

HELLENIC PETROLEUM S.A.

THESSALONIKI INDUSTRIAL COMPLEX

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**THESSALONIKI MARINE TERMINAL
INFORMATION AND REGULATIONS BOOKLET**

JUNE 2020

INTRODUCTORY NOTE

This Booklet issued by “HELLENIC PETROLEUM S.A - Thessaloniki Industrial Complex” under the title “**THESSALONIKI MARINE TERMINAL - INFORMATION AND REGULATIONS BOOKLET**” is mainly addressed to the Master, the Crew, the Agent, the surveyors, the Charterers and the Owners of any Vessel coming to load or unload products or crude oil at the terminal. It is also addressed to the cargo surveyor, agents, other servants or third parties involved in any way with HELLENIC PETROLEUM S.A. (hereinafter referred to as “HEL.PE.”) product transaction operations at Thessaloniki Marine Terminal. The Booklet includes general information and guidelines as well as description of all main regulations and procedures concerning the terminal operation, which may be useful to all those mentioned above.

This document is part of the documentation and operational procedures of the Quality Assurance System (ELOT EN ISO-9001) of “HEL.PE. - Thessaloniki Industrial Complex”, valid at the time of publication of the current version.

Date of (original) issue: November 2002

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Introduction - Welcome to HEL.PE. Thessaloniki Marine Terminal

This booklet is addressed mainly to the Master of any Vessel calling at HEL.PE. Thessaloniki Marine Terminal. Also it may be useful to anybody else who has any kind of interest/conduct of operations/collaboration with HEL.PE. Thessaloniki Marine Terminal (vessel agent, port authorities, ship charterers/Owners, etc).

Dear Captain,

We welcome you to HEL.PE. Thessaloniki Marine Terminal. We wish you safe and efficient operation. Responsibility for the Safe conduct of operations on board your ship while alongside our terminal rests with you as Master. Nevertheless, since our personnel, the environment, property and other ships may suffer serious damage in the event of an accident aboard your ship, we wish, before operations commence, to seek your full co-operation and understanding of all the safety aspects and regulations set out in this booklet.

This booklet clearly states the requirements for visiting vessels and contains explanations of the Ship/Shore Checklist that must be completed prior to commencement of Vessel's operations at the Terminal.

These Safety Regulations are based upon the provisions of the Safe Working Practice currently accepted by the Oil and Tanker Industry and the provisions of the local Port Authorities. We therefore require you and all under your command to adhere strictly to them throughout your stay so that a Safe and Efficient operation is ensured.

Any infringements on board your ship of any of these Safety Regulations will be brought to you or your deputy's attention immediately for corrective action. If such action is not taken in a reasonable time, we shall adopt such measures as appear to us most appropriate to deal with the situation and shall notify you accordingly.

Likewise, if you observe any infringement of these Regulations by our Terminal Staff, you must immediately inform the Senior Terminal Representative. Should you consider any immediate threat to the Safety of your ship arising from any action on our part, or equipment under our control, you are fully entitled to demand immediately corrective actions or cessation of operations.

A Senior Terminal Representative is always on duty and can be reached at VHF CH 10 or telephone ext +30 2310 750389

WE RESERVE THE RIGHT, IN THE EVENT OF CONTINUED OR BLATANT DISREGARD OF ANY OF THESE SAFETY REGULATIONS, AT OUR SOLE AND ABSOLUTE DISCRETION TO STOP ALL OPERATIONS AND ORDER YOUR SHIP TO UNBERTH TO ANCHORAGE OR AT SEA FOR APPROPRIATE ACTIONS TO BE TAKEN BY YOUR VESSEL'S MASTER, CREW, AGENTS, CHARTERERS AND/OR OWNERS.

Yours Sincerely

Marine Control Office: Telephone: +30 2310 750389

Captain

Fax: +30 2310 750381

Marine Terminal Supervisor

SECTION 1

GENERAL DESCRIPTION OF THESSALONIKI PORT

1.1. LOCATION – ENVIRONMENTAL CONDITION

The HEL.PE. Thessaloniki Marine Terminal is situated at the NW side of Ormos of Thessaloniki. It is not protected from weather conditions and is mainly exposed to the NW prevailing winds, **however gales and storms may occur anytime of the year with winds from any direction.**

The area is not affected very heavily by tides and currents. However, the range between high and low water is up to 1.55 m.

The most common prevailing wind is the NW (local name Vardaris) which lasts 2 to 4 days, having a velocity that sometimes exceeds 30 Knots.

Due to the area morphology, strong South and East winds have a serious effect to Ormos of Thessaloniki. These winds may be observed occasionally.

Visibility in the area is generally good. From November to April there are about 6 to 10 days with poor visibility usually between 6 a.m. till noon time.

1.2. PORT LIMITATIONS – APPROACHES – ANCHORAGE – PILOTS – TUG BOATS – MOORING BOATS

Ormos of Thessaloniki is almost circular – about 3 miles in diameter – open to the south, to Gulf of Thessaloniki.

Vessels enter the gulf from Ak. Megalo Emvolo through a channel with depths of around 90 ft. and a width of around 1½ mile. The approach to the harbor is uncomplicated with depths decreasing gradually to around 70 ft., near Ak. Mikro Emvolo where the entrance of the bay, and then to around 60 ft., where is the route to the port. The area is adequately covered with navigational signs, however appropriate updated nautical Charts and Notice to Mariners shall always be consulted and adhered to, while approaching to the Port.

Vessels arriving in the port of Thessaloniki may anchor, subject to Port Authorities approval, 1.0 – 1.5 miles south of the breakwater with depths from around 40 to 70 ft. The anchorage has generally good holding ground consisting of mud.

Pilots boarding area is located south of the east light of the breakwater.

Pilotage is compulsory for all vessels and is executed generally on a “first come -first served” basis.

All vessels to be moored / berthed at HEL.PE. Marine Terminal, must have been ‘Cleared’ (Vessel Clearance Procedure) in advance by Terminal authorized personnel.

During the night – for safety reasons – pilots do not pilot vessels to/from the HEL.PE. Terminal. Daylight restrictions apply, according to Local Thessaloniki Port Regulations. The Terminal does not have its own pilots.

It is our Terminal’s and Local Thessaloniki Port Regulations requirement and ship’s Master’ obligation for all vessels, to engage a tug boat or tug boats to assist vessel for berthing and unberthing (for details see paragraph 2.7). Services, arrangements and payment of such tug boats is for ship-owners account, risk, time and cost.

“Stand by” tug boat/s is compulsory for every vessel during the time she is moored at any of HEL.PE’s mooring point. Charges of “stand by” tug boat is for ship-owners account.

“Stand by” mooring boats should be appointed immediately after berthing completion by Master/Owners/Vessel’s agents and always remain in alert condition to provide immediate assistance to vessel in case of windy conditions and / or emergency unberthing as per Port Regulations.

Master is solely responsible to monitor, take precautions and adhere to the local weather forecasts officially transmitted via GMDSS or else source (Navtex etc.), during Vessel’s stay at Port of Thessaloniki and HEL.PE’s Terminal premises.

Caution should be exercised on account of a foul patch lying at the anchorage about 5 ½ cables SSW of the west breakwater light with depth of about 26 ft.

A minimum Under Keel Clearance (UKC) of 5% of vessel’s max permitted draught is required for vessels, depending on the facility (different for each anchorage and for Breasting Island).

1.3. COMMUNICATIONS – PRE-ARRIVAL MESSAGES – “FREE PRATIQUE”

Vessels destined for HEL.PE. Terminal should acknowledge their E.T.A., through their agents, 48 and 24 hours prior to arrival.

Vessels arriving in the port vicinity can communicate by V.H.F. channel 12 with the Port Authorities, and with HEL.PE. Terminal at VHF channel 10.

A vessel – destined for HEL.PE. Terminal – is considered as “arrived” in port, when she passes the line connecting the small Kara Bournou Point and Paliomana light buoy and has given, simultaneously, notice of her arrival to the pilot station and the terminal (EOSP).

For every vessel calling at HEL.PE. Thessaloniki Marine Terminal, following information must be submitted prior to arrival

- a. Draught on arrival.
- b. Quantity of dirty ballast/to be discharged (if any).
- c. Cargo quantity on board (B/L figures).
- d. Max. Loading/discharging rates.
- e. Any other vessel requirement.
- f. Summer DWT
- g. Displacement
- h. LOA
- i. Manifold distance from
 - j. Bow and stern
 - k. Rails (inboard)
 - l. Height from sea level at ballast condition
- m. Departure Port

Ship's agent coordinates and arranges for "free pratique", which is granted at roads or at berths. In case "free pratique" is granted at berth, same time will be NOR acceptance time.

1.4. FRESH WATER – STORES AND ALL OTHER PROVISIONS

No water is available at HEL.PE. Terminal for vessel watering. Coordination for fresh water should be arranged by the Vessel's Master/Charterers/Owners via vessel's agent.

Other stores of any sort or slops, engine room bilges oily water, oily sediments etc. is not permitted to be handled while vessel is under "Notice of Readiness". Also while the vessel is in or near Berths/Breasting Island no stores are permitted to be handled with the exception of garbage delivery to dedicated barge.

1.5. BUNKERS

No bunkering facilities available at HEL.PE. Terminal.

1.6. GANGWAYS

There are no pier gangways at the Breasting Island and vessels must provide and set safely their own gangways for access within the limits of the main platform.

At sea berths use port side ship's accommodation ladder.

Vessel must provide SAFE access in all cases and keep gangways and ladders safe and certified as per Class regulations at all times.

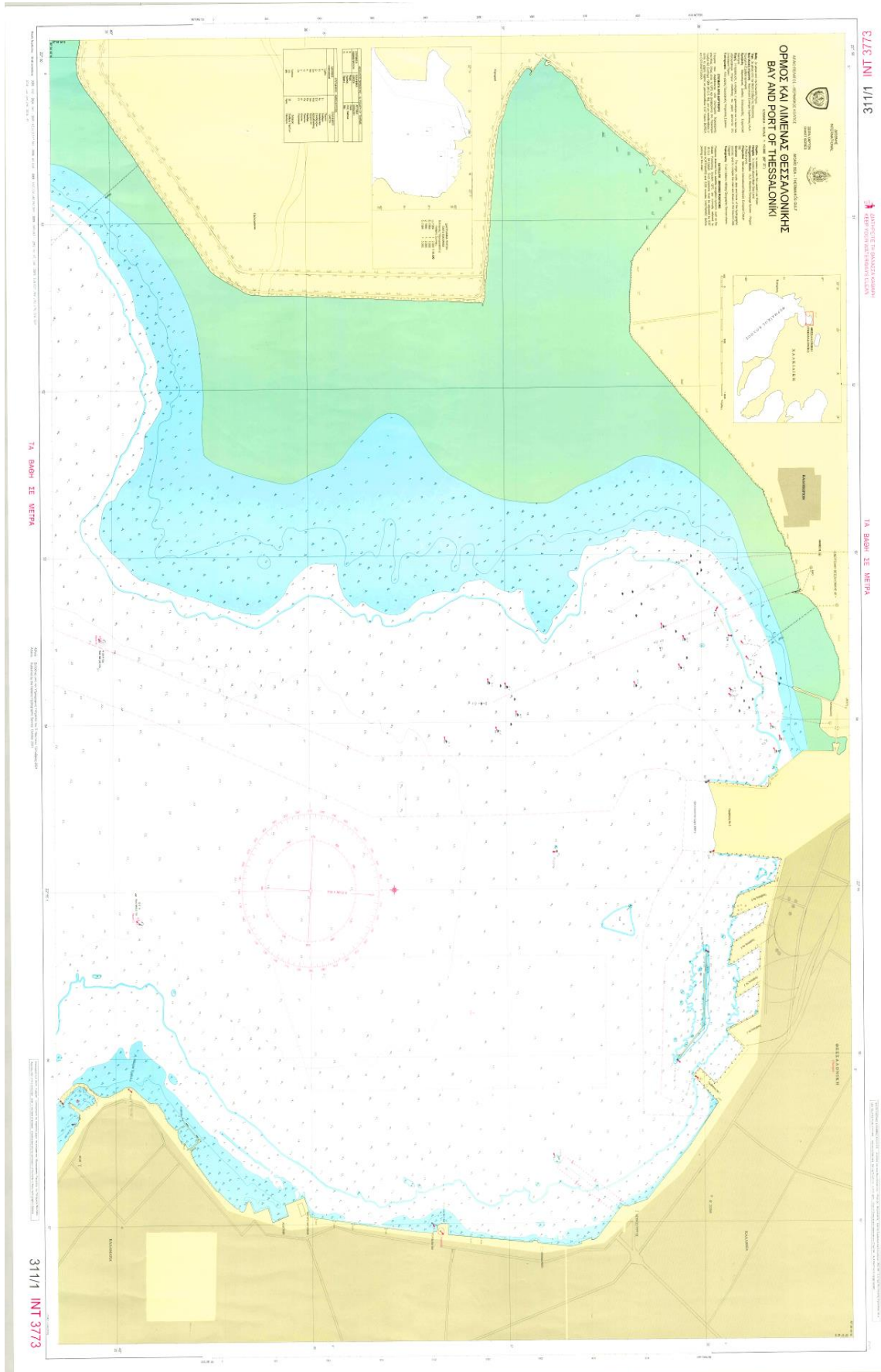


CHART 1: "ORMOS THESSALONIKIS"



CHART 2: "An aerial view of the Terminal with particular depiction of the anchorage buoys"

SECTION 2

GENERAL DESCRIPTION AND TERMS OF OPERATION OF HEL.PE. THESSALONIKI MARINE TERMINAL

2.1. LOCATION

Marine Terminal of HEL.PE. at Thessaloniki consists of three (3) installations:

- a. The Crude Oil Sea Berth, positioned at 40° 36,9 N – 22° 53,9 E.
- b. The Products Sea Berth, positioned at 40° 37,8 N – 22° 53,6 E.
- c. The Breasting Island, positioned at 40° 38,1 N – 22° 53,4 E.

2.2. BERTHING – UNBERTHING

The berthing and unberthing of Vessels at Breasting Island or Sea Berths is the responsibility of Vessel's Master. Vessels cannot berth or unberth, if wind speed exceeds 5 Beaufort (10.7 m/s).

Ship's Master and Crew must at all times be alerted to check and ensure proper and safe operation of the mooring lines and cargo hoses.

When 2 minutes average' wind speed exceeds 5 Beaufort (10.7 m/s), vessel Master must stop cargo transfer and ship's crew must be alerted to check mooring lines and cargo hoses.

In case wind speed keeps rising and before it reaches 7 Beaufort (16 m/s), cargo hoses should be disconnected remaining loose on ship's rail and gangway be removed on ship's Master and crew responsibility.

The Ship's Master is responsible for monitoring wind conditions and weather forecast closely and taking all necessary measures (i.e. disconnecting all hoses, check mooring lines, anchors, call stand by tug boat/s for assistance, etc) before a critical situation is reached. Ship's anemometer and wind logger to be operational, calibrated, certified and consulted by vessel's authorized crew at all times. The decision of unberthing under windy or any emergency conditions falls within the duties and responsibilities of Ship's Master only. In case of emergency unberthing, ship's crew and stand-by mooring boats already appointed by Master/Owners/Shipagents should undertake actions to remove hoses from vessel's side and rest them in safe and secure position.

For some other specific restrictions for vessel berthing see also paragraphs 3.2.1 and 4.2.1.

For contingency plan related to strong winds refer to paragraph 7.2.13.

2.3. PILOTAGE

Pilotage for berthing or unberthing is obligatory. The pilotage for each one of the three installations is allowed as follows:

The procedure of berthing and unberthing of vessels at HEL.PE. Thessaloniki Marine Terminal (Breasting Island, Crude Oil Sea Berth, Product Sea Berth) will take place only during day light and must be completed prior sunset.

The commencement time of mooring operations is as defined below:

- a. For vessels with L.O.A. above 200m from sunrise until 2 hours before sunset
- b. For vessels with L.O.A. 120m-200m from sunrise until 1,5 hours before sunset
- c. For vessel with L.O.A. below 120m from sunrise until 1 hour before sunset

Time for starting pilotage as above, is considered the pilot on board time.

2.4. HOSE CONNECTION-DISCONNECTION

At Breasting Island the connection and disconnection of the cargo hoses at vessel manifold is ship's crew responsibility.

At sea berths the connection and disconnection of the cargo hoses at vessel manifold is carried out by shore personnel with the assistance of ship's crew. **If hoses are to be disconnected in case of emergency, ship's crew must make the disconnection.**

2.5. SAFETY – POLLUTION GENERAL TERMS

Vessels main propulsion engine must be ready **at any time** to move the vessel in an emergency.

No repairs or maintenance of cold or hot work nature on the vessel is permitted when the vessel is at berths or at the breasting island.

No cold or hot water tank cleaning on the vessel is permitted to be performed when the vessel is at berths or at the breasting island.

No gas freeing or cleaning of vessel tanks is permitted while vessel is at berths or at the breasting island.

When the alarm signal sounds at Breasting Island, vessels should stop all cargo/ballast transfer operations, alert the crew and follow the Terminal's instructions.

It is Port Authority regulations requirement that during tanker vessels stay at berth, stand-by tug boat/s with the proper B.H.P. must be present at all times.

Master should strictly comply with the National Laws of Hellenic Republic and International Regulations for pollution prevention.

The Master, and/or any member of his crew, is responsible for any pollution caused by their vessel or liable to cause pollution directly or indirectly, and/or cause damage to third parties.

Vessels responsible for pollution, risk heavy fines from Port Authorities and considerable delay while investigation takes place. Coast guard operates patrol boats which keep a close watch on the area. Should pollution occur, it must be reported and dealt with immediately.

All vessels have to comply with ISGOTT's latest edition procedures.

2.6. BALLAST

Deballasting at sea is forbidden, except S.B. tanks according to MARPOL 1973/78. If during deballasting of S.B.T. the sea water surrounding the vessel has any discoloration, deballasting shall immediately be terminated. The vessel's master is fully responsible for the pollution caused by this operation.

The Terminal can receive dirty ballast, after written agreement (email etc) in advance, from a vessel arriving to load refinery product, with payment. The cost must have been agreed in advance in writing.

The total deballasting time is for vessel's account.

2.7. TUG BOATS

Tug boats are required for berthing and unberthing. The minimum required number of tugboats and their minimum engine power are mentioned at the table below. Moreover, the Vessel's Master has of course the right to decide on any additional tug boats and higher engine power, which may be needed according to weather conditions.

