TANKERS CALLING AT
FUJAIRAH SPM TERMINALS

INFORMATION BOOKLET

&

MARINE OPERATION MANUAL

Captain Tamer Masoud
Harbour Master
Port of Fujairah
A. INFORMATION BOOKLET

Contents

PART I  Safety Requirements

PART II  General Information & Fujairah SPM Terminal Information.

PART III  Emergencies

PART IV  Appendix

B  MARINE OPERATIONAL MANUAL

C  ATTACHMENTS

1. Special Area for the Gulf – MAPROL 73/78/ Annex I & V (1a, 1b, 1c &1d).
2. Expired Medicine disposal (8 pages)
3. Master Declaration for Anchorage Clearance
4. Tanker Certificates – Check List
5. ISPS Form.
6. Tanker Pre-Arrival Information
7. SPM Berthing Request
## A. INFORMATION BOOKLET

<table>
<thead>
<tr>
<th>Description</th>
<th>Page Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PART I Safety Requirements</strong></td>
<td>6–8</td>
</tr>
<tr>
<td><strong>PART II General Information &amp; Fujairah SPM Terminal</strong></td>
<td>9–33</td>
</tr>
<tr>
<td><strong>General Information</strong></td>
<td>9–28</td>
</tr>
<tr>
<td>1. Definitions</td>
<td>9–11</td>
</tr>
<tr>
<td>2. Focal Points</td>
<td>11–12</td>
</tr>
<tr>
<td>3. Liability of Ship</td>
<td>13–13</td>
</tr>
<tr>
<td>4. Pilotage</td>
<td>14–14</td>
</tr>
<tr>
<td>5. Pilot Station</td>
<td>14–14</td>
</tr>
<tr>
<td>6. SPM Channel</td>
<td>14–14</td>
</tr>
<tr>
<td>7. Boarding Arrangement</td>
<td>15–15</td>
</tr>
<tr>
<td>8. Weather &amp; Tide Information</td>
<td>16–18</td>
</tr>
<tr>
<td>9. Lay-up, Scrap Tankers &amp; Immobilization</td>
<td>18–18</td>
</tr>
<tr>
<td>10. Rendezvousing</td>
<td>18–18</td>
</tr>
<tr>
<td>11. Movements of Vessels</td>
<td>19–19</td>
</tr>
<tr>
<td>12. Tankers with Security Level 2 or Level 3</td>
<td>19–19</td>
</tr>
<tr>
<td>13. Tankers calling from high seas</td>
<td>19–19</td>
</tr>
<tr>
<td>14. Protection of Marine Environment</td>
<td>20–22</td>
</tr>
<tr>
<td>15. Oil Spill Response–Approved Oil Spill Chemicals</td>
<td>22–23</td>
</tr>
<tr>
<td>17. Marine waste water disposal at Fujairah</td>
<td>23–23</td>
</tr>
<tr>
<td>18. Reception Facilities</td>
<td>23–26</td>
</tr>
<tr>
<td>19. Life Boat Drill</td>
<td>26–26</td>
</tr>
<tr>
<td>20. Hot work &amp; Ship Repair</td>
<td>26–26</td>
</tr>
<tr>
<td>21. Photography</td>
<td>26–27</td>
</tr>
<tr>
<td>22. Ships Certificate</td>
<td>27–28</td>
</tr>
<tr>
<td>23. Bunkering, De-sloping, crew change and all other supply</td>
<td>28–28</td>
</tr>
<tr>
<td>Description</td>
<td>Page Numbers</td>
</tr>
<tr>
<td>----------------------------------------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>Fujairah SPM Terminal Information</td>
<td>29 33</td>
</tr>
<tr>
<td>1. VOPAK SPM</td>
<td>29 31</td>
</tr>
<tr>
<td>2. ADCO SPM</td>
<td>31 33</td>
</tr>
<tr>
<td>PART III EMERGENCIES</td>
<td>34 39</td>
</tr>
<tr>
<td>1 Terminal Incidents that may be Declared</td>
<td>34 34</td>
</tr>
<tr>
<td>2 Actions to be taken</td>
<td>34 34</td>
</tr>
<tr>
<td>3 Weather Criteria</td>
<td>34 34</td>
</tr>
<tr>
<td>4 Calm Weather, counter current/tide and Wind</td>
<td>35 35</td>
</tr>
<tr>
<td>5 Emergency Response</td>
<td>35 35</td>
</tr>
<tr>
<td>6 Communication</td>
<td>35 36</td>
</tr>
<tr>
<td>7 Emergency shutdown during loading</td>
<td>36 38</td>
</tr>
<tr>
<td>8 Fire</td>
<td>38 38</td>
</tr>
<tr>
<td>9 Oil Pollution</td>
<td>38 39</td>
</tr>
<tr>
<td>10 Sabotage and Threats against Tanker / Terminal</td>
<td>39 39</td>
</tr>
<tr>
<td>11 Hydrogen Sulphide (H2S) Exposure</td>
<td>39 39</td>
</tr>
<tr>
<td>12 Other Emergencies</td>
<td>39 39</td>
</tr>
<tr>
<td>B. MARINE OPERATION MANUAL</td>
<td>40 45</td>
</tr>
<tr>
<td>Marine Operation Standing Instruction</td>
<td></td>
</tr>
<tr>
<td>Guideline for Fujairah SPM Terminals Tankers Approach,</td>
<td>40 45</td>
</tr>
<tr>
<td>Mooring &amp; Unmooring</td>
<td></td>
</tr>
<tr>
<td>1 General</td>
<td>40 40</td>
</tr>
<tr>
<td>2 Pre – Berthing</td>
<td>40 41</td>
</tr>
<tr>
<td>3 Approaching &amp; Berthing</td>
<td>41 43</td>
</tr>
<tr>
<td>4 Unberthing</td>
<td>43 44</td>
</tr>
<tr>
<td>5 Safety</td>
<td>45 45</td>
</tr>
</tbody>
</table>
## C. ATTACHMENTS

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Special Area for the Gulf – MAPROL 73/78/ Annex I &amp; V (1a, 1b, 1c &amp;1d).</td>
<td>46 49</td>
</tr>
<tr>
<td>2</td>
<td>Expired Medicine disposal (8 pages)</td>
<td>50 57</td>
</tr>
<tr>
<td>3</td>
<td>Master Declaration for Anchorage Clearance</td>
<td>58 58</td>
</tr>
<tr>
<td>4</td>
<td>Tanker Certificates – Check List</td>
<td>59 59</td>
</tr>
<tr>
<td>5</td>
<td>ISPS Form.</td>
<td>60 60</td>
</tr>
<tr>
<td>6</td>
<td>Tanker Pre-Arrival Information</td>
<td>61 61</td>
</tr>
<tr>
<td>7</td>
<td>SPM Berthing Request</td>
<td>62 62</td>
</tr>
</tbody>
</table>
PART I

SAFETY REQUIREMENTS

Responsibilities of Master of ship Moored at SPM Terminal

- Responsibility for the safe conduct of operations onboard vessel whilst moored at SPM terminal berths rests with ship master. Nevertheless, since our people, assets and other shipping may suffer serious damage in the event of accident aboard your vessel, we wish, before operations start, to seek your full cooperation and understanding on the Safety Requirements set out in the Ship/shore Safety Check List.

- Safety Requirements have been drawn up in conjunction with other Terminal Operators in the Middle East and a representative section of the International Safety Guide for Oil Tankers and Terminals (ISGOTT). They are based on the provision of the Codes of Safe Practice currently accepted by the Oil & Tanker industries.

- We therefore expect ship’s Master and all under his command to adhere strictly to these throughout ship stay at the terminal. We, for our part, will ensure that our and terminal personnel do the same and cooperate fully with you in the mutual interest of safe and efficient operations.

- In order to assure ourselves of ship’s Master compliance with these Safety requirements, we and SPM’s terminal shall from time to time instruct of our staff to visit vessel and other reporting to ships Master or his deputy, join one of ship’s officers for a routine inspection of cargo deck and accommodation spaces.

If Pilot/Loading Master observes any infringement/s on board of any safety Requirements, we shall bring this immediately to your attention for corrective action. If such action is not taken in reasonable time we shall adopt such measures as appear to us most appropriate to deal with the situation and shall notify you accordingly.
• If you observe any infringement/s of these requirements by Terminal staff on board your vessel, please bring this immediately to the notice to Pilot/Loading Master nominated as ship’s Master contact during his stay at Fujairah SPM’s should you consider any immediate threat to the safety of your vessel arises from any action on our part, or equipment under our control, you are fully entitled to demand an immediate cessation of operations.

• Inform Port Control (VHF ch 10), Pilot/Loading Master immediately, if the tanker has oil pollution or fire by UHF.

• We reserve the right, in the event of continued or blatant disregard of these Safety Requirements by any vessel, to stop all operations and order that vessel off the berth for appropriate action to be taken by the chatterers and/or owners concerned.

• Attention is drawn to the Tanker safety guide published by the International Chamber of shipping (ICS) and to the International oil Tanker & Terminal safety (ISGOTT) published by the Institute of Petroleum, London with respect to Ship/Shore Safety Check List.

• All Equipments, Mechanical, Electrical Devices & Inert Gas system must be in full working condition and shall maintain readiness status consistent with SOLAS, MARPOL, ISGOTT and OCIMF.

• All communication while pilotage and cargo operation should be by UHF radio’s with specific frequencies.

<table>
<thead>
<tr>
<th>SPM’s Terminal</th>
<th>Frequencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>VOPAK SPM “A”</td>
<td>430.2375 MHZ</td>
</tr>
<tr>
<td>IPIC - SPM 1 “ B ”</td>
<td>404.4625 MHZ</td>
</tr>
<tr>
<td>IPIC - SPM 2 “ C ”</td>
<td>404.5125 MHZ</td>
</tr>
<tr>
<td>IPIC - SPM 3 “ D ”</td>
<td>430.6125 MHZ</td>
</tr>
<tr>
<td>FAPCO SPM “ I ”</td>
<td>432.5123 MHZ</td>
</tr>
</tbody>
</table>
**Weather limitations**

The following weather working parameters and limitations for pilotage and cargo operations apply at Fujairah SPM’S terminal.

<table>
<thead>
<tr>
<th>Weather Limitations</th>
<th>Wind speed (Knots)</th>
<th>Wave Height (meters)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mooring Operation</td>
<td>25</td>
<td>2.5</td>
</tr>
<tr>
<td>Stop loading &amp; standby to Disconnect hoses</td>
<td>35</td>
<td>3.0</td>
</tr>
<tr>
<td>Unmoor from SPM</td>
<td>40</td>
<td>3.5</td>
</tr>
</tbody>
</table>

The final decision to moor/unmoor is dependent on varying criteria that Pilot assess, having due regard to the safety of life, property and environment at the offshore terminal.
PART II

General Information & Fujairah SPM Terminal Facilities

GENERAL INFORMATION

The purpose of this Information Booklet is to provide an outline and guidance for Master’s of oil tankers calling at Fujairah SPM’s Terminals on the general nature of conditions, facilities, services and regulations at the Terminal. It does not replace other more detailed regulations and requirements for which Masters at the Terminal remain responsible.

