

TERMINAL INFORMATION HANDBOOK

for

TSCHUDI BULK TERMINALS AS

Version: June 2023

AUTHORIZATION

The port regulations and price list are issued in English only and are normally updated yearly in January.

Suggestions for improvement of this manual and/or our routines are invited. Any suggestions for amendments should be directed to *Tschudi Bulk Terminals AS* using the following e-mail address: post@tbterminal.no

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

Kirkenes, 1 June 2023



Managing director

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:

Tschudi Bulk Terminals AS

Email address:	post@tbterminal.no
Service phone (for comm. regarding arrivals, etc.)	+47 97 75 37 62
PFSO (ISPS-related communication)	+47 95 82 22 59 24 hours
Deputy PFSO (ISPS-related communication)	+47 95 27 72 90 24 hours
Mooring operations	VHF Ch. 13
Safe Sea Net	NO KKN 0003

Sydvaranger Drift AS

Loading master	+47 958 22 258 24 hours
Deputy loading master	+47 24 hours
Control Room, loading facility	UHF Radio Ch. 15

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 case of acute pollution/oil spill to the sea, **the local fire department** should be contacted immediately. The contact number can be found under *Emergency numbers* above.

TO THE MASTER

This Terminal Information Handbook provides specific information regarding Tschudi Bulk Terminals AS. In the handbook there are some places given reference to web sites where masters can find relevant information from third parties, which is useful related to entering Norwegian waters in general. TBT does not guarantee the accuracy of any such information.

Introduction

Tschudi Bulk Terminals AS (TBT) as terminal owner operates the terminals and has the ISPS responsibility. The facility consists of three quays; named import quay, export quay and service quay. The terminal operates all types of vessels, including trawlers, tankers, bulk vessels, supply vessels, rigs and tugs.

At the import quay St1 Norge AS – Depot Kirkenes (**ST 1**) operates a bunker station for reception and bunkering of maritime oil products.

Sydvaranger Drift AS operates the ship loading facility at the export quay.

As terminal owner, TBT has the responsibility for coordination of all vessels arrivals and organises tugs and mooring services upon request.

General Health and Safety

TBT assumes that masters have made themselves familiar with required international and Norwegian regulations, including the following regulations:

- FOR 2003-08-29 nr 1114: Safe loading and unloading of bulk carriers
- FOR-2013-05-29-539 : Forskrift for sikring av havner.
- FOR-2013-05-29-538 : Forskrift om sikring av havneanlegg
- "IMSBC", "International Maritime Solid Bulk Cargoes Code";
- "Manual of loading and unloading of solid bulk cargoes for terminal representatives" (BLU Manual);
- Wage and work agreements; 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.
- FOR-2007-12-21-1573 Forskrift om varsling av og tiltak ved alvorlige hendelser av betydning for internasjonal folkehelse mv. (IHR-forskriften) (Regulations related to notification of and measures in the event of incidents of importance to international public health, etc. (WHO - IHR Regulations))

Health and Safety requirements at the terminal

The Norwegian regulation related to notification of and measures in the event of incidents of importance to international public health requires the Master to notify the authorities if there is reason to believe there are any persons aboard the vessel with i.e symptoms of flu or any other symptoms that can be related to COVID-19 or other infectious agents which could constitute a serious incident of importance to international public health. Notification from the master is also required if the vessel arrives from a port in an area that has been declared affected by an infectious disease or other serious event or there is a person on board who

has stayed in an area that has been declared affected by an infectious disease or other serious event which could constitute a serious incident of importance to international public health at such a time that the incubation period is not over when the vessel arrives in Norway.

The regulation also require that employees at the terminal/port becoming aware of information that may give rise to the suspicion of a serious incident that poses or may pose a public health risk through the spread of disease across national borders, and which may require an internationally coordinated response, must, regardless of the statutory duty of confidentiality, immediately notify the municipal doctor.

Norwegian health authorities and the local municipal doctor are obliged by the regulation to take necessary measures towards ports, vessels, and persons amongst others in order to mitigate the health risks and control the situation. All parties involved at the terminal are expected to be familiar with this and be prepared to handle the situation if and when it occurs.

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. In this respect, we encourage the vessel to follow the safety requirement set out by Sydvaranger Drift AS in the "Ship/Shore Safety Check List" which are based on safe practices widely accepted by the bulk cargo and shipping industries.

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.

Through this Port Information Handbook TBT and its users want to assure that masters have a proper understanding of the safety rules of the terminal. We will also reserve the right to, at any time, send a representative of TBT aboard your ship to satisfy ourselves that the loading or discharging operation is conducted in a safe way, and in accordance with the guidelines given in this document. 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 terminal 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.

