is 6 knots and 3 knots in the basin. Speed in the Limfjord has to be adjusted to other traffic, the surroundings and according to good seamanship.
2.4. Anchorage	It is prohibited to anchor inside the Limfjord and there are designated anchor positions located east of Hals:
	Hals no 1: position 56° 51,50 N 010° 46,50 E Hals no 2: position 56° 51,80 N 010° 35,40 E Hals no 3: position 56° 56,00 N 010° 29,00 E
2.5. Tugs and towage	There is no requirement for tugs in the port of Aalborg but the port may increase the tug requirement according to individual master/pilot judgement, depending on the vessel maneuvering capability, weather and sea condition etc.
	Tugs may be ordered directly through the private operator who can provide the tug assistance. The tug "Hugin" owned by Svitzer and the tug "Alba" owned by the Port of Aalborg is normally in station in Aalborg.
2.6. Mooring services	Mooring service is not compulsory but preferable and is undertaken by 2 local private companies which can be ordered through the agent or the port control and operation.

# 3. Berthing/mooring

3.1. Berthing/mooring	Vessels moored at the terminals are required as a minimum, to comply with the OCIMF (Oil Companies International Marine Forum) mooring recommendations. The master is responsible for ensuring that the ship remains securely moored throughout the stay alongside the quay. The master must ensure that all moorings are regularly tended and maintained in a taut condition.
	Tow-off pennant/fire wires is not required in the port according to the OCIMF recommendations.
3.2. Location of terminals	The oil terminals are located in the central harbor at quay number 4121, 4122, 4123, 4124, 4125 and at "Port of Aalborg Tankstorage North" quay 0700 north of the eastern harbour.
3.3. Bollards and mooringlines	<b>Oil terminal – central harbour:</b> SWL (Safe Working Load) on all bollards is 40 tonnes and the distance is 25 meters between the bollards. At quay 4121 there are 2 bollards with SWL 100 tonnes placed in each end of the quay approx. 20 m from the quayside. (See appendix 4).
	<b>"Nordjyllandsværket" – quay 0700:</b> SWL bollards with odd numbers is 60 tonnes and even numbers is normally 20 tonnes. One 100 tonnes SWL bollard is placed on the corner of the quay 0700 and another 100 tonnes SWL bollard is placed by the windmill approx. 140 m west of the quay 0700.

Be aware of mooring to this bollard requires long lines - see mooring examples in appendix 4!



3.4. Berth limitations	QUAY	MAX. LOA	MAX. DRAFT*	MIN. WATER DEPTH AT THE QUAY*	
	Quay 4121	250 m (depends on vessel	94 m	9.5 m*	
	Quay 4122	250 m	94 m	95 m*	
	Quay 4122	250 m (depends on vessel	0,111	0,011	
	Gudy 1120	position of manifold)	9,4 m	9,5 m*	
	Quay 4124	130 m	8,9 m	9,0 m*	
	Quay 4125	250 m (depends on vessel			
	,	position of manifold)	9,4 m	9,5 m*	
	Quay 0700	250 m (depends on vessel			
		position of manifold)	9,4 m	9,5 m*	
	<ul> <li>Max. draft depends on pilot restrictions and latest soundings.</li> <li>Due to change in waterdepth always contact Port control and operation 24 hours watch for latest update!</li> </ul>				
3.5. Tide	During normal weather conditions there is a +/- 30 cm tidal range.				
3.6. Visibility restrictions	Berthing/sailing operations may be suspended at low visibility depending on vessels equipment and/or cargo.				
3.7. Provision of ship/shore access	Vessels moore to enable safe net and lifebue	ed at the terminals are require access between ship and sh oy.	ed to provide a suitable g ore, complete with suita	gangway ble safety	
3.8. Under keel clearance policy	Minimum 0.1 m clearance should be maintained between vessel keel and seabed under arrival and departure. It is up to the ship and their owners to follow their own under keel clearence policy to secure safe berthing for the vessel in the port.		eel and wners to ng for the		



### 4. Communications while berthed

4.1. General	During the pre-transfer conference, the terminal representative and the ship cargo officer has to agree on primary communication system and preferable use portable VHF/UHF radio. The ships duty officer must keep the radio at all times. The radio is to be used for cargo transfer and emergency use only. VHF/UHF radios must be intrinsically safe. Identification of the name of the ship should always be included in communications to avoid any misunderstanding. Deck watch must be visible at all times from the shore side and carry a portable VHF/UHF radio to communicate with the terminal. A secondary means of voice communication will be verbal via jetty operator.
4.2. ship/shore safety checklist and operational agreements	On arrival at the berth, the terminal representative will present the ship with the following documents: • Cargo handling plans • ISGOTT ship/shore safety checklist
4.3. Communications during transfer	During cargo operations, if it for any reason becomes necessary to stop cargo in an emergency, the party requesting the stop should notify the other party by VHF/UHF radio, or any other means requesting "Emergency stop". All transfer pumps must be immediately stopped and ship and shore manifolds closed until the situation is investigated and joined agreement are reached on resuming operations. During the pre-transfer conference communications will be agreed as in safety checklist.

