



**SHELL PANDAN TERMINAL
SINGAPORE**

TERMINAL INFORMATION BOOKLET

INTRODUCTION

This Terminal Information Booklet has been produced to meet the information needs of users of Shell Pandan Jetty. This Booklet contains general port information, applicable regulations, safe work procedures, and emergency response details, together with specific information governing the operations of ships at the Jetty.

The information in the Booklet shall be used in conjunction with the industry recommended practices contained in International Safety Guide for Oil Tankers & Terminals (ISGOTT) latest edition.

KEY CONTACTS

In Case of Emergency

CONTACT	TELEPHONE NO
SCDF Ambulance (emergency)	995
Police	999
MPA Pilot Office	+65 6321 1761
Meteorological Service	+65 6542 5059
Singapore Weather Forecast	+65 6542 7788

Terminal Address and Phone Number(s)

Shell Marketing Centre
31 Pandan Road
Singapore 609278

CONTACT	TELEPHONE NO
Terminal Control Room	+65 6263 2961
Jetty Hut	+65 6263 2963
Shell Pandan Security Guardhouse	+65 6263 2974 / 75

Radio Contact(s)

VHF Radio Channel 1 - Ship/Shore communications. Call Sign "Shell Pandan"
VHF Radio Channel 2 - Pilot Channel
VHF Radio Channel 3 - MPA

Note: The primary contact for all emergencies in the first instance will be via the VHF radio provided during ship alongside at the Shell Pandan Jetty

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DOCUMENTS INFORMATION

OWNER	CUSTODIAN
Dawn Low Facilities Manager	Jerry Boja Terminal Operation Supervisor

Document History

Date	Issue	Reason for Change	Author
Jun 2010	1.0	First Issue	Sean Ng
Oct 2012	1.1	Document review & various updates	Sean Ng
Jun 2013	1.2	Various updates	Sean Ng
May 2014	1.3	Include 4" line initial flow rate Change of registered address	Adil
Feb 2015	1.4	Change to include new product Include additional info on PAC	Adil
Nov 2015	1.5	Updating PAC with common email address at section 3.2 Include Meteorological Contact No at Appendix A Include Shore & Ship at remarks columns at Part 'B' Bulk Liquid General Include additional column for repetitive checks record	Adil
Jun 2016	1.6	Berth Limitation Review Mooring Configuration	Adil
Dec 2018	1.7	Update on Oil Pollution penalty Appendix 1 Changes on Minimum Mooring required Section 4.1 Include on Max Berthing Speed & Anchor Lashing Section 8.2 Remove Potable Water Section 8.3 Rename	Adil
Mar 2019	2.0	Section 5.2.1 Update on Berth Limitation for min LOA from 45m to 40 m	Adil
Jun 2019	3.0	Section 5.2.1 Reduced maximum displacement from 50000 mt to 25000 mt Gangway requirement Update Pre-Arrival Communication Section	Adil
Dec 2019	4.0	Realignment to OCIMF numbering convention	Adil
Jan 2020	5.0	Section 4.1.3 Reduced Maximum Draft at Chart Datum from 9.8m to 8.2m	Adil
Feb 2020	6.0	Section 3.2 Approaching Depth reduce from 10.3m to 10.1m Section 4.1.2 Approach Controlling Depth at Jetty from 10.3m to 10.1m (At Chart Datum) reduce Section 4.1.3 Maximum Depth at Chart Datum reduce from 10.4m to 10.1m Increase Maximum Draft at Chart Datum from 8.2m to 9.5m	Adil

Date	Issue	Reason for Change	Author
May 2020	7.0	Appendix A Minimum Moorings Requirement – Update new configurations Section 4.1.5 Update Cargo Handling facilities as per physical layout Include Safety Letter – Electrical Storms	Adil
Oct 2020	7.1	Section 1.11 Update Incident Notification Policy	Adil
Mar 2021	8.0	Realignment to ISGOTT 6 Update Initial Filling rate for discharge operations	Adil
Sep 2021	8.1	Shell LSR Update LSR statement at pg 48 Appendix B: Update new 9 IOGP LSR	Adil
Dec 2022	8.2	Section 3.2 Approaching Depth reduced from 10.1m to 10.0m Section 4.1.2 Approach Controlling Depth at Jetty from 10.1m to 10.0m (At Chart Datum) reduced Section 4.1.3 Maximum Depth at Chart Datum reduced from 10.1m to 10.0m Reduced Maximum Draft at Chart Datum from 9.5 to 9.4m	Jerry-mar
May 2023	8.3	Update New Facilities Manager as the TIB Owner Change in Business Entity Name From “Shell Eastern Petroleum (Pte) Ltd to Shell Singapore Pte. Ltd. ” Section 6.6.5 Manning Levels	Jerry-mar

Document Control

Superseded issues of this document shall be destroyed.
Frequency of review - 2 years or if any major updates

Distribution List

Shell Pandan Terminal Shore Officers
Shell Marine Technical Advisors
Wholesales Commercial Fuels
SIETCO
Chemicals
Bitumen Supply Ops

SECTION 1: EMERGENCY PROCEDURES

1.1 General

Responsibility for the safe conduct of operations whilst a ship is alongside Shell Pandan Jetty rests jointly with the Master of the ship and the duty Terminal Representative. Therefore, prior to commencement operations, it is imperative for full co-operations and understanding at the safety requirement as set out in the Shell Pandan Ship Shore Safety checklists which are based on safe practises widely accepted by the oil and tanker industries.

The Master is expected to adhere strictly to these requirements throughout the stay alongside the Jetty and Terminal personnel will do likewise and co-operate fully with the ship in the mutual interest of safe and efficient operations.

Before the start of operations, and from time to time thereafter, for our mutual safety, the Terminal Representative together with a responsible Ship's Officer, will make a routine inspection of the ship to ensure that the questions on the Shell Pandan Ship Shore Safety checklist can be answered in the affirmative. Where corrective action is needed, the Terminal may not agree to operations commencing or, shall they have been started, may require them to be stopped.

Similarly, if the Master considers safety is endangered by any action on the part of Shell engaged staff or by any equipment under Shell's control, the Master shall demand immediate suspension of operations until the situation is rectified.

Repeat checks of those items marked in the Shell Pandan Ship Shore Safety checklist shall be carried out by both ship and shore personnel at intervals not exceeding 6 hours

1.1.1 Emergency Alarms

At the Shell Pandan Jetty, in the event of the following occurring:

- Fire
- Explosion
- Escape of Toxic and/or Flammable Gases
- Escape of Toxic and/or Flammable Liquids

DO NOT HESITATE TO RAISE THE ALARM

Terminal: **Long Continuous Siren**

Ship: One or more blasts on the ship's whistle, each blast of not less than 10 seconds duration, supplemented by a continuous sound of the general alarm system.

Note: Testing of Fire Alarm siren is carried out every 1st Friday of the month at 1500 hrs.

1.1.2 Emergency Communications

In case the event of an Emergency, please contact our duty Terminal Operations Supervisor (Call Sign "**Shell Pandan**") using issued VHF Radio on **Channel 1** or call **+65 6263 2961**.

1.1.3 Emergency Actions

The following table summarizes action to be taken in the event of an emergency at Shell Pandan Jetty.

ACTION - SHIP	ACTION - BERTH
Emergency on your ship	Emergency on another ship
<ul style="list-style-type: none"> ▪ Raise the alarm ▪ Cease all cargo/ballast operations, stop/redirect product flow before closing all valves ▪ Contact Terminal Representative ▪ In case of fire, fight fire and prevent from spreading ▪ Stand by to disconnect hoses ▪ Bring engines to standby 	<ul style="list-style-type: none"> ▪ Raise the alarm ▪ Cease all cargo operations, stop/redirect product flow before closing all valves ▪ Contact Ship ▪ If necessary, stand by to assist fire fighting ▪ Stand by to disconnect hoses ▪ Inform all ships in the vicinity ▪ Activate Terminal Response plan
Emergency on Another Ship	Emergency Ashore
<ul style="list-style-type: none"> ▪ Stand by, and when await instruction from Terminal Representatives ▪ Cease all cargo/ballast operations, stop/redirect product flow before closing all valves ▪ Disconnect hoses ▪ Bring engines and crew to standby, ready to unberth 	<ul style="list-style-type: none"> ▪ Raise alarm ▪ Cease all cargo/ballast operations, stop/redirect product flow before closing all valves ▪ In case of fire, fight fire and prevent it from spreading ▪ Stand by to disconnect hoses ▪ Activate Terminal Response plan

Figure 1 Emergency Actions

1.2 Oil Spill and Vapour Release

Both ship and terminal personnel shall maintain a close watch for the escape of oil at the commencement of and during discharging/loading operations. In particular, care shall be taken to ensure that pipeline valves, including drop valves, are closed if not in use.

All cargo or bunker tanks lid shall be closed and frequently checked during discharging operations to prevent unnecessary vapour release to the environment.

If leakage occurs from a pipeline, valve, hose, operations through that connection shall be stopped until the cause has been ascertained and the defect remedied.

If a pipeline hose bursts, or if there is an overflow, the discharging/loading operations shall be stopped immediately and shall not be restarted until the fault has been rectified and all hazards from the released oil or vapour eliminated.

If there is any possibility of the released oil or of petroleum gas/vapour entering an engine room or accommodation space intake, appropriate preventive steps must be taken quickly.

Means for spillage mitigation shall be provided for the prompt removal of any spillage on deck. Any oil spill shall be reported to the Shell Pandan Terminal and relevant ship and shore oil pollution emergency plans shall be activated.

1.3 Fire and Explosions

Should a fire or explosion occur on Shell Pandan Jetty the ship at the berth must immediately

- Raise alarm by sounding ship's siren
- Raise alarm by sounding ship's siren
- Shut down all cargo, bunkering, ballasting & de-ballasting operations
- Report the incident to the terminal by the quickest possible method via Key Contacts
- The ship's fire mains shall be pressurized, and water fog applied in strategic places
- The ship's engines, steering gear and unmooring equipment must be brought to a state of immediate readiness
- A pilot ladder shall be put over on the offshore side

1.3.1 Action by Terminal Personnel

On hearing a tanker sounding its fire alarm, Shell Wharf Attendant shall;

- Raise alarm by activating fire call point
- Immediately advise to Shell Terminal Operations Supervisor on duty

Shell Terminal Operations Supervisor on duty shall;

- Activate terminal's emergency plan by sounding the terminal fire alarm
- Contact ship to shut down all cargo, bunkering, ballasting & de-ballasting operations
- Commence shutting down any loading (at gantry) and discharging/loading operations at jetty which is taking place
- Activate Terminal Response Plan

1.3.2 Action by Ship's Crew

If a fire or explosion occur on a ship while at the berth, the ship shall;

- Raise the alarm by sounding the recognized alarm signal consisting of a series of long blasts on the ship's whistle, each blast being not less than 10 seconds in duration, supplemented by a continuous sounding of the general alarm unless the terminal has notified the ship of some other locally recognized alarm signal
- Cease all cargo/ballast operations, stop/redirect product flow before closing all valves
- Contact Terminal Representative
- Fight fire and prevent from spreading
- Standby to disconnect hoses
- Standby the ship's engines, steering gear and unmooring equipment must be brought to a state of immediate readiness

Once the alarm has been raised, responsibility for fighting the fire on board the ship will rest with the Master or other responsible officer as per ship response plan.

1.4 Evacuation

In case of an emergency occurs at the jetty head, emergency escape route at the jetty dolphins are being established at 2nd last dolphin of each jetty end. Refer to [Figure 2 Terminal Escape Route](#) for pick up location.

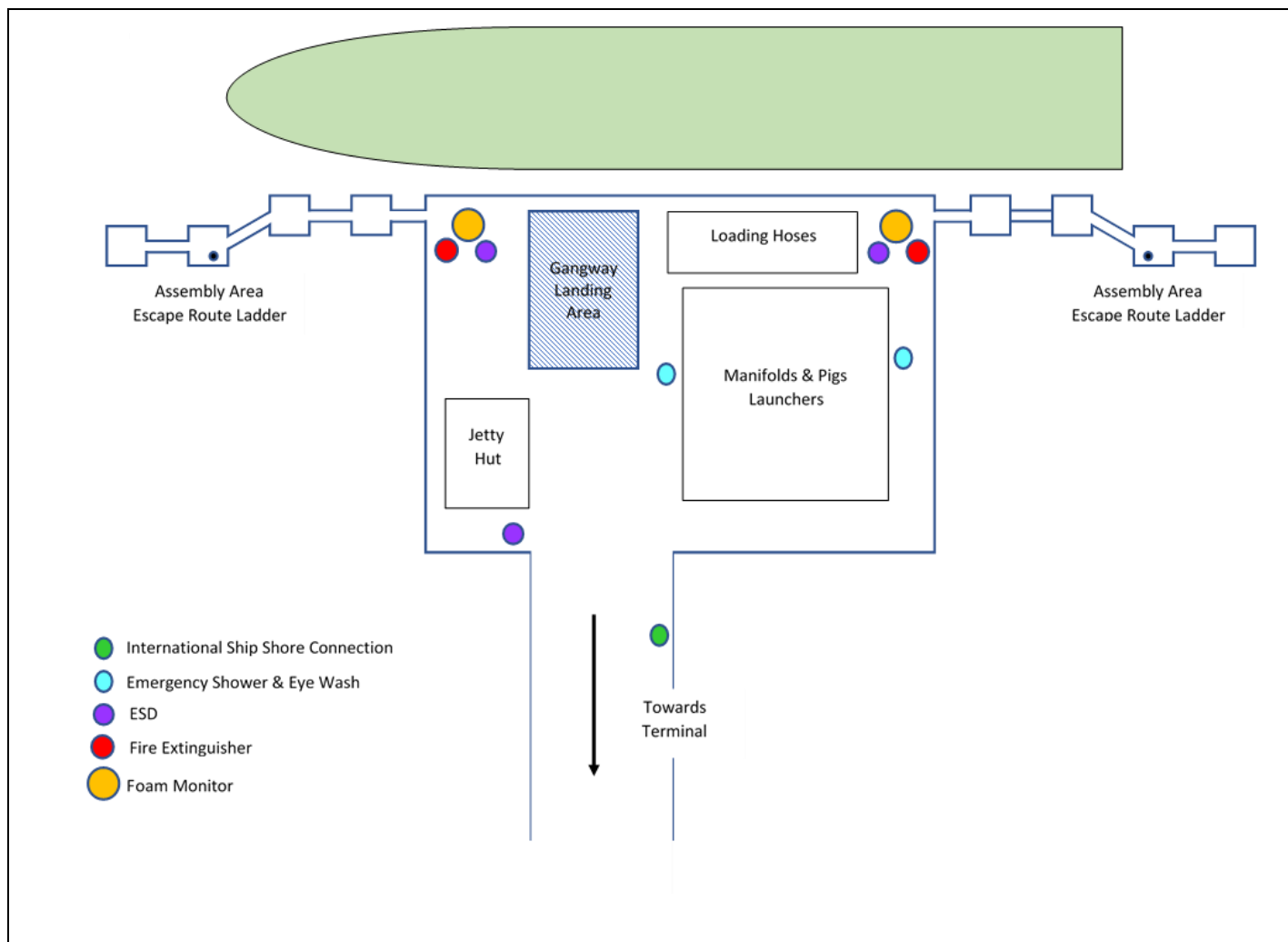


Figure 2 Terminal Escape Route

1.5 Collision/Damage to Berth

If the ship involved in a collision with a fixed (jetty) or moving object (with another ship), the master shall report and identify damage to his own ship.

