

JETTY INFORMATION BOOKLET

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1. Welcome to Evos Ghent

Evos Ghent NV is an independent storage terminal for liquid bulk, located in Norh Sea Port between the Moervaart and the Rodenhuizedok. Products are transshipped by seagoing vessels, barges, railcars, trucks and pipelines. Evos Ghent NV stores and transships mineral oils, petrochemical products, chemicals, biofuels and vegetable oils.

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E officeteam.gnt@evos.eu
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The contact for all items related to health, safety and environment as well as transport, security and permitting issues is the control room or the HSSEQ (Health, Safety, Security, Environment & Quality) department. Handling hazardous products requires strict rules and regulations which must be adhered to at all times.

This Jetty Information Booklet was prepared to make ship crews familiar with our facility in order to maintain a safe work environment. This document contains general Health, Safety and Environment information, basic rules of behavior and instructions for emergency situations.

Visits to our facility are made at one's own risk. Evos Ghent NV is not responsible for any damage, loss or injury which may occur during the stay on our property

We therefore request you to read this Jetty Information Brochure carefully and follow it closely.

Thank you for your cooperation. Together we can ensure a safe and environmentally friendly work environment.

For questions you can contact your Evos Ghent contact person.

2. Laws and Legislation

For the transportation of dangerous goods, the captain and ship must both comply with the applicable IMDG or ADN legislation.

All loading and unloading operations must be covered by an ISGOTT or ADN checklist and signed by both Evos' and the Ship's representative. The agreed measures are to be communicated to the ship's crew.

Evos will also make the necessary operational arrangements with you. These arrangements will be confirmed by means of the "Sea-going and inland shipping checklist".

Each ship nomination, and all ship movements, must be made in accordance with the "General police regulations for the port of Ghent" in consultation with the "Vessel Traffic Service - Harbormaster Service" by VHF and with the Evos Ghent control room via telephone number +32 9 342 27 34.

3. Rules of Conduct

Your presence at the Evos Ghent terminal is entirely at your own risk. Evos cannot be held responsible for any damage, loss or injury arising from your presence at our terminal.

Responsibility

The responsibility for the safe completion of actions on board rests at all times with the captain or skipper. He/she ensures that all crew members are informed of the Evos rules and regulations.

Rules of Conduct

All rules and regulations in this document apply without exception at the Evos terminal, the Evos jetties and quays and on board of each moored ship.

4. Product information

STORAGE		TRANSPORT	
 GHS02	2.2 Flammable gases Category 1 2.6 Flammable liquids Category 1, 2, 3	Class 2.1 Flammable gases Class 3 Flammable liquids	 
 GHS04	2.5 Compressed gases Compressed gases Liquefied gases Refrigerated liquefied gases Dissolved gases	Class 2.2 Non-flammable, non-toxic gases	
 GHS05	2.16 Metal corrosion Category 1 3.2 Skin corrosion Categories 1A, 1B, and 1C 3.3 Serious eye injury Category 1	Class 8 Corrosive substances	
 GHS06	3.1 Acutely toxic substances Category 1	Class 6.1 Toxic substances	
 GHS07	3.1 Acutely toxic substances Category 4 3.2 Skin irritation Category 2 3.3 Eye irritation Category 2 3.4 Skin sensitisation Category 1 3.8 Specific target organ toxicity Category 3	No transport classification is applicable	
 GHS08	3.4 Respiratory sensitisation Category 1 3.5 Germ cell mutagenicity Categories 1A, 1B, and 1C 3.6 Carcinogenic Categories 1A, 1B, and 2 3.7 Reproductive toxicity Categories 1A, 1B, and 1C 3.8 Specific target organ toxicity Category 1, 2 3.9 Specific target organ toxicity Category 1, 2 3.10 Aspiration hazard Category 1	No transport classification is applicable	
 GHS09	4.1 Hazard to the aquatic environment Acute hazard, Category 1 Chronic danger Categories 1 and 2	Substances hazardous to the environment	

When loading seagoing vessels, Evos always provides an SDS to the ship before loading commences. When loading barges, Evos only provides an SDS to the barge if requested by the barges crew.

5. Maritime shipping

The agent, customer or captain informs Evos Ghent of the arrival and ETA and checks whether the assigned berth will be free upon arrival. After the pilot has joined the ship, it still needs an average of 6 to 8 hours to reach Evos Ghent. If the berth is not free, the agent or captain will consider anchoring the ship or using a waiting quay.

6. Inland shipping

The skipper/captain informs Evos Ghent of the ETA before passing through the last lock in the direction of the Gent-Terneuzen canal. Once a berth has been assigned and the ETA confirmed, the route to Evos Ghent must be continued without interruption.

7. Mooring

The responsibility for the correct mooring is entirely with the ship. Mooring must be done in accordance with:

- the General Police Regulations of the Port of Ghent
- the ADN Regulations
- the OCIMF Guidelines (Effective Mooring, latest Edition)
- the Agreement Dangerous and Harmful Substances Harbor Ghent

During mooring, at least one crew member must be present on deck to assist with the mooring and to optimally position the ship's manifold with respect to the Evos loading arm or pipe connection.

