

TERMINAL INFORMATION HANDBOOK
for the EXPORT BERTH
at
SYDVARANGER BULK TERMINALS AS

Version: March 2010

AUTHORIZATION

The port regulations are issued in Norwegian and English.
In the event of any discrepancies or disputes the Norwegian text is the official version and will be ruling.

Suggestions for improvement of this manual and/or our routines are invited. Any suggestions for amendments should be directed to *Sydvaranger Bulk Terminals AS* using the following e-mail address: post@sydbt.com

The signature below verifies that the manual accords with the Sydvaranger Bulk Terminals AS current requirements and guidelines, and authorises its use from the specified day.

Kirkenes, March 2010

Managing director

SYDVARANGER BULK TERMINALS AS

GENERAL INFORMATION

During the entire loading or discharging operation, proper communication shall be maintained between the vessel and terminal / loading master.

Important telephone numbers and contact details:

Sydvaranger Bulk Terminals AS

Switchboard	+47 78 97 03 00	0700-1500
Emergency - Sydvaranger Bulk Terminals AS	+47 48 06 80 96	24 hours
PFSO	+47 95 82 22 59	24 hours
Deputy PFSO	+47 95 16 89 83	24 hours
Mooring operations	VHF Ch. 13	
Mail address	post@sydbt.com	

Sydvaranger Gruve AS

Switchboard	+47 92 80 99 00	0700-1500
Loading master / Operator	By UHF Radio	24 hours
Control Room, loading facility		
Plant Operation Manager	+47 93 47 93 15	24 hours
Production and rail manager	+47 93 20 73 98	24 hours

Emergency numbers

Fire station, regular inquiry	+47 78 97 17 60	24 hours
Emergency number	110	24 hours
Hospital/Ambulance, regular inquiry	+47 78 97 30 00	24 hours
Emergency number	113	24 hours
Police, regular inquiry	02800	24 hours
Emergency number	112	24 hours

Kirkenes Port Authorities

Port Authorities	+47 78 97 74 44	Office hours
Watch telephone	+47 41 45 49 92	24 hours

Oil spill into the sea:

In the anticipation of a more precise scheme which is under preparation, contact should be made to the port authorities, see contact details above.

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Shipping Agencies at Kirkenes

Tschudi Northern Logistics AS

+47 92 69 99 92

24 hours

Fyllingsveien 19

N-9900 KIRKENES

NORWAY

Email: agencykirkenes@tschudilogistics.com

TO THE MASTER

INTRODUCTION

Sydvaranger Bulk Terminals AS (SBT) operates the terminals and has the ISPS responsibility. SBT coordinates the arrival of vessels and arranges for tugs and line handlers.

Sydvaranger Gruve AS (SVG) operates the loading facility at the export berth and carries out the loading of iron ore concentrate. SVG shall ensure that their cargo is loaded and trimmed in compliance with relevant rules and regulations and to Master's satisfaction. Any enquiry about the loading of iron ore concentrate should be directed to SVG.

SAFETY REQUIREMENTS

Responsibility for the safe conduct of operations whilst your ship is at this terminal rests with you, as 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 requirement set out in the "Ship/Shore Safety Check List" which are based on safe practices widely accepted by the bulk cargo and shipping industries. Please refer to IMO publications "SOLAS", "Code of Practice for the Safe Loading and Unloading of Bulk Carriers" (BLU Code), "Manual on loading and unloading of solid bulk cargoes for terminal representatives" (BLU Manual), "Code on Safe Practice for Solid Bulk Cargoes" (BC Code).

We expect you, and all under your command, to adhere strictly to these requirements throughout your stay alongside this terminal and we, for our part, will ensure that our personnel do likewise, and cooperate fully with you in the mutually interest of safe and efficient operations.

There can be no compromise with safety

To assure ourselves of your compliance with these safety requirements, we will, ahead of the start-up of the loading or discharging operation, hold a meeting with you with regard to loading or discharging procedures and safety regulations. We will also reserve the right to at any time send a representative of Sydvaranger aboard your ship to satisfy ourselves that the loading or discharging operation is conducted in a safe way and in accordance with our Guidelines. The representative will report himself to you or your officer being on watch.

