



Piteå Hamn AB



**OPERATING
INSTRUCTIONS
PITEÅ OIL TERMINAL
HARAHOLMEN**

SHIP – SHORE

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1. General

1.1 Principal rules

The operating instructions have been approved by the Board of Directors of Piteå Hamn AB and apply alongside the provisions of general statutory instruments and of the Port Regulations with Local Rules and Regulations for the Port of Piteå. The publications indicated above can be ordered from Piteå Hamn AB, Haraholmsvägen 645, 941 43 Piteå or downloaded from www.piteahamn.se. Operations are otherwise regulated by instructions and recommendations issued by the Swedish Petroleum & Biofuels Institute (SPBI), the Swedish Oil Terminals Forum (SOHF) and the latest edition of the International Safety Guide for Oil Tankers and Terminals (ISGOTT). Protection of shipping is regulated by the ISPS code.

1.2 Scope

The regulations apply to all activity at the Piteå Oil Terminal and the pipeline systems to the various oil depots (see Annex 1).

1.3 Knowledge of the instructions

Everyone who works in the area of the oil terminal is obliged to be familiar with and comply with the above instructions.

1.4 Risk management

Oil products and chemicals may give rise to gases that are combustible and hazardous to health. Special attention is therefore required to prevent personal injury and damage to property and the environment.

Naked flames and smoking are not permitted in the area.

Permits for hot work within the area are granted by the person responsible for granting permits at Piteå Hamn AB.

Mobile phones, walkie-talkies, torches or other electrical/electronic equipment must be explosion-classified, or otherwise be switched off.

All persons entering the area must wear a safety helmet and high-visibility clothing and otherwise wear suitable protective clothing/footwear. Eye protection and/or a face mask must be worn when instructed by the supervisory management.

Vehicular traffic is governed by general traffic regulations. Speed is restricted to 30 km/hour throughout the port area.

Vehicular traffic is prohibited inside the gate to the oil quay, unless the security guard/port management has granted approval.

Consumption of drugs or alcohol will lead to immediate refusal of entry to the area and reporting to the appropriate authorities.

2. Ship notification

2.1 Prior notification

Prior notification of importation of cargo to the Port of Piteå must be made at least 24 hours before the estimated time of arrival of the ship, regardless of whether the cargo is classified as dangerous goods or not. The Port of Piteå may, however, permit a shorter notification time in certain cases.

Prior notification must be made by e-mail to: info@piteahamn.se
clas.johansson@piteahamn.se
shipping.pitea@shorelink.se

A notification form can be found in **Annex 4**

2.2 Information required in the notification

- The ship's name, IMO number, call signal, nationality, gross tonnage, length/beam and draught
- The name of the ship owner/operator/manager, charterers, agents and recipients
- Estimated time of arrival (ETA) at pilot station
- Designation of the cargo, number of tonnes to be unloaded, transited or loaded
- Quantity to be unloaded in TOV and the average temperature of the product
- Class certificate/IOPP certificate, expiry date
- ISPS protection level
- Vetting approval, company and date
- Current air draft to manifolds, quantity and dimensions
- Dimension and length of cargo hoses on board
- Type of cargo pumps, typical unloading capacity, maximum unloading pressure
- Estimated unloading time
- Number of ship tanks to be unloaded/loaded
- Inerted tanks, open/closed sampling
- Mooring equipment, wire cable/tail or fibre, dimensions, autowinches
- Number of tonnes of bilge or sludge containing oil to be deposited
- Quantity of bunkers to be received
- Quantity of freshwater to be received
- Notification of prewash at quayside, quantity of rinsing water to be left
- Quantities to be left and naming of fractions of these
- Recipient of food supplies/spare parts
- Original cargo port, immediately preceding port and immediately following port
- Crew list
- Crew replacement

2.3 Prior notification of dangerous goods

Includes harmful chemicals in bulk according to the IBC and BCH codes and combustible liquid with a flash point of +60°C or lower. Also gases covered by the IMO transport code.

The regulations contained in SJÖFS 2006:34-35 and ICS Tanker Guide Chemicals must be followed. The prior notification must contain the above information **(2.2)** with the additions below **(2.4)**.

2.4 Additional information in notification for dangerous goods

- The chemical designation of the goods and information concerning any hazardous constituents contained in them.
- UN number.
- Class according to the IMDG code.
- Flash point (closed cup).
- Safety data sheet and information on any other special safety measures and risks.

2.5 Permits for particular traffic

Dangerous goods must not be brought into the oil terminal without permission from the Port of Piteå. The permission is based on the information in accordance with **2** above. The permit indicates what special measures must be taken with respect to the nature of the cargo.

2.6 Copies of prior notification

Copies of a completely filled-in notification must be sent to the receiving depot and load master before the ship arrives.

