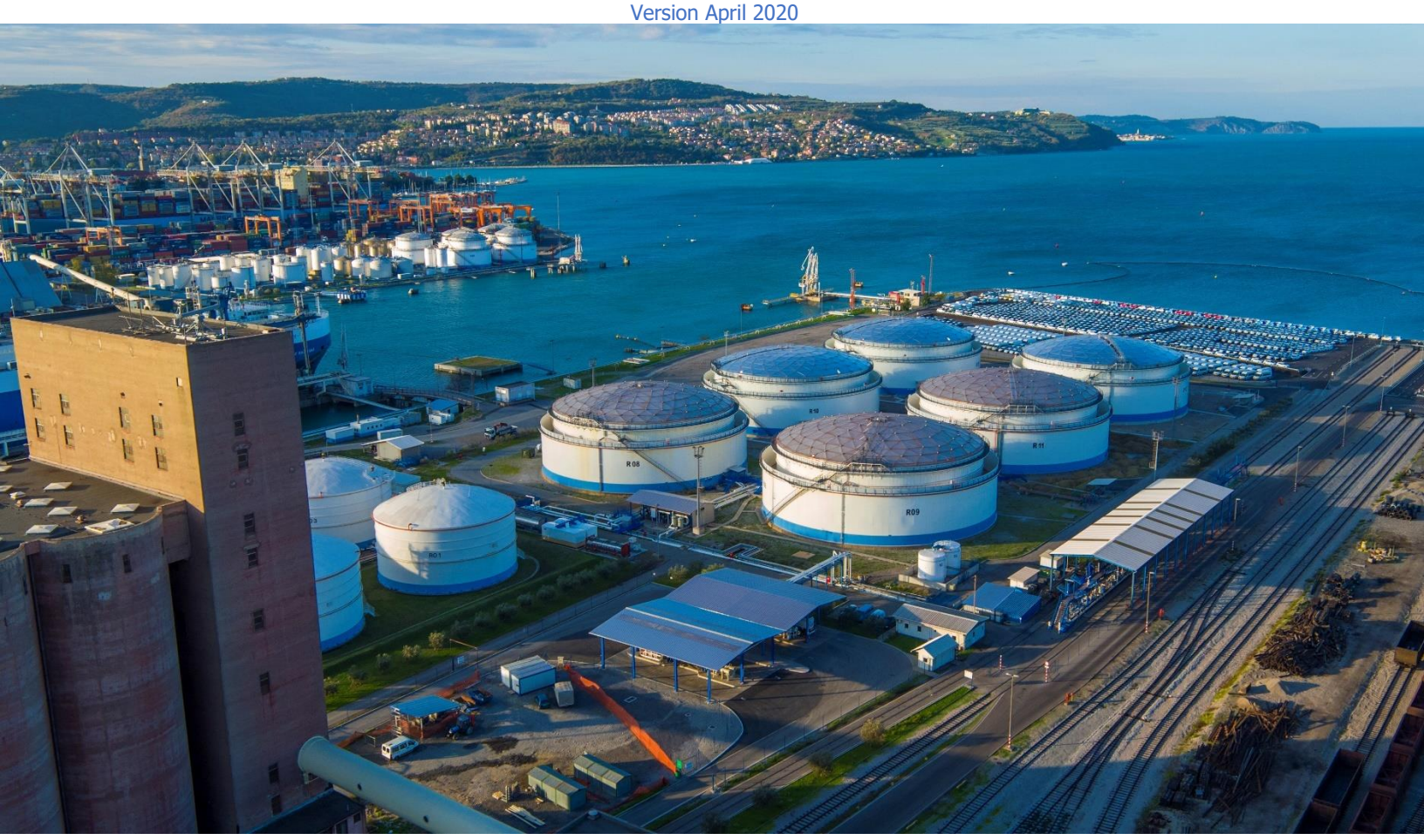
LIQUID CARGO TERMINAL INFO BOOK

LUKA KOPER – PORT OF KOPER
Vojkovo nabrežje 38, 6000 Koper
SI - SLOVENIJA

Version April 2020



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1. Details of terminal contact personnel

Contact with terminal's representative on GSM: +386 31 670 839
Tel.: +386 5 66 56 - 485, Fax: +386 5 639 50 25

Bojan Tomišič, head of Terminal, tel.: - 705, e-mail: bojan.tomisic@luka-kp.si,
Dragan Zlatanović, sales executive, tel.: - 625, e-mail: dragan.zlatanovic@luka-kp.si
Bojan Kovačič, operations planning, tel.: - 445, e-mail: bojan.kovacic@luka-kp.si
Storage operators, tel.: Techem- 405,TRO - 556; e-mail: disponentiTTT@luka.kp.si.

Terminal's working time:

