



**ALTINBAŞ PETROL VE TİCARET A.Ş.**  
**ALPET MERSİN TERMINAL**  
**FILLING AND STORAGE FACILITY**  
**DANGEROUS CARGO HANDLING GUIDE**



**DATE OF PRESENTATION: 24/05/2022**












**(See Revision Page for Revisions)**

**VELİ SELÇUK AKYOL**

**Facility Manager**



## REVISION PAGE

| Item No | Revision No | Content of the Revision  | Revision Date | Revision Author   |   |
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|         |             |  |               | Name Surname      | Signature   |
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| 2       | 2           | FACILITY DATA SHEET  | 3.10.2022     | Veli Selçuk AKYOL |    |
| 3       | 2           | 10.6 Safe Handling of Dangerous Goods Operation Procedure Checklist                      | 28.4.2023     | Veli Selçuk AKYOL |    |
| 4       | 2           | Annex - 4 General site plans of areas where dangerous cargoes are handled                | 28.4.2023     | Veli Selçuk AKYOL |    |
| 5       | 2           | Annex - 6 General fire management plan of the facility                                   | 28.4.2023     | Veli Selçuk AKYOL |    |
| 6       | 2           | ANNEX - 9 Emergency Management Scheme  | 28.4.2023     | Veli Selçuk AKYOL |  |
| 7       | 2           | ANNEX - 10 Dangerous Cargoes Handbook  | 28.4.2023     | Veli Selçuk AKYOL |  |
| 8       | 2           | Annex - 14 Emergency response equipment against marine pollution in the Coastal Facility | 28.4.2023     | Veli Selçuk AKYOL |  |
| 9       | 3           | Characteristics of docks / piers etc.  | 1.11.2023     | Veli Selçuk AKYOL |  |
| 10      | 3           | ANNEX - 9 Emergency Management Scheme  | 1.11.2023     | Veli Selçuk AKYOL |  |
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|         |             |  |               |                   |   |
|         |             |  |               |                   |   |


| <b>TABLE OF CONTENTS</b>   |      |
|--|------|
| <b>1 INTRODUCTION</b>  | 1-1  |
| 1.1 Facility Data Sheet  | 1-2  |
| 1.2 Loading / Unloading, Handling and Storage Procedure for Dangerous Goods Handled and Temporarily Stored at the port facility;                           | 1-5  |
| 1.2.1 Dangerous Goods Handled and Temporarily Stored in our Coastal Facility are as follows.   | 1-5  |
| 1.3 Dangerous Liquid / Bulk Cargoes Safe Handling Operation Procedure  | 1-5  |
| 1.3.1 Operation  | 1-5  |
| 1.4 Petroleum and Petroleum Products Handling Procedure  | 1-6  |
| 1.4.1 Ship-to-Terminal Transfer Operation  | 1-6  |
| 1.4.5 Handling Procedures for Handled and Temporarily Stored Dangerous Goods:  | 1-9  |
| <b>2 RESPONSIBILITY</b>  | 2-9  |
| 2.1 Responsibilities of the person in charge of the load   | 2-9  |
| 2.2 Responsibilities of the coastal facility operator  | 2-10 |
| 2.3 Responsibilities of the Ship Officer   | 2-11 |
| 2.4 Responsibilities of the Port Facilities Security Officer (PFSO)  | 2-13 |
| 2.5 Responsibilities of the Dangerous Goods Safety Advisor   | 2-13 |
| 2.6 Dangerous Goods Loading Safety Responsibilities  | 2-15 |
| 2.7 Responsibilities of 3 <sup>rd</sup> parties, cargo/ship agency etc. operating in the port facility   | 2-16 |
| <b>3 RULES AND MEASURES TO BE OBSERVED / IMPLEMENTED BY THE COASTAL FACILITY</b>   | 3-16 |
| 3.1 Rules to be followed and measures to be taken by coastal facility operators  | 3-16 |
| <b>4 CLASSES, TRANSPORTATION, LOADING/UNLOADING, HANDLING, SORTING, STACKING AND STORAGE OF DANGEROUS GOODS</b>  | 4-18 |
| 4.1 Classes of Dangerous Cargo   | 4-18 |
| 4.2 Packages and packages of dangerous goods.  | 4-18 |
| 4.3 Placards, license plates, brands and labels for dangerous cargoes  | 4-18 |
| 4.4 Dangerous cargoes markings and packing groups.   | 4-19 |
| 4.5 Sorting tables on board and in port according to the classes of dangerous cargoes.   | 4-19 |
| 4.6 Distances and terms for sorting dangerous cargoes in warehouses  | 4-19 |
| 4.7 Dangerous cargo documents  | 4-19 |
| <b>5 HANDBOOK ON DANGEROUS GOODS HANDLED AT THE COASTAL FACILITY</b>   | 5-20 |
| <b>6 OPERATIONAL CONCERNS</b>  | 6-20 |
| 6.1 Procedures for the safe berthing, mooring, loading / unloading, sheltering or anchoring of ships carrying dangerous cargoes day and night.             | 6-20 |
| 6.2 Procedures for additional measures to be taken according to seasonal conditions for loading and unloading of dangerous cargoes.                        | 6-21 |
| <b>7 DOCUMENTATION, INSPECTION AND RECORDING</b>   | 7-23 |
| 7.1 Procedures on all mandatory documents, information and documents related to dangerous cargoes, their provision and control by the relevant persons.    | 7-23 |
| 7.1.1 The following documents related to dangerous cargoes are kept up to date.  | 7-23 |
| 7.1.2 Operation Department regarding the Dangerous Goods handled in our port;  | 7-23 |
| 7.2 Procedures for keeping an up-to-date list of all dangerous cargoes on the shore facility site and other relevant information regularly and completely. | 7-23 |

|   |             |
|---|-------------|
| 7.3 Procedures for checking that dangerous cargoes arriving at the facility are properly identified, that the correct shipping names of dangerous cargoes are used, certified, packaged/packaged, labeled and declared, and that they are safely loaded and transported in approved and compliant packaging, containers or cargo transport units and reporting of inspection results. | 7-24        |
| 7.4 Procedures for the supply and maintenance of the safety data sheet (SDS).   | 7-24        |
| 7.5 Procedures for keeping records and statistics of dangerous cargoes.   | 7-25        |
| 7.6 Information on Quality Management System  | 7-25        |
| <b>8 EMERGENCIES, PREPAREDNESS AND RESPONSE TO EMERGENCIES</b>  | <b>8-25</b> |
| 8.1 Intervention procedure for dangerous cargoes that may pose a risk to life, property and/or the environment and dangerous situations caused by dangerous cargoes   | 8-25        |
| 8.1.1 Decision making;  | 8-25        |
| 8.1.2 Protective Actions and Response   | 8-26        |
| 8.1.3 Evacuation  | 8-26        |
| 8.1.4 Protection at the Incident Area   | 8-26        |
| 8.2 Information on the shore facility's abilities, capabilities and capacity to respond to emergencies  | 8-27        |
| 8.3 Regulations on the first intervention to be made for accidents involving hazardous cargoes (Procedures for first intervention, first aid facilities and capabilities, etc.).  | 8-27        |
| 8.4 Notifications to be made inside and outside the facility in case of emergency.  | 8-27        |
| 8.5 Accident reporting procedures.  | 8-28        |
| 8.5.1 Communication   | 8-28        |
| 8.5.2 Reports   | 8-29        |
| 8.6 Method of coordination, support and cooperation with authorities.   | 8-29        |
| 8.7 Emergency evacuation plan for the removal of ships and marine vessels from the Port facility in case of emergency.  | 8-29        |
| 8.7.1 Emergency Isolation System Preparation  | 8-29        |
| 8.7.2 Realization of emergency isolation  | 8-30        |
| 8.7.3 After Emergency Isolation   | 8-31        |
| 8.8 Procedures for handling and disposal of damaged dangerous cargoes and wastes contaminated by dangerous cargoes.   | 8-31        |
| 8.8.1 Waste Collection and Transportation   | 8-31        |
| 8.8.2 Waste Disposal  | 8-31        |
| 8.8.3 Contaminated Packages;  | 8-32        |
| 8.9 Emergency drills and their records  | 8-32        |
| 8.9.1 Drill Practices;  | 8-32        |
| 8.9.2 Drill Scenarios;  | 8-32        |
| 8.9.3 Emergency Drills to be conducted within ALPET Mersin port facility;   | 8-32        |
| 8.10 Information on fire protection systems.  | 8-32        |
| 8.11 Procedures for approval, inspection, testing, maintenance and availability of fire protection systems  | 8-33        |
| 8.11.1 Fire Water Tanks and Fire Water  | 8-33        |
| 8.11.2 Fire Water Pumps   | 8-33        |
| 8.11.3 Sprinkler Installation   | 8-33        |
| 8.11.4 Fire Hydrant Installation  | 8-33        |
| 8.11.5 Portable Fire Extinguishers  | 8-34        |
| 8.11.6 Protection against freezing  | 8-34        |

|  |      |
|--|------|
| 8.12 Measures to be taken in cases where fire protection systems do not work | 8-35 |
| 8.13 Other risk control equipment  | 8-35 |

|   |              |
|---|--------------|
| <b>9 OCCUPATIONAL HEALTH and SAFETY</b>   | <b>9-36</b>  |
| 9.1 Occupational health and safety measures   | 9-36         |
| 9.1.1 Trainings   | 9-36         |
| 9.1.2 Security Measures   | 9-36         |
| 9.1.3 Safety Advisor:   | 9-37         |
| 9.1.4 Port facility emergency plan:   | 9-37         |
| 9.1.5 Drills  | 9-37         |
| 9.2 Information on personal protective equipment and procedures for its use.  | 9-38         |
| 9.2.1 Personal protective equipment used in the workplace   | 9-38         |
| 9.3 Confined space entry clearance measures and procedures  | 9-39         |
| 9.3.1 Entrance to confined space  | 9-39         |
| <b>10 OTHER CONSIDERATIONS</b>  | <b>10-40</b> |
| 10.1 Validity of Dangerous Cargo Conformity Certificate   | 10-40        |
| 10.2 Tasks defined for the Dangerous Goods Safety Advisor   | 10-40        |
| 10.3 Issues for the carriers of dangerous goods arriving to/leaving from the coastal facility by road (documents that road vehicles carrying dangerous goods must have at the entrance/exit from/to the port or coastal facility area, equipment and equipment that these vehicles must have; speed limits in the port area, etc.). | 10-40        |
| 10.3.1 Documents for Vehicles Carrying Dangerous Goods Arriving at the Coastal Facility by Road.  | 10-40        |
| 10.3.2 Dangerous packaged cargoes and dangerous bulk cargoes:   | 10-40        |
| 10.3.3 Documents that must be available   | 10-40        |
| 10.4 Issues for the carriers of dangerous cargoes arriving at the coastal facility by sea / leaving the port facility (day / night signs to be shown by ships and marine vessels carrying dangerous cargoes at the port or port facility, cold and hot working procedures on ships, etc. issues).                                   | 10-41        |
| 10.4.1 Arrival by Sea   | 10-41        |
| 10.4.2 Departure by Sea   | 10-41        |
| 10.5 Additional matters to be added by the shore facility   | 10-41        |
| 10.5.1 Training   | 10-41        |
| 10.5.2 Training content   | 10-42        |
| 10.5.3 Accident Prevention Policy   | 10-43        |
| 10.5.4 Hot Work and operations Procedure  | 10-44        |
| 10.5.5 Hot Work Business and Transactions Form  | 10-45        |
| 10.5.6 The Responsibilities of the Personnel in Charge of the Operation   | 10-47        |
| 10.5.6.1 Operation Officer  | 10-47        |
| 10.5.6.2 Shift Supervisor   | 10-47        |
| 10.5.6.3 Health, Safety, Environment Supervisor   | 10-48        |
| 10.6 Safe Handling of Dangerous Goods Operation Procedure Checklist   | 10-49        |
| 10.7 EmS (Emergency Procedures for Ships Carrying Dangerous Goods) and MFAG (Medical First Aid Guide)   | 10-59        |
| 10.7.2 MFAG Guidelines  | 10-59        |

|   |       |
|---|-------|
| 11 APPENDICES   | 11-61 |
| Annex - 1 Coastal facility general plan of layouts  | 11-61 |
| Annex – 2 General view pictures of the coastal facility   | 11-62 |
| Annex – 3 Emergency contact points and contact information  | 11-65 |
| Annex – 4 General site plans of areas where dangerous cargoes are handled   | 11-66 |
| Annex – 5 Firefighting plans for areas where dangerous cargoes are handled  | 11-68 |
| Annex – 6 General fire management plan of the facility  | 11-69 |
| Annex – 7 Emergency Plan  | 11-70 |
| Annex – 8 Emergency gathering places plan   | 11-71 |
| Annex – 9 Emergency Management Scheme   | 11-72 |
| Annex – 10 Dangerous Cargoes Handbook   | 11-73 |
| Annex – 11 Inlet/outlet drawings of leakage areas and equipment for CTU and packages  | 11-75 |
| Annex – 12 Port service vessels inventory   | 11-75 |
| Annex – 13 Sea coordinates of Regional Port Authority Administrative boundaries, anchorages and pilot landing / disembarkation points | 11-76 |
| Annex – 14 Emergency response equipment against marine pollution in the Coastal Facility  | 11-78 |
| Annex – 15 Personal Protective Equipment usage map  | 11-79 |
| Annex – 16 Notification forms for dangerous cargo incidents   | 11-80 |
| Annex – 17 Control results notification form for dangerous cargo transport units (CTUs)   | 11-81 |
| Annex – 18 Other annexes as required  | 11-81 |
| Annex – 19 Dangerous Goods Handling guide additional cargo notification (where required)  | 11-81 |
| Annex - 20 Personal Protective Equipment List   | 11-82 |

|  |                    |                   |                |                      |                |
|--|--------------------|-------------------|----------------|----------------------|----------------|
|  | <b>Document No</b> | <b>Issue Date</b> | <b>Rev. No</b> | <b>Revision Date</b> | <b>Page No</b> |
|  |                    | 24.05.2022        | 3              | 01.11.2023           | 1              |
| <b>DANGEROUS CARGO HANDLING GUIDE</b>  |                    |                   |                |                      |                |

## 1 INTRODUCTION

1.1. The entry and possession of dangerous cargoes in the Coastal Facility, the subsequent handling, the general safety and protection of the area, the protection of the cargoes, the protection of the safety of everyone in or near the coastal facility and the protection of the environment should be supervised.

1.2. Life safety at sea is also related to the safety and protection of a ship, its cargoes and crew at the coastal facility, and the measures taken directly before loading/discharging and during handling of dangerous cargoes.


1.3. The recommendations in this guide are limited to dangerous cargoes in the port area as part of the transportation chain. The recommendations in this guidance do not apply to dangerous cargoes that are generally kept in the port area for storage or used in the port area, however, the Administration may wish to check that such use and storage complies with legal national requirements.

1.4. Other important prerequisites for the safe handling and loading of dangerous goods are their proper identification, protection, packaging, wrapping, securing, marking, labeling, attaching license plates and documentation. This applies regardless of whether the operations are carried out at the coastal facility or at facilities away from the coastal facility.

1.5. Although the general transportation chain includes land, port and sea elements, it is very important that the persons responsible for the matters specified in Article 1.4 take all precautions and that all relevant information is provided to the persons involved in the transportation chain and to the last consignee. Attention should be paid to the possible different requirements for different modes of transport.

1.6. The safe handling and loading of dangerous cargoes is based on the correct and precise application of the regulations for the handling and loading of such cargoes and depends on the judgment of all those who are familiar with the regulations in full and in detail and are aware of the risks involved. This can only be achieved through properly planned and executed training and retraining of the persons concerned.

1.7. Laws, regulations and relevant publications are under constant review and the document is regularly revised accordingly. It is very important to use only the current versions. The content of these laws, regulations and related publications is mentioned in the recommendations in this guide only to the extent necessary.

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|--|---------------------------------------|-------------------|----------------|----------------------|----------------|
|  | <b>Document No</b>                    | <b>Issue Date</b> | <b>Rev. No</b> | <b>Revision Date</b> | <b>Page No</b> |
|  |                                       | 24.05.2022        | 3              | 01.11.2023           | 2              |
|  | <b>DANGEROUS CARGO HANDLING GUIDE</b> |                   |                |                      |                |


### 1.1 Facility Data Sheet

General information about the facility is as specified in the facility data sheet presented below.


#### FACILITY DATA SHEET

|    |  |  |                     |                             |
|----|--|--|---------------------|-----------------------------|
| 1  | Name/title of the facility operator  | ALTINBAŞ PETROL ve TİC. A.Ş.   |                     |                             |
| 2  | Contact details of the facility operator (address, telephone, fax, e-mail and website)   | Kazanlı Mahallesi 321040 Sokak No:10 Akdeniz / MERSİN<br>Tel: 0324 451 29 60<br>Fax: 0324 451 29 69<br>veliakyol@alpet.com.tr www.alpet.com.tr |                     |                             |
| 3  | Name of the facility   | ALPET MERSİN FILLING FACILITY  |                     |                             |
| 4  | Province where the facility is located   | MERSİN   |                     |                             |
| 5  | Contact information of the facility (address, telephone, fax, e-mail and web page)   | Kazanlı Mahallesi 321040 Sokak No:10 Akdeniz / MERSİN<br>Tel: 0324 451 29 60<br>Fax: 0324 451 29 69<br>info@alpet.com.tr www.alpet.com.tr      |                     |                             |
| 6  | Geographical region where the facility is located  | AKDENİZ  |                     |                             |
| 7  | Regional Port Authority to which the facility is affiliated and contact details  | MERSİN REGIONAL PORT AUTHORITY<br>Tel: 0324 237 74 62  |                     |                             |
| 8  | Municipality to which the facility is affiliated and contact details   | MERSİN METROPOLITAN MUNICIPALITY<br>Tel: 444 21 53   |                     |                             |
| 9  | Name of the Free Zone or Organized Industrial Zone where the facility is located   | ---  |                     |                             |
| 10 | Validity date of the Coastal Facility Operation Permit / Temporary Operation Permit  | Document no: 5808 – D3 08.03.2024  |                     |                             |
| 11 | Facility's operational status (X)  | Own cargo and additional 3 <sup>rd</sup> party (X)   | Own cargo and (...) | 3 <sup>rd</sup> Party (...) |
| 12 | Name and surname, contact details (phone, fax, e-mail) of the facility supervisor  | Veli Selçuk AKYOL<br>Tel: 0324 451 29 60 Fax: 0324 451 29 69<br><a href="mailto:veliakyol@alpet.com.tr">veliakyol@alpet.com.tr</a>             |                     |                             |
| 13 | Name and surname, contact details (phone, fax, e-mail) of the facility's dangerous goods operations officer  | H.İbrahim ALTINBAŞ<br>Tel: 0324 329 00 56<br><a href="mailto:ibrahimaltinbas@alpet.com.tr">ibrahimaltinbas@alpet.com.tr</a>                    |                     |                             |
| 14 | Name and surname of the facility's Hazardous Material Safety Advisor, contact details (phone, fax, e-mail)   | Serkan KILIÇÇIOĞLU<br>Tel: 0324 329 00 56 - 0 532 626 98 56<br>e-mail: <a href="mailto:serkan@adrel.com.tr">serkan@adrel.com.tr</a>            |                     |                             |
| 15 | Sea coordinates of the facility  | Buoy number 1: 36°046'128" N/ 34°044'067" E<br>Buoy number 2: 36°046'313" N/ 34°044'248" E<br>Buoy number 3: 36°046'249" N/ 34°044'356" E      |                     |                             |
| 16 | Types of dangerous cargo handled at the facility (cargoes under MARPOL Annex I, IMDG Code, IBC Code, IGC Code, IMSBC Code, Grain Code, TDC Code and asphalt/bitumen and scrap cargoes) | MARPOL Annex-I<br>UN 1202 DIESEL FUEL<br>UN1203 GASOLINE   |                     |                             |




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|--|---------------------------------------|-------------------|----------------|----------------------|----------------|
|  | <b>Document No</b>                    | <b>Issue Date</b> | <b>Rev. No</b> | <b>Revision Date</b> | <b>Page No</b> |
|  |                                       | 24.05.2022        | 3              | 01.11.2023           | 3              |
|  | <b>DANGEROUS CARGO HANDLING GUIDE</b> |                   |                |                      |                |

|    |  |   |                            |
|----|--|---|----------------------------|
| 17 | Dangerous cargoes handled in the facility (cargoes other than IMDG Code from the cargo types in Article 16)                    | ---   |                            |
| 18 | Classes for cargoes handled subject to IMDG Code   | Packaged Dangerous Goods (IMDG Code) are not handled.   |                            |
| 19 | Groups in the table of characteristics for Cargoes handled, subject to IMSBC Code  | Dangerous Solid Bulk Cargoes (IMSBC Code) are not handled.  |                            |
| 20 | Types of vessels that can berth at the facility  | Petroleum and Petroleum Products Tanker   |                            |
| 21 | Distance to main road (kilometer)  | 3 KM  |                            |
| 22 | Distance of the facility to railway (kilometers) or railway connection (Available/Not available)                               | 15 km / no rail connection  |                            |
| 23 | Name of the nearest airport and distance to the property (kilometers)  | Adana Sakirpasa airport / 87 km   |                            |
| 24 | Cargo handling capacity of the facility (Ton/Year; TEU/Year; Truck/Year)   | 175000 tons/year  |                            |
| 25 | Whether scrap handling is performed at the facility  | Scrap Handling is not performed.  |                            |
| 26 | Is there a border gate? (Yes/No)   | No  |                            |
| 27 | Is there a bonded area? (Yes/No)   | Yes   |                            |
| 28 | Load handling equipment and capacities   | 8" Sea Pipeline, Capacity (200 m <sup>3</sup> /h)<br>12" Sea Pipeline, Capacity (450 m <sup>3</sup> /h)<br>16" Sea Pipeline, Capacity (650 m <sup>3</sup> /h) |                            |
| 29 | Storage tank capacity (m <sup>3</sup> )  | 95,596 m <sup>3</sup>   |                            |
| 30 | Open storage area (m <sup>2</sup> )  | 105.908 m <sup>2</sup>  |                            |
| 31 | Semi-enclosed storage area (m <sup>2</sup> )   | ---   |                            |
| 32 | Indoor storage area (m <sup>2</sup> )  | 6778 m <sup>2</sup>   |                            |
| 33 | Designated fumigation and/or de-fumigation area (m <sup>2</sup> )  | ---   |                            |
| 34 | Name/title of the navigation and tugboat services provider contact details   | Med Marine Kılavuzluk ve Römorkör Hizmetleri İnş. San. ve Tic. A.Ş.<br>Tel: 0 (212) 311 18 00 Faks: 0 (212) 293 85 31   |                            |
| 35 | Is a Security Plan in place? (Yes/No)  | Yes   |                            |
| 37 | Waste Reception Facility capacity (This section will be organized separately according to the wastes accepted by the facility) | Type of Waste   | Capacity (m <sup>3</sup> ) |
|    |  | ---   | ---                        |

|  | <b>Document No</b>                    | <b>Issue Date</b> | <b>Rev. No</b>               | <b>Revision Date</b>         | <b>Page No</b>  |
|--|---------------------------------------|-------------------|------------------------------|------------------------------|---|
|  |                                       | 24.05.2022        | 3                            | 01.11.2023                   | 4   |
|  | <b>DANGEROUS CARGO HANDLING GUIDE</b> |                   |                              |                              |   |
| 38   | Characteristics of docks/ piers etc.  |                   |                              |                              |   |
| Docks/ Piers No  | Length (meter)                        | Width (meter)     | Maximum water depth (meters) | Minimum water depth (meters) | The largest vessel weight and length to berth (DWT or GRT - meters) |
| BUOY   |                                       |                   | 13,70                        | 11,50                        | 45000   |
| Name of the pipeline (if available on the facility)                              |                                       |                   | Number (pcs)                 | Length (meter)               | Diameter (inch)   |
| SEA PIPELINE   |                                       |                   | 1                            | 6350                         | 8''   |
| SEA PIPELINE   |                                       |                   | 1                            | 6350                         | 12''  |
| SEA PIPELINE   |                                       |                   | 1                            | 6350                         | 16''  |

**1.2 Loading / Unloading, Handling and Storage Procedure for Dangerous Goods Handled and Temporarily Stored at the port facility;**

|   |                                       |                   |                |                      |                |
|---|---------------------------------------|-------------------|----------------|----------------------|----------------|
|  | <b>Document No</b>                    | <b>Issue Date</b> | <b>Rev. No</b> | <b>Revision Date</b> | <b>Page No</b> |
|   |                                       | 24.05.2022        | 3              | 01.11.2023           | 5              |
|   | <b>DANGEROUS CARGO HANDLING GUIDE</b> |                   |                |                      |                |

**1.2.1 Dangerous Goods Handled and Temporarily Stored in our Coastal Facility are as follows.**

| UN     | NAME AND DESCRIPTION | CLASS | PACKAGE | TK |
|--------|----------------------|-------|---------|----|
| UN1202 | DIESEL FUEL          | 3     | III     | 30 |
| UN1203 | GASOLINE             | 3     | II      | 33 |

### 1.3 Dangerous Liquid / Bulk Cargoes Safe Handling Operation Procedure

#### 1.3.1 Operation

Dangerous Liquid / Bulk cargoes are handled with a buoy system and subsequently stored in our coastal facility.

