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CASTROL GEMLIK TERMINAL



ISSUE DATE: 01 JANUARY 2016
(See the revisions in Revision Page)

Serhat ÖZDEN

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1. REVISION PAGE

Row No	Revision No.	Revision content	Revision Date	Revised by	
				First Name Last Name	Signature
1	1	Accident Prevention Policy, Procedure for Hot Work and Operations and Addition of The Procedure for Safe Handling of Liquid Bulk Loads	06/12/2018	Serhat ÖZDEN	
2	2	Changes to procedures and Dangerous Load Types	01/04/2019	Serhat ÖZDEN	
3	3	Company title change	01/05/2021		

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1. INTRODUCTION


When the dangerous goods are handled or stored in entrance of port and port areas, general safety and security must be provided, the goods must be surrounded, all safety measures must be taken for all people in or near port area and the environment must be protected, all these must be controlled.

1.1 General information of facility

FACILITY INFORMATION FORM

1	Name/title of facility operator	CASTROL MADENİ YAĞLAR TİCARET A.Ş.		
2	Contact Information of facility operator (address, phone, fax, e-mail and web page)	DEĞİRMEN YOLU CAD. NO:28 KAT:3 ASİA OFİS PARK İÇERENKÖY - ATAŞEHİR / İSTANBUL		
3	Name of facility	CASTROL GEMLİK PORT FACILITY		
4	Province of the facility	BURSA		
5	Contact Information of facility (address, phone, fax, e-mail and web page)	ATA MAH. LİMAN CAD. NO:8 16600 GEMLİK / BURSA PHONE: 0224 524 83 00 FAX : 0224 524 83 11 WEB SAYFASI : www.castrol.com		
6	Geographical area of facility	Marmara		
7	Port Authority of facility and contact details	GEMLİK HARBOUR MASTER PHONE: 0224 513 11 33 FAX : 0224 513 98 82 E-MAIL : gemlik.liman@udhb.gov.tr		
8	Mayor ship of facility and contact details	GEMLİK MAYORSHIP PHONE: 0 224 513 45 21 FAX : 0 224 512 17 80 E-MAIL : admin@gemlik.bel.tr		
9	Validity date of shore facility Operating Permit/Provisional Operating Permit	FREE ZONE/NOT IN ORGANIZED INDUSTRIAL ZONE.		
10	Date of validity of Coastal Facility Operating Permit/Temporary Operating Permit Certificate	16.06.2021		
11	Facility operating status (X)	Own load and additional 3rd person (...)	Own load (X)	3rd Part (...)
12	Name and surname of facility responsible person, contact information (phone, fax, e-mail)	SERHAT ÖZDEN / ÖMER BULDURU PHONE: 0224 524 83 00-200 FAX : 0224 524 83 11 E-MAIL : serhat.ozden@ec1.bp.com E-MAIL : omer.bulduru@uk.bp.com		
13	Name and surname of responsible person	Sukru DEVİREN		


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	for dangerous goods operation of facility, contact information information(phone, fax, e-mail)	PHONE: 0224 524 83 00- 326 FAX : 0224 524 83 11 E-MAIL : sukru.deviren@ec1.bp.com Serhat ÖZDEN telephone: FAX : 0224 524 83 11 E-MAIL : serhat.ozden@ec1.bp.com
14	Name and surname of Dangerous Goods Safety Advisor of Facility, contact information information(phone, fax, e-mail)	Esin ÖZLER PHONE: 0542 460 99 39 fax: E-MAIL : esinozler@tehlikeler.com
15	Marine coordinates of facility	40th 25' 02" N - 029° 07' 14" E
16	Type of dangerous goods handled in facility (goods under MARPOL Annex-1, IMDG Code, IBC Code, IGC Code, IMSBC Code, Grain Code, TDC Code and asphalt/bitumen and scrap goods)	UN3082(ENVIRONMENTALLY DANGEROUS SUBSTANCE LIQUID) UN2680 (HYDROGEN HYDROCYTE) UN3077(ENVIRONMENTALLYDANGEROUS SUBSTANCE SOLID) UN3257 (HIGH TEMPERATURE LIQUID) UN1993(ALEVLENİR SIVI)
17	Types of Ship berthing to facility	OIL/PRODUCT TANKER CHEMICAL TANKER
18	Facility's distance to main road (kilometer)	1,4 km
19	Facility's distance to railway (km) or railway connection (Yes/No)	No railway connection
20	Facility's distance to closest airport (km) and its name	Yenişehir Airport - 50 km.
21	Goods handling capacity of facility (Ton/Year; TEU/Year; Vehicle/Year)	600,000 m ³ /year
22	Scrap handling made/not made in facility	no
23	Is there border crossing (Yes/No)	no
24	Is there a bonded areas?(Yes/No)	Yes, Warehouse Tanks available
25	Goods Handling equipment and capacity	PIPELINES, FIXED SCAFFOLDING, SHIP PUMP, STORAGE TANKS, FORKLİFT
26	Storage tank capacity (m ³)	45.396 m ³
27	Open storage area(m ²)	49.836 m ²
28	Semi-enclosed storage area (m ²)	-
29	Closed storage area (m ²)	19.864 m ²
30	Determined fumigation and/or decontamination from fumigation area (m ²)	-
31	Name/title of pilotage and towage service provider, contact information	GEMLİK KILAVUZLUK VE RÖMORKÖR HİZMETLERİ A.Ş
32	Is Safety Plan created?(Yes/No)	Yes

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33	Capacity of Waste Acceptance Facility (This part will be issued separately according to the waste accepted by facility)		Waste Type		Capacity (m ³)	
			EXEMPTED.		-	
34	Characteristics of berth/jetty etc. Areas					
	Berth/Jetty No	Height (meter)	Width (meter)	Maximum water depth (meter)	Min, mum water depth (meter)	Tonnage and height of The largest ship berthed (DWT or GRT - meter)
	1	58,5	13,8	11	10,5	7.000 DWT
Name of pipe line (if available in facility)			Number (pieces)	Height (metre)	Diameter (inches)	
ANTIFREEZE LINE			1	300m(Avr)	4	
ADDITIVE LINE			1	300m(Avr)	6	
BASE OIL LINE			1	300m(Avr)	6	
DIESEL LINE			4	300m(Avr)	8	
FUEL LINE			2	300m(Avr)	8	

1.2. Loading/discharge, handling and storage procedures of dangerous goods handled and temporarily stored in shore facilities

1.2.1 Dangerous goods handled and stored temporarily in our facility are as follows

one	NAME AND DESCRIPTION	class	packing
UN3082	ENVIRONMENTALLY DANGEROUS SUBSTANCE LIQUID	9	III
UN2680	HYDROGEN HYDROCYTE	8	II
UN3077	ENVIRONMENTALLY DANGEROUS SUBSTANCE, STRICT	9	III
UN3257	YÜKSEK SICAKLIKTA GREY	9	III
UN1993	ALEVLİNİR SIVI	3	III


1.2.2. Loading/Discharging Procedure for Dangerous Goods handled and Temporarily Stored

Load/discharge Procedure for Dangerous Goods transported by Sea

The procedures specified in the instructions HT-12, DT-051 ve DT-053, BAT-1010 prepared by the facility will be applied.


Load/discharge Procedure for Dangerous Goods transported by Road

- Tanker evacuations are carried out in accordance with the instructions of the Production and Tanker evacuation chief.

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- Vehicles that arrive for evacuation are not allowed in without completing their paperwork.
- Weighing must be done before the tankers begin to evacuate.
- Evacuated tankers must be educed after parking.
- Before evacuation, the tanker evacuation checklist must be filled in and the evacuation should be initiated after that. In the same way, the Tanker Separation Checklist must be filled in before separating.
- If the incoming material is viscous additive, the decision is made to start the evacuation by controlling the temperature. The acceptable temperaturelock of the tankeris confirmed from the min-max temperature table.
- Samples should be taken according to the sampling instructions before the evacuation work begins, the samples should be labeled, the approval form should be filled out, and the evacuation should be initiated after the approval result is received from the laboratory with the Sample approval form.
- If air cushioning is to be carried out during evacuation, the air pressure should not exceed max 2.5 bar. At the end of the evacuation, the air should be bluffed before the hoses are removed.
- Evacuations must be carried out with hoses that have passed the defined test. (The operating temperature with hoses is max 80° C.)
- After the evacuation, weighing must be done, a copy of the scale cartel should not be attached to the packing slip.
- If the product is too cold and cannot be evacuated, tankers will be evacuated by heating max 50° C in defined areas accompanied by the boiler operator. It will be noted that there are no leaks in the hose connections.
- If the tanker is heated with hot water, the hot water outlets will be closed after wearing the protections after the operation, and the hose will be removed after the line is bluffed.
- Motorists should not leave the beginning of their vehicles and should be taken out of the premises or to the resting room during the paydos hours. If the evacuation extends to a day later, the vehicle must be taken to the defined area. Evacuation must also be accompanied.
- No tanker driver without guards should be allowed in, especially the tanker evacuation operator. (Shoes, glasses, gloves, etc.)
- No passengers should be present with the driver when the vehicles are taken to the property.
- The upper pool exits and the valves of the ceiling under the drain valves must be closed before the tankers are allowed in.
- In order to connect air to the tankers, open the upper manhole cover and take samples, the tanker must be climbed with a basket and seat belts must be fastened if the basket is to be climbed onto the tanker.
- The ignition switch of the evacuation vehicles must be delivered to the tanker evacuation oparatator.

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- During the evacuation, the drained pool valves should be closed, preventing the spread with absorbent material in emergency situations. All activities should be carried out by wearing protectors according to product MSDS.
- If there's any currents or dangerous situations during the evacuation, stop the operation, take precautions, notify your supervisor.
- All equipment used during the evacuation must be cleaned and placed in defined areas.
- The boiler operate must accompany the evacuation and start of the tanker.
- Use apparatus to prevent sudden departures in tankerevacuations.
- Tanker evacuations must have a container-towing locking mechanism.
- Hoses used for evacuation must be located at storage points.
- In tanker evacuations, the entrance to the tank is monitored by communicating and whether it is connected to the correct line is checked again.
- Tankers will be left at the facility in an emergency and the site will be evacuated.
- The following limits will be observed during the operation.
 - The list of whether the product inside the tanker can be evacuated is considered.
 - Tanker's evacuation pressure max 6 bar
 - The tanker's max air supply is 2.5 bar.
 - Container waste decision is +- 100 kg. (Inform your supervisor if it is more or less)


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2. RESPONSIBILITIES

All measures for safe and secure transport without any harm to environment, preventing accidents and reduce the damage all the way when the accident happens will be taken in our facility, the responsible authorities for these and their responsibilities are as follows.

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2.1 Responsibilities of those responsible for goods:

2.1.1 Preparing all required document, information and papers related to dangerous goods or making them prepared, providing these documents keeping together with the goods during the carrying procedure.

2.1.2 Providing classification, identification, packaging, signing, labelling and placarding of the dangerous goods in accordance with the legislation.

2.1.3 Providing loading, stowing, securing, transporting and discharging the dangerous goods in approved package, container and cargo transport units in accordance with the rules.

2.1.4 Providing the training the related personnel about risks, security measures, safe operation, emergency measures, safety and similar issues of dangerous goods transported by sea and recording these trainings.

2.1.5 Providing taking required safety measures for dangerous goods that are against rules, insecure or having risk against people or environment.

2.1.6 Providing required information and support to the relevant people in case of emergency or accident.


2.1.7 Informing the administration about accidents of dangerous goods that happened in responsible area.

2.1.8 Providing the information and documents requested in the controls by public authorities and providing necessary cooperation.

2.1.9 To ensure that dangerous loads are safely loaded, stacked, secured, transported and unloaded in approved and complied packaging, containers and cargo transport units.

2.1.10 To ensure that all relevant personnel are trained in the risks of dangerous cargoes carried by sea, safety measures, safe operation, emergency measures, safety and so on, to keep training records.

2.1.11 To ensure that necessary safety measures are taken for hazardous substances that are not in compliance with the rules, unsafe or pose a risk to individuals or the environment.


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2.1.12 To provide the necessary information and support to those concerned in case of emergency or accident.

2.1.13 To report dangerous load accidents in the area of responsibility to the administration.

2.1.14 It provides the information and documents requested in the checks carried out by the official authorities and to ensure the necessary cooperation.

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2.2 Responsibilities of shore facility operator:

2.2.1 Providing the ships berthing and mooring in appropriate sheltered, safely condition.

2.2.2 Providing entrance-exit system between ship and shore appropriately and secured.

2.2.3 Providing training to the people in charge of loading, discharging and handling of dangerous goods.

2.2.4 Providing the dangerous goods to be transported, handled, segregated, stowed, waited temporarily and inspected by personnel who is qualified, trained and take the occupational safety measures, in safe condition in accordance with the rules.

2.2.5 Requesting all required document, information and papers related to dangerous goods from those responsible for goods and providing them accompanying with the goods.

2.2.6 Keeping the updated list of dangerous goods in operating field.

2.2.7 Providing the training to the operating personnel about risks, security measures, safe operation, emergency measures, safety and similar issues of dangerous goods handled and recording these trainings.


2.2.8 Controlling the documents in order to confirm that dangerous goods are entered to the facility, are identified, classified, certificated, packed, labeled, declared, loaded to the approved and appropriate packages, container and cargo transport unit in safe condition, and transported according to the procedure.

2.2.9 Taking required safety measures for dangerous goods that are against rules, insecure or having risk against people or environment and informing the port authority.

2.2.10 Providing making arrangement for emergencies and informing related people.

2.2.11 Informing the port authority about accidents of dangerous goods that happened in responsible area.

2.2.12 Providing the information and documents requested in the controls by public authorities and providing required cooperation.

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2.2.13 Making the activities related to dangerous goods in berths, jetty, storages, warehouses which are designated for these activities.


2.2.14 Equipping the berths and jetty with appropriate qualified equipment and installation, which are designated for the ship and sea vehicles that loads and discharges bulk petroleum and petroleum product.

2.2.15 Providing the transportation of the dangerous goods which are not suitable or not allowed for temporarily waiting in operating field, to the out of shore facility as soon as possible without waiting.

2.2.16 Disallowing berthing to jetty or berth for the ship and sea vehicles transporting dangerous goods which do not have port authority's permission.

2.2.17 Providing an appropriate storage field for containers of dangerous goods in accordance with segregation and stowing rules, taking required measures for fire, environment and other safety issues in this field. Taking required measures for other risks especially temperature in hot weather during loading, discharging, transshipping dangerous goods to ship or sea vehicle and people who carried out loading, discharging and transshipping together with people in charge of ship. Keeping the flammable goods away from spark-producing operations, not activating tools or vehicles which produce spark in dangerous goods handling field.

2.2.18 Preparing a emergency evacuation plan for evacuation of ship and sea vehicles from shore facilities in emergencies

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2.3 Responsibilities of Ship Master:

2.3.1 Providing equipment and devices of the ship to be in compliance with dangerous goods transport.

2.3.2 Requesting all required document, information and paper of dangerous goods from shore facility and those responsible for goods, providing to accompany the dangerous goods.

2.3.3 Providing full implementation and proceeding of safety measures for loading, stowing, segregation, transporting and discharging of dangerous goods aboard ship and making required inspection and controls .

