YILPORT®
GEBZE

YILPORT
PORT FACILITY
DANGEROUS CARGOES
HANDLING GUIDE

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SEAL

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1 ENTRY

1.1. The entry and presence of dangerous cargoes in port areas and any consequential handling should be controlled to ensure the general safety and security of the area, the containment of the cargoes, the safety of all persons in or near the port area, and the protection of the environment.

1.2. The safety of life at sea and the safety and security of a ship, its cargo and its crew in a port area are directly related to the care which is taken with dangerous cargoes prior to loading or unloading, and during their handling.

1.3. These Recommendations are confined to dangerous cargoes which are in a port area as part of the transport chain. These Recommendations do not apply to dangerous substances which are used in a port area or are for general storage in the port area, but Governments may wish to control such use and storage by national legal requirements. Should a substance covered by either of these exclusions subsequently be shipped, these Recommendations should then be applied, even though the substance is already in the port area.

1.4. An essential pre-requisite for the safe transport and handling of dangerous cargoes is their proper identification, containment, packaging, packing, securing, marking, labelling, placarding and documentation. This applies whether the operation takes place in a port area or at premises away from a port area.

1.5. Whilst the total transport chain includes inland, port and marine elements, it is essential that every care is taken by those responsible for the matters in 1.4 and that all relevant information is passed to those involved in the transport chain and to the final consignee. Attention should be paid to the possible differing requirements for different modes of transport.

1.6. The safe transport and handling of dangerous cargoes is based on correct and accurate application of regulations for transport and handling of such cargoes and depends on appreciation by all persons concerned of the risks involved and on the full and detailed understanding of the regulations. This can only be achieved by properly planned and carried out training and retraining of persons concerned.

1.7. The codes and guides are under continuous review and are regularly revised. It is essential that only the most up-to-date editions are used. The contents of these codes and guides have been repeated in these Recommendations only to the extent necessary.

1.8. In preparing this guide IMDG CODE, ERG 2012 and IMO 1216 CR. documents have been applied to and the informations are used.

1.1 General information of the port facility (Restricted)

1.2 Loading/unloading, handling and storage procedures for dangerous cargoes handled and temporarily stored at the port facility

1.2.1 General

1.2.1.1 Some of the cargoes defined as Class 1 explosive, Class 7 radioactive materials and Class 6.2 infectious substances in IMDG code shall not be taken inside the port facility. Cargoes which are wrapped, packed or prepared in the form of bale/bunch/truss within the scope of MARPOL Annex-I and IMDG codes general cargoes and project cargoes are handled. All kinds of bulk cargo, mines, coal, cement, clinker, fertilizers containing ammonium nitrate, all kinds of solid bulk cargoes of this type within the scope of IMSBC, TDC and Grain code and all kinds of cereals shipped as bulk cargo within the scope of Grain code are handled by the port facility. Liquid cargoes within the scope of IBC code are handled at the port facility within the scope of IBC code. Cargoes within the scope of IGC code are not handled.

1.2.2 Preparation Before Handling Dangerous Goods

(1) Planning and preparation related to the handling and temporary storage of the dangerous good that are coming to our coastal facility are made by taking into consideration the information that is stated in the preliminary notification and the safety data sheet and the related personnel are informed.
(2) The responsible department in our coastal facility asks for the safety data sheet of the dangerous goods, it takes the measures to be taken for first aid and emergency preparedness and the safety data sheet for handling and temporary storage applications into the account. The safety data sheet is prepared by safety data sheet makers and the safety data sheets that do not meet these requirements are not accepted by our coastal facility.
(3) If the cargo transport unit or packaging is not available for repackaging or rearranging for making available to transport at the shore facility, it shall not be accepted to the shore facility.
(4) Written information containing facility rules, cargo handling rules and relevant legislation is given to the ship that wilto be berthed at the our facility.

1.2.2.1 Fulfillment of the conditions specified below will be ensured as regards handling the dangerous cargoes coming to the port facility, keeping them temporarily at the port facility, making their stowage and segregation and storage for safety of the port facility, employees and ships at the port facility.

1.2.2.1.1 A coordination meeting will be held at least 1 day prior to the acceptance of dangerous cargoes to the port facility and the representatives of operation, Field planning, HSE unit, TMGD and other related persons shall participate to the meeting. (The resolution to hold such meeting will be taken through the operation or HSE/TMGD departments regarding the dangerous cargoes handled routinely which are accepted to the port)

1.2.2.1.2 Following issues will be discussed during the coordination meeting with regard to the dangerous cargo (es) to be accepted to the port:

1. Risk arising from dangerous cargo
2. Interaction with dangerous cargoes existing at the port facility,
3. Interaction with cargoes planned to be accepted to the port facility in the near future,
4. Conditions for stowage
5. Conditions for segregation
6. Requirement of materials and equipment with respect to emergency response
7. Sufficiency of emergency response equipments
8. Interaction with the neighboring area (s)

The issues mentioned herein above will be discussed within the scope of current IMDG CODE documents and a management decision for accepting/rejecting will be taken.

1.2.2.1.3 If a decision is taken at the meeting in favor of accepting the dangerous cargo, management, operation, storage, safety and emergency response departments shall be notified and the necessary preparations and acceptance process will be commenced.

1.2.2.1.4 If it is required to notify the Port authority, the situation shall be notified to the Port authority in writing by specifying the reasons.

1.2.3 Records Keeping of Notifications

The notifications that are made to our port facilities shall be kept in physical or electronic methode for 3 years. This records are available for the inspections by the Administration or Harbour Master which is related port authority.

1.3 Procedure for Safe Handling Operation of Packed Dangerous Cargoes

1.3.1 Container

1.3.1.1 The container transporting dangerous materials subject to customs regime has been declared to the Customs Authorities; and the Customs Administration, as per the declaration, orients such container to RED line for physical examination and document control, to YELLOW line for control of correctness without need to physical examination, to BLUE line where the declarations and documents will be controlled later, to GREEN line where documents are not controlled and goods are not physically checked and determines the conduction of COMPLETE DETERMINATION, PARTIAL EXAMINATION or EXTERNAL EXAMINATION.

1.3.1.2 Customer or the representative Agent thereof will make a request at the agency port (registry office, commercial tariff unit, CFS office) and a service order will be formed. Opening and closing minutes shall be signed by the customs examiner and a request will be made to CFS office with these minutes anda the declaration.

1.3.1.3 If the dangerous material inside the container does not have material safety data sheet (SDS), it will be requested from the customer or his representative. Proceedings shall not be started for dangerous cargoes which do not have SDS. SDS is reviewed by operation and HSE/TMGD departments and the required measures are taken and assignment of teams is carried out.

1.3.1.4 The container, requested in line with the Service Order issued by CFS office, is brought to CFS site.

1.3.1.5 The container is loaded on the Port Vehicle at the stowage area and brought to the CFS area and unloaded at the planned location. The examination of container is completed under the control of the customs examiner, customer/his representative and port CFS operation authority and the Opening and Closing minutes is prepared.

1.3.1.6 During the Examination and Sampling process, teams wearing Protective Clothing will intervene the wastes (packaging paper, plastics, fixing materials etc) and leakage from the container in which there are Dangerous Materials and will perform the cleaning. The wastes will be taken to the waste collection center to be disposed.

1.3.1.7 The container will be taken to the container stowage area following the field assignment performed subsequent to the completion of required proceedings.

1.3.1.8 Containers containing Dangerous Materials are not placed in the "temporary storage place closed warehouse" but they are placed in IMDG area in line with features of these containers as per 77th article of Customs Regulation.

1.3.2 Dangerous cargoes in packaged form

1.3.2.1 Loading or unloading of packed dangerous cargoes will be made as direct delivery within the port facility.

1.3.2.2 The loading or unloading program will be prepared 1 day before at the operation meeting. Number of equipments and cranes, teams and shifts as well as the port to be used shall be specified at this meeting. The personnel who will work in the operation will be provided with information as regards the risks of the cargo and they will be equipped with the necessary protective outfit. Environmental safety is ensured by the HSE unit. Personnel will be employed neither in the hold of the ship nor in the work area prior to the conduction of gas measurements.

1.3.2.3 Necessary warnings will be made in order that the trucks do not to make loading exceeding loading limit and people in charge will pay necessary attention with respect to this issue.

1.3.2.4 The drivers will wait at a specified location away from the vehicle during the loading and unloading of vehicles. It will be controlled if the driver has the necessary protective equipments or not.

1.3.2.5 The shift superintendent will be responsible from controlling the work security, control of equipments, entry and exit of outsiders, safe handling of the cargo, environmental cleaning and duly performance of these works.

1.3.2.6 Working order will be organized through the berth operator and chief officer of the ship. Berth operator ensures the realization of loading or unloading as per the cargo plan. The responsibility of loading and unloading as per the cargo plan belongs to the Plannin Expert.

1.3.3 Requirements

1.3.3.1 The facility is equipped with water pump with electrical and diesel motor for cooling having connections with water tanks with adequate volume, fire hydrant connected with fire pipes in adequate number/size in required places, fire cupboard, spare energy production devices with adequate power (generators), fire equipments, details of which are provided in Article 8.10 containing fire extinguishing devices consisting of those operating with foam (for fire extinguishing works other than buildings and liquidated gas fires) dry chemical/powder which are fixed/mobile, depending on the capacity of the facility and the location thereof.

1.3.3.2 Personnel working at the port facility in loading or unloading works as well as those working in processes of packaged dangerous cargoes shall be provided with trainings in line with their job descriptions and working fields on issues such as emergency situations (fire, explosion, leakage etc) and intervention, work health and security, ISPS code safety awareness and safety issues specified in Article 10.4.

1.3.3.3 Works and processes related with damaged cargo carrying units and packagings containing dangerous materials shall be carried out by taking necessary measures at CFS's worksite. If there are any leakages in the said cargo carrying units or packagings, works related to them will be performed at the mobile leakage pools with capacity of 2 40-feet containers.

1.3.3.4 IMDG work area has been allocated which is in compliance with segregation and storage rules for containers carrying dangerous materials and temporary storage of the said packaged dangerous cargoes will be carried out as per segregation and storage rules stated in section 4. Required fire, environmental and other safety measures will be taken at these worksites. If handling and storage of dangerous materials are done at the entire worksite, then the roads will be open for reaching the units carrying cargo containing dangerous materials and the equipments enabling emergency response for intervening within a short period shall be made available at the worksite.

1.3.3.5 The communication means used will be working, in good condition and adequate number and capacity to provide safe usage and uninterrupted communication in loading or unloading and handling operations of dangerous cargoes

1.3.3.6 It will be controlled to ensure that the required warnings, signs and alarm buttons are placed at a visible and easily reachable location. The related personnel will be equipped with protective clothing and equipment in accordance with the work safety and health criteria at locations and situations which are dangerous. Personnel who don't have protective clothing and adequate equipment in line with their job descriptions and their working areas will not be employed.

1.3.3.7 Cargo transport units transporting temperature-controlled dangerous materials can only be temporarily stored at IMO area where the necessary measures are taken. The temperature values of the cargo transport units will be followed up constantly and also be remotely monitored as much as applicable.

1.3.3.8 Packages containing Class 4.3 dangerous substances which, in contact with water, emit flammable gases and cargo transport units containing these types of packages will be stored at closed areas which are not affected from factors like rain, sea water and etc. Warning signs specifying the risks will be placed at the areas of storage. Cargo Transport Units (CTUs) containing the said dangerous materials could be stored in open facility areas if they are not affected from factors like rain, sea water and etc.

1.3.4 Documentation

1.3.4.1 Passenger ships and cargo ships of 500 gross tonnage or over constructed on or after 1 September 1984 and carrying dangerous goods, shall comply with the requirements of regulation II-2/19 of SOLAS 1974. In this connection, such ships are required to carry on board a Document of Compliance in accordance with SOLAS 1974, regulation II-2/19.4 as evidence that the ship complies with the special requirements for ships carrying dangerous goods stipulated in SOLAS regulation II-2/19. Cargo ships of less than 500 gross tonnage constructed on or after 1 February 1992 shall comply with the

requirements of regulation II-2/19 of SOLAS 1974, unless Administrations have reduced the requirements and this has been recorded in the Document of Compliance.

1.3.4.2 The Document of Compliance provides information on the classes of dangerous goods that may be carried on deck and in each compartment of the ship.

1.3.4.3 On board a ship carrying packaged dangerous cargoes a special list or manifest setting out the dangerous goods and marine pollutants and their location is required. A detailed stowage plan, which identifies by class and sets out the location of all dangerous goods and marine pollutants on board, may be used in place of such a special list or manifest. IMO FAL form 7 provides a format for such a manifest.

1.3.4.4 The dangerous goods and/or marine pollutants list or manifest shall be based on the documentation and certification required by chapter 5.4 of the IMDG Code and will contain the stowage location and the total quantity of dangerous goods and/or marine pollutants on board.

1.3.5 Supervision

1.3.5.1 After the approach of the ship to interface, the master and port authority will supervise the transport of dangerous cargoes within their respective areas of responsibility while the shift superintendent or the berth operator will ensure performance of proceedings in line with the risks related to the cargo and they shall notify the master regarding steps to be taken in emergency cases.

1.3.5.2 The responsible person for the ship will usually be the chief officer or cargo officer. These persons will ensure the continuity of communication with the shift superintendent or the person responsible with operations.

1.3.6 Information for operational and emergency purposes

1.3.6.1 The persons responsible from operation, within their respective areas of responsibility, should have the following information with respect to all dangerous cargoes transported or handled immediately available:

1.3.6.2 The description of dangerous cargoes in accordance with Chapter 5.4 of the IMDG Code;

1.3.6.3 Details of special equipment needed for the safe handling of a particular dangerous cargo; and

1.3.6.4 The emergency procedures, including action to be taken in the event of a spillage or leakage, counter measures against accidental contact, fire-fighting procedures and suitable fire-fighting media.

1.3.6.5 Information in respect of required special equipment and relevant testing and examination certificates should be immediately available to the master, the berth operator and the responsible persons.

1.3.6.6 Information as to emergency case procedures will be provided to the ship and people responsible from handling of cargo. The information should be placed in a location immediately accessible to the persons concerned, e.g., aboard ship in the cargo office, at the berth in a place which is easily accessible by the responsible people.

1. This information at the berth should include the emergency procedures on the berth, fire and emergency arrangements on the berth and the telephone numbers of the fire service, ambulance, police and the authorities to be informed in case of an incident concerning dangerous cargoes.

2. The telephone number of the responsible person of the berth and the emergency telephone number to be dialed in case of an incident concerning dangerous cargoes shall also be included.

1.3.6.7 Berth operator will be responsible of keeping record of positioning of dangerous materials being transported on the ship or in port facility and the berth operator will notify the duties in writing. Berth operator will keep these records about the positioning of dangerous materials and make them available in case of emergency to relevant persons and keep them in an easily accessible way for the relevant persons

1.3.7 General handling precautions

1.3.7.1 Berth operator within its respective areas of responsibility, should ensure that:

1. Every person engaged in the handling of dangerous cargoes exercises reasonable care to avoid damage to packages, unit loads and cargo transport units.
2. Whilst dangerous cargoes are being handled, precautions are taken to prevent unauthorized access to handling areas.
3. If there is any loss of containment of dangerous cargo, every practical step is taken to minimize risks to persons and adverse effects to the environment.
4. Wrappings and packaging to be used in the activities of changing of cargo transport units, repair thereof or placing of the damaged packages inside the saving packages should be in accordance with the structure of dangerous materials and they shall be produced and certified as they are set out in chapter 6 of the IMDG Code
5. Provisions of Code of Practice for Packing of Cargo Transport Units (CTU code) will be considered during internal loading process and/or loading process of other transport mode vehicles of the cargo transport units within the port facility. CFS personnel responsible of area shall issue a Container/Vehicle Packing Certificate if loading of a container or vehicle is performed at the areas of the facility where cargo transport units are unloaded and/or at the closed warehouses (CFS areas). Example for this is provided in Chapter 4. It will be checked whether each cargo transport unit coming to the port facility for transportation by the sea has got “Container/vehicle packing certificate” or not at the entry points to the port and it will not be permitted for cargo transport units to make loading to the ship if they don’t have the required certificate.
6. The handling and temporary storage operations shall be conducted as per the rules specified on table 1 (Schedule for segregation of the dangerous cargoes at the port facility) within the annex of “Recommendations on the Safe Transport of Dangerous Cargoes and Related Activities in Port Areas” as part of circular with no MSC/Circ.1216 of the International Maritime Organization. Details are provided in Chapter 4.

7. Fumigated cargo transport units and/or cargo transport units containing poisonous gases shall be stowed in a manner that their covers cannot be opened in an uncontrolled way.
8. Cargo transport units by which dangerous materials with temperature control are transported will be temporarily stored at the IMO area after the required precautions are taken. The temperature values of these cargo transport units will be constantly monitored and followed up through the camera system.
9. There is no closed area for packages containing dangerous materials releasing flammable gases when contacted with water and for cargo transport units containing them. If containers including class 4.3 type cargo possess qualities which won't be affected by wind, sea water or similar factors, they can be stowed at the IMO facility by considering the related rules. In other cases, it will not be allowed to handle and let them enter the port facility.

1.3.8 Determination, Notification of Gross Weights of Loaded Containers and Non-shipment of Non-DBA Containers

1.3.8.1 It will be carried out within the scope of the directive as per Regulation on Transportation of Dangerous Goods by Sea and Loading Safety and Notification of Gross Weights of Containers Transported by Sea.

1.3.8.2 It is a legal obligation to verify the gross weights of the full containers to be loaded into ships from our coastal facilities in order to ensure the safer maritime transport, to notify the gross gross-weights (DBA) and to comply with the responsibilities of the parties.

1.3.8.3 DBA Information System created by Ministry of Transportation will be used for preparation of DBA documents and follow of gross weights of containers while preparing the DBA Documents.

The DBA document should include following information:
a) Container Number
b) Maximum Carrying Capacity Value of Container (Payload)
c) Verified Gross Weight and Weight Measurement Unit
d) Date of Weighing
e) The Identity of The Weighing Instrument (Registration No / Serial No / Authorization No etc.)
f) DBA Detection Method (Method-1 / Method-2)
g) Trade Name of The Possible Coastal Facility Where The Container Will Be Loaded to The Ship
h) Trade Name and Authorization Certificate Number of The Weighing Device Operator
i) Trade Name and Contact Information of The Shipper or Representative
j) The Name, Surname and Title of Approver of DBA Certificate

1.3.8.4 DBA information can be sent as electronic documents or electronic communication systems such as Electronic Data Interchange (EDI) or Electronic Data Processing (EDP) or by electronic mail.

1.3.8.5 When the loading of a full container without DBA information to the ship is rejected under the Directive by the relevant parties, matters relating to the temporary storage of the container in question, the return to the shipper, the cost of demurrage and the like shall be subject to the provisions of the contract between the commercial parties.

The declarations of the DBA made by the shipper or his/her representative shall be deemed to have been made to the carrier.

1.3.8.6 Intermodal Container Movements and Transfers

(1) In the case of intermodal transport, the DBA information is given to the person receiving the delivery by the deliverer in the delivery of the container between the modes.

(2) If a full container is delivered to the shore facility with a ship that is within the scope of the Directive to be interchanged, the full container must have knowledge of the DBA before the ship is loaded.

(3) It is not necessary to reweigh the containers which have DBA information from containers to be discharged from the ship to be transferred to another ship.

(4) The DBA information of the full container shall be notified to the coastal facility operator to whom full containers are transferred by the carrier conducting the transfer. The shore facility to be transferred by the captain of the ship to which this full container will be transferred relies on the DBA information provided by the conveyor.

1.3.8.7 Inconsistency Detected in Gross Weight Information

(1) The DBA is valid when there is an inconsistency between the gross weight which is declared before verification of gross weight of full container by determination and DBA.

(2) The difference between the actual gross weight of the filled container and the declared DBA is not more than ± 5%. The error rate of ± 5% is determined as an administrative sanction limit and does not eliminate the obligation of the shipper to determine the DBA value of the full container with the least error by the methods specified in this Directive.

(3) It is the responsibility of the coastal facility operator to regulate the final DBA certificate in case of a difference of more than ± 5% between the gross weight obtained by the shore facility as a result of the DBA and the coastal facility due to the reasons resulting from the shore facility operations. The coastal facility operator transmits the final DBA certificate to the carrier or his representative for the notification of the bearer or his / her representative and notifies the relevant port authority.

1.3.8.8 Containers Exceeding The Maximum Payload

(1) According to SOLAS-74 Section 6, Rule 5, a container under the CSC Convention cannot be loaded to exceed the maximum carrying capacity specified on the mandatory safety approval plate.

1.3.8.9 Empty Containers and Dirty Tank Containers

(1) DBA information is not required for empty containers. However, those who offer empty containers to maritime transport (owners of empty containers, operators, etc.) should ensure that the containers are empty.

(2) DBA information of tank containers must be conveyed by those who present them to maritime transport to the carrier or representative or the coastal facility operator.

(3) According to the International Standardization Organization's (ISO) Container Marking and Identification Standard, the tare weight of the container shall be visible on the container. This tare weight is used to verify the gross weight of the filled container when necessary.

1.3.8.10 Heavy Loads, Project Loads and Other Loads

(1) DBA information of full containers, regardless of type, must be determined and notified to the relevant parties. However, DBA information is not required in situations that containers where an artificial platform / deck is created by using more than one foldable (top, two or four edge open rack) containers and heavy loads, project loads or other loads will be placed on them. When the ship loading plan is created, stability calculations are made by taking into consideration the weight of the loads placed on it and the tare weights of these containers.

1.3.8.11 Incorrect Notification and Cancellation of DBA Certificate

(1) In the case of incorrect entry of the information in the DBA document by the organizer of the DBA document, the correction shall be made via the DBA Information System before reaching of the full container to the shore facility and this period shall not exceed 72 hours.

(2) Records of errors and regular corrections are kept regularly.

(3) Commercial losses arising from the failure to notify DBA information to the related parties or misrepresentation are subject to the contractual provisions between the parties.

(4) DBA certificate can be cancelled by notifying it to the DBA certificate to the General Directorate of Dangerous Goods and Combined Transport if the packed container is returned to the shipper without being transported and without being loaded to the ship. However, in this case, the control fee is charged.

1.3.8.12 Full Container Without Verified Gross Weight

(1) When the full container with no DBA information is accepted to the shore facility, it shall be determined by the coastal facility in writing or electronically to the installer or its representative in accordance with Method-1 before loading the DBA of the container on board.

(2) A full container without DBA information cannot be loaded into a ship.

(3) If requested by the General Directorate of Dangerous Goods and Combined Transport, information regarding the full containers loaded from ships of the coastal facilities shall be submitted.

(4) To make invoicing for DBA detection service to the installer or her/his representative.

(5) The full container loaded with exceeding the maximum load capacity (payload) shall not be loaded into the vessel. If the payload is detected in the container, the load

will be notified to related parts. Under the supervision of the port personnel, the cargo reload is opened and the container is discharged through so that it remains within the payload limit range. It is closed and sealed again. Final weight control is performed.

(6) DBA certificate not issued through DBA Information System is not accepted. Each DBA document will be issued only through the DBA Information System.

(7) The facilities shall not use the weighing instruments which do not comply with the criteria and lose their competence in the authorization period to determine the DBA. .

(8) DBA information shall be recorded and stored in physical or electronic form for at least three years. In addition, these documents will be submitted when requested by the General Directorate of Dangerous Goods and Combined Transport Regulation.

1.4 Operational procedure of safe handling of bulk solid dangerous cargoes:

In our port facility, solid dangerous cargoes are handled at the 3-4-5-6 berth as a sling. It will not be stored at the port facility.

1.4.1 Solid bulk dangerous cargoes

1.4.1.1 The loading or unloading program will be prepared 1 day before at the operation meeting. Number of equipments and cranes, teams and shifts as well as the port to be used shall be specified at this meeting. The personnel who will work in the operation will be provided with information as regards the risks of the cargo and they will be equipped with the necessary protective outfit. Environmental safety is ensured in line with HSE procedure. Personnel will be assigned neither to the hold of the ship nor to the work area before the gas are measurements conducted.

1.4.1.2 Necessary warnings will be made in order that the trucks do not to make loading exceeding loading limit and people in charge will pay necessary attention with respect to this issue.

1.4.1.3 The drivers will wait at a specified location away from the vehicle during the loading and unloading of vehicles. It will be controlled if the driver has the necessary protective equipments or not.

1.4.1.4 The shift superintendent will be responsible from controlling the work security, control of equipments, entry and exit of outsiders, safe handling of the cargo, environmental cleaning and duly performance of these works.

1.4.1.5 Loading and unloading in accordance with the cargo plan is within the liability of berth operators.

1.4.1.6 If the evacuation of ship is partially completed, gas measurements will be conducted prior to assignment for the evacuation of cargo in the hold of the ship.

1.4.1.7 Canvas is laid between the ship and the port and a responsible person is assigned for cleaning the cargo scattered around.

1.4.2 Requirements

1.4.2.1 Whilst the areas, where handling is done in line with the risks of the dangerous cargo, are determined, regulatory authority's buildings, other facility near the facility, the types of cargo handled at these facilities and features of other cargo which are temporarily stored and handled at the facility, and the fastest and the safest access opportunities as to emergency responses will be taken into consideration.

1.4.2.2 Issues as regards additional safety precautions to be taken at the port facility and these precautions will be provided by the operations department.

1.4.2.3 The shift superintendent or the berth operator will be assigned to be responsible from handling of solid bulk dangerous and their duties are defined within quality management system.

1.4.2.4 Adequate number of personal protective clothing, equipment and outfit shall be provided in line with the specifications of solid bulk dangerous cargoes which are handled and the risks they can impose.

1.4.2.5 At the areas where solid bulk dangerous cargoes releasing poisonous or flammable gases are handled, periodic controls will be conducted for measuring poisonous or flammable gas concentrations as well as their probable dissemination and the precautions taken will be recorded.

1.4.2.6 Water balls should be place in vicinity of areas where dangerous materials like coal, which have spontaneous combustion but not affected by water, are stored and watering works should be carried out in a way to avoid combustion. It will be considered if there is a drainage system for collecting the polluted water in the environment when the temporary storage area is announced.

1.4.2.7 Canvas to be used for avoiding the solid bulk dangerous cargoes from falling to the sea during evacuation or while loading to the ship, will be kept between the ship and the port during the operations.

1.4.2.8 The master who will load/unload the solid bulk dangerous cargoes will receive the detailed loading or unloading plan which includes details as to the position and quantity of the cargo in the ship from the berth operator prior to the beginning to loading or unloading process. An agreement shall be reached between the master and the berth operator as to the said loading or unloading plan.

1.4.2.9 If the ship is without a heel or if an incline is required for operational purposes, it should be ensured that this is kept as short as possible.

1.4.2.10 To avoid twisting of the ship, it should be ensured that the port-side unloading is compatible with the starboard-side unloading in the same hold.

1.4.2.11 In case of high-density loads or if the amount of load taken in each snatch is large, the ship captain is informed that there may be high impact weights on certain points in the structure of the ship, especially until the inner bottom surface of the cargo hold is completely covered with the load from high to free falls. At the beginning of the loading process, special measures are requested in each cargo hold.

1.4.2.12 If there is a danger due to the nature of the cargo in case of rain or another change in the weather, an agreement will be made between the ship's captain and the operation manager regarding the actions to be taken in this case.

1.4.2.13 The master and the berth operator will ensure, within their respective areas of responsibility, that operations regarding transport, handling or loading or unloading of solid bulk dangerous cargoes are done in accordance with "International Maritime Solid Bulk Cargo Code (IMSBC Code)", "the Code of Practice for the Safe Loading and Unloading of Bulk Carriers (BLU Code), "Legislation on Safe Loading and Unloading of Bulk Carriers" promulgated in Official Gazette dated 31.12.2005 number 26040 and "Manual on Loading and Unloading of Solid Bulk Cargoes for Terminal Representatives (IMO MSC/Circ.1160, MSC/Circ.1230 and MSC.1/Circ.1356)".

1.4.3 Documentation

1.4.3.1 Cargo ships of 500 gross tonnage or over constructed on or after 1 September 1984 and carrying dangerous goods, shall comply with the requirements of regulation II-2/19 of SOLAS 1974. In this connection, such ships are required to carry on board a Document of Compliance in accordance with SOLAS 1974, regulation II-2/19.4 as evidence that the ship complies with the special requirements for ships carrying dangerous goods stipulated in SOLAS regulation II-2/19. Cargo ships of less than 500 gross tonnage constructed on or after 1 February 1992 shall comply with the requirements of regulation II-2/19 of SOLAS 1974, unless Administrations have reduced the requirements and this has been recorded in the Document of Compliance.

1.4.3.2 The Document of Compliance provides information on the classes of dangerous goods that may be carried on deck and in each compartment of the ship.

1.4.3.3 Onboard a ship carrying packaged dangerous cargoes, additionally a special list or manifest setting out the dangerous goods and their location or a detailed stowage plan is required.

1.4.3.4 The "Ship/Coast Safety Checklist" in Annex-3 of the Blu Code is filled in appropriately for each bulk carrier and the records are kept for at least two years.

1.4.3.5 "Cargo Information Form for Solid Bulk Cargoes" in Blu Code Annex-5 is filled in appropriately for each bulk carrier in order to determine the characteristic of the cargo, and the records are kept for at least two years.