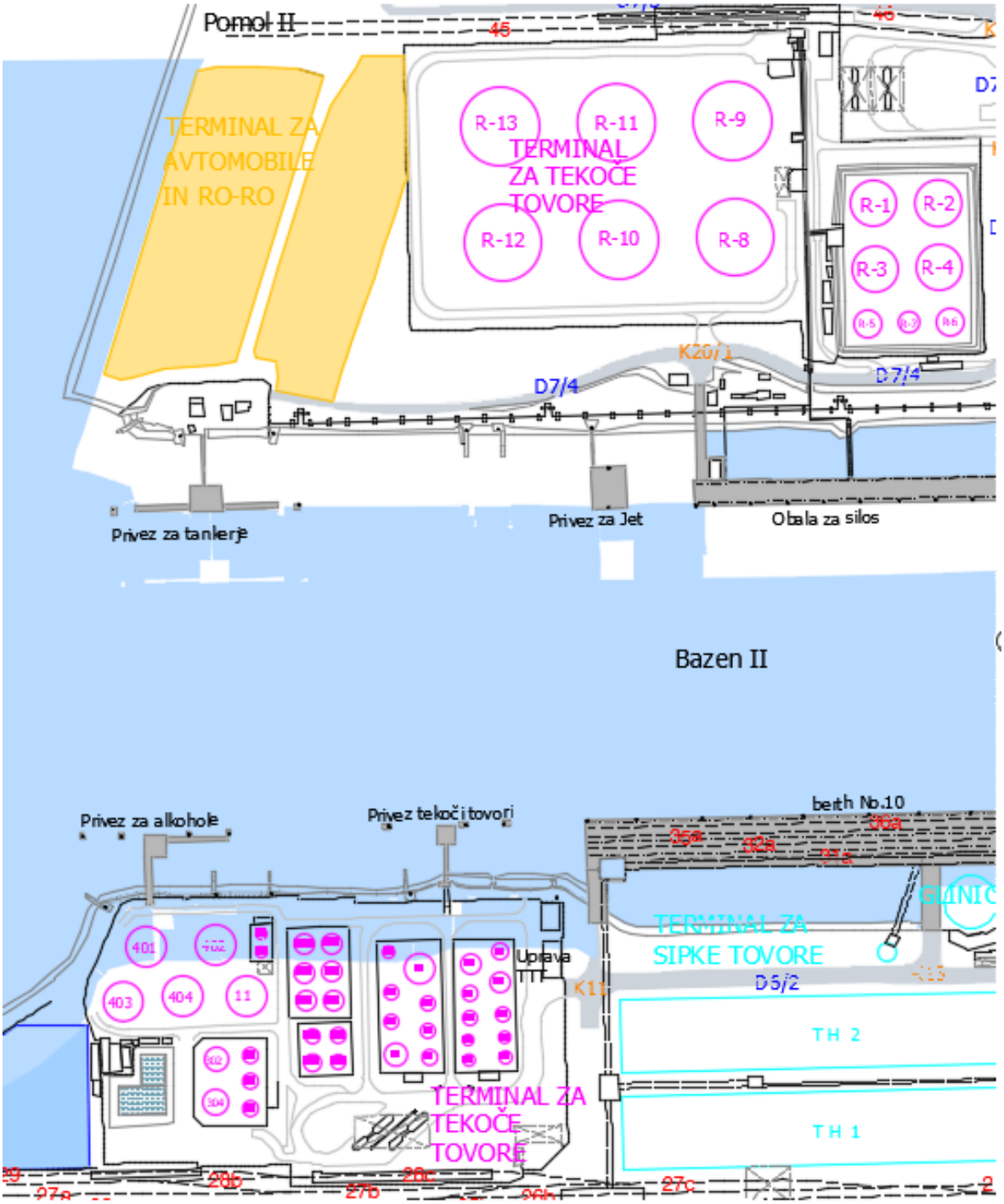
1st shift	**from**	**06:00 – 14:00 Hrs**
2nd shift	»	14:00 - 22:00 Hrs
3rd shift	»	22:00 - 06:00 Hrs

Techem on Pier I.

TRO on Pier II.

2. Technical data on the berths and loading or unloading equipment

Terminal overview:



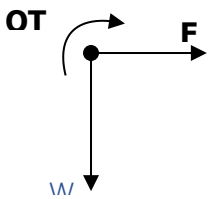
Marine connection arm for Jet fuel Pier SILOS – TRO

1. 1 off EMCO 12" B 0030 - ERS Marine Loading Arm

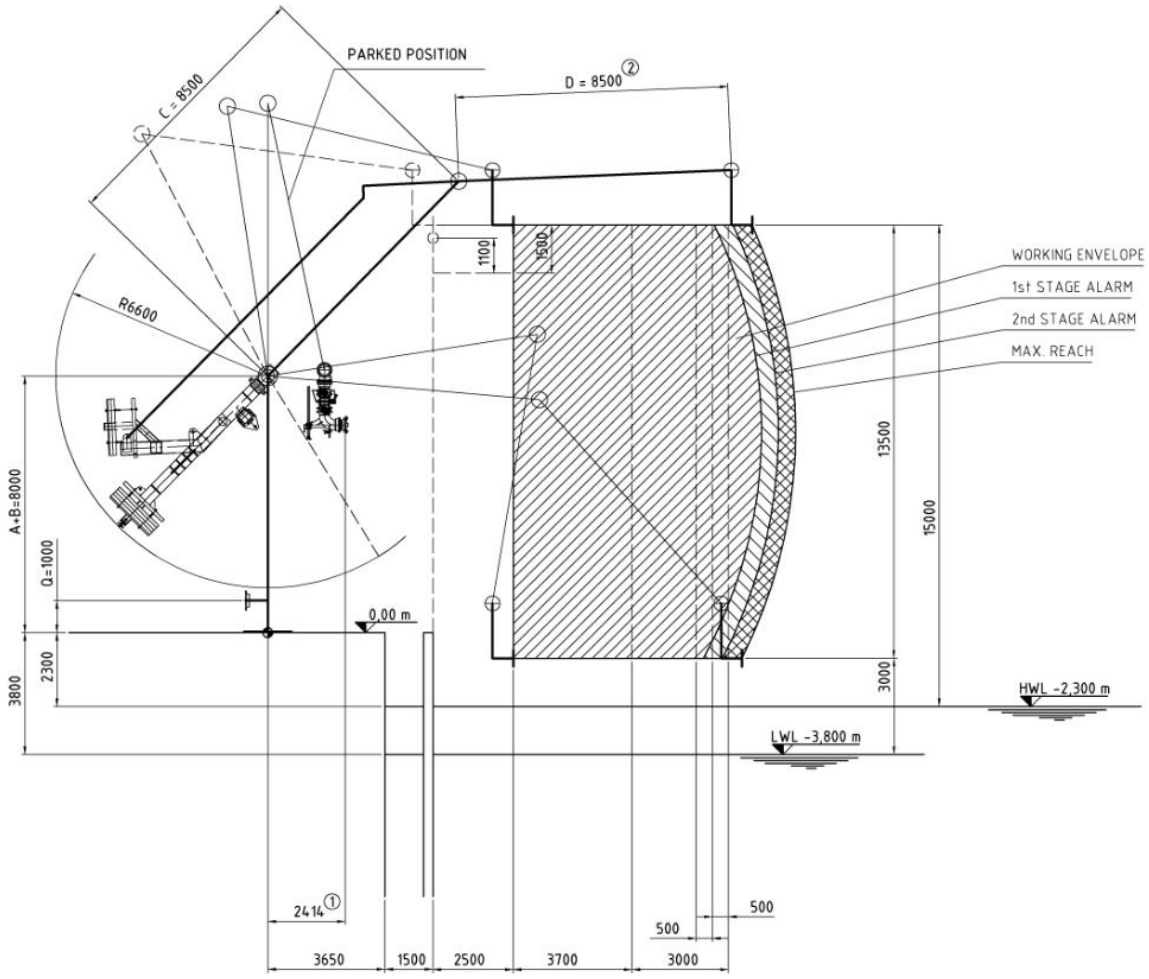
Operation	-	hydraulically
Designed to allow	-	loading / unloading of ships with 5.000 up to 65.000 DWT
Balanced	-	in empty condition (without product)
Product	-	Light Oil Products
Flow Rate	-	max. 2.000 m³/ hr
Pipework Material	-	Carbon Steel (see para. 7)
Dimensions:	-	Standpost 8.00 m
	-	Inboard Arm 9.00 m
	-	Outboard Arm 9.00 m
Swivel Seals	-	Viton
Design Pressure	-	19 kg / cm² (150 lbs. rating)
Test Pressure	-	1.5 x Design Pressure
Design Temperature	-	- 15°C up to + 60°C
Design Wind Speed	-	180 km /h (stored position)
Operating Wind Speed	-	100 km /h (connected) see para. 13 "Comments and Deviations"
	-	50 km /h(maintenance position)

