SUNDSVALLS HAMN

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Operating regulations Sundsvalls Hamn AB (SHAB)

2020:1

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Definitions

'SHAB' in these operating regulations is understood to mean the company Sundsvalls Hamn AB.

'Port of Sundsvall', 'Port Area' and 'Port of Tunadal' in these regulations are understood to mean the geographical area where the operations are undertaken.

A COMMON RULES – PORT FACILITIES

1. General

- The operating regulations apply to all operations in the Port of Tunadal
- These operating regulations additionally apply to laws, regulations and general guidelines issued by authorities and the Swedish Ports Terminal Regulations from 1989.
- Everyone who works and spends time in the port area is obliged to be aware of and comply with the provisions applicable to the Port of Tunadal.
- Everyone who is engaged in operations in the port area must be aware of these regulations and ensure that their own and hired personnel receive and apply them.
- SHAB has coordinating responsibility in accordance with Chapter 3 Section 7 of the Work Environment Act within the port area, with the exception of areas leased out.

2. Safety work

SHAB has the following fundamental vision in its work on safety:

- The operations must be undertaken in such a way that a good work environment, high safety and good quality are promoted.
- Everyone who works in the Port of Sundsvall must feel reassured in practising their profession.
- The operation of the Port of Sundsvall must be notable for a proactive approach to the environment and safety.
- Companies handling goods or products that are flammable or hazardous to health or the environment in the Port of Sundsvall must have supervisory procedures.

Safety regarding ISPS is dealt with in the SHAB safety plan.

All personnel working, temporarily or permanently, in the Port of Sundsvall must fulfil the Port's safety rules regarding ship and port security and access.

3. Emergency preparedness

There is a preparedness plan for the Port of Sundsvall. The operator concerned is responsible for planning for emergency situations that can arise in its own operation and for informing SHAB about this.

The operator concerned is responsible for systematic fire safety work in its area of operation.

Fire safety equipment must be in satisfactory condition and be ready to be put to use immediately. Personnel must be trained in and thoroughly familiar with how to operate it.

The following apply within the Port of Sundsvall:

In the event of fire or gas alarm:

- If possible, rescue people in danger
- Phone the emergency services on 112
- Extinguish if possible
- Go to assembly point and await information from the fire and rescue service
- Inform SHAB

In the event of minor releases, for example oil, regardless of quantity:

- Inform supervisory management
- Clean up with the equipment available at the scene.
- Inform SHAB

In the case of larger product releases, also phone the fire and rescue service, on 112.

4. Hot work

A written permit issued by SHAB is required for all hot work within the Port of Tunadal. The operator concerned is responsible for hot work in leased areas.

Permits are issued for a limited time and among other things contain requirements regarding available fire extinguishing equipment and watch-keeping. A valid certificate must be presented for those who are to perform the work.

The current version of the safety rules of the Swedish Fire Protection Association must always be applied.

5. Vehicles and traffic

General traffic rules apply, with the following additions:

- A speed limit of 30 km/hour applies within the Port of Tunadal.
- Warning lights/flashing lights or hazard flashers must be used.
- Vehicles may be parked only at specially arranged and marked places. Parking overnight is not permitted.
- The operator is responsible for traffic and parking in the leased area.
- The designated route must be followed to and from the place within the port to which the visit relates.
- Vehicles for handling of goods in the port, lift trucks, etc. take priority.

6. Access

ISPS rules apply to access to the port area.

There is a general prohibition on unauthorised persons entering the Port of Sundsvall. Only personnel who are involved in the operations and personnel appointed by a competent authority have right of access to the shore areas of the port where discharging, loading or other operations take place.

All visitors must be pre-notified to the security officer.

Permits for visits may be issued by a person who has a special right to issue such permits. Examples of such persons are:

- SHAB personnel
- master of the vessel to which the visit relates
- person responsible at the operator concerned

7. Personal protective equipment

The following apply within the whole of the Port of Tunadal:

- High-visibility clothing must be worn. Visitors must wear at least a high-visibility vest

- Protective equipment in the form of helmet, safety boots, safety goggles or face shield and ear protectors, etc. must be readily available and used when the work requires it.
- A life jacket must be worn when working on the quayside or where there is a risk of falling in the water.
- In work that requires different personal protective equipment than mentioned previously, the employer must ensure that this is available to the extent that has been apparent for example in risk assessment, is directed in instructions or is recommended in safety data sheets.

If any of the above are lacking, SHAB personnel have the right to stop work until correction is made.

8. Smoking, alcohol and drugs

There is a general ban on smoking throughout the Port of Sundsvall, with the exception of designated areas. Use of naked flames is prohibited.

Persons under the influence of alcohol or drugs must not enter the port area.

9. Safety responsibility

The senior and supervisory managements of companies with places of work in the Port of Sundsvall are responsible for:

- delegation of work tasks taking place in accordance with applicable legislation;
- training of company personnel being in accordance with applicable legislation, conditions specified by SHAB being fulfilled and training in other respects being in accordance with the content of the work;
- signs and instructions being designed so that they are also understood in applicable cases by personnel who do not have a mastery of Swedish.

Personnel who work in the port are personally responsible for complying with regulations, instructions and generally adopted recommendations and for using personal protective equipment according to instructions.

10. Environmental concern

SHAB holds permits under the Environmental Code from Västernorrland County Administrative Board for port activity.

Environmental concern in the Port of Sundsvall means, among other things, that:

- Dangerous goods must be handled in such a way that the risk of releases is minimised.
- Everyone in companies operating in the Port of Sundsvall is responsible for informing about environmental risks and operation of equipment, with the aim of minimising these risks.
- Damage to soil and the environment must be notified to the County Administrative Board or the Environment and Health Administration by whoever has caused the damage.
- There are facilities for the reception of waste from vessels, including hazardous waste.
- Only companies holding permits may deal with and transport hazardous waste. Transport documents under the Waste Ordinance must be issued and retained.

