



CEYPORT TEKİRDAĞ  
ULUSLARARASI LİMAN İŞLETMECİLİĞİ A.Ş.  
- DANGEROUS CARGO HANDLING GUIDE -



ISSUE DATE: JANUARY 2019  
(See the revisions in Revision Page)

Oğuz Tumiş

Rev 7

	<b>CEYPORT TEKİRDAĞ</b> <b>DANGEROUS CARGO HANDLING</b> <b>GUIDE</b>	<b>Document No</b>	TYER.01
		<b>Date of Publication</b>	01.01.2019
		<b>Revision No</b>	007
		<b>Date of Revision</b>	03.05.2023
		<b>Page No</b>	2 / 73

### REVISION PAGE

Row No	Rev. No	Content of the revision	Date of Revision	Revised By	
				Name Surname	Signature
1	001	Procedure Citations	03.06.2020	Eren Can BAŞARIR	
2	002	Section 3.2.9 Legislation update	26.03.2021	Eren Can BAŞARIR	
3	003	Annex-13 Port Authority anchorage areas	26.03.2021	Eren Can BAŞARIR	
4	004	Revision within the scope of legislation	01.03.2022	Eren Can BAŞARIR	
5	005	Update of Annex-3 Emergency contact points and Contact information, Port authority address and name update, Annex-2 Photos update.	01.11.2022	Eren Can BAŞARIR	
6	006	Facility information form has been updated. Restrictions of liquid discharge load have been adjusted.	10.02.2023	Eren Can BAŞARIR	
7	007	Contact information of the person responsible for the dangerous goods operation of the facility and the Dangerous Goods information of the Facility Safety Advisor contact information has been revised.	03.05.2023	Eren Can BAŞARIR	
8					
9					
10					
11					
12					
13					

	<b>CEYPORT TEKİRDAĞ DANGEROUS CARGO HANDLING GUIDE</b>	<b>Document No</b>	TYER.01
		<b>Date of Publication</b>	01.01.2019
		<b>Revision No</b>	007
		<b>Date of Revision</b>	03.05.2023
		<b>Page No</b>	3 / 73

## CONTENTS

<b>REVISION PAGE.....</b>	<b>2</b>
<b>CONTENTS .....</b>	<b>3</b>
<b>1. INTRODUCTION .....</b>	<b>6</b>
1.1 General information of the facility .....	6
1.2 Loading/discharge, handling and storage procedures of dangerous good handled and temporarily stored in shore facilities .....	9
<b>2. RESPONSIBILITIES .....</b>	<b>14</b>
2.1 Responsibilities of those responsible for goods.....	14
2.2 Responsibilities of shore facility operator.....	16
2.3 Responsibilities of the Ship Master.....	17
2.4 Responsibilities of the Dangerous Goods Safety Advisor .....	18
2.5 Responsibilities of third party, cargo/ship agency, etc. engaged in shore facility .....	19
<b>3. RULES TO BE FOLLOWED/APPLIED AND MEASURES TO BE TAKEN BY SHORE FACILIT .20</b>	
3.1 Rules to be followed by Terminal Operators .....	20
3.2 Measures to be taken by Shore Facility Operators.....	20
<b>4. CLASSES, TRANSPORTATION, LOADING/DISGARGING, HANDLING, SEGREGATION, STOWING AND STORAGE OF DANGEROUS GOODS .....</b>	<b>24</b>
4.1 Classes of Dangerous Goods .....	24
4.2 Packs And Packaging Of Dangerous Goods.....	24
4.3 Placards, Plates, Brands And Labels Related To The Dangerous Goods.....	25
4.4 Signs and Packing Groups of Dangerous Goods: .....	27
4.5 Ship and Port Breakdown Tables by Classes of Hazardous Materials: .....	27
4.6 Documentation of Dangerous Cargo: .....	28
<b>5. MANUAL FOR DANGEROUS CARGOES HANDLED ON SHORE FACILITY .....</b>	<b>28</b>
<b>6. OPERATIONAL ISSUES .....</b>	<b>29</b>
6.1 Procedures for berthing, mooring, loading/discharging, harbouring or anchoring of ships transporting dangerous goods at night and day in a safe condition.....	29
6.2 Procedures for additional measures taken for loading, discharging and transshipment of dangerous goods according to seasonal conditions .....	29
6.3 Procedures for keeping flammable, combustible and explosive materials away from spark producing operations and procedures for not operating vehicles, equipment and tools capable of spark-production in the area where dangerous goods are handling, stowing and storing:.....	29
6.4 Procedures for fumigation, gas measuring and degassing: .....	30
<b>7. DOCUMENTATION, CHECKING AND RECORDING .....</b>	<b>31</b>
7.1 Procedures related to all required documents, information and papers, their provision and checking by the authorities.....	31
7.2 Procedures for checking for proper identification of dangerous goods in the facility, using proper shipping names, certificating, packaging/packed, labelling and declaring of dangerous goods, loadinf to approved package, container or good cargo transport unit in accordance with rules and transporting in a safe condition and raporting the results of control.....	34

	<b>CEYPORT TEKİRDAĞ</b> <b>DANGEROUS CARGO HANDLING</b> <b>GUIDE</b>	<b>Document No</b>	TYER.01
		<b>Date of Publication</b>	01.01.2019
		<b>Revision No</b>	007
		<b>Date of Revision</b>	03.05.2023
		<b>Page No</b>	4 / 73

7.3	Procedure of obtaining and keeping dangerous goods safety data sheet (SDS):.....	35
7.4	Procedures for keeping records and statistics of dangerous goods: .....	35
<b>8.</b>	<b>EMERGENCIES, PREPAREDNESS FOR EMERGENCIES AND RESPONSE:.....</b>	<b>36</b>
8.1	Response procedure for dangerous goods that endangers/able to endanger life, property and/or environment and dangerous incidents involving dangerous goods:.....	36
8.2	Possibility, capability and capacity of emergency response in our facility.....	36
8.3	Regulations of first response for accidents involving dangerous goods.....	37
8.4	Notification to be made inside and outside of facility in emergencies .....	41
8.5	Procedures for reporting accidents .....	41
8.6	Coordination, support and cooperation method with public authorities.....	42
8.7	Emergency evacuation plan for ship and sea vehicles from shore facility in emergencies .....	42
8.8	Procedures for handling damaged dangerous goods and wastes contaminated by dangerous goods and disposal of them.....	42
8.9	Emergency practices and their records .....	42
8.10	Information on fire protection system .....	44
8.11	Procedures for approval, inspection, test, maintenance of fire protection system and keeping ready for use .....	44
8.12	Measures to be taken when fire protection system is not working.....	45
8.13	Other Risk Controlling Equipment's .....	45
<b>9.</b>	<b>OCCUPATIONAL HEALTH AND SAFETY .....</b>	<b>46</b>
9.1	Occupational Health and Safety Measures .....	46
9.2	Information for personal protective clothing and procedures for using them .....	46
<b>10.</b>	<b>OTHER ISSUES .....</b>	<b>47</b>
10.1	Validity of Dangerous Goods Compliance Certificate.....	47
10.2	Duties defined for Dangerous Goods Safety Advisor.....	47
10.3	Issues for carrier to dangerous goods to the shore facility/from the shore facility by land (documents to be kept by road vehicles during entrance/exit of port or shore facility field, equipment and tools kept by these vehicles; port field speed limits, etc.).....	48
10.4	Deniz yolu ile kıyı tesisine gelecek/kıyı tesisinden ayrılacak Tehlikeli yükleri taşıyanlara yönelik hususlar (tehlikeli yük taşıyan gemilerin ve deniz araçlarının liman veya kıyı tesisinde göstereceği gündüz/gece işaretleri, gemilerde soğuk ve sıcak çalışma usulleri vb. hususlar).....	49
10.5	Additional issues added by shore facility.....	50
<b>11.</b>	<b>ANNEX.....</b>	<b>51</b>
ANNEX-1	GENERAL LAYOUT OF SHORE FACILITY (FACILITY) .....	52
ANNEX-2	PHOTOES OF GENERAL APPEARANCE OF SHORE FACILITY .....	53
ANNEX-3	EMERGENCY CONTACT POINT AND CONTACT INFORMATION .....	56
ANNEX-4	GENERAL LAYOUT PLAN OF FIELDS THAT DANGEROUS GOODS ARE HANDLED .....	57
ANNEX-5	FIRE PLAN OF THE FIELD THAT DANGEROUS GOODS ARE HANDLED.....	58
ANNEX-6	GENERAL FIRE PLAN OF THE FACILITY .....	59
ANNEX-7	EMERGENCY ACTION PLAN .....	60
ANNEX-8	PLAN OF EMERGENCY MEETING POINT .....	61
ANNEX-9	EMERGENCY MANAGEMENT PLAN .....	62
ANNEX-10	DANGEROUS GOODS MANUAL .....	63

	<b>CEYPORT TEKİRDAĞ</b> <b>DANGEROUS CARGO HANDLING</b> <b>GUIDE</b>	<b>Document No</b>	TYER.01
		<b>Date of Publication</b>	01.01.2019
		<b>Revision No</b>	007
		<b>Date of Revision</b>	03.05.2023
		<b>Page No</b>	5 / 73

ANNEX-11 CLEAKAGE AREAS, EQUIPMENT, ENTRANCE/EXIT DRAWING FOR CTU AND PACKAGES,.....	63
ANNEX-12 INVENTORY OF PORT SERVICE SHIPS .....	65
ANNEX-13 HARBOUR MASTER ADMINISTRATIVE BOUNDARIES, .....	66
ANNEX-14 LİMAN TESİSİNDE BULUNAN DENİZ KİRLİLİĞİNE KARŞI ACİL MÜDAHALE EKİPMANLARI.....	68
ANNEX-15 PERSONAL PROTECTIVE EQUIPMENT (PPE) USE MAP.....	69
ANNEX-16 NOTIFICATION FORM FOR DANGEROUS GOODS INCIDENT .....	70
ANNEX-17 NOTIFICATION FORM FOR CHECKING RESULTS OF DANGEROUS GOODS CARGO TRANSPORT UNITS (CTUS).....	72
.....	72
ANNEX-18 MULTIMODAL DANGEROUS GOODS FORM.....	73

	<b>CEYPORT TEKİRDAĞ</b> <b>DANGEROUS CARGO HANDLING</b> <b>GUIDE</b>	<b>Document No</b>	TYER.01
		<b>Date of Publication</b>	01.01.2019
		<b>Revision No</b>	007
		<b>Date of Revision</b>	03.05.2023
		<b>Page No</b>	6 / 73

## 1. INTRODUCTION

When dangerous goods are handled or stored at the entrance of port and in port areas, general safety and security must be provided, the goods must be surrounded, all safety measures must be taken and controlled for all people in or near port area and the environment must be protected.

### 1.1 General information of the facility

#### FACILITY INFORMATION FORM

1	Name/title of facility operator	CEYPORT TEKİRDAĞ ULUSLARARASI LİMAN İŞLETMECİLİĞİ A.Ş.
2	Contact Information of facility operator (address, phone, fax, e-mail and web page)	100. YIL MAH. BARBAROS CAD. LİMAN APT. NO: 9/1 SÜLEYMANPAŞA /TEKİRDAĞ TELEPHONE : +90 282 2610800 FAX : +90 282 2612346 Web: www.ceyporttekirdag.com.tr e-posta: info@ceyporttekirdag.com.tr
3	Name of facility	CEYPORT TEKİRDAĞ LİMANI
4	Province of the facility	TEKİRDAĞ
5	Contact information of the facility (address, phone, fax, e-mail and web page)	100. YIL MAH. BARBAROS CAD. LİMAN APT. NO: 9/1 SÜLEYMANPAŞA /TEKİRDAĞ TELEPHONE : 0282 2610800 FAX : 0282 2612346 Web: www.ceyporttekirdag.com.tr e-posta: info@ceyporttekirdag.com.tr
6	Geographical area of facility	MARMARA REGION
7	Port Authority of facility and contact details	TEKİRDAĞ REGIONAL PORT AUTHORITY HÜRRİYET, 59030 TEKİRDAĞ MERKEZ/TEKİRDAĞ TELEPHON: +90 282 2634400 FAX : +90 282 2629162
8	Mayor ship of facility and contact details	TEKİRDAĞ METROPOLITAN MUNICIPALITY TEL : +90 850 4595959 FAKS : +90 282 2637471
9	Free Zone or Organized Industrial Zone of facility	---

	<b>CEYPORT TEKİRDAĞ</b> <b>DANGEROUS CARGO HANDLING</b> <b>GUIDE</b>	<b>Document No</b>	TYER.01
		<b>Date of Publication</b>	01.01.2019
		<b>Revision No</b>	007
		<b>Date of Revision</b>	03.05.2023
		<b>Page No</b>	7 / 73

