Forsvarsbygg

Andenes Port Terminal

Andøy, Norway

PORT/TERMINAL INFORMATION BOOKLET

November 2015

PREFACE

Purpose

The purpose of this booklet is to assist oil tankers loading or discharging oil products at Andenes Port Terminal, Andøya.

Unless otherwise stated, the limitations and recommendations in the booklet are intended for oil tankers only.

Introduction

This booklet contains general information and regulations for vessels loading and discharging oil products when alongside the Terminal, and should be used in conjunction with recommendations in the latest edition of the International Safety Guide for Oil Tankers & Terminals (ISGOTT).

The ship is responsible for safe operation onboard while she is moored alongside the Terminal. In case of an incident outside the ship which involves the ship and/or the Terminal, full co-operation and understanding of the safety requirements set out in the ISGOTT ship/shore checklist and in these regulations are required from the vessel and her crew.

Failure to comply with these regulations will lead to interruption of the discharging/loading operation and/or removal of the ship from her berth. The discharging/loading operation may be restarted, but this requires a written assurance from the master that control has been established. The vessel will be held responsible for any cost and delay caused by non-compliance of the safety procedures.

It is the Master's responsibility to ensure that all personnel on board the ship follow the safety regulations.

The content of this booklet is in addition to, and does not supersede or replace, any information contained in the national and/or local port regulations.

The information contained herein is believed to be correct at the time of issue. However, no responsibility can be accepted by Forsvarsbygg, its principals or agents, for the accuracy of anything contained herein, or contained within any supplemental publication.

1 TABLE OF CONTENTS

PREFACE *2*
1 TABLE OF CONTENTS *3*
2 TERMINAL INFORMATION AND SERVICES *5*
2.1 General **5**
2.2 Berth information **5**
2.3 Pilots **5**
2.4 Pre - loading/ discharging conference **5**
2.5 Inspections **6**
2.6 Ship/ shore safe access **6**
2.7 Access to the Terminal **6**
2.8 Use of alcohol, drugs and strong prescribed medicine **6**
2.9 Concern for neighbouring residential areas **6**
2.10 General cargo/ supplies **6**
2.11 Bunkering and discharging **7**
2.12 Fresh water **7**
2.13 Garbage and slop/sludge **7**
3 COMMUNICATION *7*
3.1 Communication equipment **7**
3.2 Communication procedures **8**
3.3 Useful contact details for Andenes Port Terminal, Andøy **8**
4 PRE-ARRIVAL EXCHANGE OF INFORMATION *8*
4.1 ETA information **8**
5 LIMITING CONDITIONS FOR BERTHING/UN-BERTHING OF TANKERS *9*
5.1 Wind restrictions **9**
5.2 Current restrictions **9**
5.3 Visibility restrictions **9**
5.4 Swell restrictions **10**
5.5 Electrical storms/ lightning **10**
5.6 Berth approach **10**
6 BERTHING/ UN-BERTHING *10*
6.1 Tug **10**
6.2 Mooring plans **10**
7 GENERAL PRECAUTIONS *10*

7.1 Removal of blind flanges 10
7.2 Accidental oil spillage and leakage 11
7.3 Fire fighting equipment 11
7.4 Scupper plugs 11
7.5 Spill containment 12
7.6 Portable electronic equipment 12
7.7 Smoking and the use of naked light 12
7.10 Overflow protection 13
7.11 Emergency shutdown 13
7.12 Pressure surge precautions 13
7.13 Clean ballast discharge 13
7.14 Ballasting/ de-ballasting 13
7.15 De-gassing and/ or tank cleaning 13
7.16 Enclosed space entry 13
7.17 Repairs 14
7.18 Hazardous/hot work 14
7.19 Moorings and deck watch 14
7.20 Draining of loading/discharging hoses/ arms 14
8 ALARM INSTRUCTIONS AND ACTIONS TO BE TAKEN 15
8.1 Fire on board your vessel while berthed 15
8.2 Fire at the Terminal 15
8.3 Action on board ship 15
8.4 Action onshore 15

9 Appendixes 16
9.1 APPENDIX 01 – TERMINAL/COASTAL DEPOT GENERAL LAYOUT 17
***9.2* APPENDIX 02 – EMERGENCY ASSEMBLY POINT 18**
9.3 APPENDIX 03 - MOORING PLAN, LOA 80 m – 120 m 19
9.4 APPENDIX 04 - MOORING PLANS, LOA 50 m – 80 m 20
9.5 APPENDIX 05 - LOCATION OF MANIFOLDS 21
9.6 APPENDIX 06 – DEPTH CHART AS PER JULY 2013 22
9.7 APPENDIX 07 – EX CHART 23

2 TERMINAL INFORMATION AND SERVICES

2.1 General

The geographical position of the Terminal is N 69 19 35 E 16 08 27

Distance to residential areas is approx. 200 metres.

The Terminal is not ISPS approved at present, but necessary steps are being taken in order to meet the demands for ISPS approval in the near future.

2.2 Berth information

General limitations:

- Maximum vessel size: About 5, 000 dwt
- Maximum vessel displ: About 7,000 t
- Maximum LOA: 120 m. summer, 100 m. winter
- Max draft: 5.5 m. UKC (Under Keel Clearance) 0.5 m.

Extreme weather conditions rarely occurs, hence normal draft limitations/UKC will suffice.

Berth data:

- Depth at lowest astronomical tide, LAT 6.0 m.
- Length of berth front: 61 m.
- Fenders at berth corner: Yes
- Fender type: Cell fenders
- Fender capacity: Not established

2.3 Pilots

Vessels en route to and from the Terminal must comply with Norwegian national rules and regulations regarding the use of pilots within Norwegian waters. A copy of these regulations can be obtained from the pilot on request or is available on www.kystverket.no.

Pilot contact details are shown in chapter 3.3.

