

# **SEA-Tank Terminal** **Antwerp NV**

TERMINAL GUIDELINES

SEAGOING VESSELS



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## 1. Introduction

### 1.1. General information

The information contained in this guidelines is intended to familiarize vessel owners, operators, charterers and masters with the general conditions, rules and regulations, facilities and availability of services at the Sea-Tank Terminal Antwerp NV.

This information is presented without guarantee or warranty on the part of Sea-Tank Terminal Antwerp NV as to its accuracy or completeness and does not replace nor supersede any local, national or international regulation. Sea-Tank Terminal Antwerp NV does not assume nor accept any responsibility for the use of any information contained herein by any person.

In all circumstances, vessel masters shall remain solely responsible for:

- The safe and seaworthy operation of their vessel;
- Compliance with all applicable international, national and local laws, rules and regulations;
- Adherence to the latest Oil Companies International Marine Forum (OCIMF) guidelines;
- Adherence to this terminal guidelines.

As master you are hereby notified that your vessel may be boarded at any time by terminal personnel to ensure compliance with the requirements laid out in this guidelines. Any noncompliance will result in the interruption of the on-going cargo operations and may affect future approval status of your vessel at this terminal.

### 1.2. Terminal location

Sea-Tank Terminal Antwerp NV is located in the port of Antwerp on the right bank of the river Schelde, in the Hansadock between Quay numbers 405 & 415 (see BA Chart 128).

Berth coordinates are 51°15'66.9"N 4°20'81.1"E.

The docks of the port of Antwerp are non-tidal docks. Access between the River Schelde and the Kanaaldok is achieved via 2 lock complexes situated at the north west and south west end of the dock.

The density of the dock water is 1004 kg/m<sup>3</sup>.

Terminal GISIS details:

- UNLOCODE: BE-ANR 0511
- Port facility number: 0511

## **2. Safety**

### **2.1. Electrical equipment**

Any electrical or electronic equipment used in hazardous area must be of an approved type having a minimal approval for ATEX Zone 1 / T4 or equivalent.

Appropriate labels and certificates will be readily available at all times for inspection. Any other electrical or electronic equipment of non-approved type will not be used while the vessel is alongside.

Radar equipment shall not be used while vessel is alongside.

Radio transmissions on HF/MF are strictly prohibited. Main radio unit must be switched off and antennas earthed. Transmission on fixed VHF installations is permitted provided the unit is set to low power mode. The use of satellite communication equipment is allowed.

While alongside, AIS transmitters shall be set to low power mode. If the AIS is not fitted with a low power mode function, the AIS transmitter shall be switched off.

### **2.2. Emergency towing-off wires**

In accordance with the latest OCIMF recommendations, the rigging of emergency towing-off wires is not required by the terminal.

Vessels may rig towing-off wires if required by their internal procedures. In that case vessels must guarantee that the towing-off wires are sized and rigged as per OCIMF "Mooring Equipment guidelines" section 3.11.

### **2.3. State of readiness of the vessel**

Vessels are requested to maintain their ability to unberth under their own power on short notice (less than 15 minutes) in the event of an emergency.

Any repairs or maintenance that may affect the ability of the vessel to manoeuvre are not allowed.

### **2.4. Drug and alcohol Policy**

The use, possession, distribution, sale or being under the influence of alcohol or a controlled substance is prohibited at the terminal.

Disorderly or intoxicated persons, visitors or crew members will be denied access to the terminal.

Should intoxicated persons be found on board, the terminal reserves its right to inform the competent authorities in order to establish the nature of the intoxication. Cargo operations could be interrupted until the situation has been satisfactorily rectified. All costs related to such delays will be borne by the vessel's owners/managers.

## **2.5 Enclosed space entry**

Entry into any enclosed space (cofferdams, ballast tanks, double bottoms, void spaces, etc.) is not allowed.

## **2.6. Hot Work**

No hot work is allowed at any time and in any location on board. That includes the engine room work shop and/or engine room dedicated welding area.

## **2.7. Working aloft or outboard**

Working outboard is not allowed while alongside at the terminal.

Working aloft may be permitted only to carry out urgent repairs and provided proper safety measures are in place. Agreement from the terminal has to be obtained before any working aloft is initiated.

## **2.8. External doors, hatches, ports and accommodation ventilation**

All external accommodation, engine casing, forecastle and main deck storeroom doors, ports, hatches and openings shall be kept closed while the vessel is alongside, except for routine opening for personnel passage.

Hatches and openings for enclosed spaces shall remain closed for the entire stay.

Air-conditioning and ventilation intakes which are likely to draw air from the cargo area must be closed. As far as practical, air-conditioning system should be kept on partial recirculation mode to avoid ingress of cargo vapours into living and working spaces.

## **2.9. Manning**

Vessels shall be properly manned at all times in order to safely manage shipboard emergencies and to carry out emergency manoeuvres, including assisting in the disconnection of loading arms in the event of an emergency.

## **2.10. Smoking areas**

Smoking and the carriage of matches or gas lighters is prohibited throughout the entire terminal.

