



APROVED BY
Operational Manager
Vitol Terminal Latvia
Dated 05/03/2024

PORT INFORMATION BOOK

REVISION 10

Vitol Terminal Latvia
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INTRODUCTION

REFERENCES

Observance of information specified in the Terminal Information book is compulsory for all terminal managed berths and terminal served vessels. The Vessel's master must observe the Ventspils Free Port Rules (<https://www.portofventspils.lv/en/port-in-general/documents-publications/>) and regulations of the Terminal Information book, as well as national and international legal provisions. These regulations are compulsory for the entire crew of a vessel, as well as for the representative of a vessel's owner – agent.

Terminal Operator assumes that masters have made themselves familiar with required international and national regulations, including the following regulations:

- International Safety Guide for Oil Tankers and Terminals (ISGOTT)
- Code for the Construction and Equipment of Ships carrying Dangerous Chemicals in Bulk (IBC Code).
- International Convention for the Prevention of Pollution from Ships (MARPOL);
- ISPS Code;
- The Freeport of Ventspils Regulations

TERMINAL RIGHTS

The terminal has the rights to terminate cargo operations and request the vessel to leave a berth (after confirming it with the Ventspils Harbor Master's Office) if:

- regulations of the Terminal Information book are not observed;
- the condition of vessel equipment, work of the vessel's crew is inadequate, or the terminal evaluates actions or operations as dangerous to the personnel of the terminal, buildings, berth equipment, operations or the vessel;
- terminal berth equipment has been damaged or used inappropriately;
- in case of emergency or accident.

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KEY CONTACT

COUNTRY CODE (LATVIA)	+371
Fire	112 / + 371 63 666 300
Ambulance	113
Police	110
Municipal Police	+ 371 63 680 808 / +371 28 680 808

Port Vessel Traffic Service	+371 63 621 040 / +371 26 329 655 kust.dienests@vbp.lv
	+ 371 63 622 669
Pilot Station/ Port Control Service	+ 371 29 212 248
Harbor Master	+ 371 63 623 324/ + 371 26 569 571, kapteinis@vbp.lv
Coast Guard	+ 371 20 825 555
Port Pilots	+ 371 26 329 655
Marine Environmental Board	+ 371 29 471 431
Port Police	+ 371 63 622 669 + 371 29 212 248

TERMINAL ADDRESS AND CONTACT

Address	75 Talsu Street, Ventspils, LV-3602
Phone	+371 63 664 090
Email	terminals@vtl.lv
Shift Control/ Dispatcher	+ 371 63 666 237 / dispatch@vtl.lv
Loading Master	+ 371 63 666819 / +371 29 340 517 pierops@vtl.lv
Port Security Officer (ISPS)	+ 371 29258800
Terminal Gate	+ 371 63 602682

EMERGENCY ACTIONS

FIRE

ACTION - SHIP

FIRE on YOUR SHIP:	FIRE on ANOTHER SHIP OR ASHORE
<ul style="list-style-type: none"> • Raise alarm • Press terminal ESD button • Fight fire aim of preventing spread • Inform terminal • Cease all cargo/ ballast operations and close all valves • Stand by to disconnect hoses or arms • Bring engines to standby and crew to stand by ready to un-berth 	<ul style="list-style-type: none"> • Raise alarm • Stand by, and when instructed: <ul style="list-style-type: none"> o Cease all cargo/ ballast operations and close all valves o Disconnect hoses or arms o Bring engines and crew to standby, ready to un-berth

ACTION - TERMINAL

FIRE on SHIP:	FIRE on ASHORE
<ul style="list-style-type: none"> • Raise alarm (Uninterrupted signal for 3 minutes) • Contact ship • Cease all cargo/ ballast operations and close all valves • Stand by to disconnect hoses or arms • Stand by to assist fire fighting • Inform all ships • Implement terminal emergency plan 	<ul style="list-style-type: none"> • Raise alarm (Uninterrupted signal for 3 minutes) • Cease all cargo/ ballast operations and close all valves • Fight fire with aim to prevent spread • If required, stand by disconnect hoses or arms • Inform all ships • Implement terminal emergency plan

EMERGENCY SHUTDOWN PROCEDURE & SPILL, OVERFLOW, COMMUNICATION DISTURBANCE

During cargo operations, if for any reason it becomes necessary to stop cargo in an emergency, the party requesting the stop should notify the other party by radio or telephone on the radio, or any other means, requesting '**Emergency Stop**'.

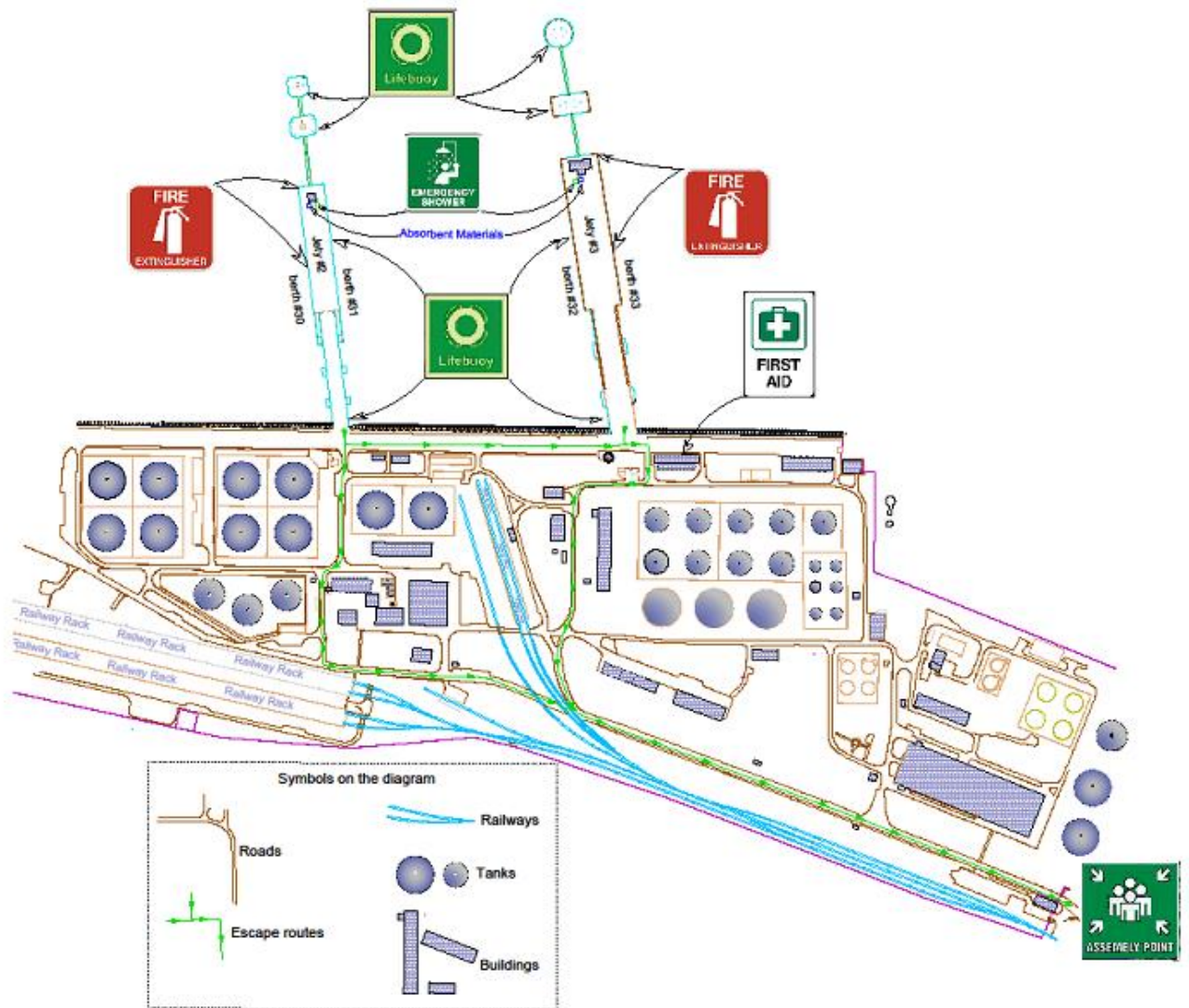
The transfer operation is to be immediately shut down and valves closed.

