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# OPERATING REGULATIONS FOR NORRKÖPING'S OIL HARBOURS

PORT OF NORRKÖPING



# **OPERATING REGULATIONS PORT OF NORRKÖPING**

## Table of contents

<b>1</b>	<b>GENERAL INFORMATION .....</b>	<b>5</b>
1.1	COMPREHENSIVE RULES.....	5
1.2	COMPLEMENTARY RULES .....	5
1.3	SCOPE OF APPLICATION .....	5
1.4	PROVISION.....	5
1.5	OFFICIAL IN CHARGE: .....	6
1.6	DEVIATIONS .....	6
<b>2</b>	<b>SAFETY.....</b>	<b>6</b>
2.1	SAFETY WORK.....	6
2.2	CORPORATE RESPONSIBILITY .....	7
2.3	PERSONNEL RESPONSIBILITY .....	7
2.4	ENVIRONMENTAL LIABILITY.....	7
2.5	COOPERATION COMMITTEE OIL HARBOUR.....	8
<b>3</b>	<b>GENERAL REGULATIONS IN NORRKÖPING'S OIL HARBOURS .....</b>	<b>8</b>
3.1	BAN ON SMOKING .....	8
3.2	WORK PERMITS .....	8
3.3	HOT WORKS.....	9
3.4	ELECTRICAL EQUIPMENT .....	9
3.5	TAKING PHOTOGRAPHS.....	9
3.6	VEHICULAR TRAFFIC .....	9
3.7	PARKING .....	10
3.8	DRUGS AND ALCOHOL .....	10
3.9	INCIDENTS/UNDESIRABLE EVENTS .....	10
3.10	PERSONAL PROTECTIVE EQUIPMENT (PPE) .....	10
3.11	COORDINATION RESPONSIBILITY .....	11
3.12	CHANGE REQUEST, FACILITY.....	11
<b>4</b>	<b>VESSEL NOTIFICATION .....</b>	<b>12</b>
4.1	INFORMATION IN THE NOTIFICATION: .....	12
4.2	ORDER OF PRIORITY .....	13
<b>5</b>	<b>NAVIGATION .....</b>	<b>13</b>
5.1	PASSING MOORED VESSELS.....	13
5.2	ANCHORING PROHIBITED .....	13
5.3	APPROACH AT JETTY IN NORRKÖPING OIL HARBOURS.....	13
5.4	INSPECTION.....	13
5.5	ACCESS TO NORRKÖPING'S OIL HARBOURS .....	13
<b>6</b>	<b>MOORING.....</b>	<b>14</b>
6.1	QUAY SIDE MOORING.....	14
6.2	MOORING EQUIPMENT.....	14
6.3	EMERGENCY TOW-OFF PENNANT SYSTEM - ETOPS .....	14
6.4	DOUBLE BANKING .....	14
6.5	MOORING ARRANGEMENT .....	14
6.6	WEATHER RESTRICTIONS.....	14
6.7	USE OF LINESMEN .....	15

6.8	COMMUNICATION .....	15
<b>7</b>	<b>GENERAL RULES FOR TANKER VESSELS AT BERTH .....</b>	<b>15</b>
7.1	WARNING SIGNALS .....	15
7.2	DISPERSION OF VAPOUR. ....	15
7.3	SPARK ARRESTERS.....	15
7.4	FIRE PROTECTION .....	15
7.5	SMOKING: .....	15
7.6	NAKED LIGHTS - HOT WORKS ON BOARD .....	16
7.7	REPAIR WORKS .....	16
7.8	APPLICATION.....	16
7.9	WATCHKEEPING.....	16
7.10	TANK LIDS AND ULLAGE PORTS .....	16
7.11	INERT GAS SYSTEM.....	17
7.12	MEASURES AGAINST POLLUTION OF LAND AND WATER.....	17
7.13	SPILLS AND LEAKS .....	17
7.14	SAFETY DEVICES ASHORE .....	17
7.15	FIRE RESPONSE PLAN ON BOARD VESSELS.....	17
7.16	MEASURES IN THE EVENT OF FIRE ASHORE OR ON A NEARBY VESSEL .....	18
7.17	OIL SPILL RESPONSE PLAN.....	18
7.18	GAS RELEASE RESPONSE PLAN .....	19
<b>8</b>	<b>LIQUID BULK CARGO HANDLING.....</b>	<b>19</b>
8.1	LOADING/UNLOADING OF VESSELS.....	19
8.2	JETTY OPERATOR AND PIPELINE GUARDS .....	19
8.3	ENHANCED SUPERVISION .....	20
8.4	LOADING HOSES AND ARMS .....	20
8.5	HEAVY OIL PIPELINE .....	20
8.6	PUMPING BETWEEN DEPOTS.....	20
8.7	WEATHER RESTRICTIONS.....	20
<b>9</b>	<b>BUNKERING .....</b>	<b>21</b>
9.1	GENERAL INFORMATION .....	21
9.2	AREA OF RESPONSIBILITY.....	21
9.3	DELIVERY METHOD .....	21
<b>10</b>	<b>BALLAST HANDLING.....</b>	<b>22</b>
10.1	RESPONSIBILITY AND SUPERVISION .....	22
10.2	MEASURES IN CONNECTION WITH BALLASTING INTO CARGO TANKS.....	22
10.3	MEASURES WHEN DISCHARGE BALLAST .....	22
<b>11</b>	<b>TANK CLEANING .....</b>	<b>22</b>
11.1	GENERAL INFORMATION .....	22
11.2	VENTING .....	22
<b>12</b>	<b>PROVISIONS .....</b>	<b>23</b>
12.1	GENERAL INFORMATION .....	23
12.2	UNLOADING/LOADING OF SUPPLIES .....	23
<b>13</b>	<b>DELIVERY OF WASTE.....</b>	<b>23</b>