Smoking on board is only permitted in the dedicated smoking areas inside the accommodation spaces. A maximum of two smoking areas is permitted. Smoking areas must be clearly defined and marked.

Gas lighters are strictly forbidden and measures should be in place to provide sufficient amount of safety matches (or acceptable alternative) in the dedicated smoking areas.

### **2.11. Personal protective equipment**

Every crewmember present on deck or on the jetty is expected to wear proper personal protective equipment. Suitable PPE shall be, as a minimum:

- A safety helmet with goggles;
- Anti-static and fire retardant working clothes covering the whole body;
- Safety shoes or boots with reinforced toe cap and oil resistant soles;
- Suitable protective gloves;
- An approved work vest when working in areas not protected by a handrail;
- When required, an approved H<sub>2</sub>S detector;
- When required, suitable face protection or a full-face respirator;
- When required, suitable Acid-resistant chemical suit, boots, gloves and face shield;

External technicians, contractors or suppliers involved in works on deck are expected to follow the above mentioned standards.

Crewmembers walking from and to the terminal gate are expected to wear:

- A safety helmet;
- Safety glasses or goggles;
- Safety shoes;
- Clothes covering the whole body.

The same standards are expected for all visitors to the vessel not involved in cargo operations.

### **2.12. Mobile phones**

Non-intrinsically safe mobile phones shall not be used inside the terminal and shall be turned off before entering the terminal area at the gate.

Mobile phones may be used inside the vessel's accommodation spaces.

### **2.13. Painting and sandblasting**

For pollution prevention purposes, spray painting, overboard hull painting and sandblasting operations are prohibited while alongside the terminal.

Due to possible spark generation, wire brushing and mechanical rust chipping is not allowed.

### **2.14. Use of deck crane**

The midships deck crane cannot be used when a loading arm/hose is connected.

The aft crane may be used at all times provided prior agreement from the terminal has been received.

**2.15. Main engine testing**

Main engines must not be tested during loading or unloading.

Main engines may be tested prior departure as required by SOLAS, but only after loading arm/hose disconnection.

**2.16. Lifeboat and rescue boat testing**

Lifeboat and rescue boats may be tested while alongside provided that suitable safety measures are in place and sufficient personnel remain on board to safely handle ongoing cargo operations.

Lifeboat and rescue boat testing must be authorized by the harbour master and terminal management. Authorization (using form HKD 25) should be requested via your agent.

Lifeboat free fall launching is not permitted.

**2.17. Vehicles**

Only vehicles with gasoil engines are allowed on the terminal. LPG, gasoline, hybrid or electric vehicles are not allowed and will be stopped at the gate.

There is a strict speed limitation of maximum 20 km/h on the entire terminal.

The quay area is not provided with marked parking spots, cars should always be parked in line with the vessel (see plan in section 11). Improperly parked vehicles will be removed at the vehicle owner's expenses. Parked vehicles must remain unlocked with the key in the ignition to allow fast removal in case of emergency.

**2.18. Safe access from ship to shore**

All vessels are requested to rig a safety net under the gangway to prevent persons or objects falling into the water. Appropriate warning notices shall be placed at the gangway together with an international shore connection, a fire safety plan, an up to date crew list and a cargo manifest enclosed in a watertight container as well as a lifebuoy with line and self-activating light. The gangway area must be adequately lit during hours of darkness. Vessels must provide a gangway of their own. The provided gangways must be in good condition, steps must have a non-skid surface and be equally spaced. The maximum angle of the gangway shall not exceed 30 degrees. If it's not possible to rig a proper gangway onto the jetty, then access to and from the vessel shall be performed by boat on the offshore side of the vessel. In this case, all related additional expenses shall be borne by the vessel. A pilot ladder rigged from main deck down to the jetty, as an alternative for a gangway, will not be accepted.

### 2.19. Underwater operations

If for any reasons underwater operations are planned (propeller polishing, hull inspection, etc.) the following must be taken into account:

- Works can only be carried out if authorized by the port authorities and by the terminal (authorization to be requested via your agent);
- The diving company must request and obtain a cold work permit from the terminal.
- The quay cannot be used for this operations, generators and/or other equipment are not allowed to be placed on the quay.

To carry out underwater operations the vessel's master must guarantee that:

- The underwater operations are discussed with a terminal representative during the pre-operations key meeting;
- A procedure for underwater operations is available in the vessel's SMS;
- The procedure for underwater operations is correctly followed and relevant documentary evidence of such is available for terminal personnel on request;
- Underwater operations do not impede the vessel to manoeuvre on short notice as per 2.3;
- The vessel maintains permanent look-out for other maneuvering ships in the surroundings with the ability to broadcast the necessary safety information on VHF Ch. 74 (inter-ship communication within the port of Antwerp).

The underwater operations will not delay cargo operations.

