PORT OF TAURANGA

Tanker Berth Manual

Port for the Future

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TABLE OF CONTENTS

Introduction **3**

Section 1 - Technical Information **4**

Berth Layout and Mooring Plan 4
Technical and General Information 5
Technical and General Information (continued) 6

Section 2 - Emergency Equipment **7**

Fixed Foam System 7
Fire Hydrants 7
Emergency Wash-down Shower and Eye Bath 7
Oil Spill Equipment Located at Environment Bay of Plenty's (EBOP) Wharf Road Depot 7
Fire Monitor Control Panel 8
Oil Spill Equipment Located at other Sites within the Port 8

Section 3 - Procedures **10**

Responsibilities 10
Emergency Procedures in case of Fire / Chemical Spillage 10
Evacuation Training and Drills 10
Evacuation Training and Drills Procedure 11
Operating Limits 11
Tanker Berth Gatehouse 14
Hazchem Information Board, Hazardous Substance Inventory and SDS Folder 19
Summary of Tanker Berth Operations 21

Section 4 - Maintenance **24**

Maintenance Work Notification Instruction Sheet 24
Attachment 1 – Tanker Berth Contractor Permit to Work 25
Emergency Contacts 26
Attachment 2 – Hot Work Permit 27
Attachment 3 - Users Contact List 29
Attachment 4 – Shuttle Bus Information 32
Attachment 5 – Record of Visitors 33
Attachment 6 – Tankre Berth Checklist 34
Attachment 7 – Tanker Berth Evacuation Procedure 35

SECTION 5 – Amendents and Reviews **36**

INTRODUCTION

Tanker Berth - (also known as Cement / Tanker Berth and Berth 16)

Contained within this document is general information for Tanker Berth users at Port of Tauranga Limited (POTL).

POTL provides port facilities for the handling of bulk liquid cargoes. In addition to bulk liquids, bulk cement is handled regularly at this berth.

Where cargoes are deemed to be hazardous, either being loaded, discharged or in transit, then Port of Tauranga should be notified prior to arrival.

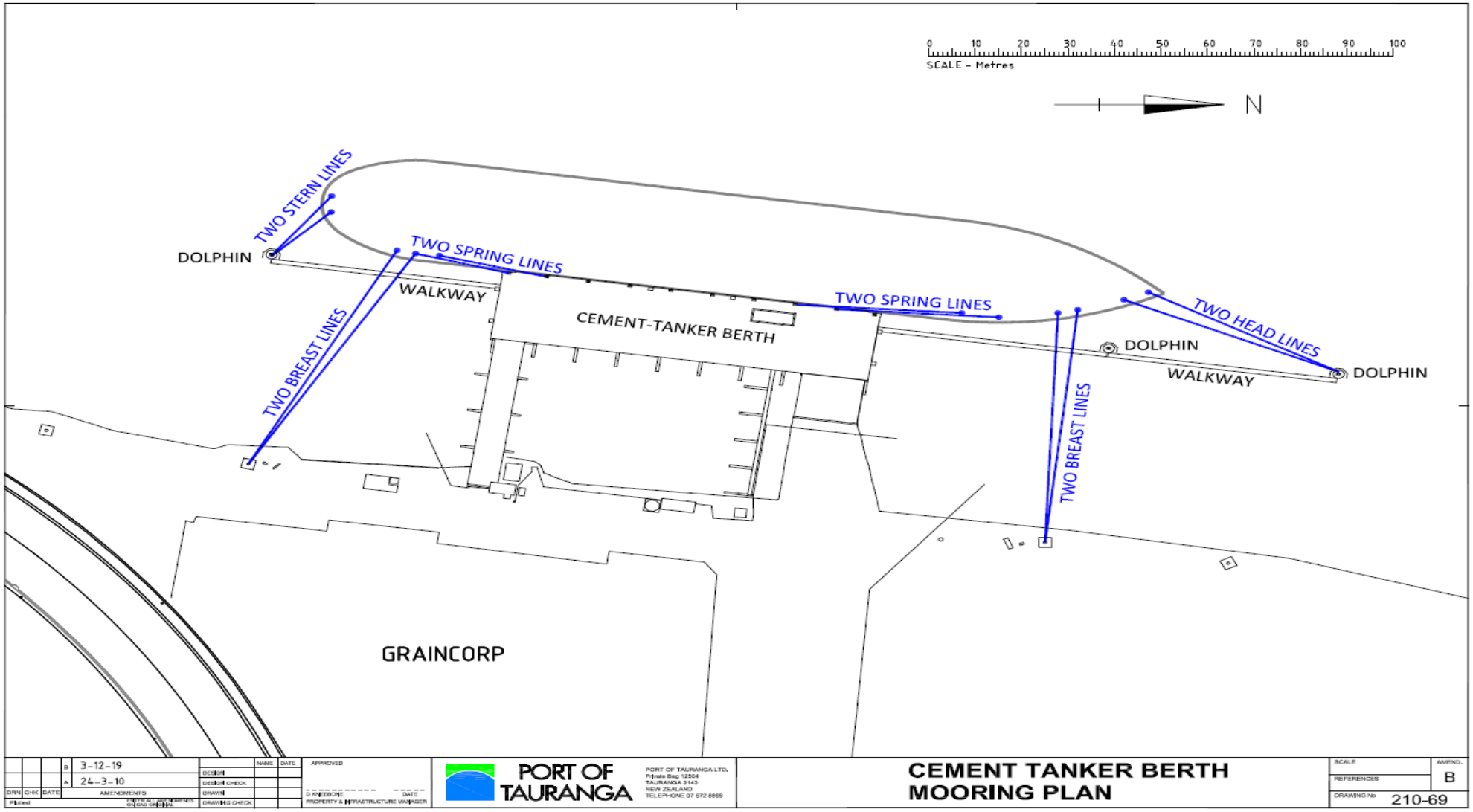
Upon notification, Port of Tauranga will provide a manned gated security service for the duration of the vessels stay alongside.

Security will be for the controlled entry of personnel and ensure that personal safety measures are adhered to. Furthermore, the Security Officer is available as a method of communications with the Port and local emergency services, should they be required.

All Terminal operators utilising the facilities at the Tanker Berth, are expected to work within the Industry Guidelines with due regard to the recommendations contained in the current “International Safety Guide for Oil Tankers and Terminals” manual (ISGOTT).

SECTION 1 - TECHNICAL INFORMATION

Berth Layout and Mooring Plan



Technical and General Information

Rated vessel DWT	Berth designed for 50,000 tonnes
Maximum LOA	250m - longer vessels considered on application
Minimum LOA	NA
Maximum draught	12.4m
Maximum beam	NA
Minimum parallel length	NA
Maximum bow to manifold	Starboard side to 170m Port side to 170m
Minimum bow to manifold	NA
Maximum stern to manifold	Starboard side to 170m Port side to 170m
Minimum stern to manifold	NA
Maximum manifold height Above datum	Flexible hose used to connect manifold to shore No height restrictions within reason
Minimum manifold height Above datum	NA
Minimum depth in approaches at Datum	14.5m
Minimum under keel clearance in Approaches	10%
Minimum water depth alongside At datum	12.9m
Minimum under keel clearance Alongside at datum	0.5m
Terminal type	Conventional Multi Point Mooring Berth
Cargo handled Asphalt	Black Prods/ White Prods/ Lubes/ Chemicals/
Bunker	Fuel Oil/ Intermediate/Diesel

Technical and General Information (continued)

Slop capacity	Limited capacity via road tanker
De ballast capacity	Nil
Fresh water.	Yes
Hydrographic survey.	Annual
Structural survey.	Biennial
Berth complies with relevant electrical classification codes	Yes
Berth fending covers at least 25% of vessel maximum length	Yes
Berth fending documented for Maximum energy rating.	Yes

Bollard safe working load	Tanker Berth	60t	any direction
	Chip Ship Dolphins	150t	unidirectional

Product pipelines	
Mobil/BP/Z Energy/ NZOSL	300mm White Oil
Mobil	250mm Black Oil
Downer EDI Works/Fulton	250mm Bitumen
Delta Corp	200mm Bitumen
Gull	300mm
Bulk Storage Terminals	200mm
Bulk Storage Terminals	150mm
Golden Bay	2 x Cement
GrainCorp	4 x Pipelines
Ballance Agri-Nutrients	200mm Sulphuric Acid
Stolthaven	150mm Heat Traced & Insulated: Phenol
	150mm Caustic Soda
	3 x 150mm Vegetable Oil / Tallow

Berth apron is bunded and has a capacity of 124,000 litres.