1. BERTHING/UNBERTHING-LOADED CONDITION			
Vessel Size (G.R.T.)	Minimum Total BHP (+- 10%)	Minimum Bollard Pull (mt)	Minim. Number of Tug boats required
0 5.000	1500	18	1
5.001-10.000	3.000	36	2
10.001-15.000	4.500	54	3
15.001-25.000	6.000	72	3
25.001-40.000	8.000	96	4
40.001-55.000	10.500	126	4
55.001-70.000	12.000	144	4
70.001 and above	13.000	156	4

2. BERTHING/UNBERTHING-BALLAST CONDITION			
Vessel Size (G.R.T.)	Minimum Total BHP (+-10%)	Minimum Bollard Pull (mt)	Minim. Number of Tug boats required
0 5.000	1500	18	1
5.001-10.000	3.000	36	2
10.001-15.000	4.000	48	2
15.001-25.000	4.500	54	2
25.001-40.000	6.500	78	2 or 3
40.001-55.000	8.000	96	2 or 3
55.001-70.000	9.000	108	3 or 4
70.001 and above	10.000	120	3 or 4

Special Note:

Additionally to the above requirements, for safety enhancement, all vessels calling at Thessaloniki Marine Terminal must comply with the latest version of the 'Guide for Tugs Selection', issued by HEL.PE Thessaloniki Marine Terminal and communicated to all involved parties, including vessels' agents.

It is the Vessel's Master/ Charterers/ Owners sole responsibility to have obtained and considered /reviewed well in advance of berthing a copy of this Guide for Tugs Selection.

According to port regulations "stand by" tug boat is required for each Vessel while she is at berth or breasting island. The minimum required number of "stand by" tug boats and their minimum engine power, are mentioned at the table bellow.

3. STAND BY			
Vessel Size (G.R.T.)	Minimum Total BHP (+-10%)	Minimum Bollard Pull (mt)	Minim. Number of Tug boats required
0 5.000	1500	18	1
5.001-10.000	2.000	24	1
10.001-15.000	2.200	26	1
15.001-25.000	2.800	34	1
25.001-40.000	4.000	48	2
40.001-55.000	5.500	66	2
55.001-70.000	6.500	78	2
70.001 and above	7.500	90	2

Special Note:

Additionally to the above requirements, for safety enhancement, all vessels calling at Thessaloniki Marine Terminal must comply with the latest version of the 'Guide for Tugs Selection', issued by HEL.PE Thessaloniki Marine Terminal and communicated to all involved parties, including vessels' agents.

The insuring of the appropriate tug boats in all the above cases, falls within the duties and responsibilities of Ship's Master. Charges of tug boats is for ship-owners account.

SECTION 3

CRUDE OIL SEA BERTH OPERATING SPECIFICATIONS

3.1 VESSEL ACCEPTANCE CRITERIA FOR CRUDE OIL SEA BERTH

3.1.1 Vessel Size Parameters

The following vessel size parameter restrictions apply:

Maximum Summer Deadweight:	160 KDWT Fully Loaded
Maximum Displacement	185 KMT
Minimum Summer Deadweight:	According to minimum permitted L.O.A.
Maximum Length (L.O.A.):	340 m
Minimum Length (L.O.A.):	240 m
Maximum Draught:	55 Ft 8 inch (17,00 m)
Distance from Vessel` s side to manifold (inboard):	Not less than 4,0 m
Flexible Cargo Hoses (at STBD Side):	1 or 2X12" – 150 ASA
Max. permitted pressure at vessel`s manifold:	8.5 kg/cm ²
Pressure required to be maintained at vessel`s manifold:	7.5 kg/cm ²

3.1.2 Vessel Mooring Equipment

The vessel mooring equipment should be certified (with certificates up to date in full force and effect at the time of the vessel's mooring) and satisfy the following requirements (see also Figures 1 and 2):

The ship should be equipped with eight wires (without tails and all in good condition) having diameter 36-40 mm and length not less than 240 meters, mounted on winches. Also to be equipped with 2 ropes in good condition, at least 220 m in length. Wires' and ropes' minimum breaking strength and winches' BHC must be at least as follows:

Vessels' SDWT (KMT)	80.000 – 120.000	120.000 – 160.0000
Displacement (KMT)	Up to 135	136 - 185
Wires'/ropes Breaking Strength (MT)	70	70
Winches' BHC (MT)	42	42
Bits SWL (MT)	42	42

Note: Tension Winches must be used only in manual mode.

In addition the ship should have the capability to pick up and make fast on bollards, by her own means and resources, up to four (4). Terminal preventer wires of around 28-40 mm diameter and 240 m length. These wires and ropes should be located as per Figure 1 or Figure 2 below (Mooring Layout: Crude Oil, Sea Berth), depending on the DWT and Displacement of the vessel.

Special Note: No loading / discharging operations will commence UNLESS the Terminal representative confirms that the shore supplied (Terminal's) preventer wires have been fastened properly by Crew and Vessel's equipment.

3.1.3 Segregated Ballast Tanks (S.B.T.)

Vessels for Crude Oil Sea Berth must have Segregated Ballast Tanks (S.B.T.). The capacity of the S.B.T. shall not be less than that which is necessary to obtain full immersion of the propeller and the draught amidships (dm) in meters shall not be less than: $dm=2,0 + 0,02 \times (L.B.P.)$.

3.1.4 Crane Requirement

Vessels for Crude Oil Sea Berth have to be equipped with crane with SWL 10 T, prepared for STBD side.

3.2 OTHER OPERATING SPECIFICATIONS FOR CRUDE OIL SEA BERTH

3.2.1 Berthing - Unberthing

The following apply **in addition** to those referred in paragraph 2.2 (See Section 2):

- In case there is already a ship berthed at Crude Oil Sea Berth, vessel's berthing at Product Sea Berth, is allowed provided that operations at Crude Oil Sea Berth are ceased during the time of mooring operations at Product Sea Berth.
- Vessel's berthing is not allowed if wind speed is anticipated to exceed 7 Beaufort (16 m/s), based on the official weather forecast report issued by the National Weather Service (EMY). When such conditions are anticipated, the vessel is held at anchorage. If the vessel is already berthed, she should if possible depart from berth before such situation is reached. If vessel is unable to depart, emergency precautions should be taken on Master's and ship's crew responsibility and account (i.e. "stand by" tug boats etc.).
- While vessel is berthing at the Crude Oil Sea Berth, she should stay at least 20 meters away from the line defined by the two yellow marker buoys (indicating plem position).

3.2.2 Unloading Flow Rates

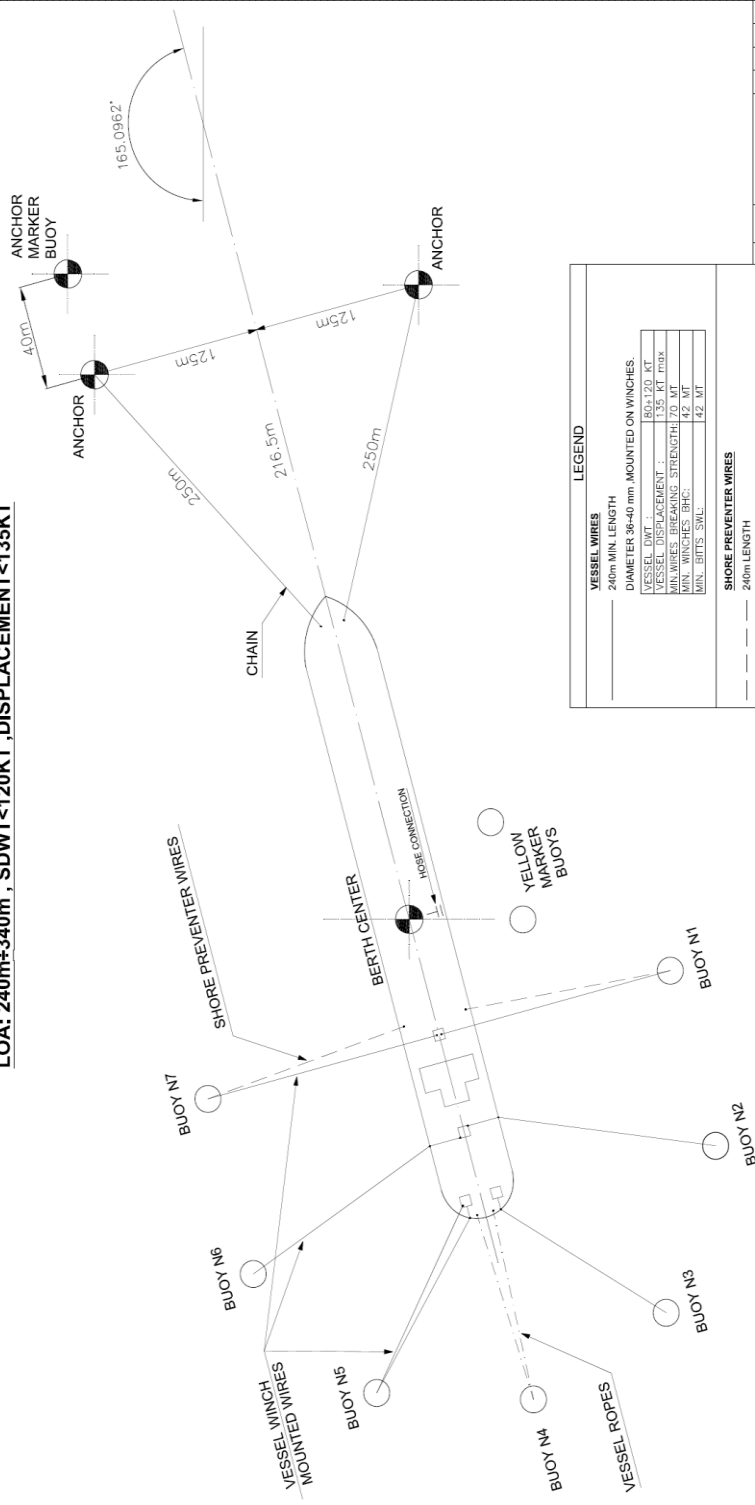
Taking into account all necessary unloading rate reductions (i.e. stripping, crude washing (COW), shore tanks topping) Vessel should maintain an average flow rate of at least 4500 m³/h.

If wind exceeds 5 Beaufort discharging is interrupted (see paragraph 2.2 in Section 2).

**HELPE. - THESSALONIKI MARINE TERMINAL
CRUDE OIL SEA BERTH
VESSEL MOORING LAYOUT**
LOA: 240m+340m , SDWT<120KT ,DISPLACEMENT<135KT



FIGURE 1



LEGEND

VESSEL WIRES
 240m MIN. LENGTH
 DIAMETER 38-40 mm MOUNTED ON WINCHES.
 VESSEL DWT : 80,170 MT
 VESSEL SPEED : 15.5 KT max
 MIN. WIRES BREAKING STRENGTH : 70 MT
 MIN. WINCHES BHC : 42 MT
 MIN. BITTS SWL : 42 MT

SHORE PREVENTER WIRES
 240m LENGTH
 DIAMETER 28-40 mm MOUNTED ON WINCHES OR BITTS.
 MIN. WIRES BREAKING STRENGTH : 70 MT
 MIN. WINCHES BHC : 42 MT
 MIN. BITTS SWL : 42 MT

VESSEL ROPES
 220m LENGTH
 MIN. BREAKING STRENGTH: 70 MT

NOTES:
 -NO TAILS ATTACHED TO THE WIRES.
 -THE VESSEL SHOULD STAY AT LEAST 20m AWAY FROM THE LINE DEFINED BY THE YELLOW MARKER BUOYS.

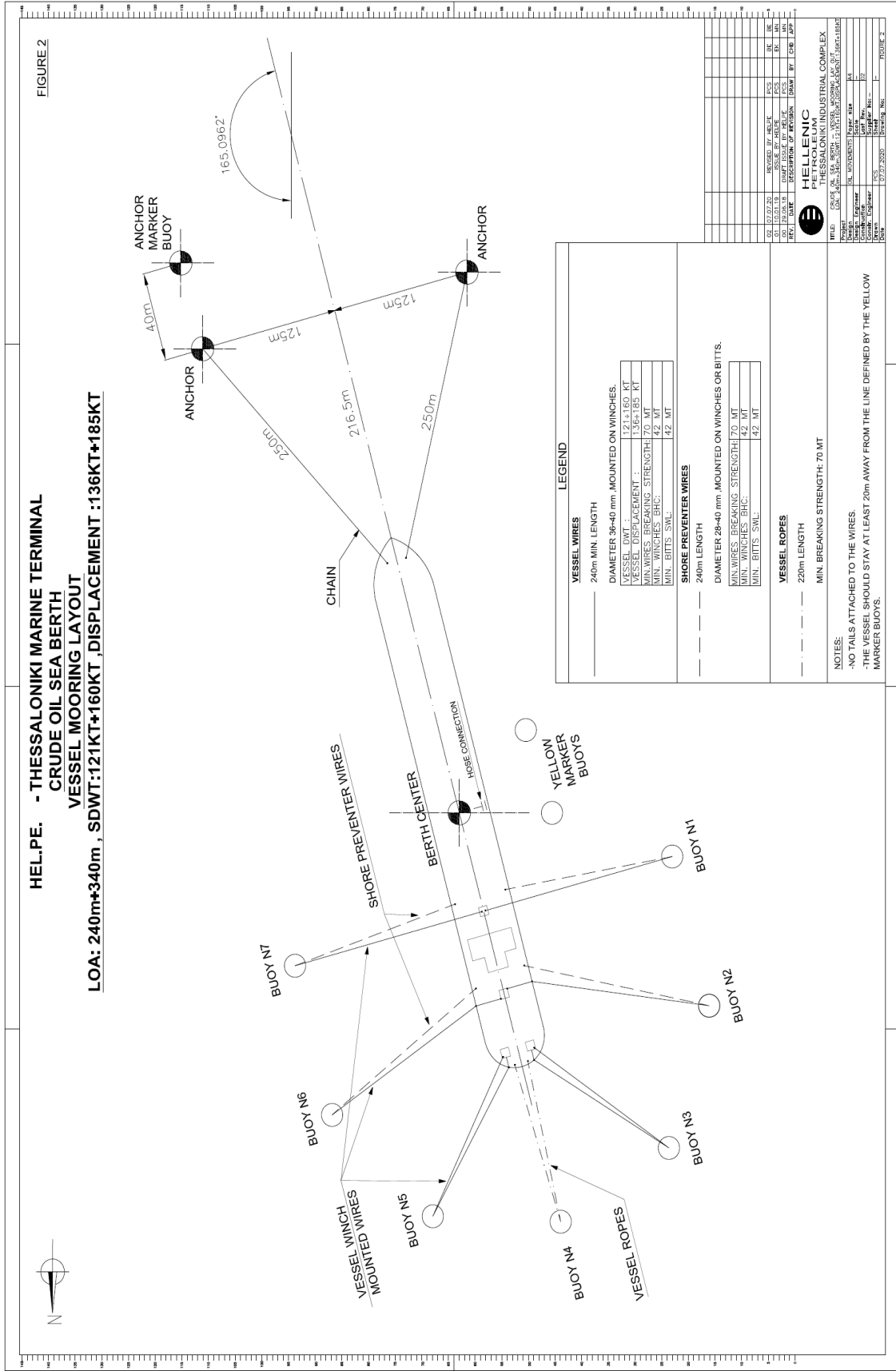
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HELLENIC
 PETROLEUM
 INDUSTRIAL COMPLEX
 WILKINS ROAD, 15701, MARATHON, GREECE
 PROJECT : HELPE. - THESSALONIKI MARINE TERMINAL CRUDE OIL SEA BERTH
 DRAWING NO. : HELPE. - THESSALONIKI MARINE TERMINAL CRUDE OIL SEA BERTH - VESSEL MOORING LAYOUT
 SHEET NO. : 17
 DATE : 07.07.2010
 DRAWING NO. : HELPE. - THESSALONIKI MARINE TERMINAL CRUDE OIL SEA BERTH - VESSEL MOORING LAYOUT

**HEL.PE. - THESSALONIKI MARINE TERMINAL
CRUDE OIL SEA BERTH
VESSEL MOORING LAYOUT**

LOA: 240m+340m , SDWT:121KT+160KT ,DISPLACEMENT :136KT+185KT

FIGURE 2



LEGEND

VESSEL WIRES	240m MIN. LENGTH
DIAMETER 36-40 mm ,MOUNTED ON WINCHES.	
VESSEL DWT DISCRENT :	121+160 KT
VESSEL DISPLACEMENT :	136+185 KT
MIN. WIRES BREAKING STRENGTH:	70 MT
MIN. WINCHES BHC:	42 MT
MIN. BITTS SWL:	42 MT
SHORE PREVENTER WIRES	240m LENGTH
DIAMETER 28-40 mm ,MOUNTED ON WINCHES OR BITTS.	
MIN. WIRES BREAKING STRENGTH:	70 MT
MIN. WINCHES BHC:	42 MT
MIN. BITTS SWL:	42 MT
VESSEL ROPES	220m LENGTH
MIN. BREAKING STRENGTH: 70 MT	

NOTES:
-NO TAILS ATTACHED TO THE WIRES.
-THE VESSEL SHOULD STAY AT LEAST 20m AWAY FROM THE LINE DEFINED BY THE YELLOW MARKER BUOYS.

NO.	REV.	DATE	DESCRIPTION OF REVISION	DRW	CHK	APP
02	07.07.2007		REVISED BY HELPE	PCS	BE	SE
03	19.06.18		ISSUE FOR HELPE	PCS	BE	SE
04	19.06.18		ISSUE FOR HELPE	PCS	BE	SE
05	19.06.18		ISSUE FOR HELPE	PCS	BE	SE
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HELLENIC
THESSALONIKI INDUSTRIAL COMPLEX

PROJECT: HELPE
TITLE: HELPE - THESSALONIKI MARINE TERMINAL - CRUDE OIL SEA BERTH - VESSEL MOORING LAYOUT
SCALE: 1:500
DATE: 19.06.18
DRAWN BY: HELPE
CHECKED BY: HELPE
APPROVED BY: HELPE
PROJECT NO.: 19.06.18

SECTION 4

PRODUCTS SEA BERTH OPERATING SPECIFICATIONS

4.1 VESSEL ACCEPTANCE CRITERIA FOR PRODUCTS SEA BERTH

4.1.1 Vessel size parameters

The following vessel size parameter restrictions apply:

Maximum Summer Deadweight:	50 KDWT
Maximum Displacement	59 KMT
Minimum Summer Deadweight:	22 KDWT
Maximum Length (L.O.A.):	240 m
Minimum Length (L.O.A.):	170 m
Maximum Draught:	42 Ft (12,8 m)
Distance from Vessel` s side to manifold (inboard):	Not less than 4,0 m
Flexible Cargo Hoses (at STBD Side):	1X10" – 150 ASA
Max. permitted pressure at vessel` s manifold:	9,0 kg/cm ²
Pressure required to be maintained at vessel` s manifold:	7.5 kg/cm ²

4.1.2 Vessel mooring equipment

The vessel mooring equipment should be properly certified (with certificates up to date in full force and effect at the time of the vessel`s mooring) and satisfy the following requirements (see also Figure 3):

The ship should be equipped with six (6) wires (without tails and all in very good condition) having diameter 32-36 mm, breaking strength 55 MT min and length not less than 220 meters, or nine (9) ropes with same, as per previous wires, dimensions and strength mounted on winches or bitts with BHC / SWL at least as follows:

Vessels` SDWT	22.000 – 25.000	25.001 – 40.000	41.000 – 50.000
Displacement (MT)	29.000 – 34.000	34.001 – 50.000	50.001 – 59.000
Winches` BHC / Bitts SWL (MT)	30	30	35

Vessel should also be able to mount on winches / bitts, 4 shore wires or high modulus ropes. These wires and ropes should be located as per Figure 3 below (Mooring Layout – Product Sea Berth).