## 3. Pollution prevention

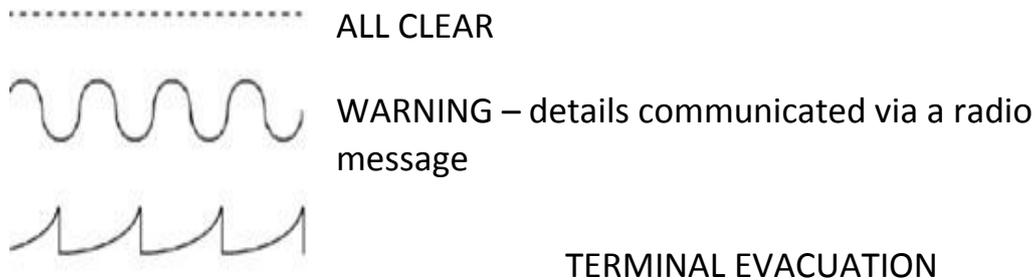
The master is responsible for ensuring that every precaution has been taken to avoid pollution incidents of any nature while the vessel is alongside the terminal. Prior to the vessel's arrival, it shall be verified that:

- All deck scuppers are plugged and sealed;
- An adequate amount of absorbent material is available on deck for immediate use;
- A pumping system is in place to draw off all deck water contaminated by oil or grease to a containment tank;
- Measures are in place to provide for immediate deck containment recovery in the event of a spill;
- Measures are in place to minimize the accumulation of rain water on the main deck;
- A pumping system is in place to draw off all oil or oily liquid from the cargo manifold drip pan to a containment tank. Manifold drips pans must be kept dry at all times;
- All unused cargo and bunker connections are closed and blanked;
- All sea suction and overboard valves, except for segregated ballast and machinery seawater cooling systems, are closed and sealed;
- No bilge water or sewage shall be discharged from any compartment;
- No soot blowing operation shall take place;
- Measures are in place to monitor funnel emission so that visible or excessive funnel emissions or sparks are promptly dealt with.

## 4. Emergency procedures

### 4.1. Emergency signal

The terminal is fitted with its own siren that will sound in the event of an emergency and uses the following signals:



The emergency siren is tested every Friday at 16:30 (manual activation) and every first Thursday of each month at 13:00 (manual activation) with the following sequence:

**all clear – warning – evacuation – all clear**

### 4.2. Terminal evacuation

If the evacuation alarm is sounded, the following steps are to be followed:

- Stop cargo operations with the appropriate ESD system and close all valves;
- Stop all ventilations and close all doors;
- Gather all crew and visitors inside the accommodation. Make sure everybody is accounted for;
- Wait for instructions from terminal via radio or mobile phone;
- Maintain radio silence and restrict communication to emergency related matters only.

Depending on the nature and location of the emergency you will be directed to one of the assembly points outside the terminal.

Should the evacuation routes not be available, evacuation will be organized by boat.

### 4.3. Fire emergency

#### 4.3.1. Fire emergency equipment

Vessels: while alongside vessels shall have 2 fire hoses connected in the vicinity of the manifold. Additional protection against flash fire shall be provided by having two suitable portable fire extinguishers readily available on the manifold.

If the vessel is fitted with a fixed foam fire extinguishing system, foam monitors shall be focused in a raised and ready position.

Main deck fire line must be ready for immediate use. If main and/or emergency fire pumps cannot be remotely started from the cargo control room, the fire line shall remain pressurized at all times.

Terminal: The terminal is protected by a fire water system supplied from fire pumps located within the terminal and portable dry chemical fire extinguishers. Each jetty is also equipped with international shore connections.

#### 4.3.2. Procedure in the event of vessel fire

Should a fire be detected on board of the vessel, the following steps are to be followed:

- Stop cargo operations with the appropriate ESD system and close all valves;
- Sound the vessels fire alarm and if possible the fog horn;
- Advise the terminal control room by radio or mobile phone;
- Maintain radio silence and restrict communication to emergency related matters only;
- Start firefighting to prevent it from spreading;
- Bring main engine to stand-by and have personnel readily available to assist in disconnecting the loading arm;
- Once official firefighting brigade arrives on scene, assist as requested.

#### 4.3.3. Procedure in the event of terminal fire

Should a fire be detected on the terminal, the following steps are to be followed:

- Immediately advise the terminal control room by radio or mobile phone;
- Stop cargo operations with the appropriate ESD system and close all valves when safe to do so;
- Evaluate if the vessel should unberth from the jetty, put main engine on stand-by and have personnel readily available to assist in disconnecting the loading arm;
- Maintain radio silence and restrict communication to emergency related matters only;
- If necessary, protect the vessel by using the on board firefighting equipment;
- If instructed to do so, assist shore firefighting personnel.

#### **4.4. Pollution incident**

The terminal is equipped with a containment boom that can be readily deployed in the event of a spill and is operated by the local OSRO.

If a spill occurs on board, is detected on the jetty or on the surrounding waters, the following steps are to be followed:

- Immediately advise the terminal control room by radio or mobile phone;
- Stop cargo operations with the appropriate ESD system and close all valves when safe to do so;
- Eliminate all possible sources of ignition;
- If the spill is limited to the cargo deck, start clean-up actions as soon as possible;
- NEVER use oil spill dispersant on the surrounding waters unless expressly instructed to do so by the OSRO.