SECTION 2 - EMERGENCY EQUIPMENT

Fixed Foam System

Wharf manifold is protected by a foam monitor. This monitor is activated and operated remotely from the security hut at the head of the Tanker Berth.

Foam type is Croda Filmfoam A836 AFFF alcohol resistant foam 3/6%. Quantity 2,000 litres.

Water supply for pumps is seawater drawn via a 200mm pipe. The system is equipped with its own diesel pump.

Pump capacity	2,700 litres/min
Monitor capacity	2,300 litres/min

100kg Portable AFFF Extinguisher
One of this type of extinguisher.

50kg Portable Dry Powder Extinguishers
Two of this type of extinguisher are available.

9kg Portable Dry Powder Extinguishers
Six of this type of extinguisher.

Fire Hydrants

Located around berth. Charged from council water supply. Mains capacity 6,000 litres/min.

Emergency Wash-down Shower and Eye Bath

Located on berth, on the wharf apron and in manifold pit. Wharf shower starts when person steps on pan. Eye baths are push-to-start type.

Oil Spill Equipment Located at Environment Bay of Plenty's (EBOP) Wharf Road Depot

Harbour Boom	**600m**
Land/Sea Boom	320m
Slickbar Mk 10 Boom	200m
Ramjet Rope Mop	1
Desmi Minimax Skimmer	1
Frame Tank (25,000 litre)	1
Dispersant	6,000 litre
Booms and Breaker Boards	1 set
Dispersant Pump	1
Spate Pump	1
Absorbent Booms	48
Absorbent Pads	1,600

Should anomalies arise regarding the equipment during a tanker's stay, i.e. items become damaged or used, Port Security must note in the log book and contact the Manager/Security Supervisor for action.

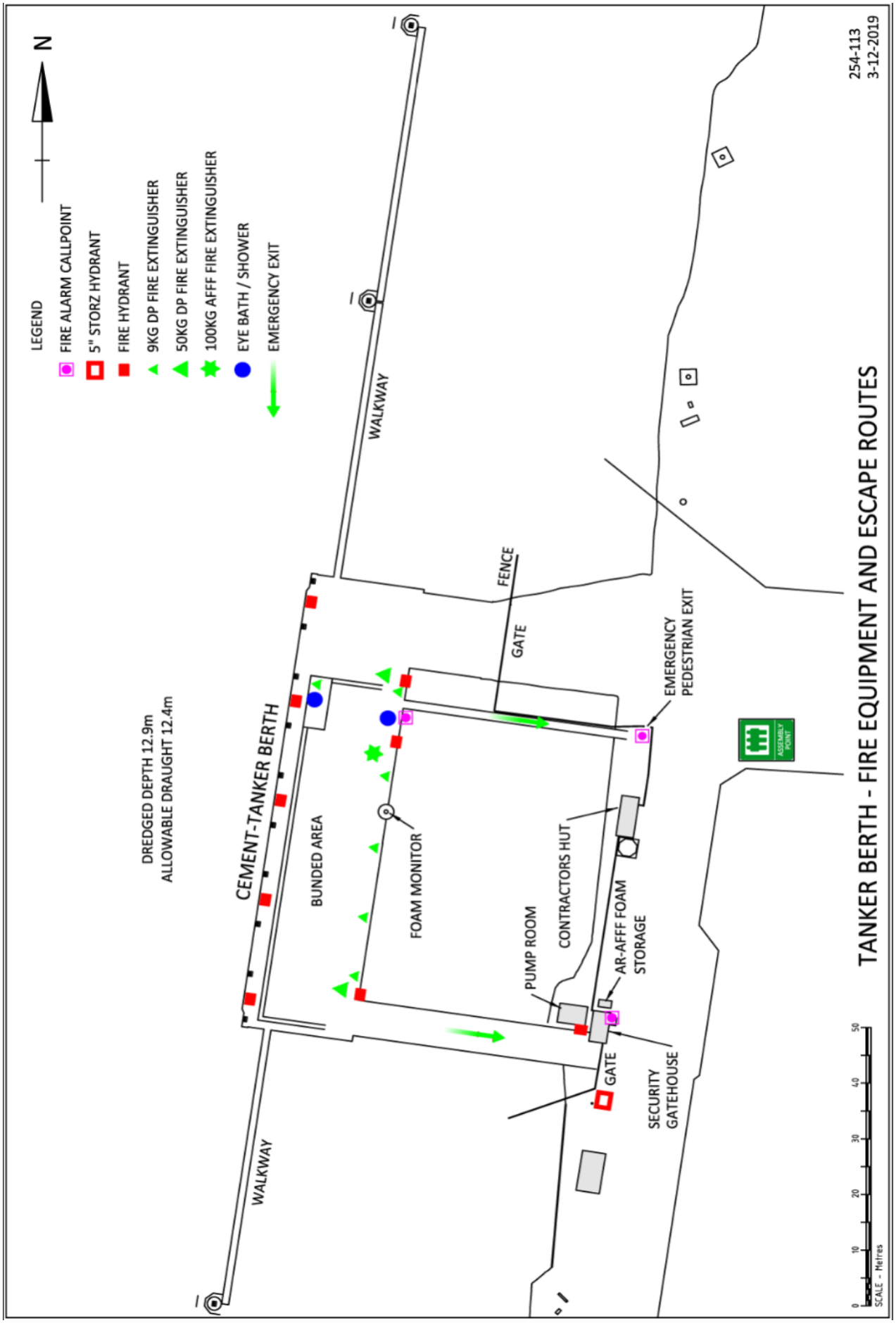
Fire Monitor Control Panel

This panel is located within the security hut, it is only to be operated by Emergency Services.

Oil Spill Equipment Located at other Sites within the Port

Oil spill equipment is stored in three locations throughout the Port. These are: Sulphur Point (South), Butters Wharf (South of Tanker Terminal) and Berth #1 (North).

All emergency equipment owned by Port of Tauranga is serviced by contractors **Fire Security Services** on a weekly basis. The Port of Tauranga designated responsible person is **Brent Clinton**, Property Services Manager.


LEGEND
FIRE ALARM CALLPOINT
5" STORZ HYDRANT
FIRE HYDRANT
9KG DP FIRE EXTINGUISHER
50KG DP FIRE EXTINGUISHER
100KG AFFF FIRE EXTINGUISHER
EYE BATH / SHOWER
EMERGENCY EXIT
N
DREDGED DEPTH 12.9m
ALLOWABLE DRAUGHT 12.4m
CEMENT-TANKER BERTH
BUNDED AREA
FOAM MONITOR
WALKWAY
WALKWAY
FENCE
GATE
EMERGENCY PEDESTRIAN EXIT
PUMP ROOM
CONTRACTORS HUT
AR-AFFF FOAM STORAGE
GATE
SECURITY GATEHOUSE
ASSEMBLY POINT
TANKER BERTH - FIRE EQUIPMENT AND ESCAPE ROUTES
254-113
3-12-2019
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10
20
30
40
50
SCALE - Metres

SECTION 3 - PROCEDURES

Responsibilities

The Manager Operations is responsible for ensuring that systems for managing the Tanker Berth security and dangerous goods procedure are maintained.