2.3.4 Controlling the dangerous goods, entered to the ship, for identification, classification, certification, packaging, marking, labeling, declaring, loading to approved and appropriate packages, container and cargo transport units in a safe condition and transporting in accordance with the procedure.

2.3.5 Providing all ship personnel information and training for risks, safety measures, safe operating, emergency measures and similar issues related to dangerous goods transported, loaded, discharged.

2.3.6 Providing the people who take qualified and required trainings about loading, transporting, discharging and handling of dangerous goods, to operate as taking the occupational safety measures.

2.3.7 Not going out, anchoring of the field designated for him, not berthing to jetty or berth without the permission of port authority .

2.3.8 Applying all rules and measures during sailing, maneuvering, anchoring, berthing and departing for transportation of the dangerous goods in safe condition.

2.3.9 Providing safe entry and exit between ship and berth.


2.3.10 Informing the personnel about application, safety measures, emergency measures and response methods about dangerous goods.

2.3.11 Keeping the updated list of all dangerous goods aboard ship and informing the relevant authorities.

2.3.12 Taking required safety measures for dangerous goods that are against rules, insecure or having risk against ship, people or environment and informing the port authority.

2.3.13 Informing the accidents of dangerous goods aboard ship to the port authority.


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2.3.14 Providing required support and cooperation in the controls by the public authorities.

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2.4 Responsibilities of Dangerous Goods Safety Advisor:

2.4.1 Monitoring compliance with requirements about carriage of dangerous goods.

2.4.2 Offering suggestions to shore facility about carriage of dangerous goods.

2.4.3 Preparing an annual report to shore facility about the activities of shore facility operator for carriage of dangerous goods. (Annual reports are kept for 5 years, submitted to the authorities on request.)

2.4.4 Controlling the following application and methods;

Controlling of identifying appropriately, using the proper shipping name of dangerous goods, certificating, packing/packaging, labelling and declaring of dangerous goods, loading and transporting to the approved and appropriate packs, container and cargo transport units in a safe condition , and procedures for reporting control results.

Procedure for loading/discharge of dangerous goods handled and stored temporarily,

Whether taking into consideration of special requirements of shore facility about dangerous goods while buying the transport vehicles regarding to handled dangerous goods,

Control methods of equipment used for transporting, loading and discharging the dangerous goods ,


Whether the shore facility personnel take appropriate training including the amendments in legislation, and whether the records are kept or not

Compliance of emergency methods applied in case of an accident or incident that affects safety during transporting, loading or discharging dangerous goods,

Compliance of reports prepared for serious accidents, incidents or serious violations occurred during transporting, loading or discharging dangerous goods,

Determination of required measures against repetition of accidents, incident or serious violation and evaluation of the implementation,

To what extent, considering rules about selection of subcontractors or third parties and dangerous goods transportation,

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Determination whether the employee working in transporting, handling, storing and loading/discharging of dangerous goods, have detailed information about operational procedures and instruction.

Compliance of measures taken to be prepared for risks during transporting, handling, storing and loading/discharging of dangerous goods.

Procedures for what the required document, information and papers related to dangerous goods.

Procedures about berthing, mooring to shore facility, loading/discharging, harbouring or anchoring for ships transporting dangerous goods at night and day .

Procedures about additional measures for loading, discharging and transshipment according to seasonal conditions.

Procedures about fumigation, gas measuring and degassing, Procedures keeping records and statistics of dangerous goods

Accuracy of information about ability, capacity and capability of shore facility for emergency response ,

Compliance of regulations for first response to the accidents involving dangerous goods,

Procedures for handling and disposal of the damaged dangerous goods, wastes contaminated with dangerous goods,

Information about personal protective clothing and procedures for using them.


2.5 Responsibilities of third party, cargo/ship agency, etc. engaged in shore facility

2.5.1 Providing the training stated in 27.03.2013 dated and 79462207/315 numbered notice of administration, to the personnel in shore facility,

2.5.2 Complying with the requirements of IMDG code in shore facility,


2.5.3 Complying with Dangerous Goods Guide and the procedures related to Dangerous Goods issued by shore facility,

2.5.4 Reporting to the facility authorities when determining any nonconformity about handling, transporting and storing dangerous goods in shore facility ,

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2.5.5 Sending shore facility operator and Administration ,the Form (MSDS) which is an important part for eliminating the risks against Worker's Health and Occupational Safety and prepared to inform the user accurately and sufficiently and involves danger and risks about dangerous goods during using and storing dangerous goods.

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3. RULES TO BE FOLLOWED/APPLIED AND MEASURES TO BE TAKEN BY SHORE FACILITY:

3.1 Rules to be followed by Shore Facility Operators:

Shore facility operator having Dangerous Goods Compliance Certificate shall follow the following rules.

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- 3.1.1** Shore facility operators should provide transportation of the dangerous goods out of the facility as soon as possible without waiting in port field, if the goods cannot be stored in the field they are discharged in berth or jetty.
- 3.1.2** Dangerous goods should be packed properly and involve information regarding definition of dangerous goods, risk and safety measures on the packages
- 3.1.3** Shore facility personnel, seamen and other responsible people for goods should wear protective clothing suitable for physical and chemical features of goods during loading, discharging and storing.
- 3.1.4** People who fight against fire in handling field of dangerous goods are equipped with fireman's outfit, having fire extinguisher, first aid units and tools ready to be used at any moment.
- 3.1.5** Shore facility operators prepare emergency evacuation plan for evacuation of ship and sea vehicles from shore facility in emergencies, submit to port authority for approval.
- 3.1.6** Shore facility operators are responsible to take fire, safety and security measures.
- 3.1.7** Shore facility operators announce issues stated in this article after taking approval from port authority to the people engaged in.
- 3.1.8** The inspection of the article provisions is made by port authority, if any noncompliance is found, handling is stopped, elimination of noncompliance is tried to be achieved.
- 3.1.9** Personnel who do not have required training and certificates according to Training and Authorization Regulation published in 11/2/2012 dated and 28201 numbered Official Gazette, under International Maritime Dangerous Goods are not allowed to work in dangerous goods handling and enter the fields of these operations.

3.2 Measures to be taken by Shore facility Operators:

The measures taken in our facility according to rules stated in Article 12 of "Regulations on Maritime Dangerous Goods Transportation" and Article 19 of "Port Regulations" mentioned by Administration are as follows .

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3.2.1 Berths, jetty, storages and warehouses designated for explosive, combustible, flammable and other dangerous goods:

Berths and jetty designated for loading and discharging the ships which transport dangerous goods:

There is one jetty, with 58,5 meter length, in our shore facility. The width of the jetty is 13,8 m.


In our facility, petroleum /product tanker and chemical tanker are allowed to berth by the administration, minimum depth is 10,5 meter; maximum depth is 11 meter in our jetty.

Petroleum/product and chemical tankers with displacement up to 7000 DWT is allowed to berth to our jetty by the Administration.

Storage s and Warehouses designated for Dangerous Goods:

There are 94 tank storage s in our shore facility and the capacity of tanks are as follow:

201	544 m ³	221	227 m ³	344	68 m ³	312	13 m ³	Henüz Devrede Değiller	
202	1.891 m ³	222	33 m ³	251	13 m ³	313	13 m ³	1	2.816 m ³
203	1.212 m ³	223	32 m ³	252	13 m ³	314	13 m ³	2	2.090 m ³
204	475 m ³	224	26 m ³	253	5 m ³	315	13 m ³	3	-
205	482 m ³	225	46 m ³	254	10 m ³	316	13 m ³	4	1.421 m ³
206	1.066 m ³	226	35 m ³	256	23 m ³	317	13 m ³	5	1.456 m ³
207	584 m ³	227	17 m ³	257	23 m ³	318	13 m ³	6	-
208A	2.236 m ³	228	51 m ³	258	33 m ³	319	13 m ³	7	2.345 m ³
208B	3.287 m ³	229	49 m ³	259	44 m ³	320	13 m ³	8	5.528 m ³
209	1.079 m ³	230	49 m ³	260	44 m ³	321	13 m ³	9	5.991 m ³
210	1.055 m ³	333	25 m ³	301	13 m ³	322	13 m ³	10	623 m ³
211	648 m ³	334	25 m ³	302	13 m ³	323	13 m ³		
212	640 m ³	335	25 m ³	303	13 m ³	324	13 m ³		
213	345 m ³	336	53 m ³	304	13 m ³	325	13 m ³		
214	109 m ³	337	53 m ³	305	13 m ³	326	13 m ³		
215	119 m ³	338	68 m ³	306	13 m ³	327	13 m ³		
216	105 m ³	339	68 m ³	307	13 m ³	328	13 m ³		
217	109 m ³	340	69 m ³	308	13 m ³	329	13 m ³		
218	154 m ³	341	68 m ³	309	13 m ³	330	13 m ³		
219	473 m ³	342	68 m ³	310	13 m ³	331	33 m ³		
220	225 m ³	343	68 m ³	311	13 m ³	332	24 m ³		

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3.2.2. Equipment and Installations of Dangerous Goods Handling:

Dangerous goods in petroleum/product tankers and chemical tankers transported to our facility by sea are taken to tank storages by 9 pipes. Each pipe line is approximately 300 meters length, there is Fuel Products Pipeline of 8 inch, Chemical Product Pipeline of 4 and 6 inches.

As equipment in our shore facility, there is a constant boom crane used to connect hose from stern of ship to the flange in the jetty.

Forklifts are used in order to handle the dangerous goods transported by road in our shore facility.

3.2.2 Procedure if dangerous goods are not stored in the field where they are discharged in berth or jetty.

Dangerous goods in our shore facility are stored in our available tank storages in the facility.

Also packed and packaged dangerous goods coming by road are stored in open and closed storage areas. .

Dangerous goods which will be transported out of the facility as soon as possible without waiting in the facility, are not handled.

3.2.3 Information regarding packs and packages of dangerous goods, risks and safety measures:

Dangerous goods stated in table in Article 1 are handled in our shore facility, each product's information about packaging and identification of these goods together with risk and safety measures are the same as in MSDS form.

3.2.4 Protective clothing of shore facility personnel in charge of handling dangerous goods, seamen and other authorized people for goods during loading, discharging and storing :

People in charge of dangerous goods wear the following protective equipment during loading, discharging and storing.



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PPE	EXPLANATION	PURPOSE	MAINTENANCE
GOGGLES			
EN 166	Protective Goggles	Preventing eye contact of metal burrs and chemicals	It should not be scratched or rubbed with hard objects. It is wiped with a soft cloth.
EN 175	Welding glasses	Preventing damage to the visual sense of welding rays	
HELMET			
EN 397	Plastic narrow edge	Protecting the head from blows	The crack should not be fractured, the part that sits on the head should pass through 6 points to the connecting slots. It can be cleaned with warm water and soap.
HEADSET			
EN 352-2	Earplugs	To protect against noise	It should be kept clean, renewed as it gets dirty, and the sponge and frame should be intact.
EN 352-3	Pilot-type headphones	To protect against noise	
GLOVES			
EN 374	Gloves used in chemical work	Preventing the contact of fuel, oil and other chemicals on the skin	There should be no holes and tears. It is cleaned with soft cloth.
EN 388	Antistatic-mechanical work gloves		
EN 420	General purpose gloves	Preventing the contact of fuel, oil and other chemicals on the skin	
EN 60903	Live electrical work	Preventing injuries caused by touch stress	
MASKS			
EN 136/ EN 137	Full face masks (Filter is changed.) / Air-fed full face masks	Protecting one's airways and face against unwanted harmful gases in the environment	Masks must be duly checked before each use. Filters are changed as they fill up, depending on usage. When a smell or burning is felt during



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EN 140	Half-face masks (Filter changed)	Protecting a person's airways against unwanted harmful gases in the environment	use, a new filter should be installed. After use, the masks should be cleaned and placed in plastic bags and stored in the cabinet. Air quality of air-fed masks should be checked. Tube tubes of those with tubes should be checked periodically.
EN 149 (3M9914)	Dust mask	Protecting the respiratory tract against dust in the environment	
EN 403	Escape masks	To reach the safe area in case of emergency	
EN 175	Full face shield in live electrical work	To prevent damage caused by touch tension and arcs	
SAFETY BELT			
EN 361	Parachute type	Protecting against falls from heights	All ports must be secure. When the ropes are worn out, they must be replaced immediately
SHOE			
EN 345	Safety shoe (antistatic, non-slip, steel nosed)	Protects the foot from slipping, sprains and crushes.	The nasal steel must be intact. It can be cleaned and painted with warm water.
WORKING CLOTHES			
EN 340	Business Dress / Apron	Providing clothing in accordance with workplace conditions	Work clothes are kept in existing lockers in changing rooms. When they need to be washed, they should be washed and dried separately from all other clothes and items. Waste water that will come out during washing should be ensured to go directly to the sewer without contamination.
EN 14605	Overalls against chemicals	To ensure that harmful wastes that will be transmitted to the base at the entrance to the tank are disposed of without harming the person and his environment.	It is not maintained and cleaned, it is evaluated within the scope of the waste procedure after use.

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3.2.5 Teams to respond to fires at the hazardous material handling site, equipment of these teams, fire extinguishing systems and first aid units:

The list and duties of the people to fight the fire in our coastal facility, fire extinguishing systems and first aid teams and the duties of these teams are as in the "Emergency Action Plan" and the "Hazardous Substance Emergency Plan".

The firefighting team in our facility is equipped with fire equipment and fire extinguishers and first aid units and equipment are ready for use at any time.

Information about fire protection systems in our coastal facility is as in Article 8.10, 8.11, 8.12.

3.2.6 Shore facility operators, preparing emergency evacuation plan for evacuation of ship and sea vehicles from shore facility in emergency:

Stated plan is prepared and approved by Port authority. Plan is put into practice.

3.2.7 Shore facility operators, issues related to fire, safety and security measures:

Measures taken against fire in our facility are the same as in "Emergency Action Plan" and "Protection and Safety Plan".

Measures taken for safety in our facility are the same as "Port facility Safety Plan" issued under ISPS Code.


Issues related to security measures in our facility are the same as "Occupational Health and Safety Guide" and Article 9 of "Dangerous Goods Guide".

3.2.8 Required training and certificates according to Training and Authorization Regulation under International Maritime Dangerous Goods published in 11/2/2012 dated and 28201 numbered Official Gazette:

Personnel in charge of handling dangerous goods are subject to "General Awareness Training, Function Specific Training , Renovation Training " according the stated Regulation, the certificates are taken. Received certificates are kept in training record files.

People who do not have training and certificate are not allowed to take part in dangerous goods handling and enter the area where these operations are carried.

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4. CLASSES, TRANSPORTATION, LOADING/DISCHARGING, HANDLING, SEGREGATION, STOWING AND STORAGE OF DANGEROUS GOODS

4.1 Classes of Dangerous Goods:

Substances (including mixtures and solutions) and articles subject to the provisions of IMDG, are classified as from 1 to 9 classes according to tendering danger or the dominant danger. Some classes are divided into subsections. These classes and sections are as follows :

4.1.1 Class 1 : Explosives

Class 1.1: substances and articles which have a mass explosion hazard,
 Class 1.2: substances and articles which have a projection hazard but not a mass explosion hazard,

Class 1.3: substances and articles which have a fire hazard and either a minor blast hazard or a minor projection hazard or both, but not a mass explosion hazard.