The ship should carry out the following procedures in order to stop the loading or the discharging immediately:

- Raise **ALARM**
- In case of emergency **PRESS** terminal **ESD** button .
- **STOP** loading or discharging
- **INFORM** by radio or phone terminal Shift control, or communication means as stated in SSSCL.

Furthermore, Terminal is authorized to stop the loading, or the discharging in case of insufficient supervision by the crew on the ship or when irregularities occur.

EMERGENCY EVACUATION PLAN



1. PORT

1.1. Local Authority

The Terminal is within the jurisdiction of the Ventspils Freeport Authority and Users of the Terminal are subject to the applicable rules and regulations prescribed by Freeport Authority as well as by any other lawful authority.

The master, owner, terminal or vessel's agent of a vessel communicates the overall information about the vessel to the Harbor Master prior to the arrival of a vessel at the Ventspils port:

- at least 24 (twenty-four) hours before the vessel enters the port;
- when the vessel is leaving the previous port, if the route's length is less than 24 (twenty-four) hours;
- if the next port is not known or can be changed during the route – as soon as it is stated that the next port is Ventspils.

1.2. Vessel Traffic Service (VTS)

Vessel traffic in the Free Port is controlled by the Vessel Traffic Service (VTS), a division of the Free Port Harbour Master's Office. Vessels shall use Channel 9 in the VHF frequency. Call Sign Call-signal Ventspils Vessel Traffic.

Sailing of ships in the Free Port without the permission of the Vessel Traffic Service is strictly forbidden. Prior to entering the Free Port all vessels shall establish radio contact with the Vessel Traffic Service. When permission is granted vessels' shall follow further instructions of the Vessel Traffic Service. In case of delay after 20 minutes of the first permission, requests for permission to enter shall be repeated.

1.3. Entry, Harbour Movements and Departure Conditions

Port Of Ventspils is a deep, ice free inlet with easy access and can be entered at all times and in all seasons. Details of port approach, channel, berths etc., are available from Admiralty Sailing Directions Baltic (Admiralty Sailing Directions NP18 Baltic Pilot, Vol.

- 2257 INT 1163 Baltic Sea. Approaches to Ventspils port

- 3720 INT 12735 Central part of the Baltic Sea. Ventspils port

1.4. Port Entry Restrictions

Two-way traffic of vessels longer than 70m on shipping lanes, in the outer Harbor and the Venta River channels is strictly prohibited.

Oil and petroleum vessels not exceeding 235 m are allowed to call the Free Port only if the wind speed is below 14m/sec and/or visibility is not less than 2 nautical miles.

Oil and petroleum vessels exceeding 235 m are allowed to call the Free Port only if the wind speed is below 8m/sec and/or visibility is no less than 2 nautical miles.

When the wind speed is below 14m/sec permission to call or leave the port is given by the Harbor Master or their authorized personnel and coordinated with the vessel's master. During the night-time the pilot must coordinate the movement of the vessels calling or leaving the port with vessel's master.

When visibility in the Free Port is less than 0.5 nautical miles and/or the wind speed rises above 14m/sec sailing in the Free Port is stopped. In some cases when the wind speed is above 14m/sec the Harbor Master may grant exceptional permission to sail in or out of the Free Port.

Vessels sailing and hauled in outer Harbor and on the Venta River shipping channels must be ready to drop anchor at all times.

Vessels entering or leaving the Free Port are not permitted to have a list more than 3° and pitch difference exceeding default threshold identified in the vessel's technical information.

1.5. Pilotage and Tugs

Pilotage is compulsory for all vessels ≥ 70 m LOA.

In order to enhance safety and a reliable operation of Port and terminal, all tankers calling at are to use Pilot and tug service. Conditions and number of tugs to be advised via VTS.

1.6. Pilots

Pilotage is compulsory for all vessels independent of their length.

Vessels shall embark/disembark the pilot on board at light buoys A (Alpha) or B (Bravo). In difficult hydro-meteorological conditions when embarkation or disembarkation of the pilot at light buoys is impossible, this location may be changed upon prior consent of the Master.

1.7. Tugs

The necessary number of tugs for vessels entering or leaving the Free Port, or carrying out re-mooring operations, is coordinated between the Master and the pilot according to the best seagoing practices and depending on the maneuverability of a vessel, actual weather conditions, mooring and unmooring sites.

At least 1 (one) tugs must be used by vessels with LOA (Length Overall) above 70 m carrying dangerous cargo;

At least 2 (two) tugs must be used by vessels with a bow thruster and LOA between 185 m and 200 m;

At least 3 (three) tugs must be used by vessels with LOA above 200 m.

