

Bunker Oil

BUNKER OIL HESSA TERMINAL

PORT/TERMINAL INFORMATION BOOKLET

REVISION 06 – VALID THROUGH APRIL 2025

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0. PURPOSE

The purpose of this booklet is to assist tanker operations delivering oil products to a Bunker Oil terminal/ coastal depot.

Unless otherwise is stated, the limitations and recommendations found in this booklet is intended for tankers only.

The booklet also provides guidelines for the rare occasion and exception of loading the same vessel/ tanker at its current locations with oil products for delivery at another terminal/ coastal depot.

1. INTRODUCTION

This booklet contains general information and safety regulations for vessels using the facilities at the terminal.

Responsibility for the safe conduct of operations while your ship is at this terminal rests jointly with you, as the Master of the ship, and with the responsible 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 Checklist, which are based on safe practices that are widely accepted by the oil and the tanker industries.

*Bunker Oil Hessa terminal: port/terminal information booklet
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Failure to comply with Ship Shore Safety Checklist and these regulations will involve cessation of cargo operations and/ or removal from berth, pending complete investigation and receipt of written assurance from the Master that effective control has been established. A vessel will be held responsible for any cost and delays arising from non-compliance with the relevant safety procedures.

It is the Master's responsibility to ensure that all officers and crew are informed of and understands the contents of these safety regulations.

The contents of this booklet is in addition to, and does not supersede or replace any information contained in the national and/ or local harbours regulations, the latest edition of International Safety Guide for Oil Tankers and Terminals (ISGOTT) or safety regulations which the appropriate authority may issue.

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

BUNKER OIL

Revision 01 of this port/terminal information booklet is valid through April 2018. It is approved for use by AS Norske Shell.

Sign.: _____Ove Rørvik_____

On behalf of Bunker Oil

2. TERMINAL INFORMATION AND SERVICES

2.1 General

The terminal is located near by the town of Ålesund

There are residential areas near by the terminal.

The terminal is ISPS approved.

2.2 Pilots

Pilot is compulsory for all vessels above 500 tons displacements. Or if under the command of a foreign captain/ officer that does not hold a waterway certificate (farledsbevis) for the local waters.

Vessels en-route to and from the Bunker Oil Terminal must comply with all regulations regarding use of pilot within Norwegian territorial waters. A copy of these regulations can be obtained from the pilots on request.

Pilots boards in area Breisundet in position Lat 61° 27 min North, Long 5° 58,9 min East.

2.3 Pre-load/ discharge conference

A pre-load/ discharge conference shall be held between terminal representative and the ship's cargo officer. To aid the overall safe management of the operation, and inspection based on the latest ISGOTT version of "Ship/ Shore safety Checklist" is carried out before any loading or discharging. Repetitive checks will be undertaken at intervals agreed during the pre-transfers conference.

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

2.4 Inspections

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

2.5 Ship/ shore safe access

The vessel has provided its own gangway; safety net is mandatory.

2.6 Access to terminal

unauthorised persons or visitors that appear to be under the influence of alcohol and/ or drugs will be prohibited from entering the terminal facilities. Vessels are expected to undertake their own precautions in respect of intoxicated persons appearing on deck.

2.7 Consideration to our neighbours

if a residential area is very close to the terminal, every effort to reduce the environmental impact to our neighbours is appreciated. During your vessels stay at the terminal we strongly urge you to consider minimising the use of ventilators/ fans without jeopardising the safety on board. Noise and soot from vessel funnel should be minimised as much as practically possible.

2.8 General cargo/ supplies

Supplies or ship provisions may be transported on to the berth of the terminal when it's not in violation with the safety regulations.

No transport of goods or supplies shall take place during cargo operations due to the safety zone requirements.

Weight restrictions are as follows: The berth can carry the load of a heavy truck.

Capacity: Maximum axel load of 40 tons or other vertical loads of 40kN/m².

Ships crane may be used for lifting ship supplies and equipment. However no lifting of any equipment that may ignite sparks such as drums, steel, pipes etc may take place during cargo operations.

2.9 Bunker

No bunker barges are allowed alongside vessels moored at berth.

Lube oil of the most common qualities (engine-, hydraulic- and gear oil) can be supplied by the terminal and delivered at the berth.

Lube oil from barrels/IBC/ are delivered through a 1,0" hose with a 2" connection.