1.4.4 Responsibility for compliance

1.4.4.1 When solid bulk dangerous cargoes are carried, handled or stowed, the master of a ship and berth operator within their respective areas of responsibility should ensure that the loading and unloading operations are carried out in accordance with the Bulk Cargo (BC) Code and the Code of Practice for the Safe Loading and Unloading of Bulk Carriers, where applicable, and the Manual on Loading and Unloading of Solid Bulk Cargoes for Terminal Representatives.

1.4.5 Emission of harmful dusts

1.4.5.1 Where the transport, handling or stowage of solid bulk dangerous cargoes may give rise to the emission of dust, all necessary practicable precautions should be taken to prevent and minimize the emission of such dusts and to protect persons and the environment from them.

1.4.5.2 The precautions should include the use of appropriate protective clothing, respiratory protection, and barrier creams, when needed as well as personal washing and hygiene and laundering of clothing.

1.4.6 Emission of dangerous vapor/oxygen deficiency

1.4.6.1 Where the transport or handling of solid bulk dangerous cargoes may give rise to the emission of a toxic or flammable vapor, all necessary practicable precautions should be taken to prevent and minimize the emission of such vapors and to protect persons from toxic vapors.

1.4.6.2 Whenever solid bulk dangerous cargo which may emit a toxic or flammable vapor is stowed or carried, an appropriate instrument for measuring the concentration of the toxic or flammable vapor should be provided.

1.4.7 Emission of explosive dusts

1.4.7.1 Where the transport or handling of solid bulk dangerous cargoes may give rise to the emission of dust that is liable to explode on ignition, all necessary practicable precautions, such as availability of fire hose, should be taken to prevent such an explosion and to minimize the effects of an explosion if one should occur.

1.4.7.2 Precautions include ventilating an enclosed space to limit the concentration of dust in the atmosphere, avoiding sources of ignition, minimizing the heights of walls of materials, and hosing down rather that sweeping.

1.4.8 Spontaneously combustible substances and substances that react with water

1.4.8.1 Solid bulk dangerous cargoes which, on contact with water, may evolve flammable or toxic vapors or become liable to spontaneous combustion, should be kept as dry as reasonably practicable. Such cargoes should be handled only during dry weather conditions.

1.4.9 Oxidizing substances

1.4.9.1 Solid bulk dangerous cargo that is an oxidizing substance should be transported, handled and stowed in a manner that prevents in so far as reasonably practicable, contamination with combustible or carbonaceous materials. Oxidizing substances should be kept away from any source of heat or ignition.

1.4.10 Incompatible materials

Solid bulk dangerous cargoes should be carried, handled and stowed in a manner that prevents any dangerous interaction with incompatible materials.

1.4.11 Cargo which can be handled at our facility in accordance with IMSBC CODE

1.4.11.1 Group A cargo (liquefiable cargo)

Liquefaction is the status when a cargo becomes fluid (liquid). Liquefiable cargoes hold a certain amount of moisture and have got small particles and they may relatively and with particles.

Group A cargoes

Mineral concentrations

Mineral concentrations are refined ores in which valuable components are enriched by the elimination of waste materials inside them. They include copper concentrations, iron concentrations, lead concentrations, nickel concentrations, and zinc concentrations.

Nickel ore

There are different types of nickel ores with varying colors, size of particle and moisture. Some of them can contain ores similar to clay.

Coal

Coal (bituminous and anthracite) is a flammable material containing natural, hard, amorphous carbon and hydrocarbons. It best fits to Group B in terms of its being flammable and the spontaneous heating feature thereof however it can also be classified as part of A group since

it can get liquefied if refined (e.g. if %75 is composed of tiny particles smaller than 5 mm). In these cases, it is classified both as within A and B group.

1.4.11.2 Group B cargoes (which possess a chemical hazard)

Group B cargoes are classified in two ways within the IMSBC Code: 'Dangerous goods in solid form in bulk' (under the International Maritime Dangerous Goods (IMDG) Code; and 'Materials hazardous only in bulk' (MHB).

You will find this information in the "characteristics" section of the cargo's schedule. Cargoes classified as dangerous goods in solid form in bulk will also have a 'UN' number in the Bulk Cargoes Shipping Name.

Dangerous goods in solid form in bulk

In the Code these cargoes are classed as follows:

Class 4.1: Flammable solids
Class 4.2: Substances liable to spontaneous combustion
Class 4.3: Substances which, in contact with water, emit flammable gases
Class 5.1: Oxidizing substances
Class 6.1: Toxic substances
Class 8: Corrosive substances
Class 9: Miscellaneous dangerous substances and articles.

Materials hazardous only in bulk (MHB)

Materials hazardous only in bulk (MHB) MHB cargoes are materials which possess chemical hazards when transported in bulk that do not meet the criteria for inclusion in the IMDG classes above. They present significant risks when carried in bulk and require special precautions. They are described as follows:

Combustible solids: materials which are readily combustible or easily ignitable
Self-heating solids: materials that self-heat
Solids that evolve into flammable gas when wet: materials that emit flammable gases when in contact with water
Solids that evolve toxic gas when wet: materials that emit toxic gases when in contact with water
Toxic solids: materials which are acutely toxic to humans if inhaled or brought into contact with skin
Corrosive solids: materials which are corrosive to skin, eyes, metals or respiratory sensitizers.

The risks Group B cargoes present

The major risks associated with Group B cargoes are fire and explosion, release of toxic gas and corrosion.

Coal

Coal may create flammable atmospheres, heat spontaneously, deplete oxygen concentration and corrode metal structures. Some types of coal can produce carbon monoxide or methane.

Petroleum coke

Petroleum coke which is not calcined is sensitive to heat. It can get burned under high temperatures. There is no specific requirement for ventilation at the storage areas. There are no special requirements during transport, unloading and cleaning. It is required to wear gloves, work uniform, shoes and helmets as protective clothing. Spray nozzles should be kept available.

Direct reduced iron (DRI)

DRI may react with water and air to produce hydrogen and heat. The heat produced may cause ignition. Oxygen in enclosed spaces may also be depleted.

Metal sulphide concentrates

Some sulphide concentrates are prone to oxidation and may have a tendency to self-heat, leading to oxygen depletion and emission of toxic fumes. Some metal sulphide concentrates may present corrosion problems.

Organic materials

Ammonium nitrate-based fertilizers Ammonium nitrate-based fertilizers support combustion. If heated, contaminated or closely confined, they can explode or decompose to release toxic fumes and gases.

Wood products transported in bulk

Wood products transported in bulk are listed in a new schedule to the Code: Wood Products – General. They include logs, pulpwood, roundwood, saw logs and timber. These cargoes may cause oxygen depletion and increase carbon dioxide in the cargo space and adjacent spaces.

These are wood products loaded and discharged by methods such as elevators and grabs. They are distinct from wood products listed in other schedules..

1.4.11.3 Group C cargoes (cargoes which are neither liable to liquefy nor possess chemical hazards)

Although Group C cargoes do not present the dangers associated with Group A and B cargoes, they can still carry risks.

Examples of Group C cargoes

Iron ore and high density cargoes

Sand and fine particle materials

Fine particle materials can be abrasive. Silica dust is easily inhaled and can result in respiratory disease. Materials with tiny particles could be abrasive. Silica sand could be easily inhaled which could cause inhalation diseases. People who may be exposed to cargo dust should wear goggles or other equivalent dust eye-protection, dust filter masks and protective clothing.

Cement

Cement may shift when aerated during loading. Dust can also be produced from this cargo. People who may be exposed to cargo dust should wear goggles or other equivalent dust eye-protection, dust filter masks and protective clothing.

Grain code and TDC code cargoes

Grain Code (International Code for the Safe Transport of Bulk Grain)
TDC Code 2011 (Safe Transport and Handling of Timber Loads Code)

TDC Code 2011 is not mandatory and applies to all ships of 24 m or longer carrying timber cargo. The provisions in this code are intended to ensure safe stowage and anchoring for timber loads so that slippage is satisfactorily prevented.

The International Code for the Safe Carriage of Bulk Grain (Grain Code) applies to all vessels transporting grain, regardless of size, including vessels of less than 500 Gross size specified in SOLAS Part VI - C.
Grain term; shall mean wheat, maize, barley, oats, rye, rice, and grains, seeds, and processed products having properties similar to those in the inherently.

2 RESPONSIBILITIES

All parties within the dangerous goods transportation activities are obliged to take all necessary measures to transport safely, securely and environmentally friendly, to avoid accidents and to reduce the damage as little as possible, if an accident occurs.

2.1 Responsibilities of the relevant person of the goods

2.1.1 To prepare all necessary documents, information and certificates relating to dangerous goods and provide availability of these documents with the cargo during the transport activities.

2.1.2 Ensure the proper classification, identification, packing, marking and plating of the dangerous goods in accordance with the legislation.

2.1.3 Ensure safe loading, stowage, transport and unloading of dangerous goods in approved and proper package, container and cargo units.

2.1.4 Ensure the training of all relevant personnel on marine risks of dangerous cargo, safety precautions, safe operation, emergency measures, safety and so on and keep training records.

2.1.5 Provide necessary safety measures for improper, unsafe or risk-posing hazardous substances.

2.1.6 Provide the necessary support and information to the relevant persons in case of emergency or accident.

2.1.7 Inform the administration on dangerous goods accidents occurred in the area of responsibility.

2.1.8 Present the requested information and document in the inspections carried out by the Authorities and provide the necessary cooperation.

2.2 Responsibilities of the port facility operator

2.2.1 The vessels which are carried dangerous goods does not berthing without the permission of the harbour master.

2.2.2 Provides written information to the ship that will berthing at our facility within the scope of facility rules, cargo handling rules and relevant legislation.

2.2.3 Facility does not handle dangerous goods for which it has not received a handling permit from the harbour master, and it does not aggrieved the ships that will berth by planning in this context.

2.2.4 Facility requests mandatory documents, information and documents related to dangerous goods from the person in charge of cargo and ensures that they are found with the cargo. If the relevant documents, information and documents cannot be provided by the cargo person, it is not obliged to accept or handle the dangerous cargo at its facility.

2.2.5 The port carries out the loading or unloading operation according to the agreement to be reached by sharing all the data that may be necessary according to the characteristics of the cargo with the ship's person.. Any changes are nat make in the operation without the knowledge of the ship owner or the Master.

2.2.6. The port sets operating limits, taking into account safe operating capacity and weather forecasts. Necessary measures are take to ensure that the ship is safely moored at the pier and handling..

2.2.7. The port checks the transport documents which is containing information that the incoming dangerous goods are classified, packaged, marked, labeled, plated and safely loaded into the cargo transport unit.

2.2.8 Port ensures that the personnel involved in the handling of dangerous goods and the planning of cargoes who handling are dcertified by receiving the necessary training. Personnel without documents are not assigned to these operations.

2.2.9. The port ensures that the dangerous goods handling equipment in its facility is in working condition and that the relevant personnel are trained and documented on the use of these equipment.

2.2.10. The port ensures that the personnel use personal protective equipment for suitable for the physical and chemical properties of the dangerous cargo and takes occupational safety measures at the port facility.

2.2.11 The activities is carry out for dangerous cargoes at docks, piers and warehouses which are nominated in accordance with dangerous cargoes.

2.2.12 Loading and unloading operations is carry out at berths reserved for vessels that will load or unload dangerous liquid bulk cargoes. Suitable equipment are provided and armed with equipment for this operation

2.2.13. The port keeps up-to-date records of all dangerous cargoes on the ships berthed and in the stowage, warehouses and open areas of its facility. and provided to who requested.

2.2.14. The Port notifies the harbour master of the accidents related to dangerous goods, including the accidents at the confined places.

2.2.16. The port provides the necessary support and cooperation in the controls and inspections carried out by the port facility administration and the port authority

2.2.17. The port ensures that Class 1 (except Class 1 Compatibility Group 1.4 S), Class 6.2 and Class 7 dangerous goods that are not allowed to be stored temporarily, are transported out of the coastal facility as soon as possible, In cases of necessary to stay , port applies to the harbour master for permission.

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

2.2.19. Taken permission from the port authority before the hot work and where operations to be carried out in the areas where dangerous goods are handled and temporarily stored.

2.2.20. Ship emergency evacuation plan has been prepared for the evacuation of ships from port facilities in case of emergency. This plan submits to the harbour master and related sides.

2.2.21. The internal loading of the cargo transport units is carried out in accordance with the loading safety rules of the Port Facility

2.3 Responsibilities of the Dangerous Goods Safety Consultant

2.3.1 Follow compliance with the provisions of international agreements and contracts (ADR/IMDG Code) and relevant legislation in the transport of dangerous goods.

2.3.2 Provide recommendations with regard to the transportation of hazardous goods in accordance with the provisions of the ADR / IMDG Code.

2.3.3 Prepare an annual activity report of the enterprise regarding the transportation of dangerous goods, in accordance with the format determined by the Administration, within the first three months as of the end of the year, and to submit it to the TMGDK, within which it works, and to the business providing consultancy services, to send it to the Administration via www.turkiye.gov.tr when requested.

2.3.4 Determine the dangerous goods to be transported and determining the compliance procedures with the requirements in the ADR/IMDG Code regarding this load.

2.3.5 Guiding the business while purchasing the transportation vehicles that will be used for the transportation of dangerous goods.

2.3.6 Determine the procedures for the control of the equipment used in the transportation, loading and unloading of dangerous goods.

2.3.7 Ensure that the employees of the enterprise receive training in accordance with their field of duty, including the national and international legislation and the amendments made therein, and that the records of this training are kept.

2.3.8 Determine the emergency procedures to be applied in case of an accident or an event that may affect safety during the transportation, loading or unloading of dangerous goods, to ensure that the drills related to these are carried out periodically for the employees and that their records are kept.

2.3.9 Ensure that measures are taken to prevent the reoccurrence of accidents and serious violations.

2.3.10 Ensure that the special conditions stipulated by the legislation on the transport of dangerous goods are taken into account in the selection and employment of subcontractors or third parties.

2.3.11 Ensure that the employees involved in the transportation, loading and unloading of dangerous goods have knowledge of operational procedures and instructions.

2.3.12 Take measures to increase the awareness of the relevant personnel in order to be prepared for possible risks in the transportation, loading and unloading of dangerous goods.

2.3.13 Create instructions for keeping the documents and safety equipment required in the vehicle during transportation according to the class of dangerous goods.

2.3.14 Prepare the business security plan specified in ADR Section 1.10.3.2 and to ensure the implementation of the plan.

2.3.15 Record all kinds of work, including training, audit and control on the activities, by specifying the date and time, to keep these records for 5 years and to submit them to the TMGDK, where it works, and to the company that provides consultancy services, to be submitted to the Administration if requested.

2.3.16 In cases where there is a danger in the business where the consultancy service is provided, to ensure that the work is stopped until the danger is eliminated, and to start the work with its own approval when the danger is eliminated and to notify, in writing, all kinds of stages in the process until the danger is eliminated, to the enterprise

for which consultancy service is provided, to TMGDK for which it works, and to the competent authorities.

2.3.17 In accordance with the provisions of ADR / IMDG Code of the load loaded on the transportation vehicle; To support the creation of procedures related to the packaging, labeling, marking and loading of the work and transactions.

2.3.18 TMGDs authorized within the scope of the IMDG Code prepare quarterly reports regarding their responsibilities determined in the REGULATION ON CARRIAGE OF DANGEROUS GOODS BY SEA AND LOADING SAFETY.

2.3.19 In addition to the IMDG Code, TMGD has information about the IBC Code, IGC Code, IMSBC Code and MARPOL 73/78 applications and generally the dangerous goods activities of the coastal facility within the scope of dangerous goods handled at the coastal facility. The coastal facility operator notifies the coastal facility operator in writing, with the periods agreed between the coastal facility operator and the coastal facility operator, on the condition that it does not exceed 6 (six) months, about its evaluations on whether the dangerous goods handled at the coastal facility are handled in accordance with the rules.

2.4 Responsibilities of 3rd party, cargo / ship broker etc. operating in the port facility

2.4.1 Ensure that their personnel participating in the port facility has necessary training specified in the 27.03.2013 dated No. 79462207/315 Circular of the Authority,

2.4.2 **A**ct in accordance with the rules specified in the IMDG Code at the port facility.

2.4.3 Comply with the procedures for Dangerous Cargoes Guide and the procedures regarding dangerous cargoes prepaired by the port facility,

2.4.4 Handling, transport and storage of hazardous substances in the port facility and report any violation to the relevant authority,

2.4.5 Submit the (SDS) Form, which constitutes an integral part of the operations for the elimination of the Occupational Health and Safety risks that may occur during the use and storage of dangerous substances and prepared to inform the users accurately and adequately, to the port facility and Port Authority.

2.5 Responsibilities of the ship's cargo person in charge

2.5.1 It ensures that the cargo to be carried by the ship is certified as suitable for transportation and that the cargo holds, cargo tanks and cargo handling equipment are suitable for cargo transportation.

2.5.2 Requests all mandatory documents, information and documents related to dangerous goods from the involved cargo person and ensures that they are present with the cargo during the handling activity.

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

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

2.5.5 Information to the relevant ship's crew about the risks of dangerous cargoes, safety procedures, safety and emergency measures, intervention methods and similar issues.

2.5.6 Keeps up-to-date lists of all dangerous cargoes on board and declares them to the relevant parties upon request.

2.5.7 Ensures that the loading program, if any, is approved and documented and kept in working condition.
2.5.8 Informs the port authority and the coastal facility about the instant risk posed by the dangerous cargoes on the ship approaching the coastal facility and the measures taken for it.
2.5.9 In case of leakage or in the dangerous cargo or if there is such a possibility, it does not accept to handling the dangerous cargo.
2.5.10 Notifies the port authority of the dangerous cargo accidents that occur on the ship while navigating or at the coastal facility.
2.5.11 Ensures the cooperation and support in the controls and inspections carried out by the administration and the port authority in case of necessary.
2.5.12 Not accepted to carry dangerous goods that are not included in the ship's certificates issued by the relevant institutions and organizations.
2.5.13 Ensures that the ship's crew and involved in the handling of dangerous goods use personal protective equipment suitable for the physical and chemical properties of the cargo.
2.5.14 Provide the requirements for the loading safety of the loads loaded on the ships.

2.6.Tranporters' Responsibilities

2.6.1. Requests mandatory documents, information and documents related to dangerous goods from the cargo person and hold allways together with the cargo during the transportation activity
2.6.2. Checking the compliance of the dangerous goods classified, packaged, marked, labeled and plated by the cargo person with the legislation.
2.6.3. Checking that the dangerous goods are packed in accordance with the rules by using approved packaging and load transport units, they are safely loaded and securely fastened to the cargo transport unit.

3 POLICIES/APPLIED RULES AND MEASURES TO BE FOLLOWED BY PORT FACILITY

The rules and measures given in this chapter are elaborated in Chapters 1,4,6,7,8,9 and 10 under Hazardous Material Emergency Plan and Accident Prevention Policy. The requirement for infrastructure is met by our port facilities.

3.1 Berthing

3.1.1 Adequate and safe mooring facilities are provided; and

3.1.2 Adequate safe access is provided between the ship and the shore.

3.2 Supervision

3.2.1 The port operator should ensure that areas where packages or cargo transport units are kept are properly supervised and packages or cargo transport units are regularly inspected for leakage or damage. Any leaking package or cargo transport units should only be handled under the supervision of a responsible person.

3.2.2 The port operator should ensure that no person, without reasonable cause, opens or otherwise interferes with any freight container, tank-container, portable tank or vehicle containing dangerous cargoes. When a freight container, tank-container, portable tank or vehicle is opened by a person authorized to examine its contents, the port operator should ensure that the person concerned is aware of the possible hazards arising from the presence of the dangerous cargoes.

3.2.3 Any equipment which is used for handling and stowing processes and driven with or without power shall be checked and inspected to ensure that it is manufactured in accordance with the manufacturer's instructions and exists in good operating conditions and in compliance with proper standards.

3.3 Identification, packing, marking, labelling or placarding and certification

3.3.1 The port operator should ensure that dangerous cargoes entering his premises have been duly certified or declared by the cargo interests as being properly identified, packed, marked, labelled or placarded so as to comply with the appropriate provisions of the IMDG Code or, alternatively, with appropriate national or international legal requirements applicable to the relevant mode of transport.

3.4 Safe handling and segregation

3.4.1 A port operator transporting or handling dangerous cargoes should appoint at least one responsible person who has adequate knowledge of the national or international legal requirements concerning the transport and handling of dangerous cargoes, including the segregation of incompatible cargoes.

3.5 Emergency procedures

3.5.1 The port operator should ensure that appropriate emergency arrangements are made and brought to the attention of all concerned. These arrangements should include:
3.5.1.1 the provision of appropriate emergency alarm operating points;
3.5.1.2 procedures for notification of an incident or emergency to the appropriate emergency services within and outside the port area;
3.5.1.3 procedures for notification of an incident or emergency to the port authority and port area users both on land and water;
3.5.1.4 the provision of emergency equipment appropriate to the hazards of the dangerous cargoes to be handled;
3.5.1.5 co-ordinated arrangements for the release of a ship in the case of an emergency; and
3.5.1.6 arrangements to ensure adequate access/egress at all times.
3.5.2 The port operator should consider the necessity of arrangements for a safe and quick emergency escape, taking into account the nature of the dangerous cargoes and any special conditions.
3.5.3 The "Medical First Aid Guidelines (MFAG)" annexed to IMDG Code shall be used to provide with those persons effected from damages caused by hazardous loads with medical first aid in case of any health issues occurring in consequence of accidents involving such loads.
3.5.4 "Emergency Schedules (EmS)" annexed to IMDG Code shall be used for any emergencies involving hazardous loads.
3.5.5 In case of any emergencies or accidents, the first aid material to be used for response shall be kept in easily accessible locations known to personnel.

3.6 Emergency information

3.6.1 The port operator should ensure that a list of all dangerous cargoes in the warehouses, sheds or other areas, including the quantities, and if appropriate Proper Shipping Names, correct technical names (if applicable), UN numbers, classes or, when assigned, the division of the goods, including for class 1, the compatibility group letter, subsidiary hazard classes (if assigned), packing group (where assigned) and exact location is held readily available for the emergency services.
3.6.2 The port operator should ensure that the responsible person for a warehouse, shed or area, where dangerous cargoes are handled, is as far as possible aware of the status of occupancy with the dangerous cargoes in his area and is available in case of emergencies.
3.6.3 The port operator should ensure that the person responsible for cargo handling operations involving dangerous cargoes has the necessary information on measures to be taken to deal with incidents involving dangerous cargoes and that it is available for use in emergencies.
3.6.4 Electronic or other automated information processing or transmission techniques shall be employed to provide access to information.
3.6.5 Data sheets of hazardous materials shall normally be kept by the manufacturers of chemicals. Emergency response information and electronic databases shall be available and used in case of direct access to information.
3.6.6 The port operator should ensure that the port or berth emergency response procedures and port or port emergency telephone numbers are placed at prominent locations within or at warehouses, sheds or areas where dangerous cargoes are transported or handled.

3.6.7 The port operator should ensure that fire-fighting and pollution-combating equipment and installations are clearly marked as such and notices drawing attention to them are clearly visible at all appropriate locations.

3.6.8 The port operator should inform the master of any ship carrying or handling dangerous cargoes of the emergency procedures in force and the services available at the port.

3.7 Fire precautions

3.7.1 The port operator should ensure that:

3.7.1.1 All parts of the port and any ship moored to it are at all times accessible to emergency services;

3.7.1.2 Audible or visual alarms for emergency use are installed in the area or other means of rapid communication with emergency services are available;

3.7.1.3 The handling of dangerous cargoes are kept clean and tidy;

3.7.1.4 Before dangerous cargoes are handled, the master of a ship is informed of the location of the nearest means of summoning emergency services; and

3.7.1.5 the lighting and other electrical equipment in areas where dangerous cargoes are present on the port is of a type safe for use in a flammable or explosive atmosphere.

3.7.1.6 Places where smoking is prohibited are designated; and notices in a pictogram form prohibiting smoking are clearly visible at all locations and at a safe distance from places where smoking would constitute a hazard.

3.7.1.7 The port operator should ensure that equipment used in an area or space where a flammable or explosive atmosphere may exist or develop, is of a type safe for use in a flammable or explosive atmosphere and used in such a manner that no fire or explosion can be caused.

3.7.1.8 The port operator should ensure that only portable electrical equipment of a type safe for use in a flammable atmosphere is used in an area or space in which a flammable atmosphere may occur.

3.7.1.9 The port operator should ensure that electrical equipment on a wandering lead is not used in areas or spaces where a flammable atmosphere may occur.

3.8 Fire fighting

3.8.1 The port operator should ensure that adequate and properly tested fire-fighting equipment and facilities are provided and readily available in accordance with the requirements of the regulatory authority in areas where dangerous cargoes are transported or handled.

3.8.2 The port operator should ensure that personnel involved in the handling or transport of dangerous cargoes are trained and practised in the use of fire-fighting equipment in accordance with the requirements of the regulatory authority.

3.9 Environmental precautions

3.9.1 The port operator should ensure that dangerous cargoes are only handled in areas which comply with the requirements of the regulatory authority.

3.9.2 The port operator should ensure that any damaged package, unit load or cargo transport unit containing dangerous cargoes is dealt with in accordance with the requirements of the regulatory authority and is not transported or handled unless the dangerous cargoes have been properly repacked and are in all respects fit and safe for further transport and handling.

3.9.3 The port operator should ensure that, if necessary, any damaged package, unit load or cargo transport unit containing dangerous cargoes is removed to a designated area for such cargoes.

3.9.4 Dangerous goods spilled on the pier/pier cannot be thrown into the sea by sweeping or washing. These loads are prevented from going to the sea with rain water.

3.9.5 During the loading and unloading of bulk cargo to and from the vessel, necessary actions shall be taken to prevent the dumping of any load from the vessel or the dock into sea. In addition, these actions shall be taken for transshipment operations.

3.9.6 Necessary actions shall be taken so that soil, water or areas of water discharge is/are not contaminated with any hazardous materials handled at onshore facilities. Additionally, these actions shall be applied for the piping line used during the handling of hazardous materials and for areas with conveyor system.

3.9.7 For contaminated bilge water, polluted ballast, sludge, slop and cargo waste, it is possible to purchase from the ship authorized İzaydaş A.Ş. provided by the company.

3.10 Pollution combating

3.10.1 The port operator should ensure that adequate equipment is available to minimize the damage in case of a spillage of dangerous cargoes.

3.10.2 The equipment includes petroleum dispersion preventive fences, condensate lids, absorbing and neutralizing agents as well as cleaning agents and portable collection basins.

3.10.3 The port operator should ensure that personnel involved in the transport and handling of dangerous cargoes are trained and practised in the use of pollution combating equipment and facilities in accordance with the requirements of the regulatory authority.

3.11 Reporting of incidents

3.11.1 The port operator, within his area of responsibility, should ensure that, if an incident occurs during the handling of dangerous cargoes which may endanger the safety or security of persons, of ships within the port, of the port or of any other property, or the environment, the person having charge of the handling immediately causes the operation to be stopped, if it is safe to do so, and prevents it being resumed until appropriate safety measures have been taken. The port operator should require every member of his personnel to report, to the person having charge of the operation, any such incident they see to occur during the handling of dangerous cargoes.

3.11.2 For the purposes of responding quickly and effectively; the short and proper description of the event should be communicated to the emergency center as soon as possible to treat the injured personnel and mitigate any potential damage.
3.11.3 The port operator should ensure that any incident involving dangerous cargoes which may endanger the safety or security of persons, or of ships within the port or of the port or of any other property or the environment is reported immediately to the port authority.
3.11.4 The port operator should ensure that any damaged or leaking package, unit load or cargo transport unit containing dangerous cargoes is reported immediately to the port authority and that suitable remedial action is taken

3.12 Inspections

3.12.1 The port operator, where appropriate, should:
3.12.1.1 Check documents and certificates concerning the safe transport, handling, packing and stowage of dangerous cargoes in the port area at the time of receipt;
3.12.1.2 Check, where practicable, packages, unit loads and cargo transport units containing dangerous cargoes to verify that they are marked, labelled or placarded in accordance with the provisions of the IMDG Code and the appropriate national or international legal requirements applicable for the mode of transport and that unnecessary labels, placards and marks have been removed and that the cargo transport units have been loaded, packed and secured in accordance with the IMO/ILO/UN ECE Guidelines for Packing of Cargo Transport Units (CTUs);
3.12.1.3 Check freight containers, tank-containers, portable tanks and vehicles containing dangerous cargoes to ensure that they have a current safety approval plate in accordance with the International Convention for Safe Containers (CSC), 1972, as amended, when applicable, or have been approved in accordance with the relevant provisions of the IMDG Code or by a certification or approval system of an appropriate authority; and check, by external examination, the physical condition of each freight container, tank-container, portable tank or vehicle containing dangerous cargoes for obvious damage affecting its strength or packaging integrity and for the presence of any sign of leakage of contents.
3.12.1.4 The port operator should make such checks regularly to ensure implementation of the safety precautions in the port area and the safety of transport.
3.12.1.5 If any of the checks mentioned above reveal deficiencies which may affect the safe transport or handling of dangerous cargoes the port operator should immediately advise all parties concerned and request them to rectify all deficiencies prior to any further transport or handling of dangerous cargoes.
3.12.1.6 The port operator should ensure that every necessary support will be given to the port authority or any other person or institution entitled to carry out inspections when they intend to carry out an inspection of dangerous cargoes.

3.13 Hot work and other repair or maintenance work

3.13.1 The port operator should ensure that no repair or maintenance work resulting in non-availability of the emergency/fire equipment required by these Recommendations is carried out at the port without prior permission of the port authority.