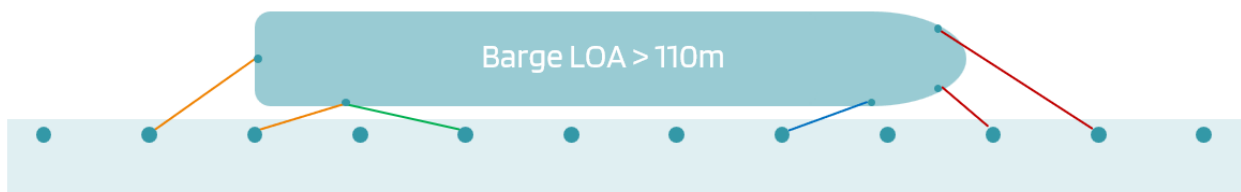
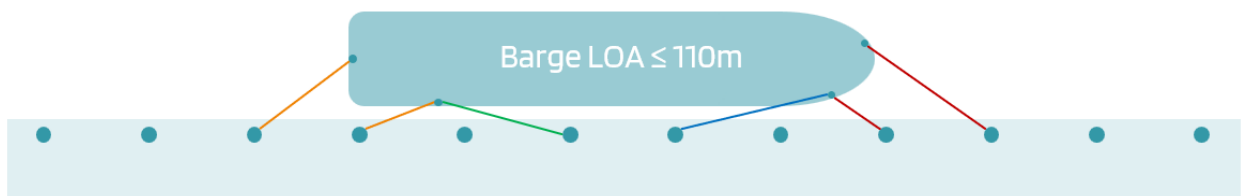
As long as the ship is moored at an Evos berth, the engine and radar must remain switched off.

Typical mooring configuration for barges and coasters in the Moervaart Canal

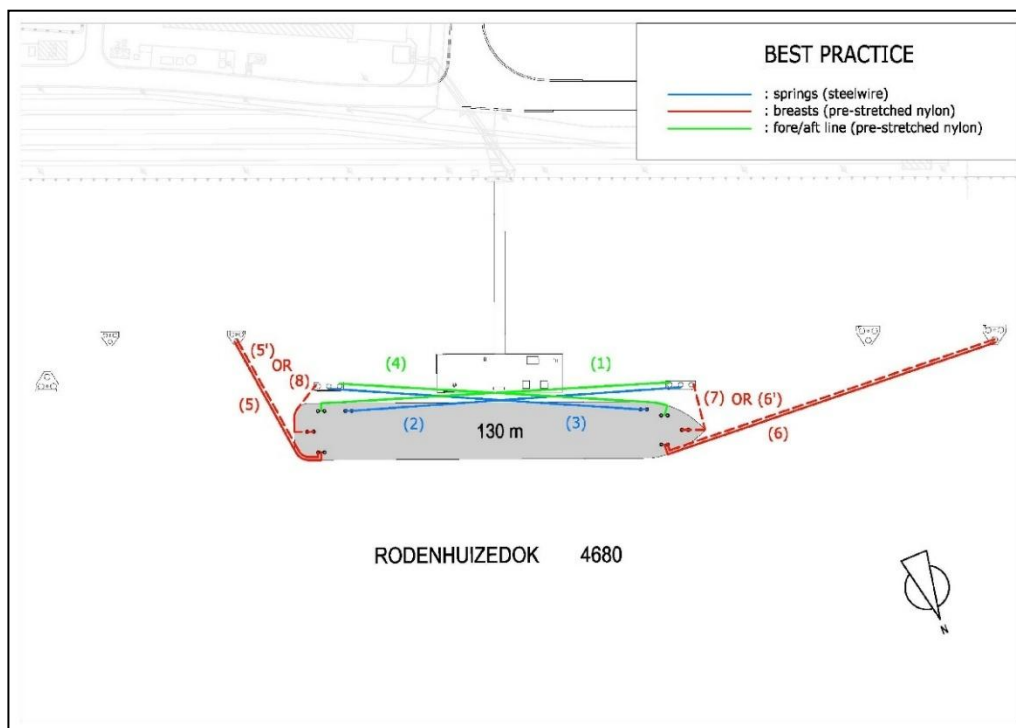
The following guidelines apply to barges mooring in the Moervaart.

Every barge/coaster must be tied with at least 6 sound lines to keep the ship moored against the quay in all conditions.

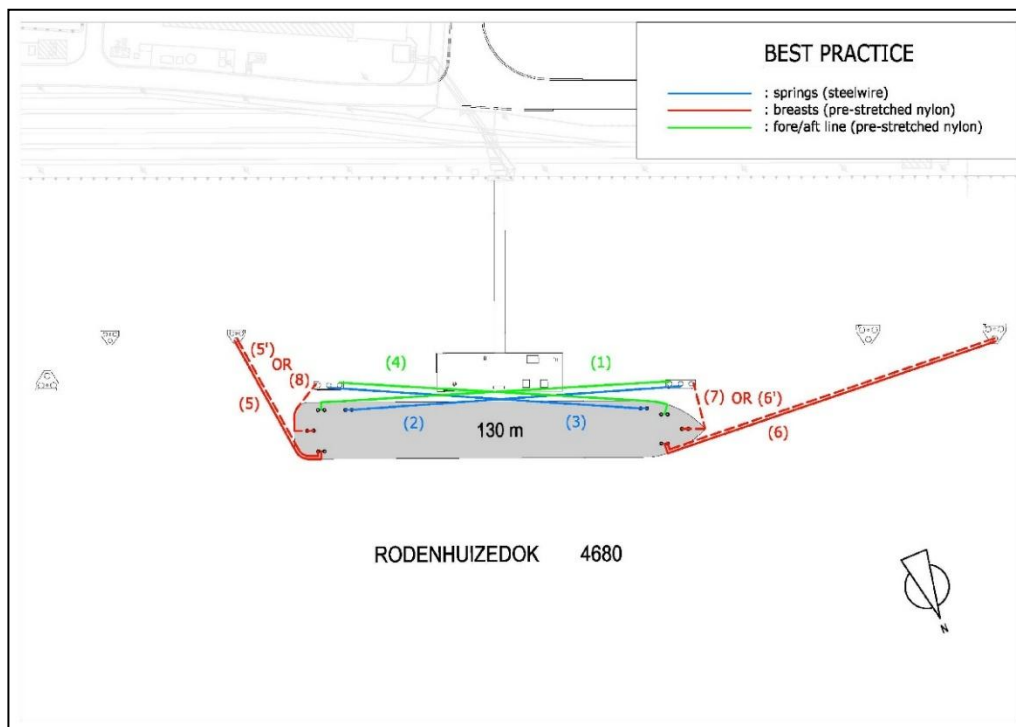
1. In accordance with Port Police Regulations:
Barges: at least **2 bow lines** + **2 stern lines** + **1 bow spring** + **1 stern spring**.
Coasters: at least **2 bow lines** + **2 stern lines** + **2 bow springs** + **2 stern springs**.
2. The bow and stern lines must provide sufficient transverse stiffness to keep the ship safe and stable against the quay.
3. Only one mooring line may be attached to each bollard.
4. Mooring lines must be attached as symmetrically as possible.
5. The length of the line from the ship to the bollard must be at least 10 m.
6. The vertical angles of the lines must be less than 30°.
7. Mooring lines must be evenly tensioned and tightened throughout the entire stay at the quay.



