



STOLTHAVEN TERMINALS NEWCASTLE

BERTH INFORMATION HANDBOOK

MAYFIELD 7 BERTH



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1	Nov 16	New version/ initial draft	JCB		
2	Apr 17	Changes after legal review	JCB		
3	Jan 18	Review completed by Operations	JCB/RDK		
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5	Sep 18	Final Issue	Operations	RDK	17/09/2018
6	Oct 18	Potable Water/PA amendment	ANW/Port Authority	RDK	18/10/2018
7	Jan 19	LR1 Mooring/Port requirements	RDK/ANW	RDK	10/01/2019
8	Nov 20	General Review	ANW/RDK	RDK	02/11/2020
9	Nov 21	Review with Harbour Master	VB/RDK/ANW	RDK	23/11/2021
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TABLE of CONTENTS

TABLE of CONTENTS	2
1 PURPOSE	4
2 INTRODUCTION	5
3 GLOSSARY	6
4 FACILITIES	7
4.1 OPERATIONAL OVERVIEW	7
4.2 PORT OF NEWCASTLE	7
4.3 BERTH DETAIL MAYFIELD 7 BERTH	7
4.4 BERTH EQUIPMENT	8
5 PRE – ARRIVAL INFORMATION	8
5.1 TUGS	8
5.2 MOORING ARRANGEMENTS and REQUIREMENTS	9
5.3 BERTHING/ DISCHARGE RESTRICTIONS	11
5.4 TANKER ARRIVAL CONDITIONS	12
6 SAFETY	13
6.1 INDUCTION SAFETY TRAINING	13
6.2 PERSONAL PROTECTIVE EQUIPMENT (PPE)	13
6.3 TRAFFIC MANAGEMENT	14
6.4 PROHIBITED ITEMS ON BERTH	14
6.5 PERMIT TO WORK	14
6.6 INCIDENT/ ACCIDENT REPORTING	14
7 SECURITY	15
7.1 CONTROL OF LANDSIDE RESTRICTED ZONE (LRZ)	15
7.2 GENERAL SECURITY ACCESS AND CREW IDENTIFICATION	15
7.3 SECURITY SURVEILLANCE	16
7.4 SECURITY INCIDENT REPORTING	16
8 TERMINAL OPERATIONS INFORMATION	17
8.1 SHORE MANNING STRUCTURE	17
8.2 ROLES AND RESPONSIBILITIES	17
8.3 COMMUNICATIONS	18
8.4 CONNECTION / DISCONNECTION OF MARINE SHORE HOSES	18
8.5 LINE/HOSE CLEARANCE	18
8.6 SHIP/SHORE ACCESS	19
8.7 ENGAGEMENT OF INDEPENDENT CARGO SURVEYOR	19
8.8 TANK CLEANING, CRUDE OIL WASHING, PURGING AND GAS FREEING REQUIREMENTS	19
8.9 INERT GAS (IG) SYSTEM	19
9 ENVIRONMENT	21
9.1 BERTH ENVIRONMENTAL RESTRICTIONS	21
9.2 WEATHER INFORMATION	21
9.3 BALLAST WATER MANAGEMENT	22
9.4 PORT AND BERTH POLLUTION PREVENTION	22
10 MISCELLANEOUS INFORMATION AND REQUIREMENTS	23
10.1 STOLTHAVEN DRUG AND ALCOHOL POLICY	23
10.2 REPAIRS AND MAINTENANCE TO VESSEL ALONGSIDE	23
10.3 HOT WORK WHILE ALONGSIDE	23
10.4 SHIP STABILITY	23
10.5 GENERAL STORES AND CARGO HANDLING	24
10.6 DIVING OPERATIONS AT BERTH	24
10.7 POTABLE WATER / UTILITIES	24



11	EMERGENCY RESPONSE	25
	11.1 EMERGENCY RESPONSE EQUIPMENT	25
12	OPERATIONAL REQUIREMENTS	26
13	BINDING AGREEMENT	27
14	APPENDIX 1	28
15	APPENDIX 2	29
16	APPENDIX 3	30
17	APPENDIX 4	31
18	APPENDIX 5	32
19	APPENDIX 6	33
20	APPENDIX 7	34



1 PURPOSE

The purpose of this handbook is to communicate policies, procedures and information relevant to the ship to shore interface at the Mayfield 7 Berth. This Handbook should be used for:

- Vessels calling at the Berth, to perform operations safely and efficiently;
- Customers chartering vessels from vessel owners (or their agent) to arrange and facilitate vessels calling at the Berth; and
- Parties who perform a function related to vessels calling at the Berth, for general reference.

This Handbook will be supplied to the Master of the Vessel prior to Port entry which will require acknowledgement of compliance & receipt to be completed and returned to the berth owner.

Stolthaven reserves the right to refuse to allow a vessel to berth due to any non-compliance.



2 INTRODUCTION

This Handbook is designed to assist berth users and vessels that utilise Mayfield 7 for unloading or loading to achieve safe operational efficiency. It is also used to provide reference and guidance to the relevant Acts and Regulations, Codes and Standards which include:

- International Safety Guide for Oil Tankers and Terminals Sixth Edition 2020 (ISGOTT)
- International Ship and Port Facility Security Code (ISPS) Code Edition 2003
- Australian Standard 3846 – 2005 “The Handling and Transport of Dangerous Goods in Port Areas”
- International Maritime Dangerous Goods Edition 2012
- Ports and Maritime Administration Act 1995 No13 (NSW)
- Work Health and Safety Act 2011 (NSW)
- Protection of the Environment Operations Act 1997 (NSW)
- Maritime Transport and Offshore Facilities Security Act 2003

Stolthaven reserves the right to change the information contained in this Handbook at any time.

Inquiries regarding this Handbook or Berth information should refer to:

Stolthaven Australia Pty Ltd ACN 075 030 992

Site Manager
PO Box 304
Wickham 2304 NSW
Mobile: 0418 736 974
Email: NewcastleOps@stolt.com

The Port of Newcastle is responsible for trade and port development, wharf and berth services, vessel scheduling, maintenance of major port assets, dredging and survey services. All enquiries relating to navigation, maximum Port vessel size, vessel handling should be directed to:

The Port of Newcastle

PO Box 790
Newcastle NSW 2300
+61 2 4908 8200

The Port Authority of New South Wales provides a piloting service and the Harbour Master function within the Port of Newcastle. All enquiries relating to pilotage or general enquiries regarding vessel safety, marine regulations and marine pollution can be referred to:

The Harbour Master

Port Authority of New South Wales

PO Box 663
Newcastle 2300 NSW
Telephone: +61 2 4985 8222
Email: enquiries@portauthoritynsw.com.au

VHF: ‘Newcastle Harbour’ on Channel 9

3 GLOSSARY

Term	Definition
AQIS	Australian Quarantine and Inspection Service
AMSA	Australian Maritime Safety Authority
Berth	Mayfield 7 Berth
BLB	Bulk Liquids Berth
DWT	Deadweight Tonnes
HAT	Highest astronomical tide
ISGOTT	International Safety Guide for Oil Tankers and Terminals Sixth Edition 2020
Koppers	Koppers Carbon Material and Chemical Pty Ltd ABN 71 003 947 699
LOA	Length Over All of vessel
LAT	Lowest astronomical tide
LHW	Minimum Lower High Water
LR2	Long Range Tanker Type 2 (80,000 – 159,999 DWT)
LR1	Long Range Tanker Type 1 (55,000 – 79,999 DWT)
LRZ	Landside Restricted Zone
MR	Medium Range Tanker (25,000 – 54,999 DWT)
MSIC	Maritime Security Identification Card
MSP	Maritime Security Plan
Pilot	The pilot for the vessel engaged by the Port Authority
PoN	Port of Newcastle
Port Authority	Port Authority of New South Wales
Port	Port of Newcastle
PPE	Personal Protective Equipment
Stolthaven	Stolthaven Australia Pty Ltd ACN 075 030 992
UKC	Under Keel Clearance
VTS	Vessel Traffic Service
Terms and Conditions	the document entitled 'Mayfield 7 Berth Standard Terms and Conditions' available at; https://www.stolt-nielsen.com/en/our-businesses/stolthaven-terminals/terminal-network/stolthaven-newcastle/
Terminal	Receiving storage terminal in the Mayfield Precinct at the Port of Newcastle

4 FACILITIES

4.1 OPERATIONAL OVERVIEW

Mayfield 7 Berth is located on the south arm in the south channel of the Hunter River. It is a dedicated Quay line type, bulk liquids berth owned and operated by Stolthaven servicing the Bulk Liquids Precinct at Mayfield, Newcastle.