If we observe or reveal any breach of the safety requirements, we will bring this immediately to the attention of yourself or your deputy for corrective action. If such action is not taken within reasonable time, we will adopt such measures as we consider being the most appropriate to deal with the situation and will notify you accordingly.

If you observe any infringement of these requirements by plant staff, whether on the berth or on your ship, please bring this immediately to the notice of our representative nominated as your contact during your stay in port. Should you feel that any immediate threat is posed to the safety of your ship by any action on our part, or by equipment under our control, you are fully entitled to demand an immediate cessation of operations.

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In the event of continued or flagrant disregard by any ship of these safety requirements or the attached port regulations, we reserve the right to suspend all operations and to order the ship off the berth until appropriate action is taken by the owner and charterer concerned. The risk and cost including time lost on shore and on board for such suspension and/or shifting of the vessel will be at the ships account.

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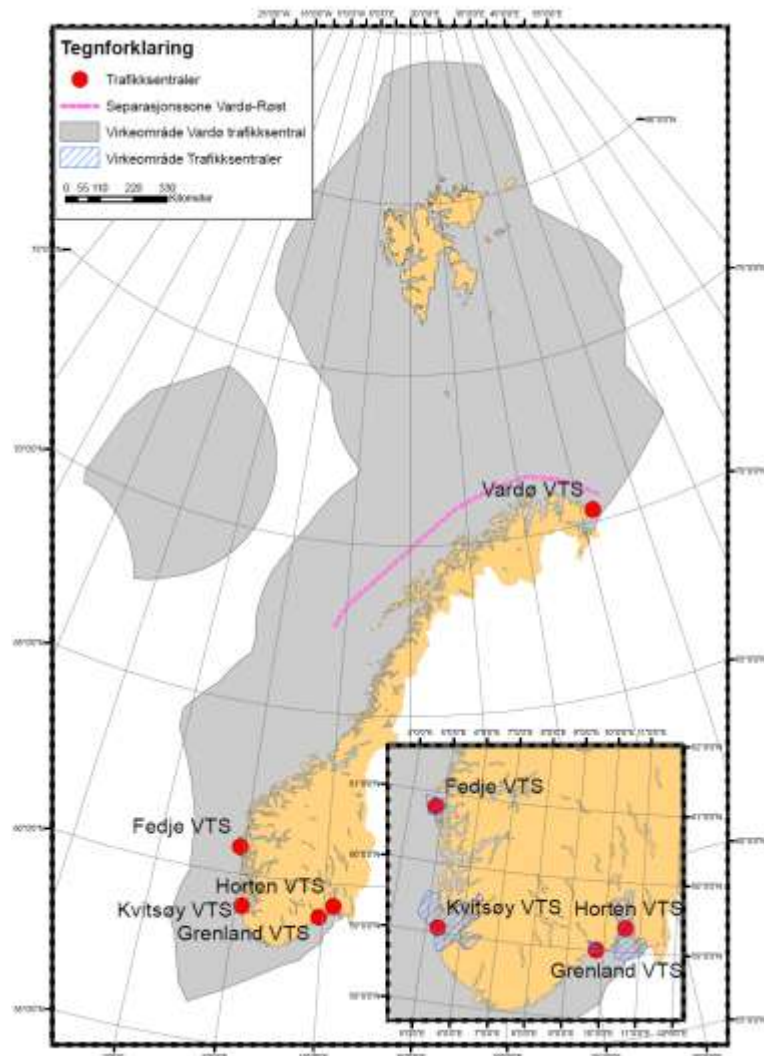
1 Safe Sea Net