1.3.1.1 The cargo that is not specified in the Dangerous Goods Handling Guide in force at the Coastal Facility and planned to be handled at the facility is notified to the Regional Port Authority with the relevant form.

|  |  |  |
|--|--|--|
| Uygun sevkiyat adı   |  |  |
| Varsa UN Numarası ve Class ID/Karakteristik tablosundaki gruplar |  |  |
| Yükün türü ve tabii olduğu kod                                   | Tehlikeli Sıvı Dökme Yükler (Petrol ve Petrol Türevleri-MARPOL Ek-1) |  |
|  | Tehlikeli Sıvı Dökme Yükler (Kimyasal ve Benzeri-IBC Kod)            |  |
|  | Tehlikeli Sıvı Dökme Yükler (Sıvılaştırılmış Gaz-IGC Kod)            |  |
|  | Paketli Tehlikeli Yükler (IMDG Kod)                                  |  |
|  | Tehlikeli Katı Dökme Yükler (IMSBC Kod)                              |  |

Ek: Güvenlik Bilgi Formu (SDS)

Tehlikeli Madde Güvenlik Danışmanı

Ad/Soyad/İmza

Kıyı Tesisi Yetkilisi


Ad/Soyad/İmza

1.3.1.2 At the operation meeting held the day before, the equipment to be used, the number of posts and the team are determined. The SDS form of the cargo is given to the Health, Safety, Environment (SEÇ) unit by the agency at least 3 days before the ship notification.

1.3.1.3 After the ship is securely tied to the buoy with the help of pilot and mooring, a safety inspection is made on board. If there is an unsafe situation, the situation is communicated to the ship's officer and precautions are taken. Evacuation equipment and pipes suitable for the cargo are selected by the operation officer. ISGOTT Ship/Shore Safety Checklist is mutually signed. A communication network is established between the ship and the port facility.

1.3.1.4 Workers stand by the flexible hoses to be connected to the ship. They act together with the vessel crew in the connection of liquid cargoes to the ship's inlet and outlet manifolds.

1.3.1.5 Proper pressure adjustment is made with the vessel. Overflow of tanks is prevented and the line is cut off by informing the ship personnel in case of danger.

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|---|---------------------------------------|-------------------|----------------|----------------------|----------------|
|  | <b>Document No</b>                    | <b>Issue Date</b> | <b>Rev. No</b> | <b>Revision Date</b> | <b>Page No</b> |
|   |                                       | 24.05.2022        | 3              | 01.11.2023           | 6              |
|   | <b>DANGEROUS CARGO HANDLING GUIDE</b> |                   |                |                      |                |

## **1.4 Petroleum and Petroleum Products Handling Procedure**

Land tanker and ship discharge operations are carried out at the terminal. Diesel, Gasoline, Biodiesel are handled from Hazardous Liquid Bulk Cargoes. Separate lines are used for all products, but the handling procedures are the same. For this reason, it is explained under a single heading.

### **1.4.1 Ship-to-Terminal Transfer Operation**


- The line and valves are checked before the operation.
- Ship Shore Safety Check List and Discharging Procedure are prepared and mutually signed between the ship and the Terminal.
- Communication protocol is determined between the ship and the Terminal.
- The valves of the sea pipeline, collector and the warehouse tank to be filled are opened by the Terminal and the ship is informed that it is ready.
- The manifold is opened by the ship and the discharge pumps are activated and the terminal is informed that the discharge has started.
- On the ship and terminal side, the manometers on the line are checked to see if there is a transmission. If transmission is observed, the tank radar information of the terminal tank being filled is checked.
- Back pressure and discharge amount information is periodically shared between the ship and the terminal.

### **1.4.2 Terminal to Ship Transfer Operation**

- Line and valves are checked before the operation.
- Filling pump oil level is checked. If missing, it is completed.
- Ship Shore Safety Check List and Discharging Procedure are prepared and mutually signed between the ship and the Terminal.
- Communication protocol is determined between the ship and the Terminal.
- On the terminal side, after the discharge valve of the tank to be discharged, the valves of the discharge pump in the pump room, the collector valves and the valve of the sea pipeline are opened, the ship is informed that it is ready.
- When the manifold is opened on the ship side and the information that the terminal is ready is transmitted, the pump is activated and the ship loading operation is started.
- On the terminal and ship side, manometer and tank radars on the line are checked to see if there is a passage.
- Mutual back pressure and product quantity information is shared periodically.

### **1.4.3 Tanker Discharge Process**

- Park your vehicle safely. (If necessary, follow the instructions given by the Security Officer).
- Give the incoming product documents to the security guard.
- Hand over your belongings (cell phone, lighter, items with metal on them, etc.) to the Security Officer.
- Security personnel give information about the vehicle coming for unloading

|  |                                       |                   |                |                      |                |
|--|---------------------------------------|-------------------|----------------|----------------------|----------------|
|  | <b>Document No</b>                    | <b>Issue Date</b> | <b>Rev. No</b> | <b>Revision Date</b> | <b>Page No</b> |
|  |                                       | 24.05.2022        | 3              | 01.11.2023           | 7              |
|  | <b>DANGEROUS CARGO HANDLING GUIDE</b> |                   |                |                      |                |

to the administrative unit and get approval to enter the facility area.

- After receiving approval from the administrative unit, the vehicle is taken inside for unloading by contacting the facility site supervisor.
- Wear your Personal Protective Equipment (hard hat, safety glasses, fuel resistant protective gloves, anti-static work shoes, anti-static work clothes).
- If the vehicle is not a green engine, it attaches the flame arrester to the exhaust pipe appropriately.
- Before going to the unloading place. Scale weighing is performed.
- Drive the tanker at a speed of 10km/h inside the facility. When it is your turn, park your vehicle in the direction of escape to the unloading place where you will unload.
- Stop the engine of your vehicle, pull the parking brake.

**LEAVE THE IGNITION KEYS ON THE VEHICLE.**

- Turn the battery main current switch off.
- Attach the grounding tongs to your vehicle.
- Know that you will open the tanker valves respectively.
- Open the covers on the tanker safely.
- Open the top covers of the vehicle and have the field personnel check that there is no water in the compartments.

**DO NOT DISCHARGE UNLESS YOU STRICTLY CHECK THE WATER. AFTER DRAINING, REMOVE THE GROUNDING TABLE BEFORE GETTING INTO YOUR VEHICLE.**


- After turning the battery main current switch on, get in your vehicle and start the engine.
- Close the discharge bottom valves.
- Have the discharged product checked for any deficiency.
- Take back your belongings that you handed over to the security guard at the entrance.
- Do not try to solve any problem you may encounter during the evacuation. Please inform the person in charge of the evacuation.

#### 1.4.4 Tanker Loading Process

- Park your vehicle safely. (If necessary, follow the instructions given by the Safety Officer).
- Register your vehicle with the security officer.
- Hand over your belongings (cell phone, lighter, items with metal on them, etc.) to the Security Officer.

**IT IS DANGEROUS and FORBIDDEN TO ENTER THE FILLING AREA WITH THESE ITEMS.**

- Wear your Personal Protective Equipment (hard hat, safety glasses, fuel resistant protective gloves, anti-static work shoes, anti-static work clothes).
- Attach the flame arrester to the exhaust pipe of the vehicle accordingly.

|  |                                       |                   |                |                      |                |
|--|---------------------------------------|-------------------|----------------|----------------------|----------------|
|  | <b>Document No</b>                    | <b>Issue Date</b> | <b>Rev. No</b> | <b>Revision Date</b> | <b>Page No</b> |
|  |                                       | 24.05.2022        | 3              | 01.11.2023           | 8              |
|  | <b>DANGEROUS CARGO HANDLING GUIDE</b> |                   |                |                      |                |

- If you are going to buy black product, enter the scale and weigh the tare. Take the scale receipt.
- Drive the tanker at a speed of 10 km/h inside the facility. When it is your turn, park your vehicle in the escape direction to the island where you will fill.
- Stop the engine of your vehicle, pull the hand brake.

#### **LEAVE THE IGNITION SWITCH ON THE VEHICLE.**

- Turn off the main current switch of the battery.
- Make a good grounding of your vehicle. See that the green light on the grounding device is on. If the green light is not on, notify the authorities.
- Close the valves of the drain hoses on the tanker.
- Climb on top of the tanker safely.

#### **FOR YOUR SAFETY, WEAR A PARACHUTE-TYPE SEAT BELT CONNECTED TO THE ANTI-FALL DEVICE!**

- Open the top cover of the vehicle and have the filling personnel check that there is no fuel and water in the compartments.
- Only open the tank lid of the product you will take in slowly and carefully.
- Pull the filling lever slowly and insert it vertically into the tank until the tip is as close as possible to the bottom.
- Start filling by activating the mechanism on the filling lever.


#### **THE FILLING HANDLE SHOULD ALWAYS BE HELD BY HAND DURING FILLING TO AVOID OVERFLOW.**

- When the value indicated by the meter reaches the value on the filling slip, the filling will end.
- Drain the finished filling arm so that no fuel is left, then lift it up and carefully return it to its original position on the platform.
- Close the lid of the tanker compartment well and check that it is secure.

#### **AFTER FILLING, BEFORE GETTING OFF THE PLATFORM AND GETTING INTO YOUR VEHICLE, DISCONNECT THE EARTHING PLUG.**

- After turning on the main current switch of the battery, get in your vehicle and start the engine.
- Park your vehicle in a safe place.
- Allow the Filling or Safety Personnel to check the water and seal the cap.
- Remove the exhaust hood from the vehicle.
- Have the security personnel check the invoice and sealing.
- Take back the items you handed over to the security guard at the entrance.
- Do not try to solve any problems you may encounter during filling. Always inform the attendant in the filling control room.

#### **1.4.5 Handling Procedures for Handled and Temporarily Stored Dangerous Goods:**

|  |                                       |                   |                |                      |                |
|--|---------------------------------------|-------------------|----------------|----------------------|----------------|
|  | <b>Document No</b>                    | <b>Issue Date</b> | <b>Rev. No</b> | <b>Revision Date</b> | <b>Page No</b> |
|  |                                       | 24.05.2022        | 3              | 01.11.2023           | 9              |
|  | <b>DANGEROUS CARGO HANDLING GUIDE</b> |                   |                |                      |                |

The procedure for dangerous cargoes within the scope of IMDG CODE and MARPOL Annex-I handled in our Port Facility is below.

Regarding the dangerous cargoes within the scope of IMDG CODE and MARPOL Annex-I coming to the port;

- Handling time of the dangerous cargo at the coastal facility,
- The obligation to wear protective clothing during handling and the specifications of the clothing
- In case of emergency intervention (Fire and Spillage), intervention possibilities and the risk that may occur,

## **2 RESPONSIBILITY**

All parties involved in the transportation of dangerous goods;

They are obliged to take all necessary measures to carry out transportation in a safe, secure and environmentally harmless manner, to prevent accidents and to minimize the damage as much as possible when an accident occurs.

In emergency situations such as fire, leakage, spillage that may occur during the transportation of dangerous cargoes, they intervene according to the EmS guide, which includes Emergency Response Methods and Emergency Schedules for Ships Carrying Dangerous Goods.

They use the Medical First Aid Guide (MFAG) in the annex of the IMDG code in order to provide appropriate medical first aid to persons affected by the damages of Dangerous Goods and health problems and injuries resulting from accidents involving these cargoes.

### **2.1 Responsibilities of the person in charge of the load**

**2.1.1** Preparing the mandatory documents, information and documents related to dangerous cargoes, having them prepared and ensuring that these documents are available with the cargo during the transportation activity.

**2.1.2** Ensuring that dangerous cargoes are properly classified, identified, packaged, marked, labeled and placarded in accordance with their type.

**2.1.3** Ensuring that dangerous cargoes are loaded, stacked and securely tied, transported and unloaded in approved packaging and cargo transport units in accordance with the rules and in a safe manner.

**2.1.4** Ensuring that all relevant personnel are trained on the risks of dangerous goods transported by road and sea, safety precautions, safe operation, emergency measures, security and similar issues, and keeping training records.


**2.1.5** Ensuring that necessary safety measures are taken for dangerous cargoes that do not comply with the rules, are unsafe or pose a risk to persons or the environment.

**2.1.6** Providing necessary information and support to those concerned in case of emergency or accident.

**2.1.7** Notifying the administration of dangerous cargo accidents occurring in the area of responsibility.

**2.1.8** Providing the information and documents requested by the authorities and ensuring the necessary cooperation.

### **2.2 Responsibilities of the coastal facility operator**

|  |                    |                   |                |                      |                |
|--|--------------------|-------------------|----------------|----------------------|----------------|
|  | <b>Document No</b> | <b>Issue Date</b> | <b>Rev. No</b> | <b>Revision Date</b> | <b>Page No</b> |
|  |                    | 24.05.2022        | 3              | 01.11.2023           | 10             |
| <b>DANGEROUS CARGO HANDLING GUIDE</b>  |                    |                   |                |                      |                |

**2.2.1** Not to berthing ships carrying dangerous cargoes to the facility without the permission of the Regional Port Authority

**2.2.2** Providing written information to the ship that will berth at the facility within the scope of facility rules, cargo handling rules and relevant legislation.

**2.2.3** Not to handling hazardous cargoes for which the Regional Port Authority has not received permission to handle, and not to victimize the ships that will dock by planning in this context.

**2.2.4** Requesting the mandatory documents, information and documents related to dangerous cargoes from the cargo authority and ensuring that they are available with the cargo.

**2.2.5** Sharing all the data that may be required according to the nature of the cargo with the ship's person and performing the loading or unloading operation according to the agreement to be reached. Not to make changes in the operation without the knowledge of the ship's officer.

**2.2.6** Determining the working limits by taking into account the safe working capacity of the facility and weather forecasts, taking necessary measures to ensure that the ship remains safely moored at the buoy and handling is carried out.

**2.2.7.** Checking the documents in the legislation containing information that the dangerous cargoes arriving at the facility are properly classified, packaged, marked, labeled, labeled, placarded and safely loaded into the cargo transport unit.

**2.2.8** Ensuring the necessary training and certification of employees involved in the loading, unloading and handling of dangerous cargoes and the planning of handling. Not to assign employees whose training has not been completed in these activities.

**2.2.9** Ensuring that the hazardous cargo handling equipment in the facility is always operable and that the employees who will use it are trained and documented on the use of this equipment.

**2.2.10** Providing PPE (Personal Protective Equipment) suitable for the physical and chemical properties of the dangerous cargo by taking occupational safety measures at the facility.


**2.2.11** Ensuring that the ships are docked and moored to the buoy in a suitable, sheltered and safe manner during the execution of activities related to dangerous cargoes.

**2.2.13** Ensuring that the entry-exit system between the ship and the shore is appropriate and safe.

**2.2.14** Equipping the ship that will load or unload bulk petroleum and petroleum products with installations and equipment suitable for this work.

**2.2.15** Keeping an up-to-date list of all dangerous cargoes on the ships docked at the facility buoy system and in the operation area. Providing information upon request to the relevant authorities.



|  |                    |                   |                |                      |                |
|--|--------------------|-------------------|----------------|----------------------|----------------|
|  | <b>Document No</b> | <b>Issue Date</b> | <b>Rev. No</b> | <b>Revision Date</b> | <b>Page No</b> |
|  |                    | 24.05.2022        | 3              | 01.11.2023           | 11             |
| <b>DANGEROUS CARGO HANDLING GUIDE</b>  |                    |                   |                |                      |                |

**2.2.16** Notifying the Regional Port Authority of the instant risks of the dangerous cargoes handled and temporarily stored in the area of responsibility and the measures taken against them.

**2.2.17** Reporting accidents, including accidents in closed areas related to dangerous cargoes, to the Regional Port Authority.

**2.2.18** Providing the necessary support and cooperation in the controls carried out by the official authorities.

**2.2.19** Ensuring the transportation of dangerous cargoes, which cannot be kept temporarily in the operation area or which are not allowed, out of the coastal facility as soon as possible without waiting.

**2.2.20** Temporarily storing the cargo transport units in which dangerous cargoes are transported in accordance with the separation and stacking rules and taking fire, environmental and other safety measures appropriate to the class of dangerous cargo in the storage area. Keeping fire extinguishing systems and first aid units ready for use at all times in the areas where dangerous cargoes are handled and making the necessary checks periodically.

**2.2.21** Obtaining permission from the Regional Port Authority for hot work works and operations planned to be carried out in areas where dangerous cargoes are located and handled.

**2.2.22** Preparing an Emergency Plan for the evacuation of ships and marine vessels from coastal facilities in emergencies. To inform the relevant parties if the Regional Port Authority finds it appropriate.

**2.2.23** Ensuring that all operating personnel are trained on the risks of dangerous cargoes handled, safety precautions, safe operation, emergency measures, security and similar issues, and keeping training records.

**2.2.24** Ensuring that emergency arrangements are made and all relevant persons are informed about these issues.


**2.2.26** Carrying out activities related to dangerous cargoes in buoys and warehouses established in accordance with these works. To make the internal loading of cargo transportation units in accordance with the loading safety rules.

### **2.3 Responsibilities of the Ship Officer**

**2.3.1** Documenting that the ship is suitable for the cargo it carries, ensuring that its equipment, devices and equipment are suitable for dangerous cargo transportation.

**2.3.2** Requesting all mandatory documents, information and documents related to dangerous cargoes from the port facility and the cargo, and keeping them during the dangerous cargo transportation activity.

**2.3.3** Ensuring that the information and documents related to dangerous cargoes that should be on board within the scope of legislation and international conventions are appropriate and up-to-date.

|  |                    |                   |                |                      |                |
|--|--------------------|-------------------|----------------|----------------------|----------------|
|  | <b>Document No</b> | <b>Issue Date</b> | <b>Rev. No</b> | <b>Revision Date</b> | <b>Page No</b> |
|  |                    | 24.05.2022        | 3              | 01.11.2023           | 12             |
| <b>DANGEROUS CARGO HANDLING GUIDE</b>  |                    |                   |                |                      |                |

**2.3.4** Verifying that the dangerous cargoes on board the ship are duly identified, classified, certified, packaged, marked, labeled, declared, safely loaded into approved and proper packaging, container and cargo transport unit and also checking the documents containing this information.

**2.3.5** Ensure that all ship personnel are informed and trained on the risks of dangerous cargoes carried, loaded and discharged, safety procedures and measures, safe working, safety and emergency measures, response methods and similar issues.

**2.3.6** Keeping up-to-date lists of all dangerous cargoes on board and declaring them to the relevant persons.

**2.3.7.** Ensuring that the loading program, if on board, is approved, documented and operational.

**2.3.8.** Notifying the Regional Port Authority and the facility of the instant risk that may be posed by the dangerous cargoes on board and the measures taken against it.

**2.3.9.** Refusing to carry dangerous cargo in case of leakage or possibility of leakage in dangerous cargo.

**2.3.10** Notifying the Regional Port Authority of dangerous cargo accidents occurring on board.

**2.3.11** Providing the necessary support and cooperation in the controls carried out on board by the official authorities.

**2.3.13** Ensuring that persons who are suitably qualified and have received the necessary training in loading, transporting, unloading and handling of dangerous cargoes work with PPE suitable for the physical and chemical properties of the dangerous cargo and in a manner that takes occupational safety measures.

**2.3.14** Ensuring that the safety measures for loading, stowing, segregation, handling, transportation and unloading of dangerous cargoes on board the ship are fully implemented and maintained, and carrying out the necessary inspections and controls.