1. Definitions

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.C.R</td>
<td>ADCO Control Room</td>
</tr>
<tr>
<td>ADCO</td>
<td>ABU DHABI COMPANY FOR ONSHORE OIL OPERATIONS</td>
</tr>
<tr>
<td>C.S.O</td>
<td>COMPANY SECURITY OFFICER</td>
</tr>
<tr>
<td>D.W.T.</td>
<td>Dead Weight Tonnage – The weight capacity of ship in Tons</td>
</tr>
<tr>
<td>ESD</td>
<td>Emergency Shutdown</td>
</tr>
<tr>
<td>F.O.A.A</td>
<td>Fujairah Offshore Anchorage Area</td>
</tr>
<tr>
<td>H.M.</td>
<td>Harbour Master. The person appointed by Fujairah Port Authority to execute on behalf, the duties of the Harbour Master and shall include his assistance or subordinates who are, or any be, duly authorised to act on behalf.</td>
</tr>
<tr>
<td>H.W.</td>
<td>Hot work. The work involving sources of ignition or temperatures sufficiently high to cause the ignition of a flammable gas mixture. This includes any work requirement, below torches, some power driven tools, portable electrical equipment which is not intrinsically safe or contained within an approved explosion proof housing and internal combustion engines.</td>
</tr>
<tr>
<td>I.C.S.</td>
<td>International Chamber of Shipping</td>
</tr>
<tr>
<td>I.G.</td>
<td>Inert Gas</td>
</tr>
<tr>
<td>I.M.O.</td>
<td>International Maritime Organisation.</td>
</tr>
</tbody>
</table>
L.O.A. : Length Overall.
L.M. : Loading Master. The Loading master person-in-charge is the marine transfer operator at the marine terminal who supervises the movement of petroleum products between tanker and the terminal while the oil cargo operation.
Nautical Miles : 1852 meters.
N.O.R. : Notice of Readiness
O.B.O : Ore/Bulk/Oil
O.C.I.M.F : Oil Companies International Marine Forum
Pilot : Mooring Master
P.C. : Port Control. The offices responsible for all vessel traffic movements within Port and its Oil Terminals and the implementation of the Harbour Master’s instructions pertaining to the management of the Port.
P.P.C.O : Port Pollution Control Officer
P.S.O. : Port Security Officer
P & I Club : Protection and Indemnity Insurance Provider
PoF : Port of Fujairah (Port Authority).
Pour Point : Lowest temperature at which petroleum oil will remain fluid.
Responsible Officer: A person appointed by the employer or the master of a vessel and empowered to take all decisions relating to a specific task, having necessary knowledge and experience for that purpose.
S.D.W.T : Summer Dead Weight Tonnes
Significant Wave Height: This refers to the average wave height to the largest one third of the waves.


S.P.M.: Single Point Mooring


S.S.O.: Ship Security Officer

S.S.P.: Ship Security Plan

S.W.L.: Safe Working Load

T.C.R.: Terminal Control Room

T.S.O.: Terminal Security Officer

Tank Washing: Tank cleaning include water washing on the SPM

V.H.F.L.: Vopak Horizon Fujairah Limited

V.H.F.T.: Vopak Horizon Fujairah Terminal

V.C.R.: Vopak Control Room

V.L.M.: Vopak Loading Master

2. Focal Points

a) Port of Fujairah

<table>
<thead>
<tr>
<th>Location</th>
<th>Direct Line</th>
<th>Mobile</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Harbour Master</td>
<td>+971 9 2070 260</td>
<td>+971 50 4846778</td>
<td><a href="mailto:Hm_pof@fujairahport.ae">Hm_pof@fujairahport.ae</a></td>
</tr>
<tr>
<td>Pilots Office</td>
<td>+971 9 2070 268</td>
<td></td>
<td><a href="mailto:Pilot_pof@fujairahport.ae">Pilot_pof@fujairahport.ae</a></td>
</tr>
<tr>
<td>HSE Officer</td>
<td>+971 9 2070 265</td>
<td>+971 50 4895 2742</td>
<td><a href="mailto:Safety_pof@fujairahport.ae">Safety_pof@fujairahport.ae</a></td>
</tr>
<tr>
<td>Security Officer</td>
<td>+971 9 2070 257</td>
<td>+971 50 3911286</td>
<td><a href="mailto:Sec_pof@fujairahport.ae">Sec_pof@fujairahport.ae</a></td>
</tr>
<tr>
<td>Marine Office</td>
<td>+971 9 2070 261</td>
<td>Fax +97192228022</td>
<td><a href="mailto:Mo_pof@fujairahport.ae">Mo_pof@fujairahport.ae</a></td>
</tr>
<tr>
<td>Control Tower Radio Room</td>
<td>+971 9 2070 263 +971 9 2228777</td>
<td>Fax +97192228022</td>
<td><a href="mailto:Ct_pof@fujairahport.ae">Ct_pof@fujairahport.ae</a> (Vessel arrival/departure information can be sent to this email.)</td>
</tr>
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</table>
b) **VOPAK Horizon Fujairah Limited (VHFL)**

Fax No. + 971 9 2281371

<table>
<thead>
<tr>
<th>Location</th>
<th>Direct Line</th>
<th>Mobile</th>
<th>Email</th>
</tr>
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<tbody>
<tr>
<td>Terminal Manager</td>
<td>+971 9 2281800 ext 204</td>
<td>+971 50 4890411</td>
<td><a href="mailto:christiaan.van.nielen@vopak.com">christiaan.van.nielen@vopak.com</a></td>
</tr>
<tr>
<td>Operations Manager</td>
<td>+971 9 2281800 ext 251</td>
<td>+971 50 7896138</td>
<td><a href="mailto:george.biju@vopak.com">george.biju@vopak.com</a></td>
</tr>
<tr>
<td>Marine Shift Supervisor</td>
<td>+971 9 2281800 ext 253</td>
<td>+971 50 7996875</td>
<td><a href="mailto:Swami.nair@vopak.com">Swami.nair@vopak.com</a></td>
</tr>
<tr>
<td>Port Safety Office</td>
<td>+971 9 2281800 ext 208</td>
<td>+971 50 4892 810</td>
<td><a href="mailto:Tulasi.pillai@vopak.com">Tulasi.pillai@vopak.com</a></td>
</tr>
</tbody>
</table>

c) **ADCO SPM Terminal**

Fax No. + 971 9 2283081

<table>
<thead>
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<th>Direct Line</th>
<th>Mobile</th>
<th>Email</th>
</tr>
</thead>
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<tr>
<td>Vice President Terminal</td>
<td>+971 2 6043102</td>
<td>+971 50 6122831</td>
<td><a href="mailto:saabdullah@adco.ae">saabdullah@adco.ae</a></td>
</tr>
<tr>
<td>Operations Manager</td>
<td>+971 9 2283079</td>
<td>+971 50 8118727</td>
<td><a href="mailto:salyammahi@adco.ae">salyammahi@adco.ae</a></td>
</tr>
<tr>
<td>Marine Team Leader</td>
<td>+971 56 6886506</td>
<td></td>
<td><a href="mailto:ikazi@adco.ae">ikazi@adco.ae</a></td>
</tr>
<tr>
<td>Team Leader HSE</td>
<td>+971 56 6886472</td>
<td></td>
<td><a href="mailto:moalkaabi@adco.ae">moalkaabi@adco.ae</a></td>
</tr>
<tr>
<td>Relations Supervisor</td>
<td>+971 56 6886508</td>
<td></td>
<td><a href="mailto:kalraeesi@adco.ae">kalraeesi@adco.ae</a></td>
</tr>
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</table>
3. **Liability of Ships**

a) The owner and Master of a ship including an Excepted Ship, ship shall be jointly and severly liable irrespective of the cause thereof for all loss or damages to piers, jetties, buoys, or other port installations or port facilities, property or machinery whatsoever and for loss of life or personal injury to any person lawfully within the limits of the Port in connection with the navigation by such ship with or without a pilot within the limits of the Port or its use of the Port facilities. No ship shall be permitted to leave the Port unless and until security acceptable to the Port Authority has been given for the amount of any loss or damage so caused.

b) The Port Authority shall not be liable, whether resulting from its negligence or from any other cause whatsoever, for :

i) Any loss, damage or delay to any ship using the Port or port facilities or to her cargo on board or to any other property ashore or afloat, fixed or moveable whatsoever

ii) Any loss of life or personal injury to the Master or crew using the Port as aforesaid.

c) Any ship person using any port facility shall indemnity and save harmless all losses, claims, demands and suits for damages, including death or personal injury and including court costs and attorney’s fee incident to or resulting from their operations in the Port and the use of Port facilities.

d) These conditions shall be constructed to the law of U.A.E, and if so required by the Company, the ship and her owners shall submit to the jurisdiction of U.A.E. courts.
4. **Pilotage**

4.1 The Pilot, once on board, shall be deemed to be an employee and servant of the Owners, Charterers or Authorized Agent of the Owners. They shall be liable for the Pilot’s acts, neglect or default in the course of his employment.

4.2 The Authority shall not be liable if the services of a Pilot are not available nor shall any liability attach to the Authority if the Pilot is unable, for any reason whatsoever to perform his duties on board the vessel.

4.3 Pilotage both inbound and outbound is compulsory through Fujairah Port Authority. The Master should complete and sign the master/pilot Information and Pilotage Passage Plan; Master Declaration and Conditions of use Fujairah SPM’s Terminals.

4.4 The Pilot/Loading Master will stay on board till tanker’s departure and shall be provided with meals (that does not contain Pork) and suitable accommodations.

4.5 Pilotage (Berthing/Unberthing is available round the clock if weather permits).

5 **Pilot Station**

\[25^0\ 18.9'\ N\ &\ 056^0\ 35.0'E\]

6 **SPM Channel**

A special channel with Navigation buoys specified for tankers calling at and leaving from SPM terminals as indicated in the Admiralty Charts 3709 & 3723.
7 Boarding Arrangement.

a) Safe Embarkation and Disembarkation of the Pilot / LM

The master of a ship navigating in the port or approaches shall afford such suitable “Weather lee” and speed reductions as dictated by the practices of good seamanship in order to provide a safe embarkation or disembarkation operation.

Pilot ladder and associated equipment must comply with SOLAS standards and the requirements of International Pilot’s Association.

b) Pilot Ladder

A clean and efficient pilot ladder fitted with spreaders and manropes shall be made available for the pilot to embark or disembark. At night the ladder need to be illuminated with efficient and safe light.

c) Supervision of Pilot Ladders

The rigging of pilot ladders for the embarkation/disembarkation of pilots shall be supervised by a responsible ship’s officer, and shall be so effected that the ladder is well clear of any overboard discharge and that each step of the ladder rests firmly against the side of the ship. Pilot boarding / disembarking shall also be supervised by a responsible ship’s officer.

d) Accommodation and Pilot Ladder (combination)

Whenever the height of the deck above the water level exceeds 30 ft (9.0 metres), the accommodation ladder shall also be used in conjunction with the pilot ladder and shall be lowered to above 22 ft (7.0 metres) above the water level with the pilot ladder immediately adjacent to the bottom of the accommodation ladder.

e) Mechanical Hoists

A mechanical hoist of an approved pattern shall be considered an acceptable alternative to a conventional pilot ladder to be used in conjunction with the accommodation ladder.

**NOTE:**

Mechanical hoists whose operation relies upon a single wire are not of approved pattern under these rules.
Weather and Tidal Information.

Weather Information

Compendium from own records.