Mayfield 7 Berth is capable of berthing and mooring of vessels up to 250.0m LOA, 45.0m beam, and 13.5m laden draught and 120,000 T displacement (LR2) to discharge bulk liquids into the Precinct. The berth is also available as a multi-user bulk liquids berth for other operators with vessel as small as 100m LOA.

4.2 PORT OF NEWCASTLE

Chart	AUS 207 & 208
Location	Berth Midpoint -32° 53' 14" 151° 45' 26" -32.887137 151.757209 MR Manifold Alignment 32° 53' 13.58" S 151° 45' 25.73" E LR Manifold Alignment 32° 53' 13.69" S 151° 45' 26.01" E
Maximum sailing draught	Refer to Ship Handling Safety Guidelines, section 5.2
Channel design depth	15.2 m (subject to promulgation)
Tidal range	0.1m to 2.1m
Maximum draft in channel	Maximum draught shall be the static UKC is not less than 10% of vessel draught
Water density	1023kg/m ³ during typical weather up to 1000kg/m ³ following heavy rains in river catchment

4.3 BERTH DETAIL MAYFIELD 7 BERTH

Port	Port of Newcastle
Berth Owner	Stolthaven Australia Pty Ltd
Berth Operator	Stolthaven Australia Pty Ltd
Berth Details	Berth Length: 275 m Design Depth: 14.0 m Declared Depth: https://www.portauthoritiesnsw.com.au/newcastle-harbour/pilotage-navigation/pilotage-and-harbour-master-s-directions/
Maximum Vessel LOA	250 metres
Maximum Beam	45 metres
Fenders	Trelleborg Rubber Fender System
MIN UKC requirements	Vessel must maintain 0.5m under keel clearance at all times whilst alongside. <i>Note vessel must not exceed 13.5m draft due to Port restrictions.</i>
Max deadweight ton	100,000 ton
Max displacement limit	120,000 ton
Ship at berth orientation	Vessels berth on Port side alongside, vessel swings in Swing Basin on departure

4.4 BERTH EQUIPMENT

	Stolthaven	Koppers
Shore Hoses	2 x 8" flexible hose	2 x 6" flexible hose
Berth Transfer Lines	1 x 16" Diesel pipeline, 200m in length	2 x 8" pipeline, 2.3km heated 1 x 10" pipeline, 2.3 km heated
Fire System	Fire water provided, capable of 700 m3/hr. 2000 lts AFFF foam.	Fire water provided, capable of 700 m3/hr.

5 PRE – ARRIVAL INFORMATION

Berth users must send to Stolthaven the following details of the shipment coming into the Port by e-mail at NewcastleOps@stolt.com at least **14 days** prior to the vessel's arrival at the Port.

- The Tanker Chartering Questionnaire 88 Form for details of vessel, this information will be forwarded to Stolthaven Terminal;
- Berth Application Form
- Quantity of products to be discharged;
- Stowage plan of all products on board;
- Expected arrival time of vessel at pilot station;
- Nominated agent for the vessel; and
- Signed Acknowledgement of Receipt of Berth Information Handbook, in the form of Appendix 7 (required prior to Port entry.)

Prior to accepting a ship at M7 berth, Stolthaven will review the Q88 for berth suitability. Depending on the vessel class approval may be required by the Port Authority Harbour Master. All vessels must ensure they meet the Port's requirements.

<https://www.portauthoritiesnsw.com.au/newcastle-harbour/pilotage-navigation/pilotage-and-harbour-master-s-directions/harbour-master-s-instructions-external/>

A failure by berth users to provide all the requested pre-arrival documentation within the required time frame may result in entry to the Port and/or berthing being delayed or refused.

Vessels Agent must submit the additional Port required Port Authority & Port of Newcastle forms within the timeframes required.

5.1 TUGS

Tugs	Compulsory for berthing and unberthing at Port of Newcastle
Ships LOA <200 Metres	2 or 3 tugs on arrival and 2 or 3 tugs on departure unless otherwise advised by Harbour Master/ Pilots. Escort towage is required for all DG cargo vessels entering the Port of Newcastle
Ships LOA >200 Metres	3 or 4 tugs on arrival and 3 or 4 tugs on departure unless otherwise advised by Harbour Master/ Pilots. Escort towage is required for all DG cargo vessels entering the Port of Newcastle

Once inbound Vessels are off Port, they must ensure that the centre lead, aft chock/fairlead are clear and ready to receive the active escort tug's line on the vessel's escort tug bits.



5.2 MOORING ARRANGEMENTS and REQUIREMENTS

Mooring and unmooring operations, including tug line handling, are dangerous operations. It is important that everybody is fully aware of the hazards and takes appropriate precautions to prevent incidents or accidents.

At all times the vessel must comply with all relevant requirements of the Newcastle Port Authority Ship Handling Safety Guidelines (link below) including trim requirements, propeller immersion etc.

<https://www.portauthoritynsw.com.au/newcastle-harbour/pilotage-navigation/pilotage-and-harbour-master-s-directions/>

Mooring Line Configurations	Mooring Plan as per vessel type <160m vessel Appendix 3, MR Appendix 4, LR1 Appendix 5, LR2 Appendix 6
Mooring System	Quick release hooks and capstan winches
Berth Access	Ships accommodation ladder to be used for Ship/shore access. Smaller vessels to use ships gangway. No landside gangway available.
Emergency Tow Off Wires/ Fire Wires	The Terminal and the Port of Newcastle do not require vessels to deploy this equipment, vessels may do so if they wish.

It is the Master of the Vessel’s responsibility to ensure the safe mooring of their vessel, including the following provisions:

- Mooring lines must be kept taut and secure **at all times**. Regular inspections and adjustments must be performed as the vessel’s vertical height relative to the berth varies due to loading and tide height;
- All mooring lines must be of suitable type and of adequate condition;
- Shipboard winches must be set to ‘brake’ mode. Automatic self-tensioning mode must never be used
- Brake holding capacity must be set at a level that will both keep the vessel securely alongside at all times and allows the winch to render before the line snaps; and,
- The mooring layout should be correct for prevailing conditions.

The Pilot and Master will berth the vessel on the bridge mark as planned by the Terminal, and will arrange moorings as indicated in the terminal mooring plans – refer to Appendix 3 to 6. Any variation to these mooring arrangements will need to be to the satisfaction of Stolthaven, the Pilot and Harbour Master.

Mooring lines must not obstruct loading operations, maintenance or another vessel’s lines. No mooring shall be secured to any berth structure that is not a designated mooring point. Vessel crew must not operate terminal mooring equipment except in cases of extreme emergency.

The Master of the Vessel shall monitor weather conditions and forecasts, along with the impact of prevailing port conditions on moorings and comply with requirements in section 5.3. Stolthaven will not specify what conditions do or do not represent a hazard, however operations may cease due to possible adverse weather conditions impacting operation. In this event, the vessel may use the bollards available at Berth areas to arrange for additional security of the vessel, at the Master of the Vessel’s discretion. The Shore Officer and Ships Agent must be consulted prior to this action being taken, with the Ship’s Agent making arrangements for the Linesmen to attend.



Prior to arrival all mooring lines on winches must be flaked on deck and spooled correctly onto the drum, with the line tightly packed and correctly layered. A 'buried turn' when tension is applied to a poorly spooled line can cause dangerous shock forces and parted lines.

5.2.1 MOORING OPERATIONS

The Ships Agent will be responsible for engaging the contractors to provide ship mooring services.

Upon berthing, lines will be taken ashore by a launch, except for springs which shall use the vessel's heaving lines. Vessels must ensure mooring lines tended meet the specification below; the attending mooring service provider may refuse mooring lines that do not meet the specification.