11. Non-conformances, incidents and accidents

Injuries, incidents and near-accidents that are of significance to operations in the Port of Sundsvall must be reported. Relevant events must be addressed by the cooperation committee for the purpose of reducing the number of injuries and incidents.

12. Other

There is a general ban on photography and filming within the Port of Sundsvall. Permits may in some cases be granted by the CEO or Head of Technology and Logistics of SHAB.

Diving and underwater work in the port area may take place only if SHAB has granted permission beforehand.

B VESSELS

13. Vessel notification

Vessels intending to call at the port must be pre-notified to SHAB through the shipping company (broker), in accordance with the provisions of Annex 1 to the operating regulations.

Prior notification containing relevant documents must be made in good time and not later than 24 hours before the estimated arrival of the vessel at the port, unless SHAB in consideration of the duration of the vessel's voyage or other circumstance permits a shorter time.

Information in accordance with Annex 4, 'Safety regulations', is provided to the vessel before arrival and is posted at an easily visible place on board.

14. Access to vessels

As well as the persons who, according to authority provisions, have right of access to vessels, it is a matter for the master of the vessel to decide who else has right of access. Personnel belonging to SHAB must be granted access on official duties.

All visitors, including suppliers of goods, must be pre-notified at least 24 hours before arrival. Consignment notes are attached for cargo deliveries. Provisioning and taking on board of requisites and other equipment may not take place without the consent of SHAB.

As access to vessels in general also means that port areas must be passed, SHAB may refuse access to visitors if there are reasons for doing so.

15. Tug assistance

When vessels call or depart from the quay, a tug/safety boat must be used in accordance with regulations in SHAB's tug provisions, see Annex 6.

16. Mooring

Ships and other floating structures must not moor at the port without permission from SHAB.

For vessels more than 50 metres in length it is mandatory to use boatmen on arrival and departure. Boatmen must have approved training.

The pilot/vessel must establish connection with personnel on the quayside before mooring, suitably by radio.

Masters of vessels must keep themselves informed about the depth of water at designated mooring or anchoring points. Vessels in the port must be kept constantly well moored. The moorings must be kept tensed and adjusted according to the varying freeboard of the vessel, in connection with discharging/loading.

A device for access between vessel and quay must be secure and consist of a gangway or rope ladder designed for the purpose. A safety net must be rigged and properly secured under the gangway/rope ladder. A gangway/rope ladder must be appropriately lit in darkness.

Vessels that are not discharging or loading must not remain in the port without SHAB's consent.

17. Vessels at the quayside

17.1 General

Masters, shipping companies, owners or representatives of any of these must immediately notify incidents, accidents and abnormal events that have occurred.

17.2 Smoking

Smoking is prohibited on the open decks, bridges or similar of vessels, irrespective of what cargo the vessel is carrying.

17.3 Hot work, naked flames and similar

Hot work or naked flames on board vessels in the port may occur only following checking and consent by SHAB.

17.4 Use of ship radio and radar

The vessel's radar system must not be in operation during loading and discharging.

17.5 Environmental concern

Vessels must ensure that smoke generation from main engines, auxiliary engines, boilers and any other equipment is minimised. If abnormally great smoke generation is observed, action must be taken immediately and SHAB's manager must be informed.

Main engines must be used only during the time needed for manoeuvring of the vessel.

Tank cleaning or cleaning of an oil-fired boiler must not be performed in the port.

Rotating of a propeller at the quayside may take place only after a permit has been obtained from SHAB.

SHAB advises against use of an open-loop scrubber within the port area.

17.6 Movement under own power

Vessels discharging and loading must be constantly ready to be moved under their own power at short notice. Exceptions may be granted by SHAB if there are special reasons for doing so.

17.7 Repairs

Repair works must not be carried out on vessels that discharge or load without permission from SHAB. Minor repairs where only non-spark-generating manual tools are used are, however, exempt.

Requests for permission for repairs that are prohibited should be submitted to SHAB. The work must not commence until a permit has been issued.

17.8 Reporting of damage

Damage occurring to a port facility, quayside or the vessel in connection with mooring, loading or discharging must be notified without delay but not later than the time of departure from the port to SHAB.

18 Inspection

Personnel from SHAB, the fire and rescue service, the National Maritime Administration and the Swedish Transport Agency have the right to inspect ships with respect to applicable regulations.

Ships' masters are obliged to make the work of the inspector easier and respond to any deficiency notices.

19 Fire safety

The fire safety equipment of vessels must be in satisfactory condition and be ready to be put to use immediately. Personnel must be trained in and thoroughly familiar with how to operate it.

19.1 Actions in the event of fire

In the event of fire on board own vessel at the quayside, the following actions must be taken immediately:

- An alarm signal is given with the ship's siren.
- All loading/discharging is stopped.
- Alert the emergency services on 112, contact the supervisor/foreman and SHAB according to the alert list.
- Action is taken to control the fire.
- Any shifting/departure of the vessel is prepared.

In the event of fire ashore or on board another vessel at the quayside, the following actions must be taken immediately:

- Alert the emergency services on 112, contact the supervisor/foreman and SHAB according to the alert list.
- Activate evacuation alarm
- All loading/discharging is stopped.
- Preparedness for firefighting is adopted.
- Any shifting/departure of the vessel is prepared.

20 Dangerous goods

20.1 General

Handling of dangerous goods must comply with applicable provisions in ADR-S, RID-S and the IMDG Code.