<table>
<thead>
<tr>
<th>i.</th>
<th>TEMPERATURE</th>
<th>MAXIMUM</th>
<th>MIN.</th>
<th>DAILY AVERAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>24.5</td>
<td>12.1</td>
<td>17.8</td>
<td></td>
</tr>
<tr>
<td>July</td>
<td>42.3</td>
<td>27.6</td>
<td>34.2</td>
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</tbody>
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**SEA WATER TEMPERATURE**

<table>
<thead>
<tr>
<th>Sea Water Temperature</th>
<th>Low</th>
<th>High</th>
</tr>
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<tbody>
<tr>
<td>Summer</td>
<td>33.0</td>
<td>30.0</td>
</tr>
<tr>
<td>Winter</td>
<td>24.0</td>
<td>22.0</td>
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<table>
<thead>
<tr>
<th>ii.</th>
<th>Relative Humidity</th>
</tr>
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<tbody>
<tr>
<td>January</td>
<td>81%</td>
</tr>
<tr>
<td>July</td>
<td>91%</td>
</tr>
</tbody>
</table>

Total Rainfall in a Year : 263.6 mm
Average over period 27 rain days.

<table>
<thead>
<tr>
<th>iii.</th>
<th>MEAN SEA LEVEL PRESSURE (in hPa)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daily Mean</td>
<td>1010.26</td>
</tr>
<tr>
<td>Extreme Maximum</td>
<td>1095.25</td>
</tr>
<tr>
<td>Extreme Minimum</td>
<td>1004.28</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>iv</th>
<th>CLOUDINESS (oktas)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daily Mean</td>
<td>2.39</td>
</tr>
<tr>
<td>Extreme Maximum</td>
<td>5.85</td>
</tr>
</tbody>
</table>
v. **WIND**

Max. : 72 knots  Min. : Airs
June to November : Mainly East to southeast  \( f3-4 \)
November to May : Variable with strong West to Northwest

Squalls lasting up to 2 days. Maximum 10 but mainly \( f5-6 \) Katabatic winds in ate afternoons and evenings.

Between January and May is period when winds may exceed \( f8 \) and up to \( f10 \), again from West to Northwest.

Can Expect up to 45 days when winds exceed \( f5 \) during this period.

vi. **ISOKERAVNIC (LIGHTING) LEVELS.**

Associated with thunderstorms of which 7 days per annum can be expected.

vii. **Currents:**

The Arabian Sea Pilot indicates maximum current velocities of 0.75 knots occurring during July (the South West monsoon period). This current is aligned parallel with the coast in a Southerly direction.

Observations made during site investigations for the construction of the Port showed currents not exceeding 0.5 knots, with the direction of flow being generally to the North and reversing to the South for a few hours during one of the low water periods each day.

viii. **Waves**

Wave analysis for the original design of the Port of Fujairah was undertaken by PGA (Sharjah) Ltd. And the University of New South Wales in 1979. A summary of the recorded wave conditions offshore of the harbour is reproduced in Table below.

<table>
<thead>
<tr>
<th><strong>SIGNIFICANT WAVE HEIGHTS (METRES)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DIRECTION</strong></td>
</tr>
<tr>
<td>Frequency of Exceedence</td>
</tr>
<tr>
<td>-------------------------</td>
</tr>
<tr>
<td>0.1% -9 hr/yr.</td>
</tr>
<tr>
<td>0.5% - 2 day/yr.</td>
</tr>
<tr>
<td>1% - 3½ day/yr.</td>
</tr>
</tbody>
</table>
Note: Table Wave Climate – Fujairah

The report by the University of New South Wales noted that, except for infrequent storms, wave heights are generally low, exceeding 1m for only 3% of the time. The dominant direction of wave attack during the more usual conditions is between east and southeast.

It is understood that penetration of south-easterly swell occasionally occurs. This swell has been observed at the Northern Breakwater, in particular adjacent to the junction of the breakwater with the shore. However, on the basis of recent discussions with the Port of Fujairah, it is understood that the observed height of the swell has not exceeded approximately 0.8m. It is therefore considered unlikely to adversely affect any except very small vessels.

It has been noted by Wimpey, who undertook wave measurements and analysis at the site in 1981 and 1982, that recorded wind speeds and directions bore little or no relation to wave heights and directions, which indicates that waves are generated outside the area.

ix WIND STATE FROM NOVEMBER TO JUNE

I would like to draw your attention on the subject that the “SHAMAL” condition frequently prevails with wind speed in excess of 50 knots, and gusts up to 70 knots.

These winds are variable with strong Westerly to North-westerly squalls lasting up to 2 days. Maximum wind force 10BF mainly 5-6 Katabatic winds in late afternoons and evenings.

9. LAY-UP, SCRAP TANKERS & IMMOBILIZATION

Lay-up, Scrap and Immobilization of tankers at SPM Terminals are not allowed.

10. Rendezvousing.

Rendezvousing between steaming vessels or between steaming vessels and service boats are prohibited at Fujairah Offshore Anchorage Area.
11. **Movements of vessels in double banking position**

Movements of vessels in double banking position (side by side) are strictly prohibited at Fujairah Offshore Anchorage Areas.

12. **Tankers with Security Level 2 or Level 3.**

Port Security Officer will board all vessels calling F.O.A.A with security Level 2 or 3 to furnish the DoS with S.S.O.

Inspection and transportation charges as per Port Tariff.

Vessels with Security Level 2 or Level 3 must leave from F.O.A.A once they finish receiving their services. These vessels are allowed to receive their services (Bunkering, De-slopping, Freshwater, Crew Change, Stores, etc..) for a maximum of 12 hours only.

Following Conditions apply,

a) Two Patrolling Boats will patrol near the vessel till sailing from F.O.A.A, these Patrolling Boats will be charged as per Port Tariff.

b) V.H.F Channel 8 should always be on watch for the conversation among the vessel’s bridge, patrolling boat and the Control Tower.

13. **Tankers Calling from High Seas**

13.1 Tankers calling at SPM Terminals and Fujairah Port should be from official ports with valid Last Port Clearance.

13.2 Tanker carried out S.T.S cargo operation at High seas will not be permitted to call Fujairah Offshore Anchorage Area or Fujairah Port Terminal.

13.3 High Seas will not be considered as Last Port.

13.4 A copy of Bill of Lading from the last cargo operation should be submitted to Control Tower as a record of proof for obtaining Anchorage or Port Clearance.

A. **Ballast Water Management**

   i. **Prohibition on Pumping out tank Wash (Oily mixture)**

   **And Dirty Ballast Water into Sea**

   Time to time the coast of Fujairah up to Dibba is suffering from oil pollutions resulting from the dirty ballast water and oil mixtures pumped into sea by some irresponsible masters.

   According to the UAE Federal Law No. (24) of 1999 for the Protection and Development of the Environment please note the following,

   ➢ Port of Fujairah does not accept tanker to leave anchorage area to high seas for tank wash and back.

   ➢ Port of Fujairah do not accept last port of call of a vessel to be named as "HIGH SEAS".

   ➢ All tank wash should be delivered to slop collecting companies.

   ➢ Tankers are prohibited from discharging any polluting substance from tank wash or ballast water into the Water Environment unless safety measures been taken to safeguard water environment according to MARPOL requirements.

   ➢ Please note that the Water Environment extend up to 200 N.M from the shoreline.

   ➢ Exchange of Ballast water at F.O.A.A and in Port of Fujairah is prohibited.

ii. **Special Area for the Gulf – MARPOL 73/78 Annex I & V**

   The Special Area has been designated in the Gulf on 01/08/2008.

   The discharge requirement in the Special Area is as per regulations 15 & 34 of MARPOL Annex I and regulation 5 of MARPOL Annex V.

   Please find below the summary of discharge requirements,

   ➢ Disposal of Garbage from Ships according to MARPOL. This applies to all ships regardless of size.

   ➢ It is prohibited to discharge any garbage into sea inside the Special Area except food wastes when the ship is more than 12 nautical miles from the nearest land. This applies to all ships and offshore platforms regardless of size.
The control of oil discharge (machinery space of all ships) in the Special Area and outside the Special Area according to MARPOL 73/78 Annex I, which is shown in the attached table (Attachment 1a, 1b, 1c & 1d) announced by the "Marine Emergency Mutual Aid Centre" (MEMAC) and the "Regional Organization for the Protection of the Marine Environment" (ROPME).

B. Grit Blasting Ship’s sides & Painting

Grit blasting ship’s sides & painting at Fujairah Offshore Anchorage Area is prohibited as an effort to protect marine environment.

C. Propeller Polishing using solvents

Propeller polishing with solvents, grease, etc.. is strictly not allowed at Fujairah Offshore Anchorage & in Port of Fujairah.

D. Ballasting and Deballasting

Port of Fujairah complies with 2004 International Convention for the Control and Management of Ship’s Ballast Water and Sediments to prevent the spread of harmful aquatic organisms carried by ship’s ballast water. Terminals do not have ballast water receiving facility and therefore, vessels coming from other regions to Fujairah Oil Terminals should follow Ballast Water Management Plan and exchange of ballast water at sea.

In general, there are no restrictions on ballasting and de-ballasting for Segregated Ballast Tanks (SBT) during cargo loading or discharge operations. However, the following considerations should be taken into account:

- During deballasting to avoid pollution due to contaminated segregated ballast, the surface of the ballast should be sighted, prior to commencing deballasting. When segregated ballast is being discharged, it is prudent to monitor the ballast discharged overboard by means of ballast water monitor or visual watch should be established. This may give the earliest warning of any inter-tank leakage between cargo and ballast tanks that may have been undetected. The operation should be stopped immediately in the event of contamination being observed.
• If case of deballasting CBT tanker or heavy weather clean ballast contained in cargo tanks is required then following terms and condition should be followed:

**Ballast Discharge**
Ballast water discharge should be clean, with the Master having declared such on arrival and the declaration presented to the Loading Master on arrival. Clean ballast to mean oil in water content to be not more than 5 parts per million (ppm). No ballast is to be discharged unless agreed with L.M / Pilot.

The Master is to ensure that his vessel is adequately trimmed maximum (3 meters by the stern) with an adequate draft to ensure safe berthing.

There could be instances such as prevailing weather conditions at the time, where deballasting cannot commence until loading has started. However, it is important to liaise with the L.M prior to carrying out such an operation.

PoF follows a clean sea policy, and the Pilot / L.M is authorized to inspect your Oil Record Book which should be up to date and ready for inspection. Ballast water samples are frequently taken and analyzed. If the oil in water content exceeds the 5 ppm, then the vessel will be ordered to cease de-ballasting without any further discharge.

In the event of your vessel discharging dirty ballast, or spilling any oil; the cost of clean up, third party claims or any other expenses shall be borne by the vessel.

15. **OIL SPILL RESPONSE – APPROVED OIL SPILL CHEMICALS**

Please note that the following list of Oil dispersants have been approved by the United Arab Emirates Federal Environmental Agency and ROPME for combating oil pollution,

- COREXIT 9500 (for sea and beaches, nor for rocky shores)
- DASIC SLICKGONE NS
- FINASOL OSR-51
16. Single Hull Tankers

Single Hull tankers are no more accepted to call Fujairah Offshore Anchorage or Port of Fujairah.

Single Hull Tankers for Primary requirements such as, bunkering, de-sloping, crew change, stores etc.. can be permitted in ballast condition and they must leave immediately after receiving primary services. They are not allowed to wait for orders (maximum 24 hours).

17. Marine Waste Disposal at Fujairah

- Holds & Hatch cleaning at Fujairah Offshore Anchorage is strictly prohibited.
- Grit blasting and water blasting is prohibited at Fujairah Offshore Anchorage & Port of Fujairah.
- Import of all kinds of scrap materials into Port of Fujairah is strictly prohibited.
- Under water hull cleaning permitted with prior permission.

