

# *Repsol Marine Terminal to Tanker Information*

*Refinería La Pampilla S.A.A.*



October, 2022

# Terminal to Tanker Information Booklet



Dear Captain,

*Responsibility for the safe conduct of operations on board your ship while is at the La Pampilla Maritime Terminal rests with you as Master of the ship. Nevertheless, since our personnel, property and other ships may suffer serious damage in case of an accident on board your ship, we wish, therefore, before operations start, to seek your full co-operation and understanding on the Safety Requirements set out in the Ship/Shore Safety Check-List, which are based on safe practices that are currently accepted by the Oil and Tanker Industries.*

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

*Before the start of operations, and from time to time thereafter, for our mutual safety, a member of the La Pampilla Maritime Terminal staff or Terminal Representative on duty on board (loading master), where appropriate together with a Responsible Officer, will make a routine inspection of your ship to ensure that elements addressed within the scope of the Ship/Shore Safety Check-List are being managed in an acceptable manner. Where corrective action is needed, we will not agree to operations commencing or, should they have been started, we will require them to be stopped.*

*Similarly, if you consider that safety is being endangered by any action on the part of our staff or by any equipment under our control, you should demand immediate cessation of operations.*

*Any repair work is prohibited without prior written permission of the Terminal Representative. Repair or other work that may immobilize the ship is always prohibited.*

**SAFETY AND ENVIRONMENTAL COMPLIANCE WILL NOT BE COMPROMISED**

*Maritime Terminal Manager*

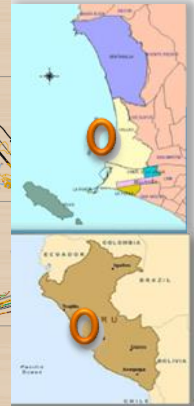
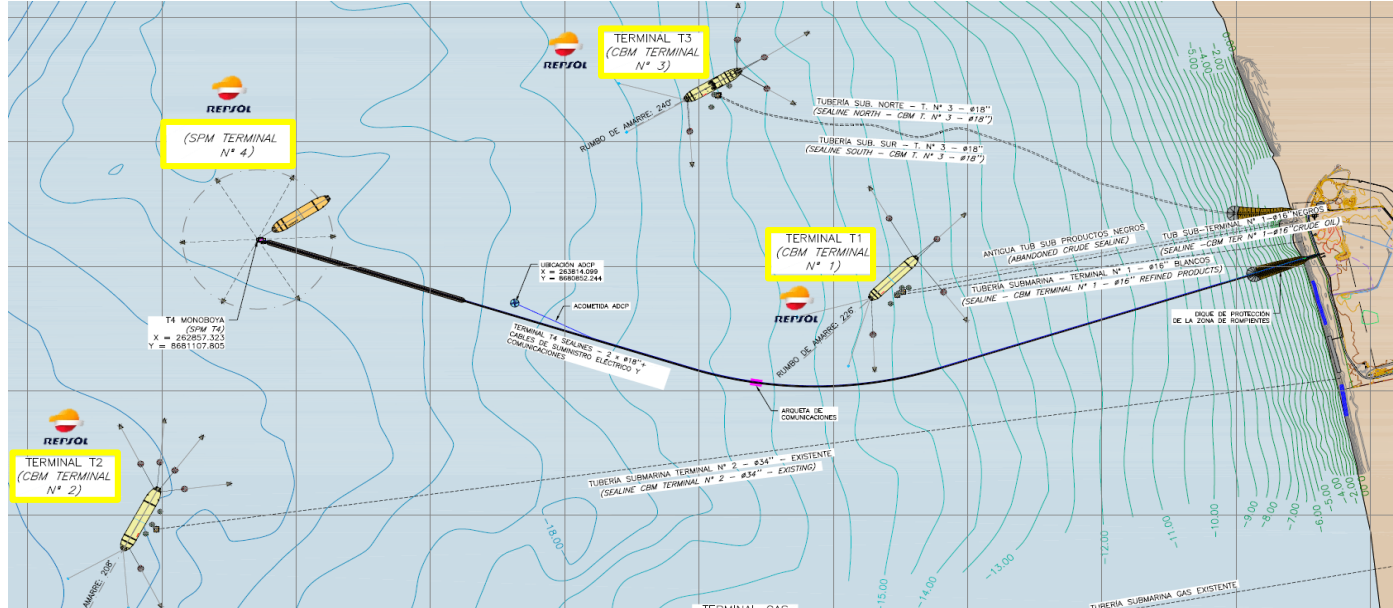
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# General information



The refinery La Pampilla has an **Oil Maritime Terminal** located in the central area along the Peruvian coast, inside the basin of the Pacific Ocean, and named **LA PAMPILLA** geographically located at about 8 nautical miles north of Callao Port, and composed of three offshore conventional buoy mooring systems, and one single point mooring system, used to load and discharge refined petroleum products and crude oil to and from tanker ships



# Terminal facilities

## **CONVENTIONAL BUOY MOORING TERMINAL 1 (C.B.M. TERMINAL 1):**

Is an offshore conventional buoy mooring system (CBM) constituted by 4 mooring buoys equipped with hooks. It presently has two submarine pipelines of 16" Ø and 1.5 Km. offshore used to load and discharge tanker ships with petroleum products and crude oil by two strings of submarine hoses of 10"Ø and 65.5 meters length with a cam lock coupling of 10"Ø ready to connect to ship's port side cargo manifold. Tanker ships must send appropriate mooring ropes or wires, the use of a combination of ropes and wires is prohibited. Only one material will be chosen. At least two ropes or wires to each mooring buoy.