### 5. Responsibilities

5.1. Conditions of ship acceptance All operations must be conducted in accordance with all applicable legislation and in accordance with the latest edition of ISGOTT. Ships found with deficiencies on arrival may be subject to refusal until the deficiencies have been rectified. The terminal manager has the right to reject any ships from berthing at the terminal that is considered substandard. Responsibility for the safe conduct of operations while the ship is at the terminal rests jointly with the master of the ship and with the responsible terminal representative. 5.2. Responsibility for loading and Ship's personnel are advised that responsibility for the loading and discharging discharging operation onboard the vessel rests solely with the master. It is the responsibility of the ships personnel to operate valves and to ensure safe and secure connection of all transfer equipment to the ships manifold. Ship's personnel are advice that the responsibility for the discharge or escape of oil from a vessel rests with the vessel. In the event of a prosecution being taken by the appropriate authorities, heavy penalties together with liability for dispersal costs and damages for pollution damage, is provided for by legislation.

# 6. Operations alongside

6.1. General	All operations at the terminal will be carried out fully in accordance with the recommendations in the latest edition of ISGOTT. When completed cargo operations, the vessel in general has to leave the berth.
6.2. Hose connection	The terminal provides hoses for the loading or discharge operation. It is the responsibility of the terminal to ensure that hoses are pressure tested in accordance with ISGOTT standard. Ship's crew is responsible for the safe handling, connection/disconnection and correct rigging of the hoses onboard the ship (all bolts mounted). To prevent electrical flow between vessel and berth during connection or disconnection of the hose, the terminal operator should ensure that the cargo hose is fitted with an insulating flange according to ISGOTT Chapter 17.4.2.
6.3. Cargo transfer rates	The maximum allowable cargo transfer rate will be established and agreed during the pre-transfer conference, and should not be exceeded.
6.4. Environmental criteria for suspending operations and leave berth	Operation may be suspended if (and not limited to): • Wind speed is considered to strong • Gas is accumulated in the area • Electrical storms/lightning occur – regardless of whether or not and IG system is in use • Swell conditions are severe
6.5. Emergency shutdown	In the event of an emergency, the terminal shall be advised immediately by radio stating "Emergency stop" Transfer operations shall be stopped immediately in the event of the following conditions: • Cargo spillage or suspected cargo spillage • Fire or explosion on the vessel or in the terminal • Failure of the ship/shore communication system • Vessel not securely moored • Loss of electrical power at the vessel or the terminal • Deck watch absent and not visible from the shore side
6.6. Services while alongside	Electric or motor driven equipment must not be used to transport supplies or ship provisions on to the berth during operation. No vessels or small craft are allowed alongside a ship moored at the terminal during cargo operation. All hatches and openings must be closed while services alongside are performed, and the area should be gasfree.

6.7. Garbage reception facilities	Port of Aalborg will accept non-special waste in reasonable amounts from vessel free of charge. Cargo hose must be disconnected during garbage delivery when operating volatile cargoes with a flashpoint below 50 deg. C.
6.8. Potable water	Fresh water is available at the terminal on requested to Port of Aalborg, port control and operation. Cargo hose must be disconnected during potable water delivery when operating volatile cargoes with a flashpoint below 50 deg. C.
6.9. Bunker and lubrication oils	No bunker barges or trucks are allowed alongside vessels during any cargo operations, sampling, ullaging or connecting/disconnecting. Cargo hose must be disconnected during bunker delivery at any type of cargo operation.
6.10. Slops and ballast r eception facilities	Disposal of slop or other hazardous waste can be arranged on request to Port of Aalborg, port control and operation. Cargo hose must be disconnected during slop delivery at any type of cargo operation.
6.11. Oil spill response	No oil or mixture containing shall be discharged or allowed to escape from the vessel whilst at the terminal. The engine room bilge overboard valve should be closed and locked whilst the vessel is alongside. It is important that the water around the vessel is kept under surveillance as a check against the inadvertent escape of oil. Any oil spill must be reported immediately to the terminal and the Port of Aalborg (VHF ch 16 and working ch 12 or phone 9930 1520)