18. Reception Facilities in Fujairah.

Facilities available for the proper disposal of the below listed marine wastes in Fujairah,

i. Oily Sludge

Oily Sludge Treatment Facility available in Fujairah.

Tank cleaning activity at Fujairah Offshore Anchorage Area is permitted to tankers dispose and treats their oily sludge at registered treatment facilities in Fujairah. Transporting oily sludge by road or by sea from Fujairah Port to reception facilities outside Fujairah is prohibited.
Following procedures must be adopted for tank cleaning,

a) Request specific permission from the Harbour Master to effect tank cleaning with 72 hr notice. The request should include,
   1. Vessel name and local agent.
   2. E.T.A and last port
   3. Name of Cleaning Company
   4. Number of labours
   5. Estimated duration of work.
   6. Estimated quantity of sludge.
   7. Receiving Facility and their confirmation.
   8. E.T.D and destination.

b) Vessel's local agent should re-confirm 24 hours prior to tanker’s arrival and would liaise with Harbour Master for arranging permission for operation to start.

c) Personnel involved in offshore job must obtain clearance from Department of immigration.

d) The Port Authority reserves the right to refuse or withdraw permission for Tank Cleaning if cleaning company failed to adhere to the procedure.

e) The Port Authority further reserves the right to appoint an independent surveyor to verify any of the above information provided by vessel and its agent. In such cases surveyor would be appointed at agent’s expense.

f) The Sludge Transport Statement as per the attached prescribed format should be duly filled, stamped, attested from concerned authorities and submitted to Marine Department immediately after delivering sludge to the Reception Facility.

g) Contact Details of reception facility in Fujairah

   Facility Name : Gulf Environment FZE
   Telephone    : 2281923
   Fax          : 2281925
   Email        : ecoref@emirates.net.ae
ii. Slop

Offshore & onshore slop collection facilities available at Fujairah Offshore Anchorage & Port of Fujairah.

Contact details of Facilities in Fujairah.

<table>
<thead>
<tr>
<th>Facility Name</th>
<th>Telephone</th>
<th>Fax</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. EMEPCO</td>
<td>2228840</td>
<td>2228841</td>
<td><a href="mailto:att@akron.ae">att@akron.ae</a></td>
</tr>
<tr>
<td>2. Fairdeal Marine Services</td>
<td>2228145</td>
<td>2228147</td>
<td><a href="mailto:agency@fairdeal.ae">agency@fairdeal.ae</a></td>
</tr>
<tr>
<td>3. Gulf Environment FZE</td>
<td>2281923</td>
<td>2281925</td>
<td><a href="mailto:ecoref@emirates.net.ae">ecoref@emirates.net.ae</a></td>
</tr>
</tbody>
</table>

iii. Domestic Garbage

Garbage collection facility is available in Fujairah for collecting and proper disposal of domestic garbage from vessels calling at Fujairah Offshore Anchorage.

The Contact Details of the facility:

Facility Name : Green Peace Est.
Telephone     : 2281741
Fax           : 2281742

Domestic garbage for the purpose of disposal must exclude the following materials,

a. Oily Waste.
b. Oily related products.
c. Chemicals (liquid or solid).
d. Radiating materials & nuclear wastes.
e. All types of noxious substances.

Domestic Garbage Delivery Receipts will be issued by Port of Fujairah on request for vessels calling Port of Fujairah. Green Peace Est. will issue Domestic Garbage Delivery Receipts to vessels calling at Fujairah Offshore Anchorage. Related shipping agent has to submit the attached declaration while requesting Port Clearance to get the Domestic Garbage Delivery Receipt for vessels calling Port of Fujairah.

Agencies are not allowed to issue any Garbage Delivery Receipt to vessels.
iv. **Expired Medicine**

Reception facility is available in Fujairah for the proper disposal of expired medicines. The contact detail of reception facility is given below and the disposal procedures attached (Attachment-2).

- **Facility Name:** Marine Pharma FZE
- **Telephone:** 2228007
- **Fax:** 2228008
- **VHF Call Sign:** PORT CLINIC
- **Email:** fpclinic@emirates.net.ae
- **Website:** www.fujairahportclinic.co.ae

v. **Distress Signalling Devices**

Dumping of expired distress signalling devices (Rocket Parachute Flares, Smoke Signals, etc.) into sea is strictly prohibited at Fujairah Offshore Anchorage.

The expired devices are therefore delivered to Fujairah Civil Defence for the proper disposal through respective local agents.

Local agents are requested to obtain prior permission from the Department of Explosives and Director General of Police prior collecting aforesaid materials from ship for disposal purpose.

Waste materials other than the listed above are not permitted to dispose at Fujairah Offshore Anchorage & Port of Fujairah.

19. **Life Boat Drill**

Life boat drill at SPM Terminals is prohibited.

20. **Hot Work & Ship Repair**

Hot work & ship repair at SPM Terminals are prohibited.

21. **Photography in Port and at Fujairah Offshore Anchorage**

Photography is strictly prohibited in Port of Fujairah and at Fujairah Offshore Anchorage Area. Special permission must be taken from the concerned authorities prior any photo / video shoot.
Legal actions will be taken against violators and equipment used in the video/photography will be confiscated.

Ship Master / skipper is also subject to legal actions if he permits anyone onboard his vessel / utility boat to use video / still camera.

22. **SHIP CERTIFICATES**

Tankers calling at Port of Fujairah Oil Terminals or F.O.A.A must have the following valid original statutory certificates & documents onboard,

a) Load Line Certificate

b) Cargo Ship Safety Construction Certificate
c) Cargo Ship Safety Equipment Certificate
d) Cargo Ship Safety Radio Certificate
e) Civil Liability Certificate issued from flag state (issued in accordance with provisions of International Convention on Civil Liability for Oil Pollution Damage 1992)
g) Certificate of Ship’s Registry
h) Certificate of Class (Hull & Machinery)
i) Ship Sanitation Control Exemption Certificate
j) ISM Safety Management Certificate
k) Oil Record Books (Engine / Cargo & Ballast Operations)
l) Shipboard Oil Pollution Emergency Plan (SOPEP)
m) International Air Pollution Prevention Certificate (IAPP) (if applicable)
n) International Ship Security Certificate (ISSC)
o) Shipboard Marine Pollution Emergency Plan (SMPEP) (Chemical vessels only)
p) NLS Certificate (Chemical vessels only)
q) Certificate of Fitness (Chemical vessels only)
r) S.T.S Operation Plan (for S.T.S operation)
s) S.T.S Hose Certificate (for S.T.S operation)

23. Bunkering, De-sloping, crew Change and all type of supply are not allowed at SPM Terminal.
1. VOPAK SPM TERMINAL

General Description of the SPM “A”

1. Buoy Position

25º 12’ 44.117” North & 056º 23’ 9.362” East (in WGS84)

2. Buoy Colour : Yellow

3. Characteristics of buoy light

3.1 Light Colour : Yellow

3.2 Morse Code : “A” every 10 seconds

   Duration of “dot” : 1.0 second

   Duration of pause : 1.0 second

   Duration of “dash” : 3.0 seconds

   Duration of pause : 5.0 seconds

   Overall period duration : 10 seconds

3.3 Light Range : 2 Nautical Miles

4. The Characteristics of the hose lights

4.1 Colour : White

4.2 Period : 5.0 seconds

4.3 Duration : 0.25 seconds

5. Buoy Specifications

Buoy Dimensions

5.1 Buoy body diameter (including skirt) : 13.5m

Buoy body diameter (excluding skirt) : 10.25m

Hull Height : 4.1m

Projection of spider below hull : 1.8m

Total height (including fog horn) : 13.4m

Weight : 216mt

Centre of Gravity above keel : 3.3m

Free floating draft : 3.9m
5.2 Certification
The system has been built and will be maintained as a 01 100 at Single Point Mooring and Loading Terminal with Lloyd’s Register of Shipping.

5.3 Anchor System
Anchor legs : 6
Pattern : 3x2
Length : 300m
Chain size (studless links) : 76m
Anchor points : 6xdrag anchors
Pretension angle : 45°

5.4 Submarine Hose System
Strings : 1
Size : 20”
Hose length : 35 ft or 40 ft
No. of hoses : 3
Pressure rating : 225 psi

5.5 Mooring Equipment
Hawser length : 50m
No. of hawsers : 1
Circumference : 15”
Hawser type : single
OCIMF chafe Chain : Type A,B+C
5.6 Buoy Piping System

- Design pressure : 225 psi
- Turret piping : 2x24”
- Turret product valves : 2x24”
- Swivel : 1x36” + 1x24”
- Buoy body piping : 2x24”
- Buoy body product valves : 3x24”

5.7 Floating Hose System

- Strings : 1
- Size : 20”/16”
- Hose length : 35 ft. or 40 ft. (total length approximately 250 meter)
- Pressure rating : 225 psi

Effected Charts: Admiralty Charts 3709 & 3727.

2. ADCO Fujairah Terminal SPMs

The ADCO Fujairah Terminal is located offshore Fujairah, some 4 nautical miles from nearest shoreline. It is connected to the onshore facilities at Fujairah vide three (3) 48” sea lines; each sea line from the shore terminates at Pipeline End Manifold (PLEM) at various depths and forms part of Catenary Anchor Leg Mooring (CALM) Single Point Mooring (SPM) system.
There are three turret-type CALM SPM buoys offshore operated by ADCO Fujairah Terminal, with the following specification:

<table>
<thead>
<tr>
<th></th>
<th>SPM1</th>
<th>SPM2</th>
<th>SPM3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum SDWT</td>
<td>320,000</td>
<td>320,000</td>
<td>320,000</td>
</tr>
<tr>
<td>Minimum SDWT</td>
<td>100,000</td>
<td>100,000</td>
<td>100,000</td>
</tr>
<tr>
<td>Maximum LOA</td>
<td>340 m</td>
<td>340 m</td>
<td>340 m</td>
</tr>
<tr>
<td>Minimum LOA</td>
<td>150 m</td>
<td>150 m</td>
<td>150 m</td>
</tr>
<tr>
<td>Sea Lines to PLEM</td>
<td>48”</td>
<td>48”</td>
<td>48”</td>
</tr>
<tr>
<td>Subsea Hoses</td>
<td>2 x 24”</td>
<td>2 x 24”</td>
<td>2 x 24”</td>
</tr>
<tr>
<td>Floating Hoses</td>
<td>2 x 24” hoses</td>
<td>2 x 24” hoses</td>
<td>2 x 24” hoses</td>
</tr>
<tr>
<td></td>
<td>Terminating in 16”</td>
<td>Terminating in 16”</td>
<td>Terminating in 16”</td>
</tr>
<tr>
<td></td>
<td>tanker rail hose</td>
<td>tanker rail hose</td>
<td>tanker rail hose</td>
</tr>
<tr>
<td>Length of Hose strings</td>
<td>Inner approx. 300 m</td>
<td>Inner approx. 300 m</td>
<td>Inner approx. 300 m</td>
</tr>
<tr>
<td>Sub-sea hose</td>
<td>Lazy S</td>
<td>Chinese Lantern</td>
<td>Lazy S</td>
</tr>
<tr>
<td>configurations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mooring Hawses</td>
<td>Single x 20” x 70 m fully</td>
<td>Single x 20” x 70 m fully</td>
<td>Single x 20” x 70 m fully</td>
</tr>
<tr>
<td>Water depth</td>
<td>54 m</td>
<td>36 m</td>
<td>56 m</td>
</tr>
<tr>
<td>Max. Loading Rate</td>
<td>80,000 b/h</td>
<td>80,000 b/h</td>
<td>80,000 b/h</td>
</tr>
<tr>
<td>Minimum Loading Rate</td>
<td>2,000 b/h</td>
<td>2,000 b/h</td>
<td>2,000 b/h</td>
</tr>
<tr>
<td>Buoy Position</td>
<td>25° 13.0’ 05.3018”N 056° 24.0’ 41.7386”E</td>
<td>25° 13.0’ 46.2449”N 056° 23.0’ 41.4905”E</td>
<td>25° 14.0’ 13.7123”N 056° 24.0’ 50.3580”E</td>
</tr>
<tr>
<td>Buoy Color</td>
<td>Yellow</td>
<td>Yellow</td>
<td>Yellow</td>
</tr>
<tr>
<td>Buoy light</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Characteristics</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Light Color</td>
<td>Yellow</td>
<td>Yellow</td>
<td>Yellow</td>
</tr>
<tr>
<td>Morse Code</td>
<td>“B” every 10”</td>
<td>“C” every 10”</td>
<td>“D” every 10”</td>
</tr>
<tr>
<td>Light Range</td>
<td>4 NM</td>
<td>4 NM</td>
<td>4 NM</td>
</tr>
<tr>
<td>Hose Light</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Characteristics</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Color</td>
<td>White</td>
<td>White</td>
<td>White</td>
</tr>
<tr>
<td>Period</td>
<td>5.0 seconds</td>
<td>5.0 seconds</td>
<td>5.0 seconds</td>
</tr>
<tr>
<td>Duration</td>
<td>0.25 seconds</td>
<td>0.25 seconds</td>
<td>0.25 seconds</td>
</tr>
</tbody>
</table>
2.2 **Hose Connection/Disconnection**