2.7 Ship/shore safety checklist

Procedure:

The depot superintendent (or equivalent) must, before loading/unloading begins, run through the ship/shore safety checklist together with the ship's master (or person deputising for the ship's master). The list must be signed by both. The depot superintendent (or equivalent) then informs the security guard of "ready to start" status.

The ship/shore safety checklist of the Piteå Oil Terminal must be used. This can be downloaded from www.piteahamn.se, or collected at the port office or from the guard post on the oil quay.

3.0 Navigation

3.1 Restrictions in shipping lane

Note: Always check in the Port of Piteå Port Regulations whether there are any changes or navigational warnings.

The following restrictions apply to ships destined for the Piteå oil terminal:

- Max. length: 250 metres
- Max. beam: 35 metres
- Max. draught: 11.5 metres at mean water level
- For ships with a greater length than 170 metres or with a draught exceeding 9.5 metres, two pilots, daylight and visibility of at least three nautical miles are required.

Ships with special manoeuvring characteristics may be exempted from the above standards following a decision by the superintendent of the marine traffic area.

Traffic via the eastern road (via Storstensgrund South-East) is not permitted when ships moored at the oil terminal are engaged in the unloading/loading of gas (LPG/NPG).

3.2 Tug assistance

- Ships with LOA 130–150 metres 1 tug on arrival/departure
- Ships with LOA in excess of 150 metres 2 tugs on arrival/departure

The number of tugs can be reduced for ships with a functional bow propeller.

- Ships in regular service may be exempted from the above standards following a decision by the superintendent of the marine traffic area.
- Ships with special manoeuvring characteristics that may be considered equivalent to a tug may be exempted from the above standards following a decision by the superintendent of the marine traffic area.
- A list of ships exempt as above is to be kept at Luleå VTS and Skellefteå Pilot Station.

3.2 Passage past moored ships

Moored tankers must not be passed closer than 25 metres, and passing must take place at slow speed.

3.3 Prohibition of anchoring

Anchoring is prohibited in accordance with the applicable naval chart.

3.4 Order of priority

The Port of Piteå confirms orders and designates a berth and order of priority with respect to the prevailing/expected traffic situation. The Port of Piteå is not responsible for delays or other consequences caused by changes in the traffic situation or other events beyond the control of the Port of Piteå.

4. Technical description of the quay

4.1 The oil quay

- The oil quay is intended for the unloading/loading of heavy fuel oil, diesel, petrol, chemicals and LPG.
- Five 8-inch composite hoses intended for each of the above products are used for importing/exporting of product.
- The hoses are equipped with insulating flanges.
- The length of the hoses is 15 metres, with the exception of the LPG hose, which is 3x15 metres. All the product hoses can be extended according to need.
- There is no gas return.
- The 60-metre long quay deck is made of concrete resting on two steel sheet-piled concrete-filled caissons. The height of the quay is 2.5 metres above mean water level.
- The front of the quay is fully covered with horizontal 1 metre dia. deck rolls secured with chains.
- The quay is additionally provided with six SWL 50 tonne bollards, two of which are equipped with a quick-release mechanism. **See Annex 1.**
- On the shore there are two SWL 50 tonne Quick Release bollards. **See Annex 1.**

5. Mooring

5.1 Ships lying at quayside

Ships not loading or unloading must not remain at the oil quay without special permission from the Port of Piteå.

5.2 Mooring equipment

Only rope or wire cable with pennant may be used in mooring tankers.

5.3 Mooring alongside (lighterage)

Ships and other floating vessels may only be moored alongside another ship after permission has been obtained from the Port of Piteå.

5.4 Mooring procedures

Recommendations issued by the Oil Companies International Marine Forum (OCIMF) and published in *Mooring Equipment Guidelines* must be followed, to the extent that is possible in practice. **See Annex 1.**

5.5 Authorised traffic

Ships and other floating vessels must not enter or moor in the oil terminal without permission from the Port of Piteå.

5.6 Electric storms

When there is an impending thunderstorm, all cargo handling of class 1 products must cease. The same applies to all handling in which ignitable gases are formed.

All tank openings and valves on board must be closed. This includes by-pass valves on the ventilation system to the cargo tanks.

All valves connected to cargo hoses and shore manifolds must be closed.

6. Technical description of pipelines

6.1 Oil quay (berth 1)

Five separate pipelines depart from the quay manifold with connection to the various depots and rock chambers.

- Heavy fuel oil
- Light fuel oil
- Petrol
- Chemicals (acid-proof)
- LPG

Pipe diameter 250 mm to 300 mm.

The maximum permitted pumping pressure is normally 8 bar.

The pipelines are emptied after each unloading operation using compressed air, inert gas and pumps. A vacuum truck is used where necessary.