Dangerous goods to be discharged/loaded or transited must be notified at least 24 hours before they arrive at the port area. The notification must contain the following information:

1. Correct technical designations of dangerous or polluted goods.
2. UN numbers for dangerous goods in packed form (the IMDG code) and for substances in accordance with the IGC Code, if such UN numbers exist.
3. - Classes and risk groups in accordance with the IMDG Code.
   - Pollution categories and risks in accordance with the IBC Code.
4. Quantity of dangerous or polluted goods and, if they are carried in cargo transport units other than tanks, the identification numbers of these units.
5. Address where detailed information about the cargo can be obtained.

The notification must contain details enabling an assessment to be made of risks in handling, information to those concerned about the dangerous properties of the goods and what protective measures are to be taken. Unannounced goods must not be introduced into the port area.

A risk inventory must be made before a new type of dangerous goods is handled. A completed risk inventory must be communicated to Sundsvalls Hamn AB. A joint assessment is then made together with stevedoring and, if necessary, the goods owner and safety adviser, of how the goods must be handled and stored.

Dangerous goods must be handled in designated areas.

Sundsvalls Hamn AB has the right to reject a particularly dangerous type of goods or large quantities of dangerous goods if safety in the port would be serious jeopardised by transportation, handling or storing of them.

20.2 Responsible person

SCA Logistics and the master of the vessel must appoint a responsible person, in their own areas of responsibility, for transportation, handling, packing and stowing of dangerous goods. This person must have the requisite knowledge of applicable provisions and national and international legal requirements for the transportation, handling and storage of dangerous goods.

20.3 Marking and packing of dangerous goods

Dangerous goods introduced into the port on vessels or by road by truck or by rail must be marked and packed in accordance with applicable regulations. If marking is missing or incomplete, this must be rectified immediately.

If dangerous goods are covered so that the marking of the good is not visible, the place must be highlighted by signs showing the class of goods according to the IMDG Code. This is carried out in consultation with the safety adviser.

20.4 Handling of dangerous goods in packed form

Personnel involved in the handling of dangerous goods must have received training, at least equivalent to ADR-S 1.3.

Before work with dangerous goods begins, affected employees must be informed, through the supervisory management, about the dangerous properties of the goods and about what protective measures are to be taken.

Supervisory management ashore and masters on board must ensure in their respective areas of responsibility that the equipment used in the handling of dangerous goods is appropriate.

Unloading of dangerous goods must start as soon as possible after the vessel's arrival. Dangerous goods must be removed from the port as soon as possible unless special permission has been obtained for storage of the goods in the port.

When dangerous goods are loaded, the throughput time for the dangerous goods must be as short as possible.

Deposition time in the port must be minimal. Dangerous goods may only be deposited during transport at designated places.

An area where dangerous goods are transported and handled must be kept tidy and clear of materials that may increase the risks with the dangerous goods.

Dangerous goods must be kept separate from other dangerous goods or other types of goods according to applicable regulations.

Rules for the handling of dangerous goods are contained in the Port of Sundsvall procedure ‘Handling of dangerous goods in the Port of Tunadal’.

20.5 Spillages and leaks

If packaging containing dangerous goods leaks or is damaged so that there is a risk of leakage, work at the site must be immediately discontinued and must not be resumed until the spillage has been removed.

Measures must if possible be taken to limit the damage or prevent further spillages.

Measures to limit the damage and remove spillages may be taken only if this can be done without risk to affected employees. Directions from an expert must be obtained in case of doubt.

If a major leakage occurs, the fire and rescue service must be contacted.

Dangerous goods in defective or damaged packaging without leaks must if possible be set aside at a suitable place and directions must be obtained from an export on further handling of the goods.

20.6 Emergency preparedness

In transportation, handling and storage of dangerous goods, a supervisor ashore and ship's master on board must ensure that suitable protective measures have been taken. They must also ensure that information about that measures are to be taken in the event of accidents or incidents involving dangerous goods is kept immediately available.

There must be an alarm device at places where dangerous goods are transported, handled or stored, or in the vicinity of such places.

Affected personnel, both ashore and on board, must make sure before the transportation or handling of dangerous goods where the nearest device for activating an alarm is located and how it works.

21 Vessel servicing

21.1 Delivery of solid waste

A need to delivery waste must be notified in conjunction with vessel notification.

21.1.1 Delivery of engine room waste

Waste oil and solid waste that normally arises in the engine rooms of vessels and that are not allowed to be released into the sea are received free of charge on condition that:

Note ‘Normal’ is understood to mean waste that can be accommodated in the keel below the engine room, sludge or bilge water tank.

- the waste has arisen on board the vessel that wishes to deliver it and in the normal operation of the vessel;
- the quantity of waste is in proportion to the size of the vessel and the distance from the immediately preceding port;
- the waste consists of water, petroleum hydrocarbons and additives which are normally contained in waste from heating and lubricating oils; The waste must therefore be free of other substances such as PCBs, chlorine, solvents and detergents;
- notification of need for delivery is made in conjunction with vessel notification no later than 24 hours before planned delivery;
- the order contains information about quantity, whether the waste is pumpable or not,

- the form ‘Document for delivering of waste’ in accordance with Annex 2 is handed correctly filled in and signed to the waste recipient;
- the connection of the vessel for delivery of engine room waste is carried out to international standard with outlets on deck;
- the pressure in the pipeline between the vessel and the receiving device ashore does not exceed 0.6 Mpa (6 kp/cm^2);
- the delivery capacity is not less than 5 m^3 per hour;
- delivery to a specially arranged receiving device (e.g. sludge suction vehicle) is carried out during normal working hours, weekdays between 7.00 am and 4.00 pm;
- the waiting time does not exceed 15 minutes in delivery to a sludge suction vehicle or other vehicle, including time for hose connection;
- the delivering vessel provides a watchman on board throughout the time delivery is continuing, with the task of monitoring safety and discovering any leaks;
- the delivering vessel provides personnel for connection and detachment on board of the hose between the vessel and the receiving device;
- when the waste is delivered in barrels these are to be set up through the vessel at a place designated by SHAB;
- barrels are tightly sealed and free of defects and durably marked with their contents and the name of the vessel.