### **C.B.M. TERMINAL 1 details**

- Location: Latitude 11°55'South / Longitude: 077°09' West
- Sea water depth below Chart Datum (CD) and Mean Lowest Low Water (MLLW): 13.40 meters
- Tidal range: - 0.06 meters to +1.13 meters
- Ship's head bearing: 226°
- Ship's L.O.A.: 125 meters to 245 meters
- Ship's maximum draft: 11.60 meters
- Ship's cargo hose handling crane/derrick: 5 Tons. S.W.L.
- Ship's maximum SDWT: 80.000 Tons.
- Distance Ship Side to PLEM minimum 25-30 m.

## **Environmental limit conditions for tanker ship's maneuvering approaching and mooring to this Conventional Buoy Mooring (CBM):**

Wind speed= 18 knots.

Current speed = 0.5 knots.

Significant wave height (Hs) = 2.0 m.



# Terminal facilities

## **CONVENTIONAL BUOY MOORING TERMINAL 2** **(C.B.M. TERMINAL 2):**

Is an offshore conventional buoy mooring system (CBM) constituted by 5 mooring buoys equipped with hydraulic hooks. It presently has one submarine pipeline of 34" Ø and 4.5 Km. offshore used to unload tanker ships with crude oil by two strings of submarine hoses of 16"Ø and 74.7 meters length with a cam lock coupling of 16"Ø ready to connect to ship's port side cargo manifold. Tanker ships must send appropriate mooring ropes or wires, at least two ropes or wires to each mooring buoy.

Tanker ships over 100,000 M.T. SDWT., will be granted for mooring, only with "daylight", the time limit for boarding pilot must be two hours before sunset, otherwise vessel will remain at anchorage until daybreak, for unmooring maneuvers and sailing, any time, day or night.

Tanker ships must send appropriate mooring ropes or wires, the use of a combination of ropes and wires is prohibited. Only one material will be chosen. At least two ropes or wires to each mooring buoy.

### **C.B.M. TERMINAL 2 details**

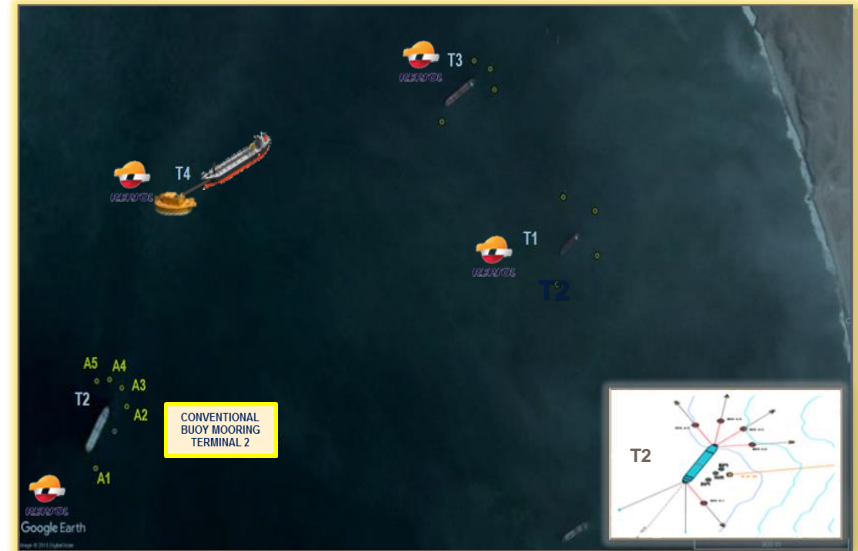
- Location: Latitude 11°56'South / Longitude: 077°11' West
- Sea water depth below Chart Datum (CD) and Mean Lowest Low Water (MLLW): 18.80 meters
- Tidal range: - 0.06 meters to +1.13 meters
- Ship's head bearing: 208°
- Ship's maximum L.O.A.: 283 meters
- Ship's maximum draft: 16.10 meters
- Ship's cargo hose handling crane/derrick: 10 Tons. S.W.L.
- Ship's maximum SDWT: 150.000 Tons.
- Distance Ship Side to PLEM minimum 25-30 m.

### **Environmental limit conditions for tanker ship's maneuvering approaching and mooring to this Conventional Buoy Mooring (CBM):**

Wind speed= 18 knots.