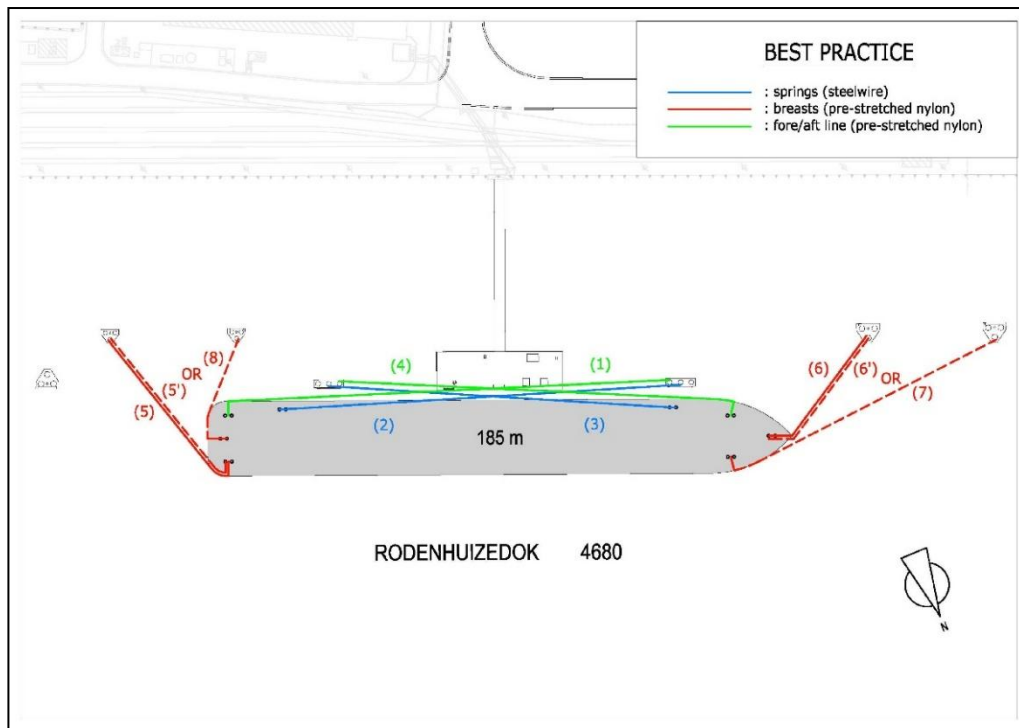
Typical mooring configuration for barges and sea-going vessels at jetty 4680



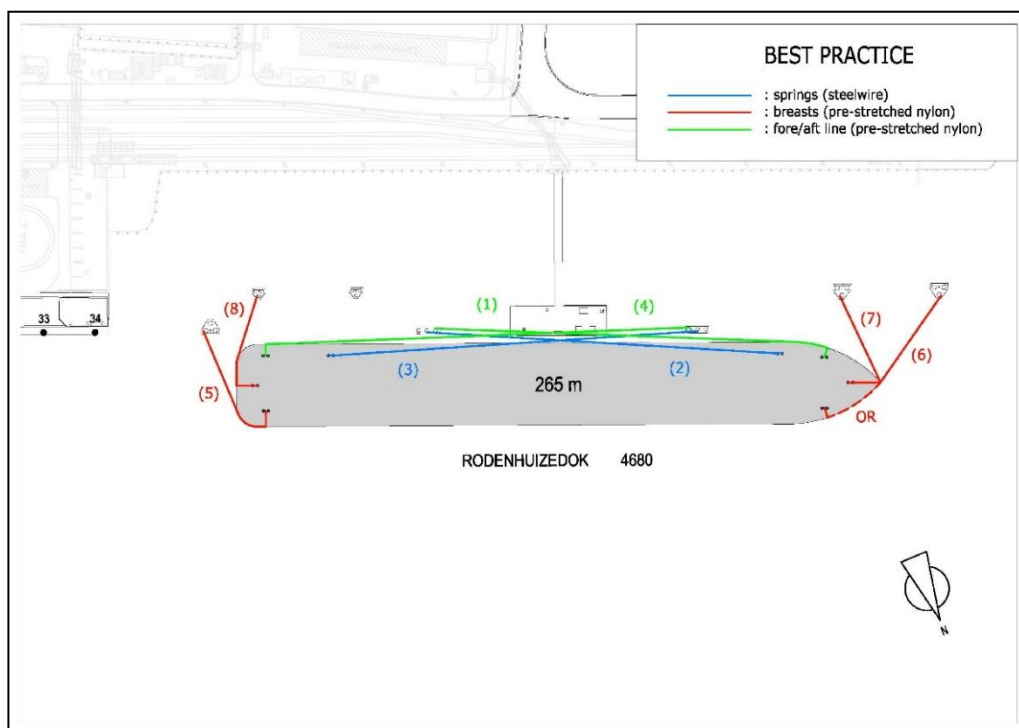
In case of strong Southern wind (from 5Bft or 10 m/s) (5) and (6) must be laid double



