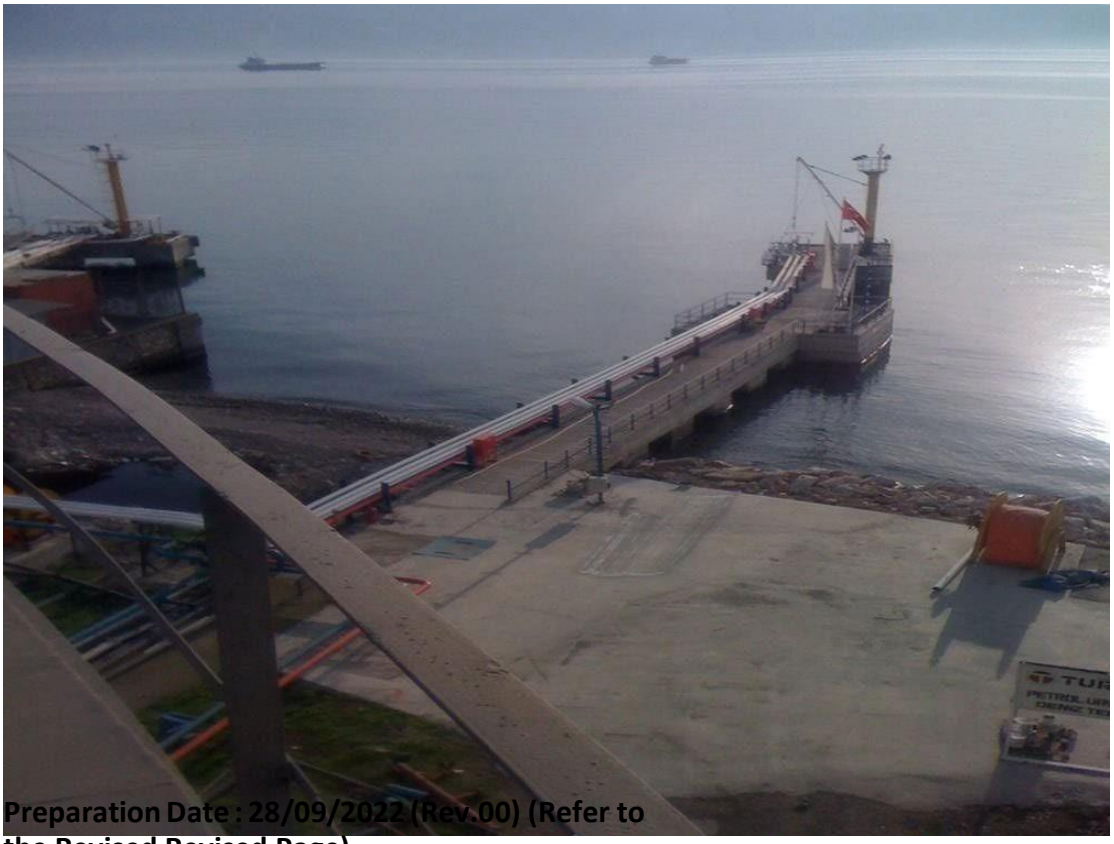
TP PETROL DAĞITIM A.Ş
- IZGIN TERMINAL
DANGEROUS GOODS HANDLING GUIDE



Preparation Date : 28/09/2022 (Rev.00) (Refer to the Revised Revised Page)

Name Surname : Mustafa Yüksel TENLİK
Sign

Seal

OPERATOR : TP PETROL DAĞITIM A.Ş / İZGİN DEPOCULUK LTD ŞTİ.

REVISION PAGE

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				Name Surname	Signature
1	1	Company Officer, DGSA	26.09.2023	Mustafa Yüksel TENLİK	
2	2	DGSA	08.07.2024	Sümeyye YILDIZ	
3	3	DGSA	29.01.2025	Sümeyye YILDIZ	
4	4	DGSA	03.02.2025	Sümeyye YILDIZ	
5	5	General information	18.04.2025	Sümeyye YILDIZ	
6	6	Equipment list, PPE list revision	01.08.2025	Mustafa Yüksel TENLİK	
7	7	Corporate logo change	07.11.2025	Sümeyye YILDIZ	
8	8	Personnel Overhaul	08.10.2026	Mustafa Yüksel TENLİK	

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1 ENTRY

1.1. The entry and presence of dangerous cargoes in port areas and any consequential handling should be controlled to ensure the general safety and security of the area, the containment of the cargoes, the safety of all persons in or near the port area, and the protection of the environment.

1.2. The safety of life at sea and the safety and security of a ship, its cargo and its crew in a port area are directly related to the care which is taken with dangerous cargoes prior to loading or unloading, and during their handling.

1.3. These Recommendations are confined to dangerous cargoes which are in a port area as part of the transport chain. These Recommendations do not apply to dangerous substances which are used in a port area or are for general storage in the port area, but Governments may wish to control such use and storage by national legal requirements. Should a substance covered by either of these exclusions subsequently be shipped, these Recommendations should then be applied, even though the substance is already in the port area.

1.4. An essential pre-requisite for the safe transport and handling of dangerous cargoes is their proper identification, containment, packaging, packing, securing, marking, labelling, placarding and documentation. This applies whether the operation takes place in a port area or at premises away from a port area.

1.5. Whilst the total transport chain includes inland, port and marine elements, it is essential that every care is taken by those responsible for the matters in 1.4 and that all relevant information is passed to those involved in the transport chain and to the final consignee. Attention should be paid to the possible differing requirements for different modes of transport.

1.6. The safe transport and handling of dangerous cargoes is based on correct and accurate application of regulations for transport and handling of such cargoes and depends on appreciation by all persons concerned of the risks involved and on the full and detailed understanding of the regulations. This can only be achieved by properly planned and carried out training and retraining of persons concerned.

1.7. The codes and guides are under continuous review and are regularly revised. It is essential that only the most up-to-date editions are used. The contents of these codes and guides have been repeated in these Recommendations only to the extent necessary.

1.8. In preparing this guide IMDG CODE, IMO 1216 CR. and ERG 2020 documents have been applied to and the informations are used.

1.1 Port Facility Information Form

The general information of the property is as follows in the property information form provided below.

1	Facility operator name/title	TP PETROL DAĞITIM A.Ş / İZGİN DEPOCULUK LTD ŞTİ		
2	Contact details of the property operator (address, telephone, fax, e-mail and web page)	ATALAR MAHALLESİ, HAYAT SK.NO:5 KÖRFEZ/KOCAELİ Tel : 0 262 5281237 Faks : 0 262 5285852		
3	Name of the Port facility	TP PETROL DAĞITIM A.Ş -İZGİN TERMİNALİ		
4	The province where the facility is located	KOCAELİ		
5	Contact details of the property (address, telephone, fax, email and web page)	ATALAR MAHALLESİ, HAYAT SOK. NO:5 KÖRFEZ/KOCAELİ Tel : 0 262 5281237 - Faks : 0 262 5285852		
6	Geographical area where the property is located	MARMARA		
7	Regional Port Authority to which the facility is affiliated and contact details	KOCAELİ BÖLGE LİMAN BAŞKANLIĞI		
8	The Municipality to which the facility is affiliated and contact details	KÖRFEZ BELEDİYE BAŞKANLIĞI		
9	Name of the Free Zone or Organized Industrial Zone where the facility is located			
10	Validity date of Port Facility Operation Permit/Temporary Operation Permit Certificate	13-11-2026		
11	Operating status of the facility (X)	Own cargo and additional 3rd party (X)	Own cargo (...)	3rd Party (...)
12	Name and surname of the property manager, contact details (telephone, fax, e-mail)	Mustafa Yüksel TENLİK Tel : 02625281237 0533 8149756 Faks : 02625285852 E-Posta: mytenlik@tppd.com.tr		
13	Name and surname of the facility's hazardous cargo operations officer, contact details (telephone, fax, e-mail)	Mustafa Yüksel TENLİK Tel : 02625281237 0533 8149756 Faks : 02625285852 E-Posta: mytenlik@tppd.com.tr		
14	Name and surname of the facility's Dangerous Goods Safety Consultant, contact details (telephone, fax, e-mail)	Tuna DOĞRU Tel: 0533 915 7349 E-Posta: tuna.dogru@tehlikeler.com.tr		
15	Port Facility Sea coordinates	pier light: 40° 45' 16 K * 29° 51' 51 E Pier Buoy - East : 40° 45' 16 K * 29° 51' 53D Starboard Buoy -West : 40° 45' 15 K * 29° 51' 59 E		
16	Types of dangerous goods handled at the facility (MARPOL Oct-I, IMDG Code, IBC Code, IGC Code, Loads covered by IMSBC Code, Grain Code, TDC Code, asphalt/bitumen and scrap loads)	The loads covered by the Marpol and IBC Code and the following loads are fixed UN1202 DIESEL FUEL UN1230 METHANOL UN1824 SODIUM HYDROXIDE SOLUTION UN1170 ETHANOL (ETHYL ALCOHOL) or ETHANOL SOLUTION (ETHYL ALCOHOL SOLUTION) UN3082 ENVIRONMENTALLY HAZARDOUS SUBSTANCE, LIQUID, B.B.B.		

17	Dangerous cargoes handled at the facility (Loads other than the IMDG Code from the types of cargo in Article 16 will be written separately. Additional cargo request will be forwarded to the Regional Port Authority with Annex-1 form. Will be added to TGHR when deemed appropriate)	-
18	Classes for handling cargo subject to IMDG Code	Class 3 ,9, 8
19	IMSBC Subject to Code, groups in the characteristic table for Cargo handled	Dangerous Solid Bulk Cargo (IMSBC Code) is not handled.
20	Types of ships that can dock at the facility	Oil and Chemical Tankers
21	Distance of the facility to the main road (kilometers)	500 meter
22	Distance of the property to the railway (kilometers) or railway connection (Yes/None)	3 km None
23	Name of the nearest airport and distance from the property (kilometers)	Sabiha Gökçen Airport 50 km.
24	Load handling capacity of the plant	250.000 Ton/Year
25	(Ton/Year; TEU/Year; Vehicle/Year)	No
26	Whether scrap handling is carried out at the plant	No
27	Is there a border crossing? (Yes/No)	No
28	Is there a custom field? (Yes/No)	Yes
29	Load handling equipment and capacities	Storage Tanks with Pipelines - 35.668 m^3 (Warehouse)
30	Storage tank capacity (m3)	None
31	Outdoor storage (m2)	None
32	Semi-enclosed storage (m2)	-
33	Indoor storage (m2)	None
34	Designated fumigation and/or fumigation clearance area (m2)	-

35	Name/title of the pilotage and trailer services provider contact details	Has Klavuzculuk – Römorkor ve Klavuzluk A.Ş.	
36	Has a Security Plan been published? (Yes/No)	Yes	
37	Waste Reception Facility capacity	Waste Type	Capacity (m3)
		-	

38	Features of docks/piers, etc :

Dock/Pier No	Height (meters)	Width (meters)	Maximum water depth	Minimum water depth	Largest berth-up vessel (DWT/GRT)
1	46,5	6	8	6.5	15.000

Pipeline			
The Name of the Pipeline	Number Of	Length	Diamenter
Chemical and Fuel Pipes	6	400	6”

1.2 Loading/unloading, handling and storage procedures for dangerous cargoes handled and temporarily stored at the port facility

General

1.2.1.1 Hazardous Liquid Bulk Cargoes at Our Shore Facility

- UN1202 DIESEL FUEL
- UN1230 METHANOL
- UN1824 SODIUM HYDROXIDE SOLUTION
- UN1170 ETHANOL (ETHYL ALCOHOL) or ETHANOL SOLUTION (ETHYL ALCOHOL SOLUTION)
- UN3082 ENVIRONMENTALLY HAZARDOUS SUBSTANCE, LIQUID, B.B.B.

Marpol and IBC are handled within the scope of the code.

1.2.1.2 Fulfillment of the conditions specified below is provided as regards handling the dangerous cargoes coming to the port facility, keeping them temporarily at the port facility, making their stowage and segregation and storage for safety of the port facility, employees and ships at the port facility.

1.2.1.2.1 A coordination meeting is being held at least 1 day prior to the acceptance out of routine dangerous cargoes to the port facility and Terminal Manager, Operations, Site Planner, SEÇ, TMGD and other related persons participate to the meeting is provided. (The resolution to hold such a meeting can be given through the Supply Directorate, Terminal, HSE, TMGD departments regarding the dangerous cargoes handled routinely which are accepted to the port)

1.2.1.2.2 Following issues will be discussed during the coordination meeting with regard to the dangerous cargo (es) to be accepted to the port:

1. Risk arising from dangerous cargo
2. Interaction with dangerous cargo existing at the port facility,
3. Interaction with cargoes planned to be accepted to the port facility in the near future,
4. Conditions for stowage
5. Conditions for segregation
6. Requirement of materials and equipment with respect to emergency response
7. Sufficiency of emergency response equipment's
8. Interaction with the neighboring area (s)

The issues mentioned above are discussed within the scope of current IMDG CODE documents and a management decision for accepting/rejecting are taken.

1.2.1.2.3 If a decision is taken at the meeting in favor of accepting the dangerous cargo, management, operation, storage, safety and emergency response departments is notified and the necessary preparations and acceptance process is commenced.

1.2.1.2.4 If it is required to notify the District Regional Port Authority, the situation is notified to the Regional Port Authority in writing by specifying the reasons.

1.3 Procedures for safe handling of dangerous liquid bulk cargoes

1.3.1 Application

1.3.1.1 Dangerous liquid bulk cargoes are handled at pipeline available in the pier within our port facility.

1.3.1.2 The cargo notification, which is not specified in the Dangerous Goods Handling Guide in effect at the Port Facility and is planned to be handled at the facility, is made to the Port Authority with the relevant form.

Suitable shipping name		
If there is a UN Number and Class The group in the ID/Characteristic table		
Type of load And of course the code that it is	Dangerous Liquid Bulk Cargoes (Petroleum and Petroleum Derivatives- MARPOL Oct-1)	UN 1202, 3, PG III
	Dangerous Liquid Bulk Cargoes (Chemical and Similar-(IBC Code)	UN1230, 3, PG II UN 1824, 8, PG II UN 1170, 3, PG II UN 3082, 9, PG III
	Dangerous Liquid Bulk Cargoes (Liquefied Gas-IGC Code)	
	Packaged Dangerous Goods-(IMDG Code)	
	Dangerous Solid Bulk Loads- (IMSBC Code)	

Additional Safety Data Sheet

Dangerous Goods Safety
First Name/Surname/Signature

Advisor Port Facility Authority
First Name/Last Name/Signature

1.3.1.3 In the operation meeting held the day before, the equipment, number of posts, dock and crew to be used are determined. The Safety Data Form (SDS) of the cargo is given to the facility authority or HSE department in the notification of the ship by the agency at least 3 days in advance.