Platform loads:

- Total dry weight W	approx. 23.000 kg	
- Shear F_s (max. Wind)	T.B.A.	N
- Overturning moment OTM	T.B.A.	Nm



Design in principle as per drawing B0030 - ERS


PARKED POSITION
C = 8500
D = 8500 ②
R6600
1100
1500
WORKING ENVELOPE
1st STAGE ALARM
2nd STAGE ALARM
MAX. REACH
A+B=8000
Q=1000
2300
3800
0,00 m
13500
15000
3000
HWL -2,300 m
LWL -3,800 m
2414 ①
500
500
3650
1500
2500
3700
3000

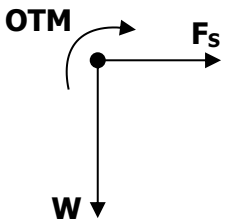
Marine connection on berth TC1

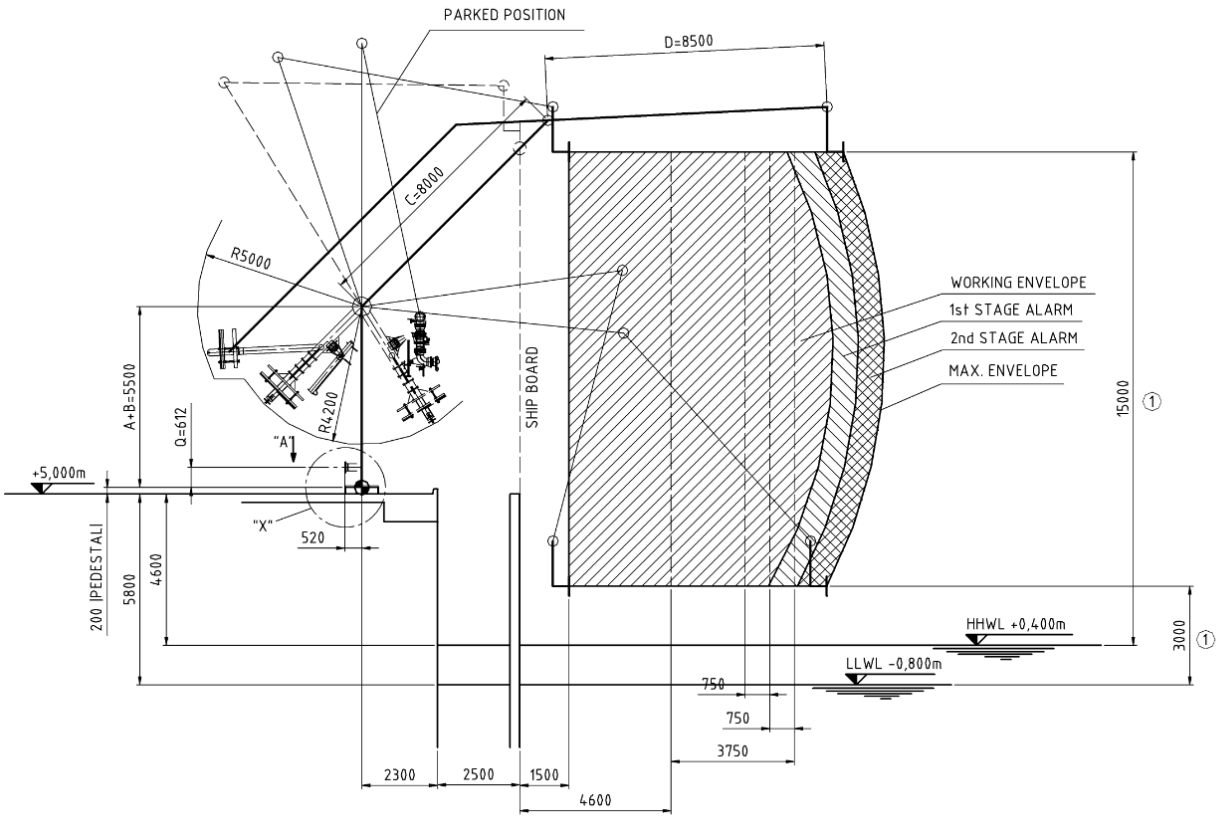
2 off EMCO Marine Loading Arms Type B 0030 - 8" ERS