The vessel is responsible for the additional costs that arise or may arise if the conditions above are not met.

21.1.2 Safety rules in delivery of engine-room waste

The driver of a receiving vehicle is responsible for the reception of engine-room waste.

Whoever is responsible on the delivering vessel for the delivery of engine-room and or drivers of vehicles receiving engine-room waste are obliged, within their respective areas of activity, to take all necessary safety measures to prevent machine-room waste being released to soil or water.

21.1.3 Before delivery of engine-room waste begins

Drivers of vehicles that receive engine-room waste must inform delivering vessels of both the maximum pump pressure at which engine-room waste can be received and the quantity that can be received.

A hose for delivery of engine-room waste must be securely attached to a connection on board the delivering vessel and receiving vehicle and be rigged in such a way that the hose is not damaged by the motion of the vessel.

Only an approved hose that has been pressure-tested in the past 12 months may be used.

Secure communication, which should preferably take place by radio, must be established between delivering vessel and engine-room waste recipient. This communication must be maintained until delivery has been completed and the hose has been detached.

21.1.4 While engine-room waste delivery is in progress

Hose connections must be checked continuously for leaks.

The level in the recipient's tanks must be monitored closely. A driver of a receiving vehicle must position himself in such a place as to be able to order discontinuation of pumping immediately in the event of overfilling or other unforeseen event.

21.1.5 After pumping has been completed

A hose must be detached in such a way that engine-room waste is not spilt. Spillage trays must be used. A hose that is not fitted with a shut-off valve must be fitted with a blind flange before bringing ashore to the receiving vehicle or return to the delivering vessel.

21.1.6 Actions in the event of hose rupture, over-pumping or something else causing spillage

If hose rupture, over-pumping or something else that has caused spillage of engine-room waste has occurred, the following actions must be taken immediately:

- Pumping is stopped.
- Valves are closed immediately on the delivering vessel and on the receiving vehicle.
- The fire and rescue service and SHAB are alerted.
- Clean-up is initiated with the equipment available at the scene.

21.1.7 Delivery of hazardous waste in packed form

Separated hazardous waste in packed form from vessels is received free of charge, on condition that:

- the waste has arisen during the vessel's voyage from the previous port in normal operation of the vessel;
- notification of need for delivery is made in connection with vessel notification not later than 24 hours prior to planned delivery;
- the form 'Document for delivering of waste' in accordance with Annex 2 is handed correctly filled in and signed to the waste recipient;
- the delivery takes place during the normal opening hours of the waste reception facilities
- the waiting time for such a specially arranged receiving device does not exceed 15 minutes;
- the hazardous waste is delivered in intact, tightly sealed packages, clearly marked with vessel name, content and, where applicable, UN number, and the details on content otherwise required are supplied on request to SHAB or whoever the port designates.

The vessel is responsible for the additional costs that arise or may arise if the conditions above are not met.

21.1.8 Delivery of toilet waste

Toilet waste which must not be discharged at sea is received free of charge form vessels provided that:

- the waste has arisen during the vessel's voyage from the previous port;
- notification of need for delivery is made in connection with vessel notification not later than 24 hours prior to planned delivery;
- delivery that takes place to a sludge section vehicle is carried out during normal working hours, weekdays between 7.00 am and 4.00 pm;
- the waiting time does not exceed 15 minutes in delivery to sludge vehicle;
- the pressure in the pipeline between the vessel and the receiving device does not exceed 0.6 Mpa (6 kp/cm^2);
- the connection of the vessel for delivery of toilet waste is carried out to international standard for such connection;
- the delivering vessel provides a watchman on board throughout the time delivery is continuing, with the task of monitoring safety and discovering any leaks;

- the vessel provides personnel for connection and detachment of the hose between the vessel and the receiving device.

The vessel is responsible for the additional costs that arise or may arise if the conditions above are met.

21.1.9 Delivery of solid waste

Sundsvall Hamn AB provides a receiving station for solid waste separated at source, provided that:

- the waste has arisen on the vessel's journey from the previous port in normal operation of the vessel;
- the waste is separated at source in accordance with instructions,
- domestic waste is well packaged;
- notification is made in connection with vessel notification not later than 24 hours prior to planned delivery;
- the delivery takes place during the normal opening hours of the waste reception facilities.

The vessel is responsible for the additional costs that arise or may arise if the conditions above are not met.

21.2 Ballasting

The ship's master is responsible for the ballasting operation.

The ballasting operation must be monitored by a ship's officer designated for the purpose.

Only clean ballast water may be released into the harbour. Clean ballast water is understood to mean water that fulfils purity requirements in the Ballast Water Convention and equivalent Swedish legislation.

21.3 Bunkering

21.3.1 Definitions

Receiving vessel is understood to mean a vessel which receives bunker.

Bunkering vehicle is understood to mean a tanker or other vehicle that delivers bunker to a receiving vessel.

21.3.2 Notification

Notification of bunkering must be done in conjunction with ship notification. Bunkering must not take place at the same time as discharging/loading of class 1 and class 2 products.

Notification must contain information about:

- the name of the receiving vessel;
- loader/driver of the bunkering vehicle;
- time and place of bunkering;
- the quantity to be bunkered;
- what is to be bunkered;
- the name of the bunker supplier.

21.3.3 Distribution of responsibility

Whoever on the receiving vessel is responsible for bunkering must, before bunkering, appoint a safety watchman who can order that pumping stop, if required.

Whoever on the receiving vessel is responsible for bunkering and the driver of the bunkering vehicle are obliged, within their respective areas of activity, to take all necessary safety measures to prevent releases of bunker oil to the water or soil.

