



## Total Raffinaderij Antwerpen

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### REGULATIONS RELATING TO THE LOADING AND UNLOADING OF BARGES AT THE TOTAL REFINERY ANTWERP JETTIES

1. The captain or his deputy shall be entirely and exclusively responsible for all operations on board relating to loading/unloading.
2. In line with the ARAB and on the basis of federal and regional legislation, which include a duty of care with regard to third parties, the personnel of the ships shall wear personal means of protection during loading/unloading operations in the loading/unloading zone. The personal means of protection shall consist of at least working clothes with long sleeves and long trousers (preferably an overall), safety shoes and helmet. During connecting or disconnecting, the wearing of working gloves is obligatory. The deck watch must wear during the complete loading or discharging operation safety goggles. Where loading or discharging of petrol is concerned, in case charges of benzene are involved, or when unloading benzene-rich products, additional to the before mentioned personal means of protection, a breathing protection will be obligatory whilst connecting or disconnecting.
3. The "Police regulations of the port of Antwerp" shall be strictly adhered to, in particular article 103 and 106 to 113, which contain the "Special regulations for the Marshall dock".
4. All ADN rules remain in full force.
5. The loading and unloading hoses used, both those of the ship and of TOTAL Refinery, shall be in good condition. The captain must, if so requested by the refinery, be able to submit pressure test certificates for his loading/unloading hoses.
6. The connections of the loading/unloading hoses, both on board and on shore, shall be fitted with new graphite seals, all bolts shall be in the flanges and the hoses shall be tightened sufficiently. The hoses shall have sufficient play to allow the normal movements of the ship without damage to the loading/unloading hose.  
A vapour recovery of emanated gases during loading of gasoline is operational. The connection of the vapour recovery hose, both on board and on shore, shall be equipped with joint. All bolts shall be in flanges. The vapour recovery hose shall have sufficient play to allow the normal movements of the ship without damaging the vapour recovery line.
7. The connecting or disconnecting of the ship shall always occur under the supervision of TRA personnel, which means that ONLY TRA personnel may operate the lifting equipment (pneumatic winches), loading-arms, and hydraulic gangways. Only TRA personnel may open or close the shore valves. Only the EMERGENCY VALVE may be activated by the crew via the "Deadman's radio" or via the emergency stop button on the loading point. During loading operations of vessels at the jetty's of TRA, the EMERGENCY STOP can be activated through the portable radio or from the loading point. The emergency stop closes the valves on the loading/unloading derrick.
8. Before starting the loading operation, the ship's personnel has to open the required valves on board. It is only then that they give the authorization to the quay personnel to open the valve on the jetty. The loading operation will only start after the "dead man's button" has been activated by the ship's personnel. This will make it possible to open the automatic valve on the loading derrick.
9. To avoid generation of static electricity, the ship's personnel has to ensure that the loading speed in the begin phase never exceeds 1m/sec., and this until there is 30 cm of liquid above the inlet opening (this does not apply to fuel oil and gasses).
10. It is forbidden, even for a short time, to moor next to a vessel in the process of loading or unloading.
11. On board the ship, the loading or unloading operation shall be permanently and expertly supervised from on deck. This deck watch has to be at least 18 years old.
12. Barge equipped to operate from the wheelhouse and approved by TRA (checklist). During loading or unloading there must always be 2 persons present. The first person is always present in the wheelhouse and communicates with the shore by radio. During starting / stopping, the second person is required on deck. Afterwards, the second person makes at least every 30 minutes a check round on deck.
13. During the entire operation, both persons are immediately available and approachable by the shore installation.
14. Before loading, a "dead man's radio" is lent by the TOTAL Refinery Antwerp to the ship's personnel, and has to be used during the loading operations. This radio has 3 functions:
  1. The first time the dead man's button is pressed by the ship's personnel is the signal that everything is ready on board to start the loading operations.
  2. Regularly activate the "dead man" with the push button on the "dead man's radio"; in case of non activation, the blue flashing light on the jetty will start working; if there still is no reaction, a ringing signal will start. If the ship's personnel still do not react, the loading will automatically stop.
  3. Allow the ship's personnel in case of possible incidents, as well on board as on the jetty, to activate an emergency stop of the loading operation (closing of the emergency valve on the loading installation). In case of failure or unavailability of this "dead man's radio", the loading on board of the ship will be followed by at least 2 members of the ship's personnel on deck in the loading area.
15. TOTAL Refinery Antwerp lends also a cable for the overfill security that has to be connected to the high level alarm of the ship's tanks. In case of high-level alarm on one of the ship's tanks, the loading operation will be stopped (automatic valve