Class 1.4: substances and articles which present no significant hazard,
 Class 1.5: very insensitive substances which have a mass explosion hazard ,

Class 1.6: extremely insensitive articles which do not have a mass explosion hazard,

4.1.2 Class 2 : Gases

Class 2.1: Flammable gases

Class 2.2: Non-flammable, non-toxic gases

Class 2.3: Toxic gases

4.1.3 Class 3: Flammable Liquids


4.1.4 Class 4: Flammable solids; Substances liable to spontaneous combustion, substances which in contact with water, emit flammable gases

Class 4.1: flammable solids, self-reactive substances and desensitized solid explosives,

Class 4.2: substances liable to spontaneous combustion,

Class 4.3: substances which, in contact with water, emit flammable gases,

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4.1.5 Class 5: Oxidizing substances and organic peroxides

Class 5.1: Oxidizing substances

Class 5.2: Organic peroxides

4.1.6 Class 6: Toxic and contagious substances

Class 6.1: Z-rated substances

Class 6.2: B-reaching substances

4.1.7 Class 7: Radioactive substances

4.1.8 Class 8: Corrosive substances

4.1.9 Class 9: Miscellaneous dangerous substances and articles

4.1.10 Classes of the dangerous goods handled in our shore facility:

Dangerous goods in Class 3, Class 8 and Class 9 are handled in our shore facility.

4.2 Packs and packaging of dangerous goods:

4.2.1 Packaging types of dangerous goods

Pac Packaging kagings:

Standard Packagings *up to 450 l/kg*

Intermediate Bulk Container (IBC) *up to 3000 l/kg*

Large Packaging *up to 4000 kg.*

Between 450L.-3000L.


Tank, Portable Tank ve Container *more than 450 L*

MEGC(Multi Element Gas Container): *between 450-3000 L*

Bulk container: *more than 450 L.*

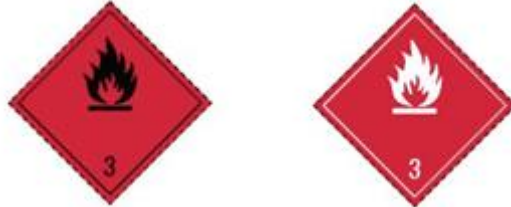
4.2.1 General provisions for packing the dangerous goods in packaging including IBCs and large packaging:

The same as in Section 4 of IMDG CODE

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4.3 Placards, plates, brands and labels related to the Dangerous goods handled in our shore facility are as follows. (Placards, plates, brands and labels of Dangerous goods that not handled in our shore facility and detailed information are as in Chapter 5 of IMDG CODE.)



Class -3




Class -8



Class -9



Sign for marine pollutant

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4.4 Marks and packaging groups of dangerous goods:

4.4.1 Marks of Dangerous Goods:

Packaging marks including IBC are as in Article 4.3.2.1 of Dangerous Goods Guide.

4.4.2 Marks of cargo transport units are as in Article 4.3.2.2 of Dangerous Goods Guide Packaging Groups of Hazardous Substances:

For packaging purposes, goods except class 1,2,5.2,6.2 and 7 together with goods in class 4.1 except self-reactive substances are divided into three packaging groups based on the danger degree:

Packaging group I: substances presenting high danger;


Packaging group II: substances presenting medium danger

Packaging group III: substances presenting low danger.

The packaging group of the goods is mentioned in Dangerous Goods List in Section 3.2 of IMDG Code.

4.4.3 Signs and Packaging Groups of Hazardous Materials Handled in our coastal facility

As in Article 1.2.1.

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4.5 Segregation tables of dangerous goods aboard ship and port according to classes:

4.5.1 Description of segregation:

Segregation means that two or more substances/articles which are considered mutually incompatible when their packing or stowage together may result in undue dangers in case of leakage or spills, or any other accident.

However, as the extent of the danger resulting can vary, the required segregation arrangements also can change. Segregation can be made by maintaining certain distance between incompatible goods or one or more steel bulkheads or decks between them, or combination of them. The space kept between these kinds of dangerous goods can be filled by other cargo, which are compatible with dangerous substances or articles.


4.5.2 Segregation terms:

The following segregation terms that are used throughout this Code are defined in other chapters of this part as they apply to packing cargo transport units and segregation on board different ship types:

- .1 "away from";
- .2 "separated from";
- .3 "separated by a complete compartment or hold from";
- .4 "separated longitudinally by an intervening complete compartment or hold from"

Segregation terms such as "away from class.." that are used in Dangerous Goods List , " class...." is deemed to include::

- .1 all substances within "class ..."; and
- .2 all substances for which a subsidiary risk label of "class ..." is required.

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4.5.1 Segregation provisions:

In order to determine the segregation requirements between two or more dangerous goods, segregation table and dangerous goods list the segregation provisions shall be consulted, and see also annex of this chapter. In case of conflicting provisions, dangerous goods list always take precedence.

Whenever a segregation term applies, the goods are:

1. not permitted to be packed in the same outer packaging, and
2. not permitted to be transported in the same cargo transport unit without prejudice to exceptions.

Where the provisions of this Code indicate a single secondary danger (one subsidiary risk label), the segregation provisions applicable to that danger shall take precedence where they are more stringent the those of primary danger. The segregation provisions corresponding to a subsidiary risk of class are those for class 1 division 1.3..

The segregation provisions for substances, materials or articles having more than two dangers (two or more subsidiary risk label) are given in Dangerous Goods List.

Segregation Table for Ships

The general provisions for segregation between various classes of dangerous goods are shown in the “segregation table” given below.

Since the properties of substances, materials or articles within each class may vary greatly, the Dangerous Goods List shall always be consulted for particular provisions for segregation as, in the case of conflicting provisions, these take precedence over the general provisions.

Segregation shall also take into account of a single subsidiary risk label.



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SEPARATION TABLE FOR SHIPS

class	1.1 1.2 1.5	1.3 1.6	1.4	2.1	2.2	2.3	3	4.1	4.2	4.3	5.1	5.2	6.1	6.2	7	8	9
Explosives 1.1, 1.2, 1.5	*	*	*	4	2	2	4	4	4	4	4	4	2	4	2	4	X
Explosives 1.3, 1.6	*	*	*	4	2	2	4	3	3	4	4	4	2	4	2	2	X
Explosives 1.4	*	*	*	2	1	1	2	2	2	2	2	2	X	4	2	2	X
Flammable gases 2.1	4	4	2	X	X	X	2	1	2	X	2	2	X	4	2	1	X
Toxic and non-flammable gases 2.2	2	2	1	X	X	X	1	X	1	X	X	1	X	2	1	X	X
Toxic gases 2.3	2	2	1	X	X	X	2	X	2	X	X	2	X	2	1	X	X
Flammable liquids 3	4	4	2	2	1	2	X	X	2	1	2	2	X	3	2	X	X
Flammable solids (including self-4.1 reactive substances and desensitized solid explosives)	4	3	2	1	X	X	X	X	1	X	1	2	X	3	2	1	X
Substances prone to sudden explosion 4.2	4	3	2	2	1	2	2	1	X	1	2	2	1	3	2	1	X
Substances that produce flammable gases 4.3 when in contact with water	4	4	2	X	X	X	1	X	1	X	2	2	X	2	2	1	X
Oxidizing substances (active substances)	4	4	2	2	X	X	2	1	2	2	X	2	1	3	1	2	X
Organic Peroxidiser 5.2	4	4	2	2	1	2	2	2	2	2	2	X	1	3	2	2	X
Toxic substances 6.1	2	2	X	X	X	X	X	X	1	X	1	1	X	1	X	X	X
Infectious substances 6.2	4	4	4	4	2	2	3	3	3	2	3	3	1	X	3	3	X
Radioactive material 7	2	2	2	2	1	1	2	2	2	2	1	2	X	3	X	2	X
Corrosive substances 8	4	2	2	1	X	X	X	1	1	1	2	2	X	3	2	X	X
Various hazardous substances 9 and pens	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

The numbers and symbols in the table have the following meanings:

- 1 – “away from”;
- 2 – “separated from”
- 3 – “separated by a complete compartment or hold from”
- 4 “separated longitudinally by an intervening complete compartment or hold from”

X – Dangerous Goods List has to be consulted to verify whether there are specific segregation provisions.*

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Segregation Table for Ports

An example of general principles for stowing and segregation of dangerous goods is shown below.

In remote area, less stringent requirements may be acceptable, but in areas sited near housing, chemical plants or tank farms, more stringent stowage and segregation requirements may be necessary.

SEGREGATION TABLE FOR DANGEROUS GOODS IN PORT AREAS

Classes	3	8	9
Flammable liquids 3	0	0	0
Adhesives (liquids and solids) 8	0	0	0
Miscellaneous hazardous substances 9	0	0	0

NOTES REGARDING TO TABLE

- The separation of dangerous cargoes should be as follows in accordance with Section 7.2 of IMDG Code.
 - **For packaging/IBC/trailers/flat shelves or platform-based containers:**

0 =it does not need to be parsed unless deemed necessary in individual charts.
a =must be kept away - it must be separated at a distance of at least 3 m.
s =must be separated - in open areas, at least 6 m, if not separated by an approved fire firewall, it is necessary to allocate at least12 m in port warehouses or warehouses.

- **For closed containers/mobile tanks/closed road vehicles:**

0 =does not need to be parsed.
a =must be kept away - it does not need to be parsed.
s =must be separated - in open areas, at least 3 mt.longitudinal and sideways, and at least 6 mt. must beallocated longitudinally and sideways in port warehouses or warehouses unlessseparated by an approved fire firewall.

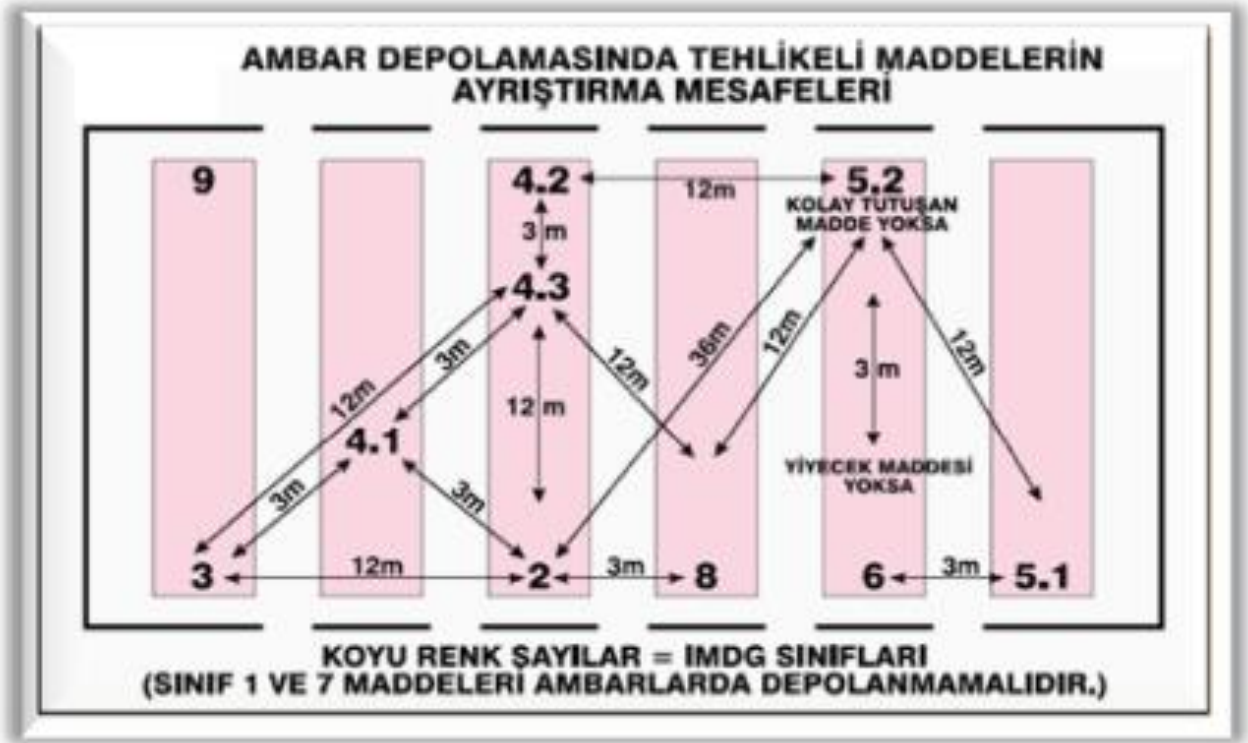
- In the parsing table shown, "0" is used to indicate that there is no need to discriminate in general, with the consultation of the separate requirements specified in the IMDG Coded Dangerous Goods list. However, according to the IMDG Code (7.2.1.16), these consolesin the general separation tableuse "X" instead of "0". This difference was made deliberately to highlight the difference in the use of parsing tables.

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4.6 Segregation Distance of Dangerous Goods in Shed storages and segregation terms.


4.6.1 Segregation table taking into account for shed storage of dangerous goods handled in shore facility is as follows.



4.6.1 Terms used in Dangerous Goods Segregation in Shed Storages are as in Article 4.5.3.6.

4.7 Dangerous Goods Documents:

This part is examined in Article 7 of Documentation Chapter.

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5. MANUAL FOR DANGEROUS CARGOES HANDLED ON SHORE FACILITY

Port facility which carries out loading/discharge, handling and temporarily storing of dangerous goods, contributes to make the activities in a safe condition;

- Dangerous goods classes,
- Dangerous goods packages,
- Packaging,
- Labels,
- Marking and packaging groups,
- Segregation tables for dangerous goods on board and port according to classes,
- Segregation distance of dangerous goods in sheds storages,
- Segregation terms,
- Dangerous goods documents,
- Dangerous goods emergency response action flowchart,

Are the same as in Dangerous Goods Manual Annex-10. .

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6. OPERATIONAL ISSUES

6.1 Procedures for berthing, mooring, loading/discharging, harbouring or anchoring of ships transporting dangerous goods at night and day in a safe condition:

- Ships transporting dangerous goods will be gone alongside to port berths by pilotage and tugboats preferably during day, during night if allowed by Port authority, in accordance with Port Regulations.
- Harbor Pilot will be informed about the dangerous goods aboard ship before maneuver.
- Positions of ship transporting dangerous goods must be considered, berthing must be planned after removal of ship in case of risk.
- In the event that practice of Master for mooring is deemed unsafe for port, it should be requested from Master to connect the ship by extra ropes.
- In case of unfavorable weather conditions, flows and winds create unsafe condition for loading/discharging, the activity must be stopped and the ships must be removed and taken to the anchorage.
- Anchorage sites are different for the ships transporting dangerous goods; ship can wait in the anchorage sites designated for them.

6.2 Procedures for additional measures taken for loading, discharging and transshipment of dangerous goods according to seasonal conditions

- Seasonal conditions must be considered for loading and discharging of the dangerous goods. Handling flammable, combustible, explosive goods should be postponed or stopped at extreme heat, extreme cold, extreme rainy and weather with unfavorable sight conditions, lighting and weather with electric power load.
- If loading/discharging in unfavorable conditions have to be continued or in mandatory conditions; fire, fire department, emergency response teams must be kept in order to response to unwanted conditions as soon as possible.
- In case of continuity of similar conditions, measures, such as the workers must be elected from the experienced ones, resting periods must be planned frequently in extremely hard working situation, increase the lighting, etc. must be provided.