1.3.1.4 After the ship is safely tied to the pier with the help of pilots and warp, safety investigation is carried out on the ship. If any unsafe situations are observed, notifications are made to the people responsible for the ship and measures are taken accordingly. Unloading equipment and appropriate pipe selection are made by the person responsible for operations. ISGOTT 6 Ship/Port Safety Control List is undersigned mutually. A communication network is built between the ship and the port facility.

1.3.1.5 Employees wait beside the flexible hoses which connected to the ship. They work in cooperation with the ship personnel for the connection of liquid cargo to entry/exit manifolds of the ship.

1.3.1.6 Appropriate pressure adjustment is made with the ship. Overflow of tanks are avoided, and the ship personnel are provided with required information, and the line is cut under dangerous situations.

1.3.2 Requirements

1.3.1.7 Gas detectors which will detect gas leakages to occur at the port facility is kept ready after being calibrated and made ready to use.

1.3.2.3 Required notices and warning signs are placed around the area where handling is done. Related personnel wear personal protective clothing and outfits in accordance with work health and safety requirements at dangerous places and under dangerous conditions. Personnel who don’t have protective clothing and adequate equipment in line with their job descriptions and their working areas are not employed.

1.3.2.4 Periodic repair/maintenance and calibration works of devices to be used are made and certificates, journals or ledgers of records are kept updated.

1.3.2.5 First aid equipment's to be used during intervention are placed at a place known by the personnel which is easily accessible in case of emergency or accidents.

1.3.2.6 Communication equipment which can be used safely during loading or unloading operations of liquid bulk dangerous cargoes in flammable or explosive environments are used at the port facility.

1.3.2.7 Flexible hoses used in loading or unloading liquid bulk dangerous cargoes is controlled by a certificate specifying the approval of type as well as pipe type, maximum working pressure of the pipe and production month and year of the pipe. Repair and maintenance work and testing of the said pipes are carried out as per the criteria stated in ISGOTT 6 and relevant records shall be kept. Houses to be used in loading or unloading operations which are not in service are kept according to the criteria specified by ISGOTT 6.

1.3.2.8 Adequate number of electrical insulation flanges for the flexible hoses and loading arms used in loading or unloading operations of liquid bulk dangerous cargoes.

1.3.2.9 Liquid bulk dangerous cargoes are carried in a manner that prevents any dangerous interaction with incompatible materials in other cargoes.

1.3.2.10 Shift supervisors of port facilities where liquid bulk dangerous cargoes are handled are responsible of notifying issues as regards additional safety and safety measures which have to be taken at port facility.

1.3.2.11 Operations Engineer and Shift Supervisor are responsible for the handling of liquid bulk cargoes at our port facility and their duties are specified in the quality management system and they act in accordance with the said quality management system.

1.3.2.12 The master of a ship and the Operations Officer, within their respective areas of responsibility, should have immediately made available the following information with respect to each liquid bulk cargo transported in cargo operations and emergency cases to the Regional Port Authority and other involved parties:
1.3.2.12.1 Information to be provided by the ship master.

1.3.2.12.1.1 The product name of the dangerous cargo, the UN number (where available) and a description of the relevant physical and chemical properties (including reactivity).

1.3.2.12.1.2 Procedures for cargo transfer, slop transfer, gas-freeing, inerting, ballasting, de- ballasting and tank cleaning.
1.3.2.12.2 Information to be provided by Operations Officer.

1.3.2.12.1.3 Information as to specific equipment required for safe handling and loading or unloading of certain cargoes and emergency response procedures including the following issues:

1) Steps to be taken in cases of pouring or leakage as specified in Emergency Plans,

2) Measures to be taken to prevent people from contacting dangerous cargoes accidentally within the scope of Emergency Plan and Work Health and Security,

3) Firefighting procedures as specified in Emergency Plan and the appropriate communication systems to be used in cases of fire.

1.3.2.13 It is ensured that, before and during handling and loading or unloading operations of liquid bulk dangerous cargoes at any berth on the shore, appropriate warning notices, preferably pictograms, are placed at all entrances and approaches to the berth.

1.3.2.14 Continuous communication is ensured during the handling and loading or unloading of dangerous liquid bulk cargos, through Marine Band Channel 16 and from the work channel specified in the protocol and effectiveness of communication is ensured during the cargo operations.

1.3.3 Pipe installations used for liquid bulk dangerous cargoes

1.3.3.1 Flexible hoses:

1.3.3.1.1 Flexible hoses is used for cargo by considering the temperature and suitability and not be used for other than these cargoes.

1.3.3.1.2 If they are prone to be damaged by impact they are protected accordingly.

1.3.3.1.3 Electrically continuous is provided at pipeline, except for the inclusion of an insulating flange or non-conductive spool piece when used for the transfer of a flammable liquid. The pipeline on the seaward side of the insulating section should be electrically continuous to the ship, and that on the landward side should be electrically continuous to the jetty earthing system. The insulating flange is tested in accordance with chapter 17 of ISGOTT 6.

1.3.4 Operations Officer will do the following:

1.3.4.1 Taking adequate precautions to prevent a short-circuit of the insulating section

1.3.4.2 Inspection and testing the insulating and earthing systems at appropriate intervals to ensure their effectiveness

1.3.4.3 Taking actions in accordance with appropriate checklists in the International Safety Guide for Oil Tankers and Terminals (ISGOTT 6).

1.3.5 Sources of ignition

1.3.5.1 Operations Officer should ensure that the master of a ship is notified of any conditions which may require precautions to be taken for avoidance of sources of ignition on the ship such as galley stoves or cooking appliances with non-immersed elements.

1.3.6 Containment of spillage

1.3.6.1 The berth operator is ensured that all drain holes and pipes and all other drains of any kind on the jetty, where liquid bulk dangerous cargoes might escape in case of an accident, are closed before handling commences and are kept closed during the whole of the period of the handling of liquid bulk dangerous cargoes.

1.3.7 Handling

1.3.7.1 Flexible hose

1.3.7.1.1 The master of a ship and the person responsible for operation within their respective areas of responsibility:

.1. No Flexible hose is used for cargoes other than those for which it is suitable, having regard to the temperature and compatibility of such cargoes, or at any working pressure for which it is unsuitable.

.2. Each type of Flexible hose complete with end fittings has been prototype tested and a certificate provided to show the bursting pressure. Prototype hoses may not be used in service.

.3. Before being placed in service, each Flexible hose supplied should be hydraulically tested in accordance with the requirements of the regulatory authority

.4. Before being put into use on any day a Flexible hose is visually inspected. Flexible hoses is inspected at frequent intervals during operations.

.5. Documents showing the type of hose, its specified maximum working pressure and its month and year of manufacture will be kept at the facility.

.6. It is ensured that there are adequate electrical insulation flanges and the length of each Flexible hose is sufficient to satisfactorily operate within the defined operating envelope without overstressing the terminal connections

.7. A Flexible hose rigged for the handling of liquid bulk dangerous cargoes is kept under adequate supervision

8. It is ensured that there are adequate procedures for the disconnection of the Flexible hose in the event of an emergency, to protect the environment, personnel safety and equipment.

1.3.8 Preliminary precautions

1.3.8.1 The master of a ship and berth operator within their respective areas of responsibility ensure that cargo handling controls, gauging systems, emergency shutdown and alarm systems, where applicable, have been tested and found to be satisfactory before cargo handling operation begins

1.3.8.2 The master of a ship and berth operator ensures before liquid bulk dangerous cargoes are pumped into or out of a ship from or into a shore installation agree in writing on the handling procedures including the maximum loading or unloading rates taking into account:

1.3.8.2.1 The arrangement, capacity and maximum allowable pressure of the ship's cargo lines and the shore pipelines.

1.3.8.2.2 The arrangement and capacity of the vapor venting system.

1.3.8.2.3 The possible pressures increase due to emergency shut-down procedures.

1.3.8.2.4 The possible accumulation of electrostatic charge; and

1.3.8.2.5 The presence of responsible persons during startup operations on board ship and ashore

1.3.8.3 Complete and sign an appropriate safety check list showing the main safety precautions to be taken before and during such handling operations

1.3.8.4 Agree in writing the action to be taken and the signals to be used in the event of an emergency during handling operations; and

1.3.8.5 Ensure appropriate safety equipment and clothing are used.

1.3.8.6 The berth operator should ensure that starter controls on all bulk liquid transfer pumps are locked in the “off” position, or located at a facility accessible only to authorized personnel

1.3.8.7 The berth operator ensure that starter controls on all bulk liquid transfer pumps are locked in the “off” position, or located at a facility accessible only to authorized personnel.

1.3.8.8 “Ship/Shore Safety checklist” in International Safety Guide for Oil Tankers and Terminals (ISGOTT) is completed and signed according to “Guidelines for completing Ship/ Shore Safety checklist”.

1.3.9 Pumping

1.3.9.1 The master of a ship and berth operator within their respective areas of responsibility ensure that:

1.3.9.1.1 Frequent checks are made to ensure that the agreed back-pressures and loading or unloading rates are not exceeded,

1.3.9.1.2 All reasonable care is taken to prevent all relevant pipelines, loading arms, Flexible hoses and associated equipment on board the ship and ashore from developing a leak, and that they are kept under adequate supervision during the handling of liquid bulk dangerous cargoes,

1.3.9.1.3 Effective communication between the ship and the shore installations is maintained throughout the handling operations,

1.3.9.1.4 The safety check list is available for inspection throughout the handling operations,

1.3.9.1.5 During the handling of liquid bulk dangerous cargoes, arrangements are made for the gauging of ships’ tanks to ensure that no tank is overfilled,

1.3.9.1.6 Responsible persons are present during operations on board ship and ashore,

1.3.9.1.7 Ensure that appropriate safety equipment and clothing are used,

1.3.10 Completion of operation

1.3.10.1 The master of a ship and berth operator within their respective areas of responsibility ensure that after the completion of every transfer of liquid bulk dangerous cargoes the valves of the discharging and receiving cargo spaces and tanks are closed and any residual pressure in the relevant pipelines, loading arms and Flexible hoses is released, they also ensure that:

1.3.10.1.1 Prior to the disconnection of the flexible pipelines from the ship it is drained of liquids and the pressure is relieved,

1.3.10.1.2 All safety precautions are taken, including the blanking off the ship manifold connection and the shore pipeline,

1.3.10.1.3 Appropriate safety equipment and clothing are used.

1.3.3 Cleaning of previous load residues remaining on the line and tank

When it comes to handling different loads on the same line, the line is cleaned with water and, if necessary, the relevant solutions and made ready for the next operation in order to clean the previous load residues remaining in the line and tank and not to cause any reaction. The tank is emptied and cleaned after the gas free process and different loads start to be stored.

1.3.12 Others

1.3.12.1 The port facility operator is responsible for ensuring that all relevant equipment, which is the basis for the issuance of the Dangerous Goods Conformity Certificate for the port facility, is appropriate and operational, necessary maintenance, attitude and repairs are made and kept in a safe and continuous working conditions.

1.3.12.2 If they lose their operational capability for any reason, they notify the district Regional Port Authority, and if equipment failures prevent operations at the facility, they notify the ship and cargo authority they serve.

As a Dangerous Goods Safety Advisor, I confirm its eligibility

Signature

2 RESPONSIBILITIES

All parties within the dangerous cargo transportation activities are obliged to take all necessary measures to transport safely, securely and environmentally friendly, to avoid accidents and to reduce the damage as little as possible, if an accident occurs.

2.1 General responsibilities of all sides

2.1.1 To make safe transportation safe and environmentally harmless, to prevent accidents and to ensure that all necessary measures are taken to minimize the damage as much as possible when an accident occurs.

2.1.2 In emergency situations such as fire, leakage, spills that occur during the transportation of dangerous cargoes, to benefit from the EmS Guide including Emergency Response Methods and Emergency Schedules for Ships Carrying Dangerous Goods.

2.1.3 To benefit from the Medical First Aid Guide (MFAG) included in the IMDG Code annex in order to properly provide the necessary medical first aid to persons affected by the damage of dangerous loads and to health problems caused by accidents involving these cargoes.

2.2 Responsibilities of the cargo authority

2.2.1 Prepare mandatory documents, info and documents related to dangerous cargoes and to ensure that these documents are present with the cargo during transportation activity.

2.2.2 To ensure that dangerous cargoes are classified, packaged, marked, labelled and plated in accordance with their type.

2.2.3 To ensure that dangerous cargo is loaded, stacked and securely fastened in accordance with the rules and in accordance with the rules in approved packaging and cargo transport units.

2.3 Responsibilities of the carrier

2.3.1 Request mandatory documents, information and documents related to dangerous cargo from the cargo person concerned and ensure that they are present with the cargo during the transportation activity.

2.3.2 To check the regulatory compliance of dangerous cargoes classified, packaged, marked, labelled and plated by the cargo subject.

2.3.3 To check that dangerous cargoes are packaged in accordance with the rules using approved packaging and cargo handling units, that they are safely loaded into the cargo transport unit and that they are securely fastened.

2.4 Responsibilities of the port facility operator

2.4.1 Not to approved ships carrying dangerous cargoes at port facility without the permission of the Regional Port Authority.

2.4.2 The "Port Facility Rules" prepared within the scope of the facility rules, cargo handling rules and relevant legislation shall notify the ship to be will approach via the ship agency or via e-mail.

2.4.3 It does not handle dangerous cargoes for which it has not received permission from the Administration and does not victimize the ships that will dock by planning in this context.

2.4.4 Requires mandatory documents, info and documents related to dangerous cargoes from the cargo owner and ensures that they are found together with the cargo. To decide whether to accept or handle the dangerous cargo if the relevant documents, information and documents cannot be provided by the cargo person.

2.4.5 To share all the data that may be required according to the characteristics of the cargo with the ship owner and to reconcile the loading or unloading operation in accordance with the legislation and rules. Not to make changes in the operation without knowledge of the ship's contact.