A minimum of 15 t S W L crane is required for cargo hose handling. ADCO Fujairah Terminal personnel will connect and disconnect cargo hoses to the tanker’s manifold under the supervision of Loading Master. Tanker is to provide crane driver and general assistance as directed by the Pilot/Loading Master. The tanker’s officer needs to be present at the manifold during hose connection and disconnection.

2.3 **Flash Point**

The flash point of Murban crude is below 32 degrees Fahrenheit.

2.4 **Crude Oil Temperatures**

Every effort is made to keep the loading temperature of export crude below 150 F but there could be times when the temperature exceeds this. Masters are however advised when the temperature is likely to increase. These increases are normally due to changes in the production, loading rate, tank levels etc. The temperature for ship’s calculations.

2.5 **H2S Content**

Murban crude contains concentration of H2S (Hydrogen Sulphide). H2S has disagreeable odour characteristics of rotten eggs which quickly deaden the sense of smell; dangerous concentration may be present which cannot be detected. Whenever concentration of this gas is detected, the area is to be evacuated of ships personnel and ventilation started to disperse this gas.

During loading, gas should only be allowed to escape via the agreed venting arrangements.

Whenever any sampling or ullaging is being carried out, personnel should stand at right angles to the wind direction to avoid inhalation. If H2S is accidentally inhaled, that person should leave the area until that person’s sense of smell has been restored.

Persons on deck should be carried personnel H2S gas detector.

2 Breathing apparatus should be standing by at the ship’s manifold.

Ship’s A/C to be in recirculation and all doors to be closed.

Mentoring H2S inside the accommodation should regularly every two hours.

In case wind speed zero – loading may be suspended subject to Master/LM decision.
PART III
EMERGENCIES

Emergency Procedure
In the event of any emergency situation arising onboard tankers at Fujairah Terminal, the Pilot/Loading Master shall be responsible for ensuring coordination between Port C.T and the Shore Terminal and tanker involved in the emergency and shall take appropriate actions.

1. SPM Terminals Incidents that may be declared.
   - Fire or explosion at the Terminal and on or around a moored tanker.
   - Major escape of flammable and/or toxic vapours, gases, oil or chemicals.
   - Collision (Tanker to tanker, tanker and SPM buoy.
   - Drifting and breakaway from SPM Buoy, dragging anchor or grounding.
   - Major terminal accidents involving tankers, tugs, mooring boats, crew boats etc.
   - Meteorological hazards such as adverse weather conditions and heavy electrical storms.
   - Attack, sabotage and threats against tankers or terminal.

2. Actions to be taken shall be determined by the type and severity of the incidents, namely.
   - Stop loading
   - Disconnect loading hoses
   - Standby to unmoor
   - Comply with emergency reporting procedures
   - Fire fighting facilities standby
   - Depart from the SPM buoy.

   Maximum operating wind speed 35 knots – that is when tanker pilot should be prepared to un-berth from SPM berth and be prepared to be underway to precede to safe anchorage.
   Stop loading : wind speed 35 knots
   Disconnect hoses and unmooring : wind speed 40 knots.
4. **Calm Weather, counter current/tide and wind**

   Dead calm conditions cause special difficulties with SPM berths as there is no tendency for the moored tanker and the floating hoses to stream in any particular direction. Special danger exists that the moored tanker will tend to move up and override the SPM buoy under the influence of slight weather changes, probably due to reversal of tidal flow.

   This danger may be avoided by having a tug permanently moored/fast at the tanker stern and towing at minimum power; thus maintaining steady tension on the mooring hawser and also maintaining safe distance off the buoy.

   The Pilot is responsible to ensure actions are taken to avoid contact with the SPM buoy.

5. **Emergency Response.**

   - Pilot/Loading Master will immediately advise the Port Control Tower and Shore Terminal Control Room (CR)
   - The Shore terminal CR personnel shall initiate the emergency shutdown procedure.
   - The tanker master shall be requested to depart from SPM buoy under Pilot advice.
   - The attending tug at tanker’s astern would be used to assist that tanker off the berth.
   - The tanker shall keep clear of the floating hoses.
   - The Pilot shall direct the Marine support craft in attendance and ensure floating hose strings are kept clear of the tanker.
   - Communication will be by U.H.F Radio.

6. **Communications Failure**

   - It is essential that communications are maintained between the tanker and SPM terminal CR. Communications network has been designed for high reliability.
   - VHF channel 10 shall be used in case of major breakdown of communications of UHF. In case of any doubt SPM terminal CR should stop loading operations.
- It is the responsibility of Pilot and SPM terminal LM to check the good working order of the communications network prior to commencement of loading operations and on an hourly basis thereafter.

- SPM terminal is responsible to ensure good communications between its LMs and SPM terminal CR and SPM terminal LM is responsible to cease loading and emergency shutdown of pumps.

7. **Emergency shutdown during Cargo Operation.**

An Emergency Shutdown procedure should be agreed between the tanker Master and the SPM Terminal Control Room. The possible dangers associated with any emergency shutdown procedure should be acknowledged.

Shut down communication will be through U.H.F Channel as per below table,

<table>
<thead>
<tr>
<th>SPM’s Terminal</th>
<th>Frequencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>VOPAK SPM “A”</td>
<td>430.2375 MHZ</td>
</tr>
<tr>
<td>IPIC - SPM 1 “B”</td>
<td>404.4625 MHZ</td>
</tr>
<tr>
<td>IPIC - SPM 2 “C”</td>
<td>404.5125 MHZ</td>
</tr>
<tr>
<td>IPIC - SPM 3 “D”</td>
<td>430.6125 MHZ</td>
</tr>
<tr>
<td>FAPCO SPM “I”</td>
<td>432.5125 MHZ</td>
</tr>
</tbody>
</table>
The following table sums up the foreseeable emergency cases with respect to the risks involved and actions to be taken:

<table>
<thead>
<tr>
<th>No</th>
<th>Emergency</th>
<th>Due to</th>
<th>Risks</th>
<th>Risk Level</th>
<th>Immediate Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Mooring failure</td>
<td>Mooring Hawser breakout, Ship’s mooring bracket breakdown</td>
<td>Pollution &amp; Fire</td>
<td>Low</td>
<td>Stop loading, Export tanker to safe anchorage</td>
</tr>
<tr>
<td>2</td>
<td>Hose failure</td>
<td>Surge pressure from tanker</td>
<td>Pollution &amp; Fire</td>
<td>Medium</td>
<td>Stop loading, Loading can be restarted once defective hose changed</td>
</tr>
<tr>
<td>3</td>
<td>Piping failure onboard</td>
<td>Fatigue &amp;/or surge</td>
<td>Pollution &amp; Fire</td>
<td>Low</td>
<td>Stop loading</td>
</tr>
<tr>
<td>4</td>
<td>Ship’s Cargo tank overflow</td>
<td>Poor control of loading by tanker crew/specially during topping off</td>
<td>Pollution &amp; Fire</td>
<td>Medium</td>
<td>Stop loading</td>
</tr>
<tr>
<td>5</td>
<td>High pressure Loading lines</td>
<td>Poor control of loading by tanker crew</td>
<td>Pollution/pipe damage</td>
<td>Low</td>
<td>Stop loading if deemed necessary</td>
</tr>
<tr>
<td>6</td>
<td>Communications breakdown</td>
<td>Equipment failure, bad propagation</td>
<td>Pollution</td>
<td>Low</td>
<td>Stop loading</td>
</tr>
<tr>
<td>7</td>
<td>Fire/Explosion</td>
<td>Any reason</td>
<td>Pollution and/or casualties</td>
<td>Low</td>
<td>Stop loading, Rescue operations, Fire fighting/salvage</td>
</tr>
<tr>
<td>8</td>
<td>Collision</td>
<td>Drifting vessel</td>
<td>Pollution and/or casualties</td>
<td>Low</td>
<td>Stop loading, Rescue operations</td>
</tr>
</tbody>
</table>

The existence of such an emergency case will be declared by the Pilot and SPM terminal LM on board the tanker.

- The following procedure would be initiated:
- SPM terminal CR shall acknowledge receipt of ESD by radio.
- The Harbour Master through Port Control would be notified of the emergency.
- The Pilot/LM to take local control of all emergencies until such times as a designated On Scene Commander takes over.
• **In the case of Emergency No7.1** – the Pilot on board the tanker would be responsible for all actions to be undertaken with respect to unmooring and clearing from the SPM buoy.

• **In the case of Emergencies 7.2 – 7.5**, actions to be taken according to SPM terminal Emergency Plan.

8. **Fire**

- Stop cargo operations immediately
- Close the manifold valves after depressurizing the lines.
- Tanker Master and Pilot to be in the bridge immediately.
- Raise the alarm on the tanker and ship’s engine to ready.
- Pilot to inform PoF Control Tower starting with “emergency-emergency-emergency” / Loading Master who will inform the shore terminal.
- The stern tug and any other marine crafts that can offer assistance that may be required for fire-fighting systems.
- Tanker to start fighting the fire as per emergency procedures.
- Disconnect the cargo hoses.
- The tanker is to prepare to unmoor from the SPM.
- The Pilot will liaise with Harbour Master for any shore assistance that may be required for fire-fighting or towing and will coordinate such assistance.

9. **Oil Pollution**

- Stop cargo operations immediately.
- Close the manifold valves after depressurizing the lines.
- Raise the alarm on the tanker.
- Inform the Pilot/Loading Master who will inform PoF Control Tower & the Shore Terminal. Locate the source of pollution.
- Take such measures as are necessary to stop/minimize the escape of oil.
- The Pilot/Loading Master will coordinate any shore assistance that maybe required for cleanup operation.
• In consultation with the Master, the SPM Terminal will implement the Fujairah Oil Spill Response Plan.
• Commence clean-up operations.