# 7. Safety requirements

7.1. Smoking	Smoking is strictly prohibited in the berth area and on board ships alongside the terminal except on the designated smoking areas specifically by the master and terminal representative as "Smoking areas". Notices identifying designated smoking areas must be conspicuously placed.
7.2. Use of matches and lighters	Under no circumstances are members of the ship`s crew or terminal staff allowed to carry matches, lighters inflammable liquid or any similar sources of ignition while at the terminal.
7.3. Clothing and footwear	Clothing and footwear should be in accordance with ISGOTT chapter 3.3.2 and 3.3.3.
7.4. Drug and alcohol policy	Master are advised that operations will cease if it is considered that the actions of a person or persons involved in operations are not under proper control as a result of use of alcohol/drugs and/or fatigue. Operation will not resume until the matter has been solved.
7.5. Potable electric equipment	Only intrinsically safe rated electrical equipment may be used on the terminal or within the hazardous zone of the ship. Portable electrical equipment including computers, mobile phones and cameras if not certified intrinsically safe must be switched off and may only be used within permanent buildings or areas designated by the ship's master.
7.6. Adverse weather	In the event that the ship has to stay within the port during adverse weather, consultation between master, the port of Aalborg and the terminal representative of appropriate corrective actions has to be taken.
7.7. Still air conditions	If there is little air movement, gas may persist on deck in heavy concentrations on ships that are loading volatile products or ballasting tanks that have previously contained volatile products. Consideration should be given to stop operations while these conditions persist.

### 8. Applicable terminal regulations

#### 8.1. Ullaging and sampling

Wherever possible, the ullaging and sampling of ships tanks should be achieved by the use of closed sampling equipment. Under no circumstances is shore personal to open any tank or vapor lock without approval from the ship's duty officer.

When it is not possible to undertake closed gauging and/or sampling operations, open gauging systems will need to be employed and the precautions detailed in ISGOTT must be adhered to.

#### 8.2. Closed operations

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



8.3. Inert gas	If a ship is fitted with an inert gas system, then this system must be fully operational and used at all times. In the event that the ship's inert gas system is not functioning, or not functioning as required, cargo operations must be ceased immediately and may not resume until the system is repaired or written permission is given from the ship's owners and the terminal.
8.4. State of readiness of main engines	The main engines and other essential machinery must be maintained in a state of readiness for vacating the berth at short notice.
8.6. Hot work	No task identified as hot work according to ISGOTT is permitted onboard ships alongside the terminal.
8.7. Tank cleaning, purging and gas freeing	Tank cleaning, gas freeing or purging operations are not permitted onboard any ships while alongside the terminal, except for vessels carrying vegetable oils.
8.8. Enclosed space entry	No entry into any enclosed space as per ISGOTT definition is allowed on the ship alongside the terminal.
8.9. Cargo tank high level alarms	Every vessel involved in cargo operations alongside the terminal should have operational cargo tank high level alarms fitted that are independent from the main gauging system. Alarms should be tested prior to operation, and be operatio- nal both during loading and discharging operations.
8.10. Ventilation of cargo tanks	Ventilation of cargo tanks is prohibited while alongside the terminal.

# 9. Fire precautions

9.1. Maintaining the fire watch	The fire watch must be maintained at the following occasions:		
	• While the vessel is discharging/loading volatile cargoes with a flash point below 50 deg. C		
	• The vessel has finished cargo operations and has to bunker or deliver slops, stores etc		
	• The vessel has finished cargo operations and has to shift to another lay berth within the terminal		
	The vessel arrives at terminal prior to commence operations.		
	$\cdot$ The vessel remains at the terminal after cargo operations are com pleted		
	The fire watch must ensure that at least two 12 kilo fire extinguishers are in place.		
9.2. Berthing outside the terminal	Berthing outside the terminal is only allowed if the vessel is inerted.		
9.3. Ships emergency fire control plans	A set of fire control plans should be permanently stored in a prominently marked weather tight enclosure outside the accommodation for the assistance of shore side firefighting personnel. A crew should also be included in this enclosure.		

9.4. International shore connection

The connection must meet the standard requirements, and if not actually connected prior to commencement of operations, should be readily available for use in an emergency.



### **10. Alarm instructions**

In case of fire on the ship:

- Activate the ship's alarm system and notify terminal personnel, who will call for assistance from the fire brigade.
- Notify the port of Aalborg (VHF ch 16 and then working ch 12 or phone: 9930 1520)
- Prevent fire from spreading
- Stop operation and disconnect cargo hoses

In case of fire at the terminal:

- The terminal personnel will activate terminal emergency stop and call for assistance from the fire brigade
- The ship must be notified immediately
- Notify the port of Aalborg (VHF ch 16 and then working ch 12 or phone: 9930 1520)
- Stop operation and disconnect cargo hoses

### **11. ISPS**

11.1. General

The port of Aalborg has fully implemented the ISPS Code.