2.4.6 To determine the operating limits, taking into account the safe working capacity of the facility and the weather forecasts. To take the necessary precautions to keep the ship safely connected to the port and to carry it out. To Set limits in the "Ship Emergency Evacuation" plan.

2.4.7 Check the transport document containing information that the dangerous cargoes arriving at the facility have been properly classified, packaged, marked, labelled, plated and safely loaded into the cargo transport unit.

2.4.8 To ensure that the personnel involved in the handling of dangerous goods and the planning of this handling are certified by receiving the necessary training. To not assign non- certified personnel to these operations.

2.4.9 Ensure that dangerous cargo handling equipment at the facility is operational and that relevant personnel are trained and certified in relation to the use of such equipment.

2.4.10 To ensure that personnel use personal protective equipment appropriate to the physical and chemical characteristics of the dangerous cargo by taking occupational safety measures in the port facility.

2.4.11 To ensure that activities related to dangerous cargo are carried out in areas established in accordance with these works.

2.4.12 To equip the interface reserved for ships to load or unload dangerous liquid bulk cargoes with installations and equipment suitable for this work.

2.4.13 Keep an up-to-date list of all dangerous cargoes on board ships docked at the facility and in indoor and outdoor areas at the facility. To provide this information to the relevant persons upon request.

2.4.14 To inform the Regional Port Authority about the immediate risk posed by the dangerous cargo handled or temporarily stored at the facility and the measures taken for this with the document "Risk assessment for Dangerous Cargoes". To revise this document at least once every 3 years.

2.4.15 To report accidents related to dangerous cargoes, including accidents at the entrance to closed areas, to the Regional Port Authority.

2.4.16 To provide the necessary support and cooperation in the controls and inspections carried out by the administration and the Regional Port Authority.

2.4.17 To take fire, environmental and other safety measures appropriate to the class of dangerous cargo in the area where the operation is made. In the areas where dangerous loads are handled, fire extinguishing systems and first aid units are ready for use at any time and the necessary controls are periodically carried out.

2.4.18 Obtain permission from the Regional Port Authority in accordance with the "Hot Work Working Procedure" before the hot work and operations to be carried out in the areas where dangerous cargoes are handled and temporarily stored.

2.4.19 Prepare an emergency evacuation plan for the evacuation of ships from port facility in case of emergency. Submit the prepared ship emergency evacuation plan to the Regional Port Authority.

2.4.20 To ensure that the internal loading of the load carrying units is carried out in accordance with the loading safety rules at the facility.

2.5 Responsibilities of the ship's contact person

2.5.1 To ensure that the cargo to be carried by the ship is certified as suitable for carriage and that the cargo holds, cargo tanks and cargo handling equipment are in a condition suitable for cargo transportation.

2.5.2 To request all mandatory documents, information and documents related to dangerous cargo from the cargo owner and to ensure that they are present with the cargo during the transportation activity.

2.5.3 To ensure that the documents, information and documents required to be present on board the ship in relation to dangerous cargo within the scope of legislation and international conventions are appropriate and up to date.

2.5.4 To check the transport document containing information that the cargo transport units loaded on the ship are properly marked, plated and safely loaded.

2.5.5 To inform the relevant ship personnel about the risks of dangerous cargo, safety procedures, safety and emergency measures, response methods and the like.

2.5.6 To keep up-to-date lists of all dangerous cargoes on board and to make declarations to the relevant persons upon request.

2.5.7 To ensure that the loading program, if any, on board is approved and certified and kept operational.

2.5.8 To inform the Regional Port Authority and the port facility of the immediate risk posed by the dangerous cargo on board the vessel docking the shore facility and the measures taken to prevent it.

2.5.9 Refusal to accept the dangerous cargo to carry in the event of a leak in the dangerous cargo or if there is such a possibility.

2.5.10 Report dangerous cargo accidents that occur on board the vessel while sailing or on port facility to the Regional Port Authority.

2.5.11 To provide the necessary support and cooperation in the controls and inspections carried out by the administration and the Regional Port Authority.

2.5.11 Not to accept to carry dangerous cargoes that are not included in the ship certificates issued by the relevant institutions and organizations.

2.5.12 To ensure that shipowners in charge of handling dangerous goods use personal protective equipment appropriate to the physical and chemical properties of the cargo during handling.

2.5.13 To ensure the requirements for the safety of loading of cargoes loaded on the vessel.

2.6 Training Responsibilities

2.6. 1 The procedures and principles related to the training to be received by the personnel working in the port facilities handling the cargo in accordance with the Regulation on the Transport of Dangerous Cargo by Sea and the Safety of Loading shall be determined by the Administration.

2.6. 2 The Administration shall carry out the necessary work for the implementation of IMO training that are required by IMO or, if deemed appropriate by the Administration, are advisory.

2.6. 3 If the knowledge and skills of the personnel are found to be insufficient during the inspections carried out in the port facilities, the Administration may request that the training be repeated.

2.6. 4 For the practical applications of the training within the scope of training questions, the opportunities of the Ministry are primarily utilized.

2.7 Loading Safety Responsibilities

2.7.1 The Regional Port Authority stops the handling operation at the port facility when it deems any risk and does not start it until the risk is eliminated.

2.7.2 The ship cannot be loaded more than the loading limit, taking into account the loading limit brand. In the event of such a situation, the ship is not allowed to sail and administrative action is taken against the ship owner within the scope of the regulation.

2.7.3 It is the responsibility of the ship to monitor the load and ballast water arrangement throughout the loading or unloading operation so that the structure of the ship is not subject to excessive stress.

2.7.4 Care is taken by the port and the ship to ensure that the slope is uninclined, but if a slope (tilt) is required during loading, it is ensured that it is as short as possible. In order to avoid structural damage to the vessel, the approved stability curl is ensured to be properly balanced, loading and unloading.

2.7.5 In adverse meteorological and oceanographic conditions that may affect the cargo handling operation, the handling operation shall be suspended by the captain until the conditions improve.

3 RULES AND MEASURES TO BE APPLIED BY THE PORT FACILITY

The rules and measures set out in this section are set out in the 1,4,6,7,8,9,10 chapters, of this guide. Details are set out in the Emergency plan, the Ship Emergency Evacuation plan, the Port Rules booklet for ships, the Risk Assessment document for Dangerous Cargoes, the Hot Work procedure and the Accident Prevention Policy. The infrastructural requirements have been provided by our port facility.

3.1 Berthing

3.1.1 Adequate and safe mooring facilities are provided; and

3.1.2 Adequate safe access is provided between the ship and the shore.

3.2 Survey

3.2.1 The port operator should ensure that areas where packages or cargo transport units are kept are properly supervised and packages or cargo transport units are regularly inspected for leakage or damage. Any leaking package or cargo transport units should only be handled under the supervision of a responsible person.

3.2.2 The port operator should ensure that no person, without reasonable cause, opens or otherwise interferes with any freight container, tank-container, portable tank or vehicle containing dangerous cargo. When a freight container, tank-container, portable tank or vehicle is opened by a person authorized to examine its contents, the port operator should ensure that the person concerned is aware of the possible hazards arising from the presence of the dangerous cargoes.

3.2.3 Any equipment which is used for handling and stowing processes and driven with or without power shall be checked and inspected to ensure that it is manufactured in accordance with the manufacturer's instructions and exists in good operating conditions and in compliance with proper standards.

3.3 Identification, packing, marking, labelling or placarding and certification

3.3.1 The port operator should ensure that dangerous cargoes entering his premises have been duly certified or declared by the cargo interests as being properly identified, packed, marked, labelled or placarded so as to comply with the appropriate provisions of the IMDG Code or, alternatively, with appropriate national or international legal requirements applicable to the relevant mode of transport.

3.4 Safe handling and segregation

3.4.1 A port operator transporting or handling dangerous cargoes should appoint at least one responsible person who has adequate knowledge of the national or international legal requirements concerning the transport and handling of dangerous cargoes, including the segregation of incompatible cargoes.

3.5 Emergency procedures

3.5.1 The port operator should ensure that appropriate emergency arrangements are made and brought to the attention of all concerned. These arrangements should include:

3.5.1.1 the provision of appropriate emergency alarm operating points;

3.5.1.2 procedures for notification of an incident or emergency to the appropriate emergency services within and outside the port area.

3.5.1.3 procedures for notification of an incident or emergency to the Regional Port Authority and port area users both on land and water.

3.5.1.4 the provision of emergency equipment appropriates to the hazards of the dangerous cargoes to be handled;

3.5.1.5 coordinated arrangements for the release of a ship in case of an emergency; and

3.5.1.6 arrangements to always ensure adequate access/egress.

3.5.2 The port operator should consider the necessity of arrangements for a safe and quick emergency escape, taking into account the nature of the dangerous cargo and any special conditions.

3.5.3 The "Medical First Aid Guidelines (MFAG)" annexed to IMDG Code shall be used to provide those persons affected by damage caused by hazardous loads with medical first aid in case of any health issues occurring in consequence of accidents involving such loads.

3.5.4 "Emergency Schedules (EmS)" annexed to IMDG Code shall be used for any emergencies involving hazardous loads.

3.5.5 In case of any emergencies or accidents, the first aid material to be used for responses shall be kept in easily accessible locations known to personnel.

3.6 Emergency information

3.6.1 The port operator should ensure that a list of all dangerous cargoes in the warehouses, sheds or other areas, including the quantities, and if appropriate Proper Shipping Names, correct technical names (if applicable), UN numbers, classes or, when assigned, the division of the goods, including for class 1, the compatibility group letter, subsidiary hazard classes (if assigned), packing group (where assigned) and exact location is held readily available for the emergency services.

3.6.2 The port operator should ensure that the person responsible for a warehouse, shed or area, where dangerous cargo is handled, is as far as possible aware of the status of occupancy with the dangerous cargoes in his area and is available in case of emergencies.

3.6.3 The port operator should ensure that the person responsible for cargo handling operations involving dangerous cargo has the necessary information on measures to be taken to deal with incidents involving dangerous cargo and that it is available for use in emergencies.

3.6.4 Electronic or other automated information processing or transmission techniques should be employed to provide access to information.

3.6.5 Data sheets of hazardous materials shall normally be kept by the manufacturers of chemicals. Emergency response information and electronic databases shall be available and used in case of direct access to information.

3.6.6 The port operator should ensure that the port or berth emergency response procedures and port or port emergency telephone numbers are placed at prominent locations within or at warehouses, sheds or areas where dangerous cargo is transported or handled.

3.6.7 The port operator should ensure that firefighting and pollution-combating equipment and installations are clearly marked as such and notices drawing attention to them are clearly visible at all appropriate locations.

3.6.8 The port operator should inform the master of any ship carrying or handling dangerous cargoes of the emergency procedures in force and the services available at the port.

3.7 Fire precautions

3.7.1 The port operator should ensure that:

3.7.1.1 All parts of the port and any ship moored to it are always accessible to emergency services;

3.7.1.2 Audible or visual alarms for emergency use are installed in the area or other means of rapid communication with emergency services are available;

3.7.1.3 The handling of dangerous cargoes are kept clean and tidy;

3.7.1.4 Before dangerous cargoes are handled, the master of a ship is informed of the location of the nearest means of summoning emergency services; and

3.7.1.5 the lighting and other electrical equipment in areas where dangerous cargoes are present on the port facility is of a type safe for use in a flammable or explosive atmosphere.

3.7.1.6 Places where smoking is prohibited are designated; and

3.7.1.7 Notices in a pictogram form prohibiting smoking are clearly visible at all locations and at a safe distance from places where smoking would constitute a hazard.

3.7.1.8 The port operator should ensure that equipment used in an area or space where a flammable or explosive atmosphere may exist or develop, is of a type safe for use in a flammable or explosive atmosphere and used in such a manner that no fire or explosion can be caused.

3.7.1.9 The port operator should ensure that only portable electrical equipment of a type safe for use in a flammable atmosphere is used in an area or space in which a flammable atmosphere may occur.

3.7.1.10 The port operator should ensure that electrical equipment on a wandering lead is not used in areas or spaces where a flammable atmosphere may occur.

3.8 Fire fighting

3.8.1 The port operator should ensure that adequate and properly tested fire-fighting equipment and facilities are provided and readily available in accordance with the requirements of the regulatory authority in areas where dangerous cargo is transported or handled.

3.8.2 The port operator should ensure that personnel involved in the handling or transport of dangerous cargoes are trained and practiced in the use of fire-fighting equipment in accordance with the requirements of the regulatory authority.

3.9 Environmental precautions

3.9.1 The port operator should ensure that dangerous cargo is only handled in areas which comply with the requirements of the regulatory authority.

3.9.2 During the loading and unloading of bulk cargo to and from the vessel, necessary actions shall be taken to prevent the dumping of any load from the vessel or the dock into sea. In addition, these actions shall be taken for transshipment operations.

3.9.3 Necessary actions shall be taken so that soil, water or areas of water discharge is/are not contaminated with any hazardous materials handled at onshore facilities. Additionally, these actions shall be applied for the piping line used during the handling of hazardous materials and for areas with conveyor system.

3.10 Pollution Combating

3.10.1 The port operator should ensure that adequate equipment is available to minimize the damage in case of spillage of dangerous cargoes.

3.10.2 The equipment includes petroleum dispersion preventive fences, condensate lids, absorbing and neutralizing agents as well as cleaning agents and portable collection basins.

3.10.3 The port operator should ensure that personnel involved in the transport and handling of dangerous cargoes are trained and practiced in the use of pollution combating equipment and facilities in accordance with the requirements of the regulatory authority.

3.11 Reporting incidents

3.11.1 The port operator, within his area of responsibility, should ensure that, if an incident occurs during the handling of dangerous cargoes which may endanger the safety or security of persons, of ships within the port, of the port or of any other property, or the environment, the person having charge of the handling immediately causes the operation to be stopped, if it is safe to do so, and prevents it being resumed until appropriate safety measures have been taken. The port operator should require every member of his personnel to report to the person having charge of the operation, any such incident they see occurring during the handling of dangerous cargoes.

3.11.2 For the purpose of responding quickly and effectively, a short and proper description of the event should be communicated to the emergency center as soon as possible to treat the injured personnel and mitigate any potential damage.