- Excessively weighted monkey's fists must not be used, such as those containing heavy materials;
- Lines must be tended ashore in a controlled manner. Excessive amounts of line should not be flaked on deck prior to berthing. Paying out too much line during handling ashore can cause the line to drag back into the harbour under its own weight, and cause injury to linesmen;
- All mooring ropes and wires are to have a three (3) meter tail of light rope spliced into the eye to facilitate the transfer from on board the launch to the mooring arrangement;
- Vessels using heavy wire ropes for the purpose of mooring lines shall notify the mooring service provider prior to berthing, and terminate the wire ends with a fiber rope tail no less than 10 meters long finished with a spliced eye for placing over the quick release hooks; and
- Access to and from the vessel will not be permitted until all lines are fast and the vessel's parallel body length is secure against the berth fendering.

During mooring operations communication between shore and vessel shall be via visual/hand signals. One linesman in each group will be, indicating that they will perform the communications role.

In performing the mooring operations:

- Vessel crew must maintain visual contact with the linesman – if contact is lost mooring operations will stop;
- Monitor the position of linemen and the lines boat – stop operations if any person is in a dangerous position;
- No mooring lines are to be tensioned until instructions are given by the linesman.

5.2.2 HYDRAULIC INTERACTION

Vessels moored at the Berth are subject to hydraulic interaction caused by vessels passing in the adjacent channel, which can cause the moored vessel to move significantly. This could result in snapped mooring lines, disconnection of gangway/brow access, damage to berth and equipment/hose damage and serious personnel injuries.

To ensure potential for hydraulic interaction is minimised the Master of the Vessel must ensure that moorings are appropriately configured and maintained – at all times, but especially whilst a vessel passes in the channel. Personnel should not be in the area of any snap back zone during vessels passing.

Hydraulic interaction occurs in all conditions, but is most severe when high volumes of fresh water are flowing down the Hunter River following rain in the river catchment, following a significant rain event. These conditions can be noted visually (when the river appears fast-flowing, turbulent and discoloured), through water density sampling and through the advice of the Pilot (upon berthing) or the Shore Officer.

Hydraulic interaction is particularly pronounced at the Steelworks and South Arm Channel. During vessel passage the Master should be prepared and vigilant, with deck crew in attendance tending ships lines.

Depending on the current environmental conditions the Shore Officer may request cargo operations to cease during the departure of deep draft vessels. This would be discussed at the Ship/Shore Safety Meeting if applicable.



Failure to appropriately configure and maintain moorings may render the vessel liable for the consequences of injury to people and damage to property. Failure to demonstrate adherence to requirements may result in the vessel being deemed unsuitable to unload or load at the Berth.

5.2.3 MOORING INCIDENTS

Snapped mooring lines must be reported immediately to the Port Authority ('Newcastle Harbour' on VHF Channel 9), and the Shore Officer. The Master of the Vessel must also immediately arrange (via the Shipping Agent) for a lines crew to re-set the snapped line, and tugs if required.

In the event of an incident (and until notified by the Ship's Master that any consequence from the hazard has passed) vessel crew must:

- Stop any loading or unloading operations;
- Not access the gangway and berth apron. Other mooring line failures may occur, and vessel movement may dislodge the gangway and brow from the berth;
- Not re-set a line or otherwise operate terminal mooring equipment. Accredited lines company personnel must be called for this purpose; and
- Take appropriate precautions to avoid accessing snap-back zones surrounding shipboard mooring equipment.

5.3 BERTHING/ DISCHARGE RESTRICTIONS

Maximum Wind Speeds for Berthing	25 Knots.
If Wind Speed is Equal to or Greater than 30 Knots	STOP Pumping & monitor for vessel movement. Notify VTS on Channel 9 for all weather related stoppages. When cargo operations resume advise VTS of start time.
If Wind Speed is Equal to or Greater than 35 Knots	Consultation with Shore Officer. Shore to consider removing the unloading hoses, if safe to do so. Should winds exceed >35 knots the vessel may be required to request tug services to push vessel against the berth and decrease load limits on lines.
Pumping Pressures	Slow pumping pressure at ship manifold 1 Bar Maximum pumping pressure at ship manifold 10 Bar.
Bunkering	Bunkering not permitted.
Load Over the Tide	Discharge over the tide not permitted.
Vessel passing while Discharge in Operation	Continuous monitoring of vessels movements and line tension required by crew. The vessel must be adequately secured prior to any vessel passing and all crew and shore personnel must keep clear of snapback zones during these periods.
Work on Vessel	Not permitted during discharge. Any work required on the vessel during its time in the port requires permitting by the Port Authority. Contact your agent for further advice.
Ships tank cleaning, gas freeing and purging	Not permitted.



Notes;

1. *Where adverse winds from exposed directions are expected to exceed safe berth limits the vessel will depart for sea before forecasted winds arrive. In an un-forecasted event the vessel may be required to pre-book tug support to ensure sufficient safety controls to maintain safe berthing. Bookings must be placed 2 hours in advance via the shipping agent.*
2. *The Mayfield 7 berth has live mooring data generated by the Quick Release mooring system. Should loads exceed the set limits and become unmanageable, the vessel will require tug services to reduce line tension.*

5.4 TANKER ARRIVAL CONDITIONS

Once approval has been given by Stolthaven in consultation with Port Authority, the vessel will be provided a pre-arrival questionnaire issued by the receiving Terminal or by the ship's allocated agent.

6 SAFETY

All persons entering the Berth area must comply with all Stolthaven's safety and environmental guidelines and regulations. Failure to comply with the guidelines and regulations may result in the removal from the Berth. There will be no compromise on safety.

The Berth area is an operational area and no other activity other than activities pertaining to the Berth or vessel operations shall be allowed in the Berth area. For example fishing is not permitted from the Berth structure. The Master of the Vessel must ensure that all vessel crew and visitors to the vessel comply with this requirement.

Use of Mobile phones, unless intrinsically safe, will be prohibited during all shipping operations.

6.1 INDUCTION SAFETY TRAINING

All operational Personnel, Contractors, Shipping Agents, Stevedores, Security Officers and Linesman working on the Berth will be required to complete an induction before entry to the Berth area.

The Stolthaven Berth Induction can be arranged by emailing Stolthaven Newcastle Operations, email NewcastleOps@stolt.com or by calling Stolthaven Newcastle Operations on 0418 736 974. The induction is valid for two years.

There is a requirement to have a Maritime Security Identification Card (MSIC) and Stolthaven Berth Induction to enter the berth area whilst the vessel is alongside.

6.2 PERSONAL PROTECTIVE EQUIPMENT (PPE)

Persons accessing the Berth (or Terminal area) must wear appropriate PPE. This requirement applies to all vessel crew/passengers accessing the Berth for any purpose or length of time, including when transiting from the gangway to the security hut.

The minimum PPE to be worn whilst accessing Berth is:

- High Visibility safety garments and work wear
- Long sleeve shirt and long pants
- Appropriate protective footwear with toe protection
- Hard hat/ safety helmet
- Safety glasses/ personal eye protection
- Personal flotation device while working within 2 metres of the berth edge and when accessing the gangway and berth apron

Any breach of safety may result in removal from the Berth. All berth users are required to wear appropriate PPE whilst on board the vessel.

Vessel crew must use their own PPE. The Berth provider will not issue PPE. When leaving the Berth area on shore leave, vessel crew may store PPE at the security hut. The Security Officer will register the equipment for pick up upon entry.





6.3 TRAFFIC MANAGEMENT

All vehicles will follow the posted traffic rules. They must observe speed limits within the Berth and park in designated parking bays. All vehicles must give way to pedestrians. No vehicle is to enter the Landside Restricted Zone (LRZ) during cargo operations, with the exception of the Stolthaven intrinsically safe Forklift.

6.4 PROHIBITED ITEMS ON BERTH

Any person suspected to be impaired by ALCOHOL or DRUGS will not be granted access to the Berth, as per Stolthaven Drug and Alcohol Policy which is available at <https://www.stolt-nielsen.com/our-businesses/stolthaven-terminals/terminal-network/stolthaven-newcastle/>

The following items are prohibited from the berth;

- Fire Arms
- Explosives
- Alcohol
- Illegal drugs
- Animals/Pets
- Cigarettes, Matches, Lighters and E-cigarettes

NO SMOKING is permitted on the Berth. Smoking is permitted outside of the Berth.

Use of Mobile phones, cameras, laptops and pagers is PROHIBITED, unless intrinsically safe.