21.3.4 Before bunkering begins

Before bunkering begins, all scuppers affected by the bunkering must be sealed.

The tanks' vents (swan necks) must be fitted with suitable overfill protection.

The driver of a bunkering vehicle must be informed of the maximum pump pressure at which the bunker can be received and the quantity to be conveyed to each tank.

A hose from a bunkering vehicle must be securely attached to the connection on board and rigged in such a way that it cannot be damaged by the motions of the vessel.

Only an approved hose that has been tested in the past 12 months may be used.

A check must be made that all valves in use are set so that the correct tank is filled.

Secure communication, which should preferably take place by radio, must be established between receiving vessel and bunkering vehicle. This communication must be maintained until bunkering has been completed and the bunkering hose has been detached.

21.3.5 While bunkering is in progress

Hose connections must be checked continuously for leaks.

A safety watchman thoroughly familiar with the receiving vessel must be present throughout the bunkering operation. This person must be positioned in such a place as to be able to order discontinuation of pumping immediately in the event of overfilling or something else that necessitates this.

A good connection must be maintained throughout the bunkering operation between the bunkering vehicle and the receiving vessel.

The oil level in the tanks must be monitored closely. Special caution must be observed in 'topping'.

21.3.6 After pumping has been completed

If a hose is blown with air, the responsible officer must have ensured that there is sufficient space in the tank concerned.

The hose of the bunkering vehicle must be detached in such a way that oil is not spilt. Spillage trays must be used.

A hose must be fitted with a blind flange before return to the bunkering boat or bringing ashore to the bunkering vehicle.

21.3.7 Actions in the event of spillages

In the event of an oil spill, the following actions must be taken immediately:

- Pumping is stopped.
- Valves are closed immediately on the bunkering vehicle and on the receiving vessel.
- The fire and rescue service and SHAB manager are alerted.

22 Tankers

In addition to the above, special rules apply to tankers, see Annex 7.

C SHORE-BASED ACTIVITY

23 Goods handling in the port

Before new types of goods are handled, a risk inventory must be conducted and any safety measures necessary must be taken. The owner of the goods and safety adviser must take part if necessary. Whoever intends to handle new types of goods is responsible for a risk inventory being conducted and for SHAB being informed.

Necessary precautions must also be taken and prior notification made for goods that are not classified as dangerous goods but that may nevertheless lead to danger or inconvenience.

Whoever intends to handle goods on other surfaces than governed by agreement must notify this to SHAB.

Goods must be handled in a safe manner and in such a way that the port's facility and equipment are not damaged. The permitted ground pressure must not be exceeded.

The area of work must be restored after goods handling (discharging/loading) has been completed. Tidying and cleaning must take place if necessary.

24 Dangerous goods

Handling of dangerous goods must comply with applicable provisions in ADR-S, RID-S and the IMDG Code.

The throughput time for dangerous goods in the port must be as short as possible. Dangerous goods may be parked temporarily at specially selected places in connection with loading/discharging, see point 20 of these operating regulations and the Port of Sundsvall procedure ‘Transportation of dangerous goods in the Port of Tunadal’.

25 Railway

Unauthorised persons must not enter the track area. Goods or other materials must not be placed within the safety zone (2.2 metres from outer rail).

26 Shipments by truck

All shipments by truck must be pre-notified for discharging or loading. Shipments not pre-notified will not be allowed into the area.

Common rules (part A) in these operating regulations also apply to the applicable extent to drivers. High-visibility clothing, among other things, must be worn outside the vehicle, rules for vehicles and traffic must be respected and smoking is prohibited.

SUNDSVALLS HAMN

Notification of the Delivery of Wastes/Residues to Port of Sundsvall

The master of a ship should forward the information below at least 24 hours in advance of arrival or upon departure of the previous port if the voyage is less than 24 hours.

DELIVERY FROM SHIPS (ANF)

1. SHIP PARTICULARS

Name of ship:	
IMO number:	

2. PORT AND VOYAGE PARTICULARS

Arrival date and time:	
Departure day and time:	
Last port and country:	
Last port where waste/residues were delivered:	
Date of last delivery of waste/residues:	
Next port and county (if known):	
Person submitting this form (if other than the master):	

3. TYPE AND AMOUNT OF WASTES/RESIDUES FOR DISCHARGE TO FACILITY

MARPOL Annex I - Oil	**Quantity (m^3)**
Oily bilge water	
Oily residues (sludge)	
Other (please specify)	
MARPOL Annex IV - Sewage	**Quantity (m^3)**
Sewage	
MARPOL Annex VI – Air pollution	**Quantity (m^3)**
Ozone-depleting substances and equipment containing such substances	
Exhaust gas-cleaning residues	