3.11.3 The port operator should ensure that any incident involving dangerous cargo which may endanger the safety or security of persons, or of ships within the port or of the port or of any other property or the environment is reported immediately to the Regional Port Authority.

3.11.4 The port operator should ensure that any damaged or leaking package, unit load or cargo transport unit containing dangerous cargo is reported immediately to the Regional Port Authority and that suitable remedial action is taken

3.12 Inspections

3.12.1 The port operator, where appropriate, should:

3.12.1.1 Check documents and certificates concerning the safe transport, handling, packing and stowage of dangerous cargoes in the port area at the time of receipt.

3.12.2 The port operator should make such checks regularly to ensure implementation of the safety precautions in the port area and the safety of transport.

3.12.3 If any of the checks mentioned above reveal deficiencies which may affect the safe transport or handling of dangerous cargo the port operator should immediately advise all parties concerned and request them to rectify all deficiencies prior to any further transport or handling of dangerous cargo.

3.12.4 The port operator should ensure that every necessary support will be given to the Regional Port Authority, or any other person or institution entitled to carry out inspections when they intend to carry out an inspection of dangerous cargoes.

3.13 Hot work and other repair or maintenance work

3.13.1 The port operator should ensure that no repair or maintenance work resulting in non-availability of the emergency/fire equipment required by these Recommendations is carried out at the port without prior permission of the Regional Port Authority.

3.13.2 The port operator and the company carrying out the repairs, after having consulted the master of a ship, where appropriate, should ensure that they are in possession of a permit to proceed issued by the Regional Port Authority before any repair or maintenance work involving hot work, or any other such work which may lead to a hazard because of the presence of dangerous cargoes, is carried out.

3.13.3 A prior notice to be served for the estimated duration of hot work or the lack of equipment as a result of the need for permission shall allow all emergency response authorities, such as fire department, to make a satisfactory announcement to express their objection and recommend additional measures. In case of particular circumstances, such as any hot work to be performed in a hold or closed areas near a hold, the skilled personnel capable of determining whether specific safety measures are necessary shall perform a detailed field survey.

3.14 Entry into confined or enclosed spaces

3.14.1 The port operator should ensure that no person enters any enclosed space such as, for example, a cargo space, cargo tank, void space around such tank, cargo handling space, or other confined or enclosed space which has contained or may contain dangerous vapour or oxygen depleting cargoes, unless the space is free of dangerous vapour and not deficient in oxygen, and is certified to that effect by a responsible person trained in the use of the relevant equipment and sufficiently knowledgeable to interpret correctly the results obtained. The responsible person should record the measurements taken.

3.14.2 Where it is necessary for operational purposes to enter a space which cannot be freed of dangerous vapour within a reasonable time and which, therefore, can not be certified, or it is unlikely that the space will remain free of dangerous vapour, then entry should only be made by persons wearing a self-contained breathing apparatus and any other necessary protective equipment and clothing. The entire operation should be carried out under the direct supervision of a responsible person who should be provided with self-contained breathing apparatus, protective equipment and rescue harness. The breathing apparatus, protective and rescue equipment should not be of a type that could introduce a source of ignition into the space.

3.14.3 The port operator should ensure that entry into a space follows carefully established procedures which are contained in international codes and guides.

3.15 Contaminated wastes

3.15.1 The port operator should ensure that wastes contaminated with dangerous cargoes are immediately collected and disposed of in accordance with the requirements of the regulatory authority.

3.16 Alcohol and drug abuse

3.16.1 The port operator, within his area of responsibility, should ensure that no person under the influence of alcohol or drugs is allowed to participate in any operation involving the handling of dangerous cargoes.

3.16.2 Any such persons should always be kept clear of the immediate areas where dangerous cargoes are being transported or handled.

3.17 Weather conditions

3.17.1 The port operator, within his area of responsibility, should not permit dangerous cargoes to be handled in weather conditions which may seriously increase the risk.

3.18 Lighting

3.18.1 The port operator, within his area of responsibility, should ensure that areas where dangerous cargoes are handled or where preparations are being made to handle dangerous cargoes and access to such areas are adequately illuminated.

3.19 Handling equipment

3.19.1 The port operator, within his area of responsibility, should ensure that all equipment used in the handling of dangerous cargoes is suitable for such use and used only by skilled persons.

3.19.2 The port operator, within his area of responsibility, should ensure that all cargo handling equipment is of an approved type where appropriate, properly maintained and tested in accordance with national and international legal requirements.

3.20 Protective equipment

3.20.1 The port operator, within his area of responsibility, should ensure, when necessary, that a sufficient quantity of appropriate protective equipment is available to all personnel involved in the handling of dangerous cargoes.

3.20.2 Such equipment should provide adequate protection against the hazards specific to the dangerous cargoes handled and should be of an approved type or made in conformity with an approved standard.

3.20.3 Helmet; EN 397:2012+A1:2012, Anti-Static Shoes; EN ISO 20345:2011 S3 ESD SRC, Non-flammable Clothing; EN 11612 EN 1149-5 IEC 61482, Protective Glasses; EN 166:2001, Protective Gloves; EN388:2016

3.21 Signals

3.21.1 The regulatory authority should decide if and when a ship engaged in the transport or handling certain specified dangerous cargo in the port area, should exhibit by day or by night any special visual signals.

3.21.2 The specified dangerous cargoes should include:

3.21.2.1 bulk liquids with a flashpoint below 60ºC closed cup;

3.21.2.2 bulk flammable and/or toxic gases; and

3.21.3 The reason for exhibiting a day or night signal is to advise maritime traffic and personnel within the port area about an increased hazard created by the presence of the dangerous cargoes Vessels exhibiting such signals may be subject to the special requirements and special instructions of the Regional Port Authority.

3.21.4 The following four scenarios should be considered:

3.21.4.1 the ship is moored or at anchor by day;

3.21.4.2 the ship is moored or at anchor at night;

3.21.4.3 the ship is under way by day; or

3.21.4.4 the ship is under way at night.

3.21.5 When practicable, a dedicated anchorage or port should be provided for vessels carrying dangerous cargoes requiring the exhibition of such signals. Special restrictions may be applied to:

3.21.5.1 access to the vessels;

3.21.5.2 radio and radar transmissions;

3.21.5.3 transiting the anchorage; and

3.21.5.4 passing of ships moored or anchored.

3.21.6 Port authorities should give consideration to the separation of ships under way exhibiting the signals. The Regional Port Authority may also impose specific separation distances and regulate the movement of vessels to avoid the passing of such ships in narrow channels or at bends. Where signals are to be exhibited, they should be:

3.21.6.1 by day flag “B” of the International Code of Signals; and

3.21.6.2 by night an all-round fixed red light.

3.22 Communications

3.22.1 The Regional Port Authority should ensure that every ship engaged in the transport of dangerous cargoes can maintain effective communication with the Regional Port Authority. When appropriate and practicable, such communications should be carried out by VHF in accordance with the provisions of SOLAS regulation IV/7 and complying with the performance standards set out in IMO Assembly resolution A.609(15) and the requirements of the regulatory authority.

3.23 Areas

3.23.1 Dangerous cargo areas

3.23.1.1 Dangerous cargo areas should, where possible, be located so that management and/or security personnel may keep them under continuous observation. Otherwise, an alarm system may be provided or the spaces inspected at frequent intervals.

3.23.1.2 The spaces should enable an adequate segregation of dangerous cargoes in accordance with the legal requirements of the regulatory authority.

3.23.1.3 Dangerous cargo areas should have separate areas with all necessary facilities appropriate to the hazards emanating from the cargoes to be kept. Where appropriate these facilities should include separate ventilation, drainage, fire resisting walls, ceilings, etc.

3.23.1.4 Those areas where hazardous materials are handled shall be furnished with necessary equipment and devices to prevent potential harmful effects of such hazardous materials.

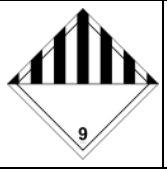
3.23.1.5 The areas where hazardous materials are handled shall be provided with facilities of entrance to and exit from the same to allow for response to emergencies or the access roads to those units carrying loads that contain hazardous materials shall be kept open, if any hazardous materials are stowed or stored on the entire site and the site shall be furnished with systems that are capable of providing emergency facilities for rapid response.

3.24 Training

3.24.1 The personnel who are in charge of actions and operations for the loading/unloading of hazardous materials at the onshore facility shall be provided with training on emergencies (fire, explosion, leakage etc.) and response, occupational health and safety, ISPS code security awareness and safety in line with their job descriptions and fields of work.

4 CLASSIFICATION OF DANGEROUS CARGO, HANDLING, LOADING / UNLOADING, HANDLING, SEPARATION, STACKING AND STORING

4.1 Classification of Dangerous Goods

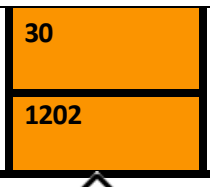
Class 3		
	3	Flammable
Class 8		
	8	Corrosive
Class 9		
	**9**	Miscellaneous dangerous compounds

4.2 Dangerous Goods Packing and Packages

In our facility, closed circuit dangerous goods handling is carried out as bulk liquid cargo.

4.3 Dangerous Goods Marking, Labels, Placards.

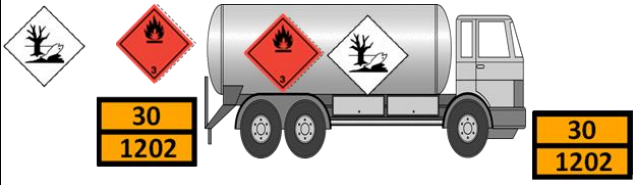
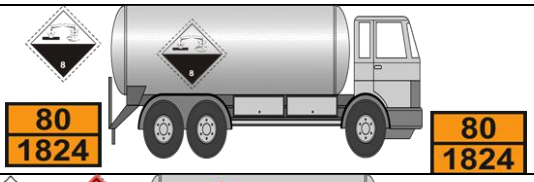
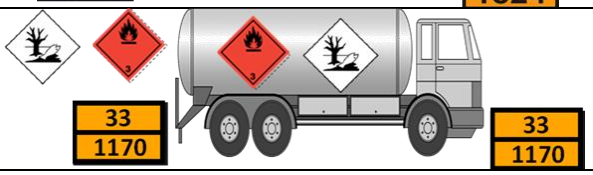
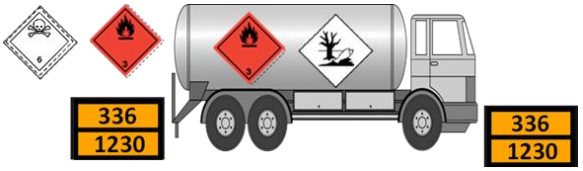
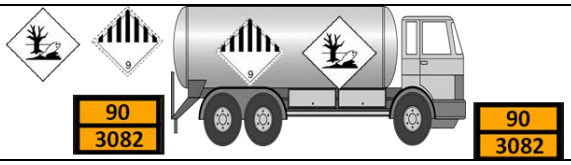
UN	NAME AND DESCRIPTION	CLASS	PACKAGING	DAN. NO.
UN1202	DIESEL FUEL, IN ACCORDANCE WITH THE STANDARD EN 590:2013+ AC:2014 or GAS OIL OR HEATING OIL, LIGHT, SPECIFIED IN EN 590:2013 + AC:2014 has a flash point	3	III	30
UN 1230	METHANOL	3	II	336
UN1170	ETHANOL (ETHYL ALCOHOL or ETANOL SOLUTION (Ethyl Alcohol Solution)	3	II	33
UN1824	SODIUM HYDROXIDE SOLUTION	8	III	80
UN 3082	ENVIRONMENTALLY HAZARDOUS SUBSTANCE, LIQUID, B.B.B.	9	III	90

	**Example ; for Diesel;** Orange-colored plates, with hazard-identification number and UN Number
	Placards for Marine Pollutants Packages and cargo transport units containing dangerous substances which are classified by the IMDG Code as “marine pollutants”, must have the markings shown here, which must be durable. They must be placed close to the risk labels or risk placards of the cargo. The dimensions of the marine pollutant markings must be a minimum of 10 cm per side for packages and 25 cm per side for cargo transport

4.4 Signs of dangerous goods and packing groups.

As in item 4.3

Packing Group I	High hazard substance
Packing Group II	Medium hazardous/hazardous substance
Packing Group III	It means less hazardous substances.

Diesel	
Sodium Hydroxide	
Ethyl Alcohol	
Methyl Alcohol	
Base Oil SN 85	

4.5 Separation tables on board and shore facility according to the classes of dangerous cargoes.

Only Class 3, 8, 9 products are handled. Due to close circuit Segregation and Separation are not applied.

4.6 Segregation distances and terms of hazardous loads in warehouses.

It is not applied because it is a liquid bulk cargo terminal.

5 HANDBOOK ON DANGEROUS GOODS HANDLED ON PORT FACILITY

Port facilities engaged in dangerous good loading/unloading, handling and temporary storage activities in order to contribute to the safe performance of these activities.

- dangerous load classes,
- packages of dangerous cargoes,
- packaging
- tags
- signs and packing groups,
- separation tables on board and in the port facility according to the classes of dangerous cargoes,
- sorting distances of hazardous loads in warehouse storage,
- segregation terms,
- dangerous cargo documents,
- hazardous loads emergency response action flow diagram,
- emergency contact information,
- locations of emergency equipment and instructions for use, and
- including issues of port facility rules,

A Dangerous Goods Handbook in pocket-sized dimensions is prepared and presented in the appendix.

It is distributed to the employees of the facility for use.

6 PROCEDURES FOR THE OPERATION

6.1 Procedures for the safe docking, mooring, loading/unloading, sheltering or mooring of ships carrying dangerous cargo, day and night.

6.1.1 It is the responsibility of the Regional Port Authority to direct where and when a ship with any dangerous cargo on board can dock, and stay in the port area, taking into account relevant issues such as the nature and quantity of dangerous goods found, the environment, population and weather conditions.

6.1.2 In an emergency, directing a ship with any dangerous cargo on board to be transported in the port area or to be removed from the port area for the safety of the ship and crew can be done with the approval of the ship's captain, the port management and the approval of the Regional Port Authority.

6.1.3 Attach such requirements to any such directions as are appropriate to local circumstances and the quantity and nature of the dangerous cargoes involved.

6.1.4 The port operator ensure that:

6.1.4.1 adequate and safe mooring facilities are provided; and

6.1.4.2 adequate safe access is provided between the ship and the shore.