10. **Sabotage and Threats against Tanker / Terminal.**

   ✷ All time ship’s gangway to be up, lowering only for official operation.
   ✷ If necessary, stop cargo operations and close manifold valves after depressurizing the lines.
   ✷ If imminent, raise the tanker alarm.
   ✷ Inform Pilot/Loading Master who will inform Port Control Tower and Shore Terminal.
   ✷ Place Main Engines on standby and crew to standby to disconnect hoses.
   ✷ Implement ‘Tanker and Terminal Security Plan’ at Highest Security Level
   ✷ After lowering hoses, Pilot/ Loading Master will coordinate the unmooring operation and unmoor from the SPM.

11. **Hydrogen Sulphide (H2S) Exposure.**

   • See the ‘Material Safety Data Sheet’ for immediate First Aid to be administrated.
   • If necessary, stop cargo operations; close the manifold valves after depressurizing the lines.
   • Raise tanker alarm.
   • Inform Pilot/Loading Master so that Medical Assistance can be provided.

12. **Other Emergencies.**

   o These could include loss of power or steering during maneuvering, grounding, collision, man overboard or any other accident or incident.
   o The Pilot / Loading Master are to be informed so as to render assistance. The Master is to take all possible precautions to minimize the resulting consequences.
B- MARINE OPERATION MANUAL

Marine Operation Standing Instruction

Guideline for Fujairah SPM Terminals
Tankers Approach, Mooring & Unmooring.

1. General.
   a) Pilots & Loading Master are requested to make certain they are principally familiar with “SPM” Terminal design criteria.

   b) SPM Terminal control Room prior requesting pilotage service, to check with their marine team, that terminal pre-berthing inspection has been carried out, an no defects reported defects reported to SPM specified for berthing of mooring / hose assemblies that might affect or delay tanker mooring / loading operation then send berthing request as per form in pre-berthing.

   Procedures for Fujairah SPM Terminals Tanker approach, berthing and unberthing.

2. Pre Berthing:
   a) SPM’s terminal to send a fax to PoF Control Tower (3) hour notice confirming the SPM readiness to receive a tanker.

   b) Control Tower to inform duty Pilot one and half (1.5) hour notice of tanker’s arrival at pilot station and Provide the tankers name and designated SPM.

   b) Pilot to leave from the harbour by pilot boat maximum one hour before tanker’s arrival to pilot station.

   c) Pilot to instruct the tanker to proceed to pilot station and arrange for boarding.

   d) Once the pilot on board, control tower to send two work tug boats to the SPM, one for the hoses and another on for pickup rope.
e) As soon as the Pilot in the bridge, he will pass pilot boarding time to control tower and to have Exchange information, passage plan through the channel with the Master and agree with approaching and berthing procedure.

f) Pilot to advise the Master to have port side crane ready for lifting the tool box.

g) 2 miles from SPM, Pilot will reduce speed to maximum 4 knots to receive L/M, hoses connection team and deliver the tool box from the assistant tug boat.

h) As soon the L/M on board, he will supervise tool box lifting, inspect, agree with chief officer on mooring procedures and be sure that both anchors secured and lashed, messenger line should not less than 90 meters and ready on port bow, lowered down 2 meters from the sea level, ready to receive SPM mooring hawser’s pickup rope and in windy condition L/M to instruct chief officer to connect 6 inches shackle to the end of messenger line to prevent of the messenger rope from flying away and use it to connect it to pick up rope.

i) L/M to check oxygen content in one or two empty cargo tanks which will be loaded and be sure that it is less than 8%.

3. **Approaching and Berthing:**

a) Assisting tug to make fast on STBD bow with tug’s line push-pull condition.

b) L/M to stand by in the forecastle and establish communication with the pilot through U.H.F private channel as per following table of frequency and in case of loosing communication, they can use ship’s radios.

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</tr>
</tbody>
</table>
c) When tanker commences her final approach and on request of Pilot, hoses could tow away, clear of tanker approach and 45 degrees from original stream direction.

d) Approach course and speed is determined by the Pilot with due consideration given to all relevant factors (wind speed, sea swell, current, tanker draft, visibility, windage area and engine horse power).

e) The approach is made on a course of approximately 30 degrees between the ship’s head and that of the freely streaming hoses.

f) The tanker will proceed in a minimum speed constant with maintaining the required course of approach. Use of ship’s radar may be considered by the Pilot to provide information with regard to the aspect of the hose string and distance of the buoy from the bridge.

g) The final approach should be with the SPM fine of the port bow of the tanker, keeping the SPM on the port bow will minimize the risk of over running the SPM.

h) 600 meters from the SPM, L/M to continue reporting the distance from the mooring boat.

i) When the tanker is approximately 150 meters from the mooring boat, ship’s speed not more than one knot. On Pilot’s request mooring tug boat will stretch the mooring pickup rope, and once the mooring boat alongside and made fast the pickup rope to the tanker messenger line they must be brought in board without delay. It must be remembered that the pickup rope is not to be used to warp the tanker to the SPM, pickup rope is not mooring line.

k) Once the mooring tug boat connected the pickup rope, will clear from bow and proceed to hold the first hose from the second tug boat.

l) Once the messenger line is connected to the SPM pickup rope, the L/M is responsible to continue the mooring progress and frequently report to the Pilot distance and direction to the SPM and or to the flotation buoy, Pilot will maintain the ship’s position from the buoy considering his information in this regard.

m) When the tanker is about 20 meters from chafing chain or 70 meters from the SPM, tanker speed not more than 0.2 knots.

n) When the chafe chain is hauled inboard and pickup rope heaved in until the chafing chain passes through the panama lead and reaches the required chain stopper and secured.
o) Once the chafing chain in the chain stopper, tanker head way is to be reduced to zero speed over ground with SPM mooring hawser just clear from the water then the tanker is then considered all fast.

p) Mooring assembly should not be allowed to come under tension during mooring operation and after all fast.

q) Control tower to be advised with all fast time.

r) Mooring Tug Boat become free and to proceed to hoses to hold one hose.

s) When the Pilot satisfies from the tanker position and there is ship’s seaman with good communication at the forecastle to report SPM position to the bridge, Pilot can request from the L/M to proceed to the manifold for hoses connections.

t) Assistant tug to make fast astern of the tanker with tug’s line and pull in minimum speed or as required from the Pilot.

u) Connecting hoses will be under supervision of SPM Terminal’s LM and his responsibility.

v) Pilot to request from the closer working tug to bring the first hose and after connecting to the crane hook, tug can be released.

w) On connection of the first hose and once the lifting wire of the second hose is connected to ship’s hook, second mooring boat can then be released as per Pilot’s order.

x) Pilot will request from ship’s Master to have 24 hours responsible officer duty in the bridge.

y) L/M of SPM Terminal on board the tanker will observe the tanker crew who will run loading operation.

z) L/M will be responsible for loading operation and will observe safety on board the tanker on regular basis.

4. **Un-berthing:**

a) L/M to inform Pilot two hour before completion of loading to inform PoF Control Tower to get the working tugs ready for unmooring.

b) Pilot and Ship’s Master to be in the bridge, Pilot to get the sailing draft and test ship’s engine, rudder and confirm from the master that the ship is ready for manoeuvre.
c) On completion of cargo hoses disconnection under supervision of SPM Terminal L/M, hoses to be lowered down to the mooring boat one by one and the working tug boat to tow the hoses away from the tanker, undue stress should not be applied on the hoses.

d) All shore equipment should then be loaded onto the tool box and lowered to the tug boat and non essential personnel should disembark.

e) L/M to proceed to the forecastle and report to the Pilot that the ship is ready for unmooring.

f) Pilot to release the escort tug and be sure that ship’s propeller is clear before using the engine.

g) Pilot to instruct L/M to commence unmooring.

h) Under the observation of L/M and Chief Officer and before commence unmooring L/M to be sure that there is no tension on the hawser and mooring assembly will not lowered over the cargo hoses.

i) The pickup rope should be heaved on the winch and the chafing chain to be letting go from the bow stopper, pickup rope to be slowly lowered down until chafing chain in the water.

j) While lowering the mooring/chafe chain and pickup rope, the tanker can manoeuvre slowly away from the SPM.

k) L/M to keep informing Pilot about unmooring situation and distance, direction from the SPM and one of working boat will attend to take the pickup rope after lowered in to the water.

l) After clearing the tanker from mooring hawser/pickup rope, L/M will report to the Pilot so that he can proceed manoeuvring the tanker away from the SPM.

m) Pilot must use assistant tug for unberthing to swing the tanker towards the channel in the SPM manoeuvring area.

n) After the tanker well clear from the SPM, L/M to disembark.

o) Pilot to proceed with the tanker to out bound channel and disembark in the pilot station, periodically for loaded tanker to turn to enter the channel and ballast tanker (inbound) for berthing to keep the area clear between buoys no. 7 & 8 of SPM channel for loaded tanker.

p) Pilot boat with the Pilot to proceed back to the harbour or as control tower instruction.
5. Safety

a) Care must be taken to ensure that personnel do no stand in positions in which they could be injured by a parting messenger / rope.

c) It is essential that good communication system between bridge and bow is established and maintained (by U.H.F Channel).

d) Means provided to permit the quick and safe release of the ship in case of need in an emergency must be clearly identified and regularly checked (engine readiness, fire wire, breakaway coupling, etc.)

e) Crew member should be posted permanently forward at all times to observe the mooring and to advise if the tanker starts to ride up the SPM or yaw excessively.

f) During periods of non availability of Escort tug to tow on the stern of the tanker ship’s engines to be ready at all times with pilot attending at the forecastle for close observation of vessel’s relevant position to the SPM.

g) Upon completion of cargo operations and hose disconnection and when second hose is in water, pilot is to instruct tender boat to check hoses blind flanges for any signs of leaks and report same.

h) If Pilot in doubt that vessel have come in contact with SPM or floating assemblies, DO NOT proceed with the next operation prior to informing all concerned and ensuring berth is safe for tanker berthing load and loading.

i) During windy conditions tanker messenger line to be connected to monkey fist for stable condition.

j) On completion of mooring, L/M is to ensure pickup rope is free on the winch drum and ready to safely let go.

k) Ship engine to be ready from bridge within 5 to 10 minutes.

l) One responsible officer to be ready at bridge all time.

l) Inform Port Control Tower immediately if tanker has oil pollution or fire.
### C- ATTACHMENTS

