# BTC HAYDAR ALİYEV MARINE TERMINAL BOTAŞ INTERNATIONAL A.Ş.

# DANGEROUS CARGO HANDLING GUIDE

**ISSUE DATE 06.04.2021**

**(See for the revisions)** **https://www.bil.gov.tr/Content/upload/TMR_Eng.pdf**

**FACILITY AUTHORITY:**

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# Revision Page

| Item No | Rev. No | Content Of The Revision | Rev. Date | Executive of The Rev. | |
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| 1 | 01 | Revised according to DGHG instruction dated 20.04.2022 and numbered 281879 | 23.01.2023 | TMGD A.Ş. - | |
| 2 | 02 | The Dangerous Goods Handbook is attached. | 10.07.2023 | TMGD A.Ş. - | |
| 3 | 03 | New DGSA has been appointed | 15.09.2023 | TMGD A.Ş.- | |
| 4 | 04 | New Facility Authority has been appointed | 23.02.2024 | TMGD A.Ş.- | |
| 5 | 05 | Content Updated | 14.05.2024 | TMGD A.Ş.- | |
| 6 | 06 | Content Updated | 10.07.2024 | TMGD A.Ş.- | |
| 7 | 07 | Content Updated | 09.09.2024 | TMGD A.Ş.- | |
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## ABBREVIATIONS

**ADR:** Agreement Concerning The International Carriage Of Dangerous Goods By Road

**AFAD:** Disaster And Emergency Management Presidency

**BOTAŞ:** Boru Hatları ile Petrol Taşıma Anonim Şirketi

**CMT:** Ceyhan Marine Terminal

**EMS:** Emergency Plan

**GRT:** Gross register tonnage

**$H_2S$ :** Hydrogen Sulphide

**IBC Kod:** International Code for the Construction and Equipment of Ships carrying Dangerous Chemicals in Bulk

**IGC Kod:** The International Code of the Construction and Equipment of Ships Carrying Liquefied Gases in Bulk

**IMDG Kod**: The International Maritime Dangerous Goods Code

**IMO:** The International Maritime Organisation

**ISGOTT:** International Safety Guide for Oil Tankers and Terminals

**ISPS Kod:** The International Ship and Port Facility Security Code

**KKD:** Personnel Protective Equipments

**MARPOL**: nternational Convention for the Prevention of Pollution from Ships

**MFAG:** Medical First Aid Guide

**$O_2$ :** Oxygen

**SEÇ :** Health, Safety, Environment (HSE)

**SDS:** Safety Data Sheet

**SDWT**: Summer Deadweight

**TMGDK:** Dangerous Goods Safety Consultancy Firm

**TYUB:** Dangerous Cargo Conformity Certificate

**UN:** United Nations

## DEFINITIONS

**Port Facility** means any person or institution that controls the operation of a port on a daily basis.

**Dangerous Goods Safety Advisor:** A person whose duties and qualifications are authorized by the Ministry by issuing a dangerous goods safety consultant certificate.

**Dangerous cargoes (goods),** within the scope of the following documents, means any of the following cargoes, whether they are packaged, packaged or transported in bulk:

- Oils covered by Annex I of MARPOL 73/78;

- Gases covered by the Laws for the structure and equipment of ships carrying Liquefied Gases in bulk;

Toxic liquids/chemicals, including waste, covered by the law for the construction and equipment of ships carrying MARPOL 73/78 Annex II and Bulk Hazardous Chemicals;

- Solid materials in bulk containing chemical hazards and solid hazardous materials in bulk (MHBs), including wastes covered by group B annexes in the safety practices for solid bulk cargoes (BC Code);

- Harmful substances in packaged form (covered by Annex III of MARPOL 73/78); and

- Hazardous substances, materials or substances (covered by the IMDG Code)

**Ship Agency** is a person or organization that acts on behalf of the owner, master, operator or charterer of the ship, protects their rights against third parties and organizations, fulfills their obligations under the agreement and receives a fee in return, with the agreements they have made.

**Dangerous Goods Handbook** is a booklet prepad by port facilities or terminals that carry out dangerous cargo loading/unloading, handling and temporary storage activities, in order to contribute to the safe performance of these activities. The handbook shall be prepared in pocket size, containing dangerous goods classes, dangerous goods packages, packages, labels, signs and packaging groups, terms of separation of dangerous goods on the ship and in the port according to their classes, dangerous cargo documents, dangerous goods emergency response action flow diagram.

**Flexible hose/pipe** refers to flexible hose and end connections containing sealed end means used for the transfer of dangerous cargoes

**Handling**, including interim holding operations such as temporary storage of dangerous cargoes in the port area during their transport from the point of origin to the destination route for the purpose of changing the means and methods of transport and movement within the port, which forms part of the transport supply chain for cargoes, and from a ship, rail car, vehicle, freight This includes loading or unloading from a container or other means of transport, intermediate transport between ships or other modes of transport, or transfer within a ship or at a warehouse or terminal area. This term has been expanded to cover all operations related to dangerous cargoes in the port area.

**Hot work** means any open fire and flame, power tools or hot rivets, grinding, welding, burning, cutting, welding or other repair work involving heat or causing sparks, which may become dangerous due to the presence or proximity of dangerous loads.

**Pipeline** means all pipes, connections, valves and other ancillary facilities, apparatus and equipment in a port related to or used for the loading of dangerous cargoes.

**Hazardous waste** is the name given to all flammable, caustic, carcinogenic, explosive, irritating and toxic wastes that pose a danger to the environment and human beings.

## PRESENTMENT

This Dangerous Goods Handling Guide has been prepared according to the Article 7 of the Regulation on the Transport of Dangerous Goods by Sea and Loading Safety published in the which is published on 14/11/2021 in 31659th Official Gazette by the Ministry of Transport and Infrastructure, *"Port facilities prepare a Dangerous Cargo Handling Guide, which includes procedures explaining all operations regarding dangerous goods and how the responsibilities and precautions specified in this Regulation are fulfilled, and a safety plan for dangerous goods. The guide is published on the port facility's website, open to access and information by all relevant facility personnel, public authorities and facility users. The procedures and principles regarding the Dangerous Goods Handling Guide are determined by the Administration."*

**Purpose Of The Guıde**: The purpose of the HAYDAR ALIYEV MARINE TERMINAL Port Dangerous Goods Handling Guide is; To outline the procedures and principles determined for the safe handling of dangerous goods, to explain the outlines of the measures to be taken in order to ensure the safety of life, property and environment in emergencies that may occur at the Port Facility.

**Scope Of The Guide**: This guide covers Dangerous Goods Responsibles, Ship Captains who bring dangerous goods/cargoes to the Port and Port Facility Operator.

When additional instructions regarding the Dangerous Goods Handling Guide are published by the Administration or when there are technical and comprehensive administrative changes at the HAYDAR ALIYEV MARINE TERMINAL, the Dangerous Cargo Handling Guide prepared by the facility will be revised. It is obligatory to follow up the matters specified in this Dangerous Cargo Handling Guide by the ship's masters and cargo persons in accordance with the changing national and international provisions. This guide has been prepared only as a guide and it is the legal responsibility of the relevant parties to take the necessary preventive measures / measures, even if they are not specified in this TYER. The current version of the guide is in the port records. There is an electronic copy on the Internet for INFORMATION purposes only. This guide and its content can never be in violation of the requirements of national and international legislation and do not remove the responsibilities of the parties within the framework of national and international legislation. When there is a conflict between this guide and the relevant national and international legislation, the relevant national and international legislation provisions are valid.

## 1. INTRODUCTION

**1.1.** The facility started operating in 2006. At the terminal, crude oil is stored and distributed through pipes. BOTAS Petroleum Operations Regional Directorate and its port facility are adjacent to the terminal.

The entry and possession of dangerous goods in the Port Facility, the subsequent handling, the general safety and protection of the area, the protection of the cargo, the safety of everyone at or near the Port Facility and the protection of the environment should be controlled.

**1.2.** Life safety at sea is also related to the safety and protection of a ship, its cargoes and crew at the Port Facility, and the precautions taken regarding dangerous cargoes before they are directly loaded/discharged and during handling.

**1.3.** The recommendations in this guide are limited to dangerous goods in the port area as part of the transport chain. The recommendations in this guide do not apply to dangerous goods that are generally kept in the port area or used in the port area, but the Administration may want to check whether the said use and storage procedures comply with the legal national requirements.

**1.4.** Although land, port and maritime elements are included in the general transport chain, it is very important that the persons responsible for the matters specified in chapter 2 take all necessary precautions and that all relevant information is given to the persons involved in the transport chain, also on the final consignment. Consideration should be given to the possible different requirements for different modes of transport.

**1.5.** The safe transportation and loading of dangerous goods is based on the correct and precise application of the regulations for the transportation and loading of the cargoes in question, and depends on the judgment of everyone who knows the regulations fully and in detail and is aware of the current risks related to these issues. This can only be achieved by properly planned and executed training and retraining of the persons concerned.

**1.6.** Laws, regulations and related publications are under constant review and are regularly revised. It is very important to use only current versions. The contents of these Laws, regulations and related publications are reproduced in the recommendations in this guide only to the extent necessary.

**1.7.** In the preparation of this guide, IMDG CODE, MARPOL IMO 1216 CR. documents were consulted and related information was used.

## 1.2 FACILITY INFORMATION FORM

| | | | | |
|---|---|---|---|---|
| 1 | Facility Operator name/title | BOTAŞ INTERNATIONAL A.Ş. | | |
| 2 | Contact information of the facility operator (Address, telephone, fax, e-mail and web page) | BOTAŞ INTERNATIONAL GENEL MÜDÜRLÜĞÜ<br>Bahçelievler Mahallesi Duru Coşkun Caddesi No:2 06830 Gölbaşı / Ankara<br>**Tel :** 0 312 666 12 00 **Fax :** 0 312 485 70 66<br>**Gsm:** 0533 304 06 86<br>**E-mail:** info@bil.gov.tr **Kep:** bil@hs01.kep.tr | | |
| 3 | Name of the facility | BTC HAYDAR ALIYEV MARINE TERMINAL | | |
| 4 | Province/City | ADANA | | |
| 5 | Contact informations of the facility | AKYUVA MAH., BİL KÜME EVLER, NO:4-Z1, CEYHAN/ADANA<br>**Tel:**0322 355 17 00 **Fax:** 0322 355 18 00<br>**Gsm No**: 0533 304 06 86<br>**E- mail:** info@bil.gov.tr **Web:**https://www.bil.gov.tr/ | | |
| 6 | Geographical region | Mediterranean Region | | |
| 7 | Port Authority to which the facility is affiliated and communication details | CEYHAN REGIONAL PORT AUTHORITY<br>**Tel :** 0322 639 21 39 **Fax:** 0322 639 21 40 | | |
| 8 | Municipality of the facility and contact details | YUMURTALIK MUNICIPALITY | | |
| 9 | Facility Name of the Free Zone or Organized Industrial Zone | - | | |
| 10 | Port Facility Operation Permit/Expiry date of the Temporary Operation Permit | 15.04.2024 | | |
| 11 | Operational status of the facility | Own load and additional 3rd party (X)<br>*Transportation, storage and loading of Azeri Crude Oil on ships as per the international agreement.* | Own load (…) | 3rd party (…) |
| 12 | Name and surname of the facility manager , contact details (phone, fax, e-mail) | | | |
| 13 | Name and surname of the facility's dangerous cargo operations officer, contact details (phone, fax, e-mail) | | | |
| 14 | Name and surname of the Dangerous Goods Safety Advisor of the facility, contact details (phone, fax, e-mail) | | | |
| 15 | Coordinates of the facility | LATITUDE 36 52 03,27<br>LONGITUDE: 35 54 53,14 | | |
| 16 | Types of dangerous goods handled at the facility (with cargoes within the scope of MARPOL Annex-I, IMDG Code, IBC Code, IGC Code, IMSBC Code, Grain Code, TDC Code) asphalt/bitumen and scrap loads | UN 1267 Crude Oil / MARPOL ANNEX-I | | |
| 17 | Dangerous goods handled at the facility (except IMDG Code, among the cargo types in 16th article, will be written separately. Additional cargo | UN 1267 Crude Oil / MARPOL ANNEX-I | | |

| | | |
|---|---|---|
| | request will be submitted to the port authority with the Annex-1 form. To be added to TYER when appropriate) | |
| 18 | Classes for handled cargoes subject to IMDG Code | - |
| 19 | Groups in characteristic table for handled cargoes subject to IMSBC Code | - |
| 20 | Types of ships that can berth at the facility | Crude Oil Tanker |
| 21 | The distance of the facility to the main road (kilometers) | 25 KM |
| 22 | The distance of the facility to the railway (kilometers) or the railway connection | - |
| 23 | Name of the nearest airport and distance to the facility (kilometers) | ÇUKUROVA INTERNATIONAL AIRPORT / 119 KM |
| 24 | Facility's cargo handling capacity (Ton/Year; TEU/Year; Vehicle/Year | 50 MILLION TONNES/ANNUAL |
| 25 | Whether or not the facility handles scrap | - |
| 26 | Is there a border crossing? | NO |
| 27 | Are there any bonded custom areas? | Yes |
| 28 | Cargo handling equipment and capacities | PETROLEUM FILLING ARMS, 6 PCS 3,200 m3/hour |
| 29 | Storage tank capacity ($m^3$) | 7 TANKS WITH 1,000,000 BARREL CAPACITY AND PIPES |
| 30 | Open storage area ($m^2$) | - |
| 31 | Semi-closed storage area ($m^2$) | - |
| 32 | Closed storage area ($m^2$) | - |
| 33 | Determined fumigation and/or degassing area ($m^2$) | NO |
| 34 | Pilotage and tugboat services provider's name, title, contact details | It is provided by Botaş Petrol İşletmeleri Bölge Müdürlüğü (322) 639 2465 botas.petrol-ibm@hs01.kep.tr |
| 35 | Is security plan been created? | YES |
| 36 | Waste reception facility capacity | Waste Type: Capacity (m3)<br>OVS tanks: 4000 $m^3$<br>BWS tanks: 125 $m^3$<br>Recovered Oil tanks: 125 $m^3$<br>Sludge tanks: 50 $m^3$ |
| 37 | Dock/pier etc. Properties of the areas | |

| Dock/Pier | Length (meter) | Width (meter) | Max. Water depth | Min. Water depth | The largest ship tonnage to berth (DWT veya GRT) |
|---|---|---|---|---|---|
| Pier No 1 | 2,585 MT | 4,4 MT | 30 MT | 27 MT | 300,000 DWT /350 Meters |
| Pier No 2 | 2,585 MT | 4,4 MT | 30 MT | 28 MT | 300,000 DWT / 350 Meters |

| Name of the pipeline (If there is any) | Quantity | Length (meters) | Diameter (inches) |
|---|---|---|---|
| Offshore Pipeline[1] | 2 | 2 x 2145,70 MT | 42 |
| | | | |

| PIPELINE | DIAMETER ( INCHES ) | Length (meters) |
|---|---|---|
| CRUDE OIL LOADING PIPELINE NO. 1 | 42 | 2,145 |
| CRUDE OIL LOADING PIPELINE NO. 2 | 42 | 2,145 |

* Our pier is built on piles driven into the sea and has 2 separate loading areas.

Tankers with a minimum of 80,000 metric tons (SDWT) and 228.5 meters, and a maximum of 300,000 metric tons (SDWT) and 350 meters can berth at the berths 1 and 2.

## 1.2 Handling/Unloading, Handling and Storage Procedures for Dangerous Goods Handled and Temporarily Stored at the Port Facility.

1.2.1 General

1.2.1.1 Our facility handles (Class 3) UN 1267 Crude Oil within the scope of MARPOL.

1.2.1.2 The following issues will be fulfilled in terms of the safety of the port facility, employees and ships in the port facility in matters such as handling of dangerous goods coming to the port facility, keeping them temporarily at the port facility, stacking, segregation and storage.

1.2.1.2.1 A coordination meeting will be held at least 1 day before the dangerous goods are accepted to the Port Facility and the participation of Operation, Site planning, HSE, TMGD and other relevant persons will be ensured at this meeting. (The decision to hold this meeting for the routinely handled dangerous goods accepted to the port can be made by the Operation or HSE / DGSA)

1.2.1.2.2 At the coordination meeting; Regarding the Dangerous cargo/s to be accepted to the port;

1. Risk arising from dangerous cargo
2. Interaction with Dangerous cargoes present in the Port Facility,
3. Interaction with the cargoes planned to be accepted to the Port Facility in the near future,
4. Stacking conditions
5. Separation conditions
6. Material and equipment needs in terms of Emergency Response
7. Adequacy of Emergency Response teams
8. Interaction with/from neighboring facilities

The subjects are handled within the scope of the current ADR documents and an acceptance / rejection or manager decision is taken.

1.2.1.2.3 If a decision is made to accept the dangerous cargo at the meeting, the preparation and acceptance process is initiated by informing the management, operation, storage, security and emergency response units.

1.2.1.2.4 In case of the need to inform the Regional Port Authority during the admission to the port facility, the situation is notified to the Regional Port Authority in writing, together with its reasons.

## 1.3 Operational Procedures for Safe Handling of Dangerous Liquid Bulk Cargoes

1.3.1 Piping used for dangerous bulk liquid cargoes

1.3.1.1 Flexible Hose:

1.3.1.1.1 Considering the temperature and suitability of this type of cargo, it is not used for loads other than those for which it is suitable

1.3.1.1.2 If it is prone to damage by impact, it is adequately protected.

**1.3.2 Responsibilities of The Operation Executive**

1.3.2.1 Taking adequate measures to prevent short circuit in the insulation section,

1.3.2.2 Ensuring that insulation and grounding systems are inspected and tested at appropriate intervals to ensure their effectiveness,

1.3.2.3 For the purpose of detecting gas leaks that may occur in the Port Facility, gas detectors will be calibrated and ready for use.

1.3.2.4 Ensuring that other metallic connections between the interface and the shore are protected or regulated to ensure that there is no possibility of generating an initiating spark where a flammable atmosphere may occur.

1.3.2.5 Radios of the type that can be used safely in flammable or explosive atmospheres will be used in the loading operations of dangerous liquid bulk cargoes.

1.3.2.6 Acting according to the appropriate checklists in the International Safety Manual for Fuel Tankers and Terminals (ISGOTT).

**1.3.3 Ignition Sources**

1.3.3.1 Operations Executive shall ensure that the ship's master is informed of conditions that may necessitate taking precautions regarding ignition sources such as ship's furnaces or cooking utensils.