3.13.2 The port operator and the company carrying out the repairs, after having consulted the master of a ship, where appropriate, should ensure that they are in possession of a permit to proceed issued by the port authority before any repair or maintenance work involving hot work, or any other such work which may lead to a hazard because of the presence of dangerous cargoes, is carried out.

3.13.3 A prior notice to be served for the estimated duration of hot work or the lack of equipment as a result of the need for permission shall allow all emergency response authorities, such as fire department, to make a satisfactory announcement to express their objection and recommend additional measures. In case of particular circumstances, such as any hot work to be performed in a hold or closed areas near a hold, the skilled personnel capable of determining whether specific safety measures are necessary shall perform a detailed field survey.

3.14 Entry into confined or enclosed spaces

3.14.1 The port operator should ensure that no person enters any enclosed space such as, for example, a cargo space, cargo tank, void space around such tank, cargo handling space, or other confined or enclosed space which has contained or may contain dangerous vapour or oxygen depleting cargoes, unless the space is free of dangerous vapour and not deficient in oxygen, and is certified to that effect by a responsible person trained in the use of the relevant equipment and sufficiently knowledgeable to interpret correctly the results obtained. The responsible person should record the measurements taken.

3.14.2 Where it is necessary for operational purposes to enter a space which cannot be freed of dangerous vapour within a reasonable time and which, therefore, can not be certified, or it is unlikely that the space will remain free of dangerous vapour, then entry should only be made by persons wearing a self-contained breathing apparatus and any other necessary protective equipment and clothing. The entire operation should be carried out under the direct supervision of a responsible person who should be provided with self-contained breathing apparatus, protective equipment and rescue harness. The breathing apparatus, protective and rescue equipment should not be of a type that could introduce a source of ignition into the space.

3.14.3 It is ensured that the entrance to the relevant area is made by following the SEC P 10 work permit procedure, which is prepared according to the procedures specified in the international laws and guides.

3.15 Contaminated wastes

3.15.1 The port operator should ensure that wastes contaminated with dangerous cargoes are immediately collected and disposed of in accordance with the requirements of the regulatory authority.

3.16 Alcohol and drug abuse

3.16.1 The port operator, within his area of responsibility, should ensure that no person under the influence of alcohol or drugs is allowed to participate in any operation involving the handling of dangerous cargoes.

3.16.2 Any such persons should always be kept clear of the immediate areas where dangerous cargoes are being transported or handled.

3.17 Weather conditions

3.17.1 The port operator, within his area of responsibility, should not permit dangerous cargoes to be handled in weather conditions which may seriously increase the risk.

3.17.2 Any explosive and hazardous liquid bulk loads or any unprotected load, which reacts dangerously when in contact with water, shall not be carried in rainy weather involving thunderstorms.

3.18 Lighting

3.18.1 The port operator, within his area of responsibility, should ensure that areas where dangerous cargoes are handled or where preparations are being made to handle dangerous cargoes and access to such areas are adequately illuminated.

3.19 Handling equipment

3.19.1 The port operator, within his area of responsibility, should ensure that all equipment used in the handling of dangerous cargoes is suitable for such use and used only by skilled persons.

3.19.2 The port operator, within his area of responsibility, should ensure that all cargo handling equipment is of an approved type where appropriate, properly maintained and tested in accordance with national and international legal requirements.

3.20 Protective equipment

3.20.1 The port operator, within his area of responsibility, should ensure, when necessary, that a sufficient quantity of appropriate protective equipment is available to all personnel involved in the handling of dangerous cargoes.

3.20.2 Such equipment should provide adequate protection against the hazards specific to the dangerous cargoes handled and should be of an approved type or made in conformity with an approved standard.

3.21 Signals

3.21.1 The regulatory authority should decide if and when a ship engaged in the transport or handling of certain specified dangerous cargoes in the port area, should exhibit by day or by night any special visual signals.

3.21.2 The specified dangerous cargoes should include:

3.21.2.1 bulk liquids with a flashpoint below 60ºC closed cup;

3.21.2.2 bulk flammable and/or toxic gases; and

3.21.2.3 explosives (other than division 1.4S), liquid desensitized explosives assigned to class 3 and solid desensitized explosives assigned to class 4.1; to the degree specified by the regulatory authority.

3.21.3 The reason for exhibiting a day or night signal is to advise maritime traffic and personnel within the port area about an increased hazard created by the presence of the dangerous cargoes Vessels exhibiting such signals may be subject to the special requirements and special instructions of the port authority.

3.21.4 The following four scenarios should be considered:

3.21.4.1 the ship is moored or at anchor by day;

3.21.4.2 the ship is moored or at anchor at night;

3.21.4.3 the ship is under way by day; or

3.21.4.4 the ship is under way at night.

3.21.5 When practicable, a dedicated anchorage or port should be provided for vessels carrying dangerous cargoes requiring the exhibition of such signals. Special restrictions may be applied to:

3.21.5.1 access to the vessels;

3.21.5.2 radio and radar transmissions;

3.21.5.3 transiting the anchorage; and

3.21.5.4 passing of ships moored or anchored.

3.21.6 Port authorities should give consideration to the separation of ships under way exhibiting the signals. The port authority may also impose specific separation distances and regulate the movement of vessels to avoid the passing of such ships in narrow channels or at bends.Where signals are to be exhibited, they should be:

3.21.6.1 by day flag “B” of the International Code of Signals; and

3.21.6.2 by night an all-round fixed red light.

3.22 Communications

3.22.1 The port authority should ensure that every ship engaged in the transport of dangerous cargoes can maintain effective communications with the port authority. When appropriate and practicable such communications should be carried out by VHF in accordance with the provisions of SOLAS regulation IV/7 and complying with the performance standards set out in IMO Assembly resolution A.609(15) and the requirements of the regulatory authority.

3.23 Areas

3.23.1 Dangerous cargo areas

3.23.1.1 Necessary monitoring and alarm systems are established in order to keep the dangerous goods handled areas under constant surveillance by the relevant facility personnel and/or security officers.

3.23.1.2 In areas where dangerous goods are temporarily stored, segregation and stacking requirements are met.

3.23.1.3 In the closed areas used for temporary storage, emergency exit, adequate ventilation, water drainage system, leakage pool, suitable fire extinguishing and fire warning systems, appropriate lighting system and fire resistant walls and doors are installed.

3.23.1.4 Dangerous goods handling areas are equipped with the necessary equipment and equipment to prevent the possible harmful effects of the dangerous goods in question .

3.23.1.5 The areas where hazardous materials are handled shall be provided with facilities of entrance to and exit from the same to allow for response to emergencies or the access roads to those units carrying loads that contain hazardous materials shall be kept open, if any hazardous materials are stowed or stored on the entire site and the site shall be furnished with systems that are capable of providing emergency facilities for rapid response.

3.23.2 Container stacking areas /lorry parking areas

3.23.2.1 Separate areas may be designated for specific dangerous cargoes.

3.23.2.2 Segregation requirements of the regulatory authority should be met when designating areas.

3.23.2.3 Care should be taken that, in case of an emergency, adequate access is provided for handling equipment, emergency services, etc.

3.23.2.4 Adequate emergency facilities should be provided. These should be appropriate to the hazards of the dangerous cargoes to be handled.

Special areas for damaged dangerous cargoes and wastes contaminated with dangerous cargoes

3.23.2.5 Special areas for damaged dangerous cargoes and wastes contaminated with dangerous cargoes should be provided, where damaged dangerous cargoes may be kept and repacked or contaminated wastes separated and kept until their disposal.

3.23.2.6 Such areas should, where appropriate, be covered, have a sealed floor or ground, separate drainage systems with shut-off valves, sumps or basins and means to discharge contaminated water to special facilities in order to safeguard the port area and the environment.

3.23.2.7 Such areas should be fenced off to prevent the entry of unauthorized persons and should have facilities for watchmen. The facilities should include adequate means of communication.

3.23.3 Repairing/cleaning facilities

3.23.3.1 Where repair or cleaning facilities for ships or cargo transport units are provided, they should be situated well away from any area where dangerous cargoes are transported or handled. This should not preclude the carrying out of minor voyage repairs on ships at cargo handling ports or cleaning of cargo tanks at tanker terminals.

3.23.3.2 Cleaning facilities should be designated and constructed to protect the environment when environmentally hazardous substances are used or are otherwise involved, in the cleaning process.

3.23.4 Reception facilities

3.23.5.1 Facilities should be provided for the reception and disposal of bilge water, wastes, ballast and slops, contaminated with dangerous cargoes, as appropriate.

3.24 Training

3.24.1 The personnel who are in charge of actions and operations for the loading/unloading of hazardous materials at the onshore facility shall be provided with training on emergencies (fire, explosion, leakage etc.) and response, occupational health and safety, ISPS & IMDG code security awareness and safety in line with their job descriptions and fields of work.

3.25 Port Facility cargo operation rules

3.25.1. When the port authority foresight any risk during the handling operation at the port facility, the cargo operationcan be stopped and not started until the risk is eliminated

3.25.2. In order to ensure that the cargoes are loaded safely on the ship, the provisions of the BLU Code and BLU Manual, the Safe Code of Practice for Load Stacking and Safety (CSS Code) and the Code of Practice for Packing Cargo Transport Units (CTU Code) should be followed.

3.25.3. Stacking of the cargoes should be done in accordance with the relevant legislation and international agreements to which we are a party.
3.25.4. The ship cannot be loaded more than the loading limit taking into account the Plimsol Mark.
3.25.5. The results of the draft survey or weighbridge survey records should be submitted to the port authority before leaving the berth by ship's Master to determine the loading-unloading plan before the port operation and the amount of loaded cargo before the ship leaving the port.
3.25.6.Precautions should be taken to prevent the stability of the ship from being adversely affected by ensuring that the cargo in bulk carriers, especially single-hold bulk carriers, is loaded in such a way that it spreads over the floor of the hold (by trapping).
3.25.7. Ship's structure shoul not be subjected to excessive stress. it should be ensured that the cargo and ballast water operations are monitored throughout the loading or unloading operation.
3.25.8. Care is taken to ensure that the ship is free of heel, but if an incline is required during loading, it can be ensured that it is as short as possible. To avoid structural damage to the ship Balanced loading and unloading must be ensured in accordance with the approved stability booklet.
3.25.9. In excessive meteorological and oceanographic conditions that may affect the cargo handling operation, the handling operation is stopped until the conditions improve.
3.25.10. Putting a heavy load on a light load, placing the liquid cargo on the dry cargo, in order to prevent situations such as the smell of bad-smelling cargoes spreading to other cargoes , cargoes with properties that can damage other cargoes must be loaded in accordance with the separation rules.

3.26 Rules regarding dangerous goods within the scope of IMSBC code

3.26.1. In accordance with SOLAS Chapter VII Part A Rule 7.2.1, it is mandatory to use the "bulk shipping name" in all documents related to the transport of dangerous solid bulk cargoes, only the trade name of the cargo is not enough.
3.26.2. Ships carrying dangerous solid bulk cargoes must have a cargo manifest or special list declare showing the other dangerous cargoes on board, together with their locations, in accordance with SOLAS Chapter VII Part A Rule 7.2.2.
3.36.3. In accordance with SOLAS Chapter XII Rule 10, the density of solid bulk cargoes is declared by the cargo person in addition to SOLAS Chapter VI Part A Rule 2 before the cargo is loaded onto the ship. Unless cargo meet the requirements for solid bulk cargoes with a density of 1,780 kg/m3 and above, for ships within the scope of SOLAS Chapter XII Regulation 6, all solid bulk cargoes with a density between 1,250 kg/m3 and 1,780 kg/m3, density measurement must be made by an authorized testing company. This density test can be performed by a laboratory accredited by the Turkish Accreditation Agency (TS EN ISO/IEC 17025: 2017).
3.26.4. Within the scope of the IMSBC Code, the following conditions are required for Group A (and Group A and B) cargoes to be handled at the port facility and to be transported on board:
3.26.4.1. With the transportable maximum humidity (TML) certificate of the cargo, issued by the laboratory authorized by the administration of the port. The moisture content (MC) certificate or declaration of the cargo is delivered to the ship'master by the cargo person. TML test is performed by a laboratory accredited by the Turkish

Accreditation Agency (TS EN ISO / IEC 17025: 2017). The TML certificate contains the TML test result or the test report containing this result. A copy of these documents is kept by the relevant port authority and port facility.

3.26.4.2. Group A cargoes can only be loading on the ship if the actual MC value at the time of loading is lower than the TML value of that cargo, cargoes with MC value more than TML value can be carried on ships only with the features specified in IMSBC Code Section 7.3.2

3.26.4.3. The TML test is carried out within six months prior to the loading of Group A cargoes. If there is a change in the load composition or characteristics for any reason, a new test is performed.

3.26.4.4. Sampling and testing for MC testing of Group A cargo should be as close as possible to the date the cargo is loaded onto the ship, never more than seven days. If heavy rain or snow falls between the test and loading, the moisture content test is repeated to confirm that the MC value of the load does not exceed the TML value.

3.26.5. Information on solid bulk cargoes within the scope of the IMSBC Code must be provided by the ship via cargo person in charge in accordance with SOLAS Chapter VI Part A Rule 2

3.26.6. The procedures of the General Directorate of Maritime Affairs regarding the transportation and notification of a solid bulk cargo not included in the IMSBC Code should be followed.

3.27 Rules regarding dangerous goods within the scope of IMDG code

3.27.1. Substances and objects that are prohibited in the IMDG Code cannot be transported by sea.

3.27.2. The parties involved in the transportation of dangerous goods transported in packages take the necessary precautions in accordance with the Regulation on the Transportation of Dangerous Goods by Sea and Loading Safety and the IMDG Code, taking into account the nature and extent of the risks that can be foreseen, in order to prevent damage and injury and to minimize their effects.

3.27.3 In the transport of dangerous goods by sea, it is obligatory to use the packages defined in IMDG Code Chapter 6 and tested by the institutions authorized by the Ministry or the authorized administration of a country party to SOLAS and given UN certificate.

3.27.4 The Container/Vehicle Packing Certificate in IMDG Code Rule 5.4.2 is filled and signed by the persons who load the dangerous goods to the cargo transport unit (excluding the tank container). These persons receive the relevant training in IMDG Code Rule 1.3. Container/Vehicle Packing Certificate is presented to the port before the cargo arrives at the port or at the entrance with the cargo. A copy of this certificate is placed on the inside wall of the right door of the container.

3.27.5 Documents specified in IMDG Code Rules 5.4.3, 5.4.4 and 5.4.5 are kept on every ship carrying dangerous goods in packages.

3.27.6 In accordance with SOLAS Chapter II-2 Part G Rule 19.4, a Certificate of Compliance issued by the authorized administration is kept on the ships in order to prove that the ships are in a suitable structure and equipment to carry dangerous goods. Except for dangerous solid bulk cargoes, there is no need for certification for IMDG Code Class 6.2, Class 7 and dangerous cargoes that can be transported in limited quantities

4 CLASSIFICATION OF DANGEROUS GOODS, HANDLING, LOADING / UNLOADING, HANDLING, SEPARATION, STACKING AND STORING

4.1 Classification of Dangerous Goods

4.1.1 Types of Dangerous Goods

Dangerous goods based on their origin and characteristics can be classified as follows:
Oil by-products – fire and explosion being their main risk (benzenes, liquefied petroleum gas and other fuels)
Chemical products – (Industrial, pharmaceutical and agricultural) manufactured and loaded either as final product for consumption or as by-products for industrial use. The latter are most of the dangerous goods transported, and if not properly handled, could cause great damage to people, transport units and the environment
Minerals – such as coal, sulfur, mineral concentrates and other metals or asbestos which can cause different illnesses, injuries, intoxication or fires
Products of animal or vegetable origin – as fishmeal, pressed cakes of oleaginous seeds and cotton, which can also cause spontaneous combustion, fire or explosions
Radioactive materials – used in a variety of industrial and medical processes, as well as for military applications, which, in high doses could cause immediate harm, or even in small doses could cause cancer and other illnesses if exposed to people for prolonged periods of time

Many of the substances from Class 1 to Class 9 are deemed marine pollutants. A marine pollutant is defined as “any substance that will degrade the aquatic organisms that live in the water

Prior to stowage, segregation, marking, labeling and storing dangerous goods safely, those handling dangerous goods must know exactly what hazards these dangerous goods pose to the user. The term ‘hazard’ in this text means a source or a situation with a potential harm with regard to People, Environment, Asset and Reputation (PEAR Concept).

All chemicals are subject to the code and are assigned to one of the classes 1 – 9 according to the hazard or the most predominant hazards they present.

4.1.2 Classification of Dangerous Goods

The classification is made by the consignor/shipper or by the appropriate competent authority. The IMDG Code classifies dangerous goods as follows (simplified form):

Class 1: **Explosives**
Class 1.1: Substances and articles with a mass explosion hazard
Class 1.2: Substances and articles which do not have a mass explosion hazard but have a scattering hazard
Class 1.3: Substances and articles which present a fire hazard, a minor explosion hazard or minor scattering hazard, or both, but not a mass explosion hazard.
Class 1.4: Substances and articles that do not present an obvious hazard.
Class 1.5: Substances with a mass explosion hazard but of very low sensitivity.
Class 1.6: Extremely insensitive objects without mass explosion hazard.

Class 2: **Gases**
Class 2.1 Flammable gases
Class 2.2 Non-flammable, non-toxic gases
Class 2.3 Toxic gases

Class 3: **Flammable Liquids**
Class 4: **Flammable solids; substances liable to spontaneous combustion; substances which, in contact with water, emit flammable gases**
Class 4.1 Flammable solids, self-reactive substances and solid desensitized explosives
Class 4.2 Substances liable to spontaneous combustion
Class 4.3 Substances which, in contact with water, emit flammable gases

Class 5: **Oxidizing substances and organic peroxides**
Class 5.1 Oxidizing substances
Class 5.2 Organic peroxides

Class 6: **Toxic and infectious substances**
Class 6.1 Toxic substances
Class 6.2 Infectious substances

Class 7: **Radioactive material**
Class 8: **Corrosive substances**
Class 9: **Miscellaneous dangerous substances and articles**

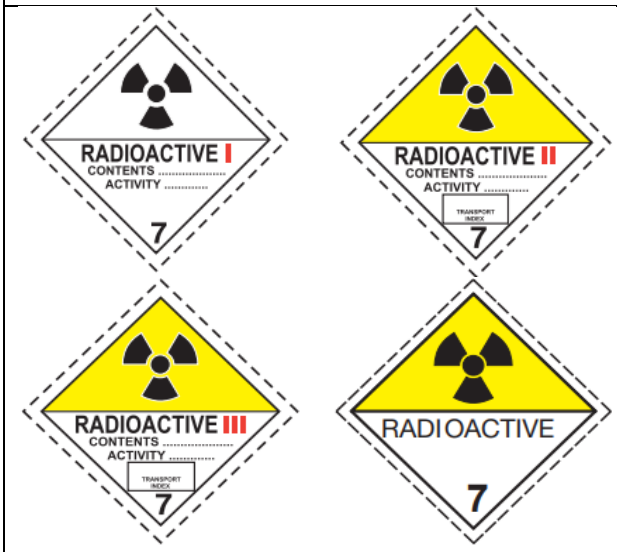
The numerical order of the classes and divisions does not indicate the degree of danger.

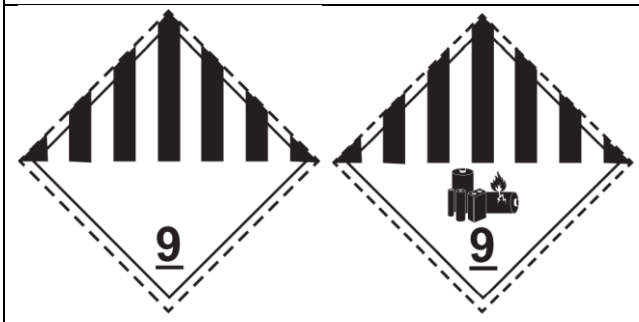
The meaning of Dangerous Goods hazard signs are given below.

HAZARD LABELS	HAZARD DESCRIPTION
 **CLASS 1** **EXPLOSIVES**	**HAZARD CHARACTERISTICS:** • Mass explosion; ejection of fragments, intense fire/heat flux; may cause features and effects such as bright light generation, loud noise, or smoke. • It is sensitive to shocks and/or impacts and/or heat. • Protect yourself and stay away from windows in case of emergency.
 **CLASS 2** **FLAMMABLE GASES**	**HAZARD CHARACTERISTICS:** • There is a risk of fire. • There is a risk of explosive. • It may be under pressure. • There is a risk of suffocation. • It can cause burns and/or frostbite. • Contents may explode when heated. • Protect yourself in emergencies. Stay away from low level areas.
 **CLASS 2** **FLAMMABLE, NON-TOXIC GASES**	**HAZARD CHARACTERISTICS:** • There is a risk of suffocation • It may be under pressure. • It can cause burns and/or frostbite. • Contents may explode when heated. • Protect yourself in emergencies. Stay away from low level areas.
 **CLASS 2** **TOXIC GASES**	**HAZARD CHARACTERISTICS:** • There is a risk of poisoning. • It may be under pressure. • It can cause burns and/or frostbite. • Contents may explode when heated. • Use a gas mask • Protect yourself in emergencies. Stay away from low level areas.

 **CLASS 3** **FLAMMABLE LIQUID**	**HAZARD CHARACTERISTICS:** • There is a risk of fire. • There is a risk of explosion. • Contents may explode when heated. • Protect yourself in emergencies. Stay away from low level areas.
 **CLASS 4.1** **FLAMMABLE SOLIDS**	**HAZARD CHARACTERISTICS:** • There is a risk of fire. • Contents may explode when heated. • Risk of explosion after loss of desensitizing agent. • It may generate toxic gases during fire. • They can easily burn in contact with sparks, fire and hot surfaces. • It has explosive properties in dry environment. • Dust can explode. • Temperature must be kept under control during transportation of certain flammable materials.
 **CLASS 4.2** **SUBSTANCES LIABLE TO SPONTANEOUS COMBUSTION**	**HAZARD CHARACTERISTICS:** • There is a risk of fire. • Flammable. • There is a risk of sudden burning if packages are damaged or contents spilled. • May react strongly when in contact with water. • They can do it by themselves without a fire/flame source. • They can ignite when they come into contact with air, even in very small quantities, in a short time.

 **CLASS 4.3** **SUBSTANCES WHICH, IN CONTACT WITH WATER, EMIT FLAMMABLE GASES**	**HAZARD CHARACTERISTICS:** • They form flammable gases by reacting with water. • They catch fire with combustible sources. • Spilled items should be kept dry by covering spills.
 **CLASS 5.1** **OXIDIZING, COMBUSTING SUBSTANCES**	**HAZARD CHARACTERISTICS:** • The substance is not flammable, but has an oxidizing effect. • With flammable or combustible materials (eg sawdust) • Mixing should be avoided. • Friction and impact can cause burns. • It has explosion, acidic effect and detrimental effect on health. • It may cause dangerous gases to escape at high temperatures.
 **CLASS 5.2** **ORGANIC PEROXIDES**	**HAZARD CHARACTERISTICS:** • At high temperatures, there is a risk of exothermic decomposition in case of contact with other substances (eg acid, heavy metal compounds or amines), friction or shock. • May cause generation of harmful and flammable gases or vapors or self-ignition. • Temperature must be kept under control during transportation of certain organic peroxides.. • Temperature must be kept under control during transportation of certain organic peroxides.

 **CLASS 6.1** **TOXIC SUBSTANCES**	**HAZARD CHARACTERISTICS:** • Risk of poisoning by inhalation, skin contact or ingestion. • Even a small amount of a few grams can cause fatal poisoning or permanent health problems in humans. • It poses a risk to the aquatic environment or the sewage system. • Use a gas mask.
 **CLASS 6.2** **INFECTIOUS SUBSTANCES**	**HAZARD CHARACTERISTICS:** • There is a risk of infection. • May cause serious illness in humans and animals. • It poses a risk to the aquatic environment or the sewage system.
 **CLASS 7** **RADIOACTIVE MATERIALS**	**HAZARD CHARACTERISTICS:** • There is a risk of absorption and external radiation. • Exposure time should be kept short. • Appropriate personal protective equipment should be used. • Prolonged exposure to radiation creates irreversible harmful effects.

 **CLASS 8** **CORROSIVE SUBSTANCES**	**HAZARD CHARACTERISTICS:** • There is a risk of burns due to abrasion. • It may cause irreversible damage to the skin by chemical effect. • May react dangerously with each other, with water or with other substances. • Spilled material may generate corrosive fumes. • It poses a risk to the aquatic environment or the sewage system..
 **CLASS 9** **MISCELLANEOUS DANGEROUS SUBSTANCES AND ARTICLES**	**HAZARD CHARACTERISTICS:** • There may be a risk of burns. • There may be a risk of fire. • There may be a risk of explosion. • It poses a risk to the aquatic environment or the sewage system..

4.2 Dangerous Goods Packing and Packages

Markings, labels and/or placards on products are all channels of communication to the user.

These communication channels will tell the user the characteristics of a consignment or product. The IMDG Code provides clear procedures related to authorization of consignments as well as advance notification, markings, labels and documentation (by manual, electronic data processing or electronic data interchange techniques and placarding).

The code specifies clearly that no person may offer to transport dangerous goods unless the goods are properly marked, labeled, placarded, described and certified on a document. Those who are transporting dangerous goods must indicate the UN Number and proper shipping name clearly on the consignment. In the case of marine pollutants, the word “marine pollutant” must be on the document accompanying the consignment. This requirement is particularly important in the case of an accident involving these goods, in order to determine what emergency procedures are necessary to deal properly with the situation. In the case of marine pollutants, the captain of the vessel needs to comply with the requirements of MARPOL 73/78.

4.3 Dangerous Goods Marking, Labels, Placards.

The IMDG Code recommends a system based on labels and placards designed especially so that all who work close to this type of cargo will be able to recognize, preferably at first sight, the nature of the risks entailed by these substances, whatever their packaging might be.

4.3.1 Labels

The IMDG Code states that all packaging, packages and drums carrying dangerous goods must be labeled. The labels are in the shape of a rhombus in white, orange, blue, green or red, or a combination of these colors. Symbols illustrating the danger of the class are also required. In general, each label is divided into two parts, the bottom half and the top half. The top half is for the symbol of the class of the good(s), and the lower half is for the text, class or division number. The minimum dimensions of labels are 10 cm x 10 cm. Labels must be firmly adhered to and placed on the package so that it can easily be seen. The quality of the labels must be such so they do not deteriorate outdoors and remain unaltered during the complete transport period and at least three months in the sea.

Due to the fact that dangerous goods can pose more than one risk, it is also necessary to use “secondary risk labels”. These labels are the same as the ones showing the primary risk, regarding their color, shape and symbols. Even though the IMDG Code says nothing to this effect, in some countries the class number is only indicated in the primary risk label, and that the secondary risk label does not include the class number. This is an effective way to distinguish between both.

4.3.2 Placards

The IMDG Code determines that all “cargo transport units” containing dangerous goods must be placarded. In this context, cargo transport units are containers, containers for liquids, tank vehicles, vehicles transporting goods by land, railway wagons with water tanks, good tanks destined for intermodal transport. Placards have the same shape, colors and symbols as the labels, but their dimension is 25 x 25 cm. Containers carrying more than 4000 kilograms of dangerous goods, and all tanks for liquids and gases must have the “United Nations number”. The UN number has four digits and is the number assigned by the United Nations to all goods identified and classified as dangerous.