2.4 Pre - loading/ discharging conference

A pre-loading / discharging conference shall be held between a Terminal representative and the ship's cargo officer. In order to aid the overall safe management of the operation, an inspection based on the ISGOTT "Ship / Shore safety Check list" shall be carried out before any loading or discharging. Repetitive checks will be undertaken at intervals agreed on during the pre-transfer conference.

Material safety data sheets (MSDS) are available from the Terminal office on request.

2.5 Inspections

Norway is a signatory of the Memorandum for Port State Control, and in addition to Terminal inspections, masters can expect governmental inspections to be undertaken, aimed at confirming that the ship meets all relevant international standards.

2.6 Ship/ shore safe access

The vessel has to provide her own gangway, and safety net is mandatory.

2.7 Access to the Terminal

Only persons authorized by the Terminal are allowed to enter the Terminal area. Unauthorized persons are prohibited from entering the berth or boarding the vessel. Any unauthorised person will be denied access to the Terminal.

2.8 Use of alcohol, drugs and strong prescribed medicine

The use of alcohol, drugs and/or strong prescribed medicine is prohibited at the berth. Any person that appears to be under the influence of alcohol, drugs or strong prescribed medicine will be prohibited from entering the Terminal facilities. No one under the influence of alcohol, drugs or strong prescribed medicine, are allowed to participate in any operational activities at the Terminal.

2.9 Concern for neighbouring residential areas

When a residential area is situated close to the Terminal, every effort aimed at reducing a negative environmental impact on our neighbours is appreciated. During your vessel's stay at the Terminal we recommend that you consider minimising the use of ventilators/ fans without jeopardizing the safety on board. Noise and soot from the vessel's funnel should be minimised as much as practically possible.

2.10 General cargo/ supplies

Supplies or ship's provisions/stores may be transported on to the Terminal berth if it is not violating the safety regulations. An officer from the ship has to check and verify that such provisions/stores do not contain any dangerous/prohibited goods, and the Terminal staff will check and ensure that the vehicle may enter the Terminal.

Weight restrictions on the Terminal berth: Single moving load 10 tons, evenly spread load 3 tons/m3

Ship's crane may be used for lifting ship's supplies and equipment, but **not** during cargo transfer operations.

2.11 Bunkering and discharging

For updated info related to bunkering and discharging facilities, please contact the terminal operator, see chapter 3.3 below.

2.12 Fresh water

Fresh water is available at the berth. However, the Terminal cannot guarantee that this water does not present a health hazard, should it be used for human consumption, and does not in any way accept any responsibility for the water quality.

2.13 Garbage and slop/sludge

No garbage or other materials, neither liquid nor solid, shall be discharged overboard from a vessel alongside the Terminal, but shall either be deposited in suitable containers on board, or arrangements should be made for disposal ashore.

The Terminal will accept delivery of waste from vessels, but such deliveries should be agreed on well in advance by the vessel and the Terminal operator. This includes any vessel wishing to dispose of waste of reasonable amounts. Disposal of dirty ballast water and/ or slops into the port basin, as well as any pollution of Norwegian coastal waters, will result in heavy fines.

The Terminal has no facilities for receiving slop or sludge.

3 COMMUNICATION

3.1 Communication equipment

Telephone, portable VHF/UHF and radiotelephone systems should comply with the appropriate safety requirements of the Terminal and shall be ex-certified.

Communication procedures and use of ex-certified equipment is subject to agreement between Terminal and vessel on arrival.

When VHF/UHF or radiotelephone systems are used, units should preferably be portable and carried by the responsible officer on duty and the responsible person ashore, or by persons who can contact their respective superiors immediately.

Communication between the responsible ship's officer and the Terminal representative should be continuously manned by persons who immediately can contact their superiors. Necessary information concerning the selected system of communication and/ or telephone numbers to be used, should be stated in the appropriate form.

This form should be signed by both ship and shore representatives.

3.2 Communication procedures

To ensure the safe control of operations at all times, it should be the responsibility of both parties to establish, agree on and maintain a reliable communication system.

For Terminal contact details, useful telephone numbers and VHF channels, see table below.

3.3 Useful contact details for Andenes Port Terminal, Andøy

	Phone	Cell phone	Fax	VHF channel	E-mail
Emergency					
Fire brigade	110				
Police	112				
Ambulance	113				
Emergency				16	
Terminal operator					
Air BP	(+47) 76 11 52 40	(+47) 96 51 52 40	(+47) 76 11 52 49		bjornar.jorgensen@bp.com
Port authorities					
Andøy Port Authority	(+47) 76 14 11 15	(+47) 47 86 79 33			
Pilot					
Lødingen pilot station	(+47) 76 98 68 10		(+47) 76 98 68 20	13,16	pilot.lodingen@kystverket.no
Tug operator					
Rescue boat	(+47) 76 14 11 15				
AS Slepebåtene	(+47) 77 68 25 70	(+47) 97 52 32 50			slepebat@online.no
Ship's agents					
None locally					
Terminal owner	*Forsvarsbygg Utleie*				

4 PRE-ARRIVAL EXCHANGE OF INFORMATION

4.1 ETA information

Wherever possible, the Terminal should be given ETA by the vessel soonest possible, and at least 48 hours prior to arrival, and should be confirmed at least 24 and 6 hours prior to arrival at the pilot station.