7. Emergency measures

7.1 Responsibility

Supervisors on shore and officers on board must, within their respective areas of responsibility, ensure that information about that measures are to be taken in the event of accidents or incidents involving hazardous cargo is kept immediately available at all times. Such information must include Emergency Procedures for Ships Carrying Dangerous Goods (EmS) and Medical First Aid Guide (MFAG) and/or other similar information.

7.2 Alarm devices

All personal concerned, both on board and on shore, must familiarise themselves, before cargo handling begins, with the location of the nearest alarm and how it is to be used. This includes alerting the Fire and Rescue Services in Piteå on telephone **112**. **See Annex 2.**

8. General rules for tankers at quayside

8.1 Warning signals

Tankers must fly signal flag B in daylight and show a red signal light on the signal mast in darkness.

8.2 Spark extinguishers

Ships and vessels calling at the oil terminal must be fitted with effective spark extinguishers on funnels and exhaust pipes.

8.3 Fire safety

The ship's fire safety equipment and clean-up equipment must be in satisfactory condition.

8.4 Watchman

There must always be a competent watchman on deck on ships in the oil terminal. A watchman who is not a member of the crew must first be approved by the Port of Piteå.

The watchman must

- be well acquainted with **Chapters 7 and 8** of the operating instructions and have a good knowledge of the safety equipment on the quayside,
- be available on deck to adjust gangway and moorings,
- check that there are no escapes of oil from the ship,
- check visitors in accordance with the ISPS code,
- make sure that the no-smoking rule is respected,
- assist the ship's master in making sure that the safety regulations of the ship and the port are followed and closely monitor operations close to the ship,
- cooperate with shore personnel to guarantee safe cargo handling,
- inform the ship's master and/or load master of any incident that may pose danger,
- turn away persons under the influence of alcohol. If one of the ship's crew is under the influence of alcohol, he/she must be kept on board under the supervision of the officer on watch.

8.5 Smoking

Smoking is prohibited on all open decks of the ship. Smoking is only permitted in spaces designated by the ship's master. No-smoking notices must be posted at clearly visible places.

8.6 Naked flames – hot work on board

Naked flames or hot work such as welding must not occur on board. The exception to this rule is naked flames in designated smoking areas.

8.7 Repairs

Repair work on board (testing of radio transmitters and other electronic transmitting equipment is included in repair work) must not be undertaken without permission from the Port of Piteå. Minor repairs that do not require hand-held tools are exempt from this rule provided:

- naked flames do not occur,
- the possibility of the ship shifting berth with its own engines is not affected.

8.8 Application

Sections 8.2-8.9 also apply to ships that do not carry dangerous goods but are less than 25 metres from ships with hazardous cargo on board.

8.9 Sparks

If sparks emerging from the ship's funnel are observed, action must be taken immediately to stop this.

8.10 Tank hatches and openings for sounding

All openings on board must be closed unless controlled sampling or ullage measurement is being carried out.

8.11 Inert gas facility

The inert gas facility must be used in accordance with the recommendations contained in the latest edition of ISGOTT.

- Inert gas is understood to mean a gas or gaseous mixture that cannot sustain combustion and that contains less than 5% oxygen.
- An inert gas protected space is understood to mean a space in which the level of oxygen after inerting does not exceed 8% by volume.

8.12 Loading, unloading, bunkering and ballasting

Provisions on loading/unloading/ballasting can be found in **Chapter 10**.

Permission from the Port of Piteå is required for the loading or unloading of general cargo, food supplies and spare parts at the oil terminal.

8.13 Measures to prevent pollution of areas of land and water

Releasing harmful substances or polluting with waste, etc. is prohibited within Swedish land and sea territory.

There are provisions for depositing a limited quantity of polluted ballast water/sludge and other harmful substances and waste at the oil terminal.

8.14 Safety devices on shore

The ship's master and other ship's officers are obliged to familiarise themselves with the safety devices on shore. Among other things, they must be aware of the following:

- Location of fire extinguishing equipment.

8.15 Photography

The Port of Piteå will grant permission for photography provided

- applicable safety provisions are observed with respect to the risk of fire,
- applicable secrecy provisions are observed.

8.16 Inspection

The Port of Piteå and the Fire and Rescue Service have the right to inspect ships with respect to applicable regulations.

The ship's master is obliged to make corrections based on the inspector's findings and provide necessary assistance to facilitate the work of inspection.

9. General rules in the oil terminal

9.1 Smoking and naked flames

Smoking is prohibited in the area of the oil terminal, both indoors and outdoors and in vehicles.

The superintendent of the facility may permit smoking in spaces approved by the Community Planning Board.