13.1	GENERAL INFORMATION .....	23
13.2	DISCHARGE OF ENGINE ROOM SLUDGE.....	23
13.3	SANITARY SEWAGE DISCHARGE.....	24
13.4	DELIVERY OF SOLID WASTE .....	24
<b>14</b>	<b>APPENDICES 1 - 14.....</b>	<b>25</b>

## 1 General Information

Operating Regulations for Norrköping's Oil Harbours (hereinafter referred to as "operating regulations") are divided into three parts. The first part is general for Norrköping's Oil Harbours, the second part is primarily aimed at land-based activities, and the third part is aimed at vessels. Those affected by the operating regulations are obliged to know the content of all parts of the regulations.

Compliance with the operating regulations does not exempt from responsibility to follow *Order and Safety Regulations for the Port of Norrköping* or other instructions.

### 1.1 Comprehensive rules

These operating regulations are established by the Board of Directors of Norrköpings Hamn AB (hereinafter referred to as the Port of Norrköping) and apply in parallel with what is laid down in laws, regulations, public proclamations and general guidelines issued by authorities and in *Order and Safety Regulations for the Port of Norrköping*.

### 1.2 Complementary rules

To supplement these regulations, the latest edition of the publications

International Safety Guide for Oil Tankers and Terminals (ISGOTT) published by *the International Chamber of Shipping (ICS)*, *Oil Companies International Marine Forum (OCIMF)*, *International Maritime Organisation (IMO)* and *International Association of Ports and Harbors (IAPH)*;

Safety Guide for Terminals handling Ships carrying Liquefied Gases in Bulk, *published by OCIMF*.

Tanker Safety Guide Chemicals, published by the *International Chamber of Shipping*.

Ship to Ship Transfer Guide, published by *OCIMF*.

Mooring Equipment Guidelines published by *OCIMF*.

### 1.3 Scope of application

The operating regulations apply to all operations within Norrköping's Oil Harbours (Oil Harbour, berth 40, Tallbacken and Ramshäll's rock chamber installation), see map in Appendix 1.

### 1.4 Provision

The users of quays and other installations within the scope of application shall be familiar with the operating regulations and ensure that subordinate or hired personnel are notified and apply them. It is mandatory for vessels calling Norrköping's Oil Harbours to keep on board at all times the latest edition of the operating regulations in printed or electronic form. The operating regulations are also available in English.

The regulations and the required forms are available on the website of the Port of Norrköping, [www.norrkopingshamn.se](http://www.norrkopingshamn.se), and, if necessary, they can be obtained from:

Norrköpings Hamn  
Oceangatan 21  
602 38 Norrköping

### 1.5 Official in charge:

In the operating regulations, the official in charge in Norrköping Oil harbours is the Terminal Manager of the Oil Harbours and/or the Production Manager (*from 01/09/2020*) in the Port of Norrköping.

### 1.6 Deviations

Anyone who discovers a deviation from these operating regulations, or other regulations or instructions issued by the Port of Norrköping shall, without delay, report this to Norrköping Oil Harbours' personnel.

## 2 Safety

Refined products, petroleum gases and chemicals are usually of flammable and hazardous nature. Special attention should therefore be paid to preventing damage to persons, property and the environment.

### 2.1 Safety work

Norrköpings Oil Harbours' safety work is subject to the various policies developed by the Municipality of Norrköping and the Port of Norrköping. In order to ensure that these are followed, Norrköping's Oil Harbours has the following general philosophy:

1. operations shall be conducted in such a way as to promote a good working environment, high safety standard and good quality.
2. everyone who works in Norrköping's Oil Harbours must be able to feel safe when conducting their professional activities.
3. the operation of Norrköping's Oil Harbours shall be characterised by far-seeing environmental work and safety responsibilities on the part of the public.
4. all work ashore and/or on board vessels in Norrköping's Oil Harbours shall take place in a drug- and alcohol-free working environment.
5. companies and operators within Norrköping's Oil Harbours that handle products, which can be regarded as flammable, hazardous to health or of dangerous nature for the environment, must have established procedures and working methods that ensure that all

handling takes place in a safe and environmentally sound manner in accordance with applicable legislation and recommendations.

Cooperation on safety issues between companies and involved parties within Norrköping's Oil Harbours shall take place with the aim of achieving a safe workplace for the parties by using good and economically advantageous solutions. This work is done through a cooperation committee. For more information see Section 2.5.