Vessels should be capable of running out a minimum of 10 shackles of chain on each of the two anchors.

4.1.3 Segregated Ballast Tanks (S.B.T.)

Vessels for Products Sea Berth must have Segregated Ballast Tanks (S.B.T.). The capacity of the S.B.T. shall not be less than that which is necessary to obtain full immersion of the propeller and the draught amidships (dm) in meters shall not be less than: $dm=2,0 + 0,02 \times (L.B.P.)$.

4.1.4 Crane Requirement

Vessels for Product Sea Berth have to be equipped with crane with SWL 10 T, prepared for STBD side.

4.2 OTHER OPERATING SPECIFICATIONS FOR PRODUCTS SEA BERTH

4.2.1 Berthing - Unberthing

The following apply **in addition** to those referred to in paragraphs 2.2 and 2.3 (See Section 2):

- While a vessel longer than 140 m L.O.A. is berthed at the "Old" Sea Berth of the near-by installation of "CETRACORE-JET OIL S.A.", then none of the other two berths in the vicinity, HEL.PE. Products Sea Berth and "New" Sea Berth of "CETRACORE-JET OIL S.A.", is allowed to have a vessel for berthing or staying.
- Vessel's berthing is not allowed if wind speed is anticipated to exceed 7 Beaufort (16 m/s), based on the official weather forecast report issued by the National Weather Service (EMY). When such conditions are anticipated, the vessel is held at anchorage. If the vessel is already berthed, she should if possible, depart from berth before the gale situation is reached. If vessel is unable to depart, emergency precautions should be taken on Master's and ship's crew responsibility and account (i.e. "stand by" tug boats etc.).
- While vessel is berthing at the Products Sea Berth she should stay at least 17 meters away from the line defined by the two buoys (white red and white yellow) indicating plem position.

4.2.2 Unloading Flow Rates

In case of discharging a product, vessel should maintain the following pressure at its manifold corresponding respectively to the approximate flow rates which are referred below relative to the location of the receiving installation:

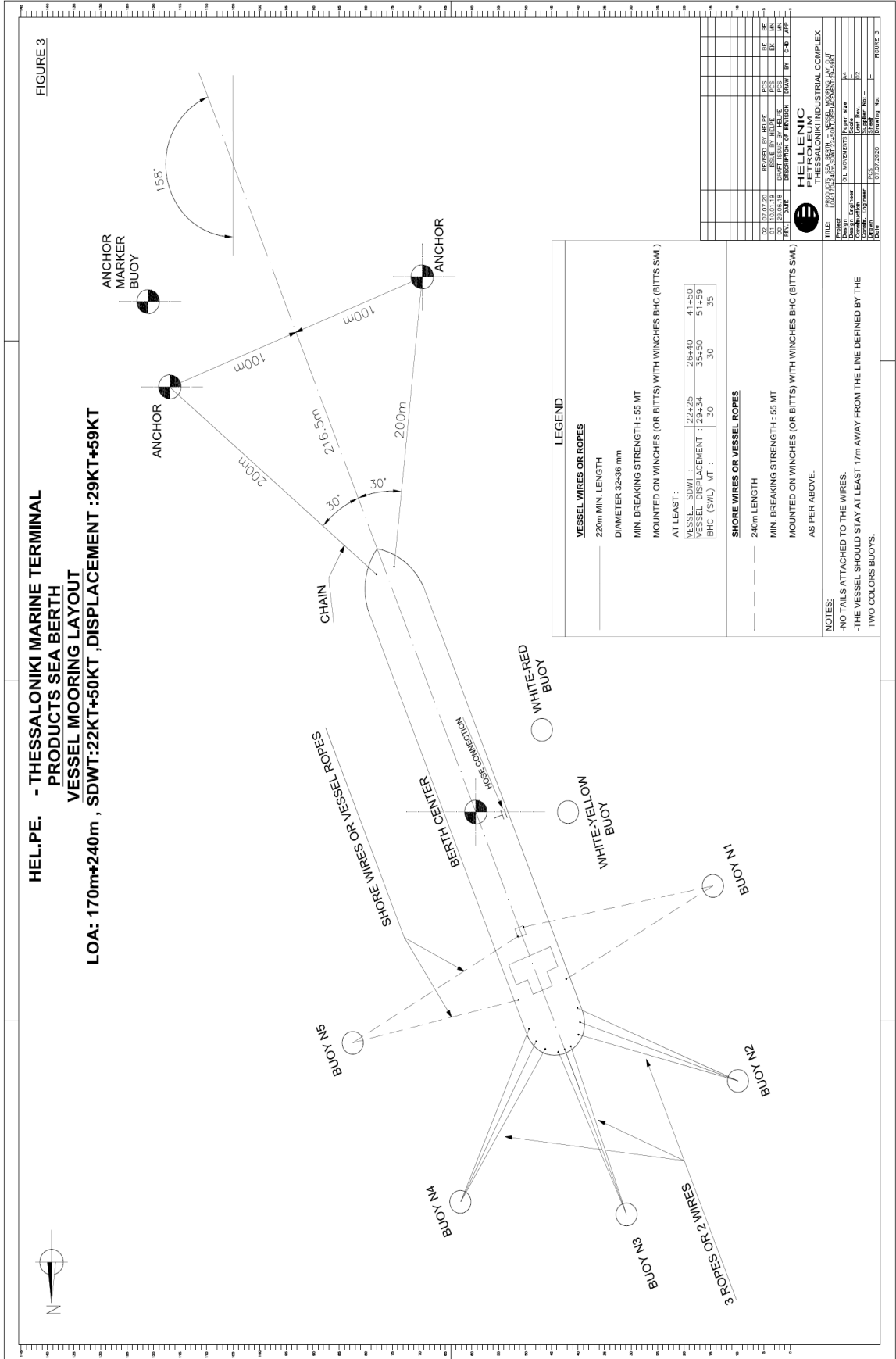
Product	Flow Rate (M ³ /H)	Pressure at ship's manifold (kg/cm ²)	Location of the Receiving Installation
GASOLINE	900	7,5 - 9,0	<ul style="list-style-type: none">• Refinery Tankage Area• Kalochori Tankage Area
	700	"	
HEATING OIL	1000	8,0 – 9,0	<ul style="list-style-type: none">• Refinery Tankage Area• Kalochori Tankage Area
	1400	"	
A.D.O.	1000	8,0 – 9,0	<ul style="list-style-type: none">• Refinery Tankage Area• Kalochori Tankage Area
	700	"	
H.F.O.	850	7,0 –9,0	<ul style="list-style-type: none">• Refinery Tankage Area (Unloading thru 20" pipe)• Refinery Tankage Area (Unloading thru 16" pipe)
	500	"	

Necessary discharge rate reductions due to: starting the unloading short time period, stripping and shore tanks topping time period, are not included in the above mentioned flow rates.

If wind exceeds 5 Beaufort discharging is interrupted (see paragraph 2.2 in Section 2).

**HEL.PE. - THESSALONIKI MARINE TERMINAL
 PRODUCTS SEA BERTH
 VESSEL MOORING LAYOUT
 LOA: 170m+240m, SDWT:22KT+50KT, DISPLACEMENT :29KT+59KT**

FIGURE 3



LEGEND

VESSEL WIRES OR ROPES
 220m MIN. LENGTH
 DIAMETER 32-36 mm
 MIN. BREAKING STRENGTH : 55 MT
 MOUNTED ON WINCHES (OR BITTS) WITH WINCHES BHC (BITTS SWL)
 AT LEAST:

VESSEL SWLT :	22-25	26-40	41-50
VESSEL DISPLACEMENT :	29+34	35-50	51-59
BHC (SWL) MT :	30	30	35

SHORE WIRES OR VESSEL ROPES
 240m LENGTH
 MIN. BREAKING STRENGTH : 55 MT
 MOUNTED ON WINCHES (OR BITTS) WITH WINCHES BHC (BITTS SWL)
 AS PER ABOVE.

NOTES:

- NO TAILS ATTACHED TO THE WIRES.
- THE VESSEL SHOULD STAY AT LEAST 17m AWAY FROM THE LINE DEFINED BY THE TWO COLORS BUOYS.

REV.	DATE	DESCRIPTION OF REVISION	DRAWN BY	CHECKED BY
01	02.07.20	REVISED BY HEL.PE.	PCS	RE
02	15.03.18	REVISED BY HEL.PE.	PCS	RE
03	15.03.18	REVISED BY HEL.PE.	PCS	RE

HELLENIC PETROLEUM
 THESSALONIKI INDUSTRIAL COMPLEX
 100, N. EPIFANIOU ST., 55132, THESSALONIKI, GREECE
 PROJECT : HEL.PE. - THESSALONIKI MARINE TERMINAL PRODUCTS SEA BERTH
 DRAWING NO. : HEL.PE. - THESSALONIKI MARINE TERMINAL PRODUCTS SEA BERTH - 04
 CONTRACT NO. : 01/15/03/18
 CONTRACT VALUE : 1.000.000,00 €
 CONTRACT START DATE : 01/15/03/18
 CONTRACT END DATE : 31/12/2020
 SHEET NO. : 04
 TOTAL SHEETS : 04
 SCALE : 1:1000
 DATE : 02/07/2020
 DRAWING NO. : HEL.PE. - THESSALONIKI MARINE TERMINAL PRODUCTS SEA BERTH - 04
 SHEET NO. : 04
 TOTAL SHEETS : 04

SECTION 5

BREASTING ISLAND OPERATING SPECIFICATIONS

5.1 GENERAL DESCRIPTION

The Breasting Island (B.I.) consists of a main concrete platform sized 46m X 18m elevated 2.5 m above LWL. There are two berths (See Fig. 4), one at each side of the concrete platform, the NW side (called Inshore) with depth around 31 ft and the SE side (called Offshore) with depth around 35 ft, equipped with loading/unloading facilities. A pair of dolphin type mooring points lies on each side of the platform, towards the longitudinal axis at a distance of 52 m and 98 m respectively for the outer edge of the platform, thus forming the overall length of the breasting island to 250 m. The dolphins are named A, B, C and D. Dolphins A and B lie to the west/southwesterly side and dolphins C and D to the east/northeastern side. Dolphins are interconnected with the main platform by means of framework walkways. The main concrete platform is supported by 80 steel "I" beam piles. Dolphins A and D are supported by 8 steel "I" beam piles and dolphins B and C by 12. There are bollards on the concrete platforms of the dolphins where mooring lines of the vessels are fastened. There are also iron posts on the dolphins with flashing white lights for navigational purposes. In addition, on Dolphin C there are indicative lights connected to the BAS Radar (Berthing Approach System), monitoring the berthing approach velocity and angle. Five fenders are fitted on the inshore berth (4 on the main concrete platform and one on a monopile, all aligned at the same fender line). Three fenders are fitted on the offshore side.

The Breasting Island is manned 24 hours a day and the Marine Control Office located on it, is the direct communication point upon the arrival of any Vessel destined to HEL.PE. Thessaloniki Marine Terminal. (V.H.F.: Ch. 10, Tel.: ++30 2310 750389, email: N@helpe.gr.

Secondary means of communication: Mobile phones: +30 6944 666430 and +30 6951 974661

5.2 BERTHING

All vessels, before proceeding to B.I. berths, are obliged to communicate with B.I. by V.H.F. Ch.10 in order to refer the time of Pilot on Board (P.O.B.) and the names of the tug boats they use. This V.H.F. communication, by listening to Ch.10, has to be kept during the whole berthing and unberthing procedure. For berthing, unberthing and pilotage conditions see paragraphs 2.2 and 2.3 of Section 2.

Vessels proceeding to B.I. berths usually pass east of the Product Sea Berth and turn to port, approaching the island, heading SW while berthing. Water depths gradually decrease from around 45 ft at product sea berth to about 31 ft at B.I. Inshore side. Vessels bounding for the B.I. should proceed near parallel to the B.I. about half ship's length and have no way when abeam their berth. Consequently, with the aid of tug boat, the ship is pushed towards her berth. At both sides of B.I., Berthing velocity should be limited to 0.09 m/sec and berthing angle to be not more than 10°. In any case, during berthing/unberthing vessel must not be drugged parallel to fender line.

Anchoring around B.I. is strictly prohibited.

- Vessel' s berthing is not allowed if wind speed is anticipated to exceed 7 Beaufort (16 m/s), based on the official weather forecast report issued by the National Weather Service (EMY).. When such conditions are anticipated, the vessel is held at anchorage. If the vessel is already berthed, she should if possible, depart from the B.I. before the gale situation is reached. If vessel is unable to depart, emergency precautions should be taken on Master's and ship's crew responsibility and account (i.e. "stand by" tug boats etc.).

5.3 VESSEL ACCEPTANCE CRITERIA FOR BREASTING ISLAND

5.3.1 Vessel size parameters

The following vessel size parameter restrictions apply:

All vessels bound to Breasting Island should comply with the following limitations:

VESSEL SIZE	INSHORE SIDE	OFFSHORE SIDE
Maximum Draught (m)	8.8	9.7
Maximum Summer Deadweight: (mt)	7000	22000 Note (1)
Maximum Displacement on berthing (mt)	12300	25500
L.O.A. (m)	120	170

Note (1): Max. SDWT for Ammonia Vessels is 17800 mt.

5.3.2 Specific parameters related to the vessel acceptance:

- For Vessel acceptance it is necessary that her manifold characteristics fall within the envelopes of the loading arm relevant to the transfer, as they are referred to the table of paragraph 5.4.2 of this Section.
- The cargo quantity of all loaded Vessels which bound for the B.I. is limited as follows:

Breasting Island Side / Product	SDWT up to (mt)	Should be loaded with no more than (mt)
Offshore / All Petroleum and Chemical Vessels except Ammonia	22000	15000
Offshore / All Petroleum and Chemical Vessels except Ammonia	20000	15800
Offshore / All Petroleum and Chemical Vessels except Ammonia	18000	16000
Offshore / All Ammonia Vessels	17800	15000
Inshore / All Petroleum and Chemical Vessels	7000	Fully loaded

- (c) Vessels to be berthed at the B.I. must have at least:
- a. Two winches at the poop deck and 2 at forward.
 - b. Mooring ropes:
 - i. OFFSHORE side: 16 mooring ropes
 - ii. INSHORE side: 10 mooring ropes for vessels up to DWT 6.000 MT.
For vessels between DWT 6.001 MT and 7.000 MT, 2 additional ropes (12 ropes in total) must be used, towards the second bitts on the B.I. deck.
- (d) Vessels having **Beltings** on their side, should comply with the following:
- a. Beltings must have smooth semi-cylindrical profile.
 - b. Beltings must be properly maintained, so that the profile of the belting keeps its initial form.
 - c. No additional structures (eg anodes, projected plates, supports, local reinforcements etc) that might become in contact with the Breasting Island fenders are accepted to be attached on the vessel hull other than beltings as per above.
 - d. Maximum projection of beltings, not to exceed 18 cm.

5.4 OPERATING DATA FOR PRODUCT TRANSFERS THROUGH B.I.

5.4.1 PRODUCTS TRANSFERRED THROUGH BREASTING ISLAND

The products that vessels can load or unload thru the Breasting Island are the following:

Product	Inshore		Offshore	
	Loading	Unloading	Loading	Unloading
LPG (propane & butane mixture)	X	X		
Gasolines	X	X	X	X
Naphthas	X	X	X	X
Jet Fuels	X	X	X	X
Diesel Oils	X	X	X	X
FAME				X
MTBE / ETBE		X		X
Heavy Fuel Oils	X	X	X	X
Hexane	X			
White Spirit	X		X	
Propylene		X		
Ammonia (under conditions)				X

5.4.2 LOADING ARM ENVELOPES AND OTHER OPERATING DATA

5.4.2.1 PETROLEUM PRODUCTS (Excl. Liquefied Petroleum Gases)

OPERATIONAL DATA		PRODUCTS			
		GASOLINE/ /NAPHTHA / MTBE / ETBE	JET	DIESEL / FAME	H.F.O.
SIZE OF MAIN LINE FROM B.I. TO SHORE		10" or 20"	10" or 20"	10" or 20"	16" or 20"
SIZE OF LOADING ARMS	Offshore	8"	8"	8"	8"
	Inshore	6"	6"	6"	6"
LOADING ARM OPERATION	Offshore	Motorized	Motorized	Motorized	Motorized
	Inshore	Manual or motorized	Manual or motorized	Manual or motorized	Manual or motorized
OPERATING ENVELOPE OF LOADING ARMS (MAXIMUM DISTANCE IN METERS)	Offshore	Inboard	5,50	5,50	5,50
		Vertical	11,30	11,30	11,30
	Inshore	Inboard	4,50	4,50	4,50
		Vertical	6,00	6,00	6,00
LOADING RATES (M ³ /HR) (approximately)	Offshore	450-500	450-500	450-500	750
	Inshore	460	460	460	600

REMARKS

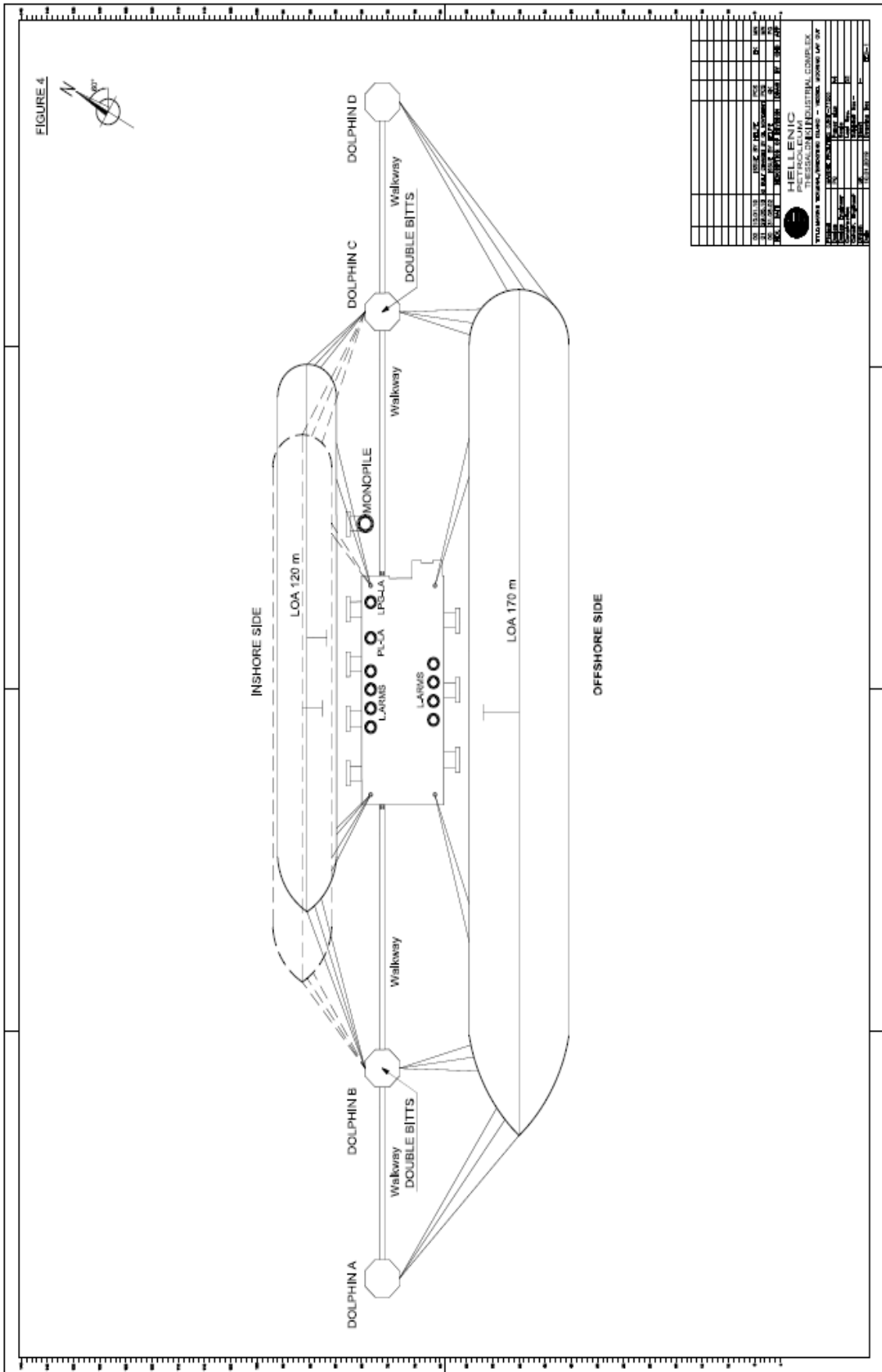
1. The inboard distance of the loading arms envelope is measured from the ship's side.
2. The vertical distance of the loading arms envelope is measured from the Mean Sea Level.
3. Loading arms are half metal half rubber and their end flanges are of ASA 150 Lbs RF.
4. Maximum pressure at ship's manifold during unloading:
 5. INSHORE: 7.0 kg/cm².
 6. OFFSHORE: 9.0 kg/cm².