9.2 Hot work, safety distances

Hot work may only be performed in the unloading and loading of tankers if the following requirements are met:

- Valid hot-work permit must have been issued by the fire and rescue services.
- Personnel performing the work must have a valid hot-work certificate.
- The minimum safety distance from the hot work to the pipeline must be
 - 25 metres in the unloading/loading of class 1 products,
 - 15 metres in the unloading/loading of class 2 products,
 - 10 metres in the unloading/loading of class 3 products and other products.

9.3 Vehicular traffic

Vehicular traffic is prohibited and internal combustion engines must not be used on the oil quay in the unloading/loading of class 1 and class 2 products.

9.4 Electrical equipment

Electrical equipment must comply with the safety regulations issued by the Swedish National Electrical Safety Board. Electrical equipment may only be connected using an approved connector.

9.5 Repair work, safety distances

Minor repair work performed with tools that do not produce sparks may be performed in unloading/loading. The Port of Piteå may, in certain cases, in consultation with the

loading master, permit exemptions from the safety distances in accordance with **Chapter 9.2.**

9.6 Fire safety

The superintendent of the facility must ensure that the fire extinguishing equipment of the facility is in satisfactory condition and that a ship-to-shore connection is ready for use.

9.7 Spillages and leaks

- At places where spillage and leakages may occur (at valves, taps, etc.) and where there is no permanent device for collecting escaping liquid, a spill container must be used.
- All collecting vessels used in handling class 1 and class 2 products must be earthed.
- Valves, taps, air holes or similar devices for tapping, testing, water drainage or similar purposes must be kept locked, sealed or blind-flanged if there is a risk of unauthorised tampering.

9.8 Access to the oil quay

Only authorised persons with a valid key card may enter the area.
Temporary visitors must report to the security guard on the oil quay.
Crew replacements must be notified to the Port of Piteå/agent.

10. Loading/unloading of petroleum products and liquid chemicals

10.1 Handling of cargo

The loading and unloading of tankers must always be carried out in accordance with recommendations issued by ISGOTT and rules applicable to the oil terminal (**see Chapter 1**).

10.2 Cargo hoses

Only approved hoses tested in the past year may be used.

10.3 Shore personnel

The loading master responsible and the security and pipeline guards must always be present when tankers are unloaded/loaded.

10.4 Emergency measures in the event of fire, oil spills and accidents

See Annex 3.

10.5 Transfer pumping between depots/tanks

Transfer pumping between the depots within the oil terminal must be notified to the Port of Piteå. Notification must be done in good time, however at least 12 hours before the operation is due to commence. The line cannot be regarded as having been booked for transfer pumping until the responsible depot has received confirmation from the Port of Piteå. The receiving depot is the responsible depot.

Unloading/loading from/to ships always takes precedence over transfer pumping between depots.

11. Bunkering

11.1 Regulations

Reception of bunkers must always take place in accordance with MARPOL rules and ISGOTT recommendations. A checklist in accordance with ISGOTT must always be filled in and used.

11.2 Bunkering superintendent

The master of the receiving ships must, prior to bunkering, inform the Port of Piteå of the name of the ship's engineers responsible for bunkering.

11.3 Method of delivery

Bunkers are supplied by road tanker and/or existing bunker line. The vehicle may be parked on the oil quay close to the side of the ship. Bunker lines are connected by port personnel, or by a bunkering manager appointed by the port.

11.4 Prior notification, restrictions

The Port of Piteå, as well as the loading master and security guard, must be informed before bunkering begins. Bunkering must not take place at the same time as unloading/loading of class 1 and class 2 products is in progress.

12. Ballasting

12.1 Regulations

Ballasting must always take place in accordance with MARPOL and ISGOTT recommendations.

12.2 Ballast water

Only clean ballast water may be discharged at the oil terminal. Clean water is understood to mean water that has been carried in separate ballast tanks and is not connected to any cargo tank or water that has passed a separator with such an effect that the oil content of the discharged water does not exceed 15 ppm.

13. Tank cleaning

13.1 General

Cleaning of oil tankers is normally not permitted at the oil quay. The Port of Piteå may, however, permit such activity in exceptional cases.

14. Summary

14.1 Class 1 products (petrol, propane, ethanol)

A security guard must always be present, even if no cargo handling is in progress.

Sludge collection may only take place before or after loading/unloading.

Bunkering may only take place before or after loading/unloading.

Vehicular traffic on the quay is prohibited during loading/unloading.

14.2 Class 2 products (kerosene and similar)

A security guard must present while loading/unloading is in progress.

Chapter 14.1 otherwise applies.

14.3 Class 3 products (EO 1-5, diesel, biofuels)

A security guard must be present while loading/unloading is in progress.

Sludge collection may take place while loading/unloading is in progress.

Bunkering may take place while loading/unloading is in progress.

Vehicular traffic on the quay may be permitted.

Note: All activities on the oil quay must take place in consultation with the loading master.