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6.3 Procedures for keeping away flammable, combustible and explosive materials from spark producing operations and procedures for not operating vehicles, equipment and tools capable of spark-production in area of dangerous goods handling, stowing and storing are made.

- In dangerous cargo fields, while handling dangerous goods, working with especially flammable, combustible and explosive ;
 - Not doing hot work (welding, cutting, etc), technical safety measures must be taken in case of mandatory cases,
 - Ex proof hand tools must be used,
 - Working with experienced personnel,
 - Relevant units must be informed before work,
 - Briefing will be given to the personnel working in the field,
 - Especially in closed area of working, measurement of toxic, choking gases and sufficient oxygen must be done, the measurement device must be ready to use.
 - Protective measures and equipment such as water curtain,
 - protective separation, mechanical ventilation must be ready to use.
- The personnel working in HOT WORK must wear necessary protective clothing and equipment, closed circuit breathing apparatus when required.
- Emergency team must be assigned to response as soon as possible in potentially undesirable situation in this kind of working.


6.4 Procedures for fumigation, gas measuring and degassing.

- Fumigation, gas measurement, degassing of closed transport container will be made as follows:
 - Covers of closed transport containers must be opened and ventilated well. Briefing must be given to the personnel who open the covers and they must be told clearly about flammable, explosive and toxic gases can be in container,
 - If working will be inside the closed container, gas measurement control must be done.
 - Measurement devices must be pre-tested, calibration must be done.
 - Measurement in closed container, suspected as having toxic gas in, must be done by protective clothing and closed circuit breathing apparatus. .
 - Measurement results must be recorded, available to show upon request.
 - It should be considered that there can be very small amount of gas, dust, granules, liquids, etc. left in closed transport container, and if different dangerous good is put into that container without

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the removal of the residues, these products can cause undesirable reactions. .

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7. DOCUMENTATION, CONTROL AND RECORD

7.1 Procedures related to all required documents, information and papers, their provision and control by the authorities.

7.1.1 The following documents related to Dangerous Goods are kept by Shore facility livingly.


- SOLAS 1974
- IMDG CODE Volume 1,2 and Annex Book,
- IBC kod
- MARPOL ANNEX-1 AND ANNEX-2
- ISGOTT

7.1.2 In order for the Coastal Facility to safely handle dangerous loads coming into the facility and to take appropriate measures, pre-submitted documents are absolutely needed. These documents are as follows.

- i. Dangerous Load Notification Document**
- ii. Container/Vehicle Packaging Certificate**
- iii. Documents Required on Board**
- iv. Other Documents and Information Required**

Dangerous Goods Transport Document:

Transport documents prepared by shipper, shall include “Signed Certificate or Dangerous Goods Transport Document” indicating that the consignment to be transported is properly packaged, marked and labelled and in proper condition for carriage in accordance with the applicable regulations.

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Ships and sea vehicles transporting dangerous goods should present transport document involving the detailed information about the goods at least twenty four hours before entering the port administrative field; if the ship's and sea vehicle's journey time till port field is less than 24 hours, they will present them after departing from shore facility, to the Port authority in written for by responsible.

Those responsible for goods is obliged to report to the shore facility at least 3 hours before dangerous goods transported by road and railway are entered to the facility.

In case of failure to comply with reporting obligation or reporting does not involve correct information, administrative procedures can be made against the person who reports and they could lose their berthing, departing, passing order, if any.


When the dangerous goods transport document is given to a carrier by EDP (electronic data processing) or EDI (electronic data interchange), the shipper shall be able to produce the information without delay as a paper document, with the information in the sequence required by this chapter.

Dangerous Goods Transport Document can be in any form providing involving all information stated in Division 5.4 of IMDG Code.

Container/Vehicle packing certificate

When dangerous goods are packed or loaded into any container or vehicle, responsible for packing the container or vehicle must provide a "container/vehicle packing certificate" specifying the container/vehicle identification number(s) and certifying that the operation has been carried out in accordance with the following conditions:

- The container is clean, dry and apparently fit to receive the goods,
- Packages which need to be segregated in accordance with segregation requirements are not packed together and/or put into container/vehicles,
- All packages are externally inspected for damage, and only sound packages have been loaded,
- Drums are stowed in an upright position, unless otherwise indicated, and all goods are properly loaded and where necessary adequately braced with securing materials to comply with mode(modes) of transport of the intended journey,
- Goods loaded in bulk is evenly distributed within container/vehicle,
- The container/vehicle and packages are properly marked, labelled and placarded as appropriate,
- When solid carbon dioxide (CO₂-dry ice) is used for cooling purposes, the container/ vehicle is externally marked regularly,

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- Dangerous goods transport document, is received for each dangerous goods consignment loaded in the container/vehicle,

“Note: The container/vehicle packing certificate is not required for portable tanks.”

The information required in the dangerous goods transport document and the container/vehicle packing certificate may be incorporated into a single document; if not, these documents shall be attached one to the other. If the information is incorporated into a single document, the document shall include a signed declaration such as "It is declared that the packing of the goods into the container/vehicle has been carried out in accordance with the applicable provisions". This declaration shall be dated and the person signing this declaration shall be identified on the document.

If the dangerous goods documentation is presented to the carrier by means of EDP or EDI transmission techniques, the signature(s) may be electronic signature(s) or may be replaced by the name(s) (in capitals) of the person authorized to sign.

When the dangerous goods transport information is given to a carrier by EDP or EDI techniques and subsequently the dangerous goods are transferred to a carrier that requires a paper dangerous goods transport document, the carrier shall ensure that the paper document indicates "Original received electronically" and the name of the signatory shall be shown in capital letters.


Documentation required aboard the ship

Each ship transporting dangerous goods and marine pollutants on board shall have a special list, manifest or stowage plan regarding names and locations of dangerous goods and marine pollutants. This special list and manifest are based on documents and certificates requested in IMDG Code.

A detailed stowage plan, which identifies by class and sets out the location of all dangerous goods and marine pollutants, may be used in place of such special list or manifest.

For consignments of dangerous goods, appropriate information shall be immediately available at all times for use in emergency response to accidents and incidents involving dangerous goods in transport. The information shall be available away from packages containing the dangerous goods and immediately accessible in the occurrence of an incident. Information used in emergency response will be in the following documents:

- In a special list, manifest or dangerous goods declaration;
- In a separate document such as a safety data sheet;
- In separate documents such as Medical First Aid Guide for Use in Accidents Involving Dangerous Goods (MFAG) and Emergency Response Procedures for

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Ships Carrying Dangerous Goods (ES Guide) for use in conjunction with the transport documents.

Other required information and documents

In certain circumstances, special certificates or other documents are required as follows:

- A weathering certificate; as required in some entries of the Dangerous Goods List;
- A certificate exempting a substance, material or article from provisions of the IMDG Code (such as, see individual entries such as charcoal, fishmeal, seedcake);
- For new self-reactive substances and organic peroxides or new formulation of currently assigned self-reactive substances and organic peroxides, a statement by the competent authority of the country of origin of the approved classification and conditions of transport.


7.2 Procedures for proper and full keeping updated list of dangerous goods in shore facility area and other information:

Port facility is obliged to submit the information about class, quantity, emergency response methods and locations of all dangerous goods in port facility, to the authorities upon request at any time.

Operation Department will keep the records involving the following information of the dangerous goods handled in our port.

- UN Number,
- PSN name (Proper Shipping Name),
- Class, (Class 3, 4.1, 4.2, 4.3, 5.1, 6.1, 8, 9 with sub-dangers)
- Packing group (I; II; III)
- Marine Pollutant feature,
- Consignee,
- Shipper,
- Container / Packing number,
- Seal number,
- Additional Information (Ignition temperature, viscosity, etc.)
- Storage Location in Port Field
- Duration of stay in Port

This information is kept under computer or file as only reached by authorized personnel, shown upon request.

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Port facility keeps the updated records of dangerous goods about class, quantity, which have been handled throughout the year by the port and notifies them to Port authority in 3 months period.

7.3 Procedures for control of proper identification of dangerous goods in the facility, using proper shipping names, certificating, packaging/packed, labeling and declaring of dangerous goods, loading to approved package, container or good cargo transport unit in accordance with rules and transporting in a safe condition and reporting the results of control.

Planning department checks the accuracy of the following information on dangerous goods documents issued by the shipper in coordination with operation about the dangerous goods to be received to port;

- UN Number,
- PSN name (Proper Shipping name),
- Class, (Class 3, 4.1, 4.2, 4.3, 5.1, 6.1, 8, 9 with sub-dangers)
- Packing Group (I; II; III)
- Marine Pollutant feature,
- Container / packing number,
- Seal number,
- Additional information (Ignition temperature, viscosity, etc.)
- Storage Location in Port Field,


This information is delivered to the tally clerk, Field Supervisors, Storage officers, HSE and to the staff who requires knowing the information, by sending upon terminals/documents, so the control of dangerous goods is provided.

In the event that information from operation conflicts with information of goods, operation shall be informed immediately, shipper is directed to confirm the information dangerous goods cargo/vehicle/container, correct the deficient and wrong label marks if any.

7.4 Procedures for obtaining and keeping dangerous goods safety information form(SDS).

Dangerous Goods Safety Information Form (SDS) involving the following information is required for dangerous goods transported by all modes of transportation (Road, rail, air and marine) according to our national law since 1 January 2014.

- UN number,
- PSN (Proper shipping name,) (required for marine transport.)
- Class, (Class 3, 4.1, 4.2, 4.3, 5.1, 6.1, 8, 9 with sub-dangers)
- Packing group (I; II; III)

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- Marine pollutant feature,
- Tunnel Restriction Code (required for road transport.)

In port, there is a check to control this document together with the dangerous goods to be received.


7.5 Procedures for keeping records and statistics of dangerous goods.

ADMINISTRATION requests to give a report involving the information of dangerous goods, handled in our Port facility, to Port Authority in 3 month-periods. The example of the report issued by Operation Department is below.

Statistical evaluation from records of dangerous goods handled in our port annually is prepared by trade, operation departments.

Monthly inventory and control reports of dangerous goods stored in the port are issued by operation department and submitted to the Management.

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

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8. EMERGENCIES, PREPAREDNESS FOR EMERGENCIÉS AND RESPONSE


8.1 Response procedure for dangerous goods that endangers/able to endanger life, property and/or environment and dangerous incidents involving dangerous goods:

Dangerous goods received, handled, stored, loaded and discharged to shore facility, can create unique hazards such as explosion, fire, corrosion, poisoning, infectious diseases, radiation. Therefore there are emergency varieties of shore facility could face. In order to cope with these dangers, it's extremely important develop, announce and apply the Emergency Plan that's formed in cooperation with local emergency teams.

- Accident Prevention
- Preparation of the Contingency Plan
- Implementation and Exercise of Emergency Procedures
- Regular Inspection of Emergency Equipment
- Implementation of the Plan when an Emergency Occurs
- To analyze and report the incident in full to prevent it from happening again

8.1.1 The procedures to be followed in order to prevent accidents are as follows.

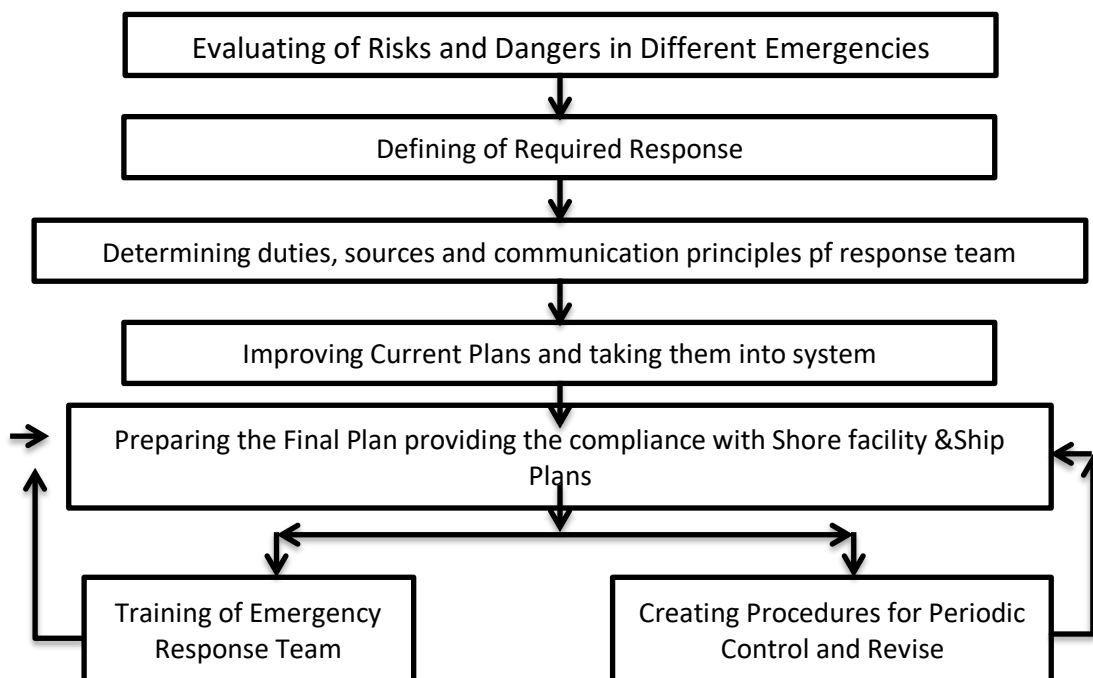
- The primary parameter of preventing accident is training. All shore facility employees must know safety rules and regulations, be trained about handling dangerous goods and always follow the rules and regulations formed.
- Personnel in charge of recording and documenting procedures must always keep the dangerous goods information system of port updated and accurate. Receiving cargoes must be added to the system and remove the information of the goods which are exited, from main system and back up.
- Smoking is not allowed in the locations where dangerous goods are handled or stored in order to prevent explosion and/or fire.
- Workers handling goods should not eat or drink anything due to the risk of poisoning while working.
- Dangerous goods must be checked regularly to detect leakage, packaging damage, deterioration and temperature changes.

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8.1.2 Procedures to be followed regarding to reparation of Emergency Plan are as follows.

- First, a response system must be formed, in case of accident person who realized the accident must be informed about contacting how/who (phone, radio, alarm sounds, hand signals) and the kind of information to be delivered.
- It should be determined that who will be responsible about each stage of emergency procedures.
- Emergency plan must be prepared by making a detailed classification of possible activities to carry out against all kind of emergencies such as fire, leakage, injuries.
- A certain responsibility and command chain must be established from the personnel in emergency control center to the person in the location of incident.
- Emergency plan and procedures which are agreed on and confirmed, must be published and delivered to managers, practitioners and supervisors and everybody in the system must be informed about their roles.
- An effective information system must be formed in order to record and investigate the incident and take lesson.
- Establishment of emergency plan is as follows.



- Emergency equipment must be located at strategic points in the port. (protective clothing packs, face masks or

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goggles, respiratory equipment, other materials to clean sand or running/spilling substances).