**1.3.5 Handling**

1.3.5.1 Loading Arms

1.3.5.1.1 Ship Captain and Operations Officer within their respective areas of responsibility:

1.3.5.1.1.1 Determining the number of loading arms to be connected and checking the marine loading arms and tanker manifold designs through the tanker positioning drawings for berthing prior to tanker arrival.

1.3.5.1.1.2 Controlling the loading arms hydraulic system and the load line flow control valve, before the tanker arrives.

In case of emergency, the operation will be stopped by pressing the Emergency Shutdown button in order to ensure the safety of life, property and environment. Regional Port Authority to inform.

### 1.3.6 Initial Measures

1.3.6.1 Within their respective areas of responsibility, the Ship's Master and Operations Executive shall ensure that the cargo handling controls, measuring systems, emergency shutdown and alarm systems are tested and found to be open sentence before starting the load transfer operation.

1.3.6.2 Before starting dangerous liquid bulk cargo operation, the following requirements will be met:

1.3.6.2.1 All forms in the BIL-BLT-CMO-CMT-002 Rev-000 booklet must be filled in and all issues related to loading must be agreed so that the ship and the terminal are fully prepared for the loading operation.

1.3.6.2.2 Responsible persons are present during launch operations on board and on shore.

1.3.6.2.3 In case of an emergency that may occur during handling operations, the steps to be taken and the signs to be used are reported.

1.3.6.3 It will be ensured that appropriate safety precautions and clothing are used.

### 1.3.8 Completion of the operation

1.3.8.1 Within their respective areas of responsibility, Ship's Master and Operations Officer: After the transfer of dangerous bulk liquid cargoes is completed, he will ensure that there is no pressure in the unloading valves and flexible hoses.

1.3.8.1.1 Before the loading arms leave the ship, make sure that the liquids are drained and the pressure is relieved.

1.3.8.1.2 All safety precautions has to be taken, including sealing the ship manifold connections and loading arms with a blind flange.

1.3.8.1.3 It will be ensured that appropriate safety equipment and clothing are used.

1.3.8.1.4 It will be ensured that all automatic controls, gas detectors and other related equipments are working order.

### 1.3.9 Docking of ships

1.3.9.1 Estimated Time of Arrival hours and dates are notified by agency to the CMT&IPT1 Operations Directorate at least 72 hours before the ships dock at the CMT pier, including the ships which may dock prior 72 hours. The agent asks the ship to fill in a blank Pre-Arrival form from CMT and have it sent back to them as soon as possible. The agent sends the completed Pre-Arrival form to the CMT Loading Masters. Ships without ISPS certificate are prohibited from berthing to the pier.

1.3.9.2 The information about when the ships will berth to the CMT pier and by which pier is decided by the Loading Master, considering the criteria such as load preparation, when the ship will give a

Preparation Letter, the availability of the pier, the starting time of the ship's loading interval (Date Range), and it is communicated to the relevant parties by email and phone. is reported.

1.3.9.3 For the ship to be berthed, CMT&IPT1 Operations Management sends berthing request to Botaş Petroleum Enterprises Marine Affairs Directorate and Botaş Pilots via e-mail.

**1.3.10 Ensuring The Minimum Safety Conditions for Berthing**

The following conditions must be met in order to ensure the minimum safety and security conditions of the ships berthing at the piers before, during and until their departure;

1.3.10.1 The berthing displacement of the ship is not greater than 150,000 m

1.3.10.2 It is checked that the maximum draft of the ship cannot exceed 24 meters.

1.3.10.3 It is checked that the minimum mooring and tugboat conditions required for berthing, depending on the gross tonnage of the ship, exist according to the Ports Regulation published in the Official Gazette dated 31.10.2012 and numbered 28453.

1.3.10.4 Again within the framework of the regulations, it is checked that the ships carry the appropriate navigation lights and signs.

1.3.10.5 When an unsuitable ship rope is seen, the captain is warned and the rope is changed.

1.3.10.6 Personnel Facility Terminal providing mooring service must meet minimum safety and security requirements and have personal protective equipment such as life jackets, helmets and gloves.

1.3.10.7 During berthing and loading, hot work on the pier and similar elements that may threaten the safety of the ship are not allowed.

1.3.10.8 It is ensured that the fenders and emergency release hooks in the berthing area are in a suitable condition and ready for use, in the rope lashing position.

1.3.10.9 The navigation area is checked before berthing and any possible violations of fishermen, divers, etc. are immediately reported to the Coast Guard, and situations that prevent maneuvering are eliminated.

1.3.10.10 Before berthing, the Berthing Aid system is turned on, allowing the pilot to have information about the ship's berthing speed and angle during berthing.

**1.3.11 Negotiations with the ship before loading, preparation of safety and checklists**

After the ship's customs controls are completed;

1.3.11.1 The items in the form titled “Ship / Shore Safety Checklist” are checked and the missing parts are corrected and signed by mutual agreement with the ship.

1.3.11.2 If the ship, as a facility, is at a higher security level than our security level within the scope of the ISPS Code, a Security declaration is drawn up between the ship and the facility and mutual signatures are signed. This situation is reported to the port authority.

1.3.11.3 Documents such as international tonnage certificate, Waste Notification form, ballast notification form, personnel list are requested from the ship.

1.3.11.4 A loading plan is requested from the ship.

1.3.11.5 Domestic waste, plastic, food waste, incinerator ashes, cooking oil type wastes are taken from ships by a boat.

1.3.11.6 If the independent inspector makes measurements of the ship's tanks before starting the loading, it is expected to calculate the remaining load at the bottom of the tank.

1.3.11.7 Following the berthing of the ship, H2S and O2 measurements are made by the terminal in 3 randomly selected tanks. If the measurement result is not within the desired value range (maximum 5 ppm for H2S, maximum 6% for O2), the ship is not loaded and the ship is invited to the anchorage area until the problem is resolved.

1.3.11.8 Ship's master is given a copy of Port Information and Terminal Regulations Booklet containing information about the Port, and 'Emergency Evacuation Plan for Evacuation of Ships from Port Facilities in Emergency Situations', dangerous cargo handling guide for information on emergency departure procedures is shared.

**1.3.12 Attaching a loading arm to ships**

1.3.12.1.1 With the approval of the Loading Master, the loading arms and VOC gas return arm are started to be connected to the ship, whose checks are completed and deemed suitable for loading.

1.3.12.1.2 After mooring, ERS (Emergency Release System) is activated and the load is expected to start, and the ship personnel is explained how to follow the ship's position.

## 2. RESPONSIBILITIES

The general responsibilities of all parties involved in the transport of dangerous goods are as follows:

### 2.1 General Responsibilities

2.1.1. They are obliged to take all necessary measures to make the transportation safe, secure and harmless to the environment, to prevent accidents and to reduce the damage as much as possible when an accident occurs.

2.1.2. In emergencies such as fire, leakage, spillage that occur during the transportation of dangerous goods, they benefit from the EmS Guide, which includes Emergency Response Methods and Emergency Schedules for Ships Carrying Dangerous Goods.

2.1.3. They benefit from the Medical First Aid Guide (MFAG) in the IMDG Code annex in order to provide the necessary medical first aid for the people affected by the damages of the dangerous goods and the health problems caused by the accidents involving these cargoes.

### 2.2 Responsibilities of The Relevant Person of Cargoes

Responsibilities of the Relevant Person of Cargoes are as follows

2.2.1. To prepare and has all mandatory documents, information and documents related to dangerous cargoes prepared and ensures that these documents are present with the cargo during the transportation activity.

2.2.2. To provide classification, definition, packaging, marking, labeling and placarding of dangerous cargoes, in accordance with the legislation, if possible, according to their type.

2.2.3. To ensure that dangerous cargoes are safely loaded, stacked, securely fastened, transported and unloaded to the packaging and cargo transport unit, whichever is possible, in accordance with the approved and rules, according to the type of load.

## 2.3 Responsibilities of the Carrier

Responsibilities of The carrier are as follows:

2.3.1 To prepare and has the mandatory documents, information and documents related to dangerous cargoes prepared and ensures that these documents are present with the cargo during the transportation activity.

2.3.2 To provide classification, packaging, marking, labeling and placarding of dangerous cargoes in accordance with their type.

2.3.3 To ensure that dangerous cargoes are loaded, stacked and securely fastened to approved packaging and cargo transport units in accordance with the rules and safely.

## 2.4 Responsibilities of The Port Facility Operator

Responsibilities of the Port facility operator are as follows:

2.4.1 Not to berth the ships carrying dangerous cargoes without the permission of the regional port authority

2.4.2 To provide written information within the scope of facility rules, cargo handling rules and relevant legislation to the ship that will dock at its facility.

2.4.3 Not to handle dangerous cargoes for which it has not received a handling permit from the administration, and not to make the ships that will berth suffer by planning in this context.

2.4.4 To request mandatory documents, information and documents related to dangerous cargoes from the person concerned and ensures that they are included with the cargo. In case the relevant documents, information and documents cannot be provided by the cargo person, it is not obliged to accept or handle the dangerous cargo at its facility.

2.4.5 To carry out the loading or unloading operation according to the agreement to be reached by sharing all the data that may be required according to the characteristics of the cargo with the ship's person. The ship does not make any changes in the operation without the knowledge of the person concerned.

2.4.6 To determine the working limits by taking into account the safe working capacity of the facility and the weather forecasts, and takes the necessary measures to ensure that the ship is safely moored at the pier and handling.

2.4.7 To control the transport documents containing information that the dangerous cargoes coming to the facility are classified, packaged, marked, labeled, plated and loaded safely to the cargo transport unit.

2.4.8 To ensure that the personnel involved in the handling of dangerous cargoes and the planning of this handling are certified by receiving the necessary training, and does not assign the personnel without documents to these operations.

2.4.9 To ensure that the dangerous cargoes handling equipment in its facility is in working condition and that the relevant personnel are trained and documented on the use of these equipment.

2.4.10 To ensure that the personnel use personal protective equipment suitable for the physical and chemical properties of the dangerous cargo by taking occupational safety measures at the Port facility.

2.4.11 To perform activities related to dangerous cargoes at piers, piers and warehouses established in accordance with these works.

2.4.12 To equip the piers and piers reserved for ships that will load or unload dangerous liquid bulk cargoes with appropriate installations and equipment for this work.

2.4.13 To keep the updated list of all dangerous cargoes in the closed and open areas of the ships berthed at its facility and gives this information to the relevant parties upon request.

2.4.14 To notify the port authority of the instant risk posed by the dangerous cargoes that it handles or temporarily stores in its facility and the measures it takes for it.

2.4.15 To notify the port authority of the accidents related to dangerous cargoes, including the accidents at the entrance to closed areas.

2.4.16 To provide the necessary support and cooperation in the controls and inspections carried out by the Administration and the port authority.

2.4.17 To take fire, environment and other safety measures in accordance with the class of dangerous cargo in the temporary warehouses and storage area in accordance with the separation and stacking rules of the cargo transport units where dangerous cargoes are transported. It keeps fire extinguishing systems and first aid units ready for use at any time in the areas where dangerous cargoes are handled and makes the necessary controls periodically.

2.4.18 To get permission from the regional port authority before the hot working works and operations to be carried out in the areas where dangerous cargoes are handled and temporarily stored.

2.4.19 To prepare an emergency evacuation plan for the evacuation of ships from Port facilities in case of emergency and submits it to the port authority and informs the relevant people about the plan approved by the regional port authority

2.4.20 To ensure the internal loading of the cargo transport units in accordance with the loading safety rules in its facility.

### 2.5 Responsibilities of The Ship's Executive

Responsibilities of ship owners are as follows:

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

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

2.5.3 To ensure that the documents, information and documents required to be found on the ship regarding dangerous cargoes within the scope of legislation and international conventions are appropriate and up-to-date.

2.5.4 To control the transport documents containing information that the cargo transport units loaded on the ship are appropriately marked, plated and loaded safely.

2.5.5 To inform the relevant ship personnel on the risks of dangerous cargoes, safety procedures, safety and emergency measures, response methods and similar issues.
2.5.6 To keep up-to-date lists of all dangerous cargoes on board and declares them to the relevant parties upon request.
2.5.7 To ensure that the loading program, if any, is approved and documented and kept in working condition.
2.5.8 To notify the port authority and the Port facility about the instant risk posed by the dangerous cargoes on the ship berthing to the Port facility and the measures taken for it.
2.5.9 In case of leakage in the dangerous cargo or if such a possibility exists, it does not accept the dangerous cargo to be carried.
2.5.10 To notify the port authority of the dangerous cargo accidents that occur on his ship while navigating or at the Port facility.
2.5.11 To provide the necessary support and cooperation in the controls and inspections carried out by the Administration and the regional port authority
2.5.12 To do not accept to carry dangerous cargoes that are not included in the ship certificates issued by the relevant institutions and organizations.
2.5.13 To ensure that the people of the ship involved in the handling of dangerous cargoes use personal protective equipment suitable for the physical and chemical properties of the cargo.
2.5.14 To provide the requirements regarding the loading safety of the loads on the ships

## 2.6 Dangerous Goods Safety Advisor' Responsibilities

Responsibilities of DGSA are as follows:

2.6.1 To monitor compliance with the requirements for the transport of dangerous cargoes.
2.6.2 To provide suggestions to the Port facility regarding the transportation of dangerous cargoes.
2.6.3 To prepare an annual report to the Port facility on the activities of the Port facility operator in the transport of dangerous cargoes within the first 4 months of the next year. (Annual reports are kept for 5 years and submitted to the administration upon request.)

To control the following applications and methods;

2.6.4 Control and control results that the dangerous cargoes arriving at the facility are properly identified, the correct shipping names are used, certified, packaged/packaged, labeled and declared, that they are safely loaded and transported in approved and legal packaging, container or cargo transport unit reporting procedures.
2.6.5 Loading/discharging procedure for handled and temporarily stored dangerous cargoes,
2.6.6 Whether the Port facility takes into account the special requirements regarding the dangerous cargoes transported while purchasing the transport vehicles for the handled dangerous cargoes,
2.6.7 Control methods of equipment used in the transport, loading and unloading of dangerous cargoes,
2.6.8 Whether the Port facility employees have received appropriate training, including the changes made in the legislation, and whether these training records have been kept,
2.6.9 The suitability of emergency methods to be applied in case of an accident or an event that will affect safety during the transportation, loading or unloading of dangerous cargoes.
2.6.10 Compliance of reports prepared on serious accidents, incidents, or serious violations that occur during the transportation, loading or unloading of dangerous cargoes
2.6.11 Determination of the necessary measures against the reoccurrence of accidents, incidents, or serious violations and evaluation of the implementation,

2.6.12 Subcontractors or 3th persons what extent the rules regarding the selection of the parties and the transport of dangerous cargoes are taken into account,
2.6.13 Determining whether the employees in the transport, handling, storage and loading/unloading of dangerous cargoes have detailed information about the operational procedures and instructions.
2.6.14 Appropriateness of the measures taken to be prepared for risks during the transportation, handling, storage and loading/unloading of dangerous cargoes
2.6.15 Procedures for all mandatory documents, information and documents related to dangerous cargoes.
2.6.16 Procedures for the safe berthing, mooring, loading/discharging, sheltering or anchoring of ships carrying dangerous cargoes to the Port facility day and night.
2.6.17 Procedures for additional measures to be taken according to seasonal conditions for the loading, unloading and limbo operations of dangerous cargoes.
2.6.18 Procedures for fumigation, gas measurement and degassing operations. Procedures for keeping records and statistics of dangerous cargoes,
2.6.19 The accuracy of the issues regarding the possibility, capability and capacity of the Port facility to respond to emergencies,
2.6.20 Appropriateness of the regulations for the first interventions to be made for the accidents involving dangerous cargoes,
2.6.21 Procedures for handling and disposal of damaged dangerous cargoes and waste contaminated by dangerous cargoes,
2.6.22 Information on personal protective clothing and procedures for using them.
2.6.23 In addition to the IMDG Code, within the scope of dangerous cargoes handled at the Port facility,DGSA's should be informed about the IBC Code, IGC Code, IMSBC Code and MARPOL 73/78 applications and generally the dangerous cargoes activities of the Port facility.The Port facility operator notifies the Port facility operator in writing, with the periods agreed between the Port facility operator and the Port facility operator, on the condition that it does not exceed 6 (six) months, about its evaluations on whether the dangerous cargoes handled at the Port facility are handled in accordance with the rules.
2.6.24 DGSA's authorized within the scope of the IMDG Code prepare quarterly reports regarding the responsibilities determined in the Regulation on the Maritime Transport of Dangerous Cargoes and Loading Safety of the Port facilities they serve, and notify this report to the Administration.
2.6.25 DGSA, with the exception of the Port facilities that will receive Dangerous Cargo Conformity Certificate (TYUB) for the first time, is present at the Port facility during TYUB inspections and actively participates in the inspections.
2.6.26 DGSA prepares the parts of the Port facility's guide on dangerous cargo handling and/or temporary storage together with the Port facility and checks its accuracy. DGSA's signature is also included in the sections of the guide on dangerous cargoes handling and/or temporary storage.

## 3. RULES AND MEASURES TO BE FOLLOWED & APPLIED BY THE PORT FACILITY

The rules and precautions specified in this section are detailed in Chapters 1, 4, 6, 7, 8, 9 and 10 of this guide, in the Dangerous Goods Emergency Plan and the Accident Prevention Policy. Infrastructural requirements are provided by our Port Facility.

### 3.1 The precautions and rules to be followed and applied in the port facility are given below

3.1.1 Berthing

3.1.1.1 Port facility operations officers ensure that:

3.1.2 Inspection

3.1.2.1 Ensure that the Unloading/Loading ship circuits are properly inspected and that the cargo transport units are regularly inspected for leaks or damage. When a leak or damage is detected, the intervention is carried out under the supervision of the Ship Operations Chief Engineer and the Ship Operations Shift Engineer.

3.1.3 Identification, packaging, marking, labeling or labeling and certification

3.1.3.1 Port facility managers are responsible for ensuring that dangerous cargo entering the facility is properly identified, packaged, marked, labeled or tagged, in accordance with the provisions of the ADR or, alternatively, appropriate national or international legal requirements that can be applied in the mode of transportation.

3.1.4 Safe loading and Segregation

3.1.4.1 At least one responsible person who has sufficient knowledge about transportation and national or international legal requirements for the transportation of dangerous goods, including the sorting of incompatible cargoes, is appointed.