Current speed = 0.5 knots.

Significant wave height (Hs) = 2.0 m.



# Terminal facilities

## **CONVENTIONAL BUOY MOORING TERMINAL 3 (C.B.M. TERMINAL 3):**

Is an offshore conventional buoy mooring system (CBM) constituted by 4 mooring buoys equipped with hydraulic hooks. It presently has two submarine pipelines of 18" Ø and 2.4 Km. offshore used to load and discharge tanker ships with petroleum products and crude oil by two strings of submarine hoses of 16"Ø and 65.5 meters length with a cam lock coupling of 12"Ø ready to connect to ship's port side cargo manifold. Tanker ships must send appropriate mooring ropes or wires, the use of a combination of ropes and wires is prohibited. Only one material will be chosen. At least two ropes or wires to each mooring buoy.

## **C.B.M. TERMINAL 3 details**

- Location: Latitude 11°55'South / Longitude: 077°10' West
- Sea water depth below Chart Datum (CD) and Mean Lowest Low Water (MLLW): 15.30 meters
- Tidal range: - 0.06 meters to +1.13 meters
- Ship's head bearing: 240°
- Ship's L.O.A.: 133 meters to 245 meters
- Ship's maximum draft: 13.00 meters
- Ship's cargo hose handling crane/derrick: 10 tonnes. S.W.L.
- Ship's maximum SDWT: 80.000 Tons.
- Distance Ship Side to PLEM minimum 25-30 m.

## ***Environmental limit conditions for tanker ship's maneuvering approaching and mooring to this Conventional Buoy Mooring (CBM):***

Wind speed= 18 knots.  
Current speed = 0.5 knots.  
Significant wave height (Hs) = 2.0 m.



# Terminal facilities

## **SINGLE POINT MOORING TERMINAL 4**

### **(SPM TERMINAL 4):**

Is an offshore single point mooring system (SPM) constituted by One Turntable Catenary Anchor Leg Mooring (CALM) buoy equipped with One mooring hawser.

It presently has two submarine pipelines of 18"Ø and 4.2 Km. length used to transfer crude oil / petroleum products to/from La Pampilla refinery from/to sea-going tanker ships by two strings of submarine and floating hoses equipped with a two camlock couplings of 12"Ø ready to connect to tanker ship's port side cargo manifold.

Tanker ships will be granted for mooring, only with "daylight", the time limit for boarding pilot must be two hours before sunset, otherwise vessel will remain at anchorage until daybreak, for unmooring maneuvers and sailing, any time, day or night.

Mooring and unmooring is to be done by the crew of the tanker with the advice of the pilot and mooring master on duty.

### **S.B.M. TERMINAL 4 details**

- Location: Latitude 11°55' 20" South / Longitude: 077°10' 38" West
- Sea water depth below Chart Datum (CD) and Mean Lowest Low Water (MLLW): 18.70 meters
- Tidal range: - 0.06 meters to +1.13 meters
- Ship's maximum L.O.A.: 256.80 meters
- Ship's maximum draft: 14.30 meters
- Ship's cargo hose handling crane/derrick: 10 Tons. S.W.L.
- Ship's maximum SDWT: 120.000 Tons.

### ***Environmental limit conditions for tanker ship's maneuvering approaching and mooring at SPM Terminal 4:***

- Wind speed= 25 knots.
- Current speed = 0.5 knots.
- Significant wave height (Hs) = 2.0 m.





# Terminal facilities

## SPM Terminal 4 details:

### TANKER SHIPS BE FITTED AS FOLLOWS:

- Must be equipped with: Shipboard mooring fittings installed and located for safe and effective mooring to a SPM in compliance with current OCIMF recommendations.
- One (1) bow chain stopper, Minimum SWL 200 tonnes, designed to accept 76 mm. (3 in.) or 54mm (2 1/8 in.) section of Chafe Chain.
- One (1) bow closed fairleads, recommended size (600mm x 450 mm).
- Distance between bow fairlead & stopper: 2.7 m. to 3.7 m. OCIMF 2007

### SPM SYSTEM:

- The SPM mooring system is composed by One (1) chain of 11,40 m (76mm = 8,0 m / 54mm = 3,4 m) length, attached to One (1) mooring hawser of 15 inches circumference and 55 m. length, with a breaking load of 250 tonnes, and Messenger Line of 9 inches circumference and 180 m. length.
- Use of One (1) Terminal Stand-By Tug is compulsory. It is made fast to the tanker's stern after berthing (tug's line).
- The beacon of the SPM are composed by: An Obstruction light (10 Nautic miles visible range), a Fog horn in case of low visibility (2 Nautic miles audible range), a radar reflector.