**2.3.15** Not to go out of the area allocated to it, not to anchor, not to approach the buoy without the permission of the Regional Port Authority.


**2.3.16** Implementing all rules and precautions during navigation, maneuvering, mooring, berthing and departure for the safe transportation of dangerous cargo by his/her ship.

**2.3.17** Ensuring safe entry and exit between the ship and the berth.

**2.3.18** Informing his/her personnel about the practices, safety procedures, emergency measures and intervention methods related to dangerous cargoes on board his/her vessel.

**2.3.20** Ensuring all requirements for the safety of loading dangerous cargoes.

## **2.4 Responsibilities of the Port Facilities Security Officer (PFSO)**

|  |                                       |                   |                |                      |                |
|--|---------------------------------------|-------------------|----------------|----------------------|----------------|
|  | <b>Document No</b>                    | <b>Issue Date</b> | <b>Rev. No</b> | <b>Revision Date</b> | <b>Page No</b> |
|  |                                       | 24.05.2022        | 3              | 01.11.2023           | 13             |
|  | <b>DANGEROUS CARGO HANDLING GUIDE</b> |                   |                |                      |                |

He/she is the person designated as responsible for coordinating with the Company Security Officer, Ship Security Officer and Port authorities, developing, correcting and implementing the port security plan.

- a) To take part in the creation of the Port Facility Security Plan (LTGP), taking into account the Port Facility Security Assessment (LTGD) of the Port Facility Security Officer (LTGS).
- b) Ensuring the development and maintenance of the Port Facility Security Plan (LTGP).
- c) Ensuring the implementation, training and drills of the Port Facility Security Plan (LTGP).
- d) Conduct inspections to ensure that appropriate safety measures are maintained,
- e) To make recommendations for changes to the Port Facility Security Plan (LTGP) in order to eliminate inadequacies,
- f) Providing security training related to the port facility to all personnel, especially Port Facility Security personnel, and increasing their security awareness.
- g) Keeping records of incidents that may pose a threat to the security of the Port Facility and notifying the relevant persons.
- h) Ensuring the operation, use, testing, settings and proper operation of the Port Facility security devices,
- i) Ensuring that the identification and entry procedures of the ship's crew during the passage through the entrance gate are carried out in accordance with the ISPS Code and Port Facility Security Plan.


## **2.5 Responsibilities of the Dangerous Goods Safety Advisor**

The advisor must be assigned in coastal facilities handling dangerous cargo and authorized within the scope of TMGD and IMDG code.

**2.5.1** Monitoring compliance with the requirements for the transportation of dangerous cargoes.

**2.5.2** Providing recommendations to the coastal facility on the transportation of dangerous cargoes.

**2.5.3** Prepares quarterly reports in line with the relevant legislation and submits them to the administration.

|  |                                       |                   |                |                      |                |
|--|---------------------------------------|-------------------|----------------|----------------------|----------------|
|  | <b>Document No</b>                    | <b>Issue Date</b> | <b>Rev. No</b> | <b>Revision Date</b> | <b>Page No</b> |
|  |                                       | 24.05.2022        | 3              | 01.11.2023           | 14             |
|  | <b>DANGEROUS CARGO HANDLING GUIDE</b> |                   |                |                      |                |

**2.5.4** Preparing an annual report to the coastal facility on the activities of the coastal facility operator in the transportation of dangerous cargoes. (Annual reports are kept for 5 years and submitted to the administration upon request.)

**2.5.5** Inspection of the following practices and methods;

**2.5.5.1** Procedures for checking that dangerous cargoes arriving at the facility are properly identified, correct shipping names of dangerous cargoes are used, certified, wrapped/packaged, labeled and declared, safely loaded and transported in approved and proper packaging, container or cargo transport unit and reporting of control results.

**2.5.5.2** Loading/unloading procedure for dangerous goods handled and temporarily stored,

**2.5.5.3** Whether the coastal facility takes into account the special requirements for the dangerous cargoes transported when purchasing the means of transport for the dangerous cargoes handled,

**2.5.5.4** Control methods of equipment used in the transportation, loading and unloading of dangerous goods,

**2.5.5.5** Whether shore facility employees have received appropriate training, including changes in legislation, and whether records of this training are kept,

**2.5.5.6** Eligibility of emergency methods to be applied in the event of an accident or an incident affecting safety during the transportation, loading or unloading of dangerous cargoes,

**2.5.5.7** Compliance of reports on serious accidents, incidents, or serious violations occurring during the transportation, loading or unloading of dangerous cargoes,


**2.5.5.8** Determination of the necessary measures against the recurrence of accidents, incidents or serious violations and evaluation of the implementation,

**2.5.5.9** The extent to which the rules for the carriage of dangerous goods are taken into account in the selection of subcontractors or third parties,

**2.5.5.10** Determining whether employees working in the transportation, handling, storage and loading/unloading of dangerous goods have detailed knowledge of operational procedures and instructions

**2.5.5.11** Appropriateness of measures taken to be prepared for risks during transportation, handling, storage and loading/unloading of dangerous goods

**2.5.5.12** Procedures on all mandatory documents, information and documentation related to dangerous cargoes.

|  |                                       |                   |                |                      |                |
|--|---------------------------------------|-------------------|----------------|----------------------|----------------|
|  | <b>Document No</b>                    | <b>Issue Date</b> | <b>Rev. No</b> | <b>Revision Date</b> | <b>Page No</b> |
|  |                                       | 24.05.2022        | 3              | 01.11.2023           | 15             |
|  | <b>DANGEROUS CARGO HANDLING GUIDE</b> |                   |                |                      |                |

**2.5.5.13** Procedures for the safe berthing, mooring, loading/unloading, sheltering or anchoring of ships carrying dangerous cargoes at day and night.

**2.5.5.14** Procedures for additional measures to be taken according to seasonal conditions for loading, unloading and limbo operations of dangerous cargoes.

**2.5.5.15** Procedures for gas measurement and degassing works and operations. Procedures for keeping records and statistics of dangerous cargoes,

**2.5.5.16** Accuracy of the issues related to the capability, capability and capacity of the coastal facility to respond to emergencies,

**2.5.5.17** Compliance with the regulations for first interventions for accidents involving dangerous cargoes,

**2.5.5.18** Procedures for handling and disposal of damaged dangerous cargoes and wastes contaminated with dangerous cargoes,

**2.5.5.19** Information on personal protective clothing and procedures for its use.

## **2.6 Dangerous Goods Loading Safety Responsibilities**

(1) The Regional Port Authority stops the handling operation in the coastal facility when it sees any risk and does not start it until the risk is eliminated.

(2) Storage of cargoes shall be carried out in accordance with the relevant legislation and international conventions to which we are a party.


(3) The ship cannot be loaded more than the loading limit taking into account the loading limit mark. If such a situation is discovered, the ship is not allowed to sail and administrative action is taken against the shipowner within the scope of Article 22 of the Regulation on the transportation of dangerous cargoes by sea and loading safety.

(4) Measures are taken to prevent the stability of the ship from being adversely affected by ensuring that the cargo in bulk cargo ships, especially single hold bulk cargo ships, is loaded in such a way that it is spread over the bottom of the hold (by pilling).

(5) It is ensured that the cargo and ballast water arrangement is monitored throughout the loading or unloading operation so that the structure of the ship is not subjected to excessive stress.

(6) Care is taken to ensure that the ship is free of inclination, but if an inclination (sideways) is required during loading, it is ensured that it is as short as possible. It is ensured that the ship is loaded and unloaded in a balanced manner in accordance with the approved stability bouquet in order to avoid structural damage.

(7) In adverse meteorological and oceanographic conditions that may affect the cargo handling operation, the handling operation is stopped by the master until the conditions improve.

|  |   |                   |                |                      |                |
|--|---|-------------------|----------------|----------------------|----------------|
|  | <b>Document No</b>                      | <b>Issue Date</b> | <b>Rev. No</b> | <b>Revision Date</b> | <b>Page No</b> |
|  |   | 24.05.2022        | 3              | 01.11.2023           | 16             |
|  | <b> DANGEROUS CARGO HANDLING GUIDE </b> |                   |                |                      |                |

## **2.7 Responsibilities of 3<sup>rd</sup> parties, cargo/ship agency etc. operating in the port facility**

**2.7.1** Ensuring that the personnel who will work at the port facility receive the trainings specified in the directive published with the Minister's approval dated 26.07.2019 and numbered 56617,

**2.7.2** Acting in accordance with the rules specified in the IMDG Code at the port facility,

**2.7.3** Acting in accordance with the Dangerous Goods Handling Guide and procedures for dangerous cargoes established by the coastal facility,

**2.7.4** Reporting the situation to the facility authorities when any nonconformity is detected in the handling, transportation and storage of dangerous cargoes at the port facility,


**2.7.5** Sending the (SDS) Form, which constitutes an important part of the work to eliminate the Occupational Health and Safety risks that may occur during the use and storage of dangerous cargoes and which is prepared in order to inform the user correctly and sufficiently, containing the hazards and risks of the relevant dangerous cargoes and other information, to the coastal facility and the Administration

## **3 RULES AND MEASURES TO BE OBSERVED / IMPLEMENTED BY THE COASTAL FACILITY**

### **3.1 Rules to be followed and measures to be taken by coastal facility operators**

Coastal facility operators holding a Dangerous Goods Conformity Certificate shall take the following measures

- a) Dangerous cargoes are properly packed and information identifying the dangerous substance and information on risk and safety measures are kept on the packaging.
- b) Coastal facility personnel, seafarers and other authorized persons involved in the handling of dangerous goods wear protective clothing suitable for the physical and chemical properties of the cargo during loading, unloading and storage.
- c) Persons who will fight fire in the dangerous goods handling area are equipped with firefighting equipment and fire extinguishers and first aid units and equipment are kept ready for use at any time.
- ç) Coastal facility operators prepare an emergency evacuation plan for the evacuation of the ship from the buoy system in case of emergency and submit it to the approval of the Regional Port Authority
- d) Coastal facility operators are obliged to take fire, safety and security measures
- e) Coastal facility operators shall announce the matters specified in this article to the relevant persons by having them approved by the Regional Port Authority

|  |                                       |                   |                |                      |                |
|--|---------------------------------------|-------------------|----------------|----------------------|----------------|
|  | <b>Document No</b>                    | <b>Issue Date</b> | <b>Rev. No</b> | <b>Revision Date</b> | <b>Page No</b> |
|  |                                       | 24.05.2022        | 3              | 01.11.2023           | 17             |
|  | <b>DANGEROUS CARGO HANDLING GUIDE</b> |                   |                |                      |                |


f) The inspection of the provisions of this article is carried out by the Regional Port Authority and when any nonconformity is detected, the handling operation is stopped and the nonconformity is eliminated.

g) Personnel who do not have the necessary training and certificates according to the Regulation on Training and Authorization under the International Code on Dangerous Goods Carried by Sea published in the Official Gazette dated 14.11.2021 and numbered 31659 and the Directive on IMDG Code Seminars dated 26/07/2019 and numbered 56617 are not allowed to work in dangerous cargo handling operations and are not allowed to enter the areas where these operations are carried out.

## **4 CLASSES, TRANSPORTATION, LOADING/UNLOADING, HANDLING, SORTING, STACKING AND STORAGE OF DANGEROUS GOODS**

### **4.1 Classes of Dangerous Cargo**

- UN 1202 DIESEL  
Class 3 Flammable Liquids  
PG III

|  |                                       |                   |                |                      |                |
|--|---------------------------------------|-------------------|----------------|----------------------|----------------|
|  | <b>Document No</b>                    | <b>Issue Date</b> | <b>Rev. No</b> | <b>Revision Date</b> | <b>Page No</b> |
|  |                                       | 24.05.2022        | 3              | 01.11.2023           | 18             |
|  | <b>DANGEROUS CARGO HANDLING GUIDE</b> |                   |                |                      |                |



- UN 1203 GASOLINE  
Class 3 Flammable Liquids  
PG II



#### 4.2 Packages and packages of dangerous goods.

Dangerous goods are handled in bulk liquid form in our facility.

#### 4.3 Placards, license plates, brands and labels for dangerous cargoes.



Placards on marine pollutants

Packages and cargo transport units containing dangerous cargoes classified as "Marine pollutants" by the IMDG Code must bear the markings shown here and must be durable. They should be placed close to the risk labels or risk placards of the goods. The dimensions of marine pollutant markings should be 10 cm for each side of the packages and a minimum of 25 cm for each side of the pipeline and the equipment used in this line.



#### 4.4 Dangerous cargoes markings and packing groups.


As described in 4.1 and 4.3.

#### 4.5 Sorting tables on board and in port according to the classes of dangerous cargoes.

Since only Class 3 hazardous cargoes are handled by separate pipelines in the facility, no sorting table is applied.

#### 4.6 Distances and terms for sorting dangerous cargoes in warehouses



|  |                                       |                   |                |                      |                |
|--|---------------------------------------|-------------------|----------------|----------------------|----------------|
|  | <b>Document No</b>                    | <b>Issue Date</b> | <b>Rev. No</b> | <b>Revision Date</b> | <b>Page No</b> |
|  |                                       | 24.05.2022        | 3              | 01.11.2023           | 19             |
|  | <b>DANGEROUS CARGO HANDLING GUIDE</b> |                   |                |                      |                |

In our facility, Class 3 hazardous liquid cargoes (Flammable Liquids) are stored in tanks. Since the same class products are stored in tanks, there is no provision for sorting. The sorting table applied in port facilities in general is below.


**TABLE FOR SEGREGATION OF DANGEROUS CARGOES IN PORT AREAS**

| Classes  | 2.1 | 2.2 | 2.3 | 3 | 4.1 | 4.2 | 4.3 | 5.1 | 5.2 | 6.1 | 8 | 9 |
|--|-----|-----|-----|---|-----|-----|-----|-----|-----|-----|---|---|
| Flammable gases 2.1  | 0   | 0   | 0   | s | a   | s   | 0   | s   | s   | 0   | a | 0 |
| Non-toxic, non-flammable gases 2.2   | 0   | 0   | 0   | a | 0   | a   | 0   | 0   | a   | 0   | 0 | 0 |
| Toxic gases 2.3  | 0   | 0   | 0   | s | 0   | s   | 0   | 0   | s   | 0   | 0 | 0 |
| Flammable liquids 3  | s   |     |     | 0 | 0   | s   | a   | s   | s   | 0   | 0 | 0 |
| Flammable solids, self-reacting substances and desensitized explosives 4.1 | a   | 0   | 0   | 0 | 0   | s   | 0   | a   | s   | 0   | a | 0 |
| Self-igniting substances 4.2   | s   | a   | s   | s | a   | 0   | a   | s   | s   | 0   | 0 | 0 |
| Substances which emit flammable gases on contact with water 4.3            | 0   | 0   | 0   | a | 0   | a   | 0   | s   | s   | 0   | a | 0 |
| Oxidizing agents 5.1   | s   | 0   | 0   | s | a   | s   | s   | 0   | s   | a   | s | 0 |
| Organic peroxides 5.2  | s   | a   | s   | s | s   | s   | s   | s   | 0   | a   | s | 0 |
| Toxic substances (liquids and solids) 6.1                                  | 0   | 0   | 0   | 0 | 0   | a   | 0   | a   | a   | 0   | 0 | 0 |
| Corrosives (liquids and solids) 8  |     | 0   | 0   | 0 | a   | a   | a   | s   | s   | 0   | 0 | 0 |
| Miscellaneous hazardous substances 9                                       | 0   | 0   | 0   | 0 | 0   | 0   | 0   | 0   | 0   | 0   | 0 | 0 |

**4.7 Dangerous cargo documents.**

Dangerous Goods Transportation Document must provide following information:

- Shipping name or correct technical name (commercial names will not be accepted)
- Class and Division if possible. Class or Division risk may be included in the class number.
- United Nations number to be written after UN
- Packaging group, if any
- Total quantity of dangerous goods per volume or mass as well as package numbers and types
- Flash point for substances with a flash point of 61°C or lower
- Additional risks not mentioned in the shipment name risks
- Where necessary, goods shall be designated as "Marine Pollutants"
- Empty enclosures containing residues of dangerous goods will be labeled "Empty", "Uncleaned" or "Contains Residues" before or after the shipping name
- A document signed on behalf of the consignor stating that the goods are correctly classified, packed, packed, marked, labeled and fit for transportation

|  |                                       |                   |                |                      |                |
|--|---------------------------------------|-------------------|----------------|----------------------|----------------|
|  | <b>Document No</b>                    | <b>Issue Date</b> | <b>Rev. No</b> | <b>Revision Date</b> | <b>Page No</b> |
|  |                                       | 24.05.2022        | 3              | 01.11.2023           | 20             |
|  | <b>DANGEROUS CARGO HANDLING GUIDE</b> |                   |                |                      |                |

## **5 HANDBOOK ON DANGEROUS GOODS HANDLED AT THE COASTAL FACILITY**


In order to contribute to the safe fulfillment of these activities, the port facility engaged in dangerous cargo loading / unloading and handling and temporary storage activities, a Dangerous Cargo Handbook containing the following information has been prepared and presented in the annex;

Dangerous Cargo classes,  
 Packages of Dangerous Goods,  
 Packaging,  
 Tags,  
 Markings and packaging groups,  
 According to the classes of dangerous cargoes, segregation tables on board and at the port,  
 Dangerous cargo documents,  
 Dangerous goods emergency response action flow diagram  
     Emergency contact details  
     Location and instructions for use of emergency equipment  
     Coastal Facility rules issues,

## **6 OPERATIONAL CONCERNS**

### **6.1 Procedures for the safe berthing, mooring, loading / unloading, sheltering or anchoring of ships carrying dangerous cargoes day and night.**

- Cargo and ETA information is sent by the ship or shipowner company before the arrival of the ship. Following the arrival of the ship, the ship's agent receives the berthing order from the Regional Port Authority.
- The berthing instruction of the ship is transmitted to the pilot station.
- Vessels carrying dangerous cargo are moored to buoys only during daylight hours for safety reasons.
- The ship is lifted from the anchorage area under the supervision of the pilot and brought in front of the buoy.
- It is ensured that the ship is safely tied to the buoys accompanied by the mooring boat.
- It is the responsibility of the Regional Port Authority to direct where and when the ship can anchor, tie up with a tugboat, berth and stay in the port area. Considering the relevant issues such as the nature and quantity of dangerous cargoes on board, the environment, population and weather conditions of a ship with any dangerous cargo on board,

|  |                                       |                   |                |                      |                |
|--|---------------------------------------|-------------------|----------------|----------------------|----------------|
|  | <b>Document No</b>                    | <b>Issue Date</b> | <b>Rev. No</b> | <b>Revision Date</b> | <b>Page No</b> |
|  |                                       | 24.05.2022        | 3              | 01.11.2023           | 21             |
|  | <b>DANGEROUS CARGO HANDLING GUIDE</b> |                   |                |                      |                |

- In the event of an emergency, a ship with any dangerous cargo on board may be guided to be transported in the port area or to be removed from the port area for the safety of the ship and crew by the ship's captain, the decision of the port authority and the approval of the Regional Port Authority.
- It is the responsibility of the Regional Port Authority to determine any additional requirements in accordance with local conditions and the quantity and nature of the dangerous cargoes exposed.
- Port facility operators should ensure that the following are provided: Adequate and safe mooring facilities and adequate and safe access between ship and shore


## 6.2 Procedures for additional measures to be taken according to seasonal conditions for loading and unloading of dangerous cargoes.

### 6.2.1 The table below shows the values determined for safe operation at ALPET buoys.

| Meteorological conditions      | Operation                                 | Action                               | Remarks  |
|--------------------------------|---|--------------------------------------|--|
| Wind $\leq$ 30 knots           | Docking                                   | The ship docks                       | During the time the pilot station is in service  |
| Wind $\geq$ 30 knots           | Docking                                   | The ship will not dock               |  |
| Wind $\leq$ 25 knots           | Loading / Unloading                       | Operation is stopped                 | Loading/unloading is stopped and the vessel is kept waiting until the wind speed drops below 25 knots. |
| Wind $\geq$ 25 knots           | Loading / Unloading                       | Hose detaches                        | Necessary measures are taken for the ship to leave the buoy  |
| Wind $\geq$ 30 knots           | Loading / Unloading                       | Ship from buoy idle                  | The decision is made by the Captain and Terminal in consultation with the Pilot                        |
| In any weather condition       | Docking / Loading / Unloading / Departure | Ship docking / departure is delayed  | The terminal may request the vessel operation to be delayed for its own safety.                        |
| Lightning                      | Loading / Unloading                       | Operation stops Manifolds are closed | In case of lightning strikes near the buoys.   |
| Side Tilt (Listing) $>7^\circ$ | Loading / Unloading                       | Operation stops Manifolds are closed | The ship is asked to take corrective action  |
| Trim $>$ 5m.                   | Loading / Unloading                       | Operation stops Manifolds are closed | The ship is asked to take corrective action  |

### 6.3 Keeping flammable, combustible and explosive materials away from spark-forming processes and procedures for not operating tools, equipment or instruments that create/may create sparks in hazardous cargo handling, stacking and storage areas.

- Warning and caution signs and necessary firefighting equipment will be kept on the ship and in the terminal area during the operation.
- Before carrying out a hot work at our facility, the responsible company


|  |                                       |                   |                |                      |                |
|--|---------------------------------------|-------------------|----------------|----------------------|----------------|
|  | <b>Document No</b>                    | <b>Issue Date</b> | <b>Rev. No</b> | <b>Revision Date</b> | <b>Page No</b> |
|  |                                       | 24.05.2022        | 3              | 01.11.2023           | 22             |
|  | <b>DANGEROUS CARGO HANDLING GUIDE</b> |                   |                |                      |                |

official who will carry out the hot work shall have a written authorization issued by the port authority to carry out such hot work. Such authorization will include details of the hot work location as well as the safety measures to be followed.

- In addition to the security measures required to be taken by the port authority, before starting the hot work, the responsible company officer who will carry out the hot work will take additional security measures required by the ship and / or interface together with the ship and / or interface responsible (s).