#### **4.5. Breakaway from Quay**

In the event of your vessel breaking out of its moorings, every effort should be made to regain control over the vessel as soon as possible to minimize damages to the cargo connection, terminal facilities and other vessels including immediate call for harbour tug assistance on VHF Ch. 18.

## **5. Security (ISPS)**

The entire terminal is a restricted area under the ISPS code and is covered by an approved Port Facility Security Plan. The security level of the port facility will be communicated to you before arrival via the agent.

Access to the terminal is controlled by terminal personnel at the gate. This does not relieve the vessel from its obligation to control access on board as prescribed by the ISPS code and a security watch must be in place at all times at the gangway to register visitors.

Unless expressly authorized by terminal personnel, photography and video footage is not allowed at any location in the terminal.

### **5.1. Visitors and crew shore leave**

Authorized visitors are allowed on board the vessel provided they have reported to the terminal. An authorized visitors list shall be provided to the terminal via your agent. All visitors will be required to produce a valid ID with picture.

Visitors are requested to wear proper PPE at all times as prescribed in section 2.11 and comply with all the terminal regulations contained in his guidelines.

Crewmembers may leave the terminal for a shore visit provided a valid and up to date crew list is available at the gate. For security purposes crewmembers leaving and entering the terminal will be requested to identify themselves and should be able to produce a valid ID with picture. Transport/taxi from the terminal must be arranged through your agent. Crewmembers are requested to wait for transport on board their vessel and will be advised of the arrival of the taxi via radio by the control room. Crew should not wait for transport on the terminal premises. Crewmembers walking on the terminal are requested to wear suitable PPE as prescribed in section 2.11.

### **5.2. Crafts alongside**

No vessel or craft is authorized to berth alongside a berthed vessel if a loading arm/hose is connected. The terminal must be advised of any craft planning to berth alongside a vessel and provide authorization beforehand.

### **5.3. Declaration of Security (DoS)**

As stipulated in the ISPS code, a Declaration of Security will not be completed unless the following situations arise:

- The vessel has a different security level than the port facility;
- The vessel cannot present a valid International Ship Security certificate or does not have an approved Ship Security Plan.

The Ship Security Officer may always contact the Port Facility Security Officer for more details.

## 6. Terminal facilities

### 6.1. Berths information:

All berths provided at STT are authorised and maintained by Antwerp Port Authority as per their regulations and standards, please follow links below for more information.

<https://www.portofantwerp.com/en/municipal-port-police-regulation-revision-3-november-2018-0>

<https://www.portofantwerp.com/en/port-instructions-hmo-revision-3-nov2018-0>

Berth number	J01	J02	J03	J04	J05
Mooring side	As requested by Planning department				
Min available water depth alongside <sup>(1)</sup>	11.35	11.35	11.35	11.35	11.35
Max LOA	185	275	n/a	n/a	n/a
Max beam	50	50	50	50	50
Max Displacement	100 000	100 000	100 000	100 000	100 000
Cargo connection size	DN150/DN200	DN250	DN150/DN200	DN150	DN150
ERC (emergency release coupling)	No	No	No	No	No
Min / Max manifold height above WL	14.00	1.00 / 14.00	14.00	14.00	14.00
Max distance ship's rail to manifold	5.00	5.00	5.00	5.00	5.00
Vapour return	No	No	No	No	No
Vapour connection size	n/a	n/a	n/a	n/a	n/a
Mooring bollards SWL	100	100	100	100	100
Bunkers via barge <sup>(2)</sup>	Yes	Yes	Yes	Yes	Yes
Shore gangway	No	No	No	No	No
Max freeboard for shore gangway	n/a	n/a	n/a	n/a	n/a
Store supply via barge <sup>(2)</sup>	Yes	Yes	Yes	Yes	Yes
Store supply via shore <sup>(2)</sup>	Yes	Yes	Yes	Yes	Yes
Berth number	J06	J07	J08	J09	J10
Mooring side	As requested by Planning department				
Min available water depth alongside <sup>(1)</sup>	11.35	11.35	11.35	11.35	11.35
Max LOA	n/a	n/a	n/a	185	100
Max beam	50	50	50	50	50
Max Displacement	100 000	100 000	100 000	100 000	100 000
Cargo connection size	DN200	DN200	DN200	DN200	DN200
ERC (emergency release coupling)	No	No	No	No	No
Min / Max manifold height above WL	14.00	14.00	14.00	14.00	14.00
Max distance ship's rail to manifold	5.00	5.00	5.00	5.00	5.00
Vapour return	No	No	No	No	No
Vapour connection size	n/a	n/a	n/a	n/a	n/a

Mooring bollards SWL	100	100	100	100	100
Bunkers via barge <sup>(2)</sup>	Yes	Yes	Yes	Yes	Yes
Shore gangway	No	No	No	No	No
Max freeboard for shore gangway	n/a	n/a	n/a	n/a	n/a
Store supply via barge <sup>(2)</sup>	Yes	Yes	Yes	Yes	Yes
Store supply via shore <sup>(2)</sup>	Yes	Yes	Yes	Yes	Yes

- (1) A bathymetric survey of the area is carried out twice a year  
(2) Requests must be submitted via agents before arrival of the vessel.  
(3) Seagoing vessels must rig a proper safety net under the gangway.