At least 24 hours prior to arrival, ships should provide the Terminal with the following information:

1	State ship's name and call sign
2	State country of registration
3	State ship's LOA, beam and draught on arrival
4	Advise ETA pilot station
5	State ship's displacement on arrival and departure If loaded, type of cargo and disposition
6	State maximum draught expected during, and upon completion, of cargo transfer operations
7	Confirm that maximum permitted draught alongside will not be exceeded by

	the vessel at any time when alongside the Terminal berth
8	Notify the Terminal of any defects of/damage to hull, machinery or equipment that could adversely affect safe operations or delay commencement of cargo transfer operations
9	If fitted with an inert gas system, confirm that the ship's tanks are in an inert condition and that the system is fully operational
10	Confirm that the ship's cargo transfer hoses are available for cargo transfer, and pressure tested within the last 12 months
11	State dimensions and number of hose lengths for cargo transfer
12	State which products to be handled at each manifold connection, numbered from forward.
13	Provide information on proposed cargo handling operations, i.e. quantity, rate and sequence
14	State quantity and nature of slops and dirty ballast and any contamination by chemical additives/agents
15	State ship's security level (ISPS) and ISPS certificate number
16	For products likely to contain H2S, state measured cargo tank atmosphere in each tank
17	State average temperature on heated cargoes

5 LIMITING CONDITIONS FOR BERTHING/UN-BERTHING OF TANKERS

5.1 Wind restrictions

No particular wind restrictions apply for vessels calling at the Terminal, but vessels approaching the port during heavy weather and/or limited visibility should do so with caution.

Should extreme weather conditions occur while the vessel is alongside the Terminal, the officers in charge on the Terminal and on board the vessel will decide on necessary steps to be taken, i.e. cease discharging operations, drain/disconnect hoses, extra moorings, etc.

Discharging operations shall be discontinued if the wind speed exceeds 22 m/s, and discharging hoses shall be drained if the wind speed exceeds 28 m/s.

5.2 Current restrictions

No particular restrictions stated by the Terminal, but the ship's Master is responsible for the ship's safe approach towards the Terminal berth.

5.3 Visibility restrictions

No particular restrictions stated by the Terminal, but the ship's Master is responsible for the ship's safe approach towards the Terminal berth.

5.4 Swell restrictions

No particular restrictions stated by the Terminal, but the ship's Master is responsible for the ship's safe approach towards the Terminal berth.

5.5 Electrical storms/ lightning

Loading/discharging operations will be suspended on the approach of electrical storms/ lightning, regardless of whether or not an IG (inert gas) and/or vapour control system is in use. All tank openings, tank-venting systems (including IG mast riser isolating valve) and manifold valves must be closed.

5.6 Berth approach

Within the port limits, speed should not exceed 5 knots. During the vessel's final approach, the speed towards the berth should be minimized in order to reduce the impact on the fenders.

6 BERTHING/ UN-BERTHING

6.1 Tug

No tug requirements by the Terminal or the Port Authority.

6.2 Mooring plans

Vessels are advised to comply with the enclosed recommended mooring plans, in accordance with vessel's size and prevailing weather conditions. **See appendixes 9.3 to 9.4.**

The Master is, however, responsible for ensuring that the vessel is properly moored, and that the mooring lines are properly tended while the vessel is alongside the Terminal berth.

7 GENERAL PRECAUTIONS

7.1 Removal of blind flanges

- Each tanker- and Terminal manifold flange should have a removable blind flange, made of steel, or other approved material such as phenol resin, and preferably fitted with handles.
- Precautions should be taken in order to ensure that, prior to the removal of line blinds from tanker- and Terminal pipelines, the section between the last valve and the blind flange does not contain oil under pressure.
- Precautions must also be taken in order to prevent any spillage.
- Blind flanges shall be capable of withstanding the working pressure of the line /system to which they are connected.

- Blind flanges should normally be of a thickness equal to that of the end flanges to which they are fitted.

7.2 Accidental oil spillage and leakage

No oil or mixture containing oil shall be discharged or allowed to escape from a vessel while alongside the Terminal. The engine room bilge overboard valve should be closed and locked shut while the vessel is in port. It is important that the surface of the water around the vessel is monitored as a check against any accidental escape of oil.

In order to prevent pollution of coastal waters, and in an endeavour to avoid subsequent heavy claims, the shore installation will, in case of any oil spill from a vessel, take such steps as may be deemed necessary to fight the pollution before it spreads.

If the oil spill is caused by faulty equipment or material on board the vessel, or by negligence on the part of the ship's personnel, the shore installation shall be indemnified by the ship for any expenses incurred in connection with the preventive action taken.

ANY OIL SPILL MUST BE REPORTED IMMEDIATELY TO EMERGENCY PHONE NUMBER 110

7.3 Fire fighting equipment

When a tanker is alongside the berth, fire fighting equipment is to be ready for immediate use. International ship-shore fire connections are available at the berth.

On board the ship, this is normally achieved by having fire hoses with spray/jet nozzles connected and run out forward and aft of, and adjacent to, the manifold in use. Additional protection against small flash fires should be provided by having a portable dry chemical powder extinguisher available near the manifold.

On the berth, fire fighting equipment will be ready for immediate use. Even if this may not involve the rigging of fire hoses, the preparations for emergency operation of the fire fighting equipment will be apparent and communicated to the tanker.

Considerations should be given to having portable extinguishers available for use adjacent to the berth manifold area.

7.4 Scupper plugs

Before cargo handling commences, all deck scuppers and, where applicable, open drains on the berth, must be effectively plugged so as to prevent spilled oil escaping into the sea around the tanker or the Terminal. Accumulation of water should be

drained periodically and scupper plugs replaced immediately after the water has been run off.

Oily water should be transferred to a slop tank or other suitable receptors.

7.5 Spill containment

A permanently fitted spill tank, provided with suitable means of draining, should be fitted under all ship-and-shore manifold connections. Should no permanent means be provided, drip trays should be placed under each connection to retain any leakage.

7.6 Portable electronic equipment

Cell phones, personal computers, pagers and cameras may only be used in or on:

- Permanent buildings as nominated by Terminal personnel
- Areas on board the ship as nominated by the master

Cell phones shall be switched off on the Terminal area and on board the vessel; accommodation areas excepted. (Explosion-proof phones excluded). Batteries for cell phones, pagers and UHF/VHF radio should not be changed, unless inside a permanent building.