1.8. Specific Conditions

Ship speed in the channel must not exceed **5 knots**.

On arrival or departure from the Freeport, list of the vessel should not exceed 3 ° and trim (keel) must not exceed limits, as defined in the ship stability information.

The Terminal operates in accordance with ISPS security level 1. If any change in this respect should appear, vessels and other users will be notified in due time.

1.9. Communication With Port

SERVICE	MARINE FREQUENCY CHANNEL No.	CALL SIGN	Phone/e-mail
Vessel Traffic service (VTS)	VHF Ch. 9 and 67	"Ventspils Vessel Traffic"	+371 63 621 040
Port Control	VHF Ch.9; 30		+371 26 329 655
Tug service	VHF Ch. 9 and 33		kust.dienests@vbp.lv
Coast Guard	VHF Ch. 9; 11 and 16		
Customs	VHF Ch. 12		

1.10. Notification on arrival/ departure

Electronic vessel traffic monitoring and information data exchange system (SKLOIS^[1]) should be used for reporting formalities (FAL) in accordance with the EU regulatory enactments regarding vessel traffic monitoring and information data exchange. Control authorities in accordance with the competence thereof shall regularly check the fulfilment of the conditions and timely submission of date.

Before entering or leaving the Free Port vessels or authorized persons shall use the national single reporting point system (SKLOIS) to submit all documents required by the clearance procedures pertaining to vessels entering or leaving a port and Convention on Facilitation of International Maritime Traffic (FAL Convention).

Vessel's pre- arrival reporting formalities for ships are subject of National reporting system is SKLOIS

^[1] <https://www.msw.lv/SKLOIS.Web.Application/Authentication/Login>

If a vessel does not arrive at the berth on the defined time, the terminal will accept it during the next free "gap". If the vessel's crew knows that the vessel will fail to come on the defined time, they must inform the terminal via the vessel's agent of the vessel hereon.

The terminal does not give a position for a specific vessel. The berthing time of each vessel is initially agreed with the client.

1.11. Environmental Protection

All vessels, legal and private entities located or operating in the Free Port shall comply with the requirements of MARPOL 73/78 and the Helsinki Convention and other national/international laws and regulations on environment protection transposing the requirements of the above conventions.

Ventspils Freeport Authority has no right to impose environmental requirements for port terminals or interfere with their daily activities. Ventspils Freeport Authority is responsible for maintaining cleanliness in the port basin and in cases of oil spills, immediately eliminate it.

All accidental over side discharges should be reported immediately to the Harbour Master's Office and State Environmental Service. If the discharges contain oil or other deleterious substances, the vessel must immediately notify port and activate its pollution response plan.

1.12. Limitations

With wind speeds reaching 15 m/s and above, the Port authority can refuse the entry of vessel into the port.

- Excessive funnel smoke is prohibited and immediate steps must be taken to eliminate sparking or black smoke from tunnels
- Discharge of sewage into the sea is prohibited in port
- Throwing any kind of waste/refuse overboard is prohibited
- Waste to be discharged to shore reception facility should be reported through National Reporting system at least 24 hrs before arrival.
- While alongside the Berth shall use marine fuels with a Sulphur content not exceeding 0,1% by mass.
- Open flames and smoking is prohibited on the entire site.
- It is strictly forbidden to use or be under the influence of drugs, alcohol and or any other substance.
- Vessels with dangerous cargo must be constantly ready to leave the Ventspils Freeport zone

In case of spillage all loading or discharge operations shall be stopped, and any discharge valves shall be sealed until the source of spillage has been located and clean-up operations performed in accordance with the terminal's requirements and the requirements of the Republic of Latvia.

1.13. Drinking water

It is possible to provide potable water to all terminal berths. Payment for the potable water supply from a berth shall be rendered in accordance with Ventspils Free Port price list.

In order to receive the potable water, please contact the vessel's agent.

1.14. Provision and stores

Delivery of provision & stores is recommended during daylight hours only, at least 3 hours after commencement of cargo operation and no later than 3 hours prior completion of cargo.

2. MOORING

Mooring operations are supervised by a terminal representative who indicates the exact place of cargo arm/ hose connection. The number of mooring lines and their deployment is coordinated between the vessel's master and the pilot. Vessels with a deadweight exceeding 5000 tons shall place no more than 2 (two) mooring lines on the same bollard.

The vessel must be aligned to berth prior to contact.

Deployment/transportation of cranes and other works at the berth are prohibited during mooring and un-mooring of vessels. Unauthorized personnel are not allowed on the berth during the vessel's approach.

Simultaneous mooring and unmooring of vessels at 2 (two) berths next to each other is prohibited.

Shifting of vessels from one berth to another or to the outer roadstead is permitted only in presence of the Master or Chief Officer on board. Deviation from this provision is allowed during emergencies.

If the vessel is longer than 120m and the distance to the berth of destination exceeds 100m, repeated mooring is performed only under the assistance of a pilot and tugs.

2.1. Arrival

Mooring operations are carried out by the mooring team of 6-8 people appointed by the Free Port. The terminal's Operator on duty participates in the mooring operations and indicates necessary positioning of vessel alongside the berth.

2.2. Lines and ropes

A vessel shall be moored with mooring lines or ropes for appropriate strength so that under all conditions it stays at the berth. Mooring lines of the same size and diameter, according to safe working load (SWL). All moorings should be in good condition..

2.3. Strong wind

Vessel's master is responsible for safe mooring of a vessel regardless of weather conditions. In order to ensure safe cargo operations and avoid damage of the terminal's berth equipment, the terminal inspects condition of mooring lines on a regular basis (inspection intervals are indicated in "Ship/shore safety check list"). In case of deviations the terminal is entitled to request a vessel's master to improve or bring mooring lines in order.

2.4. Control of mooring lines during loading

The vessel's crew is responsible for control of mooring lines during cargo operations and shall perform regular inspections and ensure appropriate conditions of mooring lines.

The vessel shall ensure a contact with fenders. Mooring lines cannot be too slack or too tight so that the vessel could not move during cargo operations and as a result – damage cargo loading devices and cause an emergency situation.

2.5. Earthing of a vessel

If all loading/unloading devices planned for handling one vessel are equipped with insulating flanges – it is prohibited to earth the vessel.

If one of the loading/unloading devices planned for handling one vessel is not equipped with insulating flanges – the vessel shall be earthed. The Jetty Loading Master is responsible for earthing of the vessel.