In case of strong Southern wind (from 5Bft or 10 m/s) (5) and (6) must be laid double
OR additional breasts (7) and (8) must be used

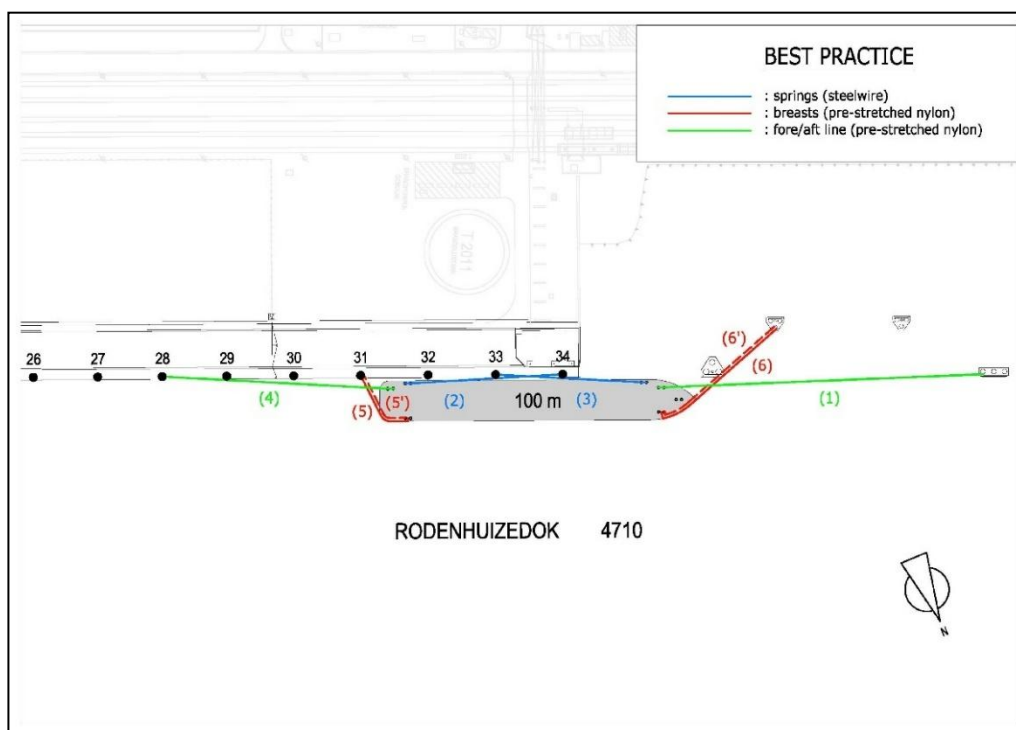


In case of strong Southern wind (from 5Bft or 10 m/s) (5) and (6) must be laid double
OR additional breasts (7) and (8) must be used - Advice: (5) + (8) + (6 + 6')

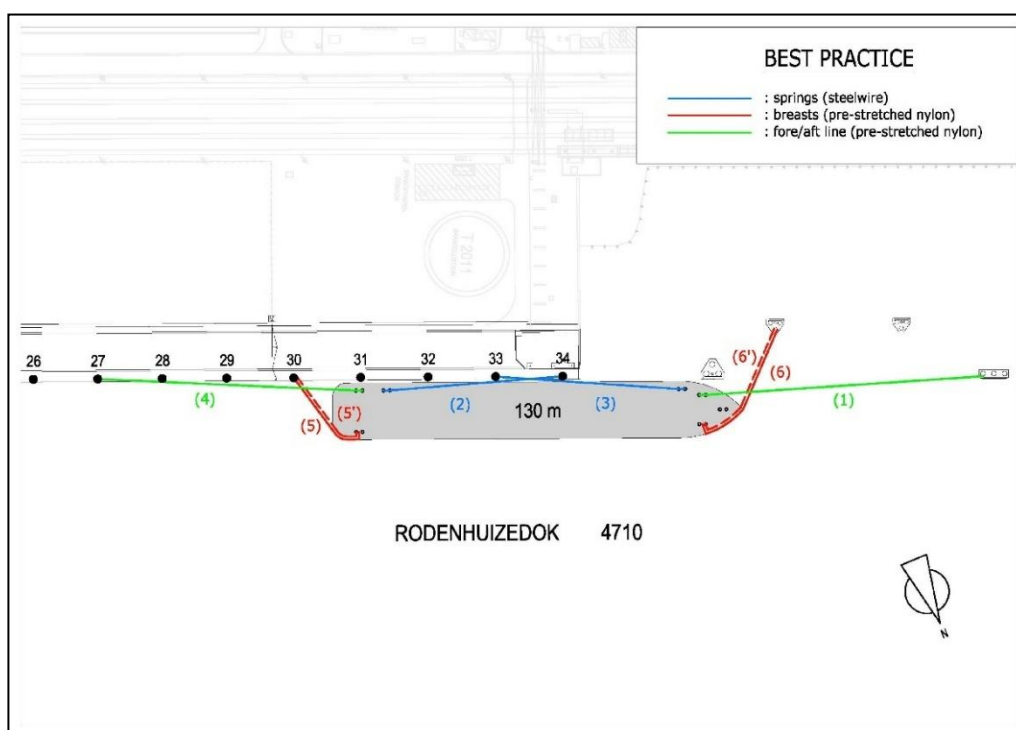


In case of strong Southern wind (from 5Bft or 10 m/s) additional breasts (7) and (8) must always be used

