Joint Stock Company
Caspian Pipeline Consortium – R

APPROVED BY
First Deputy General Director

_____ **R. Vasiliev**

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CPC–R MARINE TERMINAL MANUAL, Volume I

Terminal Information, Tanker Entry and Handling Conditions

Revision 19

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Developed by Operations

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1. GENERAL REGULATIONS

1.1 This Manual is worked out in accordance with the recommendations of the "International Safety Guide for Oil Tankers and Terminals (ISGOTT)", Oil Companies International Marine Forum (OCIMF)" and based on IRD CPC 09.07.2023 "CPC Crude Oil Pipeline System Operations Rules", IRD CPC 44.03.2024 'Regulations for Interface between Tanker Loading Dispatcher and Mooring Master when Handling a Tank Vessel at SPM' and CPC IRD 99.03.2023 'CPC Oil Pipeline System Dispatching Regulations (Marine Terminal and Oil Loading)'.

1.2 The Manual aims at familiarising tanker masters with the conditions of work at the CPC-R Marine Terminal (hereinafter, the Terminal) and requires strict compliance therewith in order to assure safe performance of mooring and cargo operations. A tanker that fails to comply with the condition(s) of this Manual may be refused mooring and loading at the Terminal.

1.3 The Manual stipulates order and conditions of entry into and use of Terminal.

1.4 Any vessel at the Terminal shall exhibit the Russia National Flag by day.

1.5 Official language: Russian and English.

1.6 The operational language of the Terminal as it relates to the offshore and loading operations is English.

1.7 In all circumstances the Master of any vessel shall remain solely and fully responsible for the safety of his vessel and crew, navigational safety, loading operations and for compliance with all applicable laws, rules and regulations.

1.8 **Any kind of pollution of the environment in the Russian Federation is against the law. In case of illegal dumping/discharge, Russia authorities will bring shipmaster, his tanker and owners to administrative and criminal responsibility.**

2. TERMINAL INFORMATION

2.1 GENERAL INFORMATION

2.1.1 The Terminal is owned and operated by CJSC "Caspian Pipeline Consortium-R".

CPC-R legal address:	CPC-R Marine Terminal territory of Primorsky Okrug, Novorossiysk, 353900, Krasnodar krai, Russian Federation
CPC-R Marine Terminal address:	CPC-R Marine Terminal territory of Primorsky Okrug, Novorossiysk, 353900, Krasnodar krai, Russian Federation

2.1.2 Time Zone: GMT + 03:00.

2.1.3 Radio Contact: Call Sign: CPC MARINE

2.1.4 VHF-Channels/Frequencies: 16 / 156,80 MHz
25 / 157,25 and 161,85 MHz (Working Channel)

2.2 PERSONNEL RESPONSIBLE FOR TANKER LOADING

2.2.1 **Personnel responsible for tanker loading operations at the Terminal are as follows:**

Deputy Regional Division Head, Marine Operations, resident at the Terminal, who has overall authority over the offshore operations and the loading of tankers.

CPC-R Mooring Master boards the tanker on arrival and remains on board through the loading and departure operations. Is the Terminal Person in Charge on board the Vessel (TPIC-V). Assists the tanker Master in the mooring and unmooring operations. As Terminal representative on board the tanker, directs and co-ordinates the loading operations. If any emergency situation occurs in the Area of the Terminal Operational Responsibility (Area # 670) he is responsible for initiating Loading Emergency Shutdown Procedure and Emergency Response, vested with the responsibility of initial Incident Commander until relieved.

Vessel Cargo Officer, Vessel Person in Charge (PIC-V). Directly responsible for the safety of the tanker loading operations. Maintains constant communications with the TPIC-V and the TPIC-S and follows the instructions of the CPC-R Mooring Master.

Tanker Loading Dispatcher, resident in the Operations Control Center (OCC). As the Terminal Person in Charge on Shore (TPIC-S) is responsible for the safe operation of the Terminal loading system. In constant communication with the PIC-V and TPIC-V. If any emergency situation occurs at the Terminal he initiates Loading Emergency Shutdown Procedure.

2.3 OPERATING DAYS

The Terminal is a 24 hours day year round operation, weather permitting.

2.4 ANCHORAGE

Anchoring is prohibited in the Terminal Area of Operational Responsibility (Area # 670).

2.5 VESSEL SERVICES

The Terminal does not provide any of the husbanding and logistic services, such as bunkering, ship's repairs, provisioning and chandelling, repatriation services and other services, which might by required of tankers calling at a port facility. The Terminal's single mission is to serve the CPC-R pipeline system in exporting crude oil by sea. Without representation, however, CPC-R believes that all the normal ship husbanding and logistic services are present and available through the services of Shipping Agencies and other enterprises in the adjacent Novorossiysk commercial seaport.

2.6 DRAFT LIMITATION

There is no limitation on arrival nor departure.

2.7 CPC-R MARINE TERMINAL LOCATION

The Terminal deep water berths and associated facilities are designed for loading of crude oil from single point mooring buoys (hereinafter, SPM) onto heavy draft tankers. The Terminal lies within the boundaries of the Novorossiysk commercial seaport. SPMs of the Terminal are anchored in the Black Sea open territorial waters of the Russian Federation, approximately 9 miles westward of the entrance to the Novorossiysk Bay, and 3 miles southward of the Ozereyevskiy Light (Latitude 44o 40' N and Longitude 037o 39' E). The Marine Terminal Shore Facility and Small Boat Shelter

position is approximately 1.5km eastward of the coastal village of Yuzhnaya Ozereyevka.

2.8 AREA OF CPC-R MARINE TERMINAL OPERATIONAL RESPONSIBILITY

2.8.1 The Terminal Area of Operational Responsibility (see Appendix 22) is an area where Single Point Moorings are located and where the Terminal operates and is responsible for prevention of environmental pollution.

2.8.2 Three SPMs are positioned at a distance of 2,000 meters from each other in the Operational Responsibility Area. Each SPM is provided with a **safe berth area** of 1,000 meters of radius. Safe area entry is described in item 4.10.

2.8.3 The offshore boundaries of the Terminal Area of Operational Responsibility (Area No. 670) are defined by the following coordinates

Latitude 44° 40' 08" N	Longitude 037° 39' 27" E
Latitude 44° 37' 15" N	Longitude 037° 41 '42" E
Latitude 44° 36' 00" N	Longitude 037° 40' 30" E
Latitude 44° 36' 36" N	Longitude 037° 35' 06" E
Latitude 44° 38' 14" N	Longitude 037° 35' 03" E
Latitude 44° 40' 12" N	Longitude 037° 38' 12" E

2.8.4 **Only one tanker at the time may be underway within the Terminal Area of Operational Responsibility.**

2.8.5 **Repairs and immobilization of the propulsion and steering systems while in the Terminal Area of Operational Responsibility is not permitted.**

2.8.6 **The Area No. 670 is compulsory pilotage area.**

2.8.7 A corridor was established for the small boats going through Area # 670 along the coast between parallels 44° 39’12” N and 44° 39’42” E (between 0.5 and 1.0 mile off). CPC-R Port Control permit shall be obtained to navigate in the corridor pursuant to the Rules and Regulations for the Port of Novorossiysk Rules 32, 33.

2.8.8 To sail through Area # 670 in the established corridor all vessels shall obtain permit of CPC-R Port Control (VHF, Channel 25, call sign Novorossiysk-51). The permission shall be requested one mile before entering Area # 670. The request shall specify name of the vessel (side number), and passage route. When leaving Area # 670 the Master of the vessel shall notify CPC-R Port Control of this fact.

2.8.9 Vessels which are not equipped with AIS system will be prohibited to enter SBS and maneuver in the Terminal operational responsibility area. This restriction shall not apply to the vessels which use transit passage for small boats.

2.8.10 Any vessel engaged in carriage of pilots, surveyors and authorities to export tankers loading at the Terminal will be permitted to navigate in Area # 670 and enter SBS subject to CPC-R granting permit after vetting the vessel.

2.9 ENVIRONMENTAL CONDITIONS

The Terminal is located in a temperate zone. Average temperature is 29°C in the summer and 9°C in winter. The lowest temperature recorded is -21°C and highest is 41°C. There are three typical types of weather due to the frequent changes of anticyclone and cyclone circulation:

1. N.E. type.

2. S.W. type.
3. Cyclone type.

Winds: The prevailing winds blow from the NW (27-35% of the time) at a velocity of 5-8 m/sec, but with occasional gust as high as 15 m/sec. Winds blow from the SW 22-30% of the time, with velocity of 3-5 m/sec, and lighter winds blow from NE on an annual average of 28 % of the time. Between November and March, however, strong, gusty NE'ly winds (called "BORA") blowing from the coastal mountains can occasionally reach hurricane force (Beaufort Scale 12). This wind may last 3 days or more and may cause heavy icing conditions on vessel's superstructures.

Waves and Currents: Significant wave height is less than 1m for 70% of the time in the summer, and greater than 2-3m for 20% of the time in the winter.
Currents generally with NW'ly setting throughout the year, at rates rarely exceeding 1.5 knots.

Tides: The Black Sea is non-tidal but abnormal water levels can be caused by wind surges and "seiches", with a maximum range of 1.2m and duration from several minutes to a couple of hours.

Ice and Snow: The area where the CPC-R Marine Terminal is located is ice-free year round. However, a rapid build up of ice on vessel's decks and superstructures can occur in winter when north-easterly winds Bora set in.

Visibility: Visibility in this area is generally fair to excellent.

Sea Water Salinity: varies between 1010 to1014 g/cm.cu. (density).

2.10 DESCRIPTION OF CPC-R MARINE TERMINAL FACILITIES

2.10.1 The Terminal consists of the following facilities:

- **Tank Farm**: with a working inventory capacity of 1,000,000 m^3. It is located about 9 Km inland at a design elevation of 251.8 m. above sea level.

- **Loading Pipeline**: diameter 1422mm. (~56 in) ID connecting the Tank Farm to the metering station and flow control manifold at the Shore Facility.

- **Shore Facility**: located on the shoreline. This operational area includes the Pipeline System and Operations Control Center (OCC) and Administration building, Export Metering Station, Flow Control Manifold, Pigging Stations, Multi-Purpose Service Tanks, Small Boat Shelter (SBS) and other equipment.

- **Operational Control Center**: ensures 24-hours control over all CPC-R Pipeline System and loading operations at the Terminal.

- **Small Boat Shelter**: to provide exclusive support to the CPC-R dedicated fleet of Service Vessels.

- **Subsea Pipelines**: consisting of three 1067mm. (~42 in) ID diameter connecting the shore piping network to the three single point mooring berths SPM CPC-1, SPM CPC-2 and SPM CPC-3.

- **SPM CPC-1**: located at Latitude: 44º 37' 46.11" N and Longitude: 037º 38'16.07" E, in 56 m of water depth.

- **SPM CPC-2**: located at Latitude: 44º 37' 19.94" N and Longitude: 037º 39'40.08" E, in 57 m

of water depth.

- **SPM CPC-3**: located at Latitude: 44°37'45.04" N and Longitude: 037°36'43.02" E, in 58 m of water depth.

2.10.2 The oil flow to the tankers is delivered by gravity from the Tank Farm storage tanks.

2.10.3 Crude oil is delivered to the Terminal through 1506 km of pipeline from oil production fields located in western Kazakhstan and Russia.

2.10.4 The pipeline systems are monitored and protected by the Supervisory Control and Data Acquisition (**SCADA**) system, purposely design the minimize emergency situations.

2.10.5 Emergency shutdown of cargo transfer operations is carried out in accordance with the "Emergency Shutdown Procedures".

2.11 SINGLE POINT MOORINGs

2.11.1 SPMs are designed and constructed to survive the 100-year storm incidence and are capable of accepting double-hulled tankers of size not more than 300,000 summer DWT. SPM CPC-3 is designed for mooring and loading of double-hulled tankers of size in the range of 70 000 DWT to 300 000 DWT. At the present time tankers in the DWT range of 70,000 to 160,000 Tonnes are being handled at the Terminal; due to that the floating hoses are configured to fit those, thus **Bow to Center Manifold distance is between 110 to 160 meters**.

2.11.2 SPM of the CALM (Catenary Anchor Leg Mooring) type, are anchored to the seabed by six suction anchors each.

2.11.3 Tanker is to berth to the SPM by the SPM mooring equipment, consisting of mooring bridal, mooring hawser and attached chafing chain, which is delivered onboard and secured with bow chain-stoppers in compliance with the OCIMF – Recommendations for Equipment Employed in the Mooring of Ships at Single Point Moorings.

2.11.4 **The Terminal receives tankers fitted with two Tongue Type bow chain-stoppers to secure the 76 mm safety chain (chafe chain).**

Note:
The use of SMIT Towing Brackets or other means of securing the chafe-chain is not permitted.

2.11.5 The following table indicates the general characteristics of each of the SPM systems.

SPM CPC-1 and SPM CPC-2	CALM (Catenary Anchor Leg Mooring) – SBM design
Classed	Russian Maritime Register of Shipping
Year Built	December 1999
Started Operation	SPM CPC-1 – June 2002 SPM CPC-2 – June 2002
Dimensions	Outer diameter - 12.0m Molded depth - 6.3m Protection skirt diameter - 16m
Draught	3.6m
Anchors	Six MUG suction anchors, weight in air 320 Tonnes
Mooring Chains	Six symmetrical – stud chain U3 – BS 6832kN (707 Tonnes)
Water Depth	SPM CPC-1: 56 meters (184 feet) SPM CPC-2: 57 meters (187 feet)

Weight in air	259.74 Tonnes
Navigation Aids	ISO (U) 30s 5.7m 5 N.M. (I.A.L.A.) NAUTO (U) 30s 0.5 N.M. (I.A.L.A.) Radar Reflectors
Mooring system	508 mm (20 inch) circumference Double Braid Hawser Rope with a Min Break Strength of 5510 kN (551 tonnes), 50 m length, produced as per OCIMF «Guidelines for the purchasing and testing of SPM hawsers» requirements.
Max Mooring Load	398 Tonnes (3,900 kN)
Max Mooring Load Allowed	100 Tonnes
Mooring Hawser Tension Load Cell	Scansense load cell, 0-258MT range
HOSES	All hoses are Double Carcass, manufactured as per OCIMF recommendation.
Submarine – Two strings, Eastern and Western	9 Joints x 24" I.D. – Steep "S" with buoyancy tank- total length 94.2 m
Floating – Two strings, Inner and Outer	Inner string: Main line: 19 joints x 24" I.D. Reducer: 24"/16" I.D. MBC: 16" I.D. Tail: 4 joints x 16" I.D. Rail: 1 x 16" I.D.– barbell Total length: 265.4 m Outer string: Main line: 19 joints x 24" I.D. Reducer: 24"/16" I.D. MBC: 16" I.D. Tail: 5 joints x 16" I.D Rail: 1 x 16" I.D.– barbell Total length: 276.1m
Guard Lights	Winker light along floating hoses, every five joints
Minimum Bend Radius	3.6 m for 24 inch floating hose 1,5 m for 24 inch submarine hose 2.4 m for 16 inch tail hose 1,6 m for 16 inch rail hose
Marine Breakaway Coupling (MBC)	Gall-Thomson, double closure, 16" I.D.
Activation Settings	Under tension - 35 tonnes Under internal pressure – 27.3 bars (396 psi)
PLEM	Weight: 85 tonnes. Capability as pig receiver and launcher.
Maximum Loading Rate	12,700 CMH (80,000 BPH)
Minimum Loading Rate	500 CMH (3,000 BPH)
Rated Pressure	19 bar (275 psi)

SPM CPC-3	CALM (Catenary Anchor Leg Mooring) – Bluewater design
Classed	ABS
Year Built	2012
Started Operation	SPM CPC-3 – December 2013
Dimensions	Outer diameter – 12.3m Molded depth – 16m Protection skirt diameter - 15m
Draught	5,4 m

Anchors	Six MUG suction anchors, weight in air 426 Tonnes each	
Mooring Chains	Six symmetrical – R3S-84 chains with length of 455m each	
Water Depth	SPM CPC-3: 58 metres	
Weight in air	362 Tonnes	
Navigation Aids	Nav light Tideland MLED 155 (ISO (U) 15 s 10 m 5 nm) Fog signal LIEX-710/051 (0.5 nm, ISO (U) 30 s during fog, ISO (A) 15 s excessive mooring hawser tension) Radar Reflectors OCTAHEDRON RO-45	
Mooring system	508 mm (20 inch) circumference Double Braid Hawser Rope with a Min Break Strength of 5510 kN (551 tonnes), 50 m length, produced as per OCIMF «Guidelines for the purchasing and testing of SPM hawsers» requirements.	
Max Mooring Load Allowed	100 Tonnes	
Mooring Hawser Tension Load Cell	MSL OilField Load cell, 0-400 tonns range	
HOSES	All hoses are Double Carcass.	
Submarine – Two strings, Eastern and Western	8 Joints x 24" I.D. – Steep "S" with buoyancy tank- total length 86.7 m	
Floating – Two strings, Inner and Outer	Inner string: Main line: 19 joints x 24 inches ID Reducer: 24 inches/16 inches ID Marine breakaway coupling: 16 inches ID Tail hose: 4 joints x 16 inches ID Rail hose: 1 x 16 inches ID – thickened at the edges Total length: 265.4m	Outer string: Main line: 19 joints x 24 inches ID Reducer: 24 inches/16 inches ID Marine breakaway coupling: 16 inches ID Tail hose: 5 joints x 16 inches ID Rail hose: 1 x 16 inches ID – thickened at the edges Total length: 276.1m
Guard Lights	Winker light (light visibility 4,5 km, period 4 sec) along floating hoses, every five joints	
Minimum Bend Radius	3.6 m for 24 inch floating hose 1,5 m for 24 inch submarine hose 2.4 m for 16 inch tail hose 1,6 m for 16 inch rail hose	
Marine Breakaway Coupling (MBC)	Gall-Thomson, double closure, 16" I.D.	
Activation Settings	Under tension - 35 tonnes Under internal pressure – 27.3 bar	
PLEM	Weight: 131,3 tones. Capability as pig receiver and launcher.	
Maximum Loading Rate	12,700 CMH (80,000 BPH)	
Minimum Loading Rate	500 CMH (3,000 BPH)	
Rated Pressure	19 bar (275 psi)	

2.12 CARGO INFORMATION

2.12.1 The type of crude oil to be transported through the Terminal is the "CPC-Blend". This is a blend of oils produced in various Russia and Kazakhstan oil fields.

2.12.2 Currently, the principal specifications of the CPC-Blend are:

Density, API	not less 26,79
Density at 20 °C, kg/m3	not more 890
Density at 15 °C, kg/m3	not more 893,4
Sulfur, total mass, %	less than 1,8
Chlorine salts mass fraction, mg/dm3,	not more 100
Water mass fraction, %,	not more 0,5
Wax mass fraction, %	not more 6,6
Freezing point, °C	less than -3,0
Boiling point, °C	more than 35
Ignition point, °C	less than 21
Saturated vapour pressure, kPa (mm. hg.)	not more 66,7 (500)
Hydrogen sulfide concertation, ppm	less than 10,0
Mercaptans concentration, ppm	less than 30,0
Fractions yield:	
- at temperature up to 200 °C	not less than 21
- at temperature up to 300 °C	not less than 42

2.12.3 **Tankers calling at the Terminal will be supplied with the appropriate MSDS data sheet before loading.**

3. TANKER ENTRY AND HANDLING CONDITIONS

3.1 GENERAL INFORMATION

3.1.1 All services, facilities, and assistance provided by or on behalf of the Terminal in or in connection with the Terminal, whether or not the Terminal makes any charge therefore, are provided subject to current norms and standards, Russian Federation laws and this Manual.

3.1.2 Neither the Terminal nor its servants, agents or contractors (in whatever capacity they may be acting) shall be responsible for any loss, injury, damage or delay from whatsoever cause arising whether directly or indirectly in consequence of any assistance, advice or instructions whatsoever given or tendered in respect of any vessel, whether by way of tugs, pilotage or berthing services, the provision of navigational facilities.

3.1.3 While the Terminal takes every care to ensure that the berths, premises, facilities, property, gear, craft and equipment provided are safe and suitable for vessels permitted or invited to use them, no guarantee of such safety or suitability is given, and the Terminal shall not be responsible (or liable for any contribution) with respect to any loss, injury, damage or delay of any sort that may be sustained whether directly or indirectly by or occur to any vessel or her Owners of her crew or cargo or any part thereof, (whether such cargo is on board or in the course of loading or discharging) by whomsoever and by whatsoever cause such loss, damage or delay occasioned and whether or not it is due in whole or in part to any act, neglect, omission or default on the part of any servant, agent or contractor of the Terminal or by any fault or defect in any berths, premises, facilities, property, gear, craft or equipment of any sort of the Terminal or its servants, agents or contractors.

3.1.4 The Terminal will not be responsible for any loss, damage or delay directly or indirectly caused or contributed to by or arising from strikes, lock-outs or labor disputes or disturbances whether the Terminal or its servants, agents or contractors are parties thereto or not.

3.1.5 If in connection with or by reason of the use by any vessel, of any berth or of any part of the Terminal's premises, or of any gear or equipment provided by or on behalf the Terminal or of any craft or of any other facility or property, of any sort whatsoever, belonging to or provided by or on behalf of the Terminal any damage is caused to any such berth, premises, gear or equipment, craft

or other facility or property, from whatsoever cause such damage may arise, and irrespective of whether or not such damage has been caused or contributed to by negligence or the Terminal or of its servants, agents or contractors, and irrespective of whether there has been any neglect or default on the part of the vessel or the Owners, or in any such event the vessel and the Owners shall hold the Terminal harmless from and indemnified without limitation against all relevant damage and against all loss sustained by the Terminal consequent thereon.

3.1.6 The vessel and her Owners shall hold the Terminal and its servants harmless from and indemnified without limitation against the following whether or not due in whole or in part to any act, neglect, omission or default on the part of the Terminal, its servants or agents:

a. All and any actions, claims, damages, costs, awards and expenses arising whether directly or indirectly out of any loss, damage, injury or delay of whatsoever nature occasioned to any third party or any vessel (her Owners and crew) and caused or contributed to whether directly or indirectly by the vessel or any part thereof or by any substance or any other servant or agent of the Owners.

b. All or any damage, injury, delay or loss of whatsoever nature occasioned to the Terminal or its servants and cause or contributed to whether directly or indirectly by the vessel or any part thereof or by any other servant or agent of the Owners.

c. The CPC-R Mooring Master services are provided upon the express understanding and condition that when the CPC-R Mooring Master and his team board the tanker for the purpose of assisting such tanker, they all become the servants of the tanker, and the Terminal shall not be liable for any damage, loss or injury which may result from providing any advice or failing to provide any advice or assistance given or made by the CPC-R Mooring Master and his team while aboard or in the vicinity of such tanker.

3.1.7 If a vessel discharges or spills oil at or in the vicinity of the Terminal, the CPC-R shall have the right to take any action that may be necessary to contain and clean up the contaminated area. This area includes not only the sea area involved, but also the shore, vessels and any structure or property affected by said discharge or spill.

