

Pertamina Marine
Teluk Semangka

Terminal Information Booklet



Pertamina Marine Region III Teluk Semangka			
Pertamina Marine Terminal Teluk Semangka	Terminal Information Booklet	Issued	
		Revision	



Marine Region III – Teluk Semangka

Direktorat Commercial & Trading – PT. Pertamina (Persero)

Jalan Merdeka No 377 Kota Agung, Tanggamus

Lampung, 35384

Telp. (0272) 22050

PERTAMINA MARINE TELUK SEMANGKA TERMINAL

TERMINAL INFORMATION ON FACILITY, SAFETY, SECURITY AND

POLLUTION PREVENTION REGULATION

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REVISION	DESCRIPTION	APPROVAL	DATE

Pertamina Marine Region III Teluk Semangka			
Pertamina Marine Terminal Teluk Semangka	Terminal Information Booklet	Issued	
		Revision	

TABLE OF CONTENTS

TABLE OF CONTENTS	3
PREFACE	6
SECTION I	7
TERMINAL INFORMATION.....	7
1.1 POSITION	7
1.2 STS DESCRIPTION.....	Error! Bookmark not defined.
1.3 ANCHORAGE AREA	Error! Bookmark not defined.
1.4 STS AREA.....	Error! Bookmark not defined.
1.4.1 STS OPERATION AREA	Error! Bookmark not defined.
1.4.2 CAPACITY	Error! Bookmark not defined.
1.4.3 LOA	Error! Bookmark not defined.
1.4.4 CARGO	Error! Bookmark not defined.
1.4.5 DEPTH OF SEA LEVEL.....	Error! Bookmark not defined.
1.4.6 OPERATION TIME	Error! Bookmark not defined.
1.5 CONTROLLING KEEL CLEARANCE	Error! Bookmark not defined.
1.6 PILOT ON BOARD.....	Error! Bookmark not defined.
1.7 ENVIRONMENTAL CONDITION	Error! Bookmark not defined.
1.8 MINIMUM MOORING REQUIREMENT	Error! Bookmark not defined.
1.9 PILOTAGE	Error! Bookmark not defined.
1.10 TUG REQUIREMENT	Error! Bookmark not defined.
1.11 FENDER REQUIREMENT	Error! Bookmark not defined.
1.12 PERSON IN OVERALL ADVISORY CONTROL (POAC).....	Error! Bookmark not defined.
1.13 APPROACHING THE TERMINAL	Error! Bookmark not defined.
1.14 PROCEDURE WHEN BERTH AVAILABLE ON ARRIVAL	Error! Bookmark not defined.
1.15 PROCEDURE WHEN INSTRUCTED TO ANCHOR ON ARRIVAL	Error! Bookmark not defined.
1.16 BERTHING MANOUVER	Error! Bookmark not defined.
1.16.1 STS BERTHING MOTHERSHIP AND SHUTTLE SHIP MANOUVER	Error! Bookmark not defined.
1.16.2 STS UNBERTHING MOTHERSHIP AND SHUTTLE SHIP MANOUVER	Error! Bookmark not defined.
1.17 MOORING ARRANGEMENT	Error! Bookmark not defined.
1.18 EMERGENCY STATE	Error! Bookmark not defined.

Pertamina Marine Region III Teluk Semangka			
Pertamina Marine Terminal Teluk Semangka	Terminal Information Booklet	Issued	
		Revision	

1.19	PRE ARRIVAL INFORMATION	Error! Bookmark not defined.
SECTION II		Error! Bookmark not defined.
OPERATIONAL INFORMATION		Error! Bookmark not defined.
2.1	WIND LIMITS	Error! Bookmark not defined.
2.2	ELECTRICAL STORMS.....	Error! Bookmark not defined.
2.3	PERSONAL PROTECTIVE EQUIPMENT (PPE)	Error! Bookmark not defined.
2.4	TERMINAL CONTACT INFORMATION	Error! Bookmark not defined.
2.5	OFFICIAL LANGUAGE	Error! Bookmark not defined.
2.6	COMMUNICATIONS.....	Error! Bookmark not defined.
2.7	RESPONSIBILITY OF OWNER AND MASTER	Error! Bookmark not defined.
2.8	VESSEL COMPLIANCEAND TERMINAL SAFETY INSPECTION	Error! Bookmark not defined.
2.9	PRE-TRANSFER CONFERENCE	Error! Bookmark not defined.
2.10	SHIP TO SHIP JOIN OPERATION	Error! Bookmark not defined.
2.11	SHIP/SHORE SAFETY CHECK LIST	Error! Bookmark not defined.
2.12	SAFETY LETTER TO MASTER	Error! Bookmark not defined.
2.13	TERMINAL SMOKING REGULATIONS	Error! Bookmark not defined.
2.14	HEALTH AND ENVIROMENTAL HAZARDS ASSOCIATED WITH CARGO	Error! Bookmark not defined.
2.15	PERSON IN CHARGE (PIC).....	Error! Bookmark not defined.
2.16	CARGO TRANSFER.....	Error! Bookmark not defined.
2.17	REQUIREMENTS DURING TRANSFER	Error! Bookmark not defined.
2.18	DANGEROUS CARGO SIGNAL.....	Error! Bookmark not defined.
2.19	VESSEL TO VESSEL VOLUME COMPARISON	Error! Bookmark not defined.
2.20	VESSEL TO VESSEL VOLUME COMPARISON	Error! Bookmark not defined.
SECTION III		24
SAFETY AND SECURITY INFORMATION		24
3.1	EMERGENCY DEPARTURE.....	24
3.2	FIRE AND SAFETY	24
3.2.1	EMERGENCY EQUIPMENT	24
3.2.2	TERMINAL FIRE SYSTEM	24
3.2.3	FIRE AND SMOKING SAFETY NOTICES	24
3.3	EMERGENCY STOP	24
3.4	TERMINAL SECURITY	25
3.5	VESSEL/FACILITY SECURITY INTERFACE.....	25

Pertamina Marine Region III Teluk Semangka			
Pertamina Marine Terminal Teluk Semangka	Terminal Information Booklet	Issued	
		Revision	

3.6	TAKING PHOTOGRAPHS	25
3.7	WEATHER FORECASTS	25
3.8	ELECTRICAL EQUIPMENT.....	25
3.9	SHORE LEAVE	25
SECTION IV		27
ENVIRONMENTAL INFORMATION		27
4.1	PRODUCT CONTAINMENT	27
4.1.1	BERTH	27
4.1.2	VESSEL	27
4.2	POLLUTION RESPONSE	27
4.2.1	POLLUTION REPORTING PROCEDURES.....	27
4.2.2	ACTION TAKEN IN THE EVENT OF OIL SPILL	27
4.3	GARBAGE RECEPTION	28
SECTION V		29
MISCELLANEOUS INFORMATION AND REQUIREMENTS		29
5.1	DRUGS,ALCOHOL, AND FIREARMS POLICY	29
5.3	LOADING PROVISIONS AND STORES	29
5.4	OTHER CRAFT ALONGSIDE.....	29
5.5	BUNKERING/FUELING	29
5.6	FRESH WATER	29

Pertamina Marine Region III Teluk Semangka			
Pertamina Marine Terminal Teluk Semangka	Terminal Information Booklet	Issued	
		Revision	

PREFACE

This booklet is addressed to the Masters, owners, operators, and agents of vessels that call at the Pertamina Marine Terminal Teluk Semangka. This booklet contains information that is applicable to the Pertamina Marine Terminal Teluk Semangka and is not represented as complete in every aspect of safe and pollution-free cargo-transfer operations. This booklet consists only information about Terminal, STS Operation and Oil Spill Response in Pertamina Marine Terminal Teluk Semangka.