If any of these devices are required onboard the vessel, they must be switched off and transported in a bag or case until inside the ships accommodation block, where safe to turn on.

6.5 PERMIT TO WORK

No work will be conducted on the Berth during discharge operations. Any work required on the vessel will require a work permit from the Port Authority.

6.6 INCIDENT/ ACCIDENT REPORTING

All incidents should be reported to the Shore Officer & the Site Manager.

Any **significant or near miss incidents** that happen must be reported to:

- Australian Maritime Safety Australia in accordance with the national reporting obligations (the Vessel should contact their respective agent for any queries in relation to the obligations and manner of reporting incidents to AMSA);
- PoN for incidents that occur within the berth area; and
- Vessel Traffic Service (VTS) for any incidents or near miss incidents that occur within the Port.

An Incident Report Form must be completed by parties involved with the incident and an investigation completed, as per Stolthaven Incident and Accident policy which is available at;

<https://www.stolt-nielsen.com/our-businesses/stolthaven-terminals/terminal-network/stolthaven-newcastle/>

A copy of any relevant Incident Report Form should be forwarded to the Harbour Master.

7 SECURITY

The Port of Newcastle is a security regulated port under the Maritime Transport and Offshore Security Act 2003 and accordingly has a registered and approved Maritime Security Plan (MSP). The area within the berth boundary is classified as a Landside Restricted Zone (LRZ), control of the zone is covered under the Maritime Security Plan (MSP)

The Master of the Vessel and all crew must comply with the MSP and must not hinder or obstruct Stolthaven from complying with the MSP.

There are three levels of maritime security, which escalate when risks are present. Level 1 is in force at all times and has been incorporated into current Stolthaven security practices. The Australian Government may declare that maritime security level 2 or maritime security level 3 apply. If Stolthaven is directed to implement a higher maritime security level, all relevant vessels will be notified by the Shore Officer of the change to the maritime security level and of any necessary changes to procedures at the Berth and/or the Terminal.

Users must note that a change in security level may result in a requirement for the Master of the Vessel to enter an agreement with Stolthaven on the types of security measures and procedures that will be in place upon berthing. Stolthaven will advise the Master of the Vessel if such agreement is necessary.

Upon request, the Master of the Vessel must, at the time of completing the Ship/Shore Safety Checklist, provide Stolthaven with copies of the following:

- Declaration of Security (DOS);
- The ship security plan; and
- The vessel's International Ship Security Certificate.

7.1 CONTROL OF LANDSIDE RESTRICTED ZONE (LRZ)

The Landside Restricted Zone will run parallel with the Berth edge up to the Security site hut and perpendicular to both ends of the Berth and is secured by a chain mesh fence.

The Landside Restricted Zone (LRZ) commences prior to ship berthing and terminate once the ship has departed the berth.

Any person requiring entry to the Landside Restricted Zone (LRZ) must have a Maritime Security Identification Card (MSIC) and proof of completing Stolthaven Berth Induction. Visitors can be escorted through the LRZ under supervision of an inducted MSIC holder. Visitors sign in at the security hut with photo id and have a valid reason for accessing the zone.

The control of the Landside Restricted Zone is outsourced to an approved Stolthaven security contractor.

7.2 GENERAL SECURITY ACCESS AND CREW IDENTIFICATION

Any personnel requiring access to the vessel must be on the Master's approved visitation list, supplied via the Ship's Agent. Persons requiring regular access to the Berth must undertake Stolthaven Terminals Berth Induction. An Inducted Person with valid MSIC can access berth facilities unescorted.

Non-inducted persons requiring access to the Berth for an operational purpose (including vessel crew) must be escorted by an Inducted Person. Personal visitors are not permitted for the ship's crew. Crew should consider meeting personal visitors at the Mission to Seafarers.

The Master of the Vessel must arrange for the Inducted Person (e.g. the Shipping Agent) to meet the person requiring access at the security gatehouse and escort the visitor to the vessel (and vice versa). When entering site from the shore, persons requiring access must present themselves to the Berth security gatehouse to obtain authority to enter the site.



Vessel crew entering or exiting the controlled areas will be required to provide satisfactory personal identification on request. This will include a photocopy of their passport or equivalent documents provided by the Shipping Company or agent.

Entry and exit will be logged by signing in/out register and controlled by the Berth Security Guard.

Shore leave will not be granted to crew within 3 hours of departure time.

All shore leave crew must return before 1 hour of vessel departure.

7.3 SECURITY SURVEILLANCE

The Berth is under continual surveillance via high definition remote controlled cameras. Regular patrols are also carried out by the Berth Security Guard.

Cameras are monitored by both Stolthaven & Australia Border Force.

7.4 SECURITY INCIDENT REPORTING

All security incidents must be reported to the Shore Officer/Stolthaven & the Ship's Agent immediately. Depending on the severity of the incident Stolthaven will notify the relevant authorities. It is a breach under Australian Law to withhold any information relating to security incidents that affect maritime transport.

8 TERMINAL OPERATIONS INFORMATION

The tanker transfer operation will commence when the ship is ALLFAST.

Once the gangway and net are secured the Shore Officer will board the vessel and proceed with the relevant Ship/ Shore Safety checks onboard the vessel. Then a meeting with the Ship's Chief Officer will be arranged to cover all safety aspects of the ship discharge including the completion of the Ship/Shore Safety checklist. Safety re-checks will be completed from minimum of 8 hours to maximum of 12 hours during the discharge on the ship and on the berth.

When given the all clear the Wharf Attendants will commence connection of berth hoses using the vessel's crane.

On board ullaging and sampling of products by Independent Cargo Surveyor, if required will also commence at this time. When sampling is complete the samples will be taken back to the receiving terminal for analysis.

The terminal will be made ready to receive product with valve alignments etc. When this set up is complete the Shore Officer will give the all clear to commence the product discharge.

8.1 SHORE MANNING STRUCTURE

There will be between 3 - 4 personnel and one Security Guard managing the transfer operation at the Berth, depending on the receiving company. These could consist of;

- Shore Officer
- Wharf Attendants
- Pipeline Walker
- Terminal Operator
- Security Guard

8.2 ROLES AND RESPONSIBILITIES

SHORE OFFICER

- Responsible for all Shore side activities
- Assist positioning of ship on ship's arrival
- Carry out Ship/Shore checklist with ships Chief Officer
- Oversee all operations during discharge.
- Control Room Monitoring and record keeping (including SCADA inputting)

WHARF ATTENDANTS

- Maintain communication with Ships Officer, Surveyors and Terminal Operator
- Connect and disconnect berth hoses to ship and berth manifolds
- Operate valves as required including line sampling, testing, checking pressures etc
- Carry out berth patrols and leak checks

TERMINAL OPERATORS

- Direct product flow from berth line to tank
- Monitor tank levels, pressures and associated field instruments.
- Routinely check terminal pipeline systems for leaks
- Manage pigging operations on completion of product transfers



PIPELINE WALKER

- Routinely check berth line for leaks and integrity
- Routinely check terminal pipeline systems for leaks
- Surveillance of the waterside around ship for leaks
- General security surveillance
- Assist with product sampling

SECURITY GUARD

- Security surveillance of the Landside Restricted Zone
- Carry out duties as per Stolthaven's Maritime Security Plan
- Escort non-inducted personnel as required

8.3 COMMUNICATIONS

The means of communication between the vessel and berth shall be confirmed by the Shore Officer in charge to the Master of the vessel immediately after berthing and shall be documented and agreed by both parties on the Ship/Shore Safety Checklist and Operational Agreement.

Communications will be in English. The ship will issue a ship's radio for communication with the shore, both parties will agree and document acceptance of the correct radio channel to be used and emergency procedure. Backup communications will also be agreed and documented.

The following table lists useful contact details and phone numbers, however please refer to the Ship/Shore Safety Checklist and Appendix 2 for specific advice. Add +61 as a country code if dialing from a satellite phone.