## 6.2. Cargo reducers

Vessels must present a manifold connection with a size suitable for the terminal's loading arms/hose as described in chpt 6.1.

No more than 2 reducers can be used between the vessel's manifold and the loading arm/hose. The loading arm must be supported on deck at all times, hoses must be supported by a crane and hosebun. Efforts must be made to minimize the distance between the arm's presentation flange and the manifold.

If your vessel does not have suitable reducers available on board, reducers must be rented locally through your agent. Costs for rental will be for vessel's owners.

When suitable reducers are not available, all costs endured for the delays will be for vessel's owners.

## 6.3. Products handled

➤ Berth 01: TRANSFO OIL

➤ Berth 02: FAME

➤ Berth 03: FAME

➤ Berth 04: TRANSFO OIL

➤ Berth 05: FUEL

➤ Berth 06: FAME

➤ Berth 07: FUEL

➤ Berth 08: FUEL

➤ Berth 09: FUEL

➤ Berth 10: FUEL

## 7. Berthing and mooring

### 7.1. Angle and speed of approach

Berthing manoeuvres is done as per master's orders and pilots advice.

The angle of approach shall be as close to parallel to the jetty line as possible but in no case more than 10 degrees from parallel.

The maximum landing velocity when berthing shall not exceed 12 cm/s.

All costs related to damages to the quay and/or installations during berthing manoeuvres will be borne by vessel's owners.

### 7.2. Pilots and tugs

Regardless of local port regulations granting pilotage exemption to ships of a LOA less than 120 meters and a draft of less than 6 meters, every seagoing vessel berthing or unberthing at Sea-Tank Terminal Antwerp NV must have an approved pilot on board.

As per local port regulations, every tanker of LOA of more than 120 meters must be assisted by at least one tugboat. This requirement is waived for vessels up to 150 meters LOA if fitted with a working bow thruster.

For arriving ships, harbour tug assistance will be arranged via the river Schelde pilot upon passing buoy No 35. For departing vessels, tugs will be arranged via the ships agent.

### 7.3. General mooring requirements

All mooring lines must be maintained in tight condition at all times.

Guidelines set out in OCIMF Mooring Equipment Guidelines 3<sup>rd</sup> Ed. shall be followed at all times. Vessels shall at all times have a deck watch available to ensure that safe and effective mooring is maintained. The vessel must be moored to the satisfaction of terminal operators. Moorings will be checked on periodical basis by jetty operators, and any shortcoming will lead to an immediate stop of cargo operations. Costs for the delays will be for vessels' owners.

General mooring requirements:

- The general mooring layout shall be symmetric to the center of the ship;
- As far as practical, breast lines shall lead from points as near to the end of the vessel as possible;
- Lines in the same service shall be of the same size and material. Mixed moorings in the same set are not allowed.
- All mooring lines shall be kept tight at all times;
- On vessels fitted with automatic tensioning winches, the winches shall be set for manual operation and brakes securely applied;
- Lines that are frayed, spliced or damaged shall not be used;
- For lines stored on drums, a recent and up to date Brake Hold Capacity test in line with OCIMF guidelines shall be available and measures shall be in place for the brakes to be properly set.

## 7.4. Minimum mooring configuration for seagoing vessels

The safe and effective mooring of a vessel remains at all times the master's responsibility. The below outlines the minimum moorings for seagoing vessels for each berth. Additional moorings can be set out at the master's discretion.

### 7.4.1. For vessels above 250meters LOA

A minimum of 12 lines, including Forward – 4 headlines and 2 springs, and Aft – 4 stern lines and 2 springs.

### 7.4.2. For vessels between 180 – 250meters LOA

A minimum of 10 lines, including Forward – 3 headlines and 2 springs, and Aft – 3 stern lines and 2 springs.

### 7.4.3. For vessels between 140 – 180meters LOA

A minimum of 8 lines, including Forward – 2 headlines and 2 springs, and Aft – 2 stern lines and 2 springs.

### 7.4.4. For vessels under 140meters LOA

A minimum of 6 lines, including Forward – 2 headlines and 1 springs, and Aft – 2 stern lines and 1 springs.

## 7.5. Vessel movement after mooring

If vessels move away in any direction away from the berth, all cargo transfer operations will be stopped until the situation has been satisfactorily rectified.

The Marine Loading Arms are fitted with alarms that detect excessive movement. These alarms will automatically shut down the shore cargo pump and close all valves. Hose connections are not equipped with automatic shutdown functionality, operations can be stopped by using the emergency shutdown system (see chap. 8.7 and 8.8).

During inclement weather the terminal may direct the vessel to put out additional lines. Under sever conditions, tugboats, at owner's expenses, may be required to help keep the vessel alongside.

## 7.6. Anchors

Except in emergency situations, the use of anchors while moored is not allowed.

Anchors should however remain available for use in emergency and must be unlashed with the anchor lock in position to prevent accidental release.