Containers carrying dangerous goods must display at least one placard on each side and one on each end of the unit (this is to say, on its four sides)

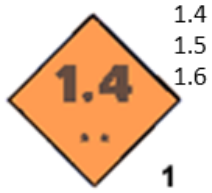
Rail wagons must be placarded on at least both sides

Freight containers, semi-trailers and portable tanks must be placarded on all four sides

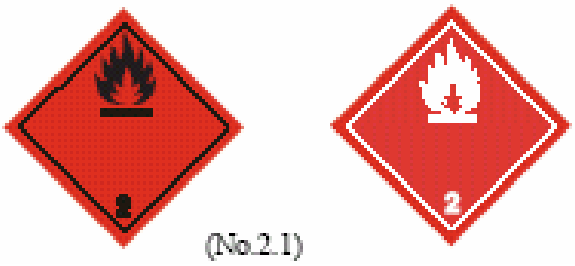
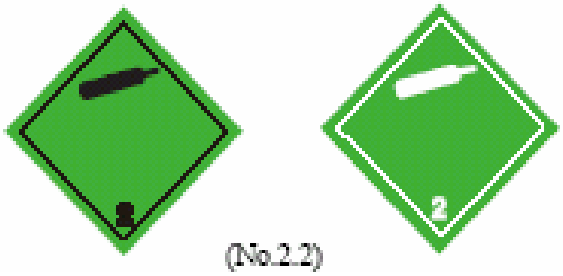
Road vehicles must display appropriate placards on both sides as well as the rear

Shapes and Colors of Labels and Placards

Class 1 – Explosives

	**Division 1.1 / 1.2 / 1.3** **Symbol –** explosion in black color **Background –** orange color **Text –** Explosive (optional) *** *** Location of division and/or Compatibility Group * Location of Compatibility Group or text **Number 1 –** in the bottom corner
	**Division 1.4 / 1.5 / 1.6 Background –** orange color **Subclass numbers –** in black color (approximately 30 mm x 5 mm in labels of 100 mm x 100 mm) ***** Location of Compatibility Group **Number 1 –** in the bottom corner

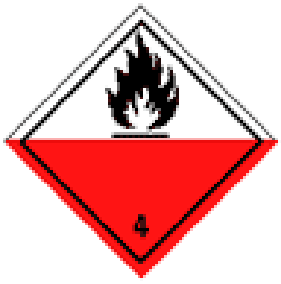
Class 2 – Gases

	**Division 2.1 Flammable Gases Symbol –** Flame in black or white **Background –** in red color **Text –** Flammable Gas (optional) **Number 2 –** in the bottom corner
	**Division 2.2 Non-flammable gases Symbol –** Gas cylinder in black or white color **Background –** in green color **Text –** Non flammable compressed gas (optional) **Number 2 –** in the bottom corner
	**Division 2.3 Toxic Gases** **Symbol –** skull and crossbones in black color **Background –** in white color **Text –** Toxic (optional) **Number 2 –** in the bottom corner

Class 3 – Flammable Liquids

 	Symbol – flame in black and white color Background – red color Text – Flammable Liquid (optional) Number 3 – in the bottom corner

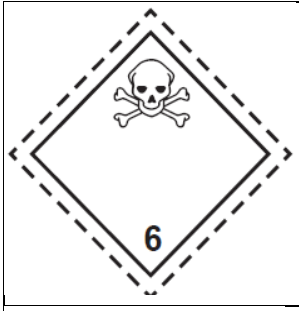
Class 4 – Flammable Solids; Substances liable to spontaneous combustion; substances which, in contact with water emit flammable gases

	Division 4.1 Flammable Solids Symbol Symbol – flame in black color Background – white with seven red vertical stripes Text – Flammable Solid Number 4 – In the bottom corner
	Division 4.2 Substances liable to spontaneous combustion Symbol – flame in black color or white color Background – blue color Text – Spontaneous combustion substances (optional) Number 4 – in the bottom corner
 	Division 4.3 Substances which, in contact with water, emit flammable gases Symbol – flame in black or white color Background – blue color Text – Substances which, in contact with water, emit flammable gases (optional) Number 4 – in the bottom

Class 5 – Oxidizing Substances or Organic Peroxides

	**Division 5.1 Oxidant Substances** **Symbol** – flame with circle in black color **Background** – yellow color **Text** – Oxidizing Substance (optional) **Number 5.1** – in the bottom corner
	**Division 5.2 Organic Peroxides Symbol** – flame in white color **Top Half** – red **Bottom Half** – yellow **Text** – Organic Peroxide (optional) **Number 5.2** – in the bottom corner

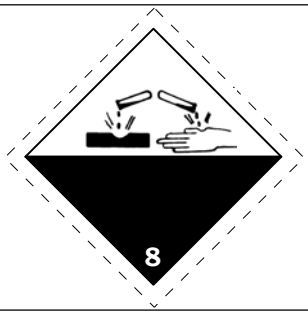
Class 6 – Toxic Substances or Infectious Substances

	**Division 6.1 Toxic Substances Symbol –** black skull and crossbones **Background –** white color **Text –** Toxic (optional) **Number 6 –** in the bottom corner
	**Division 6.2 Infectious Substances** **Symbol –** three crescents superimposed on a circle and inscriptions in black **Background –** white color **Text –** Infectious substance, notify Public Health Authority (optional) **Number 6 –** In the bottom corner

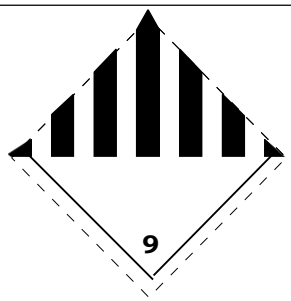
Class 7 – Radioactive Materials

	**Category I – White** **Symbol –** trefoil in black color **Background –** white color **Text (mandatory) in black –** in the lower half of the label **"Radioactive I"**, **"Contents…"**, **"Activity…"** and **"Transport Index"** box **Number 7 –** in the bottom corner
	**Category II – Yellow** **Symbol –** trefoil in black color **Background –** the upper half in yellow color with white borders, the lower half in white **Text in black –** in the lower half of the label **"Radioactive II"**, **"Contents…"**, **"Activity…"** and **"Transport Index"** box **Number 7 –** in the bottom corner
	**Category III – Yellow** **Symbol –** trefoil in black color **Background –** the upper half in yellow color with white borders, the lower half in white **Text in black –** in the lower half of the label **"Radioactive III"**, **"Contents…"**, **"Activity…"** and **"Transport Index"** box **Number 7 –** in the bottom corner

Class 8 – Corrosive Substances

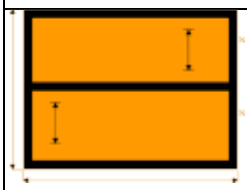
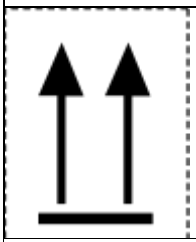
	**Symbol –** Liquids falling from two test tubes onto a hand and a black piece of metal **Background –** Upper half in white color and lower half in black with white borders **Text –** Corrosive (optional) **Number 8 –** In the bottom corner

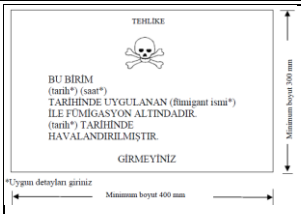
Class 9 – Miscellaneous Dangerous Substances and Articles Potentially Damaging to the Environment

	**Symbol –** seven vertical bars in black in the upper half **Background –** in white color **Number 9 –** In the bottom corner

	**Symbol –** seven vertical bars in black in the upper half **Background –** in white color (battery group, one broken and emitting flame) **Number 9 –** In the bottom corner

Other labels

	Indicating elevated temperature (liquid state at a temperature equal to or exceeding 100° C, in a solid state at a temperature equal to or exceeding 240°C)
	Orange-colored plates, with hazard-identification number and UN Number
	Orientation arrows, black or red color
	Cooler And Air Conditioner Warning Sign Cold Risk

	Fumigation Warning Sign Risk of poisoning by inhalation, skin contact or ingestion.

Placards for Marine Pollutants

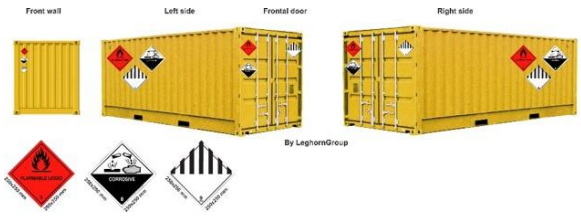
	Packages and cargo transport units containing dangerous substances which are classified by the IMDG Code as “marine pollutants”, must have the markings shown here, which must be durable. They must be placed close to the risk labels or risk placards of the goods. The dimensions of the marine pollutant markings must be a minimum of 10 cm per side for packages and 25 cm per side for cargo transport units.

Labeling and Marking of Cargo Transport Units

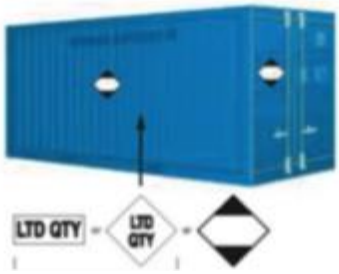
Packaging

Transport units with a single tank division

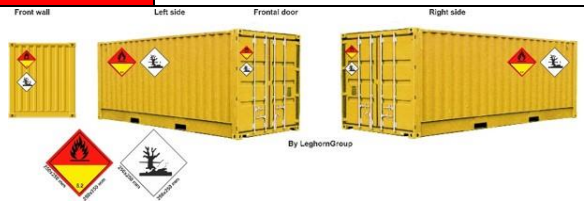
Packaged Dangerous Cargo Container



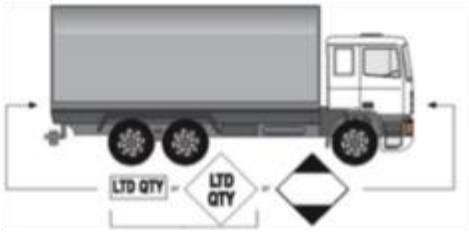
Dangerous Cargo Container



Limited Quantity



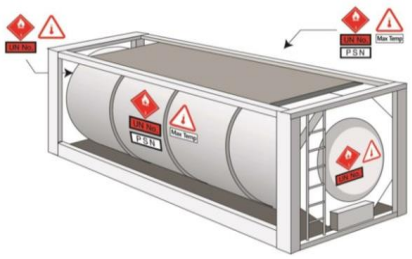
Environmentally Dangerous Cargo Container



Freight Carrying Limited Quantity

Fumigated Cargo Container

Cooler And Air Conditioner Warning Sign



High Temperature Substances

High Temperature Material Handling

4.4 Signs and packing groups of dangerous goods.

4.4.1 Packing Groups, Classifying Criteria

The risks presented by dangerous goods in maritime transport are related to their packaging, therefore it must be safe, well designed and manufactured and in good condition. It is very unlikely you will suffer injuries due to this cargo, but if the cargo is damaged, it is possible for dangerous substances or vapors to be released.

The packages/containers must comply with the following requirements:

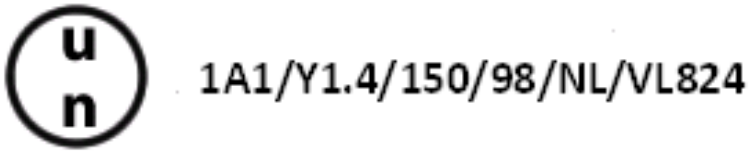
Must not be affected by the cargo it contains
Must be strong enough to endure the rough treatment and risks involved in maritime transport
Must be able to endure rain, wind and sea water
Must be practical and adequate for the cargo they carry
Must be in good condition
Must be correctly marked, label and signposted

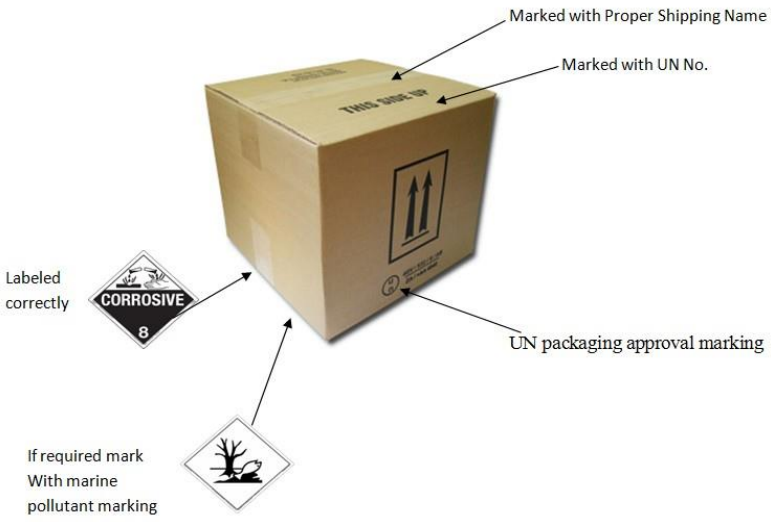
For packing purposes, dangerous goods belonging to all classes, except for class 1, 2, 6.2 and 7 have been divided into three “packing groups” depending on the degree of danger they represent:

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

4.4.2 UN Packaging and Approval Marking

Most packages also need to bear the UN packaging approval mark confirming that the packaging has been tested and approved in accordance with relevant United Nations performance standards. Example below:





4.5 Segregation and Separation

One of the most important aspects of managing the transport of dangerous goods is the stowage, segregation and separation of these goods. Hazardous substances must not be carried with goods which are liable to interact and cause danger to P.E.A.R.

Incompatible hazardous substances must be adequately separated from each other during transport and storage. Improper stowage or segregation of dangerous goods may result in the release of toxic fumes, fire, spill and degradation of the product's quality. For this reason the IMDG Code has provided provisions in Volume 1 Part 7 titled "Provisions Concerning Transport Operations", which focuses on stowage and segregation.

4.5.1 Principles of segregation and stowage

The following issues may contribute towards major chemical accidents during stowage and segregation:

Failure to understand the nature of the substance handled
Failure of quality assurance – container inspection certificates
Insufficient recording of chemical register inventories at different terminal locations
Insufficient labeling and recording of chemicals
Poor housekeeping – firefighting equipment not available in work area

The IMDG Code requires dangerous goods to be stored and segregated according to the hazard, class and compatibility. The code also provides detailed information on these important factors in terms of where dangerous goods should be stowed and how they should be separated or segregated from other cargoes.

Although the IMDG Code provides detailed information on ship stowage, the requirements can also be applied to storage ashore and even to container packing. The requirement offers a framework for port authorities when preparing their regulations for the safe transport of handling and storage of dangerous goods in ports. Dangerous goods which have to be segregated from each other shall not be transported in the same cargo transport unit.

4.5.2 IMDG Code segregation, stowage and Dangerous Goods list

General segregation is applied to all cargo spaces on deck or under deck of all types of ships and cargo in transport units and incompatible goods shall be segregated from one another. For the purpose of segregation, the IMDG Code has grouped together similar chemical properties in the dangerous goods list. In the dangerous goods list, the group substances are referred as follows:

1. Acids
2. Ammonium Compound
3. Bromates
4. Chlorates
5. Chlorites
6. Cyanides
7. Heavy metals and their salts
8. Hypochlorite
9. Lead and its compounds
10. Liquid halogenated hydrocarbons
11. Mercury and mercury compounds
12. Nitrites and their mixtures
13. Perchlorates
14. Permanganates
15. Powdered metals
16. Peroxides
17. Azides
18. Alkalis

If substances are shipped under Not Otherwise Specified (N.O.S.) entries, the shipper will decide the appropriate segregation group.
In the IMDG code Volume 2 under column 16 of the numerical list of dangerous goods, the stowage conditions for each one of the dangerous goods listed can be found. Also, in this column, there is information on stowage related to sleeping, food, solutions and mixtures areas, etc. For example, the product “ALLYL BROMIDE UN No 1099”, column 16 indicates “Category B, far from living quarters.”

In the following paragraph the five stowage categories stipulated by the IMDG Code are described.

Stowage Categories

Category	A	B	C	D	E
Cargo ship carrying no more than 25 passengers	On deck or below deck	On deck or below deck	On deck only	On deck only	On deck or below deck
Passenger ships carrying more than 25 passengers	On deck or below deck	On deck only	On deck only	Prohibited	Prohibited

In brief, the IMDG Code establishes a system whereby dangerous goods can be stowed in a safe way, considering their compatibility with other types of cargo and therefore preventing further damage in case of accidents.

Mastering the techniques on how to stow dangerous goods correctly on board ships is fundamentally the responsibility of the Ship Planner. Port Terminals are not concerned with planning of the stowage of dangerous goods on board; they are only responsible of stowing the cargo in the positions indicated in the ships plan, which is provided by the Shipping Line through the respective agencies.

4.6 Separation distances and separation terms for hazardous materials applicable storage at storage area

4.6.1 Segregation Categories

The IMDG Code defines four segregation terms:

"Away from" (the minimum separation between two incompatible goods)
"Separated from"
"Separated by a complete compartment or hold from"
"Separated longitudinally by an intervening complete compartment or hold from" (this is the maximum separation between two incompatible goods)

The general provisions regarding segregation between different classes of dangerous goods can be found in the code in the following Segregation Table:

CLASS		**1.1 1.2 1.5**	**1.3 1.6**	**1.4**	**2.1**	**2.2**	**2.3**	**3**	**4.1**	**4.2**	**4.3**	**5.1**	**5.2**	**6.1**	**6.2**	**7**	**8**	**9**
Explosives	**1.1, 1.2, 1.5**	*	*	*	4	2	2	4	4	4	4	4	4	2	4	2	4	X
Explosives	**1.3, 1.6**	*	*	*	4	2	2	4	3	3	4	4	4	2	4	2	2	X
Explosives	**1.4**	*	*	*	2	1	1	2	2	2	2	2	2	X	4	2	2	X
Flammable gases	**2.1**	4	4	2	X	X	X	2	1	2	X	2	2	X	4	2	1	X
Non-toxic, non-flammable gases	**2.2**	2	2	1	X	X	X	1	X	1	X	X	1	X	2	1	X	X
Toxic gases	**2.3**	2	2	1	X	X	X	2	X	2	X	X	2	X	2	1	X	X
Flammable liquids	**3**	4	4	2	2	1	2	X	X	2	1	2	2	X	3	2	X	X
Flammable solids (including self-reactive substances and solid desensitized explosives)	**4.1**	4	3	2	1	X	X	X	X	1	X	1	2	X	3	2	1	X
Substances liable to spontaneous combustion	**4.2**	4	3	2	2	1	2	2	1	X	1	2	2	1	3	2	1	X
Substances which. in contact with water, emit flammable gases	**4.3**	4	4	2	X	X	X	1	X	1	X	2	2	X	2	2	1	X
Oxidizing substances (agents)	**5.1**	4	4	2	2	X	X	2	1	2	2	X	2	1	3	1	2	X
Organic peroxides	**5.2**	4	4	2	2	1	2	2	2	2	2	2	X	1	3	2	2	X
Toxic substances	**6.1**	2	2	X	X	X	X	X	X	1	X	1	1	X	1	X	X	X
Infectious substances	**6.2**	4	4	4	4	2	2	3	3	3	2	3	3	1	X	3	3	X
Radioactive material	**7**	2	2	2	2	1	1	2	2	2	2	1	2	X	3	X	2	X
Corrosive substances	**8**	4	2	2	1	X	X	X	1	1	1	2	2	X	3	2	X	X
Miscellaneous dangerous substances and articles	**9**	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

(This table is applied to unitized dangerous goods; this is to say, in pallets, drums, boxes and crates and other similar packaging. It is not applied to containers carrying dangerous goods)

Numbers and symbols relate to the following terms as defined in this chapter:

1	Away from	3 meters
2	Separated from	6 meters
3	Separated by a complete compartment or hold from	12 meters
4	Separated longitudinally by an intervening complete compartment or hold from	24 meters
X	The segregation, if any, is shown in the Dangerous Goods List	-

Explosives require special segregation in accordance with the compatibility group. Explosives which have the same letter can be stowed together, whatever their class subdivision may be. Since the properties of the substances, materials or articles of a same Class can be very different to each other, in each and every case it will be necessary to consult the Dangerous Goods list previously, to determine the applicable specific segregation provisions.

4.6.2 Segregation within the Cargo Transport Units

Dangerous goods which need to be segregated from each other must not be stowed in the same cargo transport unit (container). Nevertheless, goods which require to be segregated “away from” may be transported in the same cargo transport unit upon authorization by the corresponding authority. In this case an equivalent safety degree must be kept.

4.6.3 Segregation in Port Areas

The IMO Maritime Safety Committee (MSC), by way of Circular 1/1216 of 26 February 2008 determined several revised recommendations regarding the risk free transport of dangerous goods and related activities within the port area.

Circular MSC 1216 of 2008 establishes that containers containing dangerous goods must not be stowed above each other. **Containers carrying dangerous cargo of the same class are exempt from this rule.** This exemption is not to be applied to Class 8 cargo (corrosives), if they are different from each other. This is to say, if the Class 8 corrosive cargo is exactly the same substance, they can be stored above each other. Containers must be stowed in such a way that there is always easy access to the doors and to the sides in order to carry out cooling or control work

Separation between the different classes must be taken into consideration when dangerous goods are stored in special areas or deposits. The chart indicated by IMDG Code will help in the stowage on board ships. IMO’s Port Recommendations establishes the following segregation chart for port storage.

Classes		2.1	2.2	2.3	3	4.1	4.2	4.3	5.1	5.2	6.1	8	9
Flammable gases	**2.1**	0	0	0	S	A	S	0	S	S	0	A	0
Non-toxic, non-	**2.2**	0	0	0	A	0	A	0	0	A	0	0	0
Toxic gases	**2.3**	0	0	0	S	0	S	0	0	S	0	0	0
Flammable liquids	**3**	S	A	S	0	0	S	A	S	S	0	0	0
Flammable solids, self- reactive substances and	**4.1**	A	0	0	0	0	A	0	A	S	0	A	0
Spontaneously combustible	**4.2**	S	A	S	S	A	0	A	S	S	A	A	0
Substances which, in contact with water, emit	**4.3**	0	0	0	A	0	A	0	S	S	0	A	0
Oxidizing substances	**5.1**	S	0	0	S	A	S	S	0	S	A	S	0
Organic peroxides	**5.2**	S	A	S	S	S	S	S	S	0	A	S	0
Toxic substances	**6.1**	0	0	0	0	0	A	0	A	A	0	0	0
Corrosives (liquids and solids)	**8**	A	0	0	0	A	A	A	S	S	0	0	0
Miscellaneous dangerous substances and	**9**	0	0	0	0	0	0	0	0	0	0	0	0

The chart identifies only three segregation categories for storage in ports.

"0" means pairs of dangerous goods which do not need to be segregated from each other (unless indicated by the individual entry in the numerical list of dangerous goods, which must always be checked, requires so)
"A" indicates segregation requirement "away from …" the other class in that pair (3 meters)

"S" requires the segregation category "separated from …" between the classes of that pair (6 meters)
Cargoes of classes 1 (except division 1.4 S), 6.2 and 7 should normally be allowed into the port area for direct shipment or delivery only. These classes have not been included in the table. However, if through unforeseen circumstances, these cargoes have to be temporarily kept, it should be in designated areas. Segregation requirements of the individual class as stipulated in the IMDG Code should be considered by the port authority when establishing specific requirements.

Cleaning of container and portable tanks which contained dangerous goods must be done in a special area, away from to those where dangerous goods are stored. Such areas shall be adequately designed and equipped to avoid contaminated washing water ending up in the soil, waterways or sewerage system.

After deconsolidating (un-stuffing/ stripping) a container with dangerous goods, all placards and goods risk identification shall be removed from the container.

5 HANDBOOK OF DANGEROUS GOODS

Dangerous cargo shipment / discharge with handling and port facilities in the temporary storage activities in order to contribute to the fulfillment of these activities in a safe manner;

- Dangerous Goods classes,
- Packages of dangerous substances,
- Packaging,
- Labels,
- Signs and packaging group,
- Ship and port seperation table according to the class of dangerous goods,
- Warehouse / port separation distance of dangerous goods storage,
- Seperation terms,
- Dangerous cargo documentation,
- Loads containing dangerous emergency action flowchart issues,
- Emergency contact list.
- Emergency equipment locations and operating instructions.
- A Dangerous Goods Handbook has been prepared and attached, in dimensions that can be carried in the pocket, containing the subjects of coastal facility rules.

6 PROCEDURES FOR THE OPERATION

6.1 Prosedure of ships carrying dangerous goods safely Berthing, loading / unloading, shelter or anchorage during the day and at night

6.1.1 Direct when and where a ship, having any dangerous cargoes on board, should anchor, moor, berth or remain within the port area, taking into consideration relevant matters such as the quantity and nature of the dangerous cargoes involved, the environment, the population, the weather conditions;
6.1.2 Direct, in an emergency, a ship having any dangerous cargoes on board to be moved within the port area, or to be removed from the port area having due regard to the safety of the ship and its crew; and
6.1.3 Attach such requirements to any such directions as are appropriate to local circumstances and the quantity and nature of the dangerous cargoes involved.

6.1.4 The port operator should ensure that:
6.1.4.1 Adequate and safe mooring facilities are provided; and
6.1.4.2 adequate safe access is provided between the ship and the shore.

6.2 Procedures for additional measures to be taken according to seasonal conditions for the loading and unloading of dangerous corgoes.

6.2.1. Explosives or liquid bulk dangerous cargoes should be handled during thunderstorms nor should unprotected cargoes, which react dangerously when in contact with water, be handled during rain.

6.2.2. Solid bulk dangerous cargoes that, on contact with water, may evolve flammable or toxic vapours or become liable to spontaneous combustion, should be kept as dry as reasonably practicable. Such cargoes should be handled only during dry weather conditions.

6.2.3. Because of the nature of explosives the handling of dangerous cargoes in adverse weather conditions need careful attention, particularly in respect of wet conditions.

6.2.4. Seasonal conditions should be taken into account when loading/discharging dangerous goods. The handling of flammable, combustible and explosive loads should be postponed or stopped for a while in extremely hot, extremely cold, extremely rainy weather, poor visibility, storm, lightning and electrically loaded weather.

6.2.5. Port facility Wind Protocol and action table are SEC T 11.

6.3 Procedures on keeping any inflammable, combustible and explosive materials away from operations which cause or are likely to cause sparking and abstaining from operating any tools, apparatus or device which cause or are likely to cause sparking in areas where hazardous materials are handled, stowed and stored

6.3.1 Before starting any hot work, on board a ship or on a port, the responsible person of the company to carry out the hot work shall be in possession of a written authorization to carry out such hot work issued by the port authority. Such authorization should include details of the specific location of the hot work as well as the safety precautions to be followed.

6.3.2 In addition to the safety precautions required be the port authority, before starting any hot work, the responsible person of the company to carry out the hot work together with the responsible person(s) of the ship and/or port, should add any additional safety precautions required by the ship and/or port.

6.3.3 These should include:

6.3.3.1 the examination, and frequency of re-examination of local areas and adjacent areas, including tests, carried out by accredited testing establishments, to ensure the areas are free, and continue to be free, of flammable and/or explosive atmospheres and, where appropriate, are not deficient in oxygen;

6.3.3.2 the removal of dangerous cargoes and other flammable substances and objects away from the working and adjacent areas. This includes scale, sludge, sediment and other possible flammable material;

6.3.3.3 efficient protection of flammable structural members, e.g. beams, wooden walls, floors, doors, wall and ceiling coverings against accidental ignition; and

6.3.3.4 the sealing of open pipes, pipe lead-throughs, valves, joints, gaps and open parts to prevent the transfer of flames, sparks and hot particles from the working areas to adjacent or other areas.

6.3.4 A duplicate of the hot work authorization and safety precautions should be posted adjacent to the work area as well as at each entrance to the work area. The authorization and safety precautions should be readily visible to, and clearly understood by, all persons engaged in the hot work.

6.3.5 While carrying out hot work it is essential that:

6.3.5.1 checks are carried out to ensure that conditions have not changed; and

6.3.5.2 at least one suitable fire extinguisher, or other suitable fire-extinguishing equipment is readily available for immediate use at the location of the hot work.

6.3.6 During hot work, on completion and for a sufficient time after completion of such work, an effective fire-watch should be maintained in the area of the hot work as well as adjacent areas where a hazard resulting from the transfer of heat may be created.

6.3.7 Additional valuable guidance on hot work procedures may be found.In particular, the International Safety Guide for Oil Tankers and Terminals (ISGOTT) should be consulted.

6.3.8 In addition, Port Facility Occupational Safety Procedures shall be followed.

7 Documentation, Control And Record

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

7.1.1 The following documents related to hazardous substances are kept up to date.
CSC 1972 dated International Convention for Safe Containers as amended
IMDG Code International Maritime Dangerous Goods Code
IMSBC Code International Maritime Solid Bulk Cargoes Code
INF Code International Code for the Safe Carriage of Irradiated Nuclear Fuel, Plutonium and High-Level Radioactive Wastes on Board Ships
MARPOL 73/78 International Convention for the Prevention of Pollution from Ships, 1973/78 as amended
S O L A S 74 International Convention for the Safety of Life at Sea, 1974 as amended
CSS Code of Safe Practice for Cargo Stowage and Securing (CSS Code)
IMO / ILO / UNECE Guidelines to fill the cargo transport units (CTU's)
BLU Code and BLU Manual (Principles of Practice for Safe Loading and Unloading of Bulk Carriers)
TDC Deck Cargo Secure Timber handling code 2011
GRAIN Code

7.1.2 The Operational Division for Hazardous Materials handled by our Port shall develop all records fully and keep the same for submission upon request regarding any hazardous materials
arriving at the port,
shipped from the port,
stored at the port, and
stored at the port on a temporary basis.

The records of hazardous materials are limited to the personnel who need to know the same.

7.1.3 Bulk Cargoes
For bulk cargoes, the cargo person is requested to fill in the "Load Information Form for Solid Bulk Cargoes" before loading the ship.

For all Bulk Cargoes, it is requested to fill in the "Ship/Shore Safety Checklist for Loading or Unloading Dry Bulk Carriers" forum.

7.2 Procedures of keeping a regular and accurate current list of all hazardous substances in the coastal facility area and other relevant information.

7.3.1 Records of dangerous cargo handled in our port will be kept by the Operations department to include the following information.

- UN Number,
- PSN name (Proper Shipping Name,
- Class (with lower hazards)
- Packaging Group (Class 2, 3, 4.1, 4.2, 4.3, 5.1,5.2, 6.1, 8, 9)
- Marine Pollutant or otherwise
- Receiver,
- Shipper,
- Container / Packaging, number,
- Seal number
- Additional Information (ignition temperature, viscosity, etc.)
- Storage location in the Port Area
- Duration of stay in the Port

7.2.2 This information is recorded on computer or in the file layout so that only authorized personnel can access and presented upon request.

7.2.3 Procedures regarding to appropriate identification of hazardous substances delivered to the facility, correct use of shipping names of dangerous cargo, certification, packaging, labeling and declaration, inspection on loading and transport of dangerous goods in the certified and proper package, container or cargo unit in a safety way and reporting of inspection results.

7.2.4 Coordinately with the Operation, Planning checks the accuracy of the following information through the dangerous cargo documents delivered to the Port and organized by the Shipper;

- UN Number,
- PSN name (Proper Shipping Name,
- Class (with lower hazards)
- Packaging Group (Class 2, 3, 4.1, 4.2, 4.3, 5.1,5.2 6.1, 8, 9)
- Marine Pollutant or otherwise,
- Containers / Packaging, number,
- Seal number
- Additional Information (ignition temperature, viscosity, etc.)
- Storage location in the Port Area

7.2.5 This information is delivered to the tally clerk, Field Supervisor, Warehouse officer, HSE, and authorized staff through Terminals / Documents and security of the dangerous goods is provided.