5.4.2.2 CHEMICAL PRODUCTS AND LIQUEFIED GASES

OPERATIONAL DATA			PRODUCTS				
			HEXANE	WHITE SPIRIT	AMMONIA	PROPYLENE	LPG
SIZE OF MAIN LINE FROM B.I. TO SHORE			4"	4"	12"	10"	10" or 6"
SIZE OF LOADING ARMS	Offshore		-	-	8"	-	-
	Inshore		4"	4"	-	6"	6"
LOADING ARM OPERATION	Offshore		-	-	Hydraulic	-	-
	Inshore		Manual or motorized	Manual or motorized	-	Hydraulic	Hydraulic
OPERATING ENVELOPE OF LOADING ARMS (MAXIMUM DISTANCE IN METERS)	Offshore	Inboard	-	-	6,70		-
		Vertical	-	-	16,00		-
	Inshore	Inboard	4,50	4,50	-	4,50 max 1,30 min	4,50 max 1,30 min
		Vertical	6,00	6,00	-	9,00 max 1,50 min	9,00 max 1,50 min
LOADING or UNLOADING RATES (MT/HR) (approximately)			60	140	700	150	220
MAXIMUM PRESSURE AT SHIP'S MANIFOLD DURING UNLOADING LIQUEFIED GASES (KG/CM ²)			-	-	6	17.9	14
PRODUCT TEMPERATURE RANGE DURING UNLOADING LIQUEFIED GASES (°C)			-	-	around -32	-5 to +8	-5 to ambient

REMARKS

1. The inboard distance of the loading arms envelope is measured from the ship's side.
2. The vertical distance of the loading arms envelope is measured from the Mean Sea Level.
3. Loading arms for Ammonia, Propylene and LPG, are metallic and their flanges are of ASA 300 Lbs RF.
4. Loading arms for Hexane, White Spirit are half metal half rubber and their end flanges are of ASA 150 Lbs RF.
5. Vessels berthing at the Inshore side, may be asked to use their crane at mid-ships. The crane must have SWL at least 1.5 T.



SECTION 6

GENERAL PROCEDURES CONCERNING CARGO LOADING/ /UNLOADING

6.1 GENERAL REQUIREMENT

As it is clearly stated at the “**INFORMATIVE LETTER**” (see a copy of it as attachment at the end of this Section) handed to all Ship Masters upon their arrival, all Vessels must be in possession of a copy of the latest version of the “Thessaloniki Marine Terminal Information and Regulations Booklet” which **must be provided** by Charterers/Owners or the Ship’s agent **prior** to Ship’s arrival and berthing.

Additional copies can be provided:

- Upon arrival from the Senior Terminal Representative.
- **Prior** to the arrival from Operations Dpt of HELPE in Athens Head Quarters, subject to written request.

Vessels’ and Terminal personnel is obliged to adhere strictly to Terminal’s Safety Regulations included into “Thessaloniki Marine Terminal Information and Regulations Booklet”.

6.2 LOADING / DISCHARGING GENERAL PROCEDURE

6.2.1 LOADING

When a vessel is nominated to load at HELPE at Thessaloniki Marine Terminal, following procedure is carried out:

- The buyers’ Custom Broker prepares the official documents for the issuance of the loading permit which is forwarded to the Customs Officer on the B.I. **No loading is performed from the Terminal if the official loading permit is not forwarded to Customs Officer on the B.I.**
- Vessel’s Agent prepares the official documents for the issuance of the loading permit from the Port Authorities and a copy of this is forwarded by fax or email to Marine Terminal Supervisor.
- If a Surveyor is appointed to attend the Vessel, the terminal operator does not start loading before he gets the Surveyor’s certificate stating that Vessel’s tanks are suitable for loading. Regarding gas contents in the Vessel tanks, the terminal accepts Vessels for loading with explosive mixtures in their tanks, only as described in ISGOTT latest edition (normally, not to exceed 30% of LEL).
- The Terminal operator notifies the Vessel of the berthing prospects, either directly or through vessel’s agents. Berthing is taking place.

- Communication between Vessel and B.I. personnel is agreed in detail for the whole loading operation (See also Sec. 1.3). (VHF Ch10, unless otherwise advised)
- The Terminal's representative hands the "Informative Letter" (see a copy of it as attachment at the end of this Section) to Ship's Master who signs it for the acknowledgment.
- The Ship to Shore Safety Check List and the Pollution Prevention Check List are completed, signed and attended accordingly.
- The B.I. operator verifies that the piping related to the loading is properly lined up towards the Vessel.
- For the light products a sample is taken at the end of the loading line for visual inspection.
- Ship personnel is notified that loading will start and a responsible person from ship must always be present on deck for safety and communication purposes.
- Loading starts by gravity for verification of free flow to the ship tanks and avoidance of possible liquid splash over the tank bottoms which may cause static electricity (See Sec. 7.3). When the ducts of loading pipes are covered with the product and both parties verify that everything is in order, then the loading pump is started up upon vessel's request.
- If it is requested by any of the involved parties (Receivers, Charterers, Surveyor, Sellers), for chemical products and jet fuels, a sample is taken from the ship's tanks when the liquid height is about 2 feet, for visual inspection or lab analysis. Any delay due to the above, is charged to the party who requests it.
- Near the loading end, the cargo loading pump is stopped and the last cargo volume is loaded by gravity.
- When cargo loading is over, cargo hose is disconnected and measurement/sampling procedure is followed as described in Sec. 6.3 below.
- It is the vessel's authorized crew responsibility to continuously monitor vessel's tanks level during loading, to eliminate the risk of tank overflow.

6.2.2 DISCHARGING

When a vessel is nominated to unload at HEL.PE - Thessaloniki Marine Terminal, following procedure is carried out:

- The cargo owner's Custom Broker prepares the official application form for the issuance of the unloading permit. A copy of this application form is forwarded to the Customs Officer on the B.I. **No**

unloading is performed from the Terminal if a copy of the official application form for the unloading permit, is not forwarded to Customs Officer on the B.I.

- Vessel's Agent prepares the official documents for the issuance of the unloading permit from the Port Authorities and a copy of this is forwarded by fax or email to the Marine Terminal Supervisor.
- The Terminal Operator notifies the Vessel of the berthing prospects, either directly or through vessel's agents. Berthing is taking place.
- In case the cargo tanks are sealed from Customs, an application should be made to the Customs, to permit the breaking of seals for cargo sampling before breaking seals and before Vessel commence discharging. When Vessel completes her berthing procedure, cargo samples are taken by Customs and the Terminal personnel from her tanks, for cargo quality determination, unless otherwise instructed. If the cargo samples pass the lab tests, the Vessel can commence the discharge. If the samples do not fulfill the required specifications, the matter is settled between the seller and receiver and expenses for Vessel delay is on seller/charterers account.
- Communication between the Vessel and B.I. personnel is agreed in detail for the whole unloading operation (See also Sec. 1.3 and 5.1).
- The Terminal's representative hands the "Informative Letter" (see a copy of it as attachment at the end of this Section) to Ship's Master who acknowledges it by signing.
- The Ship to Shore Safety Check List and the Pollution Prevention Check List are completed, signed and attended accordingly.
- The B.I. Operator verifies that the piping related to the unloading is lined up towards the Vessel.
- The Refinery is notified by B.I. Operator that vessel is ready to start discharging and when he receives the O.K., he asks the Vessel to start pumping, at a low rate at the beginning until everything is checked that is in order.
- Ship discharges her cargo.
- The B.I. Operator, Customs Officer and appointed Surveyors verify that the vessel discharged the cargo and a tanks inspection certificate is issued.
- Cargo hose is disconnected.
- The Senior Terminal Representative or the appointed Surveyors, sign any relevant paper concerning cargo discharging operation and exchange it with Vessel's Master or his appointed representative.
- Ship's Master notifies the ship agent/pilots and mooring gang for Vessel departure.

6.3 CARGO MEASUREMENTS – SAMPLING

The cargo quantities loaded from B.I. and Products Sea Berth are measured either by P.D.M. (Positive Displacement Meters) or by shore tank gauging if there is no appropriate P.D.M. in service.

All cargoes (with the exception of L.P.G) discharged thru B.I., Crude Sea Berth and Products Sea Berth to the Refinery/Chemicals and/or any other installations connected with the Refinery piping are measured by shore tank gauging.

Only L.P.G. (propane and butane mixture) quantities are measured by gauging of ship tanks.

All tank measurements are performed by a Measurement Committee consisting of representatives from HEL.PE, Customs, State Chemist and Surveyors (if appointed) of any interested party involved in the transaction. The Measurement Committee issues and signs accordingly the relevant measurement protocol.

For cargo quantity cross-checking purpose only, Ship's Ullages are measured by the appointed Surveyors or Terminal Representative in collaboration with Ship's personnel.

As mentioned in 6.2.1, a sample is taken from the loading line for all white products - both petroleum and chemicals - for visual inspection, before loading starts.

Apart from the above mentioned general rule, samples are also taken from the Vessel tanks or loading line:

- a. If it is requested by any of the involved parties (Receivers, Charterers, Surveyor, Sellers), and mutually agreed in written (email or letter) in advance, for chemical products and jet fuels, a sample is taken from the ship tanks when liquid height is about 2 feet for visual inspection or lab analysis (allowing adequate time for accumulated static electricity elimination). Any delay due to the above, is charged to the party who request it.
- b. When any cargo or part of it, including crude oil, is to be discharged to the refinery shore tanks (See above Sec. 6.2.2).
- c. At the request of the charterers of the vessel, or cargo buyers in accordance with mutual agreement. The Terminal may take samples where and when convenient, in the presence of the parties concerned and Customs if necessary. Such samples are sealed and are kept in the Laboratory as per relevant procedures.
- d. In all cases a sample is taken after the completion of loading. In case of jet fuels, the Vessel should not sail before the last samples are lab tested and the product is found to be on spec in her tanks.

For safety reasons:

1. **Sampling and measurement on board vessels is forbidden to take place before at least half an hour has elapsed from end of loading (See Sec. 7.3).**
2. **Sampling and measurements are carried out using appropriate equipment and procedure (as per ISGOTT latest edition) for closed operations (without opening vessel's tanks hatches etc), earthed appropriately**

6.4 DOCUMENTS

6.4.1 CARGO DOCUMENT

Masters of all Vessels loading products at HEL.PE. Thessaloniki Marine Terminal are supplied with an official Delivery Ticket for all products.

When the loaded product is measured by P.D. Meter, the Delivery Ticket shows meter readings (in volume at 15°C) and the corresponding mass is calculated by using density at 15°C. The ticket is duly signed by the Terminal Operator, and Ship Master.

If there is no P.D.M. in service, the product quantity is measured based on shore tank gauging and a protocol is issued. This protocol figures are transferred to the form of the Delivery Ticket. The protocol is signed by a committee consisting of the parties concerned in the loading/discharging transaction and the State Lab and Customs as well (See also Sec. 6.3). In such a case, the Ship Master sails to the Anchorage and waits there, till the Terminal Representative hands him the Delivery Ticket to release the Vessel.

6.4.2 OTHER DOCUMENTS

The following documents are required to be handed to Terminal Representative/s when a Vessel arrives for discharging her cargo:

1. Master Receipt of Documents
2. Bill of Lading (or "Delivery Ticket")
3. Certificate of Origin (if origin country is out of EU)
4. Certificate of Quantity
5. Certificate of Quality
6. European Administrative Document (E.A.D.) or EURO1 or other equivalent Customs Doc.
7. Ullage Report
8. Master Receipt of Samples
9. Tank Inspection Report (or O.B.Q.), prior to the loading
10. Time Sheet
11. Vessel Experience Factor
12. Bunker Survey Report
13. Ballast Tank Report

14. Cargo Manifest
15. Letters of Protest, if any
16. Certificate of Slops Quality, if cargo is loaded on top of slops.

The following documents are delivered to the Ship's Master when a Vessel completed her unloading at the Terminal:

1. Time Sheet (Terminal Representative & Ship's Master)
2. Tank Inspection Report (or ROB Report) (Independent Surveyor or Termin. Represen.)

The following documents are delivered to the Ship's Master when a Vessel completes her loading at the Terminal:

1. Master Receipt of Documents (Terminal Representative)
2. Bill of Lading, if cargo is going to be exported (Terminal Representative)
3. Delivery Ticket (Terminal Representative)
4. European Administrative Document (E.A.D.) (Terminal Representative)
5. Certificate of Quantity (Terminal Representative)
6. Certificate of Quality (Terminal Representative)
7. Certificate of Origin (Terminal Representative)
8. Cargo Manifest (Terminal Representative)
9. Time Sheet (Termin. Represent. & Ship's Master)
10. Master Receipt of Samples (Terminal Representative)
11. Ullage Report (Independent Surveyor or Term. Repres.)
12. Vessel's Experience Factor (Indep. Surv. or Term. Repr. & Ship's Master)
13. Tank Inspection Report (or OBQ Report), prior to the loading (Indep. Surv. or Term. Repr.)
14. Bunker Survey Report (Independent Surveyor or Term. Repres.)
15. Ballast Tank Report (Independent Surveyor or Term. Repres.)
16. Letters of Protest, if any (Terminal Representative)

On charterers or cargo buyers request the Terminal can supply the Vessel with other cargo documents, with previous notice only. **NOTE:** Some of the above mentioned documents can be omitted in cases of in- Greece transactions and upon mutual agreement.

6.5 CLAIMS - LETTERS OF PROTEST

The Terminal and consequently HEL.PE. Thessaloniki Refinery does not accept any responsibility for any cargo claim concerning quantity or quality contamination unless Quality / Quantity determination Clauses of relevant Contracts have been followed. Indicatively, the following Clauses are usually included in the Contracts:

Exports:

Quantity determination:

As ascertained at the loading port by gauging and sampling (for density analysis) of refinery's shore tanks before and after loading by the authorized committee and witnessed by seller's and buyer's representatives.

Authorized committee consists of:

- A. Greek customs representative
- B. Greek state laboratory representative
- C. Buyer's representative
- D. Seller's representative

Quality determination:

As ascertained at the loading port by analysis of refinery's shore tanks composite sample, which will be taken, by the authorized committee and will be analyzed in the refinery's laboratory and witnessed by seller's and buyer's representatives.

Imports:

Quantity determination:

Net outturn quantity in net mt (in vac) or m³ on which payment will be effected, is the one ascertained at the discharging port by gauging and sampling (for density analysis) of receiving installations shore tanks before and after discharging by an authorized committee, and witnessed by seller's and buyer's representatives.

Findings to be final and binding for both parties save fraud or manifest error.

If shore tanks are active then quantity to be based on ships discharging figures determined by mutually agreed independent inspectors.

Quality determination:

As ascertained at the discharging port by analysis of vessel's composite sample, which will be taken on her arrival, by an authorized committee and will be analyzed in the refinery's laboratory and witnessed by seller's and buyer's representatives.

Authorized committee consists of:

- A. Greek customs representative
- B. Greek state laboratory representative
- C. Buyer's representative
- D. Seller's representative

Results to be final and binding for both parties save fraud or manifest error.

Terminal has the right to refuse the discharge of a cargo if the quality of the product, ascertained as per previous paragraph, does not conform to the agreed in advance and in written specs.

INFORMATIVE LETTER

Date:

To the Master
Of M/T

Dear Sir,

Please be informed that during your stay in this terminal you should comply with the following:

Vessels in berth and/or anchorage should comply with the National Laws and Local Port Authorities Safety and Pollution Regulations.

Vessels has to comply with the requirements stated in the INTERNATIONAL SAFETY GUIDE FOR OIL TANKERS AND TERMINALS (ISGOTT latest edition).

Vessel, Master and crew are fully aware of the contents of the Terminal's Safety Regulations included in the "Thessaloniki Marine Terminal Information and Regulations Booklet" which is attached hereto. Vessel Master and crew shall always comply with all requirements provided in the above Regulations.