## 8. Cargo operations

### 8.1. Pre operation key meeting

As soon as possible after berthing, a loading master will board your vessel to hold the pretransfer operation key meeting and to complete the ship/shore safety checklist.

The meeting will be held between the loading master, the cargo surveyor and the master or his representative, and all operational and safety matters will be discussed and agreed upon.

### 8.2. Wind and weather restrictions

Cargo operations will be interrupted and loading arm emptied if the wind force exceeds 13.9 m/s (7 Bft) or during thunderstorms.

Loading arm or hose(s) will be emptied and disconnected when wind speed exceeds 17.2 m/s (8 Bft).

### 8.3. Communication

#### 8.3.1. Communication equipment

During the pre-operation meeting, the loading master will hand over the following communication equipment:

- 1 intrinsically safe portable radio with charger & carrier bag;
- 1 ATEX mobile phone with charger, as back-up communication arrangement.

The supplied equipment will be collected before departure by a jetty operator. The equipment remains your responsibility during the entire stay. You will be liable for any losses and/or damages (1200 EUR for ATEX mobile phone, 125 EUR for mobile phone charger, 850 EUR for portable radio).

For safety and operational purposes, the portable radio and the Ex mobile phone must be attended by a responsible officer at all times during the vessel's stay.

#### 8.3.2. Contact numbers

Terminal control room	radio Ch. "1" or +32 3 545 40 04
PFSO (24/7)	+32 3 545 40 06
Deputy PFSO	+32 3 545 40 06
Police (emergency 24/7)	101
Fire brigade (emergency 24/7)	112
Ambulance (emergency 24/7)	112
Port of Antwerp harbour master (24/7)	+32 3 205 21 52

#### **8.4. Inert gas**

An inert gas system is compulsory for every ship over 20 000 DWT.

When handling flammable or combustible substances, all cargo spaces are required to be maintained under a positive pressure with an oxygen content of 8% by volume or less. During discharging operations, a positive pressure shall be maintained in the cargo tanks at all times and the oxygen level of the inert gas supplied to the tanks shall be below 5% by volume (FSS code 15.2.2.1.3).

In case of failure of the inert gas system, the terminal must be advised as soon as possible, and cargo operations suspended until repairs are completed.

Vessels of less than 20 000 DWT, but fitted with an inert gas system, are expected to comply with the above requirements.

The terminal may require to verify the oxygen content of the inert gas supply main and of randomly selected cargo spaces.

Vessels above 8000 DWT carrying or nominated to load flammable cargoes (flashpoint < 60°) are required to comply with the above requirements and have tanks in inert condition upon arrival at the terminal.

The terminal may require to verify the oxygen content of the inert gas supply main and of randomly selected cargo spaces.

#### **8.5. Line clearing and blowing to shore**

Due to the nature of the cargoes handled, FUEL and FAME line clearing and blowing to shore will be done using nitrogen only. No compressed (dry) air can be used. All other cargo line clearing and blowing to shore can be done using compressed (dry) air.

If the vessel is not equipped with nitrogen, the terminal can supply nitrogen on all berths. Costs for the supply will be for the vessels' owner.

#### **8.6. Tank cleaning, gas freeing and ventilation**

Tank cleaning, gas freeing and ventilation operations are not allowed while alongside.

#### **8.7. Emergency shutdown system**

The emergency shutdown procedure will be discussed and agreed with the loading master during the pre-operation key meeting.

For vessels loading at the terminal will provide an emergency stop button to be rigged in the manifold area. The emergency stop will shut down the shore cargo pump and close all relevant valves ashore.

#### **8.8. Effective deck watch**

At all times while alongside, an effective deck watch must be maintained by a competent person. When a shore emergency stop is provided, it must be manned at all times.

**8.9. Ship to ship transfer operations**

In case of direct ship to barge cargo transshipments, agreements for the transfer of cargo will be made between the discharging and the receiving ship - barge.

The terminal does not provide hoses nor reducers. If not available on board those must be arranged by the ship's agent.

The Port of Antwerp Ship to Ship Transfer Checklist (HKD 26) must be completed before any transfer operations take place. A copy of the completed document should be handed over to a terminal representative.

For safety related communication, the terminal will provide a portable radio.

## 9. Specific cargo requirements

### 9.1. Static accumulative cargoes

All precautions as described in ISGOTT chapters 3.2 and 11.1 for handling static accumulating cargoes in non-inerted tanks shall be strictly adhered to.

Particular attention is drawn to precautions relating to initial loading rates that must be clearly specified in the loading agreement made during the pre-operation meeting.

Gauging and sampling must be performed under closed conditions. The recommended relaxation time of 30 minutes must be observed before introducing conductive objects into the cargo tank. Metallic objects must be electrically bonded to the ship's hull.

### 9.2. Hydrogen sulfide (H<sub>2</sub>S)

Hydrogen sulfide (H<sub>2</sub>S) may be present in significant concentrations in crude oils and refined products such as fuel oil, bitumen and gasoil and in the vapor spaces of tanks that have previously contained such cargoes. Vessels should be aware of the potential presence of H<sub>2</sub>S and should adopt appropriate monitoring procedures. Exposures to concentrations exceeding 5 ppm should not be permitted without proper respiratory protection (SCBA). Vessel crew must be provided with appropriate H<sub>2</sub>S detection equipment while within the cargo area.