7.2.6 In case that information sent from Operation is different from the cargo, Operation will immediately be informed and shipper is instructed to verify the information on Dangerous goods / vehicle /container and correct the incorrect label brands.

7.3 Procedures regarding to appropriate identification of hazardous substances delivered to the facility, correct use of shipping names of dangerous cargo, certification, packaging, labeling and declaration, inspection on loading and transport of dangerous goods in the certified and proper package, container or cargo unit in a safety way and reporting of inspection results.

7.3.1 Coordinately with the Operation, Planning checks the accuracy of the following information through the dangerous cargo documents delivered to the Port and organized by the Shipper;

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- PSN name (Proper Shipping Name,
- Class (with lower hazards)
- Packaging Group (Class 2, 3, 4.1, 4.2, 4.3, 5.1, 5.2, 6.1, 8, 9)
- Marine Pollutant or otherwise,
- Containers / Packaging, number,
- Seal number
- Additional Information (ignition temperature, viscosity, etc.)
- Storage location in the Port Area

7.3.2 This information is delivered to the tally clerk, Field Supervisor, Warehouse officer, HSE, and authorized staff through Terminals / Documents and security of the dangerous goods is provided.

7.3.3 In case that information sent from Operation is different from the cargo, Operation will immediately be informed and shipper is instructed to verify the information on Dangerous goods / vehicle /container and correct the incorrect label brands.

7.4 Procedures related to procurement of the Hazardous materials safety information sheets (SDS).

7.4.1 According to the Laws of our country as of January 1st, 2014, Dangerous Goods Safety Data Sheet (SDS) with the following information must be present with the dangerous goods to be transported through all transport modes (by road, rail, air and marine).

- UN Number,
- PSN name (Proper Shipping Name,) (required for marine transport)
- Class (with lower hazards)
- Packaging Group (Class 2, 3, 4.1, 4.2, 4.3, 5.1, 5.2, 6.1, 8, 9)
- Marine Pollutants or otherwise,
- Tunnel Restriction Code (required for road transport.

7.4.2 It is checked that if this document is available with the Dangerous substance for the all Dangerous goods to be accepted in the port.

7.5 Procedures for records and statistics of dangerous goods.

7.5.1 Administration, it is required that a report including the information of dangerous goods handled in our Port Facility will be reported to the Port Authority in by 3-month periods. The report is regularly prepared by the Operations Department, Training Unit, TMGD and HSE unit.

7.5.2 Statistical evaluation of records of dangerous goods handled in our port is carried out by our Trade, operation departments.

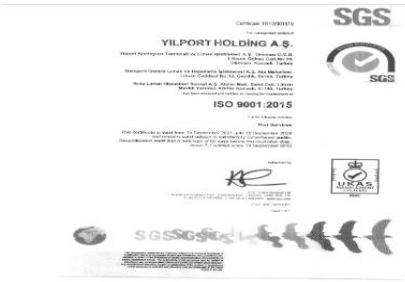
7.5.3 Monthly inventory and control reports of Dangerous goods stocked in our Port Area is organized by the operation department and submitted to Administration.

7.5.4 Records and reports are archived by department by 5-year periods

7.6. Information on the Quality Management System

7.6.1**.** Within the scope of IMS, have ISO 9001:2015 / 14001:2015 / 45001:2018 10002:2014 certificates in our terminal. EYS documents are valid until 18.September 2024.

7.6.2. The documents are accessible via sharepoint and they are followed up-to-date.


SGS
YILPORT HOLDİNG A.Ş.
ISO 9001:2015


SGS
YILPORT HOLDİNG A.Ş.
ISO 14001:2015


SGS
YILPORT HOLDİNG A.Ş.
ISO 45001:2018


SGS
YILPORT HOLDİNG A.Ş.
ISO 45001:2018


SGS
YILPORT HOLDİNG A.Ş.
ISO 10002:2014

8 EMERGENCY SITUATION, EMERGENCY PREPAREDNESS AND RESPONSE

8.1 Response procedures for hazardous substances that are dangerous for life, property and/or environment and hazardous situations involving hazardous materials

8.1.1 The choice of protective actions for a given situation depends on a number of factors. For some cases, evacuation may be the best option; inothers, sheltering in-place may be the best course. Sometimes, the set woactionS may be used in combination. In any emergency, officials need to quickly give the public instructions. The public will need continuing information andinstructions while being evacuated or sheltered in-place.

8.1.2 Proper evaluation of the factors listed below will determine the effectiveness of evacuation or in-place protection (shelter in-place). The importance of these factors can vary with emergency conditions. In specific emergencies, other factors may need to be identified and considered aswell. This list indicates what kind of information may be needed to make the initial decision.

8.1.2.1 The Dangerous Goods

8.1.2.1.1 Degree of health hazard
8.1.2.1.2 Chemical and physical properties
8.1.2.1.3 Amount involved
8.1.2.1.4 Containment/control of release
8.1.2.1.5 Rate of vapor movement

8.1.2.2 The Population Threatened

8.1.2.2.1 Location
8.1.2.2.2 Number of people
8.1.2.2.3 Time available to evacuate or shelter in-place
8.1.2.2.4 Ability to control evacuation or shelter in-place
8.1.2.2.5 Building types and availability
8.1.2.2.6 Special institutions or populations, e.g., nursing homes, hospitals, prisons

8.1.2.3 Weather Conditions

8.1.2.3.1 Effect on vapor and cloud movement
8.1.2.3.2 Potential for change
8.1.2.3.3 Effect on evacuation or shelter in-place

8.1.3 Protective Actions

8.1.3.1 Protective Actions are those steps taken to preserve the health and safety of emergency responders and the public during an incident involving releases of dangerous goods.

8.1.3.2 Isolate Hazard Area and Deny Entry means to keep everybody away from the area if they are not directly involved in emergency response operations. Unprotected emergency responders should not be allowed to enter the isolation zone.

8.1.4 Evacute

8.1.4.1 Evacuate means to move all people froma threatened area to a safer place. To perform an evacuation, there must be enough time for people to be warned, to get ready, and to leave an area. If there is enough time, evacuation is the best protective action.

8.1.4.2 Begin evacuating people near by and those outdoors in direct view of the scene. When additional help arrives, expand the area to be evacuated downwind and crosswind to at least the extent recommended in this guidebook.

8.1.4.3 Even after people move to the distances recommended, they may not be completely safe from harm. They should not be permitted to congregateat such distances.

8.1.4.4 Send evacuees to a definite place, by aspecific route, far enough away so they will not have to be moved again if the wind shifts.

8.1.5 Shelter In-Place

8.1.5.1 Shelter In-Place means people should seek shelter inside a building and remain inside until the danger passes. Sheltering in-place isused when evacuating the public would cause greater risk than staying where they are, or when an evacuation cannot be performed. Direct the people inside to close all doors and windows and to shut off all ventilating, heating and cooling systems.

8.1.5.2 In-place protection (shelter in-place) may not be the best option if

8.1.5.2.1 the vapors are flammable;

8.1.5.2.2 if it will takealong timefor the gas toclear the area; or

8.1.5.2.3 if buildings cannot beclosedtightly.

8.1.5.2.4 Vehicles can offer some protection for ashort period if the windows areclosed and the ventilating systems are shut off. Vehicles are not a seffective as buildings for in-place protection.

8.1.5.3 It is vital to maintain communications with competent persons in side the building so that they are advised about changing conditions. Persons protected-in-place should be warned to stay far from windows because of the danger from glass and projected metal fragments in a fire and/or explosion.

8.1.5.4 Every dangerous goods incident is different. Each will have special problems and concerns. Action to protect the public must be selected carefully. These pages can help with initial decisions on how to protect the public. Officials must continue to gather information and monitor the situation until the threat is removed.

8.2 Information on resource, capability and capacity of the coastal facilities regarding to respond to emergencies.

8.2.1 The facility features an approved fire plan. Firefighting teams shall be created for each shift. Demonstrations and exercises, either scheduled or unscheduled, shall be provided for training purposes within the scope of various scenarios at indefinite times. The firefighting equipment stipulated by the approved plan shall be made available fully and maintenance, inspection and test activities shall be conducted for the same.

8.2.2 The facility has an approved action plan against Environmental and Marine Pollution. For each shift, pollution-fighting teams are created. Demonstrations and exercises shall be provided twice a year within the scope of a scheduled scenario, and the reports and records of the same shall be kept. The equipment relating to Environmental and Marine Pollution shall be stored at the facility with counting and inspections in place. Additionally, the facility shall have a protocol for materials stored in the area to ensure support in case of circumstances with inadequate means.

8.2.3 The response teams shall be appointed against the spillage of hazardous materials in line with this guideline and pursuant to IMDG Code.

8.3 Regulations related to the the first aid for accidents involving dangerous substances (first aid procedures, first aid resources and capabilities and so on.).

8.4.1 In case of occurrence of emergency or detecting its symptoms, Emergency Manager (EM) initiate the appropriate measures pursuant to Emergency Management System (EMS) according to the relevant plans.Emergency Management Group (EMG) reviews the decisions regarding to the measures to be taken within scope of the ISGOTT and IMDG Code and put it into effect. Improvements continuously monitored by EMG and taking higher level of measures or help are decided, if needed..

8.4.2 EMG operations will be carried out by Emergency Management Center (EMC) or its equivalent. Emergency management at different levels depending on the severity of emergencies:

Facility / Site
Institutions
County, EMC
City EMC
Possible to be managed by the central government.

8.4.3 Emergency Management at the facility level will be performed by using safe, fast internal and external communication opportunities with well designed organization, personnel prepared with training and exercises, Emergency Plans including procedures and documentation. The Emergency Management processes will be followed and controlled by basically applying the following measures.

FURTHER OPERATIONS	Related Sections
WARNING: Announce the occurrence/probability of emergency and unexpected situations.	All Personnel and Ship
CALL FOR HELP: Transfer of the necessary information to relevant organizations	All Personnel
RESPONSE: Respond to the Emergency as soon as possible with the right equipment and trained personnel stated under the Plan.	Response teams
FIRST AID: Administration of the first aid activities until professional support team arrives	All Personnel having First Aid Training
RESCUE: Saving material, tools, information, documents and other important papers of Port Facility	First Aid Personnel
PROTECTION: Taking recovered materials, tools, information, documents and other important papers under protection	Security Personnel
INFORMATION: Sending necessary explanations to the costumer and other persons and Press	Press and Public Relations
REQUIRED NOTICES: Sending of required notifications in accordance with regulations to the public authority	Authority

8.4 On-site and off site Notifications required to be made in case of emergency

a) Time of accident occurrence,
b) How the accident occurs and its reason, if known,
c) Place where the accident occurs (onshore facility and/or vessel) and its position and impact area,
ç) Details of vessels involved in the accident, if any (name, flag, IMO no, owner, operator, cargo and its content, full name of the captain and similar details),
d) Meteorological conditions,
e) UN number of hazardous material and description of proper handling (the legislation provided in the description of hazardous materials shall apply) and quantity,
f) Hazard class and sub-hazard class, if any, of hazardous materials,
g) Packaging group of hazardous materials,
ğ) Additional risks posed by hazardous materials, if any, such as marine pollutant,
h) Marking and labelling details of hazardous materials,
ı) Properties and number of packing, cargo handling unit and container by which hazardous materials are carried, if any,
i) Manufacturer, shipper, transporter and recipient of hazardous materials,
j) Extent of resulting damage/pollution,
k) Number of casualties, injuries and loss, if any,
Emergency response practices performed at the onshore facility regarding the accident.

8.5 The procedures for reporting accidents.

8.5.1 Communication

8.5.1.1 Communication channels for the determination of the on-site and off-site communication methods and an effective management of the emergency in case of possible emergency cases in the Port Facility are specified as follows;

- Mobile Phones and the satellite phone, if available
- Computers
- Radio
- Siren
- Messengers olarak belirlenmiştir.

8.5.1.2 Internal communication is primarily provided by the radio and intercom for the emergencies occurred in the port. The communication between the Port and Ship is carried out by radio or VFH marine band radio provided by the Port.

8.5.1.3 Secure communication with the Official authorities, adjacent facilities and relevant authorities are provided as soon as possible in case of any emergency that may occur in the Port.

8.5.2 Reports

8.5.2.1 EMC shall operate a reporting system that correctly notifies Emergencies to the relevant authorities as soon as possible. EMC including the information required to be notified in an emergency case shall create this reports in a proper way.

8.5.2.2 Hazardous goods accidents must be reported to the Port Authority. The report format shall be fillied and include 8.4 details in full.

8.6 Coordination, support and cooperation method with authorities.

8.6.1 All accidents related to hazardous materials will primarily be coordinated with Port Authority. Aid units of city / County Fire Department, DEMP and adjacent facilities will provide support and cooperation by informing the Port Authority.

8.6.2 In case of any signs of explosion, fire or emergency noticed at an adjacent facility;

Measures shall be tightened at the facility in the first place,

Teams shall be caused to get prepared for providing with the adjacent facility with assistance

8.6.3 Assistance and support teams shall be assigned for responding to any event in consideration of the urgency of situation and the severity of hazard, if there is no possibility to request help or time.

8.6.4 Preparations shall be in place for measures such as unloading and reduction of loads and removal of the vessel to anchorage site in case of any interface vessel in consideration of class, quantity and hazard risk of loads available at hazardous cargo site and on site.

8.7 Emergency evacuation plan for the evacuation of the ship and vessels from the coastal facility in case of emergency

8.7.1 Preparation for Emergency Seperation System

8.7.1.1 All emergencies should be reported to the Port Authority.

8.7.1.2 If the emergency separation of ship is decided, the safe places that the ship can be transferred under controlled conditions must be specified by the Port Authority..

8.7.1.3 In case of an emergency situation that requires emergency separation, the ship's captain and port facilities shall initiate the emergency separation by mutual agreement and inform the situation to the Port Authority as as soon as possible. A representative from Port Authority or Port Master, Terminal Manager / Business Officer, Ship Captain, Guide Captain shall come to a mutual agreement on the time and type of the separation before the immediate action where the severity and time of the emergency allow.

8.7.1.4 The ship's machinery,steering gear and Marine Systems equipment shall be ready for use immediately.

8.7.1.5 All cargo discharge, ballast discharge process must be stopped and shall be prepared for the separation process.

8.7.1.6 Salt water system of the ship must be watered and water mist must be used for strategic departments..

8.7.1.7 If the atmosphere needs vent operation, the engine room staff must be ready, all unnecessary receiver entrance must be closed, all the necessary safety measures relating to the normal operation must be fulfilled and and a warning notice must be published.

8.7.1.8 If the necessary responds are over the terminal resources for all emergencies, local police or fire department must be reported immediately.

8.7.1.9 The decision to depart the ship under control is set out on the safety principle and it should cover the following requirements.

The adequacy of the Trailers

The ships's ability to depart with its own power

The availability of a safe place that a ship can or will be taken in an emergency case.

Fire-fighting competence

The proximity of other vessels

Fire Ropes

8.7.1.10 Fire ropes shall be kept on the top and shoulder of the ships as long as the ship is at Port Facility. The eye of the rope should be wound down to the sea level and the section on the board must be tight with at least five rounds to the bollard. Part of the top board of the rope must be stretched from the bollard. A cord that can carry the rope must be tied right before the eyes of the rope and the eye of the rope must be located in a way that it is three meters above the sea level. The eye of rope must be kept at this level while the ship is at Port Facility.

8.7.2 Realization of Emergency Separation

8.7.2.1 If all the preparations above examined and deemed appropriate, the ship will be immediately departed.

8.7.2.2 Emergency separation will be provided by the fulfillment of the following processes in order.

8.7.2.3 A close coordination and cooperation between Terminal, Ship and Port Authorities is required for each phase.

8.7.2.4 Emergency Separation Process is as below.

- Activating an alarm
- Inform about the emergency by VHFphone
- Making the first official assessment of the situation between the ship's captain and officer of Port Facility.
- Suspension of operation
- Implementing Port facility and ship emergency plan measures
- Removal of the flexible hose connection.
- The deterioration of the current situation and availability of the aforementioned emergency separation.
- Making the assessment of the situation between the ship's captain, port facility officer, port authority or port master, guide captain
- The decision to the emergency separation
- Inform the adjacent facilities and other vessels
- The deployment of Trailers around the ship for an emergency separation, complement of the preparation and announcement of the situation
- Completing the preparations for the ship by the captain and indicating that it is ready.
- Granting approval for the opening of the release hook by the competent person.

ATTENTION!

THE IMPLEMENTATION OF EMERGENCY SEPARATION PROCESS MUST BE CONSIDERED AS THE LAST RESORT AND SEPARATION HOOKS MUST NOT BE RELEASED BEFORE TAKING ALL NECESSARY MEASURES AND FULFILLING THE CONDITIONS ABOVE.

8.7.3 Post Emergency Separation

8.7.3.1 –Declaration of the decision on vessel back up and navigation route after the separation process of vessel.

8.7.3.2 –Transition / mooring of the vessel to designated area in company with towboats or its own machine

8.7.3.3 –Port Facility: Determining possible damages or deficiencies through examining the port facility

8.7.3.4 –Consideration of the time when the vessel and port facility become available for freight handling

8.7.3.5 -Sharing problems, if any, occurred during emergency separation

An agreement is reached by and between pilotage and towage organizations and onshore facility authorities regarding any fire, explosion or similar emergencies which are likely to arise during loading/unloading.

Adequate towing boats having satisfactory towing power as furnished with necessary equipment to fight fire in line with weather and marine conditions shall reach the scene as soon as possible in case of emergencies pursuant to the protocol executed with the authorized company to remove the vessel away from the facility and move it to a safe location.

8.8 Procedures for handling and disposal of the damaged hazardous goods and wastes contaminated with hazardous goods.

8.8.1 Waste Collecting and Handling

8.8.1.1 Consequential waste are collected to waste bins taxonomically and handled to be stored properly. Waste occurred as a result of the maintenance process are handled in that scope.

8.8.1.2 Additional waste classes, if available, are provided to be integrated into the current waste classes.

8.8.2 Waste disposal

8.8.2.1 According to the hazardous or non-hazardous properties, the waste collected are isolated from the facility by selling them or using contracted organizations which are in conformity with legal recycling/disposal methods.

8.8.2.2 Opportunities of all contractors and carriers within the body of waste management in terms of appropriate methods of waste handling and/or disposal are examined.

8.8.2.3 In case of any contracting service received for handling, selling and/or disposal of the waste, those contracting companies are observed whether they fulfill their legal liabilities or perform recycling or disposal without damaging the environment.

8.8.2.4 It is an obligation to keep all the records concerning waste disposal.

8.8.3 Contaminated Packages;

8.8.3.1 These waste are empty barrels. If occurred, should be left to the contaminated package area in the dump site and Environmental Consulting Firm and Environmental Management System Supervisor contact with contracted and licensed company to send those contaminated packages through filling up the National Waste Handling Form within the time specified in the laws and regulation. Relevant documents of National Waste Handling Form and other documents are stored in environment folder.

8.8.3.2 Contaminated Waste; are used gloves, waste cottons and work uniforms. When occurred, should be collected at the waste barrel which is located at the exit of the production-warehouse department and then moved to the waste area. Within the time specified in the laws and regulation, Environmental Consulting Firm and Environmental Management System Supervisor contact with contracted and licensed company to send those contaminated packages through filling up the National Waste Handling Form. Relevant documents of National Waste Handling Form and other documents are stored in environment folder.

8.9 Emergency drills and their records.

8.9.1 Implementation of Practices;

Emergency organization personnel should get various trainings to get ready for their duties with the purpose of providing against emergencies within the facility. If necessary, such trainings must be organized through specialized agencies. In that scope, relevant personnel have received trainings on IMDG CODE regarding Hazardous cargos and have been certified. Practices, which shall be performed in an effort to examine the efficiency of Emergency Plans and be prepared for facts, have to be planned in a way that they will be performed considering the worst scenario likelihood within the facility.

8.9.2 Practice Scenarios;

Planning practices needs two anticipations one of which is a single incident that the port experience and the other is the worst scenario with the combination of these single incidents. In accordance with the scenarios prepared, practices are ensured to be performed in the fastest and most efficient way possible.

8.9.3 Emergency Practices which will be performed within the facility;

8.9.3.1 Have to be indicated within annual training plans.

8.9.3.2 May be planned as local or general responses,

8.9.3.3 Safety, Spillage, etc. may be combined in practice scenarios,

8.9.3.4 Practices can be performed with or without notices.

8.9.3.5 Practices are based upon different emergency scenarios.

8.9.3.6 A practice may be actually performed as it can be negotiated as a desk work or a seminary,

8.9.3.7 Each practice is prepared with scenarios of different hours, days, seasons and incidents.

8.10 Information on fire protection systems.

8.10.1 Emergency and fire equipment is given as follows:
Fire hydrants, Fire extinguishers, Fire cabinets and Fire hoses, On-site fire alarm detectors, Electrical and diesel fire pumps

The fire inventory is as in the Emergency Plan.

8.11 Procedures for approval, inspection, testing, maintenance and availability of the fire protection system.

8.11.1 Fire-Protection Water Tanks and Fire-Protection Water

8.11.1.1 The storeroom should be cleaned up at least once a year by discharging the content in order to prevent possible hazards from moss and mud built up in the bottom and sides in the event of fire. Inlet valves, check valve and filters are maintained during the discharge process of pondages.

8.11.1.2 In case of sudden drawdown on water level, it must be checked for a seep or leakage and repaired if necessary.

8.11.1.3 Following the annual check, if necessary, internal and external cleaning and maintenance should be performed in sealed stores.

8.11.2 Fire-Protection Water Pumps

8.11.2.1 Points to take into consideration regarding operation of pumps and troubleshooting i addition to scheduled maintenance are specified below.

8.11.2.1.1 Pumps, stuffing boxes, pressure bolts are checked interrelated and it is ensured whether the pump can be turned up manually with ease or not. Water drops from stuffing box during the operation of the pump is typical. In order to prevent such water flow to the ground, the threaded opening under the stuffing box must be connected to the drainage with a tube.

8.11.2.1.2 Fire-protection water pumps must be operated and recorded at least 1 hour a week.

8.11.2.1.3 Pump and suction pipe are ensured to be completely full of water. If it is not, water filling plug and bleed valve must be opened and such parts mentioned must b e filled up with water until they overflow and when the water stops at the plug level, the plug must be tightened properly.

8.11.2.1.4 Pump motor will draw excessive current because of the starting current at the early stages of the operation. As a result of the simultaneous operation of all pumps, cutout switches may be tripped or diesel generators may be broken down seriously because of the heavy current. Therefore, limit relays that regulates the transition -from the star located at the shielded switch which drives the pump motors to triangle- must be arranged according to the number of pumps and the amount of pumps to be operated simultaneously and with respect to different and appropriate time intervals and timely initiation of pumps is provided.

8.11.2.1.5 After performing aforesaid preliminaries and checks, pumps are operated by pressing the drive switches. During the operation, electric motor voltage and the ampere driven must be checked from time to time. If the ampere driven is high at normal operation, a troubleshooting is needed. There may be a mechanical breakdown or force at the pump or motor. Substandard voltages may be hazardous for motor.

8.11.2.1.6 Monometers must be checked regularly and one or more pumps must be stopped in case of excess pressure increases.

8.11.2.1.7 Delivery pipes of pumps must be equipped with valves initially and check valves thereon.

8.11.2.1.8 If the check valve of the failed pump on the delivery pipe is blocked by materials such as paper, garbage, pieces, moss, mud and interrupts the proper close of the check valve, a part of the water pumped by the other pumps is pumped to the pool while passing through this failed pumps and suction pipes. This failure blocking the water discharge must be fixed in condition of fire occurrence. If a spinning is detected on some of the couplings of failed pumps during the operation of a part of the pumps, it must be interpreted as a sign for the above mentioned failure.

8.11.2.1.9 It must be ensured that the pump and the engine are at the right direction during the operation. For that reason, return path must be drawn on the coupling and control must be performed accordingly.

8.11.2.1.10 The bearings of the pump and engine must not be hotter than hands can resist. If the heat is high, it may be resulted from an internal mechanical forcing or coupling maladjustment. In such situations pump must be stopped and the failure must be corrected immediately.

8.11.2.1.11 For pumps driven by diesel engine, starting the engine must be carried out in line with the instructions.

8.11.2.1.12 In condition that a deficiency or malfunction is detected as a result of control, it is fixed by the responsibles.

8.11.3 Sprinkler System

8.11.3.1 The most important point and maintenance to do about sprinkler installation is preventing sprinkler head to be congested. To supply this; sprinkler should be worked according to standards/legislations and should be sure that it is working. Sufficient sprinkler head should be keep in every facility and in case of failure, it should be replaced with new ones, broken ones should be towed by repairing.

8.11.4 Fire Protection Hydrant Installation

8.11.4.1 Entering rain water into fire-protection hydrant hose closets should be prevented; hoses should be without fracture, solid and constricted enough. At least one of the hoses should be maintained as always connected to fire protection valve.

8.11.4.2 Fire-protection valves should be impermeable and working. Broken nozzles, valves and hoses should be replaced immediately and faults should be repaired and towed. Therefore, sufficient hose, nozzle, fire-protection valve, clamp, sleeve and spare materials belong to those should be kept. Waiting the failure is not allowed with any reason at firefighting equipment.

8.11.4.3 While determined failures were fixing after drills, running fire-protection hoses shouldn’t be put into closet with water in it. Facilities should supply proper hose suspension to drain the water off in hoses and to be dry and facilities shouldn’t replace before ensuring that hose is quite dry. If sea water was ejaculated by hoses, firstly inside of them should be washed by fresh water and then they should be dried at a windy place.

8.11.4.4 All pipes belong to installation of sprinkler and fire-protection hydrants are has to be controlled in general every three months, rusty parts should be painted, decayed parts should be replaced, valves and retched valves should be controlled and failure should be fixed.

8.11.4.5 If any lack or malfunction is determined as a result of all fire-protection hydrants, hoses, and nozzles control it is fixed by related liable.

8.11.5 Portable Extinguishers

8.11.5.1 Sufficient quantity of spare device should always be in facility storages for failure, control and maintenance. Instead of extinguishers those were used for purposes above should be replaced with reserves.

8.11.5.2 All extinguishers are had visual test monthly and inspected. After control, extinguishers' upper surface is marked. During the control, especially extinguishers with dry powder are turned down and slightly hit the base, so powder in pipe is allowed to move. Otherwise, powder in extinguishers stays at same location for a long time can be hardened by subsiding to base. After the result of control; if any lack or malfunction is determined, it is fixed by related liable.

8.11.5.3 Extinguishers are inspected annually in general by firm according to TS ISO 11602-2 Fire Protection: Portable and wheeled extinguisher standard. Extinguishers are tested by related firm in ten years most intervals, chemical powder is inspected at the end of the 4th year.

8.11.6 Protection against freezing.

8.11.6.1 Protection of Generators

8.11.6.1.1 By outside temperature's decreasing under +4C, water may start to freeze. Therefore, radiator's generators with water-cooled motor should be ensured with antifreeze.

8.11.6.2 Protection fire-protection water pumps.

8.11.6.2.1 Fire-protection water pumps and absorption pipes are always full with water. So ambient temperature shouldn't be under +4 C.

8.11.6.3 Protecting of fire-protection distribution pipes.

8.11.6.3.1 Main pipes and branch pipes are had to be protected against the freezing about hydrant sinks. So, lines are protected against freezing by isolation or being floored underground.

8.12 The measures to be taken in case of failure on fire protection systems.

8.12.1 The facility is a system with established alternative competency which backs up firefighting equipment.

8.12.2 The support of adjacent facilities, Fire departments and AFAD (Disaster and Emergency Management Directorate) shall be sought in cases where the facility's own fire fighting equipment is inadequate or out of service.

8.12.3 Other hazardous and combustible materials / vehicles, which are likely to be affected from fire, shall be removed away from the area, if possible.

8.12.4 A necessity may arise to determine under which conditions assistance and support are provided and their scope.

8.12.5 The capabilities of towing boats or marine vehicles featuring marine fire extinguishing system available in the area should be taken into consideration.

8.13 Other risk control equipment.

9 SAFETY AND HEALTH AT WORK MEASURES

9.1 Occupational health and safety measures.

Harbor Structure Management is obligated to take all necessary measures to prevent employees to be affected of these substances, if this is not possible; minimizing it and to protect employees from the danger of these substances when working with chemical substances.

9.1.1 Risk assessment

9.1.1.1 Harbor Structure Management is obligated to do a risk assessment in accordance with 29/12/2012 dated, 28512 numbered Occupational Health and Safety Regulation provisions published at official gazette to determine if there is dangerous chemical substance at Harbor Structure and if there is; determining negative effects in terms of employees' health and safety.

9.1.1.2 Following details are specifically considered at risk assessment to be made at studies with chemical substances:

9.1.1.2.1 Danger and harms of chemical substance in terms of health and safety.

9.1.1.2.2 Turkish material safety verse form (SDS)to be provided from sellers, manufacturers or importers.

9.1.1.2.3 Duration, type and level of contagion.

9.1.1.2.4 Quantity, conditions of usage and frequency of usage of chemical substance.

9.1.1.2.5 Vocational exposition limit values and biological limit values given at annexes of this regulation

9.1.1.2.6 Effect of preventive measures to be taken or taken.

9.1.1.2.7 If available, results of last health surveillance.

9.1.1.2.8 Each of these substances and their interactions with each other at works that was worked in with more than one chemical substances.