7.7 Smoking and the use of naked light

Smoking and the use of naked light is strictly prohibited on the berths, on the shore Terminal area and on board vessels alongside the berths. Exemption is made for those spaces on board ships, designated as “Smoking Area” by the master, and agreed on by the Terminal representative.

7.8 Emergency towing pennants/ fire wires

The vessel may rig emergency towing pennants/fire wires on the offshore bow, to enable tugs to connect readily in an emergency situation, but rigging of such pennants/wires is not required by the Terminal.

7.9 Ullaging and sampling

Quality control sampling is always performed prior to discharging. Wherever possible, ullaging, dipping and sampling of ship’s tanks should be done by using closed sampling equipment. Under no circumstances are shore personnel/surveyors to open any tank without approval from the ship’s duty officer and a representative of the ship’s staff being present. Cargo tanks should always be depressurised, using the fitted tank venting system.

7.10 Overflow protection

In order to prevent spillage from overflow of cargo tanks during loading and discharging operations, it is imperative that the high-level alarms are in working order.

Each individual high-level alarm in the cargo tanks should be tested and the alarm settings on the cargo monitoring equipment should be checked.

The discharge plan should include instructions for ensuring that the volume level in all cargo tanks are reduced, prior to commencement of discharge operations, to an ullage which ensures high-level alarm activation in case of runback into any tank.

7.11 Emergency shutdown

Transfer operations shall be discontinued immediately in the event of:

- Cargo spillage or suspected cargo spillage.
- Fire or explosion on the vessel or on the Terminal.
- Mooring lines repeatedly not properly tended.
- If any un-normal situation occurs

7.12 Pressure surge precautions

In the event of an emergency shutdown, the import valves for the Terminal tanks will close when the emergency switch has been activated. Alarms are installed.

The pipeline systems are designed to give acceptable surge conditions. Systems on board the vessel must be able to cope with such conditions.

7.13 Clean ballast discharge

Clean ballast discharging shall be monitored for any possible oil mixture.

7.14 Ballasting/ de-ballasting

The master is responsible for ensuring that the vessel at all times is ready for manoeuvring, with respect to draft, trim, stability and propeller immersion.

7.15 De-gassing and/ or tank cleaning

No de-gassing or tank cleaning is allowed while discharging petrol/gasoline.
When loading/discharging other cargo qualities, permission must be obtained from the Terminal manager.

7.16 Enclosed space entry

Entering into enclosed space entry shall comply with the description in the ISGOTT ship/shore safety check list.

7.17 Repairs

When the ship is alongside, only minor repairs should be carried out, and the ship's engines shall not be immobilised. At any time, the port's safety regulations are to be followed. In exceptional circumstances immobilisation may be permitted, subject to approval of the Port Authorities and the Terminal manager.

7.18 Hazardous/hot work

No hazardous/hot work, creating sparks or fire, is permitted while the vessel is alongside the Terminal berth.

7.19 Moorings and deck watch

As stated in the ISGOTT ship/shore safety list , a qualified member of the vessel's staff must at all times monitor the vessel's loading/discharging and her moorings, which must be kept taut at all times.

7.20 Draining of loading/discharging hoses/ arms

The Terminal will strip the product discharging system when discharging is completed.

8 ALARM INSTRUCTIONS AND ACTIONS TO BE TAKEN

8.1 Fire on board your vessel while berthed

Should fire be detected on board a vessel while berthed, the vessel should sound one or more blasts of the ship's siren, supplemented by a continuous sounding of the ship's general alarm system.

Notify the Terminal immediately, message commencing with "FIRE, FIRE, FIRE"

8.2 Fire at the Terminal

The Terminal has got no fire alarm system. The ship will, however, immediately be alarmed by the Terminal operator by all available means of communication, message commencing with "FIRE, FIRE, FIRE"

The local fire department will immediately be alarmed by the Terminal operator and will, in the event of an emergency, be in charge/ coordinate emergency operations.

8.3 Action on board ship

In case of fire on board your ship:

- Raise the alarm
- Inform the Terminal
- Fight fire and prevent fire spreading
- Cease all cargo operations, drain hoses and then close all valves
- Stand by to disconnect hoses
- Bring engines to standby and be ready for departure

8.4 Action onshore

In case of fire on the Terminal:

- Immediately inform the ship by all means of communication
- Notify the local fire department in accordance with emergency plan
- Cease all cargo operations, drain hoses and then close all valves
- Inform all ships alongside the Terminal
- Fight fire and prevent the fire from spreading