The Manager Operations Services & Security is responsible for ensuring that the procedures are carried out correctly, the Tanker Berth security hut is manned when required and the necessary equipment is available and access ways are clear.

Security Officers are responsible for performing their duties in accordance with established procedures and maintaining a logbook covering the hours the berth is manned.

Emergency Procedures in case of Fire / Chemical Spillage

IF YOU DISCOVER OR SUSPECT A FIRE/SPILLAGE

1. Operate the nearest Fire Alarm call point. This will automatically notify emergency services and will activate siren. Call points are located outside security gatehouse, on wharf apron and at emergency pedestrian gate.
2. Telephone Fire Brigade (111)

   Advise of wind direction if known.

   Advise of commodity on board ship.

   Advise of any known injuries or casualties.
3. Advise Port of Tauranga's Customer Service Centre - phone 5728888 (using second phone).
4. Open exit access for ship's crew and other personnel.
5. Evacuate the security hut to the safest assembly point.
6. Direct Emergency Services to fire/spillage scene.

Evacuation Training and Drills

From ISGOTT;

'The effectiveness of evacuation plans will depend upon the training and familiarity of personnel in the use of such plans.

Evacuation drills should be held frequently, typically at least once every three months, and all key and supervisory personnel at the facility should have a thorough knowledge of evacuation plans. The evacuation plan should be reviewed from time to time, particularly in the light of findings arising from routine drills and exercises.'

Evacuation Training and Drills Procedure

1. A reminder is set in Security Supervisor's calendar to conduct drill every three months.
2. Supervisor will plan to conduct drill on first possible opportunity once reminded.
3. Supervisor will run through evacuation plan with Security Officer on duty.
4. Supervisor and/or Security Officer will then run through evacuation plan with wharf workers. Wharf Supervisors or Management should be included whenever possible.
5. Drill shall be logged in Tanker Berth log.

Operating Limits

Bay of Plenty Regional Council (BOPRC) are the statutory authority in regards to liquid transfer within the harbour. Vessels using the Tanker Berth are required to comply with BOPRC rules and regulations.

The following instructions issued by BOPRC December 2016.

General Guide for Oil Transfer Sites and Notifications

The wind limits wording for oil transfers on Mount Maunganui wharves is:

"Wind from the NW clockwise through SW not more than 30 knots sustained, SW clockwise to NW not more than 40 knots sustained".

The Port of Tauranga provides one website which may be used for wind information. This site also provides a link to Metservice wind forecasts. This information can be found here:

http://www.port-tauranga.co.nz/cargo-and-shipping/harbour-conditions/

On this site "sustained" wind speed should be read as "Wind" (not as "Gusts").

Those planning to transfer oil should be checking and monitoring conditions regularly and acting accordingly.
A couple of other clarifications:

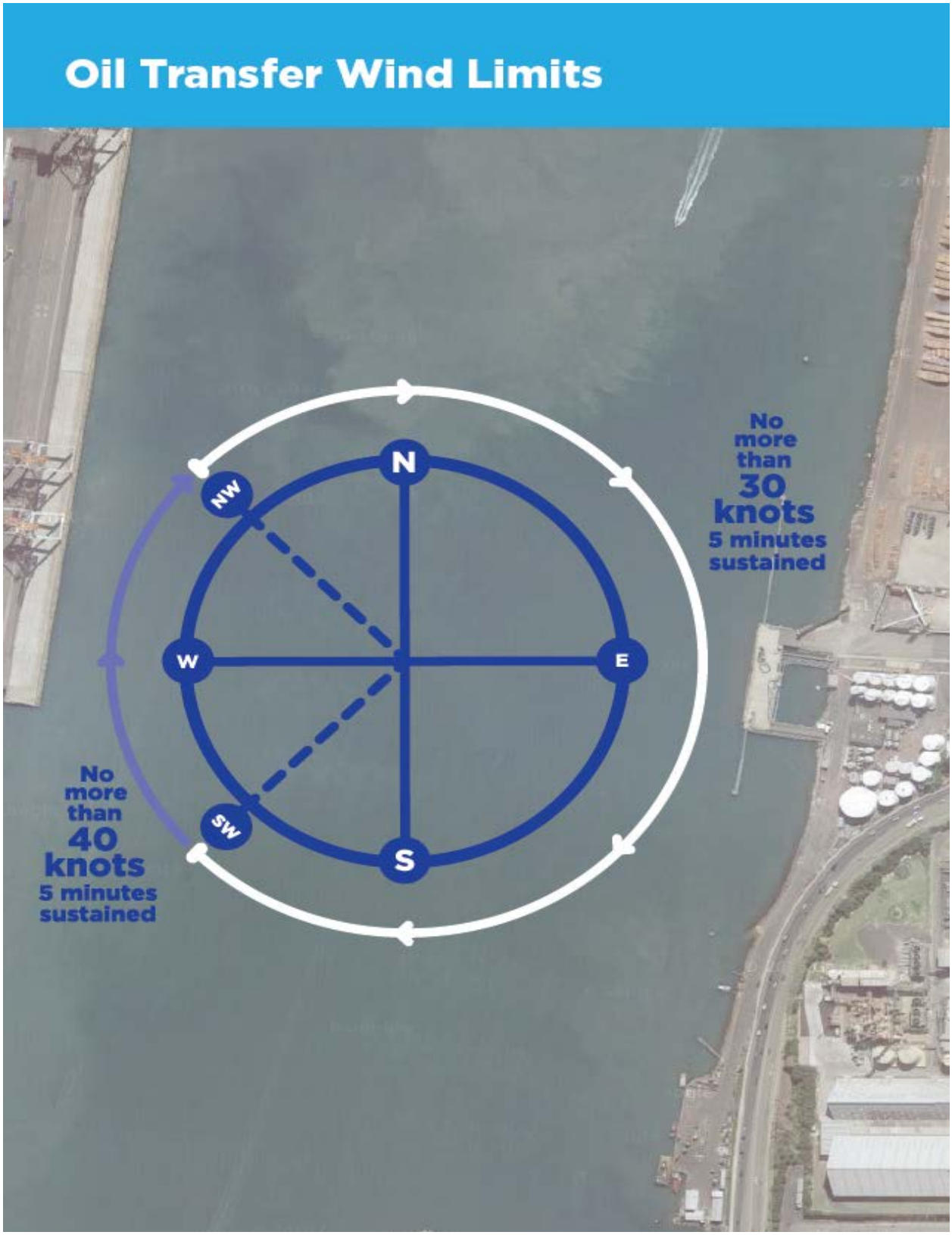
- *The limits apply to all commercial oil transfers along Mount Maunganui Wharves, (Tug Berth to the Tanker Terminal).*
- *The imposition of limits is not driven by a risk of vessel damage, mooring/hose breakaway, infrastructure protection or the practical ability of wharf attendants to transfer oil. The limits are driven solely by the necessity (and statutory requirement) of sites, contractors and the council to be able respond effectively and safely to an oil spill occurring in our harbour (some people have confused the limits set in the Tanker Berth User's Manual which are similar but are unrelated to oil spill response).*
- *The wind directions are related to our experience of where oil spill tends to flow and collect. Also where it can be contained and removed following a spill and where it is practical to deploy oil collection booms on the port of Tauranga.*

The checklists for commercial transfers are:

1. *Vessel is securely moored*
2. *Dangerous liquids flag (B) exhibited, red light at night*
3. *All scuppers are securely plugged – RAGS NOT PERMITTED*
4. *Ensure save-alls are in serviceable condition*
5. *Unused bunker connections are securely blanked*
6. *Hoses are securely connected, wired closed, supported and protected*
7. *Valves are set correctly for tanks to be used*
8. *Positive communication system is agreed between ship and shore*
9. *Ship or shore communication for immediate cessation of transfer is "STOP, STOP, STOP!"*
10. *Max rates/pressures agreed before commencement of operations*
11. *A competent person is continuously in attendance at the valve manifold*
12. *The transfer is being undertaken in accordance with a current SOPEP*
13. *The transfer is being undertaken in accordance with a current Tier 1 Plan*
14. *Copies of the relevant plans are available for immediate reference at the transfer site*
15. *No hot works undertaken while refuelling*
16. *Wind from the NW clockwise through SW not more than 30 knots sustained, SW clockwise to NW not more than 40 knots sustained.*

From 1 December 2016 council staff will be auditing oil transfers against this list. If transfers are found to be in non-compliance they will be required to cease until full compliance is achieved. The fair and reasonable costs for plan review and approval processing are recoverable from the applicant.