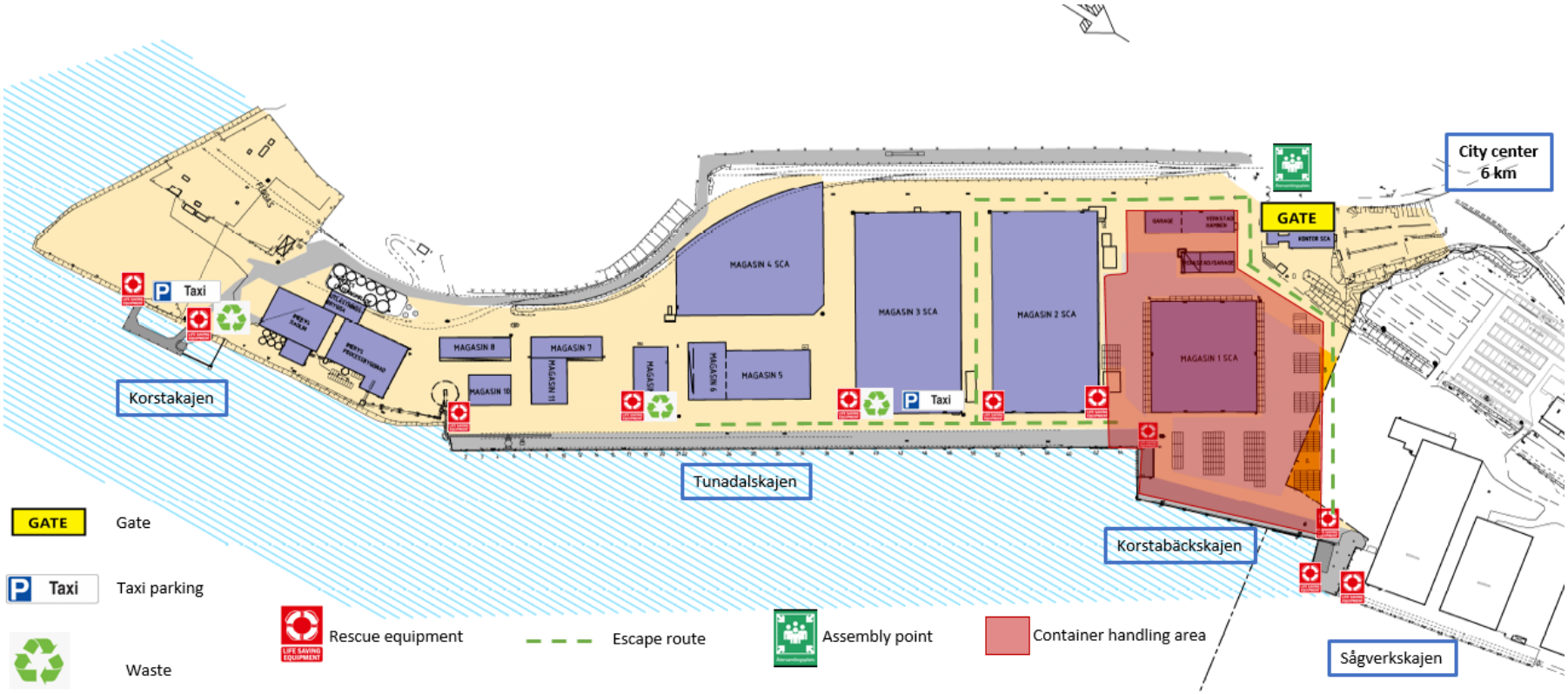
MARPOL Annex V - Garbage	**Quantity (m^3)**
a. Plastics	
b. Food wastes	
c. Domestic waste	
d. Cooking oil	
e. Incinerator ashes	
f. Operational wastes	
g. Animal carcasses	
h. Fishing gear	
i. E-waste	
j. Cargo residues (non-HME)	
k. Cargo residues (HME)	

Date: ……..

Time: ……...

Name and Position: ……..

Signature: ……



To be posted on board prior to arrival

PORT OF SUNDSVALL

PORT OF SUNDSVALL

Safety regulations – Port of Tunadal

- International Ship and Port Facility Security code applies in Port of Tunadal.
- Crew members must always carry a valid ID, when leaving the ship.
- High-visibility clothing (or a high-visibility vest) must be worn at all times while in the port area.
- Always keep good contact with linesmen during mooring and unmooring.
- Crew members should follow safety instructions from stevedores during cargo handling.
- The ports cargo handling equipment, which can include forklifts, container stackers etc. have priority over all other vehicles.
- Smoking is prohibited except in designated smoking areas; open flames are strictly forbidden in all areas the port.
- Photography is forbidden in the entire port area. A permit is required.
- All signs and cordoned off areas must be respected at all times.
- Persons under the influence of alcohol and/or drugs are not permitted in the port area.
- Special safety rules apply within the work areas of specific operators

In the Event of Fire alarms

In case of fire onboard your vessel, the following actions should immedatly be taken:

- Sound the wessel alarm.
- Stop all loading/unloading.
- Call rescue service 112, contact foreman in port and port athority.
- Fight the fire when possible.
- Prepare for shifting/departure

Incase of fire ashore or on nearby vessel, the following actions should immedatly be taken

- Call rescue service 112, contact foreman in port and port athority
- Activate evacuation alarm.
- Stop all loading/unloading.
- Prepare for fire fighting.
- Prepare for shifting/departure.

ISPS-information

- SETUN-0002
- Weekdays 06.00 – 18.00: Port of Tunadal gate security guard, telephone 060 19 36 50
- All other hours: Ortviken's security guard, telephone 060 19 41 83
- Gates and turnstiles are equipped with direct telephone communication to the guards.
- Camera surveillance is in use throughout the whole area of the port.

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2020-03-17

Waste

In accordance with the ”no special fee”-system, the port of Sundsvall accept waste that vessels needs to leave ashore and has arisen during the normal operation of the vessel.

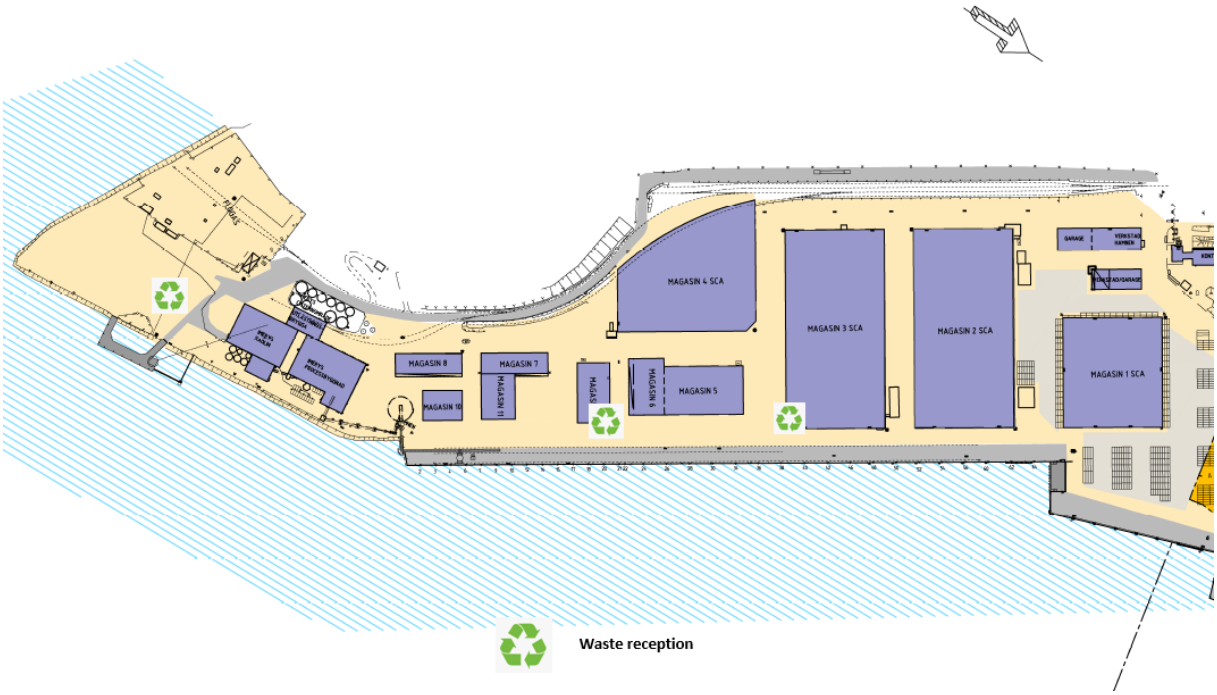
Other waste can be left ashore at an extra charge, corresponding to the ports cost for handling.

Notice must be given on the need to leave waste, no later than 24 hours before arrival.

Facilities for waste reception includes:

- Engine room waste/sludge/bilge
- Sorted solid waste
- Sorted and packaged dangerous waste
- Grey and black water (limited capacity)

Dangerous waste must be marked with label of content and vessel name.



2020-03-18

Port of Sundsvall – Tugboats

The port owns two conventional tugboats, primarily used for assistance and icebreaking but also for other assignments.

For further information and ordering of tugboat services, please contact:

e-mail: tugassistance@sundasvallshamn.se

Tugboat Captain
Mats Lundberg
+4670-3193540
mats.lundberg@sundsvallshamn.se

Tugboat regulations

For the Port of Tunadal and Sundsvall Oil Port

The following minimum requirements apply, whenever a tank vessel arrives to or departs from the port:

Vessel = 8 000 DW with no additional maneuver equipment – assistance by one tugboat.
Vessel = 14 000 DW with functioning additional maneuver equipment – one tugboat (safety boat).

§5 in Port administration for Sundsvalls Municipality applies to all vessel traffic to and from the Port areas.

Special requirements for large tank vessels

Any tank vessel equal to or larger than any of these measures is considered to be large:

Dwt 30 000, Length 200m, Width 30m, Draft 10m.

Restrictions for tank vessels

Wind (average): Ballast 8 m/s, Cargo 10 m/s.
Visibility: Minimum 1Nm.
Vessel equal to or larger than Dwt 50000 should be assisted by 2 pilots. Maneuvering at quay shall be done in daylight.

Tugboat requirements, at maximum number of 4

Minimum engine power for tugboats: Dwt of the vessel/10 minus any Hp on thruster.
Minimum Bollard pull for tugboat/s: Dwt of the vessel/10 minus any Hp on thruster/100 = Bollard pull (in tons).

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Annex 7 Tankers

In addition to these regulations, the instructions in the latest version of ISGOTT are to be applied to tankers.

1. General provisions

Responsible person

Operators and masters of vessels must appoint a responsible person, in their own areas of responsibility, for transportation, handling and storage of dangerous goods. This person must have the requisite knowledge of applicable provisions and international legal requirements for the transportation, handling and storage of dangerous goods.

2. Vessels at the quayside

2.1 General

Vessels loading, discharging or having explosive products, flammable gases or liquids, oxygen-releasing substances or organic peroxides aboard in such quantities that there is a risk of harm to people or damage to property outside the vessel if an accident should occur involving the dangerous goods must at all times be ready to be moved at short notice under the vessel's own power. Exceptions may, if there are special reasons for doing so, be permitted by Sundsvall Hamn AB.

Hot work is authorised only if it is considered that this can be carried out safely in consideration of the risks posed by the goods.

Supervisors ashore and masters on board must ensure that dangerous goods are not transported or handled in weather conditions that may seriously increase the risks.

2.2 Watch keeping on board

Masters of vessels loading, discharging or carrying dangerous goods aboard the vessel must ensure that personnel are always on hand who are adequate to provide secure watch keeping and ensure that the vessel's equipment can be operated in an emergency.

On vessels loading, discharging or carrying dangerous goods, there must be a special watchman provided by the master of the vessel, belonging to the crew and holding the necessary expertise.

A watchman on a vessel loading, discharging or carrying dangerous goods on board must

a) be thoroughly familiar with the dangers posed by the dangerous goods;

b) ensure that safety provisions are complied with and be observant of activities in the vicinity of the vessel that may endanger safety;

c) in dangerous situations raise the alarm and/or take other appropriate action, depending on the nature of the danger.

2.3 Electrical equipment

Electrical equipment used on tankers must comply with the requirements of classification regulations issued by the regulatory authority concerned.