Contact	Method of Communication	Details
Stolthaven	Mobile phone	+61 418 736 974
Koppers	Telephone Landline Shift Supv Mobile	+61 2 4968 7341 +61 407 288 928
Port Authority/VTS	VHF/UHF Radio Telephone Landline	Channel 9 VHF +61 2 4985 8321
Port Incident Reporting	Telephone Landline	+61 2 4929 3890
Emergency Services	Telephone Landline	000

8.4 CONNECTION / DISCONNECTION OF MARINE SHORE HOSES

All vessel manifold connections to be used for cargo operations shall be pre-fitted with a flange diameter required to match the shore connection. ANSI raised face preferred.

The vessel's crew is responsible for removing blank flanges from the ship's manifold connections and assist shore crew with connection and disconnection of berth hoses. The vessel's crew is responsible for installing blanks on to the manifold when berth hoses have been disconnected from the manifold.

The vessel is not permitted to commence the transfer until the Shore Officer has inspected manifold connection and all unused manifold connections are blanked.

8.5 LINE/HOSE CLEARANCE

Air or Nitrogen will be provided by the Terminal for leak testing the hose connection prior to transfer operations, line clearance & pigging operations. Vessel manifold valves must be closed during this activity.

8.6 SHIP/SHORE ACCESS

The vessel must provide safe access in accordance with the requirements for accommodation ladders and gangways under Australian Maritime Security Authority, section 68 of Marine Order 21.

The Quay line type berth allows for use of vessel accommodation ladders/gangway for safe access between ship and shore. The vessel shall provide safe efficient access with an effective safety net below it and should comply as follows:

- Clear walkway
- Continuous handrail on both sides
- Electrically insulated to eliminate continuity between ship and shore
- Adequate lighting
- For gangways without self-levelling treads or steps, a maximum safe operating inclination should be established and clearly marked
- A lifebuoy with lifeline and light must be available close to the gangway position.

Boarding or disembarking from a vessel at the Berth must only take place by using the designated gangway that has been provided by the vessel.

Safety notice at the access point should indicate that:

- Unauthorised persons are not allowed to board
- Visitors are required to show identification
- Mobile phones and other electronic devices must be switched off
- Smoking and naked flames are prohibited
- Lighters and matches are prohibited to be carried on board

8.7 ENGAGEMENT OF INDEPENDENT CARGO SURVEYOR

The Independent Cargo Surveyor, if required, performs the sampling and ullaging of ships tanks before and after unloading and loading operations.

The Master of the Vessel or the Chief Officer must ensure the Independent Cargo Surveyor has access to the vessel and all necessary information to enable them to properly carry out their functions and duties.

8.8 TANK CLEANING, CRUDE OIL WASHING, PURGING AND GAS FREEING REQUIREMENTS

Tank cleaning, Crude oil washing, purging and gas freeing of cargo tanks alongside is **NOT PERMITTED** without written approval of the Harbour Master, receiving company and berth owner. This may be granted subject to all safety, environmental and operational requirements being complied with and berth availability. Such safety and operational requirements will be in accordance with the provisions of the International Safety Guide for Oil Tankers and Terminals.

Dirty Ballast, washings and slops receipt are not available at this Terminal.

8.9 INERT GAS (IG) SYSTEM

All vessels, if fitted with an Inert Gas System, must have the system in operational condition and in compliance with IMO standards.

THE SHIP IS REQUIRED TO STOP OPERATIONS & ADVISE THE SHORE OFFICER IMMEDIATELY, IF AT ANY TIME THE INERT GAS SYSTEM FAILS TO MEET REGULATORY REQUIREMENTS.

While at the Berth cargo tanks must be maintained at positive pressure and the oxygen content of the vapour space should not exceed 8% by volume for all fuel and combustible cargos.



The Shore Officer has the right to monitor or request the oxygen content of the inert gas supply main to the tank system and of randomly selected cargo spaces. The vessel must allow access to the IG graph on request.

In event of failure of the inert gas system to deliver the required quality and quantity of inert gas, or the inability to maintain a positive pressure in the cargo and slops tanks, action must be taken immediately to prevent an air being drawn into tanks. All cargo operations shall be stopped and Inert Gas isolating valve closed. Operations will remain shut down until repairs are completed.

Any vessel that is unable to comply with regulatory standards of an inert system may be removed from the Berth.

9 ENVIRONMENT

A vessel must not discharge any substance that is not permitted to be discharged under Environmental Laws. Waste disposal arrangements are available at the berth through consultation with the Shipping Agent.

The environment is of high importance and is managed through improvement and monitoring programs, minimising impact to neighbouring communities and environments. All personnel accessing the Berth or the Terminal are to ensure their activities have no adverse impact to air quality, water quality or noise levels. Compliance is strictly enforced to ensure the community is not adversely affected.

9.1 BERTH ENVIRONMENTAL RESTRICTIONS

Vessels should not proceed to the Berth without confirming that the weather conditions currently experienced are within the acceptable limits as agreed with the Port Authority.

Cargo operation will be stopped during adverse weather conditions, this includes electrical storms, high winds, at the discretion of either the Master of the Vessel, the Shore Officer or the Port Authority. The weather conditions are monitored at the berth (Ship) and receiving terminal. Should the wind speed exceed the maximum speed criteria then cargo operations must be stopped. An assessment will be undertaken and determine if the Shore hoses need to be disconnected.

Operations can, at the discretion of the Master of the Vessel, Shore Officer or the Port Authority be suspended prior to wind speeds reaching the maximum operating parameters.

During electrical storms pumping operations will cease until the storm cell has moved to a safe distance away from the operations.

BERTH ENVIRONMENTAL RESTRICTIONS	
Maximum Wind Speeds for Berthing	25 Knots
If Wind Speed is Equal to or Greater than 30 Knots	STOP Pumping & monitor. Notify VTS on Channel 9 for all weather related stoppages. When cargo operations resume advise VTS of start time.
If sustained Wind Speed is Equal to or Greater than 35 Knots	Consultation with Shore Officer. Shore to consider removing the unloading hoses, if safe to do so. Should winds exceed >35 knots the vessel may be required to request tug services to push vessel against the berth and decrease load limits on lines.

9.2 WEATHER INFORMATION

The vessel is to maintain a good visual watch as well as using all other available means to make full appraisal of the weather conditions when alongside.

The Bureau of Meteorology is Australia's national weather, climate and water agency. Details of weather forecast is available on website: <http://www.bom.gov.au/nsw/forecasts/newcastle.shtml>

Stolthaven has a weather station on site and can read wind speed and wind direction at 10 metres, this data is transmitted to the Terminal Control Room and monitored by the Shore Officer.



9.3 BALLAST WATER MANAGEMENT

Australia has introduced mandatory ballast water management requirements to reduce the risk of introducing harmful aquatic organisms into Australia's marine environment through ballast water from international vessels.

The Australian Quarantine and Inspection Service (AQIS) is lead agency of the Australian Government for the regulation of ballast water taken up by international vessels. AQIS is responsible for ensuring that foreign ballast water intended for discharge inside Australia's territorial sea (the area within 12 nautical miles of the Australian coast line) has been managed in accordance with Australia's requirements.

All international vessels intending to discharge ballast water anywhere inside the Australian territorial sea are required to manage their ballast water in accordance with Australia's mandatory ballast water management requirements.

The discharge of high risk ballast water in Australian ports is prohibited. For further information contact your respective shipping agent.

9.4 PORT AND BERTH POLLUTION PREVENTION

It is an offence to spill oil, dump garbage, emit excessive funnel smoke or discharge bilges into the harbour. All pollution incidents in or around the Port will be investigated. In Australia there are severe penalties for such offence.

No oil or ballast water containing oil shall be discharged or allowed to escape into the harbour. Bilges must not be pumped overboard while in port. Sea valves, bilge valves and any other valves discharging outside which could cause pollution must remain shut and sealed.

Master of the Vessel must ensure that their crews are aware of the anti-pollution requirements for the Port.

Any spill or impact on the Environment will be treated very seriously and will incur heavy fines plus clean-up costs.

During operations, all scuppers shall be plugged except when temporarily opened to allow accumulated water to drain under heavy rain conditions. This must be performed under approval of the Ship's Officer and with supervision by the ship's crew. The shore Wharf Attendant must be informed of every event. No oil, leakage or spillage shall be swept or allowed to leak overboard.

Any leakage or spillage must be reported immediately to the Shore Officer and VTS and operations stopped until the leakage or spillage has been managed to the satisfaction of the Port Authority, receiving company and berth owner.