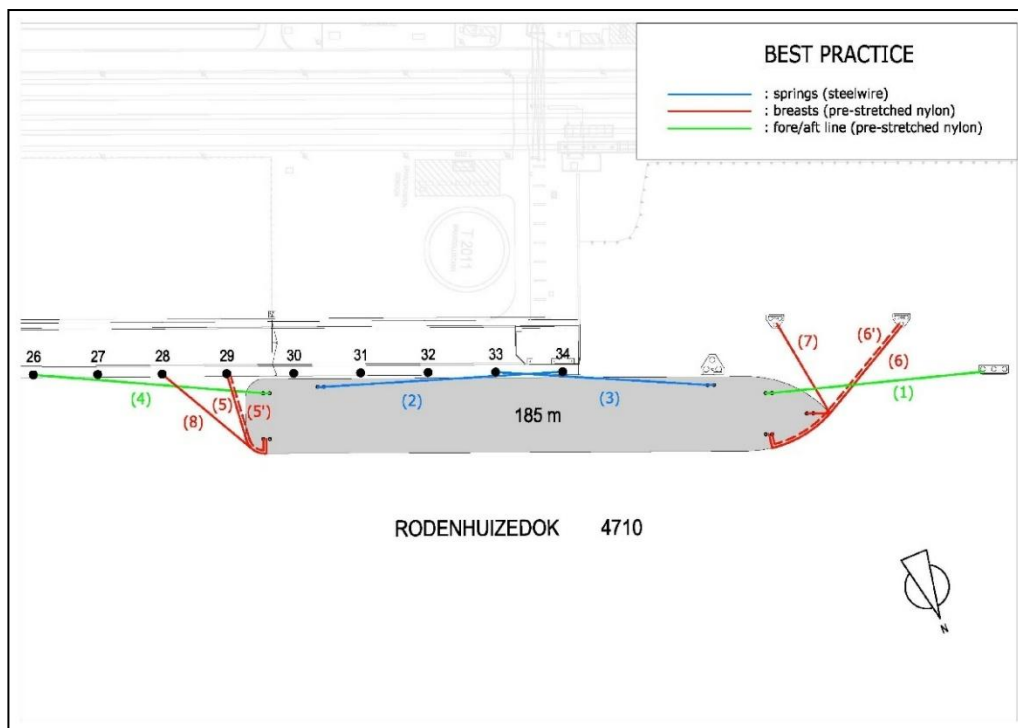
Typical mooring configuration for barges and sea-going vessels at jetty 4740



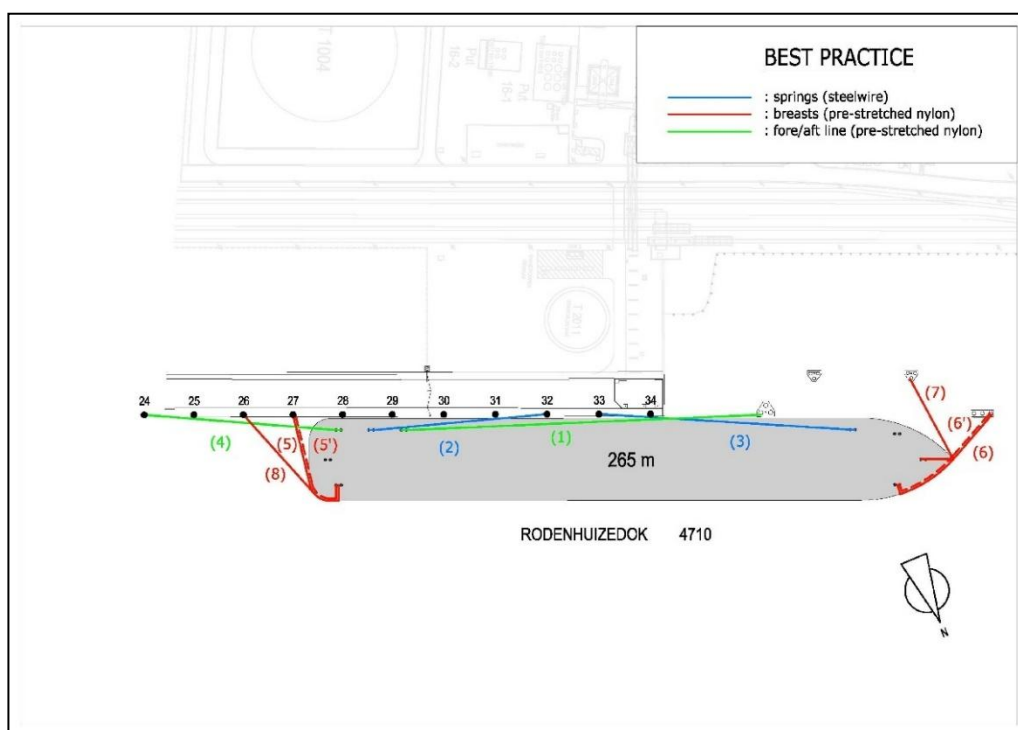
In case of strong Southern wind (from 5Bft or 10 m/s) (5) and (6) must be laid double



In case of strong Southern wind (from 5Bft or 10 m/s) (5) and (6) must be laid double



In case of strong Southern wind (from 5Bft or 10 m/s) (5) and (6) must be laid double
AND extra breasts (7) and (8) must be used



In case of strong Southern wind (from 5Bft or 10 m/s) (5) and (6) must be laid double
AND extra breasts (7) and (8) must be used

8. Start of transshipment

Before transshipment starts, the ISGOTT (seagoing vessels) or ADN (barges) checklist must be completed and signed off by both the ship and terminal representatives.

