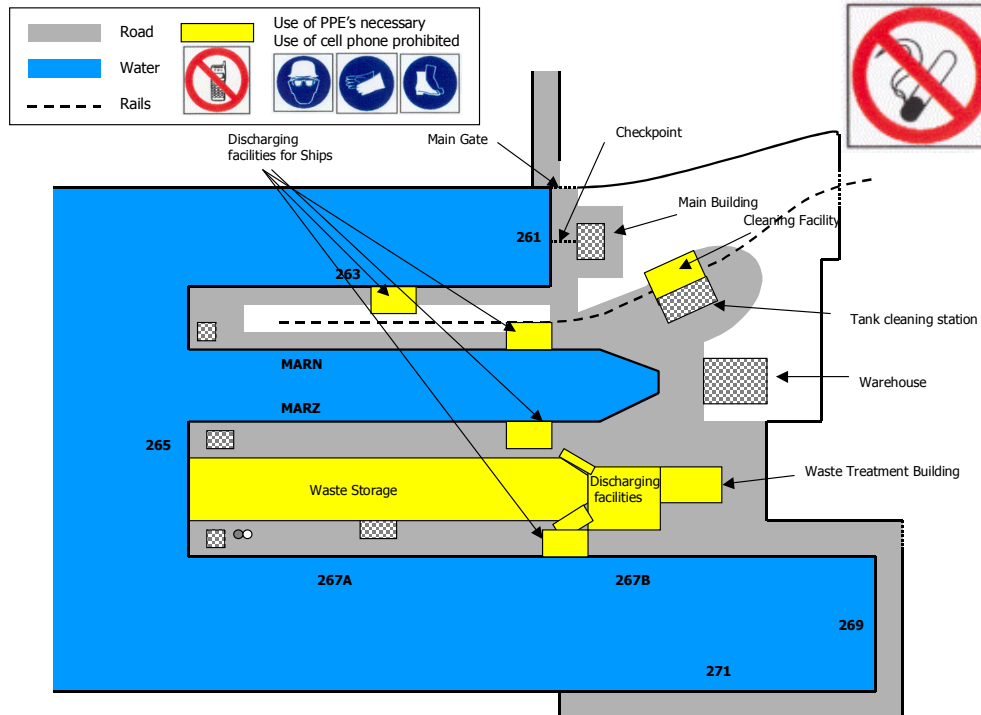


# Safety Manual Marpobel / Belgian Oil Services

## 1) Terminal House Rules BOS/Marpobel



1. No smoking allowed at the Terminal.
2. At all times personal protection equipment (PPE) must be worn as indicated by pictogram.
3. Speed limit at the site 15km/h (10mph).
4. All visitors must check in at Security, which is located near the Checkpoint in the Main Building. The only possible entrance is the Main Gate. All seamen will check in / out as well, as soon as they leave / arrive at the ship.
5. Every visitor/seaman will receive a badge. This badge must be worn visibly, or else, in case of safety rules, be shown on simple request of Security or Terminal personnel.
6. If an emergency situation occurs, the alarm will be set of. When you here the sirens, please abort all operations and go to the Main Building, where you have to report to Security. Await further instructions there.
7. Before leaving the premises, all visitors/seamen will check out at Security.
8. All Buildings, Waste storage areas and Manifold areas (marked by a yellow line), as indicated on the picture, are restricted areas. No entrance allowed without clearance from Security nor without taking the necessary safety precautions.
9. Also areas, which are confined by a red-white ribbons or chains are NOT accessible, no clearance can be authorised.
10. Vehicles are not allowed to enter the Terminal, except if they have a logistic purpose. Visitors and Terminal personnel will park their car at the Main Building area as indicated.
11. It is not allowed to take pictures of or to film the site, without explicit permission of Security or the accompanying manager.
12. Use of cell phones is prohibited inside the marked areas.

**IN CASE OF EMERGENCY (ON BOARD) : CALL +32 (0)3 543 59 99**

Contact points			
BOS/Marpobel Tel:	+32 (0)3 543 59 11	PFSO Tel:	+32 (0)3 543 59 59
Security Tel:	+ 32 (0) 3 543 59 25	PFSO Mobile:	+32 (0)495 12 61 38

## 2) Check in conditions (ISPS)

The following information must be handed over to Belgian Oil Services or Security, before docking can be allowed..

- Identification of the vessel
- Contact 's tel. nrs.
- Crew list
- List of visitors and contractors expected to perform services to the vessel (names of companies, persons, ETA's, ...)