Safe Sea Net (SSN) is the Norwegian –coastal administration (NCA)’s ship reporting system, of mandatory use for all ships arriving and departing Norwegian ports. Ships are strongly recommended to report to Safe Sea Net before arriving at the NEZ and/or when departing port. The NCA is working towards making the service into a “Single Window” so that all ships can report to one system – that all necessary information will be distributed to all required bodies automatically. The Norwegian SSN is the first milestone on the path towards this goal. In the system, these questions will be answered:

1. Who have to or can notify
2. How to gain access to Safe Sea Net (SSN) in Norway
3. When and where to report
4. If Internet is not available to you

For further information, please contact the User Contact Point:

Brevik Control
Telephone: +47 35 57 26 25
E-mail:
vtg.grenland@kystverket.no



2 Pre-arrival information

2.1 Estimated time of arrival (ETA)

The Master shall, via the Ship's agent, send ETA to all relevant parties according to the governing Charter Party but at least 72 hours prior to estimate time of arrival. The 72 hours ETA shall be confirmed by 48 hours and 24 hours ETA. The Master shall thereafter advise of any changes in the ETA or other information. All answers to the below questionnaire must refer to the question number. Answers must be either: Yes, No, OK, N/A, numbers or text.

The 72 hours ETA (Local time and date) shall contain the following information:

All ships:

1. Ship's name and call sign.
2. Master's name.
3. Flag.
4. IMO no.
5. Vessel's LOA/ Beam/ Light Displacement/ SDWT/ GRT/ NRT
6. Name and address of responsible ship owner.
7. Security level.
8. Last 10 ports of call.
9. Arrival and estimated sailing draught.
10. Grade(s) and quantities of cargo to be loaded
11. Holdwise Stowage Plan
12. Hold Loading or discharging sequence.
13. The last cargo.
14. Time required for de-ballasting
15. Distance from waterline to top of hatch cover in open position:
16. Distance from forward end hatch # 1 to aft end hatch # 9 or aft most hatch:
17. Number and kind of mooring lines?
18. Will there be any change of crew during the stay?
19. Have you ordered any bunkers?
20. Have you ordered any lube oil, provision, spare parts or other stores?
21. Are you expecting any visitors?
22. Do you wish to carry out any repairs?
23. If waste is to be delivered ashore, please state quantity and type.

OBO vessels:

24. Description of last 5 cargoes
25. Grade and date of last oil cargo carried.
26. Quantity of slops to be retained on board.
27. Are the slop tanks fully inerted with O₂ content less than 8% and pressurized to minimum 100 mmWg?
28. Are all cargo holds gas free, clean and free of oil cargo residues?
29. Is the vessel's ballast tanks and void spaces gas free?
30. Has a gas free certificate been issued and by whom?

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General information:

- The tugboats operate under the terms of “The Scandinavian Tugowners Association Standard Towage Conditions”.
- Manoeuvre test is to be carried out before arrival.
- IMO Ballast Convention has been ratified by Norway. Accordingly, exchange of ballast water has to be conducted prior to arrival at a Norwegian port. Reference: **Ballastvannforskriften.** <http://www.lovdatab.no/cgi-wift/ldles?doc=/sf/sf/sf-20090707-0992.html>
- It is not permitted to discharge discoloured or otherwise contaminated ballast to sea.
- A complete crew list must be sent via Agent.
- List of crew signing on/ off must be sent via Agent.
- Names of visitors must be sent via Agent.
- Number of items (stores, supplies etc.) to be delivered to the ship, must be sent via Agent.
- All deliveries to or from ship, must preferably be done in the cargo area in agreement with SBT.

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3 Navigational information

3.1 The port area

The port of Kirkenes is located in the following position: 69°43,5' N - 30°02' E.

The port is kept open with the use of an icebreaker all year round. The port area embraces 6 jetties, 4 private and 2 owned by the port authorities. The Sydvaranger Bulk Terminals AS (SBT) berth is placed at the farthest end of the port area towards the west. See appendix.