Name of Port: Port of Aalborg Port ID: 10328 UN Locater code: DKAAL Normal level of security: 1

The security facility for the oil terminal are as follows: Oil terminal, approval code and IMO port facility number: DKAAL-0007 "Nordjyllandsværket", approval code and IMO facility number: DKAAL-0005 Communication regarding ISPS Code should be addressed to the PFSO at the Port of Aalborg: Telephone +45 9930 1520, E-mail: trafik@portofaalborg.com

### 12. Appendix

Appendix 1: Contact list Appendix 2: Pre arrival checklist Appendix 3: Ship/shore safety checklist example Appendix 4: Location of manifolds and mooring example Appendix 5: Evacuation plan from each terminal Appendix 6: Location of quays in the oil terminal - central harbour



# Appendix 1 – contact list

CONTACT	QUAY	TELEPHONE
Oil Storage Aps	4121	(+45) 2257 6433 / (+46) 3153 4500
Samtank	4122	(+45) 8613 6111 / 9813 5873
Port of Aalborg Tankstorage South	4123	(+45) 8613 6111 / 9813 5873 / 2920 7221
JMO 2000	4124	(+45) 2257 6433 / 2178 1010
TLO	4125 W	(+45) 2445 4420 / 9692 2222
Circle K	4125 E	(+45) 2184 4946 / 2170 4691
Port of Aalborg Tankstorage North	0700	(+45) 2459 2509 / 2612 7950 / 2920 7221
Harbourmaster port of Aalborg		(+45) 9930 1521 / 2920 7221
Environmental guard (Miljøvagten)		112
Ambulance		112
Fire brigade		112
Police (emergency)		112
Police (non emergency)		114
Doctor outside working hours		(+45) 7015 0300
SOK		(+45) 8943 3099
Port of Aalborg, 24 hours		(+45) 9930 1520 / 2920 7220 or VHF ch 16/12
Тахі		(+45) 9810 1010 / 7025 2525 / 8680 6060

# Appendix 2 – pre arrival checklist

Name and call sign of ship
Country of registration
Overall length, beam and draft on arrival
Estimated time of arrival in the port
Ships displacement on arrival and departure, if loaded, type of cargo and disposition
Maximum draft expected during and upon completion of cargo handling
Any defects of hull, machinery or equipment that could adversely affect safe operations or delay commencement of cargo handling
If fitted with an inert gas system, confirmation that the ship tanks are in an inert condition, and that the system is fully operational
Ship cargo hoses available for and pressure tested within the last 12 months
Dimension and number of hose length for the operation
Products to be handled at each manifold numbered from forward
Advance information on proposed cargo handling
operation. Quantity, rate and sequence (for each grade)
Quantity and nature of slops and dirty ballast and any contamination by chemical additives
Present ship security level (ISPS) and vessel ISPS certificate number
On products likely to contain H2S, measured cargo tanks atmosphere in each tank

The pre-arrival information should be submitted to the Port of Aalborg and to the terminal via the agent at least 24 hours prior to arrival or upon departure from the last port.

# Appendix 3 ISGOTT Checks pre-arrival ship/shore safety checklist

SHIP/SHORE SAFETY CHECKLIST		
Date and time:		
Port and berth:		
Tanker:		
Terminal:		
Product to be transferred:		

#### Part 1A. Tanker: checks pre-arrival

ITEM	СНЕСК	STATUS	REMARKS
1	Pre-arrival information is exchanged (6.5, 21.2)	Yes	
2	International shore fire connection is available (5.5, 19.4.3.1)	Yes	
3	Transfer hoses are of suitable construction (18.2)	Yes	
4	Terminal information booklet reviewed (15.2.2)	Yes	
5	Pre-berthing information is exchanged (21.3, 22.3)	Yes	
6	Pressure/vacuum valves and/or high velocity vents are operational (11.1.8)	Yes	
7	Fixed and portable oxygen analysers are operational (2.4)	Yes	

Part 1B.	Tanker:	checks	pre-arrival	if using a	n inert g	as system
				<u> </u>		

ITEM	CHECK	STATUS	REMARKS
8	Inert gas system pressure and oxygen recorders are operational (11.1.5.2, 11.1.11)	Yes	
9	Inert gas system and associated equipment are operational (11.1.5.2, 11.1.11)	Yes	
10	Cargo tank atmospheres' oxygen content is less than 8% (11.1.3)	Yes	
11	Cargo tank atmospheres are at positive pressure (11.1.3)	Yes	

#### Part 2. Terminal: checks pre-arrival

ITEM	CHECK	STATUS	REMARKS
12	Pre-arrival information is exchanged (6.5, 21.2)	Yes	
13	International shore fire connection is available (5.5, 19.4.3.1, 19.4.3.5)	Yes	
14	Transfer hoses are of suitable construction (18.1, 18.2)	Yes	
15	Terminal information booklet transmitted to tanker (15.2.2)	Yes	
16	Pre-berthing information is exchanged (21.3, 22.3)	Yes	