9.1.1.3 Harbor Structure Management obtains extra information from supplier or other sources that is necessary for risk assessment. This information also includes special risk assessments involved in current regulations if available intended for users.

9.1.1.4 A new activity includes dangerous chemical substance is only started after taking all types of measures those were specified by doing risk assessment.

9.1.1.5 Measures to be taken at studying when dangerous chemical substances.

9.1.1.5.1 Risks in terms of employees health and safety when studying with dangerous chemical substances are disabled or minimized with following measures:

9.1.1.5.2 Proper regulation and organization of work are done at Harbor Structure.

9.1.1.5.3 Studies with dangerous chemical substances are made with minimum number of employees.

9.1.1.5.4 Substance quantity and exposition period employees will be exposed is allowed to be at minimum level.

9.1.1.5.5 Chemical substance quantity to be used at Harbor Structure is kept at minimum level.

9.1.1.5.6 Work place building and extensions are always kept clean and neat.

9.1.1.5.7 Proper and sufficient conditions are provided for employees' personnel cleaning.

9.1.1.5.8 Necessary regulations are made to store, transport, use and process dangerous chemical substances, waste and residuals properly at Harbor Structure.

9.1.1.5.9 Safe or less dangerous chemical substance is used instead of dangerous substance in terms of employees' health by using substitution method. İf substitution method can't be used because of specification of the work, according to risk assessment result and with order of precedence, following measures are taken and risk is reduced:

9.1.1.5.10 Proper process and engineering control systems are chosen by also considering technological developments at studying with dangerous chemical substances involving maintenance and repair works those can be hazardous in terms of employees' health and safety.

9.1.1.5.11 Block protection measures like installing sufficient ventilation system and proper work organization are taken to prevent risk at its source.

9.1.1.5.12 In case of taken measures for protecting employees collectively against chemical substances' negative effects are not sufficient, personnel protection methods are adopted with these measures.

9.1.1.6 Sufficient control, supervision and inspection is made to allow taken measures to be active and perpetual.

9.1.1.7 Harbor Structure Management provides analysis and measurements of chemical substances regularly those could be hazardous for employees health. If any changing is realized at conditions those can effect Harbor Structure employees' exposition to chemical substances, these measurements are repeated. Measurement results are assessed by considering vocational exposition limit values specified in this Regulation annexes.

9.1.1.8 Harbor Structure Management, also considers specified measurement results. Every situation vocational exposition limit values are crossed, Harbor Structure Management takes protective and preventive measures to fix this as soon as possible.

9.1.1.9 On condition of remaining Regulation Provision about Protecting Employees from Dangers of Explosive Places secret, Harbor Structure Management makes administrative arrangements and takes technical measurements according to following order of precedence in accordance with turnover's specification involving to process, store and transport chemical substances, to prevent interacting chemical substances' touching each other mutually on the purpose of protecting employees from dangers which originate from chemical substances' physical and chemical feature, by basing results of risk assessment and risk avoidance principles:

9.1.1.9.1 For inflammable and explosive substances to reach dangerous concentration and having dangerous quantity of chemically unstable substances are prevented at Harbor Structure. If this is not possible,

9.1.1.9.2 Having inflammable sources those can cause fire or explosion at Harbor Structure. Conditions those can cause harmful effect of chemically unstable substances and mixtures are disabled. If this is also not possible,

9.1.1.9.3 Required measures are taken to minimize or prevent employees to be effected by chemically unstable substances' and mixture's harmful effects in case of fire or explosion originate from inflammable or explosive substances.

9.1.1.10 Protective systems those were provided for protecting work equipment and employees, are designed, produced and supplied in accordance with legislation in force in terms of health and safety. Harbor Structure Management provides all equipment and protective systems to be used at explosive places, to be in accordance with provisions of Regulation About Equipment an Protective Systems Used at Probable Explosive Places (94/9/AT) published at 26392 4 repeated numbered and 30/12/2006 dated official gazette

9.1.1.11 Arrangements to reduce effect of explosion pressure are made.

9.1.1.12 Facility, machine and equipment are allowed to be always under control.

9.1.1.13 Minimum safety distances are complied with placing storage tanks those have liquid oxygen, liquid nitrogen and liquid argon at work places.

9.1.2 Emergencies

9.1.2.1 Especially following details are considered in case of emergencies originate from dangerous chemical substances at Harbor Structure on condition of keeping details specified in Regulation about Emergencies at Workplaces published 28681 numbered and 18/6/2013 dated Official Gazette as a secret :

9.1.2.1.1 Preventive measures to reduce negative effects of emergencies are taken immediately and employees are informed about the situation. Necessary studies are done to return emergency to normal and only employees assigned at emergencies to do maintenance, repair and compulsory works and teams came to scene from another place are let to get into effected area

9.1.1.1.2 Personal protective equipment and special security equipment is given to the people allowed to enter the affected area and it is being sure that they are using them as long as the emergency situation goes on. People who do not have personal protective equipment and special security equipment are not allowed to enter the affected area.

9.1.2.1.3 Information about the Dangerous chemicals and emergency situation intervention and evacuation procedures are all ready for use. Workers employed for the cases of emergency at the Port Facility and the establishments active in first aid, emergency medical attention, saving and firefighting outside the work place should be provided with these information and procedures easily. These information include;

9.1.2.1.3.1 For the workers employed for the cases of emergency at the Port Facility and the establishments active in first aid, emergency medical attention, saving and firefighting outside the work place to be ready beforehand and so they can practice the appropriate attention, the danger resulting from the work done, precautions to take and works to be done,

9.1.2.1.3.2 A special danger or information about the works needed to be done that are likely to happen in an emergency situation,

9.1.3 Workers' education and informing them

9.1.3.1 Port Facility Management, provided that the provisions mentioned on the Regulation 15/5/2013 dated 28648 numbered Occupational Health and Safety Education Procedures and Principles remain hidden, ensures the workers' and their representative's training and informing. This training and informing especially include the aspects mentioned below;

9.1.3.1.1 Information gained as a result of the risk evaluation.

9.1.3.1.2 Information about the dangerous substances that may occur or taking place at the Port Facility and about the recognition of these substances, health and security risks, occupational diseases, occupational exposure level values and other legal regulations.

9.1.3.1.3 Necessary precautions and things to do so that the worker's do not danger themselves or the other workers.

9.1.3.1.4 Information on the Turkish material safety data sheets supplied from the manufacturer for the dangerous chemical substances.

9.1.3.1.5 Information on labelling/locking the parts, covers, pumping system and suchlike instalment where the dangerous chemical substances are according to the regulations

9.1.3.2 The training and information to the workers and their representatives on the works with the dangerous substances are a training supported by a verbal or written instruction due to the risk degree resulting from the risk evaluation done and its type. These instructions changes according to the changing conditions.

9.2 Information about the personal protective clothes and procedures to use them

Personal Protective Devices of the Response Teams

Level A

Usage area : Situations where the skin, breathing, eyes and etc. need to be protected in a high standard – gas proof
Positive pressured Tube Breathing Apparatus– SCBA
Protective clothing against the chemicals
Gloves which are chemical proof from inside.
Gloves which are chemical proof from outside.
Boots or long boots, chemical proof, with steel heels.
Thermal underwear, long sleeve and cuffed
Hard Cover
Long sleeved
Double sided wireless connection (No spreading sparks)

Level B

The minimum level needed for the entry and exit to the scene, rather for the liquids to be spilled or scattered.
Positive pressured Tube Breathing Apparatus– SCBA
Protective clothing against the chemicals
Gloves which are chemical proof from inside.
Gloves which are chemical proof from outside.
Boots or long boots, chemical proof, with steel heels.
Hard Cover
Double sided wireless connection (No spreading sparks)
Face mask

Level C

Used when the chemicals in environment are known, when the concentration is decided, when it is decided that the skin and eyes will not get harmed. However continuous measure should be done.

→ Full mask, air cleaning filter
→Protective clothing against the chemicals
→Gloves which are chemical proof from inside.
→Gloves which are chemical proof from outside.
→Boots or long boots, chemical proof, with steel heels.
→Hard Cover
→Double sided wireless connection (No spreading sparks)
→Face mask

Level D

Work clothes (emergency intervention team). Requires long sleeved and security shoes/boot. Other Personal protection equipment changes due to the condition of the event. If a problem is to occur about the skin, entries to the scene with these kinds of clothes should not be done.

9.3. Confined space entry permit measures and procedures

9.3.1. Dangerous goods within the scope of IMBC code are not stored in our port area. Closed space entry permit measures and procedures are specified in SEÇ P 10 (work permit procedure).

Public

YILPORT HOLDİNG A.Ş

ÇALIŞMA İZİN FORMU

SEC-F-06
06/30.07.2019 (12.05.2015)
1/1

Yüklenici Firma / Şahıs Adı ve Telefonu:		Tarih	
Çalışılacak Bölge:		Sıcaklık	
İşin Tanımı:		Rüzgar Hızı	
Nezaretçi Adı Soyadı:	İmza:		
( ) YILPORT	( ) ALTİŞVEREN	( ) DIŞ HİZMET	
Çalışmayı Yapacak Personel İsimleri ve İmzaları			
(1)	(2)		
(3)	(4)		
(5)	(6)		
(Varsa) Kullanılacak Ekipman:			

Çalışma Şekli:	*( ) Sahada*	*( ) Yüksekte*	*( ) Ateşli*	*( ) Altyapıda*	*( ) Kapalı Mekanda*	*( ) Gece*

(İş Güvenliği Uzmanı/Yetkilisi tarafından doldurulmalıdır)

ÇALIŞMA ALANINDAKİ TEHLİKELE	ALINMASI GEREKEN TEDBİRLER	KİŞİSEL KORUYUCULAR
( ) Basınçlı Sıvı yada Gaz	( ) Havalandırma	( ) Göz Koruyucusu
( ) Zehirli Madde	( ) Harici Aydınlatma	( ) Kulak Koruyucu
( ) Elektrik Çarpması	( ) Basınç Düşürülmesi	( ) Tam Yüz Maskesi / Siperliği
( ) Düşme Tehlikesi	( ) Gözlemci Bulundurulması	( ) Kimyasal Koruyucu Elbise
( ) Sıcak Madde	( ) Yangın Söndürücü / Yangın Battaniyesi	( ) Paraşüt Tip Emniyet Kemeri
( ) Alev Alıcı Madde	( ) Büyük endüstriyel kaza farkındalık eğitimi	( ) Baret
( ) Patlayıcı Madde	( ) Saha tehlikeleri ve İş güvenliği kuralları eğitimi	( ) Toz Maskesi
( ) Kaygan Zemin	( ) İşbaşı Toplantısı	( ) Can Yeleği
( ) Makine Kaynaklı Kıvılcım	( ) Çalışma Sahasının Islak Tutulması	( ) Eldiven
( ) Açık Alev	( ) Yanıcı Maddelerin Uzaklaştırılması	( ) Sıcağa Karşı Koruma
( ) Takılma	( ) Bariyer ve İşaretler	( ) Reflektif Yelek
( ) Kötü hava şartları / Rüzgar	( ) Ex-Proff Tesisat	( ) İş Ayakkabısı
( ) Yüksek Gerilim	( ) İzolasyon	( ) Kaynakçı Başlığı
( ) Yüksek Ses	( ) Anti-Statik İş Elbisesi	( ) Duman / Kimyasal Maskesi
( ) İnşaat Çalışması	( ) Telsiz	( ) Kişisel Gaz Ölçüm Cihazı
( ) Çevre Kirliliği	( ) Absorban (Emici) Malzeme	( ) Solunum Aparatı
( ) Araç ve İş Makinesi Hareketleri	( ) Topraklama	( ) İş Elbisesi / Tulum
( )	( ) Araç Trafiğine Kapatılması	( ) .....
( )	( )	( ) .....
	( )	

Çalışma sahasında yukarıda belirtilen tedbirleri alınmıştır.

Yetkili/İmza : *(Çalışmanın gerçekleştirileceği Saha Birim Amiri tarafından onaylanacaktır)*

Yüklenici Firmadan İstenecek Belgeler (Formun arkasına ekleyiniz)

( ) Mesleki EğitimYeterlilik Belgesi	( ) İş Makinası Sürücü Operatör Belgesi	( ) İSG Eğitim Sertifikası
( ) İş Makinesi Muayene Sertifikası	( ) Periyodik Kontroller	( ) Sigorta Bildirgesi
( ) EKAT Eğitim Belgesi Kimlik Kartı	( ) Yüksekte Çalışma Eğitim Belgesi	( ) SGK Kaydı

Çalışma Sahası Gaz Ölçümü — **Ölçüm Sıklığı:**

Saat	*Oksijen*	*Karbondioksit*	*Yanıcı Lel*	*Zehirleyici*	*Karbonmonoksit*
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....

Yetkili/İmza: *(Çalışmanın gözetmeni tarafından doldurulacaktır)*

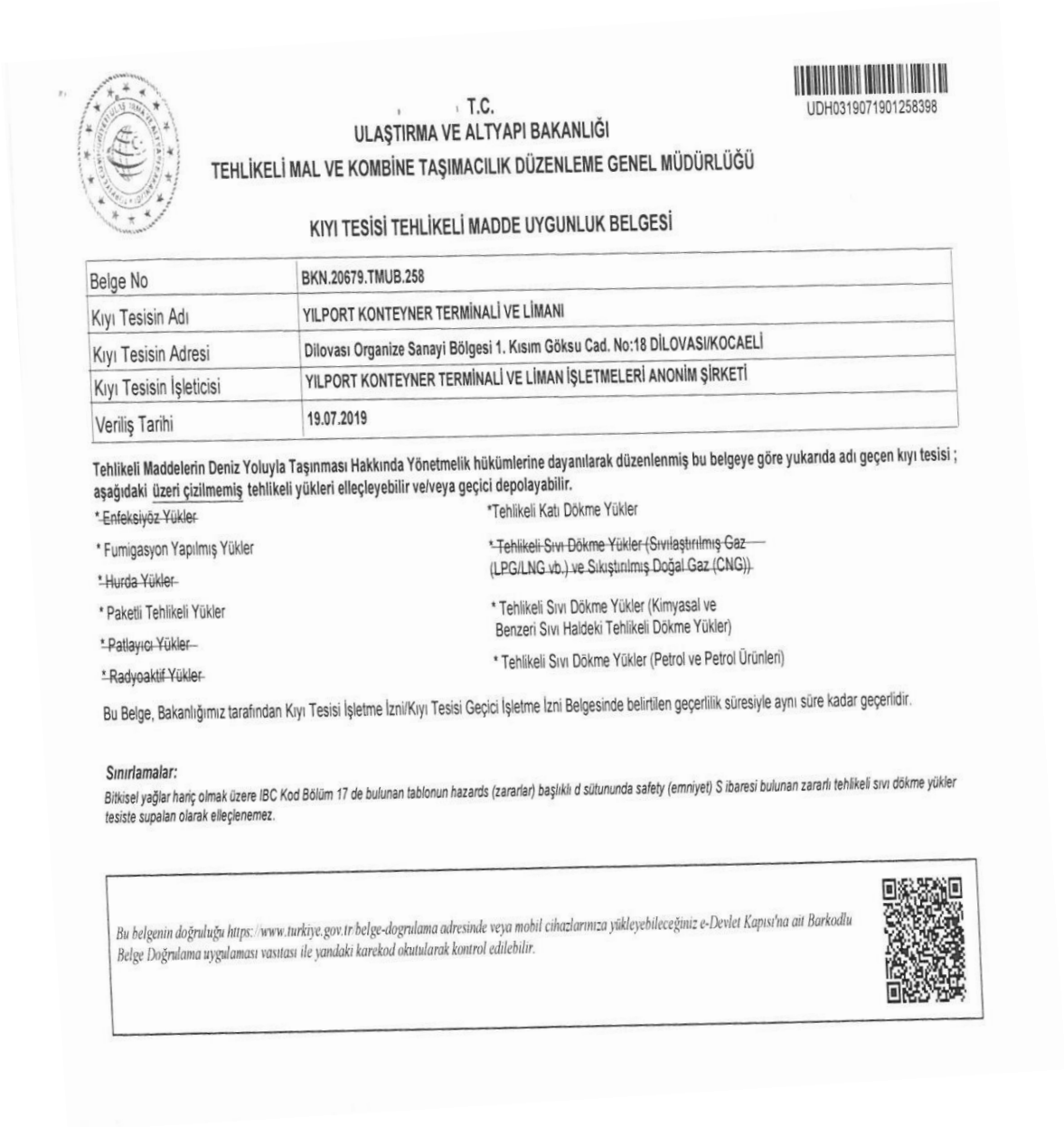
Çalışma İzin Süresi (Gün/ Saat Aralığı):		( ) Hafta İçi	( ) Hafta Sonu

ÇALIŞMA İZNİ ONAY

İş Güvenliği Uzmanı/Yetkilisi:

10 OTHER POINT

10.1 Validity of the Hazardous Substances Compliance Certificate.



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T.C.
ULAŞTIRMA VE ALTYAPI BAKANLIĞI
TEHLİKELİ MAL VE KOMBİNE TAŞIMACILIK DÜZENLEME GENEL MÜDÜRLÜĞÜ

KIYI TESİSİ TEHLİKELİ MADDE UYGUNLUK BELGESİ

Belge No	BKN.20679.TMUB.258
Kıyı Tesisin Adı	YILPORT KONTEYNER TERMİNALİ VE LİMANI
Kıyı Tesisin Adresi	Dilovası Organize Sanayi Bölgesi 1. Kısım Göksu Cad. No:18 DİLOVASI/KOCAELİ
Kıyı Tesisin İşleticisi	YILPORT KONTEYNER TERMİNALİ VE LİMAN İŞLETMELERİ ANONİM ŞİRKETİ
Veriliş Tarihi	19.07.2019

Tehlikeli Maddelerin Deniz Yoluyla Taşınması Hakkında Yönetmelik hükümlerine dayanılarak düzenlenmiş bu belgeye göre yukarıda adı geçen kıyı tesisi ; aşağıdaki üzeri çizilmemiş tehlikeli yükleri elleçleyebilir ve/veya geçici depolayabilir.

~~* Enfeksiyöz Yükler~~

* Fumigasyon Yapılmış Yükler

~~* Hurda Yükler~~

* Paketli Tehlikeli Yükler

~~* Patlayıcı Yükler~~

~~* Radyoaktif Yükler~~

*Tehlikeli Katı Dökme Yükler

~~* Tehlikeli Sıvı Dökme Yükler (Sıvılaştırılmış Gaz (LPG/LNG vb.) ve Sıkıştırılmış Doğal Gaz (CNG))~~

* Tehlikeli Sıvı Dökme Yükler (Kimyasal ve Benzeri Sıvı Haldeki Tehlikeli Dökme Yükler)

* Tehlikeli Sıvı Dökme Yükler (Petrol ve Petrol Ürünleri)

Bu Belge, Bakanlığımız tarafından Kıyı Tesisi İşletme İzni/Kıyı Tesisi Geçici İşletme İzni Belgesinde belirtilen geçerlilik süresiyle aynı süre kadar geçerlidir.

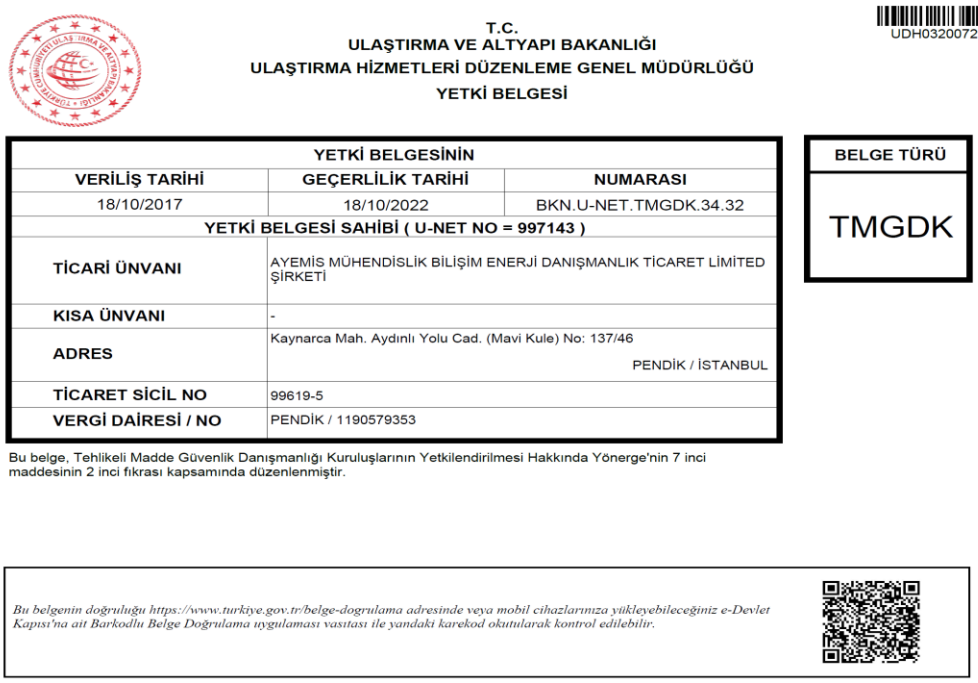
Sınırlamalar:
Bitkisel yağlar hariç olmak üzere IBC Kod Bölüm 17 de bulunan tablonun hazards (zararlar) başlıklı d sütununda safety (emniyet) S ibaresi bulunan zararlı tehlikeli sıvı dökme yükler tesiste supalan olarak elleçlenemez.

Bu belgenin doğruluğu https://www.turkiye.gov.tr/belge-dogrulama adresinde veya mobil cihazlarınıza yükleyebileceğiniz e-Devlet Kapısı'na ait Barkodlu Belge Doğrulama uygulaması vasıtası ile yandaki karekod okutularak kontrol edilebilir.

10.2 Responsibilities of the Dangerous Goods Safety Consultant

Services of Dangerous Goods Safety Adviser provided by Ayemis, who has License of Authorization for Dangerous Goods Safety Adviser(TMGDK). The company informations are given below:

Ayemis Mühendislik Bilişim Enerji Dan. Tic. Ltd. Şti.
Address: Kaynarca Mah. Aydınlı Yolu Cad. No:137/46 Pendik İstanbul
Tax Number: 1190579353
Tax Administration: Pendik
Tel: İstanbul: 0216 375 76 66
Ankara: 0312 231 31 92 and 0530 567 62 89



T.C.
ULAŞTIRMA VE ALTYAPI BAKANLIĞI
ULAŞTIRMA HİZMETLERİ DÜZENLEME GENEL MÜDÜRLÜĞÜ
YETKİ BELGESİ

UDH0320072901081423

YETKİ BELGESİNİN			BELGE TÜRÜ
VERİLİŞ TARİHİ	GEÇERLİLİK TARİHİ	NUMARASI	TMGDK
18/10/2017	18/10/2022	BKN.U-NET.TMGDK.34.32	

YETKİ BELGESİ SAHİBİ (U-NET NO = 997143)	
TİCARİ ÜNVANI	AYEMİS MÜHENDİSLİK BİLİŞİM ENERJİ DANIŞMANLIK TİCARET LİMİTED ŞİRKETİ
KISA ÜNVANI	-
ADRES	Kaynarca Mah. Aydınlı Yolu Cad. (Mavi Kule) No: 137/46 PENDİK / İSTANBUL
TİCARET SİCİL NO	99619-5
VERGİ DAİRESİ / NO	PENDİK / 1190579353

Bu belge, Tehlikeli Madde Güvenlik Danışmanlığı Kuruluşlarının Yetkilendirilmesi Hakkında Yönerge'nin 7 inci maddesinin 2 inci fıkrası kapsamında düzenlenmiştir.

Bu belgenin doğruluğu https://www.turkiye.gov.tr/belge-dogrulama adresinde veya mobil cihazlarınıza yükleyebileceğiniz e-Devlet Kapısı'na ait Barkodlu Belge Doğrulama uygulaması vasıtası ile yandaki karekod okutularak kontrol edilebilir.

License of Authorization for Dangerous Goods Safety Adviser(TMGDK)

The duties of the dangerous goods safety consultant (DGSA), who is in charge of assisting the business, in order to ensure that the operations related to dangerous goods are carried out safely without harming human health, other living creatures and the environment, are given in Section 2.4.

DGSA, who is responsible for the business; In the event that an accident that occurs during transportation, loading or unloading causes harm to life, property and the environment; It collects information about the accident and prepares an accident report for DGSA, which it works for, and for the business management, which provides consultancy services. This report, prepared by DGSA, is sent to the Administration via the address www.turkiye.gov.tr by the enterprise or DGSA within one month. This report does not replace the report that should be written by the business management within the scope of international or national legislation.

DGSA to serve should have current certificate of ADR and IMDG Code.

10.3 Matters for carriers of the hazardous substances arriving/leaving coastal facility by land (matters on required documents that must be available in the road vehicle at the entrance/exit of port or coastal facility area, equipment and tools required for this vehicles, speed limits in the port area etc.).

10.3.1 Packaged dangerous cargoes and bulk dangerous cargoes (liquid or solid):

10.3.1.1 The name of the consignee (shipper) and the date of delivery to the port area must be communicated to the port no later than 24 hours prior to normal arrival.

10.3.1.2 For packaged dangerous goods: Proper Shipping name of the dangerous goods, UN number, for class 1 the class or designated part of the products, conformity group letter (where applicable), sub-risk, if any, number and type of parcel, packing group, flash point range (as applicable), quantity and additional information required by section 5.4 of the IMDG Code.

10.3.1.3 For dangerous bulk cargoes: the product name and other information required by the relevant IMO Code are included.

10.3.1.4 The ship agency and the interface to be used are determined for the ship to which the dangerous goods will be loaded.

10.3.2 Necessary certificates

Hazardous Cargo Declaration, Hazardous Cargo Transport Dispatch, Multi Mode Hazardous Cargo Form, Hazardous Cargo Manifest, Packaging and Container/Vehicle Loading Certificate, Safety Data Sheet, carrying certificate showing exemption for the shipping under ADR/RID/IMDG Code 3.4 and 3.5, SRC 5 certificate appropriate and valid for transport with regard to shipping under ADR, ADR written instruction, Vehicle Conformity Certificate appropriate and valid for carriage, transport document, CSC Certificate for the shipping made with container, the certificate showing eligibility of the tree in case of using heat treated tree with regard to transport or loading safety and cargo transport unit (CTU), cargo safety certificate signifying that container or the cargos in vehicle are secured within the scope of IMDG Code,

As regards the cargos to which fumigation application is made or contain hazardous gas in the cargo transport unit leaving port facility and the cargo transport units arriving port facility, the result of risk evalaution or transport conformity certificate if gas measurement is done,

Without lack of compulsory documents regarding the transport listed above, hazardous cargo that arrives port facility and leaves port facilities cannot be shipped. The cargos not taken under security in appropriate way within the scope of IMDG Code is treated as hazardous cargo too.

10.3.3 Speed Limit in Port Facility

Speed limit in our port facility is 20 km.

10.4 Matters for carriers of the hazardous substances arriving/leaving coastal facility by sea (matters on day/night signals to be shown by ships carrying hazardous goods and vessels, cold and hot work procedures in ships and so on.)

10.4.1 Arrival by Sea

10.4.1.1 Packaged hazardous cargos:

10.4.1.1.1 Name and IMO number of ship, agency and estimated time of arrival (ETA), 24 hours at the latest from arrival normally;

10.4.1.1.2 Suitable Dispatch name of hazardous cargos, UN no, class for class 1 or determined part of products, suitability group letter (where applicable), if any, sub-risk, parcel number and type, packaging group, interval of flash point (where applicable), amount and the additional information necessitated with IMDG Code chapter 5.4;

10.4.1.1.3 each cargo, dispatch or item in list should be numbered successively for easy reference.

10.4.1.1.4 stacking of hazardous cargo in a way to mark the ones to be unloaded and left in ship;

10.4.1.1.5 the hazardous cargo to be left in ship should be indicated in a manner to refer the numbers in list (see above)

10.4.1.1.6 condition of hazardous cargos in case of possibility of occurence an unappropriate hazard and

10.4.1.1.7 any known defect that will able to affect security of ship or port area.

10.4.1.2 Hazardous bulk cargo (liquid or solid);

10.4.1.2.1 name and IMO number of ship, agency and estimated time of arrival (ETA), 24 hours at the latest from arrival normally;

10.4.1.2.2 a list showing product name of hazardous cargos and other information necessitated with related IMO Code

10.4.1.2.3 A valid International Conformity Certificate for Bulk Transport of Hazardous Chemicals or a valid Conformity Certificate for Transport of Bulk Hazardous Chemical, whicihever is appropriate, International Pollution Prevention Certificate for Liquid Bulk Substances hazardous for Health (NLS Certificate) and/or International Fuel Pollution Prevention Certificate should be made available for cargo;

10.4.1.2.4 Hazardous cargos to be left in ship should be indicated in a way to refer the numbers in list;

10.4.1.2.5 Consolidated carriers entering a dry cargo terminal should also indicate the nature of the last three cargoes and, where applicable, their flash points and the current state of the tank/cargo holds (such as whether they are gasless). The condition of the dangerous goods and any known defects in the cargo containment and handling system, bulk cargo related equipment and instrumentation that may affect the safety of the Port area or the ship, in the event of any potential for improper hazard to occur.

10.4.1.3.6 The additional information to be presented to port administration before hazardous cargos are brought port area or taken out of port area may be those indicated in ISPS Code Chapter B.