Contacten			
BOS/Marpobel Tel:	+32 (0)3 543 59 11	PFSO Tel:	+32 (0)3 543 59 59
Security Tel:	+ 32 (0) 3 543 59 25	PFSO Gsm:	+32 (0)495 12 61 38

## 3) Berths

### MAR N en Z :

Length max. : 200 m  
Width max. : 30 m  
Draft max. : 8 m

### K 267 A:

Length max. : 228 m  
Width max. : 32 m  
Draft max: port side docking 7m front > 8 m back

### K 267 B:

Length max. : 228 m  
Width max. : 32 m  
Draft max : 6,6 m

### K 271:

Length max. : 120 m  
Width max. : 32 m  
Draft max: 6 m

### Additional general regulations :

The vessel must have a navigating clearance of 2.5 times its own width when entering or leaving the berth (except for the MAR berth). The navigation clearance is the passage available, depending on the draft of the vessel, minus the widths of the vessels docked at the berths of interest.

Vessels docked at K 267 B must maintain a distance of 40m from vessels docked at K 267 A.

Vessels with L > 160m and /or W > 25m : 2 tugboats necessary for K 267 A – K275, unless the dock pilot advises otherwise.

Vessels at K 267 B en K 271 : always 1 tugboat necessary, unless no vessels docked at 267 A.

#### **Additional regulations for gas tankers :**

Gas tankers are allowed to dock at K 267 A, K 267 B and K 271 only when there are no cargo vessels present at these berths.

Optimal docking position for gas tankers : at K 267 A 'head out ', other possibilities are allowed.

Berths K 267 B and K 271 are also available, provided that the additional general berthing regulations are fulfilled.

Distance regulation : minimal distance of 30m between 2 gas tankers or between a gas tanker and a liquid chemical tanker.

Only gas tankers which Carry the following gasses are allowed :

**Proportions :**

**Density >0.9**

**Not "very poisonous", nor carrying an odour causing nausea or severe irritation to the respiratory system.**

**Poisonous" gasses are allowed only if the value for "personal danger", marked on the hazard diamond (blue field), is max. 2.**

**A list of allowed gasses is to be found in annex of this document.**

#### **4) Activities on board**

**Not allowed :**

Cargo operations : Charging and discharging of cargo

No Hot Works on board for gas tankers and no hot Works on deck for liquid chemical tankers.

No sampling of gas tankers carrying ethylene and ethane.

No activities, in any case, near gas tankers within 7m from the cargo tanks (marked with a red and white ribbon or chain).

**Allowed :**

Hot Works below deck, with permission of the harbour authorities and gas free certificate.

Cold Works for small repairs, at the condition of notifying the harbour authorities.

Cold Works on gas tankers need a specific gas free certificate.

Delivery of stores

Discharging ship waste

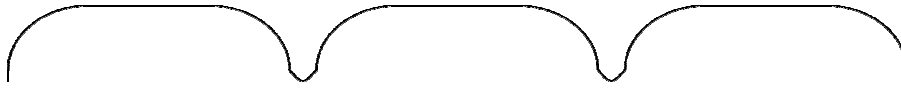
Vessel to vessel transfers of cargo (vessel to barge and barge tot barge are also allowed)

Vessel to truck transfers of cargo

Cleaning of vessels and barges

## 5) Emergency procedures

Communication between ship and terminal are at all times guaranteed by cell phone (GSM).



**ALERT**

When an emergency occurs, the alert signal will always be initiated and the vessel will be notified of the nature of the emergency.



**EVACUATION**

If the emergency poses a threat to the site, the evacuation signal is given. The evacuation coordinator for the site, will also lead the evacuation of the vessels berthed at the site. When the signal is given, all crew members and visitors on board must go to the evacuation point following the instructions of the coordinator.



**ALL CLEAR**

When the emergency has been terminated, the all clear signal is given. And all activities can return to normal conditions.

Specific safety instructions can at all times be imposed by the SHEQ Manager of the site.

**ANNEX : list of gasses allowed at Marpobel N.V.**

**Hydrocarbons :**

Acetylene  
Butane  
Iso-butane  
1-3 butadiene  
Butene  
Iso-butene  
Cyclopropane (=trimethylene)  
Dimethyl ether  
Ethane  
Ethene (=ethylene)  
Ethyl methyl ether  
Methyl acetylene / propadiene  
Propane  
Propene (= propylene)  
LPG (= general common name for above mentioned gasses)

**Inert gasses :**

Nitrogen  
Carbon dioxide  
Argon  
Helium  
Krypton  
Neon

**Freon gasses :**

Chloro-difluoro methane  
Chloro-difluoro ethane  
Chloro-trifluoro methane  
Dichloro-difluoro methane  
Dichloro-monofluoro ethane  
Dichloro-difluoro ethane  
Difluoro ethane  
Difluoro ethylene  
Tetrafluoro ethylene (=perfluoro ethylene)

**Other :**

Chloro ethane  
Vinyl chloride  
Vinyl fluoride