



**PACIFIC COAST TERMINALS CO. LTD.
SULPHUR/POTASH LOADING FACILITY
PRE-START SHIP/SHORE SAFETY CHECKLIST**

SHIP NAME: _____

DATE OF ARRIVAL: _____

Prior to commencing ship loading operations, the Master/Chief Officer or Ship Agent on their behalf must read and check each item acknowledging compliance with the following statements: **(Guidelines for completion are on the reverse)**

Acknowledged

1. <u>Vessel Lines</u> Vessel crews will ensure lines are attended and taut at all times	
2. <u>Radar Operation</u> Operation of ships radar is prohibited during vessel loading	
3. <u>Gangways & Nets</u> The ship must provide safe gangway access for PCT personnel. Gangway nets shall extend on both sides of an access ladder or gangway for a distance of 1.8 meters and be draped under the gangway from the side of the ship and attached to the dock below. Gangway nets shall be kept taut at all times and have hand lines all the way along the gangway. Where a full railed accommodation ladder or gangway is used, the safety net shall extend from the top rail under the accommodation ladder or gangway.	
4. <u>Portable Gangway Rental</u> In the event that the vessel requires rental of the shore based gangway as a means of access, the attached agreement must be signed prior to utilization. A tariff rate will apply as per the attached Gangway Rental Agreement.	
5. <u>Hatch Movement</u> Opening or closing of active hatches will not be performed during loading operations.	
6. <u>Crane & Gear Movement</u> Movement of on board cranes or gear that could interfere with ship loading must be communicated to the Ship loading Foreman. When not in use cranes must be properly secured.	
7. <u>Cutting & Welding</u> Cutting & welding is not permitted without the expressed permission of PCT.	
8. <u>Bunkering</u> Bunkering of fuel and lube oils must be done in accordance with Vancouver Port Authority "Bunker Oil Transfer Checklist" guidelines.	
9. <u>Entry & Exit To Shore</u> Vehicle traffic to and from vessels berthed at PCT will be in accordance with the facility security policy. Access requirements will vary with current security level. Pedestrian traffic to and from the vessel is not permitted. If required, transportation for ships crew will be provided to and from the terminal gate. Hi-Viz vests, CSA approved work boots and Hard hats are mandatory for all vessel personnel working on the berth.	
10. <u>Drugs & Alcohol</u> No ship crewmembers shall sell, consume, distribute, possess or be under the influence of any drug or alcohol on PCT premises	
11. <u>Noise</u> Any activity generating noise exceeding 45 (dB) must cease between the hours 22:00 - 07:00	
12. <u>Discharging Ballast</u> The ship will arrange to discharge ballast without causing delays during loading	
13. <u>Discharging Dunnage and Garbage</u> The ship crew shall ensure that dunnage or garbage is not deposited at the terminal.	
14. <u>Potable Water</u> Potable water is available at the berth and is charged out as per the current tariff rate. Water consumption is based on marine survey data, (Initial tank dip versus final survey).	
15. <u>Water Depths</u> Depth of Water at Lowest Tide on Berth #2 = 12.3 meters. Any over-the-tide conditions and operations are to be managed by the ship and must be pre-planned, understood, and agreed to by the terminal in advance.	
16. <u>Emergency Preparedness</u> In the event of an emergency, the Master of the Ship must ensure that a sufficient number of crew remain on board and that the Ship is ready to vacate the berth on short notice.	
17. <u>Shiploader Information</u> Explained to Ship that Shiploader is able to shuttle and slew over to each hatch. Average Loading Rate = 3000 - 5000 MT/Hour	
18. <u>Cargo Loading</u> It is understood that any changes to the loading plan must not be made unless there has been prior consultation and agreement with PCT. Trim the cargo to the Masters requirements and maintain a record of the weight of the cargo loaded. Sulphur loading does not stop in the event of heavy rain or snowfall.	
19. <u>Loading of Stores</u> The loading of Stores, Barrels, or other equipment via the Vessels crane, must be done with loads securely fastened, in such a way that the aforementioned will not pose a hazard to people, the environment, or shore equipment.	
20. <u>Communication</u> The above information will be communicated to all pertinent crewmembers. Ship/Terminal Communication Method = Vessel Agent Ship contact phone number (if available): _____ Ship Loading Foreman: 604- 931-9213 – Ext 1 Duty Manager: 604-931-9242	

The Master/Chief Officer or Ships Agent on their behalf must sign this checklist acknowledging they understand and will comply with these terminal requirement during loading operations.