3.1.8 CPC-R shall have the right to settle any claims of third parties arising from such discharge or spill. All costs and expenses incurred by CPC-R in the course of the clean-up and claims settlement shall be borne by the vessel and by those owning the vessel at the time of the said discharge or spill. CPC-R shall be entitled to reimbursement by said owners for any such costs and expenses.

3.1.9 These Conditions shall be construed according to the law of the Russian Federation, and the vessel and her Owners shall submit to the jurisdiction of the Russian Federation Courts.

3.1.10 Towage and other tug services at the Terminal shall comply with the UK STANDARD CONDITIONS FOR TOWAGE AND OTHER SERVICES (Revised 1986).

3.1.11 Tankers equipped with cathodic protection system using impressed current cathodic protection (ICCP system) must turn off such CP system before entering Area # 670 of the port of Novorossiysk. Such a cathodic protection system should be disabled for the entire period of cargo operations at the SPM until tanker's departure from Area # 670. The tanker master must demonstrate the disabled cathodic protection system at the request of the mooring master.

3.1.12 Vessels must apply free float of vapour mixtures according to requirements of item 5.3.4 Rule 4 of SOLAS II-2 to avoid concentrated (volley) emissions of vapour mixtures from cargo tanks of a tanker during loading at SPMs.

3.2 TANKER ETA MESSAGES

3.2.1 Tanker Master must communicate their estimated time of arrival (ETA) in advance:

- 6 (six) days;
- 96 (ninety-six) hours;
- 72 (seventy-two) hours;
- 48 (forty-eight) hours;
- When clearing the Bosporus Strait;
- 24 (twenty-four) hours;
- before arrival to destination point.

3.2.2 In the event that a vessel's departure from a previous port takes place within any of the notification deadlines, the ETA is to be given on departure from such previous port. Should the expected arrival hour change by more than 8 (eight) hours following the 96, 72 and 48 hours arrival notices or by more than 2 (two) hours following the 24 (twenty-four) hour arrival notice, Master must advise the Terminal immediately.

3.2.3 If Master reasonably considers that his vessel will not arrive to the Terminal at scheduled loading window, he must advise the Terminal of that.

3.2.4 The initial ETA message must contain the following information:

1. Name of the Tanker and Shipowners.
2. Flag and Port of Registry.
3. IMO Identification Number.
4. Departure Port (Last Port of Call).
5. Length Overall
6. Drought Forward and Aft
7. Gross Registered Tones (GRT).
8. Summer Deadweight (in Metric Tonnes)
9. Name of Master.
10. ETA at the CPC-R Mooring Master Boarding Area/Pilot Boarding Point
    Latitude 44° 34'06" N and Longitude 037° 38'30" E.
11. Tanker's INMARSAT, Telephone and Facsimile number.
12. Previous Cargo Carried.
13. **Content of O_2 (must not exceed 8%), H_2S (must not exceed 5 ppm) and Mercaptan (must not exceed 5 ppm) in cargo tanks.**
14. Estimated Departure Draft, Foreword and Aft.
15. Distance from Bow to Center Manifold (BCM).
16. Distance between Manifold Connections, Portside.
17. Height of Manifold Connection Lower Lip from Drip-tray.
18. Size of Manifold Connections, Portside.
19. SWL of Cargo Crane (Derrick), Portside.
20. Quantity of Ballast Water on Arrival in Tonnes and Percent of SDWT.
21. Location where Ballast Water Last Loaded.
22. Number of Compartments Containing Ballast Water.
23. Whether or Not Ballast Water has been changed at the Black Sea. If not, state the reason.
24. Estimated Time required to discharge ballast while loading cargo.
25. Quantity of Cargo Requested.
26. Initial Loading Rate.
27. Maximum Loading Rate by two manifolds
28. Final/Topping Off Loading Rate.
29. If Cargo is on-carried, specify a) Quantity, b) Type; c) where loaded.
30. Name of Ship's Agent in Novorossiysk.

31. P&I Club and Oil Pollution Liability Insurance carrier.
32. Any other Special Requirements, Restriction or Impediment to the normal and seaworthy operability of the vessel.
33. Reference number of Vessel Security Certificate.
34. Date of issuance, Issuer, period of validity.
35. Person in charge for vessel security.
36. Security level.
37. 10 last ports of call with security level of each.
38. For 24 hrs Notice - Confirmation wtih the date and time recorded of inspection by the vessel crew of the mooring, cargo (including hydraulics, all the controls and indications in the Cargo Control Room) and crane equipment. The inspected equipment shall be in working order. Inspecction shall be done 24 (twenty four) hours before the arrival at the Terminal.
39. For 24 hrs Notice - Confirmation that the content of O2 does not exceed 8%, H2S does not exceed 5ppm and mercaptans do not exceed 5ppm in thr cargo tanks.

3.2.5 INFORMATION OF ARRIVAL TO NOVOROSSIYSK PORT AUTHORITY

Tankers' masters are hereby advised that, in addition to the above communications with the Terminal, a **48** hours, **24** hours and **4** hours ETA message must be sent to the Novorossiysk Port Authority directly or through the Shipping Agent containing the following information:

1. Identification IMO Number.
2. Name of the Ship's Agent and its jurisdictional address.
3. Condition of Vessel's Equipment that might impair the Vessel's Safety of Navigation or maneuvering capabilities.

3.3 NOTICE OF READINESS TENDERING

3.3.1 Notice of Readiness will be given by the tanker Master showing the date and time of arrival at the point of destination – the CPC-R Marine Terminal with the requirements of item 3.5.2 of this IRD accounted for. Point of destination means the location of SPM, upon arrival at which the vessel is deemed to have arrived at the Terminal. In case of non-compliance of the vessel with the requirements of this IRD, Notice of Readiness will not be considered submitted and will not be accepted by the Terminal representative, the CPC-R Mooring Master.

3.4 COMMUNICATION

3.4.1 Tanker bound for the Terminal is required to advise the Terminal Marine Operations Service her ETA by:
E-mail: cpcmarine@cpcpipe.ru

3.4.2 Pre-arrival communication. The tanker shall call **CPC MARINE** (VHF ch.25) as soon as is in VHF-radio range of the Terminal**.**

3.5 INBOUND AND OUTWARD CLEARANCE

3.5.1 All vessels shall comply with official inbound and outward clearance in accordance with the General Regulations of Navigation and Mooring of Vessels in Sea Ports of the Russian Federation and on the approaches thereto.

3.5.2 According to Executive Order of the President of the Russian Federation No. 502 of July 21, 2025, vessels passing from foreign ports shall enter the ports of the Russian Federation only with the permission of the Harbor Master, approved with the FSB of Russia. In addition to the documentary approval, rules have been introduced for conducting a random inspection of the underwater hull part and interior spaces by specialists to ensure security.

3.5.3 Clearance procedure, list of papers to be submitted, including requirements of item 3.5.2, will be provided by ship agent.:

3.5.4 The boarding area for inbound and outward clearance is within the area of 1000 metres with center in the following position Latitude 44°36'30,0" N Longitude 037°42'30,0" E. Master of tanker is advised to enter this area with caution and only after receiving the permission from the Vessel Traffic Service (VTS). **Maximum two tankers are allowed in this area at the same time.**

3.5.5 In adverse sea and weather that prevent authorities from embarkation for clearance, but do not prevent mooring and loading at the SPMs, the Terminal via ship agent may request immigration authorities to authorize mooring and loading the vessel on arrival to the Terminal and clear her in and out after completion of the loading and unmooring from the SPM. Ship agent shall submit authorities a request to allow pilot, ship agent and port's employees to board before the vessel is cleared. Subject to immigration and customs authorities authorization of loading ship agent shall advise Harbourmaster of vessel's arrival, and prepare the papers required for pilotage and zero fee berthing. Subject to the approval of cargo operations before the start of state control the tanker is moored as per the established procedure to SPM and performs cargo operations. If the vessel's Master does not need to receive supplies, state control is done on the roads within the maritime checkpoint during one boarding after the tanker has been loaded..

3.6 APPROACH TO PBP / THE CPC-R MOORING MASTER BOARDING AREA

3.6.1 When approaching to the Terminal the official charts and sailing directions of the Navigation and Oceanography Russian Federation Ministry of Defense, or equivalent from other Hydrographic Authorities are recommended as follows:

- Chart № 32106 (Black Sea Caucasian Coast – Anapa to Tuapse);
- Chart № 35156 INT 3880 (Black Sea–Approaches to Novorossiysk and Gelendzhik);
- Chart № 38176 (Black Sea. Russia Coast. Port of Novorossiysk Oil Terminal);
- Sailing Direction of Black Sea № 1244.

3.6.2 The Pilot Boarding Point (PBP) and CPC-R Mooring Master Boarding Area is centered on the Terminal Designated Point of Arrival located in position:

Latitude: 44° 34'06" N and Longitude: 037° 38'30" E

3.6.3 Master of tanker is advised to approach this area with caution and to establish early communication with CPC MARINE.

3.7 ARRIVAL TO PBP / THE CPC-R MOORING MASTER BOARDING AREA

3.7.1 Vessel must receive the VTS's permission to arrival at Pilot Boarding Point (PBP) and call Pilot and CPC-R Mooring Master for actions coordination - **CPC MARINE (VHF Channel 25)**

3.7.2 Means of access to the tanker shall be provided in accordance with the requirements of SOLAS-74/78 Rule **V/23 и IMO Resolution A.1045(27)**. At night the access area shall be adequately illuminated to provide for a safe approach and boarding.

3.7.3 Tankers calling at the Terminal must be equipped with accommodation ladder on the port side leading aft and lit at night. Appendix 24 gives the requirements to accommodation and pilot ladder. The main requirements: a certified pilot ladder shall be firmly attached to the ship's side 1.5 meters above the accommodation ladder lower platform. Mooring Master shall advise of the pilot ladder required height from the sea. The accommodation ladder lower platform shall not be higher than 5 metres above the sea level. The accommodation ladder shall be rigidly secured to the side of the vessel.

3.7.4 On arrival at the pilot boarding point pilot will meet with the pilot, two CPC-R mooring masters, hose connection team and escort tug.

3.7.5 Tanker shall make a lee for the pilot and mooring team to board from the port side.

3.7.6 CPC-R mooring master shall provide tanker with a VHF radio.

3.7.7 CPC-R mooring master shall check the tanker for compliance with this Manual, and O2 content that shall not exceed 8%, H2S content that shall not exceed 5 ppm and mercaptan content that shall not exceed 5 ppm in the cargo tanks.

3.7.8 The portside cargo crane (or derrick) shall be readied to hoist onto the tanker's deck the mooring and hose handling equipment baskets. The crane will be used for handling the connection of (2) two 16' cargo hoses after mooring. The crane "runner" shall be plumbed midway between the rail and the manifold at the manifold centerline. The port manifolds shall be ready to connect (2) two 16' cargo hoses. Each manifold to be fitted with certified pressure and temperature indicators. Item 3.18 herein gives the requirements to the crane hoisting capacity.

3.7.9 The tanker bow arrestors and winches shall be in good order and condition and ready to take the safety (chafe) chain.

3.7.10 The tanker must have operative and ready for immediate use, bow and stern emergency towing equipment, as required by IMO.

3.7.11 Tanker main engine shall be started and checked back running.

3.7.12 Hiring of Tug and Services Request (Appendix 3) as well as Pollution Response Assistance Request (Appendix 4) shall be signed by the Master of the vessel prior to entering the CPC-R Marine Terminal Area of Operational Responsibility and commencement of berthing operations.

3.8 NOTICE OF READINESS ACCEPTING

3.8.1 Notice of Readiness is accepted by the CPC-R mooring master at the time of commencement of cargo operations at SPM, provided that based on the results of the tanker inspection performed by the CPC-R mooring master prior to mooring, the tanker is ready in all respects for mooring and loading at SPM - mooring, cargo (including hydraulics, all controls and indications in the Cargo Control Room) and crane equipment are in working condition. Before accepting the Notice of Readiness the Mooring Master must ensure that the Notice of Readiness is submitted as per the date and time upon arrival at the point of arrival – CPC-R JSC Marine Terminal, taking into account the requirements of para 3.5.2 hereof. Point of arrival means the SPM location area where the vessel is considered to have arrived at the Terminal.

3.8.2 Accepted or not, Notice of Readiness shall be null and void for the Terminal until the tanker, her tanks and equipment are in all respects ready to take cargo.

3.9 NAVIGATIONAL ASSISTANCE IN AREA # 670

3.9.1 Tankers shall not enter the limits of the Area of the Terminal Operational Responsibility (Area # 670) without Pilot and CPC-R Mooring Master onboard.

3.9.2 All movements of tankers within the Terminal area shall be done only in accordance with the advice of the Pilot and/or CPC-R Mooring Master.

3.9.3 In exceptional cases, if weather deteriorates and with the CPC-R Mooring Master permission a short-term entry of a vessel into the SPM safety zone for delivery and safe pilot boarding the tanker

without terminating the cargo operations is allowed with the following subsequent unmooring from SPM on completion of cargo operations.

3.10 APPROACH TO SPM

3.10.1 The CPC-R Mooring Master advises the tanker's Master on operational and regulations that are peculiar to the Terminal, such as navigational aids, depth of water, speed restriction at Area # 670 and current characteristics of the maneuvering area during existing conditions, mooring equipment and procedures, emergency towing procedures, emergency shut down procedures and actions in case of fire or oil spill as well.

3.10.2 The CPC-R Mooring Master will maintain communications with the Terminal, VTS-Novorossiysk, the Escort Tug and other service vessels and provide clearing the SPM hoses away from the tanker's approach path by the service vessel's assistance.

3.10.3 While tanker approaching SPM, one of the CPC-R Mooring Masters is stationed on the forecastle of the tanker during mooring and unmooring operations to assist another CPC-R Mooring Master, stationed at the bridge by reporting position approach data relative to the SPM and to advise the tanker's personnel in the mooring operations.

3.10.4 The Master of the tanker, a certificated deck officer and a competent helmsman/ quartermaster must be on the navigation bridge.

3.10.5 The forecastle and tanker's poop deck must be manned by the deck officers along with sufficient number of ship's personnel to handle the mooring and Escort Tugs operation.

3.10.6 The Engine Room must be manned by a Chief Engineer and adequate technical personnel.

3.10.7 **Anchoring within the CPC-R Marine Terminal Area of Operational Responsibility is strictly prohibited. Tanker's anchors must be secured in their hawse pipes at all the times while the tanker is within the CPC-R Marine Terminal Area of Operational Responsibility.**

3.11 SHIP'S SPEED RESTRICTION WHILE MOORING TO SPM

3.11.1 The speed of the tanker and her 'tethered' escort tug shall not exceed 6.0 knots. The vessel's speed varying in dependence of the prevailing sea and weather on approach to SPM, the safety speed limits shall be strictly complied with by all engaged in tanker mooring.
Well before the tanker enters the 1000 metre SPM Safety Zone her engine shall be test run astern while she is making not more than 4.5 – 5.0 knots, and a corresponding entry shall be made in the Deck Log.
On approach to SPM closely overseen by the Mooring Master on the bridge, Pilot and Shipmaster may control her speed by briefly running her engine ahead and astern alternately and/or resorting to the assistance of the tanker support tug as per the schedule below (see Appendix 23):

When the vessel is 1000 meters distant from SPM – her speed shall not be above 3.0 knots

When the vessel is 800 meters distant from SPM – her speed shall not be above 2.7 knots

When the vessel is 500 meters distant from SPM – her speed shall not be above 2.5 knots

When the vessel is 300 meters distant from SPM – her speed shall not be above 1.5 knots

When the vessel is 100 meters distant from SPM – her speed shall not be above 0.8 knots

When the vessel is 50 meters distant from SPM – her speed shall not be above 0.3 knots

In difficult sea and weather the vessel shall proceed at a safe SPM approach speed. However, when 100 metres distant from the SPM the maximal speed shall not exceed 1.2 knots with an escort tug retaining the tanker at 20% power.

3.11.2 Whenever human life and/or Company and/or Customer assets are in imminent danger the tanker and escort tug shall proceed at a speed appropriate to the current circumstances so as to prevent the emergency from exacerbation.

3.11.3 In imminent danger CPC-R Mooring Master shall take every practicable action to prevent the emergency up to and including cancelling of the mooring of the tanker.

3.12 ESCORT TUG – EMERGENCY RESPONSE VESSEL

3.12.1 A CPC-R's tug (Escort Tug) will be provided to assist the tanker during an emergency situation, which may develop on board the tanker as a result of loss of propulsion or steerage, a fire and oil spills or other emergency situations.

3.12.2 Depending on the prevailing conditions the CPC-R Mooring Master may advise using the Escort Tug in a "tethered" or "free-running" mode. The normal tethered configuration would be by a towing line from the stern of the tanker. In the free-running configuration, the Escort Tug would keep a position in line with the tanker's manifold and at safe distance from the tanker side.

3.12.3 In emergency situation Escort Tug will assist the tanker in emergency unmooring from SPM, fire fighting, oil spill response etc.

3.13 WEATHER OPERATING CRITERIA

3.13.1 Mooring operations, hose connection and the operation of the Terminal support vessels are weather dependent:

a Mooring and hose connection operations can be conducted at sea state up to 2,5 m.

b Cargo transfer can be conducted at sea state up to 3.0 m.

c Tankers may be requested to leave the SPM upon the instructions of CPC-R Port Control and/or CPC-R Mooring Master when the following conditions are existing or are predicted:

1. seas become greater than 4 m;
2. floating hoses can be damaged;
3. winds velocity exceed 23 m/sec;
4. mooring hawser has a load of 100 Tonnes or more.

3.14 MOORING

3.14.1 Mooring operations will be undertaken on a 24 hours day basis, subject to weather and visibility conditions.

3.14.2 Master of the tanker shall agree the plan of mooring operations with CPC-R Mooring Master.

3.14.3 The following mooring equipment shall be ready for use upon arrival at the Terminal:

- On the forecastle, two heaving lines and two strong messenger lines. If adequately strong messenger lines are not available, regular mooring ropes may substitute these, but these must by of the self floating type. These lines will be used to heave on board the floating pick-up line attached to the mooring hawsers.
- On the poop deck, two heaving lines and two strong messenger lines must be ready, to heave on board the Escort Tug towing rope. At least one 200m length floating mooring rope shall be ready for emergency use.
- Proper power shall be available at all times on the windlass as well as the forecastle and poop

deck winches while the vessel is at the Terminal.

3.14.4 When the tanker is at convenient safe distance from SPM, allowing heaving up the pick up rope of the mooring hawser chafe chain, one of the forecastle messengers will be lowered to the water. The mooring launch shall take the messenger line and connect it to the mooring hawser pick-up rope. The pick-up rope will then be heaved up onboard the tanker. If two separate mooring assemblies are to be used, the first one to be heaved up will be the port side mooring hawser pick-up rope.

3.14.5 Under no circumstances tanker's messengers (mooring lines) nor mooring hawser chafe chain's pick-up ropes shall be used for heaving the tanker onto or holding it to the SPM.

3.14.6 Care shall be taken when securing the chafing chain to the tanker bow stopper to ensure that the mooring hawser stays outside and clear of the ship's fairlead.

3.14.7 Berthing time is when the mooring hawser has been secured.

3.14.8 Once the tanker is securely moored to the SPM, the Escort Tug will remain assigned to assist the tanker normally on a towline from the stern.

3.14.9 While tanker stays at the SPM, the Mooring Master shall provide information on the mooring hawser tension.

3.15 UNMOORING

3.15.1 Master of the tanker shall agree the plan of unmooring operations with CPC-R Mooring Master.

3.15.2 Unmooring shall be commenced if the loading is completed, hoses disconnected and lowered to the water.

3.15.3 Once the load of the mooring hawser will come off, the chafing chain is released from the bow chain stopper and lowered to the water with the use of windlass/winch and that the tanker will leave the SPM astern. The Escort tug is the last to be released.

3.15.4 Unmooring time is when the mooring hawser has been disconnected.

3.15.5 The tanker will then be maneuvered outside the Terminal Area of Operational Responsibility towards its south limit. Pilot and CPC-R Mooring Master are stay onboard until the tanker leaving Area # 670.

3.15.6 Tanker is not allowed to enter Area # 670 for the purpose of cargo documents and outward formalities.

3.16 HOSES HANDLING

3.16.1 Hose connection operations start after the tanker has been securely moored to the SPM.

3.16.2 The Terminal is responsible for good condition of the hoses.

3.16.3 The CPC-R Mooring Master shall agree the Hose Connection Procedures with Master of the tanker.

3.16.4 Hose connection and disconnection is normally provided by the tanker crew being guided by CPC-R Mooring Master. The hose gang assists the tanker crew during hose handling operations. The tanker provides with the equipment and hose connection personnel following the instructions of CPC-R Mooring Master. Tanker deck officer's assistance is compulsory.

3.16.5 During hose connection two cargo floating strings are guided directly towards by service vessel to

tanker's port manifold for their further sequential hoist and connection.

3.16.6 Tanker cargo crane will be used for floating hoses lifting onboard.

3.16.7 After the hose is lifted above the level of the tanker's rail, it is swung inboard. The rail hose's hang off chain is used to guide the end of the hose towards tanker's manifold and to rest on the manifold drip-tray. Once both hose ends are secured inside the manifold drip-tray, cam-locks are released and the blind flanges are removed. The hoses are then lifted to the appropriate flanges of the tanker's manifold and connected by cam-locks and thereafter additionally with 5 stud bolts, and then supported by properly positioned hose strops and/or spreader bar. Only then and after receiving confirmation from Loading Dispatcher, the hose- end butterfly valves may be open and secured.

3.16.8 A competent deck watch is to be stationed at ship's port side manifold area at all times while the tanker is berthed at SPM to monitor the floating cargo hoses configuration and tension.

Note:
The hose bend radius shall be monitored at all times to avoid hoses damage.

3.16.9 During normal condition of loading the flange connections of the inner and outer floating strings shall be in parallel and side by side. Should the inner carcass of the hose section get a leak, oil will penetrate into the space between the two carcasses. This will cause elongation of the hose as much as 30% of its original length. In this case, the flange connections will no longer be aligned side by side giving a very clear indication of failure of the inner carcass, which can be observed from the tanker or the work boat. An added visual indication is observed when the marine growth separates as the outer cover elongates.

Note:
If any of these conditions are observed, the CPC-R Mooring Master must be immediately notified.

3.16.10 Appendixes 11 and 12 shows the floating hose connection sequence.

3.16.11 Upon completion of loading, the vise versa sequence shall be taken to disconnect the hoses, i.e. each hose is disconnected from the manifold, is guided outboard and lowered to the water. Upon vessel unmooring, both pick up ropes are slacked out and let go.

3.16.12 The Terminal's floating cargo hoses are fitted with cam-lock type couplings to fit 150 ANSI 16" size flanges. Therefore, tanker must provide two 16" connections at the portside manifold, which must comply with OCIMF «Recommendations for Oil Tanker Manifolds and Associated Equipment».