This information is not intended to relieve any vessel or Master of the responsibility to safely berth, moor, and sail the vessel and to use whatever assistance over and above these requirements he/she feels are necessary. This information does, however, represent the minimum requirements for the terminal. Berth personnel will have authority in seeing that these requirements are met.

The Master or person in charge of any vessel, while at the terminal, shall have adequate knowledge of these rules and regulations and ensure that his crew members are fully informed of these requirements. Vessels that do not comply with all the requirements may not be permitted to berth or may be asked by the terminal representative to immediately disconnect and leave the berth.

The use of this Standard Procedures shall also be in conjunction and in compliance with the ICS/OCIMF “STS for Gas Tankers” and ISGOTT recommendations and therefore all vessels intending to carry out Cargo transfer shall be in possession of the publications.

Pertamina Marine Region III Teluk Semangka			
Pertamina Marine Terminal Teluk Semangka	Terminal Information Booklet	Issued	
		Revision	

SECTION I

1. TERMINAL INFORMATION

1.1. POSITION

Name : Pertamina Marine Region III – Teluk Semangka
 Operator : Pertamina Marine Teluk Semangka
 Street Address : Merdeka Street No 377 Pasar Madang
 Town : Kota Agung
 State : Lampung
 Zip : 35384
 Phone : (0722) 22050
 Coordinate : 05° 32' 17.316" S / 104° 37' 18.795" E

1.2. STS DESCRIPTION

The terminal is operated by Pertamina Marine Terminal Teluk Semangka and is located in Semangka Bay. The Terminal consists of LPG Carriers and or Crude Carriers, each of which is equipped with complete sets of STS transfer equipment dedicated for butane base as well as Propane based LPG and or Crude Oil and or Product with 24 hours operational time (day and night berthing unberthing)

1.3. ANCHORAGE AREA

Anchor position in radius 1 to 3 NM from the Floating Storage Tankers
In the area between :

Latitude 05° 32' 20" S and 05° 36' 20" S
 Longitude 104° 36' 15" E and 104° 39' 15" E

1.4. STS AREA

1.4.1. STS OPERATION AREA

- Point A : 05° - 33' - 00" S / 104° - 35' - 00" E
- Point B : 05° - 34' - 15" S / 104° - 35' - 20" E
- Point C : 05° - 35' - 65" S / 104° - 35' - 10" E
- Point D : 05° - 35' - 45" S / 104° - 37' - 49" E

1.4.2. CAPACITY

Up to Very Large Crude Carrier (VLCC) Tanker

1.4.3. LOA

Up to Very Large Crude Carrier (VLCC) Tanker

1.4.4. CARGO

- LPG (Propane & Butane)

Pertamina Marine Region III Teluk Semangka			
Pertamina Marine Terminal Teluk Semangka	Terminal Information Booklet	Issued	
		Revision	

- b. Crude Oil

1.4.5. DEPTH OF SEA LANES

- a. Outside Threshold : - 216 m Lws
- b. The Cruise Line : - 200 m Lws
- c. Inside Threshold : - 47 m Lws

1.4.6. OPERATION TIME

24 Hours Operation Time (Berthing and Unberthing)

1.5. CONTROLLING KELL CLEARANCE

As of the date of this revision, the following keel clearance apply to Pertamina Marine Terminal Teluk Semangka. Every vessel calling to Semangka Bay shall maintain her controlling keel clearance equal to about 10% of the maximum draft of vessel. These controlling Keel Clearance requirements are guidelines only. Variances may be considered on an individual basis

1.6. PILOT ON BOARD

1.6.1. Pilot boarding ground station coordinate : 05° 39' 10.00" S / 104° 42' 30.00" E

1.6.2. Vessel that require pilotage and towage services in Semangka Bay is required :

- a. Positioning the vessel in Pilot Boarding Ground or designated anchorage area to wait Harbour Pilot
- b. Raise the "G" flag during the day or perpendicular red and white light at night to request Pilotage Assist and raise the "H" flag when di Harbour Pilot is on board
- c. Raise the "Q" flag during the day when the ship requires quarantine for a ship that has just arrived from overseas or an area affected by disease
- d. For the Master, in receiving / disembarking Harbour Pilot from / to the Pilot Boat, must pay close attention to the position and speed of the Pilot Boat.
- e. Provide Pilot Ladders and other equipment that meets the safety requirements for Harbour Pilots getting on and off the vessel.

1.7. ENVIROMENTAL CONDITION

1.7.1 Sea Wave

Tide : Direction : 034°
Speed : 3 knots
Low Tide : Direction : 214°
Speed : 4 knots

1.7.2 Sea Bed : Mud

1.7.3 Dangerous Navigation : N/A

1.7.4 Tidal

Chart Datum (Zo) : -0.8 m Lws
Lowest : -2 m Lws
Highest : -2 m Lws

1.8. MINIMUM MOORING REQUIEREMENT

Minimum mooring requirements must be met in order to comply with the terminal limitations for safe mooring and transfer of cargo.

Pertamina Marine Region III Teluk Semangka			
Pertamina Marine Terminal Teluk Semangka	Terminal Information Booklet	Issued	
		Revision	

Vessel should meet the recommendations in the latest edition of OCIMF 'Ship to Ship Transfer Guide for Petroleum, Chemical and Liquefied Gases'.

1.9. PILOTAGE

Vessel entering the anchorage area, must immediately contact the Pilot Station through Channel 09 and Channel 12 to report Pre Arrival Notification, including:

- Vessel name and Call Sign
- Nationality Flag
- Draft After and Forward
- Estimated Time Arrival
- 10 (ten) last port of call
- Lastest position

Communication procedure using Standard Maritime Communication Phrases (SMCP).