- Emergency storages must be clearly stated and marked on layout plan of shore facility, copies must be distributed to all employees.
- Local Emergency Teams must join emergency plan preparation and close contact system between shore facility management and firefighters, police, ambulance services and hospitals in the region.
- Emergency service team in region of shore facility is important for each accident except the minor accidents. Therefore plan and procedures must be planned according to the regional service capacity.

8.1.3 If there are important dangerous goods shippers; they should be included to Emergency Plan.Implementation of Emergency Procedures and Exercises:

- The main element of the emergency system is the regular and conscious implementation of planned procedures.
- Emergency teams should be formed from employees in each department and unit of the coastal facility, and these teams should be trained with regular drills and practice lessons.
- Local Emergency services teams (fire brigade, ambulance service, etc.) should take part in these exercises (especially important for recognizing the geographical characteristics of the port).

8.1.4 Regular Inspection of Emergency Equipment:


All emergency equipment mentioned below should be checked regularly and frequently and maintenance and repair should be carried out.

- Fire hoses and fire extinguishers.
- Protective clothing sets, boots, glasses, eye showers, etc.
- First aid boxes
- Emergency communication devices
- Signposts and access to all emergency service points

Occupational safety manager, also all personnel of shore facility, is responsible for control, maintenance and repair of emergency equipment.


8.1.5 Implementation of the Plan when an Emergency Occurs:

In case of emergency, the plan will be implemented as follows.

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- The person, who notices the accident, shall inform facility's operating center or emergency control center immediately by using designated communication systems.
- Emergency control center stops all operations around accident.
- Emergency control center sends the nearest inspector to the incident scene. The inspector evaluates the situation.
- Emergency control center makes the required inspection to determine the conditions of dangerous goods and the dangers arising from dangerous goods in the dangerous goods information system.
- If inspector informs the accident as serious, emergency control center instructs everyone to leave the area and isolates the area of incident by using barriers.
- All emergency teams, security, first aid teams, ambulance and fire systems are sent to the incident scene.
- Shore facility teams response the incident, responding team may have to transport goods or injured people from the incident scene to a safe area as fast as possible.
- If the incident is large-scaled, emergency control center calls the local emergency services by using predetermined communication system and giving detailed information of incident.
- When local emergency teams arrive to incident scene, copies of dangerous goods are given to them and they will be accompanied to the incident scene.
- Local emergency services take action and make the incident scene safe.
- Emergency control center contacts with and informs the shipper, ship agency or other responsables and consult them for treating and removing the damaged cargo. Also it contacts with dangerous goods advisor.
- In case the first aid is insufficient in incident scene, injured person is sent to infirmary of facility or hospital in the region.
- Damaged cargo and packaging and/or container are carried to a safe area by removing immediately if secure. Incident scene is cleaned by absorbents, chemical foams or water properly. Marine pollutants

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and other dangerous goods are put in a pit designated for it.

- After explaining the accident scene is safe, emergency control center instructs to start the operations again.

8.1.6 Analyzing and reporting to prevent the repetition of incident:

- After the incident, the background and reasons should be investigated, it should be reported to the relevant authorities by using proper reporting system.
- Shore facility should evaluate the response to incident in terms of speed, accuracy and efficiency, required changes and adjustments should be done for response to future accidents.

8.1.7 In our shore facility, Castrol Gemlik Emergency Action Plan is implemented, all facility employees will perform their duties stated in the plan when emergency occurs.

8.2 Information for possibility, capacity and capability of shore facility to response emergencies.

Information for possibility, capacity and capability of shore facility to response the emergency is in annexes of "Castrol Gemlik Emergency Action Plan".

8.3 Regulations of first response for accidents involving dangerous goods.

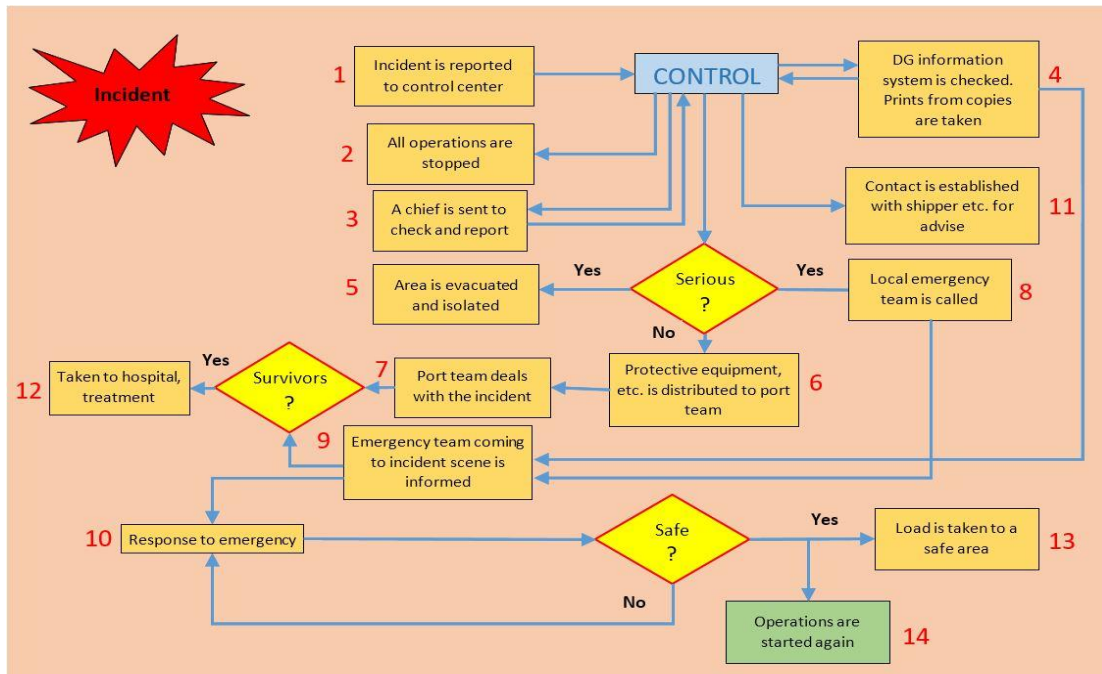
Regulations regarding the first response to accidents involving dangerous goods are involved in the "Castrol Gemlik Action Plan".

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8.4 Notification to be made inside and outside of facility in emergencies.

8.4.1 Flowchart for notification to be made in emergencies are as follows.



8.4.1 Notification required to be made in our shore facility is the same as in Castrol Gemlik Action Plan.

8.5 Procedures for reporting accidents.


Accidents/incident involving dangerous goods, which occurred in our facility, shall be reported to Port authority no later than 3 hours after incident by VHF radio or other communication tools primarily. After this notification, a written report involving statements about accident/incident shall be sent to port authority within 24 hours.

8.6 Coordination, support and cooperation method with public authorities.

Coordination, support and cooperation method with public authorities is the same as in Castrol Gemlik Action Plan.

8.7 Emergency evacuation plan for ship and sea vehicles from shore facility in emergencies.

Acting in accordance with the principles of Emergency Evacuation Plan submitted to Port authority.

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8.8 Procedures for handling of damaged dangerous goods and wastes contaminated by dangerous goods and disposal of them.

Each dangerous goods handled in our facility has “Dangerous Goods Safety Information Form (MSDS).In the stated forms, damaged dangerous goods, handling wasted contaminated by dangerous goods and their disposal will be carried out by taking into consideration of issues in MSDS forms.

Emergency drills and their records

8.8.1 The trainings that people who engage in activities related to Dangerous Loads should receive will be implemented as follows.

- Every person involved in the transportation or handling of dangerous cargo must be trained in proportion to their responsibilities upon safe transportation or handling of dangerous cargo.
 - Coastal personnel should receive general awareness/recognition training, function-specific training and safety training.

8.8.2 The content of the trainings that people who engage in activities related to Dangerous Loads should receive is as follows.

- ***General awareness/recognition training***

Everyone should be trained in proportion to their duties upon safe transportation or handling of dangerous cargo. The training should be designed to recognize the general dangers and legal requirements of the relevant hazardous cargoes. This training includes identifying the types and classes of hazardous cargoes, labeling, marking, packaging, sorting and compliance with requirements; definition of purpose and content of shipping documents; and definitions of existing emergency response documents.


- ***Mission Training***

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

- ***Security training***

Everyone should be trained on the risks of dropping dangerous cargo and the functions it performs:

- P-aketing – accident prevention methods and procedures for proper stacking and separation methods of handling equipment and hazardous cargo;

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- G-ed emergency response information and the way they are used;
- How to prevent exposure to hazards, including the general dangers of various types and classes of cargo and, if appropriate, the use of personal protective clothing and equipment;
- Emergency procedures to be followed in the unintentional release of dangerous cargo, including any emergency procedures for which K is responsible and personal protection procedures to follow.

8.8.3 Records of the training received by persons engaged in activities related to Dangerous Loads


Records of all installed safety trainings must be kept by the Port Authority and, if requested, given to the worker.

8.8.4 Drills and records on Dangerous Loads.

- **Training Applications ;** In order to prepare for emergencies on site, the personnel involved in the emergency organization should be prepared for their duties with various trainings. Trainings should be carried out with the support of specialist organizations when necessary. In this context, the relevant personnel at the Port have received IMDG CODE trainings on dangerous loads and have been certified. In order to test the adequacy of contingency plans and to be prepared for real situations, the drills should be carried out and implemented according to the worst-case scenarios that may occur at the facility.
- **Training Scenarios;** In the form of a combination of a single event or event that the port may encounter in the planning of the exercise, the worst-case scenario is foreseen. In line with the prepared scenarios, the implementation of the exercises is ensured in the fastest and most effective way.
- **Emergency Drills to be carried out within the port facility;**
 - The port should be specified in the annual training plans.
 - It can be planned in the form of local or general intervention,
 - It can be combined into drill scenarios such as Safety, Spill, etc.,
 - Drills can be carried out with or without notice.
 - The drills are based on a variety of emergency scenarios.
 - As well as being de facto, the tastings can be done at the desk, seminar style,
 - Different time, day, season and event scenarios are prepared for each training.

8.9 Information on fire protection systems.

Within the scope of fire protection systems, fire cabinet, hydrant, fire monitor, fire station, foam room, portable fire extinguishers and fire alarm buttons

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are available in our facility. Fire Emergency Map showing fire protection systems as in Annex-6.

8.10 Procedures for approval, inspection, testing, maintenance and readiness of fire protection systems.

Approval and supervision of fire protection systems in our facility has been obtained from bursa Metropolitan Municipality Fire Department.


Testing, maintenance and ready-to-use fire protection systems are carried out in accordance with the existing BAK-01 procedure in our facility.

8.11 Precautions to be taken when fire protection systems are not working.

In case fire protection systems are not working in our port facility, the opportunities to benefit from the facilities of the neighboring facility are investigated and the local fire brigade in our region is informed. The incident is intervened using all the facilities of the region.

8.12 Other risk control equipment.

There is a possibility that H₂S gas (Hydrogen Sulfide) may appear during blending, tanker evacuation and heating in the addidone furnace. Actions to be taken and equipment to be used in relation to the risk in question. Castrol Lubricants are as in the Gemlik Emergency Action Plan.

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9. OCCUPATIONAL HEALTH AND SAFETY

9.1 Occupational health and safety measures:

9.2 Occupational Health and Safety Measures:

The purposes of the occupational health and safety are as follows;

- To protect employees:**

It is the main purpose of the occupational health and safety. It aims to protect the employees against working accidents and occupational diseases, provide the mental and physical integrity.

- To provide production safety:**

It is important for economy as providing production safety in workplace will lead an increase in efficiency.





- To provide facility safety:**

As the measures taken in workplace remove the dangers in facility due to machinery malfunctions and disabled operations, explosions, fire which may arise from working accidents or unsafe and unhealthy working conditions, the facility safety can be ensured.


Measures stated in "Occupational Health and Safety Manual" issued under Occupational Health and Safety are considered in our facility.

9.3 Information for personal protective clothing and procedures for using them:

Information and procedure for usage of personal protective clothing is shown as follows.

No.													
		Emniyet Gözlüğü	Emniyet ayakkabısı	Baret	Eldiven	Yüz siperliği	Gaz maskesi	Önlük	Emniyet Kemer	Kulak tıkaçları	Kulaklık	Can Yeleği	Toz Maskesi
				3M 1465 EN 397	RYTILL EN 368	3M 6899 TUS PAT DES 378.610	3M 0086 EN 140 EN141: 2000 AS, NZS 1718:1994				MOLDEX PURA FIT STATION EN 352	PELLTOR HSL0P3 EN 352	3M EN 149
													
	Blending Süreci												
1	Üretim tankı elleçleme		●	●	●		●			●			●
2	Sayaç kontrol		●	●	●		●			●			●
3	Blending Ofisi		●							●			
4	Dump tankı elleçleme	●	●	●	●		●			●			●
	Tank sahası Süreci												
5	VI Katığı Üretim Süreci	●	●	●	●		●			●	●		●
6	Tank Elleçlemeleri		●	●	●					●			
7	Tanker Tahliye Operasyonu	●	●	●	●			●		●			
8	Dump tankı elleçleme	●	●	●	●					●			
9	Tank Ölçümleri		●	●	●					●			
10	Gemi Tahliyeleri		●	●	●					●		●	
11	Tankerden Fıçıya IBC veya tersi dolular	●	●	●	●					●			

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10. OTHER ISSUES

10.1 Validity of Dangerous Goods Compliance Certificate.

Valid until June 16, 2021.


10.2 Tasks defined for the Hazardous Substance Safety Advisor.

- Monitoring compliance with requirements about carriage of dangerous goods.
- Offering suggestions to shore facility about carriage of dangerous goods.
- Preparing an annual report to shore facility about the activities of shore facility operator for carriage of dangerous goods. (Annual reports are kept for 5 years, submitted to the authorities on request.)
- **Controlling the following application and methods;**
 - Controlling of identifying, using the proper shipping name, certificating, packing/packaging, labelling and declaring of dangerous goods, loading and transporting to the approved and appropriate packs, container and cargo transport units in a safe condition , and procedures for reporting control results.
 - Procedure for loading/discharge of dangerous goods handled and stored temporarily,
 - Whether taking into consideration of special requirements of shore facility about dangerous goods while buying the transport vehicles regarding to handled dangerous goods,
 - Control methods of equipment used for transporting, loading and discharging the dangerous goods,

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- Whether the shore facility personnel take appropriate training including the amendments in legislation, and whether the records are kept or not,
- Compliance of emergency methods applied in case an accident or incident that affects safety during transporting, loading or discharging dangerous goods,
- Compliance of reports prepared for serious accidents, incidents or serious violations occurred during transporting, loading or discharging dangerous goods,
- Determination of required measures against repetition of accidents, incident or serious violation and evaluation of the implementation,
- To what extent, considering rules about selection of subcontractors or third parties and dangerous goods carriage,
- Determination whether the employee working in transporting, handling, storing and loading/discharging of dangerous goods, have detailed information about operational procedures and instruction,
- Compliance of measures taken to be prepared for risks during transporting, handling, storing and loading/discharging of dangerous goods,
- Procedures for what the required document, information and papers related to dangerous goods.
- Procedures about berthing, mooring to shore facility, loading/discharging, harbouring or anchoring for ships transporting dangerous goods by day and at night.
- Procedures about additional measures for loading, discharging and transshipment according to seasonal conditions.
- Procedures about fumigation, gas measuring and degassing, Procedures keeping records and statistics of dangerous goods,
- Accuracy of information about ability, capacity and capability of shore facility for emergency response,
- Compliance of regulations for first response to the accidents involving dangerous goods,
- Procedures for handling and disposal of the damaged dangerous goods, wastes contaminated with dangerous goods,

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- Information about personal protective clothing and procedures for using them.