Recommendations outlined in ISGOTT Chpt 11.1.9 must be followed.

### 9.3. Flammable liquids with a flashpoint < 55°C and cat. 1, 2 and 3 of toxic products

SEA-Tank Terminal Antwerp NV is not authorized to accept vessels carrying flammable liquids with a flashpoint < 55°C and cat. 1, 2 and 3 of toxic products stored in their cargo tanks. If the vessel is carrying such a product(s) on arrival we reserve the right to deny the request for berthing at our quay. SEA-Tank Terminal Antwerp NV. Will not be held liable for any costs resulting due to this event, this also includes any costs for disembarking, layby, etc.

### 9.4. Corrosive products

During loading and/or unloading of corrosive products everyone passing and/or working in the operational zone(s) on board of the vessel should wear the appropriate PPE's (see chap. 2.11).

## **10. Terminal services**

### **10.1. Bunkering**

If bunkering operations are planned, the vessel must guarantee that cargo operations will not be delayed by bunkering operations.

Guidelines of ISGOTT Chpt. 25 must be adhered to. Bunkering operation are allowed to take place concurrent with cargo operation provided personnel involved in the bunker operation are dedicated to that task and no conflict of interest occurs with operational personnel. Local requirements and regulations must be observed during bunkering operations, including the use of Port of Antwerp bunker checklist HKD 14.

For safety reasons, bunkering must be interrupted when wind speeds exceed 13.9 m/s (7 Bft) or during the passage of electrical thunderstorms.

### **10.2. Potable water**

Potable water supply is available at berths along quay side. The potable water supply is controlled by a service from the City of Antwerp and cannot be operated by the terminal. The supply of potable water must be arranged via your agent before arrival.

### **10.3. Garbage disposal**

Garbage collection can be arranged via your agent using an external garbage collection company. Garbage will be collected by barge only.

No garbage or waste should be left on the quay. Should this occur, costs for removal and disposal will be forwarded to your agent.

### **10.4. Slops, bilge, sludge and dirty ballast disposal**

Slops, engine room bilge water and sludge can be collected via barge by an external reception facility that can be arranged via your agent.

Disposal cannot be conducted without approval of Port Authorities

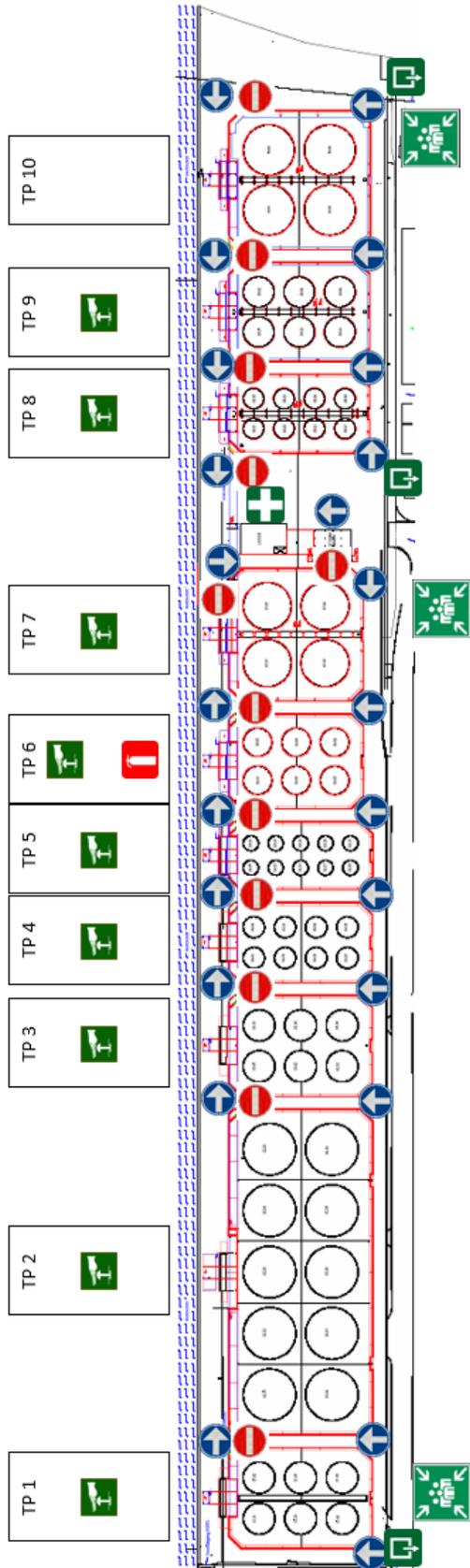
There is no dirty ballast water reception facility available.

### **10.5. Store handling**

Stores and provisions can be supplied to the vessel either from shore side (all berths) or by barge. Deliveries are permitted during cargo operations. Stores kept on the jetty area for a prolonged period of time risk to block emergency escape routes and are therefore not permitted. Since midships cranes cannot be used when a loading arm is connected and careful planning with your suppliers is therefore recommended when you intend to receive stores.