These additional safety measures will include:

- a. Frequency of inspection and re-examination of local areas and adjacent areas, including tests performed by approved testing organizations in order to ensure that areas remain free and clear of flammable and/or explosive atmospheres and that there is no oxygen deficiency;
  - b. Dangerous cargoes and other flammable materials will be removed from work areas and adjacent areas.
  - c. Blocking and sealing of open pipes, pipe penetrations, valves, joints, gaps and open parts to prevent the spread of flames, sparks and hot particles from work areas to adjacent areas or other areas.
- A copy of the hot work authorization and safety precautions shall be posted at the entrance to each work area, as well as in the area adjacent to the work area. The authorization and safety precautions to be taken shall be posted in a place visible to all workers involved in the hot work and shall be clearly understood by them.
  - When performing hot work, checks shall be made to ensure that conditions have not changed and at least one suitable fire extinguisher or other suitable fire extinguishing equipment shall be available for immediate use in the hot workplace.
  - There may be a hazard from heat transfer during hot work for a sufficient period of time leading up to and following completion of this work, and effective fire control will be carried out in the hot work area as well as adjacent areas.
  - For additional more detailed information and procedures related to hot works and operations, the "International Safety Guide for Oil Tankers and Terminals (ISGOTT)" document will be consulted. Permission will be granted for work to be carried out on the facility and jetty in accordance with ISGOTT and Work Permit Procedure.
  - Port Facility Occupational Safety Procedure will also be implemented.

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|--|--------------------|-------------------|----------------|----------------------|----------------|
|  | <b>Document No</b> | <b>Issue Date</b> | <b>Rev. No</b> | <b>Revision Date</b> | <b>Page No</b> |
|  |                    | 24.05.2022        | 3              | 01.11.2023           | 23             |
| <b>DANGEROUS CARGO HANDLING GUIDE</b>  |                    |                   |                |                      |                |

## **7 DOCUMENTATION, INSPECTION AND RECORDING**

**7.1 Procedures on all mandatory documents, information and documents related to dangerous cargoes, their provision and control by the relevant persons.**

**7.1.1 The following documents related to dangerous cargoes are kept up to date.**

IMDG Code: International Code for Dangerous Goods Carried at Sea

MARPOL 73/78: International Convention for the Prevention of Pollution from Ships, 1973/78 as amended

IBC Code: International Code for the Construction and Equipment of Ships Carrying Dangerous Chemicals in Bulk.

S O L A S 74: International Convention for the Safety of Life at Sea 1974 as amended

ISGOTT: International Safety Guide for Oil Tankers and Terminals

ADR: European Agreement concerning the International Carriage of Dangerous Goods by Road'

**7.1.2 Operation Department regarding the Dangerous Goods handled in our port;**

Cargo arriving at the port,

Cargo dispatched from the port,

All records related to dangerous cargoes are kept in such a way that they are complete and can be shown upon request.

Dangerous cargo records are limited to personnel who need to know.

**7.2 Procedures for keeping an up-to-date list of all dangerous cargoes on the shore facility site and other relevant information regularly and completely.**

**7.2.1** The records of dangerous cargoes handled in our port are kept up to date in dangerous cargo inventories by the Operations department to include the following information.

UN Number,

PSN name (Proper Shipping Name)

Class, (Together with sub-hazards)

Whether it is a Marine Pollutant,

Buyer

Sender


Seal number,

Additional Information (Flammability, viscosity, etc.)

Duration of stay in port

Records are kept at security entrance and exit.

**7.2.2** This information is kept in computer environment or file layout in such a way that only authorized personnel can access it and it is shown to the relevant persons upon request.

|  |                    |                   |                |                      |                |
|--|--------------------|-------------------|----------------|----------------------|----------------|
|  | <b>Document No</b> | <b>Issue Date</b> | <b>Rev. No</b> | <b>Revision Date</b> | <b>Page No</b> |
|  |                    | 24.05.2022        | 3              | 01.11.2023           | 24             |
| <b>DANGEROUS CARGO HANDLING GUIDE</b>  |                    |                   |                |                      |                |

**7.3 Procedures for checking that dangerous cargoes arriving at the facility are properly identified, that the correct shipping names of dangerous cargoes are used, certified, packaged/packaged, labeled and declared, and that they are safely loaded and transported in approved and compliant packaging, containers or cargo transport units and reporting of inspection results.**

**7.3.1** The records of the dangerous cargoes handled in our port are kept up to date in the dangerous cargo inventories by the Operations department to include the following information.

UN Number,

PSN name (Proper Shipping Name)

Class, (with sub-hazards)

Whether it is a Marine Pollutant,

Buyer

Sender

Seal number,

Additional Information ( Ignition temperature, viscosity, etc.)

Duration of stay in port

**7.3.2** This information is kept in a computerized or file format accessible only by authorized personnel and is shown to the relevant persons upon request.

#### **7.4 Procedures for the supply and maintenance of the safety data sheet (SDS).**

**7.4.1** As of January 1, 2014, according to the laws of our country, a Material Safety Data Sheet (MSDS) containing the following information must be available with dangerous goods to be transported in all modes of transport (by road, rail, air and sea).

UN Number,

PSN name (Proper Shipping Name,) (Required for sea transportation)

Class, ( together with sub-hazards )

Whether it is a Marine Pollutant,


Tunnel Restriction Code (Required for road transportation)

**7.4.2** For all dangerous cargoes to be accepted to the port, it is checked that this document is present with the dangerous cargo.

#### **7.5 Procedures for keeping records and statistics of dangerous cargoes.**

**7.5.2** Statistical evaluations are made by the Departments of Trade and Operations from the records of Dangerous Goods handled annually in our Port.

**7.5.3** Monthly counting and supervision reports on dangerous cargoes stored in our Port Area are prepared by the operation department and submitted to the Management.

|  |   |                   |                |                      |                |
|--|---|-------------------|----------------|----------------------|----------------|
|  | <b>Document No</b>                      | <b>Issue Date</b> | <b>Rev. No</b> | <b>Revision Date</b> | <b>Page No</b> |
|  |   | 24.05.2022        | 3              | 01.11.2023           | 25             |
|  | <b> DANGEROUS CARGO HANDLING GUIDE </b> |                   |                |                      |                |

7.5.4 Records and reports are archived by the departments in 5-year periods.

## 7.6 Information on Quality Management System

Managerial processes related to facility quality management systems related to fuel supply and sales are monitored according to the following document scopes.

- ISO 9001 / 2015 Quality management system
- ISO 14001 / 2015 Environmental management system
- ISO 45001 / 2018 Occupational safety and health management systems
- ISO 27001 / 2015 Information Security Management System

## 8 EMERGENCIES, PREPAREDNESS AND RESPONSE TO EMERGENCIES

### 8.1 Intervention procedure for dangerous cargoes that may pose a risk to life, property and/or the environment and dangerous situations caused by dangerous cargoes

#### 8.1.1 Decision making;

The options for protective measures in a given situation depend on a number of factors. In some situations, evacuation may be the best option. In other cases, sheltering in place may be the best option. Sometimes, these two actions can be used together. In any emergency situation, the authorities need to provide instructions to the people involved quickly. Persons subject to the incident will constantly need to know information and instructions while being sheltered in place or evacuated.


Proper evacuation in the following factors will determine the degree of effectiveness of the evacuation or protection at the scene. The degree of importance of these factors may vary depending on the circumstances of the emergency. In emergencies, other factors may also need to be identified and considered. This list indicates what information may be needed to make an initial decision.

#### **Dangerous Goods**

Degree of health hazard  
 Chemical and physical properties  
 Included quantity  
 Control of hold/release  
 Rate of vapor movement

#### **Population at Risk**

Location.  
 Number of people  
 Time available to evacuate or to contain where they are  
 Possibility to control evacuation or protection in place  
 Types and availability of buildings  
 Private organizations and populations

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|--|---------------------------------------|-------------------|----------------|----------------------|----------------|
|  | <b>Document No</b>                    | <b>Issue Date</b> | <b>Rev. No</b> | <b>Revision Date</b> | <b>Page No</b> |
|  |                                       | 24.05.2022        | 3              | 01.11.2023           | 26             |
|  | <b>DANGEROUS CARGO HANDLING GUIDE</b> |                   |                |                      |                |

### **Weather Conditions**

Impact on vapor and cloud movement

Potential for change

Impact on evacuation or protection in place

#### 8.1.2 Protective Actions and Response

Protective measures refer to the steps to be taken to protect the health and safety of emergency teams and persons in the incident area in the event of an incident involving dangerous cargoes and are taken according to the Emergency Response Tables prepared according to the characteristics of the dangerous cargo specified in the Emergency Plan.

The hazardous area should be isolated and access should be prohibited, and all persons not directly involved in emergency response operations should be kept away from the area. Emergency responders without adequate equipment should not be allowed to enter the isolated emergency area.

#### 8.1.3 Evacuation

The command to "**Evacuate**" means that everyone must be moved from a threatened area to a safer place. There must be enough time to warn people and for them to leave the area in order for an evacuation to take place. If there is enough time, then evacuation is the best protective measure.

As a priority, people who are nearby and within sight should be evacuated. When additional assistance arrives, they should be evacuated upwind and downwind, at least to the extent indicated in the Emergency Response Table. Even after evacuating people to the recommended distances, they may not be completely safe from danger. These people will not be allowed to crowd together at these distances.

Evacuees will be transported a certain distance, along a special route and at a distance such that they do not have to be evacuated again when the wind blows.

In case of an emergency, areas where people will gather throughout the Terminal have been identified and these areas are marked as "Emergency Gathering Points".

#### 8.1.4 Protection at the Incident Area


It means that people should be sheltered inside a building and remain inside until the danger has passed. Protection at the scene of an incident is applied when evacuating people poses a greater risk than keeping them where they are, or when evacuation is not feasible.

#### **Protection measures at the incident site should be observed in the following situations;**

- In case the vapors are flammable,
- In case it will take a long time to degas the area,
- In case the buildings are not tightly sealed.

It is vital to maintain contact with competent persons inside the building in order to be able to advise on changing conditions. Persons under on-site protection should be warned to stay away from windows, as in the event of a fire and/or explosion, there is a risk of being hit by glass or metal fragments.



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|---|---------------------------------------|-------------------|----------------|----------------------|----------------|
|  | <b>Document No</b>                    | <b>Issue Date</b> | <b>Rev. No</b> | <b>Revision Date</b> | <b>Page No</b> |
|   |                                       | 24.05.2022        | 3              | 01.11.2023           | 27             |
|   | <b>DANGEROUS CARGO HANDLING GUIDE</b> |                   |                |                      |                |

Each incident involving dangerous cargoes has different characteristics. There are specific issues and concerns associated with each of them. The form of action to protect people must be carefully chosen.

## **8.2 Information on the shore facility's abilities, capabilities and capacity to respond to emergencies.**

**8.2.1** The facility has an approved fire plan. Firefighting teams have been formed for each shift. Trainings, drills and exercises are carried out within the scope of various scenarios at planned and unplanned times, and their reports and records are created. Firefighting equipment stipulated in the approved plan is kept in full, maintenance checks and tests of these equipment are carried out regularly.

**8.2.2** Approved Environmental and Marine Pollution control plan is available at the Facility. Anti-pollution teams have been formed for each shift. Training and drills are carried out twice a year within the scope of a planned scenario, and reports and records of these are created. Equipment related to Environmental and Marine Pollution is stored at the facility and their counts and controls are carried out. The facility also has a protocol with MARTI ÇEVRE (MARTI ENVIRONMENT), which has materials and personnel stored in the region to receive support in case of insufficient situations.

**8.2.3** Response teams will be assigned against the spillage of hazardous material in accordance with this guide and in accordance with IMDG CODE.

## **8.3 Regulations on the first intervention to be made for accidents involving hazardous cargoes (Procedures for first intervention, first aid facilities and capabilities, etc.).**


"Medical First Aid Guide (MFAG)" in the annex of IMDG Code and "Emergency Plans (EmS)" in the annex of IMDG Code are used for emergencies involving dangerous cargoes.

Dangerous Goods Emergency Plan Emergency Response tables are also used.

At the same time, the first interventions to be made in accidents involving dangerous goods are carried out by the terminal's workplace physician and first aid trained personnel. After the first intervention, the patient is transferred to the nearest hospital.

## **8.4 Notifications to be made inside and outside the facility in case of emergency.**

- a) The time of the accident,
- b) If known, how the accident occurred and its cause,
- c) Location (coastal facility and/or ship), position and impact area where the accident occurred,
- ç) If there is a ship involved in the accident, the information of the ship in question (name, flag, IMO number, owner, operator, cargo and quantity, captain's name and similar information),
- d) Meteorological conditions,
- e) The UN number, appropriate transportation name and quantity of the dangerous cargo (dangerous goods cargo) will be based on the legislation specified in the definition.

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|--|---------------------------------------|-------------------|----------------|----------------------|----------------|
|  | <b>Document No</b>                    | <b>Issue Date</b> | <b>Rev. No</b> | <b>Revision Date</b> | <b>Page No</b> |
|  |                                       | 24.05.2022        | 3              | 01.11.2023           | 28             |
|  | <b>DANGEROUS CARGO HANDLING GUIDE</b> |                   |                |                      |                |

- f) Hazard class of the dangerous cargo or sub-hazard division, if any,  
g) Packing group of the dangerous cargo, if any,  
ğ) Additional risks of the dangerous cargo, such as marine pollutants, if any,  
h) Sign and label details of the dangerous cargo,  
ı) The characteristics and number of the packaging, cargo transport unit and container in which the dangerous cargo is transported, if any,  
h) The producer, sender, carrier and receiver of the dangerous cargo,  
i) Extent of damage/pollution,  
j) The number of injured, dead and missing, if any,  
Emergency response practices carried out by the coastal facility for the accident.

|   |                |
|---|----------------|
| Mersin Regional Port Authority  | 0324 237 74 62 |
| Mersin Provincial Directorate of Environment                          | 0324 237 27 05 |
| Mersin Metropolitan Municipality Environmental Protection Directorate | 0324 533 13 01 |
| Akdeniz District Police Department                                    | 0324 234 51 70 |
| Mersin Governorship   | 0324 341 10 23 |
| Mersin Customs Directorate  | 0324 238 31 96 |
| Med Marine Pilotage Services  | 0324 232 14 80 |
| Marti Environmental Marine Cleaning Company                           | 0532 284 65 03 |
| Fire Brigade  | 112            |
| Ambulance   | 112            |

## 8.5 Accident reporting procedures.

### 8.5.1 Communication

8.5.1.1 In case of emergencies that may occur in the port facility, communication channels have been determined as follows in order to determine the methods of communication within the port, outside the facility and to manage emergencies effectively;

- Landline and Mobile Telephones
- Computers
- Radio
- Siren
- Messengers


8.5.1.2 In case of emergencies occurring in the port, internal communication is primarily provided by radios and intercoms. Communication between the port and the ship is carried out with the radio or VHF marine band radio provided by the port.

8.5.1.3 In case of any emergency that may occur in the port, secure communication with the official authorities, neighboring facilities and related parties is ensured as soon as possible.

### 8.5.2 Reports

8.5.2.1 The Emergency Management Center shall operate the reporting system that will accurately inform the relevant authorities as soon as possible about the Emergency Situation that will occur in the Port. It will create healthy records of these reports containing the information that must be reported in an emergency.

8.5.2.2 Dangerous cargo accidents shall be reported to the Regional Port Authority. The report format will fully cover article 8.4 related to the accident.

|  |                                       |                   |                |                      |                |
|--|---------------------------------------|-------------------|----------------|----------------------|----------------|
|  | <b>Document No</b>                    | <b>Issue Date</b> | <b>Rev. No</b> | <b>Revision Date</b> | <b>Page No</b> |
|  |                                       | 24.05.2022        | 3              | 01.11.2023           | 29             |
|  | <b>DANGEROUS CARGO HANDLING GUIDE</b> |                   |                |                      |                |

## **8.6 Method of coordination, support and cooperation with authorities.**

**8.6.1** In all accidents related to Dangerous Goods, coordination with the Regional Port Authority will be ensured first. With the notification of the Regional Port Authority, support and cooperation will be provided with the Provincial / District Fire Brigade, AFAD, and the assistance units of neighboring facilities. Methods of coordination, support and cooperation with official authorities are as follows: In accordance with the law dated 03.03.2005 and numbered 5312, Emergency Preparedness Service is provided by Martı Cevre Maritime Company.

**8.6.2** In the event of a possible explosion, fire or emergency in the adjacent facility, in the first instance, measures will be increased at the facility and teams will be prepared to assist the neighboring facility,

**8.6.3** Considering the urgency of the situation and the extent of the danger, when it is assessed that there is no possibility or time to ask for help, assistance and support teams will be assigned to intervene in the incident.

**8.6.4** The dangerous cargo area and the class, quantity and hazard risk of the cargoes in the area will be evaluated and preparations will be made for measures such as evacuation, dilution of the cargoes, and if there is a ship at the interface, lifting the ship to the mooring place.

## **8.7 Emergency evacuation plan for the removal of ships and marine vessels from the Port facility in case of emergency.**

### **8.7.1 Emergency Isolation System Preparation**

**8.7.1.1** All emergencies should be reported to the Regional Port Authority.


**8.7.1.2** If the emergency isolation of the ship is decided, the ship should be moved from the buoy system to the open area under controlled conditions.

**8.7.1.3** The ship captain and the Port facility will initiate the emergency isolation process by mutual agreement in cases requiring emergency isolation. In cases where the severity of the emergency and time permits, the Terminal Manager / Operations Officer, Ship Captain, Pilot Captain will agree on the time and form of the isolation process before the emergency isolation process is carried out.

**8.7.1.4** The ship's machinery, steering equipment and equipment for taking a break from the Marine System should be made ready for immediate use.

**8.7.1.5** All cargo discharge, ballasting operations should be stopped and prepared for isolation.

**8.7.1.6** If venting to atmosphere is required, engine room personnel should be ready, all non-essential receiving ports should be closed, all safety precautions associated with normal operations should be observed and a warning notice should be issued.

|  |                                       |                   |                |                      |                |
|--|---------------------------------------|-------------------|----------------|----------------------|----------------|
|  | <b>Document No</b>                    | <b>Issue Date</b> | <b>Rev. No</b> | <b>Revision Date</b> | <b>Page No</b> |
|  |                                       | 24.05.2022        | 3              | 01.11.2023           | 30             |
|  | <b>DANGEROUS CARGO HANDLING GUIDE</b> |                   |                |                      |                |

**8.7.1.7** In all emergencies, if the necessary intervention is beyond the capabilities of the terminal, the Official Authorities and the fire brigade should be notified immediately.

**8.7.1.8** The decision to remove the vessel under control should be based on the principle of life safety but should also include the following conditions.

Adequacy of tugboats

The ship's ability to take off under its own power

The availability of safe places for a Ship in distress to proceed or be towed

Firefighting competence

Proximity of other ships

Fire Ropes

### **8.7.2 Realization of emergency isolation**

If all the above preparations are examined and deemed appropriate, the ship will be started to be removed urgently.

**8.7.2.1** Emergency isolation operations shall be ensured by performing the following operations in sequence.

**8.7.2.2** Close coordination and cooperation between Terminal, Ship and Port Authorities is required at each stage.

**8.7.2.3** Emergency isolation procedures are as follows.

Sounding an alarm

Informing about the emergency situation via VHF, telephone

Initial situation assessment between the ship captain and the Port Facility official

Suspending the operation

Implementation of Port Facility and ship emergency plan measures

Deterioration of the current situation and the aforementioned urgent separation

Existence of conditions.

Assessment of the situation between the ship captain, port facility authority, port authority or harbor master, pilot captain

Deciding on emergency separation

Notification of surrounding facilities and other vessels

Deployment of tugboats for emergency separation around the ship, completing preparations and indicating readiness


The master completes the preparations related to the ship and states that the ship is ready.

Approval to open the release hooks by the authorized person

### **ATTENTION!**

**SHIP EMERGENCY ISOLATION SHOULD BE CONSIDERED AS A LAST RESORT AND ISOLATION HOOKS SHOULD NOT BE RELEASED UNTIL ALL PRECAUTIONS HAVE BEEN TAKEN AND THE ABOVE CONDITIONS HAVE BEEN MET.**

### **8.7.3 After Emergency Isolation**

|  |                                       |                   |                |                      |                |
|--|---------------------------------------|-------------------|----------------|----------------------|----------------|
|  | <b>Document No</b>                    | <b>Issue Date</b> | <b>Rev. No</b> | <b>Revision Date</b> | <b>Page No</b> |
|  |                                       | 24.05.2022        | 3              | 01.11.2023           | 31             |
|  | <b>DANGEROUS CARGO HANDLING GUIDE</b> |                   |                |                      |                |

**8.7.3.1** Towing the ship after the ship isolation process and deciding and declaring the location where the ship will be taken.

**8.7.3.2** Transfer / mooring of the ship to the allocated area accompanied by tugboats or with its own engine

**8.7.3.3** Port Facility Inspection of the Port Facility and detection of a possible damage or deficiency

**8.7.3.4** Assessing when the ship and port facility will be ready to handle cargo again

**8.7.3.5** Sharing the negativities, if any, that occurred during the emergency departure

An agreement has been made between the pilotage and towage organization and the coastal facility authorities for fire, explosion and similar emergencies that may occur during loading/unloading.

In accordance with the protocol made with the authorized company, tugboats with sufficient towing power and number equipped to fight fire according to the weather and sea conditions reach the scene as soon as possible in case of emergency in order to quickly remove the ship from the buoy and tow it to a safe point.

## **8.8 Procedures for handling and disposal of damaged dangerous cargoes and wastes contaminated by dangerous cargoes.**

### **8.8.1 Waste Collection and Transportation**

8.8.1.1 The wastes generated are collected and transported separately in waste bins according to their types and stored appropriately. Wastes generated as a result of maintenance activities are also handled within this scope.

8.8.1.2 If an additional waste class is identified to the existing waste classes, it shall be integrated into the system.


### **8.8.2 Waste Disposal**

8.8.2.1 Depending on whether the collected waste is non-hazardous or hazardous waste, the waste is removed from the facility by contracted organizations in accordance with legal recovery/disposal methods.

8.8.2.2 The possibilities of all contractors and transporters within the scope of waste management to transport and/or dispose of waste by appropriate methods are examined.

8.8.2.3 If contracting services are obtained for waste transportation, disposal/recovery, they are evaluated in terms of whether they fulfill their legal obligations and methods of waste recovery and disposal without harming the environment. It is mandatory to keep all records of waste disposal.