## **2.2 Corporate responsibility**

Companies with a working site in Norrköping's Oil Harbours shall ensure that:

1. delegation takes place in a proper manner from an organisational perspective according to applicable legislation.
2. the training of the company's personnel complies with applicable legislation, so that the conditions specified by the Port of Norrköping are met and the training otherwise corresponds to the work content.

Responsibility for hot work permits rests with the person who carries out the licensed operation in each area. In addition, there is a responsibility to consult the Fire and Rescue Services and/or nearby companies, if necessary.

## **2.3 Personnel responsibility**

Personnel working in Norrköping's Oil Harbours have a personal responsibility to ensure that regulations, instructions and generally accepted recommendations are followed as well as that personal protective equipment is used in accordance with the prescribed instructions. This applies in full to the parties on behalf of whom the personnel operate in the area.

## **2.4 Environmental liability**

The Port of Norrköping has a licence from the County Administrative Board in Östergötland for its operation under the Environmental Act and the Flammables and Explosives Act. Companies operating in Norrköping's Oil Harbours are responsible for holding the necessary licences for their operations.

Storage and handling of oil, gas and chemicals pose a risk of release to the environment. Norrköping's Oil Harbours have the following general philosophy for the environment:

1. Storage and handling of oil, gas and chemicals shall be carried out in such a way as to minimise the risk of any kind of spill. The best available techniques shall be applied.
2. All companies operating in Norrköping's Oil Harbours are responsible for internal training on environmental risks and the handling of equipment with the aim of minimising these risks.

3. Loaded tankers are not positioned on surfaces with higher permeability than asphalt (i.e. approved surfaces include asphalt, concrete and steel).
4. Damage to land soil and the environment must be reported to the Port of Norrköping and the relevant supervisory authority by the person who has caused the damage.
5. Material and other products or substances which may impede the treatment of water may not be introduced into the OFA (oil-contaminated sewage system) system.
6. Water containing substances that are not gravimetrically separable, such as ethanol and petrol, may not be led to the OFA system.
7. All companies within Norrköping's Oil Harbours must contribute to limiting the noise impact for nearby areas. This may mean that certain operations may only be carried out at certain times and that vessels that dock at berth P1 must, as far as possible from a safety perspective, dock with the bow towards Lindö.

## **2.5 Cooperation Committee Oil Harbour**

All leaseholders and site leaseholders in the Oil Harbour shall participate in the Cooperation Committee. The Cooperation Committee deals with and decides on common issues relating to the environment, the working environment, safety and other common issues. The Cooperation Committee also includes representatives of SPBI (Svenska Petroleum och Biodrivmedel Institutet), the Norrköping Municipality's Environmental Unit and the Emergency Rescue Service in Östra Götaland. If necessary, the County Administrative Board, Släckmedelscentralen (SMC) and Skadeservice in Östhammar can also be invited. The Port of Norrköping chairs the meetings and convenes at least three (3) meetings per year.

## **3 General regulations in Norrköping's Oil Harbours**

### **3.1 Ban on smoking**

A general ban on smoking and the use of naked lights applies everywhere in Norrköping's Oil Harbours, ashore as well as on board vessels and vehicles. Smoking is only permitted in dedicated smoking rooms approved for the purpose.

### **3.2 Work permits**

Anyone wishing to carry out work on equipment located in a workplace which is not at their disposal shall obtain authorization from the person in charge of the workplace. For areas within Norrköping's Oil Harbours, prior to the commencement of the work, registration and work permit must be obtained from the Port of Norrköping. The Port of Norrköping has the right to inspect and stop work if the given instructions are not followed or if risk of an incident or accident is considered to exist.

### **3.3 Hot works**

Norrköping Oil Harbours generally prohibit the execution of hot works, the use of naked lights, sparking tools etc.

In addition to work permits, work with naked lights, heat, hot surfaces, spark generating tools or electrical equipment, which is not approved for use where flammable gases might occur, requires special permits, the so-called hot work permits. Permits to carry out hot works within the Oil Harbour or Ramshäll are issued by the Oil Harbour Terminal Manager or other authorised personnel within the Port of Norrköping. The Port of Norrköping has the right to not allow or immediately stop work if the given instructions are not followed or if a risk of an incident or accident is considered to exist.

Hot works may be carried out in connection with the unloading and loading of tanker vessel provided that the following safety distances from the working place to the pipeline are:

1. >25 m when unloading/loading products with a flashpoint of up to 21°C.
2. >15 m when unloading/loading products with a flashpoint between 21 and 55°C
3. >10 m when unloading/loading products with a flashpoint above 55°C.

### **3.4 Electrical equipment**

In ATEX zones, all mobile telephones, walkie-talkies, torches or other electrical/electronic equipment must be EX approved. Unclassified equipment may not be brought to the site. For electrical equipment, the safety regulations issued by the Swedish National Electrical Safety Board shall apply. Connection of EX approved electrical equipment should only take place to an approved connection socket.

### **3.5 Taking photographs**

There is a general ban on taking photographs in Norrköping's Oil Harbours. Exceptions from the ban may be granted by a responsible official provided that:

1. the applicable safety regulations are observed with regard to fire hazard.
2. applicable confidentiality regulations are observed.