Bunker qualities available: GO and MGO

Bunker is available from a 2" , 3" or 4 inch hose, and the maximum capacity is 200m³/h.

It is the vessels responsibility to arrange for suitable connections.

2.10 Slop/ dirty ballast

If the vessel need to dispose degreaser, lube oil or other chemicals that cannot be accepted in slops, it has to be arranged by the ship with assistance from terminal. The vessel will be charged for the disposal.

Disposal of dirty ballast water and/ or slops to harbour waters and any pollution of the coastal waters will result in heavy fines.

2.11 Fresh water

Fresh water is available at the berth.

2.12 Garbage

No garbage or other materials, neither liquid nor solid, shall be discharged overboard from a vessel, but shall be retained in suitable receptacles (suitable container) on board or arrangements made for disposal ashore.

The depots will accept non-declarable wastes from vessels. This includes both tankers and customers wishing to dispose of wastes of reasonable amounts. As agreed waste oils, sludge and other hazardous wastes requiring a declaration of contents, the depot may assist in referring to assigned plants in harbour areas, or arrange for an appointed, certified company to collect such wastes while the vessel is still at the installation.

Thereby any depot related handling fees will be charged onto the ship.

3. COMMUNICATION

3.1 Communication equipment

Telephone, portable VHF/UHF and radiotelephone systems should comply with the appropriate safety requirements at the terminal.

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

Communication between responsible officer and the terminal representative should be continuously manned by persons who immediately can contact their superior.

The necessary information, concerning the selected system of communication and/ or telephone numbers to be used, should be stated in the appropriate form.

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

3.2 Communication procedures

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

Before loading or discharging commences, the system should be adequately tested. A secondary stand-by system should also be established and agreed. Allowance should be made for the time required for action in response to signals.

These systems should include signals for:

- Identification of vessel, berth and cargo
- Stand by
- Start loading or start discharging
- Slow down
- Stop loading or stop discharging
- Emergency stop

Any other necessary signals should be agreed and understood.

Terminal contact details, useful telephone numbers and VHF channels see Appendix 01.

4. PRE-ARRIVAL EXCHANGE OF INFORMATION

4.1 Tanker to terminal

Wherever possible, the following information should be sent at least 12 hours prior to arrival or upon sailing from last port.

CODES

- AA- Name of vessel and IMO no, (International Marine Organisation)
- CC- Overall length and beam of vessel and draught on arrival.
- DD- Estimated time of arrival at pilot boarding area.
- EE- Vessel's displacement on arrival and departure.
- FF- Vessel ready to unload (load if applicable) upon arrival.
- GG- Maximum draught expected during and upon completion of cargo handling.
- HH- Any defects that could adversely affect safe operations or delay commencement of cargo handling.
- II- Ship's manifold details, including type, size, number. Also products to be handled at each manifold, numbered from forward.
- JJ- Advance information on proposed cargo handling operations, including grades, sequence, quantities and any rate restrictions.
- KK- On products likely to contain H₂S, measured cargo tank atmosphere in each tank.
- LL- On heated cargoes, average temperature.

5. LIMITING CONDITIONS FOR BERTHING/ UNBERTHING OF TANKERS

5.1 Wind restrictions

Operations for all vessels will be stopped and hoses drained empty at a wind speed of 25 m/s and a wind direction of 0-360°, additional moorings to be posted as required according to the corresponding/ applicable limiting conditions.

Any operation of the cargo hoses at berth should not take place at a wind speed of 25 m/s and a wind direction of 0-360°, except in emergency situations. When weather conditions are on the borderline hoses can be kept connected but should be drained empty.

If winds speeds exceeding 25 m/s with a wind direction of 0-360° is predicted hoses should be disconnected before this wind speed is reached.

Any operation shall comply with safe working conditions, Bunker Oil (health safety and environment).

Additional wind restrictions see appendix 03.

5.2 Current restrictions

Se appendix 03

5.3 Visibility restrictions

No one stated by terminal.

5.4 Swell restrictions

If the swell conditions create vessel movements, which concerns the safe mooring or exceeds the safe moving criteria of the loading hoses/arms, loading and discharge operations will be suspended and the loading hoses/ arms disconnected.

5.5 Electrical storms/ lightning

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

5.6 Berth approach

During the final approach, the speed towards the berth should be minimised in order to reduce the impact on the fenders. See appendix 05.