2.6. Draft for Berthing & Unberthing

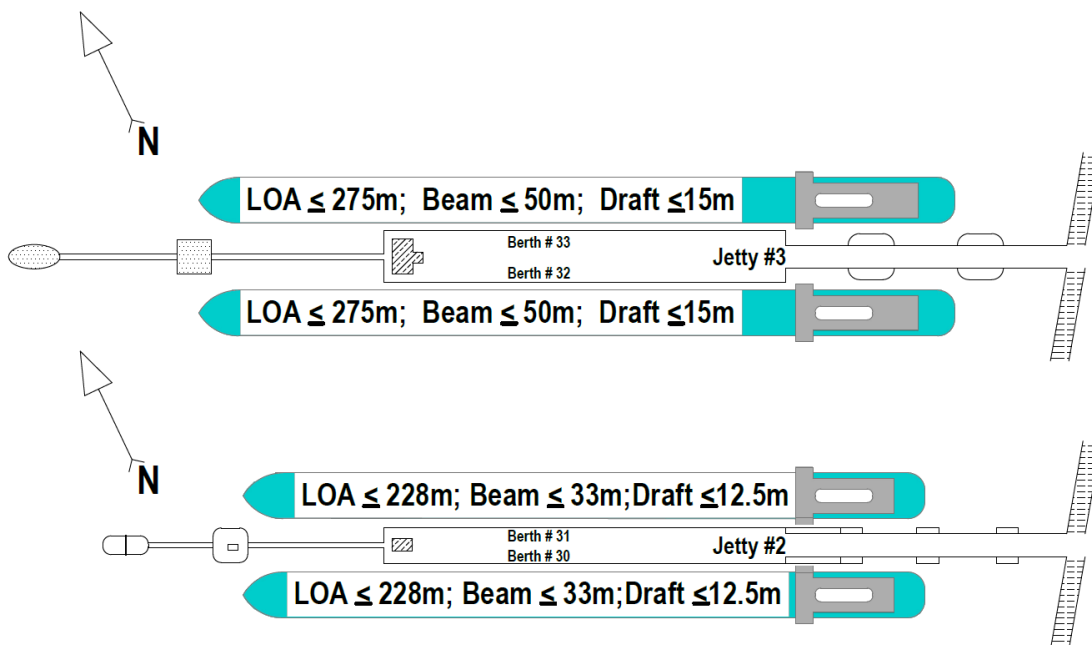
All vessels are obligated to comply with Port Terminal and Company UKC policy as 10% on approach and 6% alongside of the ship's deepest static draft. Vessel must at all times comply with its trim and stability condition so that the vessel is ready to leave port at any time during emergency. 100% propeller immersion required for berthing or unberthing.

Berths

Minimum number of lines	Head / Breast	Fore Spring	Aft Spring	Stern / Breast
LOA less than 228 m	03 / 02	2	2	03 / 02
LOA less than 275 m	04 / 02	2	2	04 / 02

Draft for Vessels and berthing position

Description	Berth 30 (Starboard)	Berth 31 (Port)	Berth 32 (Starboard)	Berth 33 (Port)
Lenght (m)	344	344	360	360
Depth (m)	13.5	13.5	15.5	15.5
Allowable draught (m)	12.5	12.5	15	15
Lenght of vessel (m)	228	228	275	275
Width of vessel (m)	33	33	50	50



- Due to traffic safety considerations all vessels shall be berthed with their bows outwards and respectively only starboard/port side according to defined berth position at berths.
- When staying at berths, the cooling ducts rising above berth level shall have protective shields.

2.7. Wind Limits

Wind Limits	Maximum	Direction
Berthing	10 m/sec	South East
	15 m/sec	Others directions
Loading/unloading operations via Cargo Hoses shall be halted and equipment disconnect	15 m/sec	All
Loading/unloading operations via MLA shall be halted and equipment disconnect	22 m/sec	All
Special Precautions	20.5 m/sec	All

2.8. Emergency towing wires

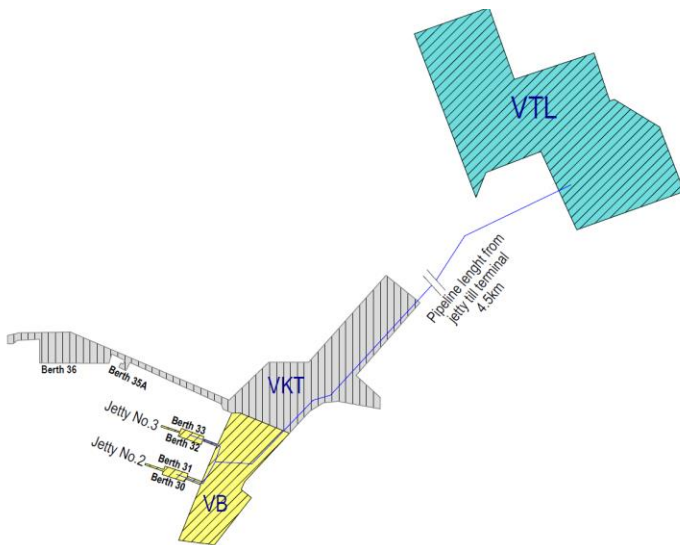
According to ISGOTT 6th fire wire are no longer recommended, can be only kept standby.

3. TERMINAL

3.1 General information

SIA "Vitol terminal Latvia" (the terminal) is mostly engaged in acceptance, storage and transshipment of Oil products. The terminal is one of largest Oil product transshipment companies in the Baltic Sea Region, as well as the leader in transshipment of Oil Products in the Ventspils Port.

Terminal Pumps and Control Station is located 4.5 km from the jetty and connected to the main underground pipelines. The terminal provides service to vessels at four berths No. 30; No. 31; No. 32 and No. 33. **Berth and terminal equipment specification and limitations are given in Section A and Section B.**



Vitol Terminal Latvia (VTL)

Cargo loading operations are organized by the terminal using MLA or cargo hoses. Maximum loading speed when using MLA for gasoline group products up to 2000m³/h, for gasoil up to 4000m³/h. Maximum loading speed with cargo hoses - up to 1000m³/h.

Terminal's working language is Latvian, English and Russian Language;

Time in Latvia is given by Eastern European Time (EET; UTC+02:00). Daylight saving time, which moves one hour ahead to UTC+03:00 is observed from the last Sunday in March to the last Sunday in October.

3.1.1. Weather conditions

Ice, snow, wind blasts is typical weather conditions during winter period.