Oil Transfer Wind Limits



In any case, to ensure that vessels and pumping operations remain safe at all times ship and wharf personnel should closely monitor weather conditions and the effect they are having on the vessel. To assist them in this, they may contact the Customer Service Centre at any time for wind speed and direction information as well as current weather reports and forecasts.

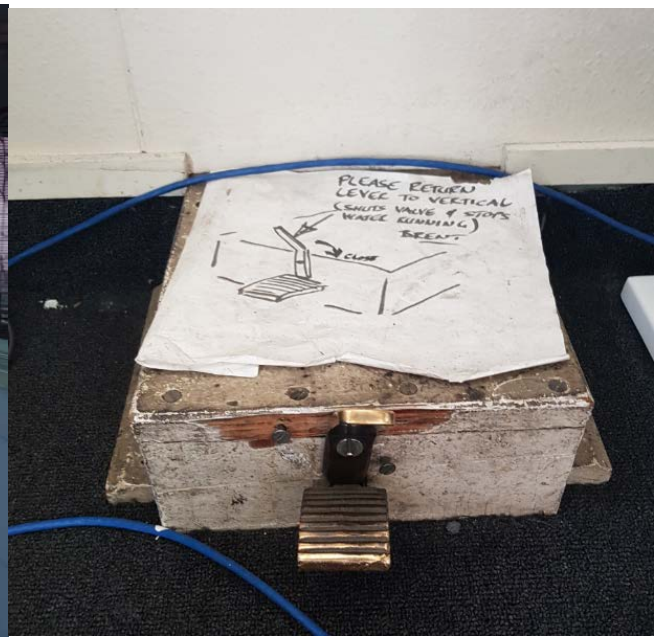
Tanker Berth Gatehouse

General

The prime function of staff assigned to tanker watch duties is the implementation of control and safety procedures to minimise the likelihood of any mishap aboard the vessel whilst berthed in the Port of Tauranga.

These procedures must be enforced firmly but diplomatically to allow speedy access of authorised personnel to and from the vessel. At all times while on duty a suitable uniform issued by the Company is to be worn, the communications link is to be kept operative and duty staff must present an alert and cooperative image.

The Tanker Berth Security Officer is to regularly check that all gates are kept closed and secured while discharge operations are underway. This includes the northern pedestrian gate which must not be left open or unlatched by any personal including the discharge line walker.



The gatehouse pedestrian gate is the only access way to be used for visitors, contractors, ship agents and ship's crew while the tanker berth is in operation. The Security Officer is to operate the gate by a foot pedal located in the gatehouse (shown above)

In case of emergency, gates are to be opened to allow all personal operating on the Tanker Berth **safe exit.**

Access to vessels

(a) **Crew Members**

Departing or returning all crew must present photo ID to the Security Officer and must be checked off against a crew list. The crew list shall be provided to Security upon arrival of the vessel.

(b) Agents and Contractors

When agents or contractors arrive to site they must present photo ID to the Security Officer and have their name and details entered on the gatehouse whiteboard. Approved contractors (such as ship discharge contractors) may enter and leave via the access-controlled north gate once their details are registered with the gatehouse security.

(c) Guests

Visitors must present photo ID and enter their name on the visitors list **before being allowed to proceed past the checkpoint. They must be accompanied by a crew member.** On departure the time will be noted on the visitor sheet. Security is to contact ship to confirm arrival of guest.

Ignition Sources

The Tanker Berth Security Officer shall enquire of every person requesting entry to the Tanker Berth operational area or vessel if they are in possession of any item with a potential ignition source.

These items may include cellular telephones, radio telephones, pagers, personal security alarms, key remotes, cameras, fit bits, smart devices and any other items which may generate an ignition source.

These items shall be surrendered to the Security Officer at the security gate and may be retrieved when leaving the Tanker Berth.

<u>The following persons are exempt from surrendering electronic items</u>

Ship's crew, ship's agents, officers from New Zealand Customs, Ministry for Primary Industries, Immigration and NZ Police. In these situations, all electronic items shall be completely turned off and not re-activated until safely inside the ships accommodation block, or until the holder is in a non-hazardous area as determined by the Ship's Master or Officer in Charge.

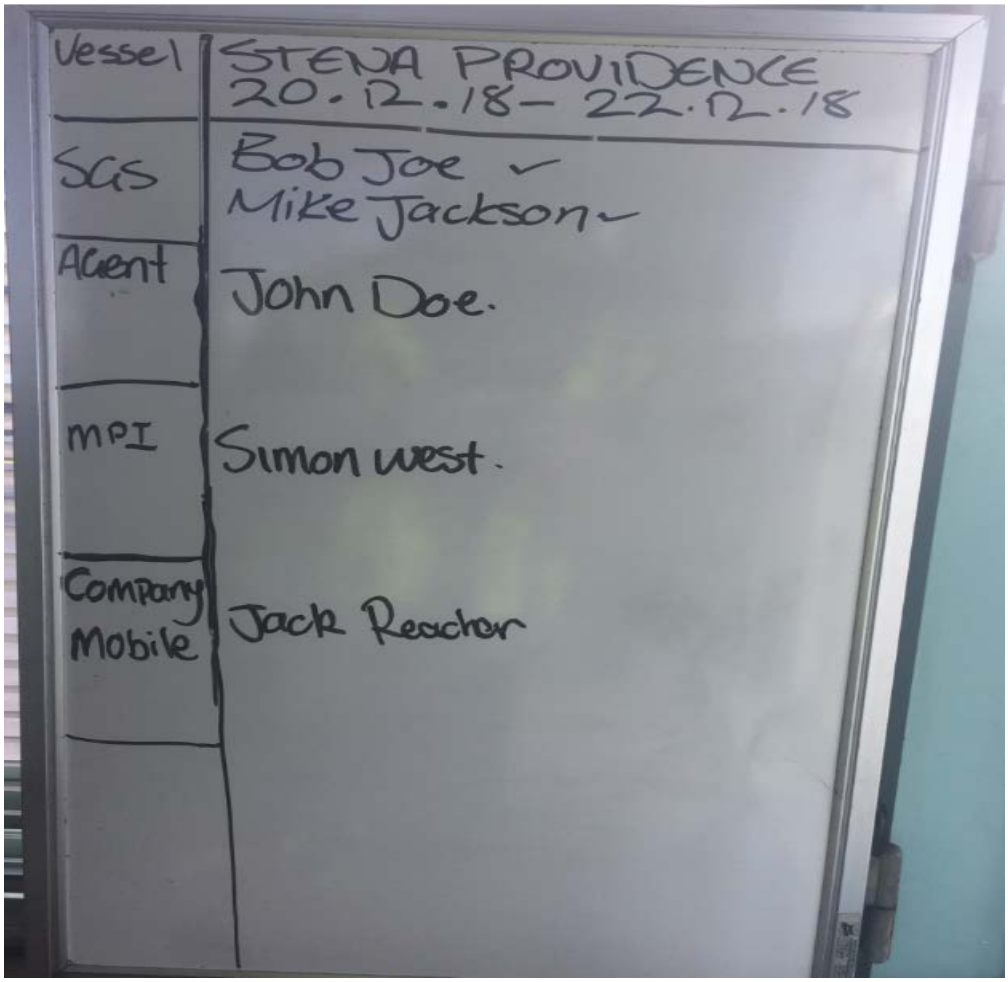
Electronic items that are intrinsically safe may be used, however these items <u>MUST</u> be clearly identifiable as being intrinsically safe for all aspects of their operation. All holders of items deemed to be intrinsically safe must be prepared to demonstrate compliance if requested by any other party.