### **8.8.3 Contaminated Packages;**

|  |                                       |                   |                |                      |                |
|--|---------------------------------------|-------------------|----------------|----------------------|----------------|
|  | <b>Document No</b>                    | <b>Issue Date</b> | <b>Rev. No</b> | <b>Revision Date</b> | <b>Page No</b> |
|  |                                       | 24.05.2022        | 3              | 01.11.2023           | 32             |
|  | <b>DANGEROUS CARGO HANDLING GUIDE</b> |                   |                |                      |                |

When hazardous contaminated wastes are generated, they are left in the contaminated packaging area in the waste site and within the period specified in the legislation, the Environmental Consultancy Firm and the Environmental Management System Responsible contact the contracted and licensed company and fill out the Transport Form in the environmental management system and send it. The relevant waste transportation form and other documents are kept in the environmental folder.

## **8.9 Emergency drills and their records.**

### **8.9.1 Drill Practices;**

In order to be prepared for emergencies within the facility, the personnel involved in the emergency organization should be prepared for their duties with various trainings. Trainings should be carried out with the support of expert organizations when necessary. In this context, the relevant personnel at the Port have received IMDG CODE trainings on dangerous cargoes and have been certified. In order to test the adequacy of emergency plans and to be prepared for real situations, it should be planned to carry out and implement the drills according to the worst scenarios that may occur in the facility.

### **8.9.2 Drill Scenarios;**

In drill planning, the worst case scenario is foreseen as a single event or a combination of events that the port may encounter. It is ensured that the drills are implemented in the fastest and most effective way in line with the prepared scenarios.

### **8.9.3 Emergency Drills to be conducted within ALPET Mersin port facility;**

- The port should be specified in the annual training plans.
- It can be planned as Local or General intervention,
- Safety, Spillage etc. can be combined in drill scenarios,
- Drills can be announced or unannounced.
- Drills are based on various emergency scenarios.
- Drills can be conducted in person or in a tabletop, seminar style,
- Different time, day, season and event scenarios are prepared for each exercise.

## **8.10 Information on fire protection systems.**


Emergency and fire equipment are as follows:

Fire Hydrants, Fire Extinguishers, Fire Cabinets and Fire Hoses, Fire Alarm Detectors on Sites, Electric and Diesel Joker Fire Pumps

The fire inventory is the same as in the emergency plan.

## **8.11 Procedures for approval, inspection, testing, maintenance and availability of fire protection systems.**

### **8.11.1 Fire Water Tanks and Fire Water**

|  |                    |                   |                |                      |                |
|--|--------------------|-------------------|----------------|----------------------|----------------|
|  | <b>Document No</b> | <b>Issue Date</b> | <b>Rev. No</b> | <b>Revision Date</b> | <b>Page No</b> |
|  |                    | 24.05.2022        | 3              | 01.11.2023           | 33             |
| <b>DANGEROUS CARGO HANDLING GUIDE</b>  |                    |                   |                |                      |                |

8.11.1.1 In case of serial drops in water level, the place of leakage should be investigated due to the possibility of leakage and the fault, if any, should be eliminated.

**8.11.1.2** If necessary, internal cleaning and maintenance should be carried out in closed tanks as a result of annual checks.

### **8.11.2 Fire Water Pumps**

8.11.2.1 In addition to planned maintenance, the issues to be considered regarding the operation of fire pumps and the elimination of possible malfunctions that may occur are specified below.

8.11.2.2 It should be checked that the thrust bolts of the packing bearings of the pumps are mutually tight enough that the pump can be easily turned by hand. It is normal for water to drip from the packing bearings during pump operation. In order to prevent this water from flowing to the floor, it should be connected to the drainage with a thin pipe from the threaded mouth under the bearing console.

8.11.2.3 Fire water pumps are operated monthly, checked and recorded.

8.11.2.4 Manometers should be kept under constant control and one or more of the pumps should be stopped in case of excessive pressure rise.

8.11.2.5 It should be ensured that the pump and its motor rotate in the correct direction during operation. For this reason, the direction of rotation must be drawn on the couplings and control must be done accordingly.

8.11.2.6 During the operation of the pumps, the pump and motor bearings may be hot enough to touch. If the temperature is high, it may be due to an internal mechanical strain or misalignment of the coupling. In such cases, the pump must be stopped immediately and the fault must be eliminated.

8.11.2.7 For pumps driven by diesel engine, starting of the engine should be done in accordance with the special instructions.


8.11.2.8 If any deficiency or defect is detected as a result of the inspection, it shall be eliminated by those responsible.

### **8.11.3 Sprinkler Installation**

**8.11.3.1** The most important issue to be considered and maintenance to be performed in sprinkler installation is to prevent clogging of sprinkler heads. To ensure this, the sprinkler should be operated in accordance with the standards/legislation and it should be ensured that it is operational. Sufficient number of sprinkler heads should be kept as spare in each facility and in case of a malfunction, they should be replaced with new ones and the faulty ones should be repaired and taken as spare.

### **8.11.4 Fire Hydrant Installation**

8.11.4.1 Rain water should be prevented from entering into fire hydrant hose cabinets, hoses should be unbroken, intact and sufficiently tightened.

|  |                                       |                   |                |                      |                |
|--|---------------------------------------|-------------------|----------------|----------------------|----------------|
|  | <b>Document No</b>                    | <b>Issue Date</b> | <b>Rev. No</b> | <b>Revision Date</b> | <b>Page No</b> |
|  |                                       | 24.05.2022        | 3              | 01.11.2023           | 34             |
|  | <b>DANGEROUS CARGO HANDLING GUIDE</b> |                   |                |                      |                |

8.11.4.2 Fire valves should be faultless and leak-proof. Defective nozzles, valves and hoses should be replaced immediately and faults should be repaired and backed up. For this reason, a sufficient amount of hoses, nozzles, fire valves, clamps, fittings and their spare materials must be kept in each facility. In the fire installation, it is not allowed to keep the malfunction waiting for any reason.

8.11.4.3 Working fire hoses should not be placed in cabinets in a wet and waterlogged condition while the faults detected following the drills are repaired. Installations should provide suitable hose hangers to allow the water in the hoses to drain and dry completely and should not replace the hose until they are satisfied that it is thoroughly dry. If sea water is pumped through the hoses, they should first be washed with fresh water and dried in a cool and windy place.

8.11.4.4 All pipes belonging to fire hydrant and sprinkler installations should be inspected periodically, rusted parts should be painted, rotten parts should be replaced with new ones, valves and check valves should be checked and faults should be eliminated.

**8.11.4.5** All fire hydrants, hoses and nozzles shall be repaired by the relevant responsible persons if any deficiency or defect is detected as a result of the control.

#### **8.11.5 Portable Fire Extinguishers**

8.11.5.1 Sufficient spare equipment should always be kept in the plant stores for breakdown, inspection or maintenance. Extinguishers removed for the above purposes should be replaced by spares.

8.11.5.2 All fire extinguishers should be inspected and checked monthly. Extinguishers are marked after the control. During the control, especially dry powder extinguishers are turned upside down and tapped lightly on the base so that the powder in the tube moves. Otherwise, the powder in the extinguishers that remain in the same position for a long time may settle to the bottom and solidify. If any deficiency or defect is detected as a result of the control, it is eliminated by the relevant responsible persons.

**8.11.5.3** Fire extinguishers TS ISO 11602-2 Fire Protection: Portable and Wheeled Fire Extinguishers standard, they are subjected to a general inspection by the seller company once a year. Fire extinguishers are tested by the relevant company at intervals not exceeding 10 years, and chemical powder is checked at the end of the 2nd year.

#### **8.11.6 Protection against freezing**


##### **8.11.6.1 Protection of Generators**

In winter, when the outside temperature drops below +4C, the water may start to freeze. For this reason, the radiators of generators with water-cooled engines should be secured with antifreeze.

##### **8.11.6.2 Protection of Fire Water Pumps**

Fire water pumps and suction pipes are always filled with water. For this reason, the ambient temperature should not fall below +4C.



|  |                    |                   |                |                      |                |
|--|--------------------|-------------------|----------------|----------------------|----------------|
|  | <b>Document No</b> | <b>Issue Date</b> | <b>Rev. No</b> | <b>Revision Date</b> | <b>Page No</b> |
|  |                    | 24.05.2022        | 3              | 01.11.2023           | 35             |
| <b>DANGEROUS CARGO HANDLING GUIDE</b>  |                    |                   |                |                      |                |

### **8.11.6.3 Protection of Fire Water Distribution Pipes**

Exposed main and branch pipes should be protected against freezing up to the hydrant taps.

### **8.12 Measures to be taken in cases where fire protection systems do not work.**

**8.12.1** The firefighting equipment of the facility are systems that back up each other and are installed as an alternative to each other.

**8.12.2** In cases where the facility's own firefighting equipment does not work or is insufficient, the support of neighboring facilities, Fire Departments and AFAD Units will be requested.


**8.12.3** Other Hazardous and flammable materials/vehicles likely to be affected by the fire shall be removed from the area if possible.

**8.12.4** The conditions under which assistance and support will be provided and a protocol may need to be made determining its scope.

**8.12.5** The use of marine fire-fighting tugboats or marine vessels capabilities should also be taken into account.

### **8.13 Other risk control equipment.**

There are manometers to control line pressure at various places on the fire line

|  |                                       |                   |                |                      |                |
|--|---------------------------------------|-------------------|----------------|----------------------|----------------|
|  | <b>Document No</b>                    | <b>Issue Date</b> | <b>Rev. No</b> | <b>Revision Date</b> | <b>Page No</b> |
|  |                                       | 24.05.2022        | 3              | 01.11.2023           | 36             |
|  | <b>DANGEROUS CARGO HANDLING GUIDE</b> |                   |                |                      |                |

## 9 OCCUPATIONAL HEALTH and SAFETY

### 9.1 Occupational health and safety measures.

#### 9.1.1 Trainings

All new personnel joining the Port Facility, regardless of their position or title, will be subjected to general security training under the title of " BEGINNER SECURITY AWARENESS TRAINING" as well as orientation training on the Main Activity.

This training will include learning the ISPS Code and its importance for the facility and the Security Instructions, as well as the responsibilities of individuals in security and the need for teamwork, security concerns in the area / facility, measures taken to address them, operational blindness issues and countering intelligence (not discussing security issues over unsecured communication systems, not speaking openly about the facility and security measures taken, etc.).

LTGS also provides a training on the following topics to all personnel related to Port Security under the title of "STRENGTHENING SECURITY BRIEFING" every year.


Training subjects;

- a) Current practices related to ISPS Code,
- b) Facility Security Assessment,
- c) Facility Security Plan,
- d) Results obtained from the training, exercises and drills conducted at the facility during the year,
- e) Problems encountered in Security practices and Security Violations encountered during the year,
- f) In this context, each employee will be provided with additional training on Safety to a degree commensurate with their duties and obligations. A record of all training will be kept for each person. Security training will be repeated every 3 months to ensure appropriate readiness and competence. All personnel who are planned to be used as additional resources in Security Tasks will also participate in these trainings.

**The entire port facility** is surrounded by a chain link structure and reinforced concrete fence with a height of over 2.5 meters in all areas, with openings between the mesh of 5 cm. and the upper part wrapped with razor wire. There are warning signs on the fence surrounding the port facility stating that unauthorized entry cannot be made.

#### 9.1.2 Security Measures

- The perimeter fences are constantly controlled by private security guards on patrol duty outside working hours and on holidays.
- The entire perimeter of the facility is continuously monitored by camera systems.
- There is 1 entrance gate for vehicle and personnel entrance at the terminal.
- There are 126 lighting poles and 5 floodlights in the port facility.

|  |                                       |                   |                |                      |                |
|--|---------------------------------------|-------------------|----------------|----------------------|----------------|
|  | <b>Document No</b>                    | <b>Issue Date</b> | <b>Rev. No</b> | <b>Revision Date</b> | <b>Page No</b> |
|  |                                       | 24.05.2022        | 3              | 01.11.2023           | 37             |
|  | <b>DANGEROUS CARGO HANDLING GUIDE</b> |                   |                |                      |                |

- There is 1 generator for protective lighting in the port facility.
- Generator power is 500 KVA.
- Lighting is available and sufficient along the port facility storage areas and the existing wire fence.
- Adequate lighting is provided along the facility and the fence surrounding the facility.
- Generator and uninterruptible power supply are available for protective lighting at the port facility.
- The protective lighting system will be checked by private security personnel at least once a week before dark to ensure that it is working properly. Inoperative lamps in the protective lighting system will be immediately reported to LTGS and the replacement of inoperative lamps will be ensured by authorized personnel at the port facility.
- The control results of the protective lighting system and malfunctions will be immediately reported to LTGS by the private security personnel.
- Protective security lighting will be activated at all times of darkness by authorized personnel working in the facility.

### **9.1.3 Safety Advisor:**


Within the scope of the Regulation on the Carriage of Dangerous Goods by Sea, coastal facilities handling dangerous goods are obliged to employ a Dangerous Goods Safety Advisor or receive services in all activities to be carried out within the scope of dangerous cargo transportation. It is obliged to fulfill the responsibilities in subparagraph 5 of Article 2 of this guide.

### **9.1.4 Port facility emergency plan:**

In order to minimize the negative consequences of an accident or violation on human life and the environment as much as possible, "Port Facility Emergency Plan" is prepared by the enterprises engaged in dangerous cargo transportation to be applied in case of accidents or violations that may occur during maneuvering services and dangerous cargo loading, unloading and transportation. Instructions regarding the emergency action plan are notified to the relevant personnel in the workplaces and posted in places to be seen.

### **9.1.5 Drills**

ISPS Code drills ISPS Code Security Plan with communication and response at least once in each calendar year and it is ensured that no more than 18 months elapse between two consecutive drills. Drills are carried out within the scope of scenarios determined with the participation of port facility security officers, relevant authorities and company security officers and ship security officers. Ships subject to ISPS Code in the facility can participate in the drills as much as possible. Before the exercise, the date, time and scenario of the exercise are notified to the relevant Regional Port Authority in a letter. This letter is also sent to the connected law enforcement agency as information

|  |                    |                   |                |                      |                |
|--|--------------------|-------------------|----------------|----------------------|----------------|
|  | <b>Document No</b> | <b>Issue Date</b> | <b>Rev. No</b> | <b>Revision Date</b> | <b>Page No</b> |
|  |                    | 24.05.2022        | 3              | 01.11.2023           | 38             |
| <b>DANGEROUS CARGO HANDLING GUIDE</b>  |                    |                   |                |                      |                |

These exercises may take the following forms to test communication, coordination, resource availability and responses.


- a) Full scope or live,
- b) Review of the plan with a few people or in the form of a seminar or
- c) May be combined with other exercises, such as emergency drills

## **9.2 Information on personal protective equipment and procedures for its use.**

### **9.2.1 Personal protective equipment used in the workplace,**

Designed and manufactured in accordance with the provisions of the Personal Protective Equipment Regulation. All personal protective equipment:

- a) It is suitable to prevent the relevant risk without creating additional risk itself.
- b) It is suitable for the conditions existing in the workplace.
- c) It is suitable for the ergonomic requirements and health status of the user.
- d) Fits the user when necessary adjustments are made.
- e) Products falling within the scope of the Personal Protective Equipment Regulation shall have CE marking and Turkish user manual as appropriate.
- f) In cases where there is more than one risk and the employee is required to use more than one personal protective equipment against these risks at the same time, personal protective equipment that is suitable for use together and whose protection against the risks in question is not affected when used together is selected.
- g) The conditions of use of personal protective equipment and especially the duration of use are determined by taking into account the degree of risk, frequency of exposure, the characteristics of the place where each employee works and the performance of personal protective equipment.
- h) In cases where personal protective equipment, which is essential to be used by a single person, is required to be used by more than one person in mandatory situations, all measures are taken to prevent health and hygiene problems arising from this use. In the workplace, for each personal protective equipment, there is sufficient information on the issues specified in subparagraphs (a) and (b) of this article and this information is easily accessible.
- j) Personal protective equipment is provided free of charge by the employer, maintenance, repair and periodic checks are carried out in accordance with the user manual to be provided by the manufacturer, the necessary parts are replaced, stored in hygienic conditions and kept ready for use.
- k) The employer informs the employee about the risks against which personal protective equipment will be used.
- l) The employer provides practical training on the use of personal protective equipment.
- m) Personal protective equipment shall be used only for its intended purpose, except in exceptional and special circumstances. Personal protective equipment shall be kept within easy reach of workers and in sufficient quantities.

|  |                    |                   |                |                      |                |
|--|--------------------|-------------------|----------------|----------------------|----------------|
|  | <b>Document No</b> | <b>Issue Date</b> | <b>Rev. No</b> | <b>Revision Date</b> | <b>Page No</b> |
|  |                    | 24.05.2022        | 3              | 01.11.2023           | 39             |
| <b>DANGEROUS CARGO HANDLING GUIDE</b>  |                    |                   |                |                      |                |

### **9.3 Confined space entry clearance measures and procedures**

#### **9.3.1 Entrance to confined space**

9.3.1.1 Entry to closed spaces and hot works to be carried out on board are not allowed. However, in mandatory cases, permissions will be obtained by the ship agency in accordance with the legal regulations and will be carried out under the control of the port facility.


9.3.1.2 Closed or dangerous spaces cannot be entered without a degassing certificate. After the degassing certificate is issued; The facility authority or occupational safety specialist gives the permission for safe entry to the closed or dangerous spaces in the ships and watercrafts for the purpose of construction, modification, maintenance, repair or dismantling in the facility.

9.3.1.3 Adequate ventilation should be provided continuously in cases where the ambient atmosphere varies. This situation should be checked in coordination with the facility authority or occupational safety specialist in the first and periodic measurements to be made by the degassing specialist.

9.3.1.4 If hot or cold work is interrupted in closed or hazardous areas, gas measurements should be performed again before resuming work.

9.3.1.5 The validity period of the certificate shall not exceed 24 hours for ships and water vessels that obtain a degassing certificate for berthing to the facility.

9.3.1.6 Work shall not start before the relevant forms are filled and approved.

|  |   |                   |                |                      |                |
|--|---|-------------------|----------------|----------------------|----------------|
|  | <b>Document No</b>                      | <b>Issue Date</b> | <b>Rev. No</b> | <b>Revision Date</b> | <b>Page No</b> |
|  |   | 24.05.2022        | 3              | 01.11.2023           | 40             |
|  | <b> DANGEROUS CARGO HANDLING GUIDE </b> |                   |                |                      |                |

## 10 OTHER CONSIDERATIONS

### 10.1 Validity of Dangerous Cargo Conformity Certificate.

Validity Date of Coastal Facility Dangerous Goods Conformity Certificate: 03/08/2024

### 10.2 Tasks defined for the Dangerous Goods Safety Advisor

It is obliged to fulfill the responsibilities in subparagraph 5 of Article 2 of this guide.

**10.3 Issues for the carriers of dangerous goods arriving to/leaving from the coastal facility by road (documents that road vehicles carrying dangerous goods must have at the entrance/exit from/to the port or coastal facility area, equipment and equipment that these vehicles must have; speed limits in the port area, etc.).**

#### 10.3.1 Documents for Vehicles Carrying Dangerous Goods Arriving at the Coastal Facility by Road


- a) SRC-5 certificate
- b) ADR/TSE Certificate of Conformity
- c) Transportation Authorization Certificate
- d) Vehicle Vehicle Card
- e) Vehicle License
- f) Compulsory Traffic Insurance
- g) Hazardous Substances and Hazardous Waste Compulsory Financial Liability Insurance

#### 10.3.2 Dangerous packaged cargoes and dangerous bulk cargoes:

- Consignee name (shipper) and date of delivery to the port area, normally not later than 24 hours before arrival;
- For dangerous bulk cargoes: product name and other information required by the relevant IMO code; and;
- The name of the ship on which the dangerous cargoes will be loaded (if applicable) the ship's agent and the interface to be used

#### 10.3.3 Documents that must be available

- Dangerous cargo declaration, Dangerous cargo waybill, Multimodal dangerous cargo form, Dangerous cargo manifest, Packaging and Container/Vehicle Loading certificate
- Safety data sheet
- Transport documents showing exemption for transportation under ADR/RID/IMDG codes 3.4 and 3.5
- For transports within the scope of ADR, SRC5 certificate suitable and valid for transportation, ADR written instruction, Vehicle conformity certificate suitable and valid for transportation, Transport documents

|  |                    |                   |                |                      |                |
|--|--------------------|-------------------|----------------|----------------------|----------------|
|  | <b>Document No</b> | <b>Issue Date</b> | <b>Rev. No</b> | <b>Revision Date</b> | <b>Page No</b> |
|  |                    | 24.05.2022        | 3              | 01.11.2023           | 41             |
| <b>DANGEROUS CARGO HANDLING GUIDE</b>  |                    |                   |                |                      |                |

Dangerous cargoes cannot be transported without the mandatory documents for transportation listed above. Cargoes that are not properly secured under the IMDG code are treated as dangerous cargo.

**10.4 Issues for the carriers of dangerous cargoes arriving at the coastal facility by sea / leaving the port facility (day / night signs to be shown by ships and marine vessels carrying dangerous cargoes at the port or port facility, cold and hot working procedures on ships, etc. issues).**

**10.4.1 Arrival by Sea**

**10.4.1.2 Dangerous cargoes**

- The name of the ship and the ship's IMO number, agency and estimated time of arrival (ETA), normally no later than 24 hours before arrival;
- A list of dangerous bulk cargoes showing the product name and other information required by the relevant IMO Code;

**10.4.2 Departure by Sea**

**10.4.2.1 Dangerous cargoes:**

- The name of the ship and the ship's IMO number, agency and estimated time of departure (ETD) as required by the regulatory authorities;
- A list of dangerous bulk cargoes showing the product name and other information required by the relevant IMO Code;

**10.5 Additional matters to be added by the shore facility.**


**10.5.1 Training**

**10.5.1.1 Administration**

- Management should ensure that all deck and shore personnel involved in the transportation or handling of dangerous cargoes or in the supervision thereof are appropriately trained to the extent of their organizational responsibilities.
- Management at all levels should carry out their daily responsibilities for health and safety.

**10.5.1.2 Coastal personnel,**

They should receive general awareness, task-oriented training and safety training.

|  |   |                   |                |                      |                |
|--|---|-------------------|----------------|----------------------|----------------|
|  | <b>Document No</b>                      | <b>Issue Date</b> | <b>Rev. No</b> | <b>Revision Date</b> | <b>Page No</b> |
|  |   | 24.05.2022        | 3              | 01.11.2023           | 42             |
|  | <b> DANGEROUS CARGO HANDLING GUIDE </b> |                   |                |                      |                |

## **10.5.2 Training content**

### **10.5.2.1 General awareness/recognition training**

Everyone should receive training on the safe transportation or handling of dangerous cargoes commensurate with their duties. The training should be designed to ensure familiarization with the general hazards of the dangerous cargoes concerned and the legal requirements. This training should include identification of types and classes of dangerous cargoes; labeling, marking, packaging, isolation and compliance with requirements; description of purpose and content of transport documents; and description of available emergency response documentation.