# ISGOTT Checks after mooring chip/chore cafety checklist

#### Part 3. Tanker: checks after mooring

ITEM	CHECK	STATUS	REMARKS
17	Fendering is effective (22.4.1)	Yes	
18	Mooring arrangement is effective (22.2, 22.4.3)	Yes	
19	Access to and from the tanker is safe (16.4)	Yes	
20	Scuppers and savealls are plugged (23.7.4, 23.7.5)	Yes	
21	Cargo system sea connections and overboard discharges are secured (23.7.3)	Yes	
22	Very high frequency and ultra high f requency transceivers are set to low power mode (4.11.6, 4.13.2.2)	Yes	
23	External openings in superstructures are controlled (23.1)	Yes	
24	Pumproom ventilation is effective (10.12.2)	Yes	
25	Medium frequency/high frequency radio antennae are isolated (4.11.4, 4.13.2.1)	Yes	
26	Accommodation spaces are at positive pressure (23.2)	Yes	
27	Fire control plans are readily available (9.11.2.5)	Yes	

#### Part 4. Terminal: checks after mooring

ITEM	CHECK	STATUS	REMARKS
28	Fendering is effective (22.4.1)	Yes	
29	Tanker is moored according to the terminal mooring plan (22.2, 22.4.3)	Yes	
30	Access to and from the terminal is safe (16.4)	Yes	
31	Spill containment and sumps are secure 1(8.4.2, 18.4.3, 23.7.4, 23.7.5)	Yes	

# ISGOTT Checks pre-transfer chip/chore cafety checklist

#### SHIP/SHORE SAFETY CHECKLIST

Date and time:

Port and berth:

Tanker:

Terminal:

Product to be transferred:

#### Part 5A. Tanker and terminal: pre-transfer conference

ITEM	СНЕСК	TANKER STATUS	TERMINAL STATUS	REMARKS
32	Tanker is ready to move at agreed notice period (9.11, 21.7.1.1, 22.5.4)	Yes	Yes	
33	Effective tanker and terminal communi- cations are established (21.1.1, 21.1.2)	Yes	Yes	
34	Transfer equipment is in safe condition (iso- lated, drained and de-pressurised) (18.4.1)	Yes	Yes	
35	Operation supervision and watchkeeping is adequate (7.9, 23.11)	Yes	Yes	
36	There are sufficient personnel to deal with an emergency (9.11.2.2, 23.11)	Yes	Yes	
37	Smoking restrictions and designated smoking areas are established (4.10, 23.10)	Yes	Yes	
38	Naked light restrictions are established (4.10.1)	Yes	Yes	
39	Control of electrical and electronic devices is agreed (4.11, 4.12)	Yes	Yes	
40	Means of emergency escape from both tanker and terminal are established (20.5)	Yes	Yes	
41	Firefighting equipment is ready for use (5, 19.4, 23.8)	Yes	Yes	
42	Oil spill clean-up material is available (20.4)	Yes	Yes	
43	Manifolds are properly connected (23.6.1)	Yes	Yes	
44	Sampling and gauging protocols are agreed (23.5.3.2, 23.7.7.5)	Yes	Yes	
45	Procedures for cargo, bunkers and ballast handling operations are agreed (21.4, 21.5, 21.6)	Yes	Yes	
46	Cargo transfer management controls are agreed (12.1)	Yes	Yes	
47	Cargo tank cleaning requirements, including crude oil washing, are agreed (12.3, 12.5, 21.4.1)	Yes	Yes	See also parts 7B/7C as applicable

Part 5A. Tanker and terminal: pre-trar	nsfer conference (cont.)
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ITEM	СНЕСК	TANKER STATUS	TERMINAL STATUS	REMARKS
48	Cargo tank gas freeing arrangements agreed (12.4)	Yes	Yes	
49	Cargo and bunker slop handling requirements agreed (12.1, 21.2, 21.4)	Yes	Yes	
50	Routine for regular checks on cargo transferred are agreed (23.7.2)	Yes	Yes	
51	Emergency signals and shutdown procedures are agreed (12.1.6.3, 18.5, 21.1.2)	Yes	Yes	
52	Safety data sheets are available (1.4.4, 20.1, 21.4)	Yes	Yes	
53	Hazardous properties of the products to be transferred are discussed (1.2, 1.4)	Yes	Yes	
54	Electrical insulation of the tanker/terminal interface is effective (12.9.5, 17.4, 18.2.14)	Yes	Yes	
55	Tank venting system and closed operation procedures are agreed (11.3.3.1, 21.4, 21.5, 23.3.3)	Yes	Yes	
56	Vapour return line operational parameters are agreed (11.5, 18.3, 23.7.7)	Yes	Yes	
57	Measures to avoid back-filling are agreed (12.1.13.7)	Yes	Yes	
58	Status of unused cargo and bunker connections is satisfactory (23.7.1, 23.7.6)	Yes	Yes	
59	Portable very high frequency and ultra high frequency radios are intrinsically safe (4.12.4, 21.1.1)	Yes	Yes	
60	Procedures for receiving nitrogen from terminal to cargo tank are agreed (12.1.14.8)	Yes	Yes	