### **3.6 Vehicular traffic**

Vehicular traffic is governed by local traffic regulations, LTF, announced via the Swedish collection of Road Traffic Regulations (STFS) - the Swedish Transport

Agency. A general speed limit of 40 km/h applies within Norrköping's Oil Harbours unless signs indicate otherwise.

All vehicular traffic and the use of combustion engines on quays are prohibited when unloading/loading products with a flashpoint below 55°C.

Tractors and other work vehicles may not be used under pipelines while unloading/loading products with a flashpoint of up to 21°C. Exceptions can be made at pipe junctions for the local road network.

Flashing or rotating beacons must be used on all motor vehicles in connection with work/parking on the road and/or performing work throughout the entire area of application.

### **3.7 Parking**

Motor vehicles should only be parked in designated locations. Motor vehicles are to be parked in such a way so as not to endanger road safety, impair the accessibility of other vehicles or risk the safety of such vehicles, taking into account, among other things, the load the vehicle is carrying or has carried.

### **3.8 Drugs and alcohol**

The Port of Norrköping has a strict policy regarding alcohol and/or drugs which must always be followed.

Persons in the area must not be under the influence of alcohol or other drugs. Drug or alcohol consumption in the area implies immediate expulsion from the area as well as reporting to the appropriate bodies. The same applies to anyone showing signs of being under the influence of alcohol or other intoxicating substances.

### **3.9 Incidents/undesirable events**

Incidents and undesirable events that occur in connection with/during operations within Norrköping's Oil Harbours must be reported as deviations to the Port of Norrköping. Such deviations shall be examined by the Cooperation Committee with a view to reducing the number of injuries and incidents, as well as to promoting the work on continuous improvement.

### **3.10 Personal Protective Equipment (PPE)**

When working or staying within Norrköping's Oil Harbours, the following applies:

1. helmet must be worn within the quay areas. The personnel of the Port of Norrköping are subject to the following terms, which are recommended to other companies as well:
  - a. Management and supervisors (responsible official, Loadingmaster and Depot Manager) must wear white helmets.
  - b. Jetty operator and pipeline guards must wear orange helmets.

- c. Visitors wear blue helmets.
2. Full body protection clothes, protective clothing of at least class 1 according to EN 471 and work shoes with steel toecaps must be worn.
3. Safety goggles or visors should always be readily available and should always be worn when so instructed by work management or in hazardous environments.
4. Life jackets must be used when working on quays and piers or where there is a risk of falling into the water.
5. In addition, when working in ATEX zones, all clothing must be anti-static and flame-retardant.

If any of the above conditions is not met, the Port of Norrköping is entitled to suspend work until rectification takes place.

When handling oil, gas or chemicals that require additional personal protective equipment other than what is mentioned here, companies operating in the workplace must provide protective equipment at least to the extent specified by the authorities or recommended in the relevant material safety data sheets.

### **3.11 Coordination responsibility**

According to the Work Environment Act (SFS 1977:1160), the party that is in control of a shared workplace is responsible for coordinating measures to protect against ill health and accidents.

Within the area of operation the Port of Norrköping, the CEO of the Port of Norrköping is responsible for coordination unless this responsibility has been delegated to another person.

Leasehold and site leasehold areas adjacent to Norrköping's Oil Harbours constitute workplaces controlled by their respective companies. Each company is therefore responsible for coordination in these areas. Some additional conditions may be regulated in civil law contracts.

### **3.12 Change request, facility**

Any change to the facility relating to a change in pressure vessel, piping, rotating equipment, instrumentation, electrical installation, emergency stop settings, platforms and/or departures from applicable operating conditions must follow a procedure for ensuring that the change can be made in a safe manner. The procedure must safeguard function, integrity, safety and the environment.

Where companies intend to make a change affecting the facilities of the Port of Norrköping, draft changes shall be submitted to the Port of Norrköping, after which the terms of the procedure shall be defined. In the event of changes affecting other leaseholders, they shall be informed in order to give their approval.

## 4 Vessel notification

In addition to the registration prescribed in *Order and Safety Regulations for the Port of Norrköping*, vessel notification applies to all imports of all petroleum products, ethanol and liquid bioproducts, as well as chemicals in bulk, regardless of whether or not they are classified as dangerous goods.

Prior notification of import shall be given at least 24 hours before the estimated time of arrival at the port and before the intended time of unloading. The same time frames apply when loading the above products. The Port of Norrköping may allow a shorter period, taking into account the duration of the ship's voyage or other circumstances.

Prior notification must be submitted to the Port of Norrköping using one of the following options:

1. Fax: +46 (0)11-15 93 58
2. Email: [Drift@nhs.se](mailto:Drift@nhs.se)

A completed form can be downloaded from the website of the Port of Norrköping [www.norrkopingshamn.se](http://www.norrkopingshamn.se)

### 4.1 Information in the notification:

The vessel notification must contain at least the following:

1. Name of vessel, nationality, IMO number and Call sign;
2. Net/gross tonnage, length over all/breadth and draught.
3. The name of the shipping company/operator/charterer, ship agent and consignee or supplier;
4. Estimated time of arrival (ETA) at pilot station.
5. Estimated time of departure (ETD).
6. Original port of loading, last port of call and next port of call.
7. Goods designation, number of tonnes to be unloaded, transferred or loaded.