3.17 MARINE BREAKAWAY COUPLING

3.17.1 Marine Breakaway Coupling (MBC) is a safety equipment item to protect hoses of damage and/or burst in the event such as a tanker moving off SPM or in case of rapid inner pressure surge in order to minimize the volume of oil spilled.

3.17.2 MBC is designed to disconnect floating hose string automatically and to seal the annulus of the hoses from the both ends simultaneously in the event of accidental separation due to axial overload exceeding 35 tonnes and this equates to a surge pressure parting of 27.3 bar (396 psi). The closure time is 32 seconds.

3.18 HOSE CRANE

3.18.1 Tanker of 160,000 DWT or less is required to provide a 15-ton SWL hose-handling crane, or derrick

at the port manifold for the lifting and connection of the hoses.

3.18.2 Tanker more 160,000 DWT is required to provide a 20-ton SWL hose-handling crane, or derrick at the port manifold for the lifting and connection of the hoses.

3.18.3 Tankers DWT 120,000 or less, built after 1 January 2019 will be required to provide a 15-ton SWL hose-handling crane, or derrick at the port manifold for lifting and connection of the hoses.

3.18.4 Tankers DWT 120,001 or more built after 1 January 2019 will be required to provide a 20-ton SWL hose-handling crane, or derrick at the port manifold for lifting and connection of the hoses.

3.18.5 Tanker found not in compliance with the OCIMF – Recommendations for Oil Tanker Manifolds and Associated Equipment – may not be berthed at the Terminal.

3.18.6 The tanker crew shall check the technical condition and operability of the deck crane (cargo derrick) before arriving at the Terminal. When performing inspection special attention should be paid to the condition of the load line, hydraulic system (including the hydraulic hoses condition) and the load hook.

3.18.7 In case of failure of the vessel's crane (cargo derrick) when lifting the tool box and/or SPM marine hoses, the loading operations will be canceled, including rejection of the Notice of Readiness. The vessel may be rejected from loading at the Terminal.

3.19 BALLAST HANDLING

3.19.1 As prescribed by MARPOL-73/78, tankers calling at the Terminal are required to arrive with a sufficient quantity of ballast or cargo and an adequate trim for safe maneuvering to the SPM with the propeller fully immersed and a longitudinal trim not to exceed 1.5% of LOA (0.015L).

3.19.2 The Terminal has no dirty ballast reception or slop disposal facilities. Therefore, only **clean ballast carried in segregated ballast systems (SBT)** will be allowed for discharging to the sea within the CPC-R Marine Terminal Area of Operational Responsibility.

3.19.3 The Terminal reserves the right to visually inspect and perform laboratory analysis of the ballast water to ascertain its suitability for discharging to the sea. In any event, random sighting of ballast tanks will be carried out by the CPC-R Mooring Master after boarding. Tankers arriving with ballast unsuitable for pumping to the sea may be rejected for loading, or required to keep that portion of their contaminated ballast on board.

3.19.4 CPC-R will not accept any claim connected with the inability of the export tanker to discharge ballast within the Terminal area.

3.19.5 Recognizing the sensitivity of discharging ballast water to the local aquatic environment, ballast handling activities shall be guided by the following general practices:

- **The CPC-R Mooring Master must approve the starting of the discharge of ballast water, and visual observation of the overboard discharge must be arranged to verify cleanliness of the ballast water being discharged.**
- **If possible, discharging of ballast water ought to be done in daylight hours.**
- **If discharge is to be done during the hours of darkness, appropriate lighting of the overboard discharge area must be provided.**
- **The overboard discharge area must be regularly monitored at agreed upon intervals.**
- **The CPC-R Mooring Master shall be advised when approximately 1 meter (3 feet) of ballast water remains in the tanks, and permission to strip the tanks dry must be given and recorder in the log.**

3.19.6 In addition, tankers are advised that, in order to contribute to the preservation of the unique aquatic environmental characteristics of the Black Sea, the Terminal subscribes to the voluntary implementation of IMO Resolution A 868 (20) aimed at minimizing the risk of transfer of non indigenous aquatic organisms and pathogens through the handling of ballast water. Export tankers intending to discharge ballast water in the Terminal area, must be guided by said Resolution as described in the "IMO – Guidelines for the Control and Management of Ship's Ballast Water to Minimize the Transfer of Aquatic Organisms and Pathogens". Tankers arriving in ballast shall maintain a Ballast Water Reporting Log, and have it ready for inspection by the Mooring Master upon arrival. Tankers may be prohibited to discharge ballast water in the Terminal area if it is found to present an environmental risk under the IMO Resolution's guidelines.

3.19.7 In order to minimize the possibility of arriving at the Terminal with unacceptable ballast water, tankers are strongly advised to perform a ballast water change-over once inside the Black Sea area and prior to arrival at the Terminal. Should the tanker be fitted with a ballast water treatment plant, ballast discharge may be permitted without changing the ballast in the Black Sea. Should this be the case, Shipmaster shall submit a valid certificate confirming that the ballast treatment plant is in place and in good order and condition.

3.20 CARGO OPERATIONS

3.20.1 Tanker cargo operations shall be executed strictly in compliance with ISGOTT.

3.20.2 The CPC-R Mooring Masters will remain onboard of the tanker throughout the loading operation and will coordinate all activities onboard the tanker with the Terminal. During the process of starting / ending the loading of the tanker 2 (two) mooring masters are located at the CCR to monitor the work of the ship's personnel with tanker cargo / ballast tanks.

3.20.3 The Master of the tanker and CPC-R Mooring Master are mutually responsible for safe tanker loading operations.

3.20.4 The Pre-loading Information Exchange (Appendix 13), Loading Plan (Appendix 14), Volatile organic compounds notice (Appendix 26), Acknowledgement of the Terminal demands (Appendix 27) and Letter to Master of Tanker in re: Cargo Operations Camera (Appendix 25) shall be accepted by Master of the tanker and signed by Master as well as by CPC-R Mooring Master before commencement of loading.

3.20.5 The CPC-R Mooring Master shall keep Loading Log (Appendix 15).

3.20.6 Under no circumstances shall the Terminal exceed the maximum loading rate agreed as per Loading Plan.

3.20.7 A competent watch shall be posted for the whole period of loading operations to keep continuous radio contact with Vessel Person in Charge (PIC-V), assigned to Cargo Control Room (CCR), to continuously patrol the cargo deck and monitor the tanker manifold areas and the floating hoses configuration. A separate and dedicated deck watch, also in radio contact with the PIC-V, shall be continuously assigned to the tanker's bow to monitor the SPM, the distance between SPM and tanker's bow and the mooring hawser.

3.20.8 Once the tanker is ready to receive the cargo the CPC-R Mooring Master will instruct Tanker Loading Dispatcher to commence loading. Loading to commence at initial flow rate about 500 m^3/hr (±100 m^3/hr) and continue until confirmed that the vessel is receiving cargo in due tanks and her loading system integrity is intact. At least two cargo tanks shall be open.

3.20.9 Tank innages are to be confirmed by 'radar' automatic gauging system or UTI/MMC manually.

3.20.10 Confirm by visual inspection of tanker cargo system, deck and water surface area around the vessel, SPM and floating hoses inclusive are free of oil leakage. 20 minutes after loading commenced the flow rate might be increased up to maximum flow rate in accordance with Loading Plan.

3.20.11 At any time during the transfer operation, the rate can be reduced upon request of the Vessel Person in Charge (PIC-V).

3.20.12 **Loading through pumproom pipelines is prohibited and pumproom must be isolated by at least one block-valve.**

Note:
Slop tanks loading through pumproom pipelines must be allowed and agreed by CPC-R Mooring Master only due to the ships' construction restrictions.

3.20.13 Throughout the loading, good communication shall be maintained between the CPC-R Mooring Master, the Vessel Officer-in-Charge and the Tanker Loading Dispatcher, as well as the assigned Escort Tug.

3.20.14 Each SPM berth is assigned a dedicated frequency to ensure proper communication (SPM 1, SPM 2 and SPM 3).

3.20.15 VHF Marine Radio Channels 16 and 25 provide back-up radio communication.

3.20.16 It is the responsibility of the Vessel Person in Charge to ensure that effective radio communication between the parties is confirmed at least at intervals not longer than one hour.

3.20.17 **In the event of a total breakdown of radio communication, cargo transfer operations shall be immediately suspended and not resumed until satisfactory communications have been re-established.**

3.20.18 During the bulk loading the "step-by-step" loading method should be avoided to prevent premature reduction in loading rate. At least 6 cargo tanks must be fully open during the entire time of the bulk loading. In the case when 6 open tanks belong to only two groups of cargo tanks and loading into one of these groups is not direct, but through a crossover, then at least 7 tanks must be fully open.

3.20.19 Any switching of the valves of the tanker's cargo system, at any stage of cargo operations (start of loading, bulk loading, topping off), should be performed only with prior notification of the CPC-R Mooring Master. Any switching of the cargo tank valves must comply with the safety rule "first OPEN – wait at least 60 seconds and make sure that the cargo arrives - then CLOSE", including constant pressure monitoring in the tanker's cargo system.

3.20.20 The CPC-R Mooring Master shall be given sufficient advanced notice by the Vessel Person in Charge when a reduction of loading rate is required, and at any other time when a change of established operation is about to be implemented. In such case, any amendments to the Loading Plan must be approved and signed again.

3.20.21 The vessel shall give a 15 minute notice to the CPC-R Mooring Master before reducing the loading rate for topping off or for any other reason. The CPC-R Mooring Master in his turn shall advise the Tanker Loading Dispatcher of loading rate reduction start as per the slowdown program.

3.20.22 Flow rate shall be gradually reduced as the number of tanks remains open in accordance with the loading rate reduction procedure set out in Appendix 25. At topping off, the loading rate shall not exceed 1600 m3/hour, and at least 2 cargo tanks must be fully open until loading fully stops. The loading rate reduction procedure shall be discussed and agreed between the tanker officers in charge and CPC-R Mooring Master before commencement of loading.

3.20.23 Topping off to be done in stages sets so Master/Chief has full control at all times. Specifically avoid many tanks topping off simultaneously.

3.20.24 **At no time and under no circumstances shall tanker shut down against the flow of oil. At least 2 (two) cargo tanks valves shall be <u>fully</u> open at all times until the final stage of topping off at which time the flow shall be reduced so that an accidental closure of valves would not cause a surge pressure that would exceed the Rated Pressure of the loading system. Slop tanks never to be used for topping off. The ship's valves not to be used for reducing the flow of cargo.**

3.20.25 After completion of loading, various documents, including Bill of Lading, Cargo Manifest, Ullage Report, Certificate of Quality, Certificate of Quantity, Certificate of Origin and Statement of Facts will be completed and all such Documents will be signed by the Master of the export tanker prior departure to disport. If required or requested by the Master, the Agent for the tanker may sign the cargo documents on behalf of the tanker's Master.

3.20.26 If tanker leaves SPM prior the entire quantity nominated cargo loading completion and it is impossible to calculate the ullage then Temporary Bill of Lading is to be issued based on Terminal data.

3.21 SIMULTANEOUS DEBALLASTING AND LOADING OF CARGO

3.21.1 This practice is required at the Terminal. Tankers must have the ability to load and discharge the ballast simultaneously in order to maintain 30% of summer deadweight (SDW) at all times.

3.21.2 A suitable longitudinal trim to avoid condition of floating hoses being trapped underneath the bow must be maintained at all times.

3.22 WATER FLUSHING OF HOSES

3.22.1 In compliance with Preventive Maintenance Schedule for SPMs and as it is recommended by the marine hoses vendors and/or OCIMF it is necessary to execute change out and/or testing of the Marine Hoses.

3.22.2 In order to prevent environmental pollution the floating hose strings must be flushed with sea water prior to their change out and/or testing.

3.22.3 Water flushing of floating hose strings will be executed with using pumps of the tanker, moored and connected to SPM, following the instructions of CPC-R Mooring Master.

3.22.4 The floating hose strings will be flushed by means of tanker pump, delivering sea water to one floating string (outer/ inner) and further through SPM and another floating string (inner /outer) to slop-tank of the tanker.

3.22.5 When flushing the submarine hoses, sea water will be pumped from the tanker through one of the floating hose strings (outer/ inner), further through the SPM and the submarine hose (eastern/ western), then through PLEM and the submarine hose (western/eastern/), and further through SPM and another floating hose string (inner/ outer) to the tanker slop-tank.

3.22.6 "Closed cycle" –flushing from one tanker's slop tank into another is to be used to water flush the hose strings.

3.22.7 It is allowed to flush the hoses with water using the pumps of support vessel / barge.

3.23 SUBSEA LINE PIGGING

3.23.1 In compliance with Maintenance Schedule for the Terminal, the SPM subsea pipe lines pigging shall be carried out periodically.

3.23.2 SPM subsea pipe line pigging is to be executed during the tanker loading operations, when the tanker is moored and connected following the instructions of CPC-R Mooring Master. Thus, the scraper-pig is to be launched from the Shore Facilities into subsea pipe line and arrive into the PLEM's receiver. Then with the means of tanker pumps, the scraper is getting back through the PLEM into Scraper Receiver at the Shore Facilities.

3.23.3 A tanker for submarine lines pigging will be provided as per CPC-R request to shippers.

The detailed procedure is described in IRD CPC 99 CPC Pipeline System Dispatching Procedure (Marine Terminal and Oil Lifting)

3.24 TANKER VETTING AND CLEARANCE

3.24.1 Tanker nominated for loading at the Terminal will be subject to approval (Clearance) by CPC-R. The Terminal will grant clearance on the basis of the CPC-R Vetting & Clearance Program.

3.24.2 **Terminal accept tankers not older than 18 years.**

3.25 ACCOMMODATION

3.25.1 Tankers loading at the Terminal must provide meals and accommodation for two CPC-R Mooring Masters, and riggers of maximum three persons during their time on board. The CPC-R Mooring Masters shall be entitled to officer style cabins and riggers with crew cabins.

3.25.2

3.25.3 Unauthorized persons are prohibited on board during the entire tanker handling time in the Terminal Operational Responsibility Area (Area # 670). Apart from the crew, only persons associated with the Terminal activities can be on board the tanker.

3.26 AIR POLLUTION MITIGATION MEASURES

CPC-R Marine Terminal establish requirements to ensure the protection of the air for tankers operating in Area # 670. All tankers are required to meet the following terminal requirements:

3.26.1 All vessels shall strictly adhere to the requirements of MARPOL 73/78 Annex VI at all times.

3.26.2 Tanker arriving at the Marine Terminal for loading at SPM shall relieve the excess inert gas system (IGS) pressure in cargo tanks before approaching the Area # 670 to 200-300 mm of water column and comply with the requirements of International Convention of MARPOL 73/78 regarding the implementation of Regulation 15 of Annex VI. A Terminal Officer-in-Charge aboard the vessel will check the IGS pressure before entering Area # 670 and monitor the implementation of the vessel's volatile organic compounds (VOC) management plan throughout the vessel's stay within the Terminal (Appendix 16).

3.26.3 The degree of opening of the tanker mastriser shall be continuously adjusted during loading operations at the Marine Terminal SPM so as to ensure maintaining the IGS maximum safe pressure in cargo tanks (but not less than 800 mm of water column) during and after completion of loading until leaving the Area # 670. If it is necessary to relieve the IGS pressure in cargo tanks, ensure uniform bleeding of IGS pressure, avoiding concentrated (salvo) emissions.

3.26.4 The Terminal expect that tanker personnel shall take positive and affirmative measures to reduce harmful emissions into the atmosphere (eliminate dark/blue/noxious smoke) from vessels main and auxiliary machinery.

3.26.5 Prior to arrival at the Terminal the tanker shall perform soot blowing, cleaning of fuel diffusers and secondary boiler nozzles. Secondary boiler in a stand-by mode shall be properly set up to eliminate black smoke from the tanker's exhaust pipe in the start/stop mode of operation.

3.26.6 Prior to arrival at the Terminal the tanker shall perform exhaust gases heater washing to eliminate emission of black smoke, soot from the main engine exhaust gas system.

3.26.7 Prior to arrival at the Terminal the tanker shall perform cleaning of gas turboblower of main engine and diesel generators as per the manufacturer's recommendations.

3.26.8 Any cleaning and blowdown of shipboard boilers with associated release of any purging by-products into the atmosphere inside Marine Area # 670 is prohibited.

3.26.9 Operation of vessel incinerator (fixed or portable) equipment within Marine Area No. 670 is prohibited.

3.26.10 When operating inside Area # 670, tanker personnel shall take measures to reduce to a level as low as reasonably practicable all emissions into the atmosphere (eliminate dark/blue/noxious smoke) which may be emitted from main and auxiliary machinery.

3.26.11 Soot blowing and excessive engine smoke is prohibited. Immediate steps shall be taken to eliminate any sparking from funnels/stacks. If such condition may not be corrected, loading might be suspended until the abnormal condition may be corrected. In extreme cases, tanker may be removed from the SPM.

3.26.12 Tank cleaning and gas freeing while at the SPMs is strictly prohibited.

4. TERMINAL SAFETY REGULATIONS

4.1 GENERAL REQUIREMENTS

4.1.1 The following safety regulations are based on the specific application of ISGOTT- and have been developed in an effort to reduce the possibility of an incident involving fire, explosion or other hazard.

4.1.2 Nothing in these regulations will relieve Masters of their responsibility in observing the normal safety, fire prevention and security precautions.

4.1.3 The CPC-R Mooring Master is authorized to request Masters of tankers to take additional measures to ensure safe operations should circumstances so require.

4.1.4 The CPC-R Mooring Master is authorized to suspend transfer operations and remove the tanker from the berth in the event of an infringement to safety regulations or if any other hazardous situation is encountered.

4.1.5 The CPC-R Mooring Masters prior to commencement of berthing operations will give Masters of tankers copy of this Manual (if not already available on board), and verify the Master's familiarity with its content and request the Master to acknowledge understanding and accept in writing this Manual before berthing can commence (Appendix 1).

4.2 SHIP/SHORE SAFETY CHECK LIST

4.2.1 On completion of berthing and prior to the commencement of cargo loading, the Ship / Shore Safety Checklist (Appendix 8) will be completed following a joint inspection by the CPC-R Mooring Master and a Vessel Person In Charge (PIC-V). The Safety Checklist is based on the recommendations of the ISGOTT and the CPC-R Mooring Master must sign it for the Terminal and the PIC-V on behalf of the tanker, its Master and owners. Before loading the Mooring Master and the responsible person of the tanker crew fill out a Safety Control Sheet, entering additional control data into it. The Mooring Master is responsible for completing the Safety Control Sheet correctly on his part. During the loading process the Mooring Master and the responsible person of the crew make notes on periodic inspections in the Safety Control Sheet with a specified interval not exceeding 4 hours.

4.3 INERT GAS SYSTEM

4.3.1 Tanker loading at the Terminal is required to have the inert gas system (IGS) plant in fully operational condition and all cargo tanks inerted throughout the loading operations. The Oxygen content in all cargo tanks shall be maintained at a maximum of 8% by volume. The CPC-R Mooring Master will randomly check tanks for inert gas quality upon boarding to verify inerting compliance.

4.3.2 **Only tanker capable of loading under CLOSE GAUGING conditions in accordance with requirements of ISGOTT will be allowed to load at the Terminal.**

4.3.3 If the IGS plant becomes inoperative during loading, all cargo operations will be stopped and the tanker may be ordered to vacate the berth.

Note:
Failure to comply with this requirement will result in the tanker be delayed or rejected.

4.4 TANKS INSPECTION, GAUGING, SAMPLING, WATER DIPS AND TAKING TEMPERATURE READINGS

4.4.1 All gauging, sampling, water dips and measuring temperatures, if required, shall be taken through special fittings provided for the purpose of maintaining integrity of the IGS system. This is the method required by the Terminal, and tankers not fitted with the necessary fittings will be refused berthing.

4.4.2 An overpressure of at least 200 mm water column shall be maintained at all times in the IGS.

4.5 CARGO OPERATING PROCEDURES AND LOADING PLAN

4.5.1 Procedures for cargo and ballast operations shall be agreed between the CPC-R Mooring Master and the tanker's Master and PIC-V and recorded by a Loading Plan form (Appendix 13 and 14).

4.6 FIRE PRECAUTIONS

4.6.1 The tanker's fire fighting systems, including main and emergency fire pumps shall be kept ready for immediate use. Before operations commence, two fire hoses with jet/fog nozzles shall be laid out on the tank deck, connected to the fire main and tested as required by the CPC-R Mooring Master. All fire monitors shall be unlashed and set in state of readiness. The two fire monitors immediately adjacent to the manifold shall be trained to throw foam onto the portside manifold area and ready for immediate use. Both Fire Post and Oil Spill Response (OSR) Post must be assigned at the portside manifold area.

4.6.2 The tanker shall be solely responsible for and shall be capable of fighting any fire on board without

assistance from Terminal sources. However, the Escort Tug and the other Terminal's service vessels are equipped with foam monitors and fire pumps to assist the tanker in fighting a ship fire to the extent possible.

4.6.3 If case of fire the CPC-R Mooring Master and the tanker's Master must follow up Fire Instructions (Appendix 5).

4.7 CONDITIONS TO BE OBSERVED ON BOARD THE TANKER DURING CARGO OPERATIONS

4.7.1 A responsible, English speaking ship's officer is required to be on watch, normally in the Cargo Control Room (CCR), at all times. The CPC-R Mooring Master must be immediately notified of any deviation from the Loading Plan or other abnormal condition.

4.7.2 All external doors, portholes, windows in the accommodation and opening leading from or over looking the main deck to accommodation, machinery spaces (excluding the pump room if applicable) and forecastle shall be kept closed. Engine Room vents may be open.

It is essential that a positive pressure be maintained inside the accommodation, and intakes for air conditioning units that can let gas vapour in are closed. Air conditioning systems shall not be operated to 100% recirculation All ventilators through which vapor emissions may enter accommodation or machinery spaces shall be suitably trimmed. Air conditioning units shall be stopped or operated in a re-circulation mode. Window type air conditioning units shall be disconnected from their power supply.

4.7.3 Pumprooms shall be mechanically ventilated and the ventilation system, which shall maintain a safe atmosphere throughout the pumproom, shall be kept running throughout cargo handling operations. The gas detection system, if fitted, shall be functioning correctly.

4.7.4 The venting of the tanker's tanks shall take place only through the tanker's fixed venting system.

4.7.5 If for any reason there is poor dispersion, which results in an accumulation of vapors on or about the decks of the tanker, loading shall be stopped or the loading rate appropriately reduced.

4.7.6 Loading shall be stopped during and when an electric storm, adverse weather or oil slick is approaching in the vicinity of the SPM, as well as when instructed by the Novorossiysk Harbourmaster.

4.7.7 The tanker shall by day fly Flag "B" of the International Code, and by night display an all-round red light at the top of the highest of the masts.

4.7.8 Deck lighting must be such to effectively allow the safe monitoring of loading operations during the hours of darkness.

4.7.9 Flood lights or other acceptable devices must be available to illuminate the water area around the tanker so to monitor the configuration of the floating hoses and immediately detect an oil spill.