10.3 Issues for carrier of dangerous goods to the shore facility /from the shore facility by land (documents to be kept by road vehicles during entrance/exit of port or shore facility field, equipment and tools kept by these vehicles; port field speed limits, etc.):

10.3.1 Documents required to be carried:


- Transport documents,
- Dangerous goods Transportation Driver Training Certificate (SRC-5),
- Identification card with photo in charge in vehicle (identity card, driving license or passport),
- Written instruction prepared by carrier to give to driver ,
- Multimodal Dangerous Goods Transportation Form for dangerous goods transported in multimodals,
- ADR conformity certificate for vehicles,
- Copy of transport permission document taken from related competent authority for Class1, class 6 and class 7 dangerous goods transportation,
- Dangerous Goods and Dangerous Waste Compulsory Financial Liability Insurance for vehicles carried out dangerous goods transportation,

10.3.2 Equipment and apparatus required to have in vehicles:

- Portable fire extinguishers,
- At least one chock of appropriate size to the wheel diameter and maximum mass for each vehicle,
- Two self-standing warning signs,
- Eye rinsing liquid,
- Warning vest,
- Portable lightening apparatus,
- A pair of protective gloves,
- Eye protection goggles,
- Emergency escape mask,
- Shovel,
- Drain seal,
- Collecting container

10.3.3 Speed limits in Port Area:

Speed limits determined by Port facility will be applied.

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10.4 Issues regarding to the carriers of dangerous goods to coming the shore facility/leaving from shore facility by sea (exhibition of signals by ships and sea vehicles to the port or shore facility by day/at night, cold and hot working procedures aboard ship)

10.4.1 Exhibition of signals by ships and sea vehicles to the port or shore facility by day/at night:


The ship which arrives to port and carries dangerous goods will have “B” (Bravo) international code of signals by day, an all-round fixed red light by night.

10.4.1 Cold and Hot Work procedures aboard ships in the shore facility and carrying dangerous goods:

The ships carrying dangerous goods and staying in shore facility shall take the required permission for hot and cold work from Port authority and inform the shore facility responsible.

The procedures for hot work to be carried out in ships carrying dangerous goods in the shore port are as follows.

- Before starting any hotwork in shore facility, the responsible person of the company to carry out the hotwork must be in possession of written authorization to carry out such hot work issued by the Port Authority. Such authorization shall include details of specific location of the hot work as well as safety precautions.
- In addition to the safety precautions required by the Port Authority, before starting any hotwork, the responsible person of the company to carry out the hot work together with responsible person(s) of the ship and/or berth, shall add any additional safety precautions required by the ship and/or berth . These additional safety precautions shall include:
 - Examination of local areas and adjacent areas, including tests to ensure the areas are free, continue to be free, of flammable and/or explosive atmosphere and where appropriate not deficient in oxygen,
 - The removal of dangerous cargoes and other flammable substances and articles away from the working and adjacent area.
 - Efficient protection of flammable structural members such as beams, hatches, walls and ceiling coverings against accidental ignition;and
- The sealing of open pipes, pipe lead through, valves, joints, gaps and open parts to prevent the transfer of flames, sparks and hot particles from working areas to adjacent or other areas.
- A duplicate of the hot work authorization and safety precautions shall be posted adjacent to the work area as well as at each entrance to the work area. The authorization and safety precautions shall be readily visible to, and clearly understood by all persons in charge of hot work.


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- While carrying out hot work, it is essential that checks are carried out to ensure that conditions have not changed; and 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.
- During hot work and after completion of such work, an effective monitoring shall be maintained for a sufficient time in the area of hot work as well as adjacent area where a danger causing from the transfer of heat may be created.

10.5 Additional issues added by shore facility.


None.

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1. ANNEXES

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**ANNEX-1
GENERAL LAYOUT OF SHORE FACILITY:**

A3 SIZE

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**ANNEX-2
PHOTO OF GENERAL APPEARANCE OF SHORE FACILITY**



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ANNEX-3

EMERGENCY CONTACTS AND CONTACT INFORMATION

NEIGHBORING FACILITIES/FIRE DEPARTMENT PHONE NUMBERS		PTT SERVICE PHONE NUMBERS	
GEMLIK FIRE	513 23 25	FIRE NOTICE / Fire Department	110 (EVERY DISTRICT) / 513 23 25
BURSA FIRE DEPARTMENT	221 10 10 - 221 10 11	UNKNOWN PHONES	11811
	220 33 15 - 223 50 13	POLICE HELP	155 (EVERY NEIGHBORHOOD)
GEMLIK FERTILIZER (NITROGEN)	519 00 70(16 hat)	FIRST AID	112
BORUSAN LOGISTICS	270 13 00	OWNER SECURITY	158
ÇİMTAŞ	519 02 50(20 hat)	Wildfire	177
MARMARA CHEMISTRY	519 03 00	traffic	154
GEMLIK NATURAL GAS	524 80 94 (187)	gendarmerie	156
WHEEL LİMAN	519 00 30	meteorology	246 86 15
ZEHİR ADVISORY CENTER	114	HEALTH CONSULTATION	184
DISTRICT AGRICULTURE DIRECTORATE	513 10 45	GEMPORT	524 88 31(3 hat) 524 77 20 (20 hat)

OFFICIAL AUTHORITIES/RELATED PHONES			
KAYMAKAMLIK	513 10 51 - 513 50 00	COMMUNITY HEALTH (GEMLIK)	513 27 17
BURSA VALLIK	273 50 00	T.C. MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE	
MINISTRY OF ENVIRONMENT AND URBANISM SEA COAST MANAGEMENT DEPARTMENT	0312 474 03 10 -11 - 12	MAIN SEARCH AND RESCUE COORDINATION CENTER	0312 231 91 05
GENDARMERIE KOM. GENDARMERIE REGIMENT KOM	156 (Bomb call.) 513 10 55 – 514 45 48	BURSA PROVINCIAL ENVIRONMENT AND CITY DIRECTORATE	271 51 10-11-12 271 51 06
GEMLIK COUNTY SECURITY Directorate	155 - 513 18 79 – 513 31 58 513 00 05 (155)	BURSA PROVINCIAL DISASTER RELIEF	216 00 16
MUAMMER NETWORK GEMLIK STATE HAST. OWNER'S BUILDING	513 11 68 - 513 23 29 (SAHIL)517 34 00 (MANASTIR)	ULUDAĞ ELECTRIC GEMLIK BUSINESS DIRECTORATE	513 45 03
ULUDAG UNIVERSITY TYPE FACULTY - PLASTIC SURGERY	0224 295 29 41	GEMLIK SEA FLIGHT	444 99 16
HEALTH QUARRY	(1)513 10 68 (2)513 01 05	TRANSFORMER BRAND. ELECTRICITY ARIZA	524 81 25 513 450 03 – (29)
TIP FACULTY HAST.	295 00 00	AKSA – Natural Gas Company	524 80 94 Natural Gas Emergency - 187
DR. KUDRET ATA STEEL	0 541 628 59 29	PORT PRESIDENCY	513 11 33
CUSTOMS MUH.MD.	524 77 20 135-136(Gemport) 524 77 51-524 83 83(2 h.)	PILOT (PALAMAR)	524 88 31 den 154-160
AMBULANCE (CHAUFFEURS' ROOM)	513 11 03 0 532-486 81 16	IMRALI OWNER SECURITY	0 224 559 10 14
GEMLIK FOOD	513 45 20-21	AMBULANCE (EKER PRIVATE ECB.-BURSA) - 442 90 89	0 532 256 33 03 - 0 532 245 74 22 222 80 61 - 224 31 84 222 47 64 - 223 23 81
		DISASTER COORDINATION CENTER (AKOM)	216 00 00(5 hat)

FUEL EMERGENCY CASTROL MINERAL OILS M.OFFICE AND THERMAL CONTACT UNITS OFFICE / HOME

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CENTRAL OFFICE SATELLITE WIRE 1 : CENTRAL OFFICE SATELLITE WIRE 2-3 : GEMLIK GOVERNORSHIP: GEMLIK PLANT SATELLITE WIRE:	0088 216 611 05 055 0088 216 611 05 056- 057 0088 216 611 05 393 0088 216 611 05 199	DISASTER COORDINATION CENTER SATELLITE PHONE (AKOM) :
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ANNEX-4

GENERAL LAYOUT PLAN OF FIELDS THAT DANGEROUS GOODS HANDLED

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**ANNEX-5
FIRE PLAN OF FIELD THAT DANGEROUS GOODS HANDLED**

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ANNEX-6

GENERAL FIRE PLAN OF FACILITY

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ANNEX-7

EMERGENCY ACTION PLAN

**SAME AS IN THE EMERGENCY RESPONSE PLAN
CASTROL GEMLİK TERMINAL.**

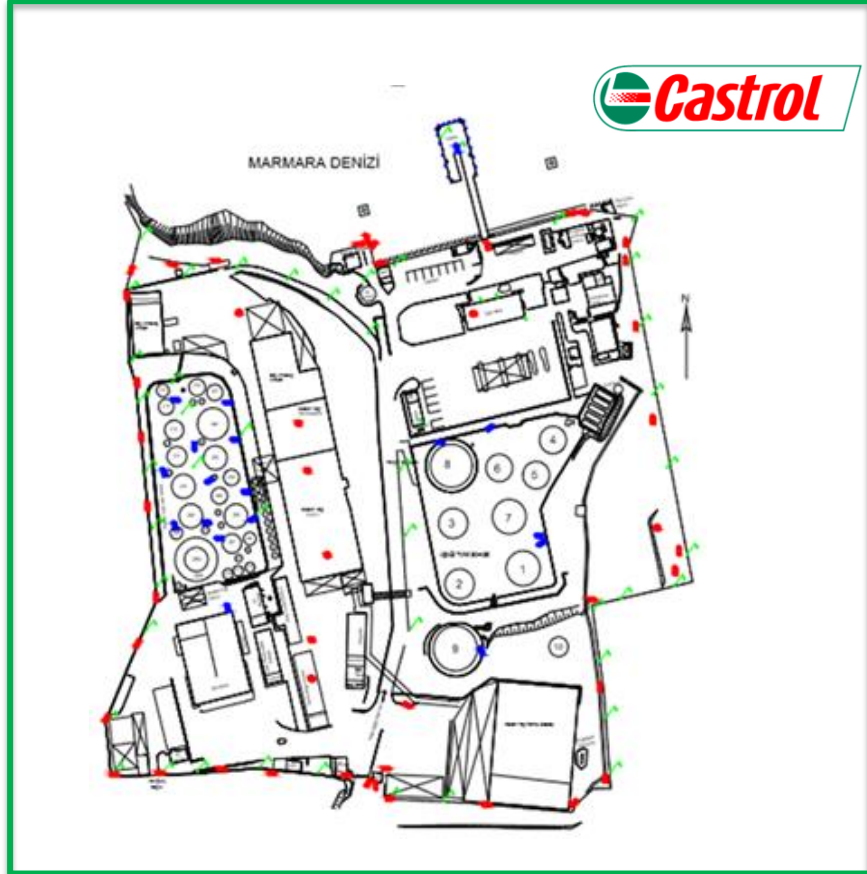
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**ANNEX-8
EMERGENCY MEETING POINT PLAN**



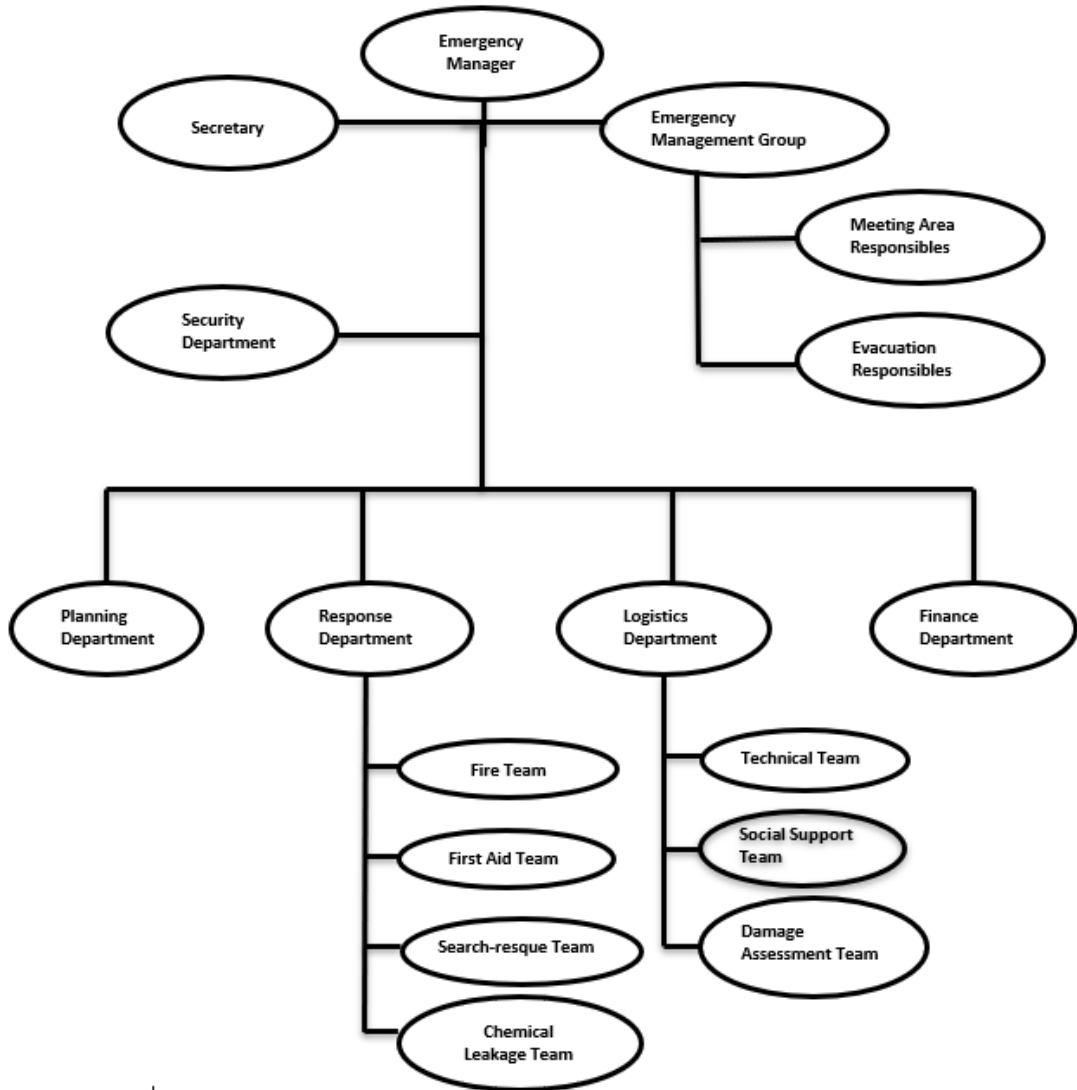
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ANNEX-9 EMERGENCY MANAGEMENT PLAN




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**ANNEX-10
DANGEROUS GOODS MANUAL**

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**ANNEX-11
LEAKAGE AREAS, EQUIPMENT, ENTRANCE/EXIT DRAWING FOR CTU AND
PACKAGES**

**THE SAME AS IN WASTE MANAGEMENT PROCEDURE OF CASTROL GEMLİK
TERMINAL.**

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**ANNEX-12
INVENTORY OF PORT SERVICE SHIPS**

THERE IS NO SERVICE SHIP IN FACILITY INVENTORY.