Be aware that all loading arms at Evos are fitted with isolation flanges and that an earthing cable is therefore not permitted.

9. Ship-Ship

Ship-ship transshipment is only allowed via terminal shoreline(s) and after approval of Evos Ghent.

All rules for a terminal-ship transshipment remain applicable.

Full responsibility lies with both ships.

10. Communication

Evos will provide the ship with a portable radio that allows the deck watch to remain in constant contact with the Evos control room on channel 1.

Be aware that the radio is equipped with a man-down function.

- When the radio is at a specific angle for 1 minute, an auditive pre-alarm is triggered for the owner of the radio.
- The owner of the radio has 2 minutes time to acknowledge the pre-alarm.
- If the pre-alarm is not acknowledged within 2 minutes, a notification is sent to the control room.

Emergency communication is done using the emergency VHF channel, channel 16.

11. On-deck Permanence

At least one crew member must be present on deck throughout the entire (un)loading operation.

To ensure the presence of the deck watch, a visual alarm is activated every 20 minutes. The flashing light can be switched off using the dead man's switch. When there is no response, an acoustic alarm will sound after 5 minutes. When there is still no response, the shut-off valve on the quay will close automatically 5 minutes later.

In addition to the dead man's switch, an emergency stop is provided on board. Pressing the emergency stop, safely interrupts loading/unloading, stops the product pump, and closes the automatic shut-off valves on the quay side.

12. Critical Atmospheric Conditions

All transshipping operations must be interrupted when storm weather is expected. After stopping, the ship must close all tank and ventilation openings.

Storm weather is defined as lightning, hail, snow, heavy wind, etc.

When wind speeds exceed 30 knots (56 km/h or 7 Beaufort) from the south-southeast to the southwest, loading and unloading operations on ships at jetties 4680 and 4710 must be suspended.

When wind speeds exceed 37 knots (69 km/h or 8 Beaufort) from the south-southeast to the southwest, the loading arms or flexible hoses at jetties 4680 and 4710 must be disconnected.

When there is a noticeable decrease in wind force, the Port Authority will give permission to continue loading or unloading (port authority service note no. 1981/3).

If there is any doubt about the safe continuation of loading and unloading operations in general, the Port Authority and Evos must be contacted.

13. Emptying pipelines to the ship with nitrogen

Pipelines are emptied towards the ship by using nitrogen pressure. Emptying is carried out at a reduced flow rate, but it is possible that nitrogen vapor bubbles may come along with the liquid. The purging process must be properly coordinated and monitored on board the ship. While purging the lines with nitrogen, ship crew and Evos operators must be in constant contact with each other to ensure that the purging process can be stopped immediately if necessary.

Since nitrogen is used for purging operations, it is strictly forbidden to enter ship tanks at any time.

14. End of transshipment

Half an hour before the end of transshipment, the ship must notify the control room. The ship must remain properly moored until all operational and administrative activities have been completed. Immediately thereafter, the ship must leave the jetty.

Evos Gent is authorized to order the ship to leave for safety reasons, on the instructions of the Port or other Authorities, if transshipment is not started promptly or if it's obstructing other activities.

15. Maintenance and repair work

Maintenance and repair work must be carried out in accordance with the General Municipal Regulations of the Port of Ghent as well as the Evos Ghent permit to work procedure.

All maintenance and repair work must be notified in writing well in advance and is subject to Evos' approval. Maintenance or repair work on board a ship may only be carried out by an accepted contractor. Please note that, depending on the nature of the work, a gas-free certificate may be required.

16. Bunkering

Bunkering refers to taking fuel and lubricants on board and is not considered to be the transfer of goods. Bunkering must be carried out in accordance with Article 3.6 of the General Municipal Regulations of the Port of Ghent.

At Evos Ghent, for safety and security reasons, bunkering may not take place from the terminal side. This must therefore always be done from the water side.

Bunkering may never take place during operations. This practically means that bunkering may not take place when a loading arm or loading hose is connected.

Bunkering prior to (un)loading is permitted if the progress of the operation is not jeopardized. Formal approval by the Evos Gent Customer Service Department is required.

Bunkering after (un)loading is permitted if subsequent operations are not jeopardized. Formal approval by the Evos Gent Customer Service Department is required. A maximum of 4 hours applies.

If the bunkering does not finish on time, the ship will be held responsible by Evos Ghent.

17. Ship's Stores and Supplies

Supplies refer to materials, food, water, etc. that are brought on board using lifts and hoists.

At Evos Ghent, for safety and security reasons, supplies may not be loaded from the terminal side. This must therefore always be done from the water side.

Supplies may never be loaded during operations. This practically means that supplies may not be loaded when a loading arm or loading hose is connected.

Supply intake prior to (un)loading is permitted if the progress of the operation is not jeopardized. Formal approval by Evos Gent is required. The ship needs to request this via the agent beforehand.