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6.2 Procedure of according to the seasonal conditions additional measures that Loading/Unloading, operation of dangerous cargo should be taken by port facilities

6.2.1 Bulk liquid cargos are not made in open storages where they will react dangerously when raining, in the event of stormy weather or contact with water.

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6.3 Procedures on keeping any inflammable, combustible and explosive materials away from operations which cause or are likely to cause sparking and abstaining from operating any tools, apparatus or device which cause or are likely to cause sparking in areas where hazardous materials are handled, stowed and stored

6.3.1 Before starting any hot work, on a port, the person responsible of the company to carry out the hot work shall be in possession of a written authorization to carry out such hot work issued by the Regional Port Authority. Such authorization should include details of the specific location of the hot work as well as the safety precautions to be followed.

6.3.2 In addition to the safety precautions required be the Regional Port Authority, before starting any hot work, the person responsible of the company to carry out the hot work together with the responsible person(s) of the ship and/or port, should add any additional safety precautions required by the ship and/or port.

6.3.3 These should include:

6.3.3.1 The examination, and frequency of re-examination of local areas and adjacent areas, including tests, carried out by accredited testing establishments, to ensure the areas are free, and continue to be free, of flammable and/or explosive atmospheres and, where appropriate, are not deficient in oxygen;

6.3.3.2 The removal of dangerous cargoes and other flammable substances and objects away from the working and adjacent areas. This includes scale, sludge, sediment and other possible flammable material;

6.3.3.3 Efficient protection of flammable structural members, e.g. beams, wooden walls, floors, doors, wall and ceiling coverings against accidental ignition; and

6.3.3.4 The sealing of open pipes, pipe lead-throughs, valves, joints, gaps and open parts to prevent the transfer of flames, sparks and hot particles from the working areas to adjacent or other areas.

6.3.4 A duplicate of the hot work authorization and safety precautions should be posted adjacent to the work area as well as at each entrance to the work area. The authorization and safety precautions should be readily visible to, and clearly understood by, all persons engaged in the hot work.

6.3.5 While carrying out hot work it is essential that:

6.3.5.1 Checks are carried out to ensure that conditions have not changed; and

6.3.5.2 At least one suitable fire extinguisher, or other suitable fire-extinguishing equipment is readily available for immediate use at the location of the hot work.

6.3.6 During hot work, on completion and for a sufficient time after completion of such work, an effective fire-watch should be maintained in the area of the hot work as well as adjacent areas where a hazard resulting from the transfer of heat may be created.

6.3.7 Additional valuable guidance on hot work procedures may be found In particular, the International Safety Guide for Oil Tankers and Terminals (ISGOTT 6) and Permission to Work on the facilities and piers in accordance with the Work Permit Procedure are consulted. In accordance with ISGOTT 6 and the Work Permit Procedure, permission is granted for work on the facility and interface.

6.3.8 In addition, Port Facility Occupational Safety Procedures is followed.

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7 DOCUMENTATION, CONTROL AND RECORD

7.1 Procedures regarding to all necessary documents, information and certification relating to dangerous substances and their procurement and control by the relevant persons

7.1.1 The following documents related to hazardous substances are kept up to date.

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

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

Safety Guide for Oil Tankers and Terminals

7.1.2 The Operational Division for Hazardous Materials handled by our Port

- arriving at the port,
- shipped from the port,
- stored at the port, and
- stored at the port on a temporary basis
- develop all records fully and keep the same for submission upon request regarding any hazardous materials
- The records of hazardous materials are limited to the personnel who need to know the same.

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7.2 Procedures of keeping a regular and accurate current list of all hazardous substances in the port facility area and other relevant information.

7.2.1 Records of dangerous cargo handled in our port will be kept by the Operations department to include the following information.

- UN Number,
- PSN name (Proper Shipping Name,
- Class (with lower hazards)
- Marine Pollutant or otherwise
- Receiver,
- Shipper,
- Seal number
- Additional Information (ignition temperature, viscosity, etc.)
- Storage location in the Port Area
- Duration of stay in the Port

7.2.2 This information is recorded on computer or in the file layout so that only authorized personnel can access and presented upon request.

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7.3 Procedures regarding to appropriate identification of hazardous substances delivered to the facility, correct use of shipping names of dangerous cargo, certification, packaging, labeling and declaration, inspection on loading and transport of dangerous cargo in the certified and proper package, container or cargo unit in a safety way and reporting of inspection results.

7.3.1 Coordinately with the Operation, Planning checks the accuracy of the following information through the dangerous cargo documents delivered to the Port and organized by the Shipper;

- Number,
- PSN name (Proper Shipping Name,
- Class (with lower hazards)
- Marine Pollutant or otherwise,
- Seal number
- Additional Information (ignition temperature, viscosity, etc.)
- Storage location in the Port Area

7.3.2 This information is controlled by Port Facility employee.

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7.4 Procedures related to procurement of safety data sheets (SDS).

7.4.1 According to the Laws of our country as of January 1st, 2014, Dangerous Goods Safety Data Sheet (SDS) with the following information must be present with the dangerous cargo to be transported through all transport modes (by road, rail, air and marine).

- Number,
- PSN name (Proper Shipping Name,) (required for marine transport)
- Class (with lower hazards)
- Packaging Group (Class 3, 9)
- Marine Pollutants or otherwise,
- Tunnel Restriction Code (required for road transport.

7.4.2 It is checked that if this document is available with the Dangerous substance for the all dangerous cargo to be accepted in the port.

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7.5 Procedures for records and statistics of dangerous cargo.

7.5.1 Administration, it is required that a report including the information of dangerous cargo handled in our Port Facility will be reported to the Regional Port Authority in by 3-month periods. The sample report issued by the Operation Department are shown below.

7.5.2 Statistical evaluation of records of dangerous cargo handled in our port is carried out by our Trade and operation departments.

7.5.3 Monthly inventory and control reports of dangerous cargo stocked in our Port Area are organized by the operation department and submitted to Administration.

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

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7.6 Information about the Quality Management System.

ISO 9001 quality management system is available.

8 EMERGENCY SITUATION, EMERGENCY PREPAREDNESS AND RESPONSE

8.1 Response procedures for hazardous substances that are dangerous for life, property and/or environment and hazardous situations involving hazardous materials

8.1.1 Decision making.

The choice of protective actions for a given situation depends on a number of factors. For some cases, evacuation may be the best option; in others, sheltering in-place may be the best course. Sometimes, the set locations may be used in combination. In any emergency, officials need to quickly give the public instructions. The public will need continuing information and instructions while being evacuated or sheltered in-place.

Proper evaluation of the factors listed below will determine the effectiveness of evacuation or in-place protection (shelter in-place). The importance of these factors can vary with emergency conditions. In specific emergencies, other factors may need to be identified and considered aswell. This list indicates what kind of information may be needed to make the initial decision.

The Dangerous Goods

- Degree of health hazard
- Chemical and physical properties
- Amount involved
- Containment/control of release
- Rate of vapor movement

The Population Threatened

- Location
- Number of people
- Time available to evacuate or shelter in-place
- Ability to control evacuation or shelter in-place
- Building types and availability
- Special institutions or populations, e.g., nursing homes, hospitals, prisons

Weather Conditions

- Effect on vapor and cloud movement
- Potential for change
- Effect on evacuation or shelter in-place

8.1.2 Protective Actions and Response

Protective Actions are those steps taken to preserve the health and safety of emergency responders and the public during an incident involving releases of dangerous cargo and Appendix-5 produced according to specified hazardous substances in the feature act according to the Emergency Response Table.

Isolate Hazard Area and Deny Entry means to keep everybody away from the area if they are not directly involved in emergency response operations. Unprotected emergency responders should not be allowed to enter the isolation zone.

8.1.3 **Evacute**

Evacuating means moving all people from the threatened area to a safer place. To perform an evacuation, there must be enough time for people to be warned, to get ready, and to leave an area. If there is enough time, evacuation is the best protective action.

Begin evacuating people nearby and those outdoors in direct view of the scene. When additional help arrives, expand the area to be evacuated downwind and crosswind to at least the extent recommended in measures specified in the Emergency Response Table referred to in Annex-5. Even after people move to the distances recommended, they may not be completely safe from harm.

They should not be permitted to congregateat such distances. Send evacuees to a definite place, by a specific route, far enough away so they will not have to be moved again if the wind shifts.

In the case of an emergency, the areas to which the persons are to be assembled in the Terminal are identified and marked as "Emergency Assemble Points".

8.1.4 **Shelter In-Place**

Shelter In-Place means people should seek shelter inside a building and remain inside until the danger passes. Sheltering in-place isused when evacuating the public would cause greater risk than staying where they are, or when an evacuation cannot be performed. Direct the people inside to close all doors and windows and to shut off all ventilating, heating and cooling systems.

In-place protection (shelter in-place) may not be the best option if

- The vapors are flammable.
- if it will take a long time for the gas to clear the area; or
- if buildings cannot be closed tightly.

It is vital to maintain communications with competent persons inside the building so that they are advised about changing conditions. Persons protected-in-place should be warned to stay far from windws because of the danger from glass and projected metal fragments in a fire and/or explosion.

Every dangerous cargo incident is different. Each will have special problems and concerns. Action to protect the public must be selected carefully.

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8.2 Information on resource, capability and capacity of the port facilities regarding to respond to emergencies.

8.2.1 Equipment, capacities and quantities used within the scope of emergency response emergency Plan 9. It is indicated under the heading.

8.2.2 The facility features an approved fire plan. Firefighting teams are created for each shift. Demonstrations and exercises, either scheduled or unscheduled, are provided for training purposes within the scope of various scenarios at indefinite times. The firefighting equipment stipulated by the approved plan are made available fully and maintenance, inspection and test activities shall be conducted for the same.

8.2.3 The facility has an approved action plan against Environmental and Marine Pollution. For each shift, pollution-fighting teams are created. Demonstrations and exercises shall be provided twice a year within the scope of a scheduled scenario, and the reports and records of the same shall be kept. The equipment relating to Environmental and Marine Pollution shall be stored at the facility with counting and inspections in place. Additionally, the facility have a protocol for materials stored in the area to ensure support in case of circumstances with inadequate means.

8.2.4 The response teams are appointed against the spillage of hazardous materials in line with this guideline and pursuant to IMDG Code.

8.3 Regulations related to the the first aid for accidents involving dangerous substances

The "Medical First Aid Guide (MFAG)" in the IMDG Code appendix and Emergency Plans (EmS) in the IMDG Code appendix are used for emergency situations involving dangerous cargoes.

The procedure for how to use it is contained in Annexure-1.1 to the Contingency Plan.

8.4 Onsite and offsite Notifications required to be made in case of emergency

The procedure for how it will be used is contained in Supp.1 Article 12 of the Emergency Plan.

a) Time of accident occurrence,

b) How the accident occurs and its reason, if known,

c) Place where the accident occurs (onshore facility and/or vessel) and its position and impact area,

ç) Details of vessels involved in the accident, if any (name, flag, IMO no, owner, operator, cargo and its content, full name of the captain and similar details),

d) Meteorological conditions,

e) UN number of hazardous material and description of proper handling (the legislation provided in the description of hazardous materials shall apply) and quantity,

f) Hazard class and sub-hazard class, if any, of hazardous materials,

g) Packaging group of hazardous materials,

ğ) Additional risks posed by hazardous materials, if any, such as marine pollutant,

h) Marking and labelling details of hazardous materials,

ı) Properties and number of packing, cargo handling unit and container by which hazardous materials are carried, if any,

i) Manufacturer, shipper, transporter and recipient of hazardous materials,

j) Extent of resulting damage/pollution,

k) Number of casualties, injuries and loss, if any,

l) Emergency response practices performed at the onshore facility regarding the accident.

8.5 The procedures for reporting accidents.

Dangerous cargo accidents will definitely be reported to the Regional Port Authority and related institutions. The report form will completely contain the following information about the accident which formed in ANNEX-11.16.

a) Time of accident occurrence,

b) How the accident occurs and its reason, if known,

c) Place where the accident occurs (onshore facility and/or vessel) and its position and impact area,

ç) Details of vessels involved in the accident, if any (name, flag, IMO no, owner, operator, cargo and its content, full name of the captain and similar details),

d) Meteorological conditions,

e) UN number of hazardous material and description of proper handling (the legislation provided in the description of hazardous materials shall apply) and quantity,

f) Hazard class and sub-hazard class, if any, of hazardous materials,

g) Packaging group of hazardous materials,

ğ) Additional risks posed by hazardous materials, if any, such as marine pollutant,

h) Marking and labelling details of hazardous materials,

ı) Properties and number of packing, cargo handling unit and container by which hazardous materials are carried, if any,

i) Manufacturer, shipper, transporter and recipient of hazardous materials,

j) Extent of resulting damage/pollution,

k) Number of casualties, injuries and loss, if any,

l) Emergency response practices performed at the onshore facility regarding the accident.

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8.6 Coordination, support and cooperation methods with authorities.

8.6.1 All accidents related to hazardous materials will primarily be coordinated with the Regional Port Authority. Aid units of city / County Fire Department, DEMP and adjacent facilities will provide support and cooperation by informing the Regional Port Authority.

8.6.2 In case of any signs of explosion, fire or emergency noticed at an adjacent facility;

- Measures shall be tightened at the facility in the first place,
- Teams shall be caused to get prepared for providing with the adjacent facility with assistance

8.6.3 Assistance and support teams shall be assigned for responding to any event in consideration of the urgency of situation and the severity of hazard, if there is no possibility to request help or time.

8.6.4 Preparations shall be in place for measures such as unloading and reduction of loads and removal of the vessel to anchorage site in case of any interface vessel in consideration of class, quantity and hazard risk of loads available at hazardous cargo site and on site.

8.7 Emergency evacuation plan for the evacuation of the ship and vessels from the port facility in case of emergency

It is as in the "Ship Emergency Evacuation Plan" submitted to the Regional Port Authority.

8.8 Procedures for handling and disposal of the damaged dangerous cargo and wastes contaminated with dangerous cargo.

8.8.1 Waste Collecting and Handling

8.8.1.1 Consequential waste are collected to waste bins taxonomically and handled to be stored properly. Waste occurred as a result of the maintenance process are handled in that scope.