The masters residing onboard various tankers have experienced the most challenging manoeuvring conditions when they encounter strong winds from the north while departing.

6. BERTHING AND UNBERTHING

6.1 Tug

Vessel's Master is responsible for arranging the necessary number of tugs required for safe berthing and unberthing of his ship to the terminal. Any jetty damages caused will be on vessel account.

No tug requirements by terminal.

Tugs to be used according to port authority requirements.

6.2 Mooring plans

Vessels shall comply with the enclosed mooring plans, commensurate with their size and the prevailing weather conditions. See appendix 05.

The Safe Working Load of terminal mooring points may vary depending on ship size they are intended for, vessel officer should cooperate with mooring crew and use the appropriate sized mooring points for its vessel as per appendix 05A and 05B.

7. GENERAL PRECAUTIONS

7.1 Removal of blind flanges

- Precautions should be taken to ensure that, prior to the removal of line blinds from tanker and terminal pipelines, the section between the last valve and blind flange does not contain oil under pressure.
- Precautions must also be taken to prevent any spillage.
- Blind flanges shall be capable of withstanding the working pressure of the line / system to which they are connected.
- Blind flanges should normally be of a thickness equal to that of the end flange to which they are fitted.

7.2 Accidental oil spillage and leakage

No oil or mixture containing oil shall be discharged or allowed to escape from a vessel whilst at the Terminal. The engine room bilge overboard valve should be closed and locked shut and sealed whilst the vessel is in port. It is important that the surface of the water around the vessel is monitored as a check against the inadvertent escape of oil. To prevent pollution of coastal waters and in an endeavour to avoid subsequent heavy claims, the shore installation will, in case of any oil spill from a vessel, take such steps as may be deemed necessary to fight the pollution before it spreads.

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

ANY OIL SPILL MUST BE REPORTED IMMEDIATELY

7.3 Fire fighting equipment

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

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

powder extinguisher available near the manifold.

On the berth, fire fighting equipment should be ready for immediate use. While this may not involve the rigging of fire hoses, the preparations for emergency operation if the fire fighting equipment should be apparent and communicated to the tanker. Consideration should be given to having portable extinguishers available for use adjacent to the berth manifold area.

7.4 Scupper plugs

Before cargo handling commences, all deck scuppers and, where applicable, open drains on the berth, must be effectively plugged to prevent spilled oil escaping into the water around the tanker or terminal. Scuppers that are temporarily unplugged in order to drain clean rainwater from the cargo deck for example, must be constantly and closely monitored. The scupper must be re-sealed immediately in the event of a deck oil spill or any other incident that has the potential to cause pollution. Oily water should be transferred to a slop tank or other suitable receptacle.

7.5 Spill containment

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

7.6 Portable electronic equipment

Mobile Phones, Personal computers, Pagers and Cameras may only be used in or on:

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

Mobile phones shall be switched off in the terminal area and until the accommodation area onboard the ship has been reached. (Ex proof phones excluded).

Batteries for mobile phones, pagers and UHF/VHF radio should not be changed, unless it is inside a permanent building.

7.7 Smoking and the use of naked light

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

7.8 Emergency towing/ fire wires

Fire wires are to be positioned at the offshore bow and quarter whilst alongside, to enable tugs to connect readily in an emergency situation. The preferred method is to secure the inboard end to bollards, with a minimum of five turns, and to lead the outboard end direct to a shipside chock with a bight hanging over the side and no slack on deck.

7.9 Ullaging and sampling

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

7.10 Emergency shutdown

Transfer operations shall be halted immediately in event of any of the following:

- Cargo spillage or suspected cargo spillage.
- Fire or explosion on the vessel or in the Terminal.
- Failure of the ship/ shore communication system.
- Mooring lines repeatedly not properly tended.
- Deck watch is absent.

7.11 Pressure surge precautions

In the event of an emergency shutdown the import valves for the terminal tanks will close when the emergency switch has been triggered. Alarms installed.

Pipeline systems are designed to give acceptable surge conditions. Systems onboard the ship must be able to withstand these possible conditions.

7.12 Segregated ballast discharge overboard

Segregated ballast discharged over board shall be monitored for any possible oil mixture.

Under no circumstance is it allowed to discharge the ballast on the jetty. The ground will then be undermined, and the vessel held responsible for all costs herein.