Operation	-	hydraulically
Designed to allow	-	unloading of tankers DWT 5.000 up to 65.000
Balanced	-	in empty condition (without product)
Product	-	Methanol; Ethanol; Jet- A1; Gasoil
Flow rate	-	1.000 m³/h at flow velocity 9 m/s
Pipework material	-	Carbon steel
Dimensions:	-	Standpost 8,00 m
	-	Inboard Arm 8,50 m
	-	Outboard Arm 8,50 m
Swivel seals	-	PTFE
Design temperature	-	- 15°C to + 45 °C
Design pressure	-	16 kg/cm² (bar)
Test pressure	-	24 kg/cm² (bar)
Max. allowable wind speeds	-	128 km / h(stored position)
	-	80 km / h(connected)
	-	50 km / h(maintenance position)

Platform loads:

- Total dry weight W	approx. 12.500 kg	
- Shear F_s (max. Wind)	TBA	N
- Overturning moment OTM	TBA	Nm





3. Depth of water at the berth

Minimum depth of water alongside the berth refer to Port Book - Berthing and anchorage facilities item No. 9.

Berth	Length	Depth of water	Cargo	Bollards	Berth level (m) above Sea level-MSL
TC1	84	From 12.40 up to 13.60 m	Methanol, chemicals products	100 mt	5.71 m
SIL	183	From 13.00 up to 14.00 m	Cereals, oilseed, products, veg oil, Ro – Ro, chemical product	100 mt	3.4 m

4. Water density at the berth

All berths in summer: 1.022 - 1.024 kg/dm3

All berths in winter: 1.025 - 1.027 kg/dm3

Average during year: 1.022 – 1.027 kg/dm3

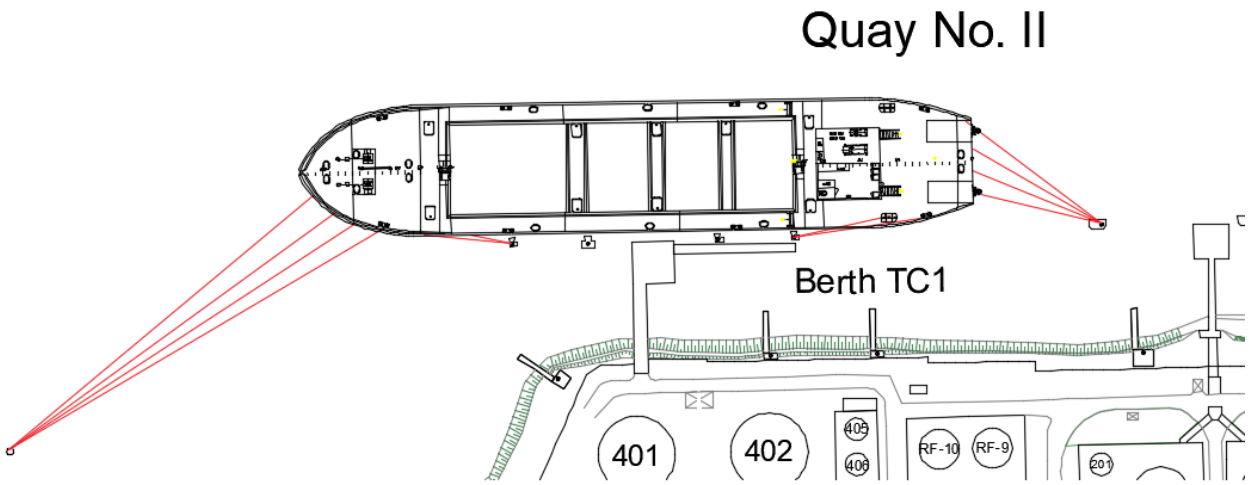
5. The minimum and maximum size of ship

Restriction:

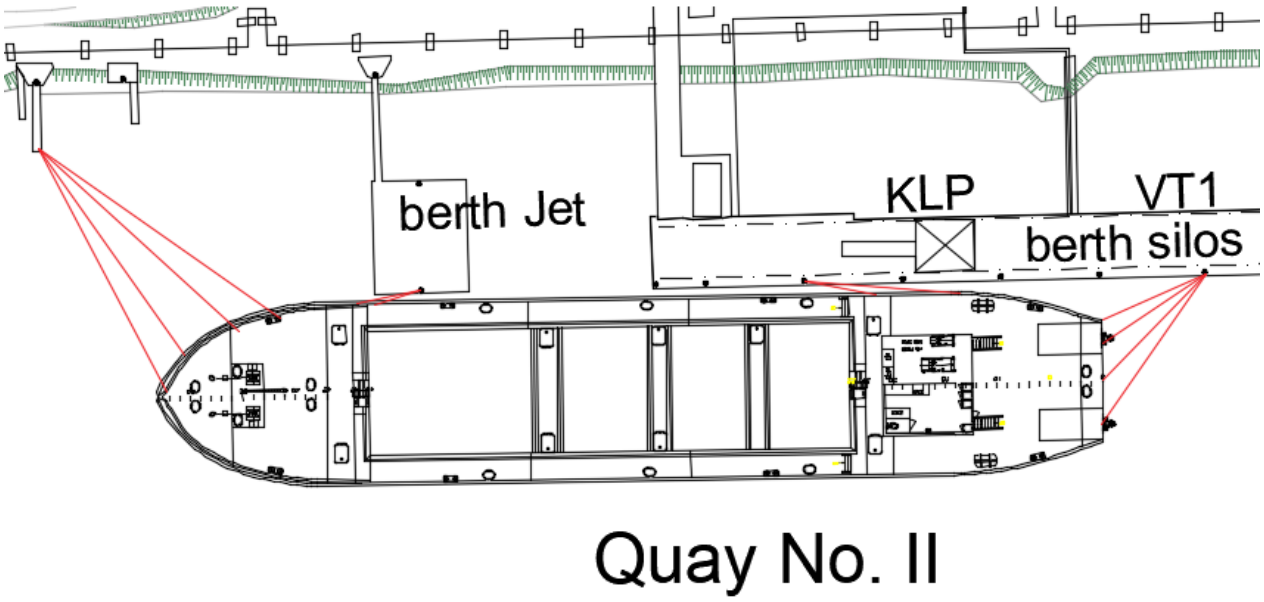
Berth	Max LOA	Max. draft	Max DWT	Beam max.	Min Parallel body length:
TC1	200 m	11,9 m	55.000 t	32,2 m	36 m
SIL	200 m	12,5 m	55.000 t	32,2 m	Not restricted