Supply intake after (un)loading is permitted if subsequent operations are not jeopardized. Formal approval by Evos Gent is required. A maximum of 4 hours applies. The ship needs to request this via the agent beforehand.

If the supply intake does not finish on time, the ship will be held responsible by Evos Ghent.

Exception: small portable packets may be brought on board via the ship's gangway provided a request has been submitted in advance to the Evos Gent, so that an inspection can be carried out.

18. Disposal of waste materials

Disposal of non-cargo-related waste must be carried out in accordance with the chapter 2.3 of the General Police Regulation of the Port of Ghent and the Convention of Inland Waterway Transport (in Belgium since 1/11/2009).

Definitions

Remaining cargo

Cargo that remains in the pipes and cargo tanks after unloading without being cleaned/stripped.

Handling residue

Cargo that cannot be removed from the pipes and cargo tanks by the cleaning/stripping system.

Cargo residue

Cargo that ends up outside the cargo tanks on the ship during handling (e.g., drip tray under distributor).

Cargo waste

Waste (water) related to the cargo on board the barge.

Other waste materials

Non-cargo waste such as household waste, packaging waste, ...

Barge Responsibilities

Every barge must have a valid discharge clearance on board as per latest CDNI regulation, which must be kept for at least six months after issue.

After loading, the barge may only continue its journey after the barge Master has ascertained that the handling residues have been removed.

After unloading, the barge may only continue its journey after the barge Master has confirmed in the Discharge Form that the remaining cargo and handling residues have been removed.

The barge may only continue its journey after the barge Master has declared in the Discharge Form that a reception facility for the cargo waste has been allocated via the transport contract.

Evos' Responsibilities

Receive the remaining cargo and add this as far as possible to the cargo concerned.

Receive handling residues. If the barge Master decides not to discharge the handling residues to Evos, the costs related to their removal cannot be claimed from Evos.

Issue a Discharge Form with confirmation of loading, cleaning/stripping and allocation of a reception facility for cargo waste based on the transport contract. An up-to-date list of waste collection facilities in the Port of Ghent can be found at www.northseaport.com

Other waste products

At Evos Ghent, for safety and security reasons, waste disposal may not take place via the terminal side. This must therefore always be done via the waterside. Only exception is that:

- Seagoing vessels may deposit household waste in the containers provided for that purpose.
- Small portable packets may be brought on board via the ship's gangway provided a request has been submitted in advance to Evos Gent, so that an inspection can be carried out.

Waste disposal via the waterside may never take place during operations. This practically means that waste may not be disposed of when a loading arm or loading hose is connected.

Waste disposal prior to (un)loading is permitted if the progress of the operation is not jeopardized. Formal approval by Evos Gent is required. The ship needs to request this via the agent beforehand.

Waste disposal after (un)loading is permitted if subsequent operations are not jeopardized. Formal approval by Evos Gent is required. A maximum of 4 hours applies. The ship needs to request this via the agent beforehand.

If the waste disposal does not finish on time, the ship will be held responsible by Evos Ghent.

19. Security

ISPS

Evos Ghent is an ISPS-regulated terminal. Therefore, ships with a DWT of 500 or more that moor at our jetties and undertake international voyages are also obliged to comply with the ISPS rules.

Ships at Security Levels 2 or 3 will not be permitted to moor at Evos Ghent. Acceptance of such ships can only be permitted after consultation with the customer and the Local Committee for Maritime Security. If permission is granted, stricter monitoring principles will be applied.

The entire terminal is considered as a Port Facility and is therefore fenced off with badge-controlled and camera-monitored entrances. The Evos Ghent terminal is monitored 24/7 by a CCTV system. People can only enter or leave the terminal (Port Facility) via an access control system.

The same rules apply to all other ship-related activities, such as exchanging luggage, goods, supplies and waste.

Ship crew members and visitors

All entry and exit points are controlled by proximity badge readers. Access to the Evos Ghent quays is only permitted with clear and verifiable identification.

All ship crew members and visitors to your ship must be registered and properly reported to Evos. Both the crew list and the visitor list should be sent to ISPS.gnt@evos.eu at least 2 hours before arrival at our jetty. Any crew changes must also be reported at least two hours in advance.

Ship crews are provided with an access badge allowing 24/7 access to the Evos Ghent quay. All visitors to the quay or ship must report to the access point to obtain an access badge. Visitors will be checked against the visitor list and will receive an access badge valid for 48 hours.

20. Environment

From the moment your ship is moored at our terminal, we expect the entire crew to protect the local environment.

Compliance with all regulations must be monitored strictly to prevent soil, water, and air pollution.

Ensure that no products are spilled or discharged into the water, sewers, or work areas.

Ships carrying dangerous and/or harmful goods and equipped with spill edges must keep these sealed during loading and unloading. Scuppers may only be opened under supervision to drain clean water. Contaminated water must be collected in a waste tank or another suitable container.

If any Evos installation becomes contaminated, it must be reported immediately to the control room. Failure to do so will result in sanctions.

Under no circumstances may waste be burned or left scattered around on the terminal, jetties or quays. All waste must be disposed of in the designated bins or containers.

21. Incidents & Emergency Situations

During your stay at Evos Ghent, you are expected to take all necessary measures to safeguard yourself, your colleagues, others, the surrounding area, the environment, and the Evos Ghent installations. Any situation that jeopardizes these must be reported immediately to Evos Ghent.

The term "incident" refers to:

- Any accident, causing physical injury
- Any event resulting in a product spill, environmental impact, or damage
- Any near-miss that could potentially lead to an accident, spill, environmental impact, or damage
- Any deviation from normal safe practices that could potentially result in an accident, spill, damage or environmental impact

All incidents must be reported to Evos Ghent immediately.