Mandatory Personal Protective Equipment (PPE)

- Hi-Viz clothing vest / jacket
- Safety Footwear
- Sun protection clothing (when weather permits)
- Safety hard hats
- Full body covering clothing
- Eye protection

If PPE is damaged or non-compliant due to wear and tear please contact your Supervisor.

Security Information Board



The purpose of the information board is to record the visitors who commonly enter the site this is to identify who is on the vessel or working on the discharge team at that time. The trained and competent Security Officer will record their arrival and keep track of who is on site of that vessel. This board will entail the information below.

- Date of arrival and estimated departure.
- Name of the vessel.
- Name of contracted workers discharging i.e. SGS.
- Name of shipping agent when on site.
- Visitors

When the visitors leave or there is a shift change with the pumping crew they will be removed from the board.

Log Book

A logbook must be maintained at all times that the tanker berth is manned. The logbook must record the following:

- Times of shift being covered.
- Times that vessel arrives and departs.
- Times that pumping commences and ceases.
- Type of cargo being pumped.
- When fire and safety equipment is checked.
- Any incidents that should be brought to the notice of Security Supervisor.

Any equipment that requires repairs or replacement.

Vehicles on Tanker Berth

Flammable Cargoes

Petrol, Diesel, Avgas, MGO, MFO, Ethanol, Acetic Acid*

Vessel with flammable cargoes – loading or discharge **hoses connected**
No vehicles allowed entry to wharf

This is irrespective of whether cargo is being pumped or not.

Vessel with flammable cargoes – loading or discharge **hoses not connected**
Limited diesel powered vehicle access e.g. lines truck, stores and bunker vehicle.

Vessel must be secured and in a seagoing condition.

Non-Hazardous Cargoes but vessel not "gas free", i.e.: parcel carrier discharging / loading a non-hazardous cargo, but having other flammable cargoes on board or tanks in a non "gas free" condition.

As long as the vessel is in a seagoing condition, limited diesel powered vehicle access is allowed, i.e.: lines truck, stores and bunker vehicles.

Non-flammable Chemical Cargoes

E.g.: Caustic Soda, Caustic Potash, Nitric Acid, Phosphoric Acid, and Sulphuric Acid.

Limited diesel powered vehicle access is allowed i.e. lines' truck, stores and bunker vehicles.

Bitumen and Non-Hazardous Cargoes

E.g.: Bitumen, Vegetable Oils, and Tallow.

No restrictions. Normal vehicle access allowed.

Special Note

At all times vehicles shall exercise extreme care around the Tanker Berth area as pipelines may be full of product, regardless of whether pumping operations are under way or not.

* Vapours from Acetic Acid may create an explosion hazard.

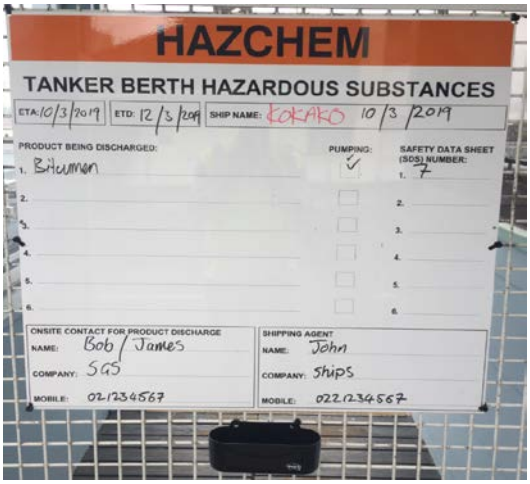
Hazchem Information Board, Hazardous Substance Inventory and SDS Folder

The purpose for the Hazchem information board is to inform emergency services and authorised visitors entering the Tanker Berth. **This board will be completed by the contractor discharging the cargo i.e. SGS**

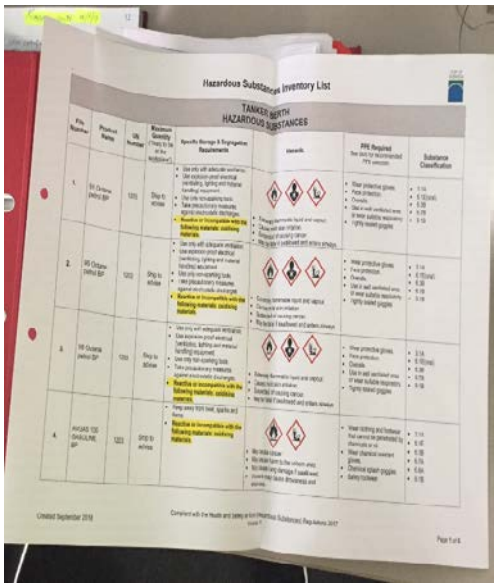
A red folder containing the Hazardous substances inventory list and Safety Data Sheets (SDS) for all products that come through the tanker berth. This folder is located in the security hut.

The contractor will use the red folder to fill out the Hazchem information board. The following information is required.

- Name of ship.
- Estimated time of arrival (ETA).
- Estimated time of departure (ETD)
- Name of hazardous substance being discharged (in plain English)
- SDS number located in the red folder.
- Onsite contractors' name, company and contact number.
- Shipping agent name, company and contact number.



PORT OF TAURANGA
HAZARDOUS SUBSTANCES
SAFETY DATA SHEETS
(SDS)
TANKER BERTH


Hazardous Substances Inventory List
TANKER BERTH
HAZARDOUS SUBSTANCES

Summary of Tanker Berth Operations

Closed plug x5

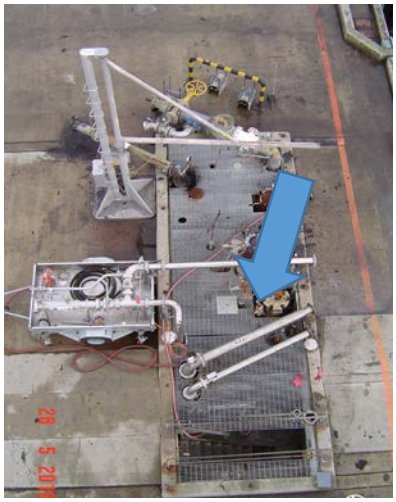
Open plug x5

Decontamination wash bay valve off

Decontamination Wash Bay valve on

Drain closed

Manifold pit



Manifold pit

Security Gatehouse Set-up Procedure Guide

Ship Berthing	1. Open up security hut. 2. Switch on computer and camera screen. 3. Enter start time, date and name of the vessel into the log book. 4. Carry out communication check with hull road both phone and radio also communication check on radio with shuttle security. 5. Place prohibited sign outside the hut in view of embarking visitors and crew. 6. Open all access gates for the arrival of linesmen. 7. Put on required PPE hard hat, life jacket and safety gloves. Then enter berth for initial checks. 8. Screw in plugs X5 9. Check decontamination wash bays are on, activate shower tray to check water flow and push eye wash lever to check water flow. 10. Once linesmen have completed mooring operations, placed gang way correctly and linesmen are off site, close and lock all access gates (**make sure they are locked**). 11. Ensure the PPE sign is located by the life ring on the southern end of the entrance ramp. 12. Hand over supplied phone to ship's crew. 13. Back at the gate house prepare both crew and visitors list provided by the shipping agent. 14. Set up white board. 15. Once vessel has started discharging contact CSC ext. 888 to inform them that discharging has started. 16. Once discharging has begun, keep a log of incoming and out outgoing visitors and crew members. Also inspect the operations area from time to time.