3.1.5 Emergency operations

Port facility Executives;

3.1.5.1 Ensures that appropriate emergency arrangements are made and notified to relevant parties. These regulations include:

3.1.5.1.1 providing appropriate emergency alarm operating points;

3.1.5.1.2 Notification of an event or an emergency to the relevant emergency services inside and outside the port area;

3.1.5.1.3 Notification of an incident or emergency to the port authority and port area users at sea and on land;

3.1.5.1.4 Provision of emergency vehicles suitable for the hazards of the dangerous goods to be handled;

3.1.5.1.5 coordinated arrangements for the departure of a ship in the event of an emergency;

3.1.5.1.6 Arrangements to ensure adequate access/exit at all times.

3.1.5.2 Considering the nature of the dangerous goods and all their special conditions, the necessity of drawing up a safe and fast emergency escape plan is taken into account.

3.1.5.2.1 The "Medical First Aid Guide (MFAG)" in the annex of the IMDG Code is used in order to provide the necessary medical first aid for the people affected by the damages of the dangerous goods and the health problems caused by the accidents involving these cargoes.

3.1.5.2.2 “Emergency Plans (EMS)” in the IMDG Code annex is used for emergency situations involving dangerous goods.

3.1.6 Emergency information

Port facility Executives;

3.1.6.1 The person responsible for the handling of dangerous liquid bulk materials is aware of the occupancy status of the dangerous cargoes in his area and keeps the information ready for use in case of emergency.

3.1.6.2 Electronic or other automated information processing or transmission techniques are used to provide access to information.

3.1.6.3 Ensures that the SSDS forms of all stored products are available at the handling points and they are accessed electronically.

3.1.6.4 Ensures that port or dock emergency response operations and port or quay emergency telephone numbers are located within or in important locations of warehouses and dangerous goods transportation and operations.

3.1.6.5 Ensures that fire fighting and pollution fighting equipment and equipment are clearly marked and notices that draw attention to them are placed in all appropriate places in a clearly visible manner.

3.1.6.6 Provides the information of the emergency operations in force and the services available in its interface to the captain of the ship loading or carrying the dangerous cargoes.

3.1.7 Fire precautions

3.1.7.1 It must be ensured that:

3.1.7.1.1 The mooring area at the docking interface of the ships is always available for emergency services access;

3.1.7.1.2 Since audible or visual alarms are found within the area for emergency use and communication tools are kept ready for emergency services

3.1.7.1.3 All areas used for the transport of dangerous goods are kept clean and tidy

3.1.7.1.4 The ship's captain is aware of the dangers of dangerous goods. Before loading, it is informed about the location of the nearest vehicles to make a call to the emergency services, and

3.1.7.1.5 Lighting and other electrical equipment that is safe to use in flammable or explosive atmospheres are available in the areas where dangerous goods are located at the interface.

3.1.7.1.6 Smoking is prohibited, but there are several determined places for smoking

3.1.7.1.7 Since the warnings in the form of symbols prohibiting smoking are clearly visible at every point and are kept at a safe distance from places where smoking areas would pose a danger.

3.1.7.2 The Port Operator must ensure that the equipment used in a flammable or explosive environment, or in an environment where such conditions can develop, is safe for use in a flammable or explosive environment, and does not cause any fire or explosion, and is suitable for use in this way.

3.1.7.3 Electric appliances plugged into portable plugs with extension cords are not used in areas or places that can create a flammable atmosphere,

3.1.7.4 Since portable, Ex-proof electrical equipment suitable for the zone code of the area, which is safe to use in a flammable environment, is used in this area.

3.1.8 Fire Fighting

3.1.8.1 It must be ensured that adequate and properly tested fire extinguishing equipment and facilities are available on board in accordance with the requirements of the Administration in areas where dangerous goods are transported or loaded.

3.1.8.2 It must be ensured that the personnel involved in the transportation or loading of dangerous goods on the use of fire extinguishing equipment are provided with the necessary training in accordance with the requirements of the Administration and makes fire drills.

3.1.9 Environmental precautions

Port facility Executives;

3.1.9.1.1 Shall ensure that dangerous liquid cargoes are handled only in areas that comply with the requirements of the Administration.

3.1.9.1.2 Dangerous goods spilled on the pier shall not be thrown into the sea by sweeping or washing. It is surrounded in a way to prevent the said loads from going to the sea with the rain water, and the rain water and possible spilled liquids accumulated in the area surrounded by the border are collected in the collection pit by means of the collection pipe.

3.1.9.1.3 Shall take necessary precautions to prevent any spillage of cargo from the ship or pier into the sea during the loading and unloading of liquid bulk cargoes from the ship.

3.1.9.1.4 Shall take necessary measures to prevent the dangerous liquid substances handled at the port facility from contaminating the soil, water or areas where water is discharged.

3.1.10 Fighting Pollution

3.1.10.1 Adequate equipment is provided to minimize the damage that may occur in case of spillage of dangerous goods.

3.1.10.2 A contract was signed with NRC Çevre Koruma Atık Yönetimi ve Arıtma Hizmetleri A.Ş under No. 5312 on Emergency Response in the Pollution of the Marine Environment with Petroleum and Other Harmful Substances and within the scope of the Law on Emergency Response and Regulation of Damages and Implementation legislation.

3.1.10.3 Equipment includes oil spill fences, condensate caps, absorbent and neutralizing agents, as well as cleaning supplies and portable catchments.

3.1.10.4 Ensures that the personnel involved in the transportation and handling of dangerous goods are trained and experienced in the use of pollution-fighting equipment and facilities in accordance with the Administration's requirements.

3.1.11 Reporting of Incidents

3.1.11.1 If an accident occurs during the transportation of dangerous goods within its area of responsibility, which may endanger the safety and security of the port, the ships in the port, another property,

the environment or the persons responsible for the transportation task, the operation will be stopped immediately and appropriate safety precautions will be taken. The operation is not restarted until measures are taken. In case of an accident during the handling of dangerous liquid cargoes by all personnel, this is reported to the person responsible for the operation.

3.1.11.2 If an accident occurs during the transportation of dangerous goods that may endanger the safety and security of the port, the ships in the port, other property, the environment or the persons responsible for transportation, the situation shall be reported to the port administration immediately.

# 4. CLASSES OF DANGEROUS GOODS, TRANSPORTATION, LOADING/UNLOADING, HANDLING, SEPARATION, STACKING AND STORAGE

## 4.1. Classification of Dangerous Cargoes

Crude oil of danger class 3 is stored at the terminal and loaded onto tankers.

As explained in IMDG Code Volume 1 Chapter 2, Dangerous Goods Classes and Subdivisions are as follows:

| IMDG Code | Class | Name Of The Class |
|---|---|---|
| Chapter 2.0 | | General |
| Chapter 2.1 | **Class 1** | Explosive Materials |
| Chapter 2.2 | **Class 2** | Gases |
| Chapter 2.3 | **Class 3** | Flammable Liquids |
| Chapter 2.4 | **Class 4.1** | Flammable Solids |
| | **Class 4.2** | Self-Burning Solids |
| | **Class 4.3** | Solids Emitting Flammable Gases in Contact with Water |
| Chapter 2.5 | **Class 5.1** | Oxidizing Materials |
| | **Class 5.2** | Organic Peroxides |
| Chapter 2.6 | **Class 6.1** | Toxic (Toxic) Substances |
| | **Class 6.2** | Infectious Substances |
| Chapter 2.7 | **Class 7** | Radioactive Substances |
| Chapter 2.8 | **Class 8** | Corrosive Substances |
| Chapter 2.9 | **Class 9** | Miscellaneous Dangerous Goods and Objects and Environmentally Harmful Substances |

Dangerous Goods Classification Table

## 4.2. Packages and packaging of dangerous goosds

Dangerous goods packaging and packaging processes are not applied at the terminal.

## 4.3. Placards, plates, brands and labels for dangerous goods.

4.3.1. Tank Marking

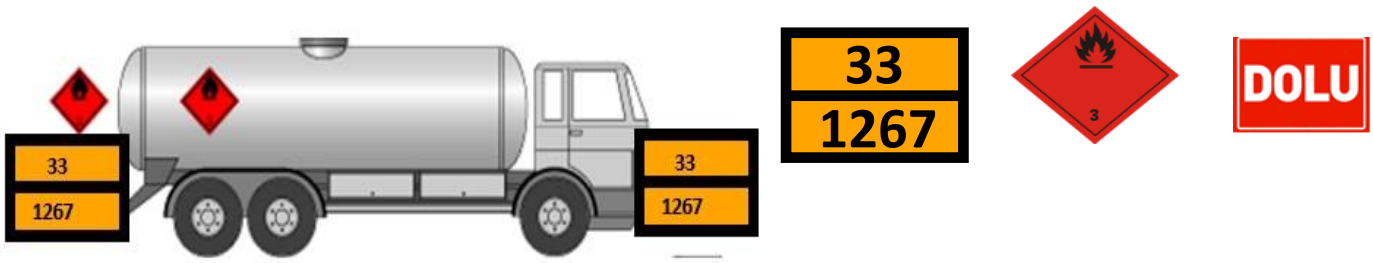
Dnangerous materials at the terminal are stored in tanks.

| Health (Blue) | | Flammability (Red) | |
|---|---|---|---|
| 0 | There is no health hazard. No precautions are required. (Ex. Water) | 0 | There is no health hazard. No precautions are required. (Ex. Water) |
| 1 | Slight irritation on contact. (Ex. Acetone) | 1 | Slight irritation on contact. (Ex. Acetone) |
| 2 | Temporary incapacitation (insufficiency) in intense or continuous contact or possible residual diseases. (Ex. Diethyl ether) | 2 | Temporary incapacitation (insufficiency) in intense or continuous contact or possible residual diseases. (Ex. Diethyl ether) |
| 3 | Severe persistent or moderate residual disease in short contact. (Ex. Chlorine) | 3 | Severe persistent or moderate residual disease in short contact. (Ex. Chlorine) |
| 4 | Death or heavy residue on very short contact diseases. (Ex. Phosphine, sarin, carbon monoxide) | 4 | Death or heavy residue on very short contact diseases. (Ex. Phosphine, sarin, carbon monoxide) |
| Instability / Reactivity (Yellow) | | Custom (White) | |
| 0 | Even if it is exposed to fire, it does not enter into a chemical reaction. It does not react in contact with water. (Ex. Helium) | 0 | Even if it is exposed to fire, it does not enter into a chemical reaction. It does not react in contact with water. (Ex. Helium) |
| 1 | It is stable under normal conditions and can react at high temperature and pressure. (Ex. Propane) | 1 | It is stable under normal conditions and can react at high temperature and pressure. (Ex. Propane) |
| 2 | It undergoes a drastic chemical change at high temperature and pressure.Reacts violently with water or forms an explosive mixture.(Ex.White phosphorus, potassium, sodium) | 2 | It undergoes a drastic chemical change at high temperature and pressure.Reacts violently with water or forms an explosive mixture.(Ex.White phosphorus, potassium, sodium) |
| 3 | It may explode as a result of high temperature and may decompose with explosion.Explosion occurs as a result of reaction with water or shaking.(Ex. Ammonium nitrate) | 3 | It may explode as a result of high temperature and may decompose with explosion.Explosion occurs as a result of reaction with water or shaking.(Ex. Ammonium nitrate) |
| 4 | May explode under normal temperature and pressure and can be explosively dissolved. (Ex. Nitroglycerin, trinitrotoluene) | 4 | May explode under normal temperature and pressure and can be explosively dissolved. (Ex. Nitroglycerin, trinitrotoluene) |

### 4.3.2. Vehicle Marking and Placards

In addition to the existing labels on the tanks, where the dangerous goods coming to the port facility are transferred, they can be plated as shown below within the scope of IMDG Code Sections 5.2 and 5.3.

Road Vehicles must have appropriate plaques on both the rear and both sides.




**Tankers Carrying Dangerous Goods**

## 4.4. Labels and packing groups of dangerous cargoes

### 4.4.1 Labels of Dangerous Goods

Label information regarding the cargo handled at the terminal is given below.

| Cargo | Class (UN) | Shipping Name | P.G. | Label |
|---|---|---|---|---|
| Crude Oil | 1267 | Crude Oil | II |  |



### 4.4.2 Packaging Groups

For packaging purposes, dangerous cargoes belonging to all classes except classes 1, 2, 6.2 and 7 are divided into three "packaging groups" (PG) according to the degree of danger they represent:

- Packing Group I – High level of danger
- Packing Group II – Medium hazard level
- Packing Group III – Low hazard level

## 4.5. Segregation tables on the ship and in the port according to the classes of dangerous cargoes.

Since Dangerous cargo/cargoes at the terminal are stored in tanks there is no need to use segregariton tables stated in IMDG Code 7.2

## 4.6. Separation Distances and Separation Terms of Dangerous Goods in Warehouse Storages

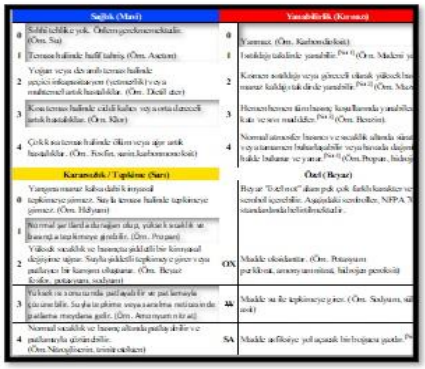
Since the ships approaching the terminal handle bulk liquid dangerous goods, separation distances and terms are not used.

## 5. HANDBOOK ON DANGEROUS CARGOES HANDLED ON THE PORT FACILITY

The Port Facility, which carries out dangerous cargo loading, handling and temporary storage activities, creates a pocket-sized Dangerous Cargoes Handbook containing the following information in order to contribute to the safe performance of the said activities:

- Dangerous Cargo Classes,
- Packages of Dangerous Cargoes,
- Packaging,
- Labels,
- Signs And Packing Groups,
- Separation Tables on Ship and in Port According to Classes of Dangerous Cargoes,
- Dangerous Cargoes Emergency Response Action Flow Chart
- Emergency Contact Information
- Locations of Emergency Equipment and Instructions for Use
- Port Facility Rules and Subjects

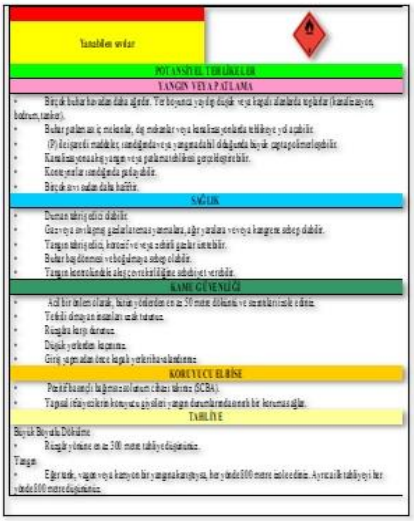
NFPA 704



Notes
[Note 1] Flash point above 93°C
[Note 2] Flash point 38°C to 93°C
[Note 3] Flash point lower than 23°C and boiling point higher than 37°C or flash point between 23°C and 37°C
[Note 4] Flash point lower than 23°C
[Note 5] It is limited to nitrogen, helium, neon, argon, krypton, xenon.

PLANT HAZARDOUS LOADS

| PRODUCT | CLASS | LABEL |
|---|---|---|
| UN 1267 HAM PETROL | 3 |  |



BOTAŞ INTERNATIONAL A. Ş.

BTC HAYDAR ALIYEV SEA TERMINAL

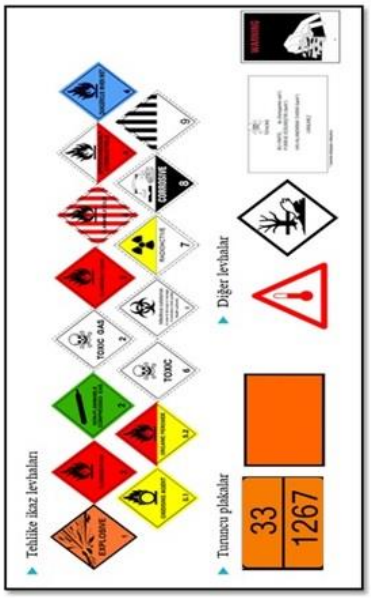
DANGEROUS CARGO HANDBOOK

**IMDG CODE DANGEROUS CLASS IDENTIFICATION**

| CLASS | DESCRIPTION |
|---|---|
| 1 | EXPLOSIVES AND OBJECTS |
| 2 | GASES |
| 3 | FLAMMABLE LIQUID SUBSTANCES |
| 4.1 | FLAMMABLE SOLIDS |
| 4.2 | SELF-COMBUSTING SUBSTANCES |
| 4.3 | SUBSTANCES THAT EMIT HAZARDOUS GASES IN CONTACT WITH WATER |
| 5.1 | CAUSTIC (OXIDIZING) SUBSTANCES |
| 5.2 | ORGANIC PEROXIDES |
| 6.1 | TOXIC SUBSTANCES |
| 6.2 | INFECTIOUS SUBSTANCES |
| 7 | RADIOACTIVE MATERIALS |
| 8 | CORROSIVE SUBSTANCES |
| 9 | SUBSTANCES AND ARTICLES WITH DIFFERENT HAZARDS |

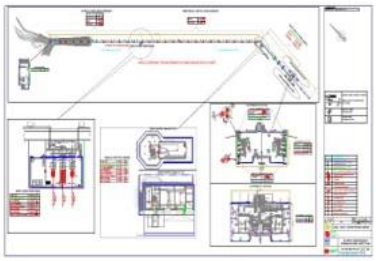
**THINGS TO BE AWARE OF**

1. Follow the occupational safety instructions.
2. Dangerous cargo symbol, watch out for label plates.
3. Notify the responsible person immediately in case of leaks, odors, smoke formations.
4. Prevent the entry of persons other than the persons concerned into the danger zones.
5. Do not approach with fire.
6. Smoking.




**COASTAL FACILITY**

**PLANT FIRE PLAN**



## 6. PROCEDURES FOR OPERATION

### 6.1 Procedures for safe berthing, mooring, loading, sheltering or anchoring of ships carrying dangerous cargoes day and night

BTC Haydar Aliyev Marine Terminal works within the scope of the Port Services Protocol with the Botaş Petroleum Operations Regional Directorate in ship berthing operations, and the ships are allowed to berth after the control and compliance of the following for ships coming from ports abroad:

Permission of the Port Authority,
Coastal Health Inspection Central Doctor's permission,
Sea Port Branch Office, Passport and Port Operations Authority eligibility,
Customs Directorate

### 6.2 Procedures for additional measures to be taken according to seasonal conditions for loading and unloading of dangerous cargoes

Ships arriving at the terminal can stand on the pier day and night. If the port authority deems it necessary on days with adverse weather conditions, it closes the port to ship traffic.