1.10. TUG REQUIREMENT

The use of Tug Boat for assisting the vessel must be in accordance with the Length Overall (LOA) of the guided vessel as per government regulation in PM 57 Th 2015 in the list below :

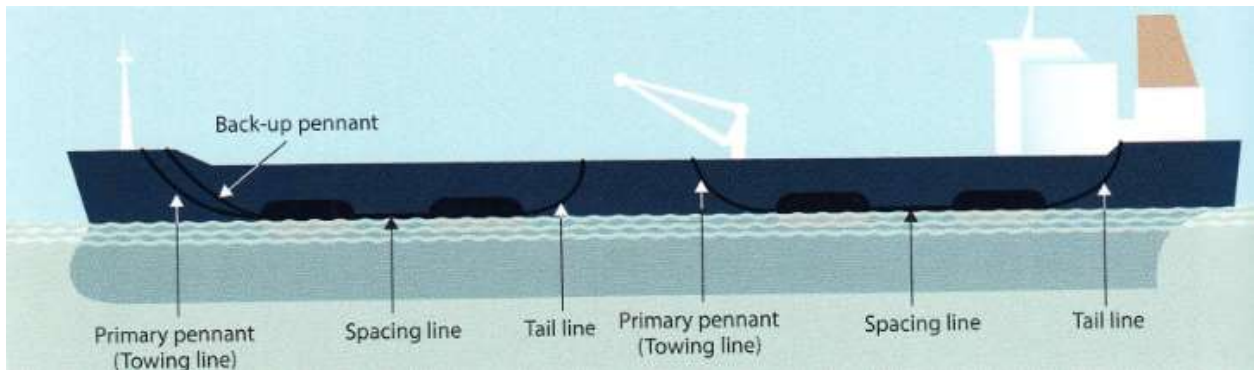
Ship LOA (Meter)	Minimum Number of Tug Boat	Minimum Amount of Tug Boat Horse Power	Minimum Bollard Pull Capacity
70 – 150	1	2.000 HP	24
150 – 250	2	6.000 HP	65
< 250	2	11.000 HP	125

1.11. FENDER REQUIREMENT

The STS Superintendent / POAC should have advised the position and method of securing fender to the ships in advance of operation.

When fender are fitted to the maneuvering ship, primary fender should be positioned one at each end of the parallel body, with similar additional unit fitted in between position. The fender string may be made up to prearranged length. Alternatively, in some operation where four fender are used, it found beneficial to position them into two group of two as image below. Fender should be monitoring frequently and tended as necessary to ensure that they don't become too slack or too taut and that fender remain in position.

Pertamina Marine Region III Teluk Semangka			
Pertamina Marine Terminal Teluk Semangka	Terminal Information Booklet	Issued	
		Revision	



In the table below, provides a quick reference guide to fender selection and is only intended to be used to provide an indication of suitability under the condition specified.

The table should be interpreted using the following formula :

$$C : \frac{2 \times \text{Displacement Ship A} \times \text{Displacement Ship B}}{\text{Displacement Ship A} + \text{Displacement Ship B}}$$

Berthing Coefficient (C) (Tonnes)	Approach Velocity (m/Sec)	Berthing Energy (Tonnes.m)	Suggested Fenders (Quantity)	Typical HP Pneumatic Fender (50kPa) (Metre)
1,000	0.30	002.4	3 or more	1.0 × 2.0
3,000	0.30	007.0	"	1.5 × 3.0
6,000	0.30	014.0	"	2.5 × 5.5
10,000	0.25	017.0	"	2.5 × 5.5
30,000	0.25	040.0	4 or more	3.3 × 6.5
50,000	0.20	048.0	"	3.3 × 6.5
100,000	0.15	054.0	"	3.3 × 6.5
150,000	0.15	071.0	5 or more	3.3 × 6.5
200,000	0.15	093.0	"	3.3 × 6.5
330,000	0.15	155.0	4 or more	4.5 × 9.0
500,000	0.15	231.0	"	4.5 × 9.0

1.12. PERSON IN OVERALL ADVISORY CONTROL (POAC)

Pertamina Marine Region III Teluk Semangka			
Pertamina Marine Terminal Teluk Semangka	Terminal Information Booklet	Issued	
		Revision	

The role of the POAC is not to relieve the Master(s) of their duties or responsibilities, but to provide professional advice and guidance to the Master(s) in the co ordination and safe completion of the STS operation.

A designated POAC of the STS operation is required for at sea transfers of MARPOL Annex I cargoes, and will be either one of the Masters concerned or an STS Superintendent. The role of the POAC will be the same as that described for an STS Superintendent.

STS transfers undertaken at sea involving MARPOL Annex I cargoes, the IMO has published guidance on the qualifications of the POAC.

For transfer invoicing MARPOL Annex I Cargoes , the POAC should have at least the following qualification standards, level of experience :

- An appropriate management level deck licence or certificate meeting international certificate standards, with the international Convention on Standards of Training Certification and Watchkeeping for Seafarers (STCW) and dangerous cargo endorsements up-to-date and appropriate for the ships engaged in the STS Operation
- Attendance at a recognized ship handling course.
- Experience in conduction mooring/unmooring operations in similar circumstances and with similar vessels.
- Experience in oil tanker cargo loading and unloading.
- A thorough knowledge of the transfer area and surrounding areas.
- Knowledge of spill clean-up techniques, including familiarity with the equipment and resources available in contingency plans.
- Knowledge of STS operations plans and associated joint plans of operation

1.13. APPROACHING THE TERMINAL

On the approach route to the anchorage, there are numerous fish traps commencing approximately 8.0 nautical miles off to 1.5 nautical miles from the Terminal. At night, some of the fishing nets are lit by powerful lights. Vessels should take care when passing through the area, to and from the anchorage.

Considering the prevailing tide and current conditions, vessel shall be berthed at the terminal after having permission from Terminal Superintendent via VHF Radio on Channel #9 (nine) and assisted by Harbor Pilot.

1.14. PROCEDURE WHEN BERTH AVAILABLE ON ARRIVAL

A Vessels for which a berth is available on arrival will be boarded by Harbor Pilot in the anchorage area with supervised by POAC and providing that the vessel is in all respects ready to commence loading/discharging the Notice of Readiness will be accepted by Loading Master.

If the vessel is not in all respects ready to proceed to the berth, with main engines fully maneuverable, boilers, heating cargo, mooring ropes on deck, windlasses, winches etc., in good working order and readiness, it will not be accepted until the POAC is satisfied that all these conditions are met.

1.15. PROCEDURE WHEN INSTRUCTED TO ANCHOR ON ARRIVAL

Pertamina Marine Region III Teluk Semangka			
Pertamina Marine Terminal Teluk Semangka	Terminal Information Booklet	Issued	
		Revision	

A vessel which has been instructed by Pertamina to anchor on arrival should, after doing so inform Agung Radio at Channel #09 of the precise arrivals time and will be assisted by Harbor Pilot to the anchorage area

1.16. BERTHING MANOUVER

1.16.1. STS Berthing Mothership and Shuttle Ship Manouver

Explanation :

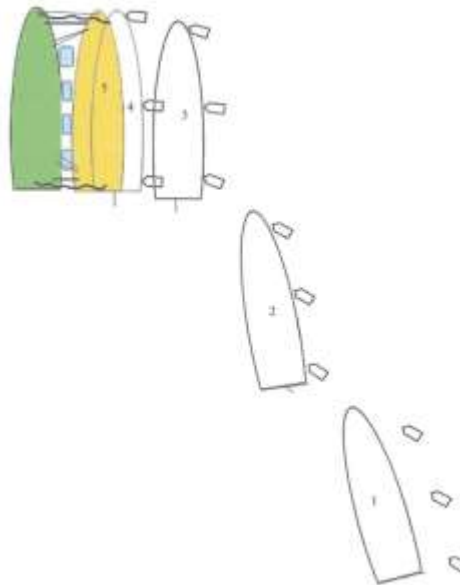
Point 1 : The ship is moving forward at a controlled speed, assist Tug Boat approaching.