10	Validity date of shore facility Operating Permit/Provisional Operating Permit	VALIDITY DATE FOR TEMPORARY OPERATING PERMIT OF THE SHORE FACILITY: 24/05/2023		
11	Operating status of the facility (X)	Own load and add third party (...)	Own load (...)	3. Party ( X )
12	Name and surname of facility responsible person, contact information (phone, fax, e-mail)	İmdat KARAKILIÇ Phone : +90 282 2610800 Fax : +90 282 2612346 e-posta: imdatkarakilic@ceyporttekirdag.com.tr		
13	Name, surname and contact information of the person responsible for dangerous goods operation of the facility (phone, fax, e-mail)	Özgür TEZCAN Phone : +90 282 2610800 Fax : +90 282 2612346 e-posta: operasyon@ceyporttekirdag.com.tr		
14	Name, surname and contact information of Dangerous Goods Safety Advisor of the facility (phone, fax, e-mail)	Eren Can BAŞARIR Phone : +90 531 275 15 65 e-posta: goktug@tmgddanismanlik.com		
15	Marine coordinates of facility	Latitude : 40°57'45" North Longitude : 27°30'24" East		
16	Type of dangerous goods handled in facility (goods under MARPOL Annex- 1, IMDG Code, IBC Code, IGC Code, IMSBC Code, Grain Code, TDC Code and asphalt/bitumen and scrap goods)	MARPOL ANNEX-I, IMDG Code, IMSBC Code, IBC Code, Grain Code, TDC Code,		
17	Dangerous goods handled at the facility (loads other than the IMDG Code, among the cargo types in Article 16, will be written separately. Additional cargo request will be sent to the port authority with Annex-1 form. It will be added to TYER when appropriate)			
18	Classes for cargo handled, subject to IMDG Code	Class 2,3,4.1,4.2,4.3,5.1,5.2,6.1,8,9		
19	Groups in characteristic table for handled cargo subject to IMSBC Code	B and A and B		
20	Types of Ships berthing to facility	Ferry, Passenger ship,		




	<b>CEYPORT TEKİRDAĞ</b> <b>DANGEROUS CARGO HANDLING</b> <b>GUIDE</b>	<b>Document No</b>	TYER.01
		<b>Date of Publication</b>	01.01.2019
		<b>Revision No</b>	007
		<b>Date of Revision</b>	03.05.2023
		<b>Page No</b>	8 / 73

		Ro-Pax ship, General Cargo Ship, Bulk Carrier ship, Crude Oil/Product Tank ship, Ro-Ro, Chemical Tank (Under tackle until the tank farm is completed), Container Ship, Barges, Wagon Ferry Ships that carry livestock's, Yacht
--	--	--

21	Facilities distance to main road (kilometer)	1.3 KM	
22	Facility's distance to railway (km) or railway connection (Yes/No)	YES	
23	Facility's distance to closest airport (km) and its name	Çorlu Airport - 44 Km.	
24	Goods handling capacity of facility (Ton/Year; TEU/Year; Vehicle/Year)	Bulk Cargo : 3.000.000 tone/year Bulk Liquid : 1.000.000 tone/yaer General Cargo : 3.000.000 tone/year Project Cargo : 200.000 tone/year Container : 250.000 TEU/year Wagon : 25.000 pieces/year	
25	Scrap handling made/not made in facility	NO	
26	Is there border crossing? (Yes/No)	YES	
27	Is there a bonded area?(Yes/No)	YES	
28	Goods Handling equipment and capacity	MOBILE CRANES	9 ADET
		STACKER	3 ADET
		FORKLIFTS	2 ADET
		LOADER	3 ADET
		HANDLING MACHINES	4 ADET
		TOWING TRAILERS	7 ADET
		GRAB	VARIOUS
29	Storage tank capacity (m <sup>3</sup> )	-----	
30	Open storage area (m <sup>2</sup> )	114.650 m <sup>2</sup>	
31	Semi-closed storage area (m <sup>2</sup> )	-----	
32	Closed storage area (m <sup>2</sup> )	26.160 m <sup>2</sup>	
33	Determined fumigation and/or decontamination from fumigation area (m <sup>2</sup> )	1.000 m <sup>2</sup>	




	<b>CEYPORT TEKİRDAĞ</b> <b>DANGEROUS CARGO HANDLING</b> <b>GUIDE</b>			<b>Document No</b>	TYER.01	
				<b>Date of Publication</b>	01.01.2019	
				<b>Revision No</b>	007	
				<b>Date of Revision</b>	03.05.2023	
				<b>Page No</b>	9 / 73	
34	Name/title and contact information of pilotage and towage service provider		Available on-site Phone : 0 282 261 08 00 Fax : 0 282 261 23 46			
35	Is a security plan established? (Yes/No)		YES			
36	Capacity of Waste Acceptance Facility  (This part will be issued separately according to the waste accepted by facility)		Type of Waste		Capacity (m <sup>3</sup> )	
			SLOP		46x3	
			SLUDGE		92	
			WASTE OIL		46	
			BILGE WATER		92	
			BILGE OIL		46	
			GARBAGE		32	
SEWAGE		46				
37	Characteristics of berth/jetty etc. areas					
	Berth/Jetty No	Height (meter)	Width (meter)	Minimum water depth (meter)	Maximum water depth (meter)	Tonnage and height of The largest ship berthed (DWT or GRT - meter)
	1 No. Jetty RO-RO	255		7,50	8,00	7.000
	1 No. Seabus Berth	67		5,50	8,00	1.000
	2 No. Berth	185		10,50	11,00	28.900
	3 No. Berth(Liquid Handling) RO –RO	430		7,50	10,00	28.900
	4 No. Berth	321	60	11,00	12,00	38.000 (46.000 DT)
	5 No. Berth	349	60	7,50	10,00	28.900
	6 No. Berth	345	20,30	4,00	9,50	20.000
	7 No. Berth (Train/Ferry)	145		7,00	9,30	8.000
	8 No. Berth	189	30	9,30	10,00	15.000
	Name of pipe line (if available in facility)			Number (pieces)	Height (meter)	Diameter (inch)
	-----			-----	-----	-----

## 1.2 Loading/discharge, handling and storage procedures of dangerous goods handled and temporarily stored in shore facilities

### 1.2.1 Dangerous goods handled and stored temporarily in our facility are as follows

UN	PROPER SHIIPING NAME AND DESCRIPTION	CLASS	PACKING	TK
UN 2067	AMONYUM NİTRAT ESASLI GÜBRELER	5.1	III	50

	<b>CEYPORT TEKİRDAĞ</b> <b>DANGEROUS CARGO HANDLING</b> <b>GUIDE</b>	<b>Document No</b>	TYER.01
		<b>Date of Publication</b>	01.01.2019
		<b>Revision No</b>	007
		<b>Date of Revision</b>	03.05.2023
		<b>Page No</b>	10 / 73
	DANGEROUS GOODS THAT CAN BE TRANSPORTED IN A CONTAINER AND ARE WITHIN THE SCOPE OF IMDG CODE, CTU CODE (CLASS 1 (EXCLUDED 1.4S), CLASS 6.2 AND CLASS 7 ARE EXCLUDED )	ALL CLASSES	
	DANGEROUS SOLID BULK LOADS UNDER IMSBC CODE (EXCEPT CLASS 7)	ALL CLASSES AND MHB	
	IBC AND POUR-ON LIQUID VEGETABLE AND ANIMAL OIL		

Dangerous liquid bulk cargoes can be handled as supala with the special permission of the ministry within the scope of the "Notification and Special Permit Directive on Dangerous Goods Transported by Sea".

Likewise, liquid loads coming within the scope of MARPOL are taken to a licensed waste reception facility and are managed by the legislation of the Ministry of Environment, Urbanization and Climate Change.

#### 1.2.2 **Loading/Discharging Procedure for Handled and Temporarily Stored Dangerous Goods (Excluding Packaged Cargoes):**

- Do not start loading before the customs procedures are completed and loading permit available, if the goods to be loaded is transported from abroad.
- Do not start/make start working before using personel protective equipment according to Personal Protective Equipment Use Instruction.
- Check the tanks of tankers to be loaded, do not load if they are improper. Check whether rear warning and lightening lamps are working, do not allow loading if any of these are not working. Vehicle to be used on public roads are checked at the door entrance in accordance with ADR rules.
- The speed limit of the vehicles within the port is 20 km/h.
- Learn about the ship crane condition, inform your supervisor if there is problem. Prevent defective crane working.
- Tired and / or sleepless personnel are not allowed to work during night work.
- Check the lighting at night work. If it's insufficient use additional projector to get enough lighting.
- Ensure that the vehicles can properly get under the Bunkers.
- Occupational Health and Security rules are applied at all areas of work.
- In accordance with the characteristics of the dangerous good, it must be ensured that the additional protective materials are properly worn

#### 1.2.3 **Handling Procedures for Dangerous Goods That are Handled and Temporarily Stored**

The pocedure for the dangerous goods that are handled in our Port Facility under IMDG Code is as follows:

Regarding to the dangerous goods under IMDG Code which are transported to the port;

- Handling duration of the dangerous goods in the facility,
- Obligation for wearing protective clothing and the properties of these clothing,

	<b>CEYPORT TEKİRDAĞ</b> <b>DANGEROUS CARGO HANDLING</b> <b>GUIDE</b>	<b>Document No</b>	TYER.01
		<b>Date of Publication</b>	01.01.2019
		<b>Revision No</b>	007
		<b>Date of Revision</b>	03.05.2023
		<b>Page No</b>	11 / 73

- Response possibilities and risks that may occur during Emergency Response situation (Fire and Spilling)

- Issues such as special measures should be taken or not about the cargo mentioned, shall be decided and emergency response procedures will be taken into account according to the facility potential by using equipment and clothing's stated during handling in order to respond immediately.

#### 1.2.3.1 UN 2067

- Be careful for dust generation.
- Protect from moisture.
- Use personal protective equipment.
- Keep away from flammable materials, open flame, hot surfaces and sources of ignition.

#### 1.2.4 Procedures of Liquid Dangerous Goods that are handled in our Facility

Dangerous Liquid Bulk Weights delivered to our facility by Chemical Tanker can be handled with special permission within the scope of the "Notification and Special Permit Directive on Dangerous Substances Transported by Sea", and they are not stored.

#### 1.2.5 Procedures for Estimating / Discharging, Handling and Storage of Packaged Dangerous Goods (Including Container)

##### 1.2.5.1 Acceptance Procedures

The container carrying the dangerous goods that are subject to the customer regime will be declared to Custom Administration. According to the customs administration declaration; RED for physical inspection and document control; YELLOW for the control of the declaration and the accuracy of its annexes without the need for physical examination; BLUE to which the declarations and documents will be checked later, GREEN where the document check and physical examination of the match are not carried out; Even referring to the FULL INSPECTION, PARTIAL INSPECTION, EXTERNAL INSPECTION determines.

The customer or its representative agencies will create a service order by requesting from the port. Opening Closing report will be signed by the Customs Inspection Officer and a request will be made to the port with this report and declaration. Safety Data Sheet (SDS) for the Dangerous Goods will be requested from the Customer or its representative.

No action will be taken against dangerous loads for which no SDS form is available. The SDS Form is reviewed by the Operation, HSE and necessary preventive measures will be taken and assignments of the teams will be made.

The container is loaded onto the terminal tractor on the yard and will be transported to the inspection area (CFS) and will be stacked to the planned area. In this field the inspection of the container is completed under the supervision of the inspection officer, customer / representative, under the supervision of the port operation authority, and the closing report is prepared.

	<b>CEYPORT TEKİRDAĞ</b> <b>DANGEROUS CARGO HANDLING</b> <b>GUIDE</b>	<b>Document No</b>	TYER.01
		<b>Date of Publication</b>	01.01.2019
		<b>Revision No</b>	007
		<b>Date of Revision</b>	03.05.2023
		<b>Page No</b>	12 / 73

During inspection and sampling operations (packaging paper, plastics, fixing materials, etc.) of the containers containing dangerous goods, leakages will be cleaned by teams that are wearing intervening protective clothing. The remains will be transferred to the waste collection center for disposal.

#### 1.2.5.2 Points to be considered while handling

Port Facility has fire hydrants, power generation devices with sufficient power reserves (generators) connected to fire pipes of sufficient number / diameter where necessary, sufficient number of sparkling (water) pumps connected to water tanks of adequate volume, electric and diesel motor water pump for cooling at sufficient power and capacity. Fire extinguishing that work outside buildings and liquefied gas fires) and dry chemical / dusty fixed / mobile fire extinguishers and details of which are provided in item 8.10. Personnel involved in the loading and unloading of packaged dangerous goods at the coastal facility have been trained in accordance with the IMDG Code rules in emergency situations (fire, explosion, leakage, etc.) and interventions, occupational health and safety issues in accordance with their job descriptions and work areas.

Works and transactions for damaged cargo carrying units or packages containing dangerous goods shall be carried out by taking necessary precautions in the case of stacking. If there is a leak in the designated freight transport unit or packages, these operations will be carried out in 2 40 ft. container-safe portable leak ponds.

For containers carrying hazardous cargo and dangerous goods packaged, the IMO area is determined according to the rules of separation and stacking, and the temporary storage of such packed cargoes and containers shall be carried out in accordance with the rules of separation and stacking specified in Section 4. The necessary fire, environment and other safety precautions will be taken in these areas. If stacking or storage of hazardous materials is carried out in all areas, means of access to freight transport units containing hazardous materials shall be available and equipment shall be available to provide emergency facilities and capabilities that may be intervened in the short term.

The communication equipment's used for shipment / unloading and handling of dangerous goods should be in good condition, safe to use and in sufficient number and capacity to provide uninterrupted communication.

In hazardous locations and situations, the personnel will be equipped with personal protective clothing and equipment in accordance with occupational safety and health standards. Personnel without job descriptions and personal protective clothing and equipment appropriate to their work area will not be employed.

#### 1.2.5.3 Emergency Information

Operational officers shall have the following information on all dangerous cargoes transported or carried within their area of responsibility.