4.7.10 All electrical devices fixed or portable must be intrinsically safe and of the type approved and maintained for use in hazardous areas.

4.8 SMOKING

4.8.1 Smoking is strictly prohibited while at the berth except in designated area, which has been jointly approved by the tanker's Master and the CPC-R Mooring Master (Appendix 6).

4.8.2 The designated smoking area shall not be more than one site.

4.8.3 **Smoking notices specifying the designated smoking area shall be exhibited in conspicuous places on board the tanker.**

4.8.4 **The CPC-R Mooring Master may withdraw smoking approval if circumstances so warrant.**

4.8.5 **The carrying and use of matches, lighters and e-cigarettes is prohibited on board the tanker while at SPM except in the designated smoking area.**

4.9 STATIONARY AND PORTABLE ELECTRICAL EQUIPMENT

4.9.1 Portable R/T sets, lamps and hand lamps or any other electrical or electronic equipment of non-approved type, whether mains or battery powered, must not be used on board the tanker while at SPM. Portable radio equipment, mobile telephones, equipment of photo/video recording and any other battery powered equipment not approved as intrinsically safe shall not be used within hazardous areas.

4.9.2 During tanker loading operations, radar / radio equipment shall only be used with the approval of the CPC-R Mooring Master. At all times antennas for such equipment shall be grounded. Satellite communications equipment may be used.

4.9.3 All supports, installations, boom cranes and equipment onboard shall be grounded in accordance with requirements of ISGOTT.

4.10 MOVEMENT OF CRAFT

4.10.1 During loading operations no craft shall be allowed alongside the tanker.

4.10.2 Should a craft need to come alongside the tanker, the approval by CPC-R Mooring Master has to be given. Under such circumstances, cargo operations shall be stopped. The cargo operations shall be resumed only after the craft has left safe berth area.

4.10.3 In exceptional cases, if weather deteriorates and with the CPC-R Mooring Master permission a short-term entry of a vessel into the SPM safety zone for delivery and safe pilot boarding the tanker without terminating the cargo operations is allowed with the following subsequent unmooring from SPM on completion of cargo operations.

4.11 WORK ON SPM AND ONBOARD THE TANKER

4.11.1 Any work onboard SPM when the tanker is berthed is not allowed unless the permission of the Deputy Regional Manager, Marine Operations has been granted and the tanker's Master and CPC-R mooring master are notified.

4.11.2 Repairs or maintenance activities of any kind shall be prohibited onboard the tanker, berthed to SPM. A tanker when in berth shall be maintained in a state of readiness for vacating the berth under full engine power at all times. The testing of any electrical equipment, including radar, radio and domestic electrical equipment is prohibited unless the permission of the CPC-R Mooring Master has been granted.

4.12 POLLUTION AVOIDANCE

4.12.1 No discharges whatsoever of any oil, oily water or any other liquids or substances that may cause pollution or discoloration of the sea are allowed while the tanker is in the Terminal area.

4.12.2 During transfer operations all deck scuppers shall be effectively plugged and no oil or water, which can possibly contain oil shall be allowed to escape overboard.

4.12.3 Any accumulation on deck of water shall be periodically removed by transfer to a selected compartment (i.e. slop tank) on the tanker using a portable pump or other appropriate device. Excessive rainwater may be released by controlled opening through one scupper-plug providing that:

- The rainwater is free of hydrocarbon or any other substance, which may be polluting or may cause discoloration of the sea.
- The CPC-R Mooring Master has granted permission to do so, and an entry of the time has been made in the log.
- A responsible member of the crew remains in attendance throughout the release of rainwater.
- The release is done in daylight or under excellent lighting conditions approved by the CPC-R Mooring Master.
- The scupper plug is reinstated tight as soon as the release of rainwater is completed.

4.12.4 Manifold spill containment shall be drained before transfer operations commence.

4.12.5 Any leakage or spillage on deck or in the water area around the tanker must be reported immediately to the CPC-R Mooring Master.

4.12.6 **Should an oil spill occur during loading operations, all such operations shall cease immediately and action taken to control and contain the spillage. Cleaning up operations shall be started immediately, the vessel ready to unmoor immediately and loading operations shall not be resumed until remedial action has been completed.**

4.13 TANK LIDS AND INSPECTION PORTS

4.13.1 All cargo tank lids, ullage and sighting ports shall be securely closed while the tanker is within the Terminal area. During cargo transfer operations all cargo, ballast and bunker tank lids and tank washing openings shall be securely closed.

4.14 UNUSED CONNECTIONS

4.14.1 All unused cargo and bunker connections shall have the valves lashed closed and shall be properly blanked by blind covers, fitted with a gasket and bolted with a bolt in every hole. Stern cargo pipelines (if fitted) shall be isolated forward of the aft accommodation by blanking or by removal of an approved spool piece.

4.14.2 Any part of a crude oil washing (COW) or slop transfer system, which extends into machinery spaces shall be securely blanked and isolated on the main deck.

4.15 OVERBOARD DISCHARGE VALVES AND SEACHESTS

4.15.1 All overboard discharge valves and sea chests connected with the cargo systems, the bilge pump room and machinery spaces and sanitary discharges shall be closed and sealed closed by specially numbered seals while the tanker is within the Terminal area. Seals' numbers shall be recorded in the Ship's Log Book and in the CPC-R Mooring Master Log. The seals may be removed only with the approval of the CPC-R Mooring Master.

4.15.2 **The pumping of the engine room bilge and the disposal over side of oily waste is strictly prohibited.**

4.15.3 **Head pressure tank of hydraulic type of stern tubes shall be lowered to prevent leaking to the**

sea, and a careful watch of this device shall be maintained while the tanker is within the Terminal area.

4.16 EMERGENCY ESCAPE

4.16.1 Means for emergency escape shall be provided on both sides of the tanker. For security reasons such means are to be stowed at main deck level in such a manner as to be ready for expeditious use in an emergency. Such means shall be of adequate length to reach the water level at all times.

4.17 CARGO TANK VENTING OUTLETS

The operability of pressure valves/cargo tank gas venting system vacuum must be checked before loading starts.

4.18 LIST / TRIM

4.18.1 During cargo or ballast transfer operations, excessive list or trim shall be avoided. Trim shall always be such to keep the propeller immersed and the bow sufficiently immersed so to avoid the floating hose become trapped underneath. If a deviation from this condition is required for any reason, the CPC-R Mooring Master must be consulted and his approval obtained.

4.19 RESTRICTIONS FOR LOADING OPERATIONS

4.19.1 Cargo transfer operations shall not be started, or if started, shall be discontinued when any of the following conditions is noted:

a On the approach of and during electrical storms, heavy rainstorms or period of high winds.
b in case of fire on the tanker, on the Terminal or on any vessel in close proximity.
c If there are insufficient competent personnel aboard the tanker to safely perform loading, and to handle any emergency situation.
d If an oil spill occurs either aboard the tanker or at sea anywhere within the Terminal area.
e If any other emergency situation arise, which, in the opinion of the tanker's PIC-V or the CPC-R Mooring Master may constitute a potential hazard to either the tanker or the Terminal's facilities.
f In case any other vessel is within safe mooring operations area.

4.20 EMERGENCY SHUTDOWN PROCEDURE

4.20.1 Before loading starts master of the tanker should familiarize and sign a letter «Emergency stop of loading» (Appendix 28).

4.20.2 Emergency Shutdown of Loading shall be enforced disregarding the Flow Reduction Procedure and may be initiated by:

- Mooring Master by way of giving a command to Tanker Loading Dispatcher;
- Tanker Loading Dispatcher (subject to notifying Mooring Master aboard). Dispatcher will be acting as per the CPC IRD 99.03.2023 'CPC Oil Pipeline System Dispatching Regulations (Marine Terminal and Oil Loading)'
- automatically on SCADA logic command (the Terminal systems will automatically reduce the flow rate, shut down the LACT and valves as per the flow profile).

4.20.3 The loading stopped and the Shore Facility block valves closed, Tanker Loading Dispatcher will inform Mooring Master that the loading has been stopped and that the ship's block valves may be closed. When Mooring Master has received Tanker Loading Dispatcher's report, Mooring Master will have ship's manifolds closed, and report the actual closing time.

4.20.4 Important: Cargo tanks valves and manifold valves should not be used for stoppage of oil flow

during emergency stop of loading.

4.20.5 Should the nature of the emergency dictate an urgent departure of the tanker from the SPM, the Emergency Departure Procedure shall be enforced (Item 4.21).

4.21 SPM EMERGENCY DEPARTURE PROCEDURE

4.21.1. Emergency Departure Procedure from SPM can be initiated either by the tanker's Master, CPC-R Mooring Master, and Marine Terminal or requested by the CPC-R Port Control.

4.21.2. The tanker's engines must then be made ready for immediate service.

4.21.3. If an abrupt shutdown of the loading operations is necessary, it is essential that tanker's cargo manifold valves may only be closed **AFTER** the ESD valve on shore has been confirmed closed.

4.21.4. Cargo hoses will than be disconnected and lowered to the water in the quickest way. Use of the slip-line method to lower the floating hoses or in case of emergency the dropping off the floating hoses in water shall be considered.

4.21.5. The Marine Breakaway Couplings (MBC) enable a tanker to leave the SPM without disconnecting the hoses; however such a decision could be made in extreme and exceptional circumstances.

4.21.6. If the dropping off the floating hoses in water method is carried out the floating hoses shall be inspected in accordance with OCIMF recommendations.

4.21.7. On clearing the SPM a tanker shall take the shortest way to leave the Terminal Operation Responsibility Zone (Area # 670).

4.22. EMERGENCY RESPONSE PLAN

4.22.1. As required by the Ship/Shore Safety Check List, the tanker's Master and the CPC-R Mooring Master shall discuss and agree upon actions to be taken in the event of an emergency involving a fire on board the tanker or at the Terminal, or if an oil spill was to occur. This action planning shall include means of communications and emergency procedures, and may include some or more of the following items:

- Sounding emergency alarm (**Sound one or more blasts of the ship's whistle**).
- Sounding of Ship's internal emergency signals.
- Stopping of loading operations.
- Alerting Escort Tug.
- Involving Fire Fighting means and forces.
- Notification of the watch officer in charge of the professional emergency response unit (PERU).
- Vacate the berth using Emergency Departure Procedure.

4.22.2. The Master of the tanker shall provide the CPC-R Mooring Master with copy of the tanker's Emergency Organization and Response Plan.

APPENDIX 1

ACKNOWLEDGEMENT OF RECEIPT
OF CPC-R MARINE TERMINAL MANUAL

To: the Master of m/ v _____

Date: _____

Dear Sir,

Enclosed herewith, please find for your guidance a copy of the "CPC-R Marine Terminal Manual" Volume I. (Terminal Information, Tanker Entry and Handling Conditions).

You are requested to study this document and have your officers and crew read and understand the regulations.

CPC-R Mooring Masters will be aboard your vessel throughout her stay at an SPM and within the Terminal Area of Operational Responsibility, and give you all the information required. Mooring Master is entitled to cease operations in case of any breach of the regulations, or whenever the Mooring Master apprehends a safety risk.

By_____

CPC-R, Mooring Master _____

ACKNOWLEDGMENT: I, _____ Master, acknowledge receipt, understanding of and agreement with "Terminal Regulations Manual".

Signed _____

Seal

Master_____

APPENDIX 2

LETTER TO MASTER OF TANKER AT TERMINAL
ПИСЬМО КАПИТАНУ ТАНКЕРА, СТОЯЩЕГО У ТЕРМИНАЛА

To the Master of m/v «_____»
Капитану танкера

Company «Caspian Pipeline Consortium -R »
Компания «Каспийский Трубопроводный Консорциум -Р»

Date _____
Дата

Terminal: «CPC-R Marine Terminal»
Терминал: «Морской терминал КТК-Р »

Dear Sir,

Responsibility for the safe conduct of operations whilst your ship is at this terminal rests jointly with you, as master of the ship, and with the CPC-R Mooring Master as terminal representative. We wish, therefore, before operations start, to seek your full co-operation and understanding on the safety requirements set out in the Ship/Shore Safety Check List which are based on safe practices widely accepted by the oil and tanker industries. We expect you and all under your command to adhere strictly to these requirements throughout your stay alongside this terminal and, for our part, we will ensure that our personnel do likewise and co-operate fully with you in the mutual interest of safe and efficient operations.

Before the start of operations, and from time to time thereafter, for our mutual safety, the CPC-R Mooring Master, together with the Person in Charge of the vessel, will make a routine inspection of your ship to ensure that the questions of the Ship/Shore Safety Check List can be answered in the affirmative. Where corrective action is needed, we may not agree to start loading operations or, if loading has started, we may suspend it until correction of the deficiencies may take place.
Similarly, if you consider safety is endangered by any action on the part of our staff/contractor or by any equipment under our control you shall alert the CPC-R Mooring Master and demand immediate cessation of operations.

THERE CANNOT BE COMPROMISE WITH SAFETY.

Please acknowledge receipt of this letter by countersigning the attached copy.

Уважаемый господин,

На Вас, как на капитана данного судна, а также на Мастера по швартовке КТК-Р как уполномоченного представителя терминала возлагается ответственность за безопасное проведение операций в течение всего времени нахождения судна у этого терминала. Поэтому, до того как начнутся работы, нам хотелось бы заручиться Вашей всесторонней продержкой и пониманием всех требований, изложенных в листе контроля безопасности на судна и берегу, которые разработаны на основе безопасной практики, широко принятой в нефтеперерабатывающей промышленности и танкеростроении. Мы полагаем, что Вы и вся Ваши подчиненные будут строго выполнять эти требования на протяжении всего периода стоянки Вашего танкера у этого терминала, а мы со своей стороны, гарантируем, что наш персонал будет действовать таким же образом и что мы будем сотрудничать с Вами в общих интересах обеспечения безопасности и эффективности работ.

До начала работ и периодически после этого в целях нашей общей безопасности Мастер по швартовке КТК-Р вместе с Ответственным Представителем судна, если это потребуется, выполнят предусмотренную проверку Вашего судна для того, чтобы убедиться в том, что на все вопросы листа контроля безопасности на судне и берегу действительно можно дать положительные ответы. Если потребуется корректировка каких – либо действий, мы можем не согласиться с началом погрузочных операций, а если работы уже начались, то мы можем приостановить их до тех пор, пока не будет произведена корректировка.
Аналогичным образом, если Вы сочтете, что безопасности угрожает какое – либо действие со стороны нашего персонала/подрядчика или какого – либо оборудования, находящегося под нашим контролем, Вам следует известить Мастера по швартовке КТК-Р и потребовать немедленного прекращения работ.

НЕ МОЖЕТ БЫТЬ КОМПРОМИССОВ, КОГДА РЕЧЬ ИДЕТ О БЕЗОПАСНОСТИ.

Пожалуйста, подтвердите получение этого письма, подписав приложенную копию.

Vessel Representative_____
Представитель судна
Position _____
Должность
Date_____ Time_____
Дата Время

Terminal: « CPC-R Marine Terminal»
Терминал: «Морской терминал КТК-Р»
CPC-R Mooring Master _____
Мастер по швартовке КТК-Р

APPENDIX 3

HIRING OF TUGS AND SERVICES REQUEST

To: **Caspian Pipeline Consortium-R**
Primorskiy Okrug, Novorossiysk 353900,
Krasnodar krai, Russian Federation

Attention: **Deputy Regional Manager, Marine Operations**

I hereby request and authorize you to supply to and on behalf of the

S/s – M/v. _____, of _____ Flag

Such tugs and lines boats and other services as you consider necessary for the safe moving of my vessel while entering or within or leaving the CPC-R Area of Operational Responsibility and the berthing to the SPM's therein or the approaches thereto, such hiring to be performed under the terms and conditions of responsibility and liability as described in the CPC-R Marine Terminal Manual.

Date _____

Time _____

Seal

Signed _____

Master_____

APPENDIX 4

POLLUTION RESPONSE ASSISTANCE REQUEST

To: **Caspian Pipeline Consortium-R**
Primorskiy Okrug, Novorossiysk 353900,
Krasnodar krai, Russian Federation

Attn.: **Deputy Regional Manager, Marine Operations**

Sir,

I hereby request and authorize you to provide to and on behalf of the

S/s – M/v. _____, of _____ Flag,

Such equipment and resources that you deem necessary and appropriate to contain, minimize the harmful effects and eliminate the presence in the environment of pollutant substances primarily including but not limited to oil, which might be discharged by the vessel while in the Terminal area. This area includes not only the offshore area involved, but also the shore, vessels and any structure or property affected by said discharge or spill.

On my behalf, CPC-R shall have the right to settle any claims of third parties arising from such discharge or spill. All costs and expenses incurred by CPC-R in the course of the clean-up and claims settlement shall be borne by the vessel and by those owning the vessel at the time of the said discharge or spill. CPC-R shall be entitled to reimbursement by said owners for any such costs and expenses.

Date: _____

Time: _____

Seal

Signed: _____

Master: _____

APPENDIX 5

FIRE INSTRUCTIONS
IN CASE OF FIRE DO NOT HESITATE TO RAISE THE ALARM
ИНСТРУКЦИЯ ПО ДЕЙСТВИЯМ В СЛУЧАЕ ПОЖАРА
ПРИ ПОЖАРЕ БЕЗ ПРОМЕДЛЕНИЯ ОБЪЯВИТЕ ТРЕВОГУ

CPC MARINE TERMINAL FIRE ALARM: CONTINUOUS SOUNDING OF SIREN
ПОЖАРНАЯ ТРЕВОГА НА МОРСКОМ ТЕРМИНАЛЕ АО «КТК-Р»**:** ПРОДОЛЖИТЕЛЬНЫЙ СИГНАЛ СИРЕНОЙ

IN CASE OF FIRE / В СЛУЧАЕ ПОЖАРА :

1. **Sound one or more blasts of the ship's whistle each blast of not less than ten seconds duration supplemented by a continuous sounding of the general alarm system /** При непрерывно звучащей системе общей тревоги подать судовой сиреной один или более гудков продолжительностью не менее 10 секунд каждый.
2. **Contact the terminal /** Связаться с терминалом:
   Telephone number / Номер телефона _____
   VHF communication channel / Канал связи по УКВ _____

TANKER ACTIONS	ДЕЙСТВИЯ СУДНА
♦ ***Fire on your ship*** - **Raise alarm** - **Fight fire and prevent fire spreading** - **Inform terminal** - **Cease all cargo operations and then close all valves** - **Stand by to disconnect hoses** - **Bring engines to standby ready to unberth** ♦ ***Fire on other ship or ashore*** **Stand by, and when instructed :** - **Cease all cargo operations and then close all valves** - **Disconnect hoses** - **Bring engines and crew to standby ready to unberth**	*В случае пожара на вашем судне* : - поднять тревогу - тушить пожар и предотвращать его распространение - информировать терминал - прекратить все грузовые операции и затем перекрыть все клапаны - подготовиться к отсоединению шлангов - привести двигатели в состояние готовности, быть готовыми к отходу судна от причала. *В случае пожара на другом судне или берегу* подготовиться к действиям и приступить к их выполнению как только это потребуется: - прекратить все грузовые операции и затем перекрыть все клапаны - подготовиться к отсоединению шлангов - привести двигатели и экипаж в состояние готовности, быть готовыми к отходу судна от причала.
TERMINAL ACTIONS	ДЕЙСТВИЯ ТЕРМИНАЛА
♦ ***Fire on Ship*** - **Raise alarm** - **Contact ship** - **Cease all cargo operations and then close all valves** - **Stand by to disconnect hoses** - **Stand by to assist fire fighting plan** - **Inform all ships** - **Implement Terminal Eergency Plan** ♦ ***Fire Ashore*** - **Raise alarm** - **Cease all cargo operations and then close all valves** - **Fight fire and prevent fire spreading** - **If required stand by to disconnect hoses** - **Inform all ships** - **Implement Terminal Emergency Plan**	*В случае пожара на судне* : - поднять тревогу - связаться с судном - прекратить все грузовые операции и затем перекрыть все клапаны - подготовиться к отсоединению шлангов - подготовиться к оказанию помощи в тушении пожара - информировать все суда - действовать согласно аварийному плану терминала *В случае пожара на берегу:* - поднять тревогу - прекратить все грузовые операции и затем перекрыть все клапаны - тушить пожар и предотвращать его распространение - подготовиться к отсоединению шлангов если потребуется - информировать все суда - действовать согласно аварийному плану терминала

Received / Получено :
Master of m/v / Капитан т/х «_____»

CPC-R Marine Terminal / Морской терминал АО «КТК-Р»

Signed / Подпись _____

Signed / Подпись _____

Date / Дата _____ **Time /** Время _____

APPENDIX 6

SMOKING REGULATIONS

WHILE TANKER IS IN PORT
SMOKING IS STRICTLY PROHIBITED
EXCEPT IN
THE FOLLOWING DESIGNATED AREA ONLY

ПРАВИЛА КУРЕНИЯ

ВО ВРЕМЯ СТОЯНКИ СУДНА В ПОРТУ КУРЕНИЕ СТРОГО ЗАПРЕЩАЕТСЯ ЗА ИСКЛЮЧЕНИЕМ СЛЕДУЮЩЕГО ОТВЕДЕННОГО ДЛЯ КУРЕНИЯ МЕСТА

1. _____

CPC-R MARINE TERMINAL
МОРСКОЙ ТЕРМИНАЛ КТК-Р

APPENDIX 7

MOORING MASTER CHECKS
ПРОВЕРКИ МАСТЕРА ПО ШВАРТОВКЕ

Ship's Name/Название судна _____

CPC–R Marine Terminal, SPM/ Морской терминал КТК –Р, ВПУ_____

Date of Arrival/Дата прибытия _____ **Time of Arrival** /Время прибытия _____

INSTRUCTIONS FOR COMPLETION

The Safety of operations requires that all questions shall be answered affirmatively by clearly ticking (√) the appropriate box.

ИНСТРУКЦИЯ ПО ЗАПОЛНЕНИЮ

В целях обеспечения безопасности операции необходимо, чтобы на все вопросы был дан утвердительный ответ, который отмечается знаком (√) в соответствующем боксе.