Security Gatehouse Shut-down Procedure Guide

Ship Departed	1. Once the vessel has completed discharging, contact CSC ext. 888 to inform they have done so. 2. Collect the phone supplied to the ship's crew. If the ship was supplied a radio make sure it is returned. 3. When the linesmen arrive on site allow the linesmen access to the vessel by unlocking the southern gate. 4. When linesmen have let the vessel go, start shut down operations. 5. Check decontamination wash bays are left on. 6. Unscrew plugs X5. 7. Check drain in manifold pit is closed. 8. Re check and lock all gates and accesses. 9. Shutdown computer and TV, turn off any lights and power switches that do not need to be on. 10. At the completion of his / her shift, the Security Officer must sign the logbook and make reference to it when handing over to his / her relief. 11. Lock up security hut and depart site.

SECTION 4 - MAINTENANCE

Maintenance Work Notification Instruction Sheet

1 All contractors to complete the "Tanker Berth Permit to Work" form **before** commencing any work.

2 The completed "Tanker Berth Permit to Work" must be approved by Brent Clinton, Property Services Manager Phone 027 453 2762.

3 All contractors must contact Port of Tauranga Limited, Customer Service Centre on 572 8888 **prior** to commencement of any work.

4 All contractors must contact Steven Sharp (Maintenance Supervisor, Mobil) on 07 8349 513 or 027 9199878 **prior** to commencement of any work.

5 All contractors must operate under statutory health and safety regulations.

6 "Work Permits" to be utilised where appropriate, including but not limiting to: Hot Work, Electrical Isolation, Working at Height and Confined Spaces.

7 "Hot Work" shall include Welding, Gas Cutting, Grinding and Drilling or any other situation where heat or spark may be generated.

8 "Hot Work" **MUST NOT** commence while vessels are discharging flammable or chemical cargoes or the ship alongside is not gas free - i.e.: the ship still has flammable cargoes or vapour spaces on board the ship.

9 Any Hot Work involving a vessel shall require the approval from the Harbourmaster and the completion of Environment Bay of Plenty Hot Work Permit **prior** to commencement of any work.

10 Approval **MUST** be received from other companies for any Hot Work being undertaken within 4 m of their pipes.

11 Upon completion or temporary suspension of work, all parties on the "Tanker Berth Permit to Work" form are to be notified.

12 Completed Tanker Berth Permit to Work forms are to be returned to Brent Clinton, Property Services Manager.

Attachment 1 - Tanker Berth Contractor Permit To Work

PERMIT ISSUER:	
COMPANY NAME:	**CONTACT PERSON:**
	CONTACT PH #:
START DATE:	**COMPLETION DATE:**
DESCRIPTION OF WORK : _____ _____	

This is NOT a HOT WORK PERMIT

All Hot Work at the Tanker Berth must be completed under a separate POTL or EBOP Hot Work Permit.

Permission is required before any Hot Work takes place, from Port of Tauranga and an Oil Industry Representative (Mobil Oil)

CRITICAL CHECKLIST	YES	NO
Port of Tauranga Limited Customer Services Centre (Ph. 572 8888) has been contacted	☐	☐
Mobil Maintenance Coordinator Steven Sharp on 07 8349 513 or 027 9199878 has been contacted	☐	☐
All relevant companies have been emailed 24 hours prior to commencement date/time	☐	☐
Approval received from other companies for Hot Work being to be undertaken within 4 m of their pipes.	☐	N/A ☐
Approval received from Harbourmaster to undertake vessel based Hot Work	☐	N/A ☐
Environment Bay of Plenty Hot Work Permit for work on vessels has been completed	☐	N/A ☐
Pipe work locations identified **prior** to work commencing	☐	☐

CONTRACTOR ACKNOWLEDGEMENT

By signing, I acknowledge the following:

- I have correctly and honestly completed all of the requirements of the Permit to Work process.
- I take over direct operational control of the work site and the operations within the site for the duration of the Permit to Work.
- I agree to notify all parties on the Permit to Work upon completion or temporary suspension of work.

Name:		**Signature:**		**Date:**	

PERMIT APPROVAL

APPROVAL COMPANY	NAME	POSITION	SIGNATURE	DATE
Port of Tauranga Limited	Brent Clinton	Property Services Manager		

Emergency Contacts

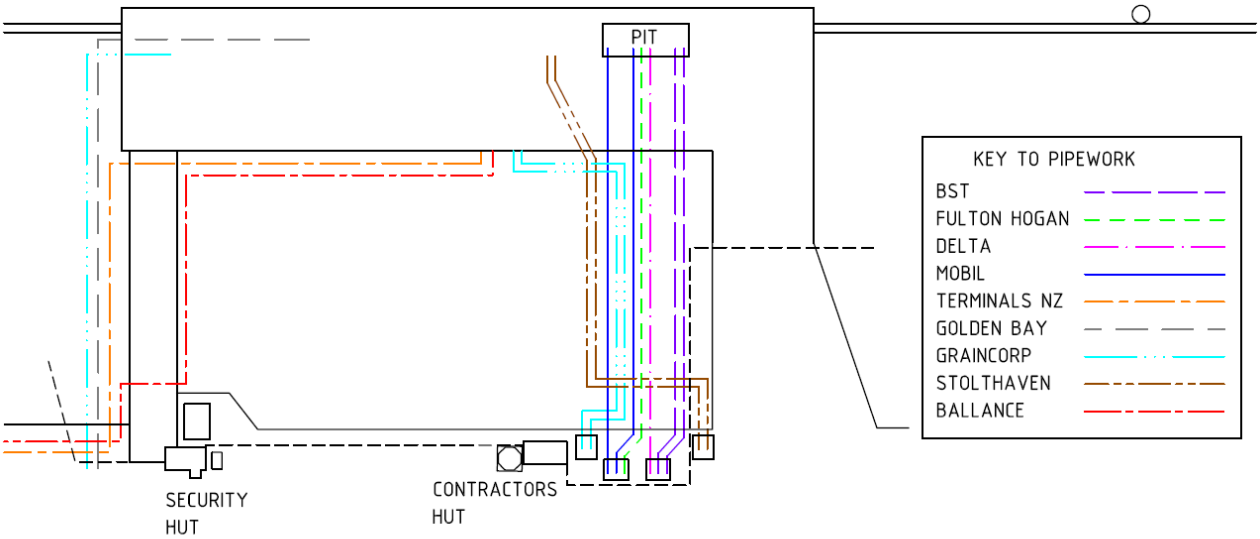
- Port of Tauranga Limited Customer Service Centre 24 Hours (07) 572 8888
- Tauranga Port Radio VHF Channel 12
- Fire Emergency 111

ADDITIONAL INFORMATION

Any "Hot Work" within four meters of another company's pipes or fittings will require their approval. These restrictions will apply for the following lines from berth to:

Operating Company	Limit	Operating Company	Limit
Mobil	Port boundary	Graincorp	Port boundary
BST	Port boundary	Terminals NZ (Gull)	Port boundary
Works	Port boundary	Golden Bay	Port boundary
Delta	Port boundary	Stolthaven	Port boundary

With any excavation, care should be taken to identify any pipe work in the area including around Gull, Golden Bay and Pacific Terminals.



PIPEWORK PLAN - TANKER BERTH

Attachment 2 - Hot Work Permit

All temporary operations involving open flames or producing heat and/or sparks to be carried out adjacent to combustible material, buildings, machinery or plant require a hot work permit. This includes, but is not limited to, brazing, cutting, grinding, soldering, thawing and welding.

NO APPROVED PERMIT THEN NO HOT WORK

INSTRUCTIONS FOR JOB SUPERVISORS

1 Verify precautions listed at right (or do not proceed with work)
2 This permit is to remain on site of hot work

DATE	**JOB No.**

LOCATION/BUILDING

DESCRIPTION OF WORK BEING PERFORMED

NAME OF PERSON DOING HOT WORK

The above location has been examined, the precautions checked on the Hot Work Checklist have been taken to prevent fire, and permission is authorized for this work.