7.13 Ballasting/ de ballasting

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

7.14 Gas freeing and/ or tank cleaning

No gas freeing or tank cleaning is allowed alongside the berths.

7.15 Enclosed space entry

The approach towards enclosed space entry shall comply with the description in the Bunker Oil ship/shore safety list.

7.16 Repairs

When the ship is alongside, only minor repairs may be carried out and ships engines shall not be immobilised. In all cases, the port's safety regulations are to be followed. In exceptional circumstances immobilisation may be permitted, subject to the approval of the harbour authorities and terminal manager. Stand by tugs shall then be required as a pre-condition of the permission.

7.17 Hot work

No Hot work is permitted while the vessel is alongside the berths.

7.18 Mooring and deck watch

A qualified member of the vessel's loading/discharging continuously as well as moorings, which must be maintained taut at all times.

7.19 Draining of loading hoses/ arms

The ship must be able to drain loading hoses/ arms to a cargo tank on completion of cargo operations.

7.20 Ship- shore volume comparisons

For line, tank and valve integrity purpose both at the terminal and onboard the vessel, hourly vessel/shore comparisons of cargo transfer rates and quantities will be carried out. Vessel officer should be prepared to provide terminal with this information on an hourly basis.

8. ALARM INSTRUCTIONS AND ACTIONS TO BE TAKEN

Fire Action - Ship

Fire on your ship:

- Raise alarm
- Fight fire with aim of preventing spread
- Inform terminal
- Cease all cargo/ ballast operations and close all valves
- Stand by to disconnect hoses or arms
- Bring engines to standby

Fire on another Ship or Ashore

- Raise alarm
- Stand by, and when instructed: Cease all cargo/ ballast operations and close all valves
- Disconnect hoses or arms
- Bring engines and crew to standby, ready to un berth

Fire Action - Ashore

Fire on a Ship

- Raise alarm
- Contact ship
- Cease all cargo/ballast operations and close all valves
- Stand by to disconnect hoses or arms
- Stand by to assist fire-fighting
- Inform all ships
- Implement terminal emergency plan

Fire Ashore

- Raise alarm
- Cease all cargo/ballast operations and close all valves
- Fight fire with aim of preventing spread
- If required, stand by to disconnect hoses or arms
- Inform all ships
- Implement terminal emergency plan

In case of fire, do not hesitate to raise the alarm

Terminal Fire Alarm

At this terminal, there are no fire alarm siren

In Case of Fire:

1. Sound one or more blasts on the ship's whistle, each blast of not less than ten seconds duration supplemented by a continuous sounding of the general alarm system.

2. Contact the terminal.

Telephone UHF/VHF channel

In the case of fire, personnel will direct the movement of vehicular traffic ashore.

Appendix 01

Terminal contact details, useful telephone numbers and VHF channels

Emergency numbers		
Fire brigade	Telephone	110
Police	Telephone	112
Ambulance	Telephone	113
Bunker Oil Hessa	Telephone	70104747
	Channel	
	Mobile phone	9085 4085
Port authorities	Telephone	70163410
	Channel	12
Emergency channel	Telephone	
	Channel	16
Pilot		
Kvitsøy Losformidling	Telephone	+47 - 51735397
	Channel	13 / 16
Tug operator	Telephone	+47 - 70102520
	Channel	
Ships agent 1	Telephone	+47 - 70116300
Tyrholm å Farstad AS	Mobile phone	+47 - 91576607
	Channel	
Ships agent 2	Telephone	+47 - 70118300
J. Martens AS	Mobile phone	
	Channel	
Ships agent 3	Telephone	
	Mobile phone	
	Channel	
Local taxi	Telephone	

**APPENDIX 02 BERTH INFORMATION JETTY WEST (old jetty)
General limitations**

Maximum vessel size	
DWT	28000 tons
Displacement, ton	34500 tons
LOA, m	170 m
Max draft, m	7,3 m *

* Safety when determining max draft:

Extreme conditions rarely occur, hence normal condition (shown in brackets) will in most cases be sufficient.

Normal conditions: maximum draft summer load conditions and UKC (Under Keel Clearance) of 0,5 m.

Extreme conditions: maximum draft summer load condition and UKC of 0,5m, swell/ trim that exceeds normal conditions and the lowest tide ever observed.