Pilotage is compulsory for berthing/unberthing for all Vessels. Vessels cannot berth to the Breasting Island or Sea Berths if wind speed exceeds 5 Beaufort. During ship's stay at the Terminal, when 2-minutes average wind speed exceeds 5 Beaufort (10,7 m/s), vessel's Master must stop cargo transfer and ship's crew must be alerted to check mooring lines and cargo hoses. In case wind speed keeps rising and before it reaches 7 Beaufort (16 m/s), cargo hoses should be disconnected remaining loose on ship's rail and gangway be removed on ship's crew responsibility. The Ship's Master is responsible for monitoring wind conditions closely, take into account Vessel's weather forecast, have all Vessel's weather monitoring equipment operative and certified and taking all necessary measures (i.e. disconnecting all hoses, check mooring lines, anchors, call stand-by tug boat/s for assistance, etc.) before a critical situation is reached. The decision of unberthing under windy or any emergency conditions falls within the duties and responsibilities of Ship's Master. In case of emergency unberthing, ship's crew and stand-by mooring boats already appointed by Master/Owners/Shipagents should undertake to remove hoses from vessel's side and rest them in safe position.

Immobilization of vessels main propulsion engines is forbidden.

No repairs or maintenance of cold or hot works are permitted at berth.

No cold or hot water tank cleaning is permitted at berth. No vessel's tanks gas freeing or ventilation is allowed while berthed or moored at B.I. or anchorages.

When the B.I. alarm signal sounds, vessels should stop all cargo/ballast transfer operations, alert the crew and obey to the Terminal's instructions.

It is a Port Authorities Regulations requirement that during tanker vessels stay in berth, stand-by tug/s with the proper H.P. must be present at all times and also stand-by mooring boats must be appointed by Master/Owners/Shipagents to be available.

Master should comply with the National Laws and International Regulations for pollution avoidance.

All Vessels should be equipped with the appropriate anti-pollution materials (i.e. oil booms, oil dispersing spray systems, etc.) and respective official anti-pollution documents.

The Master, and/or any authorized member of his crew, is responsible for any pollution caused from their Vessel or liable to cause pollution directly or indirectly, and/or cause damage to third parties.

Vessels responsible for pollution risk heavy fines from Port Authorities and considerable delay while investigation takes place. Coast guard operates two patrol boats, which keep a close watch on the area. Should pollution occur, it must be reported and tackled immediately.

Very truly yours,
For Thessaloniki Marine Terminal

- I Acknowledge receipt of:
 - (a) Informative Letter
 - (b) 'Terminal Information & Regulations Booklet' latest edition

Name

Master (Signature / vessel's stamp)

SECTION 7

TERMINAL SAFETY REGULATIONS

Although several of the Safety Regulations are seated in other Sections of this Booklet, most are included in this specific Section 7 and in conjunction to those included in all other Sections, comprise the Marine Terminal Policy on Safety.

7.1 SAFETY CHECK LIST

Before cargo/ballast handling may commence, the Ship's Master and a Senior Terminal Representative will ensure that the necessary controls and safety measures have been carried out and will satisfactorily answer all points in a standard (see ISGOTT Appendix A) "**Ship/Shore Safety Check List**", a sample of which is included in the following pages. When this has been duly completed and signed, the cargo/ballast handling commences and a copy is sent to the Port Authority. The purpose of the "Ship/Shore Safety Check List" is to ensure the safety of both ship and terminal and of all personnel and for this reason, all items in this List should be continuously monitored, while operations are continuing.

7.2 VARIOUS SAFETY REGULATIONS

7.2.1 Smoking Regulations

For all personnel of Marine Terminal, Berthed Vessels and Third Parties (Contractors, Agents, etc) smoking is strictly prohibited at all times, on the Vessel's Deck and Breasting Island Platform.

On Vessels, smoking is permitted only in enclosed spaces specifically designated as "SMOKING AREA" clearly and permanently identified by posters. At Breasting Island, smoking is permitted on the western mooring Dolphin "A", as it is identified by posters. Matches shall not be carried out by anybody, outside the approved smoking areas. Lighters use is completely forbidden.

7.2.2 Drugs and Alcohol Policy

All Vessels must have available on board a written Drug and Alcoholic Policy by their owners. A copy of the Drug and Alcoholic Policy must be on display and available to all personnel on board.

For all personnel of Marine Terminal, Berthed Vessels and Third Parties (Contractors, Agents, etc.) the use of drugs and alcoholic drinks is strictly prohibited.

7.2.3 Vessel / Breasting Island Fire Water Systems Mutual Support

Vessel and Breasting Island in order to be ready for helping one another in an emergency case when one of the two fire water systems fails, it is required that: All Vessels berthed at Breasting Island, must connect their fire water line with Breasting Island hydrant through a Vessel's fire hose which ends to an international shore fire connection. This fire hose, initially pressurized, will remain stand by during Vessel stay alongside the Breasting Island.

SHIP/ShORE SAFETY CHECK LIST



**HELLENIC
PETROLEUM**

SHIP/ShORE SAFETY CHECK LIST

Ship's Name Όνομ. Πλοίου	REG. _____	CS /ΔΔΣ _____
Berth Εγκατάσταση	Αριθ.Νηολ. _____	Port THESSALONIKI Λιμ.ν.
Date of arrival/time Ημερ.Αφίξ./ώρα	Bearthed: date/time _____	
Cargo Φορτίο		

Part 'A' – Bulk Liquid General – Physical Checks

Bulk Liquid General	Ship	Terminal	Code	Remarks
1. There is safe access between the ship and shore. Υπάρχει ασφαλής πρόσβαση μεταξύ πλοίου και ξηράς.			R	
2. The ship is securely moored. Είναι το πλοίο ασφαλώς προσδεμένο.			R	
3. The agreed ship/shore communication system is operative Το συμφωνημένο σύστημα επικοινωνίας πλοίου/ξηράς είναι λειτουργικό.			A R	System Backup System
4. Emergency towing-off pennants are correctly rigged and positioned. Τα σηματοδότηση ρυμούλκησης εκτάκτου ανάγκης είναι ορθά αναρτημένα και τοποθετημένα.			R	
5. The ship's fire hoses and fire-fighting equipment are positioned and ready for immediate use. Οι μάνικες πυρασφάλειας και ο εξοπλισμός πυρόσβεσης του πλοίου είναι τοποθετημένα και έτοιμα για άμεση χρήση.			R	
6. The terminal's fire-fighting equipment is positioned and ready for immediate use. Ο εξοπλισμός πυρόσβεσης της εγκατάστασης είναι τοποθετημένος και έτοιμος για άμεση χρήση.			R	
7. The ship's cargo and bunker hoses, pipelines and manifolds are in good condition, properly rigged and appropriate for service intended. Οι μάνικες φορτίου και καυσίμων του πλοίου, οι σωληνώσεις και οι διανομείς είναι σε καλή κατάσταση, σωστά αναρτημένοι και συνδεδεμένοι και κατάλληλοι για τις υπηρεσίες που προορίζονται.				
8. The terminal's cargo and bunker hoses or arms are in good condition, properly rigged and appropriate for the service intended. Οι μάνικες φορτίου και καυσίμων της ξηράς ή οι βραχίονες φόρτωσης είναι σε καλή κατάσταση, σωστά αναρτημένοι και συνδεδεμένοι και κατάλληλοι για τις υπηρεσίες που προορίζονται.				
9. The cargo transfer system is sufficiently isolated and drained to allow safe removal of blank flanges prior to connection. Το σύστημα μεταφοράς καυσίμου είναι επαρκώς απομονωμένο και αποστραγγισμένο για να επιτρέψει την ασφαλή αφαίρεση των τερματικών τυφλών προ της σύνδεσης.				
10. Scuppers and save-alls on board are effectively plugged and drip trays are in position and empty. Όλες οι υδρορροές (μπούνια) και οι υγροσυλλέκτες είναι στεγανά κλεισμένοι και οι δίσκοι υπερχειλίστη έχουν τοποθετηθεί καταλλήλως και είναι κενοί.			R	
11. Temporarily removed scupper plugs will be constantly monitored. Οι προσωρινά αφαιρεθείσες τάπες των υδροσυλλεκτών (μπούνια) θα παρακολουθούνται συνεχώς.			R	
12. Shore spill containment and sumps are correctly managed. Ο εξοπλισμός περιορισμού υπερχειλίστη και οι λάκκοι της εγκατάστασης διαχειρίζονται σωστά.			R	
13. The ship's unused cargo and bunker connection are properly secured with blank flanges fully bolted. Οι αχρησιμοποίητες συνδέσεις φορτίου και καυσίμου του πλοίου είναι κατάλληλα ασφαλισμένες με πλήρως κοχλιωμένες τερματικές τυφλές.				
14. The terminal's unused cargo and bunker connections are properly secured with blank flanges fully bolted. Οι αχρησιμοποίητες συνδέσεις φορτίου και καυσίμου της εγκατάστασης είναι κατάλληλα ασφαλισμένες με πλήρως κοχλιωμένες τερματικές τυφλές.				
15. The cargo, ballast and bunker tank lids are closed. Τα καπάκια των δεξαμενών φορτίου, έρματος και καυσίμου είναι κλειστά.				
16. Sea and overboard discharge valves, when not in use, are closed and visibly secured. Τα επιστόμια αναρρόφησης θαλάσσης και πλευρικών εξαγωγών όταν δεν χρησιμοποιούνται είναι κλειστά και ευδιάκριτα ασφαλισμένα.				Location
17. All external doors, ports and windows in the accommodation, stores and machinery spaces are closed. Engine room vents may be open. Όλες οι εξωτερικές πόρτες, φινιστρίνια και παράθυρα στον χώρο ενδιάρτησης, στους χώρους αποθήκευσης και μηχανημάτων είναι κλειστά. Ο εξερισμός του μηχανοστασίου δύναται να λειτουργεί.			R	
18. The ship's emergency fire control plans are located externally. Έχουν αναρτηθεί εξωτερικά τα σχέδια έκτακτης ανάγκης για αντιμετώπιση πυρκαϊάς στο πλοίο.				

*If the ship is fitted, or is required to be fitted, with an inert gas system (IGS), the following points should be physically checked:
Εάν στο πλοίο είναι εγκατεστημένο, ή απαιτείται να είναι εγκατεστημένο, σύστημα αδρανούς αερίου (IGS), τα ακόλουθα σημεία θα πρέπει με φυσικό τρόπο να ελεγχθούν.*

Bulk Liquid General	Ship	Terminal	Code	Remarks
19. Fixed IGS pressure and oxygen content recorders are working. Οι σταθεροί καταγραφείς πίεσης και οξυγόνου του IGS είναι σε λειτουργία.			R	
20. All cargo tank atmospheres are at positive pressure with oxygen content of 8% or less by volume. Όλες οι δεξαμενές φορτίου είναι σε θετική πίεση με περιεκτικότητα οξυγόνου 8% κατ' όγκο ή και λιγότερο.			P R	

**Part 'B' – Bulk Liquid General – Verbal Verification
Μέρος «B» - Υγρή Χύδην Γενικά - Προφορική επιβεβαίωση**

Bulk Liquid General	Ship	Terminal	Code	Remarks
21. The ship is ready to move under its own power. Το πλοίο είναι έτοιμο να κινηθεί με δική του ισχύ.			P R	
22. There is an effective deck watch in attendance on board and adequate supervision of operations of the ship and in the terminal. Εκτελείται σωστά και αποτελεσματικά η φυλακή στο πλοίο και υπάρχει διαρκής επίτηρηση των εργασιών στο πλοίο και στην εγκατάσταση.			R	
23. There are sufficient personnel on board and ashore to deal with an emergency. Υπάρχει επαρκές προσωπικό στο πλοίο και στην ξηρά για να αντιμετωπίσει μια έκτακτη κατάσταση.			R	
24. The procedures for cargo, bunker and ballast handling have been agreed. Οι διαδικασίες χειρισμού φορτίου, καυσίμων και έρματος έχουν συμφωνηθεί.			A R	
25. The emergency signal and shutdown procedure to be used by the ship and shore have been explained and understood. Είναι κατανοητό και έχει εξηγηθεί το σήμα έκτακτης ανάγκης που χρησιμοποιείται από το πλοίο και την εγκατάσταση.			A	

Bulk Liquid General	Ship	Terminal	Code	Remarks
26. Material Safety Data Sheets (MSDS) for the cargo transfer have been exchanged where requested. Τα φύλλα Δεδομένων Ασφαλείας για την μεταφορά φορτίου έχουν ανταλλάξει όπου ζητήθηκε.			P R	
27. The hazards associated with toxic substances in the cargo being handled have been identified and understood. Οι κίνδυνοι που σχετίζονται με τοξικές ουσίες του φορτίου που διακινείται έχουν αναγνωριστεί και κατανοηθεί.				H.S Content Benzene Content
28. An International Shore Fore Connection has been provided. Ο διεθνούς τύπου σύνδεσμος πυρασφάλειας ξηράς έχει συνδεθεί.				
29. The agreed tank venting system will be used. Χρησιμοποιείται το συμφωνημένο σύστημα εξαερισμού των δεξαμενών.			A R	Method
30. The requirements for closed operations have been agreed. Οι προϋποθέσεις για εργασίες (φορτοεκφόρτωσης) κλειστού κυκλώματος έχουν συμφωνηθεί.			R	
31. The operations of the P/V system has been verified. Έχει καθοριστεί η λειτουργία του συστήματος βαλβίδων πίεσης/ κενού (P/V).				
32. Where a vapour return line is connected, operating parameters have been agreed. Όταν έχει συνδεθεί γραμμή επιστροφής αερίου φάσεως, οι λειτουργικές παράμετροι έχουν συμφωνηθεί.			A R	
33. Independent high level alarms, if fitted, are operational and have been tested. Οι ανεξάρτητοι αισθητήρες υψηλής στάθμης, αν έχουν εγκατασταθεί, λειτουργούν και έχουν ελεγχθεί.			A R	
34. Adequate electrical insulating means are in place in the ship/shore connection. Επαρκή μέσα ηλεκτρικής απομόνωσης υπάρχουν στην σύνδεση πλοίου/ξηράς.			A R	
35. Shore lines are fitted with non-return valve, or procedures to avoid back filling have been discussed. Οι γραμμές ξηράς διαθέτουν ανεπίστροφή βαλβίδα, ή έχουν συζητηθεί οι διαδικασίες για την πρόληψη αντίστροφης ροής προς τις δεξαμενές του πλοίου.			P R	
36. Smoking rooms have been identified and smoking requirements are being observed. Έχουν εξορισθεί οι χώροι καπνίσματος και οι προϋποθέσεις καπνίσματος τηρούνται.			A R	
37. Naked light regulations are being observed. Τηρούνται οι κανονισμοί σχετικά με τα γυμνά φώτα.			A R	
38. Ship/shore telephones, mobile phones and pager requirements are being observed. Τηρούνται οι κανονισμοί σχετικά με τα τηλέφωνα πλοίου/ξηράς, τα κινητά τηλέφωνα και τους βομβητές.			A R	
39. Hand torches (flashlights) are of an approved type. Οι φακί χερός είναι εγκεκριμένου τύπου.				
40. Fixed VHF/UHF transceivers and AIS equipment are on the correct power mode or switched off. Οι σταθεροί πομποδέκτες VHF/UHF και ο εξοπλισμός AIS είναι στη σωστή στάθμη ισχύος ή απενεργοποιημένοι.				
41. Portable VHF/UHF transceivers are of an approved type. Οι φορητοί πομποδέκτες VHF/UHF είναι εγκεκριμένου τύπου.				
42. The ship's main radio transmitter aerials are earthed and radars are switched off. Οι κεραίες του κεντρικού ραδιοπομπού του πλοίου είναι γειωμένες και τα ραντάρ είναι εκτός λειτουργίας.				
43. Electric cables to portable electrical equipment within the hazardous area are disconnected from power. Τα καλώδια ισχύος προς τον φορητό ηλεκτρικό εξοπλισμό εντός της επικίνδυνης περιοχής έχουν αποσυνδεθεί από την πηγή τροφοδοσίας.				
44. Window type air conditioning units are disconnected. Οι συσκευές κλιματισμού τύπου παραθύρου έχουν αποσυνδεθεί.				
45. Positive pressure is being maintained inside the accommodation, and air conditioning intakes, which may permit the entry of cargo vapours, are closed. Διατηρείται θετική πίεση εντός του χώρου ενδιαιτήσης και οι εισαγωγές του κλιματισμού που μπορεί να επιτρέψουν την είσοδο ατμών φορτίου είναι κλειστές.				
46. Measures have been taken to ensure sufficient mechanical ventilation in the pumproom. Έχουν ληφθεί μέτρα για την διασφάλιση επαρκούς μηχανικού αερισμού του αντλιοστασίου.			R	
47. There is provision for an emergency escape. Υπάρχει πρόβλεψη εγκατάλειψης του πλοίου σε περίπτωση έκτακτης ανάγκης.				
48. The maximum wind and swell criteria for operations have been agreed. Οι μέγιστες τιμές ανέμου και κυματισμού για τις εργασίες φορτοεκφόρτωσης έχουν συμφωνηθεί.			A	Stop cargo at: Disconnect at: Unberth at: *
49. Security protocols have been agreed between the Ship Security Officer and the Port facility Security Officer, if appropriate. Τα πρωτόκολλα ασφαλείας μεταξύ του Υπεύθυνου Ασφαλείας Πλοίου και του Υπεύθυνου Ασφαλείας Λιμενικής εγκατάστασης έχουν συμφωνηθεί, εάν προβλέπονται.			A	
50. Where appropriate, procedures have been agreed for receiving nitrogen supplied from shore, either for inerting or purging ship's tanks, or for line clearing into the ship. Όπου απαιτείται έχουν συμφωνηθεί διαδικασίες για την παραλαβή αζώτου από την ξηρά, είτε για την αδρανοποίηση ή τον καθαρισμό των δεξαμενών του πλοίου, είτε για εκκένωση της γραμμής στο πλοίο.			A R	

(*): At any wind speed at Master's discretion, after Port Authorities permission and if Pilot available.

If the ship is fitted, or is required to be fitted, with an inert gas system (IGS) the following statements should be addressed:

Εάν στο πλοίο είναι εγκατεστημένο, ή απαιτείται να είναι εγκατεστημένο, σύστημα αδρανούς αερίου (IGS), οι ακόλουθες δηλώσεις θα πρέπει να γίνουν:

Bulk Liquid General	Ship	Terminal	Code	Remarks
51. The IGS is fully operational and in good working order. Το IGS είναι πλήρως λειτουργικό και σε καλή λειτουργική κατάσταση.			P	
52. Deck seals or equivalent, are in good working order. Τα υδατοπύματα καταστρώματος ή αντίστοιχες λειτουργίες, είναι σε καλή λειτουργική κατάσταση.			R	
53. Liquid levels in pressure/vacuum breakers are correct. Είναι στο σωστό επίπεδο η στάθμη του υγρού στις βαλβίδες πίεσης/κενού.			R	
54. The fixed and portable oxygen analysers have been calibrated and are working properly. Οι σταθεροί και φορητοί αναλυτές οξυγόνου έχουν βαθμονομηθεί και λειτουργούν κανονικά.			R	
55. All the individual tank IG valves (if fitted) are correctly set and locked. Τα επιστόμια των γραμμών αδρανούς αερίου των δεξαμενών είναι στη σωστή θέση και κλειδωμένα.			R	
56. All personnel in charge of cargo operations are aware that, in the case of failure of the inert gas plant, discharge operations should cease and the terminal be advised. Όλα τα άτομα που ασχολούνται με χειρισμούς φορτίων είναι ενημερωμένα, ότι σε περίπτωση βλάβης του συστήματος αδρανούς αερίου οι εργασίες εκφόρτωσης πρέπει να σταματήσουν και να ενημερωθούν οι αρμόδιοι των εγκαταστάσεων.				