### SUBMARINE HOSES:

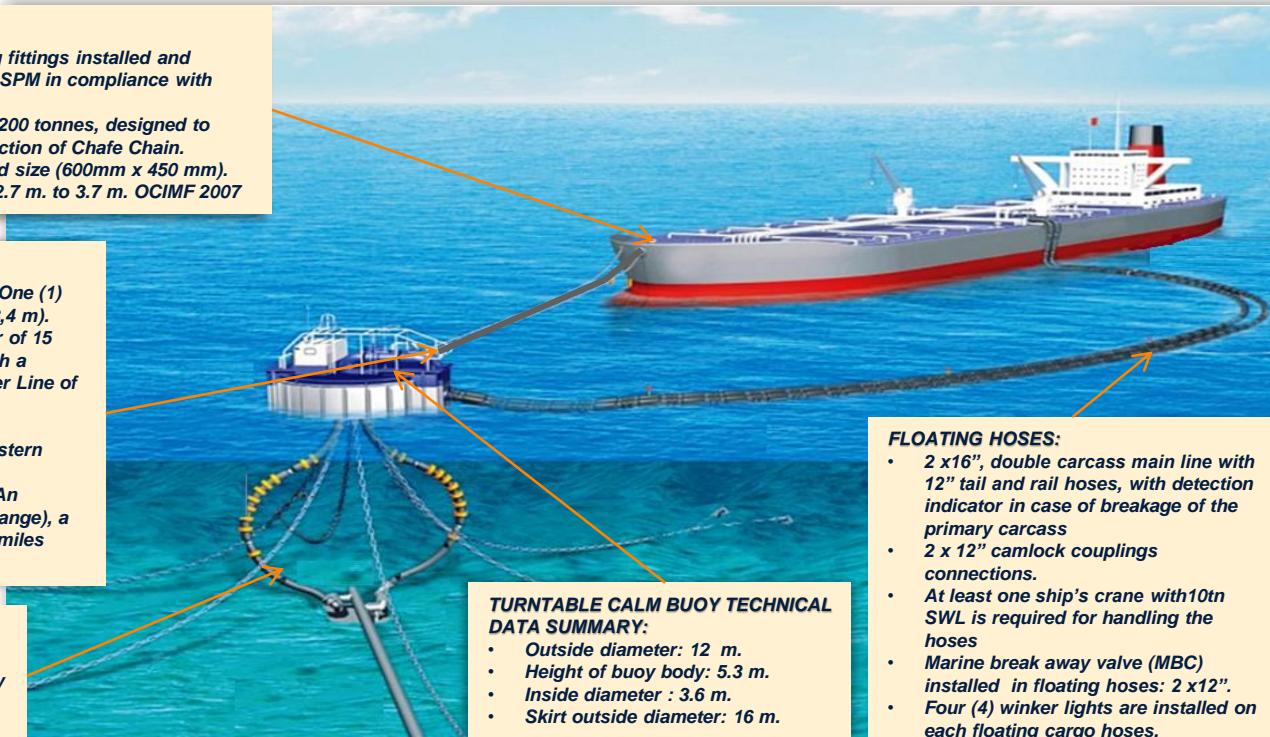
- 2x16", double carcass, with detection indicator in case of breakage of the primary carcass
- Configuration: Chinese lantern

### TURNTABLE CALM BUOY TECHNICAL DATA SUMMARY:

- Outside diameter: 12 m.
- Height of buoy body: 5.3 m.
- Inside diameter : 3.6 m.
- Skirt outside diameter: 16 m.

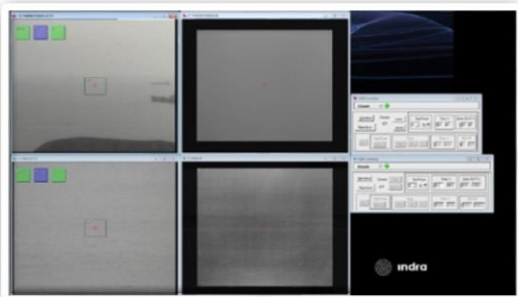
### FLOATING HOSES:

- 2 x16", double carcass main line with 12" tail and rail hoses, with detection indicator in case of breakage of the primary carcass
- 2 x 12" camlock couplings connections.
- At least one ship's crane with 10tn SWL is required for handling the hoses
- Marine break away valve (MBC) installed in floating hoses: 2 x12".
- Four (4) winker lights are installed on each floating cargo hoses.

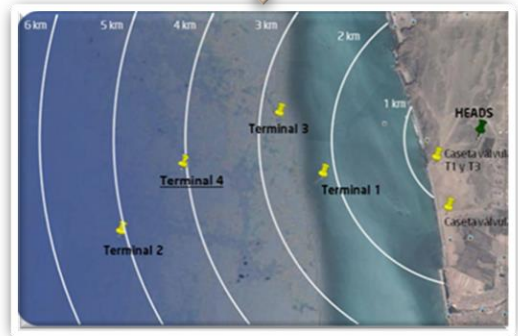
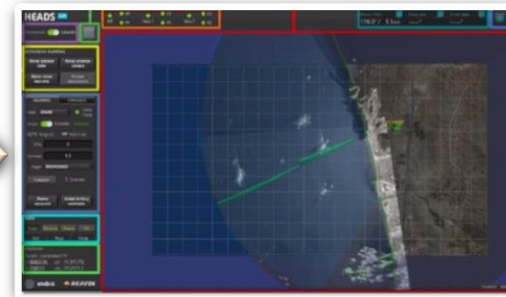