Ice period: Baltic Sea Ice Service (bsis-ice.de). Berth can be iced over.

Water Density – The approximate water density alongside 1003 kg / m³.

3.1.2. Terminal Entry

VTL infrastructure is located at Ventbunkers terminal territory. Berths and shore facility's at Ventbunkers territory are part of Ventspils Free Port and are adequately supervised. Ventbunkers terminal territory comply with the provisions of the International Ship & Port Facility Security Code (ISPS).

Persons and land vehicles can enter and leave the controlled areas of the Free Port only through specially established security control points. Vessel's crew and their visitors are permitted to enter and leave the Free Port security controlled areas only if their names are included in the border control authority approved crew list and/or passengers list. Any such person shall present an identity document at the security control point.

Visitors, service personnel and other persons without registered access cards, wishing to visit the vessel, must be reported to the terminal in advance via the agent, stating the full name, company name and purpose of visit on the vessel and be able to produce identification. For the vessels crew, the agent will supply a telephone number to contact in case of shore leave request. It is not allowed to walk in terminal unaccompanied by terminal representative.

Transport will take crew from the jetties and drive them to and from the gate. Vessel's staffs that appear to be under the influence of alcohol and / or drugs will be prohibited from entering the terminal facilities. Vessels are expected to undertake their own precautions in respect of intoxicated persons appearing on deck.

3.1.3. Safety Regulations

Responsibility for the safe conduct of operations whilst a ship is alongside, rests jointly with the Master of the ship and the responsible Terminal Loading Master. Therefore, before operations start, it is compulsory upon both ship and shore that there is full co-operation and understanding of the safety requirements set out in the Ship/Shore Safety Check List which are based on ISGOTT and other relevant documentation presented by terminal and safe practices widely accepted by the oil and tanker industries.

- When staying at berths, vessels shall be equipped with safe and well-illuminated gangways with safety nets underneath them. The pilot ladder or accommodation ladder or combination ladder, according to SSSCL agreement shall be ready prepared on the opposite vessel's side for evacuation purposes. Navigation lights must be off. A lifebuoy shall be always in reach.
- Vessels at berths are not allowed to conduct main engine propeller test runs for a period exceeding one minute and should always be agreed with Terminal Loading Master. In that scenario cargo hoses or arms must be disconnected and gangway removed.
- Vessels stationed at the berths are prohibited to turn their crane boom and cranes overboard if they are not used for cargo operations. Any operations with vessel's jibs and cranes have to be accepted by TERMINAL Loading Master.
- Loading/unloading operations shall be halted and equipment disconnect:
 - via cargo hoses if the wind speed exceeds 15 m/s
 - via marine loading arms if wind speed exceed 22 m/s
- Pilot and/or accommodation ladder as agreed in SSSC/L shall be maintained and supervised all times.
- All vessels equipped with IGS shall arrive at the jetty or commence cargo operations when in fully inert condition. In case where product properties can be impaired by inert gas, inertization of vessels might not be required. Such situations have to be agreed with the terminal Loading Master and Agent before vessel's arrival. The master shall report the condition of the vessel's inert gas system to the terminal's Loading Master.
- The vessel's radio stations transitions on Medium (MF) and High (HF) frequencies during cargo and ballasting operations are prohibited. The main and secondary transmitting antenna shall be earthed while alongside. If the vessel radio transmitters need to be operated in port for servicing, the vessel and terminal should agree on procedure to ensure safety in the pre- transference conference.
- Service vessels such as bunker or sludge barges should be moored alongside such way that their funnel is not located against open deck. Only way is against wheelhouse structure of vessel and when mooring or unmooring such service vessels, cargo operations must be stopped always.
- During cargo operations a vessel is not allowed to use services of other vessels unless permission is given by the Free Port authorities. The terminal's Loading Master has to be notified accordingly. When a tugboat is side by side with a vessel or it serves the vessel, all cargo opening systems shall be closed.
- Repair works, including "hot works", "cold works" and repair works, or use of naked lights is forbidden unless a written consent from the terminal and the Ventspils Free Port master and Terminal Loading Master is given. Repair works include, but are not limited to, repair of main engines, cleaning and maintenance of steam boilers and pipes of steam boilers, painting of the vessel's hull, equipment testing or current repairs (including radars, radio and electrical equipment) and dismantling of any equipment.
- The following shall be noted: the vessel's agent shall submit a list of all planned repair works to the Operations Manager and Operations Shift Leader of the terminal prior to the planned arrival of the vessel.
- The following Life Saving Rules are enabled in the Terminal:



3.1.4. Personal Protective Equipment

Terminal Operator advises to wear the following personal protective equipment (PPE) while on jetty or at Terminal:

- Flame retardant-antistatic, chemical resistant and high visibility work clothing;
- Safety helmet and safety glasses
- Safety footwear;
- Hand protection

For performing visual draft checks at the jetty, terminal requires vessel's staff to wear SOLAS approved lifejacket/PFD. Use of life/work vest is NOT PERMITTED.

3.1.5. Smoking

Smoking (including E-Cigarettes) is only allowed in designated smoking rooms on board the vessel as specified by the Master in consultation with the terminal. No smoking is allowed at the wharves and in the Terminal area.

3.2. Operations with Terminal

All four jetties are designed to handle clean petroleum cargoes under MARPOL Annex I and II.

Specification of the berth equipment in Appendix No.1.

3.2.1. Terminal Operation Limits

For loading and unloading operations agreed working pressure should not exceed 6 bar.

Back up pressure at the vessel's cargo manifold should not exceed 9 Bar at any time throughout the discharge.

Maximum loading capacity:

Gasoil up to 4000 m³/h

Crude up to 2000 m³/h

Gasoline group products up to 2000 m³/h

Loading and unloading capacity always can vary under specific conditions.

The temperature difference of the unloaded product between the vessel and the terminal pipelines is no more than 8°C.

If the cargo (product) temperature difference is more > 8°C, it is necessary to agree separately with the Terminal the conditions for cargo unloading.

Cargo operations cannot be performed if the vessel is moved away from the berth (fenders) for more than 0.1 m.

If, under the influence of strong wind, the movement of the vessel along the quay exceeds 2 m, then cargo operations are stopped.

If cargo hoses pitching more than 1m from vessel manifold connection point, then cargo operations are stopped.

Cargo operations during the strong wind:

- via **Cargo Hoses** till wind speed **15m/sec.**
- via **Marine Loading arms** till wind speed **22m/sec.**

If the wind speed exceeds these values, the terminal loading equipment must be disconnected from the vessel.