When a collision occurs, the ship general fire alarm shall be sounded immediately for the personnel to muster at their designated Muster stations.

The following check list shall assist the Master in assessing the situation:

- Are any tanks penetrated above or below the waterline?
- If ship(s) is/are dead in the water and interlocked with the object, what is most prudent, to stay interlocked or separate?
- Is there any oil spill at present - small or large? Will a separation of the interlocked with the object will create a larger oil spill than if it stays interlocked?
- If there is an oil spill, will the separation of the ship cause spark that can ignite the spilled oil or other flammable substances leaked out from the ship?
- Is/are the ship(s) creating a greater danger to other traffic in the area? If they are interlocked, then if separated?
- Is/are there a danger to the ship(s) of sinking after being separated?
- If the ship(s) is/are separated, how is the manoeuvre ability of the own ship?

If separation of the ship(s) takes place, alter course to bring the own ship windward of any oil slick. When it is possible to manoeuvre, the master, in conjunction with the appropriate shore authorities, shall consider moving his ship to a more suitable location in order to facilitate emergency repair work and to reduce the threat posed to any sensitive jetty facilities or shoreline areas.

1.6 Medical Emergency

In the event of a medical emergency on board ship whilst alongside Shell Pandan Jetty, the Duty Officer shall immediately alert Shell Pandan Terminal through the quickest communication method listed at Key Contacts (VHF/telephone, etc.). Notification shall include the below details:

- Nature and location of the emergency
- Likelihood and/or number of casualties
- Whether medical staff are required at the location of the emergency
- Actual details of casualties, including their names, as soon as these are known

Shell Pandan Terminal Medical Emergency Response Plan (MERP) shall be activated as per the below:

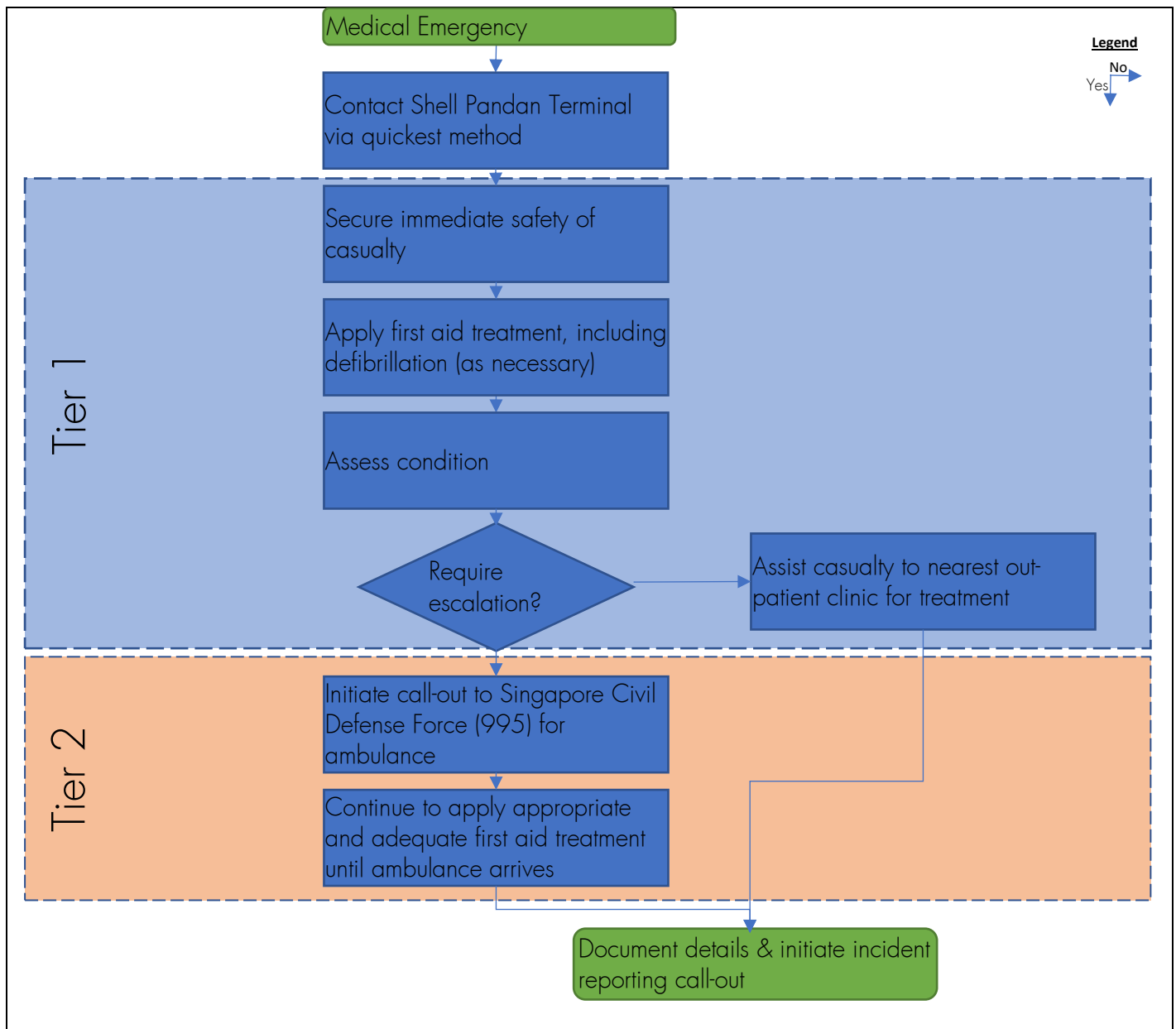


Figure 3 Medical Emergency Response Plan

1.7 Security Breach

Shell Pandan Jetty shore access is secured by a perimeter fence. Access is controlled via an electronic gate. Security patrols are conducted daily, and the berth is fitted with CCTV cameras for monitoring purposes. The jetty is under 24-hour camera surveillance.

In line with the ISPS Code, the following three security levels are adopted:

a) Security Level 1 – Normal

The level for which standard security measures shall be maintained at all times.

b) Security Level 2 – Heightened

The level for which appropriate additional measures shall be maintained for a period of time as a result of heightened risk of a security incident. For the Jetty, this will include additional security guards and patrols with greater scrutiny of port users.

c) Security Level 3 – Exceptional

The level for which further additional security measures shall be maintained for a limited period of time when a security incident is probable or imminent, although it may not be possible to identify the specific target. For the Jetty, this may result in the removal of a ship from the berth or the delay in a ship berthing.

In order that ship, and Port security plans can be coordinated, information will be exchanged during the pretransfer conference.

Access to Shell Pandan Jetty is restricted unless approval is granted by duty Terminal Representative. Any breach of security shall be reported to the authority.

1.8 Person or Man Overboard

1.8.1 Rescue Action by Ship

As per Ship Response Plan and incident shall be reported Shell Pandan Terminal at earliest possible time

1.9 Rescue Action by Terminal

- Raise alarm
- Simultaneously throw life buoy to the person in the water and ensure someone is watching and monitoring the situation

Duty Shore Officer to assess the situation and establish course of action, including stopping all cargo operations and requesting help from external parties as necessary

- If person in water responds and reaches for the life buoy, recover person out of the water and provide medical attention
- If person in water does not respond, then attempt to reach the man in water using appropriate equipment such pole and lasso
- If incident occurs at night, ensure person is constantly monitored with the use of portable spotlights until he is recovered
- If person is recovered, apply first aid.
- If person in water is not recovered when the authorities arrive, the situation will be handled over to their management
- Terminal will continue to provide appropriate support to the authorities until the person in water is recovered

1.10 Ship Breakout or Drift Along Berth

Any excessive movement or the breaking adrift of ship from the berth owing to inadequate moorings could cause injury to personnel and damage to the jetty installation and to the tanker. The responsibility for the adequate mooring of the ship rests with the Master however, Shell Pandan Terminal has the interest in ensuring that any ships alongside the berth are securely and safely moored. Cargo hoses shall not be connected until both Terminal Representative and the Master are satisfied that the ship is safely moored.

1.11 Emergency Shutdown (ESD)

In the event of an emergency, raise an alarm, there are 3 emergencies ESD buttons available which has means of stopping shore transfer pumps. One on each foam monitors base and one near the air receiver. Refer to [Figure 2 Terminal Escape Route](#)

1.12 Incident Notification Policy

In the event of an incident as described below, Shell Casualty shall be notified within **ONE HOUR** of the incidents occurring and if the accident occurs within the Shell Pandan Jetty, the agent and Shell Pandan Terminal shall be copied on all messages sent to Shell Casualty.

- An incident which might or has put at risk the lives of persons and/or the safety of the ship, jetty and/or the environment and whose consequences have or might involve third parties, government or the media
- A loss of primary containment of oil, chemical, bitumen or bulk cargo, owned by a Shell company or at Shell or associate facility, or from a ship managed or chartered by a Shell Company
- A significant delay to any ship whose charter, cargo or berth involves a Shell Company
- An incident of alleged non-compliance where regulators have or may become involved
- The initial message must not be delayed if some of the details are not readily available
- A security incident including a suspicious piracy approach or piracy attack
- An actual, potential or suspected impact to crew or vessel from any serious infectious disease (including but not limited to Covid-19)

1.12.1 Notification

- By telephone - **(+44) 207 934 7777**, the dedicated telephone number for casualties (24 hours)
- By email - casualtyalert@shell.com
- By telex – ShellCasualty London 8814807

ONLY in the event of failure of the above telephone number, then the alternate number **(+44) 207 043 1997** must be used

1.12.2 The Information to be Included in the Message

- Name of ship
- Time and description of incident (include estimated extent of damage)
- Geographical location and distance from grounding line
- Is the ship able to continue the voyage and expected duration of delay (if any)
- 24 hours telephone number of Company Designated Person Ashore
- Type of Shell charter (voyage, time, space or other – if known)
- Name of Shell contact – if known

1.12.3 Oil, Chemical & Bitumen Spill Notification

In the event of an Oil, Chemical & Bitumen spill, information to be included in the message;

- Local time, date and location of spill
- Name of Installation owner (Jetty, CBM, SBM or Sea)
- Type of Oil, Chemical or Bitumen spills
- Cause of spill (e.g. hose burst)
- Estimated amount of spill
- Estimated rate of spill if continuing
- Any attempt of clean up by shore, ship or third party
- Any other relevant comments
- Time of Origin of each report

If the accident occurs within Shell Pandan Jetty, all messages to Shell Casualty shall be copied to Shell Pandan Terminal and agents. The foregoing requirements are in addition to any reporting procedure ship's owner/manager may have.

SECTION 2: HEALTH, SAFETY AND SECURITY POLICIES

Responsibility for the safe conduct of operations whilst a ship is alongside the Shell Pandan Jetty rests jointly with the Master of the ship and the duty Terminal Representative. Therefore, before operations start, it is incumbent upon both ship and shore that there is full co-operation and understanding of the safety requirements as set out in the Ship/Shore Safety Check List which are based on safe practices widely accepted by the oil and tanker industries.

The Master is expected to adhere strictly to these requirements throughout the stay alongside the Jetty and Shell personnel will do likewise and co-operate fully with the ship in the mutual interest of safe and efficient operations.

Before the start of operations, and from time to time thereafter, for our mutual safety, the Terminal Representative, together with a responsible Ship's Officer, will make a routine inspection of the ship to ensure that the questions on the Ship / Shore Safety Check List can be answered in the affirmative. Where corrective action is needed, the

Terminal may not agree to commencement of operations or, should they have been started, may require them to be stopped.

Similarly, if the Master considers safety is endangered by any action on the part of Shell engaged staff or by any equipment under Shell's control, the Master shall demand immediate cessation of operations until the situation is rectified.

Repeat checks of those items marked in the Ship Shore Safety Check List will be carried out by both ship and shore personnel at intervals not exceeding 6 hours.