In addition to the above, an ISPS declaration must also be submitted containing, among other things:

8. The current security level of the vessel.
9. Ten most recent port calls with respective security levels.
10. Details of any on board visits, ship agent excluded.
11. Details of crew change, if applicable.

## 4.2 Order of priority

The Port of Norrköping confirms the vessel notification and designates berth and priority considering the current traffic situation or expected vessel traffic.

Vessels on regular services always have priority to berths. In general, the Port of Norrköping applies the principle "*First in, First served*" on the basis of arrival time of the vessel to the traffic area and submitted *Notice of Readiness (NOR)*.

The official responsible, or a deputy, may break the rules of priority if there are special reasons to do so.

The Port of Norrköping is not responsible for any delays or other consequences caused by changes in the traffic situation or other events beyond the control of the Port of Norrköping.

## 5 Navigation

### 5.1 Passing moored vessels

According to the Maritime Traffic Regulation, among other things: *A seafarer shall demonstrate good seamanship and observe the care and diligence required by the circumstances in the event of a maritime accident.* Ships may never be manoeuvred in Norrköping's Harbours in such a way as to interfere with other traffic or other vessels in the harbour.

Moored tanker vessels may never be passed at a distance of less than 25 metres.

### 5.2 Anchoring prohibited

Vessels may not anchor or drop anchor within the port area. If anchoring or dredging anchor has nonetheless taken place, this must be reported to the Port of Norrköping.

### 5.3 Approach at jetty in Norrköping Oil Harbours

Vessels which are to discharge or load products with a flashpoint  $<21^{\circ}\text{C}$ , or previously carried such products in tanks that have not been cleaned, may not approach until a berth has been granted by the Port of Norrköping.

### 5.4 Inspection

The Port of Norrköping and the Emergency Rescue Service have the right to inspect vessels with regard to applicable regulations. The master shall comply with the inspector's advice and facilitate their work with the necessary assistance.

### 5.5 Access to Norrköping's Oil Harbours

Only authorised persons may be present in the area.

Temporary visitors/crew changes must be reported to the Port of Norrköping.

## 6 Mooring

### 6.1 Quay side mooring

Vessels may not stay alongside idle at berths without special permission from the responsible official. Vessels alongside berths which, for some reason that is beyond the control of the Port of Norrköping, are idle for a long time, may be turned away from berth.

### 6.2 Mooring equipment

When mooring tanker vessels, only ropes or wires with synthetic fibre tails may be used.

### 6.3 Emergency Tow-Off Pennant System - ETOPS

The use of ETOPS (Emergency Tow-Off Pennant System), has been a must in the instructions of most terminals since 1966.

However, subsequent investigations have shown that these have never been used at any time and the large number of injuries to crew members in handling these large wires has contributed to changes in the recommendations.

The Port of Norrköping does not intend to prohibit the use of ETOPS but has decided, following a local risk assessment (see Appendix 14) and with reference to "OCIMF Information Paper, Lloyd's register Risk Assessment of Emergency Tow-off Pennant System (ETOPS)" to remove the ETOPS requirement from these regulations.

### 6.4 Double banking

Double banking occurs when two or more vessels are berthed alongside each other may only be carried out with the approval of the responsible official.

### 6.5 Mooring arrangement

Recommendations issued by the OCIMF (see 1.2) published in *Mooring Equipment Guidelines* shall be followed where feasible.

A number of Mooring Plans for safest mooring at the various quays have been developed, (see Appendix 6a-).

### 6.6 Weather restrictions

As regards the cases when weather forecasts indicate unfavourable winds or other weather conditions that may affect the vessel in question, as well as when there are restrictions regarding draft, length and breadth, the Swedish Maritime Administration has published "Standards and Procedures" on its website below "Pilot areas".

For other vessels in general, if weather forecasts indicate average winds exceeding 20 m/s, the pilot on duty decides, in consultation with the ship's master, whether to allow arrival or departure at Norrköping's Oil Harbours. This decision is based on wind force and direction, maneuverability of the vessel, availability of tugboats

etc. The master of the vessel decides on tugboat assistance and orders these assistances.

## **6.7 Use of linesmen**

For all mooring work (arrival or departure of vessels), regarding vessels in the Port of Norrköping Harbour, approved linesmen shall be used in accordance with the applicable *Ordinance and Safety Regulations* of the Port of Norrköping.

## **6.8 Communication**

Communication over VHF with the Port of Norrköping and linesmen takes place on VHF channels 12 & 14.

# **7 General rules for tanker vessels at berth**

## **7.1 Warning signals**

In accordance with the *International Code of Signals*, tankers shall fly the flag B during the day and carry all round red light at the after masthead at night.

## **7.2 Dispersion of vapour.**

Inlet and venting of air in cargo tanks of vessels may only take place via the vessel's ordinary tank venting system.

Where vessels are connected to onshore vapour recovery systems, the tank venting system must be set for the operation concerned.