Load line zone	Winter:	1 st November - 31 st March	
	Summer:	1 st April - 31 st October	
Water density	BW - Salt	1011 - 1026	
Tidal range basis Vardø	MHWS	10' 06"	3,21 m
	MHW	09' 07"	2,92 m
	MHWN	08' 08"	2,63 m
	MSL	06' 03"	1,90 m
	MLWN	03' 10"	1,17 m
	MLW	02' 11"	0,88 m
	MLWS	02' 00"	0,60 m
Lowest astronomical tide	(LAT)	Chart zero	0,00 m
Highest Astronomical Tide	(HAT)	12' 03"	3,73 m

3.2 Berth information

3.2.1 The berth area

SBT's berthing facilities comprise 3 quays:

The export berth which shall be used for loading of concentrate, See details below in paragraph 3.2.2

The import berth

Docking length	450'	137 m
Surface width	89'	27 m
Low water depth alongside	27'	8,20 m
Max vessel length	656'	200 m

Service quay used by pilots and tugs

Docking length	262'	80 m
Surface width	30' - 72'	9,00 m - 22,00 m
Low water depth alongside	13' 01"	4,00 m

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3.2.2 Details about the export berth

Docking length	640'	195 m
Surface width	16'-115'	5 m - 35 m
Depth alongside LAT ¹ Chart zero	42' 04"	12,90 m
Depth alongside HAT ² (+ 3,73 m)	54' 07"	16,63 m
Depth alongside MSL (+ 1,90 m)	48' 07"	14,80 m
Max vessel length	994'	303 m
Method of loading	Conveyor belt	
Outreach of loading boom from fender line	72' 06"	22,10 m
Clearance of loading boom above (LAT)	58' 05"	17,80 m
Clearance of loading boom above (MSL)	52' 02"	15,90 m
Clearance of loading boom above (HAT)	46' 03"	14,07m
Travelling length of loader	518' 04"	158,00 m

3.2.3 Restrictions of vessel

Max length over all (LOA)	994'	303,00 m
Max breadth acceptable	131' 03"	40,00 m
(Max allowed distance from water line to top of hatch cover in open position) HAT	46' 03"	14,07 m
Max sailing draught permitted basis LAT	40' 04"	12,30 m
Max sailing draught permitted basis MHW (+ 2,92) m	49' 11"	15,22 m

¹ LAT = Lowest Astronomical Tide = Chart Zero

² HAT = Highest Astronomical Tide.

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3.3 Cargo weight

In order to determine the loaded quantity, a draft survey is to be held prior to commencement of loading or discharging and after completion of loading or discharging by an independent surveyor or jointly by SVG and the Master of the vessel as the case may be.

The shore scale shall be used to distribute cargo according to the loading plan during loading operation. For statistical reason, the quantity loaded as per shore scale shall be compared to the quantity loaded as per draft survey.

The maximum nominal loading capacity is 3000 tonnes/hr.

3.4 Sailing directions

All vessels are required to observe the rules and regulations for approaching the port area which are issued by the Norwegian authorities. For further information it is referred to Den Norske Los.

3.5 Pilotage

Norwegian authorities have imposed mandatory pilotage, cf. Pilotage Act and Pilotage Regulations, see links below.

Vessels are not permitted to enter the Bøkfjorden without permission from Vardø VTS or Kirkenes Pilots. The pilot is boarding bulk carriers in ballast near pilot boarding ground "A" in position N 69 51,2 E 030 07,2

The sea pilot will act as both sea and harbour pilots

The pilot requires minimum 24 hours notice when arrival is concerned and at least 4 hours notice regarding departure. It is recommended that it is made use of Safe Sea Net. Pilot is ordered through the vessel's agents.

<http://www.lovddata.no/all/hl-19890616-059.html>

<http://www.lovddata.no/cgi-wift/ldles?doc=/sf/sf/sf-19941223-1129.html>

3.6 Anchorage

Anchorage positions have to be agreed upon with the Pilot.

3.7 Port tugs

Two tugs, 1 x min. 30 tons bollard pull (BP) forward and 1 x min. 45 tons BP aft are required for berthing vessels up to 100000 Dwt.