2.1 Personal Protective Equipment (PPE)

Terminal PPE requirements shall be complied whilst at berth at Shell Pandan Jetty

- Safety helmet
- Safety glasses
- Safety shoes
- Safety gloves: fit for purpose and defined specifically with intention to be fit for purpose basis the exposures of the activity
- Personal Flotation Devices (PFDs): shall be worn when the threat of falling into water exists
- Fall Protection: harness or other preventive or control device when working at height
- Non-static producing clothing
- High visibility clothing: Long-sleeved clothing & trousers with reflective elements
- Hearing Protection required when sound levels are greater than or equal to 85 dB(A), or at peak levels at or above 140dB(C).

2.2 Terminal Access/Crew to Shore/Visitors to Ship

On arrival alongside, the Master shall provide the Terminal Representative with a crew list and details of any visitors expected during the port stay. The Jetty is a 24-hour exclusion zone to unauthorized people. It is an offence to access landside, waterside and ship-restricted zones without authority.

To enter the terminal or Jetty areas, visitors must be approved by the Terminal Operation Supervisor and escorted. They must also attend the Shell Pandan Site Induction Training (SIT).

Vehicular Access is not allowed in this Jetty with exceptions to Singapore Civil Defence Force (SCDF) vehicles in emergency situation.

2.3 Ship/Terminal Security Interface (Declaration of Security)

No additional documentation is required for Security level 1

The Declaration of Security (DOS) form shall be in 2 copies, one for terminal and the other for the ship. A specimen form is also available in [Appendix C: Declaration of Security](#) (2 pages). The completed form shall be sent to the respective terminal's Port Facility Safety Officer (PFSO).

2.4 Drugs/Alcohol

All ships calling at Shell terminals must have an established Drug and Alcohol policy.

Masters are advised that operations will cease if it is considered that the actions of a person or persons involved in operations are not under proper control as a result of the use of alcohol/drugs. Operations will not resume until the matter has been reported to and fully investigated by relevant authorities and the Terminal Representative considers it is safe to do so. Delay or cancellation of a ship's departure could result.

Access to the Jetty will be denied to any person suspected of being affected by alcohol or drugs.

2.5 Smoking

Smoking is strictly prohibited in the berth area and on-board ships alongside Shell Pandan Jetty except in those spaces on board that are specifically designated by the Master and Terminal Representative as "Smoking Areas." Notices identifying the designated places must be conspicuously placed.

Failure to comply with this regulation will involve cessation of operations and may result in the ship's crew being removed from the berth pending a complete investigation and receipt of written assurance from the Master that effective controls have been established.

Shell Pandan Terminal reserves the right, to prohibit smoking, at any time, in any place on board a ship and adjacent to the Jetty. Smoking is also prohibited in any place within the Terminal and berth areas, except designated areas as directed.

2.6 Portable Electronic Equipment and Naked Lights

2.6.1 Portable Electronic Equipment

Only certified intrinsically safe or EX rated electrical equipment shall be used at the Jetty or within the hazardous zone of the ship.

Portable electrical equipment, including computers, mobile phones, pagers and cameras, if not certified intrinsically safe, must be switched off and may only be used within:

- Permanent buildings as designated by the Terminal Manager
- Areas on the ship designated by the Master

Note: In certain circumstances, some types of camera, such as a disposable camera without flash, may be used, subject to the specific approval of the Master and Terminal Representative.

2.6.2 Naked Lights (Matches and Lighters)

Under no circumstances are members of the ship's crew allowed to carry matches, lighters, inflammable liquid or any other similar sources of ignition within the Jetty area. Visitors to ship at the Jetty are required to leave matches and lighters at the Control Room.

2.7 Repairs While Alongside (State of Engine Readiness, etc)

The main engines and other essential machinery of all ships alongside must be maintained in a state of readiness for vacating the berth at short notice.

Major planned repair work is **not permitted** while the ship is alongside the Shell Pandan berth. Emergency repairs, namely essential repairs needed to rectify malfunctioning equipment and prevent hazardous or unsafe conditions, will be permitted on a case-by-case basis following approval by Terminal Representative.

2.8 Provisions and Stores (Other Craft Alongside)

Due to the hazardous nature of operation, small boats and crafts are not allowed in the terminal.

2.9 Safety Data Sheets (SDS)

A ship is required to carry different types of cargo which includes oil cargo, chemical cargo, and cargo in gaseous form. These types of goods are hazardous for marine environment as well as for the health of seafarer and terminal personnel. Apart from carrying cargo, the ship carries different types of products which are used for several marine operations. SDS for all products shall be available on board, including those which are used for maintenance purpose.

The SDS is a detailed informational document prepared by the manufacturer or importer of a hazardous material or chemical. It describes the physical and chemical properties of the product. SDS contain useful information such as flash point, toxicity, procedures for spills and leaks, and storage guidelines. Information included in a SDS aids in the selection of safe products, helps to understand the potential health and physical hazards of a chemical and describes how to respond effectively to exposure situations.

The ship shall provide Shell Pandan Terminal with SDS for the cargo carried on board and for cargo transfer have been exchanged where requested.

2.10 Benzene and Hydrogen Sulphide (H₂S)

2.10.1 Benzene

Repeated over exposure to high levels of benzene vapour may have chronic effects which can lead to disorders of the blood and bone marrow. Personnel engaged in operations involving the products containing benzene shall therefore follow the precautions of closed operation in order to minimize exposure during cargo handling operations.

Benzene primarily presents an inhalation hazard. It has poor warning qualities, as its odour threshold is well above the Permissible Exposure Limit. Exposure to concentrations in excess of 1,000 ppm can lead to unconsciousness and even death. Benzene can also be absorbed through the skin and is toxic if ingested.

Cargoes containing benzene shall be handled using the closed operation procedures as this will significantly reduce exposure to benzene vapour.

2.10.2 Hydrogen Sulphide (H₂S)

Hydrogen Sulphide (H₂S) is a very toxic, corrosive and flammable gas. It has a very low odour threshold and a distinctive odour of rotten eggs. H₂S is colourless, is heavier than air, has a relative vapour density of 1.189, and is soluble in water.

It is important to distinguish between concentrations of H₂S in the atmosphere expressed in ppm by volume and concentrations in liquid expressed in ppm by weight. Cargoes containing H₂S shall be handled using the closed operation procedures. H₂S can also be encountered other cargoes such as bitumen and gas oils.

2.11 Static Accumulator

Precautions against static electricity may be necessary when the cargo being handled is an accumulator of electricity. Static electricity presents fire and explosion hazards during the handling of petroleum, and tanker operations. Certain operations can give rise to accumulations of electric charges which may be released suddenly in electrostatic discharges with sufficient energy to ignite flammable hydrocarbon into air mixtures.

There are three basic stages leading up to a potential static hazard: charge separation, charge accumulation and electrostatic discharge. All three of these stages are necessary for an electrostatic ignition.

2.11.1 Static Accumulation

Clean oils are, in general, accumulators of static electricity because of their low conductivity. Some of static accumulator oils include:

Product	Typical Conductivity (pS/m)	Classification
Non-Conductive		
Diesel (Ultra-Low Sulphur)	0.1 to 2	Accumulator
Jet fuel	0.1 to 1,000*	Accumulator
Kerosene	1 to 50	Accumulator
Diesel	1 to 100*	Accumulator
Motor Gasoline	10 to 300*	Accumulator
Semi-Conductive		
Bitumen	>1,000	Non-accumulator
Alcohols	100,000	Non-accumulator
Conductive		
Water	100,000,000,000	Non-accumulator

Figure 4 Typical Conductivity of Products

* Some additives used for performance improvement can increase conductivity significantly.

SECTION 3: GENERAL INFORMATION

3.1 Terminal Location

Pandan Installation is situated in position,

Latitude	01° 17' 27.5" N
Longitude	103° 44' 46.5" E

Located on the Western part of Singapore Island. ([Figure 5 MPA Chart SC6](#)) – Approaches to Pasir Panjang Wharves, the terminal is served by the Jetty which is owned and operated by the Shell Eastern Petroleum (Pte) Ltd.



Figure 5 MPA Chart SC6

3.2 Terminal Layout

The berth has a total length of 224.0 metres for outer breasting fender and 20.0 metres for jetty head fender respectively. The minimum depth of water alongside the berth is maintained at 10.0 metres. Mooring bollards are located along the berth facing and platforms with mooring hooks are provided on the adjacent foreshore for head and stern lines. See [Appendix A: Minimum Moorings Requirement](#).

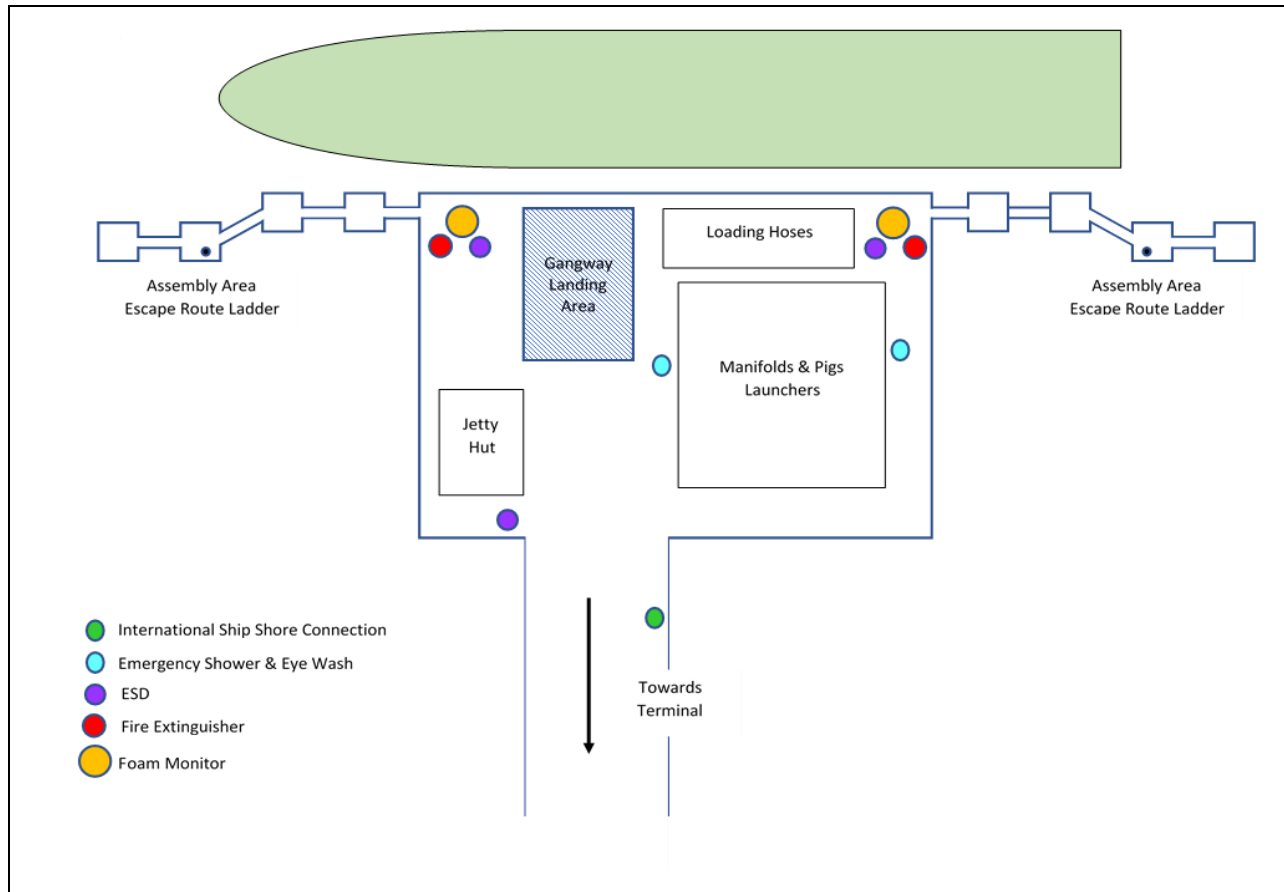


Figure 6 Terminal Layout

3.3 Hours of Operation

Shell Pandan Terminal operates 24 hours a day for berthing and unberthing operations.

3.4 Local Time

Terminal operating hours is Singapore time zone (GMT+8)

3.5 Ship/Shore Communication Policy

Communication between the ship's Duty Officer and the duty Terminal Representative shall be maintained in the most efficient way. During the pre-transfer conference, the Terminal Representative shall provide the ship with a fully charged portable VHF radio set. The ship's Duty Officer shall always keep the portable VHF radio set. The portable VHF radio set shall be tuned to "Channel 1" and is to be used for cargo transfer coordination and emergency use only.

Identification of the name of the ship shall always be included in communications to avoid any misunderstanding. The shore identity/Call Sign is "Shell Pandan".

Secondary means of voice communication shall be via telephone to Terminal Control Room. Telephone numbers are provided at Key Contacts

The selected system of communication together with the necessary information on telephone numbers and/or channels to be used shall be recorded on an appropriate form or discharge plan. This form or discharge plan shall be signed by both ship and shore representatives.

Cargo operation shall STOP in the event of communication breakdown, cargo operation shall not be resumed until communication has been re-established.

3.6 Language Spoken

The spoken language of command communication use at Shell Pandan Terminal is English. Where there is a difficulty in verbal communication, cargo operation shall STOP. Cargo operation shall not be resumed until communication has been re-established.

3.7 Ship Acceptance/Clearance/Vetting Conditions

Vetting of ships at Shell Pandan Terminal shall be carried out in accordance with requirements within Global Maritime Assurance System (GMAS), all applicable legislation, together with practices contained in relevant Codes of Practice, in particular, the guidance contained within International Safety Guide for Oil Tankers and Terminals (ISGOTT).

All nominated ships shall undergo suitability check in GMAS and validated that an approved GMAS clearance number is available. The parties responsible for performing GMAS vetting varies by region, and may be performed by Supply, Scheduling, Shipping and Maritime or Terminals.