# Terminal facilities

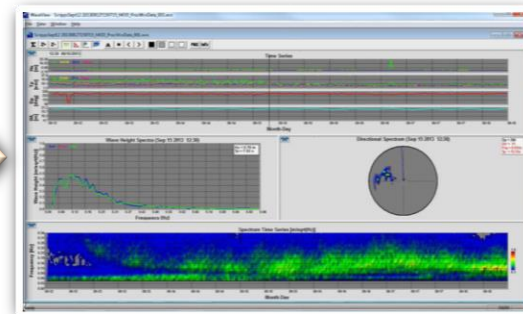
La Pampilla Maritime Terminal is equipped with HEADS system (Hydrocarbon Early Automatic Detection System) to prevent and monitor oil spills.



- ✓ Coupled-sensors: Radar, IR cameras, AIS and weather parameters.
- ✓ Intelligent algorithm to process data; automatic alarm generation, with remote reception.
- ✓ Output information is transferred to a monitoring console, allowing visualization and manual operation.



La Pampilla Maritime Terminal has Weather and Sea Monitoring equipment installed at the Maritime Terminal, and also receives daily Buoyweather advisories.



# Procedures and restrictions



## Safety regulations

- **SMOKING in all areas of the Maritime Terminal is strictly PROHIBITED – On Board the tanker are rooms assigned by Ship's Master**
- **VHF, AIS, Radars and Main radio aerials**
- *Transmissions by medium and high frequency radio during load, discharge or ballast operations are not permitted. Main transmitting antennae must be earthed or insulated.*
- *To start or test the radar during load, discharge or ballast operations, the Tanker ship must ask permission from the La Pampilla Maritime terminal representative on duty on board (Loading Master).*
- *VHF and AIS equipment must be shift to low power (1 watt) or switched off if it's not possible to operate them in low power.*
- *Portable VHF/UHF radiotelephones must be intrinsically safe and officially approved*
- **Mobile telephones, cameras and other equipment**
- *For reasons of security it is prohibited to take photos or video recordings of Tanker ship or of the facilities. To take any photo or video permission must be asked from the La Pampilla Maritime Terminal Manager.*
- *The use in of video cameras, cellular phones or other equipment which may generate heat or sparks which could ignite flammable materials or combustible can only be authorized if the equipment has adequate protection for use in flammable or explosive atmospheres and has the corresponding certificate.*
- **General lighting**
- *The tanker ship main deck, the manifold area and areas along the side of the Tanker ship must be adequately illuminated to ensure better and safer work of personnel engaged in night operations of connection and disconnection and the easy location of any leak or spill.*
- **Lights and Lanterns**
- *It is not permitted to use on deck or in open spaces any light apparatus which is not suitable for flammable or explosive atmospheres.*
- *Tanker Ship and Maritime Terminal will ensure that in their facilities there is no broken light fitting or the presence of defective cables which might generate heat or sparks sufficient to be an ignition source for flammable or combustible materials.*

# Procedures and restrictions



## **Safety regulations**

- **Repairs**
  - *Repair to main engines or deck machinery is prohibited when the Tanker ship is secured to any sea berth (CBM or SPM).*
- **Emergency escape**
  - *The lifeboat on the sea side of the Tanker ship must be unlashd and ready for use from the embarkation deck. Tanker Ship which have a lifeboat only at the stern will have it prepared and ready for use.*

## **Safe mooring manoeuvrings**

- **Pilotage**
  - *Pilotage is compulsory for any Tanker ship calling at La Pampilla Maritime Terminal.*
- **Tugboats**
  - *Tugboats are available 24/7. Berthing and undocking maneuvers of all Tanker ship will be carried out in accordance with the following regulations dictated by Port Authority.*

## **Safe mooring**

- *All Tanker ship, whatever their tonnage, maneuvering in the basin of the Terminal and which carry hazardous cargo must do so accompanied by at least one tug or more as required by mooring Pilot on duty.*
- *Any known defect in the Tanker ship's mooring system or limitation of mooring winch brakes should be reported to the Pilotage service and to the La Pampilla Maritime Terminal before arrival in order that, if necessary, additional precautions may be agreed.*
- *Ensure that their Tanker ship is properly secured and moored with adequate ropes or wires, and that all mooring equipment is in good condition.*
- *Ensure that a strict watch is kept on their Tanker ship mooring system, and that they are tethered as required to prevent slack or overtight lines and undue movement of the Tanker ship.*