6. Mooring arrangements

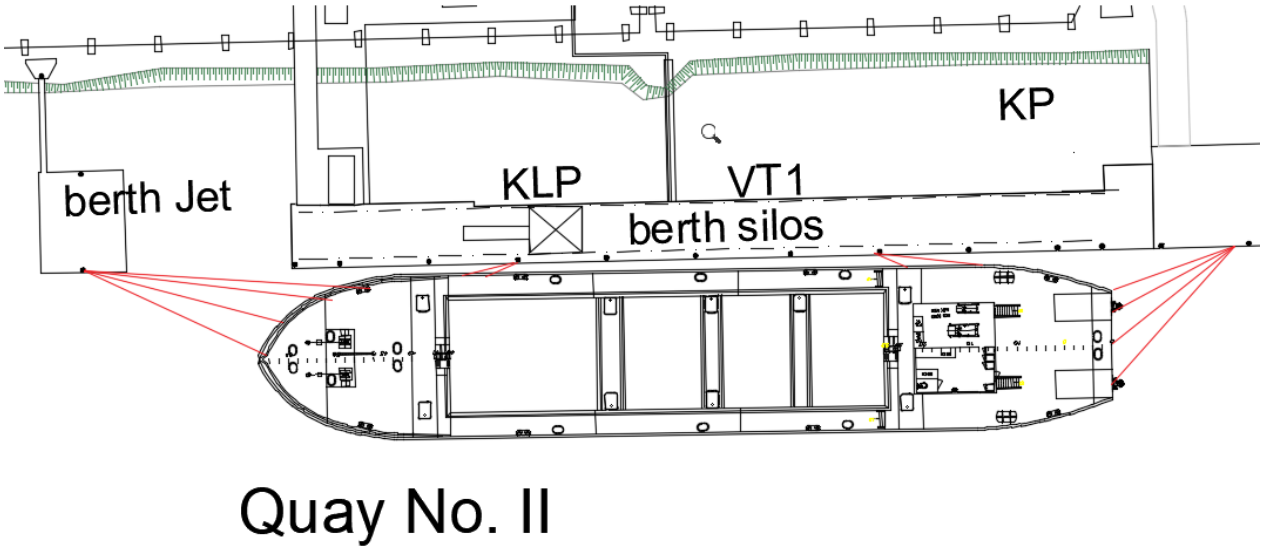
- **Organised 24 hrs/day by the Luka Koper INPO d.o.o. company (subsidiary company of Luka Koper d. d.)**
- **Mooring arrangements: 4 head lines; 4 stern lines; 2 head spring lines; 2 stern spring lines**

- **Berth TC1: 200 m**
- 

- **Berth Silos /Jet: 200 m**



Berth SILOS: 200 m



"ACTUAL MOORING ARRANGEMENT MAY VARY"

7. Loading or unloading rates and equipment clearance

Jet fuel (MLA) max 2.000 m3/h

Diesel fuel silos (flexible hoses) 2 x 8 " (max 2 x 800 m3/h)

TC1 (MLA) 8˘ 900m3/h

8. Loading or unloading procedures and communications

Loading or unloading procedures are designed by terminal regulations in compliance with 9001 (as amended), BS OHSAS 18001 (as amended) and 14001 (as amended).

9. Cargo weight determinations by weight meter and draught survey

Terminal contractors' surveyors – on request.

10. Conditions for acceptance of cargoes

According client surveyor report.

11. Access to and from ships and berths or jetties

Ship's accommodation ladder. Terminal accommodation ladder – on request if available.

12. Terminal emergency procedures

In case of emergency or urgent stop of unloading/loading operation contact terminal's representative item by dedicated radio.

If you need medical assistance in case of an accident or other incident, call the security center of the Port of Koper, telephone number**: +386 05 66 56 950.**

A Mariner clinic is available in Koper, which providing medical assistance. Medical care and hospitalization are provided at the General Hospital Izola (7 km).

In case of a safety incident, fire or other accident call the security center of the port of Koper, telephone:
Port of Koper security centre: T: +386 5 6656 950

Police/Ambulance/Fire brigade: 112

Emergency Response Centre:
MRCC Koper VHF Channels 7, 8, 12 and 16.

T: +386 (5) 663 2106/8, F: +386 (5) 663 2110, koper.mrcc@gov.si

13. Damage and indemnity arrangements

Damage caused to the ship by using loading / unloading or hold cleaning terminal´s equipment, must be reported immediately and in written form with detailed description of the damage yield to the terminal's representative.

Survey of the damage and the statement of its origin with necessary evidence (photos, drafts with measurements, etc.) must be carried out in presence of both (ship / terminal) representatives. The damage alike shall be repaired (before ship leaves the port) on terminal´s account by terminal's subcontractor) as soon as possible and when cargo condition will permit safe work..

All damages caused to the ship by terminal´s loading /unloading equipment and which could impair the structural capability or watertight integrity of the hull, or the ship's essential engineering systems, will be registered and handled by authorised organisations of the state and port authorities.

14. Landing location of accommodation ladder

Ship's ladder to shore, or terminal's ladder on the ship on request if available.

15. Information on waste reception facilities at the terminal

Regularly organised by Luka Koper INPO d.o.o.. by contract and state regulations.

16. Information to be provided by the Terminal to the Master

The name of the berth at which loading or unloading will take place: Information will be given from the Terminal.
Estimated time for berthing: 1.5 hrs.
Estimated time for surveyor inspection: 2-6 hrs (depending of needed analyse)
Estimated time for completion of loading/unloading: Information will be given from the Terminal.