The following procedures and instructions for stopping the loading, disconnecting the Loading Arms and leaving the ship from the pier are accessible:

- BIL-WIN-CMO-CMT-024 Rev.0 CMT SCAFFOLDING LOADING ARM CONNECTION AND DISASSEMBLY WORKING INSTRUCTIONS and
- BIL-BLT-CMO-CMT-001 Rev.2 PORT INFORMATION AND TERMINAL REGULATIONS BOOKLET

In case of severe storm warnings, port foremen, technicians and ships are informed.

According to the severity of the storm to come, it is ensured that the ship machinery is always ready for action in the fastest way.

In heavy rainy weather, filling / unloading activities are suspended, taking into account personnel safety.

Loading and unloading operations are suspended in case of storms, sudden strong winds and lightning strikes.

In case the ship under operation leaves the buoy for compelling reasons before the operation is completed, both the Regional Port Authority and the Customs Directorate are informed

The relevant procedures are specified in the ship/shore safety checklist.

## 6.3. Procedures for keeping flammable, combustible and explosive loads away from operations which can cause or are likely to sparking and abstaining from operating any tools, apparatus or device which cause or are likely to cause sparking in areas where dangerous cargoes are handled, stowed and stored

Before performing a hot work at the facility, the responsible company officer who will perform the hot work will have a written authorization issued by Regional Port Authority to perform this hot work. Such authorization will include details of the hot workplace as well as the safety measures to be followed.

In addition to the security measures required to be taken by the port authority, additional security measures required by the ship and/or interface will be taken, together with the ship and/or interface responsible(s) responsible for the hot work, before starting the hot work.

These additional security measures will include:

Frequency of inspection and re-inspection of local areas and adjacent areas, including testing by approved testing organizations to ensure that areas will remain free and free of flammable and/or explosive atmospheres and that there is no oxygen deficiency;

Removal of dangerous goods and other combustible materials from work areas and adjacent areas. Substances to be removed from the said areas; lime, sludge, sediment and other potentially flammable materials are also included.

Effective protection of combustible building materials (e.g. beams, wood partitions, floors, doors, wall and ceiling coverings) against accidental ignition.

In order to prevent the spread of flames, sparks and hot particles from work areas to adjacent areas or other areas; sealing and sealing open pipes, pipe passages, valves, joints, cavities and open parts.

A copy of the hot work authorization and safety precautions will be posted in the area adjacent to the work area, as well as at the entrance to each work area. Authorization and security measures to be taken will be posted in a place where all employees who will take part in the hot work can see it, and this will be clearly understood by the employees.

While performing hot work;

Controls will be made to ensure that conditions have not changed; And

At least one suitable fire extinguisher or other suitable fire extinguishing equipment shall be available for immediate use in the hot workplace.

Based on the completion of this work during the hot work and for a sufficient period of time after its completion, an effective fire control will be carried out in the hot work area as well as in the adjacent areas where a hazard from heat transfer may occur.

For additional more detailed information and procedures regarding hot works and processes, the document "International Safety Guidelines for Oil Tankers and Terminals (ISGOTT)" shall be consulted. Permission will be granted for the works to be carried out on the facility and dock in accordance with ISGOTT and Work Permit Procedure.

The Port Facility Occupational Safety Procedure will also be applied. Heat treatment is not allowed on the ships berthed to the pier and during the discharge/loading of these ships.

- The hot work permit zone and safety precautions should be easily visible and should be clearly understood by those who will handle the hot work.
- It should be ensured that dangerous loads and other flammable materials are removed from the working areas and adjacent areas.
- While performing hot work, checks should be made to ensure that the conditions do not change, and a sign with the permit for the hot work to be made and the safety precautions to be taken should be hung at the work area and all work area entrances, and at least one fire extinguisher or other suitable fire extinguisher should be ready for use. equipment, together with all its apparatus, should be kept in an easily accessible place.
- Close and seal open pipes, pipe passages, valves, joints, cavities and open parts to prevent flames, sparks and hot particles from spreading from work areas to adjacent or other areas. It should be ensured that dangerous loads and other flammable materials are removed from the working areas and adjacent areas.
- With reference to the completion of this work during hot work and for a sufficient period of time after its completion, effective observation should be made in the hot work area as well

adjacent areas where a hazard from heat transfer is likely to occur.

## SICAK İŞ FORMU

**Risk Değerlendirmesi**

**Sıcak Çalışma Alanı:**

**Giriş Sınırlamaları:**

**Sıcak İş nedeni:**

*Çalışma etkinliği açıklaması:*

*Muhtemel tutuşturma kaynağı türleri:* ☐ Alev (kaynak, lehim, vb) ☐ Kıvılcım veya cüruf (taşlama, kesme, kaynak, vb) ☐ Sıcak Nesne (metal yüzey vb) ☐ Diğer:

**Tehlike tanımlama, risk analizi ve kontrol önlemi seçimi:**

| **Sıcak Çalışma İle İlgili Sorumluluk:** (Uygun olanı işaretleyiniz) | | |
|---|---|---|
| | ☐ | 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. | **Dokümanları ekle ve risk değerlendirmesi yapmadan Sıcak İş İznine geç.** |
| | ☐ | Sıcak iş sadece aşağıda ayrıntıları verilen sıcak iş konularında göre tesis personeli tarafından yapılacaktır. | **Aşağıdaki risk değerlendirmesini tamamla** |

***Risk Değerlendirme Rehberi***

| **Adım 1 – Sonucunu düşün** | **Adım 2 – Olasılığı Düşün** | **Adım 3 – Riski Hesapla** |
|---|---|---|
| Bu tehlikenin meydana gelebilecek sonuçları nelerdir? Bu tehlike çalışma ile ilgili (aşağıda) en olası sonucu nedir düşünün | Adım 1 de kararlaştırılan tehlike sonucunun meydana gelme olasılığı (aşağıda) nedir. | 1. Adım 1. puanı alın ve doğru sütunu seçin.<br>2. Adım 2. puanı alın ve doğru satırı seçin.<br>3. İki değerlendirme aşağıda matris üzerinde çapraz risk skoru kullanın<br><br>**Y = YÜKSEK, C = CİDDİ, O = ORTA, D = DÜŞÜK** |

| | |
|---|---|
| **Aşırı** | Birden fazla ölüm veya kalıcı yaralanmalar |
| **Kritik** | Tek ölüm yada kalıcı hasar |
| **Büyük** | Medikal tedavi veya kayıp zaman yaralanması |
| **Küçük** | İlk yardım tedavisi |
| **Önemsiz** | Olay veya ramak kala – hiç bir tedavi |

| | |
|---|---|
| **Mümkün** | Çoğu durumda ortaya çıkması bekleniyor |
| **Olasılıklı** | Muhtemelen bir kez olucacak |
| **Muhtemel** | Olay bir zamanda ortaya çıkabilir |
| **Olası Değil/ Nadir** | Olay beklenmiyor sadece istisnai durumlarda ortaya çıkabilir. |

| Olasılık \ Sonuçlar | Önemsiz | Küçük | Büyük | Kritik | Aşırı |
|---|---|---|---|---|---|
| Mümkün | O | C | Y | Y | Y |
| Olasılıklı | O | O | C | Y | Y |
| Muhtemel | D | O | O | C | C |
| Olası Değil / Nadir | D | D | O | O | C |

| Olasılık \ Sonuçlar | Önemsiz | Küçük | Büyük | Kritik | Aşırı |
|---|---|---|---|---|---|
| Mümkün | | | | | |
| Olasılıklı | | | | | |
| Muhtemel | | | | | |
| Olası Değil / Nadir | | | | | |

| **Tehlike** (İşe ilişkin tehlikeleri listeleyin) | **Kontroller** (Bütün Tehlikelerin yönetmek için kontrolleri liste) | **Kişisel Koruyucu Kıyafetler** | **Sorumlu Kişiler** (Kontrolleri uygulanmasından sorumlular) | **Risk Değerlendirmesi** (Yerinde Kontroller ile: Yüksek, Ciddi, Orta yeya Düşük) |
|---|---|---|---|---|
| 1. | | | | |
| 2. | | | | |

**Riski Değerlendiren Personel :**

İsim: İş Veren: Tarih:

İsim: İş Veren: Tarih:

## SICAK İŞ İZNİ

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 |
|---|---|---|---|
| | ☐ | ☐ | Tesis / yüklenici tarafından sağlanan Yangın söndürücüler sıcak çalışma alanı ve hemen bitişiğinde 10 metrede yer almaktadır (sabit konum yangın söndürücüler hariç) |
| | ☐ | ☐ | Yakalama hasırları veya levhalar kıvılcım ve cüruf yakalamak için uygun yerlere konumlandırılmıştır. |
| | ☐ | ☐ | 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.) |
| | ☐ | ☐ | 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) |
| | ☐ | ☐ | Yangın hortumu sıcak iş alında kullanıma hazır tutulacaktır |
| | ☐ | ☐ | Bir Yangın gözlemcisi sıcak iş sırasında yangın riskini, kıvılcım, cüruf, sıcak nesneleri devamlı izlemesi ve / veya iş boyunca belli periyodlar için gereklidir. ☐ Tüm İş Boyunca, ve/veya ☐ 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) | ☐ | ☐ | |
| Sabit yangın koruma ve algılama sistemi hizmet dışı bırakılması gerekmektedir. | ☐ | ☐ | |
| Çalışma alanı özel temizlik yapılması, yıkanması, havalandırması veya çalışma öncesi atmosferik izleme gerektirir. (çalışma alanında yanıcı / patlayıcı buharlar, tozlar, sıvılar ya da katı atıklar) | ☐ | ☐ | |
| Çalışma alanı çalışmalar sırasında ön temizleme, sökme, yüzey hazırlığı yapma ve atmosferik izleme gerektirir. (Yüzeyler ve kaplamalar ısıtılırken veya kesilirken zararlı emisyonları oluşturabilir ) | ☐ | ☐ | |
| İşin niteliği özel solunum cihazı giyilmesini gerektirir | ☐ | ☐ | |
| İşin niteliği gaz ve diğer hassas ürün için uygulanacak özel kontroller gerektirir. | ☐ | ☐ | |
| Sıcak işte elektrik kaynağı kullanılacak ise elektrik güvenliğini sağlamak için özel kontroller gereklidir. | ☐ | ☐ | |

### Kapalı Mekanlar için ek Sıcak Çalışma Kontrolleri ☐ N/A (Uygulanmaz)

| Kontroller: | Evet | N/A |
|---|---|---|
| Dışarıda uygun bir yere cihazlar konumlandır. (yangın söndürücü, hortumlar, solum cihazları gibi) | ☐ | ☐ |
| Havalandırma fanını kirlenme kaynağının mümkün olduğu kadar yakına konumlandır. | ☐ | ☐ |
| Kirletici maddeler hava boşluğuna tahliye edilmesi (böylece devri daim edilirler ve diğer işçileri zarar vermezler) | ☐ | ☐ |
| Elektrik kaynağı önemli bir sure askıya alındığında Elektrik kaynaklarından elektrotlar çıkartılır ,takıldıktan sonra tekrar enerji verilir. Böylece kazara kontak yada ark oluşmaz. | ☐ | ☐ |
| Gaz kaynaklı kesme faaliyetleri önemli bir sure askıya alındığında, meşale ve silindir valfleri kapatılır. Meşale ve hortum bağlantısı çıkarılır ve basınçlaştırılır. | ☐ | ☐ |

### Sıcak İşin Tamamlanması ☐ N/A (Uygulanmaz)

| Kontroller: | Evet | N/A |
|---|---|---|
| İşin bitiminden sonra alan en az yarım saat süreyle kontrol edilir. | ☐ | ☐ |
| Alan en az sekiz saat süre ve birer saat ara ile kontrol edilir. | ☐ | ☐ |
| Sıcak çalışma sonrası yapılacak kontrolle gerek yoktur. | ☐ | ☐ |

**İzin İsteyen**

İsim: İmza:

**Onaylayan**

İsim: İmza:

# 7. DOCUMENTATION, CONTROL AND REGISTRATION

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

Documents related to dangerous goods are recorded in the facility according to the Procedure. The documents are checked by the authorities and revised when there is a change related to the relevant process.

The current program is kept up-to-date and controls are made by making use of elements such as the control reminder mechanism, internal audits, and external audits. In particular, material safety data forms for all dangerous goods kept in the terminal are also registered on this system.

## 7.2 Procedures for keeping up-to-date list and other relevant information of all dangerous cargoes in the Port facility site regularly and completely

In accordance with the warehouse legislation, there are systems that show the level of the products in all tanks and an automation system where the amounts can be shared with the Customs Directorate. Thanks to this automation system, the amount of product transfer transactions made or made from the tanks can be automatically seen on the automation system computers. Customs and Mining Transport and Trade Inc. officials of BOTAŞ International A.Ş. by using the liquor provided through the SONARA system with the user name and password provided by the company, they can instantly follow the levels of the tanks, data such as which tank is used for active loading.

## 7.3 Procedures for checking that the dangerous cargoes arriving at the facility are properly identified, the correct shipping names are used, certified, packed/packaged, labeled and declared, loaded and transported safely in approved and legal packaging, container or cargo transport unit, and reporting the control results

Our terminal uses an ICSS (integrated control safety system) to manage operations such as pipeline transportation, storage, transfer to ship, measurement of crude oil. All statistics of the load can be viewed at any time via this system.

## 7.4 Procedures for obtaining and maintaining a safety data sheet (SDS)

In addition to the general measures taken within the scope of dangerous goods activities, a Safety Data Sheet is requested from the cargo officer regarding every dangerous cargo or dangerous cargo coming from the sea to the port facility or the cargo with dangerous content. It is the general standard for every cargo with dangerous content entering the port facility to have a Safety Data Sheet. These safety data sheets are kept in print and accessible to all personnel. Relevant safety data sheets are stored in a digital or physical environment for a minimum of 1 year.

## 7.5 Procedures for keeping records and statistics of dangerous cargoes

Systemic records of hydrocarbons in the dangerous product group at the terminal are made through the COSMOS software. These registration processes are carried out as a result of the following procedures. Reports and statistical data can be obtained as computer data via COSMOS at any time.

Our company uses a system (COSMOS, Crude Oil Supply Management Opetaing System) that allows which loader to load or how much at any given time, keeps the hydrocarbon account records of the loaders, and also produces cargo documents of the cargo.

## 7.6 Information on the Quality Management System

As BOTAŞ International A.Ş. all of our activities, carried out in line with our continuous improvement goals, are carried out in an integrated manner with management systems. Our company has ISO 9001, ISO 14001, ISO 45001, ISO 27001, ISO 50001 management systems documents obtained from the relevant authorized certification bodies. In addition, ISO 39001 management system studies are continuing. The documents mentioned in this guide are numbered and recorded and made available to the relevant persons within the company. Within the scope of these documents, we are subject to internal and external audits at least once a year, and our activities aiming to continuously increase the importance we attach to human and environmental health and our stakeholder satisfaction are continued.

# 8. EMERGENCIES, EMERGENCY PREPAREDNESS AND RESPONSE

## 8.1 Response procedures for dangerous cargoes that pose/may create risks to life, property and/or the environment and hazardous incidents involving dangerous cargoes

Decision Making;

Protective measures for a particular situation depend on a number of factors. In some cases, evacuation may be the best option. In other cases, on-site shelter may be the best option. Sometimes, these two actions can be used together. In any emergency, officials need to quickly issue instructions to the public. The public will need to hear information and instructions continuously while being protected or evacuated at the scene

The following elements will determine the degree of effectiveness of proper loading or on-scene protection. The degree of importance of these factors may vary depending on the emergency conditions. In emergencies, other factors may need to be identified and considered. This list shows what kind of information may be needed to make the initial decision.

Dangerous Goods/Cargoes
Degree of health harm
Chemical and physical properties
Quantity included
Control of holding/ release
Rate of steam movement
Threatened Population
Where they are located
Number of people
Available time to evacuate or control where they are
Ability to control evacuation or protection at the location
Types and availability of buildings
Private organizations and populations.
Weather Conditions
Impact on steam and cloud movement
Potential for change
Impact on evacuation or on-site protection
Effect On Temperature
Effect On Moisture
Effect On Lightning Movement

## Protective Actions

Protective Measures refer to the steps that should be taken to protect the health and safety of emergency teams and the public in the event of an incident of hazardous substance release.

The danger zone should be isolated and entry prohibited, and anyone not directly involved in emergency response operations should be kept away from the area. Emergency responders who do not have adequate equipment should not be allowed to enter the isolated emergency area.

## Evacuation

The phrase “evacuate” means that everyone should be relocated from a threatened area to a safer location. For an evacuation to take place, there must be enough time to warn people and leave the area. If there is enough time, then evacuation is the best measure of protection.

First of all, people who are nearby and within sight should be evacuated. When additional assistance arrives, it will be evacuated to the upwind and downwind areas, at least in the dimensions specified in the Emergency Response Table specified in Annex-5. Even after people have been evacuated to recommended distances; they may not be completely safe from danger. These people will not be allowed to gather together at these distances.

The evacuees will be transported to a certain distance, on a special route and at a distance where they do not need to be evacuated again when the wind blows.

In case of an emergency, the areas where people will gather throughout the Terminal are determined and are marked as “Emergency Assembly Points”.

### Protecting at the Scene

It states that people must be protected inside a building and remain inside until the danger passes. The protection measure at the scene is applied if trying to evacuate people poses a greater risk than keeping them where they are, or if there is no possibility of evacuation. Inform the people inside to close all doors and windows and to turn off all ventilation, heating and cooling systems.

**The precaution of protection at the scene is not the best measure in the following cases:**

- If the vapors are ignitable
- In case it takes a long time to de-gasse the area
- In case buildings are not tightly closed.

It is vital to maintain communication with competent people inside the building so that we can advise on changing conditions. Persons under guard in situ should be warned to stay away from windows, as in the event of a fire and/or explosion there is a risk of hitting glass or metal pieces. Every incident related to dangerous goods differs from each other. There are separate problems and concerns related to each of these. The form of action to protect people must be chosen carefully.

## 8.2 Information on the Port Facility's ability, capability and capacity to respond to emergencies.

The terminal has a security mechanism that is always ready for emergency response. The terminal has Emergency Instruction and Fire Fighting Instruction prepared for an emergency. In these instructions, scenario-based studies were carried out and the distribution of personnel was determined.

There are two fire water pools, each of which is 3,400 $m^3$, against a possible fire hazard in the terminal. Fire pumps in the terminal are available as 1 electric, 2 diesel and 1 jockey as backups of each other.