Point 2 : The ship is moving forward, tugboats are tied to the bow of the shuttle ships and may not travel to the mothership

Point 3 : Engine Stop (speed < 0,3 Knot), use Tug Boat to assist shuttle Ship to approaching the mothership

Point 4 : Send messenger line to mothership head line / stren line or spring line which one was in accordance with shuttle ship Master instructions and has been coordinated with mothership Master

Point 5 : Shuttle Ship in touch with PRF (speed < 0,3 knot) with < 7° angle



1.11.2. STS Berthing Mothership and Shuttle Ship Manouver

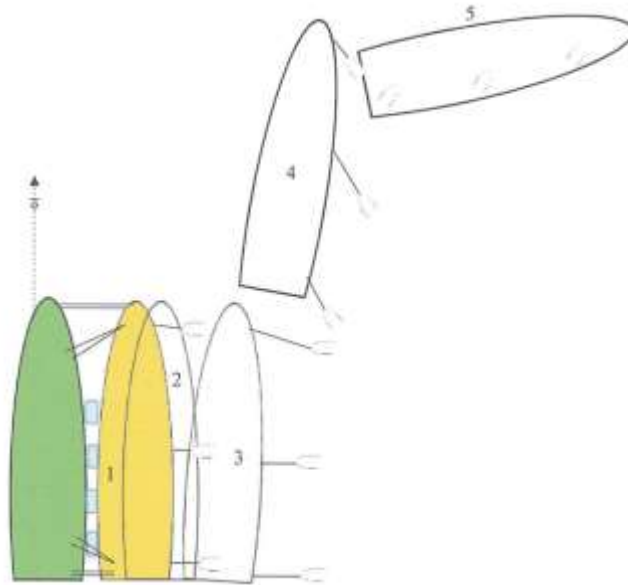
Explanation :

Point 1 : Shuttle ship prepares to cast off from mothership, remove mooring line according to master's instruction. After mooring line is clear, the tugs pull the shuttle ships away while paying attention to the movements of the mothership

Point 3 : Make sure the safe distance from mothership. Shuttle ship can move using engine when the position is at point 4

Point 5 : Assist Tug is realased

Pertamina Marine Region III Teluk Semangka			
Pertamina Marine Terminal Teluk Semangka	Terminal Information Booklet	Issued	
		Revision	



1.17. MOORING ARRANGEMENT

Moorings should be managed to ensure expeditious mooring line handling. Moorings should be arranged and rigged to allow safe, effective line tending when the ships are secured together. This is especially true on board the maneuvering ship whose mooring lines will normally be used, but this should also be addressed on the constant heading ship where rope messengers have to be made ready between fairleads and deck winches.

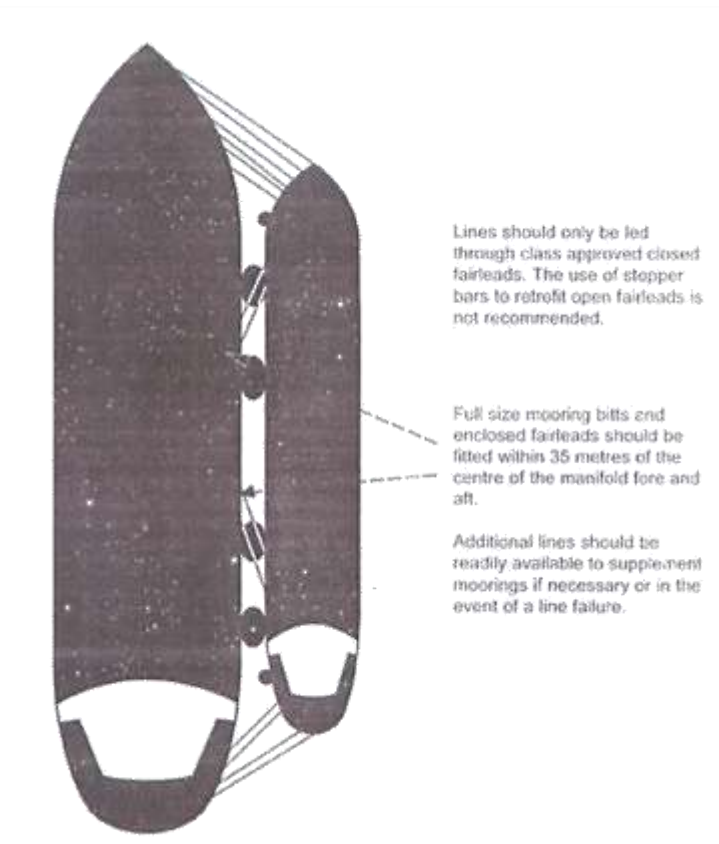
The mooring plan adopted will depend upon the size of each ship and the difference between their sizes, the expected difference in freeboards and displacement, the anticipated sea and weather conditions, the degree of shelter offered by the location, and the efficiency of mooring line leads available. Most STS Service providers will have a standard mooring plan, suitable for the particular location. It is important to ensure moorings allow for ship movement and freeboard changes to avoid over stressing the lines throughout the operation, but that they are not so long that they allow unacceptable movement between the ships. Mooring lines leading in the same direction should be of similar material. Lines should only be led through closed fairleads suitable for STS operations (see Section 9.3 OCIMF Ship Transfer Guide). The use of stopper bars to retrofit open fairleads is not recommended.

The order of passing mooring lines during mooring, and of releasing lines during unmooring, should be agreed. Where the STS Service providers utilize quick-release mooring hooks, their role and use be discussed to ensure proper understanding.

As a general guide, Figure 1 illustrates a typical and proven mooring plan for an STS transfer operation in offshore waters. Scope for additional head and stern lines is preferred, and at any time spare lines should be readily available to supplement moorings if necessary or in the event of a line failure. While analysis of mooring loads alone may indicate a lesser number of mooring lines would be sufficient, it is prudent to provide for some redundancy. However, where specialized mooring equipment is fitted (e.g. on a Dedicated Lightering Ship) the number of

Pertamina Marine Region III Teluk Semangka			
Pertamina Marine Terminal Teluk Semangka	Terminal Information Booklet	Issued	
		Revision	

headlines could be reduced to four where this has proven to be reliable for the local operating environment.



It is normal for the mooring lines to be deployed from the maneuvering ship. However, when prevailing weather conditions or weather forecasts require it, sending lines from both ships can increase the number of mooring lines. Loads should not be concentrated by passing most of the mooring ropes through the same fairlead or not the same mooring bitts. Use should be made of all available fairleads and bitts.

STS transfer operations, by their very nature, create situations where two ships are moored close alongside each other with considerable differences in freeboard, which may be more pronounced if only one of the ships has a double hull. The steeper the orientation of the mooring lines, the less effective they will be in resisting horizontal loads. The maximum anticipated freeboard difference should therefore be taken into account when planning the mooring layout in order to ensure that the vertical angle of each mooring line stays as practicable throughout the operation. During the operation, freeboard differences should be kept to a minimum, with consideration given to ballasting the higher ship and de-ballasting the lower one where this is possible. Initial ship selection criteria should be considered where large freeboard differences may become significant.