Ship shore safety arrangements:
To be fulfilled with terminal personnel.

26.3.3 The Ship/Shore Safety Check-List

Ship's Name _____

Berth _____ Port _____

Date of Arrival _____ Time of Arrival _____

Part 'A' – Bulk Liquid General – Physical Checks

Bulk Liquid – General	Ship	Terminal	Code	Remarks
1. There is safe access between the ship and shore.			R	
2. The ship is securely moored.			R	
3. The agreed ship/shore communication system is operative.			A R	System: Backup System:
4. Emergency towing-off pennants are correctly rigged and positioned.			R	
5. The ship's fire hoses and fire-fighting equipment are positioned and ready for immediate use.			R	
6. The terminal's fire-fighting equipment is positioned and ready for immediate use.			R	
7. The ship's cargo and bunker hoses, pipelines and manifolds are in good condition, properly rigged and appropriate for the service intended.				
8. The terminal's cargo and bunker hoses or arms are in good condition, properly rigged and appropriate for the service intended.				
9. The cargo transfer system is sufficiently isolated and drained to allow safe removal of blank flanges prior to connection.				
10. Scuppers and save-alls on board are effectively plugged and drip trays are in position and empty.			R	
11. Temporarily removed scupper plugs will be constantly monitored.			R	
12. Shore spill containment and sumps are correctly managed.			R	
13. The ship's unused cargo and bunker connections are properly secured with blank flanges fully bolted.				
14. The terminal's unused cargo and bunker connections are properly secured with blank flanges fully bolted.				

SAFETY MANAGEMENT

Bulk Liquid – General	Ship	Terminal	Code	Remarks
15. All cargo, ballast and bunker tank lids are closed.				
16. Sea and overboard discharge valves, when not in use, are closed and visibly secured.				
17. All external doors, ports and windows in the accommodation, stores and machinery spaces are closed. Engine room vents may be open.			R	
18. The ship's emergency fire control plans are located externally.				Location:

If the ship is fitted, or is required to be fitted, with an inert gas system (IGS), the following points should be physically checked:

Inert Gas System	Ship	Terminal	Code	Remarks
19. Fixed IGS pressure and oxygen content recorders are working.			R	
20. All cargo tank atmospheres are at positive pressure with oxygen content of 8% or less by volume.			P R	

Part 'B' – Bulk Liquid General – Verbal Verification

Bulk Liquid – General	Ship	Terminal	Code	Remarks
21. The ship is ready to move under its own power.			P R	
22. There is an effective deck watch in attendance on board and adequate supervision of operations on the ship and in the terminal.			R	
23. There are sufficient personnel on board and ashore to deal with an emergency.			R	
24. The procedures for cargo, bunker and ballast handling have been agreed.			A R	
25. The emergency signal and shutdown procedure to be used by the ship and shore have been explained and understood.			A	
26. Material Safety Data Sheets (MSDS) for the cargo transfer have been exchanged where requested.			P R	

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Bulk Liquid – General	Ship	Terminal	Code	Remarks
27. The hazards associated with toxic substances in the cargo being handled have been identified and understood.				H_2S Content: Benzene Content:
28. An International Shore Fire Connection has been provided.				
29. The agreed tank venting system will be used.			A R	Method:
30. The requirements for closed operations have been agreed.			R	
31. The operation of the P/V system has been verified.				
32. Where a vapour return line is connected, operating parameters have been agreed.			A R	
33. Independent high level alarms, if fitted, are operational and have been tested.			A R	
34. Adequate electrical insulating means are in place in the ship/shore connection.			A R	
35. Shore lines are fitted with a non-return valve, or procedures to avoid back filling have been discussed.			P R	
36. Smoking rooms have been identified and smoking requirements are being observed.			A R	Nominated smoking rooms:
37. Naked light regulations are being observed.			A R	
38. Ship/shore telephones, mobile phones and pager requirements are being observed.			A R	
39. Hand torches (flashlights) are of an approved type.				
40. Fixed VHF/UHF transceivers and AIS equipment are on the correct power mode or switched off.				
41. Portable VHF/UHF transceivers are of an approved type.				
42. The ship's main radio transmitter aerials are earthed and radars are switched off.				
43. Electric cables to portable electrical equipment within the hazardous area are disconnected from power.				
44. Window type air conditioning units are disconnected.				

SAFETY MANAGEMENT

Bulk Liquid – General	Ship	Terminal	Code	Remarks
45. Positive pressure is being maintained inside the accommodation, and air conditioning intakes, which may permit the entry of cargo vapours, are closed.				
46. Measures have been taken to ensure sufficient mechanical ventilation in the pumproom.			R	
47. There is provision for an emergency escape.				
48. The maximum wind and swell criteria for operations have been agreed.			A	Stop cargo at: Disconnect at: Unberth at:
49. Security protocols have been agreed between the Ship Security Officer and the Port Facility Security Officer, if appropriate.			A	
50. Where appropriate, procedures have been agreed for receiving nitrogen supplied from shore, either for inerting or purging ship's tanks, or for line clearing into the ship.			A P	

If the ship is fitted, or is required to be fitted, with an inert gas system (IGS) the following statements should be addressed:

Inert Gas System	Ship	Terminal	Code	Remarks
51. The IGS is fully operational and in good working order.			P	
52. Deck seals, or equivalent, are in good working order.			R	
53. Liquid levels in pressure/vacuum breakers are correct.			R	
54. The fixed and portable oxygen analysers have been calibrated and are working properly.			R	
55. All the individual tank IG valves (if fitted) are correctly set and locked.			R	
56. All personnel in charge of cargo operations are aware that, in the case of failure of the inert gas plant, discharge operations should cease and the terminal be advised.				