Electric lines go to the electric pumps, independent of the generator. The fire pipeline is located throughout the terminal. There are hydrants connected to the fire pipeline throughout the terminal and fire cabinets (included in the necessary equipment) next to these hydrants. There are fire extinguishers suitable for the exit point and response method of the fire in the terminal. Fire extinguishers are checked periodically. In a possible tank fire, foam injection into the tank and cooling in other tanks can be done. In the pier area, on the other hand, there are 4 foam-blowing systems under the pier to respond to a possible sea fire, and monitors that can throw a fixed and remote-controlled water-foam mixture to protect the pier filling lines area from fire. In addition, there is a sprinkler system from the escape route to protect the pier personnel from radiant heat.

There is a fire detection and alarm system in the terminal. With the detectors (Gas Detector, Flame Detector, Smoke Detector, etc.) in this system, a possible fire situation is detected in advance and the intervention time is reduced to the lowest level. This system gives an audible and light warning after detection. There are also fire alarm buttons integrated into the above system throughout the terminal. Periodic control and maintenance of this system are carried out by the authorized company.

Fire drills are held at least 12 times a year. At least one of these is planned to be built jointly with neighboring facilities..

It receives 1st and 2nd level services from NRC Çevre Koruma Atık Yönetimi ve Arıtma Hizmetleri A.Ş within the scope of combating rash. In partnership with this company, spill drills are held twice a year under the supervision of the Port Authority.

Every year, trainings within the scope of ISPS code, inspection by the port authority and exercises are carried out under the supervision of the Port Authority.

## 8.3 Regulations regarding first responders to accidents involving hazardous substances (procedures for first responders, first aid facilities and capabilities, etc.).

Facility Emergency Instruction is available. In order for the teams to be constantly ready for emergencies, at least 1 ISPS Code drill, 2 times a sea rash drill, 1 time a land rash drill, 1 earthquake drill and 4 fire drills are organized per year. In addition, all trainings required for the teams to gain skills such as "emergency response level 1 and 2, emergency equipment usage training (Draeger pas colt respiratory mask usage training, etc.), fire safety training, first aid training, ISPS code drills" are given by authorized institutions and certifications are kept up to date.

## 8.4 Notifications that need to be made on and off-site in case of emergency.

Emergency contact information to be used within the facility in case of emergency is as in Annex-3. In possible emergencies, the Emergency Procedure, Emergency Instructions, Fire Fighting Instructions are followed.

## 8.5 Procedures for reporting accidents.

In case of an emergency and/or an accident, it is necessary to remain calm when calling the numbers in the emergency plan and giving information; The area, the building, the caller's contact number, and the type of emergency should be briefly explained to the called person.
It is of great importance that the information to be given at this stage is accurate and understandable, and within the scope of this information, a decision will be made about what the first response will be. In case of any work accident, the necessary forms are filled according to the nature of the accident

## 8.6 Coordination, support and cooperation with official authorities.

In any emergency, the response is carried out in coordination with the official authorities. In case of a fire, the local fire department is informed and the fire crew intervenes until the fire crews arrive. In emergencies arising from sabotage and terrorist activities, coordination with local security units is ensured. In cases such as natural disasters, the fire brigade is contacted if necessary, and coordination with AFAD is provided if necessary. In case of a spill at sea, coordination is ensured by contacting the Main Search and Rescue Coordination Center. In case of work accidents, notifications are made to the Ministry of Labor and Social Security. In case of a possible explosion, fire or emergency in the adjacent facility; First of all, measures will be increased at the facility, and teams will be prepared to assist the neighboring facility.

Emergency calls are given in Appendix-3. The emergency telephone in the terminal is 0800 521 1010.

## 8.7 GEmergency evacuation plan for the removal of ships and naval vessels from the Port facility in case of emergency.

It is mentioned in the Emergency Evacuation Plan for Evacuation of Ships from Coastal Facilities in Emergency Situations.

## 8.8 Procedures for handling and disposal of damaged hazardous loads and waste contaminated with hazardous loads.

**Waste Collection and Transport**

It is collected separately in waste bins according to the type of wastes formed and transported and stored appropriately. The wastes that arise as a result of maintenance activities are also discussed in this context

If an additional waste class is determined in the existing waste classes, it is ensured that it is integrated into the system.

Waste collection containers and storage area should be suitable for hazardous cargo wastes. The floor of the Waste Storage area should be concrete, surrounded and waste water collection channels.

**Disposal of Waste**

According to whether the collected wastes are non-hazardous or hazardous wastes, the wastes are sold and removed from the facility by contracted organizations in accordance with legal recovery/disposal methods.

The possibilities of all contractors and carriers within the scope of waste management to transport and/or dispose of wastes with appropriate methods are examined.

If contracting services are received for the transportation, sale and/or disposal/recovery of wastes, they are evaluated in terms of whether they fulfill their legal obligations and the methods of performing waste recycling and disposal processes without harming the environment.

It is mandatory to keep all records of waste disposal.

Contaminated Packages;

These wastes are empty drums. When it is formed, it is left in the contaminated packaging area in the waste site and it is sent to the licensed and contracted company by the Environmental Consultancy Firm and the Environmental Management System Officer, within the period specified in the legislation.

Contaminated Waste; These wastes are those that do not harm the environment but can be dangerous as a result of the combination of different materials or materials. When it is formed, it is collected in the barrel with the name of the waste at the exit of the production-warehouse and taken to the waste area. Within the period specified in the legislation, the Environmental Consultancy Firm and the Environmental Management System Officer contact the contracted and licensed firm and send it.

**The role of the Environmental Unit in the handling of dangerous goods and materials with a risk of leakage:**

• The Environmental Officer checks the situation at the leak site.

• In case of serious leaks and spills, the Safety Data Sheet of the flowing/poured dangerous cargo must be obtained before the leakage is checked.

• The Environment Officer decides on the type of activity to be carried out according to the hazard class of the dangerous cargo and the nature of the substance.

• When necessary, the fire truck is kept ready.

• Leaking dangerous goods or wastes contaminated with dangerous goods are removed from the leakage area when the exit procedures from the door are ready.

• Records regarding leakage and shipment are kept for access when necessary.

• The area where the leak is first detected is also checked by the Environmental Officer and if environmental pollution has occurred, it should be cleaned properly.

• If necessary, appropriate personal protective materials are used during the operation, depending on the nature of the material.

• After the leakage is stopped, every area contaminated by the leak is cleaned appropriately either by the emergency response equipment of the facility or by the Emergency Response Company, depending on the level of the spill.

**The general processes and provisions to be followed according to the ADR are as follows:**

• After the leak is detected, the crime scene will be surrounded first:

• Unauthorized personnel entry is prevented by surrounding the leak area with a security strip and the relevant units are informed.

• Risk is determined by making a risk assessment.

• The type of leaked or spilled material, the source and amount of the leak are determined. IMDG data and Safety Data Sheet about dangerous goods are provided.

• Required Personal Protective Equipment is provided.

• Appropriate personal protective equipment and materials are provided before responding to the leak.

• Where possible, leakage is limited and its spread is prevented: First of all, it is surrounded by barriers to prevent further spread of leakage.

• Leakage is stopped if possible:

• Leak cleaning processes are initiated:

• Leakage is never cleaned with flammable materials such as sawdust; Dry, neutral absorbent materials such as absorbent kit, sand, sorbent pads are used.

• Absorption is done by adding absorbent substance/material on small amount of liquid spills. In large spills, a border/barrier is created around it.

• It is prevented that the leaked/spill material mixes with the soil, underground and surface waters.

Waste Disposal

• The salvage packages in which the dangerous goods will be placed and sent for disposal must be UN type approved. The cleaned dangerous cargo is collected in suitable waste bags or boxes and sent to the Temporary Waste Storage Area within the port facility.

• It is delivered to companies with hazardous waste transport licenses to be disposed of in hazardous waste disposal facilities licensed in accordance with the Environmental Law and the regulations related to Waste Disposal and taken out of the port.

## 8.9 Emergency drills and their records.

Our drills are scheduled annually. The records of the exercises are kept with the Training Participation Form.

## 8.10 Information on fire protection systems.

Emergency and fire equipment are as follows:

- Fire Hydrants
- Fire Extinguishers
- Fire Cabinets and Fire Hoses
- Fire Alarm Detectors, Emergency Warning Lamps in the Fields
- Electric Fire Pumps
- Diesel Fire Pumps

Emergency documents and supplies:

- Emergency Phone Lists
- Emergency Plan

Fire Fighting System Material List is kept up to date.

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

Our terminal has a fire department report approved by the fire department. Fire drills are carried out periodically, at least twice a year. Periodic controls of Fire Fighting Equipment are carried out in accordance with the Regulation on the Protection of Buildings from Fire, and the relevant periodic controls are recorded. Fire systems are kept ready at all times in the terminal.

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

Fire protection equipment is critical equipment in the terminal. First of all, if such equipment is out of order for some reason, the necessary action is taken. Within the scope of the Process Safety Procedure, critical equipment deactivation forms are used and this form is shared with the relevant people. In the daily shift reports, it is stated that such equipment is disabled and how precautions are taken, and it is ensured that the entire facility is aware of the situation. If the equipment to be deactivated is very critical and there is a dangerous situation that may be encountered in the operational process, the operations can be stopped, if necessary, by obtaining approval from the CMT & IPT1 Operations Department. If an equipment change is made, it is submitted to the approval mechanism of the relevant authorities. If accepted, that change will be made.

## 8.13 Other risk control equipment

Risk analyzes are made for the management of risks at the terminal. Risk analyzes are prepared by CMT and IPT1 Operations Manager, Operations Chief, discipline engineers and unit representatives, OHS specialist, Occupational Physician and employees in the region/operation where the risk analysis is carried out. Necessary updates are made when necessary.

# 9. OCCUPATIONAL HEALTH AND SAFETY

## 9.1 Occupational health and safety measures.

Occupational health and safety issues are given priority in the terminal. All kinds of work carried out in the terminal area are evaluated and carried out within the scope of risk assessments, work safety analyzes and work permit procedures, provided that certain procedures and instructions are followed. Before the work, all personnel who will work in the relevant work are given trainings on safety precautions, and drills are held on what to do in case of an emergency. It is obligatory to use personal protective equipment in the terminal area and in all work areas related to the terminal.

## 9.2. Information on Personal Protective Clothing and Procedures for Their Use

Personal protective equipment; all tools, tools, equipment and devices designed for this purpose, which protect the employee against one or more risks arising from the work carried out, affecting health and safety, worn by the employee, in order to protect the person against one or more risks. A device, tool or material made up of a whole by the manufacturer, a detachable or non-separable protective device, tool or material that is used with equipment that is carried or worn without a protective purpose to perform a specific activity, for the comfortable and functional operation of personal protective equipment. means replaceable parts that are required and used only with such equipment.

- PPE should provide adequate protection against all risks encountered during its intended use.

- PPE designed and manufactured in a way to protect the user at the highest possible level during use in foreseeable conditions and in the intended direction, while carrying out hazardous work will be used.

- The most appropriate level of protection to be considered during design is the point at which the effectiveness of the PPE begins to decline when exposed to the risk from the use of PPE or during normal business conduct. PPE suitable for this design will be used.

- In the design of PPE, appropriate protection classifications will be taken into account where foreseeable conditions of use differ, such as different levels of the same risk factor can be distinguished.

- PPE that is designed and manufactured in such a way that it will not cause hazards and other disturbing factors that may arise from its structure during use in foreseeable conditions will be used.

- PPE material and parts, including substances resulting from deterioration, must not adversely affect the health and hygiene of the user.

- Any PPE element that comes into contact with or is likely to come into contact with the user when worn should not be hard enough to cause irritation or injury, and should not have sharp edges or protrusions.

- Restrictions caused by PPE on posture and movement of the body and loss of sensitivity in sensory organs should be minimized and PPE should not cause dangerous movements for the user or other persons.

- PPE, which is designed and produced in a way that will allow the user to easily stand on the right position and stay in place during the foreseen usage period, will be used, taking into account the movements to be made during the work and the postures of the body. For this purpose, it should be ensured that PPE can be

used most effectively with the help of adjustable and addable systems or by producing it in different body sizes, ensuring that it is suitable for the body structure of the user.

- PPE which is manufactured as light as possible without reducing its durability and functionality should be used.

- If the same manufacturer has introduced PPE models of different types and classes to ensure simultaneous protection of adjacent parts of the body against these risks in the event of more than one risk at the same time, they must be used in harmony with each other.

All PPE used in the terminal are kept and used in accordance with the provisions of the "personal protective equipment regulation" and the "regulation on the use of personal protective equipment in the workplace".

### 9.3 Enclosed Space Entry Permit Measures and Procedures

Enclosed space entry clearance measures and procedures are described in BIL-PRO-HSA-GEN-009 enclosed space procedure. In addition, BIL-FRM-HSA-GEN-109 Closed Area Entry-Exit Monitoring Form is kept, and it is ensured that the entrance and exit to the closed areas are realized in a controlled manner. Personnel who have been working at the port facility for less than six months are not allowed to enter closed areas.

## 10. OTHER CONSIDERATIONS

### 10.1 Validity of the Dangerous Cargo Certificate of Conformity.

The validity date of the Dangerous Goods Conformity Certificate is 15.04.2024.

### 10.2 Tasks defined for Dangerous Goods Safety Advisor

Article 2.6 of the Dangerous Goods Guide states the tasks defined for the DGSA

### 10.3 Issues Regarding Carriers of Dangerous Goods Coming to / Leaving the Port Facility by Road

Since land tankers are not filled in our terminal, there are no land tankers carrying dangerous goods in and out. Vehicles within the facility will not exceed 20 km/h in the Red Zone. The speed limit in other parts of the facility is 40 km/h.

### 10.4. Issues Regarding Carriers of Dangerous Goods Coming to the Port Facility by Sea / Leaving the Port Facility

At least twenty-four hours before the ship and sea vehicle carrying dangerous goods enter the port administrative area; Ships and marine vessels with less than twenty-four hours sailing time until they enter the port area submit the notification document containing detailed information about their cargo to the port authority in writing, right after their departure from the Port Facility.

- Transportation should be carried out in a safe, secure and environmentally friendly manner, and all necessary precautions should be taken to prevent accidents and to minimize the damage when an accident occurs

- It is ensured that the dangerous goods are classified, defined, packaged, marked, labeled and plated in accordance with the legislation.

- It is ensured that dangerous goods are safely loaded, stacked, secured, transported and unloaded in approved and legal packaging, container and cargo transport unit.

- All relevant personnel are trained on the risks of dangerous goods transported by sea, safety precautions, safe working, emergency measures, security and similar issues, and training records are kept.

- It is ensured that the necessary safety measures are taken for dangerous substances that do not comply with the rules, are unsafe or pose a risk to people or the environment.

- Necessary information and support are provided to those concerned in case of emergency or accident.

- Dangerous goods accidents occurring in the area of responsibility are reported to the administration.

- It ensures that the ship's equipment and devices are suitable for dangerous cargo transportation.

- Requests all mandatory documents, information and documents related to dangerous goods from the Port Facility and the cargo person, and ensures that they accompany the dangerous cargo.

- Ensures that the safety measures regarding loading, stacking, separation, handling, transportation and unloading of dangerous goods on board are fully implemented and maintained, and performs the necessary inspections and controls.

- Controls that the dangerous goods entering the ship are defined, classified, certified, packaged, marked, labeled, declared in accordance with the procedure, and that they are safely loaded and transported to the approved and legal packaging, container and cargo transport unit.

- It ensures that all ship personnel are informed and trained about the risks of transported, loaded and unloaded dangerous goods, safety precautions, safe working, emergency measures and similar issues.

- It ensures that the persons who have received the appropriate training and qualifications for the loading, transportation, unloading and handling of dangerous goods work in a way that takes occupational safety precautions.

- He cannot go out of the area allocated to him, cannot anchor and dock to the pier without the permission of the Port Authority.

- Implements all rules and precautions during navigation, maneuvering, anchoring, berthing and departures in order for the ship to carry the dangerous cargo safely.

- Provides safe entry-exit between the ship and the dock.

- Informs its personnel about the practices, safety procedures, emergency measures and response methods related to dangerous goods on board.

- Keeps the current lists of all dangerous goods on board and declares them to the relevant parties.

- Takes necessary safety measures for dangerous goods that do not comply with the rules, are unsafe, pose a risk to the ship, people or the environment, and notify the port authority.

- Notifies the port authority of the dangerous cargo accidents that occur on the ship.

- Provides necessary support and cooperation in on-board controls by official authorities.

## 10.5 Additional considerations to be added by the port facility.

**Forbidden Activities**

1) In the approach channels of coastal facilities, berthing and mooring areas and anchorage areas; Fishing, sailing, rowing or other water sports activities and swimming are prohibited.

2) Boats for sports, leisure and entertainment purposes must navigate at a speed that does not interfere with the activities of other ships and sea vehicles and in the limited area of the port area and in the bays. The Port Authority determines the appropriate speed limit when and where it deems necessary.

3) Ships and marine vehicles arriving to or leaving the pier and ships and marine vehicles other than those used in Port Facility services cannot pass between the pier and its lines.

4) Ships and marine vessels cannot be moored or berthed to places that do not have a Port Facility operation permit and to places that are not operated or owned by any institution/organization. However, the Administration may make temporary arrangements for the facilities it deems appropriate in case of emergency.

5) Ships and marine vehicles that have excessive trim or dangerous inclination, and that have the risk of environmental pollution due to any damage, ships and marine vehicles that do not have the documents related to towing and carrying dangerous cargo, but carry dangerous cargo, can be transferred to the coastal facilities without the permission of the port authority cannot approach or leave.

**Other matters subject to the permission of the port authority**

1) Before the construction of coastal structures and aquaculture production areas to be carried out after the necessary permits and approvals are obtained from the relevant institutions/organizations, the relevant persons shall obtain permission from the port authority to start the activity.

2) It is obligatory to obtain permission from the port authority before buoying, diving, seabed and underwater studies, seabed dredging and similar activities. Ships and marine vehicles used in such activities show the daytime signs and sound signals with a light in accordance with the legislation.

3) It is obligatory to request permission to the port authority at least 15 days before for races that will start from one port administrative area and end at another port administrative area, and at least 7 days before for other competitions and activities.

4) Races and similar activities or organizations cannot be held in the port administrative area unless permission is obtained from the port authority.

5) Water sports to be held in the administrative area of the port are carried out within the scope of the Regulation on Sportive Activities for Tourism Purposes and other relevant legislation published in the Official Gazette dated 23/2/2011 and numbered 27855. The powers of the port authority to ensure the safety and security of life, property, navigation and environment related to water sports for tourism purposes are reserved. The port authority is authorized to make all kinds of restrictions in these activities and to stop these activities, taking into account the safety and security of life, property, navigation and the environment.