Pertamina Marine Region III Teluk Semangka			
Pertamina Marine Terminal Teluk Semangka	Terminal Information Booklet	Issued	
		Revision	

A ship's standard complement of mooring lines is generally suitable for STS transfer operations but ships equipped with steel wire or high modulus synthetic fiber mooring lines should fit soft rope tails to them. The connection between the primary line and the soft rope tail should be made with an approved fitting e.g. Mandel or Tonsberg Shackle. Additional information on mooring lines and tails is contained in Section 9.3.

Rope tails should be at least 11 meters long and have a dry breaking strength at least 25% greater than that of the wires to which they are attached in accordance with OCIMF *Mooring Equipment Guidelines* (Reference 2). Soft rope tails fitted to wire moorings also introduce the benefit of making the cutting of mooring lines easier in an emergency and, for this purpose, long-handled firemen's axes or other suitable cutting equipment should be available at all mooring stations.

Strong rope messengers should be readied on both ships and in addition rope stoppers should be rigged in way of relevant mooring bitts. Where possible, heaving lines and rope messengers should be made of buoyant materials. A minimum of four messengers should be provided and ready for immediate use.

Non-pyrotechnic line-throwing equipment may be used to make the first connection. Crews should be advised beforehand and further warned immediately before the equipment is used.

1.18. EMERGENCY STATE

- 1.12.1. in an emergency, for ship safety and life saving at sea, the Harbor Master can order ship at Semangka Bay to provide first aid.
- 1.12.2. In certain circumstances or emergencies, the Ship Master can carry out movement for unberthing with the approval of the Harbor Master.
- 1.12.3. If there is an emergency, the Ship master is obliged to provide information to the Pertamina Marine Terminal Teluk Semangka and the Pilot Station at channel 09 or 12.

1.19. PRE ARRIVAL INFORMATION

Following pre-arrival information need to be communicated to Terminal:

- ETA on daily basis, 72 hrs, 48 hrs, 24 hrs and 6 hrs before arrival.
- Validity and copy of Pertamina Safety Approval (PSA)
- Quantity of cargo (if applicable).
- Ship's security level.
- IMO crew list.
- Other important information for terminal.
- Fill Pre Arrival Notification (PAN) from as attached

Pertamina Marine Region III Teluk Semangka			
Pertamina Marine Terminal Teluk Semangka	Terminal Information Booklet	Issued	
		Revision	



SHIP TO SHIP TRANSFER TELUK SEMANGKA
PT. PERTAMINA (PERSERO)
PRE ARRIVAL NOTIFICATION OF SHIP SECURITY

PRE - ARRIVAL NOTIFICATION OF SHIP SECURITY
PEMBERITAHUAN AWAL KEDATANGAN KEAMANAN KAPAL

- 1). Name of Ship : *Nama Kapal*
- 2). IMO No.: *No. IMO*
- 3). Call Sign: *Tanda Panggil*
- 4). Type of Ship : *Tipe Kapal*
- 5). GT : *Berat Kotor*
- 6). Flag : *Bendera*
- 7). No. of Crew : *Jumlah Kru*
- 8). Estimate Time Arrival : *Perkiraan Waktu Tiba*
- 9). Purpose of Call : Loading/Discharging/Bunkering/Shipyard/Others *
Maksud kedatangan : Muat/Bongkar/Bunker/Docking/lainnya
 If others, please specify purpose :
Jika lainnya, tuliskan maksudnya

- 10). Name of Anchorage or Port Facility your ship is bound for :
Nama daerah lego jangkar atau Fasilitas Pelabuhan tempat kapal anda akan berada

- 11). Name of Agent in Indonesia :
Nama agen di Indonesia
PT PERTAMINA (Persero)
 Telp : (0722) 22050 Fax : -
- 12). Does your ship possess a valid International Ship Security Certificate (ISSC) ? **YES / NO** *
Apakah kapal anda memiliki International Ship Security Certificate (ISSC)
 If "YES", give details in Q13 and Q14.
Jika "YA", berikan rincian pada pertanyaan 13 dan 14

- 13). Date of expiry of the ISSC :
Masa akhir berlaku ISSC

- 14). Name of issuing authority for the ISSC :
Name instansi berwenang yang mengeluarkan ISSC

- 15). Current security level of the ship :
Tingkat keamanan kapal saat ini

Pertamina Marine Region III Teluk Semangka			
Pertamina Marine Terminal Teluk Semangka	Terminal Information Booklet	Issued	
		Revision	



SHIP TO SHIP TRANSFER TELUK SEMANGKA PT. PERTAMINA (PERSERO) PRE ARRIVAL NOTIFICATION OF SHIP SECURITY

- 16). Last 10 ports of call (w.e.f. from 1 Juli 04), including arrival/departure dates and the security level at which the ship operated at these ports where it has conducted a ship/port interface.
10 pelabuhan terakhir yang dikunjungi (terhitung sejak tanggal 1 Juli 04), termasuk tanggal kedatangan/keberangkatan dan tingkat keamanan saat kapal dioperasikan pada port tersebut dimana telah terjadi interaksi kapal/pelabuhan.

Port Pelabuhan	Arrival Kedatangan	Departure Keberangkatan	Security Level Tingkat Keamanan
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

- 17). Were there any special or additional security measures taken during any ship/port interface at the ports mentioned in Q16? **YES / NO**
Apakah ada tindakan keamanan khusus atau tambahan yang diambil selama interaksi pada Pelabuhan sebagaimana dimaksud pada pertanyaan 16? YA/TIDAK
 If "YES", give details :
Jika "YA" jelaskan
- 19). Were there appropriate ship security measures maintained during any ship-to-ship activity interface at the ports mentioned in Q16? **YES / NO**
Apakah ada tindakan keamanan yang pantas digunakan selama kegiatan interaksi kapal-ke-kapal pada pelabuhan sebagaimana dimaksud pada pertanyaan 16? YA / TIDAK
 If "YES", give details :
Jika "YA" jelaskan

SIGNATURE OF OWNER/AGENT/MASTER/CSO

Tandatangan Nakhoda/Pemilik/Agen/Nakhoda/Cso :

NAME OF MASTER/OWNER/AGENT /MASTER/CSO:

Nama Nakhoda/Pemilik/Agen/Nakhoda/Cso :

DATE :
 Tanggal

TIME :
 Waktu

PRESENT POSITION (Latitude) : N/S (Longitude) : E
 Posisi Sekarang

The required information shall be sent to the following:

- Pertamina Agency email address: stsvlgcteluksemangka@yahoo.com;
sts.teluksemangka@yahoo.com; ptksemangka@ptk-shipping.com ;
Telp : (0722) - 22050

Pertamina Marine Region III Teluk Semangka			
Pertamina Marine Terminal Teluk Semangka	Terminal Information Booklet	Issued	
		Revision	

SECTION II

2. OPERATIONAL INFORMATION

2.1. WIND LIMIT

Weather criterion and definitions to be used as guidelines for the Ship Master and Mooring Master to justify the Terminal Status is described below.

Further, Terminal Representative prohibits personal Transfer to be carried out when the wind speed is more than twenty (20) knots. The wave height can not exceed 1.8 m. any deviation from this requires approval from the terminal Representative. Therefore, the controlling criteria may be limited by the personal and not the below criterion.