If the ship is fitted with a Crude Oil Washing (COW) system, and intends to crude oil wash, the following statements should be addressed:

Crude Oil Washing	Ship	Terminal	Code	Remarks
57. The Pre-Arrival COW check-list, as contained in the approved COW manual, has been satisfactorily completed.				
58. The COW check-lists for use before, during and after COW, as contained in the approved COW manual, are available and being used.			R	

If the ship is planning to tank clean alongside, the following statements should be addressed:

Tank Cleaning	Ship	Terminal	Code	Remarks
59. Tank cleaning operations are planned during the ship's stay alongside the shore installation.	Yes/No*	Yes/No*		
60. If 'yes', the procedures and approvals for tank cleaning have been agreed.				
61. Permission has been granted for gas freeing operations.	Yes/No*	Yes/No*		

** Delete Yes or No as appropriate*

Part 'C' – Bulk Liquid Chemicals – Verbal Verification

Bulk Liquid Chemicals	Ship	Terminal	Code	Remarks
1. Material Safety Data Sheets are available giving the necessary data for the safe handling of the cargo.				
2. A manufacturer's inhibition certificate, where applicable, has been provided.			P	
3. Sufficient protective clothing and equipment (including self-contained breathing apparatus) is ready for immediate use and is suitable for the product being handled.				
4. Countermeasures against accidental personal contact with the cargo have been agreed.				
5. The cargo handling rate is compatible with the automatic shutdown system, if in use.			A	
6. Cargo system gauges and alarms are correctly set and in good order.				

SAFETY MANAGEMENT

Bulk Liquid Chemicals	Ship	Terminal	Code	Remarks
7. Portable vapour detection instruments are readily available for the products being handled.				
8. Information on fire-fighting media and procedures has been exchanged.				
9. Transfer hoses are of suitable material, resistant to the action of the products being handled.				
10. Cargo handling is being performed with the permanent installed pipeline system.			P	
11. Where appropriate, procedures have been agreed for receiving nitrogen supplied from shore, either for inerting or purging ship's tanks, or for line clearing into the ship.			A P	

Part 'D' – Bulk Liquefied Gases – Verbal Verification

Bulk Liquefied Gases	Ship	Terminal	Code	Remarks
1. Material Safety Data Sheets are available giving the necessary data for the safe handling of the cargo.				
2. A manufacturer's inhibition certificate, where applicable, has been provided.			P	
3. The water spray system is ready for immediate use.				
4. There is sufficient suitable protective equipment (including self-contained breathing apparatus) and protective clothing ready for immediate use.				
5. Hold and inter-barrier spaces are properly inerted or filled with dry air, as required.				
6. All remote control valves are in working order.				
7. The required cargo pumps and compressors are in good order, and the maximum working pressures have been agreed between ship and shore.			A	
8. Re-liquefaction or boil-off control equipment is in good order.				

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Bulk Liquid Chemicals	Ship	Terminal	Code	Remarks
9. The gas detection equipment has been properly set for the cargo, is calibrated, has been tested and inspected and is in good order.				
10. Cargo system gauges and alarms are correctly set and in good order.				
11. Emergency shutdown systems have been tested and are working properly.				
12. Ship and shore have informed each other of the closing rate of ESD valves, automatic valves or similar devices.			A	Ship: Shore:
13. Information has been exchanged between ship and shore on the maximum/minimum temperatures/ pressures of the cargo to be handled.			A	
14. Cargo tanks are protected against inadvertent overfilling at all times while any cargo operations are in progress.				
15. The compressor room is properly ventilated, the electrical motor room is properly pressurised and the alarm system is working.				
16. Cargo tank relief valves are set correctly and actual relief valve settings are clearly and visibly displayed. *(Record settings below.)*				

Tank No 1 ☐ Tank No 5 ☐ Tank No 8 ☐

Tank No 2 ☐ Tank No 6 ☐ Tank No 9 ☐

Tank No 3 ☐ Tank No 7 ☐ Tank No 10 ☐

Tank No 4 ☐

DECLARATION

We, the undersigned, have checked the above items in Parts A and B, and where appropriate Part C or D, in accordance with the instructions, and have satisfied ourselves that the entries we have made are correct to the best of our knowledge.

We have also made arrangements to carry out repetitive checks as necessary and agreed that those items with code 'R' in the Check-List should be re-checked at intervals not exceeding _____ hours.

If to our knowledge the status of any item changes, we will immediately inform the other party.

For Ship	For Shore
Name _____	Name _____
Rank _____	Position or Title _____
Signature _____	Signature _____
Date _____	Date _____
Time _____	Time _____

Record of repetitive checks:

Date:			
Time:			
Initials for Ship:			
Initials for Shore:			

26.3.4 Example Safety Letter

Company _____

Terminal _____

Date _____

The Master SS/MV _____

Port _____

Dear Sir,

Responsibility for the safe conduct of operations while your ship is at this terminal rests jointly with you, as Master of the ship, and with the responsible Terminal Representative. We wish, therefore, before operations start, to seek your full co-operation and understanding on the safety requirements set out in the Ship/Shore Safety Check-List, which are based on safe practices that are widely accepted by the oil and tanker industries.

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

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

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

There can be no compromise with safety.

Please acknowledge receipt of this letter by countersigning and returning the attached copy.

Signed _____
Terminal Representative

Terminal Representative on duty is: _____

Position or Title: _____

Contact Details: _____

Signed _____
Master

SS/MV _____

Date/Time _____

Discharging of diesel Fuel protocol:

Predmet/ Subject: **PERMISSIBLE DISCHARGING RATES**

On **TTT** terminal **(1st parcel)** the permissible discharging rates are:

- On ship's manifold maximal alllowed pressure – 7 bars;
- On terminal's manifold maximal allowed pressure – 6 bars;
- Maximal allowed flow is
  - initial rate...300 m3/hour
  - working rate - 800 m3/hour
- Connection 1 X 8" (loading arm), Size of pipeline 1 X 12" – lenght app.200 mtrs,
- Max. Draft : 11,9m.