I. **PRIOR TO BERTHING/** ПЕРЕД ШВАРТОВКОЙ

Step Этап	**Action** Действие	**Yes** Да	**No** Нет
1	**Confirm that the SPM pre-berthing checks have been carried out and the SPM is ready** Убедитесь в том, что проверки ВПУ перед швартовкой, выполнены и ВПУ готов к работе.		
1a	**Confirm the export tanker cargo tanks atmosphere content does not exceed the Terminal criteria:** **Убедитесь в том, что атмосфера грузовых танков судна не превышает критериев Терминала:** **O2 content (not more 8%):** **Содержание кислорода (не более 8%)** **H2S content (not more 5 ppm):** **Содержание сероводорода (не более 5 ppm)** **Mercaptan content (not more 5 ppm):** **Содержание меркаптана (не более 5 ppm)**		
2	**Confirm the export tanker does not exceed maximum design criteria for the CALM** Убедитесь в том, что танкер не превышены максимальные расчетные критерии для ВПУ: • **Length between perpendiculars 324 m** Длина между перпендикулярами 324 м • **Breadth 58 m** Ширина 58 м • **Draft Not Limited** Осадка не ограничена • **70,000 to 300,000 tonns deadweight** Дедвейт от 70,000 до 300,000 тонн		
3	**Confirm a copy of CPC-R Marine Terminal Manual, Volume I,** **Terminal Information, Tanker Entry and Handling Conditions is onboard.** Убедитесь в том, что на борту танкера имеется в наличии Руководство по Морскому терминалу КТК-Р Том 1. Информация о терминале, условия для захода и обработки танкера.		
4	**Confirm the Master of the tanker is familiar with CPC-R Marine Terminal Manual and the mooring techniques as described in the OCIMF 'Single Point Mooring Maintenance and Operations Guide'.** Убедитесь в том, что капитан танкера ознакомлен с Руководством по Морскому терминалу КТК-Р и с техникой швартовки, описанной в документе OCIMF «Руководство по обслуживанию и эксплуатации точечного причала».		
5	**Confirm voice communication is established with the Master of the tanker.** Убедитесь в том, что с капитаном танкера установлена связь.		
6	**Confirm communication is established with the vessel (tug) and mooring work boat.** Убедитесь в том, что связь установлена с буксиром сопровождения и рабочим катером.		
7	**Confirm the emergency shutdown procedure for cargo operations is agreed between the Master of the tanker, CPC-R Mooring Master and OCC Loading Dispatcher onshore.**		

	Убедитесь в том, что процедура аварийной остановки погрузки согласована с капитаном танкера, Мастером по швартовке КТК-Р и диспетчером ГЦУ по наливу.		
8	**Confirm the tanker 'emergency release' procedures are in place and understood by the Master of the tanker.** Убедитесь в том, что капитан танкера ознакомлен с процедурой аварийного отхода танкера от ВПУ.		
9	**Confirm the SOPEP is available onboard and emergency procedures agreed with the Master of the tanker.** Убедитесь в том, что на борту имеется судовой план ЛРН и чрезвычайные действия по ЛРН согласованы с капитаном танкера.		
10	**Confirm the anchors of the tanker are fully home and secure.** Убедитесь в том, что якоря танкера находятся в поднятом состоянии и закреплены.		
11	**Confirm the tanker bow stoppers are in a good condition and are ready to receive the chafing chain.** Убедитесь в том, что носовые стопорные устройства танкера находятся в рабочем состоянии и готовы принять предохранительные цепи.		
12	**Confirm on completion of mooring that the export tanker is ready to receive the floating hoses.** Убедитесь по завершении операции швартовки в том, что танкер готов к подсоединению плавающих шлангов.		

II. PRIOR HOSE CONNECTION/ПЕРЕД ШЛАНГОВКОЙ

Step **Этап**	**Action** **Действие**	Yes Да	No Нет
1	**Confirm that the tanker has fire hoses laid out and a foam monitors are available to cover the manifold area.** Убедитесь в том, что на танкере имеются разложенные пожарные шланги, а пенные мониторы способны накрыть пеной район манифолда.		
2	**Confirm that the tankers cranes are available in good working order and the hose string weights are within the safe working load of the cranes.** Убедитесь в том, что кран/грузовая стрела танкера находится в хорошем рабочем состоянии, а вес рукава шлангов находится в пределах ДРН.		
3	**Confirm that the hose hang of chains are in place and appear to be in good condition** Убедитесь в том, что поддерживающие цепи шлангов находятся на месте и в хорошем рабочем состоянии.		
4	**Confirm that the manifold spill tray leakage containment arrangements are empty and clean.** Убедитесь в том, что поддоны манифолдов танкера пустые и чистые.		
5	**Confirm that the line is depressurized prior to removing the blank flanges completely** Убедитесь в том, что давление в грузовых линиях сброшено полностью перед снятием фланцевых заглушек.		
6	**Confirm all correct pipe work joints with tanker manifold are in place** Убедитесь в том, что все элементы фланцевых соединений с манифолдом танкера находятся на месте.		
7	**Confirm all camlock flanged connections match the tankers manifold size.** Убедитесь в том, что все фланцевые эксцентриковые затворы соответствуют размерам танкерного манифолда.		
8	**Confirm the hose is supported with nylon or webbing strop attached to the crane.** Убедитесь в том, что шланг поддерживается нейлоновым или ленточным стропом, прикрепленным к крану.		
9	**Confirm the crane (hose lifting derrick) is locked in position and secured.** Убедитесь в том, что кран (стрела) надежно закреплен в неподвижном состоянии.		

CPC-R Mooring Master/ Мастер по швартовке КТК-Р

Date: _____ Time:_____
Дата Время

APPENDIX 8

SHIP / SHORE SAFETY CHECKLIST
ЛИСТ КОНТРОЛЯ БЕЗОПАСНОСТИ НА СУДНЕ И БЕРЕГУ

Pre-arrival checks / *Проверки перед подходом*

Tanker / *танкер*: _____

Date and time / *дата и время*: _____

Port / *порт*: **Novorossiysk / *Новороссийск***

Terminal / *терминал*: **CPC-R Marine Terminal / *Морской терминал АО «КТК-Р»***

Berth / *причал*: ☐ **SPM CPC-1** ***ВПУ КТК-1*** ☐ **SPM CPC-2** ***ВПУ КТК-2*** ☐ **SPM CPC-3** ***ВПУ КТК-3***

Product to be transferred / *перекачиваемый продукт*: **Crude oil (CPC Blend) / *Нефть (Смесь КТК)***

Part 1A. Tanker: *pre-arrival checks* ***Часть 1А. Танкер: проверки перед приходом***			
Item ***№***	**Check** ***Проверка***	**Status** ***Статус***	**Remarks** ***Замечания***
1	Pre-arrival information is exchanged *Обмен информацией осуществлен*	☐ Yes / *Да*	
2	International shore fire connection is available *Международное береговое соединение в наличии*	☐ Yes / *Да*	
3	Transfer hoses are of suitable construction *Грузовые шланги имеют надлежащую конструкцию*	☐ Yes / *Да*	
4	Terminal information booklet reviewed *Информационный буклет о терминале рассмотрен*	☐ Yes / *Да*	
5	Pre-berthing information is exchanged *Проведен обмен информацией перед швартовкой*	☐ Yes / *Да*	
6	Pressure/vacuum valves and/or high velocity vents are operational *Клапана давления/вакуума и/или высокоскоростные клапана сброса работоспособны*	☐ Yes / *Да*	
7	Fixed and portable oxygen analyzers are operational *Стационарные и портативные кислородные анализаторы работоспособны*	☐ Yes / *Да*	
	Vessel impressed current cathodic protection (ICCP) is switched off *Судовая система катодной защиты с применением наложенного тока выключена*	☐ Yes / *Да*	

Part 1B. Tanker: pre-arrival checks **if using an inert gas system** ***Часть 1В. Танкер: проверки перед приходом, если используется система инертного газа***			
Item ***№***	**Check** ***Проверка***	**Status** ***Статус***	**Remarks** ***Замечания***
8	Inert gas system pressure and oxygen recorders are operational *Давление в системе инертного газа и самописцы содержания кислорода в рабочем состоянии*	☐ Yes / *Да*	
9	Inert gas system and associated equipment are operational *Система инертного газа и сопутствующее оборудование находятся в рабочем состоянии*	☐ Yes / *Да*	
10	Cargo tank atmospheres' oxygen content is less than 8% *Содержание кислорода в атмосфере грузовых танков менее 8% по объему*	☐ Yes / *Да*	
11	Cargo tank atmospheres are at positive pressure *Атмосфера грузовых танков находится под положительным давлением*	☐ Yes / *Да*	

Part 2. Terminal: pre-arrival checks ***Часть 2. Терминал: проверки перед приходом***			
Item ***№***	**Check** ***Проверка***	**Status** ***Статус***	**Remarks** ***Замечания***
12	Pre-arrival information is exchanged *Обмен информацией осуществлен*	☐ Yes / *Да*	

13	International shore fire connection is available *Международное береговое соединение в наличии*	☐ Yes / *Да*	
14	Transfer hoses are of suitable construction *Грузовые шланги имеют надлежащую конструкцию*	☐ Yes / *Да*	
15	Terminal information booklet transmitted to tanker *Информационный буклет о терминале передан на танкер*	☐ Yes / *Да*	
16	Pre-berthing information is exchanged *Проведен обмен информацией перед швартовкой*	☐ Yes / *Да*	

Checks after mooring / *Проверки после швартовки*

Part 3. Tanker: checks after mooring ***Часть 3. Танкер: проверки после швартовки***			
Item ***№***	**Check** ***Проверка***	**Status** ***Статус***	**Remarks** ***Замечания***
17	Fenders is effective *Кранцы эффективны*	☐ Yes / *Да*	Not applicable / *Не применимо*
18	Mooring arrangement is effective *Схема швартовки разработана и согласована*	☐ Yes / *Да*	
19	Access to and from the tanker is safe *Доступ на танкер и с танкера безопасен*	☐ Yes / *Да*	
20	Scuppers and savealls are plugged *Шпигаты и поддоны задраены*	☐ Yes / *Да*	
21	Cargo system sea connections and overboard discharges are secured *Внешние соединения и забортные клапана грузовой системы закрыты*	☐ Yes / *Да*	
22	Very high frequency and ultra high frequency transceivers are set to low power mode *УКВ и СКВ приемопередатчики переведены в режим пониженного энергопотребления*	☐ Yes / *Да*	
23	External openings is superstructures are controlled *Наружные двери надстройки контролируются*	☐ Yes / *Да*	
24	Pumproom ventilation is effective *Вентиляция насосного отделения эффективна*	☐ Yes / *Да*	
25	Medium frequency / high frequency radio antennae are isolated *Среднечастотные / высокочастотные радиоантенны изолированы*	☐ Yes / *Да*	
26	Accommodation spaces are at positive pressure *В жилых помещениях обеспечено положительное давление*	☐ Yes / *Да*	
27	Fire control plans are readily available *Планы противопожарных мероприятий находятся в свободном доступе*	☐ Yes / *Да*	Location / *место:*

Part 4. Terminal: checks after mooring ***Часть 4. Терминал: проверки после швартовки***			
Item ***№***	**Check** ***Проверка***	**Status** ***Статус***	**Remarks** ***Замечания***
28	Fenders is effective *Кранцы эффективны*	☐ Yes / *Да*	Not applicable / *Не применимо*
29	Tanker is moored according to the terminal mooring plan *Танкер пришвартован в соответствии с планом швартовки терминала*	☐ Yes / *Да*	
30	Access to and from the terminal is safe *Доступ на терминал и с терминала безопасен*	☐ Yes / *Да*	
31	Spill containment and sumps are secure *Средства локализации разливов и емкости для сбора надежны*	☐ Yes / *Да*	

Pre-transfer checks / *Проверки перед погрузкой*

Part 5A. Tanker and terminal: pre-transfer conference ***Часть 5А. Танкер и терминал: совещание перед погрузкой***				
Item ***№***	**Check** ***Проверка***	**Tanker status** ***Статус танкера***	**Terminal status** ***Статус терминала***	**Remarks** ***Замечания***
32	Tanker is ready to move at agreed notice period *Танкер находится в согласованном режиме готовности к маневрам*	☐ Yes / *Да*	☐ Yes / *Да*	

33	Effective tanker and terminal communications are established *Установлена эффективная связь между танкером и терминалом*	☐ Yes / *Да*	☐ Yes / *Да*	Primary system / *Основная система:* **Shore UHF radio.** Backup system / *Запасная система:* **VHF Ch. 25**
34	Transfer equipment is in safe condition (isolated, drained and de-pressured) *Грузовое оборудование находится в исправном и безопасном состоянии (изолировано, осушено и сброшено давление)*	☐ Yes / *Да*	☐ Yes / *Да*	
35	Operation supervision and watchkeeping is adequate *Осуществляется надлежащий контроль процесса проведения работ и несение вахты*	☐ Yes / *Да*	☐ Yes / *Да*	
36	There are sufficient personnel to deal with an emergency *Имеется достаточное количество персонала для ликвидации последствий ЧС*	☐ Yes / *Да*	☐ Yes / *Да*	
37	Smoking restrictions and designated smoking areas are established *Установлены ограничения на курение и выделены места для курения*	☐ Yes / *Да*	☐ Yes / *Да*	Location / *место:*
38	Naked light restrictions are established *Установлены ограничения на использование открытого огня*	☐ Yes / *Да*	☐ Yes / *Да*	
39	Control of electrical and electronic devices is agreed *Контроль электрических и электронных устройств согласован*	☐ Yes / *Да*	☐ Yes / *Да*	Отключение катодной защиты корпуса судна / ICCP switched off
40	Means of emergency escape from both tanker and terminal are established *Установлены средства аварийной эвакуации как с танкера, так и с терминала*	☐ Yes / *Да*	☐ Yes / *Да*	
41	Firefighting equipment is ready for use *Противопожарное оборудование готово к использованию*	☐ Yes / *Да*	☐ Yes / *Да*	
42	Oil spill clean-up material is available *Имеется материал для очистки от разливов нефти*	☐ Yes / *Да*	☐ Yes / *Да*	
43	Manifolds are properly connected *Манифольды правильно подключены*	☐ Yes / *Да*	☐ Yes / *Да*	
44	Sampling and gauging protocols are agreed *Согласованы процедуры отбора проб и замеров*	☐ Yes / *Да*	☐ Yes / *Да*	
45	Procedures for cargo, bunkers and ballast handling operations are agreed *Процедуры для грузовых, бункерных и балластных операций согласованы*	☐ Yes / *Да*	☐ Yes / *Да*	
46	Cargo transfer management controls are agreed *Управление грузовыми операциями согласовано*	☐ Yes / *Да*	☐ Yes / *Да*	
47	Cargo tank cleaning requirements, including crude oil washing, are agreed *Требования к очистке грузовых танков, включая мойку сырой нефтью, согласованы*	☐ Yes / *Да*	☐ Yes / *Да*	Not applicable / *Не применимо*
48	Cargo tank gas freeing arrangements agreed *Согласованы меры по дегазации грузовых танков*	☐ Yes / *Да*	☐ Yes / *Да*	Not applicable / *Не применимо*
49	Cargo and bunker slop handling requirements agreed. *Процедура обращения с остатками груза и бункера согласована*	☐ Yes / *Да*	☐ Yes / *Да*	Not applicable / *Не применимо*
50	Routine for regular checks on cargo transferred are agreed *Согласован регламент регулярных проверок в процессе погрузки*	☐ Yes / *Да*	☐ Yes / *Да*	
51	Emergency signals and shutdown procedures are agreed *Согласованы аварийные сигналы и процедуры прекращения операций*	☐ Yes / *Да*	☐ Yes / *Да*	At least one long blast by ship's whistle or by radio / *Не менее одного продолжительного сигнала судовым свистком или по радио*
52	Safety data sheets are available *Информация о безопасном обращении с грузом в наличии*	☐ Yes / *Да*	☐ Yes / *Да*	
53	Hazardous properties of the products to be transferred are discussed *Рассмотрены опасные свойства перегружаемых продуктов*	☐ Yes / *Да*	☐ Yes / *Да*	

54	Electrical insulation of the tanker/terminal interface is effective *Электрическая изоляция между танкером и терминалом эффективна*	☐ Yes / *Да*	☐ Yes / *Да*	
55	Tank venting system and closed operation procedures are agreed *Согласована процедура выпуска паров и закрытой обработки*	☐ Yes / *Да*	☐ Yes / *Да*	Method / *способ:* **Mast riser only /** ***Выпуск паров через вентиляционную мачтовую колонну***
56	Vapour return line operational parameters are agreed *Согласованы рабочие параметры трубопровода контроля паров*	☐ Yes / *Да*	☐ Yes / *Да*	Not applicable / *Не применимо*
57	Measures to avoid back-filling are agreed *Согласованы меры по предотвращению обратного перетекания*	☐ Yes / *Да*	☐ Yes / *Да*	
58	Status of unused cargo and bunker connections is satisfactory *Состояние неиспользуемых грузовых и бункерных соединений удовлетворительное*	☐ Yes / *Да*	☐ Yes / *Да*	
59	Portable very high frequency and ultra high frequency radios are intrinsically safe *Портативные радиостанции УКВ и СКВ искробезопасны*	☐ Yes / *Да*	☐ Yes / *Да*	
60	Procedures for receiving nitrogen from terminal to cargo tank are agreed *Процедуры приема азота с терминала в грузовой танк согласованы*	☐ Yes / *Да*	☐ Yes / *Да*	Not applicable / *Не применимо*

Part 6. Tanker and terminal: pre-transfer agreements
Часть 6. Танкер и терминал: согласования перед погрузкой

Item ***№***	**Agreement** ***Согласование***	**Details** ***Описание***	**Tanker initials** ***Проверки танкера***	**Terminal initials** ***Проверки терминала***
32	Tanker manoeuvring readiness *Готовность танкера к маневрированию*	Notice period (maximum) for full readiness to manoeuvre / *Срок уведомления (максимальный) для полной готовности к маневру:* Period of disablement (if permitted) / *Срок неработоспособности (если разрешено):*		
33	Security protocols *Протоколы безопасности*	Security level / *Уровень безопасности:* Local requirements / *Местные требования:*		
33	Effective tanker/terminal communications *Эффективная связь между танкером и терминалом*	Primary system / *Основная система:* **Shore UHF radio.** Backup system / *Запасная система:* **VHF Ch. 25**		
35	Operation supervision and watchkeeping *Контроль процесса проведения работ и несение вахты*	Tanker / *Танкер:* **Officers is always in CCR, deck watch – at the manifolds and at the bow / *ПКМ всегда находится в ПУГО, вахта – у манифольдов и на баке*** Terminal / *Терминал:* **Mooring master is always in CCR, rigger – at the manifolds / *Мастер по швартовке всегда находится в ПУГО, шланговщик – у манифольдов***		
37 38	Dedicated smoking areas and naked lights restrictions *Выделены места для курения и ограничено использование открытого огня*	Tanker / *Танкер:* Terminal / *Терминал:* Not applicable / *Не применимо*		
45	Maximum wind, current and rea/swell criteria or other environmental factors *Критерии максимального ветра, течения и волнения или другие факторы окружающей среды*	Stop cargo transfer / *Прекратить грузовые операции если:* **Swell / *волнение* ≥ 3 м** **Wind / *ветер* > 23 m/s** Disconnect and unberth / *Отшланговаться и отшвартоваться если :* **Swell / *волнение* > 4 m,** **Wind / *ветер* > 23 m/s** **Instructions of Port Control or Mooring Master / *указания ИГПК и/или мастера по швартовке***		

45 46	Limits for cargo, bunkers and ballast handling *Ограничения на грузовые, бункерные и балластные операции*	Maximum transfer rates / *Максимальная скорость погрузки:* **12700 m^3/hr / *12700 $м^3$/час*** Topping-off rates / *Скорость окончание погрузки:* **800 m^3/hr per tank open and also Slow down program /** ***800 $м^3$/час в один открытый танк с учетом Программы снижения погрузки*** Maximum manifold pressure / *Максимальное давление на манифольде:* **2 Bar / *2 бар*** Cargo temperature / *Температура груза:* _____ Other limitations / *Другие ограничения:* **Tanker does not have the right to stop the flow of oil / *судно не имеет право останавливать поток нефти***		
45 46	Pressure surge control *Контроль гидроудара*	Minimum number of cargo tanks open / *Минимальное количество открытых танков:* **6 cargo tanks /** ***6 грузовых танков*** Tank switching protocol / *Процедура перехода на другие танки:* **«first OPEN – wait 60 seconds – then CLOSE» /** ***«сначала ОТКРОЙ – выжди 60 секунд – затем ЗАКРОЙ»*** Full load rate / *Максимальная скорость погрузки:* **12700 m^3/hr / *12700 $м^3$/час*** Topping-off rate / *Скорость завершения погрузки:* **800 m^3/hr per tank open and also Slow down program / *800 $м^3$/час в один открытый танк, с учетом Программы снижения погрузки*** Closing time of automatic valves/ *Время закрытия гидравлических клапанов:* _____		
46	Cargo transfer management procedures *Процедуры управления грузовыми операциями*	Action notice periods / *Сроки уведомления о действиях:* Transfer stop protocols / *Протоколы прекращения операций:*		
50	Routine for regular checks on cargo transferred are agreed *Согласован регламент регулярных проверок в процессе погрузки*	Routine transferred quantity checks / *Регулярные проверки количества перегруженного груза:*		
51	Emergency signals *Аварийные сигналы*	Tanker / *Танкер:* Terminal / *Терминал:*		
55	Tank venting system Система выпуска паров	Procedure / Процедура:		
55	Closed operations *Закрытая обработка*	Requirements / *Требования:*		
56	Vapour return line *Трубопровод контроля паров*	Operational parameters / *Параметры операции:* Maximum flow rate / *Максимальный расход:*		Not applicable / *Не применимо*
XX	Exceptions and additions *Исключения и дополнения*	Special issued that both parties should be aware of / *Специальные вопросы, о которых должны знать обе стороны:*		

Part 7A. General tanker: pre-transfer checks ***Часть 7А. Танкер. Общее: проверки перед погрузкой***			
Item ***№***	**Check** ***Проверка***	**Status** ***Статус***	**Remarks** ***Замечания***

84	Portable drip trays are correctly positioned and empty *Переносные поддоны для сбора правильно расположены и пусты*	☐ Yes / *Да*	
85	Individual cargo tank inert gas supply valves are secured for cargo plan *Клинкеты подачи инертного газа в отдельные грузовые танки зафиксированы в открытом положении согласно грузовому плану*	☐ Yes / *Да*	
86	Inert gas system delivering inert gas with oxygen content not more than 5% *Система инертного газа, подающая инертный газ с содержанием кислорода не более 5%*	☐ Yes / *Да*	
87	Cargo tank high level alarms are operational *Сигнализация высокого уровня в грузовых танках работает*	☐ Yes / *Да*	
88	All cargo, ballast and bunker tanks openings are secured *Все люки грузовых, балластных и бункерных танков закрыты*	☐ Yes / *Да*	

Declaration / *Декларация*

We the undersigned have checked the items in the applicable parts 1 to 7 as marked and signed below:
Мы, нижеподписавшиеся, проверили пункты в соответствующих частях с 1 по 7, как отмечено и подписано ниже:

		Tanker / *танкер*	Terminal / *терминал*
Part 1A.	Tanker: checks pre-arrival *Танкер: проверки перед приходом*	☐	☐
Part 1B.	Tanker: checks pre-arrival if using an inert gas system *Танкер: проверки перед приходом, если используется система инертного газа*	☐	☐
Part 2.	Terminal: checks pre-arrival *Терминал: проверки перед приходом*	☐	☐
Part 3.	Tanker: checks after mooring *Танкер: проверки после швартовки*	☐	☐
Part 4.	Terminal: checks after mooring *Терминал: проверки после швартовки*	☐	☐
Part 5A.	Tanker and terminal: pre-transfer conference *Танкер и терминал: совещание перед погрузкой*	☐	☐
Part 6.	Tanker and terminal: agreements pre-transfer *Танкер и терминал: согласования перед погрузкой*	☐	☐
Part 7A.	General tanker: checks pre-transfer *Танкер. Общее: проверки перед погрузкой*	☐	☐

In accordance with the guidance noted in chapter 25 of *ISGOTT*, we are satisfied ourselves that the entries we have made are correct to the best of our knowledge and that the tanker and terminal are in agreement to undertake the transfer operation.
В соответствии с руководством, изложенным в главе 25 ISGOTT, мы убедились, что сделанные нами записи являются правильными, насколько нам известно, и что танкер и терминал согласны провести перегрузочную операцию.