9 Appendixes

9.1 APPENDIX 01 – TERMINAL/COASTAL DEPOT GENERAL LAYOUT

9.2 APPENDIX 02:- EMERGENCY ASSEMBLY POINT

9.3 APPENDIX 03 - MOORING PLANS, LOA 80 m – 120 m

9.4 APPENDIX 04 - MOORING PLANS, LOA 50 m – 80 m

9.5 APPENDIX 05 - LOCATION OF MANIFOLDS

9.6 APPENDIX 06 – DEPTH CHART AS PER JULY 2013

9.7 APPENDIX 07 – EX CHART

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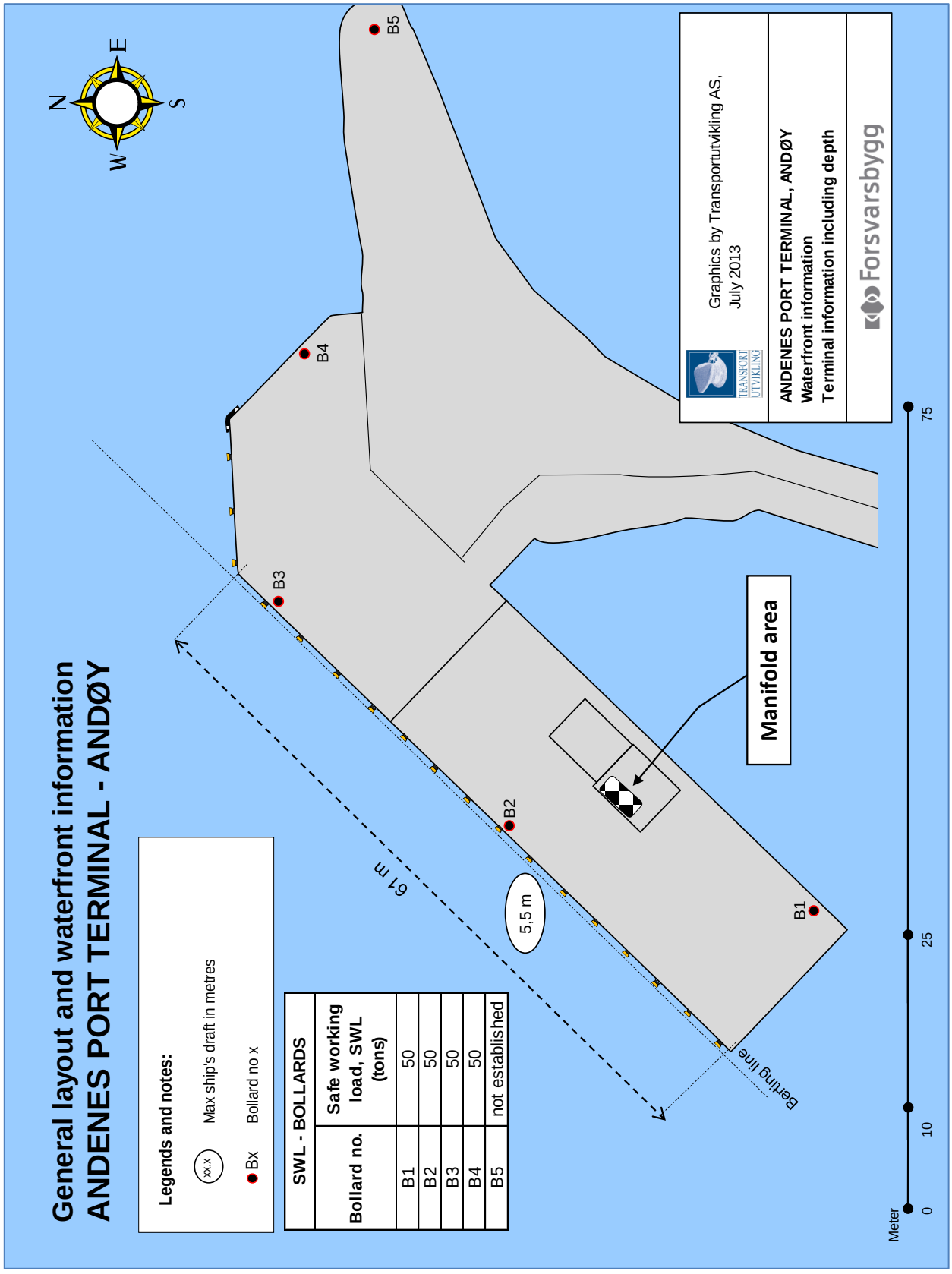
9.1 APPENDIX 01 – TERMINAL/COASTAL DEPOT GENERAL LAYOUT