	<b>CEYPORT TEKİRDAĞ</b> <b>DANGEROUS CARGO HANDLING</b> <b>GUIDE</b>	<b>Document No</b>	TYER.01
		<b>Date of Publication</b>	01.01.2019
		<b>Revision No</b>	007
		<b>Date of Revision</b>	03.05.2023
		<b>Page No</b>	13 / 73

1.2.5.3.1 Definition of dangerous cargoes in accordance with IMDG Code;

1. Details of a special equipment required for sale transport of a particular hazardous load;
2. Emergency procedures including steps to be taken in the event of a spill or leak, countermeasures to be taken against touch, firefighting procedures and appropriate firefighting equipment.
3. When special equipment is required for the transport of dangerous Cargo, information about this equipment and related test and inspection certificates shall be immediately submitted to captain, port operation and responsible persons.
4. Information on emergency procedures will be given to the person responsible for the ship and Cargo handling. This information will be placed on the ship at the point where the freight Office and the interim point can reach them immediately.

o Addresses these components, emergency station at the dock, fire and emergency regulations at the dock, and telephone numbers of the fire brigade, ambulance, police and the competent authorities that should be informed in the event of an accident involving dangerous goods.

o In case of an accident related to dangerous goods, the phone number of the port manager and emergency phone number to be called will also be included.

1.2.5.3.2 The clerk is responsible for keeping the records of the loaded and/or discharged Dangerous goods on the ship or in the port facility, and their duties will be notified in writing. The responsibility of the timekeeper includes these records regarding the positions of the dangerous goods; In case of emergency, it will be of a quality that can be presented to the relevant people and can support the emergency response, and it will be kept in a place where the relevant people can easily reach.

1.2.5.4 Precautions for General Transport

- Port authority shall take the necessary precautions to prevent damage to the containers, packages, cargoes and freight transport of persons involved in the carriage of Dangerous goods within their area of responsibility
- While dangerous cargo is being transported, measures will be taken to prevent the access of people that are not authorized at transportation areas
- If there is a problem with taking dangerous cargoes into conservation, the applicable steps should be taken to minimize the existing risks and the adverse effects on the environment.
- The packages to be used in the activities of replacing and repairing load handling unit or installing damaged packages in rescue packages should be produced and certified in accordance with the provisions of Chapter 6 of the IMDG Code appropriate for the construction of the dangerous goods.
- In the port facility, Internal loading procedures and / or loading on other transport mode vehicles shall be taken into account in the provisions of the "Packing Application Code (CTU Code)".

	<b>CEYPORT TEKİRDAĞ</b> <b>DANGEROUS CARGO HANDLING</b> <b>GUIDE</b>	<b>Document No</b>	TYER.01
		<b>Date of Publication</b>	01.01.2019
		<b>Revision No</b>	007
		<b>Date of Revision</b>	03.05.2023
		<b>Page No</b>	14 / 73

- Yard supervisor will prepare a "Container/Vehicle Packing Certificate" if container/vehicle loading is carried out in areas where cargo transportation units are discharged and/or in closed warehouses (CFS areas).
- Each cargo transport unit that comes to the shore facility will be checked at the port entrance points if it has a "Container / Vehicle Packing Certificate" or not. Shipping will be rejected for those cargo transport units that don't have such certificate.
- Handling and temporary storage operations will be carried out in accordance with rules of decomposition that are defined at Table 1 (Decomposition Table for Dangerous Goods in Port Areas) of International Maritime Organization's (IMO) MSC/Circ.1216 "Safe Transport of Dangerous Goods and Recommendations on Related Activities in Harbor Areas" circular.
- Freight transport units containing fumigated and / or poisonous gas will be stacked in such a way that their lids can't open in an uncontrolled way.
- The freight transport units carried by temperature controlled hazardous materials shall be temporarily stored in the field of IMO by taking the necessary precautions. The temperature values of the identified load carrying units will be monitored continuously by the camera system. There are no closed area for packages containing dangerous goods that are Class 4.3 and contain flammable gas in contact with water and cargo handling units containing such packages. Containers with Class 4.3 load can be stacked in the IMO area in accordance with the rules of separation if they are not affected by simple rain, sea water or similar factors. Letting their access to the port and handling them under other conditions is not permitted.

## 2. RESPONSIBILITIES

All measures for safe and secure transport without any harm to environment, preventing accidents and reduce the damage all the way when the accident happens will be taken in our facility, the responsible authorities for these and their responsibilities are as follows.

### 2.1 Responsibilities of those responsible for goods

	<b>CEYPORT TEKİRDAĞ</b> <b>DANGEROUS CARGO HANDLING</b> <b>GUIDE</b>	<b>Document No</b>	TYER.01
		<b>Date of Publication</b>	01.01.2019
		<b>Revision No</b>	007
		<b>Date of Revision</b>	03.05.2023
		<b>Page No</b>	15 / 73

- 2.1.1 Preparing all the required documents, information and papers related to dangerous goods and keeping these documents together with the goods during the carrying procedure.
- 2.1.2 Providing classification, identification, packaging, signing, labelling and placarding of the dangerous goods in accordance with the legislation.
- 2.1.3 Providing loading, stowing, securing, transporting and discharging the dangerous goods in approved package, container and cargo transport units in accordance with the rules.
- 2.1.4 Giving trainings to related personnel about risks, security measures, safe operation, emergency measures, safety and similar issues of dangerous goods transported by sea and recording these trainings.
- 2.1.5 Taking required safety measures for dangerous goods that are against rules, insecure or having risk against people or environment.
- 2.1.6 Providing required information and support to the relevant people in case of emergency or accident
- 2.1.7 Informing the administration about accidents of dangerous goods that happened in responsible area.
- 2.1.8 Providing the information and documents requested in the controls by public authorities and providing necessary cooperation.



	<b>CEYPORT TEKİRDAĞ</b> <b>DANGEROUS CARGO HANDLING</b> <b>GUIDE</b>	<b>Document No</b>	TYER.01
		<b>Date of Publication</b>	01.01.2019
		<b>Revision No</b>	007
		<b>Date of Revision</b>	03.05.2023
		<b>Page No</b>	16 / 73

## 2.2 Responsibilities of shore facility operator

- 2.2.1 Providing the ships to berth and moor in appropriate and safe condition.
- 2.2.2 Providing appropriate and secure entrance-exit system between ship and shore
- 2.2.3 Providing training to the people in charge of loading, discharging and handling of dangerous goods.
- 2.2.4 Providing the dangerous goods to be transported, handled, segregated, stowed, waited temporarily and inspected by personnel who is qualified, trained and can take the occupational safety measures, in safe condition in accordance with the rules.
- 2.2.5 To request all required document, information and papers related to dangerous goods from those whose responsible for goods and providing them accompanying with the goods.
- 2.2.6 Keeping the updated list of dangerous goods in operation field.
- 2.2.7 To providing and recording trainings to the operating personnel about risks, security measures, safe operation, emergency measures, safety and similar issues of dangerous goods that are handled
- 2.2.8 Checking the documents in order to confirm that dangerous goods are identified, classified, certificated, packed, labelled, declared, loaded to the packages that are approved and container and cargo transport unit is in safe condition, and transported according to the procedures. .
- 2.2.9 Taking required safety measures and informing the port authority for dangerous goods that are against rules, insecure or having risk against people or environment.
- 2.2.10 Making arrangement for emergencies and informing related people.
- 2.2.11 Informing the port authority about accidents related to dangerous goods and that happened in responsible area
- 2.2.12 Providing the information, documents requested and providing required cooperation for the checks that are made by public authorities.
- 2.2.13 Doing the activities that are related to dangerous goods in berths, jetty, storages, warehouses which are designated for these activities.
- 2.2.14 Equipping the berths and jetty with appropriate qualified equipment and installation, which are designated for the ship and sea vehicles that loads and discharges bulk petroleum and petroleum product.
- 2.2.15 Providing the transportation of the dangerous goods out of the shore as soon as possible, which are not suitable or not allowed for temporarily waiting in operating field
- 2.2.16 Disallowing the berthing of the ships or marine vessels to the jetty or berth that don't have the port authority's permission and are transporting dangerous goods.
- 2.2.17 Providing an appropriate storage field for containers of dangerous goods in accordance with segregation and stowing rules, taking required measures for fire, environment and other safety issues in the field. Taking required measures for other risks especially temperature in hot weather during loading, discharging, transhipping dangerous goods to ship or sea vehicle and people who carried out loading, discharging and transhipping together with people in charge of ship. Keeping the flammable goods away from spark-producing operations, not activating tools or vehicles which produce spark in dangerous goods handling field..
- 2.2.18 Preparing an emergency evacuation plan for evacuation of ship and sea vehicles from shore facilities in emergencies.

	<b>CEYPORT TEKİRDAĞ</b> <b>DANGEROUS CARGO HANDLING</b> <b>GUIDE</b>	<b>Document No</b>	TYER.01
		<b>Date of Publication</b>	01.01.2019
		<b>Revision No</b>	007
		<b>Date of Revision</b>	03.05.2023
		<b>Page No</b>	17 / 73

## 2.3 Responsibilities of the Ship Master

- 2.3.1. Providing equipment and devices of the ship to be in compliance with dangerous goods transport.
- 2.3.2. Requesting all required document, information and paper of the dangerous goods from shore facility and those responsible for goods, providing to accompany the dangerous goods
- 2.3.3. Providing full implementation and proceeding of safety measures for loading, stowing, segregation, transporting and discharging of dangerous goods aboard ship and making required inspection and controls.
- 2.3.4. Checking if the dangerous goods that entered to the ship have an identification, classification, certification, packaging, marking, labelling, declaring and to check if packages, containers and cargo transport units are in safe condition and transporting in accordance with the procedure.
- 2.3.5. Providing all ship personnel to be informed and trained for risks, safety measures, safe operating, emergency measures and similar issues related to dangerous goods transported, loaded or discharged.
- 2.3.6. Making sure that the people are getting qualified and required trainings about loading, transporting, discharging, handling of dangerous goods and that they are operating by taking the occupational safety measures.
- 2.3.7. Not to leave the site that is allocated to him/her, not to berth to jetty or not to drop anchor without the permission of the port master.
- 2.3.8. Applying all rules and measures during sailing, manoeuvring, anchoring, berthing and departing for transportation of the dangerous goods in safe condition
- 2.3.9. Providing safe entry and exit between ship and berth
- 2.3.10. Informing the personnel about application, safety measures, emergency measures and response methods about dangerous goods
- 2.3.11. Keeping an updated list of all dangerous goods on the ship and informing the relevant authorities about them.
- 2.3.12. Taking the required safety measures and informing the port authority for dangerous goods that are against rules, insecure or having risk against ship, people or environment.
- 2.3.13. Informing the port authority about the accidents related with dangerous goods on the ship.
- 2.3.14. Providing required support and cooperation during the checks that are done by the public authorities.

	<b>CEYPORT TEKİRDAĞ</b> <b>DANGEROUS CARGO HANDLING</b> <b>GUIDE</b>	<b>Document No</b>	TYER.01
		<b>Date of Publication</b>	01.01.2019
		<b>Revision No</b>	007
		<b>Date of Revision</b>	03.05.2023
		<b>Page No</b>	18 / 73

## 2.4 Responsibilities of the Dangerous Goods Safety Advisor

2.4.1. Monitoring the compliance of the requirements about transportation of the dangerous goods.

2.4.2. Offering suggestions to shore facility about carriage of dangerous goods.

2.4.3. Preparing an annual report for the shore facility about the activities of shore facility operator for carriage of dangerous goods. (Annual reports are kept for 5 years and are submitted to the authorities when requested.)

2.4.4. Checking for the following applications and methods;

- Checking of an appropriate identification, using the proper shipping name of dangerous goods, certificating, packing/packaging, labelling and declaring of dangerous goods, loading and transporting to approved and appropriate packs, container and cargo transport units in a safe condition , and procedures for reporting check results.
- Procedures for loading/discharging of dangerous goods handled and stored temporarily,
- Checking whether the coastal facility is taking into account of the specific requirements for the transport of the dangerous goods while purchasing transport vehicles for dangerous goods.
- Checking methods of equipment's used for transporting, loading and discharging the dangerous goods,
- Checking if the shore facility personnel is taking appropriate training including the amendments in legislation and if the records are kept or not
- Compliance of emergency methods applied in case of an accident or incident that affects safety during transporting, loading or discharging dangerous goods,
- Compliance of reports prepared for serious accidents, incidents or serious violations occurred during transporting, loading or discharging dangerous goods,
- Determination of required measures against repetition of accidents, incident or serious violation and evaluation of the implementation,
- To what extent does the subcontractors or third parties consider the rules about selection and transportation of dangerous goods
- To determine if the employee has detailed information about operational procedures and instruction to work in transporting, handling, storing and loading/discharging of dangerous goods,
- Compliance of measures taken to be prepared for risks during transporting, handling, storing and loading/discharging of dangerous goods.
- Procedures for what the required documents, information and papers related to dangerous goods are.
- Procedures about the berthing, mooring, loading/discharging, harbouring or anchoring for ships transporting dangerous goods to shore facility at night and day .
- Procedures about additional measures for loading, discharging and transshipment according to seasonal conditions
- Procedures about fumigation, gas measuring and degassing and procedures about keeping records and statistics of dangerous goods
- Accuracy of information about ability, capacity and capability of shore facility for emergency response
- Compliance of regulations for first response to the accidents involving dangerous goods,

	<b>CEYPORT TEKİRDAĞ</b> <b>DANGEROUS CARGO HANDLING</b> <b>GUIDE</b>	<b>Document No</b>	TYER.01
		<b>Date of Publication</b>	01.01.2019
		<b>Revision No</b>	007
		<b>Date of Revision</b>	03.05.2023
		<b>Page No</b>	19 / 73

- Procedures for handling and disposing of the damaged dangerous goods and wastes contaminated with dangerous goods,
- Information about personal protective clothing and procedures for using them.