# Procedures and restrictions



## **Requirements for Tanker ship before arrival:**

- *Tanker ship must be properly cleared and accepted by Repsol in accordance with the appropriate procedure*
- *Tanker ship must be in good state of repair and all equipment properly functioning prior to proceeding to berth. Tanker ship must be presented in every respect ready to load product at temperature and pressure in accordance with notice. It will not be permitted to inert tanks while at berth without approval of La Pampilla Maritime terminal representative.*
- *Tanker ship will not be acceptable for loading unless the tanks to be loaded and ship's piping are free of any liquid or vapour which would knowingly contaminate or degrade the product. Tanks must be accepted by the Independent Inspector of the cargo, and Terminal assumes no responsibility for their cleanliness.*
- *Tanker ship must fit the physical configuration of the Sea Berth (CBM or SPM) and must be able to receive product at normal loading rates, pressures and temperatures as for average Tanker ship of similar size and service. Loading restrictions due to Tanker ship condition or equipment will be accounted for and deducted from any demurrage claim*
- *Tanker ship having emergency shutdown valves which slam shut instantaneously must lock valves open or adjust them to a reasonable closing rate to prevent excessive damaging surge pressures. Loading rates will be reduced to a safe calculated rate depending on ship's valve closure times.*
- *Tanker ship of a different design as: chemical tankers, oil/bulk/ore or oil/ore type will only be accepted for loading if all the following relevant conditions are satisfied, in addition to complying with all other port/terminal regulations which may be in existence at the time.*
- *Tanker ship must be fully manned. Tanker ship must follow the standard demanded by the ship's flag. Crew must be fully conversant with the change over procedures. Senior ship's officers must be fully capacitated for ship and cargo handling.*
- *Tanker ship must ensure that decks are fully clear of all previous dry cargo spills. All oil loading and ballasting systems such pipework, valves, gauging system, inert gas systems, to have been properly tested. All tank accesses which may come under oil pressure to be proved tight.*
- *Any access not proved tight must not be put under pressure during loading at La Pampilla Maritime Terminal.*

# Procedures and restrictions



## **Terminal request to Tanker ships:**

- One (1) room for the loading master on duty on board (during ship's berthed at CBM T1-T2-T3 & SPM T4).
- One suitable space (zone/area) for rest of the cargo hoses maneuvering personnel on duty on board (during ship's berthed at CBM T1-T2-T3 & SPM T4).
- One (1) room for the mooring master on duty on board (only at the SPM Terminal 4).
- Two x 12 inches flange - ANSI 150 (thickness of 31.70 mm) - (only at the SPM Terminal 4)
- One (1) ship's crew member on duty at the ship's bow and on the ship's port side manifold during all operations (only at the SPM Terminal 4).
- One (1) bit, SWL of 45 tonnes minimum, at the ship's aft/stern deck (only at the SPM Terminal 4)
- One (1) ship's lifting equipment (derrick/crane) will be used to support cargo hoses during transfer operation.
- Two (2) support boats will supply by Terminal to assist mooring and unmooring maneuvers.
- Tanker ship must comply with the latest edition of the OCIMF "Recommendations for Oil tanker Manifolds and Associated Equipment".
- Tanker ship must comply with the latest edition of the OCIMF "Recommendations for Equipment employed in the bow mooring of conventional tankers at single point moorings", (only at the SPM Terminal 4).

## **Safe Mooring**

- It is not recommended that synthetic ropes and wires be used leading in the same direction, to the same quick-release hook or bitt.
- Ensure that the Tanker ship mooring ropes are fastened only to the proper fixtures provided for this purpose.
- Provide full power or steam on deck to all mooring winches throughout the period Tanker ships are alongside the berth.
- As soon as vessel is positioned, positively secure the manual brakes on all mooring winches. Winches must not be left on automatic tension mode.
- Masters should ensure that mooring lines are in good condition. Winch brakes or securing devices should be in efficient operating order and should have a holding power of at least 60% of the breaking load of the Tanker ship's mooring lines.
- Mooring lines must be adjusted under the supervision of a responsible ship's officer.
- An efficient watch by tanker ship personnel must be maintained on deck throughout the Tanker ship's stay moored.
- The Terminal will require cargo operations to be ceased, if the Tanker ship's movement will endanger the cargo hoses, or in absence of an alert and efficient deck watch ALL DELAYS/CHARGES caused by the ship's failure to observe the above precautions will be for the ship's account.

# Procedures and restrictions



## **Loading and discharging operations**

Ship's agent must send pre-arrival information to the La Pampilla Maritime Terminal. Terminal will not authorize any Tanker ship to berth without the pre-arrival information, ISPS documents and Repsol vetting acceptance. Email to: [renzoalejandro.tejada@repsol.com](mailto:renzoalejandro.tejada@repsol.com) / [danielarmando.garcia@repsol.com](mailto:danielarmando.garcia@repsol.com), as soon as practicable.

Prepare following documents to be delivered to La Pampilla Maritime terminal representative on duty on board (loading master) upon berthing:

- Crew List, Ship's Particulars and Cargo lines last pressure test certificate.
- Cargo documents for receivers, MSDS and Discharge Plan including Stress Plan (only discharge operations).
- Loading Plan including Stress Plan (only loading operations).