Once the ship has been vetted via GMAS, and an approved GMAS clearance number is issued confirming the ship is suitable, a final berth compatibility check shall be performed by Terminal Operations Supervisor prior to ship arrival.

Ships found deficient on arrival may be subject to refusal until the deficiencies have been rectified.

3.8 Useful telephone numbers

Telephone numbers are provided at [KEY CONTACTS](#)

3.9 Environmental monitoring procedures

3.9.1 Terminal Advise of adverse weather

Duty Terminal Operations Supervisor Representative shall regularly access weather updates and advise ship accordingly shall adverse weather be expected. Any decision to leave the berth will be taken between ship's Master and Shore Loading Officer.

Weather website can be access at

<http://www.weather.gov.sg/lightning/lightning/lightningalertinformationsystem.jsp>

3.9.2 Wind conditions

Both duty Terminal Operations Representative and Ship Duty Officer shall monitor the wind speed via anemometer.

3.9.3 Electrical Storms (Lightning)

All cargo transfer operations, including the ballasting of non-gas-free cargo tanks will be stopped in the event of an approaching electrical storm. All tank openings, vent outlets, cargo and manifold valves will be closed until such time as the storm has passed.

3.9.3.1 Electrical Storm / Lightning at 8 km range

- Notify terminal staff and ship's Master
- Alert ship to stand by for stopping cargo operations
- Operations shall only resume when it is deemed safe

3.9.3.2 Electrical Storm / Lightning at 8 km range

- Stop all operations
- Cargo operations shall not resume until 30 minutes after the last observed lightning or clap of thunder
- All terminal staff shall remain in shelter for the duration of the period that cargo is suspended under this condition

SECTION 4: BERTH INFORMATION

4.1 Description and Parameters

4.1.1 General Description

All operations at Shell Pandan Jetty will be carried out fully in accord with the recommendations contained in the latest edition of the International Safety Guide for Oil Tankers and Terminals (ISGOTT).

4.1.2 Approach Limitations (MPA Requirements)

Approach Controlling Depth at Jetty (At Chart Datum)	10.0 metres
Minimum Under Keel Clearance on Approach	0.6 metres

4.1.3 Berth Parameters

Maximum Displacement	50,000 tonnes
Maximum Depth at Chart Datum	10.0 metres
Minimum Under Keel Clearance at Berth	0.6 metres
Maximum Draft at Chart Datum	9.4 metres
Maximum Length Overall (LOA max)	206.0 metres
Minimum Length Overall (LOA min)	40.0 metres
Minimum Parallel Body Length	20.0 metres
Maximum Allowable Manifold Height above the Water	11.0 metres

Remarks:

Note 1 For ships berthing at the Terminal with a draft of more than **9.4 metres**, the current local tide tables shall be consulted in determining the most suitable tide for the day for safe approach and berthing/unberthing with full compliance to the established UKC and max draft requirements.

Note 2 Your maximum saltwater draft shall be submitted along with other pertinent data to the terminal via the "Shell Pandan Terminal - Pre-Arrival Communication" at least 24 hrs prior to your estimated date of arrival.

4.1.4 Cargo Transfer Rates

The maximum allowable cargo transfer or discharge rates will be established and agreed during the pre-transfer conference. At no time shall rates exceed the Shell Pandan Terminal's maximum rate of 250 m³/hr. The maximum pressure shall not exceed 7 bars.

Rates will also be established for starting transfer and will consider the need for precautions when handling grades defined as static accumulators. If applicable, procedures for the final topping-off of shore tanks will also be established and agreed.

4.1.5 Cargo Handling Facilities

Shell Pandan Jetty has 8 shoreline manifolds comprise of the following below:

Manifold No	Line Diameter	Max Flow Rate (m ³ /hr)	Distance Between Jetty to Tank Farm (m)
1	4"	250	1000
2	6"	150	1000
3	6"	250	1000
4	6"	400	1000
5	6"	400	1000
6	4"	250	1000
7	6"	130	1000
8	6"	150	1500

Note: Hoses shall be used for connecting shore manifold to ship

4.1.6 Ship Crane Requirements

All shipboard crane or lifting equipment, such as is used for handling of cargo transfer equipment and/or gangways, shall be examined and tested at intervals in accordance with manufacturer's guidelines. Shore Terminal Representative shall verify the Safe Working Load (SWL), serial number and test date of the ship's lifting equipment to ensure it is suitable for the intended hose handling operation.

The ship shall ensure that all maintenance of lifting equipment is carried out in accordance with manufacturer's guideline. Routine checks shall be included within the ship's planned maintenance system.

All records of tests and inspections shall be recorded in the ship's Lifting Equipment Register. These records shall be available for inspection by Terminal Representative that are involve with lifting operations. Crane or lifting equipment shall only be operated by personnel who are trained and proven to be competent in its operation.

4.1.7 Vapour Recovery

Terminal is not equipped with vapour return line.

For safety and occupational health reasons, it is recommended that all cargo operations on ships handling volatile or toxic cargoes, or ballasting tanks after discharging such cargoes, be conducted under "closed" conditions. By conducting loading operations "closed", harmful vapors are discharged through vent outlets located clear of the working deck, thereby minimizing exposure to personnel

4.1.8 Safe Working Load of Mooring Components

Ships moored at the Jetty are required, as a minimum, to comply, with the mooring arrangements detailed in the Mooring Plans in [Appendix A: Minimum Moorings Requirement](#).

The Master is responsible for ensuring that the ship remains securely moored throughout the stay alongside. The Master must ensure that all moorings are regularly tended and maintained in a taut condition. Mooring lines of the same size and material must always be used for all leads in the same service.

SECTION 5: PRE-ARRIVAL COMMUNICATION

5.1 Pre-Arrival Information Exchange Requirements

5.1.1 Terminal to Ship

Shell Pandan Terminal has security, safety and pollution regulations, which must be complied by both tanker and terminal personnel. All tankers berth at the Terminal shall be aware of such regulations, together with any other regulations relating to the safety of ship.

5.1.2 ETA Advice by Ship

Ships bound for the Shell Pandan Jetty shall provide ETA advice via their agents to Shell Pandan Terminal at least 72 hours prior to their arrival or immediately on leaving their last port, whichever is the later prior to arrival. This ETA advice shall be confirmed at least 24 hours prior to arrival at the Singapore Pilot Boarding Station.

5.1.3 Anchorage and Waiting Areas

Within Singapore Port Limits, no ship shall, except in an emergency, anchor in an area outside its appropriate designated anchorage. The designated anchorage areas for tankers are:

ALGAS	Lat 01 13.60 N Long 103 38.4 E
Western Petroleum 'A'	Lat 01 14.30 N Long 103 47.8 E
Western Petroleum 'B'	Lat 01 13.60 N Long 103 48.2 E

5.1.4 Pilotage

Pilotage is compulsory for all ships entering or leaving Shell Pandan Jetty except for ships that are pilot exempted from MPA & Bukom Marine.

The pilot boarding station for all arriving ships are:

Western Boarding Ground A	01°12'.9 N / 103°36'.1 E
Western Boarding Ground B	01°12'.0 N / 103°39'.5 E
Southern Boarding Ground	01°11'.7 N / 103°49'.6 E

Singapore Pilots can be contacted on VHF Channel 20 at least two (2) hours before arrival at the pilot boarding station. Outbound ships shall advise the pilot at least two (2) hours prior to departure.

Note: A statutory pilot ladder shall be rigged one (1) meter above water level and Master are reminded to provide a safe lee.

5.1.5 Berth Approach

Masters of ships approaching Shell Pandan Jetty shall exercise due caution for Ferries, pleasure crafts, fishing crafts, other ships and tugs with tows that frequent this area.

Ships approaching Shell Pandan Jetty usually approach from the East Jurong Channel either from the (West) Sinki Fairway or (East) Jong Fairway. MPA Pilot decides to berth the ship either port side alongside or starboard side alongside in accordance to the tidal flow direction.

- Max Berthing Speed of 0.2 knots at the jetty
- Ship anchors to be lashed prior to berthing to avoid accidental release on subsea pipelines

5.1.6 Tugs and Towage

The following recommendation by MPA provides a general guide in determining the number of tugs required for ships movement within the port waters of Singapore and Pandan Terminal. A ship equipped with a suitable thruster, in good working condition, may dispense with the need for a tug in that position. The number of tugs required is determined, among other factors, by size and ship handling characteristics of the ship.

The pilot upon boarding may thus, in consultation with the Master, cancel or order additional tugs if required according to individual Master/Pilot requirements, weather conditions, etc. – Pilot tug (PT)

Characteristics of Tugs for Berthing/Unberthing at Pandan Terminal

Length of Ship (Metres) & Tug Characteristics

Length of Ship (Metres)	Tug Characteristics
Up to 70	PT
71 - 122	1 X S
123 - 152	2 X S
153 - 180	2 X M
181 - 220	2 X L

Bollard Pull

Tonnage	Tug Size
10 – 16	Small Tug (S)
17 – 24	Medium Tug (M)
24 – 40	Big Tug (B)

5.1.7 Mooring Procedure/Configuration

Ships moored at the Jetty are required, as a minimum, to comply, with the mooring arrangements detailed in [Appendix A: Minimum Moorings Requirement](#). The Master is responsible for ensuring that the ship remains securely moored throughout the stay alongside. The Master must ensure that all moorings are regularly tended and maintained in a taut condition. Mooring lines of the same size and material must always be used for all leads in the same service.

5.1.8 Provision of Mooring Crews

The terminal shall provide mooring crews and mooring boat.

5.1.9 Minimum Moorings Requirement

Refer to [Appendix A: Minimum Moorings Requirement](#) on the requirements

5.1.10 Garbage and Slops Disposal

Garbage Reception Facilities is not available at this terminal.

5.2 Pre-Arrival Information Exchange Requirements

5.2.1 Ship to Terminal

At least 24 hours prior to arrival, ships must email the following template with header Pre-Arrival Exchange of Information - Ship Name to GXSEPL-STO2782PandanOperations@shell.com

Request from Ship			
A	Name of ship		
B	Call Sign of ship		
C	IMO Number		
D	Country of registration		
E	Length Overall (LOA)		
F	Beam of ship and		
G	Draft on arrival	Fwd	Mid
H	Estimated time of arrival at pilot station		
I	Ship's displacement on arrival		
J	If loaded, the type and quantity of cargo and disposition, including any toxic properties		
K	Maximum draught expected during and upon completion of cargo handling		
L	Any defects of hull, machinery or equipment that could adversely affect safe operations or delay commencement of cargo handling		
M	If fitted with an inert gas system, confirmation that the ship's cargo tanks are in inert condition and that the system is fully operational (oxygen content less than 8% volume)		
N	Ship's manifold details, including <ul style="list-style-type: none"> ▪ Type ▪ Size ▪ Number ▪ distance between centres connections to be presented ▪ Products to be handled at each manifold, numbered from forward. 		

SECTION 6: OPERATION INFORMATION

6.1 Provision of Ship/Shore Access

Personnel shall use only the designated means of access between ship and shore. Responsibility for the provision of safe ship/shore access is solely by the ship as tankers moored at the Shell Pandan Jetty are required to provide a suitable gangway to enable safe access between ship and shore, complete with suitable safety net and correctly rigged.

A ship's gangway consists of a straight, lightweight bridging structure provided with side stanchions and handrails. The walking surface has a non-slip surface or transverse bars to provide foot grips for when it is inclined as shown [Figure 7 Example of Ship Gangway](#) below.

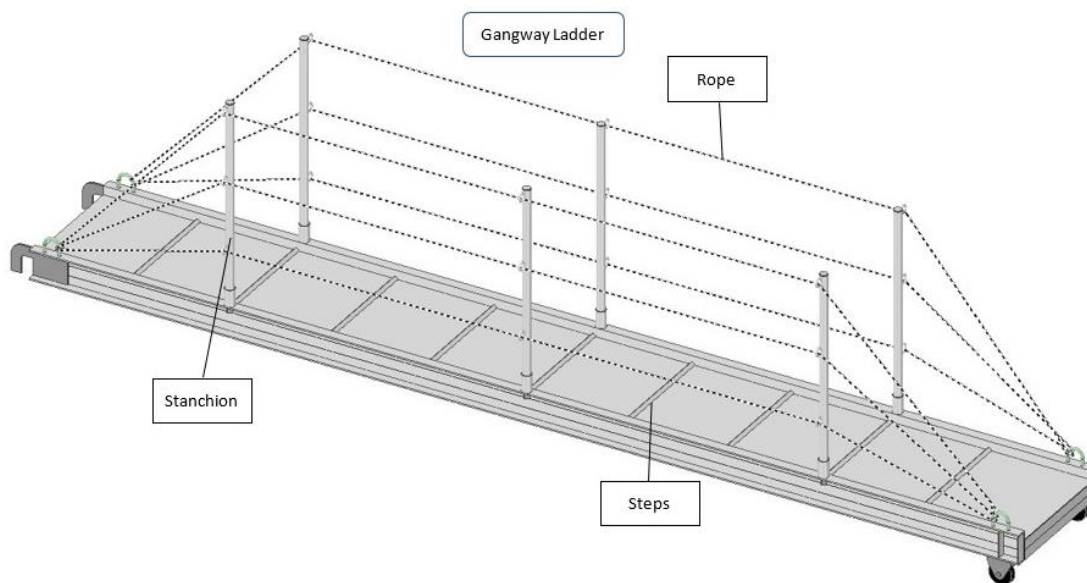


Figure 7 Example of Ship Gangway

6.1.1 Means of Access

Gangways or other means of access shall be provided with an effective safety net where appropriate. Lifebuoys with lifelines shall be available in the vicinity of the gangway or other means of access. In addition, suitable lifesaving equipment shall be available near the access point ashore.