The Definitions of Terminal's Status are :

- Open : No limitations on mooring or unmooring operation
- Close : No Ship / Offtake tanker is usually allowed to moor. The the cargo operations provide that the Ship Master / Offtake Taker Master and the Mooring Master have come to a conclusion that the operations is deemed safe
- Restricted : No Ship / Offtake Tanker is allowed is allowed to moor. A Ship / Offtake tanker which has Been moored will be required to depart

STS Mooring operations Weather Criterion :

Terminal Status	Significant Wave Height	Wind Speed
Open	< 2.5 m with 9.1 second period co. linear Or <2.0 m cross conditions	< 21 knots
Restricted	>2.5 m and < 3.0 m co. linear and > 2.0 m and < 2.5 m cross conditions	> 21 knots and < 30 knots
Closed	< 3.0 m co. linear and < 2.5 m cross conditions	> 35 knot

Pertamina Marine Region III Teluk Semangka			
Pertamina Marine Terminal Teluk Semangka	Terminal Information Booklet	Issued	
		Revision	

2.2 ELECTRICAL STORMS

When an electrical storm is in the vicinity, all cargo discharge or loading operations will cease. All compartment hatches and loading headers will be closed. The vessel and terminal will remain in this inactive state until the electrical storm has moved out of the area.

2.3 PERSONAL PROTECTIVE EQUIPMENT (PPE)

Contractors are required to follow the Pertamina Marine Teluk Semangka policy while on the berth. While onboard their vessel, the crew are allowed to follow their own company policies. Pertamina Marine Teluk Semangka policy requires the following :

- Safety helmet
- Coverall
- Safety Shoes

2.4 TERMINAL CONTACT INFORMATION

For mailing or contact information, please refer to the following:

- PT Pertamina (Persero) – Marine Teluk Semangka
Directorate Commercial & Trading
Jl Merdeka No 377, Kota Agung
Tanggamus, Lampung - 35384
Telp. 0722-22050
- Operation : Email stsvlgcteluksemangka@yahoo.com;
Telp. 0722-22050
- Berthing Schedule : Email stsvlgcteluksemangka@yahoo.com;
Telp. 0722-22050
- Port Quarantine Health : 0722-21317

All correspondence regarding the management and operations of the Pertamina Marine Terminal Teluk Semangka should be directed to the Terminal Supervisor.

2.5 OFFICIAL LANGUAGE

The official language of the terminal is English for foreign ship and Bahasa Indonesia for Indonesian Flag ships. All vessels must have personnel on duty at all times who can communicate in and understand either English or Bahasa Indonesia with the Terminal personnel.

2.6 COMMUNICATIONS

During the pre-transfer conference, a handheld VHF terminal radio set to Channel 09 will be issued to the PIC of the ship/barge. Terminal operations personnel will have similar radios monitoring the same channel. The following will be required of the vessel:

- The radio will be kept on at all times and in the possession of a person who understands and speaks either English or Bahasa Indonesia.
- If the radio fails, the secondary means of communication shall be agreed before cargo operations start (i.e telephone; other VHF Channels or sound signals)

Pertamina Marine Region III Teluk Semangka			
Pertamina Marine Terminal Teluk Semangka	Terminal Information Booklet	Issued	
		Revision	

Radio checks must be conducted every hour to ensure communications are working.

2.7 RESPONSIBILITY OF OWNER AND MASTER

The owner and/or the operator of the vessel, as well as the Master of each vessel using the terminal facilities, is responsible for the condition of that vessel, and the Master shall be responsible for the safe and business-like conduct of personnel and operations onboard the vessel while alongside our terminal.

The terminal takes no responsibility for the condition of any vessel alongside the terminal, nor does the terminal take any responsibility for the safe conduct of operations onboard the vessel. At a minimum, all procedures used by the vessel must conform to the latest editions of the *International Safety Guide of Oil Tankers and Terminals (ISGOTT)* and *Mooring Equipment Guidelines (MEG)* as well as all applicable international, national, and regional regulations.

2.8 VESSEL COMPLIANCE AND TERMINAL SAFETY INSPECTION

All ships and barges loading or unloading at the Pertamina Marine Terminal Teluk Semangka must comply with all state, and local laws, as well as Pertamina regulations and policies.

If the vessel is boarded by Pertamina Marine Terminal Safety Inspector and does not pass inspection or is found to be unfit to transfer product, the vessel may be asked to leave the berth. This also applies to all other government agency regulations such as Customs; PSC; and Immigrations. The terminal also reserves the right to cease operations and ask the vessel to leave the berth if any safety or compliance issues are noted.

2.9 PRE-TRANSFER CONFERENCE

Before the transfer of any cargo, a conference will be conducted between the vessel PIC and the terminal PIC. The purpose of the conference is to ensure that the vessel and the terminal are fully informed and advised of the entire transfer plan and that all security and safety requirements are in place.

During the conference, the following will be discussed:

- Products and amounts to be transferred
- Cargo load/discharge plan
- Rates and pressure requirements
- Any unusual safety or security requirements
- Communications system for transfer operations and signal for emergency stop
- Quality of Inert Gas system if available
- Venting method
- Whether or not the cargo include toxic component for example H₂S, benzene, lead additives or mercaptans.
- Cargo characteristic
- Restrictions for transfer operations both shore and ship
- Ballast / deballasting

Pertamina Marine Region III Teluk Semangka			
Pertamina Marine Terminal Teluk Semangka	Terminal Information Booklet	Issued	
		Revision	

- Applicable security measures for current Security Level.

2.10 SHIP TO SHIP JOIN PLAN OPERATION

Prior to commencement of any sts operation a joint plan of operation (JPO) should be developed to ensure that all parties involved.

The JPO should include a compilation of information from various sources. Information may include the following :

- Detail regarding rendezvous location and designated lightering area.
- Brief description how the STS Operation will be conducted
- Details regarding any local or government regulatory requirement and mandatory notification
- Communication Protocols
- Safety requirement
- Procedures associated with any personel transfers
- Details regarsding any service craft and launches
- Enviromental operating parameter for each STS operation
- Fender configuration and rigging arrangements
- Mooring plan and arrangement and sequence of running lines, including use of any specialist mooring equipment
- Details of transfer and associated equipment, including the number, type and demensions of cargo hoses.
- Maximum and minimum draft and freeboard anticipated during operations
- Emergency and spill containment procedures.
- Sequences of actions in case of spillage of cargo
- Coordination of plans for cargo hose connection and disconnection
- Detail unmooring sequences

2.11 SHIP TO SHIP CHECKLIST

A Ship to Ship safety check list must also be completed between Ships to meet the requirements of ISGOTT. This is to be completed in conjunction with a ship's officer by the Pertamina Marine Inspector.

2.12 SAFETY LETTER TO MASTER

Dear Captain

Responsibility for the safe conduct of operations while your ship is at this terminal rests jointly with you, as Master of the ship, and with the responsible Terminal Representative. We wish, therefore, before operations start, to seek your full cooperation and understanding on the safety requirements set out in the Ship/Shore Safety Check-List, Which are based on safe practices that are widely accepted by the oil and tanker industries.

Pertamina Marine Region III Teluk Semangka			
Pertamina Marine Terminal Teluk Semangka	Terminal Information Booklet	Issued	
		Revision	

We expect you, and all under your command, to adhere strictly to these requirements throughout your ship's stay alongside this terminal and we, for our part, will ensure that our personnel do likewise, and co-operate fully with you in the mutual interest of safe and efficient operations

Before the start of operations, and from time to time thereafter, for our mutual safety, a member of the terminal staff, where appropriate together with a Responsible Officer, will make a routine inspection of your ship to ensure that elements addressed within the scope of the Ship/Shore Safety Check-List are being managed in an acceptable manner. Where corrective action is needed, we will not agree to operations commencing or, should they have been started, we will require them to be stopped.

Similarly, if you consider that safety is being endangered by any action on the part of our staff or by any equipment under our control, you should demand immediate cessation of operations

There can be no compromise with safety

2.13 TERMINAL SMOKING REGULATION

Smoking is not allowed except in a designated place

2.14 HEALTH AND ENVIRONMENTAL HAZARD ASSOCIATED WITH CARGO

Vessels should have available on request an MSDS for the cargoes being transferred. Information on any toxic substances in the cargo should be highlighted during the pre-transfer conference to enable the adoption of proper precautions, if needed, to minimize the impact on personnel.

2.15 PERSON IN CHARGE (PIC)

Both the terminal and the vessel must have a trained, qualified, and designated PIC on duty at all times.

Terminal requires at least one senior officer from each department to stay onboard throughout the operation

2.16 CARGO TRANSFER

Cargo transfer operations shall comply with the ISGOTT recommendation at all times. Deviation from these requirements shall be discussed with and approved by terminal.

During the handling of volatile petroleum and the loading of non-volatile petroleum into tanks containing hydrocarbon vapour, and while ballasting after the discharge of volatile cargo, all cargo tank lids should be closed and secured. Closed Oil cargo transfer is required throughout the operations.

Cargo tank lids or coamings should be clearly marked with the number and location (port, centre or starboard) of the tank they serve.

Pertamina Marine Region III Teluk Semangka			
Pertamina Marine Terminal Teluk Semangka	Terminal Information Booklet	Issued	
		Revision	

Vessel shall refer to berth information on previous pages to see the connection used, rate of loading and discharge working pressure for each grades.

Before arriving at the Pertamina Cilacap Terminal, all equipment on the vessel to be used for mooring, cargo handling, and fire protection should be inspected and confirmed safe for use.

It is the shipping company's responsibility to contact the terminal, either direct or through an agent, should the vessel be in non-compliance with any State, or local laws, rules or regulations, or with any part of this manual. The shipping company must ensure that any conflict is resolved before the vessel's arrival at the terminal.

2.17 REQUIREMENT DURING TRANSFER

- Pertamina Marine Terminal Teluk Semangka requires the following during the transfer:
- The vessel will have watchmen on the deck and in line of view of the transfer piping, hoses and manifold at all times.
- Moorings must be tended conscientiously and kept taut at all times.
- If the vessel experiences excessive movement away from the berth or in either direction along the berth, all cargo transfer operations shall be stopped and manifold valves closed. Operations will not be resumed until the mooring situation has been corrected.
- Transfer hoses or loading arms must be checked periodically for leaks, kinking, and proper positioning with the up and down movement of the vessel.
- The waters around the vessel will be checked periodically for any evidence of spilled product.
- Cargo transfer (loading/discharging) shall be started with minimum rate or pressure possible. Ship and shore staff shall check their installation for leaks and other harmful conditions.
- Rate/pressure of cargo transfer shall be increased gradually until maximum

2.18 DANGEROUS CARGO SIGNAL

The vessel shall display a red warning light by night and a red "B" flag by day to advise passing traffic that the vessel has dangerous cargo on board.

2.19 VESSEL TO VESSEL VOLUME COMPARISON

Vessels either loading or unloading will conduct periodic volume and flow rate comparisons with the other vessel. Frequency and timing of these comparisons will be discussed and agreed upon during the pre-transfer conference. If there is a difference greater than 10%, the transfer will be stopped until the difference is reconciled

2.20 TANK CLEANING/TANK ENTRY

Tank cleaning is not allowed at any time the vessel is alongside the Pertamina Marine Terminal Teluk Semangka. Any tank entry must be pre-approved by the terminal.

Pertamina Marine Region III Teluk Semangka			
Pertamina Marine Terminal Teluk Semangka	Terminal Information Booklet	Issued	
		Revision	

SECTION III

3. SAFETY AND SECURITY INFORMATION

3.1 EMERGENCY DEPARTURE

During an emergency situation at the Pertamina Marine Terminal Teluk Semangka, a vessel maybe required to unmooring on short notice. Masters will ensure that the vessel is ready at all times to sail on short notice after cargo hoses are disconnected. Immobilization of vessel during berthing at the terminal is stricly prohibited.

3.2 FIRE AND SAFETY

3.2.1 EMERGENCY EQUIPMENT

Vessels must maintain all emergency equipments. The equipment must be inspected and maintained in a safe, ready-to-use condition at all times. All ship's crew must be trained in the use of this equipment.

The terminal is equipped with oil spill response equipment and team to deal with pollution.

3.2.2 TERMINAL FIRE SYSTEM

The fire and evacuation alarm signal in case of fire within area of terminal including tanker berths consist of a loud, prolonged siren 5 minutes. Firefighting at the Pertamina Marine Terminal Teluk Semangka is done by the Pertamina Marine Terminal Teluk Semangka.

There are four Tug Boat at Teluk Semangka which also have function as Fire Boat.

3.2.3 FIRE AND SMOKING SAFETY NOTICES

Warning noticed are to be posted on the vessel for the following :

- Visitor restrictions.
- Mobile phone and other electronis equipment must be switched off.
- No open lights, matches, or lighters.
- Smoking restriction and designated areas.

3.3 EMERGENCY STOP

An emergency situation is considered to have arisen when any of the following occur:

- Oil is released on the deck of the vessel.
- Oil is released into the water.
- Failure of means of communications; primary and secondary.
- Fire occurs on the vessel.
- Any other major incident that seriously affects on safety of the vessel.

As soon as an emergency situation is declared over the radio or continous prolonged whistle/ general alarm sound where each blast shall not be less than 5 minutes, the vessel shall immediately cease all transfer operations, secure the deck, and stand by to drain and disconnect all hoses. Resumption of the transfer will begin only with the agreement between vessel and terminal personnel.

Pertamina Marine Region III Teluk Semangka			
Pertamina Marine Terminal Teluk Semangka	Terminal Information Booklet	Issued	
		Revision	

3.4 TERMINAL SECURITY

Access to the Pertamina Marine Terminal Teluk Semangka is strictly limited to its personnel, vessel crews, pre-approved maintenance or store contractors, government agencies, ship's agent, and cargo inspectors. Any other visitors must be first approved by Security Section of Pertamina Fuel Terminal Tanjung Gerem. Listed below are the requirements for entrance to the Pertamina Fuel Terminal Tanjung Gerem.