8.8.1.2 Additional waste classes, if available, are provided to be integrated into the current waste classes.

8.8.2 Waste disposal

8.8.2.1 According to the hazardous or non-hazardous properties, the waste collected are isolated from the facility by selling them or using contracted organizations which are in conformity with legal recycling/disposal methods.

8.8.2.2 Opportunities of all contractors and carriers within the body of waste management in terms of appropriate methods of waste handling and/or disposal are examined.

8.8.2.3 In case of any contracting service received for handling, selling and/or disposal of the waste, those contracting companies are observed whether they fulfill their legal liabilities or perform recycling or disposal without damaging the environment.

8.8.2.4 It is an obligation to keep all the records concerning waste disposal.

8.8.3 Contaminated Packages;

8.8.3.1 These wastes are empty barrels. If occurred, should be left to the contaminated package area in the dump site and Environmental Consulting Firm and Environmental Management System Supervisor contact with contracted and licensed company to send those contaminated packages through filling up the MoTAT (Mobile Waste Tracking System) within the time specified in the laws and regulation. Relevant documents of MoTAT and other documents are stored in environment folder.

8.8.3.2 Contaminated Waste; are used gloves, waste cottons and work uniforms. When occurred, should be collected at the waste barrel which is located at the exit of the production-warehouse department and then moved to the waste area. Within the time specified in the laws and regulation, Environmental Consulting Firm and Environmental Management System Supervisor contact with contracted and licensed company to send those contaminated packages through filling up the MoTAT. Relevant documents of MoTAT and other documents are stored in environment folder.

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8.9 Emergency drills and their records.

8.9.1 Implementation of Practices;

Emergency organization personnel should get various trainings to get ready for their duties with the purpose of providing against emergencies within the facility. If necessary, such trainings must be organized through specialized agencies. In that scope, relevant personnel have received trainings on IMDG CODE regarding Hazardous cargos and have been certified. Practices, which shall be performed in an effort to examine the efficiency of Emergency Plans and be prepared for facts, have to be planned in a way that they will be performed considering the worst scenario likelihood within the facility.

8.9.2 Practice Scenarios;

Planning practices needs two anticipations one of which is a single incident that the port experience and the other is the worst scenario with the combination of these single incidents. In accordance with the scenarios prepared, practices are ensured to be performed in the fastest and most efficient way possible.

8.9.3 Emergency Practices which will be performed within the facility;

8.9.3.1 Have to be indicated within annual training plans.

8.9.3.2 May be planned as local or general responses,

8.9.3.3 Safety, Spillage, etc. may be combined in practice scenarios,

8.9.3.4 Practices can be performed with or without notices.

8.9.3.5 Practices are based upon different emergency scenarios.

8.9.3.6 A practice may be actually performed as it can be negotiated as a desk work or a seminary,

8.9.3.7 Each practice is prepared with scenarios of different hours, days, seasons and incidents.

8.10 Information on fire protection systems.

8.10.1 Emergency and fire equipment is given as follows:

Fire hydrants, Fire extinguishers, Fire cabinets and Fire hoses, On-site fire alarm detectors, Electrical and diesel fire pumps

The fire inventory is as in the Contingency Plan.

8.11 Procedures for approval, inspection, testing, maintenance and availability of the fire protection system.

8.11.1 Fire-Protection Water Tanks and Fire-Protection Water

8.11.1.1 The storeroom should be cleaned up at least once a year by discharging the content in order to prevent possible hazards from moss and mud built up in the bottom and sides in the event of fire. Inlet valves, check valve and filters are maintained during the discharge process of pondages.

8.11.1.2 In case of sudden drawdown on water level, it must be checked for a seep or leakage and repaired if necessary.

8.11.1.3 Following the annual check, if necessary, internal and external cleaning and maintenance should be performed in sealed stores.

8.11.1.4 Points to take into consideration regarding operation of pumps and troubleshooting i addition to scheduled maintenance are specified below.

8.11.2 Fire-Protection Water Pumps

8.11.2.1 Pumps, stuffing boxes, pressure bolts are checked interrelated and it is ensured whether the pump can be turned up manually with ease or not. Water drops from stuffing box during the operation of the pump is typical. In order to prevent such water flow to the ground, the threaded opening under the stuffing box must be connected to the drainage with a tube.

8.11.2.2 Fire-protection water pumps must be operated and recorded at least 1 hour a week.

8.11.2.3 Pump and suction pipe are ensured to be completely full of water. If it is not, water filling plug and bleed valve must be opened and such parts mentioned must b e filled up with water until they overflow and when the water stops at the plug level, the plug must be tightened properly.

8.11.2.4 Pump motors will draw excessive current because of the starting current at the early stages of the operation. As a result of the simultaneous operation of all pumps, cutout switches may be tripped or diesel generators may be broken down seriously because of the heavy current. Therefore, limit relays that regulates the transition -from the star located at the shielded switch which drives the pump motors to triangle- must be arranged according to the number of pumps and the amount of pumps to be operated simultaneously and with respect to different and appropriate time intervals and timely initiation of pumps is provided.

8.11.2.5 After performing aforesaid preliminaries and checks, pumps are operated by pressing the drive switches. During the operation, electric motor voltage and the ampere driven must be checked from time to time. If the ampere driven is high at normal operation, a troubleshooting is needed. There may be a mechanical breakdown or force at the pump or motor. Substandard voltages may be hazardous for motor.

8.11.2.6 Monometers must be checked regularly and one or more pumps must be stopped in case of excess pressure increases.

8.11.2.7 Delivery pipes of pumps must be equipped with valves initially and check valves thereon.

8.11.2.8 If the check valve of the failed pump on the delivery pipe is blocked by materials such as paper, garbage, pieces, moss, mud and interrupts the proper close of the check valve, a part of the water pumped by the other pumps is pumped to the pool while passing through this failed pumps and suction pipes. This failure blocking the water discharge must be fixed in condition of fire occurrence. If a spinning is detected on some of the couplings of failed pumps during the operation of a part of the pumps, it must be interpreted as a sign for the above mentioned failure.

8.11.2.9 It must be ensured that the pump and the engine are at the right direction during the operation. For that reason, return path must be drawn on the coupling and control must be performed accordingly.

8.11.2.10 The bearings of the pump and engine must not be hotter than hands can resist. If the heat is high, it may be resulted from an internal mechanical forcing or coupling maladjustment. In such situations pump must be stopped and the failure must be corrected immediately.

8.11.2.11 For pumps driven by diesel engine, starting the engine must be carried out in line with the instructions.

8.11.2.12 In condition that a deficiency or malfunction is detected as a result of control, it is fixed by the responsibles.

8.11.3 Sprinkler System

8.11.3.1. The most important point and maintenance to do about sprinkler installation is preventing sprinkler head to be congested. To supply this; sprinkler should be worked according to standards/legislations and should be sure that it is working. Sufficient sprinkler head should be keep in every facility and in case of failure, it should be replaced with new ones, broken ones should be towed by repairing.

8.11.4 Fire Protection Hydrant Installation

8.11.4.1 Entering rain water into fire-protection hydrant hose closets should be prevented; hoses should be without fracture, solid and constricted enough. At least one of the hoses should be maintained as always connected to fire protection valve.

8.11.4.2 Fire-protection valves should be impermeable and working. Broken nozzles, valves and hoses should be replaced immediately, and faults should be repaired and towed. Therefore, sufficient hose, nozzle, fire-protection valve, clamp, sleeve and spare materials belong to those should be kept. Waiting the failure is not allowed with any reason at firefighting equipment.

8.11.4.3 While determined failures were fixing after drills, running fire-protection hoses shouldn’t be put into closet with water in it. Facilities should supply proper hose suspension to drain the water off in hoses and to be dry and facilities shouldn’t replace before ensuring that hose is quite dry. If sea water was ejaculated by hoses, firstly inside of them should be washed by fresh water and then they should be dried at a windy place.

8.11.4.4. All pipes belong to installation of sprinkler and fire-protection hydrants have to be controlled in general every three months, rusty parts should be painted, decayed parts should be replaced, valves and retched valves should be controlled and failure should be fixed.

8.11.4.5 If any lack or malfunction is determined as a result of all fire-protection hydrants, hoses, and nozzles control it is fixed by related liable.

8.11.5 Portable Extinguishers

8.11.5.1 Sufficient quantity of spare device should always be in facility storages for failure, control and maintenance. Instead of extinguishers those were used for purposes above should be replaced with reserves.

8.11.5.2 All extinguishers are had visual test monthly and inspected. After control, extinguishers' upper surface is marked. During the control, especially extinguishers with dry powder are turned down and slightly hit the base, so powder in pipe is allowed to move. Otherwise, powder in extinguishers stays at same location for a long time can be hardened by subsiding to base. After the result of control; if any lack or malfunction is determined, it is fixed by related liable.

8.11.5.3 Extinguishers are inspected annually in general by firm according to TS ISO 11602-2 Fire Protection: Portable and wheeled extinguisher standard. Extinguishers are tested by related firm in ten years most intervals, chemical powder is inspected at the end of the 4th year.

8.11.6 Protection against freezing.

8.11.6.1 Protection of Generators

8.11.6.1.1 By outside temperature's decreasing under +4C, water may start to freeze. Therefore, radiator's generators with water-cooled motor should be ensured with antifreeze.

8.11.6.2 Protection fire-protection water pumps.

8.11.6.2.1 Fire-protection water pumps and absorption pipes are always full with water. So ambient temperature shouldn't be under +4 C.

8.11.6.3 Protecting of fire-protection distribution pipes.

8.11.6.3.1 Main pipes and branch pipes are had to be protected against the freezing about hydrant sinks. So, lines are protected against freezing by isolation or being floored underground.

8.12 The measures to be taken in case of failure on fire protection systems.

8.12.1 The facility is a system with established alternative competency which backs up firefighting equipment.

8.12.2 The support of adjacent facilities, Fire departments and AFAD (Disaster and Emergency Management Directorate) shall be sought in cases where the facility's own firefighting equipment is inadequate or out of service.

8.12.3 Other hazardous and combustible materials / vehicles, which are likely to be affected from fire, shall be removed away from the area, if possible.

8.12.4 A necessity may arise to determine under which conditions assistance and support are provided and their scope.

8.12.5 The capabilities of towing boats or marine vehicles featuring marine fire extinguishing system available in the area should be taken into consideration.

8.13 Other risk control equipment.

9 SAFETY AND HEALTH AT WORK MEASURES

9.1 Occupational health and safety measures.

Harbor Structure Management is obligated to take all necessary measures to prevent employees to be affected of these substances, if this is not possible; minimizing it and to protect employees from the danger of these substances when working with chemical substances.

9.1.1 Risk assessment

9.1.1.1 Harbor Structure Management is obligated to do a risk assessment in accordance with 29/12/2012 dated, 28512 numbered Occupational Health and Safety Regulation provisions published at official gazette to determine if there is dangerous chemical substance at Harbor Structure and if there is; determining negative effects in terms of employees' health and safety.

9.1.1.2 Following details are specifically considered at risk assessment to be made at studies with chemical substances:

9.1.1.2.1 Danger and harms of chemical substance in terms of health and safety.

9.1.1.2.2 Turkish material safety verse form (SDS)to be provided from sellers, manufacturers or importers.

9.1.1.2.3 Duration, type and level of contagion.

9.1.1.2.4 Quantity, conditions of usage and frequency of usage of chemical substance.

9.1.1.2.5 Vocational exposition limit values and biological limit values given at annexes of this regulation

9.1.1.2.6 . Effect of preventive measures to be taken or taken.

9.1.1.2.7 If available, results of last health surveillance.

9.1.1.2.8 Each of these substances and their interactions with each other at works that was worked in with more than one chemical substances.

9.1.1.3 Harbor Structure Management obtains extra information from supplier or other sources that is necessary for risk assessment. This information also includes special risk assessments involved in current regulations if available intended for users.

9.1.1.4 A new activity includes dangerous chemical substance is only started after taking all types of measures those were specified by doing risk assessment.

9.1.1.5 Measures to be taken at studying when dangerous chemical substances.

9.1.1.5.1 Risks in terms of employees health and safety when studying with dangerous chemical substances are disabled or minimized with following measures:

9.1.1.5.2 Proper regulation and organization of work are done at Harbor Structure.

9.1.1.5.3 Studies with dangerous chemical substances are made with minimum number of employees.

9.1.1.5.4 Substance quantity and exposition period employees will be exposed is allowed to be at minimum level.

9.1.1.5.5 Chemical substance quantity to be used at Harbor Structure is kept at minimum level.

9.1.1.5.6 Work place building and extensions are always kept clean and neat.

9.1.1.5.7 Proper and sufficient conditions are provided for employees' personnel cleaning.

9.1.1.5.8 Necessary regulations are made to store, transport, use and process dangerous chemical substances, waste and residuals properly at Harbor Structure.

9.1.1.5.9 Safe or less dangerous chemical substance is used instead of dangerous substance in terms of employees' health by using substitution method. İf substitution method can't be used because of specification of the work, according to risk assessment result and with order of precedence, following measures are taken and risk is reduced:

9.1.1.5.10 Proper process and engineering control systems are chosen by also considering technological developments at studying with dangerous chemical substances involving maintenance and repair works those can be hazardous in terms of employees' health and safety.

9.1.1.5.11 Block protection measures like installing sufficient ventilation system and proper work organization are taken to prevent risk at its source.

9.1.1.5.12 In case of taken measures for protecting employees collectively against chemical substances' negative effects are not sufficient, personnel protection methods are adopted with these measures.

9.1.1.6 Sufficient control, supervision and inspection is made to allow taken measures to be active and perpetual.

9.1.1.7 Harbor Structure Management provides analysis and measurements of chemical substances regularly those could be hazardous for employees health. If any changing is realized at conditions those can effect Harbor Structure employees' exposition to chemical substances, these measurements are repeated. Measurement results are assessed by considering vocational exposition limit values specified in this Regulation annexes.

9.1.1.8 Harbor Structure Management also considers specified measurement results. Every situation vocational exposition limit values are crossed, Harbor Structure Management takes protective and preventive measures to fix this as soon as possible.