Means of access shall be placed as close as possible to crew accommodation and as far away as possible from the manifold.

6.1.2 Gangway Landing

In using a tanker's gangway, the berth must have sufficient landing area to provide the gangway with an adequate clear run in order to maintain safe, convenient access to the tanker at all states of tide and changes in freeboard. Particular attention to safe access shall be given where the difference in level between the decks of the tanker and jetty becomes large. There shall be special facilities at berths where the level of a tanker's deck can fall well below that of the jetty.

6.1.3 Safety Nets

Safety nets are not required if the gangway is a fixed type and provided with a permanent system of handrails made of structural members. For other types of gangway, and those fitted with rope or chain handrails or removable posts, correctly rigged safety nets shall be provided.

6.1.4 Minimum Gangway Length

The minimum gangway length required for the Shell Pandan Terminal berth depending on ship LOA and the gangways shall not be used at an angle of inclination greater than **30°** from the horizontal.

- | | |
|-------------------------------|-----------------------------------|
| ▪ Ship LOA < 99 m | Gangway length not less than 10 m |
| ▪ Ship LOA ≥ 99 m and < 130 m | Gangway length not less than 12 m |
| ▪ Ship LOA ≥ 130 m | Gangway length not less than 15 m |

6.2 Pre-Transfer Conference Policy

Before any operations commence, the Terminal and the responsible ship officer will undertake a pre-cargo transfer conference. It shall be covering as per below.

- Tank flushing procedure, if any
- Agreement on cargo manifolds
- Ship compartment to be discharge, by product, and by order of discharging
- Product Quality and Quantity before discharge
- Certificate of Analysis (CoA) is within spec
- Safety Data Sheets (SDS)
- Flow rates
- Max back pressure
- Hose handling
- Deballasting/ballasting procedures
- Primary, Secondary and Emergency Communication procedure between ship and shore
- Safety and Security
- Emergency Shutdown procedure

6.3 Ship/Shore Safety Checklist and Declaration of Inspection

On arrival at the berth, the Terminal representative will present the ship with a Terminal Information Booklet (TIB) containing the following documents:

- Safety Letter
- Ship Shore Interface
- Emergency Procedure Notice
- Shell's Life Saving Rules & Minimum PPE Letter
- Ship/Shore Safety Check List
- Oil Pollution Letter
- Letter of Protest – Safety Violation
- Discharge Procedure/Maximum Back Pressure Advice
- Discrepancy on Arrival / After Loading
- Equipment Loan
- Crew Shore Leave
- Crew(s) Manning
- Approved Smoke Room Stickers

The various forms, information and procedures laid out in the document formalize the conduct and procedures governing ship/shore operations at the jetty which are to be mutually agreed before operations commence. The agreements reached in the document remain in force throughout the time a ship remains alongside the Jetty. Any changes made to these agreements during the course of the cargo operation must be again agreed in writing. All items contained in the Ship/Shore Safety Check List must remain constantly under review. However, the ship and shore are required to jointly recheck those items requiring formal recheck at intervals not exceeding **4 hours**. Please note that the Shell Ship / Shore Safety Check List shall be used.

6.4 Ballasting Policy

Ballasting or de-ballasting operation must be discussed and agreed in writing between Master and Terminal Representative. The specific agreement of the Terminal Representative must be obtained before the simultaneous handling of cargo and non-segregated ballast takes place. Ballast must be loaded and discharged in such a way as to avoid the ship's hull being subjected to excessive stress at any time during the operation. All cargo tank ballast discharge at sea must be discharged in accordance with MARPOL.

6.5 Loading Arm or Hose Connection / Disconnection and Draining Procedures

All operations at the Shell Pandan Jetty will be carried out fully in accordance with the recommendations from International Safety Guide for Oil Tankers and Terminals (ISGOTT).

On completion of mooring alongside Shell Pandan Jetty, the ship will be presented with hoses for loading/discharge. It is the responsibility of the shore to ensure that the hoses are manoeuvred and connected safely and are correctly rigged, but the manual assistance of the ship's crews are requested to achieve this. Similarly, on completion of cargo operations, terminal personnel are responsible for ensuring the safe disconnection and manoeuvring of the cargo hoses and ship's crews are requested to manually assist with the process, including bolting in place the cargo hose end blanks.

6.6 Cargo Transfer and Manning Requirements

Before starting cargo loading/discharging operations, the Responsible Duty Officer and the duty Terminal Representative must formally agree that both the tanker and the terminal are ready to do the operation safely.

6.6.1 Closed Operations

The loading, discharging and/or ballasting of ship's cargo tanks must be conducted under closed conditions. The use of manual gauging/sampling of cargo tanks via sighting, ullage ports or similar openings is not permitted.

6.6.2 Cargo Transfer

The maximum allowable cargo transfer rates will be established and agreed during the [6.2 Pre-Transfer Conference Policy](#). Please refer to [4.1.4 Cargo Transfer Rates](#).

6.6.3 Cargo Transfer Checks on Quantities Transferred

Unless otherwise agreed during the pre-transfer conference, ships shall provide the Terminal with information regarding the amount of cargo that has been discharged, by grade, on the hour, every hour. The terminal will provide the ship with comparable shore figures. If the exchange of information reveals a sudden or significant difference (defined as 5%) between the terminal and the ship's figures on quantities transferred, operations shall be suspended until a satisfactory explanation can be found.

6.6.4 Manning Requirements

During the ship's stay at Shell Pandan Jetty, there shall be always be presence of personnel to deal with an emergency on board the ship and in the shore installation. Those personnel involved with the operations shall be familiar with the risks associated with handling petroleum.

6.6.5 Manning Levels

Both ship and terminal should consider how many people are needed for both regular operations and any emergency that might be encountered.

Activity	Terminal Manning	Responsibility
Ship/Shore Transfer	1 X Terminal Operation Supervisor (TOS)	Supervisor in charge of ship/shore transfer
	2 x Terminal Operators (TO)	Tank Farm, Jetty Head & Patrolling under TOS supervision
Emergency scenario	Adhere to Terminal Emergency Response Manual	

6.7 Vapor Recovery

Refer to [4.1.7 Vapour Recovery](#)

6.8 Crude Oil Washing (COW)

This operation is not permitted in the terminal.

6.9 Safe Operations Requirements

Responsibility for the safe conduct of operations whilst the ship is at this terminal rests jointly with the Master of the ship, and with the duty Terminal Representative. Therefore, before operations start, to seek the full co-operation and understanding of the responsible parties on the safety requirements as set out in the Ship/Shore Safety Check List.

6.9.1 Ship/Shore Safety Management

In line with ISGOTT and Ship-shore Safety Checklist requirement, Master shall be accountable to ensure

- 1 All ship crews are medically fit to conduct the ship-shore operations
- 2 All ship equipment's are safe to operate and in good working conditions
- 3 All movement of ship crew within or outside the ship is being managed, monitored and controlled
- 4 All verbal verification as per our ship-shore checklist as given to the terminal representative
- 5 No non routine activities are carried out i.e. repair, maintaining during the entire stay alongside our jetty
- 6 No illegal activities as per Singapore government laws and regulations to be carried out during the entire stay alongside our jetty
- 7 Complying with all Shell HSSE policy, Life-Saving Rules, Minimum PPE Standards and procedures.

The above safety requirements are based on safe practices widely accepted by the oil and tanker industries. Master and crews shall adhere strictly and fully cooperate in ensuring safe and efficient operation throughout your stay alongside Shell Pandan Terminal. A jointly Ship Shore inspection shall be conducted prior commencement of operation.

Stop work Policy shall be apply if safety infringement has been observed on board the ship.

6.9.2 Environmental Criteria for Suspending Operations

Irrespective of measured wind speed, if either the ship's Master or the Shell Terminal representative considers that the prevailing conditions potentially threaten the safety of operations, cargo transfer shall be suspended, and hoses or manifold loading arms disconnected.

6.9.3 Adverse Weather

Refer to [3.9.1 Terminal Advise of adverse weather](#)

6.9.4 Still Air Conditions

If there is little air movement, petroleum gas may persist on deck in heavy concentrations on ships that are loading volatile products or ballasting tanks that have previously contained volatile products. Consideration may have to be given to stop operations while these conditions persist.

Irrespective of measured wind speed, if either the ship's Master or the Terminal representative considers that the prevailing conditions potentially threaten the safety of operations, transfer shall be suspended, and hoses disconnected.

	Suspend Cargo Operations	Disconnect Loading Arms/Hoses	Ship depart Berth (if safe to do so)
Wind Speed	25kts	30kts	35kts
	Still air conditions		
	Electrical Storm		

6.9.5 Lightning and Electrical Storms

Refer to [3.9.3 Electrical Storms \(Lightning\)](#)

6.10 Tank Cleaning and Tank Entry Policy

Tank cleaning, gas freeing or purging operations are not permitted on board any ships while alongside the Jetty.

6.11 Inert Gas Systems Policy

If a ship is fitted with an inert gas system, then this system must be fully operational (in accordance with Class requirements) and used at all times. This ship shall be able to demonstrate the ullage vapor space is below 8% oxygen.

In the event that a ship's inert gas system is not functioning, or not functioning as required, cargo operations must cease immediately and may not resume until the system is repaired or written permission is given from the ship's owners and the Terminal Representative.

6.12 Surveyors/Sampling and Gauging

Wherever possible, the ullaging and sampling of ship's tanks shall be achieved using closed sampling equipment. Under no circumstances, Shore personnel are to open any tank or vapour lock without approval from the Ship's Duty Officer.

Shore personnel shall witness surveyors dipping cargo tank ullages and draw samples prior commencement of cargo transfer. Master shall have adequate personnel and appropriate closed sampling and ullaging equipment available as a priority to facilitate this operation.

6.13 Bunkering Policy

Whenever ship's bunker fuel needs to be replenished, it shall be arranged and performed at ship's own time (e.g. prior to tender of Notice of Readiness) at designated bunkering area.

For exceptional cases where bunkering during operations could not be avoided, Ship Master shall request Charterer to seek Terminal Manager's written approval to carry out such bunkering activity at Shell Pandan Terminal. Ship shall be held liable for all cost arising from the delay to operations.

A pre-transfer discussion between the ship and supplier and the satisfactory completion of the Bunkering Safety Checklist (in accordance to ISGOTT 25.4.3) shall be conducted prior to bunkering operations.

6.14 Pollution Prevention

Ships entering the waters of Singapore must comply with the laws concerning environmental protection, as contained in "The Prevention of Pollution of the Sea Act 1990" and quote Part III Regulation 7 (1).

The Master of a ship at the Jetty must comply with the provisions of the above Act. In particular, he must not: cause or permit refuse of any kind to be discharged from the ship or its scuppers into port waters.

- cause or permit a person to pump or discharge any oil, spirit or any flammable liquid into port waters
- allow the ship to emit excessive funnel smoke

In the event of any contravention, the Marine Port Authority (MPA) may instruct offending ships to vacate the berth or prohibit them from returning to Shell Pandan Jetty.

6.15 Potable Water

Supply of fresh water is not available at Shell Pandan Terminal.

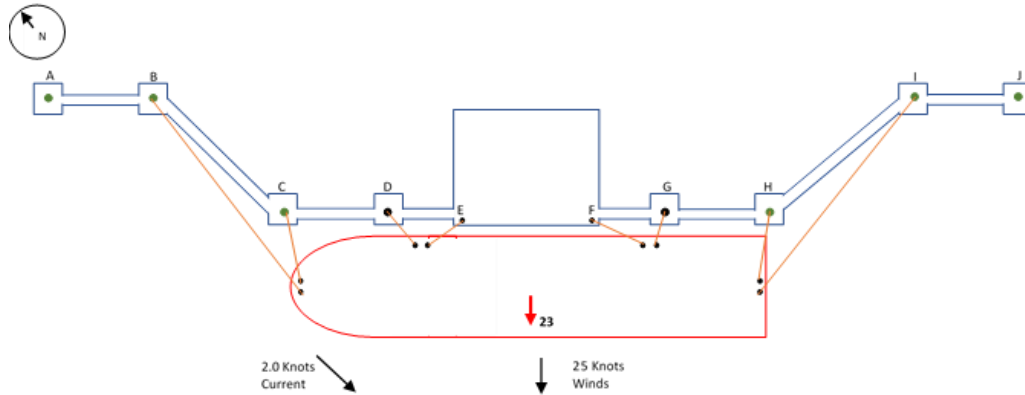
LIST OF DRAWINGS/MAPS AND APPENDICES

Appendix A: Minimum Moorings Requirement

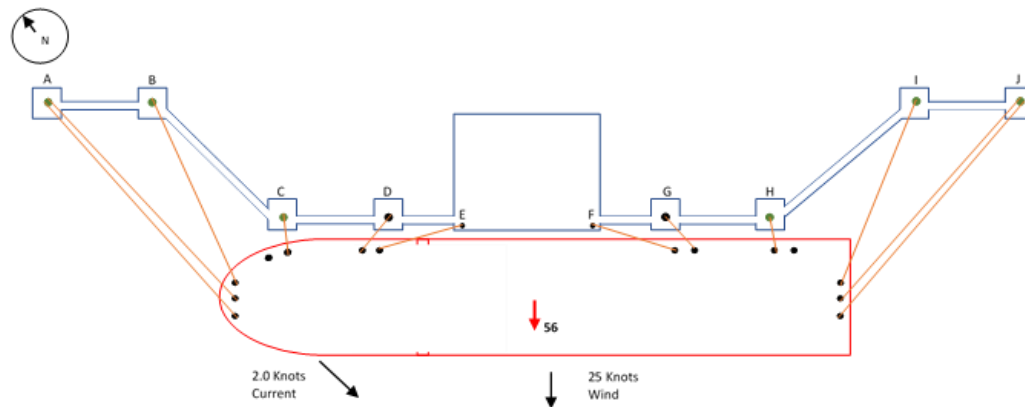
Displacement	Bollards									
	A	B	C	D	E	F	G	H	I	J
<5000		1	1	1	1	1	1	1	1	
5000 - 25000	2	1	1	1	1	1	1	1	1	2
25000 - 50000	3	2	1	1			1	1	2	3

NOTE: Ship mooring lines MBL (minimum breaking load) shall not exceed **50 MT**.