The tugs operate according to "The Scandinavian Tugowner's Association Standard Towage Conditions".

3.8 Currents

Tidal currents flow SW-erly direction mainly parallel to the berth on rising tide and NE-erly mainly parallel to the berth on falling tide. Regarding the velocity it is referred to

Den Norske Los – The Norwegian Pilot. The tidal Currents do not represent any problems in the port basin. There might however be some minor variations in direction and velocity depending on wind and tide.

3.9 Wind conditions

Prevailing winds: N-NE'erly and NW'erly direction. Wind from S to NE can be of some influence. For further information it is referred to Den Norske Los.

3.10 Ice conditions

During the winter season ice may be encountered in the port of Kirkenes. Ice breaker is provided by the Kirkenes Port Authorities.

During the period from 1st of December to 31st of March all calls will be charged with a separate ice duty by the port authorities.

For further information, see Den Norske Los.

3.11 Liabilities of Oil Pollution

All vessels being accepted for loading or discharging at SBT have to accept Norwegian Law regarding responsibilities and liabilities in case of oil pollution.

3.12 Wage and work agreement

All crew must be covered by an ITF (International Transport Federation) wage and work agreement or a bona fide trade union agreement equivalent to ITF or better.

4 Port Regulations

4.1 ISPS, International Ship & Port Facility Security

The UN's International Maritime Organization, IMO, has introduced new international requirements for security in jetty areas – the so-called ISPS Code. The Code contains a number of mandatory requirements and requirements for specific security measures for ships and port facilities. Traffic in the terminal area must therefore be kept at a minimum, and it is prohibited to stay in the terminal area without having a task to carry out there. SBT is an ISPS approved port, and therefore adheres to the requirements of the ISPS Code as from its enforcement date of 1 July 2004.

4.2 Berthing

Vessels will normally berth port side to the loading berth.
Any deviation from this must be agreed with SBT in advance.
Severe wind conditions - see section 4.8

4.3 Mooring/unmooring

The master of a vessel bound for SBT shall, at least 48 hours prior to the estimated time of arrival through the ship's Agents, order and describe the mooring arrangement and type (wire or rope) on board. This is important for the planning of the mooring operation.

All ships must be securely moored and maintained in the desired position at all times. The master is responsible for ensuring that all the vessel's moorings are closely monitored and tended regularly to prevent excessive strain on the lines or undue movement of the vessel.

A typical minimum mooring pattern for a Panamax bulk carrier will normally comprise of 3 head/stern lines, two breast lines and two spring lines fore and aft (3 – 2 – 2). Similarly for a Cape Size B/C the number of ropes should be 4 -3 – 3. As a general rule, the number of ropes should be increased during the winter season.
See appendix

The Master shall ensure that all moorings on self-tensioning winches are secured with winch brakes in locked position. **All use of self-tensioning winches in automatic position is strictly forbidden.**

Synthetic mooring lines of adequate strength are recommended. Vessels equipped with wires shall ensure that all mooring wires have rope tails connected with proper mooring links. **Wire and rope must not be mixed in the same service/direction.**

During immobilization of the vessel while alongside the jetty (see 5.4), vessels must provide and rig emergency towing wires of sufficient length and strength. These are to be placed on seaward bow and quarter. Wire eyes shall be suspended just above the water level, ready for emergency towing. Wires/ropes not permanently installed on mooring winches, shall be fastened directly to the ship's bollards.

Unmooring – the master shall keep the ship's Agents informed so the time spending shall be as less as possible.

4.4 Gangway facilities

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The vessel is responsible for the procuring and securing of gangway facilities. The means of access between the ship and the berth must be safe and legal. It shall consist of an appropriate gangway or accommodation ladder with a properly fixed safety net underneath. It should be well illuminated during darkness. A lifebuoy with a heaving line attached shall be available on board the ship near the gangway or accommodation ladder. The accommodation ladder must be placed on the berth well clear of the ship loader track or other obstructions.