SIGNED .....
(Job Supervisor)

SIGNED .....
(Person doing Hot Work)

SIGNED .....
(Fire Watch)

ISSUED: Date ..... Time..... am/pm

EXPIRES: Date ..... Time..... am/pm

FIRE WATCH SIGN OFF

Work area and all adjacent areas to which sparks and heat might have spread were inspected during the fire watch period and were found fire safe. (minimum 30 minutes after Hot Work)

Signed: .....

FINAL CHECKUP

Work area was monitored for ..... hour(s) following Hot Work and found fire safe.

Signed: .....

HOT WORK CHECKLIST	**OK**	**N/A**
• Sprinklers and fire hose in service/operable	☐	☐
• Hot Work Equipment in good condition (e.g. power source, welding leads)	☐	☐
• Multi-purpose fire extinguisher and/or water hose.	☐	☐
REQUIREMENTS WITHIN 10 METRES	☐	☐
• Dust, Lint, Debris, Flammable Liquids and Oily Deposits removed, floors swept clean.	☐	☐
• Explosive atmosphere in area eliminated	☐	☐
• Combustible floors (i.e. wood, tile, carpeting) wet down, covered with damp sand or fire blankets.	☐	☐
• Remove flammable and combustible material where possible. Otherwise protect with fire blankets, guards or metal shields.	☐	☐
• All wall and floor openings covered.	☐	☐
• Walkways protected beneath Hot Work.	☐	☐
WORK ON WALLS OR CEILINGS	☐	☐
• Combustibles moved away from other side of wall.	☐	☐
WORK IN CONFINED SPACES	☐	☐
• Confined space cleaned of all combustibles (i.e. grease, oil, flammable vapors)	☐	☐
• Containers purged of flammable liquids/vapors	☐	☐
• Follow confined space guidelines	☐	☐
FIRE WATCH /HOT WORK AREA MONITORING	☐	☐
• Fire watch will be provided during and for 30 minutes after work, including any coffee or lunch breaks.	☐	☐
• Fire watch is supplied with a fire extinguisher, and/or water hose, also making use of other extinguishers located throughout work area.	☐	☐
• Fire watch has been instructed in the use of this equipment and familiar with location of call points.	☐	☐
• Fire watch may be required for opposite side of walls, above, and below floors and ceilings.	☐	☐
OTHER PRECAUTIONS TAKEN	☐	☐
• Fire watch provided for adjourning areas, above or below.		
• Confined space or Lock Out / Tag Out required.		
• Other:		

WARNING!

HOT WORK IN PROGRESS
WATCH FOR FIRE!

IN CASE OF EMERGENCY

1ST CALL: EMERGENCY SERVICES 111

2ND CALL: PORT OF TAURANGA
CUSTOMER SERVICE CENTRE
24 HOUR PHONE: (07) 572 8888

FIRE WATCH / MONITOR RECORD

Checked By:	Date	Time	Comments

Attachment 3 - Users Contact List

Agri-Feeds Limited	**Rob**	**Dorey**	**General Manager**	**07 547 4540**	rdorey@agrifeeds.co.nz
Bakels Edible Oils (NZ) Ltd	Hans	Burggraaf	Manufacturing Manager	07 575 9285	hans@beobakels.co.nz
Bay of Plenty Regional Council	Peter	Buell	Harbour Master	0800 368 267	peter.buell@boprc.govt.nz
Bay of Plenty Regional Council	Adrian	Heays	Pollution Prevention Officer	0800 884 883	adrian.heays@boprc.govt.nz
Bulk Storage Terminals Limited	Aaron	Dohnt	Mount Maunganui Terminal Manager	07 5752019 ext 2 021875046	aaron@bst.co.nz
Golden Bay Cement	Michael	Wahlstrom	Mount Maunganui Service Centre Supervisor	027 583 8331	michaelwahlstrom@goldenbay.co.nz
GrainCorp Liquid Terminals	Adrian	Van Engelen	Terminal Manager	07 575 6536	avanengelen@graincorp.co.nz
Intertek	Uday	Behere	Business Development Manager	021 668 763	uday.behere@intertek.com
Mobil Oil (NZ) Ltd	Samsud	Dean	Mount Maunganui Terminal Manager	07 572 3634 / 021 276 1234	samsud.dean@exxonmobil.com
New Zealand Oil Services Limited	Mark	Lolesi	Terminal Operations Manager	07 574 2073	mark.lolesi@nzosl.co.nz
New Zealand Oil Services Limited	Dean	Salter	Assistant Terminal Manager	07 574 2074	dean.salter@nzosl.co.nz
Orica Chemnet	Ross	McLeod	Strategic Products Manager	07 572 6851	ross.mcleod@orica.com
Road Science	Ross	Godkin	Manufacturing Manager - Bitumen Supply	07 575 1151	ross.godkin@roadscience.co.nz
Road Science	Murray	Northcott	North Island Technical Plant Manager	07 575 1150	murray.northcott@downer.co.nz
SGS New Zealand Limited	Paul	Wilson	Branch Manager	027 2129383 (txt only)	paul.wilson@sgs.com
Stolthaven New Zealand Limited	Frank	King	Site Manager Mount Maunganui	021 613 473	p.manson@stolt.com

Tauranga City Council	Jack	Travis	Team Leader: HSNO/Historic Land Use City Development	07 577 7200 ext 7317	jack.travis@tauranga.govt.nz
Terminals NZ	Chris	Toms	Terminal Manager	021 444 966	christ@terminals.nz
Z Energy Limited	Brendan	Wannop	Regional Operations Manager - North	027 549 7558	brendan.wannop@z.co.nz
Z Energy Limited, South Terminal	Warren	Macneil	Terminal Manager	07 574 4372	warren.macneil@z.co.nz
Z Energy Limited, North Terminal	Triss	Habgood	Terminal Manager	07 574 0603	triss.habgood@z.co.nz

THE FOLLOWING MUST BE ADVISED IN CASE OF EMERGENCY - Safety Information For Crew - Please Handout

COMPANY	POSITION	NAME	WORK	CELL	A/H
BST	Terminal Manager	Aaron Dohnt	07 575 2019 ext. 2	021 875 046	
	Foreman	Rod West	07 579 9472	027 294 4711	07 575 2109
C3 Ltd	Branch Manager – Mt Logs	Richard Torlesse	07 572 8919	027 443 7992	
Graincorp Terminals Ltd	Terminal Manager	Clive Armstrong	07 575 6536	027 583 8720	
Mobil Oil	Terminal Manager	Samsud Dean	07 572 3634	021 276 1234	
	Assistant Terminal Manager	Michael Spalding	07 572 3644	027 464 8295	
NZ Oil Services Limited	Terminal Manager	Mark Lolesi	07 574 2073	027 838 7252	
	Assistant Terminal Manager	Dean Salter	07 574 2074	021 455 010	
Stolthaven NZ	Site Manager	Frank King	07 575 6614	021 613 437	
SGS	Acting Branch Manager	Paul Wilson	07 547 4564	027 212 9383	Text only during office hours
Terminals NZ Ltd	Terminal Manager	Chris Toms	07 572 3806	021 444 966	
Z Energy North Terminal	Terminal Manager	Triss Habgood	07 574 0603	027 715 2133	
Z Energy South Terminal	Terminal Manager	Warren Macneil	07 574 4372	027 243 8892	

Attachment 4 – Shuttle Bus Information

Ship's crew and visitors
are required to use the
Crew Bus
between vessel and wharf gate
This is a FREE service

Call 572 8868 for the Crew Bus

The bus will operate between 0900 & 0100 hours

All travel outside bus service hours must be by taxi.

Vessel Pick-up Points

Berths 1 – 11:	Ship's gangway
Berth 16:	Tanker berth security hut
Berth 23:	North end of wharf
Berths 24 & 25:	South end of wharf

Berths 23, 24 & 25: Crew and visitors must walk on the yellow walkway to the North or South end of wharf.

