

TotalEnergies Refinery Antwerp

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REGULATIONS RELATING TO THE LOADING AND UNLOADING OF BARGES AT THE TotalEnergies Refinery Antwerp - JETTIES

1. The captain or his deputy shall be entirely and exclusively responsible for all operations on board relating to loading/unloading.
2. In line with the ARAB and on the basis of federal and regional legislation, which include a duty of care with regard to third parties, the personnel of the ships shall wear personal means of protection during loading/unloading operations in the loading/unloading zone. The personal means of protection shall consist of at least working clothes with long sleeves and long trousers (preferably an overall), safety shoes and helmet. During connecting or disconnecting, it is obligatory to wear working gloves and to use appropriate breathing protection. The deck watch must wear safety goggles during connecting or disconnecting as well as during the entire loading or discharging operation.
3. The "Police regulations of the port of Antwerp" shall be strictly adhered to.
4. All ADN rules remain in full force.
5. The loading and unloading hoses used, both those of the ship and of TotalEnergies Refinery Antwerp (TERA), shall be in good condition. The captain must, if so requested by the refinery, be able to submit pressure test certificates for his loading/unloading hoses.
6. The connections of the loading/unloading hoses, both on board and on shore, shall be fitted with new graphite gaskets, all bolts shall be in the flanges and the hoses shall be tightened sufficiently. The hoses shall have sufficient play to allow the normal movements of the ship without damage to the loading/unloading hose. The connections at TERA are all according to the ANSI standard.
A vapour recovery of emanated gases during loading of gasoline is operational. The connection of the vapour recovery hose, both on board and on shore, shall be equipped with a joint. All bolts shall be in the flanges. The vapour recovery hose shall have sufficient play to allow the normal movements of the ship without damaging the vapour recovery line.
7. The connecting or disconnecting of the ship shall always occur under the supervision of TERA personnel. This means that ONLY TERA personnel may operate the shore valve, loading/unloading arms or loading/unloading derrick, the safe access and hydraulic gangways. Only TERA personnel may open or close the shore valves. Only the EMERGENCY VALVE may be activated by the crew via the "Dead man's radio" or via the emergency stop button on the loading point. After an Emergency STOP, instant communication between ship and dispatch is required. During loading operations of vessels at the jetties of TERA, the EMERGENCY STOP can be activated through the portable radio or from the loading point. The emergency stop closes the valves on the loading/unloading derrick.
8. Before starting the loading operation, the ship's personnel have to open the required valves on board. The loading operation will only start after the "dead man's button" has been activated by the ship's personnel. This is a formal confirmation that all valves on the ship, including the vapour recovery valve are in the correct position. This will make it possible to open the automatic valve on the loading derrick.
9. It is forbidden, even for a short time, to moor next to a vessel in the process of loading or unloading.
10. During the loading or unloading operation, a competent crew member should provide effective supervision from the deck. This deck watch has to be at least 18 years old.
Barges equipped to operate from the wheelhouse: during loading or unloading there must always be 2 persons present. The first person is always present in the wheelhouse and communicates with the shore by radio. During starting / stopping, the second person is required on deck. Afterwards, the second person carries out a check on deck at least every 30 minutes. During the entire operation, both persons are immediately available and approachable to the shore personnel.
11. Before loading, a "dead man's radio" is lent by the TERA to the ship's personnel, and has to be used during the loading operations. This radio has 4 functions:
 1. The first time the dead man's button is pressed by the ship's personnel is the signal that everything is ready on board to start the loading operations.
 2. Regularly activate the "dead man" with the push button on the "dead man's radio"; in case the dead man is not activated, the blue flashing light on the jetty will start working; if there is still no reaction, a ringing signal will start. If the ship's personnel still do not react, the loading will automatically stop.
 3. Allow the ship's personnel in case of possible incidents, as well on board as on the jetty, to activate an emergency stop of the loading operation (closing of the emergency valve on the loading installation).
 4. High/low flow rate: after putting "the foot" in all compartments to be loaded, the crew authorises to increase the starting flow rate as agreed in the ADN checklist.
12. TERA lends with loaders a cable for the overfill security that has to be connected to the high level alarm of the ship's tanks. In case of a high-level alarm on one of the ship's tanks, the loading operation will be stopped (automatic valve on the loading arm closes). For unloaders, a "Stop Pump" cable is given on board which allows the ship's pump to be stopped automatically on certain alarms on TERA.
Both "Deadman's radio" and cables should be returned to TERA in good condition before the ship departs. Any damage or loss will be charged to the owner of the ship.
13. On shore the loading and unloading operations will be monitored by the jetty personnel and control room personnel. The captains should agree the communication method with these people before loading or unloading starts. If the quay personnel are not on the jetty, the captains will have at their disposal : a telephone on the quay (phone nr. Control room 7 5359 / 7 5360), an EMERGENCY STOP on the jetty and on the "Deadman's radio", and a Motorola radio.