6) Unless permission is obtained from the port authority, other ships and marine vehicles cannot aboard the ships and marine vehicles located at anchor or in coastal facilities. The abode of agency and supply engines, public vessels, refueling vessels, water tankers and Port Facility service vessels is outside the scope of this paragraph, and these types of vessels carry out their services in coordination with the coastal facilities operations, with the knowledge of the Harbor Master.

7) The ship's captain or agent who will supply fuel, oil and water notifies the relevant Port Authority before the supply operation.

8) Ships and marine vessels in the port areas unless permission is obtained from the Port Authority; repair, blasting and painting, welding and other hot work cannot be carried out to sea lifeboat and/or boat lowering or other maintenance work. If the ships and marine vehicles that will carry out these works are in the Port Facility, they must coordinate with the Port Facility management.

9) Port facilities located in the administrative area of the port make a notification to the Naval Forces Command Navigational Hydrography and Oceanography Department for their geographical location to be recorded on the relevant sea maps.

10) Ships and marine vessels cannot change their anchorage areas without permission from the port authority. However, those who cannot stay where they are due to adverse weather and sea conditions can leave their places and anchor at safer anchorage areas. Those concerned shall notify the port authority as soon as possible. The regulation regarding the implementation of this paragraph is made by the relevant port authority in places where there is a ship traffic services center.

11) Ships and marine vessels that will not carry out any activity in the coastal facilities but anchor in the anchorage areas due to force majeure such as adverse weather conditions and situations that may endanger navigation, life, property, environmental safety and security, shall immediately notify the relevant port authority and/or the pilotage organization. it does. The regulation regarding the implementation of this paragraph is made by the relevant port authority in places where there is a Ship Traffic Services Center.

12) Limbo activities in the administrative area of the port are subject to the permission of the port authority.

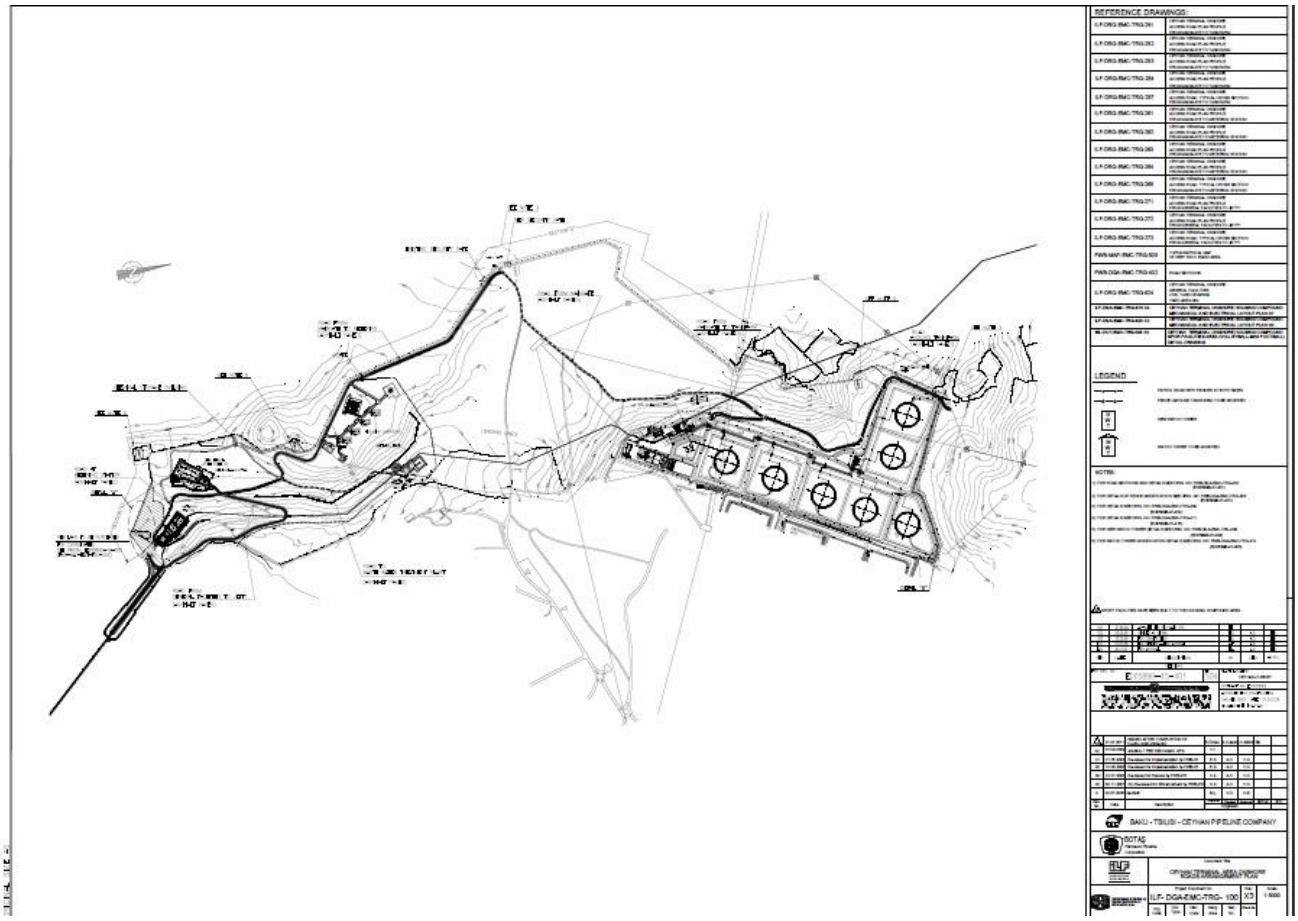
13) The towing process is carried out with the permission of the port authority within the framework of the procedures and principles determined by the Administration.

14) Vault mooring and mooring requirements and related arrangements at each port are made by the port authority, operating procedures and principles are determined by the Administration.

15) Providing pilotage services to ships and marine vehicles that do not have permission to berth at the coastal facilities, and to ships and marine vehicles that do not have a port exit certificate or an anchoring order is subject to the permission of the port master.

## ANNEXES

### 1- General site plan of the Port Facility



## 2- General view photos of the port facility

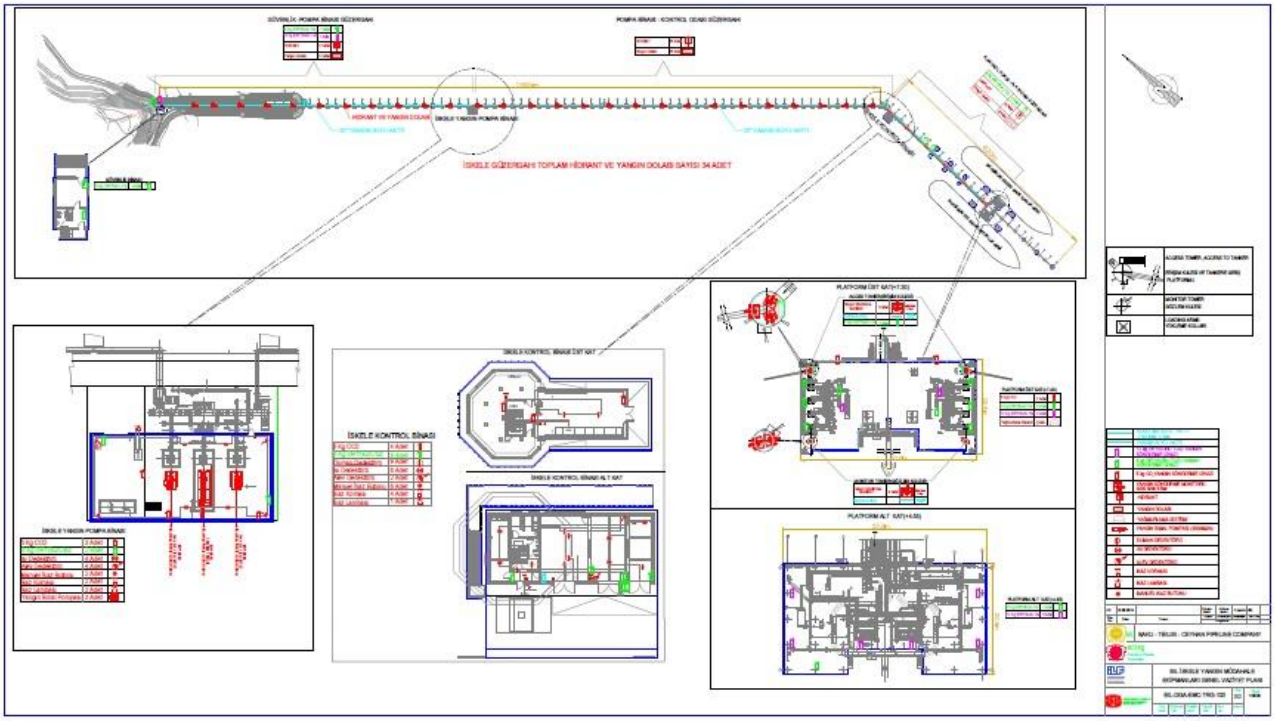
## 3- Emergency Contact Points and Contact Information

**BIL Acil Durum Çağrı Listesi /** BIL Emergency Duty Call List
**Ekip üyeleri, 24 saat esasına göre arama için hazır olacaktır. /**
Team member will be available for call-out on a 24 hours basis.

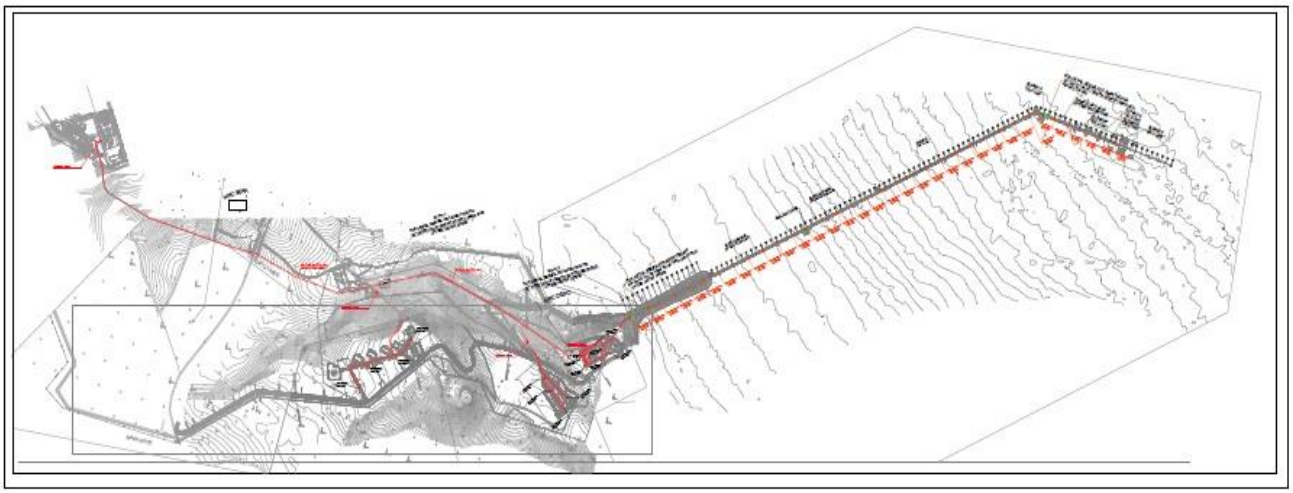
| **Pozisyon /** Position | **Ad Soyad /** Name Surname | **Ofis Telefonu /** Office Tel. |
|---|---|---|
| **Olay Yöneticisi /**Incident Commander | | BIL-CMT SANTRAL<br>BIL-CMT SWITCHBOARD<br>0322 355 1700<br><br>CEYHAN KONTROL ODASI<br>CEYHAN CONTROL ROOM<br>849 431-435<br>0322 355 1777<br><br>OLAY YÖNETİM MERKEZİ<br>INCIDENT COMMAND CENTER<br>849 351-355<br>0322 355 1752-54 |
| **Acil Durum Müdahale Koordinatörü /**Emergency Response Coordinator | | |
| **İSG Sorumlusu/**Health & Safety Officer | | |
| **Güvenlik Sorumlusu/**Security Officer | | |
| **İzinler ve Halkla İlişkiler Sorumlusu/**Liaison & Public Information Officer | | |
| **Operasyon Kısım Şefi/**Operation Section Chief | | |
| **Çevre Birim Lideri/**Environmental Unit Leader | | |
| **Planlama Kısım Şefi/**Planning Section Chief | | |
| **Ulaşım Birim Lideri/**Transportation Unit Leader | | |
| **Lojistik Kısım Şefi/**Logistics Section Chief | | |
| **Durum Birim Lideri/**Situation Unit Leader | | |
| **GIS Teknik Uzmanı/**GIS Technical Specialist | | |
| **NRC PYM Müdürü/**NRC Oil Spill Response Manager | | |
| **CMT Yangın Müdahale Ekibi /** CMT Fire Response Team | **Ad Soyad /** Name Surname | **Ofis Telefonu /** Office Tel. |
| **CMTİtfaiye Kontrol Odası /**CMT FRS Control Room | **Gözlem Memuru /** Watch Officer | 849115 / 849117 |
| **CMT İtfaiye Vardiya Amiri /**CMT FRS Fire Shift Commander | **Fire Shift Commander /** Vardiya amiri | |

| **CMT Bölgesel Yangın Birimleri /** CMT Region Local Fire Brigades | **İrtibat /**Contact | **Ofis Telefonu /** Office Tel. |
|---|---|---|
| **BOTAŞ Acil Müdahale Müdürü /** Botaş Emergency Response Manager | | 0 322 639 2465 / 7200 |
| **Ceyhan İtfaiyesi /** Ceyhan Fire Brigade | | 0322 613 1000 |
| **Adana İtfaiyesi /** Adana Fire Brigade | Fire Brigade | 0322 328 9426 |
| **Aschem** | Operation Manager | 0322 634 22 10 - 148 |
| **İsken** | Shift Commander | 0322 355 24 55 - 2465 |
| **Toros Gübre AŞ.** | Health Safety & Enviroment | 0322 634 22 22 |
| **CMT Saha Müdahale Ekibi /** CMT Site Response Team | **Ad Soyad /** Name Surname | **Ofis Telefonu /** Office Tel. |
| **Olay Yeri Yöneticisi /** On Scene Commander | | CMT -SWITCHBOARD<br>0322 357 1700<br>CMT- CCR<br>849434 -849435 |
| **Yedek Olay Yeri Yöneticisi /** Deputy On Scene Commander | | |
| **HSE Uzmanı /** HSE Expert | | |
| CMT REVIR 849112 | Doctor (on Duty) | |
| **BTC Co.** | **Ad Soyad /** Name Surname | **Ofis Telefonu /** Office Tel. |
| **BTC Co. Saha Temsilcisi /** BTC Co. Representative | | 849 393 |
| **BTC Co. Yedek Görev Müdürü /** BTC Co Turkey Duty Manager (24/7) | | |

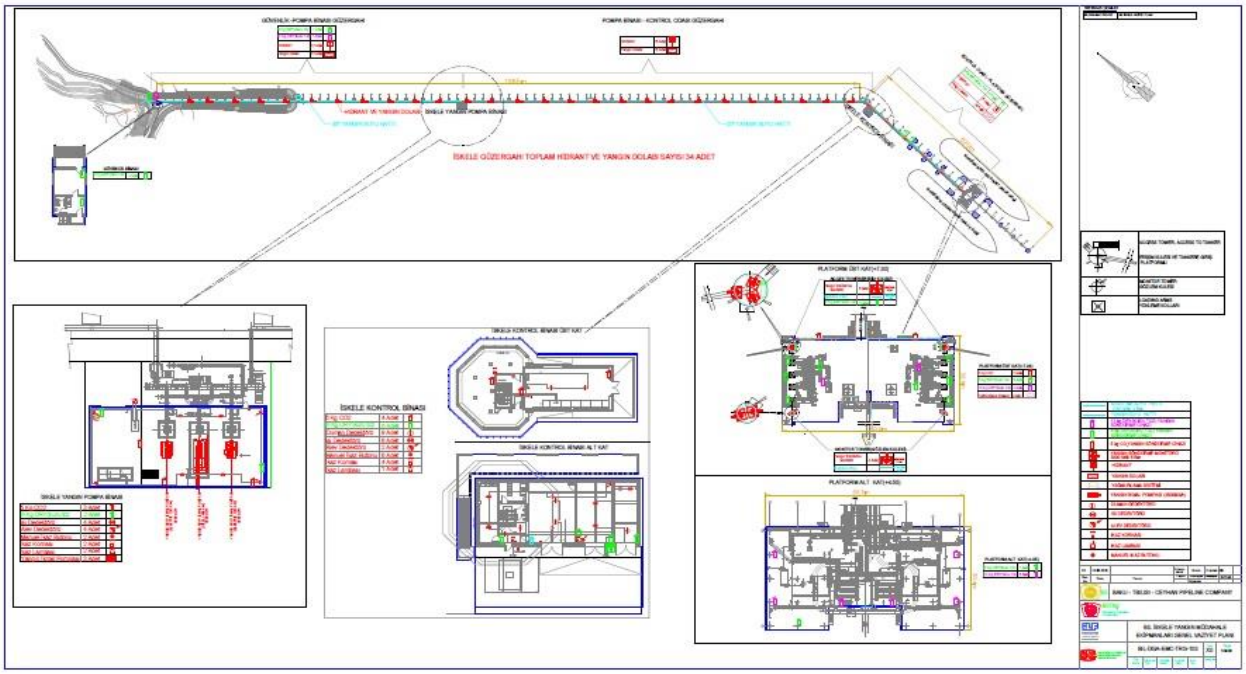
## 4- General Layout of Areas where Dangerous Goods are Handled