If inlet and venting of air must take place via the tank trunk, permission must first be obtained from the responsible official.

## **7.3 Spark arresters**

Vessels approaching at Norrköping Oil Harbours must be equipped with effective spark arresters for funnel and engine exhaust pipe. If sparks are observed from the vessel funnel, immediate action must be taken to stop it even if the oil-fired boiler has to be extinguished or the auxiliary engine and main engine stopped.

## **7.4 Fire protection**

The fire protection and oil spill clean-up equipment of the vessel must be in good condition and there must be an international shore fire connection ready for use.

## **7.5 Smoking:**

Smoking is prohibited on open decks, jetties or the like, regardless of the cargo the vessel is carrying. Only smoking areas designated by the master may be used for smoking. No smoking notices must be displayed in clearly visible locations.

## **7.6 Naked lights - hot works on board**

Naked lights or hot works such as welding etc. may not occur on board. The exception is naked lights/work in areas normally intended for hot works.

## **7.7 Repair works**

Repair works on board (repair works also include testing of radio transmitters and other electronic transmitter equipment) may not be carried out without permission from the Port of Norrköping. Exceptions for minor repairs carried out with non-sparking tools (not hot works) may be permitted during vessel unloading/loading after consultation with the Port of Norrköping and the Loadingmaster, provided that the ship is ready to move under its own power.

## **7.8 Application**

Subsections 7.5 to 7.7 also apply to vessels not carrying dangerous goods but within 25 metres of vessels carrying dangerous goods.

## **7.9 Watchkeeping**

On vessels in Norrköping's Oil Harbours there must always be a competent Swedish- or English-speaking deck watch. If the deck watch is not a member of the crew, they must first be approved by the Port of Norrköping.

The deck watch must:

1. be familiar with the applicable safety rules and have a good knowledge of safety equipment available at the quay.
2. be available on deck and possible to contact visually if there is no radio. The deck watch must maintain constant contact with the responsible officer on board, who in turn has a radio.
3. check that there are no oil spills from the vessel.
4. assist the master in supervising the compliance with the safety regulations of both the vessel and the Port of Norrköping and pay attention to activities taking place in the vicinity of the vessel.
5. cooperate with onshore personnel so that the safe handling of cargo is not compromised.
6. notify the officer on watch and/or Loadingmaster of the unloading operation of any event that is likely to constitute a hazard.
7. deny intoxicated people access. If the intoxicated person is employed on the vessel, they shall be taken on board under the supervision of the officer on watch.

## **7.10 Tank lids and ullage ports**

All tank lids and ullage ports on board must be closed unless controlled sampling or ullage measurement is carried out.

### 7.11 Inert gas system

Regarding the use of the inert gas systems in Norrköping's Oil Harbours, the recommendations in the latest edition of ISGOTT must be followed.

1. Inert gas refers to a gas or gas mixture that is not capable of sustaining combustion and with oxygen content of not more than 5%.
2. The oxygen content throughout the atmosphere of a tank has been reduced to 8% or less by volume by the addition of inert gas.

### 7.12 Measures against pollution of land and water

It is forbidden to release harmful substances to Swedish land and territorial waters or contaminate them with waste, etc.

The procedures for the delivery of ship-generated waste are described in Chapter 13.

### 7.13 Spills and leaks

In order to prevent unwanted discharges and spills of product or the like, there must be a spill response plan. This means, among other things, that:

1. at locations where spills and leaks may occur (e.g. valve, tap etc.) and where there is no permanent means of spill collection, a container must be used.
2. if products with a flashpoint  $<55^{\circ}\text{C}$  are handled, all containers must also have undergone electrical potential equalisation.
3. valve, tap, air galley or similar devices for draining, sampling, water drainage or the like shall be kept locked, sealed or blind flanged, if there is a risk of unauthorised interference.

### 7.14 Safety devices ashore

The master and other personnel concerned on board vessels shall be informed of the safety arrangements in place ashore. Among other things, they must have knowledge of:

1. the location of firefighting system, international shore fire connection and oil spill clean-up equipment.
2. location of telephones and alarm cabinets for alerting the Emergency Rescue Service.
3. location of any emergency stops for pumps ashore.

### 7.15 Fire response plan on board vessels

In the event of a fire on board one's own vessel, the following measures must be taken immediately:

1. Alarm signal with the ship's tyfon has to be activated.

2. The Fire and Rescue Service and the Port of Norrköping must be alerted.
3. Measures must be taken to firefighting.
4. All cargo handling is stopped.
5. All product valves are closed.
6. All tank lids and ullage ports are closed.
7. Prepare to disconnect cargo hoses/arms.
8. Prepare for emergency unmooring of the vessel.

### **7.16 Measures in the event of fire ashore or on a nearby vessel**

In the event of a fire ashore or on a nearby vessel, the following measures must be taken immediately:

1. The Fire and Rescue Service and the Port of Norrköping must be alerted.
2. Firefighting equipment is in position and ready for immediate use.
3. All cargo handling is stopped.
4. All product valves are closed.
5. All tank lids and ullage ports are closed.
6. Prepare to disconnect cargo hoses/arms.
7. Prepare for emergency unmooring of the vessel.