10 MISCELLANEOUS INFORMATION AND REQUIREMENTS

The following information and requirements will assist with details not addressed in previous sections.

Potable Water	Not available on Berth side
Heavy Fuel Oil Bunkers	Not available on Berth side
Diesel Bunkers	Not available on Berth side
Pilotage	Is compulsory for this Port
Shore Leave/ Crew Change	Arrangements to be made with Shipping Agent

10.1 STOLTHAVEN DRUG AND ALCOHOL POLICY

Possession and use of alcohol and/or drugs within the Berth area is strictly prohibited.

Master of the Vessel will be advised that operations will cease if person or persons involved in the operation are affected or under the influence of Alcohol or Drugs.

Operations will not resume until the issue has been reported to and investigated by the relevant authorities and Stolthaven considers it safe to so. This may result in delays or cancellation of all operations including removal of vessel from the Berth.

Access to the Berth area by a person under the influence of alcohol and/or drugs will be denied.

Random drug and alcohol checks may be carried out.

10.2 REPAIRS AND MAINTENANCE TO VESSEL ALONGSIDE

While the vessel is berthed at the Berth, the vessels main engines, steering mechanisms and other equipment essential for manoeuvring should normally be kept in a condition that will permit the vessel to be moved away from the berth in event of an emergency.

The ship's agent and Stolthaven must be informed of any repairs or maintenance during the vessel's stay at the Berth.

If there is a need for Hot Work or immobilisation of the vessel, the Master of the Vessel must inform the Port Authority & Stolthaven via the Agent. Permission must be granted before works are undertaken.

Any unplanned conditions that result in loss of operational capability, particularly to any safety system should be immediately communicated to Shore Officer & Port Authority.

10.3 HOT WORK WHILE ALONGSIDE

Hot work is prohibited while the vessel is moored at the Berth. In exceptional circumstances and after appropriate risk assessment and safety requirements have been met the Master of the Vessel may apply for written permission for carrying out Hot Work from the Port Authority and Stolthaven Site Manager. **No Hot Work will be allowed during cargo operations.**

10.4 SHIP STABILITY

The Master of the Vessel is to ensure that the vessel with comply with IMO intact stability criteria during all stages of the cargo operations.

Regular monitoring of stress and stability should be taking place throughout cargo operations to ensure that the conditions have been maintained within design limits of the vessel and operating methods and instructions should be prominently displayed in the approved trim and stability booklet at the cargo/ballast control panel and in any computer software by which stability calculations are performed.



10.5 GENERAL STORES AND CARGO HANDLING

Notification must be given by the **Shipping Agent** to Stolthaven that Stores or Cargo is being delivered for the vessel.

Please note: No stores, garbage removal activity or Lubes to be taken on board during discharge or loading operations. They can be received before or after discharge or loading operations.

The handling of packed or general cargo or stores will only be permitted with the approval of the Shore Officer and under conditions that they may require.

Vessel personnel when engaged in stores/garbage handling operations on the berth are required to wear personal protective equipment including safety helmet and safety footwear.

Major items of stores may be handled provided that:

- Handling is carried out at the aft end using approved lifting equipment (where provisions crane is available.)
- All redundant material associated with stores, this includes pallets, wrappings, boxes, tin etc will be removed from the berth area. If such material is not removed or disposed of incorrectly, a charge will be levied against the vessel.

10.6 DIVING OPERATIONS AT BERTH

No diving operations is allowed at the Berth during cargo operations. Permission to dive will need to be given by the Site Manager and Port Authority.

10.7 POTABLE WATER / UTILITIES

Potable Water is currently not available on Mayfield 7 berth.



11 EMERGENCY RESPONSE

The Management of Emergencies is covered in the Stolthaven Emergency Response Plan. These plans should be used in conjunction with Koppers Emergency response plans where/when applicable.

There are a number of potential circumstances that could create an incident or emergency within the Berth area. They include:

- Fire
- Spills
- Incident/accident with a vehicle
- Injury to personnel
- Vessel related incident
- Terrorist related activity incident

Each emergency shall be actioned depending on magnitude and the situation of the emergency.

In all situations the Shore Officer and/or the Site Manager must be notified immediately by two way radio to attend the Berth to assess the situation.

As mobile phones are prohibited on the Berth during shipping operations, in an emergency, a call via two way radio to the Security Guard will be given to contact the emergency services.

The Shore Officer or delegate will dial 000; describe the emergency/incident and location of the emergency/incident.

Once the emergency services have been notified, a call will be made to VTS on 02 4985 8301 and describe the emergency/incident and location of the emergency/incident.

If an emergency/incident cannot be controlled evacuate to designated Emergency Evacuation Assembly Point A opposite the Gatehouse Security Office.

A designated person shall meet the emergency services, provide the current status and details of emergency to the emergency services.

11.1 EMERGENCY RESPONSE EQUIPMENT

There will be equipment on the berth that is for use in case of an emergency or incident.

- Spill kits and clean up equipment for minor spills
- First response equipment
- First Aid Kits
- Bio-Security response kit

12 OPERATIONAL REQUIREMENTS

Stolthaven accepts vessels at the Berth on the condition that operations are conducted in accordance with the Terms and Conditions and Berth Information Handbook, safely and expeditiously and that the Berth is vacated as soon as practicable after operations are completed.

In general, operations must be conducted in accordance with the requirements of the current edition of the International Safety Guide for Oil Tankers and Terminals (ISGOTT Sixth Edition).

Without limitation to Stolthaven's rights under the Terms and Conditions, Stolthaven reserves the right at its absolute discretion and without limitation to do any, or all of the following:

1. Reject the Vessel;
2. Cease and or suspend all operations involving the Vessel;
3. Remove or direct the removal of the Vessel from the Berth;
4. Refuse completion of any intended operations involving the Vessel; or
5. Require attendance and/or assistance of Marine cargo expert acceptable to Stolthaven,

if, without limitation:

- A. there is a defect in Vessel, equipment, manning or operations which in the reasonable opinion of Stolthaven presents a hazard to the Berth, personnel or Stolthaven, Berth or third party operations of any nature; or
- B. operational performance (appropriate to the type of vessel and operation) that fails to utilise satisfactorily the available Berth facilities and in the reasonable opinion of Stolthaven, constitutes an unacceptable constraint on the operations of Stolthaven or other Berth users; or
- C. there is insufficient ullage to receive the intended cargo volume.

Stolthaven has no liability to the Shipping Agent, the Owner or any of their Personnel under or in any way relating to the Vessel's use of or access to the Port or the Berth except to the extent expressly provided for in the Terms and Conditions.



13 BINDING AGREEMENT

The Shipping Agent, on behalf of itself and the Owner of the Vessel acknowledges and agrees that the terms and conditions of this Handbook form part of the Agreement between:

- A. the Shipping Agent and the Owner of the Vessel (jointly and severally); and
- B. Stolthaven,

which is entered into when the Shipping Agent submits an application to use the Berth in the approved form and which comprises:

- **the Terms and Conditions;**
- **the User's Application;**
- **the Schedule of Charges; and**
- **the terms and conditions of this Handbook.**