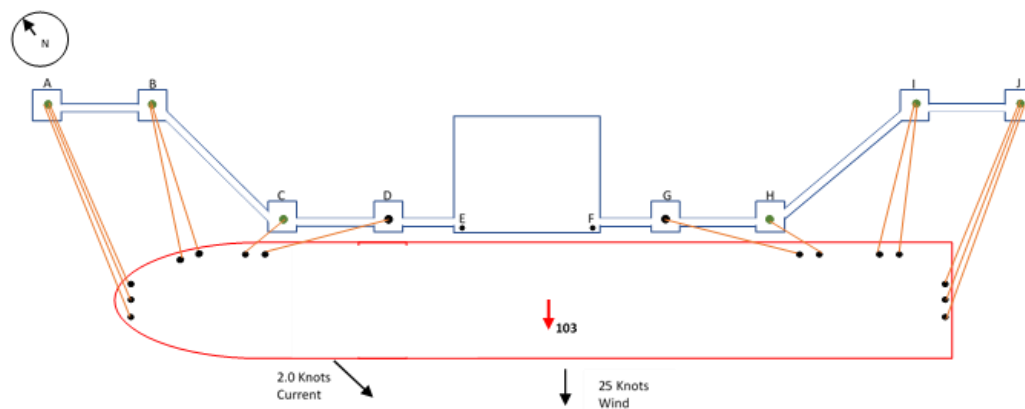
- Displacement: <5000



- Displacement: 5000 – 25000



- Displacement: <25000 – 50000



Appendix B: Life Saving Rules



Bypassing Safety Controls



Confined Space



Driving



Energy Isolation



Hot Work



Line of Fire



Safe Mechanical Lifting



Work Authorisation



Working at Height

Appendix C: Declaration of Security

Name of Ship : _____

Port of registry : _____

IMO Number : _____

Name of Port Facility : _____

This Declaration of Security is valid from _____ until _____ for the following activities:

(list the activities with relevant details) under the following security levels:

Security level(s) for the ship:	
Security level(s) for the port facility:	

The port facility and ship agree to the following security measures and responsibilities to ensure compliance with the requirements of part A of the International Code for the Security of Ships and of Port Facilities.

Activity	The affixing of the Initials of the SSO or PFSO under these columns indicates that the activity will be done, in accordance with the relevant approved plan, by	
	The Port Facility	The Ship
Ensuring the performance of all security duties.		
Monitoring restricted areas to ensure that only authorized personnel have access.		
Controlling access to the port facility.		
Controlling access to the ship.		
Monitoring of the ship, including berthing areas and areas surrounding the ship.		
Handling of cargo.		
Delivery of ship's stores.		
Handling unaccompanied baggage.		
Controlling the embarkation of persons and their effects.		
Ensuring that security communication is readily available between the ship and the port facility.		

The signatories to this agreement certify that security measures and arrangements for both the port facility part A of the Code, that will be implemented in accordance with the provisions already stipulated in their approved plans of the specific arrangements agreed to and set out in the attached annex.

Dated _____ on the _____

Signed for and on behalf of

The port facility:

The ship:

(Signature of port facility security officer)

(Signature of master or ship security officer)

Name and title of person who signed

Name: _____

Name: _____

Designation: _____

Designation: _____

Contact Details

(to be completed as appropriate)

(indicate the telephone numbers or the radio channels or frequencies to be used)

For the port facility:

For the ship:

Port facility

Master

Port Facility Security Officer

Ship Security Officer

Company

Company Security Officer

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IMPORTANT DOCUMENTS

The Master,

Terminal: Pandan Installation

MT _____

Date: _____ Time: _____

Sir,

SAFETY LETTER

Responsibility for the safe conduct of operations whilst your ship is at this terminal rests jointly with you, as master of the ship, and with the duty Terminal Representative. We wish, therefore, before operations start, to seek your full co-operation and understanding on the safety requirements set out in the Ship/Shore Safety Check List which are based on safe practices widely accepted by the oil and the tanker industries.

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

Before the start of operations, and from time to time thereafter, for our mutual safety, a member of the terminal staff, where appropriate together with a responsible officer, will make a routine inspection of your ship to ensure that the questions on the Ship/Shore Safety Check List can be answered in the affirmative. Where corrective action is needed, we will not agree to operations commencing or, shall they have been started, we will require them to be stopped.

Similarly, if you consider safety is endangered by any action on the part of our staff or by any equipment under our control you shall demand immediate cessation of operations. Please note that the Shell Ship / Shore Safety Check List shall be used.

THERE CAN BE NO COMPROMISE WITH SAFETY

Please acknowledge receipt of this letter by countersigning and returning the attached copy.

Terminal Operations Supervisor

for Shell Singapore Pte. Ltd.
Shell Eastern Chemicals (S)

Master of Ship

The Master,

Terminal: Pandan Installation

MT _____

Date: _____ Time: _____

Sir,

SHIPSHORE INTERFACE – LETTER OF UNDERSTANDING

In line with ISGOTT and Ship-shore Safety Checklist requirement, Responsibility for the safe conduct of our ship-shore operations during the ship alongside Shell Pandan Jetty, we would like to have your undertaking of the following that you are responsible and accountable to ensure: -

1. All ship crews are medically fit to conduct the ship-shore operations
2. All ship equipment's are safe to operate and in good working conditions
3. All movement of ship crew within or outside the ship is being managed, monitored and controlled
4. All verbal verification as per our ship-shore checklist as given to the terminal representative
5. No non routine activities are carried out i.e. repair, maintaining during the entire stay alongside our jetty
6. No illegal activities as per Singapore government laws and regulations to be carried out during the entire stay alongside our jetty
7. Complying with all Shell HSSE policy, Life-Saving Rules, Minimum PPE Standards and procedures

The above safety requirements are based on safe practices widely accepted by the oil and tanker industries. We therefore expect you and all under your command to adhere strictly to them throughout your stay alongside this terminal. We, for our part, will ensure that our personnel do likewise and co-operate fully with you in the mutual interest of safe and efficient operation.

In order to assure ourselves of your compliance with these safety requirements, we shall, before the start of operations and thereafter from time to time, instruct a member of our staff to visit your ship. After reporting to you or your deputy he will join one of your officers in a routine inspection of cargo decks and accommodation spaces.

If we observe any infringement on board your ship of any of these safety requirements, we shall apply our Stop Work policy until the corrective action taken and similarly you are fully entitled to do the same if you observed any infringement on shore end.

For any issues, please contact our Terminal Operations Supervisor.

Telephone no: **+65 6263 2961**

Ship-shore Radio communication channel is through walkie-talkie on loan by Shell, **Channel 1**.

Please acknowledge agreement to the above by signing and returning the attached copy.

Terminal Operations Supervisor

for Shell Singapore Pte. Ltd.
Shell Eastern Chemicals (S)

Master of Ship

The Master,

Terminal: Pandan Installation

MT _____

Date: _____ Time: _____

Sir,

EMERGENCY PROCEDURE NOTICE

FIRE ACTION - SHIP

Fire on your Ship:

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

Fire on another Ship or Ashore:

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

FIRE ACTION - ASHORE

Fire on a Ship:

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

Fire Ashore:

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

IN CASE OF FIRE, DO NOT HESITATE TO RAISE THE ALARM

TERMINAL FIRE ALARM:

- At this terminal, the fire alarm signal is **LONG CONTINUOUS SIREN**

IN CASE OF FIRE:

- 1. Sound one or more blasts on the ship's whistle, each blast of not less than ten seconds duration supplemented by a continuous sounding of the general alarm system.
 - 2. Contact the terminal.
- Telephone **+65 6263 2961** UHF/VHF **Channel 1**

IN CASE OF FIRE, TERMINAL PERSONNEL WILL DIRECT THE MOVEMENT OF VEHICULAR TRAFFIC

Terminal Operations Supervisor

Master of Ship

for Shell Singapore Pte. Ltd.
Shell Eastern Chemicals (S)

The Master,

Terminal: Pandan Installation

MT _____

Date: _____ Time: _____

Sir,

SHELL'S LIFE SAVING RULE

Shell cares for the safety of every person - employees and contractors, who visits or work in our premises. We are determined to stop people from getting hurt, seriously injured or getting killed.

Compliance with the [Life Saving Rules](#) are mandatory for all employees and contractors while conducting business with Shell.

“If a life-saving rule is not followed, despite all enabling conditions being in place, then consequence management may have a place”

Failure to comply will result in disciplinary action and disqualification from future work at Shell sites. Henceforth we seek your cooperation to observe and comply to our rules. Please share this with your crew. Please acknowledge agreement to above by signing and returning the attached copy. Thank You

Terminal Operations Supervisor

Master of Ship

for Shell Singapore Pte. Ltd.
Shell Eastern Chemicals (S)

SHELL PANDAN SHIP/SHORE SAFETY CHECKLIST

Instructions for Completion

The safety of operations requires that all questions shall be answered affirmatively by clearly ticking (√) the appropriate box. If an affirmative answer is not possible, the reason shall be given an agreement reached upon appropriate precautions to be taken between the ship and the terminal. Where any question is not applicable, then a note to that effect shall be inserted in the remark's column.

The responsibility for the safe conduct of operations while a Ship is at a terminal is shared between the Ship's Master and the Terminal Representative.

Before cargo or ballast operations start, the Master (or their representative) and the Terminal Representative should communicate and:

- Agree in writing the transfer procedures and sequences of products, including the maximum loading or unloading rates and initial and topping-off rates (see part 6 of the SSSCL)
- Agree in writing the action to be taken in an emergency while the tanker is at the terminal
- Complete and sign the SSSCL sections appropriate to the operations

Part 1A. Tanker: Checks Pre-Arrival

Part 1B. Tanker: Checks Pre-Arrival if using an Inert Gas System

Part 2. Terminal: Checks Pre-Arrival

Part 3. Tanker: Checks After Mooring

Part 4. Terminal: Checks After Mooring

Part 5A. Tanker and Terminal: Pre-Transfer Conference

Part 5B. Tanker and Terminal: Bulk Liquid Chemicals. Checks Pre-Transfer

Part 5C. Tanker and Terminal: Liquefied Gas. Checks Pre-Transfer

Part 6. Tanker and Terminal: Agreements Pre-Transfer

Part 7A. General Tanker: Checks Pre-Transfer

Part 7B. Tanker: Checks Pre-Transfer if Crude Oil Washing (COW) is planned

Part 7C. Tanker: Checks prior to Tank Cleaning and/or gas freeing

Part 8. Tanker: Repetitive Checks during and after Transfer

Part 9. Terminal: Repetitive Checks during and after Transfer

ISGOTT CHECKS PRE-ARRIVAL SHIP/SHORE SAFETY CHECKLIST

Date: DD MMM YYYY Time: hh mm am/pm

Port and Berth: OSPJ

Tanker: _____

Terminal: Shell Pandan

Product to be transferred _____

Part 1A. Tanker: Checks Pre-Arrival			
Item	Checks	Status	Remarks
1	Pre-arrival information is exchanged (6.5, 21.2)	<input type="checkbox"/> Yes	
2	International shore fire connection is available (5.5, 19.4.3.1)	<input type="checkbox"/> Yes	Location:
3	Transfer hoses are of suitable construction (18.2)	<input type="checkbox"/> Yes	
4	Terminal information booklet reviewed (15.2.2)	<input type="checkbox"/> Yes	Version:
5	Pre-berthing information is exchanged (21.3,22.3)	<input type="checkbox"/> Yes	
6	Pressure/vacuum valves and/or high velocity vents are operational (11.1.8)	<input type="checkbox"/> Yes	
7	Fixed and portable oxygen analysers are operational (2.4)	<input type="checkbox"/> Yes	

Part 1B. Tanker: Checks Pre-Arrival if using an Inert Gas System			
Item	Checks	Status	Remarks
8	Inert gas system pressure and oxygen recorders are operational (11.1.5.2, 11.1.11)	<input type="checkbox"/> Yes	
9	Inert gas system and associated equipment are operational (11.1.5.2, 11.1.11)	<input type="checkbox"/> Yes	
10	Cargo tank atmospheres' oxygen content is less than 8% (11.1.3)	<input type="checkbox"/> Yes	
11	Cargo tank atmospheres are at positive pressure (11.1.3)	<input type="checkbox"/> Yes	

Part 2. Terminal: Checks Pre-Arrival

Item	Checks	Status	Remarks
12	Pre-arrival information is exchanged (6.5, 21.2)	<input type="checkbox"/> Yes	
13	International shore fire connection is available (5.5, 19.4.3.1, 19.4.3.5)	<input type="checkbox"/> Yes	
14	Transfer equipment is of suitable construction (18.1, 18.2)	<input type="checkbox"/> Yes	
15	Terminal information booklet transmitted to tanker (15.2.2)	<input type="checkbox"/> Yes	
16	Pre-berthing information is exchanged (21.3, 22.3)	<input type="checkbox"/> Yes	