All cargo hatches and manifolds shall be closed and secured.

In the scenario if vessel needs to open cargo hatches, for example to perform inspections prepare or repair hatches and manifolds, Vessels must inform the Agent, Terminal Loading master and receive permit from Harbourmaster.

3.2.2. Ship-Shore Safety Checklist

The ISGOTT 6th ship/shore safety checklist will apply throughout the vessel's stay alongside. All procedures in respect to the handling of cargo or of ballast, including precautions, should be established and agreed to during the pre-planning discussion. Any proposed changes or deviation to operational plan should be laid down in writing.

3.2.3. Safety Data Sheets

Terminal will provide the relevant safety data sheet (SDS) to the vessel before it commences loading. For cargoes to be discharged, it is vessel's responsibility to provide the SDS to the terminal. The vessel should also advise the terminal and surveyors whether the previous cargo contained any toxic substances.

3.2.4. Before Cargo Operations

The terminal's Loading Master organizes a Pre -cargo Operations Meeting with the vessel's Master and their responsible officers; in that meeting the different stages of cargo handling capacity shall be discussed, and approve for the maximum allowable rate, Safety procedures, and the Emergency Shut Down Procedure (ESD) explained.

The following documents shall be drawn up during the meeting:

- "Operation agreement"
- "Ship/shore safety checklist" and other relevant documentation from Terminal.

Cargo operations on vessels, into or from which oil products are being loaded/ unloaded, can be carried out only when all requirements of the "ship/shore safety checklist" are fulfilled and this list is appropriately drawn up.

Loading/unloading operations are commenced if:

- Terminal berths are ready to handle a vessel, as well as cargo and shore operational equipment is ready
- A written Notice of Readiness is received from the vessel's master;
- The vessel's master has familiarized himself with the terminal's documents "Regulations of the Terminal and Ship-shore Documents"; and "Operation Agreement"
- "Ship/shore safety check list" have been drawn up.

3.2.5. Loading Arm/Hose Connection & Disconnection & Draining Procedures

Terminal's mooring crew will connect / disconnect the cargo loading arms / hoses and vessel is to provide necessary assistance by means of vessel's crew and equipment when connecting / disconnecting the loading arms / hoses to vessel's manifold. Vessel Master to ensure vessel's manifolds are in good conditions and the presentation of the manifolds are in line with OCIMF Recommendations for Oil and Chemical Tanker Manifolds and Associated Equipment.

3.2.6. Cargo Transfer Operations

The ship/shore safety checklist will apply throughout the vessel's stay alongside. All procedures in respect to the handling of cargo or of ballast, including precautions, should be established and agreed to during the pre-planning discussion.

Any proposed changes or deviation to operational plan should be laid down in writing.

The initial and maximum loading rates, topping off rates should be agreed, having regard to:

1. The maximum allowable pressure and flow rate;
2. Avoiding accumulation of static electricity. If the static accumulation properties of the substance handled and the situation in the tank so requires, no conducting object (notably metallic sounding rods, sampling apparatus, steel ullage tapes and synthetic fibre ropes should be inserted into that tank during loading and during a period of at least 30 minutes after the cessation of loading (applicable to non-inerted vessel only).
3. Synthetic fibre ropes should not be used with sampling cans or other sounding equipment.
4. The vessel should advise the terminal at least 15 minutes before the final tanks to be topped off and request the loading rate to be reduced sufficiently to permit effective control of the flow on board.
5. In the case where the vessel encounters difficulty with ship/shore walkie-talkie communication, the vessel should use the VHF on channel 14 or phone, or activate the remote emergency shutdown device. Inform terminal to establish safe uninterrupted communication.

3.2.7. Commencement of Cargo Operations

The loading oil product shall be allowed to flow unrestricted to tanks aboard the receiving vessel with controlled and selective distribution via the vessel's distribution manifolds. Vessels shall follow the following guidelines. Vessels are expected to advise the terminal's Loading Master and /or the terminal's Operations Shift Leader of any specific matter with which they cannot comply as soon as possible, but not later than the start of the loading operations:

- Communication check between terminal and vessel and readiness check
- Initial loading/discharging rate as well as bulk, maximum and topping up rate
- Initial maximum allowed pressure at vessel's/jetty manifold
- Loading by gravity or by pump (in case of vessel loading operation)
- Cargo volume to be transferred before stoppage for a line displacement procedure
- Terminal's line-up readiness
- In case of discharging operation – a time needed for final stripping operation and approx. volume to be stripped in.
- Early after operation commencement proper check on possible leaks at manifold between vessel and jetty.
- Early after operation commencement a check on cargo flow between Terminal and Vessel.

3.2.8. Duty Operations

The terminal's Operators on duty shall connect the shore loading arms cargo hoses and Vapor line to the vessel's manifolds indicated by the vessel representative.

The vessel's master and the terminal's Loading Master shall agree on the fact that the system is connected properly and in accordance with the plan to ensure safe and successful cargo operations.

Cargo operations are commenced slowly in order to avoid rapid increase in a pressure, occurrence of static discharge and to check readiness of the line. Cargo operations shall be continuous and uniform, without demurrage.

At the end of a loading process the supply is being decreased, by turning off the pumps step- by-step. Valves can be closed only at the moment when pumps are turned off and the loading is being continued by a free-run.

Cargo operations cannot be performed if:

- the loading arms are located outside the acceptable working area;
- Cargo hoses are too stretched or bended;
- vessel not maintained fully alongside.

Cargo transfer operations shall be suspended for any of the following reasons:

- Any radio communication failure between the terminal and the vessel;
- Any stop requested by the vessel;
- Any stop requested by terminal's Loading Master;
- Any emergency situation concerning the terminal, the vessel or the equipment related to loading operations;
- During electric storms/lightning;
- When, in the opinion of the terminal's Loading Master, a proper vessel deck and cargo watch is not being ensured;
- When there is a breach of Terminal Conditions of Use;

- When, in the opinion of the terminal's Loading Master, the vessel is considered to be in unsatisfactory ballast, loading/discharging condition;
- Any condition which may have negative impact on the safety of the terminal, the environment or the vessel;
- When weather parameters exceed the Maximum Terminal Operating Conditions operations shall be halted and equipment disconnect.

3.2.9. Deballasting

Discharge of segregated ballast water can only happen in accordance with MARPOL73/78 requirements and only to the opposite side of the berth. During deballasting of isolated ballast water the surface of the water where outboard discharge takes place shall be regularly inspected for presence of any contaminants (oily sheen, etc.)