## 2.5 Responsibilities of third party, cargo/ship agency, etc. Engaged in shore facility

- 2.5.1. To have the personnel who will do business at the coastal facility receive the trainings specified within the scope of the Administration's Directive on Imdg Code Training Seminars dated 26 July 2019 and numbered 56617,
- 2.5.2. Complying with the requirements of IMDG code in shore facility,
- 2.5.3. Complying with DANGEROUS CARGO HANDLING GUIDE and the procedures related to Dangerous Goods issued by shore facility
- 2.5.4. Reporting to facility authorities when determining any nonconformity about handling, transporting and storing dangerous goods in shore facility,
- 2.5.5. Sending the shore facility operator and Administration, the form (SDS) which is important for eliminating the risks against Worker's Health and Occupational Safety and prepared to inform the user accurately and sufficiently and involves danger and risks about dangerous goods during using and storing dangerous goods.

	<b>CEYPORT TEKİRDAĞ</b> <b>DANGEROUS CARGO HANDLING</b> <b>GUIDE</b>	<b>Document No</b>	TYER.01
		<b>Date of Publication</b>	01.01.2019
		<b>Revision No</b>	007
		<b>Date of Revision</b>	03.05.2023
		<b>Page No</b>	20 / 73

### 3. RULES TO BE FOLLOWED/APPLIED AND MEASURES TO BE TAKEN BY SHORE FACILITY

#### 3.1 Rules to be followed by Terminal Operators

Terminal operators that have Dangerous Goods Compliance Certificate shall follow the following rules:

- 3.1.1 If the dangerous goods cannot be stored in the field or shore facility where they are discharged at the dock or jetty, operators should provide the transportation of the dangerous goods out of the facility as soon as possible.
- 3.1.2 Dangerous goods should be packed properly and should have the information regarding definition of dangerous goods, risk and safety measures on the packages.
- 3.1.3 Shore facility personnel, seamen and other responsible people for goods should wear protective clothing suitable for physical and chemical features of goods during loading, discharging and storing.
- 3.1.4 People who fight against fire in handling field of dangerous goods should be equipped with fireman's outfit, should have fire extinguishers, first aid units and tools ready to be used at any moment.
- 3.1.5 Shore facility operators should prepare an emergency evacuation plan for evacuation of ships and sea vehicles from shore facility in emergencies and submit this plan to port authority for approval.
- 3.1.6 After getting the approval from the port authority, the shore facility operators are the ones to announce the issues that are stated in this article to the people engaged in.
- 3.1.7 The inspection of the article provisions will be made by the port authority and if any noncompliance is found, handling will be stop and the noncompliance will be eliminated.
- 3.1.8 Personnel who do not have required training and certificates are not allowed to work in handling of dangerous goods and will not be allowed to enter the fields of these operations.
- 3.1.9 According to the Regulation on Training and Authorization within the scope of the International Code Regarding Dangerous Goods Transported by Sea, published in the Official Gazette dated 22.01.2016 and numbered 29601, personnel who do not have the necessary training and certificates are not allowed to work and work in dangerous cargo handling operations and to enter the areas where these operations are carried out.

#### 3.2 Measures to be taken by Shore Facility Operators

The measures taken in our facility according to rules stated in Article 12 of "Regulations on Maritime Dangerous Goods Transportation" and Article 19 of "Port Regulations" mentioned by Administration are as follows.

- 3.2.1 Berths, jetty, storages and warehouses designated for explosive, combustible, flammable and other dangerous goods. Berths and jetty designated for loading and discharging the ships which carry dangerous goods:

	<b>CEYPORT TEKİRDAĞ DANGEROUS CARGO HANDLING GUIDE</b>	<b>Document No</b>	TYER.01
		<b>Date of Publication</b>	01.01.2019
		<b>Revision No</b>	007
		<b>Date of Revision</b>	03.05.2023
		<b>Page No</b>	21 / 73

### 3.2.1.1 Berths and berths reserved for the handling of ships carrying dangerous goods::

Berth/Jetty No	Length (m)	Width (m)	Maximum Depth of water (m)	Minimum Depth of water (m)	Biggest Berthing Ship Tonnage and Length (Dwt or Grt)
1 No. Jetty RO-RO	255		7,50	8,00	7.000
1 No. Seabus Berth	67		5,50	8,00	1.000
2 No. Berth	185		10,50	11,00	28.900
3 No. Berth(Liquid Handling) RO –RO	430		7,50	10,00	28.900
4 No. Berth	321	60	11,00	12,00	38.000
5 No. Berth	349	60	7,50	10,00	(46.000 DT)
6 No. Berth	345	20,30	4,00	9,50	28.900
7 No. Berth (Train/Ferry)	145		7,00	9,30	20.000
8 No. Berth	189	30	9,30	10,00	8.000
					15.000

### 3.2.2 Storages and warehouses desifnated for dangerous goods:

The Port Area Has Silo And Temporary Storage Areas.

### 3.2.3 Equipment's and installation for handling dangerous goods

Loading/Discharging of dangerous goods that are transported to our shore facility are provided by the following vehicles.

- 5 Mobile Cranes
- 3 Forklifts
- 2 Stackers
- 6 Towing Trailers
- 4 Bucket Handling Machines (Loader)
- 3 Handling Machines (Bobcat)

### 3.2.4 What must be done if the dangerous goods that if discharged at jetty and dock cannot be stored?

Dangerous goods, which can be handled in our facility with special permission, are loaded onto land vehicles to be transported directly from the ship and taken out of the coastal facility as soon as possible without waiting..

	<b>CEYPORT TEKİRDAĞ</b> <b>DANGEROUS CARGO HANDLING</b> <b>GUIDE</b>	<b>Document No</b>	TYER.01
		<b>Date of Publication</b>	01.01.2019
		<b>Revision No</b>	007
		<b>Date of Revision</b>	03.05.2023
		<b>Page No</b>	22 / 73

3.2.5 Information regarding the packs and packages of dangerous goods, risks and safety measures. Packaging is not done in our facility:

3.2.6 Standart protective clothing of shore facility personnel that are in charge of handling dangerous goods, seamen and other authorized people during loading, discharging and storing as below:

- Working Clothes - twice a year
- Steel Toe Footwear (summer) – once a year
- Steel Toe Footwear (Winter) – once in a year
- Helmet – once a year
- Protective Gloves – whenever it is needed
- Single use filter mask- in case of necessity
- Reflective vest- twice a year

However, if there are special equipment written in the Safety Data Sheet of the dangerous good except for the Personal Protective Equipment written above, they shall also be used.

3.2.7 Teams in charge of fighting against fire during handling dangerous goods; equipment, fire extinguishing system and first aid units of the teams.

List of tasks and duties of persons who will fight with fire at our shore facility, fire extinguishing systems, first aid teams and their duties are as described in the Emergency Action Plan.

Our firefighting team is equipped with firefighting equipment and fire extinguishers and our first aid units and equipment's are kept ready to be used at any time.

Information about fire protection system in our shore facility is the same as in Article 8.10, 8.11, 8.12 of DANGEROUS CARGO HANDLING GUIDE.

3.2.8 Preparation Preparation of emergency evacuation plan for evacuation of ship and sea vehicles from shore facility in emergency

In case of any emergency the ship's machinery is provided to operate by a direct warning through VHF 16 Channel and / or Shift Supervisors. When ships are ready, they are sent out of the port area by their own means or by taking off from the pier accompanied by a tugboat. Depending on the emergency situation, ships may not be provided with mooring services, and the docked ropes may be cut off from the deck.

3.2.9 Safety and security measures to be taken by the shore facility operators, issues related to fire:

Measures taken in our facility against fire are the same as in "Emergency Action Plan".



	<b>CEYPORT TEKİRDAĞ</b> <b>DANGEROUS CARGO HANDLING</b> <b>GUIDE</b>	<b>Document No</b>	TYER.01
		<b>Date of Publication</b>	01.01.2019
		<b>Revision No</b>	007
		<b>Date of Revision</b>	03.05.2023
		<b>Page No</b>	23 / 73

Measures taken in our facility against fire are the same as in “Emergency Action Plan”.

Measures taken in our facility for safety are the same as in “Port Facility Safety Plan” prepared under ISPS Code.

Issues regarding to security measures taken in our facility is the same as in Article 9 of “DANGEROUS CARGO HANDLING GUIDE”.

3.2.10 Required training and certificates according to Training and Authorization Regulation under Directive on IMDG CODE Training Seminars in 26/07/2019 dated and 28201 numbered Official Gazette:

According to the stated regulation, within 3 months after starting to work; personnel in charge of handling dangerous goods will attend to “IMDG Code General Awareness Training, Function Specific Training, Safety Training” which will be valid for 2 years and after 2 years they will receive a Renewal Training.

People who do not have these training and certificates are not allowed to take part in dangerous goods handling operations.

In addition to the employees of the port, people who will work in the port, who will be responsible for the temporary work or transactions, and the employees of the agencies will have to complete these trainings too.

People who has not attended these trainings will not be allowed to work at the areas where operations on dangerous goods are carried.

	<b>CEYPORT TEKİRDAĞ</b> <b>DANGEROUS CARGO HANDLING</b> <b>GUIDE</b>	<b>Document No</b>	TYER.01
		<b>Date of Publication</b>	01.01.2019
		<b>Revision No</b>	007
		<b>Date of Revision</b>	03.05.2023
		<b>Page No</b>	24 / 73

## 4. CLASSES, TRANSPORTATION, LOADING/DISCHARGING, HANDLING, SEGREGATION, STOWING AND STORAGE OF DANGEROUS GOODS

### 4.1 Classes of Dangerous Goods

Classifications of dangerous goods handled in our port must comply with IMDG Code provisions. The principles and criteria for classification of dangerous substances are explained in detail in the Guidance on Dangerous Goods in Part 2 of the IMDG Code and in Chapter 5 of this document. Dangerous Goods that are not classified as required are not processed. All costs incurred for dangerous goods which are reported inaccurately or incompletely notified in accordance with the port operation are subject to freight charges.

Dangerous goods are classified according to their origin and specifications as follows;

Petroleum and by-products - Fire and explosion are the main risks (benzene, liquefied petroleum gas and other fuels)

Chemical Products - manufactured and loaded as by-products for either final consumer or industrial use (industrial, pharmaceutical and agricultural). The latter constitutes the bulk of the dangerous goods being transported and, if not properly transported, can cause great harm to people, transport units and the environment.

Minerals - minerals such as coal, sulphur, mineral concentrates and other metals or asbestos which can cause different diseases, injuries, poisoning or fires.

Products of animal or vegetable origin - Products such as fish feeds, oil seeds and cotton balls made of cotton that can cause spontaneous combustion, fire or explosion,

Radioactive materials - Materials used in a variety of industrial and medical procedures, as well as in military applications, which can cause cancer and other illnesses in humans, even in small doses when exposed to high doses or prolonged exposure.

According to the IMDG Code, Dangerous Goods are classified in Class 1 to Class 9, and most of these substances are considered to be sea pollutants.

A marine polluter is defined as a substance that disrupts aquatic organisms in the water.

### 4.2 Packs and Packaging of dangerous goods:

Packing and packaging of dangerous goods handled in our port must comply with IMDG Code and related legislative provisions. The requirements for packaging's and packaging of dangerous goods are detailed in sections 4 and 6 of the IMDG Code and in the DANGEROUS CARGO HANDLING GUIDE, which is located at the end of Chapter 5 of this document. Hazardous materials that are not packed as required are not processed. All costs associated with the appropriate and unapproved packages shall be paid to the cargo concerned

	<b>CEYPORT TEKİRDAĞ DANGEROUS CARGO HANDLING GUIDE</b>	<b>Document No</b>	TYER.01
		<b>Date of Publication</b>	01.01.2019
		<b>Revision No</b>	007
		<b>Date of Revision</b>	03.05.2023
		<b>Page No</b>	25 / 73

#### 4.3 Placards, plates, brands and labels related to the dangerous goods

The plates, marks and labels of dangerous goods handled at our port must comply with the provisions of the IMDG Code and other relevant legislation. Plates, plates, labels and labels for dangerous goods are detailed in the IMDG Code 5 and in the DANGEROUS CARGO HANDLING GUIDE, which is located at the end of Chapter 5 of this document. Untreated, unlabelled, unpatented hazardous materials and freight transport units are not traded as required. All costs incurred for such dangerous goods are subject to freight charges.

The label examples for each class are as follows:

##### Class 1: Explosive Substances



- Class 1.1: Explosives with a mass explosion hazard
- Class 1.2: Explosives with a severe projection hazard
- Class 1.3: Explosives with a fire
- Class 1.4: Minor fire or projection hazard
- Class 1.5: An insensitive substance with a mass explosion hazard
- Class 1.6: Extremely insensitive articles



Class 2.1: Flammable Gas

Class 2.2: Non-Flammable and Non-Toxic Gases

Class 2.3: Toxic Gases



Class 3: Flammable Liquids



Class 4.1: Flammable solids Class 4.2: Spontaneously combustible solids Class 4.3: Dangerous when wet



Class 5.1: Oxidizing Agent

Class 5.2: Organic Peroxides



Class 6.1: Toxic Substances

Class 6.2: Infectious Substances



Class 7: Radioactive Substances



Class 7: Radioactive Substances (Fissile Materials)



Class 8: Corrosive Substances



Class 9: Miscellaneous dangerous substances and articles

#### 4.4 Signs and Packing Groups of Dangerous Goods:

Marking and packing groups of dangerous goods handled in our port must comply with IMDG Code and other relevant legislative provisions. Marking and packaging groups for dangerous goods are described in detail in the IMDG Code 2nd and 5th section and in the "Dangerous Goods List". Dangerous Goods not marked as required and not assigned to the packaging group are not processed. All costs incurred for such dangerous goods are subject to freight charges.

#### 4.5 Ship and Port Break Down Tables by Classes of Hazardous Materials

Depending on the class of dangerous goods handled in our port, stacking and sorting procedures on board must comply with IMDG Code and other relevant legislative provisions. Stowage and sorting procedures on board for dangerous goods are described in detail in IMDG Code 7 and MSC 1216 Document. It is the responsibility of the ship's captain and the plant manager to comply with the provisions for such stacking and segregation.

Segregation Table in The Port is As Follows:

	2.1	2.2	2.3	3	4.1	4.2	4.3	5.1	5.2	6.1	8	9	
Flammable Gas	2.1	0	0	0	S	A	S	0	S	S	0	A	0
Non-flammable, Non-toxic Gas	2.2	0	0	0	A	0	A	0	0	A	0	0	0
Toxic Gas	2.3	0	0	0	S	0	S	0	0	S	0	0	0
Flammable Liquid	3	S	A	S	0	0	S	A	S	S	0	0	0
Flammable Solids or Substances	4.1	A	0	0	0	0	A	0	A	S	0	A	0
Spontaneously Combustible Substances	4.2	S	A	S	S	A	A	A	S	S	A	A	0
Dangerous when wet	4.3	0	0	0	A	0	A	0	S	S	0	A	0
Oxidizing agent	5.1	S	0	0	S	A	S	S	0	S	A	S	0
Organic peroxides	5.2	S	A	S	S	S	S	S	S	0	A	S	0
Toxic Substances	6.1	0	0	0	0	0	A	0	A	A	0	0	0
Corrosive Substances	8	A	0	0	0	A	A	A	S	S	0	0	0
Miscellaneous dangerous substances and articles	9	0	0	0	0	0	0	0	0	0	0	0	0

0: no segregation

A: "Away from..."

S: "Separate from"

#### 4.6 Documentation for Dangerous Cargo:

Documents relating to dangerous goods handled in our port must comply with IMDG Code and other relevant legislative provisions. Documentation and documentation requirements for dangerous substances The IMDG Code is explained in detail in section 5. Hazardous materials not having the necessary documentation and not being provided in a suitable manner are not processed. All costs incurred for such dangerous goods are subject to freight charges.

Documentation, checking and recording tasks and procedures for dangerous Goods are detailed in Part 7 of these Guidelines

## **5. MANUAL FOR DANGEROUS CARGOES HANDLED ON SHORE FACILITY**

Port facility which carries out loading/discharge, handling and temporarily storing of dangerous goods, contributes to make the activities in a safe condition;

- Dangerous goods classes,
- Dangerous goods packages,
- Packaging,
- Labels,
- Marking and packaging groups,
- Segregation tables for dangerous goods on board and port according to classes,
- Segregation distance of dangerous goods in sheds storages,
- Segregation terms,
- Dangerous goods documents,
- Dangerous goods emergency response action flowchart,

are the same as in Dangerous Goods Manual Annex-10.

## 6. OPERATIONAL ISSUES

6.1 Procedures for berthing, mooring, loading/discharging, harbouring or anchoring of ships transporting dangerous goods at night and day in a safe condition:

- Ships transporting dangerous goods will be gone alongside to port berths by pilotage and tugboats preferably during day, during night if allowed by Port authority, in accordance with Port Regulations.
- Harbour Pilot will be informed about the dangerous goods aboard ship before manoeuvre.
- Positions of ship transporting dangerous goods must be considered, berthing must be planned after removal of ship in case of risk.
- In the event that practice of Master for mooring is deemed unsafe for port, it should be requested from Master to connect the ship by extra ropes.
- In case of unfavourable weather conditions, flows and winds create unsafe condition for loading/discharging, the activity must be stopped and the ships must be removed and taken to the anchorage.
- Anchorage sites are different for the ships transporting dangerous goods; ship can wait in the anchorage sites designated for them.

6.2 Procedures for additional measures taken for loading, discharging and transshipment of dangerous goods according to seasonal conditions

- Seasonal conditions must be considered for loading and discharging of the dangerous goods. Handling flammable, combustible, explosive goods should be postponed or stopped at extreme heat, extreme cold, extreme rainy and weather with unfavourable sight conditions, lighting and weather with electric power load.
- If loading/discharging in unfavourable conditions have to be continued or in mandatory conditions; fire, fire department, emergency response teams must be kept in order to respond to unwanted conditions as soon as possible.
- In case of continuity of similar conditions, measures, such as the workers must be elected from the experienced ones, resting periods must be planned frequently in extremely hard working situation, increase the lighting, etc. must be provided.

6.3 Procedures for keeping flammable, combustible and explosive materials away from spark producing operations and procedures for not operating vehicles, equipment and tools capable of spark-production in the area where dangerous goods are handling, stowing and storing.

Handling dangerous goods at fields of dangerous cargoes, while working with especially flammable, combustible and explosive substance;



- Not doing hot work (welding, cutting, etc.), technical safety measures must be taken in case of mandatory cases
- Ex proof hand tools (must be used
- All vehicles to be connected to the filling/discharging platform in the facility during the loading/unloading operation are grounded in order to completely purify them from static electricity and a flame arrester is attached to the exhausts, All flanges used in the vehicles must be insulated,
- Working with experienced people
- Relevant units must be informed before work
- Briefing will be given to the personnel working in the field
- Especially in closed area of working, measurement of toxic, choking gases and sufficient oxygen must be done, the measurement device must be ready to use
- Protective measures and equipment such as water curtain, protective separation, mechanical ventilation must be ready to use
- The personnel working in these kinds of HOT WORK must wear necessary protective clothing and equipment, closed circuit breathing apparatus when required
- Emergency team must be assigned to response as soon as possible in potentially undesirable situation in this kind of working

#### 6.4 Procedures for fumigation, gas measuring and degassing:

Fumigation, gas measurement, degassing of closed transport container will be made as follows:

- Covers of closed transport containers must be opened and ventilated well. Briefing must be given to the personnel who open the covers and they must be told clearly that there might be flammables, poisonous gases etc.
- If working will be done inside the closed container, gas measurement checking must be done
- Measurement devices must be pre-tested, calibration must be done.
- Measurement in closed container, suspected as having toxic gas in, must be done with protective clothing and closed circuit breathing apparatus.
- Measurement results must be recorded, available to show upon request
- It should be considered that there can be very small amount of gas, dust, granules, liquids, etc. left in closed transport container, and if different dangerous good is put into that container without the removal of the residues, these products can cause undesirable reactions.

## 7. DOCUMENTATION, CHECKING AND RECORDING

7.1 Procedures related to all required documents, information and papers, their provision and checking by the authorities.

7.1.1 The following documents related to Dangerous Goods are kept updated by shore facility.

- SOLAS 1974,
- IMDG Code Volume 1, 2 ve Annex,
- IMSBC Code, International Maritime Solid Bulk Cargoes Code,
- International Agreement for Safety Container dated 1972 amended by CSC

7.1.2 Shore facility needs to send prior documents in order to handle dangerous goods transported to facility in a safe condition and to take the required measures. The documents are as follows:

- Dangerous Goods Transport Document
- Container/Vehicle Packing Certificate
- Documents Required aboard ship
- Other required documents and information
- Multi-model Dangerous Goods Form

7.1.2.1 Dangerous Goods Transport Document:

Transport documents that are prepared by shipper, shall include “Signed Certificate or Dangerous Goods Transport Document” indicating that the consignment to be transported is properly packaged, marked and labelled and in proper condition for carriage in accordance with the applicable regulations.

Ships and sea vehicles that are carrying dangerous goods should present the transportation documents that involve the detailed information about the goods to the Port Authority in written and at least twenty four hours before entering the port administrative field; if the ship’s and sea vehicle’s sailing time in port field is less than 24 hours, they will present them after departing from shore facility. Those responsible for goods are obliged to report at least 3 hours before dangerous goods are entering to the facility by road and railway.

In case of failure to comply with reporting obligations or reports does not involve correct information, administrative procedures can be made against the person who reports and they could lose their berthing, departing, passing order.

When the dangerous goods transport document is given to a carrier by EDP (electronic data processing) or EDI (electronic data interchange), the shipper shall be able to produce a paper document with the information in the sequence required by this chapter and without delay.

Dangerous Goods Transport Document can be in any form involving all information stated in Division 5.4 of IMDG Code.

#### 7.1.2.2 Container/Vehicle Packing Certificate

When dangerous goods are packed or loaded into any container or vehicle, responsible for packing the container or vehicle must provide a "container/vehicle packing certificate" specifying the container/vehicle identification number(s) and certifying that the operation has been carried out in accordance with the following conditions:

- The container is clean, dry and apparently fit to receive the goods,
- Packages which need to be segregated in accordance with segregation requirements are not packed together and/or put into container/vehicles,
- All packages are externally inspected for damage, and only sound packages have been loaded,
- Drums are stowed in an upright position, unless otherwise indicated, and all goods are properly loaded and where necessary adequately braced with securing materials to comply with mode(modes) of transport of the intended journey,
- Goods loaded in bulk is evenly distributed within container/vehicle,
- The container/vehicle and packages are properly marked, labelled and placarded as appropriate,
- When solid carbon dioxide (CO<sub>2</sub>-dry ice) is used for cooling purposes, the container/vehicle is externally marked regularly,
- Dangerous goods transport document, is received for each dangerous goods consignment loaded in the container/vehicle,

*"Note: The container/vehicle packing certificate is not required for portable tanks"*

The information required in the dangerous goods transport document and the container/vehicle packing certificate may be incorporated into a single document; if not, these documents shall be attached one to the other. If the information is incorporated into a single document, the document shall include a signed declaration such as "It is declared that the packing of the goods into the container/vehicle has been carried out in accordance with the applicable provisions". This declaration shall be dated and the person signing this declaration shall be identified on the document.

If the dangerous goods documentation is presented to the carrier by means of EDP or EDI transmission techniques, the signature(s) may be electronic signature(s) or may be replaced by the name(s) (in capitals) of the person authorized to sign.

When the dangerous goods transport information is given to a carrier by EDP or EDI techniques and subsequently the dangerous goods are transferred to a carrier that requires a paper dangerous goods transport document, the carrier shall ensure that the paper

document indicates "Original received electronically" and the name of the signatory shall be shown in capital letters.

#### 7.1.2.3 Documentation Required Aboard the Ship

Each ship transporting dangerous goods and marine pollutants on board shall have a special list, manifest or stowage plan regarding names and locations of dangerous goods and marine pollutants. This special list and manifest are based on documents and certificates requested in IMDG Code.

A detailed stowage plan, which identifies by class and sets out the location of all dangerous goods and marine pollutants, may be used in place of such special list or manifest.

For consignments of dangerous goods, appropriate information shall be immediately available at all times for use in emergency response to accidents and incidents involving dangerous goods in transport. The information shall be available away from packages containing the dangerous goods and immediately accessible in the occurrence of an incident.

Information used in emergency response will be in the following documents:

- In a special list, manifest or dangerous goods declaration,
- In a separate document such as a safety data sheet
  
- In separate document such as Medical First Aid Guide for Use in Accidents Involving Dangerous Goods (MFAG) and Emergency Response Procedures for Ships Carrying Dangerous Goods (EmS Guide) for use in conjunction with the transport documents.

#### 7.1.2.4 Other Required Information and Documents

- In certain circumstances, special certificates or other documents are required as follows:
- A weathering certificate; as required in some entries of the Dangerous Goods List;
- A certificate exempting a substance, material or article from provisions of the IMDG Code (such as, see individual entries such as charcoal, fishmeal, seedcake);

For new self-reactive substances and organic peroxides or new formulation of currently assigned self-reactive substances and organic peroxides, a statement by the competent authority of the country of origin of the approved classification and conditions of transport.

### 7.1.2.5 Multimodal Dangerous Goods Form

Multimodal Dangerous Goods Form is a form which is used as a combined dangerous goods declaration regarding transportation of dangerous goods in multiple modes and container packing certificate.

Example of Multimodal Dangerous Goods is in Annex-18.

7.2 Procedures for checking for proper identification of dangerous goods the facility, using proper shipping names, certificating, packaging/packed, labelling and declaring of dangerous goods, loading to approved package, container or good cargo transport unit in accordance with rules and transporting in a safe condition and reporting the results of control

Liman tesisi her an talep edildiğinde liman tesisinde mevcut tüm tehlikeli yüklerin sınıf, miktar, acil durum müdahale yöntemleri ve yerlerini belirtir bir bilgiyi talep ettiğinde ilgililere sunmakla yükümlüdür.