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 Pre-arrival information

Information regarding the time of arrival is exchanged through the available communication channels; see the list of contact information up front.

Booking of berth shall take place in writing by e-mail to; post@tbterminal.no (ISPS vessels minimum 24 hours prior to arrival).

The booking shall include the following information:

All ships:

1. Type of vessel
2. Name of ship, nationality, port of registration and flag
3. Invoice address
4. Call sign and IMO number
5. Name of agent
6. Name and telephone number of contact person on board
7. Name and address of responsible ship owner
8. Vessel's LOA/ Beam/Summer Draft
9. Light Displacement/ SDWT/
10. GRT/ NRT
11. Purpose of arrival (bunkering, loading)
12. Type of cargo to be loaded (type, volume and weight)
13. Need for services (mooring, water, garbage, etc)
14. Need for maintenance and repairing

ISPS – Skip:

15. ISSC number
16. Status regarding ISPS – certification and security level
17. Crew list
18. Crew demobilising and mobilising
19. Passenger list
20. List of planned visitors to the ship
21. Last 10 ports of call
22. Need for security agreement (DOS)

TBT operates in accordance with ISPS security level 1. If any change in this respect should appear, vessels and other users will be notified in due time.

Statement of Compliance: YES. NO KKN 0003 (Tschudi Bulk Terminals)

Additional requirements for bulk carriers loading at the export berth:

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:

23. Arrival and estimated sailing draught.
24. Grade(s) and quantities of cargo to be loaded
25. Hold wise Stowage Plan
26. Hold Loading or discharging sequence.
27. The last cargo.
28. Time required for de-ballasting
29. Distance from waterline to top of hatch cover in open position:
30. Distance from forward end hatch # 1 to aft end hatch # 9 or aft most hatch:
31. Number and kind of mooring lines?
32. Bunker quantity and location on board, for vessels >1.000 grt

Additional information required for OBO vessels:

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

Additional information required for vessels arrival for bunkering at St 1:

Tankers calling to St 1 bunkering station at the import quay must comply with the regulations issued by St 1.

The information in this handbook shall be sent to vessels by the agent or the terminal representative prior to the vessel's arrival at the terminal or immediately after arrival. The reception of the information shall be confirmed in writing by the vessel representative/master.

Vessels which do not report the information listed above risks to be denied access to the port. Please also note that the vessel must have confirmation from TBT regarding berth availability in addition to bunkering confirmation from Shell.

2 Port information

2.1 The port area

The port of Kirkenes is located in the following position: 69°43.5' N - 30°02' E. The port of Kirkenes is usually ice-free. During periods with extreme cold weather and/or special wind conditions ice may occur. If and when ice occurs the port is kept open by ice breaker. The port area embraces 6 jetties, 4 private and 2 owned by the port authorities. The Tschudi Bulk Terminals AS (TBT) berth is placed at the farthest end of the port area towards the west.

2.2 Navigation and piloting

All vessels are required to observe the rules and regulations for approaching the port area which are issued by the Norwegian authorities. According to Norwegian regulations pilotage is mandatory for vessels more than 70 metres. For further information it is referred to "Den Norske Los" and Kirkenes Havnevesenet.

TBT impose all vessels that call the port of TBT to use pilot when berthing.

2.3 Tide conditions

The tide differences in Kirkenes are significant. Specific information in this respect can be found at "Den Norske Los" or in the tide table for Kirkenes, which can be provided by the agent.

Water density: BW-Salt 1011 – 1026

All data are referred to Kirkenes Port.
range.

Highest astronomical tide	(HAT)	3, 97 m
	MHWS	3, 45 m
	MHW	3, 14 m
	MHWN	2,84m
	MSL	2,06 m
	MLWN	1,27 m
	MLW	0,97 m
	MLWS	0, 67 m
Lowest astronomical tide	(LAT)	0, 00 m

2.4 Anchorage positions

Anchorage positions have to be agreed with the Pilot/"Den Norske Los".

2.5 Tugs

Tug requirements for calling at TBT are determined by the local pilots. It is recommended to agree this beforehand with the local pilots as there is limited tug capacity available in Kirkenes and tugs should be ordered from other areas with good lead time if required.

2.5.1 Ordering of tugs

Tschudi Bulk Terminals can provide tugs upon request.

2.6 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.

2.7 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".

2.8 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 on ice conditions, see "Den Norske Los".

2.9 Liabilities of Oil Pollution

All vessels being accepted for loading or discharging at TBT are subject to Norwegian Law regarding responsibilities and liabilities in case of oil pollution.