ETA must be updated 72, 48 and 24 hours before arrival.

## **Before commencing operations**

Ship and shore representatives will agree on the conditions and limits of the operations, as well as the quantities to be loaded or discharged and who will be responsible for notifying the termination.

La Pampilla Maritime terminal representative on duty on board (loading master) and the duty officer of the Tanker ship will carry out the corresponding safety checks and sign the Safety Check List.

## **During operations**

During the stay of the Tanker ship at the Terminal the ship listen to VHF Channels (confirmed by loading master) 10 / 12 / 72 permanently and by this means will communicate any incident which may affect the operations or facilities of the Tanker ship or of the Terminal.

When, for whatever reason the Tanker ship stops the operations, it will immediately communicate by VHF Channels (confirmed by loading master) 10 / 12 / 72 to La Pampilla Maritime terminal representative on duty on board (loading master).

The Tanker ship and the Terminal will inform one another prior to any change in the flow rate of loading or discharging.

During operations the Tanker ship and the Terminal will carry out checks on the Safety Checklist within agreed intervals.

# Procedures and restrictions



## **End of operations**

*The tanker ship officer on duty will advise to the La Pampilla Maritime terminal representative on duty on board (loading master) on VHF Channels (confirmed by loading master) 10 / 12 / 72 , one hour before the end of any loading or discharging, and will communicate confirmation of this 15 minutes before the end.*

## **Conditions to be observed during transfer operations**

- An adequate number of crew members must remain on board under the continuous supervision of a responsible ship's officer to deal with any emergencies.*
- During the loading/discharging operation all doors, portholes and openings leading from the main deck to accommodation or machinery spaces (other than pump room) shall be kept closed, and doors, portholes and openings at any deck level above the main deck which overlook that deck shall be kept closed.*
- All ventilation through which gas can enter shall be suitably trimmed and mechanical ventilation and air conditioning units shall be stopped if gas is being drawn into the system.*
- All cargo tank lids shall be kept closed and secured, the venting of the Tanker ship's tanks must take place only through the venting system.*
- If for any reason there is an accumulation of gas, loading shall be stopped*
- All Tanker ships alongside must be maintained in a state of readiness for vacating a berth at short notice, except in cases of approved repair work.*
- None of the guidelines included in the present Repsol Marine Terminal to Tanker Information Booklet (TTIB) should be interpreted as relieving the Ships' Master of his/her responsibilities for the safe conduct of operations on board the Tanker ship.*



# Procedures and restrictions



## **Inert gas system (IGS system)**

- Any Tanker ship which is going to load or discharge or carrying goods in transit with a flash-point lower than 60°C (ASTM-D-93), must have its tanks inerted and positive pressure keeping them in that condition during the entire operation.
- No vapor return line is fitted at any sea berth (CBM or SPM).
- Empty tanks with flammable atmosphere must also be inerted.
- The Tanker ship must use its own means to maintain this inert condition. IG system must be always operative. Before berthing the Tanker ship must confirm to the Terminal that IG plant is operative and must inform of any breakdown or anomaly in it.
- Once the Tanker ship has berthed it is not permitted to perform any atmosphere change operations to inert tanks.
- Tanker ships which are operating with inert gas must inform the Terminal of any interruption of supply of inert gas to the tanks and the reason for it.
- They must also inform if the oxygen content in the tanks is more than 8%.
- Products in transit having a flash-point below 60°C must be inerted.
- In any case all cargoes in transit should be informed to Repsol Vetting for prior acceptance.

## **Crude Oil Washing (C.O.W.)**

### **Before arrival**

- C.O.W. operations must be authorized by the Port Authority.
- The Tanker Ship's Master must ask permission via Agent at least 24 hours before arrival.

### **Before operations**

- Written authorization will be granted by the Port Authority and a copy must be delivered by the Tanker Ship's Master or the agent to the loading master on duty on board before any washing can take place.

### **During operations**

- The Tanker ship must fulfill all the prescriptions of the tanker ship's manual for C.O.W. and the recommendations of the IMO.
- C.O.W. operation will be supervised on board by Terminal supervisor.

## **Tank Cleaning**

- Tank cleaning, inerting & gas freeing operations are strictly forbidden while tanker ship is berthed to La Pampilla Maritime Terminal Facilities.
- If the tanks need an additional wash, it must not be done while the tanker ship is berthed, and the tanker ship must leave the sea berth.