### **10.5.2.2 Task-oriented training**

Everyone should receive detailed training on the specific requirements for the safe transportation or handling of dangerous cargoes in accordance with the function they perform.

### **10.5.2.3 Trainings on safety**

- Everyone should receive training relevant to the functions they perform and the risks that may arise when storing dangerous cargoes:
- Upon employment in a position involving the transportation or handling of dangerous cargoes, such training should be provided and verified and periodically supplemented by retraining as the Administration considers appropriate.
- Security training for personnel with duties related to the transportation and handling of dangerous cargoes should be appropriate to their responsibilities and duties under the provisions of the port facility security plan (ISPS Code section A/2.1.5). In addition, the training requirements specific to the security of dangerous cargoes given in Section 1.4 of the IMDG Code should be addressed.




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|--|--------------------|-------------------|----------------|----------------------|----------------|
|  | <b>Document No</b> | <b>Issue Date</b> | <b>Rev. No</b> | <b>Revision Date</b> | <b>Page No</b> |
|  |                    | 24.05.2022        | 3              | 01.11.2023           | 43             |
| <b>DANGEROUS CARGO HANDLING GUIDE</b>  |                    |                   |                |                      |                |

### 10.5.3 Accident Prevention Policy

As ALPET management, we are aware that the operations carried out in our port have the potential to cause accidents due to their nature. However, we believe that all accidents can be prevented. Therefore, we are committed to managing operations in the best way possible to prevent accidents and ensure the highest level of protection of employees, subcontractors, visitors, neighbors and the environment. In line with 9001 Quality Management Systems, in order to prevent accidents and reduce their effects, we, as ALPET Mersin Facility, **WILL IMPLEMENT THE FOLLOWING POLICIES AS COMPANY MANAGEMENT AND ALL EMPLOYEES;**

- Ensuring that a high level of safety measures are taken for people and the environment around the port facility and providing all necessary resources for this purpose
- Conducting risk assessments based on quantitative analysis related to ordinary and extraordinary operations in order to identify and evaluate accidents and keeping these assessments constantly updated
- Arrangements for maintenance, repair and temporary shutdowns related to identified risks and preparation of necessary procedures
- Following technological developments in order to prevent accidents and reduce their effects and providing the necessary support for continuous improvement of safety measures in facilities
- Making the necessary arrangements and controls for new plant and process design together with planned changes, and making risk assessments and evaluating their acceptability before they are realized
- Identifying emergencies that can be detected in advance through systematic analysis, preparing emergency plans for these emergencies, and regularly auditing and reviewing them in drills
- Monitoring the performance of the system within the framework of procedures in order to evaluate compliance with the objectives set by Quality Management Systems, and investigating corrective actions in case of non-compliance
- Periodically and systematically evaluating the effectiveness and conformity of Quality Management Systems, documenting and documenting them, reviewing them by us as senior management and supporting the continuous improvement of Quality Management Systems
- Appointment of personnel with appropriate knowledge, skills, training and experience for positions that will affect operational business processes, safety and security within the organization
- Ensuring that our staff continuously improve themselves by providing trainings
- Adhering to national and international laws, legislation, regulations and standards
- Ensuring the health and safety of employees, contractors, visitors and neighbors and protecting the environment by investigating possible incompatibilities with the policy and taking necessary measures to systematically eliminate their effects and prevent accidents

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|--|--------------------|-------------------|----------------|----------------------|----------------|
|  | <b>Document No</b> | <b>Issue Date</b> | <b>Rev. No</b> | <b>Revision Date</b> | <b>Page No</b> |
|  |                    | 24.05.2022        | 3              | 01.11.2023           | 44             |
| <b>DANGEROUS CARGO HANDLING GUIDE</b>  |                    |                   |                |                      |                |

#### **10.5.4 Hot Work and operations Procedure**

**10.5.4.1** While handling dangerous cargo in our Regional Port Authority and before starting hot works and operations to be carried out in dangerous cargo areas, written permission will be obtained from the Regional Port Authority that such hot works can be carried out. The said permission will specify the details of the place where hot work and operations will be carried out in the hot work form and also the safety precautions to be applied. If the hot works will continue for a certain period of time, the permission in question must be obtained to cover this period.

**10.5.4.2** The authorized and competent person who will carry out hot work and operations should take all necessary additional safety measures in the port as well as the safety measures required by the relevant Regional Port Authority together with the port officer before starting work. Such measures to be taken should cover at least the following issues and should be specified in the hot work work form.

- Frequent inspections of the area where the work is to be carried out and adjacent areas, including tests by accredited testing organizations, to ensure that the areas where the work is to be carried out are free from flammable and/or explosive atmospheres and are not deficient in ventilation and oxygen,
- Removal of dangerous cargoes and other flammable substances from work areas and adjacent areas,
- Sealing and tight sealing of open pipes, pipe penetrations, valves, joints, gaps and open parts to prevent the spread of flames, sparks and hot particles from work areas to adjacent areas or other areas,


**10.5.4.3** A sign with the permit for the hot work to be done and the safety precautions to be taken shall be posted in the work area and at all entrances to the work area. The permit and safety precautions should be easily visible and clearly understood by all persons who will be carrying out hot work.

**10.5.4.4** The following considerations should be taken into account when performing hot work:

- Checks shall be made to verify that the existing conditions in the working environment have not changed.
- When hot work is being carried out, at least one fire extinguisher or other suitable fire extinguishing equipment, together with all apparatus, shall be readily available for immediate use.

**10.5.4.3** During hot work and operations, effective fire control should be carried out in the area where the hot work is being carried out and in adjacent areas where a hazard may arise due to heat transfer when such work is completed and for a sufficient time after completion.

**10.5.4.4** The need to refer to the "International Safety Guide for Oil Tankers and Terminals (ISGOTT)" for additional more detailed information and procedures related to hot work and operations should always be taken into consideration.

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|---|-------------|------------|---------|---------------|---------|
|  | Document No | Issue Date | Rev. No | Revision Date | Page No |
|   |             | 24.05.2022 | 3       | 01.11.2023    | 45      |
| <b>DANGEROUS CARGO HANDLING GUIDE</b>   |             |            |         |               |         |

### 10.5.5 Hot Work Business and Transactions Form

| <b>Risk Değerlendirmesi</b>   |  |  |   |   |       |   |  |                             |   |  |    |         |       |       |        |       |        |   |   |   |   |   |               |   |   |   |   |   |          |   |   |   |   |   |                     |   |   |   |   |   |
|---|--|--|---|---|-------|---|--|-----------------------------|---|--|----|---------|-------|-------|--------|-------|--------|---|---|---|---|---|---------------|---|---|---|---|---|----------|---|---|---|---|---|---------------------|---|---|---|---|---|
| Sıcak Çalışma Alanı:  |  |  |   |   |       |   |  |                             |   |  |    |         |       |       |        |       |        |   |   |   |   |   |               |   |   |   |   |   |          |   |   |   |   |   |                     |   |   |   |   |   |
| Giriş Sınırlamaları:  |  |  |   |   |       |   |  |                             |   |  |    |         |       |       |        |       |        |   |   |   |   |   |               |   |   |   |   |   |          |   |   |   |   |   |                     |   |   |   |   |   |
| Sıcak İş nedeni:  |  |  |   |   |       |   |  |                             |   |  |    |         |       |       |        |       |        |   |   |   |   |   |               |   |   |   |   |   |          |   |   |   |   |   |                     |   |   |   |   |   |
| Çalışma etkinliği açıklaması:   |  |  |   |   |       |   |  |                             |   |  |    |         |       |       |        |       |        |   |   |   |   |   |               |   |   |   |   |   |          |   |   |   |   |   |                     |   |   |   |   |   |
| Muhtemel tutuşurma kaynağı türleri:   |  |  |   |   |       |   |  |                             |   |  |    |         |       |       |        |       |        |   |   |   |   |   |               |   |   |   |   |   |          |   |   |   |   |   |                     |   |   |   |   |   |
| <input type="checkbox"/> Alev (kaynak, lehim, vb) <input type="checkbox"/> Kiviltim veya cüruf (taşlama, kesme, kaynak, vb)   |  |  |   |   |       |   |  |                             |   |  |    |         |       |       |        |       |        |   |   |   |   |   |               |   |   |   |   |   |          |   |   |   |   |   |                     |   |   |   |   |   |
| <input type="checkbox"/> Sıcak Nesne (metal yüzey vb) <input type="checkbox"/> Diğer:   |  |  |   |   |       |   |  |                             |   |  |    |         |       |       |        |       |        |   |   |   |   |   |               |   |   |   |   |   |          |   |   |   |   |   |                     |   |   |   |   |   |
| Tehlike tanımlama, risk analizi ve kontrol önlemi seçimi:   |  |  |   |   |       |   |  |                             |   |  |    |         |       |       |        |       |        |   |   |   |   |   |               |   |   |   |   |   |          |   |   |   |   |   |                     |   |   |   |   |   |
| Sıcak Çalışma ile İlgili Sorumluluk: (Uygun olanı işaretleyiniz)  |  |  |   |   |       |   |  |                             |   |  |    |         |       |       |        |       |        |   |   |   |   |   |               |   |   |   |   |   |          |   |   |   |   |   |                     |   |   |   |   |   |
| <input type="checkbox"/> Sıcak iş sadece aşağıda ayrıntılı verilen sıcak iş konularında göre taşeron personeli tarafından yapılacaktır. Kişi/Kişiler belirlenmiş ve ayrıntılı çalışma detayları ve daha önce hazırlanıp bu formun sonuna eklenmiştir.   |  |  |   |   |       |   |  |                             |   |  |    |         |       |       |        |       |        |   |   |   |   |   |               |   |   |   |   |   |          |   |   |   |   |   |                     |   |   |   |   |   |
| <input type="checkbox"/> Sıcak iş sadece aşağıda ayrıntılı verilen sıcak iş konularında göre tesis personeli tarafından yapılacaktır.   |  |  |   |   |       |   |  |                             |   |  |    |         |       |       |        |       |        |   |   |   |   |   |               |   |   |   |   |   |          |   |   |   |   |   |                     |   |   |   |   |   |
| Dokümanları ekte ve risk değerlendirilmesi yapılmadan Sıcak İş iznine geç.  |  |  |   |   |       |   |  |                             |   |  |    |         |       |       |        |       |        |   |   |   |   |   |               |   |   |   |   |   |          |   |   |   |   |   |                     |   |   |   |   |   |
| Aşağıdaki risk değerlendirilmesini tamamla  |  |  |   |   |       |   |  |                             |   |  |    |         |       |       |        |       |        |   |   |   |   |   |               |   |   |   |   |   |          |   |   |   |   |   |                     |   |   |   |   |   |
| <b>Risk Değerlendirme Rehberi</b>   |  |  |   |   |       |   |  |                             |   |  |    |         |       |       |        |       |        |   |   |   |   |   |               |   |   |   |   |   |          |   |   |   |   |   |                     |   |   |   |   |   |
| <b>Adım 1 – Sonuçları değeri</b>  |  | <b>Adım 2 – Olasılık Değeri</b>  |   | <b>Adım 3 – Riski Hesaplama</b>   |       |   |  |                             |   |  |    |         |       |       |        |       |        |   |   |   |   |   |               |   |   |   |   |   |          |   |   |   |   |   |                     |   |   |   |   |   |
| Bireyliklerin meydana gelebilecek sonuçları nelerdir? Bu tehlike çalışma ile ilgili (aşağıda) en olası sonucu nedir düşünün   |  | Adım 1 de kararlaştırılan tehlike sonuçlarının meydana gelme olasılığı (aşağıda) nedir.  |   | 1. Adım 1. puanı alın ve doğru sütünü seçin<br>2. Adım 2. puanı alın ve doğru satırı seçin<br>3. İki değerlendirme aşağıda matris üzerinde çapraz risk skoru kullanın<br><b>Y = YÜKSEK, S = CİDDİ, O = ORTA, D = DÜŞÜK</b>  |       |   |  |                             |   |  |    |         |       |       |        |       |        |   |   |   |   |   |               |   |   |   |   |   |          |   |   |   |   |   |                     |   |   |   |   |   |
| Aşırı: Birden fazla ölüm veya kalıcı yaralanmalar<br>Kritik: Tek ölüm yada kalıcı hasar<br>Buyuk: Medikal tedavi veya kayıp zaman yaralanması<br>Küçük: İlk yardım tedavisi<br>Onemsiz: Olay veya ramak kala – hiç bir tedavi   |  | Mümkün: Çoğu durumda ortaya çıkması bekleniyor<br>Olası/İhtimal: Muhtemelen bir kez oluşacak<br>Muhtemel: Olay bir zamanda ortaya çıkabilir<br>Olası: Olay beklenmiyor sadece istisnai durumlarda ortaya çıkabilir<br>Değil / Nadir: |   | <table border="1"> <thead> <tr> <th rowspan="2">Olasılık</th> <th colspan="5">Sonuçlar</th> </tr> <tr> <th>Onemsiz</th> <th>Küçük</th> <th>Büyük</th> <th>Kritik</th> <th>Aşırı</th> </tr> </thead> <tbody> <tr> <td>Mümkün</td> <td>O</td> <td>C</td> <td>Y</td> <td>Y</td> <td>Y</td> </tr> <tr> <td>Olası/İhtimal</td> <td>O</td> <td>O</td> <td>C</td> <td>Y</td> <td>Y</td> </tr> <tr> <td>Muhtemel</td> <td>D</td> <td>O</td> <td>O</td> <td>C</td> <td>C</td> </tr> <tr> <td>Olası Değil / Nadir</td> <td>D</td> <td>D</td> <td>O</td> <td>O</td> <td>C</td> </tr> </tbody> </table> |       | Olasılık                                    | Sonuçlar   |                             |   |  |    | Onemsiz | Küçük | Büyük | Kritik | Aşırı | Mümkün | O | C | Y | Y | Y | Olası/İhtimal | O | O | C | Y | Y | Muhtemel | D | O | O | C | C | Olası Değil / Nadir | D | D | O | O | C |
| Olasılık  | Sonuçlar   |  |   |   |       |   |  |                             |   |  |    |         |       |       |        |       |        |   |   |   |   |   |               |   |   |   |   |   |          |   |   |   |   |   |                     |   |   |   |   |   |
|   | Onemsiz  | Küçük  | Büyük   | Kritik  | Aşırı |   |  |                             |   |  |    |         |       |       |        |       |        |   |   |   |   |   |               |   |   |   |   |   |          |   |   |   |   |   |                     |   |   |   |   |   |
| Mümkün  | O  | C  | Y   | Y   | Y     |   |  |                             |   |  |    |         |       |       |        |       |        |   |   |   |   |   |               |   |   |   |   |   |          |   |   |   |   |   |                     |   |   |   |   |   |
| Olası/İhtimal   | O  | O  | C   | Y   | Y     |   |  |                             |   |  |    |         |       |       |        |       |        |   |   |   |   |   |               |   |   |   |   |   |          |   |   |   |   |   |                     |   |   |   |   |   |
| Muhtemel  | D  | O  | O   | C   | C     |   |  |                             |   |  |    |         |       |       |        |       |        |   |   |   |   |   |               |   |   |   |   |   |          |   |   |   |   |   |                     |   |   |   |   |   |
| Olası Değil / Nadir   | D  | D  | O   | O   | C     |   |  |                             |   |  |    |         |       |       |        |       |        |   |   |   |   |   |               |   |   |   |   |   |          |   |   |   |   |   |                     |   |   |   |   |   |
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| Olasılık  | Sonuçlar   |  |   |   |       |   |  |                             |   |  |    |         |       |       |        |       |        |   |   |   |   |   |               |   |   |   |   |   |          |   |   |   |   |   |                     |   |   |   |   |   |
|   | Onemsiz  | Küçük  | Büyük   | Kritik  | Aşırı |   |  |                             |   |  |    |         |       |       |        |       |        |   |   |   |   |   |               |   |   |   |   |   |          |   |   |   |   |   |                     |   |   |   |   |   |
| Mümkün  | Y  | Y  | Y   | Y   | Y     |   |  |                             |   |  |    |         |       |       |        |       |        |   |   |   |   |   |               |   |   |   |   |   |          |   |   |   |   |   |                     |   |   |   |   |   |
| Olası/İhtimal   | Y  | Y  | Y   | Y   | Y     |   |  |                             |   |  |    |         |       |       |        |       |        |   |   |   |   |   |               |   |   |   |   |   |          |   |   |   |   |   |                     |   |   |   |   |   |
| Muhtemel  | Y  | Y  | Y   | Y   | Y     |   |  |                             |   |  |    |         |       |       |        |       |        |   |   |   |   |   |               |   |   |   |   |   |          |   |   |   |   |   |                     |   |   |   |   |   |
| Olası Değil / Nadir   | Y  | Y  | Y   | Y   | Y     |   |  |                             |   |  |    |         |       |       |        |       |        |   |   |   |   |   |               |   |   |   |   |   |          |   |   |   |   |   |                     |   |   |   |   |   |
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| Tehlike (İpe ilişkin tehlikeleri listeleyn)   | Kontroller (Bütün Tehlikelerin yönetmek için kontroller liste) | Kişisel Koruyucu Kıyafetler  | Sorumlu Kişiler (Kontroller uygulanmasından sorumlular) | Risk Değerlendirmesi (Veride Kontroller ile: Yüksek, Ciddi, Orta veya Düşük)  |       |   |  |                             |   |  |    |         |       |       |        |       |        |   |   |   |   |   |               |   |   |   |   |   |          |   |   |   |   |   |                     |   |   |   |   |   |
| 1.  |  |  |   |   |       |   |  |                             |   |  |    |         |       |       |        |       |        |   |   |   |   |   |               |   |   |   |   |   |          |   |   |   |   |   |                     |   |   |   |   |   |
| 2.  |  |  |   |   |       |   |  |                             |   |  |    |         |       |       |        |       |        |   |   |   |   |   |               |   |   |   |   |   |          |   |   |   |   |   |                     |   |   |   |   |   |
| Riski Değerlendiren Personel :  |  |  |   |   |       |   |  |                             |   |  |    |         |       |       |        |       |        |   |   |   |   |   |               |   |   |   |   |   |          |   |   |   |   |   |                     |   |   |   |   |   |
| İsim: _____   |  | İş Veren: _____  |   | Tarih: _____  |       |   |  |                             |   |  |    |         |       |       |        |       |        |   |   |   |   |   |               |   |   |   |   |   |          |   |   |   |   |   |                     |   |   |   |   |   |
| İsim: _____   |  | İş Veren: _____  |   | Tarih: _____  |       |   |  |                             |   |  |    |         |       |       |        |       |        |   |   |   |   |   |               |   |   |   |   |   |          |   |   |   |   |   |                     |   |   |   |   |   |
| LİMAN MÜDÜRÜ  |  |  | ONAY<br>LİMAN BAŞKANLIĞI                                |   |       |   |  |                             |   |  |    |         |       |       |        |       |        |   |   |   |   |   |               |   |   |   |   |   |          |   |   |   |   |   |                     |   |   |   |   |   |