If the ship is fitted with a Crude Oil Washing (COW) system, and intends to crude oil wash, the following statements should be addressed:

Εάν στο πλοίο είναι εγκατεστημένο σύστημα Crude Oil Washing (COW), και προτίθεται να προβεί σε crude oil wash, οι ακόλουθες δηλώσεις θα πρέπει να γίνουν:

Bulk Liquid General	Ship	Terminal	Code	Remarks
57. The Pre-Arrival COW check-list as contained in the approved COW manual, has been satisfactorily completed. Συμπληρώθηκε κατανοητά ο προ αφέρσης στη λιμάνι πίνακας ελέγχου COW όπως περιέχεται στο εγκεκριμένο εγχειρίδιο COW.				
58. The COW check-lists for use before, during and after COW, as contained in the approved COW manual, are available and being used. Οι πίνακες ελέγχου COW που τρέφονται πριν, κατά την εκτέλεση των εργασιών αυτών και μετά την εκτέλεση των εργασιών αυτών όπως περιέχονται στο εγχειρίδιο COW διατίθενται και χρησιμοποιούνται.			R	

If the ship is planning to tank clean alongside, the following statements should be addressed:
Εάν το πλοίο σκοπεύει να καθαρίσει δεξαμενές ενώ βρίσκεται ελλιμενισμένο, οι ακόλουθες δηλώσεις θα πρέπει να γίνουν:

Bulk Liquid General	Ship	Terminal	Code	Remarks
59. Tank cleaning operations are planned during the ship's stay alongside the shore installation. Προγραμματίζονται εργασίες καθαρισμού των δεξαμενών του πλοίου κατά τη διάρκεια που αυτό βρίσκεται στην εγκατάσταση.	Yes/No*	Yes/No*		
60. If 'yes', the procedures and approvals for tank cleaning have been agreed. Εάν ΝΑΙ η διαδικασία καθαρισμού των δεξαμενών έχει εγκριθεί και συμφωνηθεί.				
61. Permission has been granted for gas freeing operations. Έχει χορηγηθεί άδεια για εργασίες απαλλαγής αερίων.	Yes/No*	Yes/No*		

*Delete Yes or No as appropriate - Διαγράψτε το ΝΑΙ ή ΟΧΙ, ως απαιτείται.

Part 'C' - Bulk liquid Chemicals - Verbal Verification
Μέρος «Γ» - Υγρά Χημικά Χύδην - Προφορική Επιβεβαίωση

Bulk Liquid General	Ship	Terminal	Code	Remarks
1. Material Safety Data Sheets are available giving necessary data for the safe handling of the cargo. Τα δεδομένα ασφαλείας υλικού είναι διαθέσιμα και χορηγούν όλες τις απαιτούμενες πληροφορίες για τον ασφαλή χειρισμό του φορτίου.				
2. A manufacturer's inhibition certificate, where applicable, has been provided. Όπου απαιτείται πιστοποιητικό εργοστασίου παραγωγής ότι το φορτίο έχει τον κατάλληλο σταθεροποιητή, έχει προβλεφθεί.			P	
3. Sufficient protective clothing and equipment (including self-contained breathing apparatus) is ready for immediate use and is suitable for the product being handled. Επαρκής προστατευτική ένδυση και εξοπλισμός (συμπεριλαμβανομένης και αυτόνομης αναπνευστικής συσκευής) είναι διαθέσιμα για άμεση χρήση και κατάλληλα για το προς διακίνηση προϊόν.				
4. Countermeasures against accidental personal contact with the cargo have been agreed. Έχουν συμφωνηθεί τα μέσα αντιμετώπισης ατυχήματος που οφείλεται σε τυχαία επαφή ατόμων με το φορτίο.				
5. The cargo handling rate is compatible with the automatic shutdown system, if in use. Εάν χρησιμοποιείται μηχανισμός αυτόματης διακοπής παροχής φορτίου, ή παρεχόμενη ποσότητα ευρισκείται εντός των δυνατοτήτων λειτουργίας του αυτόματου συστήματος.			A	
6. Cargo system gauges and alarms are correctly set and in good order. Τα όργανα μέτρησης, ελέγχου και συναγερμού του συστήματος φορτίου είναι ρυθμισμένα και σε καλή κατάσταση λειτουργίας.				
7. Portable vapour detection instruments are readily available for the products being handled. Υπάρχουν σε ετοιμότητα τα κατάλληλα για το είδος του φορτίου που διακινείται φορητά όργανα ανίχνευσης αερίων.				
8. Information on fire-fighting media and procedures has been exchanged. Έχουν ανταλλαγεί πληροφορίες για τα μέσα και τις μεθόδους καταπολέμησης πυρκαγιάς.				
9. Transfer hoses are of suitable material, resistant to the action of the products being handled. Οι εικαμπίοι σωλήνες φορτίου είναι κατασκευασμένοι από κατάλληλο υλικό, ανθεκτικό στις επιδράσεις του διακινούμενου προϊόντος.				
10. Cargo handling is being performed with the permanent installed pipeline system. Οι χειρισμοί του φορτίου γίνονται μέσω του μόνιμου συστήματος σωληνώσεων.			P	
11. Where appropriate, procedures have been agreed for receiving nitrogen supplied from shore, either for inerting or purging ship's tanks, or for line clearing into the ship. Όπου απαιτείται έχουν συμφωνηθεί διαδικασίες για την παραλαβή αζώτου από την ξηρά, είτε για την αδρανοποίηση ή τον καθαρισμό των δεξαμενών του πλοίου, είτε για εκκένωση της γραμμής στο πλοίο.			A P	

Part 'D' - Bulk Liquefied Gases - Verbal Verification
Μέρος «Δ» - Υγραέρια Χύδην - Προφορική Επιβεβαίωση

Bulk Liquid General	Ship	Terminal	Code	Remarks
1. Material Safety Data Sheets are available giving the necessary data for the safe handling of the cargo. Τα δεδομένα ασφαλείας υλικού είναι διαθέσιμα και χορηγούν όλες τις απαιτούμενες πληροφορίες για τον ασφαλή χειρισμό του φορτίου.				
2. A manufacturer's inhibition certificate where applicable, has been provided. Όπου απαιτείται πιστοποιητικό εργοστασίου παραγωγής ότι το φορτίο έχει τον κατάλληλο σταθεροποιητή, έχει προβλεφθεί.				
3. The water spray system is ready for immediate use. Το σύστημα ψύξης (ψεκασμού υδάτος) είναι έτοιμο για άμεση χρήση.				
4. There is sufficient suitable protective equipment (including self-contained breathing apparatus) and protective clothing ready for immediate use. Επαρκής προστατευτικός εξοπλισμός (συμπεριλαμβανομένης και αυτόνομης αναπνευστικής συσκευής) και προστατευτική ένδυση είναι διαθέσιμα για άμεση χρήση.				
5. Hold and inter-barrier spaces are properly inerted or filled with dry air, as required. Οι χώροι κύτους και μεταξύ χωρισμάτων καταλλήλως αδρανισμένα ή πλήρη με ξηρό αέρα όπως απαιτείται.				
6. All remote control valves are in working order. Οι απαιτούμενες αντλίες φορτίου και οι συμπιεστές είναι σε καλή κατάσταση και έχουν συμφωνηθεί από τους υπευθύνους του πλοίου και της εγκατάστασης οι μέγιστες πιέσεις λειτουργίας.				
7. The required cargo pumps and compressors are in good order, and the maximum working pressures have been agreed between ship and shore. Ο εξοπλισμός επανυδροποίησης ή ελέγχου παραγωγής ατμών είναι σε καλή κατάσταση.			P	
8. Re-liquefaction or boil-off control equipment is in good order. Ο εξοπλισμός επανυδροποίησης ή ελέγχου παραγωγής ατμών είναι σε καλή κατάσταση.				
9. The gas detection equipment has been properly set for the cargo, is calibrated, has been tested and inspected and is in good order. Ο εξοπλισμός ανίχνευσης αερίων έχει σωστά ρυθμιστεί για το φορτίο, έχει βαθμονομηθεί, έχει ελεγχθεί και επιθεωρηθεί και είναι σε καλή κατάσταση.				
10. Cargo system gauges and alarms are correctly set and in good order. Τα συστήματα μέτρησης και προειδοποίησης φορτίου είναι σωστά ρυθμισμένα και σε καλή κατάσταση.				
11. Emergency shutdown systems have been tested and are working properly. Τα συστήματα διακοπής χειρισμών εκτάκτου ανάγκης έχουν ελεγχθεί και λειτουργούν κανονικά.				
12. Ship and shore have informed each other of the closing rate of ESD valves, automatic valves or similar devices. Το πλοίο και η εγκατάσταση έχουν αλληλονημερωθεί σχετικά με τον ρυθμό κλεισίματος των επιστομίων διακοπής επειγούρας ανάγκης, των αυτόματων επιστομίων ή ανάλογων συσκευών.			A	Ship: Shore:
13. Information has been exchanged between ship and shore on the maximum/minimum temperatures/ pressures of the cargo to be handled. Έχει γίνει ανταλλαγή πληροφοριών μεταξύ πλοίου και εγκατάστασης σχετικά με τις μέγιστες/ελάχιστες θερμοκρασίες/πιέσεις του προς διακίνηση φορτίου.			A	
14. Cargo tanks are protected against inadvertent overfilling at all times while any cargo operations are in progress. Οι δεξαμενές φορτίου προστατεύονται διαρκώς έναντι υπερπλήρωσης από απροσεχία καφόσον η διακίνηση φορτίου είναι σε εξέλιξη.				
15. The compressor room is properly ventilated, the electrical motor room is properly pressurised and the alarm system is working. Εξασφίεται κατάλληλα ο χώρος στον οποίο βρίσκεται ο συμπιεστής, η πίεση στο χώρο που βρίσκονται οι ηλεκτροκίνητες αντλίες είναι η κατάλληλη και το σύστημα συναγερμού λειτουργεί κανονικά.				
16. Cargo tank relief valves are set correctly and actual relief valve settings are clearly and visibly displayed. (Record settings below.) Οι ανακουφιστικές βαλβίδες των δεξαμενών φορτίου είναι σωστά ρυθμισμένες και οι ρυθμίσεις αυτές σημειώνονται καθαρά και ευδιάκριτα (καταγράφες τοποθετούνται από κάτω).				

Tank No 1
Δεξαμενή No 1

Tank No 2
Δεξαμενή No 2

Tank No 3
Δεξαμενή No 3

Tank No 4
Δεξαμενή No 4

Tank No 5
Δεξαμενή No 5

Tank No 6
Δεξαμενή No 6

Tank No 7
Δεξαμενή No 7

Tank No 8
Δεξαμενή No 8

DECLARATION

We, the undersigned, have checked the above items in Parts A and B, and were appropriate Part C or D, in accordance with the instructions, and have satisfied ourselves that the entries we have made are correct to the best of our knowledge.
Οι υπογεγραμμένοι ελέγξαμε τα ανωτέρω στοιχεία στα τμήματα A και B και όπου χρειάζεται στα τμήματα C ή D, σύμφωνα με τις οδηγίες και δηλώνουμε ότι η συμπλήρωσή της έγινε σωστά και με την χρήση των καλύτερων γνώσεών μας.

We have also made arrangements to carry out repetitive checks as necessary and agreed that those items with code 'R' in the Check-List should be re-checked at intervals not exceeding ___ hours.
Επίσης έχουν γίνει προετοιμασίες για να εκτελούνται επαναληπτικοί έλεγχοι όπου είναι αναγκαίο και συμφωνήσαμε στα σημεία όπου υπάρχει ο κωδικός «R» στον πίνακα ελέγχου να επανελέγχουμε σε διαστήματα που δεν υπερβαίνουν τις 4 ώρες.

If to our knowledge the status of any item changes, we will immediately inform the other party.
Εάν αντιληφθούμε ότι η κατάσταση κάποιου είδους έχει αλλάξει, άμεσα θα ενημερωθεί το άλλο ενδιαφερόμενο μέρος.

For Ship	For Shore
Name:	Name:
Rank:	Position or Title:
Signature:	Signature:
Date:	Date:
Time:	Time:

7.2.4 Shoot Blowing of Boilers

Boiler tubes are not to be shot blown while alongside the Breasting Island or moored to the Sea Berths. Every precaution must be taken to avoid that neither sparks nor excessive smoke escape from the funnel.

7.2.5 Chipping, Painting and Scraping

Chipping, painting and scraping as well as all other hot and repair works are not permitted while the Vessel is at Marine Terminal facilities.

7.2.6 Gangway / Accommodation

Vessels at Sea Berths will have on port side accommodation ladder ready for use when the service boat will approach. Vessels at Breasting Island will use their gangway for the safe access to the Vessel from Breasting Island main Platform. Under the gangway or ladder a net will be placed to avoid any person falling into the water. Close to the gangway a life-buoy with a line at least 25 m long, will be ready for use. The access on deck will be well illuminated. No slips-trips-falls obstacles must be present on the ladders / gangways. Vessel must ensure that whenever access is needed, vessel's ladders and gangways are safe to cross.

7.2.7 Crude Oil Washing (C.O.W.)

Vessels have the right to ask for C.O.W. only if they have carried out C.O.W. at their last two previous voyages. To carry out C.O.W. at the Marine Terminal, the Vessel through her Agent, has to require the approval from the Port Authority and inform the Marine Terminal accordingly at least 24 hours prior to the arrival. Otherwise Marine Terminal keeps the right to not allow C.O.W. and any consequences of this omission will be Ship Master responsibility. On Vessel's arrival at the Marine Terminal, Ship's Officer has to fill up the relevant questioner named "C.O.W. Check List" where answers will be given over the subject "On arrival at Discharge Port", "Before", "During" and "After" crude oil washing. All these questions are the same to those ones of every Vessel's C.O.W. Manual. Vessels discharging at the Marine Terminal are not allowed to carry out any tank washing or cleaning operations, other than C.O.W. accepted by the Senior Terminal Representative.

7.2.8 Inert Gas

Vessels carrying Crude Oil and fitted with an Inert Gas Plant, shall be permitted to discharge and perform Crude Oil Washing, only if the Inert Gas Plant is fully operational and satisfactorily working.

Vessels handling cargoes other than Crude Oil, will be required to comply with Reg. 60,61 and 62 of SOLAS.

Lay time will not count until cargo tanks inerted. Before loading / unloading operation starts, the inert gas quality contained into the tanks will be reported by Ship's Officer to the Terminal Representative. The oxygen content must be below 5 vol. % and be maintained in this level into the cargo tank atmosphere. If inert gas system plant shut down and both the oxygen level and positive pressure into the cargo tanks cannot be maintained, the operations will be stopped and will not be resumed until the plant is operative. Every cargo level or temperature measurement, ullaging, sampling etc, will take place through assigned points in order to, the "Closed Loading System" for all operations, be kept.

7.2.9 Minimum Tank Cleaning Requirements

A cargo tank washing guide is given in the following table. It may be useful to the Ship Master in his effort to prepare the tanks for the next product to be loaded. Nevertheless none of these guidelines will relieve the Ship Master from his own responsibility in case that any additional washing or cleaning is needed for the best protection of the product to be loaded.

LOADING CARGO	LAST CARGO				
	JET / KERO	UNLEAD. GASOL.	LEADED GASOL.	DIESEL OIL	FUEL OILS
JET / KERO	1	4	5	1	
UNLEADED GASOL.	1	1	1	2	
LEADED GASOL.	1	1	1	2	
DIESEL OIL	1	3	3	1	
FUEL OILS					1
C O D E	W A S H I N G I N S T R U C T I O N S				
1	Cargo tanks will be properly stripped				
2	Flush cargo tanks bottom with sea water and properly stripped				
3	Same as Code "2" and gas freeing down to 40% of Lower Explosive Limit				
4	Flush cargo tanks bottom, Gas Freeing and pick up sediments. Valves, pumps and lines will be properly drained.				
5	Machine wash with cold water for 4 hours (2 hours for coated cargo tanks) and after apply Code "4".				

7.2.10 Minimum Safe Crew.

When the Vessel is moored/alongside at berth, enough crew members should be on board to handle all vessel's operations, including an Officer who speaks fluent English or Greek language, in order to operate safely in both normal and emergency situations. It shall be kept in mind that the Marine Terminal

is in open sea and a sudden change of weather may be expected at any time. Also ship's manifolds must be manned at all time during vessel's stay at Terminal.

7.2.11 Main Engine Tests

Main Engine will not be tested before loading arms / cargo hoses have been disconnected and Vessel's Officer check to ensure that the propeller is clear.

7.2.12 Bad Weather and Constant Readiness.

Masters are hereby warned that Breasting Island and specially the Sea Berths of the Marine Terminal, are located at open and unsheltered area, therefore strong and variable winds may be experienced with short or no advance warning, therefore vessel's Masters MUST monitor and be IN ADVANCE aware of the weather forecast, as same is transmitted on Vessel's systems (GMDSS, Navtex etc.).

Vessels cannot berth to the Breasting Island or Sea Berths if wind speed exceeds 5 Beaufort. During ship's stay at the Terminal, when 2-minute average wind speed exceeds 5 Beaufort (10.7m/s), vessel's Master must stop cargo transfer and ship's crew must be alerted to check mooring lines and cargo hoses. Before wind speed reaches 7 Beaufort (16 m/s), cargo hoses must be disconnected remaining loose on ship's rail and gangway be removed on ship's crew responsibility. In any case the Ship's Master is responsible for monitoring wind conditions closely and taking all necessary measures (i.e. disconnecting all hoses, check mooring lines, anchors, call stand by tug boat/s for assistance, etc) before a critical situation is reached. The decision of unberthing under windy or any emergency conditions falls within the duties and responsibilities of Ship's Master. In case of emergency unberthing, ship's crew and stand-by mooring boats already appointed by Master/Owners/Shipagents should undertake immediate actions to remove hoses from vessel's side and rest them in safe position.

It is Port Regulations requirement that during windy conditions and before the hose disconnection from a Vessel at Sea Berths occurs, the hose and pipeline product content has to be evacuated. Due to that:

- (a) In case of the Products' Sea Berth, this measure is applied by pigging the pipeline.
- (b) In case of the Crude Sea Berth, a quantity of few cubic meters of sea water is pumped by the Vessel into the hoses and pipeline end, as an oil spill preventive measure.