14. Smoking is forbidden in all circumstances, both on board and on shore. This rule also applies when no loading or unloading is occurring.
15. ALL open flame devices (heating, cooking and cooling devices) must be turned off from the moment the ship moors alongside the TERA quay. For gas installations this is done by closing the main valve.
16. Engines and electrical equipment (including mobile phones), with the exception of those which are explosion proof, shall be switched off.
17. All tank covers, inspection holes and dip holes should remain closed during loading or unloading.
18. During loading or unloading doors, windows and ventilation systems of the living quarters and engine room shall remain closed.
19. All work on board ships, moored alongside the TERA quays, is forbidden such as: chipping off rust, works causing sparks, sanding using electrical machines, work in the engine room, etc...
20. Illegal dumping is strictly prohibited.
21. Household waste has to be deposited in the green waste container. Household waste smeared with oil in the red container. Liquids are not allowed.
22. Emptying tanks that contain wastewater (sanitary or domestic) is prohibited.
23. All irregularities (spills, damage...) must directly be reported to the control room (tel.7 5359/ 7 5360). Since TERA, as concessionary of the loading and unloading wharfs, is responsible for the safety of the used docks, dock water and installations, TERA shall, on account of the polluter, take all actions considered necessary. So TERA can, on account of the polluter, ask for an intervention by the TERA fire brigade, inform the port authorities and ask for an intervention by a specialized cleaning company. The polluter will not be able to refuse any cost, unless he can prove that before any intervention, he - or a third party acting in his commission - already cleaned the complete contamination. The polluter remains responsible for left spilled product and for claims from third parties.
24. The owner and/or captain of the ship shall be solely responsible in the event of non-adherence to these regulations.
25. Transshipment at the quays of TERA is forbidden.
26. Unless, exceptionally accepted by the person responsible from TERA and provided that the necessary and legally prescribed safety measures are taken, entering enclosed spaces (e.g. ships tanks) is forbidden alongside the jetties of TERA.
27. Condensed gases in the vapour recovery flexibles are drained to board before disconnection. The spill container to disconnect the loading arm or the vapour recovery hose must be sufficiently large. After emptying the loading arm, the drain on board should first be opened to the spill container. When empty and after consent of TERA personnel, the valve should be closed on board (ship's manifold) and on shore. Next, the flange connection must be opened with due care. In case of any problems (presence of large quantities of product) during uncoupling, the flange connection should be closed immediately and the Area Manager (7 5357) notified.
28. The level-alarms must be switched on during the loading/discharging operations.
29. The ventilation of tanks along the TERA jetties is forbidden.

CAPTAIN'S STATEMENT

As Captain I declare

1. that I have received the "Regulations relating to the loading and unloading of barges at the TotalEnergies Refinery Antwerp - Jetties" and that all crew members are aware of the terminal rules;
2. that during the loading/discharging there will be at least one ADN certified crewmember on board.