3 Terminal and berth specifications

TBT's berthing facilities comprise 3 quays:

Service quay used by pilots and tugs

Docking length	80 m
Surface width	9,00 m – 22,00 m
Low water depth alongside (LAT)	4,00 m

The import berth

Docking length	137 m
Surface width	27 m
Low water depth alongside (LAT)	8,20 m
Max vessel length	200 m

Details about the export berth

Docking length	195 m
Surface width	5 m - 35 m
Depth alongside (LAT) Chart zero	13,00 m
Max vessel length	303 m

Restrictions of vessel export berth

See chapter 8.

4 Terminal regulations

4.1 ISPS, International Ship & Port Facility Security

The UN's International Maritime Organization, IMO, has given 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. TBT is an ISPS approved port, and therefore adheres to the requirements of the ISPS Code as from its enforcement date of 1. July 2004.

The ISPS area of the terminal is separated with fences and doors and ports to this area are marked with "ISPS terminal – admittance only for authorized traffic". The area can be divided into sections if needed, i.e. there can be one section for ISPS-certified vessels and one for non-certified vessels.

Access to ISPS area:

All persons and cars in need of access to the terminal ISPS area when an ISPS vessel is berthing must have a permission to enter. When there are no ISPS berthing, the area is available to everybody who has a job to do there.

Crew:

Crew from the ISPS vessel staying in the terminal ISPS area must document an ID card from the ship or get a visitor card from the terminal officer.

The terminal's own personnel have permanent access card with photos. The personnel have access to the ISPS area. The access card should be kept easily visible in the terminal when ISPS vessels are berthing. The personnel must be registered as visitors when they are visiting ISPS vessels

Visitors, agents and suppliers to ISPS vessels:

All persons in need of access to the ISPS vessel shall be clarified by the ship security officer (PFSO) or agent 48 hours prior to berthing. Everyone must equally be registered on a visitor's list approved by the SSO or agent.

Everyone in need of access to the ISPS area and/or vessel must be pre-registered by the vessel or the vessel's agent and registered on the vessel visitor list or ISPS area visitor list.

The terminal guard delivers the terminal access card which should be kept easily visible during the stay at the ISPS terminal.

Personnel and vessel crew cleared for one specific section or vessels at the ISPS area are not automatically given access to other sections or ISPS vessels.

Routines for search and control:Access control to ISPS area during calls of non-certified ISPS vessels:

There are no requirements for access control during call/berthing of vessels which do not fall within the ISPS regulations. The area will be accessible for relevant staff and personnel in agreement with the terminal owner.

Access card to the ISPS area during ISPS vessels calls:

A terminal guard should always be present at the terminal as long as an ISPS vessel is berthing. The terminal guard shall be located near the gate of the area/section relevant for the berthing.

The costs related to the guarding will be invoiced to the vessel or according to specific agreements if applicable. Regarding cost, please have a look in the TBT price list.

In certain cases, access control may be managed by the vessel. This must be agreed with the terminal owner in writing well ahead the time of arrival.

The identification procedure for access to the ISPS area is based on the terminal guard's control of personnel towards the vessel crew list, visitor list and passenger list. Cars and other vehicles are checked towards the list of pre-registered vehicles. All personnel and vehicles may become subject to inspection.

Vessel crew passing in or out of the ISPS area must always contact the terminal guard for crew list control.

Supplies and cargo:

All cargo and supplies to and from the ISPS vessel must be pre-registered by the vessel to TBT or the agent for every single call.

Prior notification shall include the following information:

- Unloading and/or loading
- Type of cargo, volume, tonnage and number of items
- Storage needs
- Name of recipient/sender
- Name of transporting company
- Name of driver of transporting company
- Vehicle registration number

The terminal security officer should always be present during loading and unloading of ISPS vessels. This is due to requirements related to control and security. Supplies and cargo may become subject to inspection before it is allowed to the ISPS area.

ISPS – vessel's responsibility:

Please note that ISPS vessels are responsible for security towards the seaside themselves. The ship security officer or his deputy shall always be available on board the vessel. The vessel must always be prepared to leave the port on urgent notification if so required. The ship security officer is responsible for controlling supplies brought onboard by the vessel crew themselves.

4.2 Berthing

Vessel shall not call to TBT without prior acceptance from the terminal owner and/or Sydvaranger Drift AS as shipper. Please note that bulk carriers calling for iron ore concentrate and/or aggregates should have a general acceptance from Sydvaranger Drift AS not TBT. Bulk carriers will normally berth port side to the loading berth. Any deviation from this must be agreed with TBT in advance.
Severe wind conditions - see section 4.6.

4.3 Repairs

Repairs or other work which might immobilise the vessel must not be commenced without prior approval in writing by TBT and/or Kirkenes Port Authorities (Kirkenes Havnevesen).

4.4 Mooring/unmooring

Mooring at TBT can be done by the terminal's own personnel, if it has been agreed and confirmed.