### **7.17 Oil spill response plan**

In the event of oil spill, the following measures must be taken immediately:

1. Any pumping in progress is stopped.
2. Valves on board and ashore are closed.
3. In the case of flammable liquid, gas or products which may emit dangerous vapours, nearby vessels shall be warned using the ship's tyfon or similar. The latter shall terminate their respective operations.
4. The Fire and Rescue Service and the Port of Norrköping must be alerted.

### **7.18 Gas release response plan**

In the event of gas release, the following measures must be taken immediately:

1. Any pumping in progress is stopped.
2. Valves on board and ashore are closed.
3. The vessel must activate an alarm signal with a siren, nearby vessels must then stop their respective operations and take appropriate safety measures.
4. The Fire and Rescue Service and the Port of Norrköping must be alerted.
5. Tanks from which gas is released, as well as nearby tanks and areas, must be cooled by the available means.

## **8 Liquid bulk cargo handling**

### **8.1 Loading/unloading of vessels**

When unloading a vessel, the receiving depot must be responsible for the operation of the site, including the jetty available to the vessel and the pipelines used to the receiver's depot, from the time the site is set up until the time it is decommissioned.

The site is deemed to be established when the completed Ship/Shore Safety Checklist is signed by the master of the vessel and the depot representative. The site shall be considered decommissioned at the time of the event which occurs last:

1. The vessel officer and the depot representative declare that the unloading has been completed in the prescribed manner by signing the checklist.
2. by signing the "Pipeline restored to standby" checklist the depot representative declares that the operation has been completed as prescribed.

When loading a vessel, the supplying depot is operationally responsible for the site, including the jetty used by the vessel and the pipelines used from the supplying depot.

During all operations, the operations manager shall ensure that at least one responsible Loadingmaster is available at all times in direct connection with the operation.

### **8.2 Jetty operator and pipeline guards**

It is the responsibility of the operational manager to provide jetty operator and pipeline guards. Employed personnel must have proper training, must be approved by the Port of Norrköping, must follow "Instructions for Jetty

operator” and ”Instructions for Pipeline Guards” and must be familiar with the area.

The Loadingmaster, Jetty operator and pipeline guard must always be present during unloading/loading of tankers and during the drainage of the pipeline.

### **8.3 Enhanced supervision**

With regard to particular safety and environmental risks, the responsible official at the Port of Norrköping may prescribe enhanced supervision, on individual occasions.

### **8.4 Loading hoses and arms**

Only approved hoses and arms approved for testing in the past 12-month period may be used.

### **8.5 Heavy oil pipeline**

At temperatures below +5°C, ”line ready” must be verified by ”test pressure purging” before loading/unloading may commence. When pumping, the temperature of the product must not exceed 70°C and the temperature must always be kept at least 20°C above the pour point temperature.

### **8.6 Pumping between depots**

Pumps between the depots within the Port of Norrköping (NHAB) must be booked on the website [www.norrkopingshamn.se](http://www.norrkopingshamn.se). Booking must take place in good time, but at least 24 hours before the operation is due to begin. Only when the responsible depot has received confirmation from NHAB can the pipeline be considered booked for pumping. However, the confirmation is always only preliminary since vessel operations always take precedence over pumping between depots.

The receiving depot is in charge and is responsible for the workplace, including the pipelines used. Companies pumping between their own depots are in charge and are responsible for the workplace, including used pipelines.

### **8.7 Weather restrictions**

If weather forecasts indicate average wind speed exceeding of 25 m/s, the operation must be terminated. In case of an average wind of 28 m/s, hoses and/or arms must be drained, disconnected and blinded.

The maximum wind force for permission to remain at berth is 35 m/s.

In the event of approaching thunderstorm, all cargo handling of products with a flashpoint <21 °C or any other handling where flammable gases are likely to form must cease.

Approaching thunderstorms are deemed to be present when the time between lightning and subsequent thunder is 5 seconds or less.

All tank openings and valves on board must be closed, including by-pass valves on the venting system to the cargo tanks. All valves connected to cargo hoses/cargo arms and land manifolds must be closed.

Operation may not resume until the time between lightning and subsequent thunder clearly exceeds 5 seconds.

The above is to be construed as recommendations and they in no way relieve the Master or the Loadingmaster of their responsibility.

The Port of Norrköping may decide on deviations from the restrictions if deemed necessary with regard to expected/prevailing weather conditions.

## **9 Bunkering**

### **9.1 General Information**

Receiving bunkers is not permitted unless permission from the Port of Norrköping has been obtained first. The notification must include details about the receiving vessel, the supply company, quality and quantity and requested time of bunkering. Bunkering between two vessels is not permitted at wind speed above 25 m/s.

Before bunkering starts, the bunkering checklist must be completed (see Appendix 9).

### **9.2 Area of responsibility**

The person in charge for bunkering on board the receiving vessel must, before bunkering, appoint a deck watch who, if necessary, may order the pumping to be stopped.

The person in charge for bunkering on board the receiving vessel and the master of the bunker vessel or the driver of road tanker are obligated to ensure, within their area of operation, that all measures have been taken to prevent spill of bunker oil into the surrounding environment.