Note: A notice shall be displayed on or near the gangway access to the vessel with the words:

No naked lights
No smoking
No unauthorised personnel

4.5 Procedures before cargo operations

The loading or discharging plan must be accepted and signed by both parties.

4.5.1 Before operations commence, a meeting shall be held between SVG or SBT and the Ship's Master or responsible officer. They shall jointly:

1. Complete security agreements related to the ISPS code (SBT responsible)
2. Complete and sign the Ship/Shore Check List for Dry Bulk Cargo
3. Evaluate possible deficiencies revealed by the check list and agree on additional precautions which are required. SBT or SVG reserves the right to refuse to load/discharge a vessel if the requirements are not met.
4. Evaluate and agree on the checking and sampling of ballast water as required. SBT reserves the right to draw any ballast tank samples considered necessary prior to discharge of ballast.
5. Evaluate and agree on the loading programme including:
 - a. Quantities and grades to be loaded/discharged
 - b. Hold loading or discharging sequence
 - c. Procedure for loading final quantity on rising tide
6. Exchange Under Keel Clearance (UKC) requirements and local tidal information for the actual cargo operations.
7. If OBO/OO Carrier. The contents of the vessel's slop tanks must be retained on board in strict compliance with relevant rules and regulation.
8. Agree on procedures for emergency shutdown of operations
9. Evaluate and agree on the means of communications to be used during operations.
10. Exchange information on Emergency procedures (Fire Instructions).
11. Ensure that the cargo specification data sheets are processed on board.

4.5.2 Before commencement of loading or discharging:

1. Loading or discharging shall not commence until all the safety checks have been carried out to the satisfaction of SVG Loading Master and inspection results agreed upon and signed.

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2. The hatch covers are to be opened by the ship's crew upon arrival berth. All cargo holds are subject to inspection by independent surveyor / SVG Loading Master / Ship prior to loading to ensure their suitability to receive the nominated cargo.
3. Prior to commencement of loading a draft survey should be conducted by an independent surveyor³ and the ship to determine the vessel's light displacement. If an independent surveyor is not available or required, such draft survey shall be conducted by the ship / SVG Loading Master.
4. For OBO / OO Carriers. If any of the five last cargoes were oil, the atmosphere of the vessel's holds, ballast tanks and void spaces to be checked for gas by a Chemist. A gas free certificate is to be issued prior to accepting Notice of Readiness (NOR)

4.6 Third-Party Independent Inspection

Sydvaranger Gruve (SVG) reserves the right, by means of a third-party independent inspector, to inspect the vessel's holds and cargo systems, or anything else that may influence the quality or quantity measurement of the cargo.

4.7 Rules to be observed during operations

- Cargo and ballast operations will take place according to the agreed loading or discharging sequence. Any deviation from the agreed loading or discharging sequence must be communicated between the Terminal and vessel without delay.
- During cargo operations, sufficient crew must remain on board under the continuous supervision of a responsible and experienced officer to deal with routine duties and to handle possible emergency situations,
- A responsible crew member with a good command of a Scandinavian or English language must remain on deck at all times during loading or discharging.
- The ship's responsible officer shall notify SVG representative before the discharge of segregated ballast begins and again when this operation has been completed. If possible, the ballast outlets should be visible and the discharge should be closely monitored visually.
- All vessels alongside must be ready to leave berth at short notice.
- SVG personnel can always be reached by the UHF radio delivered on board. A responsible crew member with good Scandinavian or English language skills must remain on deck at all times during loading or discharging operations.
- **If it is not possible to obtain contact on UHF radio, use the appropriate VHF channel used by Kirkenes Port (VHF 12/16) and SBT in Kirkenes (to be advised).**
- The vessels shall, unless it is an emergency, give a minimum of 10 minutes notice when there is a need to stop the loading in order to clear the conveyor belts.
- Cargo loaded will be calculated according to the shore scale and draft survey.
- Cargo discharged will be calculated according to draft survey.
- **Loading on rising tide:** Load the vessel to an approximate even keel draft with safe UKC (recommended 60 cm) at LW. Wait for rising tide and load to the

³ If required by Sale Contract or C/P.