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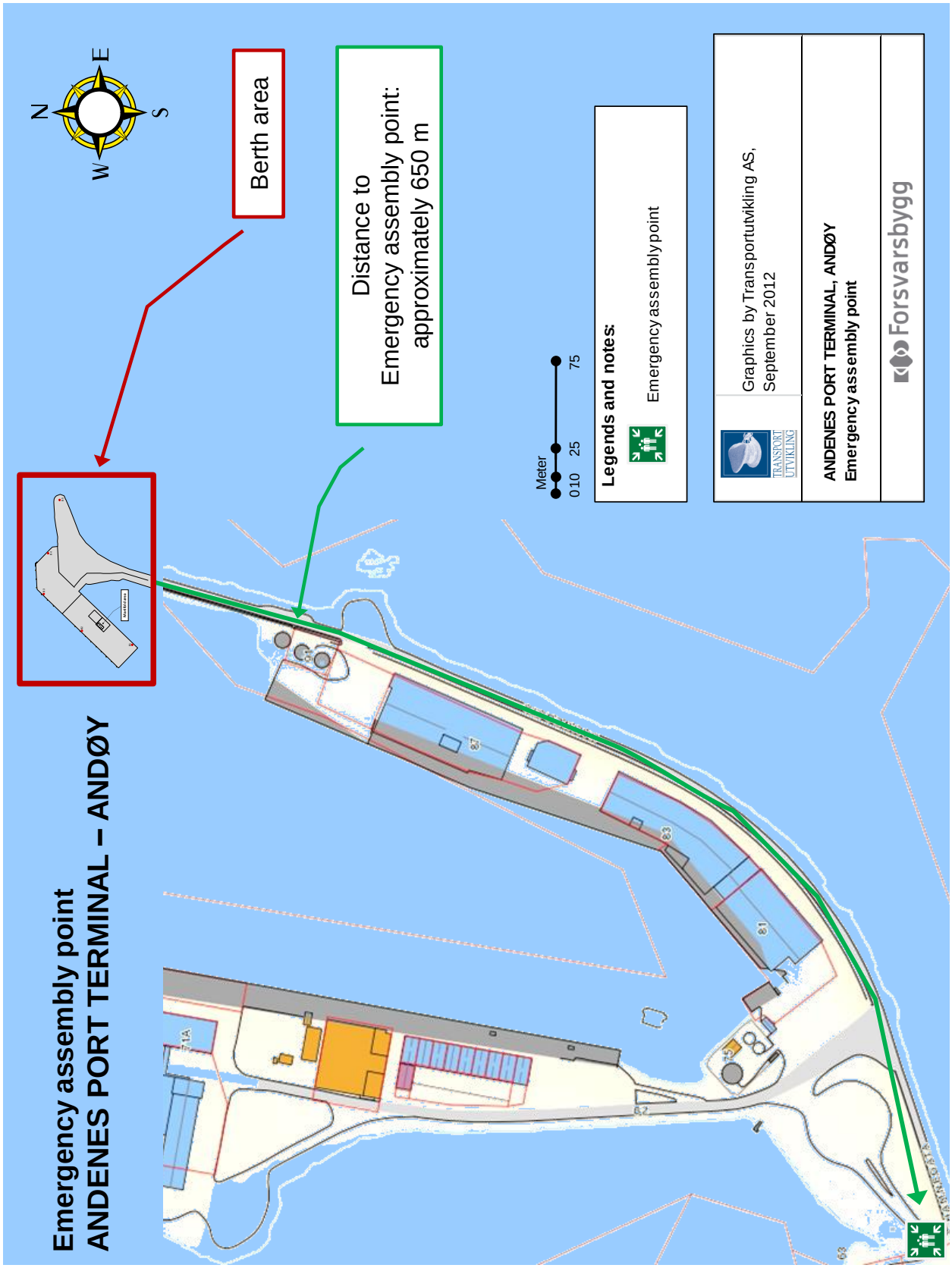
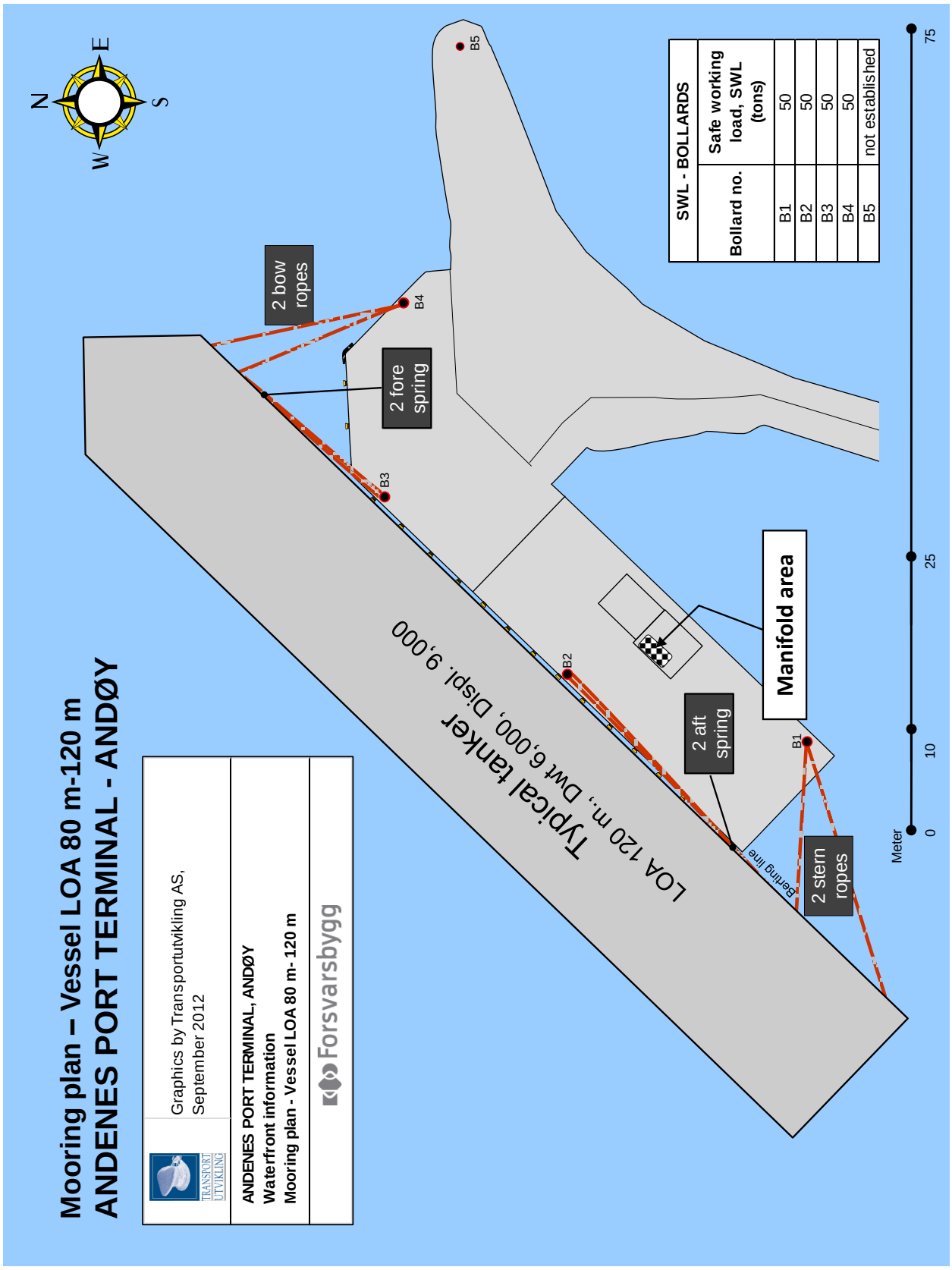