Contact details (On TTT - Teminal):

- VHF »TECHEM« (Internal Channel 3 - provided by terminal)
- PHONE 00386 5 66 56 405

On **TRO** terminal **(2nd parcel)** the permissible discharging rates are:

- On ship's manifold maximal alllowed pressure – 7 bars;
- On terminal's manifold maximal allowed pressure – 6 bars;
- Maximal allowed flow is
  - initial rate - 500 m3/hour
  - working rate Green Line - 800 m3/hour and
  - working rate Red Line - 800 m3/hour.
- Connection 2 X 8" (loading hoses), size of pipeline 2 X 12"– lenght app.200 mtrs.
- Max. Draft : 12,5 mtrs.

Contact details (on TRO Terminal):

- VHF »TRO« (Internal Channel 3 - provided by terminal)
- PHONE 00386 5 66 56 556

Notice: The terminal will advise the ship by VHF when to increase or decrease the flow rate, according to the shore tanks in use.

Master/Ch.Officer:

PC TTT
Loading Master

Discharging Methanol

Predmet/ Subject: **PERMISSIBLE DISCHARGING RATES - METHANOL**

On Techem terminal the permissible discharging rates are:

- On ship's manifold maximal alllowed pressure is 7 bars
- On terminal's manifold maximal allowed pressure is 6 bars
- Maximal allowed flow is:

  - Initial rate - 100 m3/hour (Roof not floating) and
  - Operational rate - 900 m3/hour (Roof floating)

The terminal will advise the ship by VHF when to increase or decrease the flow rate, according to the shore tanks in use and the position of the floating roofs (all shore tanks are equipped with).

Other details:

- Loading arm connection – 1x8"
- Size of pipeline – 1x12"
- Distance to tanks app.200 mtrs
- Maximal allowed draft – 11,9 mtrs

Cargo details:

- Quantity to discharge (gross m3) .....

- App.temperature of cargo (°C) .....

Contact details:

- VHF TECHEM (Internal Channel 1 - provided by terminal)
- PHONE 00386 5 66 56 405

Master/Ch.Officer: Loading Master:

Discharging of Jet fuel:

Predmet/ Subject: **PERMISSIBLE DISCHARGING RATES – JET A-1**

On TRO terminal the permissible discharging rates are:

- On ship's manifold maximal alllowed pressure is 7 bars
- On terminal's manifold maximal allowed pressure is 6 bars
- Maximal allowed flow is:

  - Initial rate - 500 m3/hour
  - Operational rate - 1.200 m3/hour (using 1 shore tank)
  - Operational rate - 2.000 m3/hour (using 2 shore tanks)

The terminal will advise the ship by VHF when to increase or decrease the flow rate, according to the shore tanks in use and the position of the floating roofs (all shore tanks are equipped with).

Other details:

- Loading arm connection.....1x12"
- Size of pipeline.....1x14"
- Distance to tanks.....app.300 mtrs
- Maximal allowed draft.....12,5 mtrs

Cargo details:

- Quantity to discharge (gross m3) .....

- App.temperature of cargo.....

Contact details:

- VHF TRO (Internal Channel 3 - provided by terminal)
- PHONE 00386 5 66 56 556.

Master/Ch.Officer: Loading Master:

Other information to be provided by the Terminal to the Master

- refer to item No. 2. ¨Technical data on the berths and loading/ unloading equipment¨ and Port Book item No. 9. ¨Berthing and anchorage facilities¨.
- Arrangements for gangways and access; refer to item No. 14. ¨Landing location of accommodation ladder¨.
- Which side of the ship is to be alongside the berth: refer to item No. 6. ¨Mooring arrangements¨, Star board side.
- Maximum allowable speed of approach to the jetty and availability of tugs, their type and bollard pull. Refer to Port Book item No. 8. ¨Towage and tug assistance¨. Maximum allowable speed of approach and departure in channels is 3 knots. Maximum allowable speed of approach to the jetty is 0.2 knot.
- If the terminal's loading or unloading equipment is fixed or has any limits to its movement. Refer to item No. 2. ¨Technical data on the berths and loading/ unloading equipment¨.
- Warning of unusual mooring arrangements: refer to the Pilot and/or refer to item No. 12. ¨Terminal emergency procedures¨.
- Mooring lines required: refer to item No. 6. ¨Mooring arrangements¨
- Any restrictions on ballasting or de-ballasting; N/A
- Maximum sailing draught permitted by the competent authority; refer to Port Book item No. 13. The maximum size of ship the port can accept and item No. 9. ¨Berthing and anchorage facilities¨.

17. Legal disclaimer:

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18. Record of corrections

Version	Rev.	Date	Change	Remark
April 2020	0	01- 04-20	Initial version	None

19. Information needed to be given by ship prior to the ship's arrival to the terminal

Ref.: BLU-Code Code of practice for the safe loading and unloading of bulk carriers - Res. A.862(20) section NO. 3: Bulk terminal info book page No.15 item No 19.3.

No.	*Item M/V*
a)	*Name, call sign, IMO number, flag, port of registry; ETA*
b)	*Loading or unloading plan, stating the quantity of cargo, stowage by hatches, loading or unloading order and the quantity to be loaded in each pour or unloaded in each stage of the discharge;*
c)	*Arrival and proposed departure draughts;*
d)	*Time required for ballasting or de-ballasting;*
e)	*Ship's length overall, beam, and length of the cargo area from the forward coaming of the forward-most hatch to the after coaming of the aft-most hatch into which cargo is to be loaded or from which cargo is to be unloaded;*
f)	*Distance from the waterline to the first hatch to be loaded or unloaded and the distance from the ship's side to the hatch opening;*
g)	*Location of the ship's accommodation ladder;*
h)	*Air draught;*
i)	*Details and capacities of ship's cargo-handling gear, if any;*
j)	*Number and type of mooring lines*
k)	*Specific requests, such as for trimming or continuous measurement of the water content of the cargo;*
l)	*Details of any necessary repairs which may delay berthing, the commencement of loading or unloading, or may delay the ship sailing on completion of loading or unloading;*
m)	*Any other information related to the ship requested by the terminal.*
n)	*Certificate of class: copy*

Date: For Ship Signature: