



Gävle Hamn AB

MARINE TERMINAL INFORMATION BOOKLET

Energy and chemical port of Gävle

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Port of Gävle Fredriksskans

Gävle Hamn AB

Depåvägen 20

Traffic control +46 26 17 88 66 (24 hr duty)

Contact information

Port Authority

24 Hour service

Phone: +46 26 17 88 66

Agents can be reached thru Port Authority

Emergency

Fire Services/Ambulance/Police

Telephone +46 112

Email: trafik@gavlehamn.se

Document history

Version	Issued (date)	Comment	Author
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Introduction

General Rules

This Marine Terminal Information Booklet (MTIB) is established by the board of Port of Gävle and applies concurrently with what is stipulated in Port Regulation, Port Rules and Operating instruction for Energy Port. Above publications can be downloaded from Port of Gävle website www.gavlehamn.se.

Additionally, the operations are regulated by instructions and recommendations issued by "Drivkraft Sverige" (formerly SPBI) – "Swedish Energy Port Forum (SEHF)" and the latest edition of the "International Safety Guide for Oil Tankers and Terminals (ISGOTT)." Maritime security is governed by the ISPS Code.

As a supplement to these regulations the instructions found in the latest edition of the following guides shall be used:

- The international Safety Guide for Oil Tankers and Terminals (ISGOTT), issued by the International Chamber of Shipping, the Oil Companies International Marine Forum and the International Association of Ports and Harbors
- The Tanker Safety Guide, Chemicals, issued by the International Chamber of Shipping; and

Scope

The regulations apply to all activities in Gävle Energy Ports, including Fredriksskans Jetty 1 and Jetty 27, as well as the pipeline system to the various Terminals.

Awareness of Regulations

Everyone working within the scope is obliged to follow these regulations.

Risk Management

Energy products and chemicals can produce gases that are of a flammable and health-hazardous nature. Therefore, special attention is required to prevent harm to people, property, and the environment. Open flames or smoking are prohibited within the scope. Hot work is prohibited within the scope. Temporary exceptions to the prohibition can be made in consultation with Port of Gävle and nearby operations. In specific cases, contact must also be made with the Fire Department for an objective assessment of the work.

In EX zones, mobile phones, communication equipment, flashlights, or other electrical/electronic equipment must be EX-rated; otherwise, the equipment must be left outside the EX-rated area.

Anyone within the area must wear a safety helmet, safety shoes, high-visibility clothing, and other suitable protective clothing. Eye protection and/or face masks must be worn as per product SDS.

Mandatory life vests are required on the jetty.

Vehicle traffic is regulated by general traffic regulations, and there is a general speed limit of 30 km/h within the port area. Flashing/rotating warning lights should be used in work areas.

Consumption of drugs or alcohol results in immediate expulsion from the area and reporting to the appropriate authorities.



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1. EMERGENCY PROCEDURES

1.1 Emergency Alarms

The Terminal area is equipped with an emergency alarm covering the whole area. When the emergency alarm system is activated, the ship will receive information about the situation from the terminal they are loading from / unloading to.

At the Terminal, in the event of the following occurring:

- Fire
- Explosion
- Escape of Toxic and/or Flammable Gases
- Escape of Toxic and/or Flammable Liquids

Terminal: In Port of Gävle, there is an internal alarm for the evacuation of the port area. This alarm sounds "regularly escalating." The evacuation alarm is tested quarterly in conjunction with the Emergency Alert System (VMA).

Ship: One or more blasts on the ships whistle each blast of not less than 10 seconds duration, supplemented by a continuous sound of the general alarm system.

End of immediate danger: Long continuous sounding from the whistle.

1.2 Emergency Communications

The primary method of communication will be via the UHF radio provided by the terminal to ships on their arrival alongside and dedicated UHF channel 3 (jetty 27) or channel 4 (jetty 1) depending on which jetty.

1.3 Emergency Actions

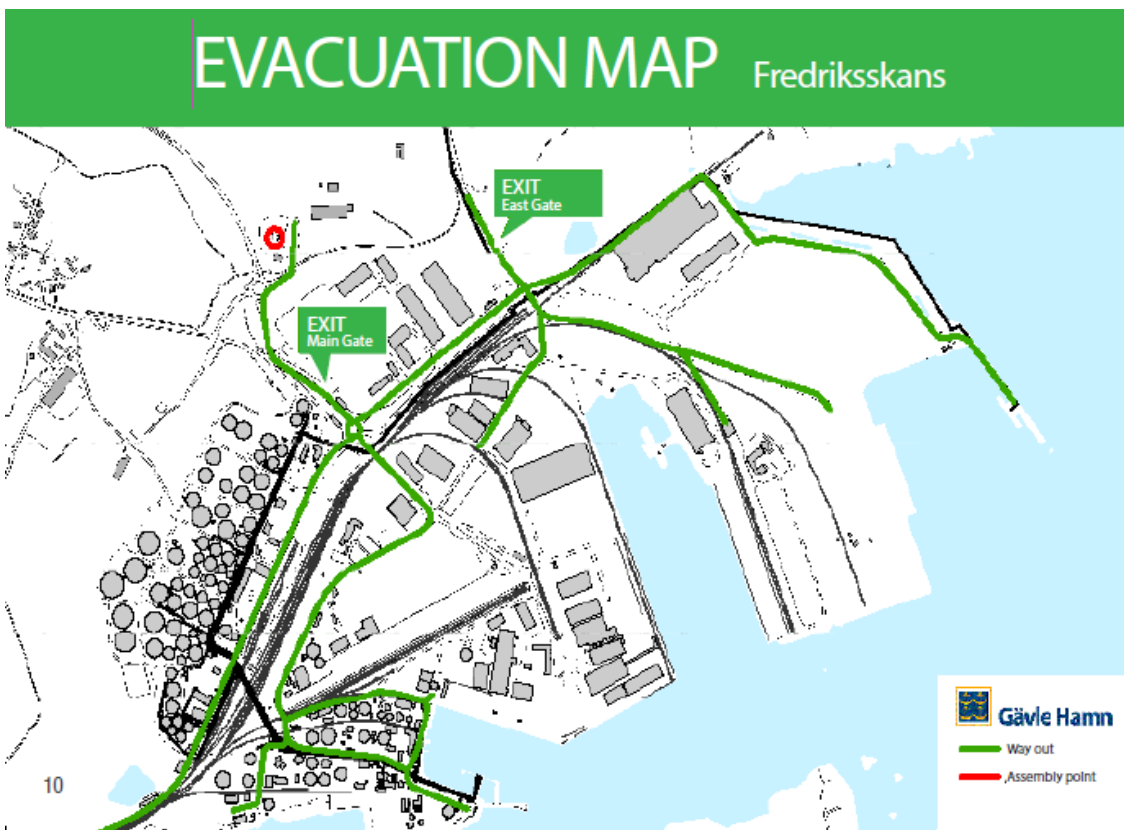
The following table describes the proper immediate actions in the event of an emergency.

ACTION-SHIP	ACTION-JETTY
Emergency on your ship	Emergency on a ship
Raise the alarm	Raise the alarm
Cease all cargo/ballast operations and close all valves if discharging. If loading only close valve after terminal advise it is safe to do so, after stopping their pumps.	Contact ship Contact Loading Master Contact 112
Inform Loading Master	Cease all cargo operations and close all valves.
In case of fire, fight fire and prevent from spreading.	Stand by to disconnect hoses or loading arms.
Stand by to disconnect connections.	If necessary, stand by to assist fire fighting.
Bring engines to standby.	Inform all ships in the vicinity.



Emergency on another ship	Emergency ashore
Stand by, and when instructed:	Raise alarm
Cease all cargo/ballast operations and close all valves.	Cease all cargo operations and close all valves.
Disconnect hoses or loadingarms.	In case of fire, fight fire and prevent it from spreading
Bring engines and crew to standby, ready to unberth.	If required, stand by to disconnect loadingarm or hoses
	Bring engines and crew to standby, ready to disembark.

1.4 Evacuation





1.5 Collision/ Damage to jetty

Immediately alert the Port Authority. Inspection should be done by a representative from Port Authorities before the ship departs.

1.6 Medical emergency

Alarm Emergency service +46 112

Inform services about which jetty the ship is moored to. Address to the Energy terminal Port of Gävle Fredriksskansvägen, Gävle

Contact the Loading Master and Port Authority and inform about the situation and that emergency personnel is expected to ensure access and assistance when they arrive.

1.7 Security Breach

Contact the Port Authority +46 (0)26 17 88 66 and Jettyman at jetty. Be prepared to stop the operation if necessary.

1.8 Person Overboard

Rescue the person if possible, maintain visual contact as far as possible

While moored: alarm the Emergency service +46 112

At sea: Alarm the JRCC (SMA/Joint Rescue Coordination Centre) (24/7)

Call sign: Sweden Rescue (Watch on VHF channel: 16)

Also Inform the Port Authority 24/7 +46 26 17 88 66 and trafik@gavlehamn.se

Loading Master shall be inform by UHF channel 3 (jetty 27) or 4 (jetty 1) depending on which jetty.

1.9 Vessel breakout

Alarm the +46 112 (24/7)

Alarm the Port Authority 24/7 +46 26 17 88 66

Loading Master UHF channel 3 (jetty 27) or 4 (jetty 1) depending on which jetty.

1.10 Emergency shutdown

Arrangements at jetty 1 and jetty 27 do not include a remote means for stopping shore transfer pumps.

In the event of an emergency, the Terminal shall be advised immediately by UHF radio or other mutually agreed communication equipment and stating 'Emergency Stop'.

High-Level Alarm at the terminal is linked to siren and flashing strobelights on the jetty

The emergency signal and shutdown procedure to be used by the ship and shore should be explained and understood during the "Pre transfer conference".



1.11 Incident notification policy

All Incidents causing damage to the port facility or persons involved in the operation should be reported to the Port Authority (24/7) +46 26 17 88 66 and the Loading Master by UHF channel 3 (jetty 27) or 4 (jetty 1) depending on which jetty.

2. HEALTH, SAFETY AND SECURITY

2.1 General

Responsibility for the safe conduct of operations whilst a ship is alongside the Jetty 1 and 27 rests jointly with the Master of the Ship and the responsible Loading Master. Therefore, before operations start, it is important that both ship and shore are in full co-operation and understanding of the safety requirements set out in the Ship/Shore Safety Check List, which are based on safe practices widely accepted by the oil and tanker industries.

The Master is expected to adhere strictly to these requirements throughout the stay alongside jetty and receiving Terminal personnel will do likewise and co-operate fully with the ship in the mutual interest of safe and efficient operations.

Before the start of operations, and from time to time thereafter, for our mutual safety, the Loading Master together with a responsible Ship's Officer, will make a routine inspection of the ship to ensure that the questions on the Ship/Shore Safety Check List can be answered in the affirmative. Where corrective action is needed, the Terminal may not agree to operations commencing or, should they have been started, may require them to be stopped.

Similarly, if the Master considers safety is endangered by any action on the part of the Terminals engaged staff or by any equipment under Terminals control, the Master should demand immediate cessation of operations until the situation is rectified.

Repeat checks of those items marked in the Ship Shore Safety Check List will be carried out by both ship and shore personnel at intervals not exceeding 6 hours.

Port Security Requirements

The various forms, information and procedures laid out in the document formalize the conduct and procedures governing ship/shore operations at the jetty which are to be mutually agreed before operations commence.

The agreements reached in the document remain in force throughout the time a ship remains alongside Jetty 1 and 27. Any changes made to these agreements during the course of the cargo operation must be again agreed in writing.

All items contained in the Ship/Shore Safety Check List must remain constantly under review. However, the ship and shore are required to jointly recheck those items requiring formal recheck at intervals not exceeding 6 hours.



2.2 Personal Protective Equipment (PPE)

Ship's personnel while on duty alongside the Petroleum Jetty shall adhere to the following minimum dress code:

- Boiler suit or trousers and long-sleeved shirt.
- Suitable shoes with protective toe caps.
- Life jacket or buoyancy aid when working on the jetty.
- Helmet.
- Safety goggles.

Specific PPE may be required for certain products, please refer to the Safety Data Sheet (SDS acc to MARPOL Annex 1)

Personnel engaged in operations are actively encouraged to utilize PPE to the fullest extent during cargo transfer, hose handling and mooring operations. This includes the wearing of safety helmets and safety goggles.

Ships should establish the PPE requirements for visitors and these should include appropriate clothing, safe footwear and safety helmet.

2.3 Terminal Access

All visitors must register before accessing the facility. This is carried out at the Port Authority at Main gate or thru Ship agent in dialog with Port Authority. This is communicated to the Jettyman at jetty 1 or 27 depending on where the visitors intend to visit.

Port Authority personnel may conduct random searches of people in all areas of the facility. They may ask for proof of identity and the nature of the individual's business at the facility. Anybody unable to provide this information will be asked to leave the area, accompanied by the police where appropriate. Everybody with valid business at the facility is duty-bound to accept ID checks.

2.4 Port and Terminal Security

In line with the ISPS Code, the following three security levels are adopted:

Security Level 1 – Normal

The level for which standard security measures shall be maintained at all times.

Security Level 2 – Heightened

The level for which appropriate addition measures shall be maintained for a period of time as a result of heightened risk of a security incident. For Port of Gävle jetty 1 and 27, this will include additional security guards and patrols with greater scrutiny of port users.

Security Level 3 – Exceptional

The level for which further additional security measures shall be maintained for a limited period of time when a security incident is probable or imminent, although it may not be possible to identify the specific target. For the Terminal, this may result in the removal of a ship from the jetty or the delay in a ship berthing.



CCTV

Certain facilities are monitored by CCTV.

2.5 Drugs/Alcohol

Zero Tolerance for Drugs and Alcohol: Please be advised that a strict zero-tolerance policy is in effect for drugs and alcohol within the port area. Violations will result in immediate consequences and may lead to legal action.

Masters are advised that operations will cease if it is considered that the actions of a person or persons involved in the operations are not under proper control as a result of the use of alcohol/drugs and or fatigue.

Operations will not resume until the matter has been reported to and fully investigated by relevant authorities and the Loading Master considers it safe to do so. Delay or cancellation of a ship's departure could result. Access to the Jetty will be denied to any person suspected of being affected by alcohol or drugs.

2.6 Smoking

Smoking is strictly prohibited in the jetty area and on board ships alongside Jetty except in those spaces on board that are specifically designated by the Master and Loading Master as "Smoking Areas." Notices identifying the designated places must be clearly marked.

Failure to comply with this regulation will involve cessation of operations and may result in the ship being removed from the jetty pending a complete investigation and receipt of written assurance from the Master that effective controls have been established.

The Terminal reserves the right, to prohibit smoking, at any time, in any place on board a ship and adjacent to the port area. Smoking is also prohibited in any place within the Terminal and jetty areas, except designated areas as directed.

2.7 Portable electronic equipment and naked lights

Only approved intrinsically safe or EX rated electrical equipment may be used on the Jetty or within the hazardous zone of the ship.

Portable electrical equipment, including computers, mobile phones, pagers and cameras, if not certified intrinsically safe, must be switched off and may only be used within:

- Permanent buildings as designated by the Terminal Manager.
- Areas on the ship designated by the Master.

Note: in certain circumstances, some types of camera, such as a disposable camera without flash, may be used, subject to the specific approval of the Master and Loading Master.

Light and naked flame of all kinds are forbidden, unless special permission has been obtained from the port officer and Loading Master.



2.8 Repairs while alongside

Major planned repair work is not permitted while the ship is alongside the Terminal. Emergency repairs, namely essential repairs needed to rectify malfunctioning equipment and prevent hazardous or unsafe conditions, will be permitted on a case-by-case basis following approval by the Terminal and Port Authority.

State of Readiness of Main Engines

The main engines and other essential machinery of all ships alongside must be maintained in a state of readiness for vacating the jetty at short notice.

Main engines must be retained on a maximum of 15 minutes notice of readiness. The immobilization of main engines or other essential machinery may be permitted upon application to Port of Gävle and with the permission of the Loading Master. The ship will be required to provide a detailed description of the work being undertaken and an estimation of the actual time of immobilization.

Generally hot work outside a designated space is not permitted on board ships alongside the jetties. However, under certain circumstances and conditions hot work may be permitted.

Before undertaking hot work on board, permission must be granted by Port of Gävle and the Loading Master. All hot work permits are to be counter signed by Port of Gävle and the Loading Master in addition to the ship's authorized hot work permit signatory and Master.

2.9 Provision and stores

Provisions and stores are allowed to take place before or after cargo operations. If the cargo handled has a flashpoint above 55°C provisions and stores may be allowed during operation, contact Loading Master to obtain permit.

2.10 Safety data sheet

Safety data sheet for the handled product should be available onboard vessel and on the terminal before operations are allowed to start and during the entire operation.

Having a Safety Data Sheet (SDS) available during the ship/shore operation of tankers is of utmost importance. The SDS provides detailed information about the onboard chemical substances and their potential hazards, which is crucial for ensuring a safe and efficient ship/shore operation process.

Access to the SDS enables the crew to respond quickly and accurately in case of emergencies or accidents, reducing the risk of harm to people and the environment. Furthermore, the SDS facilitates proper communication and collaboration with port authorities and other relevant parties. A thorough understanding of the SDS thus contributes to promoting safer and more responsible tanker ship/shore operation operations.



2.11 Hydrogen sulphide

When handling products containing or suspected to contain sulfur hydrogen (H₂S), personal gas alarms must be set to clearly alert when the exposure exceeds 5 ppm is carried by all personnel in the operations area. Exceptions may be made when visitors are to embark / debark vessels. However, these must not be in the area if the exposure exceeds 5 ppm.

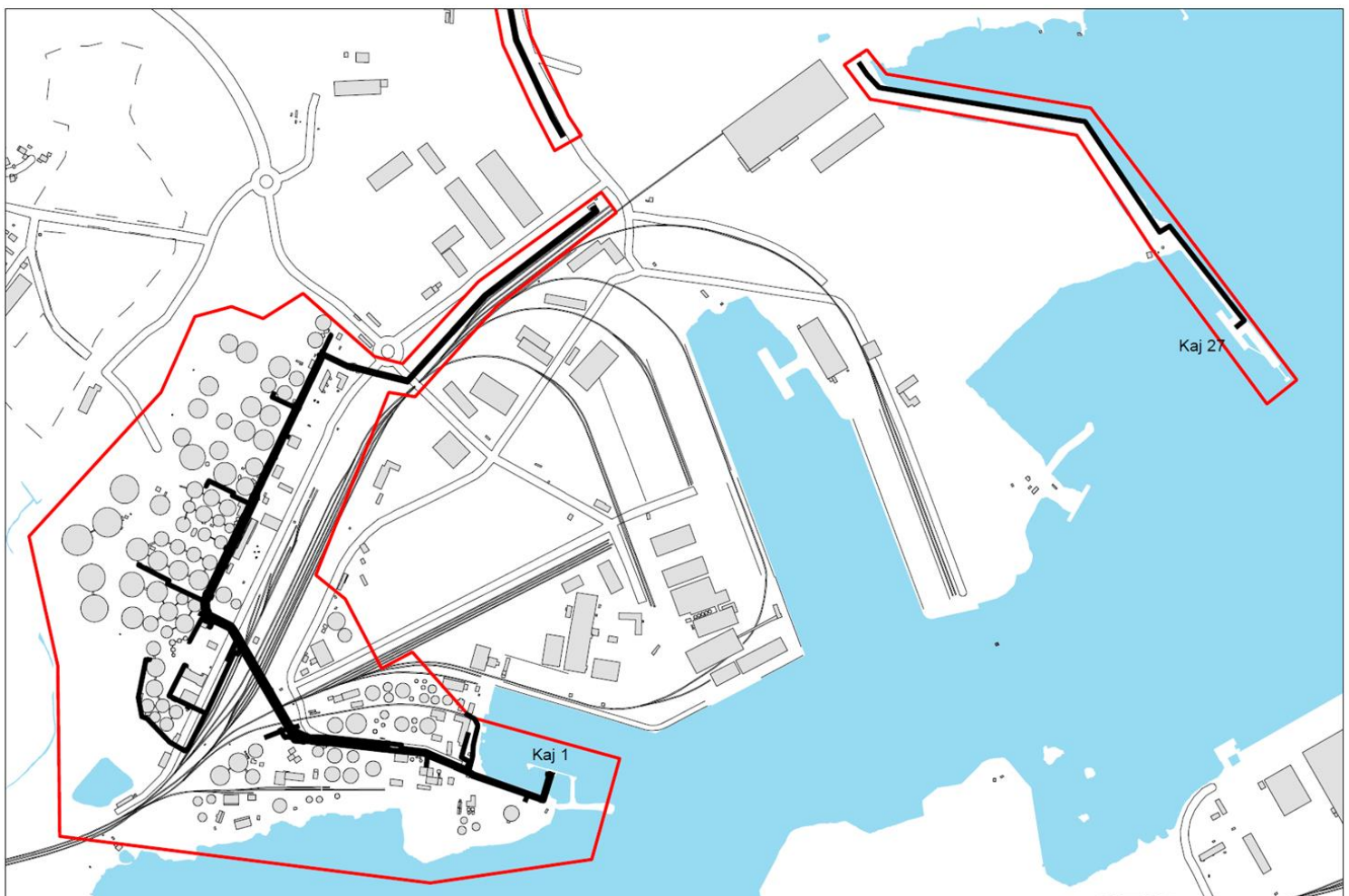
3. GENERAL INFORMATION

3.1 Terminal location

The terminal is located on the east coast of Sweden (N60.68987, E17.22615).

3.2 Terminal Layout

At the liquid bulk terminal in Gävle there are 2 berths ready for operation of liquid bulk 24/7. Berths: Jetty 1 and Jetty 27.





3.4 Local time

GMT +01:00 (standard time, approx. end of October to end of Mars; summertime is +2h)

3.5 Vessel/shore communication

During cargo operations, UHF radio is the primary communication ways.

During the pre-transfer conference, communications procedures will be agreed for conducting specific activities and will include agreed notice periods for conducting ship or shore stops.

3.6 Language spoken

English and Swedish.

3.7 Vessel acceptance

Port Authority of Port of Gävle (Gävle Hamn AB) has the overall responsibility of the safety within the harbour area. The General Port Regulations apply to the Port of Gävle harbour area, plant and ground areas as well as water areas. If these regulations conflict in any way with other applicable rules and regulations, these regulations are to be regarded as a statement of the minimum requirement. The Port Authority may issue specific safety provisions for each individual call at port.

When exceeding normal conditions or other circumstances that could appear, a vessel or its representative should apply for vessel acceptance before the arrival.

The vessel acceptance application form should be used and dispatched to Port Authority on e-mail: trafik@gavlehamn.se

VESSEL ACCEPTANCE PROCEDURE

The procedure of an application is as follows:

- Vessel acceptance application to be sent to Port Authority.
 - An acknowledgement of receipt of application in reply.
- Request of VPQ (Vessel Particular Questionnaire), if necessary. Request of additional information, if necessary.
- Request of vessel mooring plan, if necessary.
- Analysis of technical and physical criteria at jetty or harbour area. Consultation with Swedish Maritime Administration Gävle Pilot Area. Consultation with master of tugs, boatmen and terminal, if necessary.

- Risk analysis and or HAZID may be executed if necessary.
- A simulation of vessel maneuvering may be executed, if necessary.
- New mooring plan and or mooring calculation may be executed, if necessary.
- Decision regarding the application will be made by Port Authority. All parties will be informed by Port Authority.
- The vessel acceptance can be valid for 2 years maximum.



3.8 Useful contacts

Emergency services (SOS)	+46 112
Port Authority (for information and activation of alarms)	+46 (0) 26 17 88 66
Officer on duty Energy and Chemical port	+46 (0) 704 14 05 99
Operations manager Energy and Chemical port	+46 (0) 704 14 05 95
On-call officer in the municipality (TIB)	+46 (0) 26 17 88 66
On-duty damage control contractor	+46(0) 10 155 61 00
Tugs VHF Ch 16/13/8	+46 (0) 26 17 88 38
Swedish maritime administration (Local office Gävle)	+46 (0) 10 478 56 10
Swedish maritime administration (Pilots, Gävle)	+46 (0) 771-630 610
Coastguard	+46 (0) 776 70 70 00
Livsmiljö Gävle (Environmental protection)	+46 (0) 26 17 80 00

4. JETTY INFORMATION

4.1 General Description of Berths

There are two berths available at Port of Gävle for handling liquid bulk products, listed below.

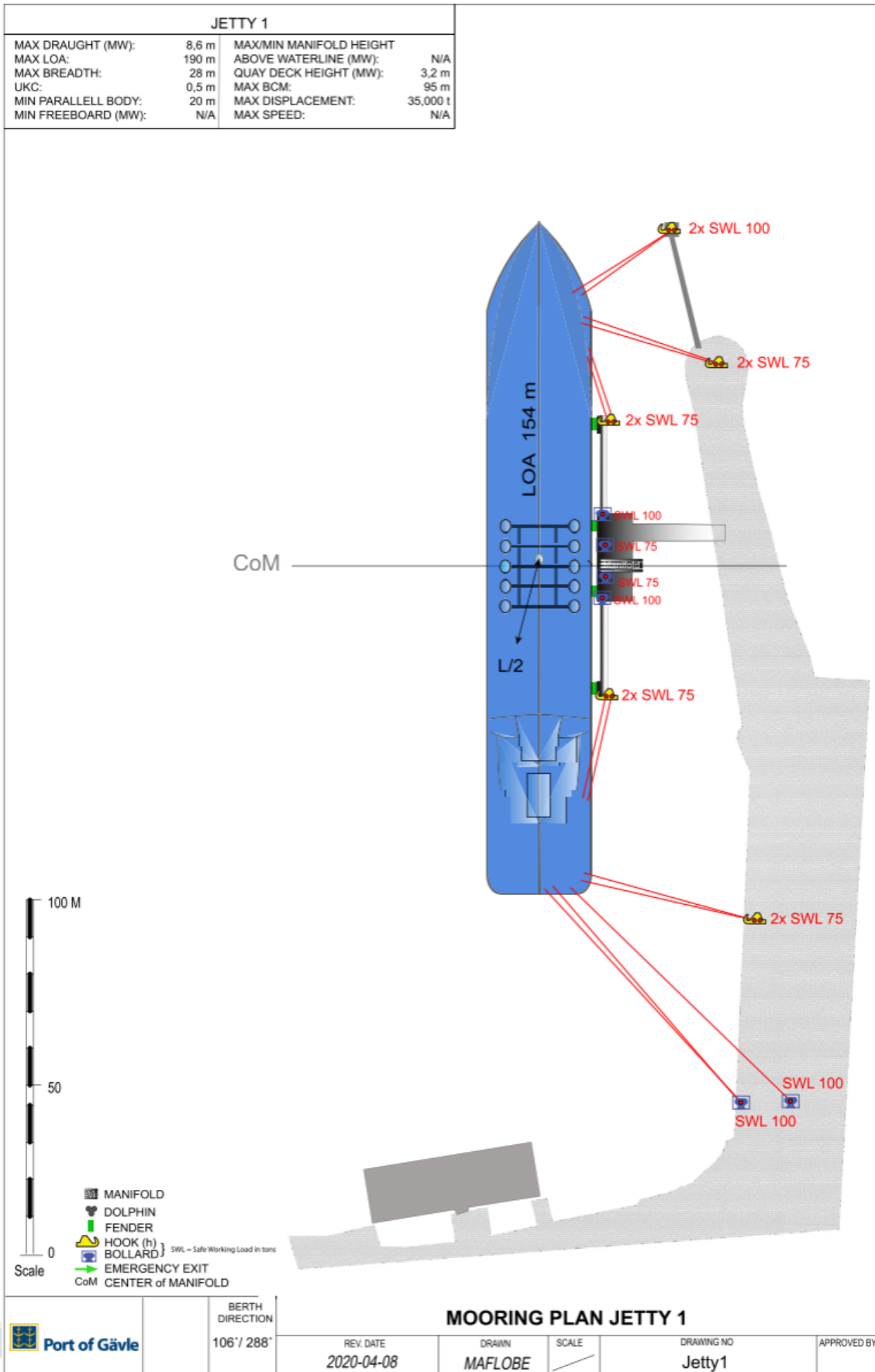
Please be advised that changes in the below figures may be subject to change. Notices will be given through Port of Gävles webpage <http://www.gavlehamn.se> and advice is given through the Port Authority.

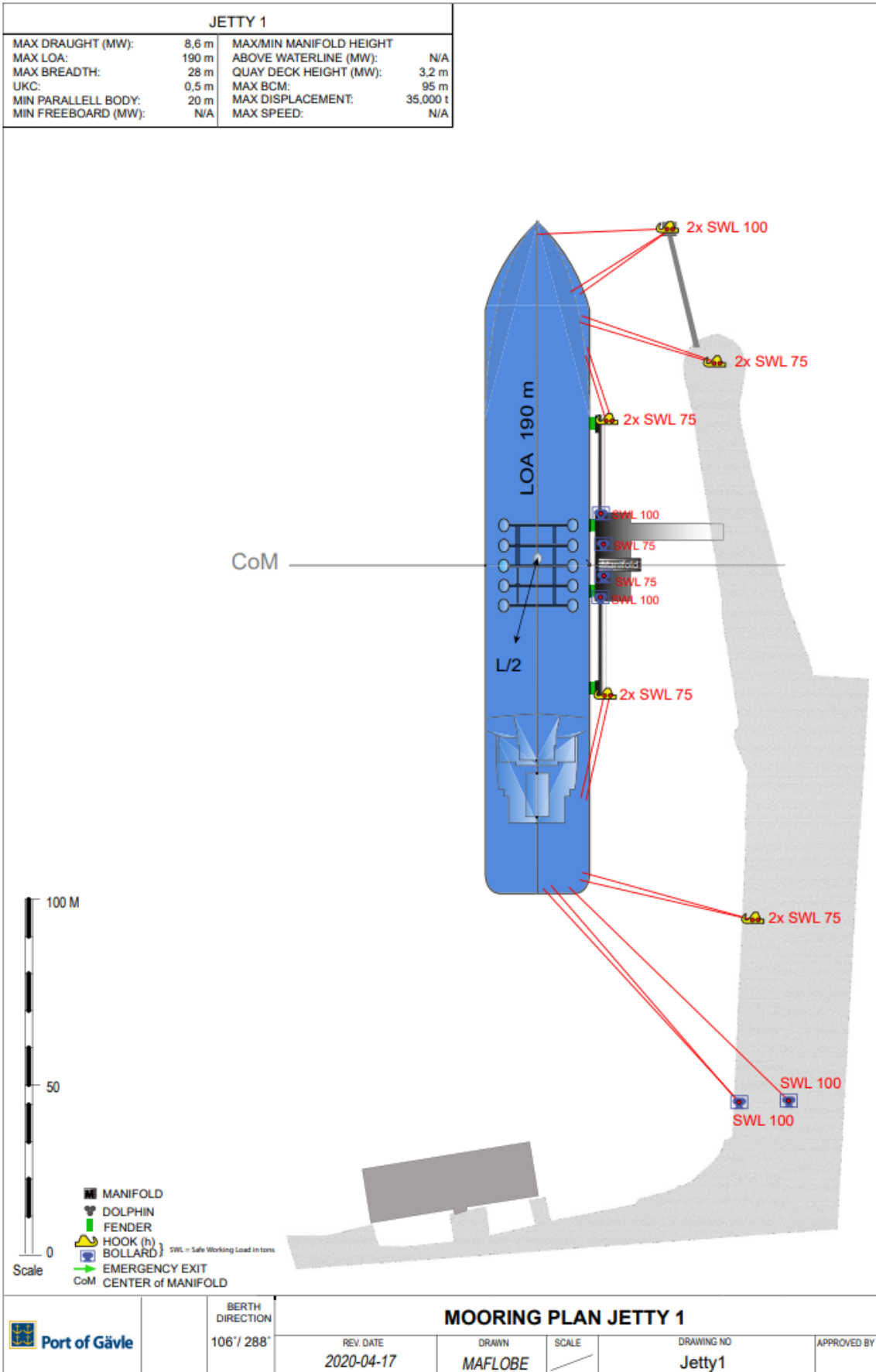
4.2 Jetty Limitations

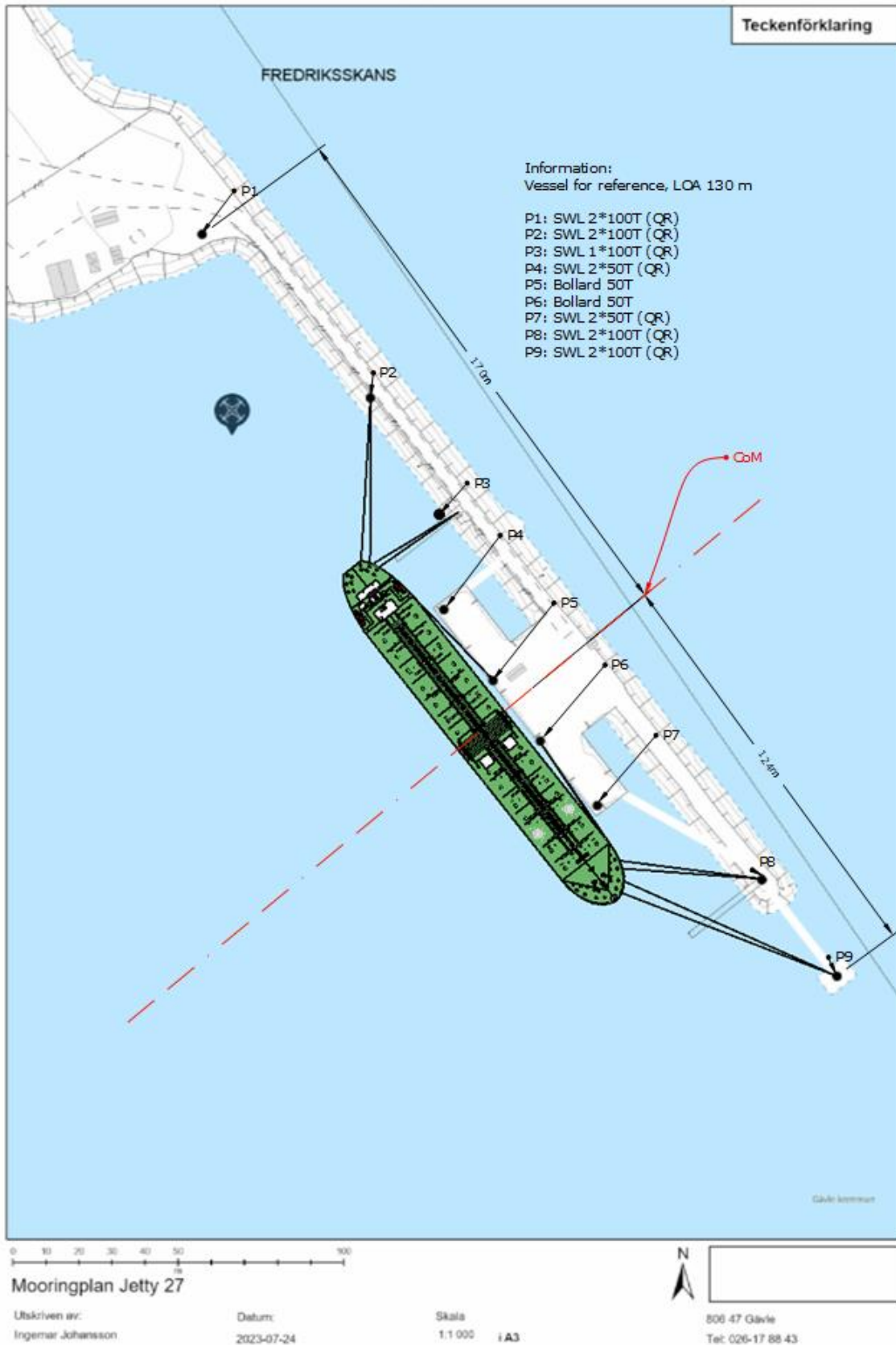
Maximum allowed wind speed during ship/shore operation: 22 m/s. At 25 m/s, the cargo-arm should be drained and prepared for disconnection. The above should be considered as recommendations and in no way absolves the captain or the Loading Master of their responsibility. Port of Gävle may decide on deviations from the restrictions if deemed necessary in relation to expected/current weather conditions.

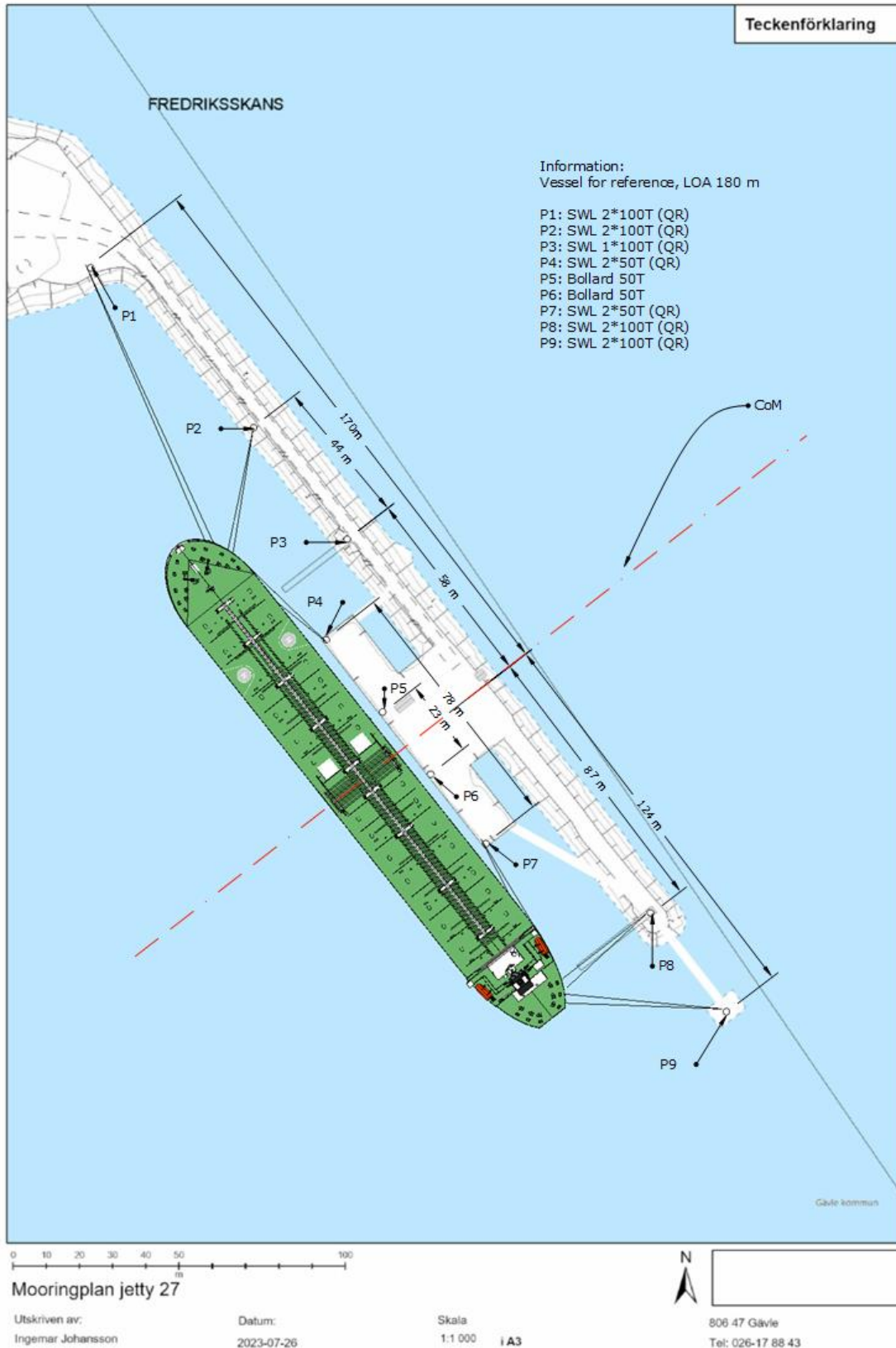
In approaching thunderstorms, all handling of Class 1 products or any operation where combustible gases have formed must cease. All tank openings and valves on board should be closed, including bypass valves on the ventilation system for cargo tanks. All valves connected to the loading arm and shore manifold should be closed.

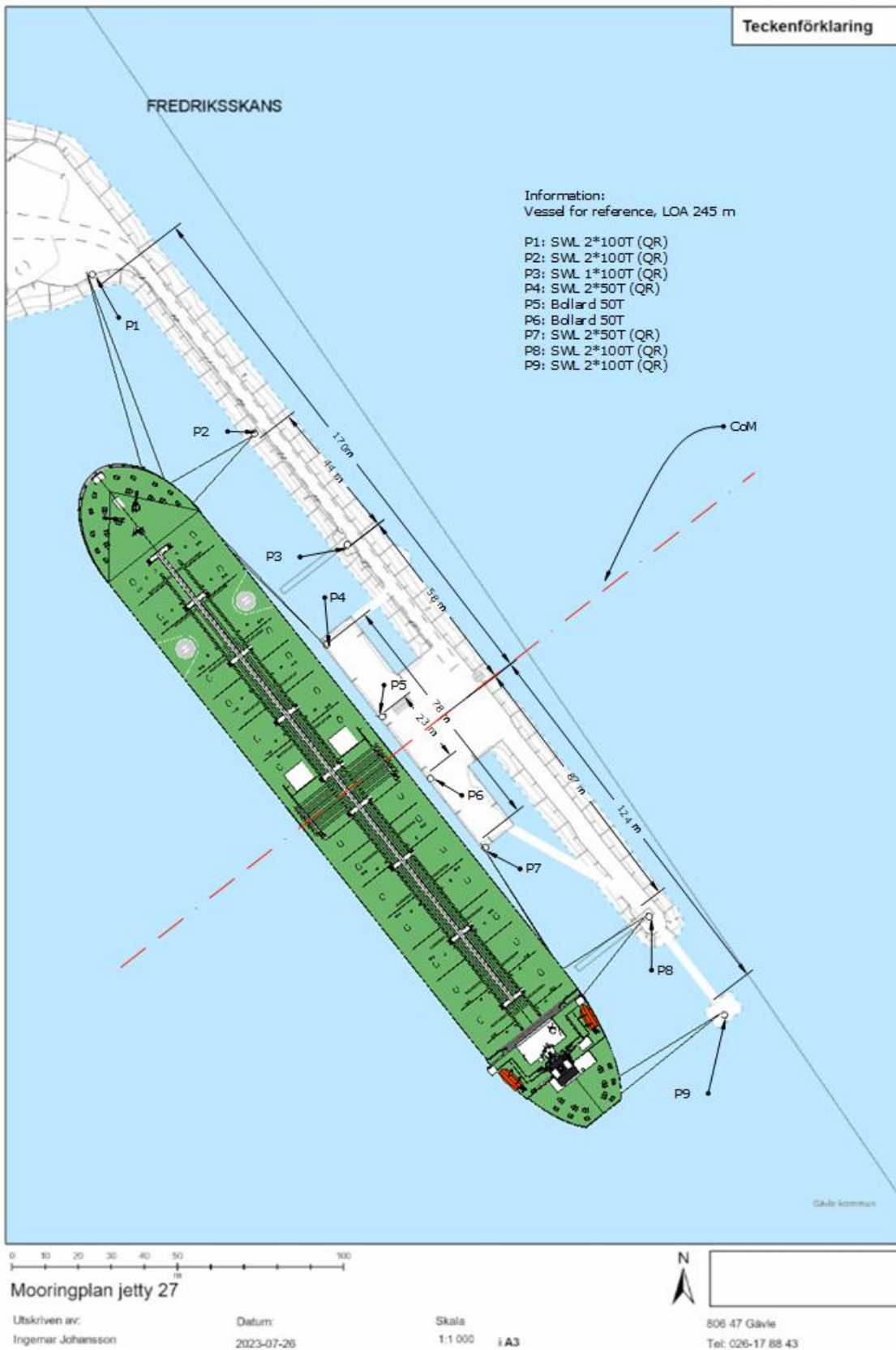
The following layouts describes the specific measurement's applicable to each jetty.





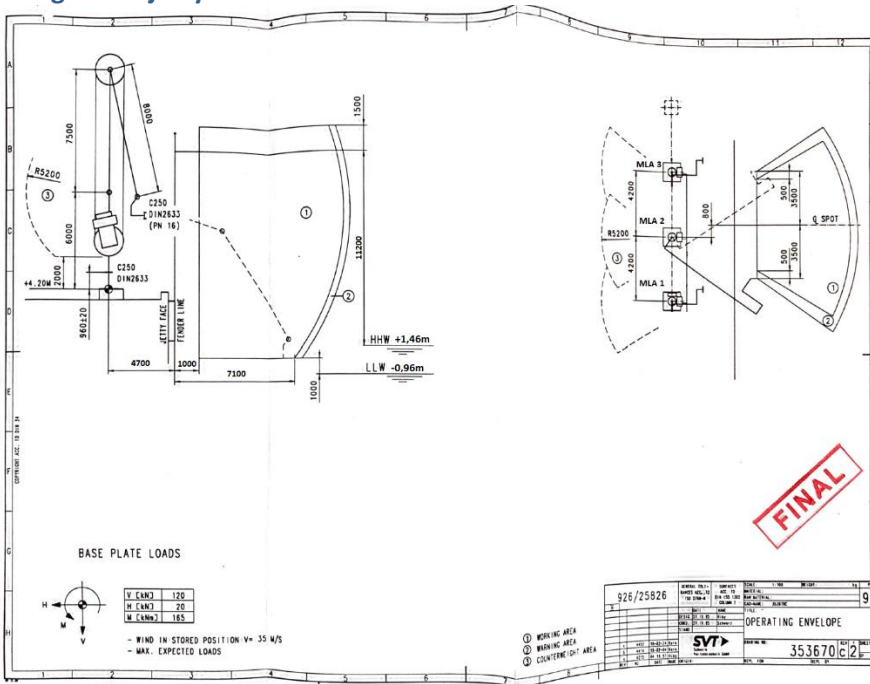




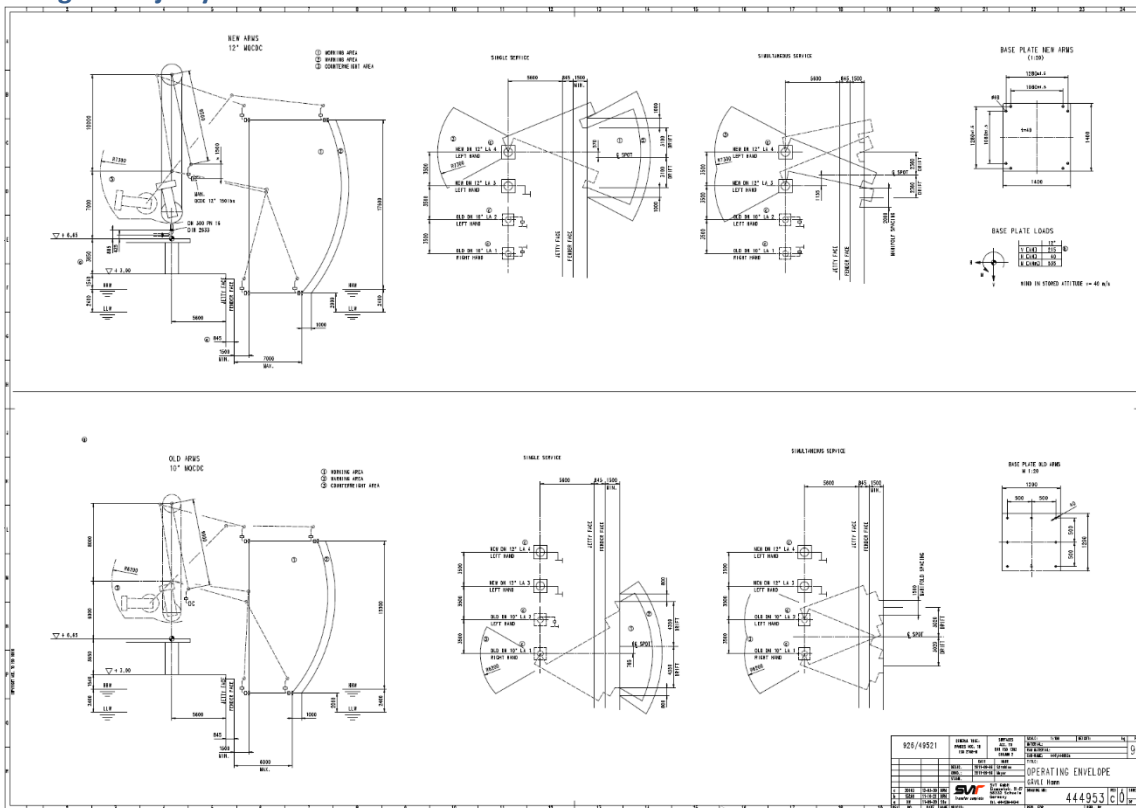




Cargoarms jetty 1



Cargoarms jetty 27





4.3 Jetty Questionnaire

See appendix 1 for detailed jetty questionnaire.

5. PRE-ARRIVAL COMMUNICATIONS

5.1 ETA Advice

Time Slot System Gävle - Queue System

The queue system Time Slot Gävle is mandatory for all vessels intending to dock at jetty 1 and 27 in Gävle port, in accordance with Port Regulations § 19.

The queue system is digital where the vessels applies for a queue position via a web form no earlier than 72 hours before arrival in the outer port area for jetty 1 and 36 hours before for jetty 27.

The vessel receives a proposed RTA (Recommended Time of Arrival) based on the vessel's stated ETA to the outer port area and any queue at the respective jetty.

The queue position is maintained for up to 3 hours of delay. After that, the vessel must remove the current queue position and reapply for a new one.

In the event of a change in the queue, the vessel may receive a new RTA. This new RTA must always be confirmed by the vessel.

During the vessel's voyage, the jetty's laytime stated in the queue application must be immediately adjusted if the vessel becomes aware that the estimated laytime has changed.

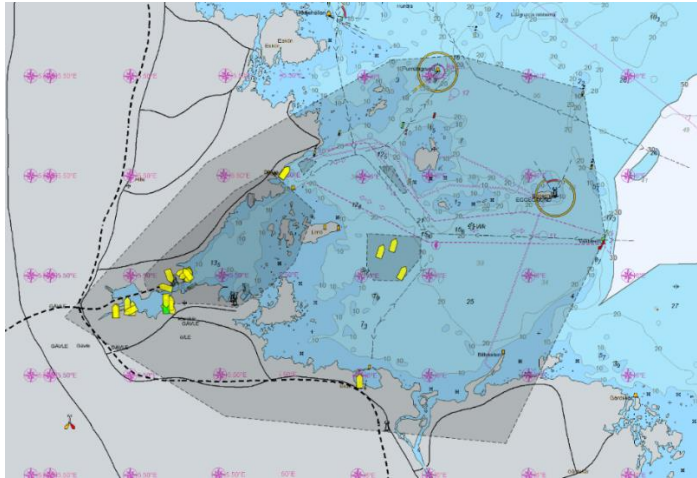
In the event of an abnormal incident or significant delay, the Port Authority in port of Gävle must always be notified immediately by phone at +46 26 17 88 66.

Port of Gävle always has the right to modify the current queue order according to port regulations.

Ships bound for Port of Gävle should provide ETA advice via their agents to the Port Authority by e-mail at least 24 hours prior to their arrival or immediately on leaving their last port, whichever is the later prior to arrival.



Outer Port Area



At the jetty

When the vessel is at the jetty, the laytime should not be updated via the link to the queue application.

At the jetty, the Loading Master in consultation with the vessel's crew, should continuously update the vessel's Estimated Time of Departure (ETD) in the Port Activity App throughout the entire port visit.

Minor time deviations during an ETD update have no immediate impact on vessels in the queue. However, they provide all port stakeholders and arriving vessels with clear information about when the vessel at the jetty plans to depart.

The current queue is available in the Port Activity App™ under the "Queue" tab and on the website www.portactivity.se. More information on how to apply for a queue position can be found at www.gavlehamn.se/traffcinformation.

Pilotage

Pilotage Order

Ordering pilotage to and from Gävle, Söderhamn, Hudiksvall, Sundsvall, Härnösand, and Ångermanälven.

Pilotage Service: 00:00 - 24:00.

A preliminary pilotage order must be placed no later than 24 hours before boarding.
A definite pilotage order must be placed no later than 5 hours before boarding.

Pilots are primarily ordered through MSW portal. Orders can also be placed through the Pilotage Central Gävle: Phone: 0771-63 06 10, email: northcoastpilot@sjofartsverket.se



Communication

VHF channel: 13, Sundsvall, Söderhamn, Gävle
Call sign: "Pilots Bottenhavet"/"Northcoast Pilot"

Important Notice Regarding Pilot Ladder Arrangements

All vessels utilizing the Swedish Maritime Administration's pilotage service are requested to strictly rig pilot ladders in accordance with SOLAS and the International Maritime Pilots' Association regulations.

This includes the requirement that, when the freeboard exceeds 9 meters, a "combination pilot ladder" must be rigged.

Download the boarding arrangement instructions for comprehensive guidance.

<https://www.sjofartsverket.se/globalassets/lotsning/lo-kalmar/allmant/finalimpapladderposter.pdf>

During boarding operations, vessels must maintain the instructed speed from the pilot boat and ensure favorable trim.

Typically, the pilot ladder is rigged so that the lower step is positioned 2 meters above the waterline. However, for specific boardings, the pilot boat may specify a different distance from the waterline, which takes precedence.

Boarding vessel

Vessels are boarded at the following positions:

Gråskärsbådan N 60 42.8 E 17 28.0 (Regular)

Purrustrund Lighthouse N 60 46.7 E 17 30.0 (Northbound traffic)

Tugs and Towing

See Port Rules 23 § and 24 §

Provision of Mooring Crews

Mooring crews are available at the terminal from a third party company.

Mooring

The Master is responsible for ensuring that the ship remains securely moored throughout the stay alongside. The Master must ensure that all moorings are regularly tended and maintained in a taut condition.

Provision of Ship/Shore Access

Tankers moored at the Terminal are required to provide a suitable gangway to enable safe access between ship and shore, complete with suitable safety net.

Speed

Navigation within the port area shall be at such low speed that no inconvenience is caused to others. Navigation shall be such that there is no risk of damage to port installations, ships and their moorings.



6. OPERATIONAL INFORMATION

6.1 Gangways

Tankers moored at the Terminal are required to provide a suitable gangway to enable safe access between ship and shore, complete with suitable safety net.

6.2 Pre-transfer conference policy

During the pre-transfer conference, the Loading Master shall ensure that a safe mode of communication is established with the ship. The communication equipment must be kept by the ship's Duty Officer at all times. The communication equipment is tuned to the terminal frequency and is to be used for cargo transfer and emergency use only.

Identification of the name of the ship should always be included in communications to avoid any misunderstanding. The Terminal identity is 'Terminal' for Loading Master, and 'Jetty' for Jettyman at jetty.

6.3 Ship/Shore Safety Check List and Operational Agreements

On arrival at the jetty, the Loading Master is to present the ship with a copy of a folder at a minimum containing the following documents:

- Ship/Shore Safety Check List
- Cargo Transfer Plans
- Safety Data Sheet (SDS)

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 UHF radio, or any other means, requesting 'Emergency Stop'.

Any other emergency signal must be documented in the Ship-Shore Safety Checklist.

All transfer pumps must be immediately stopped, and ship and shore manifolds closed until the situation is investigated and joint agreement is reached on resuming operations.

During the pre-transfer conference, communications procedures will be agreed for conducting specific activities and will include agreed notice periods for conducting ship or shore stops.

6.4 Ballasting policy

Responsibility and supervision

The master of the ship is responsible for the ballasting operation. The ballasting operation shall be supervised by an appointed officer.



Procedures during ballasting

During ballasting the applicable procedures for loading shall be used. These may include plugging scuppers, checking valves, supervision of filling tanks, checking the ships sides and the surrounding water for product spills and stopping the ballasting in case of a violent thunderstorm.

When ballasting tanks that are not gas free particular caution shall be exercised regarding the outflow of flammable gas.

Procedures during the discharge of ballast water

Contaminated ballast water shall be received by the company loading the product.

The same regulations are effective for the discharge of ballast water as for other unloading operations at oil, gas or chemical jetties.

Only clean ballast water may be discharged into the harbour waters. By clean ballast water is understood water that has been carried in a separate ballast tank that is has not connection to a cargo tank.

6.5 Loading arm or hose connection and disconnecting

On completion of mooring alongside Jetty 1 or 27, the ship will be presented with hoses/loading arms for discharge/loading. It is the responsibility of the shore to ensure that the hoses/loading arms are maneuvered and connected safely and are correctly rigged, but the manual assistance of the ship's crew is requested to achieve this. Similarly, on completion of cargo operations, terminal personnel are responsible for ensuring the safe disconnection and maneuvering of the cargo hoses/loading arms and ship's staff are requested to manually assist with the process, including bolting in place the cargo hose end blanks.

6.6 Cargo transfer policy

A Swedish or English-speaking watchman shall, through the master of the ship, at all times be on deck. The watchman, who shall have the applicable competence, may either be a crew member or beforehand be approved by the Port of Gävle. The watchman shall:

- a) be well acquainted with applicable regulations of these bylaws and have a good knowledge about the safety appliances at the jetty,
- b) check gangway and moorings to adjust them as necessary,
- c) check that oil is not spilled from the ship,
- d) when a person wishes to visit the ship check that he has a permission to do so and inform him about prohibition of smoking,
- e) assist the ships officers in supervising that the ships as well as the ports safety instructions are complied with and intently watch activities in the vicinity of the ship regarding safety, and
- f) immediately report all incidents that may endanger the safety on board and in the vicinity of the



ship to the safety guard at the jetty and to the officer on duty on board the ship.

If product handling is not in progress and the safety not endangered Port of Gävle may grant an exemption from the requirement to have a watchman on deck.

6.7 Hazardous vapour or gas

Ventilation of tanks is forbidden as long as the ship is inside the harbor area. All measures shall be taken to prevent or minimize the emission and spread of hazardous vapour or gas and to protect the personnel against such vapour or gas.

When dangerous bulk cargoes that may emit hazardous vapour or gas are handled, equipment to measure the concentrations shall be readily available.

Unprotected personnel shall not be allowed to enter a space where toxic, flammable or otherwise hazardous vapour or gas may be present. Hazardous vapour or gas may only be vented through the permanent tank venting system when the ship is maneuvering, moored or anchored within the harbour area.

6.9 Safe operations requirements

If any of the conditions below is present, the cargo operations shall be suspended. Maximum allowed wind speed during ship/shore operation: 22 m/s. At 25 m/s, the cargoarm should be drained and prepared for disconnection. The above should be considered as recommendations and in no way absolves the captain or the Loading Master of their responsibility. Port of Gävle may decide on deviations from the restrictions if deemed necessary in relation to expected/current weather conditions.

In approaching thunderstorms, all handling of Class 1 products or any operation where combustible gases have formed must cease. All tank openings and valves on board should be closed, including bypass valves on the ventilation system for cargo tanks. All valves connected to the loading arm and shore manifold should be closed.

6.10 Tank cleaning and tank entry policy

Tank cleaning is normally not allowed. However, tank cleaning might be allowed after written consent from the Port of Gävle.

6.11 Inert gas systems policy

If a ship is fitted with an inert gas system then this system must be fully operational (in accordance with Class requirements) and used at all times. In the event that a ship's inert gas system is not functioning, or not functioning as required, cargo operations must cease immediately and may not resume until the system is repaired or written permission is given from the ship's owners, port officer and the Loading Master.



6.12 Surveyors/sampling and gauging

At all times, the ullaging and sampling of ship's tanks should be achieved by the use of closed sampling equipment. Under no circumstances are shore personnel to open any tank or vapour lock.

When it is not possible to undertake closed gauging and/or sampling operations, open gauging systems will need to be employed and the precautions detailed in ISGOTT must be adhered to.

This is only allowed as an exception and only after the operator has performed a risk assessment according to the operator (Surveyors) Safety Management System (SMS) and agreed by the Master and Loading Master

Shore staff and surveyors will draw cargo tank ullages and samples after mooring when safe access to the shore is provided. The Master is requested to have adequate personnel and appropriate closed sampling and ullaging equipment available as a priority to facilitate this operation.

6.13 Bunkering

Bunkers and Lubricating Oils

Bunkering prohibited when loading/unloading products with a flash point below 55°C.
Bunkering operations is always subject to approval from the Port Authorities.

Definitions

By a receiving ship is understood a ship that receives bunkers. By a bunkering vehicle is understood a tank truck or other vehicle that delivers bunkers to a receiving ship.

Notification

An advance notification of intended bunkering shall be made to the Port Authorities and the Loading Master

The advance notification shall contain:

- the name of the receiving ship
- the name of the company delivering the bunkers
- the time and location of the bunkering and the quantity to be bunkered.

Distribution of responsibility

The master of the receiving ship shall prior to commencement of the bunkering operation report the name of the officer on board who is responsible for the operation to Port of Gävle.

The person on board the receiving ship who is responsible for the bunkering operation shall prior to the operation appoint a safety guard who, if necessary, can order the pumping to stop.

The person on board the receiving ship who is responsible for the bunkering operation and the driver of the bunkering vehicle are obliged, within their respective area of responsibility, to take all necessary precautions to prevent the release of bunker oil on the water or the shore.



Before the bunkering operation commences

Before the bunkering may commence a bunkering checklist shall be completed and signed both by the ship receiving the bunkers and the deliverer. The checklist shall at request be shown to the Port Authorities.

All scuppers on board the receiving ship that may be affected by the bunkering operation shall be closed. The driver of the bunkering vehicle shall by the receiving ship be informed about the maximum pumping pressure and the quantity to be filled in each tank.

The hose from the bunkering vehicle shall be securely connected to the manifold on board the receiving ship and rigged in such a way that it will not be damaged by the movement of the ship. Only a hose that has been approved for its purpose and tested during the last twelve months may be used. Checks shall be carried out that all valves that are in use set to the right tanks.

A safe communication, preferably by the means of radio, shall be established between the receiving ship and the bunkering vehicle. This communication shall be maintained until the bunkering operation is completed and the bunkering hose is disconnected.

During bunker transfer

Hose-connections shall continuously be checked about leakage.

A safety guard who is experienced in the operation on board the receiving ship shall be in attendance during the entire bunkering operation. This person shall stay in such a place that he immediately can order the pumping to be stopped, should this be called for due to overfilling or otherwise.

A safe communication shall be maintained during the entire bunkering operation between the bunkering vehicle and the receiving ship.

The oil level in the tanks of the receiving ship shall be carefully checked. The greatest caution shall be exercised during "topping up".

Remarks: The responsible officer on board shall, among other things, give due regard to the difficulties in checking the oil level in heavy fuel oil tanks with small bore sounding pipes; especially when temperatures are low.

After completion of the operation

Before the hose is blown with air the responsible officer shall ensure that there is space enough to receive its contents in the tank that is being filled.

The hose of the bunkering vessel or the bunkering vehicle shall be disconnected in such a way that oil is not spilled. A drip tray shall be used. The hose shall be blinded before being brought back to the bunkering vessel or ashore to the bunkering vehicle.



Actions in case of oil spills

In the case oil is spilled the following actions shall immediately be taken:

- the pumping shall be stopped.
- the valves on board the bunkering vessel or bunkering vehicle and the receiving ship shall immediately be closed.
- Port of Gävle and the firebrigade shall be alerted.

6.14 Pollution prevention

Ships entering the waters of Sweden must comply with the laws concerning environmental protection, as contained in the Marine Preservation Act.

The Master of a ship at the Terminal must comply with the provisions of the above Act. In particular, he must **not**:

- cause or permit refuse of any kind to be discharged from the ship or its scuppers into port waters.
- cause or permit a person to pump or discharge any oil, spirit or any flammable liquid into port waters.
- allow the ship to emit excessive funnel smoke.

6.15 Portable water

Fresh water is available at the jetty. Arrangements for connection to the portable water main must be arranged by ships agent.

6.16 Sludge Reception

Oily residues and waste from machinery spaces of ships that is not allowed to be discharged into the sea are received free of charge up to 10 metric tons by Port of Gävle

The waste has emanated on board the ship that wants to discharge it; a notification of the need to discharge the waste is made to Port of Gävle not later than 24 hours prior to the discharge; the notification includes a specification of amounts, if the waste is possible to pump or not, the type of oily residues and any mixtures (lubricating or fuel oil mixed or not mixed with solvents, emulsifying agents, etc.) and what type of hose connection flange is needed;

a completed and signed copy of the form DECLARATION OF WASTE FROM MACHINERY SPACES is handed over to the receiver of the waste.

the ships hose connection for the discharge is placed on deck and designed in accordance with the international standard.

The pressure in the hose between the ship and the reception facility ashore does not exceed 0.6 Mpa (6Bar) or what the reception facility or tank-truck stipulates.

The discharge capacity does not fall short of 7m³/hour the discharge is to be made to a vacuum truck.

The discharging ship provides a safety watch on board to prevent leakage and to supervise the safety. this watch shall be in attendance during the entire operation.



The discharging ship provides personnel that connects and disconnects the hose on the ship. If the waste is delivered in drums, these are, through the ship, put in a place pointed out by the port; the drums are tightly closed, in good condition and permanently marked with their contents and the name of the ship.

6.17 Garbage

Garbage Reception Facilities

Approved garbage reception facilities are available at the Terminal. The waste that a ship intends to leave in the port should be reported well in advance in the ship waste reporting system. The waste must be sorted according to instructions and should be deposited at the waste stations located in the port areas. If a ship intends to dispose of waste that is or is suspected to be contaminated, posing a potential health risk, the ship should notify the Port of Gävle before arrival. The ship should then follow the Ports specific instructions regarding how to handle this waste.



6.18 Handling of Ship's Stores and Spare parts

During cargo operations, stores can be loaded ex trolley from the Jetty using ship's lifting gear, provided the Terminal approves the operation.

Vehicles are not permitted onto Jetty 1 and 27 during cargo operations but may do so on completion, once connections are disconnected and secured, and with the approval of the Loading Master. Regardless of above no vehicles are allowed within a 25 meter zone from the ships side if the cargo have a flash point below 55°C.

6.19 Checks on Quantities Transferred

Unless otherwise agreed during the pre-transfer conference, ships should provide the Terminal with information regarding the amount of cargo that has been discharged, by grade, on the hour, every hour. The terminal will provide the ship with comparable shore figures.

If the exchange of information reveals a sudden or significant difference between the terminal and the ship's figures on quantities transferred, operations will be stopped until a satisfactory explanation can be found.

JETTY QUESTIONNAIRE

Port Name: Port of Gävle (Gävle Hamn AB)
 Date complete: 2015-10-15
 Dates of revision: 2019-04-25, 2023-07-20, 2024-01-26

Units used in following table:
 Meters (m)
 Metric Tonnes (MT)

General Information	Jetty 1	Jetty 27	Remarks
Jetty Operator	Gävle Hamn AB (Port of Gävle)	Gävle Hamn AB (Port of Gävle)	
Jetty Position WGS 84 g/m	60°41,3198'N/17°12,7914'E	60°41,7254'N/17°14,0135'E	
Jetty Type	T Jetty	T Jetty/Pier	
Type of Bottom	Moraine	Moraine	
Dock Water Density	Brackish (1,003)	Brackish (1,003)	
Tidal	No	No	
IMO Port facility number:	SEGVX-0010	SEGVX-0009	
Water Depth Approaches	Northern Fairway (Holmuddsrännan)		Remarks
Water Depth in Approaches	13,4 m (RH2000)		Survey date 2021
<u>Minimum</u> Under Keel Clearance in Approaches	1,2 m		
<u>Maximum</u> Draught in Approaches	12,2 m		

Transit on Tide (High Water, Low Water, NA)	No		
Water Depth Alongside	Jetty 1	Jetty 27	Remarks
Water Depth Alongside Jetty	9,1 (RH2000)	13,4 (RH2000)	
<u>Minimum</u> Under Keel Clearance Alongside Jetty	0,5 m	0,5 m	
Absolute <u>Maximum</u> Draught Alongside *	8,6 m	12,9 m	
Are Tides Used To Calculate Draught	No, no positive draught due to tide.	No, no positive draught due to tide.	
Date of Last Hydrographic Survey	2022 autumn	2022 autumn	
Dimensions	Jetty 1	Jetty 27	Remarks
Maximum Summer Deadweight *	30 000 MT	100 000 MT	
Minimum Summer Deadweight	2 000 MT	2 800 MT	
Maximum Displacement *	35 000 MT	110 000 MT	
Minimum Displacement	2 800 MT	3 800 MT	
Maximum Length Over All (LOA) *	190 m	245 m	
Minimum Length Over All (LOA)	50 m	70 m	
Max Beam *	28 m	42 m	
Minimum Total Parallel Body Length	20 m	30 m	
Minimum PBL Forward of Manifold	10 m	15 m	
Minimum PBL Aft of Manifold	10 m	15 m	

Maximum Bow to Manifold Distance	85 m	124 m	Starboard at jetty (jetty no 27)
Dimensions	Jetty 1	Jetty 27	Remarks
Minimum Bow to Manifold Distance	25 m	30 m	
Maximum Stern to Manifold Distance	85 m	125 m	Starboard at jetty (jetty no 27)
Minimum Stern to Manifold Distance	25 m	30 m	
Maximum Manifold Height Above Water	13,0 m at MWL	16,8 m (10'') at MWL 19,0 m (12'') at MWL	
Minimum Manifold Height Above Water	1,0 m at MWL	1,1 m (10'') at MWL 1,1 m (12'') at MWL	
Maximum Air Draft	N/A	N/A	
Minimum Derrick / Crane SWL	N/A	N/A	
Height of jetty above MWL, approx	+3,0m	+2,9m	

*Verify with the Port of Gävle webpage that there is no temporary restrictions under "Port Notice". [Service and terminals - Gävle Hamn \(gavlehamn.se\)](http://gavlehamn.se)

Extra Information and Facilities	Jetty 1	Jetty 27	Remarks
Minimum Mooring Arrangement	According to mooring plan	According to mooring plan	
Manifold Normally Used	Starboard	<180 m port >180 m starboard	
Vapour Recovery System Fitted	No	No	
Number & Size of Cargo Arms / Hoses	Three MLA 10" +hose connection 6-8"	Four MLA (two 10" and two 12")	
Expected Load / Discharge Rate	200-800 m3/h / 600-800 m3/h	500-1100 m3/h / 800-1800 m3/h	
Ballast / Slop Reception Facilities Available	Yes	Yes	By trucks from jetty to facility ashore
Are Fuel Oil Bunkers Available	Yes (by truck)	Yes (by truck)	
Are Diesel Oil Bunkers Available	Yes (by truck)	Yes (by truck)	
Is Fresh Water Available	Yes (jetty)	Yes (jetty)	
Contacts Port of Gävle			
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