Planning department checks the accuracy of the following information on dangerous goods documents issued by the shipper in coordination with operation about the dangerous goods to be received to port;

- UN Number,
- PSN name (Proper Shipping name),
- Class, (Class 3, 4.1, 4.2, 4.3, 5.1, 6.1, 8, 9 with sub-dangers)
- Packing Group ( I; II; III)
- Marine Pollutant feature,
- Container / packing number,
- Seal number,
- Additional information (Ignition temperature, viscosity, etc.)
- Storage Location in Port Field,

This information is kept in a computer environment or in a file order so that only authorized personnel can access it and is displayed when requested.

The port facility keeps up-to-date the class and quantity information of the dangerous goods it handles throughout the year and reports it to the Port Authority in quarterly periods.

7.3 Procedures for obtaining and keeping dangerous goods safety data sheet (SDS)

According to our national law since 1 January 2014, Dangerous Goods Safety Data Sheet (SDS) involving the following information is required for dangerous goods transported by all modes of transportation (Road, rail, air and marine)

- UN number,

- PSN (Proper shipping name,) (required for marine transport.)
- Class, (Class 3, 4.1, 4.2, 4.3, 5.1, 6.1, 8, 9 with sub-dangers)
- Packing group (I; II; III)
- Marine pollutant feature,

It should be checked if this document is together with the dangerous goods to be received.

#### 7.4 Procedures for keeping records and statistics of dangerous goods

In accordance with the Regulation on Safety Data Sheets Regarding Harmful Substances and Mixtures published on 13 December 2014, a Dangerous Goods Safety Data Sheet (SDS) containing the following information should be kept together with the dangerous goods to be transported in all modes of transport (by Road, Railroad, Airway and Seaway) by the laws of our country. mandatory.

- UN Number,
- PSN name (Proper Shipping Name) (Required for sea freight)
- Class (with Class 1.4S, 2, 3, 4, 5, 6.1, 8, 9 Sub-hazards)
- Packing Group (I, II, III)
- Whether it is a Marine Pollutant,
- Tunnel Restriction Code (Required for road transport)

For all dangerous goods to be accepted into the port, it is checked that this document is included with the Dangerous cargo.

#### 7.5 Procedures for keeping records and statistics of dangerous goods

ADMINISTRATION requests to give a report involving the information of dangerous goods, handled in our Port facility, to Port Authority in 3 month-periods.

Statistical evaluation from records of dangerous goods handled in our port annually is prepared by trade, operation departments.

Monthly inventory and control reports of dangerous goods stored in the port are issued by operation department and submitted to the Management.

Records and reports are archived by the departments in 5 year periods

#### 7.6 Information about the Quality Management System:

ISO 14001:2015 valid until 18.12.2023,

ISO 9001:2015 valid until 18.12.2023,

ISO 45001:2018, quality management systems documents valid until 18.12.2023 are available and remain valid.

## 8. EMERGENCIES, EMERGENCY PREPAREDNESS AND RESPONSE:

8.1 Response procedure for dangerous goods that endangers/able to endanger life, property and/or environment and dangerous incidents involving dangerous goods:

Dangerous goods received, handled, stored, loaded and discharged in our shore facility, can create unique hazards such as explosion, fire, corrosion, poisoning, infectious diseases, radiation. Therefore there are emergency varieties of shore facility could face. In order to cope with these dangers, it's extremely important to develop, announce and apply the Emergency Plan that's formed in cooperation with local emergency teams.

8.1.1 The following issues required to be considered to form emergency strategy in shore facility:

- Preventing accidents,
- Preparing Emergency Plan,
- Implementation and Exercise of Emergency Procedures,
- Checking emergency equipment regularly,
- Implementation of plan in occurrence of emergency,
- Analysing and reporting the incident to prevent the repetition

8.1.2 **Response** procedure for dangerous goods that endangers/able to endanger life, property and/or environment and dangerous incidents involving dangerous goods in our facility: Response to dangerous incidents will be carried out according to Emergency Action Plan:

8.2 Possibility, capability and capacity of emergency response in our facility

8.2.1 Possibility capability and capacity of fire response :

- 50 Kg Foam 8" Fire Pipeline on-jetty
- 4-8" Fire Pipeline in-site
- 1 Portable Foam Making Machine
- 20 Hydrants and 20 Affiliated Fire Cabinets
- 10 pieces of 30 meter hoses of 110 mm
- 10 pieces of 30 meter hoses of 85mm
- 24 pieces of 6 Kg. Dry Chemical Powder
- 12 pieces of 50 Kg Dry Chemical Powder
- 2 pieces of CO2 Tubes of 10 kg
- 50 Kg Foam



## 8.2.2 Possibility, capability and capacity against leakage and spillage:

Are same as in Annex 14.

## 8.3 Regulations of first response for accidents involving dangerous goods

8.3.1 Accidents, which are occurred by dangerous goods in our shore facility are, in form of Fire and Flow/Leakage/Spillage.

8.3.2 The measures against fire which is occurred by dangerous goods are as follows:

- In case of fire which has occurred as a result of accident involving dangerous goods that are handled in port facility, Emergency Plan (EMS) annexed to IMDG Code shall be considered.
- Measures in emergency plan, which are taken for fire, are generally as follows.
  - F-A (General Fire Plan)
  - F-B (Explosive Substances and Articles)
  - F-C (Non-Flammable Gases)
  - F-D (Flammable Gases)
  - F-E (Non-Water-Reactive Flammable Liquids)
  - F-F( Temperature-Controlled Self-Reactive and Organic Peroxides)
  - F-G (Water-Reactive Substances)
  - F-H (Oxidizing Substances with Explosive Potential)
  - F-I (Radioactive Material)
  - F-J (Non-Temperature-Controlled Self-Reactive and Organic Peroxides)
- In case of accident involving goods handled in our shore facility and causing fire, the following should be considered from Annex Tables of IMDG Code.

UN	NAME AND DEFINITION	EMS FIRE
UN 2067	AMMONIUM NITRATE BASED FERTILIZERS	F-H

In case of receiving a freight of dangerous class other than the loads specified in the above table, EMS Fire plan based on UN number must be followed and authorities must be warned if an external support is received.

8.3.3 The taken against flow/leakage/spillage which are occurred by dangerous goods are as follows:

- In case of flow/leakage/spillage which are occurred as a result of accident involving dangerous goods that are handled in port facility, Emergency Plan (EMS) annexed to IMDG Code shall be considered
- Measures in emergency plan, which are taken for flow/leakage/spillage, are generally as follows:

- S-A (Toxic Substances)
- S-B (Corrosive Substances)
- S-C (Flammable, Corrosive Liquids)
- S-D (Flammable Liquids)
- S-E (Flammable Liquids, Floating On Water)
- S-F (Water-Soluble Marine Pollutants)
- S-G (Flammable Solids and Self-Reactive Substances)
- S-H (Flammable Solids “Molten Material”)
- S-I (Flammable Solids “Repacking Possible”)
- S-J (Wetted Explosives and Certain Self-Heating Substances)
- S-K (Temperature-Controlled Self-Reactive Substances)
- S-L (Spontaneously Combustible, Water-Reactive Substances)
- S-M (Hazard of Spontaneous Ignition)
- S-N (Substances Reacting Vigorously with Water)
- S-O (Substances Dangerous When Wet “Non-Collectable Articles”)
- S-P (Substances Dangerous When Wet “Collectable Articles”)
- S-Q (Oxidizing substances)
- S-R (Organic Peroxides)
- S-S (Radioactive Material)
- S-T (Dangerous Goods with Biohazard)
- S-U (Flammable, Toxic or Corrosive Gases)
- S-V (Non-Flammable, Non-Toxic Gases)
- S-W (Oxidizing Gases)
- S-Y (Explosive Chemicals)
- S-Z (Toxic Explosives)

- In case of accident involving goods handled in our shore facility causing flow/leakage/spillage, the following should be considered from Annex Tables of IMDG Code

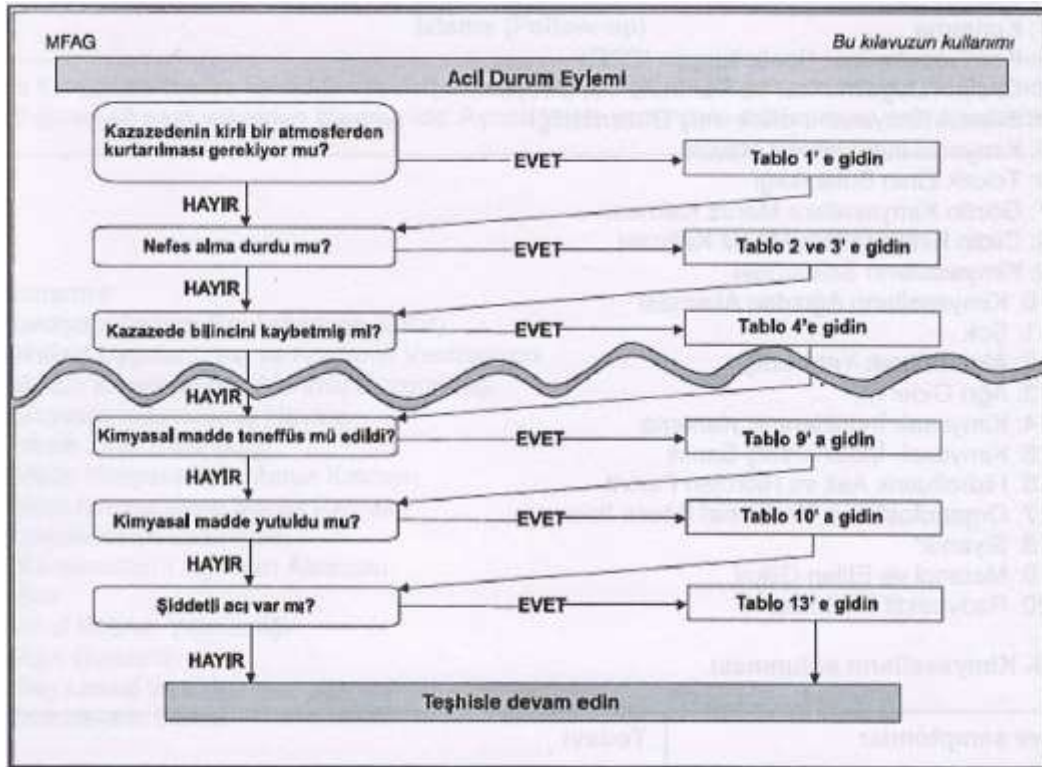
UN	NAME AND DEFINITION	EMS FLOW/LEAKAGE/SPILLAGE
UN 2067	AMMONIUM NITRATE BASED FERTILIZERS	S-Q

8.3.4 Medical first aid guide (MFAG) will be used for the accidents involving dangerous goods. Issues taken into consideration for use of this guide are stated below.

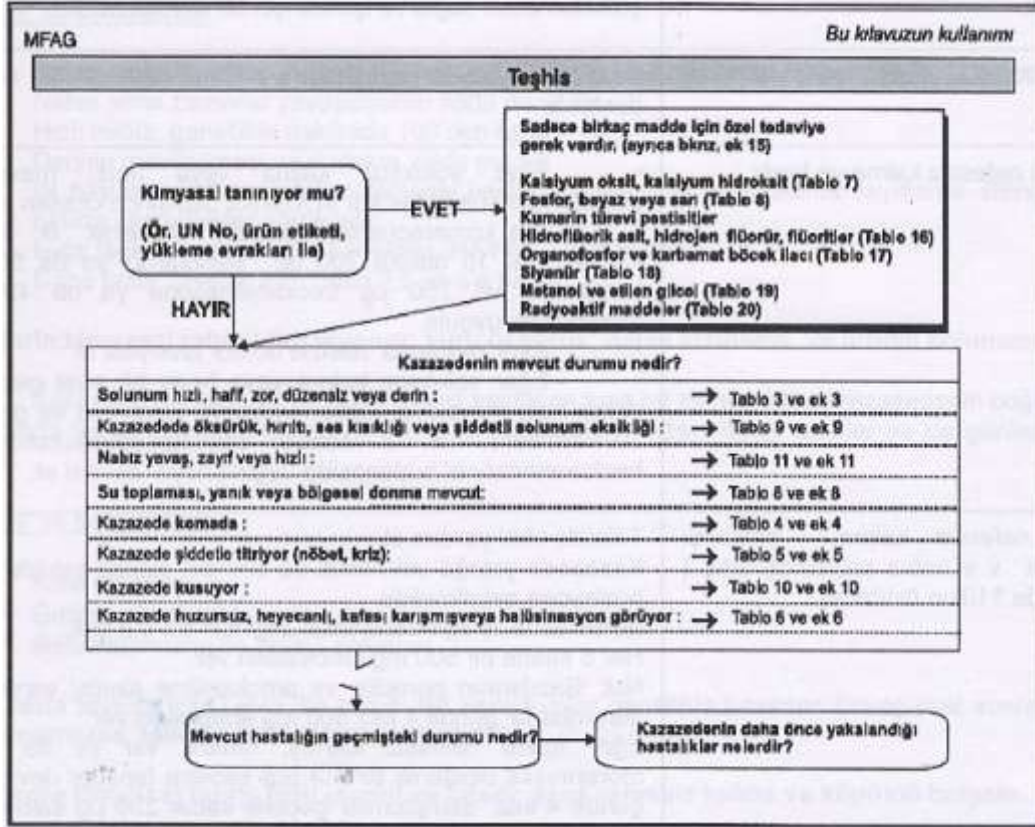
- In any any case of exposure to dangerous goods, firstly emergency response will be applied.
- Medical first aid guide will be applied in 3 steps

- 1<sup>st</sup> Step : Emergency Action and diagnosis  
-Start here!
- 2<sup>nd</sup> Step : Consider tables.  
-The tables give brief instructions for special circumstances.
- 3<sup>rd</sup> Step : Consider appendices  
-The Appendices provide comprehensive information, medicines and chemicals that might be exposed.