We have also agreed to carry out the repetitive checks noted in parts 8 and 9 of the *ISGOTT* SSSCL, which should occur at intervals of not more than ____ hours for the tanker and not more than ____ hours for the terminal.
Мы также договорились о проведении повторных проверок, указанных в частях 8 и 9 ISGOTT SSSCL, которые должны проводиться с интервалом не более ____ часов для танкера и не более ____ часов для терминала.

If, to our knowledge, the status of any item changes, we will immediately inform the other party.
Если нам станет известно, что статус какого-либо пункта изменился, мы немедленно сообщим об этом другой стороне.

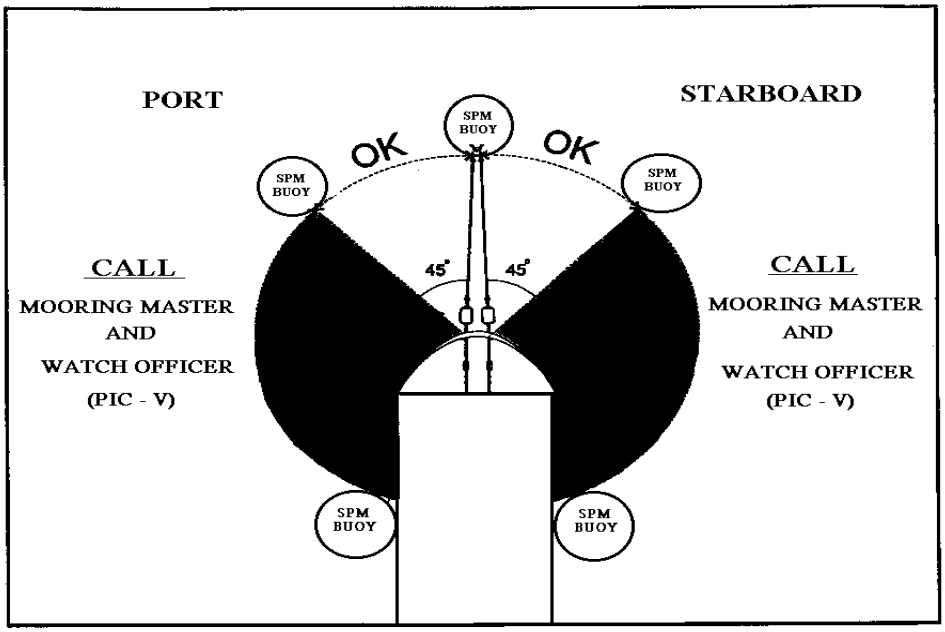
Tanker / *танкер*	**Terminal / *терминал***
Name / *ФИО*	Name / *ФИО*
Rank / *должность*	Rank / *должность*
Signature / *подпись*	Signature / *подпись*
Date / *дата*	Date / *дата*
Time / *время*	Time / *время*

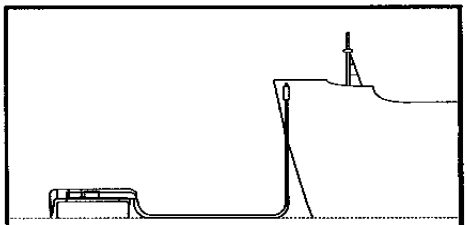
Part 8. Tanker: repetitive checks during and after transfer *Часть 8. Танкер: повторные проверки во время и после перекачки*								
Item ***№***	**Check** ***Проверка***	**Time** ***Время***	**Time** ***Время***	**Time** ***Время***	**Time** ***Время***	**Time** ***Время***	**Time** ***Время***	**Remarks** ***Замечания***
Interval time (hrs) / ***Интервал (час):*** _____								
8	Inert gas system pressure and oxygen recorders are operational *Давление в системе инертного газа и самописцы содержания кислорода в рабочем состоянии*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	
9	Inert gas system and associated equipment are operational *Система инертного газа и сопутствующее оборудование находятся в рабочем состоянии*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	
11	Cargo tank atmospheres are at positive pressure *Атмосфера грузовых танков находится под положительным давлением*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	
18	Mooring arrangement is effective *Схема швартовки разработана и согласована*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	
19	Access to and from the tanker is safe *Доступ на танкер и с танкера безопасен*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	
20	Scuppers and savealls are plugged *Шпигаты и поддоны задраены*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	
23	External openings is superstructures are controlled *Наружные двери надстройки контролируются*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	
24	Pumproom ventilation is effective *Вентиляция насосного отделения эффективна*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	
32	Tanker is ready to move at agreed notice period *Танкер находится в согласованном режиме готовности к маневрам*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	
33	Communications are effective *Связь эффективна*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	
35	Supervision and watchkeeping is adequate *Осуществляется контроль процесса проведения работ и несение вахты*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	
36	Sufficient personnel are available to deal with an emergency *Количество персонала достаточное для ликвидации последствий ЧС*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	
37	Smoking restrictions and designated smoking areas are established *Установлены ограничения на курение и выделены места для курения*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	
38	Naked light restrictions are established *Установлены ограничения на использование* открытого огня	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	
39	Control of electrical and electronic devices is agreed *Контроль электрических и электронных устройств согласован*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	
40 41 42 51	Emergency response preparedness is satisfactory *Готовность к реагированию на ЧС удовлетворительная*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	
54	Electrical insulation of the tanker/terminal interface is effective *Электрическая изоляция между танкером и терминалом эффективна*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	
55	Tank venting system and closed operation procedures are agreed *Согласована процедура выпуска паров и закрытой обработки*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	

85	Individual cargo tank inert gas supply valves are secured for cargo plan *Клинкеты подачи инертного газа в отдельные грузовые танки зафиксированы в открытом положении согласно грузовому плану*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	
86	Inert gas system delivering inert gas with oxygen content not more than 5% *Система инертного газа, подающая инертный газ с содержанием кислорода не более 5%*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	
87	Cargo tank high level alarms are operational *Сигнализация высокого уровня в грузовых танках работает*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	
Initials ***Проверил***								

Part 9. Terminal: repetitive checks during and after transfer ***Часть 9. Терминал: повторные проверки во время и после перекачки***								
Item ***№***	**Check** ***Проверка***	**Time** ***Время***	**Time** ***Время***	**Time** ***Время***	**Time** ***Время***	**Time** ***Время***	**Time** ***Время***	**Remarks** ***Замечания***
Interval time (hrs) / ***Интервал (час):*** _____								
18	Mooring arrangement is effective *Схема швартовки разработана и согласована*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	
19	Access to and from the tanker is safe *Доступ на танкер и с танкера безопасен*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	
31	Spill containment and sumps are secure *Средства локализации разливов и емкости для сбора надежны*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	
33	Communications are effective *Связь эффективна*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	
35	Supervision and watchkeeping is adequate *Осуществляется контроль процесса проведения работ и несение вахты*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	
36	Sufficient personnel are available to deal with an emergency *Количество персонала достаточное для ликвидации последствий ЧС*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	
37	Smoking restrictions and designated smoking areas are established *Установлены ограничения на курение и выделены места для курения*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	
38	Naked light restrictions are established *Установлены ограничения на использование* открытого огня	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	
39	Control of electrical and electronic devices is agreed *Контроль электрических и электронных устройств согласован*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	
40 41 47 51	Emergency response preparedness is satisfactory *Готовность к реагированию на ЧС удовлетворительная*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	
54	Electrical insulation of the tanker/terminal interface is effective *Электрическая изоляция между танкером и терминалом эффективна*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	
55	Tank venting system and closed operation procedures are agreed *Согласована процедура выпуска паров и закрытой обработки*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	☐ Yes / *Да*	
Initials ***Проверил***								

CALL WARNING





CALL

MOORING MASTER

AND

WATCH OFFICER

(PIC-V)

IF

MOORING LINES

BECOME SLACK

CALL

MOORING MASTER

AND

WATCH OFFICER

(PIC-V)

IF

BAD WEATHER IS APPROACHING,

LIGHTNING SEEN NEARBY

OR

OIL SPOTTED ON THE WATER

S.S/M.V _____

Signature _____ Time/Date _____

APPENDIX 10

PILOT CARD

PORT: _____ **Date of Arrival _____**

SHIPS PARTICULARS

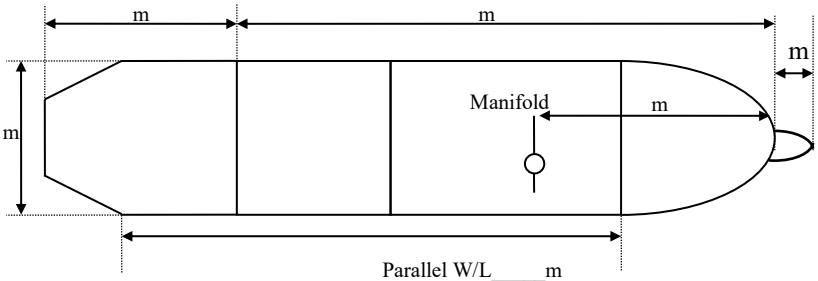
Name_____Call Sign_____ Year Built_____

Displacement_____(tonnes) Deadweight_____ (tonnes)

Length OA _____(m) **Breadth _____ (m)** **Bulbous Bow: _____ Yes/No***

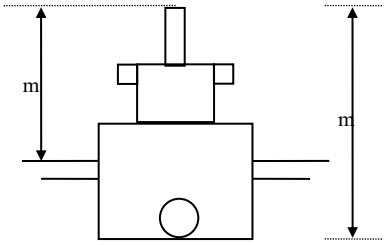
Draught fwd_____(m) **Draught aft_____ (m)** **Draught amidships _____ (m)**

Port Anchor _____ (Shackles) **Stbd Anchor _____ (Shackles)**



Air Draught

____ m



Parallel W/L_____m
Loaded _____ m
Ballast _____ m

Right/left handed propeller

ENGINE

Type of Engine_____ **Maximum Power _____ (kw)**

	Rpm/Pitch	Loaded speed	Ballast speed
Full ahead	_____	_____ **(Kts)**	_____**(Kts)**
Half ahead	_____	_____ **(Kts)**	_____**(Kts)**
Slow ahead	_____	_____ **(Kts)**	_____**(Kts)**
Dead slow ahead	_____	_____ **(Kts)**	_____**(Kts)**
Dead slow astern	_____	**Time limit astern**	**(min)**
Slow astern	_____	**Time full ahead to full astern**	**(sec)**
Half astern	_____	**Max No of consecutive starts**	_
Full astern	_____	_____ **(% of full ahead power)**	
Engine Critical	_____	**Minimum RPM _____**	

STEERING

Rudders_____ **(number)**_____ **(Type)**_____**°(maximum angle)**

Time hard-over to hard-over **(sec)** **Rudder angle for neutral effect** **°**

Propellers	**(No)**	**Direction of turn**	**Left/right***	**Controllable pitch**	**Yes/no***
Thrusters	**(No)**	**Bow Power**	**kW/HP***	**Stern Power**	**kW/HP***

Steering Idiosyncrasies

EQUIPMENT CHECKED AND READY FOR USE

Anchors	☐	**Cleared away**	**Yes/No***
Whistle	☐		
Flags	☐		
X-Band radar	☐	**ARPA**	**Yes/No***
S-Band radar	☐	**ARPA**	**Yes/No***
Speed Log	☐	**Water/Ground***	**Single axis/Dual axis**
Echo sounder	☐		
Electronic position-fixing	☐	**Type:**	
Compass system	☐	**Gyro compass error**	**°**
Steering gear	☐	**Number of power units in use:**	
Rudder/RPM/ROT indicators	☐	**Engine telegraphs**	
VHF	☐		
Mooring Winches and lines	☐		

***Delete as applicable**

MOORING ROPES/WIRES:

Forward **Number** _____ **Length** __ **Diameter** _____ **Material**

Aft **Number** _____ **Length** __ **Diameter** _____ **Material**

UNDERKEEL CLEARANCE: (UKC) (Refer UNI/NAV/001, Page 104)