If the vessel is equipped with an aft crane, this crane can be used for hoisting storages (for safety reasons you should always use a net for hoisting).

11. Terminal safety plan



**Overzicht noodsignalen**  
SEA-TankTerminal Antwerp NV

**EINDE ALARM**

**BRAND - GAS**

**EVACUATIE**

Test noodsignalen: Elke vrijdag om 16.30, tijdens de test hoort u acriterenvolgens volgende signalen:  
EINDE ALARM - BRAND/GAS ALARM - EVACUATIE ALARM - EINDE ALARM

Test emergency signals: every Friday 4:30 pm  
All Safe – fire/gas alarm – evacuation alarm – All Safe

ESSO/EXXON raffinaderij

EINDE ALARM \_\_\_\_\_

BRAND \_\_\_\_\_

GAS \_\_\_\_\_

SGS Belgium \_\_\_\_\_

EVACUATIE \_\_\_\_\_

No gasoline powered cars allowed  
Geen auto's toegelaten met benzine

FIRE MEDICAL AID  
CALL +32 (0)3 545 40 03 or use  
SEA-Tank Terminal Mobile Radio Ch. 1

- Point of assembly - Verzamelplaats
- Emergency stop - Noodstop
- Emergency shower - Nooddouche
- First Aid - EHBO
- Fire extinguisher - Brandblusser

In geval van evacuatie laat u uw truck staan.  
Laat de sleutel op de truck en ga te voet

In case of evacuation, leave your truck in place, leave the key in the ignition and go on foot

Noodinstructie K 405

**Useful telephone numbers:**

Ambulance	100
Fire brigade	100
Police	101
European emergency number	112
Harbour master office (24h)	+32 (0)3 205 21 52
Port health authorities Saniport	+32 (0)2 524 97 97
Customs	+32 (0)2 579 31 81
Tugs	+32 (0)3 212 10 00 or VHF Ch. 18
Medical assistance Mediport	+32 (0)3 229 07 70
Tax free shopping Sunny Europe	0800-14001 (Toll free)
Mission to seafarers Antwerp	+32 (0)3 605 41 88
Terminal Manager	+32 (0)3 545 4006
Operations Manager	+32 (0)3 545 4004
Taxi	
- Taxi metropole	+32 (0)3 231 31 31
- Taxi DTM	+32 (0)3 366 66 66
- Antwerp Tax	+32 (0)3 238 38 38

Fare to Antwerp city centre approximately 30 euros

## **Receipt of terminal guidelines (vessel copy)**

*This page is to be retained by the vessel*

We wish to remind you that safety and the protection of the environment is of paramount importance and we ask you to confirm receipt and understanding of all the guidelines and requirements enclosed in this guidelines.

Should you be unable to comply with any of the requirements or guidelines in this guidelines, should any of your vessel's equipment be malfunctioning or defect or any other matter that could bring risks to safety, personnel and/or the environment , you are requested to advise the terminal without delay so that proper mitigating measures can be taken.

We would appreciate your full cooperation in all health, safety, security and environmental matters. Should you have any observations, doubts or questions, do not hesitate to contact the terminal.

Received, read and understood the Sea-Tank Terminal Antwerp NV Guidelines:

Vessel: \_\_\_\_\_

Name: \_\_\_\_\_

Rank: Master / Chief officer

Signature: \_\_\_\_\_

Stamp: \_\_\_\_\_



Receipt of terminal guidelines (terminal copy)

***A copy of this page, signed and stamped, must be sent to the terminal before arrival, via email at [DL STT Planning K405@sea-invest.be](mailto:DL_STT_Planning_K405@sea-invest.be)***

***The original shall be handed over to the loading master upon arrival.***

We wish to remind you that safety and the protection of the environment is of paramount importance and we ask you to confirm receipt and understanding of all the guidelines and requirements enclosed in this guidelines.

Should you be unable to comply with any of the requirements or guidelines in this guidelines, should any of your vessel's equipment be malfunctioning or defective or any other matter that could bring risks to safety, personnel or the environment, you are requested to advise the terminal without delay so that proper mitigating measures can be taken.

We would appreciate your full cooperation in all health, safety, security and environmental matters. Should you have any observations, doubts or questions, do not hesitate to contact the terminal.

Received, read and understood the Sea-Tank Terminal Antwerp NV Guidelines:

Vessel: \_\_\_\_\_

Name: \_\_\_\_\_ Rank: Master / Chief officer

Signature and stamp: \_\_\_\_\_

Are cargo tanks in inert condition? YES  NO  N/A

*Inerted tanks are compulsory for all vessels > 8000 DWT carrying flammable substances (Fp < 60°C)*

Vessel's ISPS contact details:

Ship Security officer

For Sea-Tank Terminal Antwerp NV

Name \_\_\_\_\_

Rank \_\_\_\_\_

Tel (24/7) \_\_\_\_\_

Email: \_\_\_\_\_