Berth data Jetty West	
Depth at lowest astronomical tide, LAT	7,8
Length of berth front, m	75 m
Fenders at berth corner	No
Fender capacity	Truck tires, capacity not established

Under Keel Clearance (UKC) policy

Minimum 0.5m clearance should be maintained between vessel keel and seabed at all times. In periods with exceptional low water the drafts should be reduced accordingly, arriving vessel not be able to comply with the terminal UKC policy may not enter the port until the water level is sufficient.

APPENDIX 03 LIMITING CONDITIONS FOR BERTHING/ UNBERTHING OF TANKERS

03.1 Berthing with wind restrictions

Wind direction	Wind speed	Tanker <28 000 DWT/ 34500 tons displ.
0-360°	<20 m/s	Berthing accepted
0-360°	>20 m/s	No berthing operations permitted

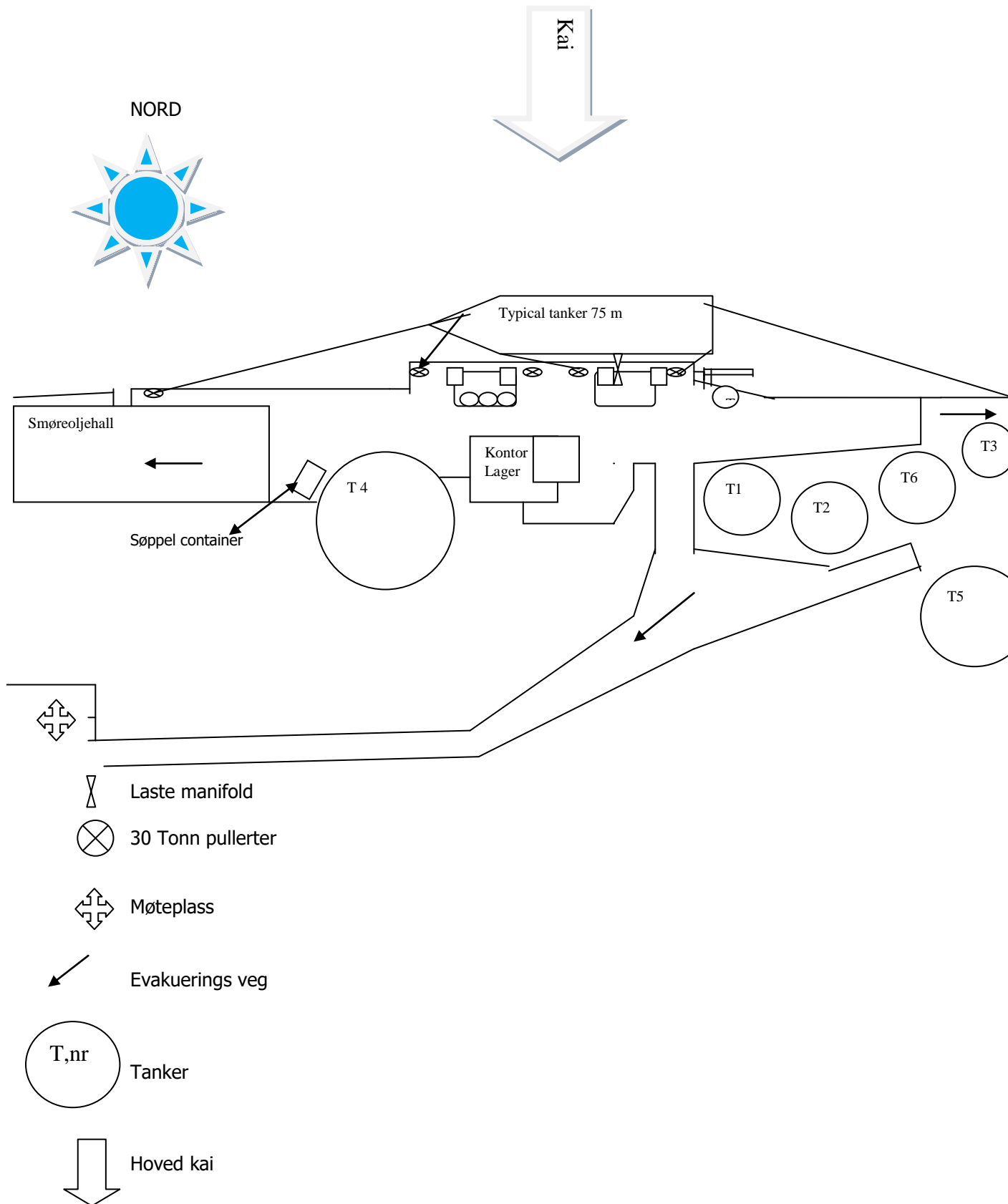
03.2 Wind restrictions while alongside berth