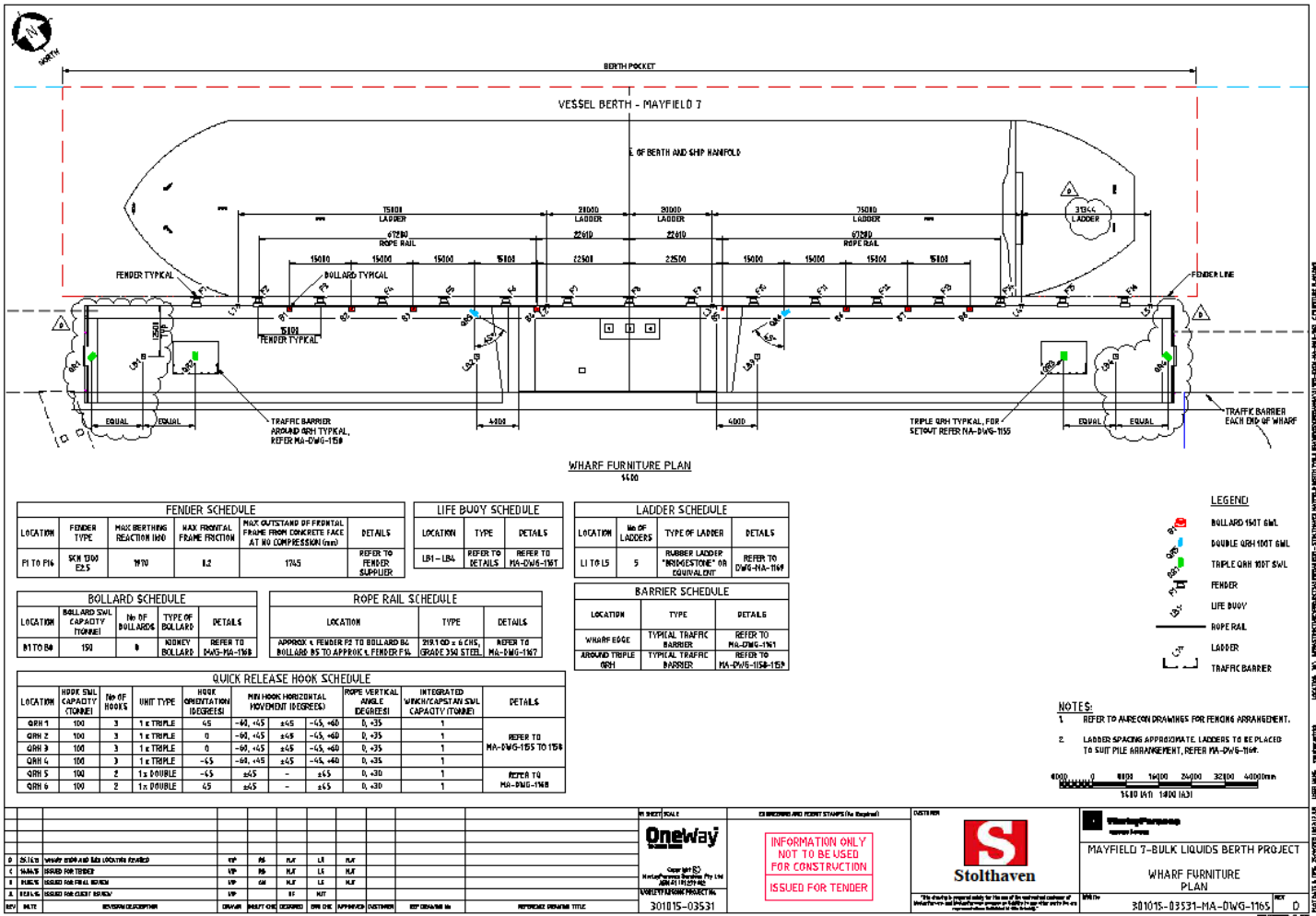
If there is any inconsistency between any terms of the above documents, the terms of the documents must be given priority in the order they are listed above.

Unless the context otherwise requires, capitalised terms used but not defined in this Handbook have the meanings given in the Terms and Conditions.



14 APPENDIX 1

BERTH LAYOUT PLAN



301015-03531-MA-DWG-1165_D Wharf

15 APPENDIX 2

EMERGENCY CONTACT REGISTER (add +61 if dialing from outside of Australia)

Port Authority of NSW 24 hr Contact Numbers Vessel Traffic Service (VTS) – (02) 4985 8292		
Role	Personnel	Contact Details
Site Manager	Ryan Duckmanton (Stolthaven)	0498 762 177
Site Superintendent	Andy McCormick (Stolthaven)	0437 945 167
Stolthaven Shore Officer	Shore Officer on Duty (Stolthaven)	0418 736 974
Australian Operations Manager	Ian Rice (Stolthaven)	0418 018 511

Emergency Contacts		
Service	Address	Contact Details
Fire / Ambulance / Police		000
Hospital – John Hunter	Lookout Road, NEW LAMBTON NSW 2305	(02) 4921 3000
SafeWork NSW		13 10 50
Australian Maritime Safety Authority - Newcastle Office	8 Cowper Street, CARRINGTON NSW 2294	(02) 4964 6300
Port Wide Emergency Reporting Line		(02) 4929 3890

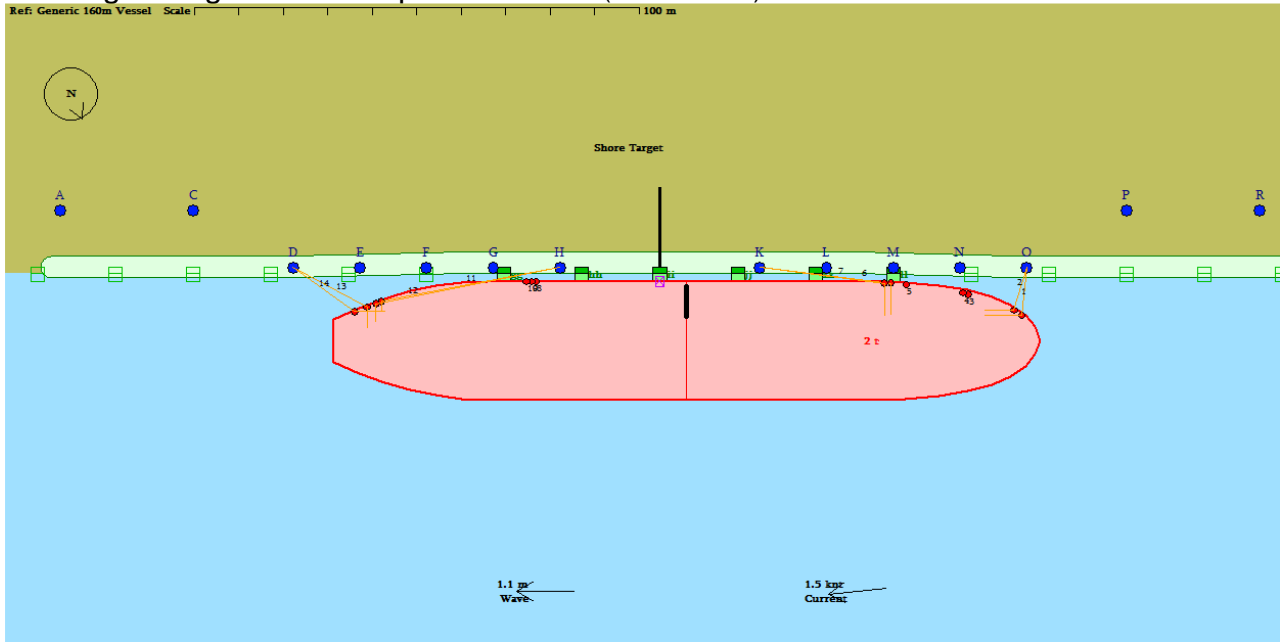
Utilities and Government Contacts	
Utility / Agency	Contact Details
Energy Australia	131 388
AGL	131 909
Hunter Water	1300 657 000
Telstra	132 203
Newcastle City Council	(02) 4974 2000 A/Hours 02 4974 2000
Environment Protection Authority - Report Pollution Incident (24hrs) - Newcastle Office	131 555 (02) 4908 6800

Service Contactors	Contact details
Cleanaway (waste disposal)	(02) 4015 6400 or 1800 774 557
Veolia (waste disposal)	132 555 or 132 955
24/7 HAZMAT	1800 429 628

16 APPENDIX 3

MOORING PLAN <160m Vessel (minimum)

Mooring arrangement example for vessel. (<160m LOA)