PORT OF SUNDSVALL

2.4 Exhaust venting of gases

The intake and expulsion of air to or from the vessel's cargo tanks may take place only via the ship's ordinary tank ventilation system.

If the intake and expulsion of air must be performed through the tank hatch, a permit to do so must first have been obtained from SHAB. Such hatches must be fitted with approved, fixed flame protection.

2.5 Spark extinguishers

Tankers and other vessels calling at the Port of Sundsvall must be fitted with effective spark extinguishers on funnels and exhaust pipes.

If spark generation from the tanker's funnel or exhaust pipes is observed, action must be taken immediately to stop this spark generation.

3. Discharging and loading of tankers

3.1 General

Tankers must be loaded or discharged in consultation with the responsible operator or the master of the vessel.

Responsible operator is understood to mean the person responsible for the facility to which discharging is to take place or from which loading is to take place.

The master is responsible for equipment and personnel on board and the operator is responsible for equipment and personnel ashore.

Before the discharging or loading operation begins, both the master of the vessel and the designated discharging master must read and sign the ship/shore safety checklist.

Loading and discharging and preparations for loading and discharging must be monitored, through the master or responsible operator, by:

a) designated ship's officer and discharging master concerned;

b) safety and pipeline guard, who is thoroughly familiar with applicable safety regulations. Instructions for safety guard, see Annex 8

All openings, except for the ordinary tank ventilation system, must be closed and gas-tight. Ullage measurement and sampling must take place via closed systems.

When ships' cargo tanks are not fitted with a closed system for sampling and closed ullage readings, tank hatches must be opened for the shortest time strictly necessary to measure ullage and take samples. These hatches must be specially adapted for their purpose, and special precautions must be observed during the tank depth soundings and the sampling operation.

3.2 Shore personnel

When discharging flammable goods, the responsible operator must appoint a discharging master, safety guard and pipeline guard and inform SHAB accordingly.

The operator is responsible for checking that the designated personnel have the requisite training and follow received instructions and the safety regulations of Sundsvall Hamn AB.

For instructions for safety watchman, see Annex 8.

The responsible discharging master and safety and pipeline guard must be in attendance at loading and discharging and at the draining of pipelines.

3.3 Actions prior to discharging or loading

Discharging or loading of vessels must be notified to the fire and rescue service before mooring. This is done by the port personnel.

A hose must be rigged in such a way that it is not damaged by the motion of the vessel or its own motion.

Hose couplings must be checked on board through the master of the vessel and ashore through the responsible operator.

When a hose is used, it must be approved for its purpose and have been tested during the last 12 months. Test certificates must be available. A hose must be marked with an individual number.

3.4 Actions while discharging and loading are in progress

A ship's officer, as well as other crew according to need, must always be available. A watchman must be present on deck or in its immediate vicinity. A watchman must be a member of the crew and have sufficient expertise, in accordance with applicable STCW (Standards of Training, Certification and Watch keeping for Seafarers, 1978) requirements.

All affected personnel must verify where the nearest alarm is located and how it is activated before discharging/loading begins. The emergency stop function, both on board and ashore, must be understood by both on-board and shore personnel.

Crew must be available on board to the extent that berth shifting can take place.

During discharging a crew member must be available at all times at the actuator of the pumps.

In loading, particularly great care must be taken in 'topping'. The person monitoring 'topping' must be in continuous contact with the pumpman and the person who actuates the valve controlling supply to the tank concerned.

The pump pressure in loading/discharging must not exceed 10 bar. The pressure gauge ashore is applicable in the event of a disparity.

At the start of loading/discharging, the pump pressure must be increased slowly to the agreed pressure, however the maximum pressure must not be exceeded. The integrity of hose connections between the manifolds on the vessel and on the shore side must be checked carefully at the same time. If there is a leak pumping must be stopped immediately and the defect remediated.

If a hose is blown in draining, the person responsible for loading/discharging on board or ashore must ensure that there is sufficient space in the tank concerned.

If there is a break in discharging or loading, both the manifold valve on the vessel and the foot valve or equivalent valve on the quayside must be closed.

3.5 Actions after discharging or loading

The person responsible for operations, or deputy, must check that the quay and the common part of the line system concerned are restored.

If damage to equipment or releases of product (regardless of quantity) have occurred or there is some other fault, SHAB must be informed immediately.

3.6 Protection against releases

In places where spills and leaks can occur and where a permanent device to collect the fluid spilled is not available, spillage receptacles must be used.

Non-connected product valves, loading and discharging hoses and such like must be blind-flanged. In addition to the blind sealing cover, packing and a full complement of well tightened bolts must also be used.

Valves, taps or similar devices for sampling, drawing water or such like must be protected by a blind flange or be plugged.

3.7 Actions in the event of releases

The following actions must be taken immediately in an event that causes major releases:

- Any pumping in progress must be stopped.
- Affected valves on board and ashore must be closed.
- Phone the emergency services on 112, inform the discharging master and a ship's officer.
- Inform SHAB.

The following actions must be taken immediately in an event that causes minor releases, irrespective of quantity:

- Inform the discharging master, a ship's officer and SHAB.
- Initiate clean-up work with the equipment available at the scene.

4. Ballasting of tankers

4.1 Actions in ballasting

In ballasting, the same actions must be taken where applicable as in loading, such as blocking of scupper holes, checking valves, monitoring of tank filling, monitoring of sides of vessels and surrounding areas of water with regard to spillages of product and discontinuation of the ballasting in the event of severe thunderstorms.

Particular caution must be observed with regard to escaping flammable gas in the ballasting of non-gas-free tanks. Air may only be exhausted through the vessel's ordinary tank ventilation system.

4.2 Actions in discharging of ballast water

Contaminated ballast water must be disposed of by whoever discharges product.

The same regulations apply in the discharging of ballast water as for other discharging at an oil, gas or chemical quay.