1. Special Area for the Gulf – MAPROL 73/78/ Annex I & V (1a, 1b, 1c & 1d).

**Attachment :1a**
### ROPME SEA AREA SPECIAL AREA

#### MARPOL 73/78 Annex I

<table>
<thead>
<tr>
<th>Control of Discharge of Oil (Machinery Space of all Ships)</th>
<th>Outside Special Area</th>
<th>In Special Area</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ships of 400 GT and above</strong></td>
<td>Prohibited to discharge oil or oily mixture into the Sea except when all of the following conditions are satisfied:</td>
<td>Prohibited to discharge oil or oily mixture into the Sea except when the following conditions are satisfied:</td>
</tr>
<tr>
<td></td>
<td>- The ship is proceeding on route</td>
<td>- The ship is proceeding on route</td>
</tr>
<tr>
<td></td>
<td>- The oily mixture is processed through on OIL Filtering Equipment</td>
<td>- The oily mixture is processed through an OIL Filtering Equipment with alarm arrangements and automatic stopping device</td>
</tr>
<tr>
<td>(Any ships of 400 GT and above but less than 10,000 GT)</td>
<td>(Any ships of 400 GT and above but less than 10,000 GT Oil Filtering Equipment)</td>
<td>The oil content of the effluent without dilution does not exceed 15 ppm</td>
</tr>
<tr>
<td>(Any ships of 10,000 GT and above Oil Filtering Equipment with alarm arrangements and automatic stopping device)</td>
<td>- The oil content of the effluent without dilution does not exceed 15 ppm</td>
<td>- The oil mixture does not originate from cargo Pump-room bilges on Oil Tankers</td>
</tr>
<tr>
<td></td>
<td>- The oily mixture does not originate from cargo Pump-room bilges on Oil Tankers</td>
<td>- The oil mixture, in case of Oil Tankers, is not mixed with OIl Cargo residues</td>
</tr>
<tr>
<td></td>
<td>- The oily mixture, in case of Oil Tankers, is not mixed with Oil Cargo residues</td>
<td><strong>Oil and all oily mixtures shall either be retained on board for subsequent discharge to reception facilities or discharge into sea in accordance with the following provisions:</strong></td>
</tr>
<tr>
<td><strong>Ships of less than 400 GT</strong></td>
<td>Oil and all oily mixtures shall either be retained on board for subsequent discharge to reception facilities or discharge into sea in accordance with the following provisions:</td>
<td>- The ship is proceeding on route</td>
</tr>
<tr>
<td></td>
<td>- The ship is in operation of a design approved by the Administration that ensures that the oil content of the effluent without dilution does not exceed 15 ppm</td>
<td>- The ship has in operation equipment of a design approved by the Administration that ensures that the oil content of the effluent without dilution does not exceed 15 ppm</td>
</tr>
<tr>
<td></td>
<td>- The oil mixture does not originate from cargo Pump-room bilges on Oil Tankers</td>
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</tr>
</tbody>
</table>

| **Oil Tankers of 150 GT and above**                        | Prohibited to discharge oil or oily mixture into the Sea except when all of the following conditions are satisfied: | Prohibited to discharge any oil or oily mixture from the Cargo area. |
|                                                           | - The Tanker is not within a Special Area | |
|                                                           | - The Tanker is more than 50 nautical miles from the nearest land | |
|                                                           | - The Tanker is proceeding on route | |
|                                                           | - The instantaneous rate of discharge of oil content does not exceed 35 liter per min | |
|                                                           | - The total quantity of oil discharged into the sea does not exceed 1/15,000 of the total quantity of the particular cargo of which the residue formed a part for the Tankers delivered on or before 31 December 1978 and 1/30,000 for the Tankers delivered after 31 December 1978 | |
|                                                           | - The Tanker has in operation an oil discharge monitoring and control system and a stop tank arrangement | |
| **Oil Tankers of less than 300 GT**                       | - Retention of oil on board with subsequent discharge of all contaminated washing to reception facilities | - Same as outside Special Area |
|                                                           | | |

**Attachment: 1b**
المنطقة البحرية للمملكة العربية السعودية لحماية البيئة البحرية (رومي)

حسب الملفات الأول والثاني من إتفاقية ماربول 78/82

<table>
<thead>
<tr>
<th>داخل المنطقة الخاصة</th>
<th>خارج المنطقة الخاصة</th>
</tr>
</thead>
<tbody>
<tr>
<td>محظورة</td>
<td>محظورة إذا كانت المسافة عن أقرب أرض تقل عن 12 ميلاً بحرياً</td>
</tr>
<tr>
<td>محظورة إذا كانت المسافة عن أقرب أرض تقل عن 12 ميلاً بحرياً</td>
<td></td>
</tr>
<tr>
<td>محظورة إذا كانت المسافة عن أقرب أرض تقل عن 3 أميل بحرياً</td>
<td></td>
</tr>
</tbody>
</table>

التغذية الغذائية، اوراق وفراشة، والزجاج، والقطع المعدنية، والطواحين، والمواد التجارية، ومنا هؤلاء تلك التغذيات،

التغذية الغذائية الجرثومية أو الملونة.

المناطق البحرية المفتوحة أو المكتسب.

إلتزام من القيادة من السفن وفقاً لاتفاقية رمبول - ويتطلب ذلك على جميع السفن بعض التصرُح عن أحجامها.

المنطقة الخاصة بالطبيعة المحيطة في المنطقة الواقعة بين جزيرة رأس الحدود ورأس الأبا (سلطة عمان). من المحظور الحظر من أي نوع من القيادة إلى البحر ما عدا التغذية الغذائية عندما تكون آسفة بعيدة عن الأرض بمسة 12 ميلاً بحرياً - ويتطلب ذلك على جميع السفن التصرُح بعض التصرُح عن أحجامها.

E-mail: memac@batelco.com.bh
هاتف: 00966 177642234
[www.memac-sa.org]
<table>
<thead>
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<td>إذا كان الطائر يتحرك بشكل غير طبيعي، يجب التخطيط لاستخدام الظروف المطلوبة.</td>
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**خطاب المحدثة الإجمالية**

الصفحة 10 من 100

- يجب التخطيط لاستخدام الظروف المطلوبة.
- إذا كان الطائر يتحرك بشكل غير طبيعي، يجب التخطيط لاستخدام الظروف المطلوبة.
- يجب الحفاظ على الأثر أو الطليعة الزرقاء غير الحر لضمان تحليق الطائر بشكل طبيعي.

**لا يمكن**

- إلى الأثر أو الطليعة الزرقاء غير الحر لضمان تحليق الطائر بشكل طبيعي.
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BOARDING RECEIPT

Date:

OFFSHORE

Name of the Ship

1. Name of the agent
2. Attended By

Reason’s for attending the Vessel:

Disposal of Expired Medicines:

Launch Boarded At………………..Hrs Dep. Port………………….. Hrs
Alongside Vessel…………………..Hrs Dep. Vessel………………….. Hrs

Quality Questionnaire

<table>
<thead>
<tr>
<th>Sr.No.</th>
<th>Services</th>
<th>Excellent</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Boarding staff’s efficiency</td>
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<tr>
<td>2.</td>
<td>Knowledge of the job</td>
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<td>3.</td>
<td>Helpful and courteous</td>
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</tbody>
</table>

Any suggestions

Ship’s Seal

Master’s Signature

For office use only: Returned Port…………………………. (Time)
**MARINE PHARMA FZE**

( Associate of Fujairah Port Medical Centre)

P.O BOX 1195, Fujairah, U.A.E

Tel:  +971 9 2228007  
Fax:  +971 9 2228008

VHF Call Sign: “PORT CLINIC”

E-Mail: fpclinic@emirates.net.ae

Website: www.fujairahportclinic.co.ae

Date: -..................

**CERTIFICATE OF RECEIPT FOR DISPOSAL OF EXPIRED MEDICINES OR MEDICAL / SURGICAL ITEMS**

This is to confirm that, we have received expired medical items from vessel

“..........................”

Ship name

As per the below list and have duly brought it ashore to handed over to the Ministry Of Health for its disposal.

<table>
<thead>
<tr>
<th>Sr.No</th>
<th>WHO No.</th>
<th>Description</th>
<th>Qty</th>
<th>Expiry Date</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Pharmacist Name:  
Name of Master:-

Signature of Pharmacist:  
Signature of Master:

Version No. 2 / Date : 01.04.2012  
Revision No. 6/ 29.05.2012  
Page 51 | 5 2
To: Fujairah Custom Authority

Fujairah, UAE

Dear Sir,

Sub: Transportation of near expiry or expired medicines from Fujairah Port Quay to Marine Pharma medical store.

Kindly permit the transportation of near expiry or expired medicines reached from Ship as detailed below from Port of Fujairah quay to our medical store located inside the Port of Fujairah near Fujairah Port Medical Centre for storage as follows:-.

<table>
<thead>
<tr>
<th>Date landed</th>
<th>Name of ship</th>
<th>Nbr of boxes</th>
<th>Weight</th>
<th>Ship Agent</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

Kindly note that our pharmacist has boarded the ship and duly checked and verified the list of landed near expiry or expired medicines in the presence of the Master and has obtained the following documents.

- Copy of Ship Agent boarding request to bring expired medicines ashore for disposal
- Copy of boarding receipt for collection of expired medicines with Masters signature and ship’s stamp
- Copy of List of landed medicines with Master signature/ships stamp.
- Copy of Certificate of receipt of expired medicines signed by Master and Pharmacist.

Signed Marine Pharma

Signed Fujairah Customs

Mr.________________

Mr_________________

Stamp

Stamp
إلى: ميناء الفجيرة
الفجيرة، الإمارات العربية المتحدة

الموضوع: نقل الأدوية التي شارفت على الانتهاء أو منتهية الصلاحية من مرفأ ميناء الفجيرة إلى مستودع مارين فارما للأدوية - الفجيرة

نرجو التكرم من سعادتكم بالسماح لمستودع مارين فارما للأدوية بنقل الأدوية التي شارفت على الانتهاء أو منتهية الصلاحية المذكورة أدناه التي وصلت مرفأ ميناء الفجيرة إلى مستودع مارين فارما للأدوية والذي يقع داخل ميناء الفجيرة قرب مركز ميناء الفجيرة الفنلندي للاستيراد وإعادة التخزين والنقل.

<table>
<thead>
<tr>
<th>وكيل السفينة</th>
<th>الوزن</th>
<th>عدد الصناديق</th>
<th>اسم السفينة</th>
<th>تاريخ التوقيت</th>
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</table>

علماً بأن المسؤول المسئول قد قام بالتقديم وتحقق من قائمة الأدوية التي شارفت على الانتهاء أو منتهية الصلاحية في حضور كابتن السفينة وحصل على جميع المستندات المطلوبة.

المستندات المرفقة:

1. صورة من طلب وكيل السفينة لإحضار الأدوية منتهية الصلاحية للاستيراد.
2. صورة من طلب الموافقة على تجميع الأدوية منتهية الصلاحية مع توقيعه وختام كابتن السفينة.
3. صورة من قائمة الأدوية مرفقة بتوقيع الكابتن وخطم السفينة.
4. صورة من شهادة تسليم الأدوية منتهية الصلاحية موافقة من كابتن السفينة والصيدلاني المسؤول.

توقيع
مارين فارما للأدوية المنتهية الصلاحية
السيد
الختم

Tel: (971-9) 2228007
Fax: (971-9) 2228008
Fujairah – P.O.Box: 1195 - United Arab Emirates

Handf 07 (971-9) 2228007
Fax: (971-9) 2228008
المجانية - ص.ب: 1195 - الإمارات العربية المتحدة
LETTER OF DELIVERY AND RECEIPT
رسالة تسليم وتسلم

To: Ministry of Health  
Pharmacy and controlled medicine department  
Fujairah, UAE  

Date: 

Dear Sir,

Sub: Hand over of near expiry or expired medicines from Marine Pharma medical store to MOH Fujairah Medicine store

Kindly accept the near expiry or expired medicines collected by Marine Pharma Medical Store located inside the Port of Fujairah in collaboration with Fujairah customs authority received from the ships at Fujairah anchorage as per the attached documents.