9.3 APPENDIX 03 - MOORING PLAN, LOA 80 m – 120 m



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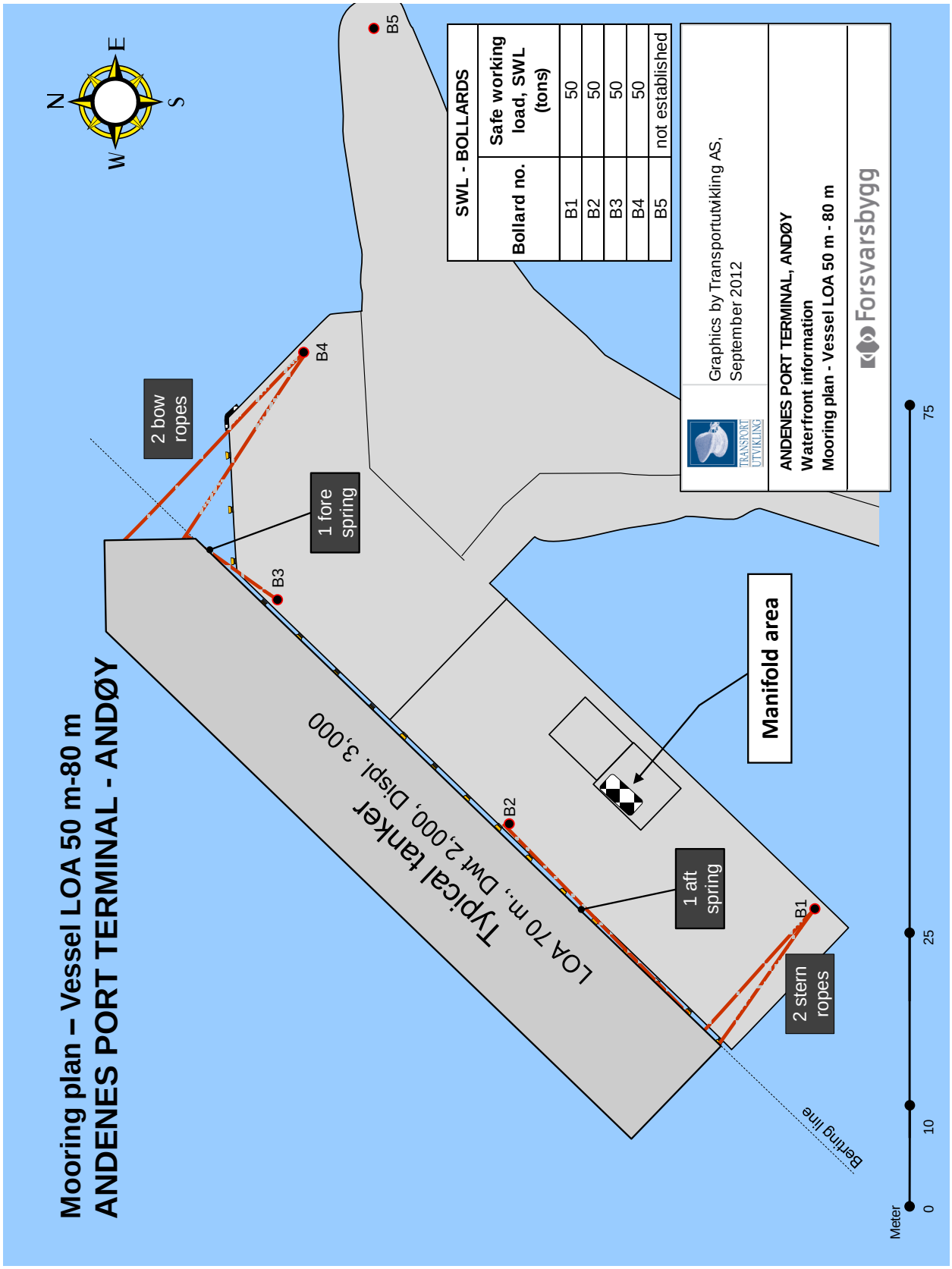

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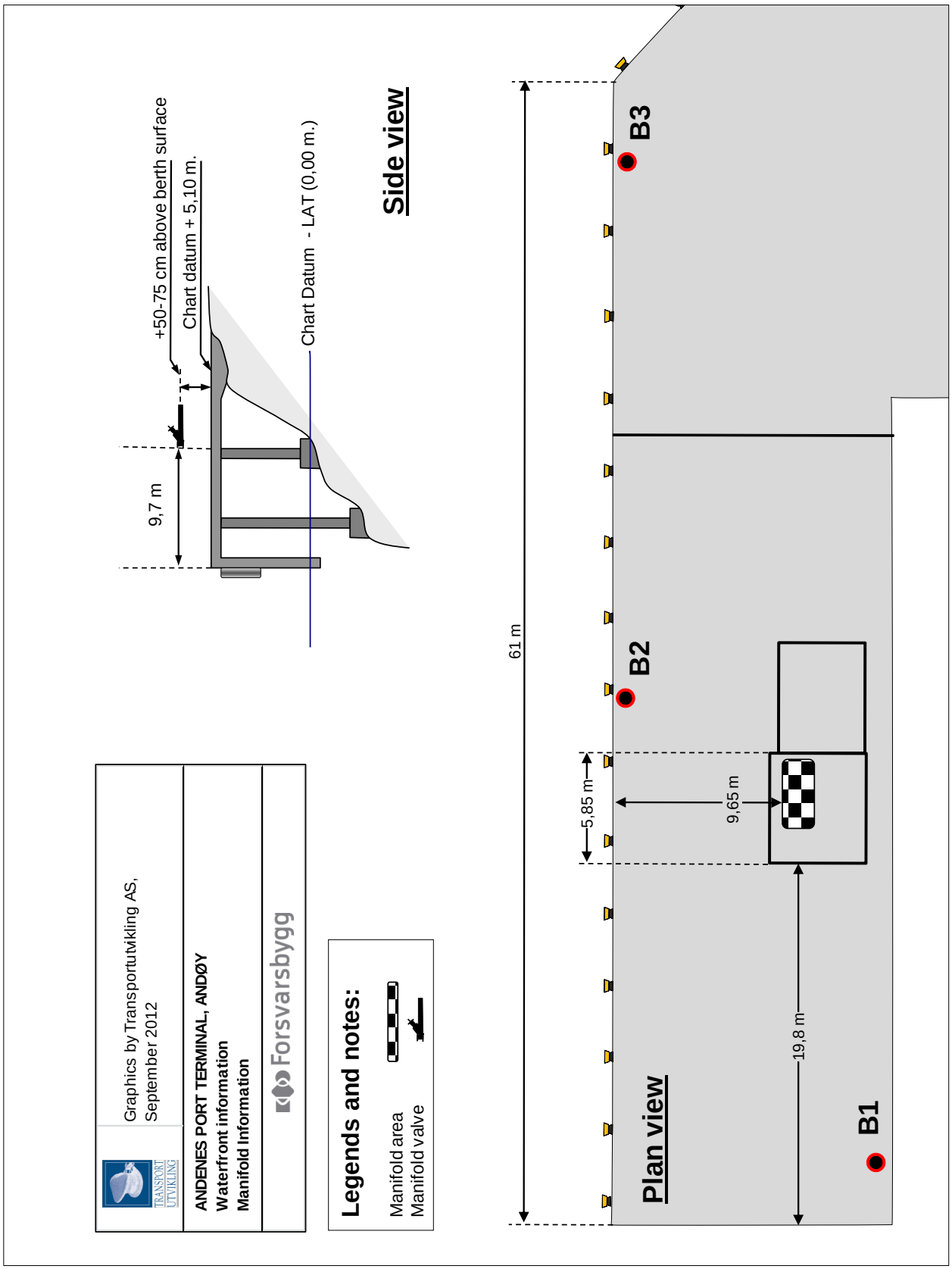