Before the dangerous goods arrive at the coastal facility, our coastal facility is informed by cargo respective party about the dangerous goods that come to the coastal facility by road or rail. The notices should include the following information and documents:

a) The title and contact information of the cargo responsible,
b) Proper shipment name,
c) UN Number
d) Hazard class and, if applicable, secondary risk,
e) Packaging group (if any)
f) Type and number of packages,
g) Net and gross weight or volume (kg / lt),
h) Container number,
i) Verified gross weight information of the full containers to be exported,
j) Container / vehicle packaging certificate,
k) License plate or wagon number,
l) Safety data sheet related to the cargo.

10.4.2 Departure by Sea

10.4.2.1 Packaged hazardous cargos:

10.4.2.1.1 name of ship and IMO number of ship, agency and estimated time of departure (ETD) as necessitated by regulatory boards;

10.4.2.1.2 Suitable Dispatch name of hazardous cargos, UN number, class for class 1 or established part of products, conformity group letter (where applicable), sub-risk if any, parcel number and type, packaging group, flash point interval (where applicable), amount and the additional information necessitated by IMDG Code chapter 5.4;

10.4.2.1.3 stacking place on board of hazardous cargos.

10.4.2.2 Hazardous bulk cargos (liquid or solid):

10.4.2.2.1 name of ship and IMO number of ship, agency and estimated time of departure (ETD) as necessitated by regulatory boards;

10.4.2.2.2 a list showing product name of hazardous bulk cargos and other information necessitated by related IMO Code

10.4.2.2.3 A valid International Conformity Certificate for Bulk Transport of Hazardous Chemicals or a valid Conformity Certificate for Transport of Bulk Hazardous Chemical, whichever is appropriate, International Pollution Prevention Certificate for Liquid Bulk Substances hazardous for Health (NLS Certificate) and/or International Fuel Pollution Prevention Certificate should be made available for cargo;

10.4.2.2.4 Stacking on board or place of hazardous cargos.

10.5 Additional points will be added by the port facility.

10.5.1 Training

10.5.1.1 Management

10.5.2.1 Management should ensure that all shipboard and shore personnel involved in the transport or handling of dangerous cargoes or in the supervision thereof are adequately trained, commensurate with their responsibilities within their organization.

10.5.2.2 Management at all levels should exercise day-to-day responsibility for health and safety.

10.5.1.2 Personnel (cargo interests, port operators and ships)

10.5.1.2.1 Every person engaged in the transport or handling of dangerous cargoes should receive training on the safe transport and handling of dangerous cargoes, commensurate with his responsibilities.

10.5.1.3 Shore-based personnel

Should receive general awareness/familiarization training, function-specific training and safety training

10.5.2 Training content

10.5.2.1 General awareness/familiarization training

10.5.2.1.1 Every person should receive training on the safe transport and handling of dangerous cargoes, commensurate with his duties. The training should be designed to provide familiarity with the general hazards of relevant dangerous cargoes and the legal requirements. Such training should include a description of the types and classes of dangerous cargoes; marking, labelling and placarding, packing, segregation and compatibility requirements; a description of the purpose and content of the transport documents; and a description of available emergency response documents.

10.5.2.2 Function-specific training

10.5.2.2.1 Every person should receive detailed training concerning specific requirements for the transport and handling of dangerous cargoes which are applicable to the function that he performs.

10.5.2.3 Safety training

10.5.2.3.1 Each person should receive training commensurate with the risks in the event of a release ofdangerous cargoes and the functions he performs, on:

10.5.2.3.2 Such training should be provided or verified upon employment in a position involving the transport or handling of dangerous cargoes and should be periodically supplemented with retraining, as deemed appropriate by the regulatory authority.

10.5.2.3.3 Safety training for personnel with duties related to the transportation and handling of dangerous goods should be in accordance with their responsibilities and duties within the framework of the provisions of the port facility security plan (ISPS Code section A/2.1.5).

10.6 Accident Prevention Policy

As YILPORT MANAGEMENT management, we are aware of that the operations realized in our port have the potential that will lead to accidents inherently. However, we believe all accidents may be prevented. Therefore, we undertake to manage operation ideally to protect subsontractors, visitors, neighbours and environment at the highest level through preventing accidents.

With the aim of preventinf accidents and mitigate the effects in the direction of YILPORT MANAGEMENT Quality Management Systems, as YILPORT, we will apply the POLICIES about

- taking high level security measures for human and environment around Port facility and procuring all resources for this purpose,
- making the risk evaluation based on quantitative anaysis related to ordinary and extraordinary operation and keeping these evaluations updated continuously with the purpose of determining and assessing accidents
- having performed the arrangements covering maintenance, repair and temporary stopping related to detected risks and preparation of requisite procedures
- following technological development and providing support required for continuous improving of security measures in facilities with the aim of preventing accidents and mitigate the effects
- making necesary arrangements required for design of new facility, process along with planned changes and having performed risk evaluations absolutely before realization and assessing acceptability
- determining emergencies that will be detected before with systmatic analysis, preparing emergency plans for these emegencies and reviewing with drills following realization of audit regularly
- tracking performance of system within the framework of procedures to evaluate conformity to the targets identified with Quality Management Systems, in case of failing to provide conformity, searching corrective activities
- evaluating efficiency and conformity of Quality Management Systems periodically and systematically, documentation, certification, performing review by us as top management and giving support for continuous improvement of Quality Management Systems
- employing the personnel who have knowledge, education and experience convenient for the positions that will affect safety and security of operational job processe wtihin organization,
- ensuring that our employees in charge develop themselves constantly by means of giving trainings,
- adhering to national and international law, regulation, bylaws and standards
- ensuring health and securities of employees, contractors, visitors and neighbours and protection of environment whereby preventing accidents and eliminating the effects systematically through taking necessary measures and searching potential incompatibilities with policy

WE WILL APPLY OUR POLICIES AS MANAGEMENT AND ALL EMPLOYEES.

10.7 Hot Work Procedure

1. No permit is given for the hot works to be done aboard ship. However, in necessary cases, after taking permits in the direction of legal legislations by ship agency, it will ve realized under the control of port facility as per SEC P 10 Working permissions Procedure.
2. For hot works, when handling dangerous cargo at our port facility and before starting any operations on the dangerous cargo area, written permit regarding applicability of hot works in question will be taken from port authority. With abovementioned permit,the place where hot work and procedures will be performed and related detailes and additionally safety measures to be applied will be specified on Hot work form.
3. Hot Work Form covers the following.

a) with the aim of being sure about that the areas on which work is to be done is no burning and/or explosive environment and insufficient in terms of ventilation and oxygen, auditing frequently the area and adjacent areas where work is to be carried out including the tests applied by accredited testing organizations,

b) removing hazardous cargos and other combustible materials from working area and adjacent areas (lime, sludge, residue and other combustible materials are included in the substances to be removed from the area in question)

c) protecting efficiently against accidental ignition of combustible building materilas (i.e., girders, wooden partitions, floors, doors, wall and ceiling coatings)

ç) sealing and ensuring impermeability of open pipes, pipe transitions, valves, joints, gapes and open parts with the purpose of preventing spreading of flame, spark and hot particles from working areas to adjacent areas or other areas

4. warrant of the hot work to be done and a plate on which the safety measures to be taken are written will be hanged in working area and entrances of all working area. Warrant and safety measures should be visible easily and will be understadable clearly by everyone who will conduct hot works.
5. While doing hot works, attention should be paid to the following matters:

a) controls will be carried out with the aim of confirming that no current condition have changed in working environment.

b) While hot works are performed, at least one fire tube or other fire entinguising equipment shall be made ready , so as to be used instantly with their all apparatus in a venue to be reached easily.

6. In the course of hot work and procedures, when the works in question are completed and during enough time following completion , efficient fire control shall be made in the area on which hot work is conducted and the adjacent areas where hazard will emerge owing to heat transfer.
7. Necessity of applying for the document titled “International Safety Guide for Oil Tankers and Terminals (ISGOTT) “ particularly for additional more detailed information and procedures pertaining to hot works and procedures will be taken into consideration every time.

Risk Assessment

Location of hot work:

Area / Location: .....

Special access restrictions (due to the task involving a specific welding type or the location being a hazardous area, confined space, etc): .....

Reason for hot work:

Work activity description: .....

Likely ignition source type(s): ☐ Flame (welding, soldering, brazing, etc) ☐ Spark or slag (grinding, cutting, friction tools, welding, etc) ☐ Hot Object (metal surface, plate, etc) ☐ Other: .....

Hazard identification, risk analysis and control measure selection: *Add an additional page if the space below is insufficient.*

Specific Hot Work Issues: (tick appropriate)	☐	The hot work is to be solely undertaken by a contracted party personnel and a detailed work method statement / risk assessment has been previously prepared, reviewed by is attached to this Form.	Attach documentation & proceed to Section 2 on the following page.
	☐	The hot work is to be solely undertaken by personnel as per the specific hot work issues detailed below.	Complete the Risk Assessment below.

Risk Assessment Guide

Step 1 – Consider Consequences

What are the consequences of this hazard occurring? Consider what is the most probable consequence (below) with respect to this work hazard.

Extreme	Multiple fatalities or permanent injuries
Critical	Single fatality or permanent injury
Major	Medical treatment or lost time injury
Minor	First aid treatment
Insignificant	Incident or near miss – no treatment

Step 2 – Consider Likelihood

What is the likelihood (below) of the hazard consequence in Step 1 occurring.

Almost Certain	Is expected to occur in most circumstances
Likely	Will probably occur at least once
Possible	Event might occur at some time
Unlikely / Rare	Event not expected to occur or only in exceptional circumstances

Step 3 – Calculate Risk

1. Take Step 1 rating and select the correct column.
2. Take Step 2 rating and select the correct line.
3. Use the risk score where the two ratings cross on the matrix below.

H = High, S = Serious, M = Medium, L = Low

Likelihood	Ins	Min	Maj	Crit	Ext
Almost Certain	M	S	H	H	H
Likely	M	M	S	H	H
Possible	L	M	M	S	S
Unlikely / Rare	L	L	M	M	S

Likelihood	Ins	Min	Maj	Crit	Ext
Almost Certain					
Likely					
Possible					
Unlikely / Rare					

Hazard (List the hazards relating to the work)	Controls (List the controls to manage each of the hazards)	Personal Protective Wears	Responsible Party (List the role, contractor, competency &/or prescribed occupation responsible for implementing the controls)	Risk Assessment (With controls in place: High, Serious, Medium or Low)

Risk Assessment Personnel:

Risk Assessment Completed by:

Name: ..... Employer: ..... Date: .....

Name: ..... Employer: ..... Date: .....

Section 2 – Hot Work Permit

As per the method of hot work and location described in *Section 1*, identify control requirements in the relevant parts below.

General Hot Work / Ignition Controls

Identify those general hot work and ignition controls required to be undertaken as part of the hot work: (identify as yes or not applicable)	Yes	NA	Control
	☐	☐	Fire extinguishers supplied by the workgroup / contractor are to be located immediately adjacent to the hot work area and within 10m (building / fixed location fire extinguishers are not to be relied upon)
	☐	☐	Catch mats or boards are to be positioned over grid-mesh, flooring, grates to catch sparks or slag
	☐	☐	Combustible and flammable materials or fuel sources are required to be cleared from the area (consider a 15m area around the hot work where practicable and include surfaces below & above the work area)
	☐	☐	Drains, cable racks, electrical cables and other heat/fire sensitive items are to be covered (consider a 15m area and use fireproof blankets, catch boards and approved covers as applicable)
	☐	☐	A water hose is to be run to the job location and primed ready for use (where appropriate for work locations outdoors and in areas clear of electrical equipment)
	☐	☐	A Fire Watcher is required to watch the area during and/or post work to monitor fire risk, sparks, slag, hot objects (consider for work that is arc welding, oxy-cutting or likely to present an ignition hazard post work, and for work in hazardous areas, in confined spaces, outdoors, in windy conditions): ☐ During Work, and/or ☐ Post Work for a time period of _____ minutes

Specific Hot Work / Ignition Controls	Yes	NA	If Yes, Include Additional Control Details to be Used:
The hot work is to be undertaken on or adjacent to plant that will require an isolation (such as services, pipes, tanks, pressure vessels)	☐	☐	
A fixed fire protection or detection system will need to be taken out of service (approval is required for the impairment and the Fire System Log Book is to be filled in – see also *BAC Authorisation* below; approval contacts include:	☐	☐	
The work area will require specific cleaning, purging, ventilating or pre-work atmospheric monitoring (due to flammable/explosive vapours, dusts, liquids or solid residues in the work area / location)	☐	☐	
The work area will require pre-work cleaning, stripping, surface preparation, or atmospheric monitoring during works (as a result of surfaces / coatings that may create harmful emissions when heated or cut)	☐	☐	
The nature of the work requires specific respiratory protection to be worn	☐	☐	
The nature of the work requires specific controls to be implemented to protect gas leads or other sensitive plant items involved in the work	☐	☐	
The hot work involves arc-welding whereby specific controls relating to ensuring electrical safety will be required	☐	☐	

Additional Hot Work Controls within Confined Spaces ☐ NA (Not Applicable)

Controls:	Yes	NA
Locate equipment outside the space where practicable (such as gas cylinders, hoses, etc unless involved with respiratory devices)	☐	☐
Extraction fan inlet is to be located as close as practicable to the contamination source	☐	☐
Contaminants are to be expelled from the space (so that they cannot be recirculated and will not harm other workers)	☐	☐
As arc-welding activities are to be suspended for substantial periods, power sources will need to be de-energised, electrodes removed from holders and holders placed so that accidental contact or arcing cannot occur	☐	☐
As gas welding/cutting activities are to be suspended for substantial periods, torch and cylinder valves are to be closed with the torch and hose connections removed from the space and depressurised	☐	☐

Completion Hot Work ☐ NA (Not Applicable)

Controls:	Yes	N/A
After the end of the job is controlled area for at least half an hour.	☐	☐
Field is checked for at least eight hours and one hour intervals.	☐	☐
There is no need to do control after hot working.	☐	☐

Permit Request:

Name: _____ Signature: _____ Date: _____ Time: _____

Approved

Name: Signature: Date: Time:

10.8 Responsibilities of Personnel in Operation

10.8.1 Operation Officer

10.8.1.1 Acts according to the checklists in 10.9.

10.8.1.2 A coordination meeting will be held at least 1 day prior to the acceptance of dangerous cargoes to the port facility and the representatives of operation, Field planning, HSE unit, TMGD and other related persons shall participate to the meeting.

10.8.1.3 If a decision is taken at the meeting in favor of accepting the dangerous cargo, management, operation, storage, safety and emergency response departments shall be notified and the necessary preparations and acceptance process will be commenced.

10.8.1.4 If it is required to notify the Port authority, the situation shall be notified to the Port authority in writing by specifying the reasons.

10.8.1.5 Number of equipments and cranes, teams and shifts as well as the port to be used shall be specified at this meeting.

10.8.1.6 Organize the work order with the 2nd Cap.

10.8.1.7 Ensure that the cargo handling is made according to the approved cargo plan With the Planning Specialist

10.8.1.8 Every person engaged in the handling of dangerous cargoes exercises reasonable care to avoid damage to packages, unit loads and cargo transport units.

10.8.1.9 Whilst dangerous cargoes are being handled, precautions are taken to prevent unauthorized access to handling areas.

10.8.1.10 If there is any loss of containment of dangerous cargo, every practical step is taken to minimize risks to persons and adverse effects to the environment.

10.8.1.11 Wrappings and packaging to be used in the activities of changing of cargo transport units, repair thereof or placing of the damaged packages inside the saving packages should be in accordance with the structure of dangerous materials and they shall be produced and certified as they are set out in chapter 6 of the IMDG Code

10.8.1.12 Handling and temporary storage operations to be performed is in accordance with the rules of separation.

10.8.1.13 Fumigated cargo transport units and/or cargo transport units containing poisonous gases shall be stowed in a manner that their covers cannot be opened in an uncontrolled way.

10.8.1.14 Packaged cargoes containing Class 4.3 cargo and bulk cargo shall be prevented from being affected by rain, seawater and other factors.

10.8.1.15 If the evacuation of ship is partially completed, gas measurements will be conducted prior to assignment for the evacuation of cargo in the hold of the ship.

10.8.1.16 During handling of dangerous solid loads ,Canvas is laid between the ship and the port and a responsible person is assigned for cleaning the cargo scattered around.

10.8.1.17 At the areas where solid bulk dangerous cargoes releasing poisonous or flammable gases are handled, periodic controls will be conducted for measuring poisonous or flammable gas concentrations as well as their probable dissemination and the precautions taken will be recorded.

10.8.2 Shift Supervisor

10.8.2.1 Acts according to the checklists in 10.9.

10.8.2.2 The personnel equipped with the necessary protective equipment check before the operation.

10.8.2.3 Necessary warnings will be made in order that the trucks do not to make loading exceeding loading limit and people in charge will pay necessary attention with respect to this issue.

10.8.2.4 The drivers will wait at a specified location away from the vehicle during the loading and unloading of vehicles. It will be controlled if the driver has the necessary protective equipments or not.

10.8.2.5 The shift superintendent will be responsible from controlling the work security, control of equipments, entry and exit of outsiders, safe handling of the cargo, environmental cleaning and duly performance of these works.

10.8.2.6 Organize the work order with the 2nd Cap.

10.8.2.7 Ensure that the cargo handling is made according to the approved cargo plan.

10.8.2.8 Performs the necessary separation according to the classes of dangerous loads.

10.8.2.9 Every person engaged in the handling of dangerous cargoes exercises reasonable care to avoid damage to packages, unit loads and cargo transport units.

10.8.2.10 Whilst dangerous cargoes are being handled, precautions are taken to prevent unauthorized access to handling areas.

10.8.2.11 If there is any loss of containment of dangerous cargo, every practical step is taken to minimize risks to persons and adverse effects to the environment.

10.8.2.12 Wrappings and packaging to be used in the activities of changing of cargo transport units, repair thereof or placing of the damaged packages inside the saving packages should be in accordance with the structure of dangerous materials and they shall be produced and certified as they are set out in chapter 6 of the IMDG Code

10.8.2.13 Fumigated cargo transport units and/or cargo transport units containing poisonous gases shall be stowed in a manner that their covers cannot be opened in an uncontrolled way.

10.8.2.14 Packaged cargoes containing Class 4.3 cargo and bulk cargo shall be prevented from being affected by rain, seawater and other factors.

10.8.2.15 If the evacuation of ship is partially completed, gas measurements will be conducted prior to assignment for the evacuation of cargo in the hold of the ship.

10.8.2.16 During handling of dangerous solid loads ,Canvas is laid between the ship and the port and a responsible person is assigned for cleaning the cargo scattered around.

10.8.2.17 At the areas where solid bulk dangerous cargoes releasing poisonous or flammable gases are handled, periodic controls will be conducted for measuring poisonous or flammable gas concentrations as well as their probable dissemination and the precautions taken will be recorded.

10.8.2.18 Water balls should be place in vicinity of areas where dangerous materials like coal, which have spontaneous combustion but not affected by water, are stored and watering works should be carried out in a way to avoid combustion. It will be considered if there is a drainage system for collecting the polluted water in the environment when the temporary storage area is announced.

10.8.3 HSE Responsibility

10.8.3.1 Acts according to the checklists in 10.9.

10.8.3.2 The worker at the operation informs about the danger of load and equips it with the necessary protective equipment.

10.8.3.3 Environmental safety is ensured.

10.8.3.4 Ensure that personnel are not dutied in the ship's warehouse or on the ground before gas measurements are made.

10.8.3.5 Take necessary fire precautions and control system operation.

10.8.3.6 Controls the presence of the required warning and warning signs.

10.8.3.7 Wrappings and packaging to be used in the activities of changing of cargo transport units, repair thereof or placing of the damaged packages inside the saving packages should be in accordance with the structure of dangerous materials and they shall be produced and certified as they are set out in chapter 6 of the IMDG Code

10.8.3.8 Fumigated cargo transport units and/or cargo transport units containing poisonous gases shall be stowed in a manner that their covers cannot be opened in an uncontrolled way.

10.8.3.9 Packaged cargoes containing Class 4.3 cargo and bulk cargo shall be prevented from being affected by rain, seawater and other factors.

10.8.3.10 If the evacuation of ship is partially completed, gas measurements will be conducted prior to assignment for the evacuation of cargo in the hold of the ship.

10.8.3.11 During handling of dangerous solid loads ,Canvas is laid between the ship and the port and a responsible person is assigned for cleaning the cargo scattered around.

10.8.3.12 At the areas where solid bulk dangerous cargoes releasing poisonous or flammable gases are handled, periodic controls will be conducted for measuring poisonous or flammable gas concentrations as well as their probable dissemination and the precautions taken will be recorded.

10.8.3.13 Water balls should be place in vicinity of areas where dangerous materials like coal, which have spontaneous combustion but not affected by water, are stored and watering works should be carried out in a way to avoid combustion. It will be considered if there is a drainage system for collecting the polluted water in the environment when the temporary storage area is announced.

10.9 Safe Handling of Dangerous Goods Operation Procedure Checklist

GENERAL

S.NO	Eylem	HSE	OP. SOR	VAR. AMR.
	ACCEPTANCE CARGO			
1.	A coordination meeting will be held at least 1 day prior to the acceptance of dangerous cargoes to the port facility	X	X	
2.	The MSDS form about load is provided.		X	
3.	A detailed stowage plan, which identifies by class and sets out the location of all dangerous goods and marine pollutants on board, may be used in place of such a special list or manifest. (IMO FAL form 7)		X	
4.	The Certificate of Conformity for the ship carrying the dangerous cargoes will be checked.		X	
5.	Approved cargo handling / evacuation plan requested		X	
6.	The dangerous cargo (es) to be accepted to the port: 1. Risk arising from dangerous cargo 2. Interaction with dangerous cargoes existing at the port facility, 3. Interaction with cargoes planned to be accepted to the port facility in the near future, 4. Conditions for stowage 5. Conditions for segregation 6. Requirement of materials and equipment with respect to emergency response 7. Sufficiency of emergency response equipments 8. Interaction with the neighboring area (s) The issues mentioned herein above will be discussed within the scope of current IMDG CODE documents and a management decision for accepting/rejecting will be taken.		X	
7.	If a decision is taken at the meeting in favor of accepting the dangerous cargo, management, operation, storage, safety and emergency response departments shall be notified and the necessary preparations and acceptance process will be commenced.		X	
8.	Number of equipments and cranes, teams and shifts and pier shall be specified.		X	
9.	The personnel who will work in the operation will be provided with information as regards the risks of the cargo and they will be equipped with the necessary protective outfit.		X	
10.	Required warnings, warning signs are provided around the area being handled.		X	
P.S. : In standard handled loads, meeting is optional. Previous meeting resolutions may apply.				

Safe Handling of Dangerous Goods with Packaged Operation Procedure Checklist

S.NO	Eylem	HSE	OP. SOR	VAR. AMR.
	HANDLING			
1.	Environmental safety is provided by HSE. Until the gas measurements are made, personnel are not assigned to the ship's shelter and to the field.	X	X	X
2.	Controlling the work safety, control of equipments, entry and exit of outsiders, safe handling of the cargo, environmental cleaning and duly performance of these works.		X	X
3.	Working order will be organized through the berth operator, shift supervisor and chief officer of the ship. Berth operator ensures the realization of loading or unloading as per the cargo plan. The responsibility of loading and unloading as per the cargo plan belongs to the Berth Operator.		X	X
4.	Packages containing Class 4.3 dangerous substances which, in contact with water, emit flammable gases and cargo transport units containing these types of packages will be stored at closed areas which are not affected from factors like rain, sea water and etc..	X	X	X
5.	It is checked that the communication equipment used in the operation area is exprof.	X	X	X
6.	The master and port authority will supervise the transport of dangerous cargoes within their respective areas of responsibility while the shift superintendent or the berth operator will ensure performance of proceedings in line with the risks related to the cargo and they shall notify the master regarding steps to be taken in emergency cases. Shift supervisor / Operation supervisor will coordinate with the 2nd Captain.		X	X
7.	Information on emergency procedures will be given to the person responsible for the ship and cargo handling	X		
8.	Necessary warnings will be made in order that the trucks do not to make loading exceeding loading limit and people in charge will pay necessary attention with respect to this issue.		X	X
9.	The drivers will wait at a specified location away from the vehicle during the loading and unloading of vehicles. It will be controlled if the driver has the necessary protective equipments or not.		X	X
10	Dangerous cargoes are being handled, precautions are taken to prevent unauthorized access to handling areas.	X	X	X
11.	The operation shall be performed in accordance with the rules of separation specified in the separation scale for dangerous goods		X	X
12.	Fumigated cargo transport units and/or cargo transport units containing poisonous gases shall be stowed in a manner that their covers cannot be opened in an uncontrolled way		X	X

Operational procedure of safe handling of bulk solid dangerous cargoes

Dangerous goods in solid state will be loaded/discharged in our coastal facility.

Checklist

S.NO	Eylem	HSE	OP. SOR	VAR. AMR.
	HANDLING			
1.	Necessary warnings will be made in order that the trucks do not to make loading exceeding loading limit. After loading the trucks will surely top off.	X	X	X
2.	The drivers will wait at a specified location away from the vehicle during the loading and unloading of vehicles. It will be controlled if the driver has the necessary protective equipments or not.	X	X	X
3.	Controlling the work safety, control of equipments, entry and exit of outsiders, safe handling of the cargo, environmental cleaning and duly performance of these works.			X
4.	Loading and unloading in accordance with the cargo plan		X	X
5.	If the evacuation of ship is partially completed, gas measurements will be conducted prior to assignment for the evacuation of cargo in the hold of the ship.	X	X	X
6.	Canvas is laid between the ship and the port and a responsible person is assigned for cleaning the cargo scattered around.	X	X	X
7.	Dangerous areas, where handling is done in line with the risks of the dangerous cargo, are determined, regulatory authority's buildings, other facility near the facility, the types of cargo handled at these facilities and features of other cargo which are temporarily stored and handled at the facility, and the fastest and the safest access opportunities as to emergency responses will be taken into consideration.	X	X	X
8.	At the areas where solid bulk dangerous cargoes releasing poisonous or flammable gases are handled, periodic controls will be conducted for measuring poisonous or flammable gas concentrations as well as their probable dissemination and the precautions taken will be recorded	X		
9.	Water balls should be place in vicinity of areas where dangerous materials like coal, which have spontaneous combustion but not affected by water, are stored and watering works should be carried out in a way to avoid combustion. It will be considered if there is a drainage system for collecting the polluted water in the environment when the temporary storage area is announced.	X	X	X
10.	Canvas to be used for avoiding the solid bulk dangerous cargoes from falling to the sea during evacuation or while loading to the ship, will be kept between the ship and the port during the operations.	X	X	X
11.	The master who will load/unload the solid bulk dangerous cargoes will receive the detailed loading or unloading plan which includes details as to the position and quantity of the cargo in the ship from the berth operator prior to the beginning to loading or unloading process. An agreement shall be reached between the master and the berth operator as to the said loading or unloading plan.		X	X

10.10 EmS (Emergency Procedures for Vessels carrying Dangerous Goods) and MFAG (Medical First Aid Guide)

In emergencies, it is important to use IMSBC, IBC or IGC Codes for bulk cargo as well as all available IMDG Code, EMS and MFAG information.

EmS and MFAG guide documents were used in Emergency Procedures.

10.10.1 EmS

EmS contains procedures for the actions that can be taken if there is a fire or spill of dangerous goods.

It contains general procedures applicable to an entire substance class as well as procedures specific to certain products.

Examples of the information found in the specific "emergency schedules" are necessary protective equipment and the types of extinguishing agents that can be used to put out fires involving dangerous goods.

EmS is divided into EmS for fires and EmS for spills. There will be EmS numbers for every UN number in column 15 of the Dangerous Goods List. EmS number does not have to be specified in the Dangerous Goods Declaration.

10.10.2 MFAG

MFAG table numbers do not have to be stated on the Dangerous Goods Declaration.

MFAG consists of a flow chart which shows what actions should be taken, based on the situation and symptoms, when a person has been exposed to dangerous goods of some kind. However, it is important that the person has been trained to use MFAG in advance so that it will work in an emergency.