# Additional for chemical tankers - Checks pre-transfer

#### Part 5B. Tanker and terminal: bulk liquid chemicals. Checks pre-transfer

ITEM	CHECK	TANKER STATUS	TERMINAL STATUS	REMARKS
61	Inhibition certificate received (if required) from manufacturer	Yes	Yes	
62	Appropriate personal protective equipment identified and available (4.8.1)	Yes	Yes	
63	Countermeasures against personal contact with cargo are agreed (1.4)	Yes	Yes	
64	Cargo handling rate and relationship with valve closure times and automatic shutdown systems is agreed (16.8, 21.4, 21.5, 21.6)	Yes	Yes	
65	Cargo system gauge operation and alarm set points are confirmed (12.1.6.6.1)	Yes	Yes	

#### Part 5A. Tanker and terminal: pre-transfer conference (cont.)

ITEM	CHECK	TANKER STATUS	TERMINAL STATUS	REMARKS
66	Adequate portable vapour detection instruments are in use (2.4)	Yes	Yes	
67	Information on firefighting media and procedures is exchanged (5, 19)	Yes	Yes	
68	Transfer hoses confirmed suitable for the product being handled (18.2)	Yes	Yes	
69	Confirm cargo handling is only by a permanent installed pipeline system	Yes	Yes	
70	Procedures are in place to receive nitrogen from the terminal for inerting or purging (12.1.14.8)	Yes	Yes	

# Additional for chemical tankers - Checks pre-transfer

#### Part 5C. Tanker and terminal: liquefied gas. Checks pre-transfer

ITEM	CHECK	TANKER STATUS	TERMINAL STATUS	REMARKS
71	Inhibition certificate received (if required) from manufacturer	Yes	Yes	
72	Water spray system is operational (5.3.1, 19.4.3)	Yes	Yes	
73	Appropriate personal protective equipment is identified and available (4.8.1)	Yes	Yes	
74	Remote control valves are operational	Yes	Yes	
75	Cargo pumps and compressors are operational	Yes	Yes	
76	Maximum working pressures are agreed between tanker and terminal (21.4, 21.5, 21.6)	Yes	Yes	
77	Reliquefaction or boil-off control equipment is operational	Yes	Yes	
78	Gas detection equipment is appropriately set for the cargo (2.4)	Yes	Yes	
79	Cargo system gauge operation and alarm set points are confirmed (12.1.6.6.1)	Yes	Yes	
80	Emergency shutdown systems are tested and operational (18.5)	Yes	Yes	
81	Cargo handling rate and relationship with valve closure times and automatic shutdown systems is agreed (16.8, 21.4, 21.5, 21.6)	Yes	Yes	
82	Maximum/minimum temperatures/ pressures of the cargo to be transferred are agreed (21.4, 21.5, 21.6)	Yes	Yes	
83	Cargo tank relief valve settings are confirmed (12.11, 21.2, 21.4)	Yes	Yes	

#### Part 6. Tanker and terminal: agreements pre-transfer

PART 5 ITEM	AGREEMENT	DETAILS	TANKER INITIALS	TERMINAL INITIALS
32	Tanker manoeuvring readines	Notice period (maximum) for full readiness to manoeuvre:		
		Period of disablement (if permitted):		
33	Security protocols	Security level:		
		Local requirements:		
33	Effective tanker/terminal communications	Primary system:		
		Backup system:		
35	Operational supervision and watchkeeping	Tanker:		
		Terminal:		
37 38	Dedicated smoking areas and naked lights restrictions	Tanker:		
		Terminal:		
45	Maximum wind, current and sea/swell criteria or other	Stop cargo transfer:		
	environmental factors	Disconnect:		
		Unberth:		
45 46	Limits for cargo, bunkers and ballast handling	Maximum transfer rates:		
		Topping-off rates:		
		Maximum manifold pressure:		
		Cargo temperature:		
		Other limitations:		

Part 6	Tanker	and tern	ninal:	agreements	pre-transfe	r (cont.)
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PART 5 ITEM	AGREEMENT	DETAILS	TANKER INITIALS	TERMINAL INITIALS
45 46	Pressure surge control	Minimum number of cargo tanks open:		
40		Tank switching protocols:		
		Minimum number of cargo tanks open:		
		Tank switching protocols:		
		Full load rate:		
		Topping-off rate:		
		Closing time of automatic valves:		
46	Cargo transfer management	Action notice periods:		
	procedures	Transfer stop protocols:		
50	Routine for regular checks on cargo transferred are agreed	Routine transferred quantity checks:		
51	Emergency signals	Tanker:		
		Terminal:		
55	Tank venting system	Procedure:		
55	Closed operations	Dequiremente:		
55		Requirements.		
56	Vapour return line	Operational parameters:		
		Maximum flow rate:		
60	Nitrogen supply from terminal	Procedures to receive:		
		Maximum pressure:		
		Flow rate:		