Table valid for tankers in loaded conditions

Wind direction	Wind speed	Tanker <28 000 DWT/ 34500 tons displ.
90-225°	<28 m/s	Vessel can stay moored
80-225°	>28 m/s	Vessel has to depart

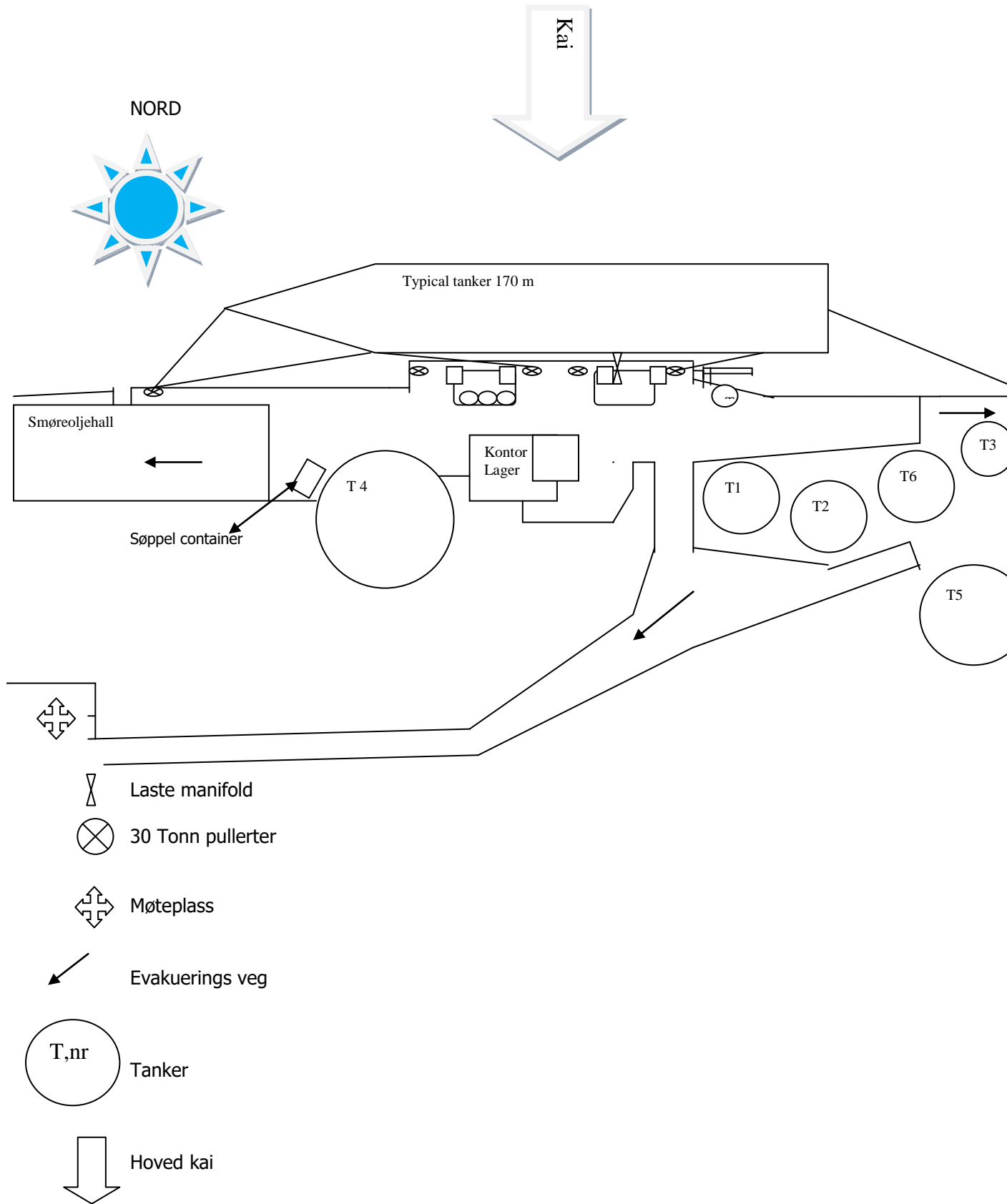
Above tables are minimum requirements. When the use of a pilot is required it is the vessels master, with advice from pilot, who is responsible to evaluate the conditions and ensure proper safety margins are in place and order the necessary number of additional tugs.