When loading ballast, at no time the ballast tanks shall be overflowed. Strictly prohibited to discharge any deck water or ballast water to jetty or its structure. Any loss of containment will be treated as pollution.

Deck water drain caps must always be closed and secured. Drain water shall be drained only when visually stated a non-polluted and after confirmation with Loading Master. Deck water shall not be drained onto the berth/jetty.

3.2.10. Vapor Recovery Unit

Terminal fitted with vapour recovery unit (VRU). All vessels, nominated for operations with gasoline group products must be with VECS (vapour emission control system) in working order.

During loading of oil products or chemical substances, heavy fuel, crude oil and benzene whose vapor pressure (measured by Reid) is 27.6 Kpa at 37.8C and more vapor recovery system must be used.

Terminal provides connection to VRU at each berth (30.31.32.33) VRU hoses 8in (200 mm) and 4 reducers (at each berth) to 12in (300 mm). Operating parameters are agreed during ship-shore safety meeting and written down in SSSCL and Operational Agreement.

Conditions for using the vapor recovery unit:

- Where a vapour return line is connected, operating parameters have been agreed between the terminal and vessel.
- Operating pressure for VRU 110 +/- 30mbar;
- VRU and loading will automatically stop at min 65mbar or max. 150 mbar;
- Max loading rate when VRU is connected - 2000m³/h ;
- When vapor line is connected, over and under pressure protection onboard the ship must be active at all time;
- When max.working over pressure or under pressure alarm is activated, loading of the vessel will be automatically stopped;
- The vessel ensures that it vapor line is clean and ready to be used;

3.2.11. Over pressure system

In order to ensure timely protection against unexpected and uncontrolled pressure increase in VTL pipelines above certain indicators during the vessel loading operations, pipeline emergency pressure relief system is used in berths.

In cases where the pressure in the pipeline exceeds more than 9bar, the ESD system are activated on all berths and vessel loading operations are stopped.

3.2.12. Tank Venting

Pressure/vacuum relief valves setting, and the associated vent system should be checked before operations. During cargo operations, the pressure/relieve valves or other approved venting system must be set in the Operational mode as specified in the manufacturer's manual. Vessel carrying low flash cargo (Flash point less than 60C closed cup method) and all vessels fitted with closed ullaging and an approved venting system are to practice closed loading / discharging unless otherwise agreed.

In any case vessel has to maintain positive pressure in the tanks.

3.2.13. Inert Gas

All vessels equipped with IGS shall arrive at the jetty or commence cargo operations when in fully inert condition. In case

were product properties can be impaired by inert gas, inertization of vessels might not be required. Such situations have to be agreed with the terminal before vessel's arrival. The master shall report the condition of the vessel's inert gas system to the terminal's Loading Master.

In case if vessel have not inertization system then loading of the vessel starts with a free-run, by ensuring compliance of productivity with the loading speed indicated in the Operation Agreement, but the cargo flow cannot exceed 1 m/s.

The inert gas system shall be operated in accordance with all relevant legislation, the International and the vessel's Inert Gas Operational Manual.

Failure to comply with provisions will be viewed as a breach of Terminal Regulations. In the event of failure of the inert gas system, the vessel master shall immediately suspend oil product operations and notify the terminal's Loading Master. Operations shall not be recommenced until all the faults are rectified and proper levels of inert gas concentrations (oxygen content 8% or less) and safe pressure levels have been re-established. In the event of any failure, a statement of facts detailing problems is requested from master. Cargo handling operations may commence only after the terminal's Loading Master has advised the Operations Shift Leader that all is ready on board the vessel and that the necessary valves are fully open and the vessel is ready for the cargo transfer. Cargo handling operations are recommenced and continued until completion in compliance with the provisions of these Work Procedures.

3.2.14. Vessel Tank Inspection

The Independent Cargo Surveyor shall carry out tank inspection before and the loading/discharging operation and check the quality and quantity of the loaded/discharged oil product after such operation. Repetitive loaded/unloaded cargo quantity checks are required during cargo operations. Terminal Loading Master gets in touch with Vessel at least each 2 hrs.

3.2.15. Safe Access

Terminal do not provide shore gangway, vessel must provide its own gangway and shall secure a safety net under the gangway and it shall have a lifebuoy in the vicinity.

3.2.16. Pollution & Prevention of Pollution

It is forbidden to allow the discharge of substances, in any way or for any reason including overfilling, on the shore constructions or into the water.

All loading operations will be stopped until the source of spillage has been located and clean-up operations performed in accordance with the terminal's requirements and the requirements of the Republic of Latvia.

Ventspils Harbor Master's Office shall be informed on the necessity to detain a vessel in fault until the end of the investigation.

All costs related to cleaning operations (due to the fault of the vessel) and elimination of consequences shall be covered by the vessel.

Evaluation of pollution takes place in accordance with "Action plan in case of unpredicted pollution in port water area".

The Master is responsible for the observance of the following instructions to prevent pollution incidents:

- No oil products or ballast water containing hydrocarbons shall be discharged or allowed to escape from any vessel into the port waters.
- All loading arms shall be drained before being disconnected.
- Drip trays shall be placed under connections on vessel's manifold to collect any spillage.
- During the operations all scuppers of vessel shall be effectively plugged and no leakage or spill shall be allowed to leak overboard.
- Any leakage or spillage must be reported immediately to the Terminal shift control and Port control service.
- All overboard discharge/seawater suction valves, connected to the cargo system, shall be shut and sealed during the loading/discharging bunkering or deballasting operations.
- Unused cargo and/or bunker connections should be blanked off.

3.2.17. Communication with Terminal

PRE-ARRIVAL COMUNICATION

Information to be exchanged by the master and the terminal

- Before arrival and upon receipt of a nomination, the terminal will perform a vessel clearance by matching the terminal characteristics with the vessel characteristics to determine ship/ shore compatibility. This Terminal Information Booklet is a reference document sent well in advance before arrival.
- Vessel's Pre-Arrival Information Requirements are in line with ISGOTT 6th and Pre-arrival Ship/Shore Safety Checklist is used. Checklist part 1A, 1B und 2 related information are exchanged well advance via.
- Berthing communications will be made on VHF radio channel # 14 and all subsequent communications will be on either channel # 9 when positioning of the vessel while berthing, mooring and casting off. The tugs make on VHF channel #9 and 33.