### 8.3.5 Use the table in IMDG Code Supplement while emergency action.



### 8.3.6 Use the table in IMDG Code Supplement for diagnosis.



### 8.3.7 MFAG Tabloları özel durumlar için ilave bilgiler içermekte olup tablolara ilişkin bilgiler aşağıda olduğu gibidir:

- Table 1 : Rescue
- Table 2 : Cardio-Pulmonary Resuscitation (CPR)
- Table 3 : Oxygen Administration and Controlled Ventilation
- Table 4 : Chemical-Induced Disturbances of Consciousness
- Table 5 : Chemical-Induced Convulsions
- Table 6 : Toxic Mental Confusion
- Table 7 : Eye Exposure to Chemicals
- Table 8 : Skin Exposure to Chemicals
- Table 9 : Inhalation of Chemicals
- Table 10 : Ingestion of Chemicals
- Table 11 : Shock
- Table 12 : Acute Kidney Failure
- Table 13 : Pain Relief
- Table 14 : Chemical-Induced Bleeding
- Table 15 : Chemical-Induced Jaundice
- Table 16 : Hydrofluoric Acid and Hydrogen Fluoride
- Table 17 : Organophosphate and Carbamate Insecticides

- Table 18 : Cyanides  
Table 19 : Methanol and Ethylene Glycol  
Table 20 : Radioactive Material

8.3.8 Annexes, provide detailed information, about medicines and chemicals that might be exposed.

Information on annexes are as follows:

- Annex 1 : Rescue  
Annex 2 : Cardio-Pulmonary Resuscitation (CPR)  
Annex 3 : Oxygen Administration and Controlled Ventilation  
Annex 4 : Chemical-Induced Disturbances of Consciousness  
Annex 5 : Chemical-Induced Convulsions  
Annex 6 : Toxic Mental Confusion  
Annex 7 : Eye Exposure to Chemicals  
Annex 8 : Skin Exposure to Chemicals  
Annex 9 : Inhalation of Chemicals  
Annex 10 : Ingestion of Chemicals  
Annex 11 : Shock  
Annex 12 : Acute Kidney Failure  
Annex 13 : Pain Relief  
Annex 14 : List of Medicine and Equipment  
Annex 15 : List of Materials

8.4 Notification to be made inside and outside of facility in emergencies .

8.4.1 The flow chart of notifications to be made in emergency situations is as follows:

Flowchart for notifications should be made for cases of emergencies.  
What to be done in facility at cases of emergency is the same as in Emergency Plan.

8.4.2 Issues to be done in case of emergency at our facility acil durumlarda yapılması gereken hususlar

It is the same as in the Emergency Action Plan.

8.5 Accident reporting procedures

Accidents/incidents related to dangerous goods in our facility will be reported to the Port Authority within 3 hours at the latest by using the VHF radio system or other communication tools. Following this notification, a written report containing the opinions regarding the accident/incident will be sent to the port authority within 24 hours at the latest. Notification is made in accordance with PR.06 NOTIFICATION OF ACCIDENTS AND EVENTS.

## 8.6 Coordination, support and cooperation method with public authorities

Coordination, support and cooperation method with public authorities is the same as in Emergency Action Plan.

## 8.7 Emergency Emergency evacuation plan for ship and sea vehicles from shore facility in emergencies

This type of a plan is not available in our facility. However in case of an emergency, machines of the ship will be started by a direct warning from VHF 16 channel and/or Shift Supervisors. When ships are ready, they will be sent out of the port area by their own means or by taking off from the pier accompanied by a tugboat. Depending on the emergency situation, ships may not be provided with mooring services, and the docked ropes may be cut off from the deck.

## 8.8 Procedures for handling damaged dangerous goods and wastes contaminated by dangerous goods and disposal of them

For every dangerous good that is handled in our facility, instructions in the "Safety Data Sheet (SDS)" shall be followed for the handling and disposal of damaged dangerous goods and wastes contaminated with dangerous goods.

## 8.9 Emergency practices and their records

### 8.9.1 Training required to be taken by people in charge of dangerous goods operations will be implemented as indicated below:

- Each person engaged in transport or handling of dangerous goods should take training for transport or handling of dangerous cargo in a safe condition commensurate with their responsibilities.
- Shore-based personnel, should take general awareness/familiarization training, function-specific training and safety training. These people could be stated as follows:
  - Proper Shipping Names of Dangerous goods;
  - Packing, marking or labelling the dangerous goods;
  - Opening/closing the packages of cargo transport units;
  - Preparing transport documents for the dangerous goods;
  - Offering the dangerous goods for transport;
  - Receiving or taking the dangerous goods for transport;
  - Handling the dangerous goods on transport;

- Preparing the plans for loading/stowage the dangerous goods;
- Loading/discharging the dangerous goods into/from ships;
- Carrying the dangerous goods in transport;
- Inactivating the cargo storages;
- Measuring the cargo storage and taking samples;
- Washing the cargo storages in accordance with approved procedures and regulations;
- Enforcing, surveying or inspecting legal requirements, rules and the compliance with regulations
- Involving in any other way into the transport of dangerous goods as determined by Competent Authority

8.9.2 The content of training required for people engaged in dangerous goods is as follows:

- **IMGD Code General Awareness / Familiarization Training:**

Each person should take training for safe shipment or handling of dangerous cargo commensurate with responsibilities. Training must be designed to ensure the familiarization of general dangers and legal requirements of dangerous cargoes. This training must involve identification of types and classes of dangerous cargoes, labelling, marking, packaging, segregation and compliance with requirements; a description of purpose and content of dangerous goods transport documents and a description of available emergency response documents.

**IMDG Code Training for Task and Training for Safety**

Each person shall be trained in specific dangerous goods transport provisions about the safe shipment or handling of dangerous cargo which is applicable to the function that person performs.

**IMDG Code Renewal Training**

Each person who has received the IMDG Code General Awareness and Training for Task must receive a Renewal Training in every 2 years period.

**Safety Training**

Each person should receive training about the following issues regarding risks in the occurrence of a release of dangerous cargoes and the function performed:

- *Packaging – methods and procedures about proper use of package handling equipment and appropriate methods of stowage and segregation of dangerous goods for accident avoidance;*
- *Necessary emergency response information and how to use it*
- p *General dangers presented by the various types and classes of dangerous goods and how to prevent exposure to those hazards, including, if appropriate, the use of personal protective clothing and equipment; and*

- *Emergency procedures to be followed in the event of an unintentional release of dangerous goods, including any emergency response procedures for which the person is responsible and personal protection procedures to be followed.*

### 8.9.3 Records regarding the training of people in charge of dangerous goods

Records of all safety training received must be kept by Port Facility, and made available to the employee upon request. However, there are still no trained personnel on the Dangerous Goods in our facility.

### 8.9.4 Practices and records regarding to dangerous goods

**Practice Implementation;** In order to be ready for emergencies in facility, personnel in emergency organization are prepared for their duties by various training. Trainings must be done by support of specialized organization when necessary. In this context, relevant personnel get IMDG code training regarding to dangerous goods and certificated in the port. It should be planned to carry out and implement the drills according to the worst-case scenario in order to test the adequacy of emergency plans and be ready for real incidents.

**Practice Scenarios;** the worst scenario must be foreseen as one incident or a combination of incidents faced by port in exercise planning. Exercises are provided to implement in line with prepared scenarios in fastest and most efficient way.

#### **Emergency Practices to be held within port facility**

- *It should be stated in Port annual training plans.*
  - *It can be planned as local or general response.*
  - *It can be combined with Safety, Spilling, etc. exercise scenarios.*
  - *Exercises can be made by/without informing.*
  - *Exercises are based on various emergency scenarios.*
  - *Exercises can be made actually, or desk bound, seminar type.*
  - *Scenarios with different time, day, season and incident are prepared for each exercise*

### 8.10 Information on fire protection system

There are fire cabinet, hydrants, fire monitor, fire station, foam room, portable fire extinguishers and fire alarm buttons under fire protection systems in our facility. Information on fire protection systems is the same as in Article 8.2.1.

### 8.11 Procedure for approval, inspection, test, maintenance of fire protection system and keeping ready for use

For the approval and inspection of fire protection system in our facility an approval has been taken from Tekirdag Metropolitan Municipality Fire Department Directorate.

Task of testing and maintenance of fire protection system and keeping them ready to use are carried out by our facility weekly and monthly, and the information is written in check forms.



#### 8.12 Measures to be taken when fire protection system is not working.

When the fire protection system does not work in our facility, primarily the resources of adjacent facilities shall be tried to be used, then local fire department will be informed. Response to the incident will be made by using all capacity of the region.

#### 8.13 Other Risk Controlling Equipment's

There is no other risk controlling equipment.

## 9. OCCUPATIONAL HEALTHY AND SAFETY

### 9.1 Occupational Healthy and Safety Measures

The purposes of the occupational healthy and safety in our facility are as follows;

- **To protect employess:**

It is the main purpose of the occupational health and safety. It aims to protect the employees against working accidents and occupational diseases, provide the mental and physical integrity.

- **To provide production safety:**

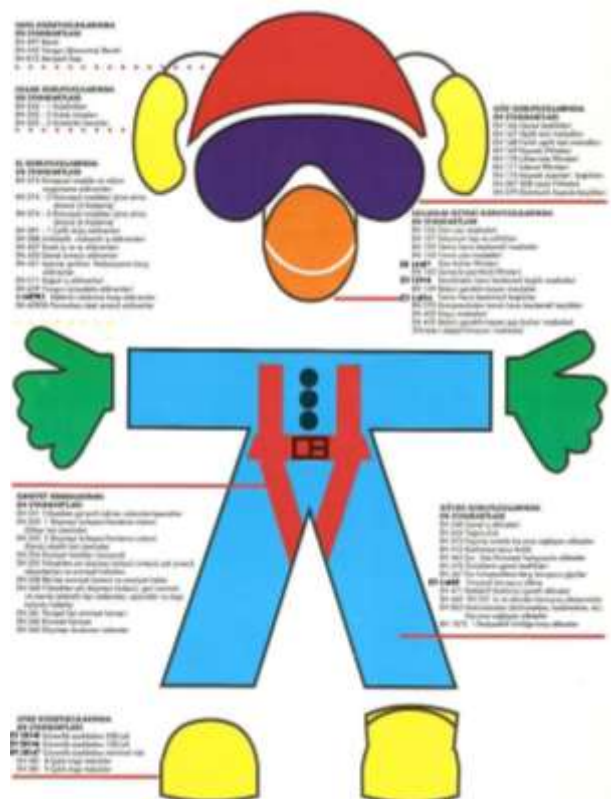
It is important for economy as providing production safety in workplace will lead an increase in efficiency.

- **To provide facility safety**

As the measures taken in workplace remove the dangers in facility due to machinery malfunctions and disabled operations, explosions, fire which may arise from working accidents or unsafe and unhealthy working conditions, the facility safety can be ensured.

Measures stated in "Occupational Health and Safety Manual" issued under Occupational Health and Safety are considered in our facility.

### 9.2 Information for personal protective clothing and procedures for using them





- Checking if the shore facility personnel has taken an appropriate training including the amendments in legislation, and whether the records are kept or not.
- Compliance of emergency methods applied in case an accident or incident that affects safety during transporting, loading or discharging dangerous goods.
- Compliance of reports prepared for serious accidents, incidents or serious violations occurred during transporting, loading or discharging dangerous goods.
- Determination of required measures against repetition of accidents, incident or serious violation and evaluation of the implementation.
- To what extent the rules are taken into account on the transport of dangerous substances and in the selection of subcontractors or 3rd parties.
- Checking if the employee working in transporting, handling, storing and loading/discharging of dangerous goods, have detailed information about operational procedures and instruction.
- Compliance of measures taken to be prepared for risks during transporting, handling, storing and loading/discharging of dangerous goods.
- Procedures for the required document, information and papers are related to dangerous goods.
- Procedures about berthing, mooring to shore facility, loading/discharging, harbouring or anchoring for ships transporting dangerous goods by day and at night.
- Procedures about additional measures for loading, discharging and transshipment according to seasonal conditions.
- Procedures about fumigation, gas measuring and degassing.
- Procedures for keeping records and statistics of dangerous goods.
- Accuracy of information about ability and capacity of shore facility for emergency response.
- Compliance of regulations for first response to the accidents involving dangerous goods.
- Procedures for handling and disposal of the damaged dangerous goods, wastes contaminated with dangerous goods,
- Information about personal protective clothing and procedures for using them.

10.3 Issues Issues for carrier of dangerous goods to the shore facility /from the shore facility by land (documents to be kept by road vehicles during entrance/exit of port or shore facility field, equipment and tools kept by these vehicles; port field speed limits, etc.)