# Procedures and restrictions



## **Stand-by procedures**

- *While the Tanker ship is moored her engines should be ready for leaving at any time on short notice. If for any reason the Tanker ship can't comply with these requirements our Terminal Representative must be advised immediately.*
- *During the Tanker ship's stay at sea berth adequate crew must remain on board under the continuous supervision of a responsible tanker ship's officer to deal with any emergencies.*
- *Any repairs that will prevent complying with the above requirements should not be undertaken without the approval of the Port Authority and the Terminal representative on duty on board (loading master).*
- *Ship/Terminal representative on duty on board (loading master) communication system must be maintained in the most efficient way.*
- *Tanker ship's fire fighting equipment, including main and emergency fire pumps, shall be kept ready for immediate use, and a:*
  - *Sufficient number of fire fighting hoses on deck connected to fire line with nozzles ready for use.*
  - *Dry chemical extinguishing equipment of adequate capacity, extinguishers must be located near the ship's manifold.*
- *The Terminal representative on duty on board (loading master) should be instructed about the location of the Ship Emergency Shutdown System (E.S.D.). Communication between ship and terminal at sea berth will be agreed with the Tanker ships' Master.*
- *The Tanker ship must give at least 15 minutes' advance notice when any pump is stopped or the loading/discharging rate changes.*
- *During the Tanker ship's stay at Port, the Terminal representative on duty on board (loading master) must be notified immediately of any emergency aboard.*

# Procedures and restrictions



## **Fire emergency procedures**

- The Tanker ship's fire fighting system must remain under pressure during all operations. The Tanker ship will place two hoses, one forward and one aft of the ship's manifold connected to the fire mains and have at least two, preferably dry powder, portable extinguishers ready.
- The International ship/shore connection must be ready for use in case of emergency.

## **Fire onboard Tanker ship**

- The Tanker ship shall sound the fire alarm signals with the whistle blowing seven short blasts, accompanied by a continuous sounding of bell.
- All operations must be stopped immediately and the Tanker ship must be prepared to leave the sea berth.
- Tanker ship's Master will determine the action to be taken by the Tanker ship's crew, and will keep the Terminal representative on duty on board (loading master) advised of these actions.
- Tanker ship should be continuously in touch with Terminal representative on duty on board (loading master) and will follow his instructions. Ship must leave the Terminal if becomes necessary.

## **Fire Onboard Other Tanker ship**

- Tanker ship will immediately be advised of the fire location.
- All operations must be stopped immediately. The Tanker ship must be ready to leave the Terminal.
- The Tanker ship while waiting for instructions which will be communicated by the Terminal representative on duty on board (loading master) must prepare cargo hoses for disconnection.

## **Incident reporting procedure**

- ALL INCIDENTS aboard the vessel must be notified as soon as it's safe to do so to Repsol Trading. Special care must be taken over those incidents in which Personnel, Environmental, Assets, Reputation or Repsol Trading Management is involved and that result in or could result in: a) Injuries to people or damage to their health, b) Damage to the environment, c) Damage to the company's assets (including processes, vehicles and others), d) Damage to the company's image (including those involving any Governmental or similar agency and/or media) Or any combination of the above incidents. Email to: [incidentshipping@repsol.com](mailto:incidentshipping@repsol.com) / [hsetrading@repsol.com](mailto:hsetrading@repsol.com), as soon as practicable. However, if the incident happens during the stay in port, in addition to Repsol Trading, the vessel shall also notify to the Terminal, Email to: [renzoalejandro.tejada@repsol.com](mailto:renzoalejandro.tejada@repsol.com) / [danielarmando.garcia@repsol.com](mailto:danielarmando.garcia@repsol.com), and the Ship's agent.

# Procedures and restrictions



## **Oil pollution prevention:**

- *No petroleum or ballast water containing petroleum shall be discharged or allowed to escape from any Tanker ship into the sea. Drip tray shall be placed under flanged connections if spill tank not fitted, on ship's manifolds to collect any drips or spillage.*
- *During operations, all tanker ship's scuppers shall be effectively plugged, and no leakage or spillage on board shall be swept or allowed to leak overboard. **ANY LEAKAGE OR SPILLAGE must be reported to the Terminal representative on duty on board (loading master).** The Terminal representative on duty on board (loading master) will immediately take emergency action as necessary and notify the Terminal Supervisor.*
- *Bilge water must not be pumped overboard during your Tanker ship's stay at terminal.*
- *In all cases, included if "shore stop" is agreed, Tanker ship will be responsible from blame and clean up expense if ship cargo or bunker tanks overflow*
- *When "topping off", ensure that the valves of the next tank to be filled are cracked open in good time.*
- *When topping off the final tank, make sure that the loading rate is eased down and the shore personnel are standing by to shut off.*
- *All flanged joints required to connect cargo hoses to a Tanker ship e.g. reducing pieces/spools, shall contain "full bolting" using the largest bolts possible to fit the flange holes.*
- *Loading/discharging of Tanker ships will not commence until cargo hoses have been properly inspected by the Terminal representative on duty on board (loading master).*
- *No hot or hazardous material, or any other objectionable material, solid or fuel, shall be thrown overboard from any Tanker ship.*
- *All overboard discharge/sea valves part of, or connected to the cargo oil system, shall be blinded, shut, lashed and sealed during the loading/discharge operations.*

***Thank you***