## 5- Fire Plan of Areas where Dangerous Goods are Handled



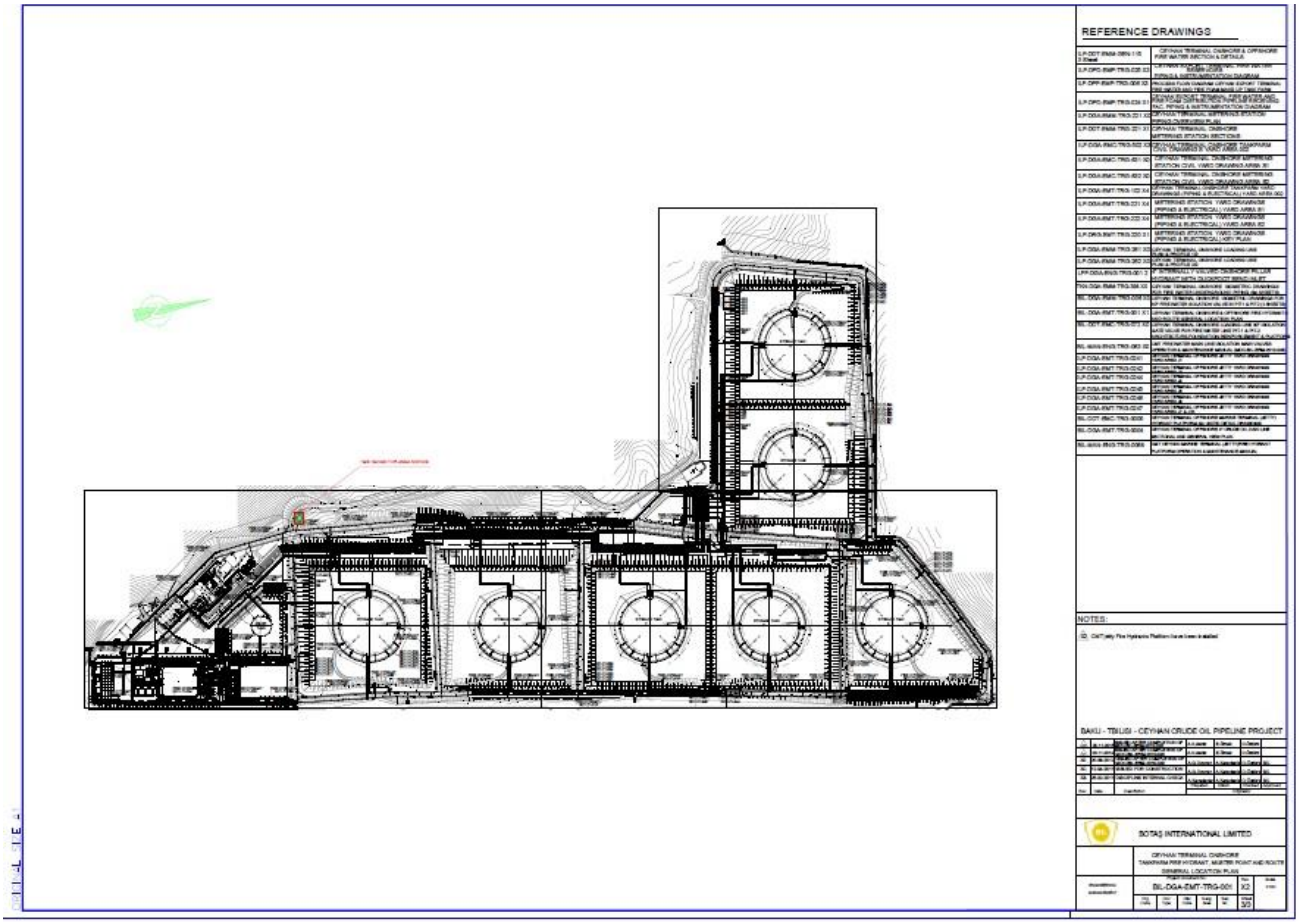
## 6- General Fire Plan of the Facility

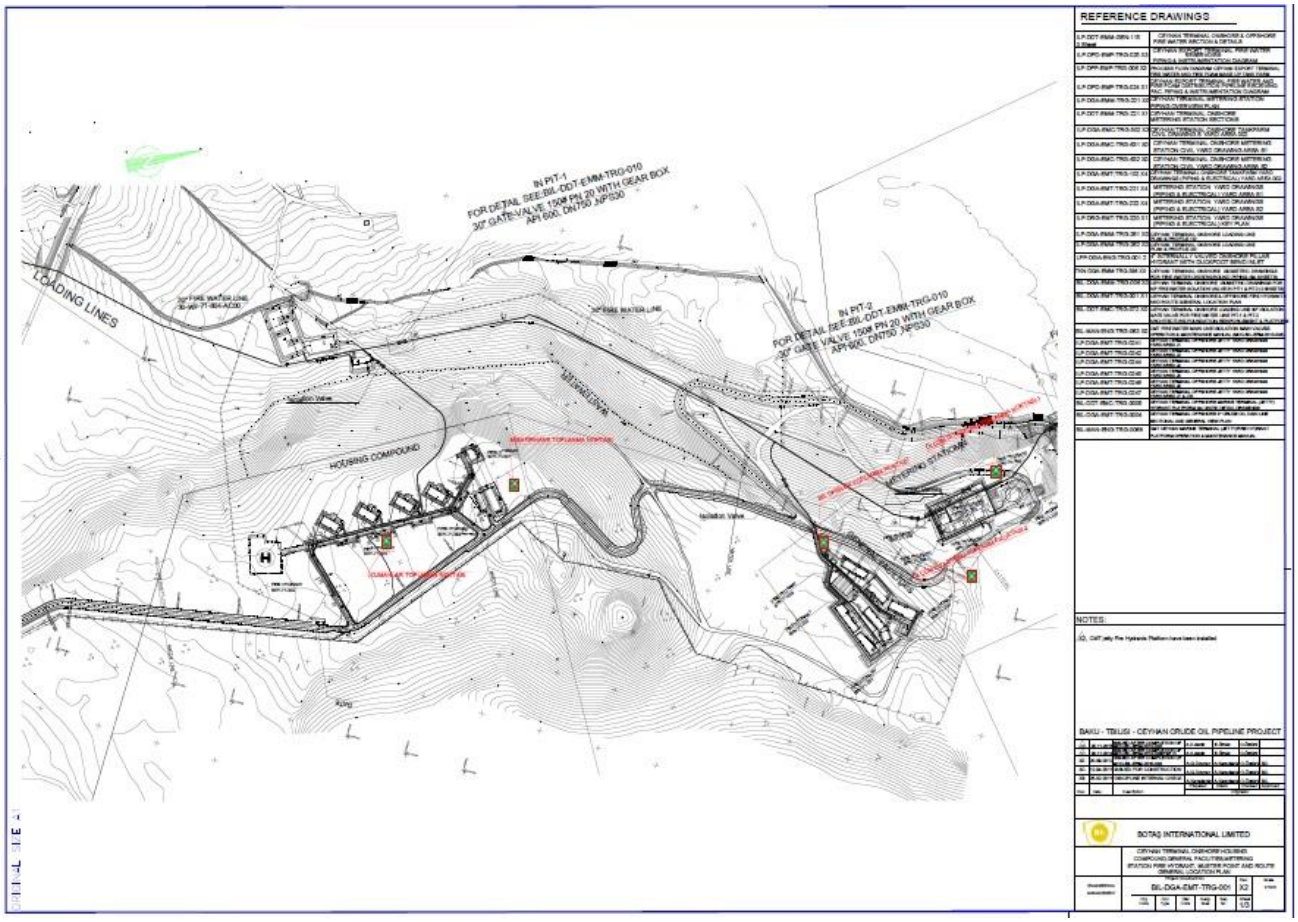


## 7- Emergency Plan

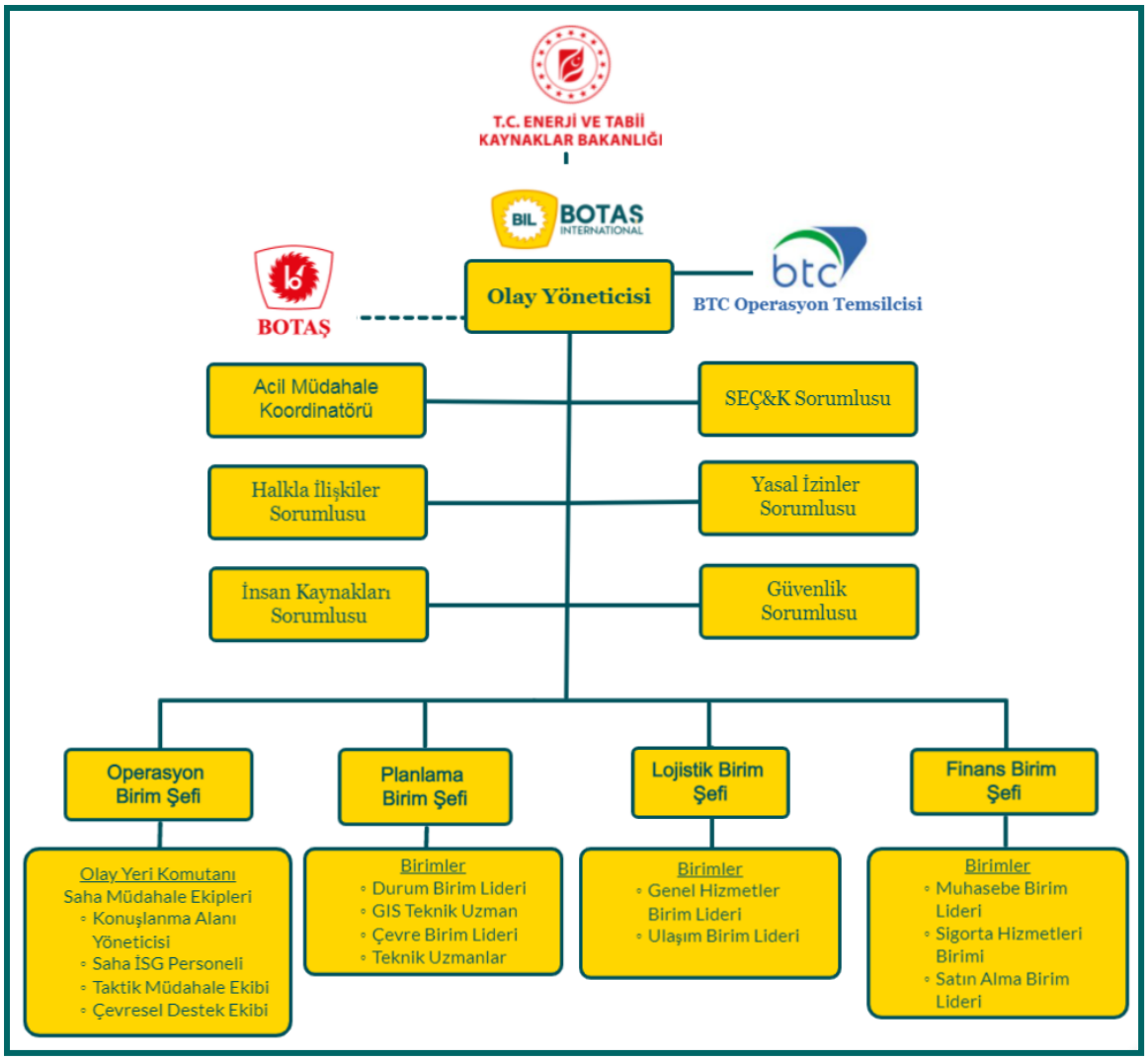
As stated in BIL-PLN-ERM-CMT-004. It is presented as an annex.

## 8- Emergency Assembly Places Plan




REFERENCE DRAWINGS
IN PIT-1
FOR DETAIL SEE:BIL-DOT-EMM-TRG-010
30" GATE VALVE 150# PN 20 WITH GEAR BOX
API 600, DN750 ,NPS30
IN PIT-2
FOR DETAIL SEE:BIL-DOT-EMM-TRG-010
30" GATE VALVE 150# PN 20 WITH GEAR BOX
API 600, DN750 ,NPS30
LOADING LINES
HOUSING COMPOUND
METERING STATION
NOTES:
BAKU - TBILISI - CEYHAN CRUDE OIL PIPELINE PROJECT
BOTAŞ INTERNATIONAL LIMITED

## 9-Emergency Management Chart




## 10- Dıangerous Goods Handbook

It is as set out in Section 5.

## 11- Leak Areas and Equipment, Inlet/Exit Drawings for CTU and Packages

Packaged cargo is not handled at our terminal.

## 12- Inventory of Port Service Ships

| 12. Inventory of Port Service Ships | | | | | |
|---|---|---|---|---|---|
| Item No | Equipment Description | Equipment Tag No (If it contains) | Piece | Equipment Location | Unit Used |
| 1 | CMT TUGBOAT , BAKU | B32F-TUG0001 | 1 | CMT | **Height:** 30.25 m **Width:** 11.00 m **Power:** 2 x 2,030 kW |
| 2 | CMT TUGBOAT , TIFLIS | B32F-TUG0002 | 1 | CMT | **Height:** 30.25 m **Width:** 11.00 m **Power:** 2 x 2,030 kW |
| 3 | CMT TUGBOAT, CEYHAN | B32F-TUG0003 | 1 | CMT | **Height:** 30.25 m **Width:** 11.00 m **Power:** 2 x 2,030 kW |
| 4 | CMT MOOR BOAT , GÖLOVASI | B32F-MD00910 | 1 | CMT | **Width:** 4.40 m **Height :** 11.00 m **Power :** 355 bhp Dual Machine |
| 5 | CMT MOOR BOAT, İNCİRLİ | B32F-MD00920 | 1 | CMT | **Width:** 4.40 m **Height :** 11.00 m **Power :** 355 bhp Dual Machine |
| 6 | KATAMARAN BOT | - | 1 | CMT | **Width :** 3.95 m **Height :** 9.50 m **Power :** 30 bhp Dual Machine |
| 7 | WASTE COLLECTION SHIP M. SWEEPER | - | 1 | CMT | **Width:** 4.50 m **Height :** 11.50 m **Power :** 150 bhp Dual Machine |
| **Note: There are 7 vessels in Botaş International's marine services inventory, the details of which are given in the table above.** | | | | | |

## 13- Maritime Coordinates of Port Authority Administrative Boundaries, Anchorage Places and Pilot Landing / Embarkation Points

**CEYHAN REGIONAL PORT AUTHORITY**

**A) Port administrative area border**

The port administrative area of Ceyhan Regional Port Authority is formed by the following coordinates.
is the sea and coastal area within the line.
a) 36° 34' 03'' N – 035° 33' 24'' E
b) 36° 25' 15'' N – 035° 35' 57'' E
c) 36° 49' 48'' N – 036° 10' 00'' E (Deliçay)

**B) Anchorage areas**

a) Anchorage area no. 1: Ships carrying dangerous goods, nuclear powered will carry out gas purification with military ships and ships to be quarantined The anchorage area of the ships is the sea area formed by the following coordinates.
1) 36º 49' 00" N - 035º 57' 18" E
2) 36º 48' 18" N - 036º 00' 18" E
3) 36º 51' 00" N - 036º 02' 12" E
4) 36º 51' 48" N - 035º 59' 12" E

*b) Anchorage area no. 2: The anchorage area of ships not carrying dangerous goods and military ships is the sea area formed by the following coordinates.*
*1) 36º 52' 18" N - 035º 59' 18" D*
*2) 36º 51' 42" N - 036º 01' 36" D*
*3) 36º 52' 48" N - 036º 02' 18" E*
*4) 36º 53' 30" N - 036º 00' 06" E*

*c) Anchorage area no. 3: The anchorage area of ships carrying dangerous goods, military ships operating with nuclear power and ships that will carry out degassing is the sea area formed by the following coordinates.*
*1) 36° 48' 36" N - 036° 06' 00" E*
*2) 36° 49' 09" N - 036° 07' 12" E*
*3) 36° 50' 45" N - 036° 06' 36" E*
*4) 36° 50' 18" N - 036° 05' 24" E*

*ç) Anchorage area number 4: The anchorage area of ships not carrying dangerous goods and military ships is the sea area formed by the following coordinates.*
*1) 36° 49' 30'' N - 035° 54' 42'' E*
*2) 36° 49' 30'' N - 035° 55' 17'' E*
*3) 36° 48' 30'' N - 035° 54' 24'' E*
*4) 36° 48' 30'' N - 035° 53' 50'' E*

**C) Pilot pick-up and drop-off places**

1) 36° 50' 00" N - 035° 57' 00" E
2) 36° 52' 30" N - 035° 58' 48" E
3) 36° 48' 00" N - 036° 05' 00" E
4) 36° 46' 00" N - 035° 52' 00" E

## 14- Emergency Response Equipment Against Marine Pollution in the Port Facility

| **Response Equipments**<br>**(Listed according to the registration number and the amount available in PYM Warehouses.)** | | | | | | |
|---|---|---|---|---|---|---|
| ID | Type | CMT | KAY | ERZ | KAR | TOTAL |
| | Barrier and Coastal Protection | | | | | |
| 1.01 | Near Shore / River Barrier 18 in (m) | 1270 | 120 | 90 | 120 | 1600 |
| 1.02 | Near Shore / River Barrier 12 in (m) | 1810 | 420 | 540 | 450 | 3220 |
| 1.04 | Tidal Shore Blocking Barrier (m) 5 m section | 100 | 35 | 30 | 30 | 195 |
| 1.05 | Anchor With Chain Rope Fittings Float | 101 | 10 | 10 | 10 | 131 |
| 1.05 | Anchor with Chain Rope Fittings Float – Markleen | 20 | 0 | 0 | 0 | 20 |
| 1.06 | Fence Filter Sets (5 and 10 m units) | 140 | 120 | 120 | 120 | 500 |
| 1.07 | Sandbags (units) | 7751 | 2480 | 5556 | 2230 | 18017 |
| 1.08 | Pipes of Various Diameters and Sizes (m) | 120 | 144 | 25 | 120 | 409 |
| 1.09 | Weir Sets (units) | 10 | 4 | 1 | 1 | 16 |
| 1.10 | Various Wooden Board Sets - Classified by Size | 1 | 1 | 1 | 1 | 4 |
| 1.11 | Shallow Water Screen Barrier | 2 | 2 | 2 | 2 | 8 |
| 1.12 | 1.5 m Offshore Barrier Standing on Reel | 1000 | 0 | 0 | 0 | 1000 |
| 1.13 | Weight Basket and Lifter | 60 | 30 | 30 | 30 | 150 |
| 1.14 | Sea Barrier (m) | 2300 | 0 | 0 | 0 | 2300 |
| | Scrapers | | | | | |
| 2.01 | Brush Scraper (12 m3/h d-class) | 2 | 1 | 1 | 1 | 5 |
| 2.02 | Disc Scraper (20 m3/h d-class) | 2 | 1 | 1 | 1 | 5 |