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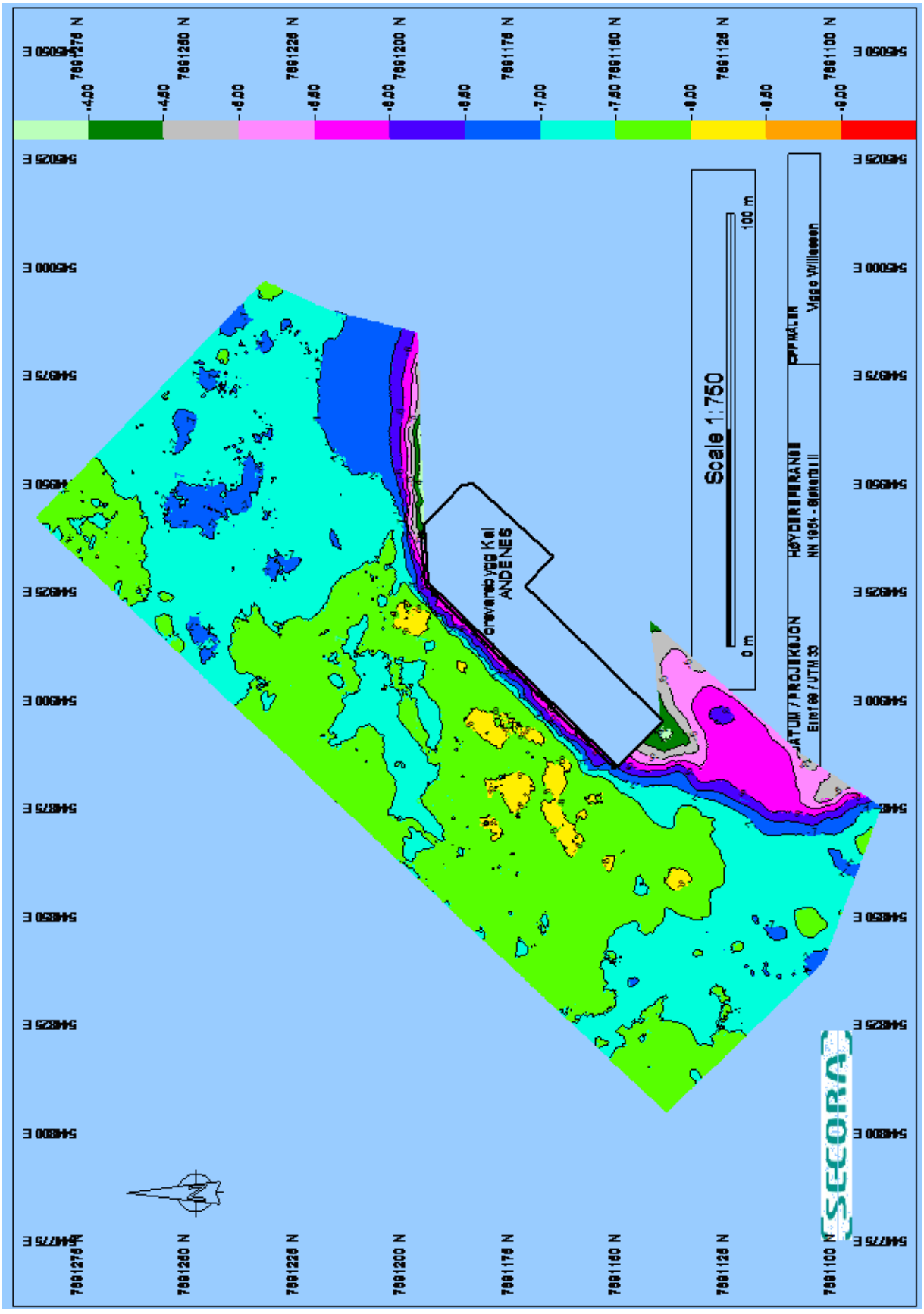

Source: SECORA, July 2013

9.7 APPENDIX 07 – EX CHART