ISGOTT CHECKS AFTER MOORING SHIP/SHORE SAFETY CHECKLIST

Part 3. Tanker: Checks After Mooring			
Item	Checks	Status	Remarks
17	Fendering is effective (22.4.1)	<input type="checkbox"/> Yes	
18	Mooring arrangement is effective (22.2, 22.4.3)	<input type="checkbox"/> Yes	
19	Access to and from the tanker is safe (16.4)	<input type="checkbox"/> Yes	
20	Scuppers and savealls are plugged (23.7.4, 23.7.5)	<input type="checkbox"/> Yes	
21	Cargo system sea connections and overboard discharges are secured (23.7.3)	<input type="checkbox"/> Yes	
22	Very high frequency and ultra high frequency transceivers are set to low power mode (4.11.6, 4.13.2.2)	<input type="checkbox"/> Yes	
23	External openings in superstructures are controlled (23.1)	<input type="checkbox"/> Yes	
24	Pump room ventilation is effective (10.12.2)	<input type="checkbox"/> Yes	
25	Medium frequency/high frequency radio antennae are isolated (4.11.4, 4.13.2.1)	<input type="checkbox"/> Yes	
26	Accommodation spaces are at positive pressure (23.2)	<input type="checkbox"/> Yes	
27	Fire control plans are readily available (9.11.2.5)	<input type="checkbox"/> Yes	Location:

Part 4. Terminal: Checks After Mooring			
Item	Checks	Status	Remarks
28	Fendering is effective (22.4.1)	<input type="checkbox"/> Yes	
29	Tanker is moored according to the terminal mooring plan (22.2, 22.4.3)	<input type="checkbox"/> Yes	
30	Access to and from the terminal is safe (16.4)	<input type="checkbox"/> Yes	Method:
31	Spill containment and sumps are secure (18.4.2, 18.4.3, 23.7.4, 23.7.5)	<input type="checkbox"/> Yes	

ISGOTT CHECKS PRE-TRANSFER SHIP/SHORE SAFETY CHECKLIST

Date: DD MMM YYYY Time: hh mm am/pm

Port and Berth: OSPJ

Tanker: _____

Terminal: Shell Pandan

Product to be transferred _____

Part 5A. Tanker and Terminal: Pre-Transfer Conference

Item	Checks	Tanker Status	Terminal Status	Remarks
32	Tanker is ready to move at agreed notice period (9.11, 21.7.1.1, 22.5.4)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	Notice Period:
33	Effective tanker and terminal communications are established (21.1.1, 21.1.2)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	System: Walkie Talkie Backup System: Tel: +65 62632961
34	Transfer equipment is in safe condition (isolated, drained and depressurised) (18.4.1)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	Hoses & pressure gauges
35	Operation supervision and watchkeeping is adequate (7.9, 23.11)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	Location:
36	There are sufficient personnel to deal with an emergency (9.11.2.2, 23.11)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	Shore: Ship:
37	Smoking restrictions and designated smoking areas are established (4.10, 23.10)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	Nominated smoking rooms:
38	Naked light restrictions are established (4.10.1)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
39	Control of electrical and electronic devices is agreed (4.11, 4.12)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
40	Means of emergency escape from both tanker and terminal are established (20.5)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	Shore: Ship:

Part 5A. Tanker and Terminal: Pre-Transfer Conference

Item	Checks	Tanker Status	Terminal Status	Remarks
41	Firefighting equipment is ready for use (5, 19.4, 23.8)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	Test date:
42	Oil spill clean-up material is available (20.4)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	Location:
43	Manifolds are properly connected (23.6.1)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	Method:
44	Sampling and gauging protocols are agreed (23.5.3.2, 23.7.7.5)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
45	Procedures for cargo, bunkers and ballast handling operations are agreed (21.4, 21.5, 21.6)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
46	Cargo transfer management controls are agreed (12.1)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
47	Cargo tank cleaning requirements, including crude oil washing, are agreed (12.3, 12.5, 21.4.1)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	See also parts 7B/7C as applicable
48	Cargo tank gas freeing arrangements agreed (12.4)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	See also part 7C
49	Cargo and bunker slop handling requirements agreed (12.1, 21.2, 21.4)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	See also part 7C
50	Routine for regular checks on cargo transferred are agreed (23.7.2)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	Interval Hours:
51	Emergency signals and shutdown procedures are agreed (12.1.6.3, 18.5, 21.1.2)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	Shore: Ship:
52	Safety data sheets are available (1.4.4, 20.1, 21.4)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	Issued to:
53	Hazardous properties of the products to be transferred are discussed (1.2, 1.4)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	H ₂ S Content: Benzene Content:
54	Electrical insulation of the tanker/terminal interface is effective (12.9.5, 17.4, 18.2.14)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	

Part 5A. Tanker and Terminal: Pre-Transfer Conference

Item	Checks	Tanker Status	Terminal Status	Remarks
55	Tank venting system and closed operation procedures are agreed (11.3.3.1, 21.4, 21.5, 23.3.3)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	Tanks lids closed, fully bolted and no leaks from PV valves
56	Vapour return line operational parameters are agreed (11.5, 18.3, 23.7.7)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	Not Applicable Terminal not equipped with vapour return line
57	Measures to avoid back-filling are agreed (12.1.13.7)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	Method:
58	Status of unused cargo and bunker connections is satisfactory (23.7.1, 23.7.6)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	All unused manifold and cargo(s) to be fully bolted
59	Portable very high frequency and ultra high frequency radios are intrinsically safe (4.12.4, 21.1.1)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
60	Procedures for receiving nitrogen from terminal to cargo tank are agreed (12.1.14.8)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	Method:

Part 5B. Tanker and Terminal: Bulk Liquid Chemicals. Checks Pre-Transfer

Item	Checks	Tanker Status	Terminal Status	Remarks
61	Inhibition certificate received (if required) from manufacturer	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	Test date:
62	Appropriate personal protective equipment identified and available (4.8.1)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
63	Counter measures against personal contact with cargo are agreed (1.4)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
64	Cargo handling rate and relationship with valve closure times and automatic shutdown systems is agreed (16.8, 21.4, 21.5, 21.6)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
65	Cargo system gauge operation and alarm set points are confirmed (12.1.6.6.1)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
66	Adequate portable vapour detection instruments are in use (2.4)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
67	Information on firefighting media and procedures is exchanged (5, 19)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	Location:
68	Transfer hoses confirmed suitable for the product being handled (18.2)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
69	Confirm cargo handling is only by a permanent installed pipeline system	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
70	Procedures are in place to receive nitrogen from the terminal for inerting or purging (12.1.14.8)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	

Additional for Gas Tankers Checks Pre-Transfer

Part 5C. Tanker and Terminal: Liquefied Gas. Checks Pre-Transfer

Item	Checks	Tanker Status	Terminal Status	Remarks
71	Inhibition certificate received (if required) from manufacturer			
72	Water spray system is operational (5.3.1, 19.4.3)			
73	Appropriate personal protective equipment is identified and available (4.8.1)			
74	Remote control valves are operational			
75	Cargo pumps and compressors are operational			
76	Maximum working pressures are agreed between tanker and terminal (21.4, 21.5, 21.6)			Shore: Ship:
77	Reliquefaction or boil-off control equipment is operational			
78	Gas detection equipment is appropriately set for the cargo (2.4)			
79	Cargo system gauge operation and alarm set points are confirmed (12.1.6.6.1)			
80	Emergency shutdown systems are tested and operational (18.5)			
81	Cargo handling rate and relationship with valve closure times and automatic shutdown systems is agreed (16.8, 21.4, 21.5, 21.6)			
82	Maximum/minimum temperatures/pressures of the cargo to be transferred are agreed (21.4, 21.5, 21.6)			
83	Cargo tank relief valve settings are confirmed (12.11, 21.2, 21.4)			

Part 6. Tanker and Terminal: Agreements Pre-Transfer

Part 5 Item	Agreement	Details	Tanker Initials	Terminal Initials
32	Tanker maneuvering readiness	Notice period (maximum) for full readiness to maneuver: <input data-bbox="898 289 1156 386" type="text"/> Period of disablement (if permitted): <input data-bbox="898 401 1156 497" type="text"/>		
33	Security protocols	Security level: <input data-bbox="898 512 1156 609" type="text"/> Local requirements: <input data-bbox="898 623 1156 720" type="text"/>		
34	Effective tanker/terminal communications	Primary system: <input data-bbox="898 735 1156 831" type="text"/> Backup system: <input data-bbox="898 846 1156 942" type="text"/>		
35	Operational supervision and watchkeeping	Tanker: <input data-bbox="898 957 1156 1054" type="text"/> Terminal: <input data-bbox="898 1068 1156 1165" type="text"/>		
37 38	Dedicated smoking areas and naked lights restrictions	Tanker: <input data-bbox="898 1180 1156 1276" type="text"/> Terminal: <input data-bbox="898 1291 1156 1388" type="text"/>		
45	Maximum wind, current and sea/swell criteria or other environmental factors	Stop cargo transfer: <input data-bbox="898 1402 1156 1499" type="text"/> Disconnect: <input data-bbox="898 1514 1156 1610" type="text"/> Unberth: <input data-bbox="898 1625 1156 1722" type="text"/>		

Part 6. Tanker and Terminal: Agreements Pre-Transfer

Part 5 Item	Agreement	Details	Tanker Initials	Terminal Initials
45 46	Limits for cargo, bunkers and ballast handling	Maximum transfer rates: <input data-bbox="898 289 1156 386" type="text"/> Topping-off rates: <input data-bbox="898 401 1156 497" type="text"/> Maximum manifold pressure: <input data-bbox="898 512 1156 609" type="text"/> Cargo temperature: <input data-bbox="898 623 1156 720" type="text"/> Other limitations: <input data-bbox="898 735 1156 831" type="text"/>		
45 46	Pressure surge control	Minimum number of cargo tanks open: <input data-bbox="898 842 1156 938" type="text"/> Tank switching protocols: <input data-bbox="898 953 1156 1050" type="text"/> Minimum number of cargo tanks open: <input data-bbox="898 1064 1156 1161" type="text"/> Tank switching protocols: <input data-bbox="898 1176 1156 1272" type="text"/> Full load rate: <input data-bbox="898 1287 1156 1383" type="text"/> Topping-off rate: <input data-bbox="898 1398 1156 1495" type="text"/> Closing time of automatic valves: <input data-bbox="898 1509 1156 1606" type="text"/>		
46	Cargo transfer management procedures	Action notice periods: <input data-bbox="898 1619 1156 1715" type="text"/> Transfer stop protocols: <input data-bbox="898 1730 1156 1827" type="text"/>		

Part 6. Tanker and Terminal: Agreements Pre-Transfer

Part 5 Item	Agreement	Details	Tanker Initials	Terminal Initials
50	Routine for regular checks on	Routine transferred quantity checks: <input type="text"/>		
51	Emergency signals	Tanker: <input type="text"/> Terminal: <input type="text"/>		
55	Tank venting system	Procedure: <input type="text"/>		
55	Closed operations	Requirements: <input type="text"/>		
56	Vapour return line	Operational parameters: <input type="text"/> Maximum flow rate: <input type="text"/>		
60	Nitrogen supply from terminal	Procedures to receive: <input type="text"/> Maximum pressure: <input type="text"/> Flow rate: <input type="text"/>		

Part 6. Tanker and Terminal: Agreements Pre-Transfer

Part 5 Item	Agreement	Details	Tanker Initials	Terminal Initials
83	For gas tanker only: cargo tank relief valve settings	Tank 1: <input type="text"/>		
		Tank 2: <input type="text"/>		
		Tank 3: <input type="text"/>		
		Tank 4: <input type="text"/>		
		Tank 5: <input type="text"/>		
		Tank 6: <input type="text"/>		
		Tank 7: <input type="text"/>		
		Tank 8: <input type="text"/>		
		Tank 9: <input type="text"/>		
		Tank 10: <input type="text"/>		
XX	Exceptions and additions	Special issues that both parties should be aware of: <input type="text" value="TOM 5.2.5"/>		

Date: DD MMM YYYY Time: hh mm am/pm
 Port and Berth: OSPJ
 Tanker: _____
 Terminal: Shell Pandan
 Product to be transferred _____

Part 7A. General Tanker: Checks Pre-Transfer

Item	Checks	Status	Remarks
84	Portable drip trays are correctly positioned and empty (23.7.5)	<input type="checkbox"/> Yes	
85	Individual cargo tank inert gas supply valves are secured for cargo plan (12.1.13.4)	<input type="checkbox"/> Yes	
86	Inert gas system delivering inert gas with oxygen content not more than 5% (11.1.3)	<input type="checkbox"/> Yes	
87	Cargo tank high level alarms are operational (12.1.6.6.1)	<input type="checkbox"/> Yes	
88	All cargo, ballast and bunker tanks openings are secured (23.3)	<input type="checkbox"/> Yes	

Part 7B. Tanker: Checks Pre-Transfer if Crude Oil Washing (COW) is planned

Item	Checks	Status	Remarks
89	The completed pre-arrival crude oil washing checklist, as contained in the approved crude oil washing manual, is copied to terminal (12.5.2, 21.2.3)	<input type="checkbox"/> Yes	
90	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, 21.6)	<input type="checkbox"/> Yes	

ISGOTT CHECKS AFTER PRE-TRANSFER CONFERENCE SHIP/SHORE SAFETY CHECKLIST

For tankers that will perform tank cleaning alongside and/or gas freeing alongside

Part 7C. Tanker: Checks prior to Tank Cleaning and/or gas freeing			
Item	Checks	Status	Remarks
91	Permission for tank cleaning operations is confirmed (21.2.3, 21.4, 25.4.3)	<input type="checkbox"/> Yes	
92	Permission for gas freeing operations is confirmed (12.4.3)	<input type="checkbox"/> Yes	
93	Tank cleaning procedures are agreed (12.3.2, 21.4, 21.6)	<input type="checkbox"/> Yes	
94	If cargo tank entry is required, procedures for entry have been agreed with the terminal (10.5)	<input type="checkbox"/> Yes	
95	Slop reception facilities and requirements are confirmed (12.1, 21.2, 21.4)	<input type="checkbox"/> Yes	

DECLARATION

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

	Tanker	Terminal
Part 1A. Tanker: Checks Pre-Arrival	<input type="checkbox"/>	<input type="checkbox"/>
Part 1B. Tanker: Checks Pre-Arrival if using an Inert Gas System	<input type="checkbox"/>	<input type="checkbox"/>
Part 2. Terminal: Checks Pre-Arrival	<input type="checkbox"/>	<input type="checkbox"/>
Part 3. Tanker: Checks after mooring	<input type="checkbox"/>	<input type="checkbox"/>
Part 4. Terminal: checks after mooring	<input type="checkbox"/>	<input type="checkbox"/>
Part 5A. Tanker and terminal: pre-transfer conference	<input type="checkbox"/>	<input type="checkbox"/>
Part 5B. Tanker and terminal: bulk liquid chemicals. Checks pre-transfer	<input type="checkbox"/>	<input type="checkbox"/>
Part 5C. Tanker and terminal: liquefied gas. Checks pre-transfer	<input type="checkbox"/>	<input type="checkbox"/>
Part 6. Tanker and terminal: agreements pre-transfer	<input type="checkbox"/>	<input type="checkbox"/>
Part 7A. General tanker: checks pre-transfer	<input type="checkbox"/>	<input type="checkbox"/>
Part 7B. Tanker: checks pre-transfer if crude oil washing is planned	<input type="checkbox"/>	<input type="checkbox"/>
Part 7C. Tanker: checks prior to tank cleaning and/or gas freeing	<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 hrs. Hours for the tanker and not more than hrs. hours for the terminal.