Limiting depth location **ETA at location**

Maximum transit speed **Anticipated UKC**

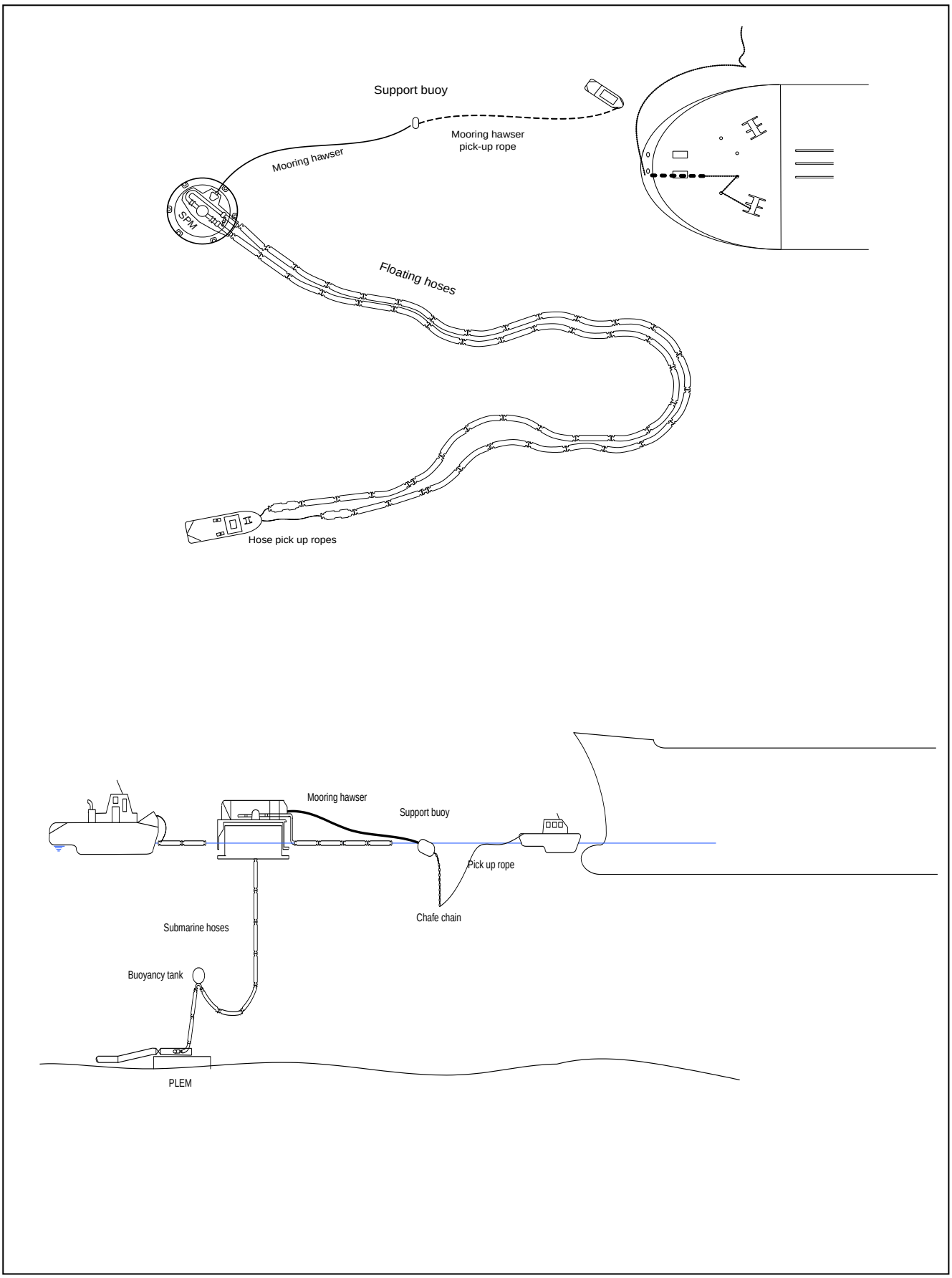
Squat Information

EQUIPMENT OPERATIONAL DEFECTS

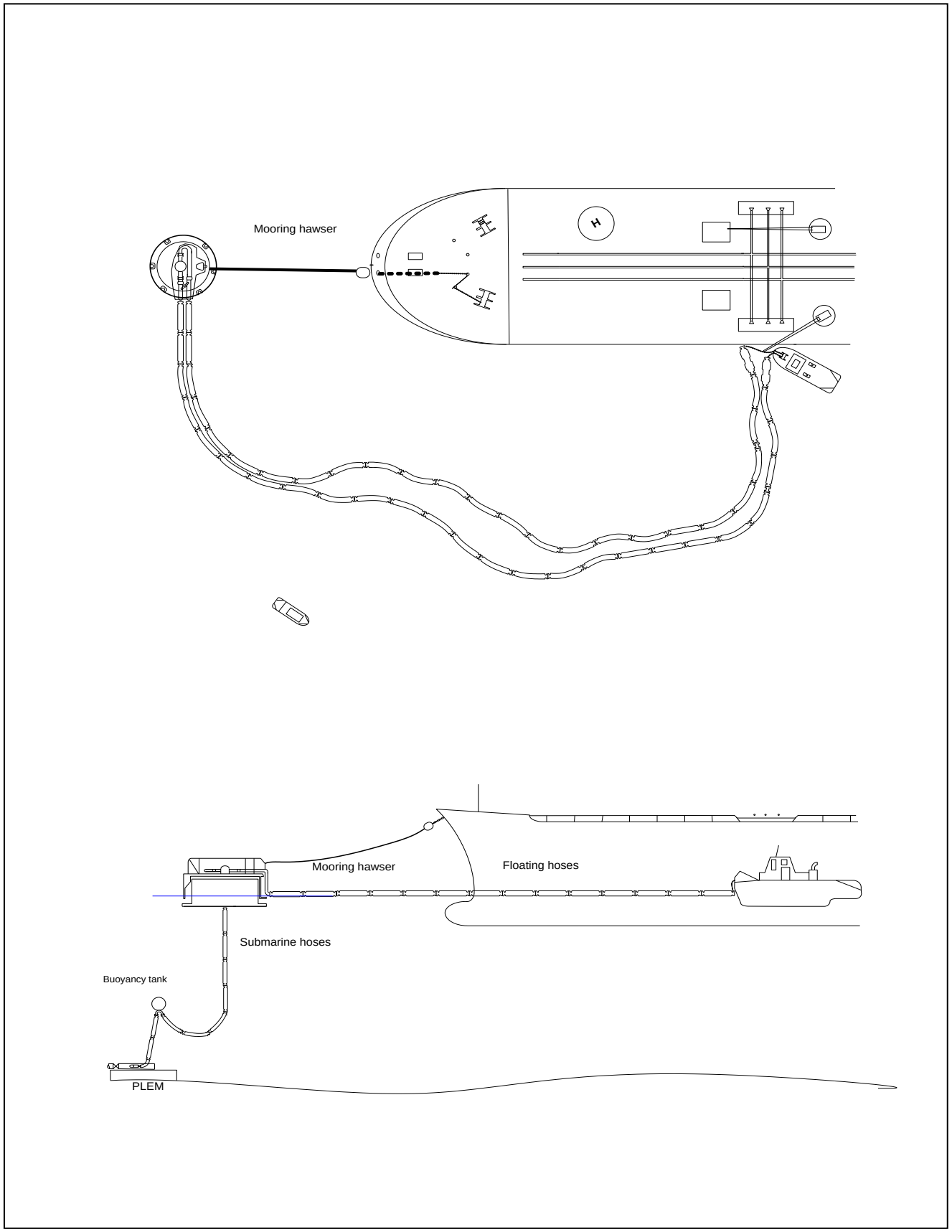
OTHER IMPORTANT DETAILS

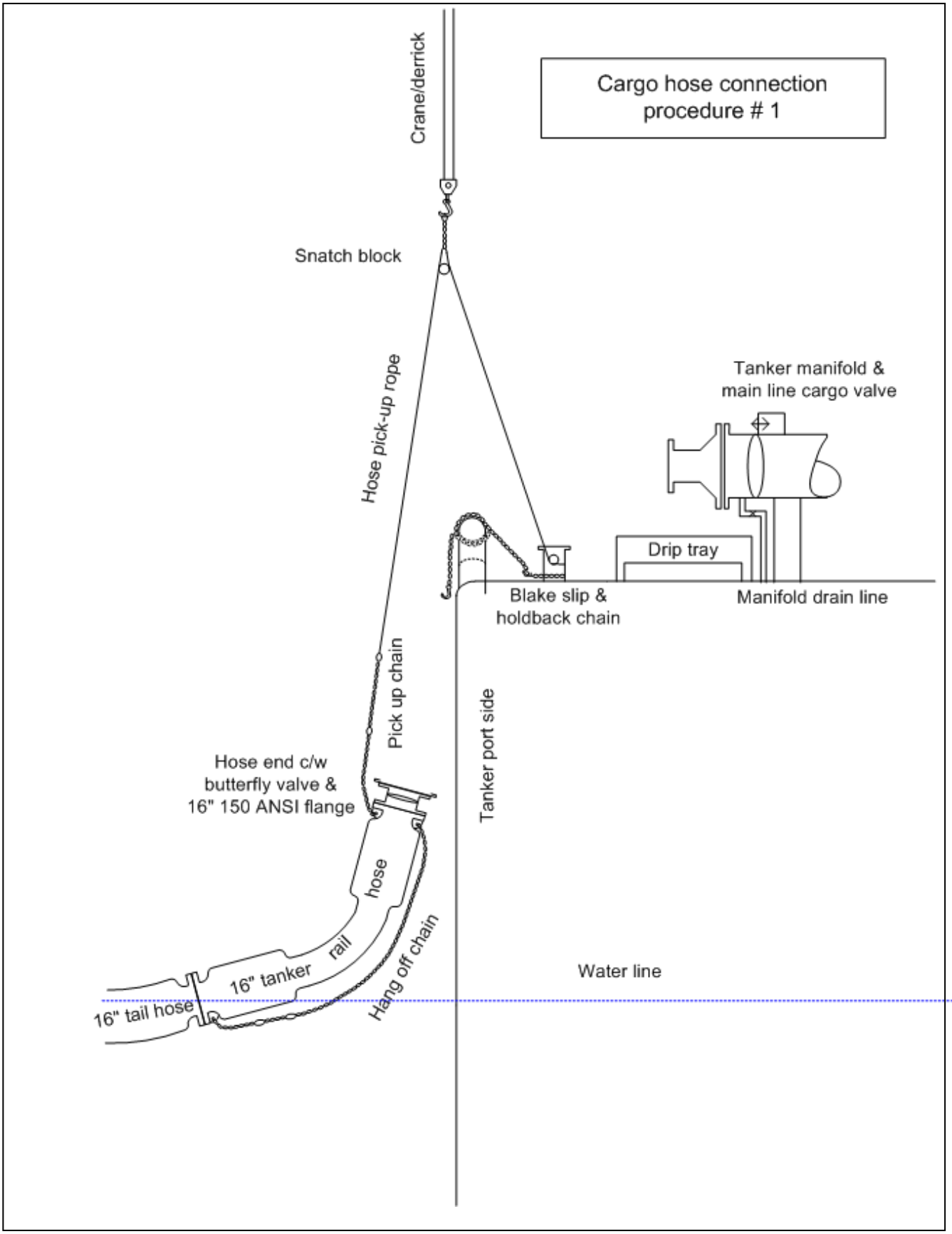
Master's Name _____**Date**

MOORING SEQUENCE

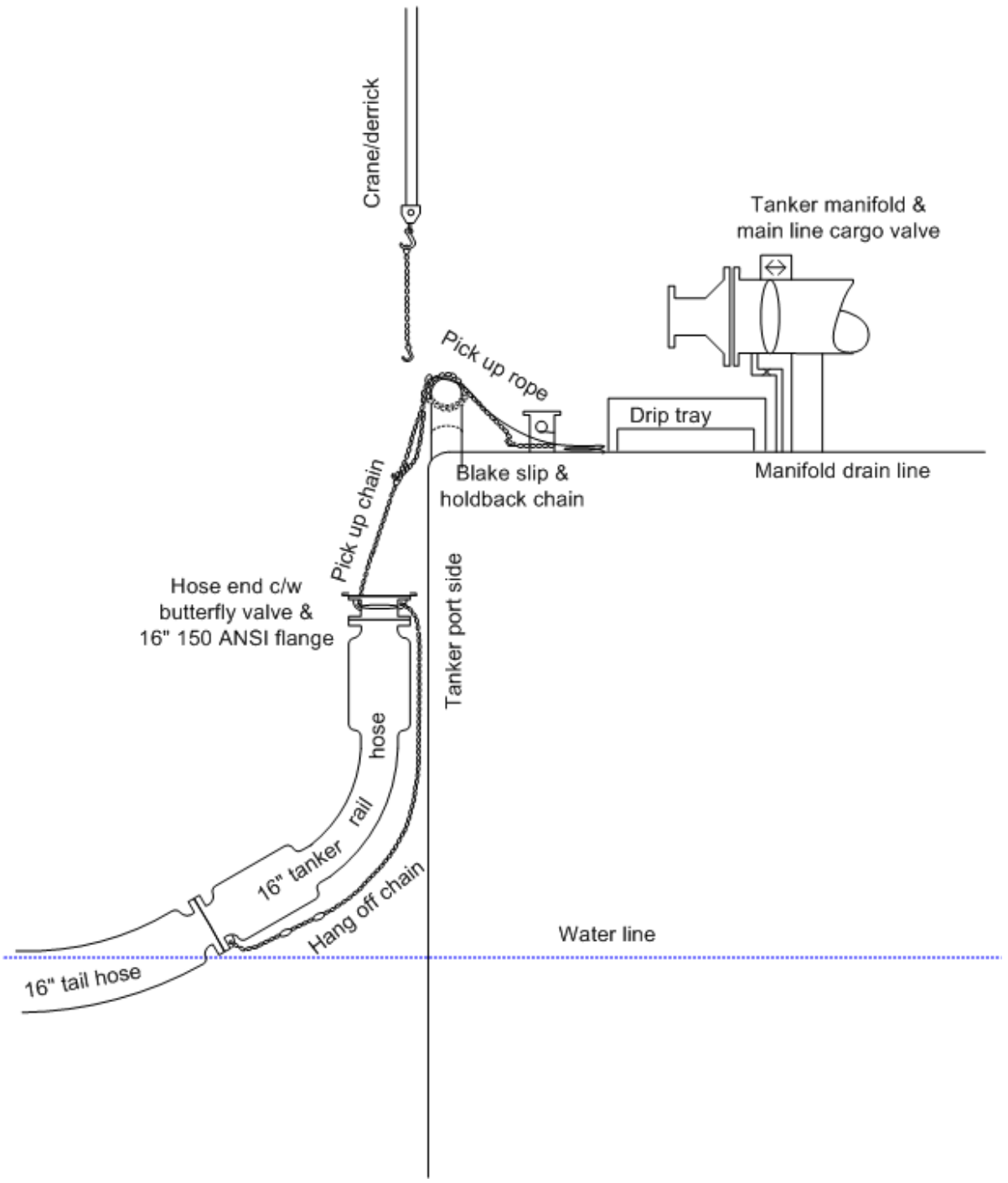


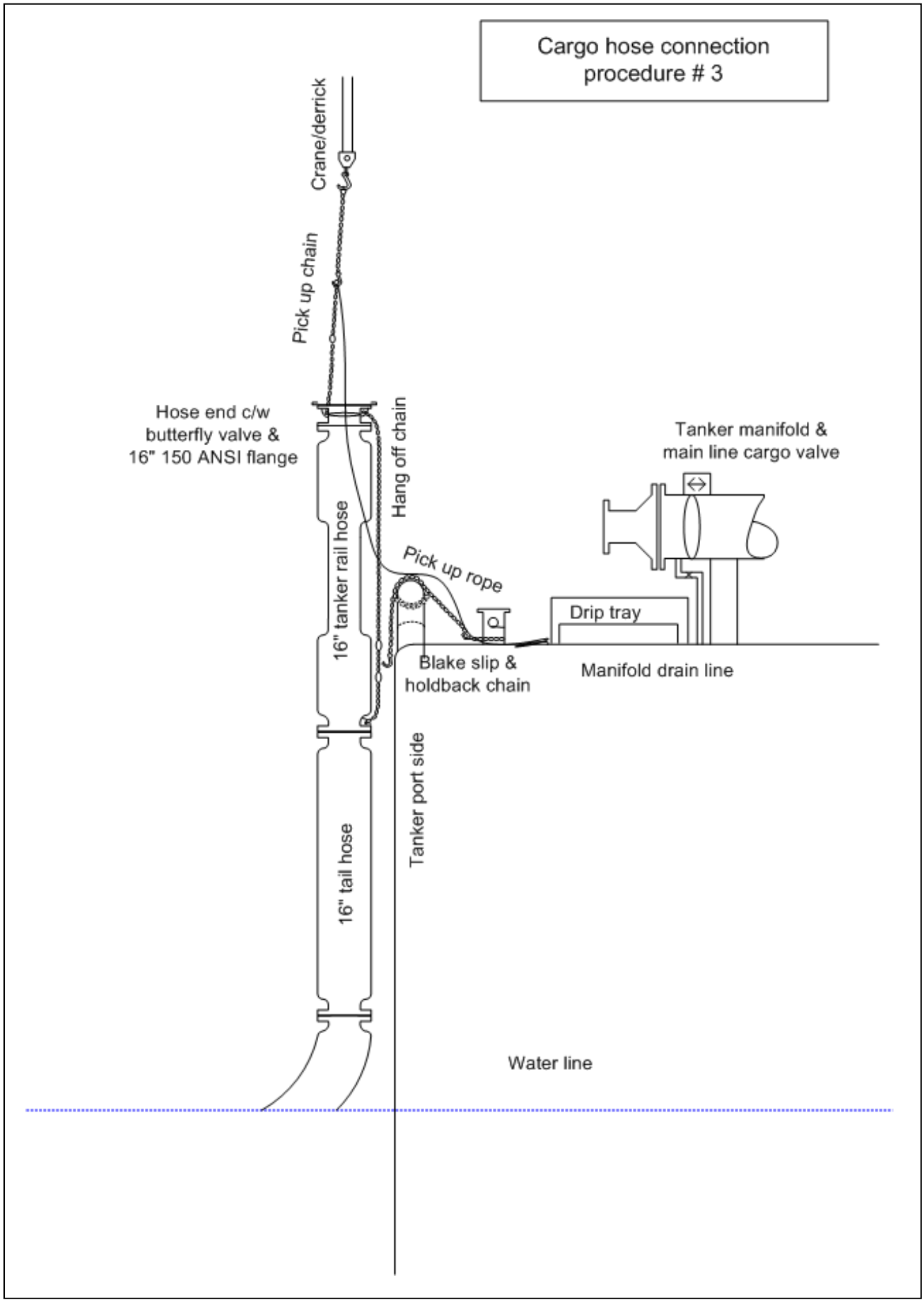
HOSE CONNECTION

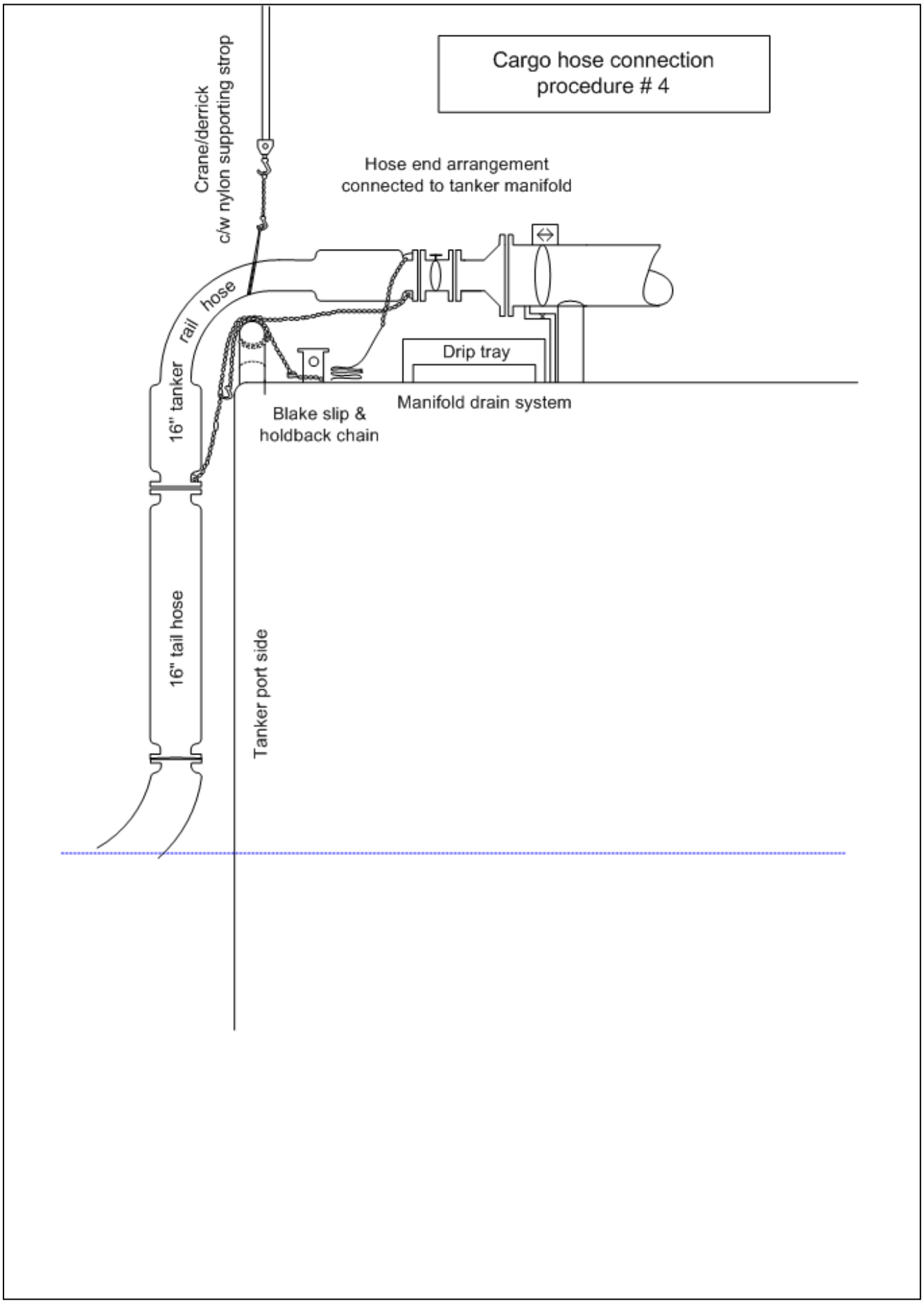



Cargo hose connection procedure # 1
Crane/derrick
Snatch block
Hose pick-up rope
Tanker manifold & main line cargo valve
Drip tray
Blake slip & holdback chain
Manifold drain line
Pick up chain
Tanker port side
Hose end c/w butterfly valve & 16" 150 ANSI flange
hose
rail
16" tanker
16" tail hose
Hang off chain
Water line

Cargo hose connection procedure # 2




Cargo hose connection procedure # 3
Crane/derrick
Pick up chain
Hose end c/w butterfly valve & 16" 150 ANSI flange
Hang off chain
Tanker manifold & main line cargo valve
16" tanker rail hose
Pick up rope
Drip tray
Blake slip & holdback chain
Manifold drain line
Tanker port side
16" tail hose
Water line


Cargo hose connection
procedure # 4
Crane/derrick
c/w nylon supporting strop
Hose end arrangement
connected to tanker manifold
rail hose
16" tanker
Drip tray
Manifold drain system
Blake slip &
holdback chain
16" tail hose
Tanker port side

APPENDIX 13

PRE-LOADING INFORMATION EXCHANGE
(to be sent by fax message to +7 8617 642556 and e-mail: load.dispatcher@cpcpipe.ru,
copy: marinedivision@cpcpipe.ru, cpc02@ampnovo.ru)

	SHORE INFORMATION		
1	**CARGO INFORMATION**		**COMMENTS**
	Name	CPC Blend	
	S.G.@ 15°C / API		
	S.G.@ 20°C (GOST)		
	Expected Average Temperature:		
	Quantity to be loaded:		
	Loading rate @ Start up	About 500 m^3/hr	
	Maximum Loading rate	12,700 m^3/hr	Minimum 6 cargo tanks to be fully opened. If 2 groups of tanks are loaded, including loading through a crossover into one of them, at least 7 cargo tanks to be fully opened..
	Loading rate @ Topping Off	800 m^3/hr per tank open	Topping off rate 1600 m3/hr per adjacent pair of cargo tanks
	Notice required for completion of cargo	30 minutes	
	Notice required for topping off	15 minutes	
	Time to stop cargo flow	3 minutes	
	The cargo will be stopped by	Ship/Shore	
	Emergency stop procedure discussed	Yes / No	
	Tank venting discussed	Yes / No	
	Tank inspection (ullaging) discussed	Yes / No	
2	**GENERAL**		**COMMENTS**
	Minimum SDWT allowed 30%	30 % of Summer DWT	
	Maximum trim allowed	1.5% LOA	
	Forecastle manned at all times		
	Manifold manned at all times		
	CCR to be manned at all times		
	Cargo operations communication via	CPC-R Mooring Master	
	VHF communication via	Shore hand held radio	CCR, VHF on Channel 25
	SHIP INFORMATION		
3	**GENERAL**		**COMMENTS**
	Quantity to be loaded		
	Loading rate @ Start-up		
	Maximum loading rate required		Minimum 6 cargo tanks to be fully opened. If 2 groups of tanks are loaded, including loading through a crossover into one of them, at least 7 cargo tanks to be fully opened..
	Loading rate @ Topping-off		According to the Slow down program described in the "Pressure Control Notification" letter.
	Maximum manifold pressure allowed		
	Expected loading time		
	Amount of ballast to be discharged		
	Estimated deballasting time		
	Any stoppages expected	Yes / No	
	Cargo loading plan agreed by ship/shore	Yes / No	
	Smoking area agreed to	Yes / No	
	Is the ballast water free of oil?	Yes / No	
	Any defects within cargo system	Yes / No	
	Vessel settings per MARPOL	Yes / No	
Signed for S/s-M/v:		Signed for CPC-R:	
Vessel Person in Charge_____ Date_____ Time _____		CPC-R Mooring Master _____ Date _____Time _____	

* Obtaining more specific information is possible

APPENDIX 14

L O A D I N G P L A N

CPC-R Marine Terminal berth: SPM _____ Date _____ Time _____

Vessel: _____

Total quantity of cargo requested by ship		MT
Ship's tank(s) to be loaded and sequence		
Lines to be used	Ship	Shore
Initial / start up loading rate (length)	m3/h.r.	m3/h.r.
Maximum loading rate (length)	m3/h.r.	m3/h.r.
Final / Topping off loading rate	m3/h.r.	m3/h.r.
Alteration of loading rate or ship tank change over	m3/h.r.	m3/h.r.
Other movements or operations which may affect flow rate		
Maximum manifold operating pressure		2 Bar
Maximum allowed pressure in the floating strings (on SPM)		6 Bar
Time to stop the cargo		min
The loading will be stopped by	Ship	Shore
Trim and draught of tanker	m	m
Precautions to avoid pollution		
Fire fighting measures		
Emergency actions in case of an oil spill		
Responsible personnel		

Master of m/t "_____" **CPC-R Marine Terminal**

Signed _____ **Signed _____**

Date _____ Time _____

APPENDIX 15

LOADING LOG

Vessel: ____________________________ Date: _____________________________

SPM No. ______________ Cargo: CPC Blend Crude Oil

Date	Time	Ship Figure, m3	Ship Rate, m3/hr	Shore Figure, m3	Shore Rate, m3/hr	Difference, m3	Hawser Tension, ton	Wind direction and force, rhumb-m/s	Pressure in IGS system, mm WG

____

CPC-R Mooring Master

VOLATILE ORGANIC COMPOUNDS (VOC) LOG

Vessel: ______________________________ Date: _______________________________

SPM No. _______________ Cargo: CPC Blend Crude Oil

Date	Time (hourly)	H2S/ Merc, ppm	O2, %	Pressure in IGS system, mmWG	Wind direction and force, m/s	M/riser position: % of opening	PV valves position	Comments/ Escort tug position

____

CPC-R Mooring Master

STATEMENT OF FACTS (PAGE 1)

Vessel: _____ Date: _____

SPM No. _____ Cargo: CPC Blend Crude Oil

Date	Time	Operation
		End of Sea Passage (ESP)
		Vessel cleared by Customs and Immigration
		Pilot onboard
		CPC-R Mooring Master onboard
		Tanker toolbox c/w mooring equipment onboard
		Tanks inspection completed
		OBQ calculations completed
		Tug fast aft
		Vessel arrived at Novorossiysk roads to SPM area, Notice of Readiness tendered at the CPC-R Marine Terminal
		Commenced mooring
		Mooring completed
		Pilot off
		Commenced hose connection
		Cargo hoses connected
		Lining up for loading
		Commenced loading. Notice of Readiness accepted
		Commenced deballasting
		Completed deballasting
		Completed loading by SHIP/SHORE*
		Gauging commenced
		Gauging completed
		Cargo calculations completed
		Pilot onboard
		Commenced hose disconnection
		Cargo hoses disconnected
		Unmooring commenced
		Vessel unmoored
		Tug boat off
		Tanker toolbox off
		Pilot off
		CPC-R Mooring Master off
		Cargo Documents onboard
		Cargo Documents signed
		Commenced of Sea Passage
		*** Delete which not applicable**

_____ _____ _____ _____

Master CPC-R Mooring Master Agent Shipper

STATEMENT OF FACTS (PAGE 2)

REMARKS

Date	From	To	Remarks

Master ______________ CPC-R Mooring Master ______________ Agent ______________ Shipper ______________

APPENDIX 18

LETTER OF PROTEST

To: the Master of m/ v _____

Date: _____

Dear Sir,

We, as Terminal Representatives, do hereby lodge protest with regard to the following:

_____
_____
_____
_____
_____
_____
_____

On behalf of our principals, we hold you responsible for all related costs and reserve the right to refer to this matter at a later date and time.

Please acknowledge receipt of this letter by countersigning and returning the attached copy.

Yours faithfully,

_____

CPC-R Mooring Master Date: _____ Time:_____

Receipt acknowledged:

_____

Master of the m/v _____ Date:_____ Time:_____

APPENDIX 19

TANKER DEFICIENCY REPORT

To: the Master of m/ v _____

Date: _____

During the visit of your tanker vessel to this Terminal, it has been observed that your tanker vessel and /or its operation is deficient in the following respects:

_____
_____
_____
_____
_____
_____
_____

You, your agent, Owner and Charterer are advised that should your tanker vessel be nominated to load at CPC-R Marine Terminal in the future, your vessel may not be accepted to load unless the aforementioned deficiencies have been corrected.

YOU ARE FURTHER ADVISED THAT IF YOUR TANKER VESSEL IS PROVISIONALLY ACCEPTED TO LOAD AT THE TERMINAL ON A SECOND OCCASION YOUR VESSEL WILL BE INSPECTED ON ARRIVAL BY THE MOORING MASTER TO ENSURE THAT THE ABOVE DEFICIENCIES HAVE IN FACT BEEN RECTIFIED TO OUR SATISFACTION PRIOR TO PROCEEDING TO THE BERTH.

Yours faithfully,

_____

CPC-R Mooring Master Date: _____ Time:_____

Receipt acknowledged:

_____

Master of the m/v _____ Date:_____ Time:_____

APPENDIX 20

VESSEL EVALUATION TERMINAL FEEDBACK REPORT

Vessel Name	LR / IMO No.	Flag

☐ Check here if Note of Protest Issued. Comment below ☐ Check of any Oil or Air Pollution Violation. Attach copy of report.			Inspection Date	
Port **Novorossiysk**	Terminal **CPC-R**	Berth	Arrival Date	Departure Date
Cargo **CPC Blend Crude Oil**			☐ Loading ☐ Discharging	
Average Loading / Discharging Rate: Actual m3/hr	Planned m3/hr		Reason for Difference	
Nationality:	Officers		Crew	

Rating*: S = Satisfactory; N = Needs Improvement; U = Unsatisfactory; X = Not Observed.
Please explain all "No", "U", and "N" ratings in the comment section.