When a thunderstorm is passing all operations must stop. Main engines shall always be maintained in a state of constant readiness for immediate use. Each Vessel is responsible for obtaining its own weather forecast by all available means.

Due to the weather exposed nature of the CBM berths and the dependency on the ship's anchors to maintain the position of the bow / forward section of the ship, all ships calling the CBM berths must maintain a **navigation bridge watch**. Engines should remain on standby. Primary duties of the bridge watch must include monitoring the ship's position and holding of the bow anchors and to monitor and report on deteriorating weather and / or sea conditions.

7.2.13 High speed winds Contingency Plan.

Below Plan applies to all HELPE Thessaloniki Marine Terminal facilities (Berths and Breasting Island).

In case weather forecast predicts high speed winds (6Bf and above) below procedures (par. 7.2.13) must be followed.

The weather forecast taken into account by the Ship's Master must be issued by Hellenic Meteorological Service (EMY).

Besides the weather forecast it is in Terminal Representative's and vessel's Master discretion to follow High Speed Winds procedures precautionary in case they deem it necessary.

Communications are implemented via:

1. VHF CH 10 for Terminal, Tugs and all support boats.
2. VHF CH 12 for Port Authorities.

Secondary communication with the Terminal is implemented via phone, as described in Pre-arrival communication and 'Contact Information' leaflet (see last page of this Booklet).

A. Precautionary actions at all times:

1. Ship's Master must ensure that a competent member of the Ship's Crew has been appointed to receive and continuously evaluate all Weather Forecasts by all Ship's resources.
2. Ship's Master must ensure that a competent member of the Ship's Crew has been appointed to visually watch the weather peripherally of the Ship and observe closely Vessel's weather monitoring equipment (i.e. anemometer, wind logger etc.).
3. Ship's Master, periodically exchanges information on weather forecast with the Terminal Representative.
4. Ship's Master ensures that appointed Tugs are at their position, close to the Ship, ready to undertake action and provide support at any time.
5. EMY forecast MUST be received by Vessel's weather monitoring equipment. Master shall not rely on information from Terminal as to weather forecast conditions.
6. Ship and Marine Terminal maintain watch also on VHF CH 12 (Port Authorities).

B. Actions in case of High Winds Forecast, - 6 Bf and above.

The Ship's Master must undertake the below actions:

- He/she immediately exchanges the forecast information with the Terminal Representative.
- Alerts crew performing disconnection of cargo hoses, to be stand by.
- When winds exceed 5 Bf, cargo transfer stops.
- Alerts Stand By Tugs.
- Alerts Stand By Mooring Boat
- Exchanges information with local Pilots on the weather forecast. Ensures that Vessel's mooring arrangements are rechecked, that are intact and as appropriate.
- Vessel's Main Engine to be on 10 minutes standby mode
- Vessel's Bridge to be manned
- Wind speed/direction to be periodically recorded and Terminal Representative to be notified accordingly of the recordings and the trend of the wind speed.

Above actions must be implemented until new weather forecast is being issued forecasting winds below 6 Bf, AND prevailing winds are recorded below 6 Bf for a period of at least 30 minutes.

The Terminal Representative must take the below actions:

- He is available to the Ship's Master, for any advice he may need.
- Alerts the Antipollution boat.

C. Actions in case of High Speed Winds-7 Bf and above

The Ship's Master must take the below actions:

- Ensures that Hoses are disconnected by his/her Ship's crew, with the supervision of the Terminal representative, and are remaining loose on ship's rails (for berths), or put in their rest position (for Breasting Island).
- Ensures vessel's deck crew is stand-by for immediate unmooring and vessel's Main Engine is on standby mode. The decision of unberthing under windy conditions falls within the duties and responsibilities of Ship's Master. He informs the Terminal Representative on his decision. In case of Emergency unberthing, he notifies also the Port Authorities.
- Calls Stand By Tugs to take position next to the Ship, and makes them fast.. If necessary, he calls more Tugs to provide support.
- Informs Stand By Mooring Boats to be ready for immediate engagement
- Informs local Pilots to be stand by for immediate boarding if necessary. Vessel's Bridge to be adequately manned. Wind force/direction to be recorded continuously and exchange this information with the Terminal Representative.

Above actions (paragraph C) must be implemented until prevailing winds are recorded below 6 Bf for a period of at least 1 hour.

The Terminal provides these precautionary steps as guidelines only, without assumption of any liability for loss of or damage to the vessel/cargo /master /crew and vessel's owners etc

7.2.14 H₂S

Special precaution has to be taken when handling crude oil or any other oil product with H₂S (Hydrogen Sulphide) concentration, measured in vapour phase, higher than the Permissible Exposure Limit (PEL) which is 10 ppm expressed as Time Weighted Average (TWA). The following general measures should be taken when handling cargoes containing hazardous concentrations of H₂S.

- Closed Operating procedures must be followed (ullage/sounding and sighting ports, securely closed).
- Vapour Monitoring procedures (suitable instrumentation for detecting and measuring the H₂S concentration for preventing personnel exposure).
- Personal portable H₂S monitoring devices with appropriate alarm must be worn by all involved in the operations on deck or engine room.

- Personal Protective Equipment (PPE) should be used when high concentrations have been detected by the vapour monitoring equipment.
- ISGOTT recommendations on H₂S must be followed.

In any case, if H₂S concentration of the gas phase inside vessel's tanks is above 10 ppm, the Master of the vessel must inform in advance the Terminal.

7.2.15 Cargo Hazard Data Sheets

Material Safety Data Sheets for the range of products supplied, are given to all ships as a routine during preoperational discussions.

7.2.16 Personal Protective Equipment (PPE).

All vessel's crew, while on deck or engine room, must wear appropriate PPE. As minimum, must wear coveralls (not synthetic), helmet, safety shoes, gloves, eye protection glasses.

7.2.17 Access through the Marine Terminal.

Vessel's crew and 3rd parties (Agents etc) must follow terminal regulations for access to/from the Marine Terminal. PFSP (Port Facility Security Plan – as per ISPS code) rules of the Marine Terminal are applied. In general, access to the vessels through the platform of the Breasting Island is not allowed. Service boats with vessel crew, agent etc must approach at the side of the berthed vessel, following safe and secure access rules.

7.3 PRECAUTIONS AGAINST STATIC ELECTRICITY HAZARD

Thessaloniki Marine Terminal adopts all ISGOTT recommendations regarding Static Electricity Hazard and the same is required by all visiting vessels. Hence, relevant ISGOTT publications are followed. Indicatively only, see the following guidance:

Precautions against static electricity may be necessary when the cargo is an accumulator of static electricity. Table "A", below, summarizes the conditions for deciding whether or not precautions are required. Table "B" lists the precautions required.

Table A: Requirements for Static Electricity Precautions when Loading, Discharging, Ullaging, Dipping and Sampling.

Electrostatic Classification	Volatility Classification	Whether Static Precautions are Necessary or not			Examples
		Tank Atmospheres			
		Inerted	Gas-free	Non Gas-free	
Non-Accumulator	Non-Volatile with Flash Point 60°C or above	NO	NO	YES for Ullaging, Dipping and Sampling only	Residual Fuel Oils, Heavy Diesel Oils
	Volatile with Flash Point below 60°C	NO	NO	YES for Ullaging, Dipping and Sampling only	Crude Oils
	Non-Volatile with Flash Point 60°C or above at Oil Temp < FP-10°C	NO	NO	YES	Heavy Gas Oils, Clean Diesel, Lube Oils
Accumulator	Non-Volatile with Flash Point 60°C or above at Oil Temp > FP-10°C	NO	YES	YES	High Flash Jet Fuels
	Volatile with Flash Point below 60°C	NO	YES	YES	Kerosene Jet Fuels Naphthas White Spirits Aviation Gasolines

Table B: Summary of precautions against electrostatic dangers for Dipping, Ullaging and Sampling Operations.

Cargo Tank Operation when Hazard can Occur	Lowering of Equipment with Ropes of Synthetic Fibres	Loading Clean Oils	Tank Washing	Cargo Discharge, Re-inerting and Initial Inerting of Non Gas Free Tanks
Electrostatic Hazard (ISGOTT Sec. 20)	Rubbing together of synthetic polymers (ISGOTT Sec.20.5.2)	Flow of Static Accumulator Liquids (ISGOTT Sec. 20.3, 20.5.3)	Water Mist Droplets (ISGOTT Sec. 20.4.2, 20.5.5)	Particular Mater in Inert Gas
Precautions Necessary for Dipping, Ullaging and Sampling with:	(ISGOTT Sec. 7.4.3b, 9.2.4i)	(ISGOTT Sec. 7.4.3b)	(ISGOTT Sec. 9.2.3b, 9.2.4i)	
1. Metallic Equipment NOT Earthed or Bonded:	Use of Ropes made of Synthetic Fibres for lowering equipment into Cargo Tanks. NOT PERMITTED AT ANY TIME.	NOT PERMITTED AT ANY TIME.	NOT PERMITTED during washing and for 5 hours thereafter.	NOT PERMITTED during injection of inert gas and for 5 hours thereafter.
2. Metallic Equipment which is Earthed and Bonded from before introduction until after removal:	Use of Ropes made of Synthetic Fibres for lowering equipment into Cargo Tanks. NOT PERMITTED AT ANY TIME.	NOT PERMITTED during loading and for 30 minutes thereafter.	No Restrictions.	NOT PERMITTED during injection of inert gas and for 30 minutes thereafter.
3. Non-conducting Equipment with no Metallic Parts:	Use of Ropes made of Synthetic Fibres for lowering equipment into Cargo Tanks. NOT PERMITTED AT ANY TIME.	No Restrictions.	No Restrictions.	NOT PERMITTED during injection of inert gas and for 30 minutes thereafter.
Exceptions Permitted if:	-	Sounding pipe is used	(a) Sounding pipe is used OR (b) Tanks are continuously mechanically ventilated, when 5 hours can be reduced to 1h	-

When Loading Static Accumulator Oils, during the initial stages of loading into each individual Tank, the flow rate in each branch line should not exceed a linear velocity of 1 m/s. After all splashing and turbulence has ceased, the flow rate can be increased to the maximum permitted by the design of ship and shore pipelines, the pumping system, venting, consistent with the proper control of the operation. To assist in calculating the volumetric loading rate which corresponds to a linear velocity in a branch line of 1 m/s, the following Table "C" can be used:

Table "C": Indicative flow rates related to the pipe diameter for in pipe linear velocity of 1 m/s.

Pipe Diameter (inches)	4	6	8	10	12	16	20
Flow Rate (M ³ /H)	29	67	116	183	262	424	676

During and for 30 minutes after the completion of Loading, metallic dipping, ullaging or sampling equipment must not be introduced into the tank (examples are manual steel tapes, metal sampling apparatus and metal sounding rods).

After the 30 min waiting period, metallic dipping, ullaging and sampling equipment may be used but it is essential that it should be bonded and firmly earthed to the ship, before it is introduced into the tank and will remain earthed until after it has been removed. Ropes used for lowering equipment into tanks, must be made of natural fibre and not of synthetic polymers.

Operations carried out through a full-length sounding pipe are permissible at any time.

A permanently fitted metal float gauge (i.e. Whessoe) does not present a static electricity hazard, provided that metal float has electrical continuity through the tape to the structure of the ship and the metal guide wires are intact.

In addition to the requirements set out in the preceding paragraphs, when discharging into shore tanks with static accumulator oils, the flow rate should be restricted to 1m/s (see Table "C" above), unless the shore tank inlet is covered sufficiently (more than 0,6 m above the top of the inlet nozzle), to limit turbulence. In floating roof tanks, the low initial flow rate should be maintained until the roof is floating.

Any instructions, to limit the initial flow rate of a discharging ship, will be given by a shore representative.

SECTION 8

OIL SPILLAGE PREVENTION

8.1 SHIP'S MASTER GENERAL INFORMING ON ANTIPOLLUTION PRECAUTIONS

Dear Captain,

You are, no doubt, well aware that Oil Pollution of any sort or size is completely unacceptable and may involve your vessel in legal proceedings, which could result in unlimited fines. This would be over and above all clean up costs to which your Vessel would be held liable.

We ask you to pay careful attention to the guidelines given by Terminal Representative and to review in addition to the "Ship/Shore Safety Check List", the "Pollution Prevention Check List", correcting any infringements highlighted.

We also ask you to post the supplied "PREVENTION OF OIL SPILLAGE NOTICE" in such a position that it can be read by all on board. It is appreciated that you will fully understand and wish to comply with these Regulations imposed by Authorities but the experience shows that many junior officers and crews are unaware of the need to fully comply with the regulations and frequently fail to do so.

Resulting from the foregoing, we have instructed Terminal staff to stop all operations, if they observe any infringement of our regulations that could cause pollution or any hazardous situation. If there is, in our opinion, a complete disregard for our anti-pollution and safety requirements we shall deem it necessary to stop loading or discharging and/or instruct you to vacate the berth until such times as we consider it safe to resume cargo.

You must also control Gas emissions to absolute minimum necessary, particularly when ballasting, loading, tank gauging, sampling or smoke emissions from the funnel.

If you have any concerns or are aware of any of the above problems, please inform the Senior Terminal Representative.

We thank you for your co-operation in these matters of vital importance.

8.2 POLLUTION PREVENTION CHECK LIST

(Supplementary to "Ship/Shore Safety Check List")

Item	Question related to the Pollution Avoidance	Ship	Shore	Remarks
1	Are main decks free of water? and are you aware this is a continuing requirement?	<input type="checkbox"/>	<input type="checkbox"/>	
2	Has cargo manifold been drained and/or depressurized before removing the blanks?	<input type="checkbox"/>		
3	Are pressure gauges in place and/or drain cocks securely closed?	<input type="checkbox"/>	<input type="checkbox"/>	
4	Are loading drop valves close/open for discharge/loading?	<input type="checkbox"/>		
5	Is segregated ballast system (tanks lines and pumps) free from contamination?	<input type="checkbox"/>		
6	Routine operational checks of the bulkheads of SBT and piping integrity tests performed?	<input type="checkbox"/>		
7	Is there aboard a Vessel's Response Plan for dealing with spillages/pollution?	<input type="checkbox"/>		
8	Will deck/manifold be under proper supervision during cargo transfer operations?	<input type="checkbox"/>		
9	Has agreement been reached for controlling flow on completion of operations?	<input type="checkbox"/>	<input type="checkbox"/>	
10	Will sufficient room be left in last tank for draining shore hoses/arms?	<input type="checkbox"/>		
11	Will checks be maintained on ullages in all tanks during operations?	<input type="checkbox"/>		Records to be kept
12	Can cargo/bunker valves be closed and opened readily?	<input type="checkbox"/>		
13	Are valve indicators accurate?	<input type="checkbox"/>		
14	Are all means of determining liquid level working satisfactory in all cargo/bunker tanks?	<input type="checkbox"/>		
15	Will checks be maintained on ullage/innage in all tanks (completed or in progress) during cargo/bunker operations and COW?	<input type="checkbox"/>		Records to be kept
16	Will special watch be maintained on the tank receiving cargo drainage?	<input type="checkbox"/>		
17	Are cargo pumps to be started prior to opening of the manifold/sea valves?	<input type="checkbox"/>		
18	Are engine room and pump room bilge discharge valves secured (locked or sealed)?	<input type="checkbox"/>	<input type="checkbox"/>	
19	Is engine room personnel aware of air pollution avoidance regulations?	<input type="checkbox"/>		

DECLARATION

We have checked, where appropriate jointly, the items on this check list, and have satisfied ourselves that the entries we have made are correct to the best of our knowledge, and arrangements have been made to carry out repetitive checks as necessary

FOR THE SHIP	FOR THE TERMINAL
Name:	Name:
Rank:	TERMINAL REPRESENTATIVE
Signature:	Signature:
Date :	Time:

8.3 PREVENTION OF OIL SPILLAGE NOTICE

(TO BE POSTED IN CARGO CONTROL ROOM, OFFICERS MESS ROOM AND CREW MESSROOM).

HEL.PE. is making every effort to stop oil pollution and in doing so require your co-operation. The following important information and instructions are given in an effort to prevent oil spillages. Please ensure that your Officers and crew are all familiar with the contents of this notice.

- Pollution Prevention Check List will be completed by all Vessels.
- No petroleum or ballast water shall be discharged or allowed to escape from any vessel into the sea, while she is alongside to Breasting Island or berths All dirty / clean ballast must be discharged to shore tanks. Only the segregated ballast may be pumped into the harbor waters at full responsibility of the ship's Master.
- During operations, all scuppers of vessels shall be effectively plugged, and no leakage or spillage on board shall be swept or allowed to leak overboard. Any leakage or spillage must be reported at once to the terminal operator. The terminal operator will immediately take emergency action as necessary and notify the Terminal Supervisor.
- The contents of engine room and pump room bilges must not be discharged overboard.
- All loading arms/hoses must be drained before being disconnected.
- Keep main deck free of surplus of water.
- Never rely on a "shore stop" it will not absolve the vessel from blame and any clean up expense if your cargo or bunker overflows.
- When "topping off", ensure that the valves of the next tank to be filled are cracked open in good time.
- Always ensure that the valves of the shut off tank are not leaking. Inspect the ullage of the "shut off" tank, shortly after the valve has been closed. When topping off the final tank, make sure that the loading rate is eased down and the shore personnel is standing by to shut off.
- All flanged joints required to connect loading arms/hoses to a vessel e.g. reducing pieces/spools, shall contain "full bolting" using the largest bolts possible to fit the flange holes.
- Loading/discharging of vessels will not commence until loading arms have been properly inspected by terminal representative.
- No hot or hazardous material, or any other objectionable material, solid or fuel, shall be thrown overboard from any vessel.
- All overboard discharge/sea valves, shall be closed (lashed and sealed) during the loading/discharge, or deballasting operations.
- Be sure that manifold valves not in use are closed and also all connections not used for cargo are blank flanged and oil tight.
- Check that plentiful supply of cleaning and absorbent material is readily available.
- Before commencing discharge of dirty ballast check that:
 1. All stripping discharges into main line are closed in the pump room and on deck.
 2. Loading drop valves are closed.
- Before commencing ballast through cargo system check that:
 1. Deck manifold valves, which have been used during discharge, are closed.
 2. Proper precautions are taken to prevent oil escaping into the sea through sea valves at the commencement of ballasting.
- Before completing ballast the engine room staff should be warned and the pumps should be slowed down in a proper time to avoid overflow.
- Before completing loading check that:

1. The rate of intake prior to reaching final ullage (i.e. topping rate) is reduced.
 2. The warning to shore for STOP is given reliably and it is clearly pre-arranged. The arrangement of shore stop in loading cargo does not relieve the ship of the responsibility of Avoiding Oil Spillages.
- **EMERGENCY STOP LOADING:** Prior to loading at the B.I., the terminal operator hands to you a portable panel with an emergency shut down button on it, for the case you wish to stop immediately the shore pump. In such an emergency case, call the terminal operator by radio on VHF Ch. 10 repeating three (3) times ***“Stop Pumps – Emergency”*** and simultaneously push button on the portable panel and as soon as pump is stopped, close the manifold valve.