9.1.1.9 On condition of remaining Regulation Provision about Protecting Employees from Dangers of Explosive Places secret, Harbor Structure Management makes administrative arrangements and takes technical measurements according to following order of precedence in accordance with turnover's specification involving to process, store and transport chemical substances, to prevent interacting chemical substances' touching each other mutually on the purpose of protecting employees from dangers which originate from chemical substances' physical and chemical feature, by basing results of risk assessment and risk avoidance principles:

9.1.1.9.1 For inflammable and explosive substances to reach dangerous concentration and having dangerous quantity of chemically unstable substances are prevented at Harbor Structure. If this is not possible,

9.1.1.9.2 Having inflammable sources those can cause fire or explosion at Harbor Structure. Conditions those can cause harmful effect of chemically unstable substances and mixtures are disabled. If this is also not possible,

9.1.1.9.3 Required measures are taken to minimize or prevent employees to be affected by chemically unstable substances and mixture's harmful effects in case of fire or explosion originate from inflammable or explosive substances.

9.1.1.10 The design, manufacture and supply of work equipment and protective systems provided for the protection of workers are carried out in accordance with the legislation in force in terms of health and safety. The Port Facility Management requires that all equipment and protective systems to be used in explosive atmospheres comply with the provisions of the Regulation on Equipment and Protective Systems Used in Possible Explosive Environments (2014/34/EU) published in the Official Gazette dated 30/06/2016 and numbered 29758.

9.1.1.11 Arrangements to reduce effect of explosion pressure are made.

9.1.1.12 Facility, machine and equipment are allowed to be always under control.

9.1.1.13 Minimum safety distances are complied with placing storage tanks those have liquid oxygen, liquid nitrogen and liquid argon at workplaces.

9.1.2 Emergencies

9.1.2.1 Port Facility Management, matters specified in the Regulation on Emergency Situations at Workplaces published in the Official Gazette dated 18/6/2013 and numbered 28681, and the Regulation on the Amendment of the Regulation on Emergency Situations published in the Official Gazette dated 01/10/2021 and numbered 31615 Without prejudice to the emergency situations that may arise from dangerous chemicals in the port facility, the following issues are taken into account:

9.1.2.1.1 Preventive measures to reduce negative effects of emergencies are taken immediately and employees are informed about the situation. Necessary studies are done to return emergency to normal and only employees assigned at emergencies to do maintenance, repair and compulsory works and teams came to scene from another place are let to get into effected area

9.1.1.1.2 Personal protective equipment and special security equipment is given to the people allowed to enter the affected area and it is being sure that they are using them as long as the emergency situation goes on. People who do not have personal protective equipment and special security equipment are not allowed to enter the affected area.

9.1.2.1.3 Information about the Dangerous chemicals and emergency situation intervention and evacuation procedures are all ready for use. Workers employed for the cases of emergency at the Port Facility and the establishments active in first aid, emergency medical attention, saving and firefighting outside the workplace should be provided with these information and procedures easily. This information include.

9.1.2.1.3.1 For the workers employed for the cases of emergency at the Port Facility and the establishments active in first aid, emergency medical attention, saving and firefighting outside the work place to be ready beforehand and so they can practice the appropriate attention, the danger resulting from the work done, precautions to take and works to be done,

9.1.2.1.3.2 A special danger or information about the works needed to be done that are likely to happen in an emergency situation,

9.1.3 Workers' education and informing them

9.1.3.1 The Port Facility Management provides the training and informing of the employees and representatives, without prejudice to the issues specified in the Regulation on the Procedures and Principles of Occupational Health and Safety Training of Employees dated 24/05/2018 and numbered 30430. These trainings and briefings include in particular the following:

9.1.3.1.1 Information gained as a result of the risk evaluation.

9.1.3.1.2 Information about the dangerous substances that may occur or taking place at the Port Facility and about the recognition of these substances, health and security risks, occupational diseases, occupational exposure level values and other legal regulations.

9.1.3.1.3 Necessary precautions and things to do so that the worker's do not danger themselves or the other workers.

9.1.3.1.4 Information on the Turkish material safety data sheets supplied from the manufacturer for the dangerous chemical substances.

9.1.3.1.5 Information on labelling/locking the parts, covers, pumping system and suchlike instalment where the dangerous chemical substances are according to the regulations

9.1.3.2 The training and information to the workers and their representatives on the works with the dangerous substances are a training supported by a verbal or written instruction due to the risk degree resulting from the risk evaluation done and its type. These instructions change according to the changing conditions.

9.2 Information about the personal protective clothes and procedures to use them

Personal Protective Devices of the Response Teams Level A

Usage area : Situations where the skin, breathing, eyes and etc. need to be protected in a high standard – gas proof

Positive pressured Tube Breathing Apparatus– SCBA Protective clothing against the chemicals

Gloves which are chemical proof from inside. Gloves which are chemical proof from outside.

Boots or long boots, chemical proof, with steel heels. Thermal underwear, long sleeve and cuffed

Hard Cover Long sleeved

Double sided wireless connection (No spreading sparks)

Level B

The minimum level needed for the entry and exit to the scene, rather for the liquids to be spilled or scattered.

Positive pressured Tube Breathing Apparatus– SCBA Protective clothing against the chemicals

Gloves which are chemical proof from inside. Gloves which are chemical proof from outside.

Boots or long boots, chemical proof, with steel heels. Hard Cover

Double sided wireless connection (No spreading sparks) Face mask

Level C

Used when the chemicals in environment are known, when the concentration is decided, when it is decided that the skin and eyes will not get harmed. However continuous measure should be done.

→ Full mask, air cleaning filter

→Protective clothing against the chemicals

→Gloves which are chemical proof from inside.

→Gloves which are chemical proof from outside.

→Boots or long boots, chemical proof, with steel heels.

→Hard Cover

→Double sided wireless connection (No spreading sparks)

→Face mask

Level D

Work clothes (emergency intervention team). Requires long sleeved and security shoes/boot. Other Personal protection equipment changes due to the condition of the event. If a problem is to occur about the skin, entries to the scene with these kinds of clothes should not be done. .

9.3 Closed area entry permit measures and procedures.

While the ship is tied to the pier, work that can be done closed area on the ship is not allowed.

10 OTHER POINT

10.1 Validity of the Hazardous Substances Compliance Certificate.

Validity of the Port Facility Dangerous Goods Conformity Certificate is 19.11.2026

10.2 Responsibilities of the Dangerous Goods Safety Consultant

The duties and obligations of the Dangerous Goods Safety Advisor (DGSA) responsible for assisting the operation in order to safely carry out the operations related to dangerous substances without causing harm to human health, other living beings and the environment are defined below.

a) To monitor compliance with the provisions of the international agreement and contract (ADR / IMGD Code) and relevant legislation in the transport of dangerous cargo.

b) To submit recommendations to the enterprise for the transport of dangerous substances according to the provisions of ADR / IMGD Code.

c) Three certificates each, in the format determined by the Administration, for the responsibilities specified in the DIRECTIVE ON THE ISSUE OF SHORE FACILITY DANGEROUS CARGO CONFORMITY CERTIFICATE. It prepares a report on a monthly basis and this report is approved by the coastal facility operator and submitted to the Administration. is notified

d) Determining the dangerous cargo to be transported and determining the compliance procedures with the requirements in the ADR/IMDG Code regarding this substance.

e) Provide guidance on the purchase of transport vehicles which will be used for the transportation of dangerous cargo.

f) Identify procedures for the control of equipment used in the carriage, loading and unloading of dangerous substances.

g) Ensure that the employees of the enterprise, including national and international legislation and amendments there to, receive appropriate training and records of this training.

h) Determine the emergency procedures to be applied in case an incident occurs which will affect an accident or safety during the transportation, loading or unloading of dangerous cargo, to ensure that the exercises are carried out periodically and records are kept.

i) Take measures to prevent the occurrence of accidents or serious violations.

j) Ensure that the special conditions stipulated by the legislation on the carriage of dangerous substances in the selection and operation of subcontractors or third parties are taken into account.

k) In the carriage, filling or unloading of dangerous cargo to ensure that employees have information about operational procedures and instructions.

l) Take measures to increase the awareness of the personnel concerned in order to be prepared for the possible risks in the transportation, loading or unloading of dangerous cargo.

m) Establish instructions for keeping the documents and safety equipment that must be in the vehicle during the transportation according to the class of the dangerous substance.

n) Ensure the implementation of the plan by preparing the operational safety plan specified in ADR Section 1.10.3.2.

o) Record all kinds of activities, including training, inspection and control, regarding the activities, by stating the date and time, to keep these records for 5 years and to submit them to the service provided to DGSA Operating and to the consultancy service to be submitted to the Administration if requested.

p) In case of a danger in the company in which the consultancy service is in question, to stop the work until the danger is resolved, to start the work with his / her approval in the case that the danger is eliminated, and to work in all stages of the process until the danger is resolved, and notifying the competent authorities in writing.

r) In accordance with the ADR / IMDG Code provisions of the load loaded on the transport vehicle; (b) to create procedures for work and operations related to packaging, labeling, marking and loading. DGSA who is responsible for the operation; transport, loading or unloading a boiler that occurs during the damage to the environment, property and environment; collects information on the accident and prepares an accident report for the DGSA Operating and the management of the company. This report was prepared by DGSA, sent out by the company or the Administration to address www.turkiye.gov.tr DGSA Operating within a month. This report does not replace the report required to be written by the company's management under international or national legislation.

10.3 Matters for carriers of the hazardous substances arriving/leaving port facility by land (matters on required documents that must be available in the road vehicle at the entrance/exit of port or port facility area, equipment and tools required for this vehicles, speed limits in the port area etc.).

N/A

10.4 Matters for carriers of the hazardous substances arriving/leavingfacility by sea (matters on day/night signals to be shown by ships carrying dangerous cargo and vessels, cold and hot work procedures in ships and so on.)

10.4.1 Arrival by Sea

10.4.1.1 Dangerous Liquid Bulk Cargo:

10.4.1.1.1 Name and IMO number of ship, agency and estimated time of arrival (ETA), 24 hours at the latest from arrival normally.

10.4.1.1.2 The shore facility is notified by the agent A list showing product name of hazardous cargos and other information necessitated with related IMO Code

10.4.1.1.3 A valid International Conformity Certificate for Bulk Transport of Hazardous Chemicals or a valid Conformity Certificate for Transport of Bulk Hazardous Chemical, whicihever is appropriate, International Pollution Prevention Certificate for Liquid Bulk Substances hazardous for Health (NLS Certificate) and/or International Fuel Pollution Prevention Certificate should be made available for cargo;

10.4.1.1.4 Hazardous cargos to be left in ship should be indicated in a way to refer the numbers in list;

10.4.1.1.5 Any known defects that could affect the safety of the ship or the port area is reported.

10.4.1.1.6 Additional information that can be submitted to the port administration before dangerous cargo are brought to or removed from the port area are specified in ISPS Code Part B.

10.4.2 Departure by Sea

10.4.1 Liquid dangerous bulk cargos

10.3.1.2.1 name of ship and IMO number of ship, agency and estimated time of departure (ETD) as necessitated by regulatory boards shall be notified to the Regional Port Authority by the agent

10.3.1.2.2 a list showing product name of hazardous bulk cargos and other information necessitated by related IMO Code shall be notified to the Regional Port Authority by the agent

10.3.1.2.3 A valid International Conformity Certificate for Bulk Transport of Hazardous Chemicals or a valid Conformity Certificate for Transport of Bulk Hazardous Chemical, whichever is appropriate, International Pollution Prevention Certificate for Liquid Bulk Substances hazardous for Health (NLS Certificate) and/or International Fuel Pollution Prevention Certificate should be made available for cargo;

10.3.1.2.4 Stowed on board of dangerous cargo should be replaced or planed on board.

10.5 Additional points will be added by the port facility.

10.6 Accident Prevention Policy

We are aware of that the operations realized in our port have the potential that will lead to accidents inherently. However, we believe all accidents may be prevented. Therefore, we undertake to manage operation ideally to protect subcontractors, visitors, neighbors and environment at the highest level through preventing accidents. With the aim of preventing accidents and mitigate the effects in the direction of Quality Management Systems, we will apply the policies about

- Taking high level security measures for human and environment around Port facility and procuring all resources for this purpose,
- Making the risk evaluation based on quantitative analysis related to ordinary and extraordinary operation and keeping these evaluations updated continuously with the purpose of determining and assessing accidents
- Having performed the arrangements covering maintenance, repair and temporary stopping related to detected risks and preparation of requisite procedures
- Following technological development and providing support required for continuous improving of security measures in facilities with the aim of preventing accidents and mitigate the effects
- making necesary arrangements required for design of new facility, process along with planned changes and having performed risk evaluations absolutely before realization and assessing acceptability
- Determining emergencies that will be detected before with systematic analysis, preparing emergency plans for these emergencies and reviewing with drills following realization of audit regularly
- Tracking performance of system within the framework of procedures to evaluate conformity to the targets identified with Quality Management Systems, in case of failing to provide conformity, searching corrective activities
- Evaluating efficiency and conformity of Quality Management Systems periodically and systematically, documentation, certification, performing review by us as top management and giving support for continuous improvement of Quality Management Systems
- Employing the personnel who have knowledge, education and experience convenient for the positions that will affect safety and security of operational job process within organization,
- Ensuring that our employees in charge develop themselves constantly by means of giving trainings,
- Adhering to national and international law, regulation, bylaws and standards
- Ensuring health and securities of employees, contractors, visitors and neighbors and protection of environment whereby preventing accidents and eliminating the effects systematically through taking necessary measures and searching potential incompatibilities with policy

AS MANAGEMENT AND ALL EMPLOYEES.

10.7 Hot Work Procedure

1. No permit is given for the hot works to be done aboard ship. However, in necessary cases, after taking permits in the direction of legal legislations by ship agency, it will ve realized under the control of port facility.

2. Before starting to hot works and procedures while dangerous cargo handling and at dangerous cargo areas in our port facility, written permit regarding applicability of hot works in question is taken from Regional Port Authority. With abovementioned permit, the place where hot work and procedures will be performed and related details and additionally safety measures to be applied will be specified on Hot work form.