**Document No****Issue Date****Rev.  
No****Revision  
Date****Page No**

24.05.2022

3

01.11.2023


46

**DANGEROUS CARGO HANDLING GUIDE**

| <b>SICAK İŞ İZNI</b>  |   |                          |   |
|---|---|--------------------------|---|
| Risk Değerlendirilmesinde açıklanan sıcak iş yöntemi ve konumuna göre, aşağıda icili bölümlerde kontrol gereksinimlerini belirlemek   |   |                          |   |
| <b>SICAK İŞ VE TUTUŞTURMA KAYNAKLARI KONTROLÜ</b>   |   |                          |   |
| Sıcak çalışmalarının bir parçası olarak gerçekleştirilecek sıcak iş ve tutuşturma kaynaklarının kontrollerini belirlemek:   | <b>EVET</b>                               | <b>N/A</b>               | <b>Kontrol</b>  |
| <input type="checkbox"/>  | <input type="checkbox"/>                  | <input type="checkbox"/> | Tesis / yüklenici tarafından sağlanan Yangın söndürücüler sıcak çalışma alanı ve hemen bitişiğinde 10 metrede yer almaktadır (sabit konum yangın söndürücüler hariç)  |
| <input type="checkbox"/>  | <input type="checkbox"/>                  | <input type="checkbox"/> | Yakalama hasarları veya levhalar kıvılcım ve cüruf yakalamak için uygun yerlere konumlandırılmıştır.  |
| <input type="checkbox"/>  | <input type="checkbox"/>                  | <input type="checkbox"/> | Yanıcı ve parlayıcı malzemelerin sıcak iş alanından temizlemesi gerekmektedir. (burada uygulanabilir sıcak çalışma alanı etrafında 15m alanı düşünün ve aşağıdaki çalışma alanının yüzeylerinde dahil edilmesi gerekir.)  |
| <input type="checkbox"/>  | <input type="checkbox"/>                  | <input type="checkbox"/> | Kanalizasyonlar, kablo rafları, elektrik kabloları ve diğer ısı / yangına hassas ürünler dikkate alınacaktır. (15 metrelik bir alanda yanmaz battaniye, yakalama levhaları veya mevcut ise onaylı kaplamalar kullanın)  |
| <input type="checkbox"/>  | <input type="checkbox"/>                  | <input type="checkbox"/> | Yangın hortumu sıcak iş alanında kullanıma hazır tutulacaktır   |
| <input type="checkbox"/>  | <input type="checkbox"/>                  | <input type="checkbox"/> | Bir Yangın gözlemcisi sıcak iş sırasında yangın riskini, kıvılcım, cüruf, sıcak nesnelere devamlı izlemesi ve / veya iş boyunca belli periyodlar için gereklidir.<br><input type="checkbox"/> Tüm İş Boyunca, ve/veya <input type="checkbox"/> İş Boyunca Belli Periyodlarda (..... dakikada bir) |
| <b>Belirli Sıcak İş / Tutuşturma Kaynaklarının Kontrolleri</b>  | <b>Evet</b>                               | <b>N/A</b>               | <b>Evet İse Ek Kontrol Ayrıntıları Belirtilecektir</b>  |
| Sıcak iş esnasında izolasyon yapılması gereken bitişik alanlarda alınması gerekli önlemler (boru, tank, basınçlı kaplar gibi)   | <input type="checkbox"/>                  | <input type="checkbox"/> |   |
| Sabit yangın koruma ve algılama sistemi hizmet dışı bırakılması gerekmektedir.  | <input type="checkbox"/>                  | <input type="checkbox"/> |   |
| Çalışma alanı özel temizlik yapılması, yıkanması, havalandırması veya çalışma öncesi atmosferik izleme gerektirir. (çalışma alanında yanıcı / patlayıcı buharlar, tozlar, sıvılar ya da katı atıklar) | <input type="checkbox"/>                  | <input type="checkbox"/> |   |
| Çalışma alanı çalışmalar sırasında ön temizleme, sökme, yüzey hazırlığı yapma ve atmosferik izleme gerektirir. (Yüzeyler ve kaplamalar ısıtılırken veya kesilirken zararlı emisyonları oluşturabilir) | <input type="checkbox"/>                  | <input type="checkbox"/> |   |
| İşin niteliği özel solunum cihazı giyilmesini gerektirir  | <input type="checkbox"/>                  | <input type="checkbox"/> |   |
| İşin niteliği gaz ve diğer hassas ürün için uygulanacak özel kontroller gerektirir.   | <input type="checkbox"/>                  | <input type="checkbox"/> |   |
| Sıcak işte elektrik kaynağı kullanılacak ise elektrik güvenliğini sağlamak için özel kontroller gereklidir.   | <input type="checkbox"/>                  | <input type="checkbox"/> |   |
| <b>Kapalı Mekanlar için ek Sıcak Çalışma Kontrolleri</b>  | <input type="checkbox"/> N/A (Uygulanmaz) |                          |   |
| <b>Kontroller:</b>  | <b>Evet</b>                               | <b>N/A</b>               |   |
| Dışarıda uygun bir yere cihazlar konumlandırılır. (yangın söndürücü, hortumlar, solunum cihazları gibi)   | <input type="checkbox"/>                  | <input type="checkbox"/> |   |
| Havalandırma fanını kirlenme kaynağının mümkün olduğu kadar yakına konumlandırılır.   | <input type="checkbox"/>                  | <input type="checkbox"/> |   |
| Kirletici maddeler hava boşluğuna tahliye edilmesi (böylece devri daim edilir ve diğer işçileri zarar vermezler)  | <input type="checkbox"/>                  | <input type="checkbox"/> |   |
| Elektrik kaynağı önemli bir süre askıya alındığında Elektrik kaynaklarından elektrotlar çıkartılır, takıldıktan sonra tekrar enerji verilir. Böylece kazara kontak yada ark oluşmaz.                  | <input type="checkbox"/>                  | <input type="checkbox"/> |   |
| Gaz kaynaklı kesme faaliyetleri önemli bir süre askıya alındığında, meşale ve silindir valfleri kapatılır. Meşale ve hortum bağlantısı çıkarılır ve basınçlaştırılır.                                 | <input type="checkbox"/>                  | <input type="checkbox"/> |   |
| <b>Sıcak İşin Tamamlanması</b>  | <input type="checkbox"/> N/A (Uygulanmaz) |                          |   |
| <b>Kontroller:</b>  | <b>Evet</b>                               | <b>N/A</b>               |   |
| İşin bitiminden sonra alan en az yarım saat süreyle kontrol edilir.   | <input type="checkbox"/>                  | <input type="checkbox"/> |   |
| Alan en az sekiz saat süre ve birer saat ara ile kontrol edilir.  | <input type="checkbox"/>                  | <input type="checkbox"/> |   |
| Sıcak çalışma sonrası yapılacak kontrollerle gerek yoktur.  | <input type="checkbox"/>                  | <input type="checkbox"/> |   |
| <b>İzin İsteyen</b>   |   |                          |   |
| İsim: _____ İmza: _____   |   |                          |   |
| <b>Onaylayan</b>  |   |                          |   |
| İsim: _____ İmza: _____   |   |                          |   |

ONAY

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|--|---|-------------------|----------------|----------------------|----------------|
|  | <b>Document No</b>                      | <b>Issue Date</b> | <b>Rev. No</b> | <b>Revision Date</b> | <b>Page No</b> |
|  |   | 24.05.2022        | 3              | 01.11.2023           | 47             |
|  | <b> DANGEROUS CARGO HANDLING GUIDE </b> |                   |                |                      |                |


## 10.5.6 The Responsibilities of the Personnel in Charge of the Operation

### 10.5.6.1 Operation Officer

- Acts according to the checklists.
- A coordination meeting will be held at least 1 day before the acceptance of dangerous cargoes to the coastal facility and ensures the participation of Operation, Site planning, HSE, DGSA and other relevant persons in this meeting.
- If it is decided to accept the dangerous cargo at the meeting, management, operation, storage, security, emergency response units are informed and the preparation and acceptance process is started.
- In case of the need to inform the Regional Port Authority of the cargoes that will not be accepted to the coastal facility, notify the Regional Port Authority in writing with the reasons for the situation.
- Announces the number of equipment, team and mail determined at the meeting.
- Organizes the working order with the ship manager.
- Together with the Planning Specialist, it ensures that the loading / unloading is carried out according to the approved cargo plan.
- Ensures that everyone involved in the transportation of dangerous cargoes takes due care to prevent damage to cargo transport units.
- When dangerous cargoes are being transported, necessary precautions are taken to prevent unauthorized access to the transport areas.
- If there is a problem in the containment of dangerous cargoes, it ensures that the necessary practical steps are taken to minimize the risks to persons and the negative effects on the environment.

### 10.5.6.2 Shift Supervisor


- Acts in accordance with checklists.
- Checks before operation the personnel equipped with the necessary protective equipment.
- Checks occupational safety, inspection of equipment, entry and exit of external persons, safe handling of cargo, environmental cleanliness and that these works are carried out appropriately in the working area.
- Organizes the working order with the ship manager.
- Ensures that loading/unloading is carried out according to the approved handling plan.

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|--|---------------------------------------|-------------------|----------------|----------------------|----------------|
|  | <b>Document No</b>                    | <b>Issue Date</b> | <b>Rev. No</b> | <b>Revision Date</b> | <b>Page No</b> |
|  |                                       | 24.05.2022        | 3              | 01.11.2023           | 48             |
|  | <b>DANGEROUS CARGO HANDLING GUIDE</b> |                   |                |                      |                |

- Ensures that everyone involved in the transportation of dangerous goods takes due care to prevent damage to cargo transport units
- When dangerous cargoes are transported, it takes the necessary measures to prevent unauthorized access to the transport areas.
- If there is a problem in the containment of dangerous cargoes, it ensures that the necessary practical steps are taken to minimize the risks to persons and the negative effects on the environment.


#### **10.5.6.3 Health, Safety, Environment Supervisor**

- Acts in accordance with checklists.
- Informs the personnel who will work in the operation about the danger of the load and equips them with the necessary protective equipment.
- Ensures environmental safety.
- When necessary, he/she ensures that personnel are not assigned in the field without gas measurements.
- Takes necessary fire precautions and checks that the system is working.
- Checks the availability of necessary warning and warning signs.

|   |                                       |                   |                |                      |                |
|---|---------------------------------------|-------------------|----------------|----------------------|----------------|
|  | <b>Document No</b>                    | <b>Issue Date</b> | <b>Rev. No</b> | <b>Revision Date</b> | <b>Page No</b> |
|   |                                       | 24.05.2022        | 3              | 01.11.2023           | 49             |
|   | <b>DANGEROUS CARGO HANDLING GUIDE</b> |                   |                |                      |                |

## 10.6 Safe Handling of Dangerous Goods Operation Procedure Checklist

| ISGOTT Checks pre-arrival Ship/Shore Safety Checklist<br>ISGOTT Kontrolleri varış öncesi Gemi / Kıyı Güvenliği Kontrol Listesi                        |   |                              |                     |
|---|---|------------------------------|---------------------|
| <b>Date and time:</b><br>Tarih ve zaman:  |   |                              |                     |
| <b>Port and berth:</b><br>Liman ve iskele:  |   |                              |                     |
| <b>Tanker:</b><br>Tanker:   |   |                              |                     |
| <b>Terminal:</b><br>Terminal:   |   |                              |                     |
| <b>Product to be transferred:</b><br>Transfer edilecek ürün:  |   |                              |                     |
| <b>Part 1A. Tanker: checks pre-arrival</b><br>Bölüm '1A' Tanker varış öncesi kontroller   |   |                              |                     |
| Item S.No   | Check Kontrol   | Status Durum                 | Remarks Açıklamalar |
| 1   | <b>Pre-arrival information is exchanged (6.5,21.2)</b><br>Varış öncesi bilgi alışverişi yapıldı   | <input type="checkbox"/> Yes |                     |
| 2   | <b>International shore fire connection is available (5.5, 19.4.3.1)</b><br>Uluslararası sahil yangın bağlantısı mevcuttur   | <input type="checkbox"/> Yes |                     |
| 3   | <b>Transfer hoses are of suitable construction (18.2)</b><br>Transfer hortumları uygun yapıdadır  | <input type="checkbox"/> Yes |                     |
| 4   | <b>Terminal information booklet reviewed (15.2.2)</b><br>Terminal bilgi kitapçığı incelendi   | <input type="checkbox"/> Yes |                     |
| 5   | <b>Pre-berthing information is exchanged (21.3,22.3)</b><br>Yanaşma öncesi bilgi alışverişi yapılır   | <input type="checkbox"/> Yes |                     |
| 6   | <b>Pressure/vacuum valves and/or high velocity vents are operational (11.1.8)</b><br>PV valfleri ve / veya yüksek hızlı havalandırma sistemi çalışır durumdadır       | <input type="checkbox"/> Yes |                     |
| 7   | <b>Fixed and portable oxygen analysers are operational (2.4)</b><br>Sabit ve portatif oksijen analizörleri çalışır durumda  | <input type="checkbox"/> Yes |                     |
| <b>Part 1B. Tanker: checks pre-arrival if using an inert gas system</b><br>Bölüm 1B. Tanker: inert gaz sistemi kullanılıyorsa varış öncesi kontroller |   |                              |                     |
| Item S.No   | Check Kontrol   | Status Durum                 | Remarks Açıklamalar |
| 8   | <b>Inert gas system pressure and oxygen recorders are operational (11.1.5.2, 11.1.11)</b><br>İnert gaz sistemi basıncı ve oksijen kayıt cihazları çalışır durumdadır. | <input type="checkbox"/> Yes |                     |
| 9   | <b>Inert gas system and associated equipment are operational (11.1.5.2, 11.1.11)</b><br>İnert gaz sistemi ve ilgili ekipmanlar çalışır durumda                        | <input type="checkbox"/> Yes |                     |
| 10  | <b>Cargo tank atmospheres' oxygen content is less than 8% (11.1.3)</b><br>Kargo tankı atmosferlerinin oksijen içeriği % 8'den azdır                                   | <input type="checkbox"/> Yes |                     |
| 11  | <b>Cargo tank atmospheres are at positive pressure (11.1.3)</b><br>Kargo tankı atmosferlerinin oksijen içeriği % 8'den azdır  | <input type="checkbox"/> Yes |                     |
| <b>Part 2. Terminal: checks pre-arrival</b><br>Bölüm 2 Terminal: varış öncesi kontroller  |   |                              |                     |
| Item S.No   | Check Kontrol   | Status Durum                 | Remarks Açıklamalar |
| 12  | <b>Pre-arrival information is exchanged (6.5,21.2)</b><br>Varış öncesi bilgi alışverişi yapıldı.  | <input type="checkbox"/> Yes |                     |
| 13  | <b>International shore fire connection is available (5.5, 19.4.3.1, 19.4.3.5)</b><br>Uluslararası sahil yangın bağlantısı mevcuttur                                   | <input type="checkbox"/> Yes |                     |
| 14  | <b>Transfer equipment is of suitable construction (18.1, 18.2)</b><br>Transfer ekipmanları uygun yapıdadır  | <input type="checkbox"/> Yes |                     |
| 15  | <b>Terminal information booklet transmitted to tanker (15.2.2)</b><br>Terminal bilgi kitapçığı tankere iletildi   | <input type="checkbox"/> Yes |                     |
| 16  | <b>Pre-berthing information is exchanged (21.3, 22.3)</b><br>Yanaşma öncesi bilgi alışverişi yapıldı  | <input type="checkbox"/> Yes |                     |

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|---|---------------------------------------|-------------------|----------------|----------------------|----------------|
|  | <b>Document No</b>                    | <b>Issue Date</b> | <b>Rev. No</b> | <b>Revision Date</b> | <b>Page No</b> |
|   |                                       | 24.05.2022        | 3              | 01.11.2023           | 50             |
|   | <b>DANGEROUS CARGO HANDLING GUIDE</b> |                   |                |                      |                |

ISGOTT Checks after mooring Ship/Shore Safety Checklist  
ISGOTT Kontrolleri Bağlama Sonrası Gemi / Kıyı Güvenliği Kontrol Listesi


**Part 3. Tanker: checks after mooring**  
**Bölüm 3. Tanker: bağlama sonrası kontroller**

| Item S.No | Check Kontrol   | Status Durum                 | Remarks Açıklamalar |
|-----------|---|------------------------------|---------------------|
| 17        | <b>Fendering is effective (22.4.1)</b><br>Usturmaçalar yeterlidir   | <input type="checkbox"/> Yes |                     |
| 18        | <b>Mooring arrangement is effective (22.2, 22.4.3)</b><br>Palamar düzenlemesi yeterlidir  | <input type="checkbox"/> Yes |                     |
| 19        | <b>Access to and from the tanker is safe (16.4)</b><br>Tankere giriş ve çıkış güvenlidir  | <input type="checkbox"/> Yes |                     |
| 20        | <b>Scuppers and savealls are plugged (23.7.4, 23.7.5)</b><br>Tüm firengi tapaları vb. takılıdır.  | <input type="checkbox"/> Yes |                     |
| 21        | <b>Cargo system sea connections and overboard discharges are secured (23.7.3)</b><br>Kargo sistemi deniz bağlantıları ve denize deşarjları güvence altına alınmıştır  | <input type="checkbox"/> Yes |                     |
| 22        | <b>Very high frequency and ultra high frequency transceivers are set to low power mode (4.11.6, 4.13.2.2)</b><br>Çok yüksek frekanslı ve ultra yüksek frekanslı alıcı-vericiler, düşük güç moduna ayarlanmıştır | <input type="checkbox"/> Yes |                     |
| 23        | <b>External openings in superstructures are controlled (23.1)</b><br>Üst yapılarıdaki dış açıklıklar kontrol edildi   | <input type="checkbox"/> Yes |                     |
| 24        | <b>Pumproom ventilation is effective (10.12.2)</b><br>Pompa dairesi havalandırması etkilidir.   | <input type="checkbox"/> Yes |                     |
| 25        | <b>Medium frequency/high frequency radio antennae are isolated (4.11.4, 4.13.2.1)</b><br>Orta frekans / yüksek frekanslı radyo antenleri izole edilmiştir.  | <input type="checkbox"/> Yes |                     |
| 26        | <b>Accommodation spaces are at positive pressure (23.2)</b><br>Barınma alanları pozitif basınç altında  | <input type="checkbox"/> Yes |                     |
| 27        | <b>Fire control plans are readily available (9.11.2.5)</b><br>Yangın kontrol planları hazır durumda   | <input type="checkbox"/> Yes |                     |


**Part 4. Terminal: checks after mooring**  
**Bölüm 4. Terminal: bağlama sonrası kontroller**

| Item S.No | Check Kontrol  | Status Durum                 | Remarks Açıklamalar |
|-----------|--|------------------------------|---------------------|
| 28        | <b>Fendering is effective (22.4.1)</b><br>Usturmaçalar yeterlidir  | <input type="checkbox"/> Yes |                     |
| 29        | <b>Mooring arrangement is effective (22.2, 22.4.3)</b><br>Tanker terminal bağlama planına göre bağlanmıştır                  | <input type="checkbox"/> Yes |                     |
| 30        | <b>Spill containment and sumps are secure (18.4.2, 18.4.3, 23.7.4, 23.7.5)</b><br>Terminalden ve terminale erişim güvenlidir | <input type="checkbox"/> Yes |                     |
| 31        | <b>Spill containment and sumps are secure (18.4.2, 18.4.3, 23.7.4, 23.7.5)</b><br>Taşıntı tavaları ve hazneleri güvenlidir   | <input type="checkbox"/> Yes |                     |




|   |                                       |                   |                |                      |                |
|---|---------------------------------------|-------------------|----------------|----------------------|----------------|
|  | <b>Document No</b>                    | <b>Issue Date</b> | <b>Rev. No</b> | <b>Revision Date</b> | <b>Page No</b> |
|   |                                       | 24.05.2022        | 3              | 01.11.2023           | 51             |
|   | <b>DANGEROUS CARGO HANDLING GUIDE</b> |                   |                |                      |                |

| ISGOTT Checks pre-transfer Ship/Shore Safety Checklist<br>ISGOTT Kontrolleri transfer öncesi Gemi / Kıyı Güvenliği Kontrol Listesi |   |                              |                              |   |  |
|--|---|------------------------------|------------------------------|---|--|
| <b>Date and time:</b><br>Tarih ve zaman:   |   |                              |                              |   |  |
| <b>Port and berth:</b><br>Liman ve iskele:   |   |                              |                              |   |  |
| <b>Tanker:</b><br>Tanker:  |   |                              |                              |   |  |
| <b>Terminal:</b><br>Terminal:  |   |                              |                              |   |  |
| <b>Product to be transferred:</b><br>Transfer edilecek ürün:   |   |                              |                              |   |  |
| <b>Part 5A. Tanker and terminal: pre-transfer conference</b><br>Bölüm 5A. Tanker ve terminal: transfer öncesi konferans.           |   |                              |                              |   |  |
| Item S.No  | Check Kontrol   | Tanker Status                | Terminal Status              | Remarks Açıklamalar   |  |
| 32   | <b>Tanker is ready to move at agreed notice period (9.11, 21.7.1.1, 22.5.4)</b><br>Tanker kararlaştırılan bildirim döneminde hareket etmeye hazırdır.                                       | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |   |  |
| 33   | <b>Effective tanker and terminal communications are established (21.1.1, 21.1.2)</b><br>Etkili tanker ve terminal iletişimi kuruldu   | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |   |  |
| 34   | <b>Transfer equipment is in safe condition (isolated, drained and de-pressurised) (18.4.1)</b><br>Transfer ekipmanı güvenli durumda (izole edilmiş, süzölmüş ve basıncı alınmış) (          | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |   |  |
| 35   | <b>Operation supervision and watchkeeping is adequate (7.9, 23.11)</b><br>Operasyon denetimi ve vardiya yeterlidir  | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |   |  |
| 36   | <b>There are sufficient personnel to deal with an emergency (9.11.2.2, 23.11)</b><br>Acil bir durumla başa çıkmak için yeterli personel vardır  | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |   |  |
| 37   | <b>Smoking restrictions and designated smoking areas are established (4.10, 23.10)</b><br>Sigara içme kısıtlamaları ve sigara içme alanları belirlenmiştir                                  | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |   |  |
| 38   | <b>Naked light restrictions are established (4.10.1)</b><br>Çıplak ateş kısıtlamaları tanımlandı  | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |   |  |
| 39   | <b>Control of electrical and electronic devices is agreed (4.11, 4.12)</b><br>Elektrikli ve elektronik cihazların kontrolü üzerinde anlaşmaya varılmıştır                                   | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |   |  |
| 40   | <b>Means of emergency escape from both tanker and terminal are established (20.5)</b><br>Hem tankerden hem de terminalden acil kaçış araçları oluşturuldu                                   | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |   |  |
| 41   | <b>Firefighting equipment is ready for use (5, 19.4, 23.8)</b><br>Yangın söndürme ekipmanları kullanıma hazırdır  | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |   |  |
| 42   | <b>Oil spill clean-up material is available (20.4)</b><br>Yakıt sızıntısı temizleme malzemesi mevcuttur   | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |   |  |
| 43   | <b>Manifolds are properly connected (23.6.1)</b><br>Manifoldlar doğru şekilde bağlanmıştır  | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |   |  |
| 44   | <b>Sampling and gauging protocols are agreed (23.5.3.2, 23.7.7.5)</b><br>Numune alma ve yük ölçme protokolleri kabul edildi   | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |   |  |
| 45   | <b>Procedures for cargo, bunkers and ballast handling operations are agreed (21.4, 21.5, 21.6)</b><br>Kargo, sığınaklar ve balast elleçleme operasyonları için prosedürler kabul edilmiştir | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |   |  |
| 46   | <b>Cargo transfer management controls are agreed (12.1)</b><br>Yük transferi yönetim kontrolleri kabul edildi   | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |   |  |
| 47   | <b>Cargo tank cleaning requirements, including crude oil washing, are agreed (12.3, 12.5, 21.4.1)</b><br>Kargo tank yıkama gereksinimleri, ham petrolle yıkama dahil, anlaşıldı             | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | See also parts 7B/7C as applicable.<br>Ayrıca bölüm 7B/7C'ye bakın. |  |


|   |                                       |                   |                |                      |                |
|---|---------------------------------------|-------------------|----------------|----------------------|----------------|
|  | <b>Document No</b>                    | <b>Issue Date</b> | <b>Rev. No</b> | <b>Revision Date</b> | <b>Page No</b> |
|   |                                       | 24.05.2022        | 3              | 01.11.2023           | 52             |
|   | <b>DANGEROUS CARGO HANDLING GUIDE</b> |                   |                |                      |                |

| Part 5A. Tanker and terminal: pre-transfer conference (cont.)<br>Bölüm 5A. Tanker ve terminal: transfer öncesi konferans.(devamı) |   |                              |                              |   |  |
|---|---|------------------------------|------------------------------|---|--|
| Item S.No   | Check Kontrol   | Tanker Status                | Terminal Status              | Remarks Açıklamalar   |  |
| 48  | <b>Cargo tank gas freeing arrangements agreed (12.4)</b><br>Kargo tankı gaz boşaltma (havalandırma) düzenlemeleri kabul edildi  | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | See also parts 7B/7C as applicable.<br>Ayrıca bölüm 7B/7C'ye bakın. |  |
| 49  | <b>Cargo and bunker slop handling requirements agreed (12.1, 21.2, 21.4)</b><br>Kargo ve bunker slop elleçleme gereksinimleri kabul edildi  | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | See also parts 7C as applicable.<br>Ayrıca bölüm 7C'ye bakın.       |  |
| 50  | <b>Routine for regular checks on cargo transferred are agreed (23.7.2)</b><br>Transfer edilen yükün rutin kontrolleri konusunda anlaşmaya varıldı   | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |   |  |
| 51  | <b>Emergency signals and shutdown procedures are agreed (12.1.6.3, 18.5, 21.1.2)</b><br>Acil durum sinyalleri ve kapatma (yükü aniden durdurma) prosedürleri kabul edildi                               | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |   |  |
| 52  | <b>Safety data sheets are available (1.4.4, 20.1, 21.4)</b><br>Güvenlik bilgi formları MSDS mevcuttur   | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |   |  |
| 53  | <b>Hazardous properties of the products to be transferred are discussed(1.2,1.4)</b><br>Aktarılacak yükün tehlikeli özellikleri müzakere edildi   | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |   |  |
| 54  | <b>Electrical insulation of the tanker/terminal interface is effective (12.9.5,17.4,18.2.14)</b><br>Aktarılacak yükün tehlikeli özellikleri müzakere edildi   | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |   |  |
| 55  | <b>Tank venting system and closed operation procedures are agreed (11.3.3.1, 21.4, 21.5, 23.3.3)</b><br>Tank havalandırma sistemi ve kapalı operasyon prosedürleri üzerinde anlaşmaya varılmıştır       | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |   |  |
| 56  | <b>Vapour return line operational parameters are agreed (11.5, 18.3, 23.7.7)</b><br>Buhar geri dönüş hattı çalışma parametreleri kabul edildi   | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |   |  |
| 57  | <b>Measures to avoid back-filling are agreed (12.1.13.7)</b><br>Geri doldurmayı önlemek için alınan önlemler kabul edildi   | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |   |  |
| 58  | <b>Status of unused cargo and bunker connections is satisfactory (23.7.1,23.7.6)</b><br>Kullanılmayan yük ve yakıt bağlantıları iyi durumdadır  | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |   |  |
| 59  | <b>Portable very high frequency and ultra high frequency radios are intrinsically safe (4.12.4, 21.1.1)</b><br>Taşınabilir çok yüksek frekanslı ve ultra yüksek frekanslı radyolar kendinden güvenlidir | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |   |  |
| 60  | <b>Procedures for receiving nitrogen from terminal to cargo tank are agreed (12.1.14.8)</b><br>Terminalden kargo tankına nitrojen alma prosedürleri kabul edilmiştir                                    | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |   |  |

|   |                                       |                   |                |                      |                |
|---|---------------------------------------|-------------------|----------------|----------------------|----------------|
|  | <b>Document No</b>                    | <b>Issue Date</b> | <b>Rev. No</b> | <b>Revision Date</b> | <b>Page No</b> |
|   |                                       | 24.05.2022        | 3              | 01.11.2023           | 53             |
|   | <b>DANGEROUS CARGO HANDLING GUIDE</b> |                   |                |                      |                |