**Response Equipments**

**(Listed according to the registration number and the amount available in PYM Warehouses.)**

| ID | Type | CMT | KAY | ERZ | KAR | TOTAL |
|---|---|---|---|---|---|---|
| 2.04 | Portable Vacuum Unit DESMI | 0 | 0 | 1 | 0 | 1 |
| 2.04 | Portable Vacuum Unit ELRO | 1 | 0 | 0 | 0 | 1 |
| 2.04 | Portable Vacuum Unit, 6 drums / Fittings | 1 | 1 | 1 | 1 | 4 |
| 2.05 | Small Slotted Delta Scraper (9.5m3/hr) | 1 | 1 | 1 | 1 | 4 |
| 2.06 | Rope Mat (5 m3/hr) 2 Roller System | 1 | 1 | 1 | 1 | 4 |
| 2.07 | High Capacity Brush Scraper (60 m3/hr) | 1 | 0 | 0 | 0 | 1 |
| 2.08 | Small Speed Water Scraper (30 m3/hr) | 1 | 1 | 1 | 1 | 4 |
| 2.09 | Intensive Viscous Scraper (17 m3/h) | 1 | 1 | 1 | 1 | 4 |
| 2.10 | Large Corrugated Scraper (100 m3/h) | 1 | 0 | 0 | 0 | 1 |
| | Pumps | | | | | |
| 3.01 | Diaphragm Pump | 2 | 3 | 4 | 4 | 13 |
| 3.02 | Hose / Fittings / Filter - Suction (m) | 20 | 80 | 240 | 96 | 436 |
| 3.03 | Hose / Fittings - Discharge (m) | 100 | 200 | 187,5 | 175 | 662,5 |
| 3.04 | Centrifugal 2 inch Pump | 4 | 2 | 5 | 2 | 13 |
| 3.05 | Hose / Fittings / Filter - Suction (m) | 40 | 80 | 80 | 80 | 280 |
| 3.06 | Hose / Fittings - Discharge (m) | 400 | 325 | 300 | 275 | 1300 |
| 3.07 | Metal Fuel Cans 19 liters | 6 | 3 | 3 | 3 | 15 |
| 3.08 | High Flow Discharge Pump | 1 | 0 | 1 | 0 | 2 |
| | Sorbents | | | | | |
| 4.01 | First Responder Pallets | 4 | 2 | 2 | 2 | 10 |
| 4.02 | Sorbent Barrier 8” (m) | 9189 | 8125 | 6246 | 4432 | 27992 |
| 4.03 | Sorbent Sweeper (m) | 113 | 462 | 105 | 120 | 800 |
| 4.04 | Sorbent Pillows (bales) | 38,01 | 198,9 | 245,5 | 87,38 | 569,79 |
| 4.05 | Sorbent Sheets In Rolls (m) | 61 | 571 | 645 | 365 | 1642 |
| 4.06 | Absorbent Particles in Bags | 64 | 15 | 20 | 0 | 99 |

**Response Equipments**

**(Listed according to the registration number and the amount available in PYM Warehouses.)**

| ID | Type | CMT | KAY | ERZ | KAR | TOTAL |
|---|---|---|---|---|---|---|
| 4.07 | Sorbent Barrier 5” (m) | 0 | 0 | 381 | 459 | 840 |
| 4.08 | Absorbent Organic Particles in Bags | 60 | 20 | 0 | 20 | 100 |
| | Storage and Blowers | | | | | |
| 5.01 | Portable Tanks (10 $m^3$) | 21 | 15 | 14 | 10 | 60 |
| 5.02 | Tank Liners | 13 | 8 | 6 | 5 | 32 |
| 5.03 | Ceiling Covers | 20 | 15 | 9 | 6 | 50 |
| 5.04 | Floor Mats | 21 | 15 | 14 | 10 | 60 |
| 5.06 | Waste Containers (Plastic 240 liters) | 6 | 2 | 4 | 2 | 14 |
| 5.07 | Plastic Bags (pcs) | 3912 | 2314 | 6875 | 4461 | 17562 |
| 5.08 | Wheelbarrows | 4 | 2 | 2 | 2 | 10 |
| 5.09 | Plastic Linings (>40 $m^3$) $m^2$ | 2917 | 1586 | 4080 | 120 | 8703 |
| 5.11 | Portable Cleaning Tank for Washing | 10 | 4 | 4 | 4 | 22 |
| 5.12 | Horizontal Drip Tray with 2 Drums | 2 | 2 | 2 | 2 | 8 |
| 5.13 | Foldable 1$m^3$ Box Pallet (Flat) | 8 | 16 | 9 | 8 | 41 |
| 5.14 | Ridge Air Blower (For Removing Oil and inflating 1m high ocean barrier) | 2 | 2 | 4 | 3 | 11 |
| 5.15 | 220 lt Metal Drum with Lid and Clamp | 20 | 10 | 42 | 26 | 98 |
| 5.16 | Drum Lifter for 220 lt Metal Drum | 1 | 1 | 1 | 1 | 4 |
| 5.17 | Container (20 ft) | 18 | 0 | 0 | 0 | 18 |
| 5.18 | Container (40 ft) | 1 | 0 | 0 | 0 | 1 |
| 5.20 | Plastic Storage Container | 20 | 20 | 49 | 20 | 109 |
| 5.21 | Office Module (20 ft) | 1 | 0 | 0 | 0 | 1 |
| 5.22 | Accommodation Module (20 ft ) | 1 | 0 | 0 | 0 | 1 |
| | Washers | | | | | |
| 6.01 | Steam Cleaners | 1 | 1 | 1 | 1 | 4 |

**Response Equipments**

**(Listed according to the registration number and the amount available in PYM Warehouses.)**

| ID | Type | CMT | KAY | ERZ | KAR | TOTAL |
|---|---|---|---|---|---|---|
| 6.02 | Pressure Washers | 1 | 1 | 1 | 1 | 4 |
| 6.03 | Hot Pressure Washer | 5 | 2 | 2 | 2 | 11 |
| | Labor Protection | | | | | |
| 7.01 | Blinds | 3 | 2 | 3 | 2 | 10 |
| 7.02 | Large Industrial Work Tent | 2 | 2 | 2 | 2 | 8 |
| 7.03 | Plastic Table / Chairs | 1 | 1 | 1 | 1 | 4 |
| 7.04 | First Aid Kits, large | 4 | 2 | 2 | 2 | 10 |
| 7.05 | Eye Wash Stations, portable | 4 | 4 | 4 | 4 | 16 |
| 7.06 | Washing Tubs | 16 | 7 | 1 | 4 | 28 |
| 7.07 | Citrus Cleaner (liter) | 48 | 145 | 9 | 19 | 221 |
| 7.08 | Cloth Pieces (stack) kg. | 196 | 152 | 193 | 150 | 691 |
| 7.09 | Tyvek Garments Classified by Size | 330 | 62 | 1330 | 10 | 1732 |
| 7.10 | Raincoats Classified by Size | 85 | 13 | 240 | 50 | 388 |
| 7.11 | Protection Glasses | 100 | 50 | 100 | 50 | 300 |
| 7.12 | Gloves Cotton | 200 | 517 | 571 | 0 | 1288 |
| 7.13 | Gloves Rubber | 465 | 886 | 1599 | 487 | 3437 |
| 7.14 | Glove Test Box of 100 | 9,4 | 7,34 | 12 | 3,14 | 31,88 |
| 7.15 | Boots Rubber High Steel Toe | 111 | 42 | 75 | 39 | 267 |
| 7.16 | Helmets (Hard) | 0 | 100 | 50 | 50 | 200 |
| 7.17 | Hats | 100 | 20 | 50 | 20 | 190 |
| 7.18 | Dust Masks Paper (pcs) | 1028 | 2055 | 795 | 404 | 4282 |
| 7.19 | Earplugs (pcs) | 1729,8 | 1285 | 1630 | 792 | 5436,8 |
| 7.20 | Life Jackets Classified by Size | 50 | 15 | 15 | 15 | 95 |
| 7.21 | Jugs 19 liters | 20 | 20 | 4 | 10 | 54 |
| 7.22 | Stretchers (folding) | 1 | 1 | 1 | 1 | 4 |

**Response Equipments**

**(Listed according to the registration number and the amount available in PYM Warehouses.)**

| ID | Type | CMT | KAY | ERZ | KAR | TOTAL |
|---|---|---|---|---|---|---|
| 7.23 | Fire Extinguishers | 0 | 8 | 4 | 5 | 17 |
| 7.24 | Safety Signs | 6 | 6 | 12 | 6 | 30 |
| 7.25 | Seat Belts / Shock Absorber | 10 | 5 | 5 | 5 | 25 |
| 7.26 | Reinforced Garbage Bags for Garbage | 65 | 39 | 52 | 52 | 208 |
| 7.27 | Life Jackets Classified by Size,For Boats | 54 | 12 | 12 | 8 | 86 |
| 7.28 | Life Buoys for Boats | 32 | 6 | 6 | 4 | 48 |
| 7.29 | Fire Extinguishers for Boats | 1 | 4 | 4 | 3 | 12 |
| 7.30 | Gas Mask Half Face | 0 | 6 | 0 | 0 | 6 |
| 7.31 | Gas Mask Filter / Cartridge | 0 | 40 | 0 | 0 | 40 |
| 7.32 | Chemical and Thermal Tyvek | 30 | 197 | 28 | 25 | 280 |
| 7.33 | Gas mask - Full Face | 2 | 4 | 6 | 0 | 12 |
| 7.34 | Gas Mask Filter / Cartridge - ABEK | 18 | 8 | 6 | 6 | 38 |
| 7.35 | Fishing Suit | 15 | 2 | 9 | 2 | 28 |
| 7.36 | Chemical Gloves | 54 | 105 | 63 | 67 | 289 |
| 7.37 | First aid kit for boots | 8 | 3 | 3 | 2 | 16 |
| 7.38 | Breathing Set | 4 | 2 | 2 | 2 | 10 |
| | Miscellaneous | | | | | |
| 8.01 | Multigas Detector | 1 | 1 | 2 | 1 | 5 |
| 8.02 | Generator 33 kVA | 2 | 2 | 2 | 2 | 8 |
| 8.03 | Portable Toilets | 4 | 1 | 0 | 1 | 6 |
| 8.04 | Long Range Binoculars (Communication Module) | 1 | 1 | 1 | 1 | 4 |
| 8.05 | GPS Handheld | 2 | 5 | 5 | 4 | 16 |
| 8.05 | GPS Handheld | 2 | 1 | 1 | 1 | 5 |
| 8.08 | Flashlights Flash Light (Batteries) | 14 | 12 | 12 | 12 | 50 |
| 8.09 | Sledgehammers | 8 | 2 | 4 | 2 | 16 |

**Response Equipments**

**(Listed according to the registration number and the amount available in PYM Warehouses.)**

| ID | Type | CMT | KAY | ERZ | KAR | TOTAL |
|---|---|---|---|---|---|---|
| 8.10 | Paddles Straight Edge | 20 | 2 | 13 | 5 | 40 |
| 8.11 | Paddles Waist Type Tip | 21 | 2 | 18 | 10 | 51 |
| 8.12 | Rubber Band Handle Wipers | 20 | 1 | 9 | 5 | 35 |
| 8.13 | Simple Tool Boxes | 4 | 2 | 2 | 2 | 10 |
| 8.14 | Generator (Non-Arctic) and Lamps | 1 | 1 | 1 | 1 | 4 |
| 8.15 | Cable Shooter | 2 | 1 | 1 | 1 | 5 |
| 8.16 | Route Marking System | 1 | 1 | 1 | 1 | 4 |
| 8.17 | Barrier Strip, Roll | 18 | 16 | 16 | 7 | 57 |
| 8.18 | Portable Bridges 3 m apart | 1 | 0 | 1 | 0 | 2 |
| 8.19 | Runners (Portable Way), Double | 2 | 1 | 1 | 1 | 5 |
| 8.20 | Chain Saw | 2 | 1 | 1 | 1 | 5 |
| 8.21 | Handheld Saw (Cutting Brushes) | 2 | 2 | 2 | 2 | 8 |
| 8.22 | Washing Brushes in Various Sizes | 56 | 109 | 13 | 25 | 203 |
| 8.23 | 8 inch Small Ice Piercing Motor | 1 | 1 | 1 | 1 | 4 |
| 8.24 | Portable Pole Light Tower at Arctic Level | 1 | 1 | 1 | 1 | 4 |
| 8.24 | Portable Light Tower TEKSAN | 0 | 0 | 1 | 0 | 1 |
| 8.25 | Bird and Wildlife Removal Tools | 1 | 1 | 1 | 1 | 4 |
| 8.26 | Wildlife Protection Equipment | 1 | 0 | 0 | 0 | 1 |
| 8.27 | Sleeping Bag -20 °C | 15 | 15 | 15 | 15 | 60 |
| 8.28 | Snow Chains for 8x8 Mercedes Truck. Couple | 4 | 4 | 4 | 5 | 17 |
| 8.29 | Snow Chains 6x6 for MAN Truck. Couple | 3 | 6 | 6 | 3 | 18 |
| 8.31 | Back Sprayer Unit 16 liter Stainless Steel | 2 | 0 | 0 | 0 | 2 |
| 8.32 | Stake | 50 | 41 | 84 | 25 | 200 |
| | Plant and Truck Equipment | | | | | |
| 9.01 | Oil Spill Kit for Establishments (barrel) | 1 | 1 | 0 | 0 | 2 |

**Response Equipments**

**(Listed according to the registration number and the amount available in PYM Warehouses.)**

| ID | Type | CMT | KAY | ERZ | KAR | TOTAL |
|---|---|---|---|---|---|---|
| 9.02 | Oil Spill Tool Bag for Fuel Trucks | 18 | 0 | 0 | 0 | 18 |
| | Hydrographic Equipment | | | | | |
| 10.01 | Above Float Current Meter (ADCP) | 2 | 0 | 0 | 0 | 2 |
| 10.02 | Meteorological Station (with Tide Meter) | 1 | 0 | 0 | 0 | 1 |
| | Boats | | | | | |
| 11.01 | Inflatable Boat + 70 hp Engine + Trailer | 2 | 1 | 1 | 1 | 5 |
| 11.02 | 6.1 m Aluminum Boat + 90 HP + Trailer | 4 | 0 | 0 | 0 | 4 |
| 11.03 | 4 m Aluminum Boat + Light Weight Engine | 1 | 2 | 2 | 1 | 6 |
| 11.04 | Oil Spill Response Boat 12.5 m long | 1 | 0 | 0 | 0 | 1 |
| 11.05 | Aluminum Storage Barges, 17.63 $m^3$ l | 4 | 0 | 0 | 0 | 4 |
| 11.06 | Scraper Boat | 1 | 0 | 0 | 0 | 1 |
| | Vehicles | | | | | |
| 12.02 | Forklift 4 t Lifting Capacity (diesel) | 1 | 1 | 1 | 1 | 4 |
| 12.03 | Double Axle Open Intervention Trailer | 2 | 2 | 2 | 2 | 8 |
| 12.03 | Single Axle Open Intervention Trailer | 2 | 2 | 2 | 2 | 8 |
| 12.04 | Forklift 10 t Lifting Capacity (diesel) | 1 | 0 | 0 | 0 | 1 |
| 12.05 | 6x6 ATV Land Vehicle | 2 | 2 | 2 | 2 | 8 |
| 12.10 | Single Axle Fuel Carrier | 1 | 1 | 1 | 1 | 4 |
| 12.11 | Truck with 8x8 High Axle Hook Crane | 2 | 2 | 2 | 2 | 8 |
| 12.12 | Flat Transport Mode for 8x8 Truck | 1 | 1 | 1 | 1 | 4 |
| 12.13 | With Unloading Mode for 8x8 Truck | 2 | 2 | 2 | 2 | 8 |
| 12.14 | Life Mode for 8x8 Truck (20 ft) | 0 | 0 | 1 | 1 | 2 |
| 12.15 | 8x8 Truck with Waste Module, (roll-on / roll off) | 3 | 3 | 3 | 3 | 12 |
| 12.16 | 6x6 Hiab Crane Truck + Transport Platform | 0 | 1 | 1 | 0 | 2 |
| 12.16 | 6x6 Foldable Crane Truck + Transport Platform | 0 | 1 | 0 | 1 | 2 |

**Response Equipments**

**(Listed according to the registration number and the amount available in PYM Warehouses.)**

| ID | Type | CMT | KAY | ERZ | KAR | TOTAL |
|---|---|---|---|---|---|---|
| 12.16 | 6x6 Foldable Crane Truck + Transport Platform | 1 | 0 | 1 | 0 | 2 |
| 12.17 | BV 206 (Truck) with Hook Crane | 0 | 1 | 0 | 1 | 2 |
| 12.18 | BV 206 (Truck) with Hiab Crane | 0 | 0 | 1 | 1 | 2 |
| 12.20 | Trailer 10 tons 8x8 (Multi Wheeler) | 1 | 0 | 1 | 0 | 2 |
| 12.20 | Trailer 10 tons 8x8 (MURATSAN) | 1 | 0 | 1 | 0 | 2 |
| 12.21 | Trailer BV 206 Transport | 0 | 1 | 1 | 2 | 4 |
| 12.21 | Trailer BV 206 Transport (MURATSAN) | 0 | 1 | 1 | 2 | 4 |

## 15- Personal Protective Equipment (PPE) Usage Map

The use of PPE is mandatory in the entire port area. Antistatic shoes, hard hat, goggles and fireproof overalls are mandatory.

## 16- Dangerous cargo events notification form

| | | | |
|---|---|---|---|
| Number - Date | | | |
| Company / Institution | | | |
| Sender | | CONTACT INFORMATION | |
| As required | | | |
| | | | |

PORT FACILITY

"DANGEROUS LOAD EVENT NOTIFICATION"

DATE:

1. When the accident occurred,

2. If the accident is known, how it occurred and the reason,

3. The place where the accident occurred (Port Facility and/or ship), its position and area of influence, ç) Information (name, flag, IMO number, owner, operator, cargo and quantity, captain's name and similar information), if any, of the ship involved in the accident,

4. Meteorological conditions,

5. UN number of the dangerous substance, proper transport name (based on the legislation specified in the definition of dangerous substance) and amount,

Danger class of dangerous goods or sub-dangerous division, if any,

If there are dangerous cargoes, the packing group,

Additional risks of dangerous cargoes such as marine pollutants, if any,

Sign and label details of dangerous goods,

The characteristics and number of the package, cargo transport unit and tanker in which the dangerous goods are transported,

Manufacturer, sender, carrier and receiver of dangerous goods

6. The extent of the damage/pollution,

7. Number of dead and injured in the accident (if any),

8. How the accident was intervened,

9. From which organizations help is requested,

| |
|---|
| 10. Other ships or neighboring facilities that may be affected by the accident, |

## 17- Control Results Notification Form for Dangerous Goods Transport Units (CTUs)

Packaged cargoes are not handled at our terminal.

## 18- Other Necessary Annexes

N/A

## 19- Dangerous Goods Handling Guide Additional Cargo Notification (When necessary)

N/A

**DGSA** **FACILITY EXECUTIVE**