Visitors require permission from the ship's crew to visit the vessel and should be warned of the operational dangers. Your crew is responsible for the safety of visitors. Please phone the crew service to confirm that visitors have permission to visit the vessel.

CONTACT TELEPHONE NUMBERS

Crew Bus **24 hours**	**07 572 8868**
Port Customer Service Centre **24 hours**	**07 572 8888**
Emergency	**07 572 8888**
Or Tauranga Port Radio	VHF Channel 12
Fire Emergency	**111**

SULPHUR POINT: Vessels at Berths 23, 24 & 25

Your duty officer must advise the stevedore foreman before ships' cranes or booms are used to load/discharge stores or equipment from the wharf.

Container cranes must be free to travel along the wharf at anytime and must not be impeded by ships' cranes or booms.

Gangways must be kept clear of container cranes at all times. The Port will not accept responsibility for gangways struck by container cranes. Your gangway watchman should pay particular attention to the mooring lines so that your vessel is always held tightly alongside.

Attachment 5 - Record of Visitors

VESSEL: _____

PLEASE READ CAREFULLY

I HEREBY CERTIFY THAT I AM IN NOT IN POSSESSION OF ANY MATCHES, CIGARETTE LIGHTERS OR ANY OTHER IGNITION SOURCE, INCLUDING ELECTRONIC EQUIPMENT - EG: MOBILE PHONES, RADIO TELEPHONES, PAGERS, PERSONAL SECURITY ALARMS AND KEY REMOTES.

DATE	PLEASE PRINT NAME	SIGNATURE	AUTHORITY OR FIRM	GUEST OF	TIME ON	TIME OFF

Attachment 6 - Tanker Berth Check List

DATE: **TIME:** **VESSEL:**

Prior to tanker arriving, the following check list should be ticked off:

☐ Check communications and phone. Call Customer Service Centre to inform commencement of duty.

☐ Inspection of wharf area, note any damage or oil spills.

☐ Secure plugs and drain holes

☐ Check eye washes and showers for water supply.

☐ Close all gates to prevent outside agencies vehicles entering berth whilst ship coming alongside.

☐ Check all gates after linesman have secured ship fast.

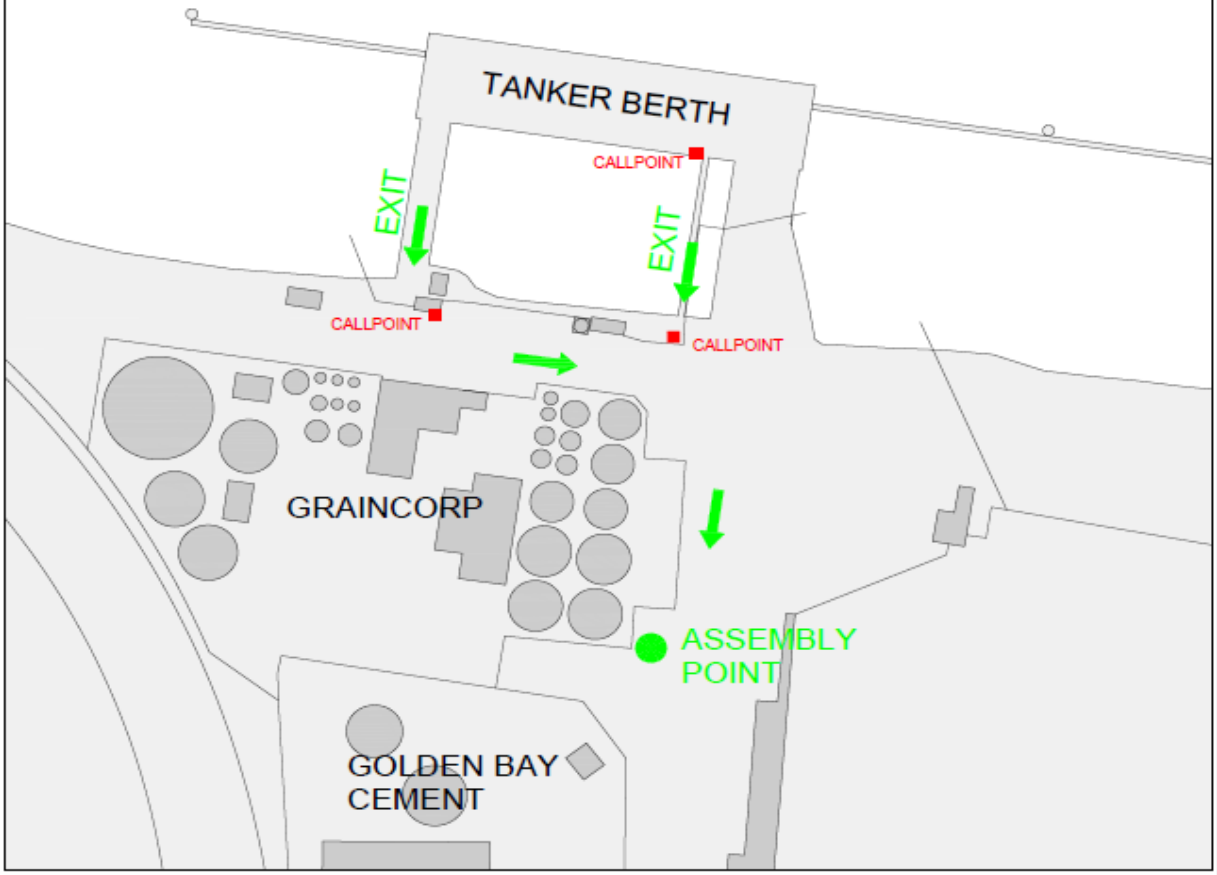
Attachment 7 – Tanker Berth Evacuation Procedure in case of Fire / Chemical Spillage

Tanker Berth

EVACUATION PROCEDURE

IF YOU DISCOVER OR SUSPECT A FIRE

1. OPERATE THE NEAREST FIRE ALARM CALLPOINT
2. TELEPHONE FIRE BRIGADE (111)
3. LEAVE BERTH BY NEAREST SAFE EXIT AND PROCEED TO ASSEMBLY POINT OUTSIDE PACIFIC TERMINALS AS SHOWN ON MAP BELOW



It is the duty of the Security Officer to immediately contact CSC, open access for ship's crew and any other personnel to the assembly point.

SECTION 5 - AMENDMENTS AND REVIEWS

DATE	AMENDMENT (INITIAL)	ALL PLAN HOLDERS UPDATED
03.12.06	P1, P2, P8, P11, P13, P14, P16, P20, P25 (GA)	Yes
08.03.07	P7, P11, P14 (GA)	Yes
08.07.09	P7, P9, P16, P28	Website Updated
24.03.10	Cover, P2, P6, P9, P10, P12, P15, P22, P24, P25, P26, P28	Website Updated
01.07.10	P6, P8, P10, P12, P15, P24, P26	Website Updated
31.08.11	P28 – Evacuation Procedures	Website Updated
22.05.12	Full manual review and updated.	Website Updated
06.08.13	Emergency contact list added (p28), minor formatting changes	Website Updated
29.10.14	Full manual review and updated (p 13, 20-21, 25-27)	Website Updated
11.06.15	Minor updates to emergency contact list (pg. 28)	Website Updated
24.06.15	Addition to attachment 5, pg. 21 – Ignition sources for visitors	Website Updated
18.09.15	Update to contacts for NZOSL and Golden Bay (pg. 13, 26)	Website Updated
24.11.15	Update to contacts list for BOPRC (pg. 13)	Website updated
16.09.16	Remove Caltex / Chevron references and replace with Z Energy Limited.	Website Updated
19.09.16	Update draughts, LOA, tug names (Pg. 5, 7, 10, 12)	
12.04.17	Change Mobil Maintenance Supervisor details	Website updated
1.10.19	Full document review	Website updated