ITEM	*RATING	COMMENTS
A Pre-arrival information exchanged and completed correctly?	☐ Yes ☐ No	
B Pilot boarding arrangement / Ship-shore access provisions in order?	☐ Yes ☐ No	
C Compliance with all terminal regulations?	☐ Yes ☐ No	
D Vessel ISPS compliant?	☐ Yes ☐ No	
E Effectiveness in communication using official terminal language?	☐ S ☐ N ☐ U ☐ X	
F Bridge Resource Management Team	☐ S ☐ N ☐ U ☐ X	
G Condition Mooring Equipment	☐ S ☐ N ☐ U ☐ X	
H Mooring system adequate / Lines well tended?	☐ S ☐ N ☐ U ☐ X	
I Readiness of Safety & Firefighting equipment?	☐ S ☐ N ☐ U ☐ X	
J Manifold / hose handling area suitable with adequate lighting?	☐ S ☐ N ☐ U ☐ X	
K Condition of cargo deck, piping & valves	☐ S ☐ N ☐ U ☐ X	
L Condition of cargo & ballast venting system	☐ S ☐ N ☐ U ☐ X	
M Condition of Cargo Hose-handling crane & lifting gear	☐ S ☐ N ☐ U ☐ X	
N IGS including pressure and O2 monitoring systems operational?	☐ S ☐ N ☐ U ☐ X	
O Did the vsl comply with closed sampling / gauging / venting operations?	☐ S ☐ N ☐ U ☐ X	
P Ballast discharge monitored?	☐ S ☐ N ☐ U ☐ X	
Q Deck lighting adequate for safe nighttime operations?	☐ S ☐ N ☐ U ☐ X	
R Pumproom ventilation operational?	☐ S ☐ N ☐ U ☐ X	
S Officers and crew conduct & professional knowledge	☐ S ☐ N ☐ U ☐ X	
T Safety/Environmental Practices and Compliance	☐ S ☐ N ☐ U ☐ X	
U General vessel appearance, including accommodation	☐ S ☐ N ☐ U ☐ X	
V Other	☐ S ☐ N ☐ U ☐ X	
W Vessel Acceptable at This Terminal	☐ Yes ☐ No	

Comments: _____

Signature: _____

Inspector: _____ Title: _____

APPENDIX 21

SUMMARY OF VESSEL REQUIREMENTS

№	Description	Reference page
1	Minimum – Maximum vessel size	8
2	Bow to Center Manifold distance	8
3	Ballast water segregation	21
4	Maximum Trim	21
5	Maximum Draft: No Restrictions	5
6	Derrick / Crane for hose handling Min SWL 15 tonnes for tankers of or below DWT 160,000 Min SWL 20 tonnes for tankers above DWT 160,000 For tankers built after 1 January 2019: Min SWL 15 tonnes for tankers of or below DWT 120,000 Min SWL 20 tonnes for tankers above DWT 120,001	20
7	Bow mooring arrangements: two chain stoppers of design in compliance with OCIMF Recommendations	8
8	Manifold configuration must be per OCIMF Recommendations for Oil Tanker Manifolds and Associated Equipment	20
9	Manifold Connections	20
10	Russian Flag flying	4
11	Accommodation Ladder/Pilot Ladder requirements	15
12	Accommodations for CPC-R Mooring Master	25
13	Accommodations for Hose Gang	25
14	IGS	30

CPC-R MARINE TERMINAL AREA OF OPERATIONAL RESPONSIBILITY

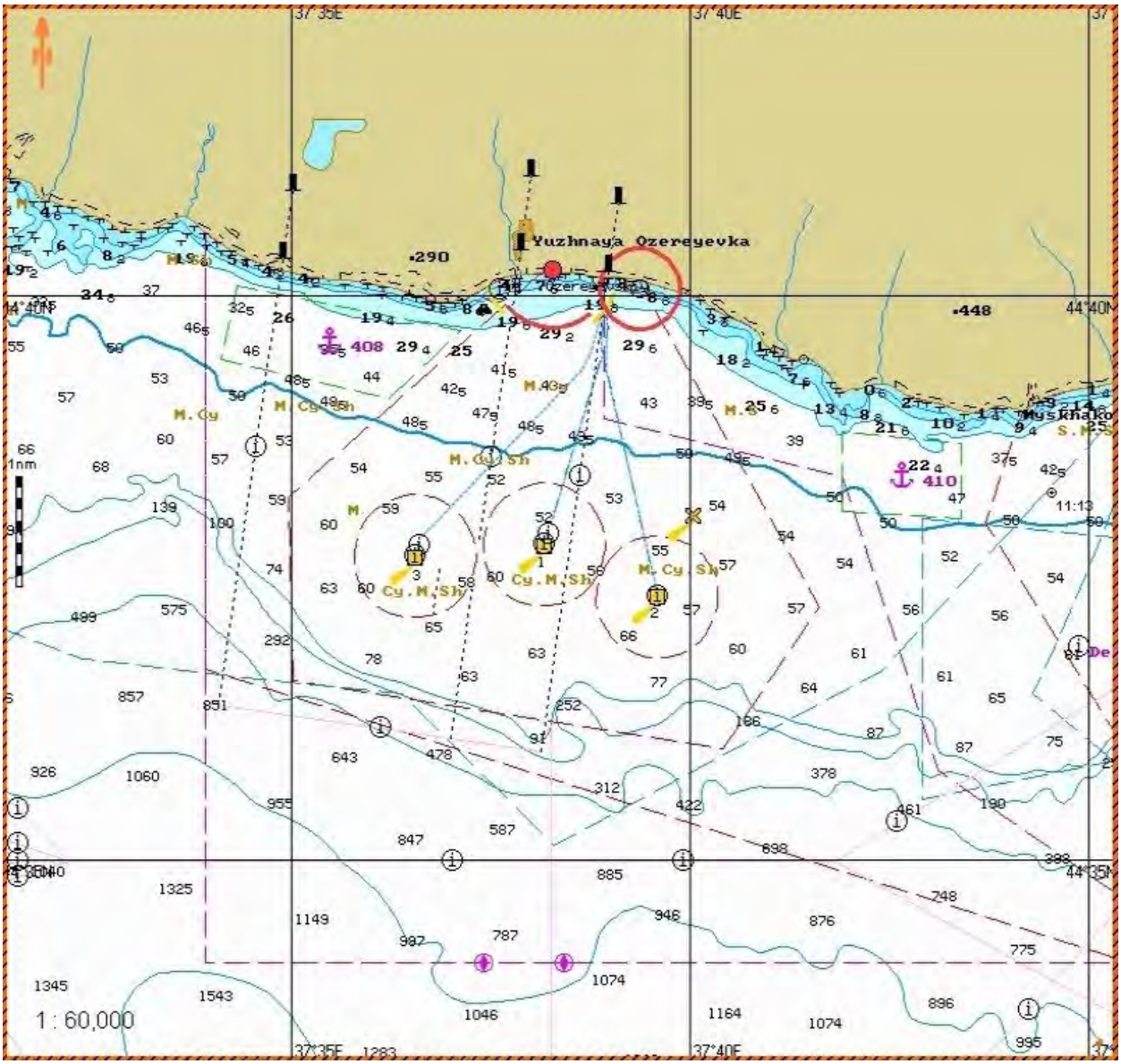
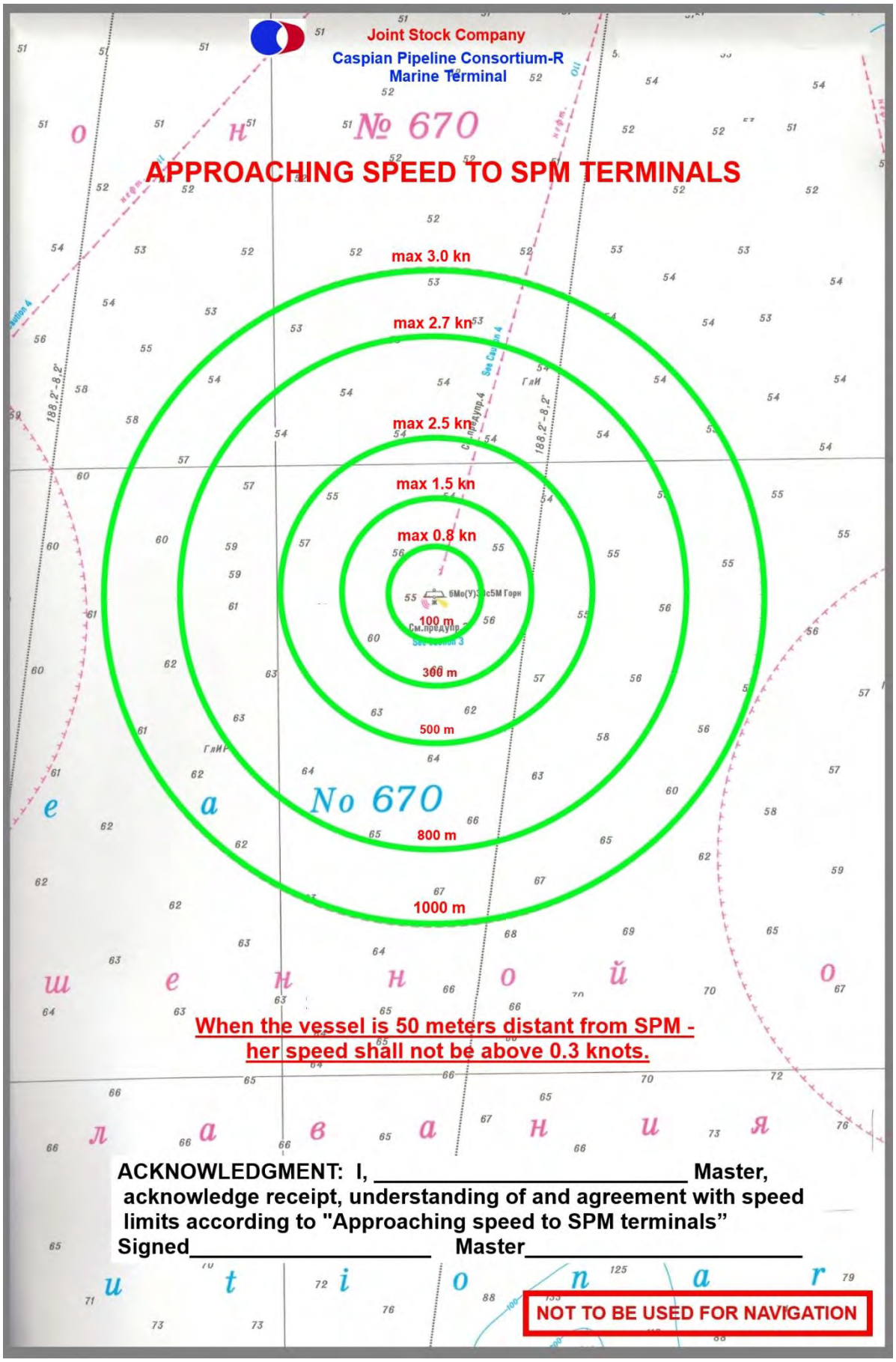
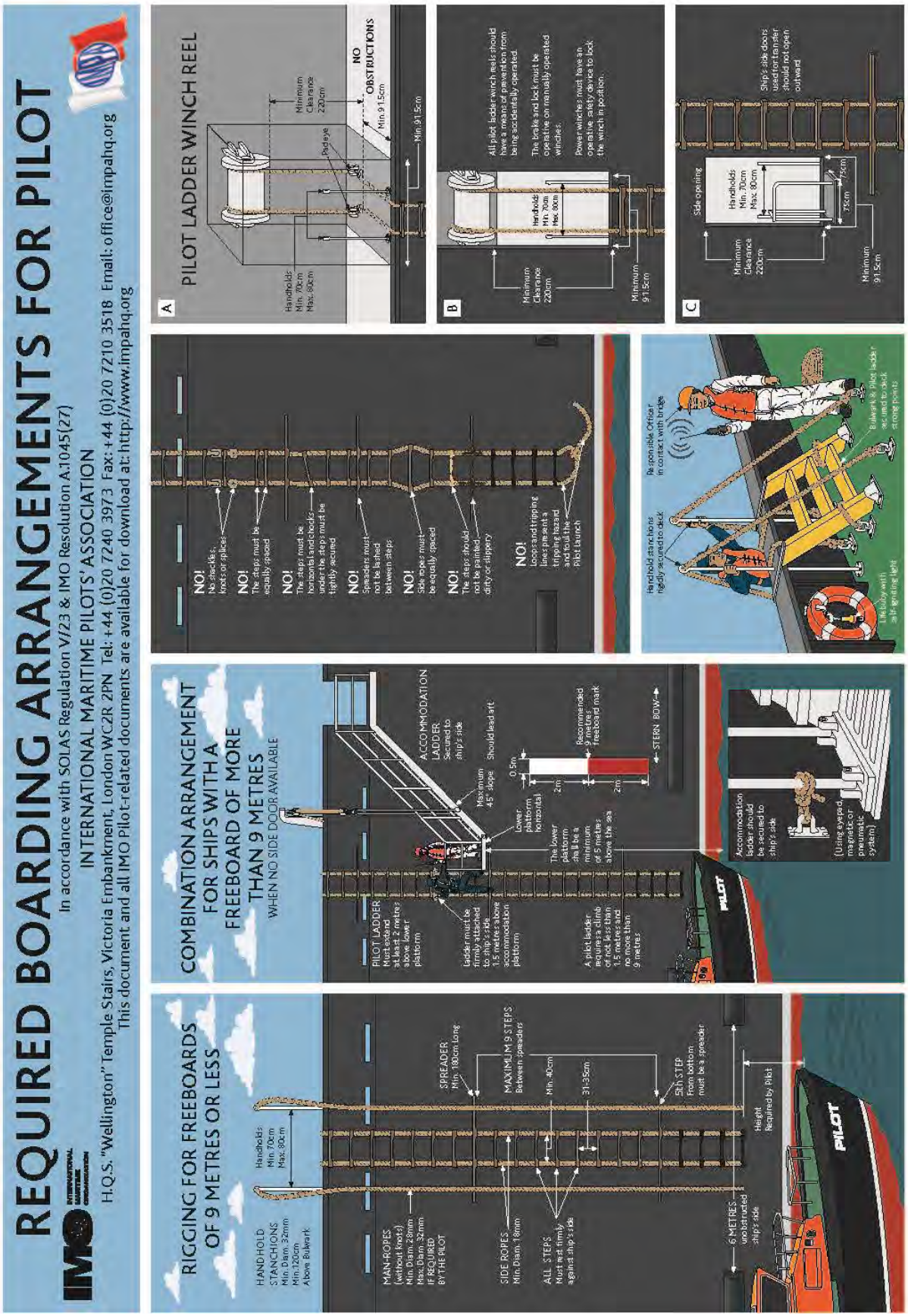


DIAGRAM OF SHIP'S SPEED RESTRICTION WHILE APPROACHING MARINE TERMINAL SPMs




REQUIRED BOARDING ARRANGEMENTS FOR PILOT
In accordance with SOLAS Regulation V/23 & IMO Resolution A.1045(27)
INTERNATIONAL MARITIME PILOTS' ASSOCIATION
H.Q.S. "Wellington" Temple Stairs, Victoria Embankment, London WC2R 2PN Tel: +44 (0)20 7240 3973 Fax: +44 (0)20 7210 3518 Email: office@impahq.org
This document and all IMO Pilot-related documents are available for download at: http://www.impahq.org
RIGGING FOR FREEBOARDS OF 9 METRES OR LESS
HANDHOLD STANCHIONS Min. Diam. 32mm Min. 120cm Above Bulwark
Handholds: Min. 70cm Max. 80cm
MAN-ROPES (without knots) Min. Diam. 28mm Max. Diam. 32mm IF REQUIRED BY THE PILOT
SPREADER Min. 180cm long
SIDE ROPES Min. Diam. 18mm
MAXIMUM 9 STEPS Between spreaders
ALL STEPS Must rest firmly against ship's side
Min. 40cm
31-35cm
5th STEP From bottom must be a spreader
6 METRES unobstructed ship's side
Height Required by Pilot
PILOT
COMBINATION ARRANGEMENT FOR SHIPS WITH A FREEBOARD OF MORE THAN 9 METRES
WHEN NO SIDE DOOR AVAILABLE
PILOT LADDER Must extend at least 2 metres above lower platform
Ladder must be firmly attached to ship's side 1.5 metres above accommodation platform)
ACCOMMODATION LADDER Secured to ship's side
Maximum 45° slope
Should lead aft
Lower Platform Horizontal)
0.5m
2m
The lower platform shall be a minimum of 5 metres above the sea
A pilot ladder requires a climb of not less than 1.5 metres and no more than 9 metres
Recommended 9 metres freeboard mark
2m
STERN
BOW
Accommodation ladder should be secured to ship's side
(Using eyepad, magnetic or pneumatic system)
PILOT
A
PILOT LADDER WINCH REEL
Handholds Min. 70cm Max. 80cm
Minimum Clearance 220cm
Pad eye
NO OBSTRUCTIONS Min. 91.5cm
Min. 91.5cm
B
All pilot ladder winch reels should have a means of prevention from being accidentally operated.
The brake and lock must be operative on manually operated winches.
Power winches must have an operative safety device to lock the winch in position.
Handholds Min. 70cm Max. 80cm
Minimum Clearance 220cm
Minimum 91.5cm
C
Side opening
Handholds Min. 70cm Max. 80cm
Minimum Clearance 220cm
35cm
75cm
Minimum 91.5cm
Ship's side doors used for transfer should not open outward
NO!
No shackles, knots or splices
NO!
The steps must be equally spaced
NO!
The steps must be horizontal and chocks under the steps must be tightly secured
NO!
Spreaders must not be lashed between steps
NO!
Side ropes must be equally spaced
NO!
The steps should not be painted, dirty or slippery
NO!
Loops and tripping lines present a tripping hazard and foul the pilot launch
Handhold stanchions rigidly secured to deck
Responsible Officer in contact with bridge
Lifebuoy with self-igniting light
Bulwark & pilot ladder secured to deck strong points

APPENDIX 25

OVERPRESSURE NOTICE

Attention: Shipmaster of the m/v_____
Date: _____
In re: overpressure in the loading system

Dear Captain,

CPC-R Marine Terminal has had a number of incidents of Export Tankers restricting or closing cargo valves against the flow of cargo, resulting in an over-pressure in the loading system. A pressure surge in the loading system leads to activation of Marine Breakaway Couplings (MBC) and burst of marine cargo hoses or to more severe damage to the SPM and piping system.
We seek your cooperation in order to avoid such incidents. It is vital that your officers in charge maintain an adequate valve arrangement for the loading operation at all times. Over-pressure incidents have invariably been caused by failures to observe one or more of the following standard operating practices, therefore we would appreciate that you have your officers in charge:

- Verify that the line-up of the vessel cargo system is correct and reconfirm it prior to commencement of loading operations, report the verification to the Mooring Master in due time;
- Check the cargo valve control system (especially hydraulic level/valve indicators, etc.) right before loading operations and assure that it is in the good working order. Your officers in charge must continuously monitor the cargo transfer;
- Verify that the main cargo valves of empty tanks are fully open before closing valves of any other tanks. Mooring Master must be informed before any alteration of the previously agreed Loading Plan.
- Your officers in charge must be aware of all the risks to the CPC-R Marine Terminal resulting from an inappropriate switch of a valve status leading to a restriction of the cargo flow.

Slow down program consists in the following steps:

Remaining cargo for loading, m3	Loading rate, m3/h	Number of fully (100%) open tanks
9000	9000	6
6000	6000	6
4000	4000	4
2000	3000	4
1000	1600	2

During loading operations at CPC-R Marine Terminal a video recorder will be installed in the vessel's Cargo Control Room above the tanker cargo and ballast valves control panels in order to track and record the sequence of valve manipulations during loading.

A vessel involved in an over-pressure incident will inevitably be considered UNACCEPTABLE for loading at CPC-R Marine Terminal henceforth.

Signature _____
CPC-R Mooring Master _____

ACKNOWLEDGMENT
I, _____, Shipmaster, hereby confirm that I have read, understood and agree to this Notice.

Signature _____
Signature _____

SEAL

APPENDIX 26

VOLATILE ORGANIC COMPOUNDS NOTICE

Attention: Shipmaster of the m/v_____
Date: _____
In re: volatile organic compounds discharge

Dear Captain,

Loading tankers at a Marine Terminal SPM goes along with emissions of volatile organic compounds (VOCs) from cargo tanks through the gas freeing system. Very close to the Marine Terminal are some recreational and residential areas therefore there is a strong call for extra vigilance against possible pollution of the environment.

Ship's administration shall enforce utmost measures to reduce VOCs emissions during loading of the export tanker.

Excessive pressure in the ship's gas freeing system shall only be bled outside of Area # 670.

Loading in progress, pressure in the ship's gas freeing system shall always be monitored and hourly reports given to the Mooring Master aboard specifying:

- pressure in the ship's gas freeing system;
- mastriser valve open percent.

Southerly winds escalating, the loading rate can be reduced to avoid excessive VOCs emissions.

The tanker loading rate may be reduced in the event of adverse weather conditions affecting propagation of VOC to the areas where residential settlements adjacent to the CPC-R Marine Terminal are located.

The Master complies with the strict requirements laid down in the item 3.26 of CPC–R MARINE TERMINAL MANUAL, Volume I «Terminal Information, Tanker Entry and Handling Conditions»

Signature _____
CPC-R Mooring Master _____

ACKNOWLEDGMENT
I, _____, Shipmaster, hereby confirm that I have read, understood and agree to this Notice.

SEAL

Signature _____

Master_____

APPENDIX 27

ACKNOWLEDGEMENT OF CPC-R MARINE TERMINAL DEMANDS

Attention: Shipmaster of the m/v_____
Date: _____

Dear Captain,

Set forth below are mandatory CPC-R Marine Terminal requirements:

1. CPC-R Mooring Master shall be notified before taking any action with cargo valves at any stage of cargo operations, including, but not limited to start-up, bulk loading & topping off.
2. Safety rule "first "OPEN – wait at least 60 seconds and confirm that cargo comes to opened tank - then CLOSE" shall be strictly followed whenever operating cargo tanks piping valves and the pressure in the tanker cargo system shall be constantly monitored.
3. Minimum 6 cargo tanks shall be fully opened throughout loading at the bulk loading rate.
4. Vessel shall give a 15 minute notice to CPC-R Mooring Master prior to commencement of reducing the loading rate for topping-off or for any other reason.
5. Terminal loading rate reduction procedure shall be discussed and agreed between ship's Officers-in-Charge and CPC-R Mooring Master before commencement of loading.
6. Cargo tanks valves and manifold valves should not be used to stop oil flow.

Signature _____
CPC-R Mooring Master _____

ACKNOWLEDGMENT
I, _____, Shipmaster, acknowledge receipt, understanding of and agreement with above.

SEAL

Signature _____

Master_____

APPENDIX 28

EMERGENCY STOP OF LOADING

Attention: Shipmaster of the m/v_____
Date: _____
Regarding measures aimed to organized emergency stop of loading at SPM of CPC-R Marine Terminal

1. Before loading CPC-R mooring master and chief officer of the tanker discuss procedure of emergency stop of loading by means of signing of SHIP/SHORE SAFETY CHECKLIST.
2. CPC-R mooring master and chief officer of the tanker states the UHF signal for emergency stop. Communication is provided by UHF 25 channel and UHF channel of the corresponding SPM.
3. If emergency stop of loading is required the vessel should make not less than one long signal by ship's whistle.
4. Emergency stop can be initiated both vessel and the loading dispatcher. Under no circumstances the vessels' valves should be used for stoppage of oil flow. After receiving a report from Loading dispatcher regarding closing of shore valves and stop of loading a Mooring Master closes manifold valves and informs the time of actual closing.

Signature _____
CPC-R Mooring Master _____

ACKNOWLEDGMENT
I, _____, Shipmaster, acknowledge receipt, understanding of and agreement with above.

SEAL

Signature _____

Master_____