**Part 6. Tanker and terminal: agreements pre-transfer**  
Bölüm 6. Tanker ve terminal: operasyon öncesi anlaşmalar

| Part 5 item<br>Bölüm 5 No | Agreement<br>Anlaşma  | Details<br>Detaylar  |  | Tanker initials<br>Tanker parafi | Terminal initials<br>Terminal parafi |
|---------------------------|---|--|--|----------------------------------|--------------------------------------|
| 32                        | <b>Tanker manoeuvring readiness</b><br>Tankerin manevra hazırlığı   | <b>Notice period (maximum) for full readiness to manoeuvre:</b><br>Tam manevra hazırlığı için bildirim süresi (maksimum) |  |                                  |                                      |
|                           |   | <b>Period of disablement (if permitted):</b><br>Devre dışı bırakma süresi (izin veriliyorsa)                             |  |                                  |                                      |
| 33                        | <b>Security protocols</b><br>Güvenlik protokolleri  | <b>Security level:</b><br>Güvenlik seviyesi:   |  |                                  |                                      |
|                           |   | <b>Local requirements:</b><br>Yerel gereksinimler :  |  |                                  |                                      |
| 33                        | <b>Effective tanker/terminal communications</b><br>Etkili tanker / terminal iletişimi   | <b>Primary system:</b><br>Birincil sistem:   |  |                                  |                                      |
|                           |   | <b>Backup system:</b><br>İkincil sistem:   |  |                                  |                                      |
| 35                        | <b>Operational supervision and watchkeeping</b><br>Operasyonel denetim ve nöbet tutma   | <b>Tanker:</b>   |  |                                  |                                      |
|                           |   | <b>Terminal:</b>   |  |                                  |                                      |
| 37                        | <b>Dedicated smoking areas and naked lights restrictions</b><br>Özel sigara içme alanları ve çıplak ışık kısıtlamaları  | <b>Tanker:</b>   |  |                                  |                                      |
| 38                        |   | <b>Terminal:</b>   |  |                                  |                                      |
| 45                        | <b>Maximum wind, current and sea/swell criteria or other environmental factors</b><br>Maksimum rüzgar, akıntı ve deniz / swell kriterleri veya diğer çevresel faktörler | <b>Stop cargo transfer:</b><br>Kargo durma:  |  |                                  |                                      |
|                           |   | <b>Disconnect:</b><br>Hortum sökülmesi:  |  |                                  |                                      |
|                           |   | <b>Unberth:</b><br>iskeleden ayrılma:  |  |                                  |                                      |
| 45                        | <b>Limits for cargo, bunkers and ballast handling</b> (Kargo, bunker ve balast elleçleme sınırları)   | <b>Maximum transfer rates:</b><br>En yüksek transfer hızı:   |  | <b>m<sup>3</sup>/h</b>           |                                      |
| 46                        |   | <b>Topping-off rates:</b><br>Tank kesimlerindeki yükleme hızı:   |  |                                  |                                      |
|                           |   | <b>Maximum manifold pressure:</b><br>Maksimum manifold basıncı   |  | <b>kg/cm<sup>2</sup></b>         |                                      |
|                           |   | <b>Cargo temperature:</b><br>Yük sıcaklığı:  |  | <b>max :</b><br>..... C°         |                                      |
|                           |   | <b>Other limitations:</b><br>Diğer kısıtlamalar  |  |                                  |                                      |

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|---|---------------------------------------|-------------------|----------------|----------------------|----------------|
|  | <b>Document No</b>                    | <b>Issue Date</b> | <b>Rev. No</b> | <b>Revision Date</b> | <b>Page No</b> |
|   |                                       | 24.05.2022        | 3              | 01.11.2023           | 54             |
|   | <b>DANGEROUS CARGO HANDLING GUIDE</b> |                   |                |                      |                |

**Part 6. Tanker and terminal: agreements pre-transfer (cont.)**  
Bölüm 6. Tanker ve terminal: operasyon öncesi anlaşmalar(devamı)

| Part 5 item<br>Bölüm 5 No | Agreement<br>Anlaşma  | Details<br>Detaylar  |  | Tanker initials<br>Tanker parafi | Terminal initials<br>Terminal parafi |
|---------------------------|---|--|--|----------------------------------|--------------------------------------|
| 45<br>46                  | <b>Pressure surge control</b><br>Basınç dalgalanması kontrolü   | <b>Minimum number of cargo tanks open:</b><br>Açık olacak minimum yük tankı sayısı:    |  |                                  |                                      |
|                           |   | <b>Tank switching protocols:</b><br>Tank değiştirme protokolleri:                      |  |                                  |                                      |
|                           |   | <b>Minimum number of cargo tanks open:</b><br>Açık olacak minimum yük tankı sayısı:    |  |                                  |                                      |
|                           |   | <b>Tank switching protocols:</b><br>Tank değiştirme protokolleri:                      |  |                                  |                                      |
|                           |   | <b>Full load rate:</b><br>Maksimum yükleme hızı  |  |                                  |                                      |
|                           |   | <b>Topping-off rate:</b><br>Tank kesimindeki yükleme hızı                              |  |                                  |                                      |
|                           |   | <b>Closing time of automatic valves:</b><br>Otomatik vanaların kapanma süresi:         |  |                                  |                                      |
| 46                        | <b>Cargo transfer management procedures</b><br>Kargo transferi yönetimi prosedürleri  | <b>Action notice periods:</b><br>Eylem bildirim süreleri                               |  |                                  |                                      |
|                           |   | <b>Transfer stop protocols:</b><br>Operasyon durdurma protokolü                        |  |                                  |                                      |
| 50                        | <b>Routine for regular checks on cargo transferred are agreed</b><br>Yük operasyonu boyunca rutin düzenli kontroller için mütakap kalındı | <b>Routine transferred quantity checks:</b><br>Transfer edilen yük miktarı kontrolleri |  |                                  |                                      |
| 51                        | <b>Emergency signals</b><br>Acil durum sinyalleri   | <b>Tanker:</b>   |  |                                  |                                      |
|                           |   | <b>Terminal:</b>   |  |                                  |                                      |
| 55                        | <b>Tank venting system</b><br>Tank havalandırma sistemi   | <b>Procedure:</b><br>Prosedür:   |  |                                  |                                      |
| 55                        | <b>Closed operations</b><br>Kapalı operasyonlar   | <b>Requirements:</b><br>Gereklilikler  |  |                                  |                                      |
| 56                        | <b>Vapour return line</b><br>Buhar dönüş hattı  | <b>Operational parameters:</b><br>Operasyonel parametreler:                            |  |                                  |                                      |
|                           |   | <b>Maximum flow rate:</b><br>Maksimum akış hızı:                                       |  |                                  |                                      |
| 60                        | <b>Nitrogen supply from terminal</b><br>Terminalden azot beslemesi  | <b>Procedures to receive:</b><br>Alınan prosedürler                                    |  |                                  |                                      |
|                           |   | <b>Maximum pressure:</b><br>Maksimum basınç:   |  |                                  |                                      |
|                           |   | <b>Flow rate:</b><br>Akış hızı:  |  |                                  |                                      |
| XX                        | <b>Exceptions and additions</b><br>İstisnalar ve eklemeler  |  |  |                                  |                                      |

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|---|---------------------------------------|-------------------|----------------|----------------------|----------------|
|  | <b>Document No</b>                    | <b>Issue Date</b> | <b>Rev. No</b> | <b>Revision Date</b> | <b>Page No</b> |
|   |                                       | 24.05.2022        | 3              | 01.11.2023           | 55             |
|   | <b>DANGEROUS CARGO HANDLING GUIDE</b> |                   |                |                      |                |

**ISGOTT Checks pre-transfer Ship/Shore Safety Checklist**

ISGOTT Kontrolleri transfer öncesi Gemi / Kıyı Güvenliği Kontrol Listesi

**Date and time:**

Tarih ve zaman:

**Port and berth:**

Liman ve iskele:

**Tanker:**

Tanker:


**Terminal:**

Terminal:

**Product to be transferred:**

Transfer edilecek ürün:

| <b>Part 7A. General tanker: checks pre-transfer</b><br>Bölüm-7A Tanker Genel: Transfer Öncesi Kontroller   |   |                              |                     |
|--|---|------------------------------|---------------------|
| Item S.No  | Check Kontrol   | Status Durum                 | Remarks Açıklamalar |
| 84   | <b>Portable drip trays are correctly positioned and empty (23.7.5)</b><br>Portatif damlama tepsileri doğru yerleştirilmiş ve boş durumdadır   | <input type="checkbox"/> Yes |                     |
| 85   | <b>Individual cargo tank inert gas supply valves are secured for cargo plan (12.1.13.4)</b><br>Kargo planı için münferit kargo tankı inert gaz besleme valfleri emniyettedir  | <input type="checkbox"/> Yes |                     |
| 86   | <b>Inert gas system delivering inert gas with oxygen content not more than 5% (11.1.3)</b><br>İnert gaz verimi durumunda, oksijen içeriği % 5'ten fazla olmayacaktır  | <input type="checkbox"/> Yes |                     |
| 87   | <b>Cargo tank high level alarms are operational (12.1.6.6.1)</b><br>Kargo tankı yüksek seviye alarmları çalışır durumdadır  | <input type="checkbox"/> Yes |                     |
| 88   | <b>All cargo, ballast and bunker tanks openings are secured (23.3)</b><br>Tüm kargo, balast ve bunker tanklarının açıklıkları emniyettedir  | <input type="checkbox"/> Yes |                     |
| <b>Part 7B. Tanker: Checks Pre-Transfer If Crude Oil Washing (If Planned)</b><br>Bölüm-7B Tanker: Ham Petrol Yıkaması Planlanmışsa Transfer Öncesi Kontroller (Planlanmışsa) |   |                              |                     |
| Item S.No  | Check Kontrol   | Status Durum                 | Remarks Açıklamalar |
| 89   | <b>The completed pre-arrival crude oil washing checklist, as contained in the approved crude oil washing manual, is copied to terminal (12.5.2 &amp; 21.2.3)</b><br>Onaylanmış ham petrol yıkama kılavuzunda yer alan tamamlanmış varış öncesi ham petrol yıkama kontrol listesi terminale aktarılmalıdır   | <input type="checkbox"/> Yes |                     |
| 90   | <b>Crude oil washing checklists for use before, during and after crude oil washing are in place ready to complete, as contained in the approved crude oil washing manual (12.5.2 &amp; 21.6)</b><br>Ham petrol yıkama öncesinde, sırasında ve sonrasında kullanım için ham petrol yıkama kontrol listeleri, onaylanmış ham petrol yıkama kılavuzunda bulunduğu gibi tamamlanmaya hazırdır | <input type="checkbox"/> Yes |                     |
| <b>Part 7C. Tanker: Checks Prior To Tank Cleaning and/or Gas Freeing (If Planned)</b><br>Bölüm-7C Tanker: Tank Yıkaması ve Gazfri Öncesi Kontroller (Planlanmışsa)           |   |                              |                     |
| Item S.No  | Check Kontrol   | Status Durum                 | Remarks Açıklamalar |
| 91   | <b>Permission for tank cleaning operations is confirmed (21.2.3&amp;21. &amp;25.4.3)</b><br>Tank temizleme işlemleri için izin onaylandı  | <input type="checkbox"/> Yes |                     |
| 92   | <b>Permission for gas freeing operations is confirmed (12.4.3)</b><br>Gazdan arındırma işlemleri için izin onaylanmıştır  | <input type="checkbox"/> Yes |                     |
| 93   | <b>Tank cleaning procedures are agreed (12.3.2 &amp; 21.4 &amp; 21.6)</b><br>Tank temizleme prosedürleri üzerinde anlaşmaya varılmıştır   | <input type="checkbox"/> Yes |                     |
| 94   | <b>If cargo tank entry is required, procedures for entry have been agreed with the terminal(10.5)</b><br>Kargo tankına giriş gerekiyorsa, prosedürler giriş için terminal ile anlaşmaya varıldı   | <input type="checkbox"/> Yes |                     |
| 95   | <b>If cargo tank entry is required, procedures for entry have been agreed with the terminal(10.5)</b><br>Kargo tankına giriş gerekiyorsa, prosedürler giriş için terminal ile anlaşmaya varıldı   | <input type="checkbox"/> Yes |                     |

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|---|---------------------------------------|-------------------|----------------|----------------------|----------------|
|  | <b>Document No</b>                    | <b>Issue Date</b> | <b>Rev. No</b> | <b>Revision Date</b> | <b>Page No</b> |
|   |                                       | 24.05.2022        | 3              | 01.11.2023           | 56             |
|   | <b>DANGEROUS CARGO HANDLING GUIDE</b> |                   |                |                      |                |

**Declaration / Beyan**

**We the undersigned have checked the items in the applicable parts 1 to 7 as marked and signed below:**

Aşağıda imzası bulunanlar, 1'den 7'ye kadar olan ilgili kısımlardaki öğeleri aşağıda işaretlendiği ve imzalandığı şekilde kontrol ettik:

|   | Tanker                   | Terminal                 |
|---|--------------------------|--------------------------|
| <b>Part 1A. Tanker: checks pre-arrival</b><br>Bölüm 1A. Tanker: varış öncesi kontroller   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Part 1B. Tanker: checks pre-arrival if using an inert gas system</b><br>Bölüm 1B. Tanker: inert gaz sistemi kullanılıyorsa varış öncesi kontroller               | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Part 2. Terminal: checks pre-arrival</b><br>Bölüm 2. Terminal: varış öncesi kontroller   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Part 3. Tanker: checks after mooring</b><br>Bölüm 3. Tanker: Bağlandıktan sonra kontroller   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Part 4. Terminal: checks after mooring</b><br>Bölüm 4. Terminal: bağlama sonrası kontroller  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Part 5A. Tanker and terminal: pre-transfer conference</b><br>Bölüm 5A. Tanker ve terminal: transfer öncesi müzakere  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Part 5B. Tanker and terminal: bulk liquid chemicals. Checks pre-transfer</b><br>Bölüm 5B. Tanker ve terminal: dökme sıvı kimyasallar. Transfer öncesi kontroller | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Part 5C. Tanker and terminal: liquefied gas. Checks pre-transfer</b><br>Bölüm 5C. Tanker ve terminal: sıvılaştırılmış gaz. Transfer öncesi kontroller            | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Part 6. Tanker and terminal: agreements pre-transfer</b><br>Bölüm 6. Tanker ve terminal: transfer öncesi anlaşmalar  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Part 7A. General tanker: checks pre-transfer</b><br>Bölüm 7A. Genel tanker: transfer öncesi kontroller   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Part 7B. Tanker: checks pre-transfer if crude oil washing is planned</b><br>Bölüm 7B. Tanker: Ham petrol yıkama planlanıyorsa transfer öncesi kontroller         | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Part 7C. Tanker: checks prior to tank cleaning and/or gas freeing</b><br>Bölüm 7C. Tanker: tank temizliği ve / veya gaz boşaltma öncesi kontroller               | <input type="checkbox"/> | <input type="checkbox"/> |

In accordance with the guidance in chapter 25 of ISGOTT, we have satisfied ourselves that the entries we have made are correct to the best of our knowledge and that the tanker and terminal are in agreement to undertake the transfer operation. "We have also agreed to carry out the repetitive checks noted in parts 9 and 10 of the ISGOTT SSSCL, which should occur at intervals of not more than 4 hours for the tanker and not more than 4 hours for the terminal.

If, to our knowledge, the status of any item changes, we will immediately inform the other party."

"ISGOTT'un 25. bölümündeki rehberliğe uygun olarak yaptığımız girişlerin bilgimiz dahilinde doğru olduğu ve Tanker ile Terminalin transfer operasyonunu üstlenmek için anlaşmaya varmış olduğu teyit ettik.

Ayrıca ISGOTT SSSCL'nin 9. ve 10. bölümlerinde belirtilen tekrar eden kontrolleri yapma konusunda da anlaşmaya vardık, bu kontroller Tanker için 4 saatten fazla olmayan aralıklarla Terminal için 4 saatten fazla olmayan aralıklarla yapılacaktır.


Bildiğimiz dahilinde, herhangi bir öğenin durumu değişirse, diğer tarafı derhal bilgilendireceğiz."

| For Ship<br>Gemi için      | For Terminal<br>Terminal için |
|----------------------------|-------------------------------|
| <b>Name:</b><br>İsim:      | <b>Name:</b><br>İsim:         |
| <b>Rank:</b><br>Rütbe:     | <b>Rank:</b><br>Rütbe:        |
| <b>Signature:</b><br>İmza: | <b>Signature:</b><br>İmza:    |
| <b>Date:</b><br>Tarih:     | <b>Date:</b><br>Tarih:        |
| <b>Time:</b><br>Zaman:     | <b>Time:</b><br>Zaman:        |







|  |                    |                   |                |                      |                |
|--|--------------------|-------------------|----------------|----------------------|----------------|
|  | <b>Document No</b> | <b>Issue Date</b> | <b>Rev. No</b> | <b>Revision Date</b> | <b>Page No</b> |
|  |                    | 24.05.2022        | 3              | 01.11.2023           | 59             |
| <b>DANGEROUS CARGO HANDLING GUIDE</b>  |                    |                   |                |                      |                |

## **10.7 EmS (Emergency Procedures for Ships Carrying Dangerous Goods) and MFAG (Medical First Aid Guide)**

In emergency situations it is important to use all available IMDG Code, EMS and MFAG information as well as the IMSBC, IBC or IGC Codes for bulk cargo.

### **10.7.1 EmS Guidance**

- The EmS contains procedures for actions to be taken in the event of a fire or spillage of dangerous cargoes.
- The EmS contains specific action procedures for some products as well as general procedures that apply to a whole class of substances.
- The protective equipment required and the types of extinguishing agents that can be used to extinguish fires involving dangerous goods can be found in the EmS guidance "in case of emergency action".
- The EmS is divided into two categories for spills and fires. In column 15 of the Dangerous Goods list there are EmS application numbers for each UN number. It is not mandatory to indicate the EmS number in the Dangerous Goods Declaration.

### **10.7.2 MFAG Guidelines**

- MFAG table numbers are not required to be specified in the Declaration on Hazardous Substances.
- The MFAG is a flowchart of actions to be taken according to the syndromes when a person is exposed to a type of hazardous substance. However, it is important that Workers are trained to use MFAG in advance to work in an emergency situation.
- Workers should also contact a doctor to seek medical assistance for the treatment of an injured person.

Below is the usage information.



Document No

Issue Date

Rev.  
No

Revision  
Date

Page No

24.05.2022

3

01.11.2023

60

**DANGEROUS CARGO HANDLING GUIDE**

MFAG

*Bu kılavuzun kullanımı*

**Acil Durum Eylemi**

Kazazedenin kirli bir atmosferden kurtarılması gerekiyor mu?

EVET

Tablo 1' e gidin

HAYIR

Nefes alma durdu mu?

EVET

Tablo 2 ve 3' e gidin

HAYIR

Kazazede bilincini kaybetmiş mi?

EVET

Tablo 4'e gidin

HAYIR

Kimyasal madde teneffüs mü edildi?

EVET

Tablo 9' a gidin

HAYIR

Kimyasal madde yutuldu mu?

EVET

Tablo 10' a gidin

HAYIR

Şiddetli acı var mı?

EVET

Tablo 13' e gidin

HAYIR

Teşhisle devam edin