Part 6. Tanker and terminal: agreements pre-1	transfer (cont.)
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PART 5 ITEM REF	AGREEMENT	DETAILS	TANKER INITIALS	TERMINAL INITIALS
83	For gas tanker only:	Tank 1:		
		Tank 2:		
		Tank 3:		
		Tank 4:		
		Tank 5:		
		Tank 6:		
		Tank 7:		
		Tank 8:		
		Tank 9:		
		Tank 10:		
xx	Exceptions and additions	Special issues that both parties should be aware of:		

Date and time:	
Port and berth:	
Tanker:	
Terminal:	
Product to be transferred:	

#### Part 7A. General tanker: checks pre-transfer

ITEM	CHECK	STATUS	REMARKS
84	Portable drip trays are correctly positioned and empty (23.7.5)	Yes	
85	Individual cargo tank inert gas supply valves are secured for cargo plan (12.1.13.4)	Yes	
86	Inert gas system delivering inert gas with oxygen content not more than 5% (11.1.3)	Yes	
87	Cargo tank high level alarms are operational (12.1.6.6.1)	Yes	
88	All cargo, ballast and bunker tanks openings are secured (23.3)	Yes	

#### Part 7B. Tanker: checks pre-transfer if crude oil washing is planned

ITEM	CHECK	STATUS	REMARKS
89	The completed pre-arrival crude oil washing checklist, as contained in the approved crude oil washing manual, is copied to terminal (12.5.2, 21.2.3)	Yes	
90	Crude oil washing checklists for use before, during and after crude oil washing are in place ready to complete, as contained in the approved crude oil washing manual (12.5.2, 21.6)	Yes	

# ISGOTT Checks after pre-transfer conference ship/shore safety checklist

For tankers that will perform tank cleaning alongside and/or gas freeing alongside

ITEM	CHECK	STATUS	REMARKS
91	Permission for tank cleaning operations is confirmed (21.2.3, 21.4, 25.4.3)	Yes	
92	Permission for gas freeing operations is confirmed (12.4.3)	Yes	
93	Tank cleaning procedures are agreed (12.3.2, 21.4, 21.6))	Yes	
94	If cargo tank entry is required, procedures for entry have been agreed with the terminal (10.5)	Yes	
95	Slop reception facilities and requirements are confirmed (12.1, 21.2, 21.4)	Yes	

### **Declaration**

We the undersigned have checked the items in the applicable parts 1 to 7 as marked and signed below:

		TANKER	TERMINAL
Part 1A.	Tanker: checks pre-arrival		
Part 1B.	Tanker: checks pre-arrival if using an inert gas system		
Part 2.	Terminal: checks pre-arrival		
Part 3.	Tanker: checks after mooring		
Part 4.	Terminal: checks after mooring		
Part 5A.	Tanker and terminal: pre-transfer conference		
Part 5B.	Tanker and terminal: bulk liquid chemicals. Checks pre-transfer		
Part 5C.	Tanker and terminal: liquefied gas. Checks pre-transfer		
Part 6.	Tanker and terminal: agreements pre-transfer		
Part 7A.	General tanker: checks pre-transfer		
Part 7B.	Tanker: checks pre-transfer if crude oil washing is planned		
Part 7C.	Tanker: checks prior to tank cleaning and/or gas freeing		

In accordance with the guidance in chapter 25 of *ISGOTT*, we have satisfied ourselves that the entries we have made are correct to the best of our knowledge and that the tanker and terminal are in agreement to undertake the transfer operation.

We have also agreed to carry out the repetitive checks noted in parts 8 and 9 of the *ISGOTT SSSCL*, which should occur at intervals of not more than \_\_\_\_\_ hours for the tanker and not more than \_\_\_\_\_ hours for the terminal.