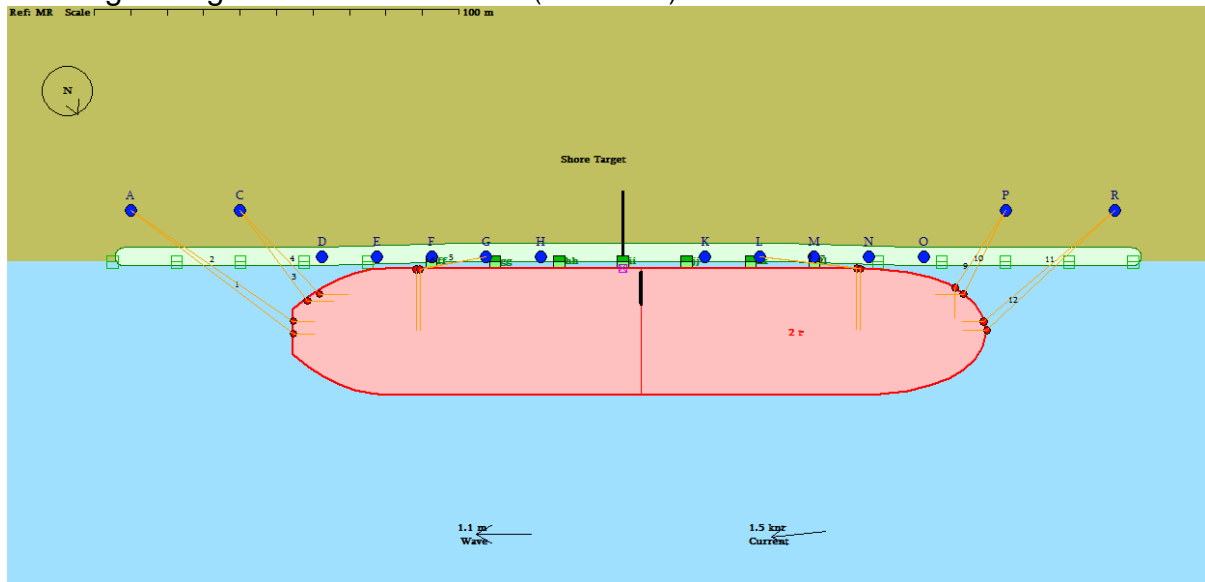


HOOK REFERENCE	LINE
D	2 Stern Lines
H	2 Aft Spring Lines
K	2 Forward Spring Lines
O	2 Bow Lines

17 APPENDIX 4

MOORING PLAN MR Vessel (minimum)

Mooring arrangement for MR vessel. (200m LOA)

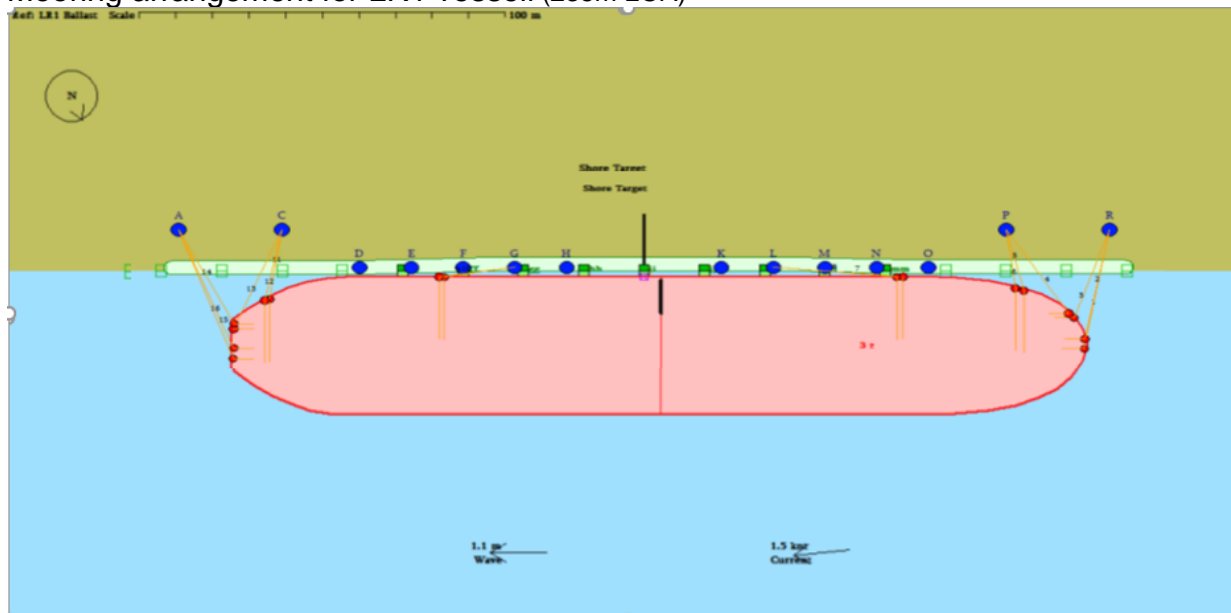


HOOK REFERENCE	LINE
A	2 Stern Lines
C	2 Stern Breast Lines
G	2 Aft Spring Lines
L	2 Forward Spring Lines
P	2 Forward Breast Lines
R	2 Bow Lines

18 APPENDIX 5

MOORING PLAN LR1 Vessel (minimum)

Mooring arrangement for LR1 vessel. (235m LOA)

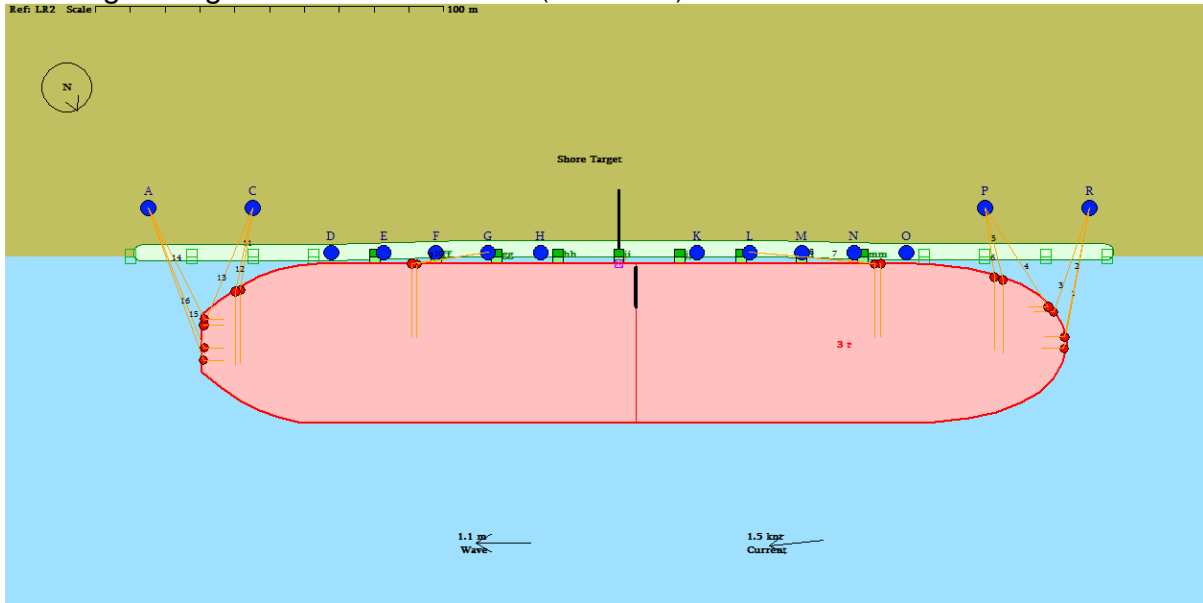


HOOK REFERENCE	LINE
A	3 Stern Lines
C	3 Stern Breast Lines
G	2 Aft Spring Lines
L	2 Forward Spring Lines
P	3 Forward Breast Lines
R	3 Bow Lines

19 APPENDIX 6

MOORING PLAN LR2 Vessel (minimum)

Mooring arrangement for LR2 vessel. (245m LOA)



HOOK REFERENCE	LINE
A	3 Stern Lines
C	3 Stern Breast Lines
G	2 Aft Spring Lines
L	2 Forward Spring Lines
P	3 Forward Breast Lines
R	3 Bow Lines



20 APPENDIX 7

ACKNOWLEDGEMENT OF RECEIPT OF STOLTHAVEN TERMINALS HANDBOOK

The Berth Information Handbook for Mayfield 7 Berth has been issued to:

Vessel:.....

I, the Owner / Master / nominated Agent (please delete as appropriate) for the above listed vessel confirm as follows:

- I am authorised to sign this form on behalf of the Owner;
- I acknowledge receipt of the Stolthaven Handbook;
- The Shipping Agent and the Owner agrees to be bound by, and to comply with the terms and conditions of the Stolthaven Handbook; and
- I confirm that signing and returning a copy of this form to Stolthaven is a pre-condition to entry into the Berth.

Signature

Print Name & Position

Vessel Stamp