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ANNEX-13

**PORT AUTHORITY ADMINISTRATIVE BOUNDARIES, ANCHORING LOCATIONS
AND HARBOR PILOT, MARINE COORDINATES OF LANDING/BOARDING POINTS**

GEMLİK HARBOUR MASTER

A) Port administrative area boundary

Port administrative area of Gemlik Harbour Master is sea and shore zone within the lines formed by the following coordinates.

- a) 40° 33' 00" K – 028° 47' 30" D
- b) 40° 33' 00" K – 028° 43' 24" D
- c) 40° 30' 00" K – 028° 43' 24" D
- d) 40° 21' 36" K – 029° 00' 00" D

B) Anchoring areas

a) Number 1 anchoring area : Anchoring areas for ships not transporting dangerous goods and military ships is the sea area consisting the following coordinates.


- 1) 40° 27' 12" K – 029° 06' 00" D
- 2) 40° 26' 36" K – 029° 05' 24" D
- 3) 40° 25' 54" K – 029° 07' 24" D
- 4) 40° 26' 06" K – 029° 08' 00" D

b) Number 2 anchoring area : Anchoring areas for ships transporting dangerous goods, military ships powered by nuclear and ships to be quarantined, ships which degassing process is carried out, are the sea area consisting the following coordinates.

- 1) 40° 28' 00" K – 029° 03' 00" D
- 2) 40° 28' 00" K – 029° 04' 36" D
- 3) 40° 27' 24" K – 029° 04' 36" D
- 4) 40° 27' 24" K – 029° 03' 00" D

C) Place for taking and leaving harbor pilot

40° 26' 00" K – 029° 06' 06" D


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ANNEX-14

EMERGENCY RESPONSE EQUIPMENT AGAINST MARINE POLLUTION IN PORT FACILITY

EMERGENCY RESPONSE EQUIPMENT AGAINST MARINE POLLUTION
1. 1 boat with 25 horsepower
2. 1 skimmer (5 x 10 = 50 Meter hose)
3. 354 meter Boom
4. 170 barriers (170x3= 510 meter)(66 treatment 105 upper storage)
5. 40 packs of oil absorbent(40x100=4000 units)(27 treatment 25 upper storage)
6. Hip boots 20 pc
7. Tayberk overall 11 pc
8. Spiller gloves 18 pc

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ANNEX-15


PERSONAL PROTECTIVE EQUIPMENT (PPE) USE MAP

No.	Duties	Safety shoes	Sweat Shirt	Working cloth	Working pants	Working apron	Overall	Helmet	Gloves	Res. Mask	Wel. Mase	Grin. Googles	Earpugs	H2S Dedec.
		old	1 year	6 month	6 month	Old.	6 month	Old.	Old.	Old.	Old.	Old.	Old.	Old.
1	Directors	X	x			x		x						
2	HSSE Advisor	X	x		x	x		x	x	x	x	x	x	x
3	Maintenance Chief	X	x		x	x		x	x					
4	Administrative Coordinator	X	x		x			x						
5	Blending personnel	X	x	x				x	x	x			x	x
6	Blending and filling chief	X	x		x	x		x						
7	Logistics	X	x					x						
8	Fuel oil Op. staff	X	x	x			x	x	x					
9	Fuel oil ship. staff	X	x		x			x						
10	Boiler operator	X	x	x			x	x	x				x	
11	Forklift operator	X	x	x				x	x					
12	Lubricant filling staff	X	x	x				x	x					
13	General service/office	X	x		x			x						
14	Maintenance staff	X	x	x			x	x	x					
15	Technical safety staff	X	x	x				x	x					
16	Laboratory technicians	X	x		x	x		x						
17	Plan. And material staff	X	x					x						

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ANNEX-16

NOTIFICATION FORM FOR DANGEROUS GOODS INCIDENT


1.	Local date and time of emergency
2.	Location of accident
3.	Emergency type (Eg: Fire, Fuel spilling, personnel injury) and accident occurrence (Eg: what happened?)
4.	Control measurement damages. What is carried out to control emergency?
5.	Deceased/injured/Loss-number of company employees in accident
6.	Deceased/injured/Loss-number of contractor employees/drivers in accident
7.	Damage of terminal or equipment owned by company
8.	Quantity of Product loss/recovered product owned by company
9.	Damage of terminal and equipment of contractor
10.	Other damaged suffered by the contractor
11.	Impact on company operations
12.	Authorities affected by the accident and forwarded to
13.	Reaction of field occur or expected to occur
14.	Quality checks of equipment and/or product
15.	Review undertaken by Center
16.	Result of corrective actions against causes of emergency

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**ANNEX-17
NOTIFICATION FORM FOR CONTROL RESULTS OF DANGEROUS GOODS CARGO
TRANSPORT UNITS (CTUS)**

Year/Term /	Number	Percentage
Packages controlled:			
Defective packages			
-total			
-filled in domestic			
-filled in abroad			
Defects:			
Documentation:			
-Dangerous Goods Declaration			
-Container/Vehicle Packaging Certificate			
Planning and marking			
Approval plate for Container Safety Agreement			
Serious structural defects			
Road tanker connecting plugins			
Portable tank or road tankers (inappropriate or defective)			
Labelling (for packages)			
Packaging (inappropriate or defective)			
Segregation of Load			
Stowing/connecting of package's inside			

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ANNEX-18 ACCIDENT PREVENTION POLICY

The Port Facility has been determined to prevent fires and accidents, not to harm people and the environment, based on the Accident Prevention Policy, which will be implemented in full compliance with the Occupational Health and Safety Policy.

Especially during Dangerous Material Handling, Sewage and Discharge:

- In all activities undertaken at the beginning, the first priority is to completely prevent accidents or reduce risks to a minimum,
- Preventing our employees from being injured in work accidents or being exposed to any negative effects.
- On the ships and in the working areas in our coastal facility; to take all kinds of precautions to ensure that our employees, customers, stakeholders and the environment are safe and secure,
- Monitoring the continuous development policy to put the best technologies available for the prevention of accidents into practice,
- Taking precautions to minimize the effects of accidents on life, property and environment safety by applying appropriate emergency response procedures in the event of an accident and constantly implementing it,
- Identification of all the activities that may lead to accidents in our facility and taking the necessary precautions to fulfill the obligations to prevent such accidents,
- Critical operations that affect safety and security during operational business processes; appointing personnel with appropriate knowledge, skills, training and experience,
- Risk assessment for the identification and evaluation of the accidents
- We are committed to ensuring continuous development of training and personnel, complying with relevant national and international legislation and standards and undertake to fulfill the following requirements in order to reach these targets
 - Material Safety Data Sheet of all kinds of hazardous materials to be collected / handled at the Port Facility and handled shall be provided; specific requirements for handling, exposure to personal exposure, prevention measures in the event of harm to the environment, and the need to analyze in detail the issues to be addressed, including the definition of the substance-specific hazard, first aid measures, fire precautions, intervention measures in case of leakage /.

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- The necessary equipment and equipment will be provided to prevent the potential harmful effects of such dangerous goods.
- In order to keep the dangerous substance handling areas under constant supervision by the relevant plant personnel and / or security officers, the necessary monitoring equipment shall be taken and the alarm systems shall be checked.
- In case of emergencies, adequate intervention will be provided for hazardous materials handling areas.

The implementation of our policy is a basic duty for our employees and it is among our priorities that this policy should be handed to other staff working with us.

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ANNEX- 19

PROCEDURE FOR SAFETY HANDLING OF LIQUID HEAT LOADED LOADING LOADS

1.PURPOSE :

It is to indicate the points to be carried out in the operation of safe handling of dangerous bulk loads in liquid form handled in our facility.

1. SCOPE:

This procedure covers the Ship's Captain, Terminal Manager, Operations Officer, Shift Manager and the operating personnel involved in the operation of the cargoes in question.

2. EXECUTIVE STATUS :

a. In case of cargo operations and emergency, the Ship's Captain and the personnel involved in the operation will have the following information regarding the dangerous cargoes carried and will provide this information to the port authority and other interested parties if necessary.

(1) They will examine the UN Number of the dangerous cargo arriving at the Port Facility and the MSDS forms that define its physical and chemical properties and determine the actions to be taken.

(2) They will meticulously apply the procedures prepared by our facility regarding load transfer, slop transfer, de-de-gasification process, inerting, ballasting, ballast discharge and the points in the "ISGOOT" document.


(3) It will take into account the "Hazardous Substance Emergency Plan" and the "Hazardous Substance Guide Handbook" in relation to spills or leaks, fires, measures to be taken to prevent accidental contact of individuals with dangerous loads.

(4) The personnel and their duties responsible for handling dangerous liquid bulk loads in our facility are as in LAHIKA-1.

b. No mobile phones will be used in open areas on the pier and ship during hazardous cargo handling and will not be kept open. Only the ship phone and ex-proof handheld radios will be used during the handling period. The agreed ship/coast communication list is as in the "Ship/Coast Guard Checklist".

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c. The issues in the "Ship/CoastAI Safety Checklist" and the "Terminal Information Manual for Ships" will be taken into account in relation to flexible hoses used during the evacuation or transfer of liquid hazardous cargoes.

d. In the event of an accident, all kinds of drains with drain holes and pipes where dangerous liquid spill loads can leak will be closed and kept closed for the duration of the operation before the operation of the operation of the tahmil/discharge of dangerous liquid spill loads begins. In this regard, the issues in the "Ship Coast/Safety Checklist" will be taken into account.


e. Flexible hoses used in loading/evacuation operations will be noted that the dates specified in the test certificates have not passed, and hoses that have expired will not be used. In addition, flexible hoses will be visually inspected before the operation. The principles regarding these issues are as in the "Terminal Information Manual for Ships" and "Ship/Coast Guard Checklists".

f. Flexible hose connections will be cut and operation will be stopped to ensure safety of life, property and environment in emergency situations. In our facility, emergency release koplins are separated in case of an emergency, automatically closed on both sides and thus prevent possible debris.

g. For preventive measures, the ship's official and the chief of operations will be tested according to the "Ship/Coast Guard Checklist" before the start of cargo handling equipment, equipment and equipment controls, measuring systems, emergency shutdown and alarm systems, and no joint declarations will be signed by the parties until the necessary checks are made and responsibilities and authorizations are determined.

h. The "Terminal Information Manual for Ships" will be given to the ship's official regarding the actions to be taken and the signs to be used in case of emergency that may occur after the handling operation and a written agreement will be made between our facility and the ship's official.

i. "Ship/Coast Guard Checklist", "Evacuation Protocol" and "Pump Registration List" will be mutually retained and signed with the ship concerned in pumping liquid bulk loads. In addition, the exceeding of reverse pressure and tahmil/evacuation capacities will be continuously checked, flexible pipelines and equipment will be ensured to be free of leakage, and continuous communication will be made during the evacuation period.


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- j. When the operation is completed, the Chief of Operations;
- (1) Ensure that the unloading valves are closed,
 - (2) The remaining pressure on the flexible pipes will evacuate,
 - (3) The Coastal Facility shall take all safety measures including the blindness of the pipeline.

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19-3

LAHIKA-1

STAFF RESPONSIBLE PERSONNEL AND DUTIES OF LIQUID DANGEROUS LOADS

1. PURPOSE:


To identify the personnel responsible for handling hazardous liquid bulk loads in our facility and to determine their duties.

2. SCOPE:

Terminal Manager, Hazardous Liquid Bulk Load Operations Officers.

3. EXECUTIVE STATUS :

- a. The names of the personnel responsible for handling dangerous liquid bulk loads in our facility are as in LAHIKA-2.
- b. The personnel responsible for the safe handling of liquid bulk loads will carry out the handling procedures according to the "Dangerous Liquid Bulk Loads Handling Procedure" prepared by our facility.
- c. The personnel responsible for handling dangerous liquid bulk loads will be arranged in such a way that there is at least one person per shift.
- d. The duties of the personnel involved in handling dangerous liquid bulk loads are as in LAHIKA-3.

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LAHIKA-2

PERSONNEL LIST RESPONSIBLE FOR HANDLING DANGEROUS LIQUID BULK LOADS

- 1) Abdülkadir Acar
- 2) Adnan Yılmaz
- 3) Ali Sevinç
- 4) Aydın Kayan
- 5) Barış Polatlı
- 6) Celal Demirtaş
- 7) Davut Erken
- 8) Davut Yuca
- 9) Emrah Yıldırım
- 10) Ercan Aktaş
- 11) Halil İbrahim Doygun
- 12) Hamit Eray
- 13) Haydar Gül
- 14) Hüseyin Elmas
- 15) İlim Güray
- 16) Levent Arslan
- 17) Murat Öztin
- 18) Murat Yıldırım
- 19) Mustafa Apalan
- 20) Osman Sağır
- 21) Rafet Duran
- 22) Recep Tepecik
- 23) Sinan Kurtuldu
- 24) Şükrü Deviren
- 25) Taner Kırmızıtoprak
- 26) Veysel Aydın
- 27) Zafer Bulut

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**DUTIES OF PERSONNEL TO BE DEPLOYED IN THE OPERATION OF LIQUID
DANGEROUS BULK LOADS**

1. Examining the incoming documents of the dangerous goods coming to the Port Facility before arriving at the port facility;
 - a. Identifies the name of the dangerous substance (s).
 - b. The handling of the dangerous material will observe the procedures for the loading / unloading.
 - c. Determines the necessary safety precautions to be taken by studying the hazards arising from the dangerous material.
 - d. It specifies the protective equipment for the staff to handle / evacuate and handle with regard to the dangerous substance.
 - e. It informs them by coordinating meetings with persons who will handle/handle and handle hazardous materials.
2. The prevention of accidents that may occur during the handling of dangerous cargoes helps to implement the "Accident Prevention Policy" which is determined in our facility so as to minimize the harm to people and the environment by ensuring the safety of life, property and environment and possible accidents.
3. When a non-conformity is detected in the handling of dangerous goods, the handling operation is stopped and the nonconformity is removed.
4. Tesise constantly checks the fire, safety and safety measures taken and ensures that the deficiencies are eliminated immediately.
5. Provides coastal facility personnel and seafarers in charge of handling dangerous goods wearing protective clothing during loading, unloading and storage.
6. Hazardous substance handling equipment provides firefighting equipment for people to fight fire and ensures that fire extinguishers and first aid units and equipment are ready for use at any time.
7. Coordinates the operation of the emergency evacuation plan for evacuation of ships and marine vessels in coastal facilities in emergency situations.
8. Checks that persons engaged in the loading, unloading and handling of dangerous goods have been trained and certified. Inadequate personnel only allow short-term working of personnel with sufficient certifications.
9. Allows hazardous cargo to be transported, handled, disassembled, stacked, temporarily suspended and inspected in a safe and proper manner by appropriately qualified, trained, occupational safety precautions personnel.