1. Contractor list and visitor list must be faxed to terminal 24 hrs prior arrival of the vessel.
2. Contractor and visitor must have picture ID.
3. Visitors must be willing to submit to a search of their vehicles by security personnel before entry to the terminal areas.
4. All Pertamina Marine Terminal Teluk Semangka rules and regulations concerning safety must be adhered to by personnel entering the STS area.
5. Security procedures for the terminal on various Security Levels are stated in the Pertamina Marine Terminal Teluk Semangka Security Plan. If the Security Level is raised from 1 to higherlevel, the Pertamina Marine Terminal Teluk Semangka Facility Security Officer will notify all costumers doing business at the terminal of the increased level and any additional security procedures. The current Security Level is displayed near the security post in every jetty.

Unless specifically informed by PFSO, terminal is operating at security **level 1**.

3.5 VESSEL/FACILITY SECURITY INTERFACE

After the arrival and berthing of the vessel, required security procedures will be discussed before any other action is taken. The discussion will include the current Security Level Declaration of Security, and any other security measures deemed necessary by the vessel of terminal.

3.6 TAKING PHOTOGRAPH

Taking photograph is not allowed without permit from Terminal Safety Officer.

3.7 WEATHER FORECASTS

Vessels should maintain a weather watch and monitor forecasts. Any weather alerts received by the terminal will be passed on to the vessel.

3.8 ELECTRICAL EQUIPMENT

Any electrical equipment powered by generators, fixed power sources, or batteries that are not classified as intrinsically safe are not allowed to be used while at the Pertamina Marine Terminal Teluk Semangka. This includes radios, pagers, cell phones, portable lighting, or anyother equipment that is electrical but not approved for used in hazardous areas.

3.9 SHORE LEAVE

Shore leave is permitted at Pertamina Marine Terminal Teluk Semangka with following restriction.

- All transport personil to shore shall use Pertamina Marine Terminal Teluk Semangka TugBoat/mooring boat. Please contact to Pertamina Marine Tuban. .
- Obey all safety rules and signs within terminal areas.
- Smoking within terminal areas and offices is prohibited.

Pertamina Marine Region III Teluk Semangka			
Pertamina Marine Terminal Teluk Semangka	Terminal Information Booklet	Issued	
		Revision	

- Report all incidents to the nearest terminal office or staff.
- No photograph.
- No firearms, cold steels, matches, lighters, and other destructive weapon
- No drugs, narcotics, alcohol and other intoxicated substances.
- In case of emergency, please muster to nearest the Assembly Point.
- Emergency Signal within the terminal is prolonged siren frequency 5 minutes.

Vessel shall maintain at all times sufficient crew not less than 70% of ship's complement onboard to deal with emergency, with 1 (one) senior officer and engineer must be on board.

Pertamina Marine Region III Teluk Semangka			
Pertamina Marine Terminal Teluk Semangka	Terminal Information Booklet	Issued	
		Revision	

SECTION IV

4. ENVIRONMENTAL INFORMATION

4.1 PRODUCT CONTAINMENT

4.1.1 BERTH

The Pertamina Marine Terminal Teluk Semangka has a cement containment area encompassing the manifold platform and containment trays at the receipt headers.

4.1.2 VESSEL

Vessels must plug all scuppers and drains before transfer to prevent any drippings or spills from draining to the river. Vessel must have sufficient means of draining, pumping, or cleaning up any oil on the deck.

4.2 POLLUTION RESPONSE

In accordance with federal and state-mandated oil spill response measures, the terminal is equipped with containment boom and other spill response equipment, which can be readily deployed in the case of an oil spill. Response vessels, as required, will be provided by Pertamina Marine Terminal Teluk Semangka - Oil Spill Response Team.

Any vessel moored at the Pertamina Marine Terminal Teluk Semangka is required to have and maintain all pollution control equipment for use in case of an oil spill.

4.2.1 POLLUTION REPORTING PROCEDURES

In the event of any oil spill into the water, vessel shall inform Pertamina Marine Terminal Teluk Semangka without delays. If a spill is from the vessel, terminal personnel will assist with notifications and response.

Important : in the event of an incident—spills to deck or water, groundings, collisions, allusions, fires, explosions, loss of propulsion or steering, fatalities or serious injuries (emergency evacuations from the vessel or man overboard), or any incident that results (or may result) in media coverage—immediately call the Head of Marine Teluk Semangka.

Upon calling this number, you will be asked some basic question about the vessel and nature of the incident. You will be required to provide a contact name and number for further details. A written summary of the incident and a summary of the investigation report, including corrective action(s) planned, shall be submitted within 30 days of the event directly to Pertamina Marine Terminal Teluk Semangka.

4.2.2 ACTION TAKEN IN THE EVENT OF OIL SPILL

The following actions will be taken in the event of a spill :

- Shut down all transfer operations.
- Notify terminal/vessel/agent personnel immediately.
- Start management, response, and agency notification.

Pertamina Marine Region III Teluk Semangka			
Pertamina Marine Terminal Teluk Semangka	Terminal Information Booklet	Issued	
		Revision	

- Initiate a site safety plan.
- Start documentation of actions taken.
- Obtain Pertamina Marine Terminal Teluk Semangka approval before restarting the transfer.

4.3 GARBAGE RECEPTION

Garbage collection's contractor available for disposal of organic waste / garbage only.
Advanced notice prior arrival required through ship agent.

Pertamina Marine Region III Teluk Semangka			
Pertamina Marine Terminal Teluk Semangka	Terminal Information Booklet	Issued	
		Revision	

SECTION V

5. MISCELLANEOUS INFORMATION AND REQUIREMENTS

5.1 DRUGS, ALCOHOL, AND FIREARMS POLICY

No alcohol or illegal drugs are allowed to enter the terminal and ship. Crew members under the influence of drugs or alcohol will be detained at the security office and have their company notified. Reasonable cause for detaining crew members is their speech, manner, behavior, and/or general appearance that may indicate that an individual is under the influence of drugs or alcohol. If a crew member is detained for any of cause above, the shipping company must have the person tested for drugs and alcohol, before granted entry to the terminal.

Firearms of any kind are not allowed in terminal's property, except for those carried by authorized law enforcement officers.

Every vessel alongside the Pertamina Marine Terminal Teluk Semangka must have an alcohol and drugs policy that meets or exceeds the standard as described in "The Oil Companies International Marine Forum Guidelines for the Control of Drugs and Alcohol on board Vessels".

5.2 REPAIR WORK PERMISSION

Repairs that involve hot work are not allowed at any time the vessel is at STS Operation. Any repairs or maintenance not requiring hot work must be pre-approved by the terminal. A list of any additional personnel and parts required to complete the repairs must be supplied to the terminal before arrival.

5.3 LOADING PROVISIONS AND STORES

Loading of provisions and stores is allowed at the Terminal with operational and security restrictions.

5.4 OTHER CRAFT ALONGSIDE

No craft is authorized to come alongside or remain alongside a vessel while handling hazardous cargo without permission from the terminal. The operator of the craft must be fully aware of all safety rules and regulation applying to the vessel/terminal and must comply.

5.5 BUNKERING/FUELING

Pertamina Marine Terminal Teluk Semangka does not have bunker supply facility.

5.6 FRESH WATER

Pertamina Marine Terminal Teluk Semangka does not have fresh water supply facility.