- on the loading arm closes).
16. Both "Deadman's radio" and "Overfill Prevent" will be returned to TOTAL Refinery in good condition when collecting the loading papers before the ship departs. Any damage or loss shall be charged to the owner of the ship. On shore the loading and unloading operations shall be monitored by the jetty personnel and via television cameras by the personnel in the control room. The captains shall agree a method of communication with these people before loading or unloading commences. If the quay personnel is not on the jetty the following is available to the captains on the jetty : a compressed-air horn, the intercom system, the telephone (phone no. control-room: 5359 / 5360) and the EMERGENCY STOP via the "Deadman's box".
  17. Smoking is forbidden in all circumstances, both on board and on shore. This rule also applies when no loading or unloading is occurring.
  18. ALL devices with an exposed flame (heating, cooking and cooling devices) must be turned off from the moment the ship moors alongside the TOTAL Refinery quay. For gas installations this is done by closing the main valve.
  19. Engines and electrical equipment (including mobile phones), with the exception of those which are explosion proof, shall be switched off.
  20. All tank covers, inspection holes and dip holes shall remain closed during loading or unloading. Only the inspection and dip holes of compartments being loaded or unloaded may be opened.
  21. During loading or unloading doors, windows and ventilation systems of the living quarters and engine room shall remain closed.
  22. All work on board ships, moored alongside the TOTAL Refinery quays, is forbidden such as: chipping off rust, works causing sparks, sanding using electrical machines, work in the engine room, etc...
  23. All irregularities (spills, damage...) must directly be reported to the control room (tel.5359/5360). Since TOTAL, as concessionary of the loading and unloading wharfs, is responsible for the safety of the used docks, dock water and installations, TRA shall, on account of the polluter, take all necessary actions considered necessary. So TRA can, on account of the polluter, ask for an intervention by the TRA fire brigade, inform the port authorities and ask an intervention by a specialised cleaning company. The polluter will not be able to refuse any cost, unless he can prove that before any intervention, he - or a third party acting in his commission - already cleaned the complete contamination. The polluter remains responsible for left spilled product and for claims from third parties.
  24. The owner and/or captain of the ship shall be solely responsible in the event of non-adherence to these regulations.
  25. Transshipment at the quays of TOTAL Refinery is forbidden.
  26. Unless, exceptionally accepted by the person responsible from TRA and provided that the necessary and legally prescribed safety measures are taken, entering enclosed spaces (e.g. ships tanks) is forbidden alongside the jetties of TOTAL Refinery.
  27. The leakage container to disconnect the loading arm or the vapour return circuit must be sufficiently large. The drainage of the loading arm is done under atmospheric pressure towards the lowest situated ship tank. First the drain on board (if possible) shall be opened towards the leaking container. When empty and after consent of TRA personnel, the valve on board (ship manifold) and on shore must be closed. Next, the connecting flange must be uncoupled with due care. In case of possible problems (presence of large quantities of product) during uncoupling, the connecting flange shall be closed immediately and the area manager (5357) notified.
  28. The level-alarms must be switched on during the loading/discharging operations.
  29. The ventilation of tanks along the TRA jetties is forbidden.

### **CAPTAIN'S STATEMENT**

As Captain of T/L ..... I declare

1. that I have received the "Regulations relating to the loading and unloading of barges at the TOTAL REFINERY loading points";
2. that on its last journey my ship only transported petroleum products and/or was cleaned;  
product(s) loaded/unloaded on previous journey: .....
3. that during the loading/discharging there will be at least one ADNR certified crewmember on board.

Date : .....	Captain's or deputy's signature .....	Telephone n°.....
Time : .....		Europa-number .....

**IN THE EVENT OF FIRE PHONE No. 6 6 6 6**

**IN THE EVENT OF AN ACCIDENT INVOLVING CASUALTIES PHONE No. 7 7 7 7**