3. Hot Work Form covers the following.

a) With the aim of being sure about that the areas on which work is to be done is no burning and/or explosive environment and insufficient in terms of ventilation and oxygen, auditing frequently the area and adjacent areas where work is to be carried out including the tests applied by accredited testing organizations,

b) Removing hazardous cargos and other combustible materials from working area and adjacent areas (lime, sludge, residue and other combustible materials are included in the substances to be removed from the area in question)

c) Protecting efficiently against accidental ignition of combustible building materials (i.e., girders, wooden partitions, floors, doors, wall and ceiling coatings)

ç) Sealing and ensuring impermeability of open pipes, pipe transitions, valves, joints, gapes and open parts with the purpose of preventing spreading of flame, spark and hot particles from working areas to adjacent areas or other areas

4. Warrant of the hot work to be done and a plate on which the safety measures to be taken are written will be hanged in working area and entrances of all working area. Warrant and safety measures should be visible easily and will be understandable clearly by everyone who will conduct hot works.

5. While doing hot works, attention should be paid to the following matters:

a) Controls are carried out with the aim of confirming that no current condition has changed in working environment.

b) While hot works are performed, at least one fire tube or other fire extinguishing equipment is made ready , so as to be used instantly with their all apparatus in a venue to be reached easily.

6. In the course of hot work and procedures, when the works in question are completed and during enough time following completion, efficient fire control shall be made in the area on which hot work is conducted and the adjacent areas where hazard will emerge owing to heat transfer.

7. Necessity of applying for the document titled “International Safety Guide for Oil Tankers and Terminals (ISGOTT) “particularly for additional more detailed information and procedures pertaining to hot works and procedures will be taken into consideration every time.

Risk Assessment

Location of hot work:

Area / Location: .....

Special access restrictions (due to the task involving a specific welding type or the location being a hazardous area, confined space, etc): .....

Reason for hot work:

Work activity description: .....

Likely ignition source type(s):
- ☐ Flame (welding, soldering, brazing, etc)
- ☐ Spark or slag (grinding, cutting, friction tools, welding, etc)
- ☐ Hot Object (metal surface, plate, etc)
- ☐ Other: .....

Hazard identification, risk analysis and control measure selection:

Add an additional page if the space below is insufficient.

Specific Hot Work Issues: (tick appropriate)			
	☐	The hot work is to be solely undertaken by a contracted party personnel and a detailed work method statement / risk assessment has been previously prepared, reviewed by is attached to this Form.	Attach documentation & proceed to Section 2 on the following page.
	☐	The hot work is to be solely undertaken by personnel as per the specific hot work issues detailed below.	Complete the Risk Assessment below.

Risk Assessment Guide

Step 1 – Consider Consequences

What are the consequences of this hazard occurring? Consider what is the most probable consequence (below) with respect to this work hazard.

Extreme	Multiple fatalities or permanent injuries
Critical	Single fatality or permanent injury
Major	Medical treatment or lost time injury
Minor	First aid treatment
Insignificant	Incident or near miss – no treatment

Step 2 – Consider Likelihood

What is the likelihood (below) of the hazard consequence in Step 1 occurring.

Almost Certain	Is expected to occur in most circumstances
Likely	Will probably occur at least once
Possible	Event might occur at some time
Unlikely / Rare	Event not expected to occur or only in exceptional circumstances

Step 3 – Calculate Risk

1. Take Step 1 rating and select the correct column.
2. Take Step 2 rating and select the correct line.
3. Use the risk score where the two ratings cross on the matrix below.

H = High, S = Serious, M = Medium, L = Low

Likelihood	Consequences: Ins	Min	Maj	Crit	Ext
Almost Certain	M	S	H	H	H
Likely	M	M	S	H	H
Possible	L	M	M	S	S
Unlikely / Rare	L	L	M	M	S

Likelihood	Consequences: Ins	Min	Maj	Crit	Ext
Almost Certain					
Likely					
Possible					
Unlikely / Rare					

Hazard (List the hazards relating to the work)	**Controls** (List the controls to manage each of the hazards)	**Personal Protective Wears**	**Responsible Party** (List the role, contractor, competency &/or prescribed occupation responsible for implementing the controls)	**Risk Assessment** (With controls in place: High, Serious, Medium or Low)

Risk Assessment Personnel:

Risk Assessment Completed by:

Name: ..... Employer: ..... Date: .....

Name: ..... Employer: ..... Date: .....

Section 2 – Hot Work Permit

As per the method of hot work and location described in *Section 1*, identify control requirements in the relevant parts below.

General Hot Work / Ignition Controls

Identify those general hot work and ignition controls required to be undertaken as part of the hot work: (identify as yes or not applicable)	Yes	NA	Control
	☐	☐	Fire extinguishers supplied by the workgroup / contractor are to be located immediately adjacent to the hot work area and within 10m (building / fixed location fire extinguishers are not to be relied upon)
	☐	☐	Catch mats or boards are to be positioned over grid-mesh, flooring, grates to catch sparks or slag
	☐	☐	Combustible and flammable materials or fuel sources are required to be cleared from the area (consider a 15m area around the hot work where practicable and include surfaces below & above the work area)
	☐	☐	Drains, cable racks, electrical cables and other heat/fire sensitive items are to be covered (consider a 15m area and use fireproof blankets, catch boards and approved covers as applicable)
	☐	☐	A water hose is to be run to the job location and primed ready for use (where appropriate for work locations outdoors and in areas clear of electrical equipment)
	☐	☐	A Fire Watcher is required to watch the area during and/or post work to monitor fire risk, sparks, slag, hot objects (consider for work that is arc welding, oxy-cutting or likely to present an ignition hazard post work, and for work in hazardous areas, in confined spaces, outdoors, in windy conditions): ☐ During Work, and/or ☐ Post Work for a time period of _____ minutes

Specific Hot Work / Ignition Controls	Yes	NA	If Yes, Include Additional Control Details to be Used:
The hot work is to be undertaken on or adjacent to plant that will require an isolation (such as services, pipes, tanks, pressure vessels)	☐	☐	
A fixed fire protection or detection system will need to be taken out of service (approval is required for the impairment and the Fire System Log Book is to be filled in – see also *BAC Authorisation* below; approval contacts include:	☐	☐	
The work area will require specific cleaning, purging, ventilating or pre-work atmospheric monitoring (due to flammable/explosive vapours, dusts, liquids or solid residues in the work area / location)	☐	☐	
The work area will require pre-work cleaning, stripping, surface preparation, or atmospheric monitoring during works (as a result of surfaces / coatings that may create harmful emissions when heated or cut)	☐	☐	
The nature of the work requires specific respiratory protection to be worn	☐	☐	
The nature of the work requires specific controls to be implemented to protect gas leads or other sensitive plant items involved in the work	☐	☐	
The hot work involves arc-welding whereby specific controls relating to ensuring electrical safety will be required	☐	☐	

Additional Hot Work Controls within Confined Spaces

☐ NA (Not Applicable)

Controls:	Yes	NA
Locate equipment outside the space where practicable (such as gas cylinders, hoses, etc unless involved with respiratory devices)	☐	☐
Extraction fan inlet is to be located as close as practicable to the contamination source	☐	☐
Contaminants are to be expelled from the space (so that they cannot be recirculated and will not harm other workers)	☐	☐
As arc-welding activities are to be suspended for substantial periods, power sources will need to be de-energised, electrodes removed from holders and holders placed so that accidental contact or arcing cannot occur	☐	☐
As gas welding/cutting activities are to be suspended for substantial periods, torch and cylinder valves are to be closed with the torch and hose connections removed from the space and depressurised	☐	☐

Completion Hot Work

☐ NA (Not Applicable)

Controls:	Yes	N/A
After the end of the job is controlled area for at least half an hour.	☐	☐
Field is checked for at least eight hours and one hour intervals.	☐	☐
There is no need to do control after hot working.	☐	☐

Permit Request:

Name: _____ Signature: _____ Date: _____ Time: _____

Approved

Name: Signature: Date: Time:

10.8 Responsibilities of Personnel in Operation

10.8.1 Operation Officer

10.8.1.1 Acts according to the checklists

10.8.1. A coordination meeting will be held at least 1 day before the acceptance of dangerous cargoes to the port facility and this meeting will be attended by the Supply Directorate, Terminals and Technical Services Group Directorate, Terminal, Corporate HSE- C Directorate, TMGD and other interested parties.

10.8.1.3 If a decision is taken at the meeting in favor of accepting the dangerous cargo, management, operation, storage, safety and emergency response departments shall be notified and the necessary preparations and acceptance process will be commenced.

10.8.1.4 If it is required to notify the Regional Port Authority, the situation shall be notified to the

Regional Port Authority in writing by specifying the reasons.

10.8.1.5 Number of equipment's and cranes, teams and shifts to be used shall be specified at this meeting.

10.8.1.6 Organize the work order with the 2nd Cap.

10.8.1.7 Ensure that the cargo handling is made according to the approved cargo plan With the Planning Specialist

10.8.1.8 Every person engaged in the handling of dangerous cargoes exercises reasonable care to avoid damage to cargo transport units.

10.8.1.9 Whilst dangerous cargoes are being handled, precautions are taken to prevent unauthorized access to handling areas.

10.8.1.10 If there is any loss of containment of dangerous cargo, every practical step is taken to minimize risks to persons and adverse effects to the environment.

10.8.2 Shift Supervisor

10.8.2.1 Acts according to the checklists

10.8.2.2 The personnel equipped with the necessary protective equipment check before the operation.

10.8.2.3 The shift superintendent will be responsible from controlling the work security, control of equipment's, entry and exit of outsiders, safe handling of the cargo, environmental cleaning and duly performance of these works.

10.8.2.4 Organize the work order with the 2nd Cap.

10.8.2.5 Ensure that the cargo handling is made according to the approved cargo plan.

10.8.2.6 Performs the necessary separation according to the classes of dangerous loads.

10.8.2.7 Every person engaged in the handling of dangerous cargoes exercises reasonable care to avoid damage to cargo transport units.

10.8.2.8 Dangerous cargoes are being handled, precautions are taken to prevent unauthorized access to handling areas.

10.8.2.9 If there is any loss of containment of dangerous cargo, every practical step is taken to minimize risks to persons and adverse effects to the environment.

10.8.3 Safe Handling of Dangerous Goods Operation Procedure Checklist

GENERAL

S.NO	Action	OP.ENG. /SHIFT SUPV.	OPERATOR.
	ACCEPTANCE CARGO		
1.	A coordination meeting will be held at least 1 day prior to the acceptance of dangerous cargoes to the port facility	X	X
2.	The MSDS form about load is provided.	X	X
3.	The Certificate of Conformity for the ship carrying the dangerous cargoes will be checked.	X	X
4.	Approved cargo handling / evacuation plan requested.	X	X
5.	The dangerous cargo (es) to be accepted to the port: 1. Risk arising from dangerous cargo 2. Interaction with dangerous cargoes existing at the port facility, 3. Interaction with cargoes planned to be accepted to the port facility in the near future, 4. Conditions for stowage 5. Conditions for segregation 6. Requirement of materials and equipment with respect to emergency response 7. Sufficiency of emergency response equipments 8. Interaction with the neighboring area (s) The issues mentioned herein above will be discussed within the scope of current IMDG CODE documents and a management decision for accepting/rejecting will be taken.	X	X
6.	If a decision is taken at the meeting in favor of accepting the dangerous cargo, management, operation, storage, safety and emergency response departments shall be notified and the necessary preparations and acceptance process will be commenced.	X	X
7.	Number of equipments and cranes, teams and shifts shall be specified.	X	X
8.	The personnel who will work in the operation will be provided with information as regards the risks of the cargo and they will be equipped with the necessary protective outfit.	X	X
9.	Required warnings, warning signs are provided around the area being handled.	X	X
P.S.: In standard handled loads, meeting is optional. Previous meeting resolutions may apply.			

S.NO	Action	OP.ENG. /SHIFT SUPV.	OPERATOR.
	HANDLING		
10.	Unloading equipment and appropriate pipe selection are made by the person responsible with operations. ISGOTT 6 Ship/Port Safety Control List is undersigned mutually. A communication network is built between the ship and the port facility.	X	X
11.	Employees wait beside the flexible hoses which will be connected to the ship. They work in cooperation with the ship personnel for the connection of liquid cargo to entry/exit manifolds of the ship.	X	X
12.	Appropriate pressure adjustment is made to the ship. Overflow of tankers is avoided, and the ship personnel are provided with required information and the line is cut under dangerous situations	X	X
13.	It is checked that the communication equipment used in the operation area is ex proof.	X	X
14.	Flexible hoses used in loading or unloading of liquid bulk dangerous cargoes should have a certificate specifying the approval of type as well as pipe type, maximum working pressure of the pipe and production month and year of the pipe.	X	X
15.	Adequate number of electrical insulation flanges for the flexible hoses and loading arms used in loading or unloading operations of liquid bulk dangerous cargoes.	X	X
16.	The master of a ship and berth operator should before liquid bulk dangerous cargoes are pumped into or out of a ship from or into a shore installation agree in writing on the handling procedures including the maximum loading or unloading rates taking into account and undersigned mutually. 1. The arrangement, capacity and maximum allowable pressure of the ship's cargo lines and the shore pipelines. 2. The arrangement and capacity of the vapor venting system. 3. The possible pressures increase due to emergency shut- down procedures. 4. The possible accumulation of electrostatic charge; and 5. he presence of responsible persons during startup operations on board ship and ashore	X	X
17.	Agree in writing the action to be taken and the signals to be used in the event of an emergency during handling operations	X	X
18.	Effective communication between the ship and the shore installations is maintained throughout the handling operations	X	X

S.NO	Action	OP.ENG. /SHIFT SUPV.	
	PORT OPERATION SUPERVISOR		
19.	He will take adequate precautions are taken to prevent a short-circuit of the insulating section	X	
20.	He will inspect and test the insulating and earthing systems at appropriate intervals to ensure their effectiveness.	X	
21.	He will ensure that any other metallic connections between the berth and the ship are protected or arranged so as to ensure that there is no possibility of incentive sparking where a flammable atmosphere may be present.	X	
22.	He will take actions in accordance with appropriate checklists in the International Safety Guide for Oil Tankers and Terminals (ISGOTT)	X	
23.	He should ensure that the master of a ship is notified of any conditions which may require precautions to be taken for avoidance of sources of ignition on the ship such as galley stoves or cooking appliances with non-immersed elements.	X	
24.	The vessel will ensure that all safety precautions are in place, including manifold connections and sealing of flexible hoses with a blind flange.	X	

Notification

I have read and understood my duties above.

OPERATION ENGINEER / SHIFT SUPERVISOR **OPERATORS**

PORT OPERATORS

NAME SURNAME	DATE	SIGN
Mustafa Yüksel TENLİK		