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10. Check all of the compulsory documents, information and documents that need to be found in connection with the dangerous cargo. When it detects a deficiency, it does not allow handling of the burden.
11. Inspect the relevant documents to confirm that hazardous cargo entering the facilities is properly identified, classified, certified, packaged, labeled, declared, safely loaded and moved.

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12. Keeps an up-to-date list of all dangerous cargo on site.
13. Takes the necessary safety precautions for unsafe, unsafe or hazardous items that are hazardous to persons or the environment.
14. Ensure that emergency arrangements are made and that all relevant persons are informed.
15. Notify the port authority of dangerous cargo accidents.
16. Provide the necessary support and cooperation in the controls carried out by the official authorities.
17. Prevents docking and berthing of ships and marine vessels carrying dangerous goods without the permission of the port authority.
18. In case of an accident arising from dangerous goods, it shall initiate the necessary emergency response taking into account EmS and Emergency Plan.
19. The related documents regarding the loads handled at the Port Facility are available at any time.
20. Allows the hot work and process procedure to be implemented taking into account the procedure for hot works to be carried out during the handling and / or storage of hazardous materials at the Port Facility.
21. It takes the necessary arrangements and precautions to prevent dangerous cargoes handled at the Port Facility from being contaminated to the sea, soil, water or water drainage areas.
22. Medical First Aid taking into consideration the persons affected by the damage of dangerous cargoes and those who require first aid after accidents involving these loads, the Medical First Aid Guide (MFAG) in the Annex of the Emergency Plan and the IMDG Code shall be taken into the nearest hospital as soon as possible.
23. Hazardous substances shall be checked to ensure that all equipment used for handling and stacking operations and not powered or powered by the equipment is used and maintained under the conditions specified in the instructions and transmitted to the relevant units.

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ANNEX-20 PROCEDURE FOR HOT WORKING WORK AND OPERATIONS

20.1 PURPOSE

This procedure, which specifies the principles of the hot operations to be carried out in the areas where the dangerous materials are handled within the ship and port facility, is intended to specify the principles to be applied for hot works such as welding and similar emergencies in ships and scaffolds.

20.2 LEGISLATION:


- a. Ports Regulation Article 22 (9); "Ships and marine vessels in port areas unless permitted by the port authority; repair, scraper and paint, welding and other hot work can not do the boat and / or boat downloading or other maintenance work to the sea. The vessels and marine vessels that will do this work have to coordinate with the Port facility management at the Port facility. "
- b. The minimum safety aspects of the hot work and operations contained in Annex 10 to the Regulation on the Arrangement of the Dangerous Goods Conformity Certificate are stated.
- c. Annex 4 of MSC.1 / Circ.1216, which contains the Safe Transport of Hazardous Cargoes in Port Areas and the Revised Proposals on Related Activities, sets out the minimum safety requirements for performing hot work.

1. Principles Regarding Construction of Hot Work and Operations in Port Facility:

a. The port authority will only allow this as long as it does not pose a danger when they are notified of the request to carry out hot work or other maintenance or repair work on board or onshore that may pose a danger due to the presence of hazardous cargo. Permission will be obtained from the Port Authority by the Facility Manager for work to be carried out in areas where Hazardous Substances are handled.

b. The need for permits and the advance notification of the period during which hot work is requested will allow all emergency organizations, for

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example, the fire brigade, to be informed, so that these institutions can provide information about additional measures or obstacles. In addition, OHS, Security and Emergency Response Units will be informed in advance about the process to be carried out hotly in our facility.

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c. In special cases, for example, in the execution of hot work in tanker loads or nearby enclosed spaces, a thorough examination of the area must be carried out by specialists who can determine whether specific safe measures are required.

d. In the case of hot work in or near tanks, a certificate of non-gas must be pre-required, issued by a chemist or other person of an appropriate nature approved by the port authority. This certificate must be renewed at least every 24 months if the requirements change

e. People authorized to carry out hot work and operations will take the following measures together with the operations/shift supervisors before starting work.

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(1) They will frequently inspect the local area and adjacent areas, including tests carried out by accredited testing bodies, to verify that the areas where the work will be carried out are free of combustible and/or explosive environments and, where appropriate, are not inadequate in oxygen.


(2) Hazardous loads and other flammable substances will be removed from hot working areas and adjacent areas. These substances are included in lime, slide, sediment and other possible flammable substances.

(3) Combustible building elements (e.g. beams, wooden partitions, floors, doors, wall and ceiling coverings) in hot working areas and adjacent areas will be effectively protected against accidental ignition.

(4) In order to prevent flame, spark and hot particles from spreading from work areas to adjacent areas or other areas, sealing of open pipes, pipe passages, valves, joints, cavities and open parts will be ensured.

f. A sign with "permit for the work to be done and safety measures to be taken" will be put up in the work area, as well as at all workplace entrances, so that they can be clearly understood by the personnel who will be working and working. The proper construction of the matter in question will be provided by the ISG unit.

g. When performing hot works at the port facility, the following points will be taken into consideration by the ISG Unit and Operations/Shift supervisors.

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(1) Whether the current situation changes in the working environment will be constantly checked,

(2) For immediate use during hot work, at least one fire extinguisher or other suitable fire extinguishing equipment will be available in an easily accessible location with all its apparatus.

a. When hot work and operations are completed, fire control will be carried out in the area and adjacent areas where hot work is done by the OSG Unit officials and Operation / Shift officers.

2. Principles on the Construction of Hot Work and Operations on Board:

a. Before starting hot processing on the ship deck or dock, the company official or ship agent who will perform the hot transaction must have obtained written permission from the port authority that such hot treatment can be carried out.

b. In addition to the safety measures requested by the port authority, the company officer who will carry out the hot work before starting the hot work must take all necessary additional safety measures on the ship and/or dock. Informs the port authority about the measures taken.

c. These measures include:


a. Examination of the local area and adjacent areas, including tests carried out by accredited testing bodies to verify that the areas are free of combustible and/or explosive environments and, where appropriate, inadequate in oxygen;

b. Removal of hazardous loads and other flammable substances and objects from workspaces and adjacent areas.

c. Effective protection of flammable building elements (e.g. beams, wooden partitions, floors, doors, wall and ceiling coverings) against accidental ignition

d. Sealing of open pipes, pipe passages, valves, joints, cavities and open parts to prevent flame, sparks and hot particles from spreading from work areas to adjacent areas or other areas

e. A sign with hot work authorization information and safety measures should be put up in the work area, as well as at all workplace entrances. Authorization information and safety measures should be easily visible and clearly understood by all involved in the hot business process.

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f. When carrying out hot work, the following considerations should be paid by the ship's captain and staff:

i. Checks should be carried out to verify that the situation has not changed.

ii. At least one fire extinguisher or other suitable fire extinguishing equipment should be available for immediate use during hot work.

iii. During hot work, fire detectors should be placed in the area where the hot work is done and in the adjacent areas where the danger may arise due to heat transfer, after the hot work is completed and enough time has passed after the completion of the work in question.

g. During hot work and operations, for a sufficient period of time upon completion and completion of such work; effective fire control should be carried out in the area where hot work is carried out and in adjacent areas where danger may arise due to heat transfer.

20.3 Other Issues:

a. Hot work to be done on board is not allowed under normal conditions. However, in case of necessity, the ship agency will take the permission in accordance with the legal regulations and be carried out under the control of the port facility.

b. In case of hot work on board, the Safety Requirements for Hot Work on board must be met.

c. Prior to commencement of hot work and operations at our port facility, written permission will be obtained from the port authority that such hot works can be done. The hot job form will include details of where hot work and operations will take place, as well as any safety precautions to be taken.

d. "Hot Work and Procedures Procedure" will be notified, the safety principles will be briefed and the signatures will be provided and filled in the EK form. Monitoring and supervision of the hot working period will be ensured by the Operations / Shift Officers and OHS Authorities.

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SICAK İŞ FORMU

Risk Değerlendirmesi																																								
Sıcak Çalışma Alanı: Giriş Sınırlamaları:																																							
Sıcak İş nedeni: Çalışma etkinliği açıklaması: Muhtemel tutuşturma kaynağı türleri:	<input type="checkbox"/> Alev (kaynak, lehim, vb) <input type="checkbox"/> Kıvılcım veya cüruf (taşlama, kesme, kaynak, vb) <input type="checkbox"/> Sıcak Nesne (metal yüzey vb) <input type="checkbox"/> Diğer:																																							
Tehlike tanımlama, risk analizi ve kontrol önlemi seçimi:																																								
Sıcak Çalışma ile İlgili Sorumluluk: (Uygun olanı işaretleyiniz)	<input type="checkbox"/> Sıcak iş sadece aşağıda ayrıntıları verilen sıcak iş konularında göre taşeron personeli tarafından yapılacaktır. Kişi/Kişiler belirlenmiş ve ayrıntılı çalışma detayları ve daha önce hazırlanıp bu formun sonuna eklenmiştir. <input type="checkbox"/> Sıcak iş sadece aşağıda ayrıntıları verilen sıcak iş konularında göre tesis personeli tarafından yapılacaktır.																																							
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Adım 3 – Riski Hesapla 1. Adım 1. puanı alın ve doğru sütunu seçin. 2. Adım 2. puanı alın ve doğru satırı seçin. 3. İki değerlendirme aşağıda matris üzerinde çapraz risk skoru kullanın Y = YÜKSEK, S = CİDDİ, O = ORTA, D = DÜŞÜK																																								
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SICAK İŞ İZNI			
Risk Değerlendirilmesinde açıklanan sıcak iş yöntemi ve konumuna göre, aşağıda ilgili bölümlerde kontrol gereksinimlerini belirlemek.			
SICAK İŞ VE TUTUŞTURMA KAYNAKLARI KONTROLÜ			
Sıcak çalışmalarının bir parçası olarak gerçekleştirilecek sıcak iş ve tutuşturma kaynaklarının kontrollerini belirlemek:	EVET	N/A	Kontrol
	<input type="checkbox"/>	<input type="checkbox"/>	Tesis / yüklenici tarafından sağlanan Yangın söndürücüler sıcak çalışma alanı ve hemen bitişiğinde 10 metrede yer almaktadır (sabit konum yangın söndürücüler hariç)
	<input type="checkbox"/>	<input type="checkbox"/>	Yakalama hasırları veya levhalar kıvılcım ve cüruf yakalamak için uygun yerlere konumlandırılmıştır.
	<input type="checkbox"/>	<input type="checkbox"/>	Yanıcı ve parlayıcı malzemelerin sıcak iş alanından temizlemesi gerekmektedir. (burada uygulanabilir sıcak çalışma alanı etrafında 15m alanı düşünün ve aşağıdaki çalışma alanının yüzeylerinde dahil edilmesi gerekir.)
	<input type="checkbox"/>	<input type="checkbox"/>	Kanalizasyonlar, kablo rafları, elektrik kabloları ve diğer ısı / yangına hassas ürünler dikkate alınacaktır. (15 metrelik bir alanda yanmaz battaniye, yakalama levhaları veya mevcut ise onaylı kaplamalar kullanın)
	<input type="checkbox"/>	<input type="checkbox"/>	Yangın hortumu sıcak iş altında kullanıma hazır tutulacaktır
<input type="checkbox"/>	<input type="checkbox"/>	Bir Yangın gözlemcisi sıcak iş sırasında yangın riskini, kıvılcım, cüruf, sıcak nesnelere devamlı izlemesi ve / veya iş boyunca belli periyodlar için gereklidir. <input type="checkbox"/> Tüm İş Boyunca, ve/veya <input type="checkbox"/> İş Boyunca Belli Periyodlarda (..... dakikada bir)	
Belirli Sıcak İş / Tutuşturma Kaynaklarının Kontrolleri	Evet	N/A	Evet İse Ek Kontrol Ayrıntıları Belirtilecektir
Sıcak iş esnasında izolasyon yapılması gereken bitişik alanlarda alınması gerekli önlemler (boru, tank, basınçlı kaplar gibi)	<input type="checkbox"/>	<input type="checkbox"/>	
Sabit yangın koruma ve algılama sistemi hizmet dışı bırakılması gerekmektedir.	<input type="checkbox"/>	<input type="checkbox"/>	
Çalışma alanı özel temizlik yapılması, yıkanması, havalandırması veya çalışma öncesi atmosferik izleme gerektirir. (çalışma alanında yanıcı / patlayıcı buharlar, tozlar, sıvılar ya da katı atıklar)	<input type="checkbox"/>	<input type="checkbox"/>	
Çalışma alanı çalışmalar sırasında ön temizleme, sökme, yüzey hazırlığı yapma ve atmosferik izleme gerektirir. (Yüzeyler ve kaplamalar ısıtılırken veya kesilirken zararlı emisyonları oluşturabilir)	<input type="checkbox"/>	<input type="checkbox"/>	
İşin niteliği özel solunum cihazı giyilmesini gerektirir	<input type="checkbox"/>	<input type="checkbox"/>	
İşin niteliği gaz ve diğer hassas ürün için uygulanacak özel kontroller gerektirir.	<input type="checkbox"/>	<input type="checkbox"/>	
Sıcak işte elektrik kaynağı kullanılacak ise elektrik güvenliğini sağlamak için özel kontroller gereklidir.	<input type="checkbox"/>	<input type="checkbox"/>	
Kapalı Mekanlar için ek Sıcak Çalışma Kontrolleri	<input type="checkbox"/> N/A (Uygulanmaz)		
Kontroller:	Evet	N/A	
Dışarıda uygun bir yere cihazlar konumlandırılır. (yangın söndürücü, hortumlar, solunum cihazları gibi)	<input type="checkbox"/>	<input type="checkbox"/>	
Havalandırma fanını kirlenme kaynağının mümkün olduğu kadar yakına konumlandırılır.	<input type="checkbox"/>	<input type="checkbox"/>	
Kirletici maddeler hava boşluğuna tahliye edilmesi (böylece devri daim edilirler ve diğer işçileri zarar vermezler)	<input type="checkbox"/>	<input type="checkbox"/>	
Elektrik kaynağı önemli bir süre askıya alındığında Elektrik kaynaklarından elektrotlar çıkartılır ,takıldıktan sonra tekrar enerji verilir. Böylece kazara kontak yada ark oluşmaz.	<input type="checkbox"/>	<input type="checkbox"/>	
Gaz kaynaklı kesme faaliyetleri önemli bir süre askıya alındığında, meşale ve silindir valfleri kapatılır. Meşale ve hortum bağlantısı çıkarılır ve basınçlaştırılır.	<input type="checkbox"/>	<input type="checkbox"/>	
Sıcak İşin Tamamlanması	<input type="checkbox"/> N/A (Uygulanmaz)		
Kontroller:	Evet	N/A	
İşin bitiminden sonra alan en az yarım saat süreyle kontrol edilir.	<input type="checkbox"/>	<input type="checkbox"/>	
Alan en az sekiz saat süre ve birer saat ara ile kontrol edilir.	<input type="checkbox"/>	<input type="checkbox"/>	
Sıcak çalışma sonrası yapılacak kontrollerle gerek yoktur.	<input type="checkbox"/>	<input type="checkbox"/>	
İzin İsteyen			
İsim:	İmza:		

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