Master/Chief Officer (or on their behalf Ships Agent):

Terminal Representative:

Name: _____

Name: _____

Signature: _____

Signature: _____

Ship/Shore Safety Checklist

The purpose of the Ship/Shore Safety Checklist is to improve working relationships between ships and Pacific Coast Terminal Co. Ltd., and thereby improving the safety of operation. Misunderstandings can occur and mistakes will be made when ships' officers do not fully understand the intentions of the terminal personnel, and the same applies when terminal personnel do not understand what the ship can and cannot safely do.

Completing the checklist before the ship starts loading assures that the ship is fully aware of the berthing requirements before the ship arrives. The numbering of the guidelines below correspond to the question numbers on the checklist.

1. Ships should remain well secured in their moorings. Movement of the ship should be prevented by keeping the mooring lines taut; therefore, attention should be given to the movement of ships caused by tides, currents and the loading operation in progress.
2. Rule 209 of the B.C. Maritime Employers Association & International Longshoremen's and Warehousemen's Union safety regulations states that radar shall not operate during loading operations.
- 3 & 4 The means of access between the ship and dock must be safe and legal and must be provided by the ship. It should consist of an appropriate gangway or accommodation ladder with a properly fastened safety net underneath. A rental gangway is available from the terminal in the event the vessel equipment is not compatible with the berth configuration. Access equipment must be tended by ship personnel to ensure a safe means of access and egress for terminal personnel. It should be well illuminated during hours of darkness.
5. Communication should be maintained between the Terminal's Ship Foreman and the Captain or Ships Duty Officers. This will ensure the ship hatch movements are monitored and do not interfere with operation and safety of the Shiploader. Hatches must be secured when in the open position.
6. The controlling personnel on ship and terminal must maintain effective communication with each other. The objective is to prevent development of hazardous situations such as use of ship cranes or gear, which could interfere with ship loading operations.
7. Because of the nature of sulphur, hot work is not permitted without the expressed permission of PCT. Hot work is defined as welding, burning or use of naked flame on the vessel that could cause a fire.
8. Bunkering at PCT berth must be done in accordance with Vancouver Port Authority "Bunker Oil Transfer Checklist" guidelines.
9. Ship personnel exiting or accessing the PCT site must use the main roadways only. PCT has many hazardous operations that ship personnel are unaware of. Cutting across any rail track is extremely dangerous and prohibited.
10. PCT is a Zero Tolerance Workplace for Drugs & Alcohol
11. The City of Port Moody bylaws prohibit sound levels exceeding 45 (dB) at the site perimeter between the hours of 22:00 and 07:00.
12. PCT's Shiploader has the potential to load 5000 Mt/hr. Therefore ships should review their ballast discharge requirements to ensure they do not cause loading delays.
13. Canadian Food Inspection Agency (CFIA) regulations control import of wood utilized for pallets, dunnage or crating. The purpose of the regulation is to curtail entry of non-native insects and control the health of native plants.
14. Potable Water consumption is calculated from the marine survey documents. The final survey tank dip minus the initial dip determines the volume of potable water loaded. The vessel will be invoiced as per the current tariff rate.
15. It is the Ship's responsibility to ensure that the Ship is loaded and de-ballasted in a manner that does not put it at risk of touching bottom. Furthermore, the Master of the Ship understands all draft restrictions and will ensure the vessel will remain a float while at berth. Any Over-the-Tide Operations and procedures will be agreed to in advanced and discussed with the Foreman prior to the commencing of loading.
16. In the event of an emergency, the Master of the Ship must ensure that a sufficient number of crew remain on board and that the Ship is ready to vacate the berth on short notice.
17. The maximum amount of Sulphur that can physically fit onto the conveyor belt before it overflows is 8000 MT/hour. PCT's target average loading rate is 5000 MT/hour, however there can be periods of time in which the rate may exceed 5000 MT/hr.
18. Excessive wind shutdown guideline: Refer to Emergency Shiploader Shutdown Procedures for more detail. **After the Shiploader has been parked for winds greater than 40 mph:** PCT Ship Foreman will monitor the wind speed graph on the RSView screen. If the wind speed is trending downward for 30 minutes and there have been no gusts recorded beyond 40mph, the Ship Foreman will initiate start up procedures. The Ship Foreman will then resume ship-loading operations.
19. This document is only effective if the information on it is communicated to the appropriate ship personnel. It is the responsibility of the Ship's Agent and Ship Captain to ensure crewmembers follow these guidelines.