Mooring/ unmooring services can be booked by others than TBT. All mooring/unmooring personnel which are trained by TBT to moor/ unmoor at TBT terminal and have documentation for training for service in TBT terminal.

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.

4.4.1 Mooring of bulk carriers

The master of a vessel bound for TBT 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.

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 A.

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.

Heaving lines should be of good quality and minimum 150 metres long. Heaving lines in poor condition represents a significant risk to the mooring crew. In cases where the vessel lacks

proper heaving lines, the terminal representative holds the right to delay the mooring until adequate lines are provided at the vessel's own costs.

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.

4.5 Gangway facilities

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

4.6 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.)

4.7 Inspection

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

4.8 Bunkering

For ships bunkering oil products from other suppliers than St 1, the agent must report to the terminal representative the amount of oil products bunkered.

5 Safety regulations

5.1 Personal protection equipment

For staff involved in loading/unloading, personal protection equipment like hard hats, safety shoes and signal clothing is mandatory.

Vessel crew passing with ongoing loading/discharging, in or out of the ISPS area must always wear hard hats.

5.2 Heavy lift equipment and machines

Heavy lift equipment, i.e. cranes, pay loaders and trucks, must be authorized by the relevant authorities. Prior permission to enter the berth must be obtained from TBT through agent.

5.3 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** and immediately notify the terminal owner, agent, loading master or the fire brigade (see list with contact information up front).

Hot Work and naked flames

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 TBT.

The use of naked flames is prohibited except:

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

5.3.1 Overview of crew and visitors

The master and agent must have control on the number of persons on board at all times in order to avoid unnecessary seek for persons in case of an incident/accident. Agents must be available on telephone at all times in order to assist during a potential incident.

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 TBT 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 agent or TBT supervisor before the work commences. Repairs or other work which might immobilise the vessel must not be commenced without prior approval in writing by TBT and Kirkenes Port Authorities.

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 TBT area or permitted to participate in operations.

5.6 Additional safety measures

Tschudi 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 tunnels.
- Discharge of sewage into the sea is prohibited in port
- Throwing any kind of waste/refuse overboard is prohibited
- Should an oil spill occur despite all precautions, it must be immediately reported to TBT, the agent and the local fire brigade
- 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 TBT with the necessary equipment and personnel. TBT 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

Vessels calling at Norwegian ports must comply with Norwegian regulations:

- 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. Tschudi Bulk Terminal AS 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 TBT 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.

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.

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

7 Services

7.1 Stores handling and operations of cranes

- Agent shall always be kept informed about stores delivered to the vessel.
- The agent must always report to TBT regarding type and volumes of stores delivered to the vessel.
- 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.

7.2 Bunkering facilities

- No bunkering facilities are available on the export berth
- All enquiries about bunkers must be addressed to the ship's agent
- The agent must be kept informed regarding all types of oil products to be delivered to the vessel
- The agent must always inform TBT about any delivery of fuel and/or lubricants delivered to vessels calling at the terminal

Fresh water is available and is delivered at a rate of 12 M³/h. Supply of fresh water is given during normal opening hours, i.e. Monday – Friday 7-15.

7.2.1 Shorepower

Shorepower 2 * (400V, 50 Hz, 250 Amp) is available for supply at TBT export berth.

7.3 Customs

Customs clearance is performed by the ship's agent

7.4 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 Loading facilities for bulk vessels

The loading facility for export of iron ore from the export berth is owned by Tschudi Bulk Terminals and operated by Sydvaranger Drift AS. TBT is responsible for mooring of vessels and ISPS-security. Sydvaranger Drift AS is responsible for the loading operation.

8.1 Technical specifications for loading facility

Method of loading	Conveyor belt
Outreach of loading boom from fender line	22,10 m
Clearance of loading boom above (LAT)	17,80 m
Clearance of loading boom above (MSL)	15,90 m
Clearance of loading boom above (HAT)	14,07m
Travelling length of loader	158,00 m

8.2 Vessel limitations

Max length over all (LOA)	303,00 m
Max breadth acceptable	40,00 m
(Max allowed distance from water line to top of hatch cover in open position) HAT	14,07 m
Max sailing draught permitted basis LAT (basis 60 cm under keel clearance)	12,40 m

Extra ordinary requirements for vessels which do not comply to the requirements above

8.3 Requirements prior to loading operations

The following issues must be clarified prior to loading:

- Check list for secure loading of dry bulk must be signed by ship and loading operators (ship/shore check list)
- ISPS regulations must be clarified and agreed according to the ISPS code

- Loading plan must be approved and signed by ship and loading operator respectively

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.)

9 Appendix A – sketch 1, overview

Sketch showing the export berth, mooring facilities, and the loading boom.