Details as follows:-

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<th>Name of ship</th>
<th>Nbr of boxes</th>
<th>Weight</th>
<th>Ship Agent</th>
</tr>
</thead>
<tbody>
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</table>

Kindly note for your record we have attached a complete set of the following five documents:-

1. Copy of Ship Agent boarding request to bring expired medicines ashore for disposal
2. Copy of boarding receipt for collection of expired medicines with Masters signature and ship’s stamp
3. Copy of List of landed medicines with Master signature/ships stamp.
5. Copy of permission letter from Fujairah Customs to bring the expired medicines from Fujairah port to Marine Pharma Medical store

Signed Marine Pharma  
Mr.________________

Signed Fujairah Customs  
Mr.________________

Stamp  
Stamp

Received by  
Ministry of Health, Pharmacy and controlled medicines department  
Mr.________________

Signature & Stamp

Tel : (971-9) 2228007  
Fax : (971-9) 2228008  
P.O.Box : 1195- United Arab Emirates
LETTER OF DELIVERY AND RECEIPT
رسالة تسليم وتسلم

إلى: وزارة الصحةقسم الصحة العالمية والرقابة الدولية - الفجيرة

الموضوع: تسليم الأدوية التي شارفت على الانتهاء أو المنتهية الصلاحية من مخازن مارين فارما للأدوية إلى وزارة الصحة.

نرجو تكرم بتسليم الأدوية التي شارفت على الانتهاء أو الأدوية المنتهية الصلاحية التي تم جمعها من السفن بواسطة مستودع مارين فارما للادوية الذي يقع بميناء الفجيرة بالتنسيق مع سلطة جمارك ميناء الفجيرة.

البيانات كالتالي:

<table>
<thead>
<tr>
<th>الرقم التورقوي</th>
<th>الوزن</th>
<th>عدد الصناديق</th>
<th>اسم السفينة</th>
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</tbody>
</table>

المستندات المرفقة لسياهكم هي:

1- صورة من طلب وكيل السفينة لإحضار الأدوية المنتهية الصلاحية لإتلافها.
2- صورة من طلب الموافقة على تجميع الأدوية المنتهية الصلاحية مع توقيف و ختم كابتن السفينة.
3- صورة من قائمة الأدوية مرقمة بتوقيف الكابتن/ ختم السفينة.
4- صورة من شهادة تسليم الأدوية المنتهية الصلاحية موقفة من كابتن السفينة والصيدلي المسؤول.
5- صورة باستلام مستودع مارين فارما للأدوية المنتهية تحت إشراف جمارك ميناء الفجيرة.

توقيع

مرسل مستودع مارين

 Supervisor ميناء الفجيرة

 وزارة الصحة رقم الصيدلة والرقابة الدولية/الفجيرة

________________________________________

السيدعدد

الختم

السيدعدد

الختم

Tel : (971-9) 2228007
Fax : (971-9) 2228008
Fujairah –P.O.Box : 1195- United Arab Emirates

Version No. 2 / Date: 01.04.2012  |  Revision No. 6/ 29.05.2012  |  Page 55/62
TO WHOMSOEVER IT MAY CONCERN

Sub: Expired Medicines for Disposal

We would like to advise that our medicine supply company Ms. Marine Pharma FZE is a Fujairah Free Zone company, located within the premises of Fujairah Port Medical Centre at Fujairah Port, where its medicines are stored in bonded condition under the supervision and control of Fujairah Customs.

Marine Pharma FZE, is currently the only company duly approved by the Ministry of Health to accept expired medicines from ships for disposal. Kindly note in case of landing of controlled drugs, its imperative for our Pharmacist to board ships to perform inspection accordingly to local regulations.

As this company is managed by Fujairah Port Medical Centre, all communications to be addressed as per details above.

Thanking you,

Manuel Terreiro
Director
MARINE PHARMA FZE PROCEDURE FOR EXPIRED MEDICINE DISPOSAL
(CONTROLLED AND NON CONTROLLED)

Step – I- Collection request
After receiving job request from the local Agent or Ship Owner for collection of Expired Medicines our Pharmacist will board the vessel via launch arranged by respective ship’s Agent.

Step – II- Boarding the ship after completion of immigration clearance
After boarding the vessel, our Pharmacist will hand over the Company authorization letter to the Master. (For Identification purpose). And thereafter he performs:-
- Inspection of the expired medicines according to the inventory list provided by the Master.
- Packing and Sealing the expired medicines under direct supervision of the Master.
- Gets the Boarding Receipt for collection of expired Medicine duly signed and stamped by Master of the vessel supported by the inventory list.
- Issues Certificate of Receipt for disposal of expired medicines
- Disembarks the vessel along with the expired medicines and documents (boarding receipt and inventory list)

Step – III (Storage of expired medicines ashore)
Storing in a secured room in Marine Pharma (FPMC Premises port store) under lock and key.

Step – IV – Transportation and delivery to MOH drug store in Fujairah
Our Pharmacist will transport the Expired medicine for handing over to the Ministry of Health, Fujairah Drug Store for the disposal and obtains a receipt from them.

Step – V – Maintenance of record
Making separate file for each job with serial number and the file to be retained for verification of the records as may be necessary.

File Contents:-
1. Request from the company for expired medicine disposal
2. Boarding Receipt for the collection of Expired Medicines
3. Copy of the Certificate of Receipt for disposal of expired medicines
4. Inventory list for the controlled and/or non controlled medicines received from the vessel duly signed and stamp from the Master.
5. Ministry of health payment receipt for disposal of medicines
 DECLARATION

PORT OF FUJAIRAH / FUJAIRAH OFFSHORE ANCHORAGE AREA

I,.............................................the master of .............................................hereby confirm & declare that no visitors / illegal persons onboard my vessel and I will ensure that persons onboard will be strictly as per the crew list at the time of sailing.

Ship Master : .........................
Signature : .........................
Ship's Stamp : .........................
## PORT OF FUJAIRAH – MARINE DEPARTMENT
### CHECKLIST - SHIP'S CERTIFICATES

<table>
<thead>
<tr>
<th>Certificate Name</th>
<th>Exp. Date</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Load Line Certificate</td>
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<tr>
<td>b) Cargo Ship Safety Construction Certificate.</td>
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<td>c) Cargo Ship Safety Equipment Certificate.</td>
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<td>d) Cargo Ship Safety Radio Certificate.</td>
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<td>e) Civil Liability Certificate issued from flag state</td>
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<td>g) Certificate of Ship's Registry</td>
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<td>h) Certificate of Class (Hull &amp; Machinery).</td>
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<td>i) Ship Sanitation Control Exemption Certificate</td>
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<td>j) ISM Safety Management Certificate</td>
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<td>k) Oil Record Book (Engine/Cargo &amp; Ballast Operations)</td>
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<tr>
<td>l) Shipboard Oil Pollution Emergency Plan.</td>
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<tr>
<td>m) International Air Pollution Prevention Certificate (IAPP)(if applicable)</td>
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<tr>
<td>n) International Ship Security Certificate</td>
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<tr>
<td>o) Shipboard Marine Pollution Emergency Plan (SMPEP)(Chemical vessels only)</td>
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<td>p) NLS Certificate (Chemical vessels only)</td>
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<tr>
<td>q) Certificate of Fitness (Chemical Vessels only)</td>
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</tbody>
</table>

Certificates Checked By (Ship’s Agent)

Name :
Signature :

Version No. 2 / Date : 01.04.2012  Revision No. 6/ 29.05.2012
Port of Fujairah
Marine Department

PERMISSION TO ENTER
PORT OF FUJAIRAH / FUJAIRAH OFFSHORE ANCHORAGE AREA

To: Port of Fujairah

Date: 

Fax: + 971 9 2228022

Vessel Name: 

Vessel type: 

Agent: 

If tanker, Last tanker inspection date: 

Inspection Done by: 

Year of Built: 

E.T.A.: 

E.T.D.: 

IMO No.: 

Port of Reg.: 

Flag: 

ISSC No.: 

Issued By: 

Expiry Date: 

Security Level: 

Class: 

L.O.A.: 

N.R.T.: 

G.R.T.: 

D.W.T.: 

Arr. Cond. 

Nature of Call: 

Call Sign: 

Last Port: 

Next Port: 

Master Name: 

Name & Address of:

1. Ship’s Owner: 

2. Ship’s Charterer: 

3. Ship’s Management: 

4. Ship’s Registered Owner: 

Above Vessel intends to enter the following port facility [Check (X) wherever applicable]

<table>
<thead>
<tr>
<th>Port of Fujairah</th>
<th>7M QUAY</th>
<th>MAIN QUAY</th>
<th>OIL TANKER BERTH</th>
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</thead>
<tbody>
<tr>
<td>F.O.A.A.</td>
<td>A</td>
<td>B</td>
<td>C</td>
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<tr>
<td>Vopak Horizon Fujairah Terminal</td>
<td>SPM</td>
<td>1</td>
<td>2</td>
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</tbody>
</table>

Last 10 Ports of Call

<table>
<thead>
<tr>
<th>S.N.</th>
<th>Port Name</th>
<th>Country</th>
<th>Arrival Date</th>
<th>Depart. Date</th>
<th>Sec. Level Ship</th>
<th>Port</th>
<th>Special or Additional Sec. Measures taken</th>
<th>Cause of Raising the Security Level</th>
<th>Remarks</th>
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</tbody>
</table>

Any Security Incidents in the last 10 Ports of Call. (a separate sheet for more information on that subject.)

Declaration:

I, the Master of above vessel hereby confirm that all ship certificates as per the Notice To Mariner No. 74 (Load Line, Safety Construction, Safety Radio, Safety Equipments, CLC, IOPP, Registry, Class, De-rat, ISM, SOPEP, ISSC Certificates & Oil Record Book) valid and their originals available onboard.

_________________________       _____________________
MASTER                          sso

Version No. 2 / Date: 01.04.2012       Revision No. 6/ 29.05.2012
|   | Vessel Name               |   | Call Sign / IMO Number |   | Flag / Port of Registry |   | Year of Built |   | LOA and Maximum Beam |   | NRT / GRT / Arrival Displacement |   | Distance Bow to Manifold & Manifold to Stern |   | Maximum Height of Manifold above waterline |   | Summer / Tropical Deadweight |   | Summer / Tropical Draughts |   | Arrival and Departure Draught |   | Last Port of Call |   | Next Port of Call |   | Type of Tanker SBT or CBT |   | Number / Size and Distance between Manifolds |   | Maximum Load / Discharge Rate per line / hour as applicable |   | Possibility of loading / discharging multi grades, If so, How many? |   | Last Cargo |   | Vessel condition (Ballast / Loaded / Part Loaded) |   | If loaded, type and quantity of cargo onboard |   | Type and Quantity of nominated cargo to be loaded or discharged |   | If vessel fully inerted / Confirm Inert Gas plant operational |   | Number and type of Mooring Ropes forward, aft, main deck and their SWL’s |   | Security Level of vessel |   | If level more than 1, state reason for higher level |   | Name and Rank of Ship Security Officer |   | Ship Master’s Name |   | Last tanker inspection date |   | Last tanker Inspection done by |
SPM Berthing Request

Date: 
Ref. No.: 

To : Port of Fujairah
Attention : Control Tower
Fax : 09 2228022
c.c : Harbour Master

[Vessel’s Local Agent]

From : [SPM Terminal Control Room]

SUBJECT : SPM BERTHING REQUEST

Dear Sir,

We confirm / agree that the following SPM will be ready to accept the tanker for operation by all means.

<table>
<thead>
<tr>
<th>SPM NAME</th>
<th>VESSEL NAME</th>
<th>MOVEMENT</th>
<th>ETA</th>
</tr>
</thead>
</table>

Tanks & Regards,

[Name]

[Title]

[Company Name]