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

TANKER	TERMINAL
Name	Name
Rank	Position
Signature	Signature
Date	Date
Time	Time

# ISGOTT Checks during transfer chip/chore cafety checklist

#### **Repetitive checks**

Part 8. Tanker: repetitive checks during and after transfer

ITEM REF	CHECK	TIME	TIME	TIME	TIME	TIME	TIME	REMARKS
Interv	al time:hrs							
8	Inert gas system pressure and oxygen recording operational	Yes	Yes	Yes	Yes	Yes	Yes	
9	Inert gas system and all associated equipment are operational	Yes	Yes	Yes	Yes	Yes	Yes	
11	Cargo tank atmospheres are at positive pressure	Yes	Yes	Yes	Yes	Yes	Yes	
18	Mooring arrangement is effective	Yes	Yes	Yes	Yes	Yes	Yes	
19	Access to and from the tanker is safe	Yes	Yes	Yes	Yes	Yes	Yes	
20	Scuppers and savealls are plugged	Yes	Yes	Yes	Yes	Yes	Yes	
23	External openings in superstructures are controlled	Yes	Yes	Yes	Yes	Yes	Yes	
24	Pumproom ventilation is effective	Yes	Yes	Yes	Yes	Yes	Yes	
28	Tanker is ready to move at agreed notice period	Yes	Yes	Yes	Yes	Yes	Yes	
29	Fendering is effective	Yes	Yes	Yes	Yes	Yes	Yes	
33	Communications are effective	Yes	Yes	Yes	Yes	Yes	Yes	
35	Supervision and watchkeeping is adequate	Yes	Yes	Yes	Yes	Yes	Yes	
36	Sufficient personnel are available to deal with an emergency	Yes	Yes	Yes	Yes	Yes	Yes	
37	Smoking restrictions and designated smoking areas are complied with	Yes	Yes	Yes	Yes	Yes	Yes	
38	Naked light restrictions are complied with	Yes	Yes	Yes	Yes	Yes	Yes	

39	Control of electrical devices and equipment in hazardous zones is complied withl	Yes	Yes	Yes	Yes	Yes	Yes	
40 41 42 51	Emergency response preparedness is satisfactory	Yes	Yes	Yes	Yes	Yes	Yes	
54	Electrical insulation of the tanker/terminal interface is effective	Yes	Yes	Yes	Yes	Yes	Yes	
55	Tank venting system and closed operation procedures are as agreed	Yes	Yes	Yes	Yes	Yes	Yes	
85	Individual cargo tank inert gas valves settings are as agreed	Yes	Yes	Yes	Yes	Yes	Yes	
86	Inert gas delivery maintained at not more than 5% oxygen	Yes	Yes	Yes	Yes	Yes	Yes	
87	Cargo tank high level alarms are operational	Yes	Yes	Yes	Yes	Yes	Yes	
Initials								

#### Part 8. Tanker: repetitive checks during and after transfer (cont.)

ITEM REF	CHECK	TIME	TIME	TIME	TIME	TIME	TIME	REMARKS
Interv	Interval time:hrs							
18	Mooring arrangement is effective	Yes	Yes	Yes	Yes	Yes	Yes	
19	Access to and from the terminal is safe	Yes	Yes	Yes	Yes	Yes	Yes	
29	Fendering is effective	Yes	Yes	Yes	Yes	Yes	Yes	
32	Spill containment and sumps are secure	Yes	Yes	Yes	Yes	Yes	Yes	
33	Communications are effective	Yes	Yes	Yes	Yes	Yes	Yes	
35	Supervision and watch- keeping is adequate	Yes	Yes	Yes	Yes	Yes	Yes	
36	Sufficient personnel are available to deal with an emergency	Yes	Yes	Yes	Yes	Yes	Yes	
37	Smoking restrictions and designated smoking areas are complied with	Yes	Yes	Yes	Yes	Yes	Yes	
38	Naked light restrictions are complied with	Yes	Yes	Yes	Yes	Yes	Yes	
39	Control of electrical devices and equipment in hazardous zones is complied with	Yes	Yes	Yes	Yes	Yes	Yes	
40 41 42 51	Emergency response preparedness is satisfactory	Yes	Yes	Yes	Yes	Yes	Yes	
54	Electrical insulation of the tanker/terminal interface is effective	Yes	Yes	Yes	Yes	Yes	Yes	
55	Tank venting system and closed operation procedures are as agreed	Yes	Yes	Yes	Yes	Yes	Yes	
Initials								

#### Part 9. Terminal: repetitive checks during and after transfer







#### Quay 4122



Quay 4123











#### Quay 0700

Be aware of long mooringlines in the west end for vessels more than approx. 150 m in length!





Oil terminal - Central Harbour Emergency exit:

#### Nordjyllandsværket - Quay 0700 Emergency exit:

#### Allowed passage, while ashore at Port of Aalborg A/S, Nordjyllandsværket

Persons wishing admission to or from the ship via the facility have to comply with the given route on this map. All other are restricted area.

All personnel must, at any time, wear a safety helmet whenever being on shore at Port of Aalborg A/S Nordjyllandsvaerket, except for the above mentioned purpose.



Quay 4121 Emergency exit:



Quay 4122 Emergency exit:



Quay 4124 Emergency exit:





### Appendix 6 – location of quays in the oil terminal - Central Harbor





Port of Aalborg A/STel.: +45 99 30 15 00Langerak 19Mail: info@portofaalborg.comDK-9220 Aalborg EastCVR: 12 47 31 92

gate to great portofaalborg.com