Before bunkering commences, the master of the receiving vessel shall communicate the name and contact details of the vessel officer in charge of the bunkering operation to the Port of Norrköping and, where appropriate, also to the Loadingmaster and Jetty operator.

### **9.3 Delivery method**

Bunkers are normally only delivered by road tanker. The vehicle can park at berth P1, 35 metres from the vessel side. For berths P2 and P3 the vehicle can park next to the vessel.

Bunkering may not take place at the same time as loading/unloading of products with flashpoint <55°C or if the vessel has previously carried products with flashpoint <55°C in its cargo tanks.

## 10 Ballast handling

### 10.1 Responsibility and supervision

Ballast handling must always be conducted according to MARPOL's rules and ISGOTT's recommendations.

The master of the vessel is responsible for the ballast operation. The operation must be supervised by a ship's officer designated for the operation.

### 10.2 Measures in connection with ballasting into cargo tanks

When ballasting, the same measures must be taken as when loading with regard to emergency preparedness, supervision etc.

When ballasting non-gas-free tanks, special care must be taken with regard to the risks of venting flammable gas.

### 10.3 Measures when discharge ballast

Oil contaminated ballast water should be taken care of by the shipper of the oil product in loading port.

When discharging ballast water, the same regulations apply as for discharging product.

Only clean ballast water may be discharged from vessels into the port. "Clean ballast water" means water carried in segregated ballast water tanks, not connected to any cargo tank and complying with the requirements of the Ballast Water Management Convention.

## 11 Tank cleaning

### 11.1 General Information

Cleaning of a vessel's cargo tanks (tank washing) is normally not permitted at quays within the Port of Norrköping. However, the Port of Norrköping may allow such operation on special occasions.

Notification of tank washing operation of vessel's cargo tanks and/or venting cargo tanks must be submitted to the Port of Norrköping in good time before the operation is intended to commence.

### 11.2 Venting

Venting of a vessel's cargo tanks is normally not permitted at quays within the Port of Norrköping.

If, however, permission is granted by the Port of Norrköping, when venting tanks containing flammable products with flashpoint below 21°C, venting must take place through the vessel venting system. After final cleaning of the tank, or the tank pairs, which have contained tank washing residue, venting may take place in

another way, as agreed with the responsible official, if venting through the venting system is not possible.

## 12 Provisions

### 12.1 General Information

Provisions as well as taking on board other supplies and equipment may only take place with the consent of the Port of Norrköping.

### 12.2 Unloading/loading of supplies

Provisions or supplies to or from the vessel may never be placed on the quay in such a way as to obstruct the operation of hoses/arms or risk impairing accessibility. When lifting supplies, this must never be carried out above/near connected hoses and loading arms.

## 13 Delivery of waste

### 13.1 General Information

The Port of Norrköping has a waste management scheme established and approved by the Swedish Transport Agency in accordance with SJÖFS 2001:12.

The Port of Norrköping's information leaflet "*Ship generated waste in the Port of Norrköping*" contains detailed descriptions of where waste can be delivered, in which fractions it can be received and the responsibility of the vessel for waste delivery. The leaflet is available via [www.norrkopingshamn.se](http://www.norrkopingshamn.se).

All waste to be delivered free of charge must be vessel-generated and must have originated on the delivering vessel.

### 13.2 Discharge of engine room sludge

Oil residues and waste normally generated by the vessel machinery, i.e. oil-containing waste that can be stored in the keel under engine room, sludge and bilge water tanks, and that may not be discharged at sea, are accepted free of charge at the Port of Norrköping provided that the notification of delivery is correctly submitted and that the rules of MARPOL 73/78, the Helsinki Convention, the Baltic Sea Strategy and EU Directive 200/59/EC are complied with.

The sludge is normally discharged to a vehicle at the quay which may be subject to special restrictions during the ongoing operation.

In general, the same rules apply for pumping of sludge as for bunkering in chapter 9.

### **13.3 Sanitary sewage discharge**

Sanitary sewage which may not be discharged at sea is discharged free of charge from vessels at the Port of Norrköping under the same conditions as those applicable to engine room sludge.

### **13.4 Delivery of solid waste**

Solid waste which may not be discharged at sea is received free of charge from vessels at the Port of Norrköpings provided that the waste is sorted as much as possible in accordance with the instructions of the Port of Norrköping "*Waste from Vessels in the Port of Norrköping*", that it is packed in well-sealed bags and placed in the correct reception container.

Harmful substances must be packed in leak-proof containers and must be clearly labelled with description of the waste inside, the name of the vessel, the date on which the waste originated and the date of unloading.

## **14 Appendices 1 - 14**

1. Map of Norrköping's Oil Harbours
2. Contact list, key functions
3.
  - a. Mooring arrangements
  - b.
  - c.
  - d.
  - e.
  - f.
4. Ship Shore Safety Checklist
5. Bunkering Checklist
6.
  - a. Evacuation plan Pampus
  - b. Evacuation plan Ramshäll
7. Instructions for Jetty Operators
8. Instructions for Pipeline Guards
9. Safety instructions fire/discharge
10. Local Risk Assessment, ETOPS