SECTION 9

EMERGENCY PLANS

9.1 TERMINAL CONTINGENCY PLAN FOR OIL SPILL

In case of Pollution, all operations must be ceased immediately. This can be done by pushing the Emergency Stop Buttons located on the Breasting Island or the similar E.S.D. handed to the Ship on a portable box. The Senior Terminal Representative or on his absence the senior Operator, informs about the accident the Leader of the Oil Spill Response Team and the Harbor Control. He refers to the source and the possible cause of the oil spill if it is known, the approximate quantity of the oil spill and the weather condition (wind force and direction). After that the specific "Oil Spill Contingency Plan" of the Terminal is put in action.

9.2 TERMINAL EMERGENCY PLAN FOR FIRE

9.2.1 General Case of Fire (L.P.G. products' category is excluded)

In case of a fire follow the "FIRE INSTRUCTIONS" referred briefly in the form which is included in this Section below.

Moreover, the Terminal personnel will implement the Terminal Emergency Plan for Fire, which is summarized as follows:

- When a Senior Terminal Representative or Terminal Operator, who noticed a fire occurring at the Breasting Island or at Ship, considers that it cannot be extinguished quickly by the locally available means, then he refers clearly about the fire, either by calling telephone (internal) number **73333** to the guards of the Refinery Central Gate, or by VHF to the Operator of Refinery Control Room or Offsites Room. In case Refinery Control Room or Offsites hear about the fire, they pass immediately the message to the Refinery Central Gate.
- The Refinery Central Gate guards announce the fire via "Red-Phones" and call both, the Fire Brigade (phone number 199) asking them to send the Fire Boat to the Marine Terminal and the Port Authorities (phone number ++30 2313 325800).
- The Emergency Response Team of HEL.PE. departs the soonest possible to the Harbor Dock No 10 (via Harbor Gate No 11) and from there, by service boat (call at VHF Chan. 10), goes to the Breasting Island. A small part of the Emergency Response Team remains stand-by at the Harbor Dock No 10 keeping in touch with Breasting Island by VHF. An operator from the Internal Oil Movement Dept (Offsites) Shift goes to the Shore Terminal Installations ('Paralia') and remains there stand-by.

- The Senior Terminal Representative or on his absence, the older Operator in order of seniority, acts as Leader of the team which is in charge of taking actions for fire fighting and preventing fire spreading. He remains with his duty of Firefighting Team Leader even when the Emergency Response Team or/and the Fire Boat arrive for help. He gives instructions to the other operators regarding firefighting, stop cargo operations, asking and helping ships' removal from berth if it is feasible and he has contact with Port Control Officer, the Captain of Fire Boat, the Ship's Master and the Refinery (Internal Oil Movement Shift Leader).
- The Terminal Operators who are at that time on the Breasting Island, together with the Emergency Response Team, use all available firefighting facilities and material to extinguish the fire and put under control the installation. In case this is impossible and the situation is very dangerous their Leader decides the evacuation of the Breasting Island and informs the Emergency Coordinating Center at Refinery, or the Refinery Shift Supervisor and Port Control Office about it asking for help. The evacuation will be done by using the Fast Rescue Boat, a launch, the two boats existing at Dolphins "A" and "D", or any other available means (i.e. tug boat).

9. 2. 2 L.P.G. Products' Category Fires (Propane, Propane/Butane Mixture, Propylene, Vinyl Chloride)

ATTENTION!

If a serious release or fire of a liquefied petroleum gas (LPG) product occurs on a ship berthed at Breasting Island (B.I.), **the ship shall cease all cargo operations and unberth as soon as possible**, by its own means or by tug boats. It shall move away from the B.I., to a safe direction, in order to protect personnel, the B.I. and any other ship berthed at B.I.

The Terminal's and/or the LPG ship's fire-fighting personnel should not attempt to extinguish an LPG fire unless the leakage could be stopped very soon. The leaking LPG may explode, if re-ignited by hot surfaces or small nearby fires, especially in a totally or partially enclosed space.

However, the main danger arising from an LPG tank engulfed by flames, for a certain period and without efficient water-cooling, is the **possible explosion of the tank**. This possibility poses a serious safety risk to any person exposed **to the fireball and the high levels of associated thermal radiation**.

If the burning LPG ship **cannot move away** from the B.I. and the ship's LPG tanks are exposed to flames for several minutes (e.g. >15min), the Captain of the ship shall inform immediately the Terminal Representative plus any adjacent ship and Port Authorities, about the dangerous situation. The following instructions should be given:

- Terminal personnel and crews of the burning ship plus any other ship berthed at the B.I. **shall abandon B.I. and their ships** by launch or by ship's rescue boats correspondingly, seeking shelter in safe buildings onshore.
- Crews of other ships berthed at nearby terminals in a distance of approximately 700m or less from the burning ship, should **stay inside their ships and shelter** in totally closed spaces, away from openings, to protect themselves. Thermal radiation of the fireball is expected to last **less than 30 secs**.
- Other ships, navigating close to the area of the burning ship, shall be ordered to **move to a safe distance (e.g. >1500m)**.

SECTION 10

ISPS

Thessaloniki Marine Terminal complies with all ISPS pertaining regulations and vessels calling to it must fully comply also and hold valid International Ship Security Certificate and approved Ship Security Plan as well.

10.1 TERMINAL SECURITY DATA

- TERMINAL IMO No: GRSKG-0003
- PFSO: Captain George VLAHAVAS
- APFSO: Captain Nikos SDOUGKOS
- TEL. No: +30 2310 750389 or +30 2310 750231
- Fax No: +30 2310 750792
- Email: g.s.vlahavas@helpe.gr

10.2 INFORMATION TO BE PROVIDED TO TERMINAL

All vessels calling to Thessaloniki Marine Terminal must provide certain information to PFSO either directly or through their local agents.

ΠΑΡΑΡΤΗΜΑ «Α»

**SHIP PRE-ARRIVAL INFORMATION PRO-FORMA
ΠΛΗΡΟΦΟΡΙΑΚΟ ΕΝΤΥΠΟ ΠΡΟ ΚΑΤΑΠΛΟΥ**

(άρθρο 6 (ΕΚ) αριθ.725/2004 του Ευρωπαϊκού Κοινοβουλίου και του Συμβουλίου της 31/03/2004)

ΧΑΡΑΚΤΗΡΙΣΤΙΚΑ ΤΟΥ ΠΛΟΙΟΥ ΚΑΙ ΣΤΟΙΧΕΙΑ ΕΠΙΚΟΙΝΩΝΙΑΣ.				
Name of Ship <i>Όνομα Πλοίου</i>				
IMO number <i>Αριθμός IMO</i>				
Register Flag State <i>Σημαία Κράτους</i>				
Call Sign				
Inmarsat number				
Date of ship's last visit to Greece <i>Ημερομηνία τελευταίου κατάπλου στην Ελλάδα</i>				
Dangerous Goods carried (over 10 kg) and UN class No. (see attached table) <i>Μεταφορά επικίνδυνων φορτίων (άνω των 10 κιλών) και αρ... κλάσης Ο.Η.Ε. (βλέπε συνημμένο πίνακα)</i>				
Mandatory questions to be answered by ships entering Greek port <i>Υποχρεωτικές ερωτήσεις για πλοία που εισέρχονται σε Ελληνικό λιμένα</i>				
ΠΛΗΡΟΦΟΡΙΕΣ ΓΙΑ ΤΗ ΛΙΜΕΝΙΚΗ ΕΓΚΑΤΑΣΤΑΣΗ				
1	Port of arrival and port facility where the ship is to berth if known. <i>Όνομα λιμένα άφιξης και όνομα λιμενικής εγκατάστασης στην οποία το πλοίο πρόκειται να αγκυροβολήσει (εάν είναι γνωστό).</i>			
2	Expected date and time of arrival of the ship in the port. (paragraph B/4.39.3 of the ISPS Code) <i>Αναμενόμενη ημερομηνία και ώρα άφιξης στο λιμένα (παράγραφος B/4.39.3 του Κώδικα ISPS.)</i>			
3	Primary Purpose of call. <i>Βασικός λόγος επίσκεψης.</i>			
ΠΛΗΡΟΦΟΡΙΕΣ ΠΟΥ ΑΠΑΙΤΟΥΝΤΑΙ ΒΑΣΕΙ ΤΟΥ ΚΑΝΟΝΙΣΜΟΥ XI-2/9.2.1 THE A.S SOLAS				
1	a. Does the ship have a valid International Ship Security Certificate (ISSC) <i>Έχει το πλοίο έγκυρο Διεθνές Πιστοποιητικό Ασφάλειας Πλοίου (ΔΠΑΠ)</i> b. Does the ship have a valid Interim International Ship Security Certificate? <i>Έχει το πλοίο έγκυρο Προσωρινό Διεθνές Πιστοποιητικό Ασφάλειας Πλοίου (ΠΔΠΑΠ)</i>	YES NAI Ϊ YES NAI Ϊ	NO- if not, please detail why? <i>ΟΧΙ – αν όχι, παρακαλώ δικαιολογήστε λεπτομερώς γιατί;</i> NO- if not, please detail why <i>ΟΧΙ – αν όχι, παρακαλώ δικαιολογήστε λεπτομερώς γιατί;</i>	
2.	The certificate indicated above has been issued by the Greek Government or a Recognized Security Organization? <i>Το πιστοποιητικό που αναφέρεται παραπάνω έχει εκδοθεί από την Ελληνική Κυβέρνηση ή από Αναγνωρισμένο Οργανισμό Ασφάλειας;</i>	Greek Government <i>Ελληνική Κυβέρνηση</i>	RSO Αναγνωρισμένος Οργανισμός Ασφάλειας Ϊ	Date of Expiry Ημερομηνία Λήξεως Πιστοποιητικού Ϊ

	FROM ΑΠΟ	TO ΜΕΧΡΙ	Name of the Port/Country Όνομα Λιμένα/Χώρα	Port facility name/UN LOCODE Όνομα Λιμενικής εγκατάστασης/Αριθμός UNLO	Special or additional Security Measures Ειδικά ή επιπρόσθετα μέτρα Ασφάλειας
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

8	List the ship-to-ship activities in chronological order with the most recent ship-to-ship activity first, which have been carried out during the period specified in paragraph 6. Ονομάστε με χρονολογική σειρά τις πιο πρόσφατες δραστηριότητες μεταφόρτωσης οι οποίες έλαβαν χώρα μεταξύ πλοίων κατά τη διάρκεια του χρονικού διαστήματος που καλύφθηκε στην παράγραφο 6. <i>ΔΕΝ ΕΦΑΡΜΟΖΕΤΑΙ</i> ↑		FROM ΑΠΟ	TO ΜΕΧΡΙ	Location or Latitude and Longitude Τοποθεσία Γεωγραφικό Μήκος και Πλάτος	Ship-to-ship activities. Διαδικασία μεταφόρτωσης μεταξύ πλοίων που έλαβε χώρα	
		1					
		2					
		3					
		4					
		5					
		6					
		7					
		8					
		9					
		10					

9	Have appropriate procedures been followed during any ship / ship activity during the last 10 ports of call, for example have these interactions been governed by the security requirements in the SSP? <i>Έχουν ακολουθηθεί οι κατάλληλες διαδικασίες κατά τη διάρκεια οποιασδήποτε δραστηριότητας μεταφορτώσεως κατά τη διάρκεια των τελευταίων 10 λιμένων κατάπλου, παραδείγματος χάριν αυτές οι αλληλεπιδράσεις έχουν κατευθυνθεί από τις απαιτήσεις ασφάλειας του ΣΑΠ;</i>	YES <i>ΝΑΙ</i>	↑	NO – Please detail <i>ΟΧΙ – Παρακαλώ δικαιολογήστε λεπτομερώς</i>	↑
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10	Any other practical security related information, for example have you witnessed any suspicious activity during the voyage? <i>Οποιοσδήποτε άλλες σχετικές με την ασφάλεια πληροφορίες, παραδείγματος χάριν έχετε βεβαιώσει κάποια ύποπτη δραστηριότητα κατά τη διάρκεια του ταξιδιού;</i>	YES – Please detail <i>ΝΑΙ – Παρακαλώ δικαιολογήστε λεπτομερώς</i>	↑	NO <i>ΟΧΙ</i>	↑
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11	International Distinguish letter and AIS <i>Διεθνές Διακριτικό σήμα και AIS (Εφόσον)</i>				
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12	MMSI		
13	Year of Build Έτος κατασκευής		
14	Gross Tonnage and D.W. Ολική χωρητικότητα (κ.ο.χ.) και Νεκρό Βάρος (D. W)		
15	Type of Ship and Cargo Τύπος πλοίου και φορτίου που είναι ήδη φορτωμένο στο πλοίο		
16	Number of passengers-A Copy of the ship's passenger list (IMO FAL Form 6) is attached. Αριθμός επιβατών -Επισυνάπτεται αντίγραφο κατάστασης επιβατών (Φόρμα 6 υποεπιτροπής FAL του IMO)		
17	Name and 24-hour contact details of the Company Security Officer. Όνομα και στοιχεία επικοινωνίας επί 24-ώρου βάσεως του ΥΑΛΕ		
18	Name of owner and operator Όνομα του ιδιοκτήτη και διαχειριστή		
15	ETA/UTC		
16	Crew List Λίστα πληρώματος που να περιλαμβάνει τα εξής: <ul style="list-style-type: none"> Name/Όνομα Rank/Βαθμός Nationality/Υπηκοότητα Place of Birth/Τόπος Γεννήσεως Address/Διεύθυνση Κατοικίας Age/Ηλικία Sex/Φύλλο Occupation at ship/Θέση Ιεραρχίας στο πλοίο Date of enlistment/Ημερομηνία που ανέλαβε καθήκοντα Passport and number S.B./Διαβατήριο και αριθμός 		
OTHER SECURITY RELATED-INFORMATION ΆΛΛΕΣ ΠΛΗΡΟΦΟΡΙΕΣ ΣΧΕΤΙΚΕΣ ΜΕ ΤΗΝ ΑΣΦΑΛΕΙΑ			
Is there any security-related matter you wish to report? Υπάρχει κάποιο άλλο θέμα σχετικό με την ασφάλεια το οποίο επιθυμείτε ν' αναφερθεί;		YES – Please detail ΝΑΙ – Παρακαλώ δικαιολογήστε λεπτομερώς	NO ΟΧΙ
<i>Agent of the ship at intended port of arrival.</i> <i>Πράκτορας του πλοίου στο λιμένα κατάπλου.</i>			
Name/Phone Number/Contact details Όνομα /Τηλέφωνο/Άλλα στοιχεία επικοινωνίας.			
<i>Identification of the person providing the information.</i> <i>Όνομα και στοιχεία του ατόμου που παρέχει τις πληροφορίες.</i>			
Name / Company Όνομα /Φορέας Απασχόλησης			
Signature Υπογραφή			
Date/Place of Completion Ημερομηνία/Τόπος Συμπλήρωσης.			

FIRE INSTRUCTIONS

IN CASE OF FIRE DO NOT HESITATE TO SOUND THE ALARM

Terminal fire alarm: One long blast of 20" and one short blast of 3" by the Terminal's siren. It is repeated twice. (totally 3 times).

Ship's fire alarm when alongside Terminal Jetty: One blast of the ship's whistle with not less than ten seconds duration, supplemented by a continuous sounding of the general alarm system.

Termination of alarm: Four short blasts of 3".

ACTION – SHIP	ACTION - TERMINAL
<u>Fire on a Ship</u>	<u>Fire on a Ship</u>
<ol style="list-style-type: none"> 1. Sound the alarm. 2. Fight fire and prevent fire spreading. 3. Inform Terminal by VHF Ch.10. 4. Cease all cargo operations and then close valves. In case it is necessary push Terminal's Emergency Button on portable box. 5. Stand-by to disconnect hoses or arms. 6. Keep the engine to stand-by. 	<ol style="list-style-type: none"> 1. Sound the alarm. 2. Contact ship. 3. Cease all cargo\ballast operation and then close valves. In case it is necessary push Emergency Button. 4. Stand-by to disconnect hoses or arms. 5. Stand-by to assist fire fighting. 6. Inform Refinery and all Ships. 7. Implement Terminal Emergency Plan for Fire.
<u>Fire on another Ship or on Breasting Island</u>	<u>Fire on Breasting Island</u>
<p>Stand-by and when instructed:</p> <ol style="list-style-type: none"> 1. Cease all cargo\ballast operation and close valves. In case it is necessary push Terminal's Emergency Button on portable box. 2. Disconnect hoses or arms. 3. Keep engine and crew to stand-by ready to unberth. 	<ol style="list-style-type: none"> 1. Sound the Alarm. 2. Cease All Cargo \ballast operation and then close valves. In case it is necessary push Emergency Button. 3. Fight fire and prevent fire spreading. 4. If required stand-by to disconnect hoses or arms. 5. Inform Refinery and all Ships. 6. Implement Terminal Emergency Plan for Fire.

In all cases, vessel to alert stand-by tugs.

IN CASE OF FIRE, SHIPS TO BE READY TO MOVE UNDER THEIR OWN MEANS TO PROCCEED AT ANCHORAGE

**HELLENIC PETROLEUM – THESSALONIKI MARINE
TERMINAL**

CONTACT INFORMATION – 24/7

STAND BY TUGS/MOORING BOAT	TERMINAL	THESSALONIKI PORT AUTHORITIES
VHF CH10	VHF: CH10 TEL.: +302310 750389 MOBILE: +30 6944 666 430 " +30 6951 974 661 EMAIL: N@helpe.gr	VHF CH12 / CH16

EMERGENCY SITUATIONS - ACTIONS

FIRE / EXPLOSION

- Sound the Fire Alarm
- Notify Terminal / Terminal Representative
- Stop loading/discharging operation
- Notify Local Port Authorities
- Notify Tugs to proceed in a safe distance and stand by for further orders
- Apply ship's procedures for Fire situation

OIL SPILL

- Notify Terminal / Terminal Representative
- Stop loading/discharging operation and try to control flow of oil
- Notify Local Port Authorities
- Notify Tugs to proceed in a safe distance and stand by for further orders
- Apply ship's procedures for Oil Spill situation

STRONG WINDS / HEAVY WEATHER

- Notify Terminal / Terminal Representative
- Stop Operations.
- Maintain bridge watch and monitor weather conditions constantly
- Notify Tugs to proceed and support as required
- Deck and engine crew to be stand by
- Inspect and verify proper condition of mooring arrangements/ equipment

For additional information, refer to Terminal's Information Booklet

Rev. 1 / June 2020