COMMUNICATION DURING TERMINAL OPERATION

Ship/shore communication in respect of cargo operations is primarily by a shore walkie-talkie on a dedicated frequency stated in SSSCL, loaned to the ship during her stay alongside.

MARINE FREQUENCIES	Phone/e -mail
VHF	
14 [156,700 MHz] 67 [156,375 MHz]	+371 29340517 [VTL Loading Master] pierops@vtl.lv
Call sign "Terminal"	+371 63 666237 [VTL Shift Leader] dispatch@vtl.lv

3.2.18. Waste Disposal

At berths No. 30 – 33 vessels are served by AS „Ventbunkers”.

AS „Ventbunkers” accepts:

- Ballast waters polluted with petroleum products, bilge waters, cargo tank cleaning waters, and sediments from the engine room;
- Solid residues polluted with oil and petroleum products; Sorted (plastic and other) solid household wastes.

AS „Ventbunkers” contact data:

Adress: 90 Dzintaru Street, Ventspils, LV-3602

Phone : +371 63602501

Fax.: +371 63602504

E-mail: ventbunkers@ventbunkers.lv

WEB page: www.ventbunkers.lv

In order to dispose of the vessel's generated waste, please contact the vessel's agent.

3.2.19. Shore Crane Service

It is possible to provide lifting works with shore crane to all terminal berths. Payment for the crane lifting works supply from a berth shall be rendered in accordance with Terminal price list.

In order to receive the lifting works with crane, please contact the vessel's agent.

3.2.20. Bunkering

During mooring and unmooring of a bunkering vessel, all cargo operations on board the vessel shall be halted. The funnel of a bunker vessel cannot be positioned against the cargo deck of the vessel. If a vessel or a bunkering vessel approach a berth where loading operations involving petroleum products of the first group (crude oil, gasoline) take

place, the mentioned operations shall be halted until full completion of mooring operations of the vessel or the bunkering vessel

Bunkering services and supply of lubricants are performed by companies duly contracted by the Free Port Authority, having coordinated these services with the terminal's Loading Master and/or jetty operator.

Bunkering operations shall be carried out considering that simultaneous bunkering and cargo or ballast operations are permitted for oil and petroleum vessels from the bunkering vessel.

In order to arrange bunkering, please contact the vessel's agent.

SECTION A
BERTH AND TERMINAL EQUIPMENT SPECIFICATION

Description	Berth 30											Berth 31										
Berth Length (m)	344											344										
Berth Depth (m)	13.5											13.5										
Allowable draught (m)	12.5											12.5										
Length of vessel (m)	228											228										
Width of vessel (m)	33											33										
Marine loading Arm/ Cargo Hose specifications	Loading arm No.	DN	Distance to Red Line m	Loading capacity m3/h	Max. Working envelope at height from MLA base, m	Max. Working envelope from manifold centre line, m	Product	Connect. point for cargo hoses	DN	Loading capacity m3/h	Product	Loading arm No.	DN	Distance to Red Line m	Loading capacity m3/h	Max. Working envelope at height from MLA base, m	Max. Working envelope from manifold centre line, m	Product	Connect. point for cargo hoses	DN	Loading capacity m3/h	Product
	16	16	103	4000	14	3.0	gasoil group	Available	12 / 8 6	1500	gasoil group	25	12	129	2000	14	3.0	gasoline group	Available	12 / 8 6	1000	gasoline crude
	17	16	106									26	16	133								
	23	16	126	2000	14.2	2.63	gasoline group	Available			26	16	133									
	24	16	130																			
Wind speed / technical limitations for operations with loading arm/cargo hose	22 m/s							15 m/s				22 m/s							15 m/s			
Max. pressure for operations with loading arm / cargo hose, bar	6											6										
Connection to VRU	YES											Yes										
Vapor line connection DN	8											8										
Available reducers for Vapor line DN	8/12											8/12										
Max vapor flow m3/h	2500											2500										
Max. vapor pressure, Kpa at 37.8C	27.5											27.5										
Video surveillance cameras	Yes											Yes										
DO NOT DISCHARGE BALLAST OR RAIN WATER FROM VESSEL TO THE JETTY STRUCTURE																						

SECTION B
BERTH AND TERMINAL EQUIPMENT SPECIFICATION

Description	Berth 32											Berth 33										
Berth specification:																						
Lenght (m)	360											360										
Depth (m)	15.5											15.5										
Allowable draught (m)	15											15										
Lenght of vessel (m)	275											275										
Width of vessel (m)	50											50										
Marine loading Arm/ Cargo Hose specifications	Loadin g arm No.	DN	Distanc e to Red Line m	Loading capacit y m3/h	Max. Working envelop e at height from MLA base, m	Max. Working envelop e from manifold centre line, m	Product	Connect. point for cargo hoses	DN	Loading capacit y m3/h	Produc t	Loadin g arm No.	DN	Distanc e to Red Line m	Loading capacit y m3/h	Max. Working envelop e at height from MLA base, m	Max. Working envelop e from manifold centre line, m	Product	Connect. point for cargo hoses	DN	Loading capacit y m3/h	Product
	10	16	129	2000	15.4	2.85	gasoil & gasolin e group	Availabl e	12 /8 6	1000	gasoil gasoil	1	16	124	4000	15.4	2.85	gasoil gasoil & gasolin e	Availabl e	12 / 8 6	1000	gasoil & gasolin e group
	13	16	139		15.4	3.85						5	16	139								
							6	16	143			3.25										
	Wind speed / technical limitations for operations with loading arm/cargo hose	22 m/s							15 m/s				22 m/s							15 m/s		
	Cargo operations cannot be performed If vessel is moved away from berth (fender) for more than 0.1m and if, under the influence of strong wind, the movement of the vessel along the quay exceeds 2 m, then cargo operations are stopped.											Cargo operations cannot be performed If vessel is moved away from berth (fender) for more than 0.1m and if, under the influence of strong wind, the movement of the vessel along the quay exceeds 2 m, then cargo operations are stopped.										
Max. pressure for operations with loading arm / cargo hose, bar	6											6										
Connection to VRU	Yes											Yes										
Vapor line connection DN	8											8										
Available reducers for Vapor line DN	8/12											8/12										
Max vapor flow m3/h	2500											2500										
Max. vapor pressure, Kpa at 37.8C	27.5											27.5										
Video surveilance cameras	Yes											Yes										
DO NOT DISCHARGE BALLAST OR RAIN WATER FROM VESSEL TO THE JETTY STRUCTURE																						