The person an also get in touch with a doctor to get assistance treating an injured person
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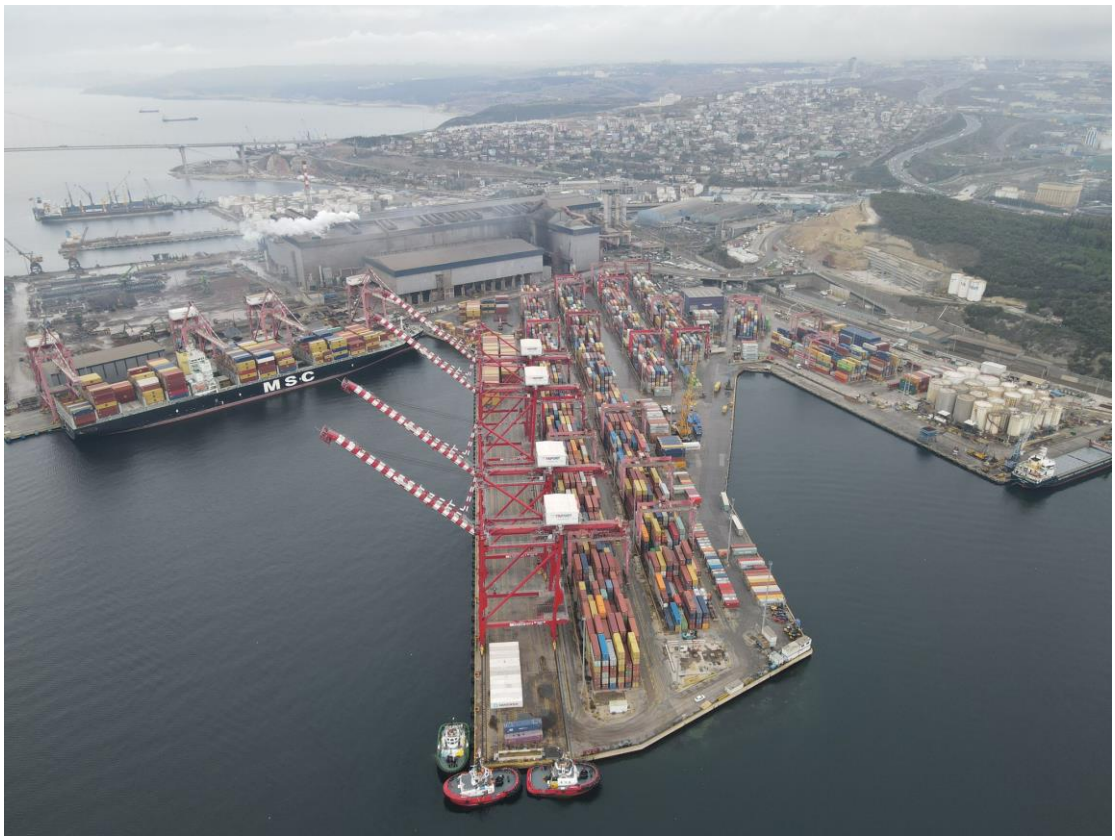
11 ANNEXES

11.1. General Arragement of Port Facility

11.2. General View of Port



11.3. Emergency Contact List

AFAD	Phone : 0 262 321 10 29 Faks: 0262 331 81 81 kocaeli@afad.gov.tr	122
	Ambulance	112
	Police office Tel: 0262 754 68 59 Faks 0262 754 68 58	POLİS İMDAT 112
Harbour Master	Tel : 0262 528 37 54 0262 528 24 34 0 262 528 46 37	Faks: 0 262 528 47 90 0262 528 51 04
Coast Guard	*VHF kanal 16*	112
Spilage	MARPOL	0532 748 58 92 0532 321 96 60 0533 434 88 48
Tug Boat	Tug boat	0555 969 09 92 0554 850 47 27 0505 500 61 93
Çolakoğlu Metalurji Port	**The Facility next to YILPORT (west)** cevreisg@colakoglu.com.tr	+90 262 676 61 30
Altıntel Port	Safety Expert 0554 542 47 65 altintel@altintel.com.tr	+90 262 754 52 16 +90 262 754 51 68
TCDD Railway	For Emergency cases	131
Forest Ministry Local Bureau	Gebze işletme şefliği gebzeisef@ogm.gov.tr	+90 262 641 10 67 or +90 262 641 10 20
Ministry of Environmetal Local Bureau	Kocaeli Çevre, Şehircilik ve İklim Değişikliği İl Müdürlüğü	+90 262 3121141

Task Code	Position	*Team Member*	*Substitute Member*
ERT 1	**Operations Director** *Emergency Team Leader*	***Okan Özay*** 0531 081 19 06 Internal no: 7979	***Osman Aka*** 0531 306 07 82 Internal no: 7745
ERT 2	***Operations Manager***	***Osman Aka*** 0531 306 07 82 Internal no: 7826	***Veysel Sekin*** 0538 634 81 28 Internal no: : 7842
ERT 3	**Human Resources**	***Celal Kılıçsaymaz*** Internal no: 7651	***Merve Eti*** Internal no: 7984
ERT 4	**Revized**		
ERT 5	**HSE Chief**	***Atilla Güzel*** 0533 746 74 31 Internal no: 7681 0535 300 11 26 Internal no: 7849	***Enes Koçak*** 0535 506 30 75 Internal no: 7985
ERT 6	**HSE Manager**	***Şenol Yılmaz EKİZ*** 0535 300 11 26 Internal no:7849	***Görkem Özçelik*** 0538 407 17 41 Internal no: 7656
ERT 7	**Security Manager**	***Yaşar Gül*** 0533 746 74 32 Internal no: 7726 / 7890	***Ergun Başoğlu*** 0538 543 98 22 Internal no: 7830
ERT 8	**Infarmary Doctor**	Internal no: 7841	Internal no: 7844
Technical Safety	***GSM :*** 0537 597 86 31 Internal no: ***86 31*** ***Telsiz Kanalı 2***		***ERDAL ERDOĞAN*** ***7917***

11.4. General Layout of Areas where Dangerous Goods are Handled

As in item 11.1

11.5. Fire Plan of Areas where Dangerous Goods are Handled

As in item 11.1

11.6. Fire Plan of Port Facility

As in item 11.1

11.7. Emergency Contingency Plan

The Emergency Plan was published on 07.12.2022 and its details are as follows It is kept as a separate document at the port facility and is renewed at least every 3 years.

Emergency Contingency Procedures,

Emergency Contingency organization chart

Name, title and contact details of the person/organization which prepared the emergency procedures,

Name, title and contact information, duties and responsibilities of the authorized person appointed to coordinate emergency response activities that may occur at the port facility.

Name, title and contact information, duties and responsibilities of the facility officer who will contact the relevant Port Authority and other relevant institutions and organizations in case of emergency,

The names and duties of the teams who designated for emergency response, and the names, duties and responsibilities of the personnel assigned to these teams,

The capacities of the resources, equipment and equipment to be used by the port facility for emergency response,

The measures to be taken and the actions to be taken in order to keep the serious conditions that can be foreseen to cause the occurrence of emergencies under control and to minimize the negative effects that may arise from them, and the existing facilities, capabilities and capacity of the facility,

In case of an emergency, the nature of the precautions and warnings to be taken in order to prevent or minimize the possible risks to the persons in the coastal facility, the methods of announcement and the arrangements regarding the actions of the persons in the face of a warning.

In case of emergency, the first notification procedures to be made to the Port Authority, the content of the information to be made in this notification, and the procedures for transmitting this information to the Port Authority as new information is obtained.

The trainings that the personnel who will take charge in emergency situations should receive,

Coordination methods to be provided with emergency teams for outside the coastal facility in emergencies

The nature and period of the drills to be made for emergencies,

Organizatiion for providing support to measures taken outside the coastal facility in emergencies

Contingency plans must cover each of the following emergencies:

a) Facility, equipment and stack areas fires.
b) Load fires belonging to each dangerous load class and sub-hazard classes allowed to be handled in the port
c) Ship Fires
d) Explosion
e) Accidental death and serious injury
f) Natural disasters such as earthquakes, floods, landslides, tsunami waves,
g) Adverse weather conditions such as very strong winds, storms, heavy snow or icing,

h)

i) Leakage, flow or spillage of dangerous goods belonging to each hazard class or sub-hazard classes allowed to be handled at the port,

j) Marine pollution (for example: oil/fuel leakage or spill/fall of dangerous cargo or environmentally harmful substance into the sea),

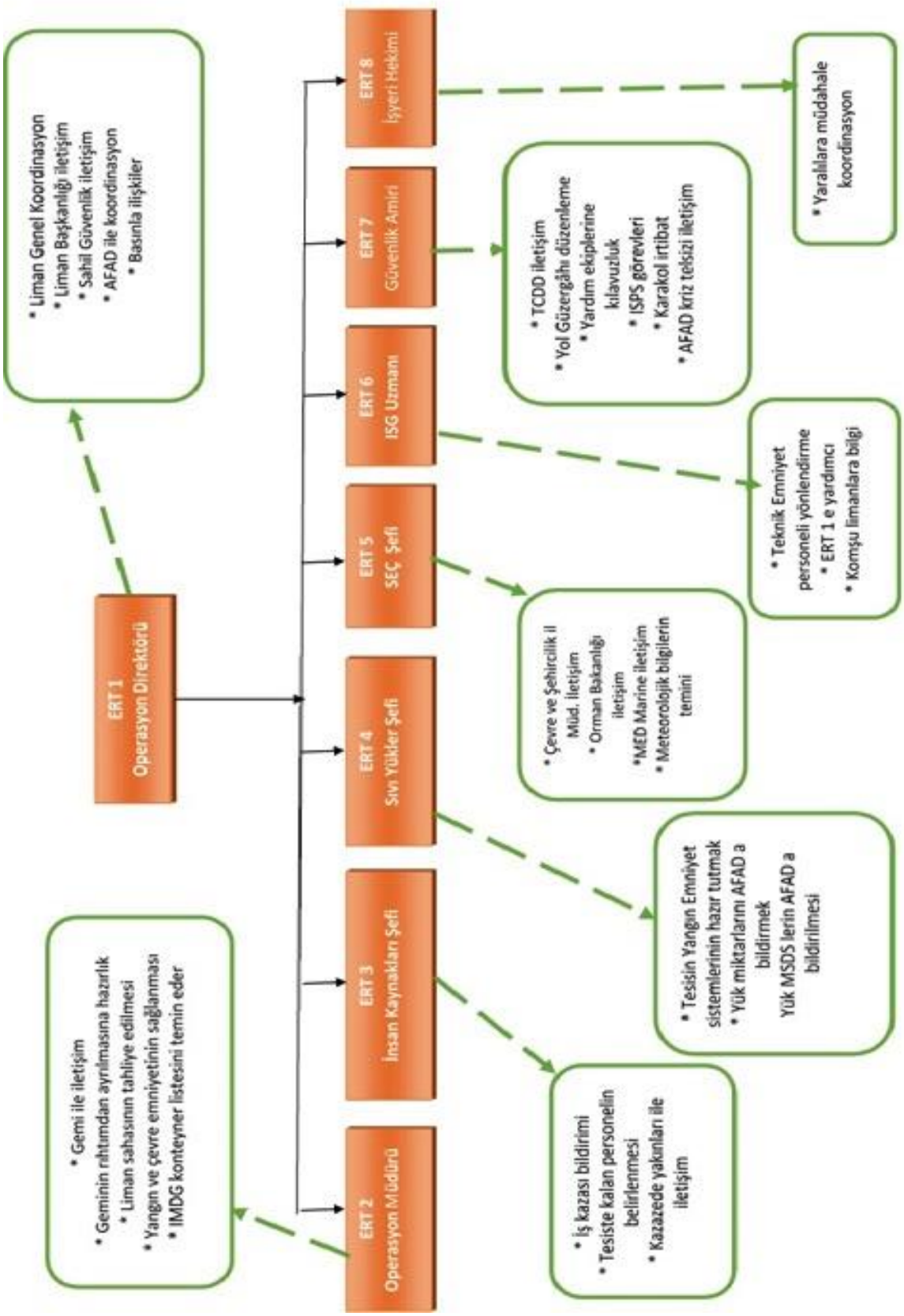
k) Power Cut

11.8. Muster Stations

As in item 11.1

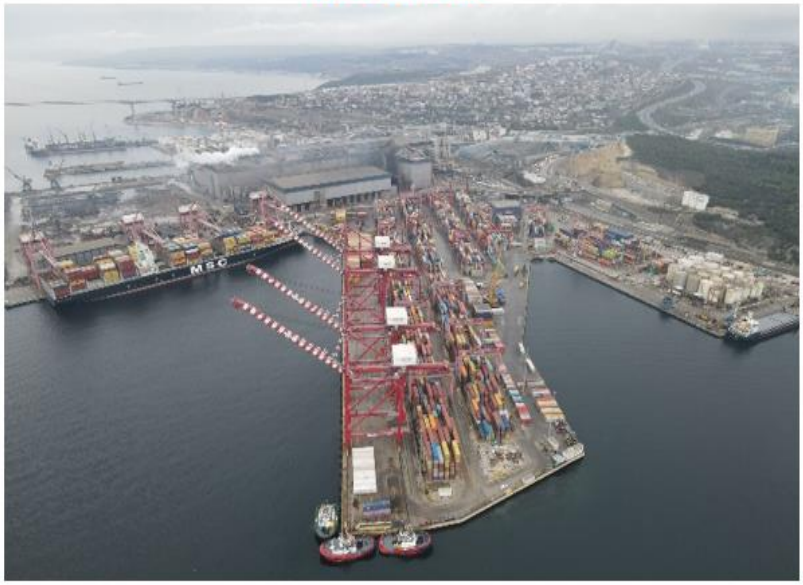
11.9. Emergency Responce Team

Persons in Charge and Contact information in this organization are currently registered.)



11.10. Dangerous Cargoes Handbook

KIYI TESİSİNDE ELLEÇLENEN TEHLİKELİ YÜKLERE İLİŞKİN EL KİTABI



11.11. Possible Leakage Areas and Equipment for Packaged Cargoes, Entry/Exit Drawings

It is given at General Layout plan.

11.12. Tugboat service is outsourced.

11.13. Maritime coordinates of the administrative borders of the Port Authority, anchorage areas and the pilot's disembarkation/embarkation points

A) Port administrative area border

The port administrative area of Kocaeli Regional Port Authority is the sea and coastal area within the line formed by the following coordinates.

a) 40° 48′ 37" K – 029° 20′ 24" D
b) 40° 46′ 59" K – 029° 19′ 00" D
c) 40° 43′ 27" K – 029° 19′ 00" D
d) 40° 43′ 30" K – 029° 21' 18" D
e) 40° 43' 00" K – 029° 21' 18" D
f) 40° 43' 00" K – 029° 23' 24" D
g) 40° 44' 57" K – 029° 30' 57" D
h) 40° 44' 48" K – 029° 32' 30" D
ı) 40° 41' 12" K – 029° 33' 36" D

B) Anchorage areas

a) Izmit anchorage area: The anchorage area of ships that do not carry dangerous goods is the sea area formed by the following coordinates.

1) 40° 45' 00" K – 029° 52' 48" D
2) 40° 44' 00" K – 029° 52' 48" D
3) 40° 44' 00" K – 029° 55' 00" D
4) 40° 45' 00" K – 029° 55' 00" D

b) Yarımca anchorage area: Ships carrying dangerous goods, nuclear powered military ships and quarantine anchorage area is the sea area formed by the following coordinates.

1) 40° 46' 27" K – 029° 39' 30" D
2) 40° 45' 14" K – 029° 39' 30" D
3) 40° 45' 02" K – 029° 41' 30" D
4) 40° 46' 19" K – 029° 41' 30" D

c) Hereke anchorage area: The anchorage area of ships that do not carry dangerous goods is the sea area formed by the following coordinates.

1) 40° 46' 22" K – 029° 37' 11" D
2) 40° 45' 25" K – 029° 37' 11" D
3) 40° 45' 14" K – 029° 39' 30" D
4) 40° 46' 16" K – 029° 39' 30" D

ç) Eskihisar anchorage area: The anchorage area for ships not carrying dangerous cargo is the sea area between the line connecting the coordinates below and the coastline to the north of this line. Anchoring cannot be done in this area within 2.5 bucks from the shore.

1) 40° 45' 12" K – 029° 23′ 27" D (Darıca Burnu)
2) 40° 46' 00" K – 029° 30′ 57" D (Kaba Burnu)

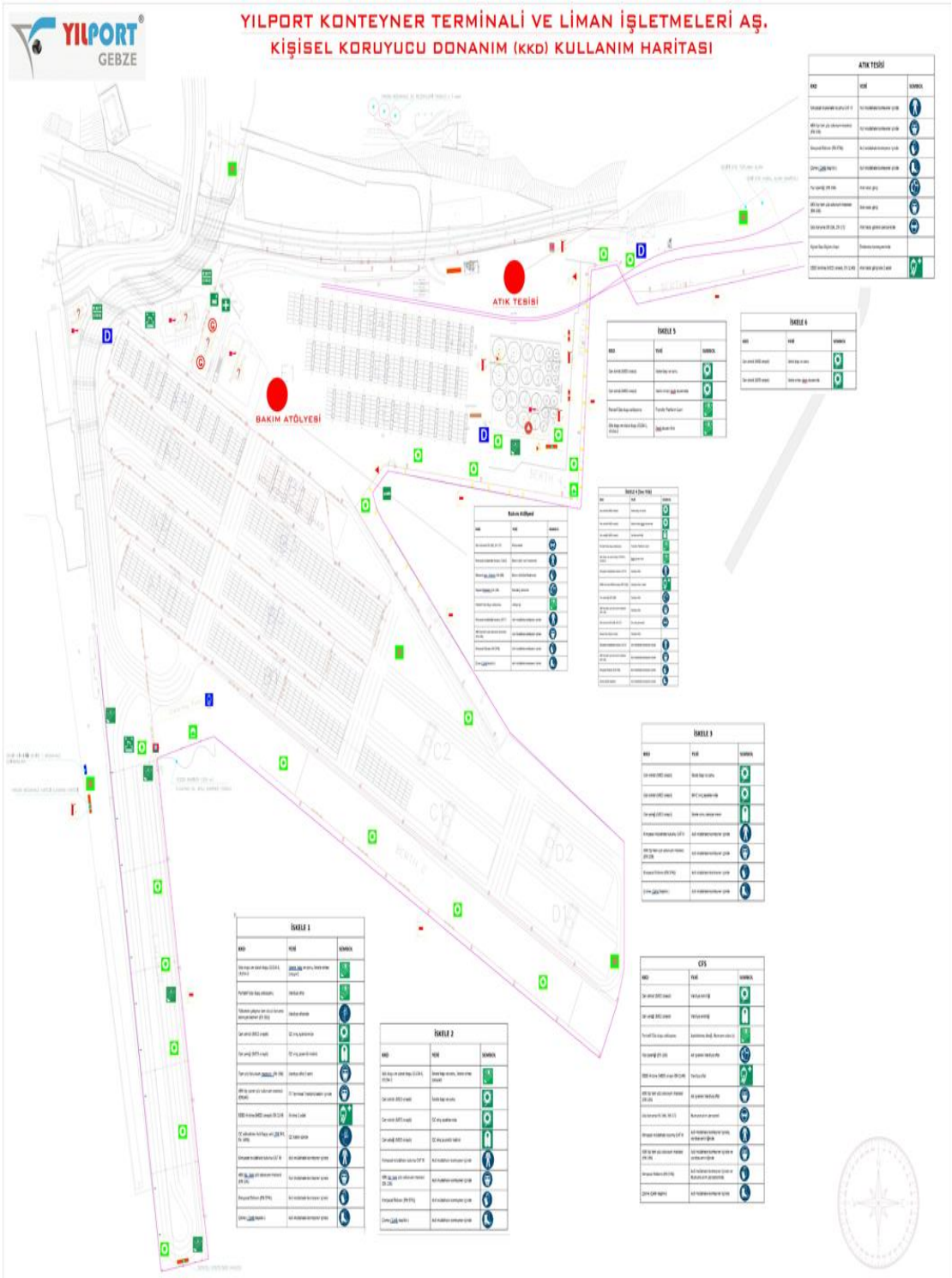
d) Fuel barges anchorage area: The fuel barges anchorage area is the sea area formed by the following coordinates.
1) 40° 46' 41,25" K – 029° 37' 46" D (Coast)
2) 40° 46' 20,50" K – 029° 37' 46" D
3) 40° 46' 16" K – 029° 39' 30" D
4) 40° 46' 40" K – 029° 39' 30" D (Coast)

C) Pilot pick-up and drop-off locations
1) 40° 43´ 24" K – 029° 21´ 24" D (Pick-up)
2) 40° 44´ 24" K – 029° 21´ 24" D (Drop-off)

11.14. Emergency Response Equipment Mitigation of Marine Pollution in the Port Facility

As in the Approved Marine Pollution Emergency Response Plan

11.15. PPE location map used in the port



11.16. Dangerous Cargo Incidents Notification Form

Sayı no- Tarih		
Firma / Kurum		
Gönderen		**İRTİBAT BİLGİLERİ**
Gereği		

LİMAN TESİSİ "TEHLİKELİ YÜK OLAYI BİLDİRİMİ" **TARİH:**
1. Kazanın meydana geldiği zaman,
2. Kazanın biliniyorsa nasıl meydana geldiği ve sebebi,
3. Kazanın meydana geldiği yer (kıyı tesisi ve/veya gemi), pozisyonu ve etki alanı, ç) Kazaya karışan gemi varsa bilgileri (adı, bayrağı, IMO no, donatanı, işleteni, yükü ve miktarı, kaptanın adı ve benzeri bilgiler),
4. Meteorolojik koşullar,
5. Tehlikeli maddenin UN numarası, uygun taşıma adı (tehlikeli madde tanımında belirtilen mevzuat esas alınacak) ve miktarı, **Tehlikeli maddenin tehlike sınıfı veya varsa alt tehlike bölümü,** **Tehlikeli maddenin varsa paketleme grubu,** **Tehlikeli maddenin varsa deniz kirletici gibi ilave riskleri,** **Tehlikeli maddenin işaret ve etiket detayları,** **Tehlikeli maddenin varsa taşındığı ambalaj, yük taşıma birimi ve konteynerin özellikleri ve numarası,** **Tehlikeli maddenin üreticisi, göndereni, taşıyanı ve alıcısı**
6. Meydana gelen zararın/kirliliğin boyutu,,
7. Kazada ölü ve yaralı sayısı (varsa),
8. Kazaya nasıl müdahale edildiği,
9. Hangi kuruluşlardan yardım talep edildiği,
10. Kazadan etkilenebilecek diğer gemi veya komşu tesisler,
FORMU HAZIRLAYAN : **Adı Soyadı :** **Görevi :** **İmza :**

11.17. Results Notification of Control Form for Dangerous Goods Transport Units (CTUs)

The form containing the CTU control results requested by the Administration to be sent quarterly to the port authorities is below.

Yıl / Dönem .... /	Sayı	Yüzdelik
Kontrol edilen paketler:		
Kusurlu paketler: . toplam . yurt içinde doldurulmuş . yurt dışında doldurulmuş		
Kusurlar:		
Dokümantasyon: . Tehlikeli Yük Deklarasyonu . Konteyner/Araç Paketleme Sertifikası		
Plakalama ve markalama		
Konteyner Güvenlik Sözleşmesi onay levhası		
Ciddi yapısal kusurlar		
Kara tankerleri bağlama eklentileri		
Taşınabilir tank veya kara tankerleri *(uygunsuz veya hasarlı)*		
Etiketleme (paketler için)		
Paketleme *(uygunsuz veya hasarlı)*		
Yükün segregasyonu		
Paketin içinin istiflenmesi / bağlanması		

11.18. Other required attachments

11.19. Dangerous cargo handling guide additional cargo notification (where necessary)

The cargo notification that is not specified in the exist Dangerous Goods Guide of the facility and is planned to be handled at the facility, Application is made to the relevant Port Authority by filling out the form below. According to the code to which the load in question is subject and the attached safety data sheet, the coastal facility must indicate that there is equipment to be found in the facility, first aid, fire, safety, etc. to be obtained. must show that all necessary precautions have been taken and necessary updates have been made in the Dangerous Goods Handling Guide and other procedures.

Uygun sevkiyat adı	
Varsa UN Numarası ve Class ID/Karakteristik tablosundaki gruplar	

Yükün türü ve tabii olduğu kod	Tehlikeli Sıvı Dökme Yükler (Petrol ve Petrol Türevleri-MARPOL Ek-1)	
	Tehlikeli Sıvı Dökme Yükler (Kimyasal ve Benzeri-IBC Kod)	
	Tehlikeli Sıvı Dökme Yükler (Sıvılaştırılmış Gaz-IGC Kod)	
	Paketli Tehlikeli Yükler (IMDG Kod)	
	Tehlikeli Katı Dökme Yükler (IMSBC Kod)	

Ek: Güvenlik Bilgi Formu (SDS)

Tehlikeli Madde Güvenlik Danışmanı

Ad/Soyad/İmza

Kıyı Tesisi Yetkilisi

Ad/Soyad/İmza

12 ABBREVIATIONS

VHF, marine wireless system
CTU, Cargo transport units.
IMDG, Internatioal Maritime Dangerous Goods,(IMO)
IMO, International Maritime Organization.
ILO, International Labour Organization.
UN, United Nationals
UATF, National waste transfer form
AFAD, Disaster and emergency contingency agency (governmental)
SDS, safety data sheet

13 DEFINITIONS

Interface: İt meeans that a dock, pier, breakwater, quay, pier, marine terminal or similar structure (floating or not) to which a ship can moor. This includes any facility or property other than a ship that is used directly or indirectly to load or unload dangerous cargo.

Port facility:It means that means any person or institution that controls the operation of a port on a daily basis.

Cargo: The goods to be transported in a planned subject to in a transport (which may be in a tank) permanently fixed on cargo spaces in vessel.
The Cargo companies:

Cargo Companies: Its means that a shipper, carrier, forwarder, groupage agent, packing center or any person, company or entity involved in any of the following activities: Receiving cargo at the port in connection with the identification, containment, packing, packaging, securing, labeling, placarding or documentation of dangerous cargoes transport by sea and always have control over the cargo.

Certificate of Compliance: Its means that a document issued by or on behalf of the Administration in accordance with the relevant laws for the ship's structure and equipment, certifying that the ship's structure and equipment are suitable for the dangerous cargoes to be transported on the ship.

Dangerous Cargoes: Its Means any of the following cargoes, whether packaged, bundled or transported in bulk, within the scope of the following documents:

1) International Convention for the Prevention of Pollution of the Seas by Ships (MARPOL) 73/78 Annex I, Attachment 1 to the petroleum and petroleum products
2) Packaged goods and articles given in IMDG Code Part 3
3) The cargoes that are given in IMSBC Code Attachment 1, the bulk cargoes with "B" and "A and B" expressions in the group box in the characteristic table,
4) Liquid substances with the phrase "S" or "S/P" in the "d" column titled "hazards" of the table given in Chapter 17 of the IBC Code,

Dangerous cargo term: A substance not classified as dangerous goods and filled or degassed to neutralize any dangerous and if the residues of dangerous cargoes have not been sufficiently removed Also includes any uncleaned packaging that has previously carried dangerous cargo units. (tank-container containment, bulk compartment and its intermediate containers (IBCs), bulk packagings, portable tanks or tank vehicles).

Certificete of Compliance: As per SOLAS regulation II-2/19.4, the document confirming that the ship's structure and equipment comply with the requirements of the regulation for a ship carrying dangerous goods in solid form or in packaged form on behalf of the Administration.

Flexible Hoses: With sealed flanges for transferring dangerous luquid cargoes.

Handling: During their transport from the point of origin to the destination route form part of the transport supply chain for cargoes. for the purpose of changing the means and methods of transport and movement and including intermediate operations such as temporary storage of dangerous cargoes in the port area during transportation, loading or unloading operations from a ship, railroad car, vehicle, freight container or other means of transport Includes transfer within a ship or at a warehouse or terminal areas. These processes have been expanded to cover all operations related to dangerous cargoes in the port area.

Hot works: Work that will cause fire and flame, which may become dangerous due to the presence or proximity of dangerous cargoes. The works which are made power tools or hot rivets, grinding, welding, burning, cutting, welding or causing heat or sparks,

Master: Duty highest person in command of a ship. (excl.Pilot)

Packaging: Loading and loading of dangerous cargoes to recipients, additional containers for bulk transport (IBCs), freight containers, tank containers, portable tanks, railroad wagons, bulk containers, vehicles, ship barges or other cargo transport units.

Pipe Line: means all pipes, connections, valves and other auxiliary facilities manifolds, apparatus and equipment in a port related to or used for the loading of liquid dangerous cargoes. It does not include any pipe, apparatus or piece of equipment, flexible conduit, loading arm of the ship, excluding the ends of the parts of the pipe, apparatus or equipment of the ship to which the flexible pipes are connected.

Port Land: means the land and sea area determined by the legislation.

Note: Some port areas may overlap and legal requirements must be taken into account. When establishing the definition of the port area in legal regulations, care must be taken to ensure that the law applies to all facilities that may be involved.

Harbour Master: The instution which is authorized to exercise effective control in the port area on behalf of Administration.

Administration: It means the national, regional or local authority that has the authority to enforce the legal requirements and is authorized to enforce the legal requirements in relation to a port area.

Responsible person: Certified or otherwise recognized by the Regulatory Authority where necessary, have sufficient knowledge and experience for this purpose. Person who having the power to make all decisions regarding a specific task, means a ship's master or a person appointed by a shore-side employer.

Ship: means any watercraft, whether or not suitable for seagoing, including those used in inland waters, used for the carriage of dangerous cargoes.

Person incharge: Means a person who has up-to-date knowledge, experience and competence to perform a specific task.

Stacking: Means the positioning of packages, intermediate bulk containers (IBCs), freight containers, tank containers, portable tanks, bulk containers, vehicles, onboard barges, other cargo transport units, and bulk cargoes on the ship's deck, holds, sheds or other areas.
Transfer : It means moving in port areas by one or more transport vehicles.
Unstable substance: A substance which, due to its chemical nature, tends to polymerize or otherwise react dangerously under certain temperature conditions or when in contact with a catalyst Reducing this tendency can be accomplished through special shipping conditions or by using sufficient quantities of chemical inhibitors or stabilizers in the product.

14 PRESENTATION

This Guide applies to the entry and presence of dangerous goods in port areas, both on board and on shore. These are intended to be made applicable to all ships visiting a port, regardless of their flag. Excluded for ships' stores, provision and equipment, or troop transports and warships.

The purpose of this guide, Specifying all possible situations of dangerous goods in cargo areas. to help ensure that it is made as effective as possible without continuity for exceptional situations, and comlpilying of the legal requirements which are prepared by Administration.