This rule is taken very seriously, and failure to comply will result in punitive measures.

When you observe an emergency

- You must immediately stop all activities in a safe way.
- Always protect yourself and others.
- Stay upwind, switch off ignition sources, and wear PPE.
- Keep a safe distance from spills and fires.
- Evaluate the site of the incident
Casualties? / Product spill? / Fire or explosion? / Security issue? / Any other emergency situation?
- You must notify the Evos Ghent control room.
Emergency stop button / Emergency stop / Radio / Intercom / Mobile phone
Emergency number +32 9 342 27 34 (control room)
- You must wait for further assistance and instructions from Evos Ghent.

When you hear the alarm siren

- The alarm siren produces a monotone, constant alarm signal.
- You must immediately stop all activities in a safe way.
- You must protect yourself and others.
- You must wait for further assistance and instructions from Evos Ghent.

Alarm test

Exception: an alarm siren test is carried out every first Thursday of the month at 1 PM.
In this case, no action is required

22. Jetty Data

Terminal contact						
11. name	Evos Ghent nv		15. address	Moervaartkaai 12, 9042 Gent		
12. telephone number	+32 9 342 27 34		16. e-mail	cs.gnt@evos.eu		
13. facsimile number	+32 9 342 27 28		17. websites	www.evos.com		
14. IMO Port Facility Number	BEGNE - 0030			www.northseaport.com		
General information		4540	4560	4570	4590	4680 4710
21. pilot boarding point		agent's information				agent's information
22. berth position		Moervaartkaai				Rodenhuizedok
23. berth type		alongside				T-jetty alongside
24. berth length		150 m	150 m	150 m	150 m	60 m 90 m
25. type of bottom		mud/stone/concrete				mud
26. dock water density		between 1,000 and 1,010				between 1,000 and 1,010
27. trim requirements		not applicable				not applicable
28. night berthing		no restrictions				no restrictions
Water depth in approaches / alongside berth		4540	4560	4570	4590	4680 4710
31. water depth (*as from 1/01/2018)		6,3 m	6,8 m	6,8 m	6,8 m	13,5 m
32. minimum under keel clearance		0,5 m	1 m	1 m	1 m	1 m
33. maximum draught (on arrival)		5,6 m	5,8 m	5,8 m	5,8 m	12,5 m
34. maximum airdraught		47,5 m				47,5 m
35. influence of tides		no tides - possible venturi-effect due to ship passage on channel Ghent-Terneuzen				
36. transit on tide		no tides				no tides
37. date of last hydrographic survey		continuously				continuously
Berth dimensions		4540	4560	4570	4590	4680 4710
5.1. maximum dead weight		10.000 T				80.000 T
5.2. maximum berthing displacement		no restrictions				no restrictions
5.3. maximum length overall (LOA)		135 m	135 m	135 m	135 m	265 m (lock restrictions)
5.4. minimum length overall (LOA)		no restrictions				no restrictions 40 m
5.5. maximum beam (* > 34 m additional tugboats are required)		18 m for barges / 16 m for coasters				34-37* m (lock restrictions)
5.6. minimum total parallel body length		no restrictions				no restrictions 20 m
5.7. minimum parallel body length forward to manifold		no restrictions				no restrictions 2 m
5.8. minimum parallel body length aft to manifold		no restrictions				no restrictions 18 m
5.9. maximum bow to manifold distance		no restrictions				150 m 165 m
5.10. minimum bow to manifold distance		no restrictions				no restrictions 12 m
5.11. maximum stern to manifold distance		no restrictions				115 m 100 m
5.12. minimum stern to manifold distance		no restrictions				no restrictions 28 m
5.13. maximum manifold height above water		14 m (6") 14 m (8")				14 m (6") 14 m (6") 18 m (10") 16 m (8")
5.14. minimum manifold height above water		0,5 m				0,5 m 0,5 m
5.15. maximum airdraught		47,5 m				47,5 m 47,5 m
5.16. number of mooring points		6 m				6 m 8 m
5.17. maximum safe working load per bollard		30 ton	30 ton	30 ton	30 ton	100 ton / bollard

Shore connections			4540	4560	4570	4590	4680	4710
6.1	edibles	loading arm	-	-	-	-	-	-
		loading hose	6"	6"	-	-	6"	6"
		vapour return	-	-	-	-	-	-
6.2	petroleum products	loading arms	-	-	10"	10"	2 x 10"	2 x 10"
		loading hose	6"	6"	-	-	6"	6"
		vapour return	-	-	4"	4"	4"	2 x 6" + 1 x 4"
6.3	chemicals	loading arm	-	-	-	-	-	-
		loading hose	-	-	-	-	6"	6"
		vapour return	-	-	-	-	-	-
6.4	biofuels	loading arm	-	-	-	-	-	-
		loading hose	6"	6"	-	-	6"	6"
		vapour return	4"	4"	-	-	4"	4"
Additional information			4540	4560	4570	4590	4680	4710
7.1	can crude oil washing be carried out at berth		no				no	
7.2	availability of gangway		yes				yes	
7.3	manifold normally used		starboard				port	
7.4	ballast / slob reception facilities available		no				no	
7.5	fuel oil bunkers available		no				no	
7.6	diesel oil bunkers available		no				no	
7.7	fresh water available		no				no	
7.8	garbage disposal facilities available		no				no	
7.9	nitrogen		yes				yes	
7.10	board/board via shore connections		yes				yes	
7.11	board/board		no, not allowed				no, not allowed	
7.12	cleaning & degassing of ship tanks		no				no	