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

Tanker		Terminal	
Name		Name	
Rank		Rank	
Signature		Signature	
Date	DD MMM YYYY	Date	DD MMM YYYY
Time	hhmm am/pm	Time	hh mm am/pm

REPETITIVE CHECKS

Part 8. Tanker: Repetitive Checks during and after Transfer										
Item Ref	Checks		Time	Time	Time	Time	Time	Time	Time	Remarks
Interval Time	hrs.	hrs	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	
8	Inert gas system pressure and oxygen recording operational		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
9	Inert gas system and all associated equipment are operational		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
11	Cargo tank atmospheres are at positive pressure		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
18	Mooring arrangement is effective		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
19	Access to and from the tanker is safe		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
20	Scuppers and savealls are plugged		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
23	External openings in superstructures are controlled		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
24	Pumproom ventilation is effective		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	

Part 8. Tanker: Repetitive Checks during and after Transfer

Item Ref	Checks		Time	Time	Time	Time	Time	Time	Time	Remarks
	hrs.	hrs	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	
28	Tanker is ready to move at agreed notice period		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
29	Fendering is effective		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
33	Communications are effective		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
47	Supervision and watchkeeping is adequate		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
48	Sufficient personnel are available to deal with an emergency		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
49	Smoking restrictions and designated smoking areas are complied with		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
50	Naked light restrictions are complied with		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
51	Control of electrical devices and equipment in hazardous zones is complied with		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	

Part 8. Tanker: Repetitive Checks during and after Transfer

Item Ref	Checks		Time	Time	Time	Time	Time	Time	Time	Remarks
Interval Time	hrs.	hrs	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	
52 53 54 51	Emergency response preparedness is satisfactory		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
54	Electrical insulation of the tanker/terminal interface is effective		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
55	Tank venting system and closed operation procedures are as agreed		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
85	Individual cargo tank inert gas valves settings are as agreed		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
86	Inert gas delivery maintained at not more than 5% oxygen		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
87	Cargo tank high level alarms are operational		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
Initials										

Part 9. Terminal: Repetitive Checks during and after Transfer

Item Ref	Checks		Time	Time	Time	Time	Time	Time	Time	Remarks
	hrs.	hrs	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	
18	Mooring arrangement is effective		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
19	Access to and from the terminal is safe		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
29	Fendering is effective		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
32	Spill containment and sumps are secure		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
33	Communications are effective		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
35	Supervision and watchkeeping is adequate		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
36	Sufficient personnel are available to deal with an emergency		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
37	Smoking restrictions and designated smoking areas are complied with		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	

Part 9. Terminal: Repetitive Checks during and after Transfer

Item Ref	Checks		Time	Time	Time	Time	Time	Time	Time	Remarks
Interval Time	hrs.	hrs	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	
38	Naked light restrictions are complied with		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
39	Control of electrical devices and equipment in hazardous zones is complied with		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
40 41 47 51	Emergency response preparedness is satisfactory		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
54	Electrical insulation of the tanker/terminal interface is effective		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
55	Tank venting system and closed operation procedures are as agreed		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
Initials										

The Master,

Terminal: Pandan Installation

MT _____

Date _____ Time _____

Sir,

OIL POLLUTION – REPUBLIC OF SINGAPORE

We wish to bring to your attention legislation contained in the "The Prevention of Pollution of the Sea Act 1990" and quote Part III Regulation 7. (1).

7.(1) "If any discharge of oil or any oily mixture occurs from a Singapore ship into any part of the sea or from any ship into Singapore waters, the Master, the owner and the agent of the ship shall each be guilty of an offence and shall each be liable on conviction to a fine of not less than S\$1,000 and not more than S\$1,000,000 or to imprisonment for a term not exceeding 2 years or to both"

In the event of any breach of the Prevention of Pollution of the Sea Act, 1990, 1991, 1999 or of port regulations you and your owners and/or agents will be held fully responsible to reimburse us for whatever expenses are incurred by us in cleaning up operations and any other costs which may result in consequence of such a breach.

Terminal Operations Supervisor

Master of Ship

for Shell Singapore Pte. Ltd.
Shell Eastern Chemicals (S)

The Master,

Terminal: Pandan Installation

MT _____

Date _____ Time _____

Sir,

LETTER OF PROTEST – SAFETY VIOLATION

Responsibility for the safe conduct of operations on board your ship whilst alongside our terminal rest with you as Master. We hereby serve you Notice of Protest as follows: -

Your ship was observed to violate the Safety Requirements of the Ship/Shore Safety Check List with regard to the following items: -

We hereby hold you fully responsible for the consequences arising from such violation(s) and reserve the right to stop the ship's cargo operations and/or order the ship off the berth, unless immediate remedial action is taken.

This notice will be brought to the attention of your Owners.

 Terminal Operations Supervisor
 for Shell Singapore Pte. Ltd.
 Shell Eastern Chemicals (S)

 Master of Ship

The Master,

Terminal: Pandan Installation

MT _____

Date _____ Time _____

Sir,

DISCHARGE PROCEDURE & MAXIMUM BACK PRESSURE ADVICE

Confirming our verbal conversation, please arrange to discharge your cargo in the following sequence/manner:

Grade	*Quantity (m ³ /mt)	Slow Pumping Rate Restriction		*Pigging Required After Completion		*Hose Clearance by N ₂ /Air After Completion	
		Time (mins)	Rate (m ³ /hr)				
				<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
				<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
				<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
				<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
				<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
				<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No

* Please delete as appropriate

Initial filling rate restriction

4" is 30 m³/hr

6" is 67 m³/hr

8" is 116 m³/hr

1. Please be informed that the safe maximum pressure of 7 bar shall not be exceeded when pumping any grade of oil through our cargo lines
2. Kindly inform shore of any stoppages and commencing time
3. Slow pumping rate restriction shall be applied for empty tank until level is 0.4m above unpumpable

Thank you for your co-operation

Terminal Operations Supervisor

Master of Ship

for Shell Singapore Pte. Ltd.
Shell Eastern Chemicals (S)

The Master,

Terminal: Pandan Installation

MT _____

Date _____ Time _____

Sir,

DISCREPANCY ON ARRIVAL/AFTER LOADING*

This is to record that there is a difference in quantity between the on-arrival quantity and the Bill of Lading figures.

Item	Grade	BL Figure (mt)	*On Arrival/After Loading Figure (mt)	% Difference
1				
2				
3				
4				

* Please delete as appropriate

We hereby give notice that you will be held responsible for all the costs arising from the loss.

Cc Pandan Terminal Manager
Supply Chain Coordinator

Terminal Operations Supervisor

Master of Ship

for Shell Singapore Pte. Ltd.
Shell Eastern Chemicals (S)

The Master,

Terminal: Pandan Installation

MT _____

Date _____ Time _____

Sir,

EQUIPMENT LOAN

We refer to the above matter.

As agreed, one (1) unit of walkie-talkie shall be loan to your ship for use during **loading/discharging*** operations.

Motorola Serial Number : _____

Battery Pack Number : _____

The said walkie-talkie shall be accepted by your good self on behalf of the ship/barge owner.

Please be ensure that the walkie-talkie is at all times handled with due care and shall be held liable for losses and damages including the cost of replacement or repair to the walkie-talkie caused by improper handling or negligent act. We serve the rights to deduct all cost and expenses suffered by us resulting from your liability as mentioned above.

* Please delete as appropriate

Terminal Operations Supervisor

Master of Ship

for Shell Singapore Pte. Ltd.
Shell Eastern Chemicals (S)

The Master,

Terminal: Pandan Installation

MT _____

Date _____ Time _____

Sir,

CREW SHORE LEAVE – LETTER OF UNDERTAKING

In line with the **IMO Convention, ILO – MLC 2006 & ISPS code – 2003 edition** regulations & legislation, with effect from 01 January 2018, crew member(s)/seafarer(s) shall be allowed shore leave. This new provision says there shall be no discrimination on grounds of nationality, race, color, sex, religion, political opinion, or social origin. Shore leave shall be granted, irrespective of the flag State of the ship.

Responsibility for the safe conduct of operations on board your ship whilst alongside at our terminal rest with you as Master. We would like to have your undertaking that you are responsible and accountable to ensure: -

- Crew(s)/seafarer(s) to obtain clearance from authority (Immigration Department)
- Master shall provide approved shore leave name list to Shell Shore Officer during Ship/Shore Safety Meeting. Name list shall indicate the time and date of embark/disembark to/from ship.
- Crew(s)/seafarer(s) are required to put on minimum personal protective equipment (PPE) standards (safety eyewear, safety helmet with chin strap, safety shoes, long sleeve uniform with reflective and life vest when embarking and/or disembarking from the ship to Shell approved launch(es).
- Crew(s)/seafarer(s) is/are to strictly adhere to Shell Life Saving Rules & Mobile phone policy whilst ship alongside at Shell Pandan Jetty.
- No contraband item(s) shall be brought in/out to/from the ship.
- All baggage(s) shall be inspected as per ISPS requirement(s).
- Hand carried item(s) are only allowed to be brought in/out to/from ship subject to approval by ship Security Officer.
- Shore leave shall only be permitted
 - during daylight hours (0700 – 1900 hrs)
 - Two (2) hours after commencement of cargo operation(s)
 - Two (2) hours before completion of cargo operation(s)

Terminal Operations Supervisor

for Shell Singapore Pte. Ltd.
Shell Eastern Chemicals (S)

Master of Ship

The Master,

Terminal: Pandan Installation

MT _____

Date _____ Time _____

CREW(S) MANNING

It is the Master responsibilities to comply and adhere with minimum manning requirement throughout ship stays at Shell Pandan Terminal.

- Master shall ensure and maintain 70% minimum manpower.
- A minimum of two (2) Senior Officers (from each department) shall be on board whilst operation in progress.

Terminal reserved the rights to **deny** last minute non-urgency request after the completion of Ship Shore Safety Meeting.

Item	Name	Designation	Date	Time	Remarks
1					
2					
3					
4					
5					

If we observe any infringement of these safety requirements, we shall hold you fully responsible for the consequences of any violation. This notice will be brought to the attention of your Owners. Please acknowledge receipt of this letter by signing all copies and returning the attached copy.

Terminal Operations Supervisor

Master of Ship

for Shell Singapore Pte. Ltd.
Shell Eastern Chemicals (S)

The Master,

Terminal: Pandan Installation

MT _____

Date _____ Time _____

Sir,

SAFETY LETTER – ELECTRICAL STORMS

Responsibility for the safe operations on board your ship whilst alongside at our terminal rest with you as Master.

We seek your full cooperation and understanding set out on the safety requirements as precaution from the risk of a lightning strike as recommended by OCIMF/ISGOTT undertaking that you are responsible and accountable to ensure: -

All cargo transfer operations, including the ballasting of non-gas-free cargo tanks shall stopped in the event of an approaching electrical storm. All tank openings, vent outlets, cargo and manifold valves will be closed until such time as the storm has passed.

In the event of:

1. Electrical Storm/Lightning at **8 km range** (Possibly thunder is heard, and/or lightning flash is observed)
 - Notify terminal staff and ship's Master
 - Alert ship to stand by for stopping cargo operations
 - Operations shall only resume when it is deemed safe

2. Electrical Storm/Lightning at **8 km range** (Lightning flash is followed by thunder less than 30 seconds later)
 - Stop all operations
 - Cargo operations should not resume until 30 minutes after the last observed lightning or clap of thunder
 - All terminal staff shall remain in shelter for the duration of the period that cargo is suspended under this condition

Terminal Operations Supervisor

for Shell Singapore Pte. Ltd.
Shell Eastern Chemicals (S)

Master of Ship

SHELL SINGAPORE PTE. LTD.

PANDAN INSTALLATION

APPROVED SMOKE ROOM

(Master/Chief Officer) *

Date

NO SMOKING OUTSIDE THIS AREA

Note: This sign to be displayed on the door to smoke room by Chief Officer.

* Please delete as appropriate

SHELL SINGAPORE PTE. LTD.

PANDAN INSTALLATION

APPROVED SMOKE ROOM

(Master/Chief Officer) *

Date

NO SMOKING OUTSIDE THIS AREA

Note: This sign to be displayed on the door to smoke room by Chief Officer.

* Please delete as appropriate