APPENDIX 05 – MOORING PLANS BERTH

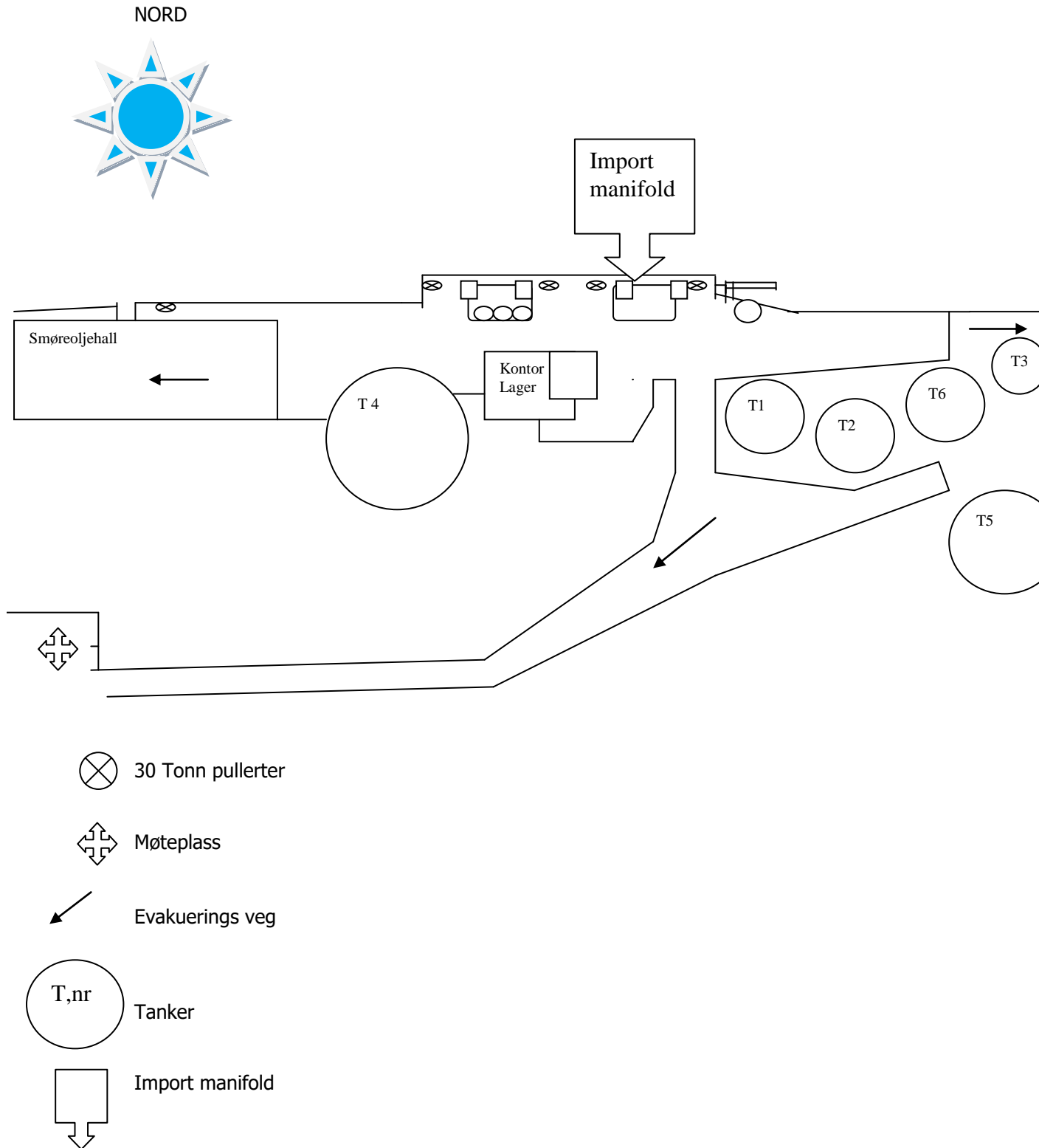


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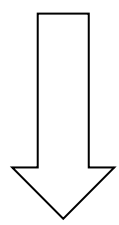
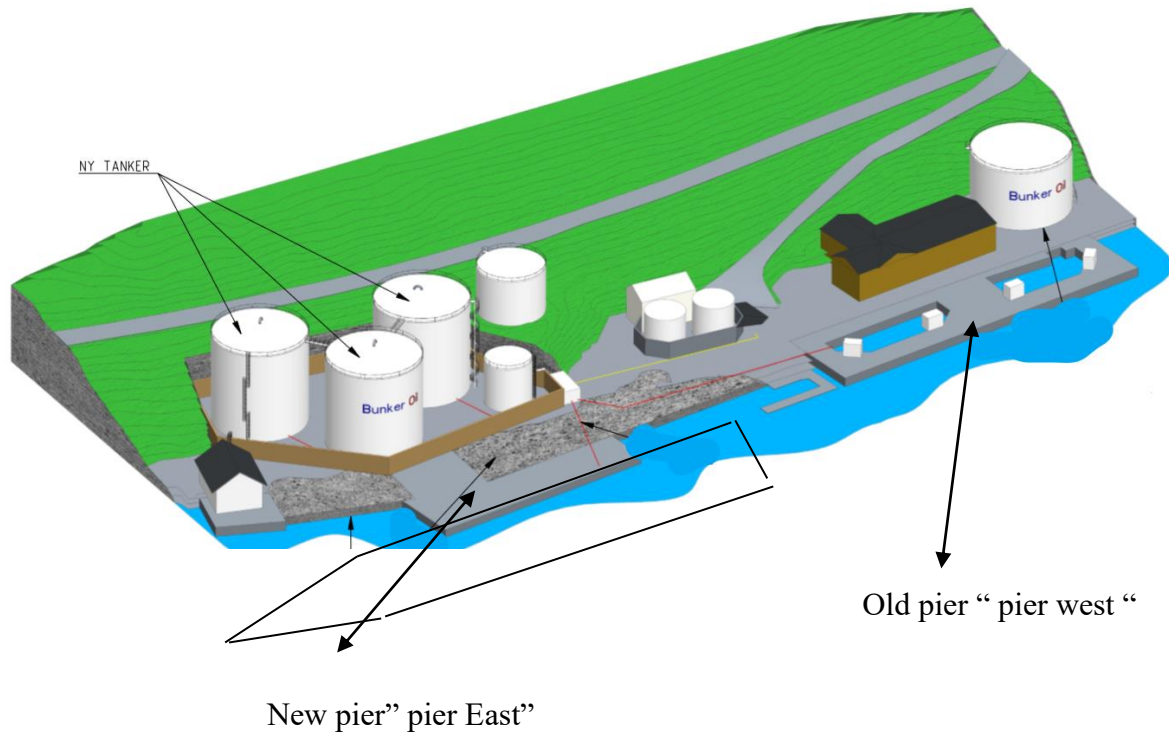
APPENDIX 05 – MOORING PLANS BERTH



APPENDIX 06 – IMPORT MANIFOLD



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NORTH

**APPENDIX 07 BERTH INFORMATION JETTY WEST (New jetty)
General limitations**

Maximum vessel size	
DWT	35000 tons
Displacement, ton	34500 tons
LOA, m	200 m
Max draft, m	9,5m *

* Safety when determining max draft:

Extreme conditions rarely occur, hence normal condition (shown in brackets) will in most cases be sufficient.

Normal conditions: maximum draft summer load conditions and UKC (Under Keel Clearance) of 0,5 m.

Extreme conditions: maximum draft summer load condition and UKC of 0,5m, swell/ trim that exceeds normal conditions and the lowest tide ever observed.

Berth info JETTY EAST (New jetty)

that exceeds normal conditions and the lowest tide ever observed.

Berth data Jetty East	
Depth at lowest astronomical tide, LAT	10
Length of berth front, m	60 m

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Fenders at berth corner	No
Fender capacity	Truck tires, capacity not established

New jetty east

Jetty west, old jetty



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100 ton pullert

50 ton pullert x 4 pieces on pier

100 tonn pullert

Import export manifold