#### 10.3.1 Documents required to be carried

- Transport document,
- Dangerous goods Transportation Driver Training Certificate (SRC-5),
- Identification card with photo for every person in the vehicle (identity card, driving license or passport),
- Written instruction prepared by carrier to give to driver ,
- Multimodal Dangerous Goods Transportation Form for dangerous goods transported in multimodal,
- ADR conformity certificate for vehicles,

- Copy of transport permission document taken from related competent authority for dangerous goods transportation,
- Dangerous Goods and Dangerous Waste Compulsory Financial Liability Insurance for vehicles carried out dangerous goods transportation,

#### 10.3.2 Equipment and apparatus required to have in vehicles

- Portable fire extinguishers,
- At least one chock of appropriate size to the wheel diameter and maximum mass for each vehicle,
- Two self-standing warning signs,
- Eye rinsing liquid,
- Warning vest,
- Portable lightening apparatus,
- A pair of protective gloves, Eye protection goggles,
- Emergency mask,
- Shovel,
- Drain seal,
- Collecting container

#### 10.3.3 Speed limits in port area:

Speed limits determined by Port facility will be applied.

The cruising speed of vehicles in the port area is determined as 20km/hour.

#### 10.4 Issues regarding to the carriers of dangerous goods to coming the shore facility/leaving from shore facility by sea (exhibition of signals by ships and sea vehicles to the port or shore facility by day/at night, cold and hot working procedures aboard ship)

##### 10.4.1 Exhibition of signals by ships and sea vehicles to the port or shore facility by day/at night

The ship which arrives to port and carries dangerous goods will have “B” (Bravo) international code of signals by day, 2 all-round fixed red lights by night.

##### 10.4.2 Cold and Hot Work procedures aboard ships in the shore facility and carrying dangerous goods:

10.4.2.1 The ships carrying dangerous goods and staying in shore facility shall take the required permission for hot and cold work from Port authority and inform the shore facility responsible

10.4.2.2 The procedures for hot work to be carried out in ships carrying dangerous goods in the shore port are as follows:

- Before starting any hot work in shore facility, the responsible person of the company to carry out the hot work must be in possession of written authorization to carry out such hot work issued by the Port Authority. Such authorization shall include details of specific location of the hot work as well as safety precautions.
- In addition to the safety precautions required by the Port Authority, before starting any hot work, the responsible person of the company to carry out the hot work together with responsible person(s) of the ship and/or berth, shall add any additional safety precautions required by the ship and/or berth. These additional safety precautions shall include:
  - The removal of dangerous cargoes and other flammable substances and articles away from the working and adjacent area.
  - Efficient protection of flammable structural members such as beams, hatches, walls and ceiling coverings against accidental ignition and
  - The sealing of open pipes, pipe lead through, valves, joints, gaps and open parts to prevent the transfer of flames, sparks and hot particles from working areas to adjacent or other areas.
  - A duplicate of the hot work authorization and safety precautions shall be posted adjacent to the work area as well as at each entrance to the work area. The authorization and safety precautions shall be readily visible to, and clearly understood by all persons in charge of hot work.
  - While carrying out hot work, it is essential that checks are carried out to ensure that conditions have not changed; and at least one suitable fire extinguisher or other suitable fire extinguishing equipment is readily available for immediate use at the location of the hot work.
  - During hot work and after completion of such work, an effective monitoring shall be maintained for a sufficient time in the area of hot work as well as adjacent area where a danger causing from the transfer of heat may be created.

10.5 Additional issues added by shore facility.

**(NONE)**

**11. ANNEXES**





**ANNEX-2 PHOTOS OF GENERAL APPEARANCE OF SHORE FACILITY**







2-1

**ANNEX-3 EMERGENCY CONTACT POINT AND CONTACT INFORMATION**

<b>INSTUTION</b>	<b>TELEPHONE</b>
FIRE DEPARTMENT	112
EMERGENCY SERVICE	112
GENDARMERIE	112
PROVINCIAL GENDARMERIE COMMAND	0 282 261 20 10
COAST GUARD	158 / 0 286 212 75 00
PROVINCIAL POLICE DEPARTMENT	0 282 261 20 94
AFAD	0 282 261 20 37
CITY STATE HOSPITAL	0 282 262 53 55
HARBOUR MASTER	0 282 261 20 25
PFSO	0 282 261 08 00 - 716
FACILITY DIRECTOR	0 282 261 08 00 - 725









**ANNEX-7**

**EMERGENCY ACTION PLAN**

**SAME AS IN EMERGENCY ACTION PLAN OF  
CEYPORT TEKİRDAĞ ULUSLARARASI LİMAN İŞLETMECİLİĞİ A.Ş.**

**7-1**





**ANNEX-9**

**EMERGENCY MANAGEMENT PLAN**



**9-1**

## ANNEX-10

## DANGEROUS GOODS MANUAL



## ANNEX-11 LEAKAGE AREAS, EQUIPMENT, ENTRANCE/EXIT DRAWING FOR CTU AND PACKAGES





11-1

**ANNEX-12      INVENTORY OF PORT SERVICE SHIPS**

**THERE ARE NO SERVICE SHIPS IN THE FACILITY INVENTORY**

**12-1**

## **ANNEX-13 HARBOUR MASTER ADMINISTRATIVE BOUNDARIES, ANCHORING LOCATIONS AND HARBOR PILOT, MARINE COORDINATES OF LANDING/BOARDING POINTS**

### **A) Port administrative (Different:RG-6/8/2013-28730)**

Port administrative area of Tekirdag Harbour Master is sea and shore zone within the lines formed.

- a) 41° 01' 57" N – 028° 00' 33" E (Tekirdağ-İstanbul Provincial Border )
- b) 40° 43' 30" N – 028° 00' 33" E
- c) 40° 42' 00" N – 027° 37' 24" E
- d) 40° 38' 40" N – 027° 27' 00" E
- e) 40° 38' 06" N – 027° 27' 00" E
- f) 40° 28' 48" N – 026° 58' 12" E
- g) 40° 33' 00" N – 026° 58' 12" E

### **B) Anchoring areas**

a) Number 1 anchoring area: Transportation of dangerous goods anchorage area of 1,000 military ships and small ships from the GT is the sea area consisting of the coordinates.

- 1) 40° 58' 15" N – 027° 34' 15" E
- 2) 40° 58' 15" N – 027° 32' 15" E
- 3) 40° 55' 30" N – 027° 32' 15" E
- 4) 40° 55' 30" N – 027° 34' 15" E

b) Number 2 anchoring area: Transportation of dangerous goods anchorage area of military ships 1000 GT and the older ships, the sea area consisting of the coordinates.

- 1) 40° 56' 00" N – 027° 32' 00" E
- 2) 40° 56' 00" N – 027° 30' 00" E
- 3) 40° 54' 00" N – 027° 29' 00" E
- 4) 40° 54' 00" N – 027° 31' 00" E

c) Number 3 anchoring area: The ships carrying dangerous substances, nuclear powered naval vessels and anchorage area of ships and ship the gas to be quarantined will do the removal process, consisting of the sea area where the coordinates

- 1) 40° 58' 15" N – 027° 37' 45" E
- 2) 40° 58' 15" N – 027° 35' 45" E
- 3) 40° 55' 30" N – 027° 35' 45" E
- 4) 40° 55' 30" N – 027° 37' 45" E

d) Number 4 anchoring area: transportation of dangerous goods anchorage area of military ships 1000 GT and the older ships, the sea area consisting of the coordinates.

- 1) 40° 57' 48" N – 027° 51' 45" E
- 2) 40° 56' 45" N – 027° 51' 45" E
- 3) 40° 56' 45" N – 027° 54' 52" E
- 4) 40° 57' 48" N – 027° 54' 52" E

e) Number 5 anchoring area: LNG tanker anchorage area of the sea area formed by the 5 gomino radius, which accepts the following, coordinates of the center.

40° 58' 20" N - 027° 59' 45" E

f) (Annex: RG-1/3/2019-30701) Number 6 anchoring area: The ships carrying dangerous substances, nuclear-powered ships and military vessels will ship anchorage area of the degassing process to be quarantined the sea area consisting of the coordinates.

1) 40° 37'.500 K - 27° 09'.971 D (Coast)

2) 40° 36'.392 K - 27° 09'.971 D

3) 40° 32'.592 K - 26° 59'.971 D

4) 40° 33'.377 K - 26° 59'.762 D (Coast)"

**C) Place for taking and leaving harbor pilot**

40° 57' 12" N – 027° 55' 48" E

## **ANNEX-14 EMERGENCY RESPONSE EQUIPMENT AGAINST MARINE POLLUTION IN PORT FACILITY**

The types and quantities of Emergency Response Equipment in the port facility regarding marine pollution are authorized by the Ministry of Environment, Urbanization and Climate Change within the scope of Law No. 5312, Meke Waste Collection ve Deniz Temizliđi San. Trade A.S. as in the Risk Assessment and Emergency Response plan revised by the firm.

“Basaran Gemi Onarım Ltd., which is authorized by the ministry within the scope of emergency response to marine pollution within the framework of the law numbered 5312. Sti.” carried out by.





## **ANNEX-15 PERSONAL PROTECTIVE EQUIPMENT (PPE) USE MAP**

STEEL TOE FOOTWEAR (SUMMER) – ONCE IN A YEAR

STEEL TOE FOOTWEAR (WINTER) – ONCE IN A YEAR

HELMET – ONCE IN A YEAR

PROTECTIVE GLOVES –WHEN WEAR OFF

SINGLE USE FILTER MASK- IN CASE OF NECESSITY

REFLECTIVE VEST- TWICE IN A YEAR

PPE SHOULD BE USED INSIDE THE TERMINAL IN ALL OPEN AREAS EXCEPT OPERATIONAL OFFICES.

**15-1**

## ANNEX-16 NOTIFICATION FORM FOR DANGEROUS GOODS INCIDENT

When the Accident Occurred							
Cause of accident:							
Where the Accident Occurred.		Kıyı Tesisi <input type="checkbox"/>			Gemi <input type="checkbox"/>		
Position of the accident:							
Area of Influence of the Accident:							
Name of the Ship Involved in the Accident:							
Flag of the Ship Involved in the Accident:							
IMO Number of the Ship Involved in the Accident:							
Owner of the Ship Involved in the Accident:							
Operator of the Ship Involved in the Accident:							
Name of the Captain of the Ship Involved in the Accident							
Cargo and Amount of the Ship Involved in the Accident:							
Meteorological Conditions:							
<b>Dangerous Cargo / Substances Involved in the Accident</b>							
No	UN No	Proper Shipping Name	Class	Sub class	Extra Class (P)	PG	Signs and Labels
1							
2							
CTU and/or Container Number(s)			1-				
			2-				
1- TM Manufacturer, Sender, Recipient							
2- TM Manufacturer, Sender, Recipient							
The Size of the Damage/Pollution Occurred							

Number of Dead, Injured and Missing, if any.	Dead:	Injured:	Missing:
Emergency response applications made by the coastal facility for the accident:			

16-1

**ANNEX-17 NOTIFICATION FORM CHECKING RESULTS OF DANGEROUS  
GOODS CARGO TRANSPORT UNITS (CTUS)**

Date: .....	Amount	Percentage
<b><i>Packages controlled:</i></b>		
<b><i>Damaged packages:</i></b> <ul style="list-style-type: none"> <li>• Total</li> <li>• Packaged inland</li> <li>• Packaged outland</li> </ul>		
<b><i>Damages:</i></b>		
Documentation: <ul style="list-style-type: none"> <li>• DG declaration</li> <li>• Container/Vehicle Packing Certificate</li> </ul>		
Placarding and signing		
CSC Placard		
Major failures/damages		
Tanker junction equipments		
Portable tanks or tankers (inconvenient or damaged)		
Labeling		
Packing (inconvenient or damaged)		
Segregation of Cargo		
Stuffing of packages and lashing		

## ANNEX-18 MULTIMODAL DANGEROUS GOODS FORM

1 Shipper / Sender		2 Transport document number		
		3 1 <sup>st</sup> page of page ....	4 Shippers reference	
			5 Freight forwarders reference	
6 Consignee		7 Carrier (to be completed by the carrier)		
		SHIPPER'S DECLARATION I hereby declare that content of this consignment are fully and accurately described below by the Proper Shipping Name and are classified, packaged, marked and labelled/placarded and are in all respects in proper condition for transport according to the applicable international and national governmental regulations.		
8 This shipment is within the limitation prescribed for (cross out the ones that are not suitable)		9 Additional Handling Information		
PASSENGER AND CARGO AIR PLANE	ONLY CARGO PLANE			
10 Ship/flight number and date	11 Port/place of loading			
12 Port/place of discharge	13 Destination			
14 Marks of shipment Number and kind of packages, description, gross mass(kg) net mass(kg) Cube(m <sup>3</sup> )				
15 Container identification no/vehicle registration no	16 Seal Number (numbers)	17 Container/vehicle size & type	18 Total Cargo mass (kg)	19 Total gross mass (including tare) (kg)
VEHICLE PACKING CERTIFICATE I hereby declare that goods described above have been packed/loaded into the container/vehicle identified above in accordance with the applicable provisions.  MUST BE COMPLETED AND SIGNED FOR ALL CONTAINER/VEHICLE LOADS BY PERSON RESPONSIBLE FOR PACKING/LOADING		21 RECEIVING ORGANIZATION RECEIPT Received the above number of packages/containers/trailers in apparent good order and condition, unless stated hereon. ORGANIZATION REMARK:		
20 Name of Company		Haulier's Name		
Name /status of declarer		Vehicle Reg. No		
Place and Date		Signature and Date	Name/status of declarer	
Signature of declarer		DRIVER'S SIGNATURE	Signature of declarer	