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desired draft or quantity. Select and load holds which are giving as little change of trim as possible and maintain safe UKC throughout the loading. The vessel must complete all operations and vacate the berth latest 1 hour prior to high water. Pilot, tugs and line-handlers must be ordered well in advance and kept on stand by during the final stage of the loading for immediate departure.

4.8 Precautions in extreme weather conditions.

- Vessels in ballast condition are not allowed to berth when the wind force exceeds the following limits:
 - Vessels 50.000 – 80.000 Dwt: > 16 m/sec
 - Vessels 80.000 - 120.000 Dwt: > 14 m/sec
- In favourable wind directions, berthing may be permitted at wind forces exceeding 16 m/sec at Pilot's discretion.
- Loading operations shall be stopped if the wind exceeds 25 m/sec. (The ship loader is to be parked and secured at 25 m/sec.)
- During periods of strong winds, more moorings should be deployed and in extreme conditions, tugs may be used for pushing in order to keep the vessel alongside.

4.9 Inspection

Representatives of SVG or SBT will be entitled to board the vessel in order to check that the port regulations are being observed and that the loading equipment is in safe and good working order.

5 Safety Regulations

5.1 The ISPS regime

With the exception of the service quay, the whole quay area of SBT is subject to the ISPS-regime and all ships that make use of these quays are instructed to comply with the rules and regulations passed for vessel and crew in this connection.

5.2 Fire precautions

The vessel's fire-fighting appliances, including main and emergency fire pumps, must be ready for immediate use.

NB! The master of the vessel is responsible for keeping sufficient crew members on board at all time to fight fires effectively and to move the vessel.

In case of fire on board, the responsible officer should signal with the ship's whistle a **series of prolonged blasts**. SVG representative shall then call the fire brigade.

Hot Work

Hot work is defined as work of any kind involving open equipment which may create sparks or sufficient heat to ignite flammable liquids or gases. Hot work must not take place outside the designated hot work area in the engine room without prior permission from the SBT.

Smoking

Smoking is forbidden on deck and elsewhere outside the designated smoking areas on board. The designated smoking areas shall be defined at Master's discretion. All smoking areas shall be marked with signs.

5.3 Naked flames

The use of naked flames is prohibited except:

- In places designated for hot work under a written permit given by SBT
- An approved smoking room

5.4 Repairs and maintenance

Repair work involving either hot or cold work or the use of naked lights is prohibited unless permission by the SBT supervisor has been requested and granted in writing. Repair work includes, but is not limited to, boiler cleaning, chipping and scraping, hull painting, diving operations, testing and maintenance of electrical equipment.

If permission is granted to undertake repair work, a specified list of repairs and a list of shore personnel to work on the vessel must be given to SBT supervisor before the work commences. Repairs or other work which might immobilise the vessel must not be commenced without prior approval in writing by SBT (see check list).

5.5 Persons under the influence of alcohol or drugs

Persons, who are intoxicated by alcohol or under the influence of drugs, will not be allowed into the SBT area or permitted to participate in operations.

5.6 Additional safety measures

Sydvaranger Bulk Terminals AS reserves the right to impose such additional safety measures or restrictions as it considers necessary. These will immediately be notified to the master in writing.

6 Pollution Prevention

6.1 Pollution

- Great care must be exercised when handling cargo, ballast and bunkers to avoid spill and discharge into the sea. All pumping from the bilges is prohibited
- Soot blowing or excessive funnel smoke is prohibited and immediate steps must be taken to eliminate sparking or black smoke from funnels.
- Discharge of sewage into the sea is prohibited in port
- Throwing any kind of waste/refuse overboard is prohibited, **see point 6.6**
- Should an oil spill occur despite all precautions, it must be immediately reported to SBT.
- The master of the vessel must make every effort to recover or limit the spill. The use of oil dispersants is forbidden unless authorised by the Norwegian authorities.
- Assistance will be rendered by SBT with the necessary equipment and personnel. SBT will also report to the appropriate Norwegian authorities and request further assistance, if necessary
- Violations of the Norwegian pollution regulations will result in fines. In addition, the cost of the recovery/cleaning operation will be charged to the ship. A bank guarantee covering the estimated costs of cleaning up the oil spill may be demanded from the ship / underwriter.

6.2 Ballast water

- Only clean ballast water can be discharged into the sea in the port area.
- Clean hold ballast may be discharged overboard from bulk carriers or ore carriers provided the ballast water has been inspected and found free of contamination.
- For OBO / OO Carriers.
 - Prior to discharge of ballast from segregated ballast tanks, the ballast water shall be visually inspected and verified to be free for any oil contamination.
 - Discharge of ballast water overboard from a cargo hold is only permitted provided the entire oil cargo system is completely clean and free of oil residue. Any discharge of hold ballast must be carried out in strict compliance with Marpol. Sydvaranger Bulk Terminal assumes no responsibility for any oil spill or any related consequences hereof.
Discharge of hold ballast will not be permitted if one of the last 3 cargoes were oil.

6.3 Engine sludge

A request to deliver sludge and engine room bilge water must be sent to the ship's agent who will inform SBT and organise delivery to an approved shore reception facility.

6.4 The Vessel's Stability

The Master of the vessel is responsible for maintaining the vessel's stability within the vessel's stability criteria during cargo and ballast operations. Special care must be taken to ensure that trim / list / hull stress conditions do not endanger safe operations.

A safe Under Keel Clearance must be maintained during all stages of the loading and/or de-ballasting operations.

6.5 Ship's technical state

The vessel must be in good state of repair with all equipment functioning properly before berthing. The vessel shall in every respect be ready to load with cargo holds free of any liquid and previous cargo residue which may contaminate or degrade the cargo to be loaded.

6.6 Waste Management

Waste or other substances, whether liquid or solid, must not be discharged overboard. Waste must be retained in suitable containers on board. Arrangements for disposal of such waste can be made through the agent before arrival. Refuse defined as food waste must be placed in sealed plastic bags in the designated waste containers located on the berth.

Waste to be discharged to shore reception facility should be reported at least 24 hrs before arrival.

NB! It is strictly forbidden to leave the port with food waste bags onboard. SBT will assist in disposing of hazardous waste.

6.7 Source separation of waste.

The vessel has to source separate waste into the following categories:

- Residual waste
- Wooden waste
- Paper / cardboard waste
- Food waste

It is the ship's responsibility to source separate the waste according to the list and that the waste is disposed of in the proper container. Marked containers are placed on the berth.

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7 Services

7.1 Access to SBT/vessel

Authorized personnel, crew and visitors are allowed to walk on their own between the main gate and the ship. Visitors are not allowed on board vessels except with permission from SBT and the Master of the vessel. See appendix

7.2 Admittance passes

Shore passes for ship's personnel will be supplied to the master by the agent as required.

7.3 Crew list

The agent will ensure that the SBT is provided with a list of crew members and expected visitors.

7.4 Stores handling and operations of cranes

- Stores delivered to the vessel may be handled aft of the cargo area as long as it is not hampering the safe and efficient cargo operations.
- The use of cranes, life boat launching gear or similar equipment may be permitted during cargo operations with the loading master's permission.

7.5 Bunkering facilities

- No bunkering facilities are available on the export berth
- All enquiries about bunkers must be addressed to the ship's agent

7.6 Fresh water

Fresh water is available and is delivered at a rate of 12 M³/h

7.7 Customs

Customs clearance is performed by the ship's agent

7.8 Local time

Norway is on Central European time. Local time is therefore one hour ahead of GMT. Local summer time in Norway is two hours ahead of GMT.

8. Appendixes

- A. Sketch showing the export berth, mooring facilities and the loading boom**
- B. General plan for ISPS**